



**Southern Grampians**  
SHIRE COUNCIL

# Council Meeting Minutes

Special Meeting  
23 June 2021

Held at 5:30pm  
virtually via Zoom.

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## The Meeting opened at 5.30pm

### 1. Present

#### **Councillors**

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

#### **Officers**

Mr Michael Tudball, Chief Executive Officer  
Ms Evelyn Arnold, Director Community and Corporate Services  
Ms Marg Scanlon, Director Infrastructure  
Mr Andrew Goodsell, Director Planning and Development

### 2. Welcome and Acknowledgement of Country

The Mayor, Cr Colliton, 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.”*

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 Brown led the Meeting in a prayer.

### 4. Apologies

Nil

### 5. Declaration of Interest

None declared.

## 6. Management Reports

### 6.1 Adoption of 2021/22 Budget

<b>Directorate:</b>	<b>Evelyn Arnold, Director Community and Corporate Services</b>
<b>Author:</b>	<b>Belinda Johnson, Manager Finance</b>
<b>Attachments:</b>	<b>1. Revenue &amp; Rating Plan</b>
	<b>2. Pricing Register</b>
	<b>3. 2021/22 Budget</b>

#### Executive Summary

The Draft Budget for 2021/22 has generally been prepared in the form of the model budget template recommended as the best practice for reporting local government budgets in Victoria. The reports contain the statutory information required under the Local Government Act 1989 and 2020 and the associated Regulations. The draft 2021/2 Budget has been developed within the overall planning framework, which guides the Council in identifying community needs and aspirations over the medium to long term (Council Plan) and short term (Annual Budget) objectives, strategies, initiatives, activities and resource requirements.

The Revenue and Rating Plan 2021/22 – 2024/25 has been prepared in consultation with Councillors through the workshopping of various options to arrive at the document presented here.

The 2021/22 Pricing Register incorporates pricing policy and principles discussion as well as a comprehensive list of both regulatory and user fees imposed by Council. GST status is also set out in the document.

#### Discussion

The Draft Budget for 2021/22 has been prepared under the provisions of the Local Government Act 1989 and 2020 and in accordance with the associated Regulations and the relevant International and Australian Accounting Standards. The budget document contains:

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

The Draft 2021/22 Budget presented in the report has been developed through a process of consultation and review with Council and Council officers.

The Draft 2021/22 Operating Budget forecasts an operating surplus of \$1.697 million and Council anticipates to hold \$7.172 million cash at 30 June 2022.

The Draft Budget provides for capital expenditure in 2021/22 of \$22.554 million.

The Draft Budget proposes an increase in general rate revenue of 1.5% for the year. The rate cap has been set at 1.5% by the Minister for Local Government.

The municipal charge will increase from \$203 to \$206 (this is a 1.5% increase bringing the total collected to 10% of rate revenue)

General rates and municipal charges are levied in accordance with Council's Revenue and Rating Plan – also presented for adoption.

The service charge will remain at \$360 for all improved residential properties in the Hamilton, Balmoral, Branxholme, Byaduk, Byaduk North, Cavendish, Coleraine, Dunkeld, Glenthompson, Penshurst and Tarrington urban areas and "refuse collection areas" for the collection and disposal of refuse, recycling and FOGO.

The kerbside collection services will again only be provided to commercial and industrial properties within the Shire on request.

It is proposed to borrow \$2 million in funds in 2021/22 year.

It is proposed to continue to offer as an incentive for prompt payment, a discount of two per cent in accordance with Section 168 of the Local Government Act 2020 where all four instalments of rates and charges declared for the current year (less the discount) are paid on or before 30 September, excluding any arrears of rates and charges outstanding from previous years.

### **Financial and Resource Implications**

Council is required to implement the principles of sound financial management detailed in Section 136 of the Local Government Act 2020.

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

The 2021/22 Annual Budget includes the key activities and initiatives to be funded that will contribute to achieving the strategic objectives specified in the Council Plan 2017-2021.

The Council Plan establishes that we will:

- Support our Community
- Grow our Regional Economy
- Maintain and Renew our Infrastructure
- Promote our Natural Environment, and
- Provide Strong Governance and Leadership

These key activities and initiatives will be reviewed following adoption of the 2021-2025 Council Plan to ensure continued alignment.

### **Risk Management**

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

### **Environmental and Sustainability Considerations**

The Annual Budget provides the funding for the Council to undertake its social, economic and environmental initiatives outlined in the Council Plan 2017-2021 and will review once the 2021-2025 Council Plan is adopted.

### **Community Consultation and Communication**

The Draft Budget 2021/22 was advertised for public comment on 1 June 2021 and 5 June 2021 in the Hamilton Spectator Newspaper. The Draft Budget was available for public inspection at Councils Customer Service Centre, 111 Brown Street Hamilton and Council's website [www.sthgrampians.vic.gov.au](http://www.sthgrampians.vic.gov.au). Comments closed on 7 June 2021 and were heard at Council Briefing on 9 June 2021.

Following adoption of the Draft Budget 2021/22, public notice will be given of the adoption and the Minister for Local Government will be advised.

### 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 having considered all submissions received, Council resolve as follows:

### 1. Adoption of 2021/2022 Budget

- 1.1. That the Budget for the year ending 30 June 2022 as presented at the Council meeting held on 23 June 2021 be adopted subject to including the following revenues and expenses;

Program	2019/20	2020/21
Revenue Adjustments		
Victorian Grants Commission – Early payment of FAGS <i>Increased in 2020/21 Revenue</i>	(4,116,460)	
Victorian Grants Commission – Early payment of FAGS <i>Decrease in 2021/22 Revenue (Budgeted 7,923,198 – Actual allocation is \$8,108,926 less payment received early \$4,116,460 = \$3,992,466 therefore reduction is \$3,930,732)</i>		3,930,732
Operating Expenditure Adjustments		
NIL		
Capital Expenditure Adjustments		
NIL		
<b>Net cash (revenue) expenses</b>	<b>(4,116,460)</b>	<b>4,877,917</b>

- 1.2. That costed options be presented to the September meeting of Council to assist with the sealing of a car parking area at the Balmoral Recreation Reserve,
- 1.3. That Council receive a report which outlines the status and purpose of the various strategic frameworks commissioned and adopted by Council that direct and manage use and development across the Shire's smaller settlements, comprising primarily urban design frameworks, structure plans and key masterplans. From this, the goal would be to develop a priority listing of future work to support the strategic planning process of moving the Shire towards achieving its 2041 Vision.
- 1.4. That public notice of the adoption of the Budget be given in accordance with Section 130 of the Local Government Act 2020.

## 2. Declaration of Rates and Charges for 2021/2022

That the following rates and charges be declared for the financial period commencing on 1 July 2021 and ending on 30 June 2022 -

### A. AMOUNT INTENDED TO BE RAISED

That the amount of \$21,578,301 be declared as the amount which Council intends to raise by general rates, special rates, municipal charges and service charges which amount is calculated as follows –

General Rates	\$17,529,870
Municipal Charge	\$ 1,958,030
Service Charges	\$ 2,217,960
Special Rate	<u>\$ 4,224</u>
	\$21,710,084

### B. GENERAL RATE

1. A general rate be declared for the period commencing on 1 July 2021 and ending on 30 June 2022.
2. It be further declared that, subject to paragraph 4 of this Part, the general rate be raised by the application of differential rates.
3. It is confirmed that the general rate for all rateable land within the municipal district be determined by multiplying the Capital Improved Value of each rateable land by the relevant differential rate as specified in paragraph 5 of this Part.
4. It be recorded that Council considers that the application of the differential rates will contribute to the equitable and efficient carrying out of Council's function and that the purpose of levying differential general rates is to recognise the following factors:
  - The different standard of municipal services provided to the residents and ratepayers in different areas of the Shire;
  - The different range of municipal services available to the residents and ratepayers in different areas of the Shire;
  - Differences in the accessibility to municipal services for the residents and ratepayers in different areas of the Shire.
5. That differential rates be declared as specified below:
  - i. on all rateable land in the parishes of North Hamilton and South Hamilton, excluding farm land (as defined by Section 2 (1) of the Valuation of Land Act 1960) comprising all or part of a single farm enterprise (as defined by Section 159 (4) of the Local Government Act 1989) with an area of 40 hectares or more, a differential general rate of 0.4380 per cent or 0.4380 cents of each dollar of the Capital Improved Value;
  - ii. on all rateable farm land (as defined by Section 2 (1) of the Valuation of Land Act 1960) in the parishes of North Hamilton and South Hamilton comprising a single farm enterprise (as defined by Section 159 (4) of the Local Government Act 1989) with an area of 40 hectares or more, a differential general rate of 0.2679 per cent or 0.2679 cents of each dollar of the Capital Improved Value.
  - iii. on all other rateable land in the Shire, a differential general rate of 0.2679 per cent or 0.2679 cents of each dollar of Capital Improved Value.

6. It be confirmed that no amount is fixed as a minimum amount payable by way of general rate in respect of each rateable land within the municipal district.

#### C. MUNICIPAL CHARGE

1. A municipal charge be declared for the period commencing on 1 July 2021 and ending on 30 June 2022.
2. The municipal charge be declared for the purpose of covering some of the administrative costs of Council.
3. The municipal charge be in the sum of \$206.00 for each rateable land (or part) in respect of which a municipal charge may be levied; and
4. It be confirmed that the municipal charge is declared in respect of all rateable land within the municipal district in respect of which a municipal charge may be levied.

#### D. SERVICE CHARGES

1. Service charges be declared for the period commencing on 1 July 2021 and ending 30 June 2022.
2. The service charges be declared for each rateable land (or part) in respect of which service charges may be levied.
3. A service charge of \$360 will be made on all improved properties within, Balmoral, Branxholme, Byaduk, Byaduk North, Cavendish, Coleraine, Dunkeld, Glenthompson, Hamilton, Peshurst and Tarrington urban areas and other areas as defined within the "refuse collection areas" for the collection and disposal of refuse, recycling and FOGO, excluding all commercial and industrial properties where such service is provided only upon request and for payment of applicable charges.

#### E. SPECIAL RATE (YATCHAW DRAINAGE AREA):

1. A special rate be declared for the period commencing on 1 July 2021 and ending on 30 June 2022.
2. The special rate be declared on all rateable land within the Yatchaw Drainage Area for the purpose of defraying the costs of drainage in that area.
3. The Council is of the opinion that the purpose for which the special rate is being declared will be of special benefit to the persons required to pay the special rate.
4. The special rate of 0.0209 per cent or 0.0209 cents of each dollar be declared and levied on each dollar of the Capital Improved Value of all rateable land in the Yatchaw Drainage Area.

#### F. EXEMPTION FROM MUNICIPAL CHARGE:

That Council accept applications for exemptions from the requirements to pay the Municipal Charge under the provisions of Section 159 of the Local Government Act 1989 throughout the year.

#### G. INCENTIVE FOR PROMPT PAYMENT:

That as an incentive for prompt payment a discount of two per cent be allowed in accordance with Section 168 of the Local Government Act 2020 where all four instalments of rates and charges declared for the current year (less the discount) are paid on or before 30 September 2020 excluding any arrears of rates and charges outstanding from previous years.



**H. INTEREST ON UNPAID RATES AND CHARGES:**

That interest at the rate prescribed by Section 172(2)(a) of the Local Government Act 2020 be payable in respect of any of the aforesaid rates and charges which are not paid by the dates fixed pursuant to Section 167(2) of the Local Government Act 2020.

**I. AUTHORISATION TO LEVY AND RECOVER:**

That the Chief Executive Officer of the Council be authorised to levy and recover the aforesaid rates and charges in accordance with the Local Government Act 2020.

**3. Adoption of the Revenue & Rating Plan and Pricing Register**

That the Revenue & Rating Plan and Pricing Register be adopted with the CEO authorised to approve minor amendments to the Pricing Register.

**COUNCIL RESOLUTION**

**MOVED:** Cr Robertson

**SECONDED:** Cr Rainsford

That having considered all submissions received, Council resolve as follows:

**1. Adoption of 2021/2022 Budget**

**1.1. That the Budget for the year ending 30 June 2022 as presented at the Council meeting held on 23 June 2021 be adopted subject to including the following revenues and expenses;**

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<b>Operating Expenditure Adjustments</b>		
NIL		
<b>Capital Expenditure Adjustments</b>		
NIL		
<b>Net cash (revenue) expenses</b>	(4,116,460)	4,877,917

**1.2. That costed options be presented to the September meeting of Council to assist with the sealing of a car parking area at the Balmoral Recreation Reserve,**

**1.3. That Council receive a report which outlines the status and purpose of the various strategic frameworks commissioned and adopted by Council that direct and manage use and development across the Shire's smaller settlements, comprising primarily urban design frameworks, structure plans and key**

masterplans. From this, the goal would be to develop a priority listing of future work to support the strategic planning process of moving the Shire towards achieving its 2041 Vision.

1.4. That public notice of the adoption of the Budget be given in accordance with Section 130 of the Local Government Act 2020.

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  - v. on all rateable farm land (as defined by Section 2 (1) of the Valuation of Land Act 1960) in the parishes of North Hamilton and South Hamilton comprising a single farm enterprise (as defined by

Section 159 (4) of the Local Government Act 1989) with an area of 40 hectares or more, a differential general rate of 0.2679 per cent or 0.2679 cents of each dollar of the Capital Improved Value.

- vi. on all other rateable land in the Shire, a differential general rate of 0.2679 per cent or 0.2679 cents of each dollar of Capital Improved Value.
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3. The municipal charge be in the sum of \$206.00 for each rateable land (or part) in respect of which a municipal charge may be levied; and
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#### **D. SERVICE CHARGES**

1. Service charges be declared for the period commencing on 1 July 2021 and ending 30 June 2022.
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3. A service charge of \$360 will be made on all improved properties within, Balmoral, Branxholme, Byaduk, Byaduk North, Cavendish, Coleraine, Dunkeld, Glenthompson, Hamilton, Penshurst and Tarrington urban areas and other areas as defined within the “refuse collection areas” for the collection and disposal of refuse, recycling and FOGO, excluding all commercial and industrial properties where such service is provided only upon request and for payment of applicable charges.

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4. The special rate of 0.0209 per cent or 0.0209 cents of each dollar be declared and levied on each dollar of the Capital Improved Value of all rateable land in the Yatchaw Drainage Area.

#### **F. EXEMPTION FROM MUNICIPAL CHARGE:**

That Council accept applications for exemptions from the requirements to pay the Municipal Charge under the provisions of Section 159 of the Local Government Act 1989 throughout the year.

**G. INCENTIVE FOR PROMPT PAYMENT:**

That as an incentive for prompt payment a discount of two per cent be allowed in accordance with Section 168 of the Local Government Act 2020 where all four instalments of rates and charges declared for the current year (less the discount) are paid on or before 30 September 2020 excluding any arrears of rates and charges outstanding from previous years.

**H. INTEREST ON UNPAID RATES AND CHARGES:**

That interest at the rate prescribed by Section 172(2)(a) of the Local Government Act 2020 be payable in respect of any of the aforesaid rates and charges which are not paid by the dates fixed pursuant to Section 167(2) of the Local Government Act 2020.

**I. AUTHORISATION TO LEVY AND RECOVER:**

That the Chief Executive Officer of the Council be authorised to levy and recover the aforesaid rates and charges in accordance with the Local Government Act 2020.

**3. Adoption of the Revenue & Rating Plan and Pricing Register**

That the Revenue & Rating Plan be adopted for the 2021/22 Rating year only and return to Council for further review and Pricing Register be adopted with the CEO authorised to approve minor amendments to the Pricing Register with the exception of the agents fees for the Livestock Exchange which will be set at a future meeting of Council.

**CARRIED**

## 6.2 12-21: Pedrina Park Netball Courts Construction

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Darren Ames, Coordinator Recreation Services  
**Attachments:** None

### Executive Summary

The purpose of this report is to request Council to award tender 12-21 Pedrina Park Netball Courts as the value of the tender is over \$150,000.00 and therefore requires Council's endorsement.

The upgrade of the existing netball courts at Pedrina Park has been identified as a key priority in the Pedrina Park Masterplan as well as being a key recommendation in the Southern Grampians Shire Council Recreation & Leisure Strategic Plan 2019 – 2029. This project has been identified as key to promoting continued participation in active recreation in a key demographic and complements the current Inclusive Sports Hub Pavilion being built at the facility. Both projects will provide a significant catalyst for both activation and safety of the facility.

The recommendation is to award Tender No. 12-21 to Turf One Pty Ltd for the GST inclusive price of \$1,500,000.00.

### Discussion

At its Ordinary meeting on the 8<sup>th</sup> May 2019 Council resolved to adopt the Recreation and Leisure Strategic Plan and Pedrina Park Master Plan. These documents were developed based on extensive community consultation, evidence and data collection as well as specific user group consultation by an independent consultant on behalf of the Shire.

The Pedrina Park Master Plan identified a number of opportunities to improve the facility to increase capacity for participation and support to our community. As a recognised Municipal Facility that caters for the wider municipality catchment, investment in this precinct has the potential to increase participation amongst our female population as well as support existing participants in addition to allowing for greater community use of a modern and purpose built facility.

User group consultation on the adopted Master Plan identified their top priorities with respect to implementing the Master Plan, which is as listed:

- Priority 1 - Irrigation to ovals,
- Equal Priority 2 - Pavilion/public toilet – netball and hockey precinct and 6 new netball courts
- Priority 3 – Soccer and Multipurpose Pavilion (Northern End)
- Equal Priority 4 – Soccer Drainage and Cricket Nets.

The scope of works for the netball courts project was designed and developed by a suitably qualified consulting engineer taking into consideration. The scope of works includes:

- Demolition of the existing courts and infrastructure
- Preparation of the subgrade – including all stormwater and drainage
- Construction of the new pavement (including coloured acrylic finish)
- Erection of new fencing, stadium seating and player/coaching boxes

- Installation of a new lighting system that complies with current sporting code requirements.

At its Ordinary meeting on the 9<sup>th</sup> December 2020, Council resolved to allocate \$1,600,000 from the Local Roads and Community Infrastructure Program to the Pedrina Park Netball Courts project. This funding is required to be acquitted by 31<sup>st</sup> December 2021. With this resolution, the project was advertised on Tender Search for a period of 4 weeks ending on the 24<sup>th</sup> May 2021. A suitably qualified consulting engineer prepared the tender specifications and construction drawings. The full construction drawings provided included demolition, civil, structural, electrical and lighting works.

Tenders were publicly advertised on 30<sup>th</sup> April 2021 for the Pedrina Park Netball Courts project.

Five (5) tender submissions were received and these tenders were evaluated in accordance with Council Procurement Policy.

Evaluations were carried out based on the following criteria:

- Price
- Construction Programme
- Capability / Previous experience
- OHS Compliance
- Environmental Sustainability

The initial tender evaluation results are shown in the table below:

Company Name	Qualitative Score (%)	Moderated Price	Quantitative Score (%)	Total Score
Tenderer 1	52.35%	\$ 1,379,015.00	33.26%	85.61%
Tenderer 2	51.51%	\$ 1,411,378.65	32.21%	83.72%
Tenderer 3	38.33%	\$ 963,715.00	40.00%	78.33%
Tenderer 4	49.54%	\$ 1,267,670.05	30.41%	79.95%
Tenderer 5	44.19%	\$ 1,385,553.00	27.82%	72.01%

Tenderer 1 received the highest score for the qualitative criteria and scored highest for quantitative criteria, notwithstanding Tenderer 3's submission, which was non-confirming.

During the tender period, provisional items were considered for inclusion such as the supply and installation of spectator seating and player/coach shelters and the application of an acrylic surface to the courts. These items have been included as additional inclusions into the project as they have identified as highly desirable items by the Hamilton Netball Association.

With these inclusions the total price of contract recommended to be awarded to Award to Tenderer 1, for the GST inclusive price of \$1,500,000.00.

### Financial and Resource Implications

- The Pedrina Park Netball Courts project has been budgeted for within Council's Capital Works programme for the 2021/2022 financial year.
- The total project value, including contingencies, is within the budget allowance

- The current budget for this project includes funding from the federal government that must be acquitted by 31<sup>st</sup> December 2021.
- Delays in adopting these recommendations may jeopardise the obligations of funding received from the federal government.

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

This report assists Council in meeting its obligations under the Local Government Act 1989. This report is also guided by the:

- 2020-2021 Southern Grampians Shire Budget.
- Council Plan 2017-2021
- Recreation and Leisure Strategic Plan 2019-2029 Volume 1: The Strategic Plan and Recommendations.
- Recreation and Leisure Strategic Plan 2019-2029 Volume 3: Masterplans – Lake Hamilton and Pedrina Park
- Southern Grampians Shire Council Procurement Policy and Guidelines

### **Risk Management**

What are the benefits/risks to:

- A Risk Assessment has been prepared for the project
- The project is endorsed by the adopted Southern Grampians Recreation and Leisure Strategic Plan 2019 to 2029
- The project scope, design and specifications have been professionally prepared by a suitably qualified consulting engineer
- The project will result in the development of a modern first-class facility that will be available to users of Pedrina Park and the wider community

### **Environmental and Sustainability Considerations**

The preferred tenderer has vast experience in similar work and is ISO accredited in environmental management practices which provides confidence of professional and ethical undertakings in this regard.

No significant environmental hazards have been identified relating to this project.

### **Community Consultation and Communication**

This project is a key recommendation detailed in the Southern Grampians Recreation and Leisure Strategic Plan and the Pedrina Park Masterplan. Both documents were developed following extensive consultation of precinct stakeholders, community engagement and evidence based research.

The Pedrina Park user groups were consulted in the development of the Master Plan and specific users have been consulted in the development of this project scope.

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 23<sup>rd</sup> June 2021.

Regular consultation and engagement has also been occurring with representatives from the Hamilton Netball Association and the wider Users through meetings and informal engagement to inform design and tender requirements.

### **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.

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 Corporate & Community Services
- Susannah Milne, Manager Community & Leisure
- Pratap Sapkota, Project Manager
- Darren Ames, Coordinator Recreation Services
- Brendan Dickson, Procurement Officer.

### **RECOMMENDATION**

1. Award Tender No. 12-21 to Turf One Pty Ltd for the GST inclusive price of \$1,500,000.00.
2. Approve variations (if any) to the value of the remaining budget to allow for latent conditions and any other reasonable variation.
3. The contracts are signed and sealed when prepared.

### **COUNCIL RESOLUTION**

**MOVED:** Cr Brown  
**SECONDED:** Cr Henry

1. **Award Tender No. 12-21 to Turf One Pty Ltd for the GST inclusive price of \$1,500,000.00.**
2. **Approve variations (if any) to the value of the remaining budget to allow for latent conditions and any other reasonable variation.**
3. **The contracts are signed and sealed when prepared.**

**CARRIED**



## 7. Close of Meeting

This concludes the business of the meeting.

Meeting closed at 6:02 pm.

Confirmed by resolution 14 July 2021.

.....  
Chairman