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SOUTHERN GRAMPIANS SHIRE COUNCIL

Council Meeting Minutes Wednesday 11 December 2024

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





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1 Membership

Councillors

Cr Dennis Heslin, Mayor
Cr Afton Barber
Cr Albert Calvano
Cr Adam Campbell
Cr Helen Henry
Cr Jayne Manning
Cr Katrina Rainsford

Officers

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

2 Welcome and Acknowledgement of Country

The Mayor, Cr Heslin read the acknowledgement of country:

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

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

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

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

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

3 Prayer

Cr Calvano led the meeting in a prayer.

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

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



4 Apologies

Nil

5 Confirmation of Minutes

RECOMMENDATION

That the Minutes of the:

- Council Meeting held on 9 October 2024
- Unscheduled Council Meeting held on 23 October 2024
- Statutory Meeting held on 20 November 2024

be confirmed as a correct record of business transacted.

COUNCIL RESOLUTION

MOVED: Cr Rainsford

SECONDED: Cr Henry

That the Minutes of the:

- Council Meeting held on 9 October 2024
- Unscheduled Council Meeting held on 23 October 2024
- Statutory Meeting held on 20 November 2024

be confirmed as a correct record of business transacted.

CARRIED

6 Declaration of Interest

None Declared

7 Leave of Absence

Nil



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8 Questions on Notice

There were no Questions on Notice.



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9 Public Deputations

There were no public deputations on tonight's agenda.



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10 Petitions

There were no petitions on tonight's agenda.

Cr Rainsford moved a procedural motion to change the order the business

COUNCIL RESOLUTION

MOVED: Cr Rainsford

SECONDED: Cr Calvano

That item 13 be considered prior to item 12.

CARRIED



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:

- Briefing Session – 27 November 2024

This agenda was prepared on 6 December 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:	Briefing Session - 27 November 2024
Date:	27 November 2024
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Barber Cr Calvano Cr Campbell Cr Henry Cr Heslin Cr Manning Cr Rainsford
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 Susannah Milne, Manager Community Wellbeing Juan Donis, Sustainable Community Lead Stephen Collins, Flood Recovery Project Coordinator Bill Scott, Manager Project Management Office

The Informal Meeting commenced at 2:00pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Award Contract 2024237 – Pedrina Park Cricket Net Renewal	Nil
2	School Competition Update	Nil
3	Adoption of Sustainability Strategy	Nil
4	Nigretta Stairs and Platform and Glenthompson Footbridge Replacement	Nil
5	Award Contract: Kent Manor – Drainage Renewal & Upgrade	Nil
6	Award Contract: Lonsdale Street – Building Demolition and Site Remediation	Nil
7	Award Contract: Hamilton Botanic Gardens – Changing Places Toilet	Nil
8	Award Contract: Glenthompson Public Toilet Renewal	Nil

The Informal Meeting concluded at 5:00pm.



12 Management Reports

12.1 Adoption of the Sustainability Strategy 2024 - 2041

Directorate: Infrastructure and Sustainability
Report Approver: Marg Scanlon (Director Infrastructure and Sustainability)
Report Author: Melanie Russell, Circular Economy Community Facilitator

Attachment(s):

1. SGSC Sustainability Strategy D 3 D p X Guf 2 M 0 g Eens Mx Argn Eaw [12.1.1 - 20 pages]
2. Sustainability Strategy Community Feedback 1_78 Y G 87 j Mo U Kar Qk Er N Ucaw [12.1.2 - 5 pages]

Executive Summary

The draft Sustainability Strategy 2024-2041 (the Strategy) was released for 30 days for public exhibition in August – September 2024, inviting community members to provide feedback via the online survey, or directly by email. This second round of community consultation has now concluded. Community submissions have been considered, and the final updates have been made to the draft Sustainability Strategy 2024-2041 (Refer to Attachment 2).

This Strategy highlights a set of actions and commitments from the Council which aligns with State and Federal Government targets and policies. Council will aim to be a carbon neutral organisation by 2035 and the Shire by 2041. The Sustainability Strategy 2024-2041 will supersede the Sustainability Strategy 2010 – 2020, and Climate Adaptation Plan 2017 – 2027. Council will undertake a review of the Strategy every four years to ascertain progress, areas for improvements, and to ensure the Strategy is still relevant to the needs and requirements of the community.

A separate five-year action plan document will be developed that will include actions, measures, timeline, budget and monitoring to achieve the strategic objectives. This action plan will be periodically updated and provided to Council and the community.

Discussion

The first phase of community consultation undertaken in February – May 2024 gained valuable information and insight into the needs and priorities of the wider community. One hundred and thirty community members were engaged from a wide range of organisations, community groups and schools using a variety of engagement tools and methods. The consultation recorded 245 comments across six focus areas - Net Zero, Infrastructure, Waste, Water, Land Use and Biodiversity and Community. The draft Strategy was developed in direct response to this collected community feedback.

The second phase of consultation undertaken in August – September 2024 released the draft Strategy via Council's Have Your Say webpage to enable the community to provide direct comment on the document. All community submissions have been considered, and appropriate updates made to the document.

Refer to attachment 1: Sustainability Strategy 2024 – 41 Community Submissions Table for a full summary of community submissions from the second round of consultation.

In summary, the strategy identifies key themes and key strategic actions which have been developed following analysis and consideration of the community and stakeholder



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engagement, state and federal government targets and policies together with Councils objectives. The themes and strategic actions as defined in the strategy include.

THEME	KEY STRATEGIC ACTIONS
Towards Net Zero	Transition to renewable energy Energy efficiency measures
Built environment	Sustainable transport solutions Tree planting and urban planting Environmentally sustainable design
Circular Economy	Circular Economy and sustainable consumption Waste management
Land use and biodiversity	Sustainable agricultural practices Natural resource conservation
Integrated water management	Water conservation and sustainable water management. Carbon off-setting Sequestration
Community engagement	Climate resilience and adaptation Community engagement and education

Each of these themes and key strategic actions are linked to the strategy goals and targets and are supported with details of how these actions will be undertaken.

Financial and Resource Implications

An internal carbon neutrality roadmap has been created to inform the transition towards a carbon neutral future. 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 2024 and 2030, however from 2030 to 2035 an additional \$850,000 over five years is proposed to support the transition of heavy fleet to more sustainable options and the proposed upgrade of the existing gas boiler at the Hamilton Indoor Leisure and Aquatic Centre.

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 Strategy has been developed and informed through input received from the community, local businesses, students and others. Council acknowledges the commitment made by residents to provide input to this important Strategy.

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 centered 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 Strategy. Two rounds of engagement were conducted over an 8-month period using a variety of engagement tools and methods to ensure we have a fair representation of our community providing feedback for the Strategy. Officers conducted workshops, discussion groups, met with businesses, school students and community groups to source input and feedback to the Strategy.

Following Council's endorsement of the Sustainability Strategy 2024-2041, the strategy will be promoted via Council's webpage, social media and through continued community engagement and promotion. Furthermore, the strategy will be promoted across the organisation to enable additional actions that contribute to the strategic objectives and targets.

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 Russell, Circular Economy Community Facilitator
Juan Donis, Sustainable Community Lead
Marg Scanlon, Director Infrastructure and Sustainability



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RECOMMENDATION

That Council adopt the Sustainability Strategy 2024 – 2041 with a four-year review period.

COUNCIL RESOLUTION

MOVED: Cr Henry
SECONDED: Cr Barber

That Council adopt the Sustainability Strategy 2024 – 2041 with a four-year review period.

CARRIED



12.2 Award of Contract 2024237 - Pedrina Park Cricket Net Renewal

Directorate: Wellbeing, Planning and Regulation
Report Approver: Susannah Milne (Manager Community Wellbeing), Rory Neeson (Director Wellbeing, Planning and Regulation)
Report Author: Roger Rook, Coordinator Recreation Services
Attachment(s): 1. CONFIDENTIAL REDACTED - 2024237 Tender Evaluation Report [12.2.1 - 7 pages]

Executive Summary

Pedrina Park in Hamilton has been developed as the primary multi-purpose sporting precinct within the Southern Grampians Shire Council. Providing a regional community hub as much as a high level sports facility, the reserve hosts regional level soccer and hockey, alongside local netball and football, and three cricket ovals which are utilised for local finals and representative cricket. In 2019 Council adopted the Southern Grampians Recreation and Leisure Strategy which included a Master Plan for the Pedrina Park site.

Recreation and Leisure Strategic Plan Links:
 Volume 1 Strategic Plan and Recommendations
 Volume 2 Research and Consultation
 Volume 3 Masterplans
 Volume 4 Strategies by Priority

Once the Pedrina Park Master Plan was adopted, the user groups identified the priorities for development at the site. These priorities included the renewal of the netball courts, the new change facility beside the hockey pitch, irrigation on ovals 1 and 2, lighting on oval 1 and new drainage and car parking at the soccer pitch. The next priority for Pedrina Park as identified by the users is the renewal of the cricket nets.

The tender for this project was advertised in October and contained options to install a three or four lane facility with the capacity to withdraw the dividing netting to create a single open space.

Four tenders were received with evaluation details contained in this report.

Discussion

The Southern Grampians Shire Council Recreation and Leisure Strategy identifies the requirement to renew the cricket netting with the following elements to be considered.

- Design of multi-use facility with retractable nets which can be opened for field training/practice and other sports like soccer and hockey.
- Minimum of three synthetic, however given three ovals additional may be required (up to six total). One or more nets may need to be locked. Consider the need for provision of turf practice wickets.

The tender for 2024237 Pedrina Park Cricket Net Renewal received four conforming submissions and was evaluated in accordance with the Council Procurement Policy.

Tenderer	Price	Conforming
Tenderer 1	\$423,856	Yes
Tenderer 2	\$333,107	Yes
SJ & CE Van Kalken	\$162,230	Yes



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Tenderer 4	\$526,875	Yes
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While there is substantial differential in pricing, Council officers sought information regarding similar projects that have been undertaken recently. The Linton Recreation Reserve had a redevelopment of a new three lane facility at a value of \$172,000, while a four lane practice facility was constructed in Williamstown for \$137,000 in 2022. An original quote was sourced in November 2023 from an additional supplier, and priced the demolition of the existing infrastructure and construction of a new three lane facility at \$143,400.

The conforming tenders were evaluated against the following pre-set evaluation criteria:

- Price - 30 %
- Demonstrated performance in provision of similar services - 30%
- Works Methodology and Design - 40%
- Occupational Health & Safety - Pass/Fail

The tender evaluation results are shown in the table below:

Company Name	Qualitative Score (%)	Tender Price (4 lanes)	Quantative Score (%)	Total Score
Tenderer 1	39.33%	\$423,856	11.48%	50.81%
Tenderer 2	61.00%	\$333,107	14.61%	75.61%
SJ & CE Van Kalken	47.66	\$162,230	30.00%	77.66%
Tenderer 4	53.67	\$526,875	9.24%	62.91%

Based on the tender evaluation, SJ & CE Van Kalken is identified as the preferred tender.

Financial and Resource Implications

Following a budget submission by the St Andrews Cricket Club, and a business case submitted by Council officers, Council allocated \$168,551 in the 2024-2025 budget for the renewal of the cricket nets. Council was also successful in securing an additional \$40,000 grant from Cricket Australia under the Cricket Australia Infrastructure Fund to support the works, along with a \$20,000 contribution from the St Andrews Cricket Club who are the cricket tenants at Pedrina Park.

The securing of the additional Cricket Australia funding and St Andrews Cricket Club contribution provides the additional funding to enable suitable contingencies (10%) and project management (7.5%) to ensure that the project is delivered successfully. With these allowances, these funding sources will provide approximately \$38,000 net savings for Council.

Total Budget	\$228,551
Contactor	\$162,230
Contingency	\$16,223
Project Management	\$12,167
Total Costs	\$190,620

Council Plan, Community Vision, Strategies and Policies

Support Our Community

1.2 Support and promote a healthy community

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



Maintain and Renew Our Infrastructure

3.1 Plan and maintain sustainable assets and infrastructure

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

Legislation

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 installation of additional training nets at Pedrina Park will have a positive impact of allowing dedicated training at peak times to more user groups.

Risk Management

It is essential that the contractor has the capability to construct to a high standard and follow stringent quality controls. The contractor will be responsible for detailed design, hence minimising SGSC's risk of variations due to design flaws during construction.

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

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

Climate Change, Environmental and Sustainability Considerations

The project is considered as low impact on environmental parameters, with the new infrastructure being constructed in the same location as the existing nets. All available materials removed during the demolition of the existing nets will be recycled.

Community Engagement, Communication and Consultation

Communication has occurred with the existing users of Pedrina Park since the adoption of the Pedrina Park Master Plan, working through the priorities of the site as determined by the user groups. The renewal of the cricket nets is agreed by the users as the next development for the site. Once the tender has been awarded further consultation will be completed with users to minimise disruption at the facility while works are 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
Roger Rook, Coordinator Recreation Services
Sarah Cassidy, Recreation Services Officer
Rejoice De Vera, Senior Project Manager
Lily Wilson, Procurement Officer



RECOMMENDATION

That Council:

1. Award Contract 2024237: Pedrina Park Cricket Net Renewal to SJ & CE Van Kalken for the GST exclusive lump sum of \$162,230.
2. Authorise the Chief Executive Officer to execute Contract No. 2024237 and any other documents required by or to give effect to the terms of the contract on behalf of Council.
3. Approve the allocation of the required contingency (10%) and approve its use up to the value \$16,223 (excl. GST).

COUNCIL RESOLUTION

MOVED: Cr Henry
SECONDED: Cr Campbell

That Council:

1. Award Contract 2024237: Pedrina Park Cricket Net Renewal to SJ & CE Van Kalken for the GST exclusive lump sum of \$162,230.
2. Authorise the Chief Executive Officer to execute Contract No. 2024237 and any other documents required by or to give effect to the terms of the contract on behalf of Council.
3. Approve the allocation of the required contingency (10%) and approve its use up to the value \$16,223 (excl. GST).

CARRIED



12.3 Finance Report to 30 September 2024

Directorate: People and Performance
Report Approver: Darren Barber, Director People and Performance
Report Author: Nick Templeton, Head of Finance
Attachment(s): 1. Finance Report as at 30 September 2024 [12.3.1 - 14 pages]
2. 2023-2024 Carry forwards - detailed list [12.3.2 - 3 pages]

Executive Summary

The Finance Report for the quarter ending 30 September 2024 for the information of Council.

The performance of Council for the first three months is aligned to the forecast, with the operating result anticipated at 30 September being \$21.7m surplus compared to an actual result of \$21.8m surplus, which is a variance of less than 1%.

Discussion

The September 2024 Finance Reports set out actual results compared to Budget for the first three months of the 2024/2025 financial year and contains the Standard Statements namely:

- Comprehensive Income Statement,
- Balance Sheet,
- Statement of Cash Flows, and
- Statement of Capital Works.

Further detail is provided where there is a material variance between the actual YTD performance compared to the forecast YTD performance. The Report also includes additional information, graphical representations and tables on cash balances, current borrowing ratios, rates debtor balances and sundry debtor balances.

Included in the September 2024 quarterly report is a summary of the key components of the Finance Report with key information available for readers of the report. Applicable narratives also accompany each of the statements.

Income Statement

The Comprehensive Income Statement result for the three months to 30 September is a surplus of \$21.776m and the forecasted result for the same period was a surplus of \$21.718m. The actual and forecasted result for the period is very positive and is due to the rates for the full year being raised in the first quarter, which means that 99% of the annual forecasted rates revenue is recognised in this period.

The main variances within the report are identified with an explanation provided for what has transpired, which includes:

REVENUE

- User fees for the livestock exchange exceeded expected revenue by \$116k;
- Gain on sale of assets was below forecast due to timing of the forecast, with sales expected after 30 September;
- Interest income from investments is recognised upon maturity of the term deposit and due to timing of these maturities, along with reduced amounts invested the interest received is below forecasted amounts.



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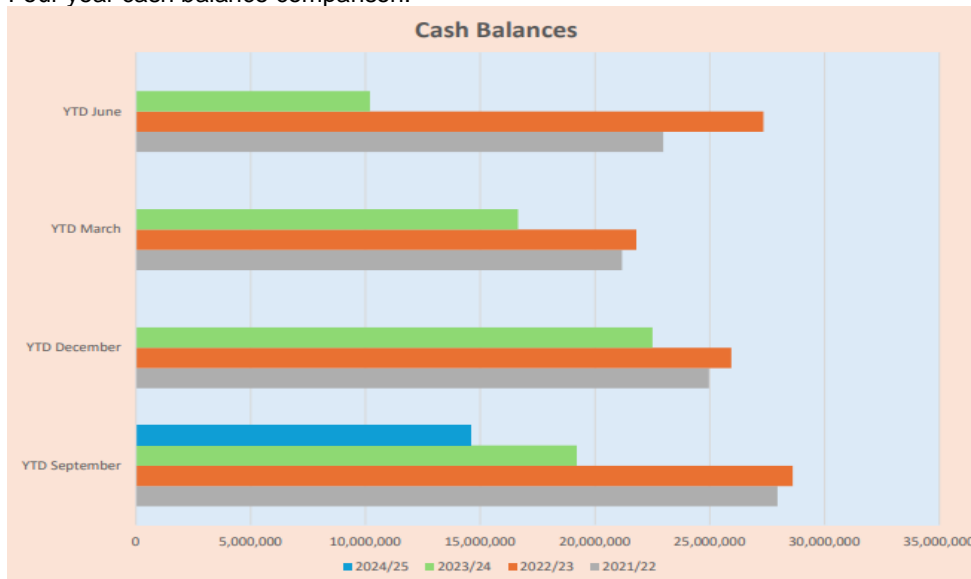
EXPENDITURE

- External contract work below forecast by \$240k which includes rural road maintenance works;
- Insurance exceeds budget due to the cost being incurred at the beginning of the year however the forecast expenditure was spread across the year evenly;
- Plant and fleet operations is the net cost and includes internal hire (allocation) of Council owned fleet usage to projects. Plant usage increases during the November to April period and is expected to improve this position throughout this period;
- Waste disposal costs is below expected expenditure due to contract works being lower than anticipated for the first quarter;
- Contributions to community groups was lower than forecasted for the first quarter with the full year budget expected to be expended by year end.

Statement of Cash Flows and Balance Sheet

Council is holding \$14.6m in cash and investment at 30 September 2024. The forecast at 30 September was for cash and investments of \$15.8m and the actual is slightly below this due to the opening balance being lower than anticipated due mainly to the timing of asset sales with revenue received being below forecast amounts. The year end cash balance is forecast to be \$7.2m which has not changed.

Four year cash balance comparison.



Statement of Capital Works

Detailed reports on the financial progress of the capital works and major projects are also provided for information. Capital works YTD at 30 September \$3.609m completed with a YTD forecast of \$6.349m. During the three months there was \$1.453m spent on building projects with \$1.090m of this relating to the Melville Oval Project.

The full year forecast expenditure is for \$31.625m which includes carry forward projects incomplete from the 2023/2024 budget. The adopted Budget capital works program was \$20.625m

2023/2024 Carry Forwards



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A summary of the 2023/24 Capital Works program comprised;

- Adopted Budget: \$33.778m.
- Final revised budget is \$38.808m (including new items and items carried-forward from 2022/2023).
- Actual expenditure achieved is \$18.143m

The capital delivery for 2023/24 is the largest Southern Grampians has achieved Is \$5m above the average for the previous four years.

The capital works projects to carry forward budget into 2024/2025 is \$11.001m (net of reductions) with the major financial contributors to this sum being:

1. Melville Oval
2. Waste Options Implementation
3. Cox Street Redevelopment
4. CBD Streetscape design

The impact of carry forwards can be summarised as:

- Increase to operational expenses - \$841k
- Increase to operational revenue \$7.876m
- Increase to capital works expenditure - \$11.001m.

The detailed listing of carry forward items is included as an attachment.

Financial and Resource Implications

The report communicates our financial sustainability and compliance with our annual budget.

Council Plan, Community Vision, Strategies and Policies

Provide Strong Governance and Leadership

5.1 Transparent and accountable governance

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

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

Legislation

Section 97 of the Local Government Act 2020 requires that after the end of each quarter, the Chief Executive Officer (CEO) must ensure that a quarterly budget report is presented to the Council. The report must include a comparison of the actual and budgeted results to date and an explanation of material variations, and any other matters prescribed by the regulations.

In addition, the second quarterly report of a financial year must include a statement by the CEO as to whether a revised budget is, or may be, required. The June report is indicative only with the final report being Council's official financial report which is audited and then included as part of Council's Annual Report.

Council is also required to implement the financial management principles detailed in Section 101 of the Local Government Act 2020 which states:

(1) The following are the financial management principles:



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- (a) Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;
 - (b) Financial risks must be monitored and managed prudently having regard to economic circumstances;
 - (c) Financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community;
 - (d) Accounts and records that explain the financial operations and financial position of the Council must be kept.
- (2) For the purposes of the financial management principles, financial risk includes any risk relating to the following:
- (a) The financial viability of the Council;
 - (b) The management of current and future liabilities of the Council;
 - (c) The beneficial enterprises of the Council

Gender Equality Act 2020

There are no direct implications to the *Gender Equality Act 2020* in preparing the Financial Report, however, Council casts a strong gender lens across all of its operations, programs and projects throughout the year and the budget allows for provisions that support gender equality initiatives.

Risk Management

The report measures financial risk and compliance with our annual budget.

Climate Change, Environmental and Sustainability Considerations

The report measures financial sustainability and compliance with our annual budget.

Community Engagement, Communication and Consultation

The report communicates our financial sustainability and compliance with our annual budget.

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.

Nick Templeton, Head of Finance



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RECOMMENDATION

That Council:

1. Receive the Finance Report for the quarter ended 30 September 2024.
2. Adopt the carry forward schedule to be included in the forecast details for 2024/2025 comprising:
 - a. Capital carry forwards of \$11.001m net of reductions,
 - b. Operating carry forwards of \$0.841m, and
 - c. Operating revenue carry forwards of \$7.876m.

COUNCIL RESOLUTION

MOVED: Cr Henry
SECONDED: Cr Rainsford

That Council:

1. Receive the Finance Report for the quarter ended 30 September 2024.
2. Adopt the carry forward schedule to be included in the forecast details for 2024/2025 comprising:
 - a. Capital carry forwards of \$11.001m net of reductions,
 - b. Operating carry forwards of \$0.841m, and
 - c. Operating revenue carry forwards of \$7.876m.

CARRIED



12.4

Award of Contract 2024169 - Kent Manor Drainage Upgrade

Directorate: Infrastructure and Sustainability
Report Approver: Bill Scott – Manager Project Management Office
Marg Scanlon – Director Infrastructure & Sustainability
Report Author: Kunal Ponanna – Strategic Infrastructure Engineer
Attachment(s): 1. CONFIDENTIAL REDACTED - 2024169 Tender Evaluation Report 2024-signed [12.4.1 - 13 pages]

Executive Summary

In October 2022, the private properties located at 16 and 17 Kent Manor, Hamilton were inundated following a storm event. Council engaged Venant Solutions to undertake a flood assessment to inform concept design options to mitigate future flooding. The assessment indicates that the current capacity of the system is 20% Annual Exceedance Probability (AEP) meaning on average, an event like a flood or a major storm is expected to occur once every 20 years. As per the Water Act (1989) Council, along with all other property owners, are responsible for preventing water flows from discharging into and causing damage to adjacent properties.

In modern developments overland flow paths are required to deal with events the underground drainage cannot contain, unfortunately this was not considered in the original designs for Kent Manor as when the underground drainage reaches capacity the water goes through the adjacent property, 220 North Boundary Road Hamilton.

Following the issue of Request for Tender (RFT) for Contract No 2024169, two responses were received and evaluated. This report seeks to award Tender No 2023169 to Aviyanta Engineering for the tendered lump sum price of \$271,460.60 (ex GST).

Discussion

Two design options were identified to address the identified stormwater management issues detailed as follows.

Option 1 includes installation of 450mm pipes from Kent Manor to North Boundary Road and 525mm pipes from North Boundary Road north to the creek located within the private property 2778 North Boundary Road. This option was not preferred as the pricing for this option came back to be more expensive than the open channel option. But upon consultation with the resident of 2778 North Boundary Rd this option was preferred and hence the drainage will be built according to option 1.

Option 2 includes upgrading the existing drainage network to increase the capacity, which includes installation of a V-grate, installation of 450mm pipes from Kent Manor to North Boundary Road and 525mm pipes from North Boundary Road to the entrance of the private property 2778 North Boundary Road and construction of an open channel within this property paddock.

By upgrading the drainage network, the drainage capacity will be increased to cater for a 1% AEP.

Tenders were invited to submit for both options.

This project will require road closures for a few days, and the preferred tenderer has confirmed works would be completed within 52 days of award with works expected to commence in January 2024.



Two tenders were received ranging in price from \$237,865.30 to \$279,838.30 (ex GST).

The summary of the tenders received is as follows:

Option 1- Underground drainage in the private property

Company	Price (ex GST)	Conforming
Aviyanta Engineering	\$271,460.60	Yes
Tenderer 2	\$321,854.29	Yes

Option 2- Open channel in the private property

Company	Price (ex GST)	Conforming
Aviyanta Engineering	\$237,865.30	Yes
Tenderer 2	\$279,838.30	Yes

Following the initial tender review of the two options, the evaluation panel determined that Option 1 is the recommended method which resulted in the following summary evaluation results;

Company Name	Qualitative Score (%)	Price (ex GST)	Quantitative Score (%)	Total Score
Tender 2	49.51%	\$321,854.59	25.50%	75.01%
Aviyanta Engineering Consulting Group Pty Ltd.	48.34%	\$271,460.60	30.00%	78.34%

The evaluation criteria comprised:

- Price - 30 %
- Demonstrated performance in provision of similar services - 30%
- Methodology - 30%
- Sustainable Procurement - 10%
- Occupational Health & Safety - Pass/Fail

A detailed confidential procurement report is attached to support this recommendation. In summary, both tenders met the specification however the final determination was made on price with Aviyanta being the cheaper of the two.

Financial and Resource Implications

Expenditure details	Budget	Expense	Remaining Budget
Design and investigation	\$250,000	\$36,206	\$213,794.00
Project management		\$15,000	\$198,794
Construction		\$271,460.6	-\$72,666.6
Total	\$250,000	\$322,666.6	-\$72,666.6



10% Contingency for potential unknowns - \$27,146.06			
Recommend drawing from Drainage budget	\$400,000	\$100,000.00	\$300,000.00

The contingency is intended to cover small unknowns which can be encountered in the delivery of this specific project, which have been identified as:

- rock in the trenching process which requires more expense to dig through and/or remove
- unsuitable material in the trenching which must be replaced with imported Class 2 crushed rock.
- contaminated soils which are legally not allowed to be placed back into the ground.

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.

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.

3.1.4 Strategically plan a sustainable long-term capital program with identification of funding and partnership opportunities.

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

This report assists the Council in meeting its obligations under the *Local Government Act 2020* and the *Environmental Protection Act (2017)*

Gender Equality Act 2020

The nature of this project impacts genders equally as it relates to localised flooding due to inadequate infrastructure, there are no specific implications for the *Gender Equality Act 2020*.

Risk Management

The physical risks associated with these works will be minimal. Access to the impacted areas within the residential properties will be restricted to ensure defined safe works zones. North Boundary Road will be closed, and deviations will be in place until the crossing is installed.

Community Engagement, Communication and Consultation

Impacted residents will be notified via a three-stage approach:

1. A letter drop will be provided directly to the properties involved in the project advising of the design layout, works, timelines and impacts to the respective private properties.



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2. A meeting with the directly impacted property owners will be arranged prior to the commencement of works.
3. Ongoing communication during the works period.

General project information will be promoted through Councils media streams particularly in relation to temporary traffic arrangements on North Boundary Road to enable the required works.

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.

Kunal Ponanna, Strategic Infrastructure Engineer.
Bill Scott, Manager Project Management Office.
Marg Scanlon, Director Infrastructure and Sustainability.

RECOMMENDATION

That Council:

1. Award Option 1 for Contract 2024169 to Aviyanta Engineering for the Kent Manor Drainage Upgrade for \$271,460.6 (exGST).
2. Authorise the allocation of the proposed \$100,000.00 (ex GST) of drainage budget to provide the funds necessary to successfully complete the works as detailed in the financial section of this report, and
3. Authorise the Chief Executive Officer to execute Contract No. 2023169 and any other documents required by or to give effect the terms of the contract, on behalf of Council and
4. Approve the allocation of the 10% contingency and approve this expenditure up to the value of \$27,146.06 (ex GST).



COUNCIL RESOLUTION

MOVED: Cr Campbell
SECONDED: Cr Rainsford

That Council:

1. Award Option 1 for Contract 2024169 to Aviyanta Engineering for the Kent Manor Drainage Upgrade for \$271,460.6 (exGST).
2. Authorise the allocation of the proposed \$100,000.00 (ex GST) of drainage budget to provide the funds necessary to successfully complete the works as detailed in the financial section of this report, and
3. Authorise the Chief Executive Officer to execute Contract No. 2023169 and any other documents required by or to give effect the terms of the contract, on behalf of Council and
4. Approve the allocation of the 10% contingency and approve this expenditure up to the value of \$27,146.06 (ex GST).

CARRIED



12.5

Award of Contract 2024244 - Lonsdale Street Building Demolition

Directorate: Infrastructure and Sustainability
Report Approver: Bill Scott, Manager Project Management Office, Marg Scanlon, Director Infrastructure and sustainability.
Report Author: Rishabh Sharma, Project Manager.
Attachment(s): 1. CONFIDENTIAL REDACTED - Tender report [12.5.1 - 10 pages]

Executive Summary

The proposed demolition and site remediation of 90 and 92 Lonsdale Street, includes the demolition of the existing buildings in preparation of the Hamilton Community and Government Hub and remediation of the site to make safe. Options for short-term uses and activation of this site are being developed for Councils consideration.

The project prioritises safety and environmental compliance while minimising disruption to neighbouring properties. Careful handling of shared walls with adjoining properties is essential to prevent damage and lengthy service interruptions. Notifications will be provided to the neighbouring property owners regarding any necessary disruptions. This structural demolition also includes waste management and disposal processes to ensure safe and compliant management of asbestos and associated materials. As a part of the contracted works and following demolition, the site will be cleared to make the area safe, free of any remnant materials or spoils.

Following the issuing of Requests for Tenders (RFT) for Contract No 2024244, two responses have been received. This report recommends to award Tender No 2024244 to Murrhy Demolitions Pty Ltd for the tendered price of \$ 234,600 (ex GST) along with a recommendation that Council authorise the Chief Executive Officer to execute Contract 2024244 to give effect to the terms of the contract on behalf of Council and for Council to authorise the Chief Executive Officer to approve expenditure above the contract award up to 10% (\$23,460) (Excl GST) of the contract value.

Discussion

The project scope includes the demolition the existing building and prepare the site for a future development. Key activities include site preparation, utility disconnection, asbestos removal, structural demolition, and waste management with legal disposal certification.

Two tender submissions were received:

Tenderer	Price	Conforming
Murrhy Demolitions Pty Ltd	\$ 234,600	Yes
TENDER 2	\$ 310,280	Yes

These conforming tenders were evaluated against the following pre-set evaluation criteria:

- Price 30%
- Economic Substantiable Procurement 10%
- Methodology 30%
- Sustainable Procurement 30%



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- Occupational Health & Safety Pass/Fail

Tenderer	Qualitative Score%	Price	Quantitative Score %	Total Score
Murrihy Demolitions Pty Ltd	42%	\$ 234,600	30%	72%
TENDER 2	41.35%	\$310,280	22.68%	64.03%

A detailed procurement report is attached however in summary, both tenders were conforming and addressed the specifications of the tender. Murrihy Demolitions were selected on price together with their conforming tender that demonstrates their capacity and capability to meet the tender requirements.

Financial and Resource Implications

In summary, the project budget and costs are as follows.

	Budget	Costs (ex GST)	Variance (ex GST)
Budget	\$ 40,000		
Contract award		\$234,600	
Provisional items included in contract award		\$0	
Total	\$40,000	\$234,600	-\$194,600
Additional Budget Proposed Source			
Proposed funds to be drawn from retained earnings.	\$ 194,600		

The allocated budget for the demolition of 90 and 92 Lonsdale Street is \$40,000 and the current works proposed in this report for the award will cost \$234,600 ex GST.

The \$40,000 budget was set without effectively considering the complexity of the adjacent building with shared walls and their need to continue operating throughout the demolition, in addition the asbestos audit of the buildings had not been completed. It is recommended to draw funds from retained earnings of up to \$194,600.

Council Plan, Community Vision, Strategies and Policies

- 1.2 Support and promote a healthy community
 - 1.2.2 Support and encourage participation in arts and culture, education, leisure, recreation and sporting opportunities.

Maintain and Renew Our Infrastructure.

- 3.1 Plan and maintain sustainable assets and infrastructure
 - 3.1.1 Review and adopt asset management plans to align with future service levels, environmental and financial sustainability.
 - 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 project This report assists the Council in meeting its obligations under the Local Government Act 2020.

A demolition permit is required before these works can commence and securing this permit is a requirement for the contractor.

Risk Management

Key risks associated with this project and the proposed controls are as follows:

- Asbestos exposure, which will be addressed by engaging a licensed asbestos removalist and following strict safety protocols, including air monitoring and obtaining clearance certificates.
- Damage to adjoining buildings, to prevent damage to adjoining structures, particularly shared walls, manual demolition will be used, and temporary bracing will be applied immediately after each floor is demolished. A structural engineer will supervise this work to ensure stability.
- Utility disconnections pose another risk, which will be managed by coordinating with authorities to safely disconnect and cap electricity, gas, water, sewerage, and telecommunications services.
- Environmental risks, such as dust, noise, and vibration, will be controlled through suppression measures, and waste will be sorted for recycling and legally disposed of at certified facilities.
- Worker and public safety will be ensured by providing personal protective equipment (PPE) to all workers and securing the site with fencing and signage. Additionally, exposed surfaces like party walls will be weatherproofed to prevent water infiltration. This comprehensive risk management approach aims to minimize hazards, ensuring a safe and efficient demolition process while complying with all regulatory requirements

Climate Change, Environmental and Sustainability Considerations:

A waste management plan is a requirement of the project specifically recycling and salvaging of materials such as concrete, wood, and metals to reduce landfill waste and conserve resources.

Proper handling of hazardous materials, such as asbestos or lead-based paint, will also be an element of this project in accordance with the Environmental Protection Act 2017 requirements.

Community Engagement, Communication and Consultation

Regular updates on project progress and any changes to the schedule will ensure adjacent property owners and the community are informed. While the actual works period is expected to be three weeks, there is a need to disconnect services and subsequently there will be direct engagement with the adjacent property owners to ensure minimal disruption.



Disclosure of Interests

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

Marg Scanlon, Director Infrastructure and Sustainability
Bill Scott, Manager Project Management Office (PMO).
Rishabh Sharma, Project Manager (PMO)

RECOMMENDATION

That Council:

1. Award Contract 2024244 to Murrihy Demolitions Pty Ltd for the 90-92 Lonsdale Street Demolition for the tendered price of \$ 234,600 (Excl GST)
2. Authorises the Chief Executive Officer to execute Contract 2024244 to give effect to the terms of the contract on behalf of Council.
3. Approve the allocation of 10% contingency, up to the value of \$23,460 (ex GST).

COUNCIL RESOLUTION

MOVED: Cr Rainsford
SECONDED: Cr Calvano

That Council:

1. Award Contract 2024244 to Murrihy Demolitions Pty Ltd for the 90-92 Lonsdale Street Demolition for the tendered price of \$ 234,600 (Excl GST)
2. Authorises the Chief Executive Officer to execute Contract 2024244 to give effect to the terms of the contract on behalf of Council.
3. Approve the allocation of 10% contingency, up to the value of \$23,460 (ex GST).

CARRIED



12.6 Award Contract 2024239 Nigretta Stairs & Platform, Glenthompson Footbridge Replacement

Directorate: Infrastructure and Sustainability
Report Approver: Bill Scott (Manager Project Management Office), Marg Scanlon (Director Infrastructure and Sustainability)
Report Author: Stephen Collins, Flood Recovery Project Coordinator
Attachment(s): 1. CONFIDENTIAL REDACTED - 2024239 Tender Evaluation Report 2024-10-24 16 41 03-signed-202411221003 [12.6.1 - 16 pages]

Executive Summary

The replacement of the Nigretta Falls Reserve Stairs and Viewing Platform and the Footbridge in Glenthompson are included within the 2024/2025 Capital Works Program. After issuing a Request for Tender (RFT) for Contract No 2024239 Nigretta Falls Stairs and Platform, and Glenthompson Footbridge Replacement, five tenders were received and evaluated. A detailed procurement report is attached which provides details of the tenders received and the evaluation.

The report recommends that Council award Contract No. 2024239 to D&M Composites Pty. Ltd. for the tendered lump sum price of \$691,597.25 ex GST, authorise the Chief Executive Officer to execute the contract documents and allocate \$18,402.75 as contingency for this project.

Discussion

Nigretta Falls is a popular destination for visitors and residents due to its spectacular volcanic-based waterfall fed by the Wannon River and surrounding views. It is estimated Nigretta Falls attracts in excess of 10,000 visitors annually. The Nigretta Falls Reserve includes a stair access and a viewing platform both accessible from the reserve car park, providing panoramic views across the valley and the waterfalls.

As a result of the severe storms across Southern Grampians Shire in October 2022, the timber Nigretta Falls Stairs were damaged, and in June 2023 a condition assessment was undertaken which deemed the stairs to be unsafe and subsequently they were closed for use.

A funding request was submitted to the State Government Council Flood Support Fund (CFSF) seeking funding of \$230,000.00 as a co-contribution to the replacement of the Nigretta Falls stairs and viewing platform. This funding was approved with the works to be completed by 31 March 2025.

The footbridge over Yuppeckiar Creek, Glenthompson provides a pedestrian and cyclist connection between Station and McLeod Streets. This timber 2-span footbridge is approximately 10 meters long and shows clear evidence of rot and decay in most of the timber structure. The handrails and platform are also in very poor condition.

The footbridge was identified by the Glenthompson community, during a consultation session with Council in late 2023, as a key priority for the community. Council undertook an assessment and established a business case seeking Council budget support through the 2024/2025 budget process, noting the importance of the key creek crossing.

A risk assessment was undertaken in October 2024 which deemed the footbridge at high risk and subsequently the footbridge was closed to the public due to the safety of the structure and the potential harm to users.

The three structures, being the Nigretta Falls stairs and viewing platform and the Glenthompson Footbridge, were combined into one tender and following the procurement process five tenders were received and evaluated.

The project specification invited contractors to price one of two options; design and supply or design, supply and construction for both locations. Cost effective solutions, empathetic to the project site environments were also sought.

Fiber Reinforced Polymers (FRP) is the nominated material by D&M Composites being the recommended contractor for the three project elements. FRP is a lightweight material with the strength of steel which is a cost-effective alternative to stainless or power coated galvanized steel. D&M Composites also provided the cost to replace the FRP handrails with powder coated galvanized steel which is \$24,062.57 plus GST.



Image 1: Example of FRP material

By adhering to the outlined specifications, the project aims too efficiently and effectively replace the existing structures with a compliant and sustainable replacement that will last for approximately 75 years with minimal maintenance required in the first 25 years.

FRP production generates fewer greenhouse gases than steel or concrete, subsequently reducing climate impact.

In summary the tender evaluation confirmed the following;

Nigretta Falls Reserve

Tenderer	Price	Conforming
D&M Composites Pty Ltd	\$615,651.43	Yes
Tenderer 2	Did not submit a price.	No
Tenderer 3	Priced design and supply only	No
Tenderer 4	\$715,617.50	Yes
Tenderer 5	\$850,704.33	Yes



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Tenderer	Qualitative Score (%)	Price	Quantitative Score (%)	Total Score
D&M Composites Pty. Ltd.	41.81	\$615,651.43	40.00	81.81
Tenderer 4	36.56	\$715,617.50	34.41	70.97
Tenderer 5	39.00	\$850,704.33	28.95	67.95

Glenthompson Footbridge

Tenderer	Price	Conforming
D&M Composites Pty Ltd	\$75,945.82	Yes
Tenderer 2	Did not submit a price	No
Tenderer 3	Priced design and supply only	No
Tenderer 4	\$287,537.50	Yes
Tenderer 5	\$219,739.78	Yes

Tenderer	Qualitative Score (%)	Price	Quantitative Score (%)	Total Score
D&M Composites Pty. Ltd.	41.81	\$75,945.82	40.00	81.81
Tenderer 4	36.56	\$287,537.50	15.43	51.99
Tenderer 5	39.00	\$219,739.78	20.20	59.20



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The conforming tenders were evaluated against the following pre-set evaluation criteria:

Price	40%
Demonstrated Performance including available resources	15%
Methodology	15%
Quality Assurance	15%
Occupational Health and Safety	Pass/Fail
Sustainable Environmental	15%

In summary, two tenders were non-conforming, one tender did not include a price, and one tender did not provide required methodology and occupational health and safety details. Two tenders exceeded the budget significantly and the remaining tender did not include installation, which would have resulted in additional costs outside of the budget. The recommended tender meets the specification and timeline requirements and is within budget.

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 documents and has priced the project accordingly.

FUNDING SOURCE	AMOUNT
Southern Grampians Shire Council (Nigretta Falls)	\$400,000.00
Southern Grampians Shire Council (Glenthompson Footbridge)	\$80,000.00
Council Flood Support Fund (Nigretta Falls Only)	\$230,000.00
<u>TOTAL FUNDING</u>	\$710,000.00

Budget	Budget (ex GST) Amount	Tender Price Amount
Nigretta Falls Stairs and Platform	\$630,00.00	\$615,651.43
Glenthompson Footbridge	\$80,00.00	\$75,945.82
Total Cost	\$710,000.00	\$691,597.25
Remaining budget		\$18,402.75

Typically, 10% contingency should be included within the budget however it is proposed that the remaining \$18,402.75 within budget is approved to be retained as contingency. The topography at the Nigretta Falls stairs may cause some challenges requiring extra construction materials.



Council Plan, Community Vision, Strategies and Policies

Grow Our Regional Economy

2.2 Increase our regional profile

2.2.2 Invest in and advocate to the responsible agencies for the improvement and maintenance of the Shire's natural and cultural attractions to improve the visitor experience.

Legislation

This report assists the Council in meeting its obligations under the *Local Government Act 2020* and the *Road Management Act 2004*.

Gender Equality Act 2020

There are no implications for the Council under the *Gender Equality Act 2020*, the three structures provide facilities enabling access at both Nigretta Falls and Glenthompson.

Risk Management

Risk management has been a strong consideration for this project noting the age of the respective three structures, the volume of use and their purpose to enable access. The contract was for Design, Supply and Construct based around AS 5100.1-2004 Bridge Design – Scope and general principles.

Climate Change, Environmental and Sustainability Considerations

The project works are considered to have a low impact on environmental parameters. The awarded contractor is required to develop an environmental management plan which will be submitted to Council for approval prior to the works commencing on site.

A flora and fauna assessment has been undertaken at both locations. Council has also received confirmation that a Cultural Heritage Management Plan is not required under the current legislation for the two project sites.

Community Engagement, Communication and Consultation

Prior to commencing work, a program of works and a draft design will be submitted to Council for approval. The respective key stakeholders being the Glenthompson Progress Association, Glenthompson community, the Hamilton Field Naturalists and the Wannon/Nigretta Community Group and community will be consulted with the design before approval.

The project will also be promoted with regular updates in Councils media streams and through the Wannon community and Glenthompson Progress Association.

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.

Stephen Collins, Flood Recovery Coordinator
Bill Scott, Manager Project Management Office.
Martin Chin, Natural Resource Management Field Officer
Marg Scanlon, Director Infrastructure and Sustainability.



RECOMMENDATION

That Council:

1. Award Contract No. 2024239 Nigretta Stairs and Viewing Platform and the Glenthompson Footbridge replacement to D&M Composites Pty Ltd for the tendered lump sum price of \$691,597.25 excluding GST;
2. Authorise the Chief Executive Officer to execute Contract No. 2024239 and any other documents required by or to give effect the terms of the contract, on behalf of Council; and
3. Approve the allocation of \$18,402.75 excluding GST being the budget remaining funds as project contingency to be expended as required.

COUNCIL RESOLUTION

MOVED: Cr Calvano
SECONDED: Cr Manning

That Council:

1. Award Contract No. 2024239 Nigretta Stairs and Viewing Platform and the Glenthompson Footbridge replacement to D&M Composites Pty Ltd for the tendered lump sum price of \$691,597.25 excluding GST;
2. Authorise the Chief Executive Officer to execute Contract No. 2024239 and any other documents required by or to give effect the terms of the contract, on behalf of Council; and
3. Approve the allocation of \$18,402.75 excluding GST being the budget remaining funds as project contingency to be expended as required.

CARRIED



12.7 Award of Contract 2024267 - Hamilton Botanic Gardens - Changing Places Toilet

Directorate: Infrastructure and Sustainability
Report Approver: Bill Scott, Manager Project Management Office, Marg Scanlon, Director
Report Author: Infrastructure and sustainability
Rishabh Sharma, Project Manager.
Attachment(s):

Executive Summary

In 2022, the Council secured \$180,000 funding from the Victorian State Government Department of Families, Fairness, and Housing to establish a Changing Places Facility within the Hamilton Botanic Gardens. This project aims to provide an accessible facility that adheres to the Changing Places 2020 Design Specifications.

The proposed location for the new facility is north of the existing public toilets, accessible via the Kennedy Street Hamilton entrance. This placement requires the removal of a workshop shed, which will be managed separately from this tender. The exact location will be determined by the awarded contractor after a thorough site assessment.

Following a Request for Tender (RFT) process for Contract 2024267, three responses were received. Following the tender evaluation, the panel recommends V&C Contractors Pty Ltd. as the preferred tender for a lump sum price of \$171,688.00 (ex GST), as well as Council authorising the Chief Executive Officer to execute Contract No 2024267 for Hamilton Botanical Garden Changing Places to give effect to the terms of the contract on behalf of Council and approve the allocation of \$8,312.00 (excl GST) as the pre-approved contingency which can be expended if required against this project.

This recommendation is based on the assessment of submissions, considering cost-effectiveness, service quality, and adherence to project specifications, timelines and cost.

Discussion

The Hamilton Changing Places project seeks to provide an accessible facility at the Hamilton Botanic Gardens by implementing a facility designed for residents and visitors with complex care requirements.

The contractor must demonstrate technical expertise in developing the detailed design drawings that comply with Australian Standard AS1428.1 for Access and Mobility, ensuring the facility meets the benchmarks of functional design and inclusive infrastructure.

The project's scope includes design development, construction, material procurement, equipment transportation, and installation. Critical hold points throughout the six-stage design and construction process will provide opportunities for stakeholder and Council review and approval, ensuring quality control and alignment with the project objectives.

Maintenance and serviceability have been taken into consideration in the development of the project specification and will be further defined through the design development phase.

These tenders were evaluated against the following pre-set evaluation criteria:

- Price - 30 %
- Demonstrated performance in provision of similar services - 20%



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- Methodology - 30%
- Sustainable Procurement - 20%
- Occupational Health & Safety - Pass/Fail

Tenderer	Qualitative score (%)	Price (ex Gst)	Quantitative Score%	Total Score
Tender 1	40 %	\$ 219,467.52	22.31%	62.31%
Tender 2	50%	\$ 268,725.38	18.22%	68.22%
V&C Contractors Pty Ltd.	45%	\$ 171,688.00	30.00%	75.00%

Financial and Resource Implications

	Budget (Excl GST)	Tender and other (Excl GST)	Variance (Excl GST)
Budget	\$ 180,000		
Contract award		\$171,688	\$8,312
Total	\$ 180,000	\$171,688	
Contingency of \$8,312			

This project is funded via a state government grant. Following the tender assessment, it is recommended that the \$8,312 remaining funds within the budget are allocated as project contingency. While service detection has been undertaken, this site particularly due to its age and history may present undetected underground infrastructure to be addressed.

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 the project accordingly.

The proposed scope for the Hamilton Botanic Gardens Changing Places Project encompasses the design, budget, costs, and variance based on the recommended contract award.

Council Plan, Community Vision, Strategies and Policies

Maintain and Renew Our Infrastructure

3.1 Plan and maintain sustainable assets and infrastructure

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

Legislation

This report assists the Council in meeting its obligations under the *Local Government Act 2020* and the *Environmental Protection Act (2017)*

Gender Equality Act 2020



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This project directly responds to the *Gender Equality Act 2020* through the provision of dedicated facilities for persons with high support needs.

Risk Management

The project risk management plan will include site safety management, risks and hazards control, safety of personnel and the public, emergency procedures, and signage. It will also include the required Safe Work Method Statement (SWMS) and any other required documentation to support ~~safely~~ completing the required tasks.

Climate Change, Environmental and Sustainability Considerations

The awarded contractor is required to develop an environmental management plan which will be submitted to the Council for approval prior to the works commencing on site.

Community Engagement, Communication and Consultation

The existing public toilets in the Hamilton Botanic Gardens are insufficient for the demands. The need for quality accessible public facilities with a changing area and baby change table has been identified by the community and acknowledged by Council. The funding sourced through the State Government has enabled the project to be undertaken. Engagement has been made via the council recreation team regarding the new location and a project reference group will be established to keep them informed as the project progresses.

Disclosure of Interests

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

Rishabh Sharma, Project Manager.
Andrew Povey, Business Partner Works Coordinator.
Bill Scott, Manager Project Management Office.
Marg Scanlon, Director Infrastructure and Sustainability.

RECOMMENDATION

That Council:

1. Award Contract No. 2024267 to V&C Contractors Pty Ltd for the Hamilton Botanic Gardens Changing Places for the tendered lump sum price of \$ 171,688.00 (excl GST).
2. Authorises the Chief Executive Officer to execute Contract No 2024267 for Hamilton Botanical Garden Changing Places to give effect to the terms of the contract on behalf of Council.
3. Approve the allocation of \$8,312.00 (ex GST) as contingency for this project to be expended if required.



COUNCIL RESOLUTION

MOVED: Cr Henry
SECONDED: Cr Barber

That Council:

1. Award Contract No. 2024267 to V&C Contractors Pty Ltd for the Hamilton Botanic Gardens Changing Places for the tendered lump sum price of \$ 171,688.00 (excl GST).
2. Authorises the Chief Executive Officer to execute Contract No 2024267 for Hamilton Botanical Garden Changing Places to give effect to the terms of the contract on behalf of Council.
3. Approve the allocation of \$8,312.00 (ex GST) as contingency for this project to be expended if required.

CARRIED



12.8

Award of Contract 2023106 - Glenthompson Public Toilet Renewal

Directorate: Infrastructure and Sustainability
Report Approver: Bill Scott (Manager Project Management Office), Marg Scanlon (Director Infrastructure and Sustainability)
Report Author: Rishabh Sharma, Project Manager
Attachment(s): 1. CONFIDENTIAL REDACTED - 2023106 Tender Evaluation Report 2024-11-20 15 50 07 [12.8.1 - 11 pages]

Executive Summary

Southern Grampians Shire Council is embarking on a project to replace the existing public toilet facility in Lions Park, Glenthompson, with a new, modern, and accessible structure. This initiative aims to enhance public amenities and improve the overall user experience within Lions Park Glenthompson. The project includes demolition of the existing toilet facility and the design and construction of a new facility. The new facility will include four cubicles comprising three ambulant and one accessible unisex, essential utilities and fixtures and an external shelter area with a basin for general use.

Following a Request for Tender (RFT) process for Contract No. 2023106, seven responses were received. Following the evaluation the panel recommends awarding the tender to Envirodomes Pty Ltd. and Construct for a lump sum price of \$ 212,000.00 (Excl GST) while also authorising the Chief Executive Officer to execute Contract No 2023106 for the Glenthompson Public Toilets to give effect to the terms of the contract on behalf of Council and finally recommends that approve of up to 10% of the contract award value, \$21,200 (ex GST) as contingency.

This recommendation is based on the assessment of all submissions, considering cost-effectiveness, service quality, adherence to project specifications, timelines and budget.

Discussion

This project aims to improve community amenities by replacing the existing outdated toilet facility with a modern, accessible structure. The scope includes the demolition of the current building and the construction of a new facility featuring four cubicles: three accessible unisex cubicles and one ambulant cubicle, all designed to comply with AS1428.1 standards. During the construction phase, portable toilets will be provided on-site to ensure continued access for the community.

These tenders were evaluated against the following pre-set evaluation criteria:

- Price - 30 %
- Demonstrated performance in provision of similar services - 20%
- Methodology - 20%
- Sustainable Procurement - 20%
- Occupational Health & Safety - Pass/Fail
- Quality Assurance: 10%

Tenderer	Qualitative score (%)	Price (ex Gst)	Quantitative Score%	Total Score
TENDER 1	38.02%	\$ 412,821.83	15.41%	53.43%



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TENDER 2	52%	\$ 281,454.59	22.60%	74.60%
TENDER 3	48.67%	\$ 213,446.00	23.35%	70.02%
TENDER 4	40.66%	\$ 272,430.00	29.80%	72.02%
TENDER 5	47.33%	\$ 342,039.10	18.59%	65.92%
TENDER 6	39.99%	\$ 245,638.11	25.89%	65.88%
Envirodomes Pty Ltd	41.33%	\$ 212,000.00	30.00%	71.33%

Financial and Resource Implications

	Budget (Excl GST)	Tender and other (Excl GST)	Variance (Excl GST)
Budget	\$ 250,000		
Works complete last financial year (Demolition of old toilet)		\$13,634	\$236,366
Contract award	\$236,366	\$212,000	\$24,366
Contingency of 10% \$21,200			

A detailed procurement report is attached however in summary this procurement process resulted in seven tenders nominating various styles of facilities ranging from prefabricated to modular units to be constructed on site. All tenders were conforming. There was a significant difference in price ranging from \$212,000 to \$ 412,821.83 (ex GST). The panel determined that Envirodomes Pty Ltd addressed the specifications of the tender, demonstrated Demonstrated Performance Including available resources: Envirodome Pty Ltd had provided a good list of similar projects of various scales, as a result they were not marked highly but were a strong middle range contender demonstrating enough experience to confirm they can complete the project successfully.

- Works Methodology: Methodology provided showed an understanding of the project requirements.
- OH&S: Provided suitable example documentation to demonstrate a good understanding of the requirements.
- Sustainable procurement: The company submitted a generic environmental policy with site-specific details and commitment to sustainability practices.

Overall Envirodomes Pty Ltd was not the highest scored qualitatively however they were able to take the overall lead due to the very competitive pricing and being able to demonstrate



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.

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 the Council in meeting its obligations under the *Local Government Act 2020* and the *Environmental Protection Act (2017)*

Gender Equality Act 2020

This project directly responds to the *Gender Equality Act 2020* through the provision of dedicated gender-neutral cubicles as well as family friendly facilities for changing tables.

Risk Management

A detailed risk management plan will be developed upon awarding of the tender. This plan will consider all site, public and work safety factors. The works area within the Glenthompson Lions Park will be defined to ensure safety for all.

Climate Change, Environmental and Sustainability Considerations

The awarded contractor is required to develop an environmental management plan which will be submitted to the Council for approval prior to the works commencing on site.

Community Engagement, Communication and Consultation

Regular updates on project progress and any changes to the schedule will keep the community informed and the works program submitted as a requirement of the tender consideration has been given. While the actual working period is expected to be finished by March 2025, there is a need to disconnect services. Officers will continue to engage with the Glenthompson community as the project timelines are confirmed to ensure minimal disruption.

Disclosure of Interests

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

Rishabh Sharma, Project Manager.
Andrew Povey, Business Partner Works Coordinator.
Bill Scott, Manager Project Management Office.
Marg Scanlon, Director Infrastructure and Sustainability.



RECOMENDATION

That Council:

1. Award Contract 2023106 to Envirodomes Pty Ltd for the Glenthompson Public Toilets for the tendered lump sum price of \$ 212000.00 (ex GST).
2. Authorises the Chief Executive Officer to execute Contract No 2023106 for the Glenthompson Public Toilets to give effect to the terms of the contract on behalf of Council.
3. Approves the allocation of up to \$21,200 (ex GST) as contingency for this project to be expended as required.

COUNCIL RESOLUTION

MOVED: Cr Rainsford
SECONDED: Cr Manning

Defer awarding a contract to construct the new Glenthompson Public toilets until after public consultation is completed.

CARRIED



12.9

S5 Instrument of Delegation

Directorate:	Chief Executive Office
Report Approver:	Tony Doyle (Chief Executive Officer)
Report Author:	Lisa Grayland, Acting Governance Coordinator
Presenter(s):	Tony Doyle, Chief Executive Officer
Attachment(s):	1. S5 Instrument of Delegation from Council to CEO Council meeting 11 December [12.9.1 - 4 pages]

Executive Summary

Section 11 of the *Local Government Act 2020* (the Act) empowers Council to delegate various duties, functions and powers to the Chief Executive Officer (CEO).

The s5 Instrument of Delegation was amended on 11 September 2024 to ensure business continuity for operations of Council could continue during the 2024 Election Period, also known as Caretaker Period.

It was resolved by Council that this delegation be referred back to Council following the Election Period at the next practicable council meeting outlining any variations approved under this instrument of delegation.

It is recommended that the s5 Instrument of Delegation be amended and the CEO's delegation be increased from \$150,000 to \$350,000.

Discussion

The Act, and a variety of other legislation, makes express provision for the appointment of delegates to act on behalf of Councils and delegation of powers is essential to enable day to day decisions to be made and for the effective operation of the organisation.

The Instrument of Delegation from Council to the Chief Executive Officer was made in March 2023. Through this delegation, Council delegates all of its powers to the CEO with a few exceptions which are detailed in the attached Instrument. During the Election period, it was essential that business continuity was maintained and continued with certain restrictions.

During caretaker the Instrument was amended and complied with section 69 (2)(b) of the Act which prohibits any Council decision that commits Council to expenditure exceeding one per cent of the Council's revenue from rates and charges levied in the preceding financial year.

The Instrument was updated and provided to Council for review and consideration and Council resolved that the CEO financial delegation for awarding a contract or variations increase from \$150,000 to \$230,000. for the duration of the Election Period with the Instrument to be reviewed at the next practicable Council Meeting following the election. Under the Act during caretaker period Council cannot enter into a contract the total value exceeding the greater of 1 per cent of the Council's revenue from rates and charges levied in the preceding financial year.

There were a number of contracts that needed to be monitored during this period for works and services. Delays in approving the variations to these contracts would have resulted in additional cost to Council and delays to works and services for the community.

Benchmarking has occurred with surrounding Councils which showed that Councils financial delegation was very low compared to other Councils which averaged between \$300,000-\$500,000 based on Medium sized Councils.



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Medium Rural Councils	
Southern Grampians	\$150,000
Colac	\$300,000
Moyne	\$300,000
Moirā	\$350,000
Golden Plains	\$450,000
Corangamite	\$500,000
Glenelg	\$500,000
Swan Hill	\$1,000,000
Mt Alexander	\$1,000,000
Average:	\$500,000

Increasing the financial delegation has the potential of enabling significant efficiencies through decreased officer time for report writing

The table below shows the amount of Council decisions required with the financial delegation limit of \$150,000

Financial Year	Greater than \$150,000, less than \$300,000	Greater than \$300,000, less than \$500,000	Greater than \$500,000
2022-23	15	4	10
2023-24	3	3	3
2024-25	6	3	5
Total Number of Contracts	24	10	18
Greater than \$150,000 less than \$500,000	34		

The above table only shows the total of whole contracts, this does not reflect any contract variations/ amendments to contracts.

Council is briefed on our progress of the Capital work program quarterly this is to ensure Councillors are kept up to date with all Major projects and tenders.

It is recommended that the s5 Instrument of Delegation be amended to reflect the CEO financial delegation increase from \$150,000 to \$350,000.

Financial and Resource Implications

Council subscribes to the Delegations and Authorisations service provided by Maddocks Lawyers, the cost of which is provided for in Council's budget.

There are no other financial implications in reviewing the Instrument of Delegation.

Council Plan, Community Vision, Strategies and Policies



Provide Strong Governance and Leadership

5.1 Transparent and accountable governance

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

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

Legislation

Section 11(1)(b) of the Act sets out the context in which Council and the Chief Executive Officer can, by Instrument of Delegation, delegate to members of Council staff any power, duty or function under the Act, other than certain specified powers. These delegations allow the relevant Council staff to undertake specific functions and duties in line with their positions

Gender Equality Act 2020

The adoption of this Instrument does not have any direct gender implications.

Risk Management

The approval of a revised Instrument of Delegation to the Chief Executive Officer ensures that the core operational functions of the Council are not impeded.

It is essential that in this unprecedented time, a variation to the Instrument is endorsed to ensure Council operations are maintained and continue during the caretaker.

The use of the Maddocks service alleviates the potential risk of staff not being appropriately authorised in the exercise of various powers and functions. The updates are done regularly and capture any legislative changes. The service is available to all Victorian Councils which enables consistency.

Climate Change, Environmental and Sustainability Considerations

Many of the activities undertaken by staff on behalf of Council have social, economic, or environmental effects, including many of the powers included in the instruments of delegation. The Instruments of Delegation ensure that the decisions are made by the most appropriate person or persons with the organisation.

Community Engagement, Communication and Consultation

There is no requirement for community consultation in relation to the review of the Delegations.

The Instrument is available for viewing on Council's website and is also available for public inspection.

Affected staff will be provided with confirmation of the amendments to the Instruments of Delegation.



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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.

Lisa Grayland, Acting Governance Coordinator
Tony Doyle, Chief Executive Officer

RECOMMENDATION

A report will be presented to the 11 December Council Meeting for consideration recommending:

In the exercise of the powers conferred by the legislation referred to in the attached instrument, Council resolves that:

- a) They be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *s5 Instrument of Delegation to the Chief Executive Officer* subject to the conditions and limitations specified in that Instrument.
- b) The instrument comes into force immediately the common seal of Council is affixed to the instrument.
- c) On the coming into force of the instrument all previous delegations to the Chief Executive Officer under previous s5 Instruments are revoked.
- d) The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
- e) It is noted that the instrument includes a power of delegation to members of Council staff in accordance with section 98(3) of the Act.



COUNCIL RESOLUTION

MOVED: Cr Henry
SECONDED: Cr Calvano

A report will be presented to the 11 December Council Meeting for consideration recommending:

In the exercise of the powers conferred by the legislation referred to in the attached instrument, Council resolves that:

- a) They be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *s5 Instrument of Delegation to the Chief Executive Officer* subject to the conditions and limitations specified in that Instrument.
- b) The instrument comes into force immediately the common seal of Council is affixed to the instrument.
- c) On the coming into force of the instrument all previous delegations to the Chief Executive Officer under previous s5 Instruments are revoked.
- d) The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
- e) It is noted that the instrument includes a power of delegation to members of Council staff in accordance with section 98(3) of the Act.
- f) The s5 financial delegation be changed to \$350,000 GST exclusive.

CARRIED



13 Notices of Motion

13.1 Notice of Motion #6/24 - Cr Rainsford - Glenthompson Swimming Pool

Councillor: Cr Rainsford

Attachment(s): Nil

I hereby give notice of my intention to move the following motion at the Council Meeting to be held on 11 December 2024.

MOTION

That Southern Grampians Shire Council:

1. Officers present a report at the February 2025 Scheduled Council Meeting which considers financial implications and options to reopen the Glenthompson Memorial Swimming Pool.
2. Invite Glenthompson & District Community Association and community to set up a Council Community working group to review the Glenthompson Community Plan.
3. Council does not demolish the Glenthompson Swimming Pool until there is a plan supported by the Glenthompson community for alternative use of this land.



COUNCIL RESOLUTION

MOVED: Cr Rainsford
SECONDED: Cr Calvano

- 1. Officers present a report at the February 2025 Scheduled Council Meeting which considers financial implications and options to reopen the Glenthompson Memorial Swimming Pool.**
- 2. Invite Glenthompson & District Community Association and community to set up a Council Community working group to review the Glenthompson Community Plan.**
- 3. Council does not demolish the Glenthompson Swimming Pool until there is a plan supported by the Glenthompson community for alternative use of this land.**
- 4. Nominate Cr Jayne Manning, Cr Katrina Rainsford, Cr Afton Barber to be on the Council Working Group for the Glenthompson Swimming Pool Cr Jayne Manning to be the chair of this working group**

CARRIED



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14 Urgent Business

There was no Urgent Business.



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 Afton Barber

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

15.2 Cr Albert Calvano

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

15.3 Cr Adam Campbell

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

15.4 Cr Helen Henry

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

15.5 Cr Dennis Heslin

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

15.6 Cr Jayne Manning

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

15.7 Cr Katrina Rainsford

Cr Rainsford provided the following report:

- 11 November: Remembrance Day Melville Oval Cenotaph
Councillor Swearing in @Hamilton Gallery
"12 Days " of Councillor Induction
- 20 November: Statutory Meeting Dundas Chambers
Briefing Session
- 28 November: Glenthompson & District Community Association AGM
- 3 December: New Hamilton Gallery Councillor Engagement with Architect & Opening
Exhibitions Chromatica and new acquisitions
- 4 December: Briefing Session



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Attended the Sustainability Awards Program at Baimbridge College which as an excellent initiative and well attended.

- 5 December: International Day People with Disability Mural opening in Hamilton laneway an excellent work by Jessie Shanahan
Grampians Wimmera Mallee Tourism Forum @Moyston
- 6 December: St Mary's Parade Hamilton which was a huge event and fun to be involved with and congratulations to organisers, stall holders and businesses.

Our first HRLX meeting with new member Cr Adam Campbell is next week and news today was there was another record yarding of 68,000 lambs today. A huge effort from producers livestock carriers and agents along with our team.

Compliments of the Season to all and have a safe festive and holiday season.



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16 Confidential Reports

There were no confidential items on tonight's agenda.



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17 Close of Meeting

This concludes the business of the meeting.

The Meeting closed at 7:15pm.

To be confirmed by Resolution at the next scheduled Council Meeting.

SOUTHERN GRAMPIANS SHIRE COUNCIL

Audit & Risk Committee Meeting Minutes

Tuesday 3 December 2024

Held in MJ Hynes Auditorium/Teams

5 Market Place, Hamilton Victoria 3300 at 10:00 am





Audit & Risk Committee :

1 Membership

Members

Mr Brian Densem – Chair
Ms Aisling Cunningham
Mr Bill Millard
Cr Helen Henry
Cr Albert Calvano

Officers

Mr Tony Doyle - Chief Executive Officer
Mr Darren Barber - Director People and Performance
Mr Nick Templeton – Head of Finance
Mrs Melissa Beaton – A/Manager People and Culture

Minutes

Mrs Nadine Rhook – Executive Assistant – Director People & Performance

Guests

Mrs Lisa Grayland – Acting Governance Coordinator
Mr Mike Shanahan – Risk, Health & Safety Coordinator
Mr Matthew Tulloch – Manager Business Systems & Transformation
Mrs Kathie Teasdale – RSD Audit
Ms Michelle McKinnon - RSD Audit

Messr Doyle, Barber, Templeton, Mrs Beaton and Mrs Rhook entered the meeting in person at 9.55am. Ms Teasdale joined the meeting virtually at 9.58am.

Mr Densem entered the meeting virtually at 10.08am.

2 Committee and Auditors in Camera

Not required.

3 Welcome

The Chair welcomed all to the meeting and to Cr Calvano to his first Audit and Risk Committee meeting. The Chair thanked Cr Colliton for his time and contribution to the Committee and welcomed Cr Henry back. Congratulations to Cr Calvano and Cr Henry for being re-elected as Councillors.

4 Apologies

Nil



Audit & Risk Committee :

5 Committee Secretariat

5.1 Confirmation of Minutes: Audit and Risk Committee Meeting - 1 October 2024

Report Author: Darren Barber, (Director People and Performance)
Attachment(s): 1. 01-10-2024 - ARC Minutes [5.1.1 - 8 pages]

Recommendation

THAT the minutes of the Ordinary Meeting of the Audit and Risk Committee held on 1 October 2024 be confirmed as a correct record of business transacted.

Moved: Cr Henry
Seconded: Mr Millard

CARRIED

5.2 Conflicts of Interest Disclosure

Author: Darren Barber, (Director People & Performance)
Attachments: Nil

Recommendation

THAT the Committee note the Conflict of Interest Disclosure as per the below:

- Mr Brian Densem – Chair of Glenelg Hopkins CMA Audit & Risk Committee
- Ms Aisling Cunningham – Quality Manager of Western District Health Service
- Mr Bill Millard – Board Member – Wannon Water
- Cr Helen Henry – Item 6.3 - Councillor Expenses
- Cr Albert Calvano – Item 6.3 - Councillor Expenses

NOTED

5.3 CEO Report

Author: Tony Doyle, (Chief Executive Officer)
Attachments: Nil

Recommendation and Conclusion

THAT the Committee note the CEO Report.

NOTED

Ms Cunningham entered the meeting virtually at 10.13am



Audit & Risk Committee :

5.4 Governance and Risk Management Disclosures

Author: Tony Doyle, (Chief Executive Officer)
Attachments: Nil

Summary

At the ARC 15 February 2022 meeting it was agreed by the Committee for the following questions to be incorporated into the meeting procedures as a Standing Item.

Chair to Internal Auditor:

- Has the work of the internal audit been obstructed in any way? **Answer: No**

Chair to CEO:

- Are there any matters such as breaches of legislation, impending legal action, practices, or actual suspected fraud occurrences that have occurred within the organisation since the last meeting that need to be brought to the attention of the Committee? **Answer: No**
- Are there any conflict of interest matters that need to be brought to the attention of the Committee? **Answer: No**

Recommendation and Conclusion

THAT the Committee note the Internal Auditor and Chief Executive Officer responses to the questions asked by the Audit & Risk Committee Chair.

NOTED

5.5 Summary Table of Outstanding Matters

Author: Darren Barber, (Director People & Performance)
Attachments:

1. Attachment - Summary Table of Outstanding Matters [5.5.1 - 1 page]

Conclusion and Recommendation

THAT this item be noted and actions with "Closed" status be removed from the listing.

NOTED

5.6 Register of Committee Members Interest

Author: Darren Barber, (Director People and Performance)
Attachments: Nil

Action: To add for Mr Millard on the Register of Committee Members - Wannon Water Non-executive Director and Independent Chair Colac Otway Shire Council CEO Employment Matters Advisory Committee.



Audit & Risk Committee :

Mr Densem advised his changes were to remove Australian Unity. To remove Moyne Health Services – Non-Executive Director/Chair but is an Independent member of the Moyne Health Services Audit & Risk Committee.

Recommendation

THAT the Committee note this report.

NOTED

5.7 ARC Chair Biannual Report to June 2024

Author: Brian Densem (Audit and Risk Committee - Chair)

Attachments:

1. Audit Risk Committee - Bi- Annual Chair Report June 2024 - Final [5.7.1 - 4 pages]

Conclusion and Recommendation

THAT the Committee note the Audit & Risk Committee Annual Chair Report of Operations biannually to June 2024 period and request it to be tabled at Council Briefing on Wednesday 11 December 2025.

NOTED

5.8 ARC Meeting Dates and Annual Plan for 2025

Author: Darren Barber (Director People and Performance)

Attachments:

1. Draft 2025 ARC Annual Calendar [5.8.1 - 3 pages]

Conclusion and Recommendation

THAT the Committee endorse the Audit & Risk Committee - Annual Program 2025 and Schedule of meeting dates as presented.

Action: Schedule the meeting commencement times to 3.30pm as requested by Cr Henry and agreed to by the Committee.

Moved: Mr Millard

Seconded: Cr Henry

CARRIED

5.9 ARC Committee Member Update

Author: Darren Barber (Director People and Performance)

Attachments: Nil



Audit & Risk Committee :

Conclusion and Recommendation

THAT the Committee endorse the re-appointment of Ms Cunningham as an Independent Member for another three year term, expiring on 3 September 2026.

THAT Council advertises an Independent Member as per the Committee Charter for the other vacant role.

The Chair endorsed the re-appointment of Ms Cunningham.

Moved: Cr Henry

Seconded: Mr Millard

CARRIED

6 Annual Financial Reporting

6.1 Finance Report to 30 September 2024

Author: Nick Templeton, (Head of Finance)

Attachments:

1. Finance Report as at 30 September 2024 [6.1.1 - 14 pages]

Background

The Finance Report set out actual results compared to Budget for the first three months of the 2024/25 financial year and contains the Standard Statements namely:

- Comprehensive Income Statement,
- Balance Sheet,
- Statement of Cash Flows,
- Statement of Capital Works

Further detail is provided where there is a material variance between the actual YTD performance compared to the forecast YTD performance. The Report also includes additional information, graphical representations and tables on cash balances, current borrowing ratios, rates debtor balances and sundry debtor balances.

Included in the September 2024 quarterly report is a summary of the key components of the Finance Report with key information available for readers of the report. Narratives also accompany each of the statements.

Conclusion

THAT the Committee note the Finance Report for the three months ended 30 September 2024.



Audit & Risk Committee :

NOTED

6.2 Final Financial Statements, Performance Statement & Representation Letter

Author: Nick Templeton, (Head of Finance)

Attachments:

1. 2023-2024 SGSC Management Representation Letter - Financial Statements - Signed [6.2.1 - 6 pages]
2. Annual Report 2024 [6.2.2 - 160 pages]

Conclusion

THAT the Committee note the Annual Report inclusive of the VAGO approved Financial Statements and Performance Statement and the Management Representation Letter.

NOTED

Ms Grayland entered the meeting virtually at 10.36am.

6.3 Quarterly Councillor's Expenditure Report (For Information)

Author: Lisa Grayland (Acting Governance Coordinator)

Attachments:

1. Attachment- Councillor Expenses Report 1 July - 30 September 2024 Q 1 [6.3.1 - 5 pages]

Recommendation

THAT the Committee note the Councillor Expense Reports for 1 July – 31 September 2024 as presented.

NOTED

Ms McKinnon joined the meeting virtually at 10.30am.

6.4 New and Revised Accounting Policies and Approved Accounting Standards

Author: Nick Templeton, (Head of Finance)

Attachments:

1. Policy Listing - Finance [6.4.1 - 1 page]

Conclusion and Recommendation

THAT the Committee note the update.

NOTED



Audit & Risk Committee :

7 Internal Audit

7.1 Progress Report of Internal Audit Actions (Interplan)

Author: Darren Barber (Director People and Performance)

Attachments:

1. Internal Audit - CAMMS Report - 22 November 2024 [7.1.1 - 9 pages]

Recommendation

THAT the Committee note the attached Internal Audit Interplan reports for the following:

- Service Planning
- Asset Management Framework
- Project Management Framework
- Climate Change

NOTED

7.2 Internal Audit Status Report

Author: Darren Barber, (Director People and Performance)

Attachments:

1. IA Status Report - November 2024 - Sth Grampians [7.2.1 - 3 pages]

Conclusion and Recommendation

THAT the Committee note the Status Report as provided.

NOTED

Mr Tulloch entered the meeting in person at 10.42am

7.3 Report and Correspondence of Note: VAGO, Ombudsman and IBAC Reports

Author: Darren Barber, (Director People and Performance)

Attachments:

1. IA Update Report - Q 1 F Y 25 - Local Government [7.3.1 - 9 pages]

Conclusion and Recommendation

THAT the Committee note the recent reports and publications by Government Agencies and other sources that may impact on public sector agencies.

NOTED



7.4 Internal Audit Report - Cyber Security

Author: Matthew Tulloch (Manager Business Systems and Transformation)

Attachments:

1. IA Report - Southern Grampians Shire Council - Cyber Security- Final [7.4.1 - 35 pages]

Conclusion and Recommendation

RSD Audit provided an overview of the Cyber Security audit, with recommendations for the Committee to note.

Ms McKinnon advised that Cybersecurity is becoming important in everyday workings with staff working from home and remote work cloud initiative. This increases Council's risk to access valuable information that it holds and security must be tighten.

Council have a very knowledgeable IT team of professionals. The current IT strategy is about to end but it is focused on future goals such as mobility and cloud computing and is supported by a road map which was targeted for cybersecurity and governance tasks to make sure these goals were reached.

RSD also evaluated new applications and cloud based applications prior to procurement which was good to see.

The use of single sign on for a streamlined process for authentication means staff need to log in once and multi factor authentication is mandatory for all Microsoft 365 accounts. Passwords to the network were designed appropriately, and they were constructed and complex, and they were stored in irreversible encrypted form, which was great to see. Council had an external consultant in to review the Essential 8 processes, and also procured some specialised software packages, even though some are currently being implemented to manage the Cybersecurity processes, cyber incident response and also for conducting and monitoring the Staff cybersecurity program.

With regards to data access and privacy protection, this is controlled by Active Directory which is for on premise applications and also Microsoft entries for cloud enrolled devices. The use of single sign on significantly increases the importance of Active Directory.

Testing also including obtaining an extract of all the user data and various tests we carried out. If a user was trying to log in and forgot their password the configuration wasn't set at all, it would usually be set for three (3) or four (4) times.

The password controls in the policy was set at twelve (12) characters but the actual configuration was only eight (8). It was also noted that about half the settings were set so that passwords never expired and some were set over four (4) years ago.



Audit & Risk Committee :

There were twenty three (23) user profiles that hadn't logged in recently and thirteen (13) user profiles that have privileged accesses for the IT Team with some no longer necessary. Five (5) were accessed by a group which is not best practice and two (2) were accessed by consultants and now dormant.

There were nine (9) active users for staff that are no longer working for Council.

The recommendation to management included things like ceasing the practice of the password never expires flag determine disabling or removing any user group accounts that have privileged access, implementing an annual review over the ad so that to make sure that any inactive.

The second high finding was in relation to Cybersecurity incident management and recovery.

This addresses the requirement to maintain the formal process for managing cyber incidents, and while RSD note that there is other documentation available to Council, such as reporting data breaches in the data breach management policy and other unplanned outages which could be including cybersecurity incidents which would be business continuity processes. There is no cybersecurity incident response plan documented.

The recommendation to management is to make sure that that formal process that we know is in place is actually documented, including maintaining a cyber security incident register, which is not just actual cyber security incidences, but also attempted.

Staff are knowledgeable, confident, and experienced so that if an incident were to take place, the processes are in place, they are currently not documented.

The Committee requested Cybersecurity to be Standing item due to the risk to data to Councils and companies to make assessments on. This is a fundamental risk and the Committee would like to be reassured that information can be protected as well as it can be. Collecting incidents on items rather than cybersecurity events, this is type of reporting that can be brought back for the Committee to see what's been happening and what has been put in place to reassure that the incident won't happen again.

Internal capability and appropriate resources will give the Audit and Risk Committee assurance and comfort. It would be good to have a touch point given the scale and inherent risk. It is good to note that Phishing is being tested internally and could be done externally.

Action: Add Cyber Security as a Standing Item similar to the OHS Standing item due to it being such a high risk item, include in the broader Risk Report. Mr Doyle and Mr Barber to discuss the best way to report this.

The Chair asked if there is a process around carrying out self reviews by an external party that checks various points during the year to make sure Council is up to date around cybersecurity.

Mr Tulloch advised that Council use SAM for Compliance which is a cyber security and compliance manager system. The IT Team are completing a self assessment on previous audits. This has five frameworks including the Victoria Protective Data Security Standards



Audit & Risk Committee :

(VPDSS), Essential 8 and a couple of other frameworks and once populated the team will look at completing annual reviews and this will produce workplans that can be reported against. These software are very valuable systems to assist with completing reviews.

Will continue to put out the phishing tests to staff to educate.

NOTED

Action: Mr Tulloch to attend the February ARC meeting to provide an update on AI and what Council is doing in this space.

Artificial Intelligence (AI) is widely known now, and most companies are unsure how to deal with this yet. The team are looking at AI adoption for the organization, to educate staff on how to use AI technologies ethically to abide by our data and security requirements to use it well. There is a roadmap to discuss with staff and next year there will be regular staffing sessions and creation of an AI Policy and strategy.

Mr Tulloch and Ms McKinnon left the meeting at 11.05am

8 Compliance Management

8.1 Compliance Framework Review & Quarterly Compliance Reporting

Author: Lisa Grayland (Acting Governance Coordinator)
Attachments: Nil

Recommendation

That the Committee note the update on the Compliance Framework and note the update on the Quarterly Compliance Reporting including:

- Adverse Compliance Breach Events during the previous quarter.
- Emerging Compliance Obligations
- Non-Compliance Remediation Status

The Chair enquired as to how long have these non-assessed items been sitting in the ageing list for – would be good to see timeframes of these items and how long they have been waiting for review.

Action: Ms Grayland to extract the non-assessed information out of RelianSys and bring back to the February ARC meeting.

NOTED

Mr Shanahan entered the meeting in person at 11.09am

Ms Grayland left the meeting at 11.13am.



Audit & Risk Committee :

9 Risk Management

9.1 OHS Report - Summary

Author: Mike Shanahan (Risk, Health & Safety Coordinator)

Attachments:

1. Quarterly report Q 3 2024 for ARC [9.1.1 - 10 pages]

Recommendation

THAT the Committee note the Health and Safety report for the third quarter 2024.

NOTED

9.2 Risk Management Quarterly Report

Author: Mike Shanahan (Risk, Health & Safety Coordinator)

Attachments:

1. Quarterly risk report with appendices Q 3 2024 (1) [9.2.1 - 46 pages]

Recommendation

THAT the Committee note the Risk Management report for the third quarter 2024.

Action: the Committee would like to see the Risk Matrix and Controls in relation to those higher extreme risks. What are the top risks and what is their appetite.

NOTED

9.3 Strategic Risk Register

Author: Mike Shanahan (Risk, Health & Safety Coordinator)

Attachments:

1. Strategic Risk Register Deep Dive [9.3.1 - 1 page]
2. Strategic Risk Attention Report Q 3 2024 [9.3.2 - 27 pages]
3. Operational Risk Attention Report Q 3 2024 [9.3.3 - 11 pages]

Recommendation

THAT the Committee note the Strategic Risk Register update report.

Action – the Committee would like to see separate reports for Operational and Strategic Risk presented in one item. Mr Shanahan to present this at the February ARC meeting.

NOTED

Mr Shanahan left the meeting at 11.30am



Audit & Risk Committee :

10 External Audit

10.1 Progress Report of Current Actions

Author: Nick Templeton (Head of Finance)

Attachments:

1. ARC Attachment - External Audit - Progress of Current Items [10.1.1 - 5 pages]

Recommendation

THAT the Committee note the Progress of Current Actions.

NOTED

10.2 Final Management Letter and Closing Report

Author: Nick Templeton (Head of Finance)

Attachments:

1. C-2.7 a Final management letter - SGS C.002.002 [10.2.1 - 13 pages]
2. C.4 Closing Report - SGS C-1.002 (1).002 [10.2.2 - 20 pages]

Conclusion and Recommendation

THAT the Committee note the Final Management Letter and Closing Report for the period to 30 June 2024, as presented.

NOTED

11 Matters Arising from the Previous Minutes

Nil

12 Other Items

Nil

13 Next Meeting

The next ordinary meeting is scheduled for 11 February 2025.

The Chair thanked everyone for their preparation for each meeting and the Management team for their reports and work. Thank you to Ms Teasdale and Ms McKinnon from RSD Audit for attending today. Wishing everyone a Merry Christmas and will see you in the new year.

Meeting Closed 11.34am



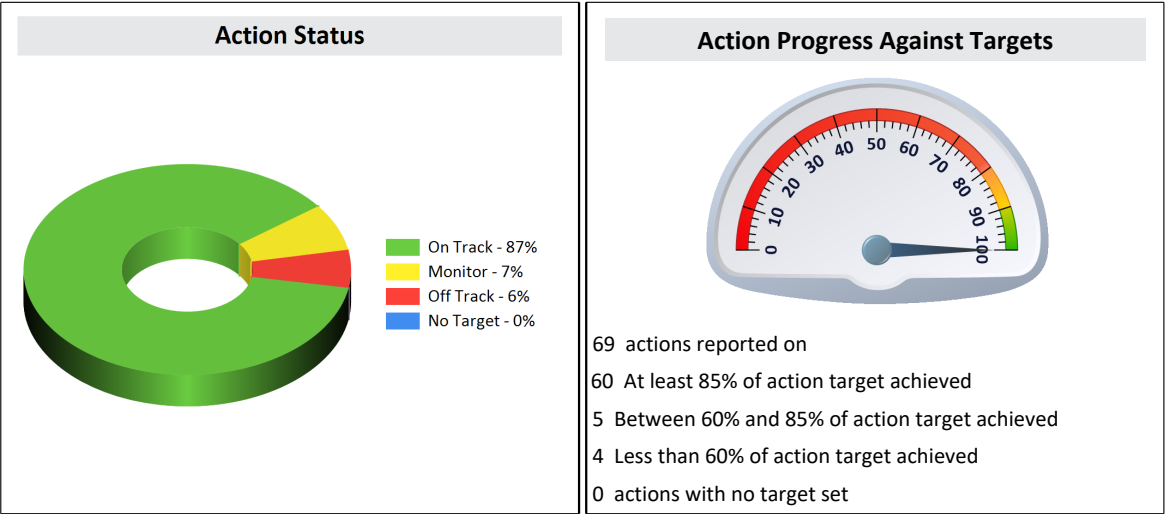
Action and Task Progress Report

Southern Grampians Shire Council



Print Date: 24-Jan-2025

OVERVIEW



ACTION PLANS



At least 85% of action target achieved



Between 60% and 85% of action target achieved



Less than 60% of action target achieved



No target set

* Dates have been revised from the Original dates

1 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


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.1.4 Support all new and current volunteers to renew police checks	Tahlia Homes - Manager People and Culture	In Progress	01-Jul-2024	30-Jun-2025	75.00%	50.00%	GREEN
ACTION PROGRESS COMMENTS: 21/01/2025 - Volunteer records were compiled as a result of an internal audit in 2021. Once ELMO module is implemented (expected timeframe June 2025), People and Culture will renew all police checks. ELMO Recruit is configured to require all new volunteers to go through a HR onboarding process. Volunteers will require Police and Working with Children's checks and will be supported by People and Culture to obtain and keep both current. 15/10/2024 - Work is currently happening to implement Elmo (New HR System) once this up and running, volunteer data will be placed into the system and contact made with all volunteers that have not had a police check done within the past year to help them complete this process. Last Updated: 21-Jan-2025							

1.1.2 Support the community and other agencies to build resilience and preparedness in planning for emergencies and climate change impacts and mitigation


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Southern Grampians Shire Council

Action and Task Progress Report

1.1.2.2 Build community and organisational capacity in assisting community during and after and emergency.	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2023	30-Jun-2025	57.00%	50.00%	 GREEN
<p>ACTION PROGRESS COMMENTS:</p> <p>21/01/2025 - Since the last reporting period we have had the Grampians Fire, we are in early discussions with ERV to determine if we can expand this funding to deliver the program to the fire impacted area, with an all-hazards approach.</p> <p>06/12/2024 Deed of variation to funding has been signed to allow an extension of time to complete this project which is grant funded. This project will be assigned to the Coordinator of Community Wellbeing to be completed.</p> <p>16/07/2024 - this project has not proceeded further as the Community Wellbeing position has been focused on service delivery in response to shortages in the childcare area. It should be noted that this project is funded to the 30 June 2025 and occurs over 2 council plan reporting periods.</p> <p>16/04/2024 - no further action has occurred during this reporting period. This action can now progress now that the position of Coordinator Wellbeing has been filled, by the end date.</p> <p>16-01-2024 - Internal training of staff that are involved in response, relief and recovery training conducted on trauma informed awareness which will assist staff to be prepared to respond to flood/emergency events. 30 staff attended externally facilitated session by clinical psychologist David Younger - training delivered in partnership with Emergency Recovery Victoria. 2nd session to be conducted with identified community leaders, first responders and interested community members.</p> <p>01/10/2023 - Trauma Informed Awareness Training: An introduction to working with and supporting communities post an emergency which will be a facilitated session led by David Younger, Clinical & consultant psychologist specialising in supporting communities through crisis has been arranged for staff who work at the front line with people who are affected by emergencies.</p> <p>This training will be conducted on the 31 October 2024 and will be repeated in the new year and offered to Community Leaders and other emergency responders.</p> <p>Last Updated: 21-Jan-2025</p>							


1.1.3 Provide opportunities for increased community engagement and participation in Council decision making and activities

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.3.6 Implement new online Engagement portal to allow increased community engagement with Council projects, programs and decisions.	Alison Quade - Manager Communications and Engagement	Completed	01-Jul-2024	30-Jun-2025	100.00%	50.00%	 GREEN
<p>ACTION PROGRESS COMMENTS:</p> <p>23/01/2025 - EngageHQ launched in November. Currently being used to engage on budget and Cavendish/Coleraine structure plans. Will include Council Plan and CBD Streetscape from next month. 424 people have visited the page in the two months since it launched.</p>							

16/10/2024 - EngageHQ platform purchased in late July 2024. Platform integrates into new website and will provide a range of tools for online engagement across an unlimited number of projects/initiatives. Work has been ongoing throughout August/September/October to develop the pages and content, ready to launch with our major projects following the caretaker period.

Last Updated: 23-Jan-2025

1.1.4 Ensure communication and engagement methods use inclusive practices and processes

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.4 Ensure engagement on new Council Plan is inclusive and compliant with our engagement policy.	Alison Quade - Manager Communications and Engagement	In Progress	01-Jul-2024	30-Jun-2025	75.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:


23/01/2025 - Councillors were briefed in December on the Council Plan and will be briefed again in late January on the planned approach for engagement. The engagement program will take place through February and March and will include face-to-face session with all townships, a weeklong shopfront engagement in Hamilton CBD, online engagement through EngageHQ and hard copy surveys in customer service points. It will also include targeted engagement sessions with harder to reach stakeholders such as young people, first nations and disability groups.

16/10/2024 - Planning for the Council Plan engagement program has commenced, with a working group established of senior managers and Comms & Engagement team staff. A draft Engagement plan has been discussed at ELT, with a final proposal to be presented in the coming weeks. Councillors will be briefed on the proposal once inductions have commenced.

Last Updated: 23-Jan-2025

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.1 Installation of solar lights around Lake Hamilton	Bill Scott - Manager Project Management Office	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:


14/11/2024 - New Senior PM is now on board and has developed the Specification and documentation for the request for tender to be released with the target of awarding in February's Council meeting. Program in place to deliver the project by end of May 2025.

31/12/2024 Tender award scheduled for February Council Meeting with a confirmed program indicating project completion May 2025.

Southern Grampians Shire Council

Action and Task Progress Report

Last Updated: 24-Jan-2025

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.2 Ensure all new and renewal recreation projects include design principles that are accessible, inclusive and equitable.	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	75.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:


21/01/2025 - Since the previous reporting period, works on the Pump track project has commenced and has included the inclusion of accessible footpath to allow greater access to the facility from the car park to the Pump Track/skate park. Also the base for the Pump Track has been changed to concrete which offers a more accessible surface. Works will soon commence on the installation of the Pump Track.

The upgrade to the Hamilton Olympic Swimming Pool, has also been completed.

06/12/2024 - All current Recreation projects have an accessibility focus applied with respect to new and renewal projects. For example the following projects have taken into consideration accessible aspects:

- Melville Oval - pedestrian access and pathways around and within the new buildings and pathways. Design of an all abilities access players ramp for entry onto the oval.
- Hamilton Olympic Swimming Pool Upgrade - removal and upgrade of access ramp to comply with accessibility requirements and remove entrapment issues.
- HILAC - carpark improvements to line marking, drop off and pick up zones to reduce congestion, improve accessibility and safety.
- Playgrounds working with local organisations to improve inclusive play equipment and access to the All Abilities Playground and Lake Hamilton.

Last Updated: 21-Jan-2025

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.2 Gender Impact Assessment process is embedded in standard practice within the organisation for all community functions. Documentation is centralised.	Tahlia Homes - Manager People and Culture	In Progress	01-Jul-2024	30-Jun-2025	87.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:


21/01/2025 - Councillors will receive training on the Gender Equality Act to ensure they are familiar with Gender Impact Assessment requirements and benefits. Councillor training will ensure they are aware what to look for in briefing papers and can ask informed questions. Once Council Plan is adopted, Governance Coordinator and Manager People and Culture will review actions and create a Gender Impact Assessment schedule to ensure compliance with obligations under the Gender Equality Act. Gender Impact Assessments are reported to the Commission for Gender Equality as part of reporting obligations under the Act.

15/10/2024 - Currently finalising the Policy and Procedure Development Guidelines which has a link to the Gender Impact Assessment. Once this document has been finalised communication will go out to all staff via the Exchange, Teams and on our intranet for them to be able to access the guidelines and link to the Gender Impact Assessment.

Last Updated: 21-Jan-2025

Southern Grampians Shire Council

Action and Task Progress Report


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.8 Construct new cricket nets at Pedrina Park	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	51.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

21/12/2025 - Tender process has been completed and the tender awarded, Project Management Office has taken over delivery and Recreation are facilitating a engagement meeting with St Andrews Cricket Club on the 21/12 (today) to finalise location and project timelines.

06/12/2024 - Tender process has been completed and a report will be taken to the Council meeting on the 11 December 2024 to award the tender. This project is being funded through Council, a grant from Cricket Australia and the St Andrews Cricket Club and is an identified priority from the Pedrina Park Master Plan and Pedrina Park User Groups.

Last Updated: 22-Jan-2025


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.9 Improve access and reduce barriers to women and girls accessing and using Southern Grampians Community Sports Infrastructure.	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

06/12/2024 - Council have adopted the Southern Grampians Fair Access Policy and Action Plan which will now be implemented with the Recreation Services as the lead and in partnership with South West Sports Association.

Last Updated: 06-Dec-2024

1.2.2 Support and encourage participation in quality arts and cultural, education, leisure, recreation and sporting opportunities

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.1 Review annual implementation plan for the Southern Grampians Arts and Culture Strategy	Joshua White - Gallery Director	In Progress	01-Jul-2024	30-Jun-2025	56.00%	50.00%	 GREEN



ACTION PROGRESS COMMENTS:

Jan - 2025 Individual teams within the Gallery are reviewing their implementation actions and requirements to deliver over the following 12 months.

Last Updated: 21-Jan-2025

Southern Grampians Shire Council


Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.1 Engage outlying townships and community to identify opportunities for access to theatre performances/cinema.	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	31.00%	50.00%	 AMBER
ACTION PROGRESS COMMENTS: 21/12/2025 - This item has not progressed at this time due to the Christmas and New Year period, it will be explored as a part of the Service Review that has been commissioned to review the operations of the PAC and Cinema. 06/12/2024 - The PAC team worked with Stirling Place to bring a production to the Dunkeld community, unfortunately the show was cancelled due to the lack of ticket sales. The team will work with communities to identify opportunities to take shows to the community or to increase accessibility to shows within the PAC through a consultation process. Last Updated: 22-Jan-2025							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.2 Grow membership of Hamilton Library and increase focus on adult programs	Alison Quade - Manager Communications and Engagement	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 23/01/2025 - Active Membership: The library has focused on programming which promotes membership including Big Summer Reads campaign and later in the year Warm Winter Reads. The month of Dec 2024 saw 60 new members join the library versus the Dec 2024, when 35 new members joined. This increase in membership is also reflected in YTD totals for 2024-25 indicating 3418 members vs 2023-24 totals of 3375 membership. Adult Programs: In February the library will introduce new adult programs including a Seniors board game/trivia group and visiting Author events. The library is also planning a strategic focus on reader services which promotes books, reading and benefits of membership through campaigns, promotions and marketing on social media and within the branch. The focus for later this year will be on Mobile library and Home Library membership. Adult program attendance YTD for 2024-25 has seen 489 adults attend 53 programs. 28/10/2024 - Active Memberships: Our current active membership figure is 10.8% (percentage of municipal population that have been active borrowers of a library collection item in the last 3 years). Our goal is to increase this (to a similar Council average) of 13.6% through a combination of activities, programs, promotions and improvements to library spaces. Adult Programs: 2023-24 we had 74 Adult programming sessions with 1,129 participants. We have now dedicated a budget to these specific programs allowing us to direct resources towards programs for adult education, connection and personal development. We are working on an itinerary of events for next calendar year including partnered, one-off and ongoing programs and aiming for a 25% increase in number of sessions and participation.							

Southern Grampians Shire Council

Action and Task Progress Report

Last Updated: 23-Jan-2025


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.5 Review the SGSC playground strategy and develop a sustainable funding proposal for the long term renewal and repair of playgrounds within the municipality.	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	25.00%	50.00%	 RED

ACTION PROGRESS COMMENTS:

21/12/2025 - Work on this item has not progressed due to the redirection of resources to assist in the Relief and Recovery activities associated with the Grampians Fires.

06/12/2024 - Work has commenced on this strategy with review of existing strategy, legislative requirements and benchmarking with neighboring Councils. Drafting of the strategy has commenced.

Last Updated: 21-Jan-2025

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.6 Increase participation to HILAC through implementation of the HILAC Service review.	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	51.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

21/12/2025 - The Health & Fitness team have been actively engaging members through the offering of new programs, challenged and membership drives to engage community. The next 6 months will be focusing on the planning and implementation of perpetual swim program to increase participation and income. A customer satisfaction monitoring program has also been engaged to get meaningful feedback to inform service delivery and monitor performance.

06/12/2024 - The new structure has been implemented within HILAC to action the recommendations of the service review and the team will now plan the implementation of perpetual swim program and gym marketing program to increase participation and activity at HILAC.

Last Updated: 21-Jan-2025

1.2.3 Partner with community services and agencies to plan for the outcomes outlined in the Public Health and Wellbeing Plan

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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24-Jan-2025

CAMMS



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Southern Grampians Shire Council

Action and Task Progress Report

1.2.3.3 Develop the 2025-2029 Public Health Plan and incorporate it into the new Council Plan.	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	38.00%	50.00%	 AMBER
ACTION PROGRESS COMMENTS: 21/06/2025 - Presentation to Councillors on the proposed pillars and language to be used has been completed and an engagement plan developed to target community consultation. 06/12/2024 - Work has commenced to prepare the new Public Health Plan which will be incorporated into the Council Plan this work in being undertaken by an identified Steering Committee. Last Updated: 21-Jan-2025							

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**


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.2.2 Delivery of diverse performances/exhibitions across multiple disciplines and targeted demographics.	Joshua White - Gallery Director	In Progress	01-Jul-2024	30-Jun-2025	52.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 5 December 2024 - future plan has occurred for two-year period to obtain specific demographics. Jan 2025 - Over the last 12 months the Gallery has utilized its program to target a multitude of demographics, particularly to grow tourists and the local families visitations. These demographics have grown and become substantially sustainable, an example is taking our family audience segment from 3% to 27%. In the coming 12 months programing will continue its works in obtaining these demographics and have a strong focus on local students (currently 2%). Last Updated: 21-Jan-2025							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.2.3 Begin implementation of the Reconciliation Action Plan.	Alison Quade - Manager Communications and Engagement	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 23/01/2025 - Reflect RAP has been formally endorsed by Reconciliation Australia in November. People & Culture are committed to embedding First Nations information into staff induction. This will be an extension to the reviewing of cultural learning needs within our organisation, along with making the RAP a mandatory read for staff, in line with the Code of Conduct. We will continue to attend LGPro Special Interest Group Network meetings, which will go with identifying external stakeholders that we can engage with on our reconciliation journey. RAP Working Group meetings continue to oversee the implementation of our RAP actions and to progress to the next stage. The next focus will be identifying existing anti-							

discriminations provisions and future needs, and a Cultural Protocols policy is under review.

16/10/2024 - As the Reflect RAP is largely internally focused, a large number of actions have already been implemented over the last 12 months, while the document approval process has been under way. Actions completed include: participating in NAIDOC week activities and providing information for staff to raise awareness of the importance of NAIDOC week; Investigating cultural learning opportunities and holding internal discussions regarding including cultural awareness training through inductions and an online training module; Organising SLT Day on Country to be held in October; Attending and facilitating regular stakeholder meetings and RAP working groups meetings with Traditional Owner groups.

Last Updated: 23-Jan-2025

1.3.3 Support the increase of social, economic and digital connectedness

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.3.2 Identify next priority mobile tower black spot location in the Shire and commence advocacy	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:


11/10/24

A meeting has been held with Telstra to commence data collection to identify the next priority site within the Shire before future funding becomes available to make an application for a new mobile tower in 2025.

22/01/2025

A new round of mobile blackspot funding is currently open however Council understands that no new projects are proposed from Telstra to be included for potential funding. In light of this and the shutdown of the 3G network, Council will commence its own process to identify new blackspots seeking feedback from the community in 2025 to inform future advocacy with Telstra and the Federal Government.

Last Updated: 22-Jan-2025

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.3.2 Deliver grant writing workshops across the shire and provide access to quality grant writing support.	Alison Quade - Manager Communications and Engagement	In Progress	01-Jul-2024	31-Mar-2025	75.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

23/01/2025 - The second round of grants opened on Monday 13 January 2025 and will close on Monday 17 February.

5 x Grant info sessions taking place throughout Jan and Feb at the Hamilton Library.
6 x Grant info sessions taking place throughout late Jan, early Feb in townships across Shire.

16/10/2024 -

2 x "Let's Get Ready" sessions prior to round one opening, which were attended by 25 community members.

4 x "Time to Apply" sessions during the round, which were attended by 38 community members.


6 x Grants Roadshow sessions in outer townships, which were attended by 34 people.

10 x One-on-One meetings held for this round, assisting 18 community members.

Grants for 2024-2025 closed on 31 July 2024. 38 applications asking \$185,150.81 were received and assessed by members of the community partnership grants team.

Last Updated: 23-Jan-2025

1.3.4 Provide, promote and support appropriate and accessible services, facilities and activities for younger residents

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.4.2 Review Kindergarten Infrastructure Service Plan to understand the capacity and resources required to meet the funding changes with respect to State Government Kindergarten Reforms	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2023	30-Jun-2025	60.00%	50.00%	

ACTION PROGRESS COMMENTS:

21/01/2025 - No further action has occurred on this over the Holiday period, due to leave and kindergarten providers not operating during the holiday period.

06/12/2024 – Data has been provided from the department but they have not provided the template format to collate the data, this project will be progressed in the next 6 months with assistance from the Asset Team and consultation with Kindergarten providers within our municipality.

17/07/2024 - Funding and timelines have been extended by the Department of Education to reflect the delaying in providing correct data with respect to the revised State Budget Allocation for Pre-prep and Three year old Kindergarten. We are waiting for revised data based on the new funding targets and revised template that the department will request that we use to develop the revised KISP

16/04/2024 - Progression of this action is reliant on the Department of Education to provide correct and updated data on the relation to forecast demand against the supply of the available Kindergarten positions within the Shire, which needed to be reviewed in line the funding announcement around expansion of hours for 4-year-old kindergarten. Initial meetings with the Department have revealed inaccuracy in the data.


10/10/2023 - Review in early stages of development with the Department of Education collating data that will form the basis of the report

16/01/2024 - update figures from the Department of Education were provided prior to end of November 2023 which will allow for the plan to be updated. Discussions will commence February with the department with respect to format and timing of the plan updates in accordance with their funding timelines.

Southern Grampians Shire Council

Action and Task Progress Report

Last Updated: 22-Jan-2025


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.4.3 Develop Cinema and PAC programming that engages younger residents for the 24/25 season.	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	32.00%	50.00%	 AMBER

ACTION PROGRESS COMMENTS:

21/01/2025 - This item has not progressed at this time due to the Christmas and New Year period, it will be explored as a part of the Service Review that has been commissioned to review the operations of the PAC and Cinema.

06/12/2024 - PAC Service Manager has identified shows and programs to engage with our younger demographic.

Last Updated: 21-Jan-2025

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.4.3 Increase opportunities for children and young people to engage in and participate in Council's cultural programs	Joshua White - Gallery Director	In Progress	01-Jul-2024	30-Jun-2025	43.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

5 December 2024 - Audience strategy being implemented and two years of program designed - including NGV children exhibitions and digital learning exhibitions for families and children.

January 2025 - A strong focus has occurred including children and young people.

An example is the Gallery obtained a grant of almost \$260k over two years from state government agency, Education Victoria, to open a creative space in town for students and youth. A space has been identified and a lease has been signed, activities will commence in the following term.


Running NGV kids, young creatives, HG Play and school group engagement.

Last Updated: 21-Jan-2025

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Southern Grampians Shire Council

Action and Task Progress Report


1.3.4.3 Continue delivery of the Youth Action Plan with set delivery dates.	Alison Quade - Manager Communications and Engagement	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN
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ACTION PROGRESS COMMENTS:

23/01/2025 - Actions from the Youth Action Plan continued to December 2024 with the delivery of youth events (the JAM, pool parties, creative workshop, educational programs) which were all well attended and/or sold out. Coordination of Youth Network and Live for life support also continued through to Dec 25. Our Youth Engagement Officer responsible for these tasks has resigned and recruitment is now underway.

28/10/2024 - Actions from the Youth Action Plan continue to be rolled out through the community development team. Actions include coordination and facilitation of the Southern Grampians Youth Network, development of mentor networks through the L2P program, support for the Live4Life program through executive group membership and provision of a Youth Mental Health First Aid trainer, and increasing inclusion and belonging through activities for LGBTIQ+ youth. Plans are in train to convene a Youth Forum for all stakeholder and interested young people in 2025.

Last Updated: 23-Jan-2025

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.4.4 Deliver final 6 months of current Freeza funding, working with new and established youth groups to deliver events and activities for 12–25-year-olds in Southern Grampians Shire.	Alison Quade - Manager Communications and Engagement	Completed	01-Jul-2024	31-Dec-2024	100.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

23/01/2025 - FreeZa funded events have been completed with the final events in Dec/Jan being very well attended. Over 330 people came to HOSP on Thursday 19 Dec for an end of year pool party and a free movie on Friday 20 Dec saw the cinema close to sold out. Free court hire at HILAC has continued throughout the school holidays.

28/10/2024 - A huge range of activities have taken place/are planned for the final months of the current FReeZA funding. Through September school holidays there were:


- Three sold out free movie sessions at Hamilton Cinema
- Free court hire for all sports at HILAC
- Free youth gaming event at PAC attracting over 50 young people
- Youth animation and drawing workshop with Hamilton Gallery

The JAM youth concert was a sell-out event, doubling the attendance from the previous year. Stage build, lighting and entertainment was fully provided by young people from the shire. The YUMCHA Halloween picnic, a youth pottery workshop series, pool parties and a youth busking comp will round out the activities for 2024.


Last Updated: 23-Jan-2025

1.4 A safe community

1.4.1 Collaborate with law enforcement authorities and other agencies to support community safety and crime prevention

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.1.1 Foster established relationships with key emergency agencies. Directors and/or CEO to chair MEMPC meetings to lead and focus Shire priorities	Daryl Adamson - Manager Shire Strategy and Regulation	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	
ACTION PROGRESS COMMENTS: 09/12/2024 - MEMP Committee scheduled and ongoing. Fire prevention is the focus for the December period. 23/09/2024 - MEMP Committee scheduled and ongoing. Last Updated: 10-Dec-2024							

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


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.2.1 Provide opportunities to promote and celebrate inclusion and gender diversity in young LGBTIQ+ people, through the continued facilitation of the YUMCHA Hamilton group.	Alison Quade - Manager Communications and Engagement	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	
ACTION PROGRESS COMMENTS: 23/01/2025 - YUMCHA group bus trip to Heathmere Queer Music festival in December had 20 young people attend and had a fantastic night. The two officers (one from Council, one from Brophy) who facilitated the YUMCHA group have both resigned so YUMCHA activities may be on hold until we fill those positions, pending discussions with Headspace about their continued support. 28/10/2024- YUMCHA group continue to meet fortnightly and continue to plan and attend events that celebrate and promote inclusion. In August, 20 young people from Southern Grampians attended the Horsham pride prom as a group which was a fantastic celebration. The YUMCHA Halloween Picnic is happening this week - an event fully planned and carried out by the SG YUMCHA group. There will also be a bus trip in December to a queer youth music festival in Heathmere. Last Updated: 23-Jan-2025							

1.4.4 Partner with our community and key agencies and stakeholders to reduce the incidence of domestic and family crime



ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Southern Grampians Shire Council

Action and Task Progress Report

1.4.4.1 Allocate emergency funding for accommodation on a case by case basis. Continue regular catchup meeting with VicPol to apply a multi agency approach.	Daryl Adamson - Manager Shire Strategy and Regulation	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	
ACTION PROGRESS COMMENTS: 09/12/2024 - Council continues to carry out its statutory functions and has provided assistance in emergency relief operations. 23/09/2024 - Emergency accommodation provided as determined and requested by external agencies. Last Updated: 10-Dec-2024							


2 Grow our Regional Economy**2.2 Increase our regional profile****2.2.2 Invest in and advocate to the responsible agencies for the improvement and maintenance of the Shire's natural and cultural attractions to improve the visitor experience**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.2.1 Commence construction of new stairs, viewing platform and pedestrian bridge at Nigretta Falls	Bill Scott - Manager Project Management Office	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	
ACTION PROGRESS COMMENTS: 14/11/2024 - RFT complete with the contract award pending for the December Council meeting. Construction planned for completion by the end of March 2025. 31/12/2024- Supply and construction tender awarded in December 2024 with a confirmed supply and construction program indicating project completed April 2025. Last Updated: 24-Jan-2025							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.2.1 Progress a business case and detailed design for sites as identified in the Volcanic Trail Masterplan	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	
ACTION PROGRESS COMMENTS: 10/09/2025 A grant application was submitted to the State Government to fund a Volcanic Trail Masterplan with the outcome to be advised later to 2024. 22/01/2025							

Council was successful in obtaining a grant through the State Government for \$70,000 complemented by a Council contribution of \$20,000 to completed a business case for the Volcanic Trail Masterplan. Procurement of a consultant will occur in early 2025 with the project to commence in March.

Last Updated: 22-Jan-2025

2.2.3 Ensure clear and accurate wayfinding for our region including traditional ownership recognition to improve the visitor experience

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.3.3 Complete Dunkeld visitor signage project	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2024	31-Mar-2025	50.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

11/10/24


Meetings have commenced with Parks Victoria to determine suitable messaging and sites for the signs. Some preliminary concept designs are currently being prepared for the project.

22/01/2025

Draft concepts have been developed to be shared with the local community and other government stakeholders before installation works commence in March-April 2025.

Last Updated: 22-Jan-2025

2.2.4 Develop strategies that not only attract visitors but encourage them to consider living, learning or investing in the Shire and grow the Visitor Economy

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.4.2 Prepare Structure Plans for the Townships of Coleraine and Cavendish	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2024	30-Jun-2025	40.00%	60.00%	 AMBER

ACTION PROGRESS COMMENTS:

11/10/24

Myers Planning have been awarded the contract to complete the two projects. Staff have visited both township progress associations to advise them of the timeline of the works which will commence following the Council Elections. Background research for the project has also commenced from the contractor.


22/01/2025

Background reports for this project have been completed for the first round of consultation with the community scheduled to be completed in February 2025.



Last Updated: 22-Jan-2025

Southern Grampians Shire Council

Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.4.4 Complete the Regional Visitor Services Strategy	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2024	31-Dec-2024	75.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 11/10/24 The draft strategy has been completed which will be presented to the Grampians Tourism Board for formal endorsement. 22/01/2025 The Regional Visitor Services Strategy has been completed and endorsed by the Grampians Wimmera Malle Tourism Board. Last Updated: 22-Jan-2025							

2.3 Continue to support the development of a skilled workforce**2.3.1 Advocate for educational pathways that provide access to tertiary, vocational, education and career opportunities**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.2 Support the Hamilton Careers Expo	Rory Neeson - Director Wellbeing, Planning and Regulation	Completed	01-Jul-2024	30-Jun-2025	100.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 11/10/24 The career expo was held at the Hamilton PAC on 17 July which was supported by Council and saw over 20 businesses attend as well as students from years 9,10 and 11 from all of the schools in our Shire. Last Updated: 11-Oct-2024							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.3 Implement Hamilton Gallery Nest Project	Joshua White - Gallery Director	In Progress	01-Jul-2024	30-Jun-2025	70.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 5 December 2024 - Location has been determined and lease has been signed, pilot programs for offsite have been delivered through the Gallery and start up equipment has been							


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purchased. Shop front to be fitted out before end of year. This is a two-year project.

January 2025 - Shop fit out to occur within the month, reporting to state government has commenced, branding and educational materials have started to be developed.

Last Updated: 21-Jan-2025

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.3 Support funding application for the operation of the Country University in Hamilton	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2024	30-Nov-2024	50.00%	50.00%	 GREEN


ACTION PROGRESS COMMENTS:

11/10/24

Council has assisted SW TAFE with a funding application for a Country University in Hamilton with a formal application to the Federal Government to be submitted in October 2024.

Last Updated: 11-Oct-2024

2.3.4 Provide support for businesses to adapt to the digital economy

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.4.4 Hold training sessions that support businesses to adapt to the digital economy	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN


ACTION PROGRESS COMMENTS:

11/10/24

Two training sessions have been held in Hamiton supporting business to adapt to the digital economy with further sessions planned for early 2025.

Last Updated: 11-Oct-2024

2.4 Support local business and industry**2.4.1 Support and promote a collaborative approach to marketing and investment**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.1.4 Council to engage with businesses to understand SpendMapp data	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2024	30-Jun-2025	55.00%	50.00%	 GREEN


ACTION PROGRESS COMMENTS:

11/10/24

Council has been sending out information via local media and directly to businesses throughout the first quarter of 2024 with updates made around the presentation of this messaging to make it easier for business to understand.

Last Updated: 11-Oct-2024

2.4.2 Support and facilitate business development and growth initiatives

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.2.2 Complete stage 1 of the Business Facade Improvement Program	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	


ACTION PROGRESS COMMENTS:

11/10/24

At the September Council Meeting a report was presented providing grants to 20 business through the first round of the Business Facade Improvement Program.

Last Updated: 11-Oct-2024

2.4.3 Streamline services to reduce red tape in approval process

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.3.2 Business Facilitation Officer to implement strategies to improve the customer experience	Daryl Adamson - Manager Shire Strategy and Regulation	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	

ACTION PROGRESS COMMENTS:

09/12/2024 - During the Quarter Councils website has been updated to provide up to date information and a better user experience.




23/09/2024 - Business facilitation officer continues to implement strategies with the Planning Team to improve internal processes.

Last Updated: 10-Dec-2024

3 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**

Southern Grampians Shire Council

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.1 Heat Mapping established	Daryl Adamson - Manager Shire Strategy and Regulation	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 09/12/2024 - Heat mapping tender has been awarded. 23/09/2024 - Heat mapping scope of works developed, and tender loaded into Councils tendering system. Last Updated: 10-Dec-2024							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.4 Review the Asset Management System	Aaron Smith - Manager Assets	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: Exploration of Conquest as our Asset Information System has been reviewed. Findings include a lack of User Training, Lack of use of Mobility Tool & General non-upload of Asset Information to the System. User and Administration training in Conquest to be completed in Q3 24/25. Data from Building Condition Assessments, Asset Valuations, Road Condition Surveys to be uploaded to Conquest in Q3 24/25. Partial upload of Stormwater Asset Information (Completed Q2 24/24). Further Stormwater Asset Information to be added as survey is completed in Q4 24/25. This represents a significant uplift in our major Asset categories held in Conquest 31/12/2024-Council's current Asset Management System continues to be used with updated asset data with continuous improvement undertaken on updating the asset management system with current data.. Last Updated: 24-Jan-2025							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.5 Establish Building Renewal Program for implementation and a 5-year Building Renewal Program.	Aaron Smith - Manager Assets	In Progress	01-Jul-2024	30-Jun-2025	75.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS:							

Building Condition Assessments have been completed; most of our significant building assets have now been captured over the previous 3 years.

Consultation with stakeholders to commence - review of condition information to be incorporated into 5 year building renewal program.

Last Updated: 17-Jan-2025


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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.3 Continued advocacy for external funding to progress Trail developments.	Aaron Smith - Manager Assets	Completed	01-Jul-2024	30-Jun-2025	100.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

Funding secured (Enabling Tourism Fund) for business case and design developments for trails across Southern Grampians

Last Updated: 24-Jan-2025

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.4 Adopt Hamilton Moves Transport Strategy and develop Programs resulting from the strategy	Aaron Smith - Manager Assets	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN


ACTION PROGRESS COMMENTS:

Hamilton Moves to be taken to council in Feb 25 for adoption.

Programs resulting from strategy have been identified and in some cases completed or underway already and are defined with the draft strategy for adoption'.

Last Updated: 24-Jan-2025

3.1.3 Deliver to the Council and the community, a strategic approach to our Arts and Culture infrastructure including progressing the new Hamilton Gallery

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.4 Stage 1 of the Hamilton Gallery design development to be completed	Joshua White - Gallery Director	In Progress	01-Jul-2024	30-Jun-2025	43.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:


5 December 2024 - Architects, Angelo Candalepas have been awarded the tender. The first round of engagement sessions has commenced. Concept designs for public review to occur in March.

January 2025 - Angelo and his team have undertaken the first round of co-design. The site analysis is almost complete and the next phase is draft drawings.


Last Updated: 21-Jan-2025

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


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.6 Finalise Hamilton Moves Progress Trails design development to progress project readiness.	Aaron Smith - Manager Assets	In Progress	01-Jul-2024	30-Jun-2025	72.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: Completed designs have progressed to intersection treatments on the Hamilton – Coleraine Rail Trail at the Hamilton end of the Trail. Works to be completed March 2025. Last Updated: 24-Jan-2025							

3.2.3 Provide infrastructure that supports a connected and active community

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.3.3 Regional Integrated Transport Plan developed	Aaron Smith - Manager Assets	In Progress	01-Jul-2024	30-Jun-2025	75.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: Project consultant appointed. Council briefing in early 2025 to inform regional transport plan. Last Updated: 17-Jan-2025							

3.3 Attractive Council-owned and managed community and open spaces

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


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.1.3 Development of the Southern Grampians Tree Plan	Trevor Haley - Manager Works	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

Council is currently completing heat mapping of the Shire that once done will complete the draft of the tree strategy. Draft is 50% complete waiting on this final piece before consultation begins.

Last Updated: 10-Dec-2024

3.3.2 Increase green infrastructure and canopy cover and consider climate adaptation in our streetscape redevelopments


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.2.1 Complete design development for the Hamilton CBD Streetscape project	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2024	30-Jun-2025	25.00%	50.00%	 RED

ACTION PROGRESS COMMENTS:

11/10/24

A meeting was held in Hamilton in mid-September to outline the timeline and present some initial concepts for Gray Street as part of the Hamilton CBD Project. Further design work is now being completed by the consultants to bring more detailed designs back to the community in 2025.

Last Updated: 11-Oct-2024

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.2.3 Complete the Hamilton CBD Streetscape Design Development, which will inform footpath layout, create safe spaces, and improve plant treatments that add to the vibrancy and activation of the streets.	Bill Scott - Manager Project Management Office	In Progress	01-Oct-2024	30-Jun-2025	50.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

14/11/2024 - Now have appointed contracted PM to manage the project, the works have been awarded and the consultant is finalising timeframes and deliverable with the aim to have concept plans ready in December.


31/12/2024 - Design consultant team engaged and design development underway with community engagement scheduled for early 2025.

Last Updated: 24-Jan-2025


3.3.3 Improve and provide opportunities for shared community spaces

Southern Grampians Shire Council


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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.3.2 Development of Governance Structure for the Hamilton Showgrounds, that creates opportunity to facilitate better access and management.	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	30.00%	50.00%	 AMBER
ACTION PROGRESS COMMENTS: 21/01/2024 - No further updates at this reporting period, engagement with current Advisory Committee planned for February. 06/12/2024 - Position paper and background work has commenced on the preparation of this work, which will include engagement with current usergroups and the wider community to develop options paper on how best the Hamilton Showgrounds be managed and the who is best to drive the implementation of the Master Plan. Last Updated: 21-Jan-2025							

4 Protect our Natural Environment**4.1 Protect and enhance biodiversity including the health of waterways, wetlands, soil and air****4.1.1 Advocate for, promote and support natural resource management with stakeholders**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.3 Collaborate with key stakeholders to deliver on ground projects	Daryl Adamson - Manager Shire Strategy and Regulation	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 09/12/2024 - Further works have been completed along the Grange Burn in partnership with the GHCMa and local community groups. Regulatory Services continue to work with the rail committee to achieve outcomes. A recent example is removal of dumped rubbish in a section of the rail trail. 23/09/2024 - Continue to work with various community group to deliver on ground projects in our natural reserves. Projects include aeration pump at Penshurst lagoon, Wannon and Nigretta reserves actions. Last Updated: 10-Dec-2024							

4.1.3 Protect endemic flora and fauna species throughout the Shire


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.3.3 Implement key recommendations of the 'Plan for Nature' into Planning Scheme Amendments	Daryl Adamson - Manager Shire Strategy and Regulation	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS:							

09/12/2024 - Desktop review of biodiversity studies provided to Department Transport Planning for review for potential inclusion into the Planning Scheme.

23/09/2024 - Drafted a letter to the Regional Planning Hub to commence support with Department Transport Planning for the Planning Scheme Amendments.


Last Updated: 22-Jan-2025

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.4.1 Implement 'Hewett Park' Offset site as an example of sustainable land management practices	Daryl Adamson - Manager Shire Strategy and Regulation	In Progress	01-Jul-2024	30-Jun-2025	25.00%	50.00%	 RED
ACTION PROGRESS COMMENTS: 09/12/2024 - Hewett Park offset site has been fully certified during this quarter. This means Council can now offset native vegetation removal for its own projects or sell the credits to developers on the open market. 23/09/2024 - Finalising with DEECA the requirements to make the site active for offsets. Expect the site to be certified in Quarter 2. Last Updated: 10-Dec-2024							


4.2 Balance environmental protection with Council's support for growth

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


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.2.1.5 Commence Structure Plans for Cavendish and Coleraine as a key outcome of the Small Towns Strategy	Daryl Adamson - Manager Shire Strategy and Regulation	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 09/12/2024 - Tender has been awarded for both Cavendish and Coleraine. Background documents have been reviewed during the caretaker period and community consultation has been scheduled for the next quarter. 23/09/2024 - Tender developed and advertised. Expect to award in the second Quarter. Last Updated: 10-Dec-2024							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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4.2.1.6 Implement actions from the Plan for Nature and RLUS strategies	Daryl Adamson - Manager Shire Strategy and Regulation	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 09/12/2024 - Both strategic documents have been nominated for inclusion into the Southern Grampians planning scheme. The planning minister now needs to consider the amendment. 23/09/2024 - Actions from the Plan for Nature are being implemented. The first phase of this is updating the Planning Scheme. Last Updated: 10-Dec-2024							


4.2.2 Plan and advocate for a low carbon economy through renewable energy, manufacturing and carbon farming

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.2.2.2 Roll out of the carbon emission inventory software for Council operations	Juan Donis - Sustainable Community Lead	In Progress	01-Jul-2024	30-Jun-2025	51.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 21/01/2025 - Trellis is operational, still showing up minor errors with the data. There is still work in progress to integrate other emission sources to the inventory/ 25/11/2024 - Trellis is currently fully operational capturing energy and water data for the FY24/25. 08/10/2024 - Trellis has been appointed to develop a carbon inventory emission for Council. Currently, we are in the process of updating the data to the system Last Updated: 21-Jan-2025							


4.3 Sustainable waste management services**4.3.1 Engage and educate the community to decrease waste to landfill**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.1.2 Implement community education programs and bin audits to identify contamination issues	Juan Donis - Sustainable Community Lead	In Progress	01-Jul-2024	30-Jun-2025	75.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 21/01/2025 - Bin audit report has now been completed and educational material been prepared for the roll out during the last quarter of the financial year. 25/11/2024 - Bin audit has been completed and communication strategy to be prepared before the end of the year. 08/10/2024 - Bin audit tender has been completed pending award. The bin audit will be completed before the end of the year. Last Updated: 21-Jan-2025							


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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.2.3 Develop an opportunity report for new waste streams received and processed at Council's transfer station	Juan Donis - Sustainable Community Lead	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 21/01/2025 - Bailing twine, cardboard and soft furnishing are currently separate and repurposed at Hamilton transfer station. Business case for an on-site organics processing facility is under development 08/10/2024 - Ongoing trials continues to take place at Hamilton transfer station, with cardboard collection and ongoing bailing twine collection. The future of these trials will depend on the volume of material received. Last Updated: 21-Jan-2025							

4.3.3 Investigate, support and advocate for opportunities in renewable energy sources and re-use of waste streams

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.3.2 Develop a feasibility study for an onsite green waste processing facility	Juan Donis - Sustainable Community Lead	In Progress	01-Jul-2024	30-Jun-2025	75.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 21/01/2025 - A tender process for the on-site processing of organic waste at Hamilton transfer station has now been completed and business case currently under development for Council consideration. 25/11/2024 - Expression of interest has been completed and progressed to a tender phase for the supply and operation of an organic processing facility at Hamilton Transfer Station. 08/10/2024- Expression of Interest for onsite organic processing has been completed and now we are moving to a tender phase. Last Updated: 21-Jan-2025							

4.3.4 Partner with key agencies to provide an effective regional response to innovative waste management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.4.2 Participate on regional forums to investigate opportunities for Circular Economy and Waste minimisation	Juan Donis - Sustainable Community Lead	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN


ACTION PROGRESS COMMENTS:

21/01/2025 - Ongoing work and commitment with neighboring LGAs for opportunities of collaboration within the circular economy and waste minimisation. Staff attended to the Waste conference in Melbourne were opportunities for tyres recycling were explore.

08/10/2024 - Staff attended to the Circular Economy Forum organised by Wannon Water to explore opportunities for collaboration for the region.

Last Updated: 21-Jan-2025

4.4 Mitigate against and adapt to climate change**4.4.1 Investigate opportunities to reduce emissions and waste**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.4.1.2 Deliver the Sustainability School Competition program across the Shire	Juan Donis - Sustainable Community Lead	In Progress	01-Jul-2024	30-Jun-2025	90.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:


21/01/2025 - School competition event was completed during December 2024 with the wining project to be funded during the last quarter of the 2024/25 financial year.

25/11/2024 - School competition has been finalised with the main event to be on the 2nd December 2024

08/10/2024 - Ideas have been received from all the participant schools, staff is currently finalising the details for the award event which will take place early December 2024

Last Updated: 21-Jan-2025

4.4.2 Increase capability for emergency preparedness, responsiveness and capacity to recover

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.4.2.3 Initiate Shire emergency exercise with key agencies to test capability and responsiveness.	Daryl Adamson - Manager Shire Strategy and Regulation	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

09/12/2024 - Council has now moved to operationally supporting external emergency agencies over the fire danger period. Over 300km of roadsides have now been slashed or tilled and water points/bores operationally tested in preparedness for the fire danger period.

23/09/2024 - Commenced joint exercises with external agencies over this period in preparation for the Fire Danger Period.


Last Updated: 10-Dec-2024

4.4.3 Plan for climate resilience in Council and community infrastructure


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Southern Grampians Shire Council


Action and Task Progress Report

4.4.3.2 Minimum Sustainability Standard guidelines are being developed for Council use.	Juan Donis - Sustainable Community Lead	In Progress	01-Jul-2024	30-Jun-2025	11.00%	50.00%	
ACTION PROGRESS COMMENTS: 21/01/2024 - Project on hold due to staff vacancies. 08/10/2024 - Sustainability standard guidelines will be commenced after the Sustainability Strategy is endorsed. Last Updated: 21-Jan-2025							

5 Provide Strong Governance and Leadership**5.1 Transparent and responsible governance****5.1.1 Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting the role**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.2 Councillor training and induction program developed and implemented.	Tony Doyle - Chief Executive Officer	In Progress	01-Jul-2024	30-Jun-2025	75.00%	50.00%	
ACTION PROGRESS COMMENTS: Councillor Induction was completed over November/ December 2024 With only one module Gender Equality and Diversity to be completed on 29th January 2025 Council has also booked Media training for the new Councilors to complete in March 2025 Last Updated: 23-Jan-2025							

5.2 Effective advocacy**5.2.1 Continue to explore and participate in regional partnerships**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.1.4 Business Systems process mapping will be undertaken during this time by a project officer and will work closely with the three councils to align and improve CORE Systems	Matthew Tulloch - Manager Business Systems and Transformation	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	
ACTION PROGRESS COMMENTS: 21/10/2024							

The SGSC process mapping program rollout is currently in progress, with initial target areas set to be onboarded by the end of December. The process mapping software has been successfully set up, and both onboarding and reporting mechanisms are in place. The IT team has already received training and has been using the new system for several weeks. Onboarding for the Finance and People and Performance (HR) departments is scheduled to begin in early November.


31/12/2024

The initial phase of the process mapping rollout has been completed. Payroll and Finance have finished step two and are now equipped to develop processes independently. The Shire Strategy & Regulation team is scheduled to commence step two in early February. Executive reporting is currently under development.

Last Updated: 22-Jan-2025

5.3 Committed and skilled staff

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.1.25 Engage with staff to deliver initiatives that meet the mental and physical wellbeing needs of staff.	Tahlia Homes - Manager People and Culture	In Progress	01-Jul-2024	30-Jun-2025	95.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

22/01/2025 - The Health and Wellbeing Committee (named the Health and Wellbeing Crew) are a group of staff who are passionate about enhancing the health and happiness of our workforce through creative and diverse initiatives. The crew is meeting in early February to settle on the initiatives and events for 2025 which includes medical checks, sports afternoons and other health and wellness national days. The 2025 initiatives will be presented to the CEO as executive sponsor of Health and Wellbeing. A brief overview of previous years - 2023 and 2024 initiatives were well received by staff and offered something for everyone. A survey was conducted early 2024 to determine what staff wanted from the Health and Wellbeing Crew for the year and the majority of those initiatives were implemented including 'sit and chat' coffee mornings to encourage mental health discussions and connection, defensive driving, Winter Solstice event with guest speaker Paul Watkins and an international day of happiness 'Expression of Interest' where staff submitted their ideas to bring a little happiness to their workplaces.

15/10/2024 - currently finalising a Health and Wellbeing 2025 calendar, which will highlight important events throughout out each month. The calendar will be sent to all staff and made available on the intranet. Monthly event highlights will happen either in the form of advice / information via the Exchange or an event will be organised for all staff.


Last Updated: 22-Jan-2025

5.4 Customer focused services


5.4.1 Improve the customer experience by delivering accessible and responsive customer service

Southern Grampians Shire Council

Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.4.1.1 Develop and implement new method/system to measure community satisfaction with Council Customer Service.	Alison Quade - Manager Communications and Engagement	Deferred	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 23/01/2025 - An alternative option was considered for this year however it was determined it needed further investigation and could not be implemented this year. JWS will be used again for the Community Satisfaction Survey. Research will continue into solutions to correctly measure satisfaction with customer service. 16/10/2024 - Research into alternative solutions has commenced and a meeting with potential provider is taking place later this month. Last Updated: 23-Jan-2025							

5.4.2 Ongoing review of service delivery to maximise efficiency and improve outcomes

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.4.2.2 Research and initial development of a community app for Council	Matthew Tulloch - Manager Business Systems and Transformation	In Progress	01-Jul-2024	30-Jun-2025	50.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: 31/12/2024 Integration with CouncilWISE is in progress. The IT and Communications teams are also analysing the most frequent community interactions with Council to prioritise additional functionality development 21/10/2024 A potential partner company has been identified, developing a Local Government app that aligns with our desired outcomes. This opportunity is currently under investigation to see if it is a viable option. Last Updated: 22-Jan-2025							



Southern Grampians
SHIRE COUNCIL

Southern Grampians Athletics Precinct Feasibility Study

DRAFT REPORT JANUARY 2025





About this document

This document is the Draft Report for the Hamilton Athletics Precinct Feasibility Study.

A Demand and Consultation Findings and an Issues and Opportunities Report have also been prepared for this project.

Acknowledgements

@leisure would like to acknowledge the support and assistance provided by:

- Roger Rook (Coordinator Recreation Services, Southern Grampians Shire)
- Sarah Cassidy (Recreation Officer, Southern Grampians Shire)
- Joe Scully (Henderson + Lodge, Architects)
- Belinda Griffin (Henderson + Lodge, Architects)
- Turner and Townsend, Quantity Surveyors.

@leisure and Southern Grampians Shire Council acknowledge the Australian Aboriginal and Torres Strait Islander peoples of this nation.

We acknowledge the Gunditjmara, Tjap Wurrung and Bunganditj people, the traditional custodians of the lands where we live and work.

We pay our respects to ancestors and Elders, past and present.

@leisure and Southern Grampians Shire Council are committed to honouring Australian Aboriginal and Torres Strait Islander people's unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.

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Rear 534 Mt Alexander Road Ascot Vale VIC 3032 Australia
+61 3 9326 1662 info@atleisure.com.au www.atleisure.com.au

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1. Introduction

This project

Council sought a feasibility study that assesses the adequacy of existing facilities in Hamilton, as well as potential new locations to support an athletics precinct that will meet the current and future needs of the Hamilton Running Club and the Hamilton athletics community alike.

Objectives

The objectives of the Hamilton Athletics Precinct Feasibility Study were to determine:

- The most suitable location for an athletics precinct within Hamilton, Victoria
- The feasibility of an all-weather running track within the precinct
- A site-specific concept incorporating track layout, field event requirements and layouts for the preferred location including:
 - Options for staging development
 - Detailed costings analysis for supporting infrastructure to enable the operation of the athletics facility.

What we did

The following tasks were completed as part of the Issues and Opportunities assessment:

- Reviewed all relevant Southern Grampians strategies, plans, compliance requirements (See Appendix 3)
- Identified the respective stakeholders, in consultation with Council officers
- Developed and implemented a stakeholder engagement plan
- Conducted a desktop review of potential sites
- Undertook site visits of all potential venues
- Analysed the demand for athletics in Hamilton and the region
 - Met with representatives of the Hamilton Running Club and Little Athletics
 - Interviewed other key stakeholders involved with athletics in the region
- Submitted a Demand and Consultation Findings Report
- Analysed and assessed site options
- Analysed other issues and opportunities about preferred site
- Considered the preferred components for the site
- Met with Project Control Group

Who we consulted

Stakeholder and community engagement for this project was conducted from August 29 to October 11, 2024, using several methods.

These included:

- An online survey via SurveyMonkey, open from August 29 to September 10, 2024
- A Facebook post by the Southern Grampians Shire to invite comments and alert residents to the online survey
- Interviews with user groups, clubs, schools, neighbouring local government officers, peak sporting bodies, and other stakeholders
- Site visits and meetings by @leisure Planners and Council officers.

The following table outlines the engagement methods and the number of completed interviews.

Table 1: Engagement methods and number contacted/completed

Method	Contacts	Completed
Inception meeting	1	1
Interviews/calls	21	17
On site meetings	2	2
Emails sent	21	-
Texts sent	5	-
Survey respondents	156	156
TOTAL	206	176



Figure 1: Perimeter running track at Lake Hamilton



Demand for athletics track in Hamilton

The projected number of Southern Grampians residents who are likely to participate in organised running/athletics based on state participation rates is 613 in 2021.

Over two hundred participants in athletics track and field are projected by 2036, excluding school athletics and carnivals.

Schools are a key market for an athletics facility in Hamilton. The Southern Grampians Shire has around 2,600 students across twenty-six schools. In Hamilton alone there are nine schools with over 2,000 students.

The Little Athletics Club's program attracted 108 participants in 2022/23 and 104 participants in 2023/24, with a 51.4% retention rate.¹

The Little Athletics Victorian Western Country Region, which includes Hamilton, has shown an increase in participation over the last five years.

The 0 -18 age cohort is the key participation group for club-based athletics. This age group is projected to remain steady in the Southern Grampians, although at a slightly lower proportion than the Victorian average.

The Hamilton Running Club incorporates the Hamilton Little Athletics Club and are based at Mitchell Park Hamilton. The running club is one of largest recreational running clubs in the state, with 111 members ranking them tenth in total membership in 2022/23.²

Hamilton also has a strong Parkrun. Parkrun participation can lead people into participating more formally in the sport of running/athletics.

There have been 413 Parkrun events in Hamilton since 2015, with 25,466 runners and 2,627 individual participants (as of 4/10/2024). This equates to approximately 325 individual participants every year.³

The lack of a 400-metre track restricts the growth and development of running and track and field sports in Hamilton as well as the suitability of a facility for pathway development and carnivals.

The lack of an all-weather track will also restrict the sport of athletics from developing and attracting officials and coaches, carnivals and use of the athletics track for sports development, coaching, from other sports, older athletes as well as by multi class athletes such as those using running frames or wheelchairs.

1 Little Athletics Victoria. (2024). Annual Report 2023-24.

2 Athletics Victoria. (2023). Annual Report 2022-23.

3 Parkrun. (2024). Hamilton parkrun.

2. Alignment with Council and other plans

Project principles

@leisure's feasibility analysis has accounted for the following project guiding principles:

- Council is committed to improving community assets, and their surrounding environment to facilitate better community, economic, tourism and health outcomes for our community.
- Council seeks to develop partnerships and collaborate with relevant users, agencies and community groups which will be critical to achieving the vision, goals, and values.
- Council is open to considering all sites, whether they be on Council, State Government or Private land.

The feasibility analysis has also considered the following economic and tourism-related priorities:

- Council's and other stakeholders' financial capacity to implement capital investment.
- Council's ability to manage, maintain, and access the facility for greater community benefit.

- Opportunities for partnership with other stakeholders, collaboration, and external funding to support capital initiatives.
- Implementing relatively low-cost initiatives that are likely to positively influence economic growth and increase site use.
- Community priorities.
- Positive and financial gain for community.

Council strategies and plans

@leisure undertook a review of existing Council strategies and plans relevant to the feasibility analysis. The full details of the literature review are available in Appendix 1.

The following plans were reviewed:

- Community Vision Framework 2041
- Asset Management Plan 2022-2032
- Community Public Health and Wellbeing Plan 2021-2025
- Council Plan 2021-2025
- Recreation Framework
- Long Term Financial Plan
- Recreation and Leisure Strategic Plan 2019-2029
- Youth Policy
- Recreation Reserves Capital Works Contribution Policy

- Recreation Reserve and Facilities User Fees and Charges Policy
- Reserves and Halls Operational Funding Policy
- Grange Burn Master Plan
- Hamilton Showgrounds Masterplan 2024.

The Recreation and Leisure Strategic Plan makes several recommendations for upgrading Mitchell Park, including the field of play, the athletics facilities, the playground, the pavilion, and the public toilets.

Volume 3 of the Strategic Plan features a recommended master plan for Pedrina Park with a grass athletics track on the No. 3 Oval. The plan suggests "negotiating usage of the... land to the north of the multi-use field", which would allow for a 400m track. However, this land is home to the endangered Eastern Barred Bandicoot.

The area is subject to an environmental significance planning overlay. Council has confirmed that an extension of Pedrina Park into the Community Parklands will not be considered at this time.

Therefore, the site cannot accommodate a full-size athletics track. This severely compromises the ability to access funding or cater for senior athletics.

Volume 3 also features a Lake Hamilton master plan. There is nothing in this master plan that conflicts with this report.

Across Council plans, there was a high priority placed on sporting facilities, active transport, and healthy communities. However, there was also an understanding that there will be a likely financial shortfall for asset maintenance and upgrades. As a result, Council is planning to make best use of limited resources through smart planning and asset renewal.

The Recreation Reserves Capital Works Contribution Policy outlines the priorities for funding. The Recreation Investment Principles are increasing participation (25%), equal opportunity and fair access (25%), strategic justification (25%), multi-use (10%) and asset management (15%).

The Grange Burn Master Plan shows the layout and ecological considerations of the track. This Master Plan aligns with @leisure's identification of the track as a key running route in Hamilton.

While some surface improvements could be made it may not be appropriate to widen or edge due the environmental significance overlay, and the existing vegetation.



Figure 2: Running track along the Grange Burn, Hamilton

3. Sites for an athletics precinct in Hamilton

Thirteen sites were considered as part of this feasibility study for an athletics precinct in Hamilton.

An initial desktop review was conducted to assess these potential locations. The six most practical sites (shown in the following table) were assessed in greater detail, as they either had a history of hosting athletics, or they had enough space to accommodate a 400m track and associated infrastructure.

Table 2: Potential sites for an athletics precinct in Hamilton

Potential site	Address
Mitchell Park	Mount Napier Road, Hamilton
Pedrina Park	North Boundary Road, Hamilton
Ray Middleton Reserve	Corner Ansett and King Street, Hamilton
Monivae College	Ballarat Road, Hamilton
Hamilton Recreation Reserve	King Street, Hamilton
Kennedy Oval	Palmer Street, Hamilton

The other sites reviewed were Melville Oval, Patterson Park, Hamilton and Alexandra College, Hamilton Showgrounds, Hamilton Racecourse, Good Shepherd College, and Hamilton Harness Racing Club.

These sites were not considered for further analysis as they were either too small, had conflicting facility usage, or were not centrally located.

Site selection methods

@leisure use a value management process to assess each site based on weighted selection criteria.

Fifteen criteria were used to determine the best site of the six that were identified in the desktop review. Each criterion was weighted using a paired comparison technique, and then used to score and rank each site. Some assumptions were made about factors such as geotechnical conditions that may need to be confirmed.

The following table outlines and describes the site evaluation criteria.

Table 3: Site evaluation criteria used to assess potential athletic precincts

Site evaluation criteria
Site dimensions: The site can accommodate required track and field components, with a minimum of 30,000 square metres and up to 10,000 square metres for expansion.
Adequate space for car parking, spectators viewing, and change/toilet facilities.
Conflict with residents: The site causes minimal conflict with neighbouring housing through parking, traffic, and light spill.
Land ownership and tenure: The land is owned by Crown or Council, reducing development costs and issues.
Proximity to user groups: The site is central to key user groups, mainly schools.
Catchment location: The site is central to the general population and township, allowing convenient access and usage.
Topography and soil: The land is relatively flat, with no known soil issues or complications.

Site evaluation criteria

Site prominence: The site is visually prominent, on a main road, and can be seen from some distance.

Planning constraints: The site has no planning constraints, including flood, heritage, and any conflicting land uses.

Access to utilities: The site has nearby access to water, drainage and power.

Parking access: The site has a suitable layout and enough space for on-site car parking and access, including events, pick-up, and drop-off, emergency and maintenance vehicles.

Safe pedestrian and PT access: The site is easily accessible for pedestrians, cyclists, and public transport users.

Environmental constraints: The site has no environmental constraints, including natural features that require conservation, habitat for threatened flora or fauna, or watercourses.

Impact on current site users: The site being upgraded/repurposed will not significantly compromise existing uses such as preferred times of use, amenity, access, and impact on playing surfaces.

Prevailing weather conditions: The site can be protected from prevailing winds and has appropriate shade and shelter to protect from adverse weather.

Links to existing running routes and trails: The site is a nearby to and can be connected with to other running routes and circuits in use by the community.

Options matrix

A site options matrix was prepared to rate each site option. The matrix used the evaluation criteria from the previous table, which were weighted and scored for each site.

The following table summarises the scores for each site. The full matrix is available in Appendix 3.

Table 4: Ranking of sites most suitable for an athletics precinct

Site options	Rank	Score
Mitchell Park	#1	4.00
Hamilton Recreation Reserve	#2	3.83
Ray Middleton Reserve	#3	3.50
Monivae College	#4	3.48
Pedrina Park	#5	3.42
Kennedy Oval	#6	2.34

Issues and opportunities at each site

The following six sites were reviewed in detail for consideration of an athletics precinct. Following is a summary of the issues and opportunities of each site. A more detailed review is provided in Appendix 2.

Table 5: Zoning, and Issues and opportunities at Mitchell Park


Mitchell Park	
	Issues <ul style="list-style-type: none"> The site slopes significantly from south to the north The running surface is uneven and wet in many months of the year The existing facilities are past their useful life.
	Opportunities <ul style="list-style-type: none"> The Park is the current home for athletics in Hamilton. It is large enough to expand the current 300m track to 400m and accommodate field events, support facilities and off-street parking It is relatively sheltered from prevailing winds to make it an ideal venue for athletes.

Table 6: Zoning and Issues and opportunities at Pedrina Park

Pedrina Park	
	Issues <ul style="list-style-type: none"> Existing layout of sports fields do not allow space for a 400m athletics track It has a reputation for cold wind – not suitable for running/athletics The northern area has an Environmental Significant Overlay ESO1 and requires protection of Bandicoot habitat.
	Opportunities <ul style="list-style-type: none"> Continue to develop and maintain Oval No. 3 as a multipurpose playing field. Nearby schools can walk to facility for school use.

Table 7: Issues and opportunities at Ray Middleton Reserve


Ray Middleton Reserve	
	Issues <ul style="list-style-type: none"> ▪ The Reserve has a significant slope to the south-southeast ▪ It has a number of mature trees to the east and has had extensive recent plantings across the reserve ▪ There is no infrastructure at the Reserve that would assist athletics.
	Opportunities <ul style="list-style-type: none"> ▪ The Reserve is large enough to accommodate the required components, but the slope and existing plantings suggest it best remain green open space.

Table 8: Issues and opportunities at Monivae College


Monivae College	
	Issues <ul style="list-style-type: none"> ▪ Monivae College is a private secondary school with a priority to provide educational opportunities to day students and borders ▪ Its priority is not providing sports facilities to the Hamilton community.
	Opportunities <ul style="list-style-type: none"> ▪ The College has a Sports Academy for 5 sports which does not currently include track and field ▪ The College has available land to develop if athletics facilities are considered important in the future.

Table 9: Issues and opportunities at Kennedy Oval



Kennedy Oval	
	Issues <ul style="list-style-type: none"> Low lying and prone to flooding Used in summer for senior men's, women's and junior cricket along with representative games in December and January, which may clash with athletic track and field which is predominately a summer sport.
	Opportunities <ul style="list-style-type: none"> Two ovals side by side conducive for large club and representative cricket games Large enough to accommodate 400m track.

Table 10: Issues and opportunities at Hamilton Recreation Reserve

Hamilton Recreation Reserve	
	Issues <ul style="list-style-type: none"> For athletics track and field to be located here the existing user groups of the velodrome, cricket and Australian rules football field would need to relocate.
	Opportunities <ul style="list-style-type: none"> Site could fit a 400m track and is relatively flat but would require removal of existing velodrome and cricket/football oval The site is central to population and walking distance to major schools.



The preferred site for an athletics precinct in Hamilton

The preferred site for an athletics precinct is Mitchell Park in Hamilton. This was based on the weighted criteria and rating in the site selection and options matrix analyses.

Mitchell Park is crown land (Department of Energy, Environment and Climate Action DEECA). Council is the Committee of Management (COM). Council as the COM is responsible to manage, improve, maintain, and control the site on behalf of DEECA.

The Hamilton Running Club and Little Athletics are current users of Mitchell Park.

Mitchell Park scored highly as the preferred site when considering:

- Required area for a 400m track and associated facilities
- Minimal conflict with residents
- Suitable land ownership
- Minimal planning constraints
- Access to utilities – water, power
- Parking
- Limited Impact on current users
- Potential links to walking and running trails.

Mitchell Park was also clearly favoured as the preferred site by most of the 156 community survey respondents. They mentioned the existing athletics community based at the park, the available space for development, and the wind protection at the site.

Hamilton school representatives were asked about their preferred athletics carnival venue in Hamilton. Four of the nine nominated Mitchell Park, and three nominated their own school facilities. Schools appreciated the support from the Hamilton Little Athletics Club, particularly in supplying equipment stored on-site.

When selecting a preferred athletics venue, schools in Hamilton tend to consider cost, set-up time, scheduling, equipment availability, and the quality of support facilities (i.e. changerooms, toilets). A 400m running track was the highest priority for schools when asked about a potential upgrade to existing athletics facilities in the region.

The major disadvantage of the Mitchell Park site is the significant slope that runs from north to south. This will need to be addressed as part of the construction of an athletics track and factored into the construction cost.

Pedrina Park is the other facility currently being utilised for athletics in Hamilton. As noted in section two of this report, there is a Pedrina Park masterplan in Council's Recreation and Leisure Strategic Plan (2019-2029). The masterplan shows a grass athletics track on the no. 3 oval. The plan suggests "negotiating usage of the... land to the north of the multi-use field", which would allow for a 400m track.

This land has an Environmental Significance Overlay, (ESO1) as it is home to the endangered Eastern Barred Bandicoot. Council has confirmed that an extension of Pedrina Park into the Community Parklands will not be considered at this time.

As a result, it is not currently possible to fit a 400m athletics track at Pedrina Park. This report does not support Pedrina Park as the preferred site for an athletics precinct in Hamilton.

4. Mitchell Park precinct development

Staging

The project can progress in 3 broad stages. Councils' preference for staging is:

Stage 1- grass track development

Stage 2 - synthetic track development, if considered feasible in the long term

Stage 3 - change room development

This order of works enables the active athletics as a priority, with the site supporting infrastructure such as pavilion and parking being completed as the final elements.

The site would need be levelled for the construction of a 400m athletics track. This process should begin with a site survey, and the storing of clean fill in preparation for a cut and fill stage. The survey allows for an accurate cost estimate for the project, and collection clean fill over time will reduce the cost.

Stage 1 involves site levelling and installing a 400m, 8 lane grass athletics track. This will necessitate the replacement of the existing hard cricket wicket to accommodate the level change. The wicket would be moved to the new central point of the grass infield.

The replacement of the pavilion (Stage 3) will aid the existing users grow athletics and assist the cricket association to host matches and continue to attract regional junior representative fixtures.

Synthetic track

Stage 2, the upgrade to a synthetic athletics track, may not be considered financially feasible by Council, due to cost and the aging population. It is included here as a guide as to how the precinct could progress if external funding becomes available in the future. An all-weather surface provides greater opportunities for participation in track and field especially for multi-class, older and representative athletes.

Future developments aside from the upgrade to a synthetic running surface, may include an extension to ten 100m sprint lanes, senior athletics disciplines (two pole vault runways, one hammer cage, steeple chase/water jump) and construction of an internal fence. This stage may also consider the installation of sports lighting for the track and in-field (200 lux). The Mitchell Park precinct plan leaves space for these potential developments.

Cricket

This precinct plan allows for cricket as a continued co-user of Mitchell Park. An upgrade to a synthetic athletics track may require the relocation of senior cricket, as the infield would not be large enough. Junior cricket or social cricket could continue at the venue, if needed.

Challenges to development

The principal challenges are cost and timing. The total cost of constructing athletics track at Mitchell Park will be high due to the considerable slope of the site. These costs will be incurred even for the improvement of the grass track, which needs to be flat with appropriate drainage. The design specifications for the subsurface is higher for a synthetic track, which require a base equivalent to a high-standard road.

Because of these cost implications, the timing of the precinct development is very important. Mitchell Park should meet the short and medium-term needs of athletics as well as those of the schools within the Shire. The suggested staging and development plan allows the precinct to be improved over time

Functional design and components

Redevelopment of Mitchell Park as an athletics precinct will help to meet the strong running/athletics demand in Southern Grampians. The Mitchell Park athletics precinct will support the ongoing growth of running/athletics in the Shire, as well as hosting school athletics carnivals and other events.

The following table outlines the recommended staging and development of the precinct.

Table 11: Staging, timeframes, key tasks and considerations for the development of the precinct

Stage	Suggested Timeframe	Key Tasks	Considerations
Establishment	Year 1-2	<ul style="list-style-type: none"> Complete a site survey to establish how much fill is needed for site levelling. Collect and store clean fill incrementally on-site, in preparation for site levelling. Undertake selective tree replanting around the perimeter of the park for a wind break. Further management of pines, shade, and shelter will be needed. 	<ul style="list-style-type: none"> Consultation with clubs and user about works
Stage 1 (a): Field Events	Year 2-3	<ul style="list-style-type: none"> Construction of field event facilities that are not impacted by level changes. Two landing pits and two run-ups for long/triple jump. One discus cage and two shot put cages. Area for javelin and high jump. 	<ul style="list-style-type: none"> Universal design where applicable. Running trail connections to the Grange Burn track and Lake Hamilton.
Stage 1 (b): Levelling and Grass Track	Year 4-5	<ul style="list-style-type: none"> Reconstruction of the site through cut, fill, and levelling. Construction of a grass athletics track, including irrigation and drainage. (A 400m, track with 8 lanes and a front and back straight). 	<ul style="list-style-type: none"> Retain two site entries. Relocation of synthetic cricket pitch. N/S alignment, or as close as possible. Irrigated turf grass in-field for sports as required.

Stage	Suggested Timeframe	Key Tasks	Considerations
Stage 2 Synthetic track development	Year 6-8	<ul style="list-style-type: none"> 8 lane synthetic running track Two pole vault runways, one hammer cage, steeple chase/water jump) and construction of an internal fence. May consider installation of sports lighting for the track and in-field (200 lux). 	<ul style="list-style-type: none"> Consultation with clubs and user about works Universal design where applicable.
Stage 3 Change rooms	Year 9-10	<ul style="list-style-type: none"> Construction of a new pavilion, with accessible all-gender toilets and change facilities. Include kiosk, first aid room, and competition administration area, and appropriate space for spectators and tents on carnival days. Formalise car parking, for drop-off and pick-up, emergency and maintenance vehicle access. Provision of equipment storage. 	<ul style="list-style-type: none"> Universal design where applicable. External fencing of the venue Security lighting and cameras around the changerooms/car park Installation of new cricket nets in appropriate location.

Note: A detailed functional design brief to be provided to the project architect is listed in Appendix 4

5. Unstructured recreational running routes in Hamilton

Benefits and design of off-road trails for running

Benefits of off-road trails

Off-road trails, running, and walking routes are the most used type of recreation facility.

Depending on their surface and width, trails accommodate various activities. These include running and walking, as well as possible uses for cycling, skating, and equestrian. These activities are inclusive to people of all ages and abilities, because they are convenient and can be used at any time without cost.

These trails allow people to run, ride or walk together, exercise pets, and engage in social contact. Pleasant green settings allow for wellbeing benefits, contemplative experiences, relief from surroundings, and the ability to view nature without necessarily being immersed in it.

If trails also connect to community facilities, they can assist people who cannot drive in reaching key facilities and visiting friends or family.

Schools, sports clubs, and gyms can use them as a set activity, and those exercising have a greater diversity along the route than running back and forth.

Design of off-road trails

Research suggests that trails designed in circuits are used more. Linked circuits allow more walkers and runners to find a length and type of trail that matches their ability, location, and goals.

A hierarchy of offroad trails can be developed over time to cater to a wide range of activities and may include routes identified as suitable for people using a mobility device or pram.

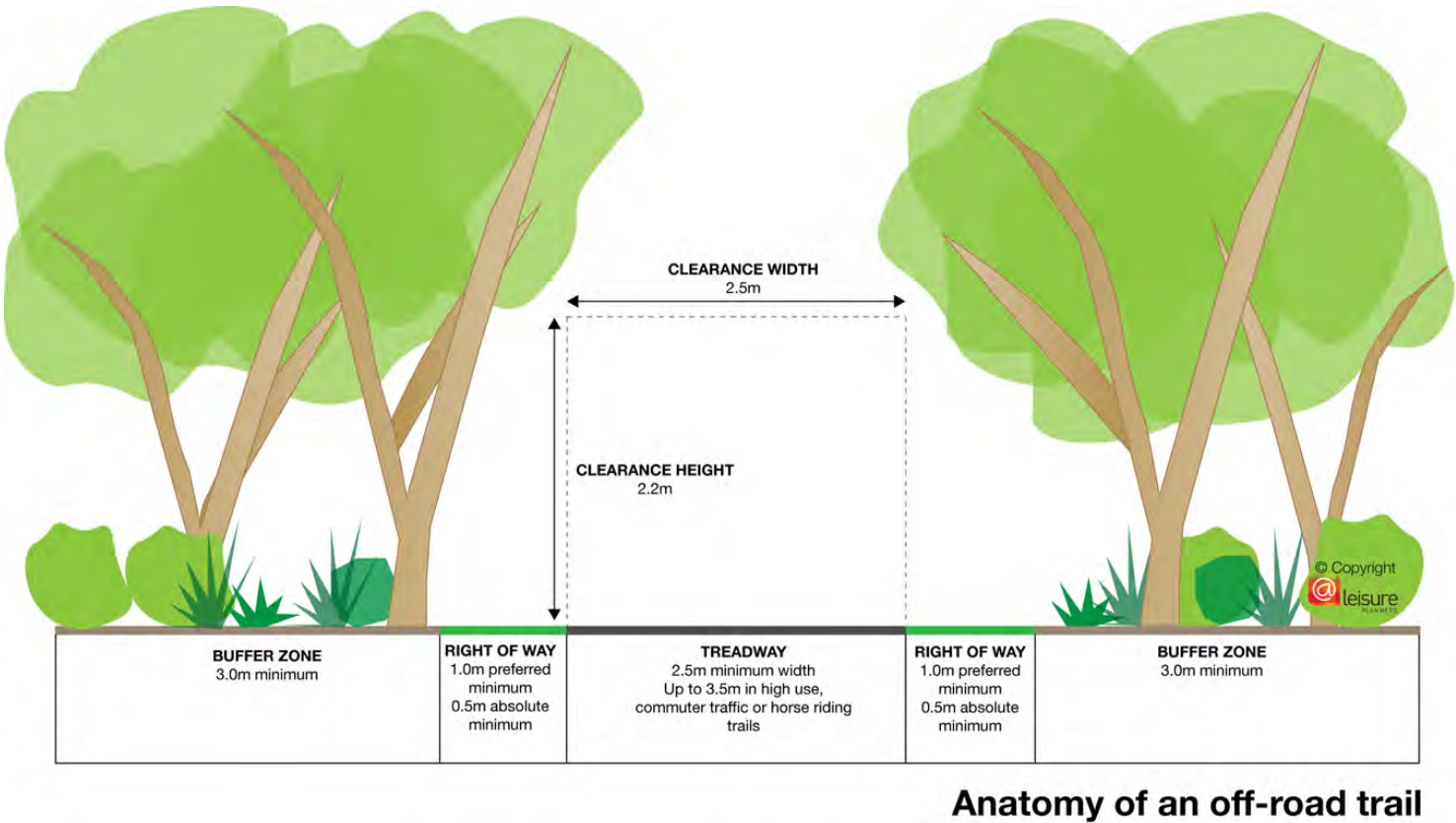
To provide for running and walking, as well as social and wellbeing benefits, an off-road trail would typically consist of consolidated gravel pavement/granitic sand. This surface is firm enough for running but provides impact absorption. Main higher-order trails typically have a two-metre wide treadway, a right of way, and a buffer on either side for vegetation and maintenance of view corridors.

The following diagram indicates the preferred corridor if such a trail was to be built from scratch.

Note, the treadway width relates to a regional-level trail.

Also, loose material such as basalt screenings or Lilydale Toppings are not suitable for off-road trails.

Figure 3: Anatomy of an off-road trail corridor © @leisure



Lower order trails include perimeter paths around large reserves, local off-road trails, and shared pathways.

Perimeters paths help to facilitate daily exercise and allow for spectators and family members to be active while others train or play. These paths should be carefully cited to avoid conflict with canopy trees, other vegetation, sporting infrastructure, and associated hazards.

Local off-road trails can include single tracks through natural areas. They allow runners and walkers to undertake a circuit length of their preference. These paths often require works to address grading, armouring, elevation, conservation, and risk issues.

Shared pathways often join and link with local off-road trails. These trails are sealed and available for cycling, skating, and equestrian use. They provide opportunities to create and extend larger circuits.

The following photos of existing trails are provided by @leisure.

Figure 4: Perimeter trail of Montgomery Park (Essendon)



Figure 5: Perimeter trail of the Tan Track (Melbourne)



Figure 6: Trail Valley Reserve (Mt Waverley)



Figure 7: Maribyrnong River Trail (Maribyrnong)



6. Existing routes, future routes, and identified issues

Existing key recreational running routes

The following key unstructured running routes were identified through community consultation, Council interviews, and Strava mapping data:

- Lake Hamilton
- The Grange Burn
- Wetlands Reserve
- Tarrington Track
- Mitchell Park Loop
- Melville Oval Loop.

The most used circuits in Hamilton are:

- Lake Hamilton into the Grange Burn
- The Grange Burn into the Wetlands Reserve.

Improvements to existing key recreational running routes

The Hamilton running community had several suggestions for improving these key routes and circuits:

- For Lake Hamilton, better maintenance of the track surface, and a pathway over the spillway to complete the loop
- For the Grange Burn, improving the track surface to avoid waterlogging
- For Mitchell Park, extending the track to 400m and improving the drainage.

Proposed routes and linkages

The Hamilton running community also had recommendations for creating new connections, linkages, and paths throughout Hamilton:

- Linking the Lake Hamilton track through the new Lakes Edge development
- Constructing a consistent walking and running path along North Boundary Road
- Creating an accessible crossing across Portland Road to connect the Wetlands with the Grange Burn
- Formalising a pathway connecting Mitchell Park to the Grange Burn
- Linking the Hamilton-Coleraine rail trail into the Grange Burn
- Designing a designated crossing from Melville Park across Lonsdale Street to the town centre

- Installing a crossing at the end of Hensley Park Road across the railway to Lake Hamilton.

In-progress route developments

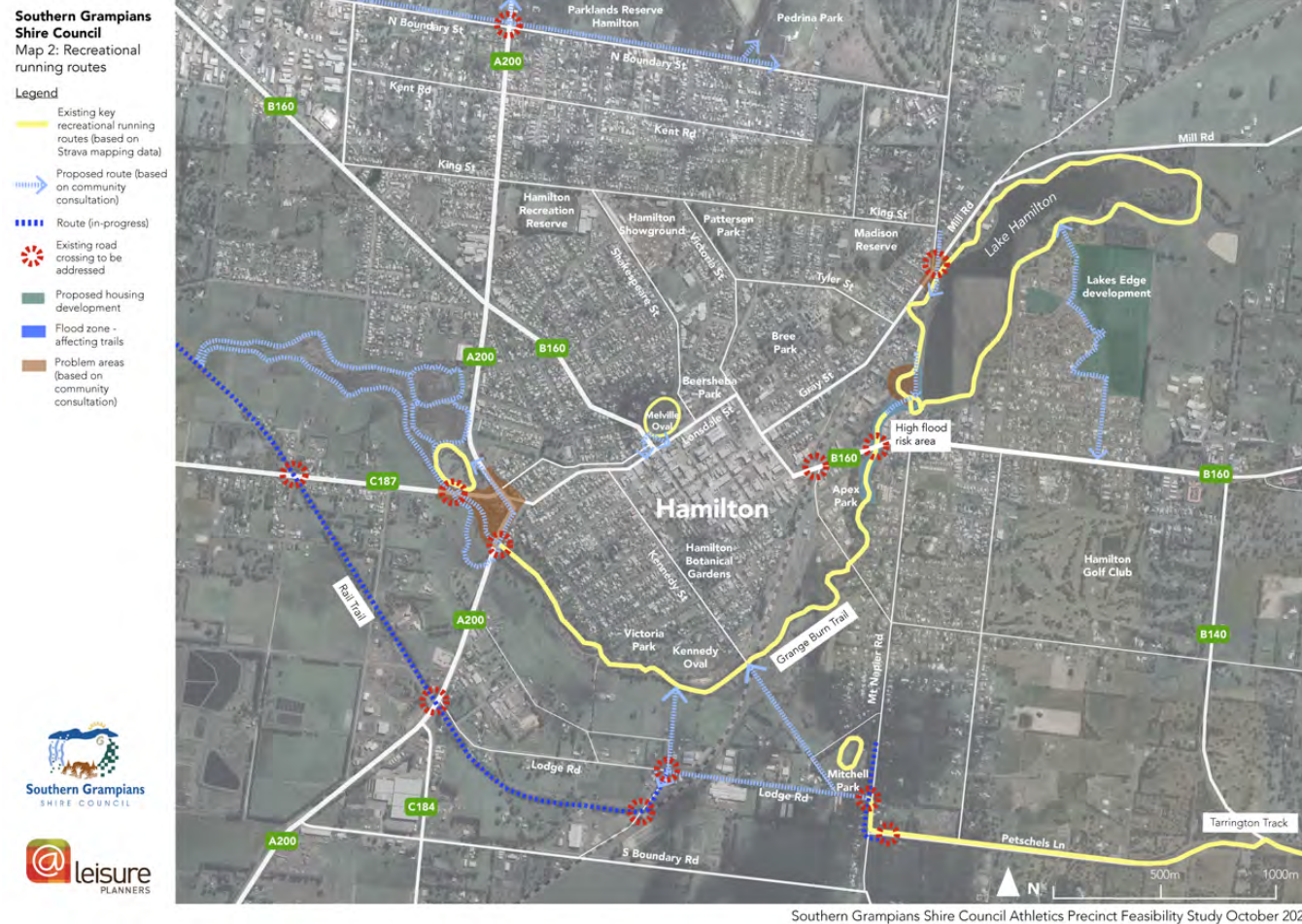
There are currently improvements being made to unstructured running routes, namely:

- Council is installing lighting around the running track at Lake Hamilton
- Council is installing a formalised footpath along Mount Napier Road, which helps to connect Mitchell Park to the Tarrington Track
- The Hamilton-Coleraine rail trail committee are working at their goal of clearing and opening the entire trail, so that it is fully runnable.

Please note that these trail routes are only preliminary. They will require further investigation, community engagement, and specific design of road-crossing and hazard areas.

These trails should be integrated into any wider active transport strategy, so that higher order trails may extend or complete existing circuits. These existing routes, suggested improvements, proposed routes and linkages, and route developments are outlined in the map on the following page.

Figure 8: Map of Hamilton with existing running routes, future routes, and identified issues



7. Design concept

The following design concept is prepared by Henderson and Lodge. It shows the proposed layout and configuration of the Mitchell Park athletics precinct. The concept includes facilities from all stages of development.

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- LEGEND
- EXISTING KINDERGARTEN (NOT IN SCOPE)
 - GREEN FIELD
 - TRACK/ CRICKET NET/ WICKET
 - EXISTING PLAYGROUND
 - PROPOSED CLEAN FILL AREAS
 - STAGE 2 ITEM
- 1 NEW FIELD EVENT FACILITIES (INCLUDING 400M GRASS TRACK WITH 8 LANES (TO BE REQUIRED AT LATER STAGE & A 50m CRICKET OVAL).
 - 2 1 X JAVELIN SYNTHETIC RUNWAYS (STAGE 1).
 - 3 1 X HIGH JUMP STATION (GRASS)
 - 4 SCOREBOARD
 - 5 LIGHTING TOWERS
 - 6 STEEPLE TRACK JUMP OUTSIDE LANE 8 MID BEND.
 - 7 1 X POLE VAULT STATIONS.
 - 8 DISCUS (STAGE 1) AND HAMMER (STAGE 2)
 - 9 NEW 2 BAYS CRICKET PRACTICE NETS 35m LONG.
 - 10 NEW 2 X SHOT PUT CIRCLES
 - 11 COVERED SPECTATOR AREAS, OVERLOOKING MAIN STRAIGHT
 - 12 LONG/ TRIPLE JUMPS - 2 X 60M WITH PITS BOTH ENDS, LOCATED ON FRONT STRAIGHT AND STAGGERED.
 - 13 NEW 86 CAR SPACES WITH DESIGNATED ACCESSIBLE PARKING
 - 14 BUS DROP-OFF ZONE.
 - 15 NEW PAVILION
 - 16 NEW STORAGE BUILDING
 - 17 NEW PERIMETER FENCE AROUND TRACK/ OVAL
 - 18 PEDESTRIAN GATES/ ENTRIES
 - 19 PROPOSED RETAINING WALL

NOT FOR CONSTRUCTION
PRELIMINARY ISSUE

PI1	13/12/2024	DESIGN TO COMPLETION	AL
PI2	13/12/2024	DESIGN TO COMPLETION	AL
PI3	14/12/2024	DESIGN TO COMPLETION	AL
PI4	15/12/2024	DESIGN TO COMPLETION	AL

Henderson + Lodge Pty Ltd ABN 22 004 636 000
101 Bayview Road, Suite 101, 1000 Melbourne VIC 3001
www.hendersonlodge.com

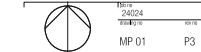


DO NOT SCALE FROM DRAWINGS.
VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING CONSTRUCTION.
THE DRAWING IS FOR INFORMATION ONLY.

SOUTHERN GRAMPIANS SHIRE
86-106 MT NAPIER ROAD
HAMILTON

MASTERPLAN
SITE PLAN

Scale: 1:200 @ A1
Date: NOVEMBER 2024



8. Cost estimate

The following cost estimate has been prepared by Turner & Townsend. It shows the construction cost of the proposed Mitchell Park athletics precinct, with stages for a grass track, a synthetic track and a pavilion. Significant work constructing a sub-base is required for the grass track in stage 1 of this costing.

DRAFT



Summary

Indicative Cost Plan - R1

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Detail

Indicative Cost Plan - R1

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Indicative Cost Plan - R1

Item	Description	Quantity	Unit	Rate	Total (AUD)
	Notes / Exclusions - Elemental Summary				
5.1	DOCUMENTATION				
5.2	Masterplan MP01 - P1 received 19/11/2024		note		
5.3	Functional Design brief received 19/11/2024		note		
5.4	Earthworks provided by H+L in email received 28/11/2024		note		
5.5	ASSUMPTIONS				
5.6	The project will be tendered to four suitably sized and capable contractors based on lump sum construct only tender.		note		
5.7	EXCLUSIONS				
5.8	Goods & Services Tax (GST)		note		
5.9	Greenstar certification costs and additional ESD costs associated		note		
5.10	Removal of asbestos or other hazardous materials		note		
5.11	Adverse soil conditions incl. rock excavation, soft spots		note		
5.12	Removal and disposal off site of contaminated soil		note		
5.13	Piling or bored pier foundations		note		
5.14	Upgrade or provision of authority services infrastructure external to the site		note		
5.15	No Allowance for new substation / kiosk / transformer		note		
5.16	Land, legal, marketing and finance costs		note		
5.17	Internal council costs		note		
5.18	Planning professional fees and permit fees		note		
5.19	Diversion / relocation of existing in ground services		note		
5.20	Cost Escalation beyond allowance		note		
5.21	Out of hours work		note		
5.22	Public Art		note		
5.23	Loose Furniture, Fittings and Equipment (FF&E)		note		
5.24	IT equipment		note		
5.25	Blinds, Curtains or Drapes		note		
5.26	Decanting / Relocation or Temporary Accommodation		note		
5.27	Items noted as Excluded within the detail of the cost plan		note		
	Total - Notes / Exclusions				0

Detail



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Indicative Cost Plan - R1

Item	Description	Quantity	Unit	Rate	Total (AUD)
	Stage 1 - Grass Track - Elemental Summary				
8.1	Grass Track				1,563,187
8.2	External Works				4,669,528
8.3	Services				605,000
8.4	ESD Initiatives	3	%		205,131
8.5	Preliminaries	Allow			492,999
8.6	Locality Allowance	5	%		376,792
8.7	Subtotal				7,912,638
8.8					
8.9	Design Contingency				Excluded
8.10	Cost Escalation to tender	5	% pa	1yr	395,632
8.11	Construction Total				8,308,270
8.12					
8.13	Construction Contingency				Excluded
8.14	Professional Fees	10	%		830,827
8.15	Authority Fees and Charges	1.5	%		124,823
8.16	Loose Furniture & Equipment				Excluded
8.17	Internal Council Costs				Excluded
8.18					
8.19	Total for Stage 1 (Excl GST)				9,263,920
	Total - Stage 1 - Grass Track				9,263,920

Detail



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Indicative Cost Plan - R1

Item	Description	Quantity	Unit	Rate	Total (AUD)
	Stage 1 - Grass Track				
	Grass Track				
8.1.1	Grass Track	4,481	m2	100.00	448,100
8.1.2	Steeple track (no allowance for water obstacle)	1,240	m2	100.00	124,000
8.1.3	High jump' D's (1 No only)				included
8.1.4	Long jump pits - grassed	297	m2	90.00	26,738
8.1.5	Grass Infield	10,462	m2	65.00	680,007
8.1.6	Discuss / hammer throw cage	1	no		225,000
8.1.7	Shot put circles	2	no		included
8.1.8	Javelin synthetic runway	151	m2	200.00	30,226
8.1.9	Pole vault synthetic runway	146	m2	200.00	29,116
8.1.10	Lighting towers	4	no		Stage 2
	Total - Grass Track				1,563,187
	External Works				
8.2.1	Clear site	50,705	m2	2.00	101,409
8.2.2	Earthworks - cut	30,624	m3	30.00	918,720
8.2.3	Earthworks - fill	30,624	m3	45.00	1,378,080
8.2.4					
8.2.5	Security perimeter fence	394	m		Stage 2
8.2.6	Pedestrian gate / entries	2	no		Stage 2
8.2.7	Proposed retaining wall	1,484	m2	650.00	964,600
8.2.8	- extra for footing	818	m	300.00	245,400
8.2.9	Allow for footpaths	Allow			200,000
8.2.10	Landscaping	Allow			250,000
8.2.11					
8.2.12	Shaded spectator area - shade sail	472	m2	550.00	259,677
8.2.13	- extra for pavement to spectator area	472	m2	300.00	141,642
8.2.14	Allow for precinct signage	PROV SUM			10,000
8.2.15	Allow for 2 lane cricket nets	252	m2		200,000

Detail



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Indicative Cost Plan - R1

Item	Description	Quantity	Unit	Rate	Total (AUD)
	Stage 1 - Grass Track				
	Total - External Works				4,669,528
	Services				
8.3.1	Electrical Services:				
8.3.2	- 5 x popup bollards for power, speakers etc	Allow			75,000
8.3.3	- electronic timing gates and starters infrastructure only	PROV SUM			10,000
8.3.4	- public address system	Allow			15,000
8.3.5	- photo finish equipment				Excluded
8.3.6	Allow for connection to existing electrical infrastructure	PROV SUM			100,000
8.3.7	Hydraulics:				
8.3.8	Allow for connection of water supply to existing infrastructure	PROV SUM			50,000
8.3.9	Stormwater:				
8.3.10	Allow for connection of stormwater to existing infrastructure	PROV SUM			300,000
8.3.11	BWIC	Allow			55,000
	Total - Services				605,000
	Total - Stage 1 - Grass Track				9,263,920

Detail



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Southern Grampians Athletics

Indicative Cost Plan - R1

Item	Description	Quantity	Unit	Rate	Total (AUD)
	Stage 2 - Synthetic Track - Elemental Summary				
9.1	Synthetic Track				5,590,000
9.2	External Works				445,739
9.3	Services				99,000
9.4	ESD Initiatives	3	%		184,042
9.5	Preliminaries	Allow			442,315
9.6	Locality Allowance	5	%		338,055
9.7	Subtotal				7,099,150
9.8					
9.9	Design Contingency				Excluded
9.10	Cost Escalation to tender	5	% pa	1yr	354,958
9.11	Construction Total				7,454,108
9.12					
9.13	Construction Contingency				Excluded
9.14	Professional Fees	10	%		745,411
9.15	Authority Fees and Charges	1.5	%		112,482
9.16	Loose Furniture & Equipment				Excluded
9.17	Internal Council Costs				Excluded
9.18					
9.19	Total for Stage 2 (Excl GST)				8,312,000
	Total - Stage 2 - Synthetic Track				8,312,000

Detail



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Southern Grampians Athletics

Indicative Cost Plan - R1

Item	Description	Quantity	Unit	Rate	Total (AUD)
	Stage 2 - Synthetic Track				
	Synthetic Track				
9.1.1	Sythnetic Track	Allow			5,000,000
9.1.2	Steeple track (no allowance for water obstacle)				included
9.1.3	Allow for water obstacle	Allow			40,000
9.1.4	High jump' D's (1 No only)				included
9.1.5	Long jump pits - grassed				included
9.1.6	Grass Infield				Stage 3
9.1.7	Discuss / hammer throw cage	1	no		Stage 3
9.1.8	Shot put circles	2	no		included
9.1.9	Javelin synthetic runway				Stage 3
9.1.10	Pole vault synthetic runway				Stage 3
9.1.11	Scoreboard	Allow			150,000
9.1.12	Lighting 200lux with 1500lux at finish line	Allow			400,000
	Total - Synthetic Track				5,590,000
	External Works				
9.2.1	Clear site				Stage 1
9.2.2	Earthworks				Stage 1
9.2.3					
9.2.4	Security perimeter fence	394	m	360.00	141,779
9.2.5	Pedestrian gate / entries	2	no	30,000.00	60,000
9.2.6	Proposed retaining wall	94	m	1,000.00	93,960
9.2.7					
9.2.8	Allow for footpaths	Allow			Stage 1
9.2.9	Landscaping - make good	Allow			100,000
9.2.10					
9.2.11	Shaded spectator area - shade sail	472	m2		Stage 1
9.2.12	- extra for pavement to spectator area	472	m2		Stage 1
9.2.13	Loading zone and vehicle access zone	Allow			50,000

Detail



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Southern Grampians Athletics

Indicative Cost Plan - R1

Item	Description	Quantity	Unit	Rate	Total (AUD)
	Stage 2 - Synthetic Track				
	Total - External Works				445,739
	Services				
9.3.1	Electrical Services:				
9.3.2	- 5 x popup bollards for power, speakers etc				Stage 1
9.3.3	- electronic timing gates and starters infrastructure only				Stage 1
9.3.4	- public address system				Stage 1
9.3.5	- photo finish equipment				Excluded
9.3.6	Allow for connection to existing electrical infrastructure				Stage 1
9.3.7	Hydraulics:				
9.3.8	Drink stations / water access	Allow			20,000
9.3.9	Water misting stations	2	no	10,000.00	20,000
9.3.10	Water tap at each jump pit	PROV SUM			50,000
9.3.11	Stormwater:				
9.3.12	Allow for connection of stormwater to existing infrastructure				Stage 1
9.3.13	BWIC	Allow			9,000
	Total - Services				99,000
	Total - Stage 2 - Synthetic Track				8,312,000

Detail



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Southern Grampians Athletics

Indicative Cost Plan - R1

Item	Description	Quantity	Unit	Rate	Total (AUD)
	Stage 3 - Pavilion - Elemental Summary				
7.1	Stage 3 - Multipurpose Changeroom / pavilion				1,070,000
7.2	Carpark				741,258
7.3	External Works				451,274
7.4	Services				93,500
7.5	ESD Initiatives	3	%		70,681
7.6	Preliminaries	Allow			291,206
7.7	Locality Allowance	5	%		135,896
7.8	Subtotal				2,853,814
7.9					
7.10	Design Contingency				Excluded
7.11	Cost Escalation to tender	5	% pa	1yr	142,691
7.12	Construction Total				2,996,505
7.13					
7.14	Construction Contingency				Excluded
7.15	Professional Fees	10	%		299,650
7.16	Authority Fees and Charges	1.5	%		45,845
7.17	Loose Furniture & Equipment				Excluded
7.18	Internal Council Costs				Excluded
7.19					
7.20	Total for Stage 3 (Excl GST)				3,342,000
	Total - Stage 3 - Pavilion				3,342,000

Detail



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Southern Grampians Athletics

Indicative Cost Plan - R1

Item	Description	Quantity	Unit	Rate	Total (AUD)
	Stage 3 - Pavilion				
	Stage 3 - Multipurpose Changeroom / pavilion				
7.1.1	Pavilion including:	140	m2	5,500.00	770,000
7.1.2	Multipurpose room				Included
7.1.3	Kitchenette				Included
7.1.4	Unisex toilets - unisex change cubicles				Included
7.1.5	Spectator toilets				Included
7.1.6	Circulation				Included
7.1.7	Plant				Included
7.1.8	Outdoor covered area - west facade [assume 5m wide]	150	m2	1,200.00	180,000
7.1.9	Extra for swipe card access / security	Allow			100,000
7.1.10	Allow for building signage	Allow			20,000
	Total - Stage 3 - Multipurpose Changeroom / pavilion				1,070,000
	Carpark				
7.2.1	Carparking [85 spaces]	2,745	m2	270.00	741,258
7.2.2	Bus parking - drop off zone for 2 buses				Included
7.2.3	Drop off zone - min 2 cars				Included
	Total - Carpark				741,258
	External Works				
7.3.1	Clear site & strip topsoil	486	m2	15.00	7,290
7.3.2	Earthworks allowance	Allow			103,984
7.3.3	Allow for pathways	Allow			60,000
7.3.4	Landscaping	Allow			150,000
7.3.5	Allow for precinct signage	Allow			10,000
7.3.6	Allow for storage shed	80	m2	1,500.00	120,000
7.3.7	Retaining walls - included with site excavation in Sta not reqd in Stage 3)		note		Stage 1
	Total - External Works				451,274
	Services				

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Southern Grampians Athletics




Indicative Cost Plan - R1




Item	Description	Quantity	Unit	Rate	Total (AUD)
	Stage 3 - Pavilion				
7.4.1	Electrical Services:				
7.4.2	Allow for connection to existing electrical infrastructure	PROV SUM			25,000
7.4.3	Hydraulics:				
7.4.4	Allow for connection of water supply / sewer to existing infrastructure	PROV SUM			30,000
7.4.5	Stormwater:				
7.4.6	Allow for connection of stormwater to existing infrastructure	PROV SUM			30,000
7.4.7	BWIC	Allow			8,500
	Total - Services				93,500
	Total - Stage 3 - Pavilion				3,342,000




9. Appendices





Appendix 1. Council plan review

Table 12: Key Points from Council plans and strategies

Cover	Document	Summary	Key Points
	Community Vision Framework 2041	A twenty-year vision for the Southern Grampians, with short, medium and long-term priorities	<ul style="list-style-type: none"> School students requested improved sporting facilities. Council wants to be a leader in active transport. Limited funding requires collaboration to make investments extend further. Sport participation, facilities, and opportunities are identified as key opportunities. Council is striving for high-level asset management delivered through good design and universal access principles.
	Asset Management Plan 2022-2032	Outlines the budgets for asset upgrades, renewal, and maintenance	<ul style="list-style-type: none"> Council have allocated just under \$400k annually for footpath and cycleway maintenance. The available funding for infrastructure assets is 75% of the cost to provide the desired level of service, resulting in a shortfall. This amounts to a \$10m shortfall for infrastructure upgrades, and a \$6.2m shortfall for bridge, footpath, and drainage renewal over ten years.
	Community Public Health and Wellbeing Plan 2021-2025	Focuses on strategic health and wellbeing priorities for the community	<ul style="list-style-type: none"> The key planning principles are accessibility, sustainability, connectivity, flexibility, and equity The first focus area is “healthy communities”, including “residents are physically active at all stages of life”. The second focus area is “liveable communities”, including “residents have access to open spaces, pathways and trails that encourage physical activity”.

Cover	Document	Summary	Key Points
	Council Plan 2021-2025	Provides a strategic direction for Council's actions and priorities	<ul style="list-style-type: none"> The Council's five key priorities are: support our community, grow our regional economy, maintain and renew our infrastructure, protect our natural environment, and provide strong governance and leadership. Objectives include "support and promote a healthy community" (1.2), "grow a diverse and inclusive community" (1.3), "a safe community" (1.4), and "attractive council-owned and managed community and open spaces" (3.3)
	Long Term Financial Plan	Provides financial planning to support other Council strategies and priorities	<ul style="list-style-type: none"> Council budget for capital works includes \$2,239,000 for recreational, leisure, and community facilities, and \$3,290,000 for parks, open space, and streetscapes. They have also allocated \$246,000 for footpaths and cycleways.
	Recreation and Leisure Strategic Plan 2019-2029 Vol 1-4	Guides Council and the community in the planning, development, provision and promotion of sport, recreation and leisure facilities, programs, and services.	<ul style="list-style-type: none"> Volume 3 features a recommended masterplan for Pedrina Park with a grass athletics track on the No. 3 Oval. The plan suggests "negotiating usage of the... land to the north of the multi-use field", which would allow for a 400m track. However, this land is home to the endangered Eastern Barred Bandicoot. Council has confirmed that an extension of Pedrina Park into the Community Parklands will not be considered at this time. Therefore, the site cannot accommodate a full-size athletics track, which severely compromises the ability to access funding or cater for senior athletics. Volume 3 features a Lake Hamilton master plan. There is nothing in this masterplan that conflicts with the recommendations of this report. The report makes several recommendations for upgrading Mitchell Park, including the field of play, the athletics facilities, the playground, the pavilion, and the public toilets. In terms of grants and funding, Council emphasises joint-use agreements with schools, re-purposing and rationalisation of facilities, and facilitates that can facilitate participation for an ageing population. The most identified interventions to increase participation were affordable facilities and programs, more shared paths for cycling and walking, and changeroom/amenity improvements.

Cover	Document	Summary	Key Points
	Youth Policy	Guides Council policy surrounding young people	<ul style="list-style-type: none"> The key facility issues reported by clubs are condition of facilities, maintenance requirements of facilities, lack of female-friendly facilities, and building condition. One of the focus points is “access to safe places and experiences.” This includes providing appropriate, inclusive places for young people to gather and connect; providing opportunities for young people to network; provision of youth focused activities, events, and cultural programs; access to youth focused resources; and providing community grants to support a wide range of community development and recreational opportunities.
	Recreation Reserves Capital Works Contribution Policy	Identifies a range of capital projects at Council managed Recreation reserves to be implemented over a ten-year period	<ul style="list-style-type: none"> The Recreation Investment Principles are increasing participation (25%), equal opportunity and fair access (25 %), strategic justification (25%), multi-use (10%) and asset management (15%). A current trend is that state government facilities operated by community committees and schools are also facing significant pressures with respect to aging infrastructure. They are looking to local government to contribute to urgent maintenance and renewal. Sporting groups are looking to provide regional standard facilities to maintain or build participation, rather than the local level facility required.
	Recreation Reserve and Facilities User Fees and Charges Policy	Provides clarity regarding the fees and charges applied for the use of Recreation Facilities	<ul style="list-style-type: none"> User fees and charges for Council managed reserves and facilities will consider maintenance requirements, maintenance classification, and level and type of use. The fee is split into a reserve use fee and a facility use fee.

Cover	Document	Summary	Key Points
	Reserves and Halls Operational Funding Policy	Council funding policy for recreation reserves, community halls, and other community facilities	<ul style="list-style-type: none"> Council is committed to financially contributing toward the essential management and maintenance requirements for sport and recreation facilities to ensure facilities are accessible for all within the community. Funding for community facilities is determined/allocated according to 'defined' service standards and levels required to maintain a facility in a safe condition appropriate to meet its demand for use (usage hours). Funding for recreation reserves that maintain significant public facilities for passive community use will be considered as part of the operational funding model.
	Recreation Framework	Framework for the overall management of outdoor recreation facilities	<ul style="list-style-type: none"> Features a list of facilities with their details, facility hierarchy, description, and user groups. Mitchell Park is the sole athletics venue, with the Hamilton Little Athletics Centre and Hamilton Running Club as user groups. It is classified as a local facility. Lake Hamilton is the sole running track, with the Hamilton Running Club as a user group. It is classified as a local facility.
	Grange Burn Master Plan	Describes the layout and ecological considerations of the Grange Burn	<ul style="list-style-type: none"> The Grange Burn map shows a pedestrian track and pedestrian/vehicular track along the current existing Grange Burn route. It would likely be difficult to significantly widen or formalise the pedestrian track due to the environmental significance overlay, and the existing native and exotic vegetation.
	Hamilton Showgrounds Masterplan 2024	A masterplan for the future development of the Hamilton Showgrounds	<ul style="list-style-type: none"> The master plan recommends a layout with no consideration or space for an athletics facility.

Appendix 2. Detailed comments about each preferred site

Following is a detailed summary of issues and opportunities raised through the consultation and the site analysis.

Mitchell Park

Key user groups:

- Hamilton Athletics
- Hamilton and District Cricket Association

Hamilton Athletics Club caters for boys and girls in Little Athletics from under 6 years through to adults in the senior club.

The Hamilton and District Cricket Association have approximately 1800 participants from Under 12s boys and girls to men's over 60's, including an established women's competition. Games are scheduled weekly at Mitchell Park during the season, along with representative carnivals in December and January.

Table 13: Mitchell Park detailed issues and opportunities

Topic	Issues	Opportunities
Slope	<ul style="list-style-type: none"> There is a significant slope down the oval from south to the north end 	<ul style="list-style-type: none"> Leveling the oval to make it ideal for athletics will require significant cut and fill
Surface	<ul style="list-style-type: none"> The running surface is uneven, boggy, and muddy, particularly during the winter months. 	<ul style="list-style-type: none"> Install formal sub surface drainage A synthetic all-weather track for better performance conditions.
	<ul style="list-style-type: none"> The grass isn't mowed regularly. 	<ul style="list-style-type: none"> Regular mowing schedule to support athletics and cricket.
Field events	<ul style="list-style-type: none"> The field event areas don't meet basic safety and layout standards. 	<ul style="list-style-type: none"> Consider future use of the reserve and plan a layout that considers the safety of all users
Ownership	<ul style="list-style-type: none"> None. 	<ul style="list-style-type: none"> Crown land provides opportunity to develop for community sport
Track limitations	<ul style="list-style-type: none"> The track is only 300m long and insufficient for proper athletics training and events. 	<ul style="list-style-type: none"> The site is large enough to expand track to a full 400m track. A 400m track will be more likely to attract regional carnivals, and help grow participation for juniors and seniors
Toilets	<ul style="list-style-type: none"> The toilet facilities are old, in poor condition and do not meet current standards. They are poorly located, facing away from the oval, 	<ul style="list-style-type: none"> New accessible toilets to be incorporated into a new change facility.

Topic	Issues	Opportunities
	raising safety concerns for children.	
Change rooms	<ul style="list-style-type: none"> The change rooms and function space are run-down and don't meet current user group requirements for both male and female use. 	<ul style="list-style-type: none"> Replace pavilion to allow for larger, safer, and more functional toilet and accessible change facilities, particularly for women. Upgrade will increase appeal to a wider range of individuals and user groups.
Shade	<ul style="list-style-type: none"> There is a lack of shelter for spectators. 	<ul style="list-style-type: none"> Incorporate shade and seating for spectators in new facility Maintain recently planted trees along east side of oval Continue tree planting to provide further wind breaks and assist running conditions.
Fencing	<ul style="list-style-type: none"> There is a lack of fencing at the facility, which may be a child safety issue as well as allowing cars onto the oval. 	<ul style="list-style-type: none"> Consider vehicle movement controls as part of study Consider need for fencing and location.
Parking	<ul style="list-style-type: none"> The parking area is informal and often has potholes. No designated bus parking to accommodate school groups and Rep' teams traveling as a group. 	<ul style="list-style-type: none"> Improve parking layout, (include accessible parking) and traffic flow to accommodate vehicles and pedestrians.

Topic	Issues	Opportunities
Location	<ul style="list-style-type: none"> Location perceived by some as not central to Hamilton and too far away compared to other facilities. However, the survey suggested a number of people liked the location 	<ul style="list-style-type: none"> New pedestrian path been installed on Mount Napier Road from north. Connect with Grange Burn by extending a path at south to Steel St Connecting existing walking/running tracks would make this location suitable as a base for cross country events
Shared use	<ul style="list-style-type: none"> Some confusion between cricket and athletics uses 	<ul style="list-style-type: none"> Formalise and communicate usage more clearly to minimise conflict between clubs
Lighting	<ul style="list-style-type: none"> Security lighting is minimal, and oval lighting is old and basic 	<ul style="list-style-type: none"> Upgrade lighting for evening training if considered a priority and install security lighting

Pedrina Park

Key user groups.

- Hamilton Netball Association
- St Andrews Cricket Club
- Hamilton Soccer Club
- Glenelg Regional Hockey Association
- Hamilton Auskick
- Hamilton Kangaroos Football Netball Club.

Pedrina Park is the major multi-sport venue for the Shire and has received recent upgrades to car parking, oval irrigation, soccer pitch drainage, change rooms, power supply, new netball courts and playground.

Volume 3 of the 2019 Strategic Plan features a recommended master plan for Pedrina Park with a grass athletics track on the No. 3 Oval. The plan suggests “negotiating usage of the... land to the north of the multi-use field”, which would allow for a 400m track. However, this land is home to the endangered Eastern Barred Bandicoot.

The area is subject to an environmental significance planning overlay. Council has confirmed that an extension of Pedrina Park into the Community Parklands will not be considered at this time. As such, there is not enough space for a 400m athletics track on the No. 3 Oval at Pedrina Park.

Table 14: Pedrina Park detailed issues and opportunities

Topic	Issues	Opportunities
Size	<ul style="list-style-type: none"> Existing layout of sports fields do not allow space for full a size athletics track 	<ul style="list-style-type: none"> Continue to develop and maintain Oval No. 3 as a multipurpose playing field. Nearby schools can walk to facility for school use
Wind and weather conditions	<ul style="list-style-type: none"> Locals refer to Pedrina Park as ‘Arctic Park’. It has a reputation for cold wind – not suitable ideal for running/athletics 	<ul style="list-style-type: none"> Continue planting program to develop more wind brakes and shade
Parking	<ul style="list-style-type: none"> The venue offers formal parking to the south and has space for parking to service other existing sports. The is limited space around Oval No. 3 for parking 	<ul style="list-style-type: none">
Change rooms/ shade	<ul style="list-style-type: none"> Oval No. 3 is not directly serviced by change facilities or shade. 	<ul style="list-style-type: none"> A new pavilion to service soccer and multipurpose playing field is proposed in master plan
Ownership	<ul style="list-style-type: none"> No Issues 	<ul style="list-style-type: none"> Crown land provides opportunity to develop for community sport
Planning constraints	<ul style="list-style-type: none"> Land in the north has an Environmental Significance Overlay (ESO1) and cannot be developed as an athletics track. 	



Figure 9: Change and spectator facilities, Mitchell Park, Hamilton

Monivae College

Key user groups.

- School sports only
- Includes a Regional Cricket Hub.

A private secondary college that was raised by some as a potential site due to the schools strong sporting history and current Sports Academy.

Table 15: Monivae College detailed issues and opportunities

Topic	Issues	Opportunities
Ownership	<ul style="list-style-type: none"> ▪ Monivae College is a private secondary school with a priority to provide educational and sporting opportunities to day students and borders. 	<ul style="list-style-type: none"> ▪ If a suitable site cannot be found on Council owned or Crown land, Council could approach the College to ascertain their interest in a joint development
Location	<ul style="list-style-type: none"> ▪ East of township some 4km from town centre. Bus connection. ▪ Not a central venue for residents and site would not be prominent from road/street. 	<ul style="list-style-type: none"> ▪ It offers a Sports Academy for years 7-10 in 5 sports but not track and field
Size	<ul style="list-style-type: none"> ▪ Potential area north of tennis courts that could accommodate a 400m athletics track. 	

Hamilton Recreation Reserve

Key user groups.

- Hamilton Cycling Club
- Hamilton Kangaroos Football Netball Club – Juniors.

The site could fit a 400m track and is relatively flat but would require removal of existing cycle track and cricket/football oval. Central location with Leisure Centre and bus parking on either side. Car parking at the Leisure Centre.

Table 16: Hamilton Recreation Reserve detailed issues and opportunities

Topic	Issues	Opportunities
Ownership	<ul style="list-style-type: none"> For athletics to be located here the existing user groups of cycle track, cricket and AFL would need to relocate 	<ul style="list-style-type: none"> Crown land provides opportunity to develop for community sport
Location	<ul style="list-style-type: none"> Currently in use by established clubs and associations 	<ul style="list-style-type: none"> Walking distance to primary and secondary schools
Size	<ul style="list-style-type: none"> Would require use of both ovals and be redeveloped 	<ul style="list-style-type: none"> Large enough to accommodate the required components

Kennedy Oval

Key user groups.

- Hamilton Cricket Club.

Table 17: Kennedy Oval detailed issues and opportunities

Topic	Issues	Opportunities
Flooding	<ul style="list-style-type: none"> Land is adjacent to Grange Burn, low lying and prone to flooding 	<ul style="list-style-type: none"> More suitable sites for athletics elsewhere
Ownership	<ul style="list-style-type: none"> Home to Hamilton Cricket Club 	<ul style="list-style-type: none"> Crown land provides opportunity to develop for community sport
Location	<ul style="list-style-type: none"> Close to waterway 	<ul style="list-style-type: none"> Central to population
Size	<ul style="list-style-type: none"> 2 ovals side by side conducive for large club and representative cricket games 	<ul style="list-style-type: none"> Ample area for a 400m athletics track

Ray Middleton Reserve

Key user groups.

- No regular user groups

Middleton Reserve is an open space with no formal sports activities or infrastructure. It has mature trees to the east and south and has had extensive recent plantings across the Reserve. It has space for a 400m track but a significant slope to south-southeast.

Melville Oval

Key user groups.

- Hamilton District Cricket Association
- Hamilton Kangaroos Football Netball Club

Too small for 400m track.

Currently caters for football, netball and cricket.

Currently undergoing significant upgrade to change rooms, social space and netball court relocation.

Appendix 3. Options matrix

Table 18: Site selection criteria, scoring and sites evaluated for athletics precinct in Hamilton

Criteria	Weighting	SITE SELECTION MATRIX											
		Mitchell Park		Pedrina Park		Ray Middleton Reserve		Monivae College		Hamilton Recreation Reserve		Kennedy Oval	
		Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score
Site dimensions	0.13	5	0.67	1	0.13	5	0.67	5	0.67	2	0.27	1	0.13
Conflict with residents	0.01	5	0.05	5	0.05	1	0.01	5	0.05	5	0.05	2	0.02
Land ownership and tenure	0.10	5	0.48	5	0.48	5	0.48	2	0.19	4	0.38	4	0.38
Proximity to user groups	0.08	3	0.23	5	0.38	5	0.38	2	0.15	5	0.38	2	0.15
Catchment location	0.10	3	0.31	3	0.31	4	0.42	2	0.21	5	0.52	3	0.31
Topography and soil	0.12	2	0.25	4	0.50	2	0.25	4	0.50	4	0.50	1	0.12
Site prominence	0.02	4	0.08	2	0.04	3	0.06	2	0.04	4	0.08	3	0.06
Planning constraints	0.06	5	0.29	5	0.29	5	0.29	2	0.11	5	0.29	5	0.29
Access to utilities	0.08	5	0.38	5	0.38	2	0.15	5	0.38	5	0.38	5	0.38
Parking access	0.04	5	0.19	5	0.19	2	0.08	5	0.19	2	0.08	3	0.11
Safe pedestrian and PT access	0.03	3	0.09	4	0.11	5	0.14	5	0.14	5	0.14	3	0.09
Environmental constraints	0.08	4	0.30	3	0.23	1	0.08	4	0.30	5	0.38	1	0.08
Impact on current site users	0.03	5	0.14	3	0.09	4	0.11	5	0.14	1	0.03	1	0.03
Prevailing weather conditions	0.11	4	0.46	2	0.23	3	0.34	3	0.34	3	0.34	1	0.11
Links to existing routes and trails	0.02	5	0.10	1	0.02	3	0.06	3	0.06	1	0.02	4	0.08
TOTAL SCORE		63	4.00	53	3.42	50	3.50	54	3.48	56	3.83	39	2.34
RANK			1		5		3		4		2		6

Appendix 4. Functional design brief

Table 19: Design brief for architect use

Design feature/component	Facility requirements
General design standards	<ul style="list-style-type: none"> To meet the World Athletics, Track and Field Facilities Manual, 2019 and the Athletics Australia Brief for an Athletics Stadium, 2020 and World Athletics Competition and Technical Rules 2022 To meet Category competition category that is suitable for regional and higher events; Not Olympic or World Championships, and most of Construction Category requirements (not warmups)
Design principles	<ul style="list-style-type: none"> Athletics will take precedence in design over any shared use if the site progresses to a synthetic track. Incorporating universal design principles (all gender change/ toilet facilities, access to track and covered seating) etc., Design for inclusivity – potentially including features additional to the National Building Code (NCC) and to include multiclass athletes including seated throwing events for example
Track orientation	<ul style="list-style-type: none"> Track orientation to consider the prevailing winds and sun angles. (Hamilton - South/Southwest) Most athletic events athletes favour a following wind. In sprints, sprint hurdles and the horizontal jumps the maximum allowable following wind is 2 metres per second for U20 and open age athletes and 4 metres per second for U14 to u18 athletes for record and qualifying purposes.
Competition track	<ul style="list-style-type: none"> 8 lanes- front straight including for 110m hurdles. (Stage 1) 10 lane front straight and 8 lane back straight. (Provisional stage 3) Steeple chase/water jumps. (Provisional stage 1)
Steeple chase	<ul style="list-style-type: none"> Outside the 8-lane track, approximately mid 2nd bend. (Provisional stage 2) (The steeple chase water jump can be located on the inside of the track if space is restricted)
Line markings	<ul style="list-style-type: none"> Line markings for all events required by: <ul style="list-style-type: none"> Little Athletics Victoria Athletics Victoria Engraved metal markers affixed to the inside kerb of the track to describe each marking. (Provisional stage 2)
Grass infield	<ul style="list-style-type: none"> Designed to accommodate cricket (Stage 1) Subsurface drainage Automated irrigation system if non-potable water source is available
Lighting	<ul style="list-style-type: none"> Provide lighting to the following standards

Design feature/component	Facility requirements
	<ul style="list-style-type: none"> o Competition 200 lux allowing also for training 80 and 100 lux switching. (Provisional stage 2) o 1500 lux at finish line to accommodate photo finish (Provisional stage 3)
Electrical power/ Automatic officiating equipment provision	<ul style="list-style-type: none"> ▪ Provide 5 popup bollards for electrical power, speakers, etc (Provisional stage 2) ▪ Electronic timing gates and starters equipment supplied (stored indoors). (Stage 2) ▪ Photo finish equipment (event organisers to bring. (Stage 2)
Lateral jumps (Long/ triple jump)	<ul style="list-style-type: none"> ▪ Total of 4 lateral jump pits (Stage 1) ▪ 2 x 60m runways with pits both ends located outside of infield – total of 4 pits (Stage 1) ▪ Allows 45m runway and 13m triple jump surface to the pits. (Stage 1) ▪ 2 x 45m runways combined with Pole Vault in centre and pits at either end, located adjacent to back straight. (Long term) (Provisional stage 2)
High jump	<ul style="list-style-type: none"> ▪ Include 1 high jump station outside infield (Stage 2)
Pole Vault	<ul style="list-style-type: none"> ▪ Located adjacent to backstraight with two opposing runways (mat located in the middle). Allows competition orientation from 2 ends to suit wind conditions (Provisional stage 2)
Hammer cage	<ul style="list-style-type: none"> ▪ Hammer circle and cage located within infield (Provisional stage 2) ▪ Include hold down points for seated throws
Discus	<ul style="list-style-type: none"> ▪ Discus circle and cage located outside infield (Stage 2) Include hold down points for seated throws
Javelin	<ul style="list-style-type: none"> ▪ 1 synthetic runway. Outside infield Stage 1. (one within one bend (Provisional stage 2) ▪ Include hold down points for seated throws
Shot put	<ul style="list-style-type: none"> ▪ Provide 2 shot put circles located outside infield (Stage 1) ▪ One, inside 1st bend, near start/ finish line on the 1st bend. (Stage 2) ▪ One within the 2nd bend (Stage 2) ▪ Include hold down points for seated throws
Spectator toilets	<ul style="list-style-type: none"> ▪ Two toilet areas each with 8 cubicles (approximately 40m2) (Stage 3) ▪ Meeting universal design principles
Accessible toilets	<ul style="list-style-type: none"> ▪ 2 separate accessible all gender toilets (Stage 3) ▪ Include folding baby change table in each (Stage 3)

Design feature/component	Facility requirements
Change room	<ul style="list-style-type: none"> 2 change rooms that include (approximately 55m2) (Stage 3) 2 cubicles/ toilets and 2 showers One accessible all gender toilet and shower area
Scoreboard	<ul style="list-style-type: none"> In location where spectators and participants can easily view. (Provisional stage 2)
Multipurpose room/ admin room	<ul style="list-style-type: none"> Multipurpose space (Stage 3) 1 small kitchenette Storage space Floor to ceiling windows facing the track Close to finish line and covered spectator area Airconditioning/ heating
Public address system	<ul style="list-style-type: none"> Coverage of the competition (Stage 2) Enable switching/ volume control of individual speakers Roving microphones provided Emergency warning and intercom integrated within system
Small equipment room	<ul style="list-style-type: none"> 20m2 lockable space (Stage 2)
Bulk equipment storage	<ul style="list-style-type: none"> Provide storage shed away from main/ busy public space (Stage 1) Ensure direct ground level access to the field of play
First aid room	<ul style="list-style-type: none"> Part of multipurpose room (Stage 3)
Security perimeter fence	<ul style="list-style-type: none"> 2.1m high perimeter fence (Provisional stage 2)
Loading zone and vehicle access	<ul style="list-style-type: none"> Allow loading / unloading zone (Stage 1) Provide vehicle access to fields of play (Maintenance/ emergency services, etc)
Car parking	<ul style="list-style-type: none"> Provide 30-40 car parks (Stage 3) Accessible car parking spaces
Bus parking	<ul style="list-style-type: none"> Drop off zone only (accommodates 2 buses at a time)



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Design feature/component	Facility requirements
Drop off	<ul style="list-style-type: none"> Allow for minimum 2 cars
Grass surrounds /viewing	<ul style="list-style-type: none"> Grassed areas surrounding the track are required to provide. Preferably viewing banks with flat tops which can accommodate temporary shade shelters/ marquees
Drink stations/ water access	<ul style="list-style-type: none"> 4 drink/ water bottle filling stations (note tap with hose connection required at each jump pit) (Stage 1)
Shaded spectator/ marshalling area for spectators	<ul style="list-style-type: none"> Provide shade sail (waterproof) 20m x 10m (Stage 1)



Southern Grampians
SHIRE COUNCIL

Southern Grampians Athletics Precinct Feasibility Study

DEMAND AND CONSULTATION FINDINGS OCTOBER 2024



About this document

This document presents the demand and consultation findings.

Acknowledgements

@leisure would like to acknowledge the support and assistance provided by:

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We acknowledge the Traditional Owners of the land on which we gather and work, and pay our respects to Elders past, present, and emerging.

Note: The views expressed in the consultation section of this document are those provided by the residents of the Shire of Southern Grampians. They do not necessarily reflect the views held by @leisure or Council.

Some key stakeholders have not been able to be contacted, and some membership data is yet to be provided.

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Rear 534 Mt Alexander Road Ascot Vale VIC 3032 Australia
+61 3 9326 1662 info@atleisure.com.au www.atleisure.com.au

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1. Introduction

1.1 Scope

The project requires a feasibility study to determine if an all-weather track is viable in Hamilton, including the preferred location.

The feasibility study is to assess the adequacy of existing facilities in Hamilton, as well as a potential new location to support an athletics precinct. The preferred location will meet the current and future needs of the Hamilton Running Club and the Hamilton athletics community.

The objectives of this feasibility study are:

- To identify the preferred location for an athletics facility in Hamilton
- To determine the feasibility of an all-weather running track as part of the athletics facility
- To determine the optimal track length regarding available space of the preferred location
- To assess the potential schedule of use
- To provide a site-specific concept design incorporating track layout, field event requirements and layout at the preferred location:
 - Options for staging development
 - Detailed costings analysis for each stage
 - Identification of required supporting infrastructure to enable the operation of the athletics facility
- To identify unstructured recreational running and walking priorities and linkages within the Hamilton township.

The outputs of this feasibility study are:

- An issues and options report, including a functional design and components schedule
- A draft feasibility study, including a block plan of the potential layout on the preferred site
- A final feasibility study, including staging options and cost analysis.

1.2 Engagement methods

Stakeholder and community engagement for this project was conducted from August 29 to October 11, 2024, using several methods.

These included:

- An online survey via SurveyMonkey, open from August 29 to September 10, 2024
- A Facebook post by the Southern Grampians Shire to invite comments and alert residents to the online survey
- Interviews with user groups, clubs, schools, local governments, peak sporting bodies, and other stakeholders
- Site visits and meetings by @leisure Planners and Council officers.

The following table outlines the engagement methods and the number of completed interviews.

Table 1: Engagement methods and number contacted/completed

Method	Contacts	Completed
Inception meeting	1	1
Interviews/calls	21	17
On site meetings	2	2
Emails sent	21	-
Texts sent	5	-
Survey respondents	156	156
TOTAL	206	176

2. The market for athletics

AusPlay provide national, state, and territory data for almost 400 sports and activities in Australia. One of these activities is running/athletics, which encompasses running, jogging, Parkrun, trail running, marathon running, Little Athletics, cross country running, athletics track and field, race walking, and IAF for kids. The participation breakdown across activities is detailed in the following table.

Table 2: Running/athletics breakdown of activities

Running/athletics activities	Adults >15yrs	Children <14
	% of running/athletics	% of running/athletics
Running	59.92	18.19
Jogging	19.45	1.21
Park run	5.14	4.97
Trail running	2.65	0.13
Marathon	1.89	0.06
Little Athletics	3.23	49.25
Cross country running	3.12	11.25
Athletics track and field	3.10	13.85
Race walking	1.47	0.53
IAF for kids	0.00	0.57

¹ AusPlay. (2024). Data Portal.

2.1 Demographic profile of participants

AusPlay indicates the following profile of running/athletics participants:

- Participation peaks at 25-34 years for adults and 9-11 years for children.
- There are slightly more male participants than female participants, with 55% of adults and 51% of children being male among participants.
- The participation rate amongst Indigenous Australians is 12.9%, which is lower than the national average of 17%.
- The participation rate of people with a disability is 6.2%
- The participation rate of people who speak a language other than English is 18.7%, which is higher than the national average.

The image on the following page shows summary statistics for running/athletics in Australia.¹

Figure 1: Summary of Australian running/athletics participation (2023)



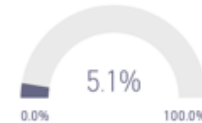
Topline Results

3,531.8K Adults 15+ participating in Running/Athletics annually



of the Adult 15+

246.5K Children 0-14 participating in organised Running/Athletics out-of-school annually



of the Children 0-14 population

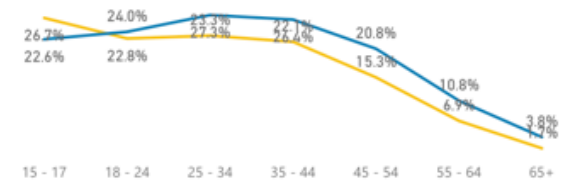
Adult participation by Gender



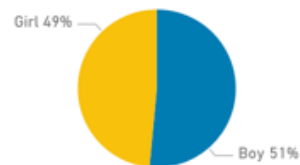
Peak Participation by Age

25-34

15-17



Children (organised out-of-school) Participation by Gender



Peak (organised out-of-school) Participation by

9-11

9-11



2.2 Running/athletics participation rates

The latest AusPlay report in 2023 featured the following data regarding athletics participation in Victoria:

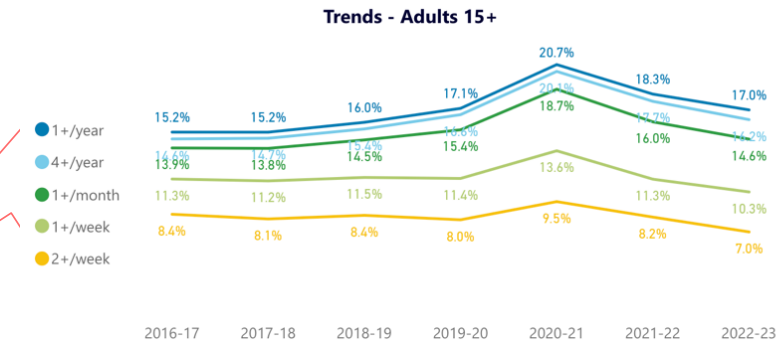
- A 18.5% total participation rate for adults in Victoria, estimated at 990,321 people (19.8% major cities and 13.6% regional locations).
- A 3.8% organised participation rate for children in Victoria, estimated at 46,374 people. This excludes activities conducted at school.

Running/athletics participation trends

Recent years have seen an increase in the number of adults participating in individual fitness activities, including running, jogging, walking, and cycling. This trend was buoyed by the COVID-19 pandemic, which caused a spike in participation rates.

Although the percentage of adults participating in running/athletics has increased over recent years, the frequency of that participation has largely returned to pre-COVID levels. The following image outlines the trends in running/athletics participation frequency for adults in Australia.²

Figure 2: Frequency of running/athletics participation



There has been an increasing number of people interested in organised running activities. Examples of these include Parkrun and programs such as Run like a Girl, which have capitalised on the momentum to grow their participation numbers. Similarly, there has been a rise in the prevalence of standalone running clubs, which are often publicised on social media or via platforms like Strava.

These trends are further supported by Australia's strong results in athletics at the 2024 Olympics. Large international events typically provide further momentum for elevating sport participation.

Despite these positive trends, there has not been an increase in club-based athletics participation across Australia. However, it does provide a platform for future growth. AusPlay notes that 3.8% of adults in Australia are considering taking up running or athletics within the next year.³

² AusPlay. (2024). Data Portal.

³ AusPlay. (2024). The Sport and Physical Activity Landscape.

Participation in the Southern Grampians compared to other sports and physical activities

The following image from AusPlay shows the top sport and recreation activities for all age-groups in the Southern Grampians Shire.⁴

Running/athletics is in the top ten activities and has a participation rate of 8.2%.

Figure 3: Top sport and recreation activities in the Southern Grampians Shire by participation rate



[^]Based on respondents who provided a valid postcode and therefore overall state results may not match parts of this report

⁴ AusPlay. (2024). State and territory participation.

⁵ Parkrun. (2024). Hamilton parkrun.

The main athletics clubs and events in the Southern Grampians Shire are the Hamilton Parkrun, the Hamilton Running Club, and the Hamilton Little Athletics Club.

Hamilton Parkrun

The Hamilton Parkrun is a 5km fun-run around Lake Hamilton held every Saturday morning. There have been 413 events since 2015, with 25,466 runners and 2,627 individual participants (as of 4/10/2024).

This equates to approximately 325 individual participants every year, with the event only growing stronger each year.⁵

It is worth noting that some of these runners may come from outside Hamilton, or even from outside the Southern Grampians Shire.

Hamilton Running Club

The Hamilton Running Club are based at Mitchell Park. The club runs weekly training sessions there, but they also utilise different routes and circuits throughout Hamilton. Their members engage in a range of training sessions and social runs.

They are one of the largest recreational running clubs in the state, with 111 members ranking them tenth in total membership in 2022/23.⁶

⁶ Athletics Victoria. (2023). Annual Report 2022-23.

Hamilton Little Athletics Club

The Hamilton Little Athletics club operates out of Mitchell Park.

The club went into a recess during the COVID pandemic but has bounced back with strong membership numbers. Their Little Athletics program attracted 108 participants in 2022/23 and 104 participants in 2023/24, with a 51.4% retention rate.⁷

These membership figures rank the club seventh in the Western Country Region in terms of total participants. Many of the bigger Little Athletics clubs are in larger population centres, such as Ballarat, Horsham, and Warrnambool.

Given the size of the township, the Hamilton Little Athletics club has a strong and consistent participation level.

The total membership for Little Athletics Victoria has shown a 4.4% decrease in the last year, from 18,148 in 2022/23 to 17,339 in 2023/24. Decreases in membership numbers occurred in six out of seven Victorian regions, with only the Western Metro Region growing by 3.1%. The Western Country Region, which includes Hamilton, has shown an increase in participation over the last five years. The table on the following page shows the membership numbers in this region.⁸

⁷ Little Athletics Victoria. (2024). Annual Report 2023-24.

⁸ Little Athletics Victoria. (2024). Annual Report 2023-24.

Table 3: Little Athletics club membership data for the Western Country Region

Western Country Region (WCR)

CENTRE	2019/20	2020/21	2021/22	2022/23	2023/24	Diff	Variance	Retention
Ararat	40	49	55	48	57	9	18.75%	56.25%
Ballarat	197	181	180	225	191	-34	-15.11%	53.36%
Bar-rook*	5	0	0	0	0	0	-	-
Beaufort & District	49	0	0	24	39	15	62.50%	33.33%
Buninyong	88	54	80	60	39	-21	-35.00%	37.29%
Camperdown	78	70	87	130	128	-2	-1.54%	56.59%
Casterton	53	55	58	47	49	2	4.26%	61.70%
Cohuna	59	80	50	67	56	-11	-18.42%	53.73%
Colac	80	57	81	79	74	-5	-6.33%	45.57%
Edenhope	12	0	0	0	39	39	-	-
Hamilton	21	0	0	108	104	-4	-3.70%	51.40%
Horsham	136	133	112	124	125	1	0.81%	61.48%
Kerang	40	49	50	36	49	13	36.11%	83.33%
Lake Bolac & District	43	35	41	51	34	-17	-33.33%	47.06%
Maryborough	84	105	102	91	69	-22	-24.18%	46.59%
Port Fairy	0	0	0	138	93	-45	-32.61%	44.20%
Portland	87	75	78	119	153	34	28.57%	67.80%
Stawell	45	36	35	56	49	-7	-12.50%	37.50%
Swan Hill	85	78	68	111	116	5	4.50%	61.26%
Warrnambool	139	79	164	110	153	43	39.09%	59.26%
REGION TOTAL	1341	1116	1241	1624	1617	-7	-0.43%	53.94%

2.3 Potential participation in the Southern Grampians and use of an athletics track

Population

The Southern Grampians Shire is in the Barwon South-West region of Victoria, about 290 kilometres west of the Melbourne CBD.

The resident population of the Southern Grampians Shire was estimated by .id at 16,470 in 2023.⁹ This figure is expected to decline slightly, with Victoria in Future projecting 16,026 residents by 2036.¹⁰

The population is ageing, with a median age of 47 as compared to the Victorian average of 38.¹¹ This is due to a much higher proportion of older adults and a lower proportion of those aged between 18 and 49.

Hamilton is the main township in the Southern Grampians Shire, with an estimated population of 10,310 in 2023.¹² Unlike the Shire as a whole, Hamilton's population is projected to slightly increase by 2036. A higher proportion of people will live in Hamilton, and a lower proportion of people will live in the surrounding smaller rural towns.

Hamilton is the regional hub for other towns in the Southern Grampians Shire, the largest of which are Coleraine (population of 867), Dunkeld (population of 511), Penshurst (population of 491), and Cavendish (population of 366).¹³

9 .id (2024). Southern Grampians Shire Community Profile.

10 Victorian Government (2024). Victoria in Future.

11 .id (2024). Southern Grampians Shire Community Profile.

12 .id (2024). Southern Grampians Shire Community Profile.

13 Australian Bureau of Statistics. (2021). Quick Stats.

The table on the following page shows the 2021 population for the Southern Grampians Shire by age-group, as well as the projected population for 2036.¹⁴

Participation in organised running/athletics

The projected number of Southern Grampians residents who are likely to participate in organised running/athletics is 613 in 2021 and 540 in 2036.

This is based on national AusPlay participation rates¹⁵ for different age cohorts, as well as population projections for the Shire from Victoria in Future.¹⁶ AusPlay defines a participant as someone who participates at least once per year.

In terms of specific athletics track and field participation, AusPlay and Victoria in Future data projects 211 participants by 2036. The 0-18 age cohort is the key participation group for club-based Athletics. This group is projected to remain steady in the Southern Grampians, although at a slightly lower proportion than the Victorian average.

The table on the following page outlines this projected participation in organised running/athletics by age group.¹⁷

14 Victorian Government (2024). Victoria in Future.

15 Not available at a state level

16 Victorian Government (2024). Victoria in Future.

17 AusPlay. (2024). Running/athletics report.

Table 4: Projected participation in running/athletics for the Southern Grampians Shire based on national participation rates by age group

Age group (years)	AusPlay participation rate	Population in 2021	Potential participants in 2021	Projected pop. in 2036	Projected participants in 2036
0 to 4	1.20%	868	10	674	8
5 to 9	6.46%	937	61	739	48
10 to 14	7.54%	1018	77	799	60
15 to 19	7.09%	956	68	844	60
20 to 24	4.89%	763	37	541	26
25 to 29	5.15%	839	43	597	31
30 to 34	5.15%	814	42	545	28
35 to 39	5.50%	852	47	827	45
40 to 44	5.50%	847	47	991	55
45 to 49	4.44%	969	43	963	43
50 to 54	4.44%	1036	46	983	44
55 to 59	2.35%	1169	27	901	21
60 to 64	2.35%	1230	29	1037	24
65 to 69	0.84%	1251	11	1063	9
70 to 74	0.84%	1089	9	1182	10
75 to 79	0.84%	827	7	1152	10
80 to 84	0.84%	526	4	1067	9
85+	0.84%	585	5	1120	9
Total persons		16588	613	16026	540

Demographic influences

The main projected population trend is an increase in the older adult population, particularly those aged 80 and above. This may lead to a slight decrease in running/athletics participation due to the low rates of participation in this age cohort.¹⁸

There is scope for the Southern Grampians Shire to exceed these participation projections into the future. Purpose-built facilities help to encourage recreational runners and joggers to take up track and field athletics. For example, the Hamilton Parkrun attracts around 325 individual participants every year, which is more than 3% of the population. By comparison, Parkrun only attracts 0.95% of the population nation-wide. Furthermore, almost 9% of age-eligible children in Hamilton participate in the Hamilton Little Athletics Club. These figures show considerable support for running/athletics in the Shire.

School use of an athletics facility

In addition to residents, schools are a key market for an athletics facility in Hamilton. The Southern Grampians Shire has around 2,600 students across pre-school, primary school, and secondary school. The largest schools are in Hamilton, but there are also schools in the smaller townships throughout the Shire.

The following table shows the number of students attending each type of school in the Southern Grampians Shire in 2021.¹⁹

Table 5: Number of students in the Southern Grampians by school type (2021)

Type of School	Students
Pre-school	332
Primary - Government	714
Primary - Catholic	259
Primary - Independent	271
Primary - Subtotal	1,244
Secondary - Government	387
Secondary - Catholic	371
Secondary - Independent	309
Secondary - Subtotal	1,067
TOTAL	2,643

¹⁸ AusPlay. (2024). Data Portal.

¹⁹ .id (2024). Southern Grampians Shire Education.

There are nine schools within Hamilton, totalling over 2,000 students. These schools are detailed in the following table.

Table 6: Schools in Hamilton and their enrolment data (2023)

School	School Type	Years	Students ^{20,21}
Monivae College	Catholic	Secondary	568 (70 boarders) ²²
Hamilton and Alexandra College	Independent	Primary to Secondary	431 (110 boarders) ²³
Baimbridge College	Government	Secondary	340
Hamilton Gray St Primary School	Government	Primary	277
Good Shepherd College	Independent	Primary to Secondary	239
Hamilton North Primary School	Government	Primary	160
George Street Primary School	Government	Primary	90
One School Global Hamilton	Independent	Primary to Secondary	53 ²⁴
Hamilton Parklands School	Special	Primary to Secondary	20
Total Students			2,178

20 Victorian Government. (2023). All Schools FTE Enrolments.

21 Victorian Government. (2024). Schools and enrolments.

22 Boarding Schools Expo (2024). Monivae College.

There are twelve other primary schools within a one-hour drive of Hamilton. The largest of these are Casterton Primary School, Heywood Consolidated School, and Tarrington Lutheran School, which all have around 100 students.

There are five other secondary (or primary to secondary) schools within a one-hour drive of Hamilton, with a combined 530 students. The largest of these are Hawkesdale P12 College and Casterton Secondary College.

These schools are mostly part of the Southern Grampians Small Schools Association. Together they run an annual athletics carnival as a collective, rather than as individual schools.

23 Boarding Schools Expo (2024). The Hamilton and Alexandra College.

24 OneSchoolGlobal (2024). Hamilton.

Regional school participation

School Sport Victoria (SSV) coordinate track and field events for all schools across the state. Primary school students include those from 9 to 13 years of age and secondary from 12 to 20 years of age.

Schools are broken into 8 regions including the Greater Western Primary Region and Greater Western Secondary Region. The region is then divided into 8 Divisions: Primary Divisions include Black Ranges Primary, Colac Primary, Eureka Primary, Hamilton Primary, Little Desert Primary, Portland Primary, Sovereign Primary and Warrnambool Primary. Secondary Division includes Black Ranges Secondary, Coastal Secondary, Eureka Secondary, Glenelg Secondary, Hampden Secondary, Little Desert Secondary, Mid West Secondary and Warrnambool Secondary.

Each Region is then made up of Districts.

From the Division Carnival schools progress to the Regional Carnival held at the Brauerander Park, Warrnambool.

Schools in Hamilton typically use either Mitchell Park or Pedrina Park for their Track and Field events. Secondary schools normally use their own facilities for school carnivals.

It is estimated that some 2,178 students from 9 Hamilton schools and a further seventeen schools from surrounding districts would use a athletics track in Hamilton for school and district carnivals each season.

2.4 Potential competition with other athletics clubs and facilities in the region

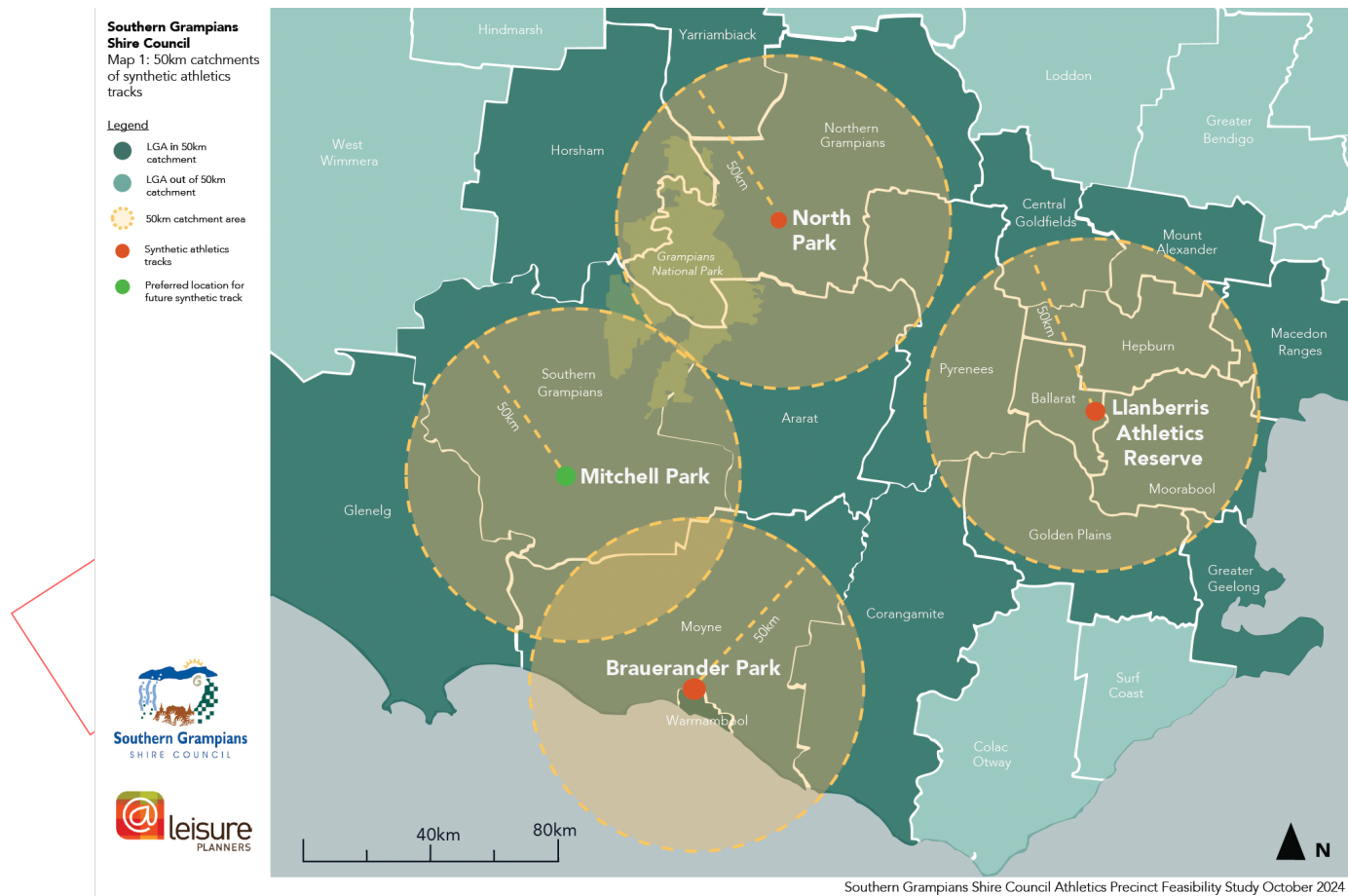
Hamilton's Mitchell Park is more than sixty kilometres from any other athletics facility. There are three athletics facilities with an all-weather synthetic 400m track within 200km of Hamilton. These are North Park (Stawell), Brauerander Park (Warrnambool), and Llanberris Athletics Reserve (Ballarat). The population of these towns and distance from Hamilton are shown in the following table.

Table 7: Synthetic athletics tracks and LGA population within 200km of Hamilton

Athletics facility	Location	LGA	LGA Population	Distance from Hamilton
North Park	Stawell	Northern Grampians Shire	11,948	124km
Brauerander Park	Warrnambool	Warrnambool City	35,406	91km
Llanberris Athletics Reserve	Ballarat	City of Ballarat	113,763	177km

The map on the following page outlines the 50km catchment of a potential upgraded athletics facility in Hamilton. The other catchments are for North Park (Stawell), Llanberris Athletics Reserve (Ballarat), and Brauerander Park (Warrnambool).

Figure 4: Athletics facility catchment map



The Northern Grampians Shire has a smaller population than the Southern Grampians Shire, but still has a purpose-built athletics facility in Stawell. On the other hand, the athletics facilities in Warrnambool and Ballarat are supported by a significantly higher local government area population.²⁵ Further details on athletics facilities in the region are available in Appendix 2.

There are six other athletics facilities within one hundred kilometres. Only one of these is a synthetic 400m track, located at Brauerander Park in Warrnambool. There are five grass tracks, of which three are full-length 400m tracks. These facilities, their details, and associated Little Athletics clubs are listed in the following table. All track information is sourced from Little Athletics Victoria.²⁶

Table 8: Athletics facilities within 100km of Hamilton and their associated Little Athletics membership

Facility	Little Athletics Centre	Members	Track	Surface	Distance to Hamilton
Mitchell Park	Hamilton	104	300m	Grass	0km
Island Park Recreation Reserve	Casterton	49	400m	Grass	63km
Lake Bolac College	Lake Bolac & District	34	350m	Grass	80km
Port Fairy Showgrounds	Port Fairy	93	300m	Grass	83km

²⁵ Australian Bureau of Statistics. (2021). Quick Stats.

Facility	Little Athletics Centre	Members	Track	Surface	Distance to Hamilton
Nelson Park	Portland	153	400m	Grass	89km
Brauerander Park	Warrnambool	153	400m	Synthetic	91km
Friendlies Society Oval	NA	NA	400m	Grass	95km

Five of these facilities host Little Athletics clubs, apart from Hamilton. Portland and Warrnambool are larger clubs than Hamilton, with 153 members. Casterton, Lake Bolac and District, and Port Fairy are all smaller clubs.

There is new athletics track currently in development at the Ballarat Showgrounds, as part of the Ballarat Major Events precinct upgrade. The earthworks are expected to be completed in late 2024, with construction set to begin in early 2025.

²⁶ Little Athletics Victoria (2024). Centres.

3. Community and stakeholder views

3.1 Community survey findings

The online survey attracted 156 respondents. 91 of these respondents provided information about their age, gender identity, and location.

The sample was largely representative of the Southern Grampians Shire population, with a similar median age and spread of residents. However, there was a significantly higher proportion of female respondents (67%). The demographic details of respondents are shown in Appendix 1.

Participation in recreational running and jogging, running clubs, and athletics

The survey asked, "Please tick all the activities you do, out of recreational running and jogging, running clubs, and athletics (as a sport)."

Most respondents regularly participate in recreational running and jogging, with around a quarter participating in running clubs or athletics (as a sport). Fifteen percent of respondents do not participate at all. These responses are detailed in the following table.

Table 9: Participation in athletics-related activities

Activity	No. of respondents	% of respondents
Recreational running and jogging	125	80%
Running clubs	44	28%
Athletics (as a sport)	42	27%
None of the above	23	15%

²⁷ AusPlay. (2024). Athletics/running.

Frequency of participation in recreational running and jogging

The survey asked, "How often do you run or jog for recreation?" This question was asked to all respondents who participate in recreational running and jogging or running clubs, as per the first question.

More than half of survey respondents participate in recreational running and jogging more than three times a week, demonstrating a high frequency of participation within the Southern Grampians Shire. The responses are outlined in the following table.²⁷

Table 10: Participation frequency for recreational running and jogging

Frequency	No. of respondents	% of respondents
Less than once a month	1	1%
Once a month	0	0%
Two or three times a month	6	5%
Once a week	7	6%
Twice a week	19	17%
Three times a week	37	32%
Four times a week	14	12%
More than four times a week	31	27%

Participation in athletics-related activities

The survey asked, "Which of the following athletics-related activities do you do? Please tick all that apply." This question was asked to all respondents who participate in athletics-related activities, as per the first question.

The largest number of respondents were Parkrun participants. Participation in trail running, marathon/race walking, and cross country was also high. The responses are shown in the following table by sub-activity.

Table 11: Participation in athletics/running activities by sub-activity

Activity	No. of respondents	% of respondents
Parkrun	69	61%
Trail running	53	47%
Marathon/race walking	33	29%
Cross country	24	21%
Athletics track and field	23	20%
Little Athletics	18	16%
None	24	21%

Frequency of participation in athletics as a sport

The survey asked, "How often do you train for athletics or Little Athletics as a sport?"

This question was presented under three conditions, being in-season participation (September through February), out-of-season participation (March through August), and anticipated usage of a new purpose-built facility.

Self-reported participation levels were higher in-season than out-of-season. Survey respondents clearly indicated that they would elevate their participation frequency if a new purpose-built facility was available.

For example, those who would participate at least once per week grew by 16%. A new purpose-built facility would seemingly have the greatest participation frequency impact on those who currently participate less than once per month. The details of these responses are outlined in the following table.

Table 12: Participation frequency for athletics (as a sport)

Participation	In-season no. of respondents	In-season % of respondents	Out-of- season no. of respondents	Out-of- season % of respondents	New facility no. of respondents	New facility % of respondents
Less than once a month.	17	24%	25	35%	7	8%
Once a month.	1	1%	4	6%	0	0%
Two or three times a month.	5	7%	4	6%	7	8%
Once a week.	14	19%	9	13%	22	27%
Twice a week.	8	11%	4	6%	18	22%
Three times a week.	8	11%	6	8%	17	20%
Four times a week.	7	10%	11	15%	3	4%
More than four times a week.	12	17%	8	11%	9	11%

Usage of running routes and circuits

The survey asked, "Where do you typically run or jog in Hamilton? Please describe the route(s) you run, including distance and important locations."

The highest number of respondents use the Lake Hamilton track. The second most used route is the Grange Burn, followed by Mitchell Park and the Tarrington track. Respondents also answered that they use Lake Hamilton into the Grange Burn as a 10km circuit. Finally, some survey respondents listed the wetlands, Pedrina Park, rail trails, walking to Mount Baimbridge, and running through side streets as other routes and circuits. The responses are outlined in the following table.

Table 13: Running and jogging routes in Hamilton

Route	No. of respondents	% of total respondents
Lake Hamilton	77	70%
Grange Burn	37	34%
Mitchell Park	24	22%
Tarrington Track	24	22%
Lake Hamilton into Grange Burn	13	12%
Wetlands	8	7%
Pedrina Park	6	5%

New routes or upgrades to routes

The survey asked, "Can you suggest any new or upgraded running or walking circuits in Hamilton? If yes, please describe the desired route(s)."

Survey respondents had many suggestions on how to create new circuits and routes through appropriate linkages, as well as how to improve existing desired circuits and routes. These suggestions are summarised and listed below, in descending order of the number of responses.

- A full trail link between the Lake Hamilton track, the Grange Burn trail, and the Wetlands.
- An accessible crossing across Portland Road to connect the Wetlands with the Grange Burn.
- A pathway connecting Mitchell Park to the Grange Burn.
- A footpath along George Street/Mount Napier Road between the kindergarten and Petschels Lane, linking Mitchell Park to the Tarrington track.
- Linking the start of the Hamilton to Coleraine rail trail from near the Wetlands into the Grange Burn.
- Extend the Tarrington track beyond Penshurst.
- A crossing at the end of Hensley Park Road to facilitate safe access across the railway line to the lake.
- A designated crossing from Melville Park across Lonsdale Street to the town centre, aimed at improving safety for families navigating busy streets.
- Link the Lake Hamilton track through the new Lakes Edge development.
- A consistent walking and running path along North Boundary Road, designed to enhance safety and accessibility.

The suggestions for four major locations are shown in the following table, in descending order of the number of responses. Detailed survey responses to this question are provided in Appendix 2.

Table 14: Suggested improvements to major routes in Hamilton

Route	Suggested improvements to route
Lake Hamilton	<ul style="list-style-type: none"> Track lighting for safety and usability (already in progress) A path across the spillway to complete the loop Better maintenance and sealing of the track surface
Grange Burn	<ul style="list-style-type: none"> Improve track surface to avoid waterlogging Link to the wetlands across Portland Rd
Mitchell Park	<ul style="list-style-type: none"> Improve track surface and drainage Develop as an Athletics precinct Install a 400m running track Add lighting and better supporting infrastructure Add a fence around the facility
Town Loops	<ul style="list-style-type: none"> More toilets and drinking facilities Better signage for routes A trail encircling Hamilton

What is liked about Mitchell Park

The survey asked, "Thinking about athletics facilities in Hamilton, what do you like about the Mitchell Park athletics facility?"

The key things that respondents liked about Mitchell Park are detailed below, in descending order of number of responses. Detailed survey responses are available in Appendix 2.

- **Location.** The park is relatively close to the town, and acts as a family-friendly hub for running/athletics.
- **Wind protection.** The tree coverage and surrounds lead to a better environment for running.
- **Facility capacity.** The venue has the space for various athletics disciplines, as well as for future development.
- **Maintenance.** The community is happy with how the Hamilton Running Club and Little Athletics club maintain the facility.
- **Lighting.** The lighting towers allow for night sessions.
- **Track surface.** The surface is decent when it is dry and marked.

What is not liked about Mitchell Park

The survey asked, "What do you not like about the Mitchell Park athletics facility?" and "What needs to be upgraded at the Mitchell Park athletics facility?"

The main things respondents did not like about the Mitchell Park athletics facility were the track surface, the safety of the field events, the limitations of a 300m track, the location and condition of the toilets, and the condition of the change rooms.

Other things that respondents did not like about the Mitchell Park athletics facility were a lack of fencing, lack of formalised parking, the decentralised location, the shared use of the facility with cricket, and the low lux level of the lighting.

These dislikes are summarised in the following table, in descending order of number of responses, as well as the associated suggested upgrades. Detailed survey responses are available in Appendix 2.

Table 15: Mitchell Park dislikes and suggested upgrades

Topic	Dislikes	Suggested upgrades
Surface	<ul style="list-style-type: none"> The running surface is uneven, boggy, and muddy, particularly during the winter months The grass isn't mowed regularly 	<ul style="list-style-type: none"> A synthetic all-weather track for better performance conditions. Clear line markings and regular maintenance
Field event area	<ul style="list-style-type: none"> The field event areas don't meet basic safety and layout standards 	<ul style="list-style-type: none"> Upgrades and adjustments to the discus, shot put, and sandpit areas
Track limitations	<ul style="list-style-type: none"> The track is only 300m; insufficient for proper athletics training and events 	<ul style="list-style-type: none"> Upgrade to a full 400m track

Topic	Dislikes	Suggested upgrades
		<ul style="list-style-type: none"> A facility to host events, training, and carnivals
Toilets	<ul style="list-style-type: none"> The toilet facilities are disgusting, small and old The toilets are poorly located, facing away from the oval, raising safety concerns for children 	<ul style="list-style-type: none"> New toilet block in a more appropriate location
Changerooms	<ul style="list-style-type: none"> The pavilion is run-down and outdated There is a lack of shelter for spectators 	<ul style="list-style-type: none"> Renovations to allow for larger, safer, and more functional change facilities, particularly for women Install shade and seating for spectators
Fencing	<ul style="list-style-type: none"> There is a lack of fencing at the facility, which is a child safety issue as well as allowing cars onto the surface 	<ul style="list-style-type: none"> Install secure fencing
Parking	<ul style="list-style-type: none"> The parking area is informal, and often has potholes 	<ul style="list-style-type: none"> Upgrade to a clearer parking area that doesn't impede on other areas
Location	<ul style="list-style-type: none"> Th facility feels decentralised and is too far away compared to other facilities 	<ul style="list-style-type: none"> Nil
Shared use	<ul style="list-style-type: none"> Cricket leads to complications with practice schedules and access 	<ul style="list-style-type: none"> Nil
Lighting	<ul style="list-style-type: none"> The existing lighting is very dim 	<ul style="list-style-type: none"> Upgraded lighting for better safety and evening training

Best location for a new athletics precinct

The survey asked, "If a purpose-built athletics facility is feasible in Hamilton, where would be the best location for it, and why?"

The location with the highest number of responses was Mitchell Park, followed by Pedrina Park.

Other locations included the Hamilton Recreation Reserve, Monivae College, Patterson Park, and the Velodrome.

Survey respondents indicated that a new facility would allow for increased usage, both in terms of frequency and type of activity, and that they would be more motivated to get involved in athletics. Detailed survey responses are available in Appendix 2.

Further suggestions

The survey asked, "Do you have anything further to add about athletics in Hamilton, running or walking circuits, or the feasibility of an athletics facility?"

The most common themes are detailed below, in descending order of number of responses. Detailed survey responses are provided in Appendix 2.

- **Economy.** Hosting competitions and events at a new facility would promote local businesses and tourism.
- **Athlete pathways.** Improved facilities would better support talented local athletes. Hamilton could become a regional athletics hub.
- **Inclusive access.** New facilities should be easily accessible for all, particularly elderly and disabled individuals. The facility should be open to the public, not just schools or clubs.
- **Integration.** Any new facility should enhance community involvement and tie-in with existing sporting facilities and tracks.

3.2 Stakeholder interview findings

School feedback on current preferred athletics venue

Numerous schools were interviewed regarding their preferred athletics carnival venue in Hamilton. Responses were mixed, with four for Mitchell Park, three for using internal school facilities, and two for Pedrina Park. When selecting a preferred athletics venue, schools in Hamilton tend to consider cost, set-up time, scheduling, equipment availability, and the quality of support facilities (e.g. changerooms, toilets). Responses from stakeholder interviews are detailed further in the following table.

Table 16: Current preferred athletics carnival venue by school

School/stakeholder	Preferred athletics carnival venue	Reasoning
Baimbridge College	Pedrina Park	Within walking distance of the school, therefore saving money on transport
Good Shepherd College	Mitchell Park	Close to the school, and equipment/line marking is available from the Little Athletics club
Southern Grampians Small Schools Association	Mitchell Park	Mitchell Park is more user-friendly than Pedrina Park, as spaces are closer together and equipment is available
St Mary's Primary School	Monivae College	Monivae College is their sister school, so they don't have to be responsible for setup, line marking, or hire costs

School/stakeholder	Preferred athletics carnival venue	Reasoning
Tarrington Lutheran School	Mitchell Park	The space is easy to supervise, and they rent equipment from the Little Athletics club
Gray St Primary School	Mitchell Park	The space is easy to supervise and creates a good atmosphere, and they rent equipment from the Little Athletics club
Hamilton and Alexandra College	Hamilton and Alexandra College – Junior School	Their 300m track provides a good space for their students, and they save money on transport and hiring
School Sport Victoria Primary School Division	Pedrina Park	Good support facilities and space
Monivae College	Monivae College	They get scheduling flexibility, as well as saving money on transport and hiring

School feedback on existing athletics venues

The two main venues used for school athletics in Hamilton are Pedrina Park and Mitchell Park (excluding school facilities).

School stakeholders were asked to describe the positives and negatives of these facilities in their current state.

Pedrina Park

For Pedrina Park, schools talked positively about the modern support facilities, Council's support with line marking, and the amount of space at the venue. In terms of negatives, schools identified the need to set-up all athletics equipment, and their difficulties in managing their students across an open space. These responses are outlined in the following table.

Table 17: School stakeholder feedback on Pedrina Park

School/stakeholder	Positives	Negatives
Baimbridge College	<ul style="list-style-type: none"> ▪ Walkable from the school 	<ul style="list-style-type: none"> ▪ Nil
Good Shepherd College	<ul style="list-style-type: none"> ▪ Nil 	<ul style="list-style-type: none"> ▪ Nil
Southern Grampians Small Schools Association	<ul style="list-style-type: none"> ▪ Nil 	<ul style="list-style-type: none"> ▪ Nil
St Mary's Primary School	<ul style="list-style-type: none"> ▪ Enough space for larger carnivals ▪ Council support for line marking ▪ Modern support facilities, e.g. toilets, changerooms 	<ul style="list-style-type: none"> ▪ Schools transport equipment and set it up ▪ Schools mark the jumping pits

School/stakeholder	Positives	Negatives
Tarrington Lutheran School	<ul style="list-style-type: none"> ▪ Modern support facilities, e.g. toilets, changerooms 	<ul style="list-style-type: none"> ▪ Too spread out to effectively supervise kids ▪ Lots of effort to set up equipment
Gray St Primary School	<ul style="list-style-type: none"> ▪ Lots of parking space ▪ Council support for line marking 	<ul style="list-style-type: none"> ▪ Cold venue ▪ Conflicts with other user groups (e.g. cricket) ▪ Lots of effort to set up equipment
Hamilton and Alexandra College	<ul style="list-style-type: none"> ▪ High quality grass track ▪ Council support for line marking ▪ Modern support facilities, e.g. toilets, changerooms 	<ul style="list-style-type: none"> ▪ Too spread out to effectively supervise kids
School Sport Victoria Primary School Division Coordinator	<ul style="list-style-type: none"> ▪ Council support for line marking ▪ Modern support facilities, e.g. toilets, changerooms 	<ul style="list-style-type: none"> ▪ Lots of effort to set up equipment ▪ Bumpy/soft surface for running
Monivae College	<ul style="list-style-type: none"> ▪ Nil 	<ul style="list-style-type: none"> ▪ Lots of effort to set up equipment

Mitchell Park

For Mitchell Park, schools liked having support from the Little Athletics club, as well as having a smaller space to build an atmosphere at their carnivals. In terms of negatives, schools were not happy with the condition of the changerooms, toilets, or running surface. They also identified that the existing throwing and jumping areas are unsafe for use. Larger schools noted that there is not enough space to run their events in a day. These responses are outlined in the following table.

Table 18: School stakeholder feedback on Mitchell Park

School/stakeholder	Positives	Negatives
Baimbridge College	<ul style="list-style-type: none"> Dedicated jumping pits and throwing areas 	<ul style="list-style-type: none"> Cost for transport and hire 300m track in poor condition Throwing cages are unsafe Jumping areas get slippery in the wet Changerooms and toilet in poor condition
Good Shepherd College	<ul style="list-style-type: none"> Equipment hired from Little Athletics club Line marked by Little Athletics club Close to the school 	<ul style="list-style-type: none"> Poor drainage and muddy surface Throwing cages are unsafe
Southern Grampians Small Schools Association	<ul style="list-style-type: none"> Good size and atmosphere for running a carnival 	<ul style="list-style-type: none"> No wi-fi in changerooms
St Mary's Primary School	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Throwing and jumping areas are too close together

School/stakeholder	Positives	Negatives
		<ul style="list-style-type: none"> 300m track in poor condition Toilet in poor condition Lack of sheltered space Facility is hard to access for parents and spectators Lack of space for larger carnivals
Tarrington Lutheran School	<ul style="list-style-type: none"> Reasonable hire and equipment fee from Council/Little Athletics 	<ul style="list-style-type: none"> Changerooms and toilet need an upgrade Throwing areas are unsafe Not enough space to run field events for girls and boys concurrently
Gray St Primary School	<ul style="list-style-type: none"> Smaller venue with better atmosphere Line marking by Little Athletics No interference from other user groups/general public 	<ul style="list-style-type: none"> 300m track in poor condition New toilets in appropriate location for supervising students
Hamilton and Alexandra College	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Not enough lanes for larger carnivals Not enough run-ups/pits etc. for larger carnivals
School Sport Victoria Primary School Division Coordinator	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Parking is difficult to coordinate with school buses and parents Changerooms and toilet need an upgrade
Monivae College	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Nil

School feedback on future site for an athletics precinct

Schools were asked for their opinions on a preferred site for any future upgrade or development of an athletics precinct in Hamilton.

Some schools in Hamilton would relocate their athletics carnival if a new purpose-built facility were made available. However, the cost of transport and venue hire is a significant barrier for some schools.

Schools were indifferent about the specific site for an athletics precinct. They emphasised that any upgrade would require appropriate parking, changerooms, toilets, shelter, and storage for their needs, not just an upgraded track. These responses are outlined in the following table.

Table 19: Schools preferred site for a future athletics precinct

School/stakeholder	Site	Reasoning
Baimbridge College	Hamilton Recreation Reserve	<ul style="list-style-type: none"> Central location Accessibility for schools and other groups Shared facilities with the leisure centre
Good Shepherd College	Mitchell Park	<ul style="list-style-type: none"> Close location to the school
Southern Grampians Small Schools Association	Mitchell Park	<ul style="list-style-type: none"> Home of athletics in Hamilton
St Mary's Primary School	Pedrina Park	<ul style="list-style-type: none"> Lots of space Existing support facilities
Tarrington Lutheran School	Mitchell Park	<ul style="list-style-type: none"> Existing athletics equipment and infrastructure
Gray St Primary School	Mitchell Park	<ul style="list-style-type: none"> Dedicated athletics venue

School/stakeholder	Site	Reasoning
		<ul style="list-style-type: none"> Tighter space for communication and group management
Hamilton and Alexandra College	Mitchell Park	<ul style="list-style-type: none"> Best space for a full upgrade and all-weather surface
School Sport Victoria Primary School Division Coordinator	Mitchell Park	<ul style="list-style-type: none"> Best space for a full upgrade and all-weather surface
Monivae College	Undecided	<ul style="list-style-type: none"> Any new facility should be affordable and accessible to the community

School requirements for a future athletics precinct

Schools were also asked to specify what they would want from any potential upgrade or development of an athletics facility.

School stakeholders want, in descending order of responses, a full-length 400-metre track, a synthetic track, safe facilities for field events, appropriate support facilities, and at least eight running lanes. The tally of responses is available in the following table.

Table 20: Number of responses for key facility requirements

Requirement of new/upgraded facility	No. of responses
400m track	7
All-weather synthetic surface	5
Facilities and space for all major field events	5
Appropriate toilet, change, and first aid facilities	3
8+ lane track	3
Within walking distance	1

School Sport Victoria feedback on current preferred athletics venue

Division and regional coordinators from School Sport Victoria also gave their perspectives on a preferred venue for hosting an athletics carnival. The existing district and regional athletics events are being hosted in Warrnambool, Portland, and Ballarat.

Hamilton was not a preferred host for this level of event. District and regional coordinators acknowledged that Hamilton is a central location, but they would be hesitant to move an event away from established towns like Ballarat and Warrnambool. If a facility upgrade was to occur, there would likely be an opportunity to host the secondary school district athletics carnival, which currently uses a grass track in Portland.

The responses are outlined in the following table.

Table 21: Preferred athletics carnival venue by district or region

School/stakeholder	Preferred Athletics carnival venue	Reasoning
School Sport Victoria Primary School Division Coordinator	Brauerander Park (Warrnambool)	Best venue out of Hamilton, Portland, and Warrnambool
School Sport Victoria Secondary School Division Coordinator	Nelson Park (Portland)	Lower costs for hire in the Glenelg Shire
School Sport Victoria Region Coordinator	Llanberris Athletics Reserve (Ballarat)	The regional athletics events are shared between Ballarat, Warrnambool, and Horsham, depending on who has the best facility

Peak body feedback on a future athletics facility

Representatives from Sport and Recreation Victoria and Athletics Victoria were interviewed regarding a new or upgraded athletics facility in Hamilton. They were asked about demand, funding opportunities, venue specifications, and other considerations.

Sport and Recreation Victoria

Hamilton sits in the Barwon South-West region for Sport and Recreation Victoria. There are nine 9 LGAs in the region, including the Southern Grampians Shire.

Sport and Recreation outlined that there are two crucial questions to answer in relation to funding, being:

- What are the current facilities not providing in terms of participation benefit?
- What new opportunities would this investment provide in the medium term?

Sport and Recreation Victoria believe that this sort of project has the potential to attract funding. It could be an opportunity for investment, particularly as there has been a lack of historical support for athletics in the region. They did note that funding is usually only available for developing synthetic tracks, not grass tracks.

Sport and Recreation Victoria indicates multi-use usually leads to more funding opportunities. However, they recognise that athletics should be the primary purpose of the facility. Any additional sports at the venue should not compromise the athletics offering. They believe that athletics could put a good funding case together in its own right.

Athletics Victoria

Athletics Victoria indicate that Hamilton would be a great place for a quality athletics facility, acting as a central gathering point for the Western District.

The Western Country region is viewed as a dead zone for athletics. There is little continuity from junior to senior participation, chiefly due to a lack of facilities.

There is an existing regional track at Brauerander Park, in Warrnambool. However, it is controlled and managed by the school, which can create access issues. The facility has been a white elephant in the past, and it is also in a wind-blown area. There is a small track at Stawell, but no other existing facilities in the area.

Athletics Victoria also commented on potential sites in Hamilton:

- **Mitchell Park.** The park is on a slope, which creates an additional levelling cost. The site is also limited in terms of parking and support buildings. It would need more formalised parking, along with upgraded storage/toilets/rooms.
- **Pedrina Park.** The site is on top of a hill and is therefore wind-blown. It is also multi-purpose, with Athletics Victoria preferring a sole-use venue to avoid issues with accessibility and track specifications.
- **Monivae College.** It was noted that discussions have taken place about an athletics facility out the back of the school.

Athletics Victoria want an administrative area to help host larger events in any new facility. The minimum specifications for larger events and school-use would be eight lanes, two long jumps, an extended start line for hurdles, a single finish line, high jump, at least one discus cage, and preferably a hammer cage. This provision of field events helps to future-proof the venue. Athletics Victoria would not be running their best events here. The facility would need the standard minimum lighting for a training venue, not for nighttime competition.

Hamilton and District Cricket Association usage of Mitchell Park

The Hamilton and District Cricket Association (HDCA) is a current user of the facility at Mitchell Park. There is a synthetic cricket pitch on the oval, as well as practice nets to the south. The HDCA is a large association, with approximately 1,800 players following a recent amalgamation with the Portland Cricket Association. They oversee entry-level programs, junior cricket, senior cricket, and veteran's cricket.

The HDCA are regular users of Mitchell Park. Senior and junior competitions play on weekends, with girls scheduled on Wednesday evenings. The park also hosts representative cricket in December and January. There is no cricket club based at the reserve since the disbandment of St Marys Cricket Club.

The HDCA would support improvements that assist with cricket participation. These include toilets and change facilities for males and females, improved ground drainage, better function space, and a scoreboard.

There are currently some issues with the coordination of ground bookings between cricket and athletics.

Feedback from neighbouring LGAs

Neighbouring local governments were contacted for an update on their athletics facilities. Their responses are summarised below.

West Wimmera Shire

- The population of West Wimmera is 4500. There is no growth projected and the schools are getting smaller.
- There is a Park run at Edenhope. Schools use local reserves at Edenhope and Kaniva for their athletics events.
- There are no plans for upgraded athletics facilities.

City of Horsham

- Horsham's main athletics facility is Dudley Cornell. This is a grass track and will remain a grass track as per the Multi Sports Strategy 2022. It is a two oval precinct that caters for various sporting clubs, school sports days, and Little Athletics. New infrastructure includes a barbeque shelter and female-friendly changeroom facilities.
- There is a plan to expand Dudley Cornell from 6 lanes to 8 lanes, but it will continue to be shared with other sports. It is intended as a community hub for the north of Horsham, and to remain a local neighbourhood level athletics facility. Council is working with SRV and state planning bodies to source funding.
- Dudley Cornell is shared use with cricket. Cricket has a turf wicket on main oval, and a synthetic on the number 2 oval where field events are held.
- Some residents in the North may travel to Horsham for athletics, but there is a synthetic track at Stawell to the east.

Northern Grampians Shire Council (NGSC)

- They have a six-lane synthetic track at North Park. The athletics track is due for resurfacing as it is more than ten years old. There has recently been lighting installed, primarily for soccer but usable for athletics.
- Shared change rooms and clubrooms were constructed 3-4 years ago, so there are no current issues with storage and space.
- There are no facilities for field events on the infield. Little Athletics use portable nets.
- The facility is shared usage with soccer (Monday), rugby (Tuesday), and Little Athletics (Wednesday). The track is used for training for Stawell Gift competitors one week prior to the event.
- The venue hosts school carnivals, with four local schools, two from Ararat, as well as regional competitions from Black Range, Horsham, Nhill, and Warracknabeal. Overall, the venue caters for forty schools.
- The North Park Master Plan 2022 suggests that the six-lane track meets local needs but cannot host regional events. It recommends that the NGSC should participate in a future feasibility study into the need for a regional athletics track. The study should consider other athletics tracks in the Wimmera Region, as well as the most appropriate site to support regional athletics events.

Ararat Rural Council

- Gordon St Recreation Reserve redevelopment opened in Aug 2024 and caters for women's soccer. AFL and cricket plus athletics.
- Athletics facilities include a 100m grass track, shot put, discus, high jump, long and triple jump pits. New drainage and irrigation. 2 sets of change rooms and a pavilion between oval and soccer pitch.
- The \$4.725 redevelopment project was supported by over \$1.86 million from the Australian Government under the Local Roads and Community Infrastructure (LRCI) Program, \$2.55 million from the Victorian Government under the Community Sport and Infrastructure Stimulus Program, and \$315,000 from Ararat Rural City Council.

Little Athletics Victoria (LAV)

- Not all Clubs are affiliated with LAV, therefore data shown in Annual Report and on LAV website is not reflective of the total participation of Little Athletics.

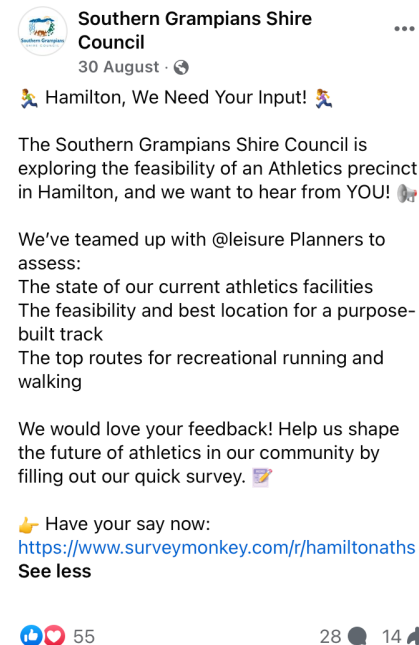
Community comments on Facebook

The Southern Grampians Shire Council released a Facebook press release on the 30th of August regarding the feasibility study.

The post attracted 28 comments from the community, of which 22 were relevant to the project.

The following figure is a screenshot of the Facebook post.

Figure 5: Southern Grampians Shire Council Facebook post



Facebook comments about improvements

There were several comments regarding upgrades and improvements to tracks, routes, and circuits in the Shire. These included adding lights to the Lake Hamilton track, and addressing low areas, footpaths and connections and crossing. The responses are in the following table.

Table 22: Facebook comments about improvements

Facebook comments about suggested improvements
Lights around Lake Hamilton <ul style="list-style-type: none"> The lights idea [at Lake Hamilton] is excellent! It's so good that the Council are putting lights around the lake this year. I appreciate lights for safety [at Lake Hamilton] ... however I personally love not having lights... its beautiful watching and feeling the sunrise over the lake and Grange Burn track. Somewhere safe to run at night with lights. Lights around lake would impact houses, and wildlife, nesting, hunting, hoping consultation with CMA is done. Lighting for the early mornings!
Low areas <ul style="list-style-type: none"> It would be great to lift the lake spillway with a metal crossing so it can be used year-round. Great initiative, some track improvements around the lake (boardwalk in the low wet areas/ would be a great start. The bridge would be great raised.
Footpaths <ul style="list-style-type: none"> Footpaths in Penshurst would be great. And surely more of a priority. Parents pushing prams, kids walking to school, elderly and people with mobility issues would appreciate it!

Facebook comments about suggested improvements

Connections and crossings

- Linking up the existing Grange Burn, wetlands area, Petschels lane/Tarrington tracks with some better crossings across roads and some extra loops back to the lake would be amazing.

Facebook comments about a preferred site for an athletics facility

There were five comments regarding the best location for a dedicated athletics facility. Out of these, Mitchell Park was noted four times. The responses are in the following table.

Table 23: Facebook comments about the best location for an athletics facility

Facebook comments about the best location for an athletics facility
<ul style="list-style-type: none"> Turn Mitchell Park into a sports park with a proper running track so all the schools can use it, like Warrnambool and Ballarat.
<ul style="list-style-type: none"> Mitchell Park.
<ul style="list-style-type: none"> Mitchell Park is your best bet.
<ul style="list-style-type: none"> Ray Middleton Reserve on King St or Patterson Park, both have been a waste of good space for years.
<ul style="list-style-type: none"> Near the lake as runners/athletes could do a warmup around the lake. The only problem is if you do, the Shire will have to even out where the grass near the big playground is (around the back). If not, Mitchell Park would be the go!

Facebook comments about support for a new athletics facility

There were nine comments about either wanting or not wanting a new athletics facility. Most comments were supportive of any new athletics development, but some residents argued that the Shire should prioritise different projects. The full responses are in the following table.

Table 24: Facebook comments about wanting an athletics facility

Facebook comments about wanting a new athletics facility
▪ A must have [new athletics facility] for junior and senior athletes. I would not be the person I am today without athletics.
▪ One of those fancy running tracks would be amazing #wishlist.
▪ Hamilton Running Club would love one, just like that [a synthetic running track].
▪ It would get so much use [a synthetic running track]! Maybe we'll get lucky.
▪ Fantastic idea! Not sure where though.
▪ A great idea...
▪ Sounds nice but more important issues.
▪ Just give Coleraine a dog park first.
▪ I'd love to see the grass courts developed into more grass courts! Viva La Tennis!

4. Appendices

Appendix 1: Community survey tables

Age profile of respondents

Table 25: Age cohort of survey respondents

Age cohort	No. of respondents	% of respondents	% of population in Southern Grampians (ABS Quick Stats 2021)
0-4 years	0	0%	5.2%
5-9 years	0	0%	5.7%
10-14 years	3	3.3%	6.1%
15-19 years	4	4.4%	5.8%
20-24 years	4	4.4%	4.6%
25-29 years	8	8.8%	5.1%
30-34 years	13	14.3%	4.9%
35-39 years	11	12.1%	5.1%
40-44 years	22	24.2%	5.1%
45-49 years	8	8.8%	5.8%
50-54 years	5	5.5%	6.2%
55-59 years	6	6.6%	7.1%
60-64 years	5	5.5%	7.4%
65-69 years	1	1.1%	7.5%
70-74 years	1	1.1%	6.6%
75-79 years	0	0%	5%
80-84 years	0	0%	3.2%
85+ years	0	0%	3.5%

Township of respondents

Table 26: Township of survey respondents

Township	No. of respondents	% of respondents	% of population in Southern Grampians (ABS Quick Stats 2021)
Hamilton	66	72.5%	58%
Dunkeld	5	5.5%	4%
Coleraine	4	4.4%	6%
Tarrington	4	4.4%	2%
Cavendish	3	3.3%	2%
Branxholme	2	2.2%	2%
Macarthur	2	2.2%	1%
Balmoral	1	1.1%	2%
Heywood	1	1.1%	8%
Mooralla	1	1.1%	1%
Hensley Park	1	1.1%	1%
Wallacedale	1	1.1%	1%
Penshurst	0	0%	3%

Gender identity of respondents

Table 27: Gender identity of survey respondents

Gender identity	No. of respondents	% of respondents
Man	29	31.9%
Woman	61	67%
Prefer to self-describe	1	1.1%

Route and circuit suggestions

Table 28: Suggested running and walking circuit improvements

Comment about routes and circuits	No. of responses
Need lighting around Lake Hamilton and Grange Burn	10
Upgrades to Lake Hamilton track (surface improvements)	9
Need for a proper running/athletics track (Mitchell or Pedrina)	8
Linking various paths and tracks (e.g. Grange Burn, Wetlands)	8
Make better connections for families (crossings, paths)	7
Path maintenance and improvements (drainage, sealing)	6
Need additional facilities (toilets, running tracks)	6
Sealed paths around the lake and park areas	5
General requests for walking/running paths	5
Path safety concerns (e.g. alongside busy roads)	4
Improve rail trail connectivity	4
More amenities (e.g. drinking fountains)	2
Maintenance of wetland areas	2
Specific location improvements (e.g. footpaths on Lonsdale)	2
Proposals for marathon or circuit paths	2

Comment about routes and circuits	No. of responses
Requests for additional paths or connections (Tarrington etc.)	1
Concern about safety in certain areas	1

What respondents like about Mitchell Park

Table 29: What survey respondents like about Mitchell Park

Comment about Mitchell Park likes	No. of responses
Lighting	4
Great location	4
Good location, easy to access	4
Needs upgrade to a synthetic track	3
Appropriately maintained (toilets, facilities, and grounds)	3
Protected from wind	3
Close to town	3
Plenty of room available	2
400m track needed	2
Facilities are not to a high standard	2
The track surface is good when dry	2
Good lighting, decent clubrooms and amenities	2
The Hamilton Running Club maintains the park well	2
Needs work	2
Proximity to town	2
Oval holds up better in wet conditions	2
The trees provide great shade	1

Comment about Mitchell Park likes	No. of responses
Jumping pits have concrete leading into them	1
Very little use, therefore access is easy	1
The location is great, wind protection from surrounding trees	1
Good location, has potential for cross country loop	1
Facilities are basic, needs improvement	1
Not suitable for my purposes (trail running)	1
300 metre track, needs to be longer	1
Don't use it	1
Reasonable location	1
Not much to offer	1
Amenities are outdated	1
Field event setup (discus, shot put)	1
Laps are well marked	1
Accessible, free	1

What respondents do not like about Mitchell Park

Table 30: What survey respondents do not like about Mitchell Park

Comment about Mitchell Park dislikes	No. of responses
Gets wet and muddy in winter	6
Toilets are awful and need upgrading	6
Facilities are outdated and in poor condition	6
Track is only 300m, it needs to be 400m	5
Safety concerns (especially for children, lack of fencing)	5
Poor drainage	4
Field event facilities in need of upgrade (long jump, discus, etc.)	4
Lighting issues	3
Facilities are not suitable for athletics	3
Lacks protection from the elements	3
Shared with cricket club, causing scheduling conflicts	2
Unwelcoming/needs beautification	2
Car park condition (potholes, accessibility issues)	2
Need for proper shelter for spectators	2
Rough/uneven/lumpy running surface	2
No change rooms	2
Concerns about vandalism	1
Lack of secure fencing	1
Outdated grass track	1

Comment about Mitchell Park dislikes	No. of responses
Limited access to proper training facilities	1
Requires regular maintenance	1
Running in circles	1
Close to roads and traffic	1
Needs secure and accessible storage for bikes	1
Not inviting	1

Mitchell Park suggested upgrades

Table 31: What survey respondents think needs improving at Mitchell Park

Comment about Mitchell Park upgrades	No. of responses
All facilities need an upgrade	10
Toilets and changerooms need improvement	9
Need a proper 400m track	8
Field event areas (long jump, shot put, discus) need upgrading	7
Lighting needs to be better, not bright enough	5
Parking issues (need for better maintenance, extended car park)	5
Safe and functional pavilion	4
Warm-up/stretching area	2
Solar panels for lighting	2
Needs proper sand in jump pits	2

Comment about Mitchell Park upgrades	No. of responses
Better spectator area	2
Fencing for vehicle control	2
Improved drainage for the track	2
Shade/wind protection	2
Improved maintenance of facilities (grass, general upkeep)	2
Space for wheelchair athletes	1
Consideration for modern athletics needs	1
Need for shared use of facilities among multiple groups	1
Security concerns	1
Remove old pine trees	1
Overall better ground keeping	1

Purpose-built athletics facility

Table 32: Suggested locations for a purpose-built athletics facility

Comment about sites for an athletics facility	No. of responses
Mitchell Park (existing facility, central location, already used for athletics)	42
Pedrina Park (already a sports hub, has existing facilities, central location)	19
Friendlies Oval (accessible, near HILAC, potential for a sports hub)	7
Monivae (potential for development, good sporting complex)	4
King Street Recreation Reserve (existing facilities, central location)	4
Other locations (various mentions of alternatives such as Velodrome, Patterson Park, etc.)	6
General support for a new facility or upgrades	5
Concerns about wind and weather	3
Mention of existing issues with facilities	3
Support for a purpose-built centre	2
Support for 8-lane track	2
Support for improved amenities (toilets, change rooms, etc.)	2
Desire for a sports precinct with multiple facilities	2
Preference for locations away from existing sports to reduce conflict	1

Further comments and suggestions

Table 33: Further comments and suggestions on athletics and running and walking routes in Hamilton

Comment about further suggestions	No. of responses
Need for improved lighting (particularly around the lake for safety when running at night)	7
Track surface and maintenance (issues with the current track at the lake, suggestions for repairs and drainage)	6
Support for an upgraded athletics facility	6
Inclusivity and accessibility	5
Integration with other sports	4
Community benefits (emphasis on how an upgraded facility could promote physical activity and community engagement)	4
Encouragement for youth activities (importance of facilities for children and schools)	4
Current conditions and safety concerns	3
Promotion of health and fitness (desire for a culture focused on physical activity in Hamilton)	3
Support for the Hamilton Running Club	3
Concerns about current facilities	3
Desire for connected running paths	3
Potential for events and competitions	2
General positive outlook on development	2

Appendix 2: Other athletics facilities in the region

Table 34: Competing athletics facilities, with track information, Little Athletics data, and distance from Hamilton

Facility	Little Athletics Centre	Little Aths Participation 23/24	Track length	Surface	Wheelchair accessibility ²⁸	Distance from Hamilton	Drive Time (Mins.)
Mitchell Park	Hamilton	104	300m	Grass	Yes	NA	NA
Island Park Recreation Reserve. No. 2 oval	Casterton	49	400	Grass	No	63km	50
Lake Bolac College	Lake Bolac & District	34	350m	Grass	Yes	80km	55
Port Fairy Showgrounds	Port Fairy	93	300m	Grass	Yes	83km	56
Nelson Park	Portland	153	400m	Grass	No	89km	62
Brauerander Park	Warrnambool	153	400m	Synthetic	No	91km	63
Friendlies Society Oval	NA	NA	400m	Grass	Unknown	95km	65
Ararat College Oval	Ararat	57	400m	Grass	Yes	106km	75
Gordon Street Recreation Reserve	NA	NA		Grass	Yes	107km	75
Central Reserve	Colac	74	400m	Grass	Yes	110km	117
Kowree Multisport Facility	Edenhope	39	300m	Grass	Yes	119km	83
Camperdown College Sports Precinct	Camperdown	128	400m	Grass	No	123km	80
North Park	Stawell	49	400m	Synthetic	Yes	124km	93
Dudley W Cornell Park	Horsham	125	400m	Grass	Yes	134km	90
Goldfields Recreation Reserve	Beaufort & District	39	300m	Grass	Yes	147km	98
Haddon Recreation Reserve	Haddon	110 (2023)	300m est	Grass	Unknown	162km	112
Narracoorte High School	Narracoorte (SA)			Grass	Unknown	167km	116

²⁸ Little Athletics Victoria. (2024).

Facility	Little Athletics Centre	Little Aths Participation 23/24	Track length	Surface	Wheelchair accessibility ²⁸	Distance from Hamilton	Drive Time (Mins.)
Lucas Primary School	Lucas	New club	400m	Grass	Yes	170km	115
C E Brown Recreation Reserve. Wendouree No. 2 oval	NA	NA	100m	Grass	Unknown	176km	128
Llanberris Athletics Reserve	Ballarat	191	400m	Synthetic	Yes	177km	125
Buninyong Recreation Park	Buninyong	128	250m	Grass	Yes	181km	129
University of Ballarat Oval	NA	NA	400m	Grass	Unknown	181km	130
Jack Pascoe Reserve	Maryborough	69	400m	Grass	Yes	195km	138
Princes Park Precinct	NA	NA		Grass	Unknown	195km	139
Bordertown High School Oval	Bordertown (SA)	32	400m	Grass	Unknown	227km	>150 mins
Kerang Technical High School	Kerang	49	400m	Grass	Yes	337km	>150 mins
Ken Harrison Reserve	Swan Hill	116	400m	Grass	No	345km	>150 mins
Cohuna Little Athletics Centre	Cohuna	56	400m	Grass	Yes	350km	>150 mins



Southern Grampians
SHIRE COUNCIL

Southern Grampians Athletics Precinct Feasibility Study

ISSUES AND OPPORTUNITIES PAPER OCTOBER 2024





About this document

This document is the Issues and Opportunities Report for the Hamilton Athletics Precinct Study.

A Demand and Consultation Findings Report has also been prepared for this project.

The precinct layout plan will be prepared on agreement of the preferred site and components.

Acknowledgements

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We acknowledge the Traditional Owners of the land on which we gather and work, and pay our respects to Elders past, present, and emerging.

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Rear 534 Mt Alexander Road Ascot Vale VIC 3032 Australia
+61 3 9326 1662 info@atleisure.com.au www.atleisure.com.au

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1. Introduction

This project

Council sought a feasibility study that assesses the adequacy of existing facilities in Hamilton, as well as potential new locations to support an athletics precinct that will meet the current and future needs of the Hamilton Running Club and the Hamilton athletics community alike.

The objectives of the Hamilton Athletics Precinct Feasibility Study were to determine:

- Most suitable location for an athletics precinct within Hamilton Victoria
- The feasibility of an all-weather running track within the precinct
- Provision of a site-specific concept incorporating track layout, field event requirements and layouts for the preferred location including:
 - Options for staging development
 - Detailed costings analysis for each stage supporting infrastructure to enable the operation of the athletics facility.
 -

What we did

The following tasks were completed as part of the Issues and Opportunities assessment:

- Reviewed all relevant Southern Grampians strategies, plans, compliance requirements (See Appendix 3)
- In consultation with Council officers, we identified the respective stakeholders
- Developed and implemented a stakeholder engagement plan.
- Completed a desktop review of potential sites
- Undertook site visits of all potential venues
- Analysed the demand for athletics in Hamilton and the region
 - Meet with representatives of the Hamilton Running Club and Little Athletics
 - Interviewed other key stakeholders involved with athletics in the region
- Submitted our Demand and Consultation Findings Report
- Analysed and assessed site options
- Analysed issues and opportunities of preferred site
- Considered preferred components for the site
- Met with Project Control Group

The Next Steps

- Provide Brief to architects for draft concept plan
- Complete concept plan
- Prepare opinion of probable cost
- Develop a draft Feasibility Study.
- Presentation of draft Feasibility Study to PCL, ELT and Council.
- Review and finalisation of the Feasibility Study.

Who we consulted

Stakeholder and community engagement for this project was conducted from August 29 to October 11, 2024, using several methods. These included:

- An online survey via SurveyMonkey, open from August 29 to September 10, 2024
- A Facebook post by the Southern Grampians Shire to invite comments and alert residents to the online survey
- Interviews with user groups, clubs, schools, neighbouring local government officers, peak sporting bodies, and other stakeholders
- Site visits and meetings by @leisure Planners and Council officers.

The following table outlines the engagement methods and the number of completed interviews.

Table 1: Engagement methods and number contacted/completed

Method	Contacts	Completed
Inception meeting	1	1
Interviews/calls	21	17
On site meetings	2	2
Emails sent	21	-
Texts sent	5	-
Survey respondents	156	156
TOTAL	206	176



Figure 11: Perimeter running track at Lake Hamilton



Demand for athletics track in Hamilton

The projected number of Southern Grampians residents who are likely to participate in organised running/athletics is 613 in 2021.

Over two hundred participants in athletics track and field are projected by 2036, excluding school athletics and carnivals.

Schools are a key market for an athletics facility in Hamilton. The Southern Grampians Shire has around 2,600 students across twenty-six schools. In Hamilton alone there are nine schools with over 2,000 students.

The Little Athletics Club's program attracted 108 participants in 2022/23 and 104 participants in 2023/24, with a 51.4% retention rate.¹

The Little Athletics Victorian Western Country Region, which includes Hamilton, has shown an increase in participation over the last five years.

The 0 -18 age cohort is the key participation group for club-based athletics. This age group is projected to remain steady in the Southern Grampians, although at a slightly lower proportion than the Victorian average.

The Hamilton Running Club incorporates the Hamilton Little Athletics Club and are based at Mitchell Park Hamilton. The running club is one of largest recreational running clubs in the state, with 111 members ranking them tenth in total membership in 2022/23.²

Hamilton also has a strong Parkrun.

Parkrun participation can lead people into participating more formally in the sport of running/athletics.

There have been 413 Parkrun events in Hamilton since 2015, with 25,466 runners and 2,627 individual participants (as of 4/10/2024).

This equates to approximately 325 individual participants every year.³

The lack of a 400-metre track restricts the growth and development of running and track and field sports well as the suitability of a facility for pathway development and carnivals.

The lack of an all-weather track will also restrict the sport of athletics from developing in Hamilton and attracting officials and coaches, carnivals and use of the athletics track for sports development, coaching, from other sports, older athletes as well as by multi class athletes such as those using running frames or wheelchairs.

1 Little Athletics Victoria. (2024). Annual Report 2023-24.

2 Athletics Victoria. (2023). Annual Report 2022-23.

3 Parkrun. (2024). Hamilton parkrun.

2. Alignment with Council and other plans

Project principles

@leisure's feasibility analysis has accounted for the following project guiding principles:

- Council is committed to improving community assets, and their surrounding environment to facilitate better community, economic, tourism and health outcomes for our community.
- Council seeks to develop partnerships and collaborate with relevant users, agencies and community groups which will be critical to achieving the vision, goals, and values.
- Council is open to considering all sites, whether they be on Council, State Government or Private land.

The feasibility analysis has also considered the following economic and tourism-related priorities:

- Council's and other stakeholders' financial capacity to implement capital investment.
- Council's ability to manage, maintain, and access the facility for greater community benefit.

- Opportunities for partnership with other stakeholders, collaboration, and external funding to support capital initiatives.
- Implementing relatively low-cost initiatives that are likely to positively influence economic growth and increase site use.
- Community priorities.
- Positive and financial gain for community.

Council strategies and plans

@leisure undertook a literature review of existing Council strategies and plans relevant to the feasibility analysis. The full details of the literature review are available in Appendix 1.

The following plans were reviewed:

- Community Vision Framework 2041
- Asset Management Plan 2022-2032
- Community Public Health and Wellbeing Plan 2021-2025
- Council Plan 2021-2025
- Recreation Framework
- Long Term Financial Plan
- Recreation and Leisure Strategic Plan 2019-2029
- Youth Policy
- Recreation Reserves Capital Works Contribution Policy

- Recreation Reserve and Facilities User Fees and Charges Policy
- Reserves and Halls Operational Funding Policy
- Grange Burn Master Plan
- Hamilton Showgrounds Masterplan 2024

The Recreation and Leisure Strategic Plan has significant implications for athletics/running in Hamilton. The Plan makes several recommendations for upgrading Mitchell Park, including the field of play, the athletics facilities, the playground, the pavilion, and the public toilets.

Volume 3 of the Strategic Plan features a recommended master plan for Pedrina Park with a grass athletics track on the No. 3 Oval. The plan suggests "negotiating usage of the... land to the north of the multi-use field", which would allow for a 400m track. However, this land is home to the endangered Eastern Barred Bandicoot. Council has confirmed that an extension of Pedrina Park into the Community Parklands will not be considered at this time.

Therefore, the site cannot accommodate a full-size athletics track. This severely compromises the ability to access funding or cater for senior athletics.

Volume 3 also features a Lake Hamilton master plan. There is nothing in this master plan that conflicts with this report.

Across Council plans, there was a high priority placed on sporting facilities, active transport, and healthy communities. However, there was also an understanding that there will be a likely financial shortfall for asset maintenance and upgrades. As a result, Council are planning to make best use of limited resources through smart planning and asset renewal.

The Recreation Reserves Capital Works Contribution Policy outlines the priorities for funding. The Recreation Investment Principles are increasing participation (25%), equal opportunity and fair access (25%), strategic justification (25%), multi-use (10%) and asset management (15%).

The Grange Burn Master Plan shows the layout and ecological considerations of the track. This Master Plan aligns with @leisure's identification of the track as a key running route in Hamilton.

While some surface improvements could be made it may not be appropriate to widen or edge due the environmental significance overlay, and the existing vegetation.



Figure 22: Running track along the Grange Burn, Hamilton

3. Sites for an athletics precinct in Hamilton

Thirteen sites were considered as part of the feasibility study for an athletics precinct in Hamilton.

An initial desktop review was conducted to assess these potential locations. The six most practical sites in the following table were assessed in greater detail, as they either had a history of hosting athletics, or they had enough space to accommodate a 400m track and associated infrastructure.

Table 2: Potential sites for an athletics precinct in Hamilton

Potential site	Address
Mitchell Park	Mount Napier Road, Hamilton
Pedrina Park	North Boundary Road, Hamilton
Ray Middleton Reserve	Corner Ansett and King Street, Hamilton
Monivae College	Ballarat Road, Hamilton
Hamilton Recreation Reserve	King Street, Hamilton
Kennedy Oval	Palmer Street, Hamilton

The other sites reviewed were Melville Oval, Patterson Park, Hamilton and Alexandra College, Hamilton Showgrounds, Hamilton Racecourse, Good Shepherd College, and Hamilton Harness Racing Club.

These sites were not considered for further analysis as they were either too small, had conflicting facility usage, or were not centrally located.

Site selection methods

@leisure use a value management process to assess each site based on the selection criteria.

Fifteen criteria were used to determine the best site of the six that were identified in the desktop review.

Each criterion was weighted using a paired comparison technique, and then used to score each site. Some assumptions were made about factors such as geotechnical conditions that may need to be confirmed.

The following table outlines and describes the site evaluation criteria.

Table 3: Site evaluation criteria used to assess potential athletic precincts

Site evaluation criteria
Site dimensions: The site can accommodate required components, with a minimum of 30,000 square metres and up to 10,000 square metres for expansion. Adequate space for car parking, spectators viewing, and change/toilet facilities.
Conflict with residents: The site causes minimal conflict with neighbouring housing through parking, traffic, and light spill.
Land ownership and tenure: The land is owned by Crown or Council, reducing development costs and issues.
Proximity to user groups: The site is central to key user groups, mainly schools.
Catchment location: The site is central to the general population and township, allowing convenient access and usage.

Site evaluation criteria
Topography and soil: The land is relatively flat, with no known soil issues or complications.
Site prominence: The site is visually prominent, on a main road, and can be seen from some distance.
Planning constraints: The site has no planning constraints, including flood, heritage, and any conflicting land use designation.
Access to utilities: The site has nearby access to water and power.
Parking access: The site has a suitable layout and enough space for car parking access, including events, pick-up, and drop-off.
Safe pedestrian and PT access: The site is easily accessible for pedestrians, cyclists, and public transport users.
Environmental constraints: The site has no issues with environmental constraints, including natural features that require conservation, habitat for threatened flora or fauna, or watercourse.
Impact on current site users: The site being upgraded/repurposed will not significantly compromise existing users and stakeholders, such as preferred times of use, amenity access, and impact on playing surface.
Prevailing weather conditions: The site is not wind-blown and has appropriate shade and shelter to protect from adverse weather.
Links to existing running routes and trails: The site is a nearby location to other routes and circuits in use by the community.

Options matrix

A site options matrix was prepared to rate each site option. The matrix used the evaluation criteria from the previous table, which were weighted and scored for each site.

The following table summarises the scores for each site. The full matrix is available in Appendix 3.

Table 4: Ranking of sites most suitable for an athletics precinct

Site options	Rank	Score
Mitchell Park	#1	4.00
Hamilton Recreation Reserve	#2	3.92
Ray Middleton Reserve	#3	3.50
Monivae College	#4	3.48
Pedrina Park	#5	3.42
Kennedy Oval	#6	2.44



Issues and opportunities at each site

The following six sites were reviewed in detail for consideration of an athletics precinct. Following is a summary of the issues and opportunities of each site. A more detailed review is provided in Appendix 2.

Table 5: Issues and opportunities at Mitchell Park


Mitchell Park	
	<div><p>Issues</p><ul style="list-style-type: none">▪ The site slopes significantly from south down to the north▪ The running surface is uneven and wet in many months of the year▪ The existing facilities are past their useful life<p>Opportunities</p><ul style="list-style-type: none">▪ The Park is the current home for athletics in Hamilton.▪ It is large enough to expand the current 300m track to 400m and accommodate field events, support facilities and off-street parking▪ It is relatively sheltered from prevailing winds to make it an ideal venue for athletes</div>

Table 6: Issues and opportunities at Pedrina Park

Pedrina Park	
	<div><p>Issues</p><ul style="list-style-type: none">▪ Existing layout of sports fields do not allow space for full a size athletics track▪ It has a reputation for cold wind – not suitable ideal for running/athletics<p>Opportunities</p><ul style="list-style-type: none">▪ Continue to develop and maintain Oval No. 3 as a multipurpose playing field.▪ Nearby schools can walk to facility for school use</div>

Table 7: Issues and opportunities at Ray Middleton Reserve


Ray Middleton Reserve	
	Issues <ul style="list-style-type: none"> The Reserve has a significant slope to the south-southeast It has a number of mature trees to the east and has had extensive recent plantings across the reserve There is no infrastructure at the Reserve that would assist athletics
	Opportunities <ul style="list-style-type: none"> The Reserve is large enough to accommodate the required components, but the slope and existing plantings suggest it remain green open space

Table 8: Issues and opportunities at Monivae College


Monivae College	
	Issues <ul style="list-style-type: none"> Monivae College is a private secondary school with a priority to provide educational opportunities to day students and borders Its priority is not providing sports facilities to the Hamilton community
	Opportunities <ul style="list-style-type: none"> The College has a Sports Academy for 5 sports which does not currently include track and field The College has available land to develop if athletics facilities are considered important in the future

Table 9: Issues and opportunities at Kennedy Oval



Kennedy Oval	
	Issues <ul style="list-style-type: none"> Low lying and prone to flooding Used in summer for Senior men's, women's and junior cricket along with representative games in December and January, which may clash with athletics which is predominately a summer sport
	Opportunities <ul style="list-style-type: none"> 2 ovals side by side conducive for large club and representative cricket games Large enough to accommodate 400m track

Table 10: Issues and opportunities at Hamilton Recreation Reserve

Hamilton Recreation Reserve	
	Issues <ul style="list-style-type: none"> For athletics to be located here the existing user groups of cycle track, cricket and AFL would need to relocate
	Opportunities <ul style="list-style-type: none"> Site could fit a 400m track and is relatively flat but would require removal of existing cycle track and cricket/football oval Central to population and walking distance to major schools



The preferred site for an athletics precinct in Hamilton

The preferred site for an athletics precinct is Mitchell Park in Hamilton.

Mitchell Park is a Department of Energy, Environment and Climate Action (DEECA) site which Council is the Committee of Management (COM). Council as the COM is responsible to manage, improve, maintain, and control the site on behalf of DEECA.

The Hamilton Running Club and Little Athletics are current users of Mitchell Park.

Based on the criteria and weighted rating, Mitchell Park was considered the best location for the development of an athletics precinct. It was followed by Hamilton Recreation Reserve and Ray Middleton Reserve.

Mitchell Park scored highly as the preferred site when considering:

- Required area for a 400m track
- Minimal conflict with residents
- Land ownership
- Planning constraints
- Access to utilities – water, power
- Parking
- Impact on current users
- Potential links to walking and running trails

Mitchell Park was also clearly favoured by the majority of the 156 community survey respondents, for a preferred venue for athletics.

The key things that respondents liked about Mitchell Park were its location close to town, the wind protection on the west and north sides of the reserve that create a good environment for running, and the capacity of the site to hold the various disciplines of track and field.

Nine Hamilton school representatives were asked about their preferred athletics carnival venue in Hamilton with four nominating Mitchell Park and three nominating their own school facilities.

Schools liked having support from the Little Athletics club which is based at Mitchell Park that can supply equipment stored at the site.

When selecting a preferred athletics venue, schools in Hamilton tend to consider cost, set-up time, scheduling, equipment availability, and the quality of support facilities (e.g. changerooms, toilets).

A 400m running track was the highest priority for schools when asked about a potential upgrade to existing athletics facilities in the region.

Mitchell Park has the capacity to provide this key component.

The major disadvantage of the site is the significant slope that runs from north to south. This will need to be addressed as part of the construction of an athletics track and factored into the construction cost.

4. Mitchell Park athletics precinct development

Functional design and components

The following table outlines the main components required and in indicative order / staging of works.

Table 11: Preferred facility components and potential staging

Required minimum competition arena facilities	Other requirements
<p>Stage 1.</p> <ul style="list-style-type: none"> Toilet/ change all gender male/female/kiosk/First Aid/competition admin/etc + multipurpose room <p>Stage 2 - Grass track</p> <ul style="list-style-type: none"> 400m circular track - 8 lanes front and back straight Lateral jumps (Long/Triple) x 2 landing pits Discus cage x 1, Shot put cage x 1, Javelin x 1, High jump x 1 Marquee/spectator space for carnival days Equipment storage building/shed <p>Stage 3 – Synthetic track with facilities for senior athletics</p> <ul style="list-style-type: none"> Steeple chase/water jump Pole vault (2 runways) Hammer main cage x1 Internal fence 	<ul style="list-style-type: none"> Maintain wind protection from south – southwest North–south alignment – or as close as possible Use existing car parking and any extension required and traffic management on event days. Bus drop-off and pick up area Pedestrian linkages to Grange Burn track the nearby school and Lake Hamilton Sports lighting for track and infield (200 lux) (medium – long term) Scoreboard Turf grass irrigated infield for cricket, sports training as required Security cameras Universal design to include multi class athletes

Note: A detailed functional design brief to be provided to the project architect is listed in Appendix 4.

Development strategy

A 400-metre athletics track is required in Hamilton with compliant field event areas, in order to support the strong demand for running and athletics and school carnivals, attract coaches and officials and to allow the sport to grow.

An all-weather synthetic surface may not be achievable in the short term due to the cost; however, an all-weather surface provides opportunities to grow athletics participation for multi class athletes, junior and senior athletics and older and social runners. There is potential for senior field event disciplines such as steeple chase, hammer and pole vault in the long-term. Therefore, the precinct plan should allow space for these elements.

This long-term development may require relocation of cricket and utilise the infield for overflow training and field events. At this point lights may also be considered for inclusion.

The following is list of provisional components and order of implementation/ staging for the construction of an athletics facility at Mitchell Park.

1. Complete a site survey, establishing how much fill is needed at the site.
2. Collect and store clean fill incrementally, in preparation for levelling the field.
3. Undertake selective tree replanting around the perimeter of the park, to aid wind breaking. Further management of pines, shade, and shelter where possible.
4. Finalise a detailed design of the track area and support facilities.

5. Construction of field event facilities that are not impacted by level changes.
 - a. Allocate provisional areas for hammer/steeple and pole vault facilities on the precinct plan for future development if required
 - b. Potential shade facility and temporary toilets to cater for user groups
6. Construction of support facilities (changerooms and toilets) for athletics and overflow sports, including:
 - a. Formalised car parking, for drop-off and pick-up
 - b. Any external fencing
 - c. Security lighting
7. Formalise the trail connection from Mitchell Park to the Grange Burn track.
8. Reconstruction of the site through cut, fill, and levelling.
 - a. Retain two site entries, one main entry and one event or emergency entry
9. Construction of a grass track, including irrigation and drainage.
10. Construction of an all-weather synthetic track.
 - a. Install track lighting if required
 - b. Relocation of cricket off-site (medium to long-term)

5. Unstructured recreational running routes in Hamilton

Benefits and design of off-road trails

Benefits of off-road trails

Off-road trails, running, and walking routes are the most used type of recreation facility.

Depending on their surface and width, trails accommodate various activities. These include running and walking, as well as possible uses for cycling, skating, and equestrian. These activities are inclusive to people of all ages and abilities, because they are convenient and can be used at any time without cost.

These trails allow people to run, ride or walk together, exercise pets, and engage in social contact. Pleasant green settings allow for wellbeing benefits, contemplative experiences, relief from surroundings, and the ability to view nature without necessarily being immersed in it.

If trails also connect to community facilities, they can assist people who cannot drive in reaching key facilities and visiting friends or family.

Schools, sports clubs, and gyms can use them as a set activity, and those exercising have a greater diversity along the route than running back and forth.

Design of off-road trails

Research suggests that trails designed in circuits are used more. Linked circuits allow more walkers and runners to find a length and type of trail that matches their ability, location, and goals.

A hierarchy of offroad trails can be developed over time to cater to a wide range of activities and may include routes identified as suitable for people using a mobility device or pram.

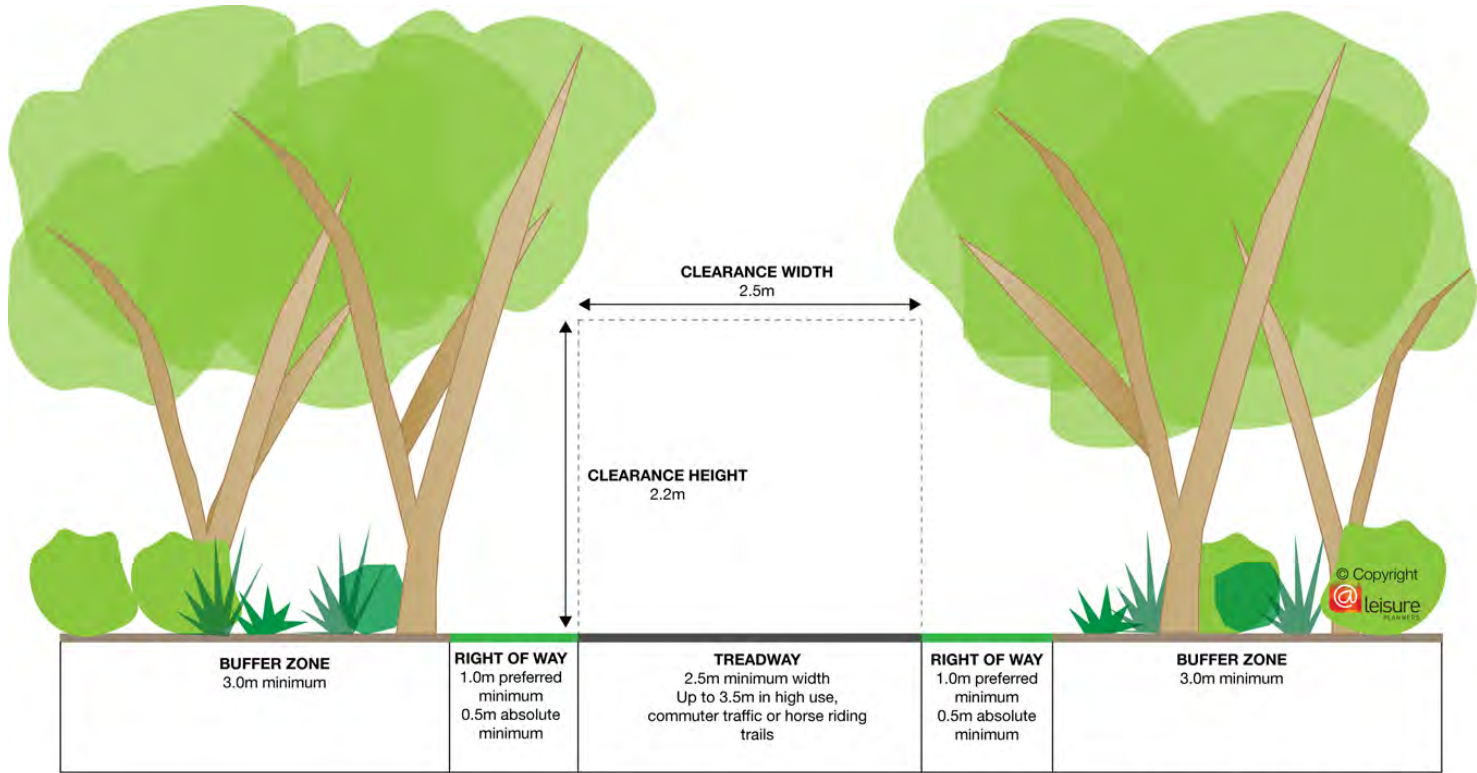
To provide for running and walking, as well as social and wellbeing benefits, an off-road trail would typically consist of consolidated gravel pavement/granitic sand. This surface is firm enough for running but provides impact absorption. Main higher-order trails typically have a two-metre wide treadway, a right of way, and a buffer on either side for vegetation and maintenance of view corridors.

The following diagram indicates the preferred corridor if such a trail was to be built from scratch.

Note, the treadway width relates to a regional-level trail.

Also, loose material such as basalt screenings or Lilydale Toppings are not suitable for off-road trails.

Figure 3: Anatomy of an off-road trail corridor © @leisure



Anatomy of an off-road trail

Lower order trails include perimeter paths around large reserves, local off-road trails, and shared pathways.

Perimeters paths help to facilitate daily exercise and allow for spectators and family members to be active while others train or play. These paths should be carefully cited to avoid conflict with canopy trees, other vegetation, sporting infrastructure, and associated hazards.

Local off-road trails can include single tracks through natural areas. They allow runners and walkers to undertake a circuit length of their preference. These paths often require works to address grading, armouring, elevation, conservation, and risk issues.

Shared pathways often join and link with local off-road trails. These trails are sealed and available for cycling, skating, and equestrian use. They provide opportunities to create and extend larger circuits.

The following photos of existing trails are provided by @leisure.

Figure 43: Perimeter trail of Montgomery Park (Essendon)



Figure 5: Perimeter trail of the Tan Track (Melbourne)



Figure 6: Trail Valley Reserve (Mt Waverley)



Figure 7: Maribyrnong River Trail (Maribyrnong)



6. Existing routes, future routes, and identified issues

Existing key recreational running routes

The following key unstructured running routes were identified through community consultation, Council interviews, and Strava mapping data:

- Lake Hamilton
- The Grange Burn
- Wetlands Reserve
- Tarrington Track
- Mitchell Park Loop
- Melville Oval Loop.

The most used circuits in Hamilton are:

- Lake Hamilton into the Grange Burn
- The Grange Burn into the Wetlands Reserve.

Improvements to existing key recreational running routes

The Hamilton running community had several suggestions for improving these key routes and circuits:

- For Lake Hamilton, better maintenance and sealing of the track surface, and a pathway over the spillway to complete the loop
- For the Grange Burn, improving the track surface to avoid waterlogging
- For Mitchell Park, extending the track to 400m and improving the drainage.

Proposed routes and linkages

The Hamilton running community also had recommendations for creating new connections, linkages, and paths throughout Hamilton:

- Linking the Lake Hamilton track through the new Lakes Edge development
- Constructing a consistent walking and running path along North Boundary Road
- Creating an accessible crossing across Portland Road to connect the Wetlands with the Grange Burn
- Formalising a pathway connecting Mitchell Park to the Grange Burn
- Linking the Hamilton-Coleraine rail trail into the Grange Burn
- Designing a designated crossing from Melville Park across Lonsdale Street to the town centre

- Installing a crossing at the end of Hensley Park Road across the railway to Lake Hamilton.

In-progress route developments

There are currently improvements being made to unstructured running routes, namely:

- Council is installing lighting around the running track at Lake Hamilton
- Council is installing a formalised footpath along Mount Napier Road, which helps to connect Mitchell Park to the Tarrington Track
- The Hamilton-Coleraine rail trail committee are working at their goal of clearing and opening the entire trail, so that it is fully runnable.

Please note that these trail routes are only preliminary. They will require further investigation, community engagement, and specific design of road-crossing and hazard areas.

These trails should be integrated into any wider active transport strategy, so that higher order trails may extend or complete existing circuits. These existing routes, suggested improvements, proposed routes and linkages, and route developments are outlined in the map on the following page.

Figure 8: Map of Hamilton with existing running routes, future routes, and identified issues



7. Key challenges and development options for an athletics precinct in Hamilton

For the development of an athletics precinct at Mitchell Park there are several challenges to be met before the project can proceed. The principal challenges are cost and timing.

Cost

The total cost of a track with a synthetic surface will be high, with an 8-lane synthetic track with all senior disciplines and support facilities.

A synthetic track requires a very sound base, equivalent to a high standard road.

A high-level estimate in today's dollars could be around \$16,000,000. (A probable cost will be provided following completion of the design concept).

Timing

The time required to cost effectively fill the site and amass significant funds for the track development and precinct may be considerable.

To meet the short and long term needs for athletics in Hamilton the project can be broken into steps that improve the precinct over time, as outlined in section 4.2 above.

The site must be leveled to make a 400m track design possible.

Council can immediately commence stockpiling clean fill at the site in preparation for the cut and fill stage of preparing a level site.

A site survey is an essential first step to understand the exact requirements for soil required. The site survey will also help with a more detailed cost estimate for the project.

The replacement of the existing toilets and change facilities in stage 1 of the development will assist in the growth of the existing athletics club at and assist the Hamilton and District Cricket Association to continue to attract regional competition games and support the local clubs using the venue.

The development of the field event facilities, currently used by Little Athletics and schools, maybe addressed as part of stage 1 if funding allows, or as stage 1a if a different funding stream is required.

The medium term - Stage 2 would include the site leveling and the installation of a 400m 8 lane grass track.

The replacement of the existing hard cricket wicket is likely to be required in this stage to accommodate the level change. The wicket would be moved to a central point within the infield of the grass track.

In the longer term, Stage 3 would be the development of a synthetic track and potentially the construction of field event components more suited to senior athletics e.g. hammer throwing and pole vault.

Existing field event components maybe moved to the infield of the track as part of a synthetic D at this time.

These stages are outlined in the following table.

Table 12: Potential timing and staging for the development of Mitchell Park

Staging and steps	Timing
Establishment Stage <ul style="list-style-type: none"> Storage of fill on site Land survey Grant applications 	Year 1-2
Stage 1 <ul style="list-style-type: none"> Replace change and toilet facilities Replacement of field event facilities Grant applications 	Year 2-4
Stage 2 <ul style="list-style-type: none"> Level site Install grass track 	Year 4-5
Stage 3 <ul style="list-style-type: none"> Grant applications Installation of synthetic track 	Year 10-12

Cricket – long term

The development of a synthetic track in the long term would mean that the infield would not be large enough to accommodate senior cricket and that cricket would need to relocate. Junior cricket could continue at the venue if needed.









Figure 94: Change and spectator facilities, Mitchell Park, Hamilton




8. Appendices





Appendix 1. Council plan review

Table 13: Literature review of council plans and strategies

Cover	Document	Summary	Key Points
	Community Vision Framework 2041	A twenty-year vision for the Southern Grampians, with short, medium and long-term priorities	<ul style="list-style-type: none"> School students requested improved sporting facilities. Council wants to be a leader in active transport. Limited funding requires collaboration to make investments extend further. Sport participation, facilities, and opportunities are identified as key opportunities. Council is striving for high-level asset management delivered through good design and universal access principles.
	Asset Management Plan 2022-2032	Outlines the budgets for asset upgrades, renewal, and maintenance	<ul style="list-style-type: none"> Council have allocated just under \$400k annually for footpath and cycleway maintenance. The available funding for infrastructure assets is 75% of the cost to provide the desired level of service, resulting in a shortfall. This amounts to a \$10m shortfall for infrastructure upgrades, and a \$6.2m shortfall for bridge, footpath, and drainage renewal over ten years.
	Community Public Health and Wellbeing Plan 2021-2025	Focuses on strategic health and wellbeing priorities for the community	<ul style="list-style-type: none"> The key planning principles are accessibility, sustainability, connectivity, flexibility, and equity The first focus area is "healthy communities", including "residents are physically active at all stages of life". The second focus area is "liveable communities", including "residents have access to open spaces, pathways and trails that encourage physical activity".

Cover	Document	Summary	Key Points
	Council Plan 2021-2025	Provides a strategic direction for Council's actions and priorities	<ul style="list-style-type: none"> The Council's five key priorities are: support our community, grow our regional economy, maintain and renew our infrastructure, protect our natural environment, and provide strong governance and leadership. Objectives include "support and promote a healthy community" (1.2), "grow a diverse and inclusive community" (1.3), "a safe community" (1.4), and "attractive council-owned and managed community and open spaces" (3.3)
	Long Term Financial Plan	Provides financial planning to support other Council strategies and priorities	<ul style="list-style-type: none"> Council budget for capital works includes \$2,239,000 for recreational, leisure, and community facilities, and \$3,290,000 for parks, open space, and streetscapes. They have also allocated \$246,000 for footpaths and cycleways.
	Recreation and Leisure Strategic Plan 2019-2029 Vol 1-4	Guides Council and the community in the planning, development, provision and promotion of sport, recreation and leisure facilities, programs, and services.	<ul style="list-style-type: none"> Volume 3 features a recommended masterplan for Pedrina Park with a grass athletics track on the No. 3 Oval. The plan suggests "negotiating usage of the... land to the north of the multi-use field", which would allow for a 400m track. However, this land is home to the endangered Eastern Barred Bandicoot. Council has confirmed that an extension of Pedrina Park into the Community Parklands will not be considered at this time. Therefore, the site cannot accommodate a full-size athletics track, which severely compromises the ability to access funding or cater for senior athletics. Volume 3 features a Lake Hamilton master plan. There is nothing in this masterplan that conflicts with the recommendations of this report. The report makes several recommendations for upgrading Mitchell Park, including the field of play, the athletics facilities, the playground, the pavilion, and the public toilets. In terms of grants and funding, Council emphasises joint-use agreements with schools, re-purposing and rationalisation of facilities, and facilitates that can facilitate participation for an ageing population. The most identified interventions to increase participation were affordable facilities and programs, more shared paths for cycling and walking, and changeroom/amenity improvements.

Cover	Document	Summary	Key Points
 <p>Council Policy</p> <p>YOUTH POLICY</p> <p>Date Adopted: 10/08/2022 Adopted By: Council Review Due: 10/08/2025 Responsible Officer: Manager Community Relations Directorate: Community & Corporate Services EDRMS No: D12286679</p>	Youth Policy	Guides Council policy surrounding young people	<ul style="list-style-type: none"> The key facility issues reported by clubs are condition of facilities, maintenance requirements of facilities, lack of female-friendly facilities, and building condition. One of the focus points is "access to safe places and experiences." This includes providing appropriate, inclusive places for young people to gather and connect; providing opportunities for young people to network; provision of youth focused activities, events, and cultural programs; access to youth focused resources; and providing community grants to support a wide range of community development and recreational opportunities.
 <p>Council Policy</p> <p>Recreation Reserves Capital Works Contribution Policy</p> <p>Date Adopted: 13 March 2024 Adopted By: Council Review Due: 13 March 2028 Responsible Officer: Roger Rook RMS No:</p>	Recreation Reserves Capital Works Contribution Policy	Identifies a range of capital projects at Council managed Recreation reserves to be implemented over a ten-year period	<ul style="list-style-type: none"> The Recreation Investment Principles are increasing participation (25%), equal opportunity and fair access (25 %), strategic justification (25%), multi-use (10%) and asset management (15%). A current trend is that state government facilities operated by community committees and schools are also facing significant pressures with respect to aging infrastructure. They are looking to local government to contribute to urgent maintenance and renewal. Sporting groups are looking to provide regional standard facilities to maintain or build participation, rather than the local level facility required.
 <p>Council Policy</p> <p>Sport and Recreation Reserve and Facilities User Fees and Charges Policy</p> <p>Date Adopted: 13 March 2024 Adopted By: Council Review Due: 13 March 2028 Responsible Officer: Roger Rook RMS No:</p>	Recreation Reserve and Facilities User Fees and Charges Policy	Provides clarity regarding the fees and charges applied for the use of Recreation Facilities	<ul style="list-style-type: none"> User fees and charges for Council managed reserves and facilities will consider maintenance requirements, maintenance classification, and level and type of use. The fee is split into a reserve use fee and a facility use fee.

Cover	Document	Summary	Key Points
	Reserves and Halls Operational Funding Policy	Council funding policy for recreation reserves, community halls, and other community facilities	<ul style="list-style-type: none"> Council is committed to financially contributing toward the essential management and maintenance requirements for sport and recreation facilities to ensure facilities are accessible for all within the community. Funding for community facilities is determined/allocated according to 'defined' service standards and levels required to maintain a facility in a safe condition appropriate to meet its demand for use (usage hours). Funding for recreation reserves that maintain significant public facilities for passive community use will be considered as part of the operational funding model.
	Recreation Framework	Framework for the overall management of outdoor recreation facilities	<ul style="list-style-type: none"> Features a list of facilities with their details, facility hierarchy, description, and user groups. Mitchell Park is the sole athletics venue, with the Hamilton Little Athletics Centre and Hamilton Running Club as user groups. It is classified as a local facility. Lake Hamilton is the sole running track, with the Hamilton Running Club as a user group. It is classified as a local facility.
	Grange Burn Master Plan	Describes the layout and ecological considerations of the Grange Burn	<ul style="list-style-type: none"> The Grange Burn map shows a pedestrian track and pedestrian/vehicular track along the current existing Grange Burn route. It would likely be difficult to significantly widen or formalise the pedestrian track due to the environmental significance overlay, and the existing native and exotic vegetation.
	Hamilton Showgrounds Masterplan 2024	A masterplan for the future development of the Hamilton Showgrounds	<ul style="list-style-type: none"> The master plan recommends a layout with no consideration or space for an athletics facility.

Appendix 2. Detailed comments about each preferred site

Following is a detailed summary of issues and opportunities raised through the consultation and the site analysis.

Mitchell Park

Key user groups:

- Hamilton Athletics
- Hamilton and District Cricket Association

Hamilton Athletics Club caters for boys and girls in Little Athletics from under 6 years through to adults in the senior club.

The Hamilton and District Cricket Association have approximately 1800 participants from Under 12s boys and girls to men's over 60's, including an established women's competition. Games are scheduled weekly at Mitchell Park during the season, along with representative carnivals in December and January.

Table 14: Mitchell Park detailed issues and opportunities

Topic	Issues	Opportunities
Slope	<ul style="list-style-type: none"> There is a significant slope down the oval from south to the north end 	<ul style="list-style-type: none"> Leveling the oval to make it ideal for athletics will require significant cut and fill
Surface	<ul style="list-style-type: none"> The running surface is uneven, boggy, and muddy, particularly during the winter months. 	<ul style="list-style-type: none"> Install formal sub surface drainage A synthetic all-weather track for better performance conditions.
Field events	<ul style="list-style-type: none"> The grass isn't mowed regularly. The field event areas don't meet basic safety and layout standards. 	<ul style="list-style-type: none"> Regular mowing schedule to support athletics and cricket. Consider future use of the reserve and plan a layout that considers the safety of all users
Ownership	<ul style="list-style-type: none"> None. 	<ul style="list-style-type: none"> Crown land provides opportunity to develop for community sport
Track limitations	<ul style="list-style-type: none"> The track is only 300m long and insufficient for proper athletics training and events. 	<ul style="list-style-type: none"> The site is large enough to expand track to a full 400m track. A 400m track will be more likely to attract regional carnivals, and help grow participation for juniors and seniors

Topic	Issues	Opportunities
Toilets	<ul style="list-style-type: none"> The toilet facilities are old, in poor condition and do not meet current standards. They are poorly located, facing away from the oval, raising safety concerns for children. 	<ul style="list-style-type: none"> New accessible toilets to be incorporated into a new change facility.
Change rooms	<ul style="list-style-type: none"> The change rooms and function space are run-down and don't meet current user group requirements for both male and female use. 	<ul style="list-style-type: none"> Replace pavilion to allow for larger, safer, and more functional toilet and accessible change facilities, particularly for women. Upgrade will increase appeal to a wider range of individuals and user groups
Shade	<ul style="list-style-type: none"> There is a lack of shelter for spectators. 	<ul style="list-style-type: none"> Incorporate shade and seating for spectators in new facility Maintain recently planted trees along east side of oval Continue tree planting to provide further wind breaks and assist running conditions
Fencing	<ul style="list-style-type: none"> There is a lack of fencing at the facility, which may be a child safety issue as well as 	<ul style="list-style-type: none"> Consider vehicle movement controls as part of study Consider need for fencing and location

Topic	Issues	Opportunities
	<ul style="list-style-type: none"> allowing cars onto the oval. 	
Parking	<ul style="list-style-type: none"> The parking area is informal, and often has potholes. No designated bus parking to accommodate school groups and Rep teams traveling as a group 	<ul style="list-style-type: none"> Improve parking layout, (include accessible parking) and traffic flow to accommodate vehicles and pedestrians.
Location	<ul style="list-style-type: none"> Location perceived by some as not central to Hamilton and too far away compared to other facilities. However, the survey suggested a number of people liked the location 	<ul style="list-style-type: none"> New pedestrian path been installed on Mount Napier Road from north. Connect with Grange Burn by extending a path at south to Steel St Connecting existing walking/running tracks would make this location suitable as a base for cross country events
Shared use	<ul style="list-style-type: none"> Some confusion between cricket and athletics uses 	<ul style="list-style-type: none"> Formalise and communicate usage more clearly to minimise conflict between clubs
Lighting	<ul style="list-style-type: none"> Security lighting is minimal, and oval lighting is old and basic 	<ul style="list-style-type: none"> Upgrade lighting for evening training if considered a priority and install security lighting

Pedrina Park

Key user groups.

- Hamilton Netball Association
- St Andrews Cricket Club
- Hamilton Soccer Club
- Glenelg Regional Hockey Association
- Hamilton Auskick
- Hamilton Kangaroos Football Netball Club.

Pedrina Park is the major multi-sport venue for the Shire and has received recent upgrades to car parking, oval irrigation, soccer pitch drainage, change rooms, power supply, new netball courts and playground.

A Master Plan was completed in 2019. The Master Plan showed a grass athletics track around the no 3 oval. The track would be less than 400m in circumference. The Master Plan suggested 'to improve amenity and safety SGSC consider negotiating usage of the triangle of DELWP land to the north of the multi-use field'. This would allow a track to be extended to 400m and meet criteria for higher level athletics competition.

Table 15: Pedrina Park detailed issues and opportunities

Topic	Issues	Opportunities
Size	Existing layout of sports fields do not allow space for full a size athletics track	<ul style="list-style-type: none"> Continue to develop and maintain Oval No. 3 as a multipurpose playing field. Nearby schools can walk to facility for school use
Wind and weather conditions	Locals refer to Pedrina Park as 'Arctic Park'. It has a reputation for cold wind – not suitable ideal for running/athletics	<ul style="list-style-type: none"> Continue planting program to develop more wind brakes and shade
Parking	The venue offers formal parking to the south and has space for parking to service other existing sports. The is limited space around Oval No. 3 for parking	
Change rooms/ shade	Oval No. 3 is not directly serviced by change facilities or shade.	<ul style="list-style-type: none"> A new pavilion to service soccer and multipurpose playing field is proposed in master plan
Ownership		<ul style="list-style-type: none"> Crown land provides opportunity to develop for community sport

Monivae College

Key user groups.

- School sports only
- Includes Regional Cricket Hub.

A private secondary college that was raised by some as a potential site due to the schools strong sporting history and current Sports Academy.

Table 16: Monivae College detailed issues and opportunities

Topic	Issues	Opportunities
Ownership	<ul style="list-style-type: none"> ▪ Monivae College is a private secondary school with a priority to provide educational and sporting opportunities to day students and borders. 	<ul style="list-style-type: none"> ▪ If a suitable site cannot be found on Council owned or Crown land, Council could approach the College to ascertain their interest in a joint development
Location	<ul style="list-style-type: none"> ▪ East of township some 4km from town centre. Bus connection. ▪ Not a central venue for residents and site would not be prominent from road/street. 	<ul style="list-style-type: none"> ▪ It offers a Sports Academy for years 7-10 in 5 sports but not track and field
Size	<ul style="list-style-type: none"> ▪ Potential area north of tennis courts that could accommodate a 400m athletics track 	

Hamilton Recreation Reserve

Key user groups.

- Hamilton Cycling Club
- Hamilton Kangaroos Football Netball Club – Juniors.

Site could fit a 400m track and is relatively flat but would require removal of existing cycle track and cricket/football oval. Central location with Leisure Centre and bus parking on either side. Car parking at the Leisure Centre.

Table 17: Hamilton Recreation Reserve detailed issues and opportunities

Topic	Issues	Opportunities
Ownership	<ul style="list-style-type: none"> ▪ For athletics to be located here the existing user groups of cycle track, cricket and AFL would need to relocate 	<ul style="list-style-type: none"> ▪ Crown land provides opportunity to develop for community sport
Location	<ul style="list-style-type: none"> ▪ Currently in use by established clubs and associations 	<ul style="list-style-type: none"> ▪ Walking distance to primary and secondary schools
Size	<ul style="list-style-type: none"> ▪ Would require use of both ovals and be redeveloped 	<ul style="list-style-type: none"> ▪ Large enough to accommodate the required components

Kennedy Oval

Key user groups.

- Hamilton Cricket Club

Table 18: Kennedy Oval detailed issues and opportunities

Topic	Issues	Opportunities
Flooding	Land is adjacent to Grange Burn, low lying and prone to flooding	More suitable sites for athletics elsewhere
Ownership	Home to Hamilton Cricket Club	Crown land provides opportunity to develop for community sport
Location	Close to waterway	Central to population
Size	2 ovals side by side conducive for large club and representative cricket games	Ample area for a 400m athletics track

Ray Middleton Reserve

Key user groups.

- No regular user groups

Middleton Reserve is an open space with no formal sports activities or infrastructure. It has mature trees to the east and south and has had extensive recent plantings across the Reserve. It has space for a 400m track but a significant slope to south-southeast.

Melville Oval

Key user groups.

- Hamilton District Cricket Association
- Hamilton Kangaroos Football Netball Club

Too small for 400m track.

Currently caters for football, netball and cricket.

Currently undergoing significant upgrade to change rooms, social space and netball court relocation.

Appendix 3. Options matrix

Table 19: Scoring matrix, site selection criteria and sites evaluated for athletics precinct in Hamilton

Criteria	Weighting	SITE SELECTION MATRIX											
		Mitchell Park		Pedrina Park		Ray Middleton Reserve		Monivae College		Hamilton Recreation Reserve		Kennedy Oval	
		Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score
Site dimensions	0.13	5	0.67	1	0.13	5	0.67	5	0.67	2	0.27	1	0.13
Conflict with residents	0.01	5	0.05	5	0.05	1	0.01	5	0.05	5	0.05	2	0.02
Land ownership and tenure	0.10	5	0.48	5	0.48	5	0.48	2	0.19	5	0.48	5	0.48
Proximity to user groups	0.08	3	0.23	5	0.38	5	0.38	2	0.15	5	0.38	2	0.15
Catchment location	0.10	3	0.31	3	0.31	4	0.42	2	0.21	5	0.52	3	0.31
Topography and soil	0.12	2	0.25	4	0.50	2	0.25	4	0.50	4	0.50	1	0.12
Site prominence	0.02	4	0.08	2	0.04	3	0.06	2	0.04	4	0.08	3	0.06
Planning constraints	0.06	5	0.29	5	0.29	5	0.29	2	0.11	5	0.29	5	0.29
Access to utilities	0.08	5	0.38	5	0.38	2	0.15	5	0.38	5	0.38	5	0.38
Parking access	0.04	5	0.19	5	0.19	2	0.08	5	0.19	2	0.08	3	0.11
Safe pedestrian and PT access	0.03	3	0.09	4	0.11	5	0.14	5	0.14	5	0.14	3	0.09
Environmental constraints	0.08	4	0.30	3	0.23	1	0.08	4	0.30	5	0.38	1	0.08
Impact on current site users	0.03	5	0.14	3	0.09	4	0.11	5	0.14	1	0.03	1	0.03
Prevailing weather conditions	0.11	4	0.46	2	0.23	3	0.34	3	0.34	3	0.34	1	0.11
Links to existing routes and trails	0.02	5	0.10	1	0.02	3	0.06	3	0.06	1	0.02	4	0.08
TOTAL SCORE		63	4.00	53	3.42	50	3.50	54	3.48	57	3.92	40	2.44
RANK			1		5		3		4		2		6

Appendix 4. Draft functional design brief

Table 20: Draft design brief for architect use

Design feature/component	Facility requirements
General design standards	<ul style="list-style-type: none"> To meet the World Athletics Track and Field Facilities Manual, 2019 and the Athletics Australia Brief for an Athletics Stadium, 2020 and World Athletics Competition and Technical Rules 2022 To meet Category competition category that is suitable for regional and higher events; Not Olympic or World Championships, and most of Construction Category requirements (not warmups)
Design principles	<ul style="list-style-type: none"> Athletics will take precedence in design, over any shared use of the infield after stage 3 when site has a synthetic track. Incorporating universal design principles (all gender change/ toilet facilities, access to track and covered seating) etc., Design for inclusivity – potentially including features additional to the National Building Code (NCC) and to include multiclass athletes including seated throwing events for example
Track orientation	<ul style="list-style-type: none"> Track orientation to consider the prevailing winds and sun angles. (Hamilton - South/Southwest) Most athletic events athletes favour a following wind. In sprints, sprint hurdles and the horizontal jumps the maximum allowable following wind is 2 metres per second for U20 and open age athletes and 4 metres per second for U14 to u18 athletes for record and qualifying purposes.
Competition track	<ul style="list-style-type: none"> 8 lanes- front straight including for 110m hurdles. (Stage 2.) 10 lane front straight and 8 lane back straight. (Stage 3) Steeple chase/water jumps. (Stage 3)
Steeple chase	<ul style="list-style-type: none"> Outside the 8-lane track, approximately mid 2nd bend. (Stage 3) (The steeple chase water jump can be located on the inside of the track if space is restricted)
Line markings	<ul style="list-style-type: none"> Line markings for all events required by: <ul style="list-style-type: none"> Little Athletics Victoria Athletics Victoria Engraved metal markers affixed to the inside kerb of the track to describe each marking. (Stage 3)
Grass infield	<ul style="list-style-type: none"> Designed to accommodate cricket (Stage 1 and 2) Subsurface drainage Automated irrigation system if non-potable water source is available
Lighting	<ul style="list-style-type: none"> Provide lighting to the following standards

Design feature/component	Facility requirements
	<ul style="list-style-type: none"> Competition 200 lux allowing also for training 80 and 100 lux switching. (Stage 3) 1500 lux at finish line to accommodate photo finish (Stage 3)
Electrical power/ Automatic officiating equipment provision	<ul style="list-style-type: none"> Provide 5 popup bollards for electrical power, speakers, etc (Stage 3) Electronic timing gates and starters equipment supplied (stored indoors). (Stage 2) Photo finish equipment (event organisers to bring. (Stage 2)
Lateral jumps (Long/ triple jump)	<ul style="list-style-type: none"> Total of 4 lateral jump pits (Stage 2) 2 x 60m runways with pits both ends located outside of infield – total of 4 pits (Stage 2) Allows 45m runway and 13m triple jump surface to the pits. (Stage 2) 2 x 45m runways combined with Pole Vault in centre and pits at either end, located adjacent to back straight. (Long term) (Stage 3)
High jump	<ul style="list-style-type: none"> Include 1 high jump station outside infield (Stage 2.)
Pole Vault	<ul style="list-style-type: none"> Located adjacent to backstraight with two opposing runways (mat located in the middle). Allows competition orientation from 2 ends to suit wind conditions (Stage 3)
Hammer cage	<ul style="list-style-type: none"> Hammer circle and cage located within infield (Stage 3.) Include hold down points for seated throws
Discus	<ul style="list-style-type: none"> Discus circle and cage located outside infield (Stage 2) Include hold down points for seated throws
Javelin	<ul style="list-style-type: none"> 1 synthetic runway. Outside infield Stage 2. (one within one bend (Stage 3) Include hold down points for seated throws
Shot put	<ul style="list-style-type: none"> Provide 2 shot put circles located outside infield (Stage 2) One, inside 1st bend, near start/ finish line on the 1st bend. (Stage 3) One within the 2nd bend (Stage 3) Include hold down points for seated throws
Spectator toilets	<ul style="list-style-type: none"> Two toilet areas each with 8 cubicles (approximately 40m2) (Stage 3) Meeting universal design principles
Accessible toilets	<ul style="list-style-type: none"> 2 separate accessible all gender toilets (Stage 3) Include folding baby change table in each (Stage 3)

Design feature/component	Facility requirements
Athletes change room	<ul style="list-style-type: none"> 2 change rooms that include (approximately 55m2) (Stage 1) 2 cubicles/ toilets and 2 showers One accessible all gender toilet and shower area
Scoreboard	<ul style="list-style-type: none"> In location where spectators and participants can easily view. (Stage 2)
Multipurpose room/ admin room	<ul style="list-style-type: none"> Multipurpose room (140m2) (Stage 2) Concertina doors enabling space to be divided in 2 rooms 1 small kitchenette Storage space Floor to ceiling windows facing the track Close to finish line and covered spectator area Airconditioning/ heating
Kiosk/ cafe	<ul style="list-style-type: none"> Include cool room (Stage 2) Airconditioning/ heating
Public address system	<ul style="list-style-type: none"> Coverage of the competition (Stage 2) Enable switching/ volume control of individual speakers Roving microphones provided Emergency warning and intercom integrated within system
Small equipment room	<ul style="list-style-type: none"> 20m2 lockable space (Stage 1)
Bulk equipment storage	<ul style="list-style-type: none"> Provide storage shed away from main/ busy public space (300m2) (Stage 1) Ensure direct ground level access to the field of play
First aid room	<ul style="list-style-type: none"> Locate next to multipurpose room (15m2) (Stage 1)
Security perimeter fence	<ul style="list-style-type: none"> 2.1m high perimeter fence (Stage 3)
Loading zone and vehicle access	<ul style="list-style-type: none"> Allow loading / unloading zone (Stage 1) Provide vehicle access to fields of play (Maintenance/ emergency services, etc)



HAMILTON ATHLETICS PRECINCT FEASIBILITY - OCTOBER 2024

Design feature/component	Facility requirements
Car parking	<ul style="list-style-type: none"> Provide 30-40 car parks (Stage 1) Accessible car parking spaces
Bus parking	<ul style="list-style-type: none"> Drop off zone only (accommodates 2 buses at a time)
Drop off	<ul style="list-style-type: none"> Allow for minimum 2 cars
Grass surrounds /viewing	<ul style="list-style-type: none"> Grassed areas surrounding the track are required to provide. Preferably viewing banks with flat tops which can accommodate temporary shade shelters/ marquees
Drink stations/ water access	<ul style="list-style-type: none"> 4 drink/ water bottle filling stations (note tap with hose connection required at each jump pit) (Stage 1)
Shaded spectator/ marshalling area for spectators	<ul style="list-style-type: none"> Provide shade sail (waterproof) 20m x 10m (Stage 1)

Program	Adopted Budget	Current Expenditure	Expenditure Complete %	Total adopted program	Program completed
Renewal Programs	\$ 13,127,020	\$ 3,003,828	23%	86	4
Business Systems - IT Network Infrastructure	\$ 50,000	\$ 3,781	8%	1	
Hamilton, Coleraine and Balmoral Pools - Filtration System & Circulation Pumps	\$ -	\$ -	0%	2	
Hamilton Outdoor Pool - Leak Investigation, Shell repairs, Painting & Expansion Joints	\$ 539,560	\$ 467,808	87%	3	3
Ansett Museum - Building Extension	\$ 4,557	\$ 0	0%	1	
PAC Stage Lights (formerly PAC - Front of House Lights)	\$ -	\$ -	0%	1	
Playgrounds - General Renewal	\$ 170,000	\$ 42,049	25%	1	
Roadside Assets - CBD Streetscape Design	\$ 482,787	\$ 103,366	0%	1	
Glenthompson Public Toilet	\$ 236,366	\$ 0	0%	1	
Roof Cladding Replacements - Hamilton Mechanics Institute	\$ -	\$ 0	0%	1	
Roof Cladding Replacements - Silvester Oval (Pavilion & Change Room Verandah)	\$ 38,750	\$ 34,800	0%	1	
Outdoor Pools - Balmoral, Coleraine, Dunkeld and Penshurst - Leak Investigation, Shell repairs, Painting & Expansion Joints	\$ 1,218,945	\$ 54,620	0%	4	
Thomson Fountain Restoration - Hamilton Botanic Gardens	\$ 70,000	\$ 0	0%	1	
Pedrina Park Cricket Nets	\$ 168,551	\$ 0	0%	1	
Skip Bin Replacement	\$ 25,000	\$ 0	0%	1	
Nigretta Falls Stairs & Platform Replacement	\$ 400,000	\$ 5,787	1%	1	
Melville Oval Irrigation	\$ 300,000	\$ 96,185	32%	1	
Coleraine Caravan Park Amenities Block Renewal	\$ 40,000	\$ 0	0%	1	
Hamilton Streetscape Revitalisation	\$ 2,000,000	\$ 8,400	0%	1	
Hamilton Performing Arts Centre (PAC) Repair Work	\$ 200,000	\$ 0	0%	1	
Melville Oval - Repair of Termite Damage Within Existing Pavilion	\$ 100,000	\$ 53,037	53%	1	
Dunkeld Hub Public Toilets	\$ 45,000	\$ 0	0%	1	
Flood Recovery - Asset restoration - October 2022 event AGRN 1037 (REPA)	\$ 400,000	\$ 13,350	0%	1	
Final Road Seal Program 24/25	\$ 332,913	\$ 17,614	5%	5	
Footpath Program (Renewal) 24/25	\$ 125,475	\$ -	0%	4	
Kerb & Channel Program 24/25	\$ 199,000	\$ 249	0%	7	
Rural Road Reseal Program 24/25	\$ 757,577	\$ 28,860	4%	19	
Road Rehabilitation Program 24/25	\$ 3,791,173	\$ 1,469,145	39%	11	
Gravel Road Resheet Program 24/25	\$ 545,700	\$ 1,252	0%	5	
Martin Hynes Council Suite - roof & windows	\$ 244,000	\$ 163,491	0%	1	1
Library Acquisitions	\$ 55,733	\$ 12,602	23%	1	
Library Acquisitions - Benson Trust Funded	\$ 15,000	\$ 0	0%	1	
Pedrina Park - Soccer Drainage	\$ 50,000	\$ 28,000	0%	1	1
Roof Repair and heating and cooling - Coleraine Mechanics Institute	\$ 5,766	\$ 18,557	0%	1	1
Hamilton Botanic Gardens - Skene Street Gates	\$ 15,167	\$ 7,560	0%	1	
Light Fleet Renewal Program 24/25	\$ 500,000	\$ 373,314	75%	1	

Program	Adopted Budget	Current Expenditure	Expenditure Complete %	Total adopted program	Program completed
Compliance Related Projects	\$ 6,255,674	\$ 1,359,248	22%	141	3
Lake Hamilton - Dam Wall Reinstatement	\$ 10,000	\$ 3,675	0%	1	
Roadside Safety Improvements	\$ 315,000	\$ 73,337	0%	1	
Coleraine Landfill Remediation	\$ 142,030	\$ -	0%	1	
Hamilton Landfill - Leachate Bores and Pumps	\$ 74,176	\$ -	0%	1	
Hamilton Landfill Biofilter Upgrade	\$ 150,000	\$ 6,140	0%	1	
Hamilton Landfill Capping Stage 6	\$ -	\$ -	0%	1	
Hamilton Industrial Land Development	\$ 67,403	\$ 250,354	0%	1	
Planning Scheme Amendment to Implement Flood Investigations for Dunkeld (Dunkeld Flood Defense - Detailed Design)	\$ -	\$ -	0%	1	
Essential Safety Measures priorities 24/25	\$ 135,000	\$ 0	0%	2	
Hamilton Performing Arts Center (PAC) - Front of House Lighting Bridge	\$ 38,750	\$ 0	0%	1	
Cox Street, Penshurst - Design and construct	\$ 444,908	\$ 0	0%	1	
French Street, Hamilton - Design and construct	\$ 40,000	\$ 0	0%	1	
Kent Manor - Design and construct	\$ 213,794	\$ 0	0%	1	
Mt Baimbridge Roundabout - Design and construct	\$ 35,969	\$ 0	0%	1	
Hewitt Park - Vegetation Offset site	\$ -	\$ -	0%	1	
Hamilton Regional Livestock Exchange - Walkway Modifications	\$ 100,000	\$ 4,095	0%	1	
HILAC UV Disinfection	\$ 120,000	\$ 0	0%	1	
Replacement of the asbestos cladding at Baudinette pavilion - Silvester Oval	\$ 60,000	\$ 0	0%	1	
Heavy Fleet Renewal Program 24/25	\$ 1,285,000	\$ 698,475	54%	7	
Planning Scheme Amendment to Implement Flood Investigations for Balmoral (Balmoral Flood Defense - Detailed Design)	\$ -	\$ -	0%	1	
Bridges & Culverts Program 23/24	\$ 196,501	\$ 0	0%	10	
Bridges & Culverts Program 24/25	\$ 246,000	\$ 3,080	1%	2	
Footpath Program (Design) 24/25	\$ 222,387	\$ 72,092	32%	5	
Urban Road Reseal Program 24/25	\$ 1,360,187	\$ 32,298	2%	91	
Lodge Rd Drainage	\$ -	\$ -	0%	1	
Regional Town Road Safety Audit	\$ -	\$ -	0%	1	1
Hamilton Transfer Station Bunker (Waste Options Implementation)	\$ 539,613	\$ 5,492	0%	1	
Coleraine Flood Defense - Detailed Design	\$ 113,230	\$ 23,462	0%	1	
Coleraine - Silvester Oval - Sewerage Works	\$ 315,795	\$ 151,552	0%	1	1
Hamilton Regional Livestock Exchange Cattle Yard Upgrade	\$ 29,931	\$ 35,195	0%	1	1

Program	Adopted Budget	Current Expenditure	Expenditure Complete %	Total adopted program	Program completed
New & Upgrade	\$ 12,242,538	\$ 4,823,076	39%	28	4
Art Gallery - Purchases 24/25	\$ 15,000	\$ 20,674	0%	1	
Hub - Detailed Design/Construction	\$ 1,015,000	\$ 13,620	1%	1	
Hamilton Showgrounds Carpark & Pedestrian Crossing (Stormwater Management Plan)	\$ 50,000	\$ 0	0%	1	
Silvester Oval - Carpark Drainage	\$ 200,000	\$ 0	0%	1	
Parking Meter Renewal	\$ 60,000	\$ 59,244	0%	1	1
EV Charger (Fleet)	\$ 39,522	\$ 8,729	0%	1	1
Implementation of Hamilton Moves	\$ -	\$ -	0%	1	
Cox Street Redevelopment Project	\$ 1,900,000	\$ 633,301	0%	1	
Transfer Station Upgrade Program - Hamilton	\$ 40,000	\$ 0	0%	1	
Rail Trail Crossings	\$ 201,900	\$ 5,340	0%	1	
Hamilton Skatepark	\$ 59,699	\$ 0	0%	1	
Hamilton Entrance Signs - Ballarat, Coleraine & Portland Roads	\$ 200,000	\$ 4,515	0%	1	
Purchase and Renovate School - Glenthompson	\$ 120,000	\$ 0	0%	1	
Bin Level Sensors	\$ 24,000	\$ 0	0%	1	
Development contribution - St Marys Lane Hamilton	\$ 100,000	\$ 0	0%	1	
Cox Street Median Irrigation	\$ 60,000	\$ 1,398	2%	1	
Melville Oval - Internal Pathways and Seating	\$ 200,000	\$ 1,710	1%	1	
Lonsdale Street - Building Demolition and Site Remediation	\$ 40,000	\$ 0	0%	1	
Art Gallery - Detailed Design/Construction	\$ 875,000	\$ 0	0%	1	
Changing Places - Hamilton Botanic Gardens	\$ 180,000	\$ 0	0%	1	
Footpath Program (Missing Links) 24/25	\$ 75,188	\$ 80,832	108%	1	
Lakes Edge Hamilton Land Sales	\$ -	\$ 54,955	0%	1	
54 Park Street Drainage, Hamilton		\$ -	0%	1	
Melville Oval - Facilities Upgrade Project	\$ 5,690,650	\$ 3,427,702	0%	1	
Pedrina Park - Carpark Upgrade - Construction	\$ 246,579	\$ 361,613	0%	1	1
Mill Road / Lakes Edge Connection Business Case	\$ 10,000	\$ 9,505	0%	1	1
Hamilton Pump Track	\$ 180,000	\$ 136,694	0%	1	
Lake Hamilton - Solar Lighting Installation	\$ 660,000	\$ 3,244	0%	1	

Project Ledger Number	Title	PMF Phase	Project Status	Legislative Compliance	Job Type	Comment	% Complete	Adopted Budget	Forecasted Budget	Actuals	Actuals and Commitments
CAP0003	Art Gallery - Purchases 24/25	Project Planning	On Track	No	New	One artwork purchased, Artist: Braddon Snape	76%	\$ -	\$ 15,000	\$ 20,674	\$ 20,674
CAP0011	Business Systems - IT Network Infrastructure	Project Planning	On Track	No	Renewal	10 x U6 Mesh WAPs ordered	9%	\$ 50,000	\$ 50,000	\$ 3,781	\$ 3,781
CAP0016	Hub - Detailed Design/Construction	Project Planning	Behind Schedule	No	New	Awaiting Project Manager.	0%	\$ 5,000,000	\$ 1,015,000	\$ 13,620	\$ 13,620
CAP0024, CAP0023	Hamilton, Coleraine and Balmoral Pools - Filtration System & Circulation Pumps	Project Planning	On Track	No	Renewal	Currently in the project planning phase, reviewing the scope of works along with the recreation Team to determine the most compatible filtration systems for the Coleraine pool, and then comparing costs with our budget.	18%	\$ -	\$ -	\$ -	\$ -
CAP0026, CAP0427, CAP0595	Hamilton Outdoor Pool - Leak Investigation, Shell repairs, Painting & Expansion Joints	Project Planning	Complete	No	Renewal	Project has been completedObjective: Complete essential repairs to make the pool operational for the upcoming season.Scope:Repairing all leaking expansion joints.Removing existing paint and applying new epoxy paint.Upgrading the Disability access.Conducting shell repairs to address leaks.	100%	\$ 1,300,000	\$ 539,560	\$ 467,808	\$ 467,808
CAP0030	Ansett Museum - Building Extension	Project Planning	At Risk	No	Renewal	Project on hold awaiting collection curation by Museum committee	0%	\$ -	\$ 4,557	\$ 0	\$ 0
CAP0036	Hamilton Showgrounds Carpark & Pedestrian Crossing (Stormwater Management Plan)	Project Planning	On Track	No	New	RFQ has been published via email on 23rd December 2024, and this will be close on 21 January 2025.	6%	\$ -	\$ 50,000	\$ 0	\$ 0
CAP0037	Lake Hamilton - Dam Wall Reinstatement	Project Planning	On Track	Yes	Upgrade	Previous reports about spillway issues being assembled. They will be referred to as part of a brief seeking expert consultants to be invited to respond and advise what improvements may be needed at the spillway location. Responses scheduled to close during January 2025. Invitations to suitably qualified and experienced experts in dams sent 21 December 2024.	50%	\$ -	\$ 10,000	\$ 3,675	\$ 3,675
CAP0047	PAC Stage Lights (formerly PAC - Front of House Lights)	Project Planning	On Track	No	Renewal	The Stage light report has been accepted during 16 December 2024 ELT meeting. The RFQ has been advertised on 19 December 2024, this will be closed on 15 January 2025.	39%	\$ -	\$ -	\$ -	\$ -
CAP0048	Playgrounds - General Renewal	Project Planning	On Track	No	Renewal	(1) The contractor has been awarded the project to perform site preparations and install two pieces of equipment, the Carousel and Sway Fun. The work is scheduled to take place from February 4 to February 16, 2025.(2) Items for acquisition being identified.	37%	\$ 150,000	\$ 170,000	\$ 42,049	\$ 104,693
CAP0051	Silvester Oval - Carpark Drainage	Project Planning	On Track	No	New	The geotechnical landslip assessment is required before finalising the drawings considering overall risk, as the current proposed Civil design with sub-surface drains installed within the slope may not be appropriate if the soils are found to be dispersive or have unacceptable landslip potential.	71%	\$ -	\$ 200,000	\$ 0	\$ 0
CAP0055	Parking Meter Renewal	Project Planning	Complete	No	New	Project finished.	100%	\$ -	\$ 60,000	\$ 59,244	\$ 59,244

Project Ledger Number	Title	PMF Phase	Project Status	Legislative Compliance	Job Type	Comment	% Complete	Adopted Budget	Forecasted Budget	Actuals	Actuals and Commitments
CAP0081	EV Charger (Fleet)	Project Planning	Complete	No	New	The project has been completed	100%	\$ -	\$ 39,522	\$ 8,729	\$ 21,786
CAP0084	Implementation of Hamilton Moves	Project Planning	On Track	No	New	Being presented to Council for adoption in February 2025	15%	\$ -	\$ -	\$ -	\$ -
CAP0162	Roadside Safety Improvements	Project Planning	On Track	Yes	Upgrade	- North Boundary Rd now being constructed by works team, construction to begin in April and be complete by end of June 2025.- Brown street raised ped crossing is awarded and construction will begin in January with completion in February.- Linemarking of small towns in still planned for March.	59%	\$ -	\$ 315,000	\$ 73,337	\$ 167,793
CAP0165	Cox Street Redevelopment Project	Project Planning	Behind Schedule	No	Upgrade	Works progressing well, Powercor Telstra/NBN works complete. MACA construction progressing and taken full control of east side of Cox Street. Drainage is now complete. Box out for pavement to sub grade levels progressing, but some disruptions due to wet weather	74%	\$ -	\$ 1,900,000	\$ 633,301	\$ 1,451,931
CAP0166	Roadside Assets - CBD Streetscape Design	Project Planning	On Track	No	Renewal	Final negotiations nearing completion for contract signing. First draft of Concept Design for Package 1 (Gray Street - Thompson to Brown Sts) received and commented on at officer level. Final draft being prepared for presentation to ELT early January and for presentation to Council late January	37%	\$ -	\$ 482,787	\$ 103,366	\$ 555,261
CAP0171	Coleraine Landfill Remediation	Project Planning	On Track	Yes	Renewal	We are currently planning to start the design in 12D to reshape the slope and provide the landowner with functional land and a surface that meets usability needs	13%	\$ -	\$ 142,030	\$ 0	\$ 0
CAP0172	Hamilton Landfill - Leachate Bores and Pumps	Project Planning	On Track	Yes	Renewal	The existing leachate Bores and Pumps at Hamilton Landfill requires an upgrade to meet Environmental Protection Authority (EPA) compliance standards, improve environmental performance, and ensure sustainable operation. GHD current auditor has carried out an inspection to the landfill the last August 7th. We expect to receive the report by the 15th of December to determine further actions.	35%	\$ -	\$ 74,176	\$ 0	\$ 0
CAP0173	Hamilton Landfill Biofilter Upgrade	Project Planning	On Track	Yes	Upgrade	The existing biofilter at Hamilton Landfill requires an upgrade to meet Environmental Protection Authority (EPA) compliance standards, improve environmental performance, and ensure sustainable operation. GHD current auditor carried out an inspection to the landfill on August 7th to determine further actions. The expected timeframe to receive the report from GHD is by the 16th of September.	19%	\$ -	\$ 150,000	\$ 6,140	\$ 6,140
CAP0174	Hamilton Landfill Capping Stage 6	Project Planning	On Track	Yes	New	We expect to receive the report from GHD by December 15th. The existing Hamilton Landfill Capping Stage 6 requires an upgrade to meet Environmental Protection Authority (EPA) compliance standards, improve environmental performance, and ensure sustainable operation.	26%	\$ -	\$ -	\$ -	\$ -
CAP0185	Transfer Station Upgrade Program - Hamilton	Project Planning	On Track	No	Upgrade	RFQ has been published on 17 December 2024, and this be closing on 10 January 2025	22%	\$ 40,000	\$ 40,000	\$ 0	\$ 0
CAP0188	Hamilton Industrial Land Development	Project Planning	On Track	Yes	New	The certification process is taking longer than expected as UCS are having issues with earthing assessment from Powercor.	57%	\$ -	\$ 67,403	\$ 250,354	\$ 250,354

Project Ledger Number	Title	PMF Phase	Project Status	Legislative Compliance	Job Type	Comment	% Complete	Adopted Budget	Forecasted Budget	Actuals	Actuals and Commitments
CAP0191	Planning Scheme Amendment to Implement Flood Investigations for Dunkeld (Dunkeld Flood Defense - Detailed Design)	Project Planning	On Track	Yes	New	Stage 1 Complete	34%	\$ -	\$ -	\$ -	\$ -
CAP0198	Glenthompson Public Toilet	Project Planning	On Track	No	Renewal	The specifications have been finalized to effectively address the needs of the users and are now ready for procurement.	48%	\$ -	\$ 236,366	\$ 0	\$ 0
CAP0203	Roof Cladding Replacements - Hamilton Mechanics Institute	Project Planning	On Track	No	Renewal		9%	\$ -	\$ -	\$ 0	\$ 0
CAP0204	Roof Cladding Replacements - Silvester Oval (Pavilion & Change Room Verandah)	Project Planning	On Track	No	Renewal	Works underway on roof leaks, internal suspended sealing and paint, will be completed by end of December	52%	\$ -	\$ 38,750	\$ 34,800	\$ 34,800
CAP0206, CAP0591	Essential Safety Measures priorities 24/25	Project Planning	Behind Schedule	Yes	Renewal	Facilities Maintenance now has access to the full report of ESM defects, now formulating works plan and program	6%	\$ 110,000	\$ 135,000	\$ 0	\$ 0
CAP0212	Hamilton Performing Arts Center (PAC) - Front of House Lighting Bridge	Project Planning	Behind Schedule	Yes	Upgrade	Awaiting resolution of how to proceed with PAC Front of House Lights to know if only one project, or both will proceed this year.	0%	\$ -	\$ 38,750	\$ 0	\$ 0
CAP0410	Rail Trail Crossings	Project Planning	On Track	No	New	The contractor has been awarded the project to undertake works on the general crossing points. These works are scheduled to take place in January 2025. Phase 1. Planning all the treatments for the intersections: Except for Portland Road and Digby Road Scope of works Specification RFQ. Award Phase 2. Digby Road Design Specification RFQ Award Phase 3. Portland road Design Once we have the Portland Road design, we will provide it to DTP for review. We will then try to secure funding for the project	32%	\$ -	\$ 201,900	\$ 5,340	\$ 50,795
CAP0414	Cox Street, Penshurst - Design and construct	Project Planning	Behind Schedule	Yes	New	The design delay has occurred and slightly off track.	55%	\$ 400,000	\$ 444,908	\$ 0	\$ 5,000
CAP0415	French Street, Hamilton - Design and construct	Project Planning	On Track	Yes	New	Tender documents are ready on Portt to be approved.	60%	\$ -	\$ 40,000	\$ 0	\$ 67,564
CAP0417	Kent Manor - Design and construct	Project Planning	On Track	Yes	Renewal	The community engagement dates has to be decided. the tender has been advertised.	64%	\$ -	\$ 213,794	\$ 0	\$ 0
CAP0419	Mt Baimbridge Roundabout - Design and construct	Project Planning	On Track	Yes	New	Flood modelling has been completed the designs have to be finished.	33%	\$ -	\$ 35,969	\$ 0	\$ 0
CAP0422	Hamilton Skatepark	Project Planning	On Track	No	New	We are preparing the RFQ documents, aiming to find a contractor to supply and install two pieces of equipment (Concrete Pyramid and Concrete Volcano), along with the removal of the existing metal Pyramid. Additionally, we will patch approximately 6 square m of cracks and deterioration in the slab.	28%	\$ -	\$ 59,699	\$ 0	\$ 0
CAP0423, CAP0424, CAP0425, CAP0428, CAP0595	Outdoor Pools - Balmoral, Coleraine, Dunkeld and Penshurst - Leak Investigation, Shell repairs, Painting & Expansion Joints	Project Planning	On Track	No	Renewal	An RFQ is being prepared for a pool expert consultant to provide the council with expert advice on the peer review and preparation of tender specifications, depending on the budget, priorities, and standards to ensure compliance.	14%	\$ -	\$ 1,218,945	\$ 54,620	\$ 54,620
CAP0431	Hewitt Park - Vegetation Offset site	Project Planning	Behind Schedule	Yes	Renewal	Awaiting DEECA approval	0%	\$ -	\$ -	\$ -	\$ 975

Council Meeting - 12 February 2025 Attachments - Agenda

Project Ledger Number	Title	PMF Phase	Project Status	Legislative Compliance	Job Type	Comment	% Complete	Adopted Budget	Forecasted Budget	Actuals	Actuals and Commitments
CAP0433	Hamilton Regional Livestock Exchange - Walkway Modifications	Project Planning	Behind Schedule	Yes	Renewal	Site investigation now complete. Works planned for April to June	16%	\$ -	\$ 100,000	\$ 4,095	\$ 4,095
CAP0441	Thomson Fountain Restoration - Hamilton Botanic Gardens	Project Planning	On Track	No	Renewal	The specification and RFQ documents are on track to be finalised this week, with the aim of advertising on e-procure next week, subject to feasibility. The idea is to undertake the works for the restoration in February 2025.	79%	\$ 70,000	\$ 70,000	\$ 0	\$ 0
CAP0449	Hamilton Entrance Signs - Ballarat, Coleraine & Portland Roads	Project Planning	On Track	No	New	Project Preparations start on January 25	0%	\$ -	\$ 200,000	\$ 4,515	\$ 4,515
CAP0471	Pedrina Park Cricket Nets	Project Planning	On Track	No	Renewal	The project has been endorsed by Council on 11 December 2024 with four numbers of training. The next stage is to finalise the contract and go for community consultation with St Andrews Cricket Club early next year and meet the contractor.	15%	\$ 168,551	\$ 168,551	\$ 0	\$ 162,230
CAP0472	Purchase and Renovate School - Glenthompson	Project Planning	At Risk	No	New	Not yet progressing, unlikely to be resolved and purchased by end of June 2025.	0%	\$ 120,000	\$ 120,000	\$ 0	\$ 0
CAP0474	Bin Level Sensors	Project Planning	On Track	No	New	Project no commenced, planned to go to the market in February 2025 through an RFQ	0%	\$ 24,000	\$ 24,000	\$ 0	\$ 0
CAP0475	Skip Bin Replacement	Project Planning	On Track	No	Renewal	Procurement to commence during October/November 2024	0%	\$ 25,000	\$ 25,000	\$ 0	\$ 0
CAP0476	Nigretta Falls Stairs & Platform Replacement	Project Planning	On Track	No	Renewal	Contact with DECCA has been established and a working in crown land form submitted.GHCMA - No response as yet. The contractor will be responsible for a Works in Waterways permit.Guditj Mirring Traditional Owners Aboriginal Corporation – Have sent 3 emails 18/12/24 letter of acceptance has been sent to D&M Composites P/LWannon/Nigretta Community Group - No response as yet.Hamilton Field Naturalists – A phone conversation to inform them of the work. No objections16/12/24 Contacted DTP who contacted DECCA who called and said they would grant us "in principal Approval" till we get the design.18/12/24 Letter of acceptance has been sent to the successful contractor D&M Composites P/L19/12/24 Had a team's meeting with to Guditj Mirring Traditional Owners Aboriginal Corporation to discuss1: Once the old stairs are removed access to the site is provided to Guditj Mirring Traditional Owners Aboriginal Corporation RNTBC for inspection2: That signage, acknowledging First Nations is erected on site.3: A copy of the draft design is supplied for discussion23/12/24 Contract has been sent for signing.Contract has reached out with changes they would like to have made with the contact. Had a Meeting with Bill and Lily to go through them and rejected the changes.	50%	\$ 400,000	\$ 400,000	\$ 5,787	\$ 5,787
CAP0477	Melville Oval Irrigation	Project Planning	On Track	No	Renewal	The evaluation of the tenders has been completed, and the final scores are currently being processed.	97%	\$ 300,000	\$ 300,000	\$ 96,185	\$ 266,206

Project Ledger Number	Title	PMF Phase	Project Status	Legislative Compliance	Job Type	Comment	% Complete	Adopted Budget	Forecasted Budget	Actuals	Actuals and Commitments
CAP0479	Development contribution - St Marys Lane Hamilton	Project Planning	On Track	No	New	Developer works underway, civil works likely to start in early first quarter of the new calendar year. On track to be expended by end of financial year.	0%	\$ 100,000	\$ 100,000	\$ 0	\$ 0
CAP0480	HILAC UV Disinfection	Project Planning	On Track	Yes	Upgrade	RFQ has been closed on 18th December 2024 with 2 submissions received. The evaluation meeting was set on 2nd January 2025.	43%	\$ 120,000	\$ 120,000	\$ 0	\$ 0
CAP0481	Coleraine Caravan Park Amenities Block Renewal	Project Planning	On Track	No	Renewal	An inspection was carried out the 8th of August, to evaluate the Coleraine Caravan Park Amenities, and identify any areas that require repair or replacement. Manager of assets to define the scope of works.	10%	\$ 40,000	\$ 40,000	\$ 0	\$ 0
CAP0482	Cox Street Median Irrigation	Project Planning	On Track	No	New	Landscape plan now developed and with DTP for approval. Works planned for January.	53%	\$ 60,000	\$ 60,000	\$ 1,398	\$ 1,398
CAP0483	Melville Oval - Internal Pathways and Seating	Project Planning	Behind Schedule	No	Upgrade	Detailed survey complete	62%	\$ 200,000	\$ 200,000	\$ 1,710	\$ 20,809
CAP0487	Hamilton Streetscape Revitalisation	Project Planning	At Risk	No	Renewal	Works will not be undertaken this financial year. On design completion construction is currently planned to start January 2026.	0%	\$ 2,000,000	\$ 2,000,000	\$ 8,400	\$ 8,400
CAP0586	Hamilton Performing Arts Centre (PAC) Repair Work	Project Planning	On Track	No	Renewal	RFQ has been published on 17 December 2024, and this will be closing on 10 January 2025	26%	\$ 200,000	\$ 200,000	\$ 0	\$ 0
CAP0587	Replacement of the asbestos cladding at Baudinette pavilion - Silvester Oval	Project Planning	On Track	Yes	Renewal	The scope of this project is being re-examined by the service manager due to likely remaining asset life, will be confirmed by December.	15%	\$ 60,000	\$ 60,000	\$ 0	\$ 0
CAP0588	Melville Oval - Repair of Termite Damage Within Existing Pavilion	Project Planning	On Track	No	Renewal	All of the internal work for the grandstand is complete. The works to the external stairs have not commenced.	84%	\$ 100,000	\$ 100,000	\$ 53,037	\$ 54,987
CAP0589	Lonsdale Street - Building Demolition and Site Remediation	Project Planning	On Track	No	New	Technical specification is under approval process, to further proceed for procurement.	58%	\$ 40,000	\$ 40,000	\$ 0	\$ 0
CAP0590	Dunkeld Hub Public Toilets	Project Planning	On Track	No	Renewal	Currently preparing the RFQ for the project.	58%	\$ 45,000	\$ 45,000	\$ 0	\$ 0
CAP0592	Art Gallery - Detailed Design/Construction	Project Planning	At Risk	No	New	Contract awarded for detailed design and now underway	0%	\$ 875,000	\$ 875,000	\$ 0	\$ 0
CAP0600	Flood Recovery - Asset restoration - October 2022 event AGRN 1037 (REPA)	Project Planning	Behind Schedule	No	Renewal	Contact has been made with the contractor and a works schedule asked for. Spoke to David Bolton he is going to be the contract manager for OnTrack. Still waiting on approval of our Certified Estimate from DRFA. They have had Councils CE looked at by the Engineer and have asked for some small changes to be made. The changes are done. It will now be handed over to their assessors for approval. It is Have reached out to Comms re media releases around the REPA Works Program. The DTP Engineer has approved the CE and passed it on to their assessor for final approval. Contractor has asked for an extension of time; this has been rejected. Have asked for the remaining prestart documents including bank guarantees and inductions. 23/12/24 Have just spoke to DTP's assessor, re: Certified Estimate, he started it last week and is now on holidays. He said he was going to have a look at it whilst he is on holidays as he is aware that we are on a tight timeframe. 06/01/25 reached out to DTP re CE. no result as yet.	86%	\$ -	\$ 400,000	\$ 13,350	\$ 1,185,555

Project Ledger Number	Title	PMF Phase	Project Status	Legislative Compliance	Job Type	Comment	% Complete	Adopted Budget	Forecasted Budget	Actuals	Actuals and Commitments
CAP0633	Changing Places - Hamilton Botanic Gardens	Project Planning	Behind Schedule	No	Upgrade	"Due to changes in the budget and relocation of project sites, it has become necessary to initiate a new tender process for the project. The specifications for the required work have been updated and under process for the re-tendering procedure to commence."	17%	\$ -	\$ 180,000	\$ 0	\$ 0
Fleet H 24/25	Heavy Fleet Renewal Program 24/25	Project Planning	On Track	Yes	Renewal	Tender documents prepared and ready to be placed into Portt to then be able to go to council in February	29%	\$ 1,000,000	\$ 1,285,000	\$ 698,475	\$ 1,214,373
OPJ0439	Planning Scheme Amendment to Implement Flood Investigations for Balmoral (Balmoral Flood Defense - Detailed Design)	Project Planning	On Track	Yes	New	Stage 1 is complete	0%	\$ -	\$ -	\$ -	\$ -
Renewal 23/24 (Bridge)	Bridges & Culverts Program 23/24	Project Planning	Behind Schedule	Yes	Renewal	Confirmation of scope per bridge is being undertaken. RFT planned for release in January 2025	13%	\$ -	\$ 196,501	\$ 0	\$ 0
Renewal 24/25 (Bridge)	Bridges & Culverts Program 24/25	Project Planning	On Track	Yes	Renewal	18/12/24 Letter of acceptance has been sent to the successful contractor D&M Composites P/L.23/12/24 Contract has been sent for signing.	28%	\$ 246,000	\$ 246,000	\$ 3,080	\$ 3,080
Renewal 24/25 (F. Seal)	Final Road Seal Program 24/25	Project Planning	On Track	No	Renewal	Material ordered and program set, Burnside Lane complete, Hamilton Chatsworth complete Yatchaw Road complete and Lodge Road Hamilton Complete, with only Tulse settlement road to do of the available roads this season	75%	\$ 332,913	\$ 332,913	\$ 17,614	\$ 24,879
Renewal 24/25 (Footpath Design)	Footpath Program (Design) 24/25	Project Planning	On Track	Yes	Upgrade	As of now the quotes are being sought for the design project under this renewal program	47%	\$ 152,187	\$ 222,387	\$ 72,092	\$ 93,454
Renewal 24/25 (Footpath Renewal)	Footpath Program (Renewal) 24/25	Project Planning	On Track	No	Renewal		0%	\$ 24,000	\$ 125,475	\$ -	\$ -
Renewal 24/25 (Kerb)	Kerb & Channel Program 24/25	Project Planning	On Track	No	Renewal		0%	\$ 199,000	\$ 199,000	\$ 249	\$ 249
Renewal 24/25 (M. Links)	Footpath Program (Missing Links) 24/25	Project Planning	On Track	No	New		0%	\$ 69,563	\$ 75,188	\$ 80,832	\$ 80,832
Renewal 24/25 (R. Seal)	Rural Road Reseal Program 24/25	Project Planning	On Track	No	Renewal	DEVELOPING PROJECT SCHEDULE.	100%	\$ 707,042	\$ 757,577	\$ 28,860	\$ 28,860
Renewal 24/25 (Rehab)	Road Rehabilitation Program 24/25	Project Planning	On Track	No	Renewal	all roads on program have had the 40 mm crushed rock layed and pulverised with existing road material therefor the contractor portion of the projects are complete with overlay of 100 mm of crushed to start on all projects January	1%	\$ 3,029,800	\$ 3,791,173	\$ 1,469,145	\$ 1,669,386
Renewal 24/25 (Resheet)	Gravel Road Resheet Program 24/25	Project Planning	On Track	No	Renewal	Gravel located /sourced for projects , Skene Homestead road will be completed this week 20/12/24	25%	\$ 498,660	\$ 545,700	\$ 1,252	\$ 1,252
Renewal 24/25 (U. Seal)	Urban Road Reseal Program 24/25	Project Planning	On Track	Yes	Renewal		10%	\$ 1,136,801	\$ 1,360,187	\$ 32,298	\$ 32,298

Project Ledger Number	Title	PMF Phase	Project Status	Legislative Compliance	Job Type	Comment	% Complete	Adopted Budget	Forecasted Budget	Actuals	Actuals and Commitments
SALE001	Lakes Edge Hamilton Land Sales	Project Planning	On Track	No	New		0%	\$ -	\$ -	\$ 54,955	\$ 54,955
TSC147-23/24	Lodge Rd Drainage	Project Planning	On Track	Yes	Renewal	As of now we are awaiting the lawyers to draft an agreement.	45%	\$ -	\$ -	\$ -	\$ -
TSC170-23/24	Regional Town Road Safety Audit	Project Planning	Complete	Yes	Upgrade	Project Completed	0%	\$ -	\$ -	\$ -	\$ -
TSC70-23/24	54 Park Street Drainage, Hamilton	Project Planning	On Track	No	New	As of now RFQ's are being sought to complete the project.	23%	\$ -		\$ -	\$ -
CAP0001	Martin Hynes Council Suite - roof & windows	Project Delivery	Complete	No	Renewal	Project complete	100%	\$ -	\$ 244,000	\$ 163,491	\$ 163,491
CAP0006	Library Acquisitions	Project Delivery	On Track	No	Renewal	The purchase of collection items for the financial year has commenced. Review of standing orders and collection policy has been initiated and completed. Purchases for the first quarter have been completed, received and added to the collection. Invoicing for July-September finalised. Purchases for the second quarter are in progress, have been received and added to the collection. Waiting on second quarterly purchases to be finalised and invoiced.	52%	\$ 55,733	\$ 55,733	\$ 12,602	\$ 12,602
CAP0007	Library Acquisitions - Benson Trust Funded	Project Delivery	On Track	No	Renewal	The purchase of collection items for the financial year has commenced. Review of standing orders and collection policy has been initiated and completed. Purchases for the first quarter have commenced, been received and added to the collection. Purchases for the second quarter have commenced and been received, waiting on finalisation of quarterly purchasing and invoicing.	52%	\$ 15,000	\$ 15,000	\$ 0	\$ 0
CAP0038	Melville Oval - Facilities Upgrade Project	Project Delivery	On Track	No	Upgrade	Powercor pole replacement complete, services inside grandstand building complete, pavilion roof complete, pavilion walls commenced, timekeepers box, netball store and kiosk commenced	79%	\$ -	\$ 5,690,650	\$ 3,427,702	\$ 5,621,874
CAP0040	Pedrina Park - Carpark Upgrade - Construction	Project Delivery	Complete	No	New	Project Complete	100%	\$ -	\$ 246,579	\$ 361,613	\$ 361,613
CAP0043	Pedrina Park - Soccer Drainage	Project Delivery	Complete	No	Renewal		100%	\$ -	\$ 50,000	\$ 28,000	\$ 28,000
CAP0161	Mill Road / Lakes Edge Connection Business Case	Project Delivery	Complete	No	New	The investigation has been completed. The Geotechnical Investigation, Flora and Fauna Assessment, and desktop heritage approvals have been completed	100%	\$ -	\$ 10,000	\$ 9,505	\$ 9,505
CAP0170	Hamilton Transfer Station Bunker (Waste Options Implementation)	Project Delivery	Behind Schedule	Yes	New	Works are underway on site and progressing well, planned completion is December 23, there is some doubt about this completion date being achieved and its likely this will occur in January.	75%	\$ -	\$ 539,613	\$ 5,492	\$ 652,492
CAP0189	Coleraine Flood Defense - Detailed Design	Project Delivery	Behind Schedule	Yes	New	The CMA has asked us to update the results of the modelling based on the new study that they have completed. We have gone back to the flood modellers to understand the effectiveness of the Levee. There might be a delay in the completion of the project.	58%	\$ -	\$ 113,230	\$ 23,462	\$ 23,462
CAP0197	Roof Repair and heating and cooling - Coleraine Mechanics Institute	Project Delivery	Complete	No	Renewal	Complete	100%	\$ -	\$ 5,766	\$ 18,557	\$ 18,557

Project Ledger Number	Title	PMF Phase	Project Status	Legislative Compliance	Job Type	Comment	% Complete	Adopted Budget	Forecasted Budget	Actuals	Actuals and Commitments
CAP0205	Coleraine - Silvester Oval - Sewerage Works	Project Delivery	Complete	Yes	Upgrade	Works complete	100%	\$ -	\$ 315,795	\$ 151,552	\$ 196,552
CAP0421	Hamilton Pump Track	Project Delivery	On Track	No	New	The project is progressing as scheduled. The site cut, base preparation, and compaction have been completed. Both stages of the retaining wall are finished. The first and second stages of the slab pouring has been completed. The reshaping works in the area are now complete. The assembly of the Pump Track will take place in mid-January. The installation will be carried out by the awarded contractor. At this stage, it is too early to confirm whether the pump track will be open to the public immediately after the installation. While landscaping works are not required, I am currently reviewing the necessary permits and certifications with the suppliers and contractor to ensure compliance.	79%	\$ -	\$ 180,000	\$ 136,694	\$ 151,996
CAP0430	Hamilton Botanic Gardens - Skene Street Gates	Project Delivery	On Track	No	Renewal	Only works left to do is a stopper to stop the gate from being opened the wrong way. Reweld broken spiral on gate when moose Engineering is available. Have contacted Moose Engineering re gate reweld, will have to wait till the new year for this to take place, they are too busy. Sign for the gate, advising Disabled/Pram access this way has been supplied by David Rowe Sign Design and erected on site 17/12/24. Moose Engineering closed till the 13/01/25	92%	\$ -	\$ 15,167	\$ 7,560	\$ 7,560
CAP0432	Hamilton Regional Livestock Exchange Cattle Yard Upgrade	Project Delivery	Complete	Yes	Upgrade	Contractor has notified that works have been completed. A site inspection has taken place and PC issued. A 12 month defect period is in place until 25/11/25	100%	\$ -	\$ 29,931	\$ 35,195	\$ 35,195
CAP0473	Lake Hamilton - Solar Lighting Installation	Project Delivery	On Track	No	New	Tender was released on 6th December 2024 and will be closing on 3 January 2024. The contract was scheduled to award on February Council Meeting	25%	\$ 660,000	\$ 660,000	\$ 3,244	\$ 3,244
Fleet L 24/25	Light Fleet Renewal Program 24/25	Project Delivery	On Track	No	Renewal	Three of five items on order delivery pending, All expected to be delivered by June 30th 2025	76%	\$ 500,000	\$ 500,000	\$ 373,314	\$ 432,314
Total								\$ 20,624,250	\$ 31,625,232	\$ 9,186,152	\$ 15,976,573
Expenses										\$ 24,604	\$ 27,531
Project Income (-)										-\$ 58,630	-\$ 58,630
Grand Total								\$ 20,624,250	\$ 31,625,232	\$ 9,152,126	\$ 15,945,474