



Southern Grampians
SHIRE COUNCIL

Council Meeting Agenda

Council Meeting
14 December 2022

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

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1. Membership

Councillors

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

Officers

Mr Tony Doyle, Chief Executive Officer
Mr Kevin Leddin, Acting Director People and Culture
Ms Marg Scanlon, Director Infrastructure and Sustainability
Ms Belinda Johnson, Acting Director Wellbeing, Planning and Regulation

2. Welcome and Acknowledgement of Country

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

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

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

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

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

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

3. Prayer

Cr Colliton will lead the meeting in a prayer.

”Almighty god, we humbly beseech thee to vouchsafe thy blessing upon this council.

Direct and prosper its deliberations to the advancement of thy glory and the true welfare of the people of the Southern Grampians shire.”

4. Apologies

5. Confirmation of Minutes

RECOMMENDATION

That the Minutes of the Council Meeting held on 9 November 2022 be confirmed as a correct record of business transacted.

That the Minutes of the Unscheduled Council Meeting held on 30 November 2022 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 Council Meeting.

Questions must:

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

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

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

There are no Questions on Notice listed on 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 Council Meeting.

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

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

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

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

9. Informal Meetings of Councillors

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

If there is a meeting of Councillors that:

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

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

An Informal Meeting of Councillors record was kept for:

- 9 November 2022 – Briefing Session
- 15 November 2022 – Audit and Risk Committee Meeting
- 23 November 2022 – Briefing Session
- 30 November 2022 – Briefing Session

This agenda was prepared on 7 December 2022. Any Informal Meeting of Councillors between that date and the date of tonight's Meeting will appear in the agenda for the next Ordinary Meeting of Council.

Southern Grampians Shire Council

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session
Date:	9 November 2022
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr David Robertson, Mayor Cr Helen Henry, Deputy Mayor Cr Mary-Ann Brown Cr Albert Calvano Cr Bruach Colliton Cr Katrina Rainsford
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Kevin Leddin, Acting Director Community and Corporate Services Marg Scanlon, Director Infrastructure Belinda Johnson, Acting Director Planning and Development Susannah Milne, Manager Recreation and Leisure Services Di Dixon, Leisure Facilities Coordinator Jason Cay, Acting Financial Sustainability Coordinator
External Presenters:	Mark Williams, Peter Vogel

The Informal Meeting commenced at 1:00pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Councillor Only Meeting	Nil
2	Matters Raised by Councillors	Nil
3	GWMWater Annual Briefing	Nil
4	Outdoor Pool Operations Update	Nil
5	ARC Independent Member Fees	Nil
6	Quarterly Finance Report	Nil

The Informal Meeting concluded at 4:00pm.

Southern Grampians Shire Council

INFORMAL MEETING OF COUNCILLORS

ASSEMBLY DETAILS	
Title:	Audit & Risk Committee Meeting
Date:	15 November 2022
Location:	Martin J Hynes Auditorium/Teams Meeting
Councillors in Attendance:	Cr David Robertson, Mayor Cr Helen Henry, Deputy Mayor
Council Staff in Attendance:	Mr Tony Doyle, CEO Mr Kevin Leddin, Acting Director Community & Corporate Services Mr Jason Cay, Acting Financial Sustainability Coordinator Mrs Tahlia Homes – Manager Organisational Development Ms Nadine Rhook, EA to Director Community & Corporate Services

The Assembly commenced at 1:30pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Welcome	Nil
2	Apologies	Nil
3	Conflict of Interest	Nil
4	Confirmation of Previous Minutes	Nil
5	Summary Table of Outstanding Matters	Nil
6	External Audit - Progress Report of Current Actions	Nil
7	Final Management Letter, Closing Repor & Representation Letter	Nil
8	Internal Audit – Progress Overall & Updated Internal Audit Plan 2022-2022	Nil
9	Progress Report of Internal Audit Actions (Interplan) – Data Security Protection (VPDSS) & Data Analysis – Accounts Payable & Procurement	Nil

10	VAGO, Ombudsman & IBAC Reports	Nil
11	Excess Leave Update	Nil
12	Compliance Framework	Nil
13	OHS Report	Nil
14	Integrated Strategic Planning & Reporting Framework	Nil
15	Review Strategic Risk Register & Action Plan	Nil
16	Evaluation of Emerging Risk – Circular Economy (Waste Reduction & Recycling) Act 2021	Nil
17	Councillor Expenses Quarterly Report (July 2022 – September 2022)	Cr Robertson & Cr Henry declared an indirect conflict at the ARC Meeting at Item 12.1
18	Audit & Risk Committee – Annual Chair Report 2021/2022	Nil
19	Audit & Risk Committee – Annual Plan 2023	Nil
20	Other Items	Nil
21	Next Meeting	Nil

The Assembly concluded at 4.12pm

Southern Grampians Shire Council

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session
Date:	23 November 2022
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr David Robertson, Mayor Cr Helen Henry, Deputy Mayor Cr Mary-Ann Brown Cr Albert Calvano Cr Bruach Colliton Cr Greg McAdam Cr Katrina Rainsford
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Kevin Leddin, Acting Director Community and Corporate Services Marg Scanlon, Director Infrastructure Belinda Johnson, Acting Director Planning and Development Daryl Adamson, Manager Shire Strategy and Regulation John Finnerty, Manager Assets Alastair Griffiths, Contract Engineer

The Informal Meeting commenced at 1:00pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Councillor and CEO Only Meeting	Nil
2	Matters Raised by Councillors	Nil
3	86 and 86A Lonsdale Street Acquisition	Nil
4	RESA Hamilton Aerodrome Runway Extension	Nil
5	Development Plan, Recreation Road, Dunkeld	Nil
6	Building Services Contract	Nil

7	Caravan Park Concept Plan – Penshurst and Coleraine	Nil
8	Road Management Plan Review	Nil

The Informal Meeting concluded at 5:00pm.

Southern Grampians Shire Council Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session
Date:	30 November 2022
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr David Robertson, Mayor Cr Mary-Ann Brown Cr Albert Calvano Cr Bruach Colliton Cr Greg McAdam Cr Katrina Rainsford
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Kevin Leddin, Acting Director People and Culture Brett Homes, Acting Director Infrastructure and Sustainability Belinda Johnson, Acting Director Wellbeing, Planning and Regulation Alison Quade, Manager Communications and Community Engagement John Finnerty, Manager Assets Bill Scott, Manager Project Management Office Vaibhav Gavande, Project Manager
External Presenters:	P & A Society Representatives

The Informal Meeting commenced at 2:00pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Matters Raised by Councillors	Nil
2	Grants Policy	Nil
3	Bridge Maintenance Tender Award	Nil
4	P & A Society Briefing	Nil
5	Dunkeld Hub Construction Tender	Nil
6	HPAC Auditorium Seating Award	Nil

The Informal Meeting concluded at 5:00pm.

10. Management Reports

10.1 Tender 08-23 Hamilton PAC Auditorium Seating

Southern Grampians Shire Council does not make any Council Reports in relation to Tenders public before the Council Meeting. This is to ensure the integrity of the procurement process and limit the potential for any parties to try and influence Council's decision making process based on the recommendations from Council staff. The Report has been distributed to Councillors. The Report will be available to the public in the Council Meeting Minutes.

10.2 Tender 01-23 Bridge Maintenance & Repair Work

Southern Grampians Shire Council does not make any Council Reports in relation to Tenders public before the Council Meeting. This is to ensure the integrity of the procurement process and limit the potential for any parties to try and influence Council's decision making process based on the recommendations from Council staff. The Report has been distributed to Councillors. The Report will be available to the public in the Council Meeting Minutes.

10.3 Tender 11-23 Dunkeld Visitor Hub Precinct A & C

Southern Grampians Shire Council does not make any Council Reports in relation to Tenders public before the Council Meeting. This is to ensure the integrity of the procurement process and limit the potential for any parties to try and influence Council's decision making process based on the recommendations from Council staff. The Report has been distributed to Councillors. The Report will be available to the public in the Council Meeting Minutes.

10.4 Tender 04-23 Building Services

Southern Grampians Shire Council does not make any Council Reports in relation to Tenders public before the Council Meeting. This is to ensure the integrity of the procurement process and limit the potential for any parties to try and influence Council's decision making process based on the recommendations from Council staff. The Report has been distributed to Councillors. The Report will be available to the public in the Council Meeting Minutes.

10.5 Temporary changes to the Outdoor Pool Service Level for the 2022/23 Season

Directorate: Kevin Leddin, Acting Director People and Performance
Author: Susannah Milne, Manager Community and Leisure Services
Attachments: Current Operations of Outdoor Pools Policy

Executive Summary

In 2017 Southern Grampians Shire Council adopted the Operations of Outdoor Pools Policy which outlined the operational hours and service level that would be maintained to ensure Council's Outdoor Pools would be safe, open, and reliable.

Over the past two outdoor pool seasons there has been decreasing levels of qualified lifeguards available to ensure the safe operations of the six outdoor pools across the Shire in accordance with the service level outlined in the adopted policy.

After a multi-pronged recruitment campaign, the 2022/23 season sees this trend continuing, making it impossible to meet the adopted service level.

The purpose of this report is to recommend to Council proposed changes to swimming pools opening times to ensure that the Community has equitable and safe access to all pools over the 2022/23 pool season.

Discussion

The current adopted Outdoor Pool Policy outlines the operating hours, duration and conditions of which Council's outdoor pools will be operated at and include:

- Hamilton Olympic Swimming Pool will be open from the first weekend in November until the last weekend in March.
- All other pools will open early December and close in March.
- Pools will be open 3:00pm – 7:00pm provided that the temperature forecast is above 23 degrees Celsius for heated pools and 21 degrees for non- heated pools.
- All pools to be open from 12:00pm – 7:00pm when the temperature forecast is above 35 degrees Celsius (weekends and January only).
- Supervised early morning swimming offered 3 days per week at Hamilton and Coleraine.
- Note: Above conditions subject to lifeguard availability.

Over the past two pool seasons, it has been difficult to meet the service level outlined above due to the shortage of available lifeguards and pool aging infrastructure impacting safety.

This current season we are again impacted by the inability to attract an adequate number of qualified lifeguards, as well as significant rain events impacting on pool preparations, failing pool infrastructure and chemical shortages.

These issues have resulted in delays into the opening dates of the pools with the Hamilton Olympic Swimming pool not opening until the 17 November and the potential for the Glenthompson and Penshurst pools to be open mid-December.

Despite the multi-pronged recruitment campaign to facilitate the employment of lifeguards for the upcoming season, the recruited lifeguard numbers are approximately 55% of the required level to ensure all pools can open as per the Outdoor Pools Policy. The following table indicates the numbers of lifeguards required versus recruited.

Lifeguards	21/22 Season	22/23 Season (current)	Required
Senior >18	35	28	40
Junior < 18	12	10	20
Total	47	38	60

The decreasing availability of suitably qualified lifeguards is associated with numerous challenges including:

- 90% of currently employed lifeguards have existing roles at HILAC. When deployed to the outdoor pools issues in filling rosters and maintaining service levels across swim school, customer service, café, gym and the outlying pools occurs.
- Shortage of lifeguards' industry wide and a high demand for employees across several industries.

With current and predicted staffing levels considered there are not adequate numbers of lifeguards available to staff the outdoor pools in accordance with the policy.

To address the staff shortages the following is proposed:

Based on expected lifeguard resources that Council implement the following changes in opening times for the 2022-23 Outdoor Pool Season noting that all other conditions in Council's adopted Operations of Outdoor Pools Policy will remain unchanged:

1. Early morning swimming be offered on the following days at the Hamilton and Coleraine pools:
 - a) Hamilton: Monday and Thursday mornings
 - b) Coleraine: Tuesday and Friday mornings
2. Glenthompson and Peshurst pools will operate on a rotational timetable as follows:
 - Glenthompson: Sunday, Monday, Tuesday
 - Peshurst: Wednesday, Thursday, Friday and Saturday

Alongside these proposed changes, strategic discussion regarding future direction of operations of the outdoor pools for the 2023/24 season and review of the Operations Policy is to be undertaken.

These discussions will be informed by:

- An operational report of the 2022/23 season.
- Pool condition assessment report being undertaken in Nov/Dec 2022,
- Community Infrastructure Framework, and
- Southern Grampians Long Term Financial Plan.

Financial and Resource Implications

- This report was prepared within existing resourcing levels.
- The report aims to ensure fair and equitable sharing of resource levels across the Shire to allow community access to the Outdoor Pools.

- The recommendations of this report do not increase further financial or resource obligations to Council.
- This report highlights the future strategic considerations and discussions regarding the long term financial and operations of outdoor pools which will have financial and resource implications to Council.

Legislation, Council Plan and Policy Impacts

Public Swimming Pools must be registered and maintained in accordance with the Public Health and Wellbeing Regulations 2019.

Life Saving Victoria set industry standards in association with Safe Operating Procedures and Lifeguard accreditation requirements.

Council Plan 2021-2025 Priorities

Key Priority 1 – Support out Community

1.2.1 Provide and advocate for accessible, inclusive and equitable Council Services, facilities, activities and participation practices.

Key Priority 3 – Maintain and Renew our Infrastructure

3.1.2 – Maintain infrastructure to the agreed standard and ensure the principles of sustainability and universal design are considered in the planning and development of infrastructure to support community access and connection meeting the needs of the community.

Southern Grampians Shire Council Operations of Outdoor Pools Policy 2017.

Risk Management

This report aims to manage the reputational risk associated with Council being unable to meet adopted policy due to the staff shortage associated with accredited lifeguards.

Council is required to ensure that risks associated with swimming pools are met in accordance with industry standard and legislative requirements.

Environmental and Sustainability Considerations

Environmental and sustainability considerations have not been made within this report.

Community Consultation and Communication

Extensive information around the challenges for the upcoming pool season have been communicated within the community through social media and press releases. Despite this coverage lifeguard numbers remain below required levels.

The changes to service levels will be communicated to all community members using various communication methods.

Disclosure of Interests

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

RECOMMENDATION

Based on expected lifeguard resources that Council implement the following changes in opening times for the 2022-23 Outdoor Pool Season noting that all other conditions in Council's adopted Operations of Outdoor Pools Policy will remain unchanged:

1. Early morning swimming be offered on the following days at the Hamilton and Coleraine pools:
 - a) Hamilton: Monday and Thursday mornings
 - b) Coleraine: Tuesday and Friday mornings

2. Glenthompson and Peshurst pools operate on a rotational timetable as follows:
 - Glenthompson: Sunday, Monday, Tuesday
 - Peshurst: Wednesday, Thursday, Friday and Saturday

10.6 Community Partnership Grants Policy

Directorate: Tony Doyle, Chief Executive Officer
Author: Alison Quade, Manager Communication and Engagement
Attachments: Community Partnership Grants Policy

Executive Summary

Council's Grants Policy was last updated in 2018. Council's Grants program is intended to facilitate and support development of community groups within Southern Grampians Shire by providing a funding source for initiatives, events and projects.

A review and redraft of the Grants Policy has been completed to provide further details and clarity to community groups around eligibility, conflict of interest, application and assessment processes. The review was also informed by a recent VAGO audit of Fraud Control over Local Government Grants.

The policy is attached for Council's consideration.

This report recommends that the revised Grants Policy be approved by Council.

Discussion

Council allocates \$195,000 each year across two funding rounds under its community grants program.

The current Grant's policy was adopted in 2018. Following a 2022 audit by the Victorian Auditor General's Office (VAGO), it was seen as timely opportunity to review the policy. Advice from VAGO, benchmarking with other councils and feedback from grant recipients and Council have guided the policy review. No legislative requirements are attached to this policy or this review.

The proposed changes provide greater clarity around eligibility criteria, managing conflicts of interest and the application and assessment processes. The following changes are proposed:

1. That the program name be changed from 'Greater Grants' to 'Community Partnership Grants' to reflect the intention of the program more accurately;
2. That groups who are the responsibility of another level of government, and groups that have outstanding acquittals are not eligible to apply;
3. Includes an explanation of the need for 1:1 funding for applications over \$2500 and the requirement to provide evidence of matching funds;
4. All applications now approved under delegation by the CEO following recommendation by the assessment panel and presented to Council for noting;
5. All Council officers involved in the assessment process are required to declare if they have a conflict of interest prior to each assessment, which is recorded in Smarty Grants;
6. Stipulates funding conditions which include submission of an acquittal, return of the funding if the funded activity is no longer viable and details on how to seek a variation.

Financial and Resource Implications

The funding total will be determined as part of the annual budgeting process across the grant categories.

Legislation, Council Plan and Policy Impacts

This policy aligns with the Southern Grampians Shire Council - Council Plan 2021-2025. In particular:

- 1.1 An empowered and connected community
 - 1.1.1 Facilitate opportunities for people to participate in community life, through volunteering, civic leadership, social programs, to enable inclusion, social connection and wellbeing
 - 1.2.1 Provide and advocate for accessible, inclusive and equitable Council services, facilities, activities and participation practices
 - 1.2.2 Support and encourage participation in quality arts and cultural, education, leisure, recreation and sporting opportunities.
- 1.3 Grow a diverse and inclusive community
 - 1.3.4 Provide, promote and support appropriate and accessible services, facilities and activities for younger residents

Risk Management

The policy reduces reputational risk to Council by clearly defining the governance of the grants program.

Environmental and Sustainability Considerations

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

Community Consultation and Communication

Council Officers responsible for administering the program have advised the review process and the policy has been benchmarked against other Council grant programs. In addition, previous grant recipients across all categories are required to complete a grant acquittal. As part of the acquittal, Council seeks feedback from the recipient on ways the delivery of the grants program could be improved.

Once adopted, the Policy will be made available on Council's website.

Implementation of the Policy will also include communication to the public on the adoption of the Policy.

Disclosure of Interests

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

RECOMMENDATION

That Council adopt the revised Community Partnership Grants Policy.

10.7 Audit & Risk Committee - Minutes

Directorate: Kevin Leddin, Acting Director People and Performance
Author: Kevin Leddin, Acting Director People and Performance
Attachments: Minutes – 15 November 2022

Executive Summary

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

Discussion

The Audit and Risk Committee, as an Advisory Committee of Council, fulfils both a statutory and consultative function. It provides feedback, advice and direction to Council. The intention is not to focus on financial risk which is adequately addressed by the external auditors, but rather to review internal processes in line with the culture of continuous improvement.

Legislation, Council Plan and Policy Impacts

The Local Government Act 2020 (Section 53).

Disclosure of Interests

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

RECOMMENDATION

That the Minutes for the Audit and Risk Committee meeting held on 15 November 2022 be noted.

11. Notices of Motion

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

12. Delegated Reports

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

13. Mayors and Councillors Reports

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

14. Confidential Matters

RECOMMENDATION

That the following items be considered in Closed Council as specified in section 66(2)(a) and referenced in section 3(1), Confidential Information (a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released as per the Local Government Act 2020.

14.1 Hamilton Gallery Resolution – 9 November 2022

15. Close of Meeting

This concludes the business of the meeting.