

Program

Status	Asset Category	Name	Project Scope	Comment/Status	Locality	% Complete	Estimated Construction Start	Estimated Construction Finish	Original Budget	Current Revised Budget	Actual	Actuals & Committed	Committed	Likely Carry forward into 24/25
<b>MAJOR PROJECTS</b>														
	Land Improvements	Hamilton Industrial Land Development	Finalise the development for statement of Compliance under the planning permit. Includes Power and NBN elements.	Powercor works are almost complete and NBN works are underway.	Hamilton	85%	Thursday, 14 September 2023	Monday, 27 May 2024	\$ -	\$ 997,909.00	\$ 380,917.13	\$ 1,060,205.13	\$ 679,288.00	\$ -
	Building	Hamilton Transfer Station Shed (Waste Options Implementation)	Resource separation shed to be constructed at the Hamilton Transfer Station	Council resolved to not award the original tender and pursue the Bunker Option. State Government have written to Council with intention to sever the funding agreement. Officers have responded requesting the funding agreement remain in place as the project is on track with the funding terms with evidence of commitment to complete the project.	Hamilton	20%	Monday, 17 October 2022	Wednesday, 30 October 2024	\$ 1,110,000.00	\$ 1,110,000.00	\$ 47,389.56	\$ 58,997.56	\$ 11,608.00	\$ 1,107,500.00
	Parks, open space and streetscapes	Hamilton Botanic Gardens - Intergenerational Garden	Build intergenerational garden including play spaces open spaces recreation area.	Project is on hold while grant applications are in progress	Hamilton	0%	Monday, 10 October 2022	Tuesday, 10 December 2024	\$ 1,600,000.00	\$ 1,600,000.00	\$ 3,470.58	\$ 3,470.58	\$ -	\$ -
	Parks, open space and streetscapes	Outdoor Activation - RDV Grant	Concordia Lane Upgrade 2 x London Wheelchair Seating with Benches 1.5m (Replace existing table at Melville Oval, corner of Lonsdale & Brown St) Cawendish - 3 x Table and chairs Bairnmore - 4 x Mens Shed Coleraine - 3 x screens + 1 x tables and chairs (relocate one round table from Cambos and chairs to new risk bar on Coleraine main street, place new table at Cambos) 2 x Umbrellas (location Penrhyn Hotel) 2 x tables & Benches 2m (Location to be confirmed) 2 x table & bench outdoor settings	Excess furniture being installed. Concordia Lane artist engagement progressing with works expected in May/June.	Various Locations	75%	Thursday, 31 March 2022	Friday, 28 June 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Parks, open space and streetscapes	Cox Street Redevelopment Project	CBD Revitalisation works, including upgrade to underground infrastructure, lighting & streetscape	Stage 1 completed on the 25 of April. Stage 2 to begin with Telstra works in May.	Hamilton	40%	Thursday, 31 March 2022	Tuesday, 27 August 2024	\$ 3,000,000.00	\$ 3,662,496.00	\$ 161,714.19	\$ 2,669,450.19	\$ 2,507,736.00	\$ 3,500,781.81
	Footpaths & Cycleways	Dunkeld-Mount Sturgeon Loop Walk Project	Complete the construction of the Loop walk following compulsory acquisition of the required land.	Complete.	Dunkeld	100%	Monday, 12 December 2022	Monday, 27 November 2023	\$ 440,000.00	\$ 440,000.00	\$ 443,563.76	\$ 474,620.76	\$ 31,057.00	\$ -
	Buildings	Melville Oval - Facilities Upgrade Project	Complete the design and begin the construction of the renewal and upgrade works at the Melville Oval.	Construction commenced, screw piling completed. Slab about to be poured.	Hamilton	30%	Monday, 15 November 2021	Monday, 23 December 2024	\$ 7,346,000.00	\$ 8,138,825.00	\$ 1,240,304.82	\$ 7,883,858.82	\$ 6,643,954.00	\$ 6,898,520.18
	Buildings	Dunkeld Visitor Hub	Deliver connective pathways with street observation area off Adam St, viewing platform within VIC site and internal connective paths. Also renew and upgrade Memorial park internal paths.	Complete.	Dunkeld	100%	Monday, 1 August 2022	Wednesday, 29 November 2023	\$ 100,000.00	\$ 213,789.00	\$ 250,130.07	\$ 263,896.07	\$ 3,465.00	\$ -
	Parks, open space and streetscapes	Roadside Assets - CBD Streetscape Design	Understate the detail design of the Hamilton CBD including community engagement, concept plans 3d models, and final issued for construction designs.	Grant being sought. Procurement for detailed design is closed. Evaluations complete.	Hamilton	5%	Monday, 16 October 2023	Monday, 12 August 2024	\$ 600,000.00	\$ 600,000.00	\$ 52,162.74	\$ 52,162.74	\$ -	\$ 547,837.26
	Buildings	Facilities Management - Hub Detailed Design	Detailed design of Government Hub building located at Lonsdale Street	Grant being sought.	Hamilton	75%	Monday, 4 September 2023	Friday, 6 December 2024	\$ 1,000,000.00	\$ 1,031,125.00	\$ 29,643.00	\$ 29,643.00	\$ -	\$ 1,001,482.00
	Buildings	Art Gallery - Detailed Design (\$3,550,000)	Detailed Design of new Hamilton Gallery located at Brown Street	Deferred. Grant being sought.	Hamilton	0%	Monday, 1 July 2024	Monday, 30 June 2025	\$ -	\$ 220,000.00	\$ 0.01	\$ 30,000.00	\$ 30,000.00	\$ -
	Other infrastructure	Flood Recovery - Asset restoration - October 2022 event AGRN 1037 (REPA)	Repairs to Assets Damaged in the Flood Event October 2022 AGRN 1037	Tender closing late May.	Various Locations	5%	Saturday, 1 July 2023	Saturday, 5 April 2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Other infrastructure	Council Flood Support Fund (LGV)	Restoration of non-road assets throughout the Shire damaged in Oct 2022 floods	Works complete.	Various Locations		Tuesday, 8 August 2023	Monday, 30 June 2025	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Playground Softfall renewal	Top up softfall in Council playgrounds	Complete.	Various Locations	100%	Wednesday, 11 October 2023	Friday, 13 October 2023	\$ 25,000.00	\$ -	\$ 24,581.83	\$ 24,581.83	\$ -	\$ -
		Debris disposal - removal from open spaces	Clear up stormdebris in various recreation reserves.	Identifying projects.	Various Locations	2%	TBC	TBC	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Grangeburn Walking Trail	Repairs to paths damaged in Flood event Oct 2022	Construction works on track practically complete, sealing of bridge approaches to be completed start of May	Hamilton	80%	Monday, 8 April 2024	Monday, 6 May 2024	\$ 60,000.00	\$ -	\$ -	\$ 67,655.00	\$ 67,655.00	\$ -
		High Risk Tree Assessments	Inspect trees. Has been carried out Inhouse	95% of trees have been completed by the in house team	Various Locations	98%	Friday, 1 July 2022	Sunday, 30 June 2024	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Clean-up of Mt Barridge Lookout, Hamilton	Repair lookout due to Flood Storm damage	Complete.	Hamilton	100%	Wednesday, 4 September 2024	Tuesday, 26 September 2023	\$ 20,000.00	\$ -	\$ 11,019.95	\$ 11,019.95	\$ -	\$ -
		Resilient communities engagement program	Safety Programs. Looked after by Emergency Management	Community awareness lectures by David Koch were held in April.	Various Locations	80%	Wednesday, 10 April 2024	Monday, 30 June 2025	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Hamilton to Tarrington Shared User Path	Repairs to paths damaged in Flood event Oct 2022	Contractor has been awarded.	Hamilton	80%	Monday, 15 April 2024	Thursday, 30 May 2024	\$ 100,000.00	\$ -	\$ -	\$ 118,719.00	\$ 118,719.00	0%
	Other infrastructure	Coleraine Flood Defence - Detailed Design	Undertake the detailed design for the proposed Levee on the North side of Coleraine to protect the adjacent residents and town from future flooding.	Consultant has been engaged and the design is under way.	Coleraine	15%	Friday, 1 July 2022	Monday, 28 October 2024	\$ 175,000.00	\$ 175,000.00	\$ 6,497.00	\$ 136,163.00	\$ 129,666.00	\$ 168,503.00
	Other infrastructure	Planning Scheme Amendment to Implement Flood Investigations for Dunkeld (Dunkeld Flood Defence - Detailed Design)	<ul style="list-style-type: none"> <li>the development of a Flood Study to establish mapping and planning overlay controls to guide future land use planning and infrastructure development</li> <li>Improved flood warnings and emergency response activities within the study area</li> <li>Improved land use/development planning decision making through the incorporation of flood risk information into the Southern Grampians Planning Scheme.</li> <li>Increased confidence that decisions and advice regarding flooding and future development in Dunkeld are appropriate and equitable in terms of long term community wellbeing and resilience.</li> </ul>		Dunkeld	80%	Wednesday, 1 June 2022	Tuesday, 30 January 2024	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 100,000.00
<b>RENEWAL PROGRAMS</b>														
	Road Renewals	Road Rehabilitation Program - Carry over	Gallie Rd - 3 road segments	Three road segments from 2023 will be carried forward to 2024/25	Various Locations	0%	Thursday, 1 February 2024	Sunday, 30 June 2024	\$ -	\$ 979,568.00	\$ 0.01	\$ 0.01	\$ -	\$ -
	Road Renewals	Road Rehabilitation Program	13 Road locations selected across SGS for road rehabilitation (removal of bitumen seal & top layer, stabilisation of sub base, reapplying new top layer and resurfacing).	8 road segments completed. East West Rd segments carried forward to 24/25 due to timber harvesting works	Various Locations	90%	Monday, 9 October 2023	Monday, 5 February 2024	\$ 3,355,520.00	\$ 3,355,520.00	\$ 1,877,623.03	\$ 1,988,105.03	\$ 110,482.00	\$ 1,166,862.16
	Road Renewals	Road Reseal Program - Carry over	56 road segments carried forward	All carry forward roads nearing completion. Anticipated completion date end of May	Various Locations	80%	Friday, 10 November 2023	Thursday, 30 May 2024	\$ 3,653.00	\$ 3,653.00	\$ 353,765.53	\$ 356,165.53	\$ 24,000.00	\$ -
	Road Renewals	Urban Road Reseal Program	66 Road segments selected across SGS for road resealing (resealing of bitumen surface)	17 complete, 8 carried forward to 24/25. All materials carried for remaining roads.	Various Locations	75%	Monday, 20 November 2023	Tuesday, 30 April 2024	\$ 536,822.00	\$ 536,822.00	\$ 136,392.21	\$ 139,467.21	\$ 3,075.00	\$ -
	Road Renewals	Rural Road Reseal Program	61 Road segments selected across SGS for road resealing (resealing of bitumen surface)	40 complete, 3 carried forward to 24/25. All materials carried for remaining roads.	Various Locations	95%	Friday, 10 November 2023	Tuesday, 30 April 2024	\$ 1,109,898.00	\$ 1,109,898.00	\$ 747,917.37	\$ 750,832.37	\$ 2,915.00	\$ -
	Road Renewals	Final Road Seal Program	23 Road locations selected across SGS for road sealing (final sealing of bitumen surface)	Projects complete.	Various Locations	100%	Friday, 10 November 2023	Tuesday, 30 April 2024	\$ 849,650.00	\$ 849,650.00	\$ 355,597.57	\$ 366,734.57	\$ 11,137.00	\$ -
	Road Renewals	Gravel Road Reseal Program - Carry over	Reseal Carry over program	Primary works complete, anticipate completion by end of May	Various Locations	0%	Monday, 15 April 2024	Thursday, 30 May 2024	\$ -	\$ -	\$ 11,418.12	\$ 21,498.12	\$ 10,080.00	\$ -
	Road Renewals	Gravel Road Reseal Program	21 Road segments selected across SGS for road resealing (adding additional layer of crushed rock to road surface)	17 segments complete. 2 roads scheduled. Discussions ongoing on works required for remaining 2 segments.	Various Locations	99%	Friday, 10 August 2023	Friday, 31 May 2024	\$ 594,880.00	\$ 594,880.00	\$ 459,542.00	\$ 468,196.00	\$ 8,654.00	\$ -

Program

Status	Asset Category	Name	Project Scope	Comment/Status	Locality	% Complete	Estimated Construction Start	Estimated Construction Finish	Original Budget	Current Revised Budget	Actual	Actuals & Committed	Committed	Likely Carry forward into 24/25
	Road Renewals	Kerb & Channel	Renewal of segment of Kerb and channel as per the program provided. Also provides for large scale renewals within the urban roads for "lead Preparation" works		Various Locations	1%	Monday, 18 September 2023	Friday, 28 June 2024	\$ 200,000.00	\$ 335,333.00	\$ 875.00	\$ 875.00	\$ -	\$ -
	Bridges & Culverts Renewals	Bridges and Culverts	9 bridges and 1 culvert	Currently project unallocated. To be allocated to Contract Project Management Support on award in July.	Various Locations	5%	Monday, 30 October 2023	Friday, 7 March 2025	\$ 199,092.00	\$ 199,092.00	\$ 33,964.88	\$ 42,300.68	\$ 8,436.00	\$ -
<b>PROPERTY</b>														
	Land Improvements	Lakes Edge Hamilton Land	Land sale of Lakes Edge for the purposes of housing development.	Sales campaign underway.	Hamilton	5%	Tuesday, 1 August 2023	Monday, 30 September 2024	\$ -	\$ -	\$ 20,360.80	\$ 20,360.80	\$ -	\$ -
<b>BUILDINGS</b>														
	Building Improvements	HILAC - Plant Room - Renewal of essential P&E	Renewal of essential plant and equipment in the HILAC pool plant room.	Works well underway, due for completion in June	Hamilton	85%	Tuesday, 7 November 2023	Friday, 12 January 2024	\$ 51,500.00	\$ 66,500.00	\$ -	\$ 31,280.00	\$ 31,280.00	\$ -
	Building Improvements	HILAC - Changeroom Facelift - Design	Design for gender-neutral change room with separate access to wet area (pool) and dry area (gym, other sports)	Complete.	Hamilton	100%	Tuesday, 7 November 2023	Friday, 23 February 2024	\$ 15,000.00	\$ 15,000.00	\$ 21,900.00	\$ 21,900.00	\$ -	\$ -
	Building Improvements	HILAC Floor Resurfacing	Basketball resurfacing under yearly renovation works. Resurfacing is required for better grip and health and safety reasons.	Complete.	Hamilton	100%	Wednesday, 20 December 2023	Tuesday, 16 April 2024	\$ 13,000.00	\$ 13,000.00	\$ 15,690.00	\$ 15,690.00	\$ -	\$ -
	Building Improvements	Hamilton Depot - OHS Upgrades	Various OHS Upgrades	Tender documents being prepared.	Hamilton	50%	Sunday, 28 January 2024	Sunday, 28 July 2024	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -
	Building Improvements	Cavendish Pre-School Building	Replacement of Astro turf and flooring renewal	Complete. Asset Handover pending	Cavendish	100%	Sunday, 24 September 2023	Sunday, 18 February 2024	\$ 50,000.00	\$ 50,000.00	\$ 38,979.91	\$ 53,970.91	\$ 14,091.00	\$ -
	Building Improvements	Hamilton Mitchell Square Toilet Block	Rectification of roof leaks and renewal paintwork. Scope was reduced.	Scheduled project is to be finished by 6th May 2024.	Hamilton	100%	Friday, 1 December 2023	Saturday, 8 June 2024	\$ 70,000.00	\$ 70,000.00	\$ 16,150.00	\$ 16,150.00	\$ -	\$ -
	Building Improvements	Coleraine Mechanics Hall	Priorities of work : 1. Box Gutter, spouting and downpipes to be renewed as well as repair to the roof including cladding. 2. Renewal of paintwork. 3. Installation of heaters.	Tender documents under process.	Hamilton	20%	Saturday, 16 December 2023	Saturday, 1 June 2024	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -
	Building Improvements	Balmoral RSL Building	Renewal works, including painting of the exterior to prevent water ingress.	Complete	Balmoral	100%	Wednesday, 4 November 2023	Wednesday, 24 April 2024	\$ 35,000.00	\$ 35,000.00	\$ 34,650.00	\$ 34,650.00	\$ -	\$ -
	Building Improvements	Hamilton Mitchell Park Cricket Rooms Building	Renewal of cricket rooms	Funds reallocated to Padina Park Lighting, no longer a Council priority, due to no use	Hamilton	0%	N/A	N/A	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -
	Building Improvements	Corporate - digital Hub for Gov - Working Group (Council offices working group - Market Place)	Development of Market Place Office, installation of new power and network infrastructure, update of staff work stations.	Complete	Hamilton	100%	Tuesday, 5 December 2023	Friday, 23 February 2024	\$ 60,000.00	\$ 60,000.00	\$ 23,011.47	\$ 23,011.47	\$ -	\$ -
	Building Improvements	Martin Hynes Auditorium - roof and window renewal	Renewal works: Roof and external paint renewal.	Works are scheduled to be finished in May 2024	Hamilton	90%	Tuesday, 25 July 2023	Thursday, 30 May 2024	\$ 244,000.00	\$ 244,000.00	\$ -	\$ 103,051.00	\$ 103,051.00	\$ -
	Building Improvements	Penshurst Volcanoes Discovery Centre Upgrade	Landscaping, interpretation panels, seating and pathways design and installation.	Primary works complete, landscaping under review	Penshurst	95%	Monday, 20 May 2024	Saturday, 15 June 2024	\$ -	\$ 65,573.00	\$ 97,986.09	\$ 101,803.09	\$ 3,815.00	\$ -
	Building Improvements	Ansett Museum - Building Extension	Completed works include the shed extension for the additional bus bay and storage. Remaining works include installation of shelving within the former bus storage area, which will assist with the curators and future storage of items.	Awaiting curators to be completed	Hamilton	90%	Wednesday, 1 February 2023	Friday, 28 March 2025	\$ -	\$ 44,557.00	\$ 0.01	\$ 0.01	\$ -	\$ -
	Building Improvements	Purchase - 121 Brown St and 91 Lonelade St Buildings	Purchase properties for the Hamilton CBD Cultural and Community Precinct.	Properties purchased with settlement date changed for 91 Lonelade Street to 30 June 2024	Hamilton	100%	Wednesday, 1 February 2023	Sunday, 30 June 2024	\$ 1,800,000.00	\$ 1,800,000.00	\$ (3,673.50)	\$ 1,263,682.00	\$ 1,267,355.50	\$ -
	Building Improvements	Facilities Management - Capital Renewal Buildings	Relicensing of building at Silvester Oval	Complete.	Coleraine	100%	Wednesday, 1 February 2023	Wednesday, 20 March 2024	\$ -	\$ 204,818.00	\$ 0.01	\$ 0.01	\$ -	\$ -
	Building Improvements	Ansett Museum - Signage & Interpretive Boards - Collection Strategy	Design and implement interpretive signage within the Ansett Museum following the curators of the collection and detailed planning of the signage	Awaiting curators to be completed.	Hamilton	80%	Friday, 5 August 2022	Friday, 28 March 2025	\$ 35,000.00	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -
	Building Improvements	Art Gallery - Climate Control & Lighting Upgrades	Replace the existing climate control unit and lighting system with equipment that meets industry standards	Complete	Hamilton	100%	Tuesday, 2 August 2022	Friday, 8 September 2023	\$ -	\$ 301,225.00	\$ 297,813.00	\$ 382,153.00	\$ 64,340.00	\$ -
	Building Improvements	Facilities Management - Asbestos removal	Remove asbestos as per grant to Silvester Oval Football Pavilion, Red Shield Hut (showgrounds), HILAC, Melville Oval Grandstand, Penshurst Preschool, Hall	Contractor scheduling a program for works to finish by 30 June 2024	Various sites	80%	Monday, 3 July 2023	Saturday, 29 June 2024	\$ -	\$ -	\$ -	\$ 717,512.00	\$ 717,512.00	\$ -
	Building Improvements	CAP0031: HILAC - Gym Air-conditioning Control replacement	Replacement of gym airconditioner control unit	Complete	Hamilton	100%	Friday, 11 August 2023	Tuesday, 9 January 2024	\$ -	\$ 51,000.00	\$ 0.01	\$ 0.01	\$ -	\$ -
	Building Improvements	HILAC Corridor Floor Covering replacement	Remove lino floor covering and replace with epoxy flooring.	Complete. Asset handover pending	Hamilton	100%	Friday, 11 August 2023	Friday, 19 December 2023	\$ -	\$ 30,000.00	\$ 28,044.49	\$ 56,424.49	\$ 28,380.00	\$ -
	Building Improvements	Public EV Charger	Relocate EV charger from RSL to new location, parking adjacent to Hamilton Visitor Information Centre	EV Charger relocated, Powercor service connection pending, due by end of May	Hamilton	90%	Monday, 15 January 2024	Thursday, 30 May 2024	\$ -	\$ -	\$ 3,900.00	\$ 21,020.00	\$ 17,120.00	\$ -
	Building Improvements	EV Charger (Fleet)	Remainder works are upgrade to the Switchboard at Market Place	Scope underway for Switchboard upgrade	Hamilton	85%	Friday, 11 August 2023	Tuesday, 4 June 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Building Improvements	Coleraine - Silvester Oval - Football Pavilion - various renewal works	Renewal works: Internal cladding and repair of leaking roofing.	Structural assessment is required to perform and works will be delayed until building settles following slump Picking works.	Coleraine	100%	Monday, 15 January 2024	Monday, 8 July 2024	\$ -	\$ 30,000.00	\$ 59,968.68	\$ 59,968.68	\$ -	\$ -
	Building Improvements	Coleraine - Silvester Oval - Sewerage Works	Construction for pavilion sewer upgrade	Awaiting Warron Water approval for sewer connections	Coleraine	70%	Wednesday, 4 October 2023	Sunday, 30 June 2024	\$ 350,000.00	\$ 350,000.00	\$ 1,520.00	\$ 5,060.00	\$ 3,540.00	\$ -
	Building Improvements	Changing Places Hamilton Botanic Gardens	Design and construction a new public toilet facility with landscaping.	Working through Heritage Victoria requirements, putting together a landscape plan	Hamilton	20%	Saturday, 21 October 2023	Thursday, 5 September 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Building Improvements	Glenhompson Public Toilet	Demolition of 40 Memorial Road is finished and review and construction of new facility	Specification for the new toilets are under approval	Glenhompson	25%	Saturday, 11 November 2023	Friday, 27 September 2024	\$ 250,000.00	\$ 250,000.00	\$ 12,665.00	\$ 25,465.00	\$ 12,800.00	\$ 237,335.00
	Building Improvements	Penshurst Public Toilets (Town Hall)	Internal works and upgrades including plaster, painting and replacement of fittings (leaking).	Complete. Asset handover pending	Penshurst	100%	Friday, 8 September 2023	Friday, 1 March 2024	\$ 20,000.00	\$ 20,000.00	\$ 14,920.00	\$ 14,920.00	\$ -	\$ -
	Building Improvements	Roof cladding replacements - Silvester Oval (Pavilion & Change Room Verandah)	Roof leak, replacement of ceilings, flashing and corroded sheets need to be replaced.	Structural defect emerged due to re-slumping, awaiting building settlement, will happen in June	Coleraine	15%	Friday, 8 September 2023	Friday, 16 August 2024	\$ 40,000.00	\$ 40,000.00	\$ 1,250.00	\$ 1,250.00	\$ -	\$ -
	Building Improvements	Roof cladding replacements - Hamilton Mechanics Institute	Roof replacement, plaster entire ceiling and paint work.	Specifications are finalised and under review for approval.	Hamilton	15%	Monday, 20 November 2023	Monday, 15 July 2024	\$ 60,000.00	\$ 60,000.00	\$ 1,250.00	\$ 1,250.00	\$ -	\$ -
	Building Improvements	Roof cladding replacements - Carapook Public Hall	Replace roof cladding.	Inspection confirmed works no longer required, completed under maintenance activities. Works being considered on windows to prevent water leakage. Scope revision underway.	Carapook	2%			\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -
	Building Improvements	Essential Safety Measures priorities (including Hamilton Gallery ESM and Security Upgrades)	Address deficiencies identified in key buildings based on essential safety measure (ESM) priorities.	Updating the list of ESM requiring completion, 28 critical measures already resolved. Hamilton Gallery ESM and Security Upgrade completed.	Various sites	80%	Saturday, 11 November 2023	Saturday, 22 June 2024	\$ 100,000.00	\$ 100,000.00	\$ 22,927.10	\$ 23,924.00	\$ 997.00	\$ -
<b>PLANT AND EQUIPMENT</b>														
	Plant, Machinery & equipment	Light Fleet Renewals	Renew various items of fleet owned by Council	85% completed, with commitments made for remaining 15%. All vehicles will be ordered by June 30, but carry forwards required due to supplier delivery timelines.	Various sites	85%	Saturday, 11 November 2023	Sunday, 30 June 2024	\$ 500,000.00	\$ 500,000.00	\$ 327,773.87	\$ 720,179.87	\$ 392,406.00	\$ -
	Plant, Machinery & equipment	Heavy Fleet Renewals	Renew various items of heavy plant (construction Machinery) owned by Council.	10% completed, commitments made for another 60%. Remaining have been defined. Target is to have all orders in place by June 30, will have some deliveries prior but others will require carry forwards	Various sites	10%	Saturday, 11 November 2023	Sunday, 30 June 2024	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,365.00	\$ 1,365.00	\$ -	\$ -
	Plant, Machinery & equipment	Plant Replacement - Truck - Patching	Purchase new patching truck	Tender documents being prepared. Target is to have order in place by June 30, will require a carry forward as a build is more 30 weeks.	Hamilton	95%	Saturday, 11 November 2023	Sunday, 30 June 2024	\$ 350,000.00	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -

Program

Status	Asset Category	Name	Project Scope	Comment/Status	Locality	% Complete	Estimated Construction Start	Estimated Construction Finish	Original Budget	Current Revised Budget	Actual	Actuals & Committed	Committed	Likely Carry forward into 24/25
	Plant, Machinery & equipment	Plant Replacement - Depot Fuel Bowers	Purchase new depot fuel bowers	Tender documents being prepared. Target is to have order in place by June 30, will require a carry forward.	Hamilton	5%	Saturday, 11 November 2023	Sunday, 30 June 2024	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -
	Fixtures, fittings & furniture	Total Station Survey Unit	Robotic Total Station purchase	Preliminary investigation underway	Hamilton	5%	Friday, 8 March 2024	Sunday, 30 June 2024	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -
	Fixtures, fittings & furniture	Parking Meter Renewal	Removal and replacement of Parking Meters in Hamilton CBD.	Asset handover pending.	Hamilton	100%	Thursday, 20 April 2023	Wednesday, 21 February 2024	\$ 200,000.00	\$ 200,000.00	\$ 131,493.50	\$ 131,493.50	\$ -	\$ -
	Fixtures, fittings & furniture	PAC - House Lights	Upgrade PAC house lights to LED energy sustainability	Original lighting specification sought is no longer available, reevaluating preferred option.	Hamilton	12%	Tuesday, 30 May 2023	Tuesday, 25 June 2024	\$ 50,000.00	\$ 56,067.00	\$ -	\$ -	\$ -	\$ -
	Fixtures, fittings & furniture	PAC - Front of House Lighting Bridge	Upgrade PAC front of house lights to LED energy sustainability, including roof access safety upgrade	Currently project unallocated. To be allocated to Contract Project Management Support on award in July.	Hamilton	5%	Tuesday, 27 February 2024	Tuesday, 15 October 2024	\$ 38,750.00	\$ 38,750.00	\$ -	\$ -	\$ -	\$ -
	Computers & telecommunications	Business Systems - IT Server Infrastructure	Replacement of on premise production servers as current servers are beyond end of life and end of support.	Most hardware purchased, pending install. Some installed	Hamilton	50%	Monday, 3 July 2023	Friday, 28 June 2024	\$ 35,000.00	\$ 35,000.00	\$ 12,725.30	\$ 13,351.30	\$ 626.00	\$ -
	Computers & telecommunications	Business Systems - IT Network Infrastructure	Continuous improvement of coverage, speed and resiliency of SGSC internal network, as well as public ConnectGH networks in all towns.	Scope of works being designed. Project delayed until Project CORE systems implemented. Tender documents in process	Hamilton	5%	Monday, 3 July 2023	Friday, 28 June 2024	\$ 46,000.00	\$ 46,000.00	\$ -	\$ -	\$ -	\$ -
	Computers & telecommunications	Business Systems - CCTV Cameras	Replacement of ageing CCTV camera hardware.	Most cameras installed	Hamilton	75%	Monday, 3 July 2023	Friday, 28 June 2024	\$ 15,000.00	\$ 15,000.00	\$ 12,340.98	\$ 13,157.98	\$ 817.00	\$ -
	Computers & telecommunications	Business Systems - IT Backup	Replacement of on premise production backup servers as current servers are beyond end of life and end of support.	Scope of works being designed. Project delayed until Project CORE systems implemented. Tender documents in process. Will tender with server hardware.	Hamilton	5%	Monday, 3 July 2023	Friday, 28 June 2024	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
	Library Books	Library Acquisitions	Purchase of books for collection.	Purchases made throughout the year via standing orders to suppliers. Invoiced quarterly (via Service Level Agreement with City of Ballarat), 3rd quarter invoice not yet received. Due to invoicing delays final outcomes are usually not reportable until August.	Hamilton	75%	Monday, 3 July 2023	Friday, 28 June 2024	\$ 55,000.00	\$ 55,000.00	\$ 25,301.11	\$ 26,399.11	\$ 1,098.00	\$ -
	Library Books	Library Acquisitions - Funded	Purchase of books for collection.	Purchases made throughout the year via standing orders to suppliers. Invoiced quarterly (via Service Level Agreement with City of Ballarat) 2nd quarter invoice not yet received. Due to invoicing delays, final outcomes are usually not reportable until August.	Hamilton	50%	Monday, 3 July 2023	Friday, 28 June 2024	\$ 15,000.00	\$ 15,000.00	\$ 2,420.67	\$ 2,420.67	\$ -	\$ -
	Art Collection	Art Gallery Acquisitions	Purchase of artworks for collection.	Artwork purchase complete. Louise Zhang, Australia born 1991 Lusheng (one part of home) 2021 Acrylic on canvas, custom frame coated in satin 2 pack paint. 122 x 203 cm.	Hamilton	100%	Monday, 3 July 2023	Friday, 28 June 2024	\$ 15,000.00	\$ 15,000.00	\$ 14,500.00	\$ 14,500.00	\$ -	\$ -
<b>INFRASTRUCTURE</b>														
	Roads	St Mary's Lane, Hamilton - Design and construction	Design and Construct	Final Designs completed and provided to the developer	Hamilton	100%	Friday, 15 December 2023	Friday, 15 March 2024	\$ -	\$ -	\$ -	\$ 12,400.00	\$ 12,400.00	\$ -
	Roads	Mill Road / Lakes Edge Connection Business Case	Develop business case to support future grant applications for the design stage of the road link between the Lakeside development and Mill Rd. Will include more definitive location of creek crossing and bridge, some geotechnical investigation to support pavement design and QS report based on technical specification for costs.	Preliminary investigation underway	Hamilton	10%	Wednesday, 13 March 2024	Tuesday, 20 August 2024	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
	Roads	Roadside Safety Improvements	Undertake RSA on all link and collector roads, to form basis of a proactive safety improvement program. Prioritise and complete works	Design works are underway for upgrade works.	Various sites	50%	Sunday, 14 May 2023	Saturday, 1 June 2024	\$ 315,000.00	\$ 315,000.00	\$ 34,980.00	\$ 115,915.00	\$ 80,935.00	\$ -
	Roads	Regional Town Road Safety Audit	Conduct road safety audit focusing on linemarking and signage with council roads and their interaction with DOP roads.	Draft reports for 3 towns have been provided. Awaiting the reports for the other towns.	Hamilton	65%	Thursday, 20 April 2023	Wednesday, 19 June 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Roads	Road Safety Audit - Hamilton CBD (TAC Grant)	Safety Strategy for Hamilton CBD	Tender documents are being prepared	Hamilton	0%	Friday, 1 March 2024	Friday, 23 May 2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Bridges & Culverts	HIRL Bridges	Deliver new safe compliant pedestrian bridges to replace the existing aged and rail structures.	Project being reviewed for delivery in 2024/25 financial year	Hamilton	10%	Sunday, 1 October 2023	Monday, 10 February 2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Bridges & Culverts	Level 3 Bridge Inspections	Conduct Level 3 Bridge Inspection & Load Ratings on 2 bridges Quailers Rd & Ridge Rd	Evaluating quotes completed. Tender to be awarded	Various Locations	60%	Monday, 22 January 2024	Tuesday, 4 June 2024	\$ 45,000.00	\$ 45,000.00	\$ 0	\$ 0	\$ 0	\$ 0
	Footpaths & Cycleways	Footpath - Annual Program	Scorestry Street Footpath, and Annual Program	Scorestry St completed July 2023. Annual program to commence in January 2024.	Hamilton	100%	Wednesday, 1 February 2023	Wednesday, 20 December 2023	\$ -	\$ 60,104.00	\$ 60,009.21	\$ 60,009.21	\$ -	\$ -
	Footpaths & Cycleways	Footpath Renewals	7 footpath segments	2 complete, 4 carried forward to 24/25.	Hamilton	30%	Tuesday, January 16, 2024	Friday, May 31, 2024	\$ 228,150.00	\$ 228,150.00	\$ 6,704.51	\$ 57,929.51	\$ 51,225.00	\$ -
	Footpaths & Cycleways	Footpath Missing links	5 footpath segments	2 complete, 3 carried forward to 24/25.	Hamilton	40%	Tuesday, January 16, 2024	Friday, May 31, 2024	\$ 146,625.00	\$ 146,625.00	\$ 42,701.68	\$ 42,701.68	\$ -	\$ -
	Footpaths & Cycleways	Implementation of Hamilton Moves	Continue to develop an overall integrated transport strategy for Hamilton.	Finalisation and Department of Transport sign off pending.	Hamilton	90%	Monday, 5 September 2022	Wednesday, 12 June 2024	\$ 75,000.00	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -
	Footpaths & Cycleways	Rail Trail Crossings	Investigate key rail trail road crossing points for the Coleraine Rail Trail and determine standard safety treatments and infrastructure to improve functions, safety and usability.	Cost estimates being prepared, with options for delivery being reviewed. Quotations for treatments expected in May.	Various	50%	Monday, 13 November 2023	Monday, 22 July 2024	\$ 225,000.00	\$ 225,000.00	\$ -	\$ -	\$ -	\$ -
	Drainage	Hamilton Mechanic Institute (Pool Hall and Historical Society) (43 Gray St) - Design & Construct	Design and Construct drainage	Completed.	Hamilton	100%	Monday, 7 August 2023	Monday, 25 September 2023	\$ 13,000.00	\$ 13,000.00	\$ 7,358.00	\$ 7,358.00	\$ -	\$ -
	Drainage	19 King Street - investigate and design drainage trouble spots	Investigation and design	Flood mitigation have been prepared. Presentation pending for Council decision.	Hamilton	40%	Monday, 7 August 2023	Thursday, 27 March 2025	\$ 80,000.00	\$ 80,000.00	\$ 9,395.00	\$ 12,085.00	\$ 2,690.00	\$ -
	Drainage	32-34 King Street - Design	Investigation and design	Flood mitigation have been prepared. Presentation pending for Council decision.	Hamilton	40%	Thursday, 14 September 2023	Friday, 18 April 2025	\$ 35,000.00	\$ 35,000.00	\$ 5,977.03	\$ 10,119.03	\$ 4,142.00	\$ -
	Drainage	Kent Manor - Design	Design and Construct drainage	Designs are complete and a business case is being prepared to seek funds to construct.	Hamilton	60%	Monday, 7 August 2023	Tuesday, 11 March 2025	\$ 235,000.00	\$ 235,000.00	\$ 10,275.71	\$ 19,875.71	\$ 9,600.00	\$ -
	Drainage	MI Balmbridge Roundabout - Design	Investigation and design	The model has indicated that 101 and 103 coleraine rd did not get flooded as indicated initially.	Hamilton	10%	Thursday, 15 February 2024	Thursday, 20 June 2024	\$ 50,000.00	\$ 50,000.00	\$ 7,750.46	\$ 18,730.46	\$ 10,980.00	\$ -
	Drainage	Cox Street, Penshurst - Design	Investigation and design	Following initial flood modelling and civil design, Council requested flood modifiers to expand the area of study	Penshurst	40%	Thursday, 14 September 2023	Thursday, 27 March 2025	\$ 30,000.00	\$ 30,000.00	\$ 7,850.04	\$ 16,850.04	\$ 9,000.00	\$ -
	Drainage	Mason Court - Design	Investigation and design	Flood mitigation have been prepared. Presentation pending for Council decision.	Hamilton	40%	Thursday, 14 September 2023	Thursday, 12 June 2025	\$ 10,000.00	\$ 10,000.00	\$ 5,595.69	\$ 9,737.68	\$ 4,142.00	\$ -
	Drainage	Chamberlain Street - Design	Investigation and design	Flood mitigation have been prepared. Presentation pending for Council decision.	Hamilton	40%	Thursday, 14 September 2023	Thursday, 19 June 2025	\$ 40,000.00	\$ 40,000.00	\$ 4,417.32	\$ 8,559.32	\$ 4,142.00	\$ -
	Drainage	French Street, Hamilton - Design	Design and Construct drainage	Civil Designs have been completed and the budget allocated for delivery is insufficient.	Hamilton	75%	Monday, 25 September 2023	Monday, 20 January 2025	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -
	Drainage	Church Street, Coleraine - Sub Surface Drainage	Construct a 170m long subsurface stormwater system	Project complete.	Coleraine	100%	Monday, 25 September 2023	Monday, 18 March 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Recreational, leisure & community facilities	Botanic Gardens - Fountain paint/renewal - Stage 1: Investigation and design	Strip back the existing unsuitable paint clean the fountain up and resal with a more suitable aquatic paint, will require specialist contractor	Scope of works and specifications with timelines established Business Case being prepared	Hamilton	95%	Tuesday, 30 April 2024	Monday, 17 June 2024	\$ -	\$ -	\$ 3,382.00	\$ 3,382.00	\$ -	\$ -
	Recreational, leisure & community facilities	Pedrina Park Lighting Upgrade	Deliver lighting upgrade to achieve 100 lux lighting at Pedrina Park	Complete. A further \$150,000 allocated from Mitchell Park Charge Rooms to this project.	Hamilton	100%	Monday, 12 February 2024	Friday, 22 March 2024	\$ 100,000.00	\$ 100,000.00	\$ 52,264.44	\$ 191,389.44	\$ 139,125.00	\$ -

Program

Status	Asset Category	Name	Project Scope	Comment/Status	Locality	% Complete	Estimated Construction Start	Estimated Construction Finish	Original Budget	Current Revised Budget	Actual	Actuals & Committed	Committed	Likely Carry forward into 24/25
	Recreational leisure & community facilities	Pedrina Park - Playground renewal	Renewal of demolished playground at the Pedrina Park Netball courts. carry forward from previous year.	Complete	Hamilton	100%	Monday, 10 April 2023	Tuesday, 22 August 2023	\$ -	\$ -	\$ 13,041.24	\$ 13,041.24	\$ -	\$ -
	Recreational leisure & community facilities	Pedrina Park - Soccer Drainage	Finalise the design plans and construct new drainage to effectively manage stormwater on the soccer field	Works completed with the exception of sand growing \$20K	Hamilton	95%	Monday, 11 December 2023	Friday, 5 April 2024	\$ 450,000.00	\$ 450,000.00	\$ 129,580.00	\$ 157,580.00	\$ 28,000.00	\$ -
	Recreational leisure & community facilities	Pedrina Park - Netball Courts (Cont 12-21)	Contractor has rectified carpark works. carpark is now flush with lip of curve.	Complete.	Hamilton	100%	Wednesday, 1 February 2023	Wednesday, 20 December 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Recreational leisure & community facilities	HILAC - Tile Replacement	Pool tiles are popping out need to be replaced.	Ongoing maintenance occurring on an as requirement basis.	Hamilton	15%	Monday, 23 October 2023	Monday, 27 May 2024	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -
	Recreational leisure & community facilities	Outdoor Pools - Balmoral	Address defect as detailed in preliminary pool report provided by the recreation team. Will involve detailed investigation of leaks and repair.	Major works to begin after investigation and maintenance work completed.	Balmoral	0%	Monday, 23 October 2023	Friday, 20 December 2024	\$ 190,000.00	\$ 235,000.00	\$ -	\$ -	\$ -	\$ 235,000.00
	Recreational leisure & community facilities	Outdoor Pools - Coleraine	Address defect as detailed in preliminary pool report provided by the recreation team. Will involve detailed investigation of leaks and repair.	Major works to begin after investigation and maintenance work completed.	Coleraine	0%	Monday, 23 October 2023	Friday, 20 December 2024	\$ 220,000.00	\$ 290,000.00	\$ 1,450.00	\$ 1,450.00	\$ -	\$ 288,550.00
	Recreational leisure & community facilities	Outdoor Pools - Dunkeld	Address defect as detailed in preliminary pool report provided by the recreation team. Will involve detailed investigation of leaks and repair.	Major works to begin after investigation and maintenance work completed.	Dunkeld	0%	Monday, 23 October 2023	Friday, 20 December 2024	\$ 30,900.00	\$ 75,900.00	\$ 1,450.00	\$ 1,450.00	\$ -	\$ 74,450.00
	Recreational leisure & community facilities	Outdoor Pools - Hamilton	Address defect as detailed in preliminary pool report provided by the recreation team. Will involve detailed investigation of leaks and repair.	Scope being confirmed. Pool investigation to begin in approx. March 2024	Hamilton	5%	Monday, 23 October 2023	Friday, 20 December 2024	\$ 654,280.00	\$ 654,280.00	\$ 9,211.58	\$ 9,211.58	\$ -	\$ 645,068.42
	Recreational leisure & community facilities	Outdoor Pools - Penshurst	TBC	Pool status being re-evaluated. Currently on hold	Penshurst	0%	Monday, 23 October 2023	Friday, 20 December 2024	\$ 48,204.00	\$ 93,204.00	\$ 25,512.65	\$ 25,512.65	\$ -	\$ 67,691.35
	Recreational leisure & community facilities	Outdoor Pools - Glenthompson	TBC	Pool status being re-evaluated. Currently on hold	Glenthompson	0%			\$ 18,500.00	\$ 63,500.00	\$ -	\$ -	\$ -	\$ -
	Recreational leisure & community facilities	Coleraine Pool - Filtration System & Circulation Pumps	Renew the existing filtration system and circulation pumps	Works to be completed after the new pool season ends.	Coleraine	0%	Monday, 23 October 2023	Friday, 20 December 2024	\$ 165,000.00	\$ 165,000.00	\$ -	\$ -	\$ -	\$ 165,000.00
	Recreational leisure & community facilities	Hamilton Outdoor - Painting & Expansion Joints	Repair expansion joints within the pool and repaint	Currently at procurement stage with award scheduled for February 2024	Hamilton	5%	Monday, 16 October 2023	Friday, 20 December 2024	\$ 130,000.00	\$ 130,000.00	\$ -	\$ -	\$ -	\$ 130,000.00
	Recreational leisure & community facilities	Balmoral Pool - Filtration System & Circulation Pumps	Address defect as detailed in preliminary pool report provided by the recreation team. Will involve detailed investigation of leaks and repair.	Works to be completed after the new pool season ends.	Balmoral	0%	Thursday, 1 February 2024	Friday, 20 December 2024	\$ -	\$ 71,574.00	\$ 13,635.00	\$ 13,635.00	\$ -	\$ 58,239.00
	Recreational leisure & community facilities	Balmoral Pool - Painting & Expansion Joints	Address defect as detailed in preliminary pool report provided by the recreation team. Will involve detailed investigation of leaks and repair.	Project scope being confirmed. Pool investigation to begin in approx. May 2024.	Balmoral	0%	Wednesday, 1 February 2023	Friday, 20 December 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Recreational leisure & community facilities	Coleraine Pool - Painting & Expansion Joints	Address defect as detailed in preliminary pool report provided by the recreation team. Will involve detailed investigation of leaks and repair.	Project scope being confirmed. Pool investigation to begin in approx. May 2024.	Coleraine	0%	Wednesday, 1 February 2023	Friday, 20 December 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Recreational leisure & community facilities	Dunkeld Pool - Painting & Expansion Joints	Address defect as detailed in preliminary pool report provided by the recreation team. Will involve detailed investigation of leaks and repair.	Project scope being confirmed. Pool investigation to begin in approx. May 2024.	Dunkeld	5%	Wednesday, 1 February 2023	Friday, 20 December 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Recreational leisure & community facilities	Penshurst Pool - Painting & Expansion Joints	TBC	Pool status being re-evaluated. Currently on hold	Penshurst	0%	Wednesday, 1 February 2023	Friday, 20 December 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Recreational leisure & community facilities	Glenthompson Pool - Painting & Expansion Joints	TBC	Pool status being re-evaluated. Currently on hold	Glenthompson	0%	Wednesday, 1 February 2023	Friday, 20 December 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Recreational leisure & community facilities	Coleraine - Silvester Oval - Power Upgrade and Sportsground Lighting	Power upgrade to service future developments at Silvester Oval. Lighting upgrade to allow for night time training now part of this due to successful grant	Project complete. Asset handover pending	Coleraine	100%	Monday, 14 November 2022	Monday, 29 April 2024	\$ 426,888.00	\$ 426,888.00	\$ 375,633.60	\$ 375,633.60	\$ -	\$ -
	Recreational leisure & community facilities	Lake Hamilton - Dam Wall Reinstatement	Maintenance works to be completed in the dryer/summer months as per the Dam Safety Inspection Report June 2022.	Completed works: vegetation removal, spillway structural investigation, possible leak investigation. Outstanding works: modelling of 1100 and 110,000 to be completed	Hamilton	75%	Sunday, 1 January 2023	Friday, 13 December 2024	\$ 70,000.00	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 70,000.00
	Recreational leisure & community facilities	Playgrounds - General Renewal	Purchase and install replacement playground equipment. Lakeside All Abilities Playground.	Identifying works to undertake within program.	Various Locations	2%	Friday, 30 June 2023	Friday, 28 June 2024	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 69,429.00	\$ 69,429.00	\$ -
	Recreational leisure & community facilities	Hamilton Skatepark (\$69K)	Renew or replacement of Hamilton Skatepark half-pipe	Over-arching design plan now complete. RFQ for pre-cast units being developed. Tree removal and bulk earthworks in planning stages.	Hamilton	2%	Monday, 4 September 2023	Friday, 15 November 2024	\$ 60,000.00	\$ 60,000.00	\$ -	\$ -	\$ -	\$ 60,000.00
	Recreational leisure & community facilities	Hamilton Pump Track (\$174K)	Design and install pump track	Over-arching design plan now complete. RFQ for pre-cast units being developed. Tree removal and bulk earthworks in planning stages.	Hamilton	5%	Friday, 30 June 2023	Friday, 15 November 2024	\$ 180,000.00	\$ 180,000.00	\$ -	\$ -	\$ -	\$ 180,000.00
	Recreational leisure & community facilities	VMS Board - North Bunday Road (TAC Grant)	Purchase of 1 VMS Board for use across the Shire.	Procurement complete and awarded	Hamilton	90%	Monday, 5 February 2024	Thursday, 30 May 2024	\$ -	\$ -	\$ -	\$ 27,005.00	\$ 27,005.00	\$ -
	Recreational leisure & community facilities	Hamilton Entrance Signs - Ballarat, Coleraine & Portland Roads	Design and upgrade Hamilton township entry signage	Design development underway.	Hamilton	5%	Monday, 23 October 2023	Saturday, 24 August 2024	\$ -	\$ 200,000.00	\$ 0.01	\$ 0.01	\$ -	\$ -
	Recreational leisure & community facilities	Signage replacement - Shire Wide Tourism Signs (Visitor specific signage)	Signs Replacement due to the current condition	List is under process to finalised	Various Locations	10%	Thursday, 1 February 2024	Friday, 26 July 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Waste management	Hamilton Landfill - Leachate Bores and Pumps	Leachate sump	Investigating scope of works	Hamilton	15%	Tuesday, 9 January 2024	Tuesday, 18 March 2025	\$ 75,000.00	\$ 75,000.00	\$ 624.29	\$ 624.29	\$ -	\$ 74,375.71

Colour coding is as follows: Green = On track for planned completion, Yellow = Possible carry forward, Red = Will be Carry forward, Black = Complete, Blue = On hold

Program

Status	Asset Category	Name	Project Scope	Comment/Status	Locality	% Complete	Estimated Construction Start	Estimated Construction Finish	Original Budget	Current Revised Budget	Actual	Actuals & Committed	Committed	Likely Carry forward into 24/25
	Waste management	Coleraine Landfill Remediation	Repair the existing cap and ensure impermeability is retained to prevent water entering the waste cell. Also provide level surface of site to the landholder.	Geotechnical report received, design underway	Coleraine	30%	Saturday, 16 September 2023	Monday, 10 June 2024	\$ 150,000.00	\$ 150,000.00	\$ 8,787.00	\$ 16,017.00	\$ 7,250.00	\$ 141,233.00
	Waste management	Hamilton Landfill Biofilter Upgrade	Upgrade existing Hamilton Landfill Biofilter	Confirm scope - contractor preparing a quote for the design of a new bio filter at the Hamilton Landfill	Hamilton	10%	Tuesday, 13 February 2024	Thursday, 3 October 2024	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -
	Waste management	Transfer Station - Artificial Intelligence Solution for Waste Management	Upgrade software to simplify landfill transactions at point of sale. Investigate solutions for installing AI software integrating licence plate recognition software to simplify sales.	Specification written and sent to suppliers. Meeting with various suppliers 23/24 April to discuss scope.	Various sites	25%	Monday, 30 October 2023	Sunday, 30 June 2024	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -
	Waste management	Hamilton Landfill Capping Stage 6	Finalising the independent assessment and certification of completed capping works.	In the Final Stages of the Audit. Findings to be finalised by the end of 2024.	Hamilton	95%	Tuesday, 13 February 2024	Tuesday, 3 December 2024	\$ -	\$ -	\$ 15,240.00	\$ 15,240.00	\$ -	\$ -
	Waste management	(OPP-SM47) Dunkeld Retaining Wall (Grant Fund DEECA)	Extend existing retaining wall to provide additional space for new pit for bins.	Complete.	Dunkeld	100%	Wednesday, 1 February 2023	Thursday, 28 March 2024	\$ -	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ -	\$ -
	Parks, open space and streetscapes	Hamilton Botanic Gardens - Skene Street Gates	Fix and restore entrance gate to original condition	Discussions occurring with Heritage Victoria for exemption to permit process. Quotation sought for cost of works Re: Posts and Fence Panels	Hamilton	5%	Monday, 4 September 2023	Monday, 23 September 2024	\$ 20,000.00	\$ 20,000.00	\$ 3,805.00	\$ 3,805.00	\$ -	\$ 16,195.00
	Parks, open space and streetscapes	Hamilton Botanic Gardens - Footbridge (Hamilton Asset ID: 31847)	Remediation works and painting of Hamilton Botanic Gardens Footbridge	Complete.	Hamilton	100%	Wednesday, 1 February 2023	Friday, 2 February 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Parks, open space and streetscapes	Hewitt Park - Vegetation Offset site	Develop site for Council to provide its own vegetation offsets internally in accordance with DELWP requirements	Submitted package of documents to DEECA to go through their quality assurance process. Once the documents have been through the QA process, everything will be finalised.	Hamilton	95%	Monday, 10 October 2022	Unable to give a timeframe. All registration documents have been signed and sent to DEECA for final approval.	\$ 18,000.00	\$ 18,000.00	\$ 16,055.00	\$ 22,613.00	\$ 6,558.00	\$ -
	Parks, open space and streetscapes	Hamilton Botanic Gardens Rose Garden	Construct new pathways and garden bed for rose garden, includes planting by volunteers	Complete.	Hamilton	100%	Monday, 17 October 2022	Monday, 25 December 2023	\$ -	\$ 38,001.00	\$ 38,462.12	\$ 38,462.12	\$ -	\$ -
	Parks, open space and streetscapes	Pedrina Park - Carpark Upgrade - Construction	Construct stage 1 of the designed carpark	Tender closed, award progressing, award report scheduled for June Council meeting	Hamilton	0%	Thursday, 14 December 2023	Thursday, 25 July 2024	\$ 250,000.00	\$ 250,000.00	\$ 3,420.75	\$ 28,640.75	\$ 25,220.00	\$ 246,579.25
	Parks, open space and streetscapes	Pedrina Park - Carpark Upgrade (design) (\$100k)	Scope change now, delivery of 2 carparks in Pedrina Park, and footpath connection to adjacent fields	Design 90% complete, final revision following service manager engagement.	Hamilton	75%	Wednesday, 15 March 2023	Tuesday, 25 June 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Parks, open space and streetscapes	Coleraine - Silvester Oval - Carpark Drainage	Design for drainage to prevent run-off from the western hill side toward the carpark and pavilion and construct the required drainage	Drainage drawings are currently being finalised.	Coleraine	10%	Thursday, 14 September 2023	Thursday, 22 August 2024	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 200,000.00
	Parks, open space and streetscapes	Hamilton Showgrounds Carpark & Pedestrian Crossing	New carpark access on North west corner adjacent to new Roundabout also need to be relocated bus stop near by.	No longer required in proposed location. Funding reallocated (PAC Climate control), will be reconsidered for future funding on completion of Melbourne	Hamilton	0%			\$ 85,000.00	\$ 85,000.00	\$ -	\$ -	\$ -	\$ -
	Other infrastructure	HRLX - Cattle Yard Upgrades	Replace timber cattle yards with steel. As far as budget allows.	To commence in May 2024	Hamilton	0%	Saturday, 1 June 2024	Sunday, 30 June 2024	\$ 35,000.00	\$ 35,000.00	\$ -	\$ 6,251.00	\$ 6,251.00	\$ -
	Other infrastructure	Livestock Exchange - Walkway Modifications	Undertake renewal and upgrade works of the Hamilton Livestock exchange walkways as per report	Currently project unallocated. To be allocated to Contract Project Management Support on award in July.	Hamilton	10%	Friday, 1 September 2023	Saturday, 11 January 2025	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 100,000.00
	Other infrastructure	Hamilton HRLX Gateways (LRCP \$129k)	Supply and install new controlled entry gates at the HRLX.	RFO was completed but not enough funding available. Reduce scope or increase budget to deliver full scope.	Hamilton	0%	Wednesday, 1 February 2023	Wednesday, 20 December 2023	\$ -	\$ 10,256.00	\$ 6,876.33	\$ 6,876.33	\$ -	\$ -
	Other infrastructure	HRLX Underpass	Underpass including laneway and new holding paddocks at HRLX	Complete.	Hamilton	100%	Monday, 17 July 2023	Wednesday, 8 November 2023	\$ -	\$ -	\$ 27,335.32	\$ 27,335.32	\$ -	\$ -
	Other infrastructure	Livestock Exchange Waste Water Treatment Project (HRLX) (CAP0434)	Connect the HRLX waste water storage dams to the Warrnon water treatment headworks in line with the trade waste agreement.	Complete.	Hamilton	100%	Monday, 1 August 2022	Tuesday, 1 August 2023	\$ -	\$ -	\$ 9,098.54	\$ 9,098.54	\$ -	\$ -

# Council Policy

## ELECTRIC VEHICLE CHARGING INFRASTRUCTURE POLICY

Date Adopted:	
Adopted By:	Council
Review Due:	XXX
Responsible Officer:	Sustainable Community Lead
Directorate:	Infrastructure and Sustainability
EDRMS No:	XXX

### PURPOSE

Southern Grampians Shire Council is committed to improving sustainability within the Shire. Facilitating the transition to Electric Vehicles through providing access to convenient access to EV charging infrastructure plays an important role in meeting this commitment.

The purpose of this policy is to facilitate a coordinate roll-out of EV charging infrastructure across Southern Grampians Shire which will be fundamental to meet emissions reduction targets.

The intent of this policy is to provide understanding and guidance for the appropriate process to follow before the installation of EV charging infrastructure on Council owned or managed land.

### APPLICATION AND SCOPE

This policy applies to installation of public electric vehicle charging infrastructure on Council owned or managed land, including but not limited to: Carparks; an Roadside verges.

### GENERAL PROVISIONS

### POLICY STATEMENT

Council supports third party commercial operators to install, operate and maintain their EV charging infrastructure in locations consistent with the following factors:

- Proximity to shopping areas that enables patronage to local businesses during short-stay charging.
- Destinations where people visit for relatively longer charging durations.

- Areas close to community activities and facilities.
- Priority locations where future EV demand is expected to be high with minimal impact on parking needs.
- Impact on streetscape and amenity is minimised.
- Council supports the installation of a range of slow, medium and fast EV chargers to cater for different charging needs.
- EV charging locations will be listed on Council's website and through external channels where appropriate.
- Land Manager Consent and licence Agreement process (if applicable).
- A 'public-interest' test assessing the proposal's community/commercial benefit, project costs and associated risks.
- In the absence of Australian Standards mandating a single connector standards, Council encourages EV chargers that prioritises compatibility EVs in the public market. Where possible, Council favours CCS with capability for both AC and DC charging.

Council requires all proposals for EV charging infrastructure in public places to address:

- Consultation with utilities and the community, particularly neighbouring residents and businesses;
- Public use of the EV charging infrastructure at standard industry rates;
- Data sharing conditions to understand charging statistics;
- Full life-cycle responsibility for infrastructure, from installation, operation, maintenance and removal;
- All costs to be covered by the proponent;
- Electrical infrastructure is powered by 100% renewable energy;
- Appropriate EV parking signage;
- Inclusion of lighting should existing lighting not be sufficient;
- Infrastructure to be compliant with all the required Australian Standards; and
- Compliance with Disability Discrimination Act 1992

## **POLICY OWNER**

The Director of Infrastructure and Sustainability will be responsible for the enforcement of the policy when proposals are evaluated.

## **IMPLEMENTATION**

This policy was adopted by Council on XXXXXXXX and the following reviews have taken place every 4 years

## **CHARTER OF HUMAN RIGHTS COMPLIANCE**

It is considered that this policy is compatible with the relevant human rights identified in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

## GENDER EQUALITY COMPLIANCE

It is considered that this policy is compatible with the relevant gender equality principles identified in the *Gender Equality Act 2020*.

Is a Gender Impact Assessment required?

- Yes (*legally required for all policies that have a direct and significant impact on the public*)
- No (*please provide an explanation why a Gender Impact Assessment is not required*)

## ASSOCIATED DOCUMENTS

- *Local Government Act 2020*
- *Gender Equality Act 2020*
- *Southern Grampians Shire Council Community Engagement Policy*
- *Electric Vehicle Charging Infrastructure on Council Land Guidelines, 2023*

## REVIEW

This policy will be reviewed in 2028.

Trigger points that require an earlier review period of the policy or associated document/s include (but are not limited to):

- change in legislation which has a bearing on the document
- change in Council's position on a particular subject area
- recommendation from a governance body (eg Audit and Risk Committee recommendation, Internal or External Audit Recommendation, integrity agency)

## AUTHORISED

**CEO**

**Signature**

**Date**

**END**





**Southern Grampians**  
SHIRE COUNCIL

# Planning Committee

## Minutes

6 May 2024

To be held at 12.30 pm in the  
Martin J Hynes Auditorium  
5 Market Place, Hamilton

## Contents

1.	PRESENT .....	3
2.	WELCOME .....	3
3.	APOLOGIES .....	3
4.	CONFIRMATION OF MINUTES .....	3
5.	DECLARATION OF INTEREST .....	3
6.	MATTERS FOR DECISION.....	4
6.1	Planning application TP-71-2023.....	4
7.	NEXT MEETING.....	27
8.	CLOSE OF MEETING .....	27

**1. PRESENT**

**Councillors**

Cr Mary-Ann Brown  
Cr Fran Malone

**Officers**

Mr Rory Neeson, Director Wellbeing Planning and Regulation  
Mr Darren Barber, Director, People and Performance

**Minutes**

Sharon Clutterbuck, Executive Assistant - Director Wellbeing Planning and Regulation

**2. WELCOME**

**3. APOLOGIES**

Marg Scanlon, Director Infrastructure and Sustainability

**4. CONFIRMATION OF MINUTES**

Minutes of the Meeting held on 18 September 2023 have been circulated.

**RECOMMENDATION**

That the Minutes of the Planning Committee meeting held on 18 September 2023 be confirmed as a correct record

**Moved: R Neeson**  
**Seconded Cr Malone**

**Carried**

**5. DECLARATION OF INTEREST**

Nil

## **6. MATTERS FOR DECISION**

### **6.1 Planning application TP-71-2023**

#### **Executive Summary**

The application proposes the erection and display of a promotional sign at 7 Ballarat Road, Hamilton. The sign is to be located within the front setback, beside the existing building and on the western side of the lot adjacent to the Grange Burn river frontage. The sign would be prominently displayed for traffic travelling on Ballarat Road.

The application has been assessed against planning policy at Clause 15.01 of the Southern Grampians Planning Scheme, the sign provisions of Clause 52.05 and decision guidelines of Clause 65 and found to be inconsistent with the objectives and requirements of the Planning Scheme. Specifically, the assessment revealed that the proposed sign would have an adverse amenity impact, particularly on the river front and surrounding landscape character and is not orderly planning for that area. The sign does not relate to the business operating on the land and therefore does not directly support that existing commercial use.

#### **Proposal**

The application proposes the construction and display of an illuminated promotion sign at the front of the subject site. The sign is setback 600mm from the front boundary and angled away from Ballarat Road eight-degrees. The sign has a total display area of 17.5 square metres (sqm) with dimensions of 7.0m by 2.5m. The sign is erected 4m off the natural ground level on black painted posts and a media lightbox with black skirting will extend across the lower edge of the sign with a height of 500m.

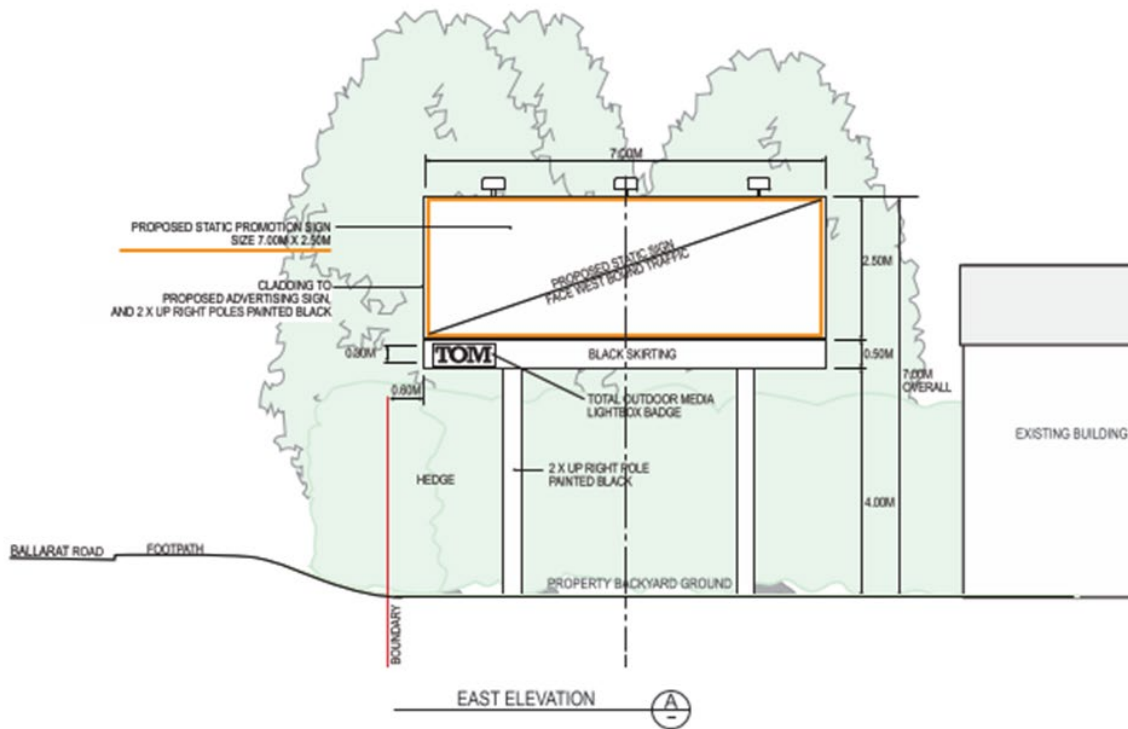


Figure 1: Extract of town planning drawings (east elevation)

The sign is proposed to be illuminated by overhanging downlights which extend in front of the sign. No animation or dynamic elements are proposed.

No vegetation is proposed to be removed to enable the construction of the sign and no buildings or other works are proposed. Subject Site & Locality

**Permit/Site History**

The site has a total area of 2,279sqm and currently contains:

- A commercial building with driveway and carpark
- Landscaped vegetation within the Grange Burn backdrop.
- Frontage to both Ballarat Road and Jessop Street.

The main site/locality characteristics are:

- The Grange Burn river and its surrounding environs (vegetation) is located immediately west of the site.
- The site is on the outbound side of Ballarat Road (from Hamilton CBD).
- The site is within a Commercial 1 Zone pocket to the east of the Grange Burn and is a transition area through to residential areas.

For a signage context, there are two other notable signs, shown in Figures 3, 3a and 3b below, within relatively close proximity to the subject site. These sites have a different site context for the signs due to their location and orientation relative to their backdrop, which comprises a more urban form than the 7 Ballarat Road site.





Figure 2: Subject site location (source: [Nearmap](#), December 2023)



Figure 3: Location of other notable larger signs in the area





Figure 3a: Location of Major Promotion Sign (billboard) – as above



Figure 3b: Location of Electronic Sign – as above

The history of the site includes:

- TP/028/2004 permit issued on 22 April 2007 for land at 7-11 Ballarat Road, Hamilton for the Erection of (a) shed for (a) factory extension.
- TP/007/2010 permit issued on 2 February 2011 for land at 7-11 Ballarat Road, Hamilton for Buildings and Workd to extend an existing industry (Joinery Factory).

## **Public Notification**

The application has been advertised pursuant to Section 52 of the *Planning and Environment Act 1987*, by:

- Sending notices to the owners and occupiers of adjoining land.
- Placing (a) sign(s) on site
- SGSC Website

The notification has been carried out correctly.

Council has received no objections to date.

## **Referrals**

There are no referral authorities specified in the planning scheme for an application of this type.

## **Planning Framework**

### **Clause 00 Purpose and Vision**

The following clauses are the most recent to the planning application, particularly within the Municipal Strategic Statement:

- Clause 02.01 Context

The Shire is located at a major highway junction and has good connections to the southeast of South Australia, as well as to agricultural regions. Primary production and conservation are the main land uses, followed by forestry and extractive industry. The Shire is known for its quality health and education sector, and has strengths in mineral sands processing, cutting tool manufacturing, and agricultural and building materials manufacturing. Fine wool production is famous in the Shire, but large-scale cropping, hay production, and horticulture are now bigger parts of the primary industry sector. Agro-forestry, mining, and renewable energy are expected to grow.

- Clause 02.02 Vision

The Shire's vision is to be a well-connected, dynamic regional centre, supporting a vibrant, healthy and inclusive community.

The Council Plan (2017-2021) identifies five fundamental priority areas. Those relevant to land use and development are to:

- Develop the regional economy and businesses.
  - Plan for the built environment and infrastructure.
  - Promote the natural environment.
- Clause 02.03 Strategic directions
    - o Clause 02.03-1 Settlement –



### Activity Centres

Activity centres play a vital role in the settlements of the Shire and local economies. Retailing is the largest service industry, the mainstay of the activity centres, and a key part of the tourism industry. Other important activity centre uses include offices, community services, entertainment and housing.

The hierarchy of activity centres (refer to the Southern Grampians Shire Council Strategic Framework Plan at Clause 02.04) is:

- Hamilton (Regional Centre).
- o Clause 02.03-2 Environmental and landscape values

### Biodiversity

In protecting and preserving biodiversity, Council will:

- Protect the environmental features and values of the Wannon and Glenelg Rivers and the Grange Burn.

### Landscapes

In protecting the Shire's landscapes, Council will:

- Protect the landscape elements that contribute to lifestyle, tourism and amenity.
- Ensure that development does not adversely impact the landscape, environmental setting or presentation of the Shire.
- o Clause 02.03-5 Built Environment and heritage

Council will manage its built environment and heritage by:

- Protecting and enhancing the built environment.
- Enhancing the presentation of town centres, streetscapes, main streets and town entrances.

- Clause 02.04 Strategic framework plan

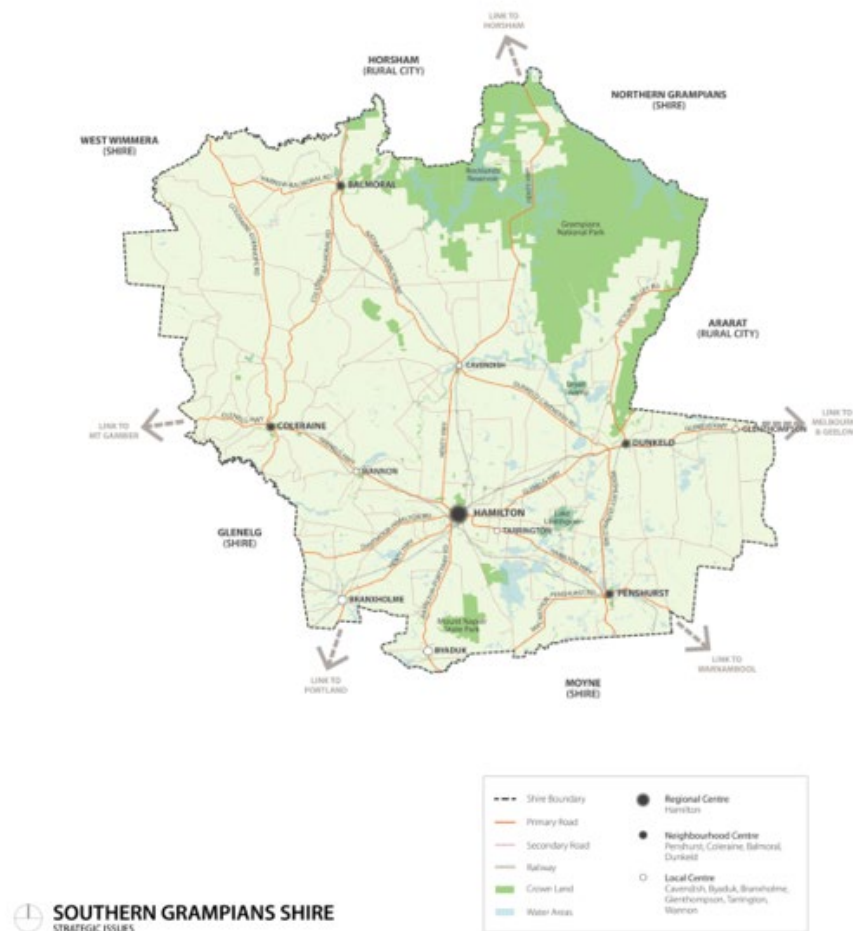


Figure 4: Strategic Framework Plan

### Clause 10 Planning Policy Framework

The following clauses within the Planning Policy Framework are the most relevant to the planning application:

- Clause 11.03-6S Regional and local places - consider the distinctive characteristics and needs of regional and local places in planning for future land use and development.
- Clause 11.03-6L Hamilton

This policy applies to all land shown in the Hamilton Structure Plan and Hamilton City Centre Urban Design Framework maps (Hansen Partnership, 2011).

### Objectives

To cohesively plan for the use and development of land in Hamilton.

To achieve a liveable, beautiful, well planned and sustainable city.

***Environmental and landscape values***

Encourage new public open spaces or public links as part of development in areas shown as 'green loops'.

Protect and support public use of the Grange Burn and Lake Hamilton, community parkland and heritage buildings.

Provide wildlife corridors through open space and protect vegetation to allow for ease of movement for native species, including the Eastern Barred Bandicoot.

Protect existing canopy trees, particularly in areas with key landscape character such as heritage precincts, the central business district, Hensley Park and Robsons Road.

In planning for land near the Grange Burn:

- Link the key public land areas along the spine of the Grange Burn.
- Ensure new development and streetscape works implement water sensitive urban design.
- Improve the interface with the Grange Burn by encouraging new development to front this area, establishing paths and including private landscaping.

Protect key views and vistas within the city, including visual links from the city centre to the Grange Burn and natural landscape features to the south.

Encourage a high quality, landscaped presentation of private land along the 'inner gateways', 'outer gateways', major city entry avenues, boulevards and tourist-heritage routes.



Figure 5: Hamilton Structure Plan (Clause 11.03-6L)



Figure 6: Hamilton City Centre Urban Design Framework (Clause 11.03-6L)

- Clause 12 Environmental and Landscape Values - Planning should protect, restore and enhance sites and features of nature conservation, biodiversity, geological or landscape value.
  
- Clause 12.03-1S River and riparian corridors, waterways, lanes, wetlands and billabongs -to protect and enhance waterway systems including river and riparian corridors, waterways, lakes, wetlands and billabongs.  
Strategies include:
  - o Protect the environmental, cultural, landscape values of all waterway systems as significant economic, environmental and cultural assets.
  - o Sensitively design and site development to maintain and enhance the waterway system and the surrounding landscape setting, environmental assets, and ecological and hydrological systems.
  - o Enhance a sense of place and landscape identity by:
    - Protecting existing topographic features and maintaining a sense of naturalness through sensitive design and siting.
  - o Retain and enhance the recreation and amenity values along waterway systems by:
    - Planning for surrounding green spaces as recreation and tourism resources without adversely impacting environmental values and flood management capacity.
    - Protecting and enhancing parklands for their economic, social and environmental values.
  - o Design and site development to maintain and enhance the natural environment of waterway systems by:
    - Minimising the visual intrusion of development on the natural landscape views from major roads, bridge crossings, public open space, recreation trails and within waterway systems themselves.
    - Ensuring development is visually subordinate to the local landscape setting, including through the use of vegetation to filter views of development.
  
- Clause 15.01-1S Urban Design – seeks to create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.
  - o Strategies:
    - Ensure that development, including signs, minimises detrimental impacts on amenity, on the natural and built environment and on the safety and efficiency of roads.
    - Promote good urban design along and abutting transport corridors.
  
- Clause 15.01-1L Sign design – aims to ensure that signs are designed to be compatible with the scale, character and appearance of the site and area.

- o Strategies:
  - Encourage a high standard of design that provides diversity and adds visual interest.
  - Encourage signs relating to the use of the building as opposed to products.
  - Ensure that the design, location and appearance of signs does not create a traffic hazard.
  - Support promotional, floodlit, animated, high wall, panel, pole and sky signs that provide diversity and visual interest and are not detrimental to the character and appearance of the streetscape or individual buildings.
- o Policy guidelines  
Consider as relevant:

Discourage promotional signs, except where:

- No part of the sign projects more than 3.7 metres above ground level.
- The advertisement area does not exceed 2 square metres.
- The sign complements the activity carried out on the land.

## **Zoning**

### Commercial 1 Zone

The subject site is within the Commercial 1 Zone. The purpose of this zone includes the following:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses.
- To provide for residential uses at densities complementary to the role and scale of the commercial centre.

Clause 34.01-9 states that signage within the Commercial 1 Zone is Category 1.

## **Overlay**

The site is within the Environmental Audit Overlay; however, the EAO is not relevant to the planning application as it relates to signage.

No further consideration of the overlay is required.

## Particular Provisions

### Clause 52.05 Signs

Clause 52.05 applies to the development of land for signs. Its purpose is:

- To regulate the development of land for signs and associated structures.
- To ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character.
- To ensure signs do not contribute to excessive visual clutter or visual disorder.
- To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.

Pursuant to Clause 52.05-11 (Category 1 – Commercial areas) a permit is required to display a promotional sign that exceeds 8 square metres.

Clause 52.05-6 includes some application requirements, including information relating to the site context and sign details as appropriate.

### Clause 65 Decision guidelines

Because a permit can be granted does not imply that a permit should or will be granted. The responsible authority must decide whether the proposal will produce acceptable outcomes in terms of the decision guidelines of this clause.

Before deciding on an application or approval of a plan, the responsible authority must consider this Clause 65.01 Approval of an application or plan.

## Relevant Strategic Documents

### Hamilton Structure Plan (prepared by Hansen 2011)

The Hamilton Structure Plan, prepared by Hansen Partnership in 2011, outlines a strategic vision for the development and growth of the town of Hamilton. The plan aims to guide future development, infrastructure investments, and land use decisions in a sustainable and coordinated manner. It addresses various aspects such as housing, transport, commercial areas, community facilities, open spaces, and environmental considerations.

The Hamilton Structure Plan is now located in Clause 11.03-6L of the Southern Grampians Planning Scheme as part of LPPF policy translation to the MPS and PPF restructure.

Relevant to the context of the site and the adjoining Grange Burn the following objectives are relevant:

- Improve the safety and amenity of the public realm.
- Improve the overall presentation of Hamilton, particularly at key 'gateway' locations.
- Ensure development achieves a high level of environmental sustainability.
- Protect key views and vistas within the city.
- Maintain and enhance the natural environment including remnant tree stands, waterways, and native vegetation.
- Ensure development does not compromise the environment, in particular waterways.

### **Summary of Key Issues**

The key issues for consideration are:

- How does the proposal respond to the relevant provisions of the Southern Grampians Planning Scheme including the Planning Policy Framework?
- Does the sign and associated works form an orderly planning outcome for the site?

### **Assessment**

An assessment of this proposal against the relevant provisions of the Southern Grampians Planning Scheme has been undertaken.

### **Municipal Planning Strategy**

The proposal has been assessed against the MPS policy and is found to be in conflict with several objectives, particularly those related to environmental and landscape values.

Clause 02.02 Vision seeks to promote the natural environment. Promoting a natural environment can also be deemed to seek to protect the natural environment, including landscape settings that are a distinct part of the character of the area, in proximity to the subject site. The proposal provides for a sign that does not promote or protect the natural environment, by obscuring views of vegetation that provides a natural amenity to the locality, notably within proximity of the Grange Burn river.

The proposal does not give effect to Clause 02.03-2 Environmental and landscape values, insomuch that the signage does not protect the environmental features and values of the Grange Burn. The landscape elements of the Grange Burn contribute to a sense of place in Hamilton and provide for a natural amenity. Development should not adversely impact the landscape setting or presentation of the shire. The location and size of the sign would impact this landscape setting and the presentation of the trees to the public realm, which forms part of a gateway into the Hamilton CBD.

Building on this, the proposal is contrary to Clause 02.03-5 Building Environment and Heritage, whereby it does not enhance the presentation of the town centre and entrance, given that Ballarat Road is a main street and provides a gateway into Hamilton (through to the Ballarat Road Bridge and Cox Street junction as the Hamilton CBD Gateway area).

### **Planning Policy Framework**

On balance, the proposal is found to be contrary to the relevant clauses of the Planning Policy Framework.

The planning application cites some VCAT cases which relate to similar promotional signs. Council assess signage applications on a case-by-case basis and considers the importance of context based decision-making. In this instance, the location provides for distinctive characteristics that should not be overlooked (Clause 11.03-6S Regional and local places).



Regarding the Hamilton Structure Plan and the Hamilton City Centre Urban Design Framework (as shown in Figure 5 and 6), Clause 11.03-6L allows one to make observations about the subject site:

The site is situated on the eastern side of the railway overpass, on the fringe of the Hamilton CBD, and is adjacent to the Grange Burn.

The subject site is located to the immediate east of an identified inner gateway to the Hamilton CBD.

The site is in close proximity to the identified natural open space and 'green loop', which partially follows the Grange Burn.

The site is also located within an entry avenue area.

The proposed promotional signage is not compatible with some of these observations, especially within the context of the green loop, Grange Burn, entry avenue and gateway setting.

Key views and vistas and the interface with the Grange Burn are referred to as planning considerations within Clause 11.03-6L. The signage does not contribute towards a high-quality landscaped presentation and has the potential to disrupt existing views of natural landscape features.

The signage location could be improved in order to reduce the potential impact on the above matters. Its current location is not supported, and the application is not supported by the Hamilton Structure Plan (Clause 11.03-6L – Hamilton).

The proposal is also inconsistent with Clause 15.01-1S Urban Design, as it proposes signage that does not minimise its impact on the amenity provided by the surrounding natural environment.

Clause 12, Environmental and Landscape Values, provides some guidance on how to assess development applications where there is the potential for the natural environment to be impacted.

The sign intrudes upon the landscape values of the Grange Burn and its surrounding landscape setting. The signage location and size shown within the application does not maintain a sense of naturalness, seen from Ballarat Road towards the Grange Burn.

Clause 12.03-1S seeks to protect and enhance river and riparian corridors, waterways, lanes, wetlands and billabongs. The proposed signage does not minimise its visual intrusion on the natural landscape views, and is not visually subordinate to the local landscape setting, having a sign area of 17.5 square metres and a maximum height of 7 metres.

The proposal is considered to be inconsistent with Clause 15.01-1L Sign Design. The local signage policy discourages promotional signage, and the proposal does not meet any of the associated guidelines, summarised below:

The promotional sign projects more than 3.7 metres above ground level.

The advertising area exceeds the suggested 2 square metre limit by an additional 15 square metres.

The sign does not complement the activity carried out on the land.

The planning application, including town planning report, does not provide adequate justification to depart from this local policy. The planning report suggests that the sign can be accommodated given the site's context. Officer's view of the application is that the proposal conflicts with current planning policy. The site's context provides for a natural landscape that has been overlooked by the planning application and the sign is too large and conspicuous to comfortably sit within the site context.

Therefore, the application before Council does not meet the objective of the signage policy, as the sign is not compatible with the character and the appearance of the area.

### **Clause 52.05 Signs**

It should be said that Southern Grampians Shire Council supports the display of signage in accordance with its local policies, in appropriate locations with an appropriate context. However, the siting of the proposed sign on the subject site is not appropriate.

The proposal does not provide for an acceptable response with reference to the purposes of this provision, including:

That the sign is not compatible with the amenity and visual appearance of an area, including the existing character of the site.

That the sign will result in the loss of amenity and adversely affect the natural and built environment.

The sign is not considered compatible with the visual appearance of the area, including the environmental backdrop provided by the established vegetation within the Grange Burn reserve. The sign too extends higher than the building on the site and therefore is not subservient to existing site features.

A review of the sign's location, including photographs provided with the submitted planning assessment, confirms that there will be a visual impact on the existing environment, particularly from the east-west on the approach to the CBD. Views of the Grange Burn environs (including its river bank vegetation) can be seen from the private and public realm, including from roads such as Ballarat Road and around the subject site locality. Large established trees that are important to the character of Hamilton's locality are visible in these views. The sign would interrupt this vegetated entry to the CBD and reduce the amenity of the treed backdrop.

Southern Grampians Shire has policy documents, such as the Hamilton Structure Plan, which clearly identifies the importance of the Grange Burn. Development, including signage, should be subservient to the environmental backdrop of the Grange Burn and associated vegetation, given its importance and visual prominence as it passes through Hamilton.

The decision guidelines and purposes of Clause 52.05 require appropriate consideration of the environment and the visual appearance of a locality. These considerations allow the

responsible authority to consider situations where signage would be inappropriate, and matters relating to the environmental and visual impact should be assessed carefully on a case-by-case basis.

Whilst the signage does not necessarily need to enhance the character of the area, it is argued that it is not compatible with the backdrop and context that it sits within.

The proposal is also at odds with some of the decision guidelines provided for the responsible authority by Clause 52.05-8. Although the proposed sign meets some guidelines, it is inconsistent with others and ultimately is contrary to this clause.



Figure 7: Existing view from the eastern approach to the Hamilton – to be altered and impacted by the sign.

An assessment was conducted in accordance with the decision guidelines at Clause 52.05-8. Please refer to the table below:

Decision guideline	Response
<ul style="list-style-type: none"> <li>• The character of the area including:                             <ul style="list-style-type: none"> <li>○ The sensitivity of the area in terms of the natural environment, heritage values, waterways and open space, rural landscape or residential character.</li> <li>○ The compatibility of the proposed sign with the existing or desired future character of the area in which it is proposed to be located.</li> <li>○ The cumulative impact of signs on the character of an area or route, including the need to avoid visual disorder or clutter of signs.</li> <li>○ The consistency with any identifiable outdoor advertising theme in the area.</li> </ul> </li> </ul>	<p>Although the subject site is located within a commercial zone, it is adjacent to the Public Park and Recreation Zone, which reflects the Grange Burn surroundings. The interface of the site is considered to be more sensitive than a typical commercial site with highway frontage or within a CBD context.</p> <p>The sign is not in harmony with the natural surroundings of the Grange Burn reserve due to its visual appearance being incompatible with the established vegetation.</p> <p>The proposed sign is a standalone sign and is not considered to cause visual disorder or clutter with other</p>

Decision guideline	Response
	<p>signs, though it is located close to signs on the existing building on-site.</p> <p>Regarding the consistency of the proposed sign with other outdoor advertising themes in the area, within this locality, there are typically only business identification signs or other signs that are relevant to the host site. There is not a prevalence of large promotional signs such as the one proposed. There are plenty of directional signs in the area within the road reserve, such as the directional sign located on the opposite side of Ballarat Road.</p>
<ul style="list-style-type: none"> <li>• Impacts on views and vistas:               <ul style="list-style-type: none"> <li>○ The potential to obscure or compromise important views from the public realm.</li> <li>○ The potential to dominate the skyline.</li> <li>○ The potential to impact on the quality of significant public views.</li> <li>○ The potential to impede views to existing signs.</li> </ul> </li> </ul>	<p>The views from the public realm include views from pedestrian and vehicle levels from the Ballarat Road reserve. An existing view towards the Grange Burn (and surrounding environs) from this location is shown within Figure 7 above.</p> <p>The proposed sign has a substantial display area, plus the skirting below, and will obscure the treed backdrop of the site and will reduce the natural amenity of the site. The quality of the vista from Ballarat Road to the Grange Burn parkland will be reduced by allowing promotional content for financial gain.</p> <p>The proposed sign would not dominate the skyline, being a 7 metre-high sign on relatively flat ground.</p> <p>The proposed sign would not impede views to any existing signs.</p>

Decision guideline	Response
<ul style="list-style-type: none"> <li>• The relationship to the streetscape, setting or landscape:                             <ul style="list-style-type: none"> <li>○ The proportion, scale and form of the proposed sign relative to the streetscape, setting or landscape.</li> <li>○ The position of the sign, including the extent to which it protrudes above existing buildings or landscape and natural elements.</li> <li>○ The ability to screen unsightly built or other elements.</li> <li>○ The ability to reduce the number of signs by rationalising or simplifying signs.</li> <li>○ The ability to include landscaping to reduce the visual impact of parts of the sign structure.</li> </ul> </li> </ul>	<p>The physical size of the sign is not a concern on its own, but its impact on the surrounding context of the site also matters. The larger the sign, the greater the impact it has on the site’s setting and landscape. Given this, the proposed sign is not suitable for the context of the site.</p> <p>The position of the sign, including the extent to which it protrudes within the landscape and natural environmental context, is inappropriate.</p> <p>The sign protrudes towards Ballarat Road from the perspective of the view shown in Figure 7 and it disrupts the visual aesthetic of the surrounding landscape.</p> <p>The sign does not screen or obscure any other built form or other unsightly elements as it is freestanding in front of vegetation.</p> <p>It is acknowledged that the proposal is for one sign, that has been simplified where possible and it has been designed in order to serve its function as a promotional sign (obtaining views to the contents from drivers in a high traffic area).</p>
<ul style="list-style-type: none"> <li>• The relationship to the site and building:                             <ul style="list-style-type: none"> <li>○ The scale and form of the sign relative to the scale, proportion and any other significant characteristics of the host site and host building.</li> <li>○ The extent to which the sign displays innovation relative to the host site and host building.</li> <li>○ The extent to which the sign requires the removal of vegetation or includes new landscaping.</li> </ul> </li> </ul>	<p>The scale and form of the site relative to the existing host buildings on the property is acceptable, though the sign extends slightly higher than the building on-site.</p> <p>A significant characteristic of the subject site is arguably its location on Ballarat Road as well as its proximity to the Hamilton CBD. A significant characteristic of the site is also its</p>

Decision guideline	Response
	<p>proximity to the Grange Burn and the local environs surrounding it.</p> <p>The sign does not necessarily promote products or material relating to the host site or business and is not innovative to the host site or building. As previously mentioned in this report, the promotional sign is inconsistent with local signage policy at Clause 15.01-1L.</p> <p>As there is no connection with the business or host building, the promotional signage is not relevant to the locality and not essential for Hamilton.</p> <p>The sign does not require the removal of any significant landscaping or vegetation.</p>
<ul style="list-style-type: none"> <li>• The impact of structures associated with the sign:               <ul style="list-style-type: none"> <li>○ The extent to which associated structures integrate with the sign</li> <li>○ The potential of associated structures to impact any important or significant features of the building, site, streetscape, setting or landscape, views and vistas or area.</li> </ul> </li> </ul>	<p>The proposed structure to support this type of promotion size, given its size is well integrated within the sign.</p>
<ul style="list-style-type: none"> <li>• The impact of any illumination:               <ul style="list-style-type: none"> <li>○ The impact of glare and illumination on the safety of pedestrians and vehicles.</li> <li>○ The impact of illumination on the amenity of nearby residents and the amenity of the area.</li> <li>○ The potential to control illumination temporally or in terms of intensity.</li> </ul> </li> </ul>	<p>The sign itself is proposed to be a static promotional sign which is illuminated by floodlights, in lieu of other options such as an electronic sign.</p> <p>The impact of the illumination on the amenity of vehicles and any nearby residents would be acceptable and able to be managed via planning permit conditions should a permit be granted.</p>

Decision guideline	Response
<ul style="list-style-type: none"> <li>• The impact of any logo box associated with the sign:                             <ul style="list-style-type: none"> <li>○ The extent to which the logo box forms an integral part of the sign through its position, lighting and any structures used to attach the logo box to the sign.</li> <li>○ The suitability of the size of the logo box in relation to its identification purpose and the size of the sign.</li> </ul> </li> </ul>	<p>Not applicable.</p> <p>No logo box proposed.</p>
<ul style="list-style-type: none"> <li>• The need for identification and the opportunities for adequate identification on the site or locality.</li> </ul>	<p>Businesses and buildings often require signage for various purposes, such as for business identification purposes.</p> <p>There is not an explicit need for this type of signage in this location and it does not necessarily relate to the host site, building or business.</p> <p>The application notes that it is common for these types of signs to display government, emergency or public messaging (or similar) to benefit the public. Given the lack of control over the content of the sign after approval, the point is moot; this cannot be deemed an argument for the signage; however, it is not necessarily an argument against the application either.</p> <p>Clause 15.01-1L Sign Design makes it clear that promotional signage should be discouraged above a certain size and if it does not complement other activities on site.</p>

Decision guideline	Response
<ul style="list-style-type: none"> <li>• The impact on road safety. A sign is a safety hazard if the sign:                             <ul style="list-style-type: none"> <li>○ Obstructs a driver’s line of sight at an intersection, curve or point of egress from an adjacent property.</li> <li>○ Obstructs a driver’s view of a traffic control device, or is likely to create a confusing or dominating background that may reduce the clarity or effectiveness of a traffic control device.</li> <li>○ Could dazzle or distract drivers due to its size, design or colouring, or it being illuminated, reflective, animated or flashing.</li> <li>○ Is at a location where particular concentration is required, such as a high pedestrian volume intersection.</li> <li>○ Is likely to be mistaken for a traffic control device, because it contains red, green or yellow lighting, or has red circles, octagons, crosses, triangles or arrows.</li> <li>○ Requires close study from a moving or stationary vehicle in a location where the vehicle would be unprotected from passing traffic.</li> <li>○ Invites drivers to turn where there is fast moving traffic or the sign is so close to the turning point that there is no time to signal and turn safely.</li> <li>○ Is within 100 metres of a rural railway crossing.</li> <li>○ Has insufficient clearance from vehicles on the carriageway.</li> <li>○ Could mislead drivers or be mistaken as an instruction to drivers.</li> </ul> </li> </ul>	<p>After considering the decision guidelines concerning the potential impact on road safety, it has been determined that the sign’s size, location, and type are unlikely to pose any adverse safety risks to drivers. The sign is situated adjacent to Ballarat Road, and it should be noted that it is not a major promotional sign (as it is less than 18sqm) and therefore does not require referral to the Department of Transport/VicRoads.</p>



**Conclusion**

After evaluating the application against the relevant provisions of the Southern Grampians Planning Scheme, it has been concluded that the application is not consistent with the following provisions:

- The objectives and strategies of the Planning Policy Framework and Municipal Planning Strategy. Specifically, it does not comply with the local signage policy stated in Clause 15.01-1L Sign Design.
- The purpose and guidelines of Clause 52.05 Signs.
- The decision guidelines of Clause 65.01, particularly as the proposed sign does not produce an orderly planning outcome for the area.

Considering these points, it is recommended that the application for the sign be refused.

**MEETING PROCESS**

The meeting was held in accordance with standard meeting procedures.

**Andrew Nield, Planning Coordinator**

The application before the committee seeks a permit for the erection and display of a promotional sign at 7 Ballarat Road, Hamilton. The sign is stand along within the front setback, beside the existing building and on the western side of the lot adjacent to the Grange Burn river frontage.

The application has been assessed against all relevant planning policy has been found to be inconsistent with the objectives and requirements of the Planning Scheme. Specifically, the assessment revealed that the proposed sign would have an adverse amenity impact, particularly on the river front and surrounding landscape character and is not orderly planning for that area. The sign does not relate to the business operating on the land and therefore does not directly support that existing commercial use.

Officers recommend refusal on the grounds outlined in the report.

Cr Malone, queried the height of the sign as it was indicated onsite that it would be around 1 metre above the bush. This was confirmed as correct, taking height from ground to be around 7 metres.

Cr Malone asked how strong are the spotlights on the sign expected to be? Approval through VicRoads would not have been granted if the proposed lights were too bright Expected that all light would be directed towards billboard.

Cr Brown queried the definition of Category 1 signage.

When a signage application is made, each zone has a signage category. Category 1 signage has minimal limitations where residential areas have greater limitations.

Applicants are aware that officers are recommending refusal to grant a Permit.

Question regarding date of permit application. Length of time and delay in considering permit was acknowledged.

### RECOMMENDATION

That Council having caused notice of Planning Application No. TP/71/2023 to be given under Section 52 of the *Planning and Environment Act 1987* and or the planning scheme and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to **issue a Notice of Decision to Refuse to Grant a Permit** in respect of the land known and described as 7 Ballarat Road, Hamilton for the proposal to erect and display illuminated promotion sign, based on the following grounds:

Grounds of Refusal:

1. The application is contrary to the objectives and strategies of the Planning Policy Framework and Municipal Planning Strategy of the Southern Grampians Planning Scheme.
2. The application is contrary to the purpose and guidelines of Clause 52.05 of the Southern Grampians Planning Scheme.
3. The application is contrary to the decision guidelines of Clause 65.01 Southern Grampians Planning Scheme, particularly with regard to the orderly planning outcome of the area.

### COMMITTEE RESOLUTION

That Council having caused notice of Planning Application No. TP/71/2023 to be given under Section 52 of the *Planning and Environment Act 1987* and or the planning scheme and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to **issue a Notice of Decision to Refuse to Grant a Permit** in respect of the land known and described as 7 Ballarat Road, Hamilton for the proposal to erect and display illuminated promotion sign, based on the following grounds:

Grounds of Refusal:

1. The application is contrary to the objectives and strategies of the Planning Policy Framework and Municipal Planning Strategy of the Southern Grampians Planning Scheme.
2. The application is contrary to the purpose and guidelines of Clause 52.05 of the Southern Grampians Planning Scheme.
3. The application is contrary to the decision guidelines of Clause 65.01 Southern Grampians Planning Scheme, particularly with regard to the orderly planning outcome of the area.

**Moved: Cr Malone**  
**Seconded: R Neeson**

**Carried**

## **7. NEXT MEETING**

Meeting schedule discussed.

Next meeting will be scheduled for 20 May between 12pm and 2pm then as follows:

9.00am – 11.00am on 26 June

9.00am – 11.00am on 24 July

9.00am – 11.00am on 28 August

Calendar invites will be sent and cancelled if a meeting is not required.

## **8. CLOSE OF MEETING**

Meeting closed at 1.03pm



**Southern Grampians**  
SHIRE COUNCIL

# Planning Committee

## Minutes

20 May 2024

To be held at 1.00 pm in the  
Martin J Hynes Auditorium  
5 Market Place, Hamilton

## Contents

1.MEMBERSHIP .....	3
2.WELCOME .....	3
3.APOLOGIES.....	3
4.CONFIRMATION OF MINUTES.....	3
5.DECLARATION OF INTEREST.....	4
6.MATTERS FOR DECISION .....	5
6.1Planning application Planning application TP-06-2024 – 306 Mill Road, Hamilton .....	5
7.NEXT MEETING.....	26
8.CLOSE OF MEETING.....	26

**1. PRESENT**

**Councillors**

Cr Mary-Ann Brown  
Cr Fran Malone

**Officers**

Rory Neeson, Director Wellbeing Planning and Regulation  
Darren Barber, Director, People and Performance

Daryl Adamson, Manager, Shire Strategy and Regulation  
Anita Collingwood, Senior Statutory Planner  
Pauline Porter, Environmental Health Coordinator  
Tendai Mhasho, Planner

Steve Myers (Applicant)  
Tom Barber (landowner, 306 Mill Road Hamilton)

**Minutes**

Sharon Clutterbuck, Executive Assistant - Director Wellbeing Planning and Regulation

**2. WELCOME**

**3. APOLOGIES**

Marg Scanlon, Director Infrastructure and Sustainability

**4. CONFIRMATION OF MINUTES**

Minutes of the Meeting held on 6 May 2024 have been circulated.

**RECOMMENDATION**

That the Minutes of the Planning Committee meeting held on 6 May 2024 be confirmed as a correct record

**COMMITTEE RESOLUTION**

That the Minutes of the Planning Committee meeting held on 6 May 2024 be confirmed as a correct record

**Moved: Cr Malone**

**Seconded: R Neeson**

**Carried**

**5. DECLARATION OF INTEREST**

Nil

## 6. MATTERS FOR DECISION

### 6.1 Planning application Planning application TP-06-2024 – 306 Mill Road, Hamilton

#### **Executive Summary**

This planning application is for the use and development of a second dwelling at the subject site at 306 Mill Road, Hamilton. A shed is also proposed, however insufficient information has been provided to assess this component.

The subject site is zoned Farming Zone and has no overlays affecting it. The site has a total area of approximately 3.2 hectares and currently contains a three-bedroomed dwelling and some outbuildings. The existing dwelling is to be retained while some outbuildings are proposed for removal. The proposal is for an additional four-bedroomed dwelling on the site and an additional shed.

The assessment of the planning application for a second dwelling on a Southern Grampians farming allotment highlights the inconsistency of the proposal with zoning provisions and policy objectives of the Planning Scheme. Such a development on a 3.2-hectare lot raises compatibility concerns with intended land use and zoning goals.

The applicant's justifications do not adequately address the potential negative impacts of an additional dwelling in a rural area. The proposal for a second dwelling is problematic with respect to the Farming Zone's purpose and an approval may set a precedence, risking the proliferation of dwellings in farming areas and will result in the permanent loss of productive agricultural land. Largely, the proposal focuses on the personal motivations for the activity, rather than agricultural needs and broader community good.

Given that the proposal lacks a strategic basis and does not comply with the provisions of the Farming Zone, as well as agricultural policy at state and local levels, the application is recommended for refusal.

#### **Proposal**

The application proposes the use and development of the subject land for a second dwelling. The existing dwelling is proposed to be retained. The applicant wishes to construct a family residence and use the existing dwelling at the site to house employees from his earthworks business.

The existing dwelling comprises three bedrooms, bathroom, a kitchen, living area and laundry. The site also contains several outbuildings, troughs and water storage tanks, a few paddocks and sheep yards.

#### **Second dwelling**

The applicant is proposing a second dwelling consisting of an open plan living area, dining and kitchen area, four bedrooms, parents' retreat, study, alfresco and a single garage to be built within a 55m x 20m proposed building envelope. A new crossover to Mill Road is proposed with a separate 3.5m wide all-weather access driveway for the second dwelling. It is apparent from an inspection of the site that preparatory work has already been completed for this new accessway.



Setbacks of the proposed second dwelling include:

- 77.31 metres from Mill Road
- 58.42m from the west/side boundary
- 41.5m from the east/side boundary
- 112.41m from the Grange burn river/south boundary

The applicant proposes to connect both the existing dwelling and the proposed second dwelling to two primary treatment septic tanks or one 4500L septic tank with 152m of 1.6m wide effluent wick trenches. It is proposed the site will have a 35m x 35m wastewater envelope east of the existing dwelling and north of the proposed second dwelling.

Both dwellings will be connected to a reticulated electricity supply, and an alternative potable water supply will be provided through rainwater tanks, ensuring sufficient storage for domestic use and fire-fighting purposes. These are requirements of the zone which can be met.

The proposal also includes a 144sqm shed 10m west of the proposed new dwelling. It is proposed to be setback approximately 32.42m from the west/side boundary and 141.98m from the Grange Burn river/south boundary. No plans have been provided for the shed and therefore this component cannot be properly assessed.

The application also proposes earthworks to create a level building site for both the proposed dwelling and the outbuilding. Following a recent site inspection, Council officers note that the applicant has already commenced earthworks at the site without planning permission.



Figure 1: showing earthworks that have commenced at the site.

It is also proposed to demolish several outbuildings at the site. A planning permit is not required for demolition works.

The applicant has provided the following information which summarises the intent of the owner:

*'Our client owns and operates Walkers Earthworks, a locally run family business. The company, employing up to 12 staff, with an additional 3-4 seasonal workers during dry months,*

is a significant business in the Southern Grampians municipality. The primary activities of Walkers Earthworks include operating a bluestone quarry at Harmans Road and providing diverse civil contracting services such as road making, driveways, and hardstand areas.

Our client's motivation for acquiring the Subject Site is twofold: to construct a family residence and to offer housing for their company's employees'.

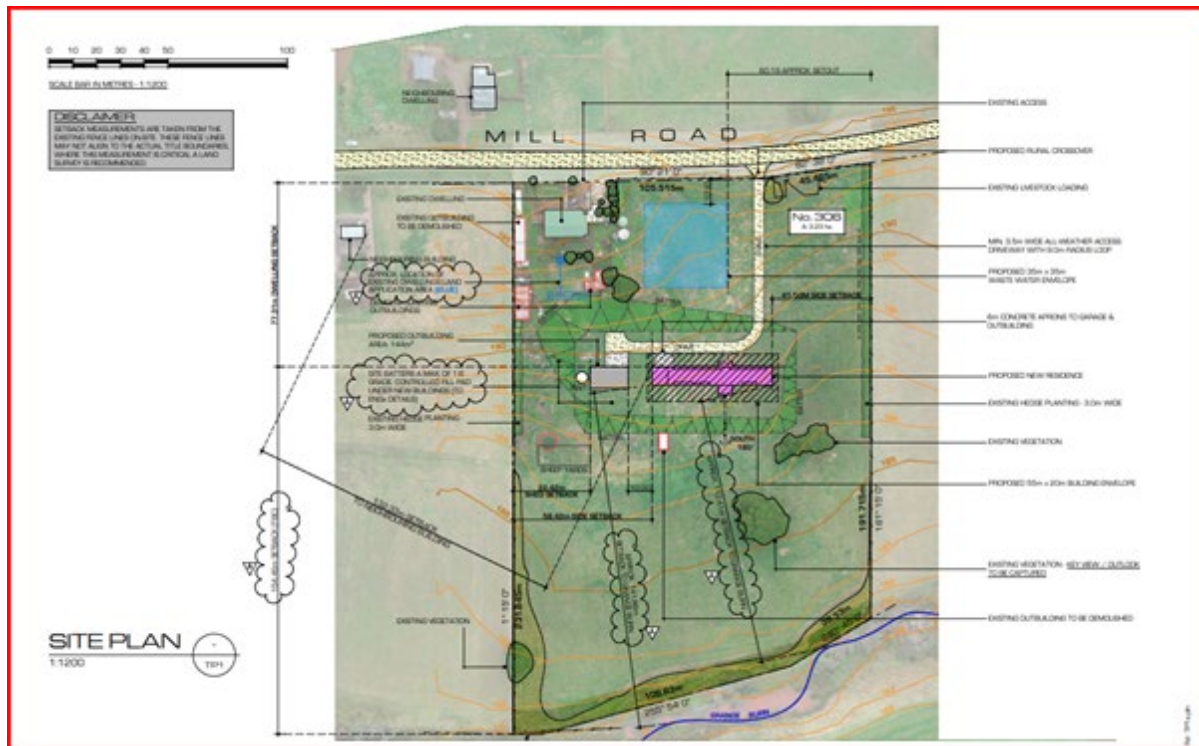


Figure 2: Proposed Site Plan

Refer to submitted plans for full details.

### **Subject Site & Locality**

The land is contained within Certificate of Title Volume 08477 Folio 873, identified as Crown Allotment 23, Section D, Parish of Hamilton North.

The subject site has an approximate area of a total 3.2 hectares.

The site has access from Mill Road on the northern boundary of the site. The land gently slopes from the north boundary (Mill Road) towards the Grange Burn River in the south.

There are no encumbrances stated on the title documents.

The subject site has mature vegetation along the Grange Burn River and scattered around the site but has very few mature trees.

Although the site contains sheeyards and paddocks, the site is not currently used for any agricultural production.

The existing dwelling and outbuildings are located in the northwest corner of the site and can be accessed through a driveway from the northern boundary (Mill Road).

Neighbouring properties along Mill Road are of similar size, all zoned Farming Zone (FZ) and each contain a single dwelling. No neighbouring properties contain two or more dwellings.



Figure 3: Subject site highlighted

**Permit/Site History**

The following planning permits are associated with the site:

- TP/115/2019 – Building and works to construct a Shed – this permit expired on 2 December 2021.

**Public Notification**

The application was advertised pursuant to Section 52 of the *Planning and Environment Act 1987* by sending notices to the owners and occupiers of adjoining land. No objections were received.

**Referrals**

Referrals were undertaken for this planning application pursuant to Section 52 of the *Planning and Environment Act 1987*.

Referrals/Notice	
Section 52 Notice	Comment
Country Fire Authority	No objection.
Glenelg Hopkins CMA	No objection.



DEECA – Department of Energy, Environment & Climate Action	No response.
<b>Internal Council Referrals</b>	<b>Comments</b>
SGSC Environmental Health	Recommends refusal. Comments are below.

The following comments were provided by Council’s Environmental Health Officer:

It is recommended that Town Planning Permit TP-06-2024 be refused, due to the following summarised reasons:

**Refusal Reasons:**

- Proposed development and its onsite wastewater management system is unsuitable and poses an unacceptable risk of harm to the environment and human health (refer to the below email for further details).
- *Holmes Mcleod Consulting Engineers Pty Ltd Land Capability Assessment Report no. V23-174 dated 22 August 2023* (LCA report) not to a standard acceptable to the Responsible Authority.
  - The LCA report does not adequately identify or assess the development of 2 dwellings and sites environmental and public health limitations.
  - The LCA report does not detail appropriate measures to mitigate proposed developments negatively impacting on the sites and area environmental and public health limitations.
  - LCA report does not detail the cumulative impact of treating sewage from 2 dwellings in a primary treatment onsite wastewater management system on allotment classified [Southern Grampians Shire Domestic Wastewater Management Plan \(2019\)](#). High hazard on-site (CoS) onsite wastewater management system Land Capability Hazard Classification.
  - The proposed primary treatment onsite wastewater treatment system is inconsistent with [Southern Grampians Shire Domestic Wastewater Management Plan \(2019\)](#). High hazard on-site (CoS) onsite wastewater management system requirements; High hazard on-site (CoS) require onsite wastewater management systems to have higher level of treatment, best practice design, construction, maintenance, and oversight essential to manage risk and meet health and environmental protection requirements.
  - The allotment’s High Hazard on-site (CoS) is likely to increase as the development proposal of 2 dwellings with a combined 7 bedrooms reduces the available land of the onsite wastewater management system effluent area, increase sewage and effluent compared to one 4–5-bedroom dwelling on which the onsite wastewater management risk management modelling is based on.

## **Planning Framework**

### **Clause 00 Purpose and Vision**

The following clauses are the most recent to the planning application, particularly within the Municipal Strategic Statement:

- Clause 02.01 Context

The Shire is located at a major highway junction and has good connections to the southeast of South Australia, as well as to agricultural regions. Primary production and conservation are the main land uses, followed by forestry and extractive industry. The Shire is known for its quality health and education sector, and has strengths in mineral sands processing, cutting tool manufacturing, and agricultural and building materials manufacturing. Fine wool production is famous in the Shire, but large-scale cropping, hay production, and horticulture are now bigger parts of the primary industry sector. Agro-forestry, mining, and renewable energy are expected to grow.

- Clause 02.02 Vision

The Shire's vision is to be a well-connected, dynamic regional centre, supporting a vibrant, healthy, and inclusive community.

The Council Plan (2021-2025) identifies five priority areas. Those relevant to land use and development are to:

- Grow the regional economy.
- Maintain and renew the infrastructure.
- Protect the natural environment.

- Clause 02.03 Strategic directions

o Clause 02.03-1 Settlement

**Hamilton** (pop 8,888 (ABS, 2017)) is the major urban centre in the Shire. It contains a strong service sector, including health, education and administrative services, as well as an established and thriving central business district serving a regional and local role.

Housing consists predominantly of conventional detached dwellings. Hamilton has two key areas of industrial land: to the south-west and to the north-east, around Coleraine Road.

The landscape and environment in and around Hamilton exerts a strong influence on the city. It has a wealth of heritage buildings and precincts, including numerous churches, and 19th century civic, commercial and residential buildings.

o Clause 02.03-3 Environmental risk and amenity

**Floodplains**

Parts of the Shire are affected by flooding, and there is a need to protect floodplains from inappropriate development. The protection of life and property from flood events is also an important issue for the Shire.

In managing flooding, Council will:

- Ensure urban development seeks to mitigate flooding risks.

- Apply the precautionary principle to development within flood prone areas.
  - Plan for the protection of life, property and community infrastructure from flood hazard.
  - Maintain the natural flood carrying and storage capacity of floodplains and waterways.
  - Avoid intensifying the impacts of flooding through inappropriately located uses and developments.
- Clause 02.03-4 Natural resource management

### Agriculture

The Shire's economy is primarily built upon the agricultural sector. Fertile and arable soils, together with a very reliable rainfall, provide a natural advantage. The Shire is renowned for producing fine wool; however, through diversification into meat production, the Hamilton Regional Livestock Exchange (saleyards) has risen to become Victoria's third largest. The Shire's agricultural base also includes large-scale cropping, hay production and horticulture.

Significant growth is expected in agro-forestry, together with mining and renewable energy. Newer industries such as viticulture and olives, and value adding of primary produce, provide significant potential.

Agriculture is supported by established infrastructure and services, scientific research and development, and training and professional services. Dwellings and small lot subdivision in the Farming Zone can impact detrimentally on agriculture and the rural character of an area.

In supporting agriculture, Council will:

- Support use and development that maintains the significance of agriculture and protects the Shire's agricultural capacity.
- Protect agriculture from use and development that is inconsistent with farming practices, recognising the 'right to farm'.
- Minimise the impact and area of any non-agricultural development in agricultural areas.
- Minimise the impacts of dwellings and small lot subdivisions in farming areas.
- Support use and development that efficiently use and manage land, water and other finite resources.
- Encourage agricultural diversity, particularly adding value to primary products through processing, distribution, research and marketing, and new agricultural industries like horticulture and timber.
- Protect natural resources important to agriculture from soil decline, dryland salinity, water quality decline, erosion, pest plants and animals, loss of native vegetation and inappropriate land management practices.

- Clause 02.04 Strategic framework plan



Figure 4: Strategic Framework Plan

**Clause 10 Planning Policy Framework**

The Planning Policy Framework includes a number of policies that relate to this proposal. The Planning Policy Framework (PPF) and the Local Planning Policy Framework give direction supporting the objectives of planning in Victoria (as set out in Section 4 of the *Planning and Environment Act 1987*) and are fostered through appropriate land use and development policies and practices.

The following clauses within the Planning Policy Framework are the most relevant to the planning application:

Clause 11.01-1S Settlement – seeks to facilitate the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements.

Clause 11.03-6S Regional and local places – seeks to facilitate integrated place-based planning.

Clause 11.03-6L Hamilton – this policy applies to all land shown in the Hamilton Structure Plan and Hamilton City Centre Urban Design Framework maps (Hansen Partnership, 2011).

**Clause 12 Environmental and Landscape Values**

Planning should help to protect the health of ecological systems and the biodiversity they support (including ecosystems, habitats, species and genetic diversity) and conserve areas with identified environmental and landscape values.

Planning must implement environmental principles for ecologically sustainable development that have been established by international and national agreements. Foremost amongst the national agreements is the Intergovernmental Agreement on the Environment, which sets out key principles for environmental policy in Australia. Other agreements include the National Strategy for Ecologically Sustainable Development, National Greenhouse Strategy, the National Water Quality Management Strategy, Australia's Strategy for Nature 2019-2030, the National Forest Policy Statement and National Environment Protection Measures.

Planning should protect, restore and enhance sites and features of nature conservation, biodiversity, geological or landscape value.

Clause 12.03-1S River and riparian corridors, waterways, lakes, wetlands and billabongs – seeks to protect and enhance waterway systems including river and riparian corridors, waterways, lakes, wetlands and billabongs.

**Clause 13 Environmental risks and amenity**

Planning should strengthen the resilience and safety of communities by adopting a best practice environmental management and risk management approach.

Planning should identify, prevent and minimise the risk of harm to the environment, human health, and amenity through:

- Land use and development compatibility.
- Effective controls to prevent or mitigate significant impacts.

Planning should identify and manage the potential for the environment and environmental changes to impact on the economic, environmental or social wellbeing of society.

Planning should ensure development and risk mitigation does not detrimentally interfere with important natural processes.

Planning should prepare for and respond to the impacts of climate change.

**Clause 13.03-1S Floodplain management**

To assist the protection of:

Life, property and community infrastructure from flood hazard, including coastal inundation, riverine and overland flows.

The natural flood carrying capacity of rivers, streams and floodways.

The flood storage function of floodplains and waterways.

Floodplain areas of environmental significance or of importance to river, wetland or coastal health.

Clause 14.01-1S Protection of agricultural land – aims to protect the state's agricultural base by preserving productive farmland.

Strategies include:

Identify areas of productive agricultural land, including land for primary production and intensive agriculture.

Consider state, regional and local, issues and characteristics when assessing agricultural quality and productivity.



- Avoid permanent removal of productive agricultural land from the state's agricultural base without consideration of the economic importance of the land for the agricultural production and processing sectors.
- Protect productive farmland that is of strategic significance in the local or regional context.
- Protect productive agricultural land from unplanned loss due to permanent changes in land use.
- Prevent inappropriately dispersed urban activities in rural areas.
- Protect strategically important agricultural and primary production land from incompatible uses.
- Limit new housing development in rural areas by:
  - Directing housing growth into existing settlements.
  - Discouraging development of isolated small lots in the rural zones from use for dwellings or other incompatible uses.
  - Encouraging consolidation of existing isolated small lots in rural zones.
- Identify areas of productive agricultural land by consulting with the Department of Energy, Environment and Climate Action and using available information.
- In considering a proposal to use, subdivide or develop agricultural land, consider the:
  - Desirability and impacts of removing the land from primary production, given its agricultural productivity.
  - Impacts on the continuation of primary production on adjacent land, with particular regard to land values and the viability of infrastructure for such production.
  - Compatibility between the proposed or likely development and the existing use of the surrounding land.
  - The potential impacts of land use and development on the spread of plant and animal pests from areas of known infestation into agricultural areas.
  - Land capability.
- Avoid the subdivision of productive agricultural land from diminishing the long-term productive capacity of the land.
- Give priority to the re-structure of inappropriate subdivisions where they exist on productive agricultural land.
- Balance the potential off-site effects of a use or development proposal (such as degradation of soil or water quality and land salinisation) against the benefits of the proposal.
  
- Clause 14.02-1S Catchment planning and management – aims to assist the protection and restoration of catchments, waterways, estuaries, bays, water bodies, groundwater, and the marine environment.
- Clause 14.02-2S Water quality – aims to protect water quality.

### Farming Zone

- The subject site is within the Farming Zone. The purpose of the Farming Zone is:
- To implement the Municipal Planning Strategy and the Planning Policy Framework.
  - To provide for the use of land for agriculture.
  - To encourage the retention of productive agricultural land.
  - To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
  - To encourage the retention of employment and population to support rural communities.
  - To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.
  - To provide for the use and development of land for the specific purposes identified in a schedule to this zone.

Pursuant to Clause 35.07-1 a planning permit is required use the land for a second dwelling (Section 2). A planning permit is also required for the buildings and works of the dwelling under Clause 35.07-4 as it is in association with a Section 2 Use.

Pursuant to Clause 35.07-2 a lot used for a dwelling must meet the following requirements:

Access to the dwelling, small second dwelling or rural worker accommodation must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles.

Each dwelling, small second dwelling or rural worker accommodation must be connected to reticulated sewerage, if available. If reticulated sewerage is not available all wastewater from each dwelling must be treated and retained within the lot in accordance with the requirements of the Environment Protection Regulations under the *Environment Protection Act 2017* for an on-site wastewater management system.

The dwelling, small second dwelling or rural worker accommodation must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for firefighting purposes.

The dwelling, small second dwelling or rural worker accommodation must be connected to a reticulated electricity supply or have an alternative energy source.

The Schedule to the Farming Zone notes that the minimum lot size for when a dwelling can be constructed without a planning permit is 40 hectares. The subject lot is less than 40 hectares and more than one dwelling is proposed so a permit is required.

Further, the decision guidelines outlined at Clause 35.07-6 must be considered by the responsible authority.

## **Overlays**

The land is not affected by any planning overlays.

## **Relevant Particular Provisions**

### Clause 52.06 Car Parking

Clause 52.06 applies to new uses.

Car parking and access can be provided in accordance with the requirements of Clause 52.06-5 and Clause 52.06-9.

## **General Provisions**

### Clause 65 Decision guidelines

Because a permit can be granted does not imply that a permit should or will be granted. The responsible authority must decide whether the proposal will produce acceptable outcomes in terms of the decision guidelines of this clause.

### Clause 65.01 Approval of an application or plan

Before deciding on an application or approval of a plan, the responsible authority must consider this clause.

## **Summary of Key Issues**

The key issues for consideration are:

- Is the proposal consistent with the objectives and strategies of the Municipal Planning Strategy and the Planning Policy Framework?
- Is the proposal consistent with the Farming Zone?
- Does the proposal provide for an orderly planning outcome?

## **Assessment**

An evaluation of the planning application for a second dwelling has been carried out to weigh the proposal against the provisions of the Southern Grampians Planning Scheme. While recognising that the development of a second dwelling within the Farming Zone is a Section 2 use that can be considered, it is evident that the proposed second dwelling, situated on a relatively small lot of approximately 3.2 hectares, is incompatible with the overarching objectives of the zoning regulations.

The Farming Zone decision guidelines underscore the significance of sustainable land management for proposed use and development. This entails careful consideration of how the proposed second dwelling aligns with agricultural activities, whether it contributes to the fragmentation of productive agricultural land, and its potential to proliferate dwellings that might impede ongoing agricultural operations in the region.

The local and state policies explicitly seek to restrict new housing in rural areas, reflecting a commitment to preserve the integrity of agricultural land and maintain the rural character of the region. This commitment extends to limiting housing development to instances where it demonstrably supports and enhances agricultural land utilisation. The existing zoning specifications and the Planning Policy Framework (PPF) reaffirm this stance, emphasising that any proposed housing must unequivocally demonstrate its essential connection to agricultural needs. Furthermore, the proliferation of dwellings in non-residential areas, such as the Farming Zone, creates a need for additional infrastructure and servicing, such as rubbish collection, telecommunications connections and utilities infrastructure. Residential zones are carefully planned and managed to provide adequate amenity and access to services which rural zones do not afford.

The applicant has failed to demonstrate the necessity of a second dwelling to facilitate or enhance agricultural practices on the land or surrounding area. The presented arguments fall short of justifying the adverse consequences of introducing an additional dwelling on this small rural lot. Instead, the applicant has focused more on the provision of employee accommodation for his business and the provision of a family home both of which are not agriculturally related nor, make use of rural land for its preferred purpose. The proposal could negatively impact the farming viability of the area and set a precedence in the surrounding Farming Zone.

The application lacks a farm management plan that highlights how the land will be used for agricultural or farming purposes instead the applicant notes that the subject site has long been removed from agricultural production and that it is not of a size that can be used for any meaningful agriculture. The applicant has focused on a transition of the Mill Road area into tourist and accommodation uses though this area is wholly within the Farming Zone and similar sized neighbouring properties are primarily used for agriculture.

A further evaluation of the proposal reveals that the justifications provided for the use and development of a second dwelling at the site primarily centres on a vision for tourist orientated uses and personal needs with no demonstrable links to agriculture. The applicant has included the following statement, *'The proposal supports this by offering additional accommodation along Mill Road. While initially intended for worker accommodation, it remains flexible for potential alternative uses, including short-term accommodation.'* Both State and local policy presents a strong desire to ensure continuing agricultural productivity by limiting the permanent loss of productive agricultural land and the proliferation of dwellings in the Farming Zone. This means that the continued future expansion of multiple dwellings in the surrounding area is unlikely to be supported from a policy perspective. Additionally, the

allotment size in the Mill Road locale predominantly features lots that are approximately 3ha to 4ha in size and there are no examples of multiple dwellings. Allowing such an arrangement outside of an existing settlement without substantial justification is inappropriate and not an acceptable planning outcome.

#### Rural Land Use Strategy

The proposal is inconsistent with the *Rural Land Use Strategy* adopted 10 May 2023, which seeks to protect agricultural land and environmental assets by establishing town growth boundaries to avoid urban sprawl. Dwellings for accommodation purposes should be located within identified settlement boundaries of townships, rather than in rural areas. The background report recommended the following principles within the Farming Zone:

- Rural residential development will be discouraged on productive agricultural land.
- Existing townships and settlements including land within the residential zones, will remain the focus for new dwelling development to avoid further fragmentation of rural land and land use conflicts.
- Rural residential development will not impede the long-term urban growth of Southern Grampians' settlements.
- Rural residential development will be located in areas serviced by physical and social infrastructure, or in locations where infrastructure improvements can be undertaken without significant cost or environmental impacts.
- The location of rural residential development will seek to avoid or minimise adverse impacts on the environment, native vegetation and biodiversity.
- Rural residential development will be discouraged in areas prone to environmental hazards, and where the risk or environmental cost of making people safe is too high.

Furthermore, it is recommended in the *Rural Land Use Strategy* that policy should continue to support the position where productive agricultural land is unencumbered by unwanted dwellings and where small lots already exist, the ongoing use of the land for agriculture will be the primary consideration in the assessment of permits for dwellings.

#### Hamilton Structure Plan

The *Hamilton Structure Plan 2012* currently has no plans to rezone this land from the Farming Zone to a less restrictive zone that allows for residential use.

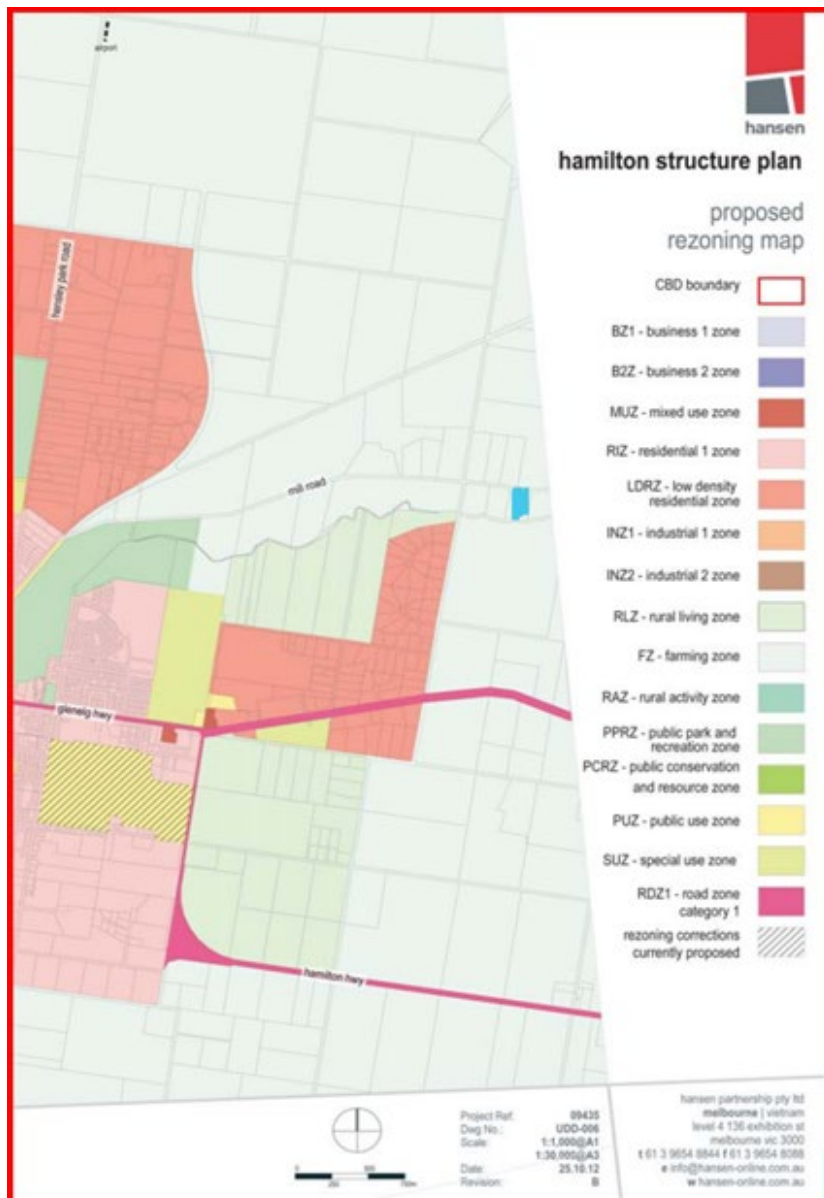


Figure 5: Hamilton Structure Plan proposed rezoning map showing 306 Mill Road in the colour blue.

Wastewater Management

The applicant has provided a Land Capability Assessment Report no. V23-174 dated 22 August 2023 (LCA report) prepared by *Holmes Mcleod Consulting Engineers Pty Ltd* which proposes the two dwellings to be connected to two primary treatment septic tanks or one 4500L septic tank with 152m of 1.6m wide effluent wick trenches. Council’s Environmental Health Officer has provided comments that this proposed development and its onsite wastewater management system is unsuitable and poses an unacceptable risk of harm to the environment and human health. The on-site (CoS) hazard is likely to increase as the development proposal of two dwellings, with a combined seven bedrooms, reduces the available land for the onsite wastewater management system effluent area and increases sewage and effluent compared to one four-to-five-bedroom dwelling on which the onsite wastewater management risk management modelling is based on. The Land Capability Report submitted by the applicant has not addressed the environmental protection risk. The Grange Burn waterway and riparian zone is a sensitive receiving environment. Therefore, for these reasons she recommends refusal as the proposed on-site wastewater management system is not to a standard acceptable to the Responsible Authority.

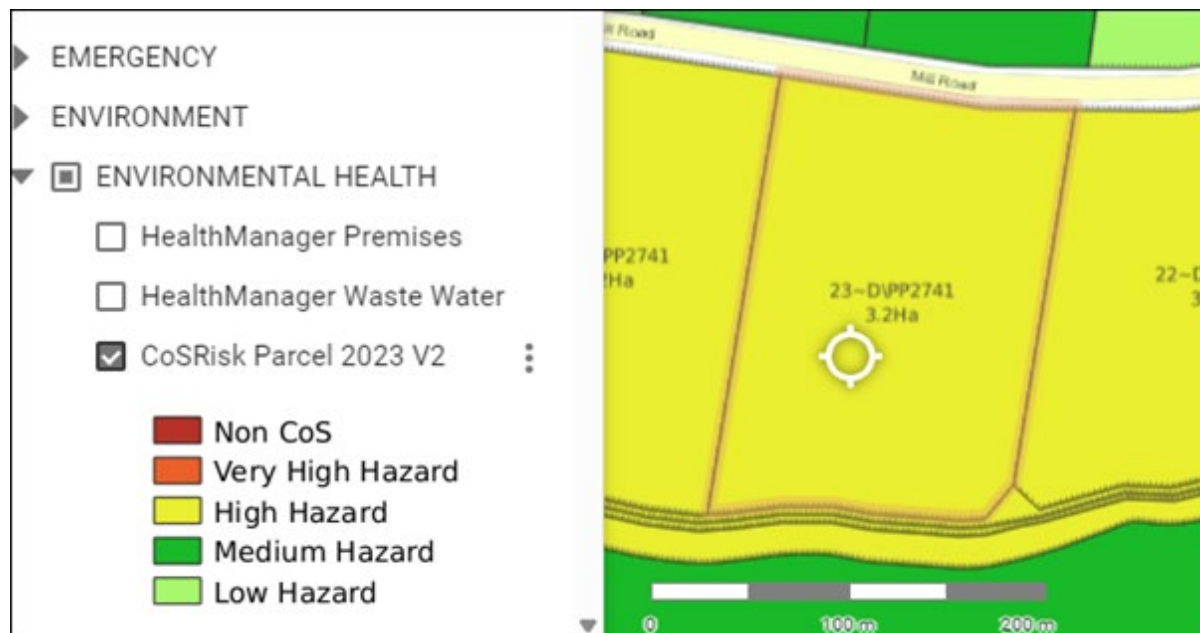


Figure 6: showing that the onsite wastewater management system Land Capability Hazard Classification for the subject property is High Hazard on-site (CoS) for (1) contemporary dwelling (e.g. 4-5 bedroomed house) as per the Southern Grampians Shire Domestic Wastewater Management Plan (2019).

In addition, the LCA report identifies the overall Land Capability risk as poor but inadequately addressed the risk by just recommending effluent wick trenches to be installed in clay soil. The LCA report does not discuss the reasons why primary wastewater treatment was selected instead of secondary or advanced secondary wastewater treatment. The Grange Burn is the receiving water of Lake Hamilton, which regularly experiences algal blooms from high nutrients levels (including elevated phosphorus, nitrogen and E.coli as per the *Victorian Environmental Reference Standard*. Lake Hamilton experienced its most recent algae blue in March 2024 where warning signs were erected on Lake Hamilton foreshore to inform people to avoid swimming, water skinning and any form of direct contact with the water as per the *Blue Green Algae Regional Coordination Plan* and the *Victorian Blue Green Algae Circular*. Exposure to elevated blue green algae can cause skin irritation and result in premature death of humans. During the winter and spring, the Grange Burn waterway is observed to increase in width, greater than its normal width and the waterway also fans out into the land, picking up nutrients and faecal matter not normally in the waterway’s reach during the other times of the year. Presently the Flood study data is available up to Robson Road, Hamilton and no further west along the Grange Burn. The Planning Scheme indicates Flood Overlay (FO) and Land Subject to Inundation (LSI01) north and south of the Grange Burn as far as the flood study reaches which is consistent to the flooding observed by the Grange Burn west of Robson Road, Hamilton.



Figure 7: shows the Flood Overlay (FO) and Land Subject to Inundation (LSI01) on and along the Grange Burn to Robsons Road Hamilton where the flood study finishes, up stream of Lake Hamilton.

In conclusion, the current application for a second dwelling does not align with the core objectives of the Farming Zone as outlined in Clause 35.07 and is inconsistent with planning policy at Clause 14.01-1S. The absence of a detailed farm management plan or an agricultural productivity report, prepared by a qualified expert, further weakens the application's foundation. Ultimately, the proposed second dwelling fails to deliver an orderly planning outcome for the locality and threatens the agricultural integrity of the site. Given these considerations, the application for a second dwelling on the specified property should be refused.

### **Conclusion**

This report has assessed the proposal against the relevant provisions of the planning scheme and demonstrates the proposal presents an inappropriate outcome for the following reasons:

- The application is contrary to the purpose of:
  - o Clause 35.07 – Farming Zone.
  - o Clause 14.01-1S - Protection of agricultural land.
  - o Clause 14.02-1S - Catchment planning and management.
  - o Clause 14.02-2S Water quality.
- The application does not demonstrate how the wastewater requirements of Clause 35.07-2 can be met.
- The application is contrary to the objectives and strategies of the Planning Policy Framework and Municipal Planning Strategy.
- Having regard to Clause 65 of the Southern Grampians Planning Scheme, the proposal is not in line with the existing dwelling pattern or orderly planning of the area.

It will therefore be recommended that Council refuse the planning application.

### **References**

1. [Victorian Environmental Reference Standard](#).
2. [Blue Green Algae Regional Coordination Plan](#)
3. [Victorian Blue Green Algae Circular](#)
4. [Southern Grampians Shire Domestic Wastewater Management Plan \(2019\)](#)

## MEETING PROCESS

The meeting was held in accordance with standard meeting procedures.

### **Tenda Mhasho, Planning Officer**

This planning application is for the use and development of a second dwelling at the subject site at 306 Mill Road, Hamilton. A shed is also proposed, however insufficient information has been provided to assess this component.

The subject site is zoned Farming Zone and has no overlays affecting it. The site has a total area of approximately 3.2 hectares and currently contains a three-bedroomed dwelling and some outbuildings. The existing dwelling is to be retained while some outbuildings are proposed for removal. The proposal is for an additional four-bedroomed dwelling on the site and an additional shed.

Given that the proposal lacks a strategic basis and does not comply with the provisions of the Farming Zone, as well as agricultural policy at state and local levels, Officers are recommending refusal of the permit application.

### **Steve Myers, Planning Consultant**

Mr Myers attended the meeting speaking in support of the application on behalf of the owners of the land at 306 Mill Road Hamilton.

Applicant disagrees with the grounds for refusal and believes the proposal aligns with the strategic objectives of the Farming Zone.

Owners of land operate a local earthworks business.

Property purchased in 2023 with intention of building a replacement house

Currently site has 3 bedroom house.

Land is not large enough to support agricultural activity.

Intention to use second dwelling in part to address shortage of housing in the region.

Submission by Applicant distributed to Committee members.

Cr Brown asked a question – asked for clarification on installation of advance secondary treatment onsite wastewater management system. Applicant confirmed that is the case.

Question around drainage and asked what the planis. Culvert leads to almost the centre of the block which has been drained to eastern side of land and would drain towards the creek and avoid the building parcel

### **Anita Collingwood, Senior Statutory Planner**

Clarified that a small secondary dwelling is not as of right unless land is over 40 hectares. On this particular size lot a permit is required as would a second dwelling or new dwelling.

Question to Planning Consultant asked if township was 6 minutes away, why do workers need to be accommodated on this particular site in the farming zone?



Response – primarily looking for a permit to build a new home. Existing home doesn't suit owners. Ordinarily the existing dwelling would be decommissioned however in this instance owners feel that while it is not suitable for their needs, could be suitable for someone else.

Cr Malone asked a question where workers were currently living.

Response – Previous employee of Earthworks business has expressed an interest in working for the company again but is unable to find any suitable housing in Hamilton.

Daryl Adamson, Manager, Shire Strategy and Regulation asked a question about erection of shed and purpose. Response is that it is not intended to be used for business purposes.

Committee members felt that as long as water and septic issues are addressed adequately there is no issue with issuing permit for second dwelling.

Important to include a Section 173 Agreement in alternative motion stipulating that land can not be further subdivided and the owner acknowledges agricultural activities in the vicinity of the land at 306 Mill Road.

Applicant needs to demonstrate the land application in addressing wastewater concerns.

Separate application for permit for wastewater would be required if alternate motion was accepted.

## RECOMMENDATION

That Council having caused notice of Planning Application No. TP-06-2024 to be given under Section 52 of the *Planning and Environment Act 1987* and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to issue a Notice of Decision to Refuse to Grant a Permit in respect of the land known and described as 306 Mill Road, Hamilton for the Use and Development of the land for a dwelling (Second dwelling), based on the following grounds:

Grounds for Refusal:

1. The application is contrary to the purpose of:
  - a. Clause 35.07 – Farming Zone.
  - b. Clause 14.01-1S - Protection of agricultural land.
  - c. Clause 14.02-1S - Catchment planning and management.
  - d. Clause 14.02-2S Water quality.
2. The application does not demonstrate how the wastewater requirements of Clause 35.07-2 can be met.
3. The application is contrary to the objectives and strategies of the Planning Policy Framework and Municipal Planning Strategy.
4. Having regard to Clause 65 of the Southern Grampians Planning Scheme, the proposal is not in line with the existing dwelling pattern or orderly planning of the area.

## COMMITTEE RESOLUTION

That the Planning Committee decide to issue a planning permit for planning application TP-06-2024 for land known and described as 306 Mill Road, Hamilton, for Use and Development of the land for a dwelling (Second dwelling) subject to the following conditions:

### Amended Plans

1. Before the commencement of the buildings and works, amended plans must be submitted to and approved by the Responsible Authority. When approved the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale and dimensioned and must be generally in accordance with the plans submitted with the application, but modified to show:
  - a. Omission of the outbuilding.
  - b. The location and dimensions of existing and proposed onsite wastewater management treatment tank, effluent areas and sewerage pipes in relation to the buildings, driveways, watercourse, dams, rainwater tanks, stormwater drains, water pipe, fences and allotment boundaries.
  - c. A landscape plan showing the following details:
    - i. a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, sizes at maturity, and quantities of each plant. It is required that the species are native and indigenous to the Southern Grampians Shire.
    - ii. Re-establishment of vegetation in cleared area around the approved dwelling where practicable including irrigation method and mulching.
    - iii. Location of existing trees.

Landscaping needs to support ground stability and be designed to prevent erosion into the Grange Burn. The Plan must not include the use of any environmental or declared noxious weeds. All species selected must be to the satisfaction of the Responsible Authority.

### Endorsed Plans

2. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

### Section 173 Agreement

3. Before the commencement of the development, an Agreement under Section 173 of the *Planning and Environment Act 1987* must be entered into with the owner of the lot. The Agreement must set out the following obligations:

- a. The land may not be further subdivided so as to create a lot for the new second dwelling.
- b. The owner acknowledges and accepts the possibility of nuisance from agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic, and hours of operation.

The Agreement must be registered on title pursuant to Section 181 of the *Planning and Environment Act*. The agreement must be registered prior to the commencement of works associated with the construction of the approved dwelling.

All costs relating to the preparation and registration of the Agreement must be borne by the applicant.

### **Environmental Health**

4. Stormwater discharge must only be distributed across the property by sheet flow (i.e. along a contour). No sheet flow discharge point may occur within five (5) metres of the lowest property boundaries and any discharge point must not be located so as to surcharge the onsite wastewater management system.

### **Wastewater management**

5. Before the occupation of the dwelling hereby approved, the dwelling must be connected to an onsite wastewater management system. All wastewater from each dwelling must be treated and retained within the lot in accordance with the requirements of the Environment Protection Regulations under the *Environment Protection Act 2017* for an on-site wastewater management system.

### **Drainage**

6. The approved dwelling must be drained to the satisfaction of the Responsible Authority and no concentrated stormwater may drain or discharge from the land to adjoining properties or the Grange Burn.

### **Access**

7. A new crossover from the Mill Road, road reserve must be constructed in accordance with the Infrastructure Design Manual (IDM) Standard drawing (SD) 255 with an unsealed surface. A Working Within Road Reserves Permit will be required.

### **Permit Expiry**

8. This permit will expire if one of the following circumstances applies:
  - a. The development is not started within two years of the date of this permit.
  - b. The development is not completed within four years of the date of this permit.
  - c. The development is not used for two continuous years of the date of this permit.

In accordance with section 69 of the Planning and Environment Act 1987, the Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of the permit expiry date, where the development allowed by the permit has not yet started; or within 12 months of the permit expiry date, where the development has lawfully started before the permit expires.

**Notes:**

- This permit does not authorise the commencement of any building works including demolition. Building approval must be obtained prior to the commencement of any works.
- Before the development is approved by this permit is occupied, Certificate of Use of an On-site Wastewater Management System must be issued as required under the Environment Protection Act 2017, to the satisfaction of the Responsible Authority.
- A planning permit will be required for the proposed outbuilding or any other buildings and works except where relevant exemptions apply under the Planning Scheme.
- An advance secondary treatment onsite wastewater management system with nutrient reduction must be constructed concurrently with the dwelling/building works hereby permitted, so that all liquid waste is at all times contained within the curtilage of the lot. The design and installation of any wastewater disposal system for any building on the land must comply with Southern Grampians Shire Domestic Wastewater Management Plan (2019), Victorian EPA Code of Practice Onsite Wastewater Management 891.4 and Municipal Association of Victorian Land Capability Assessment Framework (January 2014) and Australian Standards 1547: On-site domestic wastewater management, as updated.
- As part of the septic permit an Amended Land Capability Assessment (LCA) will be required. The LCA must detail the management of all onsite wastewater in a manner that sustainably minimises risk to human health and the environment and effluent is maintained within the allotment boundaries in accordance with Southern Grampians Shire Domestic Wastewater Management Plan (2019), Victorian EPA Code of Practice Onsite Wastewater Management 891.4, Municipal Association of Victorian Land Capability Assessment Framework (January 2014) and *Australian Standards 1547: On-site domestic wastewater management*, as updated.

**Moved: Cr Malone**  
**Seconded: D Barber**

**Carried**

**7. NEXT MEETING**

Next meeting is scheduled for 26 June, 2024 between 9.00-11am.

**8. CLOSE OF MEETING**

Meeting closed at 1.45pm

# Business Façade Improvement Program Policy

Date Adopted:	
Adopted By:	Council
Review Due:	June 2025
Responsible Officer:	Laura Redgrave
Directorate:	Wellbeing, Planning and Regulation
REF No:	<a href="#">SGSC-1634754049-556</a>

## PURPOSE

This policy provides detail on how Council will implement the Business Façade Improvement Program (BFIP).

The BFIP provides an incentive for businesses across the Southern Grampians Shire Council to complete improvements to their business facades.

## DEFINITIONS

Council – Southern Grampians Shire Council  
Program – Business Façade Improvement Program

## APPLICATION AND SCOPE

All businesses in the Southern Grampians Shire Council that have visible street frontage from the property's front will be eligible to be part of this program.

## GENERAL PROVISIONS

The aim of the BFIP is to have businesses located throughout the Shire to complete façade improvements.

Examples of works that could be completed as part of the program include:

- Painting of the façade
- Cleaning the existing façade
- Removal of redundant signage, air conditioning units and hoardings
- Installation of new business signage
- The minor repair, maintenance, or reinstatement of missing elements
- Minor repairs to existing facade tile or stone accents
- Minor repairs to structural facade elements and awnings
- New, repairs and replacements of verandahs
- Installation of interior store lighting visible from the street
- Improvements or installations to business entrances that promote universal access.

The following restrictions apply for businesses to participate as part of the program:

- Council will not grant funds from the program retrospectively.
- Council will not provide funds for ongoing or administrative costs not directly related to the project.
- Council will not provide funds for purchasing equipment (e.g. ladders, gurneys, scaffolding, and safety barriers.) Hiring of equipment is permitted when related directly to the project.
- Applicants must be able to fund the cost of the works upfront and then Council will pay its contribution following the completion of works through an acquittal process.
- Council will not grant funds for works where a planning permit has been refused.
- Council will not grant funds to a business with overdue debts at Council or outstanding acquittals from previous Council grant programs.

The program is open to any business in the Southern Grampians Shire Council that has street frontage where the proposed works are visible from the property's front. Home based or businesses without street frontage are not eligible to apply.

Businesses that have been previously funded through this program area will be eligible to apply to the program to complete additional or new works each year, however preference will be given to businesses who have not previously been funded.

To be eligible for the program applicants must:

- Complete a Business Façade Improvement Program Application Form including all associated documentation and application forms.
- Have the building owner's consent.

Businesses can apply on a \$1:\$1 basis to complete improvements to their facades with the amount capped at \$3,000 (exc. GST) per business.

An example of a business applying to the program is:

- Business - \$3,000 (exc. GST)
- Council - \$3,000 (exc. GST).

Businesses may contribute more than \$3,000 if they intend to complete more significant works however the contribution from Council will not exceed \$3,000 (exc. GST).

If a business intends to complete minor works, they may apply to the fund for an amount under \$3,000. An example of this:

- Business - \$1,000 (exc. GST)
- Council - \$1,000 (exc. GST).

## IMPLEMENTATION

To apply for funding as part of the program, businesses are required to complete a grant application form and provide all required documentation. Applicants must form an understanding of the program guidelines to ensure they are aware of what is required to be completed as part of the program.

Planning fees are waived by Council as part of the program to encourage participation however any relevant building permit fees will still apply. Buildings within heritage areas of the Shire will need to comply with relevant guidelines.

If painting is proposed to be completed as part of an application, a proposed colour palette is required to be submitted to Council as part of the application process. Any colour palette will need approval by Council Officers prior to commencing works.

If new signage is proposed to be completed as part of an application, a design proposal will need to be submitted to the Council as part of the application process. Approval through the planning permit process is required prior to commencing work.

The funding that will be made available as part of the program, will only be provided to the businesses following the conclusion of the works, once the acquittal process has been completed. As part of the financial reconciliation process, businesses will be required to provide proof of all purchases and works before being able to access the funding which will be provided following the conclusion of works.

The program will commence with an application period running from July until August. Following this period an internal committee will evaluate the applications. A report will be prepared for a Council Meeting to allow Councillor's to review Officer recommendations to decide which businesses will be funded as part of the program.

Once a decision has been made by Council, businesses will have until the end of May in the following financial year to complete all proposed works and will need to forward all associated documentation including invoices and proof of works so that Council can reimburse agreed expenses. All claims must be submitted by the end of May so the grant can be acquitted in the correct financial year.

## CHARTER OF HUMAN RIGHTS COMPLIANCE

It is considered that this policy ~~Choose an item.~~ compatible with the relevant human rights identified in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

## GENDER EQUALITY COMPLIANCE

It is considered that this policy is compatible with the relevant gender equality principles identified in the *Gender Equality Act 2020*.

Is a Gender Impact Assessment required?

- Yes  
 No

## REVIEW

This Policy must be reviewed a minimum of twelve (12) months.

## AUTHORISED

**Council**

**Signature**

**Date**

**END**



# Finance Report

1 July 2023 to 31 March 2024



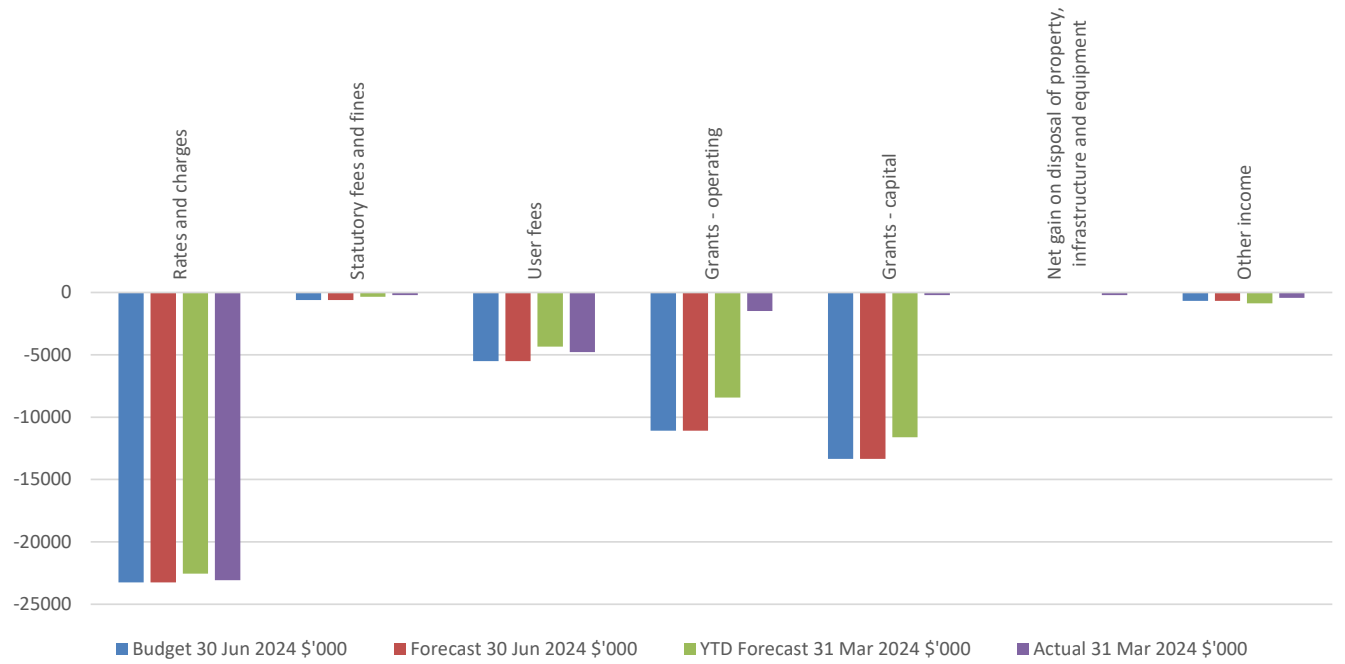
# 1. Comprehensive Income Statement

	Budget 30 Jun 2024 \$'000	Forecast 30 Jun 2024 \$'000	% Forecast Diff to Budget	YTD Forecast 31 Mar 2024 \$'000	Actual 31 Mar 2024 \$'000	% of YTD Forecast	Note
<b>Operating Revenue</b>							
Rates and charges	(23,252)	(23,252)	100%	(22,549)	(23,061)	102%	
Statutory fees and fines	(601)	(601)	100%	(337)	(210)	62%	1
User fees	(5,502)	(5,502)	100%	(4,343)	(4,772)	110%	2
Contributions - cash	(352)	(352)		0	0		
Grants - operating	(11,087)	(11,087)	100%	(8,416)	(1,477)	18%	3
Grants - capital	(13,336)	(13,336)	100%	(11,616)	(223)	2%	4
Net gain on disposal of property, infrastructure and equipment	0	0		0	(202)		
Other income	(684)	(684)	100%	(880)	(423)	48%	5
	<b>(54,814)</b>	<b>(54,814)</b>	<b>100%</b>	<b>(48,142)</b>	<b>(30,369)</b>	<b>63%</b>	
<b>Operating Expenses</b>							
Employee benefits	19,121	19,465	102%	14,500	15,618	108%	6
Materials and services	10,386	13,744	132%	9,985	12,022	120%	7
Bad and doubtful debts	0	0		0	0		
Depreciation and amortisation	12,611	12,611	100%	9,458	9,454	100%	
Finance costs	43	43	100%	37	30	80%	8
Other expenses	4,249	827	19%	639	492	77%	
	<b>46,410</b>	<b>46,690</b>	<b>101%</b>	<b>34,620</b>	<b>37,616</b>	<b>109%</b>	
<b>(Surplus) Deficit resulting from operations</b>	<b>(8,404)</b>	<b>(8,124)</b>		<b>(13,522)</b>	<b>7,247</b>		

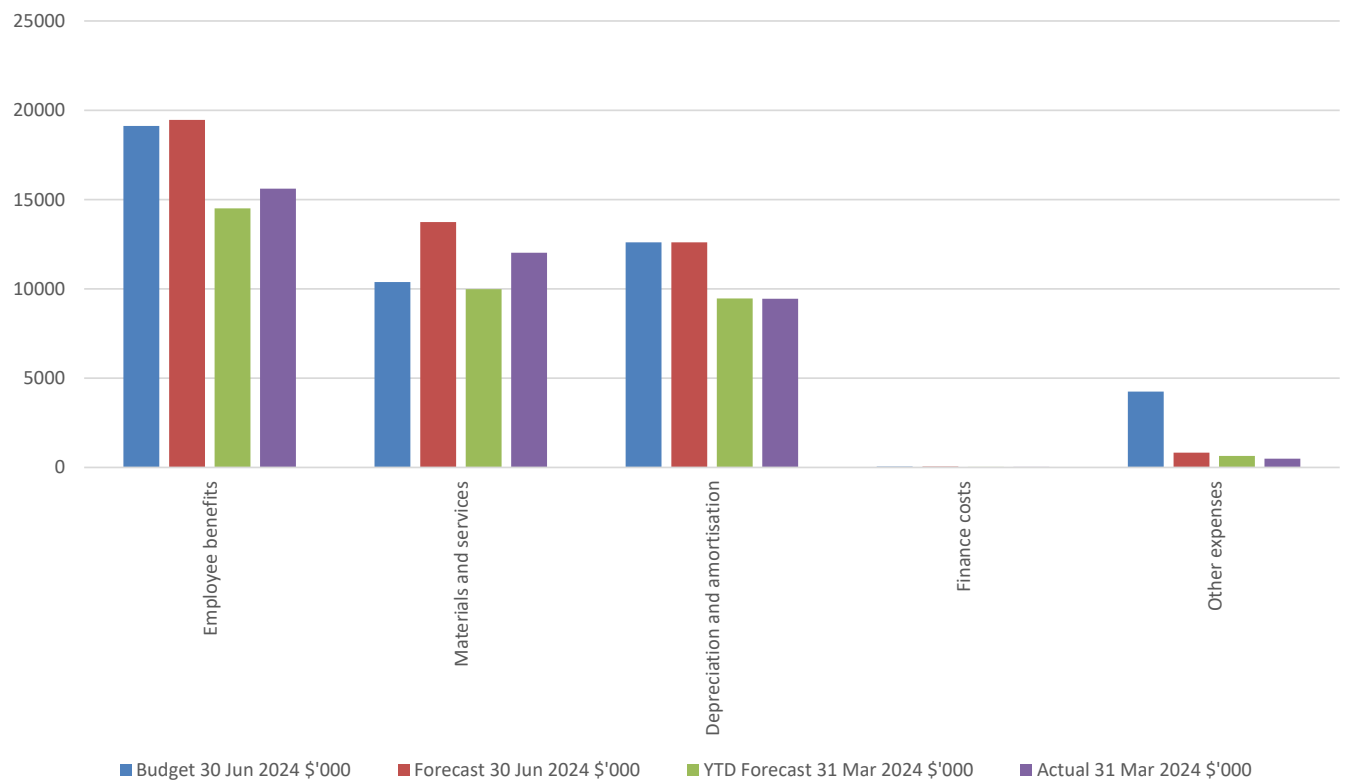
## Notes:

1. Planning Fees and Permits Fees lower than forecast YTD Planning 30k, Environmental Health 44k, Local Laws 70k
2. HRLX Fees are higher than YTD forecast 255k, Local Laws 19k, Environmental Health 77k
3. VGC financial assistance grant prepaid in advance in 22/23 financial year.
4. Forecast capital grants not received; Melville Oval 2.8m (expected to receive 50% of grant in June), LRCIP Phase 3&4 5.11m (received \$2.6 since March), Botanic Gardens 840k (grant not successful - will not be received), Waste 500k, Silvester oval 187k (payment expected before June 30), Dunkeld Loop Walk 225k (grant expected by 30 June), Cox St 376k (delayed until 24-25).
5. Income from investments lower due to term deposits coming due later in the year.
6. Employee benefits ytd variance for roads maint 220k, Fleet Operations 171k, ERP Project, 157k, Human Resources 126k, HRLX 116k, kerb maint 112k, Art Gallery 101k, Community Services 92k, Flood Recovery 84k. Total employee costs expected to be offset by a reduction in leave liabilities at 30th June.
7. Materials and services YTD includes recategorising of expenses shown as other previously, such as insurance. Some of the YTD variances include expenditure exceeding YTD forecast for Roads Maintenance due to timing for roads expenditure along with carry forward works not budgeted. Other variances include, Business Systems 443k, Waste Collection 339k and Fleet Operations 226k.
8. Forecasting of loan repayments not matching actual installments in 3rd quarter

## Revenue



## Expenses



## 2. Balance Sheet

	Budget 30 Jun 2024 \$'000	Forecast 30 Jun 2024 \$'000	% Forecast Diff to Budget	YTD Forecast 31 Mar 2024 \$'000	Actual 31 Mar 2024 \$'000	% of Forecast	Note
<b>Current Assets</b>							
Cash & Cash equivalents	5,121	5,121	100%	5,645	4,389	78%	1
Trade & Other Receivables	3,904	3,904	100%	3,447	8,493	246%	2
Other Financial Assets	0	0	0%	14,532	15,231	105%	1
Inventories	403	403	100%	538	647	120%	3
Non-Current Assets classified as held for resale	6,976	6,976	100%	4,462	4,462	100%	
Other Assets (Prepayments & Accrued Income)	0	0	100%	471	546	116%	
	<b>16,404</b>	<b>16,404</b>	<b>100%</b>	<b>29,094</b>	<b>33,768</b>	<b>116%</b>	
<b>Non Current Assets</b>							
Investments, Trade & Other Receivables	37	37	100%	40	0	0%	
Investment Property	3,300	3,300	100%	3,250	3,300	102%	
Property, Infrastructure, Plant & Equipment	448,331	448,331	100%	438,304	490,848	112%	
	<b>451,668</b>	<b>451,668</b>	<b>100%</b>	<b>441,594</b>	<b>494,148</b>	<b>112%</b>	
<b>Total Assets</b>	<b>468,072</b>	<b>468,072</b>	<b>100%</b>	<b>470,688</b>	<b>527,916</b>	<b>112%</b>	
<b>Current Liabilities</b>							
Trade & Other Payables	(3,266)	(3,266)	100%	(4,508)	(1,351)	30%	4
Trust Funds & Deposits	(450)	(450)	100%	(508)	(410)	81%	5
Interest Bearing Loans & Liabilities	(554)	(554)	100%	(32)	(32)	100%	
Provisions	(4,810)	(4,810)	100%	(4,629)	(4,810)	104%	
	<b>(10,875)</b>	<b>(10,875)</b>	<b>100%</b>	<b>(9,677)</b>	<b>(6,603)</b>	<b>68%</b>	
<b>Non Current Liabilities</b>							
Interest Bearing Loans & Liabilities	(4,696)	(4,696)	100%	(1,935)	(1,980)	102%	
Provisions	(1,359)	(1,359)	100%	(1,539)	(1,022)	66%	6
	<b>(6,055)</b>	<b>(6,055)</b>	<b>100%</b>	<b>(3,474)</b>	<b>(3,002)</b>	<b>86%</b>	
<b>Net Assets</b>	<b>451,142</b>	<b>451,142</b>	<b>100%</b>	<b>457,537</b>	<b>518,310</b>	<b>113%</b>	
<b>Accumulated Surplus</b>							
Accumulated Surplus	(152,163)	(152,163)	100%	(162,192)	(147,119)	91%	
Asset Revaluation Reserve	(298,805)	(298,805)	100%	(294,805)	(370,621)	126%	7
Other Reserves	(174)	(174)	100%	(540)	(571)	106%	
<b>Net Equity</b>	<b>(451,142)</b>	<b>(451,142)</b>	<b>100%</b>	<b>(457,537)</b>	<b>(518,310)</b>	<b>113%</b>	

### Notes:

1. A minor below forecast balance is evident due to timing difference against estimated forecast.
2. Delays in issuing of rates notices has caused a higher % of rate debtors for the end of the quarter. This is a flow on effect from previous quarters.
3. Inventories are higher with a backlog in costing inventory to projects due to the changeover of finance systems.
4. Trades and Payables fluctuate in line with liabilities as they are recognised during the year.
5. Trust funds and deposits are less as this amount fluctuates inline with major contract payments retention.
6. Provisions for landfill rehabilitation (both current and non-current) has reduced.
7. Revaluation of Infrastructure and drainage assets late in 22-23 resulted in movement in revaluation reserve.

Core Ratios	Prudential Guideline	Adopted Budget	Forecast Budget	YTD Actual
Working Capital Ratio/Liquidity Ratio (Current Assets/Current Liabilities)	> 150%	150.8%	150.8%	511.4%
Debt Servicing Ratio (Interest as a % of total Revenue)	< 5%	0.2%	0.2%	0.1%
Debt Commitment Ratio (Interest & Loan repayments as a % of total Revenue)	< 15%	1.1%	0.4%	0.9%

### 3. Cash Flow Statement

	Budget 30 Jun 2024 \$'000	Forecast 30 Jun 2024 \$'000	% Forecast Diff to Budget	YTD Forecast 31 Mar 2024 \$'000	YTD Actual 31 Mar 2024 \$'000	% of YTD Forecast	Note
<b>Cash flows from Operations</b>							
<b>Operating Revenue</b>							
Rates and charges	23,252	23,252	100%	19,296	19,708	102%	
Grants - operating	11,086	11,086	100%	8,937	1,998	22%	1
Grants - capital	13,337	13,337	100%	11,616	223	2%	1
Interest	378	378	100%	90	93	103%	
User fees	5,502	5,502	100%	4,343	4,772	110%	2
Statutory fees and fines	601	601	100%	337	210	62%	3
Other revenue	658	658	100%	690	330	48%	4
	<b>54,814</b>	<b>54,814</b>	<b>100%</b>	<b>45,309</b>	<b>27,335</b>	<b>60%</b>	
<b>Operating Expenses</b>							
Employee benefits	(19,121)	(19,121)	100%	(14,708)	(15,618)	106%	
Materials and consumables	(10,386)	(10,386)	100%	(11,616)	(13,649)	117%	
Other expenses	(4,249)	(4,249)	100%	(639)	(492)	77%	5
	<b>(33,756)</b>	<b>(33,756)</b>	<b>100%</b>	<b>(26,963)</b>	<b>(29,759)</b>	<b>110%</b>	
<b>Net Cash Flows From Operating Activities</b>	<b>21,058</b>	<b>21,058</b>		<b>18,346</b>	<b>(2,424)</b>	<b>-13%</b>	
<b>Cash Flows From Financing Activities</b>							
Finance Costs	(43)	(43)	100%	(33)	(30)		
Proceeds from Borrowings	4,000	4,000	100%	0	0	0%	
Repayment of Borrowings	(585)	(585)	100%	(209)	(256)	123%	6
<b>Net cash flows from financing activities</b>	<b>3,372</b>	<b>3,372</b>	<b>100%</b>	<b>(242)</b>	<b>(286)</b>	<b>118%</b>	
<b>Cash Flows From Investing Activities</b>							
Payments for investing activities	(37,228)	(37,228)	100%	(25,647)	(8,808)	34%	7
Proceeds from Asset Sales	2,650	2,650	100%	187	202	108%	8
<b>Net Cash Flows From Investing Activities</b>	<b>(34,578)</b>	<b>(34,578)</b>	<b>100%</b>	<b>(25,459)</b>	<b>(8,606)</b>	<b>34%</b>	
<b>Net Cash Flows From Movements in Balance Sheet</b>	<b>0</b>	<b>0</b>		<b>(6,160)</b>	<b>15,667</b>		
<b>Net increase (decrease) in Cash</b>	<b>(10,148)</b>	<b>(10,148)</b>		<b>(13,515)</b>	<b>4,351</b>		
<b>Cash (Overdraft) at the beginning of the period</b>	<b>15,269</b>	<b>15,269</b>		<b>15,269</b>	<b>15,269</b>		
<b>Cash (Overdraft) at the end of the period</b>	<b>5,121</b>	<b>5,121</b>		<b>1,754</b>	<b>19,620</b>		

#### Notes:

1. Operating VGC financial assistance grant prepaid in advance in 22/23 financial year and Forecast capital grants not received; Melville Oval 2.8m, LRCIP Phase 3&4 5.11m, Botanic Gardens 840k, Waste 500k, Silvester oval 187k, Dunkeld Loop Walk 225k, Cox St 376k

2. HRLX Fees are higher than forecast for YTD

3. Planning Fees and Permits Fees lower than forecast YTD

4. Term Deposits due in last quarter of 2023-2024.

5. Timing of some lease payments and contributions delayed until 2nd half of year.

6. Anticipated borrowings for 2023-24 did not occur and therefore repayments are lower than anticipated.

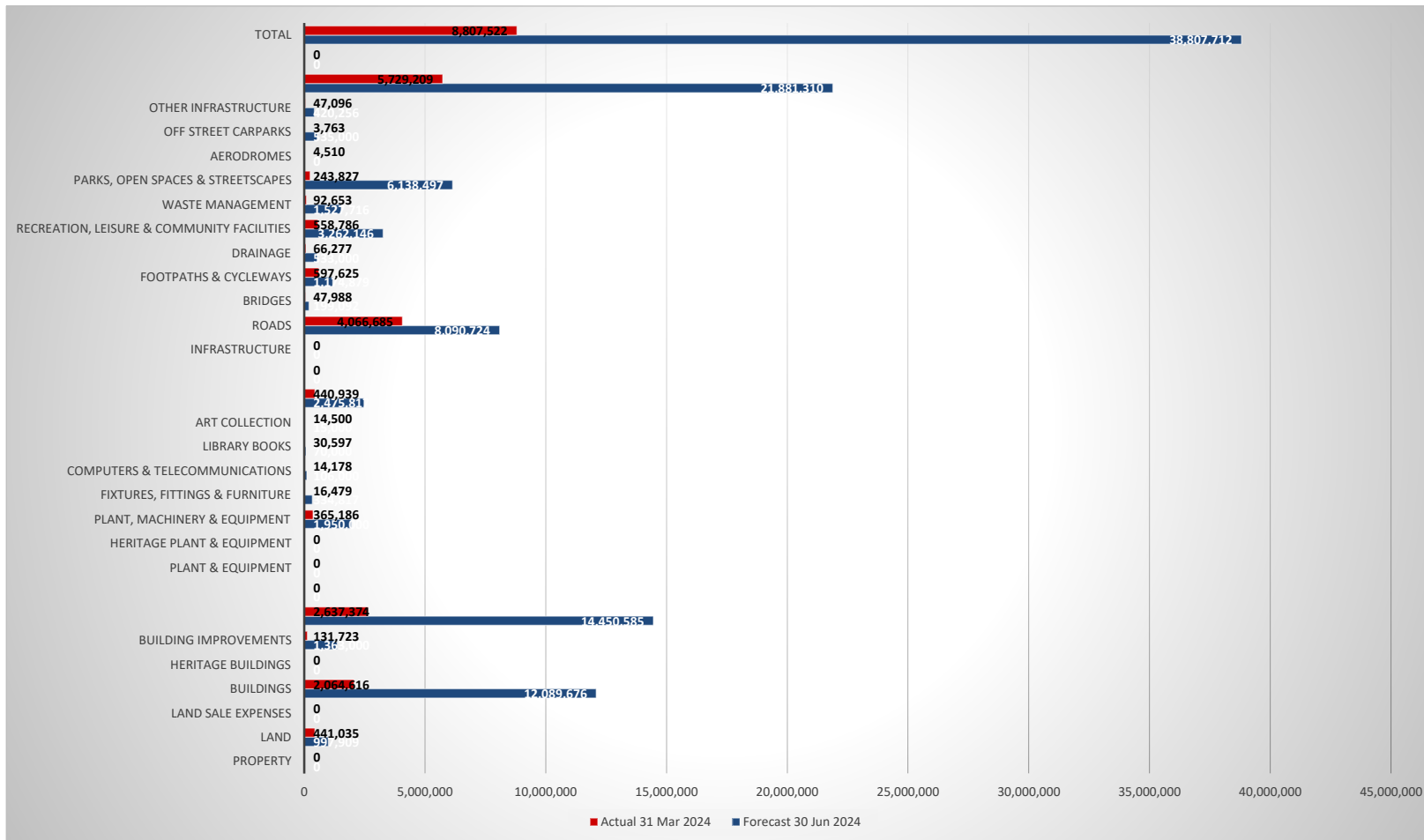
7. See Detailed capital report for individual variances.

8. Capital Sales have been forecast to include sale of surplus plant. Sales vs forecast fluctuate do to the uncertain timing of sales.

## 4. Capital Works

	Budget 30 Jun 2024	Forecast 30 Jun 2024	% Forecast Diff to Budget	YTD Forecast 31 Mar 2024	Actual 31 Mar 2024	Actual + Committed 31 Mar 2024	% of Annual Forecast
<b>Property</b>							
Land	0	997,909		0	441,035	1,120,323	
Land Sale Expenses	0	0		0	0	0	
Buildings	10,550,000	12,089,676	115%	8,387,470	2,064,616	9,633,521	17%
Heritage Buildings	0	0		0	0	0	
Building Improvements	1,363,000	1,363,000	100%	1,099,997	131,723	178,051	10%
	<b>11,913,000</b>	<b>14,450,585</b>		<b>9,487,467</b>	<b>2,637,374</b>	<b>10,931,895</b>	
<b>Plant &amp; Equipment</b>							
Heritage Plant & Equipment	0	0		0	0	0	
Plant, Machinery & Equipment	1,950,000	1,950,000	100%	1,574,991	365,186	801,717	19%
Fixtures, Fittings & Furniture	328,750	334,817	102%	269,064	16,479	16,479	5%
Computers & Telecommunications	106,000	106,000	100%	79,497	14,178	15,621	13%
Library Books	70,000	70,000	100%	52,497	30,597	31,695	44%
Art Collection	15,000	15,000	100%	0	14,500	14,500	97%
	<b>2,469,750</b>	<b>2,475,817</b>		<b>1,976,049</b>	<b>440,939</b>	<b>880,011</b>	
<b>Infrastructure</b>							
Roads	6,975,423	8,090,724	116%	5,233,771	4,066,685	4,353,913	50%
Bridges	199,092	199,092	100%	149,319	47,988	56,424	24%
Footpaths & Cycleways	1,114,775	1,174,879	105%	836,073	597,625	866,281	51%
Drainage	533,000	533,000	100%	399,744	66,277	110,973	12%
Recreation, Leisure & Community Facilities	2,865,272	3,262,146	114%	2,164,426	558,786	715,875	17%
Waste Management	1,525,000	1,527,716	100%	217,497	92,653	118,069	6%
Parks, Open Spaces & Streetscapes	5,238,000	6,138,497	117%	4,333,491	243,827	2,751,563	4%
Aerodromes	0	0		0	4,510	4,510	
Off Street Carparks	535,000	535,000	100%	472,497	3,763	28,983	1%
Other Infrastructure	410,000	420,256	103%	376,250	47,096	183,013	11%
	<b>19,395,562</b>	<b>21,881,310</b>		<b>14,183,068</b>	<b>5,729,209</b>	<b>9,189,603</b>	
<b>Total</b>	<b>33,778,312</b>	<b>38,807,712</b>	<b>115%</b>	<b>25,646,584</b>	<b>8,807,522</b>	<b>21,001,509</b>	
<b>Represented by:</b>							
New	4,514,625	5,588,216	124%	3,762,236	1,121,705	1,904,639	14%
Renewal	23,578,799	27,283,635	116%	17,877,734	6,213,194	17,207,374	70%
Expansion	0	0		0	0	0	0%
Upgrade	5,684,888	5,935,861	104%	4,006,614	1,472,623	1,889,496	15%
Other	0	0		0	0	0	0%
	<b>33,778,312</b>	<b>38,807,712</b>	<b>115%</b>	<b>25,646,584</b>	<b>8,807,522</b>	<b>21,001,509</b>	

Note: This report is financial only and does not reflect the actual progress of the project/works





## 5. Declaration by CEO

As per Section 97 of the Local Government Act 2020, as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.

A quarterly budget report must include a comparison of the actual and budgeted results to date, an explanation of any material variations and any other matters prescribed by the regulations.

Tony Doyle  
Chief Executive Officer  
03 May 2024

<h2>INFORMATION PRIVACY POLICY</h2>	Date Adopted:	
	Adopted By:	Council
	Review Due:	18 April 2024
	Responsible Officer:	Governance Coordinator
	Directorate:	Organisational Development, Community and Corporate Services
	RM8 No:	D/19/54190

### PURPOSE

This policy outlines how Council will meet the requirements of the *Privacy and Data Protection Act 2014* (PDP Act) and the *Health Records Act 2001* in regards to:

- the management of personal and health information collected by Council; and
- compliance with the Information Privacy Principles (IPPs) and Health Privacy Principles (HPPs).

### DEFINITIONS

<b>Council</b>	means Southern Grampians Shire Council
<b>The PDP Act</b>	means the <i>Privacy and Data Protection Act 2014</i>
<b>The Health Act</b>	means the <i>Health Records Act 2001</i>
<b>Staff</b>	means employees, contractors, volunteers and students
<b>IPPs</b>	means Information Privacy Principles
<b>HPPs</b>	means Health Privacy Principles

### PERSONAL INFORMATION

Personal Information is information or an opinion (including information or an opinion forming part of a database) that is recorded in any form, whether true or not, about an individual whose identity is apparent, or can be reasonably ascertained, from the information or opinion.

For example, “personal information” about an individual includes (but is not limited to):

- name;
- date of birth and age
- home/postal/email address and telephone number
- marital status and religion
- income, financial transactions, purchases and spending habits
- race and ethnic origin

- education
- photograph and or video footage (including CCTV / drones / body worn cameras)
- signature

## SENSITIVE INFORMATION

Information or an opinion about an individual's:

- racial or ethnic origin;
- political views;
- religious beliefs;
- membership of groups;
- sexual preferences; or
- criminal record

## APPLICATION AND SCOPE

This Policy applies to all Councillors and Council staff of the Southern Grampians Shire Council.

## GENERAL PROVISIONS

### COUNCIL POLICY

Council is committed to ensuring that personal and health information received by the organisation is collected, handled and stored in a responsible manner, and also in accordance with the IPPs and HPPs set out in the respective Acts.

### IPP & HPP 1 - COLLECTION

Council will only collect personal and health information that is necessary for its functions and activities. In some instances, Council is required by law to collect personal information. Council will only collect sensitive information where an individual has consented or as permitted under legislation.

If it is reasonable and practicable to do so, Council will collect personal information and health information directly from an individual. When doing so, it will inform the individual of the matters set out in the Act, including the purpose/s for which the information is collected, and will use lawful and fair means. Council will only collect an individual's information from someone else if the individual's consent is provided.

When Council collects personal information, notice will be given of how Council will use, share, and disclose that personal information. The notice provided will be similar to the below:

#### ***Privacy Collection Notice***

The personal information requested on this form is being collected by Southern Grampians Shire Council for the purpose(s) of *(insert purpose)*. The personal information will also be disclosed to *(insert the names of any other entities Council will be disclosing the personal information to)* for the purpose of *(insert how entities will be using the personal information)*. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, *(insert details of what will happen if information is not provided)*. You may apply to alter any of the personal information you have provided to the Southern Grampians Shire Council.

The information you provide may be used for purposes including but not limited to the below:

- To contact you where it is necessary in order to provide services requested by you;
- To facilitate the collection of Council fees and charges, for instance, rates notices;
- As part of Council's commitment to customer service;
- To aid community safety. For example, Council collects images via closed circuit television cameras. Footage and photographs of incidents are made available to authorised police members who meet the criteria of the protocols and comply with the requirements for handling and use of footage and photographs.

## **IPP & HPP 2 - USE AND DISCLOSURE**

Council will only use and disclose information about an individual for:

- the primary purpose for which it was collected;
- for a secondary purpose that would be reasonably expected; or
- in other limited circumstances such as when required to do so by law.

Council discloses personal information to external organisations such as Council's contracted service providers who perform various services for and on behalf of the Council. Information provided to these contractors is limited to the information required by them to provide services on behalf of Council.

Personal information in applications for employment with Council will be supplied to agencies such as Victoria Police, as part of a background check or with Department of Justice and Community Safety as part of a Working with Children Check. Such checks will only be carried out with the individuals consent and the results will not be disclosed to third parties unless authorised by law.

Personal information provided by individuals as part of a public submission to a Council or committee meeting may be included with the published agenda papers and minutes of the meeting. The published agenda papers and minutes are displayed online and available in hardcopy format for an indefinite period.

Personal information may also be contained in Council's Public Registers. Under the *Local Government Act 1989*, any person is entitled to inspect Council's Public Registers, or make a copy of them, upon payment of the relevant fee.

Council will ensure that individual's personal information is not disclosed to other institutions and authorities outside Council, except if required or authorised by law or where Council have the individual's consent.

Council must ensure all Councillors have access to the information they require to make informed strategic policy decisions in the best interests of the community. Councillors must understand their responsibilities and to separate their requests for information sought out of personal interest for themselves or on behalf of others, from information that is legitimately required in their role as a Councillor.

## **IPP & HPP 3 - DATA QUALITY**

Council will take reasonable steps to ensure the personal information and health information it holds is accurate, complete, and up to date.

## **IPP & HPP 4 - DATA SECURITY**

Council will take all necessary steps to ensure that personal information is stored safely and securely. This will ensure that personal information held by Council will be protected from

misuse, loss, and unauthorised modification and disclosure. This applies regardless of the format in which the information is held.

Any personal information that an individual provides to Council, which is no longer necessary for Council's purposes, will be disposed of in accordance with the document disposal requirements of the *Public Records Act 1973*.

### **IPP & HPP 5 - OPENNESS**

This policy details Council's management of personal information and it is available to the public.

On request, Council will inform an individual, in general terms, of what information it holds on the individual, for what purpose this information is held and how the information is collected, held, used and disclosed.

### **IPP & HPP 6 - ACCESS AND CORRECTION**

Should any person wish to access their personal information, they may contact Council's Privacy Officer on 5573 0425.

Access will be provided except in circumstances outlined in the respective Act; for example, where the information relates to legal proceedings or where the *Freedom of Information Act 1982* applies.

If any person believes that personal information relating to them is inaccurate, incomplete or out of date, they may request Council to correct the information. Every request will be considered in accordance with the respective Act.

### **IPP & HPP 7 - UNIQUE IDENTIFIERS**

A unique identifier is a number or code that is assigned to someone's records to assist with identification (similar to a drivers licence number). Council will only assign identifiers to records if it is necessary to enable Council to carry out a function efficiently.

### **IPP & HPP 8 - ANONYMITY**

Council must, where it is lawful and practicable, give individuals the option of not identifying themselves when entering into transactions with Council, noting that anonymity may limit Council's ability to process a complaint or other matter.

### **IPP & HPP 9 - TRANSBORDER DATA FLOWS**

Council may transfer personal information outside of Victoria only if the data transfer conforms to the reasons and conditions outlined in the Act.

### **IPP 10 - SENSITIVE INFORMATION**

Council will not collect sensitive information about an individual unless:

- the individual has consented; or
- the collection is required by law; or
- the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual, where the individual whom the information concerns:
  - is physically or legally incapable of giving consent to the collection;
  - or physically cannot communicate consent to the collection; or
- the collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

However, Council may collect sensitive information about an individual if the collection:

- is necessary for research, or the compilation or analysis of statistics, relevant to government funded targeted welfare or educational services; or
- is of information relating to an individual's racial or ethnic origin and is collected for the purpose of providing government funded targeted welfare or educational services; and
- there is no reasonably practicable alternative to collecting the information for that purpose; and
- it is impracticable for the organisation to seek the individual's consent to the collection.

## **HPP 10 – TRANSFER / CLOSURE OF THE PRACTICE OF A HEALTH SERVICE PROVIDER**

Health information relating to a discontinued Council health service will be managed in accordance with the Health Act.

## **HPP 11 – MAKING INFORMATION AVAILABLE TO ANOTHER HEALTH SERVICE PROVIDER**

Council will provide a copy, or written summary, of health information in its possession where it is requested in writing by the individual, or by a health service provider authorised by the individual.

## **OTHER INFORMATION**

If the PDP Act is inconsistent with a particular piece of legislation, the other legislation will take precedence. Council will have regard to any Privacy Guidelines issued by the Privacy and Data Protection Commissioner.

## **BREACH MANAGEMENT**

If Council becomes aware of a suspected or confirmed breach to personal information it holds, it will manage the incident in-line with its Breach Management Procedure.

## **PRIVACY COMPLAINTS**

If an individual is dissatisfied with Council's handling of their personal or health information, they may make a complaint to:

Privacy Officer

Southern Grampians Shire Council

111 Brown Street

Hamilton, VIC, 3300

Phone: (03) 5573 0425

A complaint will be investigated as soon as possible (but no later than 10 business days) and a written response will be provided.

Alternatively, complaints can be directed to the following:

The Office of the Victorian Information Commissioner, regarding personal information

Online: [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au)

Email: [enquiries@ovic.vic.gov.au](mailto:enquiries@ovic.vic.gov.au)

Telephone: 1300 006 842

The Health Complaints Commissioner regarding health information

Online: [www.hcc.vic.gov.au](http://www.hcc.vic.gov.au)

Telephone: 1300 582 113

## IMPLEMENTATION

This policy will be published on the Council's website.

## CHARTER OF HUMAN RIGHTS COMPLIANCE

It is considered that this policy is compatible with the relevant human rights identified in the *Charter of Human Rights and Responsibilities Act 2006* (Vic).

## GENDER EQUALITY COMPLIANCE

It is considered that this policy is compatible with the relevant gender equality principles identified in the *Gender Equality Act 2020*.

Is a Gender Impact Assessment required?

Yes

No

## REVIEW

This Policy must be reviewed a minimum of every four years or in-line with legislative change.

**END**

## CONFIDENTIAL INFORMATION

Date Adopted:	
Adopted By:	Council
Review Due:	04/04/2024
Responsible Officer:	Governance Coordinator
Directorate:	Organisational Development, Community and Corporate Services
EDRMS No:	

### PURPOSE

The purpose of the policy is to ensure that councillors and staff (including contractors, volunteers and students) are made aware of their obligations and responsibilities concerning access to and disclosure of, confidential information associated with any council business or activities.

This policy provides guidance to councillors and staff in identifying, assessing, managing and reporting on the use and / or misuse of confidential information.

### DEFINITIONS

<b>Council</b>	means Southern Grampians Shire Council
<b>The Act</b>	means the <i>Local Government Act 2020</i>
<b>Confidential Information</b>	means any information with restrictions placed on the communication or dissemination of that information. It may include information provided 'in-confidence', whether oral, written, electronic or in any other form, which is used to inform policy positions, is only to be internally distributed and is not to be shared and as set out in the Act and Codes of Conduct.
<b>Information</b>	means, for the purpose of this policy, letters, reports, documents, facsimiles, attachments, tapes, electronic media, pictures, plans and all other forms of information, including verbal.
<b>CEO</b>	means Chief Executive Officer

### APPLICATION AND SCOPE

This Policy applies to councillors, staff including contractors, students and volunteers and members of special committees and advisory committees.

### GENERAL PROVISIONS

Council operates in an environment which requires compliance with good governance principles, including those of public accountability and transparency. Council seeks to inform the public of issues under consideration and the nature of the decisions made by Council.



However, Council acknowledges there are certain documents and types of information that are confidential and must not be disclosed to third parties.

## STATUTORY PROVISIONS

Councillors receive confidential information in accordance with sections 125 and 66 (2) of the Act.

Section 125 directs that a person who is, or has been, a Councillor or member of a special committee, must not disclose information that the person knows, or should reasonably know, is confidential information.

Section 66 of the Act allows Council or a Committee of Council to close to the public its meeting to allow discussion of a range of matters as set out in the section. Documents and information considered during the closed parts of a meeting are confidential information for the purposes of the policy.

Disclosure of Confidential Information associated with a closed meeting of Council is a breach of the LG Act as well as Council's Codes of Conduct and associated policies

## CONFIDENTIAL INFORMATION

Section 125(2) of the Act specifies that information is to be considered "confidential" if any of the following circumstances exist:

- (a) the information was provided to the Council or a special committee in relation to a matter considered by the council or special committee at a meeting closed to members of the public and the Council or special committee has not passed a resolution that the information is not confidential; or
- (b) the information has been designated as confidential information by a resolution of the Council or a special committee which specifies the relevant ground or grounds applying under section 66(2) and the Council or special committee has not passed a resolution that the information is not confidential; or
- (c) the information has been designated in writing as confidential information by the Chief Executive Officer specifying the relevant ground or grounds applying under section 66(2) of the Act and the Council has not passed a resolution that the information is not confidential.

If the CEO has designated a document as confidential, the document will include the following statement:

*"This document has been designated as confidential by the Chief Executive Officer, in accordance with section 125 of the Local Government Act 2020, as it relates to {insert reason} as defined under section 66 of the Local Government Act 2020"*

Section 66(2) of the Act specifies that a Council or Special Committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following:

- (a) personnel matters;
- (b) the personal hardship of any resident or ratepayer;
- (c) industrial matters;
- (d) contractual matters;
- (e) proposed developments;
- (f) legal advice;
- (g) matters affecting the security of Council property;
- (h) any other matter which the Council or Special Committee considers would prejudice the Council or any person;

(i) a resolution to close the meeting to members of the public.

The following types of information are deemed to be confidential to Council, unless, or until, the Council resolves to the contrary:

- Commercial in confidence information, including where the release of information would affect a company's competitive advantage (including competitive tender situations);
- Information provided from government departments or ministers that have been classified as confidential;
- Information relating to a property disposal or acquisition, where release of the information may prejudice Council;
- Financial and legal analysis, where the disclosure of information may compromise Council.

## RESPONSIBILITIES

All Councillors and staff are made aware of their responsibilities when managing confidential information.

Councillors are required to participate in Councillor Induction and sign the Councillor Code of Conduct, which outlines the statutory requirements for Councillors under the Act regarding the handling of confidential information. Councillors are required to do annual refresher in Privacy & Confidentiality training.

Staff undergo induction and are provided a Code of Conduct which details staff's responsibilities when handling confidential information and the expectations.

Responsibilities also include:

- Recognising the requirements of the *Privacy and Data Protection Act 2014* regarding access, use and release of personal information; and
- Adhering to Council policies relating to accessing Council information.
- Exercise due care when handling or using information;
- Prevent disclosure of confidential information to any person or organisation, specifically:
- Avoid discussing confidential Council information with family, friends, businesses etc.; and
- Ensure documents containing confidential information are safeguarded, including materials stored at private residences.
- Not use confidential information to gain improper advantage for themselves or any other person or body; and
- Not use confidential information to cause harm or detriment to Council or any other person or body.

## STAFF TRAINING AND AWARENESS

All Council employees receive training to enhance their awareness about their obligations regarding the collection and management of personal information in the workplace. All new staff members are required to complete an induction program when they commence employment with Southern Grampians Shire . As part of the induction they must:

- agree to abide by the Code of Conduct by completing an online learning module
- complete an online module specifically focussing on information privacy & Confidentiality.

This training is compulsory when employees commence employment and refresher training will be provided at regular intervals during their employment.

## **MANAGING CONFIDENTIAL INFORMATION / DATA SECURITY**

Release of any council information should happen in accordance with council policies and procedures and compliance with relevant legislation. Councillors and staff have an obligation to ensure that information is managed appropriately.

- Confidential information should be appropriately watermarked, titled, protected and stored.
- Access to and usage of confidential information is limited and legitimate.
- Information discussed during a closed session of a Council meeting and associated documentation must not be disclosed.

Confidential information will:

- Be marked with a heading and / or watermarked with the appropriate protective markings.

If a Councillor, staff or member of a special committee needs to dispose of confidential information, they must return the information to Southern Grampians Shire Council's Brown Street Office, 111 Brown Street, Hamilton, for secure disposal.

## **CONFIDENTIAL INFORMATION AT COUNCIL MEETINGS**

The following may occur relating to matters addressed at Council or Committee meetings:

- The CEO may make a declaration that information concerning a specific matter is to be treated as confidential and the information will remain confidential unless or until Council resolves to the contrary;
- If a confidential item being considered at a meeting is to be publicly released at a later date, the resolution should be written in such a way to allow this release of information to occur;
- If the Mayor or a Councillor in a meeting asks that a matter be treated as confidential, the Council will formally resolve as to whether all information concerning the matter is confidential;
- If the Council exercises its powers to close a meeting to members of the public, all information in relation to the matters discussed during that closed meeting or the closed portion of the meeting is confidential, unless and until the Council table resolves to the contrary.

## **COUNCILLOR BRIEFING SESSIONS**

- Councillor briefing sessions are confidential.
- Councillor briefing sessions enable staff to present proposals to Councillors in an informal setting.
- Briefing sessions are not bound by the Meeting Procedures Local Law.
- Assist Councillors to make informed decisions if and when the issues are presented to Council for decision.
- Any information or presentation provided at Councillor Briefing Sessions that is confidential in nature is to be clearly identified as such and the confidential section/s of reports/presentations are to contain a 'confidential' watermark

## ACCOUNTABILITY PROCESS

If a Council Officer is found to have discussed or provided a copy of confidential information to an unauthorised person or body, it will be considered a serious breach and subject Council's Performance and Discipline policy.

If a Councillor is found to have discussed or provided a copy of confidential information to an unauthorised person or body, the Councillor(s) will be reported to the Local Government Inspectorate for being in breach of Section 125 of the Act. The Council may also resolve to deal with the matter through the Councillor Code of Conduct or make application to a Councillor Conduct Panel in respect of a Councillor's Conduct.

## IMPLEMENTATION

This policy will be published on the Council's website.

## CHARTER OF HUMAN RIGHTS COMPLIANCE

It is considered that this policy is compatible with the relevant human rights identified in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

## GENDER EQUALITY COMPLIANCE

It is considered that this policy is compatible with the relevant gender equality principles identified in the *Gender Equality Act 2020*.

Is a Gender Impact Assessment required?

Yes

No

## REVIEW

This Policy must be reviewed a minimum of every four years or in-line with legislative change.

The policy was adopted on 12/02/2020 and was reviewed on the following dates:

- 07/2012
- 09/04/2014
- 12/02/2020
- 04/04/2024

**END**



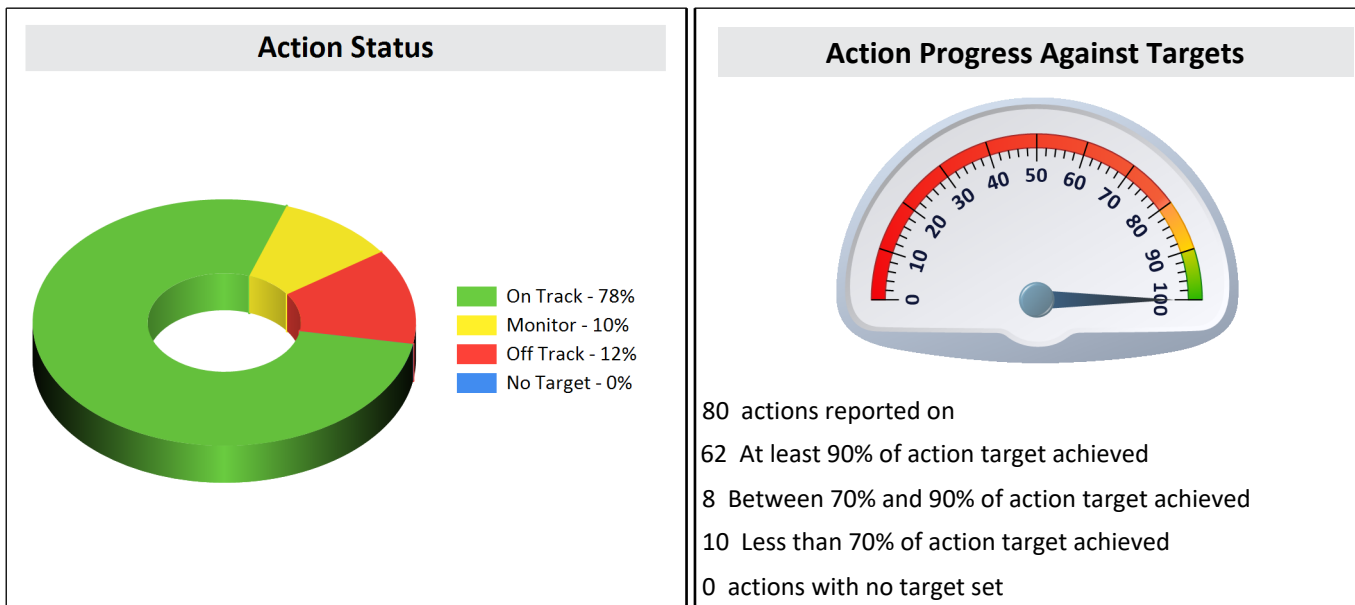
# Action and Task Progress Report

Southern Grampians Shire Council



*Print Date: 30-May-2024*

# OVERVIEW



## ACTION PLANS



GREEN

At least 90% of action target achieved



AMBER

Between 70% and 90% of action target achieved



RED

Less than 70% 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 %
1.1.1.3 Develop a volunteer register to ensure Council has oversight of its volunteers and to ensure they are supported.	Tahlia Homes - Manager People and Culture	In Progress	01-Jul-2023	30-Jun-2024	75.00%	75.00%	GREEN

**ACTION PROGRESS COMMENTS:**

11/04/24 - HR system tender advertised, review and demo of shortlisted systems booked in May 2024. HR has a manual record (spreadsheet) of volunteers that is maintained but looking to streamline with the use of new system.

8/01/24 - Ongoing process to be standardised to ensure new volunteers are captured appropriately by People and Culture Team. As part of Project CORE phase 2, Council is exploring a HR Management System / software program which can incorporate volunteer management.


5/10/23 - Child Safety Standards internal audit in late 2021 raised volunteer record keeping as an area of improvement. The People & Culture team developed a volunteer register as an outcome. Meetings have occurred with Visitor Information Centre staff to discuss volunteer onboarding. CEO requested the People & Culture Department to oversee the volunteer recruitment and onboarding process to ensure consistency. The People and Culture team are working on the process / guidelines to ensure a standard approach.

Last Updated: 11-Apr-2024

##### 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 %
--------	--------------------	--------	------------	----------	------------	--------	-------------




1.1.2.1 Increase community resilience through education and awareness around personal preparedness for flooding	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2023	30-Jun-2024	50.00%	75.00%	 RED
---	--	-------------	-------------	-------------	--------	--------	--

**ACTION PROGRESS COMMENTS:**

16/1/2024 - Initial planning has commenced to work with SES to develop some education and awareness training to be offered to residents impacted from the 2022 October Floods and the general community. This training is to be delivered by 30 June 2024.

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

Last Updated: 16-Apr-2024

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET %	ON TARGET %
1.1.2.1 Provide training on Gender Impact Assessments (GIA) to the key stakeholders in the organisation and identify GIA champions in each Directorate.	Tahlia Homes - Manager People and Culture	In Progress	01-Jul-2023	30-Jun-2024	70.00%	75.00%	 GREEN


**ACTION PROGRESS COMMENTS:**

11/04/24 - Business Systems assisted Manager People and Culture to embed GIA 'app' into our Sharepoint system. Manager People and Culture will now provide a demonstration to Senior Leaders and key staff across the organisation.

8/01/24 - Collating information for the Gender Equality progress report identified further education and training is required to ensure staff are aware of the requirements to complete a Gender Impact Assessment. Refresher training will be scheduled for Senior Leadership Team and the full Gender Impact Assessment process will be conducted on an upcoming project in the Recreation team.

5/10/23 - Training was held approximately 2 years ago with ELT, SLT and key Coordinators on how to complete a Gender Impact Assessment. Discussion with Manager Project Management Office on embedding the need for Gender Impact Assessment into the new CAMMS Project software.

Last Updated: 11-Apr-2024

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET %	ON TARGET %
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-2024	50.00%	75.00%	 RED

**ACTION PROGRESS COMMENTS:**

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.


Oct 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.

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.

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

Last Updated: 16-Apr-2024


### 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 %
1.1.3.1 Develop plans that guide preparedness for emergencies - Hamilton Dam Safety Plan	Bill Scott - Manager Project Management Office	In Progress	01-Jul-2019	31-Jan-2025	50.00%	75.00%	 RED

#### ACTION PROGRESS COMMENTS:

24/04/2024 - Hamilton Dam Safety Management Plan is now in operation. Recently re-allocated to PMO for completion, procurement of suitable consultants to resolve any remaining issues with the spillway capacity will be completed in the first half of the 2024/25 financial year.

Last Updated: 22-Apr-2024

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.3.3 Increase opportunities for community engagement with Council through the use of online tools like social pinpoint and survey monkey, alongside traditional mediums.	Alison Quade - Manager Communications and Engagement	In Progress	01-Jul-2023	30-Jun-2024	90.00%	75.00%	 GREEN

#### ACTION PROGRESS COMMENTS:


10/04/2024 - Engagement undertaken on Sustainability strategy both online with stakeholders and in schools. Investigating options for online engagement platforms for 24/25 Financial year.

16/01/2024 - Extensive face-to-face community engagement undertaken throughout the latter part of 2023 on small towns strategy and outdoor pools. All sessions were well attended by community. Online opportunities for engagement were also offered for budget submissions (a change to the process for 24/25 budget), Plan for Nature, Hamilton Showgrounds

masterplan and the Recreation Fees and Charges.

13/10/2023 - Social pinpoint being used with success for Hamilton CBD campaign. 383 residents engaged with Council on EV charger through Survey Monkey, the highest online engagement we've experienced to date. Planning on how to best utilise digital channels for 2024 Budget engagement.

Last Updated: 07-May-2024

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.3.4 Work with SLT and Councillors to develop a program of face-to-face engagement sessions for all townships including Hamilton.	Alison Quade - Manager Communications and Engagement	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN

**ACTION PROGRESS COMMENTS:**


16/01/2024

Extensive face-to-face engagement with all townships was undertaken in late 2024 on small towns strategy and outdoor pools. Issue specific face-to-face engagement will occur on an as needed basis throughout the year (eg. Glenthompson outdoor pool).

13/10/23

Community engagement session for Balmoral and Penshurst have been undertaken in conjunction with the outer town Council meetings. Coleraine is planned for early 2024. A full schedule will be developed once the meeting schedule for 2024 is determined at the November statutory meeting.

Last Updated: 16-Jan-2024

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.3.5 Develop Community Engagement Framework to guide community engagement activities for Council projects/issues and ensure compliance with legislation.	Alison Quade - Manager Communications and Engagement	In Progress	01-Jul-2023	30-Jun-2024	25.00%	75.00%	 RED

**ACTION PROGRESS COMMENTS:**



10/04/2024 - This has not progressed further at this time due to staff focusing on other projects.

16/01/2024 - A heavy engagement schedule in late 2023 prevented this from progressing. Still on track for mid-2024 delivery.

13/10/23 - Community Engagement Framework is currently being developed. Anticipated delivery date of mid 2024.


Last Updated: 10-Apr-2024

**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 %
1.1.4.3 Support compliance with community engagement policy through staff training and providing opportunities for staff to meet with Community Engagement team.	Alison Quade - Manager Communications and Engagement	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b>  11/04/2024 - Advice is provided to staff and management as required on engagement best practice and facilitation.</p> <p>16/01/2024 - Community engagement/development staff are attending fortnightly Project Mangement Office meeting. Advice is provided through this forum and other one-on-one meetings to staff on engagement best practice and facilitation. Exploring opportunities for staff training in 2024.</p> <p>13/10/23 - Community engagement/development staff are attending fortnightly Project Mangement Office meeting and providing advice through this forum and others to staff on engagement best practice.</p> <p>Last Updated: 07-May-2024</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.4 Develop and deliver new Council Website	Alison Quade - Manager Communications and Engagement	In Progress	01-Jul-2023	30-Jun-2024	90.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b>  11/04/2024 - Staff finalising content input which has been a bigger task than first anticipated. Launch now set for 30 April 2024.</p> <p>16/01/2024  Design process finalised following consultation with staff and councillors. Staff website training complete. Work has commenced on building pages and inputting content. Go live is planned for 1 March 2024.</p> <p>13/10/2023  Website redevelopment project well underway. Designs are being finalised and staff training for content authors is scheduled for this month.</p> <p>Last Updated: 11-Apr-2024</p>							



## 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 %
1.2.1.7 Ensure all new and renewal of Council recreational facilities include universal design principles that support accessible, inclusive and equitable	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2023	30-Jun-2024	75.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>16/01/2024 - Design works have been undertaken on the All Abilities Playspace to introduce better accessible play elements in conjunction with the Community Group 'Better Together', who have been fundraising to provide better accessible play elements into the existing playground. Council will fund the installation and also better access elements of the playground.</p> <p>16/04/24 Two lighting projects have been completed at Silverster Oval and Pedrina Park to increase accessibility and lighting at 2 main sporting ovals for all ages, genders and abilities.</p> <p>The Pedrina Park Playground replacement has been completed, elements within in the playspace allow for some universal access and the pathway construction to the playspace allows better access.</p> <p>Oct 2023 - Universal design principles have been applied to the design elements of the HILAC Changeroom design project.</p> <p>The Changing Places project in the Hamilton Botanic Gardens is progressing through the Heritage Permit application process.</p> <p>Last Updated: 16-Apr-2024</p>							


**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 %
1.2.2.2 Southern Grampians Arts and Culture Strategy to be adopted and implementation plan to be developed.	Joshua White - Gallery Director	In Progress	01-Jul-2023	30-Jun-2024	96.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>On track for adoption at the March 2024 Council Meeting.</p> <p>Further reporting on this action will detail the implementation of the Plan once adopted.</p> <p>Last Updated: 07-May-2024</p>							


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.3 Schedule two performances to increase township participation.	Susannah Milne - Manager Community Wellbeing	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> Two shows has been delivered in Coleraine and Penhurst as a part of the Performing Arts Centre township program as well as another show programmed for delivery to towns in the coming 6 months.</p> <p>16/04/2024 - An additional show has been put on at Coleraine, this month due to an opportunity to collaborate with the RSL.</p> <p>Last Updated: 16-Apr-2024</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.3 Develop and adopt the Recreation Framework and supporting policies which supports fair and accessible access to Community and Sporting Facilities across the Shire.	Susannah Milne - Manager Community Wellbeing	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> 16/01/2024 - Framework and associated policies have been developed and endorsed by Council to go out for community consultation. The public exhibition process closes on the end of January 2024 and staff are also consulting directly with User Groups. Council will be briefed in February on the outcome of consultation process and final reviewed documents to proceed to formal adoption in March 2024.</p> <p>Oct 2023 - Draft framework and supporting policies have been drafted. Council has been briefed on the intent of the framework, policy and the proposed fee structure.</p> <p>The draft Framework and policies will be finalized, for presentation at the November Council meeting and a request to allow for community engagement made so that staff can commence engagement with sporting groups and users in relation to the documents and proposed fee structure.</p> <p>16/04/2024 - Framework and Policies have been adopted by Council at Ordinary March meeting.</p> <p>Last Updated: 16-Apr-2024</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

1.2.2.4 To consult with the community to provide new services and programs offered at HILAC that responds to emerging wellbeing demands.	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2023	30-Jun-2024	75.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>16/01/24 - A come try day has been conducted as a part of the 'This Girl Can Campaign' which resulted in new memberships. Information board and activity challenges have been added into the gym to increase engagement and wellbeing. Dancersize activity conducted which was well attended.</p> <p>Oct 2023 - Yoga has been trialed at HILAC, but unfortunately we were unable to secure ongoing instructor to allow for this to continue. Currently trialing a Wellness program with staff to improve health &amp; wellbeing. Introducing a new app based function to allow gym participation to track and monitor performance.</p> <p>16/04/24 - Aqua Aerobics has been provided successfully at Hamilton, Dunkeld and Coleraine pools under the Health and Wellbeing program.</p> <p>New adult swim class have been introduced as well as introducing pop up fitness class with gym.</p> <p>Last Updated: 16-Apr-2024</p>							

### 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 %
1.2.3.5 Develop and complete Action Plan for 2023/24 for the Southern Grampians Community Health and Wellbeing Plan	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2023	30-Jun-2024	75.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>16/01/24 - Council briefed on the 22/23 Public Health and Wellbeing Plan action outcomes and performance in December a formal report in line with legislative requirements will be made at the February meeting Council meeting and will identify areas of focus for year four of the current plan.</p> <p>Oct 2023 - Planning in progress of being compiled to bring to Council for reporting, which includes actions that will address the focus and outcome areas of the Community Public Health &amp; Wellbeing Plan</p> <p>16/04/24 - The Coordinator Community Wellbeing has commenced and is currently working on complying the 24/25 Action Plan,</p> <p>Last Updated: 16-Apr-2024</p>							

### 1.2.4 Advocate for and work with external services that support our community and deliver outcomes

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.4.1 Revised Advocacy program to be adopted by Council	Tony Doyle - Chief Executive Officer	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b>            Agreed on a format for the Advocacy Program, it will be a folder as opposed to a booklet, with individual sheets for each advocacy item so handouts are easily accessible depending on who meetings are with.</p> <p>Commencing drafting of the topics and will prepare a written report for council detailing the advocacy items.            Update 30/5/24: Advocacy documents now completed. These will be presented to Council in a June 2024 Briefing.            Last Updated: 30-May-2024</p>							


### 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 %
1.3.2.1 Develop Reconciliation Action Plan	Alison Quade - Manager Communications and Engagement	In Progress	01-Jul-2023	30-Jun-2024	90.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b>            11/4/2024            Awaiting final endorsement from Reconciliation Australia to complete document. Artwork has been received and RAP working group is meeting regularly.</p> <p>16/1/2024            Draft RAP is in the final stages of endorsement with Reconciliation Australia. First Nations Artist has been commissioned. Final version will go to Council for adoption in May 2024 to coincide with Reconciliation week.</p> <p>13/10/23            First Nations Engagement Officers are well progressed on the development of the Reconciliation Action Plan (RAP). The first working group meeting was held at the start of this month to determine Terms of Reference and discuss draft RAP. An Expression of Interest has been sent out for a First Nations artist to feature on the cover of the RAP. The Working Group will meet bi-monthly and roll out the actions and initiatives of the Plan once finalised.</p>							



Last Updated: 07-May-2024

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.2.3 Delivery of diverse performances/exhibitions across multiple disciplines and targeted demographics.	Joshua White - Gallery Director	In Progress	01-Jul-2023	30-Jun-2024	75.00%	75.00%	

**ACTION PROGRESS COMMENTS:**

This year we have held the Friend's 50th Anniversary Exhibition and the Robert Martiensen Exhibition which attracted record crowds. Emerging from Darkness exhibition has received nation-wide attention which is translating into numbers through the door.


School holiday programs continue to be sold out and the recent introduction of a babies' program has also been sold out.

The Hamilton Gallery youth exhibition received positive feedback.

The Aboriginal Yarn which was delivered by Aunty Claudette Lovett was also sold out.

Last Updated: 07-May-2024

**1.3.3 Support the increase of social, economic and digital connectedness**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.3.1 Advocate for mobile blackspot funding for Cavendish	Rory Neeson - Director Wellbeing, Planning and Regulation	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	


**ACTION PROGRESS COMMENTS:**

8/1/2024 - Funding for a new mobile phone tower has been secured through the Federal Government's Regional Connectivity Program with a formal announcement to occur in January 2024.


8/10/2023 - In conjunction with Telstra, an application for funding through the Federal Government's Regional Connectivity Program has been submitted for funding for a mobile phone tower in Cavendish.



Last Updated: 15-Apr-2024


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

1.3.3.1 Support our community and volunteer groups to stay connected through delivery of the Community Partnership Grants Program.	Alison Quade - Manager Communications and Engagement	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>11/04/2024 Round two awarded at April Council meeting. 40 applications received. Grants awarded includes 10 grants approved over \$2,500 totaling \$77,400.18 and 21 grants approved for \$2,500 and under, totaling \$42,727.30. Policy to be reviewed prior to next grant round.</p> <p>16/01/2024 Round two of the Community partnership grant program opens on 31 January. Workshops are being held throughout Jan and Feb to assist community groups, volunteers and event organisers with their applications.</p> <p>13/10/23 First round of grant program for 2023/24 saw the largest number of grant applications ever received following an extensive series of workshops and township sessions over June and July. \$178,291.21 was awarded in round one.</p> <p>Last Updated: 07-May-2024</p>							

#### 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 %
1.3.4.1 Adopt Youth Action Plan to guide Council direction on youth activities and engagement	Alison Quade - Manager Communications and Engagement	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>11/4/2024 Youth action plan is a rolling document and Council will be kept regularly updated on progress of initiatives/activities through Councillor update and briefing sessions as required.</p> <p>16/01/2024 Council briefed on Youth Action Plan. This is a rolling document which will be reviewed/edited as needed. Council will be provided with regular updates on progress.</p> <p>13/10/2023 Council to be briefed on the Youth Action Plan in late October.</p> <p>Last Updated: 07-May-2024</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.4.2 Deliver year two of 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	In Progress	01-Jul-2023	30-Jun-2024	75.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>11/04/2024 Youth officer continues to work with youth on initiatives. Two-day workshop was recently held for young people to learn about production in conjunction with the Hamilton PAC. Youth Skate Series being held in late April.</p> <p>16/1/2024 Youth Jam event held in November with great success. Hamilton Pool Party also held in late December with over 200 attendees. Planning underway for 2024 events.</p> <p>13/10/2023 Planning is well underway for the Youth Jam event in November. Planning committee meets fortnightly. Other freeza groups including the YUMCHA group continue to meet regularly.</p> <p>Last Updated: 07-May-2024</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.4.2 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-2023	30-Jun-2024	75.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>Library, Gallery and the Performing Arts Centre have all been running programs for young people during school holidays. These programs have all been sold out and well received. Council's Youth Officer continues to work with the YUMCHA Group and support programs such as JAM and young leaders.</p> <p>Last Updated: 30-Jan-2024</p>							
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-2024	60.00%	75.00%	 AMBER
---	--	-------------	-------------	-------------	--------	--------	--

**ACTION PROGRESS COMMENTS:**

16/01/24 - 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.


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

16/04/24 - 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.

Last Updated: 30-Apr-2024

**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 Establish regular communication and coordination with local law enforcement authorities and other relevant agencies to share information and resources	Daryl Adamson - Manager Shire Strategy and Regulation	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN


**ACTION PROGRESS COMMENTS:**

11/10/23 - Municipal Emergency Management Planning Committee has been re-established and key roles in Emergency Management have been recruited for and filled. These arrangements have established regular communications and provide coordination.


23/01/2024 - Now business as usual for the Emergency Management Officers.

Last Updated: 23-Jan-2024

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


1.4.1.2 Coordinate with Police to facilitate installation new CCTV cameras.	Matthew Tulloch - Manager Business Systems and Transformation	In Progress	01-Oct-2023	30-Jun-2024	50.00%	50.00%	
<p><b>ACTION PROGRESS COMMENTS:</b> Update 9 April 2024</p> <p>Meet with Senior Sergeant at the station Gerard Kelly in February to discuss SGSC and Vic POL arrangements. Review of MOU, CCTV Policies and Procedures underway.</p> <p>Expectation that no further CCTV camera installations are expected, but updating MOU, CCTV Policies and Procedures should be complete soon and a few action items out of these updates will follow, mostly and changes to access control and Data and Privacy training requirements.</p> <p>9 Jan 2024: update initial discussions Joanne Van Wegen from the Hamilton Police station around reviewing and update the MUO we have and what CCTV requirements are needed going forward mid Dec. Waiting on the Senior Sergeant at the station is Gerard Kelly to return from leave to arrange a meeting to discuss further late Jan.</p> <p>Last Updated: 09-Apr-2024</p>							

#### 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 %
1.4.2.3 Continue to implement the actions of the Gender Equality Action Plan in line with set delivery dates. Compile the data and information for the 2024 progress report.	Tahlia Homes - Manager People and Culture	In Progress	01-Jul-2023	30-Jun-2024	90.00%	75.00%	
<p><b>ACTION PROGRESS COMMENTS:</b> 11/04/24 - Progress audit and data report was submitted to the commission and we received information that it is now under review. Any non-compliances or areas of improvement will be discussed with Council directly. If we receive no contact the Commission considers the reports to be compliant and anticipates to publish the data in August 2024. 8/01/24 - Finalising the progress report and gender audit data to submit to the Gender Equality Commission for review. Reports will be presented to ELT prior to submission and Council will be briefed once the review has occurred. 5/10/23 - Meeting scheduled between People &amp; Culture and Governance Coordinator to discuss February 2024 progress audit.</p> <p>Last Updated: 11-Apr-2024</p>							

#### 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 %
--------	--------------------	--------	------------	----------	------------	--------	-------------

1.4.4.1 Develop ongoing relationship with key stakeholders within the Southern Grampians region to ensure that residents experiencing domestic violence are supported through a collaborative approach.	Susannah Milne - Manager Community Wellbeing	In Progress	01-Jul-2023	30-Jun-2024	75.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> 16-01-24 Council participated in the 16 days of activism but has had no further engagement from Orange Door Program to date</p> <p>Oct 2023 - Engagement has commenced with the Orange Door to understand the services and entry points to the service. SGSC has participated in stakeholder discussion around the location of online meeting service location for equipment for residents to access support and has attended an information forum with other key agencies. Our function is not to provide the service but to advocate and raise awareness.</p> <p>16/04/24 - Council provided support to Hamilton Rotary to run an event that discussed domestic violence with community leaders, support providers and survivors. The event was attended by the Mayor and representatives of staff.</p> <p>Last Updated: 16-Apr-2024</p>							

## 2 Grow our Regional Economy


### 2.1 Drive economic growth

#### 2.1.1 Research and implement economic initiatives that support new and existing businesses to establish and invest in the region

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.3 Integration of Business Greater Hamilton Website into Southern Grampians Shire Website	Rory Neeson - Director Wellbeing, Planning and Regulation	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> 14/4/2024 The integration of all Business Greater Hamilton content is complete which will be included as part of the new Council website at the end of April.</p> <p>8/1/2024 New Council website in its final stages of construction. Once launched the Business Greater Hamilton website will be closed off for viewing by the public as all content will be on the main Council website.</p> <p>8/10/2023 All content from the Business Greater Hamilton website has been moved across to the Southern Grampians Shire Council website to integrate into the new website when complete.</p>							

Last Updated: 15-Apr-2024

**2.1.3 Support opportunities for intensification, diversification and value adding within the agricultural and primary industries sector**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.3.3 Development of brief to commence new Economic Development Strategy	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2023	30-Jun-2024	70.00%	75.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

8/10/2023

Internal discussions have commenced as part of the development of the brief for a new strategy.

8/1/2024


Further discussions have been held on this project with a brief to be prepared in March/April 2024.

14/4/2024

The brief for this project is currently being prepared for release later this year.

Last Updated: 15-Apr-2024

**2.2 Increase our regional profile****2.2.1 Leverage the Shire's strategic advantages in health, education, leisure and cultural activities as a means to increase the region's profile and stimulate economic and population growth**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.1.3 Review Greater Hamilton branding	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2023	30-Jun-2024	50.00%	75.00%	 RED

**ACTION PROGRESS COMMENTS:**

14/4/2024

No further update other than a briefing to occur with Councillors in current financial year.

8/1/2024


No further update other than a briefing to occur with Councillors in current financial year.

8/10/2023

A review of the Greater Hamilton branding has commenced with a briefing to be provided to Councillors in the New Year.

Last Updated: 15-Apr-2024

### 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 %
2.2.3.2 Completion of stage 1 signage project, development of brief for stage 2 signage replacement project	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2023	30-Jun-2024	70.00%	75.00%	 GREEN

#### ACTION PROGRESS COMMENTS:

14/4/2024

All identified signs for stage one of the signage project are to be removed or updated in May/June. A business case for stage two has been prepared.

8/1/2024


Further work has been completed to update list of signs to be replaced. Replacement/removal to commence in third quarter. Business case also currently being prepared to extend program for a further year.

8/10/2023

Removal of old redundant signage and identification of new/updated signage has commenced with a business case for stage two of the project to be completed as part of the 2024-2025 budget preparation.

Last Updated: 15-Apr-2024

### 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-2023	30-Jun-2024	50.00%	75.00%	 RED



**ACTION PROGRESS COMMENTS:**

14/4/2024

Both briefs have been prepared to be released for quotations in April 2024. Staff have been booked into progress association meetings in May to discuss timelines around the projects.


8/1/2024

Final consultation of the Small Towns Strategy currently being completed, once adopted both briefs for the structure plans will be released for quote.

8/10/2023

Draft project briefs for both projects have been completed awaiting approval from the State Government. Projects planned to commence following adoption of the Small Towns Strategy.

Last Updated: 15-Apr-2024

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.4.3 Commence implementation of the Grampians Destination Management Plan and the Southern Grampians Local Area Action Plan	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2023	30-Jun-2024	75.00%	75.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

14/4/2024

The two projects that have received funding from the State Government (Visitor Services Review and Digital Signage) are underway with SGSC staff represented on both Project Control Groups.

8/1/2024



Grampians Tourism CEO to brief Councilors at the January Briefing. Implementation of plan has already commenced with two successful funding applications using the strategy completed by Grampians Tourism.

8/10/2023


The Grampians Destination Management Plan has been approved by the State Government and implementation of local area action plan will now commence.

Last Updated: 06-May-2024


**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 %
2.3.1.1 Investigate a partnership to establish a Country University in the Shire as part of the digital hub	Rory Neeson - Director Wellbeing, Planning and Regulation	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>14/4/2024 The group who submitted the funding application for the Country University Hub have been advised that they were unsuccessful however they have been encouraged to apply for a future round of funding which will open in July 2024.</p> <p>8/1/2024 Funding application submitted by local group of key stakeholders in December 2023. Outcome of this funding application expected early in 2024. Council is not the lead applicant but has supported the group and will be part of the local skills-based board if the application is successful.</p> <p>8/10/2023 Initial conversations with potential key stakeholders have commenced with the view of submitted an application to the Federal Government in the coming year/s.</p> <p>Last Updated: 15-Apr-2024</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.2 Commitment to professional training and upskill of local artists	Joshua White - Gallery Director	In Progress	01-Jul-2023	30-Jun-2024	88.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>Creative mixer nights have been well supported by artists.</p> <p>All level artists, hobbyists and beginners were engaged across 4 sessions titled 'art outside the walls', with 100 people being attracted to the event.</p> <p>Youth Workshops, artists in residency with Melissa Grisancich, craft workshops with young children at Sheepvention with a total of 400 children and families in attendance.</p> <p>7 May 2024 - Local artists are target and upskilled through projects such as public programs and exhibitions. One local artists is featured every year via an exhibition and suite of public programs.</p> <p>Last Updated: 07-May-2024</p>							

## 2.3.2 Partner and advocate to recruit skilled staff into the area by addressing worker housing and regional liveability

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.2.2 In conjunction with Councils in south west alliance continue to advocate to the State Government for funding to deliver Key Worker Housing	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2023	30-Jun-2024	75.00%	75.00%	
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>14/4/2024 The EOI to the State Government's Regional Workers Accommodation Fund for \$5M to deliver Key Worker Housing at Lake Hamilton was submitted in February, officers are still awaiting the outcome of this EOI.</p> <p>8/1/2024 Funding application being prepared to the State Government's Regional Workers Accommodation Fund for \$5M to deliver Key Worker Housing at Lake Hamilton.</p> <p>8/10/2023 Work is being completed to develop a proposal for any potential State Government funding to deliver some Key Worker Housing. A regional advocacy document has also been completed.</p> <p>Last Updated: 15-Apr-2024</p>							

## 2.3.3 Explore ways to assist young people transitioning from education to employment for forging stronger links between local industries and education providers


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.3.1 Professional training and industry upskilling training provided	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2023	30-Jun-2024	75.00%	75.00%	
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>14/4/2024 A series of social media workshops are planned for May and June 2024 for local businesses.</p> <p>8/1/2024 A retail expert has been booked to deliver further training sessions with businesses in March 2024.</p>							

8/10/2023

A business training workshop has been delivered for more planned for later in the year.

Last Updated: 15-Apr-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 %
2.3.4.3 Support agencies to run digital training sessions	Rory Neeson - Director Wellbeing, Planning and Regulation	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

14/4/2024

A series of social media workshops are planned for May and June 2024 with agencies also able to attend.

8/1/2024


Digital training session held to provide skills for people wanting to learn more about how to use these tools both in a business or in the community.

8/10/2023

Council is looking to partner with specialists agencies to run some digital training sessions for the community with a session planned for November 2023.

Last Updated: 15-Apr-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 %
2.4.1.3 Promotion of spendmapp provided to business community	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2023	30-Jun-2024	25.00%	75.00%	 RED

**ACTION PROGRESS COMMENTS:**

Promotion of SpendMapp has commenced with some initial media advising business owners of the data and how it can be access and used. A further campaign will be completed leading into Christmas to assist business owners with their advertising planning.

Last Updated: 25-Oct-2023

#### 2.4.2 Support and facilitate business development and growth initiatives

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.2.1 Appoint the new the Business Facilitation position	Daryl Adamson - Manager Shire Strategy and Regualtion	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN


##### ACTION PROGRESS COMMENTS:

11/10/23 - Advertisement for the position has been completed. Active HR recruitment is underway.

23/01/2024 - Business Facilitation Officer position filled. Starts on the 31 January 2024.

Last Updated: 23-Jan-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 %
2.4.3.1 Implement Better Planning Approvals actions and complete pre-approvals planning information project	Daryl Adamson - Manager Shire Strategy and Regualtion	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN

##### ACTION PROGRESS COMMENTS:

11/10/23 - The CORE project has delivered a new online experience for consumers applying for Planning Permits. This system is now live and is being imbedded with the Statutory Planning Team.


23/01/24 - Greenlight online software implemented into both Planning and Buildings teams.

Last Updated: 23-Jan-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


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.3 Establish Building Renewal Program for implementation in 2023/2024. Establish 5-year Building Renewal Program.	Bill Scott - Manager Project Management Office	In Progress	01-Jul-2023	30-Jun-2024	76.00%	75.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

Request for Quote for \$70K of building condition capture is now complete and awarded, this information when complete will feed directly into the new multi-year program. The program for next financial year is now set as per the business case proposal, this is based on previous building information captures and maintenance team input. For the upcoming financial year, the program will be extracted from the current data, this process is underway with feedback received from various service managers regarding the priority list.

Last Updated: 22-Apr-2024


### 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 %
3.1.2.7 Commence Melville Oval Construction Project, delivering on universal design principles and female friendly change rooms.	Bill Scott - Manager Project Management Office	In Progress	01-Jul-2023	30-Jun-2024	80.00%	75.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

All required permits have now been issued and drawing updated where required, works are now progressing with construction on site

Last Updated: 22-Apr-2024


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.8 Finalise Development of Hamilton Moves Transport Strategy.	Bill Scott - Manager Project Management Office	In Progress	01-Jul-2023	30-Jun-2024	72.00%	75.00%	 GREEN

**ACTION PROGRESS COMMENTS:**


Plan is nearing completion but still requires further Department of Transport input for prior to signoff and finalisation

Last Updated: 08-Nov-2023

### 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 %
3.1.3.3 Establish the Hamilton Gallery Foundation	Joshua White - Gallery Director	In Progress	27-Sep-2023	30-Jun-2024	96.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> Meetings are being held with stakeholders to ensure foundation achieves expected outcomes.</p> <p>Terms of Reference are under development and expected to be presented to a Council Meeting by the end of March 2024.</p> <p>7 May 2024 - Last stages of finalising the foundation. Directors have agreed to be a part of the entity and lawyers have determined a pathway.</p> <p>Last Updated: 07-May-2024</p>							

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.4.4 Five year long-term capital program to be developed.	Bill Scott - Manager Project Management Office	In Progress	01-Jul-2023	28-Feb-2025	58.00%	75.00%	 AMBER
<p><b>ACTION PROGRESS COMMENTS:</b> Condition audit Request for Tender have closed and are nearly awarded for Road infrastructure as well as Buildings, this information will be used to program the five-year capital works. The current data (Over 4 years old) is being used to develop a state of the asset report to directly feed into the capital program by identifying the asset backlog (Assets which are already at or below Council's intervention for renewal), these will form the basis of a preliminary program. CAMMs Project has been developed using the project Management Framework phase gates to allow the business cases to be more effectively managed and ensure the correct data is available for adopted budgets and proposed works, this new system is being used for the first time with the development of the 2024/25 budget..</p> <p>Last Updated: 22-Apr-2024</p>							

## 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 %
3.2.1.5 Finalise Hamilton Moves Progress Trails design development to progress project readiness.	Bill Scott - Manager Project Management Office	In Progress	01-Jul-2023	30-Jun-2024	72.00%	75.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

Plan is nearing completion but still requires further Department of Transport input for prior to signoff and finalisation

Last Updated: 08-Nov-2023

**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 %
3.3.1.2 Completion of the Southern Grampians Tree Plan, including mapping of park and street trees, condition of the trees and risk assessments of the trees.	Brett Holmes - Manager Works	In Progress	01-Jul-2023	30-Jun-2024	75.00%	75.00%	 GREEN


**ACTION PROGRESS COMMENTS:**

23/1/2024 - A draft has been prepared and presented to Executive, once feedback is incorporated it will progress to Council for consideration.

25/10/2023- all street trees across the Shire have been mapped in conquest with data. The next phase will be development of the tree plan with commencing in November 2023.

Last Updated: 23-Jan-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 %
3.3.2.2 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	30-Sep-2023	27-Dec-2024	10.00%	75.00%	 RED

**ACTION PROGRESS COMMENTS:**



The tender has closed and the evaluation continues to progress. these works will not be complete by the end of June.

Last Updated: 22-Apr-2024

**3.3.3 Improve and provide opportunities for shared community spaces**

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




3.3.3.1 Implement Small Towns Strategies actions	Daryl Adamson - Manager Shire Strategy and Regulation	In Progress	29-Sep-2022	28-Jun-2024	25.00%	50.00%	 RED
<p><b>ACTION PROGRESS COMMENTS:</b> 11/10/23 - Small Town Strategy is scheduled for adoption by Council in Q1 2024. Actions from the small town strategy will be implemented from this point. Early projects identified are Structure Plans for Coleraine and Cavendish.</p> <p>23/01/24 - Extensive community engagement in December 2023. Scheduled for Council briefing on the 24/01/2024. Adoption at Council Ordinary Meeting in March. Coleraine and Cavendish Structure Plans identified. Scoping documents written and to be executed when the document is adopted.</p> <p>Last Updated: 23-Jan-2024</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.3.1 Seek matching funding to commence construction of the Hamilton Botanical Garden - Community Precinct and Children's Garden.	Susannah Milne - Manager Community Wellbeing	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> 16/01/24 - The Expression of Interest application was successful and a full application has been submitted on the 15 January 2024.</p> <p>Oct 2023 - An Expression of Interest application has been submitted to the Federal Government under the Growing Regions funding program.</p> <p>16/04/24 - Awaiting to hear outcome of funding application made to Growing Regions Federal Fund.</p> <p>Last Updated: 30-Apr-2024</p>							

## 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 %
4.1.1.2 Commence Grangeburn Masterplan in conjunction with Catchment Management Authority	Daryl Adamson - Manager Shire Strategy and Regulation	In Progress	01-Jul-2023	31-Dec-2024	30.00%	25.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b></p>							

Initial discussions with the Catchment Management Authority have commenced. Funding opportunities are being explored. Project scope to be developed.

23/01/2024 - Regular meetings initiated with the GHCMA. Joint funding opportunities we continued to be explored in 2024.

Last Updated: 23-Jan-2024

#### 4.1.2 Partner with key agencies to deliver integrated water management solutions

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.2.1 Prioritise a report on Integrated Water Management project opportunities across the Shire and identify partnerships for project collaboration.	Juan Donis - Sustainable Community Lead	In Progress	01-Jul-2023	30-Jun-2024	75.00%	75.00%	 GREEN

##### ACTION PROGRESS COMMENTS:


24/10/2023 - Integrated Water Management list of projects is under review.

9/1/2024 - Hamilton IWM Plan was prepared by consultants in 2020. It identified a list of opportunities which were consolidated into 4 priority projects as a result of community engagement. One priority identified is 'HILAC Rainwater Capture', Council was successful in its grant application and a report will proceed to Council regarding outcomes by June 2024. The remaining three priority areas are dependent on future grant opportunities.

01/05/2024 - Quotes are currently being evaluated to engage a consultant to determine the level of work required for the capture and reuse of rainwater at HILAC

Last Updated: 01-May-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 %
4.1.3.1 Natural Asset Strategy adopted for implementation/Manage Council reserves	Daryl Adamson - Manager Shire Strategy and Regulation	Completed	01-Jul-2021	30-Mar-2024	100.00%	90.00%	 GREEN


##### ACTION PROGRESS COMMENTS:

11/10/23 - Draft Plan for Nature has been developed. Scheduled for Council briefing in November 2023 and Community exhibition until February 2024.

23/01/24 - Remains on schedule

17/04/2024 - Plan for Nature adopted by Council at meeting held on 13 March, 2024

Last Updated: 17-Apr-2024

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.3.2 Complete Plan for Nature Strategy	Daryl Adamson - Manager Shire Strategy and Regulation	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 11/10/23 - Draft Plan for Nature has been developed. Scheduled for Council briefing in November 2023 and Community exhibition until February 2024.  23/01/2024 - Remains on schedule  17/04/2024 - Plan for Nature adopted by Council at meeting held on 13 March, 2024  Last Updated: 17-Apr-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 %
4.2.1.1 Develop small towns strategy	Daryl Adamson - Manager Shire Strategy and Regulation	Completed	01-Dec-2021	30-Apr-2024	100.00%	90.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 11/10/23 - The draft strategy will be taken to Council on 11 October 2023. Subject to approval the draft strategy will then be made available to the public for feedback. Communications plans to be developed with Progress Associations in each town.  23/01/24 - Extensive community engagement in December 2023. Scheduled for Council briefing on the 24/01/2024.  17/04/2024 - Small Towns Strategy adopted by Council at meeting held on 14 February, 2024.  Last Updated: 17-Apr-2024							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.2.1.3 Complete and adopt small town strategy	Daryl Adamson - Manager Shire Strategy and Regulation	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b>							

11/10/23 - The draft strategy will be taken to Council on 11 October 2023. Subject to approval the draft strategy will then be made available to the public for feedback. Communications plans to be developed with Progress Associations in each town. Strategic Planning aims to adopt the strategy at Council in Q2 2024.

23/01/24 - Extensive community engagement in December 2023. Scheduled for Council briefing on the 24/01/2024.

17/04/2024 - Small Towns Strategy adopted by Council at meeting held on 14 February, 2024.

Last Updated: 17-Apr-2024

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.2.1.4 Implement the Rural Land Use Strategy (RLUS) into Southern Grampians Planning Scheme	Daryl Adamson - Manager Shire Strategy and Regulation	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN


**ACTION PROGRESS COMMENTS:**

11/10/23 - Rural Land Use Strategy was adopted by Council on 10 May 2023. Actions from this strategy are now part of a Southern Grampians Shire Planning Scheme Amendment, scheduled for Council briefing in November 2024.

23/01/2024 - Adopted and implemented into Southern Grampians Shire Planning Scheme.

Last Updated: 23-Jan-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 %
4.2.2.1 Complete and adopt the sustainability strategy. Carb emission baseline for Council operations is developed.	Juan Donis - Sustainable Community Lead	In Progress	01-Jul-2023	30-Jun-2024	60.00%	75.00%	 AMBER

**ACTION PROGRESS COMMENTS:**


24/10/2023 - Discussion paper and communication and engagement plan has been developed pending adoption of Council. Community consultation will be conducted during the second half of the financial year.

9/1/2024 - Carbon Emission platform is scheduled to be implemented by 1 February 2024. This will inform the carbon baseline and future emissions reporting. The Sustainability Strategy was considered by Council at the 13 December 2023 and approved for community engagement. A community engagement program is being prepared and consultation will be undertaken over the next two months.

11/04/2024 - The software to build Council's carbon emissions (Trellis) is currently operational. The first stage of the community consultation has been completed and the drafting of the Strategy is underway

Last Updated: 01-May-2024

**4.2.3 Identify and manage via the Planning Scheme, significant landscapes, key biodiversity assets and contaminated land**


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.2.3.1 Prepare and and finalise natural assets strategy	Daryl Adamson - Manager Shire Strategy and Regualtion	In Progress	01-Nov-2021	28-Jun-2024	90.00%	90.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

11/10/23 - Draft Plan for Nature has been developed. Scheduled for Council briefing in November 2023 and Community exhibition until February 2024.

23/01/24 - Remains on schedule

Last Updated: 23-Jan-2024


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.2.3.2 Prepare and submit planning scheme amendments based on endorsed natural assets strategy.	Daryl Adamson - Manager Shire Strategy and Regualtion	In Progress	01-Jul-2022	31-May-2024	80.00%	90.00%	 AMBER

**ACTION PROGRESS COMMENTS:**

11/10/23 - Draft Plan for Nature has been developed. Scheduled for Council briefing in November 2023 and Community exhibition until February 2024. Planning scheme amendments will be an action from this document.

23/01/2024 - Draft plan for nature currently under community consultation. Planning scheme amendments have been identified for action.

Last Updated: 23-Jan-2024

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.2.3.3 Review and prioritise the recommendations of various landscape studies to ensure there is appropriate landscape protection	Daryl Adamson - Manager Shire Strategy and Regualtion	In Progress	01-Jul-2023	30-Jun-2024	80.00%	75.00%	 GREEN

**ACTION PROGRESS COMMENTS:**


11/10/23 - Draft Plan for Nature has been developed. Scheduled for Council briefing in November 2023 and Community exhibition until February 2024. Previous landscape studies have been incorporated into the Planning Scheme Amendments which Council will be briefed on in December 2024.

23/01/2024 - Planning scheme amendment currently out for community consultation. Continuing work to implement landscape studies in 2024/25

Last Updated: 23-Jan-2024

### 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 %
4.3.1.1 Develop and implement community engagement and education campaigns relating to waste in landfills	Juan Donis - Sustainable Community Lead	In Progress	01-Jul-2023	30-Jun-2024	65.00%	75.00%	 AMBER

#### ACTION PROGRESS COMMENTS:


24/10/2023 - Grant has been received for community education around waste practices. Education campaign plan and materials to be developed during the second half of the year.

9/1/2024 - Council is onboarding a staff member for 3 months to deliver this waste education grant.

11/04/2024 - Implementation plan for the community waste education program has been completed for implementation over the coming months.

Last Updated: 01-May-2024

#### 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 %
4.3.2.2 Develop and implement a Circular Economy Pillar with the Sustainability Strategy. Implement digital tools for waste minimisation and circular economy.	Juan Donis - Sustainable Community Lead	In Progress	01-Jul-2023	30-Jun-2024	60.00%	75.00%	 AMBER

#### ACTION PROGRESS COMMENTS:


24/10/2023 - Discussion paper for the Sustainability Strategy has been developed pending Council endorsement to commence community consultation. ASPIRE has been engaged to provide a software for material streams trading.

9/1/2024 - Sustainability Strategy was approved by Council on 13 December 2023 for community consultation which is occurring for the next two months. Final adoption of the strategy will proceed to Council post community engagement.


11/04/2024 - Community consultation has been finalised and the drafting of the strategy commenced.

Last Updated: 01-May-2024

#### 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 %
4.3.3.1 Develop and implement a Renewable Energy Pillar within the Sustainability Strategy.	Juan Donis - Sustainable Community Lead	In Progress	01-Jul-2023	30-Jun-2024	60.00%	75.00%	 AMBER
<b>ACTION PROGRESS COMMENTS:</b> 24/10/2023 - Discussion paper for the Sustainability Strategy has been developed pending Council endorsement to commence community consultation. 9/1/2024 - The Sustainability Strategy contains information regarding Council's Renewable Energy aspirations and is currently out for community engagement for 2 months. Adoption of the strategy will result in confirming Council's renewable energy deliverables including a net zero target. 11/04/2024 - Community consultation has been finalised and the drafting of the strategy commenced. Last Updated: 01-May-2024							

#### 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 %
4.3.4.1 Complete the Regional Recycling Infrastructure Model in partnership with Barwon Southwest LGA	Juan Donis - Sustainable Community Lead	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 9/1/2024 - Model is complete, it was managed by Corangamite. No outcomes to report at this stage but did contain an extensive financial model which can be referred to and used by the South West Region. 24/10/2023 - Report has been received for comments. Last Updated: 11-Apr-2024							

#### 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 %
4.4.1.1 Trials for collection of recoverable type of material to be processed and repurposed.	Juan Donis - Sustainable Community Lead	In Progress	01-Jul-2023	30-Jun-2024	75.00%	75.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 24/10/2023 - Discussion paper for the Sustainability Strategy has been developed pending Council endorsement to commence community consultation. Trials for agricultural plastic waste collection has been conducted, future trials are currently planned for the second half of the year.							

9/1/2024 - Further trials for recoverable types of material is also subject to adoption of the sustainability strategy, work continues on facilitating agricultural plastic.  
11/04/2024 - Bailing twine and soft furnishing collections are now part of the Hamilton transfer station operations.

Last Updated: 01-May-2024

#### 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 %
4.4.2.2 Complete organisational and community emergency preparedness initiatives	Daryl Adamson - Manager Shire Strategy and Regulation	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN


##### ACTION PROGRESS COMMENTS:

11/10/23 - Southern Grampians Shire have completed a robust Roadside Planned Burn Program totaling approximately 395kms of council owned roadsides. This year we have engaged an outside contractor to conduct a range of Spraying, Slashing and Tilling on Council roadsides. This was completed on the 21st of September 2023.

23/10/2024 - Emergency Management Team have completed all the Shires obligations of the municipal roadside burn program. Fire prevention notices have been issued and enforced.

Last Updated: 23-Jan-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 %
4.4.3.1 Develop and implement a Climate Change Pillar within the Sustainability Strategy.	Juan Donis - Sustainable Community Lead	In Progress	01-Jul-2023	30-Jun-2024	60.00%	75.00%	 AMBER

##### ACTION PROGRESS COMMENTS:

24/10/2023 - Discussion paper for the Sustainability Strategy has been developed pending Council endorsement to commence community consultation.

9/1/2024 - Sustainability Strategy approved for community consultation at the 13 December 2023 Council Meeting, this will be ongoing for the next 2 months.

11/04/2024 - Community consultation has been finalised and the drafting of the strategy commenced.


Last Updated: 01-May-2024

## 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 %
5.1.1.1 Establishment of a training plan for 2023-2024 year	Tony Doyle - Chief Executive Officer	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> When Councillors were inducted after the 2020 Election, a Governance Evaluator workshop was conducted to identify training over the four-year term. The results are being reviewed in 2024 to ensure training requirements were identified and completed. Governance will review survey results, identify further training priorities and compile information into a briefing, providing options for 2024.</p> <p>Survey of Councillor training needs undertaken.</p> <p>Update 30/5/24: Councillor training and induction post October 2024 elections currently being organised.</p> <p>Last Updated: 30-May-2024</p>							

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.1 Implement Procurement evaluation reports which will form a confidential attachment to a public report for procurement matters	Darren Barber - Director People and Performance	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> Currently reviewing example templates from other Councils and developing our own SGSC template. 8/4/2024 The template has been developed and the first Council Procurement Evaluation Reports with the confidential attachment have been presented to Council.</p> <p>Last Updated: 08-Apr-2024</p>							


#### 5.1.3 Build social policy and strategy to improve equity, inclusion and diversity within the Shire

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.2 Ongoing implementation of workforce plan initiatives	Tahlia Homes - Manager People and Culture	In Progress	01-Jul-2023	30-Jun-2024	70.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> 11/04/24 - Full review and consultation for new Workforce Plan is scheduled for mid-year, given the organisations direction change on the number of traineeships, desire to explore</p>							


graduate and cadetships.  
 8/01/24 - Review of workforce plan to be presented to Executive Leadership and Senior Leadership Teams in February 2024.  
 5/10/23 - Workforce plan is in CAMMS system for ease of updating progress. Progress report will be taken to Executive Leadership Team and Staff Consultative Committee early 2024.  
 Some priorities have changed due to budget constraints and structure adjustments.  
 Last Updated: 11-Apr-2024

**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 %
5.2.1.1 Participate in the Great South Coast Partnership and Great South West Alliance Meetings	Tony Doyle - Chief Executive Officer	Completed	01-Jul-2023	30-Jun-2024	100.00%	75.00%	 GREEN

**ACTION PROGRESS COMMENTS:**  
 Currently participating in both programs, participation to date has involved formulating the groups priorities and advocacy strategy.  
 Council's main priorities are supported by these regional groups.  
 Update 30/5/24: CEO attends Great South Coast Partnership meetings and Southwest Alliance Meetings and The Mayor attends Southwest Alliance Meetings. SGSC priorities are reflected in the priorities of these two regional groups.  
 Last Updated: 30-May-2024

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.1.3 CORE Phase 2 and 3 align and improve. 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-2023	30-Jun-2024	40.00%	75.00%	 RED

**ACTION PROGRESS COMMENTS:**  
 Update 9 April 2024  
 Executive teams from all three councils schedule to meet end of May to confirm future commitments to CORE projects stages 2 (align and improve) and 3 (service sharing)  
 Once this meeting has been completed Phase 2 Project Governance and Management Framework and Phase 2 Strategy and Action plan will be finished and the to be endorsed by each

Councils ELT.

Until then Communities of Practices (CoPs) the council service areas working groups e.g. Rates teams across the three Councils are being established for those groups to work on system improvements together with the support and oversight of the CORE Project Management team to ensure continuous improvement of the new implemented systems.

High level process mapping has also started in some areas. Two key deliveries from the Phase 2 Strategy and Action plan.


9 Jan 2024: Continuous Improvement Lead recruited who will help facilitate Phase 2 process mapping and improvements from an SGSC point of view as part of our Continuous Improvement Program being developed. CORE Project Owners from the three Councils to meeting Early Feb to develop a detail plan of outcomes for Phase

Update 16-10-2023

CORE Phase 2 draft plan work in progress with ongoing consultation with the Project Group Steering Committee.

Continuous Improvement Lead role recruited starting 30th Oct will be responsible for the development of a process mapping plan for the CORE systems.

Last Updated: 09-Apr-2024

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.1.4 Complete Implementation of the six CORE systems	Matthew Tulloch - Manager Business Systems and Transformation	In Progress	01-Dec-2023	30-Jun-2024	97.00%	50.00%	

**ACTION PROGRESS COMMENTS:**

Update 9 April 2024

Payroll (elementTIME) now live and being used, 2 of the 4 staff onboarding groups now rolled out. 2 more pay periods and the roll out will be completed. Implementation About 75% complete


Budgeting (MagiQPerformance) is now live and being used; some data still have available and Labour Forecasting module to finalise. Implementation About 90% complete

9 Jan 2024: budgeting (MagiQPerformance) went live mid December, payroll (elementTIME) almost complete Go Live user onboarding starting end of Jan 2024 should be completed end of March


Last Updated: 09-Apr-2024

**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 %
5.3.1.24 Evaluation of the health and wellbeing initiatives and the effectiveness in supporting health & safety across the organisation.	Tahlia Homes - Manager People and Culture	In Progress	01-Jul-2023	30-Jun-2024	90.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>11/04/24 - Health and Wellbeing Committee members delivered several initiatives based on the survey conducted in early 2024. The Committee recently ran an Expression of Interest initiative to get further ideas from staff on how to improved their general workplace comfort and wellbeing. Many initiatives have been supported and in total 32 submissions were received. Mental Health initiatives (guest speakers etc) have been secured for both June and August 2024.</p> <p>8/01/24 - In depth employee engagement survey due in early February has targeted questions that will assist in measuring Health and Wellbeing initiative effectiveness across the organisation. A survey monkey was conducted with the whole organisation able to vote on the initiatives they want in 2024. The Health and Wellbeing team published the results in the Exchange.</p> <p>5/10/23 - In mid 2023, the staff Health and Wellbeing team encouraged all staff to send through their ideas on initiatives. The team has received positive feedback about many of the initiatives already implemented, including monthly fresh fruit deliveries to all Council locations. The team will be conducting a survey of staff in the coming months to gain insight into what is working, and what could be improved in the health and wellbeing space.</p> <p>Last Updated: 11-Apr-2024</p>							


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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.2.23 Review entire recruitment process and develop strategies for attraction and retention.	Tahlia Homes - Manager People and Culture	In Progress	01-Jul-2023	30-Jun-2024	90.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>11/04/24 - When the HR system is procured (around August 2024) the HR team will be in a position to implement the new system and conduct a full review of recruitment processes. In respect to the Recruitment Strategy, the HR team has begun to use LinkedIn more heavily with the purchase of job slots to advertise vacancies. Given LinkedIn has approximately 14 million users in Australia, this platform is the way of the future for recruitment.</p> <p>8/01/24 - Recruitment strategy added to the Senior Leadership Team action board sitting with Manager People and Culture as owner. Work previously commenced with a presentation to ELT in 2023 specifically on attraction of Project Management staff. Manager People and Culture will connect with similar Council's and has previously discussed the barriers and difficulties with staff attraction and retention. It is not isolated to Southern Grampians with critical skill shortages across many industries. The Human Resources team reviewed and improved the recruitment process in 2023 and has received positive feedback from hiring managers on the changes implemented.</p> <p>5/10/23 - The Human Resources Team are currently involved in the Project CORE implementation of the new Payroll system. All available resources are being put towards this project. A review of the recruitment policy and procedure, including the further utilisation of the Scout Talent system has been scheduled in early 2024.</p>							

Last Updated: 11-Apr-2024

**5.4 Customer focused services**

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.4.1.4 Training for all staff on merit and development of reporting packages	Matthew Tulloch - Manager Business Systems and Transformation	In Progress	01-Jul-2023	30-Jun-2024	95.00%	75.00%	

**ACTION PROGRESS COMMENTS:**

Update 9 April 2024

Manual Merit Report has been in place since January, New Business Analyst role recently recruited and is currently working on a Power BI report for ELT\SLT. Expected to be completed in around 2-4 weeks.

9 Jan 2024: Assessment of organisational reporting requirements assigned to Continuous Improvement Lead while recruitment for the Business Analyst is in progress.

Update 16-10-2023

All staff training complete.

Advance search (report) training completed.

Working on developing Power BI reports for executive team

Last Updated: 09-Apr-2024