

SOUTHERN GRAMPIANS SHIRE COUNCIL

**Council Meeting Agenda
Wednesday 11 October 2023**

To be held in the Penhurst Memorial Hall
21 Martin Street, Penhurst at 5:30pm



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1 Membership

Councillors

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

Officers

Mr Tony Doyle, Chief Executive Officer
Ms Marg Scanlon, Director Infrastructure and Sustainability
Mr Darren Barber, Director People and Performance
Mr Rory Neeson, Director Wellbeing, Planning and Regulation
Mrs Tania Quinn, Council Support Officer

2 Welcome and Acknowledgement of Country

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

“Our meeting is being held on the traditional lands of the Gunditjmarra, Tjap Wurrung and 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 Brown 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 Albert Calvano

5 Confirmation of Minutes

RECOMMENDATION

That the Minutes of the Council Meeting held on 13 September 2023 and the Unscheduled Meeting held on 19 September 2023 be confirmed as correct records of business transacted.

6 Declaration of Interest

7 Leave of Absence

There are no requests for a leave of absence of tonight's 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 are no Questions on Notice listed on the agenda.

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 are no Public Deputations listed on tonight's agenda.

10 Petitions

There are no Petitions listed on tonight's 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 Meeting – 5 September 2023
- Briefing Session – 13 September 2023
- Briefing Session – 27 September 2023

This agenda was prepared on 4 October 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:	5 September 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 & Performance Tahlia Homes, Manager People & Culture Matt Tulloch, Manager Business Systems & Transformation Nadine Rhook, EA to Director People & Performance

The Informal Meeting commenced at 2.00pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Welcome	
2	Committee & Auditors in Camera	
3	Apologies	
4	Confirmation of Previous Minutes	
5	Conflict of Interest Disclosure	
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	Interim VAGO Management Letter – Final	
11	Quarterly Councillor’s Expenditure Report	
12	Provision of Internal Audit Service – Update of New Contract	Nil
13	Internal Audit – Final – 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 & Compliance Framework Reporting	Nil
17	OH&S Quarterly (Summary) Report	Nil
18	Business Continuity Risk & Control Disclosure	
19	Progress Report of Current Actions	Nil
20	Excess Leave Update	Nil
21	Other Items	Nil
22	Next Meeting	Nil

The Informal Meeting concluded at 4.34pm.

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 13 September 2023
Date:	13 September 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 Juan Donis, Acting Director Infrastructure and Sustainability Belinda Johnson, Manager Finance Susannah Milne, Manager Community Wellbeing

The Informal Meeting commenced at 2:30pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Matters Raised by Councillors	Nil
2	Pedrina Park Advisory Committee Investigation	Nil
3	Extension of Due Date for Payment of Rates	Nil

The Informal Meeting concluded at 5:00pm.

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 27 September 2023
Date:	27 September 2023
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Brown Cr Calvano Cr Colliton Cr Henry Cr Malone Cr Rainsford
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Rory Neeson, Director Wellbeing, Planning and Regulation Juan Donis, Acting Director Infrastructure and Sustainability Karly Saunders, Governance Coordinator Susannah Milne, Manager Community Wellbeing Roger Rook, Recreation Services Coordinator Daryl Adamson, Manager Shire Strategy and Regulation Andrew Nield, Planning Coordinator Anita Collingwood, Senior Strategic Planner Andrew Nield, Planning Coordinator Bill Scott, Manager Project Management Office Alistair Griffiths, Contract Engineer

The Informal Meeting commenced at 12:00pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Councillor and CEO Meeting	Nil
2	Matters Raised by Councillors	Nil

3	Community Asset Committees	Nil
4	Recreation Framework Update	Nil
5	Disposal of Abandoned Vehicles Policy	Nil
6	Hamilton CBD Parking Meter Update	Nil
7	Small Towns Strategy	Nil
8	Planning Permit TP-62-2023	Nil
9	Hamilton Transfer Station Shed	Nil
10	Lakes Edge – Marketing Campaign Update	Nil

The Informal Meeting concluded at 5:00pm.

12 Management Reports

12.1 Audit & Risk Committee Meeting Minutes - 5 September 2023

Directorate: People and Performance
Report Approver: Darren Barber (Director People and Performance)
Report Author: Nadine Rhook (Executive Assistant to Director People and Performance)
Attachment(s): 1. 05-09-2023 - ARC Minutes [12.1.1 - 10 pages]

Executive Summary

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

Discussion

Under Section 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 Councillors 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 when a change in membership has occurred.

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.

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 5 September 2023.

12.2 Planning Committee Minutes - 30 August 2023 and 18 September 2023

Directorate:	Wellbeing, Planning and Regulation
Report Approver:	Rory Neeson (Director Wellbeing, Planning and Regulation)
Report Author:	Sharon Clutterbuck (Executive Assistant to Director Wellbeing, Planning and Regulation)
Attachment(s):	<ol style="list-style-type: none">1. Planning Committee Meeting Minutes 30 August 2023 [12.2.1 - 20 pages]2. Planning Committee Meeting Minutes 18 September 2023 [12.2.2 - 43 pages]

Executive Summary

The Minutes from the Planning Committee meetings held on 30 August 2023 and 18 September 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 \$1 million and \$5 million (or less if the officer is recommending refusal)
- All planning permits that receive between three and five objections.
- All applications where the officer is recommending refusal.
- 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 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

2.4.2 Support and facilitate business development and growth initiatives.

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 meetings held on 30 August 2023 and 18 September 2023.

12.3 Planning application TP-62-2023 104-108 Macarthur Street, Dunkeld

Directorate:	Wellbeing, Planning and Regulation
Report Approver:	Rory Neeson, Director Wellbeing, Planning and Regulation
Report Author:	Rory Neeson, Director Wellbeing, Planning and Regulation
Attachment(s):	<ol style="list-style-type: none">1. TP 62 2023 - Attachment 1 - Delegate Report [12.3.1 - 15 pages]2. T P-62-2023 - Attachment 2 - Application Documents [12.3.2 - 45 pages]

Executive Summary

Planning application TP-62-2023 seeks a planning permit for the construction of a detached extension associated with the existing dwelling located on land at 104-108 Macarthur Street, Dunkeld.

Pursuant to Clause 43.02-2 of the Southern Grampians Planning Scheme, a permit is required for buildings and works. The proposal is exempt from requiring a permit under the Township Zone and Environmental Significance Overlay and therefore the assessment of the proposal is limited to the Design and Development Overlay.

Notice of the application has not been given as there is no material detriment to neighbours resulting from the proposed development.

The proposal is consistent with the objectives of the Design and Development Overlay and therefore it is recommended that a permit be granted.

The application falls outside of the planning officer's delegation as the estimated cost of development is \$10,000,000. Therefore, the application is presented to the Council for a decision.

Discussion

The application proposes the construction of an archival and display space to the rear of the subject lot on an existing lawn. The structure, having a ground floor level and basement, will accommodate the landowner's private collection of works and is not intended to be used for commercial purposes or public display. The development utilises local sandstone and is designed to blend with the existing dwelling and library. Setback at the rear of the site, the building will not be a dominant feature of the streetscape, nor will it overwhelm the landscape or obscure views of the Grampians.

Due to the size of the lot being greater than 300 square metres, a permit is not required under the Township Zone. The Vegetation Protection Overlay (VPO) that applies to the site protects River Red Gum trees and as no such trees are proposed to be removed, a permit is not required under that overlay. A permit is required under the Design and Development Overlay (DDO) as the exemptions listed in Schedule 5 are not met.

Schedule 5 of the DDO applies to Dunkeld Township Residential Areas and includes the following objectives:

- To maintain the rural town character of residential areas and reinforce the low profile of buildings within local streetscapes.
- To ensure that development in residential areas addresses local streetscapes and supports the traditional format of detached dwellings on lots with front setbacks.
- To ensure that building siting, including side and front setbacks allow for garden frontages, layered landscaping and views through to the broader landscape.
- To encourage new development to be subservient to the broad landscape character of Southern Grampians and the open pastoral landscape.
- To ensure site design avoids the removal of native canopy vegetation, including established River Red Gums, wherever possible.
- To encourage high quality architectural design and development that adopts a design theme and palette drawn from the town's rural character and landscape setting.
- To encourage view sharing across the town towards the Grampians and the pastoral surrounds.
- To ensure that subdivision proposals enable new buildings to be integrated with their site and the surrounding area.

The proposed building and associated works meet these objectives. A brief summary of the design response is set out below, with a more detailed response provided in the attached Delegate Report.

Design Response:

- The proposed building maintains a low profile by using a basement level for part of its floor area.
- The building, with the basement, occupies one storey at ground level and does not exceed the maximum 8 metre height threshold.
- The siting and design of the building is sensitive to neighbours and maintains the street character and views of the Grampians from the public realm.
- One tree is proposed to be removed to enable the development to occur. No substantial vegetation clearing, or other landscape impacts are proposed.
- The proposed building is located in the rear yard of the site and will not alter the pattern of development viewed from the street.
- The proposed building is setback 69 metres from Macarthur Street and therefore will not interrupt the prevailing pattern of front setbacks.
- No new garages are proposed and therefore no change is proposed to the streetscape due to new facades.
- The proposed building, though architecturally designed and suited to the surrounding landscape, will not be clearly viewed from the street and therefore will not contribute greatly to the sense of address. The dwelling currently provides that sense of address.
- The built form, particularly external materials and roof form, reference the Grampians and blend with the surrounding landscape. The external materials are non-reflective and therefore suitable.

- No change is proposed to vehicular access and the existing crossover can continue to be used. No change is proposed, therefore, to the site frontage, roadside boundary or existing drainage infrastructure.
- The building is designed to optimise natural resources, such as sunlight, whilst maintaining the design functionality of the space. The windows are to be double glazed, and skylights will help reduce reliance on artificial light.
- No fencing is proposed, and vegetation removal is minimal, again limiting the impact of the development on the current character and conditions of the site.
- Utility connections to the proposed building can be provided via underground trenches, thereby reducing visual impacts to the locality.

Overall, the proposal is consistent with the design objectives of the DDO and can be supported through the granting of a permit.

Financial and Resource Implications

The planning application has been accompanied by the statutory fee and no other costs are associated with the application.

The proposed development, if approved, will create work opportunities for various tradespeople and will require various building materials, contributing to the local economy.

Council Plan, Community Vision, Strategies and Policies

Protect Our Natural Environment

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.

4.2.3 Identify and manage via the Planning Scheme, significant landscapes, key biodiversity assets and contaminated land.

Legislation

Local Government Act 2020

Planning and Environment Act 1987

Gender Equality Act 2020

This application has no direct consequences relating to gender equality.

Risk Management

The proposal raises no significant risks for Council or the general public.

Climate Change, Environmental and Sustainability Considerations

The development has been designed to optimise use of natural sunlight and uses locally sourced materials. The development will have no notable adverse impact on the natural environment.

Community Engagement, Communication and Consultation

Notice of the application has not been given under section 52A of the *Planning and Environment Act 1987* as there is no material detriment to adjoining landowners and users.

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.

Officers involved in providing advice or approving this Report include:
Rory Neeson, Director Wellbeing, Planning and Regulation
Anita Collingwood, Senior Statutory Planner

RECOMMENDATION

That Council after determining to not give notice of Planning Application No. TP-62-2023 under Section 52 of the *Planning and Environment Act 1987*, and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987*, resolves to Grant a Permit under the provisions of Clause 43.02-2 of the Southern Grampians Planning Scheme in respect of the land known and described as 104-108 Macarthur Street Dunkeld, for Buildings and works for a detached residential extension in accordance with the endorsed plans, with the application dated 31 July 2023 subject to the conditions listed in Attachment 1 *Delegate Report*.

12.4 Community Asset Committee - Tabling of Annual Reports 2023

Directorate:	Chief Executive Office
Report Approver:	Tony Doyle, Chief Executive Officer
Report Author:	Karly Saunders, Governance Coordinator
Attachment(s):	<ol style="list-style-type: none">1. AGM Nareen Hall Minutes - 23 February 2023 [12.4.1 - 2 pages]2. Annual Return Form - Coleraine Mechanics Hall 2022-2023 [12.4.2 - 5 pages]3. Annual return Form - Coleraine Sporting Grounds Committee - 2022-2023 [12.4.3 - 5 pages]4. Annual Return Form - Nareen Hall Committees - 2022-2023 [12.4.4 - 5 pages]5. Cavendish Hall - 2022 - 2023 Annual Report [12.4.5 - 1 page]6. Cavendish Hall - September and November 2022 Minutes [12.4.6 - 2 pages]7. Coleraine Mechanics Hall Minutes - 21 November 2022 [12.4.7 - 1 page]

Executive Summary

It is a requirement under Section 47(6) of the *Local Government Act 2020* (the Act) that the Chief Executive officer submit an annual report to the Council in relation to the activities and performance of a Community Asset Committee in respect of which the members have been given a delegation.

Discussion

In accordance with Section 47(6) of the Act, the following Community Asset Committee Annual Reports are being tabled for 2023:

- Cavendish Soldiers Memorial Hall Committee
- Coleraine Mechanics Institute Hall Committee
- Coleraine Sporting Grounds Committee
- Nareen Hall Committee

The Carapook Hall Committee and Konongwootong Hall Committee are also Community Asset Committee's with a delegation issued under section 47, but failed to provide annual reports or any sufficient information regarding its activities and performance that could be used to compile an annual report on the Committee's behalf. Letters will be prepared outlining non-compliance to the Committees.

All other Committees will receive a letter confirming tabling of their annual reports.

The following minutes are also being tabled:

- Nareen Hall Annual General Meeting Minutes 23 February 2023
- Cavendish Hall Committee Minutes September and November 2022

- Coleraine Mechanics Hall Minutes 21 November 2022

Financial and Resource Implications

Annual Reports provide an overview of the Committee's financial position and how Council contributions (if applicable) are being utilised.

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.

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

Community Asset Committees are established by Council under Section 65 of the Act and operate under a delegation issued by the Chief Executive Officer under Section 47 of the Act, which includes the requirements to table an annual report to the Council in respect to the Committee's performance and activities.

Community Asset Committees have legislated governance and compliance objectives, as well as requirements issued to them via their Terms of Reference and Instrument of Delegation.

Gender Equality Act 2020

Not applicable.

Risk Management

Annual reporting from the Committees ensures Council meets its financial and governance requirements under the Act.

Climate Change, Environmental and Sustainability Considerations

Not applicable.

Community Engagement, Communication and Consultation

Council's Governance Coordinator liaised with the Committee contacts in relation to the requirement to table an annual report, this included letters, emails and phone calls.

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.

Karly Saunders, Governance Coordinator

RECOMMENDATION

That Council:

1. Table the 2023 Annual Reports for the following Committees:
 - a) Cavendish Soldiers Memorial Hall Committee
 - b) Coleraine Mechanics Institute Hall Committee
 - c) Coleraine Sporting Grounds Committee
 - d) Nareen Hall Committee
2. Note that letters will be sent to the abovementioned Committees thanking them for their assistance in preparing the 2023 Annual Reports; and
3. Note that letters of non-compliance will be issued to the Carapook Hall Committee and Konongwootong Committee.
4. Note the minutes from the following Committees:
 - a) Nareen Hall Annual General Meeting Minutes 23 February 2023
 - b) Cavendish Hall Committee Minutes September and November 2022
 - c) Coleraine Mechanics Hall Minutes 21 November 2022

12.5 Southern Grampians Shire Draft Small Towns Strategy

Directorate: Wellbeing, Planning and Regulation
Report Approver: Rory Neeson, Director Wellbeing, Planning and Regulation
Report Author: Parvesh Siroha, Senior Strategic Planner
Attachment(s): 1. Draft Small Towns Strategy for exhibition [12.5.1 - 136 pages]

Executive Summary

This report provides information to the Council on the progress to date on the preparation of the Small-Town Strategy (STS), as well as future steps in the implementation of the STS. The report recommends that the draft STS be released for public consultation before being brought back to Council for adoption at a future Council Meeting.

Discussion

The Southern Grampians Shire is experiencing changes with population and the challenges brought on by both climate change and the COVID19 pandemic. These forces are generating new imperatives to critically reflect on how to best ensure the resilience and livability of the Shire's small towns and settlements.

In 2021, Council officers prepared a comprehensive Project Brief to enable the appointment of a lead consultant and interdisciplinary team to prepare the Small-Town Strategy (STS).

The main objectives of the strategy are to:

- Create a clear settlement hierarchy, classifying each of the small towns and settlements according to current and future role.
- Create a high-level vision statement for each settlement on asset/service delivery.
- Provide inclusive and engaging opportunities for stakeholders, agencies, landowners, and residents' participation.
- Provide recommendations on future strategic projects in each of the towns.

Through a competitive procurement process, the Council appointed Niche Planning Studios to prepare the STS. Niche assembled an interdisciplinary team of skilled professionals to undertake the project and work is nearing completion in accordance with the project scope.

Details of community engagement which has already been successfully completed are presented later in this report.

It is anticipated that the STS will be suitable for adoption by the Council by December of this year (subject to support from both the Council and the community), with the associated Implementation Strategy to be completed early in 2024.

The STS stages are depicted in the table below.

Table 1: Project Stages

Stage	Milestone	Timing
1.	Project Inception and Scope	Completed
2.	Technical Investigations	Completed
3.	Stakeholder Engagement	Completed
4.	Draft Small Towns Strategy	Completed
5.	Public Consultation and Stakeholder Engagement	October 2023
6.	Final Small Towns Strategy (Adoption)	December 2023

Issues

Commitment to prepare the STS arises from the 2021-2025 Council Plan which reinforces Council's population and investment attraction agenda. Council is seeking to increase its population and diversify the Shire's economic base.

Over the last two decades, the Council has conducted various strategic planning work to guide the future growth and development of the Shire's small towns and settlements. However, there is a confusing mix of small towns and settlements with structure plans and those without. Some have Urban Design Frameworks whilst others do not.

There is no clear settlement hierarchy of small towns and settlements within the Southern Grampians Planning Scheme to enable the roll out of new structure plans. Further, most towns do not have a road map of key moves, zone changes, and infrastructure needs. Thus, there is presently limited to no policy detail in the Southern Grampians Planning Scheme to guide future land use and development of the Shire's small towns and settlements.

The project has reviewed the Shire's small towns and settlements and provides a definitive hierarchy of towns for which the Council can direct its focus for investment and further strategic work. This hierarchy is shown in **Table 2** and **Figure 1** below.

The STS provides directions for preferred locations for residential growth in alignment with current population forecasts.

The project addresses the challenges and constraints affecting the small towns and settlements. Distinct and separate issues exist with respect to risk by settlement – flooding risks impact in Coleraine and Dunkeld; fire risk greatly impacts sections of Cavendish and Balmoral; wastewater limitations impact Peshurst and Glenthompson. The impacts of climate change on these risk factors have been carefully considered.

The STS provides for the prioritisation of new structure plans for Cavendish, Coleraine, and Peshurst to be delivered by Council.

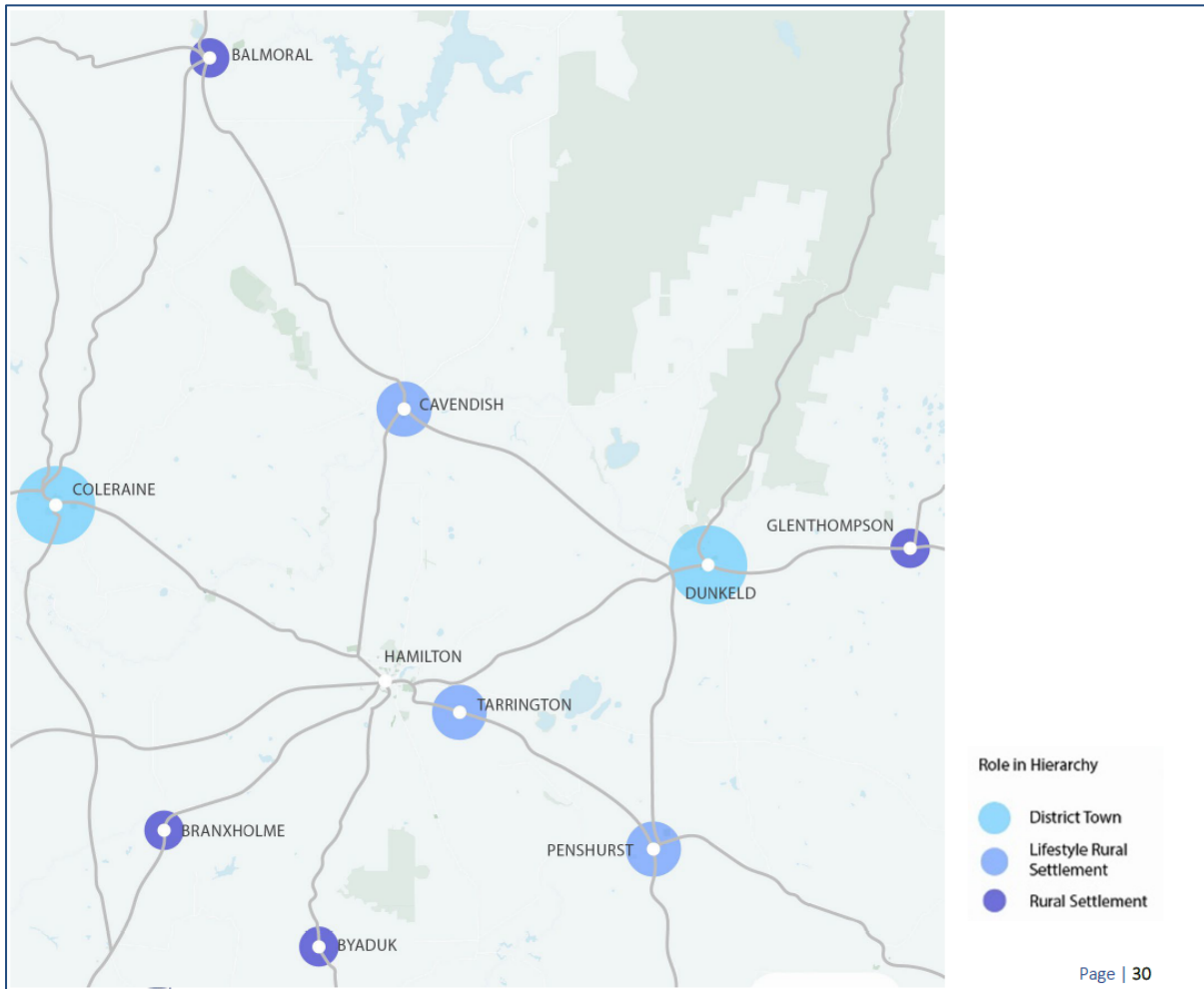
A copy of the draft STS is available at **Attachment 1**.

Table 2: Township hierarchy for Southern Grampians rural townships.

Category	Current Role	Future Role
DISTRICT TOWN Dunkeld Coleraine	<p>District Towns are defined as moderate to large towns with commercial centres. These settlements provide a variety of housing and a moderate employment base, with access to reticulated services.</p> <p>District Towns support the services and facilities provided by the Regional Centre (in this case, Hamilton), although residents may travel to lifestyle centres for provision of some services.</p>	<p>Future growth - Population growth and residential development is supported, subject to consideration of environmental risk constraints (e.g., bushfire, flooding) and availability of servicing.</p> <p>Vision for community infrastructure - Growth in district towns will be supported by the provision of required development and community infrastructure.</p> <p>Zoning/residential development – Demand for housing will be accommodated through infill development in established areas and within areas identified for future residential use in adopted Structure Plans.</p>
LIFESTYLE RURAL SETTLEMENT Cavendish Penshurst Tarrington	<p>Lifestyle Rural Settlements are defined as moderately sized towns with a commercial hub. These settlements provide some housing diversity, and often support specialist medical, retail or tourism services, but lack reticulated sewerage provision.</p> <p>Lifestyle Rural Settlements support the services and facilities available at Regional Centres and District Towns.</p>	<p>Future growth – Population growth and residential development is supported, subject to consideration of environmental risk constraints (e.g., bushfire, flooding) and availability of servicing and infrastructure provision.</p> <p>Vision for Community Infrastructure – Growth in Lifestyle Rural Settlements will be supported through the maintenance of existing community facilities and infrastructure. Additionally, the development of community facilities and infrastructure will be dictated by the needs of the community.</p> <p>Zoning/residential development – Opportunities to provide housing development through infill housing and potential rezoning of land should be investigated on a township basis to support sustainable and considered growth given existing constraints such as infrastructure provision.</p>
RURAL SETTLEMENT Balmoral Branxholme Byaduk Glenthompson	<p>Rural Settlements comprise the smaller towns within the network of regional towns. They provide some housing, and limited commercial and community infrastructure and facilities. Residents are often dependent on nearby centres to meet their needs. There is no reticulated sewer provided in these towns.</p>	<p>Future growth – the potential for growth within these towns is limited due to environmental risk constraints and the availability of servicing and infrastructure provision.</p> <p>Vision for Community Infrastructure – Current community facilities and infrastructure will be maintained, but development of new facilities should be rationalised and have a clear need demonstrated before commencing works.</p> <p>Zoning/residential development – Smaller Rural Settlements generally lack capacity</p>

	to accommodate further intensive residential development through environmental or planning constraints.
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Figure 1 – Township Hierarchy



Financial and Resource Implications

The project management, drafting and initial community engagement for STS is catered for within the financial year 2022-2023 budget. The cost of engaging the consultants to prepare the draft STS is \$190,000 and 35 weeks of officer time spent preparing the draft STS.

The adoption by Council of the STS will conclude the works funded under this project however future budget cases will be prepared to implement strategic planning items identified within the strategy.

Council Plan, Community Vision, Strategies and Policies

Support Our Community

1.3 Grow a diverse and inclusive community

1.3.1 Partner to facilitate sustainable and affordable housing to meet the changing needs of the community.

Grow Our Regional Economy

2.1 Drive economic growth

2.1.2 Advocate for long-term population growth, a skilled labour force and support emerging growth sectors.

Legislation

Consideration of the draft STS is consistent with the Southern Shire Council Plan 2021-2025 which commits to:

- Improving the livability of Southern Grampians Shire through the management of our facilities, town planning and environmental sustainability.
- Improve the appearance of our towns and public spaces.
- Ensure the Southern Grampians Planning Scheme provides for the fair, orderly, economic and sustainable use and development of land. Preserve the natural environment of Southern Grampians Shire.

Gender Equality Act 2020

There are no direct implications to the *Gender Equality Act 2020* in preparing the draft strategy.

Risk Management

The STS is being prepared against all relevant requirements of the *Southern Grampians Planning Scheme* and the *Planning and Environment Act 1987*, including all relevant Minister Directions and Practice Notes.

Climate Change, Environmental and Sustainability Considerations

Sustainable management of the Shire's agricultural sector is one of the highest priorities as set out in the Shire's Economic Development Strategy and Council Plan.

Developing the STS is an important strategic project. The project will enable the Shire's small towns and settlements to develop in a sustainable manner and ensure that appropriate infrastructure is provided.

Community Engagement, Communication and Consultation

The project team has developed opportunities for stakeholders, agencies, Traditional Owners, landowners, and community participation throughout the project.

Initial consultation has been undertaken with the local communities of each of the nine towns identified for the STS, service authorities, government agencies and local real estate agents, along with internal briefings, which has informed the draft STS.

Community participation has been reasonable, and the documentation presented to officers to date has conveyed community sentiment well.

The project team is looking forward to presenting a draft STS to the community for a final engagement period. We are optimistic that the draft will not require substantial changes prior to adoption by Council.

Public consultation on the draft STS is scheduled to be undertaken over three weeks including:

- Public release via social media and Council's website.
- Public notice in the Hamilton Spectator.
- Public notices displayed in each township/settlement newsletter.
- Letters to directly affected stakeholders and service authorities.
- Drop-in sessions at 2-3 locations across the Shire

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.

Rory Neeson, Director, Wellbeing, Planning and Regulation

Daryl Adamson, Manager Shire Strategy & Regulation

Andrew Neild, Planning Coordinator

Parvesh Siroha, Senior Strategic Planner

RECOMMENDATION

The Council approves the release of the Draft Small Towns Strategy for public consultation before considering any feedback at a future Council Meeting.

12.6 Hamilton CBD Parking Meters Update

Directorate:	Wellbeing, Planning and Regulation
Report Approver:	Rory Neeson, Director Wellbeing, Planning and Regulation
Report Author:	Daryl Adamson, Manager Strategy and Regulation
Attachment(s):	Nil

Executive Summary

In 2020, Council adopted the Hamilton CBD (Central Business District) Masterplan which in part discussed the broader future of parking meters in the CBD. This strategic document recommended Council keep paid parking, but upgrade to new parking meters with additional payment and enforcement technology.

At the Council Meeting on 14 September 2022, Council endorsed removing 204 pay-by-space parking meters currently in the Hamilton CBD and replacing them with 'next generation' parking meters by allocating \$160,000 from retained earnings to initiate the project in 2022-2023.

A Procurement Exemption is sought in accordance with Appendix 3 "Information Technology Resellers and Software Developers" to purchase Duncan Solutions Next Generation Pay by Plate Machines due to the integration with Council's existing IT infringement software.

Discussion

Broader parking requirements in the Hamilton CBD have been under review since the Hamilton Structure Plan in 2012 with further strategic understanding developed with the adoption of Hamilton CBD masterplan which recommended upgrading our parking meters, payment, and enforcement technology to meet consumer trends and to mitigate costs associated with ageing parking meter infrastructure.

The Hamilton CBD has 204 allocated metered bays. Of these 204 spaces, 15 bays have no meters, six are missing poles and over 40 are displaying faults. Overall, we have 140 meters that are operational delivering a 70% equipment effectiveness. Our ability to repair defective meters is severely hampered by ageing technology, availability of spares and resources to repair infrastructure.

Adoption of this initiative will allow for a reallocation of resources, reduced operational costs and the ability to return the footpath to outdoor dining and retailing.

The identified benefits of 'Pay-by-Plate' include:

- More efficient for enforcement and can target repeated offenders.
- Less queries on infringements.
- Can be used on-and off-street.
- Discourages free parking period over multiple visits (e.g., drivers who keep moving their vehicles for free parking).

- Provides useful data on actual usage by drivers and helps identify churn and usage rates per parking zone.
- Does not require drivers to return to car to place ticket on dashboard.

Financial and Resource Implications

Council has received indicative costings from project investigations. Research has indicated a budget of \$160,000 is required to install 25 next generation parking meters to the Hamilton CBD. This is a mix of capital expenditure and operational costs. A \$10,000 allowance for removal of existing parking meters has been included within the scope of this budget. Opportunities to offset further costs through selling existing meters will be explored.

Financial modelling indicates that this project has a short payback period of two years based on historical revenue and meter serviceability at 90%.

Financial commitments towards this project are proposed to be predominantly allocated from emerging priorities and Local Laws operational budget lines that relate to this service.

Council Plan, Community Vision, Strategies and Policies

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.

Provide Strong Governance and Leadership

5.4 Customer-focused services

5.4.1 Use digital solutions in service delivery to maximise efficiency of outcomes.

Legislation

Council's obligations under the *Infringements Act 2006* will be enhanced beyond the foundational legislative requirements and implementation will enable Council to focus on best practice administration and law practices with the introduction of enhanced parking technology.

Council's Policies and Community Laws which reference parking will be broadly unaffected by the introduction on new meters as the administration of modern technology serves to enhance these functions.

Gender Equality Act 2020

This application has no direct consequences relating to gender equality.

Risk Management

The purpose of upgrading the Hamilton CBD parking meters delivers on key findings in the Hamilton CBD Masterplan and Council Plan by directly addressing service levels and financial sustainability of a key Council revenue streams and function.

Implementation and application of new parking technology allows for greater transparency and protect the sustainable operation and community expectations of the service into the future.

Safety of our Officers from a security and manual handling perspective is mitigated through this initiative. Public discourse and debate in relation to parking will continue, however there is a greater risk to Council's reputation by maintaining the status quo when there is a clear path to delivering a sustainable outcome.

Climate Change, Environmental and Sustainability Considerations

By adopting intelligent parking technology, Council can drastically reduce the amount of paper we consume. While many compliance teams use state-of-the-art Bluetooth printing devices for tickets, the system proposed enables Council to issue digital tickets with motorists avoiding paper tickets altogether. Pay-by-phone applications mean that motorists can use Apple Pay, Android Pay and other digital wallets to minimise the circulation of cash and create a digital paper trail for all parking transactions.

Next generation parking meters are operated by solar. As a mitigation to panel shading or prolonged bad solar weather, the internal batteries of the units can be charged remotely.

Community Engagement, Communication and Consultation

Significant community engagement has been completed and recorded in the Hamilton CBD masterplan which was adopted by Council in 2020. In summary these deliberative consultation methods were:

- Hamilton CBD Masterplan report is available online for public viewing.
- Community engagement events in the Hamilton CBD discussing parking.
- Virtual tour - A 'virtual tour' of proposed upgrades using the latest virtual reality technology was made available at the community engagement and continues to be available through Council's website.
- Targeted stakeholder meetings with community and Hamilton business organisations.
- Social Pinpoint, Facebook & email - The Masterplan report was made available online for public viewing. Community members were encouraged to participate and provide their feedback through Social Pinpoint, email and/or the Southern Grampians Shire Council's Facebook page.
- Community engagement events had 600 people attending in person during the masterplan development with 275 online interactions.

A communications strategy will be developed with Council's Community Relations team to ensure relevant information is distributed at the appropriate timing to the broader community and direct stakeholders when the new meters are installed.

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.

Rory Neeson, Director Wellbeing, Planning and Regulation
Daryl Adamson, Manager Strategy and Regulation

RECOMMENDATION

That Council:

1. Remove 204 pay-by-space parking meters currently in the Hamilton CBD and replace with 'next generation' parking meters.
2. Execute a contract with Duncan Solutions Next Generation Pay by Plate Machines to the value of \$160,000 in accordance with SGSC Procurement Policy 2021-2025, Procurement Exemption, Appendix 3 "Information Technology Resellers and Software Developers".
3. Initiate a communications strategy informing the community of Councils intention to install meters in the Hamilton CBD.

12.7 Disposal of Abandoned Vehicles Policy

Directorate: Wellbeing, Planning and Regulation
Report Approver: Rory Neeson, Director Wellbeing, Planning and Regulation
Report Author: Daryl Adamson, Manager Strategy and Regulation
Attachment(s): 1. Policy Disposal of Abandoned Vehicles (3) [12.7.1 - 3 pages]

Executive Summary

Council's Authorised Officers require a Disposal of Abandoned Vehicles Policy to provide guidance when impounding and disposing abandoned vehicles collected from within the Shire. The parameters for application of local laws are stated in Section 80 of the *Local Government Act 2020* and the provisions relating to this matter are stated in Section 79 of the Southern Grampians Shire Council Community Local Law No.1 of 2022.

Discussion

Council must control vehicles that have been left abandoned, unregistered, or dangerously parked within the municipality, and has the power under the provisions set out in *Local Government Act 2020*, to implement and administer Councils Local Laws to impound vehicles and hold them until ownership can be proven for their return.

Southern Grampians Shire Council Community Local Law No.1 of 2022; Section 79 states:

Abandoned, Unregistered or Derelict vehicles in a public place.

- (1) A person must not, without permit, leave any derelict, abandoned or unregistered vehicle, or allow such a vehicle to remain on any public place or council land other than a road.*
- (2) Where a vehicle left standing on a road, public place or council land is unregistered or has been left standing between 24 hours and 7 consecutive days and is derelict or abandoned, the vehicle and anything on or in the vehicle may be impounded by the Authorised Officer.*

If after three months, Council is unable to locate the owner of an impounded vehicle, via Vic Roads, Victoria Police or other means, these vehicles will be put up for tender to be sold, in line with Councils general "Disposal of Assets Policy".

The tender process is as follows:

- Once a vehicle is impounded and stored at the Council yard, all possible identification information "must" be collected, the vehicle photographed and recorded where it is located at the Hamilton Depot.
- This information is to be then transferred in the DAV register, which will enable all compliance staff to be able to track all vehicles from pick up to disposal.
- After a period of three months and once efforts to locate the owners of the impounded vehicles, via VicRoads, Victoria Police or contact with the owner are exhausted, SGSC will advertise for sale by tender via public notice in the Hamilton Spectator.

- The price accepted must be higher than the reserve set on each individual vehicle to ensure councils costs are covered, i.e., towing and administrations fees.
- Approval of the successful tender will be decided by a Council Authorised Officer, (within the Wellbeing, Planning and Regulation directorate)
- Once the successful bidder is notified, the vehicle “must” be paid for and collected, no more than seven days after the notification.
- If the vehicle is not collected within the allotted time frame, the sale will be cancelled and the second highest bidder, will then receive notification that they are now the successful tender.

If after a period of four weeks after the vehicle has been offered for tender and has not been sold, the vehicle will be offered to the Hamilton SES (or other emergency services agency) for road rescue training and recorded or sold for scrap metal.

Financial and Resource Implications

There will be minor financial and resource implications through the adoption of this policy however it is envisaged that majority of these costs can be re-couped through the sale of vehicles identified in this policy.

Council Plan, Community Vision, Strategies and Policies

Support Our Community

1.4 A safe community

1.4.1 Collaborate with law enforcement authorities and other agencies to support community safety and crime prevention.

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

1. *Community Local Law No.1 of 2022, Section 79*
2. *Local Government Act 2020, Section 80*

Gender Equality Act 2020

It is considered that this policy is compatible with the relevant gender equality principles identified in the *Gender Equality Act 2020*.

Risk Management

The adoption of the Disposal of Abandoned Vehicles Policy ensures that Council meets its legislative responsibilities under the *Local Government Act 2020* and provides a mechanism to enact *Section 79* of the *Community Local Law No.1 of 2022*.

Climate Change, Environmental and Sustainability Considerations

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

Community Engagement, Communication and Consultation

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

Implementation of the Policy will also include communication to the public on the adoption of the Policy, how to access it and an overview of the process.

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.

Rory Neeson, Director Wellbeing, Planning and Regulation.
Daryl Adamson, Manager Strategy and Regulation
Simon Glenister, Planning Investigations Officer

RECOMMENDATION

That Council adopt the Disposal of Abandoned Vehicles Policy under Section 80 of the *Local Government Act 2020* to provide clear guidance to Council Officers when disposing of abandoned vehicles.

13 Notices of Motion

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

14 Urgent Business

There is 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.

16 Confidential Reports

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

17 Close of Meeting

This concludes the business of the meeting.