

# SOUTHERN GRAMPIANS SHIRE COUNCIL

Council Meeting Minutes  
14 August 2024

Held in Council Chambers  
5 Market Place, Hamilton VIC 3300 at 5:30pm



## TABLE OF CONTENTS

1	Present.....	4
2	Welcome and Acknowledgement of Country.....	4
3	Prayer .....	5
4	Apologies .....	5
5	Confirmation of Minutes.....	5
5.1	Confirmation of Minutes.....	5
6	Declaration of Interest.....	5
7	Leave of Absence.....	5
8	Questions on Notice .....	6
9	Public Deputations.....	7
10	Petitions .....	8
11	Informal Meetings of Councillors.....	9
11.1	Planning Committee 24 July 2024.....	10
11.2	Hamilton Showgrounds Advisory Committee.....	11
11.3	Briefing Session 24 July 2024 .....	12
11.4	Briefing Session 31 July 2024 .....	13
11.5	Briefing Session 7 August 2024 .....	14
12	Management Reports .....	15
12.1	TP-96-2023 102-108 Parker Street and 110-128 Parker Street, Dunkeld	15
12.2	Provision of Council Services on Extreme and Catastrophic Fire Danger Rating Days.....	21
12.3	Penshurst Bushfire Place of Last Resort .....	28
12.4	Planning Committee Meeting - 24 July 2024 .....	32
12.5	Sustainability Strategy .....	35
12.6	Property Register: Properties identified for disposal - Public submissions closed .....	38

12.7	Reconciliation Action Plan .....	48
12.8	Mt Napier Road Quarry - Public submissions closed .....	52
12.9	HR System - Awarding Tender.....	56
12.10	Re-Adoption Budget 2024-2025 .....	62
12.11	Hamilton Olympic Swimming Pool Shell Repairs Tender .....	68
12.12	Plan for Victoria Submission.....	74
12.13	Pulverisation & Stabilisation Services .....	82
12.14	HRLX Draft Business & Marketing Plan .....	87
13	Notices of Motion.....	92
14	Urgent Business .....	93
15	Mayor, Councillors and Delegate Reports.....	94
16	Confidential Reports .....	96
17	Close of Meeting.....	97

## 1 Present

### **Councillors**

Cr David Robertson, Mayor - Virtual  
Cr Helen Henry, Deputy Mayor - Chair  
Cr Bruach Colliton  
Cr Fran Malone  
Cr Katrina Rainsford

### **Officers**

Mr Tony Doyle, Chief Executive Officer  
Mr Juan Donis, Acting Director People and Performance  
Mr Rory Neeson, Director Wellbeing, Planning and Regulation  
Ms Marg Scanlon, Director Infrastructure and Sustainability  
Mrs Tania Quinn, Council Support Officer

The Deputy Mayor, Cr Henry chaired the Meeting under sub-rule 3.2.2(h) of Council's Governance Rules due to the Mayor, Cr Robertson not being physically present. Cr Robertson attended the meeting virtually.

## 2 Welcome and Acknowledgement of Country

The Deputy Mayor, Cr Henry read the acknowledgement of country:

*"Our meeting is being held on the traditional lands of the Gunditjmarra, Djab Wurrung, Jardwadjali and Buandig people.*

*I would like to pay my respects to their Elders, past, present and emerging, 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 Colliton led the meeting in a prayer.

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

### 4 Apologies

Cr Mary-Ann Brown

### 5 Confirmation of Minutes

#### RECOMMENDATION

That the Minutes of the Council Meeting held on 10 July 2024 be confirmed as a correct record of business transacted.

#### COUNCIL RESOLUTION

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Colliton

That the Minutes of the Council Meeting held on 10 July 2024 be confirmed as a correct record of business transacted.

**CARRIED**

### 6 Declaration of Interest

Cr Rainsford declared a general conflict of interest in item 12.14: HRLX Draft Business and Marketing Plan

### 7 Leave of Absence

There was one request for a leave of absence on tonight’s agenda. • Cr Calvano

## 8 Questions on Notice

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

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

Questions must:

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

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

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

There were no Questions on Notice listed on the agenda.

## 9 Public Deputations

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

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

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

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

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

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

## 10 Petitions

There were no Petitions listed on tonight's agenda.



## 11 Informal Meetings of Councillors

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

If there is a meeting of Councillors that:

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

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

An Informal Meeting of Councillors record was kept for:

- Planning Committee Meeting - 17 June 2024
- Hamilton Showgrounds Advisory Committee - 24 July 2024
- Council Briefing Session – 24 July 2024
- Council Briefing Session - 31 July 2024
- Briefing Session - 7 August 2024

This agenda was prepared on Thursday 8 August 2024. Any Informal Meeting of Councillors between that date and the date of tonight's Meeting will appear in the agenda for the next Council Meeting.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Planning Committee 24 July 2024
Date:	24 July 2024
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Brown
Council Staff in Attendance:	Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Daryl Adamson, Manager Shire and Regulation Andrew Neild, Planning Coordinator Anita Collingwood, Senior Statutory Planner Tendai Mhasho, Statutory Planner

The Informal Meeting commenced at 9.30am

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	TP-01-2024 – 394 Hartwicks Road Hamilton	Nil
2	TP-101-2023 – 24 Griffin Street Hamilton	Nil

The Informal Meeting concluded at 10.49am

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Hamilton Showgrounds Advisory Committee
Date:	17 June 2024
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Rainsford
Council Staff in Attendance:	Susannah Milne, Manager Community Wellbeing Bill Scott, Manager Project Management Roger Rook, Recreation Services Coordinator

The Informal Meeting commenced at 7.00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Integrated Water Management Presentation	Nil
2	Engineer's Report	Nil
3	Shed Construction Update	Nil
4	Governance	Nil
5	Process to reallocate \$85,000 budget.	Nil

The Informal Meeting concluded at 8.52pm

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session 24 July 2024
Date:	24 July 2024
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Brown Cr Henry Cr Rainsford Cr Robertson
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Juan Donis, Sustainable Community Lead Trevor Haley, Acting Manager Works Matt Tulloch, Manager Business Systems and Transformation Alison Quade, Manager Communications and Engagement

The Informal Meeting commenced at 11:45AM

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Sustainability Strategy	Nil
2	HRLX Draft Business & Marketing Plan	Nil
3	Mt Napier Quarry	Nil
4	Property Register	Nil
5	Awarding Tender- HR System	Nil
6	Reconciliation Action Plan	Nil

The Informal Meeting concluded at 5:00PM

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session 31 July 2024
Date:	31 July 2024
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Brown Cr Colliton Cr Henry Cr Malone Cr Rainsford Cr Robertson
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Nick Templeton, Head of Finance

The Informal Meeting commenced at 1:30pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Hamilton Olympic Swimming pool-Shell Repair	Nil
2	Plan for Victoria Submissions	Nil
3	Re-adoption of Budget 2024-2025	Nil

The Informal Meeting concluded at 5:00PM

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Council Briefing
Date:	7 August 2024
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Brown Cr Colliton Cr Henry Cr Malone Cr Rainsford Cr Robertson
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation

The Informal Meeting commenced at 11.30am.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Hamilton Community Hub Precinct – Design and Construction	Nil

The Informal Meeting concluded at 1.30pm.

## 12 Management Reports

### 12.1 Planning Application TP-96-2023

**Directorate:** Wellbeing, Planning and Regulation  
**Report Approver:** Rory Neeson, Director Wellbeing, Planning and Regulation  
**Report Author:** Daryl Adamson, Manager Strategy and Regulation, Rory Neeson Director Wellbeing, Planning and Regulation  
Anita Collingwood, Senior Statutory Planner

- Attachment(s):**
1. Draft Planning Permit T P-96-2023 - with conditions [**12.1.1** - 5 pages]
  2. Set of Plans - Byrne Architects [**12.1.2** - 49 pages]
  3. Planning Report - Royal Mail Hotel Dunkeld [**12.1.3** - 65 pages]
  4. Application Form - Planning Permit [**12.1.4** - 4 pages]
  5. Written Response to Further Information Request - Byrne Architects [**12.1.5** - 3 pages]
  6. OVGA VDRP Royal Mail Hotel - Panel Report [**12.1.6** - 11 pages]
  7. Title Documents [**12.1.7** - 25 pages]
  8. Bushfire Threat Procedure - Royal Mail Hotel [**12.1.8** - 2 pages]
  9. Emergency Action Plan - Royal Mail Hotel [**12.1.9** - 20 pages]
  10. Waste Management Plan - Red Square Traffic [**12.1.10** - 22 pages]
  11. Transport Impact Assessment - Red Square Traffic [**12.1.11** - 38 pages]
  12. Arboricultural Assessment and Report [**12.1.12** - 8 pages]

#### Executive Summary

Planning Application TP-96-2023 seeks a planning permit for Use and Development of the land at 110-128 Parker Street, Dunkeld for Leisure and Recreation, specifically an artisan bathing facility, and expansion of the Accommodation use at 92, 94, 96 and 98, 100 and 102-108 Parker Street, Dunkeld with development of additional rooms and amenities. A car parking reduction is sought and car parking, internal accessways, road access and other site works, as well as construction and display of business identification signage are proposed.

A permit is required under the Township Zone, Commercial 1 Zone, Design and Development Overlay, and the Car Parking and Signs provisions of the Southern Grampians Planning Scheme. The application is assessed against each of these provisions and the relevant planning policy, and a discussion around the key considerations is included in this report.

The proposal enhances and expands the existing Royal Mail Hotel complex and will provide a new tourism offering for Dunkeld. The development is architecturally designed and has been reviewed by the Office of the Victorian Government Architect in a Victorian Design Review Panel workshop held on 1 May 2024. The development compliments the existing Parker Street built form and the proposed signage is moderate in extent and tasteful in its design. The estimated cost of development is \$14,000,000 and therefore falls within the Council's decision-making remit rather than Officer delegation. The application is recommended for approval under the Southern Grampians Planning Scheme subject to conditions.

#### Discussion

The subject site is north of Parker Street (Glenelg Highway) in Dunkeld and near the township's western entrance. The site is currently developed with the Royal Mail Hotel, which

includes Wickens Restaurant, motel rooms, a manager's residence and various other buildings set in a landscaped garden.

The site benefits from views towards the Grampians (Gariwerd) National Park, is within close proximity of the Grampians Peaks Trail and other local attractions and has direct access from the Glenelg Highway. The site is, therefore, located in a prime position to provide a unique tourist and local attraction and support the local economy. The applicant seeks to enhance and grow this existing business and expand the local offering of accommodation and leisure activities.

The application is presented in two parts with Part One covering the Bath Facility ('Site A' shown on the plans) and Part Two covering the expansion of the Royal Mail Hotel accommodation offering ('Site B' shown on the plans).

### Part One

Land at 110 –128 Parker Street, Dunkeld is comprised of nine separate lots, being Crown Allotments 1, 3 to 10 Section 1 Township of Dunkeld Parish of Dunkeld. The site is situated north of Parker Street, east of Dunlop Street and south of Adams Street. The land is undeveloped and contains a mix of native and exotic vegetation.

The proposed bathing facility is to be contained within a two-storey building centrally sited within the site in a clearing. A footpath and boardwalk connect the building to the Royal Mail Hotel complex to the east, another path to Adams Street to the northeast and a third to car parking (comprising three spaces) to the south at Parker Street.

The proposed building is linear in shape and oriented to maximise views to the mountain range to the northwest. The building occupies an area of 442.08 square metres and has a maximum height above ground level of 9.3 metres. The building requires minor excavation of the land to accommodate it. External renders of the building are provided to show a representation of the design and scale of the building with the Grampians in the background (see Drawing A400 in the set of plans attached).

Sandstone features as the key construction material and is sourced from a local quarry. Drawing A007 of the architect's set of plans provides examples of the materials. The use of sandstone is repeated in the signage and other design features of the overall development and provides a consistent design feature for the site.

The ground floor comprises an entryway in the eastern corner, leading to a reception desk, lift and stairs. A communal hot bath, lounge, change rooms, aromatic pool, smaller hot baths, cold plunge and water/foot massage space are offered on this level. Questions raised by the design panel include whether this communal area has sufficient space for guests to change, wait and to store personal items, and whether there is sufficient space for items such as towels and robes for staff to provide to guests. Amended plans have not been submitted to address these concerns (or others raised by the design panel) and can be dealt with under conditions of any permit granted.

The second floor offers private facilities comprising five bathhouses, each with lounge, change room, hot pool, sauna and ice bath. These bathhouses have direct window views to the Grampians and complete privacy from other guests. A disabled toilet/change room are located at the north-eastern end with the lift, stairs and sitting area.

While patronage to the bathing facility is primarily intended for guests of the hotel, non-guests may book a bathing experience through the Royal Mail Hotel and will attend the main reception office prior to walking across to the bathing site for their session. The boardwalk provides a curated entryway to the facility for guests walking from the hotel, while the path from Parker Street will provide access for wheelchair users from the parking near Parker Street.



Hours proposed by the application are 6am to midnight seven days a week. The level of patronage for the baths will be limited by the space of the building and therefore anticipated to be of a moderate and manageable rate for existing staff to host. The hours will warrant suitable lighting to be provided for pedestrians and a lighting plan will need to be endorsed and implemented under any permit granted. The Landscape and Wayfinding Plan (Drawing A110) provides indicative bollard lighting. Further procedures for staff and guest safety should also be generated by the applicant to optimise safety on-site.

The bathing facility will require plant equipment, water supply and other logistics, for which finer detail is required for endorsement and implementation. Any noise from plant equipment is likely to be negligible, given there are no close neighbours, and the site is located close to the commercial centre of Dunkeld. The acoustic report should, however, provide an assessment of this matter and recommend any noise attenuation measures that are reasonable to maintain the amenity of the surrounding area. The applicant is yet to finalise its plans for supplying the baths with water, drainage and wastewater treatment infrastructure and such details should be provided for endorsement under the permit, if granted. Advice from Council's Infrastructure Officers and consent of Wannon Water as the water and sewer authority is required to ensure all infrastructure is appropriate for the development and ongoing use of the site.

Three trees are proposed to be removed from the southern part of Site A, two to create access for the path to the Parker Street parking and a Monterey Cypress which is exotic. No vegetation protected by the planning scheme is proposed to be removed, as determined by the accompanying arborist report.

#### Part Two

Site B, as shown on the submitted plans, currently accommodates the existing Royal Mail Hotel complex and is proposed to be further developed with the construction of an arrival gateway near the existing hotel reception and office, an elongated accommodation building with rooftop terraces and front-facing parking, tennis court and gymnasium to the northeast and new signage, vehicular accessways and landscaping throughout. Existing buildings, including accommodation suits and office, are to be renovated and the manager's residence (located at 96-98 Parker Street) is proposed to be demolished to make way for the new accommodation building. Minor changes are also proposed to the existing Royal Mail Hotel building at the corner of Parker and Dunlop Streets, such as new external cladding to match the new porte-cochere.

The arrival gateway provides a circular turning space for vehicles entering the site, allowing for guests to check-in and continue to the motel parking area. The design of the porte-cochere was of particular interest to the design panel of the Office of the Victorian Government Architect ('design panel'), with the design panel asserting on page 2 of the Design Review Report – May 2024 that the design is vehicle-dominant and undermines the landscape-led arrival and circulation experience of the hotel site. The porte-cochere opens to a wide staircase and up to the communal terrace which could be used for events and therefore presents potential for conflict with vehicles and pedestrians. Event planning should carefully consider the movement of vehicles and pedestrians and organisation of the space to ensure users are safe and able to navigate easily throughout the space.

The terrace is fully open, to maximise views to the Grampians and minimise height and visual obstruction from Parker Street. This, from a streetscape perspective, is appropriate, however the lack of shelter will likely limit the use of the space to the warmer months of summer. Any future change to the terrace can be considered under the permit's endorsed plans condition – should a permit be granted – and would be assessed against the Design and Development Overlay (DDO) which currently controls the height and design of development in the area.

Currently, the accommodation building with terrace and arrival gateway are acceptable features under the DDO objectives.

A key concern for the proposal is the ability for guests to easily navigate the site, both within and between 'Site A' and 'Site B', and the need to prioritise pedestrian movement within the site and its surroundings. The meandering path to the Wickens Restaurant is key to the overall restaurant experience and this is acknowledged, however, the length and linear form of the proposed 'premium accommodation' building is substantial and there are no paths to provide a short route from central rooms to the restaurant.

The design panel recommends the landowner, and their design team prepare a masterplan for the whole site to ensure an orderly progression of development and landscaping is achieved for the site. The masterplan should also include Site A to ensure any expansion of the use, and its grounds can be accommodated in a seamless manner. This is idealistic and not something that should be required as a condition of a permit for this proposal.

New signage for the site is proposed to upgrade existing signage on-site. Visual representations of the signage are proposed on drawings B210 and B211 of the set of plans attached. A new 1.6m-high sandstone wall entrance is proposed with metal lettering business logo and place information. Other signs are to be provided on sandstone blocks which follow the monolithic style of the bathing facility and incorporate local sandstone significant to the region. Overall, the proposed signs are complimentary of the natural backdrop of the Grampians and the design and predominant sandstone features of other buildings on the site.

Car parking and accessways have been designed in accordance with the standards of Clause 52.09-6 and are sufficient for catering to the motel, restaurant and bathing facility clientele. Additional car parking is provided on Parker Street and shared with other businesses.

Parker Street currently has on-street parking and a formal footpath on the northern side and provides a connection to surrounding businesses and points of interest. Dunlop Street has no formal pedestrian crossing for people walking between the two sites and currently has no formal parking. Eight parking spaces are proposed on the Dunlop Street boundary within the site to provide visitor and bathing guest parking. Bicycle parking can be accommodated near the terrace steps close to the main entrance. This arrangement is practical and will not visually detract from the overall amenity of the site and streetscape character. A Traffic Impact Assessment (RedSquare Traffic, 3 April 2024) accompanies the application.

Vegetation within the site to be removed is all planted and therefore not protected River Red Gums or other remnant native vegetation protected by the Planning Scheme. New landscaping is proposed to enhance the existing garden character of the site.

#### Bushfire Planning

The land is located within a Bushfire Prone Area. The application is accompanied by the Royal Mail Hotel Bushfire Threat Procedure and Emergency Action Plan. These documents are generally well detailed and consistent with current requirements, however updated versions are required to reflect the new layout and use of the land.

#### Cultural Heritage

The subject site is not located within a mapped area of cultural sensitivity.

#### Title Restrictions

None of the subject allotments are burdened by title restrictions.

### **Financial and Resource Implications**

Finance and resource implications are limited to Officer and Council time for the assessment and processing of the application, attendance of the Design Review Panel workshop in Melbourne City and future checking of plans required for endorsement under the permit, if granted.

Planning applications are subject to appeal rights and may proceed to the Victorian Civil and Administrative Tribunal, should an appeal be sought. Associated resources would include preparation time by Officers, potential compulsory conference and preliminary hearing attendance, hearing attendance and, potentially, legal or other expert advice to support Council's position in the appeal hearing.

## **Council Plan, Community Vision, Strategies and Policies**

### ***Grow Our Regional Economy***

2.4 Support local business and industry.

2.4.2 Support and facilitate business development and growth initiatives.

### ***Protect Our Natural Environment***

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

4.1.3 Protect endemic flora and fauna species throughout the Shire.

## **Legislation**

*Building Act 1993*

*Planning and Environment Act 1987*

## **Gender Equality Act 2020**

The application does not present any obvious implications relating to gender equality.

## **Risk Management**

The subject land is within a Bushfire Prone Area, designated in accordance with regulations made under the *Building Act 1993*, and therefore the proposed indoor recreation facility (bathing building) and expanded Accommodation use require an assessment of bushfire risk.

## **Climate Change, Environmental and Sustainability Considerations**

The proposed development incorporates solar electricity, rainwater collection and re-use of grey water, as per the submitted Services & Environmental Systems Plan (Drawing A005 of the Byrne Architects set of plans attached).

A Waste Management Plan (RedSquare Traffic, 3 April 2024) accompanies the application and details waste and recycling arrangements for the site.

## **Community Engagement, Communication and Consultation**

Notice of the application was given to surrounding landowners and occupants in accordance with the requirements of Section 52 of the *Planning and Environment Act 1987*. Letters were posted via Australia Post on 21 June 2024 and four signs were erected on the site perimeter and displayed for 14 days from 21 June 2024. A statutory declaration was signed and received on 8 July 2024 to confirm the signs were displayed for the full 14-day notice period in accordance with the *Act*. The application was also listed in the Planning advertising list on Council's website for the notice period and the application documents made publicly available.

No objections or other submissions have been received following notice of the application.

### 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.

Anita Collingwood, Senior Statutory Planner

### RECOMMENDATION

That Council, having given notice of planning application TP-96-2023 under Section 52 of the *Planning and Environment Act 1987* and having considered all the matters required under Section 60 of the Act, resolves to Grant a Permit under the provisions of Clause 35.07 of the Southern Grampians Planning Scheme in respect of the land known and described as 92, 94, 96 and 98, 100, 102-108 and 110-128 Parker Street, Dunkeld, for the Use and Development of land at 110-128 Parker Street, Dunkeld for Leisure and Recreation, Development of Accommodation and associated works at 92-108 Parker Street, Dunkeld, a Reduction of car parking and display of Business identification signage in accordance with the endorsed plans, with the application dated 16 November 2023 subject to the attached list of conditions.

### COUNCIL RESOLUTION

**MOVED:** Cr Colliton  
**SECONDED:** Cr Malone

**That Council, having given notice of planning application TP-96-2023 under Section 52 of the *Planning and Environment Act 1987* and having considered all the matters required under Section 60 of the Act, resolves to Grant a Permit under the provisions of Clause 35.07 of the Southern Grampians Planning Scheme in respect of the land known and described as 92, 94, 96 and 98, 100, 102-108 and 110-128 Parker Street, Dunkeld, for the Use and Development of land at 110-128 Parker Street, Dunkeld for Leisure and Recreation, Development of Accommodation and associated works at 92-108 Parker Street, Dunkeld, a Reduction of car parking and display of Business identification signage in accordance with the endorsed plans, with the application dated 16 November 2023 subject to the attached list of conditions.**

**CARRIED**

## 12.2 Provision of Council Services on Extreme and Catastrophic Fire Danger Rating Days

**Directorate:** Wellbeing, Planning and Regulation  
**Report Approver:** Rory Neeson, Director Wellbeing, Planning and Regulation  
**Report Author:** Vicky Collins, Emergency Management Officer, Daryl Adamson, Manager Shire Strategy and Regulation, Rory Neeson, Director Wellbeing, Planning and Regulation

**Attachment(s):** 1. Council Provision of Services on Catastrophic and Extreme Fire Danger Policy - 2024 [12.2.1 - 10 pages]

### Executive Summary

The Provision of Council Services in Extreme and Catastrophic Fire Danger Rating Policy has been revised to provide guidance to all Council staff, Councillors, contractors, volunteers, and visitors regarding workplace arrangements to be implemented within the Southern Grampians Shire Council in the event of a declared Extreme or Catastrophic Fire Danger Rating (FDR) day issued by emergency management authorities in Victoria.

This report provides information to Councillors around the changes and then also seeks adoption of the updated policy.

Upon resolution by Council, the Emergency Management Officer will provide further education to all departments on the content within and where to access this Policy, and additional education on the Vic Emergency app, and pre fire season awareness and briefing.

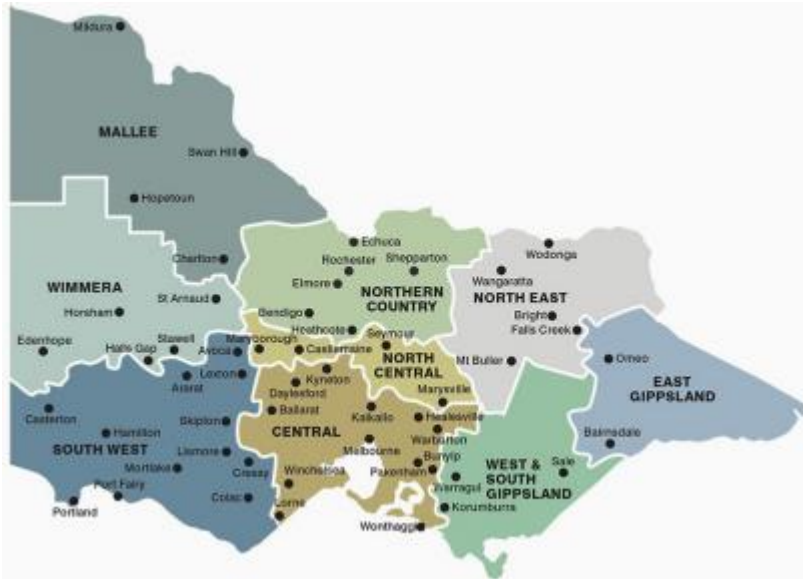
### Discussion

On days of Extreme and Catastrophic FDR weather warnings, Council staff will, as far as reasonably practical, protect themselves and others from the risks associated with extreme heat and bushfires, while engaged in Council activities.



*The new Victoria Fire Danger Ratings*

Council recognises that our Shire borders Wimmera Fire District which can have impacts on our northern residents. There may be instances when this Policy applies to Council staff, Councillors, contractors, volunteers, and visitors regarding workplace arrangements on the declaration of Catastrophic FDR in Wimmera District. This will be at the discretion of the senior leadership team relevant to affected staff.



*Victorian Fire Districts*

The objective of this Policy is to provide guidance for determining provision of Council services on days of Catastrophic FDR, specifically:

- Leave entitlements.
- Service delivery, in recognition that services may need to be modified or cancelled, and/or staff may be required start work earlier to provide provision of essential services.

Council recognises that many employees are primary carers for children, siblings, and parents. This duty of care may take precedence over work commitment on days declared as Extreme and Catastrophic FDR. Childcare services, kindergartens, schools, and aged care services may be closed on Catastrophic FDR days and accordingly, Council staff will be able to access Family Care Leave if they are the primary care giver and family members that are in need of care.

Family Care Leave will also be available to those employees who have property that is threatened by disaster resulting from the Extreme and Catastrophic FDR day.

Council recognises that some employees are members of emergency service agencies and will allow them to actively participate with these agencies on Extreme and Catastrophic FDR days.

A summary of changes to Council services when an Extreme or Catastrophic Fire Danger Rating Day is declared is provided in the table below:

Services	Extreme FDR Detail	Catastrophic FDR Detail	Responsible Officer
<b>CHILD HEALTH/DAY CARE SERVICES</b>			
<b>Maternal and Child Health</b>	Hamilton Monday – Friday 9.00am-5.00pm Office staff dependant.	Service deferred.	Manager Community Wellbeing
<b>Family Day Care</b>	As per Department of Education and Training requirements.	As per Department of Education and Training requirements.	Manager Community Wellbeing
<b>LOCAL LAWS</b>			
<b>Parking</b>	Service deferred based on risk assessment. All actions to comply with the working in adverse conditions procedure.	Services deferred based on risk assessment. All actions to comply with the working in adverse conditions procedure.	Manager Shire Strategy and Regulation
<b>Animals</b>	Animal welfare and community safety activities only. Apply risk assessment.	Animal welfare and community safety activities only. Apply risk assessment.	Manager Shire Strategy and Regulation
<b>School Crossing Supervisors</b>	Normal duties if school is operating. Assess any travel risk to avoid travel between towns. 8.00am-9am and 2pm-3pm if open.	Normal duties if school is operating. Assess any travel risk to avoid travel between towns. 8.00am-9am and 2pm-3pm if open.	Manager Shire Strategy and Regulation
<b>OTHER SERVICES</b>			
<b>Council Visitor Information Centres</b>	Hamilton and Dunkeld open. Preference to utilise local staff where possible.	Hamilton open – local staff only. Dunkeld open with Council staff, based on risk assessment.	Coordinator Visitor Economy
<b>Inspection services – building, planning environmental health</b>	Inspections in Hamilton only. No inspections after 11am.	Serviced deferred.	Manager Shire Strategy and Regulation
<b>Work Operations</b>	All Works staff will be required to undertake depot-based maintenance such as plant cleaning, housekeeping and general servicing.	All Works staff will be required to undertake depot-based maintenance such as plant cleaning, housekeeping and general servicing.	Manager of Works

	Emergency and essential works will be performed subject to risk assessment.	Emergency and essential works will be performed subject to risk assessment.	
<b>Livestock Exchange</b>	The Stand Still Plan would apply for livestock movements. Varying activities based on individual risk assessments, minimal manual handling. All actions to comply with the working in adverse conditions procedure.	The Stand Still Plan would apply for livestock movements. Varying activities based on individual risk assessments, minimal manual handling. All actions to comply with the working in adverse conditions procedure.	Manager of Works
<b>Waste Management</b>	Hamilton Transfer Station open. Other transfer stations closed. Skip trucks to only operate in Hamilton. Kerbside collection will occur at alternative hours.	All Transfer Stations closed. Skip trucks not operating. No kerbside waste collection.	Sustainable Community Lead
<b>Pools</b> See Operations of Outdoor Pools Policy (Oct 2017)	All pools open as per usual hours of operation. Note: all pools are open subject to staff availability.	Outdoor pools closed. HILAC pool open as per usual hours of operation. Note: all pools are open subject to staff availability.	Manager Community Wellbeing
<b>Public events wholly managed or staged by Council</b>	Only events that can be staffed locally will occur (no travel by staff). Event timing and location may be varied subject to availability of staff and risk assessment.	All public events cancelled.	Manager Communications and Engagement
<b>L2P Program</b>	Will operate within Hamilton town limits only. Car must have a working air conditioner.	Service deferred.	Manager Communications and Engagement
<b>Mobile Library</b>	Service deferred.	Service deferred.	Manager Communications and Engagement



<p><b>General</b></p>		<p>Any service requiring staff to travel outside town boundaries on a Catastrophic FDR day will be subject to variation or deferment. Consideration needs to be made that any service provided is complying with the SGSC Work in Adverse and High Weather Conditions procedure, Other services may be varied, limited or withdrawn at the discretion of Council Management. Contractors will follow the guidelines set by SGSC unless that is in conflict with a more conservative instruction from their own employer (e.g. cease all work activities on an Extreme FDR day). Further information will be outlined within the work instructions of each business unit as required.</p>	
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## **Financial and Resource Implications**

The Policy is directly linked to Council services and affected resources on Extreme and Catastrophic FDR warning days. Implications for allowances and leave are detailed in the Southern Grampians Shire Council Enterprise Agreement No. 10, 2022. The proposed Provision of Council Services in Extreme and Catastrophic Fire Danger Rating Policy complies with the agreement and its undertakings.

## **Council Plan, Community Vision, Strategies and Policies**

### ***Provide Strong Governance and Leadership***

5.3 Committed and skilled staff

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

## **Legislation**

- *Occupational Health and Safety Act 2004 (VIC)*
- *Occupational Health and Safety Regulations 2017 (VIC)*
- *Emergency Management Act 2013*
- *Local Government Act 2020*
- *Local Government Act 1987*
- Southern Grampians Shire Council Enterprise Agreement No. 10, 2022

## **Gender Equality Act 2020**

There are no Gender Equality Act implications because of this Council report.

## **Risk Management**

Risk management mitigation is a critical component in the Provision of Council Services during Extreme and Catastrophic Fire Danger Ratings Policy. It involves a proactive approach to identify, assess, and prioritise risks to council services, followed by the coordinated application of resources to minimise, monitor, and control the probability or impact of fire related events.

By adopting this Policy, Council can ensure the continuity of essential services during fire emergencies whilst safeguarding both the community and staff.

## **Climate Change, Environmental and Sustainability Considerations**

There are no Climate Change, Environmental and Sustainable Considerations to be considered in this Council Briefing.

## **Community Engagement, Communication and Consultation**

This Policy has received a robust review in collaboration with all service managers and coordinators, Senior Leadership Team and finally Executive Leadership Team.

Emergency Management Officer will provide education internally and externally to our community this document will be publicly accessible.

## **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.

Vicky Collins, Emergency Management Officer  
Daryl Adamson, Manager Shire Strategy and Regulation  
Rory Neeson, Director Wellbeing, Planning and Regulation

**RECOMMENDATION**

That Council adopts the Provision of Council Services in Extreme and Catastrophic Fire Danger Rating Policy.

**COUNCIL RESOLUTION**

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Colliton

**That Council adopts the Provision of Council Services in Extreme and Catastrophic Fire Danger Rating Policy.**

**CARRIED**

## 12.3 Penshurst Bushfire Place of Last Resort

**Directorate:** Wellbeing, Planning and Regulation  
**Report Approver:** Rory Neeson, Director Wellbeing, Planning and Regulation  
**Report Author:** Vicky Collins, Emergency Management Officer, Daryl Adamson, Manager Shire Strategy and Regulation, Rory Neeson, Director Wellbeing, Planning and Regulation

**Attachment(s):**

1. Designated NS P- BPLR - CFA Website complete list - 22-01-2024 (2) [12.3.1 - 15 pages]
2. Grass space on road reserve beside Memorial Hall - Watton Street- Compliance Letter [12.3.2 - 2 pages]
3. Grass space on road reserve beside Memorial Hall - Watton Street- Assessment Summary Report [12.3.3 - 3 pages]

### Executive Summary

At the Ordinary Council Meeting on the 12 April 2023, Council determined to keep the Bushfire Place of Last Resort in its current location in Penshurst and instructed Officers to continue with their education program with the community around fire preparedness and awareness.

Following this decision, a section of Penshurst residents expressed a view that they remained dissatisfied with the location of the Penshurst Bushfire Place of Last Resort (BPLR) being maintained at the road reserve behind the Senior Citizens building at 71 Bell Street.

Subsequently, a Penshurst Emergency Planning Committee (PEMPC), a self-initiated community group requested Council's Emergency Management Officer to advocate to have the relocation of the BPLR to Penshurst Memorial Hall reconsidered.

As Council resolved to keep the Bushfire Place of Last Resort in its current location, Officers explored other locations to find an acceptable compromise in the community. This report presents an alternative for consideration which is located on the grass space on the road reserve beside Memorial Hall in Watton Street, Penshurst.

### Discussion

Officers are supportive of the change in location to the road reserve beside Memorial Hall – Watton Street. This allows the Memorial Hall to be used by the community during an emergency and should the catastrophic event occur, a compliant space to evacuate near Memorial Hall is also provided. This also allows Council to mitigate the potential financial implication of maintaining a State Government, Department of Energy, Environment and Climate Action (DEECA) asset which would be incumbent on Council, if the Hall itself was designated as a BPLR as stated in previous reports to Council.

The Penshurst community maintains a strong emotional connection to the Hall, with many having lived experience during the St Patrick's Day fires. Council's research has identified statistically, that very few BPLR's in the State are indoor and less than 2% of BPLR's are privately/state owned.

Council's Emergency Management Officer has informed the PEMPC that a reversal of the decision to the Penshurst Memorial Hall is unlikely due to the reasons mentioned in previous reports, including ownership and various insurance and building code issues, so this is seen as a great compromise for both Council and the community.

It is Council's obligation under the *Country Fire Authority Act 1958* Section 50G Municipal to identify and designate neighbourhood safer places, the section of the Act states:

- (1) A municipal council, the municipal district of which is located wholly or partly in the country area of Victoria, must identify and designate places as neighbourhood safer places in its municipal district.
- (2) A neighbourhood safer place may be on council land, or, with the consent of the occupier or the person in control of the land, on non-council land.
- (3) In identifying and designating neighbourhood safer places, a municipal council may have regard to its Municipal Council Neighbourhood Safer Places Plan.
- (4) After identifying a neighbourhood safer place, a municipal council must ask the Authority to assess the place in accordance with the Country Fire Authority

#### CFA Assessment Guidelines

- (5) On receiving a request, the Authority (Country Fire Authority) must—
  - a) assess the place; and
  - b) if the place meets the criteria set out in the Country Fire Authority Assessment Guidelines, certify in writing that the place meets those criteria.
- (6) A municipal council must not designate a place as a neighbourhood safer place unless the place has been certified by the Authority under this section.
- (7) A municipal council is not required to designate a place under subsection (1) if—
  - a) no place has been certified by the Authority under this section; or
  - b) the Authority has certified a place under this section but the Council is satisfied on reasonable grounds that it is not appropriate to designate the place as a neighbourhood safer place; or
  - c) any suitable existing place is on non-council land and the occupier or the person in control of the land does not consent to the designation of the place as a neighbourhood safer place.

#### Financial and Resource Implications

If Council resolves to designate the grass space on the road reserve located at Watton Street Penshurst, Council will assume the grassland management arrangements and associated treatments which are prescribed in the CFA assessment report.

These requirements are not onerous and represent only a minor investment for slashing works already carried out by Council's Works team on a Council owned asset.

There would also be some minor costs around signage that would be absorbed in existing operational signage budgets.

#### Council Plan, Community Vision, Strategies and Policies

##### ***Support Our Community***

- 1.2 Support and promote a healthy community
- 1.2.4 Advocate for and work with external services that support our community and deliver outcomes.

##### ***Support Our Community***

- 1.4 A safe community
- 1.4.1 Collaborate with law enforcement authorities and other agencies to support community safety and crime prevention.

### ***Provide Strong Governance and Leadership***

- 5.2 Effective advocacy
- 5.2.2 Advocate on behalf of the community in line with identified and agreed priorities.
- 5.2.3 Support and partner with service providers, State and Federal Government departments to improve inclusive opportunities for the Southern Grampians community.

### **Legislation**

- *Country Fire Authority Act 1958*
- *Local Government Act 1987*
- *Local Government Act 2020*

Section 66 of the *Local Government Act 2020* empowers a Council to establish, maintain, and manage a bushfire place of last resort in its municipal district. This includes the power to approve or deny the relocation of a bushfire place of last resort to a new location within the municipal district. The section also outlines the responsibilities of the Council in managing and maintaining a bushfire place of last resort, including ensuring that it is adequately equipped and maintained, and that information about the location and use of the facility is made available to the public.

### **Gender Equality Act 2020**

There are no Gender Equality Act implications as a result of this Council Briefing.

### **Risk Management**

The proposed grass space on the road reserve beside Memorial Hall – Watton Street has been assessed under the Section 50G of the *Country Fire Authority Act 1958* (CFA Act) and has been determined as compliant with the CFA assessment criteria.

It remains Council's responsibility to designate this site as an NSP-BPLR. Following due process and MEMPC or relevant sub-committee deliberation and recommendation to Council. Council must notify CFA of Council's designation decision – either designated or not designated, for this compliant site to be added to the register.

### **Climate Change, Environmental and Sustainability Considerations**

There are no Climate Change, Environmental and Sustainable Considerations to be considered in this Council Briefing.

### **Community Engagement, Communication and Consultation**

The proposed change of BPLR in Peshurst has been communicated to the PEMPC and the outcome of this Council decision will be communicated directly to the PEMPC by the Emergency Management Officer at their next meeting. It will also be discussed at the next scheduled Peshurst Progress Association meeting, advertised through various media and social media channels and relevant signage in the town will be updated to the new location.

### **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.

Vicky Collins, Emergency Management Officer  
Daryl Adamson, Manager Shire Strategy and Regulation

Rory Neeson, Director Wellbeing, Planning and Regulation

**RECOMMENDATION**

That Council designates the grassed space on the road reserve beside the Penshurst Memorial Hall in Watton Street and decommissions the current site behind the former Senior Citizens building in French Street Penshurst, through its delegations, as the Neighbourhood Safer Place Bushfire Place of Last Resort in Penshurst.

**COUNCIL RESOLUTION**

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Malone

**That Council designates the grassed space on the road reserve beside the Penshurst Memorial Hall in Watton Street and decommissions the current site behind the former Senior Citizens building in French Street Penshurst, through its delegations, as the Neighbourhood Safer Place Bushfire Place of Last Resort in Penshurst.**

**CARRIED**

## 12.4 Planning Committee Meeting - 24 July 2024

**Directorate:** Wellbeing, Planning and Regulation  
**Report Approver:** Rory Neeson, Director Wellbeing, Planning and Regulation,  
**Report Author:** Sharon Clutterbuck, Executive Assistant to Director Wellbeing,  
Planning and Regulation, Rory Neeson, Director, Wellbeing Planning  
and Regulation

**Attachment(s):** 1. Planning Committee Meeting - Minutes - 24 July 2024 [12.4.1 - 25 pages]

### Executive Summary

The Minutes from the Planning Committee meetings held on 24 July 2024 and endorsed by members of the Committee are presented to Council for information.

### Discussion

This committee was established as a Delegated Committee of Council on 12 August 2020 in accordance with Section 64 of the *Local Government Act 2020*.

Matters for consideration at a Planning Committee:

- All planning permits valued between \$5million and \$10 million (or less if the officer is recommending refusal except if refusal relates to a matter which is prohibited under the Planning Scheme).
- All planning permits that receive between 10 and 20 objections
- All applications where the officer is recommending refusal (except if refusal relates to a matter which is prohibited under the Planning Scheme).
- Power to decide to grant an amendment to a planning permit if the value of the original development exceeds \$5 million or if 10 or more objections were received, or if the officer is recommending refusal (except if refusal relates to a matter which is prohibited under the Planning Scheme)
- All planning permits made pursuant to Section 97C of the *Planning and Environment Act 1987* to request the Minister to decide the application.
- All planning scheme amendment under section s.8A(7) of the *Planning and Environment Act 1987* to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 days.
- All planning scheme amendments that clarify or correct mistakes in the Planning Scheme (applied for under Section 20(4) of the *Planning and Environment Act 1987*).
- Whether applications should be referred to the full Council for a decision.

The meeting on 24 July considered two matters.

TP/01/2024 proposed a permit for the subdivision of land at 394 Hartwicks Road Hamilton into two lots, excising the existing dwelling on an 8.549 ha lot and leaving the remainder as a farming lot of 48.26 hectares. The Committee resolved to refuse to grant a permit.

TP/101/2023 proposed a permit for the demolition of a dwelling and associated sheds and garage on the land at 24 Griffin Street Hamilton and construction of a replacement dwelling, together with a garage and carport. The Committee resolved to grant a permit subject to a number of conditions being met.

### Financial and Resource Implications



Preparation of reports, agenda and minutes of the Planning Committee Meeting utilises council resources. Council Officers present reports and provide information to the committee.

## **Council Plan, Community Vision, Strategies and Policies**

### ***Grow Our Regional Economy***

- 2.4 Support local business and industry
- 2.4.2 Support and facilitate business development and growth initiatives.
- 2.4.3 Streamline services to reduce red tape in approval process.

## **Legislation**

The *Planning and Environment Act 1987* provides that certain local government authority responsibility and functions can be delegated to Committees of Council or Council Officers.

## **Gender Equality Act 2020**

There are no gender equality implications

## **Risk Management**

There are no risk management implications through Council receiving these Planning Committee minutes, however a variety of factors relating to risk were considered as part of decisions made by the Planning Committee at each meeting.

## **Climate Change, Environmental and Sustainability Considerations**

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

## **Community Engagement, Communication and Consultation**

A copy of the Minutes is available on Council's website.

## **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.

Sharon Clutterbuck, Executive Assistant, Director Wellbeing, Planning and Regulation  
Rory Neeson, Director, Wellbeing Planning and Regulation

**RECOMMENDATION**

That Council receive the Minutes of the Planning Committee meeting held on 24 July 2024.

**COUNCIL RESOLUTION**

**MOVED:** Cr Malone  
**SECONDED:** Cr Colliton

**That Council receive the Minutes of the Planning Committee meeting held on 24 July 2024.**

**CARRIED**

## 12.5 Sustainability Strategy

**Directorate:** Infrastructure and Sustainability  
**Report Approver:** Marg Scanlon, Director Infrastructure and Sustainability  
**Report Author:** Juan Donis, Sustainable Community Lead

**Attachment(s):**

1. Carbon Neutrality
2. Investment Roadmap [12.5.1 - 7 pages]
3. SGSC Sustainability Strategy 2023 [12.5.2 - 12 pages]

### Executive Summary

Following the rollout of the Sustainability Strategy 2024-2041 community engagement program, the draft strategy has been prepared for the second-round of community consultation.

The strategy highlights a set of actions and commitments from the Council which aligns with State and Federal Government targets and policies. The council will aim to be a carbon neutral organisation by 2035 and the Shire by 2041. An internal carbon neutral roadmap created to support these targets does not anticipate additional cost to Council between now to 2030, however, depending on how technology advance over the next 10 years additional funding (\$850,000) might be required to support heavy fleet transition and transitioning gas boilers to electric.

This Strategy is supported by a Sustainability Strategy Roadmap which indicates how the respective targets will be achieved.

### Discussion

The first phase of community consultation gained valuable understanding and insight into the needs and priorities of the wider community. 130 community members were engaged from a wide range of organizations, community groups and schools. The consultation recorded 245 comments across six focus areas - Net Zero, Infrastructure, Waste, Water, Land Use & Biodiversity and Community.

A variety of methods and tools were used during the consultation process to engage with a wide audience which included:

- One-on-one interviews with stakeholders from a broad range of backgrounds
- Internal staff engagement sessions
- Sustainability Business Breakfast Event
- Progress Associations
- Tarrington Primary school workshop

Key themes that have emerged:

- Support for green energy initiatives (community batteries / solar)
- Support for zero and low emission transportation (carpooling options / fleet management)
- More green transport options (bike paths / trail-trails, accessible public transport)
- Street tree enhancement (more green spaces)
- Lower transfer station fees
- Preservation and protection of biodiversity (landscapes / eco-tourism)
- More recycling / waste education in easy English
- Opportunities to build resilient communities and partnerships
- More support for volunteers

Officers will re-engage with all stakeholders to close the loop and engage with the newly formed business stakeholder group.

### **Financial and Resource Implications**

An internal carbon neutrality roadmap has been created to inform the transition towards a carbon neutral future in terms of the resource implications. There is a level of assumption built into the roadmap as it is difficult to predict how the market and technology, particularly fleet, will evolve over the next 10 to 15 years.

No additional capital investment is identified between now and 2030, however from 2030 to 2035 \$850,000 additional budget might be required to support heavy fleet transition and potentially an upgrade the existing gas boiler at HILAC.

It is anticipated that additional resources are required subject to a business case, specifically to support the transition of the Hamilton Transfer Station to a processing facility for organics, as well as increased energy efficiency and carbon reporting requirements.

### **Council Plan, Community Vision, Strategies and Policies**

#### ***Protect Our Natural Environment***

- 4.1 Protect and enhance biodiversity including the health of waterways, wetlands, soil and air
- 4.1.4 Liaise with stakeholders to support and promote sustainable agricultural and land management practices.

#### ***Protect Our Natural Environment***

- 4.4 Mitigate against and adapt to climate change
- 4.4.3 Plan for climate resilience in Council and community infrastructure.

### **Legislation**

*Circular Economy Act 2020*  
*Local Government Act 2020*  
*Climate Change Act 2017*

### **Gender Equality Act 2020**

The Community Engagement Plan ensures all areas of our community can provide feedback to shape the strategy and associated actions.

### **Risk Management**

The Strategy will create provisions for Council and the community to prepare for the potential impacts of climate change. Furthermore, the strategy, once adopted, will link to other strategies, plans and frameworks to deliver climate resilience across the organisation and within the community more broadly.

The Strategy will be reviewed every four years to ensure it remains valid with potential change in legislation and government priorities with regular reporting on the progress and implementation of the respective actions.

### **Climate Change, Environmental and Sustainability Considerations**

The Strategy provides a framework to connect key priorities and outcomes centred around climate change, environmental and sustainability considerations. The Strategy will define and embed these considerations across a broad range of activities and processes within the organisation.

### **Community Engagement, Communication and Consultation**

Community engagement activities have been conducted to develop the current draft strategy. A second round of consultation will be conducted prior endorsement to ensure we have a fair representation of our community providing feedback for the strategy.

### **Disclosure of Interests**

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

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

## **RECOMMENDATION**

That Council release the draft Sustainability Strategy for public exhibition for a period of 30 days prior to Council adoption at a later stage.

## **COUNCIL RESOLUTION**

**MOVED:** Cr Colliton  
**SECONDED:** Cr Malone

**That Council release the draft Sustainability Strategy for public exhibition for a period of 30 days prior to Council adoption at a later stage.**

**CARRIED**

**Cr Robertson left the meeting at 5:58pm due to technical difficulties and returned at 5:59pm**

## 12.6 Property Register: Properties identified for disposal - Public submissions closed

**Directorate:** Infrastructure and Sustainability  
**Report Approver:** Marg Scanlon, Director Infrastructure and Sustainability  
**Report Author:** Aaron Smith, Manager Assets, Marg Scanlon, Director Infrastructure and Sustainability  
Julie Markby, Property Officer

**Attachment(s):** Nil

### Executive Summary

Six properties within Council's Property Register have been identified as surplus to Council needs with Council seeing no foreseeable future use of the properties, these properties are considered suitable for residential purposes that will contribute to meeting the housing shortage objective within Southern Grampians Shire.

At the 8 May 2024 Council Meeting, Council resolved to advertise a Notice of Intention to sell the following six properties:

- 5 Dunbar Court, Hamilton
- 63 Gordon Street, Hamilton
- 76-80 Recreation Road, Dunkeld
- 54-56 Kenna Avenue, Hamilton
- 118 McLeod Street, Coleraine
- Cox Street, Peshurst (Corner of Dickens, Burchett and Cox Streets Peshurst)

Under Section 114 of the *Local Government Act 2020*, Council gave notice by advertising for a minimum of 28 days, its intention to sell each of the six properties noting Council's desire to consider community feedback prior to making a final sale decision.

The Public Notice invited submissions in response to the proposed sale of the six properties with submissions closing on 8 June 2024 to which Council received four submissions.

This report details the four submissions received and seeks Council's approval to proceed with the EOI process to identify interested sales agents and their proposed sale campaign for the sale of the six vacant parcels of land.

### Discussion

The State Planning Policy Clause 56.05-2: Public Open Space Provision Objectives were considered as part of this property disposal review. This Clause is pertinent when considering these properties for disposal as it defines the recommended open space provisions as follows;

*A minimum one-hectare open space should be provided within 400 metres of 95% of all residents, and linear and active open space (eight hectare minimum) within one kilometre of 95% of all residents.*

Council resolved at the 8 May 2024 Ordinary Meeting, to advertise a Notice of Intention to sell the six properties.

Council gave notice under Section 114 of the *Local Government Act 2020* proposing the intention to sell each of the following six properties with submissions to be received by 8 June 2024:

- 5 Dunbar Court, Hamilton
- 63 Gordon Street, Hamilton
- 76-80 Recreation Road, Dunkeld
- 54-56 Kenna Avenue, Hamilton
- 118 McLeod Street, Coleraine
- Cox Street, Penshurst (Corner Dickens, Burchett & Cox Streets)

The Public Notice was published on the Southern Grampians Shire Council website, in the Hamilton Spectator for the minimum twenty-eight days and promoted via a resident notification to all adjoining households.

The Council received four submissions; two in relation to 5 Dunbar Court Hamilton and one each for 63 Gordon Street Hamilton and 76-80 Recreation Road Dunkeld.

The following provides a summary of the submissions received respectively to each property.

### 5 Dunbar Court Hamilton

Title: No Restrictions  
Zoning: General Residential  
Size of parcel: 936 sqm



Two submissions received expressed the preference to retain the land for public open space providing access to George Street Primary School.

A playground including cricket nets and park furniture located at 36-42 White Avenue is approximately 160 metres from the Dunbar Street property.

### 63 Gordon Street Hamilton

Title: No restrictions  
Zoning: General Residential  
Size of Parcel: 1346 sqm



One submission was received expressing preference to retain the land for public open space. Public open space is provided at 8 David Street, directly opposite the 63 Gordon Street property.

76-80 Recreation Road Dunkeld

Title: No restrictions  
Zoning: General Residential  
Size of parcel: 3194 sqm



One submission was received proposing that Council sub-divide the property prior to releasing the property for sale.

54-56 Kenna Avenue Hamilton

Title: No restrictions  
Zoning: General residential  
Size of Parcel 1171 sqm





No submissions were received for 54-56 Kenna Avenue, Hamilton.

118 McLeod Street Coleraine

Title: Crown Allotment  
Zoning: General Residential  
Size of parcel: 2025 sqm



No submissions were received for 118 McLeod Street Coleraine.

Cox Street, Penshurst (On the corner of Dickens, Burchett and Cox Streets)

Title: Unrestricted  
Zoning: General Residential  
Size: 1171 sqm



No submissions were received for this Cox Street property.

In conclusion, with consideration of all submissions received together with the assessment of these parcels specifically in relation to their current use and zoning, it is recommended that Council proceeds with the process to procure a sales agent to sell the nominated six properties through an Expression of Interest (EOI) sales process.

### **Financial and Resource Implications**

The current maintenance costs attributed to the six nominated sites is approximately \$10,000 which the Council manages through its operational budgets.

The annual Fire Service Levy (FSPL) for each of the properties is approximately \$260.00 per year.

The cost of selling the land will be limited to valuation fees, advertising fees, agent selling fees and associated legal fees. These costs will be recovered from the income generated from the sale of these properties with the opportunity for the surplus funds to be utilised to improve other Council services and infrastructure for the community.

### **Council Plan, Community Vision, Strategies and Policies**

The parcels of land have been identified within Council's Property portfolio that are surplus to Council's needs. Specifically, the recommendation to dispose of these parcels aligns with the Council Plan objectives associated with sustainable asset planning and maintenance.

#### ***Maintain and Renew Our Infrastructure***

- 3.1 Plan and maintain sustainable assets and infrastructure
- 3.1.1 Review and adopt asset management plans to align with future service levels, environmental and financial sustainability.

### **Legislation**

Under Section 114 of the *Local Government Act 2020* which relates to the restrictions on Council's power to sell land.

Before selling or exchanging the land,

- a. at least 4 weeks prior to selling or exchanging the land, publish a notice of intention to do so on Council's Internet site and in any other manner prescribed by the regulations for the purposes of this subsection; and
- b. Undertake a community engagement process in accordance with Council's community Engagement Policy; and
- c. Obtain from a person who holds the qualification or experience specified under Section 13DA(2) of the *Valuation of Land Act 1960* a valuation of the land which is made not more than 6 months prior to the sale or exchange.

### **Gender Equality Act 2020**

It is important to note that under the *Gender Equality Act 2020*, there is an obligation for the Council to consider and promote gender equality in all their functions and activities. This includes the disposal of property. A gender impact assessment was not required as part of the disposal.

### **Risk Management**

The proposed recommendation does not present any risks to Council.

### **Climate Change, Environmental and Sustainability Considerations**

The proposal to sell the six properties demonstrates Council's leadership to consider the surplus property which is otherwise underutilised and not maintained.

### **Community Engagement, Communication and Consultation**

The Council gave notice under Section 114 of the *Local Government Act 2020* proposing the intention to sell each of the six properties.

It is proposed that an EOI process will be undertaken to determine interest from sales agents, requesting details of the sale and marketing campaign. This will enable an opportunity to determine current property sales agent interest in these properties.

### **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.

Julie Markby – Property Officer

Marg Scanlon – Director Infrastructure & Sustainability

## RECOMMENDATION

That Council:

1. Receives the submissions and notes that these submitters will receive correspondence to acknowledge their submissions and the outcomes of this report.
2. Approves to proceed with the process of selecting a sales agent to sell the following listed six vacant parcels of land through an Expression of Interest (EOI) process;
  - 5 Dunbar Court, Hamilton
  - 63 Gordon Street, Hamilton
  - 76-80 Recreation Road, Dunkeld
  - 54-56 Kenna Avenue, Hamilton
  - 118 McLeod Street, Coleraine
  - Cox Street, Peshurst (Corner Dickens, Burchett & Cox Streets)

## MOTION

**MOVED:** Cr Colliton  
**SECONDED:** Cr Rainsford

That Council:

1. **Receives the submissions and notes that these submitters will receive correspondence to acknowledge their submissions and the outcomes of this report.**
2. **Approves to proceed with the process of selecting a sales agent to sell the following listed three vacant parcels of land through an Expression of Interest (EOI) process;**
  - **54-56 Kenna Avenue, Hamilton**
  - **118 McLeod Street, Coleraine**
  - **Cox Street, Peshurst (Corner Dickens, Burchett & Cox Streets)**
3. **Council further consider the best usage of:**
  - **5 Dunbar Court, Hamilton**
  - **63 Gordon Street, Hamilton**
  - **76-80 Recreation Road, Dunkeld**

**through further community consultation.**

**AMENDMENT**

**MOVED:** Cr Robertson  
**SECONDED:** Cr Malone

**That Council:**

1. **Receives the submissions and notes that these submitters will receive correspondence to acknowledge their submissions and the outcomes of this report.**
2. **Approves to proceed with the process of selecting a sales agent to sell the following listed three vacant parcels of land through an Expression of Interest (EOI) process;**
  - **54-56 Kenna Avenue, Hamilton**
  - **118 McLeod Street, Coleraine**
  - **Cox Street, Peshurst (Corner Dickens, Burchett & Cox Streets)**
3. **Council further consider the best usage of:**
  - **5 Dunbar Court, Hamilton**
  - **63 Gordon Street, Hamilton**
  - **76-80 Recreation Road, Dunkeld**

**through further community consultation.**
4. **Following further consultation all six properties will be put up for sale**

**The AMENDMENT was CARRIED and became the MOTION**

**The Meeting adjourned at 6:28pm due to Cr Robertson experiencing technical difficulties and resumed at 6:31pm.**

**MOTION**

**MOVED:** Cr Robertson  
**SECONDED:** Cr Malone

**That Council:**

1. **Receives the submissions and notes that these submitters will receive correspondence to acknowledge their submissions and the outcomes of this report.**
2. **Approves to proceed with the process of selecting a sales agent to sell the following listed three vacant parcels of land through an Expression of Interest (EOI) process;**
  - **54-56 Kenna Avenue, Hamilton**
  - **118 McLeod Street, Coleraine**
  - **Cox Street, Peshurst (Corner Dickens, Burchett & Cox Streets)**

**3. Council further consider the best usage of:**

- 5 Dunbar Court, Hamilton
- 63 Gordon Street, Hamilton
- 76-80 Recreation Road, Dunkeld

through further community consultation.

**4. Following further consultation Council will sell all six blocks.**

**The MOTION was put and LOST**

**MOTION**

**MOVED: Cr Rainsford**  
**SECONDED: Cr Malone**

**That Council:**

1. **Receives the submissions and notes that these submitters will receive correspondence to acknowledge their submissions and the outcomes of this report.**
2. **Approves to proceed with the process of selecting a sales agent to sell the following listed six vacant parcels of land through an Expression of Interest (EOI) process;**
  - 5 Dunbar Court, Hamilton
  - 63 Gordon Street, Hamilton
  - 76-80 Recreation Road, Dunkeld
  - 54-56 Kenna Avenue, Hamilton
  - 118 McLeod Street, Coleraine
  - Cox Street, Penshurst (Corner Dickens, Burchett & Cox Streets)

**COUNCIL RESOLUTION**

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Malone

**That Council:**

1. **Receives the submissions and notes that these submitters will receive correspondence to acknowledge their submissions and the outcomes of this report.**
2. **Approves to proceed with the process of selecting a sales agent to sell the following listed six vacant parcels of land through an Expression of Interest (EOI) process;**
  - **5 Dunbar Court, Hamilton**
  - **63 Gordon Street, Hamilton**
  - **76-80 Recreation Road, Dunkeld**
  - **54-56 Kenna Avenue, Hamilton**
  - **118 McLeod Street, Coleraine**
  - **Cox Street, Penshurst (Corner Dickens, Burchett & Cox Streets)**

**CARRIED**

## 12.7 Reconciliation Action Plan

**Directorate:** Chief Executive Office  
**Report Approver:** Tony Doyle, Chief Executive Officer  
**Report Author:** Alison Quade, Manager Community Engagement

**Attachment(s):** 1. SGS Reflect 2024 2025 for Council Approval [12.7.1 - 9 pages]

### Executive Summary

This report provides an update on the final steps in the development of Council's first Reconciliation Action Plan (RAP). The RAP has received conditional endorsement from Reconciliation Australia and is ready for Council to consider for approval. The document will then be designed and fully endorsed by Reconciliation Australia.

The RAP clearly identifies a whole of Council and community vision that supports our organisation and community to work together to deliver actions that strengthen our relationships with our Aboriginal and Torres Strait Islander peoples. The RAP is our formal commitment to support First Nations peoples' rights, culture, heritage, needs and aspirations.

Reconciliation Australia has developed a nationally recognised framework to guide the development of RAPs by organisations across Australia, including Local Government Organisations.

The four RAP types - Reflect, Innovate, Stretch and Elevate, provide a framework enabling organisations to continuously develop their reconciliation process. Council recognises that whilst we have started our reconciliation journey, we have much more work to do. The first stage Reflect, is illustrative of an organisation that is new to reconciliation. Southern Grampians Shire Council has been on its reconciliation journey for some time but needs to develop our best approach to advance reconciliation.

Importantly, our Reflect RAP is a public and open commitment to our continuous work on reconciliation and is in accordance with the requirements of Reconciliation Australia.

### Discussion

Council's 2021-25 Council Plan outlines the intent to develop a RAP with the region's First Nations people. Work has been ongoing over the last 12-18 months to develop the RAP, which has included internal organisational workshops and the establishment of a RAP working group, made up of Traditional Owner groups, Councillors and Council officers.

Our Reflect RAP outlines the shared approach Council will take to work alongside Traditional Owner groups and Aboriginal and Torres Strait Islander peoples to advance reconciliation in our workplace and across the Southern Grampians Shire.

Council's Reflect RAP requires a whole-organisation approach to achieve the plan's purpose, which is to explore, develop and embed strategies towards reconciliation through strengthening relationships, providing opportunities for education and recognition of culture.



The plan provides guidance and objectives around items such as:

- Increasing understanding and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and rights through cultural learning
- Documenting Aboriginal history of the municipality
- Use of Aboriginal language to name sites
- Organisation of NAIDOC and Reconciliation Week activities
- Working in partnership with Registered Aboriginal Parties to protect significant local sites.

The RAP will enable Council to assist in supporting self determination for the Aboriginal and Torres Strait Islander peoples who live in Southern Grampians Shire, ensuring our services, workplaces and events are appropriate and culturally safe.

The actions and deliverables in this RAP have been informed by extensive consultation with Traditional Owners of the lands that make up the Southern Grampians Shire, Aboriginal and Torres Strait Islander community members, community stakeholders and Council staff, and maps a pathway towards achieving reconciliation.

Council commissioned Jason Walker, a local Gunditjmara, Yorta Yorta man, to create a unique art piece for our RAP. The artwork will be utilised throughout the RAP document and in branding and graphic communications across a range of Council platforms.

In early July, Reconciliation Australia has provided conditional endorsement for the RAP document. The next steps are for Council to approve the RAP which will then be designed for final presentation to the public. The fully designed Council-approved RAP will then receive full endorsement from Reconciliation Australia. It is then shared on the Reconciliation Australia website, as well as our own.

### **Financial and Resource Implications**

The deliverables listed in the RAP are aspirational and many of the actions can be delivered within current operating budgets. Additional funding where required will be subject to Council's budget process or through external funding opportunities.

### **Council Plan, Community Vision, Strategies and Policies**

#### ***Support Our Community***

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

#### ***Support Our Community***

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

#### ***Support Our Community***

- 1.3 Grow a diverse and inclusive community
- 1.3.2 Encourage, support and celebrate a diverse, multicultural community, including celebrating, recognising and respecting our cultural heritage and engaging our

Indigenous communities.

**Support Our Community**

1.4 A safe community

1.4.2 Demonstrate leadership in gender equality, cultural diversity and inclusiveness for all.

**Legislation**

Although it is not part of any legislation for Local Government, the *Local Government Act 2020* under Section 8 states, *The role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.*

**Gender Equality Act 2020**

We acknowledge that the *Gender Equality Act 2020*, addresses the inequalities people experience based on Aboriginality, age, disability, ethnicity, gender identity, race, religion, and sexual orientation.

**Risk Management**

While there are no risks associated with developing a Reconciliation Action Plan, there is a possibility that there will be differing opinions within the community regarding the implementation of the SGSC (Southern Grampians Shire Council) Reflect Reconciliation Action Plan.

**Climate Change, Environmental and Sustainability Considerations**

As commitments to the local Aboriginal community and Traditional Owners, our RAP will acknowledge the three Traditional Landowner groups that operate within our Shire. We recognise that the RAP does not have any direct impact on the environment and climate change.

**Community Engagement, Communication and Consultation**

Ongoing discussion and engagement within the local community has occurred through the introduction of the First Nation Community Engagement Officer, along with communication with Traditional Owner Groups and community parties has transpired in collaboration with the development of the Southern Grampians Shire Council Reconciliation Action Plan.

**Disclosure of Interests**

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

Jane Coshutt, Community Development Coordinator  
Alison Quade, Manager Communications and Engagement

**RECOMMENDATION**

That Council adopt the 'Reflect' Reconciliation Action Plan 2024 to be presented to Reconciliation Australia for final endorsement.

**COUNCIL RESOLUTION**

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Colliton

**That Council adopt the 'Reflect' Reconciliation Action Plan 2024 to be presented to Reconciliation Australia for final endorsement.**

**CARRIED**

## 12.8 Mt Napier Road Quarry - Public submissions closed

**Directorate:** Infrastructure and Sustainability  
**Report Approver:** Marg Scanlon, Director Infrastructure and Sustainability  
**Report Author:** Aaron Smith, Manager Assets, Julie Markby, Property Officer, Marg Scanlon, Director Infrastructure and Sustainability

**Attachment(s):** Nil

### Executive Summary

The Mt. Napier Road Quarry property is owned by Council and was leased to Boral Resources (VIC) Pty Ltd with the lease ceasing on 29 February 2024. Boral advised the Council that they do not seek to renew or extend the lease as continued operations of the quarry is not considered a financially sustainable option for Boral.

Council issued a Public Notice in accordance with section 114(2) of the *Local Government Act 2020 (Vic)* and Council's engagement policy of its intention to sell or lease the property known as 254 Mt Napier Access Road, Mount Napier (Mt Napier Quarry).

Submissions closed on 20 May 2024 with one submission registering interest to purchase or lease the land. This submission noted particular concern that the land could come under the stewardship of an individual or parties that holds little or no regard to the biosecurity and safety to the local community and landholders.

This report seeks Council approval to release 254 Mt Napier Road, Mount Napier (Mt Napier Quarry) for sale and proceed with appointing a sales agent to sell the property either as an ongoing quarry or as private property. Furthermore, the required site remediation would be finalised by Officers with Boral consistent with the lease and regulatory requirements.

### Discussion

The Mt. Napier Road property comprises approximately 181 hectares of a very undulating and heavily vegetated, irregular shaped Farming zoned allotment, with a small portion of the site being utilised as an active quarry. The property is located at the end of Mount Napier Access Road, which is on the west side of Mount Napier Road approximately 20 kilometres to the south of the rural township of Hamilton and approximately 85km to the north-west of the regional city of Warrnambool.

254 Mt Napier Access Road, Mount Napier (Mt Napier Quarry) is owned by Council and was leased to Boral Resources (VIC) Pty Ltd with the lease ceasing on 29 February 2024. Boral advised the Council that they do not seek to renew or extend the lease, as continued operations of the quarry is not considered a financially sustainable option for Boral.



*Image: Boundary of the Mt Napier Quarry property*

On 20 April 2024, Council issued a Public Notice in accordance with Section 114(2) of the *Local Government Act 2020 (Vic)*, and Council's Engagement Policy, of its intention to sell or lease Lot 1, LP147632, Volume 9593, Folio 537 and Lots 1 & 2, TP180254, Volume 9379, Folio 304, known as 254 Mt Napier Access Road, Mount Napier (Mt Napier Quarry).

Submissions closed on 20 May 2024. The Council received one submission expressing interest to either purchase or lease the Mt Napier Quarry property. The submitter expressed a particular concern that the land could come under the stewardship of individuals or parties that hold little or no regard to the biodiversity and safety to the local community and landholders and expressed the area is quite hazardous to public safety with illegal campsites, motorbike riding, four-wheel driving, hunting and shooting.

This report seeks Council's approval to release 254 Mt Napier Road, Mount Napier (Mt Napier Quarry) for sale. Boral are still obligated (consistent with the lease and regulatory requirements) to complete site remediation.

It is proposed that Council proceeds with the engagement of the sales agent with the intention to sell either as an ongoing quarry or as property only for purposes of farming/lifestyle.

### **Financial and Resource Implications**

The cost of selling the land will be limited to valuation fees, advertising fees where required, agent selling fees and associated legal fees. These costs will be recovered from the income generated from the sale of these properties with the opportunity for the surplus funds to be utilized to improve other Council services and infrastructure for the community.

### **Council Plan, Community Vision, Strategies and Policies**

### **Maintain and Renew Our Infrastructure**

- 3.1 Plan and maintain sustainable assets and infrastructure
- 3.1.1 Review and adopt asset management plans to align with future service levels, Environmental and financial sustainability.

This proposal is consistent with the following Council objectives;

- Maintain and Renew our Infrastructure,
- Protect our Natural Environment and
- Provide Strong Governance and Leadership.

The proposal is also consistent with Council's Property Disposal Policy.

### **Legislation**

*Local Government Act 2020* & Council's Engagement Policy

### **Gender Equality Act 2020**

A gender impact assessment was not required as part of the disposal.

### **Risk Management**

Environmental, financial and strategic risks have been considered in the development of this proposal.

The proposed recommendation does not present any risks to Council.

### **Climate Change, Environmental and Sustainability Considerations**

This proposal has considered the respective environmental considerations, specifically in relation to the site remediation requirements which will close out the lease obligations for Boral.

### **Community Engagement, Communication and Consultation**

Council issued a Public Notice in accordance with section 114(2) of the *Local Government Act 2020 (Vic)* and Council's Engagement Policy.

Engagement with the current lessee, Boral has been undertaken and continues, noting the expired lease and confirmed position of Boral to exit the lease.

### **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.

Julie Markby – Property Officer  
Aaron Smith, Manager Assets  
Marg Scanlon – Director Infrastructure & Sustainability

**RECOMMENDATION**

That Council endorses the release of 254 Mt Napier Road, Mount Napier (Mt Napier Quarry) for sale and proceed with the appointment a sales agent to sell the property.

**COUNCIL RESOLUTION**

**MOVED: Cr Colliton**  
**SECONDED: Cr Robertson**

**That Council endorses the release of 254 Mt Napier Road, Mount Napier (Mt Napier Quarry) for sale and proceed with the appointment a sales agent to sell the property.**

**CARRIED**

## 12.9 HR System - Awarding Tender

**Directorate:** People and Performance  
**Report Approver:** Darren Barber , Director People and Performance  
**Report Author:** Matthew Tulloch, Manager Business Systems & Transformation

**Attachment(s):** 1. 2023150 Evaluation Report - SGSC [12.9.1 - 12 pages - Confidential]

### Executive Summary

Southern Grampians Shire Council (SGSC), Northern Grampians Shire Council (NGSC), and Borough of Queenscliffe (BoQ) are conducting a collaborative procurement process with the goal of purchasing the best fit Human Resources Information System (HRIS) solution for each Council. This approach will ensure each Council has a modern solution that aligns with their organisational key principles and priorities, incorporating process improvement and standardisation between Councils where appropriate.

The collaborative efforts of these Councils through the Collaborative Renewal (CORE) Enterprise Resource Planning (ERP) replacement project and Electronic Document and Records Management System (EDRMS) Cloud Records project, both recently completing their implementation phase, are transforming how our organisation operates in a modern IT environment and within the local government collaboration space. This implementation will further strengthen our relationships and lay the groundwork for further system alignment, paving the way for future and ongoing collaboration.

Through the joint procurement process, ELMO emerged as the preferred choice for all three Councils. Each Council individually scored each tender application before conducting a final stage best fit review. All three Councils are aligned in their desire to implement this HR solution together.

The implementation of this recommended system will address gaps in the current functionalities of the Southern Grampians Shire Council's Human Resourcing (HR) processes, which are currently very manual or difficult to achieve without an appropriate system. These include:

- Staff onboarding
- Org Chart with live EFT visibility
- Annual Performance Appraisal and Succession Management
- HR Reporting and Analytics

The total estimated time savings of implementing these functions is approximately 600 hours annually in staff time.

Council is seeking to award the tender to ELMO Software for 300 licenses, including implementation costs, to the value of \$440,616.28 (excl.GST) over a five-year period (3+1+1) and delegation of authority to CEO to award this new contract to that value.

### Discussion

The HRIS Collaborative Procurement Tender was a deferred item from the CORE ERP project tender in March 2022.



In Quarter 2 of 2023/24, the Human Resources and IT teams from the three corresponding Councils revisited this item to determine the best way forward and confirmed that a collaborative approach would provide the best outcomes for the Councils.

The original CORE tender was officially closed to develop a stand-alone HRIS Collaborative Procurement.

The HRIS Collaborative Procurement working group conducted an in-depth evaluation of the functional requirements each Council needs from the HR system. They decided that the new tender should focus on procurement for HR systems and, if the solutions aligned, a shared implementation process and future collaborative support and development of the systems and processes around HR. This would align the project with the outcomes from the CORE tender.

A new tender was developed and released. The evaluation has been completed, with Elmo being selected as the preferred software solution for all Councils. All three Councils are looking to implement the full suite of modules, except for the payroll module.

Currently SGSC has only three components of a full HR systems:

- Scout Recruit
- Scout Learning
- elementTIME (Payroll)

The other functional processes that the HR team is required to complete are currently done manually, mostly using Microsoft Word documents and Microsoft Excel spreadsheets in an inefficient manner or not done at all. These processes include:

- HR Core, Analytics – Analytics enables HR professionals to make data-driven decisions instead of relying solely on instinct and opinions
- Organisational and Workforce Development
- Onboarding/Offboarding
- Performance Management
- Succession Management
- Learning Management

The implementation of these additional system modules will provide a more efficient and effective way for our HR team to deliver these services to our organisation, as detailed below:

#### 1. Organisational Chart Management

- **Current Process:** Manual updates in spreadsheets and PowerPoint document, prone to errors and time-consuming.
- **Improved Process:** Automated updates and easy access via the HRIS.
- **Benefits:** Saves an estimated 10 hours annually in staff time, ensuring accurate and up-to-date organisational chart.

#### 2. Performance Reviews

- **Current Process:** Paper-based or disparate systems, leading to inconsistent data and inefficiencies.
- **Improved Process:** Centralised, streamlined process with automated reminders and comprehensive reporting.
- **Benefits:** Saves an estimated 100 hours annually in staff time, providing consistent and timely performance evaluations.

### 3. Recruitment

- **Current Process:** Manual job postings, applications, and candidate tracking.
- **Improved Process:** Integrated recruitment module with professional organisation tools, automated candidate tracking, candidate communications and analytics.
- **Benefits:** Currently we are on average advertising 110 positions per year, both internally and externally, which will save an estimated 400 hours annually in staff time, streamlining the hiring process.

### 4. Onboarding (Induction)

- **Current Process:** Manual, paper-based onboarding, resulting in an inconsistent experience.
- **Improved Process:** Automated onboarding with online forms, checklists, and training modules.
- **Benefits:** Saves an estimated 40 hours in staff time, providing a consistent and efficient onboarding experience.

### 5. Reporting and Compliance

- **Current Process:** Manual data collection, analysis, and report generation.
- **Improved Process:** Automated, real-time reporting with customisable dashboards and compliance alerts.
- **Benefits:** Saves an estimated 50 hours annually in staff time, enhancing reporting accuracy and timeliness. Tailored reports for various stakeholders improve decision-making and strategic planning.

### Quantified Benefits

- **Total Estimated Time Savings:** 600 hours annually in staff time.

### Recruitment - Professional Organisation

- **Streamlined Hiring Process:** Standardises and automates job postings, applicant tracking, and candidate communications.
- **Attract Top Talent:** Utilises professional tools and analytics to enhance the quality of hires.

### Onboarding Experience (Induction)

- **Consistent Onboarding:** Provides a seamless, automated onboarding process with clear instructions and timely follow-ups.
- **Improved Retention:** Enhances employee satisfaction and retention rates through a positive induction experience.

Implementing the HRIS system will bring substantial benefits, including time savings, cost reductions, improved reporting accuracy, and enhanced recruitment and onboarding experiences.

In addition to meeting our internal requirements, this collaborative approach to the project will strengthen our relationship with our CORE partner Council. We will benefit from a shared pool of HR knowledge and experience and develop policies, processes, and procedures together.

### Financial and Resource Implications

The budget for the 2024/25 financial year has been adopted with an allocation of \$85,000 (excluding GST) for HRIS system.

The total annual cost for the Elmo software solution, now that the tender process is completed, starts at \$79,225 (excluding GST) for the first year, with a 3% increase each subsequent year. This will come under the adopted budget.

## **Council Plan, Community Vision, Strategies and Policies**

### ***Provide Strong Governance and Leadership***

5.2 Effective advocacy

5.2.1 Continue to explore and participate in regional partnerships.

### ***Provide Strong Governance and Leadership***

5.3 Committed and skilled staff

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

5.3.2 Invest and shape Council as a learning and agile organisation to promote the region as a workplace of choice.

### ***Provide Strong Governance and Leadership***

5.4 Customer-focused services

5.4.1 Use digital solutions in service delivery to maximise efficiency of outcomes.

## **Legislation**

The *Local Government Act 2020*.

## **Gender Equality Act 2020**

Implementing this Human Resources system will hold the organisation accountable under the Gender Equality Act by setting measurable objectives for progress, including providing equal opportunities to all employees throughout all the HR services. It will also ensure that we are meeting our compliance obligations under the Act, which can then lead to identifying gender equality issues and been able to put action plans into place to alleviate these issues.

## **Risk Management**

It is essential that this Human Resources system provides functional processes with a more efficient and effective way to deliver services to the organisation. Financial and strategic risks have been considered in the development of this tender.

The proposed recommendation does not present any risks to Council.

## **Collaborative Procurement Opportunities**

This project is designed to take advantage of the efficiencies of performing a joint procurement process and the ability to include peer support during the final stage of evaluation. Small councils have a minimal number of subject matter experts therefore, to collaborate on something as technical as ICT procurement is invaluable. Providing multiple points of view to ensure the best outcome for each participating Council.

By collaborating on the process, there are enhanced opportunities for integration, improved functionality, and increased e-service capability for improved user experience.

This Collaborative Procurement harnesses the combined expertise of three HR teams and three IT teams to produce a well-developed tender that promises great outcomes for each Council. Additionally, implementing the project collectively leverages a diverse range of experience and expertise from participating Councils, ensuring comprehensive and effective implementation.

### **Climate Change, Environmental and Sustainability Considerations**

This project enhances the long-term sustainability of the Councils by streamlining business processes, boosting operational efficiency, and ensuring cost-effectiveness. By incorporating redundancy, it ensures continuity despite challenges. As a joint implementation among three Councils, it facilitates resource sharing, promoting flexibility and capacity optimisation. Additionally, it opens opportunities for joint recruitment, pooling resources to attract top talent.

Implementing this system will positively impact the Council's operations and environmental footprint by digitising processes, reducing carbon emissions, and minimising the need for printing physical documents. This saves paper, lowers costs, and improves efficiency and productivity. The system enhances accessibility, allowing staff to share information quickly from anywhere, and built-in security features protect sensitive data. Electronic records are easier to manage for compliance, and the system enables efficient, consistent delivery of training programs digitally.

Overall, these initiatives strengthen the Council's resilience and ability to meet evolving needs effectively and sustainably.

### **Community Engagement, Communication and Consultation**

There is no proposed community consultation for this project.

### **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.

Matthew Tulloch – Manager Business Systems & Transformation  
Melissa Beaton – Acting Manager People & Culture  
Darren Barber – Director People & Performance

**RECOMMENDATION**

That Council:

1. Award Contract No. 2023150 for the Human Resource Information Systems (Collaborative Renewal Project) for the price of \$440,616.28 (excl. GST) based on 300 user licenses; and
2. Authorise the Chief Executive Officer to execute Contract No. 2023150 and any other documents required by or to give effect the terms of the contract on behalf of Council.
3. Authorise the Chief Executive Officer to release to the community, the outcome of this report.

**COUNCIL RESOLUTION**

**MOVED:** Cr Colliton  
**SECONDED:** Cr Malone

That Council:

1. **Award Contract No. 2023150 for the Human Resource Information Systems (Collaborative Renewal Project) for the price of \$440,616.28 (excl. GST) based on 300 user licenses; and**
2. **Authorise the Chief Executive Officer to execute Contract No. 2023150 and any other documents required by or to give effect the terms of the contract on behalf of Council.**
3. **Authorise the Chief Executive Officer to release to the community, the outcome of this report.**

**CARRIED**

## 12.10 Re-Adoption Budget 2024-2025

**Directorate:** People and Performance  
**Report Approver:** Darren Barber, Director People and Performance  
**Report Author:** Nick Templeton, Head of Finance

**Attachment(s):** 1. Revised Budget 2024-25 [**12.10.1** - 65 pages]

### Executive Summary

Due to a system error with the rating system, a minor amendment is required to the rates and charges with a \$2 reduction for each ratepayer in municipal charge to ensure compliance with rate capping. This report recommends that Council adopt a Revised 2024-25 Annual Budget to include the small change to the municipal charge to be included in the declared rates and charges. The adjustment to the amount of the municipal charge is to ensure Council complies with the rate capping increase threshold of 2.75% when compared to rates raised for 2023-2024.

Due to the system error, the rates and charges declared in the adopted 2024-2025 Budget exceeded the rate capping threshold by 0.07% and Council need to adopt a Revised Annual Budget to amend this. The process to adopt a Revised Annual Budget is procedural in order to meet the requirements of the Local Government Act and other Councils have also been required to take this action to meet the requirements.

Council has received confirmation from the Essential Services Commission (ESC) that even acknowledging the amount as minor and immaterial it would result in a breach of the rate cap and Council would be assessed as being non-compliant with the cap. In accordance with Section 95 of the *Local Government Act 2020*, Council must prepare and adopt a Revised Annual Budget before it can make a variation to the declared rates or charges.

A Revised 2024-25 Annual Budget has been prepared to amend rating tables at item 4.1 that include incorrect figures for property values and municipal charges. The impact to ratepayers will be a reduction of \$2.00 per applicable municipal charge. Rate notices for 2024-25 are yet to be produced and distributed and ratepayers will see no change to rate notices. The impact on the Budget revenue is not material and therefore the Comprehensive Income Statement has not been altered.

### Discussion

At its Special Meeting on 26 June 2024, Council resolved to adopt its 2024-2025 Annual Budget along with the 2024–2034 Long Term Financial Plan and 2024-2025 Pricing Register. As there are no changes to these documents the adoption by Council at the meeting on 26<sup>th</sup> June remains in place. After the adoption of the Budget, it was discovered through our reconciliation process to the Essential Services Commission (ESC) that the system-generated data contained errors that impacted the accuracy of the tables at items 4.1 of the Budget.

There are no changes to any of the figures shown in the Financial Statements and no material change to the total budgeted rates to be raised, however it is considered prudent to adopt a Revised Annual Budget to update these tables in line with the requirements of the Local Government Act. The impact on the surplus for Council due to the change in total rates revenue is \$12,597, which will not be adjusted in the Budgeted Income Statement and will instead be reflected in forecast adjustments for the 2024-2025 year.

**Rates, Charges and Valuations information**

After the adoption of the 2024-2025 Annual Budget, it was discovered that the system used to calculate the total rates increase compared to the prior year (2023-2024) contained errors. Council is required to submit to the ESC the total rates and charges to ensure compliance with rate capping. After identifying and correcting the inaccurate data, the rate tables at item 4.1 in the Budget have been amended to reflect a reduction in the adopted municipal charge from \$222 to \$220 (\$2.00 reduction) for each applicable municipal charge. This reflects an increase to the municipal charge compared to the rate of \$216 applied for 2023-2024 of \$4.00 (or 1.85%).

It is normal practice to use the final certified valuations from the Valuer General, which was provided to Council in May to finalise the rate in the dollar to be levied calculation that these tables are based upon. This was the process followed and due the system returned incorrect figures for the comparison year of 2023-2024.

The rate tables included in the Budget are required per Section 8(4) and Section 8(5) of the *Local Government (Planning and Reporting) Regulations 2020*, and therefore it was considered prudent to adopt a Revised Annual Budget to correct these tables.

Council’s current Rating Policy is as below:

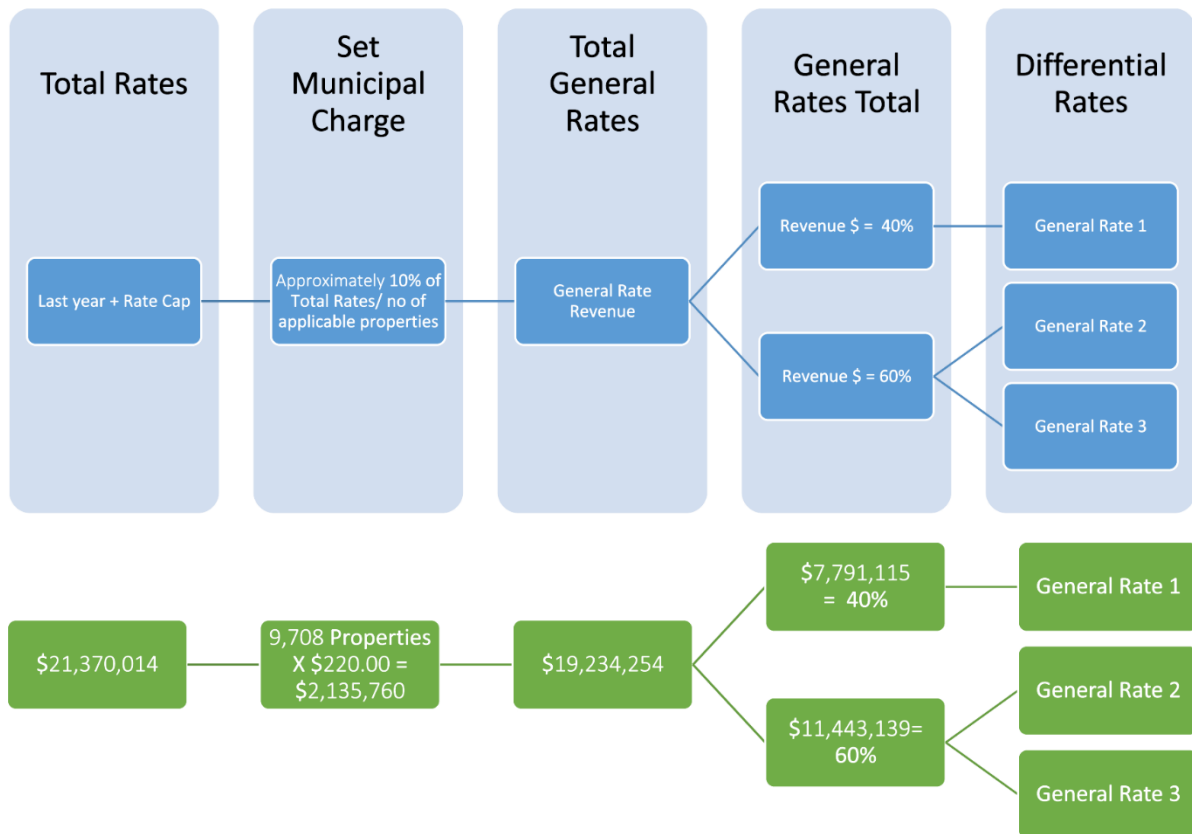


Table 1 - The Rate in the \$ for each type of class of Land is as below:

Type or class of land	2023-2024	2024-2025	Change
	cents/\$CIV	cents/\$CIV	
General rate 1 for rateable residential properties	0.003079	0.003280	6.53%
General rate 1 for rateable rural properties	0.003079	0.003280	6.53%
General rate 1 for rateable industrial properties	0.003079	0.003280	6.53%
General rate 1 for rateable commercial properties	0.003079	0.003280	6.53%
General rate 2 for rateable rural N/S properties	0.001625	0.001755	8.00%
General rate 3 for residential rural properties	0.001625	0.001755	8.00%
General rate 3 for rural properties	0.001625	0.001755	8.00%
General rate 3 for industrial rural properties	0.001625	0.001755	8.00%
General rate 3 for commercial rural properties	0.001625	0.001755	8.00%

Table 2 - The Valuations for each type of class of land:

Type or class of land	2023-2024	2024-2025	Change	Change
	\$	\$	\$	%
Residential	2,928,920,000	2,799,124,000	(129,796,000)	(4.43%)
Rural	6,023,586,000	5,734,659,000	(288,927,000)	(4.80%)
Industrial	104,265,000	109,590,000	5,325,000	5.11%
Commercial	238,838,000	252,274,000	13,436,000	5.63%
<b>Total value of land</b>	<b>9,295,609,000</b>	<b>8,895,647,000</b>	<b>(399,962,000)</b>	<b>(4.30%)</b>

Table 3 - The result of multiplying the valuation by the rate in the \$:

Type or class of land	2023-2024	2024-2025	Change	Change
	\$	\$	\$	%
Residential	7,820,207	7,999,517	179,310	2.29%
Rural	9,848,508	10,123,054	274,546	2.79%
Industrial	294,386	329,466	35,080	11.92%
Commercial	699,521	782,217	82,696	11.82%
<b>Total amount to be raised by general rates</b>	<b>18,662,622</b>	<b>19,234,254</b>	<b>571,632</b>	<b>3.06%</b>

Table 4 – The number of assessments in relation to each type or class of land

Type or class of land	2023-2024	2024-2025	Change	Change
	Number	Number	No.	%
Residential	7,553	7,566	13	0.17%
Rural	2,937	2,950	13	0.44%
Industrial	257	258	1	0.39%
Commercial	452	452	-	0.67%
<b>Total number of assessments</b>	<b>11,199</b>	<b>11,226</b>	<b>27</b>	<b>0.24%</b>

Table 5 - Total amount of Rates and Charges to be levied.

	2023-2024	2024-2025	Change	Change
	\$	\$	\$	%
General rates	18,662,622	19,234,254	571,632	3.06%
Municipal charge	2,093,040	2,135,760	42,720	2.04%
<b>Total Rates</b>	<b>20,755,662</b>	<b>21,370,014</b>	<b>614,352</b>	<b>2.96%</b>
Kerbside Collection – Refuse, Recycling & FOGO	2,427,425	2,641,060	213,635	8.80%
<b>Rates and charges</b>	<b>23,183,087</b>	<b>24,011,074</b>	<b>827,987</b>	<b>3.57%</b>

There are 6,364 properties in the Southern Grampians Shire where municipal waste charge is applicable, creating a total rate revenue of \$2,641,060.

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 1989* where all four instalments of rates and charges declared for the current year (less the discount) are paid on



or before the first instalment date, excluding any arrears of rates and charges outstanding from previous years.

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

### **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*.

### **Council Plan, Community Vision, Strategies and Policies**

#### ***Support Our Community***

- 1.1 An empowered and connected community
- 1.1.3 Provide opportunities for increased community engagement and participation in Council decision making and activities.
- 1.1.4 Ensure communication and engagement methods use inclusive practices and processes.

#### ***Support Our Community***

- 1.2 Support and promote a healthy community
- 1.2.4 Advocate for and work with external services that support our community and deliver outcomes.

#### ***Provide Strong Governance and Leadership***

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

### **Legislation**

The Revised 2024-25 Annual Budget has been prepared in accordance with the Act, the *Local Government (Planning and Reporting) Regulations 2020* and relevant Australian Accounting Standards.

Section 95 of the Act requires that any variation to elements of the declared rates and charges gives cause for a revised budget to be prepared and adopted by the Council. This requirement still applies even in cases where there is no material change to any ratepayer, hence a resolution from Council is required to amend the variation to the rates and charges.

Section 96 provides guidance on the process for the preparation of a revised budget, with requirements being that the revised budget be developed in accordance with the financial management principles and with Council's Community Engagement Policy.

The financial principles are provided for at section 101 of the Act, with requirements including compliance with financial policies and strategic plans, that risks be managed, provision of stability and predictability in financial impacts on the municipal community, and that records be kept. The 2024-25 Budget meets these standards, and the correction only serves to further them by ensuring accuracy and boosting stability by ensuring the collectability of rates.

Council's Community Engagement Policy requires compliance with the Act's community engagement principles and presents several options for participation across the IAP2 spectrum, which are inform, consult, involve, collaborate, and empower.

### **Gender Equality Act 2020**

Council is committed to gender equality. All major Council projects will undergo a gender impact assessment. This aligns to Council's commitment along with relevant legislation.

### **Risk Management**

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

### **Climate Change, 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 2021-2025.

### **Community Engagement, Communication and Consultation**

Council changed the way it engaged with the community in relation to the preparation of the annual budget for the first time in October 2023. Council shifted to a single engagement period prior to the preparation of the budget and began seeking submissions from the community in November 2023.

This upfront engagement reflects the intent of earlier and more effective community involvement before the draft budget is prepared, as is the intent of the *Local Government Act 2020* and is in accordance with Council's Community Engagement Policy.

The changes presented by the Revised Budget are only to correct a minor error that reduces total rates payable for ratepayers. This means that the adoption of the Revised Budget would result in no negative impact on ratepayers with respect to the intention of the 2024-25 Annual Budget adopted by Council on 26 June 2024.

Because of the extensive consultation already undertaken by Council when preparing the 2024-25 Annual Budget and the changes posed merely being corrective, an 'Inform' level of consultation will comply with Council's Community Engagement Policy.

### **Disclosure of Interests**

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

Darren Barber, Director People and Performance  
Nick Templeton, Head of Finance

## **RECOMMENDATION**

**Budget recommendations:** That Council:

1. Adopts the 2024-2025 Revised Budget attached to this recommendation, in accordance with the *Local Government Act 2020* (the Act) and relevant regulations.

***Declaring rates and charges recommendations:*** That Council:

2. Declares an amount of \$24.011M which Council intends to raise by General Rates and Annual Service Charges for the period 1 July 2024 – 30 June 2025 calculated as follows:
  - a) General Rates \$21.370M; and
  - b) Annual Service charges \$2.641M.
3. Declares the Rates and Charges as detailed in Council's Revenue and Rating Plan 2021-2025 as required under Section 94(2)(i) of the Act and Section 161(2) of the *Local Government Act 1989*.

**COUNCIL RESOLUTION**

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Colliton

***Budget recommendations:*** That Council:

1. Adopts the 2024-2025 Revised Budget attached to this recommendation, in accordance with the *Local Government Act 2020* (the Act) and relevant regulations.

***Declaring rates and charges recommendations:*** That Council:

2. Declares an amount of \$24.011M which Council intends to raise by General Rates and Annual Service Charges for the period 1 July 2024 – 30 June 2025 calculated as follows:
  - a) General Rates \$21.370M; and
  - b) Annual Service charges \$2.641M.
3. Declares the Rates and Charges as detailed in Council's Revenue and Rating Plan 2021-2025 as required under Section 94(2)(i) of the Act and Section 161(2) of the *Local Government Act 1989*.

**CARRIED**

## 12.11 Hamilton Olympic Swimming Pool Shell Repairs Tender

**Directorate:** Wellbeing, Planning and Regulation  
**Report Approver:** Rory Neeson, Director Wellbeing, Planning and Regulation  
**Report Author:** Susannah Milne, Manager Community Wellbeing

**Attachment(s):** 1. CONFIDENTIAL - 2024165-\_ Evaluation Report (1) [12.11.1 - 13 pages]

### Executive Summary

Southern Grampians Shire Council (SGSC) acknowledges the importance of the Hamilton Olympic Swimming Pool (HOSP) as a community, wellbeing, and public health asset for the Southern Grampians Community.

Through leak investigations carried out in March 2024 and from the receipt of Technical Compliance and Condition Assessment Reports in December 2023, items were identified that require rectification to ensure compliance and safety for all facility users heading into the 2024/25 Outdoor Pool season. These rectification works must be carried out before the pool season, for safety and compliance purposes.

A tender for rectification works was advertised in May 2024 with seven work requirements to be completed before the 2024/25 outdoor pool season and one optional item to be completed at the completion of the season. The final output of these works will ensure HOSP meets compliance standards as set by Royal Lifesaving, Lifesaving Victoria and the Water Quality Guidelines for Public Aquatic Facilities.

One tender submission was received with evaluation details contained in this report. A peer review of this submission was also completed and is discussed within this report. This report recommends that the tender be awarded to tenderer.

### Discussion

HOSP is less than 500 metres from Hamilton's Central Business District and is an outdoor facility featuring an 8-lane 50 metre swimming pool, toddler pool, change facilities, and kiosk area.

Council, as the owner, is responsible to manage, improve, maintain, and control the site, buildings and all associated assets. Council is required to:

- Act within best interests to achieve public benefit,
- Manage potential risks
- Manage conflicts of interest and duty
- Manage relationships with key stakeholders.

Council engaged JWC Engineers to complete Technical Compliance and Condition Assessments across all of the Shire's Outdoor Pools with final reports received in December 2023. Noted within was the requirement to conduct leak investigations for all pools and these works among other larger pool projects were approved in the 2023-2024 budget.

Leak investigations for HOSP were carried out in March 2024. On receipt of this report, Council Officers became aware of compliance issues that, if not remedied prior to the 2024-2025 pool season, could result in HOSP being unable to open. HOSP is the most visited and utilised outdoor pool and supports school swimming carnivals and learn to swim programs.

A tender for rectification works was advertised in May 2024 containing the following requirements:

1. Repair and compliance upgrade of soiled water channel, including crack sealing and replacement or upgrade of non-compliant concrete blocks.
2. Upgrade stilling tube to include dual grate system to meet safety standards.
3. Replace all leaking expansion joints with new high-quality, durable materials.
4. Complete pool shell surface refurbishment including paint blasting and application of new epoxy paint.
5. Repair and upgrade DDA access ramp to current accessibility standards.
6. Development and implementation of a comprehensive work plan including all project roles.
7. Final review and quality assurance to ensure readiness for the 2024/25 season.
8. (Optional) Repair of hob, scum gutters and necessary concourse repairs to fix leaks and replace damaged sections.

Item 8 was included with the intent to plan for these works as Stage 2 of this project. These works are not critical to the pool opening for the 2024-2025 season. After peer review and noting other investigative works currently being undertaken at other pool locations, it is proposed that item 8 works are not included within this project and carried out at a later date with a view to combine these in with other pool projects required across the Shire, to get better value for the works.

The tender for 2024165 – Hamilton Olympic Swimming Pool – Shell Repairs 2024 received one submission and was evaluated in accordance with the Council Procurement Policy.

The tender was evaluated against the following pre-set evaluation criteria:

- Price - 30 %
- Demonstrated performance including available resources - 20%
- Methodology - 40%
- Sustainable Environmental - 10%
- Occupational Health & Safety - Pass/Fail

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

Company Name	Qualitative Score (%)
<b>The trustee for LSGS Trust</b>	42.3%

Referee checks were completed and prior experience from working with this contractor taken into account. Nominated timelines for completion of items 1-7 is 13 weeks.

A peer review of this tender submission has been undertaken. Specific commentary has been provided for each item of works. This review recommends that items 1,3,4,6 & 7 be undertaken prior to season start, while item 5 relating to the DDA ramp can be undertaken at any time. Item 8 to be delayed until after the pool season to allow time for specification and design revision. It is proposed that items 1-7, inclusive of item 5 be completed under this initial contract prior to season start to ensure the safety of patrons.

Post awarding of this contract and given nominated timeframe for works it can be expected that HOSP will have a slightly delayed season open date for the 2024/25 season however this would still be in line with all other outdoor pools across the Shire.

Based on this and the total score achieved through evaluation, the trustee for LSGS Trust is identified as the preferred tender.

### Financial and Resource Implications

The contractor will be responsible for carrying out the works under specified conditions in technical and general specification of the contract document and has priced through a submitted quote.

Whilst cost risks exist, this is reduced through contractor noting that no sub-contractors will be used within this process. Any variations will be assessed through the standard approval process, which will minimise cost risk to Council.

The tenderer also supplied a price for optional hob removal and/or rectification works in item 8 of their submission. It has been costed that rectification of the hob to ensure safety and rectification of leaks (Option 1) would cost \$335,000 while a full hob removal and replacement with a wet deck (Option 2) would be a cost of \$1 million. It is proposed that this item of work be delayed to allow for further specification revision and to not be awarded with this contract.

The total project for 1 - 7 as scoped would be a contract value of \$382,820. This is more than was initially allocated from indications in the JWC Engineers reports and subsequent allocated 2023-2024 budget for these works, however, are within the overall budget allocated for HOSP as summarised below. Peer review of the pricing for this submission suggests that while the tender may be on the higher end for some items, their overall price for these works is reasonable given the methodologies noted and current condition of the facility.

Budget allocated in 2023/24:

Hamilton Olympic Swimming Pool	Budget 22/23	Budget 23/24	Budget 24/25 (LTFP)
Painting and Expansion Joints	\$130,000		
Pool Shell/Works		\$654,280	
Plant and Concourse			\$1,245,720
<b>Total</b>		<b>\$784,280</b>	

Project as costed and tendered:

Hamilton Olympic Swimming Pool	JWC Indicative Costings	Tender value received
Painting & Expansion Joints including Pool Shell Repairs (leak/rust/structural damage)	\$330,000	\$382,820
Project Management & Contingency (17%)		\$65,079
<b>Total</b>	<b>\$330,000</b>	<b>\$447,900</b>

Allowing for project management and contingency, the initial capital renewal budget allocation for HOSP works from the 2023-2024 budget has enough allowance to proceed with this project

as scoped however allocations for other works may be impacted in future projects or required updated scoping. This may mean that prioritisation of projects at this and other outdoor pools may be required to remain within initial budget allocations.

## **Council Plan, Community Vision, Strategies and Policies**

### ***Support Our Community***

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

### ***Support Our Community***

- 1.3 Grow a diverse and inclusive community
- 1.3.4 Provide, promote and support appropriate and accessible services, facilities and activities for younger residents.

### ***Maintain and Renew Our Infrastructure***

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

## **Legislation**

This report assists Council in meeting its obligations under the *Local Government Act 2020*.

This report is also consistent with the Southern Grampians Shire Procurement Policy 2021-2025.

## **Gender Equality Act 2020**

There is not considered to be any negative gender impacts from this project however the rectification works at HOSP will have a positive impact of ensuring this facility remains open for public use

## **Risk Management**

It is essential that the contractor has the capability to construct to a high standard and follow stringent quality controls.

These have all been demonstrated as part of the tender responses for the project.

Through the evaluation process it was discussed that to ensure successful completion, works for items 1-7 begin on the 26 August 2024 with project completion set for 1 December 2024.

Item 8 will be revised and brought back to Council at a later date.

Works timeline for items 1-7 indicate that a deviation to the Operation of Outdoor Pools policy will be required to accommodate these works. It is proposed that HOSP season open date for the 2024-2025 season be slightly delayed and community advised early. A specific date for open cannot be advised at this time due to unpredictable weather events and associated works delays. It is therefore essential that the tender be awarded for the works to commence as early as possible.

The contractor is responsible for the provision of suitable material that will satisfy the

Australian standards.

### **Collaborative Procurement Opportunities**

There has been no opportunity to seek collaborative procurement for this tender.

### **Climate Change, Environmental and Sustainability Considerations**

The project is considered as low impact on environmental parameters, the contractor's environmental management plan has been assessed as part of the tender process. Any variation to this will be provided to Council Officers for review and approval prior to any noted changes being undertaken.

The proposed repair works will have a positive impact on the reduction of water use with the elimination of the leakage issues that require additional water to be added to the pool on a regular basis.

### **Community Engagement, Communication and Consultation**

The tender process was completed in line with Council's Procurement Policy with the tender publicly advertised in the Council's e-Tendering portal and the Hamilton Spectator on 24 May 2024 and closed on 24 June 2024.

Communication has occurred with the existing users of HOSP before the tender process commenced to gain their support for the project. Currently no bookings are held at HOSP for the month of November. November will remain closed for bookings until the outcomes of these works are known.

Following a decision from this Council Meeting, awarded contractor will be notified and works timeline finalised. This timeline will be communicated with stakeholders prior to season opening for 2024-2025.

Once the works timetable is finalised, further communication will be completed with the community if there is a delay to the start of the season for the works to be undertaken.

### **Disclosure of Interests**

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

Rory Neeson, Director Wellbeing, Planning and Regulation  
Susannah Milne, Manager Community Wellbeing  
Bill Scott, Manager Project Management Office  
Diana Dixon, Coordinator Leisure Facilities  
Tony Zaccara, Project Management Officer  
Lily Wilson, Procurement Officer

## **RECOMMENDATION**

That Council:

1. Award Contract No 2024165 – Hamilton Olympic Swimming Pool – Shell Repairs 2024 to the *Trustee for LSGS Trust* for the tendered amount \$382,820 excl. GST.



2. Authorise the Chief Executive Officer to execute Contract No. 2024165 and any other documents required by or to give effect the terms of the contract on behalf of Council.

**COUNCIL RESOLUTION**

**MOVED:** Cr Colliton  
**SECONDED:** Cr Rainsford

**That Council:**

1. Award Contract No 2024165 – Hamilton Olympic Swimming Pool – Shell Repairs 2024 to the *Trustee for LSGS Trust* for the tendered amount \$452,020 excl. GST.
2. Authorise the Chief Executive Officer to execute Contract No. 2024165 and any other documents required by or to give effect the terms of the contract on behalf of Council.

**CARRIED**

## 12.12 Plan for Victoria Submission

**Directorate:** Wellbeing, Planning and Regulation  
**Report Approver:** Rory Neeson, Director Wellbeing, Planning and Regulation  
**Report Author:** Andrew Nield, Planning Coordinator, Daryl Adamson, Manager Strategy and Regulation, Rory Neeson, Director Wellbeing, Planning and Regulation  
Sharon Clutterbuck, Executive Assistant to Director Wellbeing, Planning and Regulation

**Attachment(s):** 1. Plan for Victoria - Southern Grampians - Revised 1 August 2024 [12.12.1 - 12 pages]

### Executive Summary

Following the release of Victoria's Housing Statement in 2023, the State Government is undertaking engagement to develop Plan for Victoria, a plan designed to provide a blueprint for where the state will grow and where houses will be built between now and 2051.

As part of the development of Plan for Victoria, the State Government has been consulting with both the community and Council staff over the past three months.

During this engagement, the State Government has also released housing targets for municipalities across the state with Southern Grampians being set a draft target of 1,200 by 2051. This was completed without any consultation and minimal discussion around how the targets have been released.

Broadly, Plan for Victoria has generated a lot of discussion amongst Local Government Authorities across the state, which has led to further consultation being completed with CEOs and Directors. The consultation has also been very difficult to respond to due to the lack of information and supporting documents released by the State Government as part of the engagement process.

Submissions relating to the State Government regarding Plan for Victoria are currently open until 31 August. Key themes addressed in the Southern Grampians Shire submission include:

- Greenfield versus Infill Development
- Windfall Gains Tax
- Enabling Infrastructure
- Reticulated/non-reticulated sewerage
- The current planning system
- Planning Scheme Amendments
- Public Transport
- Housing Targets

The purpose of this report is to provide a copy of Council's submission for endorsement. The submission will then be provided to the State Government formally through the Plan for Victoria engagement platform.

### Discussion

This draft submission to Plan for Victoria provides a response to some of the State Government's targets and initiatives outlined through its Housing Statement released in 2023. It also provides additional areas where the government can provide support to Councils to help enable more houses to be built in the Shire and some of the additional challenges that

Southern Grampians faces when approving the construction of housing in townships and rural areas across the Shire.

#### Region Specific Targets on Greenfield versus Infill Development.

As part of the Victorian Housing Statement, a target is included that states the new Plan for Victoria will bring to life the State Government's target for 70 per cent of new homes to be built in established areas, while making sure growth areas deliver 30 per cent of new homes.

While this target may be achievable in metropolitan Melbourne and other well serviced regional areas of Victoria, this is something that is not achievable in all of the communities in the Southern Grampians Shire, especially in any of the townships which have no or limited connection to town sewerage systems and where increased development is already unable to be achieved due to the limitations of lot sizes.

Council calls for these targets to be reviewed or be region specific to ensure they are both achievable and attainable in rural and regional areas across Victoria.

#### Windfall Gains Tax

The Windfall Gains Tax, which came into effect on 1 July 2023, is limiting development and housing in rural and regional areas.

Developers, in response to the tax, are inclined to pass on the additional costs to buyers and investors. This approach is having an adverse effect on towns with lower land values. These towns are seeing their development prospects become increasingly marginal or even unviable, directly contradicting the goals of initiatives in regional housing developments and town structure plan reviews.

The tax's regressive nature raises questions about its alignment with broader state government housing policies. Rather than enabling new residential development, it is inadvertently acting as a deterrent, potentially undermining the objectives of affordable and sustainable housing in regional areas.

In rural areas, where property markets tend to be thin and development is often on the edge of viability, the Windfall Gains Tax exacerbates challenges. Developers in these regions are frequently local families and small investors committed to their communities. In such contexts, the tax may inflate development costs and property values, further draining or limiting the capacity for growth.

Given these potential negative repercussions, it is imperative to reconsider whether the Windfall Gains Tax is actually providing the benefits it was proposed to complete or whether it is creating a barrier (especially for smaller housing lot subdivisions that may be sold over a ten year period by investors) to see more houses constructed in rural and regional areas. This will be especially important for Southern Grampians with any recommendations that may be included in the structure plans for Cavendish and Coleraine currently being completed.

#### Investment in Enabling Infrastructure to Support Housing

##### 1. Reticulated Sewerage

Southern Grampians only has town sewerage connections in three of its 10 towns.

*Non-reticulated sewerage towns*

For the towns with no sewerage infrastructure, this means that small lot sizes are unable to support infill development with Council having to refuse planning applications for sub-divisions due to onsite wastewater systems being unable to be installed to meet EPA requirements.

Penshurst, a typical small town with no reticulated sewerage (even though it is gazetted as a declared reticulated sewerage district), has 75% of lots unable to contain wastewater on-site long term and 93% of onsite wastewater management systems having potential major environment and human health risks.

Penshurst was recently involved in a trial led by Wannon Water to pilot a whole-of-town wastewater solution. As a first step, one part of town was selected to trial a pilot wastewater management and water recycling system. The idea was that it would capture wastewater near the source, treat it and then re-use it on public open space. The benefit of a precinct and module wastewater solution are that the adaptive wastewater infrastructure can be installed as required, in stages.

The functional designs for the Penshurst wastewater recycling project have been scoped to support a 75% development growth within the Township Zone. If implemented, this project could increase the Penshurst population by 67 people (14% of the current population) and create 33 full-time equivalent jobs by 2046.

Due to rising costs, the local water authority Wannon Water recently made the decision to abandon the pilot with their consultant estimating that the cost of the pilot project had risen from \$1.7M to \$2.7M and the total project cost had risen from \$10M to almost \$20M.

While disappointed by this decision, the Council understands the rationale behind it. However, the issue of development in non-recirculated towns remains a significant challenge in both Southern Grampians and rural Victoria. This makes it impossible for towns like Penshurst to meet the 70/30 targets set by the State Government.

The Council supports further work in Penshurst based on the preliminary data obtained from the pilot. We urge the State Government to provide additional funding through an Environment levy or to consider re-establishing grant programs that previously funded reticulated sewerage systems in rural and regional Victoria.

### *Reticulated Sewerage Towns*

While Council does have three towns that have reticulated sewerage or are partially seweraged (Hamilton, Coleraine and Dunkeld), the expansion of these town systems to meet current and predicted growth areas is also providing a barrier to housing builds.

In Dunkeld, a Planning Scheme Development Plan Overlay (DPO) exists for a section of the township that could see over 40 new houses constructed. This overlay requires developments to connect to reticulated sewerage, but no such services are available nearby, making extensions financially unviable.

The Council supports this initiative. However, with most of the land owned by small or single-lot investors and connection costs ranging from \$100,000 to \$400,000 per lot, many property owners must approve the sewer scheme extension. Recently, Wannon Water decided not to proceed with the extension. Under the Water Act, Wannon Water is neither required nor able to contribute to the scheme to reduce costs for property owners. Additionally, Wannon Water is not supporting the Council in changing the DPO requirements for wastewater connection, making development of this land unlikely. There are similar examples within growth areas of Hamilton, the largest town in Southern Grampians.

Reticulated sewerage installation costs have increased by 59% to 179% in the 2023-2024 period, leading Wannon Water to cancel or place on hold all reticulated sewerage extension projects within the Shire due to rising costs.

The Council calls on the State Government to change its policy to proactively support water authorities and landowners in extending reticulated sewerage systems and connecting properties to these services by:

- Enabling property owners to reasonably contribute to reticulated sewerage extensions when they run past their property for new developments.
- Clearly define reasonable reticulated sewerage costs in State Government policy.
- Clearly defining when a property is reasonably required to connect to reticulated sewerage and water in State Government policy.
- Permitting water authorities to spread the costs of reticulated sewerage operations, extensions, and connections across their network of customers.
- Amending the Water Act to allow water authorities to contribute to water/sewer extension projects.

## 2. *Enabling Infrastructure*

Council is currently negotiating with developers for the sale of 22 hectares of residentially zoned land in Hamilton to create the Lakes Edge subdivision. One of the key requirements for this site once developed is the creation of an additional road including a bridge over the Grange Burn that connects to Lake Hamilton to ensure a current traffic bottleneck at the intersection of Ballarat Road and Rippon Road is not increased through the construction of the new housing at this site.

While Council has had discussions with Department of Transport and Planning staff around this issue, there is no clear State Government funding stream currently available for Council to apply to for the construction of this new road onto Mill Road, north of the development.

Council seeks a commitment from the State Government to invest in projects such as this through a dedicated funding program to ensure that this new housing build doesn't create additional access issues in the town. It is estimated that over \$4M is required to build this new road and bridge to the development.

### Investment Fast-track and Navigation of the Complex Planning and Regulatory System

The process of obtaining planning approvals in regional and rural areas is marred by complexities, involving the navigation of multiple departments, substantial costs, and time-consuming procedures, particularly where land is caught between competing agency requirements e.g. DEECA and/or CFA. As a result, potential investors are discouraged, and there is a prevailing perception that approval timelines are longer in Victoria compared to other states, negatively impacting the State's business reputation.

Recognising the resource constraints of local authorities, it is essential to explore solutions such as dedicated investment panels, planning and regulatory facilitators, or outsourcing expertise. These measures can bridge the talent gap and facilitate smoother navigation of the regulatory landscape, thereby fostering investment and economic growth in regional Victoria.

To fast-track investment processes and navigate the complex planning and regulatory environment the following is recommended:

- Simplify and expedite the planning approval procedures to reduce complexities and delays, making it easier for investors and developers to navigate the regulatory landscape.

- Increase the capacity of rural councils through state-sponsored planners and resources for key projects.
- Conduct a consultative evaluation of the Development Facilitation Program, including its composition, location, capabilities, decision-making procedures, and coordination mechanisms. Identify areas for improvement and implement necessary changes to enhance its effectiveness and efficiency. Ensure that the evaluation committee includes representation from rural and regional local government authorities to align with their specific needs and challenges.
- Ensure the program is adequately resourced, minimising cost to Councils.

### Streamlining Planning Scheme Amendments

The current process for planning scheme amendments is complex, costly and time-consuming, leading to delays in project delivery and hindering the development of affordable housing and growth industries in regional and rural areas.

The administrative burdens and lengthy assessment processes create barriers for developers and investors, slowing down the development of much-needed housing and infrastructure projects.

In order to streamline planning scheme amendments and expedite the delivery of projects the following is recommended:

- Simplify documentation and planning scheme amendments to reduce administrative burdens.
- Undertake hearings based on written submissions and involve the panel only in areas of unresolved dispute.
- Deemed approvals through logical inclusions by approving projects that align with the current structure plan.
- Expand funding to the Victorian Government's Regional Planning Hub program to increase the availability of support for rural and regional councils with insufficient planning resources to conduct strategic and statutory planning.

A recent example in Southern Grampians was a relatively simple re-zoning in Taylor Street, Dunkeld to support four new housing lots that took over 15 months to complete due to additional work being requested from Department of Transport and Planning Officers before authorising the Amendment to proceed, despite the amendment being supported by a structure plan and a Council resolution.

### Public Transport Funding

While the Victorian Housing Statement outlines significant investment in metropolitan Victoria, the Southern Grampians continues to suffer from inadequate public transport in both Hamilton and its smaller communities.

Council frequently hears of students having to share taxis from Hamilton to Warrnambool to attend education, and similar stories of residents traveling to medical appointments in Ballarat, Geelong, Melbourne, and Warrnambool.

Council continues to advocate for the return of passenger rail to Hamilton. Additionally, we urge the State Government to investigate increased investment in V-Line bus services for our smaller towns, allowing for more frequent services at better-aligned times to connect with other major regional centres.

Furthermore, Council asks the State Government to explore subsidised air travel options. The Shire is home to the Hamilton Regional Airport, which previously offered daily flights to

Melbourne but is now unfeasible due to rising costs. Similar regional air travel subsidies are provided in many other states across Australia.

### Housing Targets

As part of the recently released housing targets across the State, the Southern Grampians' housing target is set at 1,200, the lowest for the Great Southern Coast region.

This target is not aspirational, as the Shire currently has a 10-year average of 49 dwelling approvals per year, indicating no predicted increase in this trend. This is despite the Council's ongoing negotiations to sell a 22-hectare site in Hamilton to deliver over 200 lots of various sizes, as mentioned earlier in this submission.

Despite the region's low unemployment rate, the Council seeks assurances from the State Government that this lower housing target, compared to other similar Councils across the state, will not impact future funding allocations for enabling infrastructure and other State Government services in the Shire, such as schools, hospitals, and public transport. The Council also requests more information on how this housing target was calculated and whether any mandatory reporting measures will be imposed on Councils once formalized, especially regarding infill and greenfield developments.

### **Financial and Resource Implications**

While there are no financial or resource implications as part of this submission to the State Government, there are substantial potential implications through the implementation of Plan for Victoria if some of the key issues raised as part of the submission are not addressed.

### **Council Plan, Community Vision, Strategies and Policies**

#### ***Support Our Community***

- 1.1 An empowered and connected community
- 1.1.2 Support the community and other agencies to build resilience and preparedness in planning for emergencies and climate change impacts and mitigation.
- 1.1.3 Provide opportunities for increased community engagement and participation in Council decision making and activities.
- 1.2 Support and promote a healthy community
- 1.2.4 Advocate for and work with external services that support our community and deliver outcomes.
- 1.3 Grow a diverse and inclusive community
- 1.3.1 Partner to facilitate sustainable and affordable housing to meet the changing needs of the community.

#### ***Grow Our Regional Economy***

- 2.1 Drive economic growth
- 2.1.2 Advocate for long-term population growth, a skilled labour force and support emerging growth sectors.
- 2.2 Increase our regional profile
- 2.2.1 Leverage the Shire's strategic advantages in health, education, leisure and cultural activities as a means to increase the region's profile and stimulate economic and population growth.
- 2.3 Continue to support the development of a skilled workforce
- 2.3.2 Partner and advocate to recruit skilled staff into the area by addressing worker housing and regional liveability.
- 2.4 Support local business and industry
- 2.4.3 Streamline services to reduce red tape in approval process.

**Maintain and Renew Our Infrastructure**

- 3.2 Safe and well-maintained transport routes and infrastructure for all modes of travel
- 3.2.1 Continue to advocate for improved transport services and connections through funding and partnerships with relevant agencies.
- 3.2.3 Provide infrastructure that supports a connected and active community.

**Provide Strong Governance and Leadership**

- 5.2 Effective advocacy
- 5.2.2 Advocate on behalf of the community in line with identified and agreed priorities.
- 5.2.3 Support and partner with service providers, State and Federal Government departments to improve inclusive opportunities for the Southern Grampians community.

**Legislation**

The Southern Grampians Shire Planning Scheme  
*The Planning and Environment Act 1987.*

**Gender Equality Act 2020**

While there are no direct Gender Equality Act implications as part of this submission to the State Government, there are the potential for issues if some of the key issues raised as part of the submission are not addressed.

**Risk Management**

While there are no direct risk management implications as part of this submission to the State Government, there is the potential for issues if some of the key points raised as part of the submission are not addressed.

**Climate Change, Environmental and Sustainability Considerations**

While there are no environmental, climate change or sustainability implications as part of this submission to the State Government, there is the potential for issues if some of the key points raised as part of the submission are not addressed.

**Community Engagement, Communication and Consultation**

The State Government has completed various forms of online and in-person engagement as part of the development of Plan for Victoria, however, there has been widespread criticism around the lack of information available for the community and Council to respond to, as part of this consultation.

**Disclosure of Interests**

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

Rory Neeson, Director Wellbeing Planning and Regulation  
Daryl Adamson, Manager Planning and Regulation  
Andrew Neild, Planning Coordinator  
Pauline Porter, Environment Health Coordinator  
Anita Collingwood, Senior Statutory Planner

**RECOMMENDATION**



That Council endorse this submission to the State Government and have Officers provide this submission to the State Government via the Plan for Victoria engagement platform.

**COUNCIL RESOLUTION**

**MOVED: Cr Colliton**  
**SECONDED: Cr Malone**

**That Council endorse this submission to the State Government and have Officers provide this submission to the State Government via the Plan for Victoria engagement platform.**

**CARRIED**

## 12.13 Pulverisation & Stabilisation Services

**Directorate:** Infrastructure and Sustainability  
**Report Approver:** Marg Scanlon, Director Infrastructure and Sustainability  
**Report Author:** Trevor Haley, Acting Manager Works

**Attachment(s):** 1. 2023130\_ Evaluation Report-\_as signed [12.13.1 - 10 pages - Confidential]

### Executive Summary

Council's Pulverisation and Stabilisation Services Program continues the annual maintenance program on Council's managed road infrastructure to ensure safe conditions and longevity of Council's assets.

Following the issuing of Requests for Tenders (RFT) for Contract No 2023130, four tenders were received, and the purpose of this report is to seek Council's endorsement to award Tender No. 2023130 to Stabilised Pavement of Australia Pty Ltd, based on a schedule of rates to the moderated total value of \$157,894.40 (excl. GST).

### Discussion

The Pulverisation and Stabilisation Services tender was advertised as a one-year contract, with the option of a further three 1-year terms. This is a schedule of rates contract based on the known volumes as defined in the 2024/2025 program.

The works undertaken as part of this contract are crucial for ensuring the safety and long-term viability of Council's roads network. A program has been prepared for roads in the year 2024/2025 requiring these services with 3 roads in Carapook, Strathkellar and Nareeb.

The scope of works within this contract include;

1. Pulverisation (mixing) of the existing sealed road surface without additive up to 200 mm depth of approximately 90,000 – 100,000 square meters annually.
2. Stabilisation of the existing sealed road surface with GB Cement, mixing at 10 kg/m<sup>2</sup> up to 200 mm depth of approximately 10,000 – 20,000 square meters annually.
3. Site re-establishment if projects cannot be completed in one continuous schedule.

Table 1 summarises the schedule of rates received from the tender submissions received.

Tenderer	Schedule of Rates			Conforming
	Pulverisation (sqm)	Stabilisation (sqm)	Site re-establishment (event)	
<b>Stabilised Pavement of Australia Pty. Ltd.</b>	\$3.95	\$0.95	\$1,500	Yes
<b>Tender 2</b>	\$9.70	\$2.65	\$5,500	Yes
<b>Tender 3</b>	\$5.80	\$1.85	\$4,300	Yes
<b>Tender 4</b>	\$5.99	\$0.50	\$1,800	Yes

The tenders were evaluated against the following evaluation criteria:

- Price 50%
- Experience and Availability 25%
- Occupational Health and Safety 10%
- Sustainable procurement 15%

Tenderer	Qualitative Score (%)	Price	Quantitative Score (%)	TOTAL SCORE
<b>Stabilised Pavement of Australia Pty. Ltd.</b>	35.09%	\$157,894.40	50%	<b>85.09%</b>
<b>Tender 2</b>	32.89%	\$406,023.60	19.44%	<b>52.26%</b>
<b>Tender 3</b>	32.76%	\$255,536.40	30.89%	<b>63.65%</b>
<b>Tender 4</b>	34.41%	\$209,733.04	37.63%	<b>72.04%</b>

A detailed confidential procurement report is attached to support the recommendation to award the contract to Stabilised Pavement of Australia Pty. Ltd.

### Financial and Resource Implications

The contractor will be responsible for carrying out the works as specified in the contract and has priced the schedule of rates accordingly.

Council estimates the works prices in the 2024/2025 financial year capital program based on these rates as:

2024/2025 Budget	Estimated Road area (sqm)	Estimated Number of events	Estimated 2024/25 works price (excl. GST)
Pulverisation	32,000		\$126,400.00
Stabilisation	29,016		\$27,565.00
Re-establishment events		5	\$1,500.00
2024/2025 Budget	Estimated Road area (sqm)	Estimated Number of events	Estimated 2024/25 works price (excl. GST)

Allowance for other costs e.g. waiting time, short load charge and float moving.			\$2,429.40
<b>TOTAL</b>			\$157,894.40

The initial one-year term of this contract is budgeted in 2024/25. The cost for the total four-year contract is \$560,000 which is subject to Council approval at the end of the first year.

This contract will be reviewed at the end of the first year to ascertain the possible extension for a further 3 years.

## **Council Plan, Community Vision, Strategies and Policies**

### ***Maintain and Renew Our Infrastructure***

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

3.2.3 Provide infrastructure that supports a connected and active community.

### **Legislation**

Council's road management responsibilities are defined within the *Local Government Act 2020* and *Road Management Act Revised 2022*.

### **Gender Equality Act 2020**

There are no implications for the *Gender Equality Act 2020*.

### **Risk Management**

The risks associated with this work have been assessed as minor and sustainable, including economic and contractual management risks.

### **Climate Change, Environmental and Sustainability Considerations**

In accordance with Council's commitment to sustainability, various environmental and climate change considerations are considered in the planning and delivery this contract including vehicle emissions, material selection and works methodologies.

Council manages all sites on which the contractor will operate and subsequently the contractor is required to comply with all requirements.

### **Community Engagement, Communication and Consultation**

Council's Roads Renewal Program details are published in the annual budget and subsequent updates on the progress and forthcoming works are promoted via Council's media streams.

### **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.

Trevor Haley, Acting Manager Works.  
John Pierce, Senior Coordinator Works.  
Marg Scanlon, Director Infrastructure and Sustainability.

**RECOMMENDATION**

That Council:

1. Award Contract No. 2023130 Supply of Pulverisation and Stabilisation Services to Stabilised Pavement of Australia Pty Ltd.
2. Authorise the CEO to execute the contract and any other related documents.

**MOTION**

**MOVED:** Cr Malone  
**SECONDED:** Cr Colliton

That Council:

1. Award Contract No. 2023130 Supply of Pulverisation and Stabilisation Services to Stabilised Pavement of Australia Pty Ltd.
2. Authorise the CEO to execute the contract and any other related documents.

**AMENDMENT**

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Robertson

That Council:

1. Award Contract No. 2023130 Supply of Pulverisation and Stabilisation Services to Stabilised Pavement of Australia Pty Ltd to the value of 157,894.40 GST exclusive.
2. Authorise the CEO to execute the contract and any other related documents.

**The AMENDMENT was CARRIED and became the MOTION**

**COUNCIL RESOLUTION**

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Robertson

**That Council:**

- 1. Award Contract No. 2023130 Supply of Pulverisation and Stabilisation Services to Stabilised Pavement of Australia Pty Ltd to the value of 157,894.40 GST exclusive.**
- 2. Authorise the CEO to execute the contract and any other related documents.**

**CARRIED**

**Cr Rainsford declared a conflict of interest in item 12.14 and left the Meeting at 7:20pm.**

## 12.14 HRLX Draft Business & Marketing Plan

**Directorate:** Infrastructure and Sustainability  
**Report Approver:** Marg Scanlon, Director Infrastructure and Sustainability  
**Report Author:** Trevor Haley, Manager Works

**Attachment(s):**

1. DRAFT 240408 HRLX Business and Marketing Plan 2024-2027 Strategic Road Map [12.14.1 - 49 pages]
2. DRAFT HRLX Business Marketing Plan - Research Analysis [12.14.2 - 34 pages]

### Executive Summary

The Hamilton Regional Livestock Exchange (HRLX) is a significant contributor to the economic and social fabric of the Southern Grampians region providing a regional facility that consistently supports the sale of one million sheep annually. Council has committed to the continued ownership and operation of HRLX, appointing the Hamilton Regional Livestock Exchange Advisory Committee (HRLXAC) to guide the further growth of the business and further investment in these facilities.

To inform the continued investment priorities and business actions, Council commissioned the development of the HRLX Business and Marketing Plan comprising two documents; HRLX Business and Marketing Plan Research and Analysis and the Strategic Roadmap. The HRLXAC guided the development of these plans through engagement with key stakeholders including representatives from the Hamilton and District Stock Agents Association, producers, logistics industry and various support agencies and considered the research and data presented through the Research and Analysis Report.

The HRLXAC presents the HRLX Business and Marketing Plan to the Council seeking endorsement. The HRLXAC note that the HRLX Strategic Roadmap provides a framework defining priority areas of focus and items for further consideration and exploration. The Strategic Roadmap references operational, strategic and infrastructure improvements, opportunities and efficiencies. Since the development of the Business and Marketing Plan implementation has commenced on operational recommendations.

The continued engagement with the Hamilton and District Stock Agents Association and specifically Bernie Grant who, as the nominated representative, has been engaging with the HRLXAC and has contributed significantly to the knowledge and understanding of both the HRLXAC and Officers. Bernie's industry knowledge is invaluable and subsequently the HRLXAC asked Bernie to consider joining the HRLXAC as an independent member. Bernie agreed to the proposal knowing that this needs to be ratified by Council. The HRLXAC Terms of Reference identified 5 independent members, with the appointment of Bernie Grant, this will result in one remaining vacant, independent position.

The purpose of this report is to seek the Council's endorsement of the HRLX Business and Marketing Plan and to appoint Bernie Grant as an independent member on the HRLXAC.

### Discussion

The HRLX Business and Marketing Plan Research and Analysis Report was informed by the Bringing It Home for HRLX Report (2020), together with HRLX and industry data and trends, stakeholder engagement with stock agents, producers, buyers, service suppliers, and Council, and benchmarking of other livestock sale facilities both within the private and public sector. This report identified that while there are various competing marketing systems, sales

platforms within the livestock industry, saleyards remain the dominant livestock sales platform across Southern Australia.

Over the past decade, private equity investment has driven regionalisation and rationalisation that has seen many new greenfield saleyards grow throughput, at the expense of smaller saleyards, forcing closures. This private equity focuses on catchments that could sustain a throughput of about 80,000 head of cattle, offsetting risk where cattle numbers were marginally less in areas with high sheep turnover. This is largely due to the differential between cattle and sheep fees and charges.

A consequence of this investment has been that what was originally considered best industry practice, animal welfare and occupational health and safety compliance, is now accepted industry practice. The significance of this is that Council-owned saleyards with sustainable throughputs have been forced to invest in their facilities to remain competitive.

Regional livestock production is nationally significant. The Glenelg-Hopkins Region is rated the number one ranked sheep and the number eight ranked cattle production region. Subsequently this supports a contestable supply of livestock sufficient for the sustainable operation of regional multi-species saleyards. HRLX is ranked 2nd out of 8 sheep saleyards included in the regional comparison. HRLX is ranked 7th for throughput out of the 10 yards with cattle. This will likely become 6th out of 8, with the closure of Warrnambool and Millicent.

Macro-industry factors determine saleyard throughputs, with seasonal conditions the most influential factor and subsequently continued investment is required to ensure saleyards are compliant, competitive with industry standards. Recent private equity investment as generational capital appears unsustainable at previous levels. Less volatility is projected in the future, as regional market shares adjust.

The HRLX Business Plan Strategic Roadmap report defines the Vision for HRLX 2024 and beyond as;

Hamilton Region Livestock Exchange represents an important regional infrastructure asset that generates economic and social benefits to the community. The Strategic Vision for HRLX is to consolidate its long-term sustainability with actions and investments targeted at:

- Management of the operation as a commercial enterprise
- Building on its position as premier sheep market sales facility in Western Victoria
- Consolidating and expanding its position as cattle market
- Be a best practice facility encompassing environmental, biosecurity and compliance requirements
- Continue to contribute to the social and economic fabric of the Greater Hamilton region.

This vision is supported with the following objectives;

1. Build independent financial sustainability
2. Support growth in throughput through stakeholder engagement
3. Implement high standards of management operations and performance measurement
4. Undertake infrastructure development to secure long term viability

The HRLX Strategic Roadmap recommends the development of the following;

- A financial plan to consider and guide future fees and charges, capital investment and operational reporting.
- Stakeholder Management Plan to build effective and collaborative relationships which will contribute to the operations, marketing and future growth of HRLX.



- Operation Plan to define roles and responsibilities between the facility provider and service operators, compliance requirements, sustainable operational practices and efficiencies.

The four scorecard pillars defined within the HRLX Strategic Roadmap include:

- Financial, Sustainability,
- Stakeholder Management,
- High standard of Management and Performance, and
- Infrastructure Development and Growth

Since the development of the HRLX Business and Marketing Plan some of the actions such as regular engagement with the Hamilton and District Stock Agent Association and Outcross Support (being the service provider of the stock scanning software called Stockyard) to realise operational improvements and efficiencies have progressed. Sustainable options for the collection and treatment of the HRLX effluent have been investigated and a trial of an in-vessel composting system which would combine saleyard effluent together with collected food and green organics, is progressing. Designs and cost estimates have also been established for the continued upgrade of the stockyards and the extension of the roof. These initiatives, together with others, have been supported by Council staff across the organisation within existing resources. Immediate opportunities to increase the marketing of HRLX and its functions have also been identified with the longer-term objective to develop a detailed communications and engagement plan consistent with the objectives of the HRLX Strategic Roadmap. The continued progress of actions will be reported into the HRLXAC and Council. A key recommendation is for the establishment of a dedicated management role to focus on the business growth of HRLX. This role is subject to the development and approval of a business case.

### **Financial and Resource Implications**

The HRLX Business and Marketing Plan recommends the development of a financial plan to inform future year's fees and charges, capital business cases, operational budgets and financial reporting to Council and other key stakeholders.

A business case for the proposed HRLX management role will be developed as a part of the Financial Plan. This role would focus on the stakeholder relationships across the industry with the aim to increase subject to a business case which provides clarity on the role and projections on return.

While Council continues to invest in the infrastructure, external funding will also be required particularly to complete larger projects such as the composting system and roof extension.

### **Council Plan, Community Vision, Strategies and Policies**

#### ***Support Our Community***

- 1.2 Support and promote a healthy community
- 1.2.4 Advocate for and work with external services that support our community and deliver outcomes.

#### ***Support Our Community***

- 1.3 Grow a diverse and inclusive community
- 1.3.3 Support the increase of social, economic and digital connectedness.

#### ***Grow Our Regional Economy***

- 2.1 Drive economic growth
- 2.1.3 Support opportunities for intensification, diversification and value adding within the

agricultural and primary industries sector.

***Maintain and Renew Our Infrastructure***

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

3.2.3 Provide infrastructure that supports a connected and active community.

***Maintain and Renew Our Infrastructure***

3.3 Attractive Council-owned and managed community and open spaces

3.3.3 Improve and provide opportunities for shared community spaces.

**Legislation**

The development of the HRLX Business and Marketing Plan has considered various local government and livestock sale yard legislative requirements including financial management and reporting, biosecurity and livestock management. Compliance requirements are a key component of the scorecard pillar, High standard of Management and Performance. Legislative requirements apply to the facility provider, Council and the service operators, Livestock Agents.

**Gender Equality Act 2020**

The HRLX Business and Marketing Plan has not identified any Gender Equality Act issues or gaps. The Plan however includes actions which relate to the provision of safe and accessible facilities for all HRLX staff and visitors and supports a governance model which enables gender equality.

**Risk Management**

Financial, compliance, social and environmental risks have been considered throughout the development of the Plan which inform the prioritisation of the Plan actions.

**Climate Change, Environmental and Sustainability Considerations**

Repurposing of the HRLX effluent, continued investment in the HRLX infrastructure and improvements to the stock management system are recommended actions that have direct climate change, environmental and sustainability considerations and implications. The progress of these actions and the respective impact on Council's identified emission targets will be reported through the HRLXAC and Council.

**Community Engagement, Communication and Consultation**

Stakeholder engagement has been a key component that has informed the development of this Plan, however continued engagement with HRLX and industry representatives is imperative to ensure the success of the delivery of the actions identified within the Plan.

**Disclosure of Interests**

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

Trevor Haley, Manager Works

Marg Scanlon, Director Infrastructure and Sustainability

**RECOMMENDATION**

That Council:

1. Endorse the Hamilton Regional Livestock Exchange Business and Marketing Plan Report for implementation, with regular reporting provided through the HRLXAC and Council on the progress of the actions.
2. Endorse the appointment of Bernie Grant as an independent member of the HRLXAC.

**COUNCIL RESOLUTION**

**MOVED:** Cr Malone  
**SECONDED:** Cr Colliton

That Council:

1. Endorse the Hamilton Regional Livestock Exchange Business and Marketing Plan Report for implementation, with regular reporting provided through the HRLXAC and Council on the progress of the actions.
2. Endorse the appointment of Bernie Grant as an independent member of the HRLXAC.

**CARRIED**

**Cr Rainsford returned to the Meeting at 7:27pm.**

## 13 Notices of Motion

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

## **14 Urgent Business**

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

## 15 Mayor, Councillors and Delegate Reports

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

### 15.1 Cr Fran Malone

Cr Malone provided the following report:

*'I attended the Coleraine Art & Photography show Gala evening on Friday.*

*I must congratulate our CEO Tony Doyle who opened the show with a very entertaining opening, one that I believe I've ever seen, well done.*

*Congratulations to the committee and all the helpers of the Art & Photography show as they do an amassing job of setting up and co-ordinating the exhibits.*

*A big thank you to Joshua White from the Hamilton Art Gallery who judge the works and chose the winners, and he chose well.*

*I would also like to thank Director Marg Scanlan's team for the works conducted at the hall before the event and it down to the wire to get it done.*

*I would like to take this opportunity to say thank you to Di James for her work in the SGSC as it was her last day today for her contract. She kept our diaries up to date and setup briefings and I wish her all the best in the future.'*

### 15.2 Cr Colliton

No report provided.

### 15.3 Cr Rainsford

Cr Rainsford provided the following report:

*'10 July SGS Council Meeting MHA*

*16/17 July SG Careers Expo PAC promoting Animal Health and Veterinary Profession & Vet Nursing careers*

*23 July Young Leaders Tour of the SGS Council Chambers with Emily Anderson and Cr Brown with an inspiring group of young people from our local schools*

*24 July Council Briefing and Special Unscheduled Meeting to approve preferred purchaser of 22HA at Lake's Edge*

*29 July Pedrina Park User Group meeting combined with SGS Councillors the 2nd event for this year @ Sports Hub*

*29 July VFF Drought conditions forum at Hamilton Golf Club well attended and covering need for support for fodder freight, water infrastructure and wildlife control or exclusion fencing support*

*31 July Hamilton Showgrounds Sheepvention Rural Expo set up day volunteering*

*31 July SGSC Briefing*

*2 August Rail Freight Alliance Meeting Melbourne Presentation from Mr Paul Younis Dept Secretary Transport and Planning a major component of Victorian State Government functions of 5 State Ministers. Update on the Maroona Portland Rail Line upgrade which will take 3 years and managed by ARTC.*

*3/4 August 2024 Sheepvention Rural Expo event opening , guest speakers, traders, agencies and sheep & wool industry exhibitors. Celebrating the capacity, comfort and popularity of the new big shed,(yet to have a formal name) but is a dedication to the determination and organisation of the Hamilton P & A Executive achieving a major construction within a 2 month period.*

*9 August The Coleraine Art & Photography Show opening by our CEO Mr Tony Doyle with judging conducted by our Hamilton Gallery Director Mr Joshua White. Held in the bright and freshly painted Coleraine Mechanics Hall. Well done to the organising committee and congratulations to all the contributing artists and photographers.*

*12 August I attended the Sheepvention Rural Expo debrief where a comprehensive analysis commences of the recent event.*

*August 14 I had the pleasure of meeting Rail Historian and Author Mr Norman Houghton today at our Hamilton Railway Station to discuss all things rail and pick up his latest publication titled RAIL CENTRE HAMILTON “The life and times of its branch railways 1884 to 1995 “ Available locally at Belcourt Books. Whilst there one of the few Freight trains currently using this line came through which was pleasing to see. There have been 3 to 4 trains per week recently.’*

15.4 Cr Robertson

Cr Robertson provided a verbal report which can be viewed in the livestream of the Meeting on Council's Facebook page.

15.5 Cr Henry

Cr Henry provided a verbal report which can be viewed in the livestream of the Meeting on Council's Facebook page.

## 16 Confidential Reports

### RECOMMENDATION

That the following items be considered in Closed Council as specified in section 66(2)(a) and referenced in section 3(1), (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

### COUNCIL RESOLUTION

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Colliton

**That the following items be considered in Closed Council as specified in section 66(2)(a) and referenced in section 3(1), (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.**

**CARRIED**

### 16.1 CEO Performance Review



## 17 Close of Meeting

This concludes the business of the meeting.

Meeting closed at 8:07pm.

Confirmed by resolution 11 September 2024

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Chairman