



Southern Grampians
SHIRE COUNCIL

Council Meeting Minutes

Ordinary Meeting
22 November 2017

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

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The Meeting opened at 5.30pm

1. Present

Councillors

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

Officers

Mr Michael Tudball – Chief Executive Officer
Ms Vickie Williams – Acting Director Community and Corporate Services
Mr Michael McCarthy - Director Shire Futures
Mr David Basil – Manager Works
Ms Megan Kruger – Governance Coordinator

2. Acknowledgement of Country

The Mayor, Cr Brown, read the acknowledgement of country –

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

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

3. Prayer

Cr McAdam led the meeting in a prayer.

4. Apologies

David Moloney, Director Shire Infrastructure and Evelyn Arnold, Director Community and Corporate Services.

5. Confirmation of Minutes

RECOMMENDATION

That the Minutes of the:

- Ordinary Council Meeting held on 27 September 2017
- Statutory Meeting held on 8 November 2017
- Special Meeting of Council held on 8 November 2017

be confirmed as a correct record of business transacted.

It was noted that the 25 October 2017 were omitted from this Agenda and will be included in the 13 December 2017 Ordinary Council meeting papers.

COUNCIL RESOLUTION

MOVED: Cr Calvano
SECONDED: Cr Sharples

That the Minutes of the:

- Ordinary Council Meeting held on 27 September 2017
- Statutory Meeting held on 8 November 2017
- Special Meeting of Council held on 8 November 2017

be confirmed as a correct record of business transacted.

CARRIED

6. Declaration of Interest

None declared.

7. Questions on Notice

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

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

Questions must:

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

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

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

There was one Question on Notice listed on tonight's agenda, submitted by Cr Chris Sharples, Cr Albert Calvano and email correspondence to all Councillors from a community member:

7.1 HILAC Roof Tender

“Can the CEO please advise at what stage the HILAC roof tender process is up to including the proposed timelines for both the tender and the works.”

The HILAC roof tender has been revised and is to be readvertised on Monday 13 November, after the first tender process did not attract a conforming tender. The tender received was non-conforming in that it did not address all the required works outlined in the specification and was over budget, as this tender did not meet the Council's resolution made on the 22 March 2017 to complete all works outlined in the SMEC Engineering report and to provide the budget to complete those works. The unsuccessful tenderer has been advised that their tender was unsuccessful.

As a part of the current tender process the Council will conduct an optional briefing session for all prospective tenderers (although this will not preclude a tenderer if they do not attend this meeting).

The tender advertisement process will conclude at the end of November and be assessed by panel early December. As the timeline is approaching the Christmas and January leave period it is suggested that the Mayor and CEO be delegated the authority to award the tender at the Ordinary Meeting in December in order to ensure that the works can commence early February 2018. A formal report will be provided to Council in February advising them on the complete tender process and outcome.

An alternative to this Council could consider holding a Special Meeting in mid-late January if it were of a mind to do so.

Council has been continued to be informed throughout the process and staff are conducting the procurement process in line with adopted Council policy and guidelines.

8. Public Deputations

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

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

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

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

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

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

9. Records of Assemblies of Councillors

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

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

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

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

which considers matters that are intended or likely to be:

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

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

An Assembly of Councillors record was kept for:

- Industry Visits – 25 October 2017
- Briefing Session – 25 October 2017
- Coleraine Community Engagement Meeting – 25 October 2017
- Branxholme Community Engagement Meeting – 1 November 2017
- Briefing Session - 8 November 2017
- Audit and Risk Committee - 15 November 2017

This agenda was prepared on 15 November 2017. Any Assemblies of Councillors between that date and the date of tonight's Meeting will appear in the agenda for the next Ordinary Meeting of Council.

RECOMMENDATION

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

COUNCIL RESOLUTION

MOVED: Cr Dunkley
SECONDED: Cr McAdam

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

CARRIED

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Industry Visits
Date:	25 October 2017
Location:	Vickery Brothers Glenelg Fine chocolates McDonalds Rural Services Coleraine Hotel Coleraine State Primary School
Councillors in Attendance:	Cr Mary-Ann Brown Cr Cathy Armstrong Cr Colin Dunkley Cr Katrina Rainsford Cr Greg McAdam Cr Chris Sharples
Council Staff in Attendance:	David Moloney, Acting Chief Executive Officer Michael McCarthy, Director Shire Futures Evelyn Arnold, Director Community and Corporate Services David Basil, Acting Director Shire Infrastructure Hugh Koch, Manager Economic Development and Tourism Peter Johnson, Business Development Officer Jane Coshutt, Community Engagement Officer Amy Knight, Community Relations Coordinator

The Assembly commenced at 11.00 am

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Vickery Brothers	Nil
2	Glenelg Fine chocolates	Nil
3	McDonalds Rural Services	Nil

4	Coleraine Hotel	Nil
5	Coleraine State Primary School	Nil

The Assembly concluded at 1:00pm

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Briefing Session
Date:	25 October 2017
Location:	Karingal Senior Citizens
Councillors in Attendance:	Cr Mary-Ann Brown, Mayor Cr Chris Sharples, Deputy Mayor Cr Cathy Armstrong Cr Albert Calvano Cr Colin Dunkley Cr Katrina Rainsford Cr Greg McAdam
Council Staff in Attendance:	David Moloney, Acting Chief Executive Officer Michael McCarthy, Director Shire Futures Evelyn Arnold, Director Community and Corporate Services David Basil, Acting Director Shire Infrastructure

The Assembly commenced at 2:00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Special Meeting – 22 November	Nil
2	Gym Tender Update	Nil
3	Greater Grants Round 1	Cr Sharples, left the room at 3.24pm, returned at 3.28pm. Cr Rainsford, left the room at 3.28pm, returned at 3.30pm.
4	Dunkeld Loop Walk	Nil
5	Flood Recovery Contract 41-17	Nil
6	Flood Recovery Update	Nil

The Assembly concluded at 5:00pm

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Coleraine Community Engagement Session
Date:	25 October 2017
Location:	Karingal Senior Citizens
Councillors in Attendance:	Cr Mary-Ann Brown Cr Albert Calvano Cr Cathy Armstrong Cr Colin Dunkley Cr Katrina Rainsford Cr Greg McAdam Cr Chris Sharples
Council Staff in Attendance:	David Moloney, Acting Chief Executive Officer Michael McCarthy, Director Shire Futures Evelyn Arnold, Director Community and Corporate Services David Basil, Acting Director Shire Infrastructure Susannah Milne, Manager Community and Leisure Services Amy Knight, Community Relations Coordinator Jane Coshutt, Community Planning Coordinator

The Assembly commenced at 7.30pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Meals on Wheels	Nil
2	Greater Hamilton Branding	Nil
3	Footpath Crossovers	Nil
4	Street Trees	Nil
5	Coleraine Outdoor Pool	Nil
6	Road closures for events	Nil

The Assembly concluded at 9.00pm

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Branxholme Community Engagement Session
Date:	1 November 2017
Location:	Branxholme Community Hall
Councillors in Attendance:	Cr Mary-Ann Brown, Mayor Cr Chris Sharples, Deputy Mayor Cr Albert Calvano Cr Cathy Armstrong Cr Colin Dunkley Cr Katrina Rainsford Cr Greg McAdam
Council Staff in Attendance:	Evelyn Arnold, Director Community and Corporate Services David Moloney, Director Shire Infrastructure Rhassel Mhasho, Manager Planning and Regulatory Services Amy Knight, Community Relations Coordinator Melanie Russell, Community Engagement Officer

The Assembly commenced at 7.30pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Branxholme Flower Emblem Signs	Nil
2	Branxholme Conservation Reserve walking track project	Nil
3	Branxholme Heritage Park – public amenity	Nil
4	Town mowing contract proposal	Nil
5	Township Tree Management Strategy	Nil
6	Clarke Street West – culverts & works	Nil
7	CBD Storm water & drainage	Nil

The Assembly concluded at 8.30pm

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Briefing Session
Date:	8 November 2017
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Mary-Ann Brown, Mayor Cr Chris Sharples, Deputy Mayor Cr Colin Dunkley Cr Albert Calvano Cr Katrina Rainsford Cr Greg McAdam
Council Staff in Attendance:	Michael Tudball, CEO David Moloney, Director Shire Infrastructure Vickie Williams, Acting Director Community and Corporate Services Michael McCarthy, Director Shire Futures Lachie Patterson, Manager Community Relations Nola McFarlane, Manager Flood Recovery Rhassel Mhasho, Manager Planning and Regulatory Services Susannah Milne, Manager Community and Leisure

The Assembly commenced at 1:30pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Contract 41-17 Road Restoration	Nil
2	Contract 36-17 Road Making Materials	Nil
3	Contract 38-17 Bitumen Supply Contract	Nil
4	Greater Grants – Hamilton Speedway Drivers	Nil
5	Amendment to C36 Planning Scheme – Harman’s Valley	Nil

6	Gym Tender	Nil
7	Comensura Report	Nil

The Assembly concluded at 5:00pm

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Audit & Risk Committee Meeting
Date:	15 November 2017
Location:	Ted Kenna Room, Hamilton Performing Arts Centre
Councillors in Attendance:	Mayor Mary-Ann Brown Cr Colin Dunkley
Council Staff in Attendance:	Michael Tudball, CEO Vickie Williams, A/Director Community and Corporate Service Jason Cay, A/Manager Finance David Moloney – Director Shire Futures James Kruger, Network/Server Administrator Nadine Rhook, Executive Assistant DCCS

The Assembly commenced at 10.30 am

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Welcome	Nil
2	Apologies	Nil
3	Conflict of Interest	Nil
4	Confirmation of Minutes	Nil
5	Audit & Risk Committee Plan for 2018 Calendar Year	Nil
6	Internal Audit Plan	Nil
7	Asset Management	Nil
8	Review of Council's Procurement Policy & Guidelines	Nil
9	Disaster Recovery	Nil

10	Strategic Risk Register	Nil
11	Standard Statements	Nil
12	External Audit (Appointment of Auditors)	Nil
13	Progress Report of Current Actions (Interplan)	Nil
14	Audit & Risk Committee Chair – 2016/2017 Annual Report	Nil
15	Committee Term & Election of Chairperson	Nil
16	Audit Committee Charter	Nil
17	Reports Released by Other Government Agencies	Nil
18	General Business	Nil
19	Committee in Camera	Nil
20	Next Meeting	Nil

The Assembly concluded at 12.49 pm

10. Management Reports

10.1 MAV Recruitment Neutral Vendor Managed Services-Comensura

Directorate: Vickie Williams, Acting Manager Community and Corporate Services
Author: Vickie Williams, Acting Manager Community and Corporate Services
Attachments: None

Executive Summary

At its Meeting on 28 June 2017 Council resolved to accept the MAV Contract for Recruitment Neutral Vendor Managed Services (currently RS8017-2015NV) for expenditure up to \$4,100,000 exclusive of GST over the period 1 July 2017 to 30 June 2020. Council also resolved that any expenditure in relation to this Contract is to be reported to the next Ordinary Meeting of Council.

As per the Council Resolution this Report provides an update on the spend with Comensura, the provider of MAV's Recruitment Neutral Vendor Managed Services.

Discussion

The initial Council Report indicated that over the next 3 years expected expenditure on specialist placements through this contract will be:

Flood Recovery Unit: \$3,600,000
Other Business Units: \$500,000

The three year period was defined as 1 July 2017 - 30 June 2020.

Actual expenditure to 31 October 2017 is \$131,037.80.

This expenditure is for the engagement of nine specialised suppliers delivering service within the Flood Recovery Unit, managed by Nola McFarlane.

Legislation, Council Plan and Policy Impacts

Council Plan

The Council Plan identifies that '*The Southern Grampians Shire has a strong sense of community with people working together to achieve common goals and outcomes. This sense of community benefits the entire municipality and Council will continue to encourage and acknowledge the community interest in the development of the Shire*'.

The work of the Flood Recovery Unit is critical to building a sense of community and the engagement of specialist skills sets through Comensura allows Council to meet the demands of the community and the requirements of Flood Recovery in an engaged and direct manner to achieve reinstatement of flood impacted assets as quickly as possible.

Legislation

Section 186A of the Local Government Act 1989 requires Council to prepare, approve and comply with a Procurement Policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council. Council's Procurement Policy requires expenditure of over \$150,000 to be approved by Council.

Disclosure of Interests

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

RECOMMENDATION

That the Comensura report for the period 1 July 2017 to 30 October 2017 be noted by Council.

COUNCIL RESOLUTION

MOVED: Cr Sharples

SECONDED: Cr Dunkley

That the Comensura report for the period 1 July 2017 to 30 October 2017 be noted by Council.

CARRIED

Cr Rainsford left the Chambers at 5.42pm due to a conflict of interest in item 10.2.

10.2 Greater Grants

Directorate: Vickie Williams, Acting Director Community and Corporate Services
Author: Lachy Patterson, Manager Community Relations
Attachments: None

Executive Summary

This report provides Council with information regarding eleven community grant applications (Tourism and Events, Sustainability, Community Strengthening, Community Infrastructure, Arts and Culture categories) that have been recommended for Greater Grants program funding via the Greater Grants Assessment Team, and approved under delegation (totalling \$18,893).

This report also recommends that Council allocate:

- \$9,930 for the Cavendish Red Gum Festival.
- \$4,900 for the Branxholme Recreation Reserve Tiered Seating Project.
- \$12,878 for the Hamilton Speedway Drivers Inc Canteen Refurbishment
- \$4,300 for the Buckley Swamp Hall Plumbing Refurbishment

Discussion

The Greater Grants program was established to deliver Council grants that are responsive to the needs and opportunities of the community, inclusive and equitable to all, and one that facilitated the flexible delivery of key strategies identified within the Council Plan 2017-2021 across the social, economic and environmental spectrum.

This program consolidates Council's extensive range of grant opportunities into one program to enable better integration and co-ordination of grant administration and improved marketing of those grant opportunities.

Greater Grants assistance is considered for organisations, groups, committees and individuals with proposals that directly benefit the Southern Grampians Shire region. Applications are assessed using pre-determined evaluation criteria for each grant category taking into consideration strategic objectives within the Council Plan, other Council Strategies and Community Plans.

The Greater Grants program contains two rounds per year and applications are assessed using pre-determined evaluation criteria by the Greater Grants Common Assessment Team ("the GGCAT"). The GGCAT also explore opportunities for leverage, collaboration and alternatives to achieve outcomes across the social, economic and environmental spectrum. Recommendations from the GGCAT are forwarded to the Community Planning Focus Group for comment and endorsement.

Grant applications for amounts greater than \$2,500 are taken to Council for a resolution twice annually. Applications for \$2,500 or greater must demonstrate cash or in-kind contributions and must provide evidence of cash held, or applicants must be able to demonstrate their financial capacity. Any applicable Annual Operational Subsidies provided by Council are not to be used as the applicant's cash contribution toward the project.

Grant applications for amounts \$2,500 or less are assessed and recommended through the GGCAT on an as needed basis. Assessing and recommending grant applications amount for less than \$2500 through the GGCAT will ensure that Council is responsive to the needs and opportunities that often are presented by the community at short notice. The Director Community and Corporate Services is the delegated officer authorised to approve this expenditure.

The current round of grants includes four grants above delegation totalling \$32,008; eleven grants under delegation across the following categories (Tourism and Events, Sustainability, Community Strengthening, Community Infrastructure and Arts and Culture) totalling \$18,893.

These projects are listed in the table below with further information.

Category	Annual Adopted Budget	Starting Budget since previous report (Jun 2017)	Total amount of Grant Funding recommended/approved in this report	Remaining Budget
Arts & Culture	\$10,000	\$10,000	\$1,500	\$ 8,500
Tourism & Events	\$47,000	\$41,393	\$15,880	\$25,513
Community Infrastructure	\$60,000	\$45,000	\$26,806	\$18,194
Community Strengthening	\$10,000	\$8,555	\$6,715	\$1,840
Sustainability	\$10,000	\$10,000	\$0	\$10,000
Heritage Restoration	\$11,000	\$9,000	\$0	\$9,000
Demand Allocation	\$40,000	\$40,000	\$0	\$ 40,000
Total under delegation		-	\$18,893	
Total above delegation		-	\$32,008	
TOTAL	\$188,000	\$163,948	\$50,901	\$113,047

Summary of grant applications – Round One, 2017**Above delegation of \$2,500 = \$32,008**

Project Name	Category	Total Project Cost	Amount Requested	Amount Recommended
Hamilton Speedway Canteen Project	Infrastructure	\$25,754.23	12,878	\$12,878
Branxholme Recreation Reserve – Tiered Seating	Infrastructure	\$9,800	\$4,900	\$4,900
Buckley Swamp Hall Plumbing Refurbishment	Infrastructure	\$8,700	\$4,300	\$4,300
Cavendish Red Gum Festival	Tourism & Events	\$21,470	\$15,000	\$9,930

Summary of grant applications – Round One, 2017**Under delegation of \$2,500 = \$18,893**

Project Name	Category	Total Project Cost	Amount Requested	Amount Recommended
Australian Breastfeeding Association Hamilton Group – training and resources	Community Strengthening	\$2245	\$1,720	\$1,540
Byaduk Community Spring Show	Community Strengthening	\$1,719	\$895	\$895
Hamilton's Annual Colour Run 2017	Community Strengthening	\$2,622.55	\$2,500	\$2,500
Hamilton Gymnastics Club	Community Strengthening	\$1,600	\$1,400	\$1,400
Cavendish Fleece & Flower Show	Community Strengthening	\$380	\$380	\$380
Victorian Men's Shed Association Conference	Tourism & Events	\$4,000	\$1,000	\$1,000

Dunkeld Rodeo – Sturgeon Stampede in 2018	Tourism & Events	\$80,133	\$2,500	\$2,500
Hamilton Rowing Regatta	Tourism & Events	\$10,270	\$2,450	\$2,450
Hamilton Pensioners Association. Safety for rear access of building.	Infrastructure	\$4,700	\$2,500	\$2,500
Coleraine Historic Society. Computer and printer replacement.	Infrastructure	\$2,228	\$2,228	\$2,228
Penshurst Art Exhibition 2018	Arts and Culture	\$3,855	\$1,500	\$1,500

Financial and Resource Implications

The collaborative approach across Council grant categories opens opportunities for Council to work with the community to broaden the scope of ideas identified within applications to position these projects and or events to leverage external funding.

Applications for \$2,500 or greater must demonstrate cash or in-kind contributions and must provide evidence of cash held, or applicants must be able to demonstrate their financial capacity to complete the project.

The grant amount approved by Council cannot be increased post-funding approval. In the case of a funding shortfall, funding will not be made available by way of a Council loan.

Legislation, Council Plan and Policy Impacts

The Greater Grants Policy was adopted on 23 August, 2017.

Each Grant category requests that applicants ensure that their project or idea demonstrates a link to the Council Plan outcomes, or endorsed Strategic Plans of Council. Such plans include but are not limited to:

- Economic Development Strategy
- Tourism Strategic Plan
- Disability Action Plan
- Health and Wellbeing Strategy
- Sustainability Strategy
- Arts and Culture Strategy

The Greater Grants program assists Council to deliver on key outcomes of the Council Plan 2017-2021.

Outcome 1.1 Soundly Based Decisions:

Strategy 1.1.2 Develop and enact policies, plans and strategies to ensure consistency in decision making

Strategy 1.1.3 Demonstrate leadership through ethically, socially and environmentally responsible conduct

Strategy 1.1.4 Work together to develop a highly responsive Council organisation

Outcome 1.3 Financial Responsibility and Security:

Strategy 1.3.3 Maintain a continuous improvement approach to all Council operations

Outcome 2.3 A strong, innovative and distinctive tourism sector:

Strategy 2.3.1 Attract conferences and events to the Shire and facilitate and enrich the local events program

Strategy 2.3.2 Enhance, facilitate and promote existing and new experiences

Outcome 3.2 Community appreciation of and participation in Arts and Cultural activities:

Strategy 3.2.4 Encourage and support innovation in the arts

Outcome 4.2 A Dynamic Community:

Strategy 4.2.1 Provide support and services to enable communities to flourish

Strategy 4.2.2 Support the growth, development and provision of training to volunteers and community organisations

Strategy 4.2.3 Providing the information and assistance that supports community empowerment

Strategy 4.2.4 Assisting all communities to realize their individual community identity, strengths and opportunities through the development and implementation of Community Plans

Outcome 4.3 An inclusive and diverse community:

Strategy 4.3.2 Provide opportunities for youth participation and development

Outcome 5.1 Waste Management and Minimisation

Strategy 5.1.1 Reduce the volume of waste going to landfill

Strategy 5.1.4 Increase the volume of recycled materials through continued community education programs

Outcome 5.2 Adaptation to climate change and reduced emissions:

Strategy 5.2.2 Reduce carbon emissions from Council facilities, equipment and plant

Risk Management

Each grant category has predetermined assessment criteria and a set weighting for each criteria to identify and assess the risk exposure within each application. The assessment criteria ensure that projects and events have adequate control measures in place to ensure the successful and safe delivery.

Each grant applicant must also demonstrate that they comply with any legal or statutory regulations relevant to the project which they are seeking Greater Grants funding. This includes (where relevant) appropriate insurances, food handling permits, liquor licences etc.

Environmental and Sustainability Considerations

No Environmental and Sustainability Considerations identified.

Community Consultation and Communication

Various Council staff engage with the community in relation to the Greater Grants program at a range of meetings (including Councillor Engagement, Progress Association, club and user groups, committee of management and, event organiser meetings, etc.). Staff also engage with applicants on a 1:1 basis, to provide support through the Greater Grant process.

Grant recipients across all categories are required to complete a grant acquittal report. As part of the acquittal, Council seeks feedback from the grant recipient on ways in which the delivery of grants to the community could be improved.

The Annual Tourism and Events Forum, held in June each year, provides an opportunity for Greater Grants applicants to hear the latest updates about the program, provide feedback to grant owners, and learn how to get the best outcome from their application.

The decision will be communicated through a media release to the general public, via letters to the Grant recipients and through Council's Community Newsletter and township newsletters. The successful applicants will be notified by phone call and mail, and successful projects will be promoted on Council's website.

Disclosure of Interests

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

RECOMMENDATION

That Council:

1. Notes the \$18,893 for Greater Grants approved under delegation.
2. Resolves to allocate \$32,008 as per the projects outlined in the summary table above.

COUNCIL RESOLUTION

MOVED: Cr McAdam
SECONDED: Cr Calvano

That Council:

1. Notes the \$18,893 for Greater Grants approved under delegation.
2. Resolves to allocate \$32,008 as per the projects outlined in the summary table above.

CARRIED

Cr Rainsford returned to the Chambers at 5.45pm.

10.3 Provision of Health and Fitness Services at HILAC

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

Executive Summary

The Southern Grampians Shire Council is seeking to appoint an experienced, achievement-driven and innovative business or organisation that is suitably qualified to supply health and fitness services at Council's Hamilton Indoor Leisure and Aquatic Centre (HILAC).

The successful tenderer will share and be a key partner with Council to deliver on our aim and objective to provide residents and the broader community with high quality, innovative, accessible, inclusive and safe health and fitness facilities and services that contribute and realise the aspirations of our Public Health and Wellbeing Plan.

The tender was publicly advertised on 8 September 2017 for the 'Provision of Health and Fitness Services at HILAC for a period of 2 years and 4 months with an additional 2 year term option.

Two (2) tender submissions were received and evaluated based on:

- Tender Price 30%
- Demonstrated Performance 20%
- Available Resources 20%
- Ability to meet KPI's and set Deadlines 20%
- Environmental 10%

The recommendation is to award Tender No 20-17 to Corporate Health Management for the GST inclusive price of \$1,365,698.

Discussion

HILAC offers the community and visitors an all-inclusive opportunity to participate in physical and social activity to benefit their health and wellbeing. It contains aquatic facilities, gym space, occasional care, squash courts, table tennis, multipurpose courts and a group fitness area.

The Southern Grampians Shire Council's Community and Leisure Services is seeking to activate and create a centre where community members regardless of age, ability, culture, socio-economic demographic can access, participate, connect, learn and improve their health and wellbeing.

Membership and participation at HILAC has decreased, and this viewed with other health and wellbeing data that came to light during the preparation of the Health and Wellbeing Plan highlights the need for Council with other key stakeholders to invest in services that give the Community the skills, tools and opportunity to change behaviours and barriers to improved health and wellbeing.

Through the Health and Fitness Tender a Service Provider that will work with Council, key partners and the Community is sought to build sustainable partnership and create a facility and service that provides a point of difference in the current health/fitness environment available at the centre and through-out the municipality.

The model of service provision will be changed from the current contract processes. The successful tenderer will be paid for service provision, with incentive based performance goals to increase participation and activation. Council through HILAC will have greater control from branding, advertising/marketing, collaborative programming, performance monitoring and membership/access fees. We are seeking more than a gym and group fitness program; we are looking for an engaged and collaborative partner.

The following tender submissions were received through the tender process:

1. Vitality Health & Fitness (Vitality)
2. Corporate Health Management (CHM)

Vitality tendered an average monthly cost of \$36, 221 GST inclusive, or \$1,014,200 over the life of the contract.

CHM tendered an average monthly cost of \$48,775 GST inclusive, or \$1,365,698 over the life of the contract.

Weightings	30%	20%	20%	20%	10%	Total
	Tendered Price	Demonstrated Performance - Similar Contracts	Available Resources - Staff & Equipment	Demonstrated Ability - KPI's & meeting Deadlines	Environmental Considerations	
Vitality Health & Fitness	3.00	1.13	1.20	1.00	0.19	6.52
Corporate Health Management	2.23	1.8	1.6	1.666	0.735	8.03

While both tenders received were conforming tenders, the tender submission from CHM demonstrated that they had extensive experience in operating corporate and community gymnasiums as well as delivering on a number of health programs in isolation or partnership with other allied health providers and organisations.

Vitality experience is limited to its current contract, within their tender they advised that they would maintain their current program, resources and staffing levels. CHM however identified the opportunity to provide increased programming, health initiatives and group fitness programs through community and partnership consultation.

CHM would invest \$235,000 of new equipment over the life of the contract, to ensure that equipment and supporting technology was convenient to all members/users of the service. CHM would source locally based suitably qualified staff, who would be supported by a well-established central office who would provide, programming, health, marketing and graphic design, operation/sales, IT and corporate service support.

CHM demonstrated strong and formulated marketing and business plans that supported the delivery of key performance indicators, increasing growth and participation. This highlighted to the Panel that they had an exceptional understanding of the health and fitness industry. Vitality's marketing and business plan did not demonstrate the ability to meet the contract KPI's or develop growth.

With respect to environmental consideration CHM demonstrated extensive understanding and provided policies to support their approach to reducing environmental impacts of their business operation.

Referee checks of CHM have been conducted and both referee responses confirmed that the CHM meet their contract requirements, provide a professional and flexible service that has seen membership and participation at the centres increase.

It is therefore the recommendation of the Tender Evaluation Panel that the tender submitted by Corporate Health Management for the GST inclusive price of \$1,365,698 (28 months) be accepted.

Financial and Resource Implications

This Report has been prepared within existing resources.

There is existing resources within the current budget to fund this contract, however Council subsidises the operation of the facility currently.

It is noted that the cost of the recommended tender is higher than the non-preferred tender but the marketing and business planning/experience of the preferred tenderer demonstrates the potential of growth income from services and membership which can be reinvested back into improving the health and wellbeing of the community including increasing opportunity for those who face accessibility issues.

It is also noted that the recommended tenderer has included significant capital investment in the form of new equipment, whilst the non-preferred tenderer has not identified to purchase any new equipment.

Legislation, Council Plan and Policy Impacts

Section 186 of Local Government Act 1989 gives Council the power to enter into contracts which are linked to Council's adopted Procurement Policy and guidelines.

Council Plan 2017-2021

A healthy and vibrant community

- 1.3.1 Provide appropriate, accessible and equitable Council services, facilities and activities.
- 1.2.2 Support and encourage participation in quality arts and cultural, education, leisure, recreation and sporting opportunities.
- 1.2.3 Partner with services and agencies to increase the health and wellbeing of our community.
- 1.2.4 Provide, promote and support appropriate and accessible services, facilities and activities for young people.

Risk Management

It is important to ensure that the successful tenderer appointed through this tender process is flexible, able to understand the complex needs of the community and respond by collaborating, designing services and participating in initiatives that engage and increase health behaviour changes within the community.

Failure to change the current approach to health and fitness service provision at HILAC will see the participation numbers continue to decrease and health related illness increase.

Council to achieve the Council Plan objectives needs to invest financially and socially to contributing to the long term improvement of our Community's health and wellbeing.

Environmental and Sustainability Considerations

The recommended Tender has detailed a number of environmental and technology based initiatives that will reduce their impact on Green House Emissions.

Community Consultation and Communication

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

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

Disclosure of Interests

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

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

- Evelyn Arnold, Director Community and Corporate Services
- Susannah Milne, Manager Community and Leisure Services
- Melanie Starr, Manager Recreation

RECOMMENDATION

1. That the tender received from Corporate Health Management for \$1,365,698 inclusive of GST be accepted.
2. That the Contract documents be signed and sealed when prepared.

COUNCIL RESOLUTION

MOVED: Cr Calvano
SECONDED: Cr Dunkley

1. That the tender received from Vitality Health and Fitness for \$1,014,200 inclusive of GST be accepted.
2. That the Contract documents be signed and sealed when prepared.

CARRIED

10.4 Amendment C36 - Southern Grampians Planning Scheme Harman's Valley-Post Exhibition

Directorate: Michael McCarthy, Director Shire Futures
Author: Rhassel Mhasho Manager Planning & Regulatory Services
Attachments: 1 Amendment documents
2. Officers comments to the submissions
3. Submissions received

Executive Summary

The purpose of this report is for Council to consider all submissions received for Planning Scheme Amendment C36 pursuant to section (22)1 of the Planning and Environment Act 1987, acknowledge Council Officer responses to issues raised in submissions received and, having reviewed the submissions, request the Minister for Planning to appoint an independent Planning Panel pursuant to section 23 and the provisions of Part 8 of the Planning and Environment Act 1987 to consider submissions received.

Discussion

Background

In 2016 the Minister for Planning prepared and approved Amendment C50 to the Southern Grampians Planning Scheme. Amendment C50 provided interim planning protection of Harman's Valley which was identified as a landscape of State significance in the *South West Landscape Assessment Study 2013* by applying an interim Significant Landscape Overlay Schedule 6 – 'Harman's Valley' and inserting Map Sheet 42SLO. The interim controls will lapse if not replaced by permanent controls as part of a separate planning scheme amendment process by 31 October 2018.

Specifically, the Amendment C36 will apply a permanent Significant Landscape Overlay (SLO) by deleting the sunset clause in the SLO Schedule "Clause 7.0 Expiry *the requirements of this schedule cease to have effect after 31 October 2018*" and updating the schedule to the current format as prescribed by the Ministerial Form. Attachment 1 contains the full amendment documents which were presented to Council during the June 2017 Ordinary Council meeting.

During the June 2017 Ordinary Council meeting, Council resolved;

That *Council*

- a) *Pursuant to Section 8A of the Planning and Environment Act 1987, request the Minister for Planning to authorise Council to prepare and exhibit a Planning Scheme Amendment C36 that seeks to include a permanent Significant Landscape Overlay for Harman's Valley by deleting the Expiry Clause 7.0 in Schedule 6 to the Significant Landscape Overlay and introducing a permanent SLO42 Map, as shown on attachment 1 and attachment 2.*
- b) *Upon receipt of authorisation, pursuant to Sections 12, 17, 18 and 19 of the Planning and Environment Act 1987, prepare and formally exhibit the Amendment*

Authorisation to prepare and exhibit the Amendment was received from the Minister for Planning in July 2017. A variety of methods were used to notify the community about the Amendment, including:

- Individual letters and notices to affected owners,

- Public notices published in the Government Gazette on the 14 September 2017 and The Hamilton Spectator ;
- Copies were made available for inspection on the internet and at Southern Grampians Shire Council offices at Market Place and Brown Street, Hamilton.
- Copies were made available for inspection on the internet and at Southern Grampians Shire Council offices at Market Place and Brown Street, Hamilton

Public exhibition for Amendment C36 was held from 12 September 2017 to 20 October 2017. A total of seventy four (74) submissions were received, six (6) of the submissions objected to the amendment with one (1) submission requesting Council to abandon the process, Fifteen (15) submissions supported the amendment requesting some changes or modification to the amendment and Fifty-three (53) submissions supported the amendment as exhibited. Attachment 2 to this report includes Council Officer comments to the submissions received.

The issues from the 21 submissions objecting or requesting some changes were;

- Inaccurate mapping
- The proposed controls does not adequately protect the land.
- Inconsistent with the measures as outlined in the interim SLO.
- Lack of consultation to the farming community
- Failure to address Ministerial Direction No 11 and Planning Practice Note 46
- Lack of direct reference within the Schedule to such activities triggering a mandatory permit application.

The following were the common issues from the 52 submissions supporting the amendment that the lava flow landscape

- has created an impressive landscape for great educational , cultural, scientific and aesthetic value
- contain remnant native vegetation that provide essential habitat for mammals, reptiles ,amphibians and avifauna
- is a tourist drawcards having about 4540 Australian and 177 international visitors but yet to be fully realised and
- that the Amendment will improve the sustainability management of the area

Council Officers have been unable to resolve all of the issues and objections raised in 21 submissions and this report therefore recommends that Council acknowledge Council Officers responses to issues raised in submissions received. Upon review of these submissions request the Minister for Planning to appoint an independent Planning Panel pursuant to section 23 and the provisions of Part 8 of the Planning and Environment Act 1987 to consider submissions received to Amendment C36.

If Council resolves to request a Panel the following dates will be formally requested:

- Directions Hearing: week of 4 December 2017
- Panel Hearing: week of 29 January 2018

Legislation, Council Plan and Policy Impacts

The Planning Scheme amendment process is set out in the *Planning and Environment Act 1987*. The Act requires Council to seek Ministerial Authorisation to prepare and exhibit an amendment. It also sets out the requirements to exhibit the amendment. If submissions are received in objection to the amendment, the Council is required to resolve the submissions or request the Minister for Planning to appoint an independent Panel to consider the amendment and submissions made to it.

State Planning Policy Framework

The outcomes of the Amendment must be consistent with the objectives and strategies of the State Planning Policy Framework (SPPF) in the Southern Grampians Planning Scheme.

Key clauses from within the SPPF relevant to this proposal include:

- Clause 12 'Environmental and Landscape Values', by protecting and conserving an area of geological and landscape value;
- Clause 12.04 'Significant environments and landscapes'; 12.04-4 'Landscapes' by protecting a landscape and significant open spaces that contribute to character, identity and sustainable environments.
- Clause 15.03-1 'Heritage conservation', by ensuring the conservation of a place of heritage (scientific, aesthetic and cultural) significance.
- Clause 15.03-2 'Aboriginal cultural heritage', by ensuring the protection and conservation of places of Aboriginal cultural heritage significance.

Local Planning Policy Framework:

The proposed Amendment will implement the strategic directions found in the existing Local Planning Policy Framework (LPPF) which include:

- Clause 21.01-3 'Key planning issues', by protecting the Shire's environmental and cultural assets;
- Clause 21.01-6 'Strategic Issues and Directions', by protecting volcanic features in the rural landscape;
- Clause 21.03 'Environmental and Landscape Values', by protecting geologically significant volcanic features identified in Clause 21.03-2 'Landscape' (Harman's Valley and tumuli);
- Clause 21.05-2 'Heritage', Objective 1: to protect and enhance places of Aboriginal, natural and cultural heritage significance;
- Clause 21.07-2 'Tourism', to protect and promote the natural and cultural assets of the Shire.

Council Plan

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

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

Disclosure of Interests

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

RECOMMENDATION

That Council:

1. Considers all submissions received to Planning Scheme Amendment C36 pursuant to section (22)1 of the Planning and Environment Act 1987.
2. Acknowledges Council Officer responses to issues raised in submissions received to Planning Scheme Amendment C36.
3. Requests the Minister for Planning to appoint an independent Planning Panel pursuant to section 23 and the provisions of Part 8 of the Planning and Environment Act 1987 to consider submissions received to Amendment C36.
4. Notifies submitters of Council's resolution to request the appointment of an independent Planning Panel for Amendment C178 by the Minister for Planning.

COUNCIL RESOLUTION

MOVED: Cr Dunkley
SECONDED: Cr McAdam

That Council:

1. **Considers all submissions received to Planning Scheme Amendment C36 pursuant to section (22)1 of the Planning and Environment Act 1987.**
2. **Acknowledges Council Officer responses to issues raised in submissions received to Planning Scheme Amendment C36.**
3. **Requests the Minister for Planning to appoint an independent Planning Panel pursuant to section 23 and the provisions of Part 8 of the Planning and Environment Act 1987 to consider submissions received to Amendment C36.**
4. **Notifies submitters of Council's resolution to request the appointment of an independent Planning Panel for Amendment C178 by the Minister for Planning.**

CARRIED

10.5 Supply and Delivery of Road Making Materials

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

Executive Summary

Council undertakes an annual expression of interest for suitable contractors to supply Road Making Materials for Council's road construction and gravel resheeting programs.

The tender was publicly advertised 22 September 2017 for Tender 36-17 Supply and Delivery of Road Making Materials for the 2017/18 financial year. The tender was closed at 16 October 2017.

Six conforming tenders from suitable quarries were received. These tenderers submitted prices for various products and were assessed on price of product, availability of supply, compliance with OH&S requirements and consideration for environmental sustainability.

There was also three non-conforming tender submissions from Earthco Projects Pty Ltd, Walkers Earthworks and Francis Quarries which did not meet the tendering Policy and/or specification requirements and were eliminated.

It is recommended that the tender be awarded as a panel contract to the following suppliers:

1. Boral
2. Holcim
3. Aussie Rock Pty Ltd
4. Rigbys Bros. & Co. Pty Ltd
5. Peter Milne Earthmoving Pty Ltd
6. MC SM MS McClure

Discussion

This is a panel contract. As such there is no obligation for Council to purchase any road making materials under this contract or for all companies to supply product. Council does not guarantee volume of purchases from individual suppliers.

Tenders were advertised as being evaluated on specified weighting for various criteria. The intention is to operate a panel of suppliers to cover the eventuality of supply not being available from the best value supplier when needed. In some instances, the best value supplier may have longer distances to transport which would mean that their price would not be the cheapest. This was made clear in the tender documentation.

The tender was for a total of 42 quarry/road making materials, and no tenderer has been given a pass/fail evaluation based on the price offered within an acceptable range for that product. The non-weighted items were also assessed with passed/failed. If they had the appropriate level of insurance and an OH&S plan in place, this was considered a pass. Prior to SGSC entering any of the supply sites for the purpose of purchasing the materials, the works team leader will assess the site to ensure a safe work environment is maintained.

All products are required to have proof that they meet VicRoads Specifications prior to purchase under this tender.

Given the range of prices and products, staff will work off a pricing index matrix to determine the best value supplier based on the location of the works when placing each order. Staff will

need to take into consideration the location of the job, cartage options and product pricing in selecting the supplier for each order.

Weightings		Total Tender Evaluation	
Provision of Road Making Materials		Pass/Fail	
Tenderer			
Boral			Pass
DISCUSSION	Large company with professional submission that includes all relevant documentation.		
Holcim			Pass
DISCUSSION	Second year as a supplier. Has good references.		
Aussie Rock			Pass
DISCUSSION	Current provider of materials. No issues with dealings.		
Rigbys			Pass
DISCUSSION	Reliable supplier with previous supply experience to Shire.		
Walkers			Fail
DISCUSSION	Failed to submit rates with tender in tender link		
Francis			Fail
DISCUSSION	Failed to submit through tender link, tendered in hard copy only.		
McClures			Pass
DISCUSSION	Meets specifications and has appropriate documentation.		
Earthco			Fail
DISCUSSION	Non-conforming tender. Wrong products quoted in tender.		

Council Plan

The process in awarding this contract is supported by the 2017 - 2021 Council Plan in the following strategies:

- 3. Plan for our Built Environment Infrastructure
- 3.1.4 Develop the Shire's facilities, programs and services to increase usage
- 3.2 Plan, advocate and provide for safe and well maintained transport routes and infrastructure
- 3.2.3 Provide infrastructure that supports an active community

Financial and Resource Implications

In Council's approved 2017-18 Capital Works Program, budgets have been allocated for the following programs:

• Urban Street Capital Works	\$453,022.00
• Urban Street Maintenance	\$1,540,892.00
• Rural Roads Capital Works	\$5,643,223.00
• <u>Rural Roads Maintenance</u>	<u>\$1,392,500.00</u>
TOTAL	\$9,029,367.00

In previous financial years quarry products were procured by the annual suppliers list, rather than by Contract. However, as Council spends well over \$150,000 each year on all quarry products, a supply Contract is required as per the procurement policy. Therefore a Tender was prepared and advertised to gauge the number of current suppliers in the market, and compare their competitive rates to supply and deliver quarry products

Legislation, Council Plan and Policy Impacts

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

Risk Management

The tender was publically advertised through the tender process to procure the bituminous products for road works according to Council's Procurement Policy. This contract achieves the best value for money and services by assuring the materials meet specifications, are supplied on time and conform to OHS requirements.

Environmental and Sustainability Considerations

In order to achieve best value for Council in relation to cost, materials have been sourced from a range of quarries. Quarries are either in the Shire or in adjoining shires. As part of State Government licence requirements, these quarries are required to meet a range of environmental standards. These quarries provide local employment. It is expected that the majority of purchases will be within the Shire.

Community Consultation and Communication

All adjacent property owners and occupiers will be notified of the road works and temporary road closures/detours in advance of works commencing on site.

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

Disclosure of Interests

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

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

David Moloney, Director Shire Infrastructure
David Basil, Manager Works
Shane Doherty, Acting Supervisor
Brett Holmes, Team Leader
John Pierce, Supervisor

RECOMMENDATION

1. That the Tender be awarded as a panel contract to the following suppliers:
 - Boral
 - Holcim
 - Aussie Rock Pty Ltd
 - Rigby Bros. & Co. Pty Ltd
 - Peter Milne Earthmoving Pty Ltd
 - MC SM MS McClure
2. That Council authorise expenditure under this contract up to \$3 million excluding GST.
3. That the Contract documents be signed and sealed when prepared.

COUNCIL RESOLUTION

MOVED: Cr Sharples
SECONDED: Cr Rainsford

1. That the Tender be awarded as a panel contract to the following suppliers:
 - Boral
 - Holcim
 - Aussie Rock Pty Ltd
 - Rigby Bros. & Co. Pty Ltd
 - Peter Milne Earthmoving Pty Ltd
 - MC SM MS McClure
2. That Council authorise expenditure under this contract up to \$3 million excluding GST.
3. That the Contract documents be signed and sealed when prepared.

CARRIED

10.6 Supply and Delivery of Bituminous Products

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

Executive Summary

Council undertakes an annual expression of interest for suitable contractors to supply bituminous products for Council's sealing and maintenance program.

The tender was publicly advertised 22 September 2017 for Tender 38-17 Supply and Delivery of Bituminous Products for the 2017/18 financial year. The tender was closed at 16 October 2017. The Contract is a Schedule of Rates (SOR) contract off which Council has no obligation to purchase products off.

Four tenders were received who submitted prices for various products and were assessed on price of product, availability of supply, compliance with OH&S requirements and consideration for environmental sustainability.

It is recommended that the tender be awarded as a panel contract to the following suppliers:

1. Sami
2. Downer
3. Fulton Hogan
4. Viva Energy

Discussion

In Council's approved 2017-18 Capital Works Program, budgets have been allocated for the following programs:

Urban Street Capital Works	\$453,022.00
Urban Street Maintenance	\$1,540,892.00
Rural Roads Capital Works	\$5,643,223.00
<u>Rural Roads Maintenance</u>	<u>\$1,392,500.00</u>
TOTAL	\$9,029,367.00

All of the road works in the Capital Works Program and the majority of the road maintenance works excluding re-sheeting require the use of bitumen products.

In the past almost all bituminous products were procured from the annual suppliers list by getting quotations, however the total amount of required product exceeds \$1M/Yr. The Council Procurement Policy stipulates that Contracts are established for amounts that exceed \$150,000.00 per annum.

This is a schedule of rates tender, where the contractor(s) will be paid for the actual supply and delivery of the bituminous products based on the agreed unit rates in the Contract. Rise and fall will be treated as variations and will be approved by the Contract Superintendent.

The Tender specified the supply of a number of bitumen products namely:

- C170 Bitumen
- SRP1500 Binder
- MEX Cut HFP76
- MEX Flux

- Emulsion
- Bitumen Adhesive
- Premix (Bulk)
- Premix (bag/tub)

Considering the number of products and tender submissions, it was determined that best value would be obtained by awarding multiple Contracts.

Four (4) tenders were received:

- Viva Energy
- Fulton Hogan
- Downer EDI
- Sami

All four tenderers quoted for the supply of C170 bitumen with Sami being the cheapest.

Viva Energy and Fulton Hogan were the only tenderers for C170 Bitumen, SRP1500 Binder, MEX Cut HFP76, Emulsion and MEX Flux products. Fulton Hogan were the only suppliers for Adhesive, Bulk Premix and Premix bags.

Evaluation Summary

The four companies that tendered had a range of different proprietary products amongst the mix of general products requested in the tender. There were a number of submissions for each product.

- All four tenderers quoted for C170 with Sami quoting the lowest price.
- Viva, Fulton Hogan and Sami quoted for SRP 1500 with Sami quoting the lowest price.
- Viva and Fulton Hogan quoted for Mex Cut with Viva quoting the lowest price.
- Viva and Fulton Hogan quoted for Mex Flux with Viva quoting the lowest price.
- Fulton Hogan, Downer and Sami quoted for Emulsion with Sami quoting the lowest price.
- Fulton Hogan was the only supplier quoting for Adhesive and Bulk Premix.
- Fulton Hogan and Downer quoted for Premix bags with Fulton Hogan quoting the cheapest price.
- All companies have systems and processes in place and are well known suppliers of these products to Local and State Governments.

Product	Highest Evaluation
C170 Bitumen	Sami
SRP1500 Binder	Sami
MEX Cut HFP76	Viva Energy
MEX Flux	Viva Energy
Emulsion	Sami
Bitumen Adhesive	Fulton Hogan
Premix (Bulk)	Fulton Hogan
Premix (bag/tub)	Fulton Hogan

Financial and Resource Implications

In previous financial years bituminous products were procured by the annual suppliers list, rather than by Contract. However, as Council spends approximately \$1M each year on all bituminous products a supply Contract is required as per the procurement policy. Therefore

a Tender was prepared and advertised to gauge the number of current suppliers in the market, and compare their competitive rates to supply and deliver bituminous products.

Legislation, Council Plan and Policy Impacts

The Southern Grampians Shire Council Plan 2017 - 2021 contains the following strategy relevant to roads:

- 3. Plan for our Built Environment Infrastructure
- 3.1.2 Develop the Shire's facilities, programs and services to increase usage
- 3.2 Plan, advocate and provide for safe and well maintained transport routes and infrastructure
- 3.2.3 Provide infrastructure that supports an active community

Council has resolved to undertake various road rehabilitation and maintenance projects in the Capital and Maintenance Works Program during the 2017-18 financial year in accordance with the Road Infrastructure Asset Management Plan that is currently in Draft. This Plan details the management system that the Council proposes to implement in the discharge of its duty to inspect, maintain and repair public roads for which the Council is responsible

Risk Management

The tender was publically advertised through the tender process to procure the bituminous products for road works according to Council's Procurement Policy. This contract achieves the best value for money and services by assuring the materials meet specifications, are supplied on time and conform to OHS requirements.

Environmental and Sustainability Considerations

The objective of the road rehabilitation program is to bring the road pavement back to an as-new condition and Council's responsibility is to maintain the roads in good condition thereby improving the safety and efficiency of movement for passenger and freight vehicles

Community Consultation and Communication

All adjacent property owners and occupiers will be notified of the road works and temporary road closures/detours in advance of works commencing on site.

Tenderers will be notified by the Procurement Officer of the decision made by Council at its Meeting on 22 November 2017.

Disclosure of Interests

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

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

David Moloney, Director Shire Infrastructure
David Basil, Manager Works
Shane Doherty, Acting Supervisor
Brett Holmes, Team Leader

RECOMMENDATION

That the Tender be awarded as a panel contract to the following suppliers:

1. Sami be awarded the contract for supply and delivery of C170 Bitumen, SRP 1500 and Emulsion.
2. Downer be awarded the contract for supply and delivery of C170 Bitumen, Emulsion and Premix Bags.
3. Fulton Hogan be awarded the contract for supply and delivery of C170 Bitumen, SRP 1500 Primer Binder, Mex Cut HFP 76, Mex Flux, Emulsion, Adhesive, Bulk Premix and Premix Bags.
4. Viva Energy be awarded the contract for supply and delivery of C170 Bitumen, SRP 1500 Primer Binder, Mex Cut HFP 76, and Mex Flux.
5. That Council authorise expenditure up to \$1.5 million excluding GST under this contract.
6. That Contract documents be signed and sealed when prepared.

COUNCIL RESOLUTION

MOVED: Cr Dunkley
SECONDED: Cr McAdam

That the Tender be awarded as a panel contract to the following suppliers:

1. **Sami be awarded the contract for supply and delivery of C170 Bitumen, SRP 1500 and Emulsion.**
2. **Downer be awarded the contract for supply and delivery of C170 Bitumen, Emulsion and Premix Bags.**
3. **Fulton Hogan be awarded the contract for supply and delivery of C170 Bitumen, SRP 1500 Primer Binder, Mex Cut HFP 76, Mex Flux, Emulsion, Adhesive, Bulk Premix and Premix Bags.**
4. **Viva Energy be awarded the contract for supply and delivery of C170 Bitumen, SRP 1500 Primer Binder, Mex Cut HFP 76, and Mex Flux.**
5. **That Council authorise expenditure up to \$1.5 million excluding GST under this contract.**
6. **That Contract documents be signed and sealed when prepared.**

CARRIED

11. Notices of Motion

11.1 Notice of Motion #7/17

Cr Rainsford

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 22 November 2017

MOTION

That Southern Grampians Shire Council immediately establish a Pedrina Park Hockey Pavilion Working Group including a Southern Grampians Shire Councillor, a Glenelg Regional Hockey Association representative, invitation extended to Hamilton Soccer Club representative and Southern Grampians Shire Council officer (s) to develop plans and implement the 2017/18 budget commitment of \$100,000 for a Pedrina Park Hockey Pavilion.

Background

The main purpose of this motion is to give the funding partner for this project, the Glenelg Region Hockey Association, some planning certainty, so as to progress their project with support of the Southern Grampians Shire Council to be a fully scoped application for Government/Sport and Recreation funding in the next round.

Officer Comments

Through the 17/18 budget process the Glenelg Hockey Association (GHA) made a budget submission to Council to allocate funds towards the design and build of a Pavilion for exclusive use of the Hockey Association. GHA's submission outlined the plan to complete detail design work in 17/18 year and commence build in the 18/19 financial year.

The proposed Pavilion would provide change rooms, toilet/shower amenities, meeting rooms, medical treatment rooms, kiosk and function area. It was proposed that the funds would be used to allow for site/soil analysis, detail design and costing, utility connections and planning/building approvals.

Officer comment provided in response to the submission advised Council that submission was premature in that investigation was required to determine the overall appropriate development and use of Pedrina Park and any allocation should be made after the completion of the Recreation and Leisure Strategy.

This Strategy is to be undertaken within this financial year the Council and Sports and Recreation Victoria had invested \$60,000 and will identify participation and community requirements, which would guide recreation planning and infrastructure development in our municipality over the next 10 years. Without this strategy the ability to attract funding from state and federal governments would be restricted.

Council resolved to support a Hockey Pavilion and made a budget allocation of \$100,000 with subject to the project meeting normal budgetary processes such as funding submissions and business cases.

On a number of occasions Council Staff have met and communicated with representatives of the GHA to clarify the requirements of resolution which are as follows:

1. To complete the Recreational and Leisure Strategy and use the findings and recommendations to guide the overall development and use of Pedrina Park with consideration to all users and sporting groups.
2. Scope and size any facility for suitability to all users.
3. Identify the location dependant to access to services a building functionality requirements of all potential users.
4. Determination of ownership of the facility.
5. Arrangements/MoU/agreement with users to cover recurrent costs, maintenance and any future capital works.

The outcome of this work will come to Councillors in the form of briefings and ultimate Council resolution in early 2018 to allow the project to proceed in its identified form in full. At this point in time the identified project will be in the best possible position to succeed in attracting funding from other bodies to assist in the delivery of the project.

As Pedrina Park is in the control of Southern Grampians Shire Council, development and construction of any project would be delivered by Council with a project control group of interested parties and users created to inform, support and monitor the project completion.

Following this resolution Council Officers would seek nominations to this Working Group from Glenelg Regional Hockey Association and Hamilton Soccer Club along with the relevant appointed Council Officer/s and the Council-appointed Councillor.

Development of the Terms of Reference would form part of a further Report back to Council for approval.

COUNCIL RESOLUTION

MOVED: Cr Rainsford
SECONDED: Cr Armstrong

That Southern Grampians Shire Council immediately establish a Pedrina Park Hockey Pavilion Working Group including a Southern Grampians Shire Councillor, a Glenelg Regional Hockey Association representative, invitation extended to Hamilton Soccer Club representative and Southern Grampians Shire Council officer (s) to develop plans and implement the 2017/18 budget commitment of \$100,000 for a Pedrina Park Hockey Pavilion.

CARRIED

A division was called

DIVISION	
FOR	AGAINST
Cr Armstrong Cr McAdam Cr Rainsford Cr Sharples	Cr Calvano Cr Brown Cr Dunkley

COUNCIL RESOLUTION

MOVED: Cr Sharples
SECONDED: Cr Rainsford

That Councillor Dunkley be appointed as the Councillor Representative to the Pedrina Park Hockey Pavilion Working Group.

CARRIED

12. Delegated Reports

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

12.1 BARWON SOUTH WEST LOCAL WASTE FORUM

Cr Rainsford reported on her attendance at the Barwon South West Local Waste Forum meeting and the current activities of the Forum.

12.2 HAMILTON REGIONAL LIVESTOCK EXCHANGE ADVISORY COMMITTEE

Cr McAdam reported on the current activities at the Hamilton Regional Livestock Exchange, including the completion of the Stage 3 Roof.

13. Mayors and Councillors Reports

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

Cr Armstrong reported on her attendance at the:

- Branxholme Community Engagement Session on 1 November 2017;
- Joint Council's Meeting in Mount Gambier on 2 November 2017; and
- The Mulleraterong Ball.

Cr McAdam reported on his attendance at the:

- Industry visits in Coleraine on 25 October 2017;
- Silver Lining Riders Breakfast;
- Chair the election meeting for the Balmoral Recreation Reserve Committee of Management;
- Opening of the Coleraine Monument Walk;
- Cavendish CFA Awards Night, where a number of long service medals were presented;
- Joint Council's Meeting in Mount Gambier on 2 November 2017;
- Citizenship Ceremony;
- Opening of Matchworks;
- Cavendish Fleece and Flower Show;
- Remembrance Day March and Ceremony in Hamilton;
- Lake Hamilton 40th Birthday;
- WDHS AGM;
- Hamilton History Centre meeting;
- Opening of the Rick Amor exhibition at the Hamilton Art Gallery;
- Mulleraterong recognition of service morning tea.

Cr Rainsford reported on her attendance at the:

- Two D-Force workshops;
- Branxholme Community Engagement Session on 1 November 2017;
- Joint Council's Meeting in Mount Gambier on 2 November 2017;
- Statutory Council Meeting on 8 November 2017;
- The Year 12 Exhibition at the Hamilton Art Gallery;
- Opening of the Rick Amor exhibition at the Hamilton Art Gallery;
- Koonara Pop Up Food and Wine Market in the Hamilton Botanic Gardens;
- Citizenship Ceremony;
- Remembrance Day March and Ceremony in Hamilton;
- Lake Hamilton 40th Birthday.

Cr Dunkley reported on his attendance at the:

- Opening of the Rick Amor exhibition at the Hamilton Art Gallery.

Cr Calvano reported on his attendance at the:

- Branxholme Community Engagement Session on 1 November 2017;
- Lake Hamilton 40th Birthday;
- WDHS AGM;
- Hamilton Dance Company performance of Swan Lake;

- Legacy Widow's Luncheon at Alexandra House where he provided musical entertainment.

Cr Sharples reported on his attendance at the:

- Monivae Creative Arts Expo;
- Great South Coast Economic Migration meetings;
- Lake Hamilton 40th Birthday and congratulated all those involved.

Cr Brown reported on:

- Southern Grampians Shire Council hosting the Local Government Chief Officers Group Annual Conference, which is for CEO's from all over Australia and New Zealand;
- Her attendance at the Grangeburn CFA Group Dinner where there were service medal awards for long service including one award of 60 years' service and one award of 70 years' service;
- The WDHS AGM, including the guest speaker who spoke about the challenges people in rural and regional areas face in terms of access health services
- The Economic Migration Project second weekend of visits;
- The \$150,000 Federal Government Grant for the Smart Cities Project, including thanking the staff and the Shire's Federal Member, Dan Tehan for his support towards this project.

14. Confidential Matters

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

15. Close of Meeting

This concludes the business of the meeting.

Meeting closed at 6.48 pm.

Confirmed by resolution 13 December 2017.

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Chairman