

SOUTHERN GRAMPIANS SHIRE COUNCIL

**Council Meeting Agenda
Wednesday 13 March 2024**

To be held in Karingal Senior Citizens Centre
16 Henty Street, Coleraine at 5:30pm



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1 Membership

Councillors

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

Officers

Mr Tony Doyle, Chief Executive Officer
Mr Darren Barber, Director People and Performance
Mr Rory Neeson, Director Wellbeing, Planning and Regulation
Ms Marg Scanlon, Director Infrastructure and Sustainability
Mrs Lisa Grayland, Acting Governance Coordinator

2 Welcome and Acknowledgement of Country

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

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

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

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

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

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

3 Prayer

Cr Robertson will lead the meeting in a prayer.

“Almighty God grant to this Council, wisdom, understanding and sincerity of purpose for the good governance of this Shire.”

4 Apologies

5 Confirmation of Minutes

RECOMMENDATION

That the Minutes of the Council Meeting held on 14 February 2024 and the Confidential Minutes of 14 February 2024 be confirmed as a correct record of business transacted.

6 Declaration of Interest

7 Leave of Absence

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

8 Questions on Notice

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

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

Questions must:

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

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

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

There are no Questions on Notice listed on the agenda.

9 Public Deputations

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

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

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

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

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

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

10 Petitions

There are no Petitions listed on tonight's agenda.

11 Informal Meetings of Councillors

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

If there is a meeting of Councillors that:

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

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

An Informal Meeting of Councillors record was kept for:

- Audit and Risk Committee – 13 February 2024
- Councillor Briefing – 14 February 2024
- Councillor Briefing – 21 February 2024
- Hearing of Budget Submissions – 21 February 2024
- Councillor Briefing – 28 February 2024

This agenda was prepared on 1 March 2024. Any Informal Meeting of Councillors between that date and the date of tonight's Meeting will appear in the agenda for the next Council Meeting.

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Audit & Risk Committee Meeting
Date:	13 February 2024
Location:	Martin J Hynes / Teams Meeting
Councillors in Attendance:	Cr Henry Cr Colliton
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People & Performance Tahlia Homes, Manager People & Culture Kevin Leddin, Acting Manager Finance

The Informal Meeting commenced at 2.30pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Membership	
2	Committee & Auditors in Camera	
3	Welcome	
4	Apologies	
5	Confirmation of Previous Minutes	
6	Conflict of Interest Disclosure	
7	CEO Report	Nil
8	Governance & Risk Management Disclosure	Nil
9	Summary Table of Outstanding Matters	Nil
10	Register of Committee Members Interests	Nil
11	Financial Report to 30 September 2023 and 31 December 2023	Nil

12	Quarterly Councillor's Expenditure Report (For Information)	Cr Henry and Cr Colliton
13	Confidential – Internal Audit – Update Awarded Tender	Nil
14	Progress Report of Internal Audit Actions (Interplan)	Nil
15	Reports & Correspondence of Note: VAGO, Ombudsman & IBAC Reports	Nil
16	Compliance Framework Review & Quarterly Compliance Reporting	Nil
17	OH&S Quarterly (Summary) Report	Nil
18	Risk Management Quarterly Report and Framework Review	Nil
19	External Audit - Progress Report of Current Actions	Nil
20	Annual VAO Audit Strategy	Nil
21	Excess Leave Update	Nil
22	Other Items	Nil
23	Next Meeting	Nil

The Informal Meeting concluded at 4.22pm.

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Councillor Briefing - 14 February 2024
Date:	14 February 2024
Location:	MJ Hynes
Councillors in Attendance:	Cr Brown Cr Calvano Cr Colliton Cr Henry Cr Malone Cr Rainsford Cr Robertson
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation

The Informal Meeting commenced at 1:00PM

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Electric Vehicle Charging Station	Nil
2	RV Camping – Hamilton Showgrounds Trial	Nil
3	Business Facade Improvement Program	Nil
4	Mt Napier Road Quarry	Nil

The Informal Meeting concluded at 5:00PM.

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Councillor Briefing - 21 February 2024
Date:	21 February 2024
Location:	Ted Kenna Room, Performing Arts Centre
Councillors in Attendance:	Cr Brown Cr Calvano Cr Colliton Cr Henry Cr Rainsford Cr Robertson
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation

The Informal Meeting commenced at 11:00AM.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Organisational Development	Nil.

The Informal Meeting concluded at 1:00PM.

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Hearing of Budget Submissions
Date:	21 February 2024
Location:	Ted Kenna Room – Performing Arts Centre – 113 Brown Street Hamilton
Councillors in Attendance:	Cr Brown Cr Calvano Cr Colliton Cr Henry Cr Rainsford Cr Robertson
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation

The Informal Meeting commenced at 1.00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Scott Keatley & Simon VanKalken – Pedrina Park Cricket Nets	Nil
2	Kira Ryan – New Backboards at HILAC	Nil
3	Anne Murphy and Janelle Tooley – Young Leaders and Passport 2 Employment	Nil
4	Anna Schlaikier – Cavendish Townscape	Nil
5	Jason Thomas and Narelle Frichot – Hamilton Athletic Track Feasibility Study and Mitchell Park Field Event Area Renewal	Nil
6	Hilary King - Hamilton-Coleraine Rail Reserve Access Improvements	Nil
7	Francis Pekin – Hamilton CBD/Ballarat Road	Nil

8	Ray Allan – Glenthompson Small Towns Strategy	Nil
9	Mac McInnes – Live4Life	Nil
10	Will Gordon – Peshurst Botanic Gardens	Nil
11	Dee Barrera – Valuing our Volunteers, Enriching our Community – Annual Volunteer Conference	Nil
12	Mick Leeming - Sealing Carpark – Balmoral Recreation Reserve	Nil

The Informal Meeting concluded at 5.45pm

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Councillor Briefing - 28 February 2024
Date:	28 February 2024
Location:	MJ Hynes
Councillors in Attendance:	Cr Brown Cr Calvano Cr Colliton Cr Henry Cr Robertson
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Kathryn Shaw, Acting Manager Project Management Office Juan Donis, Sustainable Community Lead Susannah Milne, Manager Community Wellbeing Roger Rook, Recreation Services Coordinator Karly Saunders, Governance Coordinator Lisa Grayland, Acting Governance Coordinator Daryl Adamson, Manager Shire Strategy and Regulation Kevin Leddin, Acting Manager Finance

The Informal Meeting commenced at 11:00AM.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	PMO Capital Works – Quarterly Report, December 2023 – February 2024	Nil.
2	Contract 068-23 Hamilton Central Business District Revitalisation	Nil.
3	Contract No. 2023107 - Transfer Station Shed	Nil.
4	Adoption of the Hamilton Showgrounds	Nil.

	Masterplan	
5	Adoption of the Southern Grampians Shire Council Recreation Framework	Nil.
6	Sport and Recreation, Victoria Grant Funding	Nil.
7	Council Plan Quarterly Reporting, October – December 2023	Nil.
8	Local Government Reforms 2024 – Consultation Paper and Draft Submission	Nil.
9	Internal Audit, Tender Update	Nil.
10	Natural Assets Strategy, Plan for Nature	Nil.
11	Budget Workshop: Setting the Scene	

The Informal Meeting concluded at 5:00PM.

12 Management Reports

12.1 Contract 068-23 - Hamilton Central Business District Revitalisation

Directorate:	Infrastructure and Sustainability
Report Approver:	Marg Scanlon, Director Infrastructure and Sustainability
Report Author:	Marg Scanlon, Director Infrastructure and Sustainability
Attachment(s):	1. CONFIDENTIAL 068-23 CBD Revitalisation Evaluation Report - Final [12.1.1 - 12 pages]

Executive Summary

Council conducted a procurement process in August 2023 to engage the services, and creative expertise of a committed consortia to develop rational and relevant designs and construction material for the Hamilton Central Business District streetscape, town square, open space, and canopy.

Suitably qualified and resourced technicians were sought to undertake the development of detailed design to construction documentation for streetscapes for the following:

- Gray Street Hamilton between Kennedy and Cox Street Hamilton
- Lonsdale Street between Cox Street and Kennedy Street, Hamilton
- Brown Street between Lonsdale Street and French Street, Hamilton
- Kennedy Street between Lonsdale Street and French Street
- French Street between Kennedy and Cox Street Hamilton
- Mcluckies and McGuigan Laneways and
- Thompson Street between French Street and Lonsdale Street Hamilton.

The assets to be considered within this project include;

- road reserve, pedestrian, and cycle paths/lanes
- stormwater drainage and options for waste sensitive urban design infrastructure
- street and park furniture including signage, waste separation units, seating, bicycle storage, recharge points, drinking water dispensers
- trees and landscaping
- parking meters and smart street installations and
- public/street and laneway lighting.

Six submissions were received including one non-confirming tender, however the evaluation panel agreed to consider this tender as this tenderer identified the non-confirming components and their reasoning. Four tenderers were invited to an interview to discuss their respective proposals, nominated project team capacity and capability, budget, methodology and timelines. This report is supported by the detailed procurement report as attached.

Discussion

Of the six tenders received, two were not invited for interview based on the evaluation panel's initial review of the tender submissions. The evaluation panel agreed not to consider these tenders further based on the tendered price.

In summary, the remaining four tenderers demonstrated their understanding of the brief, addressing the technical requirements and provided evidence of construction documentation for similar projects. These four tenderers were invited to present their submissions personally to the panel.

Group GSA (GGSA) demonstrated their understanding of the project brief and scope, strong interest in the project and experience in similar projects specifically Maude Street Redevelopment, Shepparton, Kerang CBD Redevelopment Stages 2 and 3, Albury Riverside Precinct and Deniliquin (Master Plan and Revitalisation). Further information and images of these projects can be accessed via:

[Maude Street Mall Redevelopment - Greater Shepparton City Council](#)

[Kerang CBD Redevelopment - Stage 3 revised designs released - Gannawarra Shire Council](#)

[Albury Riverside Precinct | AlburyCity \(nsw.gov.au\)](#)

[Draft Deniliquin Masterplan - Edward River \(nsw.gov.au\)](#)

GGSA tendered price is \$560,764 (ex GST).

Referee Checks were completed to inform this report and reiterated the Evaluation Panel's assessment based on the tender documents and information provided through the interview process.

Financial and Resource Implications

An allocation of \$600,000 is included in the 2023/2024 Capital Budget to undertake the Hamilton Central Business District Revitalisation design development. Embedded within Council's long-term financial plan is \$15 million for construction implementation which is assumed to be off the back of \$10 million received in grants over the coming two financial years.

It is proposed that external funding will be sought as a co-contribution and Council is currently awaiting an outcome from the funding application submitted under the Federal Government Precincts and Partnership Program which was submitted in November 2023.

Officers continue to seek other relevant external funding options towards this project together with other major projects such as, but not limited to, the Hamilton Gallery and Hamilton Community Hub.

Council Plan, Community Vision, Strategies and Policies

This project was identified as part of the city-wide Hamilton Structure Plan prepared for Council in 2012, the Hamilton CBD Masterplan in 2020 and aligns with the New Hamilton Gallery project and the Government Hub Build. Master Plan.

Maintain and Renew Our Infrastructure

3.1 Plan and maintain sustainable assets and infrastructure

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

Maintain and Renew Our Infrastructure

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

3.2.3 Provide infrastructure that supports a connected and active community.

Maintain and Renew Our Infrastructure

3.3 Attractive Council-owned and managed community and open spaces

3.3.3 Improve and provide opportunities for shared community spaces.

Legislation

This procurement process has been undertaken in accordance with the *Local Government Act 2020*.

Gender Equality Act 2020

A gender equity assessment was not necessary for this tender process however a gender equity assessment will be required during the design development process specifically considering access, equity and community safety in public spaces.

Risk Management

Specific risks to this infrastructure project have been taken into consideration such as public safety and crime prevention, transport and movement through Hamilton CBD, environmental and public health.

Through the evaluation process potential risks impacting Council's commitment and financial capacity have been considered. Further risk assessments will be undertaken through the design development phases.

Climate Change, Environmental and Sustainability Considerations

Climate change, environmental and sustainability considerations have been closely considered in the development of the design brief but also in the evaluation of the tenders.

Community Engagement, Communication and Consultation

A detailed stakeholder engagement and communication plan will be developed as a part of the project inception following appointment of the contractor. Proposed communication and engagement programs and methodologies were submitted as a part of the tender process.

Disclosure of Interests

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

Tony Doyle, Chief Executive Officer
Bill Scott, Manager Project Management Office
Juan Donis, Sustainable Community Lead
Janelle Dahlenburg, Procurement Officer
Marg Scanlon, Director Infrastructure and Sustainability

RECOMMENDATION

That Council:

1. Award Contract 068-23 Hamilton Central Business District Revitalisation to Group GSA to the lump sum value of \$560,764 (GST exc.);
2. Approve a contingency fund of \$39,236 (GST exclusive), which takes us to our budget total of \$600,000; and
3. Authorise the Chief Executive Officer to execute Contract No. 068-23 and any other documents required by or to give effect the terms of the contract on behalf of Council.

12.2 Electric Vehicle Charging Station Hamilton

Directorate: Infrastructure and Sustainability
Report Approver: Marg Scanlon, Director Infrastructure and Sustainability
Report Author: Marg Scanlon, Director Infrastructure and Sustainability
Attachment(s): Nil

Executive Summary

As part of the Destination Charging Across Victoria state government program, Council was allocated two Evie Networks Electric Vehicle Charging Stations; one in Dunkeld and one in Hamilton.

In April 2023, the Evie Networks electric vehicle charging station was installed in Hamilton, east of the Beersheba Memorial Park and west of the Hamilton Uniting Church. Following installation, Council received a request from Hamilton RSL to relocate the station.

Initially three options were proposed at the Council Meeting on 13 September 2023 and Councillors indicated their preference for the following option:

Option 3: That the full costs for the relocation be completed and returned to the Council.

Costed options associated with the relocation of the EV Charger are detailed within this report. Officers have continued to maintain engagement with the Hamilton RSL, who have confirmed their request for the EV Charger to be relocated remains unchanged.

It is recommended that Council proceed with the relocation of the EV Charger, west of the Hamilton Visitor Information Centre, to the cost of up to \$25,000 to be met by Council.

Discussion

Three options and associated costs for the Hamilton Evie Electric Vehicle Charging Station, Evie are detailed as follows.

Option 1: Remove the unit from Sam Fitzpatrick Gardens and establish a new unit west of the Hamilton Visitor Information Centre (VIC) on the following conditions.

- Council to contribute \$48,082.50 towards removing the existing unit.
- Evie labour costs \$10,000 to be absorbed by Evie.
- Evie does not activate the current charging unit and removes the infrastructure.
- Evie responsible for all costs associated with the new location which is proposed to be established in March 2024.

Option 2:

- Remove the unit from Sam Fitzpatrick Gardens and establish a new unit at the Hamilton VIC as endorsed by Council with the existing unit operational until the new unit is operational.
- The Council pays \$38,197, being 70% of the rectification and establishment costs of

the existing unit. Evie Labour costs of \$10,000 to be absorbed by Evie.

- Evie activates the charger in the current location until the new site is established in March 2024. This option is not supported by Hamilton RSL.
- Evie will be responsible for all costs associated with the new location.

Option 3:

- Remove the unit from Sam Fitzpatrick Gardens and establish a new unit at the Hamilton VIC as previously endorsed by Council.
- The Council pays \$25,000 for the rectification and establishment costs of the existing unit. Evie labour costs of \$10,000 to be absorbed by Evie.
- The existing unit remains in situ until the new site is ready to commission, when the charger will be relocated to the Hamilton VIC site.
- The Council will decommission the site including the abolishment of the existing meter installation. Once the meter has been abolished and electrical cabinet removed, Evie will collect the electrical cabinet from agreed location. Cost estimate to Council less than \$5,000 which will be absorbed in Council's operating budget.

Option 3 is the officer's recommendation.

Financial and Resource Implications

The costs associated with the Officer recommendation are not included in the 2023/2024 Budget and subsequently it is recommended that an allocation up to \$25,000 is approved from cash reserves.

Council Plan, Community Vision, Strategies and Policies

The provision of electric vehicle charging stations within the Shire supports our community and visitors and contributes to sustainable transport options. Council is currently undertaking community engagement to provide input to the development of the renewed Sustainability Strategy to which sustainable transport is a key element.

Legislation

As Victoria strives for a 2020 target for half of all new light vehicle sales to be zero emissions, Victorians will need greater access to charging equipment, including public and private chargers.

Gender Equality Act 2020

A gender equity assessment was not necessary for this report, however design guidelines such as Crime Prevention Through Environmental Design were considered in the site option assessments which specifically consider lighting, lines of sight, passive surveillance and access pathways.

Risk Management

Risks have been considered in assessing alternative sites for the electric vehicle charging station, including road safety and access.

Climate Change, Environmental and Sustainability Considerations

The provision of public electric vehicle charging stations within Southern Grampians is consistent with Council's commitment to sustainability.

Community Engagement, Communication and Consultation

Stakeholder engagement and communication will be undertaken following Council resolution to this item.

Disclosure of Interests

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

Marg Scanlon, Director Infrastructure and Sustainability.

RECOMMENDATION

That Council:

1. Endorse Evie to remove the Electric Vehicle Charging Unit from Sam Fitzpatrick Gardens in Hamilton;
2. Establish a new unit at the Hamilton Visitor Information Centre as endorsed by Council; and
3. Council pays \$25,000 for the rectification and establishment costs.

12.3 Transfer Station Contract Services Award

Directorate: Infrastructure and Sustainability
Report Approver: Marg Scanlon, Director Infrastructure and Sustainability
Report Author: Marg Scanlon, Director Infrastructure and Sustainability
Attachment(s): 1. CONFIDENTIAL - 027-23 Tender Evaluation Report [12.3.1 - 16 pages]

Executive Summary

As part of the Council's commitment to a circular economy, a tender process has been undertaken seeking sustainable solutions to various waste streams received at the Hamilton Transfer Station. Council sought submissions from suppliers for material recovery services for materials which historically would have ended up in landfill.

Council's transfer stations have been using some contractors for the disposal or repurpose of some waste streams without a formal contract. Tendering all these services will provide better value for money to Council and it will also improve the overall operation of the transfer stations.

The tender contract consisted of a 1-year term with two additional 1-year terms. The tender evaluation panel was formed by:

Name:	Position:
Marg Scanlon	Director Infrastructure and Sustainability
Juan Donis	Sustainable Community Lead
James Allen	Circular Economy Officer

Tender submissions were assessed against a range of weighted factors below.

1. Price 45 %
2. Demonstrated Performance in the provision of a similar service 10%
3. Collection Methodology 30%
4. Occupational Health and Safety 5%
5. Sustainable Procurement 10%

Council received submissions for processing the following materials:

- Scrap Metal Recycling
- Aluminum Can Recycling
- Green Waste Chipping
- Tyre Recycling
- E Waste Recycling
- Concrete Crushing and Screening
- Agricultural Soft Plastic Recycling
- Soft Furnishings Recycling
- Car Battery Recycling
- Mattress Recycling and
- Glass Crushing

Discussion

As Council continues to explore options as a part of its commitment to the circular economy and sustainability, Officers have investigated options to separate waste streams and contract respective services to assist with this process. This procurement process provided an opportunity for local and regional contractors to determine their interest and capacity to contribute to this initiative.

While Council does not have evidence of specific waste stream volumes, as many of these streams are currently combined within general waste, this initiative will enable Officers to collect data and track trends on these specific waste streams. This information will inform future operational functions and other initiatives that reduce waste going into landfill and/or contribute to the circular economy.

The panel assessed each tender submission received and recommend contracts to be awarded for mulching services, scrap metal recycling and E-waste services. The panel also noted that as part of the statewide kerbside reforms, Council will include a separate Glass Bin service over the coming years. As this service is established, the glass stream will be revisited to determine whether crushing or transport to a recovery facility represents the most viable option for Council given the increase in stream volume. Options to collect crush and reuse glass within the Shire will also be explored further.

In addition, as Council continues to trial the collection and processing of agricultural soft plastic recycling with Sustainable Plastics Solutions (SPS), further work needs to be undertaken to resolve contamination management, viable logistics and community arrangements. Officers continue to work with SPS and are confident solutions will evolve as further trials, equipment and controls are implemented resulting in a partnership with SPS in time. As a result, no tender award is recommended for agricultural soft plastic recycling.

A confidential detailed procurement report provided to Council supports this proposal.

Financial and Resource Implications

The financial assessment from this procurement process has been based on the known waste quantities and estimates, noting Council does not control the volume of waste entering the transfer station network. Not all the proposed contracted services impose costs to Council, for example battery collection, aluminum cans and scrap metal provide an income to Council.

Officers will track and report the waste streams to ascertain the trends in volumes, financial and resource implications to inform future waste stream management.

Council Plan, Community Vision, Strategies and Policies

Protect Our Natural Environment

4.3 Sustainable waste management services

4.3.2 Manage waste efficiently to limit costs, reduce waste and grow circular economy.

Disclosure of Interests

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

James Allen, Circular Economy Officer
Juan Donis, Sustainable Community Lead
Marg Scanlon, Director Infrastructure and Sustainability

RECOMMENDATION

That Council:

1. Award the following tenders:
 - i. Sims Group Pty Ltd for the collection and processing of scrap metal will be at no cost to Council;
 - ii. Sims Group Pty Ltd for the collection and processing of Aluminum will be at no cost to Council;
 - iii. Tyre Crumb Pty Ltd for the collection and processing of E-Waste which will be at no cost to Council;
 - iv. Tyre Crumb Pty Ltd for the collection and processing of Tyres up to the value of \$100,000 excluding GST;
 - v. VM Waste Management Pty Ltd for the collection and processing of Mattresses up to the value of \$200,000 excluding GST;
 - vi. GAB Group Pty Ltd for mulching services up to the value of \$150,000 excluding GST;
 - vii. LK Kenny Earthmovers Pty Ltd for concrete crushing services up to the value of \$100,000 excluding GST;
 - viii. Portland Rusty Scrap Metal Pty Ltd for battery collection and processing up to the value of \$20,000 excluding GST; and
2. Authorise the Chief Executive Officer to execute the contracts and any other documents required by or to give effect the terms of the contracts on behalf of Council.

12.4 Asbestos Removal Program

Directorate: Infrastructure and Sustainability
Report Approver: Marg Scanlon, Director Infrastructure and Sustainability
Report Author: Marg Scanlon, Director Infrastructure and Sustainability
Attachment(s): Nil

Executive Summary

Council awarded the contract for the Asbestos Removal Program at the 13 December 2023 Council Meeting for the sum of \$485,955 (GST exclusive).

On 24 January 2024, the Victorian Asbestos Eradication Agency (VAEA) contacted Council officers and advised additional works are required, resulting in a variation to the awarded contract price, to cover the cost of works to additional buildings.

This does not result in any additional cost imposed to council as this program is funded through the State government. It is recommended that Council endorse the variation of \$302,696.16 (GST exclusive) to the existing contract.

The additional works are as follows:

Penhurst Preschool: Removal of 2 wall sheets, builder & painting including recess box for switchboard.

Patterson Park Hall: flooring works.

Red Shield Hut: suspended ceiling 390m² in-lieu of ceiling tiles and painting, new lighting, new ceiling insulation and replace air-con cooling ductwork.

Coleraine Oval: switchboard behind cabinetry changes and extend all light and power circuits.

These additional works result in a contract price change from \$485,955 to \$788,651.16 (GST exclusive), resulting in a contract variation of \$302,696.16 (GST exclusive).

Discussion

VAEA has provided a long-term plan for the removal of identified asbestos containing materials in Victorian Government owned buildings.

In March 2023, Council was notified of this program by the VAEA together with the five Council buildings that have been identified as a part of the program. The asbestos removal program ensures that the work will be conducted in a safe and consistent way.

This program is funded through the Victorian State Government.

The VAEA's plan is to support the successful removal projects, specifying a clear definition of scope of works, timelines, roles and responsibilities, along with reporting and communication requirements.

The program will ensure there will be a reduced risk of asbestos related diseases in Victorian government buildings, by removal of asbestos.

The following defines the original scope of work for each building included in the program;

- Patterson Park Hall, Hamilton: Removal and replacement of the electrical switch board
- Former Penshurst Maternal Child Health Centre: Removal and replacement of the electrical switch board
- Silvester Oval Pavilion and Queens Park, Coleraine: Main building entrance removal and replacement of electrical switchboard
- Hamilton Indoor Leisure and Aquatic Centre, Hamilton: Remove settled dust and debris from the ceiling space and removal and replacement of the roof ceiling above the squash courts
- Hamilton Showgrounds Shield Hut: Remove dust and debris from roof insulation at the Red Shield Hut

VAEA defined the preliminary scope of work based on a statewide assessment of state-owned buildings and the requirement for a qualified hygienist to be contracted as a part of the project team. Based on these stipulations, officers conducted market research to consider the availability of suitably qualified contractors for these works, resulting in only one suitable contractor being identified, AC Laser Electrical based in Horsham.

Financial and Resource Implications

The Council incurs the associated project management costs for these works.

The contract variations for these additional works is \$302,696.16 (GST exclusive), bringing the total value of the contract to \$788,651.16.

Council has entered a funding agreement with the VAEA to participate in the project, which requires Council to pay the initial costs of the contract works and then reimbursed by the VAEA.

The original schedule indicated the works would be completed by June 2024; however, with these additional works, VAEA will confirm the program details which are likely to result in a variation to the current agreement.

Council Plan, Community Vision, Strategies and Policies

Maintain and Renew Our Infrastructure

3.1 Plan and maintain sustainable assets and infrastructure

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

Legislation

Council is obligated under the *Occupational Health and Safety Act 2003* and the *Occupational Health and Safety Regulations 2017* to ensure that users of Council owned and managed buildings are safe from asbestos containing materials.

Gender Equality Act 2020

There are no *Gender Equality Act 2020* implications specifically in relation to this asbestos removal program and the associated works.

Risk Management

Officers have undertaken due diligence to ascertain any risks associated with the engaged contractors and to ensure that value for money is achieved under the contract.

The risks associated with these works are medium to high, with items such as exposure to asbestos by workers and the public. To mitigate risks associated with the works, licensed contractors have been engaged and air monitoring and clearance certificates have been obtained for all works by an independent auditor.

Works are programmed to ensure that public users will not be in the vicinity for the works areas in accordance with EPA requirements.

Climate Change, Environmental and Sustainability Considerations

This program directly addresses environmental risks associated with asbestos within community buildings.

Community Engagement, Communication and Consultation

Officers continue to engage with VAEA to ensure the program is delivered in accordance with VAEA requirements, noting VAEA is the contract manager and Council's role is project management.

Community engagement with all building user groups will be undertaken prior to starting work, advising program stakeholders, including details of restricted access to buildings.

Disclosure of Interests

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

Rishabh Sharma – Project Manager.
Bill Scott – Manager Project Management Office
Marg Scanlon – Director Infrastructure and Sustainability

RECOMMENDATION

That Council:

1. Endorse the additional works as outlined in the report for the Asbestos Removal Contract and the associated costs of these works which equates to a contract variation of \$302,696.16, bringing the total contract value to \$788,651.16 (GST exclusive); and
2. Notes that this project is exempt under Council's procurement policy given the specialised nature of the works.

12.5 Audit & Risk Committee Meeting Minutes - 13 February 2024

Directorate: People and Performance
Report Approver: Darren Barber, Director People and Performance
Report Author: Nadine Rhook, Executive Assistant Director People and Performance
Attachment(s): 1. 13-02-2024 - ARC Minutes - Final [12.5.1 - 13 pages]

Executive Summary

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

Discussion

Under Section 53 of the *Local Government Act 2020* the Council must establish an Audit and Risk Committee, as an Advisory Committee of the Council. This Committee fulfils both a statutory and consultative function. It provides feedback, advice and direction to Council on both Risk and Financial matters in accordance with the committee charter.

Financial and Resource Implications

Preparation of reports, agenda and minutes of the Audit and Risk Meeting utilises council resources. Council officers and Chief Executive Officer attend the Audit and Risk meeting to present reports and provide information to the committee.

Independent members of the Audit and Risk Committee are paid a sitting fee as members of the committee and internal auditors are engaged to conduct audits in accordance with the endorsed audit schedule throughout the year.

Council Plan, Community Vision, Strategies and Policies

Provide Strong Governance and Leadership

5.1 Transparent and accountable governance

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

Provide Strong Governance and Leadership

5.3 Committed and skilled staff

5.3.1 Encourage an organisation that values equality, diversity, workplace health, safety and wellbeing.

Legislation

The Audit and Risk Committee is established in accordance with the *Local Government Act 2020 (Section 53)*.

Gender Equality Act 2020

There are no Gender Equality Act 2020 implications through the noting of the Audit and Risk Committee minutes.

Risk Management

The Audit and Risk Committee has clear function in review of Councils Risks as per the Committee Charter.

Climate Change, Environmental and Sustainability Considerations

Whilst there is no direct implication in this category associated with the report, it should be noted that Council and the committee are committed to producing documentation and data through systems that have the least impact in the environment. Agendas, reports and minutes are produced electronically and distributed via email. Presenters are encouraged to attend meetings virtually to reduce the need for travel.

Community Engagement, Communication and Consultation

Changes in membership will be communicated to the relevant stakeholders when a change in membership has occurred.

Disclosure of Interests

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

Darren Barber, Director People and Performance

Nadine Rhook, Executive Assistant to Director People and Performance

RECOMMENDATION

That Council note the Minutes for the Audit and Risk Committee Meeting held on 13 February 2024.

12.6 Appointment of Internal Auditor

Directorate:	People and Performance
Report Approver:	Darren Barber (Director People and Performance)
Report Author:	Darren Barber, Director People and Performance Darren Barber, Director People and Performance
Attachment(s):	1. CONFIDENTIAL - 072-23 Provision of Audit Services - Evaluation Report [12.6.1 - 8 pages]

Executive Summary

The current Internal Audit contract expired in September 2023. Council has undergone the procurement process to engage a new auditor for a four (4) year period with the option of a one (1) year extension.

Discussion

Officers have followed the procurement policy and guidelines to complete this procurement process and the report was presented to the Audit and Risk Committee (ARC) on Tuesday 13 February 2024, where the committee recommended that the provision of Internal Auditing Services be awarded to RSD Pty Ltd.

The assessment panel consisted of Mr Brian Densem (ARC Chair), Mr Darren Barber (Director People and Performance) and Ms Belinda Johnson (Manager Finance).

The scope of internal auditing encompasses, but is not limited to, the examination and evaluation of the adequacy and effectiveness of the organisation's governance, risk management and internal controls, as well as the quality of performance in carrying out assigned responsibilities to achieve the organisation's stated goals and objectives.

The preparation of tender documentation for this contract commenced in July 2023, with the drafting of the contract documents and selection of the evaluation panel.

Appropriate Conditions of Contract have been adopted to minimise Council's risk. Tender submission schedules have been developed to ensure necessary information is captured at the tender stage to fully assess the capacity of contractors to undertake the required works.

Financial and Resource Implications

The project budget is \$250,000 (including the fifth optional year) excluding GST.

All submissions were assessed for affordability against the allocated budget and all were within budget.

Council Plan, Community Vision, Strategies and Policies

Provide Strong Governance and Leadership

5.1 Transparent and accountable governance

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

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

Provide Strong Governance and Leadership

5.3 Committed and skilled staff

5.3.1 Encourage an organisation that values equality, diversity, workplace health, safety and wellbeing.

Legislation

The *Local Government Act 2020*.

This report must be submitted to Council for a determination due to the recommended contract amount being above the delegated amount of \$150,000 set by Council to enable the Chief Executive Officer to enter into a contract.

Gender Equality Act 2020

The *Gender Equality Act 2020* does not apply to this item.

Risk Management

The panel identified that to ensure the contract is implemented successfully, a post submission questionnaire was required (see 3.8 of the attached Tender Evaluation Report), as part of the selection process, to ensure probity, independence and transparency would be maintained and new thinking introduced to the organisation.

Climate Change, Environmental and Sustainability Considerations

Whilst there are no direct implications for this report or tender services, one of the possible internal audits over the period of the contract would be to review Council's processes and strategies in relation to Climate Change, Environment and Sustainability.

Community Engagement, Communication and Consultation

No community engagement has been required for this item.

Disclosure of Interests

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

Darren Barber, Director People and Performance

RECOMMENDATION

That Council:

1. Award Contract No. 072-73 Provision of Audit Service to RSD Pty Ltd for the tendered amount of \$250,000.00 excluding GST (4 + 1 years); and
2. Approve the Chief Executive Officer having authority to execute the contract; and
3. Note a letter of acceptance will be forwarded to the successful Tenderer following Council awarding the tender.

12.7

Natural Assets Strategy - Plan for Nature

Directorate:	Wellbeing, Planning and Regulation
Report Approver:	Rory Neeson, Director Wellbeing, Planning and Regulation
Report Author:	Daryl Adamson, Manager Shire Strategy and Regulation
Attachment(s):	<ol style="list-style-type: none">1. Overall SG Plan for Nature summary [12.7.1 - 1 page]2. SG Plan for Nature Summary 1 - Connections [12.7.2 - 1 page]3. SG Plan for Nature Summary 2 - Protections [12.7.3 - 1 page]4. SG Plan for Nature Summary 3 - Country [12.7.4 - 1 page]5. SG Plan for Nature Summary 4 - Working Together [12.7.5 - 1 page]6. CONFIDENTIAL - Submissions - Plan for Nature - Combined [12.7.6 - 17 pages]7. SGSC Plan for Nature Final Report 01 Mar 24 [12.7.7 - 42 pages]

Executive Summary

The Southern Grampians Shire holds significant environmental and landscape assets, important for their ecosystem values, and a vital component of the Shire's tourism industry and livability. The natural environment of the Shire consists of outstanding features such as the Grampians National Park (Gariwerd), the Glenelg and Wannon Rivers, ancient geological forms and mountain peaks, and fertile farming land interspersed with magnificent red gums and diverse grasslands that define the landscape values of the area.

The Shire also has a rich Aboriginal heritage, with the original inhabitants the Bunganditj, Gunditjmarra, Tjap Wurrung and Wotjabaluk Aboriginal people today represented through the Eastern Maar Aboriginal Corporation, Gunditj Mirring Traditional Owners Aboriginal Corporation and Barengi Gadjin Land Council Aboriginal Corporation. The landscape remains rich in cultural values with Traditional Owners maintaining their spiritual connection to lands where they have custodial rights and responsibilities.

Despite these values, the condition of Shire's natural resource base is continuing to decline due to a range of threatening processes, such as climate change, land use change, pest plants and animals and loss of native vegetation.

Discussion

This Southern Grampians Plan for Nature 2023-2033 (the Plan) aims to address this decline and deliver a shared vision between the Shire Council, community, the region's Traditional Owners and other regional stakeholders to protect and enhance the Shire's biodiversity and natural values.

This focus includes Council's direct legislative obligations (reserve and roadside management and administration of the Southern Grampians Planning Scheme), as well broader objectives to support and advocate for a healthy environment across the Shire.

VISION FOR THE PLAN

'A thriving landscape of protected volcanic grasslands, red gum woodlands, and waterways (upper Glenelg and Wannon Rivers) that supports biodiversity, sustainable production and regional tourism.'

This vision was derived from both the Glenelg Hopkins Regional Catchment Strategy, 2021 and Council's Southern Grampians 2041 - Community Vision Framework.

To achieve the vision, the Plan has the following four goals:

1. **Connections:** Supporting biodiversity and resilience through enhanced bio-links and best practice stewardship
2. **Protections:** Protecting the Shire's natural assets through strategic land use planning and other controls
3. **Country:** Supporting Traditional Owners to protect and manage Country
4. **Working together:** Working with community and stakeholders to value, protect and enhance the Shire's natural areas.

Based on these four goals, the Plan presents four key focus areas, each with a series of time bound strategic actions and a measure of what success looks like. These actions support the Council's existing plans and other state and regional strategic plans aimed at protecting the natural environment, particularly the 2021 Glenelg Hopkins Regional Catchment Strategy and Biodiversity 2037.

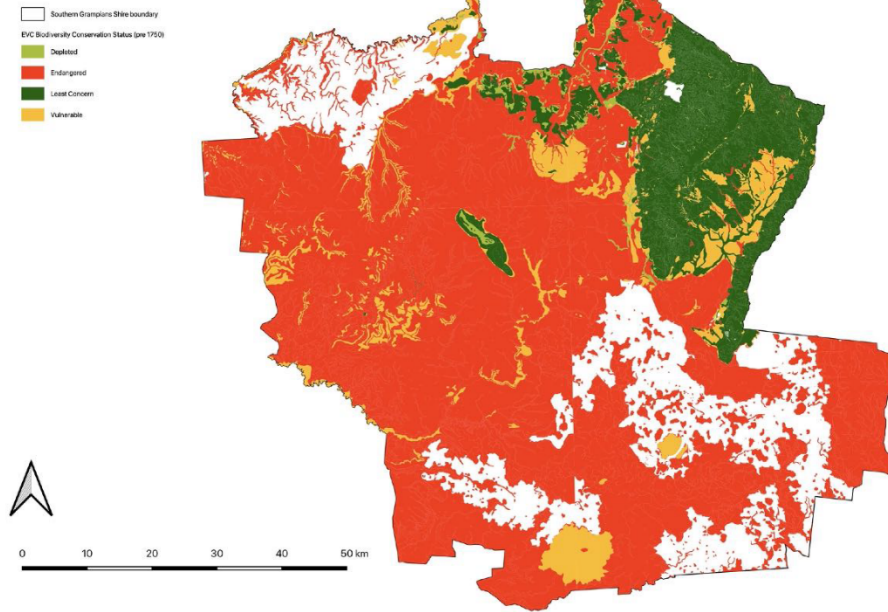
Key actions focus on:

- Increasing habitat quality at Council managed nature reserves
- Increasing the number of significant roadside vegetation sites
- Improving habitat connectivity to aid species movement
- Increasing the protection of remnant native vegetation and biodiversity values, especially large paddock trees and native grasslands
- Increasing Indigenous cultural landscape management practices into the management of Council nature reserves and roadsides
- Engaging and empowering the regional community to participate and partner in regional biodiversity management.

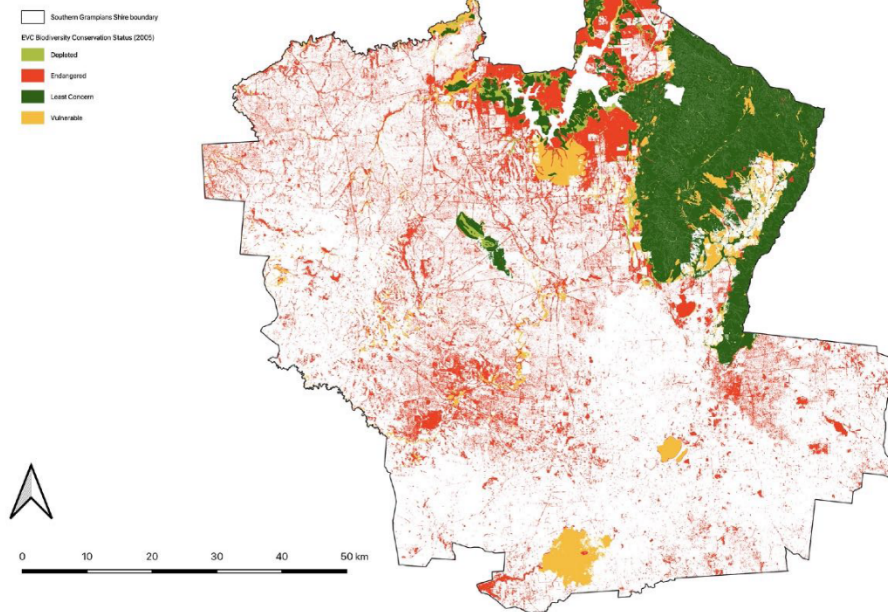
The Plan has been developed in consultation with the community of the Southern Grampians, agency stakeholders, Traditional Owners, and Council staff, and included a community-wide engagement phase during 2022 – 2023.

Extensive tracts of native vegetation have been lost in the Southern Grampians Shire, particularly on private land. The broader Glenelg catchment has approximately 28% of its original native vegetation cover. This has also had an impact on the health of Shire's waterways, including the Glenelg and Wannon Rivers. On a State-wide scale the extent of the Shire's woodlands is limited, fragmented and extremely depleted. Perennial native grassland communities are extremely limited. The loss of native vegetation cover is reflected in the considerable number of exceedingly rare or threatened species.

Southern Grampians Shire - EVC Biodiversity Conservation Status (pre 1750)



Southern Grampians Shire - EVC Biodiversity Conservation Status 2005



Goals of the Plan:

1. Supporting biodiversity and resilience through enhancement bio-links and best practice stewardship (includes management of Council roadsides and nature reserves)
2. Protecting the Shire's natural assets through strategic land use planning and other controls
3. Supporting Traditional Owners to protect and manage Country
4. Working with community and stakeholders to value, protect and enhance the Shire's natural areas.

What success looks like:

- Increase in habitat quality at Council managed nature reserves.
- Increase in the number of significant roadside vegetation sites.
- Improved habitat connectivity across Southern Grampians Shire to aid species movement.
- More connected urban greenspaces, including enhancement of nature strips through indigenous plantings.
- No net loss of native vegetation on Council managed land or through Council activities across Southern Grampians Shire.
- An increase in the protection of remnant native vegetation and biodiversity values, especially large paddock trees and native grasslands.
- Reduced impacts to wildlife from domestic and wild pest animals.
- Increase in the protection of natural areas on private and public land, through covenants and reclassification of Crown land.
- Traditional Owner rights, interests, obligations and access to Country and water, across the Shire are acknowledged and improving.
- The Indigenous cultural landscape management practices of the Bunganditj, Gunditjmara, Wotjobaluk and Tjap Wurrung Aboriginal people have increased across the Shire based on the principles of Aboriginal self-determination; and are increasingly being incorporated into the management of Council nature reserves and roadsides.
- The regional community is more engaged and empowered to participate and partner in regional biodiversity management (including Council reserves and roadsides).
- The regional community recognises that the social, cultural and economic benefits of people connecting with nature depend on a healthy environment.

Successful implementation of the Plan requires the combination of long-term and annual monitoring, and regular evaluation so actions can be improved.

A key focus for measuring the strategy's success will be collecting appropriate baseline information against each of the focus areas and developing SMART (specific, measurable, achievable, relevant, and time-bound) targets.

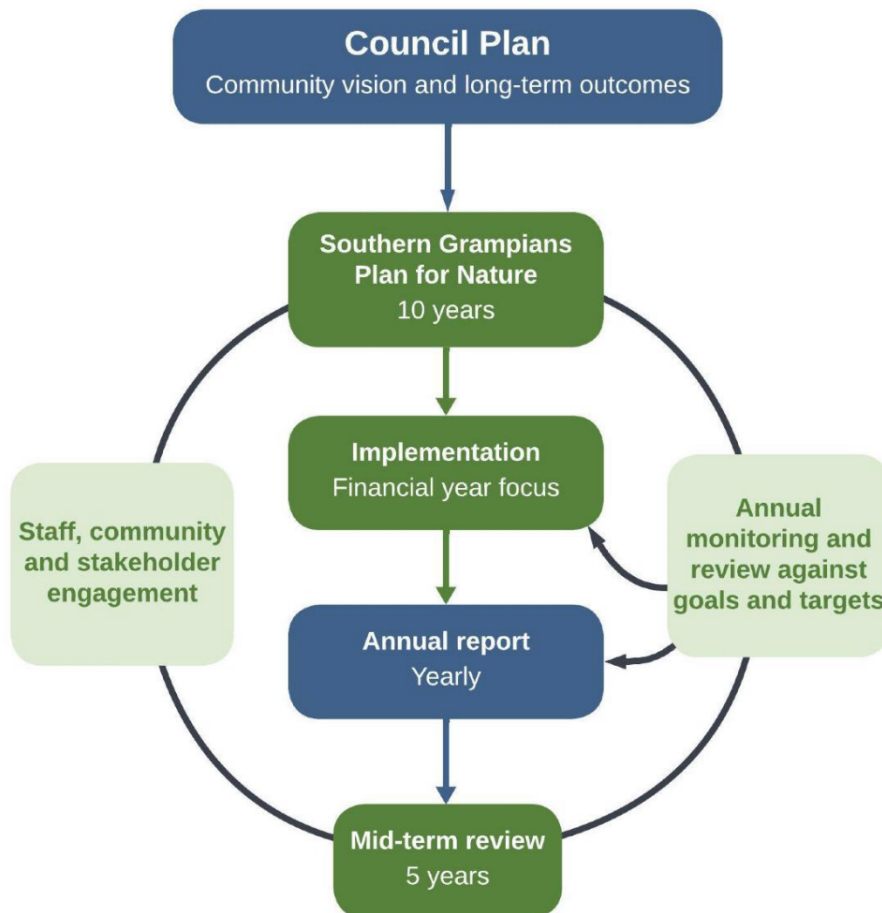
The Southern Grampians Plan for Nature will be delivered via annual Council budget cycles which focuses on achieving KPI's and targets.

During the public exhibition phase from 01 December 2023 to 09 February 2024 eight (8) submissions were received. Comments focused on:

- Inclusion of additional nature-based community groups (refer Appendix 3):
 - Nature Glenelg Trust
 - Friends of the Forgotten Woodland
 - Dunkeld Arboretum Development Group Inc.
 - Hamilton Institute of Rural Learning
 - Caring for our Grange Burn Group
- How the Hamilton Field Naturalists Club is categorised (refer Appendix 3)

- Inclusion of additional public reserves (e.g. Salt Creek at Dunkeld, Walker Swamp and the Dunkeld Arboretum) (refer Appendix 2)
- Promotion of the Hamilton Bandicoot enclosure as a tourism asset (refer page 12)
- Greater emphasis on the role of community volunteers in managing reserves (refer Focus Area: 1 Connections, page 23)
- Greater emphasis on native grasslands and vegetation on roadside verges inside towns (refer page 12 and Focus Area: 1 Connections, pages 23 and 24)
- Inclusion of citizen science (refer Focus Area 4: Working Together: Table 2-4 Action 1, page 32)
- Additional definitions – stewardship and no-net loss (refer Glossary on page 3).

All comments were reviewed, addressed and updated in the final plan.



Financial and Resource Implications

The adoption by Council of the Plan for Nature Strategy will conclude the works funded under this project however future budget cases will be prepared to implement strategic planning items identified within the strategy.

Council Plan, Community Vision, Strategies and Policies

Protect Our Natural Environment

4.1 Protect and enhance biodiversity including the health of waterways, wetlands, soil and air

4.1.1 Advocate for, promote and support natural resource management with stakeholders.

4.1.2 Partner with key agencies to deliver integrated water management solutions.

4.1.3 Protect endemic flora and fauna species throughout the Shire.

4.1.4 Liaise with stakeholders to support and promote sustainable agricultural and land management practices.

Protect Our Natural Environment

4.2 Balance environmental protection with Council's support for growth

4.2.1 Ensure land use planning balances growth with appropriate levels of environmental stewardship.

4.2.3 Identify and manage via the Planning Scheme, significant landscapes, key biodiversity assets and contaminated land.

Protect Our Natural Environment

4.4 Mitigate against and adapt to climate change

4.4.3 Plan for climate resilience in Council and community infrastructure.

Legislation

Consideration of the draft Plan for Nature Strategy is consistent with the Southern Grampians Shire Council Plan 2021- 2025 which commits to:

- Improving the livability of Southern Grampians Shire through the management of our facilities, town planning and environmental sustainability.
- Ensure the Southern Grampians Planning Scheme provides for the fair, orderly, economic, and sustainable use, and development of land.
- Preserve the natural environment of Southern Grampians Shire.

Gender Equality Act 2020

There are no direct implications to the *Gender Equality Act 2020* in preparing the Plan for Nature Strategy.

Risk Management

The Plan for Nature Strategy has been prepared against all relevant requirements of the Southern Grampians Planning Scheme and the *Planning and Environment Act 1987*, including all relevant Ministerial Directions and Practice Notes.

Climate Change, Environmental and Sustainability Considerations

The Great South Coast region of Victoria is already experiencing the effects of climate change, which are likely to be exacerbated into the future. Likely impacts include increasing

year-round temperatures, fewer frosts, more frequent and more intense rainfall events, more hot days and warm spells, less rainfall in autumn, winter and spring, harsher fire weather and longer fire seasons.

As the climate becomes less suitable for existing vegetation communities, there will be a gradual change in species composition and dominance as some species resulting in structural changes in native fauna.

Increased frequency and intensity of bushfires will impact on long-lived species and may lead to significant long-term changes to some vegetation communities. It will also lead to erosion, loss of topsoil and nutrients and pollution of waterways.

Community Engagement, Communication and Consultation

The Plan has been developed in consultation with the community of the Southern Grampians, agency stakeholders, Traditional Owners and Council staff, and included a community-wide engagement phase between 25 November 2022 and 27 January 2023.

During the Council Meeting in November 2023 a further period of public exhibition was embarked upon between the period of 01 December 2023 to 09 February 2024 during which time eight written submissions were received and documented in this report and the final strategy.

Disclosure of Interests

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

Rory Neeson, Director Wellbeing, Planning and Regulation
Daryl Adamson, Manager Shire Strategy and Regulation
Andrew Nield, Planning Coordinator

RECOMMENDATION

That Council:

1. Adopt the Southern Grampians Plan for Nature 2023-2033 Strategy
2. Respond to all submitters thanking them for their feedback and advising them of changes made to the strategy
3. Commence implementation of recommendations within the strategy

12.8 Adoption of the Hamilton Showgrounds Masterplan

Directorate:	Wellbeing, Planning and Regulation
Report Approver:	Susannah Milne (Manager Community Wellbeing), Rory Neeson (Director Wellbeing, Planning and Regulation)
Report Author:	Roger Rook, Coordinator Recreation Services
Attachment(s):	<ol style="list-style-type: none">1. CONFIDENTIAL - Feedback submissions summary Draft Hamilton Showgrounds Masterplan [12.8.1 - 1 page]2. CONFIDENTIAL - Draft Showgrounds Masterplan submission submitter A [12.8.2 - 2 pages]3. CONFIDENTIAL - Draft Showgrounds Masterplan submission submitter B [12.8.3 - 3 pages]4. 240304 Hamilton Showground Masterplan [12.8.4 - 59 pages]

Executive Summary

The purpose of this report is for Council to view the submissions made to the draft Hamilton Showgrounds Masterplan and how officers have responded to these submissions in the updated Masterplan.

At the November Council Meeting, Councillors voted to release the draft masterplan for engagement with the community and key users of the facility.

The Masterplan is a high-level, conceptual plan that has been developed through an engagement process with the Hamilton Showgrounds Advisory Committee, consisting of user groups, community members and Councillors. Additional site user groups and other interested parties were also involved in the engagement process.

The draft Masterplan was exhibited allowing the community and partners to read and respond to the plan. Two (2) submissions were received within the exhibition period which included one user groups preferences, along with a request to further investigate water harvesting as part of future detailed planning.

These submissions are discussed in more detail as part of this report as well as some other recommended changes that will be completed following adoption of the masterplan.

It should be noted that significant engagement was completed with the main users of the site as part of the development of this plan which is why most users haven't provided a submission at this stage of the project.

Discussion

Council supported the exhibition of the draft Hamilton Showgrounds Masterplan, which demonstrated that the Council is committed to open and transparent governance. As a result of the six-week public exhibition process, two submissions were received.

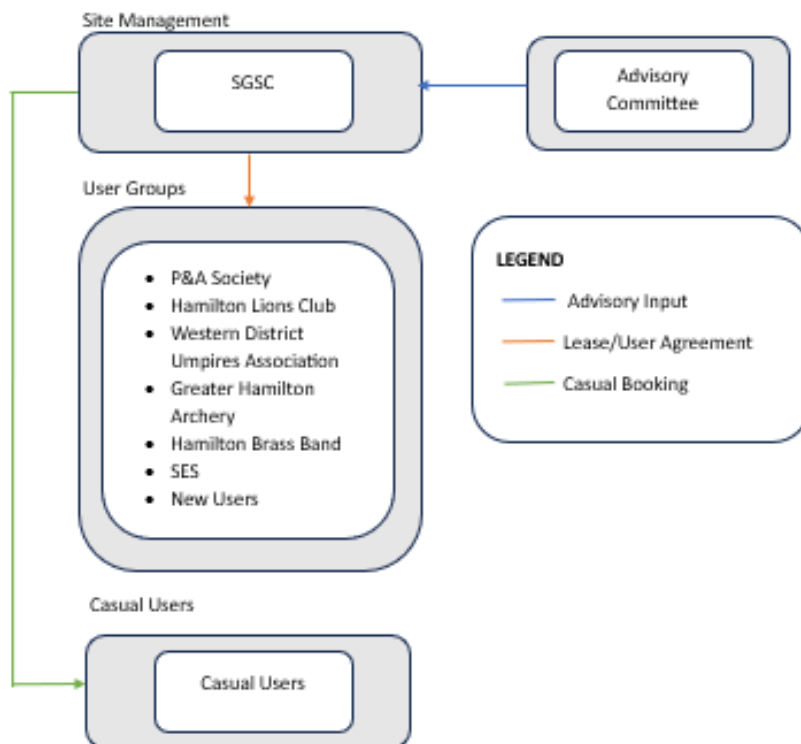
One submission suggested increasing the visibility of water throughout the plan and identifying water harvesting with sustainable water use for future development. This submission also suggested underground water storage could be incorporated to assist with water logging concerns.

The second submission provided some historical and background information, along with expressing a desire to maintain a separate facility rather than occupying a shared facility.

A key element of the masterplan identifies an opportunity to refocus on the governance of the showgrounds. The Hamilton P&A Society expressed a desire through the advisory committee to focus on their events, particularly Sheepvention, and reduce their involvement with the operational running of the site. This governance strategy is identified for the initial stage of the implementation of the master plan, with a draft structure provided below. The advisory committee was supportive of the alignment, with clear responsibilities and roles to be provided as part of the realignment.

It was also identified that the usage capacity of the Hamilton Showgrounds no longer allows for the development that the SES require, and as such the SES will be looking for a more suitable location and funding from State Government to relocate to a new site. Council will work in collaboration with the SES to identify suitable sites and partnerships for co-location however this is a longer-term project.

A simplified governance structure for the site is provided below however further engagement with all users is planned, following the adoption of the Masterplan.



The Masterplan proposes staged redevelopment of the site with some key elements providing additional parking, realigned shared facilities, and improved supporting infrastructure.

Short term actions (0-5 years) are identified to improve stormwater infrastructure, improve internal circulation pathways, the development of a multi-purpose events shed, upgrading existing amenities and the provision of parking along Shakespeare and Horner Streets.

Medium term actions (5-10 years) provide for a durable multi-use events space, refurbishment of the Ram Pavilion incorporating amenities, upgrade to the Sheep Pavilion, and the provision of additional parking along College and King Streets.

Long term actions (10+ years) allow for improved storage areas, the implementation of a new shared use, multi-purpose pavilion. This pavilion will host the current tenants of the Showgrounds and will allow the retirement of some of the older facilities within the space.

Detailed implementation elements are provided in the attached masterplan.

Financial and Resource Implications

A budget of \$45,000 has been provided by Council for the preparation of this master plan. There have been no costs associated with this report's development and it has been prepared within existing resources. Given the exhibition process of the draft masterplan did not request any significant changes, minor costs will be required to update the governance image and finalise the plan. Actions and outcomes that arise from the masterplan will be subject to the normal Council budget process with external funding required to fund major projects included as part of the plan.

Council Plan, Community Vision, Strategies and Policies

Support Our Community

- 1.1 An empowered and connected community
- 1.1.3 Provide opportunities for increased community engagement and participation in Council decision making and activities.

Support Our Community

- 1.2 Support and promote a healthy community
- 1.2.1 Provide and advocate for accessible, inclusive and equitable Council services, facilities, activities and participation practices.

Maintain and Renew Our Infrastructure

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

Legislation

The *Local Government Act 2020* Section 9 Overarching governance principles and supporting principles outlines several principles that Councils must follow with respect to making decisions and providing services to the Community to ensure good and transparent governance.

The principles relevant to this report are:

- b) priority is to be given to achieving best outcomes for the municipal community including future generations;
- d) the municipal community is to be engaged in strategic planning and strategic decision making; and
- g) the ongoing financial viability of the Council is ensured;
- i) the transparency of Council decisions, actions and information is to be ensured.

Gender Equality Act 2020

The Hamilton Showgrounds Master Plan does not have a negative bias towards gender impact, so there has been no gender impact assessment conducted in relation to this report.

Risk Management

Consultation during the development of this draft master plan has been predominately with the Hamilton Showgrounds Advisory Committee and current User Groups of the site. The financial commitment to deliver on the recommendations will be challenging considering Council's existing long term financial plan, reoccurring service provision costs and competing expenditure expectations for other community projects and priorities with external funding required to complete many of the major upgrades.

Climate Change, Environmental and Sustainability Considerations

Any capital projects and initiatives that arise from the master plan once adopted will be required to consider environmental and sustainability principals in their design, construction or implementation and will be done so on a case-by-case basis. The masterplan also looks to identify potential initiatives to complete at the site.

Community Engagement, Communication and Consultation

The draft master plan has been developed based on a series of targeted engagement session with the Hamilton Showgrounds Advisory Committee, interviews with user groups, a community survey and consultation with SGSC staff. Considerable discussion and feedback have been collated and provided to the consultants in response to key findings and emerging issues as the draft masterplan has evolved.

A public exhibition process occurred for a six-week period, ending on 30 January 2024.

Disclosure of Interests

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

Rory Neeson, Director Wellbeing, Planning and Regulation
Susannah Milne, Manager Community Wellbeing
Roger Rook, Coordinator Recreation Services

RECOMMENDATION

That Council:

1. Adopt the Hamilton Showgrounds Masterplan
2. Acknowledge received submissions in writing
3. Note the masterplan be made available to the community and key partners on Council's website.
4. Commence implementation of the short-term actions.

12.9 Adoption of the Southern Grampians Shire Council Recreation Framework

Directorate:	Wellbeing, Planning and Regulation
Report Approver:	Susannah Milne (Manager Community Wellbeing), Rory Neeson (Director Wellbeing, Planning and Regulation)
Report Author:	Roger Rook, Coordinator Recreation Services
Attachment(s):	<ol style="list-style-type: none">1. Feedback submissions Recreation Framework [12.9.1 - 1 page]2. Draft Southern Grampians Shire Council Recreation Framework [12.9.2 - 17 pages]3. Draft Reserves and Halls Operational Funding Policy [12.9.3 - 5 pages]4. Draft Recreation Reserves Fees and Charges Policy [12.9.4 - 5 pages]5. Draft Recreation Reserves Capital Works Contributions Policy [12.9.5 - 5 pages]6. CONFIDENTIAL - Draft Recreation Framework submission submitter B [12.9.6 - 1 page]7. CONFIDENTIAL - Draft Recreation Framework submission submitter A [12.9.7 - 1 page]

Executive Summary

The purpose of this report is for Council to view the submissions made on the draft Southern Grampians Shire Recreation Framework and how officers have responded to these submissions in the updated Framework.

At the November Council Meeting, Councillors voted to release the draft framework for consultation with the community and sporting groups who any changes will impact.

Two submissions were received as part of this consultation, one during the exhibition period which identified concerns regarding community contributions to facility improvements, and the second was received shortly after the exhibition period and requested greater community access to facilities.

Feedback was requested from the Office of Women in Sport and Recreation (OWSR) to assist with compliance of the State Government's Fair Access Roadmap with some minor amendments made to the plan in response. These submissions are discussed in more detail as part of this report as well as the other changes that will be completed following adoption of the framework.

The report then recommends adoption of the Southern Grampians Shire Recreation Framework as well as the Recreation Reserves Capital Works Contributions Policy, Recreation Reserves Fees and Charges Policy Reserves and Halls Operational Funding Policy and update the 2024-2025 Budget and Fees and Charges documents to reflect the changes from this report.

Discussion

Council supported the exhibition of the draft Recreation Framework, which demonstrated that Council is committed to open and transparent governance.

Background

The existing policy Management of Recreation Reserves (MRR) Policy used to guide the management of sporting facilities across the Shire was last reviewed in 2014. It outlines the provision of financial assistance to State Government managed recreation reserves across the Shire, along with determining the contribution of regular users to the operational costs of maintaining Council operated facilities.

While the MRR Policy deals with the operational elements of reserves within Council, there is inconsistency between maintenance of differing infrastructure, and no clear direction regarding renewal requirements and capital development contributions on Council or non-Council Reserves. The existing policy simply outlines the contribution and user fees charges depending on the facility, with some rudimentary justification. As a part of the process to develop the Framework, the MRR Policy, and the Public Halls – Operational Assistance Policy have been reviewed, including bench marking against other local Councils and a consultation process conducted.

Recreation Framework

The Recreation Framework looks to establish a fair and equitable framework for managing outdoor recreation facilities within the Southern Grampians Shire Council.

The framework covers a number of aspects of facilities management including:

- Management structures;
- Users;
- Fees and charges;
- Service levels;
- Maintenance; and
- Planning for upgrades and/or renewal.

The framework applies to all facilities that are either owned by, or vested in, the Southern Grampians Shire Council, with the exception of Council's swimming pool facilities, and facilities not operated by Council staff such as the Coleraine Sporting Grounds, and the Hamilton Lawn Tennis Club.

The *Sport and Recreation Reserve and Facilities User Fees and Charges Policy* provides clarity for user groups regarding the fees and charges applied for the use of Council recreation facilities within the Shire. This policy also provides Council the flexibility through the annual budget process to respond to facility improvements and provide updated fee schedules.

The *Recreation Reserves Capital Works Contributions Policy* provides the principles for determining funding options and responsibilities for recreation related infrastructure development projects that will be considered by Council. It provides for contributions to be made upfront, or by installments, depending on the capacity of the user group.

The *Reserves and Halls Operational Funding Policy* provides clarity for operational support to the Department of Environment, Energy and Climate Action (DEECA) Reserves and

Community Halls throughout the Shire. The policy applies to all sporting, recreational and community facilities that receive operational funding from Council.

Financial and Resource Implications

In preparing this report, officer time with respect to research and consultation are its only implications.

The future approach to management and contribution through user fees and annual operating grants will be reviewed and updated as part of the annual budget process.

Initial analysis of the fee changes would result in user fees rising from \$38,053 for 2022-2023 to \$52,270 in 2024-2025.

The increase in contributions to Recreation Reserves and Public Halls will have a budget impact of \$42,480 for the Recreation Reserves, and \$8,420 for the Public Halls. These increased contributions will provide an additional investment of \$50,900 in our rural communities and takes into account that these fees have not increased for nearly ten years.

Council Plan, Community Vision, Strategies and Policies

Support Our Community

1.1 An empowered and connected community

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

Support Our Community

1.2 Support and promote a healthy community

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

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

Maintain and Renew Our Infrastructure

3.1 Plan and maintain sustainable assets and infrastructure

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

Legislation

There are no legislative requirements.

Gender Equality Act 2020

This newly created Recreation Framework must comply with the *Victorian Government's Fair Access Policy 2022*.

The *Gender Equality Act 2020* requires that Councils "...must consider and promote gender equality; and take necessary and proportionate action towards achieving gender equality." Council is also expected to meet the requirements of the Victorian Government's Fair Access Policy which aims to improve the access to, and use of, community sports infrastructure for women and girls, and was introduced in 2022. This is a new element that must be incorporated into the Recreation and Leisure Facilities Management Framework and will be incorporated within a Fair Access Policy for Council.

Feedback from the Office of Women in Sport and Recreation has been incorporated into the recreation framework to assist with meeting these requirements.

Risk Management

There are no risks associated with this preparation of this report, however careful consideration and engagement with impacted stakeholders needs to be planned to manage any reputational risk associated with any increases to sporting clubs for use of Council facilities.

Climate Change, Environmental and Sustainability Considerations

There are no climate change, environmental or sustainability considerations as part of this Council Report.

Community Engagement, Communication and Consultation

Communication has occurred with some neighboring Shires as part of the development of the Recreation Framework.

Initial discussions and consultation around the development of the Recreation Framework was undertaken with user groups at all Council facilities during user group meetings. Once the exhibition period opened for the Framework, all users of Council's recreation facilities including existing user groups, DEECA committees and schools were provided notification of the exhibition period, and invited to provide feedback, or request a meeting to discuss.

The Hamilton District Cricket Association, and St Andrews (Hamilton) Cricket Club were the only two users to engage in a meeting to discuss the proposed Framework. All impacted users were provided with notification and then a reminder notification on 19 January 2024 to provide any feedback on the Framework.

Disclosure of Interests

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

Rory Neeson, Director Wellbeing, Planning and Regulation
Susannah Milne, Manager Community Wellbeing

Roger Rook, Coordinator Recreation Services

RECOMMENDATION

That Council:

1. Adopt the Southern Grampians Shire Recreation Framework
2. Adopt the Recreation Reserves Capital Works Contributions Policy
3. Adopt the Recreation Reserves Fees and Charges Policy
4. Adopt the Reserves and Halls Operational Funding Policy
5. Rescind the Management of Recreation Reserves Policy
6. Rescind the Public Halls – Operational Assistance Policy

12.10 Sport and Recreation Victoria Grant Funding

Directorate:	Wellbeing, Planning and Regulation
Report Approver:	Susannah Milne (Manager Community Wellbeing), Rory Neeson (Director Wellbeing, Planning and Regulation)
Report Author:	Roger Rook, Coordinator Recreation Services
Presenter(s):	Susannah Milne, Manager Community Wellbeing, Roger Rook, Recreation Services Coordinator
Attachment(s):	<ol style="list-style-type: none">1. CONFIDENTIAL - Lake Hamilton LED Lighting Pricing [12.10.1 - 4 pages]2. CONFIDENTIAL - St Andrews Net Contribution Commitment [12.10.2 - 1 page]3. CONFIDENTIAL - Cricket Net Renewal Quote [12.10.3 - 2 pages]

Executive Summary

The Victorian Government recently released the Regional Community Sports Infrastructure Fund to support the ability for people to participate in sport and recreation. The fund is a competitive investment program open to Local Government across regional Victoria to deliver new and upgraded community sports infrastructure.

The purpose of this report is for Council to endorse three grant applications that align with existing projects and strategies that can be delivered for the improvement of the community.

Discussion

The Regional Community Sports Infrastructure Fund provides multiple funding streams for improvements to recreational facilities in regional areas. Council officers have identified three projects which align with the fund's outcomes and priorities and are suitable for funding applications.

Applications for the fund close on the 27 March 2024, with outcomes announced in July 2024. Applications to the fund must include a minimum contingency of 10% of the project value and may include project management fees of up to 7.5% of the total project cost.

To give Council the best chance of success, officers are proposing to complete three applications to the fund. These include major upgrades to the Hamilton Olympic Swimming Pool, the installation of lighting around Lake Hamilton and the installation of new cricket nets at Pedrina Park in Hamilton.

They have been selected as they have matching funding in the current budget to be used as part of the funding application and align with previously completed masterplans and strategies by the Shire. They are outlined in more detail below.

Hamilton Olympic Swimming Pool

The Hamilton Olympic Pool currently provides the location for the local schools to conduct their swimming sports, along with being the long course location for the Hamilton Swimming

Club. The pool also provides a substantial community benefit during the summer months by creating a communal meeting place, and relief from summer conditions.

The pool has been identified through a number of strategic reviews that the asset is at the end of its life, with extensive water loss, outdated and inadequate filtration and circulation, and structural issues with the pool shell, including the surrounding hob. Leak testing is currently being completed to determine the extent of failure of the sub structure pipes for the asset.

The fund provides for funding applications of \$3:\$1 for new or redeveloped major outdoor aquatic recreation facilities up to a maximum of \$3 million.

With the current allocation of \$654,000 in the 2023/24 financial year for investigation and design works, and \$1,245,720 identified for works in the 2024/25 financial year, it is recommended that Council provide the existing capital budget for the Hamilton pool, along with \$346,000 of the 2024/25 financial year proposal, providing a \$1 million allocation to support a \$3 million funding application to renew the pool.

Pedrina Park Cricket Nets

Pedrina Park has seen significant development over a number of years with the netball courts, sport hub, and soccer drainage and new lighting the main achievements so far. The Southern Grampians Recreation and Leisure Strategy, identifies the renewal of the cricket nets with a minimum of three synthetic training nets as a priority. Ongoing discussions with the user groups for Pedrina Park have placed the renewal of the cricket nets as the next priority for the development of the site which was confirmed at the user group meeting attended by Councillors in November last year.

Indicative pricing has been sought for the demolition of existing nets with the construction of three new nets provided to the specification of the Cricket Australia Infrastructure Guidelines, and this pricing is \$157,751. The St Andrews Cricket Club have provided a commitment to the project of \$20,000. Allowing for project management of 7.5% and 20% contingency, the project budget would be \$201,132. The community facility stream of the fund provides a \$4:\$1 funding ratio, this would provide the following funding allocations.

Sport and Recreation Victoria (SRV)	\$160,906
Council	\$20,226
St Andrews	\$20,000

It is recommended that Council allocate \$20,226 from the existing contribution to SRV projects budget and submit an application to the fund.

Lake Hamilton Lighting

Lake Hamilton is a key location for recreational activity in Hamilton. Recent improvements to the site such as the amenities refurbishment at the boat ramp, and the installation of the dog park, have been implemented in line with the Southern Grampians Shire Council Recreation and Leisure Strategic Plan.

As part of the strategic plan, lighting has been identified as a key element of the site to improve the overall amenity and safety of the facility, particularly in winter. Additionally, lighting the lake walking track has been identified by the Hamilton Running Club as a key priority to supporting and encouraging the running community with Hamilton.

A quote has been sourced from Leadsun for the installation of LED solar panel lighting to comply with the Australian Standard AS/NZS1158.3.1:2020 for shared pathways. The minimum required pole spacing is 63 metres, for low level fear of crime, the recommendation is one light per 52 metres, and with medium level fear of crime, the recommendation is one light per 31 metres.

The quoted price to supply and install the lights including a 10-year warranty and wireless lighting control is as follows.

Spacing	# poles	Supply & Installation	Project Management (7.5%)	Contingency (20%)	Total
63 metres	67	\$369,788	\$27,734	\$73,957	\$471,479
52 metres	80	\$436,555	\$32,741	\$87,311	\$556,607
31 metres	133	\$709,191	\$53,189	\$141,838	\$904,218

It is recommended to install lighting at 52 metre spacing, with a total cost of \$556,607. Should safety concerns arise, additional lights can but included at a later time to provide additional coverage over a smaller area. This would include a Council contribution of \$111,321 out of the existing contribution to SRV projects budget and an application to the Fund of \$445,285.

Financial and Resource Implications

Council has budgeted in the 2023/24 financial year for \$150,000 to support funding applications with SRV, along with capital improvements for the Hamilton Pool of \$654,000.

These applications would utilise existing budgeted and allocated funds, allowing for improved facilities at a greatly reduced cost to Council.

Council Plan, Community Vision, Strategies and Policies

Support Our Community

1.2 Support and promote a healthy community

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

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

Maintain and Renew Our Infrastructure

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

3.2.3 Provide infrastructure that supports a connected and active community.

Maintain and Renew Our Infrastructure

3.3 Attractive Council-owned and managed community and open spaces

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

Legislation

There are no legislative impacts with the funding applications.

Gender Equality Act 2020

Projects completed with State Government funding must comply with the *Victorian Government's Fair Access Policy 2022*.

The Gender Equality Act 2020 requires that Councils "...must consider and promote gender equality; and take necessary and proportionate action towards achieving gender equality." Council is also expected to meet the requirements of the Victorian Government's Fair Access Policy which aims to improve the access to, and use of, community sports infrastructure for women and girls, and was introduced in 2022. This is a new element that must be incorporated into the Recreation and Leisure Facilities Management Framework and will be incorporated within a Fair Access Policy for Council.

Gender Impact Assessments will be required for the funding applications.

Risk Management

There are no risks associated with the preparation of this report. Should the funding applications be successful, there will need to be an allowance for the capacity to deliver the projects.

Climate Change, Environmental and Sustainability Considerations

There are no climate change, environmental or sustainability considerations as part of this Council Report.

Community Engagement, Communication and Consultation

The projects identified for the funding applications are drawn from existing strategies and assessments.

Disclosure of Interests

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

Rory Neeson, Director Wellbeing, Planning and Regulation
Susannah Milne, Manager Community Wellbeing

Roger Rook, Coordinator Recreation Services

RECOMMENDATION

That Council:

1. Allocate the \$654,000 (GST exc.) from the 2023/24 Hamilton Olympic Swimming Pool capital budget, and allocate a further \$346,000 (GST exc.) of the 2024/25 capital budget pool allocation to support an application to renew the Hamilton Olympic Swimming Pool in the Regional Community Sports Infrastructure Fund.
2. Allocate \$20,266 (GST exc.) from the 2024/23 Contributions to Sport Recreation Victoria project budget to support an application to renew the Pedrina Park cricket nets in the Regional Community Sports Infrastructure Fund.
3. Allocate \$111,321 (GST exc.) from the 2024/23 Contributions to Sport Recreation Victoria project budget to support an application to install solar LED lighting around Lake Hamilton in the Regional Community Sports Infrastructure Fund.

12.11

Council Plan Quarterly Reporting - 1 October - 31 December 2023

Directorate:	Chief Executive Office
Report Approver:	Tony Doyle (Chief Executive Officer)
Report Author:	Karly Saunders, Governance Coordinator
Attachment(s):	1. Council Plan Quarterly Report - 1 October - 31 December 2023 [12.11.1 - 37 pages]

Executive Summary

The Action and Task Progress Report for the period 1 October 2023 to 31 December 2023 has been prepared to provide information regarding the performance of the organisation against the Annual Plan.

Discussion

The Annual Plan is developed each year to assist in the delivery of the Council Plan objectives and to demonstrate to the community the key projects to be delivered that year.

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

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

There are 84 actions in the report of which:

- 73 actions (87%) are on track - at least 90% of the target achieved;
- 2 actions (2%) require monitoring –between 70% and 90% of the target achieved;
- 9 actions (11%) are off track – less than 70% of target achieved; and
- 0 actions (0%) have no target set.

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

Financial and Resource Implications

Financial implications will have been accounted for in Council's adopted Budget.

Council Plan, Community Vision, Strategies and Policies

Provide Strong Governance and Leadership

5.1 Transparent and accountable governance

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

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

Provide Strong Governance and Leadership

5.2 Effective advocacy

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

Legislation

Council is required to adopt a Council Plan in accordance with section 90 of the *Local Government Act 2020* and subsequently determine whether any adjustments are required.

This Plan is supported by the development of an Annual Plan which details the actions that will be undertaken to achieve the strategic objectives in the Council Plan.

Gender Equality Act 2020

Not Applicable.

Risk Management

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

Climate Change, Environmental and Sustainability Considerations

Not Applicable.

Community Engagement, Communication and Consultation

The Report is publicly available and accessible to the public to ensure regular updates are required regarding the implementation of the Council Plan.

Disclosure of Interests

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

Karly Saunders, Governance Coordinator.

RECOMMENDATION

That Council receive the Action and Task Progress Report for 1 October 2023 – 31 December 2023.

13 Notices of Motion

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

14 Urgent Business

There is no Urgent Business listed on tonight's agenda.

15 Mayor, Councillors and Delegate Reports

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

16 Confidential Reports

There is one Confidential Matter listed on tonight's agenda.

RECOMMENDATION

That the following items be considered in Closed Council as specified in section 66(2)(a) and referenced in section 3(1), Confidential Information (a) council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

14.1 Mt Napier Road Quarry

Explanation of why that ground or grounds has been applied: This report is confidential as it contains information relating to the existing lease.

17 Close of Meeting

This concludes the business of the meeting.