



Southern Grampians
SHIRE COUNCIL

Council Meeting Agenda

Ordinary Meeting
22 March 2017

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

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1. Membership

Councillors

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

Officers

Mr Michael Tudball – Chief Executive Officer
Ms Evelyn Arnold – Director Community and Corporate Services
Mr Michael McCarthy - Director Shire Futures
Mr David Moloney – Director Shire Infrastructure
Ms Megan Kruger – Governance Coordinator

2. Acknowledgement of Country

3. Prayer

4. Apologies

5. Confirmation of Minutes

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 22 February 2017 be confirmed as a correct record of business transacted.

6. Declaration of Interest

7. Questions on Notice

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

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

Questions must:

1. Not pre-empt debate on any matter listed on the agenda of the Ordinary Meeting at which the question is asked
2. Not refer to matters designated as confidential under the Local Government Act 1989.
3. Be clear and unambiguous and not contain argument on the subject.
4. Not be derogatory, defamatory or embarrassing to any Councillor, member of staff, ratepayer or member of the public, nor relate to a matter beyond the power of Council.

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

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

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

8. Public Deputations

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

Anyone wishing to make a deputation to Council must complete the Request to Make a Deputation form and forward it to the Chief Executive Officer at 111 Brown Street, Hamilton no later than **2 days before the Ordinary Council Meeting**.

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

Deputations wishing to make a written submission to the Council must provide 15 copies of the submission to the Chief Executive Officer prior to the Ordinary Council Meeting. One copy will be made available to the local media representative, if requested.

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

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

9. Records of Assemblies of Councillors

An Assembly of Councillors is defined in section 3 of the *Local Government Act 1989* to include Advisory Committees of Council if at least one Councillor is present or, a planned or scheduled meeting attended by at least half of the Councillors and one Council Officer that considers matters intended or likely to be the subject of a Council decision.

Written records of Assemblies of Councillors must be kept and include the names of all Councillors and members of Council staff attending, the matters considered, any conflict of interest disclosures made by a Councillor attending, and whether a Councillor who has disclosed a conflict of interest leaves the assembly.

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.

An Assembly of Councillors record was kept for:

- Council Meeting – 22 February 2017
- Community Inclusion Committee – 22 February 2017

RECOMMENDATION

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

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Ordinary Meeting of Council
Date:	22 February 2017
Location:	Council Chambers, Market Place Hamilton
Councillors in Attendance:	Cr Mary-Ann Brown - Mayor Cr Chris Sharples - Deputy Mayor Cr Colin Dunkley Cr Greg McAdam Cr Cathy Armstrong Cr Katrina Rainsford
Council Staff in Attendance:	Mr Michael McCarthy – Director Shire Futures Mr David Moloney – Director Shire Infrastructure Mrs Evelyn Arnold, Director Community Corporate Services Ms Megan Kruger – Governance Coordinator

The Assembly commenced at 5.30pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1.	Councillor Oath of Office	
2.	Councillor Allowances	
3.	Variation to Design and Construction for Bridge Repairs and Maintenance Works Contract 03-16	
4.	Audit Committee - Minutes and Internal Audit Charter	
5.	Financial Statements to 31 December 2016 & 31 January 2017 – 16/17 Budget	
6.	Hamilton CBD Liveability and Economic Revitalisation Project	
7.	Scoping Study and Master Plan for a New Hamilton Gallery	
8.	Hamilton Gallery Foundation	

9.	Planning Committee	
10.	Waste Financial Review	
11.	2016-2017 Capital Works Update	
12.	Rehabilitation of Hamilton Landfill (Stages 3 & 4) Tender No 40/16	
13.	AV Gas Fuel Supply Facility at the Hamilton Aerodrome and Tender No 54/16	

The Assembly concluded at 7.13pm

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Community Inclusion Advisory Committee (CIAC)
Date:	22 February 2017
Location:	Ted Kenna Room
Councillors in Attendance:	Cr Cathy Armstrong
Council Staff in Attendance:	Evelyn Arnold, Brett Holmes, Carol Byrne, Nola McFarlane, Nadine Rhook

The Assembly commenced at 11.00am

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	CIAC – Terms of Reference	Nil
2	Health & Wellbeing Plan	Nil
3	CIAC/Disability Action Plan	Nil
4	Rural Access Position	Nil
5	NDIS	Nil
6	Letter of Support – Cox Street ‘Front Door’ Precinct	Nil

The Assembly concluded at 11.55am

10. Management Reports

10.1 Tender 04-17 Installation, Maintenance, Design, and Removal of Traffic Control Signage – Long Term

Directorate: Michael Tudball, Chief Executive Officer
Author: Nola McFarlane Manager Flood Recovery
Attachments: None.

Executive Summary

The Flood and Storm event of September /October 2016 resulted in widespread damage to the essential public infrastructure network within the Southern Grampians Shire. Traffic management is required at a number of sites of damage to ensure the safety of the travelling public until the damage can be repaired and pre-flood conditions reinstated.

This contract for traffic signage and management will ensure that Council is meeting the required safety standard and release Council resources (existing signage and supporting staff) for the delivery of Council's 2016/17 and subsequent capital works programs.

Costs associated with this contract will be claimed under the National Disaster Relief and Recovery Arrangements for providing Natural Disaster Financial Assistance to Local Government for event AGRN728 Victorian Floods and Storms (September/ October 2016).

Tenders were publicly advertised on 4 February 2017 for the Installation, Maintenance, Design, and Removal of Traffic Control Signage – Long Term. To provide appropriate traffic management at sites of flood damage until the commencement of reinstatement works.

Two tender submissions were received and evaluated based on: Tender Price, Experience in Traffic Management, Check of OH&S Systems, Check of Quality and Environment Systems, Environmental Sustainability Considerations.

The recommendation is to award Tender No. 4-17 to Toot Traffic Pty. Ltd. for the Schedule of Rates inclusive of GST provided in Appendix A.

Discussion

The events of September and October have been recognised as having a significant impact on public, private and community assets within the Southern Grampians Shire. As a result the National Disaster Relief and Recovery Arrangements were activated to enable Council and impacted residents to access funding to support the recovery process.

Funding is provided, under strict eligibility criteria, which needs to be expended and works completed by June 2019. The works will largely be completed through contracted resources, as works completed by staff within normal hours of operation are not able to be claimed for reimbursement. The requirement to engage contractors to complete the works, and the widespread and significant nature of the damage has given rise to the need to provide traffic management for the safety of road users, and at some site this could be in place for an extended period of time.

Estimations completed by the Flood Recovery Infrastructure Manager indicated that the installation, maintenance and removal of signage would exceed the CEO delegation, and a procurement process was initiated.

Two contracts for traffic management were advertised,

- Short term installation and maintenance of signage let under the CEO delegation to ensure public safety concluding at the commencement of the second contract.
- Long term installation and maintenance of signage, removed once works commence at each site, with traffic management under works the responsibility of the successful bidders to those works contracts.

As the Contract is a Schedule of Rates, Council awards on this basis. To allow the comparison of pricing, Council officers pre-determined the estimated quantities for each scheduled rate and from these extend the tendered rates to provide an indicative total cost based on those quantities.

The short term contract had three submissions:

Toot Traffic
James Milne Pty Ltd
Go Traffic

The total contract value estimated by officer for this work was \$51,000. This contract was awarded to Toot Traffic Pty. Ltd. under the CEO's delegation.

The following tender submissions were received for the long term contract which is the subject of this decision:

Toot Traffic
James Milne Pty Ltd

The total contract value was estimated by officers at approximately \$240,000 (inclusive of GST).

Weightings	Yes/No	50%	30%	10%	10%	5%	
	Specification Conformance	Tendered Price	Experience in traffic management	OH&S	Quality and Enviro Sys	Environmental sustainability	Total
Toot Traffic	yes	10.00	7.33	7.2	5.33	6.73	8.79
		\$289,240					
DISCUSSION	Refer evaluation report						
James Milne PTY LTD	Yes	7.19					
		\$402,430					
		3.59	0.00	0.00	0.00	0.00	

DISCUSSION

Panel elected to not continue evaluation due to price being beyond budget allocation.

The tendered price was calculated against an estimated use rate for each of the requested services provided in the schedules of rates. One submission was close to the estimate, the other was significantly higher. The panel elected not to complete the evaluation on the second submission as the lower priced submission was considered to have the capability, capacity and experience to deliver high quality traffic management. This evaluation was confirmed through reference checks with two other Councils. Referees were asked for assessment against applied performance of OH&S and Quality systems, compliance with work schedules, relationship with the contractor, variations sought by the contractor, and type of work performed. The recommended contractor scored 83% which was considered by the evaluation panel to be a high score.

It is therefore the recommendation of the Tender Evaluation Panel that the tender submitted by Toot Traffic Pty. Ltd. for the Schedule of Rates inclusive of GST as provided in Appendix A be accepted.

Financial and Resource Implications

The works contracted through this tender will be funded through the NDRRA for AGRN 728 Victorian Floods and Storms (September/October 2016). The costs will be forecast into the budget documents once awarded but will be budget neutral – not requiring the allocation of Council funds. These works have in principle support from Vic Roads as the auditors for the State Government of expenditure against the funding arrangements. The works are considered an essential part of the recovery and reinstatement process and are unlikely to be rejected as an allowable expense.

The contract will be managed and administered by the Flood Recovery staff. These positions are also supported with funding from the natural disaster recovery fund, resulting in little impact on Council resources.

Legislation, Council Plan and Policy Impacts

Costs associated with this contract will be claimed under the National Disaster Relief and Recovery Arrangements for providing Natural Disaster Financial Assistance to Local Government.

Risk Management

The Flood and Storm event of September /October 2016 resulted in widespread damage to the essential public infrastructure network within the Southern Grampians Shire. Traffic management is required at a number of sites of damage to ensure the safety of the travelling public until the damage can be repaired and pre-flood conditions reinstated. Each site has been provided with a site specific Traffic Management Plan to meet Australian Standards.

The Contract further ensures that each site is checked on a weekly basis to ensure signage remains in place and provides for emergency repair visits, should they be required.

Environmental and Sustainability Considerations

Tender submissions provided no Environment/ Sustainability improvements.

Community Consultation and Communication

Public notice was given of the tender in accordance with section 186 of the Local Government Act 1989 and the tender process complied with Council's Procurement Policy.

Tenderers will be notified by the Procurements Officer of the decision made by Council at its meeting on 22 March 2017.

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.

The evaluation panel affirm that no direct or indirect interests need to be declared in relation to any matters in this Report:

- Ian Mitchell (Recovery Infrastructure Project Manager)
- Nola McFarlane (Manager Recovery)
- Pratap Sapkota (Project Engineer)

RECOMMENDATION

1. That the tender received from Toot Traffic Pty. Ltd. for the Schedule of Rates inclusive of GST provided in Appendix A be accepted.
2. That the Contract documents be signed and sealed when prepared.

APPENDIX A

Part 1.1 Design of Traffic Management Plans in accordance with the current Australian Standard (AS 1742 and 1743) and associated Vicroads Code of Practice, including nomination of an appropriate maintenance regime.

Item	Location	Price per Traffic Management Plan, inclusive of GST
1.1	Various locations throughout Southern Grampians Shire	\$165.00

Part 1.2 Installation of additional traffic control signage in accordance with these Traffic Management Plans and removal upon instruction from the Contract Supervisor at commencement of the repair works.

Item	Location	Price for the Site, inclusive of GST
1.2a	Hourly Rate for 1 Person Crew, including Vehicles, signs and devices	\$ 70.00
1.2b	Hourly Rate for 2 Person Crew, including Vehicles, signs and devices	\$ 120.00
1.2c	Hourly Rate for 3 Person Crew, including Vehicles, signs and devices	\$ 170.00
1.2d	Hourly Rate for 4 Person Crew, including Vehicles, signs and devices	\$ 220.00
1.2e	Hourly Rate for Spotter (Safety Observer)	\$ 70.00
1.2f	Daily Rate for Variable Message Board	\$ 120.00
1.2g	Hourly Rate for Pick-up and Delivery of Variable Message Board	\$ 70.00
1.2h	Daily Rate for Water Barriers (per Barrier)	\$ 7.00
1.2i	Hourly Rate for Pick-up and Delivery of Water Barriers	\$ 80.00
1.2j	Daily Hire of Unmanned Temporary Signs (per Sign)	\$ 3.50

Part 1.3 Installation of traffic control signage in accordance with the Traffic Management Plans contained within the appendices, where the works have not been completed and removal upon instruction from the Contract Supervisor at commencement of the repair work at the sites nominated.

Item	Location	Price for the Site, inclusive of GST
1A.3	Victoria Point Road, West of Dunkeld	\$ 800.00
1B.3	Kannenbergs Road, Hamilton	\$ 800.00
1C.3	Atterbys Road, Mooralla	\$ 750.00
1D.3	Dennerts Road, East of Hamilton	\$ 750.00
1E.3	Red Road, Cavendish	\$ 450.00
1F.3	Macarthur Street, Dunkeld	\$ 800.00
1G.3	Chetwynd-Nareen Road, Nareen	\$ 700.00
1H.3	Cavendish-Coleraine Road, Ch 5.3Km, Cavendish	\$ 750.00
1I.3	Cavendish-Coleraine Road, Ch 20.63Km, Melville Forest	\$ 950.00
1J.3	Careys Road, Nareen	\$ 800.00
1K.3	Schurmanns Road, Tarrington	\$ 1300.00

1L.3	Murroa-Buckley Swamp Road, Dunkeld	\$ 800.00
1M.3	Wallacedale North-Hamilton Road Road, Branxholme	\$ 1100.00
1N.3	Byaduk Caves Road, Byaduk	\$ 850.00
1O.3	Holmes Road, Byaduk	\$ 750.00
1P.3	P Christies Road, Byaduk	\$ 750.00
1Q.3	Pelchens Road, Hamilton	\$ 1400.00
1R.3	Blackwood Lane, Tarrayoukyan	\$ 1100.00
1S.3	Fitzgeralds Road, Harrow	\$ 800.00
1T.3	Partridges Road, Hamilton	\$ 1200.00
1U.3	Beveridges Road, Hamilton	\$ 1150.00
1V.3	Murrays Road, Hamilton	\$ 800.00
1W.3	Mt Baimbridge Road, Hamilton	\$ 850.00
	SUB-TOTAL	\$ 20400.00

Part 1.4 Provision of ongoing weekly maintenance checks of the signage and re-establishment of the signage in accordance with the Traffic Management Plans at the sites nominated and at additional sites established.

Item	Location	Price for the Site per week, inclusive of GST
1A.4	Victoria Point Road, West of Dunkeld	\$ 250.00/ week
1B.4	Kannenbergs Road, Hamilton	\$ 250.00/ week
1C.4	Atterbys Road, Mooralla	\$ 250.00/ week
1D.4	Dennerts Road, East of Hamilton	\$ 250.00/ week
1E.4	Red Road, Cavendish	\$ 250.00/ week
1F.4	Macarthur Street, Dunkeld	\$ 250.00/ week
1G.4	Chetwynd-Nareen Road, Nareen	\$ 250.00/ week
1H.4	Cavendish-Coleraine Road, Ch 5.3Km, Cavendish	\$ 250.00/ week
1I.4	Cavendish-Coleraine Road, Ch 20.63Km, Melville Forest	\$ 250.00/ week
1J.4	Careys Road, Nareen	\$ 250.00/ week
1K.4	Schurmanns Road, Tarrington	\$ 250.00/ week
1L.4	Murroa-Buckley Swamp Road, Dunkeld	\$ 250.00/ week
1M.4	Wallacedale North-Hamilton Road Road, Branxholme	\$ 250.00/ week
1N.4	Byaduk Caves Road, Byaduk	\$ 250.00/ week
1O.4	Holmes Road, Byaduk	\$ 250.00/ week
1P.4	P Christies Road, Byaduk	\$ 250.00/ week
1Q.4	Pelchens Road, Hamilton	\$ 250.00/ week
1R.4	Blackwood Lane, Tarrayoukyan	\$ 250.00/ week
1S.4	Fitzgeralds Road, Harrow	\$ 250.00/ week
1T.4	Partridges Road, Hamilton	\$ 250.00/ week
1U.4	Beveridges Road, Hamilton	\$ 250.00/ week
1V.4	Murrays Road, Hamilton	\$ 250.00/ week
1W.4	Mt Baimbridge Road, Hamilton	\$ 250.00/ week
1.4	For Additional Sites installed at Various Locations under Part 1.2 (per week)	\$ 250.00/ week

Part 1.5 Provision of call-out maintenance checks of the signage and re-establishment of the signage in accordance with the Traffic Management Plans at the sites nominated and at additional sites established. .

a. Inside nominated standard working hours

Item	Location	Price for the Site, inclusive of GST
1A.5a	Victoria Point Road, West of Dunkeld	\$ 250.00/ Trip
1B.5a	Kannenbergs Road, Hamilton	\$ 250.00/ Trip
1C.5a	Atterbys Road, Mooralla	\$ 250.00/ Trip
1D.5a	Dennerts Road, East of Hamilton	\$ 250.00/ Trip
1E.5a	Red Road, Cavendish	\$ 250.00/ Trip
1F.5a	Macarthur Street, Dunkeld	\$ 250.00/ Trip
1G.5a	Chetwynd-Nareen Road, Nareen	\$ 250.00/ Trip
1H.5a	Cavendish-Coleraine Road, Ch 5.3Km, Cavendish	\$ 250.00/ Trip
1I.5a	Cavendish-Coleraine Road, Ch 20.63Km, Melville Forest	\$ 250.00/ Trip
1J.5a	Careys Road, Nareen	\$ 250.00/ Trip
1K.5a	Schurmanns Road, Tarrington	\$ 250.00/ Trip
1L.5a	Murroa-Buckley Swamp Road, Dunkeld	\$ 250.00/ Trip
1M.5a	Wallacedale North-Hamilton Road Road, Branhholme	\$ 250.00/ Trip
1N.5a	Byaduk Caves Road, Byaduk	\$ 250.00/ Trip
1O.5a	Holmes Road, Byaduk	\$ 250.00/ Trip
1P.5a	P Christies Road, Byaduk	\$ 250.00/ Trip
1Q.5a	Pelchens Road, Hamilton	\$ 250.00/ Trip
1R.5a	Blackwood Lane, Tarrayoukyan	\$ 250.00/ Trip
1S.5a	Fitzgeralds Road, Harrow	\$ 250.00/ Trip
1T.5a	Partridges Road, Hamilton	\$ 250.00/ Trip
1U.5a	Beveridges Road, Hamilton	\$ 250.00/ Trip
1V.5a	Murrays Road, Hamilton	\$ 250.00/ Trip
1W.5a	Mt Baimbridge Road, Hamilton	\$ 250.00/ Trip
1.5a	For Additional Sites installed at Various Locations under Part 1.2 (per trip)	\$ 250.00/ Trip

b. Outside nominated standard working hours

Item	Location	Price for the Site per trip, inclusive of GST
1A.5b	Victoria Point Road, West of Dunkeld	\$ 375.00 / trip
1B.5b	Kannenbergs Road, Hamilton	\$ 375.00 / trip
1C.5b	Atterbys Road, Mooralla	\$ 375.00 / trip
1D.5b	Dennerts Road, East of Hamilton	\$ 375.00 / trip
1E.5b	Red Road, Cavendish	\$ 375.00 / trip
1F.5b	Macarthur Street, Dunkeld	\$ 375.00 / trip
1G.5b	Chetwynd-Nareen Road, Nareen	\$ 375.00 / trip
1H.5b	Cavendish-Coleraine Road, Ch 5.3Km, Cavendish	\$ 375.00 / trip
1I.5b	Cavendish-Coleraine Road, Ch 20.63Km, Melville Forest	\$ 375.00 / trip
1J.5b	Careys Road, Nareen	\$ 375.00 / trip
1K.5b	Schurmanns Road, Tarrington	\$ 375.00 / trip
1L.5b	Murroa-Buckley Swamp Road, Dunkeld	\$ 375.00 / trip
1M.5b	Wallacedale North-Hamilton Road Road,	\$ 375.00 / trip

	Branxholme	
1N.5b	Byaduk Caves Road, Byaduk	\$ 375.00 / trip
1O.5b	Holmes Road, Byaduk	\$ 375.00 / trip
1P.5b	P Christies Road, Byaduk	\$ 375.00 / trip
1Q.5b	Pelchens Road, Hamilton	\$ 375.00 / trip
1R.5b	Blackwood Lane, Tarrayoukyan	\$ 375.00 / trip
1S.5b	Fitzgeralds Road, Harrow	\$ 375.00 / trip
1T.5b	Partridges Road, Hamilton	\$ 375.00 / trip
1U.5b	Beveridges Road, Hamilton	\$ 375.00 / trip
1V.5b	Murrays Road, Hamilton	\$ 375.00 / trip
1W.5b	Mt Baimbridge Road, Hamilton	\$ 375.00 / trip
1.5b	For Additional Sites installed at Various Locations under Part 1.2 (per trip)	\$ 375.00 / trip

10.2 Contribution to ICE Project D-Force Computer Game

Directorate: Michael Tudball, Chief Executive Office
Author: Michael Tudball, Chief Executive Officer
Attachments: 1. Sponsorship Flyer; 2. Game design brief; 3. SEED Methamphetamine use trends in SW Victoria and Barwon Region

Executive Summary

D-Force is an interactive computer game designed as part of the Great South Coast ICE Challenge project, to engage youth and educate them about the dangers of Methamphetamine (the drug "ICE").

This report recommends that Council make a contribution of \$5,000 to the Great South Coast ICE Challenge - D-Force computer game project.

Discussion

Methamphetamine is a central nervous system stimulant that is used increasingly as an illegal recreational drug in Australia and in other nations. The use of methamphetamine and its crystalline form ("ICE") are associated with dependency and potentially harmful effects such as amphetamine psychosis, aggressive behaviour, and other significant potential harms (Department of Health, 2008).

Although Victoria has amongst the lowest rates of methamphetamine use in Australia, South West Victoria and the Barwon Region has amongst the highest rate of treatment entry for amphetamine use amongst 15-24 year olds.

At a regional meeting held in 2015, health service planning agencies and the regional alcohol and drug planning consortium received member reports that raised concerns relating to the use of ice in South West Victoria. Similar concerns were later raised relevant to the Barwon region of Victoria. The SEED consulting group based within Centre for Social and Early Emotional Development (SEED), the School of Psychology, Faculty of Health at Deakin University accepted the commission to develop a report (**see attachment 3**).

It became apparent in SEED's research that the ICE drug is mostly used by people aged under 30, therefore the data is initially provided on rates of use in recent primary and secondary school age student surveys completed in areas of the region.

The research proved that a platform of engagement such as an interactive computer game can significantly increase the understanding of the impact of the drug ICE and create a stronger negative attitude towards the use of it.

As a result, all secondary schools in the Hamilton region are partnering with Deakin University in the research and design process of an interactive computer game designed to engage and educate youth on the dangers of the drug.

Deakin University's Health Sciences and I.T. Faculty are committed to a 5 year period to oversee the research project analysing the effect of the D-Force Game.

The public launch of the game prototype is planned for September 2017.

Financial and Resource Implications

The funding target for the game is \$175,000 and the finished game prototype is \$90,000. The proposed contribution from Council is \$5,000 which would be used from the savings from Council's annual Great South Coast contribution, as a result of the cessation of the Group's secretariat.

Legislation, Council Plan and Policy Impacts

This project is in line with Council Plan Objective 4 – Help Communities Feel Dynamic and Resilient and in particular, 4.1 Maintaining Community Safety.

Risk Management

The development of this prototype software and target audience along with detailed research on the outcomes has no risks for Council and potentially provides great benefit to not only the local community and South West region but if proved successful can be replicated and rolled out across the country.

Environmental and Sustainability Considerations

Whilst having no direct benefit or detriment to the environment the potential health outcomes for our communities and in particular young people could be significant.

Community Consultation and Communication

The ICE Challenge Project Committee will be informed of the outcome of Council's decision.

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 contributes \$5,000 to the ICE Challenge Project towards the Great South Coast Ice Challenge project to support the development of the D-Force computer game.

10.3 Audit Committee - Minutes and Internal Audit Charter

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Evelyn Arnold, DCCS
Attachments: 4. Minutes 15/02/2017

Executive Summary

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

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 Council note the Minutes for the Audit Committee meetings for 15/02/2017.

10.4 Provision of Gym Services at Hamilton Indoor Leisure & Aquatic Centre

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Brett Holmes, Acting Manager Community & Leisure Services
Attachments: None.

Executive Summary

Southern Grampians Shire Council has undertaken a strategic review to make recommendations on the future service provision of the Gymnasium and Associated Services at the Hamilton Indoor Leisure & Aquatic Centre (HILAC).

HILAC is the premier recreational facility in the Southern Grampians Shire and the enterprise is an important asset for Council and the community. It provides the community of all ages with significant social, recreational, health and economic benefits. The centre was established in 2006 and is governed and operated by Council.

The recommendation is that a tender is advertised seeking expressions of interest for the provision of gym services.

Discussion

Gymnasium services at HILAC are provided by Vitality Family Health & Fitness under contract with Southern Grampians Shire Council, which concludes on 30 June 2017.

Otium Planning Group was engaged in October 2016 to complete a full business case for the future operation of gym services out of HILAC. Their scope of work included:

- The provision of gym services.
- A governance model.
- A membership structure and pricing.
- Capital investment and improvement program.
- Marketing and incorporation of digital technologies
- Financial modelling

The completion of the analysis highlighted (3) three options for consideration:

1) Council Management- Model sees Council being responsible for all in-house management & employing required staff. Council will be responsible for the entire facility and associated services;

2) Contract Management- The facility owner contract management of the facility to an individual manager, community based organisation or a recognised facility management company- This has been the method used for Gym services since the centre opened in 2006;

3) Cease operation of Gymnasium Service Cease to provide gymnasium service after the current contract expires on 30th June 2017.

These options were presented and workshopped with staff and Councillors.

Financial and Resource Implications

A contract for the provision of gym services needs to be advertised to the public market and the equipment and staffing level requirement will form part of the tender documents.

An extensive review of the current financial terms would be undertaken and the existing percentage of membership fees would form part of this reviewed.

Then contract management model as the preferred option while require the relationship to be built with the nominated contract manager, customer service staff and HILAC management.

Legislation, Council Plan and Policy Impacts

Strategy 3.1.1

Provide and support an integrated range of services for families, young people, the frail, aged and people with disabilities;

Strategy 3.1.2

Ensuring community infrastructure and services meet access and equity standards;

Strategy 3.2.3

Create vibrant public spaces;

Strategy 3.3.1

Promotion of quality leisure and recreation facilities and services;

Strategy 3.3.2

Consolidation and development of facilities and activities to achieve effective and long term outcomes.

All future tender requirements relating to the provision of gym services will be conducted in accordance with Council's current Procurement Policy and also section 186 of the Local Government Act 1989.

Risk Management

Council will need to maintain appropriate levels of contract management principles to ensure a potential contractor is meeting the requirements of the contract. This could be meeting key milestone periods, meeting marketing targets and/or promotional activities and providing start of the art equipment that adds a point of difference to other similar facilities in the local area.

Environmental and Sustainability Considerations

The building and the project overall, must follow accepted sustainability principles, for example around energy efficiency, sustainable equipment. The Tender documentation will require best practice in the area of Environmental and Sustainability Considerations.

Community Consultation and Communication

There is no requirement for community consultation around the future provision of gym services outside the section 186 public tender requirements.

The internal consultations discussed the project, current issues and potential future opportunities and directions for the provision of Gymnasium and associated services at HILAC. Information was sought regarding:

- The current situation - identification and discussion of strengths, issues and gaps in current HILAC gym management, facilities, services and programs;
- Current and future need / demand for facilities, services and programs including improvements needed and ideas for the future and opportunities to capture for gym services, for gym facilities to support services and programs, any identified demand / need and future plans that may be relevant / applicable / impact to the project;
- Resources and Partnerships - partnership opportunities, linkages and alignments to capture in the future, grant funding and partnership funding opportunities.

Consultations were conducted with the following key stakeholders:

- HILAC senior staff;
- Southern Grampians Shire Council – Council officers;
- Vitality Health and Fitness – owner / manager and senior staff.

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 advertise a tender to contract out the provision of gym services at the Hamilton Indoor Leisure & Aquatic Centre (HILAC).

10.5 Hamilton Indoor Leisure & Aquatic Centre Roof Analysis

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Brett Holmes, A/- Manager Community & Leisure Services
Attachments: None.

Executive Summary

The HILAC roof has had ongoing leak issues over a number of years that have resulted in water getting on the courts and forcing basketball games to be cancelled on a consistent basis.

SMEC Engineering was engaged by Council to undertake an audit of the facility roof structures, provide a report on the findings and complete a site inspection, which was undertaken on 28th and 29th November 2016 by SMEC in conjunction with specialist roofing consultants, which included a photographic survey of the roof areas, particularly focusing on areas of concern.

The recommendation is to complete major capital improvement works to HILAC'S roof as identified and outlined by SMEC Engineering- estimated cost of \$421,000.00 over a 2 year period and complete a maintenance programme over a 10-year period once the capital improvement works have been completed- estimated cost \$81,500.00 (spread over 10 years).

Discussion

Council resolved in June 2016 to complete a preventative maintenance programme, which has been completed, and to undertake an options analysis of HILAC's roof. The preventative maintenance work has been completed and involved the following:

- Replace all roofing screws and add silicone reinforcement
- Remove and replace all exhaust fans,
- Install new ridge capping and flashing,
- Review all guttering and downpipes,
- Remove and replace Laserlite sheeting

The options analysis found the roof on the older buildings varied in quality and type and were connected into the newer buildings that have been constructed using Colorbond or Zinalume roof decking. The steel structures are generally portal or trussed construction enabling free spans over the larger areas. The squash facilities are constructed using purlins directly supported on concrete block walls.

The cladding consists of Fire resistant Colorbond cladding, non-loadbearing and loadbearing articulated blockwork, galvanised and Zinalume wall sheeting and aluminium framed glazing.

Given that the original buildings (pre 2005) are in an average to poor state it is recommended to complete the recommended works to these roof area as soon as possible. The 2005 building roof areas have also a number of issues that will cause long term problems if not addressed immediately. These include rusted and leaking roof penetrations and flashings.

If all these areas are not rectified within a short time frame then large capital costs would be expected when eventually completing the works. This is particularly relevant under the plant areas of the facility.

Some areas may be deferred to 2018 and have slightly less priority but if a contract was to be let for the majority of works it would be prudent to consider taking advantage of the scale and efficiency of completing all works on one time frame/contract.

All of the new and repaired/replaced roofs and ancillaries should be inspected 12 monthly to investigate if any faults have arisen. This is very important where coating systems have been applied under plant areas.

Generally all roof areas that are brought up to current building standards for commercial premises should provide 25 Years of minimum maintenance. The dual fibreglass skylights will require replacement of the top sheeting in 8 - 10 years however the lower sheeting should also be checked for condition at each change of top sheet.

The treated and painted roof areas should be recoated at 3 yearly intervals or earlier if visual inspections reveal any intermittent faults that would require localised coating.

Financial and Resource Implications

The recommendation from SMEC Engineering is to complete a 2-year capital works programme on the entire roof structure including replacement of existing roofing on various sections, improvements / upgrades works to other aspects including replacing sky light sheets, installing movement controlled ventilation fans, painting, removal of rust, clean gutters and removal of all redundant metal work from roof.

The proposed capital works programme is expected to cost \$421,000.00.

Some preventative maintenance has been completed and the options analysis from SMEC Engineering identified a 10-year preventative maintenance once major repairs have been completed.

Legislation, Council Plan and Policy Impacts

All procurement processes will need to comply with Councils' Procurement Policy to ensure compliance with the requirements of s186 of the Local Government Act. Tender documentation will also refer to appropriate Australian Standards and Building codes of practice.

Risk Management

Given the Hamilton Basketball Association has previously relocated basketball games due to roof leak issues, it is important that an approach to a solution is effectively acted on by Council. HILAC has the potential to be this region's premier indoor facility, but until the roof issues are resolved fully the problem of water on courts will be a continual risk management issue.

The preventative maintenance, although it will provide instant improvements, may not solve all water entry issues. As part of the communication strategy, it is crucial to reinforce this as a constraint of this approach.

SMEC also recommended a 10-year roof maintenance programme once all capital works have been completed. The cost of the maintenance is expected to be \$81,500.00 (spread over a 10-year period) and will be absorbed into operational maintenance budgets.

Environmental and Sustainability Considerations

All works undertaken at the facility will give consideration to environmental and sustainability options. The tender documentation will also have a clause that potential contractors must address as part of their individual submissions. The environmental and sustainability responses will also form part of the evaluation process.

Community Consultation and Communication

A project steering committee of Council officers and HBA committee members will be formed to oversee the implementation of the HILAC Roofing Project.

A communications strategy will also be developed so the general public remain informed of all proposed works and how HILAC's key stakeholders and every day users will be impacted.

Disclosure of Interests

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

RECOMMENDATION

That Council:

1. Complete major capital improvement works to HILAC'S roof as identified and outlined by SMEC Engineering at an estimated cost of \$421,000.00 over a 2 year period (\$191,000.00 in the 17/18 financial year and \$230,000.00 for the 18/19 financial year);
2. Complete a maintenance programme over a 10-year period once the capital improvement works have been completed at an estimated cost of \$81,500.00 (spread over 10 years).

10.6 Financial Statements to 28 February 2017 – 16/17 Budget

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Jason Cay, Finance Coordinator
Attachments: 5. Financial Statements

Executive Summary

The Financial Reports for the period 1 July 2016 to 28 February 2017 (copies attached) have been prepared to provide information regarding Council's current financial position.

The reports include an Income Statement, balance sheet and statement of cash flows. A narrative has also been prepared to explain variances between 2016/17 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 2016/17 Budget, the anticipated forecast and actual performance.

Income Statement (Operating Statement)

Council is forecasting an operating surplus for the 2016/17 financial year. A larger operating surplus was originally budgeted however the carryover of some operating projects into the 2016/17 year has slightly reduced the surplus.

Balance Sheet

The budgeted balance sheet is understated in net equity and Property, Plant & Equipment due to the late revaluation of infrastructure assets. This revaluation was completed prior to the end of 2015/16, however after the 2016/17 budget had been prepared. All other balance sheet items are forecast to be close to their original estimates.

Statement of Cash flows

Cash balances are strong with \$23.89m 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 \$15.58m of capital works. \$0.67m of 2015/16 Capital works were incomplete and have been forecast for the current year.

Actual expenditure to 31 January of \$5.541m has occurred (33% of the forecast 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 the spend was at 94% of the forecast at the end of January.

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 reports for the period 1 July 2016 to 28 February 2017 be received.

10.7 Procurement Policy Local Content Report

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Evelyn Arnold, DCCS
Attachments: 6. Review of Local Content

Executive Summary

A report reviewing the impact of the local content weighting has been completed and is attached to this Report. It is recommended that Council receive the review of the Local Content Report (as attached) and that the 5% local content clause remain unchanged.

Discussion

At the ordinary meeting of Council held on 14 December 2016 Council moved the following motion:

“That Council’s Procurement Officer review the ‘Support for Local Business’ section of the Procurement Guidelines and investigate increasing the figure from 5% to 10% for local tenderers.”

An analysis was undertaken comparing the tenders awarded in the last 12 months and assessing the impact, if any, of the 5% local content weighting. As outlined in the attached report a number of the local businesses did not require this weighting to be successful. Those that did benefit from this weighting the restrictions on awarding contracts to local businesses was not just one of cost but was in most cases related to economies of scale and the ability to supply.

The success of local businesses without use of the additional weighting indicates the competitive and efficient commercial environment in which Council operates. The Local Content clause does allow an evaluation weighting to given to any contribution to the local region but a balance should be maintained between investment and sound fiscal practise.

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 Council receive the review of the Local Content Report (as attached) and that the 5% local content clause remain unchanged.

10.8 Economic Migration Project

Directorate: Michael McCarthy, Director Shire Futures
Author: Michael McCarthy
Attachments: None

Executive Summary

This report discusses the proposal received from the Leadership Great South Coast, in partnership with iGen Foundation and the Great Lake Agency to undertake a pilot project that aims to support the relocation of families originally from Africa to south west Victoria to assist in driving economic and population growth in the region.

It recommends that Council:

- Endorses the aims of the project
- Supports the establishment of an independent community working party with representatives from the key sectors and the broader community, chaired by the Mayor
- Continues to work with the project proponents to ensure the opportunities are fully realised

Discussion

This Pilot is the result of a community request from the Great Lakes Agency for Peace and Development. The organisation request to move families from the city to the Great South Coast region, as these families seek agricultural employment and wish to move to rural areas reflective of their lives back in Africa.

This Pilot is based on a case study from Mingoola, NSW, coordinated by the Great Lakes Agency for Peace and Development, and was showcased on the ABC's Australian Story. The organisation were invited to the Great South Coast region by a local community member and met with Leadership Great South Coast Alumni to begin developing this Pilot.

The aims of the project are as follows:

1. Australian citizens from African backgrounds who have lived in Australian cities for more than five years to move to the region with secured employment prior to arrival.
2. All members of the families are engaged in employment, volunteering, training and/or education.
3. Local community welcomes new community members with established links to encourage community integration.
4. Population growth in the Great South Coast region with greater diversity.
5. Economic development of cities and towns in the Great South Coast region with not only growth in the agricultural industry but also schools, community facilities, local businesses becoming more sustainable due to population growth.

The objectives are:

1. Metropolitan families who are Australian citizens originally from Africa, successfully move into the region with secured employment and integration into the community.
2. Local communities are welcoming of new families and intercultural communities are established.
3. Increased population growth in the Great South Coast region enables greater cultural diversity.

4. Increased economic development of the Great South Coast region, particularly in food and fibre industries.
5. Schools, community facilities and local businesses are more sustainable due to population growth.
6. Additional families move to the region after initial pilot.
7. Project Model established for other regional communities in Australia.

Local communities and local governments in the Great South Coast region and families wishing to move the area are the primary Pilot project partners.

The Pilot will be enabled by local networks of employers, residents and alumni within Leadership Great South Coast, families sourced through the Great Lakes agency for Peace and Development and planning and support for intercultural integration by iGen Foundation.

Consultations with more than 70 people who represented residents, local governments, employers and community organisations were held in Warrnambool, Port Fairy, Portland, Hamilton and Camperdown from 23-25 January, 2017. The purpose of these consultations was to gauge local community support for the idea.

The responses in Hamilton were positive with community groups and agencies expressing their support and willingness to participate in the project.

Financial and Resource Implications

Whilst the proposal does not seek financial contribution from Council, the recommendation is for the establishment of a community working group which Council will assist in its establishment. There will therefore be some in kind support for the project by staff and Councillors.

Legislation, Council Plan and Policy Impacts

Council Plan

Strategy 2.1.5

Support and encourage social and economic development in all our settlements

Strategy 4.3.3

Continue to encourage the inclusion of members of all cultures including indigenous communities in the social and economic life of the Shire

Strategy 4.3.1

Promote diversity and inclusiveness

Risk Management

There is no financial risk for Council. It will be demonstrating leadership by assisting the development of this community working group.

Environmental and Sustainability Considerations

There are no special considerations in this category tied to this project.

Community Consultation and Communication

The community consultation that was used to gauge the community interest in this proposal for a pilot project was well advertised and meetings were well attended. One of the main

purposes of the establishment of a community working group will be to ensure pro-active community engagement in the project.

Disclosure of Interests

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

RECOMMENDATION

That Council:

1. Endorses the aims of the project.
2. Supports the establishment of an independent community working party with representatives from the key sectors and the broader community, chaired by the Mayor.
3. Continues to work with the project proponents to ensure the opportunities are fully realised.

10.9 Deputation request to support 'Sanctuary' status of Lake Linlithgow and Bullrush Swamp

Directorate: Shire Futures
Author: Dale Tonkinson, Biodiversity Officer
Attachments: None

Executive Summary

Council received a deputation at the 14 December 2016 Ordinary Meeting to support the Hamilton Field Naturalists Club having the area's former "Sanctuary" status revived.

The Report outlines the history of the area and its complex management arrangements whereby at least 4 agencies are involved in managing different aspects depending on the presence or absence of water. The long acknowledged values of the area for recreation and biodiversity are largely inconsistent with hunting and with a recommendation by the Land Conservation Council for the management of the area.

The complex management of the area creates difficulty in understanding the context of hunting and potential conflicts, and therefore requires urgent clarification.

It is recommended that Council seek from State Government clarity of the complex management arrangements, stressing the need to consider the wetland complex as a whole and seek advice from State Government as to what reservation status and management regime would reflect the Land Conservation Council's intent that recreational and wildlife values be protected and managed.

Discussion

Lake Linlithgow and Bulrush [sometimes spelt Bullrush] Swamp are part of a cluster of wetlands some 15km SE of Hamilton.

The area was for many decades a significant recreational focus for the Hamilton region but interest in recent times has declined with the creation of Lake Hamilton and less reliable water levels in these wetlands. Other uses include picnicking, fishing, wind-surfing, nature study & duck shooting.

The various wetlands of the Linlithgow Complex vary enormously in depth, salinity and frequency of drying. Groundwater and local runoff interact with evaporation to determine water levels.

The original vegetation of the wetlands and their surrounds has been heavily modified by grazing and cropping with some revegetation since 1970.

Several threatened plants and animals occur and the wetlands are an important refuge for nomadic and migratory birds –

- regionally important for brolga and some ducks
- nationally important for large numbers of ducks and shorebirds in seasons where SW Victoria wetter than much of SE and E Australia

Management responsibilities for Crown Land in and around the wetlands are complex:

- Land areas – mostly Parks Victoria
- Water resources – Southern Rural Water
- Works permissions – Glenelg-Hopkins CMA

- Marine safety arrangements – SGSC
- Legal access to freehold land – SGSC
- Recreation access at southern end of Lake Linlithgow – formerly Council; now unclear

Lake Kennedy is currently a Wildlife Reserve in which hunting is permitted while Lake Linlithgow and Bulrush Swamp are together a Lake Reserve with few indications as to acceptable land uses.

Historically, issues surrounding this area were reviewed by the Land Conservation Council in 1982 recommended the reservation of these wetlands as a Lake Reserve and commenting specifically on their values for both recreation and wildlife habitat. Hunting was not mentioned and its inconsistency with both recreation and wildlife suggest it was not intended.

Current issues and conflicts:

- lack of active management
- weeds and heavy grass growth
- recreational infrastructure not maintained
- uncertain water levels
- duck hunting which has impacts on biodiversity and is inconsistent with recreation such as wind surfing, boating, fishing.

Hamilton Field Naturalists Club have long advocated for a review of the status of these wetlands, particularly with respect to their availability for hunting. The impact of hunting on biodiversity whilst a significant issue is primarily a State Government responsibility, however management conducive to recreational use is significant to the regional community and is often thought to be Council's responsibility.

Council has been requested to advocate for a review of hunting on behalf of local naturalists. Representations by individuals, businesses and interest groups may be anticipated seeking inclusion of alternative perspectives on hunting or other concerns around future management of the lakes.

For Council's advocacy to have maximum effect it should be based on broad community concerns and bring potential solutions to any discussions with State Government

Financial and Resource Implications

Council needs to consider what role Southern Grampians Shire should take in future management as in the course of the proposed advocacy it is likely Council will be asked if it wishes to become the Land Manager under Committee of Management arrangements. Further investigation would be required to adequately document likely costs and benefits.

Legislation, Council Plan and Policy Impacts

Local Government Act 1989 in Section 3D 2(d) provides for Council to advocate on behalf of the local community interests.

Risk Management

Not applicable at this stage

Environmental and Sustainability Considerations

Not applicable at this stage. Pending outcomes of the recommended advocacy, Council's Sustainability Strategy and Climate Adaptation Plan may be relevant to further considerations.

Community Consultation and Communication

Community interest in the on-going use of the area is unclear and Council may wish to seek expressions of interest in parallel with seeking clarification of management responsibilities.

Disclosure of Interests

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

RECOMMENDATION

1. That Council seek from the State Government clarity of the complex management arrangements, stressing the need to consider the wetland complex as a whole.
2. That Council advocate to the State Government for the appropriate reservation status and management regime that would reflect the Land Conservation Council's original intent that recreational and wildlife values be protected and managed.

10.10 Branding Greater Hamilton

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

Executive Summary

The Greater Hamilton branding project aims to create a unified message and vision for the region that will help create jobs, attract investment and tourism, and drive population growth. The new brand – aimed at attracting new residents, jobs, investment and tourism – demonstrates Council’s commitment to leading and supporting business and community objectives.

The following report provides an update of the activities implemented since adoption in 2013 and recommends that Southern Grampians Shire Council reconfirm their support for the brand “Greater Hamilton”. It also recommends that we investigate the renaming of appropriate Council assets with the Greater Hamilton regional brand to support the continued implementation of the brand.

Discussion

Following Council’s adoption of the new Greater Hamilton regional brand the implementation phase, roll out and promotion of the new Greater Hamilton brand continues. Greater Hamilton as a destination is looking for people to live, work, invest and learn in our area, this has been reflected in the brand roll out and promotion to drive the campaign into key markets.

The Greater Hamilton branding was implemented after extensive consultation and focus testing with people from inside and outside the region. It has been designed to reflect the regional centre role of Hamilton and the services and employment opportunities it provides to the broader south west of Victoria whilst at the same time recognise and promote the lifestyle opportunities in the surrounding towns within the Shire.

The first stage of implementation involved brand activation and regional-readiness. In the 2013-14 financial year Council:

- developed and adopted the Greater Hamilton brand
- continue to work with local businesses and agencies to adopt and integrate the brand
- developed a suite of easy-to-use collateral for local businesses and agencies
- developed guidelines for integrating the Shire brand into the regional Greater Hamilton brand
- began rolling out on-the-ground presence of Greater Hamilton including using local transport companies and signage
- developed draft designs for boundary and town entrance signage

In the 2014-17 financial years, focus has been on driving the brand in key markets.

For the brand to be successful it is important that business and local agencies own and use the brand in support of their own marketing. The more it is used, the stronger the brand will become. However Council also needs to actively drive the brand into key metropolitan markets, drive people to the call to action and engage with the brand.

In Autumn 2015, an integrated marketing campaign “Come for a Visit. Stay for the Lifestyle” was developed to target specific residents in Victoria and South Australia to visit the Region

and consider permanent relocation, whether it be Hamilton, the regional centre itself or any of the other lifestyle opportunities provided in the townships, villages and rural areas.

The campaign had the following features:

- An integrated, digitally-driven campaign that threw open the doors of the Greater Hamilton region, positioning the region as a welcoming and vibrant community in which to live, work, learn and invest.
- Inviting people to come for a visit and experience the very best that Greater Hamilton has to offer.
- People visit before they decide to relocate and there's no substitute for spending time in an area and developing local connections.
- Open Weekend took place 10 weeks after the Regional Living Expo including a local footy match and gallery tour.
- Multiple channels were used for the campaign: brochure (passport), events, website, digital, social media, radio and public relations.

A dedicated website www.liveingreaterhamilton.com.au was created and the www.greatjobs.com.au was utilised to show current job vacancies in the region. Radio advertising prior to the news on 3AW and a PR campaign was developed. Digital advertising on www.seek.com.au and www.realestate.com.au occurred over a three month period targeted to those in the Melbourne, Geelong, SE of SA and Mount Gambier areas. An open weekend was also conducted which included a welcome function with the Mayor and industry and a bus tour of Hamilton.

Results from that campaign drove 10 families to the weekend with one family relocating the following year. Further results included:

- > 149 families register interest at RVLE.
- > Additional registrations added to database from Regional Victoria Living Expo attendance.
- > Passport distributed to over 1,000 people.
- > 16 offers made by local businesses to Open Weekend attendees.
- > Average 3AW listener audience of 281,000 in the afternoon and 167,000 in the evening.
- > 4,548 visits to liveingreaterhamilton.com.au between May and August with 3,564 unique visits.
- > Online banners displayed (impressions) to 1.363 million viewers. Click through of 0.34% (4,651), which is slightly down on industry average of 0.4%. 379,758 impressions on seek.com.au and realestate.com.au
- > 154 click throughs from Facebook to website.

Recommendations from the 2015 campaign were then utilised for the 2016 campaign in that a completely digital media approach was developed. A digital campaign on Facebook and targeted advertising on www.seek.com.au, www.realestate.com.au (REA) and Fairfax sites was developed with the call to action being to our www.liveingreaterhamilton.com.au.

Creative ads were targeted at the different markets with taglines such as:

"Finding a better work-life balance. Explore the possibilities in Greater Hamilton"

"Spend less time commuting and more time with family. There's a greater life to be lived in Greater Hamilton"

"Invest in your family. Invest in a business. There's a greater life to be lived in Greater Hamilton."

“A great place to work with a great lifestyle. There’s a greater life to be lived in Greater Hamilton.”

“A bigger backyard. A smaller mortgage. There’s a greater life to be lived in Greater Hamilton.”

Close to nature and even closer to great schools. There’s a greater life to be lived in Greater Hamilton.”

Overall, reach for the campaign was 4.3 Million impressions across REA, Seek and Fairfax, resulting in 4,366 clicks to the www.liveingreaterhamilton.com.au Fairfax was the most cost efficient generating the most clicks at the lowest Cost Per Click (CPC).

Facebook ads generated 501,232 impressions with a cost per click averaging \$1.31 across all the ads resulting in 6,761 clicks to the www.liveingreaterhamilton.com.au site.

The report itself highlights a few interesting learnings that could be leveraged within future campaign - copy variations did not impact results nor did niche geo-targeting and best results were achieved across the 45-64 age group, as well as amongst females 65+. Some of the best performing ads overall were work-focused. The ‘A great place to work’ digital banner ad reached 12K more people than any other digital banner ad and had the lowest CPC. The ‘Better work-life balance’ Facebook ad reached almost 49K in total, had the lowest CPC among all Facebook ads. Overall the campaign performance was very pleasing as the Cost Per Click was generally low and the ads with the lowest CPC did exceptionally well.

The 2017 campaign is currently in the planning stages with a continuation of digital advertising on Facebook, Fairfax and Realestate.com. Regional Victoria and SA Television Commercials are also planned.

As we enter the third phase of the branding campaign it is timely to reflect on the Greater Hamilton Brand and seek a reconfirmation from Council for the Brand “Greater Hamilton”. The language “Greater Hamilton’ or “Greater Hamilton region” has been picked up by media and particularly appears in the Hamilton Spectator Masthead. Several businesses use the logo and the language in their promotions. It is also timely to consider other actions to support the brand such investigating the renaming of our Council owned regional assets, for example Greater Hamilton Regional Airport, Greater Hamilton Regional Livestock Exchange or Greater Hamilton Performing Arts Centre

Financial and Resource Implications

Council have budgeted \$50,000 each year for the last 3 financial years to support the implementation of the Greater Hamilton brand. Further budget will be need to be committed to support future branding campaigns

Legislation, Council Plan and Policy Impacts

The Southern Grampians Shire Council Plan 2013-2017 has a key objective to foster population and economic growth with a number of strategies that provide for a strong economic performance that supports population growth.

The project will assist to achieve this council objective and supports other council strategies including:

Greater Hamilton Branding Strategy - Stage 1 – brand activation and regional-readiness - began rolling out on-the-ground presence of the Greater Hamilton brand including using

local transport companies and replace regional welcome and town signage on key traffic routes.

Southern Grampians Shire Council Tourism Strategy 2010 – 2015 has a number of actions that have been further developed with this project, these include:

87. Identify the brands for other tourism townships in the shire, building on the work already undertaken for the development of township brochures.
88. Ensure that the branding of townships is consistent with Council's Vision
89. Develop a style guide (colours, words, images, etc.) for each town's brand for use in the development of promotional activities

A number of the smaller town's draft community plans identify a need to grow their population, awareness of their town and their region

Community Consultation and Communication

The Branding Hamilton Style Guide was developed through the branding project. This had a substantial consultation process as has been acknowledged through a Government Communications Award in 2015. A media release will be prepared informing the public of Council's continued support of the Greater Hamilton brand and Council's intent to investigate renaming our key regional assets.

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 Southern Grampians Shire Council reconfirm its support for the brand "Greater Hamilton".
2. That a renaming of Council assets with the Greater Hamilton regional brand be investigated to support the continued implementation of the brand.

10.11 Tender No 42/16 Stage 3 Hamilton Regional Livestock Exchange- Pavement Works

Directorate: David Moloney, Director Shire Infrastructure
Author: Greg Gunn Team Leader Strategy and Operations
Attachments: None

Executive Summary

Tender submissions for Contract 42/16 to undertake pavement sealing works in accordance with the HLE Master plan were received from three tenderers.

Invitations to tender for the above construction works at the Hamilton Regional Livestock Exchange Development – Stage 2 were advertised for Pavement Sealing works on 14 January 2017 with tender submission closing on 20 February 2017.

In total, 4 submissions were received from 3 tenderers. There were 3 Conforming tenders and 1 non-conforming (alternate) tender submissions received for the Pavement Sealing.

The alternative non-confirming option was offered but was beyond the price allocation.

All three tenders have successfully undertaken works for Council in the past, and all were assessed as being suitable. On assessing the prices submitted it was deemed by the panel that the price submitted for Area 3 North Car park was deemed not to offer Council value for money and was removed from the price to be assessed. The budget was adjusted to allow for this works to be undertaken at a later date.

Tenders were evaluated in accordance with Council's Procurement Policy and it is recommended that:

1. Council award Tender 42-16 excluding Area 3
2. Council award the tender to Centre State Asphaltting for \$421,600 (Inc GST)

Discussion

In April 2012 Council adopted the Hamilton Regional Livestock Exchange Master Plan. In September 2014 Council endorsed Conceptual Design 3 outlined in the Hamilton Regional Livestock Exchange Development Options Report as the preferred concept design for the Hamilton Regional Livestock Exchange Refurbishment.

This report produced by Kattle Gear Pty Ltd recommended that the gravel truck and car access areas at the Hamilton Livestock Exchange HLE be sealed in order to reduce dust, reduce maintenance and to provide a suitable wearing course for traffic movement.

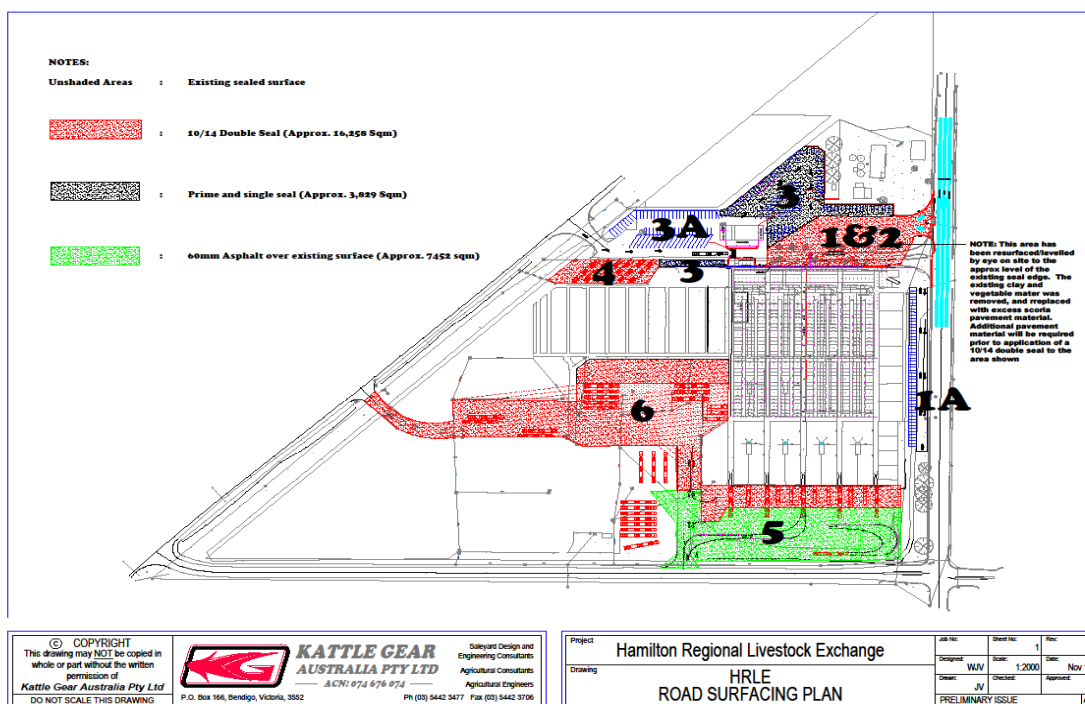
In July 15 Council submitted an application for grant funding from the National Stronger Regions Fund (NSRF) for the Stage 2 and 3 project works. The application was successful in obtaining \$1.99 million for the project with a further \$1.99m contributed by Council.

This Pavement Contract is scheduled to be undertaken as part of the Stage 3 HLE upgrade, commencing in 2017/18 and for budget purposes was estimated to cost \$ 427,270 (ex GST). Assessment of prices indicated that the prices for sealing of Area 3 North Car Park, was deemed not to offer value for money to Council and was removed from the assessment

process. A revised budget of \$397,270 excluding GST was determined to be the suitable budget allowing for Area 3 to be sealed in the future.

The Tender required pricing to pave the following gravelled areas:

Zone	Aprx Area m ²	Description	Vehicles	Proposed Wearing Course
Area 1 and 2	3960	Nth Exit to Port Fairy Rd	Stock Trucks	10/14 Double Seal
Area 3	3565	Nth Car Park	Cars	Prime and Single Seal
Area 4	853	Nth Truck Park	Stock Trucks	10/14 Double Seal
Area5	7452	Sth Truck Unloading Area	Stock Trucks	60 mm Asphalt
Area 6	14444	Central Truck Unloading Area	Stock Trucks	10/14 Double Seal



A total of three tenders were submitted and were evaluated by the Tender Review Panel on 7 March 2017. On review of the tender prices it was assessed that Area 3 prices submitted didn't offer value for money and was therefore removed from the tender prices assessments.

The tenderers and prices submitted excluding Area 3:

Tenderer	Price exc GST	Price inc GST
Gambier Earth Movers	\$421,057	\$463,163
Centre State Asphalting	\$383,272	\$421,600
Fulton Hogan	\$406,487	\$447,136
Fulton Hogan (non-conforming tender)	\$434,358	\$477,794

Fulton Hogan also offered non-conforming tender, which proposed the use of a proprietary asphalt Busphalt product, a mix specifically designed to accommodate the particular demands of very heavy traffic. Busphalt is a polymer modified bitumen asphalt, a technology which is recognised and included within Vicroads standards. Fulton Hogan claims that Busphalt provides superior protection to the underlying base course materials, reducing the probability of their premature failure.

Evaluation

The Tender Evaluation Panel was set up as follows to achieve the best outcome through the evaluation process.

Scoring or voting members:

- David Moloney, Director Shire Infrastructure
- Pratap Sakota, Project Engineer
- John Pierce, A\Team Leader Works

Criteria	Weighting
Tender price;	60%
Demonstrated performance in the provision of similar services;	10%
Capability and available resources;	10%
Compliance with and appreciation of Occupational Health and Safety legislation requirements.	10%
Environmental Sustainability Considerations.	10%

All prices in Table 1 Tender Assessment are inclusive of GST. From the assessment it was determined that Centre State Asphalting was deemed to be the preferred tenderer.

	Specification Conformance	Tendered Price	Demonstrated Performance in the provision of a similar service	Capacity and available resources	environmental	OHS	Total
Gambier Earth Movers	Yes	9.10					
		\$463,143	7.33	8	7.83	8.27	8.60
		5.46	0.73	0.80	0.78	0.83	
DISCUSSION							
Centre State Asphaltting	Yes	10.00					
		\$421,600	9	9.33	7.38	8.58	9.43
		6.00	0.90	0.93	0.74	0.86	
DISCUSSION							
Fulton Hogan Industries	yes	9.43					
		\$447,132	9	9	8.4	9	9.20
		5.66	0.90	0.90	0.84	0.90	
DISCUSSION							
Fulton non conforming	No	8.82					
		\$477,794	9	9	8.4	9	8.83
		5.29	0.90	0.90	0.84	0.90	
DISCUSSION	Alternative product was offered, however outside budget range						

Table 1 Tender Assessment

Financial and Resource Implications

- Centre State Asphaltting had the only conforming tenders within budget expectations (ie \$397,270 ex GST).
- The price offered by the Fulton Hogan’s conforming tender was slightly over budget expectations.
- Sealing the gravel surface will require regular inspections to ensure they are performing long term and will require some maintenance costs to maintain in acceptable state.
- Prices are based on estimated areas and could vary slightly depending upon the actual areas paved.
- Works to prepare the gravel surfaces for paving will be required. These works to be undertaken by Council are not included in the Contract.
- Dust has been previously managed by annually applying dust inhabitants. Paving will eliminate this significant cost.

Risk Management

This contract is generally considered to be low risk within the industry works being relatively straight forward.

The Tender Evaluation Panel team carried out the tender evaluation process and assessed the tender price combinations to get the best outcome to meet the previously estimated budget in the concept design report produced by Kattle Gear Pty Ltd. While 60% of the evaluation was based on price, the remaining 40% was based on contractors' demonstrated performance, available resources in addition to OHS and environmental considerations.

Environmental and Sustainability Considerations

Stakeholders using the saleyards have long complained that the dust raised by vehicles on the gravel roadways has caused amenity and environmental issues. Paving the gravel roads will permanently remediate this problem.

Community Consultation and Communication

There has been extensive involvement from key stakeholders in the development of the concept and detailed designs. Consultations were carried out with stock agents and with the Hamilton Regional Livestock Exchange Advisory Committee which has transport, stock agent, buyers, Victorian Farmers Federation, Veterinary and Community representatives. Design changes suggested by the stake holders / stock agents from to Stage 1 sheep yard works have been included in the Stage 2&3 designs. The timing of the works has been programmed to deliver minimal disruption to the operations of the Livestock Exchange.

Legislation, Council Plan and Policy Impacts

Policy Impacts

In April 2012 Council adopted the Hamilton Regional Livestock Exchange Master Plan. In September 2014 Council endorsed Conceptual Design 3 outlined in the Hamilton Regional Livestock Exchange Development Options Report as the preferred concept design for the Hamilton Regional Livestock Exchange Refurbishment.

In April 2015 Council awarded Stage 1 contracts to the selected tenderers and the Stage 1 works were completed by November 2015. Following the Stage 1 project completion, Stage 2 detailed designs were completed and tenders advertised in February 2016 as per the Council Procurement Policy to commence the works by May 2016.

Following the Stages 1 and 2 project completion, Stage 3 detailed designs had been completed and tenders advertised in January 2017 as per the Council Procurement Policy to commence the works by 1st April 2017 with a completion date of 30 June 2017.

The tender process was undertaken in accordance with Southern Grampians Shire Council's Procurement Policy.

As stated in the General Conditions of Tendering, the Principal is not required to consider a Non-Conforming Tender, but reserves the right to consider and accept a Non-Conforming Tender without offering any other tenderer the opportunity to re-tender on the same basis.

Council Plan

Outcome 1.3 Financial Responsibility and Security

Strategy 1.3.1 Compliance with and application of prudent financial principles to the Council's annual budget.

Strategy 1.3.2 Ensure financial responsibility and security by preparing, implementing and reviewing Council's long-term financial plan.

Outcome 2.1 Strong economic performance that supports population growth

Strategy 2.1.2 Support major projects and utilise their capacity to support local industry and business

Strategy 2.1.3 Support industries that have capacity to generate positive flow-on economic effects (propulsive industries)

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.

The evaluation panel affirm that no direct or indirect interests need to be declared in relation to any matters in this Report:

- David Moloney, Director Shire Infrastructure
- Pratap Sakota, Project Engineer
- John Pierce, A\Team Leader Works

RECOMMENDATION

That Council:

1. Award Contract 42/16 Hamilton Regional Livestock Exchange Stage 3 - Pavement Sealing with the exclusion of area 3.
2. Award Contract 42/16 Hamilton Regional Livestock Exchange Stage 3 - Pavement Sealing Excluding Area 3 to Centre State Asphalt for \$421,600 (incl of GST).
3. That the Contract documents be signed and sealed when prepared.

10.12 Hamilton Regional Livestock Exchange (HRLE) Development Stage 3 including Roof Fabrication and Construction/Roof Lighting and Electrical Works - Tender No 45/16

Directorate: David Moloney, Director Shire Infrastructure
Author: Aten Kumar, Manager Engineering & Projects
Attachments: None.

Executive Summary

Invitations to tender for the above construction works at the Hamilton Regional Livestock Exchange Development – Stage 3 were advertised with 2 separable portions being Roofing and Electrical works on 14 January 2017 with tender submission closing on 20 February 2017.

In total, 4 submissions were received, of which only 2 tendered for the project as a whole. There were three conforming and one non-conforming tender submissions received for the Roof Fabrication and construction works and 3 conforming tender submissions received for Roof Lighting and electrical works. Separate evaluations were conducted on the two separable portions. Preference was to award both portions to the one contractor.

The panel chose to not fully evaluate the highest priced submission from Wiley Co Pty Ltd as they were outside the budget and approximately twice the price of the next submission. An alternative non-confirming option was offered which was also beyond the price allocation.

MacNeil Group, then became the only tenderer to tender for the entire works. Lack of information on who was going to perform the works, eg subcontractor, prohibited the panel from scoring more favourably for demonstrated performance, particularly in the electrical component.

Creek Electrical tendered for the Electrical portion only and scored well due to price and demonstrated performance having successfully completed similar works on Stages 1 & 2

MKM tendered for the Shed Construction only and again scored well on price and demonstrated performance having successfully completed similar works on Stage 2.

The combination of MKM and Creek Electrical has a proven performance record for stages 1 & 2 and combining the two submissions, still provided the most cost effective outcome.

Tenders were evaluated in accordance with Council's Procurement Policy and it is recommended that:

3. Council award the tender to MKM Constructions for Stage 3 - Roof Fabrication and Construction works.
4. Council award the tender to Creek Electrical for Stage 3 - Lighting and Electrical works.

Discussion

The Tender Evaluation Panel was set up as follows to achieve the best outcome through the evaluation process.

Scoring or voting members:

- David Moloney, Director Infrastructure
- Aten Kumar, Manager Engineering & Projects
- Ian McLean, Facilities Maintenance Coordinator

Non Scoring or voting members

- Janelle Dahlenburg, Contracts/Procurement Officer

MKM Constructions tendered for the Roof Fabrication and Construction portion only where they have demonstrated good performance and completed the stage 2 roofing project within the budget. From their tender they nominated that they would be sourcing 50% of labour from within our Shire. Therefore the Tender Evaluation Panel recommends MKM Constructions for Stage 3, Roofing and Fabrication construction works.

Creek Electricals tendered for the Roof Lighting and Electrical Works portion only. Creek Electricals also demonstrated high performance having successfully completed stages 1 & 2 works. Creek Electricals being the local contractors would also produce economic benefit for the local economy.

Therefore the Tender Evaluation Panel recommends the following contractors for the Stage 3 construction works based on their scores for each contract respectively.

- MKM Constructions, Ballarat VIC for the Sheep Yard Shed Stage 3 - Roof Fabrication and construction works for the tender price of \$ 893,490.00 excluding GST
- Creek Electricals, Hamilton VIC for Roof Lighting and Electrical works Stage 3 – Electrical works for a tendered price of \$47,477.27 excluding GST.

Roof Fabrication and Construction

Weightings	Yes/No	50%	20%	20%	10%		
	Specification Conformance	Tendered Price	Demonstrated performance on projects of a similar nature	Capacity and available resources and ability to meet project timelines	Environmental		Total
MacNeil Group	Yes	9.85 \$998,127 4.92	7 1.40	7 1.40	4.54 0.45	0.00	8.18
DISCUSSION	High quality submission, very price competitive. Strong history of delivering large projects						
MKM	Yes	10.00 \$982,839 5.00	9 1.80	9 1.80	5.4 0.54	0.00	9.14
DISCUSSION	Successful previous completion of Stage 2. Strong performance and capability record						
Wiley CO	Yes	4.73 \$2,112,206 2.36	0 0.00	0.00	0.00	0.00	2.36
DISCUSSION	Panel elected to not evaluate beyond price as it far exceed the budget allocation						
Wiley CO	Non conforming Bid	5.00 \$1,964,519 2.50	0 0.00	0.00	0.00	0.00	2.50
DISCUSSION	Offered an alternative construction method, but still failed to be within budget constraints . Panel elected to not evaluate beyond price						

Roof Lighting and Electrical works

Weightings	Yes/No	50%	20%	20%	10%		
	Specification Conformance	Tendered Price	Demonstrated performance on projects of a similar nature	Capacity and available resources and ability to meet project timelines	Environmental		Total
Creek Electrical	Yes	10.00 \$52,225 5.00	9 1.80	9 1.80	2.7 0.27	0.00	8.87
DISCUSSION	Local contractor with proven record having completed Stage 1&2 and many other smaller projects for council. Council will work with Creek to tweak some OH&S details in some areas, request will be made to provide some extra paperwork.						
MacNeil Group	Yes	8.52 \$61,265 4.26	4 0.80	6 1.20	3.75 0.38	0.00	6.64
DISCUSSION	No information provided on electrical contractors, reflective of the scoring for demonstrated performance. Indicated previous works on large scale but not who performed the electrical						
Wiley CO	Yes	4.42 \$118,174 2.21	0 0.00	0.00	0.00	0.00	2.21
DISCUSSION	Panel elected to not evaluate beyond price as it far exceed the budget allocation						

Financial and Resource Implications

In July 2015, Southern Grampians Shire council sought funding from Department of Infrastructure and Regional Development for the Stage 2 – Hamilton Regional Livestock Exchange Development project. The total cost of the project was estimated as \$3,989,962 and council was successful in achieving a one for one grant from the National Stronger Regions Fund (NSRF) for the amount of \$1,994,981 and Council contributing matching funding.

The funding Agreement was executed 9th May 2016 with the project activities to be completed by 30 June 2018.

All costs associated with the project are included in the Tenderers submitted costs.

The project has an allocated budget of \$ 960,000 (Ex GST). The tender costs for both the roofing and electrical works will be \$1,035,064 (Inc. GST), or \$940,967 (Ex GST) being under budget.

Management of the project is to be undertaken by Council staff.

Risk Management

The Tender Evaluation Panel team carried out the tender evaluation process and assessed the tender price combinations to get the best outcome to meet the previously estimated budget in the concept design report produced by Kattle Gear Pty Ltd. While 50% of the evaluation was based on price, the remaining 50% was based on contractors' demonstrated performance, available resources including local contractors, management and technical skills and methodology.

The total estimated cost for the project is \$4 Million including project management, contingencies, construction works such as draft area roofing works, sheep yards, sheep yard sheds, canteen and managers office construction, traffic management plan, electrical works, storm water works and power pole relocation works. In July 2015, Council was successful in receiving \$1.99 million NSRF funding with another \$1.99m from the Council's contribution for works. This is the final stage of roofing under this agreement.

ID	DESCRIPTION	AMOUNT	STATUS
1.	NSRF	\$1,994,981.00	CONFIRMED
2.	COUNCIL	\$1,994,981.00	CONFIRMED

Environmental and Sustainability Considerations

There are significant social, economic and environmental benefits in terms of operational, structural, environmental welfare, OH&S and regional competition as follows:

Social

- ◆ Provide better level of service.
- ◆ Better traffic management with designated parking for cars and trucks.
- ◆ Building refurbishments.

- ◆ Many animal welfare issues resolved

Economic

- ◆ Benefit to Local economy and businesses as priority was given in the evaluation to employ local sub-contractors.
- ◆ Provide an attractive venue for marketing and selling of livestock.
- ◆ Increase in cattle and sheep sales.
- ◆ Safe manoeuvrability of B double transports.
- ◆ Future expansion and growth to Livestock Exchange.
- ◆ Potable and bore water saving by rainwater harvesting reuse for washing.
- ◆ Savings in washing sheep yards.
- ◆ Reduction operating costs.

Environmental

- ◆ Rainwater harvesting reuse for washing.
- ◆ Better effluent water treatment.
- ◆ Stormwater drainage upgrade.
- ◆ The building acoustics to reduce noise where possible to surrounding areas.
- ◆ Increased ventilation.
- ◆ Reduce soil salinity levels by using rain water rather than bore water.
- ◆ Minimisation of odour.
- ◆ Use of natural lighting.
- ◆ Suitable fixtures and fittings.
- ◆ Energy conservation measures, including use of natural light and low energy consumption lighting.
- ◆ Reduced dust

Community Consultation and Communication

There has been extensive involvement from key stakeholders in the development of the concept and detailed designs. Consultations were carried out with stock agents and with the Hamilton Regional Livestock Exchange Advisory Committee which has transport, stock agent, buyers, Victorian Farmers Federation, Veterinary and Community representatives. Design changes suggested by the stake holders / stock agents from to Stage 1 sheep yard works have been included in the Stage 2&3 designs. The timing of the works has been programmed to deliver minimal disruption to the operations of the Livestock Exchange.

Legislation, Council Plan and Policy Impacts

Policy Impacts

In April 2012 Council adopted the Hamilton Regional Livestock Exchange Master Plan. In September 2014 Council endorsed Conceptual Design 3 outlined in the Hamilton Regional Livestock Exchange Development Options Report as the preferred concept design for the Hamilton Regional Livestock Exchange Refurbishment.

In April 2015 Council awarded Stage 1 contracts to the selected tenderers and the Stage 1 works were completed by November 2015. Following the Stage 1 project completion, Stage

2 detailed designs were completed and tenders advertised in February 2016 as per the Council Procurement Policy to commence the works by May 2016.

Following the Stages 1 and 2 project completion, Stage 3 detailed designs had been completed and tenders advertised in January 2017 as per the Council Procurement Policy to commence the works by 1st April 2017 with a completion date of 30 September 2017.

The tender process was undertaken in accordance with Southern Grampians Shire Council's Procurement Policy.

As stated in the General Conditions of Tendering, the Principal is not required to consider a Non-Conforming Tender, but reserves the right to consider and accept a Non-Conforming Tender without offering any other tenderer the opportunity to re-tender on the same basis.

Council Plan

Outcome 1.3 Financial Responsibility and Security

Strategy 1.3.1 Compliance with and application of prudent financial principles to the Council's annual budget.

Strategy 1.3.2 Ensure financial responsibility and security by preparing, implementing and reviewing Council's long-term financial plan.

Outcome 2.1 Strong economic performance that supports population growth

Strategy 2.1.2 Support major projects and utilise their capacity to support local industry and business

Strategy 2.1.3 Support industries that have capacity to generate positive flow-on economic effects (propulsive industries)

Disclosure of Interests

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

RECOMMENDATION

That Council:

1. Award Tender 45/16 – HRLE Stage 3 – Roof fabrication and construction and Roof lighting and electrical works, as separate tenders.
2. Award tender 45 /16 – HRLE Stage 3 - Roof fabrication and construction to MKM Constructions, for the amount of \$893,490.00 (excluding GST).
3. Award tender 45 /16 – HRLE Stage 3 - Roof Lighting and Electrical works be awarded to Creek Electricals, Hamilton VIC for the amount of \$47,477.27 (excluding GST).
4. That the Contract documents be signed and sealed when prepared.

11. Notices of Motion

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

12. Delegated Reports

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

13. Mayors and Councillors Reports

Address from the Mayor and Councillors in relation to matters of civic leadership and community representation, including acknowledgement of community groups and individuals, information arising from internal Committees, advocacy on behalf of constituents and other topics of significance.

13.1 CEO Performance Review

Author: Cr Mary-Ann Brown, Mayor
Attachments: None.

Executive Summary

This report recommends the engagement of executive recruitment firm, McArthur to support Council in the Chief Executive Officer (CEO) Performance Review process and to appoint three Councillors to the CEO Performance Review Panel.

Discussion

The current employment contract with the CEO requires that a Performance Review be undertaken annually by a Council appointed panel, supported by an executive recruitment consultant. This process was implemented by the previous Council who also undertook a 6-month review and assessment to handover to the new Council following the 2016 Council Elections.

Tentative dates have been secured for a full Council briefing by the Consultant on Wednesday 29 March 2017 from 4:30 – 6:00pm and then the Panel discussion and finalisation on Wednesday April 19 11:00am – 1:30pm.

The outline of the process and key dates are:

March 22 – Council report appointing Consultant and Panel
March 29 – Councillor briefing by Consultant, followed by individual ratings and feedback
March 29 – April 5 Councillor ratings and feedback
April 5 – 12 Collation of responses and draft report to Panel
April 19 – Panel discussion with Consultant and CEO

Financial and Resource Implications

As per the proposal from McArthur, the cost for Year 2 is \$6,000 plus GST, and an additional \$2,000 plus GST to include 360 degree feedback.

Legislation, Council Plan and Policy Impacts

The Performance Review is a legal requirement of the contract conditions.

This matter relates to Objective 1 - Leadership and Good Governance, of the Council Plan.

Risk Management

It is a contractual requirement to undertake at least an annual performance review of the Chief Executive Officer.

Environmental and Sustainability Considerations

There are no Environmental and Sustainability Considerations in this matter.

Community Consultation and Communication

This is an internal process and there is no need to communicate or consult on the decision.

Disclosure of Interests

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

RECOMMENDATION

That Council:

1. Engage McArthur's to support Council in the CEO Performance Review process;
and
2. Appoint Mayor; Deputy Mayor, and a Councillor as the Performance Review Panel.

14. Confidential Matters

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

15. Close of Meeting

This concludes the business of the meeting.