



**Southern Grampians**  
SHIRE COUNCIL

# Council Meeting Minutes

Ordinary Meeting  
11 December 2019

Held at 5.30pm in the Council  
Chambers at 5 Market Place, Hamilton

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## 1. Present

### **Councillors**

Cr Chris Sharples - Mayor  
Cr Colin Dunkley - Deputy Mayor  
Cr Cathy Armstrong  
Cr Mary-Ann Brown  
Cr Albert Calvano  
Cr Greg McAdam  
Cr Katrina Rainsford

### **Officers**

Mr Michael Tudball – Chief Executive Officer  
Ms Evelyn Arnold – Director Community and Corporate Services  
Mr Andrew Goodsell – Director Planning and Development  
Mr David Moloney – Director Shire Infrastructure  
Ms Karly Saunders – Governance Coordinator

## 2. Acknowledgement of Country

The Mayor, Cr Sharples, read the acknowledgement of country –

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

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

## 3. Prayer

Cr Brown led the meeting in a prayer

## 4. Apologies

Nil

## 5. Confirmation of Minutes

### RECOMMENDATION

That the Minutes of the Special Meeting of Council held on 6 November 2019 be confirmed as a correct record of business transacted.

That the Minutes of the Ordinary Meeting of Council held on 13 November 2019 be confirmed as a correct record of business transacted.

### COUNCIL RESOLUTION

**MOVED:** Cr Brown  
**SECONDED:** Cr Dunkley

**That the Minutes of the Special Meeting of Council held on 6 November 2019 be confirmed as a correct record of business transacted.**

**That the Minutes of the Ordinary Meeting of Council held on 13 November 2019 be confirmed as a correct record of business transacted.**

**CARRIED**

## 6. Declaration of Interest

None declared.

## 7. Questions on Notice

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

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

Questions must:

1. Not pre-empt debate on any matter listed on the agenda of the Ordinary Meeting at which the question is asked
2. Not refer to matters designated as confidential under the Local Government Act 1989.
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.

### 7.1 Mr Niel Gough

**Question:**

**“I read in the Southern Grampians Advocacy Priorities 2018-2030 that the Shire is pursuing a return of rail service to Hamilton. May I ask what progress has been made on that please?”**

#### Background/Context

Council in *Towards 2030*, a document containing all identified advocacy priorities identified passenger rail and bus service improvements as a priority.

There are presently no rail services into Hamilton or Southern Grampians Shire, though the standard gauge track formation between Ararat, running through Hamilton south to Portland to the south remains intact. The last service into Hamilton ceased operation in 1981.

Council together with Horsham, Ararat and surrounding local government authorities has been advocating for passenger rail being returned to the existing track network for some years now.

#### Progress to Date

Feasibility Study - In 2017 Southern Grampians Shire Council, together with Ararat and Horsham Rural City Council's finalized a business case examining a return of passenger rail to the region, titled Hearsh Consulting (2017). Grampians and Barwon South West Region

Passenger Services Cost and Feasibility Study, unpublished. The report indicated that Western Victoria had the worst passenger rail services in Victoria.

To deliver new passenger rail services, research indicates that critical investment is required in gauge standardisation, noting that the Ararat to Ballarat/Melbourne line is broad gauge and runs different rolling stock to what is achievable on the Portland to Ararat standard gauge line.

Nonetheless, significant unmet needs for better public transport in the region exist. The Study found that residents, businesses, government agencies and local governments in the region were not being provided with fast public transport access to Ballarat and Melbourne. It found that the public passenger services that are being provided beyond Ararat are sub-standard, being little improved from 30 years ago, and offering limited access to regional centres and inadequate connectivity.

The cost of proposals in the Report has been estimated in a peer-reviewed process. Stage 1 of the proposals (those for early implementation) - are costed at \$1.6m; Stage 2, including new trains and standardisation of the Ballarat to Ararat railway and associated train stabling, maintenance and signalling, has an estimated capital cost of \$369m and an additional annual operating cost of \$6.1 million. Such an investments would be spread over several years.

Governance – On a regular basis a project steering group comprising Horsham, Ararat and Southern Grampians Shire senior management meet to discuss and facilitate ongoing advocacy for this project. In June 2018 a number of letters and representations with a range of key stakeholders were issued to Lachlan McDonald, Executive Director Transport for Victoria, Dr Gillian Miles, Head of Transport for Victoria and Hon Louise Staley, Member for Rippon. In October 2018, meetings were held with Jacinta Allan, Minister for Transport Infrastructure.

One of the elements missing from this process has been achieving access to key Department of Transport staff to work through all technical issues of the project. At the most recent meeting held in August 2019 the following key outcomes were noted:

- There was support for a working group to be established to better integrate the efforts of Department of Transport and member Council's in examining the specific costs and opportunities for better passenger rail and bus services into the western region.
- Capital costs for such services needed to be carefully weighed up noting stabling and fleet requirements, crossing upgrades etc.

The next meeting will be held now likely in early 2020.

## 8. Public Deputations

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

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

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

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

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

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



## 9. Records of Assemblies of Councillors

Written records of Assemblies of Councillors must be kept and include the names all Councillors and members of Council staff attending the meeting, the matters considered, any conflicts of interest declared and when the person/s with a conflict left and returned to the meeting.

Pursuant to section 80A (2) of the Act, these records must be, as soon as practicable, reported at an ordinary meeting of the Council and incorporated in the minutes of that meeting.

Section 3 of the Local Government Act 1989 defines as Assembly of Councillors as:

1. A meeting of an advisory committee of the Council, if at least one Councillor is present; or
2. A planned or scheduled meeting of at least half of the Councillors and one member of Council staff;

which considers matters that are intended or likely to be:

- a) The subject of a decision of the Council; or
- b) Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

As there are some meetings which may or may not be classed as an Assembly of Councillors depending on who is present and the topics that are discussed Southern Grampians Shire Council records these meetings as an Assembly of Councillors to ensure that transparency in relation to these meetings is publicised.

An Assembly of Councillors record was kept for:

- Planning Committee Meeting – 7 November 2019
- Audit and Risk Meeting – 12 November 2019
- Briefing Session – 13 November 2019
- Briefing Session – 27 November 2019

This agenda was prepared on 4 December 2019. Any Assemblies of Councillors between that date and the date of tonight's Meeting will appear in the agenda for the next Ordinary Meeting of Council.

**RECOMMENDATION**

That the record of the Assembly of Councillors be noted and incorporated in the Minutes of this Meeting.

**COUNCIL RESOLUTION**

**MOVED:** Cr Dunkley  
**SECONDED:** Cr Brown

**That the record of the Assembly of Councillors be noted and incorporated in the Minutes of this Meeting.**

**CARRIED**

## ASSEMBLY OF COUNCILLORS



Southern Grampians  
Shire Council

ASSEMBLY DETAILS	
<b>Title:</b>	Planning Committee
<b>Date:</b>	7 November 2019
<b>Location:</b>	Martin J Hynes Auditorium
<b>Councillors in Attendance:</b>	Cr Colin Dunkley Cr Katrina Rainsford
<b>Council Staff in Attendance:</b>	Mr Andrew Goodsell, Director Planning and Development Mr David Moloney, Director Shire Infrastructure Mr Rhassel Mhasho, Manger, Planning and Regulatory Services Ms Ros Snaauw, Coordinator Planning Sharon Clutterbuck, Executive Assistant Director Planning and Development

The Assembly commenced at 3.30pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
<b>1</b>	Present	Nil
<b>2</b>	Welcome	Nil
<b>3</b>	Apologies	Nil
<b>4</b>	Confirmation of Minutes	Nil
<b>5</b>	Declaration of Interest	Nil
<b>6</b>	Matters for Decision TP/62/2019 Two lot subdivision 538 Tarrayoukyan Road, TARRAYOUKYAN Crown Allotments 47B and 48 on TP368154E and Crown Allotment 49 on TP559993U Parish of Moorwinstowe.	Nil

The Assembly concluded at 4.45pm

## ASSEMBLY OF COUNCILLORS



Southern Grampians  
Shire Council

ASSEMBLY DETAILS	
<b>Title:</b>	Audit & Risk Committee Meeting
<b>Date:</b>	12 November 2019
<b>Location:</b>	Martin J Hynes Auditorium
<b>Councillors in Attendance:</b>	Cr Mary-Ann Brown Cr Colin Dunkley
<b>Council Staff in Attendance:</b>	Mr Michael Tudball, CEO Mr Darren Barber, A/Director Community & Corporate Services Ms Belinda Johnson, Manager Finance Mr Jason Cay, Finance Coordinator Ms Nikki Sutherland, A/Manager Organisational Development Mr David Moloney, Director Shire Infrastructure Ms Kara Winderlich, Risk Management Coordinator Mr Mike Shanahan, Health & Safety Coordinator Ms Karly Saunders, Governance Coordinator Mrs Nadine Rhook, EA to Director Community & Corporate Services

The Assembly commenced at 1.30pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
<b>1</b>	Committee in Camera	Nil
<b>2</b>	Welcome	Nil
<b>3</b>	Apologies	Nil
<b>4</b>	Conflict of Interest	Nil
<b>5</b>	Confirmation of Previous Minutes	Nil
<b>6</b>	Summary Table of Outstanding Matters	Nil

<b>7</b>	Final Management and Closing Report 2018/19	Nil
<b>8</b>	External Audit – Progress of Outstanding Items	Nil
<b>9</b>	Internal Audit – Overall Progress	Nil
<b>10</b>	Internal Audit – Asset Management & Road Maintenance – Final Report	Nil
<b>11</b>	Progress Report of Completed Internal Audit Actions (Interplan) – Business Continuity Plan, Customer Service & Complaints, Contract Management, Risk Management & Waste Management	Nil
<b>12</b>	Implementation of Local Government Act	Nil
<b>13</b>	Compliance Framework	Nil
<b>14</b>	OHS Report	Nil
<b>15</b>	Risk Management Framework	Nil
<b>16</b>	VAGO Report – Fraud & Corruption Control – Local Government	Nil
<b>17</b>	Review of Workcover Insurance	Nil
<b>18</b>	Draft ARC Charter	Nil
<b>19</b>	2018/19 ARC Chair Report	Nil
<b>20</b>	Draft ARC Annual Plan 2020	Nil
<b>21</b>	Council's Procurement Policy & Guidelines	Nil
<b>22</b>	2018/19 Councillors Expense Report	Nil
<b>23</b>	Next Meeting	Nil

The Assembly concluded at 4.23pm

# ASSEMBLY OF COUNCILLORS



Southern Grampians  
Shire Council

ASSEMBLY DETAILS	
<b>Title:</b>	Council Briefing Session
<b>Date:</b>	13 November 2019
<b>Location:</b>	MJ Hynes Auditorium
<b>Councillors in Attendance:</b>	Cr Chris Sharples, Mayor Cr Colin Dunkley, Deputy Mayor Cr Cathy Armstrong Cr Mary-Ann Brown Cr Albert Calvano Cr Greg McAdam Cr Katrina Rainsford
<b>Council Staff in Attendance:</b>	Michael Tudball, Chief Executive Officer Darren Barber, Acting Director Community and Corporate Services David Moloney, Director Shire Infrastructure Andrew Goodsell, Director Planning and Development Hugh Koch, Manager Economic Development and Tourism Rohit Srivastava, Manager Assets Susannah Milne, Manager Community and Corporate Services

The Assembly commenced at 2:00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
<b>1</b>	Matters Raised by Council	
<b>2</b>	Council Meeting Items <ul style="list-style-type: none"> <li>• Delegated Committees</li> <li>• Cr Brown MAV State Council</li> <li>• Hamilton Showgrounds Masterplan</li> </ul>	Cr's Rainsford and Armstrong declared an indirect conflict of interest in the Hamilton Showgrounds Masterplan. Cr Rainsford left the Briefing at 2:35pm and returned at 3:05pm.  Cr Armstrong arrived at Briefing at 3:23pm and was not present for this item.

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<b>1</b>	New Art Gallery Project Governance	Nil
<b>2</b>	HRBA Annual Report	Nil
<b>3</b>	RV Friendly Towns	Nil
<b>4</b>	Contract Variations to HRLX Cattle Yard Roof	Nil
<b>5</b>	HRLX Terms of Reference	Nil
<b>6</b>	2019/20 Pool Season	Nil

The Assembly concluded at 5:00pm

# ASSEMBLY OF COUNCILLORS



Southern Grampians  
Shire Council

ASSEMBLY DETAILS	
<b>Title:</b>	Council Briefing Session
<b>Date:</b>	27 November 2019
<b>Location:</b>	MJ Hynes Auditorium
<b>Councillors in Attendance:</b>	Cr Chris Sharples, Mayor Cr Colin Dunkley, Deputy Mayor Cr Albert Calvano Cr Greg McAdam Cr Katrina Rainsford
<b>Council Staff in Attendance:</b>	Michael Tudball, Chief Executive Officer Evelyn Arnold, Director Community and Corporate Services David Moloney, Director Shire Infrastructure Andrew Goodsell, Director Planning and Development Hugh Koch, Manager Economic Development and Tourism Bruce Farquharson, Emergency Management Coordinator Catherine Spirat, Environmental Health Coordinator Belinda Johnson, Manager Finance Jason Cay, Finance Coordinator Susannah Milne, Manager Community and Leisure Services Rohit Srivastava, Manager Assets StJohn Lees, Manager Works Kylie McIntyre, Sustainability Coordinator

The Assembly commenced at 11:30pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
<b>1</b>	Road Naming – Industrial Estate	Nil
<b>2</b>	Disposal of Industrial Land	Nil
<b>3</b>	Matters Raised by Council	Nil
<b>4</b>	2019/20 Committee Representation	Nil



<b>5</b>	Hamilton Flood Study Briefing	Nil
<b>6</b>	Regional Arts Victoria Presentation	Nil
<b>7</b>	Procurement Policy	Nil
<b>8</b>	Melville Oval Proposed Budget Allocation	Nil
<b>9</b>	Kurtzes Road	Nil
<b>10</b>	HILAC Floor Tender	Nil
<b>11</b>	Road Condition Survey Report	Nil
<b>12</b>	e-Waste Collection at Transfer Station	Nil
<b>13</b>	Audit and Risk Charter	Nil

The Assembly concluded at 5:00pm

## 10. Management Reports

### 10.1 Audit and Risk Committee (ARC) – Minutes and ARC Charter

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Evelyn Arnold, Director Community and Corporate Services  
**Attachments:** 1. Audit and Risk Meeting Minutes – 12 November 2019  
2. Audit & Risk Committee Charter

#### Executive Summary

The Minutes from the 12 November 2019 meeting as endorsed by the Audit and Risk Committee (ARC) are presented to Council for adoption.

The Audit & Risk Committee have reviewed the Draft Audit and Risk Committee Charter and recommended some amendments.

#### Discussion

Council's Audit and Risk Committee was established in accordance with section 139 of the Local Government Act 1989.

The Audit and Risk Committee (ARC), as an Advisory Committee of Council, fulfils both a statutory and consultative function. It provides feedback, advice and direction to Council.

The intention is not to focus on financial risk which is adequately addressed by the external auditors, but rather to review internal processes in line with the culture of continuous improvement.

Council last reviewed the Audit & Risk Committee Charter at the Ordinary Monthly Meeting of 14 September 2016.

The updated and reviewed Audit and Risk Charter was presented to the Audit and Risk Committee for review on 12 November, 2019

The purpose of the Audit & Risk Committee Charter is to clearly set out the Audit & Risk Committee's purpose and responsibilities, composition of the Committee, conduct of meetings and reporting to Council.

The main areas of change include:

1. The Committee will comprise of a minimum of four members, including at least two (2) Independent members and a maximum of two (2) Councillor members.
2. Independent members shall be appointed for a term of three years, after which time Council can choose to exercise an option to renew the appointment. Independent members can only serve for two consecutive terms without public advertisement, however, members may re-apply at the end of their term(s) and be re-appointed for further terms.
3. The Chairperson of the Committee must be appointed by Council resolution and be an independent member. The Chairperson will be appointed for two years.

After serving two years, the Committee may choose to appoint the Chairperson for a further one year term or the Committee may choose to nominate another Chairperson from the independent membership for a one year term. The process

will be dependent on the Committee seeking nominations from the current independent membership and providing a report for noting to the Council.

### **Financial and Resource Implications**

No Financial implications of this item.

### **Legislation, Council Plan and Policy Impacts**

*The Local Government Act 1989 section 139.*

This is supported by the 2017 – 2021 Council Plan in the following strategies:

Strategy 5.1.2 Ensure responsible, effective and efficient use of Council resources.

Strategy 5.1.4 Strengthen Council's internal auditing to improve processes and procedures.

### **Risk Management**

The Audit Committee Charter provides that the Committee has an overview role on the financial risk, organisational risk and compliance elements of Council's operations.

### **Environmental and Sustainability Considerations**

The primary objective of the Audit Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and compliance and facilitating the organisation's governance development.

In achieving its primary objective, the Committee in turn ensures that Council achieves its social, economic and environmental objectives in a fair, transparent and open manner.

### **Community Consultation and Communication**

The attachments form part of the Council meeting minutes and are available to the public.

### **Disclosure of Interests**

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

**RECOMMENDATION**

That Council:

1. Note the Minutes of the Audit & Risk Committee meeting for 12 November 2019 (as attached)
2. That Council endorse the updated Audit and Risk Charter (as attached).

**COUNCIL RESOLUTION**

**MOVED:** Cr Dunkley  
**SECONDED:** Cr Brown

That Council:

1. **Note the Minutes of the Audit & Risk Committee meeting for 12 November 2019 (as attached)**
2. **That Council endorse the updated Audit and Risk Charter (as attached).**

**CARRIED**

## 10.2 Hamilton Regional Livestock Exchange – Terms of Reference

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Evelyn Arnold, Director Community and Corporate Services  
**Attachments:** 3. HRLX Terms of Reference

### Executive Summary

As a delegated advisory committee of Council, the Hamilton Regional Livestock Exchange Advisory Committee operates under formally adopted Terms of Reference. These Terms of Reference require regular review. This report recommends the adoption of the reviewed and updated document as attached.

### Discussion

The Hamilton Regional Livestock Exchange (HRLX) Advisory Committee (the Committee) is established under the provisions of the *Local Government Act 1989* (Vic) by resolution of Council. The Committee shall remain in operation for such time as determined by the Southern Grampians Shire Council.

The Hamilton Regional Livestock Exchange (HRLX) acts as an Advisory Committee of Council on all matters relating to the strategic development of the Hamilton Livestock Exchange. It makes recommendations on the development, implementation and monitoring to Council. It also provides feedback on the Policies, Plan and Priorities of the HRLX.

The Terms of Reference (attached) are presented to Council as part of this process for consideration and adoption and will be reviewed annually.

The changes that have been made to this document are in relation to the membership which has been expanded to include an additional community representative. In addition the tenure of membership has been clarified as has the process by which members are sort and appointed.

These changes are to allow for a more diverse membership to ensure a wide variety of views are involved in supporting Southern Grampians Shire Council in their decisions and strategic priorities.

### Financial and Resource Implications

No Financial implications of this item.

### Legislation, Council Plan and Policy Impacts

The Local Government Act 1989.

### Risk Management

The Terms of Reference provides that the Committee has an overview role on the financial risk, organisational risk and compliance elements of Council's operations.

### Environmental and Sustainability Considerations

N/A

**Community Consultation and Communication**

As part of the consultation process the draft document was tabled for feedback at the most recent advisory committee meeting. In addition input has been received from elected members and staff who have regular interaction with the Live Stock Exchange. The attachments form part of the Council meeting minutes and are available to the public.

**Disclosure of Interests**

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

**RECOMMENDATION**

That Council endorse the updated Terms of Reference for the Hamilton Regional Livestock Exchange Advisory Committee (as attached).

**COUNCIL RESOLUTION**

**MOVED:** Cr McAdam  
**SECONDED:** Cr Brown

**That Council endorse the updated Terms of Reference for the Hamilton Regional Livestock Exchange Advisory Committee (as attached).**

**CARRIED**

## 10.3 Procurement Policy and Guidelines Review

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Jason Cay, Finance Coordinator  
**Attachments:** 4. Draft Procurement Policy and Guidelines October 2019

### Executive Summary

In accordance with section 186A(7) of the *Local Government Act 1989* (the Act) Council must review its Procurement Policy at least once in each financial year. This review has been undertaken and an amended Procurement Policy prepared.

This report recommends that the amended Procurement Policy be adopted. Following this the Guidelines be amended and approved by CEO.

### Discussion

Under section 186A of the Act all Victorian Councils are required to have a Procurement Policy. This has been a requirement since 2008. The attached version has been prepared as a result of this review.

Council's Procurement Policy is a public document which is published on Councils website. This allows potential tenderers to download the document and understand the procurement processes which Council must abide by. Updating the Procurement Policy annually ensures that any relevant changes in circumstances are identified and addressed and the public is up to date with Council's processes.

The Act provides that the objectives of all Councils include:

- The promotion of social, economic and environmental viability and sustainability of the municipal district.
- The promotion of appropriate business and employment opportunities.
- Ensuring transparency and accountability in Council decision making.

The Act also provides that part of the role of a Council is to maintain the viability of the Council by ensuring that resources are managed in a responsible and accountable manner. The regular review and refinement of the Procurement Policy and the associated Guidelines provide a means of demonstrating Council's fulfilment of its obligations to provide the best value for money for its community, the expenditure of funds are clear and transparent and treat all potential providers of goods and services with equity and fairness.

A review process involved consultation with the Executive Leadership Team (ELT), the Senior Leadership Team (SLT) key purchasing staff members and the Audit and Risk Committee (ARC). In addition to these internal processes, the State Government's Guidelines were referred to as a supporting document.

During the review of the procurement process, guidelines and policy, officers identified the time taken to award a tender as having a negative impact on the organisations ability to effectively and efficiently deliver services to the Southern Grampians Community.

An increase in the CEO's delegation would reduce the timeframe required to award a tender thus stream lining the project or product delivery.

It should be noted there would be no change to the robust evaluation requirements around the procurement process and all contracts awarded would be reported to Council thus still maintaining the open and transparent reporting to the community

Therefore, the result of this review has been the recommendation of the following key changes

- Increase in maximum quote threshold from \$50,000 to \$100,000
- Recommendation to increase Directors delegation from \$75,000 to \$100,000
- Inclusion of local content evaluation matrix
- Recommendation of the increase in the CEO delegations from \$150,000 to \$250,000.

### **Financial and Resource Implications**

There is no cost or income related to the review and amendment of the Procurement Policy, however the procurement policy itself determines how we carry out business in both the local and broader economy.

### **Legislation, Council Plan and Policy Impacts**

In accordance with section 186A(7) of the *Local Government Act 1989* (the Act) Council must review its Procurement Policy at least once each financial year.

### **Risk Management**

The Policy is essential to make sure that the responsibilities, processes, thresholds and compliance requirements in relation to the procurement of all goods, services and works comply with all Australian and Victorian legislation and are done ethically and transparently.

### **Environmental and Sustainability Considerations**

In reviewing this policy and associated guidelines consideration is given to the local economy. Council's policy is to support a sustainable, strong local economy by encouraging an economic contribution to the region.

### **Community Consultation and Communication**

The amended Procurement Policy will be uploaded to Council's website for public viewing and staff will be trained in the amendments.

### **Disclosure of Interests**

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



**RECOMMENDATION**

That the amended Procurement Policy (attached) be approved by Council.

**COUNCIL RESOLUTION**

**MOVED: Cr Brown**  
**SECONDED: Cr Rainsford**

**Council approve the amended Procurement Policy with the following changes:**

- 1. Maximum quote threshold amount be changed to be \$15,001 - \$75,000**
- 2. Inclusion of local content evaluation matrix**
- 3. No change to the CEO financial threshold amount of \$150,000.**

**CARRIED**

## 10.4 Review of Instrument of Delegation - s5 Instrument of Delegation from Council to CEO

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Karly Saunders, Governance Coordinator  
**Attachments:** 5. s5 Instrument of Delegation from Council to the Chief Executive Officer

### Executive Summary

Section 98 of the *Local Government Act 1989* ('the Act') empowers Councils to delegate various duties, functions and powers to Council staff.

There are two Instruments of Delegation made by Council:

- The general delegations to the Chief Executive Officer (s5 Instrument); and
- The delegation to specific staff relating to several pieces of legislation (s6 Instrument).

It is recommended that the s5 Instrument of Delegation be amended and the CEO's delegation be increased from \$150,000 to \$250,000.

### Discussion

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

The Instruments of Delegation are prepared for Council by Maddocks Lawyers.

### S 5 Instrument of Delegation from Council to the Chief Executive Officer

The Instrument of Delegation from Council to the Chief Executive Officer was made in June 2017. Through this Delegation, Council delegates all of its powers to the CEO with a few exceptions which are detailed in the attached Instrument.

It is recommended that the s5 Instrument of Delegation be amended and the CEO's delegation be increased from \$150,000 to \$250,000.

### Financial and Resource Implications

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

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

### Legislation, Council Plan and Policy Impacts

Objective 1 Leadership and Good Governance

Outcome 1.1 Soundly Based Decisions

Strategy 1.1.1 - Base decisions on the highest available level of professional advice and expertise

Strategy 1.1.2 - Develop and enact policies, plans and strategies to ensure consistency in decision making

Strategy 1.1.4 - Work together to develop a highly responsive Council organisation.

Strategy 1.1.5 - Provide timely and accurate advice.

### **Risk Management**

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

### **Environmental and Sustainability Considerations**

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

### **Community Consultation and Communication**

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

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

### **Disclosure of Interests**

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

**RECOMMENDATION**

In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached instrument of delegation, Council resolves that:

1. They be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *s5 Instrument of Delegation to the Chief Executive Officer* subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer under previous s5 Instruments are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. It is noted that the instrument includes a power of delegation to members of Council staff in accordance with section 98(3) of the Act.
6. It is noted that the CEO's delegation be increased from \$150,000 to \$250,000.

**This Report was withdrawn by the Chief Executive Officer as a result of Item 10.3 resolution and was not considered by Council.**

## 10.5 Pedrina Park Master Plan Priorities Update

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Susannah Milne, Manager Community and Leisure Services  
**Attachments:** None

### Executive Summary

The purpose of this report is to update Council on the implementation of the Pedrina Park Master Plan and in principle to gain support to progress some of the identified master plan priorities.

The Shire has the opportunity to commence works and deliver on two of the identified priorities for the Pedrina Park Master Plan;

- Priority 1. Irrigation to ovals; and
- Priority 2. Pavilion/public toilets – Netball and Hockey precinct.

The irrigation project is subject to a tender process that will be presented to Council through a separate report in accordance with Council's Procurement Policy and Guidelines.

This report seeks Council approval to progress the Pavilion/public toilets – Netball and Hockey precinct by giving approval to progress grant application process and design/commencement works to meet Sports and Recreational Victoria (SRV) funding timelines.

The nature of modular builds sees a tender specification developed for design and construct. Without the grant process to complete this project Council would need to commit further funds in the 20/21 budget to complete and deliver this project. With the grants available there is potential to decrease the expenditure on this priority if grants were successful.

It is therefore recommended that Council commit to this project and approve the application to Local Sports Infrastructure Fund under the Female Friendly Category (\$500,000) and Community Facilities (\$250,000).

### Discussion

#### Background

Through user group consultation during the development of the Pedrina Park Master Plan the Pedrina Park User Groups identified the following priorities that were important and key to supporting their current and future use of Pedrina Park;

- Priority 1. Irrigation to ovals
- Priority 2. Pavilion/public toilets – Netball and hockey precinct and Netball Courts replacement
- Priority 3. Pavilion/public toilets – Soccer and future athletics precinct
- Priority 4. Soccer pitch drainage and Cricket net development.

From this priority list the Southern Grampians Shire Council (SGSC) has been working towards implementing the recommendations of the Master Plan.

#### Progress to date

Irrigation to ovals – tender process has been completed, report to Council to award required due to cost of works. Time critical to complete works during ideal weather conditions, project has many benefits such as improving oval surface, reduced maintenance and management costs for SGSC and User Groups and removal of OHS identified risks. Report to be presented to Council for decision December.

Soccer drainage and carpark concept design and costings – Miglic Macleod have undertaken concept design and costings. The estimated cost to undertake the drainage works, carpark and road construction is \$2.6 million. Councillors requested that this information be provided to assist them with prioritisation of works. Given the cost and quantum of works a business case will be developed for future consideration of Council.

Pavilions/public toilets – consultation has been conducted with current and potential user groups on what they see as their needs and priorities to facilitate good design. The modular design concept is generally supported with the benefits of time, cost and design acknowledged. This consultation feedback has been positive and constructive and will be incorporated into the tender specifications for design and construction for modular pavilions.

Construction of the two pavilions will need to be undertaken separately for funding purposes. To comply with State Grant Funding time lines and guidelines, Council will need to permit staff to progress the tender process for design and construction of Pavilion/public toilets – Netball and Hockey precinct. This may require that Council allocate a further funding to complete the project in the 2020/21 budget, if the grant applications were not successful. A report to Council will be presented as a part of the tender process, which will be checkpoint discussion to determine Councils level of support and comfort with the project prior to proceeding.

Netball Court Replacement – Critical project as courts have deteriorating to the point that many are unusable, threatening the ability to provide a junior netball development and competition within Hamilton. 2MH have revised an earlier design conducted in 2017 to the current design. Costings dependant on materials used are estimated between \$1.4 and \$1.9 million, includes lighting, drainage and fencing but excludes shelters/seating.

From this information a business case will be developed for future consideration of Council.

Cricket Nets – St Andrews Cricket Club have indicated that the replacement of the cricket nets is an important project for the club, it has been identified that there is also potential for the nets to be multiuse. SGSC acknowledges that this is a priority for the club and has committed to develop business case in the 21/22 budget or earlier subject to funding opportunities that may arise.

### Funding Opportunities

Sports and Recreation Victoria (SRV) have recently announce the funding program around Local Sports Infrastructure Fund (LSIF) which is a \$22million fund for all of Victoria to fund the development of high-quality, accessible community sport and active recreation infrastructure. Funding applications are expected to be highly competitive between Local Government Councils and application process and guidelines have been tightened up to ensure only complete and compliant applications will be assessed.

#### Local Sports Infrastructure Fund (LSIF)

Under the LSIF projects must have detail design completed (including schematic plans), quantity surveyed, include lighting plans (courts/fields), supported by strategic and feasibility

planning, confirmation of funding sources (Council contribution) and project governance and management framework.

Timelines for LSIF projects are that complete applications must be made by 14 February 2020 with announcements made June 2020 and construction commenced 1 July 2020. This is a one year only funding opportunity.

Recommended applications to be made by SGSC, Pavilion Priority 2. Pavilion/public toilets – Netball and hockey precinct. That two applications be made for this project under the Community Facilities – Up to \$250,000 and Female Friendly – up to \$500,000.

#### Community Sports Infrastructure Loan Scheme (CSILS)

Low interest loan scheme that will provide organisations access to low rate loans between \$500,000 and \$10 Million to deliver community sport and recreation infrastructure. Election commitment to continue loan scheme for 1 year only, guidelines and timelines yet to be released.

Recommended that once guidelines and timelines released that SGSC make an application to this fund to undertake Priority 2. Netball Courts replacement

#### World Game Facilities Fund (WGFF)

Will cater for demand for new and improved football infrastructure to support demand outcomes for new and improved soccer infrastructure to support participation outcomes. Grants of up to \$500,000 for projects such as lighting, pitch/turf redevelopment, synthetic surfaces and uni-sex change rooms. Election commitment to continue loan scheme for 1 year only, guidelines and timelines yet to be released.

Potential for the SGSC to make an application under this fund once guidelines and timelines released for either or both Priority 3. Pavilion/public toilets – Soccer and future athletics precinct and/or Priority 4. Soccer pitch drainage

#### Community Cricket Program (CCP)

A funding to Local Government for the improvement of cricket infrastructure across Victoria, project types pitch installations, oval upgrades and irrigation, cricket practice facilities and change room and pavilion upgrades. Election commitment to continue loan scheme for 1 year only, guidelines and timelines yet to be released.

Potential for the SGSC to make an application under this fund once guidelines and timelines released for Priority 4. Cricket net development.

#### Options for consideration

Council is positioned to demonstrate to the Community its commitment to invest in Pedrina Park as an important Municipal facility that supports junior and senior sports, physical activity and participation.

1. That Council consider the Oval Irrigation tender report at its December meeting and decide whether to allocate funds from the \$500,000 in the 2019/20 budget for the implementation of the Strategy and Master Plan.
2. That Council give approval for staff to make application for the Female Friendly (\$500,000) and Community Facilities (\$250,000) under the Local Sports

Infrastructure Fund (LSIF), with the understanding that additional funding in the 2020/21 budgeted would be required to deliver this project if grant funding was not successful.

3. That Officers proceed with developing business cases for other identified priorities to be ready to make submissions in Council's budget process or funding opportunities as they arise.

To progress the application under the Local Sports Infrastructure Fund, the Shire will be committing to a tender design and construct process for the Pavilion/public toilets – Netball and hockey precinct. This process will be in accordance with Council's Procurement Policy and Guidelines and will give a more definite understanding of cost for the delivery of the completed project and funding options prior resolving on whether to proceed with the application and project.

### **Financial and Resource Implications**

The following budget allocations have been made to implementation of the Recreation and Leisure Strategy and Pedrina Park in the 2019/20 Council budget:

- \$500,000 – Recreation and Leisure Strategy implementation
- \$200,000 – Public Toilet development
- \$100,000 Hockey Clubrooms
- \$56,200 Carry forward from previously planned irrigation works.
- \$856,200 Total

Currently approximately \$21,600 of the \$500,000 has been committed with respect to design for netball courts and soccer/carpark drainage, with an anticipated additional \$18,000 required to undertake design and specification for additional priorities to develop business cases, (total of \$40,000).

The proposed oval irrigation tender would also be funded from the \$500,000 – Recreation and Leisure Strategy implementation.

It is estimated that the design and construction process for the Pavilion/public toilets – Netball and Hockey precinct, could cost up to \$900,000. To meet funding guidelines and timelines design and preliminary costings need to be provided within the application to SRV by the 14 February 2020.

The nature of modular builds sees a tender specification developed for design and construct, and costing. If a grant was not successful to complete this project Council would need to commit further funds in the 20/21 budget to complete and deliver this project. However with the funding streams there is potential to decrease the expenditure on this priority if grants are successful.

It is therefore recommended that Council commit to this project and approve the application to LSIF under the Female Friendly Category (\$500,000) and Community Facilities (\$250,000)

### **Legislation, Council Plan and Policy Impacts**

Section 186 of Local Government Act 1989 gives Council the power to enter into contracts which are linked to Council's adopted Procurement Policy and guidelines.



## Council Plan 2017-2021

### 1.2 A healthy and vibrant community

- 1.2.1 Provide appropriate, accessible and equitable Council services, facilities and activities.
- 1.2.2 Support and encourage participation in quality arts and cultural, education, leisure, recreation and sporting opportunities.
- 1.2.3 Partner with services and agencies to increase the health and wellbeing of our community.
- 1.2.4 Provide, promote and support appropriate and accessible services, facilities and activities for young people.

Recreation and Leisure Strategic Plan 2019-2029 Volume 1: The Strategic Plan and Recommendations.

Recreation and Leisure Strategic Plan 2019-2029 Volume 3: Masterplans – Lake Hamilton and Pedrina Park

### **Risk Management**

The Master Plan for Pedrina Park has been developed with consideration to extensive user group and community consultation, as well as being developed with evidence based research.

It is anticipated that risk of the recommended projects and actions will be minimised through following Council's Procurement Policy Guidelines and contract and project management practices.

Recent User Group and community consultation has reinforced the previously identified priorities.

With applying for the grants commencement of works cannot be started until the grant agreement has been signed, this may delay the project start and completion by 3- 6months than if Council committed to funding the entire project.

There is also a risk that Council may not receive the funds given the strict and competitive process surrounding the grants.

### **Environmental and Sustainability Considerations**

Design and works will be subject to Environmental and Sustainability considerations to reduce ongoing operating and maintenance costs as well as environmental friendly designs practices and innovation.

### **Community Consultation and Communication**

Through the engagement process with the development of the Pedrina Park Master Plan the User Groups identified the following priorities for the development and improvement of Pedrina Park;

- Priority 1 – Irrigation Upgrade
- Priority 2 Equal – Netball Courts and Netball/Hockey Pavilion
- Priority 3 – Soccer and Multipurpose Pavilion

- Priority 4 Equal – Drainage (soccer pitch) and Cricket Net development.

Recent engagement in October has endorsed these priorities through discussion with current users and reflects the submissions made to Council under the submission processes to the Recreation and Leisure Strategic Plan.

SGSC has committed to continued engagement of current and future users of Pedrina Park through the implementation of the master plan through regular engagement process and channels.

### **Disclosure of Interests**

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

### **RECOMMENDATION**

1. That Council give approval to make funding applications to Sports and Recreational Victoria (SRV) under the Local Sports Infrastructure Fund – Female Friendly Facilities (\$500,000) and Community Facilities (\$250,000) for the Pavilion/public toilets – Netball and hockey precinct.
2. That should the grant applications be not be successful, a report be prepared to Council in relation to budget commitments and alternative funding options.

### **MOTION**

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Dunkley

1. That Council give approval to make funding applications to Sports and Recreational Victoria (SRV) under the Local Sports Infrastructure Fund – Female Friendly Facilities (\$500,000) and Community Facilities (\$250,000) for the Pavilion/public toilets – Netball and hockey precinct.
2. That should the grant applications be not be successful, a report be prepared to Council in relation to budget commitments and alternative funding options.
3. Councillors to receive a copy of the application as soon as it is prepared.

**AMENDMENT**

**MOVED:** Cr Brown  
**SECONDED:** Cr Calvano

1. That Council give approval to make funding applications to Sports and Recreational Victoria (SRV) under the Local Sports Infrastructure Fund – Female Friendly Facilities (\$500,000) and Community Facilities (\$250,000) for the Pavilion/public toilets – Netball and hockey precinct.
2. That should the grant applications be not be successful, a report be prepared to Council in relation to budget commitments and alternative funding options.

**COUNCIL RESOLUTION**

**MOVED:** Cr Brown  
**SECONDED:** Cr Calvano

1. That Council give approval to make funding applications to Sports and Recreational Victoria (SRV) under the Local Sports Infrastructure Fund – Female Friendly Facilities (\$500,000) and Community Facilities (\$250,000) for the Pavilion/public toilets – Netball and hockey precinct.
2. That should the grant applications be not be successful, a report be prepared to Council in relation to budget commitments and alternative funding options

**CARRIED**

## 10.6 29-19 Supply and Installation of Pedrina Park Irrigation System

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Susannah Milne, Manager Community & Leisure Services  
**Attachments:** None.

### Executive Summary

The Southern Grampians Shire Council is seeking to appoint a suitably qualified and experienced contractor to supply and install irrigation at Pedrina Park.

The Pedrina Park Masterplan identifies that the upgrade of an automatic irrigation system as a key task to improving the quality oval surfaces at Pedrina Park. The upgrade of the irrigation system to complete automatic system will improve ground management, turf cover and reduce resource requirements of Shire staff and User Group volunteers.

Currently the irrigation system on the Pedrina Park Ovals relies on staff and volunteers to move large mobile sprinklers and to turn off and on watering systems. Existing irrigation systems are old and failing, the upgrade and extension of the irrigation system was identified as the top priority in a User Group engagement meeting.

The tender will require that the successful tenderer to install an automatic irrigation system to Ovals 1 and 2, and additional watering points to Oval 3. Oval 3 will not be provided with an automatic irrigation system at this point of time, due to the intention for that oval to be reorientated and improved at a later stage in the master planning process.

The tender were publicly advertised on 10 May 2019 for the 'Supply and Installation of Pedrina Park Irrigation System' and closed on the 3 June 2019.

Three (3) tender submissions were received and evaluated based on:

- Tender Price 40%
- Prior Experience 30%
- Occupational Health and Safety 20%
- Environmental 10%

The recommendation is to award Tender No 29-19 to Ted Finchett Pty Ltd for the GST inclusive price of \$236, 442.

### Discussion

Pedrina Park is an important local facility for the wider Southern Grampians Municipality it currently caters for AFL, Cricket, Hockey, Netball and Soccer. Pedrina Park is also used by many schools and sporting groups for casual bookings for athletics carnivals and sporting activities. It is a place where many of our community starts their journey in participating in various junior sports to a place where senior games of cricket, hockey and soccer are played.

Through the Recreation and Leisure Strategic Plan 2019-2029 and the Pedrina Park Masterplan the Community and Council have identified that Pedrina Park should be developed and improved into a Municipal precinct that caters for multiple sports. In summary the Strategic Plan and Masterplan identified that improvements and upgrades to amenities, playing fields, netball courts, the inclusion of new sports such as little athletics and running

as well as developing and improving surround and supporting infrastructure which also encourages passive recreation activity and wider community use.

The improvement of the irrigation and automatic watering system on the ovals is seen as a key project to improving sustainability in that it will ensure better the ground management, improved turf cover, allow for programed watering at optimal times as well as reducing resource requirements and occupational health and safety risks to staff and volunteers that the current more manual infrastructure requires.

In developing guiding principles around the development and investment in recreation and leisure the Council has adopted the following principles that align with policy to help guide decision making process and service standard;

1. Safe
2. Accessible – ease and equity of access
3. Activated – inviting to use and stimulate participation
4. Sustainable – social and financial
5. Integrated – a shared community facility

This project supports all of the five identified principles, and has been identified by the current User Groups as the priority project through consultation.

The following tender submissions were received through the tender process:

1. Ted Finchett Pty Ltd
2. Think Water Melbourne
3. Terrain Group Victoria

Three (3) tender submissions were received and evaluated based on:

- Tender Price 40%
- Prior Experience 30%
- Occupational Health and Safety 20%
- Environmental 10%

Company Name	Qualitative Score	Quantitative Score	Total Score
Terrain Group	39.95%	33.8%	73.76%
Think Water	46.05%	29.67%	75.71%
Ted Finchett Pty Ltd	47.61%	40.00%	87.61%

The recommendation is to award Tender No 29-19 to winning tenderer Ted Finchett Pty Ltd for the GST inclusive price of \$236, 442.

The supply of the pump to support the proposed irrigation system was undertaken through the online procurement portal. Through this process two (2) quotations were received with Ted Finchett Pty Ltd supplying the winning quote. Due to the increase in capacity required to support the automated irrigation system identified through the Masterplan a larger capacity pump at a higher price than originally budget, requiring additional funds of \$29,265

to be allocated. It is critical that the pump and irrigation works be undertaken in conjunction to deliver a functional and complete system.

### **Financial and Resource Implications**

Current 2019/20 budget allocation for Pedrina Park includes:

- Implementation of Recreation and Leisure Strategy - \$500,000
- Public Toilets - \$200,000
- Irrigation and pump system 2018/19 carry forward - \$56,000
- Hockey Clubrooms – 2018/19 carry forward – \$100,000.

Previously in the 2018/19 budget there was a project to upgrade the irrigation pump at Pedrina Park and renew irrigation infrastructure. However the recommendations of the Masterplan has introduced new capital components to the irrigation system and the requirement for a larger capacity pump to support that system.

The tendered price for the irrigation system is \$236, 442 (GST incl.) the pump \$54,265 (GST Inc.) total \$290,707(GST Inc.) it is also recommended to allow for a contingency amount of \$20,000 for unforeseen costs.

With budget carry forward of \$56,200 additional funds required to complete the project would be \$254,507. It is recommended that the additional funds be allocated from the \$500,000 to implement the Recreation and Leisure Strategy.

### **Legislation, Council Plan and Policy Impacts**

Section 186 of Local Government Act 1989 gives Council the power to enter into contacts which are linked to Council's adopted Procurement Policy and guidelines.

Council Plan 2017-2021

1.2 A healthy and vibrant community

1.2.1 Provide appropriate, accessible and equitable Council services, facilities and activities.

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

1.2.3 Partner with services and agencies to increase the health and wellbeing of our community.

1.2.4 Provide, promote and support appropriate and accessible services, facilities and activities for young people.

Recreation and Leisure Strategic Plan 2019-2029 Volume 1: The Strategic Plan and Recommendations.

Recreation and Leisure Strategic Plan 2019-2029 Volume 3: Masterplans – Lake Hamilton and Pedrina Park

### **Risk Management**

There is minimal risk associated with this project given that detail design specifications developed to scope the complete project identified through the master planning process.

The User Groups of Pedrina Park and staff have identified the importance of improving playing surfaces through better ground management which this project will facilitate. The project will also remove OHS risks to staff and volunteers associated with manual handling of sprinklers and hoses and also allow for programmed watering around use.

The preferred tenderer has supplied OHS documentation and referees that confirm that their work practices manages risk to self and public. The Ovals will not be accessible to users during the installation of the irrigation systems.

### **Environmental and Sustainability Considerations**

The recommended Tender has detailed a number of environmental and technology based initiatives that will reduce their impact on Green House Emissions.

### **Community Consultation and Communication**

Through the engagement process with the development of the Pedrina Park Master Plan the User Groups identified the following priorities for the development and improvement of Pedrina Park;

- Priority 1 – Irrigation Upgrade
- Priority 2 Equal – Netball Courts and Netball/Hockey Pavilion
- Priority 3 – Soccer and Multipurpose Pavilion
- Priority 4 Equal – Drainage (soccer pitch) and Cricket Net development.

Through the tender process consultation with users who would be affected by the proposed works has been conducted and alternative arrangements can be made to meet their needs. They acknowledge the overall benefit and improvement that the project will make to the longer term is important to their sport and association.

Public notice was given of the tender in accordance with section 186 of the Local Government Act 1989 and the tender process complied with Council's Procurement Policy.

Tenderers will be notified by the Procurements Officer of the decision made by Council at its meeting on 11 December 2019.

### **Disclosure of Interests**

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

The evaluation panel affirm that no direct or indirect interests need to be declared in relation to any matters in this Report:

- Susannah Milne, Manager Community and Leisure Services
- Melanie Starr, Manager Recreation
- Brett Holmes, Acting Manager Works (Team leader Works)
- Jason Mulley, Parks and Gardens Coordinator

**RECOMMENDATION**

1. That Council award the tender 29-19 Supply and Installation of Pedrina Park Irrigation System to Ted Finchett Pty Ltd.
2. That the Contract documents be signed and sealed when prepared.
3. That Council allocate \$254,507 from the budgeted \$500,000 implementation of the Recreation and Leisure Strategy.

**COUNCIL RESOLUTION**

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Calvano

1. **That Council award the tender 29-19 Supply and Installation of Pedrina Park Irrigation System to Ted Finchett Pty Ltd.**
2. **That the Contract documents be signed and sealed when prepared.**
3. **That Council allocate \$254,507 from the budgeted \$500,000 implementation of the Recreation and Leisure Strategy.**

**CARRIED**



## 10.7 Appointment of Council Representatives

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Karly Saunders, Governance Coordinator  
**Attachments:** 6. Précis of Committees

### Executive Summary

Each year the Southern Grampians Shire Council is represented on a range of committees by its Councillors.

A review of the list of committees which require a Councillor to act as a formal representative of Council has been completed. This Report recommends that Councillors be re-appointed as representatives of Council to 11 committees.

### Discussion

It is recommended that Councillor/s be appointed as representative/s of Council to the following committees:

- Audit and Risk Committee
- Municipal Emergency Management Planning Committee
- Planning Committee
- Hamilton Regional Livestock Exchange
- CEO Employment and Remuneration Committee
- MAV Delegate
- Great South Coast Group
- Rural Councils Victoria
- Barwon South West Waste Forum
- Green Triangle Action Group
- Alliance of Council for Rail Freight Development

It is recommended that the Community Inclusion Advisory Committee be discontinued. Inclusive engagement practices be considered as part of the current policy review being undertaken.

It is recommended that no Councillors be appointed to the following committee:

- Timber Towns Committee

For detailed information about the recommendation, purpose and membership of all the committees please see the attached Précis of Committees.

### Legislation, Council Plan and Policy Impacts

Council Plan Objective 5.1 – Provide transparent and responsible governance.  
Council Plan Objective 5.2 – Effective advocacy

Section 139 of the Local Government Act 1989 which requires Council to establish an audit committee.

### Disclosure of Interests

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

## RECOMMENDATION

That:

1. Councillor delegates be appointed as representatives of Council to the following committees (table below);

### Committees Required by Legislation

Audit and Risk Committee	Cr Rainsford Cr Dunkley
Municipal Emergency Management Planning Committee (MEMPC)	Cr McAdam

### Section 86 Committees

Planning Committee	Cr Dunkley Cr Brown
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### Advisory Committees Established by Council

Hamilton Regional Livestock Exchange Advisory Committee	Cr McAdam (Chair) Cr Brown
CEO Employment and Remuneration Charter	Cr Sharples (Mayor) Cr Dunkley (Deputy Mayor) Cr Rainsford Cr Brown

### Committees Established by Other Bodies

MAV Delegate	Cr Rainsford Cr Calvano (proxy)
Great South Coast Group	Cr Sharples (Mayor)
Rural Councils Victoria	Cr Brown
Barwon South West Local Government Waste Forum	Cr Rainsford
Green Triangle Action Group	Cr McAdam Cr Rainsford (proxy)
Alliance of Council's for Rail Freight Development	Cr Calvano Cr Rainsford (proxy)

2. Council discontinue the Community Inclusion Advisory Committee; and
3. No Councillor be appointed as a representative to the Timber Towns Committee.

<b>MOTION</b>
---------------

That:

1. Councillor delegates be appointed as representatives of Council to the following committees (table below);

<b>Committees Required by Legislation</b>
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Audit and Risk Committee	Cr Rainsford Cr Dunkley
Municipal Emergency Management Planning Committee (MEMPC)	Cr McAdam

<b>Section 86 Committees</b>
------------------------------

Planning Committee	Cr Dunkley Cr Brown
--------------------	------------------------

<b>Advisory Committees Established by Council</b>
---

Hamilton Regional Livestock Exchange Advisory Committee	Cr McAdam (Chair) Cr Brown
CEO Employment and Remuneration Charter	Cr Sharples (Mayor) Cr Dunkley (Deputy Mayor) Cr Rainsford Cr Brown

<b>Committees Established by Other Bodies</b>
---

MAV Delegate	Cr Rainsford Cr Calvano (proxy)
Great South Coast Group	Cr Sharples (Mayor)
Rural Councils Victoria	Cr Brown
Barwon South West Local Government Waste Forum	Cr Rainsford
Green Triangle Action Group	Cr McAdam Cr Rainsford (proxy)
Alliance of Council's for Rail Freight Development	Cr Calvano Cr Rainsford (proxy)

<b>COUNCIL RESOLUTION</b>
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**MOVED:** Cr McAdam  
**SECONDED:** Cr Rainsford

**That:**

1. Councillor delegates be appointed as representatives of Council to the following committees (table below);

<b>Committees Required by Legislation</b>	
Audit and Risk Committee	Cr Rainsford Cr Dunkley
Municipal Emergency Management Planning Committee (MEMPC)	Cr McAdam Cr Armstrong (Proxy)
<b>Section 86 Committees</b>	
Planning Committee	Cr Dunkley Cr Brown
<b>Advisory Committees Established by Council</b>	
Hamilton Regional Livestock Exchange Advisory Committee	Cr McAdam (Chair) Cr Brown
CEO Employment and Remuneration Charter	Cr Sharples (Mayor) Cr Dunkley (Deputy Mayor) Cr Rainsford Cr Brown
<b>Committees Established by Other Bodies</b>	
MAV Delegate	Cr Rainsford Cr Calvano (proxy)
Great South Coast Group	Cr Sharples (Mayor)
Rural Councils Victoria	Cr Brown
Barwon South West Local Government Waste Forum	Cr Rainsford
Green Triangle Action Group	Cr McAdam Cr Armstrong (proxy)
Alliance of Council's for Rail Freight Development	Cr Calvano Cr Rainsford (proxy)

**CARRIED**

**MOTION**

**MOVED: Cr Rainsford**

**That Council:**

- 1. Consider a Councillor/s to be a member and chair user groups of Pedrina Park and Hamilton Showgrounds and that a charter and membership be developed by February 2020.**
- 2. Consider a delegate to liaise with Friends of the Gardens.**

**MOTION lapsed for want of a SECONDER**

## 10.8 RV Rest Areas and Dump Points in Greater Hamilton

**Directorate:** Andrew Goodsell, Director Planning and Development  
**Authors:** Daryl Adamson, Strategic Major Project Co-ordinator and  
Hugh Koch, Manager Economic Development and Tourism  
**Attachments:** None

### Executive Summary

In response to Notice of Motion 3-19 which was carried at the Ordinary Meeting of Council on the 8th of May 2019, Council Officers have provided recommendations by identifying opportunities and constraints for the installation of public dump points at suitable locations within the Municipality.

This report also discusses 24/48 hour RV camping areas and provides contextual information for consideration.

Based on available evidence it is recommended that:

1. RV dump points be installed in Coleraine and Hamilton utilising existing town sewage networks in the locations identified.
2. Monitor usage of the new installations (ie Coleraine and Hamilton) for future business cases across the Shire.
3. Budget funding for installation of dump points at Coleraine and Hamilton in financial year 2020-2021.

### Discussion

In 2014 Council resolved to promote the Greater Hamilton region as a destination that welcomes recreational vehicles (RV's) and highlights the facilities and experiences that encourage visitation and length of stay. This was achieved through a provision of parking options, visitor information and signage.

A Notice of Motion 3-19 was carried at the Ordinary Meeting of Council on the 8th of May 2019. The resolution directed Council offices to prepare a response for the following:

1. That the Council officers prepare a report for Hamilton to have a 24/48 hour rest area for self-contained recreational vehicles.
2. On the processes on how Hamilton can become RV accredited with the Campervan Motorhome Club of Australia (CMCA).
3. On suitable locations to have public dump points in Hamilton, Cavendish, Balmoral and Coleraine.
4. To explore funding for the construction of dump points.

More specifically the motion also sought information on the following areas/locations to be considered for stopovers/dump points:

- East end of Lake Hamilton (Mill Road).
- The area where the all abilities playground exists.

- The ramp side of Lake Hamilton.
- Liaise with the Hamilton P&A Society, if the showgrounds are available for RV vehicles. (A reasonable charge is applied and all takings, maintenance, bookings etc. would be the responsibility of the P&A Society).
- Lake Hamilton parking area, near Ansett Museum. This area has the potential to be, expanded and provide RV's with a stopover and dump point.
- Heading towards Portland (Portland Road) before crossing the Grange Burn, the area on the left side of Portland Road near the Grange Burn.
- Heading towards Portland (Portland road) over the grange burn bridge, approx. 200 metres, there is a large area on the right of Portland Road.

The RV market has grown in numbers over the last 15 years with their peak body, Caravan and Motorhome Club of Australia (CMCA) claiming a membership of over 61,000 individuals. However their annual report suggests less than half that number. The RV and camping industry has remained one of the most stable markets since 2000.

The RV sector appears to be fragmented into at least three specific sub categories namely 'Grey Nomads' (people, often retirees, who spend their days travelling Australia with their RV being their residence for much of the year); international budget youth traveller (Wicked Campers – seeking experiences and wanting to minimise accommodation cost); and up market RV owners (seeking 'free camping' as a right).

The facilities required to support the RV user, and to be considered for official "RV Friendly" accreditation include: access to water supply, public toilets, black-water dump point, links with public transport into town centre/proximity to town centre, and safe area to park. There are two accredited schemes promoted through the Caravan and Motorhome Club of Australia (CMCA) – RV Friendly Town and RV Friendly Destination.

As highlighted in a previous report to Council in 2014, the current capacity to cater for RVs in the Municipality, based on the Caravan and Motorhome Club of Australia (CMCA) criteria, the Greater Hamilton region can already be promoted and regarded as welcoming the RV sector. Whilst some destinations have sought RV Friendly accreditation status in an attempt to generate profile, this was not a strategy previously supported by Council, electing to adopt the Caravan Industry Association of Australia's (CIAA) "Community Welcomes Recreational Vehicles Program" instead.

### **Un-sewered towns and septic systems**

Taylex (original equipment manufacturer) of town septic systems has informed Council that their systems are not suitable to receive RV waste due to the chemical makeup of the effluent and the adverse effect this can have on biological process within the septic system.

The solution would be to install an independent tank and pump out the system on a regular basis (dependent on usage). The capital cost of a 3,200L tank is \$1,500 with an estimated installation cost of \$5,000-7,000 depending on location. Other set up costs are not included in this figure such as land capability assessment, curbing, etc. Previous reports have found that this cost could be as much as \$20,000. The Shire will also incur an operational cost of \$450 per disposal. It is estimated the system will need to be emptied each quarter hence a cost of \$1,800 p.a.



### Environmental Health Advice – Septic Holding Tanks

1. Septic Holding tanks are not suitable for new installations. A pump-out tank is only an option of 'last resort'.
2. Environmental officers would advise that septic holding systems in un-sewered towns would not be approved i.e. Balmoral, Cavendish etc. It would require Councillors to override their decision.
3. Therefore the best strategy is to provide dump points in Coleraine and Hamilton and make use of the existing sewage infrastructure in the first instance.

The advice from staff appears to be supported by the septic tank industry, suggesting that unless technology involved with treatment inputs to RV systems become more compatible with local septic systems installing dump points will remain problematic in unsewered towns.

### Competitive Neutrality

#### Economic Development

Council is focussed on supporting economic growth through tourism in our Municipality, particularly in regional areas where we actively encourage visits by RV users.

The differing economic circumstances and needs of the Shire's communities need to be considered in this area. However, a careful balance needs to be struck in terms of maintaining Councils' abilities to attract self-contained RV users without unduly disadvantaging other business operators (including privately-owned caravan parks), within communities as well as encouraging business investment within the Shire.

Where private operators are not available or cannot be encouraged to invest, council may consider it necessary to operate facilities themselves for example e.g. Coleraine. It is likely that a minimum level of service (operated on a full cost recovery basis) would not be a deterrent to compliance with parking or environmental by-laws in most instances, even if there is some non-compliance by a minority of RV users. Compliance with the Residential Tenancies Act would also come into play which would have additional budgetary implications.

#### Recovery of costs and competitive neutrality

Where Council operate significant business activities, the prices of the goods and services produced must reflect the costs incurred. For overnight self-contained RV camping services, councils are required to appropriately apply the competitive neutrality principles and should adopt the 'full cost attribution model' in determining the cost of providing the service.



### **Campervan and Motorhome Club of Australia (CMCA)**

The CMCA's position is that councils should continue to be able to offer low-cost and free services. It supports a consistent policy approach that will provide clarity and certainty for RV users. It states that such an approach will lead to social and economic advantages for local communities and the improved ability of regional areas to attract the expanding RV market.

The CMCA also states that it supports cost recovery for councils to recoup infrastructure and maintenance costs where similar facilities operated by the private sector are available. The CMCA advocates the following positions:

- exclude all self-contained RVs from any fees or levies incurred while staying in a council-owned rest area;
- if full cost attribution is to be applied to a council-owned service, the cost should be determined by the level of facilities at that site;
- CMCA offers the "dump-ezy" mechanism as a grant to Council – Value \$3,500. Excluding all installation costs.



There is no cost or ongoing fee to receive RV Friendly accreditation through the CMCA, however the installation of a dump point (required under RV Friendly Towns criteria), access to potable water, toilet facilities, site maintenance, signage and lighting need to be fully considered.

### **Local RV Industry Consultation (Hamilton)**

As part of the investigations officers sought the industries comments in relation to providing RV Dump Points and RV Rest Areas for Hamilton. In addition to reinforcing the view that any proposal to allow 24/48 hour rest areas for self-contained RV's would have a damaging impact upon the financial viability of their parks, it was also noted:

- The need to consider the social implications in Hamilton of offering free camping. The caravan park opposite the show grounds provides low cost and temporary housing options for residents. The caretakers provided examples of other locations where Councils offered free camping and residents immediately shifted there due to the price point.
- Hamilton caravan parks provide 21 jobs within the community. The owners support the local economy with B2B transactions and provide important social services. Free camping may impact their ability to continue to provide a low cost caravan park.
- A dump point in Hamilton may alleviate pressures of RV's trying to dump in the Hamilton Caravan Park. When the park is full it can become a problem. Larger vehicles are unable to use the Lakeside caravan park dump point.

- Contractors and international visitors have been known to utilise free camping sites. This has resulted in increased rubbish, maintenance and social issues. It is important to note that free camping is unsupervised and the ability of authorities to respond to domestic disturbances is limited.

### **Ongoing Issues**

As a result of this burgeoning RV segment, many local councils throughout Victoria and Australia are now faced with a number of ongoing issues including:

- Illegal overnight stays in heavily populated residential areas causing noise and disruption to residents.
- The difficulty in enforcing local by-laws (sleeping in vehicles) due to the early departure and late arrivals of well-informed free campers.
- Litter and waste in roadside pullovers particularly where there are no public toilet facilities.
- Refusal by many RV owners to use commercially run caravan and camping holiday parks where fees are charged and services provided.
- The creation of 'RV Friendly Towns' and facilities with many Councils unaware of their responsibilities in complying with the National Competition Policy competitive neutrality principles of 'full cost attribution'.
- Formal complaints to the Victorian Competition and Efficiency Commission (VCEC) by the Victorian Caravan Parks Association Ltd regarding some Councils providing free camping services where the viability of fully established and fully compliant parks is being compromised.
- Lack of a coordinated approach at state government level to provide clear and consistent direction to local government (with the exception of Tasmania and Queensland).

### **Dump point / stop over assessment**

To evaluate the areas identified in the council motion a matrix from the CMCA's RV Friendly Town and the CIAA's Community Welcomes Recreational Vehicles Program was developed with a score allocated to each section and a weighting applied to critical criteria.

### **Recommendations**

Following analysis of the sites based on the criteria developed, two sites were recommended:

1. Hamilton Lakeside Caravan Park (public access on the road verge)
2. Coleraine Old Railway Station and Rail Reserve (Visitor information centre)

Following further investigations of each site and consultation with the Coleraine District and Development Association and the Coleraine Tourist Centre (Coleraine site) and Gary Traynor Hamilton Lakeside Caravan Park all have enthusiastically endorsed the proposal.

Investigation of the costs to establish the two sites with RV Dump Points by local contractors would amount to approx. \$34,000 which includes installation, materials, Wannon water costs, landscaping, signage and digital monitoring.

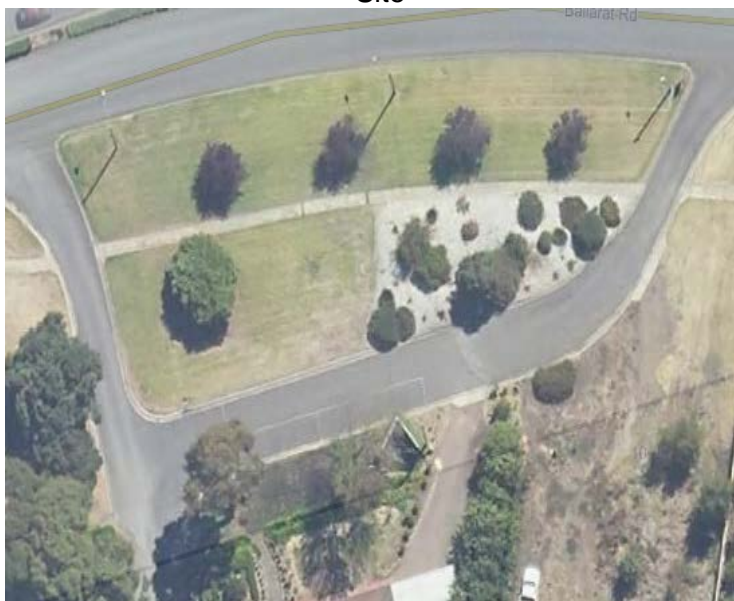
### Hamilton Lakeside Caravan Park

Hamilton Lakeside Caravan Park		Excellent	Good	Adequate	Poor	Unacceptable	
		4	3	2	1	0	
Adequate and accessible parking	2	8					8
Toilet block located close by	2	8					8
Existing black water points close by	2	8					8
Playground in walking distance	2		6				6
Free Wi-Fi	2	8					8
Potable water point	2		6				6
Garbage and recycling	2		6				6
Close to town services	2		6				6
Competitive neutrality	3	12					12
Environmental assessment	3		9				9
Capital cost assessment	3			6			6
Total							83
Max Score							100
Optimal Ratio							0.83

#### Comments

- Existing long bay vehicle parking.
- Competitive neutrality issues addressed by partnering with a local business.
- Public use by positioning the dump point at the front on the property.
- Excellent existing facilities that can be utilised.
- Horsham used a similar strategy to protect local industry and provide public amenity.

#### Site



### Hamilton Skate Park

Hamilton Skate Park		Excellent	Good	Adequate	Poor	Unacceptable
		4	3	2	1	0
Adequate and accessible parking	2				2	2
Toilet block located close by	2		6			6
Existing black water points close by	2		6			6
Playground in walking distance	2		6			6
Free Wi-Fi	2	8				8
Potable water point	2			4		4
Garbage and recycling	2			4		4
Close to town services	2			4		4
Competitive neutrality	3					0
Environmental Assessment	3		9			9
Capital cost assessment	3					0
<b>Total</b>						49
<b>Max Score</b>						100
<b>Optimal Ratio</b>						0.49

#### Comments

- Limited parking for long vehicles.
- Caravan Park is across the road. Competitive neutrality issues.
- Significant capital costs to upgrade.
- Competing users for the site
- Area is in the proposed Art Gallery / Ansett museum precinct.

#### Site



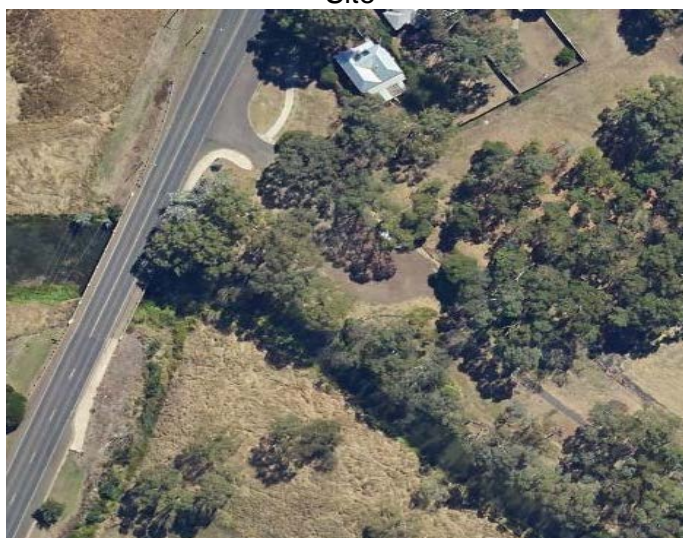
**Portland Road Bridge**

Portland Road Bridge		Excellent	Good	Adequate	Poor	Unacceptable	
		4	3	2	1	0	
Adequate and accessible parking	2			4			4
Toilet block located close by	2				2		2
Existing black water points close by	2				2		2
Playground in walking distance	2				2		2
Free Wi-Fi	2				2		2
Potable water point	2				2		2
Garbage and recycling	2			4			4
Close to town services	2		6				6
Competitive neutrality	3				3		3
Environmental Assessment	3					0	0
Capital cost assessment	3					0	0
Total							27
Max Score							100
Optimal Ratio							0.27

**Comments**

- Location is in a flood area.
- There are no existing services.
- The environmental impact would be unacceptable.
- Capital costs to develop the site are prohibitive.
- This assessment applies for 200m up the road.

**Site**



**Cavendish Public Toilets**

Cavendish		Excellent	Good	Adequate	Poor	Unacceptable	
		4	3	2	1	0	
Adequate and accessible parking	2			4			4
Toilet block located close by	2	8					8
Existing black water points close by	2		6				6
Playground in walking distance	2		6				6
Free Wi-Fi	2		6				6
Potable water point	2		6				6
Garbage and recycling	2		6				6
Close to town services	2			4			4
Competitive neutrality	3				3		3
Environmental Assessment	3				3		3
Capital cost assessment	3				3		3
<b>Total</b>							<b>55</b>
<b>Max Score</b>							<b>100</b>
<b>Optimal Ratio</b>							<b>0.55</b>

**Comments**

- Manufacturer of the septic system has advised it is not suitable for RV waste. It will void warranty. Current septic was only installed in 2018. This relates to the public toilet opposite the hall.
- There is a possible community issue with the rec reserve.

**Site**



**Cavendish Recreation Reserve**

Cavendish Recreation Reserve		Excellent	Good	Adequate	Poor	Unacceptable	
		4	3	2	1	0	
Adequate and accessible parking	2	8					8
Toilet block located close by	2		6				6
Existing black water points close by	2				2		2
Playground in walking distance	2		6				6
Free Wi-Fi	2				2		2
Potable water point	2		6				6
Garbage and recycling	2		6				6
Close to town services	2		6				6
Competitive neutrality	3		9				9
Environmental Assessment	3			8			8
Capital cost assessment	3			6			6
<b>Total</b>							<b>65</b>
<b>Max Score</b>							<b>100</b>
<b>Optimal Ratio</b>							<b>0.65</b>

**Comments**

- Cavendish offers 24/48 hour camping at the reserve. \$15 per night. Fits with low cost RV camping, donation only.
- Considered to be the best location for a Dump point to encourage overnight stays.
- Committee of management needs to be consulted. Crown Land asset.
- Consider Wi-Fi in this location. Sports ground and camping area.

**Site**



**Coleraine Old Railway Station and Rail Reserve**

Coleraine Railway Station		Excellent	Good	Adequate	Poor	Unacceptable	
		4	3	2	1	0	
Adequate and accessible parking	2		6				6
Toilet block located close by	2	8					8
Existing black water points close by	2	8					8
Playground in walking distance	2		6				6
Free Wi-Fi	2	8					8
Potable water point	2	8					8
Garbage and recycling	2		6				6
Close to town services	2		6				6
Competitive neutrality	3			6			6
Environmental Assessment	3		9				9
Capital cost assessment	3		9				9
Total							80
Max Score							100
Optimal Ratio							0.8

**Comments**

- The Railway Station / Coleraine Lagoon offers many amenities which are currently under-utilized.
- Blackwater can be plumbed into existing infrastructure.
- As the old railway station offers visitor information services it therefore has a level of security and control.
- Opportunity for 24/48hr RV stop over.
- It is a scenic setting with a BBQ and small playground.
- The location offers an opportunity to upsell the Shire through the Visitor Information Centre.
- Community and neighbor resident consultation required.

**Site**





**Balmoral Memorial Park**

Balmoral Memorial Park		Excellent	Good	Adequate	Poor	Unacceptable	
		4	3	2	1	0	
Adequate and accessible parking	2		6				6
Toilet block located close by	2		6				6
Existing black water points close by	2			4			4
Playground in walking distance	2		6				6
Free Wi-Fi	2	8					8
Potable water point	2	8					8
Garbage and recycling	2		6				6
Close to town services	2	8					8
Competitive neutrality	3				3		3
Environmental Assessment	3				3		3
Capital cost assessment	3			6			6
<b>Total</b>							<b>64</b>
Max Score							100
Optimal Ratio							0.64

**Comments**

- Balmoral Memorial Park could be used to locate a dump point.
- Balmoral is a designated RV friendly town due to an initiative of the General Store.
- There is a community split between the Caravan Park and General Store. Both which offer overnights stays. The General store is free.
- Memorial Park It is a scenic setting with a small playground and is close to town for activation.
- Community consultation would be required.
- General Store may offer the service with consultation. Although there would be political issues to mitigate.

**Site**



**Balmoral Rec Reserve**

Balmoral Rec Reserve		Excellent	Good	Adequate	Poor	Unacceptable	
		4	3	2	1	0	
Adequate and accessible parking	2		6				6
Toilet block located close by	2		6				6
Existing black water points close by	2				2		2
Playground in walking distance	2			4			4
Free Wi-Fi	2				2		2
Potable water point	2			4			4
Garbage and recycling	2		6				6
Close to town services	2		6				6
Competitive neutrality	3				3		3
Environmental Assessment	3				3		3
Capital cost assessment	3				3		3
<b>Total</b>							<b>45</b>
Max Score							100
Optimal Ratio							0.45

**Comments**

- Balmoral Recreation Reserve would require a standalone septic system.
- The area is already used as a recreational facility within the community. 24/48hr camping could be achieved, but would conflict with the current use.
- There is significant 24/48hr free camping at Rocklands and within the township
- Competitive neutrality should be addressed with the caravan park in the town.
- Land management and committee of management issues would also need to be considered.

**Site**



## **Legislation, Council Plan and Policy Impacts**

### **Council Plan 2017 – 21**

#### 1.2 A healthy and vibrant community:

1.2.1 Provide appropriate, accessible and equitable Council services, facilities and activities.

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

1.2.4 Provide, promote and support appropriate and accessible services, facilities and activities for your people.

### **Health and Wellbeing Plan 2017 -2021**

- Increase physical activity
- Compliant, accessible and inclusive facilities that are well utilised
- Community Connection

### **Disclosure of Interests**

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

**RECOMMENDATION**

That Council:

1. Approve RV dump points to be installed in Coleraine and Hamilton utilising existing town sewage networks in the locations identified.
2. Monitor usage of new installations for future business cases.
3. Budget funding for 2020-2021.

**COUNCIL RESOLUTION**

**MOVED:** Cr Calvano  
**SECONDED:** Cr McAdam

That Council:

1. **Approve RV dump points to be installed in Coleraine and Hamilton utilising existing town sewage networks in the locations identified.**
2. **Monitor usage of new installations for future business cases.**
3. **The cost of installation be funded from the existing emerging priorities fund.**

**CARRIED**

## 10.9 Domestic Wastewater Management Plan – Post Exhibition

**Directorate:** Andrew Goodsell, Director Planning and Development  
**Author:** Catherine Spirat, Coordinator Environmental Health  
**Attachment:** 7. Final Draft Domestic Wastewater Plan (DWMP)

### Executive Summary

The final draft of the Domestic Wastewater Management Plan (DWMP) (2019) seeks to establish, prioritise and outline strategies to reduce wastewater risks across the Southern Grampians Shire.

Public exhibition of the DWMP was held from 21 August - 20 September 2019, with submissions received until 9 October 2019. Four submissions were received comprising support for the Plan, queries and or suggestions for improvement in its current form.

The majority of issues raised in submissions have been addressed and this report recommends Council resolve to adopt the final draft of the DWMP (2019) (at Attachment 7).

### Background

Council resolved on 14 August 2019 to place on public exhibition, draft 4 of the DWMP (2019), pursuant to s19 of the *Planning and Environment Act 1987*.

Public exhibition of the DWMP was held for a period of 28 days (21 August - 20 September 2019). A variety of methods were used to gain public feedback (See Attachment 7: Consultation Plan), including, but not limited to: letters to relevant agencies, a media release, listening posts with stakeholders, and advertisement of the Plan on Councils website.

### Community Consultation and Communication – Responses and Analysis

In total four submissions were received and reviewed by Decentralised Water Consulting (DWC). A summary of these submissions and subsequent actions are described in Table 1.

DWC broadly categorised public submissions and responses into either one of two main categories i.e. 1) 'Overall DWMP' or 2) 'Broad Context of Wastewater Management'. A more in-depth analysis undertaken by Council Officers revealed the following themes within the feedback:

The main themes raised within public feedback included: technical queries (ie. regarding the minimum 4,000m<sup>2</sup> lot sizes used for hazard mapping), future funding/financial concerns and suggestions that the DWMP was too lengthy.

Other matters included the importance and need for high-quality communication and information as well as general editorial feedback on how to improve the Plan.

As the majority of the concerns listed in the above public consultation have been effectively resolved it is recommended that Council adopt the final DWMP (2019) with post-exhibition actionable items included within the final Plan.

**Table 1: Summary of DWMP Public Exhibition Feedback and Actionable Items**

Submissi	Who	Theme	Comment	Response	Action
1	Consultant 1	Overall DWMP	<p>I have had a good read. I undertake LCA's in more than 20 municipalities and more than half now have DWMP's and this one is pretty much in accordance with the rest.</p> <p>I have a few issues with most DWMP's because there is little or no science in the adoption of 4000m<sup>2</sup> as a minimum lot size and equally as little science in the adoption of 15% of a lot size as the maximum area permissible for an LAA.</p> <p>In regards to "paper" lots we have had success in numerous old township lots with septic systems on lots as small as 800m<sup>2</sup>. Naturally the development has to be commensurate with the site size. All that aside as I said earlier this draft is in line with numerous other municipalities.</p>	<p>Thanks for reading through doc and appreciate the feedback. Although this document was not able to have this information, we have worked on an extensive range of projects across Vic and NSW field validating 4,000m<sup>2</sup> as a fair minimum benchmark for sustainable wastewater management at broad / starting point level (referring to Appendix C for some info).</p> <p>Yes we also have success with onsite system designs on many small and constrained properties. However Council are not able to mandate dwelling size / development solely based on wastewater and therefore it is fair to say that these lots are high risk for a 'typical' dwelling and design wastewater allowance. Thus it was important for Council that this is made clear.</p> <p>I understand what you mean but no DLR is referring to both trench / bed and irrigation land application (both considered for Min. Lot assessment discussed), of which is DLR is relevant both and is typically acknowledged as comparable (mm/day loading of the soil).</p>	None
2	Consultant 2	Broad Context of Wastewater Management	<p>A lot to consume; sorry did not give it the time it warrants, sorry. Just other pending issues. Two comments:-</p> <ol style="list-style-type: none"> <li>1. Government funding for a scheme to remediate existing systems is warranted to assist owners. Maybe a scheme with low interest, paying through rates. A contract could be let for a number of homes.</li> <li>2. Small allotments could be utilised to support small unit dwellings versus 4 bed homes??? Secondary treatment systems may be necessary.</li> </ol> <p>Congratulations for a very thorough</p>	<p>Thanks and appreciate the feedback.</p> <ol style="list-style-type: none"> <li>1. Yes this is certainly something that we / Council have considered and has been done in the past. An important aspect is also the continual management of upgraded on-site systems, which we have been working on with a range of water utilities.</li> <li>2. Yes certainly. However as per comment for Submission above - it is difficult for Council to mandate dwelling size / development.</li> </ol>	None
3	Public member	Broad Context of Wastewater Management	Hand written letter outlining various points which Council acknowledge and the intention of the DWMP to help facilitate an improvement in wastewater management across the Shire.	<i>No Appraisal Provided</i>	None
4	Wannon Water	Largely Editorial	Please include a list of figures and a list of tables after the table of contents.	<b>Included</b>	
			Table 2 page 13 objective 7 – check the wording "To fully understand the important characteristics of each town which ..."	<b>Updated</b>	
			Section 5.3 page 28. The audit reports should be listed in the references list. What were the dates of the audits? Is there a DWMP action to respond to the noncompliance's that were found through	<b>Updated and responded</b>	
			Page 47 paragraph 1 – the reference should be to Table 13, "prioritisation of townships". This is not "initial outcomes" this is "key findings". Table 13 should be	<b>Wording updated</b>	
			Page 56 Table 16 Action plan. Please give a number to each and every action. A shortlist of these actions should go into the executive summary.	<b>Updated</b>	

## **Financial and Resource Implications**

Council's resourcing capabilities have been considered when allocating resource requirements associated with the Domestic Wastewater Management Plan. The resourcing of actions outlined in the strategy will involve expenditure by Council over the next five years and will be budgeted accordingly.

## **Legislation, Council Plan, Strategy and policy Impacts**

The relevant legislation comprises the *Local Government Act 1989*; *Environmental Protection Act 1970*; *Public Health and Wellbeing Act 2008*; *Planning and Environment Act 1987*; *State Environment Protection Policy (Waters of Victoria)*; *Water Act 1989*.

There are no legislative impediments to the proposed changes to the DWMP.

## **Risk Management**

The DWMP will provide Council the framework to manage wastewater in a manner that protects public health, provides a healthy environment and thriving community now and in to the future. Through hazard mapping the Plan identifies areas of high risk and allows risks to be prudently measured.

## **Environmental and Sustainability Considerations**

The DWMP will create a regulatory environment which will enable Council to further protect, improve and promote the natural environment through the management of current and emerging wastewater management issues. The new Plan will help identify high risk areas and ensure wastewater is contained within property boundaries.

## **Disclosure of Interests**

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

### **RECOMMENDATION**

That Council adopt the final draft of SGSC Domestic Wastewater Management Plan (DWMP) (Oct 2019) with public consultation inclusions, as per Attachment 7 and place this document on Council's website.

### **COUNCIL RESOLUTION**

**MOVED:** Cr Brown  
**SECONDED:** Cr Dunkley

**That Council adopt the final draft of SGSC Domestic Wastewater Management Plan (DWMP) (Oct 2019) with public consultation inclusions, as per Attachment 7 and place this document on Council's website.**

**CARRIED**

## 10.10 Planning Committee

**Directorate:** Andrew Goodsell, Director Planning and Development  
**Author:** Andrew Goodsell, Director Planning and Development  
**Attachments:** 8. Planning Committee Minutes – 7 November 2019.

### Executive Summary

The Minutes from the Planning Committee meeting held on 7 November 2019 and endorsed by members of the Committee are presented to Council for information.

### Discussion

The Planning Committee was established as a Special Committee of Council in March 2016 in accordance with Section 86 of the *Local Government Act 1989*.

The Planning Committee gives consideration to the following:

- 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
- 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).
- Whether applications should be referred to the full Council for decision.

### Legislation, Council Plan and Policy Impacts

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.

### Disclosure of Interests

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



**RECOMMENDATION**

That the Minutes of the Planning Committee Meeting held on 7 November 2019 be received.

**COUNCIL RESOLUTION**

**MOVED:** Cr Dunkley  
**SECONDED:** Cr McAdam

**That the Minutes of the Planning Committee Meeting held on 7 November 2019 be received.**

**CARRIED**

## 10.11 School Crossing Service Review

**Directorate:** Andrew Goodsell, Director Planning and Development  
**Author:** Rhassel Mhasho, Manager Planning and Regulatory Services  
**Attachments:** 9. Ten Year Forecast

### Executive Summary

The purpose of this report is to present the results of the school crossing service review which formed part of the recent Local Laws service review. The review highlights that:

- Council has no legislative requirement to provide the school crossing service.
- Other councils have already removed themselves from delivering school crossing supervisor services in Victoria, most recently Northern Grampians Shire.
- There are schools within Southern Grampians Shire that already deliver school crossing supervisor services (Good Shephard College).
- Council currently provides an average of 56% subsidy for the school crossing supervisor service. In the next 10 years it is modelled that an expected increase of Council contribution from 49% to 67% will be required.

Based on the above, officers recommend that Council work with relevant stakeholders being Department of Education, VicRoads and affected local schools for the next 12 months with a view that either:

1. The policy review by VicRoads presently underway provide adequate funding for the service thereby reducing the level of Council's subsidy to a level no greater than 10% of total cost (annually indexed to true cost); or alternatively
2. If Council subsidy for the school crossing service is not reduced to a figure no greater than 10% of true cost, remove itself entirely from delivery of the service, enabling Department of Transport and Department of Education to determine a model which serves the needs of both agencies and affords a safe and reliable service.

### Discussion

In May 2019 Council commenced the school crossing service review as part of the Local Laws service review. The main objective was to provide a detailed assessment of the Council's school crossing unit, having regard to current operations, workforce needs and financial trends. In doing so this would establish the quality of service needed and whether Council is the appropriate service provider.

Council has no legislative requirement to provide the service. Council's legislated requirements as a road manager are to maintain a children's crossing - they do not extend to staffing the children's crossing. Council currently provides an average 56% subsidy for the school crossing supervisor service. There is an expected increase of Council contribution from 49% to 67% to subsidise the service in the next 10 years.

Two options were put forward in the service review for Council to consider:

**Option A** - Council continue to subsidize the school crossing supervisor (status quo).

**Option B** - Council consult with relevant stakeholders with a view that Council intends to cease subsidizing the school crossing supervisor service and return the responsibility to the individual schools and the Department of Education and Training.

The service review indicates that **option B** be selected on the basis that:

- Council has no legal/legislative responsibility to provide the service.
- The duty of care for safe passage of children across roads is for Department of Education and VicRoads, not Council.
- The total cost of running the service is increasing yearly. Regional Roads Vic in 2019/20 has reduced the subsidy from \$53,000 to \$43,000 meaning the subsidy by Council will increase a further \$10,000 in 2019/20. Across the next 10 years Council would save well over \$0.6M in removing itself from a service it need not provide (see Financial and Resource Implications).
- It is difficult to attract staff to these roles due to limited job hour's availability.
- There is high financial risk, should an accident happen either to the school kids or school crossing supervisor; and
- Tarrington Primary School currently runs the school crossing program with funds from VicRoads paid through Council. There is already precedent for a handback of responsibility to occur. Northern Grampians Shire has also successfully handed back the service to VicRoads.

Although the service review recommended option B, after Council officers met with VicRoads on 8 November 2019, staff now recommend a modified approach. Council officers are of the view, that the decision to hand over the recommended service be deferred by 12 months to ensure the decision is informed by the results of the Policy review being conducted by VicRoads. To assist, Council staff have already provided information on current arrangements and some time is now required to see the outcomes of the review and the decisions of key stakeholders.

If that review limits Council subsidy to a figure no greater than 10% of total cost (something which should become clearer in the next 6 months) and this cost gap is not allowed to increase further (via indexation of costs on annual basis), Council could remain involved with the service.

Should Department of Transport and Department of Education not resolve within 12 months a funding model limiting Council's role, as suggested, the recommendation remains to abandon delivering the service and deliver back to Department of Transport and Department of Education upon an agreed timeline.

The Northern Grampians approach is not preferred presently on the basis that there is scope for the current funding agreement for school crossings to be better funded by State Government (and thus less subsidized by Council), even if it means Council remain the service delivery agent.

### **Financial and Resource Implications**

A detailed 10 year financial forecast (attachment 2) shows that the cost to Council for providing the service will be \$857,552. Should Council hand over the service in 2022, the

cost of the service will be \$193,161. Therefore, implementing the recommendation of this report will result in significant savings to the budget over the 10 years of \$664,391.

Should a 10% subsidy by Council of the service be accepted, as now suggested (as an upper limit), the savings will reduce accordingly by 10% but still remain significant.

### **Legislation, Council Plan and Policy Impacts**

Code of Practice under the *Road Management Act 2004* – Operational responsibility for public roads-

Clause 10 (3) (l) Council performs the functions of a responsible road authority with regards to children's crossings.

Council Plan Strategy 1.4.3

Provide regulatory services to protect amenity and provide safety in our community.

### **Risk Management**

Council has no legal obligations to provide the service. The option recommended will minimise the risks and liability for Council associated with providing the service.

### **Environmental and Sustainability Considerations**

Not applicable to this decision.

### **Community Consultation and Communication**

Letters were sent to the following schools advising Council's intention refer the crossing supervisor service back to VicRoads and the Department of Education and Training. No feedback regarding this was received from schools below;

- Hamilton - Gray St Primary, George St Primary, Monivae College, St Marys Primary
- Penshurst - St Joseph's Primary School, Penshurst Primary School
- Tarrington – Tarrington Lutheran School and Penshurst Primary School

A meeting was also held on the 8 November 2019 with VicRoads staff regarding council's intention to hand over the service. VicRoads staff acknowledged that the school crossing funding was a significant issue for most local governments. They advised that they were currently in the process of reviewing the Policy on the school crossing program, but could not guarantee when the policy review will be completed. Council staff have since provided data to VicRoads staff who are undertaking the Policy review.

A letter was also sent to Department of Education and Training, no response was received.

An email was sent to MAV on the 22 November 2019 seeking their feedback. MAV advised Council officers that they have been advocating to the State Government over the last few years to increase the funding made available to the State's school crossing supervisor program.

They also advised that MAV is currently working with the Department of Transport who are currently developing an assessment framework for the future program. The aim of the assessment framework is to reflect a safe system approach, take current road safety

approaches into account and provide greater flexibility to road safety around schools. The Department of Transport will share the subsequent report and recommendations with MAV at the start of next year, which will be circulated to councils.

### **Disclosure of Interests**

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

### **RECOMMENDATION**

1. That Council present the results from the Policy review to Council during the December 2020 Ordinary Council Meeting.
2. That Council continue to work with relevant stakeholders being Department of Education, VicRoads and Schools for the next 12 months in view that the Policy review by VicRoads will provide adequate funding for the service thereby reducing the level of Council's subsidy (ie no greater than 10% subsidy of true cost of service annually indexed).
3. If Council subsidy for the school crossing service is not reduced to a figure as set out in 2 above, remove itself entirely from delivery of the service, enabling Department of Transport and Department of Education to determine a model which excludes serves the needs of both agencies and affords a safe and reliable service.

### **COUNCIL RESOLUTION**

**MOVED:** Cr Brown  
**SECONDED:** Cr Dunkley

1. That Council present the results from the Policy review to Council during the December 2020 Ordinary Council Meeting.
2. That Council continue to work with relevant stakeholders being Department of Education, VicRoads and Schools for the next 12 months in view that the Policy review by VicRoads will provide adequate funding for the service thereby reducing the level of Council's subsidy (ie no greater than 10% subsidy of true cost of service annually indexed).
3. If Council subsidy for the school crossing service is not reduced to a figure as set out in 2 above, remove itself entirely from delivery of the service, enabling Department of Transport and Department of Education to determine a model which excludes serves the needs of both agencies and affords a safe and reliable service.

**CARRIED**

## 10.12 Proposed Special Charge Scheme – Upgrade of Kurtzes Road, Hamilton

**Directorate:** David Moloney, Director Shire Infrastructure  
**Author:** Rohit Srivastava, Manager Assets  
**Attachments:** None

### Executive Summary

The request was raised as part of the 2019-2020 budget consultation process by two residents to upgrade Kurtzes Road. Council resolved in its 14 August 2019 meeting, for officers to investigate and report back to Council a proposed upgrade including sealing works for Kurtzes Road between Hamilton-Chatsworth Road and W Schultz Road as per Council's Asset Management Policy – Special Charge Scheme.

Council officers assessed contribution of beneficiaries as per the Local Government Act (1989) Section 163, Special Rates and Special Charge Scheme considering frontage and area of lots.

Letters were sent to owners to gauge their willingness to contribute. Out of seven owners, five have responded and all are against the upgrade via a special charge scheme.

As per Section 163B (6), Special Rate and Special Charge Scheme, of the Local Government Act 1989:

*“A Council can not make a declaration if the Council receives objections from persons who will be required to pay the special rate or special charge in respect of a majority of the rateable properties in respect of which the special rate or special charge would be imposed.”*

It is recommended that Council does not proceed with the upgrade of Kurtzes Road.

### Discussion

Council resolved at its 14 August 2019 meeting that a Special Charge Scheme (SCS) be initiated for the upgrade of Kurtzes Road Hamilton.

Kurtzes Road is within a mix of rural living zone and farming zone land use. It is classified as a rural access road and currently a gravel road with a small sealed flood way near the Chatsworth Road end of the road.

The proposed upgrade was to construct a four metre wide sealed road between W Shultz and Hamilton-Chatsworth Road.

The total cost of the project was estimated at \$150,000. Officers undertook an analysis of the split in contributions between Residents and Council in accordance with the Section 163 of the Local Government Act, 1989. It was determined that the direct benefit to residents (property owners on Kurtzes Road) was 60% and 40% to the community. This benefit ratio was then used to determine the proportion of cost allocation for the upgrade i.e. Residents (60%) and Council (40%). This calculation was based on the number of lots and benefits to these lots from the SCS. Council calculated proposed apportionment of each resident's contribution by averaging the following apportionment of cost calculations:

1. Frontage of residents property and;
2. Lot area (m<sup>2</sup>)

Payment through instalments would be available for participants in the scheme with interest charged yearly on the outstanding balance. The interest rate would be based on the borrowing rate available to Southern Grampians Shire Council. Owners may opt to pay upfront after Council has completed the works if desired saving on interest costs.

In September 2019 letters were sent to those affected to advise that council has finalised its preliminary investigation of the proposal and to gauge the level of support (willingness to contribute) for the proposal.

Council provided the following information:

1. Information on the SCS
2. Details of the proposed upgrade
3. Process required to enable a SCS to be declared
4. Advice on the residents rights
5. Advice that this was not a declaration but to assess interest in a SCS
6. Proposed cost to the resident of the SCS
7. A survey indicating support for a SCS and payment terms

Seven residents were sent surveys with a total of five returned to Council. Of the surveys received all five residents objected to the proposed special charge scheme. The survey indicates that the majority of the Kurtzes Road property owners do not support the proposed Special Charge Scheme.

Section 163B (6), Special Rate and Special Charge Scheme, of the Local Government Act 1989 states:

*“A Council can not make a declaration if the Council receives objections from persons who will be required to pay the special rate or special charge in respect of a majority of the rateable properties in respect of which the special rate or special charge would be imposed.”*

Therefore based on the information received from the feedback it is likely that no residents will agree to the upgrade, Council cannot declare a Special Charge Scheme.

Considering Council’s Asset Management Policy that no upgrades are to be undertaken without a co-contribution, Council officers recommend that Council does not proceed with the upgrade of Kurtzes Road as a Special Charge Scheme to upgrade Kurtzes Road could not be declared as the majority of residents are not willing to contribute towards the upgrade.

### **Financial and Resource Implications**

There are no financial implications as there was no budget allocated towards the project.

### **Legislation, Council Plan and Policy Impacts**

The following legislation applies:

- *Local Government Act (1989)*

- *Roads Act (2004)*
- Victorian Planning Scheme

Relevant Council Policies that apply:

- Asset Management Policy
- Road Asset Management Plan

### **Risk Management**

There are no immediate known risks that would force Council to upgrade the road without SCS.

### **Environmental and Sustainability Considerations**

There are no known environmental issues.

### **Community Consultation and Communication**

This project was brought to Councils attention during the budget consultation process as it was raised by a resident on Kurtzes Road. Council informed the residents in writing of the decision made by Council in regards to this road.

Council wrote to the affected property owners of Kurtzes Road formally advising of the options with an estimation of costs about:

- 1) Council has resolved on the proposed upgrade option via Special Rates and Charge Scheme.
- 2) Owners had been notified in writing via a survey indicating their potential contribution with payment options.
- 3) The results of the survey would be presented to Council for a further decisions to be made.

Once Council has resolved on Kurtzes Road, Officers will write to all property owners advising of the decision.

### **Disclosure of Interests**

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



**RECOMMENDATION**

It is recommended that Council does not proceed with the upgrade of Kurtzes Road.

**COUNCIL RESOLUTION**

**MOVED:** Cr Calvano  
**SECONDED:** Cr Rainsford

**That Council consider the upgrade of Kurtzes Road in the 2020/2021 Budget.**

**CARRIED**

## 10.13 Tender 52-19: HILAC Multisport Court Floor Refurbishment

**Directorate:** David Moloney, Director Shire Infrastructure  
**Author:** Rohit Srivastava, Manager Assets  
**Attachments:** None

### Executive Summary

A consultant was engaged in May 2019 to assess condition of HILAC Netball/Basketball floors – Court 1, Courts 2 & 3 and Court 4.

The assessment of courts indicated that Courts 2 & 3 show signs of fatigue and are in need to renewal. There are cracked, broken boards and several areas of patch repairs that have made the surface uneven resulting in potential hazard to participants.

The condition assessment report indicated that Courts 2 & 3 require new floor (renewal). Court 1 & 4 require general maintenance at this stage.

It is recommended that Council award Tender 52-19 HILAC Multisport Court Floor Refurbishment to Ace Floors and Coatings with a total sum of \$338,960 (incl. GST).

### Background

Considering ongoing issues with the HILAC netball/basketball Court 2 & 3, it was decided to engage a professional consultant to assess condition of all the courts at HILAC.

The consultant assessed all courts with respect to surface, stability, ventilation and compliance. The assessment report mentioned that there is no immediate need to replace/renew floors of Court 1 & 4. Court 2 & 3 are in poor condition as there are structural issues and are hazard to the participants.

The amount of \$450,000 from the building condition budget was allocated from the carry forward budget of the last financial year towards the renewal of Courts 2 & 3 floor.

Consultant provided Technical Specifications of the new floor for the courts and the proposed works was tendered via Council's e-Tendering Portal with the following timelines:

- Tender Advertised: 18 October 2019
- Tender Closed: 12 November 2019
- Submissions Received: 01 No.

### Discussion

As the floor of Courts 2 & 3 is becoming hazard to the participants, it is important to deliver the project to ensure reliable and safe recreational space.

As only one submission was received, the tender was evaluated by the panel online, with average scoring accepted for all questions. Ace Floors and Coatings demonstrated they had the capacity and experience to complete the works to the required specifications.

Post awarding communication was conducted via a phone conference call to confirm specific aspects of the submission which included day rates for provisional items, payment milestones, type of flooring and rubbish removal.

Price was confirmed via email as there was anomaly found in tender submission, the tenderer indicated an error had been made in the Schedule B of the submission. Updated schedule was supplied via email stating the tender price was \$338,960.

The tender was evaluated as per Council's Tender Policy as below:

Company Name	Qualitative Score (%)	Moderated Total Price	Quantitative Score (%)	Total Score
Ace Floors and Coatings	49.60%	\$338,960.00	30.00%	79.60%

Based on the Procurement Guidelines Ace Floors and Coatings was assessed as the successful tenderer.

The preferred tenderer's tender amount is \$338,960 (Incl. GST), i.e. \$308,145.45 (excl. GST) and is within the Council proposed budget of \$450,000 (excl. GST).

There are two options to Council in regards to this tender:

1. Award the tender to Ace Floors and Coatings for the amount of \$338,960 (Incl. GST);  
or
2. Not award the contract

It is recommended that Council proceed with option 1.

### **Financial and Resource Implications**

- The project is budgeted within the Council's capital works programme for the financial year 2019/2020;
- Overall, the project will be within the budgeted amounts;
- Considering above, there are no financial implications on the Council.

### **Legislation, Council Plan and Policy Impacts**

This report assists Council in meeting its obligations under the Local Government Act 1989.

This report also relates to the:

- 2019-2020 Southern Grampians Shire Council Budget.
- 2017-2021 Council Plan – 5.1.2 Ensure responsible, effective and efficient use of Council resources
- SGSC Procurement Policy and Guidelines

### **Risk Management**

What are the benefits/risks:

- Considering the Contract is a lump sum, the risks of price variation is reduced. There is sufficient available funds for any contingency.
- Co-ordination with sporting clubs:

The above is being managed by Council officers by keeping impacted sporting clubs informed of the project, its timing and delivery plan will be discussed once the Contractor is engaged.

### **Environmental and Sustainability Considerations**

The existing wooden floorings will be made available to the general public. The same will be advertised publicly by Council in consultation with the Contractor and all H&S issues will be managed.

### **Community Consultation and Communication**

The Council officers will advertise the project and its timelines on various platforms – Council's Facebook, HILAC notice board and getting in touch directly with the impacted sporting clubs.

### **Disclosure of Interests**

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

The evaluation panel affirm that no direct or indirect interests need to be declared in relation to any matters in this Report:

### **RECOMMENDATION**

That:

1. Council award Tender 52-19 HILAC Multisport Court Floor Refurbishment to Ace Floors and Coatings for the amount of \$338,960 (Incl. GST); and
2. The contracts are signed and sealed when prepared.

### **COUNCIL RESOLUTION**

**MOVED:** Cr Dunkley  
**SECONDED:** Cr Armstrong

That:

1. Council award Tender 52-19 HILAC Multisport Court Floor Refurbishment to Ace Floors and Coatings for the amount of \$338,960 (Incl. GST); and
2. The contracts are signed and sealed when prepared.

**CARRIED**

## 10.14 Proposed Road Names – Hamilton Industrial Land, Port Fairy Road, Hamilton.

**Directorate:** David Moloney, Director Shire Infrastructure  
**Author:** Tendai S. Mhasho, Property Officer  
**Attachments:** None

### Executive Summary

The Southern Grampians Shire Council currently owns 7.5ha of land located approximately 1.4km south-west of Hamilton which has been used for farming over an extended period of time and is being developed into an industrial park.

The plans and design works for the proposed Hamilton Industrial Park allow for 23 land parcels each measuring approximately 2000sqm in size with 1 block slightly larger than the others.

The site has direct frontage to Hamilton-Port Fairy Road, but does not have formal access. Informal access to the site has been obtained from the south and through the paddock in the north.

The proposed commercial subdivision will have 4 main roads i.e. Road R1 (east to west), Road R1 (north to south), Government Road and Road R1 (service road) as per the subdivision plan. These roads are required to be named as per the Geographic Place Names Act 1998.

Council derives its power to approve, assign or change the name of a road within its municipal district from the Local Government Act 1989, Schedule 10 – Clause 5.

The recommendations are that:

- Council considers these proposed names for the roads in the Hamilton Industrial Park; Road R1 (east to west) has been proposed to be named Mott Road, Road R1 (north to south) proposed to be named Walter Road, Government road proposed to be named Slorach Road and Road R1 (service road) proposed to be named Drummond Road.
- Council will give public notice by advertising these proposed names for a period of 28 days by placing an advert in The Spectator and on Council's website and notifying relevant authorities and inviting submissions in accordance with section 223 of the Local Government Act 1989;
- Council contact family members of the person being commemorated seeking their consent where practical; and
- A further report is to be presented to Council at the end of the public submission period.

### Discussion

The subject land sits within a larger Industrial precinct and is zoned for Industrial development.

The plans and design works for the Hamilton Gateway Business Park allow for about 23 land parcels ranging between 1,800m<sup>2</sup> and 6,800m<sup>2</sup> in size to allow a range of uses associated

with construction, manufacturing, fabrication, repairs and some professional goods and services.

Council's investment in fully serviced industrial land is needed to address the failure in the market that doesn't allow for private investment to develop industrial land on the "speculation" that they will be sold. Council has an economic objective to facilitate investment, to be proactive and seek to induce demand. This project will provide for new business to Hamilton and for existing business to expand and relocate. It reflects Councils' adopted Industrial Land Study and Long Term Strategic Resources Plan.

Access to large and fully serviced land allotments supports the sustainability and population growth of the Greater Hamilton. Increasing access to well positioned industrial land with good access for employees, freight and road transport strengthens our economic potential. Access to well positioned industrial land for new business investment will also grow jobs and the population.

The proposed Hamilton Industrial Park has four (4) roads which are required to be named. A request was made to the Hamilton History Centre by Council to consider potential names of those people who have had an influence in business or developing the Shire. Background information on the following names was provided; John Robert Slorach, George Mott, Albert Blakey, Walter Drummond, Richard Goss and Harry R. Walter.

Mott Road – George Mott was an early partner and editor of the Hamilton Spectator. He also built the first portion of the 'Kilora' Homestead. He was appointed company chairman of the Hamilton Gas Company in 1877 and Hamilton was first lit with gas on 11 May 1878. His involvement with education led to the establishment of a successful private secondary college in Hamilton.

Walter Road – Harry R. Walter operated and owned businesses in Hamilton. He was an estate agent from a well-known Walter family with early business connections in Hamilton. The street (Walter Court) was wiped off the map with the development of Lakes Edge.

Slorach Road – John Robert Slorach came to Hamilton in 1926 after moving from Wentworth having conceived that the town had a great future. He opened his own garage and also sold and serviced radios and helped pioneer the refrigerator. He was a successful business man in the motor industry and died in Hamilton in February 1973.

Drummond Road – Walter Drummond was born and educated in Hamilton and was credited with bringing the worldwide organisation Rotary to Australia in 1921. The Hamilton Rotary Club was chartered in May 1937. His grandson Peter Schroder is a past President of the Rotary Club of Hamilton.

The process to complete the sale of this land is as follows:

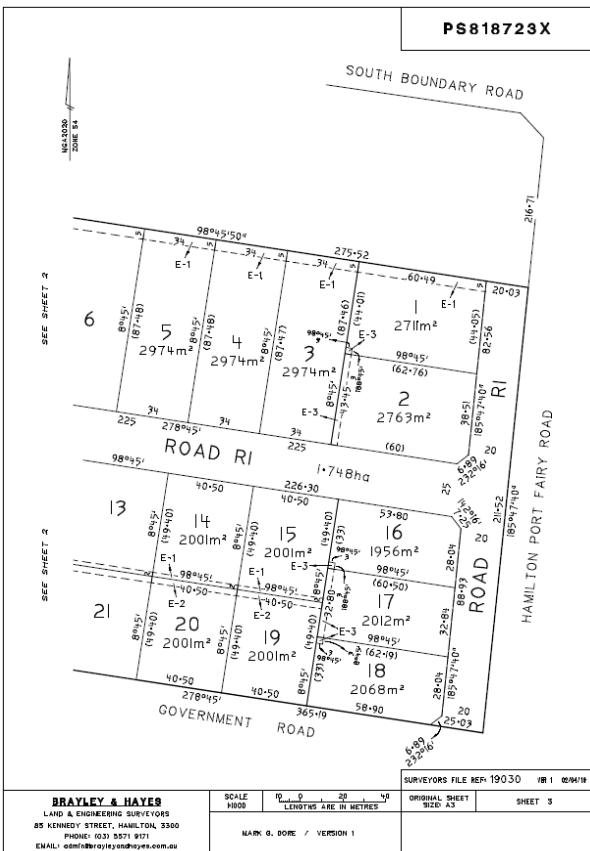
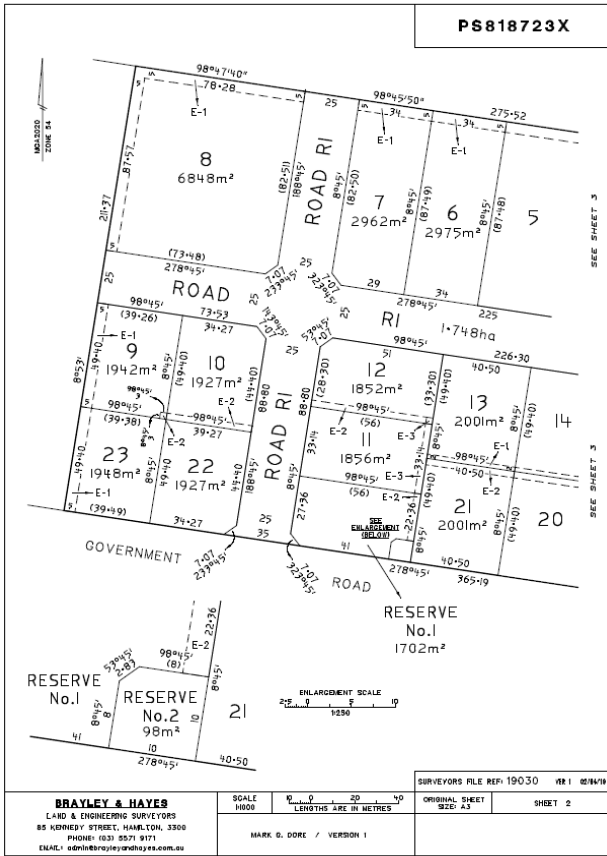
- Council considers these proposed names for the roads in the Hamilton Industrial Park; Road R1 (east to west) has been proposed to be named Mott Road, Road R1 (north to south) proposed to be named Walter Road, Government road proposed to be named Slorach Road and Road R1 (service road) proposed to be named Drummond Road.
- Council advertises these proposed names for a period of 28 days by placing an advert in The Spectator and on Council's website and notifying relevant authorities and inviting submissions in accordance with section 223 of the Local Government Act 1989;

- Council contact family members of the person being commemorated seeking their consent where practical; and
- A further report is to be presented to Council at the end of the public submission period.

Site Plan showing proposed road names for the Hamilton industrial estate



Plan of subdivision





## **Financial and Resource Implications**

There are costs associated with the preparation of reports, community liaison, advertising, administrative actions and statutory procedures to be undertaken.

It is expected that all costs will be recouped through the sale of the land over the next 10 years based on current land sales and that the development will be a cost neutral exercise.

## **Legislation, Council Plan and Policy Impacts**

Under the Local Government Act 1989 (Schedule 10, Clause 5) Council may approve, assign or change the name of any street or road within its Municipal District. In exercising this power it must act in accordance with the guidelines in force for the time being under the Geographical Place Names Act 1998.

These road name proposals conform to the General Principles outlined in Section 2 Principle (H) Using commemorative names of the Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities 2016.

## **Risk Management**

Council must ensure that these names are not a duplication of other road names within the district.

## **Environmental and Sustainability Considerations**

None.

## **Community Consultation and Communication**

Under Section 189 of the Local Government Act 1989, Council will give public notice by advertising these proposed names for a period of 28 days by placing an advert in The Spectator and on Council's website and notifying relevant authorities and inviting submissions in accordance with section 223 of the Local Government Act 1989.

As per the General Principles of the Naming rules for places in Victoria, Council must make every effort to gain consent from family members of the person being commemorated.

## **Disclosure of Interests**

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

## RECOMMENDATION

That:

1. Council considers these proposed names for the roads in the Hamilton Industrial Park; Road R1 (east to west) has been proposed to be named Mott Road, Road R1 (north to south) proposed to be named Walter Road, Government road proposed to be named Slorach Road and Road R1 (service road) proposed to be named Drummond Road;
2. Council will give public notice by advertising these proposed names for a period of 28 days by placing an advert in The Spectator and on Council's website and notifying relevant authorities and inviting submissions in accordance with section 223 of the Local Government Act 1989;
3. Council contact family members of the person being commemorated seeking their consent where practical; and
4. A further report is to be presented to Council at the end of the public submission period.

## COUNCIL RESOLUTION

**MOVED:** Cr Brown  
**SECONDED:** Cr Dunkley

That:

1. Council considers these proposed names for the roads in the Hamilton Industrial Park; Road R1 (east to west) has been proposed to be named Mott Road, Road R1 (north to south) proposed to be named Walter Road, Government road proposed to be named Slorach Road and Road R1 (service road) proposed to be named Drummond Road;
2. Council will give public notice by advertising these proposed names for a period of 28 days by placing an advert in The Spectator and on Council's website and notifying relevant authorities and inviting submissions in accordance with section 223 of the Local Government Act 1989;
3. Council contact family members of the person being commemorated seeking their consent where practical; and
4. A further report is to be presented to Council at the end of the public submission period.

**CARRIED**

## 10.15 Sale of Land – Hamilton Industrial Land, Port Fairy Road, Hamilton.

**Directorate:** David Moloney, Director Shire Infrastructure  
**Author:** Tendai S. Mhasho, Property Officer  
**Attachments:** None

### Executive Summary

The Southern Grampians Shire Council currently owns 7.5ha of land south-west of Hamilton which has been used for farming over an extended period of time.

The site has direct frontage to Hamilton-Port Fairy Road, but does not have formal access. Informal access to the site has been obtained from the south and through the paddock in the north. Council has previously endorsed a motion to develop this land into an industrial estate.

Council has an economic objective to facilitate investment, to be proactive and seek to induce demand. This project will provide for new business to Hamilton and for existing business to expand and relocate. This project will support Council to deliver fully serviced industrial land ready for new business investment.

According to Council's Asset Disposal Policy the sale of buildings and assets greater than \$150,000.00 must be approved by Council resolution. This development has twenty-three (23) lots. In order to sell these lots Council is legislatively required to give notice of its intention to sell in accordance with Section 189 of the Local Government Act 1989 (the Act).

The recommendations are that:

- Council gives public notice of Council's intention to sell the land in the proposed Hamilton Industrial Estate under section 189 of the Local Government Act 1989 and invites public submissions for 28 days on the proposed sale of land under Section 223 of the Local Government Act 1989;
- Council obtains a valuation, from a registered valuer, of the lots for sale in accordance with section 189 of the Local Government Act 1989; and
- A further report is to be presented to Council at the end of the public submission period.

### Discussion

The development of Council land for industrial development at Lot 1, TP 179163 Hamilton-Port Fairy Road, Hamilton supports Council's commitment to creating a stronger more diverse and resilient economy. This development will provide infrastructure to make available an "investment ready" industrial estate in Hamilton.

In 2013/4 Southern Grampians Shire Council, supported by RDV, undertook a supply and demand study that recommended that Council proceed to develop and market test a concept plan, associated design guidelines and infrastructure costs for private investment interest in this industrial land product. During extensive business and community consultations, potential investors emerged from a range of sectors including, forestry, manufacturing, agri-business and logistics. In late 2014, Council resolved to proceed with a concept design for

an industrial estate on Council owned land at Lot 1, TP 179163 Hamilton-Port Fairy Road, Hamilton.

The land which is 7.5ha in size and rectangular in shape is located 1.4km south-west of Hamilton and has been used for farming over an extended period of time. The subject land sits within a larger Industrial precinct and is zoned for Industrial development.

The land is currently being serviced with the completion date for servicing expected to be in April 2020. Service costs to develop the land are estimated to be \$3.76 million with a State Government contribution through Regional Development Victoria (RDV) of \$500,000.00. These works include water supply, sewer, electricity, gas, telecommunications, drainage, road access and landscaping.

The plans and design works for the Hamilton Gateway Business Park allow for about 23 land parcels ranging between 1,800m<sup>2</sup> and 6,800m<sup>2</sup> in size to allow a range of uses associated with construction, storage, manufacturing, fabrication, repairs and some professional goods and services. The proposed plan of subdivision also includes a 1,800m<sup>2</sup> drainage reserve to store stormwater run-off.

The project has been included in Council's Long Term Strategic Resources Plan. It is expected that all costs will be recouped through the sale of the land over the next 10 years based on current land sales and that the development will be a cost neutral exercise.

The process to complete the sale of this land is as follows:

- Council to give public notice of Council's intention to sell the land in the proposed Hamilton Industrial Estate under section 189 of the Local Government Act 1989 and invite public submissions on the proposed sale of land under Section 223 of the Local Government Act 1989;
- Council to obtain a valuation from a registered valuer of the lots for sale in accordance with Section 189 of the Local Government Act 1989; and
- A further report to be presented to Council at the end of the public submission period.

Site Plan showing location of the proposed Hamilton Industrial Estate, Hamilton



### Financial and Resource Implications

The tender for the Design and Construct of the Hamilton Gateway Business Park was awarded to Lake and Land Pty Ltd for a lump sum price of \$3,760,000.00 inclusive of GST.

Service costs to develop the land are estimated to be \$3.76 million with a State Government contribution through Regional Development Victoria (RDV) of \$500,000.00. These works include water supply, sewer, electricity, gas, telecommunications, drainage, road access and landscaping.

It is expected that all costs will be recouped through the sale of the land over the next 10 years based on current land sales and that the development will be a cost neutral exercise.

### Legislation, Council Plan and Policy Impacts

Section 189 of the Local Government Act 1989 related to the restriction on Council's power to sell land.

Council Policy relating to this report is the Asset Disposal Policy.

### Risk Management

The risk to Council is that if this land remains unsold long term regular maintenance and upkeep will need to be undertaken.

### Environmental and Sustainability Considerations

Council will have to maintain this land until sold by mowing regularly so that there is no fire hazard for the neighbouring properties.

## **Community Consultation and Communication**

Under Section 189 and section 223 of the Local Government Act 1989, Council will give public notice of its intention to sell the land in the proposed Hamilton Industrial Estate for a minimum of 28 days by a Notice published in the Hamilton Spectator and on Council's website.

## **Disclosure of Interests**

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

### **RECOMMENDATION**

That:

1. Council gives public notice of Council's intention to sell the land in the proposed Hamilton Industrial Estate under section 189 of the Local Government Act 1989 and invites public submissions for 28 days on the proposed sale of land under Section 223 of the Local Government Act 1989;
2. Council obtains a valuation, from a registered valuer, of the lots for sale in accordance with section 189 of the Local Government Act 1989; and
3. A further report is to be presented to Council at the end of the public submission period.

### **COUNCIL RESOLUTION**

**MOVED:** Cr Armstrong  
**SECONDED:** Cr Brown

**That:**

1. **Council gives public notice of Council's intention to sell the land in the proposed Hamilton Industrial Estate under section 189 of the Local Government Act 1989 and invites public submissions for 28 days on the proposed sale of land under Section 223 of the Local Government Act 1989;**
2. **Council obtains a valuation, from a registered valuer, of the lots for sale in accordance with section 189 of the Local Government Act 1989; and**
3. **A further report is to be presented to Council at the end of the public submission period.**

**CARRIED**

## 10.16 E-waste collection at transfer stations

**Directorate:** David Moloney, Director Shire Infrastructure  
**Author:** Kylie McIntyre – Sustainability Coordinator  
**Attachments:** None.

### Executive Summary

In July 2019 the Victorian Government introduced a landfill ban on all e-waste and made correct storage of E-waste mandatory. A 12-month grace period was allowed for sites without compliant storage facilities to transition to new arrangements or to become compliant. The Hamilton site is the only SGSC transfer station which meets the E-waste storage standard. Balmoral, Branxholme, Cavendish, Coleraine, Dunkeld, Glenthompson and Penshurst are still receiving E-waste but are not compliant.

Management of E-waste was discussed at the Ordinary Meeting of Southern Grampians Shire Council on 12 September 2018 where it was resolved that a report would be provided to Council with priority order of future locations for the disposal of e-waste in the Shire including budget considerations.

This report examines the cost of the roll out of compliant e-waste facilities at transfer stations.

It is recommended that a business case for E-waste collection at transfer stations be developed for consideration in the 2020-2021 budget.

### Discussion

Council operates eight transfer stations and e-waste (end-of-life electric and electronic items) has been received at all sites free of charge for several years. The e-waste is collected and processed in Hamilton by WDEAWorks (Western District Employment Access) as an employment scheme for local people with disabilities. Annually the amount of E-waste collected at Shire transfer stations is around 20 tonnes in total, at a cost of around \$4000 per year (currently Council pays \$0.20 per kg for collection). Televisions and computer equipment are recycled through the National Television and Computer Recycling Scheme (NTRCS) and this provides recyclers such as WDEAWorks with a further revenue stream.

On 1 July 2019 the Victorian Government introduced a landfill ban on all e-waste across the state and made correct storage of E-waste mandatory. To assist Southern Grampians Shire Council to comply with the new requirements (AS/NZS 5377:2013), Sustainability Victoria provided \$100,000 funding to construct a suitable E-waste storage shed at the Hamilton Transfer Station which was completed in April 2019. The Hamilton site is the only SGSC transfer station which meets the E-waste storage standard; Balmoral, Branxholme, Cavendish, Coleraine, Dunkeld, Glenthompson and Penshurst do not.

The key features of compliant e-waste storage are for items to be stored on an impermeable surface, to have a weatherproof covering and that measures are taken to prevent potentially hazardous material entering stormwater drainage. The area must be appropriately signed and controlled to prevent breakages, theft and vandalism. At present the seven non-compliant sites have E-waste stored out in the open, directly on the ground with no protection from the elements or from vandalism.

The Victorian EPA has allowed a 12 month grace period to transition to the new arrangements and if required allow Councils to get their non-compliant sites in order so that

by 1 July 2020 Council will have their new waste management processes in place. In order for the transfer stations to take e-waste they must have an upgraded e-waste. This report looks at the options and cost available for the remaining transfer stations.

The issues to consider are:

- Cost of upgrading the additional sites
- The likelihood of increased environmental damage caused by illegal dumping.

In order to provide compliant storage at the selected sites they would need to construct a shed, purchasing weatherproof receptacles or using shipping containers. The amount of E-waste is typically not very large at the outer transfer stations (see Table 1) so a shed much smaller than the one at Hamilton would be adequate. The Hamilton shed has a floor area of 180 square metres.

Table 1: Weight of E-waste collected at Council transfer stations during 2018-2019

Site	Kg e-waste collected	Period	Kg/month average
Dunkeld	820	10 months	82
Penshurst	140	3 months	47
Cavendish	480	8 months	60
Coleraine	Not recorded		
Branxholme	520	13 months	40
Balmoral	720	10 months	72
Glenthompson	1140	12 months	95
Hamilton	16230	12 months	1352

An option for Council to reduce the capital cost is to select a smaller number of sites to spread access across the Shire. For example this could mean providing infrastructure at Balmoral, Glenthompson and Penshurst.

Rather than constructing permanent storage structures for the E-waste at all the sites, the use of shipping containers is an option. These are quick to install and can be readily sold or moved elsewhere if no longer required in the future. Indicative prices have been sought for 20 ft. shipping containers (6m x 2.4 m) including delivery to each site and these are provided in Table 2.

Table 2: Cost estimates for compliant E-waste storage installations

Shipping container	Freight	Container	Installation	Signage	Subtotal	GST	Planning permit	Total
Dunkeld	\$ 1,050.00	\$ 2,800.00	\$ 300.00	\$ 200.00	\$ 4,350.00	\$ 435.00	\$ 199.90	\$ 4,984.90
Penshurst	\$ 1,000.00	\$ 2,800.00	\$ 300.00	\$ 200.00	\$ 4,300.00	\$ 430.00	\$ 199.90	\$ 4,929.90
Cavendish	\$ 1,200.00	\$ 2,800.00	\$ 300.00	\$ 200.00	\$ 4,500.00	\$ 450.00	\$ 199.90	\$ 5,149.90
Coleraine	\$ 1,350.00	\$ 2,800.00	\$ 300.00	\$ 200.00	\$ 4,650.00	\$ 465.00	\$ 1,147.80	\$ 6,262.80
Branxholme	\$ 1,500.00	\$ 2,800.00	\$ 300.00	\$ 200.00	\$ 4,800.00	\$ 480.00	\$ 199.90	\$ 5,479.90
Balmoral	\$ 1,350.00	\$ 2,800.00	\$ 300.00	\$ 200.00	\$ 4,650.00	\$ 465.00	\$ 1,147.80	\$ 6,262.80
Glenthompson	\$ 1,000.00	\$ 2,800.00	\$ 300.00	\$ 200.00	\$ 4,300.00	\$ 430.00	\$ 199.90	\$ 4,929.90
<b>Total</b>	<b>\$ 8,450.00</b>	<b>\$ 19,600.00</b>	<b>\$ 2,100.00</b>	<b>\$ 1,400.00</b>	<b>\$ 31,550.00</b>	<b>\$ 3,155.00</b>	<b>\$ 3,295.10</b>	<b>\$ 38,000.10</b>

So in summary Council's options are as follows:

Option	Benefits	Disadvantages
Option 1: Cease receiving E-waste at all non-compliant sites. All customers to be directed to Hamilton transfer Station.	No capital cost Hamilton Transfer Station is compliant to take e-waste.	Small towns will lose a service and residents may dispose of e-waste through illegal dumping. Likely to result in E-waste being put in garbage bin.



Option 2: Upgrade a small number of sites (eg. Balmoral, Penshurst and Glenthompson) by installing removable shipping containers for E-waste storage.	Smaller capital outlay than upgrading all seven sites.  Provides greater access to e-waste than Option 1.	Some small towns will lose a service and residents may dispose of e-waste through illegal dumping. Likely to result in E-waste being put in garbage bin, leading to increased waste disposal cost.
Option 3: Upgrade all seven sites by installing removable shipping containers for E-waste storage.	Will raise all sites to compliance. Will service entire community. Will demonstrate to community that Council takes its environmental responsibilities seriously. Should prevent an increase in illegal dumping and minimise E-waste in the garbage stream (landfill).	Increased capital cost. Increase in operational costs due the separation and transport of waste into Hamilton

Option 2 and 3 involve the installation of shipping containers at the transfer stations for storage of E-waste. The works should be completed in the current financial year so that the sites are compliant by 1 July 2020.

If Council decides to not upgrade the transfer stations to receive E-waste at the outer transfer stations, Council will undertake communication to the community in regards to the E-Waste Ban and the need to bring e-waste to the Hamilton site.

### **Financial and Resource Implications**

If all seven sites are to be serviced the total cost would be around \$38,000 or a smaller number of sites could be serviced for around \$5000-\$6000 per site. Locations where the transfer station is close to a residential zone will be subject to a higher planning permit fee (\$1147.80) than those which are in the Farming Zone (\$199.90).

There are no additional legal or other specialist costs arising from the recommendations, and there are no known financial risks. Money has not been allocated in the 2019/20 budget. At this point we are not aware of any external funding available for this purpose.

The ongoing costs to Council for collection and processing of e-waste are unlikely to change if collection sites are provided at each transfer station because the volume of e-waste will not be affected. However costs are likely to increase due to external factors such as the difficulty of recycling certain waste streams and transport costs. Council has already introduced a charge for non- NTCRS items in order to offset these costs.

### **Legislation, Council Plan and Policy Impacts**

The Victorian Waste Management Policy (E-waste) No. G26, Gazette 28/06/2018 is the policy driving the E-waste to landfill ban. This policy came into operation on 1 July 2019.

Relevant sections of the Council Plan 2017-21:

1.2.1 Provide appropriate, accessible and equitable Council services, facilities and activities

4.2.3 Ensure protection of the environment and the community through appropriate regulations and collaboration with other government agencies

4.3.1 Examine and provide comprehensive waste collection services including incentives to maximise community awareness and participation in waste diversion strategies

### **Risk Management**

The Hamilton Transfer Station is already compliant to take e-waste so there is no risk that Council will contravene the Ban on E-waste by taking the stream as it is.

The benefit to the community of servicing all sites is that residents can continue to dispose of their E-waste in a convenient manner at their closest transfer station.

There will be no need for any different education or communication, other than what is already taking place. There will be no difference to the collection agency (WDEAWorks). There are no additional risks.

The current mode of storage is unsafe and illegal, and the amnesty period for non-compliant E-waste storage will be ending on 30 June 2020. If the seven sites are not going to be made compliant, residents will be provided with a reasonable period of notice.

### **Environmental and Sustainability Considerations**

The benefit to the environment of servicing all sites is that E-waste will be correctly stored and there will be a reduced risk of contamination from mercury, acids or other dangerous or toxic materials to soil and water. Illegal dumping should be minimised by providing convenient access to E-waste disposal for all residents.

### **Community Consultation and Communication**

There has been no community consultation to date relating to storage of E-waste at the seven Council owned sites.

Council will need to communicate the management process of e-waste to the residents who will be affected and this should be done through local media, social media and by written and verbal notice to customers at the affected transfer stations.

### **Disclosure of Interests**

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

**RECOMMENDATION**

It is recommended that a business case for E-waste collection at transfer stations be developed for consideration in the 2020-2021 budget.

**COUNCIL RESOLUTION**

**MOVED:** Cr McAdam  
**SECONDED:** Cr Rainsford

**It is recommended that a business case for E-waste collection at all Shire transfer stations be developed for consideration in the 2020-2021 budget.**

**CARRIED**

## 10.17 Chief Executive Officer – Annual Leave

**Directorate:** Michael Tudball, Chief Executive Officer  
**Author:** Michael Tudball, Chief Executive Officer  
**Attachments:** None.

### **Executive Summary**

This report requests noting of the Chief Executive Officer taking annual leave in January 2020, and the appointment of Mr Andrew Goodsell, Director Planning and Development, as the Acting Chief Executive Officer.

### **Discussion**

It is requested that the Council note the CEO's annual leave for the period Thursday 16 January to Friday 24 January 2020 inclusive and the Acting Chief Executive Officer is recommended as Mr Andrew Goodsell, Director Planning and Development.

### **Financial and Resource Implications**

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

### **Legislation, Council Plan and Policy Impacts**

Under the Local Government Act 1989 Council must appoint a Chief Executive Officer and others in an acting capacity as and when required.

### **Risk Management**

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

### **Environmental and Sustainability Considerations**

There are no Environmental and Sustainability Considerations.

### **Community Consultation and Communication**

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

### **Disclosure of Interests**

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

### RECOMMENDATION

1. That the CEO, Michael Tudball's annual leave for the period Thursday 16 January 2020 to Friday 24 January 2020 inclusive, be noted.
2. That Mr Andrew Goodsell, Director Planning and Development be appointed Acting CEO for the period 16 January 2020 to 24 January 2020 inclusive.

### COUNCIL RESOLUTION

**MOVED:** Cr Brown  
**SECONDED:** Cr Calvano

1. That the CEO, Michael Tudball's annual leave for the period Thursday 16 January 2020 to Friday 24 January 2020 inclusive, be noted.
2. That Mr Andrew Goodsell, Director Planning and Development be appointed Acting CEO for the period 16 January 2020 to 24 January 2020 inclusive.

**CARRIED**

## 11. Notices of Motion

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

## 12. Delegated Reports

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

### 12.1 Municipal Emergency Management Planning Committee (MEMPC)

Cr McAdam reported on his attendance at the MEMPC Meeting held on 5 December.

### 12.2 Barwon South West Resource Recovery Group (BSWRRG)

Cr Rainsford reported on her attendance at the BSWRRG Local Government Forum on 21 November 2019.

## 13. Mayors and Councillors Reports

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

The Mayor, Cr Chris Sharples and All Councillors formally acknowledged the passing of Dr Geoffrey Handbury AO and recognised the profound effect Mr Handbury has had on this and surrounding communities through his wisdom, passion and the generosity of The Geoff and Helen Handbury Foundation. He will be sorely missed.



## 14. Confidential Matters

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

## 15. Close of Meeting

This concludes the business of the meeting.

Meeting closed at 7:47 pm.

Confirmed by resolution 12 February 2020.

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Chairperson