



**Southern Grampians**  
SHIRE COUNCIL

# Council Meeting Agenda

Ordinary Meeting  
8 July 2020

To be held at 5.30pm in the Council  
Chambers at 5 Market Place, Hamilton

## TABLE OF CONTENTS

1	Membership .....	3
2	Welcome and Acknowledgement of Country .....	3
3	Prayer .....	3
4	Apologies .....	3
5	Confirmation of Minutes .....	3
6	Declaration of Interest .....	3
7	Questions on Notice .....	4
8	Public Deputations .....	5
9	Records of Assemblies of Councillors .....	6
10	Management Reports .....	12
10.1	Response to Budget Submissions to the 2020/21 Budget .....	12
10.2	Adoption of Council Services Pricing Register 2020/21 .....	17
10.3	Adoption of 2020/21 Budget .....	19
10.4	Hardship Assistance COVID-19 Policy .....	25
10.5	Insurance Contract – 2020/2021 Year .....	27
10.6	2020 Community Satisfaction Survey .....	31
10.7	Expenses Policy .....	35
10.8	Audit and Risk Committee Charter .....	37
10.9	Local Roads and Community Infrastructure Program .....	39
10.10	Service and Asset Management Policy .....	42
10.11	Pathway Infrastructure Asset Management Plan .....	45
10.12	Road Infrastructure Asset Management Plan .....	48
10.13	Update on the Progress of the 2019-2020 Capital Works Program .....	53
11	Notices of Motion .....	58
11.1	Notice of Motion #8/20 .....	58
11.2	Notice of Motion #9/20 .....	60
12	Delegated Reports .....	62
13	Mayors and Councillors Reports .....	63
14	Confidential Matters .....	64
15	Close of Meeting .....	65

## 1 Membership

### **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

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

## 4 Apologies

## 5 Confirmation of Minutes

### **RECOMMENDATION**

That the Minutes of the Ordinary Meeting of Council held on 10 June 2020 be confirmed as a correct record of business transacted.

## 6 Declaration of Interest

## 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 are 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 are 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:

- Briefing Session – 10 June 2020
- Briefing Session – 24 June 2020
- Hear Budget Submissions – 24 June 2020

This agenda was prepared on 1 July 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.

## Southern Grampians Shire Council

## ASSEMBLY OF COUNCILLORS

ASSEMBLY DETAILS	
<b>Title:</b>	Council Briefing Session
<b>Date:</b>	10 June 2020
<b>Location:</b>	MJ Hynes Auditorium and virtually via Lifesize
<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 Evelyn Arnold, Director Community and Corporate Services David Moloney, Director Shire Infrastructure Andrew Goodsell, Director Planning and Development Darren Barber, Manager Organisational Development Kylie McIntyre, Sustainability Coordinator Belinda Johnson, Manager Finance Karly Saunders, Governance Coordinator Rohit Srivastava, Manager Assets Mary Irwin, Assets Coordinator

The Assembly commenced at 12:45pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
<b>1</b>	Local Roads and Community Infrastructure Program	Nil
<b>2</b>	Integrated Water Management Plan	Nil
<b>3</b>	Rates Valuation Presentation	Nil
<b>4</b>	Bust in the Hamilton Botanic Gardens	Nil

<b>5</b>	New Local Government Act 2020 – Audit and Risk Charter and Appoint Audit and Risk Committee	Nil
<b>6</b>	Asset Management Plans	Nil
<b>7</b>	Variation and Budget Allocation – Byaduk Ardoon bridge	Nil
<b>8</b>	Variation – Hamilton Industrial Estate	Nil

The Assembly concluded at 5:00pm



## Southern Grampians Shire Council

**ASSEMBLY OF COUNCILLORS**

<b>ASSEMBLY DETAILS</b>	
<b>Title:</b>	Council Briefing Session
<b>Date:</b>	24 June 2020
<b>Location:</b>	MJ Hynes Auditorium and virtually via Lifesize
<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 Evelyn Arnold, Director Community and Corporate Services David Moloney, Director Shire Infrastructure Andrew Goodsell, Director Planning and Development Darren Barber, Manager Organisational Development Karly Saunders, Governance Coordinator StJohn Lees, Manager Works Toby Knight, Maintenance Planner

The Assembly commenced at 12:45pm

<b>MATTERS CONSIDERED</b>		<b>CONFLICTS OF INTEREST DECLARED</b>
<b>1</b>	Matters Raised by Council	Nil
<b>2</b>	Capital Works Update – End of May	Nil
<b>3</b>	Local Roads and Community Infrastructure Program	Nil
<b>4</b>	Insurance Council	Nil
<b>5</b>	Community Satisfaction Survey	Nil
<b>6</b>	New Local Government Act 2020 –	Nil

	Expenses Policy	
<b>7</b>	New Local Government Act 2020 – Draft Governance Rules	Nil
<b>8</b>	Defects Power BI	Nil
<b>9</b>	Hamilton Showgrounds Masterplan	Cr's Armstrong and Rainsford declared a conflict of interest and left the meeting at 4:05 for the duration of this item.

The Assembly concluded at 4:45pm

Southern Grampians Shire Council

**ASSEMBLY OF COUNCILLORS**

<b>ASSEMBLY DETAILS</b>	
<b>Title:</b>	Hear Budget Submissions – Meeting of Council
<b>Date:</b>	24 June 2020
<b>Location:</b>	Martin J Hynes Auditorium
<b>Councillors in Attendance:</b>	Mayor Cr Chris Sharples Deputy Mayor Cr Colin Dunkley Cr Cathy Armstrong Cr Greg McAdam Cr Albert Calvano Cr Katrina Rainsford Cr Mary-Ann Brown
<b>Council Staff in Attendance:</b>	Michael Tudball, Chief Executive Officer Evelyn Arnold, Director Community & Corporate Services Andrew Goodsell, Director Planning & Development David Moloney, Director Shire Infrastructure Belinda Johnson, Manager Finance Darren Barber, Manager Organisational Development Nadine Rhook, Executive Assistant, Director Community & Corporate Services

The Assembly commenced at 5.30pm

<b>MATTERS CONSIDERED</b>		<b>CONFLICTS OF INTEREST DECLARED</b>
<b>1</b>	Budget Submissions	Nil

The Assembly concluded at 6.44pm

## 10 Management Reports

### 10.1 Response to Budget Submissions to the 2020/21 Budget

**Directorate:** Michael Tudball, Chief Executive Officer  
**Author:** Evelyn Arnold, Director Community and Corporate Services  
**Attachments:** None

#### Executive Summary

In accordance with the Local Government Act 1989, Council adopted its Budget for 2020/21 on 8 July 2020. At this time, the budget report will be updated to include consideration of the budget submissions that have been received.

This report contains the recommendation for a formal response to each of the budget submissions be sent as detailed in the table.

#### Discussion

At its Special Meeting held on 29 April 2020 Council resolved to give notice of the preparation of the Draft Budget for 2020/2021.

In accordance with Section 223 of the Local Government Act 1989 submissions were invited by placement of a notice in the Hamilton Spectator and on Council's website. The closing date for receipt of submissions was Monday 15 June 2020.

Twenty one submissions were received in response to the public notice advising of the preparation of the Draft Budget, Strategic Resource Plan 2020/21-2023/24 and Pricing Register and these have been circulated to Councillors.

The submissions received commented on broad issues such as:

- Rate and revenue management,
- Funding of Councils programs and priorities as set in the Council Plan,
- Capital Works program and
- General financial management observations.

In accordance with the provisions of Section 223 the opportunity is provided for submitters to speak to their submission if they so choose.

Eleven people have taken the opportunity to speak to their submissions and the Budget Submission meeting held on 24<sup>th</sup> June.

A summary of the submissions and the recommended response are listed below in table 1;

Table 1: List of Submissions

<b>Submission Provided By</b>	<b>Submission Topic</b>	<b>Formal Response</b>
Ms Trish Brody – Balmoral & District Recreation Reserve	Request funding for the Balmoral Community Complex Fit out and Flooring.	An allocation of \$50,000 was made from the 2019/20 Emerging Priorities fund. No further action required
Ms Nerida White	Rates Rural Properties	A letter to be sent providing an update on the outcome of the submission.
Mr John Kane – Coleraine District Development Association	Street Scape Art for Coleraine	An allocation of \$6,457 was made from the 2019/20 Emerging Priorities fund. No further action required.
Ms Debbie Courtney	General Rates Query	A letter to be sent providing an update on the outcome of the submission.
Hamilton & District Stock Agents Association Inc	Agent Fee & Scanning Fees increase	This submission has been addressed in the report relating to Fees and Charges.
John Lyons	Query on increasing equity between farm rates and town rates	A letter to be sent providing an update on the outcome of the submission.
John Richards	Requesting a rate reduction due to numerous complaints and lack of work carried out on Koornong Estate Road	A letter to be sent providing an update on the outcome of the submission
John Richards	Appealing the payment of a FOGO Service at 1 Tyers Street Hamilton	A letter to be sent providing an update on the outcome of the submission.
Bruce Snell	Request for funds to alter Sire Reginald Ansett Transport Museum building	A letter to be sent providing an update on the outcome of the submission.
Dion Ross	Objection to Rural Rate Increase	A letter to be sent providing an update on the outcome of the submission.
Hamilton Netball Association - David Eastwood	Request to upgrade the Pedrina Park Netball Courts	A letter to be sent providing an update on the outcome of the submission
Mr JT Stone	General Budget Feedback	A letter to be sent providing an update on the outcome of the

		submission
J & M Tierney	Objection to Rural Rate Increase	A letter to be sent providing an update on the outcome of the submission
Victorian Farmers Federation	Objection to Rural Rate Increase	A letter to be sent providing an update on the outcome of the submission
Ian Overall	Reseal section of Kurtzes Road	A letter to be sent providing an update on the outcome of the submission
HRBA	General rating and Council queries	A letter to be sent providing an update on the outcome of the submission
Paul Battista	General rating and Council queries	A letter to be sent providing an update on the outcome of the submission

Further to those submissions listed in table one above, the following the submissions (table two), identifies those projects to be considered for possible inclusion in a future work plan. They are;

*Table 2: List of Submissions for further consideration*

<b>Submission Provided By</b>	<b>Submission Topic</b>	<b>Recommended Approach</b>
Cavendish Townscape Association	Request for upkeep of path – north side of the river	Work with the community to scope and cost the project.
Coleraine Mechanics Hall	Request for Heating in Main Hall	Scope and cost the heating request including an assessment of the electrical requirements for the Hall.
John Smith	Dump Point relocation – Dunkeld Caravan Park	Scope and cost the project.
Balmoral & District Recreation Reserve	Request funding for beautification of the Balmoral & District Recreation Reserve	Work with the Committee to scope, assess and cost this project. To develop a business case for consideration in the 21/22 budget.

### **Financial and Resource Implications**

The consideration of these projects will not impact on the overall budget as officers will review the proposed work plan and report to Council on how this can be achieved in the current fiscal environment.

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

The recommendations are consistent with Councils strategic plans and have no legislative impact.

### **Risk Management**

These projects are expected to be of benefit to the community and there are no additional risks identified.

### **Environmental and Sustainability Considerations**

Nil

### **Community Consultation and Communication**

No further consultation was required for this report.

### **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. Budget submissions acknowledgement:
  - 1.1. That Council acknowledges and thanks all submitters to the budget process for their input; and
  - 1.2. That Council formally writes to all submitters with responses and outcomes of their submissions.
2. Budget submissions reprioritisation:
  - 2.1. That based upon the submissions Council wishes to prioritise the following projects into the 2020/21 works plan:

<b>Submission Provided By</b>	<b>Submission Topic</b>	<b>Recommended Approach</b>
Cavendish Townscape Association	Request for upkeep of path – north side of the river	Work with the community to scope and cost the project.
Coleraine Mechanics Hall	Request for Heating in Main Hall	Scope and cost the heating request including an assessment of the electrical requirements for the Hall.
John Smith	Dump Point relocation – Dunkeld Caravan Park	Scope and cost the project.
Balmoral & District Recreation Reserve	Request funding for beautification of the Balmoral & District Recreation Reserve	Work with the Committee to scope, assess and cost this project. To develop a business case for consideration in the 21/22 budget.

With officers providing a report of how this can be achieved provided to the September Ordinary Meeting of Council.



## 10.2 Adoption of Council Services Pricing Register 2020/21

**Directorate:** Michael Tudball, Chief Executive Officer  
**Author:** Belinda Johnson, Manager Finance  
**Attachments:** 1. Council Services Pricing Register

### Executive Summary

The Council Services Pricing Register has been developed as part of the 2020/21 Budget process. The register is built upon a Pricing Policy which sets out the principals of revenue recovery from the various services Council provides.

### Discussion

The Draft Budget for 2020/21 has been prepared under the provisions of the Local Government Act 1989 and in accordance with the associated Regulations and the relevant International and Australian Accounting Standards.

The Pricing Register is developed in conjunction with this process and amounts declared in the Draft Budget are a direct collation of the various charges multiplied by the number of instances estimated to occur.

Council's Pricing Policy guides the process, ensuring processes are followed to ascertain whether prices are in accordance with the pricing principles and pricing basis for each type of charge.

### Financial and Resource Implications

Council is required to implement the principles of sound financial management detailed in Section 136 of the Local Government Act 1989.

### Legislation, Council Plan and Policy Impacts

The Pricing Register compliments the preparation of the 2020/21 Annual Budget and details how revenue will be raised to support the key activities and initiatives to be funded that will contribute to achieving the strategic objectives specified in the Council Plan 2017-2021.

The Council Plan establishes that we will:

- Support our Community
- Develop our Regional Economy and Businesses
- Plan for our Built Environment
- Promote our Natural Environment, and
- Provide Governance and Leadership

### Risk Management

In developing the Pricing Register, Council considers relevant financial risks to ensure it can achieve its Council Plan objectives within a longer term prudent financial framework.

### Environmental and Sustainability Considerations

N/A

### Community Consultation and Communication

The Pricing Register 2020/21 was advertised for public inspection and comment on 16 May 2020 in the Hamilton Spectator Newspaper. It was available for public inspection at Councils Customer Service Centre, 111 Brown Street Hamilton and Council's website [www.sthgrampians.vic.gov.au](http://www.sthgrampians.vic.gov.au). Copies were also distributed to the local Development Associations. Submissions closed on 15 June 2020 and were heard at a Special Council Meeting on 24 June 2020.

### 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 having considered all submissions received, Council resolve as follows:

That the Pricing Register for 2020/21 be adopted, subject to the following amendments:

#### 1. Hamilton Livestock Exchange

	Item	Unit	2019/20 Inclusive of GST	2020/21 Inclusive of GST
Proposed	Scanning/Data Fee – Store Cattle Only	Per Head	\$1.27	\$2.10
Amended	Scanning/Data Fee – Store Cattle Only	Per Head	\$1.27	\$1.30
	Item	Unit	2019/20 Inclusive of GST	2020/21 Inclusive of GST
Proposed	Agents Fees	Per Annum	\$132,336,67	\$161,953.00
Amended	Agents Fees	Per Annum	\$132,336,67	\$147,145.00
	Item	Unit		2021/22 Inclusive of GST
<b>Indicative</b>	Agents Fees	Per Annum		\$161,953.00

#### 2. That the Chief Executive Officer be authorised to approve minor amendments and inclusions to the Pricing Register throughout the year.

## 10.3 Adoption of 2020/21 Budget

**Directorate:** Michael Tudball, Chief Executive Officer  
**Author:** Belinda Johnson, Manager Finance  
**Attachments:** 2. Strategic Resource Plan,  
3. Annual Budget

### Executive Summary

The Draft Budget for 2020/21 and Strategic Resource Plan 2020/21 to 2023/24 have generally been prepared in the form of the model budget template recommended as the best practice for reporting local government budgets in Victoria. The reports contain the statutory information required under the Local Government Act 1989 and the associated Regulations. The draft Annual Budget has been developed within the overall planning framework, which guides the Council in identifying community needs and aspirations over the medium to long term (Council Plan) and short term (Annual Budget) objectives, strategies, initiatives, activities and resource requirements.

### Discussion

The Draft Budget for 2020/21 has been prepared under the provisions of the Local Government Act 1989 and in accordance with the associated Regulations and the relevant International and Australian Accounting Standards. The budget document contains:

- Overview and Budget Highlights
- Analysis of operating and capital budgets, cash position, budget financial position and rating structure
- Standard Income Statement, Balance Sheet, Cash Flow Statement, Capital Works Statement and a Summary of Rates and Charges

The Draft 2020/21 Budget presented in the report has been developed through a process of consultation and review with Council and Council officers.

The Draft 2020/21 Operating Budget forecasts an operating deficit of \$3.187 million and Council anticipates to hold \$9.742 million cash at 30 June 2021.

The Draft Budget provides for capital expenditure in 2020/21 of \$13.291 million.

The Draft Budget proposes an increase in general rate revenue of 1.75% for the year. The rate cap has been set at 2.0% by the Minister for Local Government.

The municipal charge will increase from \$200 to \$203 (this is a 1.5% increase bringing the total collected to 10% of rate revenue)

General rates and municipal charges are levied in accordance with Council's Rating Strategy Policy.

The service charge will increase from \$295 to \$415 (\$360 for those properties previously receiving the elective organic waste collection charge) for all improved residential properties in the Hamilton, Balmoral, Branhholme, Byaduk, Byaduk North, Cavendish, Coleraine, Dunkeld, Glenthompson, Penshurst and Tarrington urban areas and "refuse collection areas" for the collection and disposal of refuse, recycling and FOGO.

The kerbside collection services will again only be provided to commercial and industrial properties within the Shire on request.

It is proposed to borrow \$2 million in funds in 2020/21 year.

It is proposed to continue to offer as an incentive for prompt payment, a discount of two per cent in accordance with Section 168 of the Local Government Act 1989 where all four instalments of rates and charges declared for the current year (less the discount) are paid on or before 30 September, excluding any arrears of rates and charges outstanding from previous years.

Since the draft budget was advertised, Council has been made aware of a number of funding announcements which impact the current financial year as well as the Draft Budget for 2020/21. These amendments are presented in the recommendation and have no net material impact on the two years combined. The amendments would be incorporated in the final budget document before publication.

### **Financial and Resource Implications**

Council is required to implement the principles of sound financial management detailed in Section 136 of the Local Government Act 1989.

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

The 2020/21 Annual Budget includes the key activities and initiatives to be funded that will contribute to achieving the strategic objectives specified in the Council Plan 2017-2021. The Strategic Resource Plan looks at financial assumptions over the medium to longer term required to implement the Council Plan.

The Council Plan establishes that we will:

- Support our Community
- Develop our Regional Economy and Businesses
- Plan for our Built Environment
- Promote our Natural Environment, and
- Provide Governance and Leadership

### **Risk Management**

In developing the Draft Budget and Draft Strategic Resource Plan, Council considers relevant financial risks to ensure it can achieve its Council Plan objectives within a longer term prudent financial framework.

### **Environmental and Sustainability Considerations**

The Annual Budget provides the funding for the Council to undertake its social, economic and environmental initiatives outlined in the Council Plan 2017-2021.

### **Community Consultation and Communication**

The Draft Budget 2020/21 was advertised for public inspection and comment on 16 May 2020 in the Hamilton Spectator Newspaper. The Draft Budget was available for public inspection at Councils Customer Service Centre, 111 Brown Street Hamilton and Council's website [www.sthgrampians.vic.gov.au](http://www.sthgrampians.vic.gov.au). Copies were also distributed to the local

Development Associations. Submissions closed on 15 June 2020 and were heard at a Special Council Meeting on 24 June 2020.

Following adoption of the Draft Budget 2020/21, public notice will be given of the adoption and the Minister for Local Government will be advised.

### 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 having considered all submissions received, Council resolve as follows:

### 1. Adoption of 2020/2021 Budget

- 1.1. That the Budget for the year ending 30 June 2021 as presented at the Council meeting held on 8 July 2020 be adopted subject to including the following revenues and expenses;

Program	2019/20	2020/21
<b>Revenue Adjustments</b>		
Victorian Grants Commission – Early payment of FAGS <i>Increased in 2019/20 Revenue, Decrease in 2020/21 Revenue</i>	(3,993,171)	3,993,171
Working for Victoria Program - \$2,877,434 over two years <i>Increased revenue and expenses over 2 year – Nil Net Cost to Council</i>	(1,313,278)	(1,564,156)
RDV – Regional Infrastructure – Dunkeld Visitor Hub - \$1,200,000 <i>Funding spread over 3 years</i>		(500,000)
Fed. Dept. Infrastructure, Transport, Regional Development and Communications – Local Road & Community Infrastructure Program <i>Funding for 1 year only - \$1,985,254</i>		(1,985,254)
Pricing Register Amendment – Livestock Exchange – Agents Fees <i>Reduction of fee by Council Motion Item 10.2</i>		14,808
<b>Operating Expenditure Adjustments</b>		
Working for Victoria Program - \$2,877,434 over two years <i>Increased revenue and expenses over 2 year – Nil Net Cost to Council</i>	313,278	2,564,156
<b>Capital Expenditure Adjustments</b>		
Dunkeld Visitor Hub <i>Funded from RDV Regional Infrastructure Fund and Local Road &amp; Community Infrastructure Program</i> <i>NOTE: Total Project is \$1,209,990 - \$750,000 in 2020/21 &amp; \$459,990 in 2021/22</i>		350,000
Local Road & Community Infrastructure Program <i>Includes allocation to Dunkeld Visitor hub – See DSI Report for Details</i>		2,020,000
<b>Net cash (revenue) expenses</b>	<b>(4,993,171)</b>	<b>4,892,725</b>

- 1.2. That public notice of the adoption of the Budget be given in accordance with Section 130 of the Local Government Act 1989.

### 2. Declaration of Rates and Charges for 2020/2021

That the following rates and charges be declared for the financial period commencing on 1 July 2020 and ending on 30 June 2021 -

#### A. AMOUNT INTENDED TO BE RAISED

That the amount of \$21,578,301 be declared as the amount which Council intends to raise by general rates, special rates, municipal charges and service charges which amount is calculated as follows –

General Rates	\$17,199,013
Municipal Charge	\$ 1,912,869
Service Charges	\$ 2,462,115
Special Rate	<u>\$ 4,224</u>
	\$21,578,301

#### B. GENERAL RATE

1. A general rate be declared for the period commencing on 1 July 2020 and ending on 30 June 2021.
2. It be further declared that, subject to paragraph 4 of this Part, the general rate be raised by the application of differential rates.
3. It is confirmed that the general rate for all rateable land within the municipal district be determined by multiplying the Capital Improved Value of each rateable land by the relevant differential rate as specified in paragraph 5 of this Part.
4. It be recorded that Council considers that the application of the differential rates will contribute to the equitable and efficient carrying out of Council's function and that the purpose of levying differential general rates is to recognise the following factors:
  - The different standard of municipal services provided to the residents and ratepayers in different areas of the Shire;
  - The different range of municipal services available to the residents and ratepayers in different areas of the Shire;
  - Differences in the accessibility to municipal services for the residents and ratepayers in different areas of the Shire.
5. That differential rates be declared as specified below:
  - i. on all rateable land in the parishes of North Hamilton and South Hamilton, excluding farm land (as defined by Section 2 (1) of the Valuation of Land Act 1960) comprising all or part of a single farm enterprise (as defined by Section 159 (4) of the Local Government Act 1989) with an area of 40 hectares or more, a differential general rate of 0.4180 per cent or 0.180 cents of each dollar of the Capital Improved Value;
  - ii. on all rateable farm land (as defined by Section 2 (1) of the Valuation of Land Act 1960) in the parishes of North Hamilton and South Hamilton comprising a single farm enterprise (as defined by Section 159 (4) of the Local Government Act 1989) with an area of 40 hectares or more, a differential general rate of 0.3344 per cent or 0.3344 cents of each dollar of the Capital Improved Value.
  - iii. on all other rateable land in the Shire, a differential general rate of 0.3344 per cent or 0.3344 cents of each dollar of Capital Improved Value.
6. It be confirmed that no amount is fixed as a minimum amount payable by way of general rate in respect of each rateable land within the municipal district.

**C. MUNICIPAL CHARGE**

1. A municipal charge be declared for the period commencing on 1 July 2020 and ending on 30 June 2021.
2. The municipal charge be declared for the purpose of covering some of the administrative costs of Council.
3. The municipal charge be in the sum of \$203.00 for each rateable land (or part) in respect of which a municipal charge may be levied; and
4. It be confirmed that the municipal charge is declared in respect of all rateable land within the municipal district in respect of which a municipal charge may be levied.

**D. SERVICE CHARGES**

1. Service charges be declared for the period commencing on 1 July 2020 and ending 30 June 2021.
2. The service charges be declared for each rateable land (or part) in respect of which service charges may be levied.
3. A service charge of \$415 (\$360 for those properties previously receiving the elective organic waste collection charge) will be made on all improved properties within, Balmoral, Branxholme, Byaduk, Byaduk North, Cavendish, Coleraine, Dunkeld, Glenthompson, Hamilton, Penshurst and Tarrington urban areas and other areas as defined within the "refuse collection areas" for the collection and disposal of refuse, recycling and FOGO, excluding all commercial and industrial properties where such service is provided only upon request and for payment of applicable charges.

**E. SPECIAL RATE (YATCHAW DRAINAGE AREA):**

1. A special rate be declared for the period commencing on 1 July 2020 and ending on 30 June 2021.
2. The special rate be declared on all rateable land within the Yatchaw Drainage Area for the purpose of defraying the costs of drainage in that area.
3. The Council is of the opinion that the purpose for which the special rate is being declared will be of special benefit to the persons required to pay the special rate.
4. The special rate of 0.0239 per cent or 0.0239 cents of each dollar be declared and levied on each dollar of the Capital Improved Value of all rateable land in the Yatchaw Drainage Area.

**F. EXEMPTION FROM MUNICIPAL CHARGE:**

That Council accept applications for exemptions from the requirements to pay the Municipal Charge under the provisions of Section 159 of the Local Government Act 1989 throughout the year.

**G. INCENTIVE FOR PROMPT PAYMENT:**

That as an incentive for prompt payment a discount of two per cent be allowed in accordance with Section 168 of the Local Government Act 1989 where all four instalments of rates and charges declared for the current year (less the discount) are paid on or before 30 September 2020 excluding any arrears of rates and charges outstanding from previous years.

H. INTEREST ON UNPAID RATES AND CHARGES:

That interest at the rate prescribed by Section 172(2)(a) of the Local Government Act 1989 be payable in respect of any of the aforesaid rates and charges which are not paid by the dates fixed pursuant to Section 167(2) of the Local Government Act 1989.

I. AUTHORISATION TO LEVY AND RECOVER:

That the Chief Executive Officer of the Council be authorised to levy and recover the aforesaid rates and charges in accordance with the Local Government Act 1989.

3. Adoption of the Strategic Resource Plan 2020/21 – 2023/2024

That the Strategic Resource Plan 2020/21 - 2023/24 be adopted.



## 10.4 Hardship Assistance COVID-19 Policy

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Belinda Johnson, Manager Finance  
**Attachments:** 4. Council Policy – Hardship Assistance COVID-19 Support

### Executive Summary

COVID-19 was declared a global pandemic on 30 January 2020 and a State of Emergency was declared in Victoria on 16 March 2020.

The Purpose of this Policy is to provide specific support to ratepayers, debtors and several groups of Council customers with hardship assistance and/or support during and post the 2019-2021 COVID-19 Pandemic.

### Discussion

This Policy is for a specific purpose and seeks to expand on the current operational Hardship Policy which deals with general hardship circumstances.

This policy applies to specific types of hardship circumstances as defined in General and Specific Provisions sections.

Any circumstances outside this scope will be dealt with in accordance with the Operational Hardship Policy.

This Policy is applicable from the date of adoption, however, where cited may be retrospectively applied.

Applications received under this Policy, will be administered for their defined term under this Policy, however at the expiration of their defined term, will revert to the conditions under the Operational Hardship Policy.

The Policy will cease on 30 June 2021.

### Financial and Resource Implications

In the preparation of the 2020/21 Draft Budget, a sum of \$328,000 has been set aside to assist the community in relation to hardship applications specifically due to the COVID-19 Pandemic. This Policy provides clear categories of assistance available to ratepayers, residents, businesses and community groups.

### Legislation, Council Plan and Policy Impacts

This Policy compliments and extends the provisions in the operational policy administered by the Chief Executive Officer for general hardship applications – Sections 1242, 170, 171A and 172 of the *Local Government Act 1989*.

This Policy is applicable from the date of adoption, however, where cited may be retrospectively applied.

Applications received under this Policy, will be administered for their defined term under this Policy, however at the expiration of their defined term, will revert to the conditions under the Operational Hardship Policy.

The Policy will cease on 30 June 2021.

**Risk Management**

Nil

**Environmental and Sustainability Considerations**

Nil

**Community Consultation and Communication**

Following adoption of the Policy, Council will provide information to all sectors of the community regarding their ability to seek clarification about eligibility to meet the criteria for assistance.

Communication will take place via:

- social media,
- printed public media and
- targeted communications.

**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.

<b>RECOMMENDATION</b>
-----------------------

That the Hardship Assistance COVID-19 Policy be adopted as attached.

## 10.5 Insurance Contract – 2020/2021 Year

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Kara Winderlich, Risk Management Coordinator  
**Attachments:** None

### Executive Summary

Council procures insurance as a key strategy to mitigate the risk of a range of unforeseen losses. The insurance that a council purchases does not just protect individual council members and staff, it also helps protect its community and the breadth of vital services they rely on.

This report recommends that the Insurance Contract for both general and WorkCover insurances for the 2020/2021 year be awarded.

### Discussion

Last year's premiums for the 2019 / 2020 period, saw an increase overall of 7.4% from \$592,323.76 in the 2018 / 2019 period to \$636,945.51.

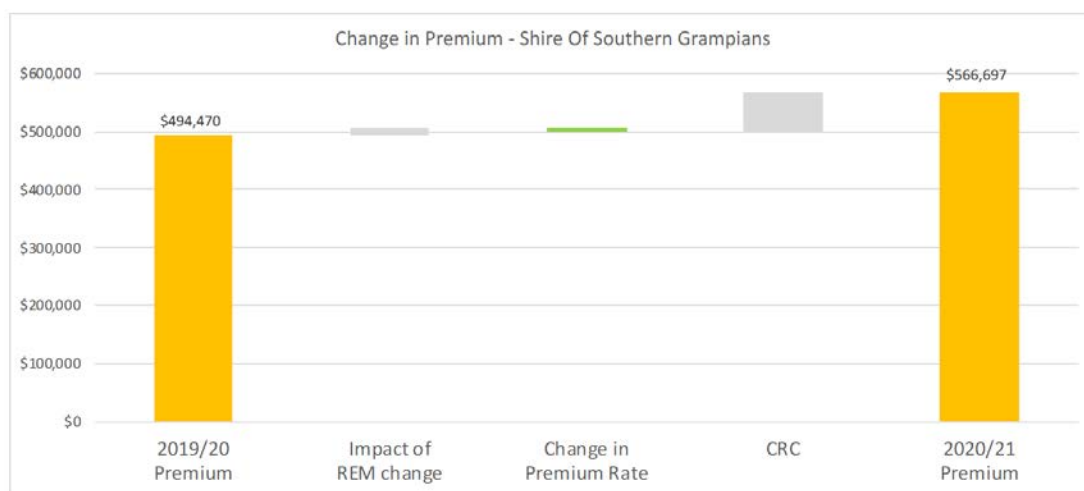
Early indications from the insurance industry have suggested a 20 to 25% overall increase in premiums for the 2020/2021 period, due to recent events throughout Victoria including COVID19 and extreme weather events such as bushfires, hail storm and flash flooding. However, the officers have been able to reduce the impact of these predicted increases through the review of asset plans and registers. In addition, this has also been assisted by the fact that there has been no requirement to make any large scale claims in the last insurance period.

Southern Grampians Shire Council has multiple policies in place to cover Council from a range of potential liabilities. These policies include:

- Public and products liability
- Professional indemnity
- Commercial crime
- Assets – buildings, contents and art work
- Motor vehicle and plant
- Councillors and Officers liability
- Personal accident
- Corporate travel insurance
- Cyber liability
- Community liability pack
- Hangar Keepers policy for airport owners and operators

WorkCover premiums are set by WorkSafe Victoria and are determined based on the volume of employees and claims history.

The 2020/2021 premium contains a capital recovery contribution.



Shire Of Southern Grampians	
2019/20 premium	\$494,470
Change in remuneration	\$11,838
Change in premium rate	\$(5,041)
CRC	\$65,430
<b>2020/21 premium</b>	<b>\$566,697</b>

### Financial and Resource Implications

All insurance costs are provided for in the adopted budget each year. At the time of preparing this report a number of the premiums were still being finalised.

Policy	% Difference	Expiring Years premium	Renewal premium (2020 - 2021)
Public and Product liability and Professional Indemnity	16.1% increase	\$206,343.80	\$239,464.50
Commercial Crime Policy	22.5% increase	\$2,760.76	\$3382.24
JMAPP Discretionary Trust Assets – Buildings, Contents & Art work	23.5% decrease	\$251,529.94	\$192,336
Motor vehicle and plant	22.9% decrease	\$99,928.16	\$76,967
Councilors and Officers Liability	69% increase	\$15,887.32	\$26,854
Corporate travel insurance	3% decrease	\$179.51	\$174
Cyber liability	9.7% increase	\$8,448.00	\$9,270
Hangar keepers Policy - Airport Owners and Operators	0%	\$2,761.00	\$2,761
Community Liability Pack – Buskers, public performers	6.3% increase	\$4,619.56	\$4,911
Personal Accident	0%	\$1,711.45	\$1,711
Fee	0%	\$27,500.00	\$27,500
<b>Total for Insurances as at June 2020</b>		<b>\$621,669.50</b>	<b>\$585,330.74</b>

**Workers Compensation**

Policy	% Difference	Expiring Years premium	Renewal premium (2020 - 2021)
Workers Compensation	14% increase	\$494,470.00	\$566,697.00

**Pending Policies – Due for renewal October 2020**

Policy	% Difference	Expiring Years premium
Southern Grampians Shire Progress Associations & Community Groups	To be determined	\$12,222.96
Southern Grampians Shire Seniors Citizens Groups	To be determined	\$3,053.05

The current premium estimates for the pending policies is an increase of between 20-25%.

**Legislation, Council Plan and Policy Impacts**

Legislation:

Section 52 of the *Local Government Act 2020* – Indemnity provision for CEO and members of Council staff.

Section 186(5)(c) of the Local Government Act 1989 allows a council to appoint an agent to undertake a public tender on its behalf.

Workers Compensation is a workplace requirement under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)

Council Plan:

Objective:

5.1 Provide transparent and responsible governance

Strategies:

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

5.1.2 Ensure responsible, effective and efficient use of Council resources

5.1.3 Continue to increase the transparency of Council's decision making processes

Council Policy:

SGSC Risk Management Policy and Framework

SGSC Occupational Health and Safety Policies and procedures

**Risk Management**

According to the VAGO Local Government Insurance Risks Report July 2018, Councils purchase insurance as a form of risk transfer against a range of unforeseen losses.

**Environmental and Sustainability Considerations**

Nil

**Community Consultation and Communication**

Section 186(5)(c) of the Local Government Act 1989 allows a council to appoint an agent to undertake a public tender on its behalf. Council have appointed JLT to conduct a Group Public Tender, which they have completed for the majority of its council clients via an agency appointment arrangement.

**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 the awarding of the 2020/2021 Insurances Contract to the maximum amount of \$650,000 exclusive of GST.
2. Approve the 2020/2021 WorkCover Premium to the maximum amount of \$566,697 exclusive of GST.
3. Authorise the CEO and Mayor to sign and affix the Common Seal of Council on the above documents

## 10.6 2020 Community Satisfaction Survey

**Directorate:** Michael Tudball, Chief Executive Office  
**Author:** Karly Saunders, Governance Coordinator  
**Attachments:** 5. 2020 Community Satisfaction Survey Research Report

### Executive Summary

Results of the 2020 Community Satisfaction Survey carried out by independent market research consultancy, JWS Research, have been provided to Council.








Each year the Department of Environment, Land, Water and Planning (DELWP) coordinate this Community Satisfaction Survey throughout Victoria. This coordinated approach allows for far more cost effective surveying than would be possible if Councils commissioned surveys individually.

Participation in the Community Satisfaction Survey is optional and participating Councils have a range of choices as to the content of the questionnaire. However, some of the data required for the Local Government Performance Reporting Framework is only available through this survey.

The main objectives of the survey are to assess the performance of Southern Grampians Shire Council across a range of measures and to seek insight into ways to provide improved or more effective service delivery.

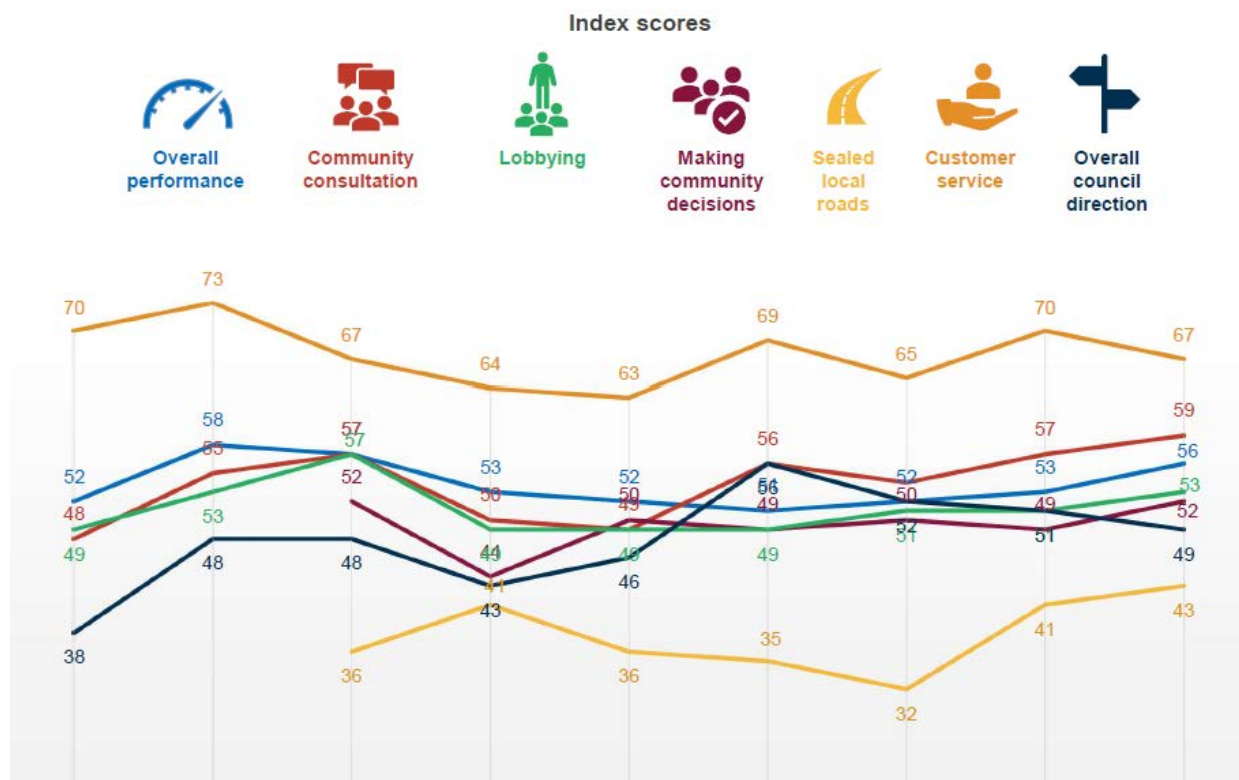
This report outlines the relevant and significant survey results and recommends they be noted by Council.

### Discussion

Services	Southern Grampians 2020	Southern Grampians 2019	Large Rural 2020	State-wide 2020	Highest score	Lowest score
 Overall performance	56	53	55	58	Aged 18-34 years	Aged 65+ years
 Overall council direction	49	51	50	51	Aged 18-34 years	Aged 65+ years
 Customer service	67	70	68	70	Aged 50-64 years	Aged 65+ years
 Consultation and engagement	59	57	54	55	Women, Aged 50-64 years	Aged 65+ years, Men
 Lobbying	53	51	53	53	Aged 18-34 years	Men
 Community decisions	52	49	52	53	Women	Men
 Sealed local roads	43	41	47	54	Aged 50-64 years	Aged 18-34 years

Council’s Overall Performance has increased by three points in 2020 to 56. The Overall Performance score of 56 is one point above the Large Rural average of 55 and two points below the State-wide average of 58. Council’s performance has been improving steadily since 2017, and is now closer to Council’s peak result of 58 achieved in 2013.

Council’s Performance Measures in Consultation and Engagement (59), Lobbying (53), Community Decision (52) and Sealed Local Roads (43) have all increased in 2020. Council’s Overall Performance (56) has increased whilst Customer Service and Overall Council Direction have decreased.



More than half (59%) of residents had contact with Council in the last 12 months, up 5% from 2019. Residents aged 35-49 years had the most contact with Council (63%) in 2020.

The main method of contacting Council is in person (35%) or by telephone (27%). In person contact has increased, while there was no change in phone contact.

Newsletters sent via mail (24%) and email (22%) are the preferred way for Council to contact residents.

The area that stands out as being most in need of Council attention is Sealed Local Roads. With a score of 43, this is the area where Council is performing least well and is significantly lower than the Large Rural and State-wide group averages (being 47 and 54 respectively), noting that the score of 43 is a two point increase from 2019, reflecting that progress has been made against improving this measure in the past 12 months.

Feedback from residents on what they consider Council most needs to do to improve its performance in the next 12 months supports this finding, with Sealed Road Maintenance mentioned by 20% of residents. This has not changed since 2019.



The top five categories for the 'Best Things about Council' and the 'Areas for Improvement' are as follows:

**What is the best thing about Council?**

1. Community Engagement/Involvement/Consultation	8%
2. Customer Service	7%
3. Recreation/Sporting Facilities	6%
4. Road/Street Maintenance	6%
5. Generally Good – Overall/No Complaints	6%

**What does Council most need to do to improve its performance?**

1. Sealed Road Maintenance	20%
2. Community Consultation	11%
3. Financial Management	11%
4. Communication	8%
5. Address Issues/Keep Promises	8%

More residents continue to prefer a service cut (54%) to rates rises (25%).

**Financial and Resource Implications**

There are no financial implications in the development of this Report.

There may be some resource implications based on the issues which have been identified in this report. Resources in relation to communication, engagement and service planning may be focused differently to ensure that the issues identified in this Report are a focus of the organisation for the next 12 months.

**Legislation, Council Plan and Policy Impacts**

Some of the results from this survey are used as part of the reporting under the Local Government (Planning and Reporting) Regulations 2014.

The information is essential to future policy and strategy development and particularly service planning. It gives comparable data for several years over which Council can identify trends and areas which need attention.

The Community Satisfaction Survey relates to Objective 5.1 Provide transparent and responsible governance.

**Risk Management**

There is a risk to Council's reputation if attention is not paid to matters of community concern. Beyond the matters of specific services, the approach to the condition of local sealed roads is of clear concern. Whilst Council takes this feedback seriously regarding our local roads, we also have a strong advocacy role with the State & Federal road network which is arguably in a far worse condition than Council Local Roads and our residents cannot differentiate (nor should not) between local and other roads.

### **Environmental and Sustainability Considerations**

The adoption of the recommendations in this report do not have any environmental or sustainability impact.

### **Community Consultation and Communication**

A total of 400 completed interviews of residents aged were made in the Shire during the period 30 January to 22 March 2020.

The Community Satisfaction Survey results for 2020 will be released to the community.

### **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. Receive the 2020 Local Government Community Satisfaction Survey Southern Grampians Shire Council Research Report; and
2. Communicate the results of these Reports and identify ways of improving performance and communication in relation to the issues which have been identified.

## 10.7 Expenses Policy

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Karly Saunders, Governance Coordinator  
**Attachments:** 6. Expenses Policy

### Executive Summary

The Expenses Policy has been updated as per the requirements of the new *Local Government Act 2020* and the VAGO report 'Fraud and Corruption Control – Local Government.

### Discussion

#### Local Government Act 2020 (the Act)

The previous policy was adopted by Council in April 2019 and the following changes are proposed to ensure compliance with the new Act.

- Applies to both Councillors and members of delegated committees;
- Specify procedures to be followed in applying for reimbursement and in reimbursing expenses;
- Provide for the reimbursement of child care costs where the provision of child care is reasonably required for a Councillor or member of a delegated committee to perform their role;
- Have particular regard to expenses incurred by a Councillor who is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*.

The policy has also been updated to reflect the correct reporting categories for expenses as per the Local Government (Planning and Reporting) Regulations 2014.

#### VAGO Fraud and Corruption Control – Local Government

Separate from the amendments required by the new Act, further consideration has been taken into account as a result of the VAGO report circulated in June 2019 titled "Fraud and Corruption in Local Government". This report listed a number of recommendations relating to Councillor Expense Policies and the following changes have been made as a result:

- Reimbursement forms now require odometer readings
- Reimbursement form provide for Councillors and members to certify their claims accord with relevant legislation.
- Measures will be put in place to ensure claim forms are received within timeframes stipulated in policy e.g. within 60 days of expense being incurred by providing calendar reminders.

### Financial and Resource Implications

This Policy supports the Act and ensures clarity and consistency around the expenses that Council will pay or reimburse for Councillors and members of Delegated Committees.

This Policy will also make it clear to the community what resources are provided to Councillors and members of Delegated Committees to ensure that they are adequately reimbursed and trained in their roles.

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

Councils must adopt the first expense policy under section 41 of the *Local Government Act 2020* on or before 1 September 2020.

Objective 5.1 – Provide transparent and responsible governance.

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

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

Strategy 5.1.3 – Continue to increase the transparency of Council's decision making processes.

## **Risk Management**

The adoption of the Expenses Policy ensures that Council's distribution of resources and training to Councillor's and members of Delegated Committees is equal and fair. This will ensure each Councillor has the same access to training and conferences and that there are clear guidelines for the reimbursement of expenses.

## **Environmental and Sustainability Considerations**

The adoption of the recommendations in this report do not have any environmental or sustainability impact.

## **Community Consultation and Communication**

No community consultation is required in the development of this Policy.

Once adopted, the Policy will be made available 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 Council adopt the Expenses Policy under Section 41 of the *Local Government Act 2020*.

## 10.8 Audit and Risk Committee Charter

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Karly Saunders, Governance Coordinator  
**Attachments:** 7. Audit and Risk Committee Charter

### Executive Summary

It is a requirement of the *Local Government Act 2020* (the Act) that Council adopt an Audit and Risk Committee (ARC) Charter.

### Discussion

The most recent ARC Charter was adopted by Council on 11 December 2019.

The Act received royal assent on 24 March 2020 and was proclaimed on 6 April 2020.

A requirement of the new Act is to adopt an ARC Charter under section 54 of the Act.

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.

Additional functions and responsibilities are required to be provided for in the Charter, below is a brief outline of the changes to the Charter:

- Monitor compliance of council policies and procedures with the overarching governance principles outlined in Section 9 of the Act, compliance with the Act, regulations and Ministerial directions.
- ARC must adopt an annual work plan
- Prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations.
- Provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.
- The CEO must table reports of annual assessments of the ARC at Council meetings when required by the Act and when requested by the chairperson of ARC.

Additional requirements are outlined in the Act but the Charter adopted in 2019 was inclusive of these requirements and are current practice.

In addition to the changes to the Charter, Section 53 of the Act also provides new requirements in relation to the Audit and Risk Committee, including:

- An audit and risk committee must consist of a majority of members who are not Councillors of the Council.

This requirement has also been captured in the Charter:

- The Committee will comprise of a minimum of five members, including at least three (3) Independent members and a maximum of two (2) Councillor members.

A recruitment process is in the process of being undertaken to appoint a third independent member to ARC.

### **Financial and Resource Implications**

The recruitment cost and meeting fee for the third independent committee member will have a minimal financial is an operational cost provided for in the adopted budget.

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

The Charter is a requirement under Section 54 of the *Local Government Act 2020*.

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 adopt the Audit and Risk Committee Charter under Section 54 of the *Local Government Act 2020*.

## 10.9 Local Roads and Community Infrastructure Program

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

### Executive Summary

As part of the response to COVID-19, on the 22 May 2020 the Federal Government announced a \$500M Local Roads and Community Infrastructure Program (LRCIP). As part of this program Council received \$1,985,254 in funding.

Council is able to select the projects to be funded but they must meet the eligibility criteria of the program.

This report looks at the program and recommends projects.

### Discussion

On the 22 May 2020 the federal Government announced a \$500M Local Roads and Community Infrastructure Program (LRCIP) to support Councils in stimulating the economy. The program is administered by the Federal Department of Infrastructure, Transport, Regional Development and Communications.

The allocation from this program for Southern Grampians Shire Council is \$1,985,254 and is based on our Roads to Recovery annual allocation and starts from 1 July 2020 and requires no co-contribution from Council.

All projects delivered under this program will need to be completed by 30 June 2021.

Council is able to select the projects to be funded but they must meet the eligibility criteria of the program. The funding is available for local roads and community infrastructure projects that involve the construction, maintenance and /or improvements to Council-owned assets that are generally accessible to the public. Other conditions such as signage requirements, will be outlined in the program guidelines.

In order to develop projects for the program the following process was followed

1. Review of the Capital Works list for 2020-2021 and those projects that missed out on funding
2. Asset Management Plans and defect reports
3. Future capital works lists and masterplan works programs
4. Other funding sources/programs that Council currently has applications in for projects
5. The project is able to be delivered by 30 June 2020

Council currently has applications in with the state in relation to the Pedrina Park Master Plan. They are;

1. Ansett Pavilion Expansion (\$1.26M) - application submitted under the Local Sports Infrastructure Fund, and
2. Netball Courts renewal (\$1.7M) - application submitted under the Community Sports Infrastructure Stimulus Fund.

Council has also applied for \$4M in funding for the Cox St project under the a Federal Governments land transport program and is awaiting advice on whether or not this application has been successful.

As these projects are currently under consideration for other funding streams, they have not been recommended for delivery under this program.

On review of Councils strategic plans and asset management plans the following projects where identified as being recommended for delivery under the LRCIP:

- Gallery Lift (Improve accessibility of community facilities) (\$200,000)
- Hamilton Gateway (Landscaping Improvements) (\$125,000)
- Lake Hamilton Development (Toilets and Playgrounds) (\$125,000)
- Rural Road Numbering (Safety)(\$150,000) (current Allocation is \$63,000)
- Upgrade common street lights with VicRoads to LED (Local Roads) (\$320,000)
- Dunkeld Visitor Hub (Visitor Economy) (\$400,000)
- Additional Township Footpath repairs (Local Roads) (\$250,000)
- Additional Rural Culvert and Drainage works (Local Roads) (\$250,000)
- Blackwood Road narrow culvert (Local Roads Safety) (\$100,000)

Total: \$1,920,000

Project Management Costs (\$100,000) to be levied over all projects above.

Total: \$2,020,000 against Funding \$1,985,254

The proposed program has a spread of projects across the shire and are deliverable by 30 June 2021.

### **Financial and Resource Implications**

- The funding provided under the LRCIP does not require a co-contribution from Council though the proposed program is \$34,746 over the program budget inclusive of project management costs
- By funding projects from within Councils asset management plans and future programs it will free up funds in the long term financial plan to do other projects in the future
- Council's current project managers are at capacity and as such in order to deliver the LRCI program Council has advertised for a Project Manager to be temporarily employed to manage the projects. The advertising period has closed and interviews will be undertaken in due course

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

This report is in keeping with the following legislation and Council Policies:

- *Local Government Act (1989)*
- *Asset Management Policy (2019)*



- *Road management Plan (2018)*

### **Risk Management**

This program will reduce the amount of footpath and road defects around the shire reducing the risk to the community. The Rural Road Numbering project will make it more efficient and quicker for emergency services to respond to rural properties and reduce confusion over the address of the property they are attending.

There is a risk that the program will not be delivered by 30 June 2021. This is being mitigated by an extra project manager being recruited to deliver the program.

### **Environmental and Sustainability Considerations**

The street light replacement program will reduce Councils carbon footprint by reducing electricity consumption by our shared street lights on Main Roads with the Department of Transport.

### **Community Consultation and Communication**

Internal consultation has been held with relevant staff and the Council.

### **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. Under the Local Roads and Community Infrastructure Program allocate the \$2,020,000 across the following projects:
  - Gallery Lift
  - Hamilton Gateway
  - Lake Hamilton Development
  - Rural Road Numbering Program
  - Upgrade common street lights with VicRoads to LED
  - Dunkeld Visitor Hub
  - Additional Township Footpath repairs
  - Additional Rural Culvert and Drainage works
  - Blackwood Road narrow culvert

## 10.10 Service and Asset Management Policy

**Directorate:** David Moloney, Director Shire Infrastructure  
**Author:** David Moloney, Director Shire Infrastructure  
**Attachments:** 8. Asset Management Policy

### Executive Summary

Council owns and manages over \$500M in assets. The Assessment Management Policy is the overarching document of a series of documents used to manage Council's assets. The existing Asset Management Policy was adopted in July 2019 and the change.

On 13 February 2020 Council resolved on Notice of Motion #1/20:

That Southern Grampians Shire Council develop a policy for identifying and prioritising local road upgrades, to be integrated into the Southern Grampians Asset Management Policy.'

The only change to the policy is to add the below process for consideration of road upgrade requests.

Identify: Roads will be considered for upgrade where:

1. A road safety issue is identified and / or,
2. It meets a higher Infrastructure Design Manual (IDM) Road Characteristic level

Prioritise by:

1. Approved heavy vehicle route, then
2. Road classification, then
3. Condition rating

Funding:

1. Where works are required for safety / IDM standards will be Council funded,
2. Where there are alternate funding sources, Council will fund with appropriate grant assistance as available,
3. Section 163, Local Government Act 1989 special charge where other sources are not available

The Asset Management Policy aligns with objective 3.1 of the Council Plan 2017-2021 - Plan and provide for sustainable assets and infrastructure and strategy 3.1.2 Review and adopt Asset Management Plans to align with future service level and prioritise sustainability.

It is recommended that Council:

1. Revoke the previous Asset Management Policy dated July 2019
2. Approve the Asset Management Policy dated July 2020

## Discussion

Council owns and manages over \$500M in assets. The Assessment Management Policy is the overarching document of a series of documents used to manage Council's assets. The current asset management policy was last updated in July 2019.

The only change to the existing policy is to allow for consideration of upgrading road assets as requested by Council on 13 February 2020 when it resolved on Notice of Motion #1/20:

*'That Southern Grampians Shire Council develop a policy for identifying and prioritising local road upgrades, to be integrated into the Southern Grampians Asset Management Policy.'*

This asset management policy will continue to guide how Council will manage and plan for its assets. The main purposes of the policy are:

- Assets are linked to current and future use
- Ensure that the assets required to deliver services are properly controlled and are fit for purpose
- Accurate and reliable information about the asset and their use are available where and when needed
- Investment in renewal of assets ahead of new or upgraded assets
- Align Council policy with ISO 55000 and Federal Government change from NAMAFA to SPAF reporting

The objectives of the policy are:

- Define, record and control the components of services and assets
- All Asset Management activities are aimed at supporting service delivery
- Understand our service and asset bases and their interdependence on one another
- All Asset Management decisions are based on service delivery and outcomes
- Use evidence based decision making, linking service planning, asset usage and condition to optimise asset investment

The expected outcomes of the policy are:

- Support service delivery by providing the right assets
- Enhance the service potential of assets through improved management of existing assets, reducing the needs for new assets
- Maximise value for money, through whole of life (WOL) assessments
- Improved leadership, governance and accountability of assets
- Improve service to the community and user groups

## Financial and Resource Implications

It is expected that through this policy there will be:

- Targeted investment in assets that support Council delivering services to the community
- Appropriate level of investment in assets that are commensurate to the service plan requirements
- Development of long term asset investment strategies

- Assist in ensuring Councils long term financial plan is sustainable

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

Asset Management is a core function of Council and the Assets Management Policy assists Council in its obligations under the Local Government Act 2020 in maintaining and planning for services and assets.

This policy aligns with the Southern Grampians Shire Council - Council Plan 2017-2021 and in particularly:

#### **3.1 Plan and provide for sustainable assets and infrastructure**

3.1.2 Review and adopt Asset Management Plans to align with future service level and prioritise sustainability

#### **5.4 Deliver efficient and customer focused services**

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

5.4.3 Be recognised as an organisation that provides excellent customer service

### **Risk Management**

The Asset Management Policy will assist Council in the management of risks associated with its assets by prioritising investment in assets in accordance with the service profile.

### **Environmental and Sustainability Considerations**

This policy will assist with Council meetings by considering environmental and sustainability requirements through service planning and asset usage to deliver more efficient services maximising asset usage and reducing the need for new assets.

The Asset Management Policy also requires investment in best practice principles including renewable energy installation and environmentally friendly materials and design.

### **Community Consultation and Communication**

Consultation has been undertaken within Council's Senior Leadership and Asset Management Teams and is not required under legislation to be advertised.

### **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. Revoke the previous Asset Management Policy dated July 2019
2. Approve the Asset Management Policy dated July 2020

## 10.11 Pathway Infrastructure Asset Management Plan

**Directorate:** David Moloney, Director Shire Infrastructure  
**Author:** Mary Irwin, Asset Coordinator  
**Attachments:** 9. Pathway Infrastructure Asset Management Plan

### Executive Summary

The Pathway Infrastructure Asset Management Plan (plan) has been developed to guide Council and the community in the provision and development of pathway infrastructure currently managed by Council. The purpose of this plan is to document Council's asset management practices and present a lifecycle strategy for pathway and associated infrastructure for the next ten years.

The plan considers all relevant levels of service, the current Council Plan and other key planning processes and documents. This plan determines the manner by which Council undertakes the management of pathway infrastructure assets to achieve the required levels of service to the community and meet regulatory requirements.

It is recommended that Council endorses and accepts the Pathway Infrastructure Asset Management Plan as tabled, incorporates the actions into the annual planning process and undertakes to review the plan every four years in line with Council's Accounting for Assets Policy.

### Discussion

Local Government's exist to provide core services to meet the needs of its community. Some of these services are provided by infrastructure assets. Council acquires infrastructure assets by purchase, contract, gifting/donation following subdivision and construction by staff.

Council currently manages \$15.5 million of pathway infrastructure assets including brick, concrete, gravel and sealed footpaths.

The plan aligns with key organisational documents including the current Council Plan, Strategic Resource Plan, Annual Plan and Asset Management Policy. The plan and Accounting for Assets Policy are referred to when setting capital, operational, condition assessments and revaluations of the assets.

The emphasis of the plan is:

- To identify all pathway infrastructure assets and existing management arrangements
- To give an overall estimate of the cost of owning and maintaining the assets over the long term (10 years)
- To document management goals whilst allowing for the varying service levels affecting the assets

Key areas of improvement included in the plan are:

1. Increase the accuracy of pathway data
2. Increase use of mobile tools to allow real time capture of defects and works in the field
3. Create an audit process for design and construction works to ensure compliance with the Road Management Plan

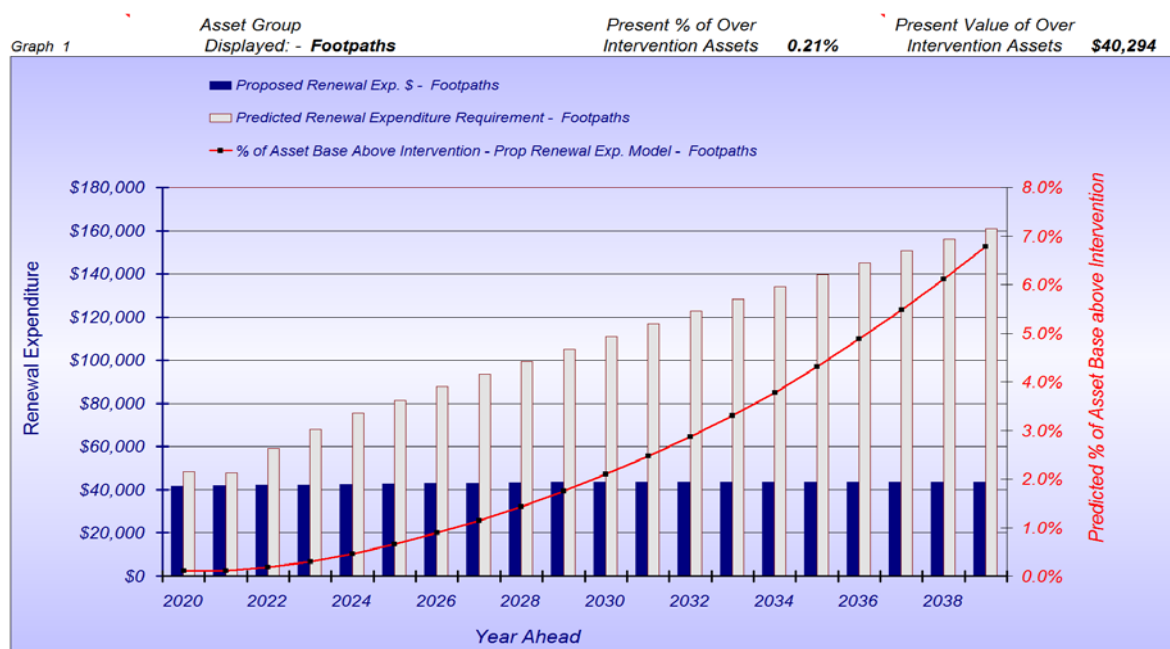
### Financial and Resource Implications

There were no monetary costs associated with development of the Plan. It was developed in-house by existing staff and data.

It is expected that the use of the plan and knowledge of the Asset Team will significantly improve Council’s ability to plan and resource the pathway capital and maintenance programs annually. The following table identifies the current predicted Budgeted Statement of Capital Works for the next 4 years as identified in the Strategic Resources Plan 2019/20 – 2023/24.

	Budget	Strategic Resource Plan Projections		
	2019/20	2020/21	2021/22	2022/23
Footpaths and Cycleways	550,000	74,000	84,000	97,000

Using the Moloney Asset Management System calculations, graph 1 below shows the recommended expenditure on pathways to maintain the network within Council’s intervention levels.



### Legislation, Council Plan and Policy Impacts

Asset Management is a core function of Council and the plan assists Council in its obligations under the Local Government Act 2020 in maintaining and planning for services and assets.

This policy aligns with the Southern Grampians Shire Council - Council Plan 2017-2021 and in particularly:

#### 3.1 Plan and provide for sustainable assets and infrastructure

3.1.2 Review and adopt Asset Management Plans to align with future service level and prioritise sustainability

This plan sits under Council's Asset Management Policy.

### **Risk Management**

The plan utilises principles established in the ISO 31000:2018 and the 2002 Road Reserve Risk Management – Statement of Principles by Civic Mutual Plus.

### **Environmental and Sustainability Considerations**

The plan will assist Council to meet its environmental and sustainability requirements through service planning and asset usage to deliver more efficient maintenance and capital planning and programs.

### **Community Consultation and Communication**

Consultation has been undertaken within Council's Senior Leadership and Asset Management Teams and is not required under legislation to be advertised.

### **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. Endorses the Pathway Infrastructure Asset Management Plan
2. Incorporates the Actions arising from the Plan into the relevant annual work plans
3. Reviews the plan every four years to coincide with the appointment of the new Council

## 10.12 Road Infrastructure Asset Management Plan

**Directorate:** David Moloney, Director Shire Infrastructure  
**Author:** Mary Irwin, Asset Coordinator  
**Attachments:** 10. Road Infrastructure Asset Management Plan

### Executive Summary

The Road Infrastructure Asset Management Plan (plan) has been developed to guide Council and the community in the provision and development of road infrastructure currently managed by Council. The purpose of this plan is to document the Council's asset management practices and present a lifecycle strategy for road and associated infrastructure for the next ten years.

The plan considers all relevant levels of service, the current Council Plan and other key planning processes and documents. This plan determines the manner by which Council undertakes the management of road infrastructure assets to achieve the required levels of service to the community and meet regulatory requirements.

It is recommended that Council endorses and accepts the Road Infrastructure Asset Management Plan as tabled, incorporates the actions into the annual planning process and undertakes to review the plan every four years in line with Council's Accounting for Assets Policy.

### Discussion

Local Government's exist to provide core services to meet the needs of its community. Some of these services are provided by infrastructure assets. Council acquires infrastructure assets by purchase, contract, gifting/donation following subdivision and construction by staff.

Under the Road Management Act 2004, Council is the designated 'Co-ordinating Road Authority' for municipal roads within the municipality and is responsible for their care and management. This means Council must ensure that if a road is required for public traffic, it is kept open for public use, and may carry out work on the road.

Council currently manages \$294 million of road and road infrastructure assets including sealed roads, gravel roads and kerb and channel which are covered by the Road Infrastructure Management Plan.

The plan aligns with key organisational documents including the current Council Plan, Strategic Resource Plan, Annual Plan and Asset Policy. The Road Management Plan and Accounting for Assets Policy are referred to when setting capital, operational, condition assessments and revaluations of the assets.

The emphasis of the plan is:

- To identify all road infrastructure assets and existing management arrangements.
- To give an overall estimate of the cost of owning and maintaining the assets over the long term (10 year) period.
- To document management goals whilst allowing for the varying service levels affecting the assets.



Key areas of improvement included in the plan are:

1. Increase the accuracy of kerb and channel data.
2. Capture of roadside objects including signage and street trees.
3. Increase use of mobile tools to allow real time capture of defects and works in the field.
4. Creation of a single page state of the asset annual overview.
5. Create an audit process for design and construction works to ensure compliance with Road Management Plan.

**Financial and Resource Implications**

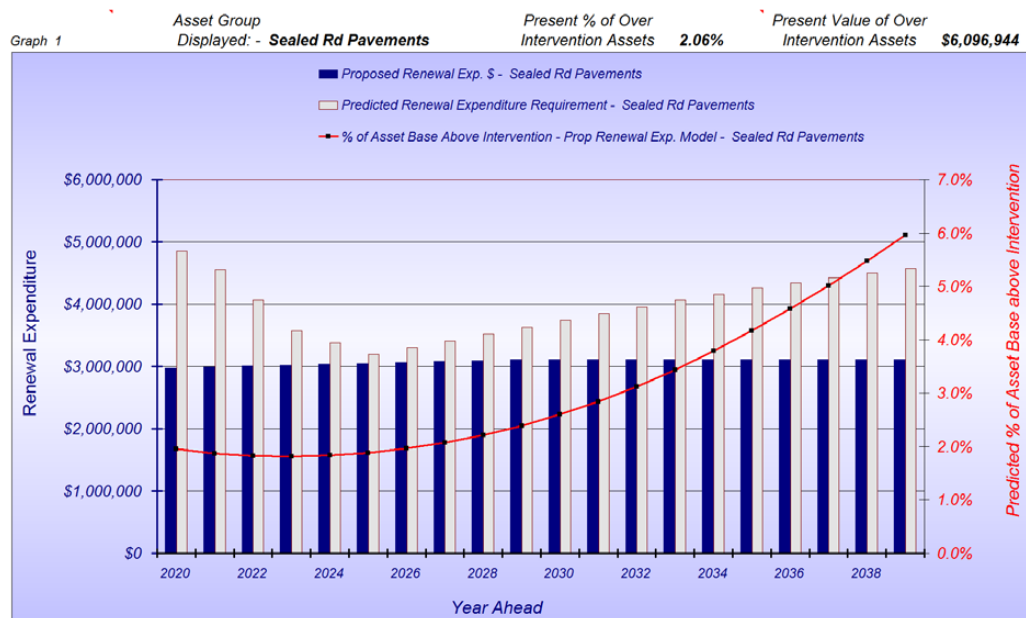
There were no monetary costs associated with development of the Plan. It was developed in-house by existing staff and data.

It is expected that the use of the plan and knowledge of the Asset Team will significantly improve Council’s ability to plan and resource the road capital management program annually. Work has already commenced on a data based 5 and 10 year capital work program following the extensive data cleansing by the team.

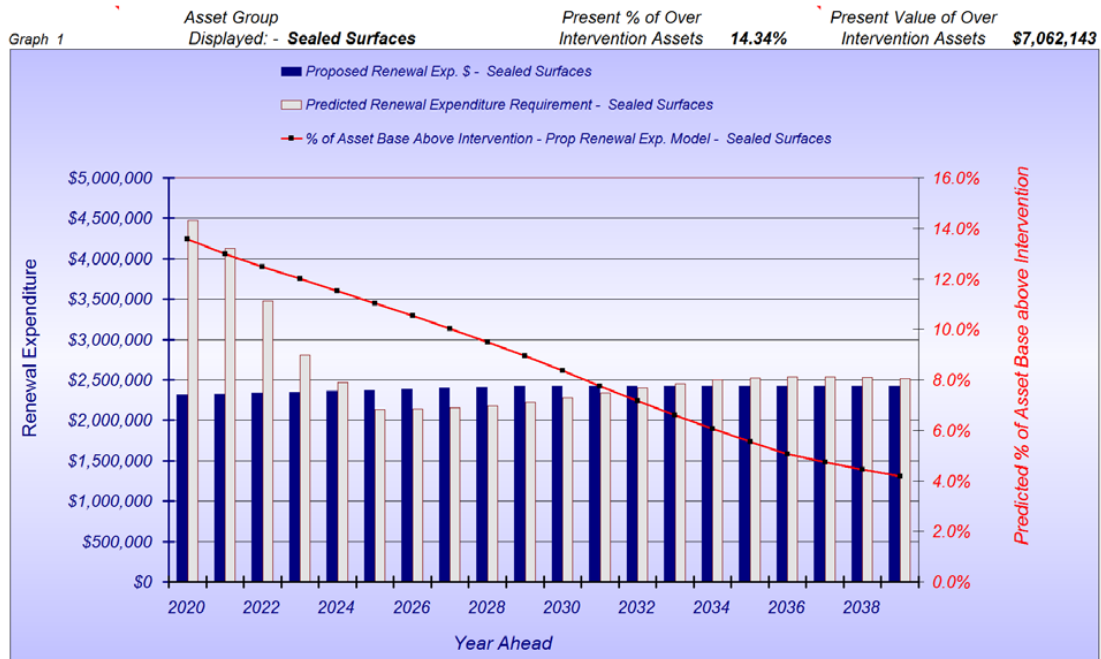
The following table identifies the current predicted Budgeted Statement of Capital Works for the next 4 years as identified in the Strategic Resources Plan 2019/20 – 2023/24.

	Budget	Strategic Resource Plan Projections		
	2019/20	2020/21	2021/22	2022/23
Roads	5,537,000	3,278,000	3,318,000	3,481,000

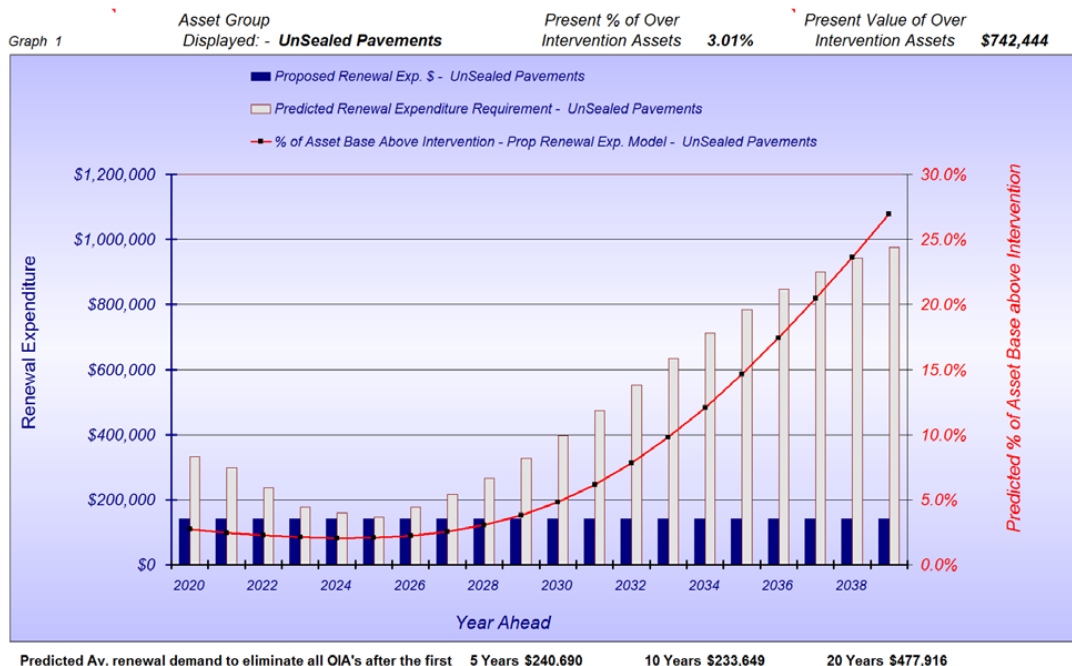
The below figure shows the recommended expenditure on sealed pavements to maintain the network within intervention levels.



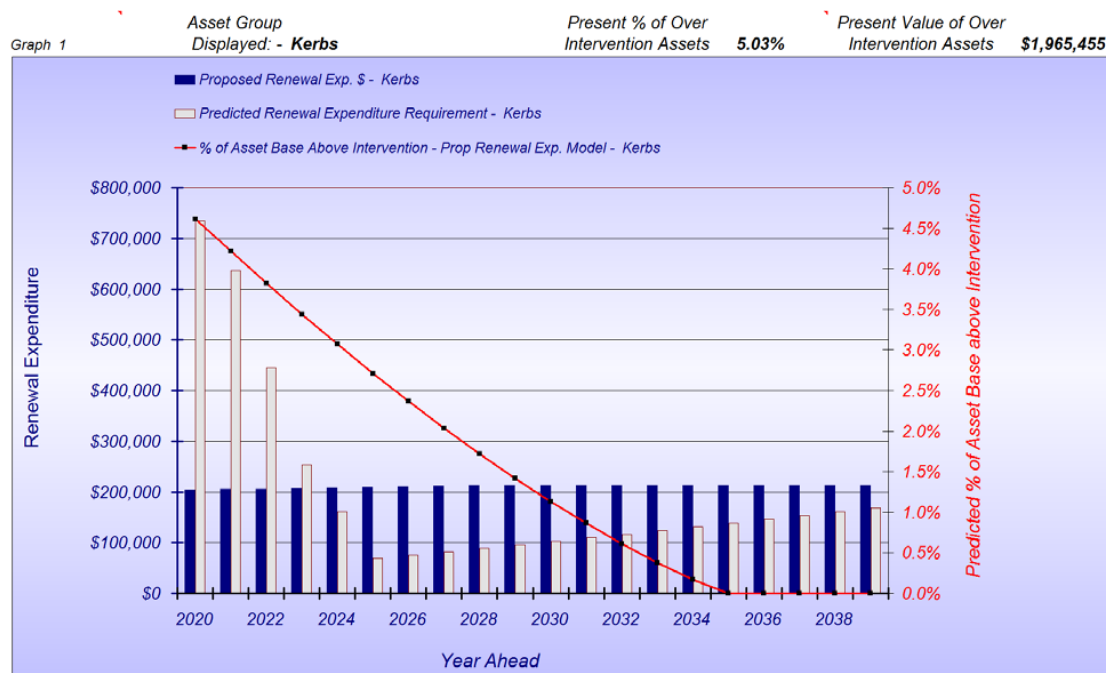
The below figure shows the recommended expenditure on sealed surfaces to maintain the network within intervention levels.



The below figure shows the recommended expenditure on unsealed pavements to maintain the network within intervention levels.



The below figure shows the recommended expenditure on kerbs to maintain the network within intervention levels.



**Legislation, Council Plan and Policy Impacts**

Asset Management is a core function of Council and the plan assists Council in its obligations under the Local Government Act 2020 in maintaining and planning for services and assets, and the Road Management Act 2004.

This policy aligns with the Southern Grampians Shire Council - Council Plan 2017-2021 and in particularly:

**3.1 Plan and provide for sustainable assets and infrastructure**

3.1.2 Review and adopt Asset Management Plans to align with future service level and prioritise sustainability

This plan sits under Council's Asset Management Policy.

**Risk Management**

The plan utilises principles established in the ISO 31000:2018 and the 2002 Road Reserve Risk Management – Statement of Principles by Civic Mutual Plus.

**Environmental and Sustainability Considerations**

The plan will assist Council to meet its environmental and sustainability requirements through service planning and asset usage to deliver more efficient maintenance and capital planning and programs.

**Community Consultation and Communication**

Consultation has been undertaken within Council’s Senior Leadership and Asset Management Teams and is not required under legislation to be advertised.

**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. Endorses the Road Infrastructure Asset Management Plan
2. Incorporates the Actions arising from the Plan into the relevant annual work plans
3. Reviews the plan every four years to coincide with the appointment of the new Council

## 10.13 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 May 2020 and compares actual and forecast targets along with a forecast for the Capital Works completion by the end of the financial year.

Southern Grampians Shire Council has started 174 projects with 154 of those now complete. This equates to 9.8% of the capital works program started with 87.5% 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 May 2020.

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

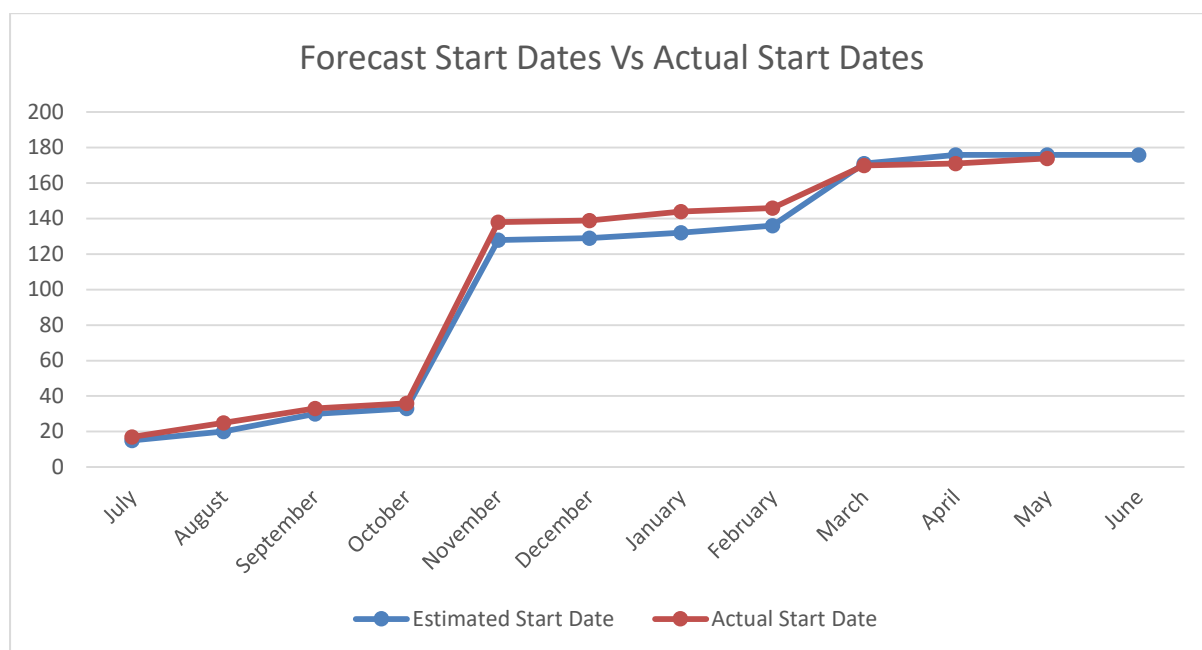
1. Forecast project start date
2. Forecast project finish date
3. Forecast expenditure

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. With carry forward and additional projects this has increased to 186.

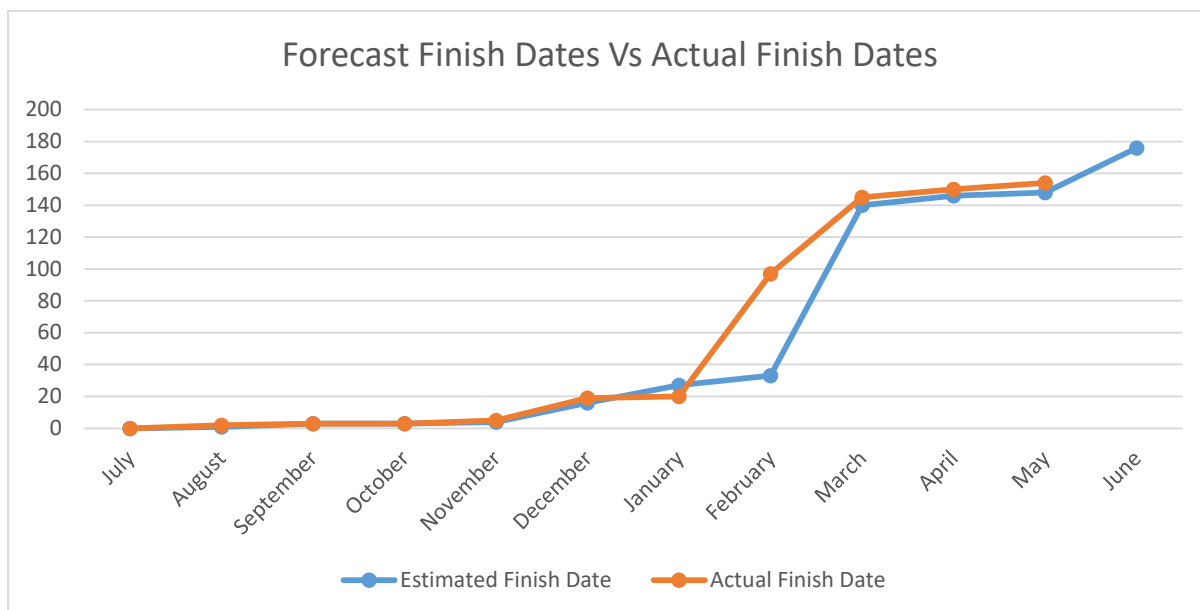
Figure 1, Project Start Dates, shows a comparison between the forecast start date for projects and the actual start dates for projects.



**Figure 1 Project Start Dates**

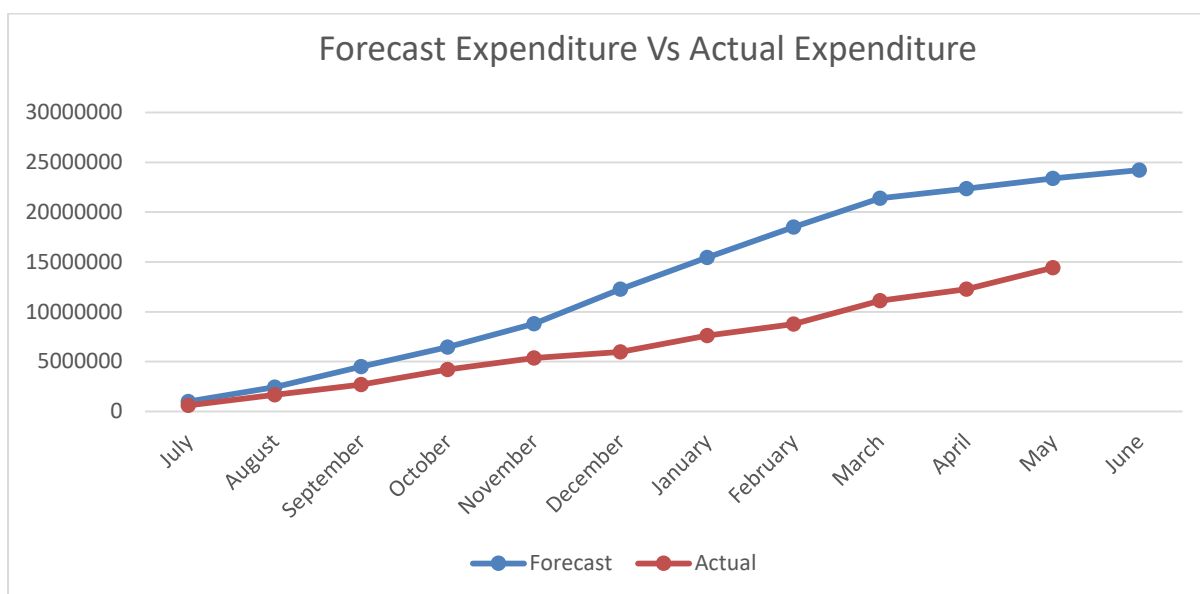
Figure 1 shows that Council is tracking just under forecast on projects started. This figure is excluding those projects which were deferred. This equates to 98.8% of the program has been started.

Figure 2, Project finish dates, shows the forecast finish dates for projects against the actual finish dates. Figure 2 shows Council is tracking to forecast for the completion of projects. Council planned to complete 148 projects by May 2020 and actually completed 154. This equates to 87.5% of the program now being complete by the end of May 2020.



**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 still relatively low when compared to the budget forecast.



**Figure 3 Forecast Expenditure vs Actual Expenditure**

Project Status	Actual	Forecast	Planned
Not Started	2	2	0
Started	174	174	176
Completed	154	162	176
Deferred	10	10	10

**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 completing projects in the last few months which has placed Council in a good position to deliver the 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.

Figure 4, also provides a forecast of project status at the end of the financial year. The forecast suggests that there will be 98.8% of projects started in 2019-2020, with 93.1% of the projects being forecast to be complete. The forecast may go up or down in June depending in project progress

	Annual Budget	Proposed Budget	Actuals	Forecast to 30/5/2020
Budget Amount	\$ 23,445,707	\$ 24,202,972	\$ 14,414,373	\$ 23,383,378.0
			Actuals	\$ 14,414,373
			Under Contract	\$ 4,207,994
			Works Department	\$ 1,209,029
			Ventures	\$ 1,989,029
			Assets	\$ 1,181,718
			Other Projects	\$ 1,200,830
			<b>Total</b>	\$ 24,202,972

**Figure 5 Project Value breakdown**

Figure 5 shows that expenditure is from \$12.26M in April to \$14.41M in May. This is still well below forecast. There is another \$4.2M in contracts already let for works to be delivered along with a further \$1.2M from the Works department mostly in the fleet area which has been ordered but not delivered yet.

Major projects such as the Industrial Estate continue to progress but expenditure on that project is still lower than forecast by around \$2M.

Below is a list of all the deferred projects to date of which there are 10.



Deferred Project	Budget	Comment
Cox Street` Front Door` Precinct Streetscape Design Project	\$ 3,180,000	Awaiting Funding
Melville Oval Building Improvements	\$ 150,000	NY Budget
Pedrina Park - Hockey Clubrooms	\$ 100,000	NY Budget
Hmailton Landfill Capping Stage 5	\$ 1,100,000	NY Budget
Lake Hamilton - Dam Wall Reinstatement	\$ 1,100,000	Awaiting testing report
Business Systems - Civica ACTUS Smartphone App	\$ 25,000	Awaiting decision on Corporate system
Public Convenience - Strategy Implementation	\$ 200,000	NY Budget
Rural Road Reseals - Ardachy Estate Rd, Branxholme - Condah Coleraine Rd G70 to	\$ 64,747	Timber Harvest to fund
Coleraine Landfill Remediation	\$ 700,000	NY Budget
Recreation & Lesiure Strategy Implementation	\$ 500,000	NY Budget
Total	\$ 7,119,747	

### 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 Works Program is received by Southern Grampians Shire Council.

## 11 Notices of Motion

### 11.1 Notice of Motion #8/20

Cr Rainsford

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 8 July 2020

#### MOTION

That Southern Grampians Shire Council make public the proposed projects that will be funded by the Federal Government's 22 May 2020 announcement of \$1,985,254 Local Roads and Community Infrastructure funding which needs to be expended by 30 June 2021 and call for public submissions prior to adopting a recommended expenditure of these funds.

#### Background

The Federal Government's Local Roads and Community Infrastructure funding was announced on May 22<sup>nd</sup> 2020 after the Southern Grampians Shire Council had prepared a draft 2020/21 budget which was approved by the majority of councillors on May 13<sup>th</sup> and placed out for public comment on May 14<sup>th</sup> with public submission open until 5.00 pm Monday 15<sup>th</sup> June 2020.

A large number of budget submissions were received and 12 submitters were heard on June 24<sup>th</sup> by a special Committee of Council Meeting.

The announcement of significant funding from the Federal Government to be expended during the period of the 2020/21 Southern Grampians Shire budget has not been given any public scrutiny.

Councillors have received two briefing reports which included lists of projects and priorities which we are informed Council will decide on July 8<sup>th</sup> 2020 the same meeting as adopting the Southern Grampians Shire Council 2020/21 Budget.

Residents ratepayers interested in improved facilities and services and community volunteers making submissions or seeking support on behalf of their community groups have not been aware or had an opportunity to make comment, unlike the draft budget which was released only a week before.

I am calling on Southern Grampians Shire Council to treat the directors prepared recommendation on the \$1.985 million Federal fund out for public comment for 2 weeks and call a special meeting of council if necessary in the interests of time management to adopt a scrutinized expenditure of the funding.

#### Officers Comments

The prioritisation of LRCIP was based on the current Strategic Plans, Asset Management Plans and projects listed but not funded under the 2020-2021 Budget of Council. The Strategic Plans have previously been out to the community for consultation when these

plans were being developed including potential projects. The Asset Management Plans are key plans in ensuring that Council assets are maintained for the community.

In order to be transparent about where the funds are to be spent a report is to be presented to the 8 July 2020 Ordinary Meeting of Council.

There is no requirement attached to the grant that requires the Southern Grampians Shire Council to consult over where the funds are to be spent.

## 11.2 Notice of Motion #9/20

Cr Rainsford

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 8 July 2020

### MOTION

That Southern Grampians Shire Council seek legal advice on the legality of collecting rates and utilising them for charitable purposes utilising the 1.75 % increased rates collected in 2020/21 for a Hardship Fund.

#### Background

Southern Grampians Shire Councillors in a majority but non unanimous vote on May 13<sup>th</sup> 2020 to increase the overall rate collection from Southern Grampians Shire property owners by 1.75 % and to quarantine these funds to be used as a special Hardship Fund to support ratepayers facing financial hardship because of the COVID19 Pandemic.

The rate rise, which will be born mainly by rural property owners from reports on property valuations rather than urban and commercial property owners, has been contentious receiving feedback through the budget submission process as well and general public commentary.

The implementation and allocation of the \$329,000 fund has also been of community concern.

This motion is in response to community members concerns that the question should be asked, is it legal to raise extra rate funds then allocated them in the form of a charity.

This question needs to be asked of the Inspectorate of Local Government or appropriate body to confirm that this is an appropriate action of a Local Government body.

#### Officers Comments

The allocation of resources to a Hardship Fund in response to a specific event, is not deemed to be a charitable pursuit.

An Act of "charity" is to give money or other items without expecting anything in return.

The Hardship Fund – to be administered under a Council Policy - is specifically aimed at reimbursing/refunding people and organisations who have already incurred specific types of expenses and/or reduced their income to provide relief to others who have incurred expenses.

All applications will need to be supported by evidence of being subject to financial/economic hardship.

It is a considered response to allow those sections of the community experiencing financial/economic hardship to have an avenue to seek relief.

Council has been briefed on both the process and the policy, with the policy being presented to Council for adoption, should the budget be adopted to allocate these funds.

## 12 Delegated Reports

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

## 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

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



## 15 Close of Meeting

This concludes the business of the meeting.