



Southern Grampians
SHIRE COUNCIL

Council Meeting Agenda

Council Meeting
13 April 2022

To be held in Council Chambers,
5 Market Place, Hamilton
at 5:30pm.

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1. Membership

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 Tony Doyle, 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 will 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 Calvano will lead the meeting in a prayer.

”Almighty god, we humbly beseech thee to vouchsafe thy blessing upon this council.

Direct and prosper its deliberations to the advancement of thy glory and the true welfare of the people of the Southern Grampians shire.”

4. Apologies

5. Confirmation of Minutes

RECOMMENDATION

That the Minutes of the Council Meeting held on 9 March 2022 be confirmed as a correct record of business transacted.

That the Minutes of the Unscheduled Meeting held on 25 March 2022 be confirmed as a correct record of business transacted.

6. Declaration of Interest

7. Questions on Notice

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

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

Questions must:

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

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

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

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

8. Public Deputations

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

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

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

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

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

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

9. Informal Meetings of Councillors

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

If there is a meeting of Councillors that:

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

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

An Informal Meeting of Councillors record was kept for:

- Briefing Session - 9 March 2022
- Briefing Session - 16 March 2022
- Briefing Session - 23 March 2022
- Briefing Session - 30 March 2022

This agenda was prepared on 6 April 2022. Any Informal Meeting of Councillors between that date and the date of tonight's Meeting will appear in the agenda for the next Ordinary Meeting of Council.

Southern Grampians Shire Council

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session
Date:	9 March 2022
Location:	MJ Hynes Auditorium
Councillors in Attendance:	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
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Evelyn Arnold, Director Community and Corporate Services Marg Scanlon, Director Infrastructure Andrew Goodsell, Director Planning and Development Samantha Scott, Strategic Major Projects Coordinator Belinda Johnson, Manager Finance
External Presenters:	Graeme Christianson

The Informal Meeting commenced at 1:30pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Councillor Only Meeting	Nil
2	Matters Raised by Councillors	Nil
3	Melville Oval Design	Nil
4	Review Existing LTFP and Parameters	Nil
5	Informal Residents Meeting	Nil

The Informal Meeting concluded at 5:30pm.

Southern Grampians Shire Council

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session
Date:	16 March 2022
Location:	MJ Hynes Auditorium
Councillors in Attendance:	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
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Evelyn Arnold, Director Community and Corporate Services Marg Scanlon, Director Infrastructure Andrew Goodsell, Director Planning and Development
External Presenters:	Ben Shoo

The Informal Meeting commenced at 1:00pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Lonsdale/Hamilton CBD Precinct Planning	Nil

The Informal Meeting concluded at 3:00pm.

Southern Grampians Shire Council

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session
Date:	23 March 2022
Location:	MJ Hynes Auditorium
Councillors in Attendance:	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
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Evelyn Arnold, Director Community and Corporate Services Marg Scanlon, Director Infrastructure Andrew Goodsell, Director Planning and Development Alison Quade, Manager Community Relations Amy Knight, Manager Cultural Arts Jason Barker, Local Law Team Leader

The Informal Meeting commenced at 1:30pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Councillor and CEO Only Meeting	Nil
2	Matters Raised by Councillors	Nil
3	Greater Grants Round 2	Nil
4	Provision of Cinema Service	Nil
5	Community Local Law No 1	Nil

The Informal Meeting concluded at 5:00pm.

Southern Grampians Shire Council

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session
Date:	30 March 2022
Location:	Virtual Via Teams
Councillors in Attendance:	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
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Evelyn Arnold, Director Community and Corporate Services Marg Scanlon, Director Infrastructure Andrew Goodsell, Director Planning and Development Belinda Johnson, Manager Finance Alison Quade, Manager Community Relations Jane Coshutt, Community Engagement Coordinator John Finnerty, Manager Assets

The Informal Meeting commenced at 2:00pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Capital Works Budget – Business Cases and Major Projects	Nil
2	FreEZA Update and Youth Policy Discussion	Nil
3	Hamilton Industrial Park – Electrical and NBN Tender	Nil

The Informal Meeting concluded at 5:00pm.

10. Management Reports

10.1 50-22 Hamilton Gateway Business Park – Electrical and NBN Tender Award

Southern Grampians Shire Council does not make any Council Reports in relation to Tenders public before the Council Meeting. This is to ensure the integrity of the procurement process and limit the potential for any parties to try and influence Council's decision making process based on the recommendations from Council staff. The Report has been distributed to Councillors. The Report will be available to the public in the Council Meeting Minutes.

10.2 Greater Grants

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Alison Quade, Manager Community Relations
Attachments: None

Executive Summary

This report provides Council with information regarding community grant applications (Tourism and Events, Sustainability, Community Strengthening, Community Infrastructure, Arts and Culture and Heritage categories) that have been recommended for Greater Grants program funding.

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 2021 - 25 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 current round of grants includes nine grants above delegation totalling \$76,711.50 and 11 grants under totalling \$21,865.20. Below is the summary of grant applications received in round two, which requested funds above \$2,500

Category	Applicant	Project	Ask Amount	Funding Amount	Total Project Cost
Sustainability	HIRL	Pine Removal in Carpark	\$5,844	\$5,844	\$11,688
Sustainability	Glenthompson Hall	Supper room upgrade (Lighting, new ceiling & insulation).	\$7,000	\$7,000	\$14,294
Sustainability	WDHS	Food waste Dehydrator	\$10,000	\$10,000	\$49,550
Tourism and Events	Parklands Golf Club	Victorian Championships & signs	\$12,268.54	\$7,000	\$24,537.08
Community Infrastructure	Balmoral Mechanics Institute	Upgrade Table and Chairs in Hall	\$6,500	\$6,500	\$13,000
Community Infrastructure	Branxholme Progress Assoc.	Heritage Signs	\$4,867.50	\$4,867.50	\$9,735
Community Infrastructure	Hamilton Speedway Drivers	Canteen Extension	\$7,500	\$7,500	\$15,000
Heritage	Mrs Karen Arnold	Dunkeld Post office Repairs	\$15,000	\$15,000	\$35,000
Heritage	Anglican Parish Coleraine	Chimney restoration	\$13,000	\$13,000	\$26,000
Total			\$81,980.04	\$76,711.50	\$198,804.08

Below is the summary of grant applications received in round two, which requested funds under \$2,500. The application's total is \$21,865.20

Category	Applicant	Project	Ask amount	Funding amount	Total Project Cost
Community Strengthening	Lions Club of Penshurst	Mobile Skin Check Van	\$1000	\$1000	\$1300
Arts and Culture	Trevor Flinn	Art Trail	\$2500	\$2500	\$2500
Tourism and Events	St Marys Primary School	Christmas Expo	\$950	\$950	\$950
Tourism and Events	Hamilton Eisteddfod	Advertising	\$2500	\$2500	\$2500
Tourism and Events	Glenthompson District Community Assoc.	Art Show	\$2500	\$2500	\$2500
Community Infrastructure	Grace Fellowship	No cost café Revamp	\$2480	\$2480	\$2480
Community Infrastructure	Hamilton Miniature Railway Group	Railway track replacement	\$2424	\$2424	\$2424
Community Infrastructure	Dunkeld Arboretum	Signs	\$1728.2	\$1728.2	\$1728.2
Community Infrastructure	Hamilton History Centre	Scanner	\$823	\$823	\$823
Community Infrastructure	Coleraine District Development Ass.	Heritage Signs	\$2460	\$2460	\$2460
Community Infrastructure	Pigeon Ponds Rec Reserve	White goods upgrade	\$2500	\$2500	\$3145
Total			\$21,865.20	\$21,865.20	\$22,810.20

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 in July 2018.

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 2021 - 25. The Council Plan establishes that we will:

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

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 each year (not under COVID restrictions), 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 \$21,865.20 for Greater Grants approved under delegation.
2. Allocates \$76,711.50 as per the projects outlined in the summary table below.

Category	Applicant	Project	Ask Amount	Funding Amount	Total Project Cost
Sustainability	HIRL	Pine Removal in Carpark	\$5,844	\$5,844	\$11,688
Sustainability	Glenthompson Hall	Supper room upgrade (Lighting, new ceiling & insulation).	\$7,000	\$7,000	\$14,294
Sustainability	WDHS	Food waste Dehydrator	\$10,000	\$10,000	\$49,550
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Community Infrastructure	Balmoral Mechanics Institute	Upgrade Table and Chairs in Hall	\$6,500	\$6,500	\$13,000
Community Infrastructure	Branxholme Progress Assoc.	Heritage Signs	\$4,867.50	\$4,867.50	\$9,735
Community Infrastructure	Hamilton Speedway Drivers	Canteen Extension	\$7,500	\$7,500	\$15,000
Heritage	Mrs Karen Arnold	Dunkeld Post office Repairs	\$15,000	\$15,000	\$35,000
Heritage	Anglican Parish Coleraine	Chimney restoration	\$13,000	\$13,000	\$26,000
Total			\$81,980.04	\$76,711.50	\$198,804.08

10.3 Award Tender 42-21 - Operation of Hamilton Cinema

Southern Grampians Shire Council does not make any Council Reports in relation to Tenders public before the Council Meeting. This is to ensure the integrity of the procurement process and limit the potential for any parties to try and influence Council's decision making process based on the recommendations from Council staff. The Report has been distributed to Councillors. The Report will be available to the public in the Council Meeting Minutes.

10.4 Chief Executive Officer – Annual Leave

Directorate: Tony Doyle, Chief Executive Officer
Author: Tony Doyle, Chief Executive Officer
Attachments: None

Executive Summary

This report requests noting of the Chief Executive Officer taking annual leave in April 2022, and the appointment of Evelyn Arnold, Director Corporate and Community Services as the Acting Chief Executive Officer.

Discussion

It is requested Council note the CEO's annual leave for the period Friday, 15 April 2022 until Friday, 13 May 2022 with the period of 9– 13 May inclusive to be taken as Leave Without Pay. The Acting Chief Executive Officer is recommended as Evelyn Arnold, Director Corporate and Community Services.

This report also provides provision for an additional up to two (2) weeks leave for the CEO in the event of unforeseen circumstances occurring, e.g., potential COVID lockdowns or flight restrictions and extension of the Acting CEO's tenure.

Financial and Resource Implications

There are no additional cost implications as leave is budgeted and allowed for.

Legislation, Council Plan and Policy Impacts

Under the *Local Government Act 2020*, Council must appoint a Chief Executive Officer and others in an Acting capacity as, and when, required.

Risk Management

There are no risks involved in the approval of leave and appropriate Director is recommended to act as the Chief Executive Officer.

Environmental and Sustainability Considerations

There are no Environmental and Sustainability Considerations.

Community Consultation and Communication

Prior to the leave, Council staff will be informed via an all-staff email from the Chief Executive Officer and will be noted in the staff newsletter.

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.

RECOMMENDATION

That:

1. The CEO, Tony Doyle's annual leave for the period Friday, 15 April 2022 until Friday, 13 May 2022 inclusive, be noted.
2. Council approve the CEO utilising Leave Without Pay for the period of 9 – 13 May inclusive.
3. Evelyn Arnold, Director Corporate and Community Services, be appointed Acting CEO for the period Friday, 15 April 2022 until Friday, 13 May 2022.
4. Council approve the provision of an additional two (2) weeks leave should any unforeseen circumstances arise and extend the appointment of the Acting CEO for the same period.

11. Notices of Motion

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

12. Delegated Reports

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

13. Mayors and Councillors Reports

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

14. Confidential Matters

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

15. Close of Meeting

This concludes the business of the meeting.