

SOUTH GIPPSLAND SHIRE COUNCIL

# Council Minutes

Ordinary Meeting of Council  
26 June 2019

**Ordinary Meeting No. 435**  
**Council Chambers, Leongatha**  
**Commenced at 2pm**

**ADMINISTRATOR**  
Julie Eisenbise



# minutes



*South Gippsland  
Shire Council*

*Come for the beauty, Stay for the lifestyle*



## MISSION

***South Gippsland Shire will be a place where our quality of life and sense of community are balanced by sustainable and sensitive development, population and economic growth.***

### Privacy

Council is required to keep minutes of each Council meeting. The minutes contain details of proceedings which may include personal information about community members disclosed as part of presentations, submissions and questions. The minutes of Council meetings are a public record and can be inspected by members of the public.

Council undertakes audio recordings of Council Meetings as a contribution to good governance and accuracy of minutes. An audio recording of this meeting is being made for the purpose of verifying the accuracy of minutes of the meeting. In some circumstances the recording may be disclosed, such as where Council is compelled to do so by court order, warrant, and subpoena or by any other law such as the Freedom of Information Act 1982. It should be noted that other people present at the meeting may be recording the meeting and Council has limited power to regulate this. Council has developed a policy to regulate recordings, "Sound Recording of Council Meetings".

A copy of this policy is located on Council's website [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au).

**PRESENT**

ADMINISTRATOR:	Julie Eisenbise
ADMINISTRATORS NOT PRESENT:	Nil
OFFICERS:	Bryan Sword, Acting Chief Executive Officer Faith Page, Director Corporate and Community Services Anthony Seabrook, Director Infrastructure Services Rick Rutjens, Manager Executive Support and Community Information June Ernst, Coordinator Corporate and Council Business Natasha Berry, Corporate and Council Business Officer Jodi Cumming, Corporate and Council Business Officer

# **SOUTH GIPPSLAND SHIRE COUNCIL**

Ordinary Meeting No. 435  
Wednesday 26 June 2019  
Council Chambers, Leongatha commenced at 2pm

## **TABLE OF CONTENTS**

<b>1. PRELIMINARY MATTERS .....</b>	<b>7</b>
1.1. LIVE-STREAMING COUNCIL MEETING DISCLAIMER.....	7
1.2. WELCOME .....	7
1.3. OPENING PRAYER.....	7
1.4. ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS .....	8
1.5. APOLOGIES .....	8
1.6. CONFIRMATION OF MINUTES.....	8
1.7. DECLARATION OF CONFLICTS OF INTEREST FOR ADMINISTRATOR ....	10
1.8. DECLARATION OF CONFLICTS OF INTEREST FOR STAFF .....	11
<b>2. OBJECTIVE 1 - STRENGTHEN ECONOMIC GROWTH AND PROSPERITY .....</b>	<b>12</b>
2.1. STRATEGIC BUSINESS INVESTMENT PROGRAM REPORT .....	12
2.2. SOUTH GIPPSLAND BRANDING .....	17
2.3. SOUTHERN GIPPSLAND FOOD FUTURES PROGRAM.....	24
2.4. ECONOMIC DEVELOPMENT AND TOURISM - ADVOCACY UPDATE .....	30
2.5. CARAVAN PARKS - MANAGEMENT REVIEW .....	35
<b>3. OBJECTIVE 2 - BUILD STRONG PARTNERSHIPS, STRENGTHEN ARTS &amp; CULTURE AND DELIVER EQUITABLE OUTCOMES.....</b>	<b>39</b>
3.1. REVIEW OF COMMUNITY GRANTS PROGRAM (C47) FOR 2019/20 .....	39
3.2. NEW POLICY: PORT WELSHPOOL MARITIME AND DISTRICT COLLECTION POLICY (C73).....	44
<b>4. OBJECTIVE 3 - IMPROVE SOUTH GIPPSLAND'S BUILT ASSETS AND VALUE OUR NATURAL ENVIRONMENT .....</b>	<b>50</b>
4.1. SANDY POINT CARAVAN AND CAMPING GROUND - SITE INVESTIGATION FINDINGS.....	50
4.2. INVESTIGATE THE USE OF DESIGN PANELS .....	55
4.3. ENHANCEMENTS TO COMMUNICATION METHODS TO THE PUBLIC FOR ROADS.....	60
4.4. ENDORSE ROAD NAME CHANGE - PART SECTION OF TILLY COURT, LEONGATHA .....	66
4.5. POLICY REVISION: HEAVY VEHICLE USAGE ON COUNCIL ROADS POLICY (C20).....	72
4.6. AWARD CONTRACT CON/216 PROVISION OF LINEMARKING SERVICES .....	77

4.7.	AWARD CONTRACT CON/217 SUPPLY AND DELIVERY OF COLD LIQUID BITUMINOUS PRODUCTS .....	81
4.8.	AWARD CONTRACT CON/219 ANNUAL SUPPLY OF PLANT HIRE AND CARTAGE CONTRACTORS .....	85
4.9.	AWARD CONTRACT CON/220 ANNUAL SUPPLY AND DELIVERY OF QUARRY PRODUCTS AND ROAD MAKING MATERIALS.....	89
4.10.	AWARD CONTRACT CON/221 ANNUAL SUPPLY OF CONCRETING SERVICES.....	93
4.11.	AWARD CONTRACT CON/222 PROVISION OF TREE AND VEGETATION MAINTENANCE SERVICES.....	97
<b>5.</b>	<b>OBJECTIVE 4 - ENHANCE ORGANISATIONAL DEVELOPMENT AND IMPLEMENT GOVERNANCE BEST PRACTICE.....</b>	<b>101</b>
5.1.	PROPOSED RATING STRATEGY 2019 - 2022 - EXTRACTIVE INDUSTRIES RATE DIFFERENTIAL CATEGORY .....	101
5.2.	PROPOSED 2019/20 ANNUAL BUDGET - OPTIONS IN ACHIEVING A ZERO PER CENT RATE RISE .....	106
5.3.	RATING STRATEGY 2019 - 2022.....	114
5.4.	ANNUAL BUDGET 2019/20 .....	120
5.5.	REVISED COUNCIL PLAN 2017-2021 .....	134
5.6.	GENERAL REVALUATION 2019.....	140
5.7.	COMMUNITY SATISFACTION SURVEY RESULTS 2019 .....	146
5.8.	POLICY REVIEW: PROCUREMENT POLICY 2019 (C32) .....	156
5.9.	COUNCILLOR DECLARATION OF THE OATH OF OFFICE MINUTE .....	159
<b>6.</b>	<b>OTHER COUNCIL REPORTS.....</b>	<b>163</b>
6.1.	NIL .....	163
<b>7.</b>	<b>NOTICES OF MOTION AND/OR RESCISSION.....</b>	<b>163</b>
7.1.	NIL .....	163
<b>8.</b>	<b>PROCEDURAL REPORTS .....</b>	<b>164</b>
8.1.	FINANCIAL PERFORMANCE REPORT JULY 2018 - MAY 2019 .....	164
8.2.	ASSEMBLY OF COUNCILLORS - 22 APRIL TO 21 MAY 2019 .....	169
8.3.	DOCUMENTS SEALED AWARDED OR EXTENDED BY CEO - 27 APRIL 2019 TO 24 MAY 2019.....	176
<b>9.</b>	<b>ADMINISTRATOR REPORTS .....</b>	<b>179</b>
9.1.	REQUESTS FOR LEAVE OF ABSENCE .....	179
9.2.	ADMINISTRATOR UPDATES .....	179
9.3.	COMMITTEE UPDATES .....	179
<b>10.</b>	<b>URGENT OR OTHER BUSINESS .....</b>	<b>180</b>
<b>11.</b>	<b>PUBLIC QUESTIONS.....</b>	<b>181</b>
11.1.	PETITIONS AND JOINT LETTERS .....	181
11.2.	ANSWERS TO PREVIOUS QUESTIONS ON NOTICE.....	183
11.3.	SUBMITTED PUBLIC QUESTIONS.....	184

<b>12. CLOSED SESSION .....</b>	<b>188</b>
<b>13. MEETING CLOSED .....</b>	<b>189</b>



**Bryan Sword**  
**Acting Chief Executive Officer**

## **1. PRELIMINARY MATTERS**

### **1.1. LIVE-STREAMING COUNCIL MEETING DISCLAIMER**

This Council Meeting is being streamed live, recorded and published in accordance with Council's *Live Streaming in Council Meetings Policy*.

To those present in the gallery today, by attending a public meeting of the Council you are consenting to your image, voice and comments being recorded and published.

Anyone who is invited to read out a question or a presentation will be recorded and their voice, image and comments will form part of the live stream and recording.

The Chair and/or the CEO have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Attendees are advised that they may be subject to legal action if their actions results in inappropriate and/or unacceptable behaviour and/or comments.

Today's Meeting is being streamed live as well as recorded and published on Council's website.

Thank you

### **1.2. WELCOME**

Please ensure Mobile phones remain 'off' during the Council Meeting.

Administrator Julie Eisenbise introduced herself and her appointment as Administrator to the South Gippsland Shire Council. Administrator Eisenbise highlighted her experience in the Local Government as a Councillor and Mayor in the past and is also a Commissioner with the Victorian Grants Commission.

### **1.3. OPENING PRAYER**

We pray to God to guide us so that the thoughts we have and the decisions made this day, are in the best interests of the people of the South Gippsland Shire.

Amen

#### **1.4. ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS**

The South Gippsland Shire Council respectfully acknowledges the Traditional Custodians of this Land, Elders past, present and emerging their Spirits and Ancestors.

#### **1.5. APOLOGIES**

Nil

#### **1.6. CONFIRMATION OF MINUTES**

##### **RECOMMENDATION**

That the Minutes of the South Gippsland Shire Council:

1. S223 Hearing of Submissions in relation to the *Proposed 2019/20 Annual Budget and Proposed Revised 2017 – 2021 Council Plan*, held on 22 May 2019 at 10.45am at the RSL, Leongatha be confirmed;
2. S223 Hearing of Submissions in relation to *Proposed 2019-2022 Rating Strategy* held on 22 May 2019 at 2.15pm at the RSL, Leongatha be confirmed;
3. Special Meeting of Council in relation to the *Proposed 2019/20 Annual Budget and Proposed Revised 2017-2021 Council Plan*, and the *Proposed Rating Strategy 2019-2022* held on 29 May 2019 at 11.00am at the RSL, Leongatha be confirmed; and
4. Ordinary Meeting No. 434, held on 29 May 2019 at the RSL, Leongatha be confirmed.



**Administrator moved a Motion that is different from the recommendation.**

**THAT THE MINUTES OF THE SOUTH GIPPSLAND SHIRE COUNCIL:**

- 1. S223 HEARING OF SUBMISSIONS IN RELATION TO THE *PROPOSED 2019/20 ANNUAL BUDGET AND PROPOSED REVISED 2017 – 2021 COUNCIL PLAN*, HELD ON 22 MAY 2019 AT 10.45AM AT THE RSL, LEONGATHA BE CONFIRMED;**
- 2. S223 HEARING OF SUBMISSIONS IN RELATION TO *PROPOSED 2019-2022 RATING STRATEGY* HELD ON 22 MAY 2019 AT 2.15PM AT THE RSL, LEONGATHA BE CONFIRMED;**
- 3. SPECIAL MEETING OF COUNCIL IN RELATION TO THE *PROPOSED 2019/20 ANNUAL BUDGET AND PROPOSED REVISED 2017-2021 COUNCIL PLAN*, AND THE *PROPOSED RATING STRATEGY 2019-2022* HELD ON 29 MAY 2019 AT 11.00AM AT THE RSL, LEONGATHA BE CONFIRMED;**
- 4. ORDINARY MEETING NO. 434, HELD ON 29 MAY 2019 AT THE RSL, LEONGATHA BE CONFIRMED; AND**
- 5. CONFIDENTIAL MINUTES NO. 434 FOR THE 29 MAY 2019 ORDINARY MEETING, HELD AT THE RSL LEONGATHA BE NOTED.**

**CARRIED**

### 1.7. DECLARATION OF CONFLICTS OF INTEREST FOR ADMINISTRATOR

Any interest that an Administrator or staff member has deemed to be significant and has disclosed as either a direct or an indirect interest is now considered to be a conflict of interest. Conflict of interest legislation is in sections 77A, 77B, 78, 78A-D and 79 of the Local Government Act 1989 (the Act). This legislation can be obtained by contacting the Council's Corporate & Community Services Directorate (Council Business) or by accessing the Victorian Legislation and Parliamentary Documents website at [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au).

An interest may be by close association, financial, conflicting duties or receipt of gifts. If an Administrator or staff member discloses any interest in an item discussed at any Council Meeting (whether they attend or not) they must:

- Complete a disclosure of interest form prior to the Meeting (forms are available from Council Business Department at South Gippsland Shire Council).
- Advise the Chair of the interest immediately before the particular item is considered (if attending the Meeting).
- Leave the Council Chamber or Meeting room while the item is being discussed and during any vote taken (if attending the Meeting).

The Administrator or staff member will be advised to return to the Council Chamber or Meeting room immediately after the item has been considered and the vote is complete.

Administrators should check the Minutes of the Council Meeting to ensure their disclosure is recorded accurately. Administrators are not required to disclose conflict of interest in relation to matters only considered at Meetings they do not attend. Detailed information is available in *Conflict of Interest – A Guide – October 2012*.

**Nil**

### 1.8. DECLARATION OF CONFLICTS OF INTEREST FOR STAFF

Sections 80B and 80C of the Local Government Act 1989 require members of Council staff who have delegated functions and/or provide advice to Council or a Special Committee to disclose conflicts of interest. If Council staff have written, provided information/advice or approved a Council Report and have a conflict of interest, it is the responsibility of that staff member to disclose the interest.

Guidance to identifying and disclosing a conflict of interest is contained in the Victorian State Government, Department of Transport, Planning and Local Infrastructure – *Conflict of Interest – A Guide for Council Staff* – October 2011.

**Nil**

## **2. OBJECTIVE 1 - STRENGTHEN ECONOMIC GROWTH AND PROSPERITY**

### **2.1. STRATEGIC BUSINESS INVESTMENT PROGRAM REPORT**

Development Services Directorate

#### **EXECUTIVE SUMMARY**

The Economic Development and Tourism Unit has completed Council's Year 2 2018/19 Annual Initiative which states: "Develop a Strategic Investment Program by working closely with relevant stakeholders to deliver a targeted-approach to business investment attraction".

The Strategic Business Investment Program (SBIP) (**Attachment [2.1.1]**) was presented to the Economic Development and Tourism Steering Committee (The Committee), on 1 May 2019. It is an internal strategic document complete with roles and responsibilities and an action plan that underpins Council's current facilitative process for targeting strategic investment in the Shire.

SBIP includes an economic development model that highlights the equal importance and value of advocacy, support and infrastructure to grow new and existing businesses in South Gippsland. SBIP identifies Council's trusted relationships with key stakeholders including Invest Victoria, Invest Gippsland and Destination Gippsland (DGL).

SBIP is supported by a secondary program that provides additional support to small businesses who seek assistance from Council. The Business Expansion And Retention Program (BEAR) (**Attachment [2.1.2]**), which was also presented to Council at The Committee on 1 May 2019, outlines programs and initiatives via dedicated communication platforms to the business community.

This report recommends the endorsement of the Strategic Business Investment Program and the Business Expansion and Retention Program.

#### **RECOMMENDATION**

That Council:

1. Notes the completion of the Year 2 2018/19 Council Plan Annual Initiative 'Develop a Strategic Investment Program' by working closely with relevant stakeholders to deliver a targeted-approach to business investment attraction"; and

2. Endorses the Strategic Business Investment Program (SBIP) (Attachment [2.1.1]) and the Business Expansion and Retention program (BEAR) (Attachment [2.1.2]) as part of the Economic Development and Tourism Department Annual Workplan.

**Administrator moved the following Motion.**

**THAT COUNCIL:**

1. **NOTES THE COMPLETION OF THE YEAR 2 2018/19 COUNCIL PLAN ANNUAL INITIATIVE 'DEVELOP A STRATEGIC INVESTMENT PROGRAM' BY WORKING CLOSELY WITH RELEVANT STAKEHOLDERS TO DELIVER A TARGETED-APPROACH TO BUSINESS INVESTMENT ATTRACTION"; AND**
2. **ENDORSES THE STRATEGIC BUSINESS INVESTMENT PROGRAM (SBIP) (ATTACHMENT [2.1.1]) AND THE BUSINESS EXPANSION AND RETENTION PROGRAM (BEAR) (ATTACHMENT [2.1.2]) AS PART OF THE ECONOMIC DEVELOPMENT AND TOURISM DEPARTMENT ANNUAL WORKPLAN.**

**CARRIED**

**[Link to next Agenda item.](#)**

## REPORT

The Strategic Business Investment Program (SBIP) (**Attachment [2.1.1]**) and the Business Expansion And Retention Program (BEAR) (**Attachment [2.1.2]**) were presented to the Economic Development and Tourism Steering Committee (EDTSC) on 1 May 2019. These two programs aim to support jobs growth and business investment of new and existing businesses within the Shire.

### Strategic Business Investment Program (SBIP)

SBIP is designed to support and encourage the growth of employment and investment in the Shire. Its success is reliant on Council's strong strategic connection with regional and state-wide agencies and government bodies including Invest Victoria, Invest Gippsland and Destination Gippsland.

Council developed an economic development model to support SBIP implementation. It identifies three key areas that are necessary to drive create a prosperous community.

1. **Support:** Council actively supports business and employment growth and development via a range of programs, workshops and strategic network meetings with key stakeholders. By building trusted relationships, Council can grow the capacity and capability of industry sectors and individual businesses in the Shire.
2. **Advocacy:** A strategic and coordinated approach to other levels of government is required to provide the funding for Council's Priority Projects and Strategic Roads Projects. Further investment is also dependent on a targeted and strategic advocacy plan with key stakeholders.
3. **Infrastructure:** infrastructure is critical for business and industry growth. Through SBIP, Council is demonstrating its commitment to develop infrastructure including transport, telecommunications, energy and water. Council will continue to deliver solid outcomes via its strong partnerships with agencies, industry bodies and businesses.

Council's key strategic business investment priorities are identified in SBIP as:

- Food and Fibre
- Advanced Manufacturing
- Construction and Industrial
- Tourism. Events and Visitor Economy

Emerging industries and recognised strategic opportunities include:

- New Energy Technologies
- Extractive Industries
- Transport, Defence and Construction Technologies

The implementation of SBIP requires a coordinated commitment by the entire Economic Development and Tourism Unit, and roles and responsibilities are outlined in the actions of SBIP.

### **Business Attraction And Retention Program (BEAR)**

BEAR exists within the support actions of SBIP. It is a comprehensive program that includes business mentoring, workshops, business visits and the dissemination of relevant information to new and existing businesses.

The various links and networks within BEAR include:

- Chambers of Commerce and business associations
- Infrastructure networks
- Art, culture and creative industry networks
- State and Federal government agencies
- Small Business Victoria
- Regional Development Victoria

BEAR often involves the coordination of strategic business meetings with internal departments, relevant agencies and targeted businesses including local real estate agents. The program demonstrates the strong partnership with Small Business Victoria through promotion of the Small Business Bus and business support workshops.

The implementation of BEAR is both responsive and strategic; it can achieve short and long term goals for businesses.

### **CONSULTATION**

The SBIP and the BEAR programs were presented to Council's Economic Development and Tourism Steering Committee on 1 May 2019.

## **RESOURCES**

All activities within SBIP and BEAR are undertaken within existing resources within the Economic Development and Tourism Department.

## **RISKS**

Developing a proactive approach to growth of jobs and investment within the Shire helps mitigate risks to the local economy and provides further opportunity for support and growth.

## **STAFF DISCLOSURE**

Nil

## **ATTACHMENTS**

*Attachments are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

1. Strategic Business Investment Program [2.1.1 - 12 pages]
2. Business Expansion And Retention Program (BEAR) [2.1.2 - 7 pages]

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Revised Council Plan 2017-2021

Economic Development and Tourism Strategy 2018 – 2020

Business Investment and Attraction Policy (C19A)



## 2.2. SOUTH GIPPSLAND BRANDING

Development Services Directorate

### EXECUTIVE SUMMARY

In 2016, Council agreed to conduct a review of the Prom Country—South Gippsland brand. The South Gippsland Shire Council Brand Review-Research and Recommendations (Copy Transmission) Report (SG Brand Review) (**Attachment [2.2.1]**) was developed and presented at the 24 August 2016 Ordinary Council Meeting.

The SG Brand Review was discussed at the Economic Development and Tourism Steering Committee (The Committee) meetings in both October and November 2017, and a branding workshop was held with Council in June 2018 to further discuss the recommendations in the final report.

During this time, Destination Gippsland (DGL) was conducting a Gippsland-wide brand review in collaboration with Visit Victoria. As a result, Council decided to await the outcome of Destination Gippsland's Brand Review (DGL Brand Review), and explore opportunities to align the DGL Gippsland Brand with the future branding for South Gippsland.

The DGL Brand Review was comprehensive and resulted in a contemporary and flexible brand to promote the whole of Gippsland. It reflected similar brand virtues to those identified in the SG Brand Review and the opportunity to leverage the region's natural assets through the Shire's food and beverage experiences, outdoor activities, and quaint villages.

DGL presented the stages of the development of the Gippsland Brand in two separate confidential briefings to Council on 6 June 2018 and 1 May 2019. During these two briefings, Council recognised an opportunity to align with DGL's new Gippsland Brand.

On 5 June 2019, a confidential briefing was presented to Council outlining the alignment of DGL's new Gippsland Brand with South Gippsland. During the presentation, The South Gippsland Branding paper (SG Branding paper) (**Attachment [2.2.2]**) was presented and it was recommended that Council, receives a report at the 26 June 2019 Ordinary Meeting of Council to adopt the Destination Gippsland (DGL) brand for South Gippsland.

The SG Branding paper has been developed in consultation with DGL to assist Council and industry to maximise South Gippsland's marketing potential. It also demonstrates the opportunity for the industry to leverage DGL's flexible new Gippsland Brand.

This report demonstrates South Gippsland's opportunity to grow the visitor economy and strengthen South Gippsland's position in the market place through the alignment with DGL's Gippsland Brand and the future development of the South Gippsland Brand Toolkit.

#### **RECOMMENDATION**

That Council:

1. Adopts the Gippsland Brand by Destination Gippsland (DGL) (Attachment [2.2.2]) for South Gippsland; and
2. Receives a future briefing about the implementation of the Gippsland Brand through the South Gippsland Brand Toolkit.

**Administrator moved the following Motion.**

#### **THAT COUNCIL:**

1. **ADOPTS THE GIPPSLAND BRAND BY DESTINATION GIPPSLAND (DGL) (ATTACHMENT [2.2.2]) FOR SOUTH GIPPSLAND; AND**
2. **RECEIVES A FUTURE BRIEFING ABOUT THE IMPLEMENTATION OF THE GIPPSLAND BRAND THROUGH THE SOUTH GIPPSLAND BRAND TOOLKIT.**

**CARRIED**

[Link to next Agenda item.](#)

## **REPORT**

### **Destination Gippsland Brand Review (DGL Brand Review)**

The DGL Brand Review commenced in 2017 and was undertaken in conjunction with Visit Victoria. The review included an audit of all tourism assets, stakeholder survey, qualitative research and a brand workshop. It considered feedback about the whole of Gippsland as a destination by an extensive audience.

DGL's new Gippsland Brand highlights the region's hidden attractions, food and wine experiences and lesser known areas from historic towns and lush vineyards to pristine beaches and alpine forests. It is targeted at people living in Melbourne and regional Victoria and aims to change consumer perceptions of Gippsland through five brand pillars that were developed to set Gippsland apart:

1. World Class Sanctuaries
2. Water Lovers Paradise
3. Paddock & Ocean to Plate
4. Intimate Local Towns
5. Alpine Inspired Adventure

South Gippsland is fortunate in that it reflects DGL's overall brand personality and aligns with four of the five Gippsland brand pillars.

A key aspect of the new Gippsland Brand is its flexibility to promote the regions towns, experiences, businesses, products, events and attractions. It is contemporary and allows many aspects of the industry to align with, and benefit from the new Gippsland Brand in South Gippsland.

#### ***DGL Brand Review Stage One***

Stage one of the review was conducted by brand agency iSPY Brand Strategy. The outcomes of stage one were presented by DGL to Council in a briefing on 6 June 2018.

The presentation included research concluding that Gippsland is either "known for the wrong things" (bland beaches, backwater towns etc) or "preaching to the converted" by promoting only the wilderness and landscape features of the regions. It was noted that a brand shift is required away from "wilderness/big nature" to a holistic view of nature as a provider and that visitors are inspired by a real connection to nature through the people, land and produce.

### ***DGL Brand Review Stage Two***

Stage two was presented to Council at a confidential briefing on 1 May 2019 by DGL Marketing Manager, Alison Conroy. Alison presented “the creative” by Clemenger who are a leader in marketing communications.

Their concept: “GIPPS all kinds of wonder LAND” has been adopted as the new Gippsland Brand and is the basis for a new marketing campaign for Gippsland. Alison also provided examples of its use to promote South Gippsland. This briefing demonstrated the potential for alignment between DGL’s Gippsland Brand and South Gippsland branding. It also outlined opportunity for South Gippsland industry bodies, businesses and products to strengthen their own marketing potential by leveraging the new DGL Gippsland Brand which is already actively promoted throughout Melbourne.

### **South Gippsland Branding Paper**

In early May, after positive feedback from Council, officers participated in a workshop with DGL Marketing Manager, Alison Conroy. The workshop included the development of the South Gippsland Branding Paper. It also included a comprehensive overview of the Gippsland Style Guide (**Attachment [2.2.3]**), and discussion about the elements that could be included in a South Gippsland Brand Toolkit to support industry, businesses and the community.

The South Gippsland Branding paper demonstrates the alignment of the Gippsland Brand to South Gippsland. The brand platform is flexible and can be used in promoting hero products, pillars and hubs, and sends a consistent message by industry and businesses to visitors.

The South Gippsland Brand Toolkit will demonstrate a consistent approach to the platform, branding and messaging. It will provide clarity, allowing DGL, Council and industry to align with a singular look, feel and identity. The toolkit will ensure there are clear guidelines in relation to logo integrity, and a consistent use of typography, colour and imagery.

### **South Gippsland Brand Review (SG Brand Review)**

In 2016, Council agreed to conduct a review of the Prom Country – South Gippsland brand. Copy Transmission was engaged and The South Gippsland Brand Review was developed (SG Brand Review) (**Attachment [2.2.2]**).

The SG Brand Review was presented at the 24 August 2016 Ordinary Meeting of Council. At the Ordinary Meeting of Council, a motion was passed:

*“That Council:*

- 1. Receives the South Gippsland Shire Council Brand Review-Research and Recommendations (Copy Transmission) Report;*

2. *Refers the South Gippsland Shire Council Brand Review-Research and Recommendations (Copy Transmission) report to Council's Economic Development and Tourism Steering Committee or its successor to provide Council with a future report that:*
  - a. *Responds to each of the recommendations,*
  - b. *Identifies a proposed implementation program, and*
  - c. *Provides a recommend implementation budget."*

This report responds to item 2 at the Ordinary Meeting of Council 24 August 2016.

The SG Brand Review provided 33 recommendations that were listed under the following five headings and demonstrate their implementation since 2016:

**1. Brand asset recommendations**

The brand asset recommendations focus on maintaining and protecting the Prom Country and South Gippsland brand names and logos, while considering new tagline options, and new brand guidelines to promote the region.

Response: Aligning with DGL's Gippsland Brand for South Gippsland and developing the South Gippsland brand guidelines and toolkit will allow a flexible use of brand; this includes Prom Country and South Gippsland. As an incorporated association, Prom Country Regional Tourism (PCRT) make governance and marketing decisions through its executive committee. PCRT can leverage the Gippsland Brand by collaborating with DGL to develop specific logos and taglines to promote the region.

**2. Promotional recommendations**

These recommendations identify eight key brand virtues for South Gippsland including: natural beauty, accessibility, welcoming, relaxing, food and fresh produce, good value accommodation, quaint villages and outdoor activities. Targeted online and state campaigns, and repeat visitation were also a key focus.

Response: Since 2016, marketing initiatives and state campaigns by DGL, PCRT, and Council have met the promotional recommendations. These are aimed at targeting repeat visitors and increasing international visitation. The eight key brand virtues fit within the five brand pillars of the new Gippsland Brand.

### **3. *Online recommendations***

These recommendations focus on the development of a social media strategy including increased attention to Facebook, Instagram and Trip Advisor.

Response: DGL and PCRT continue to focus their social media presence via Facebook and Instagram. Council's Economic Development and Tourism Unit use Council's official Facebook page to promote the region's experiences, events and business development programs. The recent update of the South Gippsland image library by Visit Victoria and Destination Gippsland provide PCRT with the opportunity to update the Prom Country website, social media, and App.

### **4. *Organisational recommendations***

These recommendations relate to the importance of strong relationships between Council and key stakeholders including Prom Country Regional Tourism (PCRT) and neighbouring shires to develop the local industry.

Response: Council and PCRT work closely to promote the region, and are currently developing an updated Memorandum of Understanding (MoU). The new MoU will be presented to Council for discussion later in the year.

An MOU currently exists between the Gippsland Local Government Network (GLGN) and DGL. Council continues to foster closer ties with neighbouring Shires through strategic networks such as Invest Gippsland, Food and Fibre Gippsland, Creative Gippsland and DGL's manager's network meetings.

### **5. *Grass-root engagement recommendations***

These recommendations mainly focus on the support and empowerment of the business community and community-led groups to promote the Shire through their own brands and campaigns.

Response: The South Gippsland Brand Toolkit supports the implementation program of the Gippsland Brand in South Gippsland. It will empower industry, businesses, and communities to promote the Shire through their own brand campaigns. It will support a consistent message that aligns with greater Gippsland.

Overall, South Gippsland is perfectly placed to strengthen the capacity of the region and promotion of towns, products and events by leveraging DGL's Gippsland Brand. It will enable localised marketing programs, encourage media interest and opportunities to promote key events in the Shire.

## **CONSULTATION**

Council's South Gippsland Brand Review and DGL's Gippsland Brand Review have been discussed at the Economic Development and Tourism Steering Committee (The Committee) and at Council since 2016. Both reviews involved extensive industry and stakeholder consultation.

## **RESOURCES**

The promotion of Gippsland Brand in South Gippsland will be implemented within existing resources and under the current annual budget item that is allocated to Destination Gippsland.

## **RISKS**

Failure to have a recognisable brand with broad market reach will limit Council's ability to generate greater economic benefits and grow our visitor economy. Supporting and leveraging off the newly established Gippsland brand provides Council with the best opportunity to capture the attention of a broader markets within our limited resources.

## **STAFF DISCLOSURE**

Nil

## **ATTACHMENTS**

*Attachments are available on Council's website:* [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)

1. South Gippsland Brand Review **[2.2.1 - 190 pages]**
2. South Gippsland Branding Paper by Destination Gippsland **[2.2.2 - 12 pages]**
3. Gippsland Campaign Style Guide **[2.2.3 - 29 pages]**

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website:* [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)

Economic Development and Tourism Strategy 2018 – 2020

## **2.3. SOUTHERN GIPPSLAND FOOD FUTURES PROGRAM**

Development Services Directorate

### **EXECUTIVE SUMMARY**

The Southern Gippsland Food Futures Program (The Program) is part of Council's Economic Development and Tourism Strategy 2018-2020; Strategic Goal 1.3 which states:

*"Facilitate and deliver programs which assist existing and potential food networks. Showcase South Gippsland's unique proposition for food growing and manufacturing and support coordinated distribution models."*

The Economic Development and Tourism (ED&T) department has undertaken a range of strategic and operational activities to support The Program during the 2018/19 financial year and as a result, has implemented Council's Year 2, 2018/19 Annual Initiative which states:

*"Deliver 'Southern Gippsland Food Futures Program' that supports existing and potential food networks through marketing, business support and the Southern Gippsland Food Map".*

Food production in the form of agriculture and food processing is South Gippsland's major industry and the region's competitive advantage. The ED&T department works closely with the industry to grow investment and capacity of existing and new businesses.

This report outlines the contribution of ED&T department to support the food sector in South Gippsland through strategic partnerships, developmental programs, and industry network meetings.

It recommends the endorsement of the 'Southern Gippsland Food Futures Program' and its implementation within Year 2 of the 2018/19 Annual Initiatives.

### **RECOMMENDATION**

That Council:

1. Endorses the implementation of the Year 2 2018/19 Annual Initiative "Deliver 'Southern Gippsland Food Futures Program' that supports existing and potential food networks through marketing, business support and the Southern Gippsland Food Map"; and
2. Receives a future report regarding the implementation and outcomes of "The South Gippsland Specialty Food Logistics Program".



**Administrator moved the following Motion.**

**THAT COUNCIL:**

- 1. ENDORSES THE IMPLEMENTATION OF THE YEAR 2 2018/19 ANNUAL INITIATIVE “DELIVER ‘SOUTHERN GIPPSLAND FOOD FUTURES PROGRAM’ THAT SUPPORTS EXISTING AND POTENTIAL FOOD NETWORKS THROUGH MARKETING, BUSINESS SUPPORT AND THE SOUTHERN GIPPSLAND FOOD MAP”; AND**
- 2. RECEIVES A FUTURE REPORT REGARDING THE IMPLEMENTATION AND OUTCOMES OF “THE SOUTH GIPPSLAND SPECIALTY FOOD LOGISTICS PROGRAM”.**

**CARRIED**

**[Link to next Agenda Item.](#)**

## **REPORT**

During the 2018/19 Financial Year Council has conducted and participated in a range of activities as part of the Food Futures Program with the objective of enhancing the food sector in South Gippsland. These include:

### **1. The South Gippsland Specialty Food Logistics Program**

Council contributed \$15,000 and secured funding of \$30,000 from the State Government's Food Source Victoria agency to undertake the program.

ED&T department has developed "*The South Gippsland Specialty Food Logistics Program*" (SGSFLP) in conjunction with consultancy RMCG. The program will support the specialty food sector in South Gippsland whilst identifying opportunities for growth of the sector into the next five years. This project will support growers and manufacturers of cheese, wine and other beverage, garlic, truffles, honey, and organic fruit and vegetables through a series of workshops and face-to-face discussions.

Council will receive a briefing in July 2019 to provide a detailed outline of the implementation and outcomes of the SGSFLP.

### **2. The Smart Specialisation Strategy**

Smart Specialisation Strategy 'Connecting Gippsland – Local and Global' is funded by the Latrobe Valley Authority and involves participation of all six Gippsland Councils, RMIT, and Melbourne University.

This project is aimed at raising the understanding of Gippsland's food assets and ways to develop the sector into the future. It focusses on a shared vision for the region's future prosperity, environmental sustainability and social wellbeing. It involves collaboration between education, industry, and government, and will result in the development of key projects to encourage interaction between these sectors to grow the food industry.

### **3. Gippsland Food Agility Project**

The "*Gippsland Food Agility Project*" was conducted by RMIT and Agribusiness Gippsland in 2018 and the final report was released in early 2019. Council officers were interviewed by RMIT as part of an investigation to understand the Gippsland Food Value Chain and local value chains relating to food, in particular, beef and horticulture.

The report adds regional benefit by also informing the Smart Specialisation Strategy and the South Gippsland Specialty Food Logistics Program.

#### **4. Cows Create Careers**

Council contributes \$2,000 in sponsorship for the delivery of “*Cows Create Careers*” which is a program supported by Dairy Australia. It helps local students to understand the range of careers available in the dairy industry.

Attracting new talent is a key focus for the dairy industry and this program connects local secondary school students directly with farmers and industry advocates in a hands-on program. The employment of youth in the dairy industry is critical for the future growth.

#### **5. South Gippsland Dairy Extension Committee**

Participation in the “*South Gippsland Dairy Extension Committee*” which is funded through Dairy Australia. It considers local issues relating to the dairy industry.

This committee meets quarterly and assists Council by keeping informed of major issues regarding the local industry. It allows Council to connect directly with farming and service businesses.

#### **6. The Gippsland Dairy Industry Leadership Group**

The “*Gippsland Dairy Industry Leadership Group*” was established in response to the dairy downturn relating to milk prices and dry conditions a number of years ago. The group involves collaboration between representatives of Industry, Government and Service agencies to coordinate assistance to the sector when required.

This group is critical in leading efficient and effective coordination of services, while minimising duplication of effort, during extreme seasons. It reports significant issues impacting the industry, to the State Government.

#### **7. The South Gippsland Dairy Expo**

Council contributes \$1,500 each year to the annual “*South Gippsland Dairy Expo*” which is the largest local trade event and reaches the greatest number of farms and farm-related businesses in the Shire. This includes a very popular panel session for farmers, hosted by Council to discuss emerging industry issues.

#### **8. Food and Fibre Gippsland**

Food and Fibre Gippsland are a new entity, and the result of a merger between East Gippsland Food Cluster and Agribusiness Gippsland. Council is currently participating in discussions with Food and Fibre Gippsland to investigate new

branding opportunities for food in Gippsland, and innovative ways for this peak food industry body to interact with the local industry.

Council is fortunate to have developed a trusted relationship with Food and Fibre Gippsland and will benefit from collaboration in future industry forums, projects and network meetings.

## **9. Invest Gippsland**

*“Invest Gippsland”* represents a partnership between all six Gippsland local governments, Industry and State Government agencies. Investment in the food and fibre sector in Gippsland is a key focus of the group.

Invest Gippsland is currently developing an investment website to showcase opportunities and benefits of investing locally. Invest Gippsland is also preparing to showcase Gippsland food investment at The Global Table, which is largest Victorian food event in September.

## **10. Southern Gippsland Food Map**

Council has hosted the Southern Gippsland Food Map in partnership with Bass Coast Shire Council for many years. Unfortunately, due to changes in the direction of the business operating the website, this project has recently concluded.

Council is continuing support of the industry and local food growing businesses through the Gippsland Business Connect database project which involves all six Gippsland councils.

## **CONSULTATION**

Consultation between Council and local and regional food networks identified in this report has been undertaken within the scope of each program.

The South Gippsland Specialty Food Logistics Program (SGSFLP) involves specific consultation with consultancy, RMCG, Food and Fibre Gippsland, key industry leaders, and businesses through a series of workshops within the program.

## **RESOURCES**

All work to deliver the *“Southern Gippsland Food Futures Program”* has been undertaken within existing resources.

## **RISKS**

The food growing and production sector is the largest industry in South Gippsland and underpins the region's economy in both employment and economic output.

Failure to support and grow this industry will limit future strategic growth and economic benefit for South Gippsland in future.

## **STAFF DISCLOSURE**

Nil

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Revised Council Plan 2017-2021

Economic Development and Tourism Strategy 2018-2020

## **2.4. ECONOMIC DEVELOPMENT AND TOURISM - ADVOCACY UPDATE**

Development Services Directorate

### **EXECUTIVE SUMMARY**

Council has a strong advocacy program and performs an important role in identifying and seeking government funding and/or other commitments to deliver significant critical infrastructure that will facilitate further investment and growth in the Shire.

This report relates to the implementation of two of Council's 2018/19 Council Plan Annual Initiatives: Advocacy of Priority Projects and Advocacy for Critical Infrastructure.

#### **Initiative One - Advocacy of Priority Projects**

Council's Annual Initiative to *"Identify and target Priority Projects requiring external funding and advocate to State and Federal Governments seeking funds to implement them"*, was undertaken by the Economic Development and Tourism (ED&T) department in conjunction with other internal departments. It required the development of an advocacy framework to support coordinated implementation of identified infrastructure projects within the Shire.

The South Gippsland Advocacy Framework was received at the Ordinary Meeting of Council 22 August 2018, to guide Council's process to identify, develop and deliver advocacy regarding Priority Projects and Strategic Road Projects.

#### **Initiative Two - Advocacy for Critical Infrastructure**

The Annual Initiative to *"Advocate for Critical Infrastructure (telecommunications, water, energy and transport) in the Shire that will facilitate further strategic investment and growth"* was undertaken through a range of initiatives including establishment of the South Gippsland Economic Infrastructure Network (SGEIN), major road projects, public and community transport, and telecommunications projects.

This report seeks endorsement of the implementation of these two Annual Initiatives.

## **RECOMMENDATION**

That Council:

1. Endorses the implementation of the Year 2 2018/19 Annual Council Plan Initiative to “Identify and target Priority Projects requiring external funding and advocate to State and Federal Governments seeking funds to implement them” in 2018/19 through Council’s Advocacy Framework;
2. Endorses the implementation of Council’s Year 2 2018/19 Annual Initiative to “Advocate for Critical Infrastructure (telecommunications, water, energy and transport) in the Shire that will facilitate further strategic investment and growth” through the Economic Development and Tourism Strategy 2018-2020; and
3. Receives a future report that aligns Council’s 2019/20 Priority Projects with Council’s Advocacy Framework.

**Administrator moved the following Motion.**

### **THAT COUNCIL:**

1. **ENDORSES THE IMPLEMENTATION OF THE YEAR 2 2018/19 ANNUAL COUNCIL PLAN INITIATIVE TO “IDENTIFY AND TARGET PRIORITY PROJECTS REQUIRING EXTERNAL FUNDING AND ADVOCATE TO STATE AND FEDERAL GOVERNMENTS SEEKING FUNDS TO IMPLEMENT THEM” IN 2018/19 THROUGH COUNCIL’S ADVOCACY FRAMEWORK;**
2. **ENDORSES THE IMPLEMENTATION OF COUNCIL’S YEAR 2 2018/19 ANNUAL INITIATIVE TO “ADVOCATE FOR CRITICAL INFRASTRUCTURE (TELECOMMUNICATIONS, WATER, ENERGY AND TRANSPORT) IN THE SHIRE THAT WILL FACILITATE FURTHER STRATEGIC INVESTMENT AND GROWTH” THROUGH THE ECONOMIC DEVELOPMENT AND TOURISM STRATEGY 2018-2020; AND**
3. **RECEIVES A FUTURE REPORT THAT ALIGNS COUNCIL’S 2019/20 PRIORITY PROJECTS WITH COUNCIL’S ADVOCACY FRAMEWORK.**

**CARRIED**

[Link to next Agenda Item.](#)

## **REPORT**

### **Initiative One - Advocacy of Priority Projects**

The South Gippsland Advocacy Framework was received at the Ordinary Meeting of Council 22 August 2018. It was developed to guide Council's process to identify, develop and deliver advocacy regarding Priority Projects and Strategic Road Projects.

The Framework outlined a series of Actions to be undertaken regarding the three identified projects for Advocacy listed below:

1. Leongatha Revitalisation Project - Leongatha Business Precinct Development Project (Bair Street and Railway Station Stage 1).
2. Great Southern Rail Trail - Welshpool to Alberton Link.
3. Mirboo North Pool Refurbishment.

The actions in the Advocacy Framework (**Attachment [2.4.1]**), outlines the work undertaken to progress implementation of Council's Priority Projects. In summary, the process has obtained the following results.

- Council has attracted \$4.2M of grant funding to undertake the \$5.4M Bair Street upgrade, which forms part of the Leongatha Revitalisation priority project. Successful grant applications were made to the Building Better Regions Fund and the Fixing Country Roads Program. The detailed planning for delivery of this project is now underway.
- Unfortunately a funding application for the extension of the Great Southern Rail Trail from Welshpool to Alberton to the Federal Government's Building Better Regions Fund was unsuccessful. As a consequence funding from the Latrobe Valley Authority is also no longer available.
- The Federal Government made a financial commitment of \$600,000 to the Mirboo North Swimming Pool.

A review of current priority projects and consideration of future priority projects will be presented to Council in a future report. An updated Advocacy Framework will be prepared based on Council's adopted priorities.

### **Initiative Two - Advocacy for Critical Infrastructure**

Council undertook a range of additional initiatives to promote and support other infrastructure developments delivered by external agencies.



These included:

1. The establishment of the South Gippsland Economic Infrastructure Network (SGEIN). This network meets twice a year and is supported by strong relationships with the region's infrastructure providers including NBN, Telstra, South Gippsland Water, Ausnet Services, Australian Gas Infrastructure Network, Regional Roads Victoria, Transport for Victoria and Gippsland Ports. The SGEIN allows for coordination of infrastructure works between different agencies and assists planning for future infrastructure requirements.
2. Working closely with Regional Roads Victoria on planning for major road upgrades. The key projects are the realignment of the South Gippsland Highway near Coal Creek and the Bass Highway corridor.
3. The development of Community and Public and Transport initiatives in cooperation with Transport for Victoria. Following transport forums and community surveys, funding was provided by the Victorian Government for four community transport projects through the Flexible Local Transport Solutions Program. These included construction of a disability access compliant footpath at the Mirboo North V/Line bus stop, expansion of Venus Bay Men's Shed community bus service, a health transport program to provide door-to-door community service for non-urgent medical appointments, and transport assistance for Bass Coast and South Gippsland Vocational Education and Training (VET) students to access trade training facilities in Leongatha and Korumburra.

Council also conducted a series of community sessions to understand the public transport needs of residents to access destinations in Melbourne and within the Shire. Discussions regarding potential improvements to the public transport network with the Department of Transport are ongoing

Council continues to advocate for improvements to the telecommunications network. In March 2019 the Federal Government announced a new mobile service to be constructed at Berrys Creek under the Mobile Phone Blackspots Program. The Shire successfully lobbied for a number of network improvements through this program.

NBN is currently undertaking significant upgrades to the fixed wireless internet service and will be delivering improvements to the satellite service. Council is liaising with NBN to provide community information regarding these improvements. Council also participated in the development of the Gippsland Digital Plan that is currently being developed by the Victorian Government to provide a plan for further improvements across the region.

Council continues to advocate for key transport projects for the Shire by participating in the South East Australian Transport Strategy (SEATS).

### **CONSULTATION**

The Priority Projects are identified through consultation with communities and Government agencies.

### **RESOURCES**

The implementation of these Annual Initiatives have been delivered through existing resources.

### **RISKS**

Effective advocacy on these Annual Initiatives helps to mitigate future risks. A coordinated approach to the identification of priority projects and advocacy efforts substantially improves the likelihood of successfully attracting grant monies to support priority projects.

### **STAFF DISCLOSURE**

Nil

### **ATTACHMENTS**

*Attachments are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

1. Priority Projects for Advocacy 2018-19 Summary **[2.4.1 - 3 pages]**

### **REFERENCE DOCUMENTS**

#### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Revised Council Plan 2017-2021

Economic Development and Tourism Strategy 2018 – 2020

South Gippsland Advocacy Framework

## **2.5. CARAVAN PARKS - MANAGEMENT REVIEW**

Development Services Directorate

### **EXECUTIVE SUMMARY**

Council is the Committee of Management for the land comprising the Long Jetty and Yanakie caravan parks. Council resolved at the 28 November 2018 Ordinary Meeting of Council:

*"That Council receives a report at the 26 June 2019 Ordinary Council Meeting which reviews the direct management model and evaluates third party management."*

Following the impending dismissal of the South Gippsland Shire Council, it is appropriate that Administrators are briefed on Council's caravan park operations before being in a position to determine the future management arrangements of the Council-controlled caravan parks.

Consistent with previous years, following the end of the 2018/19 financial year, a report will be presented to Council which provides a management summary of caravan park operations and includes revenue, expenses and capital investment for the Parks during the 2018/19 financial year.

### **RECOMMENDATION**

That Council:

1. Defers consideration of a report 'which reviews the direct management model and evaluates third party management' until such time that the appointed administrators have been adequately briefed on Council's caravan park operations; and
2. Receives a future report at the 25 September 2019 Ordinary Meeting of Council that provides a management summary of caravan park operations and includes revenue, expenses and capital investment for the Council-managed caravan parks for 2018/19 financial year.

**Administrator moved the following Motion.**

**THAT COUNCIL:**

- 1. DEFERS CONSIDERATION OF A REPORT 'WHICH REVIEWS THE DIRECT MANAGEMENT MODEL AND EVALUATES THIRD PARTY MANAGEMENT' UNTIL SUCH TIME THAT THE APPOINTED ADMINISTRATORS HAVE BEEN ADEQUATELY BRIEFED ON COUNCIL'S CARAVAN PARK OPERATIONS; AND**
- 2. RECEIVES A FUTURE REPORT AT THE 25 SEPTEMBER 2019 ORDINARY MEETING OF COUNCIL THAT PROVIDES A MANAGEMENT SUMMARY OF CARAVAN PARK OPERATIONS AND INCLUDES REVENUE, EXPENSES AND CAPITAL INVESTMENT FOR THE COUNCIL-MANAGED CARAVAN PARKS FOR 2018/19 FINANCIAL YEAR.**

**CARRIED**

**[Link to next Agenda item.](#)**

## **REPORT**

Council is the Committee of Management for the land comprising the Long Jetty and Yanakie caravan parks. Council took direct management of these parks following the expiry of 21 year lease agreements entered into by Commissioners during Victorian Local Government reform in 1993/94.

Council has been monitoring the operations of the Long Jetty and Yanakie Caravan Parks since taking direct management of the parks in 2013. Visitation to the Parks and the operating result of the Caravan Parks continues to improve year-on-year.

Council resolved at the 28 November 2018 Ordinary Meeting of Council:

*"That Council receives a report at the 26 June 2019 Ordinary Council Meeting which reviews the direct management model and evaluates third party management."*

Administrators need to be afforded the opportunity to be briefed on Council's caravan park operations before determining the future management arrangements of the Council-controlled caravan parks. To that end it is recommended that a report be brought to the 25 September 2019 Council Meeting.

Consistent with previous years, following the end of the 2018/19 financial year, a report will be presented to Council that provides a management summary of caravan park operations and includes revenue, expenses and capital investment for the parks during the 2018/19 financial year.

## **CONSULTATION**

In preparing for the expiry of the 21 year leases, Council undertook a public Expression of Interest (EOI) for the parks to be privately managed under a new lease. At the 24 April 2013 Ordinary Meeting of Council it was determined that suitable EOIs had not been received. As a result Council resolved to bring the caravan parks back under direct management.

## **RESOURCES**

Adequate allocation for Council's caravan park operations and capital improvements are provided for in Council's Annual Budget and Long Term Financial Plan.

## **RISKS**

Council has a variety of reputational, financial and operational risks associated with the management of Crown land and direct or indirect management of caravan parks. Council's decision to take direct management

of the caravan parks and transition them into compliance with the guidelines seeks to mitigate Council's risks.

#### **STAFF DISCLOSURE**

Nil

#### **REFERENCE DOCUMENTS**

##### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Economic Development and Tourism Strategy 2018 - 2020

##### **Legislative Provisions and External Policy**

Crown Land (Reserves) Act 1978

Local Government Act 1989

Residential Tenancies (Caravan Parks and Movable Dwellings) Regulations 2010

Leasing Policy for Crown Land in Victoria 2010 (Department of Environment Land Water and Planning (DELWP))

Improving Equity of Access to Crown Land Caravan Parks 2011 Policy (DELWP)

Best Practice Guidelines for Management of Crown Land Caravan Parks (DELWP)

Crown Land Equity of Access Policy (DELWP)

### **3. OBJECTIVE 2 - BUILD STRONG PARTNERSHIPS, STRENGTHEN ARTS & CULTURE AND DELIVER EQUITABLE OUTCOMES**

#### **3.1. REVIEW OF COMMUNITY GRANTS PROGRAM (C47) FOR 2019/20**

Corporate and Community Services Directorate

##### **EXECUTIVE SUMMARY**

Council strives to facilitate, plan and provide programs, services and opportunities that strengthen its communities. One of the most immediate ways Council seeks to do this is through its annual Community Grants program; making funds available for a broad range of community initiatives across the municipality. Each year Council reviews the current Community Grants Policy and Guidelines.

##### **RECOMMENDATION**

That Council:

1. Adopts the revised Community Grants Program Policy (C47) (Attachment [3.1.1]);
2. Adopts the revised Community Grants Program Guidelines and Information 2019/20 (Attachment [3.1.2]);
3. Notes the opening date for the Community Grants Program on 1 July 2019;
4. Receives a report no later than 20 November 2019 Ordinary Meeting of Council to establish guidelines for a new Community Grants category to be named Community Sustainability Projects; and
5. Calls for a future report to assess the most effective way of funding strategic and infrastructure planning for Council owned or managed facilities occupied by community organisations.

**Administrator moved a Motion that is different from the recommendation.**

**THAT COUNCIL:**

- 1. ADOPTS THE REVISED COMMUNITY GRANTS PROGRAM POLICY (C47) (ATTACHMENT [3.1.1]);**
- 2. ADOPTS THE REVISED COMMUNITY GRANTS PROGRAM GUIDELINES AND INFORMATION 2019/20 (ATTACHMENT [3.1.2]);**
- 3. NOTES THE OPENING DATE FOR THE COMMUNITY GRANTS PROGRAM ON 1 JULY 2019;**
- 4. RECEIVES A REPORT NO LATER THAN 20 NOVEMBER 2019 ORDINARY MEETING OF COUNCIL TO ESTABLISH GUIDELINES FOR A NEW COMMUNITY GRANTS CATEGORY TO BE NAMED COMMUNITY ENVIRONMENTAL SUSTAINABILITY PROJECTS;**
- 5. CALLS FOR A FUTURE REPORT TO ASSESS THE MOST EFFECTIVE WAY OF FUNDING STRATEGIC AND INFRASTRUCTURE PLANNING FOR COUNCIL OWNED OR MANAGED FACILITIES OCCUPIED BY COMMUNITY ORGANISATIONS; AND**
- 6. BRINGS BACK A REVIEW WITHIN THE 2019/20 FINANCIAL YEAR OF THE COMMUNITY GRANTS PROGRAM GUIDELINES WHICH INCLUDES BUT NOT LIMITED TO:**
  - a. MEMBERS FROM THE COMMUNITY INVOLVED IN THE COMMUNITY GRANT REVIEW COMMITTEE; AND**
  - b. COMMUNITY GRANT PROJECTS MUST BE SUCCESSFULLY ACQUITTED BEFORE ANY ADDITIONAL GRANT FUNDING IS AWARDED.**

**CARRIED**

**[Link to next Agenda Item.](#)**



## REPORT

The Community Grants program continues to meet the objectives of the Community Grants Policy (**Attachment [3.1.1]** - C47 Community Grants Program Policy 26 June 2019). However, it is acknowledged that each year the program is monitored and adjusted to ensure that the program objectives continue to be met.

In June 2018 Council made a range of changes to the guidelines, which have been helpful in delivery of the community grants program. Fewer grant applications have been received that do not comply with the Guidelines and there has been an increase in the level of interaction between potential applicants and Council staff before applications are lodged. One outcome of these actions has been that the percentage of applications for grants applications that are successful has increased.

There is no apparent need to revise the Policy for the first round of community grants in 2019/20. However, Council has resolved establish a new grant category during the coming year to support Community Sustainability projects, and allocate a portion of the Community Grants budget to support this initiative. A report will be brought to Council prior to round two of the 2019/20 grants round opening to determine the guidelines for this initiative.

Another area for future consideration is to re-direct community grant funds provided to groups wanting to develop strategic plans for future use of Council owned or managed facilities to Council's Infrastructure Planning department. This will ensure that community groups occupying such facilities can work directly with Council when considering facility development. At present community groups occupying Council facilities, wanting to develop a long-term plan for use of a Council facility are required to research costs and potential strategic planning consultants, submit a grant application, and then wait to find out if this is successful. The added concern for Council is that the Plan they develop might include improvements to a Council facility that Council has no planned capacity or funding to maintain.

A report will be brought to Council on this matter at a future date.

### Online Application Form changes

1. Highlight more clearly that time taken to make the application does not qualify as part of the in-kind contribution. Volunteer time taken to implement the project will however remain as a legitimate way of matching Council funds as per the current processes. A number of otherwise very good applications lodged in 2018/19 included high in-kind contributions for time taken to develop the application even though the

guidelines advise that this cannot be claimed as a suitable in-kind contribution.

### **Guideline Document changes**

2. Highlight more clearly that all applications must include full disclosure of all financial assets of applicants including a complete balance sheet from at least the most recent Annual General Meeting. This is a current condition, but Council still regularly receives applications that do not include this information, but only selective information about some accounts held by the applicant organisation.

### **CONSULTATION**

Consultation has been undertaken:

- Internally with the grant assessment team
- Council was briefed 15 May 2019
- The Community Strengthening team
- Informed by direct questions for clarification and feedback provided by applicants for all levels of grants during 2018/19

### **RESOURCES**

All resources necessary to implement the program under this Policy and revised guidelines are included in current budget allocations.

### **RISKS**

Reviewing the Policy and Guidelines provides for better governance of the Community Grants program as it strengthens legislative compliance, ensures the appropriate and effective use of Council funds, assists in avoiding potential conflicts of interest and facilitates openness, transparency and accountability.

### **STAFF DISCLOSURE**

Nil

### **ATTACHMENTS**

*Attachments are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

1. C47 Community Grants Program Policy - Draft June 2019 **[3.1.1 - 3 pages]**
2. 2019-20 Community Grants Program Guidelines and Information **[3.1.2 - 15 pages]**

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website:* [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)

Community Grants Program Policy (C47)

Community Grants Guidelines

Council Plan 2017-2021

### **Legislative Provisions**

Local Government Act 1989

### **3.2. NEW POLICY: PORT WELSHPOOL MARITIME AND DISTRICT COLLECTION POLICY (C73)**

Corporate and Community Services Directorate

#### **EXECUTIVE SUMMARY**

This reports seeks to adopt the *Port Welshpool and District Maritime Museum and Collection Policy (C73)* (the Policy) (Attachment [3.2.1]) At the Ordinary Meeting of Council 27 March 2019 Council asked for the policy to be deferred to a Council Meeting 29 May 2019 in order for more time to review and clarify additional information in the policy. At the 29 May 2019 Ordinary Meeting of Council resolved to:

*"That Council:*

- 1. Adopt the intent of Draft C73 Port Welshpool and District Maritime Museum Collection Policy 2019 (Attachment [3.1.1]) and seeks further advice from the Port Welshpool and District Maritime Museum Committee; and*
- 2. Request the Chief Executive Officer to bring a report to 26 June 2019 Ordinary Meeting of Council for final adoption.*
- 3. Allocates \$15,000 to assist Council and the Committee with initial management, recording and rationalisation of the existing collection."*

#### **RECOMMENDATION**

That Council:

1. Adopts the Final Port Welshpool and District Maritime Museum and Collection Policy 2019 (C73) (Attachment [3.2.2]);
2. Advises the current Committee of Management of the reasons for retaining a specific focus on the industrial and natural maritime history of Port Welshpool and district for the Collection; and
3. Consults with the current Committee of Management on alternative ways of ensuring social history collection items gathered are available for public viewing in the region.

**Administrator moved a Motion that is different from the recommendation.**

**THAT COUNCIL:**

- 1. ADOPTS THE FINAL PORT WELSHPOOL AND DISTRICT MARITIME MUSEUM AND COLLECTION POLICY 2019 (C73) (ATTACHMENT [3.2.2]);**
- 2. ADVISES THE CURRENT COMMITTEE OF MANAGEMENT OF THE REASONS FOR RETAINING A SPECIFIC FOCUS ON THE INDUSTRIAL AND NATURAL MARITIME HISTORY OF PORT WELSHPOOL AND DISTRICT FOR THE COLLECTION;**
- 3. CONSULTS WITH THE CURRENT COMMITTEE OF MANAGEMENT ON ALTERNATIVE WAYS OF ENSURING SOCIAL HISTORY COLLECTION ITEMS GATHERED ARE AVAILABLE FOR PUBLIC VIEWING IN THE REGION; AND**
- 4. CALLS FOR A FURTHER REVIEW OF THE PORT WELSHPOOL AND DISTRICT MARITIME MUSEUM AND COLLECTION POLICY 2019 (C73) WITHIN TWELVE MONTHS.**

**CARRIED**

**[Link to next Agenda Item.](#)**

## **REPORT**

Council approved in principle the draft Port Welshpool and District Maritime Museum (PWDMM) Collection Policy at the ordinary meeting of 29 May, but sought clarification of some wording after requests made by the current PWDMM Section 86 Committee of Management. Council is advised that best practice in current museum collection policies is to set a defined period and theme that the Museum aims to reflect. This is to help the managers of a museum to provide an interesting and educative experience for visitors, and to help the museum managers to manage the range of artefacts that they seek to help tell the story that the museum has been established to illuminate. This definition of a specific theme also helps the museum managers to decline artefacts offered to the Museum by well-meaning local people that do not fit the accepted theme. The capacity of the current buildings at Port Welshpool and District Maritime Museum to house more artefacts is extremely limited without significant investment in new infrastructure. Any item accepted by the current committee becomes the property of Council, and therefore Council becomes obliged to adequately house and care for any new items in perpetuity.

The proposed Policy will help Council and the Port Welshpool and District Museum Committee (Committee) to:

1. Assess the current artefacts owned by Council;
2. Consider deaccession of some items in order that the most relevant items can be properly displayed and cared for; and
3. Focus the time of the Committee and Council staff assisting them on presenting an engaging and attractive museum experience for visitors that can be effectively marketed.

Some members of the Committee believe that there should be no timeframe for the Museum. If Council takes that advice then it is in danger of committing Council to a requirement to ongoing extension of the museum infrastructure and collection management needs, which have not been factored into Council's future financial plans.

## **CONSULTATION**

Council staff have discussed with the current Committee the need for some limits on the range of artefacts that the Museum should collect on at least four occasions during 2018. Council staff have also accepted the advice of the Committee that Council's original date range of 1881 to 1986 was too limiting, and should be extended to the current time.

The Committee have subsequently advised a Councillor that there were aspects of the proposed Policy as presented at 29 May that they wish to change. Please see marked up version of the *Draft C73 Port Welshpool and District Maritime Museum and Collection Policy 2019 (Attachment [3.2.1])* for these changes to the draft Policy:

1. Inclusion of *Social History* as well as maritime history, effectively making this museum a local history collection as is the case with the existing non-Council historical societies such as Foster, Mirboo North, Leongatha and Korumburra.

*Acceptance of this proposal by the Committee places Council in the position of having to consider extending the current premises or finding a new facility to house the Collection, but at this time there is no budget provision for such action.*

2. Extension of the timeline for the collection to the present time.

*Council have accepted that this is consistent with the timeline of the nearby Port Albert Maritime Museum and the Policy has been amended to reflect this change to the time parameters of the Collection.*

3. Inclusion of the term Committee of Management in two places (4.4 pages 2 and 3).

*This is not necessary as the Policy is about a Collection owned by Council which needs to be able to be implemented by management systems other than a volunteer Committee if there are insufficient suitably skilled volunteers available;*

4. Removal of the prohibition of direct acquisition by current Council volunteers, staff or Councillors of items deemed no longer required.

*This provision is necessary to ensure that there is no potential for publicly acquired collection items to be inappropriately acquired by people in their Council role to the exclusion of external parties and is common across all Council disposal policies. This does not preclude individuals connected with the Museum who donated, or whose family donated, items being offered any items that they donated before Council disposes of items through public processes under section 4.5.3 (a). The Policy has been re- worded to clarify this matter.*

5. Deletion of the term – legal action - in section 5. Current committee members are concerned that this refers to them as individuals.

*The Policy has now been re-worded to clarify that any legal action taken would be against Council.*

6. Advice that the Historic Shipwrecks Act 1976 is no longer a current Act.

*This Act was revised in July 2018 and the Policy has been amended to list the current Underwater Cultural Heritage Act 2018.*

Please see attached the final *Draft C73 Port Welshpool and District Maritime Museum and Collection Policy 2019 (Attachment [3.2.2])*.

## RESOURCES

At present Council staff provide considerable time to assisting the current Committee with managing the facility and collection.

## RISKS

If Council chooses to amend the current Draft Policy to expand the collection parameters to include *Social History* it can be anticipated that considerable further time commitment beyond the planned \$15,000 contribution will be required over time from Council staff, and can anticipate further currently unfunded infrastructure improvement costs.

If Council accepts the Policy as presented then it is possible that some members of the Section 86 Committee may resign.

## STAFF DISCLOSURE

Nil

## ATTACHMENTS

*Attachments are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

1. C73 Port Welshpool Maritime and District Museum and Collection Policy - 2019 - Changes **[3.2.1 - 6 pages]**
2. C73 Port Welshpool Maritime and District Museum and Collection Policy - 2019 - Draft **[3.2.2 - 6 pages]**

## REFERENCE DOCUMENTS

### Council Policy

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Arts and Culture Policy (C03)

Arts and Artefacts Collection Policy (C69)

Coal Creek Community Park and Museum Collection Policy (C05)

South Gippsland Arts, Culture and Creative Industry Strategy



**Legislative Provisions**

Local Government Act 1989

Aboriginal Heritage Act 2006

Underwater Cultural Heritage Act 2018

Museum Act 1983

Public Records Act 1973

Commonwealth Copyright Act 1976

Visitor Information Privacy Act 2000

Code of Ethics for Museums (ICOM 2006)

Crown Land (Reserves) Act 1978

Heritage Act 1995

Code of Ethics for Art, History and Science Museums (MA 1999)

Firearms and Victorian Museums (MAVIC)

## **4. OBJECTIVE 3 - IMPROVE SOUTH GIPPSLAND'S BUILT ASSETS AND VALUE OUR NATURAL ENVIRONMENT**

### **4.1. SANDY POINT CARAVAN AND CAMPING GROUND - SITE INVESTIGATION FINDINGS**

Development Services Directorate

#### **EXECUTIVE SUMMARY**

This investigation is designed to identify suitable land for a future caravan park in Sandy Point. It is important to note that Council is not intending to develop or operate a new caravan park facility on the identified land. This study seeks only to identify an appropriate site to provide for a future caravan park to support the local visitor economy.

The existing Sandy Point Caravan Park is likely to be lost in the future to residential subdivision. The Park already has a limited number of sites for short stay visitors (74 of the 84 sites are annual sites with semi-permanent structures) and little potential for expansion. Caravan parks provide tourism and economic benefits to the town and region. This report responds to the Council Plan strategy to '*Undertake an investigation of caravan parks and camping grounds at Sandy Point*'. It presents an option available for Council to seek to retain a caravan park in Sandy Point at another site. It also identifies a preferred site.

#### **RECOMMENDATION**

That Council:

1. Identifies the preferred future Caravan Park and Campground location for Sandy Point as Site 1 - West of Sandy Point township; and
2. Undertakes community consultation on the identified preferred site.

**Administrator moved the following Motion.**

#### **THAT COUNCIL:**

1. **IDENTIFIES THE PREFERRED FUTURE CARAVAN PARK AND CAMPGROUND LOCATION FOR SANDY POINT AS SITE 1 - WEST OF SANDY POINT TOWNSHIP; AND**
2. **UNDERTAKES COMMUNITY CONSULTATION ON THE IDENTIFIED PREFERRED SITE.**

**CARRIED**

[Link to next Agenda Item.](#)

## REPORT

The Victorian coast continues to remain an attraction for intrastate, interstate and overseas visitors. A key characteristic of tourism in coastal Victoria is the huge influx of visitors and beach users over the summer period. Most of our coastal towns more than double in size each summer and Sandy Point is no exception<sup>1</sup>.

The existing Sandy Point Caravan Park is small with only ten camping sites available (74 sites are annual sites with semi-permanent structures). The site is in the Township Zone which does not safeguard it for a caravan park into the future. The site also has no practical opportunity to expand its operations. Part of the land has already been subdivided for residential development and the Park's land owner is seeking to further subdivide this land which the existing planning controls have very limited power to prevent. The previous subdivision (2011/298) attracted a large number of objections.

Traditional short stay caravan and camping grounds provide tourism and economic benefits to the town and the region and Council wants to assist this to continue. The project explored different options to establish a new caravan and camping ground that would concentrate on the large volume short stay tourism market that has been absent in Sandy Point for many years.

While, this investigation is designed to identify suitable land for a future caravan park in Sandy Point, it is important to note that Council is not intending to develop or operate a new caravan park facility on the identified land. The report (**Attachment [4.1.1]** – Sandy Point Caravan and Camping Ground - Site Investigation Report) details four proposed sites for the future development of a caravan and camping ground in Sandy Point.

The four sites are:

1. West of Sandy Point
2. Southeast of the Sandy Point Township
3. North of the Township
4. Existing Caravan Park site

---

<sup>1</sup> Urban Design Framework Settlement Background Paper Sandy Point, Connell Wagner Pty Ltd 2006

---



- Part of the area encompasses a former landfill site that was used for domestic waste disposal, a contamination assessment would be required to determine suitability as a site for a camping and caravan park;
- The area is heavily vegetated with native species and would therefore require assessment against the native vegetation removal guidelines;
- The area is subject to a reservation for protection of the coastline. This reservation is of high significance that would require an Act of

Parliament to remove and parliamentary scrutiny for a caravan park lease to be issued;

- A consent under the *Marine and Coastal Act 2018* would be required for the use and development of Coastal Crown land;
- Native Title Act processes would need to be addressed for use and development of Crown land;
- The Sandy Point Foreshore Committee of Management would need to consent to the proposed development and becoming a lessor/landlord for the proposed caravan park or having the area excised from their Committee appointment area in favour of Council

### **Site 3 - North of the Township**

Located behind the existing township with no footpaths this site provides no direct safe access to the beach or commercial area of town. It is also covered by a Land Subject to Inundation Overlay. With no footpaths access would be via roads.

### **Site 4 - Existing Caravan Park site**

The exiting caravan park only has a limited number of sites. Removing the existing caravan and/or annexes from the annual sites would allow for a number of powered sites to be available for caravans and camping however the site is still small, less than three acres in size. Zoned as Township Zone further subdivision is permissible.

## **CONSULTATION**

Consultation was undertaken with the Economic Development Team, manager and the owner of existing Sandy Point Caravan Park, DEWLP and the Victorian Caravan Parks Association. Limited information regarding the existing caravan park was provided by the owner and manager. The owners of the sites identified in this report have been contacted regarding being identified as a proposed caravan and camping ground site and were supportive of their properties being considered.

## **RESOURCES**

This project is being completed within current staff resources.

## **RISKS**

There are risks such as bushfire, flooding or probable acid sulfate soils (depending on the site chosen) associated with each of the identified sites. The current caravan park site has been the better option for campers over the years, however, with the existing subdivision that has consumed some of the

sites and future proposed subdivision of the remaining camping area the shire and township risks losing the tourism and economic benefits that short term stay accommodation provides.

#### **STAFF DISCLOSURE**

Nil

#### **ATTACHMENTS**

*Attachments are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

1. Sandy Point Caravan and Camping Ground - Site Investigation Report  
[4.1.1 - 19 pages]

#### **REFERENCE DOCUMENTS**

##### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Urban Design Framework Settlement Background Paper Sandy Point

##### **Legislative Provisions**

Planning and Environment Act 1987

South Gippsland Planning Scheme

## **4.2. INVESTIGATE THE USE OF DESIGN PANELS**

Development Services Directorate

### **EXECUTIVE SUMMARY**

The *South Gippsland Shire Council Plan 2017-2021* includes a strategy (3.4.1) to receive a report on the use of Design Panels for major projects and other development in the municipality. There are few applications and projects where a Design Panel could be useful. In most cases, existing staff resources provide sufficient urban design input into the planning process. Where additional advice is sought by the Planning Department it is recommended that this be sought initially from the Victorian Design Review Panel, a free service. If this option is not available or sufficient time is not available, a suitably qualified and experienced urban design firm could be used.

### **RECOMMENDATION**

That Council:

1. Seeks peer review of appropriate major projects and developments via the Victorian Design Review Panel (VDRP) at the Office of the Victorian Government Architect (OVGA); and
2. In the event that the Victorian Design Review Panel is not able to review the project/development, consider the engagement of an independent professional company with credentials and experience suitable to the particular project.

**Administrator moved the following Motion.**

**THAT COUNCIL:**

1. **SEEKS PEER REVIEW OF APPROPRIATE MAJOR PROJECTS AND DEVELOPMENTS VIA THE VICTORIAN DESIGN REVIEW PANEL (VDRP) AT THE OFFICE OF THE VICTORIAN GOVERNMENT ARCHITECT (OVGA); AND**
2. **IN THE EVENT THAT THE VICTORIAN DESIGN REVIEW PANEL IS NOT ABLE TO REVIEW THE PROJECT/DEVELOPMENT, CONSIDER THE ENGAGEMENT OF AN INDEPENDENT PROFESSIONAL COMPANY WITH CREDENTIALS AND EXPERIENCE SUITABLE TO THE PARTICULAR PROJECT.**

**CARRIED**

[Link to next Agenda Item.](#)

## BACKGROUND

Council's Planning Department assessed 432 planning permit applications in the 2016/17 financial year, with the total cost of the works proposed by these applications totalling almost \$56M. The majority of these applications are relatively minor in nature and will have limited impact on the wider community, however the occasional major development or project is proposed within the municipality.

In order to achieve the best urban design and built form outcomes for the South Gippsland community, there may be some benefit in seeking peer reviews of these, non-industrial, major developments and projects. Such feedback on developments could be sought at the pre-application stage or during the planning permit application assessment stage for planning permit applications. It could be sought at scoping and throughout the process (such as after exhibition) for major projects.

This investigation has been undertaken in response to Strategy 3.4.1 of the *South Gippsland Shire Council Plan 2017-2021*, which states:

*'Council to receive a report on the use of Design Panels for major projects and other development in the municipality'.*

### Use of Design Panels in Planning

The *South Gippsland Planning Scheme* seeks to achieve a high standard of urban design (see Clause 11) and refers to and includes State-provided and local design guidelines. Except where design requirements are set out in the scheme, for example prescriptive building setbacks, most aspects of design are subjective and open to interpretation, which means requiring changes due to poor design are difficult to impose. A Design Panel may make recommendations but much of the onus of improving the design falls back onto the designer / applicant and can be disregarded if not clearly required by the planning scheme. Current practice by the Statutory Planning team is to seek out the best urban design outcome at pre-application stage, through requesting further information and as a condition of planning permits to submit amended plans (which can be appealed at VCAT). As would be the case with a design panel, any requests for changes need to be linked to aspects of the planning scheme so that decisions can stand up to scrutiny, for example at VCAT.

*Rowcliffe Pty Ltd v Stonnington [2004] VCAT 46* highlighted the issues posed with urban design advice in the context of planning. The VCAT case involved four highly qualified and experienced urban design professionals who legitimately came to different conclusions according to the weight that they gave to different aspects of the planning scheme.



## **Other Councils' Experiences**

### ***Victorian Design Review Panel***

Planning officers consulted with planning teams in other councils to find out how they deal with significant developments, and if they found the Victorian Design Review Panel (VDRP) useful. Their findings are as follows:

- Wyndham City Council's planning team utilises both the VDRP and external consultants. The team appointed a panel of external consultants who they pay on an hourly-rate basis. This panel has been used for several multi-level developments. The team has also taken several major developments to the VDRP, and found the panel very useful for gaining informed critique of proposals. The team found it easier to involve the VDRP at the pre-application stage. Referral of projects is at the discretion of the relevant manager.
- In 2009 Central Goldfields Shire Council's planning team referred a proposal to the previous iteration of the VDRP. They were rejected by the panel as the development was not considered significant enough for the panel to make comment on.
- The Draft Urban Design Framework for Wangaratta was referred to the VDRP for comment. A planning officer from the Rural City of Wangaratta stated that the process was beneficial for their project.

### ***Consultants***

Feedback was sought from other councils on their use of urban design consultants:

- Hobsons Bay City Council's planning team has appointed a list of preferred suppliers for urban design advice. There is no trigger mechanism or definition of a 'significant development', developments are referred by discretion of the team and manager.
- Maroondah City Council's planning team do not utilise design panels due to statutory timeframes. They engage an urban design consultant to comment on applications they consider significant.

### ***Review by internal staff***

Feedback from other councils:

- Mount Alexander Shire Council's planning team employs an architect as a Heritage and Urban Design Officer. This officer reviews significant developments.

### **Criteria for Use of Design Panels**

Planning officers considered the criteria for a project or development to be considered 'major'. Several councils were consulted with on how they use design panels and what triggers referral to a panel. Due to the difficulties in determining a set criteria for what constitutes a 'major' development or project, it is recommended that this be determined that the need for any design review be provided at the discretion of the Manager Planning in consultation with Councillors at Planning Briefing. Previous projects that could have been potential candidates for design review include the Tarwin Lower supermarket and the Aldi supermarket in Leongatha.

### **Design Expertise Options**

In determining whether a Design Panel should be established, it is helpful to consider the range of options available to provide design expertise on a planning applications and projects. At present, existing planning staff provide the expertise and the planning team includes an architect. The team has undertaken urban design training and has many years combined experience undertaking urban design projects and providing urban design advice.

Other options include referring applications and projects to:

- The Victorian Design Review Panel
- Consultants with urban design or architectural expertise
- New staff with urban design expertise or existing staff provided with additional training

A key issue that needs to be considered if changes are to be made, is how costs would be borne. These could be recouped from applicants and/or borne by Council.

### **CONCLUSIONS**

The recommended option is to refer developments to the Victorian Design Review Panel, as this is the most cost-effective option. Use of the panel will extend the time taken to assess developments as the panel only meets every month; however this may be considered an acceptable delay in certain instances. In the event that the panel cannot review a project/development or only a shorter time frame is available, planning officers will contract an urban design consultant to review it.

If Council is of a view to set up a design panel or contract an urban design consultant then it should set aside \$20,000 to accomplish this. In most cases, it is expected that existing resources are sufficient to achieve the best outcome without adding further cost burden to Council. Establishing design

panel or recruiting an additional staff member are expected to be the most costly options.

## **CONSULTATION**

Other Victorian Councils were consulted. No public consultation was conducted.

## **RESOURCES**

Impact on Council resources will depend on which option is identified as being preferred. Use of the Victorian Design Review Panel is free and will not require any additional Council resources. Similarly using existing staff expertise will not require additional resources. In the event that the panel cannot review a project or development, and additional advice is sought, planning officers could contract an urban design consultant to review it. The cost to Council to set up a design panel or contract an urban design consultant is estimated at \$20,000.

## **RISKS**

Using the Victorian Design Review Panel and consultants for urban design feedback has limited risk to Council's reputation which may be balanced with the potentially improved urban design outcomes. Using existing planning resources has minimal risks.

## **STAFF DISCLOSURE**

Nil

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*  
South Gippsland Shire Council Plan 2017-2021

### **Legislative Provisions**

Planning and Environment Act 1987

Planning and Environment Regulations 2015

#### **4.3. ENHANCEMENTS TO COMMUNICATION METHODS TO THE PUBLIC FOR ROADS**

Infrastructure Directorate

##### **EXECUTIVE SUMMARY**

In accordance with the revised Council Plan 2017-2021, under Objective 3 – *“Improve South Gippsland’s Built Assets and Value our Natural Environment”*, Strategy 3.1 – *“Improve management of roads and roadsides through enhanced operational practices, increased funding and continued advocacy to VicRoads”*, an initiative for delivery in the 2018/19 Annual Plan is to *“Report on enhancements to communication methods to the public regarding road works, reported issues and scheduling of works.”*

This report details the progress on the delivery of this initiative.

##### **RECOMMENDATION**

That Council notes the progress on the delivery of this 2018/19 Annual Plan initiative.

**Administrator moved the following Motion.**

**THAT COUNCIL NOTES THE PROGRESS ON THE DELIVERY OF THIS 2018/19 ANNUAL PLAN INITIATIVE.**

**CARRIED**

[Link to next Agenda Item.](#)

## REPORT

The Operations department has introduced a number of new initiatives to enhance the request handling process and consequently improve communications with the community regarding the work Council undertakes and the requests for service received from the community.

The key initiatives are:

- Introduction of the Snap Send Solve app.
- Introduction of mobile computing in the field.
- Dashboard reporting within Pathway (Customer Request System) to manage and monitor the performance of customer requests.
- Service Level Agreement between Customer Service and Operations.
- Paperless request handling.
- Integration of Pathway to Conquest (Council's Asset Management System).
- Integration between GoCanvas (an app builder) and Conquest.
- Review of Pathway categories.
- Trial of Rapid Customer Response Field Officer.

**Snap Send Solve** is an app that can be used for free by the public and internally to report issues. It is an easy and efficient way to notify councils, utilities, and other authorities of issues that need addressing in the community. Another good feature is that the location pre-determines which council the request is sent to. *Snap Send Solve* eliminates the complexity of knowing where and how to report incidents on the spot by enabling users to capture and send photos of issues that need attention for example; cracked pavements, road defects, dumped rubbish. It has been well utilised since its introduction.

Once an issue is logged through the *Snap Send Solve* app, Council officers receive a visual account of the issue with an accurate location. This reduces the need to contact the customer for more information with regards to the location of the issue and can reduce the need to visit the site before understanding what is required to address the issue or repair the defect.

**Introduction of mobile computing in the field** has improved response times because officers can access and manage information regarding customer requests wherever they are, which in turn, reduces the need to return to the

office to process the request(s). Officers in the field have all the required information at hand when communicating with customers.

**Dashboard reporting within Pathway to manage and monitor the performance of customer requests** gives the responsible officer access to live information regarding the status of the requests that they are responsible for. It also gives management a snapshot of the outstanding requests so any overdue requests can be followed up.

**A Service Level Agreement between Customer Service and Operations** has been developed to ensure a clear understanding of the communication responsibilities of officers and departments. This ensures a smooth flow communication between the departments and also ensures resources are best managed to enhance the communication with the community, and add value to the customer experience.

**Paperless request handling** has proved to be one of the most effective initiatives because it has enabled a new method of tracking customer requests. Paper requests were difficult to track as they could be handed between officers without the need to record that transfer. Hand written notes would be recorded on the request, which required an administration officer to subsequently enter the information into Pathway. If a customer called for an update on their request, they may not have been supplied with the most up-to-date information whilst it was in transit from the paper notes to the Pathway system. As all communications are recorded directly in Pathway and can be accessed live by all users, consistent up-to-date information can be relayed to the customer.

Officers now have a worklist in Pathway which they can access and update requests whilst in the field. The request can also be reallocated to other officers. This makes it easy for customer service staff, supervisors, and managers to track the communication, progress, and status of the request.

**Integration of Pathway to Conquest** enhances paperless request handling even further. If a request is validated and works are required, a works order can be created in Conquest from within Pathway. Previously an administration officer would need to recreate the Pathway request in Conquest. This integration enables the seamless paperless flow from the request → works order → weekly plans which can become lost in the system. The integration also frees up resources to allocate more time to communicating with the requester.

**Integration between GoCanvas and Conquest** GoCanvas is an app builder used by the Operations department to build a number of mobile apps utilised by the field crew to record information from time sheets to job safety matters. This integration facilitates the closure of works orders in Conquest when the works

are complete, therefore, closing the loop and providing up-to-date information in all systems.

A **review of Pathway categories** has been carried out to reduce the number of categories that a request can be allocated to. This has reduced confusion as to which officer is responsible for the request and therefore reduces the possibility of allocating it to the wrong person and slowing down the process, consequently slowing down the response.

**Trial of Rapid Customer Response Field Officer** was initially introduced to deal with the back log of requests after introducing the integrations and going paperless. Rapid response to urgent requests and communicating with the customers are the key responsibilities of this officer.

Face-to-face communication with the customers has been paramount in gaining “buy in” from the community when dealing with complex matters. The officer evaluates each request and can make a decision as to the best method of communication. For example, a simple request for service may only require an email notification, but a more complex matter may require a more personalised face-to-face discussion to resolve the matter. The face-to-face communication method has been successful in building better relationships with the more active users of Council’s services. This initiative has proven to be very successful as there have been less complaints and/or requests for onsite meetings escalated to management.

The Rapid Customer Response Field Officer can also carry out minor works, make hazards safe, and respond to urgent requests such as a tree across the road, therefore eliminating the need to draw on resources allocated to more proactive maintenance work such as major patching and drain cleaning. While this initiative has been very successful, only having one officer dedicated to the service has its limits. Boosting resources in this area would lead to an even higher level of response and communication with the community.

Since the introduction of these initiatives, the number of requests has increased. This has been mainly through the uptake of Snap Send Solve, but the number of outstanding requests awaiting action or response has decreased dramatically.

#### **Operations Department Customer Requests**

<b>Requests</b>	<b>2016/17 FY</b>	<b>2017/18 FY</b>
<b>Total Received</b>	4,149	4,561
<b>Average Outstanding</b>	374	60

## **CONSULTATION**

### **Gravel Roads Service Review Project – Community Consultation**

A Major Initiative in the revised Council Plan 2017-2021 for delivery this year (2018/19 Annual Initiative) is to complete a service level review of gravel roads and roadside maintenance. There is a crossover of this major initiative with the initiative to enhance communication methods to the public regarding road works.

Part of the Gravel Roads Service Review project includes attending community forums across the Shire and giving a presentation on Council's gravel road network. This includes outlining Council's current service levels and the constraints and issues which Council faces when maintaining our gravel road network. A major part of these forums is to listen to the community regarding their expectations and issues with a view of incorporating this into revised service levels for gravel road maintenance.

To date, the forums have been extremely beneficial. The attendees have been vocal in their response to the condition of gravel roads and have also thanked us after the presentation for making the time and being available to listen. Many have commented that they did not understand the issues facing gravel road maintenance and therefore have walked away from the sessions more informed. This can only help with our reputation in the community.

### **Road Management Plan Review**

An item for delivery next financial year by the Infrastructure Directorate is the Road Management Plan review. Any amended service levels as part of the Gravel Roads Service Review project will need to be reflected in the Road Management Plan review.

In accordance with the Road Management Act 2004, the purpose of the Road Management Plan is:

- To establish a management system for the road management functions of the South Gippsland Shire Council which is based on policy, operational objectives, and available resources; and
- To set the relevant standard in relation to the discharge of duties in the performance of those road management functions.

Any changes to the service levels on gravel roads will be fed into this review and presented to Council at a future Council Meeting for adoption of the revised Road Management Plan.



## **RESOURCES**

The Operations department's spend on gravel road maintenance is approximately \$5M per annum.

## **RISKS**

Organisational and reputational risk will be minimised through enhancing communications with the public.

## **STAFF DISCLOSURE**

Nil

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Annual Budget

Long Term Financial Plan

Revised Council Plan 2017 - 2021

### **Legislative Provisions**

Road Management Act 2004

#### **4.4. ENDORSE ROAD NAME CHANGE - PART SECTION OF TILLY COURT, LEONGATHA**

Infrastructure Directorate

##### **EXECUTIVE SUMMARY**

Council is proposing to rename part of Tilly Court in Leongatha (the section between Louise Simon Court and Sadies Way) to '**Trotman Court**' (the Proposal) due to changes in traffic conditions resulting from a subdivision off Nerrena Road called 'Mitchells Rise Estate'.

A traffic study for the subdivision indicated that additional traffic generated by the subdivision should not be directed through the Ogilvy Street service road to MacDonald Street. This meant that a section of Tilly Court would need to have access restricted for vehicular traffic but still allow access for pedestrians and cyclists.

To restrict vehicular access to this road, temporary barriers were put in place on Tilly Court (Tilly / Sadies intersection) approximately 110m east of the Louise Simon Court / Ogilvy Street service road intersection. This has divided Tilly Court into two roads. Under the Geographic Names Victoria's (GNV) *Naming Rules for Places in Victoria, Statutory Requirements for Naming Roads, Features and Localities 2016* (naming rules), the duplication of road names is not allowed.

To ensure minimal disruption to the community, Council proposed to rename part of the road between Louise Simon Court and Sadies Way as this section of road does not service any properties. Community consultation was carried out in the form of a public notice and a survey to affected land owners / occupiers resulting in no objections to renaming this section of road to 'Trotman Court'.

It is recommended Council considers the survey outcome being in favour of the Proposal and determines renaming part of Tilly Court (the section between Louise Simon Court and Sadies Way) to 'Trotman Court'.

##### **RECOMMENDATION**

That Council:

1. Considers the outcome of the survey responses in favour of the proposal that the section of Tilly Court, Leongatha that runs between Louise Simon Court and Sadies Way be renamed as 'Trotman Court';
2. Determines that the section of Tilly Court, Leongatha that runs between Louise Simon Court and Sadies Way be renamed as 'Trotman Court';

3. Forwards the proposed road name change to Geographic Names Victoria for final consideration and approval;
4. Subject to Geographic Names Victoria's approval of the proposed new name, places a notice in local newspapers and advises abutting land owners / occupiers, local organisations and local stakeholders of the new road name; and
5. Renumbers all affected properties accordingly (if applicable).

**Administrator moved the following Motion.**

**THAT COUNCIL:**

1. **CONSIDERS THE OUTCOME OF THE SURVEY RESPONSES IN FAVOUR OF THE PROPOSAL THAT THE SECTION OF TILLY COURT, LEONGATHA THAT RUNS BETWEEN LOUISE SIMON COURT AND SADIES WAY BE RENAMED AS 'TROTMAN COURT';**
2. **DETERMINES THAT THE SECTION OF TILLY COURT, LEONGATHA THAT RUNS BETWEEN LOUISE SIMON COURT AND SADIES WAY BE RENAMED AS 'TROTMAN COURT';**
3. **FORWARDS THE PROPOSED ROAD NAME CHANGE TO GEOGRAPHIC NAMES VICTORIA FOR FINAL CONSIDERATION AND APPROVAL;**
4. **SUBJECT TO GEOGRAPHIC NAMES VICTORIA'S APPROVAL OF THE PROPOSED NEW NAME, PLACES A NOTICE IN LOCAL NEWSPAPERS AND ADVISES ABUTTING LAND OWNERS / OCCUPIERS, LOCAL ORGANISATIONS AND LOCAL STAKEHOLDERS OF THE NEW ROAD NAME; AND**
5. **RENUMBERS ALL AFFECTED PROPERTIES ACCORDINGLY (IF APPLICABLE).**

**CARRIED**

[Link to next Agenda Item.](#)

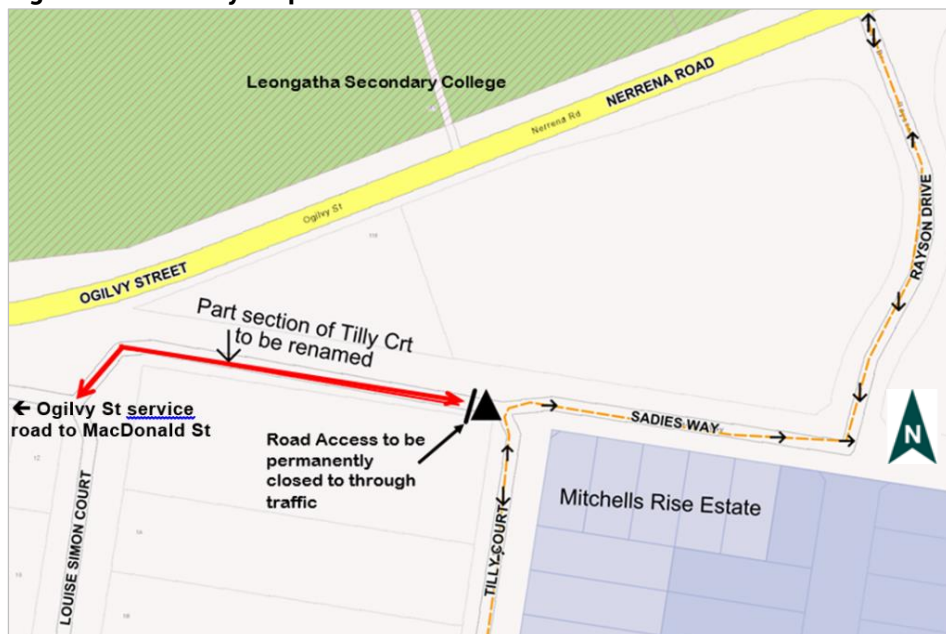
## REPORT

This road naming has come about due to a subdivision off Nerrena Road, Leongatha called 'Mitchells Rise Estate'. A traffic study for this subdivision indicated that additional traffic generated by the subdivision should not be directed through the Ogilvy Street service road to MacDonald Street. This meant that a section of Tilly Court would need to have access restricted for vehicular traffic but still allow access for pedestrians and cyclists.

At the Ordinary Meeting of Council on 26 July 2017, Council resolved to restrict vehicle access to the east/west leg of Tilly Court approximately 110m east of the Louise Simon Court / Ogilvy Street service road intersection. All traffic servicing and generated by the development, including existing properties on Tilly Court, will access Nerrena Road via Sadies Way and Rayson Drive.

Temporary barriers were installed on Tilly Court (Sadies Way intersection) which has created two roads called 'Tilly Court'. Therefore this shorter section of road will need to be renamed under the GNV's naming rules (*Principle (D) Ensuring names are not duplicated*). The renaming of this section of road will have minimal impact to the community as there are no properties addressed to this section of road – refer to **Figure 1** below.

**Figure 1 – Locality Map**



In February 2019, the Leongatha & District Historical Society (LDHS) was consulted by Council and proposed a name to rename this section of road. The proposed name put forward by the LDHS was 'Trotman'.

## Trotman History

The Trotman family have been long term residents of the Shire whose settlement dates back to the 1890s. Four generations of the family have resided in the area.

**Harry Trotman Senior** lived in Ogilvy Street before WWI. He served in WWI and returned, whilst sadly his son **Harry Trotman Junior** was killed serving in North Africa. Harry Trotman Junior's brothers all served in WWII.

**Lawrie Trotman** was well known and made a valuable contribution to the Leongatha Returned Services League (RSL). **John Trotman** was a very significant local sportsman and teacher at the Leongatha High School. John's son, Russell, was a Vice Principal at the Leongatha Secondary College.

## VICNAMES Compliance Check

A VICNAMES 15km duplicate<sup>2</sup> or similar sounding/spelling name search was carried out on the suggested name 'Trotman' and was found to be compliant with the statutory requirements of the GVN's naming rules – refer to **Table 1** below.

Table 1 - VICNAMES 15 km Compliance Check

PROPOSED ROAD NAME	ROAD TYPE	ORIGIN OF ROAD NAME
TROTMAN	COURT	The Trotman family have been long term residents of the Shire whose settlement dates back to the 1890s. Four generations of the family have resided in the area.
VICNAMES COMPLIANCE CHECK	CONFORMS	VICNAMES 15km duplicate <sup>1</sup> or similar sounding/spelling name search was carried out
TROTMAN	✓	No duplications or similar sounding names where found for the proposed name.

## CONSULTATION

Consultative actions are carried out for the naming and renaming of all roads, primarily in consideration of the significance and potential effects of a proposal. The views of potentially affected property owners and occupiers must be sought and considered in line with the GNVs naming rules.

Surveys can be used to gain an indication of community support or opposition to a naming / renaming proposal. They should be used with the immediate

---

<sup>2</sup> Duplicates are considered to be two (or more) names within close proximity, or names that are identical or have similar spelling or pronunciation.

community (landowners/occupiers) if they will be affected by an address change arising from the successful outcome of a proposal.

### **First Round Consultation – Immediate Community Survey – Closed 3 May 2019**

Affected land owners / occupiers were consulted via a survey to gauge the level of support for the proposed name change to 'Trotman Court' with community consent in favour of renaming the road.

When a survey is sent to the immediate community, consent is considered to be achieved when the number of respondents expressing consent, added to the number of non-respondents (indicating, if applicable, tacit consent) is greater than 50 per cent of the total surveyed population.

The outcome of the first round consultation is noted in **Table 2** below and copies of the survey letters to the immediate community and survey results are available in **Attachment [4.4.1]** and **Attachment [4.4.2]**.

**Table 2 - Survey Results – Attachment [4.4.2]**

<b>ANALYSING THE SURVEY RESULTS</b>	<b>RESPONSE</b>
Population in immediate community	4
Respondents who objected	0
Respondents who expressed consent	1
Non-responses (tacit consent)	3
<b>Total community that consents</b>	<b>4 [100%]</b>
<b>Survey outcome:</b> <i>This proposal can be considered to have community consent.</i>	

### **Internet and Public Notice – Building Awareness – Closed 17 April 2019**

A public notice was placed in the local newspapers on 18 March 2019 (**Attachment [4.4.3]**) and a notice was also placed on Council's website under *Roads and Infrastructure > Roads in South Gippsland > Naming Roads, Places and Features > [Current Projects](#)*.

Members of the public were asked to provide feedback on the Proposal and Council called for consent from the family or requests family contact details from the community seeking permission to use the proposed names.

### **Conclusion of Public Consultation**

On conclusion of the public notice process, one submission (being family consent) was received to the notice in favour of using the name 'Trotman'. No other submissions were received.

This proposal conforms to the principles and requirements of the GVN's naming rules.

Public safety is paramount therefore by renaming this section of Tilly Court to 'Trotman Court' and registering the new name with GNV will ensure emergency services can locate all properties on these roads by providing a unique road name and appropriate property numbering.

## **RESOURCES**

The future cost to Council will be for the erection of one new sign at a cost of approximately \$150, which can be accommodated in Council's signage budget. The temporary barriers will also need to be replaced with permanent barriers at a cost of approximately \$1,000 and this can be accommodated in Council's street furniture budget.

## **RISKS**

Council's risk is minimal as the methodology for the road naming has followed GNVs naming rules.

Renaming this section of road with a unique road name and applying standardised addressing will ensure each property is uniquely identified in the Victorian Government's spatial databases. This will fix any confusing situations for the general public, emergency services, and service providers with two sections of road being called Tilly Court.

## **STAFF DISCLOSURE**

Nil

## **ATTACHMENTS**

*Attachments are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

1. Survey Letters to Residents/Occupiers - Renaming of Part Tilly Court  
**[4.4.1 - 12 pages]**
2. Survey Results - Renaming of Part Tilly Court, Leongatha **[4.4.2 - 1 page]**
3. Public Notice - Renaming Part Tilly Court, Leongatha - 19 March 2019  
**[4.4.3 - 1 page]**

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*  
Road Naming Procedure

### **Legislative Provisions**

Geographic Place Names Act 1998

Local Government Act 1989

[Naming Rules for Places in Victoria, Statutory Requirements for Naming Roads, Features and Localities 2016](#)

Road Management Act 2004

#### **4.5. POLICY REVISION: HEAVY VEHICLE USAGE ON COUNCIL ROADS POLICY (C20)**

Infrastructure Directorate

##### **EXECUTIVE SUMMARY**

The existing C20 Heavy Vehicle Usage on Council Roads policy (2015 Policy) is due for review in accordance with Council's policy review process. The revised C20 Heavy Vehicle Usage on Council Roads policy (2019 Policy) is presented for Council's consideration and adoption.

In summary, the 2019 Policy includes the following changes and updates:

- Refers to the latest legislation and the National Heavy Vehicle Regulations (NHVR) Guidelines and use of the NHVR Portal for all consent applications.
- Includes current responsible/delegated officer positions to the NHVR.
- Ensures the latest list of pre-approved and gazetted Council controlled local roads for use by B-Doubles and Higher Mass Limit (HML) vehicles is maintained as necessary within Council's Geographic Information System (GIS) and the NHVR's GIS.
- Removal of all Attachments as:
  - All NHVR Consent Guidelines are periodically updated and listed on the NHVR website.
  - All pre-approved and gazetted roads are regularly updated under delegation and listed on both the Council's and NHVR's GIS.

##### **RECOMMENDATION**

That Council:

1. Adopts the revised C20 Heavy Vehicle Usage on Council Roads Policy (Attachment [4.5.1]); and
2. Publishes the revised C20 Heavy Vehicle Usage on Council Roads Policy on Council's website.



**Administrator moved the following Motion.**

**THAT COUNCIL:**

- 1. ADOPTS THE REVISED C20 HEAVY VEHICLE USAGE ON COUNCIL ROADS POLICY (ATTACHMENT [4.5.1]); AND**
- 2. PUBLISHES THE REVISED C20 HEAVY VEHICLE USAGE ON COUNCIL ROADS POLICY ON COUNCIL'S WEBSITE.**

**CARRIED**

**[Link to next Agenda Item.](#)**

## **REPORT**

### **Background**

The current 2015 Policy was revised and adopted at the Ordinary Meeting of Council on 24 June 2015 (**Attachment [4.5.2]**). In accordance with the Corporate Policy Register, C20 is reviewed and updated by the Infrastructure Planning department on a four year cycle and is therefore due for review and adoption by 30 June 2019. The next review is to be completed and adopted by Council by 30 June 2023.

### **Discussion**

Council currently supplies consent, upon application via the NHVR, for the use on local roads of Mass Management, Performance Based (PBS) and Over Size Over Mass (OSOM) vehicles. In order for these types of heavy vehicles to operate on local roads, a permit is required from the NHVR.

### **Objectives**

The objectives of this policy are to ensure:

- Consistent response to applications from the NHVR and heavy vehicle operators to use Council controlled local roads.
- Council officers have the ability to assess consent applications and issue consent/refusal notifications, as necessary, to the NHVR.
- The NHVR and Heavy vehicle operators are aware of the specific conditions with regard to Council's rights to grant or refuse consent.
- Approved local roads within the Shire remain suitable for HML and PBS category heavy vehicles, and are listed within Council's and the NHVRs GIS.
- Council is satisfied that heavy vehicles do not pose a risk to public safety.

### **Summary of Changes**

The 2019 Policy has been updated to include:

- Reference to the latest legislation and the NHVR Guidelines and use of the NHVR Portal for all consent applications. The NHVR Portal is now the National repository for all heavy vehicle information including consent applications, assessments, and permits.
- The current responsible/delegated officer positions for use of the NHVR Portal in assessing and responding to consent applications to the NHVR.

- The latest list of pre-approved and gazetted Council controlled local roads for use by B-Doubles and HML vehicles is maintained as necessary within Council's GIS and the National Heavy Vehicle Regulator's (NHVR) GIS.
- The removal of Attachment A – Consent Guidelines as all NHVR Consent Guidelines are periodically updated and listed on the NHVR website.
- The removal of Attachment B – List of Pre-approved Gazetted Roads for 25m B-Doubles and HML Vehicles as all pre-approved and gazetted roads are regularly updated under delegation and listed on both the Council's and NHVR's GIS.

To clearly see the changes between the 2015 Policy and the revised 2019 Policy, a tracked version has been included in **Attachment [4.5.3]**.

## **CONSULTATION**

External consultation has been undertaken with the NHVR. Internal consultation has occurred within the Infrastructure Planning department and with relevant Council officers.

## **RESOURCES**

Council's Civil Assets team is responsible for assessing, approving / refusing, and supplying consent to the NHVR for heavy vehicle operators to use heavy vehicles on Council controlled roads.

There is no cost to Council for the approval of the revised 2019 Policy.

## **RISKS**

The 2019 Policy will provide:

- A structured mechanism to protect Council's road network as roads not suitable for heavy vehicles could potentially be damaged and pose a threat to other road use.
- A mechanism to support compliance by the general public and Council officers with relevant heavy vehicle legislation and procedural requirements.
- Transparency and clarity in the management of heavy vehicles throughout the Shire.

## **STAFF DISCLOSURE**

Nil

## **ATTACHMENTS**

*Attachments are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

1. C20 - Heavy Vehicle Usage on Council Roads Policy 2019 (For Adoption)  
**[4.5.1 - 3 pages]**
2. C20 - Heavy Vehicle Usage on Council Roads Policy 2015 (Current)  
**[4.5.2 - 11 pages]**
3. C20 - Heavy Vehicle Usage on Council Roads Policy 2019 (Tracked Version)  
**[4.5.3 - 12 pages]**

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Policy Framework Policy (C72)

Heavy Vehicle Usage on Council Roads (C20)

### **Legislative Provisions**

Bus Safety Act 2009

Heavy Vehicle National Law Application Act 2013 (Vic)

Heavy Vehicle National Law Application (Infringements) Regulations 2013.

Heavy Vehicle (General) National Regulation

Heavy Vehicle (Vehicle Standards) National Regulation.

Road Management Act 2004

Road Management (General) Regulations 2016

Road Management (Works and Infrastructure) Regulations 2015

Road Safety (Traffic Management) Regulations 2009

Road Safety Act 1986

Road Safety Road Rules 2009

Road Safety (Vehicles) Regulations 2009.

#### **4.6. AWARD CONTRACT CON/216 PROVISION OF LINEMARKING SERVICES**

Infrastructure Directorate

##### **EXECUTIVE SUMMARY**

Council has an obligation under the Road Management Plan and Road Infrastructure Asset Management Plan to minimise the hazards to road users and to maintain the integrity of the local road network. Council also has an obligation to deliver the projects within the adopted maintenance and capital works programs on time and within budget. Procuring the provision of linemarking services will ensure Council meets these obligations.

In response to Council's Request for Tender RTF/216 Provision of Linemarking Services (RTF/216), four conforming tenders were received. It is recommended that Council awards the contract CON/216 Provision of Linemarking Services for a three year contract period commencing on 1 July 2019 with the option of two 1-year extensions for the schedule of rates outlined in their submission.

##### **RECOMMENDATION**

That Council:

1. Approves the award of contract CON/216 Provision of Linemarking Services for a three year contract term commencing on 1 July 2019 with the option of two 1-year extensions for the schedule of rates items outlined in their submission – Confidential Attachment [15.1.1];
2. Publishes on Council's website the contract details in item 1 above and the successful contractor within one week of Council's decision to approve the award of contract CON/216 to allow sufficient time for the formal award of the contract;
3. Authorises the Acting Chief Executive Officer to sign and affix the Common Seal of the Municipality to the contract documents; and
4. Authorises the Acting Chief Executive Officer to approve any contract extensions subject to satisfactory contractor performance review.

**Administrator moved the following Motion.**

**THAT COUNCIL:**

- 1. APPROVES THE AWARD OF CONTRACT CON/216 PROVISION OF LINEMARKING SERVICES FOR A THREE YEAR CONTRACT TERM COMMENCING ON 1 JULY 2019 WITH THE OPTION OF TWO 1-YEAR EXTENSIONS FOR THE SCHEDULE OF RATES ITEMS OUTLINED IN THEIR SUBMISSION – CONFIDENTIAL ATTACHMENT [15.1.1];**
- 2. PUBLISHES ON COUNCIL’S WEBSITE THE CONTRACT DETAILS IN ITEM 1 ABOVE AND THE SUCCESSFUL CONTRACTOR WITHIN ONE WEEK OF COUNCIL’S DECISION TO APPROVE THE AWARD OF CONTRACT CON/216 TO ALLOW SUFFICIENT TIME FOR THE FORMAL AWARD OF THE CONTRACT;**
- 3. AUTHORISES THE ACTING CHIEF EXECUTIVE OFFICER TO SIGN AND AFFIX THE COMMON SEAL OF THE MUNICIPALITY TO THE CONTRACT DOCUMENTS; AND**
- 4. AUTHORISES THE ACTING CHIEF EXECUTIVE OFFICER TO APPROVE ANY CONTRACT EXTENSIONS SUBJECT TO SATISFACTORY CONTRACTOR PERFORMANCE REVIEW.**

**CARRIED**

**[Link to next Agenda Item.](#)**

---

## **REPORT**

In response to Council's Request for Tender RTF/216 Provision of Linemarking Services, four tender submissions were received.

Each of these contractors submitted schedule of rates prices for the provision of linemarking services.

The tenderers were encouraged to propose innovative service delivery arrangements, technical expertise, and alternative products aimed at enhancing the achievement of high standard linemarking services.

## **CONSULTATION**

Tender specifications were developed in consultation with all relevant officers involved in the provision of linemarking services.

RTF/216 was advertised on in The Age (30 March 2019), Latrobe Valley Express (1 April 2019) and in Council's Noticeboard section of the local papers (2 April 2019). Tenders closed on 30 April 2019.

The tenders were assessed in accordance with the criteria specified in the contract documentation by an evaluation panel on 30 May 2019. The evaluation panel consisted of the Manager Operations, Supervisor Sealed Roads, Coordinator Sealed Roads Planning, and Procurement Officer.

A summary of the tender evaluation has been included in **Confidential Attachment [15.1.1]**.

## **RESOURCES**

The provision of linemarking services is accommodated within Council's annual maintenance budget, capital works budget, and in Council's Long Term Financial Plan.

The estimated value of the contract is \$600,000 over the three years, subject to variations in the Capital Works Program.

## **RISKS**

By providing linemarking services as required will reduce Council's exposure to litigation.

## **STAFF DISCLOSURE**

Nil

## **CONFIDENTIAL ATTACHMENT**

**Confidential Attachment [15.1.1]** – Tender Evaluation Summary RFT/216 – has been provided in accordance with s.77(2)(c) of the Local Government Act 1989. The Chief Executive Officer designates this item as confidential information on the grounds that it relates to s.89(2)(d) - contractual matters.

This item is deemed confidential to protect the privacy of the contractors, tender scores, and tendered amounts submitted for consideration.

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Long Term Financial Plan

Procurement Policy (C32)

Road Infrastructure Asset Management Plan

Road Management Plan

### **Legislative Provisions**

Local Government Act 1989

Occupation Health and Safety Act 2004

Road Management Act 2004



#### **4.7. AWARD CONTRACT CON/217 SUPPLY AND DELIVERY OF COLD LIQUID BITUMINOUS PRODUCTS**

Infrastructure Directorate

##### **EXECUTIVE SUMMARY**

Council is responsible for the maintenance and upkeep of approximately 797km of sealed roads. This requires the supply and delivery of large amounts of cold liquid bituminous products to keep our sealed road network safe and trafficable for all road users.

In accordance with Council's Procurement Policy and procedures, Council is required to go out to open tender for the supply and delivery of cold liquid bituminous products.

In response to Council's Request for Tender RTF/217 Supply and Delivery of Cold Liquid Bituminous Products (RFT/217), two conforming tenders were received. The intention of the tender was to establish a panel of suppliers. However, the price variation and range of products offered placed one tenderer well ahead of the other. Therefore the evaluation panel recommends that Council accepts the highest scoring tender submitted and award the contract for the supply and delivery of cold liquid bituminous products to one supplier.

The contract shall operate on a schedule of rates basis and will be for a three year term commencing 1 July 2019 with the option of two 1-year extensions.

Council has a good working relationship with the recommended supplier and has found their product to be of an acceptable standard.

##### **RECOMMENDATION**

That Council:

1. Approves the award of contract CON/217 Supply and Delivery of Cold Liquid Bituminous Products for a three year contract term commencing on 1 July 2019 with the option of two 1-year extensions for the schedule of rates items outlined in their submission – Confidential Attachment [15.2.1];
2. Publishes on Council's website the contract details in item 1 above and the successful contractor within one week of Council's decision to approve the award of contract CON/217 to allow sufficient time for the formal award of the contract;

3. Authorises the Acting Chief Executive Officer to sign and affix the Common Seal of the Municipality to the contract documents; and
4. Authorises the Acting Chief Executive Officer to approve any contract extensions subject to satisfactory contractor performance review.

**Administrator moved the following Motion.**

**THAT COUNCIL:**

1. **APPROVES THE AWARD OF CONTRACT CON/217 SUPPLY AND DELIVERY OF COLD LIQUID BITUMINOUS PRODUCTS FOR A THREE YEAR CONTRACT TERM COMMENCING ON 1 JULY 2019 WITH THE OPTION OF TWO 1-YEAR EXTENSIONS FOR THE SCHEDULE OF RATES ITEMS OUTLINED IN THEIR SUBMISSION – CONFIDENTIAL ATTACHMENT [15.2.1];**
2. **PUBLISHES ON COUNCIL’S WEBSITE THE CONTRACT DETAILS IN ITEM 1 ABOVE AND THE SUCCESSFUL CONTRACTOR WITHIN ONE WEEK OF COUNCIL’S DECISION TO APPROVE THE AWARD OF CONTRACT CON/217 TO ALLOW SUFFICIENT TIME FOR THE FORMAL AWARD OF THE CONTRACT;**
3. **AUTHORISES THE ACTING CHIEF EXECUTIVE OFFICER TO SIGN AND AFFIX THE COMMON SEAL OF THE MUNICIPALITY TO THE CONTRACT DOCUMENTS; AND**
4. **AUTHORISES THE ACTING CHIEF EXECUTIVE OFFICER TO APPROVE ANY CONTRACT EXTENSIONS SUBJECT TO SATISFACTORY CONTRACTOR PERFORMANCE REVIEW.**

**CARRIED**

[Link to next Agenda Item.](#)

## **REPORT**

In response to Council's Request for Tender RFT/217 Supply and Delivery of Cold Liquid Bituminous Products (RFT/217), Council received a total of two conforming tender submissions.

Each of these contractors submitted schedule of rates prices for the supply and delivery of cold liquid bituminous products.

The suppliers were encouraged to propose innovative service delivery arrangements, technical expertise, and alternative products aimed at enhancing the achievement of Council's service objectives.

## **CONSULTATION**

Tender specifications were developed in consultation with all relevant officers involved in the use of cold liquid bituminous products.

RTF/217 was advertised in The Age (30 March 2019), Latrobe Valley Express (1 April 2019) and in Council's Noticeboard section of the local papers (2 April 2019). Tenders closed on 30 April 2019.

The tenders were assessed in accordance with the criteria specified in the contract documentation by an evaluation panel on 30 May 2019. The evaluation panel consisted of the Manager Operations, Supervisor Sealed Roads, Coordinator Sealed Roads Planning, and Procurement Officer.

A summary of the tender evaluation has been included in **Confidential Attachment [15.2.1]**.

## **RESOURCES**

The purchase of the supply and delivery of cold liquid bituminous products is accommodated within Council's annual maintenance budget, capital works budget, and in Council's Long Term Financial Plan.

The estimated value of the contract is \$200,000 over the three years, subject to variations in the Capital Works Program.

## **RISKS**

Council has an obligation under the Road Management Plan to minimise the hazards to users of the road network and to maintain the integrity of the road and park network.

## **STAFF DISCLOSURE**

Nil

## **CONFIDENTIAL ATTACHMENT**

**Confidential Attachment [15.2.1]** – Tender Evaluation Summary RFT/217 – has been provided in accordance with s.77(2)(c) of the Local Government Act 1989. The Chief Executive Officer designates this item as confidential information on the grounds that it relates to s.89(2) (d) - contractual matters.

This item is deemed confidential to protect the privacy of the contractors, tender scores, and tendered amounts submitted for consideration.

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Long Term Financial Plan

Procurement Policy (C32)

Road Infrastructure Asset Management Plan

Road Management Plan

### **Legislative Provisions**

Dangerous Goods Act 1985

Local Government Act 1989

Occupation Health and Safety Act 2004

Road Management Act 2004

#### **4.8. AWARD CONTRACT CON/219 ANNUAL SUPPLY OF PLANT HIRE AND CARTAGE CONTRACTORS**

Infrastructure Directorate

##### **EXECUTIVE SUMMARY**

Council requires the supply of plant hire and cartage services from contractors in order to deliver programmed works in Council's annual capital and maintenance programs throughout the municipality. There is likely to be works associated with other projects such as storm / flood / extreme weather events that will require some of these services.

In accordance with Council's Procurement Policy and procedures, Council is required to follow an open tender process for the provision of plant hire and cartage contractor services.

In response to Council's Request for Tender RFT/219 Annual Supply of Plant Hire and Cartage Contractors (RFT/219), 25 tenders were received. It is recommended that Council award contract CON/219 for the annual supply of plant hire and cartage contractor services to a panel of preferred suppliers.

The panel shall operate on a schedule-of-rates basis and will be for a one year term commencing 1 July 2019.

Council has a good working relationship with each of the recommended contractors and has found their works to be of an acceptable standard. In previous years, works have been awarded to several contractors to provide the maximum flexibility in operations and this has been most successful.

##### **RECOMMENDATION**

That Council:

1. Approves the award of contract CON/219 Annual Supply of Plant Hire and Cartage Contractors to a panel of preferred suppliers for a one year term commencing on 1 July 2019 for the schedule of rates items outlined in their submissions – Confidential Attachment [15.3.1];
2. Publishes on Council's website the contract details in item 1 above and the successful contractors within one week of Council's decision to approve the award of contract CON/219 to allow sufficient time for the formal award of the contract; and
3. Authorises the Acting Chief Executive Officer to sign and affix the Common Seal of the Municipality to the contract documents.

**Administrator moved the following Motion.**

**THAT COUNCIL:**

- 1. APPROVES THE AWARD OF CONTRACT CON/219 ANNUAL SUPPLY OF PLANT HIRE AND CARTAGE CONTRACTORS TO A PANEL OF PREFERRED SUPPLIERS FOR A ONE YEAR TERM COMMENCING ON 1 JULY 2019 FOR THE SCHEDULE OF RATES ITEMS OUTLINED IN THEIR SUBMISSIONS – CONFIDENTIAL ATTACHMENT [15.3.1];**
- 2. PUBLISHES ON COUNCIL’S WEBSITE THE CONTRACT DETAILS IN ITEM 1 ABOVE AND THE SUCCESSFUL CONTRACTORS WITHIN ONE WEEK OF COUNCIL’S DECISION TO APPROVE THE AWARD OF CONTRACT CON/219 TO ALLOW SUFFICIENT TIME FOR THE FORMAL AWARD OF THE CONTRACT; AND**
- 3. AUTHORISES THE ACTING CHIEF EXECUTIVE OFFICER TO SIGN AND AFFIX THE COMMON SEAL OF THE MUNICIPALITY TO THE CONTRACT DOCUMENTS.**

**CARRIED**

**[Link to next Agenda Item.](#)**

## **REPORT**

In response to Council's Request for Tender RTF/219 Annual Supply of Plant Hire and Cartage Contractors, Council received a total of 22 conforming and 3 non-conforming tender submissions.

Each of these contractors submitted schedule of rates prices for the provision of plant hire and cartage contractor services in all or selected components.

So that Council may obtain value for money, and to ensure the supply of a diverse range of services and products from across the Shire, the evaluation panel has proposed to accept twenty two tenders received in response to RFT/219. Three tenderers were considered non-conforming. Successful tenderers will be placed on a panel of preferred suppliers. Due to the difference in these services, Council requires the flexibility to select the appropriate service for each situation. No one supplier offers the full range of services.

## **CONSULTATION**

Tender specifications were developed in consultation with all relevant officers involved in the use of plant hire and cartage contractor services.

RTF/219 was advertised in The Age (30 March 2019), Latrobe Valley Express (1 April 2019) and in Council's Noticeboard section of the local papers (2 April 2019). Tenders closed on 30 April 2019.

The tenders were assessed in accordance with the criteria specified in the contract documentation by an evaluation panel on 30 May 2019. The evaluation panel consisted of the Manager Operations, Coordinator Sealed Roads Planning, Supervisor North Maintenance, and Procurement Officer.

A summary of the Tender Evaluation has been included in **Confidential Attachment [15.3.1]**.

## **RESOURCES**

The purchase of plant hire and cartage contractors is accommodated within Council's annual maintenance budget, capital works budget, emergency response and in Council's Long Term Financial Plan.

In the past Council has spent approximately \$1.5M per annum on plant hire and cartage contractor services.

The majority of works to be carried out under this contract are to supplement the hire of cartage, plant, and equipment required to complete works associated with the Operations department and the Capital Works Program.

## **RISKS**

Council has an obligation under the Road Management Plan to minimise the hazards to users of the road network and to maintain the integrity of road and parks network.

To give Council the best opportunity to complete the projects on time and within budget, and to ensure the supply of a diverse range of products and services from across the Shire, the evaluation panel has proposed award the contract to a panel of preferred suppliers as this will reduce the risk of supply issues and logistics across the Shire.

## **STAFF DISCLOSURE**

Nil

## **CONFIDENTIAL ATTACHMENT**

**Confidential Attachment [15.3.1]** – Tender Evaluation Summary RFT/219 – has been provided in accordance with s.77(2)(c) of the Local Government Act 1989. The Chief Executive Officer designates this item as confidential information on the grounds that it relates to s.89(2)(d) - contractual matters.

This item is deemed confidential to protect the privacy of the contractors, tender scores, and tendered amounts submitted for consideration.

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Long Term Financial Plan

Procurement Policy (C32)

Road Infrastructure Asset Management Plan

Road Management Plan

### **Legislative Provisions**

Local Government Act 1989

Occupation Health and Safety Act 2004

Road Management Act 2004



#### **4.9. AWARD CONTRACT CON/220 ANNUAL SUPPLY AND DELIVERY OF QUARRY PRODUCTS AND ROAD MAKING MATERIALS**

Infrastructure Directorate

##### **EXECUTIVE SUMMARY**

Council is responsible for the maintenance of approximately 1,294km of unsealed roads. This requires large amounts of quarry products and road making materials to keep these roads safe and trafficable for all road users.

In accordance with Council's Procurement Policy and procedures, Council is required to go out to open tender for the supply and delivery of quarry products.

In response to Council's Request for Tender RTF/220 Annual Supply of Quarry Products and Road Making Materials, twelve conforming tenders were received. It is recommended that Council accepts all twelve tenders submitted and awards the contract for the supply and delivery of quarry products and road making materials to a panel of preferred suppliers.

The panel shall operate on a schedule-of-rates basis and will be for a one year term commencing 1 July 2019.

Council has a good working relationship with each of the recommended contractors and has found their work to be of an acceptable standard. In previous years, works have been awarded to several contractors to provide the maximum flexibility in operations and this has been most successful.

##### **RECOMMENDATION**

That Council:

1. Approves the award of contract CON/220 Annual Supply of Quarry Products and Road Making Materials for a one year term commencing 1 July 2019 to a panel of preferred suppliers for the schedule of rates items outlined in their submissions – Confidential Attachment [15.4.1];
2. Publishes on Council's website the contract details in item 1 above and the successful contractors within one week of Council's decision to approve the award of contract CON/220 to allow sufficient time for the formal award of the contract; and
3. Authorise the Acting Chief Executive Officer to sign and affix the Common Seal of the Municipality to the contract documents.

**Administrator moved the following Motion.**

**THAT COUNCIL:**

- 1. APPROVES THE AWARD OF CONTRACT CON/220 ANNUAL SUPPLY OF QUARRY PRODUCTS AND ROAD MAKING MATERIALS FOR A ONE YEAR TERM COMMENCING 1 JULY 2019 TO A PANEL OF PREFERRED SUPPLIERS FOR THE SCHEDULE OF RATES ITEMS OUTLINED IN THEIR SUBMISSIONS – CONFIDENTIAL ATTACHMENT [15.4.1];**
- 2. PUBLISHES ON COUNCIL’S WEBSITE THE CONTRACT DETAILS IN ITEM 1 ABOVE AND THE SUCCESSFUL CONTRACTORS WITHIN ONE WEEK OF COUNCIL’S DECISION TO APPROVE THE AWARD OF CONTRACT CON/220 TO ALLOW SUFFICIENT TIME FOR THE FORMAL AWARD OF THE CONTRACT; AND**
- 3. AUTHORISE THE ACTING CHIEF EXECUTIVE OFFICER TO SIGN AND AFFIX THE COMMON SEAL OF THE MUNICIPALITY TO THE CONTRACT DOCUMENTS.**

**CARRIED**

**[Link to next Agenda Item.](#)**

---

## REPORT

In response to Council's Request for Tender RFT/220 Annual Supply of Quarry Products and Road Making Materials (RFT/220), Council received a total of twelve conforming tender submissions.

Each of these contractors submitted schedule of rates prices for the provision of quality assured quarry products and road making materials.

The location of the quarry (or point of supply) has a major influence on the 'landed cost to site' of the material. Transport costs are high. The distance from the quarry to the worksite can influence the cost so much that it is often more cost effective to pay more for a product if the quarry is closer to the worksite.

So that Council may obtain value for money, and to ensure the supply of a diverse range of products from across the Shire, the evaluation panel has proposed to accept all ten tenders received in response to RFT/220. Successful tenderers will be placed on a panel of preferred suppliers. No one supplier offers the full range of products.

For larger projects, such as resheets, reseals, and construction works over \$20,000, or products not listed in the schedule of rates, Council may choose to seek quotes from the panel and/or from other suppliers.

## CONSULTATION

Tender specifications were developed in consultation with all relevant officers involved in the use of quarry products.

RTF/220 was advertised on in The Age (30 March 2019), Latrobe Valley Express (1 April 2019) and in Council's Noticeboard section of the local papers (2 April 2019). Tenders closed on 30 April 2019.

The tenders were assessed in accordance with the criteria specified in the contract documentation by an evaluation panel on 30 April 2019. The evaluation panel consisted of the Manager Operations, Supervisor Construction, Coordinator Sealed Roads Planning, and Procurement Officer.

A summary of the tender evaluation has been included in **Confidential Attachment [15.4.1]**.

## RESOURCES

The purchase of quarry products and road making materials is accommodated within Council's annual maintenance budget, capital works budget, and in Council's Long Term Financial Plan.

For the past two years, Council has spent approximately \$3.5M per annum on quarry products and road making materials.

### **RISKS**

Awarding the contract to a panel of preferred suppliers will reduce the risk of supply issues and logistics across the shire and will also give Council the best opportunity to deliver the annual projects in the road maintenance and construction programs on time and within budget.

### **STAFF DISCLOSURE**

Nil

### **CONFIDENTIAL ATTACHMENT**

**Confidential Attachment [15.4.1]** – Tender Evaluation Summary RFT/220 – has been provided in accordance with s.77(2)(c) of the Local Government Act 1989. The Chief Executive Officer designates this item as confidential information on the grounds that it relates to s.89(2)(d) - contractual matters.

This item is deemed confidential to protect the privacy of the contractors, tender scores, and tendered amounts submitted for consideration.

### **REFERENCE DOCUMENTS**

#### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Long Term Financial Plan

Procurement Policy (C32)

Road Infrastructure Asset Management Plan

Road Management Plan

#### **Legislative Provisions**

Local Government Act 1989

Occupation Health and Safety Act 2004

Road Management Act 2004

#### **4.10. AWARD CONTRACT CON/221 ANNUAL SUPPLY OF CONCRETING SERVICES**

Infrastructure Directorate

##### **EXECUTIVE SUMMARY**

Council requires the provision of concreting services in order to deliver the annual road and footpath maintenance and construction programs, including the projects in the adopted *Capital Works Program* eg: Footpath Replacement Program.

In accordance with Council's Procurement Policy and procedures, Council is required to follow an open tender process for the provision of concreting services. In response to Council's Request for Tender RFT/221 Annual Supply of Concreting Services (RFT/221), five conforming and 1 non-conforming tenders were received. It is recommended that Council accepts all four conforming tenders and award contract CON/221 for the annual supply of concreting services to a panel of preferred suppliers.

The panel shall operate on a schedule-of-rates basis and will be for a one year term commencing 1 July 2019.

Council has a good working relationship with each of the recommended contractors and has found their works to be of an acceptable standard. In previous years, works have been awarded to several contractors to provide the maximum flexibility in operations and this has been most successful.

##### **RECOMMENDATION**

That Council:

1. Awards contract CON/221 Annual Supply of Concreting Services for a one year term commencing 1 July 2019 to a panel of preferred suppliers – Confidential Attachment [15.5.1];
2. Publishes on Council's website the contract details in item 1 above and the successful contractors within one month of Council's decision to approve the award of contract CON/221 to allow sufficient time for the formal award of the contract; and
3. Authorise the Acting Chief Executive Officer to sign and affix the Common Seal of the Municipality to the contract documents.

**Administrator moved the following Motion.**

**THAT COUNCIL:**

- 1. AWARDS CONTRACT CON/221 ANNUAL SUPPLY OF CONCRETING SERVICES FOR A ONE YEAR TERM COMMENCING 1 JULY 2019 TO A PANEL OF PREFERRED SUPPLIERS – CONFIDENTIAL ATTACHMENT [15.5.1];**
- 2. PUBLISHES ON COUNCIL’S WEBSITE THE CONTRACT DETAILS IN ITEM 1 ABOVE AND THE SUCCESSFUL CONTRACTORS WITHIN ONE MONTH OF COUNCIL’S DECISION TO APPROVE THE AWARD OF CONTRACT CON/221 TO ALLOW SUFFICIENT TIME FOR THE FORMAL AWARD OF THE CONTRACT; AND**
- 3. AUTHORISE THE ACTING CHIEF EXECUTIVE OFFICER TO SIGN AND AFFIX THE COMMON SEAL OF THE MUNICIPALITY TO THE CONTRACT DOCUMENTS.**

**CARRIED**

**[Link to next Agenda Item.](#)**

---

## **REPORT**

In response to Council's Request for Tender RFT/221 Annual Supply of Concreting Services (RFT/221), Council received a total of four conforming tender submissions and one non-conforming tender submission.

Each of these contractors submitted schedule of rates prices for the provision of concreting services.

So that Council may obtain value for money, and to ensure the supply of a diverse range of products from across the Shire, the evaluation panel has proposed to accept all four conforming tenders received in response to RFT/221. These successful tenderers will be placed on a panel of preferred suppliers.

For larger construction projects over \$20,000, or products not listed in the schedule of rates, Council may choose to seek quotes from the panel and/or from other suppliers.

## **CONSULTATION**

Tender specifications were developed in consultation with all relevant officers involved in the hiring of concreting services.

RTF/221 was advertised in The Age (30 March 2019), Latrobe Valley Express (1 April 2019) and in Council's Noticeboard section of the local papers (2 April 2019). Tenders closed on 30 April 2019.

The tenders were assessed in accordance with the criteria specified in the contract documentation by an evaluation panel on 30 May 2019. The evaluation panel consisted of the Manager Operations, Coordinator Business, Supervisor construction, and Procurement officer.

A summary of the tender evaluation has been included in **Confidential Attachment [15.5.1]**.

## **RESOURCES**

The purchase of concreting services is accommodated within Council's annual maintenance budget, capital works budget, and in Council's Long Term Financial Plan. For the past two years Council has spent approximately \$150,000 per annum on concreting services.

## **RISKS**

A panel of suppliers will reduce the risk of supply issues and logistics across the Shire, and assist Council in the delivery of the annual road and footpath

maintenance and construction programs, including the projects in the adopted Capital Works Program.

#### **STAFF DISCLOSURE**

Nil

#### **CONFIDENTIAL ATTACHMENT**

**Confidential Attachment [15.5.1]** – Tender Evaluation Summary RFT/221 – has been provided in accordance with s.77(2)(c) of the Local Government Act 1989. The Chief Executive Officer designates this item as confidential information on the grounds that it relates to s.89(2)(d) - contractual matters.

This item is deemed confidential to protect the privacy of the contractors, tender scores, and tendered amounts submitted for consideration.

#### **REFERENCE DOCUMENTS**

##### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Long Term Financial Plan

Procurement Policy (C32)

Road Management Plan

##### **Legislative Provisions**

Local Government Act 1989

Occupation Health and Safety Act 2004

Road Management Act 2004



#### **4.11. AWARD CONTRACT CON/222 PROVISION OF TREE AND VEGETATION MAINTENANCE SERVICES**

Infrastructure Directorate

##### **EXECUTIVE SUMMARY**

Council requires the supply of tree and vegetation services from contractors in order to deliver programmed works in Council's annual capital and maintenance programs throughout the municipality. There is likely to be works associated with other projects such as storm / flood / extreme weather events that will require some of these services.

In accordance with Council's Procurement Policy and procedures, Council is required to follow an open tender process for the provision of tree and vegetation contractor services. In response to Council's Request for Tender RFT/222 Provision of Tree and Vegetation Maintenance Services (RFT/222), ten tenders were received. Three of the tenderers scored very low in capability and availability therefor the panel recommends that Council award the contract CON/222 for the provision of tree and vegetation maintenance services to a panel of preferred suppliers.

The panel shall operate on a schedule-of-rates basis and will be for a three year term with the option of two 1-year extensions commencing 1 July 2019.

Council has a good working relationship with each of the recommended contractors and has found their works to be of an acceptable standard. In previous years, works have been awarded to several contractors to provide the maximum flexibility in operations and this has been most successful.

##### **RECOMMENDATION**

That Council:

1. Approves the award of contract CON/222 Provision of Tree and Vegetation Maintenance Services for a three year contract term commencing 1 July 2019 with the option of two 1-year extensions to a panel of preferred suppliers for the schedule of rates items outlined in their submissions – Confidential Attachment [15.6.1];
2. Publishes on Council's website the contract details in item 1 above and the successful contractors within one week of Council's decision to approve the award of contract CON/222 to allow sufficient time for the formal award of the contract;
3. Authorises the Acting Chief Executive Officer to sign and affix the Common Seal of the Municipality to the contract documents; and

4. Authorises the Acting Chief Executive Officer to approve any contract extensions subject to satisfactory contractor performance review.

**Administrator moved the following Motion.**

**THAT COUNCIL:**

1. **APPROVES THE AWARD OF CONTRACT CON/222 PROVISION OF TREE AND VEGETATION MAINTENANCE SERVICES FOR A THREE YEAR CONTRACT TERM COMMENCING 1 JULY 2019 WITH THE OPTION OF TWO 1-YEAR EXTENSIONS TO A PANEL OF PREFERRED SUPPLIERS FOR THE SCHEDULE OF RATES ITEMS OUTLINED IN THEIR SUBMISSIONS – CONFIDENTIAL ATTACHMENT [15.6.1];**
2. **PUBLISHES ON COUNCIL’S WEBSITE THE CONTRACT DETAILS IN ITEM 1 ABOVE AND THE SUCCESSFUL CONTRACTORS WITHIN ONE WEEK OF COUNCIL’S DECISION TO APPROVE THE AWARD OF CONTRACT CON/222 TO ALLOW SUFFICIENT TIME FOR THE FORMAL AWARD OF THE CONTRACT;**
3. **AUTHORISES THE ACTING CHIEF EXECUTIVE OFFICER TO SIGN AND AFFIX THE COMMON SEAL OF THE MUNICIPALITY TO THE CONTRACT DOCUMENTS; AND**
4. **AUTHORISES THE ACTING CHIEF EXECUTIVE OFFICER TO APPROVE ANY CONTRACT EXTENSIONS SUBJECT TO SATISFACTORY CONTRACTOR PERFORMANCE REVIEW.**

**CARRIED**

**[Link to next Agenda Item.](#)**

## **REPORT**

In response to Council's Request for Tender RFT/222 Provision of Tree and Vegetation Maintenance Services (RFT/222), Council received a total of ten tender submissions.

Each of these contractors submitted schedule of rates prices for the provision of tree and vegetation maintenance services. The tenderers' price comparison was similar to each other.

So that Council may obtain value for money and to ensure the supply of a diverse range of products from across the Shire, the evaluation panel has proposed to accept seven of the ten tenders received in response to RFT/222. These successful tenderers will be placed on a panel of preferred suppliers. Three of the tenderers scored low in capability and availability therefore the panel has recommended that they not be awarded a contract regardless of their overall score.

## **CONSULTATION**

Tender specifications were developed in consultation with all relevant officers involved in tree and vegetation maintenance services.

RTF/222 was advertised in The Age (30 March 2019), Latrobe Valley Express (1 April 2019) and in Council's Noticeboard section of the local papers (2 April 2019). Tenders closed on 30 April 2019.

The tenders were assessed in accordance with the criteria specified in the contract documentation by an evaluation panel on 30 May 2019. The evaluation panel consisted of the Manager Operations, Coordinator Parks and Gardens, Supervisor Roadsides, and Procurement Officer.

A summary of the Tender Evaluation has been included in **Confidential Attachment [15.6.1]**.

## **RESOURCES**

The purchase of tree and vegetation maintenance contractors is accommodated within Council's annual maintenance budget, capital works budget, and in Council's Long Term Financial Plan.

For the past two years Council has spent approximately \$1.5M per annum on tree and vegetation maintenance contractor services.

The majority of works to be carried out under this contract are to supplement the labour, plant, and equipment required to complete works associated with the Operations department and the Capital Works Program.

## **RISKS**

Council has an obligation under the Road Management Plan to minimise the hazards to users of the road network and to maintain the integrity of road and parks network. Under the Country Fire Authority (CFA) Act 1958, Council also has an obligation to manage the fire risk on Council owned or managed land including the Shire's natural reserves.

To give Council the best opportunity to complete tree and vegetation maintenance programs on time and within budget, and to ensure the supply of a diverse range of products and services from across the Shire, the evaluation panel has proposed award the contract to a panel of preferred suppliers as this will reduce the risk of supply issues and logistics across the Shire.

## **STAFF DISCLOSURE**

Nil

## **CONFIDENTIAL ATTACHMENT**

**Confidential Attachment [15.6.1]** – Tender Evaluation Summary RFT/222 – has been provided in accordance with s.77(2)(c) of the Local Government Act 1989. The Chief Executive Officer designates this item as confidential information on the grounds that it relates to s.89(2)(d) - contractual matters.

This item is deemed confidential to protect the privacy of the contractors, tender scores, and tendered amounts submitted for consideration.

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Asset Management Plan - Road Infrastructure

Long Term Financial Plan

Procurement Policy (C32)

Road Management Plan

### **Legislative Provisions**

Local Government Act 1989

Occupation Health and Safety Act 2004

Road Management Act 2004

Country Fire Authority (CFA) Act 1958

## **5. OBJECTIVE 4 - ENHANCE ORGANISATIONAL DEVELOPMENT AND IMPLEMENT GOVERNANCE BEST PRACTICE**

### **5.1. PROPOSED RATING STRATEGY 2019 - 2022 - EXTRACTIVE INDUSTRIES RATE DIFFERENTIAL CATEGORY**

Corporate and Community Services Directorate

#### **EXECUTIVE SUMMARY**

At the 29 May 2019 Special Meeting of Council, Council received and considered submissions to the Proposed Rating Strategy 2019-2022. One of the submissions called for reasoning behind the Extractive Industries differential category. The Council resolution stated:

*"That Council:*

- b. Submission 2 (RS02) re: Support business and industrial rate but reasoning behind extractive industrial and infrastructure and utilities rate;*
  - i. Calls for a report to the 26 June 2019 Ordinary Council Meeting to consider applying a different differential to the Extractive Industries Category, including reasons why a differential change would be required."*

#### **RECOMMENDATION**

That Council consolidate the newly created rating categories, "Extractive Industries" and "Infrastructure and Utilities" back into the Industrial category.

**Administrator moved a Motion that is different from the recommendation.**

#### **THAT COUNCIL:**

- 1. NOTES THE INFORMATION THAT IS CONTAINED IN THIS REPORT; AND**
- 2. DETERMINES THE 2019-2022 RATING STRATEGY AT THE 24 JULY 2019 ORDINARY MEETING OF COUNCIL FOR ADOPTION.**

**CARRIED**

[Link to next Agenda Item.](#)

## REPORT

During the Council deliberations of the Draft Rating Strategy 2019-2022, which were detailed in the report considered by Council at the Special Meeting of Council 20 March 2019, three new differential categories were created;

1. Rural Vacant Land (206 properties previously rated as Vacant Land were transferred from the Vacant Land differential category and given a differential rate of 190 per cent of the General rate). This was then amended by Council at the Special Meeting of Council 29 May 2019 to a differential of 150 per cent of the General rate following an individual submission.
2. Extractive Industries (12 properties previously rated as Industrial and retaining the Industrial differential of 105% of the General rate).
3. Infrastructure and Utilities (111 properties previously rated as Industrial and retaining the Industrial differential of 105% of the General rate).

The Ministerial Guidelines on differential rates released in 2013 recognise that;

*"Little information has been available to Councils to assist them in understanding why they might choose to use differential rating and the advantages and disadvantages of using differential rating to achieve specific objectives."*

Further, the Ministerial Guidelines lists, "Types and classes of land appropriate for differential rating" into three categories:

**Category 1:** Those that are appropriate;

**Category 2:** Those that require careful consideration; and

**Category 3:** Those that are not appropriate.

Extractive industries specifically falls into category (2), those that require careful consideration, although Council is proposing to assess this new differential type in a similar way to Industrial, which is in Category (1) (in the guidelines).

The Infrastructure and Utilities category generally falls into category (2) insofar as it not specifically listed in category 1 or 3.

It is not appropriate to utilise differential rating powers to prevent, mitigate, or discourage legitimate land uses (with the exception of vacant or derelict land). This includes the use of differential rate powers to:

- Lessen the impact of externalities arising from the type of business conducted on the land;
- Fund actions intended to ameliorate the externalities arising from such business on the land; or
- Fund expenditure relating to a special benefit yet to be realised on the land subject to a proposed differential rate.

The Ministerial Guidelines stipulate that, “use of a differential rate applicable to very few assessments in a municipality should be considered with great caution and have regard to the impact on the land subject to the proposed rate and the consequential impact upon the broader municipality through consideration of equity. This is especially so in the case of differential rates applied to narrowly or specifically defined activities or land use types.”

As noted in the report considered at the Special Council Meeting on 20 March 2019, the development of the proposed Rating Strategy 2019-2022 has been informed by the earlier work of the Rates Strategy and Review Committee that reported to Council in February 2018, as well as further internal work by Council – which included a series of 7 workshops between August and December 2018. The final outcome being general agreement on the proposed Rating Strategy that was then presented to Council for consideration. The creation of the new category of Extractive Industries was due to the current and future significance of these property types to Council’s overall rating base and their contribution to achieving Council’s long term Vision and Strategic Objectives.

Several other Councils have previously proposed an Extractive Industry differential category as shown below.

<b>2018/19 Budget</b>				
	<b>Melton</b>	<b>Kingston</b>	<b>Moorabool</b>	<b>SGSC</b>
<b>Differential</b>	288%	300%	197%	105%
<b>No. Properties</b>	7	5	14	12
<b>Rates Raised</b>	477,000	51,892	267,000	118,572
<b>CIV</b>	<b>62,255,000</b>	<b>9,600,000</b>	<b>22,187,000</b>	<b>23,059,000</b>

The stated objectives in these Council budgets for applying differential extractive rates are as follows:

- Melton – To ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council.
- Kingston – To encourage the early rehabilitation of land having the characteristics of extractive mining.
- Moorabool – To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council

Given the requirement of S. 161(5) in the Local Government Act 1989 that, “The highest differential rate in a municipal district must be no more than 4 times the lowest differential rate in the municipal district”, the maximum rate that can be set by South Gippsland is 200% based on the lowest differential rate for Cultural and Recreation Land of 50 per cent.

If Council were to increase the Extractive Industries rate to 1.20 times the general rate, this would reallocate approx. \$17,000 extra rate burden to this category (12 properties) at an average of \$1,417 per property and marginally reduce the rate burden on all the other categories. If the differential rate was raised to the maximum allowable under the act, this would increase the rate to 2.00 times the general rate and would reallocate approx. \$107,000 to those 12 properties at an average increase of \$8,917 each.

### **Options**

1. Continue with the budget as prepared and advertised by leaving the new categories with the differential as advertised being 105% of the general rate.
2. Continue with the rating categories as prepared and advertised but applying an alternative differential rate.
3. Remove the categories whilst further research and modelling is undertaken.

### **RESOURCES**

A change does not add to or diminish the total rate income. A change does add additional staff administration effort to create and manage new rating categories.

### **RISKS**

There is a risk of introducing a rating category and applying a differential for no real or perceived value. Currently the 12 properties that have been isolated from the Industrial rating category have been allocated the same differential as the Industrial category. In terms of total rates raised, or the allocation



thereof, there is no current difference (for 2019/20).–However, Council had considered this risk when determining to introduce this new category of differential rate during the workshops on the Rating Strategy in late 2018, and the subsequent workshops for the development of the 2019/20 Budget.

#### **STAFF DISCLOSURE**

Nil

#### **REFERENCE DOCUMENTS**

##### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Annual Budget 2018/19

Draft Annual Budget 2019/20

Draft Rating Strategy 2019 - 2022

##### **Legislative Provisions**

Local Government Act 1989

Ministerial Guidelines on Differential Rating (2013)

## **5.2. PROPOSED 2019/20 ANNUAL BUDGET - OPTIONS IN ACHIEVING A ZERO PER CENT RATE RISE**

Corporate and Community Services Directorate

### **EXECUTIVE SUMMARY**

At the Special Meeting of Council on 29 May 2019, Council received and considered submissions to the 2019/20 Draft Annual Budget. One submission requested that, *"Council honour the commitment to reduce the rates by 3 per cent and follow through by embracing the 'Growth for Reduced Rates' plan"*

In response to this submission, Council called for:

*"A report to the Ordinary Council Meeting on 26 June 2019 to consider options to achieve the 3 per cent 'Rate Reduction Strategy' for the 2019/20 Annual Budget".*

This has since been clarified by Council to consider how a zero per cent (0%) rate rise for the 2019/20 financial year may be achieved.

In 2003 Council adopted a suite of financial strategies to address significant operating losses and high levels of debt. Adherence to these financial strategies and taking a considered approach to its long term financial position is why Council is now in a sustainable financial position. Council adopted its first sustainable Long Term Financial Plan (LTFP) in 2018/19.

A rate increase of 0% in 2019/20 would have a compounding effect on Council's future revenue projections. This decision would remove in excess of \$18M in revenue from the current 15 year LTFP. This would diminish Council's ability to deliver future services and respond to community requests for new and improved infrastructure.

The most prudent way to offset a proposal that will diminish future recurrent revenue projections is to increase other recurrent revenue streams or by decreasing recurrent expenditures, most notably through efficiency initiatives or a review of services provided. These options have not been canvassed within this report as the time between calling for and receiving the report has not permitted such consideration or discussion with Council and the community.

This report explores the option for achieving a 0% rate rise in the 2019/20 annual budget. This can be achieved by deferring a number of notable capital works projects, including some of Council's priority projects to create financial capacity. These projects include the Korumburra Hub, Korumburra

Streetscape, Korumburra Swimming Pool Renewal, extensions to the Great Southern Rail Trail, Leongatha Splash Hydrotherapy Pool, and removal of \$30M of future unallocated capital projects over the 15 year LTFP.

The desire to reduce the rate burden on the community is a challenge which is counter balanced by the desire for continued improvements and extension to Council services and community infrastructure. This challenge is recognised in the amendments to the Council Plan that will be considered for adoption at the June Ordinary Council Meeting. The following Strategic Objective has been proposed, "Develop a ten year 'Sustainable Cost Reduction Strategy' based on improved operational efficiencies and population growth, to be utilised for value for money service improvements, better infrastructure and/or rate reductions." Inclusion of this strategic objective received support during the public exhibition of the Council Plan.

This report recommends taking a considered approach to any rating decisions and having an inclusive conversation with the Community as to how this objective can be achieved.

## **RECOMMENDATION**

That Council:

1. Makes no changes to the Draft 2019/20 Annual Budget at this time; and
2. Following adoption of the 2019/20 Annual Budget and prior to establishing the 2020/21 draft Annual Budget, works with the Acting Chief Executive Officer and officers to determine a considered and sustainable approach to implementing Council's goal of achieving a zero per cent rate rise in 2020/21 by:
  - a. Undertaking a consultative process with residents of all communities across the South Gippsland municipality;
  - b. Assessing the impact of, and appetite for, deferring selected capital works projects, including identified priority projects of Council, for between two (2) and five (5) years to create capacity in the Budget and 4-year Strategic Resource Plan (SRP) to accommodate the rate reduction strategy; and
  - c. Determine the long term impact of such a strategy on future South Gippsland generations and the ability to undertake currently unfunded but potentially essential projects, and to respond to unknown and unplanned events such as unfunded superannuation calls.

**Administrator moved a Motion that is different from the recommendation.**

**THAT COUNCIL:**

- 1. NOTES THE INFORMATION THAT IS CONTAINED IN THIS REPORT; AND**
- 2. DETERMINES THE 2019/20 ANNUAL BUDGET REPORT AND THE REVISED 2017-2021 COUNCIL PLAN REPORT AT THE 24 JULY 2019 ORDINARY MEETING OF COUNCIL FOR ADOPTION.**

**CARRIED**

**[Link to next Agenda Item.](#)**

**REPORT**

South Gippsland Shire Council boasts a strong financial foundation as a result of an established deliberate approach to adhering to its Long Term Financial Strategies (LTFS) and the setting of annual budgets within the framework of a 15 year Long Term Financial Plan (LTFP). This approach was established in 2003 at a time when Council was suffering from significant operating losses and high debt levels. By adhering to the strategies and LTFP plan, Council:

- Weathered the financial crisis of 2008/09;
- Managed unfunded superannuation calls in 2003, 2010 and 2013;
- Managed through the Commonwealth government freezing of financial assistance grants for the three years to 2016/17;
- Incorporated the demands of living in a rate capped environment from 2016/17 without impacting on service levels;
- Funded asset management plans to the extent that no primary funding gaps exist in any of its asset management plans;
- Reduced debt from \$13.5M to zero in 2019/20; and
- Adopted the first fully sustainable 15 year LTFP in 2018/19.

In order to achieve a 0% rate rise for the 2019/20 financial year Council would need to delay a number of Capital Projects for between 2 and 5 years to create the required financial capacity.

Specifically the projects listed below could be considered for deferral, to sustainably fit within available funding in Council's Long Term Financial Plan:

1. Remove the allocation of capital to unallocated capital projects of \$30M, from 2023/24 to 2033/34;
2. Defer the Korumburra Community Hub project by two years to 2021/22 with \$2.63M allocation;
3. Defer Korumburra Commercial Streetscape project by one year to 2022/23 at \$3.5M;
4. Defer all sections of the Great Southern Rail Trail by a minimum of 2 years with \$1.9M in 2021/22 and \$3M in 2024/25;
5. Defer the Splash Hydrotherapy Pool by five years; and

6. Defer the Korumburra Pool renewal project by a minimum of two years (to 2023/24) at \$2.3M.

A summary of the high level impacts on Council's 15 Year LTFP is shown in **Attachment [5.2.1]** – Summary of Long term Financial Plan changes with a zero per cent rate rise.

A rate rise of 0% in 2019/20, compared to the Minister-announced Rate Cap of 2.5%, will initially reduce available financial resources by \$0.981M, which increases to an annual impact of \$1.510M per year at the end of the current LTFP period, for a cumulative impact of \$18M over the 15 years of the LTFP. Council's sustainable financial position, as measured by the Working Capital ratio, is only able to be preserved by reducing Capital Works expenditure, through the deferrals and delays discussed above, as well as removal of \$30M unallocated Capital Projects in later years – some of which will need to be re-nominated (up to \$11.5M for these or other priority projects) – as their required delivery years draw closer.

There are a number of further essential considerations for Council in determining whether to progress with a 0% rate rise in 2019/20, namely:

- Consumer Price Index (CPI) (and consequently the established rate cap) may be lower than anticipated in future years, further diminishing Council's financial capacity.
- A Community Vision is required to be undertaken before the end of the current term of Council that may identify additional essential initiatives for Council funding.
- The Victorian State Government has indicated that it intends to undertake a comprehensive review of the entire rating system in the near future and it may be prudent to await the outcome of this initiative prior to making significant decisions about rates revenue within South Gippsland.
- Diminished income may affect Council's ability and capacity to take advantage of grant funding programs in future years, which require matching funds.
- There are many known unfunded projects and initiatives that may become a higher priority within the 4-year period of the Strategic Resource Plan (SRP) or the LTFP. Examples of these are:
  - Arts Centre – Mesley Hall \$5M;
  - Mirboo North Basketball Stadium \$4M;

- Nyora Change Room and Pavilion \$4M;
- Walter Tuck Reserve Mirboo North New Change rooms for Soccer/Cricket \$1.5M;
- Foster Memorial Hall Redevelopment \$3-5M;
- Korumburra Showgrounds Female change rooms \$1M;
- Leongatha Showgrounds New Change rooms for Netball/Junior Football/Umpire \$1.5M;
- Early years infrastructure for 3 year old kinder – extent of funding required is as yet unknown as work is currently underway to determine this;
- Additional road sealing requirements as identified through the s.223 submission process (examples are Walkerville South Road and Clancys Road) \$3M;
- Initiatives pertaining to the Arts Strategy as determined by Council's Arts Officer – TBD; and
- Future infrastructure required to address the impacts of climate change – TBD.

It should also be noted that some of the identified deferrals may become necessary regardless of Council's decision on the rate rise due to other factors such as the ability to obtain supporting grant funding. Diminishing Council's future financial capacity would likely result in Council being unable to fund these projects if supporting grant funds are not obtained.

The importance of retaining financial capacity is demonstrated by a number of key and priority projects that were not previously identified within previously adopted budgets or the LTFP. Examples of this over the last five years include the Korumburra Hub, extensions to the Great Southern Rail Trail, Mirboo North Pool refurbishment and the Leongatha Precinct Plan. The combined value of these projects is in excess of \$20M. A decision to implement a 0% rate increase in 2019/20 will diminish future Councils' opportunities to respond to important community needs.

## **CONSULTATION**

Council has completed a s.223 public consultation and submission consideration process based on the original Proposed Budget endorsed on 20 March 2019. Council received submissions and a petition seeking increased infrastructure, support for various proposed Revised Council Plan and

Proposed Budget changes, along with a submission and a supporting petition to reduce rates.

## **RESOURCES**

The recommendations provided by this report do not require additional or specific resourcing to be achieved.

## **RISKS**

Under s.3D(2)(c) of the Local Government Act 1989 (Act) one role Council is required to fulfil is:

*“Maintaining the viability of the Council by ensuring that resources are managed in a responsible and accountable manner.”*

In considering any reduction to rates in the Budget, Council must have regard to the short, medium and longer term viability of Council. This includes ensuring the responsible and adequate resourcing of adopted Council plans and strategies are funded through the 2019/20 Budget and four year Strategic Resource Plan SRP. Failure to do so may place Council at risk of breaching the Act.

Section 130 of the Act requires Council to adopt the Annual Budget by 30 June each year, or such other date fixed by the Minister by notice published in the Government Gazette. It further requires a copy of the Budget be submitted to the Minister within 28 days after the Budget’s adoption. The Minister may, by request, extend the period. If a Council fails to submit a copy within the time allowed, the details of the failure are published in the Annual Report of the Department.

Should Council consider a change for the final 2019/20 Annual Budget that is materially altered from the original Proposed 2019/20 Annual Budget, a further s.223 public consultation and submission consideration process is likely to be required. This would impact on achieving the time lines required by the Act to submit the Budget and Council Plan to the Minister by 30 June 2019. If this likelihood is anticipated, then a request for an extension of time to the Minister should be sought as soon as possible. Council may find itself in breach of the Act if an extension is not sought, or response received in time, to meet the 30 June 2019 timeline.

## **STAFF DISCLOSURE**

Nil



## **ATTACHMENTS**

*Attachments are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

1. Summary of LFTP changes with a Zero per cent Rate Rise **[5.2.1 - 1 page]**

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Annual Budget Incorporating 15 Year Long Term Financial Plan and Annual Plan Initiatives

Long Term Financial Strategies 2019/20

2017-2021 Council Plan – Revised 2018

Proposed 2017-2021 Council Plan – Revised 2019

Proposed 2019-2022 Rating Strategy

Proposed 2019/20 Annual Budget and Long Term Financial Plan

### **Legislative Provisions**

Local Government (Planning and Reporting) Regulations 2015

Local Government Act 1989

### 5.3. RATING STRATEGY 2019 - 2022

Corporate and Community Services Directorate

#### EXECUTIVE SUMMARY

At the Ordinary Meeting of Council 20 March 2019, Council endorsed the Proposed Rating Strategy 2019 - 2022 and resolved that it be made available for public comment until 26 April 2019.

During this time, seven written submissions were received. These submissions were considered by Council during a Special Meeting of Council 29 May 2019. Following deliberations on the submissions, Council determined one change to be made to the Proposed Rating Strategy 2019 - 2022. This change altered the proposed differential for "Rural Vacant Land" from 190% of the general rate to 150% of the general rate for properties that meet the definition for this category.

Rating Category	Advertised Differential	Proposed Differential
Rural Vacant Land	190%	150%

This report presents the Rating Strategy 2019 - 2022 **Attachment [5.3.1]** for Council's consideration and adoption.

The Rating Strategy 2019 - 2022 has been developed with community engagement through the Rating Strategy Review Steering Committee and the s.223 public submission process on the Proposed Rating Strategy 2019 - 2022.

It is considered that the current strategy continues to provide an equitable distribution of the rate burden.

#### RECOMMENDATION

That Council:

1. Adopts the Rating Strategy 2019-2022 (Attachment [5.3.1]). in accordance with s.130 (1) of the Local Government Act 1989 including the Declaration of Rates and Charges in accordance with s.158 of the Local Government Act 1989 (Attachment [5.3.1]);
2. Authorises the Acting Chief Executive Officer to give public notice of this decision to adopt the Rating Strategy 2019-2022 (Attachment [5.3.1]) in accordance with s.130 (2) of the Local Government Act 1989;
3. Provides the Minister for Local Government with a copy the Rating Strategy 2019-2022 (Attachment [5.3.1]);

4. Publishes the Rating Strategy 2019-2022 (Attachment [5.3.1]) on Council's website; and
5. Distributes copies of the Rating Strategy 2019-2022 (Attachment [5.3.1]) to the Council's Customer Service Centre and libraries.

**Administrator moved a Motion that is different from the recommendation.**

**THAT COUNCIL:**

1. **DEFERS THE 2019-2022 RATING STRATEGY TO THE 24 JULY 2019 ORDINARY MEETING OF COUNCIL TO PROVIDE OPPORTUNITY TO BRIEF THE ADMINISTRATOR; AND**
2. **REQUESTS THE ACTING CHIEF EXECUTIVE OFFICER TO BRING A 2019-2022 RATING STRATEGY REPORT TO THE 24 JULY 2019 ORDINARY MEETING OF COUNCIL FOR FINAL ADOPTION.**

**CARRIED**

**[Link to next Agenda Item.](#)**

## REPORT

On 25 June 2014, Council adopted a Rating Strategy 2014-2018 that included a key element:

*“That Council with the assistance of a Rating Strategy Steering Committee review the Rating Strategy on a four year cycle that aligns with the 2nd year term of a newly elected Council”.*

On 23 August 2017, a report to Council recommended that Council again considers implementing this better practice approach to developing a rating strategy, similar to that which was undertaken four years prior. Subsequently, a Rating Strategy Steering Committee comprising six external nominees from various rate categories, an independent non-voting chairperson and three Councillors was developed to make recommendations to Council for a new strategy.

The Rating Strategy Review Committee met on eight occasions between November 2017 and February 2018 and had approximately 25 submission papers presented to it from various members of the committee putting forward ideas on how to get the most equitable outcome for ratepayers through an equitable distribution of the rate burden.

A briefing was provided to Council by the Steering Committee on 21 February 2018 with their report, *“Draft Recommendations of the Rating Strategy Committee 2018 – 2022 Rating System”*. This report recommended a number of changes to the existing strategy.

Following the briefing by the committee to Council on 21 February 2018, Council determined based on the differing views of the committee that there was insufficient evidence to support making the changes recommended by the committee for the 2018/19 budget and that Council would undertake an internal review in time for the 2019/20 budget.

Council subsequently met over seven workshops from August 2018 - December 2018 to determine the Rating Strategy in time for advertising to the public as part of the Section 223 process. During this time, the following three changes from the previous rating strategy were recommended.

1. Creation of a new rating category, “Rural Vacant Land”, and to apply a differential of 190% of the general rate for properties that meet this definition.
2. Creation of a new rating category, “Extractive Industries”, and to apply a differential of 105% of the general rate for properties that meet this definition.

3. Creation of a new rating category, “Infrastructure and Utilities”, and to apply a differential of 105% of the general rate for properties that meet this definition.

## CONSULTATION

At the Special Meeting of Council 20 March 2019, Council endorsed the Proposed Rating Strategy 2019 - 2022 and authorised the Chief Executive Officer to invite public submissions.

The public submission process was advertised extensively through local papers and Council’s website during the submission period in order to attract as many submissions as possible.

Seven written submissions were received for the formal s.223 submission requirement by the closing time on 26 April 2019. Two submitters asked to speak to their submissions. The hearing of submissions took place at a Special Meeting of Council 22 May 2019. All submissions were considered and determined at the Special Meeting of Council held on 29 May 2019.

Following consideration of the submissions, Council determined one change to the proposed Rating Strategy 2019 – 2022. This change alters the proposed differential for Rural Vacant Land from 190% of the general rate for properties to 150% of the general rate for properties.

Rating Category	Advertised Differential	Proposed Differential
Rural Vacant Land	190%	150%

## RISKS

### Materiality

Whilst there has been only one recommended change to the structure of the proposed Rating Strategy 2019 – 2022, this change causes a redistribution of the rate burden away from the Rural Vacant Land properties (\$63,000) and toward that of all other rating categories.

The rates in the dollar which are applied to individual property valuations to determine an individual’s rate bill are determined based on the Rating Strategy and advertised in the annual budget each year. As a result of changing the Rural Vacant land differential between the advertised budget and budget adoption meetings, this has caused the rates in the dollar to be re-calculated.

Section 128(1) of the Local Government Act 1989 states that, “A Council must prepare a revised budget if circumstances arise which cause a material change in the budget and which affects the financial operations and position of the Council.” Whilst the likelihood of this change triggering a revised budget is low, Local Government Victoria has recently published a bulletin advising,

*“In undertaking any revision in the rate in the dollar between proposed budget and adopted budget, councils are required to assess the materiality of any such change.*

*Consideration of materiality in this context may apply to a range of factors such as the magnitude of any variation to the rate in the dollar, the magnitude of any changes in the distribution of rates across different property classes, or the magnitude of any changes in the mix between rates and service charges.*

*Should you assess that any change is material, then the ‘revised budget’ process as detailed in s128 of the Local Government Act 1989 would apply.”*

The Rating Strategy 2019 - 2022 document, informs the Annual Budget 2019/20. Any material changes made to the Rating Strategy 2019 - 2022 may impact the Annual Budget 2019/20.

### **Differential Change**

Council has mooted a possible change to the differential applied to the newly formed category, “Extractive Industries” at the budget adoption meeting on the 26<sup>th</sup> June. The existing category as it stands represents 12 properties and is advertised with a differential of 105% of the general rate.

At the Special Meeting of Council 29 May 2019, Council resolved to,

*“That Council calls for a report to the 26 June 2019 Ordinary Council Meeting to consider applying a different differential to the Extractive Industries Category, including reasons why a differential change would be required.”*

Should Council decide to change any differentials at the budget adoption meeting on the 26 June 2019, Council will then have to consider the materiality of the change and whether this might trigger a revised budget process.

### **ATTACHMENTS**

Attachments are available on Council’s website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)

1. Rating Strategy 2019 - 2022 [5.3.1 - 40 pages]

### **REFERENCE DOCUMENTS**

#### **Council Policy**

Documents are available on Council’s website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)

Annual Budget and Long-Term Financial Plan

Council Plan 2017-2021

**Legislative Provisions**

Local Government Act 1989

Valuation of Land Act 1960

Directions for a New Local Government Act

Ministerial Guidelines on differential rating (2013)

## 5.4. ANNUAL BUDGET 2019/20

Corporate and Community Services Directorate

### EXECUTIVE SUMMARY

Council endorsed the Proposed 2019/20 Annual Budget at the Ordinary Meeting of Council 20 March 2019. A formal s.223 public consultation program has been completed, following a hearing of submissions on 22 May 2019 and the consideration and determination of submissions made at a Special Meeting of Council on 29 May 2019.

The Annual Budget 2019/20 is presented to Council for adoption.

South Gippsland Shire Council Annual Budget 2019/20 (**Attachment [5.4.1]**) has been prepared pursuant to ss.127 and 130 of the Local Government Act 1989.

There have been a number of changes made to the Proposed 2019/20 Annual Budget presented to the Ordinary Meeting of Council 20 March 2019 relating to operating income, fees and charges, operating and capital expenditure. These budget adjustments have not compromised the integrity of either the Annual Budget 2019/20 or the budgeted financial statements in the Long Term Financial Plan.

These movements are summarised below and the major changes are expanded upon under the Report heading section:

Income Statement	Proposed Budget (March) \$'000	Annual Budget (June) \$'000	Variation Projected to Current budget \$'000	
Total income	70,862	67,531	3,331	Decrease
Total expenses	61,618	62,354	736	Increase
Surplus (deficit)	9,244	5,177	4,067	(Unfav)

Capital Expenditure	Proposed Budget (March) \$'000	Annual Budget (June) \$'000	Variation Projected to Current budget \$'000	
Expenditure	25,949	32,449	6,500	Increase



Other	Proposed Budget (March) \$'000	Annual Budget (June) \$'000	Variation Projected to Current budget \$'000	
<b>Rates &amp; Charges</b>	43,861	43,869	8	Increase
<b>Employee EFT</b>	251.56	251.56	0	Unchanged

### Financial impact

The budget adjustments have not compromised the integrity of either the Annual Budget 2019/20 or the budgeted financial statements in the Long Term Financial Plan.

### RECOMMENDATION

That Council:

1. Adopts the Annual Budget 2019/20 (Attachment [5.4.1]) in accordance with s.130(1) of the Local Government Act 1989 including the Declaration of Rates and Charges in accordance with s.158 of the Local Government Act 1989;
2. Authorises the Acting Chief Executive Officer to give public notice of this decision to adopt the 2019/20 Annual Budget (Attachment [5.4.1]) in accordance with s.130 (2) of the Local Government Act 1989;
3. Provides the Minister for Local Government with a copy of the adopted 2019/20 Annual Budget (Attachment [5.4.1]);
4. Publishes the 2019/20 Annual Budget (Attachment [5.4.1]) on Council's website; and
5. Distributes copies of the 2019/20 Annual Budget (Attachment [5.4.1]) to the Council's Customer Service Centre and libraries.

**Administrator moved a Motion that is different from the recommendation.**

**THAT COUNCIL:**

- 1. DEFERS THE 2019/20 ANNUAL BUDGET TO THE 24 JULY 2019 ORDINARY MEETING OF COUNCIL TO PROVIDE OPPORTUNITY TO BRIEF THE ADMINISTRATOR;**
- 2. NOTES A REQUEST HAS BEEN SENT TO THE HONOURABLE MINISTER FOR LOCAL GOVERNMENT, ADEM SOMYUREK TO ALLOW FOR AN EXTENSION OF A MONTH FOR THE ANNUAL BUDGET; AND**
- 3. REQUESTS THE ACTING CHIEF EXECUTIVE OFFICER TO BRING A 2019/20 ANNUAL BUDGET REPORT TO THE 24 JULY 2019 ORDINARY MEETING OF COUNCIL FOR FINAL ADOPTION.**

**CARRIED**

**[Link to next Agenda Item.](#)**

## **REPORT**

At the Ordinary Meeting of Council held 20 March 2019, Council considered and prepared the 2019/20 Annual Budget for the purposes of s.127 of the Local Government Act 1989.

Council resolved in part that the 2019/20 Annual Budget be referred to the Ordinary Meeting of Council 26 June 2019 for adoption.

As required under the provisions of s.129 of the Local Government Act the necessary public notices have been given. The requirement to make information available under Regulation 10 of the Local Government Regulations 2014 has been complied with.

### **Budget adjustments**

Departments have reviewed their final budget projections for 2019/20 with the objective being that the financial year end 30 June 2019, actual costs incurred will correlate closely to projected costs.

As part of this process there were a number of capital, grant funded and other projects identified that will not be completed by financial year end. The budget projections for these projects have been reduced in 2018/19 and corresponding increases have been made to budgets in 2019/20.

A significant budget adjustment was to reduce \$4.92M of Victoria Grants Commission (VGC) income for 2019/20 that has been paid in advance and recorded as income in 2018/19.

The above adjustments distort the financial KPIs between the two financial years but do not present a strategic concern. The funding implications of budgeted carry forwards and the timing of receiving VGC grant income between the two years have a nil overall impact.

The major changes to the Proposed Budget presented in March are detailed below.

### **Operating Income**

1. A reduction of \$4.92M Victoria Grants Commission income for 2019/20 has been paid in advance and recorded as income in 2018/19.
2. An increase of \$476,907 for additional Victorian Grants Commission payments as announced by the Minister of Infrastructure, Transport and Regional Development which was advised in March as part of a Road Safety Package to focus on reducing the burden of trauma. This amount is also included in forward year budgets also.

3. \$200,000 additional land sales identified for sale of consolidated land at Pound Road, Foster
4. Land sales for Korumburra Library (\$918,000), King Street Korumburra (\$342,000) and Biralee Victoria Street Korumburra (\$355,500) moved to 2022/23 to reflect more likely timeframe for sale
5. Additional grant for Leongatha Business Precinct Project – Bair Street (\$100,000)
6. \$120,000 grant for Ruby Arawata Road bridge works carried forward from 2018/19 to better reflect likely timing of receiving grant.
7. \$50,000 for grant and contribution to Leongatha Knights Soccer Club for lights and pitch upgrade carried forward from 2018/19 to better reflect likely timing of receiving grant.
8. \$30,000 for grant to Leongatha Gymnastics extension carried forward from 2018/19 to better reflect likely timing of receiving grant.
9. \$61,250 for grant and contribution to Poowong netball court redevelopment carried forward from 2018/19 to better reflect likely timing of receiving grant.
10. \$265,000 grant for Bena Kongwak bridge works carried forward from 2018/19 to better reflect likely timing of receiving grant.
11. \$400,000 new grant for Timms Road bridge works.
12. \$600,000 new grant for Refurbishment and design of Mirboo North swimming pool.
13. \$77,559 grant received early in 18/19 for Refurbishment and design of Mirboo North swimming pool.
14. \$180,000 grant for Baromi Park masterplan and associated works carried forward from 2018/19 to better reflect likely timing of receiving grant.
15. \$153,497 additional sales to accurately reflect the timing of plant fleet trade-ins.
16. There has been a number of changes to fees and charges since the proposed budget was adopted for advertising.

<b>Fee Description</b>	<b>Advertised Fee Amount \$</b>	<b>New Fee Amount \$</b>
Class 2 – Sporting Club	295.00	297.50
Class 3 – Sporting Club	188.00	189.50
Block Clearing (Fire Prevention / Hazards)	121.0	Removed
Pensioner fee for dog registration for working dogs, microchipped only (C4P)	27.00	Removed
Dog registration for working dogs, microchipped only (C4)	54.00	Removed
Animal registration undesexed dogs and cats (C2)	57.00	Removed
Pensioner fee for undesexed dogs and cats (C2P)	27.00	Removed
Animal registration for micro-chipped and desexed dogs and cats (C3)	54.00	Removed
Pensioner fee for micro-chipped and desexed dogs and cats (C3P)	27.00	Removed
Building Permit Document Search / Certificate Fees	165.00	157.80
Place of public entertainment occupancy permit	674.00	645.00
Farm Shed Permit Exemptions	290.00	290.40
Stormwater information Request	141.20	144.70
Building Approval Lodgement - Commercial	118.90	121.90
Building/Property Information Requests	46.10	47.20
Building Approval Lodgement - Residential	118.90	121.90
Report & Consent	283.40	290.40
Section 29A demolition report and consent	83.10	85.20
Report & Consent (reg 116 Protection of Public)	287.60	294.70
Applications or Requests to respond in written Planning Enquiries	92.00	90.00
Secondary Consent (single dwelling or ancillary to single dwelling) where cost of development increases by 10,001 - 100,000	316.00	308.00
Secondary Consent (anything other than single dwelling or ancillary to single dwelling) where cost of development increases by less than 100,000	645.00	629.00
Request for extension of time (first request)	282.00	275.00
Request for extension of time (second or subsequent request)	512.00	500.00

Fee Description	Advertised Fee Amount \$	New Fee Amount \$
To register a new Section 173 Agreement with titles office or to remove or amend Section 173 Agreement from title by agreement of all parties	660.00	643.00
Secondary Consent (anything other than single dwelling or ancillary to single dwelling) where cost of development increases by more than 1,000,000	1,705.00	1665.00
Secondary Consent (single dwelling or ancillary to single dwelling) where cost of development increases by more than 100,000	645.00	629.00
Secondary Consent (subdivision)	660.00	643.00
Secondary Consent (single dwelling or ancillary to single dwelling) where cost of development does not increase by more than 10,000	102.00	100.00
Title Searches	40.00	35.00
Small Deluxe (Jayco) (Peak)	0.00	145.00
Small Deluxe (Jayco) (Off Peak)	0.00	125.00
Small Deluxe (Bonusnight Negotiable Rate)	0.00	93.00
Unpowered Sites (Off Peak)	0.00	31.00
Unpowered Sites (Peak)	0.00	39.00
Small Deluxe Cabin off peak stay 7 pay 6	0.00	750.00
Small Deluxe Cabins off peak stay 10 pay 8	0.00	1000.00
Deluxe Cabins off peak stay 10 pay 8	0.00	1080.00
Large Deluxe Cabins off peak stay 10 pay 8	0.00	1120.00
Cleaning Charge - Hourly Rate	0.00	55.00
Large Deluxe Jayco peak	1039.00	Removed
Powered site peak stay 7 pay 6	283.00	Removed
Unpowered site peak stay 7 pay 6	223.00	Removed
2 Family Park Cabins (Off Peak)	135.00	Removed
2 Family Park Cabins (Peak)	169.00	Removed
2 Family Park Cabins - (Bonus Night / Negotiable Rate)	119.00	Removed
7 Night Special Powered Peak Stay 7 pay 6	283.00	Removed
Standard Cabins off peak stay 7 pay 6	671.00	678.00
Deluxe Cabin off peak stay 7 pay 6	727.00	810.00

<b>Fee Description</b>	<b>Advertised Fee Amount \$</b>	<b>New Fee Amount \$</b>
Large Deluxe Jayco off peak stay 7 pay 6	837.00	840.00
Powered site off peak stay 7 pay 6	235.00	234.00
Standard Cabins off peak stay 10 pay 8	246.00	904.00
Laundry / Linen Hire	15.00	20.00
Premium Powered Site (beach front / larger sites) Peak	58.00	57.00
7 Night Special Standard Cabins Off Peak Stay 7 pay 6	555.00	564.00
7 Night Special Seaview Cabins Off Peak Stay 7 pay 6	837.00	840.00
7 Night Special Couples Cabins Off Peak Stay 7 pay 6	813.00	816.00
7 Night Special Seaview Cottage Off Peak Stay 7 pay 6	1385.00	1392.00
7 Night Special Powered Off Peak Stay 7 pay 6	235.00	240.00
7 Night Special Unpowered Off Peak Stay 7 pay 6	186.00	192.00
10 Night Special Standard Cabins Off Peak Stay 10 pay 8	739.00	752.00
10 Night Special Seaview Cabins Off Peak Stay 10 pay 8	1116.00	1120.00
10 Night Special Couples Cabins Off Peak Stay 10 pay 8	1083.00	1088.00
10 Night Special Seaview Cottage Off Peak Stay 10 pay 8	1846.00	1856.00
10 Night Special Powered Off Peak Stay 10 pay 8	313.00	320.00
10 Night Special Unpowered Cabins Off Peak Stay 10 pay 8	247.00	256.00
10 Night Special Premium Powered site Off Peak Stay 10 pay 8	370.00	370.00

### **Operating Expenditure**

1. \$51,155 for unspent Aged and Disability Services Management Minor Capital Grant carried forward to 2019/20.
2. \$20,000 expenditure for new Early Years Services project – “Three Year Old Kindergarten”. Grant recognised in 2018/19.
3. \$75,000 expenditure for new Arts and Culture project – “Gender equity”. Grant recognised in 2018/19.
4. \$70,000 for unspent Rural Access program carried forward to 2019/20.
5. \$880,000 for land sale book value moved to 2022/23 in line with anticipated land sales in those years.

6. \$40,000 savings in Strategic Planning project in 2018/19, "Building on Steep Slopes review" has been carried forward to fund two new activities in 2019/20 being, "C115 Planning Scheme" \$20,000 and "C90 Planning Scheme" \$20,000.
7. \$18,473 of unspent expenditure for Strategic Planning project, "Venus Bay Activity Centre Plan" in 2018/19 has been carried forward to 2019/20.
8. \$171,611 of unspent expenditure for Leongatha Knights Soccer Club – lights and pitch upgrade project in 2018/19 has been carried forward to 2019/20.
9. \$205,000 of unspent expenditure for Leongatha Gymnastics Extension project in 2018/19 has been carried forward to 2019/20.
10. \$45,645 of unspent expenditure for Jim Harvey Biodiversity Fund project in 2018/19 has been carried forward to 2019/20.

### Capital Expenditure

The following capital projects have had budgets carried forward from 2018/19 to 2019/20

Cost Centre Name	Activity Name	Account Name	\$
Long Jetty Caravan Park	Cabin Replacement	Contractors	152,664
Long Jetty Caravan Park	Power Head replacements	Contractors	10,995
Long Jetty Caravan Park	Residence / Kiosk	Contractors	62,420
Long Jetty Caravan Park	Storage Shed	Contractors	3,921
IT Capital Works	GIS	Software Purchases	83,440
IT Capital Works	Integration	Labour	59,416
IT Capital Works	Network Infrastructure	Hardware	272,034



<b>Cost Centre Name</b>	<b>Activity Name</b>	<b>Account Name</b>	<b>\$</b>
IT Capital Works	Technology Projects	Contractors	59,379
IT Capital Works	VOIP	Software Purchases	27,420
IT Capital Works	Shared Services	Software Purchases	439,539
IT Capital Works	Mobility Project	Software Purchases	74,153
IT Capital Works	Aerial Photography	Contractors	80,000
IT Capital Works	Corporate Planning Software	Software Purchases	40,000
IT Capital Works	Integrated Platform	Contractors	65,997
IT Capital Works	Contracts and Procurement	Software Purchases	70,000
Yanakie Caravan Park	Electrical Supply Upgrade	Contractors	165,560
Yanakie Caravan Park	Power Head Replacement Program	Contractors	9,881
Yanakie Caravan Park	Power Heads	Contractors	14,871
Splash Hydro Therapy Pool and Gymnasium	General	Contractors	29,907
Korumburra commercial streetscape	General	Contractors	164,393
Loch Streetscape	General	Contractors	610,582
Ruby Arawata Road bridge	General	Contractors	100,000

Cost Centre Name	Activity Name	Account Name	\$
Jumbunna Road footpath extension, Korumburra	General	Contractors	400,000
Waratah Bay Caravan Park upgrade works	Fire Fighting Services	Contractors	120,000
Mirboo North Swimming Pool refurbishment	General	Contractors	465,000
Baromi Park Masterplan & Associate Works.	Toilet	Contractors	50,000
Plant Purchases	Various	Plant Purchases	998,030
<b>Total</b>			<b>4,629,602</b>

- The Mirboo North Swimming Pool refurbishment, in addition to the carry forward listed above for \$465,000, recognized an additional \$600,000 expenditure as a result of receiving an additional grant.
- An allocation of \$531,218 for Timms Road Bridge in 20/21 has been brought forward to 2019/20 and budgeted for at \$621,000 as a result of receiving an additional grant in 2019/20.
- An additional allocation of \$476,907 has been added to the Roads to Recovery program as a result of a State budget announcement of additional funding over a five year period.
- An additional \$164,870 has been budgeted in 2019/20 for Plant Purchases in addition the carry forward amount.

## CONSULTATION

- A formal s.223 public consultation program was undertaken between 26 March to 26 April 2019 inviting written submissions to the Proposed Annual Budget 2019/20, Revised Council Plan 2017-2021 and Proposed Rating Strategy 2019 -2022.
- At a Special Meeting of Council 22 May 2019 a hearing of submissions was made prescribed under the Local Government Act 1989 s.223 in respect to Proposed Annual Budget 2019/20, Revised Council Plan 2017-2021 and Proposed Rating Strategy 2019 - 2022.

- Nineteen written submissions were received for the formal s.223 submission requirement by the closing time on 26 April 2019. Eleven asked to speak to their submissions. The hearing of submissions took place at a Special Meeting of Council 22 May 2019. All submissions were considered and determined at the Special Meeting of Council held on 29 May 2019.
- Submitters have been advised in writing of Council's decisions at the 29 May 2019 Special Meeting.

## **RISKS**

### **Incorrect Budget Projections**

Annual budgets are 'best estimates' of cost requirements to deliver a defined level of services and strategic projects and initiatives. Throughout the financial year there is reasonable likelihood that:

- Some costs incurred may vary materially to what was budgeted
- Unavoidable cost events or increases may occur and / or
- Strategic opportunities may arise that require funding

Council will strategically manage these events by utilizing a 'rolling budget' management process. On a monthly basis, there will be a review of 'actual' financial performance to year-to-date budgets. An exception-based summary for material variations and changes to annual and longer term budget projections will be circulated to Councillors.

Throughout the course of the financial year the actual financial performance is managed by:

- Comparing year-to-date actual financial performance with the estimated year-to-date budgets
- Monitoring the financial impact of changes made to budget projections on the forecast financial results at year end and
- Monitoring the longer term financial ramifications and comparing to the originally adopted Long Term Financial Plan's budgeted financial statements.

Budget projections for annual and forward budgets will be updated when it is known that the year-end result will vary materially from original budgets. This process ensures that management and Council are at all times aware of likely year-end results and the longer term financial impact. This provides opportunity for Council to demonstrate sound financial management by strategically managing financial risks faced by Council throughout the year.

The financial performance indicators used to develop the annual and longer term budgets are also used to monitor projected financial outcomes at year end as well as the longer term financial ramifications.

### **Materiality Changes**

At the Special Meeting of Council 29 May 2019, Council received and considered submissions to the 2019/20 Draft Annual Budget. One submission requested that, *"Council honour the commitment to reduce the rates by 3 per cent and follow through by embracing the 'Growth for Reduced Rates' plan"*

In response to this motion, c.(iv), Council called for, *"A report to the Ordinary Council Meeting in 26 June 2019 to consider options to achieve the 3 percent 'Rate Reduction Strategy' for the 2019/20 annual budget"*. This has since been clarified by Council to consider how a zero (0%) per cent rate rise for the 2019/20 financial year may be achieved.

Consequently, there is a risk that the budget that is adopted at the 26<sup>th</sup> June meeting might differ significantly from that that was prepared and put out to the public as part of the statutory advertising process. Any significant change could possibly trigger the requirement for Council to prepare a revised budget if a material change to the operations or financial position of Council is effected as a result.

Whilst there is no definitive direction around what constitutes a material change, a significant change to the level of rates charged would materially impact the operations and financial position of the Council. This may not necessarily even be that evident in the budget year in question but could have major financial significance in the sustainability of the Council in the future. Changes of this nature should not be made in an ad-hoc manner but should be carefully modelled and understood in terms of unfunded future requirements and financial sustainability in the long term.

### **STAFF DISCLOSURE**

Nil

### **ATTACHMENTS**

Attachments are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)

1. Annual Budget 2019/20 [5.4.1 - 87 pages]

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Council Plan 2017-2021

Annual Budget and Long Term Financial Plan

### **Legislative Provisions**

Local Government Act 1989

## **5.5. REVISED COUNCIL PLAN 2017-2021**

Corporate and Community Services Directorate

### **EXECUTIVE SUMMARY**

The Council Plan 2017-2021, adopted by Council in June 2018, has been reviewed and updated by Council. Council endorsed the 2017-2021 Council Plan – Revised 2019, at the Special Meeting of Council on 20 March 2019. A formal s.223 public consultation program has been completed, following a hearing of submissions on 22 May 2019 and the consideration and determination of submissions made at a Special Meeting of Council on 29 May 2019.

The Council Plan 2017-2021 – Revised June 2019 (Revised Council Plan) as set out in **Attachment [5.5.1]** has been updated to reflect final changes determined by Council at a Special Meeting held on the 29 May 2019 and is presented to Council for adoption.

### **RECOMMENDATION**

That Council:

1. Adopts the Council Plan 2017-2021 - Revised June 2019 (Attachment [5.5.1]), including any final adjustments to the Strategic Resource Plan arising from the adopted 2019/20 Annual Budget;
2. Provides a copy of the Council Plan 2017-2021 - Revised June 2019 (Attachment [5.5.1]), to the Minister for Local Government;
3. Publishes the Council Plan 2017-2021 - Revised June 2019 (Attachment [5.5.1]), on Council's website; and
4. Distributes copies to the Council's Customer Service Centre and libraries.

**Administrator moved a Motion that is different from the recommendation.**

**THAT COUNCIL:**

- 1. DEFERS THE REVISED 2017-2021 COUNCIL PLAN TO THE 24 JULY 2019 ORDINARY MEETING OF COUNCIL TO PROVIDE OPPORTUNITY TO BRIEF THE ADMINISTRATOR; AND**
- 2. REQUESTS THE ACTING CHIEF EXECUTIVE OFFICER TO BRING A REVISED 2017-2021 COUNCIL PLAN REPORT TO THE 24 JULY 2019 ORDINARY MEETING OF COUNCIL FOR FINAL ADOPTION.**

**CARRIED**

**[Link to next Agenda Item.](#)**

## REPORT

The role of Council is to provide leadership for the good governance of the Shire. This is achieved, in part, by establishing strategic directions in a four-year Council Plan, supported by a rolling four year Strategic Resource Plan. These requirements are legislated under ss.125 and 126 of the Local Government Act 1989 (the Act).

The Council Plan contains the four year Strategic Resource Plan (SRP), taken from Council's Annual Budget 2019/20 (Budget) and Long Term Financial Plan (LTFP). The SRP outlines the resources required to achieve the Council Plan and will be updated annually as a rolling four-year plan. Section 126 of the Act requires that the SRP be included in the Council Plan.

Council is required under s.125 of the Act to review the Council Plan annually, to ensure it remains current. Amendments have been made to the Council Plan in light of the review and these were endorsed by Council for a formal s.223 public consultation to commence at the 20 March 2019 Ordinary Meeting.

Council received six formal s.223 written submissions on the Revised Council Plan. Three submitters spoke to their submission at the Hearing Meeting on 22 June 2019. Council considered and determined the six submissions at a Special Meeting of Council on 29 June 2019.

One change has been made to the Revised Council Plan following Council's resolutions on 29 June 2019. The following strategy, removed from the 2018 Revised Council Plan, is now re-included under Objective 4 – Enhance Organisational Development & Implement Governance Best Practice:

*“Strategy 4.4 Work in partnership with the Chief Executive Office and senior staff to develop a four year Rate Reduction Strategy, to reduce the rate burden by 3 per cent through improved innovation and productivity savings, streamlining the administrative structures and processes, through improved Business Unit performance and economic growth.”*

The Council Plan 2017-2021 – Revised June 2019, contained in **Attachment [5.5.1]** is now presented to Council for adoption. Once adopted, a copy will be provided to the Minister for Local Government in accordance with s.125 of the Act. It will also be published on Council's website and distributed to the libraries.

### ***Summary of the Revised Council Plan***

The Council has retained its 'Vision' that states:



*"South Gippsland Shire will be a place where our quality of life and sense of community are balanced by sustainable and sensitive population growth and economic development."*

Achievement of this Vision is supported by the four unchanged Strategic Objectives below, with an Overview outlining the scope of each Objective:

1. *Strengthen economic growth and prosperity.*
2. *Build strong partnerships, strengthen arts and culture and deliver equitable outcomes.*
3. *Improve South Gippsland's built assets and value our natural environment.*
4. *Enhance organisational development and implement governance best practice.*

Indicators assist in monitoring the achievement of the Objectives over the four-year term.

Strategies provide directions that can realistically be progressed for each Strategic Objective, given the resources and four-year timeframe of the Council Plan.

The Revised Council Plan now includes:

**1. Objective 3 - Sub Strategy 3.3.1 has been amended from:**

"Establish a Council Committee to review the implementation of Council's 'Compliance and Enforcement Policy', and that it seeks appropriate input from the general public and from people who have had concerns with Council's enforcement of the Policy".

To:

"Establish a Council Committee to review the implementation of Council's 'Compliance and Enforcement Policy', taking into consideration community concerns and regulatory requirements."

**2. Objective 4 – Strategy 4.3 has been amended to include both strategies:**

4.3 "Develop a ten year 'Sustainable Cost Reduction Strategy' based on improved operational efficiencies and population growth, to be utilised for value for money service improvements, better infrastructure and/or rate reductions."

And:

4.4 “Work in partnership with the Chief Executive Officer and senior staff to develop a four year Rate Reduction Strategy, to reduce the rate burden by 3 per cent through improved innovation and productivity savings, streamlining the administrative structures and processes, through improved Business Unit performance and economic growth”.

The Strategic Resource Plan has been updated to reflect the next four years of the Long term Financial Plan. This includes the financial and non-financial resources required to achieve the Council Plan. The SRP may require updating for publication and a further copy provided to the Minister for Local Government if any further changes are made to the Budget.

Annual Initiatives for 2019/20 have been developed. These are included in the Council Plan under each Strategic Objective. They are also included in Chapter 2 of the Budget.

Budget considerations to fund the Annual Initiatives has been factored into the Budget, SRP and LTFP.

## **CONSULTATION**

Council has considered community feedback and Councillors' ideas in the development of the Revised Council Plan over the course of seven workshops held between October 2018 and February 2019. Information from various Council Departments has also been included to inform the review, the development of Initiatives and any budgetary implications. These include:

1. Council's top ten strategic risks;
2. Verbatim comments from community members from the 2018 Customer Satisfaction Survey and the first wave of the 2019 survey feedback collected in October 2018;
3. Community ideas and feedback from various community engagement activities held during 2018 and in previous years;
4. Council Plan strategies;
5. Councillors areas of interests and suggestions for outcomes on the ground by the end of Council's term;
6. Council's priority projects; and
7. Budgetary considerations for various Initiatives and proposed new Capital Works.
8. Public consultation was undertaken through formal written s.223 submissions conducted between 26 March and 26 April 2019.

9. A Hearing Meeting on 22 May 2019 provided submitters with an opportunity to speak to their s.223 submissions.
10. Council considered and decided on all submissions at a Special Meeting on 29 May 2019.

## **RESOURCES**

The resources required to implement the directions set out in the Council Plan are reflected in the Budget, SRP and LTFP. These plans are all interlinked and dependent on one another.

Any final amendments made to the Council Plan will need to be updated in the Budget, SRP and LTFP, where applicable. In the same manner, any further changes to the Budget, SRP and LTFP may require changes to the Council Plan.

## **RISKS**

Sections 125 and 126 of the Act require Council to adopt a four-year Council Plan which sets out Objectives, Strategies, Indicators and a Strategic Resource Plan. Further, the Act requires the Council Plan to be reviewed annually. Public submissions are required when changes to the strategic directions of Council are made. The s.223 public submission program has mitigated the risk of Council being in breach of the Act.

The adoption of the revised Council Plan, along with the provision of a copy to the Minister for Local Government and its publication on Council's website, further mitigate the risk of Council being in breach of the Act.

## **STAFF DISCLOSURE**

Nil

## **ATTACHMENTS**

*Attachments are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

1. Council Plan 2017-2021 - Revised June 2019 **[5.5.1 - 48 pages]**

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*  
Council Plan 2017-2021

### **Legislative Provisions**

Local Government (Planning and Reporting) Regulations 2015  
Local Government Act 1989

## **5.6. GENERAL REVALUATION 2019**

Corporate and Community Services Directorate

### **EXECUTIVE SUMMARY**

A General Valuation of all rateable and non-rateable leviable properties in the Shire of South Gippsland is required annually. The 2019 General Valuation has been completed and Council is required to formally adopt it.

Council is also required to “cause a General Valuation of rateable and non-rateable leviable land” for the 2020 General Valuation.

All references to “the Act” are references to the Valuation of Land Act 1960 (as amended).

### **RECOMMENDATION**

That Council:

1. Receives and adopts the General Valuation 2019 (Attachment [5.6.1] - Report of General Valuation Under s.7AA(1)) of the Act;
2. Submits a copy of the valuation return to the Valuer General seeking certification as to its general trueness and correctness;
3. In accordance with Sections 11 and 13H of the Act causes a General Valuation of rateable and non-rateable leviable land to be made as at 1 January 2020 and be returned to Council before 30 April 2020;
4. Appoints Council's Valuer Andrew Begg to carry out the 2020 General Valuation under s.13DA(1) of the Act;
5. Advises the Valuer General and each interested rating authority of Council's intention to cause a general valuation pursuant to s.6(1) of the Act; and
6. Notes the Statutory Declaration of Council's Valuer (Attachment [5.6.2] - Signed – Statutory Declaration 2019 – Revaluation Return).

**Administrator moved the following Motion.**

**THAT COUNCIL:**

- 1. RECEIVES AND ADOPTS THE GENERAL VALUATION 2019 (ATTACHMENT [5.6.1] - REPORT OF GENERAL VALUATION UNDER S.7AA(1)) OF THE ACT;**
- 2. SUBMITS A COPY OF THE VALUATION RETURN TO THE VALUER GENERAL SEEKING CERTIFICATION AS TO ITS GENERAL TRUENESS AND CORRECTNESS;**
- 3. IN ACCORDANCE WITH SECTIONS 11 AND 13H OF THE ACT CAUSES A GENERAL VALUATION OF RATEABLE AND NON-RATEABLE LEVIABLE LAND TO BE MADE AS AT 1 JANUARY 2020 AND BE RETURNED TO COUNCIL BEFORE 30 APRIL 2020;**
- 4. APPOINTS COUNCIL'S VALUER ANDREW BEGG TO CARRY OUT THE 2020 GENERAL VALUATION UNDER S.13DA(1) OF THE ACT;**
- 5. ADVISES THE VALUER GENERAL AND EACH INTERESTED RATING AUTHORITY OF COUNCIL'S INTENTION TO CAUSE A GENERAL VALUATION PURSUANT TO S.6(1) OF THE ACT; AND**
- 6. NOTES THE STATUTORY DECLARATION OF COUNCIL'S VALUER (ATTACHMENT [5.6.2] - SIGNED – STATUTORY DECLARATION 2019 – REVALUATION RETURN).**

**CARRIED**

**[Link to next Agenda Item.](#)**

## REPORT

### Background

In accordance with s.11 of the Act, a General Valuation of all rateable properties in the Shire of South Gippsland is required annually.

Council formally resolved to undertake the 2019 General Valuation under s.10 of the Act at the Ordinary Meeting of Council 27 June 2018.

The General Valuation of all rateable and non-rateable leviable properties in the Shire has now been completed by Council's in-house valuation team under the supervision of Council's Valuer. Council is required to formally adopt this.

Council is also required to "cause a general valuation of rateable and non-rateable leviable land" for the 2020 general valuation under the Act.

### Discussion

The 2019 General Valuation is based on levels of value as at 1 January 2019. The valuation reflects market based changes in the relativity between property values over the previous 12 months.

The Site Value (SV), Capital Improved Value (CIV) and Net Annual Value (NAV) totals for rateable and non-rateable leviable properties are required for reporting purposes. There is a total of 20,114 assessments. The table below details the change in value over the previous 12 months at rollover.

### Rateable and Non-Rateable Leviable Assessments

Level of Value	Site Value	Capital Improved Value	Net Annual Value
2018	\$4,775,317,500	\$8,405,433,000	\$443,663,650
2019	\$5,247,560,000	\$9,145,592,000	\$480,673,950

The table below details the Capital Improved Value of rateable assessments only at rollover. There are 19,780 rateable assessments.

### Rateable Assessments

Level of Value	Capital Improved Value
1 January 2018	\$8,296,541,000
1 January 2019	\$9,030,679,000

The total Capital improved Value of all rateable properties has increased by a \$734,138,000 reflecting an 8.85 per cent increase from 2018. This 8.85 per cent overall value increase includes all properties across the Shire with subgroups and individual properties reflecting changes above and below the average. The

following includes a general statistical overview as every individual property may vary from the average.

It should be noted that the commentary is not a differential rating category analysis.

### **Residential Properties**

An overall gain of 9.8 per cent was posted across all residential Australian Valuation Property Classification Code categories.

Higher increases in value are noted in townships towards the western end of the Shire with a closer proximity to the Melbourne urban fringe. Value movement tends to stagnate as the distance from Melbourne increases. Some townships such as Toora are an exception and reflect higher percentage value increases coming off a low base. Toora stabilised and increased from a decrease of 8.2 per cent last revaluation. Korumburra remained a strong performer with an increase of 15.5 per cent. This is also the case for the villages surrounding the Korumburra centre.

Residential units reflect a more modest increase than the balance of residential properties, coming off a relatively high value base. Increases vary with the more mature unit market of Leongatha increasing by 1.2 per cent, Foster increasing by 1.9 per cent, and Korumburra posting a positive gain of 3.9 per cent.

### ***Coastal Towns***

Site values in the coastal towns have changed moderately. Most of the change in value has been in the improved value. Sandy Point has increased 7.2 per cent, Venus Bay by 10.5 per cent, and Waratah Bay follows with a similar increase of 10.3 per cent.

### ***Premium Coastal Properties***

Premium coastal lifestyle properties increased by 8.0 per cent although some individual properties received greater increases.

### ***Commercial Property***

The site value of commercial property reflects a modest increase in several areas coming off a low value base. Overall the improved value (land and buildings) of commercial property in the shire increased by 4.1 per cent. This category includes large national traders through to small owner-occupied offices. The largest commercial market of Leongatha increased by only 0.1 per cent, the Korumburra commercial property values increased by 12.6 per cent, and Foster increased by 5.8 per cent. Demand for commercial properties with secure leases remains strong, however high vacancy rates in some precincts

has put downward pressure on rental returns. The increase in residential development in the western end of the shire in recent years appears to be flowing through to putting upward pressure on rents and commercial values in those areas.

### ***Industrial Property***

The value of Industrial property increased by 1.9 per cent. This is skewed slightly downward by specialised industrial properties such as wind farms and quarries which are depreciating assets due to obsolescence, reducing resources and limited permitted life spans.

The non-specialized industrial market reflects a moderate positive increase of 5.7 per cent in Leongatha while Korumburra reflects an increase of 11.5 per cent. Demand for both vacant and improved industrial property in these areas remains consistent and again a reflection of increased activity in the area.

### ***Rural Property***

The demand for larger high-quality dairy properties remains strong despite the dry conditions and volatile farm gate prices. Demand for premium undulating grazing land has remained steady. Steeper, more remote land has experienced increased demand over the previous period with some good increases noted in more desirable and better located properties.

The majority of properties under 50ha with existing dwellings have increased in value by varying degrees. The residential content of these properties generally reflects a higher value gain the closer in proximity they are to the urban centres of Melbourne and the Latrobe Valley. These properties have skewed the overall statistical increase of the rural category upwards to an overall increase of 8.7 per cent.

The well-established farming districts have experienced an increase in CIV levels since the 2018 revaluation. The premium areas of Leongatha and Korumburra rural have remained steady with increases of 9.2 per cent and 10.7 per cent respectively. The average increase for properties over 50 ha is 8.3 per cent.

### ***Non-Rateable – Leviable Properties***

This category includes properties exempt from rates however are assessed for Fires Services Levy. The majority of properties in this category include; water authority assets, local government assets, some electrical assets and places of worship. The value of this category increased by 5.53 per cent.



## **CONSULTATION**

The General Valuation of the municipality has been completed in accordance with Council's statutory obligations and Council is now required to formally adopt the 2019 general valuation and resolve to cause the 2020 general valuation.

## **RESOURCES**

The costs associated with the return of the 2019 general valuation and undertaking the 2020 general valuation are contained within the 2019/20 and 2020/21 budgets.

Valuation of Land Act 1960 - ss.10, 11, 13BC, 13DA and 13H.

Valuation Best Practice Specifications Guidelines prepared by the Valuer-General under s.5AA of the Valuation of Land Act 1960.

## **RISKS**

If the recommendations contained in this report are not adopted, the Council will be unable to declare the rates and charges and adopt the annual budget in a timely manner, thus putting at risk Council's ability to function effectively.

## **STAFF DISCLOSURE**

Nil

## **ATTACHMENTS**

*Attachments are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

1. Report of General Valuation Under s.7AA(1)) of the Act **[5.6.1 - 3 pages]**
2. Signed – Statutory Declaration 2019 – Revaluation Return **[5.6.2 - 2 pages]**

## **REFERENCE DOCUMENTS**

### **Legislative Provisions**

Valuation of Land Act 1960

## **5.7. COMMUNITY SATISFACTION SURVEY RESULTS 2019**

Corporate and Community Services Directorate

### **EXECUTIVE SUMMARY**

This report presents the results of the South Gippsland Shire Council Community Satisfaction Survey for 2019 (2019 Survey) **Attachment [5.7.1]** to Council.

The results for core performance measures will be included in the Victorian Local Government Performance Reporting Framework (LGPRF) for 2018/19. These survey results will be inserted in the 2018/19 Annual Report and placed on the State Government's 'Know Your Council' website, <https://knowyourcouncil.vic.gov.au/>.

### **RECOMMENDATION**

That Council:

1. Notes South Gippsland Shire Council's results in the 2019 South Gippsland Shire Council Community Satisfaction Survey (Attachment [5.7.1]);
2. Includes the relevant survey results in the South Gippsland Shire Council 2018/19 Annual Report; and
3. Considers the results further when developing the 2020/21 Annual Initiatives and Long Term Financial Plan.

**Administrator moved the following Motion.**

### **THAT COUNCIL:**

1. **NOTES SOUTH GIPPSLAND SHIRE COUNCIL'S RESULTS IN THE 2019 SOUTH GIPPSLAND SHIRE COUNCIL COMMUNITY SATISFACTION SURVEY (ATTACHMENT [5.7.1]);**
2. **INCLUDES THE RELEVANT SURVEY RESULTS IN THE SOUTH GIPPSLAND SHIRE COUNCIL 2018/19 ANNUAL REPORT; AND**
3. **CONSIDERS THE RESULTS FURTHER WHEN DEVELOPING THE 2020/21 ANNUAL INITIATIVES AND LONG TERM FINANCIAL PLAN.**

**CARRIED**

[Link to next Agenda Item.](#)

## **REPORT**

Council appointed an independent survey company (Key Research) to undertake the 2019 Survey.

This independent 2019 survey provides an in-depth level of information that assists Councillors and Officers to better understand community sentiments, given that Council's results have been either stable or in decline over recent years. The ability to undertake a longer, more detailed survey has enabled questions to be asked on a wider range of Council's services. It also allowed questions to be broken down to sub categories of service provision.

Interviewing took place in two waves; between 8 October and 7 November 2018 and 29 March and 8 May 2019. The survey was distributed to 4,000 ratepayers, and 813 responses were received.

The October results assisted in determining seasonal impacts on the condition of Council roads, particularly gravel roads. The October results also provided Council with current information on issues of community concern. These concerns informed the annual review of the Council Plan and development of the 2019/20 Annual Initiatives and Annual Budget.

The 2019 Survey included the same questions as required in the State Government survey. These questions cover core competencies required by Local Government Act Regulations and the results will be incorporated in the 2018/19 Annual Report. They will also be provided to Council's Audit Committee and Local Government Victoria to meet Council's obligations in regard to the Local Government Performance Reporting Framework (LGPRF).

The core competency results will be made available on the State Government website 'Know Your Council' for comparison against all other Victorian councils.

The 2019 Survey replaced the two service areas of 'Family and Children's Services' and 'Aged and Disability Care Services', with 'Natural Environment and Sustainability Services' and 'Communications'. 'Family and Children's Services' and 'Aged and Disability Care Services' received very positive results in 2018 with very few concerns identified, therefore it was considered that these services could be replaced in 2019 so that community satisfaction with a broader range of services can be obtained.

In the 2018 Survey, respondents highlighted that few questions addressed services to the rural areas, so environment and sustainability services along with rural roadside drainage, were incorporated. 2018 Survey respondents also highlighted the absence of questions on communication services. These

service areas were selected as the most appropriate replacements in the 2019 Survey.

A further new inclusion in the 2019 Survey was a question on 'Overall Direction of Council' and additional verbatim comments fields were also included.

Information on the 'Research Objectives' and 'Methodology' along with the survey framework used to determine how the various reputation, service and value elements impact residents' overall performance evaluation of Council, are provided in **Attachment [5.7.1]**.

'Reputation' considers how competent the Council is perceived to be and the extent to which residents have developed an affinity with Council. These form the major components of its reputation.

'Overall Service and Facilities' considers that perceptions are also influenced by how well residents believe council is delivering core services such as roads, waste services and other infrastructure.

'Value for Money' considers how residents develop perceptions of value, based on what they receive by way of services and how this compares with what they pay in rates and other user-based fees.

Slight variations when making direct comparisons to the previous survey may be attributable to differences in questionnaire layout and question wording, scale and index score calculations. When undertaking the survey design and reporting of results, every effort has been made to minimise any potential for variation.

The overall performance evaluation is most strongly influenced by image and reputation, more so than the various services, infrastructure and facilities, as well as value for money.

### ***Overall Summary of Results***

The decline in Community Satisfaction is pronounced between the 2018 survey conducted at the same time as the second wave of the survey conducted in 2019. The first (interim) wave indicated the initial declining trend in Council's reputation, however the steep reduction since that time raises significant concerns. The first wave responses from October 2018 have reduced the impact of the significant decline in the second wave survey conducted through April 2019.

Responses provided in the remainder of this report are drawn from the Key Research report into Council's 2019 Community Satisfaction Survey in

**Attachment [5.7.1]**. Please refer to **Attachment [5.7.1]** for the full contextual details of these summary responses.

Residents of South Gippsland are dissatisfied with Council's performance, with an index score of 33 out of 100. Only 7% say they are satisfied, while more than half (54%) are very dissatisfied with Council. More than half (52%) feel that Council's performance 'deteriorated' in the past twelve months and nearly six in ten (59%) rate the overall direction of Council as 'poor'.

Residents indicate that a reduction in rates (24%), more harmony amongst Councillors (21%), better leadership (20%) and dismiss/review/replacement of Council (20%), is called for to improve evaluation.

**Table 1** below is a summary of Council's core competency results for 2019. The table provides trend comparisons of Council's performance against the results received from 2016 to 2018. A comparison to the Large Rural Average and State Wide Average results for 2018 cannot be made at this stage. These results may be accessible once the State Government Survey results are released to all councils.

**Table 1 – Comparison of Performance Measures**

Performance Measures	SGSC 2016	SGSC 2017	SGSC 2018	SGSC 2019
Overall Performance	47	46	46	33
Community Consultation	47	47	48	40
Advocacy	47	46	45	39
Making Community Decisions	47	45	42	35
Sealed Local Roads	30	36	46	48
Customer Service	65	61	70	66
Overall Council Direction	43	51	N/A	30
Overall Image and Reputation	N/A	N/A	42	27

Comparative trend data against these performance measures from 2012 to 2019 is included in **Attachment [5.7.2]**. The results for 'Sealed Local Roads' has improved each year. Other measures have fluctuated with slight increases and decreases over time but remained relatively stable. The largest decline in results has occurred in 2019.

### ***Reputation***

Council received low scores for 'Overall Reputation', with a year on year comparison resulting in a major decline from an index of 42 in 2018 to 27 in 2019. 'Financial management' dropped from 37 to 26, 'Trust and Faith' dropped from 40 to 26, 'Leadership' from 42 to 27 and 'Overall Services and Facilities' from 54 to 49.

Given that overall performance evaluation is most strongly influenced by image and reputation, these areas require Council's closest attention. These need to be the key improvement opportunity areas for Council to focus attention on in the next twelve months.

### ***Overall Services and Facilities***

Resident's satisfaction with 'Council Services and Facilities' received a decline from an overall 54 index in 2018 down by 5 points to 49 in 2019. The highest levels of satisfaction received were for 'Waste management services' (68% very satisfied) that retained their index of 65, with weekly rubbish collection improving from 72 to 74, recycling services from 70 to 73 and green waste from 67 to 68. The transfer station saw a decline from 67 to 61.

Library services received a result indicating 64% of respondents were 'very satisfied' with the service. Playgrounds also received a 'very satisfied' result from 63% of residents.

Overall, 'Parks and Reserves' (73 index), 'Customer Service' (66 index), 'Waste Services' (65 index) and 'Facilities and Events' (63 index) retained the highest community satisfaction results across all the survey areas.

The community indicated lower levels of satisfaction with 'Regulatory Services' (45 index), 'Roads, Footpaths and Trails' (45 index) and the two new categories introduced, namely 'Communication services' (49 index) and 'Nature/Sustainability Environmental Services' (47 index).

### ***Value for Money***

While 'Value for Money' is the least overall driver of performance evaluation, it is an area that has seen a further decline from an index of 41 in 2018 down to 37 in 2019. 'Rates being fair and reasonable' dropped from 38 to 30 and 'Fees for other services being fair and reasonable' dropped from 43 to 37. Conversely payment arrangements (70), clear invoicing (70) and the usefulness of timely reminders (71) have retained strong results, with only a slight decline.

### ***Roads, Footpaths and Trails***

There has been a further improvement satisfaction with the condition of local sealed roads from an index of 46 up to 48. There remains greater levels of dissatisfaction with gravel roads with a 1 point drop from 35 to 34 and for VicRoads Highways even though they received a 2 point increase from 35 to 37. Car park availability also declined from 59 to 51.

Street lighting is a strong performer under this category with an increase from 61 to 62. Improvements were also seen in cycle ways and trails up from 53 to 55, maintenance of footpaths up from 52 to 56.

A new inclusion for roadside drainage received an index score of 40.

### ***Waste Management***

Perception of the waste service is likely to further improve by focusing on improving perceptions of the transfer stations. Coastal Promontory residents were less satisfied with their waste services (60) compared to Strzelecki (66) and Tarwin Valley wards that received an index of 67.

### ***Parks and Reserves***

Performance is reasonably strong across all aspects of parks and reserves with an increased index from 71 to 73. Residents in Tarwin Valley remaining the most satisfied.

### ***Facilities and Events***

The allocation of community grants (60) has a high level of impact on the overall facilities and events score (63), yet performance is poor relative to other measures, indicating that there is opportunity to improve. The Library has received a strong result of 77, even though this is a 2 point decline from 2018.

### ***Regulatory Services***

Less than half the residents who responded (55% down to 45%) are satisfied with regulatory services overall. Residents are least satisfied with Building Control (down from 38 to 33) and Town Planning (down from 37 to 33).

Emergency and Disaster Management remains the strongest performing area in this category, although it has received a lower score, down from 69 to 60 in 2019. Public Health, Animal Management and Enforcement of Local Laws all experienced a decline in results compared to 2018.

### ***Customer Service and Contact with Council***

The overall customer service performance index has reduced slightly from 70 to 66 in 2019. This is still a stronger result than the result of 61 in 2017. Around two-thirds of residents who responded have contacted Council in the past 12 months, with Coastal Promontory and Strzelecki residents the least likely to have contacted Council. The most common contact methods are telephone during office hours followed by visiting in person. Close to three-quarters of residents who contacted Council were satisfied (18%) or very satisfied (48%) with the overall customer service.

The quality of services provided by staff is the biggest influencer of satisfaction with customer service, and while performance is reasonable, improvements would be valued by residents.

### ***Community Engagement***

There has been a clear decline in community engagement (down from 48 to 40). Nearly half of all respondents were dissatisfied with this area of service. 'Decisions made in the interests of the community' dropped from an index of 42 to 35 and 'Lobbying on behalf of the community' dropped from 45 to 39. Community consultation and engagement also dropped from 48 to 40.

Strzelecki residents were the least satisfied for each component in this category, compared to the other wards.

### ***Communications***

The 'Communications' category was introduced this year receiving an index result of 49. 'Noticeboard' received the strongest result of 61, while other communication methods received results between 44 and 59. Public presentations to Council received the lowest score of 44 for this category.

Strzelecki residents provided the lowest results with an index of 45, while Tarwin Valley's and Coastal Promontory's results were 52.

### ***Natural Environment and Sustainability Services***

The 'Natural Environment and Sustainability Services' category was introduced this year receiving an index result of 47. Protection and management of bushland reserves and wildlife habitats received the strongest result with 58, while control of noxious weeds on roadsides received the lowest result of 38.

Strzelecki residents were the least satisfied respondents to this category.

### ***General Comments***

More than half the responding residents (52%) think Council's performance has deteriorated. More than half of residents from Strzelecki (55%) and Tarwin Valley (54%) think Council's performance deteriorated, while just under half (47%) of Coastal Promontory residents feel the same way.

Nearly six in ten residents (59%) rate the 'Overall Direction of Council' as poor; that is giving a score between 1 and 4 out of 10. This results in an index of 30 and is consistent across the different areas of the Shire.

General feedback from all residents highlights their concern regarding rates (18%), along with a call for greater harmony amongst Councillors (12%) as well as a need to reduce unnecessary spending (8%) and decrease Council staff (6%).



Residents who were dissatisfied with overall performance of Council had a range of suggestions on how to improve the scores. The most common theme being reducing rates. This theme included a fairer rates system, user pays and providing value for money.

The next most common theme was the need for more harmony between Councillors, including improving their reputation and stopping the in-house fighting. This was closely followed by the need for better leadership, better financial management, and better decision making and implementing best practice. Equally a general dissatisfaction with Council was voiced including the need to dismiss, replace and review the Council.

Suggestions about how to achieve a higher performance rating are outlined on page 50 of **Attachment [5.7.1]**.

## **CONSULTATION**

The 2019 Survey was conducted by an independent research company, Key Research (Thinkfield) on behalf of Council. The 2019 Survey was conducted as a statistically robust postal survey with an on-line option for completion with responses received from 813 residents across the Shire. Post data collection has been weighted so it is aligned with known population distributions as contained in the 2016 census. Interviewing took place in two waves; between 8 October and 7 November 2018 and 29 March and 8 May 2019.

The demographic of the respondents is detailed on page 55 of **Attachment [5.7.1]**.

Respondents rate Council's reputation as poor, with those in Strzelecki Ward being less positive about Council than residents in other areas. Respondents aged 65 and older have a more favourable view of Council than younger residents in the 18-34 year age bracket.

South Gippsland Shire Council has a very high proportion of 'sceptics', with an increase from 69% in 2018 to 82% in 2019 of residents struggling to recognise the value on offer and expressing doubt and mistrust in Council.

Nearly all younger residents (96%) aged 18 to 34 are sceptics, while slightly less than eight in ten (77%) 35 to 49 year olds are sceptical. The reputation profile is similar for those aged 50 to 64 years and residents aged 65 years or older with around eight in ten sceptical about Council (81% and 77% respectively)

## **RESOURCES**

The information provided in the 2019 Survey will be utilised in a few months to inform the 2019/20 annual review of the Council Plan and the development of

the 2019/20 Annual Initiatives and Annual Budget, and the Long Term Financial Plan.

There remains a tension between people who want more services, facilities and improved levels of service, and others who want to see rates and service levels reduced.

The completion of an annual Customer Satisfaction Survey is a requirement on all Victorian councils. Resources are allocated within existing budgets to meet this requirement.

The survey was funded from the annual allocation for the Customer Satisfaction Survey and the Council Plan community engagement budget. The added value of the more detailed information obtained through the 2019 Survey provides Council with a rich source of representational data.

## **RISKS**

The survey results provide one source of feedback for Council to consider as it reviews and monitors its service objectives and risks.

Ongoing below average levels of community satisfaction with Council's performance or understanding of Council's improvement initiatives, may hamper Council and community efforts to work effectively together to achieve common objectives.

The 2019 Survey was undertaken to meet legislated reporting requirements and to build a greater understanding of community sentiment in regard to a broader range of Council services than previous surveys have been able to provide.

## **STAFF DISCLOSURE**

Nil

## **ATTACHMENTS**

*Attachments are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

1. 2019 South Gippsland Shire Council Community Satisfaction Survey Final [5.7.1 - 57 pages]
2. Comparison and Trend Data Over Time - 2012 to 2019 [5.7.2 - 1 page]

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*  
Council Plan 2017-2021

**Legislative Provisions**

Local Government Act 1989 Part 6

Local Government (Planning and Reporting) Regulations 2015

## **5.8. POLICY REVIEW: PROCUREMENT POLICY 2019 (C32)**

Corporate and Community Services Directorate

### **EXECUTIVE SUMMARY**

The purpose of this report is to recommend that Council approve a revised C32 Procurement Policy (the Policy) (**Attachment [5.8.1]**).

### **RECOMMENDATION**

That Council adopts the revised C32 Procurement Policy (Attachment [5.8.1]).

**Administrator moved a Motion that is different from the recommendation.**

### **THAT COUNCIL:**

- 1. ADOPTS THE REVISED C32 PROCUREMENT POLICY (ATTACHMENT [5.8.1]); AND**
- 2. REQUIRES SECTION 5.2 OF THE C32 PROCUREMENT POLICY TO INCLUDE A CLAUSE REQUIRING AN ANNUAL REPORT ON THE YEARLY SPEND OF SUPPLY CONTRACTS.**

### **CARRIED**

[Link to next Agenda Item.](#)

## REPORT

This policy was last reviewed and adopted by Council on 27 June 2018. At least once in each financial year, Council must review and may amend its Procurement Policy as required by s186A of the Local Government Act 1989 (the Act). The updated Procurement Policy (**Attachment [5.8.1]**) includes the following (marked up) recommended changes:

- **Revised objectives and policy statement to clarify intent:** the previous aims and principles of the policy are now restated to be more succinct and directly stated. New objectives are added to include promoting environmental sustainability and supporting local and social procurement.
- **Updated Section 3.4: Internal Control Framework:** adds a reference to the Procurement Manual for additional guidance on the use of external probity auditors in the cases of high risk or complex contracts requiring high level public confidence.
- **Updated section 3.10 Contract Cost Variations:** wording removed regarding the use of contingencies to support a change of practice towards the using more standard contract variation processes.
- **Updated section 5: Implementation Statements:** wording revised to reflect that the procurement manual, the responsibility structure and the operations of centre-led procurement have been implemented and no longer activities needing to be done.
- **Updated section 7: Reference Documents:** the reference to Asset Disposal Policy is removed given that this policy has now been fully incorporated within the Procurement Manual and removed as a stand-alone policy. This was done to facilitate the manual having full carriage of the procurement lifecycle through to and including the disposal of a procured item.

## CONSULTATION

This policy has been reviewed by Council's Risk and Procurement Team, Procurement Working Group, Council's Executive Leadership Team and Council's Audit Committee. Councillors were also provided an opportunity to provide feedback via the 22 May 2019 InfoSum.

## RESOURCES

Nil

## **RISKS**

Through the effective implementation of the revised Procurement Policy and Procurement Manual, Council will manage the risk of legislative non-compliance associated with procurement activities.

## **STAFF DISCLOSURE**

Nil

## **ATTACHMENTS**

*Attachments are available on Council's website:* [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)

1. C32 - Procurement Policy - 26 June 2019 - Draft **[5.8.1 - 6 pages]**

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website:* [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)

Procurement Policy, December 2015

### **Legislative Provisions**

Local Government Act 1989

## **5.9. COUNCILLOR DECLARATION OF THE OATH OF OFFICE MINUTE**

Corporate and Community Services Directorate

### **EXECUTIVE SUMMARY**

The purpose of this report is to minute that Councillor Matthew Sherry, elected to South Gippsland Shire Council at the Council election countback held on 27 May 2019, has taken the Oath of Office and read, signed and dated his declaration to abide by the Councillor Code of Conduct as required by s.63(1)(a) and (b) of the Local Government Act 1989 (the Act) at a ceremony conducted at 11.30am on 5 June 2019 (refer to **Attachment [5.9.1]**).

The oath and declaration have been made and signed in the presence of the Acting Chief Executive Officer (CEO), Bryan Sword, as the witness. A person elected to be a Councillor is not capable of acting as a Councillor until these two declarations are made and witnessed by the CEO.

The 26 June 2019 Ordinary Meeting of Council is to include the signed Oath and Declaration made by Councillor Sherry for inclusion in the Minutes, as required by s.63(2)(c) of the Act.

### **RECOMMENDATION**

That Council:

1. Notes that Councillor Matthew Sherry, elected at the election countback held on 27 May 2019 Council for South Gippsland Shire Council, has taken, signed and dated the Oath of Office and the declaration to abide by the Councillor Code of Conduct, Attachment [5.9.1], at a ceremony held at 11.30am on 5 June 2019; and
2. Notes the signed and dated Oath and Councillor Code of Conduct declaration will be recorded and included in the minutes of the 26 June 2019 Ordinary Meeting of Council.

**Administrator moved the following Motion.**

**THAT COUNCIL:**

- 1. NOTES THAT COUNCILLOR MATTHEW SHERRY, ELECTED AT THE ELECTION COUNTBACK HELD ON 27 MAY 2019 COUNCIL FOR SOUTH GIPPSLAND SHIRE COUNCIL, HAS TAKEN, SIGNED AND DATED THE OATH OF OFFICE AND THE DECLARATION TO ABIDE BY THE COUNCILLOR CODE OF CONDUCT, ATTACHMENT [5.9.1], AT A CEREMONY HELD AT 11.30AM ON 5 JUNE 2019; AND**
- 2. NOTES THE SIGNED AND DATED OATH AND COUNCILLOR CODE OF CONDUCT DECLARATION WILL BE RECORDED AND INCLUDED IN THE MINUTES OF THE 26 JUNE 2019 ORDINARY MEETING OF COUNCIL.**

**CARRIED**

**[Link to next Agenda Item.](#)**



## **REPORT**

### **Background**

Section 63(1)(a) of the Act stipulates that a person elected to be a Councillor is not capable of acting as a Councillor unless he or she has taken an oath of office and has declared that they will abide by the Councillor Code of Conduct under s.63(1)(b). A Councillor has the option to make an affirmation in place of the oath should they wish.

Section 63(2) of the Act requires the oath (or affirmation) of office to be:

- a. Made before the Chief Executive Officer (or delegate); and
- b. Dated and signed before the Chief Executive Officer (or delegate); and
- c. Recorded in the minutes of the next Council meeting.

Section 63(3) of the Act requires the Councillors' declaration to abide by the Code to be:

- a. In writing; and
- b. Witnessed by the Chief Executive Officer (or delegate).

Under s.64 the office of Councillor becomes vacant if a person elected to be a Councillor does not, within three months after the day on which the person was declared elected:

- a. Take the oath/affirmation of office; or
- b. Make the declaration specified in s.63(1)(b).

### **Proposal**

That Council notes Councillor Matthew Sherry, elected in the election countback held on 27 May 2019 for the South Gippsland Shire Council, has taken the Oath of Office and declared in writing he will abide by the Councillor Code of Conduct as required by s.63 of the Act.

## **CONSULTATION**

The Councillor was provided with information and an induction session on the requirements to take up the office of Councillor at a session held on 30 May 2019.

## **RESOURCES**

The election countback has been conducted by the Victorian Electoral Commission at an estimated cost of \$2,870 excluding GST. This is an

unbudgeted expenditure. This cost does not include officer administration time in preparing the election countback and induction program for the new Councillor.

## **RISKS**

Council is required by law to ensure all newly elected Councillors take, sign and date the Oath or Affirmation of Office and read, sign and date the Councillor Code of Conduct before they can take up the office of Councillor.

The following sessions have all contributed to ensuring the Councillor has been elected in accordance with the legislative requirements of s.63 of the Act:

1. Pre-declaration induction session was held with the Councillor-Elect and Council Business Officers on 30 May 2019;
2. The declaration ceremony for this Councillor-Elect was held at 11.30am 5 June 2019; and
3. The inclusion of the signed Councillor Oath and Code of Conduct declaration – Minute Versions (**Attachment [5.9.1]** and **Attachment [5.9.2]**) are captured in the Ordinary Meeting of Council Minutes 26 June 2019.

## **STAFF DISCLOSURE**

Nil

## **ATTACHMENTS**

*Attachments are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

1. Cr Matthew Sherry - signed Councillor Oath and Code of Conduct declaration - 5 June 2019 **[5.9.1 - 1 page]**

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Councillor Code of Conduct Policy (C14)

Local Law No. 3 2010, Processes of Municipal Government (Meeting Procedures and Common Seal)

### **Legislative Provisions**

Local Government Act 1989

## **6. OTHER COUNCIL REPORTS**

**6.1. NIL**

## **7. NOTICES OF MOTION AND/OR RESCISSION**

**7.1. NIL**

## **8. PROCEDURAL REPORTS**

### **8.1. FINANCIAL PERFORMANCE REPORT JULY 2018 - MAY 2019**

Corporate and Community Services Directorate

#### **EXECUTIVE SUMMARY**

This Financial Performance report provides an overview of Council's financial performance for the period July 2018 to May 2019, in summary:

- Operating result: \$4.14M surplus which is \$1.72M unfavourable when compared with the year-to-date budget projection of a \$5.86M surplus.
- Capital works: \$10.30M expenditure which is \$3.08M behind a year-to-date budget of \$13.38M.
- Cash assets: Projected 30 June \$32.74M, against the Original budget of \$20.02M. Commitments against the additional cash assets comprise early receipt of 2019/20 VGC grant \$4.92M and carry forward of \$9.8M capital work projects.
- Underlying working capital ratio: Projected 30 June 2019 2.26 to 1 against the Original budget of budget 1.32 to 1 due to increased projected cash assets position.
- The projected financial outcome for 2018/19 is a \$5.55M surplus. This is \$4.11M favourable compared to the originally budgeted surplus of \$1.44M.

Section 138 of the Local Government Act 1989 (Quarterly statements) states that;

- (1) *At least every 3 months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to the Council at a Council meeting which is open to the public.*

#### **RECOMMENDATION**

That Council receives and notes the Financial Performance Report July 2018 to May 2019 (Attachment [8.1.1]).

**Administrator moved the following Motion.**

**THAT THE RECOMMENDATIONS IN AGENDA ITEMS 8.1, 8.2 AND 8.3 BE ADOPTED.**

**CARRIED**

**[Link to next Agenda Item.](#)**

## REPORT

Council each year sets an Annual Budget within the framework of a 15 year Long Term Financial Plan. Guidance is provided by the Long Term Financial Strategies when developing annual and longer term budgets. The financial integrity of the budgeted financial statements in the annual and forward budgets can be assessed by reference to financial performance indicators.

Throughout the course of the financial year the actual financial performance is managed by:

- Comparing year-to-date actual financial performance with the year-to-date budgets.
- Monitoring the financial impact of changes made to budget projections on the forecast financial results at year end; and
- Monitoring the longer term financial ramifications against the originally adopted Long Term Financial Plan.

The financial performance indicators that were used to develop the annual and long term budgets are used to monitor projected financial outcomes at year-end as well as the longer term financial ramifications.

The Financial Performance Reports are intentionally prepared outside traditional quarterly cycles. The timelines better align with strategic events that occur throughout the financial year. This enables important financial updates to be provided to Council and the community in a timely manner.

The reporting timelines include:

- August: Report identifies financial implications of previous year's financial results as well the budget impact of funding projects carried forward that were not completed by 30 June.
- November: Report identifies financial implications of any changes made to operational or capital budgets prior to the commencement of the development of the annual budget for the following financial year.
- February: Report aligns with annual budget process.
- May: Report provides Council with an anticipated financial outcome for year-end including identifying budgets being carried forward for projects that are not expected to be completed by 30 June.

At the end of the financial year, comprehensive financial statements and performance statements are produced, subject to external audit and included in the Annual Report.

## **Discussion**

Financial Performance Report July 2018 to May 2019 contains detailed reporting on (**Attachment [8.1.1]**):

### **Executive Summary**

This section provides a high level overview of Budget and Actual Operating performance and Capital Work expenditure.

### **Financial Statements as at 31 May 2019**

This section lists the three major financial statements:

- Income Statement
- Balance Sheet
- Cash Flow Statement

### **Annual Year-to-Date Financial Analysis**

This section analyses the implications of the year-to-date performance and the projected outcome for the financial year end.

### **Long Term Financial Plan analysis**

This section benchmarks and strategically analyses the financial impact of the projected financial results for the year against the adopted Annual Budget, Long Term Financial Plan and the Long Term Financial Strategies key performance indicators.

## **RISKS**

Transparency in reporting is a risk management control measure that allows the community and Council to view and assess the financial management of year to date results as well as the annual and longer term financial implications.

Council can assess both year-to-date performance, as well as understand the annual and longer term financial implications.

## **STAFF DISCLOSURE**

Nil

## **ATTACHMENTS**

*Attachments are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

1. Financial Performance Report Quarterly Report - May 2019 **[8.1.1 - 17 pages]**

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*  
Annual Budget Incorporating 15 Year Long Term Financial Plan and Annual Plan Initiatives

### **Legislative Provisions**

Local Government Act 1989



## **8.2. ASSEMBLY OF COUNCILLORS - 22 APRIL TO 21 MAY 2019**

Corporate and Community Services Directorate

### **EXECUTIVE SUMMARY**

Council is committed to making relevant, timely and useful information available for members of the public with the aim of enhancing transparency. The matters listed in this report were presented or considered at either an Advisory Committee Meeting, Councillor Strategic Briefing Session or Public Presentation Session between 22 April and 21 May 2019.

The matters summarised in this report also satisfy Council's requirements under the *Local Government Act 1989*, s.80A(2):

*The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable –*

- a. reported at an ordinary meeting of the Council; and*
- b. incorporated in the minutes of that Council meeting.*

### **RECOMMENDATION**

**That Council receives and notes this report.**

**NOTE: The recommendation was CARRIED as part of a single motion, refer to page 165.**

[Link to next Agenda Item.](#)

## REPORT

Meeting Title	Details
<b>Wednesday 24 April 2019</b>	
<b>Ordinary Council Agenda Topics Discussion – 24 April 2019</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Cousin, Hill, Argento, Brown, Skinner and McEwen.</p> <p><b>Conflict of Interest:</b> Nil disclosed</p> <p><b>Matters Considered:</b> Councillors considered and asked questions relating to Agenda items for the Ordinary Meeting of Council 24 April 2019.</p>
<p><b>Public Presentations</b></p> <p><b>Open Session</b></p>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Cousin, Hill, Argento, Brown, Skinner and McEwen.</p> <p><b>Conflict of Interest:</b> Nil disclosed</p>
<p><b>Marie Gerrard-Staton</b>, representing Rates Challengers Community Group regarding a question relating to a rate reduction commitment in the Council Plan.</p>	
<b>Wednesday 1 May 2019</b>	
<b>New Policy: Councillor Correspondence and Record Keeping Policy (CE79) and Corporate Information Management Policy (CE49) - Updates</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Cousin, Hill, Argento, Brown, Skinner and McEwen.</p> <p><b>Conflict of Interest:</b> Nil disclosed</p> <p><b>Matters Considered:</b> Councillors were advised of the content of the two policies and their associated responsibilities.</p>
<b>Domestic Wastewater Management Plan Implementation Update</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Cousin, Hill, Argento, Brown, Skinner and McEwen.</p> <p><b>Conflict of Interest:</b> Nil disclosed</p> <p><b>Matters Considered:</b> Councillors commenced consideration of the strategic direction of the Domestic Wastewater Management Plan set to change prior to it taking effect in 2021.</p>

Meeting Title	Details
<b>Wednesday 1 May 2019</b>	
<b>Sandy Point Caravan &amp; Camping Ground – Site Investigation Findings</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Cousin, Hill, Argento, Brown, Skinner and McEwen.</p> <p><b>Conflict of Interest:</b> Nil disclosed</p> <p><b>Matters Considered:</b> Councillors considered an action from the Council Plan strategy, 'Undertake an investigation of caravan parks and camping grounds at Sandy Point'. The briefing provided Councillors with an update of the current and future site options. A Council Report regarding the caravan and camping ground investigation for Sandy Point is proposed for the Ordinary Meeting of Council 26 June 2019.</p>
<b>Destination Gippsland</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Cousin, Hill, Argento, Skinner and McEwen.</p> <p><b>Conflict of Interest:</b> Nil disclosed</p> <p><b>Matters Considered:</b> Councillors considered an update on Destination Gippsland's (DGL) brand review and further information to Council about Visit Victoria and DGL's commitment to raise the profile of Gippsland as a key short break travel destination for Victorians.</p>
<b>Regional Roads Victoria Update: Coal Creek Korumburra Highway Realignment – Bass Highway Planning Project Anderson to Leongatha</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Cousin, Hill, Argento, Skinner and McEwen.</p> <p><b>Conflict of Interest:</b> Nil disclosed</p> <p><b>Matters Considered:</b> Councillors considered an external presentation from Regional Roads Victoria (RRV). With South Gippsland Highway realignment at Coal Creek, Korumburra planning studies complete, design options have progressed. The Victorian Government has invested \$500,000 to enable RRV to complete a planning study and identify potential road improvements along the Bass Highway between Anderson and Leongatha. This section of the Bass Highway provides a link between Melbourne and Wonthaggi / Inverloch. These towns are continuing to experience significant urban growth, which places extra pressure on the Bass Highway.</p>

Meeting Title	Details
<b>Wednesday 1 May 2019</b>	
<b>Economic Development and Tourism Steering Briefing</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Argento, Skinner and McEwen.</p> <p><b>Conflict of Interest:</b> Nil disclosed</p> <p><b>Matters Considered:</b> Councillors considered an update on the progress of key functions of the Committee including:</p> <ul style="list-style-type: none"> <li>• South Gippsland Advocacy Framework</li> <li>• Strategic Business Investment Program</li> <li>• Business Investment and Attraction Policy</li> <li>• Business Expansion and Retention Program</li> </ul>
<b>Planning Briefing</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Cousin, Hill, Argento, Skinner and McEwen.</p> <p><b>Conflict of Interest:</b> <b>Cr Argento declared a conflict of interest and left the assembly when the following items were discussed:</b></p> <p>Item 1: Planning Item C116 Land Subject to inundation – Direct Interest as “land subject to overlay includes property owned by myself and my wife”.</p> <p>Item 2: Planning Item C120 Western Leongatha General Residential Zone - Indirect Interest by close association.</p> <p><b>Matters Considered:</b></p> <ul style="list-style-type: none"> <li>• Strategic Planning Project List</li> <li>• Planning Applications of Interest</li> <li>• Decisions for March 2019</li> <li>• VCAT Decisions</li> <li>• Applications received March 2019</li> </ul>

Meeting Title	Details
<b>Wednesday 15 May 2019</b>	
<b>Venus Bay Activity Centre Concept Plan - Recommendations</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Argento and Skinner.</p> <p><b>Conflict of Interest:</b> Nil disclosed</p> <p><b>Matters Considered:</b> Councillors considered the proposed Venus Bay Precinct Plan that is proposed to be considered at Ordinary Council Meeting 26 June 2019.</p>
<b>2019/20 Community Grants Program – Review</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Argento and Skinner.</p> <p><b>Conflict of Interest:</b> Nil disclosed.</p> <p><b>Matters Considered:</b> Councillors undertook its annual review of the Community Grants Policy and Guidelines.</p>
<b>2018/19 Community Grants Program – Round 2 Assessment</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Argento and Skinner.</p> <p><b>Conflict of Interest:</b> Nil disclosed.</p> <p><b>Matters Considered:</b> Councillors considered recommendations arising from the assessment of the 2018/19 Community Grants Program – Round 2.</p>
<b>New Strategy: South Gippsland Youth Strategy 2019 - 2023</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Argento and Skinner.</p> <p><b>Conflict of Interest:</b> Nil disclosed.</p> <p><b>Matters Considered:</b> Councillors considered an action from the Council Plan Strategy Objective 2, 'Develop and implement a Youth Strategy to determine the needs of young people and assist them to have a voice regarding matters that affect them.' The briefing provided Councillors with an opportunity to make comments and is proposed to be considered at Ordinary Council Meeting 26 June 2019.</p>

Meeting Title	Details
<b>Wednesday 15 May 2019</b>	
<b>Proposed 2019/20 Priority Projects and Strategic Roads</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Argento and Skinner.</p> <p><b>Conflict of Interest:</b> Nil disclosed.</p> <p><b>Matters Considered:</b> Councillors considered the proposed 2019/20 Priority Projects and the Strategic Roads Projects proposed to be considered at Ordinary Council Meeting 26 June 2019.</p>
<b>Implementation of the Disability Action Plan 2018 – 2022</b>  <b>Open Session</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Argento and Skinner.</p> <p><b>Conflict of Interest:</b> Nil disclosed.</p> <p><b>Matters Considered:</b> Councillors considered key areas of work that have been undertaken that support the implementation of the Disability Action Plan 2018-2022.</p>
<b>Community Strengthening Strategy Activities – Monthly Meeting</b>  <b>Open Session</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Argento and Skinner.</p> <p><b>Conflict of Interest:</b> Nil disclosed.</p> <p><b>Matters Considered:</b> Councillors considered a presentation on the following matters:</p> <ul style="list-style-type: none"> <li>• Mens Shed Activity in the Shire</li> <li>• Outcomes Achieved through L2P Program</li> </ul>
<b>Public Presentations</b>	<b>Nil Presentations booked by the community.</b>
<b>Executive Update</b>	<p><b>Councillors Attending:</b> Councillors Finlay, Hirst, Argento and Skinner.</p> <p><b>Conflict of Interest:</b> Nil disclosed.</p> <p><b>Matters Considered:</b></p> <ul style="list-style-type: none"> <li>• Mirboo North Pool</li> <li>• Venus Bay</li> <li>• Streetscapes throughout the Shire</li> <li>• Council and VicRoads</li> <li>• Legal matter</li> <li>• CEO departure</li> </ul>

## **REFERENCE DOCUMENTS**

### **Council Policy**

*Documents are available on Council's website: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)*

Public Participation in Meetings with Council Policy (C65)

### **Legislative Provisions**

Local Government Act 1989

### **8.3. DOCUMENTS SEALED AWARDED OR EXTENDED BY CEO - 27 APRIL 2019 TO 24 MAY 2019**

Corporate and Community Services Directorate

#### **EXECUTIVE SUMMARY**

This document reports to Council the following actions undertaken by the Chief Executive Officer (CEO) which occurred during the period from 27 April to 24 May 2019, as required by the Council's Instrument of Delegation to the Chief Executive Officer and Procurement Policy:

- Documents sealed;
- Contracts awarded after a public tender process within the CEO's delegation; and
- Contracts varied or extended by the CEO which exceeded the CEO's delegation.

#### **RECOMMENDATION**

**That Council receives and notes this report.**

**NOTE: The recommendation was CARRIED as part of a single motion, refer to page 165.**

[Link to next Agenda Item.](#)

---



## REPORT

### Documents Sealed

Under the *Local Government Act 1989* (the Act), each Council is a body corporate and a legal entity in its own right. Each Council must have a common seal that is an official sanction of that Council.

Sealing a document makes it an official document of Council as a corporate body. Documents that require sealing may include agreements, contracts, leases or any other contractual or legally binding document that binds Council to another party.

Local law No. 3 2010, Part 9, Section 107 (f) (iv) – the Common Seal of Council, states that ‘If the Chief Executive uses the Common Seal in a manner prescribed by sub-clause (c) then he/she must advise Council of such use on a regular basis.’ Council’s Instrument of Delegation to the CEO also delegates to the CEO the power to ‘use the Common Seal of Council subject to that use being reported to Council’.

In accordance with the Local Law and Instrument of Delegation, the following are presented to Council as documents sealed during the period from 27 April to 24 May 2019:

1. Section 173 Agreement between South Gippsland Shire Council and the owner of 167 Jupiter Boulevard, Venus Bay in relation to development of land with a dwelling and removal of native vegetation – Seal applied 29 April 2019.
2. S6 Instrument of Delegation to Members of Staff South Gippsland Shire Council – Seal applied 29 April 2019.
3. Section 173 Agreement between South Gippsland Shire Council and the owner of 14 Fishermans Road, Venus Bay in relation to the development of land with a single dwelling and remove native vegetation – Seal applied 3 May 2019.
4. Section 173 Agreement between South Gippsland Shire Council and the owner of 440 O’Gradys Ridge Road, Foster North in relation to a two lot subdivision (re-subdivision to excise dwelling) – Seal applied 9 May 2019.
5. Section 173 Agreement between South Gippsland Shire Council and the owner of 39 Mercury Drive, Venus Bay in relation to the development of land with a single dwelling – Seal applied 14 May 2019.

6. Section 173 Agreement between South Gippsland Shire Council and the owner of 14 Atherton Drive, Venus Bay in relation to the development of land with a single dwelling – Seal applied 21 May 2019.

### **Contracts Awarded, Varied or Extended**

1. Contracts awarded after a public tender process within the CEO's delegation between 27 April to 24 May 2019 – Nil
2. Contracts awarded after a public tender process under the Statutory threshold by staff other than the CEO between 27 April to 24 May 2019 – Nil
3. Contract variations approved by the CEO between 27 April to 24 May 2019:
  - Awarding of Variations No. 3-11 and 13-20 to Contract/203 - Renovation of Korumburra Recreation Reserve Change Rooms, Korumburra: variations totalling \$66,590.93 (ex GST) approved bringing the total contract price to \$335,000.02 (ex GST – including variations and contingency).
4. Contract extensions approved by the CEO between 27 April to 24 May 2019:
  - CON/100 Provision of Cleaning Services: awarded to KC Facility Services Pty Ltd the final two 1-year extensions available under the contract which will conclude on 30 June 2021.

### **STAFF DISCLOSURE**

Nil

### **REFERENCE DOCUMENTS**

#### **Council Policy**

*Documents are available on Council's website:* [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)

Local Law No. 3 2010, Processes of Municipal Government (Meeting Procedures and Common Seal)

Procurement Policy (C32)

Instrument of Delegation to the Chief Executive Officer, 22 February 2017

#### **Legislative Provisions**

Local Government Act 1989, ss.5 and 186

## **9. ADMINISTRATOR REPORTS**

### **9.1. REQUESTS FOR LEAVE OF ABSENCE**

**Nil**

### **9.2. ADMINISTRATOR UPDATE**

**Nil**

### **9.3. COMMITTEE UPDATES**

**Nil**

[Link to next Agenda Item.](#)

## 10. URGENT OR OTHER BUSINESS

There are two basic parts to this section of the Agenda:

### **1. Urgent Business**

Normally no motion should be debated by an Administrator unless the matter is already included as an item on the Agenda. However, in some circumstances it is possible to raise urgent motions.

The Meeting Procedure Local Law No. 3 (Clause 46) allows for where a situation has not been provided for under the Local Law, the Council may determine the matter by resolution. Established practice has provided for urgent motions to be raised at Council provided the matter cannot be dealt with at the next Ordinary Meeting of Council or by Officers under delegation.

It is necessary for the Administrator wishing to raise a matter of urgent business to raise a motion similar to the following:

‘That consideration of (the issue) be dealt with as a matter of urgent business and Administrator....be allowed a ‘short period’ to indicate the reason(s) why the matter should be considered as a matter of urgent business.’ If the Chairperson accepts the motion as meeting the urgent business criteria, normal meeting procedures in Local Law No. 3 will apply.

If the motion to accept the item as a matter of urgent business is passed by Council, the motion relating to the specific issue can then be put and debated in the normal way.

### **2. Other Business**

This provides an opportunity for Administrators to raise items of general interest to the Council and the community. It may relate to an up and coming event or the outcomes of a recent meeting with a Minister etc.

**Nil**

## 11. PUBLIC QUESTIONS

### 11.1. PETITIONS AND JOINT LETTERS

Petitions and Joint letters are written requests that have been signed by a number of community members. According to the Local Law No.3 2010 petitions may be presented to Council by an Administrator. A petition presented to the Council must lay on the table until the next Ordinary Meeting of Council and no motion, other than to receive the petition, may be accepted by the Chair unless the Council agrees to deal with it earlier.

The lead petitioner or person organising the petition may in presenting the petition to an Administrator at a Public Presentation session speak briefly to its contents. At the following Ordinary Meeting of Council, an Administrator would accept the petition and introduce it to Council for formal noting and actioning by Council.

The Administrator presenting the petition is responsible for ensuring that they are familiar with the contents and purpose of the petition and that it is not derogatory or defamatory.

**The Administrator acknowledged receipt of a petition lodged to Council by lead petitioner Adrian Minns, resident of Leongatha. The prayer of the petition is outlined below, it contains approximately 80 signatures, from residents in Leongatha.**

Peart Street Leongatha

The trees along the abovenamed street have become a serious hazard for the following reasons;

They drop a large amount of branches thus creating a tripping hazard for the residents, particularly the elderly who reside in the area.  
They drop berries at various times of the year, which cause the path to become slippery and are a danger per previous point.  
The footpath is constantly lifting as a consequence of hydraulic pressure of tree roots, creating a tripping hazard to the public.  
The debris constantly falling from the trees creates considerable build-up of a potential fire hazard particularly under resident's houses.

The undersigned respectively request a meeting and the matter to be treated with the seriousness required. In the event no action is undertaken by the Council, the matter will be reported to the relevant governing authorities.

### RECOMMENDATION

That Council:

1. Receive and note the petition; and
2. The petition lay on the table until 24 July 2019 Ordinary Meeting of Council to enable Officers to prepare a report to Council.

**Administrator moved the following Motion.**

**THAT COUNCIL:**

- 1. RECEIVE AND NOTE THE PETITION; AND**
- 2. THE PETITION LAY ON THE TABLE UNTIL 24 JULY 2019 ORDINARY MEETING OF COUNCIL TO ENABLE OFFICERS TO PREPARE A REPORT TO COUNCIL.**

**CARRIED**

## 11.2. ANSWERS TO PREVIOUS QUESTIONS ON NOTICE

All community member questions for Ordinary Council Meetings are to be written and submitted to the Council Business Team by close of business on the Friday preceding the meeting to allow time for a response to be prepared, where possible, for the Council Meeting.

Questions can also be submitted in hard copy format into the 'Public Question Box' within the first 15 minutes of an Ordinary Council Meeting.

Public Question Time in Ordinary Council Meetings is to be used for matters that are generally political in nature or that cannot be addressed by other means. This session should not be used for questions on routine works or operational matters, planning (application) matters or for repeating previously answered questions.

*Source: Public Participation in Meetings with Council Policy (C65) – adopted 28 November 2018.*

**Nil**

### **11.3. SUBMITTED PUBLIC QUESTIONS**

All community member questions for Ordinary Council Meetings are to be written and submitted to the Council Business Team by close of business on the Friday preceding the meeting to allow time for a response to be prepared, where possible, for the Council Meeting.

Questions can also be submitted in hard copy format into the 'Public Question Box' within the first 15 minutes of an Ordinary Council Meeting.

Public Question Time in Ordinary Council Meetings is to be used for matters that are generally political in nature or that cannot be addressed by other means. This session should not be used for questions on routine works or operational matters, planning (application) matters or for repeating previously answered questions.

*Source: Public Participation in Meetings with Council Policy (C65) – adopted 28 November 2018.*

**Lindsay Love, representing South Gippsland Action Group read out submitted questions.**

#### **Question 1**

##### **Protocol for Engagement with the Community**

Dear Administrator, at present Council are advising we use a flawed policy (C65) which requires questions to be put to you 15 minutes prior to the Council meeting and before notice paper topics have even been discussed and hence questions when subsequently asked at the next Council meeting are no longer topical and relevant and waste time revisiting a matter, so will you prepare a new protocol which will allow questions to be put at the end of the meeting and hence discussed whilst the topic is still current?

#### **Question 2**

Dear Administrator, the South Gippsland Action Group has a duty to over 420 petitioners to pursue Budget fairness, by the exercise of the professional expertise within our group, to highlight what we consider to be shameful accounting practices and inaccuracies in the preparation of the proposed budget, hence we request that you take advantage of our group and consent to a short meeting with a representative(s) of us today, prior to making any decisions on the Budget.



### **Question 3**

Dear Administrator, page 89 of the Agenda notes that Council requested the staff prepare a Budget reflecting a 3% rate reduction, however, the agenda does not contain this comparison – there is no presentation of options to indicate Council fairness in dealing with the Budget – i.e. can we adopt a budget with the 2.25% rate increase or can we adopt a budget with a 3% rate reduction – therefore will you advise the staff that they have been derelict in their duty in not preparing the document as requested – a document that should be fair and balanced in dealing with the topic?

**Administrator took these questions on notice.**

**Gus Blaauw read out submitted questions.**

### **Question 1**

Dear Administrator, following on from the Don Hill's report to Council this morning advising of the failure of Council staff to provide rate reduction options early in 2019 and following references on page 89 and page 112 of the agenda where the May Special Meeting Council Motion calling for a 3% rate reduction document be prepared for the June 26 meeting has been modified to a Rate Freeze (i.e. 0%) without reference to Council for such a change in model, how did this modelling come about as presented in this agenda as a budget model (i.e. Councillors wanted apples and we have lemons), when we are advised Councillors and the Public at the Special Meeting were not aware of this change? i.e. How did this motion change and why?

### **Question 2**

Dear Administrator, we note the agenda provides a small report on Council Caravan Park Management. This question relates to Council management of Caravan Parks. In September 2017, Council tabled a report to the Councillors on the two parks (Long Jetty and Yanakie) covering the period 2013-2017 and included some financial details however that report did not provide a summary profit and loss report, there were no operational incomes details, no operational expenses details for broad totals and this report then elicited a further answer at a later date that there were up to 7 employees in the caravan parks and for us to understand the Council park management practices can you provide advice of employee costs in the Parks as line items or cost centres in the financial report? i.e we want open and transparent disclosure of the Park financials.

**Administrator took these questions on notice.**

**John McCombe read out submitted questions.**

**Question 1**

Draft Budget not on website this morning when I went to the website, prior to 6.00am to review the draft budget in preparation for seeking information to ask questions at today's meeting and the website was not available on the website at the time or had it been taken down?

**Administrator took these questions on notice.**

**David Amor read out submitted questions and responses were provided by the Administrator.**

**Question 1 and 2**

With the major changes put on South Gippsland from the Government, what happens now?

Are we the public able to still ask questions on the third Wednesday, regarding issues, problems and ideas?

**Administrator Response**

Business will continue as usual and Council will have its meetings as usual. Council will continue to follow all of Council's policies and procedures to ensure community members have the same opportunities. The operation of Council will remain the same in terms of meeting processes.

**Question 3**

Blow out costs, and miss management of the past, will you be looking at this or are you only going to look forward as of today with the issues and problems of the past forgotten.

**Administrator Response**

Reconfirmation that the Administrator is here to act as a Council. The Administrator highlighted that she is looking forward which is a key objective and consulting with the community is a priority and will ensure the community has opportunities to discuss with the Administrator.

**Don Hill read out submitted questions.**

**Question 1**

Nasty rumours have been circulating regarding Cr McEwen and myself partaking in subdivisions whilst on Council this term.

Can you please detail all public available information regarding all Councillors in this term and any subdivision they have been involved with, current applications or approved permits.

**Question 2**

Will Council write to the Minister requesting that he table, as promised, the Council submissions to the Monitor's Report to allow our side of the story to be told on the basis that Council should represent the ratepayers and that sacked Councillors are ratepayers too and deserve natural justice?

**Administrator took these questions on notice.**

**Ron Brown read out submitted questions.**

**Question 1**

Can the Shire please consider the need to protect places like Turtons Creek for the purposes of tourism and recreation, a wild life corridor, a healthy environment and water catchment for Tarwin River?

**Question 2**

Can the Shire please reconsider a past planning application regarding a car wash in the main street of Mirboo North?

**Question 3**

Please consider an objection to a second petrol station planning application in Mirboo North, it proposes to be located in a sensitive area near a kindergarten, library and older persons residence?

**Administrator took these questions on notice.**

## **12. CLOSED SESSION**

### **Consideration of confidential matters under the Local Government Act 1989, section 89(2).**

According to section 89 of the Local Government Act 1989, Council may consider items in closed session. There must be a resolution to move 'In-Committee' stating the reasons why the matter(s) need to be considered in this way. The reasons provided for within the Act are matters concerning personnel, personal hardship, industrial issues, contracts, proposed developments, legal advice or any other matter that Council considers would be prejudicial, to it or any other person.

Once 'In-Committee' discussions and debate have concluded, a further resolution to resume open Council is required.

### **RECOMMENDATION**

That Council close the meeting to the public to allow for consideration of closed ITEM 14.1 2018/19 COMMUNITY GRANTS ROUND 2 ASSESSMENT pursuant to section 89(2)(h) a matter which the Council or Special Committee considers would prejudice the Council or any person.

**Administrator moved the following Motion.**

**THAT COUNCIL CLOSE THE MEETING TO THE PUBLIC TO ALLOW FOR CONSIDERATION OF CLOSED ITEM 14.1 2018/19 COMMUNITY GRANTS ROUND 2 ASSESSMENT PURSUANT TO SECTION 89(2)(H) A MATTER WHICH THE COUNCIL OR SPECIAL COMMITTEE CONSIDERS WOULD PREJUDICE THE COUNCIL OR ANY PERSON.**

**CARRIED**

**The Administrator adjourned the Council Meeting for 5 minutes in order to clear the room prior to the Closed Session.**

### **13. MEETING CLOSED**

#### **NEXT MEETING**

The next Ordinary Meeting of Council open to the public will be held on Wednesday, 24 July 2019 commencing at 2pm in the Council Chambers, Leongatha.

**The Council Meeting closed at 2.49pm.**

**Confirmed this**

**24<sup>th</sup> day of July 2019.**

.....  
**Julie Eisenbise**  
**Administrator**