



Southern Grampians
SHIRE COUNCIL

Council Meeting Minutes

Ordinary Meeting
11 March 2020

Held at 5.30pm in the
Woodhouse-Nareeb Soldier Settler Hall,
Woodhouse

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The Meeting opened at 5.30pm

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. Welcome and Acknowledgement of Country

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

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

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

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

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

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

3. Prayer

Cr Calvano led the meeting in a prayer.

4. Apologies

Nil.

5. Confirmation of Minutes

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 12 February 2020 be confirmed as a correct record of business transacted.

COUNCIL RESOLUTION

MOVED: Cr Brown
SECONDED: Cr McAdam

That the Minutes of the Ordinary Meeting of Council held on 12 February 2020 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.

There were no Questions on Notice listed on tonight's agenda.

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:

- Kurtzes Road – 31 January 2020
- Councillor Briefing Session – 12 February 2020
- Audit and Risk Committee – 18 February 2020
- Gallery Tour – 23 February 2020
- Councillor Briefing Session – 26 February 2020

This agenda was prepared on 2 March 2020. 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 Rainsford
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	
Title:	Kurtzes Road
Date:	Friday, 31 January 2020
Location:	Brown Street Conference Room
Councillors in Attendance:	Cr Sharples, Cr Brown, Cr Armstrong, Cr Rainsford
Council Staff in Attendance:	David Moloney

The Assembly commenced at 2.30pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Kurtzes Road Upgrade – community members presentation	Nil

The Assembly concluded at 3.30pm

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Council Briefing Session
Date:	12 February 2020
Location:	MJ Hynes Auditorium
Councillors in Attendance:	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
Council Staff in Attendance:	Michael Tudball, Chief Executive Officer Evelyn Arnold, Director Community and Corporate Services David Moloney, Director Shire Infrastructure Andrew Goodsell, Director Planning and Development

The Assembly commenced at 2:15pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Matters Raised by Council	Nil
2	Great South Coast Regional Development Partnership – Future Involvement	Nil
3	VPA Regional Housing Strategy	Nil
4	Workshop HRLX – Skills Based Board and Fees	Nil

The Assembly concluded at 5:00pm

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Audit & Risk Committee Meeting
Date:	18 February 2020
Location:	Martin J Hynes Auditorium
Councillors in Attendance:	Cr Katrina Rainsford
Council Staff in Attendance:	Mr Michael Tudball, CEO Ms Evelyn Arnold, Director Community & Corporate Services Ms Belinda Johnson, Manager Finance Mr Darren Barber, Manager Organisational Development Ms Kara Winderlich, Risk Management Coordinator Mr Rohit Srivastava, Manager Assets Mr Nadine Rhook, EA to Director Community & Corporate Services

The Assembly commenced at 1.30pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Welcome	Nil
2	Apologies	Nil
3	Conflict of Interest	Nil
4	Confirmation of Previous Minutes	Nil
5	Summary Table of Outstanding Matters	Nil
6	External Audit – Progress of Outstanding Items	Nil
7	Review External Auditors Proposed Audit Strategy	Nil
8	Internal Audit – Overall Progress	Nil
9	Internal Audit – Building Maintenance – Final Report	Nil

10	Progress Report of Completed Internal Audit Actions (Interplan) – Customer Service & Complaints, Contract Management, Risk Management & Waste Management, Asset Management & Road Maintenance	Nil
11	Internal Audit Scope	Nil
12	Review Internal Audit Charter	Nil
13	Standard Statements	Nil
14	Compliance Framework	Nil
15	OHS Report	Nil
16	VAGO Report – Fraud & Corruption Control – Local Government	Nil
17	Implementation of Local Government Act	Nil
18	VAGO, Ombudsman, IBAC Reports	Nil
19	Risk Management Framework	Nil
20	General Business	Nil
21	Next Meeting	Nil
22	Committee in Camera	Nil

The Assembly concluded at 3.02pm

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Gallery Tour
Date:	23 February 2020
Location:	Various
Councillors in Attendance:	Cr Chris Sharples, Mayor Cr Colin Dunkley, Deputy Mayor Cr Greg McAdam
Council Staff in Attendance:	Michael Tudball, Chief Executive Officer

The Assembly commenced at 10:00am

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Daylesford Convent Gallery	Nil
2	Ballarat Art Gallery	Nil

The Assembly concluded at 4:00pm

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Council Briefing Session
Date:	26 February 2020
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Chris Sharples, Mayor Cr Colin Dunkley, Deputy Mayor Cr Mary-Ann Brown Cr Albert Calvano Cr Greg McAdam Cr Katrina Rainsford
Council Staff in Attendance:	Michael Tudball, Chief Executive Officer Evelyn Arnold, Director Community and Corporate Services David Moloney, Director Shire Infrastructure Andrew Goodsell, Director Planning and Development

The Assembly commenced at 12:30pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Matters Raised by Council	Nil
2	Economic Migration Project	Nil
3	Great South Coast Economic Future	Nil
4	Capital Works Update – End of February	Nil
5	Council Meetings Policy	Nil
6	Election Period Policy Review	Nil
7	Purchase FOGO Bins	Nil
8	Roll Out FOGO Bins – Variation to Kerbside Contract	Nil
9	Industrial Estate – Road Naming	Nil

10	Industrial Estate – Sale of Land	Cr Rainsford declared a direct conflict of interest and left the room.
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The Assembly concluded at 5:00pm

10. Management Reports

10.1 Audit and Risk Committee - Minutes

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Evelyn Arnold, Director Community & Corporate Services
Attachments: 1. Minutes – 18 February 2020

Executive Summary

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

Discussion

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.

Legislation, Council Plan and Policy Impacts

The Local Government Act 1989 section 139.

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 for the Audit and Risk Committee meeting held on 18 February 2020 be noted.

COUNCIL RESOLUTION

MOVED: Cr Rainsford
SECONDED: Cr McAdam

That the Minutes for the Audit and Risk Committee meeting held on 18 February 2020 be noted.

CARRIED

10.2 Review of Council Policies

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Karly Saunders, Governance Coordinator
Attachments: 2. Council Policy Listing
 3. Council Policies for Rescission

Executive Summary

An objective of the current Council Plan is a review of all Council policies and finalise a framework for future review and reporting.

An updated policy listing has been prepared to provide detailed information regarding the range of Council policies currently in operation.

The list also details a number of policies which have been reviewed by Directorates and are recommended for rescission.

Discussion

This report briefly outlines the process undertaken to identify all of Councils policies and determine which policies are still considered necessary and which policies are recommended for rescinding. Once the final policy listing has been noted, updating of all remaining policies will commence.

Each Directorate has worked with the Governance team to identify all policies in operation and determine the following:

- Whether the objectives of the policy are being achieved
- Whether any amendments to the policy are required
- Whether the policy should continue to apply or be revoked

Although policies are reviewed periodically and in line with legislative change, the last major policy review took place in 2014 and as a result, the overarching policy listing has become outdated.

At the beginning of this review, 59 Council policies were identified. As a result of consultation with Directorates, 22 policies have been recommended for rescinding by Council and four additional policies are being developed, this results in a final figure of 41 Council policies.

The below table provides information regarding the Council policy review:

	Before Review	After Review	# of new policies	# of policies to be revoked
Council Policies	59	41	4	22

The major aim of the review is to ensure Council policies are fit for purpose, up-to date and to reduce the number of policies in operation. The review will also see the implementation of naming conventions and policies being grouped by directorate function. This will allow a more user friendly experience for Councillors, staff and the public when accessing and searching for policies on the internet.

The policy review will also see the implementation of a reporting system, through the use of CAMMS, to ensure timely review of policies moving forward.

Policies cover a broad range of issued and have largely been adopted and added to the Policy Manual on an 'as required' basic. One of the aims of the policy review is to reduce the number of polices in operation and question the relevance and necessity of the policy.

This has resulted in 22 policies being identified for rescinding.

The following provides an overview of why certain policies are being recommended for rescinding:

- Amendments to legislation - 1
- Unnecessary / unused - 3
- Policies replaced by Procedures - 1
- Superseded by a more recent policy or strategy - 6
- Merging of policies - 11

Details about specific policies are detailed in the attached policy listing,

Legislation, Council Plan and Policy Impacts

The Policy Review is a current action in the Council Plan.

Further, Council is required by legislation to have specific policies, such as Procurement, Councillor Expenses, Equal Opportunity, timely review of these policies provides assurance that they are current and in line with legislative changes.

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 updated Council Policy Listing; and
2. Rescind the 22 Council policies as outlined in the attached policy listing.

COUNCIL RESOLUTION

MOVED: Cr Brown
SECONDED: Cr Dunkley

That Council:

1. **Note the updated Council Policy Listing; and**
2. **Rescind the 22 Council policies as outlined in the attached policy listing.**

CARRIED

10.3 Election Period Policy

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Karly Saunders, Governance Coordinator
Attachments: 4. Election Period Policy

Executive Summary

Section 93B of the *Local Government Act 1989* (the Act) requires Council to prepare, adopt and maintain an Election Period Policy in relation to procedures to be applied by Council during the election period for a general election.

Discussion

Council's current policy was developed for the 2016 election and has been reviewed and updated for the 2020 Local Government Elections.

The Election Period will commence 22 September – 6pm 24 October 2020.

During the election period, Councillors and Council officers are subject to a variety of restrictions in relation to:

- Major Policy Decisions
- Decision-making
- Information Provision
- Media
- Publications
- Council events
- Public consultation

Council's policy has been reviewed and updated. The only changes made are in relation to formatting, providing a broader context to the abovementioned restrictions and amending the dates to reflect the 2020 local government election and the election period preceding it.

Financial and Resource Implications

This report has no financial nor resource implications.

Legislation, Council Plan and Policy Impacts

Council Plan 2017 -21

5.1 Provide transparent and responsible governance

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

Meets the requirements of the *Local Government Act 1989*, specifically sections 93A, 93B, 93B(3) and 55D.

Risk Management

N/A

Community Consultation and Communication

Section 93B(4) states that a copy of Council's Election Period Policy must:

- a) be given to each Councillor as soon as practicable after it is adopted;
- b) be available for inspection by the public at the Council office and any district offices;
and
- c) be published on the Council's Internet website.

Once the Policy is adopted, Council's Governance Coordinator will ensure that the above is completed.

Further to this all Council staff will be advised of the changes in the Policy and training provided to ensure that they understand the restrictions placed on Council during the election period.

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 Election Period Policy.

COUNCIL RESOLUTION

MOVED: Cr Brown
SECONDED: Cr McAdam

That Council adopt the Election Period Policy.

CARRIED

10.4 Council Meetings Policy

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Karly Saunders, Governance Coordinator
Attachments: 5. Council Meetings Policy

Executive Summary

The purpose of this report is to seek Council resolution to adopt the Council Meetings Policy.

Discussion

The purpose of the Council Meetings policy is to amalgamate the three policies relating to Council meetings into one succinct policy.

The following three policies will be combined:

- Council Meeting Agenda Policy
- Recording of Council Meetings Policy
- Public Interactions with Council Policy

Combining the three policies will enable the public, staff and Councillors to easily access one policy relating to Council meetings, as opposed to three separate policies.

The changes to the content as a result of combining the policies include:

- Information regarding the live streaming of Council Meetings
- Information regarding the Chair notifying the gallery they are being audio recorded / videoed, this ensures compliance with *Privacy and Data Protection Act 2014* with regards to the collection of personal information
- Information regarding signs being displayed in the gallery (or alternate venues e.g. meetings in other townships) advising attendees they may be captured on film or audio recording.

Financial and Resource Implications

This report has no financial nor resource implications.

Legislation, Council Plan and Policy Impacts

Council Plan 2017 -21

5.1 Provide transparent and responsible governance

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

Meets the requirements of the *Privacy and Data Protection Act 2014* with regards to collection of personal information.

Risk Management

N/A

Community Consultation and Communication

The policy will be made publicly available on the 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 Council:

1. Adopt the Council Meetings Policy;
2. Rescind the Council Meetings Agenda Policy;
3. Rescind the Recording of Council Meetings Policy; and
4. Rescind the Public Interactions with Council Policy.

MOTION

MOVED: Cr McAdam
SECONDED: Cr Brown

That Council:

1. **Adopt the Council Meetings Policy;**
2. **Rescind the former Council Meetings Agenda Policy;**
3. **Rescind the former Recording of Council Meetings Policy; and**
4. **Rescind the former Public Interactions with Council Policy.**

THE MOTION WAS PUT AND LOST

COUNCIL RESOLUTION

MOVED: Cr Calvano
SECONDED: Cr Dunkley

That Council:

1. **Adopt the Council Meetings Policy;**
2. **Rescind the Council Meetings Agenda Policy;**
3. **Rescind the Recording of Council Meetings Policy; and**
4. **Rescind the Public Interactions with Council Policy.**

CARRIED

10.5 Update on the Progress of the 2019-2020 Capital Works Program

Directorate: David Moloney, Director Shire Infrastructure
Author: David Moloney, Director Shire Infrastructure
Attachments: None

Executive Summary

The capital program forms a significant proportion of Council's budget. In 2019-2020, over \$23M was allocated to capital works projects across the Shire with this being forecast to just over \$24M with deferred and carry forward projects. This report indicates the progress to date on the capital works program. Assessments of the capital program delivery is to the 31 January 2020 and compares actual and forecast targets.

Southern Grampians Shire Council has started 142 projects with 15 of those now complete. This equates to 91% of the capital works program started with 9.6% complete for the 2019-2020 FY.

This report is for noting by the Council.

Discussion

The capital program forms a significant proportion of Council's budget. In 2019-2020, over \$23M has been allocated to capital works projects across the Shire. Previous advice to Council has seen several projects deferred including Cox Street which was forecast to send \$3M in the FY. The works included:

- Road and Bridge Upgrades
- Footpaths
- Playgrounds
- Building Maintenance
- Culverts
- Kerb and Channel
- Recreation Centres and Facilities
- Cox Street Upgrade
- Industrial Land Project
- Landfill Projects
- Livestock Exchange Roof

Council has secured several funding sources to assist with the capital required to maintain its assets. These include:

1. Roads to Recovery (Federal Government) \$2.3M
2. Fixing Country Roads (State Government) \$1.35M
3. Black Spot Funding (Federal Government) \$260,000

These funding sources have enabled Council to undertake additional projects in order to minimise the increase in the asset backlog.

The aim of the capital program is to provide targeted funding on projects to maintain or improve Council's infrastructure, assets and services. The review of the progress is important to ensure that the projects are delivered. This report looks at the actual delivery of the 2019-2020 capital program to the end of January 2020.

After Council adopted the 2019-2020 budget, Council Officers forecast the capital program for the following criteria:

1. Forecast project start date
2. Forecast project finish date
3. Forecast expenditure

Each month staff update the progress of their projects and charts are developed to monitor the progress of the program.

Time

The 2019-2020 Budget listed 156 projects to be delivered across the range of areas listed above. These projects range from \$10,000 to \$4.5M.

Figure 1, Project Start Dates, shows a comparison between the forecast start date for projects and the actual start dates for projects.

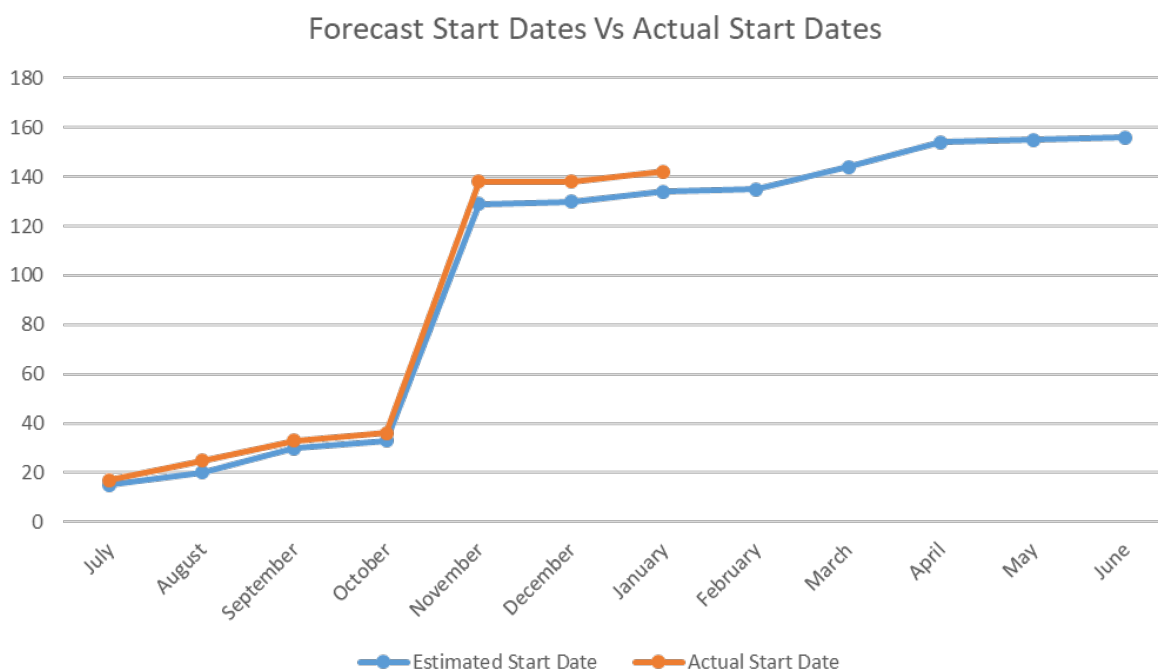


Figure 1 Project Start Dates

Figure 1 shows that Council is tracking to forecast on projects started. This figure excludes excluding those projects which were deferred.

Figure 2, Project finish dates, shows the forecast finish dates for projects against the actual finish dates. Figure 2 shows Council is tracking below on the completion of projects to forecast. Council forecast to complete 27 projects by January 2020 and actually completed 15. It is expected though there will be a pickup in completed projects in February.

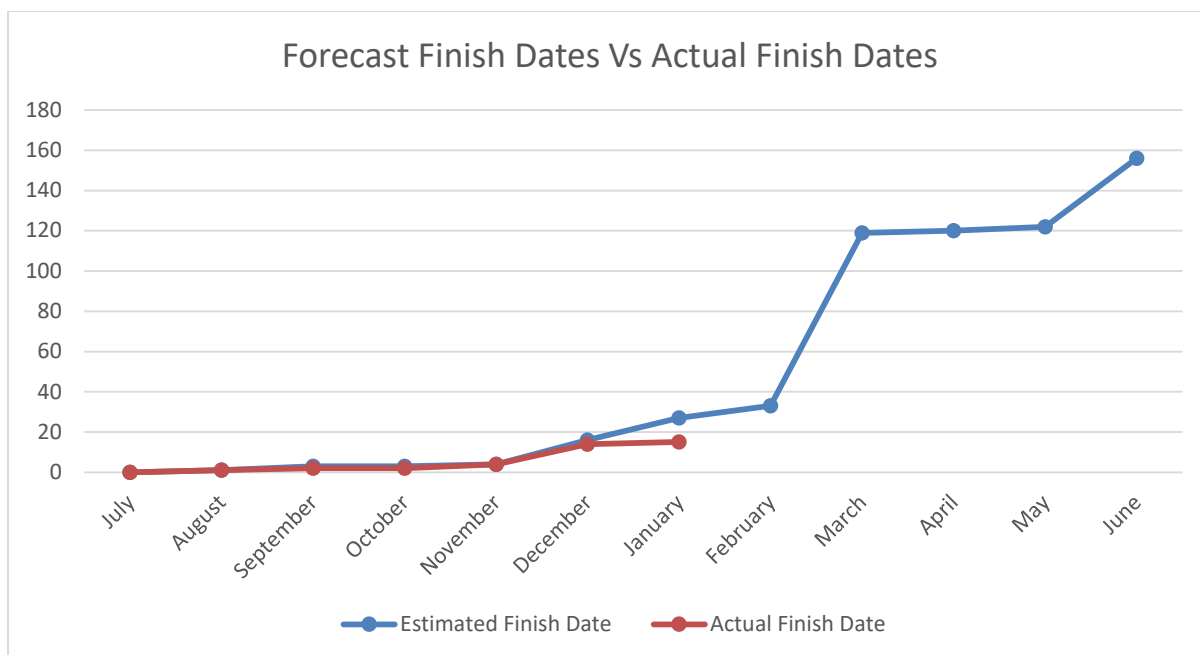


Figure 2 Project finish dates

Figure 3, Forecast Expenditure vs Actual Expenditure, shows the forecast expenditure vs the actual expenditure on projects. Figure 3 shows that expenditure is relatively low when compared to the budget forecast.

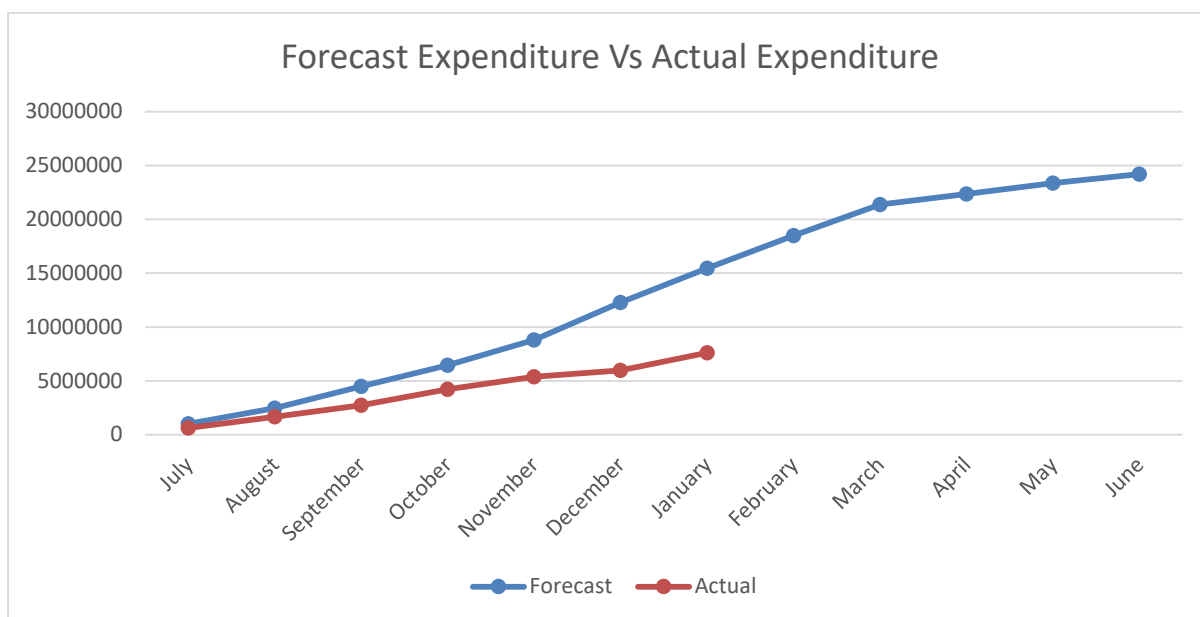


Figure 3 Forecast Expenditure vs Actual Expenditure

Project Status	Actual	Planned
Not Started	14	22
Started	142	134
Completed	15	27
Deferred	4	4

Figure 4 Project Status Summary

Figure 4, Project Status Summary, shows the program against the planned program delivery.

Overall, there has been significant progress made in the past 6 months with regards to delivering the capital works program. Council has put significant effort in to getting an early delivery of the capital program.

The major area of improvement has been in the early letting of contracts for works within the program. This has led to a significant uplift in projects being started earlier than previously done.

	Annual Budget	Proposed Budget	Actuals	Forecast to 31/1/2020
Budget Amount	\$ 23,445,707	\$ 24,202,972	\$ 7,599,100	\$ 15,452,947.9

Actuals	\$ 7,599,100
Under Contract	\$ 6,846,311
Works Department	\$ 4,842,571
Ventures	\$ 2,053,045
Assets	\$ 1,530,781
Other Projects	\$ 1,236,785
Total	\$ 24,108,592

Figure 5 Project Value breakdown

Figure 5 shows that while only \$7.6M has been expended to date there is another \$6.8M in contracts already let for works to be delivered along with a further \$4.8M from the Works department.

There has been significant projects start or about to start after the end of January 2020 including the Dunkeld Arboretum Dam Wall (\$1.2M), King St Roundabout (\$300K) and the HILAC Court renewal (\$410K), to name a few.

Council has now let contracts for all the bridge renewals and major culvert that were required. Major projects such as the Industrial Estate continue to progress and a plan has been developed for delivery the heavy fleet program.

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:

- Southern Grampians Shire Council – 2017-2021 Council Plan and;
- 2019-2020 Southern Grampians Shire Council Budget.

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

The progress report into the delivery 2019-2020 Capital Program is received by Southern Grampians Shire Council.

COUNCIL RESOLUTION

MOVED: Cr Dunkley
SECONDED: Cr Rainsford

The progress report into the delivery 2019-2020 Capital Program is received by Southern Grampians Shire Council.

CARRIED

10.6 Proposed Road Naming – Hamilton Industrial Estate, 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 Estate 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 local 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.

At the December 11 2019 meeting, it was resolved that Council gives public notice by advertising these proposed names for a period of 28 days by placing an advertisement 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 and that Council contact family members of the person being commemorated seeking their consent where practical.

This proposal was under public notice from 14 December 2019 to 31 January 2020.

As at 31 January 2020 the close of the public submission period, Council had not received any submissions relating to this proposal.

It is recommendation that Council:

1. Adopt the following road names for the roads in the Hamilton Industrial Estate; Road R1 (east to west) to be named Mott Road, Road R1 (north to south) to be named Walter Road, Government road to be named Slorach Road and Road R1 (service road) to be named Drummond Road; and
2. Lodge this road naming proposal with the Office of Geographic Names (OGN); and
3. Delegate authority to the Chief Executive Officer to execute all the necessary processes required for the road naming process for the Hamilton Industrial Estate.

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 23 land parcels ranging between 1,800m² and 6,800m² 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 a gap 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 naming of the roads on this land is as follows:

- Council to consider public submissions received after the close of the public notice period;
- That having given public notice of these road name proposals and having received no submissions, Council resolves to formally accept the following names for the roads in the Hamilton Industrial Park; Road R1 (east to west) to be named Mott

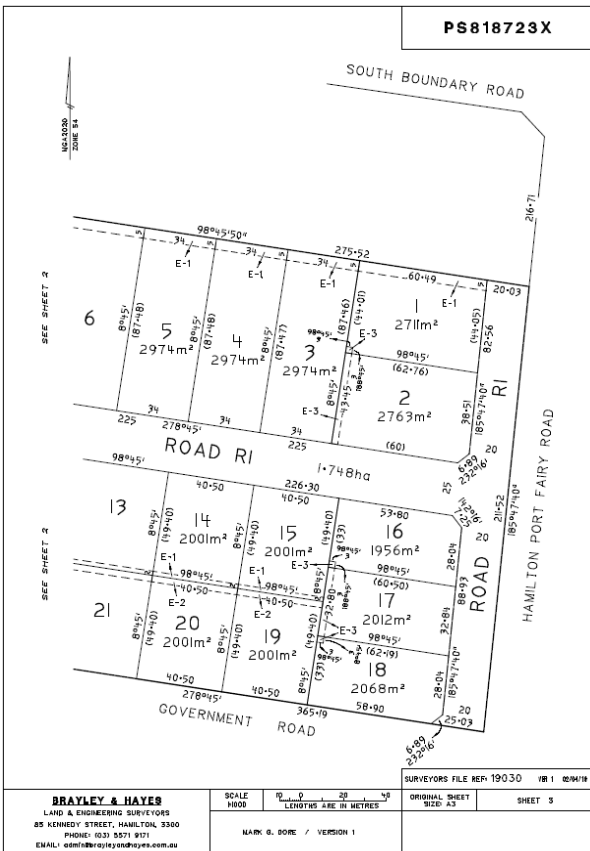
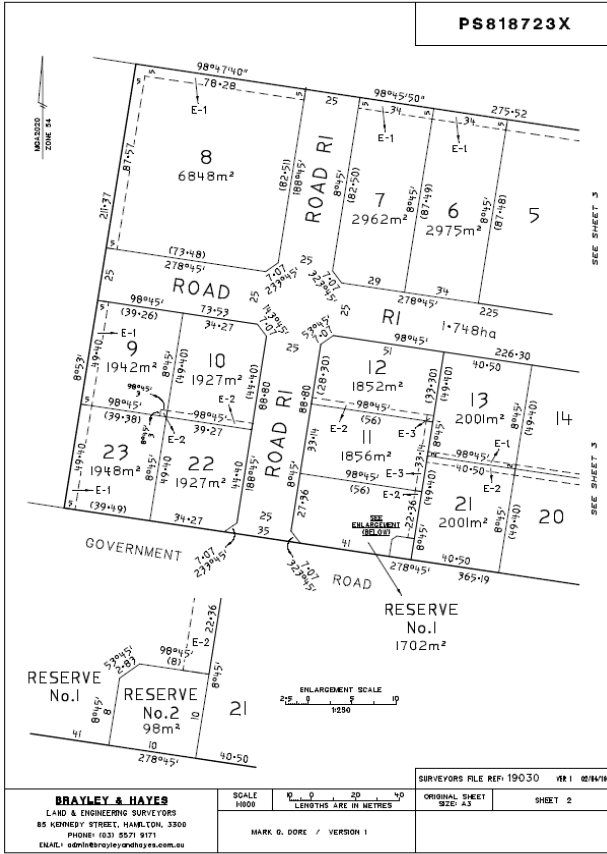
Road, Road R1 (north to south) to be named Walter Road, Government road to be named Slorach Road and Road R1 (service road) to be named Drummond Road;

- Council lodges this road naming proposal with the Office of Geographic Names (OGN); and
- Council delegates authority to the Chief Executive Officer to execute all the necessary processes relating to the road naming process for the Hamilton Industrial Estate.

Site Plan showing proposed road names for the Hamilton industrial estate



Plan of subdivision



Financial and Resource Implications

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

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.

Council gave 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.

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

Council gave 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. No submissions were received on this matter.

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. Council officers were able to get in touch with three out of the four families to seek consent to name these roads after their deceased family members.

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. Adopt the following road names for the roads in the Hamilton Industrial Estate; Road R1 (east to west) to be named Mott Road, Road R1 (north to south) to be named Walter Road, Government road to be named Slorach Road and Road R1 (service road) to be named Drummond Road; and
2. Lodge this road naming proposal with the Office of Geographic Names (OGN); and
3. Delegate authority to the Chief Executive Officer to execute all the necessary processes required for the road naming process for the Hamilton Industrial Estate.

COUNCIL RESOLUTION

MOVED: Cr McAdam
SECONDED: Cr Rainsford

That Council:

1. **Adopt the following road names for the roads in the Hamilton Industrial Estate; Road R1 (east to west) to be named Mott Road, Road R1 (north to south) to be named Walter Road, Government road to be named Slorach Road and Road R1 (service road) to be named Drummond Road; and**
2. **Lodge this road naming proposal with the Office of Geographic Names (OGN); and**
3. **Delegate authority to the Chief Executive Officer to execute all the necessary processes required for the road naming process for the Hamilton Industrial Estate.**

CARRIED

10.7 Sale of Land – Hamilton Industrial Estate, Hamilton-Port Fairy Road, Hamilton

Directorate: David Moloney, Director Shire Infrastructure
Author: Tendai 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).

At the December 11 2019 meeting, Council resolved 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 invites public submissions for 28 days on the proposed sale of land under Section 223 of the Local Government Act 1989. This proposal was under public notice from 14 December 2019 to 31 January 2020.

Under Section 189(b) of the Local Government Act 1989, Council also engaged Opteon Valuers to carry out a valuation of this land and give a sale value for each of the lots. Council has now been provided with this report by Opteon.

As at 31 January 2020 the close of the public submission period, Council had not received any submissions relating to this proposal.

It is recommended that Council;

1. Authorise the sale of the twenty three (23) lots of land within the Hamilton Industrial Estate; and
2. Delegates authority to the Chief Executive Officer to execute all the necessary processes required to enable the sale and transfer of land for the Hamilton Industrial Estate.

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 1,800m² and 6,800m² 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 1,800m² 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 consider public submissions received after the close of the public notice period.
- That having given public notice of its intention to sell the land and having received no submissions, Council resolves to sell the land relevant to the Hamilton Industrial Estate.
- Council to delegate authority to the Chief Executive Officer to execute all paperwork necessary for the sale and transfer of the land relevant to the Hamilton Industrial Estate.

Hamilton Industrial Estate Site Plan



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.

Fees associated with engaging a valuer and obtaining a valuation report are approximately \$2,500 plus GST.

Agent fees will also be incurred in the sale of the land.

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 Section 189 and 223 of the Local Government Act 1989, Council advertised and gave public notice of its intention to sell the land relevant to the Hamilton Industrial Estate for a minimum of 28 days by a Notice published in the Hamilton Spectator on 14 December 2019.

Under Section 189(b) of the Local Government Act 1989, Council has also obtained a valuation for each of the blocks within the estate.

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 of the Local Government Act 1989, Council gave public notice of its intention to sell the land relevant to the Hamilton Industrial Estate for a minimum of 28 days by a Notice published in the Hamilton Spectator and on Council's website on 14 December 2019. Under Section 223 of the Local Government Act 1989, Council invited public submissions on the proposal to sell this land. No submissions were received on this matter.

Under Section 189(b) of the Local Government Act 1989, Council obtained a valuation for each of the blocks within the estate.

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. Authorise the sale of the twenty three (23) lots of land within the Hamilton Industrial Estate; and
2. Delegates authority to the Chief Executive Officer to execute all the necessary processes required to enable the sale and transfer of land for the Hamilton Industrial Estate.

COUNCIL RESOLUTION

MOVED: Cr Brown
SECONDED: Cr Calvano

That Council:

1. Authorise the sale of the twenty three (23) lots of land within the Hamilton Industrial Estate; and
2. Delegates authority to the Chief Executive Officer to execute all the necessary processes required to enable the sale and transfer of land for the Hamilton Industrial Estate.

CARRIED

11. Notices of Motion

11.1 Notice of Motion #2/20

Cr Rainsford

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 11 March 2020

MOTION

That Southern Grampians Shire Council Public Asset Advisory Committees be established, modelled on the long standing and successful Hamilton Regional Livestock Exchange Advisory Committee.

That Southern Grampians Shire Council

1. Formally include councillors in community engagement establishing Advisory Committees for major community public assets including but not exclusive to Pedrina Park, The Hamilton Showgrounds, HILAC, the Hamilton Botanic Gardens and Lake Hamilton.
2. That Southern Grampians Shire councillors chair the user group Advisory Committee forums, work with council, council officers and community representatives to develop a charter and appropriate advisory committee membership.
3. That these standing Advisory Committees will meet as regularly to be effective and reflect the complexity of any development projects or master planning being undertaken for that public asset.

Background

In the last five years Southern Grampians Shire Council and community have been inundated with consultancies, masterplans, listening posts and community engagement.

However our wheels of progress have been spinning on the wealth of reports. User groups have not been meeting, and the agenda is controlled by council officers, often a new face every year, rather than driven by local community members with skin in the game and a wealth of knowledge and enthusiasm for their area of interest.

The recent Pedrina Park Masterplan and Hamilton Showgrounds Masterplans have lacked broad User group and community endorsement.

It's time to fix this problem, for councillors to become more engaged in the consultation, then we will achieve well developed, broadly supported asset development plans for the officers and executive to implement.

The new Local Government Bill may require more work on the implementation of the intent of this motion. The intent is to have Councillors formally at the table when community groups are consulted on council asset management and development. That community consultation is not seen as purely operational without direct involvement of the community elected representatives, the Councillors.

Then Southern Grampians will truly become

“Innovative Respectful Collaborative Trusting Empowering

A well connected, dynamic Regional Centre, supporting a vibrant, healthy and inclusive community”

Officers Comments

The new Local Government Bill 2019 is expected to pass into law by the end of March 2020. This will require a review of all current committees. As part of this review process Council will receive a comprehensive briefing on, the required changes and best practise options to ensure any committees established comply with the Act. This process will also allow for a review of the most effective and efficient engagement model to ensure key assets are managed to meet the current and future needs of the Southern Grampians community.

MOTION

MOVED: Cr Rainsford

That Southern Grampians Shire Council Public Asset Advisory Committees be established, modelled on the long standing and successful Hamilton Regional Livestock Exchange Advisory Committee.

That Southern Grampians Shire Council

- 1. Formally include councillors in community engagement establishing Advisory Committees for major community public assets including but not exclusive to Pedrina Park, The Hamilton Showgrounds, HILAC, the Hamilton Botanic Gardens and Lake Hamilton.**
- 2. That Southern Grampians Shire councillors chair the user group Advisory Committee forums, work with council, council officers and community representatives to develop a charter and appropriate advisory committee membership.**
- 3. That these standing Advisory Committees will meet as regularly to be effective and reflect the complexity of any development projects or master planning being undertaken for that public asset.**

MOTION lapsed for WANT of a SECONDER

12. Delegated Reports

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

12.1 HAMILTON REGIONAL LIVESTOCK EXCHANGE COMMITTEE

Cr McAdam reported on his attendance at the HRLX Committee meeting held on 2 March 2020.

12.2 MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (MEMPC)

Cr McAdam reported on his attendance the MEMPC meeting held on 5 March 2020

12.3 AUDIT AND RISK COMMITTEE

Cr Rainsford reported on her attendance at the Audit and Risk Committee held on 18 February.

12.4 GREAT SOUTH COAST GROUP

Cr Sharples reported on his attendance at Federal Parliament in Canberra as a member of the Great South Coast Group.

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.

14. Confidential Matters

RECOMMENDATION

That the following item be considered in closed council as it deals with matters specified in Section 89(2)(d) of the *Local Government Act 1989*.

14.1 Purchase FOGO Bins

COUNCIL RESOLUTION

MOVED: Cr Calvano
SECONDED: Cr Brown

That the following item be considered in closed council as it deals with matters specified in Section 89(2)(d) of the *Local Government Act 1989*.

CARRIED

RECOMMENDATION

That the Meeting go back into Open Council.

COUNCIL RESOLUTION

MOVED: Cr Brown
SECONDED: Cr McAdam

That the Meeting go back into Open Council.

CARRIED

15. Close of Meeting

This concludes the business of the meeting.

Meeting closed at 6:32 pm.

Confirmed by resolution 8 April 2020.

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Chairman