



Southern Grampians
SHIRE COUNCIL

Council Meeting Minutes

Ordinary Meeting
9 May 2018

Held at 5.30pm in the Council
Chambers at 5 Market Place, Hamilton

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The Meeting opened at 5.30pm

1 Present

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 Elise Holmes – Executive Assistant, Office of the CEO

2 Acknowledgement of Country

The Mayor, Cr Mary-Ann Brown, read the acknowledgement of country –

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

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

3 Prayer

Cr Calvano led the meeting in a prayer.

4 Apologies

There were no apologies.

5 Confirmation of Minutes

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 11 April 2018 be confirmed as a correct record of business transacted.

COUNCIL RESOLUTION

MOVED: Cr Sharples
SECONDED: Cr Calvano

That the Minutes of the Ordinary Meeting of Council held on 11 April 2018 be confirmed as a correct record of business transacted.

CARRIED

6 Declaration of Interest

There were no interests declared on tonight's agenda.

7 Questions on Notice

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

8 Public Deputations

8.1 Petition - Walkenhorst Rd, Tarrington

Attachments: 1. Petition

A petition relating to Walkenhorst Rd, Tarrington has been received requesting that the bitumen be continued from where it ends at the Strathkellar Road intersection, or as a minimum the road be graded.

RECOMMENDATION

That the Petition be received by Council and referred to the Director Shire Infrastructure for a response.

COUNCIL RESOLUTION

MOVED: Cr McAdam
SECONDED: Cr Rainsford

That the Petition be received by Council and referred to the Director Shire Infrastructure for a response.

CARRIED

8.2 Alan Edwards and Shayne White, Draft Road Register Submission

A submission has been received regarding the Road Register report which have asked to present on the matter. This will be heard immediately prior to Item 10.4 Proposed Road Register 2018 being considered by Council.

Note: The submitters did not attend the meeting therefore were not listed as speaking prior to item 10.4 being considered by 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:

- Audit and Risk Committee – 10 April 2018
- Council Briefing Session – 11 April 2018
- Pedrina Park Working Group – 13 April 2018
- Planning Committee – 16 April 2018

This agenda was prepared on 2 May 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.

COUNCIL RESOLUTION

MOVED: Cr Armstrong
SECONDED: Cr Dunkley

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

CARRIED

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Audit & Risk Committee Meeting
Date:	10 April 2018
Location:	Martin J Hynes Auditorium
Councillors in Attendance:	Cr Mary-Ann Brown, Mayor Cr Colin Dunkley
Council Staff in Attendance:	Michael Tudball, CEO Evelyn Arnold, Director Community & Corporate Services Belinda Johnson, Manager Finance Jason Cay, Financial Services Coordinator Megan Kruger, Governance Coordinator Sarah Franks, Coordinator Organisational Development Darren Barber, Manager Organisational Development Michael McCarthy, Director Shire Futures Hugh Koch, Manager Economic Development & Tourism Nadine Rhook, EA Director Community & Corporate Services

The Assembly commenced at 2.00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Confirmation of Minutes – 20 February 2018	Nil
2	Strategic Risk Register & Action Plan	Nil
3	Flood Recovery	Nil
4	Progress Report of Current Actions (Interplan)	Nil
5	Financial Report – Standard Statements	Nil
6	Internal Audit Progress	Nil

7	Reports Released by Other Government Agencies	Nil
8	Review Draft Budget Document & Long Term Financial Plan prior to adoption by Council	Nil
9	Local Government Bill	Nil
10	VAGO Report on Local Government and Economic Development	Nil

The Assembly concluded at 4.15pm

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Council Briefing Session
Date:	11 April 2018
Location:	Martin J Hynes Auditorium
Councillors in Attendance:	Cr Chris Sharples, Deputy Mayor Cr Cathy Armstrong Cr Albert Calvano Cr Colin Dunkley Cr Greg McAdam Cr Katrina Rainsford
Council Staff in Attendance:	Michael Tudball, Chief Executive Officer Evelyn Arnold, Director Community and Corporate Services Michael McCarthy, Director Shire Futures Susannah Milne, Manager Community and Leisure Services Belinda Johnson, Manager Finance

The Assembly commenced at 1:00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Rail Freight Alliance	Nil
2	Family Day Care	Nil
3	Capital Works Update	Nil
4	2018/2019 Budget	Nil
5	Capital Works and Standard Statements	Nil

The Assembly concluded at 5:00pm



ASSEMBLY OF COUNCILLORS

ASSEMBLY DETAILS	
Title:	Pedrina Park Working Group
Date:	13 April 2018
Location:	Brown Street Conference Room
Councillors in Attendance:	Cr Colin Dunkley
Council Staff in Attendance:	Evelyn Arnold, Director Community and Corporate Services Susannah Milne, Manager Community and Leisure Services

The Assembly commenced at 8.30am

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Welcome	Nil
2	Discussion of the Concept Plans	Nil
3	Discussion on preferences of Sporting Clubs	Nil
4	Funding Options	Nil
5	Consultation with Executive and Members from Clubs	Nil
6	Next Steps	Nil
7	Interim use existing facilities at Pedrina Park for Hockey & Soccer	Nil
8	Next Meeting	Nil

The Assembly concluded at 9.35am

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Planning Committee
Date:	16 April, 2018
Location:	Martin J Hynes Auditorium
Councillors in Attendance:	Cr Colin Dunkley Cr Katrina Rainsford
Council Staff in Attendance:	Michael McCarthy, Director Shire Futures David Moloney, Director Shire Infrastructure Mark Marziale, Coordinator Planning Sharon Clutterbuck, Executive Assistant, Director Shire Futures

The Assembly commenced at 10.00am

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	TP/78/2017 – Planning Permit Application for Two (2) Lot Subdivision and removal of an easement – 33 Ballarat Road Hamilton	Nil

The Assembly concluded at 12.00pm

10 Management Reports

10.1 Annual Plan Quarterly Report

Directorate: Michael Tudball, Chief Executive Officer
Author: Michael Tudball, Chief Executive Officer
Attachments: 2. Action and Task Progress Report

Executive Summary

The Action and Task Progress Report for the period 1 July 2017 to 31 March 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.

There are currently 109 actions from the Annual Plan and Council Plan. Of these 109 actions:

- 86 actions (79%) are on track - at least 90% of the target achieved;
- 11 actions (10%) require monitoring –between 70% and 90% of the target achieved;
- 12 actions (11%) are off track – less than 70% of target achieved; and
- 0 actions (0%) have no target set

There are 12 more actions in the March quarter. The actions that are on track have dropped from 84% to 79%, the actions that require monitoring have risen from 2% to 10% and the actions off track have dropped from 14% to 11%. The performance of the Annual Plan is steady at this stage and on track for delivery by the end of the financial 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 31 March 2018 be received.

COUNCIL RESOLUTION

MOVED: Cr McAdam
SECONDED: Cr Sharples

That the Action and Task Progress Report for 1 July 2017 to 31 March 2018 be received.

CARRIED

10.2 Emerging Priority Funding

Directorate: Michael Tudball, Chief Executive Officer
Authors: Michael McCarthy, Director Shire Futures,
Lachy Patterson, Manager Community Relations
Attachments: None

Executive Summary

This report discusses three projects that have emerged throughout the current financial year that require funding. These projects and funding required are:

- Economic Migration Project (\$10,000)
- Events planning and capacity building (\$4000)
- Melville Oval goal post and netting improvements (\$10,000)

The report recommends funding for these projects from the Emerging Priorities allocation approved in the 2017-18 budget as shown above.

Discussion

Economic migration project

In 2017 Council signed a Memorandum of Understanding with the Great Lakes Agency which is partnered by Leadership Great South Coast and the iGen Foundation. The key aim of the program is to support population growth by facilitating relocation of immigrant new Australian families from rural backgrounds overseas to relocate into regional areas.

Council facilitated a community working group and three sub groups in the townships of Peshurst, Coleraine and Balmoral. The purpose of these working groups as defined in the MoU was to provide community leadership for the program's direction and implementation.

Under the MoU Council's role included providing a leadership role in ensuring the success of the program and guidance and support to incoming communities. As part of its role Council has provided administrative support to the working group and facilitated a number of familiarisation bus visits to Hamilton, Peshurst, Coleraine and Balmoral and other welcoming events.

The program has been very successful with much interest shown by new Australians living in capital cities moving to the Greater Hamilton region and extensive support from the local community to the project.

Subsequently, leadership Great South Coast has applied for grant funding to support:

- Project co-ordination
- Online database development
- Community engagement and capacity building
- Relocation process and settlement
- Project evaluation
- Advocacy – decentralization

Total project cost: \$137,811

The funding application requests \$85,000 from RDV and \$5,000 from each of the participating Councils (Glenelg and Southern Grampians).

Other costs have been identified for Council such as the facilitated bus trips, staff time, welcoming events and promotion of and support for the benefits of intercultural engagement throughout the community. These costs are estimated to be a further \$5,000.

Melville Oval Goal Post and Netting Improvements

The Hamilton Kangaroos Football Netball Club (HKFNC) submitted an application for round two of the Greater Grants Program to replace the football goal posts and netting at Melville Oval.

A recent audit of sporting facilities, financially supported by Southern Grampians Shire Council, has highlighted that the current goal posts and associated safety netting do not meet required standards set by the Australian Football League.

The governing body of the HKFNC, the Hampden Football Netball League has alerted the club that Melville Oval will not be able to host regional games or be considered as a finals venue until these two items are replaced.

The Greater Grants assessment panel did not recommend the application and re-directed the request through the Emerging Priorities fund as Melville Oval is a Shire owned and managed facility.

The project will include the following:

- Goal post supplied to meet AFL State League Standards with SGSC Works team to install
- Supply and install net and rigging to meet AFL State League Standard

Total Project Cost: \$10,000

Events Planning and Capacity Building

The St Mary's Primary School submitted an application for round two of the Greater Grants Program to supply an event consultant who would create a strategic plan for the school's Christmas Expo.

The school outlined a need to engage an event consultant with this specific skill set to assist the volunteer committee.

The Greater Grants assessment panel did not recommend funding the project for an individual event but recommended re-directing the request through the emerging priorities fund and engaging a consultant that could offer the service to numerous community groups who could also benefit from the development opportunity.

It is proposed that a consultant can be made available as a part of the annual Southern Grampians Shire Council Events Forum, planned for 15 June 2018 and community groups can register to receive advice and workshop their events. These workshops are planned to be in addition to the other benefits received by community groups/events at the forum.

The project will include the following:

- Consultant engaged to provide one-on-one and group advice to community groups and events a separate session to the annual SGSC Events Forum.

Total Project Cost: \$4,000

Financial and Resource Implications

The three projects proposed will be funded from the allocated budget for emerging priorities. The remaining funds in this budget allocation total \$66,650. Total expenditure for these projects recommended = \$24,000

Legislation, Council Plan and Policy Impacts

Council Plan

1.2.2 Support and encourage participation in quality arts and cultural, education, leisure, recreation and sporting facilities

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

2.1.3 Attract, support and encourage social and economic development in all our settlements

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

Risk Management

There are social and economic benefits from each of the projects without any identified risks.

- Population growth
- Community understanding of intercultural issues
- Capacity building for event organisers
- Improved and safer sporting facilities

Environmental and Sustainability Considerations

There are no environmental considerations necessary

Community Consultation and Communication

Each project has benefited from extensive community engagement and will support further engagement and participation with 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

That Council funds three projects from the Emerging Priorities funding allocated in the 2017-18 budget as follows:

- Economic migration program - \$10,000
- Events planning and capacity building - \$4,000
- Melville Oval goal post and netting improvements - \$10,000

MOTION

MOVED: Cr Rainsford
SECONDED:

1. That Council funds three projects from the Emerging Priorities funding allocated in the 2017-18 budget as follows:
 - Economic migration program - \$10,000
 - Events planning and capacity building - \$4,000
 - Melville Oval goal post and netting improvements - \$10,000
2. That a review be undertaken of both the Greater Grants and Emerging Priorities funding policies to ensure equity in access and distribution of funding.

MOTION lapsed for want of a SECONDER

COUNCIL RESOLUTION

MOVED: Cr Calvano
SECONDED: Cr Sharples

That Council funds three projects from the Emerging Priorities funding allocated in the 2017-18 budget as follows:

- Economic migration program - \$10,000
- Events planning and capacity building - \$4,000
- Melville Oval goal post and netting improvements - \$10,000

CARRIED

10.3 Procurement Australia Concrete Products Contract 1905/1018

Directorate: David Moloney, Director Shire Infrastructure
Author: Nola McFarlane, Manager Flood Recovery
Attachments: None

Executive Summary

This report seeks Council approval to enact the existing contract arrangements with Procurement Australia to purchase bulk quantities of reinforced concrete (RC) pipes, box culverts and end walls, to ensure adequate supply for associate contracts for Flood Recovery activities.

Procurement Australia has a contract for the supply and delivery of pipes, box culverts and end walls. Council is a party to the contract with Procurement Australia. The bulk purchase will enable Council to supply a range of pipes, headwalls and box culverts for associated contracts, so that there is no delay to culvert restoration works due to supply issues with culvert products.

Based on the estimates by the Flood Recovery Office, estimates \$911,000 is required for the purchase and delivery of pipes, box culverts and end walls for flood recovery activities.

It is recommended that Council authorise the purchase of Pipes, box culvert and end walls through Procurement Australia Contract 1905/1018 up to the value \$911,000 for flood recovery works.

Discussion

Following the September 2016 floods and storms, the Flood Recovery Office inspected culverts on flood affected roads and identified multiple defects that need to be rectified. Part of contract 7-18 (currently advertised) will be for removal of silt and debris, beaching, regrading of table drains, reinstate road pavements over culverts and relaying or replacing flood damaged culverts. This contract includes restoration works on 695 minor culverts.

The bulk purchase of pipe products is a way in which to remove the delivery and contractual issues that may arise if pipes are not available for the successful culvert contractor. There are some concrete products that have a time delay in supply and the Council depot has limited stocks of RC pipes on hand, and orders box culverts as required. The pipes ordered will be stored at the depot and it will be the responsibility of the culvert contractor to pick up pipe products from there and deliver to site.

For products that are not stock items eg certain sizes of pipes and box culverts, a separate contract will be awarded for a panel of providers to supply these products.

A Decision Making Matrix has been developed for contract 7-18 by Councils Flood Recovery Office and provides the contractor with guidance when on site as to the best treatment applicable at that site eg replacing a pipe with a box culvert with insufficient material cover over the existing pipe. The Vicroads Auditor overseeing the Flood Recovery process has reviewed the Decision Making Matrix and is comfortable with the document.

The Flood Recovery Office has been using the recently adopted Infrastructure Design Manual as Council's current industry standard. This will change Council's standard size of RC culvert from 300mm to 375mm when pipes are replaced.

Financial and Resource Implications

The estimated cost of the purchase and delivery of RC pipes, box culverts and end walls is based on a number of assumptions following inspections carried out by the Flood Recovery Office. A decision making matrix has been developed so that the successful contractor can utilise this tool to determine the best treatment options for each individual the culvert when on site.

With the ability for the contractor to choose the treatment method, there will be a small amount of pipes and box culverts on hand at the end of the contract works. The Flood Recovery Office will negotiate with the supplier to return any unused products at the end of the contract period. If the pipes are not able to be returned then this cost will need to be paid for by Council. The Flood Recovery Office will work to minimise the surplus stock but Councils cost be as high as \$50,000.

Council also uses these drainage products and therefore having surplus stock would be able to be used in future works. The proposed 2018-2019 has allocated \$250,000 for minor culvert works and should the budget be approved then \$50,000 from this program can be set aside to cover the cost of surplus drainage products and adjusted as a more precise figure is known.

It is often normal for contractors to charge up to 15% as an administrative cost for materials purchased. The bulk purchase by Council will eliminate this cost.

The flood Recovery office has projected \$2.9 million for the reinstatement of culverts in Council budgets since the flood event.

The cost of the concrete pipes, box culverts and end walls is eligible for the flood recovery expenditure refunded through the NDRRA funding arrangements. B

Legislation, Council Plan and Policy Impacts

Section 186 of the Local Government Act 1989.

Risk Management

The main risk that Council faces is that the supply of pipes and box culverts delays the reinstatement works of Contract 7-18. This is a large contract of around two million dollars and needs to be completed by June 30 2019. Any flood works completed after this date will either need an extension of time approved through the Department of Treasury and Finance or any incomplete works will return to Council to deliver and fund. Inability to meet this timeline will impose further cost on Council to reinstate culvert assets or claims for damages from the contractor.

Environmental and Sustainability Considerations

The bulk purchase will be done to ensure larger loads of pipe products are delivered to reduce environmental impacts and use of natural resources.

Community Consultation and Communication

No community consultation has taken place.

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 approve the purchase of Pipes, box culvert and end walls through Procurement Australia Contract 1905/1018 up to the value \$911,000 for flood recovery works.

MOTION

MOVED: Cr McAdam
SECONDED: Cr Rainsford

That Council approve the purchase of Pipes, box culvert and end walls through Procurement Australia Contract 1905/1018 up to the value \$911,000 for flood recovery works, subject to the supplier agreeing to a return of any surplus products.

MOTION was WITHDRAWN

COUNCIL RESOLUTION

MOVED: Cr McAdam
SECONDED: Cr Rainsford

That Council approve the purchase of Pipes, box culvert and end walls through Procurement Australia Contract 1905/1018 up to the value \$911,000 for flood recovery works.

CARRIED

10.4 Proposed Road Register 2018

Directorate: David Moloney, Director Shire Infrastructure
Author: Aten Kumar
Attachments: 3. Proposed Road Register Changes
4. Submissions Received

Executive Summary

Council maintains asset registers of roads, roadways, pathways, road infrastructure or road related infrastructure for which Council is the responsible road authority. Under the requirements of the Road Management Act 2004, Council must publish a register of public roads of which it is the coordinating road authority.

The register of public roads published by the Southern Grampians Shire Council only contains the names of public roads that are under the care and maintenance of the Shire. Freeways or arterial roads which are the responsibility of VicRoads are not be listed in Council's register. The road register is not a list of all the roads Council owns. It is a list of the all the roads Council will manage in accordance with the Road Management Plan.

While updating the road register, discrepancies such as road chainages and road names had been rectified resulting in addition of a new road, 13 road hierarchy changes and removal of 45 Rural Limited Access (RLA). The RLA's are grassland lanes and fire access which Council does not maintain due to very limited use and often gated by local farmers.

Council invited submissions for a period of 28 days which closed on 30 April 2018. There has been over ten phone calls, four face to face meetings and nine written submissions as attached.

Residents were seeking clarification and generally satisfied with the explanation given by Manager Assets over the phone and also during face to face meetings. They were also encouraged to put in their written submissions if they felt their queries were not answered.

The recommendation is that Council accept the draft Road Register 2018.

Discussion

The purpose of the Register is to list those road assets which will be maintained by Council in accordance with this plan. The Act provides guidance as to what must be included in the Road Register, which includes:

- The name of the public road. (Councils register breaks the individual road down into the segments that match our asset register, so that for a typical local road there may be 3 or 4 segments that make up the whole road length.)
- The classification hierarchy / of the public road are as follows:
 - **Link** - Connecting urban centres, local areas and the State arterial road network
 - **Collector** - Large-scale movement of traffic within urban centres and local areas, connecting Access Streets with Link Streets.
 - **Access** - Small-scale direct access to properties, recreational areas and industrial areas.
 - **Limited Access** - Access to the rear of properties or within recreational parks. Not intended for through traffic.

- **Fire access** - Dry-weather obstacle-free passage to areas containing few or no structures.
- The date on which the road became a public road. (The date of completion of the subdivision that created the road for all roads constructed after 1 July 2004).
- The date on which the road ceases to be a public road if council determines remove the "public road" status of the road.
- The reference to any plan or instrument that fixes or varies the boundaries of the public road. (ie the plan of subdivision reference number that created the road. Only applicable after 1 July 2004).
- Any ancillary areas. (ie a section of land abutting a road reserve that council would like to include within the public road status such as an adjoining car park area. No ancillary areas have been identified to date).
- A reference to any agreement transferring responsibility for road management function of any part of a public road to or from another road authority. (ie an agreement with an adjoining municipality on managing a boundary road between the two municipalities).
- Any matter required to be included by the relevant road minister under section 22 of the Act.

By removing the roads from the register it does not negate any of the following points:

- Council still owns the road
- Road is still a Public Highway under the Road Management Act 2004,
- Right of use by public

Proposed to upgrade the following 8 roads hierarchy follows;

Asset ID	Road Name	Locality	Start	Start	End	End	Current	Proposed	Comments
284	Fenton Street	Hamilton	Holden Street	0	Tyres Street	923	UA	UC	High Use / B Double Route
29738	Hensley Park Rd	Hamilton	King Street	189	North Boundary Rd	814	UA	UC	High Use / B Double Route
618	North Boundary Rd	Hamilton	Coleraine Road	0	Hensley Park Rd	3714	UA	UC	High Use / B Double Route
743	Tyers Street	Hamilton	Haig Street	0	Gray Street	752	UA	UC	High Use / Hospital Road
743	Tyers Street	Hamilton	Gray Street	752	Fenton Street	793	UA	UC	High Use / B Double Route
752	Victoria Street	Hamilton	MacPherson St	0	King Street	414	UA	UC	High Use / Linking Collectors
84	Bowman Place	Hamilton	Lodge Road	0	End	220	ULA	UA	House Entrances on Road
349	Greed Street	Hamilton	Mt Napier Road	0	End of Formation	380	ULA	UA	House Entrances on Road

High Use/B Double Routes (1 Submission received)

One submission was received in regards to the hierarchy changes listed above. The particular concerns were over some of the roads being changed to B-Double routes.

The proposed changes from Urban Access to Urban Collector roads are due to current usage of B Doubles and high traffic volumes. In accordance with the Infrastructure Design Manual (IDM), any routes exceeding 2500 v/d will be classified as Collector which recent traffic counts have confirmed on Fenton Street and Tyers Street to be above the threshold. The hierarchy changes are purely due to increased traffic volumes and no changes is proposed to existing B Double routes.

Proposed to remove the following 45 Rural Limited Access roads from the Road register as follows:

Asset ID	Road Name	Locality	Start Point	Start	End Point	End	Priority
22570	A Frasers Road	Byaduk North	Byaduk Caves Road	0	Clarks Road	730	RLA
22571	Alberts Road	Tabor	Tabor Road	0	Springfield Road	3300	RLA
22572	Bades Road	Hamilton	Mt Napier Road	0	End Gate	1200	RLA
22573	Bakers Road	Victoria Valley	Middletons Crossing Road	0	End	600	RLA
23242	Beesons Road	Hamilton	Madins Road	0	Blacks Road	1635	RLA
23245	Blacks Road	Hamilton	Louden Youngs Road	0	End	700	RLA
23248	Bryants Swamp Road	Victoria Point	Victoria Point Road	0	Napiers Road	3380	RLA
23250	C Mibus Road	Warrayure	Glenelg Highway	0	Fenceline	1790	RLA
23252	Canapinis Lane	Croxton East	Lake Road	0	Petschells Lane	1800	RLA
29716	Charles Street	Branxholme	Scott Street	160	Branxholme-Byaduk Road	580	ULA
23255	Cooks Road	Dunkeld	Victoria Valley Road	0	Bundol Road	2300	RLA
23258	E McArthurs Road	Karabeal	Dunkeld-Cavendish Road	0	McLeods Road	3000	RLA
23259	E Walters Road	Karabeal	Victoria Point Road	0	Skene Woolshed Road	3365	RLA
23260	Elsoms Road	Hamilton	Mt Napier Road	0	Murroa Lane	3400	RLA
18635	Fields Road	Mirranatwa	Victoria Valley Road	0	End	1300	RLA

23264	G Hermans Road	Hamilton	Louden Youngs Road	0	Gate	1220	RLA
23265	Gahans Road	Dunkeld	McIntyres Crossing Road	0	Mt Sturgeon Sturgeon Settlement Road	3245	RLA
23275	Hannahs Road	Byaduk North	Byaduk Caves Road	0	Gate North Side	1180	RLA
22123	Harris Road	Victoria Valley	McIntyres Crossing Road	0	Mt Sturgeon Soldier Settlement Road	2168	RLA
23271	Hicks Road	Dunkeld	Glenelg Highway	0	Gate	395	RLA
23272	Howells Road	Victoria Valley	D McIntyres Road	0	Mt Sturgeon Soldier Settlement Road	3355	RLA
23273	J Addinsalls Road	Hamilton	Henty Highway	0	Dartmoor-Hamilton Road	2710	RLA
34640	Jennawarra Road	Harrow	End Pavement	2550	End Formation	3020	RLA
22129	K Crawfords Road	Victoria Valley	Victoria Valley Road	0	Middletons Crossing Road	3870	RLA
33080	Lukes Road	Warrayure	Hufs Back Lane	0	Lehmans Road	750	RLA
23284	Mathers Creek Road	Balmoral	Camerons Road	0	Gate	6330	RLA
23286	Mayfields Road	Moutajup	Warburtons Road	0	Skene Woolshed Road	5550	RLA
23287	McDonalds Road	Bochara	Glenelg Highway	0	Fence	575	RLA
23288	McLeods Road	Karabeal	RW McIntyres Road	0	E Macarthurs Road	798	RLA
23289	McNaughtons Road	Karabeal	Dunkeld-Cavendish Road	0	Skene Woolshed Road	2955	RLA
34700	Mibus Lane	Croxtan East	Petschells Lane	1740	Penshurst-Dunkeld Rd	6640	RLA
38536	Monivae Subdivisional Rd	Hamilton	Hamilton-Port Fairy Road	0	Start of Seal	3190	RLA
23292	Murtagh Road	Wootong Vale	Coleraine-Balmoral Road (Konong Wootong Creek)	0	Coleraine-Edenhope Road (Konongwootong Hall)	4120	RLA

23295	Palmers Road	Yulecart	Kirkwoods Road	0	Gate	1665	RLA
23296	Pearsons Road	Mirranatwa	Victoria Valley Road	0	Mirranatwa Road	3825	RLA
34750	Pierrepoint Road	Tarrington	E Uebergangs Road	8825	Hamilton Highway	11125	RLA
23299	R Walters Road	Moutajup	Victoria Point Road	0	Mayfields Road	2530	RLA
22153	Rentschs Lane	Moutajup	Lake Linlithgow Road	0	Finkmeyers Lane	2100	RLA
22154	Roberts Road	Bochara	Glenelg Highway	0	End	1300	RLA
23303	Robertsons Road	Victoria Valley	McIntyres Crossing Road	0	Victoria Point Road	5485	RLA
22160	Shaws Bypass Road	Tahara	Shaws SS Road (west of Coopers Rd)	0	Shaws SS Rd (east of Peppers Rd)	1450	RLA
23304	Sutherlands Road	Moutajup	Dunkeld-Cavendish Road	0	Gate	620	RLA
33048	Thackery Street	Penshurst	Watton Street	267	Lewis Street	746	ULA
23309	Waldrons Road	Bulart	Haeuslers Road	0	End	2790	RLA
33074	Warburtons Road	Moutajup	Mayfields Road	4360	Dunkeld-Cavendish Road	9169	RLA

Six written submissions were received in regards to removal of Rural Limited Access (RLA) roads from the proposed Road Register are as follows:

Matters Creek Road (3 submissions)

- Request to maintain Mathers Creek Road, Pigeon Ponds for emergency fire access.
- Request to maintain Mathers Creek Road, Balmoral for emergency fire access.
- Request to maintain Mathers Creek Road, Balmoral and seeking clarification what it means to take it off the Road Register.

Council works with the CFA who advises Council on which roads they deem to be required for emergency fire access. Council inspects these fire access roads once a year in conjunction with CFA where minimum maintenance has occurred in the past. Separate budget item is allocated by Council to undertake these works.

Therefore it is still recommended to take it off the Road Register.

Mayfields Rd, Moutajup from Warburtons Rd to Victoria Point Rd (1 submission)

- Main access for properties along that road

- Their business runs 15000 sheep at that property along Mayfields Rd with the main access to their shearing shed
- A portion of that road was sheeted 4 years ago after a stock truck was bogged in December.
- Business owners have cleaned the table drains themselves and the edges mowed all the way.
- Business owners expect 12 month access to their property.

There are two segments in Mayfields Rd:

Segment 1: Warburtons Road to Victoria Point Rd (0- 3220)

Segment 2: Victoria Point Rd to Skene Woolshed Rd (3220 – 5550)

Apart from access to their farms, both segments have no residential properties and Council has committed to maintaining all weather access to residential properties that are currently occupied and therefore it is recommended to take it off the Road Register.

Jennawarra Rd, Harrow (1 submission)

- Lack of consultation in this process as all the adjoining landholders have as of the date of this letter not received any notification of the proposed deregistration.
- The upkeep of pests and weed control being that the road whilst deregistered will be still classed as a public road.
- If Jennawarra road is deregistered does this mean we as landholders are then responsible for its upkeep including weed, pest and fire access, including but not limited to grazing, fencing, grading and creating fire breaks.
- Meet onsite to confirm the segment lengths.

There were no individual letters written to the residents, however Public consultation was through public notice in the local newspaper and media release in Accordance with Section 228 of the Local Government Act, 1989. Copies were also made available on the council's website, 1 Market Place, Brown Street Costumer Services Centres and at local post officers.

The segment was also pegged on site to clarify the length Council will continue to maintain. It is the last segment from 2550 to 3020 (470m) which Council is proposing to take off the register as there are no residential properties past this point. Council will not maintain this section of road reserve should it come off the road register.

The road is not being deregistered by coming off the road register. The area will still be a Public Highway as defined under the Road Management Act 2004, as such any member of the public has a right to access the road reserve.

Moutajup/Karabeal area – (General submission from M. P. Johnson)

- Moutajup/Karabeal area have gates at each end and most are grassy lanes of long dry Phalaris. These lanes present an extreme fire danger in summer mostly by fools driving up through the long grass for whatever reason (including illegal activity).
- R. Walters Road, a grassy lane at best runs along our North West boundary for its full length and is a ticking time bomb every summer. Council has supplied 'Road Closed' signs at each end and these do work to a fair degree but it is still us who have to go and pull out stupid drivers bogged in the middle of winter, NOT the Shire.

- The answer to this is for council to supply and erect unlocked gates and 'Road Closed' or 'Enter At Own Risk' signs at each end of all affected roads. This will greatly reduce any non- important traffic and will allow these laneways to be heavily grazed by sheep prior to the fire season thus reducing the danger. We do not run sheep so this won't affect us other than better sleep in summer. Should Council supply the gates, I am sure adjoining Landowners would erect them or at the very least, provide written permission for neighbouring Landowners to do the job. This would be a win-win for the Council.
- I cannot stress enough how important it is to keep Mayfields Road open and in good order. The Shire has abandoned Seymours Road which was a strategic road. Mayfields Road is an important escape route in any number of scenarios. How this has not been considered totally mystifies me. I would strongly urge the Shire to upgrade this road not abandon it
- (Seymours Road as well). Fast/West roads are lifesavers

CFA determines which roads are required for emergency fire access. Council inspects the fire access roads once a year in conjunction with CFA where minimum maintenance has occurred in the past. Separate funds from Council (currently \$26,000) and CFA is available to address the slashing and grading in the future.

St Marys Lane from Clarendon Street – Request to Include into the Road Register. Investigations into this request has revealed that the lane is under private ownership and therefore cannot be included into the Road Register.

General Submission

- I wish to make a submission on the draft road register 2018 and wish to represent myself in person at the Council meeting in support of that submission.

No attachment was given.

Financial and Resource Implications

The proposed changes in the road register would be an adoption of a new road, 8 road hierarchy changes and removal of 45 Rural Limited Access (RLA). The RLA's are grassland lanes and fire access which Council does not regularly maintain due to very limited use and often gated by local farmers.

Currently road inspectors are required to inspect them and action defects i.e. vegetation slashing, culverts inspection, guide post and tree trimming. It is anticipated a savings of \$20,000 to \$30,000 would be saved annually.

Legislation, Council Plan and Policy Impacts

Council maintains asset registers of roads, roadways, pathways, road infrastructure or road related infrastructure for which Council is the responsible road authority. The register of public roads published by the Southern Grampians Shire Council only contains the names of public roads that are under the care and maintenance of the Shire.

Under the requirements of the Road Management Act 2004, Council must publish a register of public roads of which it is the coordinating road authority.

Council, as a Road Authority, has a range of functions, powers and duties conferred or imposed on it through a range of legislation that includes:

- (i) The Road Management Act 2004;
- (ii) The *Road Safety Act 1986* ;
- (iii) The *Local Government Act 1989* (referred to in section 5(2); and
- (iv) The *Transport (Compliance and Miscellaneous) Act 1983*.

Risk Management

Under the requirements of the Road Management Act 2004, Council must publish a register of public roads of which it is the coordinating road authority.

Failure to publish a register of public roads will result in non-compliance with the Road Management Act 2004. The Road Management Act 2004, Section 107 states in regards to the liability of a road authority:

“A road authority does not have a statutory duty or a common law duty to perform road management functions in respect of a public highway which is not a public road or to maintain, inspect or repair the roadside of any public highway (whether or not a public road)

Environmental and Sustainability Considerations

The road register is a list of all the roads Council manages in accordance with the Road Management Plan. Environmental and Sustainability considerations are part of the road Management Plan.

Community Consultation and Communication

Upon the acceptance of the draft Road Register 2018, Council invited submissions for a period of 28 days which closed on 30 April 2018. The accepted Road Register 2018 will be communicated to the community.

This will occur through a public notice in the local newspaper and through a media release. Copies of the draft Road Register will made available on the website, at the Market Place and Brown Street Customer Services Centre's.

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 having considered submissions received in respect of the draft Road Register, adopt draft Road Register as the Road Register.

COUNCIL RESOLUTION

MOVED: Cr Dunkley

SECONDED: Cr McAdam

That Council having considered submissions received in respect of the draft Road Register, adopt draft Road Register as the Road Register.

CARRIED

10.5 Risk Tolerance Threshold and Profile

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Evelyn Arnold, Director Community and Corporate Services *
Attachments: 5. Risk Profile

Executive Summary

Risk represents the uncertainty that accompanies everyday activities. Whilst Council accepts risk as an unavoidable element of operations, a number of strategies can be employed to mitigate, reduce and manage risk. One aspect of this process is the establishment of an understanding of the risk profile of Council. Council's risk profile consists of an assessment of consequence of risk and likelihood that this will occur. These key elements are outlined in the attached risk profile. This report recommends this profile be adopted as Council's agreed position in the assessment of future strategic risk and activities.

Discussion

Council accepts risk as an unavoidable element of operations. However, there are a number of strategies employed to either mitigate or reduce exposure to risk. These include, policies, procedures and guidelines. In addition the delegated committees such as the Audit and Risk Committee help to guide Council as to best practise. Part of the risk evaluation process is the maintenance and review of a Strategic Risk Register. This document provides a framework to assess, control and therefore manage risk. This document is underpinned by the Council's Risk Profile. This profile helps to quantify and place perimeters around activities in the context of Council's tolerance to risk.

Financial and Resource Implications

There are no direct financial or resource implications that result from the recommendation in this report.

Legislation, Council Plan and Policy Impacts

Nil

Risk Management

This profile forms the basis for continuing effective risk management.

Environmental and Sustainability Considerations

Nil

Community Consultation and Communication

The attached profile has been established and reviewed with senior staff and Council.

Disclosure of Interests

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

RECOMMENDATION

That the attached Risk Profile (the consequence table and risk matrix) be incorporated into all risk related polices and plans as an acknowledged risk tolerance.

COUNCIL RESOLUTION

MOVED: Cr Calvano
SECONDED: Cr Armstrong

That the attached Risk Profile (the consequence table and risk matrix) be incorporated into all risk related polices and plans as an acknowledged risk tolerance.

CARRIED

10.6 Family Day Care Services Review

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Susannah Milne, Manager Community & Leisure Services
Attachments: None

Executive Summary

The purpose of this report is to present to Council the results of the service review into the Family Day Care service.

Council is committed to reviewing services that it provides, as it has been identified through long term financial planning that current levels of service are unsustainable. Service reviews supports informed decision making for Council and staff, enabling us to be adaptable and responsive to changing community needs. A service review examines what service is provided, what resources are used, what the demand in to the future will be and should the Shire continue to provide the service.

The service review highlighted that:

- Service demand will be maintained for Family Day Care into the short to medium term.
- At present there is no alternative commercial service provider operating a Family Day Care Service.
- The cost to providing the service will increase with the ceasing of Federal Government Funding on 30 June 2018.
- Child care subsidy changes may impact how our community uses this service.
- Council subsidises the cost of providing this service at approximately \$1,280 per child.

This report recommends that provision of Family Day Care Services continues to be provided by the Shire with changes to the fee structure to recover cost in the Commonwealth Funding cuts of approximately \$55,000 which ceases from the 30 June 2018.

Discussion

The Southern Grampians Shire Council provides a flexible home and approved location based learning environment for our younger community members. The purpose of this service is to provide safe, quality and affordable child care options to our community to support families to be active within our community through workforce, education or social participation.

The Family Day Care model allows for qualified educators to provide education and care in small groups and provides an alternative choice in childcare for families. The Shire is a licensed Early Years Provider and meets the legislative and accreditation requirements associated with licensing.

Resources required to deliver this service are:

- 1.62 FTE permanent staff
- 11 contract Qualified Family Day Care Operators
- Office facilities and equipment
- Glenthompson Family Day Care Building
- Resource library items

The operating costs for the 17/18 budget are:

- Revenue \$607,200

- Expenditure \$754,186
- Net Cost \$146,986

Expenditure is associated with operating overheads, staff wages and contractor payments. Revenue is generated through fees received from families and educator levy charged to educators on a fortnightly basis.

Fees associated with Family Day Care are a combination of educator fees and administrative fees which are calculated by the hour of service. Eligible families also receive up to \$10.70 per hour as a subsidy from the Federal Government, this subsidy is means tested and the amount of subsidy received depends on the family income and number of dependants.

Current Fee Structure

Fee Description	Amount
Educator Fee	\$7.50 – 12.00 per child of care
Administrative Fee	\$ 0.55 per hour of care
Educator levy	\$44 per fortnight

The service drivers for the service are:

- Population of children between the ages of 0-4 years old is 848 (2016 Census), with the birth rate growing over the last 18 months (birth notifications).
- The flexibility that the service allows in hours, days and placement of siblings.
- Provides a popular alternative to the Long Day Care options.
- Services are located across the municipality creating greater accessibility for community.
- Childcare options and providers are limited across the municipality, with an estimated approximation of 250 childcare places offered overall.
- Regular accreditation and monitoring is required to maintain a license

Currently we have 114 children in care, supporting 102 families, vacancies are limited. The Shire manages the administrative functions of the service and 11 Family Day Care Educators are contracted to provide the service. It is predicted that the number of children accessing the service will maintain at current levels or grow slightly if no alternative commercial business enters the market.

Challenges that the service faces are that as of the 30 June 2018 the Commonwealth Government Funding that offsets administrative costs will cease, the impact of this will see the net cost increase of \$55,000. The impacts of the changes to the Child Care Subsidy are unknown, families may be subjected to increase or reduction in subsidies, however subsidy will be paid directly to the care provider.

Following the review the following options are available for the Councils consideration.

Option	Detail	Cost	Officer Comments
1	Cease providing Family Day Care at the 30 June 2018	Redundancy cost of 1.62FTE.	This option is not supported as the service enables families to participate in the community and workforce. There is no alternative service provider in the municipality that could absorb the demand.

2	Seek an alternative service provider	Determined through tender process.	This option is not supported at this point of time. It is unlikely given that the service operates at a net loss that an alternative provider could be sourced. The market is also in a period of uncertainty due to demand and changes to the Child Care Subsidy
3	Full Subsidy of Funding Gap	\$55,000 per year plus CPI annually	This option is not supported, as it would increase the amount that the services are subsidized to \$1,760 per child. Which is not sustainable or an equitable allocation of resources.
4	Full Cost Recovery of Funding Gap over two years	\$27,500 cost to Council in year 1 and no cost by year 2 Year 1: Increase in administrative charge of 45 cents per child per hour to families. Year 2: Increase in administrative charge of 40 cents per child per hour to families.	This option is supported as it allows for users of the service to pay for the service that they access. Introduced over a two year period to make it more affordable to families.
5	Reduce Service Levels By reducing days of service or not replacing educators who retired/resign	Decrease cost over a period of time	This option is not recommended as reducing days reduces the flexibility that users of the service find attractive and the consequence may be less families using the service at an increase gap. The service demand should also be reviewed as any position before replacement recruitment of any positions in line with current adopted policy. The commercial viability of the service must also be maintained.

Conclusion

From the above options, Council Offices recommend Option 4, which is to seek full cost recovery of the funding gap over a two year period.

This would mean that the Shire would continue to provide the current level of service to the community acknowledging that the service provides a valuable contribution to the community and local economy.

The Shire would increase the Administrative levy over a two year period by 85 cents to \$1.40 per hour of care via the pricing register through the budget process to offset the entire loss of federal funding only. This would mean that the service would continue to operate at a net loss which on average is \$1,280 per child per year subsidy.

It is also recommended that officers continue to in the medium to long-term investigate other models of service delivery to improve efficiency in service delivery at a reduce cost as well as monitor the demand of service.

Financial and Resource Implications

This report has been prepared within existing resources.

Implementing this recommendation of this report will result in an increase of revenue of approximately \$55,000 which offsets the loss in federal funding.

Legislation, Council Plan and Policy Impacts

Council Plan 2017-2021

Objective 1: Support our Community
Objective 2: Develop our Regional Economy & Business
Objective 5: Provide Governance & Leadership

1.2.1 Provide appropriate, accessible and equitable Council services, facilities and activities.

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

1.2.4 Provide, promote and support appropriate and accessible services, facilities and activities for young people.

2.1.3 Attract, support and encourage social and economic development in all our settlements

2.1.4 Leverage the Shire's strategic advantages in health, education, leisure and cultural activities as a means to stimulate economic and population growth.

5.4.3 Be recognised as an organisation that provides excellent customer service

- National Law Act 2010
- National Regulations & Quality Standards 2011
- National Quality Frameworks – Belonging, Being, Becoming and My Time, Our Place 2018
- National Quality Standards- Accreditation System
- Victorian Childrens Services Act 1996
- Victorian Childrens Services Regulations 2009
- Victorian Early Years Learning & Development Framework

- Child wellbeing & Safety Act 2005
- Family Administration Assistance Act

Risk Management

Council has legal obligations to ensure that the service it provides meets the legislative and regulatory standards the recommend option meets those requirements.

Environmental and Sustainability Considerations

Not applicable to this decision

Community Consultation and Communication

Consultation has been limited with clients of the service to determine the value and understand the choice to utilise the service.

The universal reasons given for their preference for Family Day Care were:-

- Smaller group size and the more personal, homely environment;
- One on one interaction with a constant educator;
- Decrease incidence of child catching common illnesses;
- A better fit for child;
- Ability to obtain care with siblings in one group;
- Belief that Family Day Care was more financially viable.

Any change in fees through the budget process will need to be communicated to clients, educators and the wider 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

That the Administration levy be increased 85 cents over a 2 year budget cycle allowing for families to adjust to the increase, through the budget process.

- 18/19 year that the levy be increased 45 cents, to \$1.00 per hour of care;
- 19/20 year that the levy be increased 40 cents, to \$1.40 per hour of care.

MOTION

MOVED: Cr Sharples
SECONDED: Cr McAdam

That the Administration levy be increased 85 cents, to \$1.40 per hour of care on the 1 July 2018, through the 18/19 budget process

LOST

COUNCIL RESOLUTION

MOVED: Cr Calvano
SECONDED: Cr Armstrong

1. That the Administration levy be increased 85 cents over a 2 year budget cycle allowing for families to adjust to the increase, through the budget process.
 - 18/19 year that the levy be increased 45 cents, to \$1.00 per hour of care;
 - 19/20 year that the levy be increased 40 cents, to \$1.40 per hour of care.
2. That Council write to local Federal Member Dan Tehan MP to express Council's disappointment of the Commonwealth Funding cuts of approximately \$55,000.

CARRIED

10.7 Audit and Risk Committee - Minutes

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Evelyn Arnold – Director Community & Corporate Services
Attachments: 6. Minutes – 10 April 2018

Executive Summary

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

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.

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 meeting held on 10 April 2018 be noted.

COUNCIL RESOLUTION

MOVED: Cr Calvano
SECONDED: Cr Dunkley

That the Minutes for the Audit and Risk Committee meeting held on 10 April 2018 be noted.

CARRIED

10.8 Financial Statements to 30 April 2018 – 17-18 Budget

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Jason Cay, Finance Coordinator
Attachments: 7. Financial Statements

Executive Summary

The Financial Reports for the period 1 July 2017 to 30 April 2018 (copy attached) have been prepared to provide information regarding Council's current financial position.

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 April of \$3.51m compared to Councils 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. This impairment was due to the September 2016 Floods. All other balance sheet items are expected to be in-line to their original budgeted figures.

Statement of Cash flows

Cash balances are strong in January with \$23.72m 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 \$10.427m has occurred (25% 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 the majority of works occurring during the construction season. Overall spend was at 77% 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 financial report for the period 1 July 2017 to 30 April 2018 be received.

COUNCIL RESOLUTION

MOVED: Cr Rainsford
SECONDED: Cr McAdam

That the financial report for the period 1 July 2017 to 30 April 2018 be received

CARRIED

10.9 General Revaluation of Rateable Properties

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Belinda Johnson, Manager Finance
Attachments: None

Executive Summary

A general valuation of all properties in the Southern Grampians Shire has been returned by the Contract Valuer, Opteon Property Group for use in the 2018/19 rating year.

The valuations will be used as the basis of rating from 1 July 2018.

Discussion

A general valuation of all properties within Southern Grampians Shire has been required to be undertaken every two years.

The 2018 revaluation is the tenth since biennial valuations were introduced by the Valuer-General in 1998 and will mean properties across Victoria are revalued at the same date: 1 January, 2018.

This is the last of the biennial valuations, with the Valuer-General now being responsible for the annual valuation of all properties.

Opteon Property Group was appointed to provide valuation services for the 2016 and 2018 general valuation by Council in December 2014.

The Contract Valuer has provided valuations for all rateable and leviable properties within the Shire as at 1 January, 2018.

Aggregate valuations are as follows:-

Site Value	Capital Improved Value	Net Annual Value
\$2,314 million	\$3,573 million	\$187 million

The total CIV has increased by approximately 5.67%.

Movements in valuations are not uniform for all localities within the Shire or for all categories of land.

The new capital improved values will be used as the basis of rating for the financial year commencing 1 July, 2018. It is proposed that valuation and rate notices for 2018/19 will be issued in late August. Any person aggrieved by the valuation on their property is entitled to lodge an objection during the two months following the issue of the notices.

The movements in valuations shall result in a redistribution of the rate burden over the 10,938 rateable properties within the Shire.

Financial and Resource Implications

The valuation data provides the basis for the calculation of the rate in the dollar which is to be levied on all rateable properties. The determination of the values, coupled with Council

Rating Policy, allocates the rate burden to the different property types within the Local Government Area.

The valuation process contributes to the generation of over 40% of Council revenue to fund services and capital works annually and ensure that a wide range of quality services are available to our community that will contribute to the liveability of the Shire.

Legislation, Council Plan and Policy Impacts

The Council must for the purposes of the Local Government Act 1989 cause a general valuation of rateable land within the municipal district to be made as at 1 January in every even calendar year and returned to the rating authority before 30 April in that year. Valuations are undertaken in accordance with the Valuation of Land Act 1960, the Valuation Best Practice Specifications issued by the Valuer-General and the Valuation Contract terms and conditions.

Valuer-General Victoria (VGV) oversees the revaluation process and monitors the progress of revaluations, provides advice to Councils on valuation methodologies and ensures Council valuers apply uniform standards across the state.

VGV also certifies all Council revaluations to ensure they have been completed according to the required standards.

As previously documented, this is the last time this process will be undertaken. Future Valuation data will be provided directly to Council from the Valuer-General.

Risk Management

The quality and timeliness of the delivery of the valuation and related services is vitally important, as Council and other rating and taxing authorities are dependent on the valuation to apportion the amount of rates to be paid by each property owner.

The Valuer-General, as Victoria's valuation authority has jurisdiction over municipal valuations and must certify the valuation.

The Contract Valuer must maintain complete confidentiality of Councils information both during and after the valuation task and demonstrate that no conflicts of interest will be created during the valuation process.

Environmental and Sustainability Considerations

N/A

Community Consultation and Communication

There is a significant customer service focus associated with the valuation service.

The number of properties inspected by the contract valuer is not to be less than 33 percent of the total number of residential and rural assessments.

Further community engagement will occur with the valuer should there be any enquiries or objections to valuations.

The preparation and printing of rate notices will occur following the decision. Valuation and rate notices will be issued in August.

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 general valuation made as at 1 January, 2018 be received and used as the basis of rating from 1 July, 2018.

COUNCIL RESOLUTION

MOVED: Cr McAdam

SECONDED: Cr Dunkley

That the general valuation made as at 1 January, 2018 be received and used as the basis of rating from 1 July, 2018.

CARRIED

10.10 Review of Rating Policy

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Belinda Johnson, Manager Finance
Attachments: 8. Rating Policy

Executive Summary

The Councils Rating Strategy Policy was last updated on 8 June 2016. The Policy is generally reviewed every two years in the same year as the return of the general valuation of all rateable properties. The return of the valuation has now occurred and the Policy requires review.

It is recommended that the Rating Strategy Policy be amended as attached.

Discussion

On 8 June 2016 Council adopted the Rating Strategy Policy to provide a basis for the levying of rates and charges from 1 July 2016. The strategy is to be reviewed on the return of each general valuation.

General valuations have been undertaken on two yearly cycles with the current valuation returned by 30 April 2018 for use in the 2018/19 rating year, however the Valuation will now be returned annually by the Valuer General.

The policy provides that differential general rates will be levied on the capital improved value of all rateable land to reflect the different standard, range and access to municipal services available to residents and ratepayers of the Shire. The policy also provides for a municipal charge, annual service charge (garbage) and a special drainage rate.

The Policy provides that a differential general rate levied on all rateable land in the parishes of North Hamilton and South Hamilton (excluding farm land with an area of 40 hectares or more) was fixed at a higher rate to reflect the different standard, range and accessibility to services.

The lower differential general rate was fixed at 80% of the higher differential rate.

The policy has required to be reviewed upon receipt of the general valuation for the purpose of making any adjustments considered necessary to lessen the impact of any sudden or adverse re-distribution of the rate burden between sectors or categories of rateable land caused by such general valuation.

The 2018 general valuation for use in the 2018/19 rating year has been practically completed by 30 April 2018. Uncertified valuation figures have been received.

The Local Government Act enables a Council using the capital improved value system to set differential rates to raise rate revenue subject to the difference between the lowest and highest differential rates being no greater than four times.

A copy of the proposed Rating Strategy Policy is attached.

Financial and Resource Implications

Rates and charges comprise approximately 50% of annual Council revenue (excluding capital grants & contributions) and therefore amounts raised impact of the level on services and capital works available for implementation.

Legislation, Council Plan and Policy Impacts

The Local Government Act 1989 provides the legislative basis for the levying of rates and charges (sections 154 to 158c).

The Council adopted Rating Strategy Policy to provide an equitable and consistent basis for the levying of rates and charges.

Risk Management

N/A

Environmental and Sustainability Considerations

Rates and charges provide a significant component of Council revenue to fund services and capital works annually and ensure that a wide range of quality services are available to our community.

The quality of services in Southern Grampians Shire is important to the liveability of the Shire.

Community Consultation and Communication

Rates and charges provide a significant component of Council revenue to fund services and capital works annually and ensure that a wide range of quality services are available to our community.

The quality of services in Southern Grampians Shire is important to the liveability of the Shire.

Council's Draft Budget for 2018/19 has been prepared based on the policy. This Budget is currently available for comment by the public until Tuesday 12 June 2018.

The communication of this decision will be incorporated in the adopted Budget for 2018/19 and results in the issuing of rate notices in August 2018.

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 Rating Strategy Policy be adopted as attached.

COUNCIL RESOLUTION

MOVED: Cr Sharples

SECONDED: Cr McAdam

That the Rating Strategy Policy be adopted as attached.

CARRIED

10.11 Preparation of 2018/19 Budget

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Belinda Johnson, Manager Finance
Attachments: 9. Draft Annual Budget
10. Draft Strategic Resource Plan,
11. Draft Council Services Pricing Register

Executive Summary

The Draft Budget for 2018/19 and Strategic Resource Plan 2018/19 to 2021/22 have generally been prepared in the form of the model budget template recommended as the best practice for reporting local government budgets in Victoria. The reports contain the statutory information required under the Local Government Act 1989 and the associated Regulations,

The draft Annual Budget has been developed within the overall planning framework, which guides the Council in identifying community needs and aspirations over the medium to long term (Council Plan) and short term (Annual Budget) objectives, strategies, initiatives, activities and resource requirements.

Discussion

The Draft Budget for 2018/19 has been prepared under the provisions of the Local Government Act 1989 and in accordance with the associated Regulations and the relevant International and Australian Accounting Standards. The budget document contains:

- Overview and Budget Highlights
- Analysis of operating and capital budgets, cash position, budget financial position and rating structure
- Standard Income Statement, Balance Sheet, Cash Flow Statement, Capital Works Statement and a Summary of Rates and Charges

The Draft 2018/19 Budget presented in the report has been developed through a process of consultation and review with Council and Council officers.

The Draft 2018/19 Operating Budget forecasts an operating surplus of \$13.839 million and Council anticipates to hold \$7.451 million cash at 30 June 2019.

The Draft Budget provides for capital expenditure in 2018/19 of \$32.946 million comprising which includes flood restoration works of \$15.682 million.

The Draft Budget proposes an increase in the general rate of 2.25% for the year. This rate cap has been set at 2.25% by the Minister for Local Government.

The municipal charge will increase from \$192 to \$195 (this is a 1.6% increase bringing the total collected to 10% of rate revenue)

General rates and municipal charges are levied in accordance with Council's Rating Strategy Policy.

The service charge will increase from \$257 to \$263 for all improved residential properties in the Hamilton, Balmoral, Branxholme, Byaduk, Byaduk North, Cavendish, Coleraine, Dunkeld, Glenthompson, Peshurst and Tarrington urban areas and "refuse collection areas" for the collection and disposal of refuse and recycling.

An elective organic waste collection and disposal service is available for improved residential properties in the Hamilton and Tarrington urban areas. The service charge for this service will increase from \$93 to \$95.

The garbage collection and disposal service will again only be provided to commercial and industrial properties within the Shire on request.

It is not proposed to borrow funds in 2018/19 year.

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

Financial and Resource Implications

Council is required to implement the principles of sound financial management detailed in Section 136 of the Local Government Act 1989.

Legislation, Council Plan and Policy Impacts

The 2018/19 Annual Budget includes the key activities and initiatives to be funded that will contribute to achieving the strategic objectives specified in the Council Plan 2017-2021. The Strategic Resource Plan looks at financial assumptions over the medium to longer term required to implement the Council Plan.

The Council Plan identifies that we will:

- Support our Community
- Develop our Regional Economy and Businesses
- Plan for our Built Environment
- Promote our Natural Environment
- Provide Governance and Leadership

Risk Management

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

Environmental and Sustainability Considerations

The Annual Budget provides the funding for the Council to undertake its social, economic and environmental initiatives outlined in the Council Plan 2017-2021.

Community Consultation and Communication

The Draft Budget 2018/19 will be advertised for public inspection and comment on 12 May 2018 in the Hamilton Spectator Newspaper. The Draft Budget will be available for public inspection at Councils Customer Service Centre, 111 Brown Street Hamilton and at licensed Post Offices (excluding Hamilton) within the Shire and Council's website www.sthgrampians.vic.gov.au. Copies will also be distributed to the local Development Associations. Submissions close on 12 June 2018 and will be considered at a Special Council

Meeting on 21 June 2018. It is proposed that a Special Meeting will be held on 27 June 2018 to adopt the Budget for 2018/19, Strategic Resource Plan 2018-2022 and Pricing Register for 2018/19.

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 the budget annexed to this resolution and initialed by the Mayor for identification, be the budget prepared by Council for the purposes of Section 127 of the Local Government Act 1989.

2. That the amounts proposed to be raised by rates and charges be as follows:

General Rates	\$16,345,768
Municipal Charge	\$ 1,821,105
Service Charges	\$ 1,775,895
Special Rate (YDA)	<u>\$ 4,222</u>
	\$19,946,990

3. That as provided in Council's Rating Policy, it is considered that application of differential rates will contribute to the equitable and efficient carrying out of Council's functions and recognise the following factors:
 - The different standard of municipal services provided to the residents and ratepayers in different areas of the Shire
 - The different range of municipal services available to the residents and ratepayers in different areas of the Shire
 - Differences in the accessibility to municipal services for the residents and ratepayers in different areas of the Shire.

4. That the general rates be raised by application of the following differential rates:
 - a differential general rate of 0.5237 per cent or 0.5237 cents of each dollar of the Capital Improved Value on all rateable land in the parishes of North Hamilton and South Hamilton, excluding farm land (as defined by Section 2 (1) of the Valuation of Land Act 1960) comprising all or part of a single farm enterprise (as defined in Section 159 (4) of the Local Government Act 1989) with an area of 40 hectares or more
 - a differential general rate of 0.4190 per cent or 0.4190 cents of each dollar of the Capital Improved Value on all rateable farm land (as defined by Section 2 (1) of the Valuation of Land Act 1960) in the parishes of North Hamilton and South Hamilton comprising all or part of a single farm enterprise (as defined in Section 159 (4) of the Local Government Act 1989) with an area of 40 hectares or more

- a differential general rate of 0.4190 per cent or 0.4190 cents of each dollar of the Capital Improved Value on all other rateable land in the Shire.
5. That a municipal charge of \$195 be made on all rateable land for the purpose of covering some of the administrative costs of Council.
 6. That a service charge of \$263 be made on all improved properties within the Hamilton, Balmoral, Branxholme, Byaduk, Byaduk North, Cavendish, Coleraine, Dunkeld, Glenthompson, Peshurst and Tarrington urban areas and "refuse collection areas" for the collection and disposal of refuse and recycling, excluding all commercial and industrial properties where such service is provided only upon request and for payment of the said charge.
 7. That an organic waste collection service charge of \$95 be made on improved properties within the Hamilton and Tarrington urban areas, (if the ratepayers for individual properties elect to receive the service).
 8. That a special rate of 0.0363 per cent or 0.0363 cents of each dollar of the Capital Improved Value be made on all rateable land within the Yatchaw Drainage Area.
 9. That the Chief Executive Officer be authorised to:
 - a) give public notice of the preparation of the budget in accordance with Section 129 (1) of the Local Government Act 1989
 - b) invite submissions in accordance with Section 129 (2) and Section 223 of the Local Government Act 1989 on any proposal contained in the budget
 - c) make available for public inspection copies of the budget and other information at Council's Business Centre, 111 Brown Street, Hamilton and at all licensed post offices within the Shire.
 10. That Council consider any submissions on any proposal contained in the budget which have been made in accordance with Section 223 of the Local Government Act 1989 at the Council Meeting to be held in the Council Chamber, 3 Market Place, Hamilton on Thursday 21 June 2018 commencing at 5.30pm.
 11. That Council consider:
 - a) adoption of the 2018/19 budget;
 - b) declaration of rates and charges for 2018/19;
 - c) adoption of the Strategic Resource Plan 2018-2022; and
 - d) adoption of the Council Services Pricing Register for 2018/19at a Special Meeting of Council to be held on Wednesday 27 June 2018 commencing at 5.30pm.
 12. That the Minister for Local Government be advised of Council's proposed rates and charges for 2018/19.

COUNCIL RESOLUTION

MOVED: Cr Sharples
SECONDED: Cr Rainsford

1. That the budget annexed to this resolution and initialed by the Mayor for identification, be the budget prepared by Council for the purposes of Section 127 of the Local Government Act 1989.

2. That the amounts proposed to be raised by rates and charges be as follows:

General Rates	\$16,345,768
Municipal Charge	\$ 1,821,105
Service Charges	\$ 1,775,895
Special Rate (YDA)	<u>\$ 4,222</u>
	\$19,946,990

3. That as provided in Council's Rating Policy, it is considered that application of differential rates will contribute to the equitable and efficient carrying out of Council's functions and recognise the following factors:

- The different standard of municipal services provided to the residents and ratepayers in different areas of the Shire
- The different range of municipal services available to the residents and ratepayers in different areas of the Shire
- Differences in the accessibility to municipal services for the residents and ratepayers in different areas of the Shire.

4. That the general rates be raised by application of the following differential rates:

- a differential general rate of 0.5237 per cent or 0.5237 cents of each dollar of the Capital Improved Value on all rateable land in the parishes of North Hamilton and South Hamilton, excluding farm land (as defined by Section 2 (1) of the Valuation of Land Act 1960) comprising all or part of a single farm enterprise (as defined in Section 159 (4) of the Local Government Act 1989) with an area of 40 hectares or more
- a differential general rate of 0.4190 per cent or 0.4190 cents of each dollar of the Capital Improved Value on all rateable farm land (as defined by Section 2 (1) of the Valuation of Land Act 1960) in the parishes of North Hamilton and South Hamilton comprising all or part of a single farm enterprise (as defined in Section 159 (4) of the Local Government Act 1989) with an area of 40 hectares or more
- a differential general rate of 0.4190 per cent or 0.4190 cents of each dollar of the Capital Improved Value on all other rateable land in the Shire.

5. That a municipal charge of \$195 be made on all rateable land for the purpose of covering some of the administrative costs of Council.
6. That a service charge of \$263 be made on all improved properties within the Hamilton, Balmoral, Branxholme, Byaduk, Byaduk North, Cavendish, Coleraine, Dunkeld, Glenthompson, Peshurst and Tarrington urban areas and “refuse collection areas” for the collection and disposal of refuse and recycling, excluding all commercial and industrial properties where such service is provided only upon request and for payment of the said charge.
7. That an organic waste collection service charge of \$95 be made on improved properties within the Hamilton and Tarrington urban areas, (if the ratepayers for individual properties elect to receive the service).
8. That a special rate of 0.0363 per cent or 0.0363 cents of each dollar of the Capital Improved Value be made on all rateable land within the Yatchaw Drainage Area.
9. That the Chief Executive Officer be authorised to:
 - d) give public notice of the preparation of the budget in accordance with Section 129 (1) of the Local Government Act 1989
 - e) invite submissions in accordance with Section 129 (2) and Section 223 of the Local Government Act 1989 on any proposal contained in the budget
 - f) make available for public inspection copies of the budget and other information at Council's Business Centre, 111 Brown Street, Hamilton and at all licensed post offices within the Shire.
10. That Council consider any submissions on any proposal contained in the budget which have been made in accordance with Section 223 of the Local Government Act 1989 at the Council Meeting to be held in the Council Chamber, 3 Market Place, Hamilton on Thursday 21 June 2018 commencing at 5.30pm.
11. That Council consider:
 - e) adoption of the 2018/19 budget;
 - f) declaration of rates and charges for 2018/19;
 - g) adoption of the Strategic Resource Plan 2018-2022; and
 - h) adoption of the Council Services Pricing Register for 2018/19at a Special Meeting of Council to be held on Wednesday 27 June 2018 commencing at 5.30pm.
12. That the Minister for Local Government be advised of Council's proposed rates and charges for 2018/19.

CARRIED

10.12 Electricity and Gas Contract

Directorate: Evelyn Arnold, Director Community and Corporate Services

Author: Jason Cay, Finance Coordinator

Attachments: 12. Procurement Australia Total Energy Cost

Executive Summary

Council has been part of Procurement Australia's (PA) current energy contract for the last 3 years. This contract is due to expire on 30th June 2018. This contract includes the following energy categories:

- Electricity - large (HILAC & Brown St)
- Electricity – small (all other Council sites)
- Gas – small (all Council sites)
- Public lighting

There are 2 contract options being the MAV energy contract or the Procurement Australia energy contract.

The Procurement Australia tender has been identified as the most cost effective option.

It is recommend the CEO be delegated to approve an energy contract for electricity and gas at an approximate value of \$1,403,000 for 3 years.

Discussion

The ending of the current contract with Procurement Australia on 30th June 2018 has led to a review of our current energy contract

There are two market options available the MAV energy contract or the PA energy contract.

The Procurement Australia energy contract is being recommended as the preferred contract as it offers the best value for money with expected costs of \$1,403,000 for 3 years.

Attachment A show the breakdown of total costs across each category for Procurement Australia.

Financial and Resource Implications

Based on the report recommendations the total cost of the contract over the 3 years is \$1,403,000. These costs have been factored into the 2018/19 Budget and long term strategic resource plan.

Legislation, Council Plan and Policy Impacts

This report is in keeping with Councils obligations under the Local Government Act (1989).

It is also in accordance with the Council Plan and in particle 5.1.2 Ensure responsible, effective and efficient use of Council resources.

This report is also in accordance the Procurement Policy and Gyuidelines.

Risk Management

What are the benefits of the report are:

- Reduce the risk of fluctuations in energy prices
- Gain discounted market pricing through the economies of scale provided by entering a joint energy contract.

Environmental and Sustainability Considerations

The Energy contracts have included expert advice and analysis of green energy and associated costs.

Community Consultation and Communication

There has been no community consultation.

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:

Delegate to the CEO, to enter an energy contract/s for electricity and gas at an approximate value of \$1,403,000 for 3 years.

MOTION

MOVED: Cr Calvano

SECONDED: Cr Dunkley

1. That Council delegate to the CEO, to enter an energy contract/s for electricity and gas at an approximate value of \$1,403,000 over a 3 year period.
2. That the CEO advise Council of the signing of the electricity and gas contracts and it's price.

CARRIED

10.13 In- Principle support to Amending the Southern Grampians Planning Scheme to introduce the Infrastructure Design Manual (IDM)

Directorate: Michael McCarthy, Director Shire Futures
Author: Rhassel Mhasho, Manager Planning and Regulatory Services
Attachments: 13. Sample of the Explanatory Report

Executive Summary

Council adopted the Infrastructure Design Manual (IDM) on 11 April 2018

The IDM has been in operation for over ten years and is increasingly used and relied upon by local government (and VCAT) in specifying infrastructure requirements.

The IDM has the support of a Planning Panel and a specific Ministerial Advisory Committee.

This report recommends that Council agrees to participate in a Section 20(4) Ministerial Amendment coordinated by the Department of Environment Land Water and Planning which seeks to introduce the 'Infrastructure Design Manual' (IDM) provisions into the Southern Grampians Planning Scheme in accordance with the attached provisions.

Discussion

Background

Clause 56 (Residential Subdivision) was introduced into all planning schemes by Amendment VC12 in 2001.

In 2004, Campaspe Shire Council, Greater Shepparton City Council and Greater Bendigo City Council agreed to work together to develop a common engineering manual to augment Clause 56 documenting common infrastructure standards across the three municipalities. The idea was to minimize disruptions to the development community where standards could be uniform across the borders of the three municipalities

In December 2006, a draft IDM was launched across the three municipalities and a seven-week consultation period commenced.

Around the end of 2007, six Gippsland councils received funding through (then) DPCD to investigate a common guideline for developers. As a result, these councils also joined the IDM membership group and adopted the IDM in early 2010.

In late 2010, an extensive rollout of presentations to Councils in the west and north of state was undertaken. As a result of this "road trip" a number of other councils joined the growing list of regional councils making use of the IDM.

In October 2011, a further presentation was held in the north east of the state to discuss the IDM with the four remaining councils in this area who then joined the Group.

Councils advised that they mainly joined so as to provide a consistency of approach to development across the region in order to construct infrastructure to a standard that the

council required and that was not reflected within the existing Clause 56 (eg road widths, footpaths etc). It was also used to reduce the number of standard drawings used by councils allowing contractors to be confident with the machinery they needed to perform the works (eg kerb and channel profiles).

The IDM is currently utilised by 44 Councils across Victoria, despite not being included in the planning scheme of many of these Councils.

The Infrastructure Design Manual (IDM) is for providing consistent requirements and standards for the design and development of infrastructure within the Shire.

The IDM is designed to clearly document and standardise Councils' requirements for the design and development of municipal infrastructure. It also aims to expedite Councils' engineering approvals and ensure that minimum design criteria are met in regard to the design and construction of municipal infrastructure regardless of whether it is constructed by a Council or a developer.

Incorporating the IDM into the state structure of all planning schemes will enable a more consistent approach to the provision of infrastructure throughout all rural and regional areas of the state.

The inclusion of the IDM in the planning system will also provide certainty around the requirements for the provision of infrastructure. This will improve efficiency in planning processes and lead to a reduction in financial obligations and a greater surety at development stage.

The IDM is a 'guideline' document (as opposed to a 'control' document) that is already widely used by Council planners and engineers and by developers and consultants for subdivision and development applications in regional Victoria. Unlike Clause 56, which only relates to residential subdivision, the IDM has a much wider coverage.

All subdivision and many development approvals are done via the planning permit and therefore it is the planning system that provides the most common conduit for linking the IDM to the approval process.

Proposal in Detail

The amendment to the Southern Grampians Planning Scheme to implement the IDM is to include:

- Modifications to Clause 21.09 to include updated references to the Infrastructure Design Manual.
- Modifications to the Clause 21.11 to include the IDM as a Reference Document.

The proposal to include the IDM in the new PPF is consistent with all recently introduced Regional Growth Plans. Other existing State Planning Policies that are relevant to the IDM include:

Clause 15.01-03 (Neighbourhood and subdivision design) contains the following objective:

- To ensure the design of subdivisions achieves attractive, liveable, walkable, cyclable, diverse and sustainable neighbourhoods.
-

The IDM provides a consistent approach to ensure the design of subdivisions achieves attractive, liveable, walkable, cyclable, diverse and sustainable neighbourhoods.

Clause 16 (Housing) states that:

- Planning should provide for housing diversity, and ensure the efficient provision of supporting infrastructure.
- New housing should have access to services and be planned for long term sustainability, including walkability to activity centres, public transport, schools and open space.
- Planning for housing should include providing land for affordable housing which requires the efficient provision of supporting infrastructure associated with future housing.

This clause includes objectives and strategies relating to the provision of infrastructure to support future housing. The IDM provides a useful policy for the provision of consistent infrastructure including access, walkability public transport and roads to support future housing.

Clause 18 (Transport) states that:

- Planning should ensure an integrated and sustainable transport system that provides access to social and economic opportunities, facilitates economic prosperity, contributes to environmental sustainability, coordinates reliable movements of people and goods, and is safe

The proposed inclusion of the IDM gives effect to long-term strategic direction to require a consistent approach to the provision and development of new transport and access related infrastructure. The recent inclusion of the Sustainable Infrastructure Guidelines also provides additional guidance for long term environmental sustainability.

Clause 19 (Infrastructure) states that:

- Planning for development of social and physical infrastructure should enable it to be provided in a way that is efficient, equitable, accessible and timely.
- Planning is to recognise social needs by providing land for a range of accessible community resources, such as education, cultural, health and community support (mental health, aged care, disability, youth and family services) facilities.
- Growth and redevelopment of settlements should be planned in a manner that allows for the logical and efficient provision and maintenance of infrastructure, including the setting aside of land for the construction of future transport routes.
- Strategic planning should facilitate efficient use of existing infrastructure and human services. Providers of infrastructure, whether public or private bodies, are to be guided by planning policies and should assist strategic land use planning.
- Planning authorities are to consider the use of development contributions (levies) in the funding of infrastructure.

The proposal will give effect to these policies by providing a framework for future investigations into the consistent provision of infrastructure.

Amendment C112 in 2015 to the Greater Shepparton Planning Scheme was the first attempt to amend an existing Planning Scheme to include references to the Infrastructure Design Manual (IDM).

The C112 Panel found that there was a high level of support for the amendment in submissions, although a number of detailed issues were raised about the proposed Municipal Strategic Statement (MSS) content and some elements of the current IDM.

The Panel was satisfied that the IDM was a useful resource that warranted recognition in the Greater Shepparton Planning Scheme and potentially in other rural and regional planning schemes. The Panel recommended that the IDM should be a 'guideline' document and that compliance with its standards should be discretionary and not mandatory.

In June 2015 the Minister for Planning also appointed an Advisory Committee to investigate various issues associated with the broader implementation of the IDM across Victoria.

The Infrastructure Design Manual Advisory Committee considered issues associated with the potential implementation of the Infrastructure Design Manual into planning schemes across regional Victoria.

The Terms of Reference for the Advisory Committee required:

- An assessment of the scope of the Infrastructure Design Manual and whether it is appropriate given that it addresses residential, commercial, industrial and rural subdivision and development.
- Identification of the extent and scope of any change to the exhibited Infrastructure Design Manual and any recommendations in relation to the Infrastructure Design Manual content.
- Assess the merits of adopting a state-wide model for infrastructure standards to reflect the different standards that have evolved in areas of the state since the introduction of Clause 56.
- Identification and assessment of other planning scheme implementation options including, but not limited to, Municipal Strategic Statement, Local Planning Policy, Reference Document, Incorporated Document, Schedule to Clause 56, new stand-alone Clause 57.
- Advice on the suitability of, and most effective manner for the Infrastructure Design Manual to be included within other regional planning schemes.

The Committee invited submissions from all non-metropolitan Councils; regional service authorities and referral authorities; and over 530 regional consultants, developers, practitioners and peak industry groups; and all of the submissions made in relation to the Greater Shepparton C112.

The Committee noted that all but one submission provided general support for the IDM, including support for its broader implementation. Submissions commented on the IDM's relationship to Clause 56 and some submissions supported a review of Clause 56.

The Committee concluded that the introduction of the IDM into regional planning schemes should not be delayed (emphasis added) pending a review of Clause 56. The Committee concluded that the IDM was a technically sound and useful document, the scope of the IDM was appropriate and there were appropriate processes in place to manage, review and update the IDM.

The Committee concluded that the IDM should be implemented in relevant regional planning schemes through the Municipal Strategic Statement, and should be included as a 'Reference Document'. The Committee believed it was appropriate to implement the IDM on a staged basis utilising the Minister's powers under section 20(4) of the Planning and Environment Act 1987.

The Committee recommended the following:

- The Infrastructure Design Manual be introduced in the Municipal Strategic Statement of regional council planning schemes....
- The Minister consider the implementation of the Infrastructure Design Manual into regional council planning schemes utilising powers under Section 20(4) of the Planning and Environment Act 1987.
- The Department of Environment, Land, Water and Planning review Clause 56 of the Victoria Planning Provisions, particularly with respect to the currency and completeness of standards

The use of the Infrastructure Design Manual will provide clarity to Council, Council staff, developers and planning permit applicants of the minimum infrastructure requirements for design and development within the Shire. This would also assist with faster responses to planning and subdivision referrals and have a consistent approach and standards to infrastructure development across the Shire.

Financial and Resource Implications

There are no financial implications for Council in participating in this Ministerial led Amendment

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 this amendment

Environmental and Sustainability Considerations

The IDM is considerate of environmental sustainability principles.

Community Consultation and Communication

The IDM was exhibited before adoption by Council

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 agrees to participate in a Section 20(4) Ministerial Amendment coordinated by the Department of Environment Land Water and Planning which seeks to introduce the 'Infrastructure Design Manual' (IDM) provisions into the Southern Grampians Planning Scheme in accordance with the attached provisions.

COUNCIL RESOLUTION

MOVED: Cr Dunkley
SECONDED: Cr McAdam

That Council agrees to participate in a Section 20(4) Ministerial Amendment coordinated by the Department of Environment Land Water and Planning which seeks to introduce the 'Infrastructure Design Manual' (IDM) provisions into the Southern Grampians Planning Scheme in accordance with the attached provisions.

CARRIED

10.14 Planning Committee

Directorate: Michael McCarthy, Director Shire Futures
Author: Michael McCarthy, Director Shire Futures
Attachments: 14. Planning Committee Minutes – 16 April 2018

Executive Summary

The Minutes from the Planning Committee meeting held on 16 April, endorsed by members of the Planning Committee are presented to Council for information.

Discussion

The Planning Committee was established as a Special Committee of Council in March 2016 in accordance with Section 86 of the Local Government Act. This section should detail the reporting that is coming before Council.

The Planning Committee gives consideration to the following:

- All planning permits valued between \$1million and \$5million (or less if the officer is recommending refusal)
- All planning permits that receive between 3 and five objections
- All applications where the officer is recommending refusal
- All planning scheme amendments that clarify or correct mistakes in the Planning Scheme (applied for under Section 20(4) of the Planning and Environment Act).
- Whether applications should be referred to the full Council for decision.

Legislation, Council Plan and Policy Impacts

The *Planning and Environment Act 1987* provides that certain local government authority, responsibility and functions can be delegated to Committees of Council or Council Officers.

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 of the Planning Committee Meeting held on 16 April 2018 be received.

COUNCIL RESOLUTION

MOVED: Cr Sharples
SECONDED: Cr Dunkley

That the Minutes of the Planning Committee Meeting held on 16 April 2018 be received.

CARRIED

11 Notices of Motion

There were 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.

12.1 RAIL FREIGHT ALLIANCE

Cr Calvano reported on his attendance at the Rail Freight Alliance Committee meeting on 27 April 2018.

12.2 HAMILTON REGIONAL LIVESTOCK EXCHANGE

Cr McAdam reported on the Hamilton Regional Livestock Exchange carpark resealing project.

12.3 PLANNING COMMITTEE MEETING

Cr Rainsford reported on her attendance at the Planning Committee Meeting on 16 April 2018.

12.4 BARWON SOUTH WEST WASTE RESOURCE AND RECOVERY GROUP

Cr Rainsford reported on her attendance at the Barwon South West Waste Resource and Recovery Group Meeting.

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.

Cr Rainsford reported on her attendance at:

- Cavendish Redgum Festival on 13 April 2018
- Balmoral, Cavendish and Hamilton Anzac Day Services
- Standing Tall Annual General Meeting on 1 May 2018

Cr Dunkley Reported on his attendance at:

- The Friends of the Hamilton Botanic Gardens Meeting on 20 April 2018
- Glenthompson Anzac Day Service
- Street Tree Management in Hamilton CBD - Community Information Session on 24 April 2018

Deputy Mayor Cr Sharples reported on his attendance at:

- Coleraine and Balmoral Anzac Day Services
- Baimbridge College Presentation Ball on 21 April 2018

Cr Armstrong reported on her attendance at:

- Street Tree Management in Hamilton CBD - Community Information Session on 24 April 2018
- Penshurst Anzac Day Service
- Glenthompson Community Engagement Meeting on 2 May 2018

Cr McAdam reported on his attendance at:

- MAV Recycling Videoconference on 12 April 2018
- Cavendish Redgum Festival on 13 April 2018
- Greater Grants Announcement Celebration on 19 April 2018
- John Thomson Memorial at Mooralla on 21 April 2018
- Essential Services Commission session regarding GWM Water changes
- Dunkeld and Cavendish Anzac Day Services
- Roads and Bridges Bus Tour on 2 May 2018
- Glenthompson Community Engagement Meeting on 2 May 2018

Cr Calvano reported on his attendance at:

- MAV Recycling Videoconference on 12 April 2018
- The Friends of the Hamilton Botanic Gardens Meeting on 20 April 2018
- Hamilton Anzac Day Service
- Anzac Day Legacy Breakfast
- Merino Anzac Day Service and performed music
- Street Tree Management in Hamilton CBD - Community Information Session on 24 April 2018
- Glenthompson Community Engagement Meeting on 2 May 2018

Mayor Cr Mary-Ann Brown reported on her attendance at:

- Baimbridge College Presentation Ball on 21 April 2018
- John Thomson Memorial at Mooralla on 21 April 2018
- Bushfire Recovery Meetings

14 Confidential Matters

There were no Confidential Matters listed on tonight's agenda.

15 Close of Meeting

This concludes the business of the meeting.

Meeting closed at 7.21pm.

Confirmed by resolution 14 June 2018.

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Chairman