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# SOUTHERN GRAMPIANS SHIRE COUNCIL

## Council Meeting Minutes Wednesday 12 July 2023

Held in MJ Hynes Auditorium  
5 Market Place, Hamilton at 5:30pm



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## The Meeting opened at 5.30pm

# 1 Present

### Councillors

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

### Officers

Mr Tony Doyle, Chief Executive Officer  
Mr Darren Barber, Director People and Performance  
Ms Susannah Milne, Acting Director Wellbeing, Planning and Regulation  
Ms Marg Scanlon, Director Infrastructure and Sustainability  
Ms Karly Saunders, Governance Coordinator

# 2 Welcome and Acknowledgement of Country

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

*“Our meeting is being held on the traditional lands of the Gunditjmara, Tjap Wurrung and Buandig 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

Cr Fran Malone

### 5 Confirmation of Minutes

#### RECOMMENDATION

That the Minutes of the Council Meeting held on 21 June 2023 be confirmed as a correct record of business transacted.

#### COUNCIL RESOLUTION

**MOVED:** Cr Brown  
**SECONDED:** Cr Henry

**That the Minutes of the Council Meeting held on 21 June 2023 be confirmed as a correct record of business transacted.**

**CARRIED**

### 6 Declaration of Interest

None declared.

### 7 Leave of Absence

There were no requests for a leave of absence on the agenda.

## 8 Questions on Notice

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

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

Questions must:

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

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

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

There was one Question on Notice listed on the agenda.

### 8.1 Council Watch Inc.

Q1 Can Council please advise the dollar amount of "cost shifting from State Government" they incurred in 2022/23 Financial Year?

**Response:**

Thank you for your question. Cost shifting from State Government to Local Government is a significant concern of Council. Examples of this can be seen in school crossing management, pool fencing inspections and increased report expectations under various pieces of legislation. Unfortunately, we do have a total cost of this across all areas.

## 9 Public Deputations

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

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

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

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

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

There were no Public Deputations listed on the agenda.



## 10 Petitions

There were no Petitions listed on the agenda.

## 11 Informal Meetings of Councillors

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

If there is a meeting of Councillors that:

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

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

An Informal Meeting of Councillors record was kept for:

- Audit and Risk Committee 16 May 2023
- Briefing Session 21 June 2023

This agenda was prepared on 5 July 2023. Any Informal Meeting of Councillors between that date and the date of tonight's Meeting will appear in the agenda for the next Council Meeting.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Audit & Risk Committee Meeting
Date:	16 May 2023
Location:	Martin J Hynes Auditorium / Teams Meeting
Councillors in Attendance:	Cr Henry Cr Robertson
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Belinda Johnson, Manager Finance Tahlia Homes, Manager People & Culture

The Informal Meeting commenced at 2.00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Welcome	Nil
2	Committee & Auditors in Camera	Nil
3	Apologies	Nil
4	Confirmation of Previous Minutes	Nil
5	Conflict of Interest Disclosure	Yes
6	Register of Committee Members Interests	Nil
7	CEO Report	Nil
8	Governance & Risk Management Disclosure	Nil
9	Summary Table of Outstanding Matters	Nil
10	Internal Audit Plan & Interim Annual Adjustments – SGSC & RSD Audit	Nil

11	Internal Audit Activity Status Reporting – Strategic Plan	Nil
12	Internal Audit Report/s - Final Project Management Framework	Nil
13	Internal Audit Scope – Risk Management & Initial Risk Assessment	Nil
14	Progress Report of Internal Audit Actions (Interplan)	Nil
15	Reports & Correspondence of Note: VAGO, Ombudsman & IBAC Reports	Nil
16	Compliance Framework Review	Nil
17	Compliance Framework Reporting	Nil
18	Risk Review Plan	Nil
19	OH&S Quarterly (Summary) Report	Nil
20	Progress Report of Current Actions	Nil
21	Management Letter - Interim	Nil
22	Quarterly Finance Report/s	Nil
23	Quarterly Councillors Expenditure Report	Nil
24	Revenue & Rating Plan 2021/2021-2024/25	Nil
25	Draft Budget, Revenue Rating Strategy. LTFP & Pricing Register	Nil
26	Excess Leave Update	Nil
27	Other Items	Nil
28	Next Meeting	Nil

The Informal Meeting concluded at 4.00pm.



## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session 21 June 2023
Date:	21 June 2023
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Brown Cr Calvano Cr Colliton Cr Henry Cr Malone Cr Rainsford Cr Robertson
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Rory Neeson, Director Wellbeing, Planning and Regulation Susannah Milne, Manager Community and Wellbeing Diana Dixon, Coordinator Leisure Facilities Andrew Nield, Planning Coordinator Jane Coshutt, Community Engagement Coordinator

The Informal Meeting commenced at 2:20pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Councillor and CEO Meeting	Nil
2	HILAC Corporate, Community and Club Memberships	Nil
3	First Nations Officer Role and Report on RAP	Nil

The Informal Meeting concluded at 5:00pm.

## 12 Management Reports

### 12.1 Planning Permit TP/112/2022 - Melville Oval

<b>Directorate:</b>	Wellbeing, Planning and Regulation
<b>Report Approver:</b>	Susannah Milne (A/Director Wellbeing, Planning and Regulation)
<b>Report Author:</b>	Andrew Nield (A/Manager Shire Strategy and Regulation)
<b>Attachment(s):</b>	<ol style="list-style-type: none"><li>1. T P-112-2022 - Attachment 1 - Application documents [12.1.1 - 110 pages]</li><li>2. TP 112 2022 - Attachment 2 - Conditions and Notes [12.1.2 - 5 pages]</li><li>3. T P-112-2022 - Attachment 3 - City of Hamilton Conservation Study - Old Grandstand - Melville Oval [12.1.3 - 2 pages]</li></ol>

#### Executive Summary

A planning permit is required for the Melville Oval redevelopment because of the Heritage Overlay that exists across the subject site. The overlay requires that a planning permit be granted for any works associated with demolition of buildings, removal of trees, alterations/extensions to existing buildings and the construction of new buildings and/or infrastructure.

Planning application TP/112/2022 seeks approval under the Heritage Overlay for a redevelopment at Melville Oval, which comprises of the demolition of several brick and corrugated buildings, removal of trees, alterations and extensions to the existing grandstand, construction of a new pavilion, and construction of two netball courts. Associated works, such as underground electricity lines and landscaping, are also proposed.

The proposal is consistent with the current zoning for public recreation and will support local sporting teams by upgrading existing facilities. It is recommended that Council resolve to grant a permit for the redevelopment, subject to conditions.

#### Discussion

##### The proposal

The application proposes the demolition and removal of existing site features, alteration and extension of the existing grandstand, construction of a shelter, kiosk, storage shed, pavilion, two netball courts and supporting infrastructure at Melville Oval, in Hamilton. The land has several addresses, including 18 Market Place, 125 Brown Street, 135 Brown Street and 73 Lonsdale Street and comprises two crown allotments (CA 1 and CA 2 Section 54A Township of Hamilton Parish of Hamilton North). The site currently contains a sporting oval, playground, water tanks, outdoor seating and various buildings.

A summary of the changes is provided below –

- Demolition of the rear (north) section of the existing grandstand
- Redevelopment of the floor level of the grandstand to include club changerooms, umpires and official's rooms, canteen and first aid rooms.
- Demolition of the existing shed and club shelter southwest of the existing grandstand

- Existing bitumen surfacing around the existing shed and shelter to be made good
- Demolition of spectator seating and part of the oval fencing around the northern perimeter of the oval
- Construction of two netball courts at the bend of Market Place at Dryden Street and associated fencing and lighting
- Construction of a kiosk bar (9.8sqm) adjacent to the netball courts
- Construction of a netball store (12.4sqm)
- Construction of skillion-roofed open canopy for shelter adjacent to the netball courts
- Construction of a single storey pavilion adjacent to the existing grandstand
- Alteration to the roadway, part of the footpath and associated infrastructure at Market Place and subsequent extension of the oval grounds into what is currently the road reserve
- Car parking along the eastern side of Market Place will be reinstated at a 90-degree angle and landscaping (trees) planted at regular intervals
- Removal of the existing parameter fence at Market Place opposite Dryden Street and the Pittosporum and Photinia hedge
- Removal of the West Australian Red-flowering Gum (*Corymbia Ficifolia*) tree at the bend of Market Place at Dryden Street
- Removal of two Pittosporum (*Pittosporum Tenuifolium*) trees at the northeast corner of the existing grandstand
- Introduction of new garden beds and other landscaping, with a variety of native Australian species, including tussock grasses, rambling shrubs, and trees, and some exotic species such as Cycads.

The extension of the grandstand includes club changerooms, umpire's and official's rooms and amenities. It is also proposed that the existing balustrades be repainted, the eastern staircase be altered, and new doors and windows be included to allow suitable access.

The proposed new pavilion will provide netball change rooms, social room, kitchen, kiosk and umpire's and official's rooms. The building has a sloped roof which borrows from the heritage grandstand and provides viewing areas towards the oval for teams and spectators. The building has a single storey form adjacent to the public road.

Building materials include face brickwork in a sand-brown colour with a textural surface (such as Austral Bricks 'Hasselt' range), steel slat roller shutters in black satin finish, polycarbonate roller shutters, timber battens and cladding, aluminium framed, glazed windows, metal sheet cladding, galvanised S-rib cladding. Internal materials and finishes include but are not limited to plywood panels, perforated plywood panels, plywood slats, Laminex partitions, perforated plaster boards, tiling and so on.

Other fixtures to be replaced and/or relocated include bike rails, fire extinguishers, outdoor seating and polypad tactile indicators for access ramps.

The construction of the netball courts and pavilion relies on changes to the road at Market Place to create sufficient space for these components. The roadway is proposed to be narrowed from the corner of Milton Street and Dryden Street and parking at Market Place reoriented 90 degrees.

Overhead electricity lines are proposed to be relocated underground and various other assets, including drainage pits, will require relocation and renewal.

New landscaping will replace the hedge and flowering gum tree in the north-western portion of the site. Two pittosporum trees will be removed at the north-eastern corner of the grandstand and part of the parameter fence to create space for the expanded pavilion and netball courts.

#### Site context and history

Melville Oval is within the Public Park and Recreation Zone and bounded by Market Place to the northwest and west, Lonsdale Street to the southeast, Brown Street to the east and Milton Street to the northeast. Land opposite, on Brown Street, is occupied by the Alexandra Hotel, residential buildings and Sam Fitzpatrick Gardens. Land to the south forms the central business district of Hamilton and Lonsdale Street itself forms a key thoroughfare through the city. Land southwest of the site on Thompson Street is used for a hotel and petrol station. Council offices and the former Shire of Dundas building are located on Market Place to the west of the site. Properties located north of the site along Market Place and Milton Street are used for detached dwellings.

The oval space was allocated for public recreation use by 1902 and plans to beautify the area were drawn. The Edwardian grandstand was developed around 1909 and opened by the then-Premier of Victoria, the Honorable J. Murray. The ornamental gates and landscape elements support the grandstand and the site forms a key focus for Hamilton. The grandstand is in good condition and, aside from the extension to the rear, is largely intact. As detailed in the Statement of Significance, the removal of the band rotunda (to the Botanic Gardens) and alterations to the fabric of the grandstand have diminished the integrity of the complex.

#### Planning Scheme requirements

As the development has an estimated cost of less than \$10,000,000, a permit is not required under Clause 36.02 of the Southern Grampians Planning Scheme (Public Park and Recreation Zone), pursuant to the provisions of Clause 52.31 (Local Government Projects).

Clause 52.31-1 does not exempt the application from requiring a permit under any overlay except the Floodway Overlay, Land Subject to Inundation Overlay and Special Building Overlay. A permit is therefore required pursuant to Clause 43.01-1 (Heritage Overlay).

Melville Oval is registered in the schedule to Clause 43.01 as a heritage place (HO321 Grandstand c1909 No. 3673 W. H. Melville Developer). External paint controls do not apply but the permit requirement of Clause 43.01-1 still includes external alterations of any kind. A permit is also required to:

- demolish or remove a building,
- construct a fence visible from a street,

- carry out works, repairs and routine maintenance which change the appearance of a heritage place or which are not undertaken to the same details, specifications and materials, and
- construct a building.

The oval is mapped within HO345, Market Heritage Precinct. External paint and tree controls apply in this area and therefore a permit is required to paint the grandstand and to remove trees from the site.

### Key considerations

#### Heritage Values –

The Grandstand at Melville Oval was constructed circa 1909 by well-known local developer, M. H. Melville. The grandstand has been altered, with the extension to the north being added sometime during the 1980s. The seating, external stairs, balustrades and other key features have remained unaltered. The grandstand is of local significance for its historical associations with various sports and recreational pursuits and for its Edwardian architecture.

Melville Oval forms part of the Market Heritage Area which also has local significance because of its historical associations as Hamilton's primary recreation reserve. The oval highlights the significance of sport for country Victorian towns.

The proposal includes demolition of the extension and alteration of the grandstand, including changes to windows and doors. Council's heritage advisor has reviewed the plans and provided the following advice:

- The design of the grandstand addition and the proposed building to the west are generally supported. They are sympathetic to the design and scale of the grandstand.
- The simplified netball canopy is not as sympathetic to the original design. The original cranked roof beams design shown on drawing A7.02 is more interesting and a more appropriate design than the proposed skillion roofed canopy now proposed, due to budget limitations.
- Further detail is required on the plans, particularly the elevation drawings. Timber cladding should be used on smaller buildings to provide continuity in the overall design.
- The retention / use of bitumen for tiered seating areas is supported.
- The cast iron drainpipe at the northwest corner of the grandstand should be retained if possible. A detailed section and elevation drawing is required for this section of the grandstand.
- The elevations should also detail any proposed changes to the corrugated iron cladding of the grandstand.
- Further information is required on the details of the repairs and maintenance works :
  - Iron trusses
  - Iron balustrades
  - Grandstand flooring, seating and timber framing to glazing at east and west ends at the top of the grandstand

- Timber stairs
- Stair handrail
- Access requirements generally.
- The use of a contemporary brick is supported as it is reasonably neutral and consistent with the colour of the galvanized sheet cladding on the grandstand.
- The tree removal is unlikely to have any impact on the heritage value of the place and is supported.
- The relocation of the playground to the Lonsdale Street side of the oval is supported.

The proposed removal of the brick building and shed structure which serve as a bar and changerooms is supported as they are newer buildings which do not enhance the heritage value of the site. Likewise, the removal of the extension to the rear of the grandstand is supported as it will be replaced by contemporary spaces that can integrate with the existing grandstand. The new pavilion and courts will offer functional space for sporting clubs, visitors and spectators. These structures are contemporary in nature but borrow design features from the grandstand to provide continuity in the overall aesthetic of the facility. More detail regarding conservation works, alterations and external materials, colours and finishes will be required prior to the endorsement of the plans to ensure all the changes are detailed and deemed to be appropriate.

The removal of trees is supported as new species, including more flowering gums can be established on the reserve boundaries. Garden beds with various plant species will soften the appearance of hard surfaces and provide pockets of greenery. None of the trees to be removed are particularly old or specifically mentioned in the heritage citation and therefore not particularly requiring conservation. The Weeping Scotch Elm and English Oak located to the east of the grandstand are to be retained and must be protected during construction works.

#### Lighting –

The proposed netball courts will be serviced with eight LED floodlights erected on 12 metre-high poles regularly spaced around the courts. The Philips Opivision Generation 3 LED floodlights have been selected as the proposed product and the lights have an average lux of 200 and a maximum lux of 310. The lights are tilted downwards to the courts for optimal lighting on the court and light spill is unlikely to cause significant disruption to the surrounding area (see the Lighting Proposal prepared by Sports Lighting SA, page 5 of 6).

#### Further Steps –

The redevelopment requires part of the roadway at Market Place to be altered, rezoned from General Residential Zone to Public Park Recreation Zone and subdivided into a new lot. The lot can then be consolidated with the existing oval site. The road closure process is underway and the correction to the zoning can be accomplished through the standard rezoning process. Once the land is rezoned, it can be subdivided from the roadway and consolidated to simplify the oval titles.

#### **Financial and Resource Implications**

Council has allocated a budget of \$8,400,000 for the project comprising Federal Government Funds.

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

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

#### *2.2 Increase our regional profile*

*2.2.1 Leverage the Shire's strategic advantages in health, education, leisure and cultural activities as a means to increase the region's profile and stimulate economic and population growth.*

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

#### *3.1 Plan and maintain sustainable assets and infrastructure*

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

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

#### *3.2 Safe and well-maintained transport routes and infrastructure for all modes of travel*

*3.2.3 Provide infrastructure that supports a connected and active community.*

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

#### *3.3 Attractive Council-owned and managed community and open spaces*

*3.3.1 Continue to invest in and activate open spaces within Southern Grampians.*

## **Legislation**

*Local Government Act 2020*

*Planning and Environment Act 1987*

## **Gender Equality Act 2020**

This application has no direct implications for gender equity.

## **Risk Management**

The oval redevelopment is a substantial project and requires work from various parties, including but not limited to the tendered contractor, electricians, plumbers, arborists and tilers. Timeframes can be affected at different stages of the development, as can the estimated cost of works.

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

The project incorporates water sensitive urban design and other sustainability measures.

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



Notice of the application has been given by letter to the owners and occupiers of surrounding land. Three notices have been displayed around the perimeter of the site for fourteen days and the application documents made available online for the notice period.

One submission was received from a nearby resident who requests the inclusion of flowering gums as part of the new landscaping which has been included.

No objections were received.

### **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.

Anita Collingwood, Acting Planning Coordinator

Andrew Nield, Acting Manager Shire Strategy and Regulation

Rory Neeson, Director Wellbeing, Planning and Regulation

Susannah Milne, Acting Director Wellbeing, Planning and Regulation

### **RECOMMENDATION**

That, having considered all the matters required under Section 60 of the *Planning and Environment Act 1987*, Council resolve to grant a planning permit for under the provisions of Clause 43.01 of the Southern Grampians Planning Scheme in respect of the land known and described as 18 Market Place, 125 Brown Street, 135 Brown Street and 73 Lonsdale Street, Hamilton (Melville Oval) for the Demolition of buildings, removal of trees, alteration of existing buildings, construction of buildings and the carrying out of works in accordance with the endorsed plans and subject to the conditions included in Attachment 2.

### **COUNCIL RESOLUTION**

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

**That, having considered all the matters required under Section 60 of the *Planning and Environment Act 1987*, Council resolve to grant a planning permit for under the provisions of Clause 43.01 of the Southern Grampians Planning Scheme in respect of the land known and described as 18 Market Place, 125 Brown Street, 135 Brown Street and 73 Lonsdale Street, Hamilton (Melville Oval) for the Demolition of buildings, removal of trees, alteration of existing buildings, construction of buildings and the carrying out of works in accordance with the endorsed plans and subject to the conditions included in Attachment 2.**

**CARRIED**



## 12.2 Partial Road Discontinuance, Market Street Hamilton - Melville Oval Upgrade

<b>Directorate:</b>	Infrastructure and Sustainability
<b>Report Approver:</b>	Marg Scanlon (Director Infrastructure and Sustainability)
<b>Report Author:</b>	Bill Scott, Manager Project Management Office
<b>Attachment(s):</b>	1. Design Impact into Road Reserve [12.2.1 - 1 page] 2. Title plan - Market Place Partial Closure [12.2.2 - 1 page]

### Executive Summary

The Melville Oval Redevelopment Project includes the construction of two netball courts, a new pavilion comprising a function room, netball changerooms, officials and first-aid rooms, improvements to the Grandstand facilities and redevelopment of the ground floor to incorporate new club changerooms, officials, umpires' rooms and canteen. The location of the new netball courts and the new pavilion buildings will be sited on a part of the existing road reserve known as Market Place, Hamilton.

To achieve this, it is proposed to discontinue a section of the road reserve as shown on the plan attached in the hatched area (Attachment 2) to facilitate project construction.

To resolve this road discontinuance, Council is required to publicly advertise the proposal, inviting submissions from the public in accordance with the statutory requirements. Any submissions received will be considered by Council, including at a Hearing of Submissions meeting (if required). After considering submissions received, Council will receive a further report to consider the discontinuance of the road for the purposes of the project delivery.

### Discussion

Council has received federal government funding to deliver the Melville Oval Redevelopment Project. This project is a key deliverable identified in the Hamilton CBD Master Plan. The new pavilion and netball courts will encroach into Market Place, subsequently a partial road discontinuance is required to facilitate the inclusion of these facilities within Melville Reserve. This partial road discontinuance is required as the infrastructure that is being constructed has no connection with the nature of a road reserve and should not be constructed on one.

The process that Council must follow, as set out in the Local Government Act 1989, stipulates Council must first consider whether to discontinue part of the road. If Council makes such a decision, it must give public notice of the proposal, calling for submissions. Council must then consider any submissions made in response to the public notice, before deciding to proceed with the discontinuance or not. If Council makes a decision to discontinue the road, it must publish notice of the discontinuance in the Victorian Government Gazette.

The road, known as Market Place:

- A) Crown land known to title as a government road;
- B) Partly constructed as part of a public footpath from concrete including a kerb abutting the balance of Market Place; and is

C) Partly covered with grass.

As the road is known to be titled as a road it is therefore a road; for the purpose of the Local Government Act 1989. Council has the power to consider discontinuing the road. As the Road is a government road on Crown land, if the road is discontinued, the road will vest in the Crown.

The road abuts the land contained in Crown Folio volume 11798 folio 023 (Adjoining Land - Melville Oval) which is:

1. The land contained in Crown Allotment 1 Section 54A Township of Hamilton Parish of Hamilton North;
2. Temporarily reserved for public recreation purposes;
3. Administered by Council as Crown land administrator.

If Council decides to discontinue the road, it will need to procure the agreement of the Department of Energy, Environment and Climate Action (on behalf of the Crown), to:

- i. temporarily reserve the discontinued road for the same purpose as the adjoining land; and
- ii. appoint Council as Crown land administrator of the discontinued road.

The proposed discontinuance is subject to a full community consultation process prior to Councils further consideration and resolution.

### **Financial and Resource Implications**

The costs associated with this road discontinuance process are included in the project budget and primarily relate to officer time and advertising costs.

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

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

1.1 An empowered and connected community

1.1.1 Facilitate opportunities for people to participate in community life, through volunteering, civic leadership, social programs, to enable inclusion, social connection and wellbeing.

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

1.2 Support and promote a healthy community

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

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

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

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.

***Grow Our Regional Economy***

2.2 Increase our regional profile

2.2.4 Develop strategies that not only attract visitors but encourage them to consider living, learning or investing in the Shire and grow the Visitor Economy.

***Maintain and Renew Our Infrastructure***

3.1 Plan and maintain sustainable assets and infrastructure

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

3.1.4 Strategically plan a sustainable long-term capital program with identification of funding and partnership opportunities.

***Maintain and Renew Our Infrastructure***

3.2 Safe and well-maintained transport routes and infrastructure for all modes of travel

3.2.3 Provide infrastructure that supports a connected and active community.

***Maintain and Renew Our Infrastructure***

3.3 Attractive Council-owned and managed community and open spaces

3.3.1 Continue to invest in and activate open spaces within Southern Grampians.

**Legislation**

This proposal is in accordance with the Local Government Act 1989.

**Gender Equality Act 2020**

The Melville Redevelopment Project includes improved facilities for female participation specifically in netball and provides opportunity for future female participation in Australian Rules Football.

**Risk Management**

The discontinuance of the road reserve aligns with Council's risk framework specifically relating to the requirements of the project works. If Council were to decide not to proceed with the discontinuance, Council would expose itself to financial, reputation and legal risks, due to the associated project funding agreements which define agreed deliverables and timelines.

**Climate Change, Environmental and Sustainability Considerations**

While there are no environmental or sustainability considerations arising from the road discontinuance, there are various environmental and sustainability considerations and outcomes within the project design and construction.

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

Before proceeding with the discontinuance, Council must give notice of the proposal in accordance with Section 223 of the *Local Government Act 1989*, which provides that a person, within 28 days of the date of the public notice, lodge a written submission regarding the proposal.

Where a person has made a written submission to Council requesting that he or she be heard in support of the written submission, Council must permit that person to be heard before a meeting of Council or the Committee which has delegated authority to hear those submissions, giving reasonable notice of the day, time and place of the meeting.

After hearing any submission made, Council must determine whether the Road is not reasonably required for public use, in order to decide whether the road should be discontinued.

### **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.

The following officers were involved in the production of this report:

- Tony McGann – Contracted Project Manager
- Bill Scott – Manager Project Management Office
- Vicky Collins – Executive Assistant Director of Infrastructure & Sustainability
- Marg Scanlon – Director Infrastructure & Sustainability.

**RECOMMENDATION**

That Council, acting under clause 3 of Schedule 10 of the Local Government 1989 (Act):

1. Resolves that the required statutory procedures be commenced to discontinue part of the government road known as Market Place, Hamilton, being the land shown hatched in the Plan attached to this report as Attachment 2 (Road):
2. Directs that, under Sections 207A and 223 of the Act, public notice of the proposed discontinuance be given on Council's website, in a newspaper circulated in the local community, and in a major metropolitan newspaper;
3. Resolves that the public notice required to be given under sections 207A and 223 of the Act should state that if the Road is discontinued, it will vest in the Crown, and Council proposes to request that the Crown amend the Crown land reservation of the adjoining land to include the discontinued road, in order to facilitate the development of the Melville Oval Facilities upgrade.

**COUNCIL RESOLUTION**

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

That Council, acting under clause 3 of Schedule 10 of the Local Government 1989 (Act):

1. Resolves that the required statutory procedures be commenced to discontinue part of the government road known as Market Place, Hamilton, being the land shown hatched in the Plan attached to this report as Attachment 2 (Road):
2. Directs that, under Sections 207A and 223 of the Act, public notice of the proposed discontinuance be given on Council's website, in a newspaper circulated in the local community, and in a major metropolitan newspaper;
3. Resolves that the public notice required to be given under sections 207A and 223 of the Act should state that if the Road is discontinued, it will vest in the Crown, and Council proposes to request that the Crown amend the Crown land reservation of the adjoining land to include the discontinued road, in order to facilitate the development of the Melville Oval Facilities upgrade.

**CARRIED**

## 12.3 Monthly Capital Works Report - May 2023

**Directorate:** Infrastructure and Sustainability  
**Report Approver:** Marg Scanlon (Director Infrastructure and Sustainability)  
**Report Author:** Bill Scott, Manager Project Management Office  
**Attachment(s):** 1. Council Report Summary - May 2023 [12.3.1 - 6 pages]

### Executive Summary

This report provides Council with a summary update on the progress of the delivery of the 2022/2023 Capital Works Program up to 31 May 2023.

The report summarises the current financial expenditure and carry forward items.

### Discussion

At the beginning of the 2022/23 financial year Council adopted the Capital Works Program to the total value of \$29,402,817 and as at the 31 May 2023 the progress has been:

- Year to date expenditure: \$8,628,722
- Current confirmed carry forwards (Projects continuing into next financial year) total: \$12,821,818
  - Some carry forward projects are:
    - \$4.1M Melville Oval – Facility Upgrade
    - \$340K MJ Hynes Building roofing works and painting
    - \$420K Pedrina Park Soccer field drainage
    - \$530K of pool related projects
    - \$1.1M Hamilton Transfer Station Waste Separation Shed
    - \$3M Cox Street Redevelopment
    - \$760K Council contribution for the Botanical Gardens Intergenerational playground
    - \$350K Hamilton CDB Streetscape design
- Non-Capital Projects \$407,569 (development and feasibility for future capital)

Currently 51% of the adopted Capital Works Program is committed, which represents 69 of 106 individual projects.

The civil renewal programs near completion, specifically road resealing, gravel road re-sheeting and final-seals, kerb and channel, footpath in addition to the bridge renewal works. In total these programs represent \$6.37M of the total capital budget for 2202/2023, of which \$5.04M has been spent to date.

Refer to Attachment 1: Capital Works Program which indicates the following:

- Green refers to projects on schedule for delivery
- Yellow refers to projects delayed
- Red refers to project behind schedule

- Black refers to project which are complete
- Blue refers to projects on-hold.

### Financial and Resource Implications

In summary, the following table includes the previously agreed financial adjustments as reported to Council.

Project	Rationale	Outcome
EV Charging for Council fleet	Council contribution required as a co-contribution to the state government grant	\$37,500 unspent capital funds
PAC Internal Painting	Tender awarded noting costs slightly over budget	\$6K moved from PAC House Lighting Project savings.
Lonsdale/Brown Street Property Acquisition	Strategic Hamilton CBD Redevelopment	\$200k from Town Entrance Signs
Art Gallery Climate Control	Additional \$200k required to meet funding agreement requirements, renewing the existing climate control system.	\$200K transferred to support project from Building Renewal program
Silvester Oval Power Upgrade and Lighting	Additional funds required to complete works in accordance with the funding agreement.	\$78,900 from identified savings.

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

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

2.2 Increase our regional profile

2.2.4 Develop strategies that not only attract visitors but encourage them to consider living, learning or investing in the Shire and grow the Visitor Economy.

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

3.1 Plan and maintain sustainable assets and infrastructure

3.1.2 Maintain infrastructure to the agreed standard and ensure the principles of sustainability and universal design are considered in the planning and development of

infrastructure to support community access and connection meeting the needs of the communities.

***Maintain and Renew Our Infrastructure***

3.2 Safe and well-maintained transport routes and infrastructure for all modes of travel

3.2.3 Provide infrastructure that supports a connected and active community.

***Maintain and Renew Our Infrastructure***

3.3 Attractive Council-owned and managed community and open spaces

3.3.3 Improve and provide opportunities for shared community spaces.

**Legislation**

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

**Gender Equality Act 2020**

There are not any Gender Equality Act implications specifically in the development of this report however gender equality implications and requirements are considered in the planning and delivery of specific capital projects and programs. The Gender Equality Act is also taken into consideration in the implementation of the program development and implementation including such processes as procurement, communications and engagement.

**Risk Management**

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

**Climate Change, Environmental and Sustainability Considerations**

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

**Community Engagement, Communication and Consultation**

The adopted 2022/2023 Capital Works Program has been published and these monthly reports provide the status report together with any adjustments to the program.

**Disclosure of Interests**



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

The following officers were involved in producing this report:

- Bill Scott – Manager Project Management Office
- Marg Scanlon – Director Infrastructure & Sustainability.

### RECOMMENDATION

That Council note the Capital Works Program Progress Report for May 2023.

### COUNCIL RESOLUTION

**MOVED:** Cr Henry  
**SECONDED:** Cr Brown

**That Council note the Capital Works Program Progress Report for May 2023.**

**CARRIED**

## 12.4 Rescind HILAC Corporate, Community and Club Membership Policy

<b>Directorate:</b>	Wellbeing, Planning and Regulation
<b>Report Approver:</b>	Susannah Milne (A/Director Wellbeing, Planning and Regulation)
<b>Report Author:</b>	Diana Dixon, Coordinator Leisure Facilities
<b>Attachment(s):</b>	1. Council Policy Community and Community and Club Membership [12.4.1 - 2 pages]

### Executive Summary

This report recommends that Council rescind the Council Policy, Hamilton Indoor Leisure and Aquatic Centre (HILAC) Corporate, Community and Club Membership Policy, as the policy is operational and the process for setting fees and charges is completed annually through the Council budget process.

### Discussion

This policy was first adopted on 13 November 2019 and clearly outlines the terms and conditions for how the 'Corporate, Community and Club Membership' is applied.

The policy is operational and its review is now completed annually as part of the setting of fees and charges through the Council budget process.

Due to its operational nature, it is recommended to rescind the existing Council policy and instead transfer the policy to Council's operational policy register.

The operational policy will continue to be reviewed to ensure that the Council's intention of the policy remains current to improve health and wellbeing by encouraging physical activity, social connection and volunteerism across the municipality.

### Financial and Resource Implications

There are no financial implications of this report, the incentivised membership promotion under the policy is already considered under the 'fees and charges' process of the annual budget process.

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

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

5.1 Transparent and accountable governance

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

## **Legislation**

Under the Local Government Act 2020 Subsection 8, Council has a role to ensure that it provides good governance in its municipal district for the benefit and wellbeing of the municipal Community.

### **Gender Equality Act 2020**

A gender impact assessment was not required for the rescission of this policy.

### **Risk Management**

There are no adverse risks to Council or the community through the rescission of this policy.

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

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

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

No internal or external consultation has been conducted in relation to this report. The recommendation is to rescind the Council policy and replace it with an Operational Policy therefore the community will still have access to the 'incentivised membership type'.

In line with HILAC's Marketing Plan, further advertising and promotion of this membership will occur in the community.

### **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.

The following officers were responsible for the preparation of this report:

Diana Dixon, Coordinator Leisure Facilities  
Susannah Milne, Manager Community Wellbeing  
Rory Neeson, Director Wellbeing Planning and Regulation

**RECOMMENDATION**

That Council rescind the Hamilton Indoor Leisure and Aquatic Centre Corporate, Community and Club Membership Policy.

**COUNCIL RESOLUTION**

**MOVED:** Cr Henry  
**SECONDED:** Cr Colliton

**That Council rescind the Hamilton Indoor Leisure and Aquatic Centre Corporate, Community and Club Membership Policy.**

**CARRIED**

## 12.5 Audit & Risk Committee Meeting Minutes - 16 May 2023

<b>Directorate:</b>	People and Performance
<b>Report Approver:</b>	Darren Barber (Director People and Performance)
<b>Report Author:</b>	Nadine Rhook, Executive Assistant to Director People and Performance
<b>Attachment(s):</b>	1. 16-05-2023 - ARC Minutes - Final [12.5.1 - 11 pages]

### Executive Summary

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

### Discussion

Under sector 53 of the Local Government Act 2020 the Council must establish an Audit and Risk Committee, as an Advisory Committee of the Council. This Committee fulfils both a statutory and consultative function. It provides feedback, advice and direction to Council on both Risk and Financial matters in accordance with the committee charter.

### Financial and Resource Implications

Preparation of reports, agenda and minutes of the Audit and Risk Meeting utilises council resources. Council officers and Chief Executive Officer attend the Audit and Risk meeting to present reports and provide information to the committee.

Independent members of the Audit and Risk Committee are paid a sitting fee as members of the committee and internal auditors are engaged to conduct audits in accordance with the endorsed audit schedule throughout the year.

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

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

5.1 Transparent and accountable governance

5.1.1 Strengthen the governance role of Councilors by informing, resourcing, skilling and supporting the role.

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

5.3 Committed and skilled staff

5.3.1 Encourage an organisation that values equality, diversity, workplace health, safety and wellbeing.

### Legislation

The Audit and Risk Committee is established in accordance with the Local Government Act 2020 (Section 53).

### Gender Equality Act 2020

There are no Gender Equality Act 2020 implications through the noting of the Audit and Risk Committee minutes.

### **Risk Management**

The Audit and Risk Committee has clear function in review of Councils Risks as per the Committee Charter.

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

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

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

Changes in membership will be communicated to the relevant stakeholders, as necessary.

### **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.

Please list all officers who were involved in providing advice or approving this Report.

Darren Barber – Director People and Performance

Nadine Rhook – Executive Assistant, Director People and Performance

## **RECOMMENDATION**

That Council note the Minutes for the Audit and Risk Committee Meeting held on 16 May 2023.

## **COUNCIL RESOLUTION**

**MOVED:** Cr Henry  
**SECONDED:** Cr Calvano

**That Council note the Minutes for the Audit and Risk Committee Meeting held on 16 May 2023.**

**CARRIED**

## 12.6 Planning Committee Meeting Minutes - 14 June 2023

<b>Directorate:</b>	Wellbeing, Planning and Regulation
<b>Report Approver:</b>	Susannah Milne (A/Director Wellbeing, Planning and Regulation)
<b>Report Author:</b>	Sharon Clutterbuck, Executive Assistant to Director Wellbeing, Planning and Regulation
<b>Attachment(s):</b>	1. Planning Committee Minutes 14 June 2023 [12.6.1 - 16 pages]

### Executive Summary

The Minutes from the Planning Committee meeting held on 14 June 2023 and endorsed by members of the Committee are presented to Council for information.

### Discussion

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

Matters for consideration at a Planning Committee:

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

### Financial and Resource Implications

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

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

***Grow Our Regional Economy***

2.4 Support local business and industry

2.4.3 Streamline services to reduce red tape in approval process.

**Legislation**

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

**Gender Equality Act 2020**

There are no gender equality implications.

**Risk Management**

Not applicable.

**Climate Change, Environmental and Sustainability Considerations**

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

**Community Engagement, Communication and Consultation**

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

**Disclosure of Interests**

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

Sharon Clutterbuck, Executive Assistant, Director Wellbeing, Planning and Regulation

Rory Neeson, Director Wellbeing, Planning and Regulation



**RECOMMENDATION**

That Council receive the minutes of the Planning Committee meeting held on 14 June 2023.

**COUNCIL RESOLUTION**

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

**That Council receive the minutes of the Planning Committee meeting held on 14 June 2023.**

**CARRIED**

## 13 Notices of Motion

### 13.1 Notice of Motion #4/23

**Councillor:** Cr Rainsford

**Attachment(s):** 1. Pedrina Park Advisory Committee 12 July 2023 copy [13.1.1 - 2 pages]

I hereby give notice of my intention to move the following motion at the Council Meeting to be held on 12 July 2023.

#### MOTION

That :

1. Southern Grampians Shire Council establish a Pedrina Park Advisory Committee in consultation with Pedrina Park current and potential users.
2. This Pedrina Park Advisory Committee will operate for 2 years then be reviewed by Southern Grampians Shire Council.
3. Due to the urgency of managing new investment included in the 2023/2024 SGSC Budget and balancing potential new users of Pedrina Park this Advisory Committee be established within the next month with two councillors nominated at this July 12<sup>th</sup> meeting to work with Pedrina Park Users, community and SGS officers to develop the MOU to be endorsed at the next SGSC meeting.
4. Councillors nominated to represent Southern Grampians Shire Council are  
Cr \_\_\_\_\_ and Cr \_\_\_\_\_

**This motion was considered in two parts.**

**MOTION**

That :

1. Southern Grampians Shire Council establish a Pedrina Park Advisory Committee in consultation with Pedrina Park current and potential users.
2. This Pedrina Park Advisory Committee will operate for 2 years then be reviewed by Southern Grampians Shire Council.

**COUNCIL RESOLUTION**

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Henry

That :

1. **Southern Grampians Shire Council establish a Pedrina Park Advisory Committee in consultation with Pedrina Park current and potential users.**
2. **This Pedrina Park Advisory Committee will operate for 2 years then be reviewed by Southern Grampians Shire Council.**

**CARRIED**

**A division was called**

<b>DIVISION</b>	
<b>FOR</b>	<b>AGAINST</b>
Cr Colliton Cr Henry Cr Rainsford Cr Robertson	Cr Brown Cr Calvano

**MOTION**

**MOVED: Cr Rainsford**

That:

3. Due to the urgency of managing new investment included in the 2023/2024 SGSC Budget and balancing potential new users of Pedrina Park this Advisory Committee be established within the next month with two councillors nominated at this July 12<sup>th</sup> meeting to work with Pedrina Park Users, community and SGS officers to develop the MOU to be endorsed at the next SGSC meeting.
4. Councillors nominated to represent Southern Grampians Shire Council are  
Cr \_\_\_\_\_ and Cr \_\_\_\_\_

**Motion LAPSED for want of a SECONDER**



## 14 Urgent Business

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

## 15 Mayor, Councillors and Delegate Reports

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

### 15.1 Cr Albert Calvano

*"On the 28th of June 2023 I attended the EV charging meeting held in Lonsdale st.*

*On the 3rd of July I attended the planning committee meeting which included a site inspection in Penshurst.*

*Also on the same day I attended the NAIDOC week opening ceremony."*

### 15.2 Cr Mary-Ann Brown

*"I attended the NAIDOC Week Opening Ceremony on 3 July, hosted by the Winda-Mara Aboriginal Corporation. This event was very well attended. Fortunately the weather was kind so the event was held outside. As well as a smoking ceremony, the event included traditional dancing by members of the local indigenous community of all ages. It was great to such a good turnout at this event.*

*Attended Regions Rising in Geelong last week. This event, hosted by the Regional Australia Institute, launched the campaign It's Your Move which aims to inspire urban Australians to turn their hearts and minds to a career beyond the city limits. This is the biggest recruitment drive ever. There are 91,000 roles available in regional Australia."*

### 15.3 Cr Bruach Colliton

Attended the CEO performance review meeting on July 5th.

### 15.4 Cr Helen Henry

Attended the CEO performance review meeting.

### 15.5 Cr Fran Malone

An apology for this Meeting.

### 15.6 Cr Katrina Rainsford

*"I have booked our family on the Heritage Railway tour available this weekend - visit our council web site or the Seymour Heritage Rail Centre web site to find out about travelling by train to Portland Heywood, Hamilton or even Dunkeld? This weekend.*

*12 July 2023: I have received a briefing with Chair Cr Mary Ann Brown and Director Marg Scanlon on the work and current activities of the Hamilton Regional Livestock Exchange Advisory Committee)*

*21 June 2023: Attended SGSC Briefing and Council*

*28th June 2023: Attended a Lions Regional forum at the Lions Clubrooms at the Hamilton Showgrounds*

*29th June 2023: Hamilton Showgrounds Advisory Committee meeting with the consultants with stakeholders not members of the committee being invited to attend to have the opportunity to contribute to the discussions.*

*Considering:*

- Site mapping was provided considering the current Built Framework and utilisation*
- Site Access & Parking Allocations*
- Site Access & Movement Strategy*
- Landscape Treatments considering Turfed , Granite Areas and Trees*
- Events & Community Users potential layouts*

*The next meeting is August 3rd with Governance and Asset condition of existing facilities.*

*There is an urgency concerning SGSC considering the long standing request one priority of the Hamilton Pastoral & Agricultural Society to have support for expanding the undercover area as soon as possible to provide financial sustainability for the event due to the large increased cost in hiring and erecting marquees on an annual basis.*

*The P & A have exhibitors that are prepared to invest in Pavilions but Council as the Committee of Management of this Crown Land needs to support this, and provide a process for building of these Pavilions.*

*Whilst the support will not be forthcoming until the adoption of the new Masterplan, the P & A need to know a process where such sheds could be built if supported by the Masterplan.*

*Considering the long lead in time for planning and building permits and capacity of shed builders, the sooner this process commences the better."*

## 15.7 Cr David Robertson

Attended the following:

- 23 June 2023: South West Alliance meeting, Camperdown
- 28 June 2023: Rotary changeover dinner
- July 2023: NAIDOC week ceremonies.
- 5 July 2023: Remuneration committee CEO's KPIs
- 7 July 2023: Prostate cancer fundraiser - machine for Hamilton Hospital.



## 16 Confidential Reports

There were no Confidential Matters listed on the agenda.





## 17 Close of Meeting

This concludes the business of the meeting.

Meeting closed at 6:26 pm.

Confirmed by resolution 9 August 2023.

.....  
Chairman



Planning Enquiries  
 Phone: (03) 5573 0444  
 Web: <http://www.sthgrampians.vic.gov.au>

**Office Use Only**

Application No.: \_\_\_\_\_ Date Lodged: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Application for Planning Permit

If you need help to complete this form, read *How to Complete the Application for Planning Permit form*.

▲ Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any concerns, please contact Council's planning department.

Questions marked with an asterisk (\*) are mandatory and must be completed.

## The Land

① Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

**Street Address \***

Unit No.:	St. No.: 11	St. Name: Collins Street
Suburb/Locality: Hamilton		Postcode: 3300

**Formal Land Description \***  
 Complete either A or B.

▲ This information can be found on the certificate of title.

A  Lot No.: 17     Lodged Plan     Title Plan     Plan of Subdivision    No.: 743573F

OR

B  Crown Allotment No.: \_\_\_\_\_     Section No.: \_\_\_\_\_

Parish/Township Name: \_\_\_\_\_

## The Proposal

▲ You must give full details of your proposal and attach the information required to assess the application. If you do not give enough detail or an adequate description of the proposal you will be asked for more information. This may delay your application.

② For what use, development or other matter do you require a permit? \*

If you need help about the proposal, read: *How to Complete the Application for Planning Permit Form*

Use of former St. Marys convent as a Function Centre ( pursuant to Clause 32.08-2) and associated building and works (pursuant to Clause 32.08-9 and Clause 43.01-1) , removal of trees (pursuant to Clause 43.01-1) an On premises Liquor License (pursuant to Clause 52.27) and display of Business Identification Signage (pursuant to Clause 52.05)

Provide additional information providing details of the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

③ Estimated cost of development for which the permit is required \*

Cost \$200,000

▲ You may be required to verify this estimate.

Insert '0' if no development is proposed (eg. change of use, subdivision, removal of covenant, liquor licence)

## Existing Conditions

④ Describe how the land is used and developed now \*

eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

Part of the former St. Marys Primary School site which accommodates the "Academy" building.

Provide a plan of the existing conditions. Photos are also helpful.

## Title Information

5 Encumbrances on title \*

If you need help about the title, read:  
*How to Complete the Application for Planning Permit Form*

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

- Yes. (If 'yes' contact Council for advice on how to proceed before continuing with this application.)  
 No  
 Not applicable (no such encumbrance applies).

Provide a full, current copy of the title for each individual parcel of land forming the subject site. (The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments', eg. restrictive covenants.)

## Applicant and Owner Details

6 Provide details of the applicant and the owner of the land.

**Applicant \***

The person or organisation who wants the permit.

Where the preferred contact person for the application is different from the applicant, provide the details of that person.

Please provide at least one contact phone number \*

**Owner \***

The person or organisation who owns the land

Where the owner is different from the applicant, provide the details of that person or organisation.

Name:  Title: Mr  First Name: Andrew  Surname: Lacey

Organisation (if applicable): Pierrepoint Planning

Postal Address:  Unit No.:  St. No.:  If it is a P.O. Box, enter the details here:  St. Name: PO Box 5003 Tarrington

Suburb/Locality:  State: VIC  Postcode: 3301

**Contact person's details \*** Same as applicant (if so, go to 'contact information')

Name:  Title: Mr  First Name: Andrew  Surname: Lacey

Organisation (if applicable): Pierrepoint Planning

Postal Address:  Unit No.:  St. No.:  If it is a P.O. Box, enter the details here:  St. Name: PO Box 5003 Tarrington

Suburb/Locality:  State: VIC  Postcode: 3301

**Contact information**

Business Phone: 5572 5558  Email: alacey@pierrepointplanning.com

Mobile Phone: 0429439083  Fax: n/a

Name:  Title: Mr  First Name:  Surname:  Same as applicant

Organisation (if applicable): Loreto Sisters Estate Pty Ltd

Postal Address:  Unit No.:  St. No.: 257  If it is a P.O. Box, enter the details here:  St. Name: Timor Street

Suburb/Locality: Warrnambool  State: VIC  Postcode: 3280

Owner's Signature (Optional):  Date:

day / month / year

## Declaration

7 This form must be signed by the applicant \*

⚠ Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.

Signature: Andrew Lacey

Date: 12/04/2023  
day / month / year

## Need help with the Application?

If you need help to complete this form, read *How to complete the Application for Planning Permit Form* or contact Council's planning department. General information about the planning process is available at <http://www.dse.vic.gov.au/planning>

Contact Council's planning department to discuss the specific requirements for this application and obtain a planning permit checklist. Insufficient or unclear information may delay your application.

8 Has there been a pre-application meeting with a Council planning officer?  No  Yes

If 'yes', with whom?: Daryl Adamson and Trudy Rickard

Date: 29 Jun 2022 day / month / year

## Checklist

9 Have you:

- Filled in the form completely?
- Paid or included the application fee? ⚠ Most applications require a fee to be paid. Contact Council to determine the appropriate fee
- Provided all necessary supporting information and documents?
  - A Full, current copy of title information for each individual parcel of land, forming the subject site.
  - A plan of the existing conditions.
  - Plans showing the layout and details of the proposal.
  - Any information required by the planning scheme, requested by council or outlined in a council planning permit check list.
  - If required, a description of the likely effect of the proposal (eg. traffic, noise, environmental impacts).
- Completed the relevant Council planning permit checklist?
- Signed the declaration (section 7)?

## Lodgement

Lodge the completed and signed form and all documents with:

Southern Grampians Shire Council  
 Locked Bag 685 Hamilton VIC 3300  
 111 Brown Street, Hamilton VIC 3300

**Contact information:**  
 Telephone: (03) 5573 0444  
 Fax: 03 5572 2910  
 Email: [council@sthgrampians.vic.gov.au](mailto:council@sthgrampians.vic.gov.au)



**Location:** 271 Pierrepoint Rd Tarrington Vic 3301  
**All Correspondence:** P.O. Box 5003 Tarrington Vic 3301  
**Mobile:** 0429 439 083 **Phone:** 03 5572 5558  
**Fax:** 03 5572 5558 **Email:** alacey@pierrepointplanning.com  
**Web:** www.pierrepointplanning.com

PPP Ref: 2022-040

12 April 2023

Ms Anita Collingwood  
Senior Statutory Planner  
Southern Grampians Shire  
Locked Bag 685  
HAMILTON VIC 3300

Dear Anita,

**SECTION 57A APPLICATION TO AMEND PLANNING APPLICATION  
TP/104/2022  
USE AND DEVELOPMENT OF A FUNCTION CENTRE, BUILDING AND WORKS,  
VEGETATION REMOVAL AND DISPLAY OF SIGNS  
11 COLLINS STREET HAMILTON**

Further to the mediation meeting conducted on Tuesday 28<sup>th</sup> March 2023 in relation to the above planning application, I now seek to amend the planning application, pursuant to Section 57A of the Planning and Environment Act 1987, in the manner detailed below.

**1. Planning Application Form**

- Delete the request for “**a reduction in on site car parking (pursuant to Clause 52.06-30)**” from the description of the proposal on the Planning Application Form.

Please see attached amended Planning Application Form.

**2. Planning Report prepared by Pierrepoint Planning**

Please see attached amended Planning Report prepared by Pierrepoint Planning which incorporates the following changes:

*Providing Planning Services throughout South West Victoria Since 2006*

**ANDREW LACEY PRINCIPAL** Grad Dip. U & R Planning, B. App. Sci. Planning, M.P.I.A.  
**www.pierrepointplanning.com**  
A.B.N. 98 259 084 197

**Section 4.2 Hours of Operation:**

Reduction in the hours of operation:

**From:**

Sunday to Thursday 11.00am – 11.00pm  
Friday and Saturday 11.00am to 1.00am the following day

**To:**

Sunday to Thursday 11.00am – 10.00pm  
Friday and Saturday 11.00am to 12.00am the following day

**Section 4.3 Capacity of Function Centre (Number of Patrons)**

Reduction in the number of patrons from 200 to 150 at any one event.

**Section 4.4 Restricted Occasions for Use of Function Centre.**

Reduction in the proposed use of the Function Centre from 200 to 150 occasions per annum (i.e., averaging approximately three occasions per week).

The proposal to restrict the number of functions to 150 per annum includes both daytime, evening and night functions; for example, there may be a luncheon or high tea party during the day and a formal wedding at night.

The target market is for formal functions.

It should be noted that the definition of Function Centre is land used by arrangement to cater for private functions. That is, the Function Centre use does not provide for walk-up or impromptu gatherings (unlike a hotel). Functions are to be pre-arranged and are private.

**Section 10.1 Clause 52.06 car parking**

The car parking requirement has been amended to reflect the reduction in patrons from 200 to 150 at any one event.

Table 1 of Clause 52.06-3 states the Car parking requirement for a Place of Assembly (i.e., Reception Centre) is:

- 0.3 car parking spaces per patron

The amended proposal is to accommodate **150 patrons** and therefore the car parking requirement is **45 car parking spaces**.

The site plan indicates the provision of 45 car parking spaces, and therefore it is not necessary to seek a permit to reduce the number of car parking spaces required on site.

**Section 7 Planning Policy Framework – Clause 13.07-3S Live Music**

It is proposed to change the time that live, and background music be allowed

**From:**

Outdoor Dining Area and Function Room 3: Up to 11.00pm any day.  
Function Rooms 1 and 2: Up to 1.00am the following day

**To:**

Outdoor Dining Area: daylight hours only  
Function Rooms 1, 2 and 3: Up to 11.00pm

We wish to thank the Chairperson of the mediation meeting (Ms Anja Johnsen) for conducting the meeting in a most cordial fashion and ensuring that all parties were provided with ample opportunity to have their say.

Please contact me if you have any questions in relation to the above or if you require any further information.

Yours sincerely



**ANDREW LACEY  
PRINCIPAL**



P.O. Box 5003 Tarrington Vic 3301  
Phone: 5572 5558 Mobile: 0429 439 083

## AMENDED PLANNING REPORT PROPOSED USE AND DEVELOPMENT OF A FUNCTION CENTRE



## 11 COLLINS STREET HAMILTON

Prepared by:  
ANDREW LACEY  
B.App. Sci (Planning)  
Grad. Dip. U & R Planning  
MPIA  
A.B.N. 98 259 084 197

Amended 12 April 2023  
Amended 16 May 2023



**Function Centre 11 Collins Street Hamilton**

**Disclaimer:**

**Pierrepont Planning do not guarantee that this document is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims liability for any error, loss or any other consequence which may arise from you relying on any information in this document.**

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Function Centre 11 Collins Street Hamilton

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Function Centre 11 Collins Street Hamilton

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## APPENDICES

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- Appendix A – Certificate of Title**
- Appendix B – Suite of Plans**
- Appendix C – Site and Context Photographs**
- Appendix D – Heritage Data Base Report**
- Appendix E – Heritage Advisers Advice 13 July 2022**
- Appendix F – Red Line Plan**
- Appendix G– Cultural Heritage Sensitivity Assessment**
- Appendix H – Accommodation Guide: Hamilton**

### **1.0 Introduction**

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**Function Centre 11 Collins Street Hamilton**

This report accompanies a planning application which seeks to use and develop the former historic Catholic/Convent known as the “Academy” building for a Function Centre.

The proposal involves alterations and additions to the historic building, whilst substantially retaining the existing footprint, form, and façade of the original building.

The application site is zoned General Residential Schedule 1 and is affected by a Heritage Overlay HO 326 “St Marys School, former Academy”, and Heritage Overlay HO345 “Market Heritage Precinct”.

The proposed Function Centre use is a Section 2 permit required use, under the provisions of the General Residential Zone. A permit is also triggered for building and works associated with a Section 2 use within the General Residential Zone.

Heritage Overlay (345) is also a permit trigger for building and works and is also a permit trigger for the removal of trees.

A permit is also being sought for a Liquor License (On Premises License) pursuant to Clause 52.27 of the Southern Grampians Planning Scheme.

A permit is also sought for a Business Identification Sign pursuant to Clause 52.05.

## **2.0 Characterisation of the Proposed Use**

The proposed use is characterised as Function Centre.

**Function Centre 11 Collins Street Hamilton**

Function Centre is nested in the Place of Assembly Group of land uses.

Function Centre falls within the broader planning scheme definition of a Place of Assembly.

Place of Assembly is a Section 2 Permit required use in the General Residential Zone

**Function Centre** is defined in the Planning Scheme as follows:

*“Land used, by arrangement, to cater for private functions, and in which food and drink may be served. It may include entertainment and dancing”.*

**Place of Assembly** as defined as follows:

*“Land where people congregate for religious or cultural activities, entertainment, or meetings.”*

**Reception Centre** and **Conference Centre** are included within the definition of Function Centre.

There is no specific definition of Reception Centre or Conference Centre within Clause 74 Definitions.

### **3.0 Property Details**

The land is contained Certificate of Title Volume 12051 Folio 495 being Lot 17 PS 743573F.

The application site has an area of 3341 square metres.

The land is a rectangular configuration, with exception that the south west corner of the application site is splayed for road purposes and south east corner steps around an original gas installation which has been disconnected and removed.

The property has a frontage to Pope Street (also known as Coleraine Road) of 47.56 metres, and a frontage to Collins Street of 58.14 metres.

Function Centre 11 Collins Street Hamilton

An extract of the title plan follows:

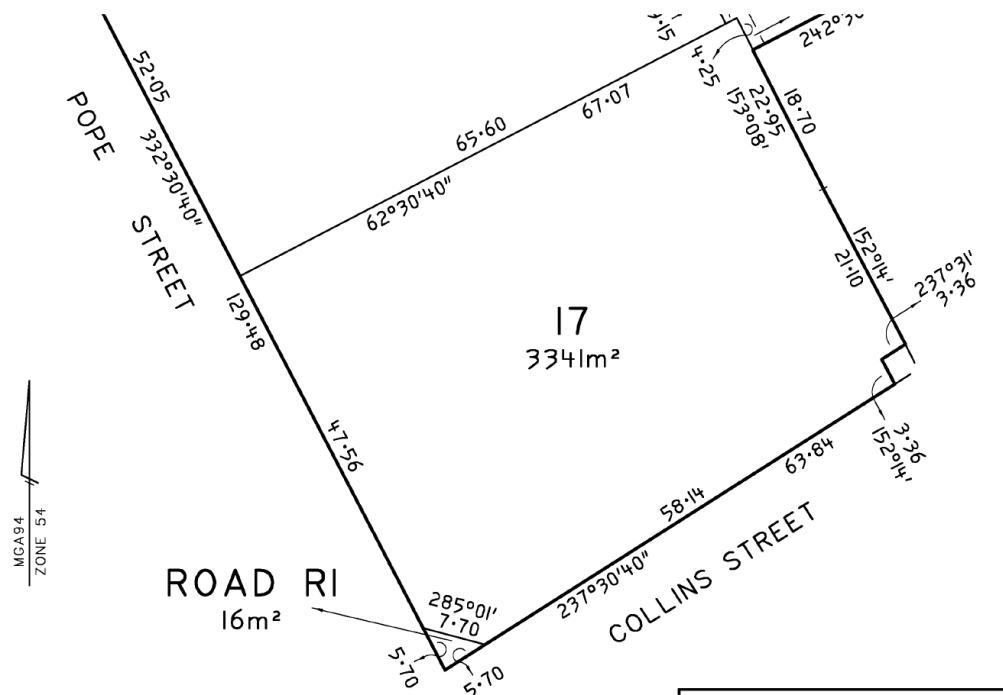


Figure 1 Title Plan

A Copy of the Certificate of Title is attached. Refer to **Appendix A**.

**Function Centre 11 Collins Street Hamilton**

## **4.0 Description of the Proposed Use**

### **4.1 Floorplan**

The proposal is to use the whole of the existing “Academy” building as a Function Centre.

The original Academy building (or west wing) will be used for functions comprising of three function spaces and two dining rooms. Male amenities are also provided within the west wing.

The east wing of the building is proposed to be used for a commercial kitchen and associated freezer and cool room, and storage (dry food stores).

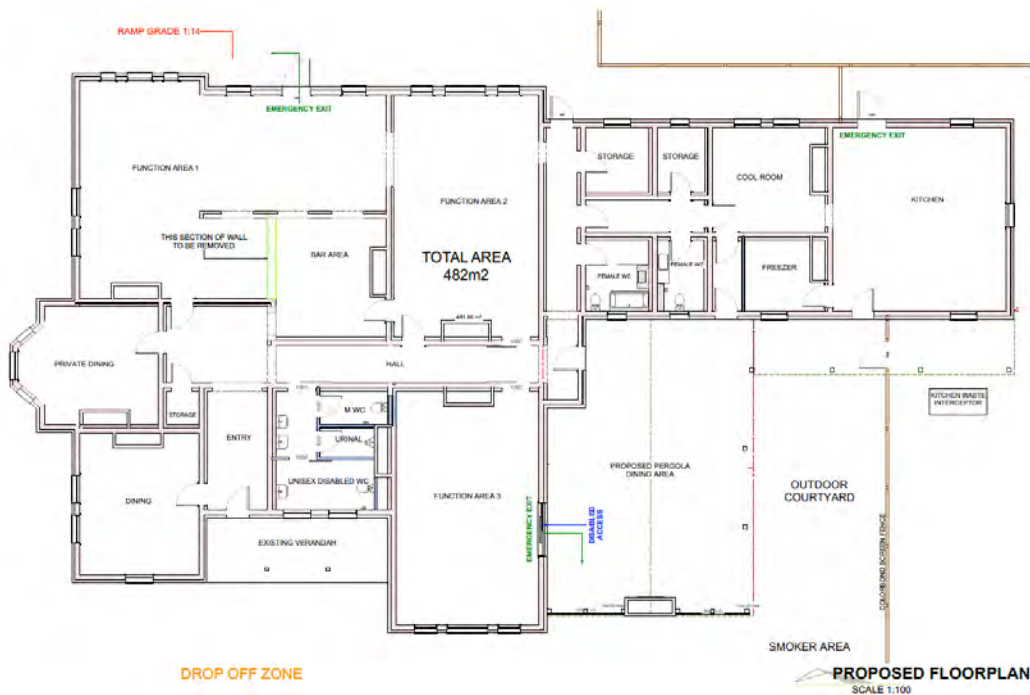
Female amenities are also included in the east wing.

An outdoor dining area, under a pergola, is sited on the east side of the west wing.

Internal building alterations to the existing building are minimal. One internal wall is proposed to be removed to create a link between the proposed bar and the reception room space in the north west corner of the floor plan.

A suite of plans including floor plan, site plan, landscaping plan and perspectives are attached. Refer to **Appendix B**.

**Function Centre 11 Collins Street Hamilton**



**Figure 2: Proposed Function Centre Floor Plan**

**4.2 Hours of Operation**

The proposed hours of operation of the Function Centre are as follows:

- Sunday to Thursday 11.00am – 10.00pm
- Friday and Saturday 11.00am to 12.00am the following day

**4.3 Capacity of Function Centre (Number of Patrons)**

It is proposed to cater for a maximum of 150 patrons at any one event.

**4.4 Restricted Occasions for Use of Function Centre.**

It is proposed that the use of the Function Centre be restricted to 150 occasions per annum (i.e., averaging approximately four occasions per week)

**4.5 Offsite Catering – Use of Commercial Kitchen**

It is intended that the commercial kitchen facility will be utilised for the preparation of food for onsite and offsite catering, or to be used for food preparation in association with an existing café or restaurant within the area.



**Function Centre 11 Collins Street Hamilton**

The hours of operation that are proposed to apply to the public use of the Function Centre are not proposed to apply to the use of the commercial kitchen for catering purposes. This will facilitate the use of the kitchen by chefs earlier in the day.

A condition of permit could nominate hours of operation of the commercial kitchen for offsite catering purposes. For example, 6.00am to 11.00pm, up to seven (7) days per week on an as required basis..

## **5.0 Existing Conditions and Surrounds**

### **5.1 Application Site**

The application site is located on the north side of the intersection of Pope Street (Coleraine Road) and Collins Street.

The application site accommodates the “Academy” building.

The “Academy” building was previously used for administration purposes associated with St Marys Primary School. St Marys Primary School relocated from the application to Hillier Lane, Hamilton, in 2011.

The foreground to the “Academy” building was previously used for car parking purposes associated with the Primary School use of the site.

The application site accommodates six trees which are proposed to be removed. Refer to Section 9 of this report.

A series of Site and Context photographs are attached. Refer to **Appendix C**.

Function Centre 11 Collins Street Hamilton

An aerial photograph of the application site follows:



Application Site: ———

Figure 3: Aerial Photograph of the Application Site

**Function Centre 11 Collins Street Hamilton**

## **5.2 Surrounding Land Use**

The application site is located within an established residential precinct of Hamilton, characterised by conventional residential development.

The application site is the last stage in the redevelopment of the former St Marys primary school site. The balance of the primary school site, to the north of the application site, has been developed for contemporary medium density housing purposes, comprising sixteen (16) allotments, incorporating Chloe Mews.

Land further to the west being Lots 1 – 6 on PS725296, known as 38 – 40 Pope Street, was also part of the Primary School site and has also been developed for medium density housing.

The residential properties know as 22 Pope Street and 7 Dryden Street, are both corner allotments and both have side boundaries to Collins Street opposite the application site, Both these properties have vehicle entrances from Collins Street, directly opposite the application site. 22 Pope Street appears to be used for accommodation purposes e.g., B&B.

Residential development within the immediately surrounding street network, being Collins Street, Stevens Street, Milton Street is characterised by older housing stock.

The only land uses that occur in the immediate area are residential.

The application site is located 1.5km north of the Hamilton CBD (Lonsdale Street).  
The Hamilton CBD and immediate surrounds



Function Centre 11 Collins Street Hamilton

**Accommodation**

The Hamilton CBD and the periphery of the CBD hosts a vast array of accommodation facilities including, Motels, hotels, and a range of apartments and dwellings available via on line booking sites, such as Air B an B and Booking.Com. The following aerial photograph indicates the proximity of the application site to the Hamilton CBD.



**Application Site** ———

**Figure 4: Application Site in the Context of the Hamilton CBD**

An Accommodation Guide for Hamilton is attached. Refer to **Appendix H**.

**Function Centre 11 Collins Street Hamilton**

**Bus Routes**

Route 1 Hamilton West includes Milton Street, Francis Street and Coleraine Road north of Francis Street.

**6.0 Municipal Planning Strategy**

**Clause 02.03-1 Settlement**

The Southern Grampians Shire Council Strategic Framework Plan at Clause 02.04 illustrates the location and hierarchy of the towns and settlements in the Shire.

**Hamilton** (pop 8,888 (ABS, 2017)) is the major urban centre in the Shire.

Hamilton contains a strong service sector, including health, education and administrative services, as well as an established and thriving central business district serving a regional and local role.

Housing consists predominantly of conventional detached dwellings. Hamilton has two key areas of industrial land: to the south-west and to the north-east, around Coleraine Road.

The landscape and environment in and around Hamilton exerts a strong influence on the city. It has a wealth of heritage buildings and precincts, including numerous churches, and 19th century civic, commercial and residential buildings

**Activity centres**

Activity centres play a vital role in the settlements of the Shire and local economies. Retailing is the largest service industry, the mainstay of the activity centres, and a key part of the tourism industry.

Other important activity centre uses include offices, community services, entertainment and housing.

The Southern Grampians Shire Council Strategic Framework Plan at Clause 02.04 identifies Hamilton (Regional Centre) as the major activity centre within the Shire

In supporting the Shire's activity centres, Council will:

- Maintain the primacy of Hamilton as the Regional Centre for western Victoria. Locate retail, office, community services, entertainment and housing within existing and planned activity centres.

**Function Centre 11 Collins Street Hamilton**

**Assessment**

*The proposed Function Centre is consistent with Hamilton's role as a regional centre, and will contribute to the entertainment and community role of Hamilton.*

**Clause 2.03-5 Built environment and heritage**

The Shire contains an outstanding array of European and Aboriginal heritage features, including some of the State's most important places of cultural heritage significance. Conserving these places is important for social, cultural and economic reasons.

Council will manage its built environment and heritage by :

- Protecting and enhancing the built environment.
- Enhancing the presentation of town centres, streetscapes, main streets and town entrances.
- Protecting and enhancing pre and post contact built and cultural heritage assets.
- Supporting development that respects a town's village character, through building scale, materials and form.

**Assessment**

*The proposed use of the historic "Academy" building with minimal alterations and additions, is consistent with Council's aspirations with respect to the management of European heritage places. The use of the building for a Function Centre protects the integrity of the building form and ensures protection of a heritage place.*

**7.0 Planning Policy Framework**

**Clause 11.01-1S Settlement**

**Objective**

To facilitate the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements.

**Strategies include:**

Support sustainable development of the regional centres of Ararat, Bacchus Marsh, Bairnsdale, Benalla, Castlemaine, Colac, Echuca, Gisborne, Hamilton, Kyneton, Leongatha, Maryborough, Portland, Sale, Swan Hill, Warragul/Drouin and Wonthaggi.

**Function Centre 11 Collins Street Hamilton**

**Clause 11.01-1R Settlement - Great South Coast**

Plan for a network of settlements based around Warrnambool, Hamilton, Portland and district towns drawing on proximity to services, affordable living and a variety of lifestyle opportunities.

Support Hamilton to service the region's north-west and surrounding areas.

**Clause 11.03-6L Hamilton**

**Policy application**

This policy applies to all land shown in the Hamilton Structure Plan and Hamilton City Centre Urban Design Framework maps (Hansen Partnership, 2011).

This policy seeks to achieve the following objectives:

- To cohesively plan for the use and development of land in Hamilton.
- To achieve a liveable, beautiful, well planned and sustainable city

This policy seeks to implement the following relevant strategy with respect to settlement:

- Encourage development that complements Hamilton's role as a major agricultural, health, education, community, government, retail and commercial services centre for the sub-region.

**Assessment**

*The proposal is consistent with planning policy relating to settlement.*

*The proposed use complements Hamilton role as a community and commercial service centre, by providing a centrally located function centre, servicing a broad catchment beyond the Hamilton township. The application site is an easily accessible location, particularly to accommodation facilities within the Hamilton CBD. The proposed Function Centre use of the building provides for a sustainable use of the building, which in turn makes a significant contribution towards the preservation of an historic local building.*

**Function Centre 11 Collins Street Hamilton**

**Clause 13.05-1S Noise management** seeks to assist the management of noise effects on sensitive land uses.

**Strategy**

Ensure that development is not prejudiced, and community amenity and human health is not adversely impacted by noise emissions.

Minimise the impact on human health from noise exposure to occupants of sensitive land uses (residential use, child care centre, school, education centre, residential aged care centre or hospital) near the transport system and other noise emission sources through suitable building siting and design (including orientation and internal layout), urban design and land use separation techniques as appropriate to the land use functions and character of the area.

**Assessment:**

*The noise effects from the function centre will be assisted by the fabric of the existing building. The construction of the building incorporates double brick walls and high ceilings. Door closures will also contribute to condensing sound. Landscaping around the perimeter of the site will also assist to baffle noise.*

*A one way vehicle access lane services a drop off zone for patrons at the entrance to the building. Bollard lighting will assist with defining vehicle and pedestrian paths.*

*Exit signage will be provided to advise patrons to be mindful and respectful of the neighbouring residential amenity when leaving the premises.*

*It should be noted that Pope Street falls within a Transport Zone Category 2 – Principal Road Network, and the traffic volumes create significant background noise.*

*Staff serving alcohol will be required to hold a Responsible Service of Alcohol certificate (RSA).*

*No objection is offered to a condition of any permit issued for the proposed Function Centre use requiring the submission of a Noise and Amenity Management Plan for the approval of Council. For example:*

*“Before the use starts, a noise and amenity plan/ patron management plan to the satisfaction of the responsible authority must be submitted to and approved by the authority.*

*When approved, the plan will be endorsed and will then form part of the permit. All activities forming part of the use must comply with the endorsed plan.*

*The plan must include:*



**Function Centre 11 Collins Street Hamilton**

- (a) staffing and other measures which are designed to ensure the orderly arrival and departure of patrons*
- (b) signage to be used to encourage responsible off-site patron behaviour*
- (c) the training of staff in the management of patron behaviour*
- (d) staff communication arrangements*
- (e) measures to control noise emissions from the premises”*

**Clause 13.07-1S Land use compatibility**

**Objective**

To protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts.

**Strategies**

- Ensure that use or development of land is compatible with adjoining and nearby land uses.
- Avoid locating incompatible uses in areas that may be impacted by adverse off-site impacts from commercial, industrial and other uses.
- Avoid or otherwise minimise adverse off-site impacts from commercial, industrial and other uses through land use separation, siting, building design and **operational measures**.
- Protect existing commercial, industrial and other uses from encroachment by use or development that would compromise the ability of those uses to function safely and effectively.

**Assessment:**

*As detailed above, no objection is offered to a condition of any permit issued for the proposed Function Centre use requiring the submission of a Noise and Amenity Management Plan for the approval of Council.*

**Function Centre 11 Collins Street Hamilton**

**Clause 13.07-3S Live music**

**Objective**

To encourage, create and protect opportunities for the enjoyment of live music.

**Strategies**

Identify areas where live music venues are encouraged or where there are high concentrations of licensed premises or clusters of live music venues.

Implement measures to ensure live music venues can co-exist with nearby residential and other noise sensitive land uses.

**Policy guidelines**

Consider as relevant:

The social, economic and cultural benefits to the community of:

- Retaining an existing live music venue.
- The development of new live music entertainment venues.
- Clustering licensed premises and live music venues.

**Assessment**

*Live Music is proposed to be allowed in association with functions such as weddings.*

*It is proposed that live and background music be allowed up to the following times:*

*Outdoor Dining Area: Daylight hours only  
Function Rooms 1, 2 and 3 Up to 11.00pm*

*The venue will not be used as a live music venue for attendance by the general public, or for concerts or the like.*

*No objection is offered to a condition of any permit requiring that:*

*"Noise levels emanating from the premises must not exceed those required to be met under State Environment Protection Policy (Control of Music Noise from Public Premises), No. N-2".*

**Function Centre 11 Collins Street Hamilton**

**Clause 15.03-1S Heritage conservation**

**Objective**

To ensure the conservation of places of heritage significance.

Relevant strategies to ensure conservation of the heritage place include:

- Encourage appropriate development that respects places with identified heritage values.
- Retain those elements that contribute to the importance of the heritage place.
- Encourage the conservation and restoration of contributory elements of a heritage place.
- Ensure an appropriate setting and context for heritage places is maintained or enhanced.
- Support adaptive reuse of heritage buildings where their use has become redundant.

The proposal is to reuse the academy building, which was originally developed as a convent in association with education, for a Function Centre. All the elements which contribute to the heritage building will be retained. The use of the building as a Function Centre will give it new life and purpose.

**Clause 15.03-1L Heritage conservation**

**Policy application**

This policy applies to land in the Heritage Overlay.

**Strategies**

Retain and reuse heritage places for their contribution to a sense of place and the Shire's history, the cultural landscape, and the potential to support tourism.

Ensure that use and development responds positively to, and does not prejudice, the heritage character and setting of the site, the locality and the Shire.

Support development where building form, design, siting and materials are compatible with the traditional building form, design, siting and materials of the area.

Retain trees associated with the Shire's cultural heritage.

**Function Centre 11 Collins Street Hamilton**

Discourage painting any unpainted stone on bluestone buildings.

Discourage the use of internally illuminated or reflective signs.

**Assessment**

*The proposed reuse of the heritage place is consistent with the heritage Conservation strategies of Clause 15.03-1L. The building form, siting and design is not changed by the proposed Function Centre use.*

**8.0 Zoning**

**8.1 Application Site**

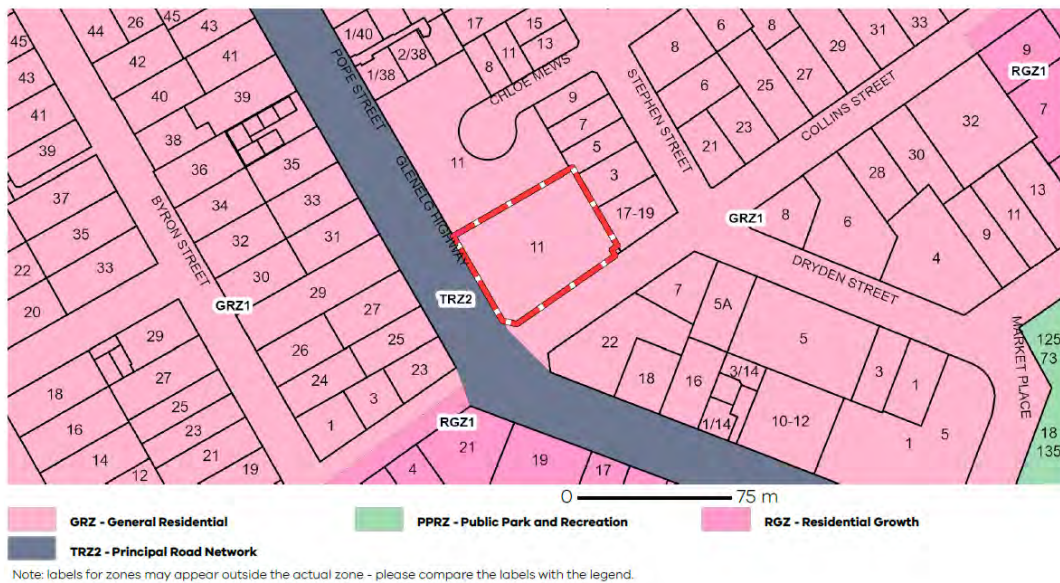
The site is zoned General residential Zone Schedule 1 (Clause 32.08).

The purpose of the zone is as follows:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To encourage development that respects the neighbourhood character of the area.
- To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.
- To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

The zoning map applicable to the application site follows:

**Function Centre 11 Collins Street Hamilton**



**Application site:** .....  
**Figure 5: Zoning Map**

**8.2 Surrounding Zoning**

Immediately surrounding land falls within the General Residential Zone. Land south of Pope Street (i.e., Coleraine Road) and south east of Collins Street falls within the Residential Growth Zone Schedule 1. Pope Street is zoned Transport Zone Category 2 – Principal Road Network.

**9.0 Heritage Overlay**

The application site is affected by Heritage Overlay Schedules 345 and Schedule 326.

The Victoria Heritage Database Report includes the following Statement of Significance:

**Statement of Significance**

*“St Mary’s School (formerly the Academy) Corner Pope & Collins Street This building has local significance for its architectural interest and for its historical importance as a major educational institution in the Hamilton district during the last century when it became a serious rival to the notable Hamilton and Western District Boys’ College founded in 1871. The earliest section of the Academy dates from 1874 with additions in 1882 when it was reopened.*”

**Function Centre 11 Collins Street Hamilton**

*The founder of the Academy was James Begg (1842-1911), a Scot educated at Glasgow University who had the support of leading Hamiltonians such as G H Mott and W Skene. By 1890 the Academy was the largest of Hamilton's three private colleges and was recognised for its high educational standard. Its success was relatively brief for it closed in 1900, the building becoming a private residence which, in 1905, was taken over by the Loreto Sisters as a convent and convent school. In 1925 it became known as St Mary's.*

*The building is of interest architecturally for its use of the Gothic Revival style, considered appropriate for scholastic buildings because of traditional associations between education and the Church, and for its use of polychrome brickwork, an important material in the style. Polychromy was all the rage in Melbourne at the time but this is a relatively subdued example. The building is significantly intact and is in excellent condition. It is an important element in the St Ronan's streetscape, especially for its domestic scale and detailing.*

**SIGNIFICANCE:** *One of the more important schools in the district and associated with significant people. Of special interest for its rare use of polychrome brickwork”.*

A copy of the Victorian Heritage Database Report is attached. **Refer to Appendix D.**

**Clause 43.01 Heritage Overlay**

**Purpose**

- To implement the Municipal Planning Strategy and the Planning Policy Framework. To conserve and enhance heritage places of natural or cultural significance.
- To conserve and enhance those elements which contribute to the significance of heritage places.
- To ensure that development does not adversely affect the significance of heritage places.
- To conserve specified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.

**Scope**

The requirements of this overlay apply to heritage places specified in the schedule to this overlay. A heritage place includes both the listed heritage item and its associated land. Heritage places may also be shown on the planning scheme map.

**Function Centre 11 Collins Street Hamilton**



**Application site: .....**  
**Figure 6: Heritage Overlay Map**

**Pursuant to Clause 43.01-1** a permit is required to construct a building or construct or carry out works.

A permit is also required to remove, destroy or lop a tree if the schedule to this overlay specifies the heritage place as one where tree controls apply.

The application site falls within the Market Place Precinct (HO345) and tree controls do apply.

It is noted that no tree controls to the site specific heritage overlay HO326.

The following trees are proposed to be removed:

- One eucalypt, located on the Collins Street boundary fence and is damaging the existing footpath.
- Two (2) cypress trees, located adjacent to the Pope Street frontage of the site, which have been heavily pruned by Powercor..
- One (1) Fir tree, located adjacent to the Collins Street frontage of the site
- One (1) Victoria Box tree located centrally within the site



**Function Centre 11 Collins Street Hamilton**



**Photograph 1: Existing Vegetation in the south west corner of the application site:  
One Eucalypt, two Cypress trees, one Fur Tree**



**Photograph 2: Existing Victorian Box tree located centrally within the application**

Refer to Section **11.0 Landscaping** within this report.



Function Centre 11 Collins Street Hamilton

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	14 Tyers Street					H1066		
HO344	Former lock-up, converted into house 2 Westacott Street	No	No	No	No	No	Yes	No
HO345	Market Heritage Precinct	Yes	No	Yes	No	No	No	No
HO346	Hamilton CBD Precinct	Yes	No	Yes	No	No	No	No
HO347	Church Hill Precinct	Yes	No	Yes	No	No	No	No
HO348	Hamilton Racecourse Grandstand 429 Henty Highway	-	-	-	-	Yes Ref No H137	Yes	-
HO545	Hamilton Racecourse (excluding Grandstand - refer to VHR listing H0137) 429 Henty Highway	No	No	No	No	No	No	No

**Figure 7: Extract of the Heritage Overlay Schedule (1 of 2)  
HO345 Market Heritage Precinct**

Function Centre 11 Collins Street Hamilton

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Melville Oval							
HO322	Alexandra House, former college now reception rooms Milton Street	No	No	No	No	No	Yes	No
HO323	High School Mt Bainbridge Road	No	No	No	No	No	Yes	No
HO324	Permewan Wright Sheds, corrugated iron sheds Mt Napier Road	No	No	No	No	No	Yes	No
HO325	Mourilyan, 2 storey residence 22 Pope Street	No	No	No	No	No	Yes	No
HO326	St Mary's school, former Academy Pope Street	No	No	No	No	No	Yes	No

**Figure 8: Extract of the Heritage Overlay Schedule ( 2 of 2)  
HO326 St Mary's School, Former Academy**

**Clause 43.01-1 Permit requirement**

A permit is required to construct a building or construct or carry out works.

**Pre-Application Consultation with Council's Heritage Advisor**

Council's Heritage Advisor was provided with a preliminary set of plans of the proposed Function Centre.

A zoom meeting was conducted with Council's Heritage Advisor on the 29<sup>th</sup> of June.

**Function Centre 11 Collins Street Hamilton**

Council's Heritage Adviser was very supportive in principle of the proposed reuse of the historic Academy Building, particularly given that only minor alterations and additions are proposed to the original building, and the building integrity is maintained.

The Heritage Advisers concern relating to the extent of onsite parking within the setback between the building and Collins Street.

Subsequently the site and concept images for the proposed reception centre were amended to soften the impact of the proposed car park upon the former Academy building.

The two (2) landscape islands in front of the building were enlarged and additional landscaping provided; and the onsite car parking was correspondingly reduced by two (2) spaces.

An onsite meeting, attended by the proponent and Council's Manager Regulatory Services, was conducted on Tuesday the 5<sup>th</sup> July 2022, to review the amended plans and to undertake a walk through the site.

The Heritage Adviser's response to the amended plans is attached. Refer to **Appendix E**

**Function Centre 11 Collins Street Hamilton**

## **10.0 Particular Provisions of the Planning Scheme**

The following is a summary of the Particular Provisions of the planning scheme which are relevant to the planning application for the proposed Function Centre.

### **10.1 Clause 52.06 Car Parking**

#### **Purpose**

- To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.
- To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.
- To support sustainable transport alternatives to the motor car.
- To promote the efficient use of car parking spaces through the consolidation of car parking facilities.
- To ensure that car parking does not adversely affect the amenity of the locality.
- To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.

#### **Scope**

**Clause 52.06** applies to a new use.

#### **Provision of car parking spaces**

Before a new use commences the number of car parking spaces required under **Clause 52.06-5** or in a schedule to the Parking Overlay must be provided to the satisfaction of the responsible authority in one or more of the following ways:

- on the land,
- or in accordance with a permit issued under Clause 52.06-3; or

(Note: No Parking Overlay applies to the land and therefore there is no option or requirement for a financial contribution for car parking).

**Function Centre 11 Collins Street Hamilton**

Pursuant to **Clause 52.06-3** a permit is required to reduce the number of car parking spaces required under Clause 52.06-5. In this case it is not proposed to seek approval to reduce the number of car spaces required on site.

**Clause 52.06-5 Number of car parking spaces required under Table 1**

Table 1 of this clause sets out the car parking requirement that applies to a use listed in the Table.

Note: If in calculating the number of car parking spaces the result is not a whole number, the required number of car parking spaces is to be rounded down to the nearest whole number.

Table 1 states the Car parking requirement for a Place of Assembly (i.e., Reception Centre) is:

- 0.3 car parking spaces per patron

The proposal is to accommodate **150 patrons** and therefore the car parking requirements is **45 car parking spaces**.

The site plan indicates the provision of **45 car parking spaces**.

Function Centre 11 Collins Street Hamilton

## 10.2 Liquor License – Clause 52.27 Licensed Premises

The Purpose of Clause 52.27 is as follows:

- To ensure that licensed premises are situated in appropriate locations.
- To ensure that the impact of the licensed premises on the amenity of the surrounding area is considered.

The provisions of Clause 52.27 apply to premises licensed, or to be licensed, under the Liquor Control Reform Act 1998.

Pursuant to Clause 52.27 a permit is required to use land to sell or consume liquor if any of the following apply:

- A licence is required under the Liquor Control Reform Act 1998 .

In this case a permit is required under the Liquor Control Reform Act.

It is proposed to seek an on premises licence.

An on premises licence authorises the licensee to supply liquor on the licensed premises for consumption on the licensed premises.

### Decision guidelines

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

- The Municipal Planning Strategy and the Planning Policy Framework.

**Assessment:**

*The Municipal Planning Strategy and the Planning Policy Framework are addressed in Section 6 and 7 of this report.*

- The impact of the sale or consumption of liquor permitted by the liquor licence on the amenity of the surrounding area.

**Assessment:**

*The proposal is seeking an on premises license to facilitate the supply of liquor to guests on the premises only. The supply of liquor for the*

**Function Centre 11 Collins Street Hamilton**

*consumption of liquor off the premises will not be allowed. No liquor will therefore be allowed to be taken away to be consumed off the premises.*

*The provision of on premises liquor will be served responsibly to patrons and should have no impact on the amenity of the area.*

- The impact of the hours of operation on the amenity of the surrounding area.
- The impact of the number of patrons on the amenity of the surrounding area.
- The cumulative impact of any existing licensed premises and the proposed licensed premises on the amenity of the surrounding area.

As addressed in Section 7 of this report no objection is offered to a condition of any permit issued for the proposed Function Centre use requiring the submission of a Noise and Amenity Management Plan for the approval of Council.

**Red Line Plan**

When a liquor licence is granted, it is for a defined area. The defined area indicates where liquor can be supplied and consumed and is shown by a red-line drawn on a plan of the premises. A plan is required to be submitted to the VGCCC as part of the application process and may also be required upon request at any time.

A Red Line plan has been prepared and is attached. Refer to **Appendix F**.

**10.3 Clause 52.34 Bicycle Parking Requirements**

**Clause 52.34** has the following purpose:

- To encourage cycling as a mode of transport.
- To provide secure, accessible and convenient bicycle parking spaces and associated shower and change facilities.

**Clause 52.34-1 Provision of bicycle facilities**

A new use must not commence, or the floor area of an existing use must not be increased until the required bicycle facilities and associated signage has been provided on the land.

**Function Centre 11 Collins Street Hamilton**

Where the floor area occupied by an existing use is increased, the requirement for bicycle facilities only applies to the increased floor area of the use.

Pursuant to Clause 52.34-2 a permit may be granted to vary, reduce or waive any requirement of Clause 52.34-3 and Clause 52.34-4.

**Clause 52.34-3 and Clause 52.34-4.**

Table 1 to Clause 52.34-3 – Bicycle spaces, details the number of bicycle spaces required to be provided on site, for a variety of land uses.

The bicycle parking requirement for Place of Assembly is:

- 1 to each 1500 sq m of net floor area per employee and
- 2 plus 1 to each 1500 sq m of net floor area, for each visitor.

Net floor area is defined as follows:

*The total floor area of all floors of all buildings on a site. It includes half the width of any party wall and the full width of all other walls. It does not include the area of stairs, loading bays, accessways, or car parking areas, or any area occupied by machinery required for air conditioning, heating, power supply, or lifts.*

The proposed Place of Assembly has a net floor area of 482 square metres, and thus there is no requirement to provide bicycle spaces.

## **11.0 Landscaping**

A landscaping plan has been prepared and forms part of the suite of plans which are attached. Refer to **Appendix B**.

It is proposed to the Collins Street and Pope Street boundaries of the site. Three (3) landscape islands occur across the car park.

An avenue of landscaping and water feature is proposed on the west side of the building in front of the existing bay window in the west elevation of the Academy building.

An arbour and open lawn area is also proposed on the west side of the building.

The landscaping plan includes a detailed planting schedule.

As detailed in Sections 5.1 and 9 above, it is proposed to remove the existing trees from the application site.



**Function Centre 11 Collins Street Hamilton**

**Perimeter Fencing**

It is proposed to construct a brick pier fence with transparent infill panels along both the Collins Street and Poe Street frontages of the application site. The north and east boundaries of the application site are fenced with existing 1.8m high colorbond fencing.

**12.0 Signage**

Pursuant to **Clause 32.08-14 Signs** within the General Residential zone fall within Category 3 of the sign requirements of **Clause 52.05**.

Category 3 – High Amenity Areas, triggers the need for a permit for a Business Identification Sign and for a floodlit sign.

It is proposed to erect a sign at the vehicle entrance to the property and a sign on the splayed corner of the property facing the intersection of Pope and Collins Street. The signs are proposed to have dimensions of 1.2 m high by 1.8m wide and be 900mm above natural ground level.

The signs will display the future business name of the Function Centre.

It is requested that a condition of any planning permit issued require the submission of details of the proposed Advertising signs to the satisfaction of the Responsible Authority.

It should be noted that there are two (2) existing flood lights, directed towards the building which are proposed to be retained.

**13.0 Cultural Heritage Management Plan**

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A Cultural Heritage Management Plan Self-Assessment has been undertaken using the survey tool provided on the Aboriginal Victoria web site and has found that a CHMP is not required. The CHMP Form, the Process List and Areas of Cultural Sensitivity Map is attached. Refer to **Appendix G**.

**Function Centre 11 Collins Street Hamilton**

**14.0 Conclusion**

The proposed use of the former historic “Academy” building for a Function Centre is an appropriate use as the proposal assists with the conservation of a heritage building, with minor alterations both internally and externally to the building.

The proposed use will not adversely affect the significance of the Heritage Place.

The proposal will reinvigorate the life of the “Academy” building and at the same time ensure the protection of a significant heritage place.

**Function Centre 11 Collins Street Hamilton**

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**APPENDIX A – Certificate of Title**

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Function Centre 11 Collins Street Hamilton



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**REGISTER SEARCH STATEMENT (Title Search) Transfer of  
Land Act 1958**

Page 1 of 1

VOLUME 12051 FOLIO 495

Security no : 124099697672T  
Produced 17/08/2022 02:03 PM

**LAND DESCRIPTION**

Lot 17 on Plan of Subdivision 743573F.  
PARENT TITLES :  
Volume 02959 Folio 739  
Volume 03069 Folio 636 to Volume 03069 Folio 637  
Volume 08044 Folio 566  
Created by instrument PS743573F 22/01/2019

**REGISTERED PROPRIETOR**

Estate Fee Simple  
Sole Proprietor  
LORETO SISTERS ESTATE PTY LTD of 257 TIMOR STREET WARRNAMBOOL VIC 3280  
PS743573F 22/01/2019

**ENCUMBRANCES, CAVEATS AND NOTICES**

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

AGREEMENT Section 173 Planning and Environment Act 1987  
AR519700J 04/10/2018

**DIAGRAM LOCATION**

SEE PS743573F FOR FURTHER DETAILS AND BOUNDARIES

**ACTIVITY IN THE LAST 125 DAYS**

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 11 POPE STREET HAMILTON VIC 3300

DOCUMENT END

Function Centre 11 Collins Street Hamilton



## Imaged Document Cover Sheet

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Document Type	<b>Plan</b>
Document Identification	<b>PS743573F</b>
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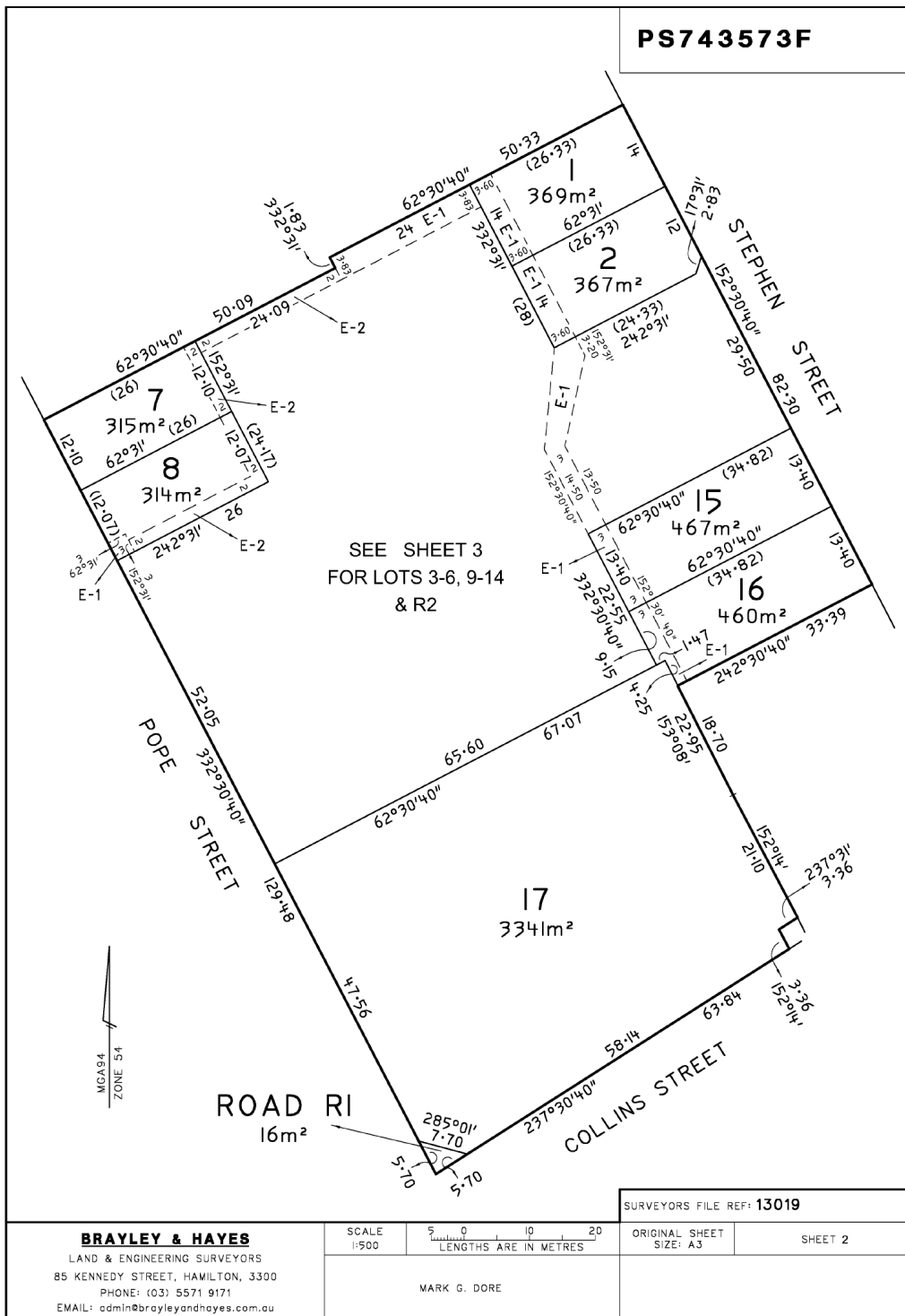
Function Centre 11 Collins Street Hamilton

Delivered by LANDATA®, timestamp 17/08/2022 14:04 Page 1 of 4

<b>PLAN OF SUBDIVISION</b>		EDITION 3	<b>PS743573F</b>	
<b>Location of Land</b> Parish: HAMILTON NORTH Township: HAMILTON Section: 68 Crown Allotments: 1, 2 (PART), 4, 5, 6, 7 & 8 (PART) Crown Portion: _____ <b>Title References:</b> Vol. 2959 Fol. 739 Vol. 3069 Fol. 636 Vol. 3069 Fol. 637 Vol. 8044 Fol. 566  Last Plan Reference: TP331844K TP678684T TP681138E TP921225B  <b>Postal Address:</b> 24-36 POPE STREET, (at time of subdivision) HAMILTON, VIC., 3300 <b>MGA94</b> E 589 750 <b>Co-ordinates:</b> N 5 822 620 Zone 54 (of approx centre of land in plan)		Council Name: Southern Grampians Shire Council  Council Reference Number: TP/10/2015 Planning Permit Reference: TP/10/2015 SPEAR Reference Number: S088053B  Certification This plan is certified under section 6 of the Subdivision Act 1988  Public Open Space A requirement for public open space under section 13 of the Subdivision Act 1988 has been made and the requirement has not been satisfied has been made and the requirement has been satisfied at Statement of Compliance (Document updated 26/10/2018)  Digitally signed by: Rhassel Mhasri for Southern Grampians Shire Council on 15/06/2018 Statement Of Compliance issued: 26/10/2018		
<b>Vesting of Roads or Reserves</b>		<b>Notations</b>		
Identifier	Council/Body/Person		THIS IS A SPEAR PLAN.	
ROAD R1 ROAD R2	SOUTHERN GRAMPIANS SHIRE SOUTHERN GRAMPIANS SHIRE			
<b>Notations</b>				
Staging: This is a staged subdivision. Planning Permit No. TP/10/2015  Survey: This plan is based on survey. Connected to MGA94 Coordinates: YES Proclaimed Survey Area: No.18 (HAMILTON) Permanent Marks connected to: 177, 178, 179, 191, 192 & 218  Depth Limitation: DOES NOT APPLY				
<b>Easement Information</b>				
LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)				
Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of
E-1	DRAINAGE	AS SHOWN	THIS PLAN	SOUTHERN GRAMPIANS SHIRE COUNCIL
E-1,E-3	SEWERAGE	AS SHOWN	THIS PLAN	WANNON REGION WATER CORPORATION
E-2	DRAINAGE	AS SHOWN	THIS PLAN	SOUTHERN GRAMPIANS SHIRE COUNCIL
<b>BRAYLEY &amp; HAYES</b> LAND & ENGINEERING SURVEYORS 85 KENNEDY STREET, HAMILTON, 3300 PHONE: (03) 5571 9171 EMAIL: admin@brayleyandhayes.com.au		SURVEYORS FILE REF: 13019 VER 1 24/08/18 VER 2 04/08/18 VER 3 09/11/19  Digitally signed by: Mark G Dore (Brayley and Hayes), Surveyor's Plan Version (3), 14/11/2017, SPEAR Ref: S088053B		ORIGINAL SHEET SIZE: A3  SHEET 1 OF 3
THIS IS A LAND USE VICTORIA COMPILED PLAN FOR DETAILS SEE MODIFICATION TABLE HEREIN				

Function Centre 11 Collins Street Hamilton

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**Function Centre 11 Collins Street Hamilton**

**APPENDIX B – Suite of Plans: Site Plan, Floor Plan, Landscaping Plan and Profiles**

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**TO BE INSERTED HERE**

**Function Centre 11 Collins Street Hamilton**

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**APPENDIX C – Site and Context Photos**

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**Function Centre 11 Collins Street Hamilton**

Site and Context Photographs  
Proposed Reception Centre  
"Academy" 11 Collins Street Hamilton



*Photograph 1: Application Site viewed from Collins Street*



*Photograph 2: Application Site viewed from Collins Street*

Pierrepoint Planning PO Box 5003 Tarrington Vic. 3301. M: 0429 439083

**Function Centre 11 Collins Street Hamilton**

Site and Context Photographs  
Proposed Reception Centre  
"Academy" 11 Collins Street Hamilton



*Photograph 3: Application Site viewed from Pope Street (Coleraine Road)*



*Photograph 4: Pope Street frontage immediately north of the application site*

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**Function Centre 11 Collins Street Hamilton**

Site and Context Photographs  
Proposed Reception Centre  
"Academy" 11 Collins Street Hamilton



*Photograph 5: Adjoining dwelling to the east of the application site (i.e., 17-19 Stephen Street)*



*Photograph 6: Collins Street, view to the south west towards Pope Street*

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**Function Centre 11 Collins Street Hamilton**

**Site and Context Photographs**  
**Proposed Reception Centre**  
**"Academy" 11 Collins Street Hamilton**



*Photograph 7: Collins Street, view to the north east towards Stephen Street*



*Photograph 8: Intersection of Collins Street and Pope Street*

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**Function Centre 11 Collins Street Hamilton**

**Site and Context Photographs  
Proposed Reception Centre  
"Academy" 11 Collins Street Hamilton**



*Photograph 9: Dwellings on the south west side of Pope Street, (north west of side of Collins Street) opposite the application site.*



*Photograph 10: Collins Street frontage of 17 -19 Stephen Street, immediately adjoining the application site to the north east*

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**Function Centre 11 Collins Street Hamilton**

Site and Context Photographs  
Proposed Reception Centre  
"Academy" 11 Collins Street Hamilton



*Photograph 11: 17 -19 Stephen Street, Stephen Street frontage*



*Photograph 12: Dwellings fronting south west side of Stephen Street, north west of 17-19 Stephen Street*

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**Function Centre 11 Collins Street Hamilton**

Site and Context Photographs  
Proposed Reception Centre  
"Academy" 11 Collins Street Hamilton



*Photograph 13: 22 Pope Street, Collins Street frontage, opposite the application site*



*Photograph 14: 22 Pope Street, Collins Street/Pope Street intersection, opposite the application site*

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**Function Centre 11 Collins Street Hamilton**

**Site and Context Photographs  
Proposed Reception Centre  
"Academy" 11 Collins Street Hamilton**



*Photograph 15: Collins Street, vehicle entrances to 22 Pope Street and 7 Milton Street, opposite the application site*



*Photograph 16: 7 Dryden Street (Cnr. Collins Street), diagonally opposite the application site*

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**Function Centre 11 Collins Street Hamilton**

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**APPENDIX D – Victorian Heritage Data Base**

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**Function Centre 11 Collins Street Hamilton**

**Victorian Heritage Database Report**

Report generated 08/06/22

## St Mary's School



27211 St Mary's School

### Location

Cnr Pope Street and Collins Street HAMILTON, Southern Grampians Shire

### Municipality

SOUTHERN GRAMPIANS SHIRE

### Level of significance

Stage 2 study complete

### Heritage Listing

Southern Grampians Shire

### Statement of Significance

Last updated on -

#### STATEMENT OF SIGNIFICANCE

St Mary's School (formerly the Academy) Corner Pope & Collins Street This building has local significance for its architectural interest and for its historical importance as a major educational institution in the Hamilton district during the last century when it became a serious rival to the notable Hamilton and Western District Boys' College founded in 1871. The earliest section of the Academy dates from 1874 with additions in 1882 when it was reopened. (i)

The founder of the Academy was James Begg (1842-1911), a Scot educated at Glasgow University who had the support of leading Hamiltonians such as G H Mott and W Skene. By 1890 the Academy was the largest of Hamilton's three private colleges and was recognised for its high educational standard. Its success was relatively brief for it closed in 1900, the building becoming a private residence which, in 1905, was taken over by the Loreto Sisters as a convent and convent school. In 1925 it became known as St Mary's. (ii)

**Function Centre 11 Collins Street Hamilton**

The building is of interest architecturally for its use of the Gothic Revival style, considered appropriate for scholastic buildings because of traditional associations between education and the Church, and for its use of polychrome brickwork, an important material in the style. Polychromy was all the rage in Melbourne at the time but this is a relatively subdued example. The building is significantly intact and is in excellent condition. It is an important element in the St Ronan's streetscape, especially for its domestic scale and detailing.

**SIGNIFICANCE:** One of the more important schools in the district and associated with significant people. Of special interest for its rare use of polychrome brickwork.

**FOOTNOTES**

- i Garden, Don, *Hamilton*, pp 89-90; *Hamilton Spectator*, 13 April 1882, 11 November 1882.
- ii Ibid and Garden, p 152; *Australasian*, 14 April 1906 (illustration).

Heritage Study/Consultant	Southern Grampians - City of Hamilton Conservation Study, Timothy Hubbard with Carlotta Kellaway & Michael Looker (plus Francis Punch), 1991;
Construction dates	1874, 1882,
Other Names	formerly the Academy,
Hermes Number	27211
Property Number	

**Physical Description 1**

**MATERIALS:**

- Roof:** concrete shingles
- Walls:** polychrome brick
- Dressings:** cement render
- Plinth:** bluestone
- Windows:** timber dhs
- Paving:** asphalt
- Other:** timber and cast iron verandah

**NOTABLE FEATURES:**use of polychrome brick

LEVEL OF STREETScape SIGNIFICANCE: 1 || 2 || 3 |X|

**Historical Australian Themes**

**ASSOCIATED HISTORIC THEMES**

- Education: Private & Secondary.
- Religion: Presbyterianism & Roman Catholicism

**Integrity**

**Function Centre 11 Collins Street Hamilton**

INTEGRITY: G

**Physical Conditions**

CONDITION: E

*This place/object may be included in the Victorian Heritage Register pursuant to the Heritage Act 2017. Check the Victorian Heritage Database, selecting 'Heritage Victoria' as the place source.*

*For further details about Heritage Overlay places, contact the relevant local council or go to Planning Schemes Online <http://planningschemes.dpcd.vic.gov.au/>*

**Function Centre 11 Collins Street Hamilton**

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**APPENDIX D – Heritage Advisers Advice 13 July 2022**

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**Function Centre 11 Collins Street Hamilton**

**From:** Trudy Rickard <trudy.rickard31@gmail.com>  
**Sent:** Wednesday, 13 July 2022 8:03 AM  
**To:** alacey@pierrepointplanning.com; planning <planning@sthgrampians.vic.gov.au>  
**Subject:** Re: Amended Plans Proposed Reception Centre 11 Collins Street Hamilton

Hello Andrew.

Thanks for sending the amended carparking layout.  
The small islands of planting provide a small amount of relief from the bitumen surrounding the front of the building.

Although I believe that the setting of the building is still compromised by the car parking, the building itself remains largely intact externally and the carparking is reversible.  
In the long run the heritage significance of the place is not substantially diminished by the proposal and it will have a new use which involves public use, which is appropriate to the significance of the place.

I will support the application as it stands but would prefer to see further landscaping and a dedicated pedestrian entry if the council's planners will allow a further reduction of car spaces.

Regards  
Trudy

Trudy Rickard  
Southern Grampians Shire Council Heritage Adviser.

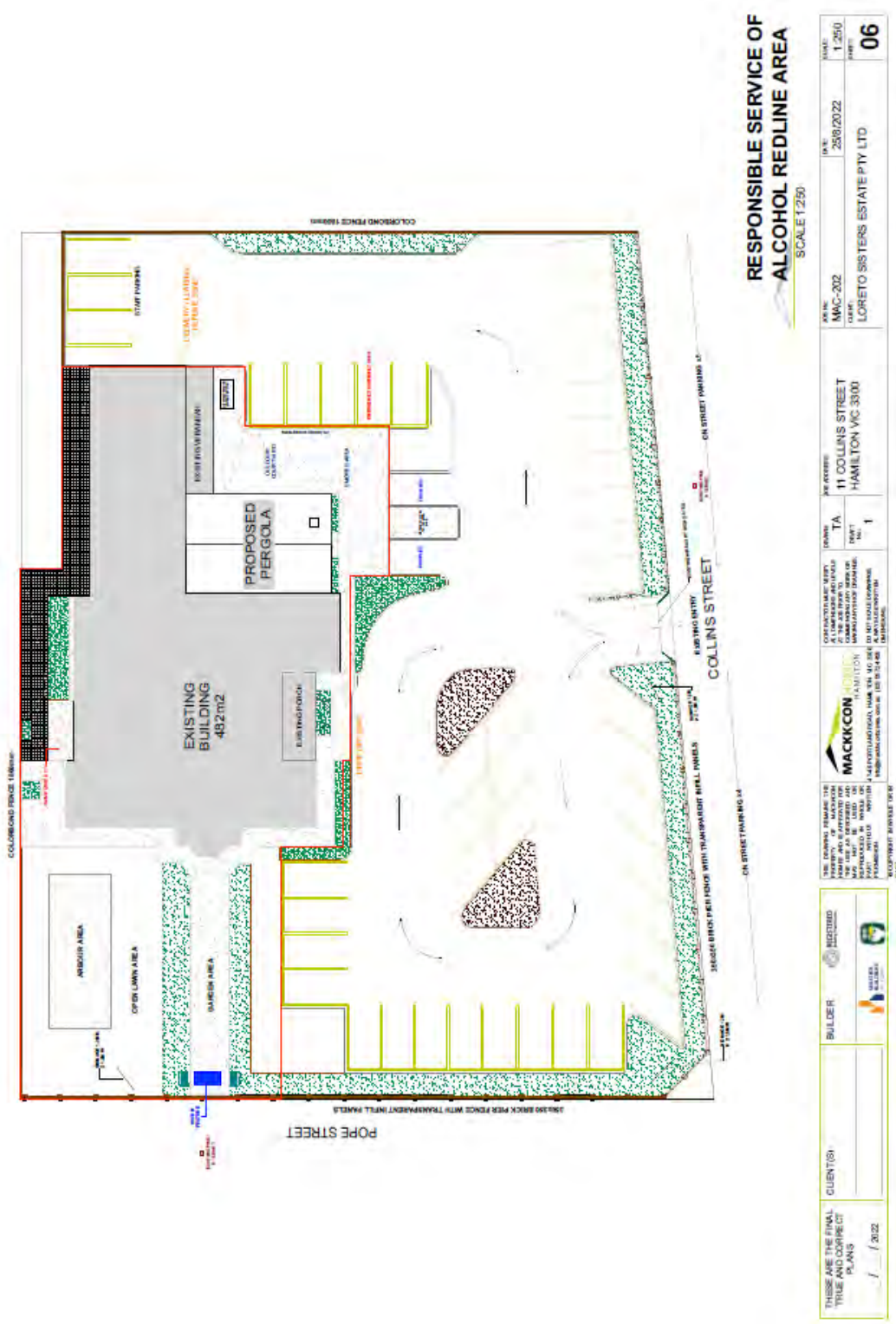
**Function Centre 11 Collins Street Hamilton**

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**APPENDIX F – Red Line Plan**

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Function Centre 11 Collins Street Hamilton



**Function Centre 11 Collins Street Hamilton**

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**APPENDIX G – Cultural Heritage Sensitivity Assessment**

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Function Centre 11 Collins Street Hamilton

**Aboriginal Heritage Act 2006  
Cultural Heritage Management Plan**

- Changes to the Aboriginal Heritage Act 2006 were introduced on 28 May 2007
- The purpose of the Act is to provide for the protection of Aboriginal Cultural Heritage in Victoria
- You must find out if a CHMP is required under the Aboriginal Heritage Act.
- Information in relation to the Aboriginal Heritage Act and requirements can be found at [www1.dvc.vic.gov.au/heritage](http://www1.dvc.vic.gov.au/heritage) and CHMP self assessment at [www.aav.nrms.net.au/aavQuestion1.aspx](http://www.aav.nrms.net.au/aavQuestion1.aspx)

**Information to be submitted with an application**

The following information must be provided when lodging a planning application.

It is the responsibility of the applicant as the proponent of the activity requiring approval to determine if a Cultural Heritage Management Plan is required

Please advise which is applicable to your planning application:

A Cultural Heritage Management Plan is **NOT** required:  
(a copy of the cultural heritage self assessment is attached)

An **approved** Cultural Heritage Management Plan IS attached:

A Cultural Heritage Management Plan is required and has **NOT** been approved. Refer note 1.

Note 1. Under Section 52 (1) of the Aboriginal Heritage Act 2006 the responsible authority must not grant a planning permit without an approved CHMP.


Under Section 52 (4) of the Aboriginal Heritage Act 2006 until the responsible authority has received a copy of the approved CHMP the time required for the responsible authority to make a decision is deemed **NOT** to have commenced.

<p><b>This form must be signed</b></p> <p><b>Remember</b> it is against the law to provide false or misleading information which could result in the planning permit being invalid.</p>	<p><b>I declare that the above information is true and correct and the owner (if not myself) has been advised.</b></p> <p>Name <input style="width: 100%;" type="text" value="Andrew Lacey - Pierrepoint Planning"/></p> <p><b>I am the: (tick all that apply)</b> <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Applicant</p> <p>Signature <input style="width: 100%;" type="text" value="Andrew Lacey"/></p> <p>Date <input style="width: 100%;" type="text" value="23 August 2022"/></p>
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- SUBMIT THIS COMPLETED FORM TO COUNCIL ALONG WITH YOUR PLANNING PERMIT APPLICATION -



**Function Centre 11 Collins Street Hamilton**

 Department of Premier and Cabinet		
<b>Process List</b>		
Project Name:	PPP 2022-040 Function Centre	
Project Location:	11 Collins Street Hamilton	
Date:	23-Aug-2022	
	QUESTION	ANSWER
<b>Question 1</b>	Is the proposed activity , or all the proposed activities, exempt?	No
<b>Question 2</b>	Are you undertaking a High Impact Activity as listed in the Aboriginal Heritage Regulations?	Yes
<b>Question 2(b)</b>	Is the activity for or associated with a purpose for which the land was being lawfully used prior to 28 May 2007?	No
<b>Question 3</b>	Does your activity include significant ground disturbance?	Yes
<b>Question 4</b>	Does your activity area include areas of a registered cultural heritage place (regardless of significant ground disturbance) or cultural heritage sensitivity that have not previously been subject to significant ground disturbance?	No
<b>Answer:</b>	<u>ON THE BASIS OF THE ANSWERS YOU HAVE ENTERED</u> YOU ARE NOT REQUIRED BY THE REGULATIONS TO PREPARE A CULTURAL HERITAGE MANAGEMENT PLAN FOR THIS PROJECT	
	This process list is for information purposes only; the result must not be relied upon by a statutory authority in deciding whether a cultural heritage management plan is required for a proposed activity.	



Function Centre 11 Collins Street Hamilton



**Function Centre 11 Collins Street Hamilton**

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**APPENDIX H – Accommodation Guide: Hamilton**

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Function Centre 11 Collins Street Hamilton

Updated: 25/10/2019

ACCOMMODATION GUIDE

HAMILTON

Motels	Single Rate From	Double Room (Queen) Bedd. From	Chain	No. Of Rooms	Pets Allowed	Internet	AUSTAR	Disabled Access	Restaurant
<a href="#">AAAt 28 Goldsmith Motel</a> *** 1/2 28 Goldsmith Street, Hamilton 3300 Phone (03) 5572 4347 <a href="http://www.goldsmithmotel.com.au">www.goldsmithmotel.com.au</a>	\$128	\$128	GC	15	✓ Cond. Apply	Free WR	✓ Free	✓	
<a href="#">Bandidoot Motor Inn</a> *** 1/2 152 Ballarat Road, Hamilton 3300 Phone (03) 5572 1688 <a href="http://www.bandidootmotorinn.com.au">www.bandidootmotorinn.com.au</a>	\$99	\$99		26		✓ Free WiFi	✓ Free	✓	✓
<a href="#">Hamilton Lonsdale Motel</a> ***** 110 Lonsdale Street, Hamilton 3300 Phone (03) 5572 4055 <a href="mailto:info@hamiltonlonsdalemotel.com.au">info@hamiltonlonsdalemotel.com.au</a>	\$135	\$135		15		✓ Free WiFi	✓ Free	✓ Ltd	
<a href="#">Best Western Hamilton Lakeside</a> *** 1/2 24 Ballarat Road, Hamilton 3300 Phone (03) 5572 3757 <a href="http://www.hamiltonlakesidemotel.com.au">www.hamiltonlakesidemotel.com.au</a>	\$110	\$132	BW	14	Not on the property	WR Free	✓ Free	✓	
<a href="#">Budget On The Lake</a> *** 1/2 2 Riley Street, Hamilton 3300 Phone (03) 5571 2733 <a href="http://www.budgetonthelake.com.au">www.budgetonthelake.com.au</a>	\$98	\$105	BM	12	✓ Cond. Apply	WR Free	✓ Free		
<a href="#">Comfort Inn Botanical</a> **** Cnr French & Thompson Street, Hamilton 3300 Phone(03) 5572 1855 <a href="http://www.comfortinnbotanical.com">www.comfortinnbotanical.com</a>	\$128	\$128	CI	33		Free WiFi		✓ Ltd	✓
<a href="#">Grange Burn Motel</a> *** 1/2 142 Ballarat Road, Hamilton 3300 Phone (03) 5572 5755 <a href="http://www.thegrangeburn.com.au">www.thegrangeburn.com.au</a>	\$120	\$125	CI	31	Not In Rooms	✓ Free WiFi	✓ Free	✓	✓
<a href="#">Hamilton Townhouse Motel</a> ***** 27 Shakespeare Street, Hamilton 3300 Phone (03) 5571 2517 <a href="http://www.hamiltontownhouse.com.au">www.hamiltontownhouse.com.au</a>	\$125	\$125		10		WR Free	✓ Free		
<b>Hotels</b>									
<a href="#">Caledonian Hotel/Motel</a> 153 Thompson Street, Hamilton 3300 Phone (03) 5572 1055	\$98	\$109		15				✓ LTD	✓
<a href="#">Commercial Hotel</a> 145 Thompson Street, Hamilton 3300 Phone (03) 5572 4119	\$40	\$70		10					✓
<a href="#">Grand Central Hotel</a> 141 Gray Street, Hamilton 3300   Phone (03) 5572 2899 <a href="http://www.grandcentralhamilton.com">www.grandcentralhamilton.com</a>	\$50	\$75		15					✓
<b>Caravan Parks</b>									
<a href="#">Hamilton Caravan Park</a> Cnr Shakespeare & Dickens Street, Hamilton 3300 Phone (03) 5572 4235 <a href="http://www.hamiltoncaravanpark.com.au">www.hamiltoncaravanpark.com.au</a>		\$115		11			✓ (Sites Only)		✓
<a href="#">Lake Hamilton Motor Village &amp; Caravan Park</a> ***** 8 Ballarat Road, Hamilton 3300 Phone (03) 5572 3855 <a href="http://www.lakehamilton.com.au">www.lakehamilton.com.au</a>	Top Tourist	\$115		25		✓	✓ (Sites Only)	WR Free	✓



Greater Hamilton Visitor Information Centre  
Lonsdale Street HAMILTON Victoria 3300  
Free Call 1800 807 056  
[www.visitgreaterhamilton.com.au](http://www.visitgreaterhamilton.com.au)



Function Centre 11 Collins Street Hamilton

ACCOMMODATION GUIDE

HAMILTON

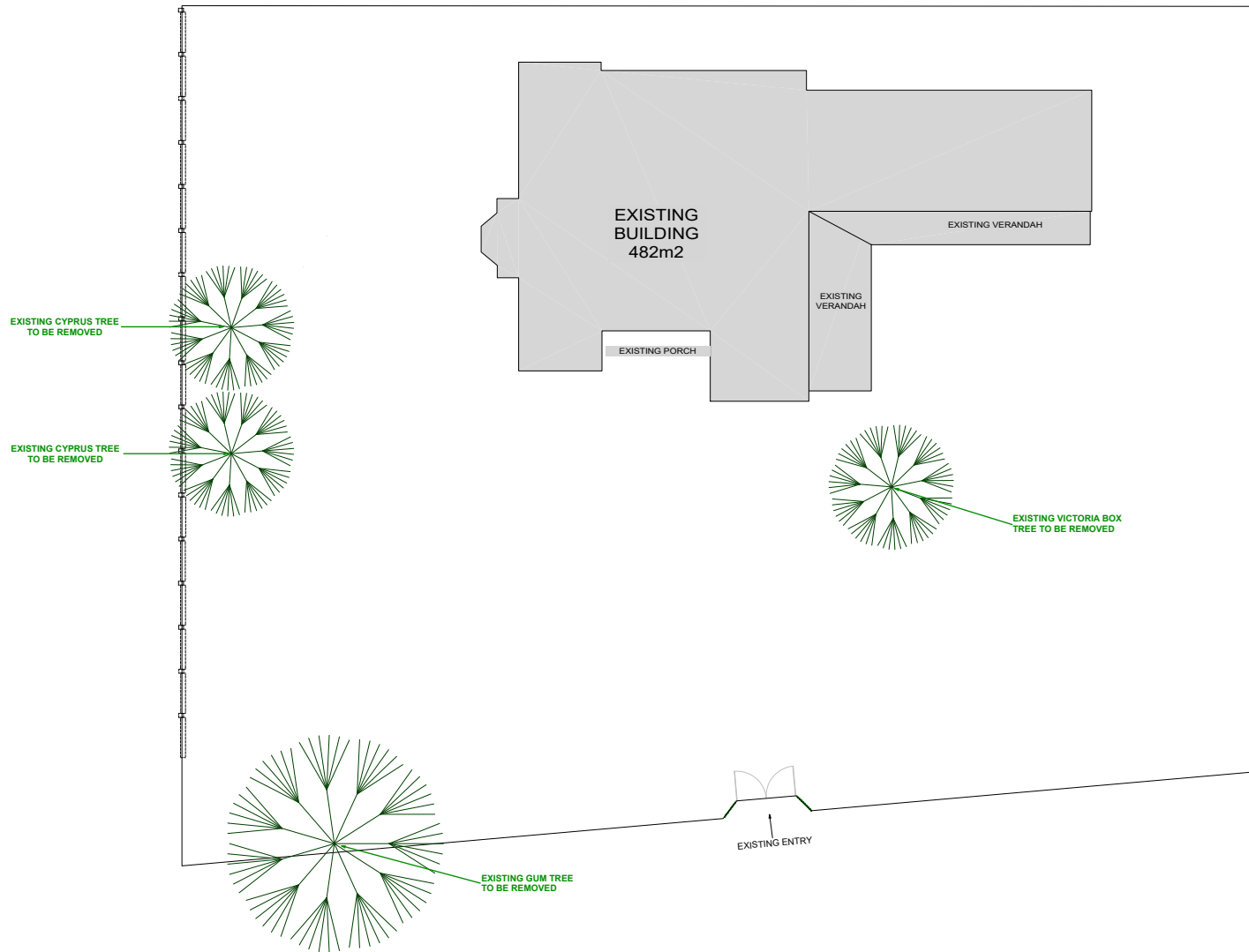
Self-Contained

	Rate from \$/week (incl GST)	No of Bedroom	Sleeps	Laundry	Cooking Facilities	Pets Allowed	Internet	Breakfast Incl	Disabled Access
<b>Apartment on Alexandra</b> 1/7 Learmonth Street, Hamilton 3300 Phone (03) 5526 5322 or 0407 227 463	Min 2 nights \$180	3	6	✓	✓		WR	Supplied 7x/day	
<b>Bea's Studio</b> 151 Robsons Road, Hamilton 3300 Phone 0419 518 976	\$90	1	2		✓				
<b>Boomers Guest House</b> 1 Uren Court, Hamilton 3300 Phone (03) 5572 1250 <a href="http://www.boomersquesthousehamilton.com">www.boomersquesthousehamilton.com</a>	\$90	10 (Shared Facilities)							
<b>Emerald Hill Cottage</b> 8032 Hamilton Port Fairy Road, Hamilton 3300 Phone 0497 273 202 or 0497 551 660	\$160	1	2		✓	✓ Cond. Apply			
<b>Home Away Stayz</b> 31 Clarke St, Hamilton – Camellia Cottage 28 McPherson St Hamilton – Wisteria Cottage Phone (03) 5573 4539 (m) 0427 734 539 <a href="http://www.homeawaystayz.com.au">www.homeawaystayz.com.au</a>	\$175 Cond apply	3	6	✓	✓				
<b>Number 12</b> 12 Homer Street, Hamilton 3300 Phone 0458 836 203	\$170 Cond apply	3	6	✓	✓			✓	
<b>Silverburn Cottage</b> 88 Ballarat Road, Hamilton 3300 Phone 0414 406 276	\$190	2	4	✓	✓				
<b>Stillwater Apartments</b> 2-4 Eversley Street, Hamilton 3300 Phone 0407 666 995 <a href="http://www.stillwaterhamilton.com">www.stillwaterhamilton.com</a>	\$150	2	4	✓	✓				
<b>Stirring Pot Heights</b> 212 Coleraine Road, Hamilton 3300 Phone (03) 5572 2535	\$125	2	4	✓	✓	✓ Cond. Apply			✓ Limited

Bed & Breakfast

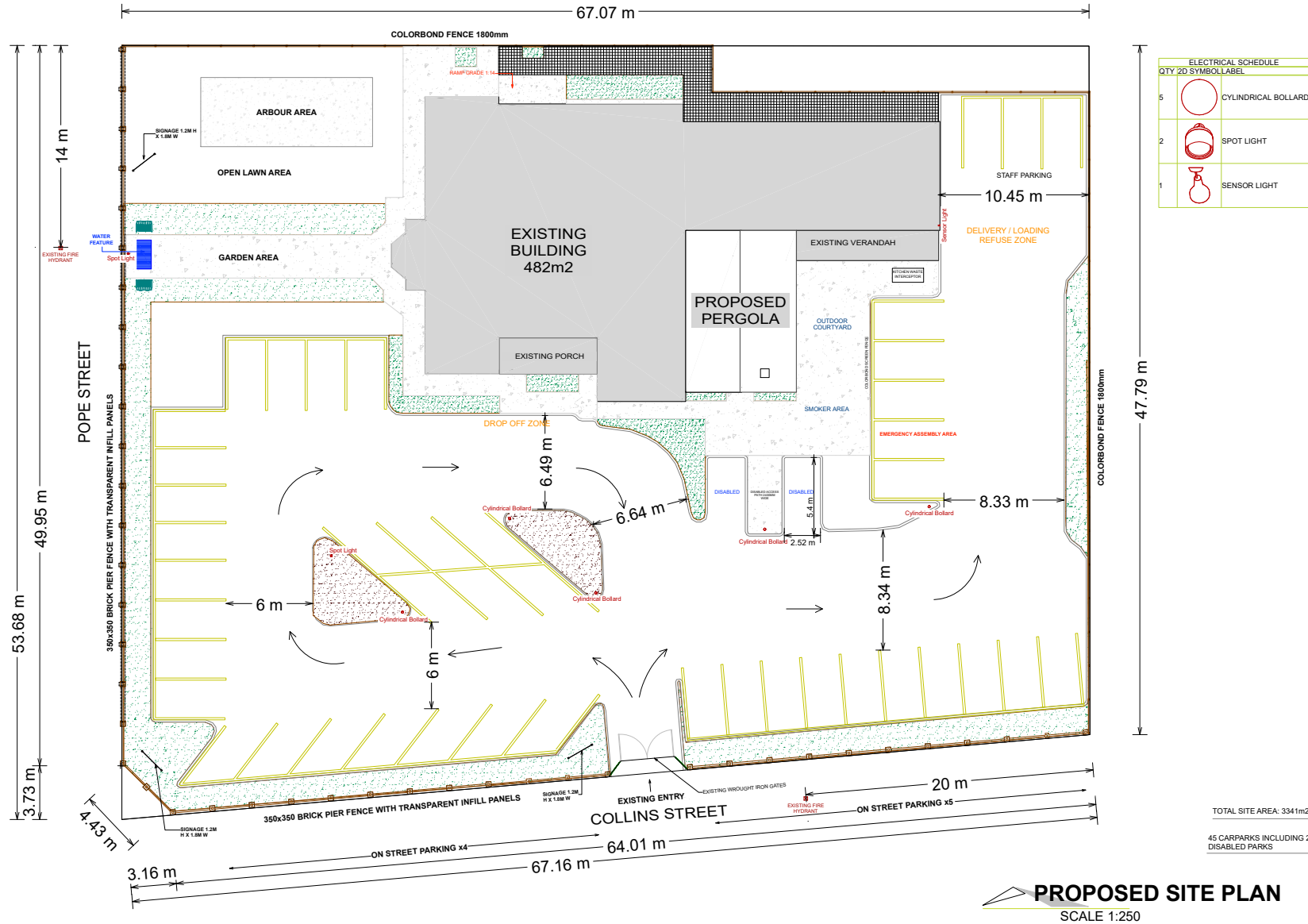
	Single Rate (incl GST)	No of Bed-rooms	Sleeps	Laundry	Micro-wave	Pets Allowed	Internet	Break-fast Incl	Disable Access
<b>Garland Cottage B &amp; B</b> 18 Skene Street, Hamilton 3300 Phone (03) 5572 1054 or 0428 721 054	\$130	1	2		✓	✓ Cond Apply	DU	✓	

PLEASE NOTE: PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE AND SHOULD BE USED AS A GUIDE ONLY. SEASONAL AND WEEKEND RATES AND MINIMUM NIGHT BOOKINGS MAY APPLY.

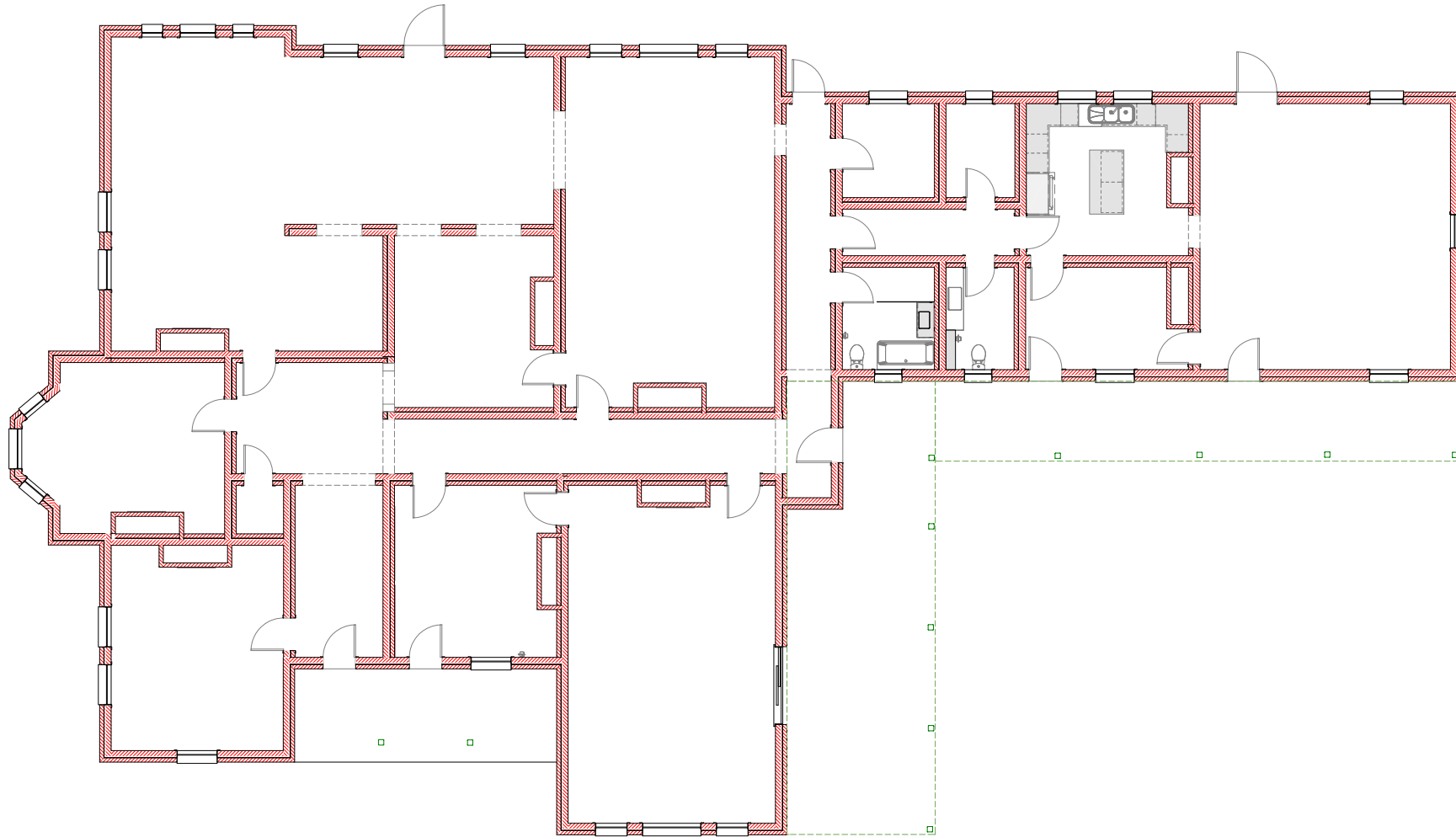


 **EXISTING SITE**  
SCALE 1:250

THESE ARE THE FINAL TRUE AND CORRECT PLANS ___ / ___ / 2022	CLIENT(S)	BUILDER  	THIS DRAWING REMAINS THE PROPERTY OF MACKKON HOMES AND IS APPROVED FOR THE USE AS DESCRIBED AND MAY NOT BE USED OR REPRODUCED IN WHOLE OR PART WITHOUT WRITTEN PERMISSION © COPYRIGHT IN WHOLE OR IN PART	 47-49 PORTLAND ROAD, HAMILTON VIC 3300 info@mackkonhomes.com.au (03) 5572 4455	CONTRACTOR MUST VERIFY ALL DIMENSIONS AND LEVELS AT THE JOB PRIOR TO COMMENCING ANY WORK OR MAKING ANY SHOP DRAWINGS. DO NOT SCALE DRAWINGS. ALWAYS USE WRITTEN DIMENSIONS.	DRAWN: TA DRAFT No: 1	JOB ADDRESS: 11 COLLINS STREET HAMILTON VIC 3300	JOB No: MAC-202	DATE: 25/8/2022	SCALE: 1:250
						CLIENT: LORETO SISTERS ESTATE PTY LTD		SHEET: <b>01</b>		



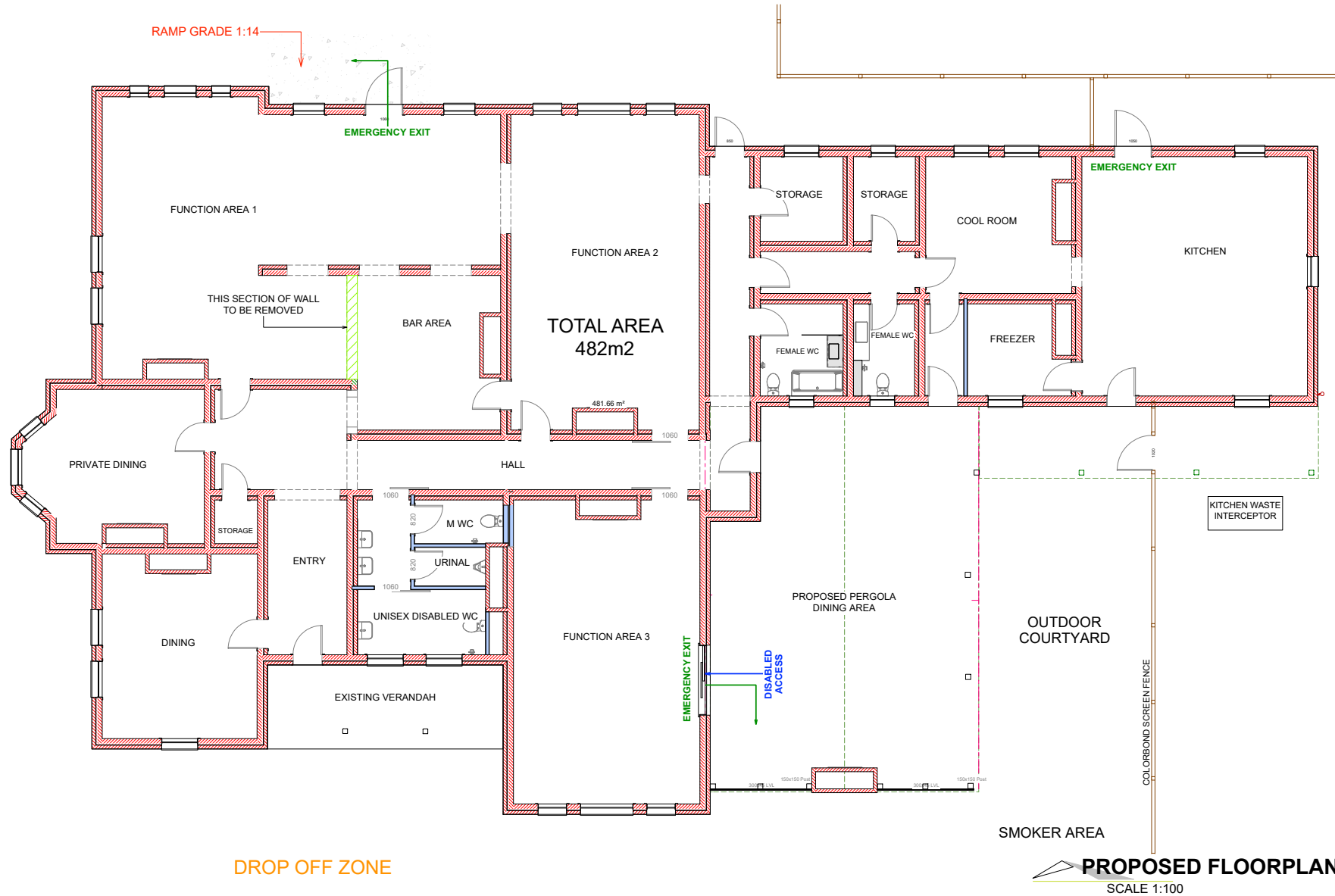
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					 	MASTER BUILDERS	CLIENT: LORETO SISTERS ESTATE PTY LTD	SHEET: <b>02</b>		



**EXISTING FLOORPLAN**  
SCALE 1:250

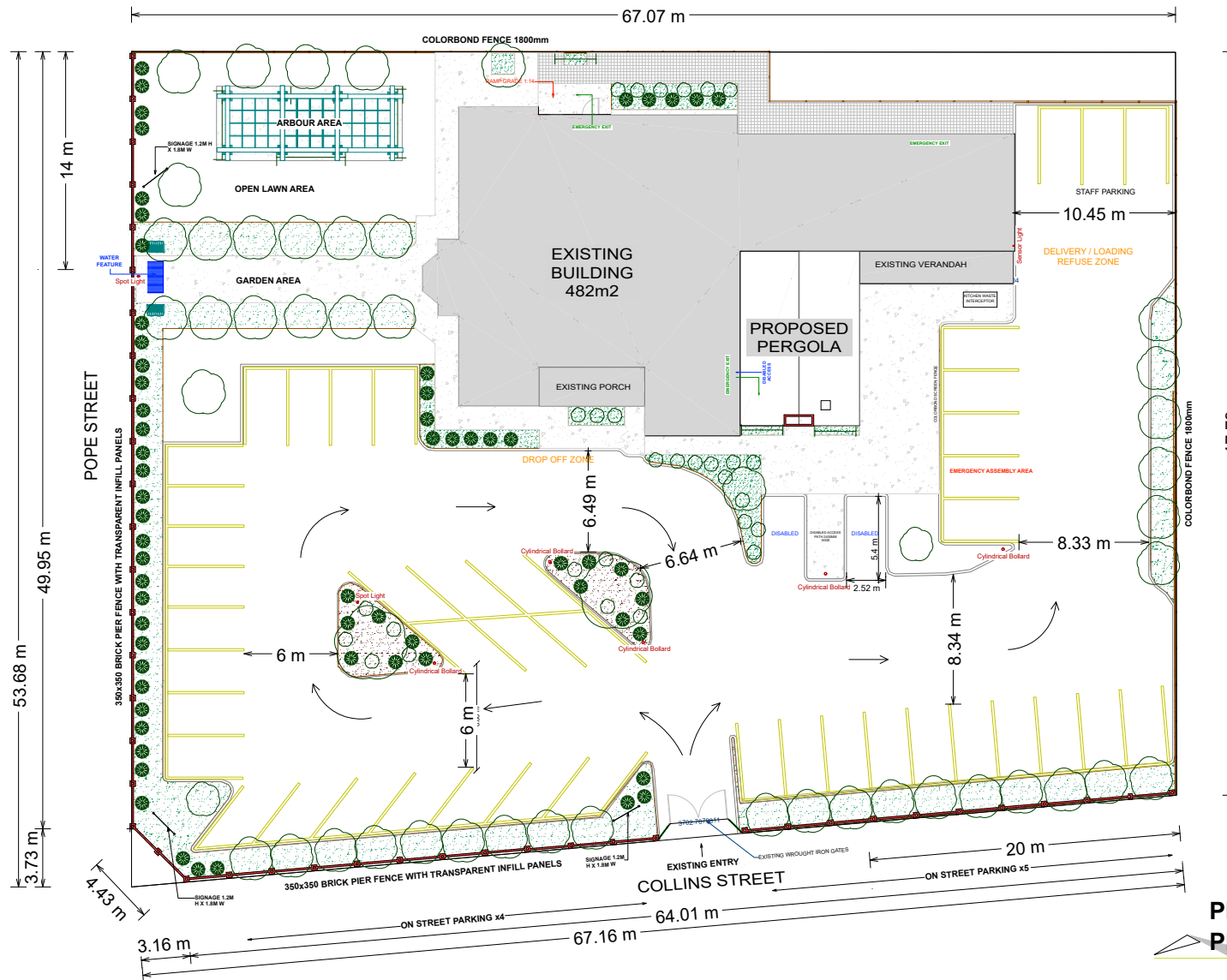
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	CLIENT: LORETO SISTERS ESTATE PTY LTD					SHEET: <b>03</b>				





DROP OFF ZONE

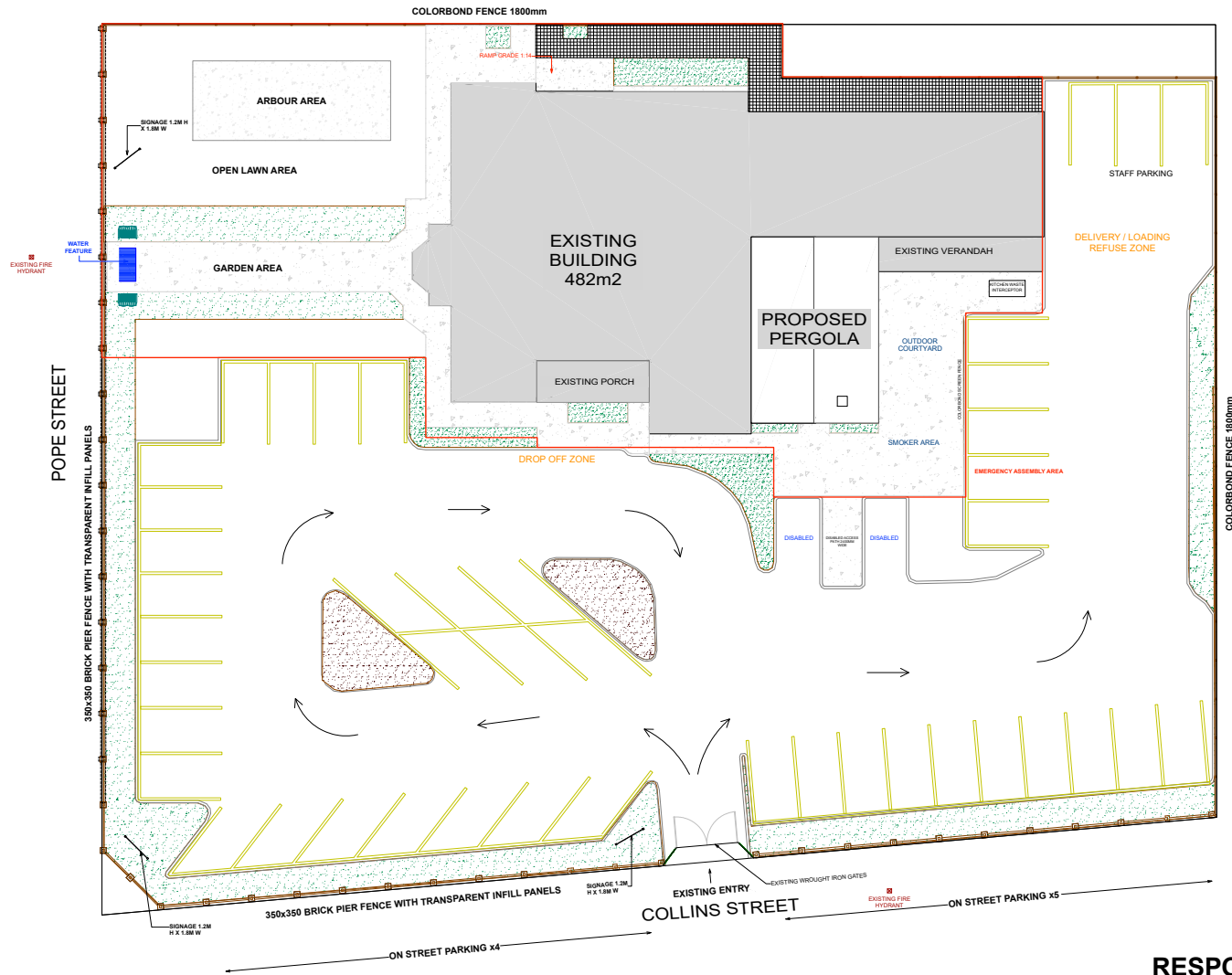
THESE ARE THE FINAL TRUE AND CORRECT PLANS ___ / ___ / 2022	CLIENT(S)	BUILDER 	THIS DRAWING REMAINS THE PROPERTY OF MACKKON HOMES AND IS APPROVED FOR THE USE AS DESCRIBED AND MAY NOT BE USED OR REPRODUCED IN WHOLE OR PART WITHOUT WRITTEN PERMISSION © COPYRIGHT IN WHOLE OR IN PART	CONTRACTOR MUST VERIFY ALL DIMENSIONS AND LEVELS AT THE JOB PRIOR TO COMMENCING ANY WORK OR MAKING ANY SHOP DRAWINGS. DO NOT SCALE DRAWINGS. ALWAYS USE WRITTEN DIMENSIONS.	DRAWN: TA	JOB ADDRESS: 11 COLLINS STREET HAMILTON VIC 3300	JOB No: MAC-202	DATE: 25/8/2022	SCALE: 1:100
							DRAFT No: 1	CLIENT: LORETO SISTERS ESTATE PTY LTD	SHEET: 04



PLANT SCHEDULE		
QTY	2D SYMBOL	DESCRIPTION
3		ACER RUBRUM, ACER STENOCARPUM, RUFACER RUBRUM
25		MAGNOLIA GRANDIFLORA
15		PRUNUS SERRULATA
5		PRUNUS SP.
1		ULMUS
63		BUXUS SEMPERVIRENS
3		HYDRANGEA PANICULATA
27		AGAPANTHUS
8		WISTERIA SPP.

**PROPOSED LANDSCAPE PLAN**  
SCALE 1:250

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**RESPONSIBLE SERVICE OF ALCOHOL REDLINE AREA**  
SCALE 1:250

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									CLIENT: LORETO SISTERS ESTATE PTY LTD	SHEET: <b>06</b>





LORETO SISTERS ESTATE PTY LTD  
 11 COLLINS STREET HAMILTON  
 25/8/2022

EXTERNAL COLOUR SPECIFICATION	
ROOF	RETAIN EXISTING ROOF TILES
PERGOLA ROOF	LASERLITE & COLORBOND CORRUGATED 'MONUMENT'
FASCIA	TIMBER PAINTED - COLORBOND 'MONUMENT'
GUTTER	OG GUTTER - COLORBOND 'MONUMENT'
WINDOW	TIMBER PAINTED - COLORBOND 'MONUMENT'
DOOR	TIMBER PAINTED - COLORBOND 'MONUMENT'
BRICKS	EXISTING
POSTS	TIMBER PAINTED - COLORBOND 'MONUMENT'



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 T: (03) 55724455  
 E: design@mackkconhomes.com.au W: mackkconhomes.com.au



LORETO SISTERS ESTATE PTY LTD  
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25/8/2022



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## Plants for Convent Gardens

**BOTANICAL NAME:**

Escallonia Hybrida - Newport Dwarf

**NATIVE:**    **FOLIAGE TYPE:**

No            Evergreen

**PLANT TYPE:**

Hedging / Screening

**PLANT HABIT:**

Shrubs Dense, Shrub Like

**POT SIZE:**

20cm

**DESCRIPTION:**

Deep green glossy leaved shrub with red stems. Masses of pink tubular flowers over summer at to interest. Quick growing, great for use as a low hedge, topiary and containers. May also be known as Escallonia 'Compacta'. Grows approx. 80cm x 80cm.

**MATURE HEIGHT:**

60cm-1m

**MATURE WIDTH:**

60cm-1m

**POSITION:**    **SOIL TYPE:**

Semi Shade    Well Drained



**BOTANICAL NAME:**

Malus ioensis Plena

**COMMON NAMES:**

Double Flowering Prairie Crabapple,

**NATIVE:**

No

**FOLIAGE TYPE:**

Deciduous

**PLANT TYPE:**

Hedging / Screening, Trees

**PLANT HABIT:**

Broad Domed, Rounded, Spreading

**POT SIZE:**

50cm

**DESCRIPTION:**

One of the most popular Crab Apples on the market. A showy small deciduous tree that can be used in most home gardens, as a street tree and in parks. Grown for the masses of lightly fragrant double flowers that are two toned white / pink. Season interest is increased in autumn with green foliage turning rich orange, dark red and purple. Makes a lovely avenue planting. Grows approx 8m x 5m.

**MATURE HEIGHT: MATURE WIDTH:**

4-10m 4-10m

**POSITION:**

Full Sun, Semi ShadeLoam,

**SOIL TYPE:**

Sandy, Well Drained



**BOTANICAL NAME:**

Prunus 'Shimidsu Sakura'

**COMMON NAMES:**

Flowering Cherry – Double Pink

**HEIGHT:** 4.0m

**WIDTH:** 3.0m

\*height & width at maturity

**POT SIZE:** 50cm

**FORM:** Horizontal, wide spreading.

**GROWTH RATE:** Moderate

**FOLIAGE:** Green leaves which are pale copper when young. Autumn colour displays coppery-orange.

**FLOWERS:** Light pink buds opening to double white flowers blossoming in mid to late spring.

**DESCRIPTION:** A small, late-flowering cherry with masses of pink to white double flowers hanging from wide, horizontal branches. Attractive as a feature tree where there is room to reach its spreading potential.

**LANDSCAPE USES:** Excellent flowering tree suitable for gardens where lateral space is adequate

**TOLERANCES:** Quite adaptable to a varied site conditions, but prefers moist, well drained fertile soils and a position receiving full sun to part-shade. Flowers best in full sun.

**TREE CARE:** Plant in full sun in a well drained and well worked soil. Take care to plant the bud union above the soil level. Water in well and keep soil moist until tree is established. Fertilize when planting and again after new growth appears. Prune tree when planting to encourage new growth.



**BOTANICAL NAME:**

Prunus Serrulata 'Kanzan'

**COMMON NAMES:**

Flowering Cherry – Double Pink

**HEIGHT:** 5.0m

**WIDTH:** 4.0m

**POT SIZE:** 50cm

\*height & width at maturity



**FORM:** Upright, vase-shaped. Spreading with age

**GROWTH RATE:** Moderate

**FOLIAGE:** Large green leaves with finely serrate margins, young foliage is bronze coloured. Yellow to orange in Autumn.

**FLOWERS:** Abundant bloom of large, double pink flowers in mid-spring. Blossom ranges in colour as it opens from the bud

**DESCRIPTION:** A very popular and heavy flowering cherry with large, double pink flowers and a strong growth habit. Good for a number of landscape uses including parks, gardens and streets.

**LANDSCAPE USES:** Excellent flowering tree suitable for all size gardens.

**TOLERANCES:** Quite adaptable to a varied site conditions, but prefers moist, well drained fertile soils and a position receiving full sun to part-shade. Flowers best in full sun.

**TREE CARE:** Plant in full sun in a well drained and well worked soil. Take care to plant the bud union above the soil level. Water in well and keep soil moist until tree is established. Fertilize when planting and again after new growth appears. Prune tree when planting to encourage new growth.

Prune after flowering finishes each season to promote new seasons growth.

**BOTANICAL NAME:**

Prunus Serrulata 'Pink Perfection'

**COMMON NAMES:**

Pink Perfection Flowering Cherry – Double Pink

**HEIGHT:** 3.0m

**WIDTH:** 3.0m

**POT SIZE:** 50cm

\*height & width at maturity

**FORM:** Upright, vase-shaped

**GROWTH RATE:** Moderate

**FOLIAGE:** Dark green leaves with finely serrate margins. Turning yellow to bronzy-orange in Autumn. New growth is bronzy.

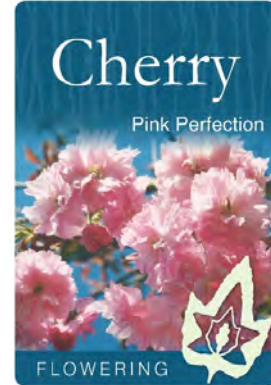
**FLOWERS:** Large double, rosy-pink frilly flowers blooming in mid-spring. Reddish when in bud.

**DESCRIPTION:** A vigorous, strongly spreading tree with a spectacular, very early floral display. A popular tree in small gardens where lateral space is adequate and tough enough for use in streets and other public open space plantings.

**LANDSCAPE USES:** Excellent flowering tree suitable for gardens where lateral space is adequate

**TOLERANCES:** Quite adaptable to a varied site conditions, but prefers moist, well drained fertile soils and a position receiving full sun to part-shade. Flowers best in full sun.

**TREE CARE:** Plant in full sun in a well drained and well worked soil. Take care to plant the bud union above the soil level. Water in well and keep soil moist until tree is established. Fertilize when planting and again after new growth appears. Prune tree when planting to encourage new growth.





**BOTANICAL NAME:**

Acer rubrum Autumn Red

**COMMON NAMES:**

Red Maple, Red Maple, Acer Autumn Glory, Acer April Splendour, Acer October Glory,

**NATIVE:**

No

**FOLIAGE TYPE:**

Deciduous

**PLANT TYPE:**

Hedging / Screening, Trees

**PLANT HABIT:**

Rounded, V-Shaped

**DESCRIPTION:**

Popular upright deciduous tree with a rounded canopy of thick green leaves that turn bright orange to deep crimson in late autumn. Leaves stay green longer than other varieties, but the seasonal display is worth the wait. Great choice for either a specimen planting, mass planted as a bold avenue or as a shady street tree. Grows approx 12m tall x 9m wide.

**MATURE HEIGHT:**

10-25m

**MATURE WIDTH:**

4-10m

**POSITION:**

Full Sun, Semi Shade

**SOIL TYPE:**

Well Drained

**POT SIZE:** 50cm



**BOTANICAL NAME:**

Magnolia grandiflora "Teddy Bear"

**COMMON NAMES:**

Magnolia

**HEIGHT:** 3.0m

**WIDTH:** 3.0m

**POT SIZE:** 50cm

**GROWTH RATE:** Moderate

**FOLIAGE:** Dark green leaves with finely serrate margins. Turning yellow to bronzy-orange in Autumn. New growth is bronzy.

**FLOWERS:** Large double, rosy-pink frilly flowers blooming in mid-spring. Reddish when in bud.

**DESCRIPTION**

Teddy Bear is a very compact large shrub with an upright growth habit. Magnolia Teddy Bear has beautiful dark green glossy leaves with a heavy covering of brown soft felt on the underside.

As the teddy Bear is slow growing it will take 3-4 years before bearing flowers which are present throughout Summer and Autumn. These fragrant flowers are white and can grow 15-20cm in diameter, making a spectacular display



**BOTANICAL NAME:**

Agapanthus Praecox

**COMMON NAMES:**

Agapanthus

**HEIGHT:** 1.0m

**WIDTH:** 0.5m

**POT SIZE:** 10cm

**NATIVE:** **FOLIAGE TYPE:**

No Evergreen

**PLANT TYPE:**

Annual / Perennial



**DESCRIPTION:**

These popular plants produce vibrant globes of scented, tubular, mauve-blue flowers atop 1m long, erect stalks in early summer.

They are excellent border plants and also go well planted between shrubs - though beware their ability to spread.

Agapanthus are one of the great signals of Christmas in Australia.

**MATURE HEIGHT:**

20cm-1m

**MATURE WIDTH:**

20cm-1m

**POSITION:** **SOIL TYPE:**

Full Sun Well Drained

**BOTANICAL NAME:**

Hydrangea macrophylla cvs

**COMMON NAMES:**

Hydrangea

**MATURE HEIGHT:** 0.5m - 2.0m

**MATURE WIDTH:** 0.5m

**POT SIZE:** 20cm

**NATIVE:** No

**FOLIAGE TYPE:**

Large (10–20cm long × 10cm wide), oval-shaped but variable, serrated edges, deep to bright green.

**PLANT TYPE:**

Annual / Perennial

**DESCRIPTION:**

The hydrangea is dormant across winter and bursts back into life come spring. Most plants will naturally form a dome-shaped shrub, meaning flowers are borne clear of the foliage. A plant that's performing well can be almost entirely covered in blooms.

The hydrangea is notorious for changing flower colours. This all relates to soil pH. The simple rule is this: acid for blue, alkaline for pink, and white will always be white. Colour is genetically limited, so a blue will only be able to get to a certain intensity of blue, for example. You may be happy whatever the flower colour, but changing it is reasonably simple:

- Invest in a simple pH test kit.
- Test the pH at a couple of points around the plant and average the results.
- Once pH is known, apply an appropriate product to adjust as desired.
- Hydrangea "bluing" and "pinking" products are available. These need to be applied regularly from early

**POSITION:**

Semi shade

**SOIL TYPE:**

Well Drained



**BOTANICAL NAME:**

Wisteria

**COMMON NAMES:**

Wisteria

**MATURE HEIGHT:** 2.5m – 6.0m

**MATURE WIDTH:** 0.5m – 9m

**POT SIZE:** 20cm

**NATIVE:** No

**FOLIAGE TYPE:**

Wisterias are deciduous climbers



**PLANT TYPE:**

Vine

**DESCRIPTION:**

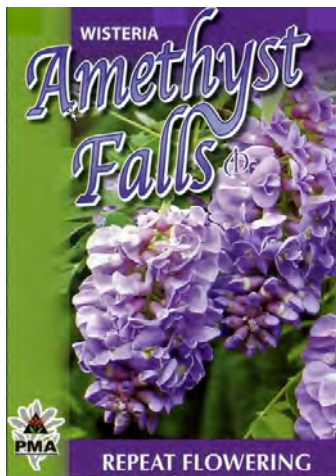
Dripping with clusters of purple, white, or pink flowers in spring, wisteria is a dreamy vine for any gardener willing to invest the effort to meet wisteria's growing requirements.

**POSITION:**

Full Sun

**SOIL TYPE:**

Well Drained





**BOTANICAL NAME:**

Ulmus glabra 'Camperdownii

**COMMON NAMES:**

Weeping Elm

**MATURE HEIGHT:** 1.5m – 1.8m

**POT SIZE:** Existing

**NATIVE:** No

**FOLIAGE TYPE:**

Deciduous



**DESCRIPTION:**

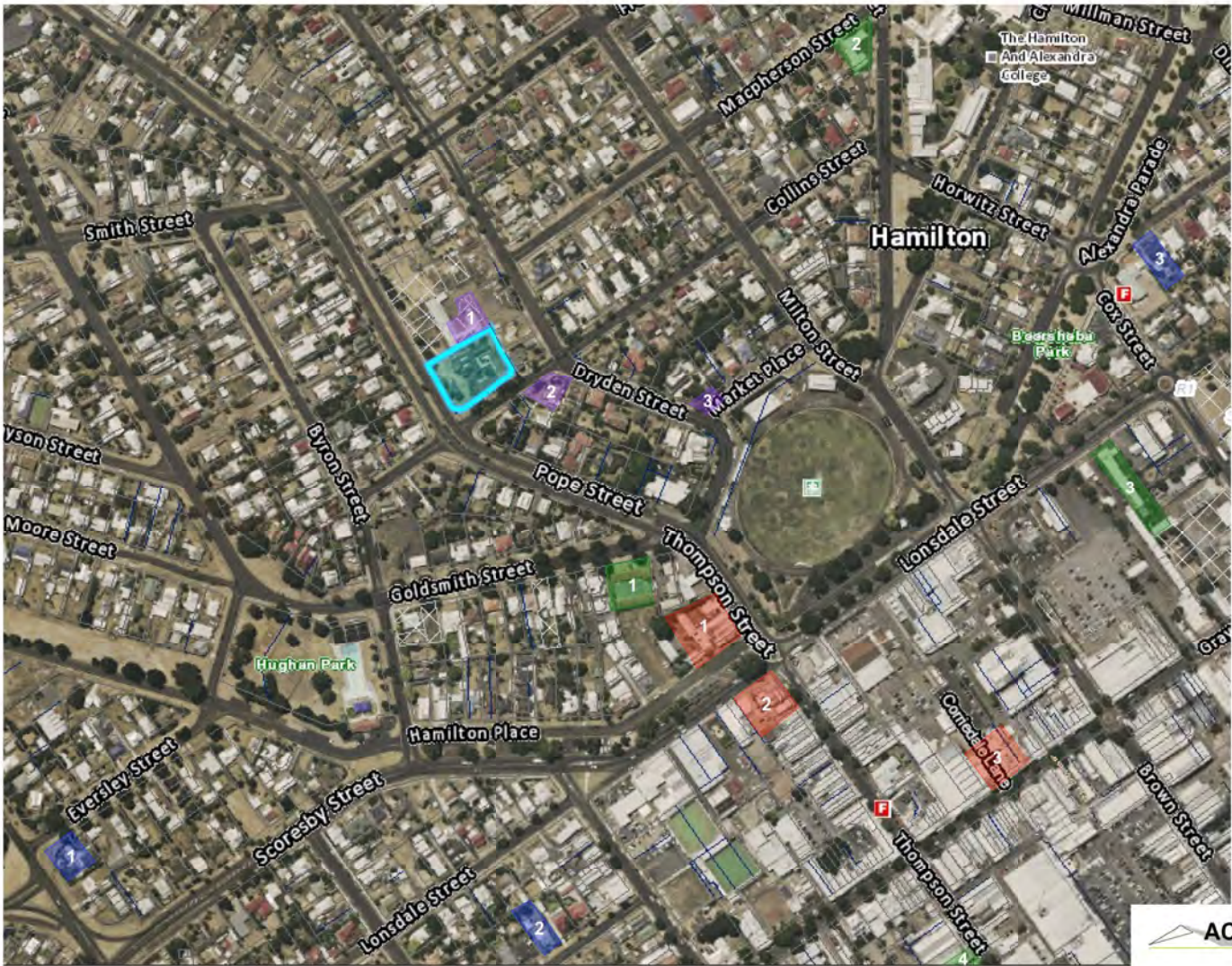
Large rough leaves are formed on branches which have a zigzag formation. A formal umbrella shape can be achieved with pruning.

**POSITION:**

Full Sun

**SOIL TYPE:**

Moist, well drained



- FUNCTION CENTRE**
- HOTEL**
1. CALEDONIAN HOTEL MOTEL - 450m
  2. COMMERCIAL HOTEL - 500m
  3. GRAND CENTRAL HOTEL - 800m
- MOTEL**
1. AA1 28 GOLDSMITH MOTEL - 300m
  2. HAMILTON TOWNHOUSE MOTEL - 500m
  3. LONSDALE MOTEL - 650m
  4. COMFORT INN BOTANICAL - 900m
- SELF-CONTAINED**
1. STILLWATER APARTMENTS - 600m
  2. APARTMENT ON ALEXANDRIA - 700m
  3. HOME AWAY STAYZ - 900m
- AIRBNB**
1. PROPOSED 2 BEDROOM & 3 BEDROOM APARTMENTS - 15m
  2. HOME IN HAMILTON - 35m
  3. ALFRED DICKENS COTTAGE - 240m

**ACCOMMODATION**

<p>THESE ARE THE FINAL TRUE AND CORRECT PLANS</p> <p>1 / 2022</p>	<p>CLIENT(S)</p>	<p>BUILDER</p> <p>REGISTERED</p> <p>MASTERS BUILDERS</p>	<p>THIS DRAWING REMAINS THE PROPERTY OF MACKKCON HOMES AND IS APPROVED FOR THE USE AS DESCRIBED AND MAY NOT BE LOANED OR REPRODUCED IN WHOLE OR PART WITHOUT WRITTEN PERMISSION</p> <p>© COPYRIGHT IN WHOLE OR IN PART</p>	<p><b>MACKKCON HOMES</b></p> <p>HAMILTON</p> <p>47-49 PORTLAND ROAD, HAMILTON VIC 3300</p> <p>info@mackkconhomes.com.au (03) 5672 4455</p>	<p>CONTRACTOR MUST VERIFY ALL DIMENSIONS AND LEVELS AT THE JOB PRIOR TO COMMENCING ANY WORK OR MAKING ANY SHOP DRAWINGS</p> <p>DO NOT SCALE DRAWINGS ALWAYS USE WRITTEN DIMENSIONS.</p>	<p>DRAWN: MU</p> <p>DRAFT No:</p>	<p>JOB ADDRESS:</p> <p>11 COLLINS STREET HAMILTON VIC 3300</p>	<p>JOB No: MAC-202</p> <p>CLIENT: LORETO SISTERS ESTATE PTY LTD</p>	<p>DATE: 11/11/2022</p> <p>SCALE: 10</p>
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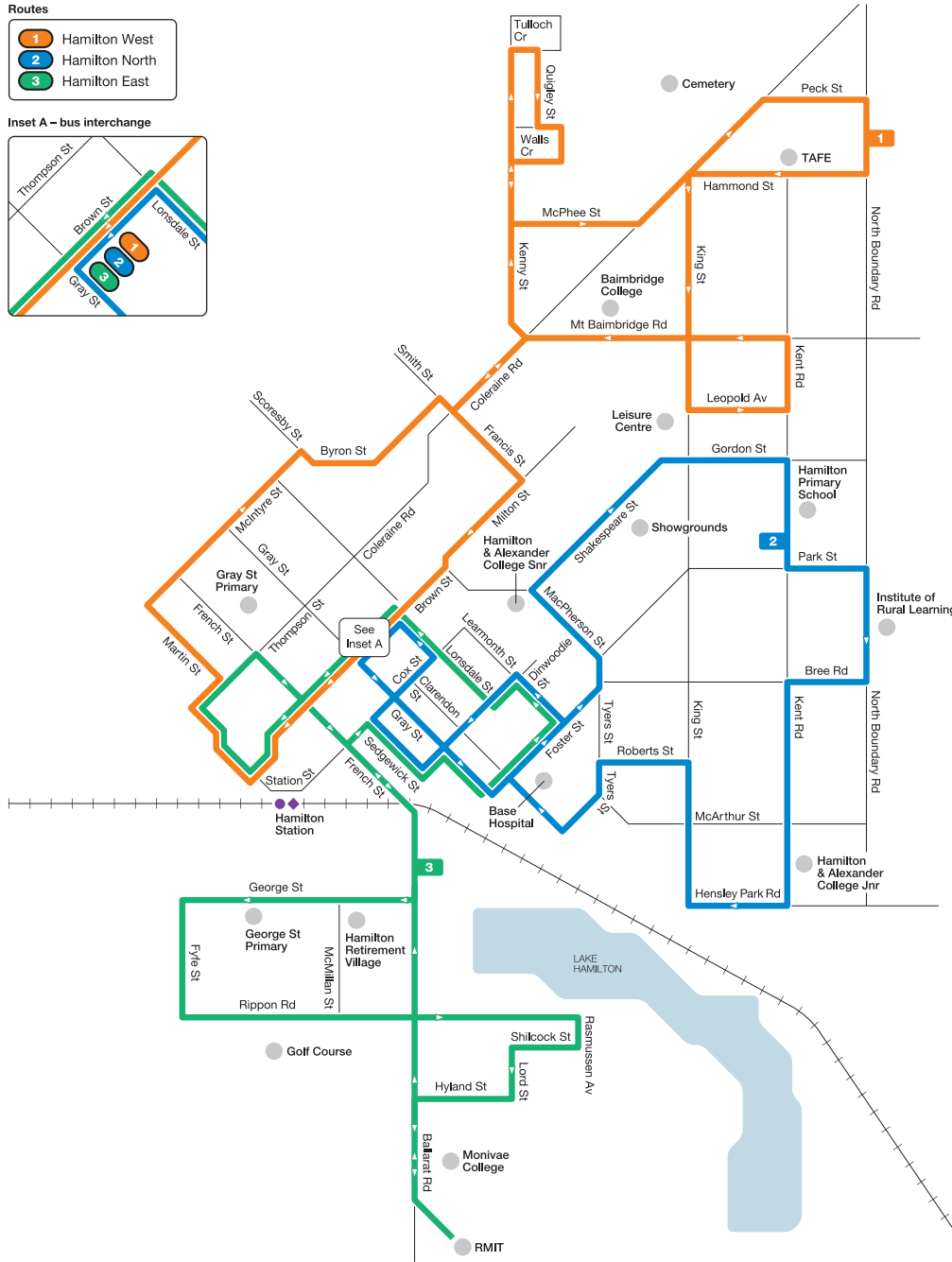


# Hamilton bus network

**Routes**

- 1 Hamilton West
- 2 Hamilton North
- 3 Hamilton East

**Inset A – bus interchange**



Information

- V Line train station
- V Line coach stop
- V Line train line
- Route number

For more information visit [ptv.vic.gov.au](http://ptv.vic.gov.au) or call 1800 800 007 (6am – midnight daily)

MAP NOT TO SCALE  
Effective 27 January 2014

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2014





**Route 1** Hamilton (Route 1) via Coleraine Rd



Service operates from 01.07.2008 until further notice

		Monday to Friday							
Morning (am) / Afternoon (pm)		am	am	am	pm	pm	pm	pm	
Supermarket/Brown St (Hamilton)		8:00	9:30	11:00	12:30	2:00	3:30	5:00	
Hamilton Station/Station St (Hamilton)		8:02	9:32	11:02	12:32	2:02	3:32	5:02	
Botanical Gardens/Martin St (Hamilton)		8:02	9:32	11:02	12:32	2:02	3:32	5:02	
Hamilton Croquet Club/Martin St (Hamilton)		8:03	9:33	11:03	12:33	2:03	3:33	5:03	
St Andrews Church/McIntyre St (Hamilton)		8:04	9:34	11:04	12:34	2:04	3:34	5:04	
Lonsdale St/McIntyre St (Hamilton)		8:05	9:35	11:05	12:35	2:05	3:35	5:05	
Hamilton Olympic Swimming Pool/Byron St (Hamilton)		8:06	9:36	11:06	12:36	2:06	3:36	5:06	
Byron St (Hamilton)		8:07	9:37	11:07	12:37	2:07	3:37	5:07	
Dickens St/Coleraine Rd (Hamilton)		8:08	9:38	11:08	12:38	2:08	3:38	5:08	
Kenny St (Hamilton)		8:09	9:39	11:09	12:39	2:09	3:39	5:09	
McPhee St/Kenny St (Hamilton)		8:11	9:41	11:11	12:41	2:11	3:41	5:11	
Kenny St/Tulloch Cres (Hamilton)		8:12	9:42	11:12	12:42	2:12	3:42	5:12	
Walls Cres/Quigley St (Hamilton)		8:13	9:43	11:13	12:43	2:13	3:43	5:13	
Kenny St/Walls Cres (Hamilton)		8:13	9:43	11:13	12:43	2:13	3:43	5:13	
Miller Ct/McPhee St (Hamilton)		8:13	9:43	11:13	12:43	2:13	3:43	5:13	
Coleraine Rd/McPhee St (Hamilton)		8:14	9:44	11:14	12:44	2:14	3:44	5:14	
Coleraine Rd/Peck St (Hamilton)		8:15	9:45	11:15	12:45	2:15	3:45	5:15	
North Boundary Rd/Hammond St (Hamilton)		8:16	9:46	11:16	12:46	2:16	3:46	5:16	
South West TAFE/Hammond St (Hamilton)		8:17	9:47	11:17	12:47	2:17	3:47	5:17	
King St/Hammond St (Hamilton)		8:17	9:47	11:17	12:47	2:17	3:47	5:17	
King St (Hamilton)		8:17	9:47	11:17	12:47	2:17	3:47	5:17	
King St (Hamilton)		8:18	9:48	11:18	12:48	2:18	3:48	5:18	
King St/Leopold St (Hamilton)		8:19	9:49	11:19	12:49	2:19	3:49	5:19	
Kent Rd (Hamilton)		8:19	9:49	11:19	12:49	2:19	3:49	5:19	
Kent Rd/Mt Baimbridge Rd (Hamilton)		8:20	9:50	11:20	12:50	2:20	3:50	5:20	
Baimbridge College/Mt Baimbridge Rd (Hamilton)		8:21	9:51	11:21	12:51	2:21	3:51	5:21	
Uren Ct/Mt Bainbridge Rd (Hamilton)		8:21	9:51	11:21	12:51	2:21	3:51	5:21	
Francis St/Coleraine Rd (Hamilton)		8:22	9:52	11:22	12:52	2:22	3:52	5:22	
Milton St/Francis St (Hamilton)		8:23	9:53	11:23	12:53	2:23	3:53	5:23	
Collins St/Milton St (Hamilton)		8:23	9:53	11:23	12:53	2:23	3:53	5:23	
Supermarket/Brown St (Hamilton)		8:25	9:55	11:25	12:55	2:25	3:55	5:25	

		Saturday							
Morning (am) / Afternoon (pm)		am	am	am					
Supermarket/Brown St (Hamilton)		8:30	10:00	11:30					
Hamilton Station/Station St (Hamilton)		8:32	10:02	11:32					
Botanical Gardens/Martin St (Hamilton)		8:32	10:02	11:32					
Hamilton Croquet Club/Martin St (Hamilton)		8:33	10:03	11:33					
St Andrews Church/McIntyre St (Hamilton)		8:34	10:04	11:34					
Lonsdale St/McIntyre St (Hamilton)		8:35	10:05	11:35					
Hamilton Olympic Swimming Pool/Byron St (Hamilton)		8:36	10:06	11:36					
Byron St (Hamilton)		8:37	10:07	11:37					
Dickens St/Coleraine Rd (Hamilton)		8:38	10:08	11:38					
Kenny St (Hamilton)		8:39	10:09	11:39					
McPhee St/Kenny St (Hamilton)		8:41	10:11	11:41					
Kenny St/Tulloch Cres (Hamilton)		8:42	10:12	11:42					
Walls Cres/Quigley St (Hamilton)		8:43	10:13	11:43					
Kenny St/Walls Cres (Hamilton)		8:43	10:13	11:43					
Miller Ct/McPhee St (Hamilton)		8:43	10:13	11:43					
Coleraine Rd/McPhee St (Hamilton)		8:44	10:14	11:44					
Coleraine Rd/Peck St (Hamilton)		8:45	10:15	11:45					
North Boundary Rd/Hammond St (Hamilton)		8:46	10:16	11:46					
South West TAFE/Hammond St (Hamilton)		8:47	10:17	11:47					
King St/Hammond St (Hamilton)		8:47	10:17	11:47					
King St (Hamilton)		8:47	10:17	11:47					
King St (Hamilton)		8:48	10:18	11:48					
King St/Leopold St (Hamilton)		8:49	10:19	11:49					
Kent Rd (Hamilton)		8:49	10:19	11:49					
Kent Rd/Mt Baimbridge Rd (Hamilton)		8:50	10:20	11:50					
Baimbridge College/Mt Baimbridge Rd (Hamilton)		8:51	10:21	11:51					
Uren Ct/Mt Bainbridge Rd (Hamilton)		8:51	10:21	11:51					
Francis St/Coleraine Rd (Hamilton)		8:52	10:22	11:52					
Milton St/Francis St (Hamilton)		8:53	10:23	11:53					
Collins St/Milton St (Hamilton)		8:53	10:23	11:53					
Supermarket/Brown St (Hamilton)		8:55	10:25	11:55					

**Customer Information**

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Wheelchair accessible services

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**REGISTER SEARCH STATEMENT (Title Search) Transfer of  
Land Act 1958**

Page 1 of 1

VOLUME 12051 FOLIO 495

Security no : 124099697672T  
Produced 17/08/2022 02:03 PM

**LAND DESCRIPTION**

Lot 17 on Plan of Subdivision 743573F.  
PARENT TITLES :  
Volume 02959 Folio 739  
Volume 03069 Folio 636 to Volume 03069 Folio 637  
Volume 08044 Folio 566  
Created by instrument PS743573F 22/01/2019

**REGISTERED PROPRIETOR**

Estate Fee Simple  
Sole Proprietor  
LORETO SISTERS ESTATE PTY LTD of 257 TIMOR STREET WARRNAMBOOL VIC 3280  
PS743573F 22/01/2019

**ENCUMBRANCES, CAVEATS AND NOTICES**

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

AGREEMENT Section 173 Planning and Environment Act 1987  
AR519700J 04/10/2018

**DIAGRAM LOCATION**

SEE PS743573F FOR FURTHER DETAILS AND BOUNDARIES

**ACTIVITY IN THE LAST 125 DAYS**

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 11 POPE STREET HAMILTON VIC 3300

DOCUMENT END



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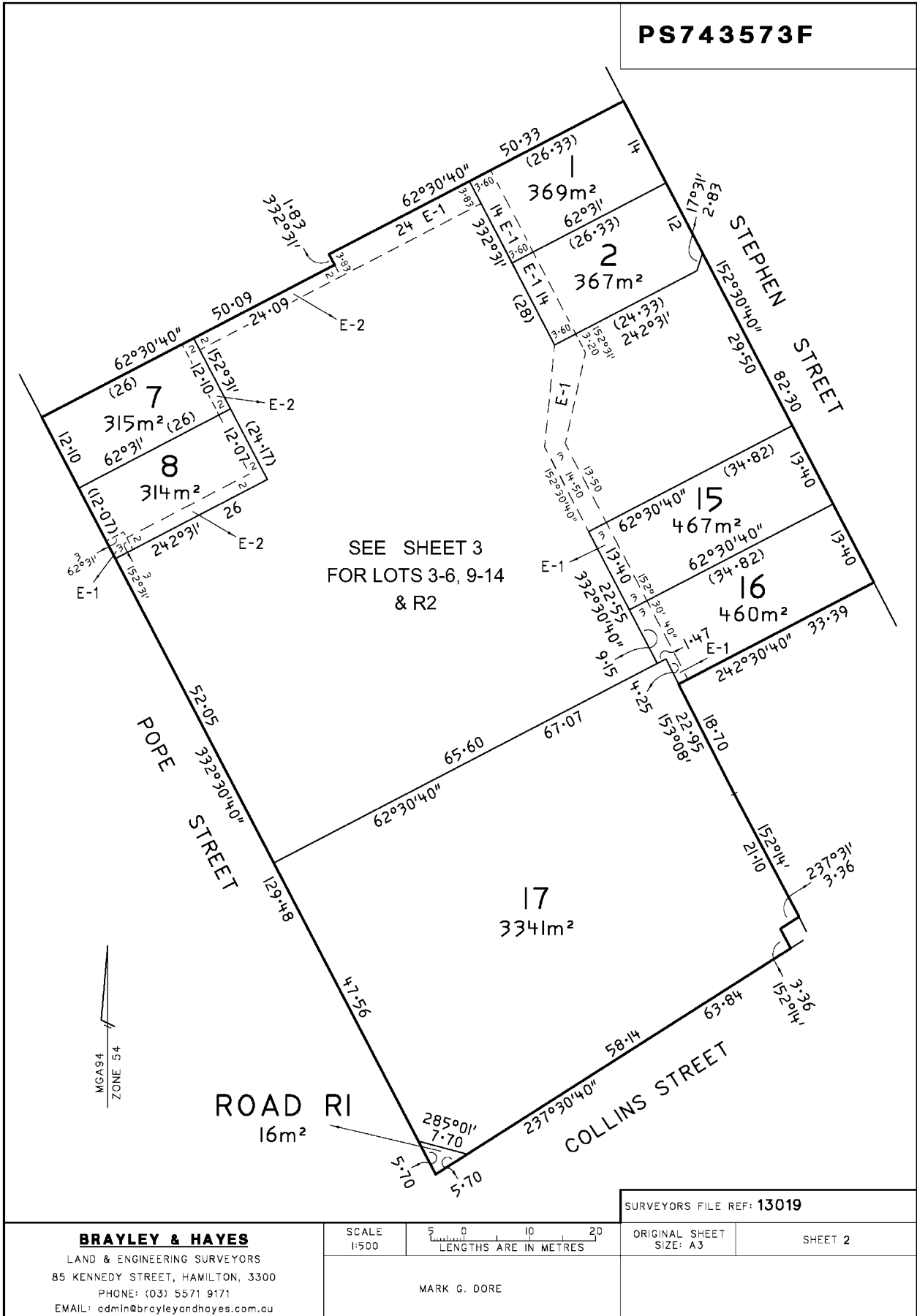
Document Type	<b>Plan</b>
Document Identification	<b>PS743573F</b>
Number of Pages (excluding this cover sheet)	<b>4</b>
Document Assembled	<b>17/08/2022 14:04</b>

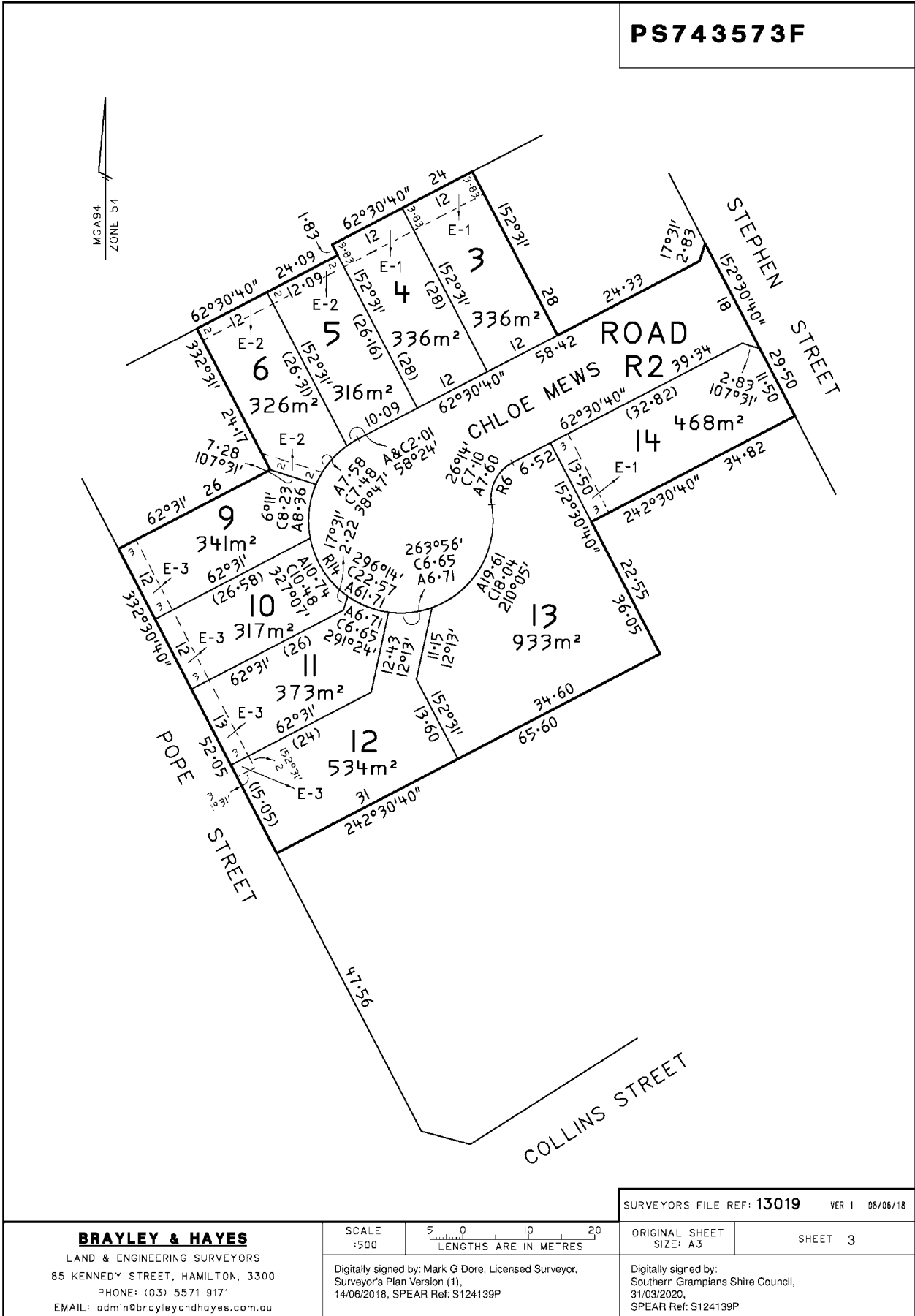
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<b>PLAN OF SUBDIVISION</b>		EDITION 3	<b>PS743573F</b>	
<b>Location of Land</b> Parish: HAMILTON NORTH Township: HAMILTON Section: 68 Crown Allotments: 1, 2 (PART), 4, 5, 6, 7 & 8 (PART) Crown Portion: _____ <b>Title References:</b> Vol.2959 Fol.739 Vol.3069 Fol.636 Vol.3069 Fol.637 Vol.8044 Fol.566  <b>Last Plan Reference:</b> TP331844K TP678684T TP681138E TP921225B  <b>Postal Address:</b> 24-36 POPE STREET, <small>(at time of subdivision)</small> HAMILTON, VIC., 3300 <b>MGA94</b> E 589 750 <b>Co-ordinates:</b> N 5 822 620 Zone 54 <small>(of approx centre of land in plan)</small>		Council Name: Southern Grampians Shire Council  Council Reference Number: TP/10/2015 Planning Permit Reference: TP/10/2015 SPEAR Reference Number: S088053B  Certification This plan is certified under section 6 of the Subdivision Act 1988  Public Open Space A requirement for public open space under section 18 of the Subdivision Act 1988 has been made and the requirement has not been satisfied has been made and the requirement has been satisfied at Statement of Compliance (Document updated 26/10/2018)  Digitally signed by: Rhassel Mhaslo for Southern Grampians Shire Council on 15/06/2018  Statement Of Compliance Justified: 26/10/2018		
<b>Vesting of Roads or Reserves</b>		<b>Notations</b>		
<small>Identifier</small>	<small>Council/Body/Person</small>	THIS IS A SPEAR PLAN.		
ROAD R1 ROAD R2	SOUTHERN GRAMPIANS SHIRE SOUTHERN GRAMPIANS SHIRE			
<b>Notations</b>				
Staging: This is a staged subdivision. Planning Permit No. TP/10/2015  Survey: This plan is based on survey. Connected to MGA94 Coordinates: YES Proclaimed Survey Area: No.18 (HAMILTON) Permanent Marks connected to: 177, 178, 179, 191, 192 & 218  Depth Limitation: DOES NOT APPLY				
<b>Easement Information</b>				
LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)				
<small>Easement Reference</small>	<small>Purpose</small>	<small>Width (Metres)</small>	<small>Origin</small>	<small>Land Benefited/In Favour Of</small>
E-1	DRAINAGE	AS SHOWN	THIS PLAN	SOUTHERN GRAMPIANS SHIRE COUNCIL
E-1,E-3	SEWERAGE	AS SHOWN	THIS PLAN	WANNON REGION WATER CORPORATION
E-2	DRAINAGE	AS SHOWN	THIS PLAN	SOUTHERN GRAMPIANS SHIRE COUNCIL
<b>BRAYLEY &amp; HAYES</b> LAND & ENGINEERING SURVEYORS 85 KENNEDY STREET, HAMILTON, 3300 PHONE: (03) 5571 9171 EMAIL: admin@brayleyandhayes.com.au		SURVEYORS FILE REF: <b>13019</b> Digitally signed by: Mark G Dore (Brayley and Hayes), Surveyor's Plan Version (3), 14/11/2017, SPEAR Ref: S088053B		VER 1 24/06/16 VER 2 04/08/16 VER 3 03/11/17  ORIGINAL SHEET SIZE: A3  SHEET 1 OF 3
				THIS IS A LAND USE VICTORIA COMPILED PLAN FOR DETAILS SEE MODIFICATION TABLE HEREIN





**BRAYLEY & HAYES**  
 LAND & ENGINEERING SURVEYORS  
 85 KENNEDY STREET, HAMILTON, 3300  
 PHONE: (03) 5571 9171  
 EMAIL: admin@brayleyandhayes.com.au

SCALE 1:500  
 5 0 10 20  
 LENGTHS ARE IN METRES

SURVEYORS FILE REF: **13019** VER 1 08/06/18

ORIGINAL SHEET SIZE: A3 SHEET **3**

Digitally signed by: Mark G Dore, Licensed Surveyor,  
 Surveyor's Plan Version (1),  
 14/06/2018, SPEAR Ref: S124139P

Digitally signed by:  
 Southern Grampians Shire Council,  
 31/03/2020,  
 SPEAR Ref: S124139P

Amended by: Mark G Dore, Licensed Surveyor 22/05/2020.





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Document Assembled	<b>06/10/2022 13:51</b>

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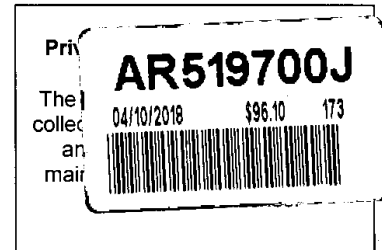
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**Application by a responsible authority for the making of a recording of an agreement**  
**Section 181 Planning and Environment Act 1987**



Lodged by:

Name: O'KEEFFE SCHROEDER LAWYERS  
Phone: (03) 5572 4822  
Address: 47 THOMPSON STREET HAMILTON VIC 3300  
Reference: GOK:BH:180170  
Code: 0487Q

The responsible authority having made an agreement referred to in section 181(1) of the Planning and Environment Act 1987 requires a recording to be made in the Register.

Land: (volume and folio)

VOLUME 8044 FOLIO 566, VOLUME 3069 FOLIO 636, VOLUME 3069 FOLIO 637 AND VOLUME 2959 FOLIO 739

Responsible authority: (full name and address, including postcode)

SOUTHERN GRAMPIANS SHIRE COUNCIL ABN 55 135 536 448 OF 111 BROWN STREET, HAMILTON, VIC 3300

Section and act under which agreement is made:

SECTION 173 PLANNING & ENVIRONMENT ACT 1987

A copy of the agreement is attached to this application:

YES

Signing:

---

35271702A

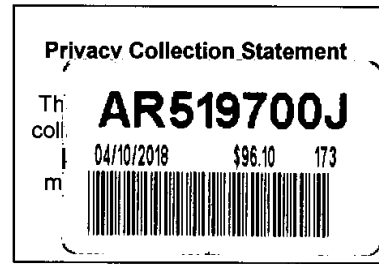
181PEA

Page 1 of 2

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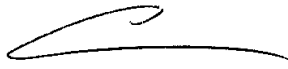
Land Use Victoria contact details: [www.delwp.vic.gov.au/property](http://www.delwp.vic.gov.au/property)>Contact us

**Application by a responsible authority for the making of a recording of an agreement  
Section 181 Planning and Environment Act 1987**



**Certifications**

1. The Certifier has taken reasonable steps to verify the identity of the applicant.
2. The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.
3. The Certifier has retained the evidence supporting this Registry Instrument or Document.
4. The Certifier has taken reasonable steps to ensure that this Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.

Executed on behalf of     SOUTHERN GRAMPIANS SHIRE COUNCIL  
Signer Name                 GRAHAM JAMES SCHROEDER  
Signer Organisation        O'KEEFE SCHROEDER LAWYERS  
Signer Role                 AUSTRALIAN LEGAL PRACTITIONER  
Signature                    

Execution Date             3/10/2018

---

35271702A

181PEA

Page 2 of 2

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Land Use Victoria contact details: [www.delwp.vic.gov.au/property](http://www.delwp.vic.gov.au/property)>Contact us

Date 11<sup>th</sup> September 2018

SOUTHERN GRAMPIANS SHIRE COUNCIL

AND

LORETO SISTERS ESTATE PTY LTD ACN 151 367 127



---

**PLANNING AND ENVIRONMENT ACT 1987  
SECTION 173 AGREEMENT**

---

**O'Keeffe Schroeder Lawyers**  
47 Thompson Street  
Hamilton Vic 3300  
DX 30001 Hamilton  
Email: [contact@oksl.com.au](mailto:contact@oksl.com.au)  
Ref: GOK:PJ:180170



**THIS AGREEMENT** is made the            day of            2018

**BETWEEN**    **Southern Grampians Shire Council** of (Responsible authority)

**AND**            **Loreto Sisters Estate Pty Ltd ACN 151 367 127** of 257 Timor Street,  
Warrnambool, Victoria (Owner)

**RECITALS**

- A.     The owner is the owner and registered by the Registrar of Titles as the proprietor of an estate in fee simple in the land at 24- 36 Pope Street, Hamilton, Vic 3300 and more particularly described in Certificates of Title Volume 2959 folio 739, Volume 3069 Folios 636 and 637 and Volume 8044 Folio 566 (subject land).
- B.     The responsible authority is responsible for the administration and enforcement of the Southern Grampians Planning Scheme (planning scheme) pursuant to the provisions of the Planning and Environment Act 1987 (the Act).
- C.     On 12 August 2015 the responsible authority issued planning permit number TP/10/2015. On 5 April 2018 the responsible authority issued amended planning permit number TP/10/2015-A1 allowing the Seventeen (17) Lot Subdivision in Three (3) stages and the demolition of buildings as shown on the endorsed plans, for the lands described in the Titles referred to in Recital A. above.
- D.     Condition 16 of the amended planning permit requires the owner to enter into this agreement to provide for the matters set out in that condition.
- E.     The responsible authority and the owner have agreed that, without restricting or limiting their respective powers to enter into this agreement, and insofar as it can be so treated, this agreement is an agreement entered into pursuant to section 173 of the Act.
- F.     The responsible authority and the owner have entered into this agreement in order to achieve or advance the objectives of planning in Victoria or the objectives of the planning scheme.



---

**OPERATIVE PART**

**1. Interpretation**

This agreement is governed by the laws of Victoria, and the parties, submit to the non-exclusive jurisdiction of the courts of that state.

In the interpretation of this agreement:

- (a) References to legislation or provisions of legislation include changes or re-enactments of the legislation and statutory instruments and regulations issued under the legislation;
- (b) Words denoting the singular include the plural and vice versa, words denoting individuals or persons include bodies corporate and vice versa, references to documents or agreements also mean those documents or agreements as changed, novated or replaced, and words denoting one gender include all genders;
- (c) Grammatical forms of defined words or phrases have corresponding meanings;
- (d) Parties must perform their obligations on the dates and times fixed by reference to the capital city of Victoria;
- (e) Reference to an amount of money is a reference to the amount in the lawful currency of the Commonwealth of Australia;
- (f) If the day on or by which anything is to be done is a Saturday, a Sunday or a public holiday in the place in which it is to be done, then it must be done on the next business day;
- (g) References to a party are intended to bind their executors, administrators and permitted transferees; and
- (h) Obligations under this agreement affecting more than one party bind them jointly and each of them severally.

**2. Definitions**

In this agreement unless inconsistent with the context or subject matter:

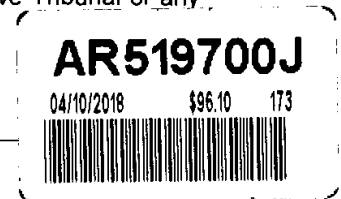
- (a) Act means the Planning and Environment Act 1987;
- (b) Agreement means this agreement and any agreement executed by the parties varying or expressed to be supplemental to this agreement;
- (c) Subject land means the land described in recital A;
- (d) Owner means the owner for the time being of the land and the person or persons entitled from time to time to be registered by the Registrar of Titles as the proprietor of an estate in fee simple in the land or any part thereof, and includes a mortgagee in possession;

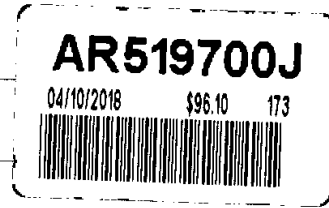
- (e) Planning permit means the planning permit referred to in recital C, including any plans endorsed under the planning permit;
- (f) Planning scheme means the Southern Grampians planning scheme and any successor instrument or other planning scheme which applies to the subject land;
- (g) Responsible authority means Southern Grampians Council or its successor as the authority responsible for administering and enforcing the planning scheme and includes its agents, officers, employees, servants, workers and contractors; and
- (h) Tribunal means the Victorian Civil and Administrative Tribunal or any successor tribunal, court, institution or body.

**3. Specific obligations of the owner**

The owner covenants with the responsible authority that:

- (a) Dwellings constructed on proposed Lots 9, 10, 11 and 12 must be constructed in a manner that allows for the dwelling to address the Pope Street frontage.
- (b) Front boundary fencing for Pope Street must not be constructed higher than 1.5 metres from ground level and must be constructed of materials and in a style that is considered sympathetic to the adjoining heritage buildings. Boundary fencing may be of a solid masonry construction with pedestrian gateways at internal boundary lines, angling in at a 45 degree angle, the width of the gate.
- (c) Front boundary fencing for Lots 9, 10, 11 and 12 Pope Street must be constructed as much as practicable with the salvaged bricks from the demolished school building.
- (d) Front boundary fencing for the former "Academy" for Lot 17 must be complimentary to the heritage building and must reflect the age and style of the building.
- (e) No garages are to be constructed on the Pope Street frontage of proposed Lots 9, 10, 11 and 12.
- (f) The boundary fence adjoining the former Baptist Church and the boundary fencing at the rear of the former Academy on Lot 17 must be similar in colour, style, form, height and materials used by the owners of the former Baptist Church.
- (g) The boundary fencing to be located between all remaining allotments being Lots 1 to 16 must be of the same colour, form and style as stated in Condition 16 f. The plans of this fencing must be submitted to the responsible authority for approval prior to the commencement of works on the lots.





**4. Further obligations of the owner**

The owner further covenants that:

- (a) The owner will not sell, transfer, dispose of, assign, mortgage or otherwise part with possession of the subject land or any part of it without first disclosing to its successors the existence and nature of this agreement;
- (b) The owner will do all that is necessary to enable the responsible authority to make an application to the Registrar of Titles to make a recording of this agreement on the certificate of title to the subject land in accordance with section 181 of the Act, including the signing of any further agreement, acknowledgment or other document;
- (c) The owner shall immediately on demand pay the reasonable legal costs and fees incurred and incidental to the preparation and execution of this agreement and the registration hereof pursuant to section 181 of the Act, together with all costs of enforcing this agreement if deemed necessary by the responsible authority. The owner hereby agrees that any such costs are and remain a charge on the subject land until paid, and consents to the responsible authority registering a caveat on the certificate of title to the subject land in respect of any such costs and acknowledges that any such costs shall be capable of being recovered by the responsible authority in any court of competent jurisdiction as a civil debt recoverable;
- (d) That until such time as this agreement is registered on the title to the subject land, the owner shall ensure that successors in title will give effect to this agreement, and do all acts and sign all documents which will require those successors to give effect to this agreement, including executing a deed agreeing to be bound by the terms of this agreement;
- (e) The owner agrees to indemnify and keep indemnified the responsible authority from and against all costs, expenses, losses or damages that it may sustain, incur, suffer or be or become liable for or in respect of any suit, action, proceeding, judgment or claim brought by any person arising from or referable to this agreement and/or any non-compliance with this agreement; and
- (f) The owner agrees to allow the responsible authority to enter the subject land at any reasonable time to assess compliance with this agreement.

**5. Owner's warranties and acknowledgements**

- (a) The owner warrants that:
  - (i) It is the registered proprietor, or entitled to be so, of the subject land;





- (ii) There are no mortgages, liens, charges or other encumbrances affecting the subject land which are not disclosed by the usual searches; and
  - (iii) If the subject land is affected by a mortgage, the mortgagee of the subject land consents to the owner entering into this agreement and the agreement being registered on the title to the subject land.
- (b) The owner acknowledges that any obligations imposed on the owner under this agreement take effect as separate and several covenants which are annexed to the subject land and run at law and in equity with the land and every part thereof and bind the owner, its successors, assigns and transferees, and the registered proprietor for the time being of the whole or any part of the subject land.

**6. Further assurance**

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The parties to this agreement must do or cause to be done all things that are reasonably necessary to give effect to this agreement.

**7. Default**

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If the owner defaults or fails to perform any of its obligations under this agreement the responsible authority may, without prejudice to any other remedies, rectify and remedy such default and the cost of doing so shall be borne by the owner. The owner hereby consents to the responsible authority registering a caveat on the certificate of title to the subject land in respect of any such costs, and acknowledges that any such costs shall be capable of being recovered by the responsible authority in any court of competent jurisdiction as a civil debt recoverable.

**8. No waiver**

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Any time or other indulgence granted by the responsible authority to the owner or any variation of the terms and conditions of this agreement or any judgment or order obtained by the responsible authority against the owner will not in any way amount to a waiver of any of the rights or remedies of the responsible authority in relation to the terms of this agreement.

**9. No fettering of powers of responsible authority**

---

The owner expressly acknowledges and agrees that nothing in this agreement nor the performance by the owner of any of its obligations under this agreement does or will restrain, limit or otherwise fetter the exercise by the responsible authority of the powers, duties and discretions that the responsible authority has or may have, as planning authority, responsible authority or otherwise, under the Act or under the planning scheme to consider, approve, amend or to make any decision or impose any requirements or conditions in connection with the granting of any planning approval or certification relating

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to any use or development, or in relation to the commencement or initiation of any enforcement action or proceeding whatsoever.

**10. Entire agreement**

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This agreement constitutes the entire agreement between the parties in connection with its subject matter and supersedes all previous agreements or understandings between the parties in connection with its subject matter.

**11. Severability**

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If a court, arbitrator, tribunal or other competent authority determines that a word, phrase, sentence, paragraph or clause of this agreement is unenforceable, illegal or void then it shall be severed and the other provisions of this agreement shall remain operative and be of full force and effect.

**12. Disputes**

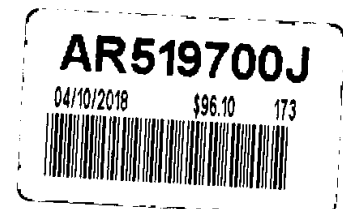
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- (a) If there is a dispute between the parties concerning the interpretation or implementation of this agreement, that dispute must be referred to the tribunal for resolution to the extent permitted by the Act.
- (b) If there is a dispute concerning any matter which is not referable to the tribunal under the Act, that dispute must be referred for arbitration by an arbitrator agreed upon in writing by the parties, or, in the absence of such agreement the chair of the Victorian Chapter of the Institute of Arbitrators Australia or his or her nominee, for arbitration.
- (c) The parties shall each be entitled to legal representation for the purposes of any proceedings or arbitration referred to clause 12(a) or (b) of this agreement unless the tribunal or arbitrator otherwise directs, and each party must bear its own costs.

**13. Commencement of agreement**

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Unless otherwise provided in this agreement, this agreement shall commence on the date of this agreement.

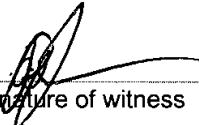



Execution page

SIGNED AS AN AGREEMENT




**SIGNED BY LORETO SISTERS** )  
**ESTATE PTY LTDL** in the presence of: )

 \_\_\_\_\_  
 Signature of witness **Francis Patrick Johnson**  
 47 Thompson Street, Hamilton 3300  
 A Law Clerk to an Australian Legal Practitioner  
 within the meaning of the Legal  
 Profession Uniform Law (Victoria)

 \_\_\_\_\_  
 Clarence Mark Uebergang - Director

\_\_\_\_\_  
 Print name of witness

**SIGNED BY SOUTHERN** )  
**GRAMPIANS SHIRE COUNCIL** by it's )  
 authorised officers:

 \_\_\_\_\_  
 Authorised Officer **Warren Groves**  
 Acting Director Shine Futures

\_\_\_\_\_  
 Authorised Officer

[Redacted]

From:

[Redacted]

Ref. TP/104/2012

28. 02. 2023

To: Anita Cellingwood,  
Senior Planner,  
Shefframpton Shire Council.

Ms. Cellingwood, At this moment I must put to you that the plan, or any other form of it is thoroughly unacceptable in this residential locality.

There is a need for better consideration of amenity and social facility in the neighbourhood, and across the township, and it would be timely to see this recognised.

There are standards to retain in Hamilton - and with this a respect for the established character and purpose of what is here.

Sincerely,  
Yours

[Redacted Signature]

24<sup>th</sup> Feb 2023.

Hamilton Place  
Pope Street  
Pope Street

Objection to Planning Permit

Reference TP/104/2022

St Mary's old Building Pope Street.

Southern Grampian Shire Planning Permit Section.

Dear Person or Committee

I would like to object to the granting of a licensed venue serving Alcohol at this site in Pope Street. We have enough venues already serving grog etc. Causing drunks with vandalism in the area.

An example of what happens is the damage to the newly planted trees in Pope Street. Costing Council money to re-instate trees etc.

Also parking will become a major problem on the street for when fully attended. Limits need to be set.

As I own three properties in close prox. to the venue I strongly object to ~~this~~ conditions on the permit and the damage it will cause to local residents.

Yours Faithfully

Postal Address as above  
or



Shire Futures  
Planning Department  
1 Market Place  
Hamilton Victoria 3300

Telephone: (03) 5573 0204  
Facsimile: (03) 5571 1068  
Email: council@sthgrampians.vic.gov.au  
Web: www.sthgrampians.vic.gov.au

**COMMENTS OR OBJECTION FORM**  
In Accordance with Section 57 of the Planning & Environment Act 1987

Permit Application Number: TP/104/2022

DETAILS of Person and/or Organisation

I/We \_\_\_\_\_

Of (your address): Dryden Street Hamilton

Post Code: 3300

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

DETAILS OF SUBMISSION TO PERMIT APPLICATION

Support  Objection  Comment

To (name of applicant): Pierrepoint Planning

For (description of proposal): use of land for a function centre

At (described land): 11 Collins St Hamilton

Comment or Objection (provide reasons in full and any arguments to support them – attach additional pages if necessary):

See attached pages x2

Date: 22/12/23

Signer: \_\_\_\_\_

YOUR OBJECTION WILL BE MADE AVAILIABLE FOR PUBLIC VIEWING AND COPIES MAY BE MADE TO INTERESTED PARTIES FOR THE SOLE PURPOSE OF ENABLING CONSIDERATION AND REVIEW AS PART OF THE PLANNING PROCESS UNDER THE PLANNING & ENVIRONMENT ACT 1987



Permit application number : TP/104 / 2022

I of Dryden St Hamilton 3300  
Object to the Permit application that Pierrepont Planning  
has lodged to develop 11 Collins St Hamilton Lot: 17 PS:  
743573 Par: HAMILTON NORTH into a function centre:

My Objections include:

Street congestion: The proposed 45 parking spots allocated on site plus the 11 extras on Pope & Collins Street will not be enough when the function centre is at full capacity. This will cause cars to park on surrounding residential streets causing congestion, lack of parking for residents and safety issues on arrival and leaving the venue.

Noise: As I live in close proximity to the proposed venue, noise from functions, particularly in the proposed outside area, will be heard by myself and many other residents in the area. The centre intends to be open until 1am on weekends and 11pm on weekdays. It also intends to be licenced. Patrons leaving the centre both intoxicated and sober, and at the above mentioned hours, will cause excessive noise pollution. Patrons waiting for taxis, getting in cars, walking home, and generally talking or arguing will cause disruptive sleep for myself and others. This is something we all experience on a weekly basis from patrons leaving licenced venues just down the road.

Safety: I have grave concerns to excessive cars in and around our residential streets. Our community has many elderly, young and less abled residents living in the



(2)

area. Excessive cars pose a great safety risk to all residents. Every weekend I clean up broken glass, empty cans, E-cigarettes and other rubbish scattered around by people late in the early hours of night on week ends. This will also increase to weekdays - causing safety issues for all.

The proposal talks about being - mindful, respectful and protecting community amenity. I do not believe this proposal is any of these. I love where I live and have lived in my residence for 36 years. Over this time I have seen families, elderly and others live happily, safely and peacefully in our residential community.

I strongly object this proposal, believing it will have huge negative impacts on myself and my community.



Shire Futures  
Planning Department  
1 Market Place  
Hamilton Victoria 3300

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Facsimile: (03) 5571 1068  
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Web: www.sthgrampians.vic.gov.au

**COMMENTS OR OBJECTION FORM**  
In Accordance with Section 57 of the Planning & Environment Act 1987

Permit Application Number: TP/104/2022

DETAILS of Person and/or Organisation

I/We \_\_\_\_\_

Of (your address): Collins St HAMILTON

Post Code: 3300

Telephone: -

Email: \_

DETAILS OF SUBMISSION TO PERMIT APPLICATION

Support  Objection  Comment

To (name of applicant): Pierrepont Planning

For (description of proposal): Use of land for a Function Centre, building works

At (described land): 1 Collins St HAMILTON 3300

Comment or Objection (provide reasons in full and any arguments to support them – attach additional pages if necessary):

As attached.

Date: 1/3/23

Signed: .

YOUR OBJECTION WILL BE MADE AVAILABLE FOR PUBLIC VIEWING AND COPIES MAY BE MADE TO INTERESTED PARTIES FOR THE SOLE PURPOSE OF ENABLING CONSIDERATION AND REVIEW AS PART OF THE PLANNING PROCESS UNDER THE PLANNING & ENVIRONMENT ACT 1987

Collins St Hamilton 3300

or

Reference – 11 Collins Street Hamilton Lot 17, PS 743573 Hamilton North

Reference No. – TP/104/2022

We are writing in objection to the above application for a Function Centre to be built at 11 Collins St Hamilton for the following reasons –

- Noise from functions hosted at the site
- Cars parked in our street and surrounding streets
- Noise from patrons leaving the venue late at night/early morning
- Rubbish (empty cans/bottles) on the street from patrons leaving the venue.
- Safety of elderly and young residents in the area due to increased traffic.

In the Planning Report prepared for the application, Page 17 discusses Clause 13.05-15 Noise Management. The Assessment mentions

– *“Exit signage will be provided to advise patrons to be mindful and respectful of the neighbouring residential amenity when leaving the premises”.*

I do not believe that patrons leaving the premises after consuming alcohol will read or abide by any such instruction. A family wedding was recently held at the site and we were kept awake by noisy patrons leaving the site and entering their cars into the early morning.

Page 18 discusses Clause 13.07-15 Land Use Compatibility. It states the Objective

- *‘To protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts’.* Under the heading Strategies, it says – *“Ensure that use or development of land is compatible with adjoining and nearby land uses”.*

The proposal states the Function Centre will operate until 1.00 am Friday and Saturday nights and 11.00 pm every other night. It states it will host up to 200 patrons and hold a maximum of 200 events per year (4 per week). As all the surrounding and adjoining properties are residential houses, I do not believe allowing a licensed Function Centre to be established on the site would be protecting community amenity for local residents. It would actually decrease our quality of life and impact our health and safety due to noise from the Function Centre itself, noise from patrons leaving the premises late at night, the extra traffic and parking concerns and from the potential rubbish (empty/broken bottles and cans). We already deal with noise from drunks and broken/empty bottles and cans most weekends. If this permit is approved, it will only increase these problems for residents in the area.

Page 21 - 8.0 Zoning. Point 8.1 Application Site states that the site is zoned General Residential Zone Schedule 1 (Clause 32.08) and states (among others) that the purpose of the zone is as follows –

- *'To encourage development that respects the neighbourhood character of the area.'*

I do not believe that allowing a licensed Function Centre to be developed on the site is respecting the residential character of the neighbourhood.

Page 29 – 10.1 Clause 52.06 Car Parking.

This section discusses their request to lower the number of car parks from the required 60 to 45. It talks about on-street parking being available in front of their premises on Collins Street and also on Pope Street. The site's Pope Street frontage is on a four lane major roadway and also right on a bend so I do not believe that patrons will park there (if the permit is successful). This means that patrons will more than likely park in front of our residence on Collins St (as they did the night of the wedding). This will severely limit my extended family's ability to park in front of our house when visiting, particularly my children who have young children/babies of their own.

Page 31 – Liquor Licence – Clause 52.27 Licensed Premises.

It states – *the purpose of this Clause 52.27 is as follows:*

- *To ensure that licensed premises are situated in appropriate locations.*
- *To ensure that the impact of the licensed premises on the amenity of the surrounding area is considered.*

The Assessment of the Planning Report states:

*The proposal is seeking an on premises licence to facilitate the supply of liquor to guests on the premises only. The supply of liquor for the consumption of liquor off the premises will not*



*be allowed. No liquor will therefore be allowed to be taken away from the premises to be consumed off the premises.*

*The provision of on premises liquor will be served responsibly to patrons and should have no impact on the amenity of the area.*

- *The impact of the hours operation on the amenity of the surrounding area.*
- *The impact of the number of patrons on the amenity of the surrounding area.*
- *The cumulative impact of any existing licensed premises and the proposed licensed premises on the amenity surrounding area.*

Having a licensed Function Centre, licenced to 11.00 pm Sunday to Thursday and to 1.00 am Friday and Saturday, will DEFINITELY have an impact on the surrounding amenity, our residential area. Particularly my family . . . Also, as there are already three licensed premises within 1 km of our street, the cumulative effect will be greater. We already have to put up with drunks making noise as they walk home and regularly have to pick up empty cans and bottles from garden beds outside our fence and even some thrown over our fence.

#### Summary

Our residence at Collins Street is directly adjoining the proposed Function Centre site. We have lived here for twenty years and we are very concerned about the impacts to our daily life if this permit is approved.

We can already hear normal everyday noise from the site as it is currently used as a residence. This is fine as the area is Zoned Residential.

Recently, a family wedding was hosted at the site and we were kept awake to early hours of the morning by noise from the wedding and in particular, from people leaving the premises and entering/driving away in their cars. Our main bedroom is situated at the front of our house and is approximately five metres from the footpath. We regularly hear people walking home late at night from other licensed venues in the area. If the application for the above permit is granted, this will only exacerbate the problem for us.

The area we reside in is zoned General Residential and we feel it should be for residential purposes only. As rate payers, we and all our neighbours, should be entitled to peaceful enjoyment of our residences/residential area and not be impacted by a licensed premises in the midst of our homes.

Regards



Shire Futures  
Planning Department  
1 Market Place  
Hamilton Victoria 3300

Telephone: (03) 5573 0204  
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**COMMENTS OR OBJECTION FORM**  
In Accordance with Section 57 of the Planning & Environment Act 1987

Permit Application Number: TP/104/2022

DETAILS of Person and/or Organisation

I/We \_\_\_\_\_

Of (your address): DRYDEN ST, HAMILTON, VIC

Post Code: 3300

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

DETAILS OF SUBMISSION TO PERMIT APPLICATION

Support  Objection  Comment

To (name of applicant): ANDREW LACEY (Pierrepont Planning)

For (description of proposal): USE of former St. Mary's buildings as a function centre

At (described land): ST. MARY'S PRIMARY SCHOOL

Comment or Objection (provide reasons in full and any arguments to support them – attach additional pages if necessary):

We object ~~to~~ this application for 3 reasons:

1) there are already plenty of restaurants and function centres across this area (so close to CBD).

2) this area is primarily a residential one, where many elderly and families with small children live. We prize our quiet evenings and nights.

3) the noise produced by 'functions' will disrupt the quiet lifestyle of the residents. The character of the area will change dramatically.

Date: 28/02/2023

Signed: \_\_\_\_\_

YOUR OBJECTION WILL BE MADE AVAILABLE FOR PUBLIC VIEWING AND COPIES MAY BE MADE TO INTERESTED PARTIES FOR THE SOLE PURPOSE OF ENABLING CONSIDERATION AND REVIEW AS PART OF THE PLANNING PROCESS UNDER THE PLANNING & ENVIRONMENT ACT 1987

## Function Centre

Whilst I am generally pro enterprise and development, in this case I believe the close proximity of late night events is particularly harsh to adjoining residents. The key problem areas are Noise, and to a lesser extent Parking.

### Residential Area:

The application at 5.2 Page 12 states that the "site is located within an established residential precinct" so that a late night entertainment facility is a mis-match of purpose.

### Noise Management 13.5-1S Page 17 :

Entertainment and Dancing naturally entails crowds and music and it is noted that will be in an outdoor setting until 11:00pm. Particularly on a still night, the baffles and brick fencing are unable to contain the music and noise, and as we know it is the strong bass sounds that travel longer distances and are not well contained by a brick wall. Despite the attention to baffles and design, it is not possible to restrict the noise into the adjacent residences. There would be no problem with a piano or a banjo compared to heavily amplified bass guitars and drums, so the type of 'music' is the key point.

It is noted on Page 17 that "traffic volumes create significant background noise" but in fact that noise level is low, especially in the evenings, and are one-off intermittent sounds per compared to a constant drum beat type of noise. A totally different type of noise. Heavy vehicles now use the detour. Evening traffic volume is low.

### Limit to 200 Events per year

Item 4.4 Page 9, mentions a limit of 200 occasions per annum. That averages about 4 days per week which any event site would be over the moon to run that many occasions, so I don't see that as a "Restriction" in the slightest, but in fact a 'full-on' activity level.

### Parking

Item 10.1 on Pages 29 & 30 details parking. The formula of 0.3 parking spaces per patron is very lean for a real life situation which means there will be more vehicles using off street parking than the application suggests. As a resident that has regularly walked the dog in that area most evenings, there are typically about three vehicles of residents parked overnight in the Collins street to Dryden Street intersection. Those spaces seem to be counted as available for patrons of the function centre. The aspect of staff and workers at an event has not been mentioned, and I suggest that at least 10 extra vehicles would be required so potentially 10 of the 45 car parks would not be available for the patrons. Also I believe that the Pope streets will not be used in preference to the Stephen St/Dryden St areas because of the resistance to park on a main



highway and the fact that Pope Street is a far less convenient one-way traffic zone.

There will be more impact on the residential streets than the application suggests.

#### Summary

Overall the use of the area in question will improve the look of the zone, albeit behind a brick wall, but the noise aspect of late night entertainment to adjacent residents is the key concern. At the planning stage the actual noise impact is not easy to assess, therefore, I consider it would be valid if the local residents have some recourse to review the permitted noise levels if the application is approved.



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### COMMENTS OR OBJECTION FORM

In Accordance with Section 57 of the Planning & Environment Act 1987

Permit Application Number: TP/104/2022

DETAILS of Person and/or Organisation

I/We \_\_\_\_\_

Of (your address): COLLINS ST HAMILTON VIC

Post Code: 3300

Telephone: \_

Email: \_\_\_\_\_

DETAILS OF SUBMISSION TO PERMIT APPLICATION

Support  Objection  Comment

To (name of applicant): Pierrepoint Planning

For (description of proposal): use of land for a Function Centre

At (described land): 11 COLLINS ST HAMILTON

Comment or Objection (provide reasons in full and any arguments to support them – attach additional pages if necessary):

This proposal will create noise, especially late at night, that will affect nearby residents. That includes vehicles parking on nearby streets, including Collins St and Stephen St. This is not acceptable and would change the character of the area. Dozens of residents will be badly affected by the proposed project.

Date: 1 March 2023

Signed: \_\_\_\_\_

YOUR OBJECTION WILL BE MADE AVAILABLE FOR PUBLIC VIEWING AND COPIES MAY BE MADE TO INTERESTED PARTIES FOR THE SOLE PURPOSE OF ENABLING CONSIDERATION AND REVIEW AS PART OF THE PLANNING PROCESS UNDER THE PLANNING & ENVIRONMENT ACT 1987

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**From:** Planning Admin  
**Subject:** FW: [EXTERNAL] Planning department REF TP/104/2022

**Sent:** Wednesday, 1 March 2023 1:30 PM

**Subject:** [EXTERNAL] Planning department REF TP/104/2022

Re-TP/104/2022

To whom it may concern,

I think the buildings are beautiful and the plans well thought. It will be an incredible space if it goes ahead. Full respect to the owners.

As a neighbouring property I am concerned about the noise. What measures are there to protect what is a relatively peaceful neighbourhood.

Keeping in mind OTR which is just a convenience shop has had implications on our noise levels. This is a good indication of what we can expect only to a much higher degree as this venue is in our immediate vicinity.

If you don't mind I have a few questions.

-Are there stop times to music?

-will the music be indoors/outdoor?

-Is the venue open to hire every weekend, or will there be reprieve?

-what are the noise volume limits?

-As pretty as this venue will be it will likely depreciate the value of surrounding properties or at least reduce our market.

(No one wants to live next to a large scale party venue).

-We pay premium price in this zone. Not to deal with party goers and noise pollution.

-A continuation of the solid brick fence may help noise.

Yes the wider community will benefit but that is at a cost of poor quality sleep to locals in the immediate and near surrounds, having the potential to effect the general well-being of many people in the long term.

We are a residential area, hopefully any measures put in place regarding noise pollution are excessive.

For example. The event or music may finish at a reasonable 1am but the noise won't stop for another 2+ hours, as people continue mingling, clean up and eventually move on.

This will keep neighbouring properties disrupted potentially up until 3am? These are my concerns.

Thankyou

· pope st



Shire Futures  
Planning Department  
1 Market Place  
Hamilton Victoria 3300

Telephone: (03) 5573 0204  
Facsimile: (03) 5571 1068  
Email: council@sthgrampians.vic.gov.au  
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**COMMENTS OR OBJECTION FORM**  
In Accordance with Section 57 of the Planning & Environment Act 1987

Permit Application Number: TP/104/2022 TP/104/2022

DETAILS of Person and/or Organisation

I/We \_\_\_\_\_

Of (your address): COLLINS STREET, HAMILTON

Post Code: 3300

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

DETAILS OF SUBMISSION TO PERMIT APPLICATION

Support  Objection  Comment

To (name of applicant): Pierrepont Planning

For (description of proposal): Function Centre,

At (described land): 11 COLLINS STREET, HAMILTON, 3300

Comment or Objection (provide reasons in full and any arguments to support them – attach additional pages if necessary): Reduced private parking - we have 2 cars which are parked in Collins Street. 200 days a year is most of the year. Residential zone area with a private commercial business in it. Noise, damage to property. Animals being disturbed. Hours of liquor license nearly exceed Hotels. Offensive & disruptive behaviour in quiet residential area.

Date: 2/3/23 House prices ↓ with a pub next door.

Signed: \_\_\_\_\_

YOUR OBJECTION WILL BE MADE AVAILABLE FOR PUBLIC VIEWING AND COPIES MAY BE MADE TO INTERESTED PARTIES FOR THE SOLE PURPOSE OF ENABLING CONSIDERATION AND REVIEW AS PART OF THE PLANNING PROCESS UNDER THE PLANNING & ENVIRONMENT ACT 1987



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**From:**  
**Sent:**  
**To:** Planning Admin  
**Subject:** 11 Collins St Hamilton, 3300

**CAUTION:** This email originated from outside the organisation. Please take care with the content of this email and contact Business Systems if you doubt its authenticity.

**Attention: Town Planner**

**Objections to Development of a Function Centre at 11 Collins St, Hamilton.**

I would like to strongly object to the proposed redevelopment at 11 Collins St Hamilton for the following reasons:

We do not need another licenced venue in our neighbourhood. Over the years we have to deal with the Attic which was problematic not only for our neighbourhood but the police as well and thankfully it had hours reduced, noise levels imposed then eventually closed.

We still have to cope with the noise from speeding cars, outdoor music and partying from the Caledonian and the Commercial hotels, Melville Oval function room and Alexandra House which can be over the top at times but we have reluctantly tolerated it. This additional business would be the end of all of us living here, it is a complete infringement on all of our lives.

There is simply no need for further licenced premises in Hamilton or the problems associated alcohol consumption. Hamilton is adequately served with them and liquor licences can be obtained at various other premises around the town.

In the past we have had property damage, pickets ripped off our fence and thrown in someone living further up, in the next block's yard, liquor bottles thrown in our yard and on the nature strip, smashed bottles in the street, arguments and screaming with drunks abusing each other and our vehicle tampered with.

Another licenced venue with a large OUTDOOR area for "Responsible Service of Alcohol RedLine Area" is really beyond the pale and a complete insult to the residents of the area. The further impact on the area from this business should immediately rule this development out.

The Proposal cannot even meet the parking regulations you have applied and yet once again the local residents are inconvenienced by putting the problem of deficit of car spaces onto the residents by parking in the street which creates inconvenience for residents.

Pope St has been suggested to make up as an alternative but it's so unsafe to park on that highway with the drop in level from the footpath to the street is an accident waiting to happen, particularly if drunks are involved. Council will need to increase their public liability.

The noise from patrons leaving the venue at all hours, car doors slamming, people shouting and very loud chat with car horns tooting as a goodbye. No doubt the area will be lit up like a Christmas tree with all the illuminated signage.

The issue with a Catering Business in the neighbourhood with proposed hours of between 11.00am - 1.00am Fri-Sat and Sun-Thurs 11.00am - 11.00pm.

There will be non stop intrusion and traffic, how is this going to be monitored and regulated?

It all sounds like a ruse to me get it past planning and once it's sold the owners will be jumping ship and moving down to Thompson St right away from licenced premises and build their new house and leave the

residents of our beautiful neighbourhood left to bear the brunt of their unnecessary and poorly conceived business.

Use of the commercial kitchen for off site catering purposes with up seventeen hours per day of use, up to 7 days a week is completely unreasonable. This non stop coming and going for staff, cooks and food suppliers, at all hours commencing at 6.00am is continual activity with further traffic.

There are currently adequate venues around the town for functions, Alexandra House, Melville Oval Grandstand, PAC function room, Hamilton Exhibition and Conference Centre, Hamilton Racing Club, Monivae College, Kantor Family Arts Centre, Grange Burn Motel, various other hotels have commercial kitchens and dance and music entertainment.

Does council want these businesses to fail and shut down, it doesn't make sense to me?

When the current owner of the site started work on the site we put up with dirt and dust for years, bringing in soil and other building waste material and truckloads of soil, from his other construction sites. No environmental measures taken to dampen soil to stop it being blown everywhere, we had dirty houses, inside our homes, on our furnishings, invaded by the sudden appearance of rats as the buildings got demolished.

No consideration was shown to any of the residents in the area while all this occurred.

I will feel extremely let down if council allow this proposed development to proceed it will destroy the ambience, peace and quiet of a beautiful neighbourhood.

Regards,

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<https://www.mailguard.com.au>

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**From:**  
**Sent:** Friday, 9 June 2023 4:33 PM  
**To:** Planning Admin  
**Subject:** FW: [EXTERNAL] TP/104/2022

**From:**  
**Sent:** Friday, June 9, 2023 4:30 PM  
**To:** Council <council@sthgrampians.vic.gov.au>  
**Subject:** [EXTERNAL] TP/104/2022

**CAUTION:** This email originated from outside the organisation. Please take care with the content of this email and contact Business Systems if you doubt its authenticity.

To the Shires Statutory Planner and others

We have just been acquainted with the Enormity of this project and the potential impact it will have to the residents in close proximity to it

1 : Whilst the site is adjacent to the Highway (Pope Street) its correct address is 11 Collins Street and the rezoning of it with all the attendant consequences is an affront to the surrounding residents.

2 : We understand that the operating hours of this Licenced Venue are to be Sunday to Thursday 11 am to 10 pm and Friday/Saturday 11am to midnight ie for seven days a week and this is in a residential district

The events have a cap of 150 patrons with the High potential for street parking as there is not enough space on the block for half the potential cars attending .

This sounds more like a Hotel in disguise and no doubt Poker machines may be considered,these are a Cancer on Society and must be opposed vigorously

There will be the potential for loud music and noisy Patrons ,particularly in the Evening.

It is inevitable that Public Drunkenness and other unsavoury activities will occur outside residents houses and for no ones benefit except the Proprietors who no doubt live well away from the problems they will have created

We strongly object to this proposal as it stands,



Dryden Street, Hamilton 3300

6 June 2023

Dear Sir

**Re: Planning application TP/104/2022**

We write to voice our opposition to the above application.

This development should be taking place in the town's commercial centre as part of its redevelopment, rather than within in a residential area with which it is incompatible. It will change of character of the area by bringing to the immediate residents:

- increased traffic into this quiet area, the main entrance being proposed for Collins Street;
- an additional noise load from (a) bands playing into the night, and (b) cars departing late into the evening, altogether increasing the noise mix from other nearby venues;
- more rubbish in the streets; and
- stress on street parking.

Yours sincerely

---

**From:** [REDACTED]  
**Sent:** Wednesday, 7 June 2023 12:07 PM  
**To:** Planning Admin  
**Subject:** [EXTERNAL] 11 Collins St application

**CAUTION:** This email originated from outside the organisation. Please take care with the content of this email and contact Business Systems if you doubt its authenticity.

Shire of Southern Grampians  
Statutory Planner

Re. Application for planning application TP/104/2022

I object to this proposal. I do not see that there has been any reasonable shift from the original proposal. Effectively, the proposed hours in the evenings will still be the same and the noise and activities around the area will still, at times, be intolerable. Stopping official activities at 12 midnight really means that there will be some people (including staff) and vehicles moving until about 1 am. Having only 45 spaces for parking cars on site means that, if 150 people (incl. staff) arrive, the adjacent streets (Collins, Stephen etc) will be needed to accommodate perhaps 30 or more cars (plus those whose drivers do not wish to park in the allotted parking area). Late at night, the noise associated with vehicles all departing near the same time will be disruptive to many residents.

What discussion has there been about the music that will be played at the proposed functions? We have heard the pulsating base noise from the 'Attic' many times over the years – and that was several hundred metres distant. How are you going to regulate the noise levels in the current proposal? It will be surprising if noise from this source is not a major future objection. This location is NOT suitable for bands to operate in, or for operating hours to extend to midnight.

If you allow this to go ahead, how are you going to moderate the situation when the locals who have to put up with the noise have begun to shower the Shire with complaints? (or look for other remedies). This is supposed to be a residential area. The application does not deal reasonably with the local residents wishes to limit noise and disorderly conduct in their area. There is more than enough of that already, from some noisy patrons who walk home on weekend nights from hotels/fast-food outlets and discard their rubbish in our gardens along the way.

Collins St, Hamilton.

---

**From:**  
**Sent:** Wednesday, 7 June 2023 2:09 PM  
**To:** Planning Admin  
**Subject:** FW: [EXTERNAL] Ref . TO/104/2022

-----Original Message-----

**From:**  
**Sent:** Wednesday, June 7, 2023 2:05 PM  
**To:**  
**Subject:** [EXTERNAL] Ref . TO/104/2022

CAUTION: This email originated from outside the organisation. Please take care with the content of this email and contact Business Systems if you doubt its authenticity.

My name is .

Dryden Street Hamilton

I am writing to express my opposition to this application .

As a resident in Dryden Street I have a number of reasons to object to the Prospect of a hospitality Business operating in this residential vicinity. Further to this the consequent re- Working of the particular character on the remaining Historic building on the site.

I am concerned to protect the Amenity of the area from the impact of an ongoing industrial establishment which is destined to bring with it such problems as regular traffic, parking, noise level, noise level in the proximity of the private neighbourhood community Which exists here. There are to be expected careless use and outcomes which happen given the anonymity of impersonal and unsupervised places (Local streets) .

As there are difficult 'provisions' to be made to protect from this 'fallout ' It is better to choose the CBD as the likely place for The business.

In the CBD there are opportunities for premises which are equipped and zoned for public amenity on a purposeful basis...for a public consumer.

The CBD of Hamilton would benefit from better recognition as a destination Of vitality and purpose.

The Civic Development plan, which is now in process, will provide a perfect format for an establishment which provides for social and various significant group functions .

Thank you for your attention

Sent from my iPhone

Anita Collingwood  
Senior Planner  
Southern Grampians Shire Council



6<sup>th</sup> June 2023

Re: 11 Collins Street Hamilton – Lot 17 PS: 74375 Par: Hamilton North  
TP/104/2022

We are again writing to lodge our objection to the above Permit Application.

Our reasons are the same as our previous objection lodged in March this year (see attached).

We recognise that amendments have been made to the original application in regards to:

- reduction in the amount of functions held per year
- reduction of the number of patrons able to attend any one function
- the amendments to the hours of operation
- the removal of the request to allow on street parking.
- no live music in the outdoor area after dark
- live music inside to cease at 11.00 pm.

However, we still believe that as our property directly adjoins the proposed site, we will be adversely impacted by noise from the function centre. This being: general noise from patrons and music, and also noise late at night from patrons leaving the function centre and either walking past our residence to venture home or onto other licensed premises, or by entering their cars and driving away.

As we stated in our last objection letter, our area is zoned General Residential and should remain for residential purposes only. We have lived in our home for twenty years, and as ratepayers, we and all our neighbours should be entitled to peaceful enjoyment of our homes and our residential area.

Regards

Collins St Hamilton 3300



Shire Futures  
Planning Department  
1 Market Place  
Hamilton Victoria 3300

Telephone: (03) 5573 0204  
Facsimile: (03) 5571 1068  
Email: council@sthgrampians.vic.gov.au  
Web: www.sthgrampians.vic.gov.au

### COMMENTS OR OBJECTION FORM

In Accordance with Section 57 of the Planning & Environment Act 1987

Permit Application Number: TP/104/2022

DETAILS of Person and/or Organisation

I/We \_\_\_\_\_

Of (your address): Collins St HAMILTON

Post Code: 3300

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

DETAILS OF SUBMISSION TO PERMIT APPLICATION

Support  Objection  Comment

To (name of applicant): Pierrepoint Planning

For (description of proposal): Use of land for a Function Centre, building works

At (described land): 1 Collins St HAMILTON 3300

Comment or Objection (provide reasons in full and any arguments to support them – attach additional pages if necessary):

As attached.

Date: 1/3/23

Signed: \_\_\_\_\_

YOUR OBJECTION WILL BE MADE AVAILABLE FOR PUBLIC VIEWING AND COPIES MAY BE MADE TO INTERESTED PARTIES FOR THE SOLE PURPOSE OF ENABLING CONSIDERATION AND REVIEW AS PART OF THE PLANNING PROCESS UNDER THE PLANNING & ENVIRONMENT ACT 1987

Collins St Hamilton 3300

or

Reference – 11 Collins Street Hamilton Lot 17, PS 743573 Hamilton North

Reference No. – TP/104/2022

We are writing in objection to the above application for a Function Centre to be built at 11 Collins St Hamilton for the following reasons –

- Noise from functions hosted at the site
- Cars parked in our street and surrounding streets
- Noise from patrons leaving the venue late at night/early morning
- Rubbish (empty cans/bottles) on the street from patrons leaving the venue.
- Safety of elderly and young residents in the area due to increased traffic.

In the Planning Report prepared for the application, Page 17 discusses Clause 13.05-1S Noise Management. The Assessment mentions

– *“Exit signage will be provided to advise patrons to be mindful and respectful of the neighbouring residential amenity when leaving the premises”.*

I do not believe that patrons leaving the premises after consuming alcohol will read or abide by any such instruction. A family wedding was recently held at the site and we were kept awake by noisy patrons leaving the site and entering their cars into the early morning.

Page 18 discusses Clause 13.07-1S Land Use Compatibility. It states the Objective

- *‘To protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts’.* Under the heading Strategies, it says – *“Ensure that use or development of land is compatible with adjoining and nearby land uses”.*

The proposal states the Function Centre will operate until 1.00 am Friday and Saturday nights and 11.00 pm every other night. It states it will host up to 200 patrons and hold a maximum of 200 events per year (4 per week). As all the surrounding and adjoining properties are residential houses, I do not believe allowing a licensed Function Centre to be established on the site would be protecting community amenity for local residents. It would actually decrease our quality of life and impact our health and safety due to noise from the Function Centre itself, noise from patrons leaving the premises late at night, the extra traffic and parking concerns and from the potential rubbish (empty/broken bottles and cans). We already deal with noise from drunks and broken/empty bottles and cans most weekends. If this permit is approved, it will only increase these problems for residents in the area.

Page 21 - 8.0 Zoning. Point 8.1 Application Site states that the site is zoned General Residential Zone Schedule 1 (Clause 32.08) and states (among others) that the purpose of the zone is as follows –

- *'To encourage development that respects the neighbourhood character of the area.'*

I do not believe that allowing a licensed Function Centre to be developed on the site is respecting the residential character of the neighbourhood.

Page 29 – 10.1 Clause 52.06 Car Parking.

This section discusses their request to lower the number of car parks from the required 60 to 45. It talks about on-street parking being available in front of their premises on Collins Street and also on Pope Street. The site's Pope Street frontage is on a four lane major roadway and also right on a bend so I do not believe that patrons will park there (if the permit is successful). This means that patrons will more than likely park in front of our residence on Collins St (as they did the night of the wedding). This will severely limit my extended family's ability to park in front of our house when visiting, particularly my children who have young children/babies of their own.

Page 31 – Liquor Licence – Clause 52.27 Licensed Premises.

It states – *the purpose of this Clause 52.27 is as follows:*

- *To ensure that licensed premises are situated in appropriate locations.*
- *To ensure that the impact of the licensed premises on the amenity of the surrounding area is considered.*

The Assessment of the Planning Report states:

*The proposal is seeking an on premises licence to facilitate the supply of liquor to guests on the premises only. The supply of liquor for the consumption of liquor off the premises will not*



*be allowed. No liquor will therefore be allowed to be taken away from the premises to be consumed off the premises.*

*The provision of on premises liquor will be served responsibly to patrons and should have no impact on the amenity of the area.*

- *The impact of the hours operation on the amenity of the surrounding area.*
- *The impact of the number of patrons on the amenity of the surrounding area.*
- *The cumulative impact of any existing licensed premises and the proposed licensed premises on the amenity surrounding area.*

Having a licensed Function Centre, licenced to 11.00 pm Sunday to Thursday and to 1.00 am Friday and Saturday, will DEFINITELY have an impact on the surrounding amenity, our residential area. Particularly my family .. Also, as there are already three licensed premises within 1 km of our street, the cumulative effect will be greater. We already have to put up with drunks making noise as they walk home and regularly have to pick up empty cans and bottles from garden beds outside our fence and even some thrown over our fence.

#### Summary

Our residence at Collins Street is directly adjoining the proposed Function Centre site. We have lived here for twenty years and we are very concerned about the impacts to our daily life if this permit is approved.

We can already hear normal everyday noise from the site as it is currently used as a residence. This is fine as the area is Zoned Residential.

Recently, a family wedding was hosted at the site and we were kept awake to early hours of the morning by noise from the wedding and in particular, from people leaving the premises and entering/driving away in their cars. Our main bedroom is situated at the front of our house and is approximately five metres from the footpath. We regularly hear people walking home late at night from other licensed venues in the area. If the application for the above permit is granted, this will only exacerbate the problem for us.

The area we reside in is zoned General Residential and we feel it should be for residential purposes only. As rate payers, we and all our neighbours, should be entitled to peaceful enjoyment of our residences/residential area and not be impacted by a licensed premises in the midst of our homes.

Regards



**APPLICATION FOR THE  
REFUSAL OF  
DEVELOPMENT OF A  
FUNCTION CENTER:**

11 Collins Street

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## 1.0 Purpose

This is a detailed application for the refusal of *Planning Report proposed use and development of a function centre: 11 Collins Street Hamilton (the report)*. This application is a follow-up to my letter dated to Anita Collinwood on the 21<sup>st</sup> February 2023.

I intend to lodge my grievances with the proposed development as it will interfere with my life and my standard of living as a direct neighbour of this development.

*Before I start in this proposal, I would like to correct in the Report in section 5.2 Surrounding Land Use. It states that my place of residence, Pope Street which is of direct opposite of the application site, had been inferred that my place of residence was used for accommodation purposes.*

*As of 2020 when I first purchased the property as my residence, I have never used my home for any type of commercial accommodation purposes albeit when my family or friends from out of town are visiting.*

## 2.0 Sleep

---

I am currently employed by the City of Ballarat and am required to be on site at 8:30am Monday – Saturday. The implication of this start means that I need to leave home approximately 5:30am to 5:45am to arrive at my workplace on time. If allowing a minimum of an hour for my morning routine before work, I usually aim to wake up no later than 4:30am, hopefully earlier if I can squeeze out morning cardio.

### 2.1 Hours of Operation

In the Report Section 4.2, the function center intends to operate **and finish at the latest at 11pm Sunday to Thursday and 1am Friday and Saturday**. As my home is directly opposite from the function center, the hours of operation will interfere with my current sleep and early morning routine which is of necessity for myself to work. Taking this into consideration it would be reasonably expected **that I would merely gain 4 hours of rested sleep for Monday to Thursday and 2 hours for Friday – Saturday** before I start a full day of work at Ballarat.

Please keep this in mind as you read through and explain all the other factors that will no doubt compound an effect of my ability to have a rested state.

### 2.2 Capacity of Function Centre

In the Report Section 4.3 the function centre intends to cater to a capacity of 200 individuals. Combining the Hours of Operation with the Capacity of Function Centre:

A 1am finish does not guarantee that the event has been completely shut down at 1am. It is not unheard of to have patrons smoking and socialising while sobering up for the next hour before they drive off. Therefore the 1am finish may mean a 2am residual



finish. Not to mention the younger patrons who would like to exit the premises with a bit of commotion. My neighbours and I are not looking forward to listening to burnouts and doughnuts at 2 in the morning.

## 2.3 Planning Policy Framework

It is stated that in the report section *7.0 Clause 13.05-1S Noise Management* that the administration of the function center will take precautionary methods to minimize noise pollution:

- Construction of the function center (double brick walls, high ceilings and door closures),
- Landscaping to baffle noise,
- Exit signage, and
- All bar staff are required to possess Responsible Service of Alcohol certification.

I commend these efforts, but my dispute is as listed:

- All the effort to soundproof the venue will not be enough to prevent the sound from escaping unless music studio sound deadening extremes are undertaken (eggshell carton lining or foam mat padding) which may be considered too ugly for an entertainment venue,
- Landscaping to baffle noise will only work if tall, wide and thick trees plantations are planted. The trees will require time to grow to become an effective level of sound barrier. In the report section *11.0 Landscaping*, the **landscaping intended has been described quite minimum with the majority of their allotment filled with carpark spaces** (which are not sound deadening);

- Exit signage may be respected by the majority of patrons but will not be effective for those that are inebriated and are more likely to ignore the signage. They often stay in the carpark post-closing (most security are employed no more than 30 minutes post-closing), socializing and being loud for hours after post-closing.

These are the ones I am most worried about as they are generally the loudest and least likely to respect authority and are more likely to antagonise and cause vandalism, destruction and violence; and

- Staff having RSA does not guarantee that they will cut off drinks at the appropriate time and does not guarantee the actions of these ex-patrons if kicked out. In fact, while the rest of their friends are still inside the venue, while waiting they are most likely walking around the area, **angry and resentful causing trouble or vandalism to persons** or property.

**These concerns are valid and have been shared with people all around the neighbourhood** who also agree that their sleep and property will be affected.

## 2.4 Liquor Licensing

Section 10.2 in the report is submitting a proposal to seek a premises license to facilitate the supply of liquor. Alcohol is a factor that affects people's state of mind. Though many can drink and still behave well in a functioning manner, it is the ones that lack this ability that are of concern for my wife and I.

These members of society can be quite antagonistic when approached with a caution and are more likely to escalate their position even further. Though they are a small minority, they are the loudest and destructive member of the group; and are the ones that I am most worried about that will impact my sleep and even my property.



## 3.0 Environment and Wildlife

### 3.1 Heritage Overlay

One of the major factors to influence my wife's and I decision to purchase our home in 2020 was that we had saw a koala in our yard. **Not something that would have been possible in Melbourne.**

In section 9.0 the report has listed the proposal to remove 5 box trees:

- One eucalypt located on Collins Street boundary fence,
- Two cypress trees adjacent to my home, and
- One Fir tree

These trees are providing a safe habitat for the koala to shelter during their rest. Since living on Pope Street, my wife and I continue to see a few koala's in our area. There is no doubt the magic of Hamilton for us will vanish if more and more trees are removed from our immediate vicinity.

### 3.2 Hours of Operation

Where we live is currently a quiet area, aside from the big trees I believe a big factor why there is so much abundant wildlife in the area is because of the tranquility. There is very few traffic even on the weekend and most of my neighbours lead quiet lives. This will all change with the 1am finishes, which will scare away the koalas.

### 3.3 Liquor Licensing

The introduction of alcohol in the area will attract loud noises and more foot traffic in the area. It is reasonable to expect that the indirect affect of having a licensed venue

across the road from my home will detract the koala living locally around the neighbourhood.

Not to mention there will be an increasing of rubbish around the area including: cigarette butts, broken bottles, and cans<sup>1</sup>. An increase of littering happens whenever a licensed alcohol serving venue has been established in the area. This will affect the local wildlife in the area.

### 3.4 Surrounding Zoning

The increased traffic, foot and driving; will scare away the local wildlife in the area, or even worse still, cause fatal accidents with the local wildlife. Even though it is expected patrons and staff will be inside the venue for most of their time. The busy traffic of arrival and departure will surely interfere with the wildlife in the area. Not too mentions the ones that have gone out to get some air, cigarette, or wanting to go outside for other reasons.

---

<sup>1</sup> Patrons that have been kicked out and still have friends in the venue may walk to the bottle shop and drink around the area while their friends are inside.

## 4.0 Privacy

### 4.1 My wife

The front of my home I have only a 60 cm concrete fence that borders my front garden with a few bench and seating areas that my wife and I frequent.

Inside my home can already be viewed from outside and the windows at the front are quite large and easily broken into if one needs to.

So far it has been relatively quiet for where we live. Though there have been only a few instances where the local kids may have done some minor vandal damage to my property, it had been quite minimal. With the increased traffic around the area, I am generally concerned for my property and my privacy. My wife and I enjoy every Saturday evening after a I finish work, in where we sit on our front porch on our bench and enjoy the scenery of our garden and be intimate in our quiet home. I am not looking forward to passer-by drunks yelling obscenities or leering while my wife and I are enjoying our time together.

There's not much we can do with our house. My fence is made of concrete and cannot be raised, and changing the design with conflict with the overall design of our heritage home. Our garden has been landscaped and grown for decades and we enjoy the scenery there.

Until now it was a perfect paradise for my wife and I to kindle our relationship but that will go away if this function center obstruction is put up in place.

## 4.2 Family and Friends

---

The garden is also an area where my family and friends frequent. I do not appreciate the area being exposed to many more people when there are young children, including my grandchildren who will playing within my garden.

The occasional passer-by regular neighbour was nothing to us but the threat of having a lot more strangers passing by my home with children is of a significant fear. It will reduce the ability for my guest and I to enjoy our alone time and privacy in my garden. Not to mention, my dining room is quite exposed from the street and cannot be concealed without disrupting the integrity of the design of my home and architecture. We would like to host our private gathering in the safety of my home without being subjugated by invasive leering or drunk passer-by pedestrians from the function center<sup>2</sup>.

---

<sup>2</sup> This is not all patrons act in this behaviour, but there is always of someone behaving like this.



## 5.0 Traffic Congestion

### 5.1 Surrounding Zoning

As I live on Pope Street it came to my attention on the report that I currently zoned as *Transport Zone Category 2 – Principle Road Network*. It has come to my attention that there will be a demand for additional traffic on my street. Considering that their entrance to their carpark is directly across from my entrance to my driveway, **I could be waiting of 15 to 30 minutes just to enter or exit from my driveway.**

I am also worried that the additional traffic in the area may increase the chances of accidents in front of my home and also put me in a higher risk of being involved in an accident. Pope Street is only single lane and the road that connects Glenelg Highway is double lane. It is only a short distance from my home where it merges into single lane. With an expected potential 200 patrons intending to come to the function hall and the potential staff, security, catering, beverage, entertainment and such; **the risk of accidents are high**, especially if there is alcohol involved which is most likely is.

### 5.2 Car Park Space

In the report, *Particular Provisions of the Planning Scheme 10.0 Clause 52.06-5 Number of car parking spaces required under Table 1. 60 car park space*, the report states that are of legal requirement to provide car parking in the ratio of 0.3 car parks per person, finalizing to a minimum number of 60 for their proposal of their function center.

I am not particularly happy with the number of 60 **carpark spaces as that does not factor in staff, administration, security, and catering**. Nonetheless the report **wishes to reduce their legal obligation of 60 to 45 carpark spaces**,

with the intent to use parking directly in front of my home citing that there are 6 spaces available there. I currently use one to park my work commute car and this is also where my friends and family park their cars on a weekend. I am not too pleased with **my friends, family, or even myself after a long day's work forced to park several blocks away from my home** just because my neighbour happens to be regularly hosting a function event, particularly on Friday or Saturday evening.

## 6.0 Safety

The biggest safety issue I have concerns my dearest grandchildren who frequent my home usually once a fortnight if not more. I will put a brief summary under the heading of my biggest **fear of the dangers my grandchildren will face.**

### 6.1 Alcohol

Alcohol frees inhibition and does induce a small minority of people to behave erratic and violently. As adults we understand how to avoid potential dangers and in the worst-case scenario of encountering a confrontation, we know how to deescalate the situation and alert proper authorities. Unfortunately, **children lack the experience and knowledge to act with these confrontations.**

### 6.2 Increased traffic

Sometimes my grandchildren leave our garden perhaps to chase a ball, or follow a bird, or even spot a koala. Usually, we try to supervise them but as children are quite unpredictable and fast, sometimes it is too late. So far, this has not been an issue for us, as we know it is a relatively safe area with minimal traffic and are confident that this is a minor issue. Though this does not prevent us from being vigilant, my wife and I can still relax about spending family time in our garden.

I also would like to consider that though there are many people who can have a few drinks and still be completely legally sober; It has been demonstrated that even one drink affects reaction time, poor judgement, and other factors. I am not confident that the function center will take the necessary actions to prevent the dangers of an accident collision involving my grandchildren.



### 6.3 Parking directly next to my home

With the report proposing to use the car parks directly outside my home if the function center carparks are filled up. There will be more people exposed to my grandchildren as opposed to being located far away in the venue of the function center.

### 6.4 Privacy

Most evenings, my grandchildren like to play in the garden. Sometimes there are instances of my grandson urinating on a tree, or in the summer I have a friend's granddaughter that enjoys wandering around without any nappies on to help her with eczema and skin issues. I fear their privacy is ruined when intoxicated patrons are passing by.

### 6.5 Capacity of function centre

I believe most people are law abiding citizens that respect one another. Unfortunately, there are a small minority of people that are not. Where I currently reside, I only encounter a few passers-by that walk past. Most of them are local neighbours that I see regularly and over time I have gotten to know who they are.

If this obstruction were to be developed, a lot more intoxicated strangers would be passing by. It is not just the same 200 people that are passing by, that over time I get to know who they are; It will be a different 200<sup>3</sup> people at each different event. It is reasonable to assume that every event at the function center, more newer and unfamiliar people will be passing by my home exposing my home, my family and friends to unfamiliar strangers.

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<sup>3</sup> I am not stating 200 people each time. The statement is meant to infer that there is a bigger pool of strangers to draw from. Increasing the chances of that one wrong person with poor judgement encountering my grandchildren.

The unlimited number of strangers that my wife and I that we cannot vet or scrutinize that pass-by is of a great concern for my wife and I.

## 7.0 Probity

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I would like to end the last point on probity. This is not a criticism of the report but rather a concern based on my experience with local government.

South West Victoria is a small region and I have noticed from many of the residents that I have spoken to, they are heavily networking within the South West Victoria Community. I am worried about the biases against an outsider such as myself. I am also **concerned that most of the planners that are employed by the Southern Grampian Shire may be networking with the other planners within the area.**

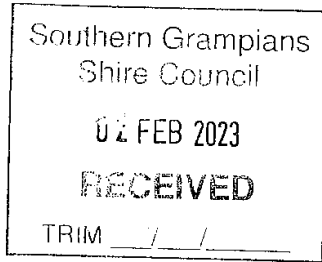
I would like to iterate that this is not an accusation, but just a general concern based on my experience with working within local government in Melbourne. As the industry is not quite as vast in South West Victoria; it is very probably that Pierrepont Planning, the planners of the report, have a cozy relationship with Southern Grampian Shire. Though there is not much I can do, I hope the council can share **transparency** with their interaction when reviewing my application for refusal of the report.

## 8.0 Closure

I commend the report, it does indicate efforts to ease the local communities of establishing a function center and addressing concern. Unfortunately, it is in my opinion and shared with the majority of my neighbours, that our concerns are not completely resolved, and further work needs to be done.

The impact of my commute to work, impact to the environment, and the threats and danger to my grandchildren are an imposition for us. The implication alters my wife's and I decision to purchase the house and we would not have moved here. If we had known of altering the neighbourhood to become semi commercial, we would not have invested so heavily in this town.

**I do welcome a function center in Hamilton as it would be a great addition to our small town here.** I also don't mind if they build it in the heritage building of St Mary School, providing they can satisfy my concerns. As of now I wholeheartedly will not approve of the current plan of function hall. I hope our conflict can be resolved and hope the best to Mackon Homes to come up with a plan all of us residents can back.



To the Planning department Southern Grampians Shire Council.

Dear Sir/Madam,

I am writing to voice my opposition to the Application for a Planning Permit (Ref- TP/104/2022)

As there are already four licensed venues within an approximate area of 500m of our property of Pope St, I don't believe Hamilton needs another one in this area, especially as this is a residential area.

The residents of Pope St and surrounds already have to put up with constant disturbance and inconvenience caused by patrons of existing licenced venues every weekend including noise , vandalism , general destruction of property, as well as thefts, assaults etc. For example we have had pushbikes stolen, our fence palings removed, fights have taken place out the front etc. I'm sure the council can attest to the fact that each weekend more saplings are destroyed or removed by inebriated individuals.

I can only speculate that this new development would only increase the numbers of inebriated individuals, and would therefore be an increase in the number of assaults, vandalism etc.

The reasons I would object to this proposed development would be that;

- (A) This is a residential area, not a commercial area.
- (B) I would anticipate an increase in the level of noise.
- (C) Increase in crime associated with licensed venues.
- (D) Having such a venue directly across the road, would devalue my property when it came time to sell, as who wants to put up with noise, destruction of property etc etc.

I would be affected by such a development going ahead as my property would be worth less, my children can barely sleep with current noise levels on weekends, let alone more music , shouting , fights etc.

Thankyou for taking my thoughts into consideration and I look forward to your response.

Yours sincerely,

To: **Anita Collinwood**  
Senior Planner  
Southern Grampians Shire Council

From: **[Redacted]**  
[Redacted]  
Hamilton Vic 3300

Re: **Planning Report:**  
**Proposed Use and Development of a Function Centre:**  
**11 Collins Street Hamilton**

Date: 21<sup>st</sup> February 2023

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Dear Anita Collinwood,

I am writing to you regarding the development at **11 Collins Street Hamilton; Lot: 17 PS: 743573 Par: Hamilton North.**

I have reviewed the plans and documents provided and have put together the following summary of our concerns:

- The proposed development significantly affects my sleep and long commute to work (**4.2 Hours of Operation**),
- The proposed development results in a substantial impact on the privacy of my outdoor garden and alfresco area (**5.2 Surrounding Land Use**),
- The proposed development results in a substantial impact on the environment and wildlife (**5.2 Surrounding Land Use**),
- The proposed development results in substantial danger to my grandchildren that frequent my home (**10.1 Car Parking and 10.2 Liquor Licensing**), and
- The proposed development results in a substantial impact on road access and car park space for my family and friends (**10.1 Car Parking**).

I had purchased my home intending to live within a residential area. This proposal not only significantly affects my lifestyle and my ability to continue working in my current employment,



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but the appeal of the purchase of my home. One of the purchasing points of my home was my wife and I had seen a koala on our inspection and fell in love with the property. The clearing of the vegetation and the installation of a function Centre would only detract from the main reason of moving out of the city and relocating to Hamilton.

I understand that I have been provided with a 14-day time frame to submit our submission to the development (**28<sup>th</sup> February 2023**), however I request an additional 21 days to submit a more detailed submission (**15<sup>th</sup> March 2023**). The additional time will provide me with the opportunity to sufficiently review the documentation and draft a suitable submission letter that outlines my concerns.

If you can please confirm whether this extension of time is acceptable via email or phone that would be greatly appreciated.

Kind Regards

Reference – 11 Collins Street Hamilton Lot 17, PS 743573 Hamilton North

Reference no - TP/104/2022

To Whom it may concern

We are writing in objection to the above application for a Function Centre to be built at 11 Collins Street Hamilton for the following reasons –

1. Loss of privacy - The proposed function centre is located in a residential zone which includes a high number of elderly residents and young school attending children.
2. Car parking and traffic congestion - We are concerned about the proposed allocated parking for the function centre. The Centre only has 49 parking spots allocated, plus another 5 on Collins and 6 on Pope Street. This means that excess cars will be parking in the residential area for the guests (up to 200 people plus staff). This is also a safety concern for our residents.
3. Noise and Safety - We are concerned about safety and noise, in particular during the week. We have young children who are school age and are concerned that traffic, music and noise will be an issue. Currently we regularly are awoken on Friday/Saturday nights by intoxicated people walking home. The proposed smoking area is very close to houses, people congregating (likely intoxicated) in car parking areas and awaiting taxis are very serious concerns for us.
4. There are already several function centres within the township of Hamilton. We do not believe that another function centre is viable or required.



Dryden St.  
Hamilton 3500  
27.2.2023.

Southern Grampians  
Shire Council.

Re: TP/104/2022.

I strongly oppose the application  
for a "function centre" at 11  
Collins St. Hamilton.

This is a residential zone.

I have lived at the Dryden &  
Collins Sts for over thirty years.

The noise & congestion in this area  
will be detrimental to me & all  
the residents.

Please do not approve to this application.



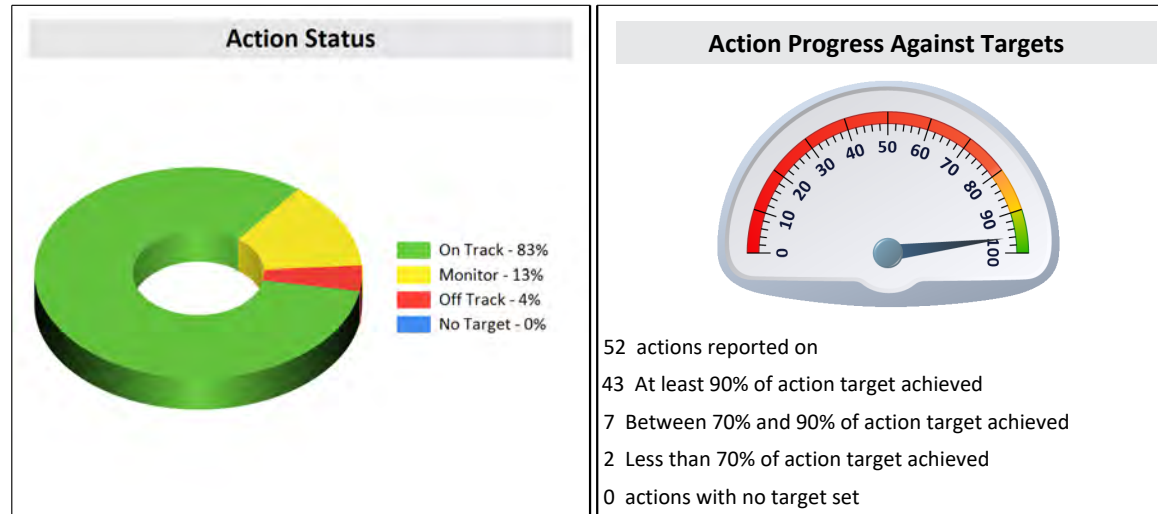
# Action and Task Progress Report

Southern Grampians Shire Council



*Print Date: 01-Aug-2023*

## OVERVIEW



## ACTION PLANS



GREEN

At least 90% of action target achieved



AMBER

Between 70% and 90% of action target achieved



RED

Less than 70% of action target achieved



No target set

\* Dates have been revised from the Original dates

### 1 Support our Community

#### 1.1 An empowered and connected community

**1.1.1 Facilitate opportunities for people to participate in community life, through volunteering, civic leadership, social programs, to enable inclusion, social connection and wellbeing**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.1.2 Volunteer Register created.	Tahlia Homes - Manager People and Culture	Completed	04-Aug-2022	30-Jun-2023	100.00%	100.00%	GREEN

**ACTION PROGRESS COMMENTS:**

3 Oct 2022 - OD team staff member compiled list of all current volunteers. CM folder created for Volunteer record keeping.

Last Updated: 03-Oct-2022

#### 1.2 Support and promote a healthy community

**1.2.1 Provide and advocate for accessible, inclusive and equitable Council services, facilities, activities and participation practices**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.6 Ensure all new and renewal of Council recreational facilities include universal design principles that support accessible, inclusive and equitable.	Susannah Milne - Manager Community Wellbeing	Completed	04-Aug-2022	30-Jun-2023	100.00%	100.00%	GREEN

**ACTION PROGRESS COMMENTS:**

Planning and design has been undertaken for the replacement toilet amenity in the Botanic Garden's has focused on the requirements of the 'Changing Places Funding' principles which will allow for the fully accessible facility to be incorporated into the renewal of this facility subject to grant funding application.



The Pedrina Park Playground replacement - design has been completed and the project has been handed over to the Project Management Office to deliver.

All other renewal projects in the recreation area relate to pool plant structure and will not be subject to universal design principles.

05/04/23 - Pedrina Park Playground - Tender process complete, design selected that allows accessible access, discussion with Major Projects Office to ensure access to playground via constructed path and minimal physical barriers (edging and plantings). Project to be completed by 30 June 2023.

Lakes Edge Playground - consultation and design being undertaken to add play elements that encourage inclusive all abilities play - installation is subject to community fundraising and future budget allocation.

PAC - Seating Project has been designed to allow better all ability accessibility to attend performances - project to be completed 1 June 2023.

Silvester Oval Light Project - has commenced will provide better lighting for training and safety

30/06/2023 -

PAC seating project has been completed resulting in better accessibility outcome for PAC users, seats are of better quality, configuration and spacing of aisle allows for better patron comfort, lighting of aisles and inclusion of more wheelchair seating.


Lakes Edge Playground - design has been completed to allow staged upgrade and installation of more wheelchair accessible play that allows able/disabled patrons to play together.

Pedrina Park Playground complete - with accessible elements included as well as path access.

Commencement of community engagement for the redevelopment design for the Skate Park/Youth play area at Lake Hamilton.

Last Updated: 05-Jul-2023


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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.1 Facilitate an annual implementation plan for the Southern Grampians Arts and Culture Strategy	Joshua White - Gallery Director	In Progress	01-Jul-2022	30-Jun-2023	85.00%	100.00%	 AMBER

**ACTION PROGRESS COMMENTS:**

Feedback on draft Strategy closed on 14 October.  
This is now being considered prior to presentation to Council for adoption.

Following this an annual implement plan will be developed  
 25 January 2023 - Implementation plan is in development, however strategy has not gone to council as yet for approval.  
 14 April 2023 - Implementation plan has been developed with a focus on audience development strategy and programing. Over the coming months we are to revise the collection policy and strategy and marketing strategy.  
 26 July 2023 - Strategy to go to council to be adopted before next quarter and implementation plan to be finalised internally.  
 Last Updated: 26-Jul-2023

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.2 Facilitate and promote active and passive recreation activities that promote increase in physical participation.	Susannah Milne - Manager Community Wellbeing	Completed	04-Aug-2022	30-Jun-2023	100.00%	100.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

Community and Leisure Services have undertaken the following activities to facilitate and promote active and passive recreational activities:

- Participated in the 'This Girl Can' campaign by providing 'come try opportunities' at HILAC that encourages female participation with a variety of activities aimed at different levels.
- The introduction of group personal training sessions within the health and fitness area at HILAC.
- The introduction of a pre and post natal fitness classes within the health and fitness area of HILAC.
- Sponsorship of the South West Academy of Sports, that facilitates strength, fitness and development of young residents in their sport.
- Assessed a number of Greater Grant applications that will assist sporting and community groups to provide infrastructure and activities.
- Sponsored the South West Community Sports Awards program.
- Opened Outdoor Pools for general used and early morning swimming, despite significant challenges around staffing and infrastructure.
- Assessed and issued a number of Greater Grants to assist sporting and community groups activities and infrastructure renewal.
- Maintained Greater Active Hamilton and Southern Grampians Outdoor Pool Facebook sites

05/04/23 -

Community Wellbeing team has commenced planning for the upcoming 'This Girl Campaign' to be delivered in a more inclusive and accessible format for the September Campaign,

including activities in outlying towns.

The PAC Season Brochure has been developed and released to promote PAC shows and activities after the PAC seating project is complete with the relaunch planned for the 28 April in the Supper Room.

A number of Community Grants have been assessed and successful applications to assist groups providing recreational and social opportunities have been funded.


30/06/23

The Shire has encouraged the community and visitors to become active and engaged through a number of activities this quarter such as:

- Promoted and assisted in the delivery of skateboarding clinics over 3 weekends at both the Coleraine and Hamilton Skateparks.
- Reintroduced face to face Les Mills classes at HILAC.
- Offered members breakfast session at HILAC to increase participation and engagement as well as introduce healthy food options being offered at HILAC to members.
- Development of HILAC marketing plan that seeks to engage and increase participation.
- Offered school holiday activities within the PAC and Hamilton Cinema.

Last Updated: 05-Jul-2023

**1.2.3 Partner with community services and agencies to plan for the outcomes outlined in the Public Health and Wellbeing Plan**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.3.3 Facilitate and publish an annual action plan for the Southern Grampians Community Public Health and Wellbeing Plan.	Susannah Milne - Manager Community Wellbeing	Completed	04-Aug-2022	30-Jun-2023	100.00%	100.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

Health and Wellbeing Officer has commenced the compilation of the annual action plan, SGSC actions will be informed by current Annual Plan actions and strategy actions.

Stakeholders will also contribute to the development of the plan by providing content on actions that they are planning on doing or have been doing to improve our Community's health outcomes.


Significant progress has been made with respect to the development of the 22/23 Action Plan with the Health & Wellbeing Officer meeting with key internal and external stakeholders to develop the plan as well as report on initiatives undertaken in the 21/22 Action plan.

A report to Council to inform them of the upcoming action plan and review of previous performance will be tabled through the Council report process for the March Council meeting.

05/04/23 - 21/22 Action Plan has been presented to Council in briefing and will go to the April Council meeting for acceptance. The 2022/2023 Action plan is a live document that is currently being updated, and the Community Wellbeing team are following up suggestions from Councillors around increasing activity to meet the demographic requirements of the Southern Grampians Population.

30/06/23 - the 23/24 plan is in development and will be reported to Council.

Last Updated: 05-Jul-2023

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.3.4 Review annual action plan and report to Council, community, partners and State Government.	Susannah Milne - Manager Community Wellbeing	Completed	04-Aug-2022	30-Jun-2023	100.00%	100.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

The Health and Wellbeing Officer has commenced complying actions and initiatives that were undertaken by Council and key external partners that deliver on the health outcomes identified within the Community Health & Wellbeing Plan for the 21/22 financial year.

This report will be tabled at the same time that the 22/23 action plan is presented to Council through the Council reporting process, expected March, timelines around the 21/22 action reporting and development of the 22/23 action plan has been impacted by Covid and staff resource issues.


05/04/23 - Report prepared and to be presented to at the Ordinary Council Meeting at the April Council meeting, that outlines the activity under taken by Council and Key Partner Organisations to improve Health and Wellbeing of our community.

Of the total 53 identified priorities 37 priority actions have been completes, 6 priorities have actions that are in development and only 10 priorities are yet to have actions identified

Last Updated: 05-Apr-2023

**1.3 Grow a diverse and inclusive community**


**1.3.2 Encourage, support and celebrate a diverse, multicultural community, including celebrating, recognising and respecting our cultural heritage and engaging our Indigenous communities**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.2.2 Delivery of diverse performances/exhibitions across multiple disciplines and targeted demographics.	Joshua White - Gallery Director	Completed	01-Jul-2022	30-Jun-2023	100.00%	100.00%	 GREEN

**ACTION PROGRESS COMMENTS:**


Hamilton Performing Arts Centre has a diverse program scheduled for the year.  
 Hamilton Gallery continues to provide a wide range of exhibitions.  
 25 January 2023 - Schedules locked in and delivery continues  
 14 April 2023 - Audience strategy informs the development of exhibitions and Schedules locked in and delivery continues.  
 26 July 2023 - Gallery has continued to target different demographics in audience attendance through a diverse program, even whilst closed. Gallery repopen.  
 Last Updated: 26-Jul-2023

**1.3.4 Provide, promote and support appropriate and accessible services, facilities and activities for younger residents**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.4.1 Increase opportunities for children and young people to engage in and participate in Council's cultural programs.	Joshua White - Gallery Director	In Progress	01-Jul-2022	30-Jun-2023	90.00%	100.00%	

**ACTION PROGRESS COMMENTS:**

School holiday programs continue to be delivered at capacity in the Hamilton Gallery.  
 Performances aimed at young children at Hamilton PAC continue to be well patronised.  
 Further work in the youth space will occur as Council delivers resources in this area.  
 25 January 2023 - Targeted programming for the PAC and Gallery has occurred to attain illusive audience particularly families and youth.  
 Gallery has double it percentage of this audience segment  
 14 April 2023 - Programming over peak youth engagement periods, particularly over the holiday.  
 26 July 2023 - Gallery has targeted children through HG Play session every Wednesday and youth through specialised programming such as Art Outside the Wall, life drawing for youth.  
 HG-Play and had  
 Last Updated: 26-Jul-2023

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.4.1 Delivery of diverse workshops, activities and communications across multiple diciplines and targeted demographics through the Connectyouth project.	Susannah Milne - Manager Community Wellbeing	Completed	04-Aug-2022	30-Jun-2023	100.00%	100.00%	

**ACTION PROGRESS COMMENTS:**

The Connectyouth officer has been active in the following areas:  
 - Co-design with kids activity for young residents to engage on the design elements of the new Pedrina Park Playground.

- Stephanie Alexander Kitchen Garden - Healthy eating program - working with Stephanie Alexander staff to identify opportunities within the community to improve knowledge on healthy eating, food share and kitchen garden model.
- Co -facilitation in the formation of a LBTQIA + group for Younger Residents.
- Identifying opportunities to increase awareness around tobacco and alcohol harm with Younger Residents.
- Participation in stakeholder networking such as LLEN, Southern Grampians Youth Network, Genr8 change and Windamara .
- Vic Health Educational program.
- SGYP network meetings and activities

30/06/23


This quarter has been focused on attending training programs that build capacity and resources to deliver programs locally through the VicHealth Funded Program.

Activities that support the health and wellbeing plan objectives will be the focus of this training over the 23/24 year.

Last Updated: 05-Jul-2023

**1.4 A safe community**

**1.4.2 Demonstrate leadership in gender equality, cultural diversity and inclusiveness for all**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.2.2 Plan implementation commences. Reporting as required by GE Commission	Tahlia Homes - Manager People and Culture	Completed	04-Aug-2022	30-Jun-2023	100.00%	100.00%	 GREEN

**ACTION PROGRESS COMMENTS:**


- 04/07/2023: Gender Impact Assessment and Gender Equality Action Plan refresher presented at ELT/SLT meeting on 4 July 2023 by the Governance Coordinator.
- 30/03/23: Governance and People & Culture leading People Matter Survey
- 8 January 2023 - GEAP first report due to commission in 2024. GEAP actions are in CAMMS for reporting.
- 3 Oct 2022 - GEAP compliant and correspondence from Commission confirming plan has been published.

Last Updated: 24-Jul-2023

**2 Grow our Regional Economy**

## 2.1 Drive economic growth


### 2.1.1 Research and implement economic initiatives that support new and existing businesses to establish and invest in the region

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.1 Develop the Business Greater Hamilton website with information and data to support business enquiries	Rory Neeson - Director Wellbeing, Planning and Regulation	Completed	01-Oct-2021	31-Mar-2023	100.00%	100.00%	 GREEN

#### ACTION PROGRESS COMMENTS:

The website has been developed however a review of its ongoing effectiveness to occur in 2023-2024.

Last Updated: 03-Apr-2023


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.2 Develop the Business Greater Hamilton Website with information and data to support business enquiries.	Rory Neeson - Director Wellbeing, Planning and Regulation	Completed	01-Jul-2022	31-Mar-2023	100.00%	100.00%	 GREEN

#### ACTION PROGRESS COMMENTS:

The website has been developed however a review of its ongoing effectiveness to occur in 2023-2024.

Last Updated: 03-Apr-2023

### 2.1.2 Advocate for long-term population growth, a skilled labour force and support emerging growth sectors

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.2 Continue to support the Live the Grampians Way marketing campaign and monitor the response from potential relocates.	Rory Neeson - Director Wellbeing, Planning and Regulation	Completed	01-Jul-2022	30-Jun-2023	100.00%	100.00%	 GREEN

#### ACTION PROGRESS COMMENTS:


Campaign has been launched and running successfully for past 4 months. Data available confirms. Now in monitoring phase.

Event held as part of the Grampians Grape Escape in conjunction with Grampians Tourism and other partner Councils to promote region.

Last Updated: 12-Jul-2023


### 2.1.3 Support opportunities for intensification, diversification and value adding within the agricultural and primary industries sector




ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.3.2 Maintain membership of Ausveg and attend Hortconnect 2023	Rory Neeson - Director Wellbeing, Planning and Regulation	Completed	01-Apr-2023	30-Jun-2023	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Current member of Ausveg however following review and staffing changes Council will not attend Hortconnect in 2023 with membership to not be renewed.  Last Updated: 27-Jun-2023							

## 2.2 Increase our regional profile

### 2.2.1 Leverage the Shire's strategic advantages in health, education, leisure and cultural activities as a means to increase the region's profile and stimulate economic and population growth

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.1.2 Update the Greater Hamilton Branding Campaign - Television and Digital	Rory Neeson - Director Wellbeing, Planning and Regulation	Completed	01-Jul-2022	30-Jun-2023	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Final branding advertisement completed. Review to be undertaken on ongoing campaigns in 2023-2024. Last Updated: 03-Apr-2023							

### 2.2.2 Invest in and advocate to the responsible agencies for the improvement and maintenance of the Shire's natural and cultural attractions to improve the visitor experience


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.2.2 Seek funding to progress a business case and detailed design for Wannon Falls, Nigretta Falls, Mount Rouse and Harman's Valley Lookout as identified in the Greater Hamilton Volcanic Trail Masterplan	Rory Neeson - Director Wellbeing, Planning and Regulation	Completed	01-Jul-2022	30-Jun-2023	100.00%	100.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

Council completed a funding application to the State Government to progress this project however it was unsuccessful. Future funding options will be explored following the release of the State Government budget.

Last Updated: 12-Jul-2023

**2.2.3 Ensure clear and accurate wayfinding for our region including traditional ownership recognition to improve the visitor experience**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.3.1 Commence replacement of visitor signage as identified in the Tourism Signage Audit	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2022	30-Jun-2023	50.00%	100.00%	 RED


**ACTION PROGRESS COMMENTS:**

The Visitor Centre department completed the comprehensive signage audit. The first stage of these works are now being scoped to commence replacement of signs in worst condition 2023-2024.

Last Updated: 27-Jun-2023

**2.3 Continue to support the development of a skilled workforce**

**2.3.1 Advocate for educational pathways that provide access to tertiary, vocational, education and career opportunities**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.2 Partnerships with relevant providers established.	Tahlia Homes - Manager People and Culture	Completed	04-Aug-2022	30-Jun-2023	100.00%	100.00%	 GREEN


**ACTION PROGRESS COMMENTS:**

8 January 2023- EOI advertised on Council website for 2023 Traineeship program with promising interest. Tender documents completed by People & Culture Coordinator, due to expenditure of the Trainee program under the Procurement Policy we are required to go to tender for trainee provider. Have a pre-existing relationship with Westvic.  
3 Oct 2022 - Learning & Development reaching out to local Youth network, LLEN, Tafe and developing relationships with training providers such as WDEA, WestVic.

Last Updated: 24-Jul-2023

**2.3.4 Provide support for businesses to adapt to the digital economy**


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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2.3.4.2 Develop a program of digital training and development opportunities	Rory Neeson - Director Wellbeing, Planning and Regulation	Completed	01-Jul-2022	30-Jun-2023	100.00%	100.00%	
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**ACTION PROGRESS COMMENTS:**  
 One workshop has been held to assist businesses with digital activities. A further workshop was held in May 2023 on social media and content marketing.  
 Last Updated: 12-Jul-2023


**2.4 Support local business and industry**

**2.4.1 Support and promote a collaborative approach to marketing and investment**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.1.2 Continue to work with the Hamilton Regional Business Association, Grampians Tourism and other key agencies in implementing the Greater Hamilton brand	Rory Neeson - Director Wellbeing, Planning and Regulation	Completed	01-Jul-2022	30-Jun-2023	100.00%	100.00%	

**ACTION PROGRESS COMMENTS:**  
 Decision by HRBA to become independent and not proceed with MoU  
 Continued communication with HRBA will be ongoing, but no funding provided.  
 Communication with local businesses to take place through monthly e- news.  
 Plans to re-engage with HRBA as part of streetscape project being explored.  
 Last Updated: 12-Jul-2023

**2.4.2 Support and facilitate business development and growth initiatives**


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.2.4 Implement a program of business development activities	Rory Neeson - Director Wellbeing, Planning and Regulation	Completed	01-Jul-2022	30-Jun-2023	100.00%	100.00%	

**ACTION PROGRESS COMMENTS:**  
 Workshop on generating cashflow held in February 2023.  
 Last Updated: 12-Jul-2023


### 3 Maintain and Renew our Infrastructure

#### 3.1 Plan and maintain sustainable assets and infrastructure


##### 3.1.1 Review and adopt asset management plans to align with future service levels, environmental and financial sustainability

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.2 Bridges AMP to be adopted by Council in December 2022. Building AMP will be developed for the Small Towns Plan draft by December 2022 and remaining Building AMP to be developed in 2023.	Marg Scanlon - Director Infrastructure and Sustainability	Completed	29-Sep-2022	30-Jun-2023	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 12/4/2023: Priority Program in response to bridges and culverts audit currently under development to inform forward capital and works programs for 2023/24 works. Bridge/culvert Asset Management Plan (AMP) will be reviewed and presented to Council capturing further recommendations in June 2023. Building AMP is to be developed over the coming months with Drainage AMP to follow. 27/7/2023: Completed Last Updated: 27-Jul-2023							


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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.1 Develop the Community Facilities Infrastructure Plan	Daryl Adamson - Manager Shire Strategy and Regulation	In Progress	01-Jul-2021	07-Dec-2023	90.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Community Infrastructure Plan has progressed to Stage 3 which will be completed by service managers. This has been placed on hold until the recruitment of Manager Assets is finalised. Last Updated: 26-Jul-2023							

##### 3.1.3 Deliver to the Council and the community, a strategic approach to our Arts and Culture infrastructure including progressing the new Hamilton Gallery

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.2 Progress the preferred option for the New Hamilton Gallery subject to Council resolution.	Tony Doyle - Chief Executive Officer	Completed	01-Jul-2022	30-Jun-2023	100.00%	100.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> Council briefed in October in preparation for November Council decision regarding options.</p> <p>27.1.2023 - Council resolved at its November 2022 meeting to build a new gallery on the site of the existing gallery.</p> <p>Last Updated: 27-Jan-2023</p>							


### 3.1.4 Strategically plan a sustainable long-term capital program with identification of funding and partnership opportunities

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.4.3 25/1/2023 Project Management Framework under development including establishment of templates for operational use by the project management team.	Bill Scott - Manager Project Management Office	Completed	29-Sep-2022	30-Jun-2023	100.00%	100.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> 12/4/2023: Project Management Framework is now complete, and in use. The document remains a living document however and will be updated and reported to ELT at time in the future.</p> <p>Last Updated: 27-Jul-2023</p>							


### 3.2 Safe and well-maintained transport routes and infrastructure for all modes of travel

#### 3.2.1 Continue to advocate for improved transport services and connections through funding and partnerships with relevant agencies

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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<p>3.2.1.4 Hamilton Moves - finalise transport plan and take to November Briefing to Council, Community Engagement early 2023. Trail Works - Trail Master Plan business case development and concept plans for Balmoral and Coleraine by December 2022. Volcanic Action Plan by March 2023 Road Safety - continue to advocate to State and Federal Government. Road Safety Program to be drafted by Feb 2023.</p>	<p>Marg Scanlon - Director Infrastructure and Sustainability</p>	<p>In Progress</p>	<p>29-Sep-2022</p>	<p>30-Jun-2023</p>	<p>90.00%</p>	<p>100.00%</p>	
<p><b>ACTION PROGRESS COMMENTS:</b> 12/4/2023: Hamilton Moves draft is onto its final revision. Costings for alternative heavy transport route underway. Hamilton Moves Implementation Plan is creating a list of targeted solutions across the short, medium and long-term timeframes for each of the identified issues. This final draft is to be presented and reviewed by Council in May/June 2023 prior to presentation to community for the final engagement phase. 27/7/2023: Hamilton Moves to go to October Council Briefing Last Updated: 27-Jul-2023</p>							


**3.2.3 Provide infrastructure that supports a connected and active community**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
<p>3.2.3.1 Capital Works Program and Operational Maintenance Program</p>	<p>Brett Holmes - Manager Works</p>	<p>In Progress</p>	<p>29-Sep-2022</p>	<p>29-Sep-2023</p>	<p>85.00%</p>	<p>100.00%</p>	
<p><b>ACTION PROGRESS COMMENTS:</b> Works to commence in coming months.  25/1/2023 - Works commenced in October 2022, there are 11 capital works rehabilitation projects with two are completed, Mt Napier Road and Old Crusher Road. Works will continue to progress, all other roads on the program are 25% complete, not including the Hamilton streets (French, McIntyre and Roscoe Avenue).  17-04-2023- Capital works are progressing well with a large majority of rehab projects completed, sealing program is on-going while other works such as flood recovery works are on-going. Maintenance works are also continuing around the capital program- things like gravel road maintenance, tree control, powerline clearance, line marking, drainage works, concrete works have all progressed well.  27-7-2023 Capital works for 2022 / 2023 financial year has been completed and planning for the 2023 / 2024 program is well under way. Maintenance programs are almost finalised with Gravel Road grading going live this week and then other plans will be rolled out using the same format.</p>							

Last Updated: 27-Jul-2023

**3.3 Attractive Council-owned and managed community and open spaces**


**3.3.1 Continue to invest in and activate open spaces within Southern Grampians**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.1.1 2021/22 Capital Works program and operational maintenance program	Brett Holmes - Manager Works	In Progress	01-Jul-2021	29-Sep-2023	90.00%	100.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

Maintenance program is in the process of being developed. Sessions with staff have been held in the first instance and follow-up sessions to be held to finalise the plan. Annual schedule to include contracted services like cleaning of gutters on Council buildings, cleaning of windows and servicing of air conditioners.

Last Updated: 19-Apr-2023

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.1.1 Establish Southern Grampians Tree Plan, draft to be completed 2nd quarter of 2023 including stakeholder engagement for preliminary input.	Brett Holmes - Manager Works	In Progress	01-Jul-2022	29-Sep-2023	80.00%	100.00%	 AMBER

**ACTION PROGRESS COMMENTS:**

25/1/2023: currently reviewing current plan progress, reviewing master plans to ascertain previous commitments and community requests to establish current status. Council Briefing proposed for March to discuss proposed scope and engagement approach.

17-042023- With Council's tree inspector leaving the project has been put on hold. The recruitment process for a new inspector has occurred and when the new staff member commences work on the tree plan will resume. First priority will be to finish mapping all shire trees in townships.


27-7-2023- Mapping off Council's trees has recommenced and the aim is to have this aspect completed by end of September then start to implement the tree plan.

Last Updated: 27-Jul-2023


**3.3.2 Increase green infrastructure and canopy cover and consider climate adaptation in our streetscape redevelopments**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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3.3.2.1 Adopt the Arts and Culture Strategy and develop an implementation action plan.	Joshua White - Gallery Director	In Progress	29-Sep-2022	30-Jun-2023	85.00%	100.00%	
<p><b>ACTION PROGRESS COMMENTS:</b>                  25/1/2023: Strategy has not yet gone to Council for approval.                  14 April 2023 - Strategy to go to council shortly and finalisation of implementation plan                  26 July 2023 - Strategy to go to council to be adopted before next quarter and implementation plan to be finalised internally.                  Last Updated: 26-Jul-2023</p>							

**3.3.3 Improve and provide opportunities for shared community spaces**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.3.1 Implement Small Towns Strategies actions	Daryl Adamson - Manager Shire Strategy and Regualtion	In Progress	29-Sep-2022	30-Jun-2023	80.00%	100.00%	

<p><b>ACTION PROGRESS COMMENTS:</b>                  Consultant is currently in the process of preparing a draft of the Small Town Strategy. The draft strategy will be taken to Council in August-September 2023.                   Subject to approval the draft strategy will then be made available to the public for feedback.                  Last Updated: 26-Jul-2023</p>							
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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.3.1 Completion of beautification projects working with Community Services on the continued improvement.	Brett Holmes - Manager Works	Completed	01-Jul-2021	30-Jun-2023	100.00%	100.00%	

<p><b>ACTION PROGRESS COMMENTS:</b>                  9/2/22: Implementation of the Pedrina Park Master Plan is well underway, recent completion of the new sports pavilion has included landscaping improvements. Further design development to be undertaken in 22/23 for the Car Park and the Netball Court surrounds which will also include landscaping improvements. Hamilton Gardens Play Space, concept design completed, progressing to detailed design. External funding to be secured for construction.                   12/05/2022 - Funding application submitted to the Trees for Queens Jubilee program seeking \$20k to purchase and plant 10 trees within Hamilton Lake Reserve, 20 at Branhholme War Memorial, 60 at Turnball Street Reserve Coleraine and 20 on Port Fairy Road Hamilton. These trees will provide protection, respite and environmental benefits for these respective communities.</p>							
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1/02/2023 - Trees have been purchased for the Queens Jubilee funding agreement and this project will be completed in April / May. There'll be a public service to acknowledge the Queens Jubilee and the tree planting will be a community event with involvement from local schools and members of the public.


19-04-2023- Three tree planting events will be held end of May with consultation already commenced with progress associations. Consultation in Hamilton has occurred with Rotary and schools. Trees, tree guards and stakes have all been purchased.

27-7-2023- events have been held and final reconciliations for the funding have been submitted

Last Updated: 27-Jul-2023

**3.4 Encourage and support infrastructure for social inclusion and economic growth**

**3.4.1 Ensure appropriate social infrastructure is provided to support all families and communities across the Shire including multicultural and indigenous people**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.1.1 Prepare community infrastructure framework	Rory Neeson - Director Wellbeing, Planning and Regulation	In Progress	01-Jul-2019	30-Jun-2023	80.00%	100.00%	 AMBER

**ACTION PROGRESS COMMENTS:**


The project is at final stage to proceed to Community Needs Prioritisation and Project Formulation stage. This will be the final stage of Strategic Planning engagement in the process. Council will be briefed in August 2023 on the final outcomes and framework that prioritises the project formulation.

Last Updated: 27-Jun-2023

**4 Protect our Natural Environment**

**4.1 Protect and enhance biodiversity including the health of waterways, wetlands, soil and air**

**4.1.4 Liaise with stakeholders to support and promote sustainable agricultural and land management practices**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.4.1 Complete capping works at Elijah Street Landfill Site and implement collected gas treatment system to effectively treat gas emissions	Marg Scanlon - Director Infrastructure and Sustainability	In Progress	01-Jul-2018	29-Dec-2023	90.00%	100.00%	 GREEN


**ACTION PROGRESS COMMENTS:**

9/2/22 Landfill capping completed, gas monitoring and leachate pond management will continue.  
 31/3/22 Awaiting advice from EPA with regard to leachate compliance requirements.  
 25/1/2023: ongoing monitoring continues with no extreme or risk detections. Risk Management Program currently under development as a EPA requirement for the ongoing management of the decommissioned site.  
 27/7/2023: Ongoing monitoring continues.

Last Updated: 27-Jul-2023

**4.2 Balance environmental protection with Council’s support for growth**

**4.2.1 Ensure land use planning balances growth with appropriate levels of environmental stewardship**


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.2.1.1 Develop small towns strategy	Daryl Adamson - Manager Shire Strategy and Regualtion	In Progress	01-Dec-2021	30-Aug-2023	90.00%	100.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

Consultant is currently in the process of preparing a draft of the Small Town Strategy. The draft strategy will be taken to Council in August-September 2023.

Subject to approval the draft strategy will then be made available to the public for feedback.

Last Updated: 26-Jul-2023

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.2.1.2 Develop RLUS Strategy	Daryl Adamson - Manager Shire Strategy and Regualtion	Completed	01-Jul-2021	20-Dec-2023	100.00%	100.00%	 GREEN


**ACTION PROGRESS COMMENTS:**

Rural Land Use Strategy adopted by Council at the meeting held on 10 May 2023

Last Updated: 06-Jul-2023

**4.2.3 Identify and manage via the Planning Scheme, significant landscapes, key biodiversity assets and contaminated land**


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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4.2.3.2 Prepare and submit planning scheme amendments based on endorsed natural assets strategy.	Daryl Adamson - Manager Shire Strategy and Regulation	In Progress	01-Jul-2022	30-Jun-2023	70.00%	100.00%	
<p><b>ACTION PROGRESS COMMENTS:</b>                  Natural Assets Strategy progressing towards completion by end of June 2023. Consultant has completed all preliminary work, including desktop review, stakeholder consultation and draft discussion paper. A Community survey has also recently been completed. The consultant presented the Natural Assets Strategy to our Infrastructure and Sustainability team last week. We have also started engagement through our Traditional Owner Engagement Officer. A Councillor briefing and exhibition of the draft Natural Assets Strategy will follow.                  Last Updated: 26-Jul-2023</p>							

**5 Provide Strong Governance and Leadership**


**5.1 Transparent and responsible governance**

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


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.5 Councillor probity training (procurement and finance)	Tahlia Homes - Manager People and Culture	Completed	01-Nov-2021	30-Jun-2023	100.00%	100.00%	
<p><b>ACTION PROGRESS COMMENTS:</b>                  9 August 2022: Completed and feedback survey arranged                  25 May 2022: Arc Blue has been engaged to provide Probity and Fraud training to SLT, ELT and Councillors in June. Sessions will be face to face in the Blue Malt function room. Ongoing, Councillors will receive initial training after election and a mid-term refresher. ACTION COMPLETE.                  27 April 2022: Discussion with Arc Blue to scope the training. Proposal to be emailed from Arc Blue for SLT/ELT and Councillor specific training sessions. Aim to hold training in late May or June 2022.                  30 March 2022: Email to internal auditors, RSD, to enquire on any face to face training options available                  29 March 2022: Meeting with Director Community and Corporate Services, Manager Finance and Manager Organisational Development to determine training scope for Probity and Fraud training.                  21 March 2022: Seeking a quote from Arc Blue (online) and Management Training Australia (face to face option) for Probity Training options                  8 February 2022: Discussion ongoing with Manager Finance to determine appropriate training provider and content.                  Last Updated: 28-Apr-2023</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

5.1.1.6 Review current Briefing Program and associated scheduled to determine whether increased Council Briefings are required.	Karly Saunders - Governance Coordinator	Completed	01-Nov-2021	30-Jun-2023	100.00%	100.00%	
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**ACTION PROGRESS COMMENTS:**  
 18/4/2023 - Program of briefing dates was discussed with Councillors in early and mid 2022 and there are now the standard briefings on the second and fourth Wednesday of each month with additional briefings listed in calendars as a placeholder on the first and third Wednesday of each week which are used on an as needs basis. More briefings allows for increased distribution of items across agendas, allowing more time for discussion.  
 Last Updated: 18-Apr-2023

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.7 Workforce plan to include equity, inclusion and diversity strategies	Tahlia Homes - Manager People and Culture	Completed	01-Nov-2021	30-Jun-2023	100.00%	100.00%	


**ACTION PROGRESS COMMENTS:**  
 21 March 2022: Workforce plan with graphic designer, to be available to all staff and Councillors once finalised  
 8 February 2022: Organisational Development team discussion on Workforce Plan actions, to remain an ongoing agenda item for oversight and progress. Actions to be entered into CAMMS for ease of reporting and updating.  
 December 2021: Workforce plan reviewed in line with LGA 2020. Plan has been approved by CEO.  
 Last Updated: 25-May-2022

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.8 Creation of internal training module in partnership with Finance Department.	Tahlia Homes - Manager People and Culture	Completed	04-Aug-2022	30-Jun-2023	100.00%	100.00%	


**ACTION PROGRESS COMMENTS:**  
 24/01/23 - Rather than internal module, it was determined this training would be outsourced. ArcBlue completed Probity and Fraud training with identified staff in final quarter of 2022. This is now included in the Learning & Development annual training calendar. Action complete.  
 3/10/22 - Follow up action with Governance and Finance team to confirm what sort of training module is required  
 Last Updated: 02-Feb-2023

**5.1.2 Ensure flexible and transparent decision making through open and accountable governance**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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5.1.2.1 Evaluate effectiveness of current briefing process and format	Karly Saunders - Governance Coordinator	Completed	04-Aug-2022	30-Jun-2023	100.00%	100.00%	
<p><b>ACTION PROGRESS COMMENTS:</b>                  18 April 2023 - After discussions with both Councillors and the Senior Leadership Team, the current briefing process is being refreshed. This includes the procurement of agenda software called DocAssembler which internally, will streamline the briefing and council report writing process for staff. Part of this briefing process evaluation includes a change management process for the way in which briefing papers are written and presented by staff for Councillors. Staff training is being undertaken in April and May in anticipation of the implementation of DocAssembler for the July Council Meeting.</p> <p>4 July 2023 - Briefing changes and Council Meeting changes were successfully implemented via the use of Docassembler for the 21 June 2023 Council Meetings.</p> <p>Last Updated: 04-Jul-2023</p>							

**5.1.3 Build social policy and strategy to improve equity, inclusion and diversity within the Shire**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.1 Workforce Plan initiatives implemented.	Tahlia Homes - Manager People and Culture	Completed	04-Aug-2022	30-Jun-2023	100.00%	100.00%	
<p><b>ACTION PROGRESS COMMENTS:</b>                  30/03/23: Director People &amp; Performance and Manager People &amp; Culture to review actions as workforce needs have changed post restructure (flexibility, trainees, multi-skilling and skill gaps / critical shortages in specialised areas such as Engineering). Discussions ongoing with Melton Council about mentoring program, however delayed due to short staffing in the Learning &amp; Development Department of Melton Council                  08/01/2023 - Actions in CAMMS for progress reporting                  03/10/2022 - Manager Organisational Development communicating with Melton City Council as they have an established mentor program. Meeting with Melton HR team in the coming weeks to understand the mentor program and if it will be of benefit to our staff (formalised secondment and mentorship actions in Workforce Plan).</p> <p>Last Updated: 04-Jul-2023</p>							

**5.2 Effective advocacy**

**5.2.1 Continue to explore and participate in regional partnerships**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.1.1 Manage and implement the Great South Coast Regional Digital Project	Matthew Tulloch - Manager Business Systems and Transformation	Completed	01-Jul-2021	30-Jun-2023	100.00%	100.00%	

**ACTION PROGRESS COMMENTS:**

Update 05-01-22

Warrnambool, Corangamite and Moyne Regional Digital Plan opportunity RFQ has been released to market and we are currently evaluating responses.

Glenelg have implemented People / Asset counting IoT pilot and will run this for 3 months to evaluate outcome.

SGSC in design phase of CCTV in Public Places phase 2

Update 07-03-22

Contractor engaged for Regional Digital Strategy for Warrnambool, Corangamite and Moyne.

Glenelg pilot asset usage pilot underway, looking at Weather monitoring options

SGSC CCTV design completed and obtaining quotes.

Update 30-06-22

Draft Regional Digital Strategy to be released in June 2022.

Glenelg 80% thorough IoT pilots

SGSC - CCTV cameras installed, RFQ to CCTV analytics software to be released in July 2022. Working with CFA to see if partnership can be formed to grow IoT network.

Update 16-08-22

First draft of Digital Strategy released for feedback

Glenelg awaiting installation of weather stations

SGSC still to release RFQ for CCTV analytics software and evaluating options for IoT expansion.

Update 22-12-22

Glenelg Complete

SGSC CCTV analytics "Minnovation" engaged.

SGSC - Attentis requisition approved. Liase with vendor the install in new year.

Update 18-01-23

SGSC - CCTV analytics "Minnovation". System Live

Update 18-04-23

SGSC - Sensors received. 2 of 3 sensor locations approved for Dunkeld Recreation Reserve and Pedrina Park. 3rd location awaiting approval.



Moyne, Warrnambool and Corangamite Shire's Digital strategy awaiting Council endorsement.

Update, 04/07/2023

All locations have been approved, grant acquittal completed, installation of sensors happing this week.

Last Updated: 04-Jul-2023



ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.1.2 Maintain partnerships with key government agencies to further advocate and support arts and culture in the region	Joshua White - Gallery Director	In Progress	01-Jul-2022	30-Jun-2023	91.00%	100.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b>                      Funding agreements with Creative Victoria renewed.                      25 January 2023 - contacted and re-engaged Creative Victoria to maintain programing funding and potentially expand.                      14 April 2023 - Funding agreements continue.                      26 July 2023 - Partnerships have been strengthen, Programming agreement of \$110,000 per year has been signed with Creative Victoria for the next two years. New partnership developed with State agency, Visit Victoria.                      Last Updated: 26-Jul-2023</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.1.2 Implement new ERP system in partnership with Northern Grampians Shire Council	Matthew Tulloch - Manager Business Systems and Transformation	In Progress	01-Aug-2021	31-Aug-2023	70.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b>                      Update 05-01-22                      Working with NG on a joint business case to obtain funding for FY22/23 to complete this project.</p> <p>Update 07-03-22                      Business case submitted for funding in the 22/23 FY. Awaiting outcome.</p> <p>Update 12-05-22                      Still awaiting funding outcome however engagement and scoping work has commenced. Joint engagement sessions with managers from each councils that have a responsibility with the ERP system has occurred, introducing the why/how/when of this project. Working through next level of staff engagement now with requirements session scheduled to occur over the next 2 months.                      Project Control Group working on MOU to be signed by each CEO. Procurement session held to determine the best way forward to run a successful procurement for this project.</p> <p>Update 30-06-22                      RCTP round 2 funding successful. Funding agreement signed. Requirements sessions well underway and drafting specification document to go out with Tender. Aiming to have tender out in August.</p>							


Update 18-08-22  
Specification completed, tender scheduled to be released to market 2-09-22

Update 18-1-23  
Contracts approved by council and awarded to tenderers.

Update 18-04-23  
Decision made on payroll system and now all 6 Core systems that make up the ERP project in initial development stages, staff training started with a number of those systems and staff communication ongoing. All progressing withing project timeframes.

Last Updated: 18-Apr-2023

**5.2.3 Support and partner with service providers, State and Federal Government departments to improve inclusive opportunities for the Southern Grampians community**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.3.1 Develop the Youth Strategy	Alison Quade - Manager Communications and Engagement	In Progress	01-Feb-2022	30-Oct-2023	50.00%	75.00%	 RED

**ACTION PROGRESS COMMENTS:**

UPDATE 4/07/2023

Work on the Youth Strategy Development is ongoing. A working group will be established comprising key internal and external Stakeholders. A significant amount of engagement has already taken place and further workshops are planned to occur throughout August. Strategy development will occur in September and will be brought to Council in October.

UPDATE 12/04/2023

Youth Officer commenced January 2023. Development of the Youth Strategy has commenced with data from the Youth Survey compiled and the Southern Grampians Youth Network activated. This group comprises all key youth stakeholders across the shire and offers a range of channels to directly engage with young people through existing groups and programs. Development of the strategy is ongoing.

UPDATE 30/9/2022

Youth Survey complete with 275 responses received. We have also surveyed Youth Service providers as well to understand the local service needs and gaps. Results from both surveys will help inform the strategy. Development of the strategy is ongoing. Youth Officer position is ongoing.

UPDATE 1/07/2022

Engagement has commenced with young people through FreeZa groups and online through new Instagram page. Survey is ready to be launched at Sheepvention. Strategy will be

developed in September and will be delivered by end of 2022. youth officer position confirmed in budget to help resource this project. PD is now being approved.

UPDATE: 31/03/2022

Work is underway on development of Youth Strategy. Engagement timeline has been finalised and will commence in Term 2. Large scale engagement opportunity planned for Sheepvention in August. Strategy will be developed in September and will be delivered by end of 2022.

UPDATE: 13/01/22


Freeza Funding was announced in December 2021. Work will commence in Feb 2022 on planning for youth activities and strategy development with youth related services across the organisation.

25/1/2023 - Youth Officer recruitment process complete and new staff member will commence with Council 30 January 2023. The survey relating to the strategy has been conducted and the strategy work is ongoing. New Youth Officer will undertake work on this.

Last Updated: 05-Jul-2023

**5.3 Committed and skilled staff**

**5.3.1 Encourage an organisation that values equality, diversity, workplace health, safety and wellbeing**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.1.1 Health and Wellbeing Committee to increase initiatives. Continuous updates on policies and procedures to ensure they reflect GE principles. Support Managers and Team Leads to create and set L&D goals for all team members	Tahlia Homes - Manager People and Culture	Completed	01-Nov-2021	30-Jun-2023	100.00%	100.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

9 August 2022: H&W Committee met objectives for 21/22 FY

25 May 2022: H&W Committee organising a wellbeing afternoon to be scheduled in June or July for the whole organisation. Outdoor staff to be rostered to finish at 2pm to allow participation in the afternoon. To be held at HILAC with sporting activities such as indoor soccer, squash etc


2 May 2022: Accidental Counsellor training arranged for Contact Officers in June 2022, mental health pocket guide has been developed and ordered through COMMS Dept for distribution to all staff. Mental Health First Aid training scheduled for total 20 staff in July 2022

23 March 2022: H&W Committee held a successful all staff BBQ to celebrate Harmony Week and enable staff to reconnect after a lengthy period of COVID restrictions and working from home requirements

21 March 2022: H&W Committee member attending Accidental Counsellor training in Warrnambool on 28 March, and if deemed worthwhile will make enquiries to hold a face to face session in Hamilton for Contact Officers. 3 Converge international webinars conducted to date, with good attendance from staff cohort (dealing with uncertainty, managing personal relationships etc). Short survey to be conducted once all 4 webinars complete.

8 February 2022: H&W Committee met last week to discuss mental health initiatives. Mental Health Pocket Guide to be developed and available to all staff. Investigating availability of the 'Accidental Counsellor' training. Mental Health First Aid training scheduled for July 2022.  
 My Mental Fitness App rollout being finalised with IT Dept.  
 January 2022: My mental fitness app to be rolled out to all staff for a period of 2 years. H&W committee to lead in collaboration with IT.

Last Updated: 09-Aug-2022


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.1.23 Skills gap analysis conducted. Develop learning pathways (including mentoring and secondment programs)	Tahlia Homes - Manager People and Culture	Completed	05-Aug-2022	30-Jun-2023	100.00%	100.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

04/07/23: People and Culture team continue to work in this space based on organisational needs.  
 24/01/23: Annual reviews due by 24 February 2023. HR team will review all Training Needs sections of the reviews and develop training calendar for 2023. Several training courses have been scheduled including conflict resolution / difficult conversations and time management in 1st half of 2023.  
 3 Oct 2022 - Training needs analysis approach has been developed by L&D team. This will form part of the annual review process this year (on hold due to consultation period for proposed structure).

Last Updated: 01-Aug-2023

**5.3.2 Invest and shape Council as a learning and agile organisation to promote the region as a workplace of choice**


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.2.22 Partnership with relevant associations (e.g MAV); EVP articulated and promoted in adverts, intranet etc	Tahlia Homes - Manager People and Culture	Completed	05-Aug-2022	30-Jun-2023	100.00%	100.00%	 GREEN

**ACTION PROGRESS COMMENTS:**


04/07/23: InSync engaged to conduct in depth survey and 3 pulse surveys. Survey will be conducted September / October this year.  
 30/03/23: InSync & Mercer presentations to ELT/SLT in March, discussing deep employee engagement survey.  
 CEO looking to explore NEU2 proposal for whole of org transformation/culture program. CEO will advise Director P&P when ready to commence with this work.  
 3 Oct 2022 - Culture work to commence in 2023. HR team was involved in webinars with Scout Recruit recently to gain further skills and understanding of how to market our organisation through job advertising.

Last Updated: 01-Aug-2023

**5.4 Customer focused services****5.4.1 Improve the customer experience by delivering accessible and responsive customer service**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.4.1.3 Transition IT infrastructure to cloud	Matthew Tulloch - Manager Business Systems and Transformation	Completed	01-Jul-2021	31-Dec-2023	100.00%	50.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>Update 05-01-22 Engaged third part provider to audit our current environment, develop a migration plan and migrate server infrastructure to the cloud.</p> <p>Update 07-03-22 Working through with contractor to finalise the Cloud transition roadmap</p> <p>Update 12-05-22 Contractor has delivered roadmap for SGSC to transition to cloud, roadmap details 7 key projects to be completed over the next 18 months. SGSC has engaged Dynamic Business Technologies to completed project 1 (Azure VPN) and project 2 (Domain Controller Migration). This work will take us through to August after which we will then focus on the remaining steps in the roadmap.</p> <p>Update 30-06-22 Project 1 (Azure VPN) and Project 2 (Domain Controller Migration) have been completed. Next FY will see further progression through roadmap.</p> <p>Update 18-08-22 Engagement commenced on Project 3 (Website migration) and Project 4 (Intune configuration)</p> <p>Update 19-01-23 Project 3 - (Website migration) completed.</p> <p>Update 04-07-23 Implementation of IT Cloud roadmap complete as much as possible with changing environment. Last Updated: 04-Jul-2023</p>							

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.4.2.1 Implement Digital RoadMap	Matthew Tulloch - Manager Business Systems and Transformation	In Progress	01-Nov-2021	30-Jun-2023	90.00%	100.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>Update 05-01-22</p> <ul style="list-style-type: none"> <li>- Records Management Replacement, currently evaluating tender responses</li> <li>- Conquest has been upgraded to SaaS version</li> <li>- Migration to MS Teams for phone calls has been completed</li> <li>- Building a business case for Civica replacement</li> <li>- In progress of implementing InTune for Mobile Device Management solution</li> <li>- Audit completed for server migration to cloud</li> <li>- Digital outdoor workforce pilot completed</li> <li>- BYOD policy in draft format</li> <li>- IT Cyber Security audit completed</li> <li>- 3rd party patching solution procured</li> <li>- Cyber security awareness training program procured</li> <li>- Great South Coast Regional Digital Project 30% completed</li> </ul> <p>Update 07-03-22</p> <ul style="list-style-type: none"> <li>- Business Case submitted for Civica replacement</li> <li>- Records Management transition to SharePoint tender to be awarded by Council in April meeting</li> <li>- InTune configured and will be used for current PC roll out and management of mobile devices</li> <li>- IT Device &amp; BYOD approved by ELT</li> <li>- Great South Coast Regional Digital Project 50% completed.</li> </ul> <p>Update 30-06-22</p> <ul style="list-style-type: none"> <li>- Records Management Replacement - Awarding tender July 2022</li> <li>- Conquest has been upgraded to SaaS version - Completed</li> <li>- Migration to MS Teams for phone calls has been completed</li> <li>- Working on Specification for tender to replace Civica - Tender expected for release August 2022</li> <li>- In progress of implementing InTune for Mobile Device Management solution - Completed</li> <li>- Audit completed for server migration to cloud - Completed</li> </ul>							

- Digital outdoor workforce pilot completed
- BYOD policy - Completed
- IT Cyber Security audit completed
- 3rd party patching solution - Completed
- Cyber security awareness training program - Completed
- Great South Coast Regional Digital Project 75% completed

## Update 18-08-22

- Records Management Replacement - Contract signed, commenced implementation phase
- Working on Specification for tender to replace Civica - Tender expected for release September 2022
- Great South Coast Regional Digital Project 85% completed

## Update 18-1-23

- CORE ERP replacement contracts approved by council
- Sharepoint records management implementation in design and pilot migration phase.

## Update 18-04-23

## - CORE ERP

Decision made on payroll system and now all 6 Core systems that make up the ERP project in initial development stages, staff training started with a number of those systems and staff communication ongoing. All progressing withing project timeframes.

## - Sharepoint records management implementation

System design almost complete, initial user training session recently held, migration planning due to be completed end of month. Project on schedule

## Update 04-07-23

CORE ERP 2 systems CouncilWise and Business Central now live, MagiQPerformance and elementTIME to go live mid-July, Merit CRM and Greenlight early August, all on scheudle.

## - Sharepoint records management implementation

Data migration almost complete, end of July go live.

Last Updated: 04-Jul-2023



# 2023 Local Government Community Satisfaction Survey

## Southern Grampians Shire Council

Coordinated by the Department of  
Government Services on behalf of  
Victorian councils





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## Background and objectives

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**The Victorian Community Satisfaction Survey (CSS) creates a vital interface between the council and their community.**

**Held annually, the CSS asks the opinions of local people about the place they live, work and play and provides confidence for councils in their efforts and abilities.**

Now in its twenty-fourth year, this survey provides insight into the community's views on:

- councils' overall performance, with benchmarking against State-wide and council group results
- value for money in services and infrastructure
- community consultation and engagement
- decisions made in the interest of the community
- customer service, local infrastructure, facilities, services and
- overall council direction.

When coupled with previous data, the survey provides a reliable historical source of the community's views since 1998. A selection of results from the last ten years shows that councils in Victoria continue to provide services that meet the public's expectations.

### **Serving Victoria for 24 years**

Each year the CSS data is used to develop this State-wide report which contains all of the aggregated results, analysis and data. Moreover, with 24 years of results, the CSS offers councils a long-term measure of how they are performing – essential for councils that work over the long term to provide valuable services and infrastructure to their communities.

Participation in the State-wide Local Government Community Satisfaction Survey is optional.

Participating councils have various choices as to the content of the questionnaire and the sample size to be surveyed, depending on their individual strategic, financial and other considerations.



## Key findings and recommendations

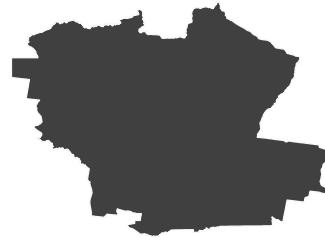
J W S R E S E A R C H 4



## Southern Grampians Shire Council – at a glance

### Overall council performance

Results shown are index scores out of 100.



**Southern  
Grampians 49**



**Large Rural 52**



**State-wide 56**

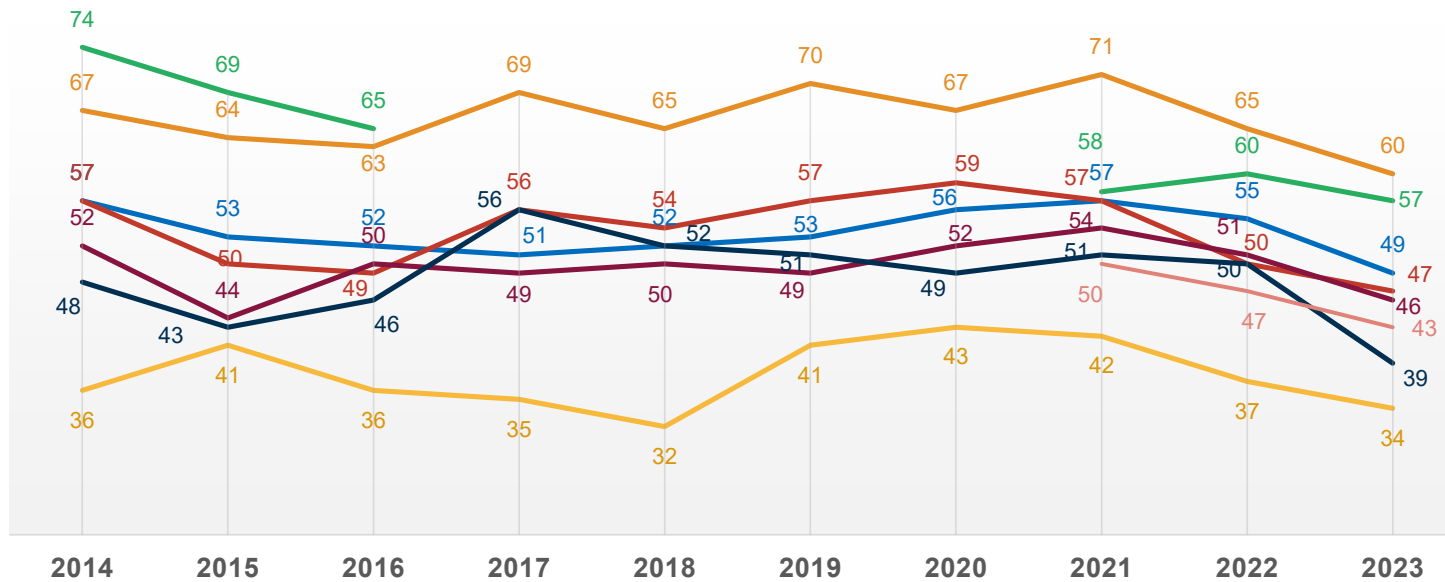
### Council performance compared to group average

Top 3 performing areas		
	COVID-19 response	≡ on par
	Waste management	▼ lower
	Appearance of public areas	▼ lower
Lowest 3 performing areas		
	Sealed local roads	▼ lower
	Community decisions	≡ on par
	Consultation & engagement	≡ on par
	Customer service	▼ lower



## Summary of core measures

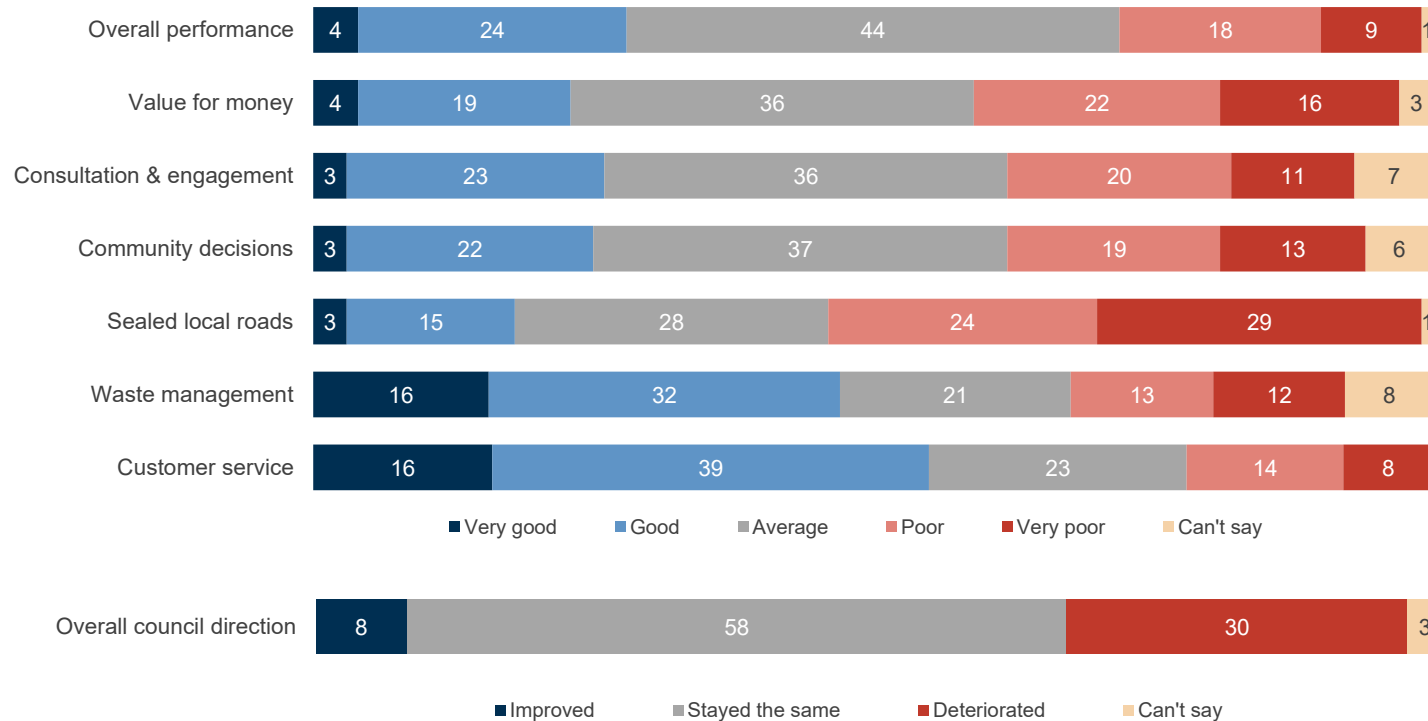
### Index scores





## Summary of core measures

Core measures summary results (%)





## Summary of Southern Grampians Shire Council performance



Services	Southern Grampians 2023	Southern Grampians 2022	Large Rural 2023	State-wide 2023	Highest score	Lowest score
Overall performance	49	55	52	56	Aged 65+ years	Aged 35-49 years
Value for money	43	47	45	49	Aged 65+ years	Aged 35-49 years
Overall council direction	39	50	44	46	Aged 65+ years	Aged 35-49 years, Aged 18-34 years
Customer service	60	65	65	67	Aged 65+ years, Aged 35-49 years, Women	Aged 50-64 years
COVID-19 response	67	70	67	67	Women, Aged 65+ years	Aged 35-49 years
Waste management	57	60	65	66	Aged 65+ years	Aged 35-49 years
Appearance of public areas	51	61	65	67	Men	Aged 35-49 years
Consultation & engagement	47	50	49	52	Aged 65+ years	Aged 35-49 years
Community decisions	46	51	48	51	Aged 65+ years	Aged 35-49 years
Sealed local roads	34	37	40	48	Aged 65+ years	Aged 35-49 years, Aged 18-34 years

Significantly higher / lower than Southern Grampians Shire Council 2023 result at the 95% confidence interval. Please see Appendix A for explanation of significant differences.



## Focus areas for the next 12 months

### Overview

Southern Grampians Shire Council's 2023 overall performance index score of 49 is significantly lower than the previous year's result of 55 and this year's Large Rural group and State-wide averages (index scores of 52 and 56 respectively). Perceptions of Council's performance across all core measures and individual service areas have declined, many significantly so. Residents aged 35 to 49 years provide the lowest overall performance rating across all measures other than customer service.

### Focus areas

This year's lowest performing area and in need of Council attention is sealed local roads (index score of 34). Council performance on sealed local roads has declined each from a series high index score of 43 in 2020. Council should also prioritise areas where there have been significant falls in performance this year, namely community decisions (down five points to 46) and the appearance of public areas (down ten points to 51). These falls are likely feeding a drop in perceptions of Council direction (down 11 points to 39).

### Comparison to state and area grouping

Southern Grampians Shire Council scores significantly lower than both the Large Rural group and State-wide average for councils on overall performance, council direction, customer service, waste management, the appearance of public areas and sealed local roads. It rates in line with the Large Rural group and significantly below the State-wide average on providing value for money, consultation and engagement and community decisions. Only on its COVID-19 response is Council on par with both.

### A need to better engage residents aged 35 to 49 years

Engaging with and improving perceptions among residents aged 35 to 49 years is recommended. This group has contributed to the decline this year in providing the lowest score for all core measures and individual service areas except for customer service, with significant declines on many. Last year the lowest performance scores were evenly split between residents aged 35 to 49 years and those aged 18 to 34. A recommendation was made to engage with the latter group, who this year do not provide any lowest scores.

# DETAILED FINDINGS



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# Overall performance

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## Overall performance

The overall performance index score of 49 for Southern Grampians Shire Council represents a significant six-point decline on the 2022 result, and the lowest score recorded for Council to date.

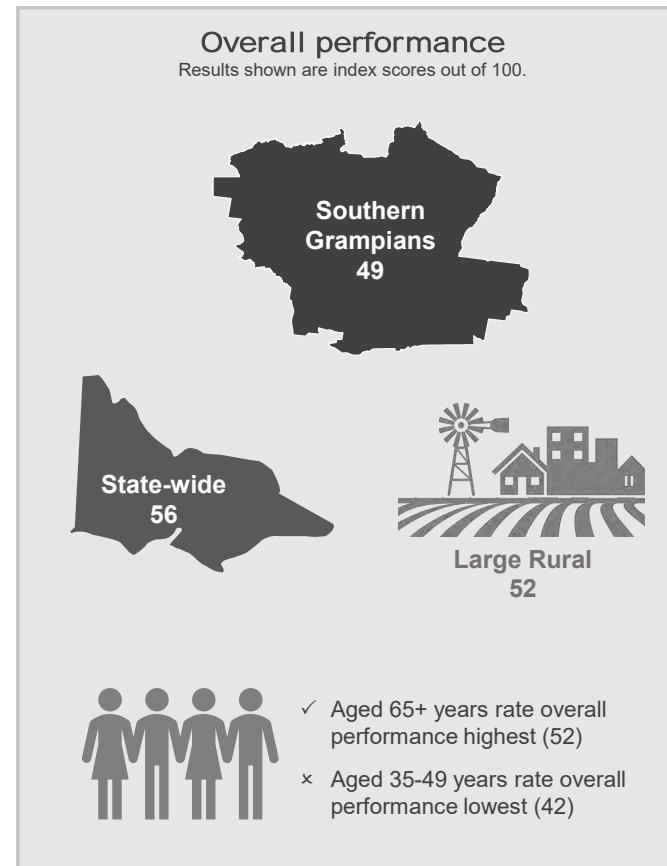
- Residents aged 35 to 49 years rate Council's overall performance significantly lower (index score of 42) than the Council average.

Southern Grampians Shire Council's overall performance is rated statistically significantly lower (at the 95% confidence interval) than the Large Rural group and State-wide average (52 and 56, respectively). Significant declines were recorded amongst 35-49 year olds, 65+ year olds and women.

Almost a quarter of residents (23%) rate the value for money they receive from Council in infrastructure and services provided to their community as 'very good' or 'good', far less than those who rate Council as 'very poor' or 'poor' (38%). A further 36% rate Council as 'average' in terms of providing value for money.

Council performs significantly lower on value for money than last year (index score of 43 versus 47 in 2022).

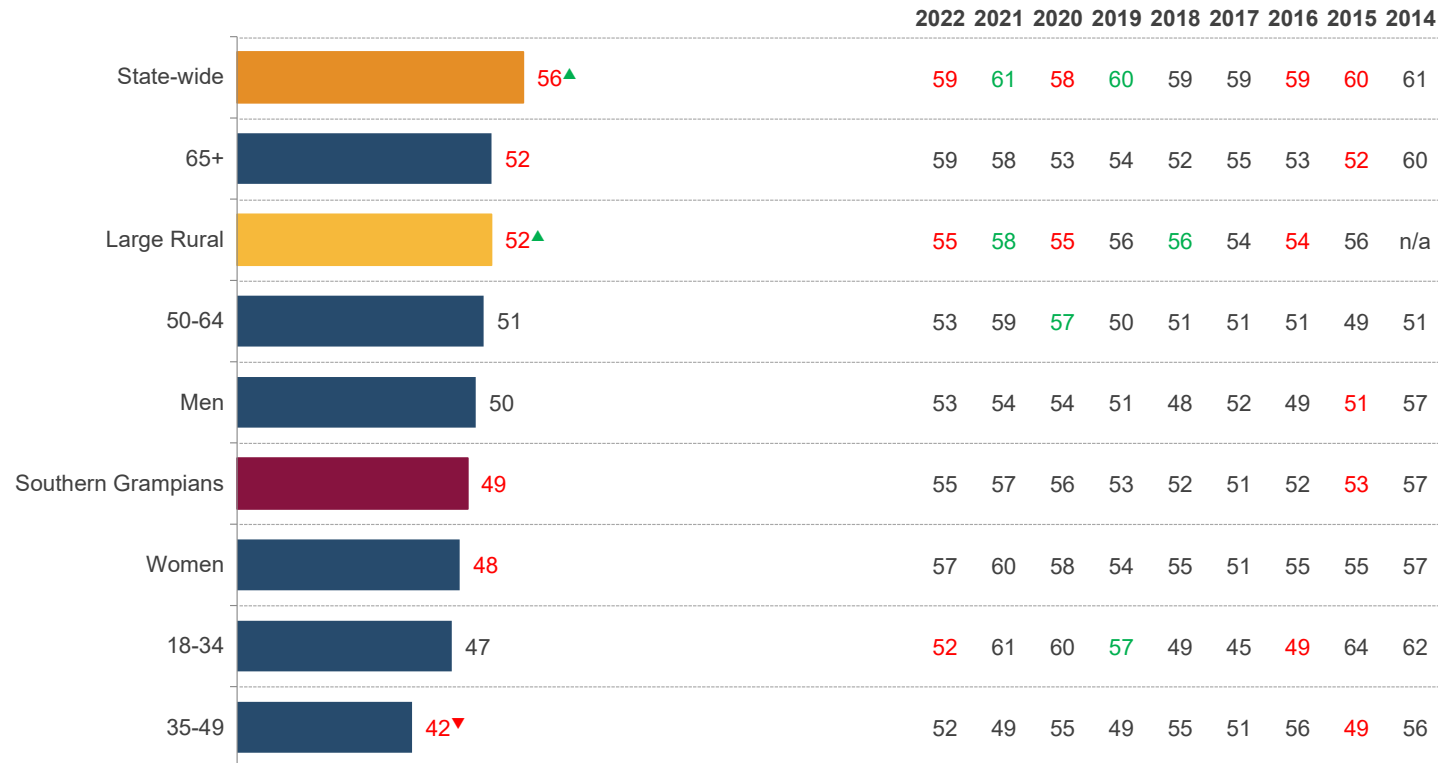
- Residents aged 65 years and over provide a significantly higher rating (49), while those aged 35 to 49 years provide a significantly lower rating (34, down a significant eight points on 2022).





## Overall performance

### 2023 overall performance (index scores)

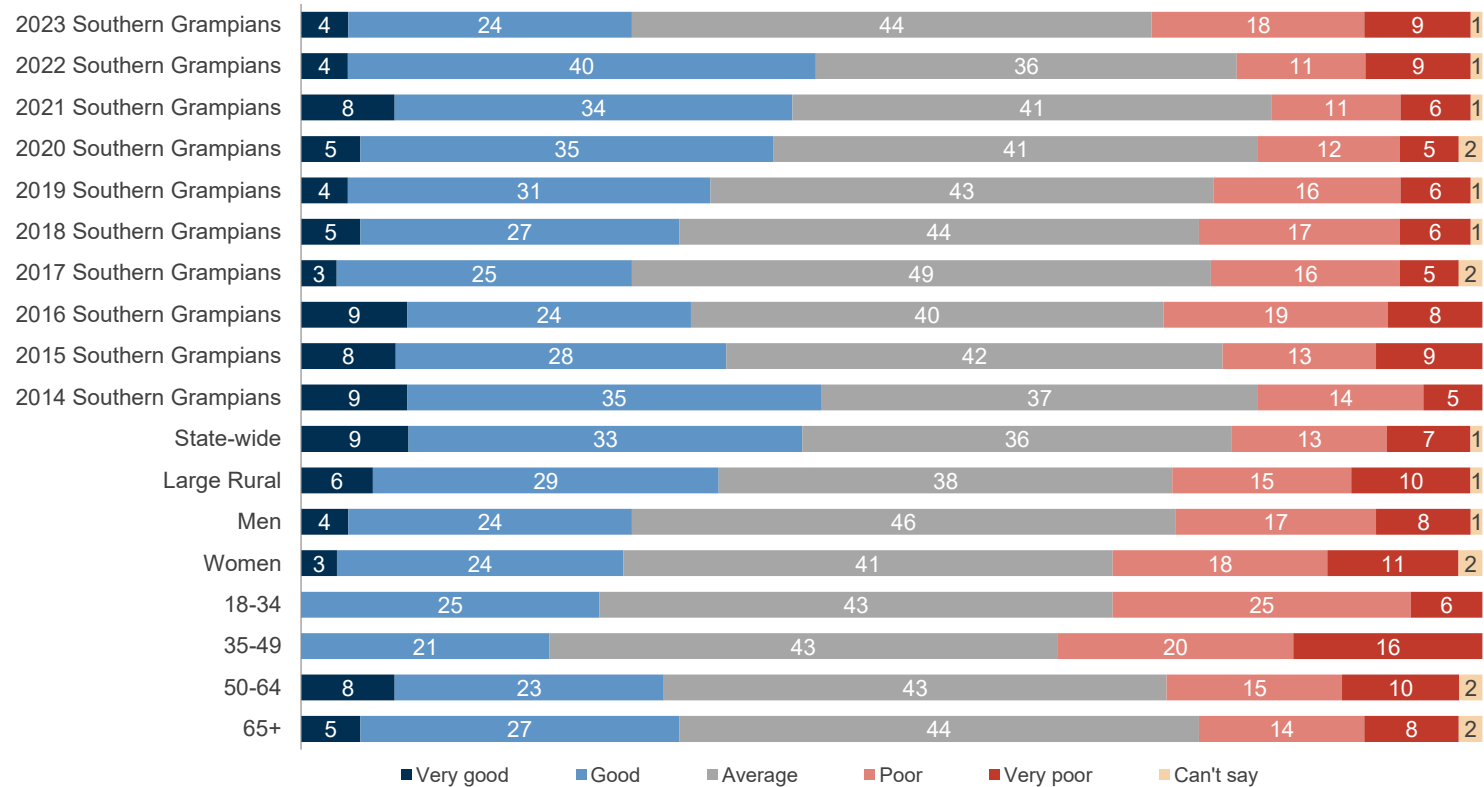


Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Southern Grampians Shire Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?  
 Base: All respondents. Councils asked State-wide: 66 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.



## Overall performance

### 2023 overall performance (%)



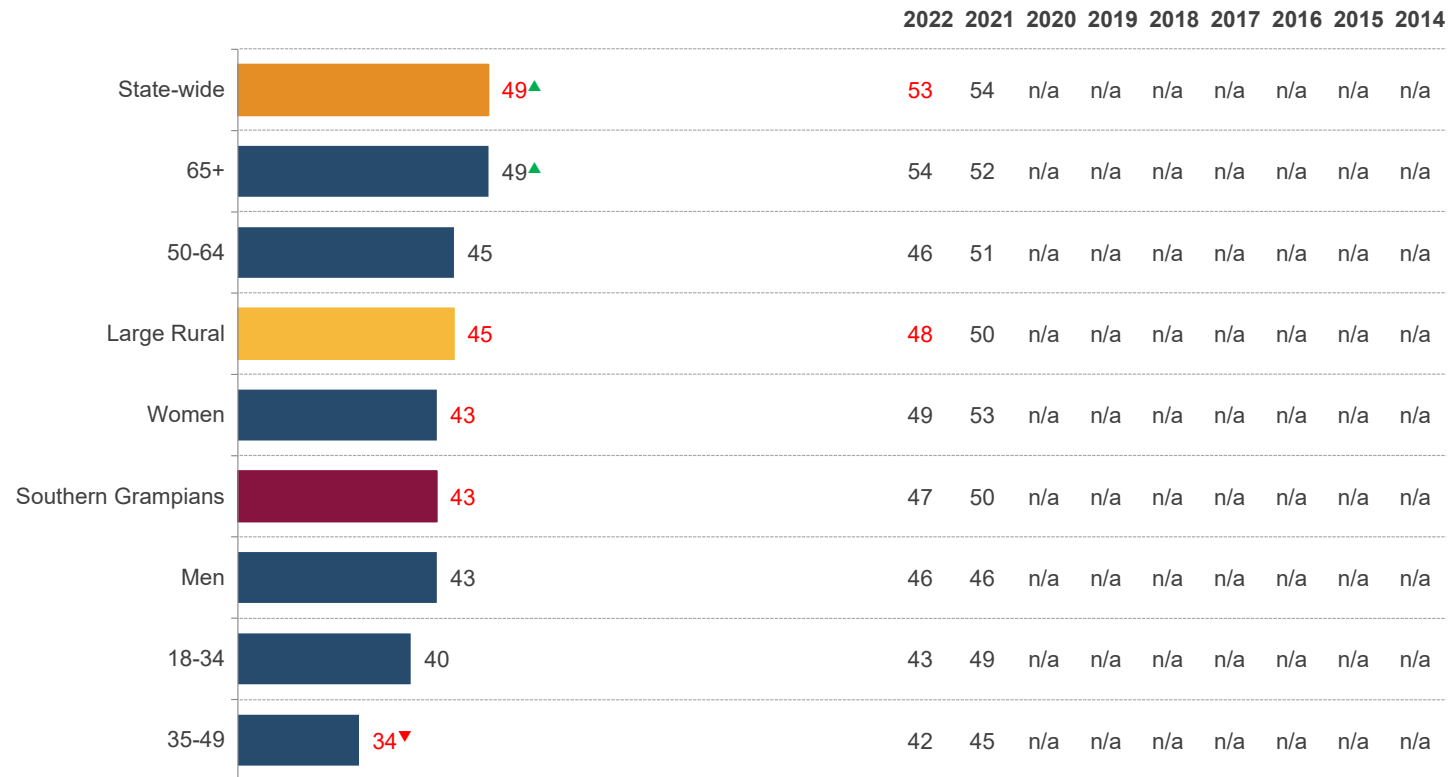
Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Southern Grampians Shire Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?  
 Base: All respondents. Councils asked State-wide: 66 Councils asked group: 18





## Value for money in services and infrastructure

### 2023 value for money (index scores)



Q3b. How would you rate Southern Grampians Shire Council at providing good value for money in infrastructure and services provided to your community?

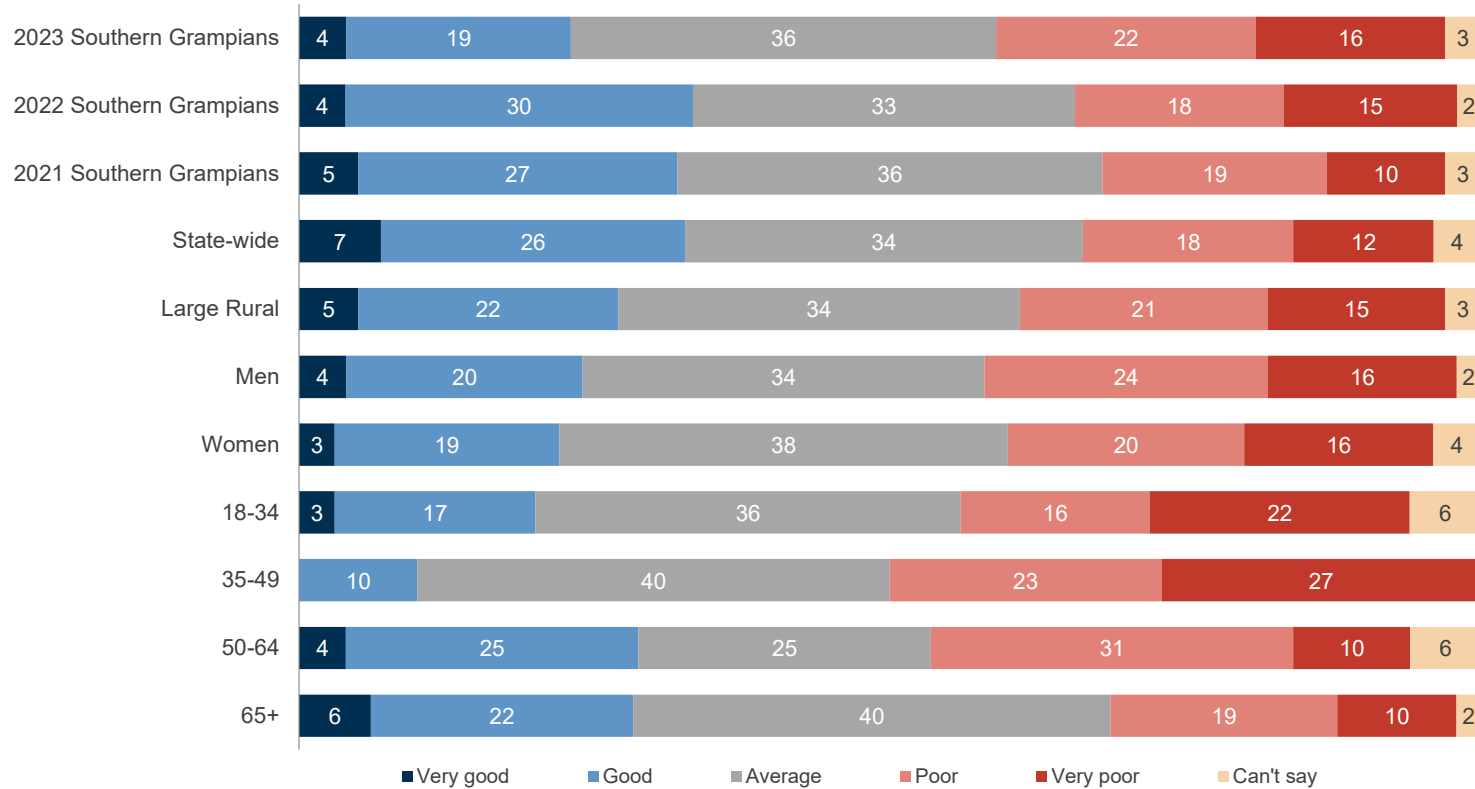
Base: All respondents. Councils asked State-wide: 65 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.

J01207 Community Satisfaction Survey 2023 – Southern Grampians Shire Council



## Value for money in services and infrastructure

2023 value for money (%)



Q3b. How would you rate Southern Grampians Shire Council at providing good value for money in infrastructure and services provided to your community?  
 Base: All respondents. Councils asked State-wide: 65 Councils asked group: 18



## Top performing service areas

The COVID-19 response is the area where Council performed best in 2023. Council performs in line with the Large Rural group and State-wide averages in this service area (all 67).

Waste management is Council's next highest rated service area (index score of 57), followed by the appearance of public areas (index score of 51).

- Council's waste management is rated significantly lower than the Large Rural group and State-wide average (65 and 66, respectively) and the same is true of the appearance of public areas (65 and 67, respectively).
- The appearance of public areas declined significantly by 10 points this year and is mentioned by 8% of residents as something Council needs to improve, although 6% mention parks and gardens and 4% mention public spaces as one of the best things about Council.
- Likewise, 9% of residents volunteer waste management as one of the top areas for improvement, while only 3% mention it as one of the best things about Council.





## Low performing service areas



Council rates lowest – relative to its performance in other areas – on sealed local roads (index score of 34, down three points from 2022, although this is not a significant decline) and community decisions (46, significantly down five points from 2022).

Council rates significantly lower than the Large Rural group and State-wide average for sealed local roads (40 and 48, respectively).

- Just over half of residents (53%) rate sealed local roads performance as 'poor' or 'very poor', while less than one in five (18%) rate it as 'very good' or 'good'.

Council is in line with the Large Rural group and significantly lower than the State-wide average on community decisions (51 and 48, respectively).

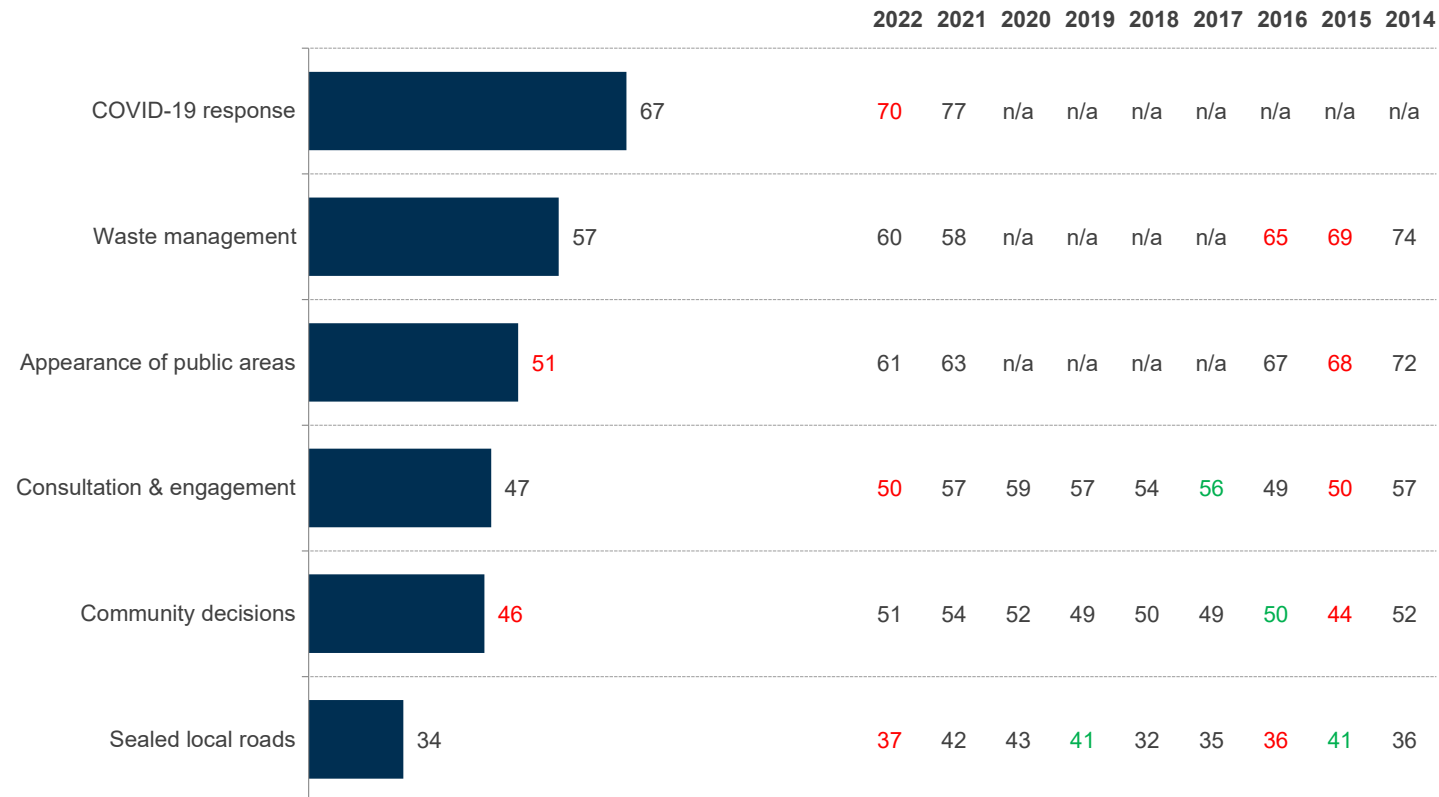
- Almost a third of residents (32%) rate community decisions performance as 'poor' or 'very poor', while a quarter (25%) rate it as 'very good' or 'good'.

Sealed road maintenance is mentioned by almost a quarter of residents (24%) as the top Council area in need of improvement, with community consultation (12%) mentioned next most often.



## Individual service area performance

### 2023 individual service area performance (index scores)



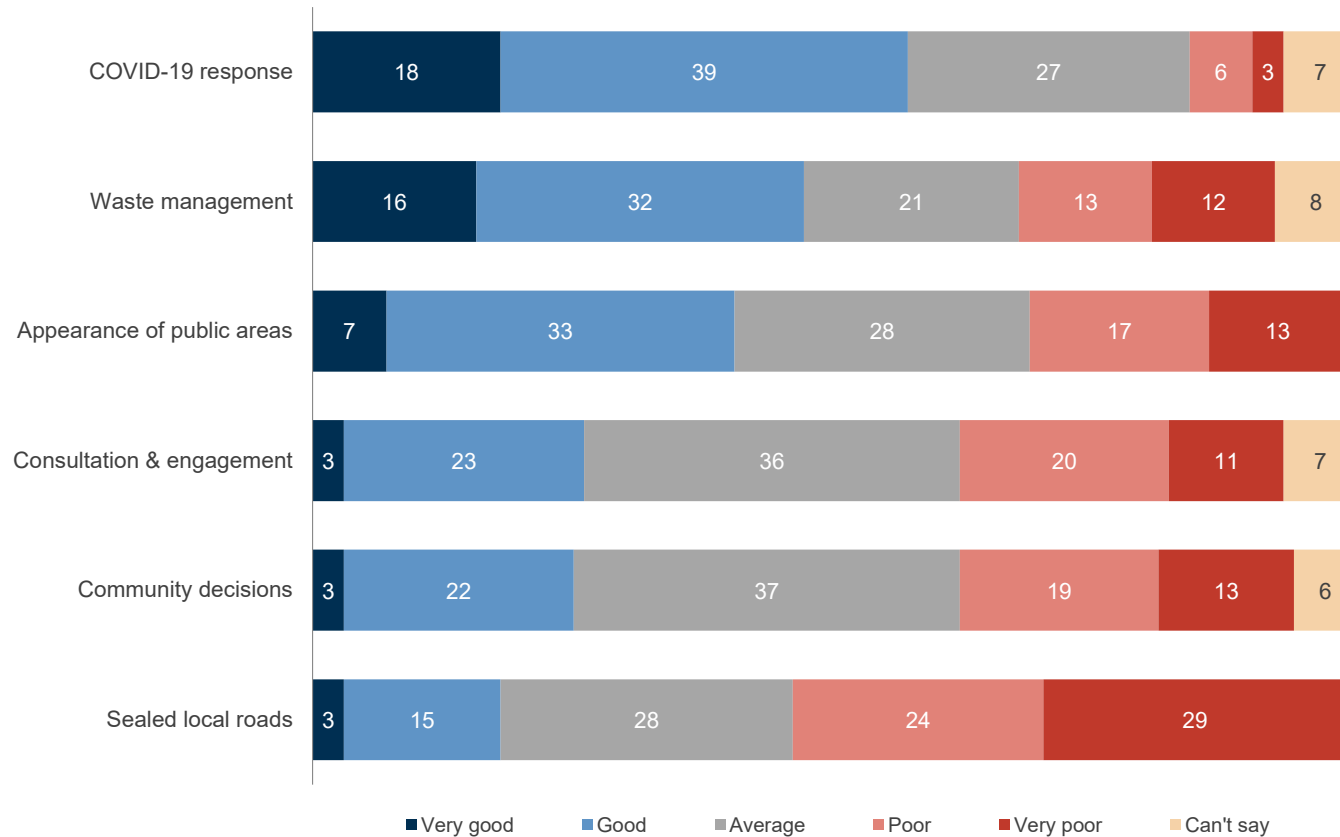
Q2. How has Council performed on [RESPONSIBILITY AREA] over the last 12 months?  
 Base: All respondents. Councils asked State-wide: 66 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.

J01207 Community Satisfaction Survey 2023 – Southern Grampians Shire Council



## Individual service area performance

2023 individual service area performance (%)



Q2. How has Council performed on [RESPONSIBILITY AREA] over the last 12 months?  
 Base: All respondents. Councils asked State-wide: 66 Councils asked group: 18

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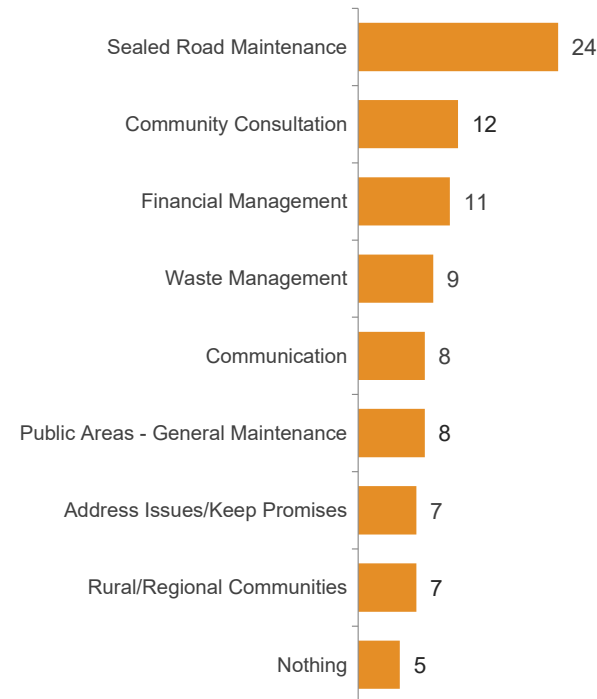


## Best things about Council and areas for improvement

**2023 best things about Council (%)**  
- Top mentions only -



**2023 areas for improvement (%)**  
- Top mentions only -



Q16. Please tell me what is the ONE BEST thing about Southern Grampians Shire Council? It could be about any of the issues or services we have covered in this survey or it could be about something else altogether?

Base: All respondents. Councils asked State-wide: 33 Councils asked group: 12

Q17. What does Southern Grampians Shire Council MOST need to do to improve its performance?

Base: All respondents. Councils asked State-wide: 53 Councils asked group: 16

A verbatim listing of responses to these questions can be found in the accompanying dashboard.





# Customer service

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## Contact with council and customer service

### Contact with council

About three in five Council residents (58%) have had contact with Council in the last 12 months, the second-highest rate of contact after the 2020 rate of 59%.

- 70% of residents aged 35 to 49 years contacted Council, significantly higher than average, while the rate of contact by women increased significantly (62%, up ten percentage points).

The top methods of contact with Council are by telephone (30%), in person (26%) and by email (21%), consistent with last year.



**Among those residents who have had contact with Council, 55% provide a positive customer service rating of 'very good' or 'good', including 16% who rate Council's customer service as 'very good'.**

### Customer service

Council's customer service score of 60 represents its lowest performance ever recorded on this measure. The five-point decline on the 2022 result is not significant but creates a trend decline after a peak score of 71 in 2021.

Customer service is rated significantly lower than the Large Rural group and State-wide averages (index scores of 65 and 67 respectively).

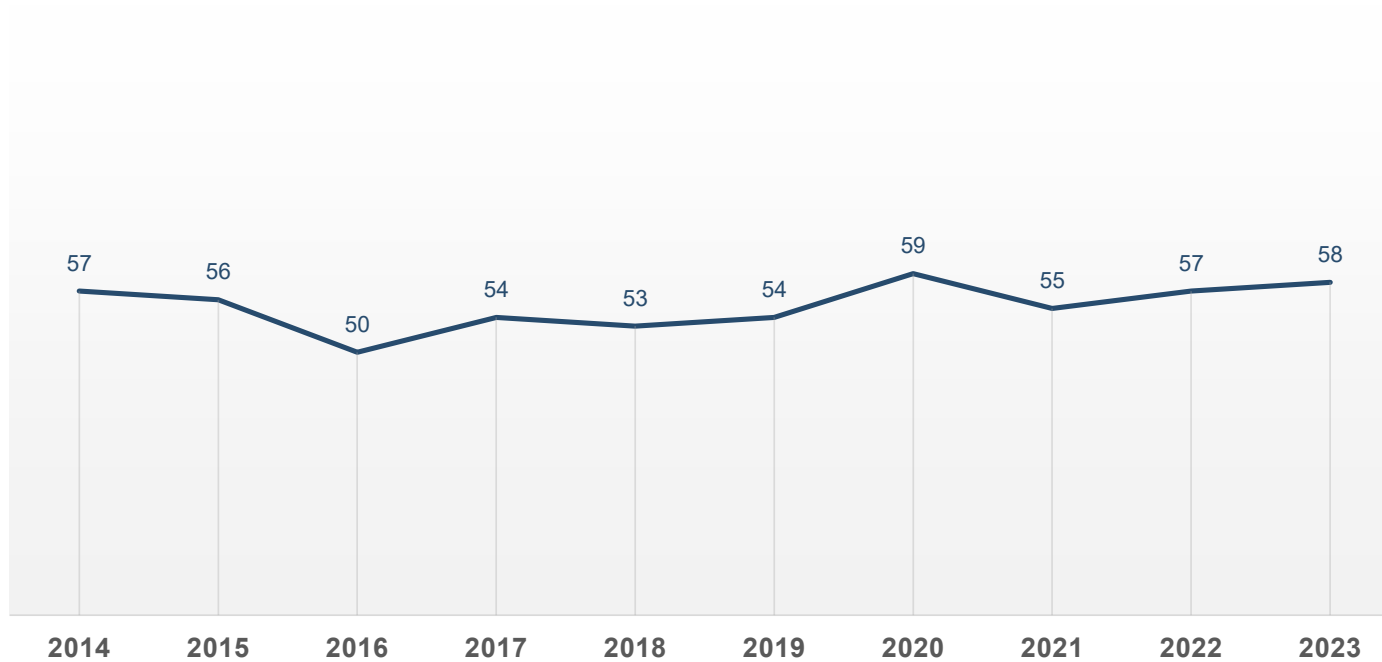
Over half of residents (55%) provide a positive customer service rating of 'very good' or 'good'.

For the main methods of contact, customer service ratings are highest for contact in person (index score of 65), ahead of contact by telephone (61). Residents' ratings of customer service interactions that occurred by email declined significantly (48, down from 63 in 2022), resulting in the lowest score to date for Council in this area.



## Contact with council

**2023 contact with council (%)**  
Have had contact

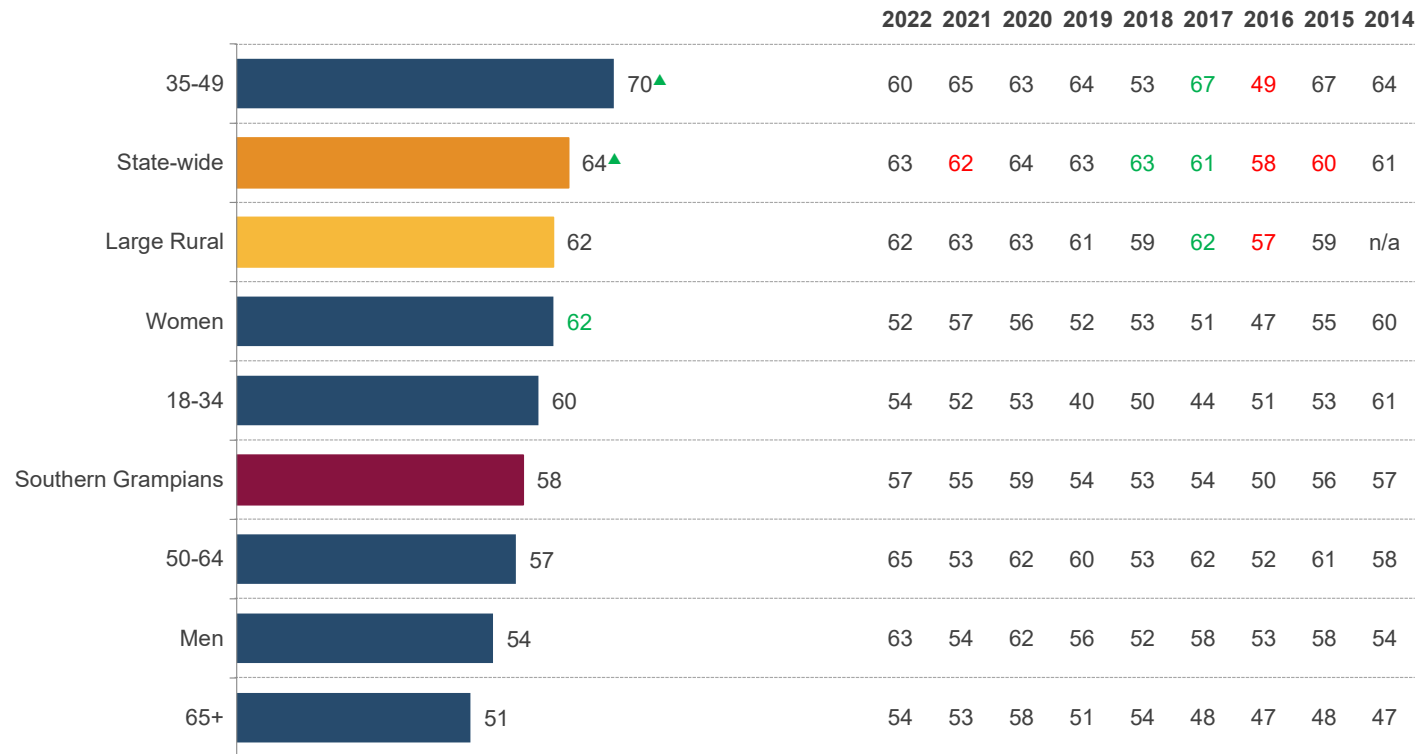


Q5a. Have you or any member of your household had any recent contact with Southern Grampians Shire Council in any of the following ways?  
Base: All respondents. Councils asked State-wide: 25 Councils asked group: 8



## Contact with council

2023 contact with council (%)



Q5a. Have you or any member of your household had any recent contact with Southern Grampians Shire Council in any of the following ways?

Base: All respondents. Councils asked State-wide: 25 Councils asked group: 8

Note: Please see Appendix A for explanation of significant differences.



## Customer service rating

### 2023 customer service rating (index scores)

		2022	2021	2020	2019	2018	2017	2016	2015	2014
State-wide	67▲	68	70	70	71	70	69	69	70	72
Large Rural	65▲	67	68	68	69	67	66	67	67	n/a
65+	62	69	70	62	62	61	69	63	65	69
35-49	62	58	60	69	73	64	68	58	64	68
Women	62	66	75	67	72	70	68	70	68	68
Southern Grampians	60	65	71	67	70	65	69	63	64	67
18-34	60	69	87	67	77	71	56	70	60	69
Men	59	63	67	68	67	60	69	56	61	67
50-64	55	61	70	73	71	70	76	60	69	64

Q5c. Thinking of the most recent contact, how would you rate Southern Grampians Shire Council for customer service? Please keep in mind we do not mean the actual outcome but rather the actual service that was received.

Base: All respondents who have had contact with Council in the last 12 months.

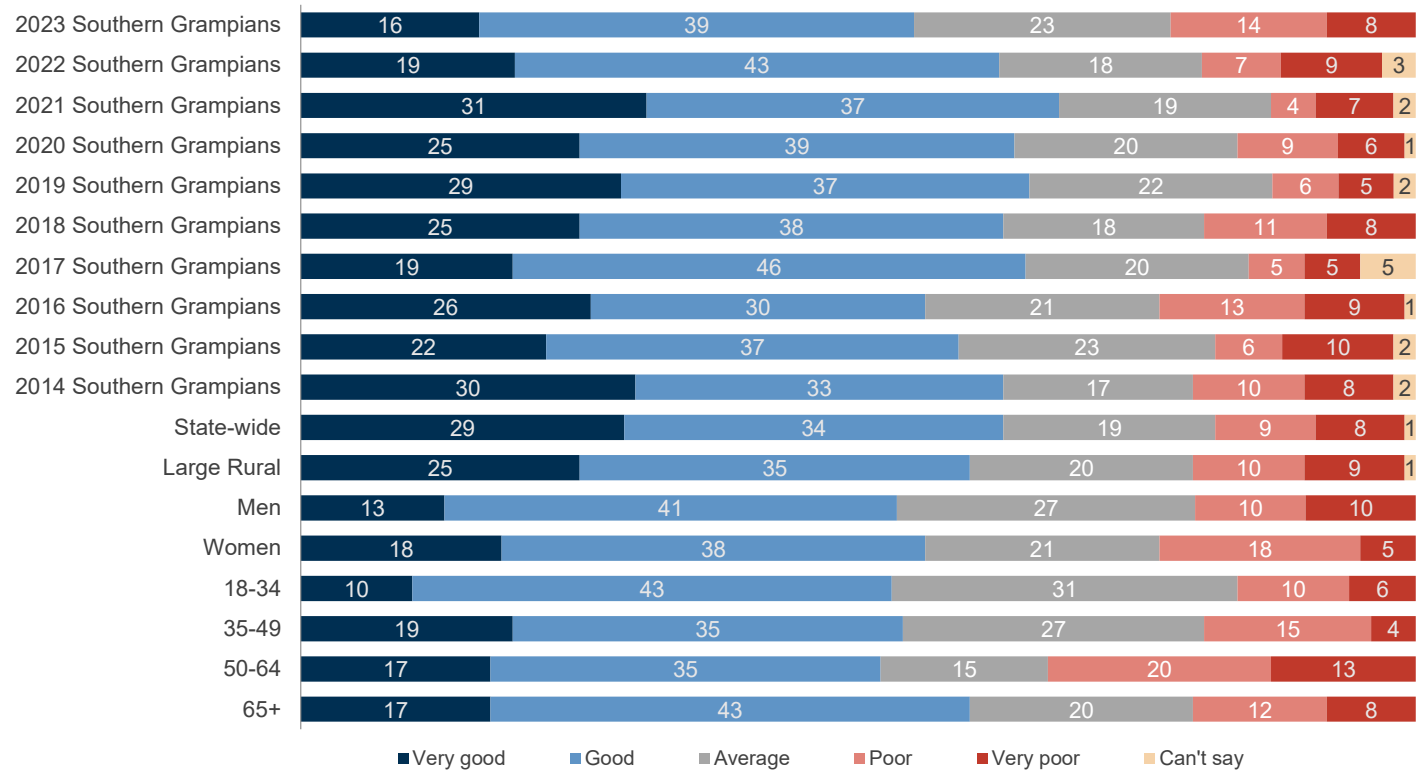
Councils asked State-wide: 66 Councils asked group: 18

Note: Please see Appendix A for explanation of significant differences.



## Customer service rating

2023 customer service rating (%)

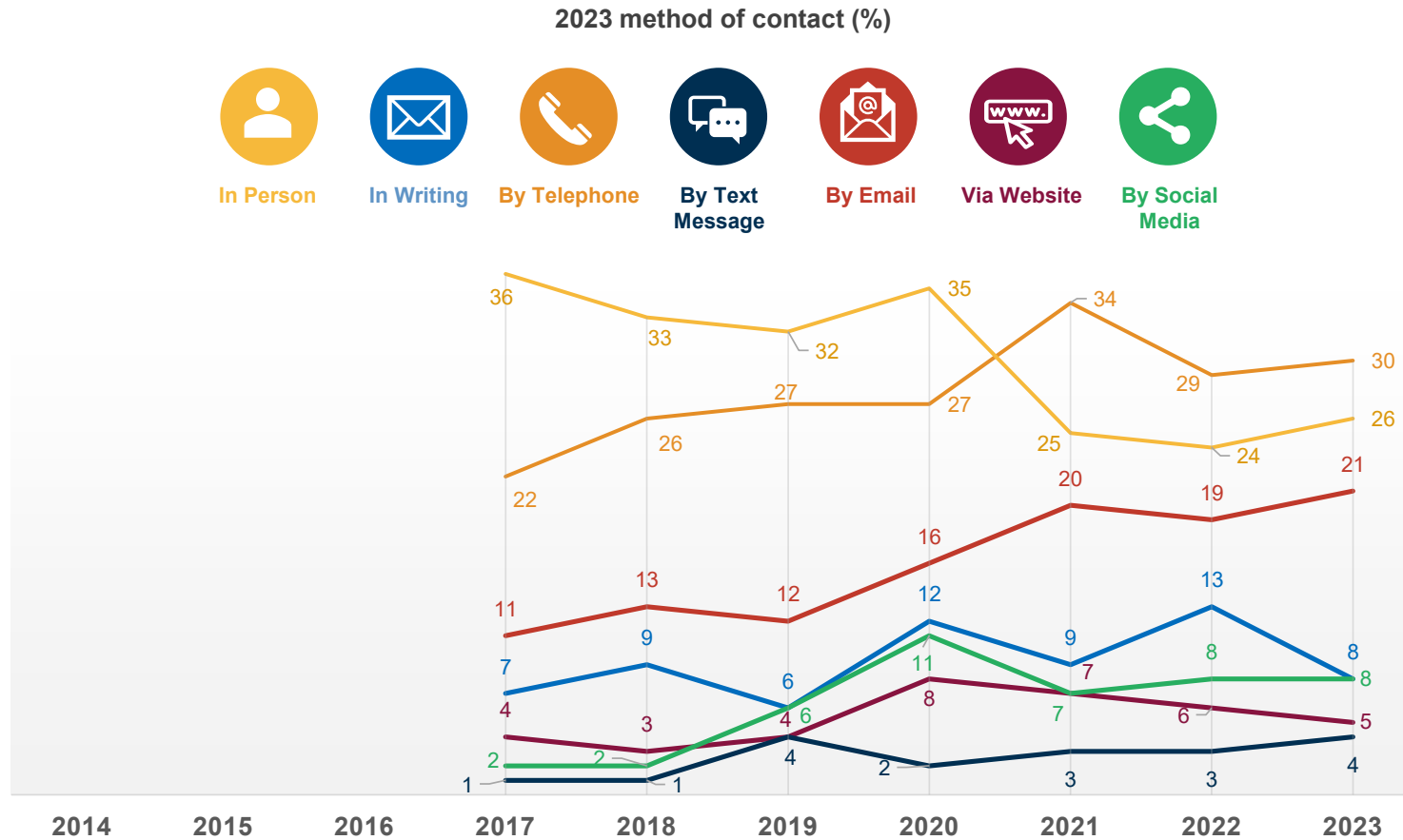


Q5c. Thinking of the most recent contact, how would you rate Southern Grampians Shire Council for customer service? Please keep in mind we do not mean the actual outcome but rather the actual service that was received.

Base: All respondents who have had contact with Council in the last 12 months.  
Councils asked State-wide: 66 Councils asked group: 18



## Method of contact with council



Q5a. Have you or any member of your household had any recent contact with Southern Grampians Shire Council in any of the following ways?

Base: All respondents. Councils asked State-wide: 25 Councils asked group: 8

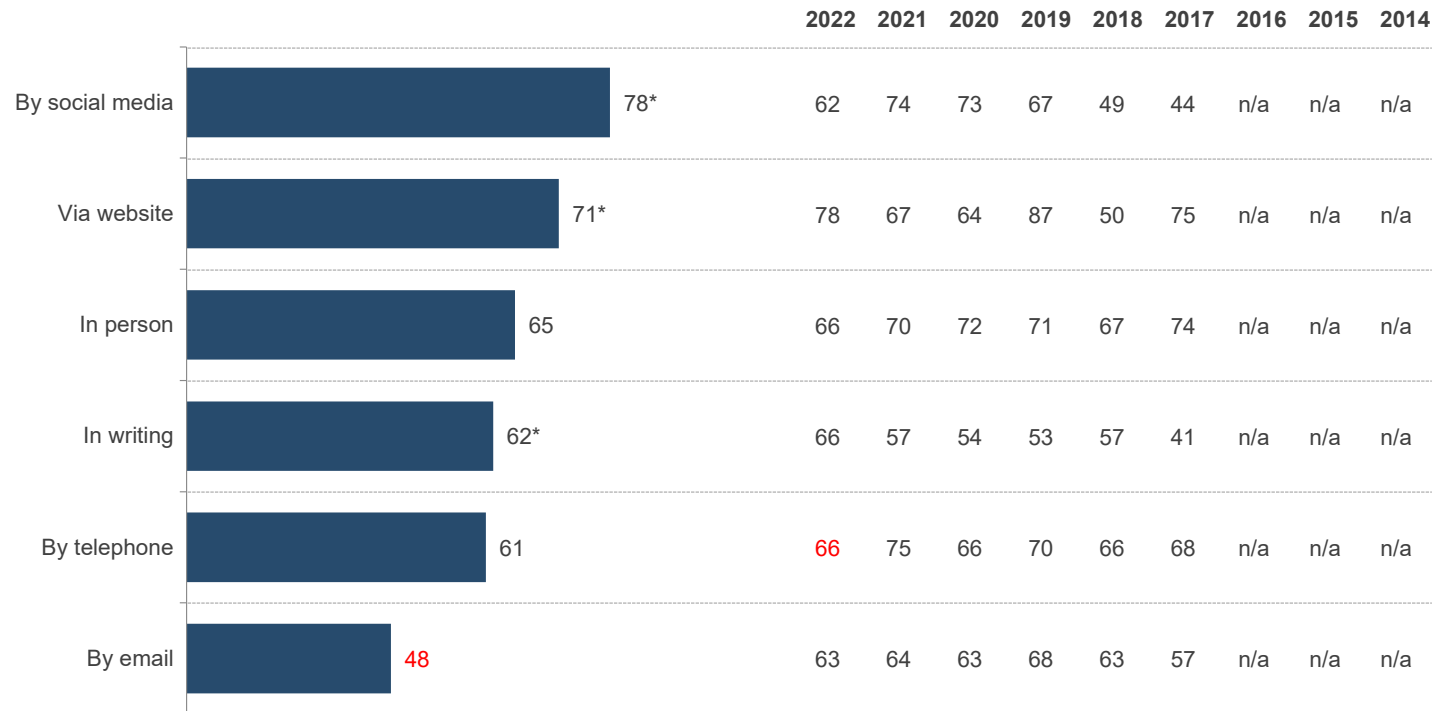
Note: Respondents could name multiple contacts methods so responses may add to more than 100%





## Customer service rating by method of last contact

2023 customer service rating (index score by method of last contact)



Q5c. Thinking of the most recent contact, how would you rate Southern Grampians Shire Council for customer service? Please keep in mind we do not mean the actual outcome but rather the actual service that was received.

Base: All respondents who have had contact with Council in the last 12 months.

Councils asked State-wide: 25 Councils asked group: 8

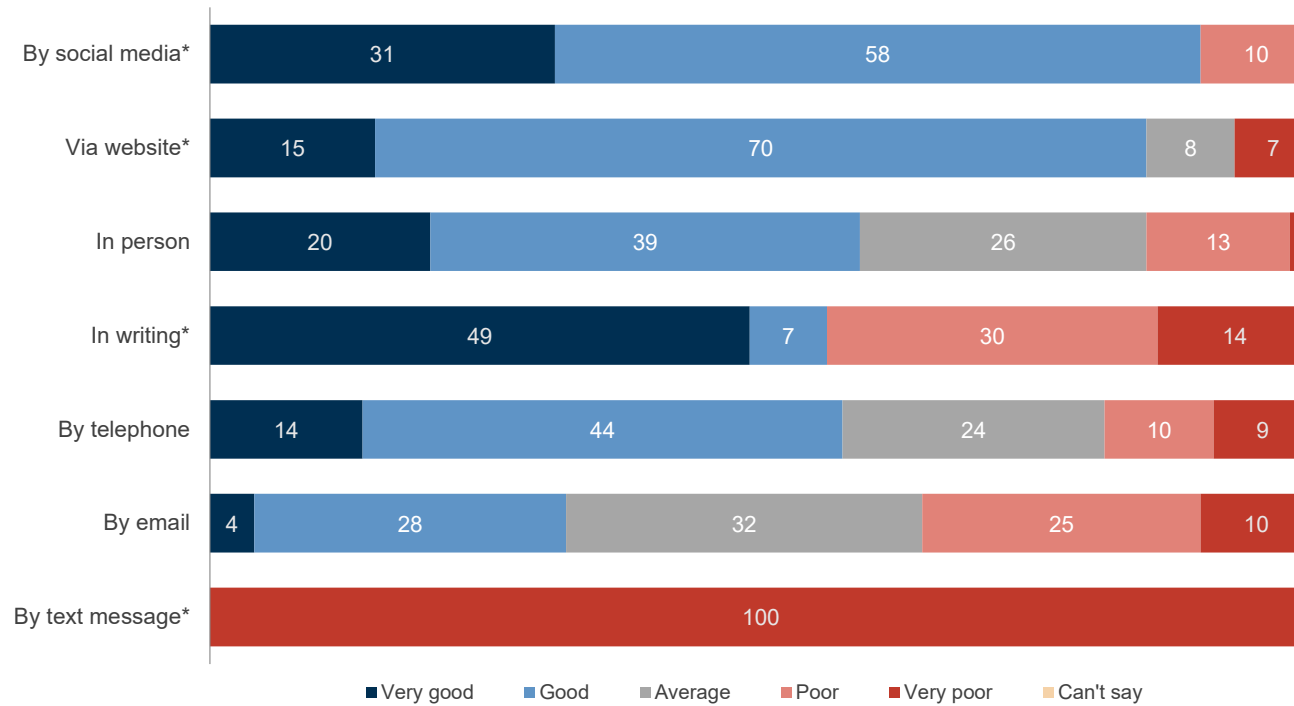
Note: Please see Appendix A for explanation of significant differences.

\*Caution: small sample size < n=30



## Customer service rating by method of last contact

2023 customer service rating (% by method of last contact)



Q5c. Thinking of the most recent contact, how would you rate Southern Grampians Shire Council for customer service? Please keep in mind we do not mean the actual outcome but rather the actual service that was received.

Base: All respondents who have had contact with Council in the last 12 months.

Councils asked State-wide: 25 Councils asked group: 8

\*Caution: small sample size < n=30



# Communication

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## Communication

The preferred form of communication from Council about news, information and upcoming events is a council newsletter sent via email, at 25%, representing the greatest change since 2022 (up eight points).

This is the second time newsletter via email has overtaken usually-in-first-place newsletter via mail (now in second place at 22%). The other time this occurred was in 2019.

In third place is advertising in a local newspaper (17%, the same percentage as in 2022 and 2021), now ahead of preference for social media (14%, down five points).

Residents are split by age group when it comes to preferences between digital and hard copy:

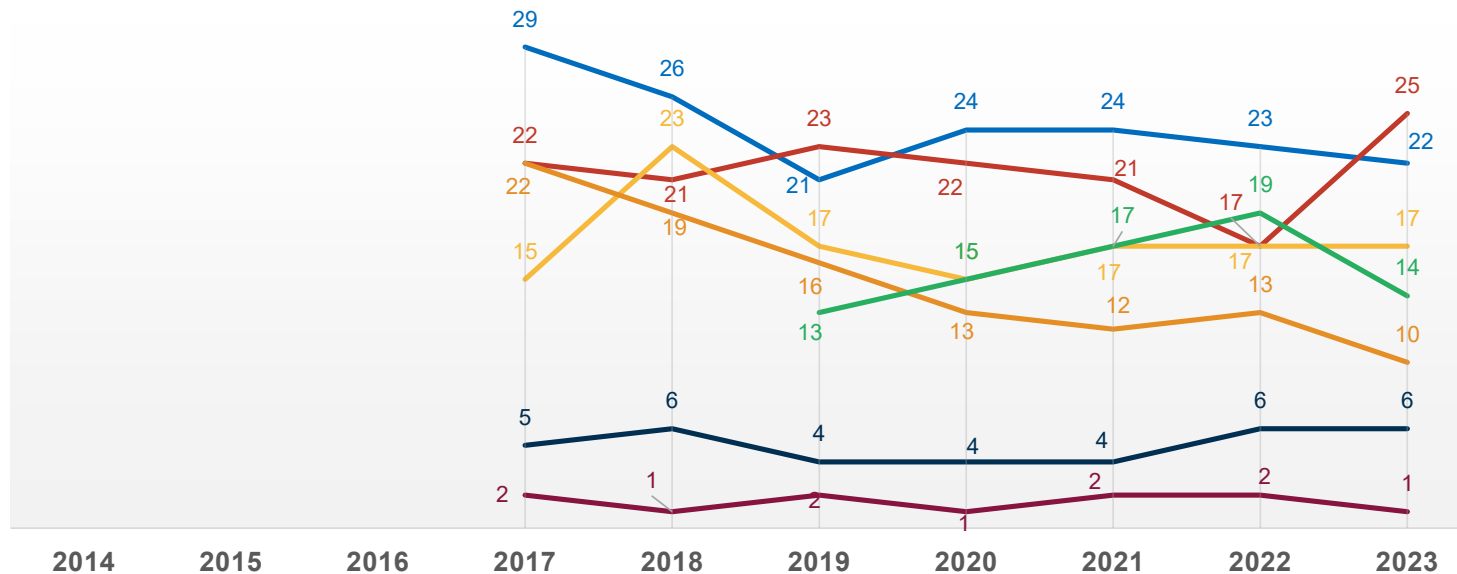
- The preferred form of communication among residents under 50 years of age is now a newsletter sent via email (32%, almost tripling from 11% in 2022), followed by social media (23%, down from 36% in 2022) and a mailed newsletter (17%, down six points).
- The preferred form of communication among those aged 50 years or over is a newsletter sent via mail (26%, slightly up from 24% in 2022), followed by advertising in a local newspaper (23%, the same result as in 2022) and then a newsletter via email (20%, unchanged).





## Best form of communication

2023 best form of communication (%)

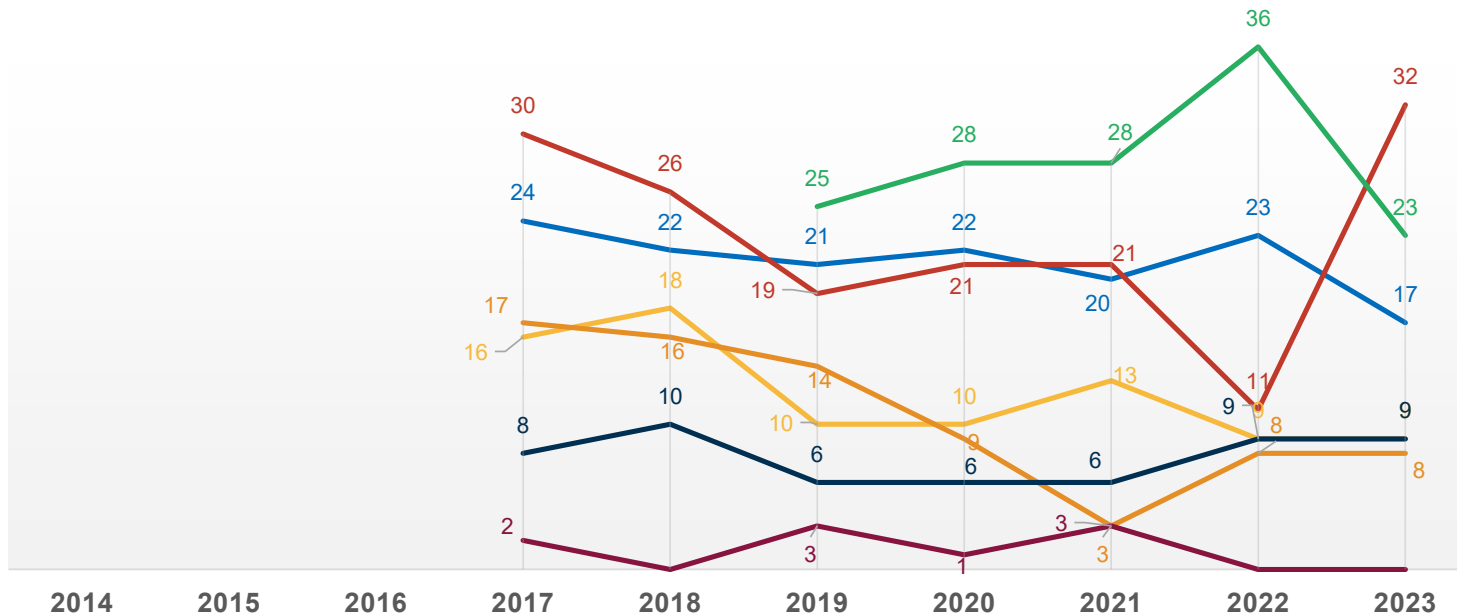


Q13. If Southern Grampians Shire Council was going to get in touch with you to inform you about Council news and information and upcoming events, which ONE of the following is the BEST way to communicate with you?  
 Base: All respondents. Councils asked State-wide: 40 Councils asked group: 10  
 Note: 'Social Media' was included in 2019.



## Best form of communication: under 50s

2023 under 50s best form of communication (%)

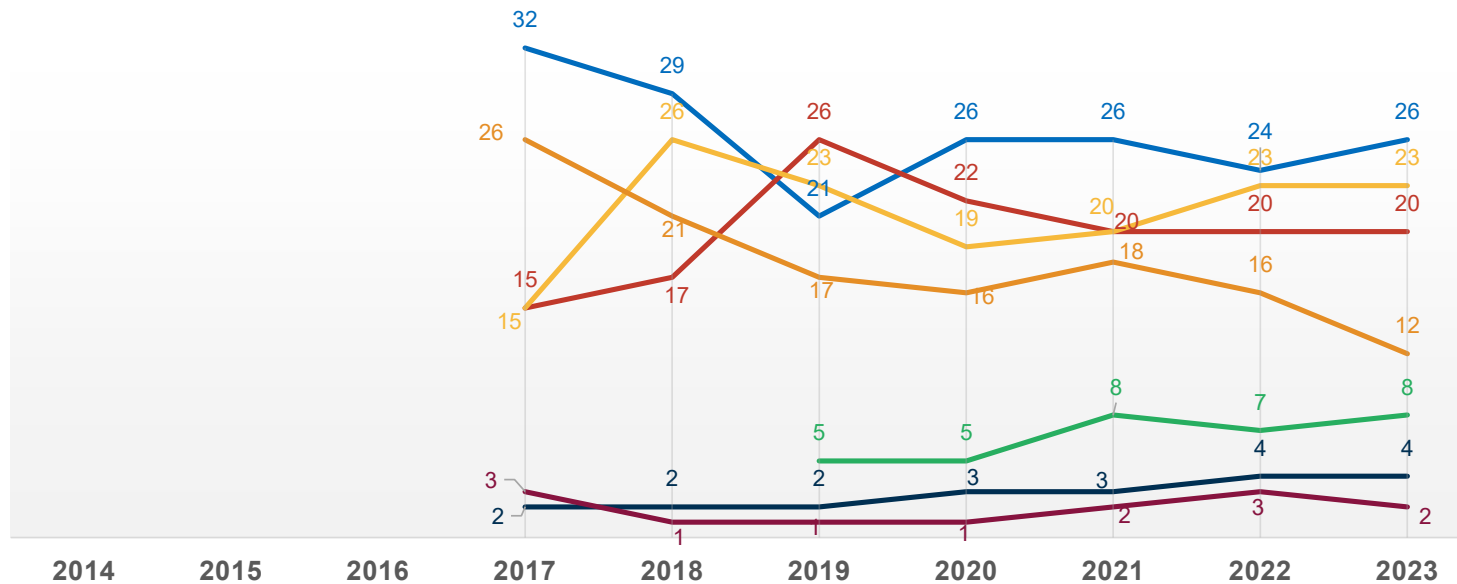


Q13. If Southern Grampians Shire Council was going to get in touch with you to inform you about Council news and information and upcoming events, which ONE of the following is the BEST way to communicate with you?  
 Base: All respondents aged under 50. Councils asked State-wide: 40 Councils asked group: 10  
 Note: 'Social Media' was included in 2019.



## Best form of communication: over 50s

2023 over 50s best form of communication (%)



Q13. If Southern Grampians Shire Council was going to get in touch with you to inform you about Council news and information and upcoming events, which ONE of the following is the BEST way to communicate with you?  
 Base: All respondents aged over 50. Councils asked State-wide: 40 Councils asked group: 10  
 Note: 'Social Media' was included in 2019.





## Council direction



## Council direction

Over the last 12 months, 58% (down five points on 2022) of residents believe overall council direction has stayed the same.

- 8% believe the direction has improved, down nine points on 2022, while 30% believe it has deteriorated, up 12 points.
- The most satisfied with council direction are residents aged 65 years and over and women and the least satisfied are residents aged 35 to 49 years and residents aged 18 to 34 years, although none are significantly different to the average and all demographic cohorts declined significantly on 2022.

Council performs significantly lower on overall council direction (index score of 39) than the Large Rural group and State-wide averages (44 and 46, respectively).

Council's 2023 result on overall direction is significantly lower (by 11 points) than last year's. The same is true of the Large Rural group and State-wide average (down three and four points, respectively), indicating a broader trend of decline in 2023, however the result for Southern Grampians Shire Council is well above these group declines and a cause for concern for Council.

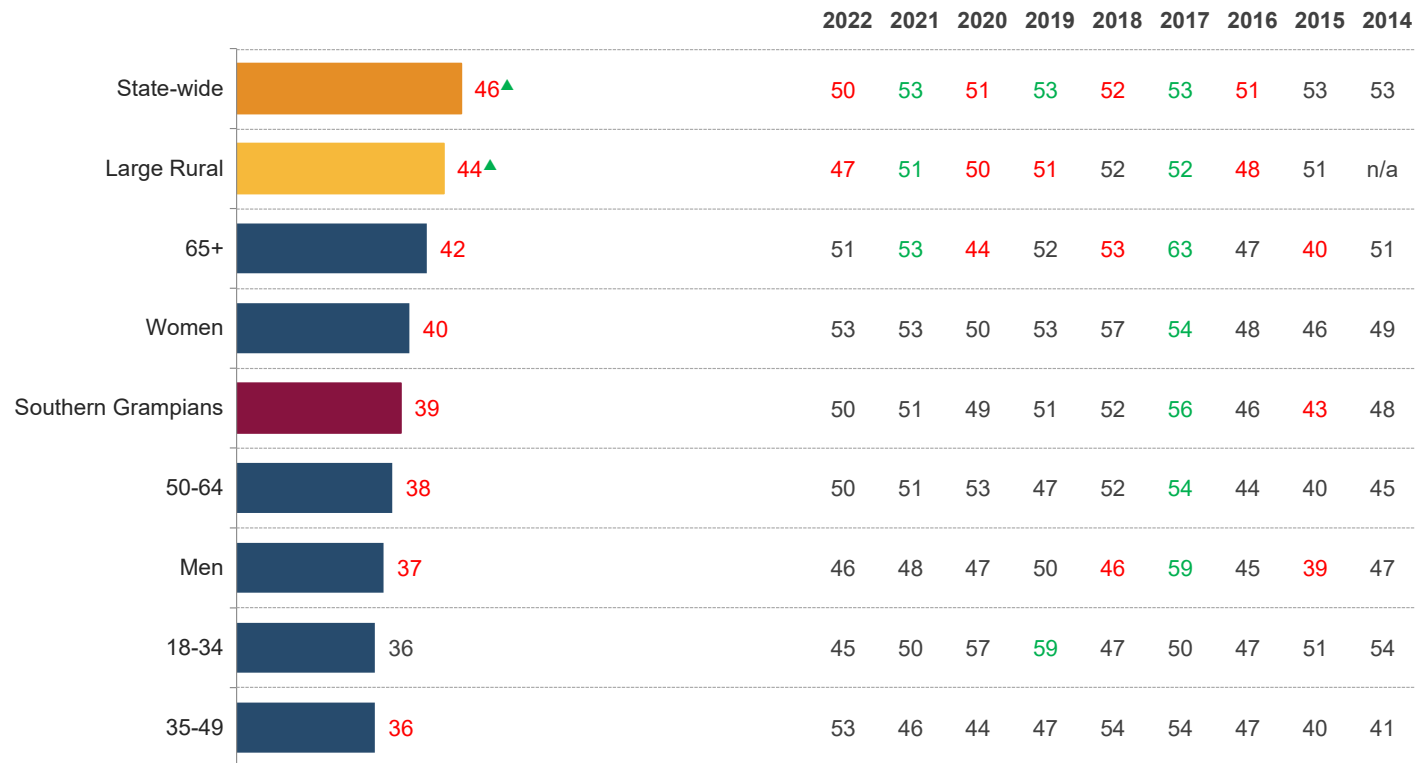
This result is reinforced by 95% of residents saying there is a room for improvement in Council's performance, with 64% saying there is a lot of room.





## Overall council direction last 12 months

### 2023 overall council direction (index scores)

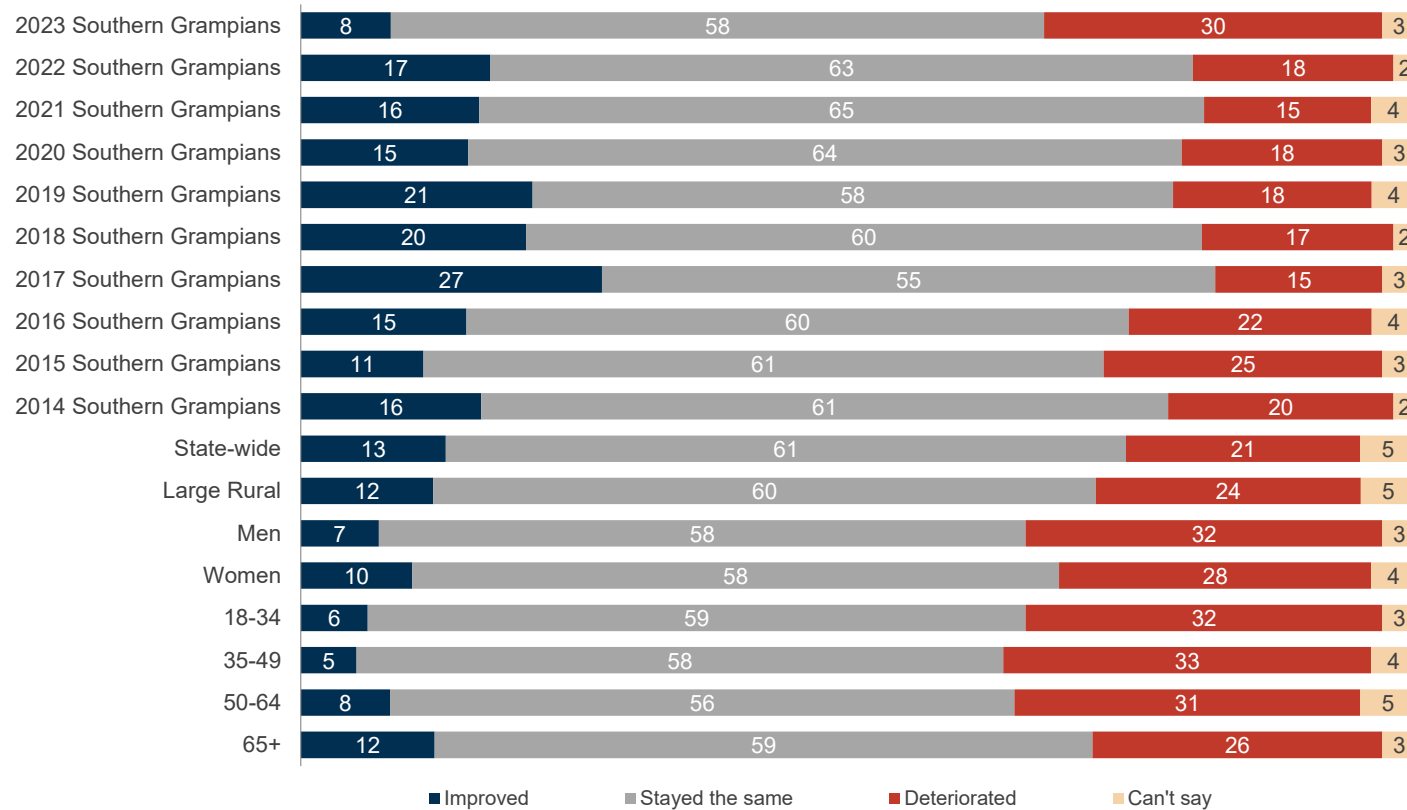


Q6. Over the last 12 months, what is your view of the direction of Southern Grampians Shire Council's overall performance?  
 Base: All respondents. Councils asked State-wide: 66 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.



## Overall council direction last 12 months

2023 overall council direction (%)

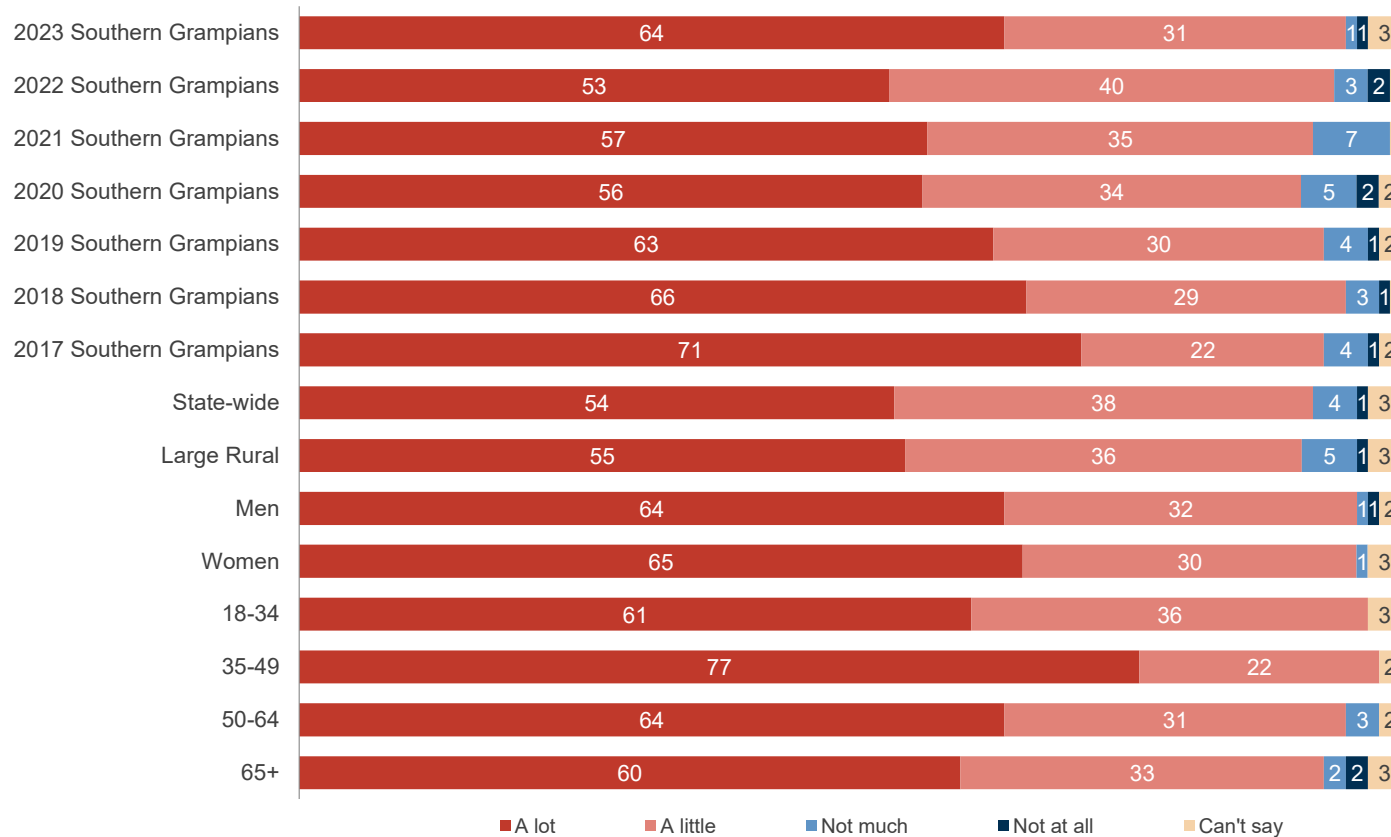


Q6. Over the last 12 months, what is your view of the direction of Southern Grampians Shire Council's overall performance?  
 Base: All respondents. Councils asked State-wide: 66 Councils asked group: 18



## Room for improvement in services

2023 room for improvement in services (%)

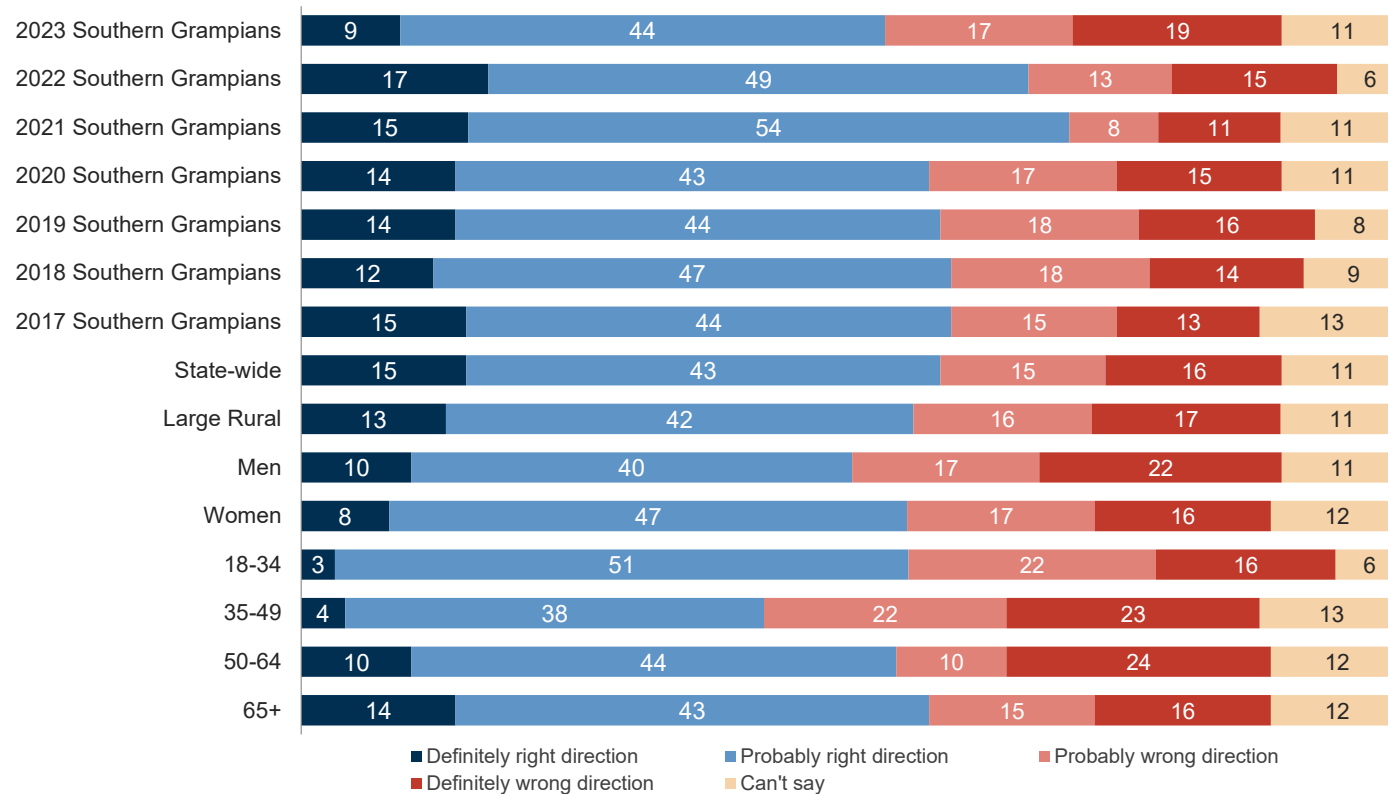


Q7. Thinking about the next 12 months, how much room for improvement do you think there is in Southern Grampians Shire Council's overall performance?  
 Base: All respondents. Councils asked State-wide: 4 Councils asked group: 3



## Right / wrong direction

2023 right / wrong direction (%)

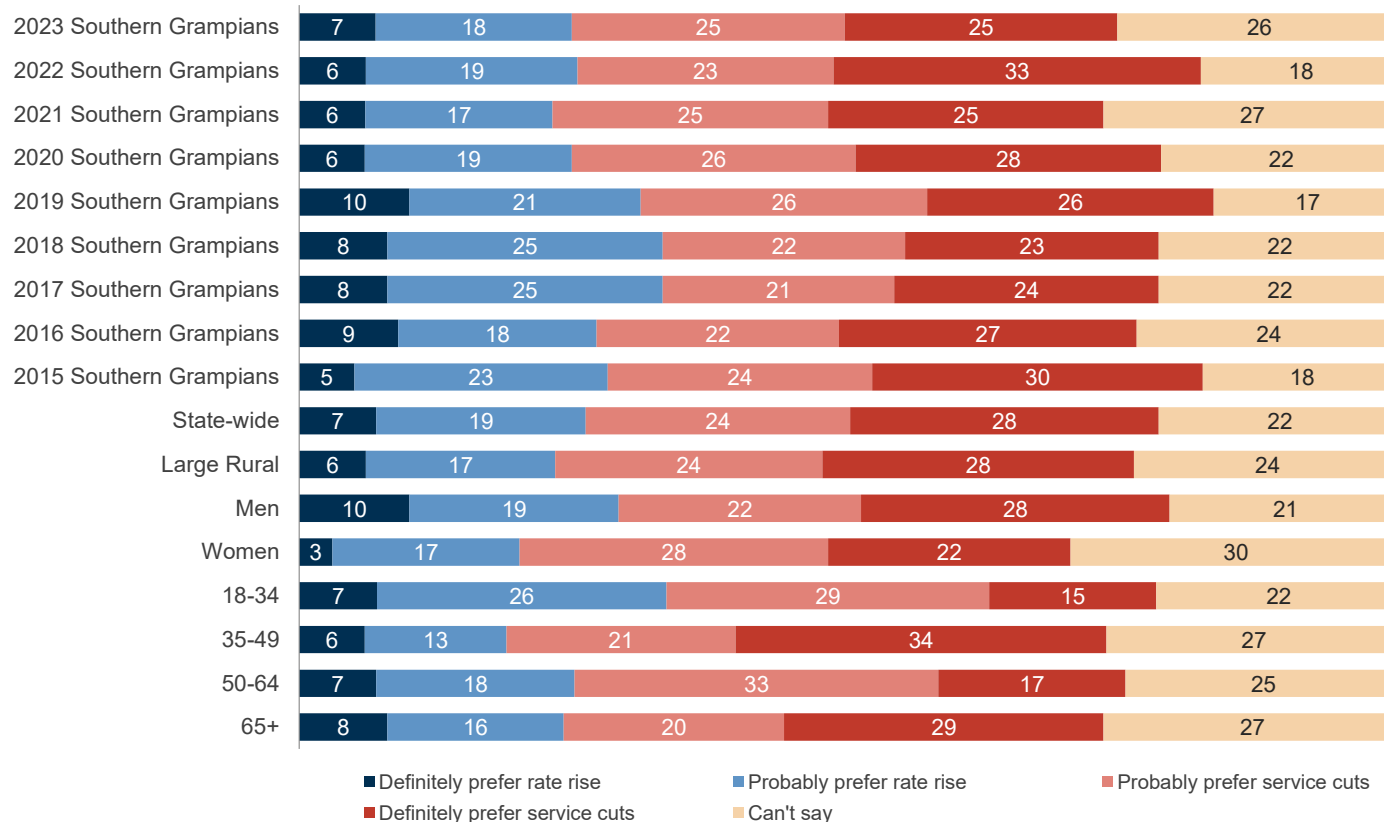


Q8. Would you say your local Council is generally heading in the right direction or the wrong direction?  
 Base: All respondents. Councils asked State-wide: 10 Councils asked group: 4



## Rates / services trade-off

2023 rates / services trade-off (%)



Q10. If you had to choose, would you prefer to see council rate rises to improve local services OR would you prefer to see cuts in council services to keep council rates at the same level as they are now?  
 Base: All respondents. Councils asked State-wide: 21 Councils asked group: 7





## Individual service areas

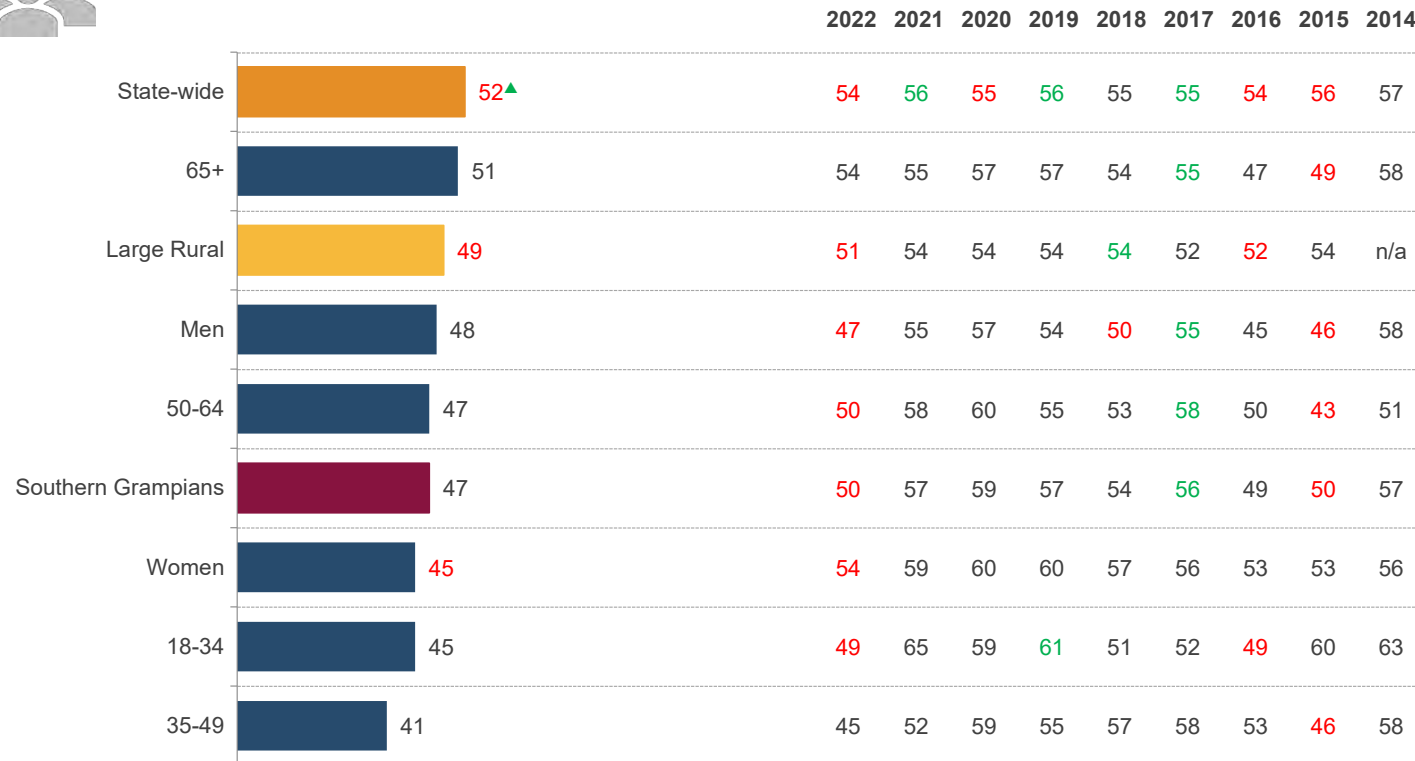
J W S R E S E A R C H 43



## Community consultation and engagement performance



2023 consultation and engagement performance (index scores)



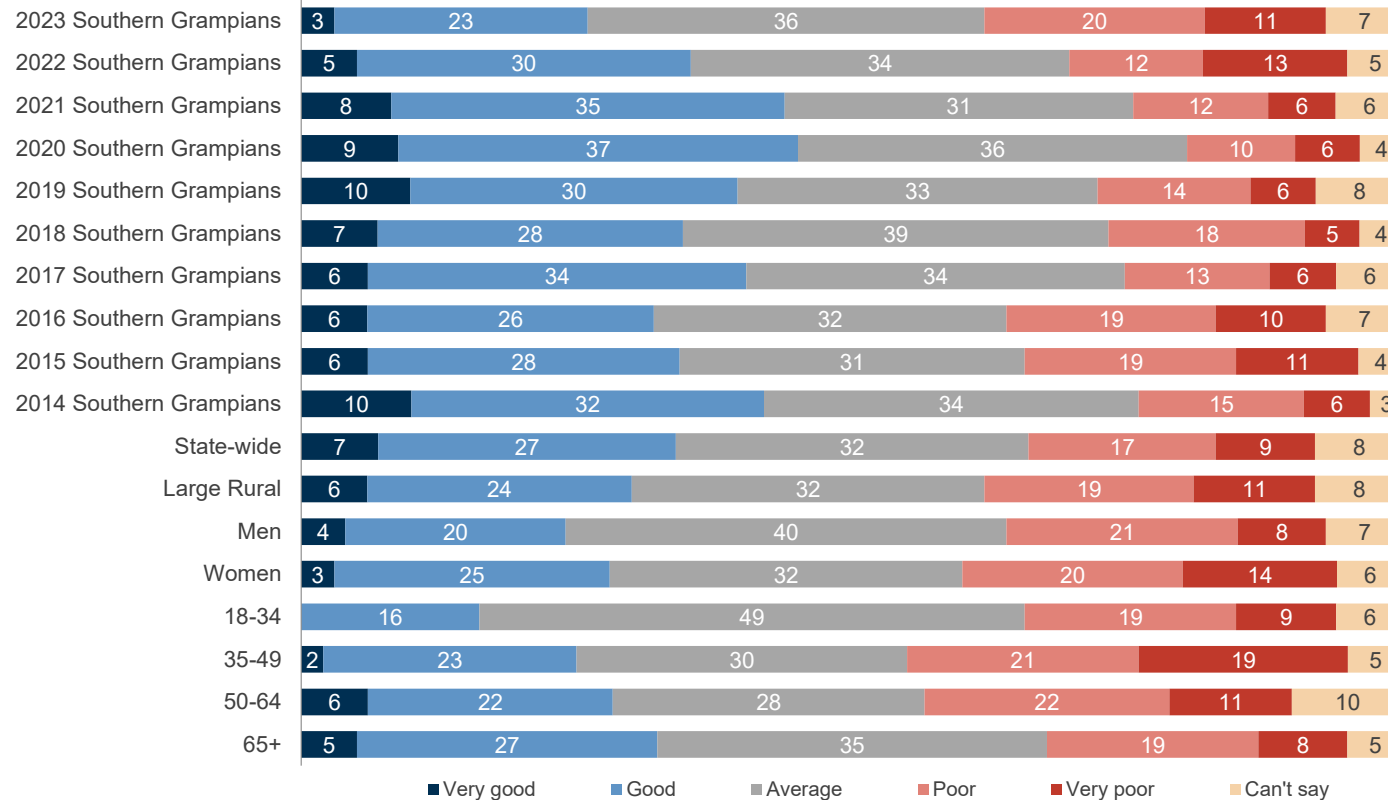
Q2. How has Council performed on 'Community consultation and engagement' over the last 12 months?  
 Base: All respondents. Councils asked State-wide: 66 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.



## Community consultation and engagement performance



2023 consultation and engagement performance (%)

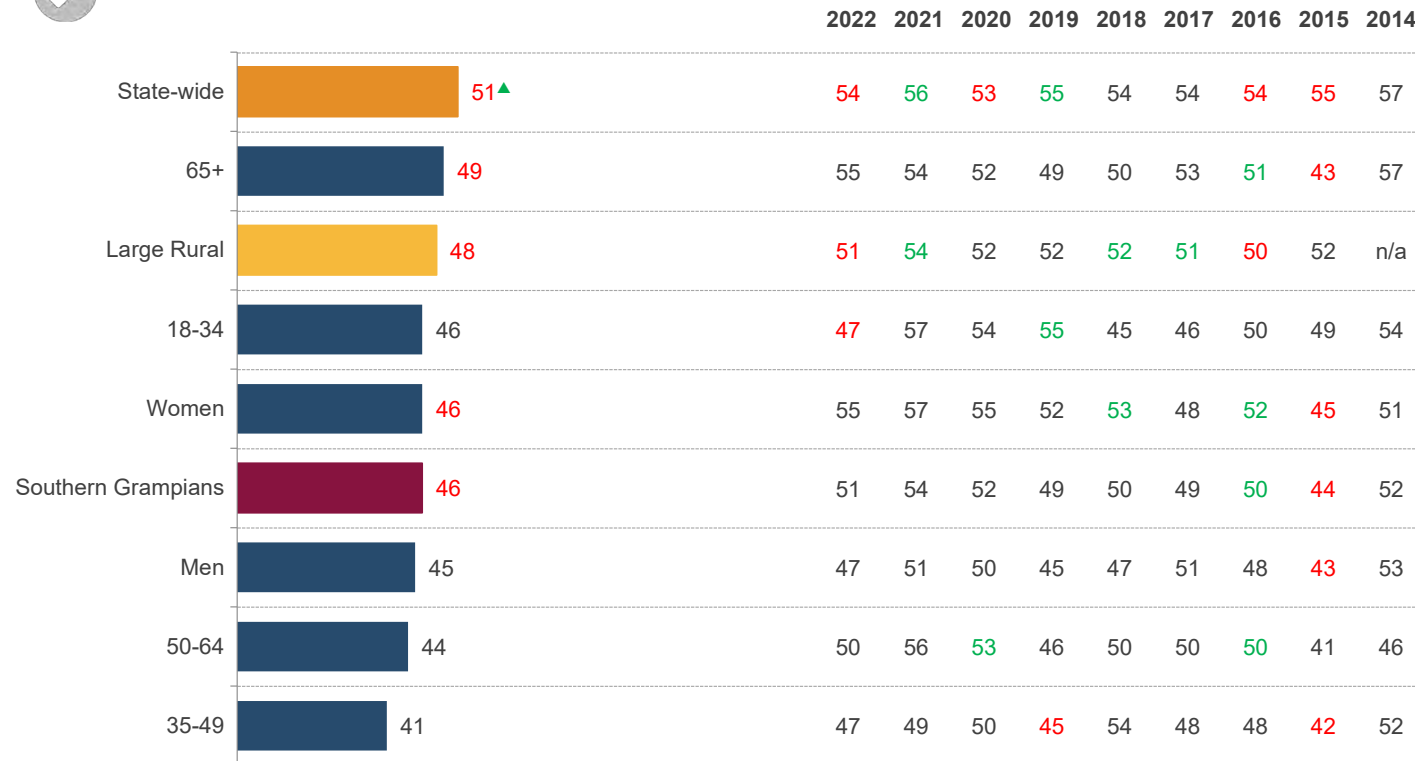


Q2. How has Council performed on 'Community consultation and engagement' over the last 12 months?  
 Base: All respondents. Councils asked State-wide: 66 Councils asked group: 18

## Decisions made in the interest of the community performance



### 2023 community decisions made performance (index scores)

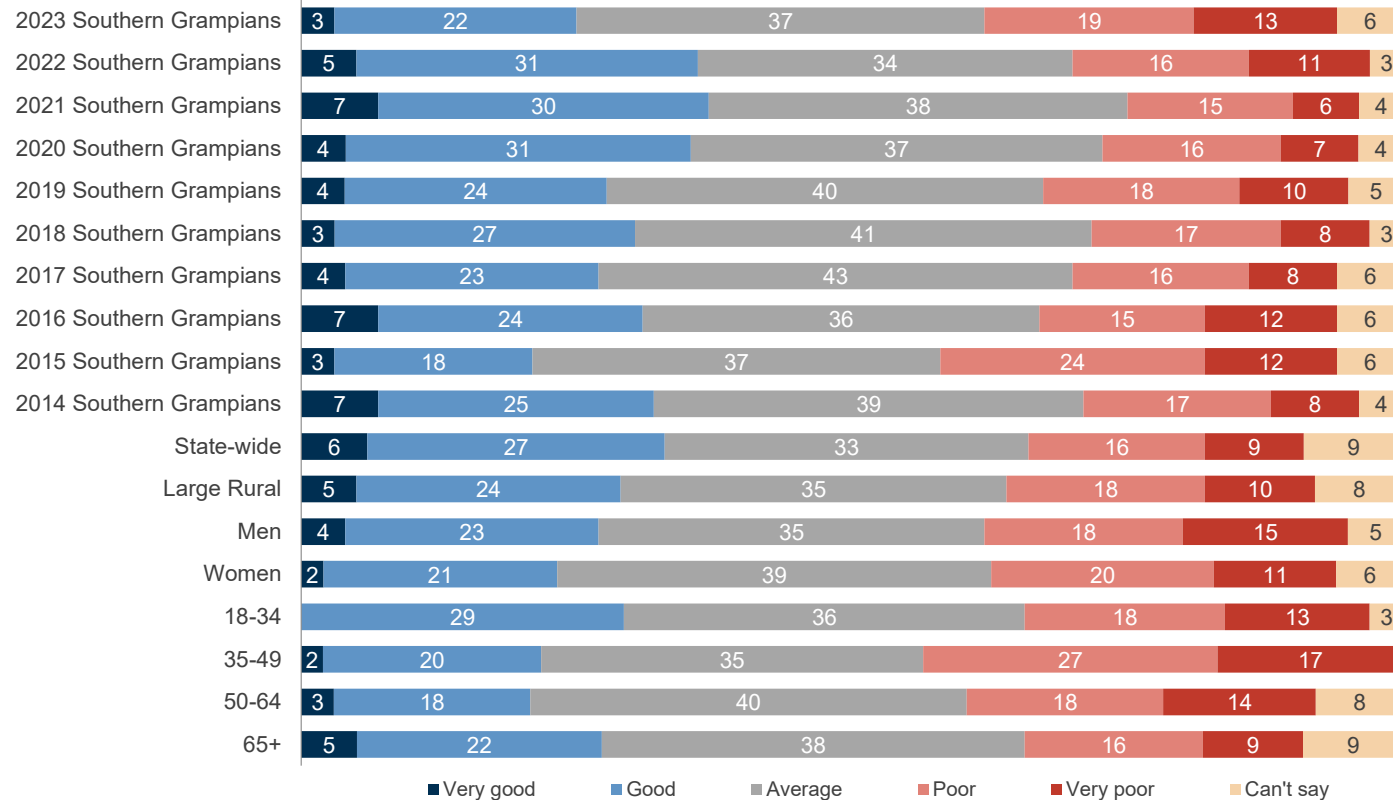


Q2. How has Council performed on 'Decisions made in the interest of the community' over the last 12 months?  
 Base: All respondents. Councils asked State-wide: 66 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.

## Decisions made in the interest of the community performance



2023 community decisions made performance (%)



Q2. How has Council performed on 'Decisions made in the interest of the community' over the last 12 months?  
 Base: All respondents. Councils asked State-wide: 66 Councils asked group: 18

# The condition of sealed local roads in your area performance



## 2023 sealed local roads performance (index scores)

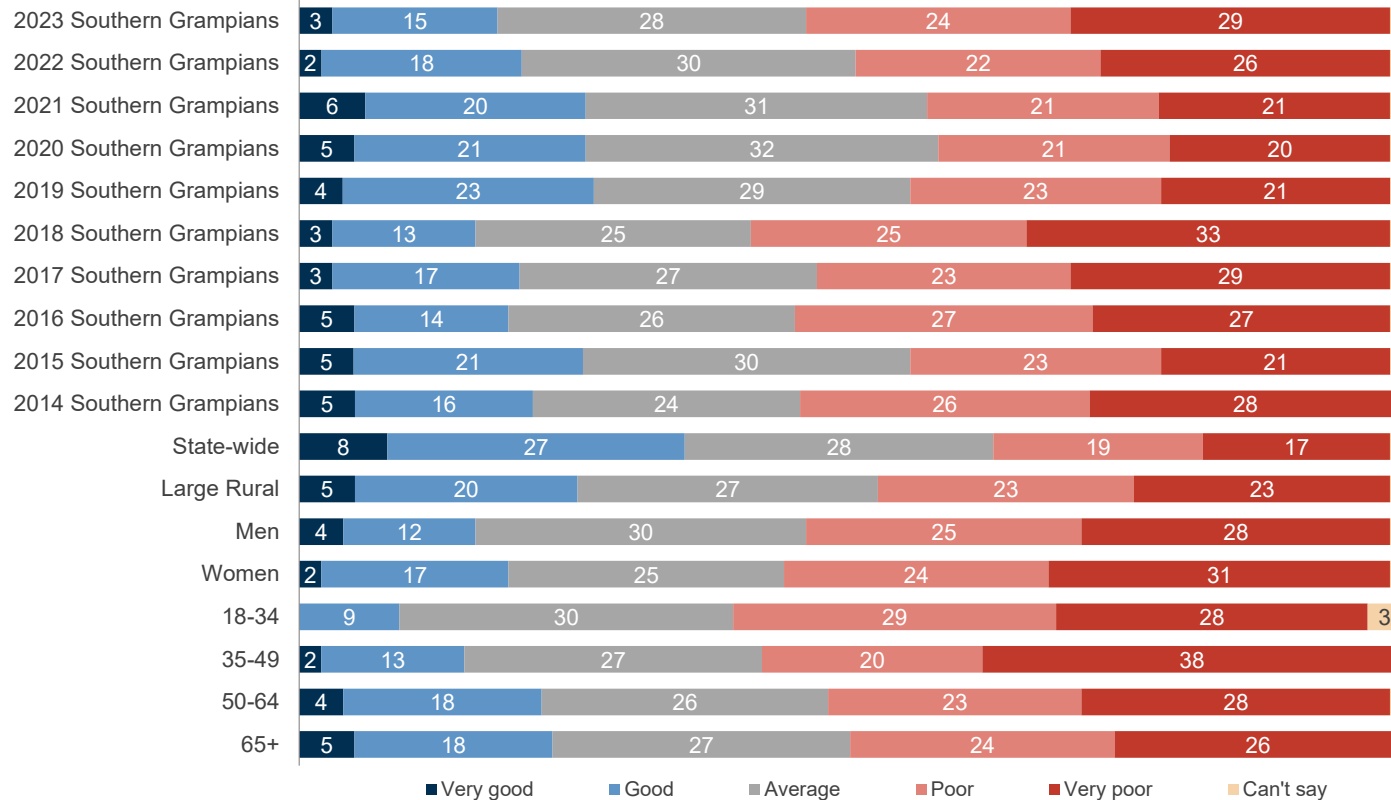
	2022	2021	2020	2019	2018	2017	2016	2015	2014	
State-wide	48▲	53	57	54	56	53	53	54	55	55
Large Rural	40▲	45	50	47	47	45	43	44	45	n/a
65+	38	44	45	46	47	33	38	41	47	45
50-64	36	39	43	46	37	33	33	34	37	33
Men	34	37	41	42	42	32	38	34	41	40
Southern Grampians	34	37	42	43	41	32	35	36	41	36
Women	34	36	43	44	41	32	32	37	42	32
18-34	30	20	42	36	46	31	30	29	45	35
35-49	30	38	37	42	33	30	38	37	36	30

Q2. How has Council performed on 'The condition of sealed local roads in your area' over the last 12 months?  
 Base: All respondents. Councils asked State-wide: 66 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.

# The condition of sealed local roads in your area performance



2023 sealed local roads performance (%)

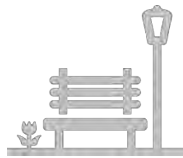


Q2. How has Council performed on 'The condition of sealed local roads in your area' over the last 12 months?  
 Base: All respondents. Councils asked State-wide: 66 Councils asked group: 18

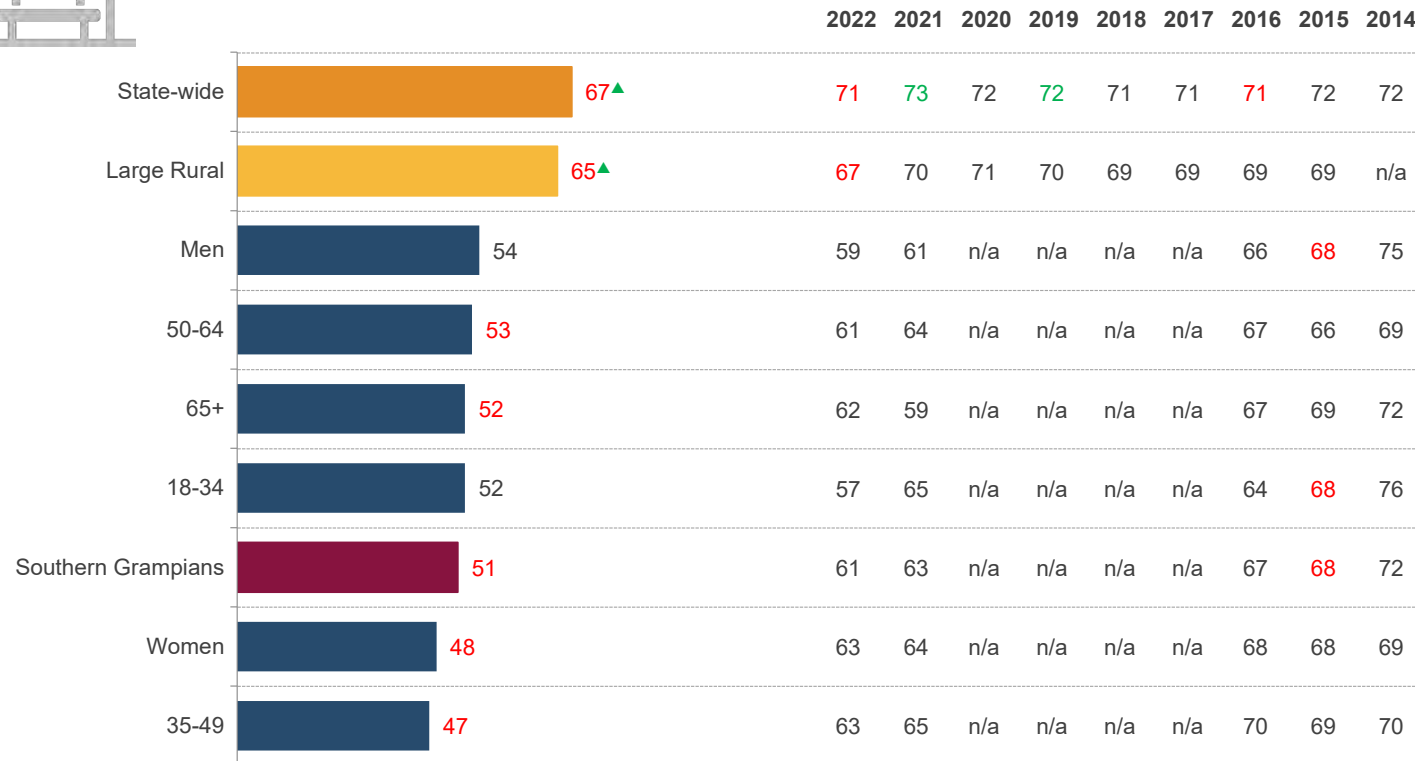




## The appearance of public areas performance



### 2023 public areas performance (index scores)



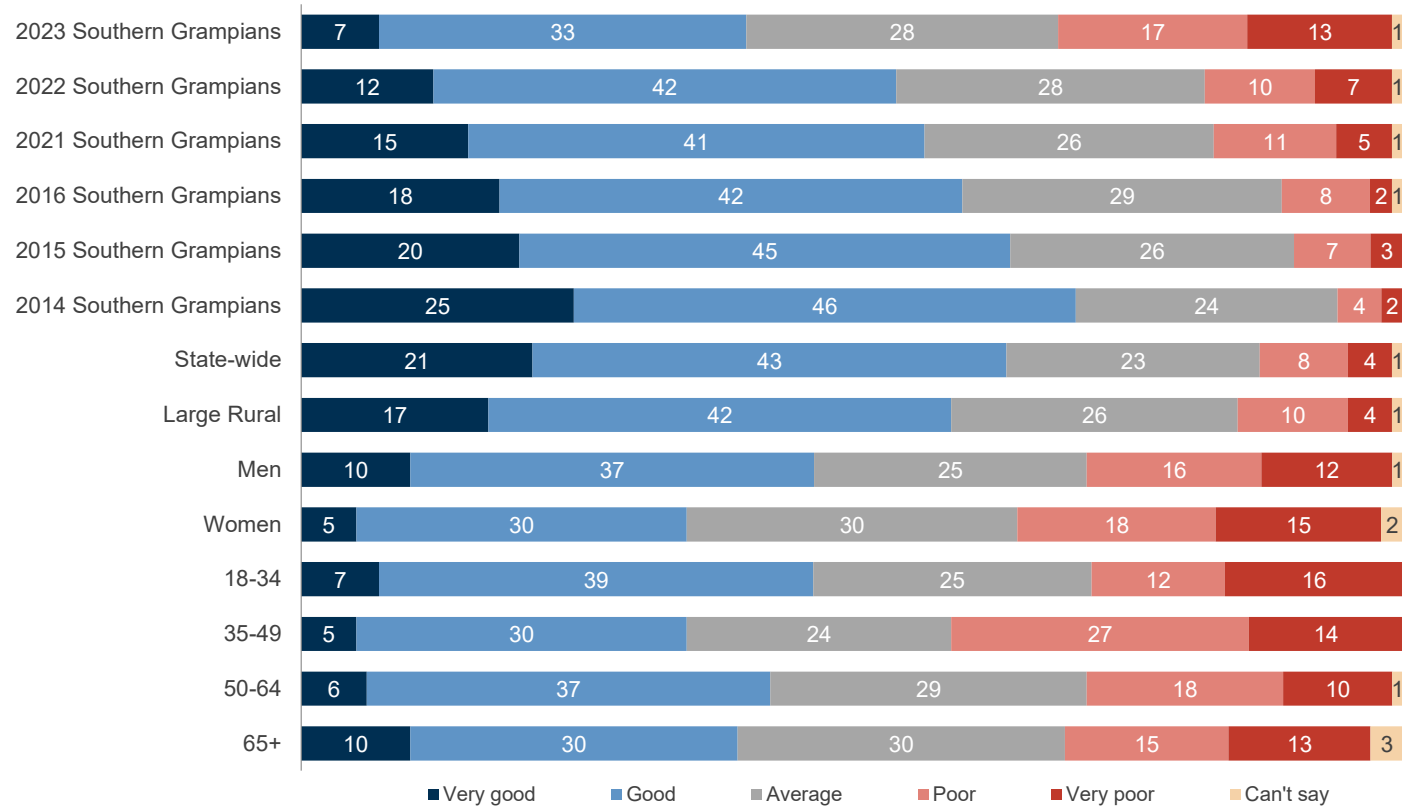
Q2. How has Council performed on 'The appearance of public areas' over the last 12 months?  
 Base: All respondents. Councils asked State-wide: 45 Councils asked group: 12  
 Note: Please see Appendix A for explanation of significant differences.



## The appearance of public areas performance



2023 public areas performance (%)



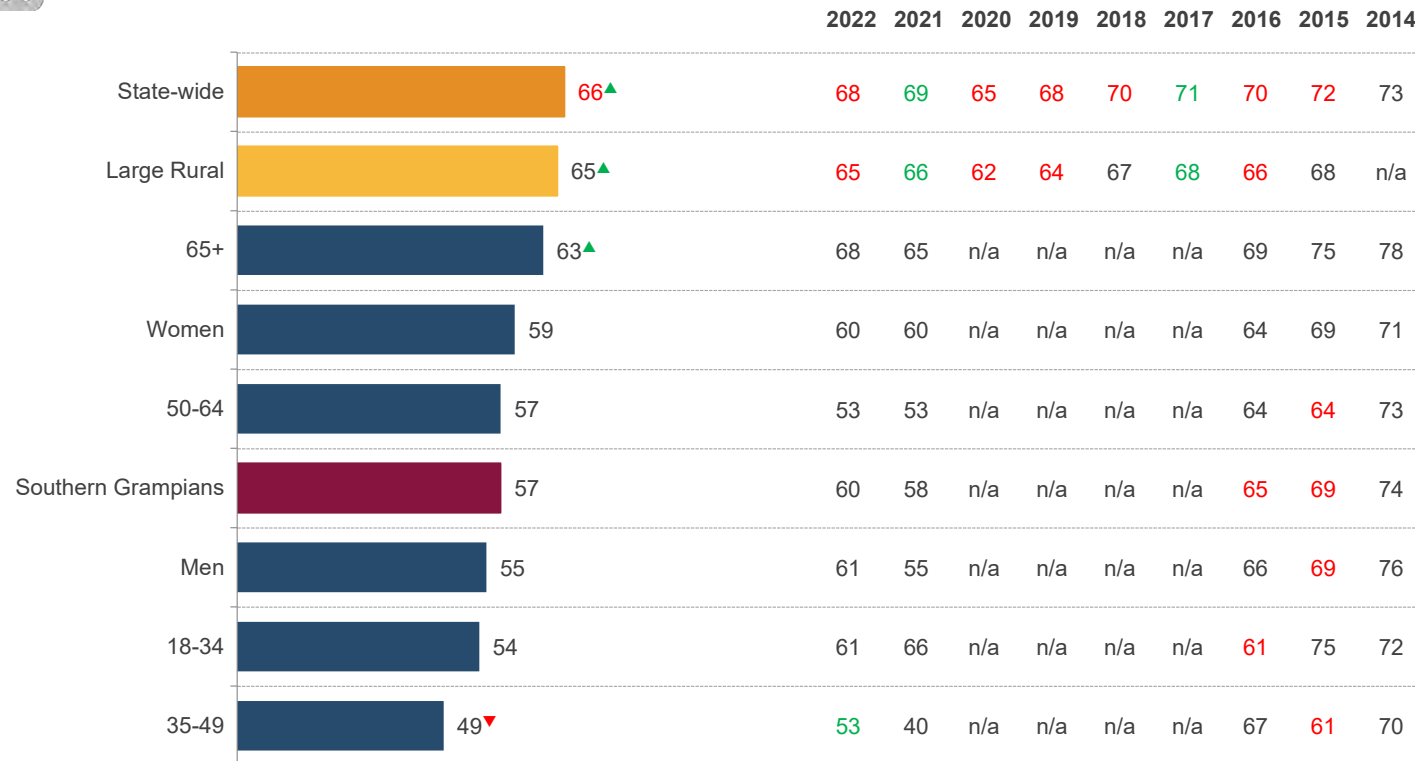
Q2. How has Council performed on 'The appearance of public areas' over the last 12 months?  
 Base: All respondents. Councils asked State-wide: 45 Councils asked group: 12



## Waste management performance



2023 waste management performance (index scores)



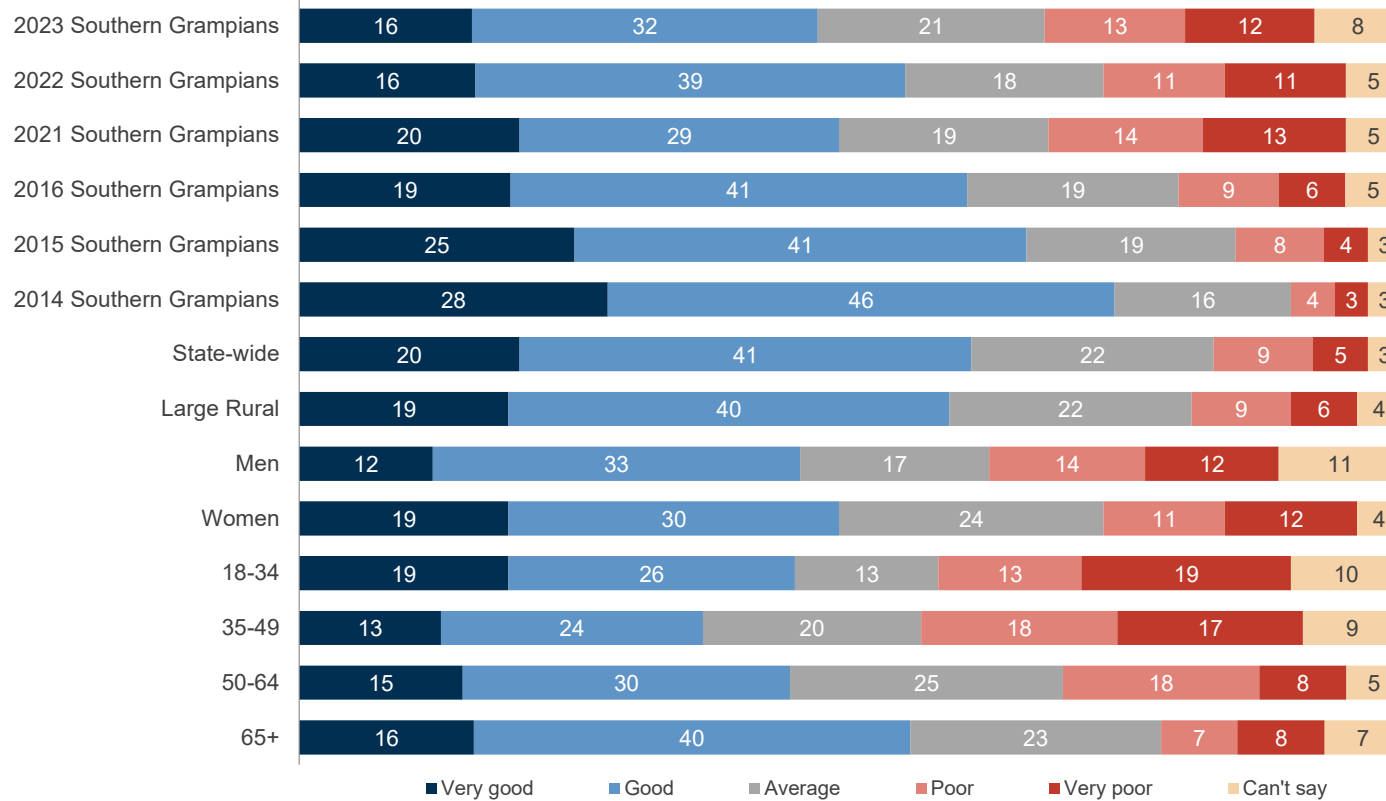
Q2. How has Council performed on 'Waste management' over the last 12 months?  
 Base: All respondents. Councils asked State-wide: 66 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.



## Waste management performance



2023 waste management performance (%)



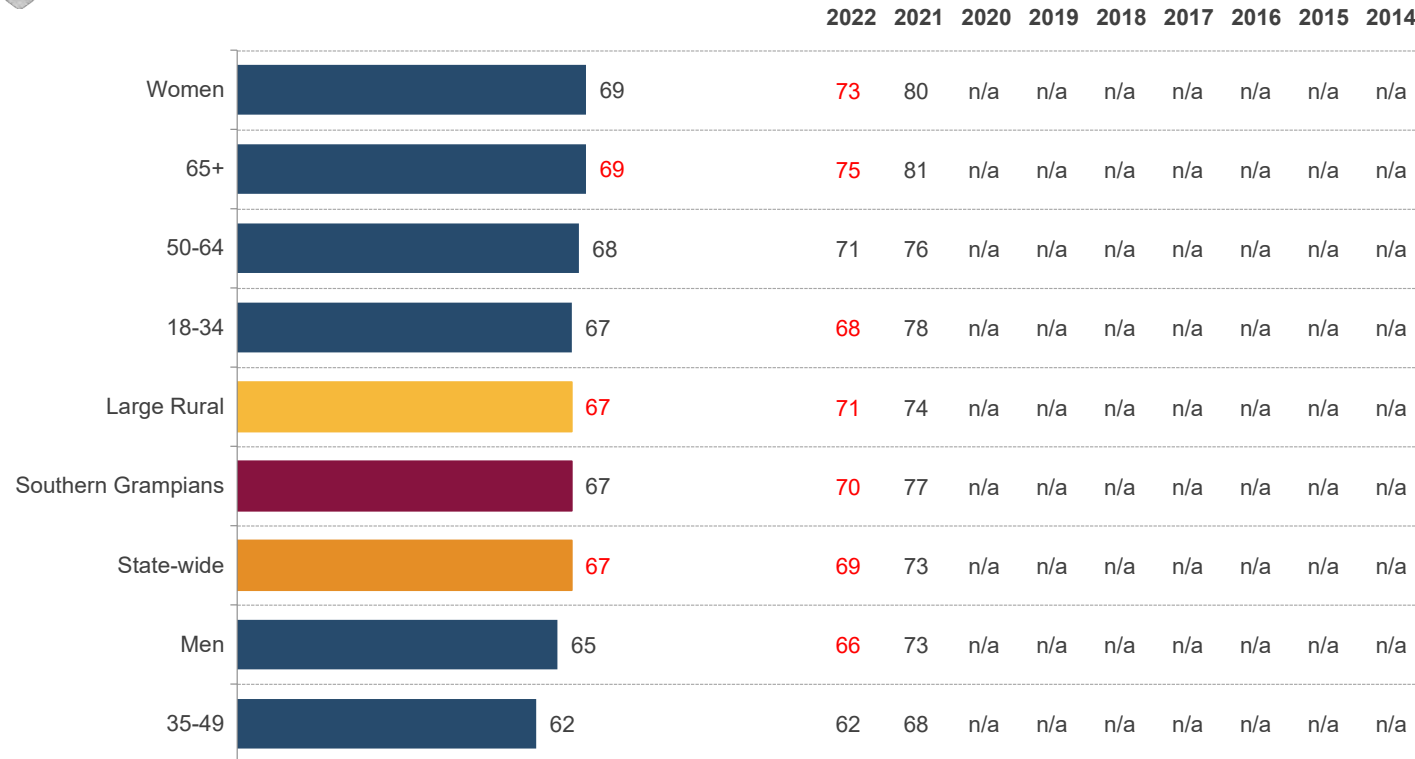
Q2. How has Council performed on 'Waste management' over the last 12 months?  
 Base: All respondents. Councils asked State-wide: 66 Councils asked group: 18



## COVID-19 response performance



### 2023 COVID-19 response performance (index scores)



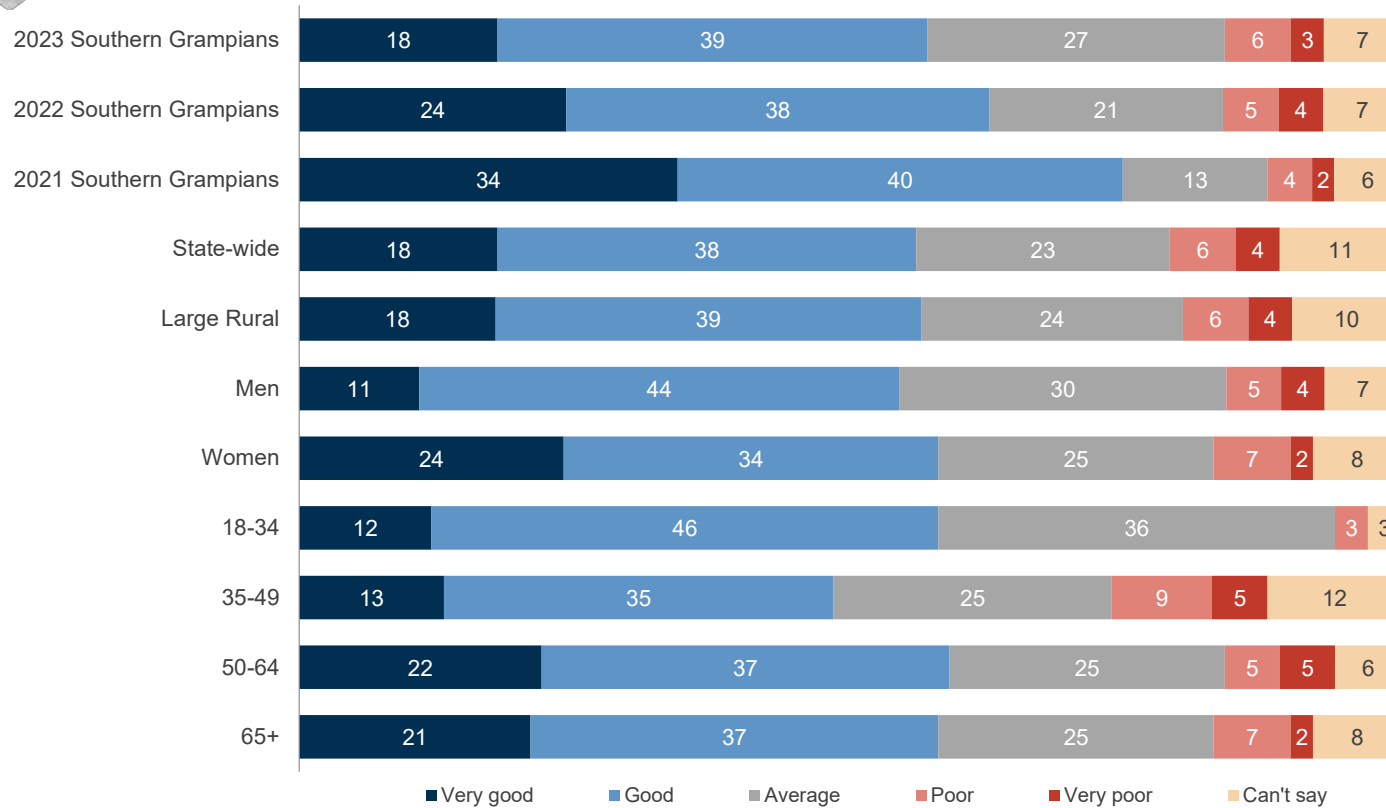
Q2. How has Council performed on 'COVID-19 response' over the last 12 months?  
 Base: All respondents. Councils asked State-wide: 20 Councils asked group: 7  
 Note: Please see Appendix A for explanation of significant differences.



## COVID-19 response performance



2023 COVID-19 response performance (%)



Q2. How has Council performed on 'COVID-19 response' over the last 12 months?  
 Base: All respondents. Councils asked State-wide: 20 Councils asked group: 7



# Detailed demographics

J W S R E S E A R C H 56

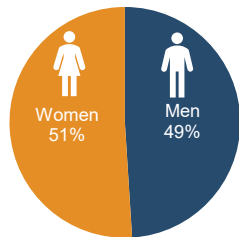




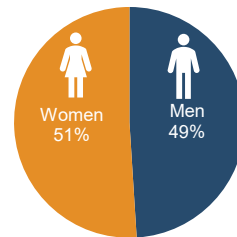
## Gender and age profile

### 2023 gender

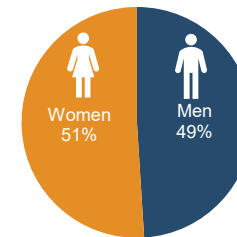
Southern Grampians



Large Rural

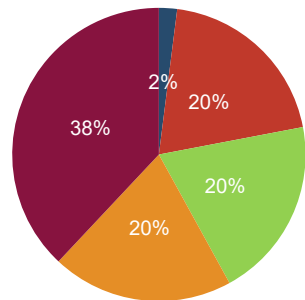


State-wide

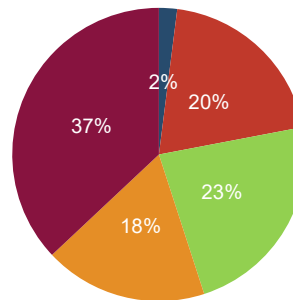


### 2023 age

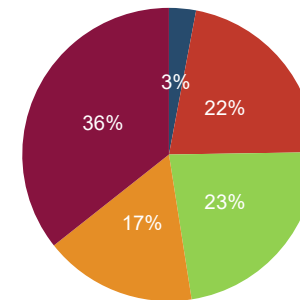
Southern Grampians



Large Rural



State-wide



■ 18-24 ■ 25-34 ■ 35-49 ■ 50-64 ■ 65+    ■ 18-24 ■ 25-34 ■ 35-49 ■ 50-64 ■ 65+    ■ 18-24 ■ 25-34 ■ 35-49 ■ 50-64 ■ 65+

S3. [Record gender] / S4. To which of the following age groups do you belong?  
 Base: All respondents. Councils asked State-wide: 66 Councils asked group: 18  
 Please note that for the reason of simplifying reporting, interlocking age and gender reporting has not been included in this report. Interlocking age and gender analysis is still available in the dashboard and data tables provided alongside this report.

# Appendix A: Index scores, margins of error and significant differences



## Appendix A: Index Scores



### Index Scores

Many questions ask respondents to rate council performance on a five-point scale, for example, from 'very good' to 'very poor', with 'can't say' also a possible response category. To facilitate ease of reporting and comparison of results over time, starting from the 2012 survey and measured against the state-wide result and the council group, an 'Index Score' has been calculated for such measures.

The Index Score is calculated and represented as a score out of 100 (on a 0 to 100 scale), with 'can't say' responses excluded from the analysis. The '% RESULT' for each scale category is multiplied by the 'INDEX FACTOR'. This produces an 'INDEX VALUE' for each category, which are then summed to produce the 'INDEX SCORE', equating to '60' in the following example.

Similarly, an Index Score has been calculated for the Core question 'Performance direction in the last 12 months', based on the following scale for each performance measure category, with 'Can't say' responses excluded from the calculation.

SCALE CATEGORIES	% RESULT	INDEX FACTOR	INDEX VALUE
Very good	9%	100	9
Good	40%	75	30
Average	37%	50	19
Poor	9%	25	2
Very poor	4%	0	0
Can't say	1%	--	<b>INDEX SCORE 60</b>

SCALE CATEGORIES	% RESULT	INDEX FACTOR	INDEX VALUE
Improved	36%	100	36
Stayed the same	40%	50	20
Deteriorated	23%	0	0
Can't say	1%	--	<b>INDEX SCORE 56</b>



## Appendix A: Margins of error

The sample size for the 2023 State-wide Local Government Community Satisfaction Survey for Southern Grampians Shire Council was n=400. Unless otherwise noted, this is the total sample base for all reported charts and tables.

The maximum margin of error on a sample of approximately n=400 interviews is +/-4.8% at the 95% confidence level for results around 50%. Margins of error will be larger for any sub-samples. As an example, a result of 50% can be read confidently as falling midway in the range 45.2% - 54.8%.

Maximum margins of error are listed in the table below, based on a population of 13,100 people aged 18 years or over for Southern Grampians Shire Council, according to ABS estimates.

Demographic	Actual survey sample size	Weighted base	Maximum margin of error at 95% confidence interval
<b>Southern Grampians Shire Council</b>	400	400	+/-4.8
<b>Men</b>	199	195	+/-6.9
<b>Women</b>	201	205	+/-6.9
<b>18-34 years</b>	31	86	+/-17.9
<b>35-49 years</b>	57	82	+/-13.1
<b>50-64 years</b>	106	79	+/-9.5
<b>65+ years</b>	206	153	+/-6.8

## Appendix A: Significant difference reporting notation



Within tables and index score charts throughout this report, statistically significant differences at the 95% confidence level are represented by upward directing green (▲) and downward directing red arrows (▼).

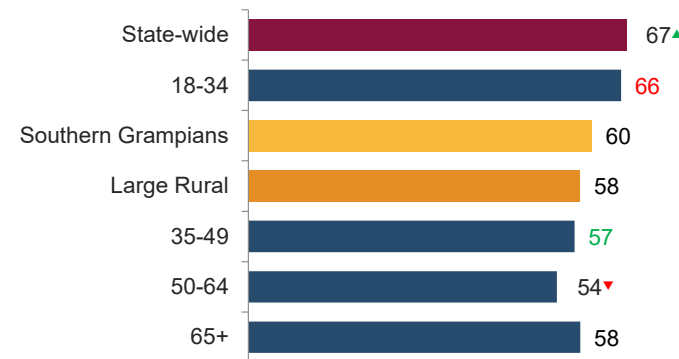
Significance when noted indicates a significantly higher or lower result for the analysis group in comparison to the 'Total' result for the council for that survey question for that year. Therefore in the example below:

- ▲ The state-wide result is significantly higher than the overall result for the council.
- ▼ The result among 50-64 year olds is significantly lower than for the overall result for the council.

Further, results shown in green and red indicate significantly higher or lower results than in 2022. Therefore in the example below:

- The result among 35-49 year olds in the council is **significantly higher** than the result achieved among this group in 2022.
- The result among 18-34 year olds in the council is **significantly lower** than the result achieved among this group in 2022.

**2023 overall performance (index scores)  
(example extract only)**



## Appendix A: Index score significant difference calculation

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The test applied to the Indexes was an Independent Mean Test, as follows:

$$Z \text{ Score} = (\$1 - \$2) / \text{Sqrt} ((\$5^2 / \$3) + (\$6^2 / \$4))$$

Where:

- \$1 = Index Score 1
- \$2 = Index Score 2
- \$3 = unweighted sample count 1
- \$4 = unweighted sample count 2
- \$5 = standard deviation 1
- \$6 = standard deviation 2

All figures can be sourced from the detailed cross tabulations.

The test was applied at the 95% confidence interval, so if the Z Score was greater than +/- 1.954 the scores are significantly different.



Appendix B:  
Further project  
information



## Appendix B: Further information

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Further information about the report and explanations about the State-wide Local Government Community Satisfaction Survey can be found in this section including:

- Background and objectives
- Analysis and reporting
- Glossary of terms

### **Detailed survey tabulations**

Detailed survey tabulations are available in supplied Excel file.

### **Contacts**

For further queries about the conduct and reporting of the 2023 State-wide Local Government Community Satisfaction Survey, please contact JWS Research on

**(03) 8685 8555** or via email:  
[admin@jwsresearch.com](mailto:admin@jwsresearch.com)

## Appendix B: Survey methodology and sampling



The 2023 results are compared with previous years, as detailed below:

- 2022, n=400 completed interviews, conducted in the period of 27<sup>th</sup> January – 24<sup>th</sup> March.
- 2021, n=400 completed interviews, conducted in the period of 28<sup>th</sup> January – 18<sup>th</sup> March.
- 2020, n=400 completed interviews, conducted in the period of 30<sup>th</sup> January – 22<sup>nd</sup> March.
- 2019, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2018, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2017, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2016, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2015, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2014, n=400 completed interviews, conducted in the period of 31<sup>st</sup> January – 11<sup>th</sup> March.

Minimum quotas of gender within age groups were applied during the fieldwork phase. Post-survey weighting was then conducted to ensure accurate representation of the age and gender profile of the Southern Grampians Shire Council area.

Any variation of +/-1% between individual results and net scores in this report or the detailed survey tabulations is due to rounding. In reporting, '—' denotes not mentioned and '0%' denotes mentioned by less than 1% of respondents. 'Net' scores refer to two or more response categories being combined into one category for simplicity of reporting.

This survey was conducted by Computer Assisted Telephone Interviewing (CATI) as a representative random probability survey of residents aged 18+ years in Southern Grampians Shire Council.

Survey sample matched to the demographic profile of Southern Grampians Shire Council as determined by the most recent ABS population estimates was purchased from an accredited supplier of publicly available phone records, including up to 60% mobile phone numbers to cater to the diversity of residents within Southern Grampians Shire Council, particularly younger people.

A total of n=400 completed interviews were achieved in Southern Grampians Shire Council. Survey fieldwork was conducted in the period of 27<sup>th</sup> January – 19<sup>th</sup> March, 2023.

## Appendix B: Analysis and reporting

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All participating councils are listed in the State-wide report published on the DELWP website. In 2023, 66 of the 79 Councils throughout Victoria participated in this survey. For consistency of analysis and reporting across all projects, Local Government Victoria has aligned its presentation of data to use standard council groupings. Accordingly, the council reports for the community satisfaction survey provide analysis using these standard council groupings. Please note that councils participating across 2012-2023 vary slightly.

### **Council Groups**

Southern Grampians Shire Council is classified as a Large Rural council according to the following classification list:

- Metropolitan, Interface, Regional Centres, Large Rural & Small Rural.

Councils participating in the Large Rural group are:

- Bass Coast, Baw Baw, Colac Otway, Corangamite, East Gippsland, Glenelg, Golden Plains, Macedon Ranges, Mitchell, Moira, Moorabool, Mount Alexander, Moyne, South Gippsland, Southern Grampians, Surf Coast, Swan Hill and Wellington.

Wherever appropriate, results for Southern Grampians Shire Council for this 2023 State-wide Local Government Community Satisfaction Survey have been compared against other participating councils in the Large Rural group and on a state-wide basis. Please note that council groupings changed for 2015, and as such comparisons to council group results before that time can not be made within the reported charts.

## Appendix B: 2012 survey revision

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The survey was revised in 2012. As a result:

- The survey is now conducted as a representative random probability survey of residents aged 18 years or over in local councils, whereas previously it was conducted as a 'head of household' survey.
- As part of the change to a representative resident survey, results are now weighted post survey to the known population distribution of Southern Grampians Shire Council according to the most recently available Australian Bureau of Statistics population estimates, whereas the results were previously not weighted.
- The service responsibility area performance measures have changed significantly and the rating scale used to assess performance has also changed.

As such, the results of the 2012 State-wide Local Government Community Satisfaction Survey should be considered as a benchmark. Please note that comparisons should not be made with the State-wide Local Government Community Satisfaction Survey results from 2011 and prior due to the methodological and sampling changes. Comparisons in the period 2012-2023 have been made throughout this report as appropriate.

## Appendix B: Core, optional and tailored questions

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### **Core, optional and tailored questions**

Over and above necessary geographic and demographic questions required to ensure sample representativeness, a base set of questions for the 2023 State-wide Local Government Community Satisfaction Survey was designated as 'Core' and therefore compulsory inclusions for all participating Councils.

These core questions comprised:

- Overall performance last 12 months (Overall performance)
- Value for money in services and infrastructure (Value for money)
- Contact in last 12 months (Contact)
- Rating of contact (Customer service)
- Overall council direction last 12 months (Council direction)
- Community consultation and engagement (Consultation)
- Decisions made in the interest of the community (Making community decisions)
- Condition of sealed local roads (Sealed local roads)
- Waste management

Reporting of results for these core questions can always be compared against other participating councils in the council group and against all participating councils state-wide. Alternatively, some questions in the 2023 State-wide Local Government Community Satisfaction Survey were optional. Councils also had the ability to ask tailored questions specific only to their council.

## Appendix B: Analysis and reporting

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### **Reporting**

Every council that participated in the 2023 State-wide Local Government Community Satisfaction Survey receives a customised report. In addition, the State government is supplied with this State-wide summary report of the aggregate results of 'Core' and 'Optional' questions asked across all council areas surveyed, which is available at:

<https://www.localgovernment.vic.gov.au/our-programs/council-community-satisfaction-survey>

Tailored questions commissioned by individual councils are reported only to the commissioning council and not otherwise shared unless by express written approval of the commissioning council.

## Appendix B: Glossary of terms



**Core questions:** Compulsory inclusion questions for all councils participating in the CSS.

**CSS:** 2023 Victorian Local Government Community Satisfaction Survey.

**Council group:** One of five classified groups, comprising: metropolitan, interface, regional centres, large rural and small rural.

**Council group average:** The average result for all participating councils in the council group.

**Highest / lowest:** The result described is the highest or lowest result across a particular demographic sub-group e.g. men, for the specific question being reported. Reference to the result for a demographic sub-group being the highest or lowest does not imply that it is significantly higher or lower, unless this is specifically mentioned.

**Index score:** A score calculated and represented as a score out of 100 (on a 0 to 100 scale). This score is sometimes reported as a figure in brackets next to the category being described, e.g. men 50+ (60).

**Optional questions:** Questions which councils had an option to include or not.

**Percentages:** Also referred to as ‘detailed results’, meaning the proportion of responses, expressed as a percentage.

**Sample:** The number of completed interviews, e.g. for a council or within a demographic sub-group.

**Significantly higher / lower:** The result described is significantly higher or lower than the comparison result based on a statistical significance test at the 95% confidence limit. If the result referenced is statistically higher or lower then this will be specifically mentioned, however not all significantly higher or lower results are referenced in summary reporting.

**State-wide average:** The average result for all participating councils in the State.

**Tailored questions:** Individual questions tailored by and only reported to the commissioning council.

**Weighting:** Weighting factors are applied to the sample for each council based on available age and gender proportions from ABS census information to ensure reported results are proportionate to the actual population of the council, rather than the achieved survey sample.



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OVER  
6 MILLION  
PEOPLE IN  
VICTORIA...

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