

# SOUTHERN GRAMPIANS SHIRE COUNCIL

**Council Meeting Agenda  
12 June 2024**

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



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## 1 Membership

### **Councillors**

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

### **Officers**

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

## 2 Welcome and Acknowledgement of Country

The Mayor, Cr Robertson will read the acknowledgement of country:

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

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

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

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

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

### 3 Prayer

Cr Henry will lead the meeting in a prayer.

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

### 4 Apologies

### 5 Confirmation of Minutes

<b>RECOMMENDATION</b>
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That the Minutes of the Council Meeting held on 8 May 2024 be confirmed as a correct record of business transacted.

### 6 Declaration of Interest

### 7 Leave of Absence

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

## 8 Questions on Notice

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

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

Questions must:

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

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

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

There are no Questions on Notice listed on the agenda.

## 9 Public Deputations

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

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

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

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

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

### 9.1 Public Deputation- HRBA Parking meters

A request to speak has been received regarding the Hamilton CBD Parking Meters

HRBA- Louise McLennan

**Attachment:**

Nil

## 10 Petitions

There are no Petitions listed on tonight's agenda.



## 11 Informal Meetings of Councillors

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

If there is a meeting of Councillors that:

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

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

An Informal Meeting of Councillors record was kept for:

- Planning Committee – 6 May 2024
- Meeting with Lee-Ann Elmes Youth Homelessness – 8 May 2024
- Planning Committee – 20 May 2024
- Council Briefing Session – 22 May 2024
- CEO Review Panel Meeting – 22 May 2024
- Council Briefing Session – 29 May 2024
- Council Briefing Session – 5 June 2024

This agenda was prepared on Thursday 6<sup>th</sup> June 2024. Any Informal Meeting of Councillors between that date and the date of tonight's Meeting will appear in the agenda for the next Council Meeting.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Planning Committee 6 May 2024
Date:	6 May 2024
Location:	MJ Hynes
Councillors in Attendance:	Cr Brown Cr Malone
Council Staff in Attendance:	Darren Barber, Director People and Performance Rory Neeson, Director Wellbeing, Planning and Regulation

The Informal Meeting commenced at 12:00PM

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Planning Application TP-71-2023	
2		
3		
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The Informal Meeting concluded at 2:00PM

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Meeting with Lee-Ann Elmes - Youth Homelessness - 8 May 2024
Date:	Wednesday 8 May 2024
Location:	CEO Office, Brown street
Councillors in Attendance:	Cr Henry Cr Robertson
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer

The Informal Meeting commenced at 9:30am

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Youth Homelessness	
2		
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The Informal Meeting concluded at 10:30am

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Planning Committee 20 May 2024
Date:	20 May 2024
Location:	MJ Hynes
Councillors in Attendance:	Cr Brown Cr Malone
Council Staff in Attendance:	Darren Barber, Director People and Performance Rory Neeson, Director Wellbeing, Planning and Regulation

The Informal Meeting commenced at 12:00PM

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Planning Application TP-06-2024	
2		
3		
4		
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The Informal Meeting concluded at 2:00PM.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Council Briefing 22 May 2024
Date:	22 May 2024
Location:	MJ Hynes
Councillors in Attendance:	Cr Brown Cr Colliton Cr Henry Cr Rainsford Cr Robertson
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Nick Templeton , Head of Finance Kevin Leddin, Acting Manager Finance

The Informal Meeting commenced at 11:30AM.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Glenthompson Pool Committee- Presentation	
2	Cox Street Project Financial Summary and Variation approval	
3	Budget workshop	
4		
5		
6		
7		

The Informal Meeting concluded at 5:00PM

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	CEO Review Panel Meeting - 22 May 2024
Date:	22 May 2024
Location:	CEO Office- Brown Street
Councillors in Attendance:	Cr Colliton Cr Henry Cr Robertson
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer

The Informal Meeting commenced at 9:00AM

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	CEO Quarterly Review	
2		
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The Informal Meeting concluded at 10:00AM

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Council Briefing 29 May 2024
Date:	29 May 2024
Location:	MJ Hynes
Councillors in Attendance:	Cr Brown Cr Calvano Cr Henry Cr Malone Cr Rainsford Cr Robertson
Council Staff in Attendance:	Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation

The Informal Meeting commenced at 11:15am

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Pedrina Park Car Park	
2	Business Façade Program	
3	King Street Hamilton Flood Mitigation	
4	Capital Works Program Quarterly Update	
5	Waste Services Charge	
6	SGS Camping Analysis	
7		

The Informal Meeting concluded at 5:00PM

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Council Briefing 5 June 2024
Date:	6 June 2024
Location:	MJ Hynes
Councillors in Attendance:	Cr Brown Cr Colliton Cr Henry Cr Malone Cr Rainsford Cr Robertson
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation

The Informal Meeting commenced at 11:00AM

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Building Condition Audits and Revaluation	
2	Arts and Culture Strategy 2024 - 2027,	
3	Local Government Inspectorate	
4	Council Policy Reviews	
5	Council Plan Annual Quarterly Plan Review	
6	LTFP & Capex Update,	
7		

The Informal Meeting concluded at 5:00PM



## 12 Management Reports

### 12.1 Quarterly Capital Report - March - May 2024

**Directorate:** Infrastructure and Sustainability  
**Report:** Marg Scanlon, Director Infrastructure and Sustainability  
**Approver:** Marg Scanlon, Director Infrastructure and Sustainability  
**Report Author:** Bill Scott, Manager Project Management Office  
**Presenter(s):** Bill Scott, Manager Project Management Office

**Attachment(s):** Nil

#### Executive Summary

This report provides Council with a status report of the 2023/2024 Capital Works Program for the period March to April 2024 including projects carried over from 2022/2023 as identified in the 2023/2024 budget.

Program	Adopted Budget	Current Expenditure	Number of items in adopted program	Items currently complete	% Complete by Expenditure
<b>Renewal Programs</b>					
Road rehabilitation	\$3,355,520	\$1,918,106	15	9	76%
Reseals	\$1,650,373	\$1,236,979	117	95	75%
Final Seals	\$623,390	\$343,263	24	23	55%
Gravel Road resheets	\$594,880	\$494,185	21	18	83%
Kerb and channel	\$200,000	\$875	Reactive	0	0.5%
Bridges & Major Culverts	\$199,092	\$33,865	10	1	17%
Light Fleet Renewal	\$500,000	\$327,774	Reactive	-	66%
Heavy Fleet Renewal	\$1,450,000	\$1,365	Reactive	-	0.01%
Footpath Renewal	\$228,150	\$66,713	7	2	29%
Building Renewal Program	\$978,000	\$261,575	14	7	39%
<b>Compliance Related Projects</b>					
Essential Safety Measure (Building ESM)	\$100,000	\$22,927	Reactive	Works pending	23%
Asbestos Removal Program	\$717,512	\$0	5	2	0%
Coleraine Silvester Oval – Sewerage works	\$350,000	\$1,520	1	Underway	0.5%

PAC – Front of house lighting bridge	\$38,750	\$0	1	0	0%
Roadside Safety Improvements	\$315,000	\$56,606	3	2	18%
Hamilton Mechanic Institute Drainage - Design & Construct	\$13,000	\$7,358	1	1	100% (savings achieved)
Lake Hamilton – Dam Wall Reinstatement	\$70,000	\$0	3	0	0%
Livestock Exchange - Walkway Modifications	\$100,000	\$0	1	1	0%
Livestock Exchange Wastewater Treatment	\$0	\$9,099	1	1	100%
Level 3 Bridge Inspections	\$45,000	\$100	2	0	0%

## Discussion

A summary of the 2023/24 Capital Works program is:

- Adopted Budget: \$33,778,312.
- Current revised budget is \$39,210,232 (including items carried-forward from 2022/2023)

The total 2023/2024 capital budget includes 370 projects which includes individual items captured within the asset renewal programs. Of the 370 projects, 181 are now complete, with 145 of 217 individual line items against the road renewal program projects completed, including carry forwards.

Based on the adopted budget, currently \$23.75 million of the program has been committed which comprises:

- Current actual spend of \$9,029,367.
- Additional commitments for awarded works underway of \$13,563,793.
- The forecast savings achieved on completed projects are currently \$1,158,805.

The current anticipated carry forward budget into 2024/25 is \$17,913,824, comprising 33 projects. The major financial contributors to this sum are:

1. Melville Oval
2. Hamilton Transfer Station Separation Shed
3. Cox Street Redevelopment
4. CBD Streetscape design
5. Community Hub design

Council has received \$3.13M funding from the Local Roads and Community Infrastructure Program (LRCIP) Phase 4 Grant.

Attachment 1 details the projects and programs that make the 2023/2024 Capital Works Program. The colour coding represents the following:

- Green refers to projects on schedule for delivery.
- Yellow refers to projects that have been delayed.
- Red refers to projects that are behind schedule.
- Black refers to projects which are complete.
- Blue refers to projects on-hold.

## COMPLETED PROJECTS

### Final Road Seal Programs

Final Seals have been completed on six road segments carried forward from the 2022/2023 and twenty-three road segments across the Shire from the current financial year.

The completed roads include:

Petschels Lane	South Boundary Road	Twomeys Bridge Road,
Jessop Street	Shaws Soldiers Settlement Road	Chrome Road
Old Crusher Road	Wallacedale North-Hamilton Road	Roscoe Avenue
Mt Napier Road	Cartys Soldier Settlement Road	Byaduk Penshurst Road,
Craigs Road	East West Road	French Street,
McIntyre Street	Duck Pools Lane	Den Hills Road

### Building Renewal:

- Cavendish Pre-School Building: replacement flooring, astro turf in the outdoor play area, and minor repairs to stairs and plumbing.
- Hamilton Mitchell Square Toilet Block: essential repairs to roof leaks, paintings and internal fixtures.
- Balmoral RSL Building: repairs to address water leaks and associated structural defects, and replacement of damaged external weatherboards.
- HILAC Corridor Floor Covering Replacement: the worn vinyl floor covering has been replaced with an epoxy application.
- Penshurst Public Toilets (Town Hall): repairs to water leaks, internal plaster and painting.
- Essential Safety Measure (ESM) program: various items

### Art Gallery Acquisitions

One new item was purchased for the collection. Louise Zhang (Australia, born 1991), *Lucheng (one part of home)*, 2021, acrylic on canvas, custom frame coated in satin 2-pack paint, 122 x 203 cm.

Artwork was purchased for \$14,500. The remaining \$500 will be carried forward into 2024/2025.

### St Mary's Lane Hamilton – Design

The design of the new laneway access for a future medical clinic has been completed and provided to the Clinic developer, who will construct the site access in tandem with constructing the carpark and other works in the development of the facility.

### Pedrina Park Lighting Upgrade

Four new lighting towers have been installed at Pedrina Park to achieve 100 lux lighting, enabling night training and games.

#### Dunkeld Transfer Station Retaining Wall

The existing retaining wall at the Dunkeld Transfer Station was extended by 8.5m plus a 2.7m wing wall to provide additional space for new skip bins. This project included the construction of safety railing and bin flaps.

Previously reported completed projects include:

- Dunkeld Visitor Hub
- Dunkeld-Mount Sturgeon Loop Walk
- Hamilton Art Gallery – Climate Control and Lighting Upgrades
- Hamilton Mechanics Institute - Drainage Works
- Pedrina Park Netball Courts
- HRLX Wastewater Treatment
- HRLX Underpass
- Hamilton Botanic Gardens Rose Garden
- HILAC Change Room Concept Plan
- HILAC Floor Resurfacing
- Facilities Management – Restumping of Pavilion at Silvester Oval
- Penshurst Public Toilets (Memorial Hall)
- Church St, Coleraine – Subsurface Drainage
- Silvester Oval, Coleraine – Sportsground Lighting
- Parking Meter Renewal
- Pedrina Park Playground renewal

### **PROJECTS IN PROGRESS**

#### Hamilton Industrial Land Development

Electrical works are practically complete, only awaiting the installation of the final of two kiosks. The installation of the NBN infrastructure works is now complete, with the trenches now being backfilled. Following this there will still be works to complete on the stormwater system. Council staff are purchasing plants for the completion of the landscaping.

#### Waste Options Implementation

A second tender process closed in February, with submissions over budget. Officers prepared a report for the March Council Meeting. Design work is now in progress on an alternative solution, the construction of bunkers on site; consultation with the CFA and building surveyors is occurring at the same time regarding the proposal.

#### Hamilton Botanic Gardens – Intergenerational Garden

Council has been advised that a funding Expression of Interest was not successful.

#### Outdoor Activation – RDV Grant

Furniture installation at Cambo's in Coleraine is complete.

Final installs in Hamilton, Balmoral, Cavendish and Penshurst are planned for prior to 30 June and the unallocated 4 tables locations are being finalised. The Corriedale Lane activation is progressing with artist engagement with works to be undertaken in July.

#### Cox Street Redevelopment

Cox Street from French to Gray Streets reopened to traffic on Thursday 25 April. Stage 2 works from the Gray Street roundabout to Lonsdale Street commenced on 6 May 2024. Telstra works are programmed to be completed in May 2024.

### Melville Oval Facilities Upgrade

Screw pile foundations for the principal buildings are completed. The underground services and slab construction for the grandstand and pavilion have commenced. Works are underway on construction of the retaining wall along the south side of the netball courts. The kerb and channel have been poured at Market Place.

### CBD Streetscape Design Development

Group GSA has now been awarded the detailed design phase. Project documentation and existing services and infrastructure information provided through the project team. GGSA are refining the program including development of the communications plan.

### Government Hub Detailed Design

Council's \$5 million funding application under the Federal Government Precincts Partnerships Program remains pending.

### Hamilton Art Gallery Detailed Design

Council's \$5 million funding application under the Federal Government Precincts Partnerships Program remains pending.

### Flood Recovery Program

The anticipated \$2.7M externally funded program of works is scheduled to commence in September 2024 for completion by February 2025. Council funding of \$400,000 of Betterment works and \$600,000 of bridge works will align with this package of flood recover asset restoration. The tender for the asset restoration works closes late May.

### Council Flood Support Grant (State Government grant)

Projects completed:

- Mt Baimbridge Road lookout, \$20,000.
- Softfall replacement in 23 playgrounds, \$25,000.
- Resilient Communities Engagement Program included the David Koch Business Resilience sessions in Balmoral, Coleraine and Dunkeld in April, co-contribution \$35,000.

Projects progressing:

- Grangeburn Walking Track works are complete.
- Hamilton to Tarrington Bike Path works progressing.

### Coleraine Flood Defence

A consultant has been engaged to undertake the detailed design for the proposed levee on the north side of Coleraine to protect the adjacent residents and town from future flooding. An initial design has been prepared and Council has requested changes to this. The final draft design is due in October 2024 for further community and Council engagement.

### Dunkeld Flood Prevention

The investigation is complete and the new planning 1 in 100 flood levels have been developed and suitable overlay produced for an amendment to the planning scheme. It is anticipated that there are likely to be legal challenges from impacted properties before all items can be finalised.

## **LAND IMPROVEMENTS**

Lakes Edge Hamilton Land Sales campaign has received in excess of seventy registrations of interest. Officers have met with shortlisted developers to discuss respective development proposals and the draft Section 173 Agreement.

## **BUILDING IMPROVEMENTS**

74% of the Building Renewal Program is complete. This Program comprises:

- HILAC Plant Room – Renewal of essential P&E
- HILAC Changeroom Facelift – Project complete
- HILAC Floor Resurfacing – Project complete
- Hamilton Depot OH&S Upgrades – request for quotes underway
- Cavendish Pre-School Building – Project complete
- Hamilton Mitchell Square Toilet Block – Project complete
- Coleraine Mechanics Hall -
- Balmoral RSL Building – Project complete
- Hamilton Mitchell Park Cricket Rooms Building (funds reallocated to Pedrina Park New Sportsground Lighting)
- Martin J Hynes Auditorium roof and window renewal – Work nearing completion, expected by the end of May 2024.
- Penshurst Volcanoes Discovery Centre Upgrade – Remaining works include supply and install planter boxes and planting.
- Ansett Museum Building Extension – On hold, building complete, governance resolution for shelving to proceed.
- 121 Brown St and 92 Lonsdale St Property Purchase - Project complete
- Silvester Oval restumping works – Project complete
- Ansett Museum Signage and Interpretive Boards Collection Strategy – On hold, awaiting curation to be completed.
- Art gallery climate control and lighting upgrades – Project complete
- Asbestos removal from Silvester Oval Football Pavilion, Red Shield Hut (Showgrounds), HILAC, Melville Oval Grandstand and former Penshurst Maternal Child Health Centre – Awarded and progressing to completion by 28 June 2024.
- HILAC Gym – Air conditioning control replacement – Project complete
- HILAC Corridor Floor Covering replacement – Project complete.
- Public EV Charger – Complete and operational
- EV Charger (Fleet) - Complete.
- Silvester Oval – Football Pavilion component renewal – On hold as the restumping settlement occurs.
- Silvester Oval Sewerage Works – Awarded and works on schedule to be completed in June.
- Hamilton Botanic Gardens Changing Places Facility – tender documents under development.
- Glenthompson Public Toilet – Demolition complete, site and design options under development.
- Penshurst Public Toilets – Project complete
- Silvester Oval Pavilion & Change Room Veranda – roof cladding replacements – On hold awaiting settlement following restumping.
- Hamilton Mechanics Institute – roof cladding replacements
- Carapook Public Hall (funds reallocated to Hamilton Mechanics Institute roof) - no longer required leak repairs completed.
- Essential Safety Measures (including Hamilton Gallery ESM & Security upgrades) - Complete.

## **PLANT, MACHINERY AND EQUIPMENT**

66% of the Fleet Renewal program is complete. This Program comprises:

- Light fleet renewals
- Heavy fleet renewals
- Plant Replacement: Patching Truck
- Plant Replacement: Depot Fuel Browsers

### **FIXTURES, FITTINGS AND FURNITURE**

31% of the Fixtures, Fittings and Furniture program is complete. This Program comprises:

- Total Station Survey Unit
- Parking Meter Renewal – Project complete.
- PAC: House Lights
- PAC: Front of House Lighting Bridge

### **COMPUTERS AND TELECOMMUNICATIONS**

34% of the Computers and Telecommunications program is complete. This Program comprises:

- Business Systems: IT Server Infrastructure
- Business Systems: IT Network Infrastructure
- Business Systems: CCTV Cameras
- Business Systems: IT Backup

### **LIBRARY BOOKS**

Library Acquisitions expended 63%, awaiting second quarter invoices.

### **ART COLLECTION**

Artwork purchased completed.

### **ROADS**

The Roads Renewal program comprises:

- Road Rehabilitations including Carry Over and Annual Program.
- Reseals including Carry Over, Urban Reseals and Rural Reseals.
- Final Seals – Project complete.
- Gravel Road Re-sheets including Carry Over and Annual Program
- Kerb and Channel

The program is 77% complete with materials carted for each program. Some road segments from the rehabilitation program (Gallie Rd) will be carried forward to 2024/25 as design work was not completed until late in the financial year and as such construction was deferred into the 2024/25 financial year.

The capital program also includes:

- St Mary's Lane, Hamilton – Design complete.
- Mill Road/Lakes Edge Road Connection Business Case
- Roadside Safety Improvements
- Regional Town Road Safety Audit is underway
- Road Safety Audit – Hamilton CBD (TAC Grant)

This program is 47% complete, with all projects being progressed.

## **BRIDGES AND CULVERTS**

The Bridge and Culvert Renewal Program comprises 9 bridges and 1 culvert. Currently project unallocated. To be allocated to Contract Project Management Support on award in July.

The capital program includes:

- HIRL Bridges
- The Level 3 Bridge Inspections – Underway, will be delivered by 30 June 2024.

This program is 30% complete.

## **FOOTPATHS AND CYCLEWAYS**

The Footpath Renewal Program comprises:

- Footpath renewal of 7 segments.
- Missing links of 5 segments currently works underway.

The Hamilton-Coleraine Rail Trail priority intersection treatments design costing is currently underway with the intention to release these items through procurement for supply and installation.

This program is 35% complete.

## **DRAINAGE**

55% of the Drainage program is complete. This program comprises:

- 43 Gray Street, Hamilton (Hamilton Mechanic Institute) - Project complete
- 19, 32 and 34 King Street, Hamilton – Modelling complete
- Mt Baimbridge Roundabout, Hamilton
- Cox St, Peshurst – Modelling & Design complete.
- Mason Court, Hamilton – Modelling Complete.
- Chamberlain Street, Hamilton – Modelling Complete.
- French Street, Hamilton – Design complete, RFQ for construction being developed.
- Church Street, Coleraine subsurface drainage – Project complete.

## **RECREATIONAL, LEISURE AND COMMUNITY FACILITIES**

The capital program includes the following various projects:

- Hamilton Botanic Gardens Fountain Renewal – Investigation complete.
- Pedrina Park Lighting Upgrade – Project complete
- Pedrina Park – Playground renewal – Project complete
- Pedrina Park – Soccer Drainage – Majority works complete approximately \$30K will be carried forward for after the soccer season.
- Pedrina Park Netball Court – Project complete
- Silvester Oval, Coleraine, power upgrade and lighting – Project complete
- Lake Hamilton: Dam Wall Reinstatement
- Playgrounds: General Renewal – Committed funds equipment will be ordered delivery pending.
- VMS Board: North Boundary Road (TAC Grant) - On order
- Hamilton Entrance Signs: Ballarat, Coleraine and Portland Roads
- Sign Replacement: Shire Wide Tourism Signs (Visitor Specific Signage)



61% of works is complete for these projects.

The capital program includes the following swimming pool projects:

- HILAC Tile Replacement - Ongoing
- Balmoral Pool: Filtration system and circulation pumps, painting and expansion joints
- Coleraine Pool: Painting and expansion joints, filtration system and circulation pumps
- Dunkeld Pool: Painting and expansion joints
- Peshurst Pool: Painting and expansion joints

2% of works is complete for these projects. Budget allocated ahead of detailed investigations, investigations now received for Hamilton outdoor pool and RFT will be released. For all other pools works are planned to occur post the summer season to prevent disruptions. Pool leak investigation request for quotes is now released and will soon be joined by an RFQ for the Pool filtration system designs. It is planned that works will then occur after the 2024/25 pool season and may carry forward depending on the results of the leak investigation reports.

The capital program includes the following projects at Lake Hamilton:

- Hamilton Skatepark.
- Hamilton Pump Track.

4% of works is complete for these projects.

## **WASTE MANAGEMENT**

46% of the Waste Management program is complete. This program comprises:

- Hamilton Landfill: Leachate Bores and Pumps
- Coleraine Landfill Remediations
- Hamilton Landfill Biofilter Upgrade
- Transfer Station: Artificial Intelligence Solution for Waste Management
- Hamilton Landfill Capping Stage 5 (Monitoring and Reporting)
- Dunkeld Transfer Station Retaining Wall – Project complete

## **PARKS, OPEN SPACE AND STREETSCAPES**

48% of the Parks, Open Spaces and Streetscapes program is complete. This program comprises:

- Hamilton Botanic Gardens: Skene Street Gates
- Hewitt Park: Vegetation Offset site
- Hamilton Botanic Gardens Rose Garden – Project complete
- Pedrina Park: Carpark Upgrade, Construction
- Pedrina Park: Carpark Upgrade, Design
- Silvester Oval, Coleraine: Carpark Drainage
- Hamilton Showgrounds: Carpark and Pedestrian Crossing – project not proceeding

## **OTHER INFRASTRUCTURE**

42% of completed works at Hamilton Regional Livestock Exchange includes;

- Cattle Yard Upgrades
- Walkway Modifications
- Underpass Laneway and New Holding Paddocks – Project complete
- Wastewater Treatment Project – Project complete

## **Financial and Resource Implications**

The following table details the financial adjustment previously approved by Council:

<b>Project</b>	<b>Rationale</b>	<b>Status</b>
Hamilton Mechanics Institute roof repair.	The site has a heritage overlay as well as significant damage to the existing roof structure. Carapook Hall cladding has been largely repaired via maintenance funds and is no longer leaking.	Funds allocated from Carapook Hall of \$25,000. This work site within the same overall Building component renewal.
Hamilton Gallery Climate Control Upgrade	Additional funds were required for the power upgrade, which was not known at the time of tender, \$60,000.	Surplus funds from the Capital Works Program recommend it is drawn from remaining spend in CAP1087.

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

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

- 3.1 Plan and maintain sustainable assets and infrastructure
- 3.1.2 Maintain infrastructure to the agreed standard and ensure the principles of sustainability and universal design are considered in the planning and development of infrastructure to support community access and connection meeting the needs of the communities.
- 3.1.4 Strategically plan a sustainable long-term capital program with identification of funding and partnership opportunities.

### **Legislation**

The key legislative requirement relating to Capital Works Program reporting is defined within the *Local Government Act 2020*. Specific capital projects requirements relate to various legislative requirements such as the *Environment Protection Act 2017*.

### **Gender Equality Act 2020**

There are not any Gender Equality Act implications specifically in the development of this report, however gender equality implications and requirements are considered in the planning and delivery of specific capital projects and programs.

The Gender Equality Act is also taken into consideration in the implementation of the program development and implementation including such processes as procurement, communications and engagement.

### **Risk Management**

Risk management is a key aspect of the capital program development, ensuring risks are identified, mitigated and managed accordingly. More specifically, each capital project has a risk management plan pertinent to the project details. This is also a component of the Project Management Framework.

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

In accordance with Council's commitment to sustainability, various environmental and climate change considerations are considered in the planning and delivery of capital works including Build WELL principles, material selection and works methodologies.

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

The adopted 2023/24 Capital Works Program has been published. Project specific media releases are distributed through Council's standard media streams.

### **Disclosure of Interests**

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

Lee Jones – Project Management Office Support Officer

Bill Scott – Manager Project Management Office

Marg Scanlon – Director Infrastructure & Sustainability

<b>RECOMMENDATION</b>
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That Council:

1. Acknowledge that respective project updates will continue to be provided via the weekly update.
2. Note a final report titled Capital Project 2023/24 End of Financial Year Summary will be presented on 11 of September once all final transactions are processed in mid-July.

## 12.2 EV Charging Policy

<b>Directorate:</b>	Infrastructure and Sustainability
<b>Report Approver:</b>	Marg Scanlon, Director Infrastructure and Sustainability
<b>Report Author:</b>	Juan Donis, Sustainable Community Lead
<b>Presenter(s):</b>	Juan Donis, Sustainable Community Lead
<b>Attachment(s):</b>	1. Council Policy -EV Policy [12.2.1 - 3 pages]

### Executive Summary

Council is committed to improving environmental sustainability and supporting alternative transport options across the Shire. Facilitating the transition to electric vehicles through providing access to electric vehicle (EV) charging infrastructure plays an important role in meeting these commitments.

The purpose of this policy is to facilitate a co-ordinated roll-out of EV charging infrastructure across the Shire which will be fundamental to meet the proposed emissions reduction targets. This policy's intent is to guide the consideration, engagement and resolve for the installation of EV charging infrastructure on Council-owned or managed land. A copy of the draft EV Charging Station Policy is attached for Council's consideration before releasing this for community review.

This report recommends that the draft electric Vehicle Charging Infrastructure Policy is release for Community consultation.

### Discussion

The purpose of this policy is to outline Council's role in relation to EV Charging Infrastructure requests and/or installations on land owned or managed by Council.

Council recognises the need for a greener future with the Federal Government introducing new minimum standards for combustion engine vehicles which has created a new market for electric vehicles. To support this transition, infrastructure will be required to be installed within our Shire. This draft policy will guide the Council decision process when assessing a request from within Council and/or external providers seeking to install EV charging infrastructure on Council owned or managed land.

The key aspects of this draft policy include;

Council will support 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, amenity and public open space is minimised.
- 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 applies where relevant.
- 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 standard, Council encourages EV chargers that prioritise compatibility with EVs in the public market. Where possible, Council favours Combined Charging System with capability for both Alternating Current and Direct Current charging.

In addition, 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 and line marking;
- Inclusion of lighting (where not existing or sufficient)
- Infrastructure to be compliant with all the required Australian Standards; and
- Compliance with Disability Discrimination Act 1992 and
- Crime Prevention Through Environmental Design assessment.

### **Financial and Resource Implications**

There are a range of options within the industry and subsequently there may be opportunities for Council to generate revenue from the provision of EV Charging Infrastructure. Options will be further considered as technologies and various models are made available through the market.

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

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

- 4.2 Balance environmental protection with Council's support for growth
- 4.2.2 Plan and advocate for a low carbon economy through renewable energy, manufacturing and carbon farming.

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

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

### **Legislation**

This policy complies with Council's requirements under the *Local Government Act 2020*.

### **Gender Equality Act 2020**

A Gender Impact Assessment is not required for the development of this policy, however this policy defines a process which ensures the Gender Equality Act is taken into consideration in the review of electric vehicle charging infrastructure within the Shire.

### **Risk Management**

This draft policy reduces reputational risk to Council through the establishment of a consistent approach for Council decision making in relation to the installation and operation of EV Charging infrastructure, location, funding model and size requirements.

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

The electrification of transport in Victoria will play a key role in reducing carbon emissions and to promote EV usage, the charging infrastructure needs to be readily available for use.

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

Community consultation and engagement will commence following Council's consideration of the draft policy and approval to proceed with the public exhibition.

### **Disclosure of Interests**

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

Juan Donis, Sustainable Community Lead  
Marg Scanlon, Director Infrastructure and Sustainability

<b>RECOMMENDATION</b>
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That Council release the draft Electric Vehicle Infrastructure Policy for public exhibition for a period of 30 days with a further report tabled with Council to finalise and endorse the policy.

## 12.3 Planning Committee Meeting held 6 May 2024 and 20 May 2024

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

**Attachment(s):**

1. Planning Committee Meeting - Minutes - 6 May 2024 - Confirmed [12.3.1 - 27 pages]
2. Planning Committee Meeting - Minutes - 20 May 2024 - Confirmed [12.3.2 - 26 pages]

### Executive Summary

The Minutes from the Planning Committee meetings held on 6 May 2024 and 20 May 2024 and endorsed by members of the Committee are presented to Council for information.

### Discussion

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

Matters for consideration at a Planning Committee:

- All planning permits valued between \$1 million and \$5 million (or less if the officer is recommending refusal)
- All planning permits that receive between three and five objections.
- All applications where the officer is recommending refusal.
- Power to decide to grant an amendment to a planning permit if the value of the original development exceeds \$1 million or if three or more objections were received, or if the officer is recommending refusal.
- All planning permits made pursuant to Section 97C of the *Planning and Environment Act 1987* to request the Minister to decide the application.
- All planning scheme amendment under Section s.8A(7) of the *Planning and Environment Act 1987* to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 days.
- All planning scheme amendments that clarify or correct mistakes in the planning Scheme (applied for under Section 20(4) of the *Planning and Environment Act 1987*).
- Whether applications should be referred to the full Council for a decision.

The meeting on 6 May 2024 considered Planning Application TP-71-2023 which proposed the erection and display of a promotional sign at 7 Ballarat Road Hamilton. The Committee resolved to issue a Notice of Decision to refuse to Grant a Permit.

The meeting on 20 May 2024 considered Planning Application TP-06-2024 which proposed the use and development of a second dwelling at 306 Mill Road Hamilton. The Committee resolved to issue a planning permit for this application with a number of conditions.

### Financial and Resource Implications

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

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

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

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

### **Legislation**

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

### **Gender Equality Act 2020**

There are no gender equality implications.

### **Risk Management**

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

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

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

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

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

### **Disclosure of Interests**

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

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

<b>RECOMMENDATION</b>
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That Council receive the Minutes of the Planning Committee meetings held on 6 May 2024 and 20 May 2024.



## 12.4 Business Facade Improvement Program

**Directorate:** Wellbeing, Planning and Regulation  
**Report Approver:** Rory Neeson (Director Wellbeing, Planning and Regulation)  
**Report Author:** Rory Neeson, Director Wellbeing, Planning and Regulation  
**Presenter(s):** Rory Neeson, Director Wellbeing, Planning and Regulation

**Attachment(s):** 1. Business Facade Improvement Program Policy [12.4.1 - 3 pages]

### Executive Summary

The Business Facade Improvement Program (BFIP) aims to encourage businesses and property owners from across our Shire to complete improvements to the facade of their buildings.

It is intended that the program be offered as a grant where businesses can apply for a maximum of \$3,000 subject to matching funding from the applicant on a \$1:\$1 ratio with a total of \$50,000 to be offered (subject to Council budget adoption).

The grant will assist with costs associated with, and limited to painting, cleaning, signage installation, lighting, repairs to buildings and improvements to entrances of buildings that promote universal access.

The implementation of a renewed facade program has been mentioned to Council Officers from various businesses owners. This initiative also responds to a recurring theme in the Small Towns Strategy regarding the poor condition of some buildings in our townships, while also complimenting that work that has commenced on the new streetscape for Hamilton.

The program will also complement the Hamilton CBD Streetscape works currently being completed by Council and ensure works align with the vision of this project around strengthening heritage and character of the town.

The report recommends that Council adopt the Business Façade Improvement Program policy and commence advertising in line with the Community Partnership Grants Program.

### Discussion

The aim of the BFIP is to have businesses located throughout the Shire to complete facade improvements to their buildings in the CBD, or main street of the 10 towns in our Shire.

The grant will be offered as part of the Greater Hamilton Grants Program however due to some differences with this program and the existing grant programs, a separate policy is required which is presented as part of this report.

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

- Cleaning the existing facade
- Painting of the facade
- 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 will apply for businesses participating in 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 the Council will pay its contribution after the works are completed 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 with street frontage where the proposed works are visible from the front of the property. Home-based or businesses with no street frontage are not eligible to apply.

To be eligible for the program, applicants must:

- Complete a Business Facade Improvement Program application form, including all associated documentation and application forms.
- Obtain the building owner's consent if necessary.

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 would be:

- 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 limit of contribution from Council will not exceed \$3,000 (exc. GST).

If a business intends to complete minor works, they could apply for an amount under \$3,000 (exc. GST).

An example of this would be:

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

To apply for funding, as part of the BFIP, businesses will be required to complete a grant application form and provide all required documentation. They will need to gain an understanding of the program guidelines to ensure they are aware and comply.

Council will waive planning fees as part of the program to encourage participation, however any relevant building permit fees will still apply. Buildings within the Shire's heritage areas will need to comply with relevant guidelines with advice provided to all applicants by Council's Heritage Advisor as part of their application to the program.

If painting is proposed to be completed as part of an application, a proposed colour palette will need to be submitted to Council as part of the application process that would be approved prior to works commencing in a meeting with Council Planning Officers.

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 and approved through the planning permit process prior to the works commencing.

To encourage businesses who don't own their own building to participate in the program, a section in the application form would require a business to get consent from the building owner to undertake the works.

The program will commence with an application period in line with the first round of the Community Partnership Grants Program however to allow works to be completed in the same financial year, only one round of funding would be offered each year.

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

### **Financial and Resource Implications**

The BFIP will require a \$50,000 budget to be implemented which has been included as part of Council's 2024-2025 budget.

Fees associated with planning permits will also be waived by Council at approximate cost of \$15,000.

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

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

2.2 Increase our regional profile

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.

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

2.4 Support local business and industry

2.4.2 Support and facilitate business development and growth initiatives.

2.4.3 Streamline services to reduce red tape in approval process.

### **Legislation**

- *Planning and Environment Act 1987*
- *Building Act 1993*
- *Southern Grampians Planning Scheme*
- *Heritage Act 2017*

### **Gender Equality Act 2020**

There are no Gender Equality Act implications as part of this program.

### **Risk Management**

To help mitigate potential risks for Council offering this grant program, the funding that will be made available will be provided to applicants following the conclusion of the works and once the acquittal process has been completed.

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

Any climate change, environmental or sustainability considerations will be managed through the grant application process or the planning permit process.

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

If the initiation of this program is supported by Council, a wide variety of promotion of the program will be completed through local progress associations and business networks, as well as extensive promotion as part of the Community Partnership Grants Program.

### **Disclosure of Interests**

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

Laura Redgrave, Business Facilitation Officer  
Rory Neeson, Director Wellbeing, Planning and Regulation

<b>RECOMMENDATION</b>
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That Council adopt the Business Facade Improvement Program Policy and commence advertising the program in line with the 2024-2025 Community Partnership Grants Program.

## 12.5 Caravan and Camping Facilities Southern Grampians Shire

**Directorate:** Wellbeing, Planning and Regulation  
**Report Approver:** Rory Neeson, Director Wellbeing, Planning and Regulation  
**Report Author:** Rory Neeson, Director Wellbeing, Planning and Regulation  
 Mary McArthur: Visitor Economy Coordinator,  
**Presenter(s):** Mary McArthur: Visitor Economy Coordinator  
**Attachment(s):** 1. SGS Camping Analysis (1) [12.5.1 - 4 pages]

### Executive Summary

At the December 2023 Council Meeting, the following notice of motion was moved by Cr Rainsford and seconded by Cr Brown.

*Southern Grampians Shire Council to develop a shire wide Caravan & Camping RV Strategy with the first stage being collating a report of current Caravan and Camping facilities in the Shire.*

The purpose of this report is to provide details of the current Caravan and Camping facilities in the Shire as requested in the notice of motion.

### Discussion

Southern Grampians Shire has a mix of caravan and camping facilities dispersed across the Shire in 20 locations, ranging from commercial caravan parks through to remote bush camping. The responsibility for the provision and management of these assets includes private operators, Parks Victoria, Grampians Wimmera Mallee Water, Department of Energy, Environment and Climate Action, Volunteer Committees of Management and Council. There are a further three rest areas that permit an overnight stop for travellers, regulated by VicRoads. The following tables include details of caravan and camping facilities across Southern Grampians.

#### Caravan Parks

Property	Authority	Location	Cabins	Pwd & Non Pwd Sites	Pets	RV
Balmoral Caravan Park	Private	Balmoral	4	26		✓
Coleraine Caravan Park	SGSC	Coleraine	x	8	x	✓
Dunkeld Caravan Park	Vol Com. DEECA	Dunkeld	4	24	✓	✓
Hamilton Caravan Park	Private	Hamilton	18	20	✓	✓
Lake Hamilton Caravan Park	Private	Hamilton	25	25	✓	✓
Penshurst Caravan Park	SGSC	Penshurst	x	8	✓	✓

Rocklands Tourist Caravan Park	Private Lessee GWMW	Rocklands	x	60	✓	✓
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**Camping – Fees Apply**

Property	Authority	Location	Tent Sites	Caravan Sites	Pets	Toilets
Cavendish On Wannon	Volunteer Committee	Cavendish	39	8	✓	✓
Grampians - Buandik	Parks Vic	Grampians NP	13	4	x	✓
Grampians – Jimmy’s Creek	Parks Vic	Grampians NP	13	8	x	✓
Grampians – Strachans	Parks Vic	Grampians NP	8	x	x	✓

**Camping – Free**

Property	Authority	Location	Tent Sites	Caravan Access	Pets	Toilets
Freshwater Lake Reserve	Vol Committee	Dunkeld	✓	✓	✓	✓
Grampians – Wannon Crossing	Parks Vic	Dunkeld	✓	1	x	✓
Rocklands – Brody’s	GWMW	Balmoral	✓	x	✓	✓
Rocklands Brookes Reserve	GWMW	Cherry pool	✓	x	✓	x
Rocklands – Fergusons	GWMW	Mooralla	✓	x	✓	✓
Rocklands - Glendinning	GWMW	Balmoral	✓	✓	✓	✓
Rocklands – Henry’s	GWMW	Balmoral	✓	x	✓	x
Rocklands – Mountain Dam	GWMW	Balmoral	✓	x	✓	✓
Wannon Falls Reserve	SGSC	Wannon	✓	✓	✓	✓

**Rest Areas**

Location	Nearest Town	Authority	Caravan Access	Pets	Toilets
Branxholme Rest Area	Branxholme	VicRoads	✓	✓	✓
Cherry pool Rest Area	Cherry pool	VicRoads	✓	✓	✓
Glenelg Highway East of Dunkeld	Glenthompson	VicRoads	✓	✓	x

**RV Dump Points (Public)**

Ballarat Road Hamilton  
Coleraine Tourist Information Centre

### **EV Charging Points (Public)**

Wills Street Dunkeld  
Hamilton Visitor Information Centre

### **Financial and Resource Implications**

There are no financial or resource implications as part of this briefing except for the officer time spent collating the data which is estimated at \$3,000.

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

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

- 1.2 Support and promote a healthy community
- 1.2.1 Provide and advocate for accessible, inclusive and equitable Council services, facilities, activities and participation practices.
- 1.2.2 Support and encourage participation in arts and culture, education, leisure, recreation and sporting opportunities.

#### ***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.

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

- 2.2 Increase our regional profile
- 2.2.1 Leverage the Shire's strategic advantages in health, education, leisure and cultural activities as a means to increase the region's profile and stimulate economic and population growth.
- 2.2.4 Develop strategies that not only attract visitors but encourage them to consider living, learning or investing in the Shire and grow the Visitor Economy.

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

- 3.1 Plan and maintain sustainable assets and infrastructure
- 3.1.1 Review and adopt asset management plans to align with future service levels, environmental and financial sustainability.
- 3.1.2 Maintain infrastructure to the agreed standard and ensure the principles of sustainability and universal design are considered in the planning and development of infrastructure to support community access and connection meeting the needs of the communities.

### **Legislation**

There are no legislative implications as part of this report.

### **Gender Equality Act 2020**

There are no Gender Equality Act implications as part of this report.

### **Risk Management**

There are no risk management implications as part of this report.

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

There are no climate change, environmental or sustainability considerations as part of this report.

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

There are no community engagement, communication or consultation implications as part of this report.

### **Disclosure of Interests**

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

Rory Neeson: Director Wellbeing, Planning and Regulation

Mary McArthur: Visitor Economy Coordinator

Simone Logan: Visitor Experience Officer

## **RECOMMENDATION**

That Council receive the Caravan and Camping Facilities report as a response to the Notice of Motion from Councillor Katrina Rainsford at the December 2023 Council Meeting, which requested Southern Grampians Shire Council to develop a shire wide Caravan and Camping RV strategy with the first stage being collating a report of current Caravan and Camping facilities in the Shire.

Further engagement with industry stakeholders is now planned before the commencement of a shire wide Caravan & Camping RV Strategy in the future.



## 12.6 Quarterly Finance Reports

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

**Attachment(s):** 1. 2024-03-31 - Finance Quarterly Report to Council [12.6.1 - 9 pages]

### Executive Summary

The Finance Report for the quarter ended 31 March 2024 is presented for the information of Council.

### Discussion

The Finance Reports set out actual results compared to Budget for the first nine months of the 2023/24 financial year and contains the Standard Statements namely:

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

The Report also includes information on cash balances, current borrowing ratios and debtor balances.

Narratives accompany each of the statements. Key narratives to 31 March 2024 include:

#### Income Statement & Statement of Cash Flows

Council is holding \$17.8m more cash than anticipated at the end of March. This is due (in part) to the following:

- Prepayment of Financial Assistance Grants (\$9m paid in June 2023, anticipated receipt by March was \$6.75m),
- Lower than anticipated expenditure on Capital works (\$8.8m spent instead of the projected \$25.5m) and
- Carry forward or incomplete capital works from the prior year (\$19m).

This is offset by capital grants not yet received as forecast:

- Melville Oval \$2.8m,
- Silvester Oval \$187k,
- Dunkeld Loop Walk \$225k,
- Cox Street \$376k, and
- Local Roads & Community Infrastructure Program \$5.1m.

Loan funds of \$4m have also not yet been procured and will not be drawn down during 2023-2024.

Operating expenses are generally on budget, with some annual expenses paid for the full year in July/August. These expenses include vehicle registrations, insurances and Workcover premiums.

## Statement of Capital Works

Detailed reports on the financial progress of the capital works and major projects are also provided for information. Capital works YTD March were \$8.807m completed with a further \$12.194m committed for a total of \$21.001m of actual plus committed against a YTD budget of \$25.646m. It should be noted however that the procurement plans for many of these large multi-year projects are underway and the estimates are generally only the anticipated value of spend for part of the project. The timing of these payments is dependent on the physical progress and delivery of the project.

## Special Note

At 30 June 2023, Council changed its suite of financial recording systems. Some systems are still being implemented and therefore these reports are a collation of multiple systems. The implementation process is continuing, and every endeavour has been made to ensure accuracy, however it is acknowledged that there are some areas of revenue recognition still to be processed coupled with data checking and verification.

## **Financial and Resource Implications**

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

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

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

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

## **Legislation**

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

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

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

- (2) For the purposes of the financial management principles, financial risk includes any risk relating to the following:
- (a) The financial viability of the Council;
  - (b) The management of current and future liabilities of the Council;
  - (c) The beneficial enterprises of the Council

### **Gender Equality Act 2020**

There are no Gender Equality Act implications as a result of this report, however the financial dealings of Council contain provisions to address the initiatives of the Act.

### **Risk Management**

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

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

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

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

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

### **Disclosure of Interests**

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

Nick Templeton, Head of Finance

## **RECOMMENDATION**

That Council receive the Finance Report for the quarter ended 31 March 2024.

## 12.7 Arts and Culture Strategy 2024 - 2027

<b>Directorate:</b>	Chief Executive Office
<b>Report Approver:</b>	Tony Doyle, Chief Executive Officer
<b>Report Author:</b>	Joshua White, Gallery Director
<b>Presenter(s):</b>	Joshua White, Gallery Director
<b>Attachment(s):</b>	Final Arts and Culture Strategy 2024-2027 Draft Strategy Feedback Submissions

### Executive Summary

Council finalised its draft Arts and Culture Strategy in August 2022 following extensive community engagement. Following Councillor endorsement of the draft Strategy, it was released to the community in September and October 2022 for feedback. This report seeks to update Councillors on the minor changes to the Arts and Culture Strategy 2024 – 27 and for the Strategy to be endorsed.

### Discussion

Officers worked extensively from June 2021 to August 2022 to develop this Strategy through research, standard practice, consulting with the community, and engaging arts industry experts.

This Strategy will service the community within arts, culture, and heritage over the next four years to a State and National standard. It will provide insight and guidance to Council via its objectives and measurables.

A delay occurred between 2023 to 2024 for endorsement, due to organisational change, predominantly the alteration to the departmental structure, including reporting lines. These changes have no impact on the outcome of the Strategy. An update to the Strategy has occurred to reflect changes.

Following extensive community engagement and feedback during the draft Strategy's development, Council received two submissions during the exhibition period, both attached and neither resulting in a recommended change to the draft Strategy.

The changes that have occurred to the document are minor and are as follows:

- The changing of dates to reflect the current timing and length of the document.
- The alteration of units and/or positions within Council that have either changed or no longer exist.
- The removal of plans and/or policies that are out of date or no longer relevant to the document.

All these changes do not significantly impact on the Strategy and its outcomes and are all generally administrative in nature.

### Financial and Resource Implications

The cost of implementing the Strategy is included in the Hamilton Gallery's operating budget each year.

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

The following are the objectives and strategies that the Arts and Culture Strategy align within the Council Plan 2021 – 25.

### ***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.
  - 1.1.3 Provide opportunities for increased community engagement and participation in Council decision making and activities.
- 1.2 Support and promote a healthy community
  - 1.2.2 Support and encourage participation in arts and culture, education, leisure, recreation and sporting opportunities.
- 1.4.2 Demonstrate leadership in gender equality, cultural diversity and inclusiveness for all.

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

- 2.1 Drive economic growth
  - 2.1.2 Advocate for long-term population growth, a skilled labour force and support emerging growth sectors.
- 2.2 Increase our regional profile
  - 2.2.1 Leverage the Shire's strategic advantages in health, education, leisure and cultural activities as a means to increase the region's profile and stimulate economic and population growth.
  - 2.2.2 Invest in and advocate to the responsible agencies for the improvement and maintenance of the Shire's natural and cultural attractions to improve the visitor experience.
  - 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.
- 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.

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

- 3.1 Plan and maintain sustainable assets and infrastructure
  - 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.
- 3.3 Attractive Council-owned and managed community and open spaces
  - 3.3.3 Improve and provide opportunities for shared community spaces.

### ***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.

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

- 5.1 Transparent and accountable governance
  - 5.1.2 Ensure flexible and transparent decision making through open and accountable governance.
- 5.2 Effective advocacy
  - 5.2.1 Continue to explore and participate in regional partnerships.
  - 5.2.3 Support and partner with service providers, State and Federal Government departments to improve inclusive opportunities for the Southern Grampians

- community.
- 5.4 Customer-focused services
- 5.4.2 Improve the customer experience by delivering accessible and responsive customer service.

### **Legislation**

There are no legislative impacts from this strategy.

### **Gender Equality Act 2020**

Council has a long history of engaging all demographics through our gallery programming, including exhibitions designed to support local female artists, as well as young emerging artists. The Arts and Culture Strategy will reinforce the importance of this programming.

### **Risk Management**

There are no risk implications from the strategy outside our normal operational risks.

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

Art can be a medium to communicate the impacts of climate change, as well as promote principles of sustainability through art that uses recycled materials.

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

The Appendix of the Arts and Culture Strategy outlines the community consultation, and the internal and external documents reviewed to inform the strategy.

### **Disclosure of Interests**

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

Joshua White, Gallery Director  
Tony Doyle, Chief Executive Officer

<b>RECOMMENDATION</b>
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That Council adopt the Arts and Culture Strategy 2024 – 2027.

## 12.8 Information Privacy Policy review

**Directorate:** Chief Executive Office  
**Report Approver:** Tony Doyle, Chief Executive Officer  
**Report Author:** Lisa Grayland, Acting Governance Coordinator  
**Presenter(s):** Lisa Grayland, Acting Governance Coordinator

**Attachment(s):** 1. Privacy Policy - April 2024 [**12.8.1** - 6 pages]

### Executive Summary

The purpose of this report is to seek Council resolution to adopt a new Information Privacy Policy. This policy outlines how Council will meet the requirements of the *Privacy and Data Protection Act 2014*.

### Discussion

The purpose of the Information Privacy Policy (formally known as the Privacy Policy) is to outline how Council will meet its obligations under the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001* in relation to:

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

The original policy was adopted in 2002 and reviewed in 2014 and 2020.

As a result of the most recent review, the following amendments have been made to the policy content:

- Includes information regarding Councillors use and disclosure of information; and
- Update of information regarding the handling of privacy complaints.
- Addition of Gender Equality Compliance paragraph and assessment

### Financial and Resource Implications

This report has no financial nor resource implications.

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

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

- 5.1 Transparent and accountable governance
  - 5.1.1 Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting the role.
  - 5.1.2 Ensure flexible and transparent decision making through open and accountable governance.

### Legislation

- *Local Government Act 2020*
- *Gender Equality Act 2020*

- *Privacy and Data Protection Act 2014*
- *Health Records Act 2001*
- *Southern Grampians Shire Council Staff Code of Conduct*
- *Southern Grampians Shire Councillor Code of Conduct*

### **Gender Equality Act 2020**

There are no implications for gender with the review or the application of this policy.

### **Risk Management**

Regular review of the Information Privacy Policy ensures the Policy is fit for purpose and meets legislative requirements.

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

Not applicable

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

The Policy will be made publicly available and circulated within Council to ensure compliance with the Policy is maintained.

### **Disclosure of Interests**

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

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

<b>RECOMMENDATION</b>
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That Council adopt the revised Information Privacy Policy.



## 12.9 Confidential Information Policy review

**Directorate:** Chief Executive Office  
**Report Approver:** Tony Doyle (Chief Executive Officer)  
**Report Author:** Lisa Grayland, Acting Governance Coordinator  
**Presenter(s):** Lisa Grayland, Acting Governance Coordinator

**Attachment(s):** 1. Council Policy - Organisational Development - Governance - Confiden [12.9.1 - 6 pages]

### Executive Summary

The purpose of this report is to seek Council resolution to adopt reviewed changes to the Confidential Information Policy. This policy provides guidance to councillors and staff in identifying, assessing, managing and reporting on the use and / or misuse of confidential information.

### Discussion

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

The Confidential Information Policy was first adopted by Council on 8 September 2010 with subsequent reviews in 2012, 2014 & 2020.

The policy has been updated to provide a more comprehensive overview of Council's legislative responsibilities in accordance with the new *Local Government Act 2020*.

Since the last review, a new Local Government Act has been adopted and OVIC have released further guidelines around the 10 Privacy Principles and *Privacy and Data Protection Act 2014*.

The main changes include:

- Highlights the importance of managing confidential information appropriately.
- Update of relevant sections in the new *Local Government Act 2020* to the corresponding sections in the 1989 Act.
- Update of Councillor and staff responsibilities under the *Privacy Data and Protection Act 2014*
- Details of the Council induction and training plan for all staff and Councillors.
- Outlines confidentiality requirements in relation to Council Meetings and Council Briefings
- Outlines how confidential information will be managed in relation to being securely circulated to staff and Councillors.
- Addition of Gender Equality Compliance paragraph and assessment

### Financial and Resource Implications

This report has no financial nor resource implications.

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

**Provide Strong Governance and Leadership**

- 5.1 Transparent and accountable governance
  - 5.1.1 Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting the role.
  - 5.1.2 Ensure flexible and transparent decision making through open and accountable governance.

**Legislation**

- *Local Government Act 2020*
- *Gender Equality Act 2020*
- *Privacy and Data Protection Act 2014*
- Southern Grampians Shire Council Staff Code of Conduct
- Southern Grampians Shire Councillor Code of Conduct

**Gender Equality Act 2020**

There are no implications for gender with the review or the application of this policy.

**Risk Management**

Regular review of the Confidential Information Policy ensures the Policy is fit for purpose and meets legislative requirements.

**Climate Change, Environmental and Sustainability Considerations**

There is no implication for climate change, Environmental and Sustainability Considerations with the review of this policy.

**Community Engagement, Communication and Consultation**

The Policy will be made publicly available and circulated within Council to ensure compliance with the Policy is maintained.

**Disclosure of Interests**

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

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

**RECOMMENDATION**

That Council adopt the revised Confidential Information policy.

## 12.10 Council Plan Quarterly Reporting - 1 January -31 March 2024

**Directorate:** Chief Executive Office  
**Report Approver:** Tony Doyle (Chief Executive Officer)  
**Report Author:** Lisa Grayland, Acting Governance Coordinator  
**Presenter(s):** Lisa Grayland, Acting Governance Coordinator

**Attachment(s):** 1. Action And Task Progress Report Jan- March 2024 [12.10.1 - 40 pages]

### Executive Summary

The Action and Task Progress Report for the period 1 January 2024 to 31 March 2024 has been prepared to provide information regarding the performance of the organisation against the Annual Plan.

### Discussion

The Annual Plan is developed each year to assist in the delivery of the Council Plan objectives and to demonstrate to the community the key projects to be delivered that year.

The Annual Plan sets out the specific actions and includes a detailed list of Council's activities and initiatives for the upcoming financial year. These initiatives are projects that are undertaken over and above normal service delivery and are intended to attain important outcomes for Council and the community.

Reports on the progress of the Annual Plan are reported to Council quarterly. This allows Council to receive timely, relevant and measurable information about how the organisation is performing. This in turn allows Council an opportunity to raise concerns about performance in a timely manner. The Annual Plan reporting will also help formulate the Annual Report and support the reporting against the Council Plan each year.

There are 80 actions in the report of which:

- 62 actions (78%) are on track - at least 90% of the target achieved;
- 8 actions (10%) require monitoring –between 70% and 90% of the target achieved;
- 10 actions (12%) are off track – less than 70% of target achieved; and
- 0 action (0%) has no target set.

Details about the specific performance of the Annual Plan actions are detailed in the attached Action and Task Progress Report.

### Financial and Resource Implications

Financial implications will have been accounted for in Council's adopted Budget.

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

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

- 5.1 Transparent and accountable governance
  - 5.1.1 Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting the role.
  - 5.1.2 Ensure flexible and transparent decision making through open and accountable

governance.

**Provide Strong Governance and Leadership**

5.2 Effective advocacy

5.2.2 Advocate on behalf of the community in line with identified and agreed priorities.

**Legislation**

Council is required to adopt a Council Plan in accordance with section 90 of the *Local Government Act 2020* and subsequently determine whether any adjustments are required.

This Plan is supported by the development of an Annual Plan which details the actions that will be undertaken to achieve the strategic objectives in the Council Plan.

**Gender Equality Act 2020**

There are no implications for gender with the review or the application of this report.

**Risk Management**

Reporting on the Annual Plan is to be presented to Council quarterly so Council can regularly monitor the performance of the organisation.

**Climate Change, Environmental and Sustainability Considerations**

Not Applicable.

**Community Engagement, Communication and Consultation**

The Report is publicly available and accessible to the public to ensure regular updates are required regarding the implementation of the Council Plan.

**Disclosure of Interests**

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

Lisa Grayland, Acting Governance Coordinator.

**RECOMMENDATION**

That Council receive the Action and Task Progress Report for 1 January 2024 – 31 March 2024

## 13 Notices of Motion

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

## 14 Urgent Business

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

## **15 Mayor, Councillors and Delegate Reports**

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

## 16 Confidential Reports

### RECOMMENDATION

That the following items be considered in Closed Council as specified in section 66(2)(a) and referenced in section 3(1), Confidential Information (a) council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

#### 16.1 Cox Street – Watermain Variation Approval

**Explanation of why that ground or grounds has been applied:** Due to Commercial in confidence



## **17 Close of Meeting**

This concludes the business of the meeting.