



CORANGAMITE
SHIRE

agenda

CORANGAMITE SHIRE

MEETING OF COUNCIL TUESDAY 29 JUNE 2021

To be held at the Theatre Royal
210-212 Manifold Street, Camperdown
commencing at 7.00 pm
and live streamed on the internet.

COUNCIL:

Cr Ruth Gstrein (Central Ward)
MAYOR

Cr Jo Beard (South Central Ward)
DEPUTY MAYOR

Cr Geraldine Conheady (Central Ward)

Cr Laurie Hickey (Central Ward)

Cr Kate Makin (South West Ward)

Cr Jamie Vogels (Coastal Ward)

Cr Nick Cole (North Ward)

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Order of Business

1. PRAYER

We ask for guidance and blessing on this Council. May the true needs and wellbeing of our communities be our concern. Help us, who serve as leaders, to remember that all our decisions are made in the best interests of the people, culture and the environment of the Corangamite Shire.

Amen.

2. ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Owners of the land around Corangamite Shire, the Eastern Maar and Wadawurrung people.

We pay our respects to all Aboriginal Elders and peoples past and present.

3. APOLOGIES

4. DECLARATIONS OF CONFLICT OF INTEREST

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Corangamite Shire Council meeting held on Tuesday 25 May 2021 be confirmed.

6. DEPUTATIONS & PRESENTATIONS

7. COMMITTEE REPORTS

8. PLANNING REPORTS

9. OFFICERS' REPORTS

10. OTHER BUSINESS

11. OPEN FORUM

12. CONFIDENTIAL ITEMS

ANDREW MASON
CHIEF EXECUTIVE OFFICER

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6. DEPUTATIONS & PRESENTATIONS

1. Members of the public may address Council under this section of the agenda during a meeting of Council if:
 - a) The person is addressing the Council in respect to a submission on an issue under Section 223 of the *Local Government Act 1989*, or
 - b) The person has requested that they address Council on an issue and the Mayor has agreed that they be heard.
2. Requests to address Council must be received by 5.00 pm on the day prior to the scheduled meeting of Council.
3. Presentations made to Council in this section of the agenda may not exceed five minutes in length, although Councillors may ask questions following each presentation. If a presentation exceeds five minutes in length, the Mayor may request that the presenter ceases to address Council immediately.

7. COMMITTEE REPORTS

Nil.

8. PLANNING REPORTS

8.1 Planning Permit Application PP2021/064 - Use of the Land for Sale of Liquor (Packaged Liquor Licence) - 46-48 High Street, Terang

Author: Jennifer Camp, Planning Officer

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Jennifer Camp

In providing this advice to Council as the Planning Officer, I have no interests to disclose in this report.

Summary

Council must consider planning permit application PP2021/064 for a Packaged Liquor Licence at 46-48 High Street, Terang.

Introduction

Public notice of the application was given and one (1) objection was received for the application.

The application has been assessed against the Corangamite Planning Scheme and the key issues raised in the objection have been considered. It is recommended that Council issue a Notice of Decision to Grant a Permit subject to conditions.

History

Planning Permit Application PP2021/064 was received by Council on 22 April 2021. The application seeks approval for a Packaged Liquor Licence (Use of the Land for Sale of Liquor).

Public notice of the application was given and one (1) objection was received.

Key issues raised in the objection can be summarised as follows:

- Impact on amenity and increased potential for nuisance in the surrounding environment.
- Likelihood of misuse and abuse of alcohol and inconsistency with the harm minimisation objective of the *Liquor Control Reform Act 1998*.

This report provides an assessment of the planning application.

Subject Land

The site has a total area of approximate 243sqm and currently contains:

- A two-storey commercial building currently occupied by Greavesy's Fruit N Veg.
- The premises forms part of Johnstone Court which is a building included on the Victorian Heritage Register (H2216).
- A limited amount of street parking is available along High Street immediately south of the site.

Surrounding Area

The main land use characteristics within the surrounding area include:

- The subject site is part of the commercial area along High Street forming the town centre of Terang.
- The site has frontage to High Street located within a Road Zone Category 1 with on-street parking.
- To the rear of the site is Baynes Street, a local access road.
- Adjoining and nearby land is used for commercial premises along High Street and provides mixed retail, hospitality and other services to residents and visitors to Terang.
- Land to the north of Baynes Street is zoned for residential use and forms an established area of Terang, whilst land further south is also used for commercial premises.
- Several properties within direct vicinity of the site have existing liquor licences, including two supermarkets and three existing hotels.

A planning zone map and aerial map are provided at Figures 1 and 2.



Figure 1: Planning Zone Map



Figure 2: Aerial Map

Proposal

The planning application seeks approval to use the land for the sale of liquor (Packaged Liquor Licence).

The property is currently occupied by Greavesy's Fruit N Veg and currently sells fresh produce and a range of local products. The applicant intends to sell alcoholic products from local producers if a licence is granted.

The red line area will be approximately 102sqm and will be accessed through the existing retail premises on High Street.

The proposed liquor licence hours of operation are:

- 9am-11pm Monday-Saturday
- 10am-11pm Sunday.

No changes to the existing operating hours of the shop are proposed. The latest liquor will be sold on site is:

- 6pm on Monday-Friday
- 2pm on Saturday
- 4pm on Sunday.

A minimum of four (4) staff members are expected to be on the premises during operating hours. All staff involved with the sale or supply of liquor will be over the age of 18 and RSA trained consistent with the Liquor Control Reform Act 1998. Staff will also be subject to an appropriate staff induction program upon commencement.

A copy of the planning permit application, including site context plan and proposed red line area, is attached under separate cover.

Policy and Legislative Context

Zoning

The subject site is in the Commercial 1 Zone.

No permit is required for a liquor licence under the zone and the existing use for retail premises will not change.

Overlays

The subject site is affected by the Heritage Overlay (Schedule 68 – Johnstone Court).

No permit is triggered by the overlay.

Planning Scheme Provisions

The following clauses are considered relevant to this permit application:

Clause 02 Municipal Planning Strategy

Clause 02.01 Context

Clause 02.02 Vision

Clause 02.03 Strategic Directions

Clause 02.03-1 Settlement – seeks to promote Terang as a key residential and service centre in the Shire.

Clause 02.03-7 Economic Development, seeks to:

- facilitate the growth of commercial and retail businesses, including the establishment of small businesses in township areas.
- facilitate tourism accommodation, activities and services that will attract visitors to the Shire, serve the needs of tourists and showcase local produce and features.

Clause 11 Settlement

Clause 11.03-6L Planning for places – regional and local places – Terang

Clause 13 Environmental Risks and Amenity

Clause 13.07-1S Amenity and safety – land use compatibility

Clause 17 Economic Development

Clause 17.02-1S Business

Clause 17.04-1S Facilitating tourism

Clause 17.04-01L Tourism – facilitating tourism in Corangamite Shire, seeks to facilitate greater dispersal of tourism throughout the Shire including the coastal hinterland, and support the diversification of tourism activities.

Particular Provisions

Clause 52.27 Licensed Premises

The purpose of this clause is to ensure that licensed premises are situated in appropriate locations, and that the impact of the licensed premises on the amenity of the surrounding area is considered.

A planning permit is required to use land to sell or consume liquor if a licence is required under the *Liquor Control Reform Act 1998*.

Decision guidelines are provided which refer to:

- The Municipal Planning Strategy and the Planning Policy Framework.
- The impact of the sale or consumption of liquor permitted by the liquor licence on the amenity of the surrounding area.
- The impact of the hours of operation on the amenity of the surrounding area.
- The impact of the number of patrons on the amenity of the surrounding area.
- The cumulative impact of any existing licensed premises and the proposed licensed premises on the amenity of the surrounding area.

Clause 65 Decision Guidelines

Must be considered in the assessment of the application.

Internal / External Consultation

Referrals

No referrals were required.

Advertising

Notice of the application was given to adjoining landowners and occupiers and advertised on Council's website.

One (1) submission has been received.

Key issues raised in the objection can be summarised as follows:

- Impact on amenity and increased potential for nuisance in the surrounding environment.
- Likelihood of misuse and abuse of alcohol and inconsistency with the harm minimisation objective of the *Liquor Control Reform Act 1998*.

A copy of the objection is provided under separate cover. No further response to the objection was received from the applicant.

Consultation

Consultation for the application was undertaken and included:

- A planning site inspection report was circulated to Councillors and to be held on 1 June 2021, however, the inspection was cancelled due to COVID-19 lockdown restrictions.

Assessment

Assessment of the permit application will address how the proposal responds to the policy direction outlined in the Planning Policy Framework and purpose and decision guidelines of Clause 52.27.

Planning Policy Framework (PPF)

Policy throughout the PPF seeks to balance support for local business and tourism against potential amenity impacts on the surrounding areas.

Terang is identified as an important service centre within Corangamite Shire and provides retail facilities to both local residents and tourists. Local policy encourages businesses that are located in existing township areas and support for the tourism industry in the Shire, especially inland from the Great Ocean Road.

The proposal to use the subject site for the sale of liquor is consistent with local policy as the licence is intended to allow the sale of local wines and other liquors produced within the region, consistent with the existing local produce sold by the business. The sale of liquor on site will contribute to the existing gourmet or "foodie" tourism industry in the region, similar to the 12 Apostles Food Artisans Trail around Timboon and Port Campbell in the south of Corangamite Shire.

With regard to impacts on neighbourhood character and local amenity, the operating hours of the business will not change, and the business will continue to close at 6pm. The retail premises is a use supported within the Commercial 1 Zone being as-of-right and Council cannot control the business hours of operation directly within this application.

The liquor licence hours of operation proposed by the applicant are broader than the business hours, however, this is consistent with other packaged liquor premises in Terang, including the existing supermarkets. A packaged liquor licence associated with the existing retail premises is consistent with objectives of the commercial area and compatible with nearby uses. This is a genuine attempt by an existing small business to complement and diversify their service, being a key component of their business model, and providing another important market entry option for local producers.

Commercial competition between licence holders and competitors in a commercial area is normal and not a relevant planning issue.

Clause 52.27 (Licensed Premises)

The purpose of the clause is to ensure that licensed premises are situated in appropriate locations, and that the impact of the licensed premises on the amenity of the surrounding area is considered.

Clause 52.27 specifies that before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

| Decision guideline | Officer response |
|--|---|
| The Municipal Planning Strategy and the Planning Policy Framework. | <p>The subject site is located in the Commercial 1 Zone and the surrounding land is used for retail and commercial businesses. It is considered that use of the subject site for the sale of packaged liquor is consistent with the existing uses in the surrounding area and an appropriate development for land in the commercial centre of Terang.</p> <p>As discussed in the Planning Policy Framework section above, the proposal is consistent with state and local policies.</p> |
| The impact of the sale or consumption of liquor permitted by the liquor licence on the amenity of the surrounding area. | <p>This proposal is for a packaged liquor licence only and is designed to showcase local produce.</p> <p>The amenity of the surrounding area can be protected by including conditions on any permit.</p> |
| The impact of the hours of operation on the amenity of the surrounding area. | <p>The proposed hours of operation are standard for liquor licences and no changes to the existing opening hours of the business are proposed. The operating hours can be managed to avoid amenity impacts by conditions on any permit.</p> |

| Decision guideline | Officer response |
|--|---|
| <p>The impact of the number of patrons on the amenity of the surrounding area.</p> | <p>This proposal is for a packaged liquor licence only and no consumption of alcohol is proposed on site. Behaviour and alcohol consumption in public areas is managed separately and not within the scope of this application.</p> |
| <p>The cumulative impact of any existing licensed premises and the proposed licensed premises on the amenity of the surrounding area.</p> | <p>As this proposal:</p> <ul style="list-style-type: none"> • is for a packaged liquor licence only and no consumption will be allowed on site; and • is designed to showcase local products and support other local businesses; and • there are existing properties in the area with similar licences which have not caused adverse impacts; <p>the cumulative impact of the additional liquor licence will not adversely affect the amenity of the surrounding area.</p> |

Based on the above, the proposal is consistent with the decision guidelines at Clause 52.27.

Response to objection

The key issues raised in the objection and an officer response are provided below.

| Objection | Officer response |
|------------------------------------|---|
| <p>Amenity and nuisance</p> | <p><u>Objection not supported</u></p> <p>The proposed licence is for sale of packaged liquor – no consumption will occur on-site. Behaviour and alcohol consumption within public areas is managed through Council’s Local Laws and in conjunction with Victoria Police.</p> <p>The scale and intent of the packaged liquor licence is not anticipated to have potential to lead to a negative or detrimental amenity impact within the commercial area.</p> <p>Standard use amenity management conditions can be included on any permit.</p> |

| Objection | Officer response |
|---|---|
| <p>Misuse/abuse of alcohol and associated impacts to surrounding area (nuisance, indecent language, disorderly behaviour, noise disturbance and littering)</p> | <p><u>Objection not supported</u> This proposal is for packaged liquor only and no consumption will be allowed on site, enforced by conditions on permit. Strict liquor licence responsibilities are imposed on the licensee by VCGLR under the <i>Liquor Control Reform Act 1998</i> for the sale of liquor.</p> <p>The intent of the application is very specific for the business to complement their existing offering of local goods and products, and will provide an important market entry option for producers.</p> <p>The application will not further entrench misuse or abuse of alcohol.</p> |
| <p>Inconsistent with the harm minimisation objective of the <i>Liquor Control Reform Act 1998</i>.</p> | <p><u>Objection not supported</u> Policy and decision guidelines within the planning scheme relate to the impact of a liquor licence on the amenity of the area and whether there is potential for cumulative impact on amenity, under the <i>Planning and Environment Act 1987</i>.</p> <p>Statutory matters under the <i>Liquor Control Reform Act 1998</i> are not Council's responsibility and must be addressed by VCGLR through their own application and approval process. This process Council's decision on a planning application.</p> |

Options

Council has the following options:

1. Issue a Notice of Decision to Grant a Planning Permit, subject to conditions as set out in the recommendation **(Recommended option)**.
2. Issue a Notice of Decision to Grant a Planning Permit, with changes to recommended options.
3. Issue a Notice of Refusal to Grant a Planning Permit.

Conclusion

The planning application for use of the land at 46-48 High Street, Terang for packaged liquor sales is supported. The proposal provides an acceptable response to the Corangamite Planning Scheme, including the purpose and decision guidelines of Clause 52.27, and the strategic direction and policy of the Planning Policy Framework.

The proposed packaged liquor licence will contribute to the existing use of the site to retail local produce and will not adversely impact the amenity of the local area. The packaged liquor sales on site will also support local producers and the tourism industry within Corangamite Shire consistent with local policy, by providing another market entry option for these small businesses.

It is recommended that Council issue a Notice of Decision to Grant a Permit, subject to conditions.

RECOMMENDATION

That Council having caused notice of Planning Application No. PP2021/64 to be given under Section 52 of the Planning and Environment Act 1987 and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to Grant a Notice of Decision to Grant a Permit under the provisions of the Corangamite Planning Scheme in respect of the land known and described as 46-48 High Street, Terang, for the *Use of the Land for Sale of Liquor (Packaged Liquor Licence)*, subject to the following conditions:

Liquor Licence

- 1. The licenced area as shown on the endorsed plans as approved by this permit shall not be altered except with the written consent of the Responsible Authority.**
- 2. The provision and or consumption of liquor hereby permitted must be subject to the issue of a Liquor Licence, pursuant to the provisions of the Liquor Control Reform Act 1988, or as amended.**
- 3. The liquor licence as approved by this permit shall only operate during the following hours:**
 - (a) Monday to Saturday: between 9am and 11pm**
 - (b) Sunday: between 10 am and 11 pm**
 - (c) Good Friday: between 12pm and 9pm**
 - (d) ANZAC Day (not being a Saturday or Sunday): between 12pm and 9pm.**
- 4. At all times during operation of the use, there must be present on the premises a person over the age of 18 years who is responsible for ensuring that the activities on the premises and the conduct of persons attending the premises do not have a detrimental impact on the amenity of the locality, to the satisfaction of the Responsible Authority.**

Amenity

- 5. The use must be managed so that the amenity of the area is not detrimentally affected, through the:**
 - (a) transport of materials, goods or commodities to or from the land;**
 - (b) appearance of any building, works or materials;**
 - (c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, or otherwise.**
 - (d) presence of vermin.**

Expiry of Permit

6. This permit will expire if the following circumstance applies:

- (a) The use and development is not commenced within two (2) years of the date of this permit.**

In accordance with section 69 of the Planning and Environment Act 1987, an application may be made to the Responsible Authority to extend the periods referred to in this condition.

Attachments

1. Objection to Application - Under Separate Cover
2. Application Documentation - Under Separate Cover
3. Applicant Response to Objection - Under Separate Cover

8.2 Bostocks Creek Solar Farm Ministerial Planning Permit Application PA2000976 - Corangamite Shire Submission

Author: Aaron Moyne, Manager Planning and Building Services

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Aaron Moyne

In providing this advice to Council as the Manager Planning and Building Services, I have no interests to disclose in this report.

Summary

The Minister for Planning has given notice of Planning Permit Application PA2000975 (the application) for the Bostocks Creek Solar Farm.

This report presents a draft Council submission on the application to adopt and submit to the Minister for Planning.

Introduction

Council has made recent submissions to State Government regarding renewable energy planning and development in response to the Renewable Energy Zone Development Plan Direction Paper and the proposed Bookaar Solar Farm.

This application follows these submissions and considers consistent themes and issues.

The Minister is responsible authority for the application by way of Amendment VC161 introduced on 17 September 2019.

The application seeks approval for:

Use and development of land for a 5MW solar energy facility, associated infrastructure and utility installations

The proposed facility will be developed within a 14.7 hectare site which has frontage to Camperdown-Cobden Road and Jancourt Road. The facility will connect into the adjacent Powercor substation and 22kV distribution transmission line.

The application includes:

- Solar array areas with a 5-megawatt (MW) installed capacity
- Photovoltaic (PV) panels pile driven into the ground with a 4m height
- 1 x internal Power Conversion Unit (PCU) in a containerised format incorporating inverters, control room and switch rooms

- 1 x 5MW/10MWh Battery Energy Storage System (BESS) in a containerised format adjacent to the PCU
- Utility installation connection
- New site access from Jancourt Road
- New internal unsealed rural access tracks within the site
- Proposed site office
- 5 metre high acoustic sound barrier adjoining the PCU
- Above ground and underground cabling between PV arrays and inverters
- Perimeter security fencing and 5 metre wide landscape screening
- Unsealed car parking
- Internal drainage works.

The application has been accompanied by the following reports and assessments:

- Planning Report
- Development Plans
- Landscape Plan
- Traffic Impact Assessment
- Agricultural Impact Assessment
- Native Vegetation Assessment
- Glint and Glare Assessment
- Noise Impact Assessment.

Issues

A review of the application has been undertaken and a draft Council submission prepared.

The submission seeks to address both key strategic priorities and project specific issues, as they apply to the development of a solar farm on the subject land. The submission is consistent with the issues and themes raised in recent Council renewable energy submissions.

A copy of the draft Council submission is provided under separate cover, with a summary of key themes and issues outlined as follows:

New Energy in Corangamite

The submission identifies the established gas industry within Corangamite Shire and refers to Council's strategic direction to support the continued operation of gas and future investigation into new blue/green hydrogen opportunities which capitalise on location-specific advantages, natural resources and infrastructure.

With respect to the application, Council recognises the need for new renewable energy generation in a hybrid system to support the State's energy transition but notes that renewable energy development is not a strategic priority for Corangamite Shire.

This includes broader strategic concerns that new renewable energy (wind and solar) is being concentrated in south-west Victoria and causing a disproportionate impact upon communities, the natural environment and landscape.

The draft Corangamite Shire Council Plan (2021-2025) provides strategic direction to capitalise on opportunities created by new energy, whilst minimising impacts on key industry sectors (e.g. agriculture), landscape values and natural assets. This includes better planning by State Government around the location of new energy.

Corangamite Strategic Focus

The agricultural and primary production industries are the primary land use and most important sectors within Corangamite Shire, contributing a significant proportion of all agricultural production in Victoria and generating approximately \$785 million economic output annually.

Council's strategic priority is to focus on the consolidation and growth of its agricultural industry, including dairy, red meat (beef and lamb), wool and cropping. This is supported by Council's land use planning vision and strategic directions.

Whilst the application will support new renewable energy development, it will continue an ongoing fragmentation and removal of productive farming land and has the potential to inhibit and adversely impact adjoining agricultural uses through a change or restriction in land management practices.

Approval of the project is likely to set a trend for similar areas and land within Corangamite Shire, increasing speculation for new renewable projects and further undermining the Shire and State's agricultural base. The consequential impact of new renewable energy projects in agricultural areas, particularly concentrated in south-west Victoria with competing interests, will progressively erode agricultural output.

Corangamite Shire and its farmers need to adapt to the changing food and fibre needs domestically and internationally and to support a growing population. The application does not align with Council's strategic focus to support agriculture as its primary industry and economic driver.

State and Regional Land Use Planning

In March 2021, Council made a submission on the Renewable Energy Zones Development Plan Directions Paper, where it identified that planning for renewable energy development should not be undertaken with only a sole focus on new generation and projects. This was further reinforced by Council's submission on the proposed Bookaar Solar Farm.

Council believes that it is fundamental that strategic land use planning must be undertaken at a State and regional level to inform priority areas, future projects, and actions.

The submission highlights that before any new renewable energy projects are approved, the State Government must undertake a detailed review and analysis of renewable energy zone areas, local and regional strategic direction and land use planning priorities, to formulate a plan that strategically, sustainably and equitably plans for future renewable energy development and capacity. This must include targeted consultation with key stakeholders, including councils and the agricultural industry, and include the designation of and protection of areas of strategic agricultural importance to Victoria.

Planning and development for renewable energy projects has largely been influenced by the availability of electricity transmission infrastructure and grid connection capacity, which has led to an ad hoc and uncoordinated planning regime where speculation for projects lies not in designated renewable areas, but in close proximity and ability to connect to the grid. This includes proposals for solar farms on important agricultural land in areas where solar radiation/exposure is limited, such as this site, compared with northern areas of the State.

Community Engagement

High quality and well-planned community consultation is fundamental to the delivery of new renewable energy projects. This is recognised and directly identified in the solar farm guidelines and *Community Engagement and Benefit Sharing in Renewable Energy Development* (DELWP) guide for developers.

The applicant has not held any broad community engagement. The submission notes that the applicant has only undertaken targeted consultation and has missed an opportunity to involve, collaborate and empower the surrounding Cobden and Camperdown community.

Targeted consultation serves a purpose to share information with those potentially directly affected but falls short of what is intended to be achieved through meaningful community engagement. This has been a common occurrence for other renewable energy and associated infrastructure projects.

Before any decision is made on the application, it is requested that the applicant be directed to undertake further community engagement and consultation to facilitate the sharing of information and listen to community feedback on the project.

Communities and Cumulative Impacts

Existing transmission infrastructure and previously available grid capacity has led to the development of renewable projects in concentrated areas, resulting in a disproportionate impact on rural communities.

The benefit of renewable energy development continues to come at the expense of rural communities.

If approved, the application, along with a pipeline of existing, approved and proposed future projects will result in a density of large-scale renewable energy development which alters the rural landscape, character, and social fabric of communities. The issues around cumulative project impacts have been raised for over ten years, with limited action undertaken to directly address this issue and inform State and regional strategic planning.

The application presents another renewable energy development planned in isolation and with limited regard to the ongoing erosion and division being caused within the local rural community.

The amenity and enjoyment of rural lifestyle needs to be seriously considered in the broader planning for renewable energy development likely to occur within Corangamite Shire to meet State VRET targets.

Landscape and Visual Impact

Whilst the site and surrounding area is not designated within the Corangamite Planning Scheme as a significant landscape, Council still seeks to raise this as another important issue to be considered for the application.

Recent renewable energy development has seen a rapid change and erosion of the natural and open rural landscape, which is a key component of rural amenity and tourism attraction for Corangamite Shire.

The application to develop a solar farm with photovoltaic panels at 4 metres in height, including associated infrastructure, security fencing and an approximately 5 metre high acoustic barrier around the PCU, will industrialise the site and fragment the landscape and visual amenity of the area.

Provision of site boundary landscaping may manage nearby and direct views once it has established, but this will not occur in the short-term (approximately 5 years).

Fire Risk

Fire risk within the rural landscape remains a priority issue for Council and its community following previous devastating fires which started from electricity infrastructure and transmission lines.

The applicant has not undertaken a Fire Risk/Impact Assessment for the application to consider the impact of fire both entering and arising from the facility, including management measures and consultation with CFA and local brigades.

The submission highlights Council's concern that the applicant has only undertaken a preliminary assessment and sought to rely on consultation with the CFA and reference to the CFA renewable energy guidelines.

The preparation of a Fire Risk Assessment presents an important step in the planning of a renewable energy project and helps to provide the community and local CFA brigades (and other emergency service providers) with a greater level of confidence that the issue has comprehensively been addressed.

The approach by the applicant disregards comments provided by Council in pre-application consultation and provides Council and other parties with no opportunity to assess or make comment on fire risk and impact.

The submission also requests at a minimum that the applicant be required to prepare a Fire Management and Response Plan as a permit condition. This process must involve consultation with Council's Emergency Management Planning Committee and have regard to the Municipal Emergency Management Plan (MEMP).

Hydrology and Drainage

The submission notes Council's experience with other large-scale renewable energy projects shows that hydrology and drainage is an important issue to address.

The applicant has not undertaken a hydrology or drainage assessment to show how it informs the design of the project and for Council and the community to review and comment upon.

It is important that drainage discharge from the site is managed to ensure that flows do not detrimentally impact adjoining land or Council assets. A permit condition must be included for a drainage management plan to be prepared, involving consultation with Council, and incorporating mitigation measures and works to be implemented by the applicant.

Road and Traffic Management

A Traffic Impact Assessment (TIA) has been prepared for the application.

Access to the site during construction and operation is proposed to come from Jancourt Road. Jancourt Road has a 7.8 metre road pavement width with 5.8 metre sealed surface.

The submission refers to issues identified within the TIA having regard to site access routes and heavy vehicle volumes associated with construction.

The submission requests that a Traffic Management Plan (TMP) be included as a permit condition required the applicant to undertake a conditions survey of Jancourt Road before any development starts, involving ongoing survey inspections by an independent Road Quality Auditor (RQA) at the cost of the applicant. The TMP must also be prepared in consultation with Council.

Project Decommissioning

The decommissioning of renewable energy projects and associated infrastructure at their end of life remains as a key concern.

The submission requests that the State Government establish a bond payment system and the applicant be required by the permit to pay a bond to cover decommissioning and rehabilitation. This approach would be similar to extractive industries (mines and quarries) where the bond would be held in-situ for the life of the project and only released once decommissioning has been adequately undertaken.

Community Benefits Fund

Whilst the establishment and delivery of a community benefits funds falls beyond what can be legally included within conditions of any planning permit, the submission highlights Council's disappointment that the applicant has not made reference to any proposed financial community contribution with the application.

Community benefits funds and agreements present an important component of a renewable energy project to collaborate with Council and the community to deliver tangible positive outcomes through targeted financial investment.

Recognising the estimated cost of the project \$6.5 million and ongoing revenue generation for the expected project life of 30 years, the submission encourages the applicant to establish a community benefits programmes to ensure the project outcomes are beneficial and long-lasting within the community and Corangamite Shire.

Policy and Legislative Context

Corangamite Shire Council Plan 2021-2025 commits to:

Recognise the vital role agriculture plays in the Shire.

Capitalising on opportunities created by new energy, and minimising impacts on key industry sectors, landscape values and natural assets.

Internal / External Consultation

The Minister has given notice of the application. A request has been made to DELWP for Council's submission to be made following its 29 June 2021 Ordinary Council Meeting.

Financial and Resource Implications

There are no direct or short-term financial or resource implications for Council in making this submission.

Dependent on the process and outcomes of a decision by the Minister for Planning, Council may need to consider what further action it takes should the matter proceed to VCAT on appeal or the application is 'called-in' by the Minister and a planning panel appointed to consider submissions. This will incur cost to Council and further advice will be provided at the relevant time around available options.

Options

Council has the following options in relation to the application for the proposed Bostocks Creek Solar Farm:

1. Resolve to adopt the draft submission as prepared and authorise the Chief Executive Officer to submit it to DELWP. **(Recommended option)**
2. Amend the draft submission before adoption and authorise the Chief Executive Officer to submit it to DELWP.
3. Not proceed in making a submission.

Conclusion

The Minister for Planning has given notice of the application for the proposed Bostocks Creek Solar Farm.

This report presents Council with a draft submission for adoption to submit to the Minister for Planning, which outlines both key strategic priorities and project specific issues, as they apply to the development of a proposed solar farm on the subject land.

RECOMMENDATION

That Council authorises the Chief Executive Officer to make a submission to the Minister for Planning on Planning Permit Application PA2000975 for the Bostocks Creek Solar Farm, in accordance with the draft submission attached to this report.

Attachments

1. Draft Council Submission to Minister - Under Separate Cover

9. OFFICERS' REPORTS

9.1 2040 Corangamite Community Vision

Author: Justine Linley, Director Sustainable Development

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author – Justine Linley

In providing this advice to Council as the Director Sustainable Development I have no interests to disclose in this report.

Summary

The purpose of this report is for Council to consider and adopt the *2040 Corangamite Community Vision* which describes the community's aspirations for the future of the municipality, elaborated in four themes, namely Future Proofing, People, Liveability and Lifestyle, and Prosperity and Innovation.

Representatives of the Citizens' Jury will be in attendance at the Council meeting to present the report to Council.

Introduction

Planning a process for the development of a 'Community Vision' for the municipality began in 2018, in advance of the requirements described in the new *Local Government Act 2020*. (the Act). External facilitators were appointed in 2019 and the project plan confirmed in early 2020.

The engagement model chosen was a mix of participatory and deliberative methods. This model permitted any interested member of the Corangamite community to contribute their ideas and allowed for an independent Citizens' Jury to consider and weigh up these contributions, as well as seeking out additional information and expert advice.

With the onset of the COVID-19 Pandemic, the commencement of community engagement activities was postponed until November 2020.

In February 2021, a Citizen's Jury comprising 33 members was selected and tasked with the development of the 2040 Corangamite Community Vision.

The results of the project are a comprehensive, well researched and tested document which outlines the community's vision and aspirations for the future of the municipality twenty years hence.

The draft 2040 Vision has also been mapped to Council's Draft Council Plan 2021-2025 with many synergies identified.

Community members, in particular those who dedicated substantial time, thought and effort to participate as part of the Citizens' Jury, are to be congratulated and commended for their work.

Issues

The use of a deliberative and participatory process is part of Council's approved Community Engagement Policy 2021. The development of the 2040 Corangamite Community Vision is the first time that Council has utilised this type of engagement methodology involving a Citizens' Jury.

All Corangamite residents over the age of 15 years were offered four avenues to participate in the development of the Vision:

- Registering their interest to become a member of the Citizens' Jury.
- Contributing their advice and ideas.
- Conducting or participating in a 'kitchen conversation'.
- Participating in an online webinar.

The Citizens' Jury of 33 members was independently selected by Council's consultants *Democracy Co* in February 2021, and supported in its deliberations over five sessions by independent facilitators *Liminal by Design*. The Jury considered 261 public submissions and heard from six expert presenters.

Members wrote their report using an online authoring tool, and then reviewed, amended, and voted on content by consensus. The draft was honed and reviewed by Jury members again several times before 80 per cent consensus was achieved on all content.

The resulting 2040 Corangamite Community Vision document aims to "capture the hopes and aspirations of the Corangamite community in planning for a bright future for all living beings."

The Vision statement in the document is:

"Our heritage from the First Nations through to the present day continues to be respected, preserved and promoted. We are innovative and proactive in all aspects of future planning. A flourishing, healthy environment is critical to the wellbeing of our Shire. All Corangamite communities are thriving, healthy, fully interconnected and equitably treated. In journeying together for the betterment of Corangamite, community engagement is a vital part of community and Council governance."

The Vision further identifies the following four interconnected themes, namely:

1. *Theme One: Future Proofing.* Adaptation and mitigation activities aimed at maintaining equitable life quality for all in the face of climate change.
2. *Theme two: People.* Our community would like to see adequate living standards for all people via access to health, education, housing, relationships, transport and economic services to support our health and wellbeing.
3. *Theme three: Liveability and Lifestyle.* We need to ensure we have the facilities as per the needs of the various community groups within the local communities. We need continued Council support to integrate and embrace our communities.

4. *Theme four: Prosperity and Innovation.* Prosperity is not just money or wealth but the creation and maintenance of strong supported communities and quality of life. Everyone is included and no-one is left behind. Compassion and respect everywhere. Opportunity for everyone to undertake meaningful employment or volunteer. Opportunity to undertake challenging and extended education. Wellbeing and 'happiness' across all human needs.

Under each theme the Citizens' Jury has described in more detail the objective of the theme as well as including direct quotes drawn from community submissions.

Policy and Legislative Context

The new *Local Government Act 2020* (the Act) introduced requirements relating to community engagement and participation. Section 88 of the Act requires:

- (1) *A Council must maintain a Community Vision that is developed with its municipal community in accordance with its deliberative engagement practices.*
- (2) *The scope of the Community Vision is a period of at least the next 10 financial years.*
- (3) *A Community Vision must describe the municipal community's aspirations for the future of the municipality.*
- (4) *A Council must develop or review the Community Vision in accordance with its deliberative engagement practices and adopt the Community Vision by 31 October in the year following a general election.*
- (5) *The Community Vision adopted under subsection (4) has effect from 1 July in the year following a general election.*

Council is also required by the *Local Government Act 2020* to prepare and adopt a four year council plan by 31 October 2021. The 2020 Corangamite Community Vision has been used to inform the final stages of the development of the Council Plan. The themes and objectives contained in the Vision document have been mapped to the five themes contained in the draft Council Plan 2021–2025 with additions made to the objectives, strategies and measures contained in the Plan as a result.

Internal / External Consultation

The 2040 Corangamite Community Vision was prepared in accordance with the Act and in line with Council's *Community Engagement Policy* adopted in February 2021. As required by Section 88 of the Act, the Community Vision has been prepared using a deliberate engagement approach as defined in Council's Community Engagement Policy. Attention was given to ensure that the work of the Citizens' Jury was conducted with genuine independence without Council influence.

A copy of the Jury's Community Vision report was posted on the Corangamite Shire website with comments invited up until 16 June 2021. Two submissions were received, one pointing to some inconsistencies in the statistical information to which the Citizens' Jury referred, and the other expressing disappointment that the Vision did not include strategies for implementation and specific performance measures.

No changes have been made to the work of the Citizens' Jury and its report is presented to Council for consideration.

Financial and Resource Implications

The project was completed within its original budget of \$50,000.

Conclusion

A Citizens' Jury has developed a 2040 Community Vision which describes the community's aspirations for the future of the municipality, elaborated in four themes of Future Proofing, People, Liveability and Lifestyle, Prosperity and Innovation, and presents this document for Council consideration.

The 2040 Corangamite Community Vision has been prepared through a process of deliberative engagement in accordance with the *Local Government Act 2020*. It drew upon a body of material submitted by members of the Corangamite Shire community, who were given an open invitation to contribute their thoughts and ideas, thereby enabling participation by all interested persons.

The time and involvement of the community in the development of the Vision has been extensive and Council greatly appreciates and respects the dedication and commitment of the members of the Citizens' Jury.

RECOMMENDATION

That Council:

- 1. Adopts the 2040 Corangamite Community Vision.**
- 2. Thanks all members of the Citizens' Jury for their time, dedication and commitment to producing the 2040 Corangamite Community Vision.**

Attachments

1. 2040 Corangamite Community Vision - Under Separate Cover

9.2 Council Plan 2021-2025

Author: Penny MacDonald, Executive Services and Governance Coordinator

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Penny MacDonald

In providing this advice to Council as the Executive Services and Governance Coordinator, I have no interests to disclose in this report.

Summary

Council is required by the *Local Government Act 2020* to prepare and adopt a four year council plan by 31 October 2021. This report provides Council with the opportunity to consider the submissions received following consultation in relation to the draft Council Plan, and adopt the Council Plan 2021-2025 for the period 1 July 2021 to 30 June 2025.

Introduction

A council plan is a strategic document that guides the Council over the next four years and broadly outlines how it will achieve its intended outcomes.

The *Local Government Act 2020* (the Act) prescribes that a council plan must include:

- a) the strategic direction of the Council;
- b) strategic objectives for achieving the strategic direction;
- c) strategies for achieving the objectives for a period of at least the next 4 financial years;
- d) strategic indicators for monitoring the achievement of the objectives;
- e) a description of the Council's initiatives and priorities for services, infrastructure and amenity;
- f) any other matters prescribed by the regulations.

Issues

The Council Plan 2021-2025 is the culmination of an extensive strategic planning process which has been conducted since the election of Council in October 2020. The Council Plan 2021-2025 includes:

1. A vision which describes the general direction and aspiration of the organisation.
2. A mission statement which defines its overall purpose.
3. The values of Council.

4. Five major themes containing a range of objectives and strategies that describe how the objectives will be achieved. The themes consist of:
 - a. A Connected Community
 - b. A Thriving Community
 - c. A Healthy, Active and Resilient Community
 - d. Improving Our Environment
 - e. Community Leadership.
5. Performance measures for the objectives which will be used to monitor the achievement of the Council Plan.
6. An Annual Action Plan for 2021-2022 which provides a description of specific initiatives and priorities for achieving the objectives for the first year of the Council Plan.

The Annual Action Plan 2021-2022 is provided as an addendum to the Council Plan 2021-2025, with new annual action plans to be developed each year.

The Council Plan was developed using the following strategic planning principles prescribed by the Act:

- a) an integrated approach to planning, monitoring and performance reporting is to be adopted;
- b) strategic planning must address the Community Vision;
- c) strategic planning must take into account the resources needed for effective implementation;
- d) strategic planning must identify and address the risks to effective implementation;
- e) strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances.

The Community Vision, which must be addressed when undertaking strategic planning such as the Council Plan, was developed concurrently with the Council Plan and informed the Plan of the community's aspirations for the future of the Shire.

In developing a council plan, Council is required to undertake a deliberative engagement process led by the Mayor. Engagement was undertaken through social media, traditional media, a Facebook livestream and three town drop-in sessions.

During the engagement process, six submissions were received covering a variety of matters including environment, residential development, economic development, alignment with the community vision and the wishes of young people. The submissions are summarised in Table 1 (below) with officer comments and are attached to this report under separate cover.

| No. | Submission summary | Officer comments |
|-----|---|--|
| 1 | <ul style="list-style-type: none"> • Seeking clearer alignment between Council Plan and Community Vision • Seeking stronger environmental/climate change focus | <ul style="list-style-type: none"> • These suggestions have been partially addressed through changes to the Council Plan |
| 2 | <ul style="list-style-type: none"> • Concerns about water supply for southern township • Residential development to have footpaths, public open space etc • Provision of industrial land for Timboon • Roadside weed control | <ul style="list-style-type: none"> • Water to be addressed by Regional Water Strategy • Residential development standards covered by the planning scheme • Council Plan does not recognise specific locations for new industrial land but recognises provision is important • Roadside weeds covered |
| 3 | <ul style="list-style-type: none"> • Free wi-fi • More residential land in Lismore | <ul style="list-style-type: none"> • Both these issues are covered in the Plan through improving digital services and increasing residential land supply |
| 4 | <ul style="list-style-type: none"> • Alignment with Community Vision • Strategic partnerships and better co-ordination • Environment - no overall statement • Threatened species, waterways and coast not mentioned | <ul style="list-style-type: none"> • A number of changes have been made to improve alignment • Changes made to recognise partnerships • Changes made to the Improving our Environment theme |
| 5 | <p>Submission by the Corangamite Shire Youth Council:</p> <ul style="list-style-type: none"> • Additional specific actions suggested in relation to public and active transport options • Social connection • Additional actions suggested in relation to young people • Additional actions suggested in relation to retain and grow our population • Suggestion that young people should be considered in "supporting our communities move on from COVID" | <ul style="list-style-type: none"> • Some suggestions are very specific and can be accommodated in other ways • The 'supporting our communities to move on from COVID' objective addresses social isolation and inclusion/social connection • Some suggested changes made in relation to young people |
| 6 | <ul style="list-style-type: none"> • Suggestion regarding digital connectivity • Suggestion for external companies to conduct audit of energy needs and other environmental initiatives • Suggestion for encouraging residential development regarding energy | <ul style="list-style-type: none"> • Suggestions are not within Council's authority to provide or action |

Table 1: Summary of Submissions

To ensure Council received feedback from young people within the Shire, the Mayor and CEO met with the Corangamite Shire Youth Council to discuss the draft Council Plan. The Youth Council went on to make a submission which has been summarised in Table 1 (above), and some suggested changes to the Council Plan have been made.

In addition to the submissions, informal feedback was received via the town drop-in sessions, attended by the Mayor and CEO in Lismore, Terang and Timboon, and the live Facebook session (see Figure 1). During the sessions, members of the public were invited to provide input or ask questions regarding the draft Council Plan.

Although some residents at the drop-in sessions raised issues unrelated to the draft Council Plan (which were processed as customer requests), the members of the community that did comment on the draft Council Plan went on to provide formal submissions.

Informal feedback from the live Facebook session posted on Council’s Facebook page included a congratulatory comment about Council’s “solid draft Council Plan”, a comment about making it better for people trying to grow towns and employing people from the community (which officers believe the 2021-2025 Council Plan addresses), and a question about borrowing for high priority capital works (which was responded to by advising Council has not ruled out borrowing in the future, although not to cover recurrent or operational costs).



Figure 1 Live Facebook Q&A Screenshot

Following examination of the submissions and informal feedback, the following amendments were made to the Council Plan:

- Under the “Thriving Community” theme:
 - Under the “Engage with young people and encourage opportunities that retain young people in our Shire” objective, add the strategy “Encourage young people to stay and study after finishing school”.
 - Within the “Our young people are encouraged and supported to engage in learning” objective:
 - Change the advocate for better access to digital services strategy to read “Advocate for better access to digital services in education settings and to support online learning”.
 - Add the strategy “Support young people to pursue a diverse range of further education options”.
- Under the “A Healthy, Active and Resilient Community” theme add to the “Supporting our Communities move on from COVID” objective the strategy “Consider and involve young people in recovery planning”.
- Under the “Improving our Environment” theme:
 - An addition to the preamble to highlight the importance of a healthy environment to the wellbeing of our Shire.
 - Inclusion of the following two new strategies for the “Protecting and improving our built and natural environment” objective:
 - Work with community groups to enhance local natural features.
 - Advocate for the State Government to fund and support volunteer groups to manage Crown land.
 - Change to the “Investing in sustainability infrastructure on Council buildings to lessen the resource use and cost” objective, to instead read “Reducing the carbon footprint of Council operations”.
 - Under the reduce carbon footprint objective addition of new strategy “Invest in sustainability infrastructure on Council buildings to lessen the resource use and cost”.
 - Under the “Helping our community plan and respond to climate change” add the following strategies:
 - Establish a climate change community reference group.
 - Communicate and collaborate with other municipalities in relation to climate change.
 - Inclusion of a new objective “Piloting the implementation of the United Nations Sustainable Development Goals (SDGs) at the local level” to be measure by completion of the pilot, with the following strategies:
 - Map the Council Plan and Environment Strategy to the 17 Sustainable Development Goals.
 - Participate in other partnerships for the Goals including working with the Great Ocean Road Parks and Coastal Authority and State and Federal Government departments to apply specific measures.
- Under the “Community Leadership” theme:
 - Inclusion of a new strategy under the “Working with First Nations people” objection to read “Work with Traditional Owners to improve knowledge of the Shire’s shared history”.
 - Inclusion of a new strategy under the “Council promotes best value and value for money for its ratepayers” objective to read “Work co-operatively with other organisations to ensure the coordinated delivery of services to our community”.

It should be noted that Council will review the Council Plan each year and, if required, any changes will be made following consultation with the community. This excludes the Annual Action Plan, which will be developed each year to support delivery of the Council Plan.

Policy and Legislative Context

Council is required by section 90 of the *Local Government Act 2020* to prepare and adopt a four year Council Plan by the 31 October in the year following a general election. In developing the Council Plan, Council is required to apply the strategic planning principles outlined in section 89 of the Act, including addressing the Community Vision which informed the Plan.

Under section 18(1)(c) of the Act, the Mayor is required to lead engagement with the community on the development of the Council Plan. In addition, section 28(1)(c) of the Act requires Councillors “to contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan”.

Section 55(2)(g) and section 90(1) of the Act requires Council to utilise deliberative engagement practices in the development of various documents including the Council Plan. Council’s Community Engagement Policy outlines Council’s deliberative engagement process.

Internal / External Consultation

The Council Plan 2021-2025 was developed using a deliberative engagement approach in consultation with Councillors, Council officers and the community.

The Mayor led discussions about the Council Plan during the Councillor Workshop held 19-20 November 2020, and again at briefings on 8 December 2020 and 9 February 2021.

The draft Council Plan was made available on Council’s website (with an online form for submissions) from 30 April 2021, as well as via Council’s Facebook page and in printed format from Council’s offices upon request. The online form provided the following prompts:

- Do you agree with the direction outlined in the draft Council Plan?
- What priorities in the draft Council Plan should Council focus on?
- Are there any issues, not already addressed in the draft Council Plan, you think will be important to Corangamite over the next four years?
- What do you think will be the main challenges and opportunities over the next four years?
- General comments.

Public notice inviting submissions was given from 1 May 2021 in the Standard, with notices also published in all Western District Newspapers and community newsletters published during the submission period.

Members of the community were invited to provide informal feedback through a range of engagement activities including drop-in sessions hosted by the Mayor and CEO in Lismore and Terang on 12 May 2021, and in Timboon on 19 May 2021, as well as a live Facebook event on 12 May 2021 with a peak viewing audience of 31 viewers.

The Mayor and CEO met with the Corangamite Shire Youth Council to discuss the draft Council Plan on Tuesday 18 May.

At the time formal submissions closed on 6 June 2021, six submissions had been received.

Financial and Resource Implications

The Council Plan, including the Annual Action Plan, influences Council's budget, which is developed alongside the Council Plan and Annual Action Plan to ensure initiatives are adequately funded.

Options

Council may adopt the Council Plan 2021-2021 as presented or with amendment.

Conclusion

The Council Plan 2021-2025 is a strategic document that reflects where the Council and community will be in four years' time and how it will achieve its intended outcomes. Public notice was provided to advertise the draft Council Plan and invite submissions.

Six submissions were received regarding a variety of matters including environmental matters, residential development and alignment with the Community Vision. Following a review of the submissions and informal feedback, the draft Council Plan was amended to address the matters raised.

RECOMMENDATION

That Council adopts the Council Plan 2021–2025, incorporating the Annual Action Plan 2021-2022.

Attachments

1. Council Plan 2021-2025 - Under Separate Cover
2. Annual Action Plan 2021-2022 - Under Separate Cover
3. All submissions to draft Council Plan - Under Separate Cover

9.3 Budget 2021-2022

Author: Adam Taylor, Manager Finance

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Adam Taylor

In providing this advice to Council as the Manager Finance, I have no interests to disclose in this report.

Summary

This report is to consider and adopt the 2021-2022 Budget, incorporating the 2021-2022 Fees and Charges Schedule in accordance with the *Local Government Act 2020* (the Act). The 2021-2022 Budget is attached to this report under separate cover. The budget maintains Council's strong financial position and includes significant capital works.

Introduction

At the Ordinary Council Meeting held on 25 May 2021, Council resolved to release the draft 2021-2022 Budget and request public feedback.

For 2021-2022, an operating surplus of \$3.382 million has been budgeted with a capital works program of \$17.36 million. Key performance indicators include delivery of a year-end unrestricted working capital ratio of 181%.

Issues

As required by the *Local Government Act 2020*, consultation on the draft 2021-2022 Budget was achieved through media releases, public notice and promotion on social media. Feedback was requested through the Council website. A total of 2 submissions were received during the feedback period.

The 2021-2022 Budget has been prepared to ensure that Council continues to maintain its services and meet the objectives of Council's asset management and Council Plan in a financially constrained environment. The principles of sound financial management require Council to deliver recurrent operating surpluses, continue to invest in asset renewal and maintain adequate liquidity. All of which are delivered within the 2021-2022 Budget.

Changes to the 2021-2022 Draft Budget

During the feedback period, Council received additional information which has been reflected in the budget recommended for adoption:

- Council was unsuccessful in attracting government funding for the Mockridge Park redevelopment. This project has been reallocated to a future year as Council would still like to attract funding for this project.

2021-2022 Budget Outcomes

Key financial outcomes for the 2021-2022 Budget are as follows:

| | 2021-2022 Budget |
|---|-----------------------------|
| Operating result | \$3,382,616 |
| Rate income | \$23,046,507 |
| Underlying rate increase | 1.50% |
| Total increase in rates & charges on 2020-2021 forecast | 1.89% |
| Operating expenditure | \$32,938,987 |
| Capital expenditure | \$17,357,979 |
| Loan redemption including interest | Nil |
| Transfer to reserves | \$122,150 |
| Total budget commitments | \$50,419,466 |
| Projected cash balance at year end | \$22,755,733 |
| New loans | nil |
| Working Capital Ratio (Unrestricted) | 280% |

Rate Income

Rates and Charges will account for 46% of total Council revenue in 2021-2022. An increase in rate income is required to meet Council's aspirations and community expectations for new and existing infrastructure. The budget includes rate increases equal to an estimate of CPI over the next four years.

The underlying increase to rates is 1.5% in accordance with the cap. The total increase is 1.57% and reflects the impact of supplementary income. The waste management charge will decrease by 0.78% which reflects savings made in comparison to budget in the prior period.

The overall increase in rates and charges including the waste management charge will be 1.89% on the 2020-2021 forecast. This is detailed below:

| Type of Charge | 2020-2021 Forecast | 2021-2022 Budget | Increase | Comments |
|-------------------------|---------------------------|-------------------------|-----------------|---|
| General Rates | 18,878,529 | 19,176,807 | 1.58% | Includes supplementary rates |
| Municipal Charge | 1,731,583 | 1,756,614 | 1.45% | |
| | 20,610,112 | 20,933,421 | 1.57% | Increase in rates and charges including supplementary rates |
| Waste Management Charge | 1,974,277 | 1,963,086 | -0.57% | Decreased cost of service |
| Rating Agreements | 34,092 | 150,000 | 339.98% | Additional income from new windfarms |
| TOTAL | 22,618,481 | 23,046,507 | 1.89% | Total increase in rates and charges |

Council is responsible for collecting the Victorian State Government Fire Services Property Levy. The levy appears on rate notices as a separate charge. Council does not derive any benefit and is required to remit amounts collected to the State Revenue Office quarterly. Council is also responsible for the collection of the Landfill Levy on behalf of the State Government.

Operating Expenditure

Council's budgeted operating expenditure for 2021-2022 will be \$32.94 million (on a "cash" basis). This represents a decrease of \$340,782, or 1.02% over the 2020-2021 Adopted Budget as per the following table:

| | 2020-2021 Adopted Budget | 2021-2022 Budget | 2020-2021 v 20201-2022 Favourable / (Unfavourable) | |
|------------------------------|---|-----------------------------|---|-------|
| Operating Expenditure (Cash) | \$33,279,769 | \$32,938,987 | \$340,782 | 1.02% |

A number of operating initiatives are contained within the budget (refer to Section 2) and total \$3.70 million, of which \$3.17 million will come from Council operations, \$430,000 from external grants and \$95,000 from community contributions.

Capital Expenditure

The total capital works program will be \$17.36 million, of which \$8.04 million will come from Council operations and \$6.86 million from external grants. Details are provided in Section 4.2.2 of the attached Budget document. Council will continue to heavily invest in its road network through capital renewal, which is also supplemented by programmed maintenance.

The 2021-2022 Capital works program includes:

- Roads (\$6.92 million) – including rehabilitation, roads to recovery projects, resheeting and resealing.
- Plant and Equipment (\$1.90 million) including ongoing cyclical replacement of the plant vehicle fleet and upgrade and replacement of information technology.
- Parks, open space and streetscapes (\$5.30 million) which has been allocated for Stage 1 of the Port Campbell town centre upgrade.

The commencement of the Port Campbell town centre upgrade is subject to successful funding allocations from the State and Federal governments.

A substantial part of the capital works program is based on existing asset management plans. Other projects have been included to take advantage of external funding opportunities and to deliver community planning outcomes. Council's asset renewal gap for 2021-2022 is projected to be 117% against a long-term target of 100%. Council's four-year budget forecasts an average annual renewal ratio of 97%.

Major Budget Initiatives

Some major budget initiatives included in the 2021-2022 budget include:

| Project | Amount |
|--|---------------|
| Port Campbell town centre upgrade | \$5,300,000 |
| Council grants programs | \$417,500 |
| Cobden structure plan – preparation and implementation | \$120,000 |
| Traineeship and apprenticeship program | \$105,000 |
| New/emerging industry hub study | \$100,000 |
| Population and migrant attraction | \$100,000 |
| Pilot – blue green algae prevention Lake Bullen Merri | \$80,000 |

Borrowings

The Budget provides for no new borrowings in 2021-2022.

Reserve Transfers

Defined Benefit Fund

It is anticipated there will be future calls on Council for the Defined Benefit Fund. Council made a decision in the 2014-2015 Budget to allocate \$400,000 to a “cash backed” reserve each year until sufficient provision has been made for a future call. The projected reserve balance as at 30 June 2022 will be \$1.32 million. No additional reserve transfers are proposed in the budget, the reserve will be increased by a nominal interest amount to preserve the balance.

Landfill Restoration

The Naroghid landfill has an estimated remaining life of 53 years. The current net present value estimate for restoration and monitoring is \$3.583 million and was recently reviewed in June 2020. The budget includes a \$120,000 transfer to the landfill restoration reserve. This additional allocation will create a reserve of \$792,416 as at 30 June 2022.

Future Large-Scale Projects

A new reserve was created in 2018-2019 to hold funds required for future large-scale projects which have been identified by Council. For 2021-2022, \$1.76 million is recommended to be allocated to the Port Campbell town centre. The project reserve balance will be \$4.69 million at 30 June 2022.

Risks

The continued dynamic environment is likely to increase the risk around the budget’s financial outcomes. The major risks identified include:

- Vision Superannuation Defined Benefit Fund – Any future share market volatility is likely to impact the defined benefit fund. Council may receive a call to ensure the plan is fully funded. The reserve for this purpose currently sits at \$1.32 million.
- Federal and State Government budgets – Given the high level of stimulus packages provided by both Federal and State Governments, the availability of future grants and funding opportunities is likely to be severely limited. There is also a risk future financial assistance grants may be adversely affected.
- Economic uncertainty – It is still unknown what the medium to long term economic impacts will be particularly in regard to tourism. Whilst some sectors of the economy have recovered strongly, particularly agriculture and construction, a protracted economic recovery in tourism, retail and hospitality may be to the detriment of some in our community.

- Business as usual approach – The 2021-2022 Budget has been built using a business as usual approach. This is unlikely to be the case in the short-term and the scenarios which have been forecast for the current year are also likely to impact this budget. Any changes to the budget after adoption will be forecast and reported to Council during the quarterly finance reports.

Statutory Disclosures

The 2021-2022 Budget includes the disclosure requirements of the *Local Government Act 2020* and the *Local Government (Finance and Reporting) Regulations 2020*. The required statutory information pertaining to Rates and Charges is detailed within Section 4.1.1.

Other

The budget has been prepared in accordance with the draft Council Plan 2021-2025 and Revenue and Rating Plan 2021-2025. Changes to either of those documents following consultation may require amendments to the budget.

Policy and Legislative Context

Council is required under the Act to adopt the Budget by 30 June 2021. Council is required to undertake community engagement as part of the process. The Budget is Council's annual financial strategic document and has been prepared in accordance with its commitment in the Council Plan 2018-2021 that:

Council will make budgetary decisions that ensures Council remains in a strong financial position now and into the future.

Council will deliver value for money by ensuring that services are required and delivered efficiently and sustainably.

Council will advocate strongly in relation to roads, cost shifting, and other Council and community priorities.

Internal / External Consultation

The following public consultation process was followed to ensure due consideration and feedback is received from relevant stakeholders.

The 2021-2022 Budget has sought community input as follows:

- Pre budget submissions were requested via the website in December 2020.
- Councillors participated in budget workshops with officers to review budget documentation including submissions and provide direction.
- Draft Budget was prepared by officers.
- Draft Budget was made available on Council's website following the May Council meeting for a period of 14 days calling for public feedback.
- Community engagement through local news outlets and social media.

Submissions

Council has received two submissions to the draft 2021-2022 Budget during the public feedback period.

Submissions have been provided to Councillors as received and each submission is documented under separate cover. A summary and analysis of the submissions is provided below.

| Issue | | Submissions Received | Theme of Submission | Officers Response |
|-------|----------------------------------|----------------------|---|--|
| 1 | Cyber security | 1 | Council should be spending more on cyber security | Council spends significant time and money on protecting its IT systems from cyber security. The budget has funding for an external IT security test in conjunction with ongoing spending on IT security. |
| 2 | Sealing of McCrae Street, Terang | 1 | Council should seal McCrae Street, Terang | This request has been passed onto the Asset Planning team to see if the road meets the requirements to be sealed. Note that the sealing has not been included in the budget. |

Financial and Resource Implications

The Budget has been prepared in accordance with the direction provided by Council and in accordance with Council's Long-Term Financial Plan. The Budget has been prepared within the following parameters:

- A 1.89% increase in rates and charges which results from a 1.50% increase to capped rates (including municipal charge), new supplementary rates outside the rate cap, rating agreement income for windfarms and a reduction in the waste management charge.
- An operating surplus of \$3.38 million.
- A capital works program of \$17.35 million.
- An unrestricted working capital ratio of 181% to maintain a solid liquidity buffer for Council to meet its short-term obligations.
- Capital budgets have been prepared in accordance with good asset management principles.

Contained within the 2021-2022 Budget document is:

- Detailed information on project initiatives, staffing and resources.
- Detailed capital works program included proposed future capital expenditure (Section 4.2.1 and 4.2.2).
- 2021-2022 Fees and Charge Schedule (Appendix A).

Options

Council may choose to either:

1. Adopt the 2021-2022 Budget, incorporating the 2021-2022 Fees and Charges Schedule, as attached, being the advertised budget with the proposed amendments described above, or
2. Adopt the 2021-2022 Budget, incorporating the 2021-2022 Fees and Charges Schedule, as attached with additional amendments. If amendments are proposed that result in additional cost, Council should consider alternate savings.

Conclusion

The 2021-2022 Budget maintains Council's sound financial position with a strong commitment to a high standard of services, complemented by a significant capital works program and a fund to support community and economic recovery in response to the coronavirus pandemic.

The 2020-2021 Budget presented to Council is balanced and has regard to the key indicators that reflect Council's financial sustainability.

RECOMMENDATION

That Council:

1. Adopts the Budget as presented.
2. Adopts the following determinations on the rates and charges and other matters for the 2021-2022 financial year:
 - (a) That an amount of \$23,046,507 be declared as the amount which Council intends to be raised by rates and charges for 2021-2022, calculated as follows:

| | \$ |
|--|--------------------------|
| Residential | 5,744,000 |
| Commercial | 552,036 |
| Industrial | 2,217,685 |
| Farm Rate (88.5% of General Rate) | 10,641,486 |
| Vacant Industrial Land Rate (127.5% of General Rate) | 16,127 |
| Recreation and Cultural Rate (50% of General Rate) | 5,473 |
| Municipal Charge | 1,756,614 |
| Waste Management Charge | 1,963,086 |
| Rating Agreements | 150,000 |
| Total Amount to be raised | <u>23,046,507</u> |

GENERAL RATES

- (b) General rates be declared for the period commencing on 1 July 2021 and concluding on 30 June 2022.
 - (i) It be further declared that general rate income be raised by the application of a general rate being 0.34094 cents in the dollar.
 - (ii) It be confirmed that the general rate for all rateable land within the Corangamite Shire be determined by multiplying the Capital Improved Value of rateable land by the rate in the dollar.

DIFFERENTIAL RATES

- (c) That different rates in the dollar be declared for different classes of property.

| | |
|-----------------------------|---------|
| Residential | 0.34094 |
| Commercial | 0.34094 |
| Industrial | 0.34094 |
| Farm Rate | 0.30173 |
| Vacant Industrial Land Rate | 0.43470 |
| Cultural & Recreational | 0.17047 |

MUNICIPAL CHARGE

- (d) A Municipal Charge be declared for the period commencing on 1 July 2021 and concluding on 30 June 2022.
- (i) The Municipal Charge be declared for the purpose of covering some of the administrative costs of Council.
 - (ii) The Municipal Charge be fixed at \$205.50 for each rateable land (or part) in respect of which a Municipal Charge may be levied.

ANNUAL SERVICE CHARGE – WASTE MANAGEMENT CHARGE

- (e) Annual service charges be declared for the period commencing on 1 July 2021 and concluding on 30 June 2022.
- (i) Waste Management Charge covers kerbside waste collection and disposal where available, emptying and disposal of public rubbish and recycling bins, public education programs and costs associated with contract administration and dealing with customer service inquires. “Kerbside waste” includes general waste, green waste (including kitchen organics) and recyclables.

| | |
|----------------|----------|
| General Charge | \$356.40 |
|----------------|----------|

CONSEQUENTIAL

- (f) The Rate Revenue Coordinator be authorised to levy and recover the general rates, the municipal charges and annual service charges described earlier in this resolution in accordance with the *Local Government Act 1989*.

INTEREST RATE

- (g) The rate of interest is in accordance with Section 172(2) and 227A of the *Local Government Act 1989*, calculated at the rate fixed under Section 2 of the *Penalty Interest Rates Act 1983* that applied on the first day of July immediately before the due date for the payment.

Attachments

1. Budget 2021-2022 - Under Separate Cover
2. Budget Feedback - combined - Under Separate Cover - Confidential

9.4 Revenue and Rating Plan 2021-2025

Author: Adam Taylor, Manager Finance

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Adam Taylor

In providing this advice to Council as the Manager Finance, I have no interests to disclose in this report.

Summary

The report is for Council to consider and adopt the Revenue and Rating Plan 2021-2025 in accordance with the *Local Government Act 2020*.

Introduction

At the Ordinary Council Meeting held on 25 May 2021, Council resolved to release the draft Revenue and Rating Plan and request public feedback. The public comment period closed on 11 June with two submissions received. Corangamite Shire last completed a comprehensive review of its Rating Strategy in 2017-2018.

Issues

Corangamite Shire is projected to generate 46% of its total revenue by way of property-based rates and charges in 2021-2022. The development of strategies in respect of the rating base is therefore of critical importance to both Council and its community.

The principles of good governance further require Council to provide ongoing or periodic monitoring and review of the impact of major decisions. Over time, knowledge, issues, and the elected representatives of Council may alter. Council policies are also subject to refinement and change. It is therefore incumbent upon Council to evaluate whether the current plan best satisfies the legislative objectives to which it must have regard and those other objectives which Council believes are relevant.

The Revenue and Rating Plan provides recommendations on the following:

1. That Council applies the Capital Improved Value (CIV) to all properties within the municipality to take into account the fully developed value of the property.
2. That Council applies the following differential percentages to ensure the equitable imposition of rates and charges:
 - Residential Land - 100% of general rate.
 - Farming Land - 88.5% of general rate for 2021-2022 reducing to 87% over the life of the plan.
 - Commercial Land - 100% of general rate.
 - Industrial Land - 100% of general rate.

- Vacant Industrial Land - 127.5% increasing to 150% over the life of the plan.
 - Cultural and Recreational Land - 50% of general rate.
3. That Council continues to levy a municipal charge which will increase in line with the rate cap.
 4. That Council continues to levy a Waste Management Charge which will be set to recover the cost of the service.
 5. Council will continue to provide a number of payment options and assistance in instances of financial hardship.

Other Revenue Items

The Revenue and Rating Plan also addresses non-rate revenue received by Council. This can include:

- Statutory Fees and Fines
- User Fees and Charges
- Grants
- Contributions (both cash and non-cash)
- Asset sales.

Notably, where Council sets the price of its non-rate revenue, the Revenue and Rating Plan summarises the pricing policy used to set those fees and charges, including clear rationale in cases where councils may be seen as subsidising particular groups at the expense of others.

Policy and Legislative Context

Consideration of this report is in accordance with the commitment in the Council Plan 2017-2021 that:

Council will demonstrate high levels of ethical behaviour and governance standards.

Council will make budgetary decisions that ensures Council remains in a strong financial position now and into the future.

Council will deliver value for money by ensuring that services are required and delivered efficiently and sustainably.

The *Local Government Act 2020* contains the provisions for how Council can raise income from ratepayers. Council must ensure its rating system, including the application of differential rates or otherwise, is in accordance with the Act.

The *Gender Equality Act 2020* requires councils and other organisations to consider and promote gender equality in their policies, programs, and services. Council will consider gender equity when setting rates, fees and charges.

Internal / External Consultation

The following public consultation process was followed to ensure due consideration and feedback is received from relevant stakeholders.

The 2021-2025 Revenue and Rating Plan has sought community input as follows:

- Draft Revenue and Rating Plan made available on Council's website following the May 2021 Council meeting for a period of 14 days and calling for public feedback.
- Community engagement through public notices in local news outlets and promotion on social media.

Submissions

Council has received two submissions to the draft Revenue and Rating Plan during the public feedback period.

Submissions have been provided to Councillors as received and each submission is documented under separate cover. A summary and analysis of the submissions is outlined below.

| Issue | | Submissions Received | Theme of Submission | Officers Response |
|-------|---|----------------------|---|---|
| 1 | Rate Increases | 1 | Council needs to control rate increases due to financial pressures of pandemic | Council has proposed an increase in rates of 1.5% for 2021-2022 in line with the state government rate cap. Council maintains a financial hardship policy and encourages residents experiencing financial hardship to speak with Council. |
| 2 | Property Values increasing dramatically | 1 | Rate rise should not be increased because property prices have increased dramatically | Any increase in property values does not result in an increase in rates above the rate cap. Under the Fair Go Rating System, Council is not allowed to raise total rates higher than the cap (1.5% for 2021-2022). Property values determine how much of the total rates each resident will pay. If all property increases by the same amount, rates will only increase by the rate cap. |

Financial and Resource Implications

It is important to note that the Revenue and Rating Plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue. Amendments to, or introductions of, new differential rates will not impact on Council's overall financial position.

Options

Council may adopt the Revenue and Rating Plan 2021-2025 as presented with or without amendment.

Conclusion

A Revenue and Rating Plan is the method by which a council systematically considers factors of importance that informs its decisions about the revenue and rating system. The rating system determines how Council will raise money from properties within the Municipality. The Revenue and Rating plan has been prepared and public feedback sought prior to finalising.

RECOMMENDATION

That Council adopts the Revenue and Rating Plan 2021-2025.

Attachments

1. Revenue and Rating Plan 2021-2025 - Under Separate Cover
2. Revenue and Rating Plan Feedback - Combined - Under Separate Cover - Confidential

9.5 Fees and Charges Policy

Author: Adam Taylor, Manager Finance

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Adam Taylor

In providing this advice to Council as the Manager Finance, I have no interests to disclose in this report.

Summary

This report recommends Council adopt the Fees and Charges Policy dated May 2021 as attached.

Introduction

The current Fees and Charges Policy is due for review. The Management and the Audit Committee have reviewed the attached policy and no amendments are proposed.

Issues

The purpose of the policy is to give Corangamite Shire Council guidance as to the approach to take when setting fees and charges. This policy applies to all fees and charges that are listed in Council's Fees and Charges Schedule. This policy also applies to any new fee and charge that Council is eligible to charge under the *Local Government Act* but has not previously been included in the Fees and Charges Schedule.

Policy and Legislative Context

Consideration of this report is in accordance with the Audit Committee's Annual Work Plan and the following commitments in the 2017-2021 Council Plan:

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

Council will demonstrate high levels of ethical behaviour and governance standards.

Section 102 of the *Local Government Act 2020* (the Act) requires Council to prepare and adopt financial policies that give effect to the financial management principles (section 101) of the Act.

Section 101 also requires Council's financial risks be monitored and managed prudently having regard to economic circumstances. The Section 101 defines financial risks as, inter alia, any risk relating to the financial viability of the Council. Adopting the revised Fees and Charges Policy will ensure Council meets its obligations under the Act, particularly in relation to managing risks associated with fee setting.

Internal / External Consultation

The Fees and Charges Policy has been reviewed by the Finance Manager in conjunction with Director Corporate and Community Services. Council's Audit and Risk Committee considered the proposed amendments on 10 June 2021 and recommends Council adopt the Policy.

Financial and Resource Implications

There are no financial and resource implications as a consequence of this report.

Options

Council may adopt the Fees and Charges Policy May 2021 as presented with or without amendments.

Conclusion

The Fees and Charges Policy is attached for Council's consideration and approval.

RECOMMENDATION

That Council:

- 1. Revokes the Fees and Charges Policy dated April 2019.**
- 2. Adopts the Fees and Charges Policy dated May 2021.**

Attachments

- Fees and Charges Policy May 2021

Fees and Charges Policy

Corangamite Shire

May 2021

Council Policy



Fees and Charges Policy

Introduction

Council provides a wide range of services, to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to compulsory or discretionary services

Purpose

The purpose of this policy is to give officers guidance as to the approach to take when setting their fees and charges. The policy has been designed to ensure fees and charges are:

- easy to administer
- equitable
- easily understood
- affordable; and
- provide value for money

Scope

This policy applies to all fees and charges that are listed in the fees and charges schedule which is published annually as an appendix to the budget. This policy also applies to any new fee and charge that Council is eligible to charge.

References

Legislative Requirement

The *Local Government Act 2020* gives Council the power to set fees and charges at a level that recovers the full cost of providing the services, unless there is an overriding policy or imperative in favour of subsidisation.

Section 102 of the Local Government Act 2020 (the Act) requires Council to prepare and adopt financial policies that give effect to the financial management principles (section 101) of the Act. Section 101 also requires Council's financial risks be monitored and managed prudently having regard to economic circumstances. The Section 101 defines financial risks as, inter alia, any risk relating to the financial viability of the Council. This Policy will ensure Council meets its obligations under the Act.

Competitive Neutrality Policy

Competitive neutrality requires that government business activities should not enjoy net competitive advantages over their private sector competitors simply by virtue of public sector ownership.

Guidance on the pricing of Council services where there are significant competitors in the market place is also provided by the State Government's Competitive Neutrality Policy. Council must consider and justify any subsidy in the case of significant services which compete with the private sector.

Gender Equity

Adopted at Council on:
Agenda Item:
Responsibility: Manager Finance
Document Number: 2972085

Department: Finance
To be reviewed by: May 2024

Page Number: 2

Corangamite Shire Council – Fees and Charges Policy

When undertaking a review of any Council's fees and charges, Council will assess the equity of those charges. The *Gender Equality Act 2020* requires councils and other organisations to consider and promote gender equality in their policies, programs and services

Policy Detail

Pricing Methods

Statutory

Fees or charges falling within this category are set by legislation or regulation. The statutory pricing will be applied, except where it is varied in order to provide an enhanced service.

Example: Fees charged for planning permits.

Non-Statutory

When choosing between pricing methods for fees and charges not regulated by statute Council will consider the following

- Balancing individual and community benefit
- Users' ability to pay
- Environmental factors
- Competitive Neutrality (where relevant)
- Budget implications

Pricing Methods

Four pricing methods are available to assist Council in meeting its objectives for an individual service. These are:

Full Cost plus Margin Pricing

Fees and charges are set to recover all direct and indirect costs of the service (including oncosts, overheads and depreciation of assets used to provide the service) plus a margin deemed to be an appropriate return to Council. Fees would be compared to market prices.

Example: Private Works

Full Cost Pricing

Fees and charges are set to recover all direct and indirect costs of the service (including oncosts, overheads and depreciation of assets used to provide the service).

Example: Corporate entities hiring Council owned facilities.

Partial Cost Pricing

Fees and charges are subsidised following the calculation of the Full Cost (as defined above).

Partial Cost Pricing may be used where there are benefits to the community, including making a service accessible to low-income or disadvantaged users.

Example: Community transport service for the community.

Incentive Pricing

Fees and charges are set at a level to deter or encourage certain behaviours following calculation of the Full Cost (as defined above). This will generally involve subsidising the desirable behaviour in the public interest.

Example: Differential pricing for the registration of micro chipped or non-micro chipped dogs or cats.

Final review

Adopted at Council on:
Agenda Item:
Responsibility: Manager Finance
Document Number: 2972085

Department: Finance
To be reviewed by: May 2024

Page Number: 3

Corangamite Shire Council – Fees and Charges Policy

All prices are subject to a final review to ensure that the prices determined according to the factors and pricing method above are practical. Where a price determined is considered impractical, Council may amend that price subject to regulatory requirements.

Annual review

Non-statutory fees and charges will be reviewed as part of the annual Budget development process. The process is outlined in the flowchart provided as Appendix A.

Good and Services Tax

The Finance Department will perform an annual review of the fee or charge in line with *A New Tax System (Goods and Services Tax) Act 1999* and *A New Tax System (Goods and Services Tax) Regulations 1999*. The review will determine whether the fee or charge attracts GST, is input taxed, GST-free or exempt from the GST system.

Review Date

The next review of this document is scheduled for completion by the Manager Finance on or before 31 May 2024.

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

Adopted at Council on:
Agenda Item:
Responsibility: Manager Finance
Document Number: 2972085

Department: Finance
To be reviewed by: May 2024

Page Number: 4

9.6 Special Rates and Charges Policy

Author: John Kelly, Manager Assets Planning

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - John Kelly

In providing this advice to Council as the Manager Assets Planning, I have no interests to disclose in this report.

Summary

The Special Rates and Charges Policy outlines Council's process for raising contributions from property owners who receive special benefit from infrastructure improvements. The policy has been reviewed and updated and is recommended for adoption.

Introduction

The purpose of the policy is to establish a strategic framework for the application of the "user pays" principle and to ensure a fair and equitable basis to levying a special rate and/or charge.

The principle of "user pays" allows councils to retain the ability to recover reasonable contributions from people who will derive special benefits from particular works or services. The result is that these special benefits do not need to be subsidised by general ratepayers.

The Special Rates and Charges Policy sets out how Council implements Special Charge Schemes in a reasonable and consistent manner.

Issues

The current Special Rates and Charges Policy was adopted by Council on 23 October 2018 and is due for review.

The key aspects proposed in the attached updated policy include:

- A Special Charge Scheme will continue to apply in circumstances where there is an upgrade or an expansion to infrastructure such as kerb and channel, footpaths and urban road reconstructions.
- The extent of Council contribution to the total cost of a Special Charge Scheme will continue to depend on the benefit of the infrastructure upgrade to the wider community compared with the special benefits to specific property owners.
- The minimum Council contribution to the total cost of a Special Charge Scheme will remain at 35%.
- Consultation for a Special Charge Scheme will continue to include an initial written survey and/or an onsite meeting with benefitting property owners when it is yet to be ascertained whether or not there is support from owners to the scheme.

- The consultation process as a minimum is to be in accordance with requirements of the *Local Government Act 1989*. A flowchart stepping out this statutory process is included in the policy to assist Council officers in complying with the requirements.
- A Special Charge Scheme will come into effect when the total project cost is \$15,000 or greater.

Policy and Legislative Context

The policy aligns with the Council Plan 2017-2021 as it supports the following objectives:

Council will make budgetary decisions that ensures Council remains in a strong financial position now and into the future.

Township infrastructure will contribute to safe and accessible public areas.

Under Section 163 of *The Local Government Act 1989* Council is permitted to declare a special charge, for the performance of a function, where ratepayers will receive a special and specific benefit from works or services delivered.

Council implements special charge schemes in accordance with the Special Rates and Charges Ministerial Guidelines prepared by Local Government Victoria in September 2004.

Internal / External Consultation

Community consultation and participation plays an important part in the development of projects subject to Special Charge Schemes.

Current Council practice for commencing engagement with the owners benefitting from the improvement projects is to forward to them a written survey seeking their comments on the proposal. An onsite meeting may also be held between Councillors, Council officers and the owners to discuss the proposal further. Generally, the process for implementing the scheme will only be continued if there is significant support from the property owners.

If the process for implementing the scheme continues, consultation is undertaken in accordance with the requirements of the Act. Steps taken in the statutory process for the scheme are:

- Placing a public notice in a local paper advising of the intention to declare the special charge scheme and inviting submissions for the next 28 days.
- Providing a letter and a copy of the public notice to owners involved in the scheme within three working days of the publication.
- 28 days after publication of the public notice, a report including submissions received from the public is prepared and put to Council for consideration.
- Council then makes a declaration or otherwise on the special charge scheme.
- Scheme contributors are advised of Council's decision. Levy notices are sent to the contributors if the scheme is declared.
- Aggrieved contributors are given 30 days to object to VCAT regarding the proposal.
- If no objections are received, construction of works may commence.
- Once works are completed and costs finalised, invoices are forwarded to contributors for payment.

If Council proposes to contribute an amount equal to or greater than 50% of the proposed scheme's total cost, it may declare the scheme without considering objections.

Financial and Resource Implications

The balance of the value of administering a special charge scheme against the likely income from the scheme has been considered. The cost of a Council officer's time to administer each special charge scheme would be an estimated \$3,000 based on an average of a week's work for the officer for the life of each of the schemes. Given this administrative cost, it is proposed that for projects under \$15,000 in costs that a special charge scheme not be introduced. This corresponds to a waiver of a total of \$3,750 in fees for a 25% landowner contribution for a project. With the removal of the requirement of the special charge scheme in these instances, the officer's time would be put towards development and delivery of other items in the capital works program in lieu of administering the schemes.

Council's current policy is that it will contribute a minimum of 35% towards the total cost of a special charge scheme, with the benefitting property owners contributing the remainder of costs.

The percentage of Council contribution to a scheme is determined from the ratio between the estimated community benefits of a project and estimated special benefits to abutting property owners. Examples of this are as follows:

- The construction of a footpath leading to a school, hospital or shopping strip may have a high community benefit. Council contribution could be 75% and property owners' contribution could be 25%.
- The sealing of a "no through" road within a cul-de-sac has minimal benefit to the community. Council's contribution to the scheme would be the minimum 35% and the benefitting property owner's contribution would be 65% in accordance with the policy.

Council officers use the steps set out in the previously referred Special Rates and Charges Ministerial Guidelines in determining the benefit ratios for the schemes.

Council ensures that the apportionment of costs between benefitting property owners is fair and equitable. The apportionment of costs may be determined from a variety of scenarios including:

- an equal split of the cost between lots
- apportionment based on the frontage length of lots
- a combination of apportionment methods.

In the instance where a property located on a corner is included in a special charge scheme the apportionment of this property may be based on the lesser of the property's frontage and sideage length. This takes into consideration that the property may be incorporated in the schemes of two separate streets.

Contributors have an option to pay in full within 30 days of receiving an invoice or pay 20 instalments over five years with an added rate of interest linked to the official Cash Rate (as listed by the Reserve Bank of Australia) plus 1%. Differing payment arrangements may be considered for special circumstances.

Options

Council can opt to adopt the Special Rates and Charges Policy as proposed or choose to make amendments to the policy.

Conclusion

The proposed policy provides confirmation of Council's process for raising contributions from property owners who receive special benefit from infrastructure improvements.

RECOMMENDATION

That Council:

- 1. Revokes all previous Special Rates and Charges policies.**
- 2. Adopts the Special Rates and Charges Policy dated June 2021.**

Attachments

1. Policy Special Rates and Charges June 2021
2. Policy Special Rates and Charges June 2021 with track changes - Under Separate Cover

Special Rates and Charges Policy

Corangamite Shire

June 2021

Council Policy



Special Rates and Charges

Introduction

The Special Rates and Charges Policy outlines Council's process for raising contributions from property owners who receive special benefits from infrastructure improvements.

The principle of "user pays" allows councils to retain the ability to recover reasonable contributions from people who will derive special benefits rather than be subsidised by general ratepayers.

Purpose

To establish a strategic framework for the raising of financial contributions from property owners who receive special benefit from infrastructure improvements in a fair, equitable, consultative and consistent manner.

Scope

This policy covers Council's process for raising contributions from property owners who receive special benefit from infrastructure improvements.

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Also, it is considered that this policy does not adversely impact community members or employees of different genders and has been developed in accordance with the Gender Equality Act 2020.

Definitions

Maintenance:

Expenditure on an asset which maintains the asset in use but does not increase its service potential or life, e.g. repairing a pothole in a road, repairing the decking on a timber bridge, repairing a single pipe in a drainage network, repairing the fencing in a park, repair work to prevent early failure of an asset or a portion of an infrastructure network.

Renewals:

Expenditure on renewing an existing asset or a portion of an infrastructure network, which increases the service potential or extends the life, e.g. resheeting part of a road, renewing a section of drainage network, major maintenance on bridges, resealing a road, replacing an existing footpath.

For the purposes of the special charge, scheme renewal projects are those defined in which the primary purpose of carrying out the works is to manage the asset i.e. extend its life. In many circumstances Council takes the opportunity to improve the service that is provided to minimum design standards. For example, when a road is renewed, which has failed and has

Adopted at Council on:
Agenda Item:
Responsibility: Manager Assets Planning
Document Number: 2348085

Department: Works and Services
To be reviewed by: June 2024
Policy No.: INFRA 29-04
Page Number: 1

Corangamite Shire Council Policy – Special Rates and Charges

a 3 metre seal, it may be replaced with a 6.2 metre sealed pavement. In these circumstances these works are classified as renewal.

Upgrade Works:

Expenditure on upgrading the standard of an existing asset of infrastructure network to provide a higher level of service to users.

Upgrades would include, but not be limited to:

- Replacing drainage pipes with pipes of greater capacity;
- Upgrading the standard of a road from unsealed to sealed;
- Upgrading the standard of a road to a higher classification;
- Replacing an existing bridge with one having a greater carrying capacity; and
- Upgrading the standard of a road to include drainage and/or kerb and channel.

Expansion Works:

Expenditure on extending an infrastructure network, at the same standard currently enjoyed by existing residents, to a new group of users.

Expansion projects would include, but not be limited to:

- Extending a footpath on the road network;
- Extending the drainage network;
- Establishment of new carparks; and
- Development of new facilities.

References

- *Local Government Act 1989* (the “Act”)
- Ministerial Guidelines – Special Rates and Charges, September 2004

Policy Detail

This policy applies to all new or improved infrastructure assets that benefit an identified group of property owners within the municipality.

This policy details the circumstances and manner in which new or improved infrastructure works are undertaken with financial contribution from property owners based on principles of fairness and equity. This contribution shall be obtained through a Special Rate or Charge Scheme having regard to the level of special benefit received by those properties and the level of benefit received by the wider community.

Works or Services

A Special Rate or Special Charge Scheme will be used to finance works and services in all circumstances permitted by legislation. The exception to this is that projects less than \$15,000 in total costs will be exempt from a Special Charge Scheme. This is given that the difference between the costs of Council administration and the contributions from benefitting owners for Special Charge Schemes for these projects will be negligible.

When considering infrastructure related projects, Special Charge Schemes will apply in circumstances where there is an upgrade or an expansion to infrastructure.

Maintenance and renewal works will not be considered for a Special Charge Scheme.

Dust suppression works, which, are classified as upgrade works, are of a temporary nature, and will be exempt from a Special Charge Scheme.

Adopted at Council on:
Agenda Item:
Responsibility: Manager Assets Planning
Document Number: 2348085

Department: Works and Services
To be reviewed by: June 2024
Policy No.: INFRA 29-04
Page Number: 2

Corangamite Shire Council Policy – Special Rates and Charges

Developer Initiated Works

Where works are initiated by a specific development or planning requirement, and construction of that infrastructure provides obvious special benefits to those existing properties, Council will consider enacting a Special Rate or Charge Scheme to recover reasonable costs from those owners, subject to the following conditions:

- Agreement of the majority of owners to be a part of the scheme. Any identified community benefit, which Council would be required to fund, has been considered in Council's budget process and is consistent with Council's forward works plans and strategies.
- The funding of works does not remove, override or delay the specific planning requirements.

Total Cost

For upgrade and expansion works relating to kerb and channel, footpaths or urban road reconstruction Council will contribute a minimum of 35% of the total cost related to the implementation of a scheme. Actual expenses related to the scheme include preparation, implementation, design, supervision and administration.

The extent of Council contribution to the total cost of a Special Charge Scheme will be dependent on the benefit of the infrastructure upgrade to the wider community compared with the special benefits to specific property owners. This ratio of contribution is determined in accordance with the Ministerial Guidelines to the Act.

For other eligible special charge scheme infrastructure works Council will apply the Ministerial Guidelines to the Act.

At the completion of the scheme, the final cost of the scheme will be determined and the amounts to be recovered shall not exceed 110% of the adopted scheme estimate. Any expenditure above the 110% shall be borne by Council. Where the final cost of the scheme is less than the adopted scheme estimate the saving shall be returned to the contributors.

Apportionment

Apportionment of costs shall be on each property identified by Council as receiving a "special benefit" and has been included in the Scheme.

In determining apportionment, Council will have regard to the objectives in the *Local Government Act (Part 1A)* to ensure the equitable imposition of rates and charges.

Council will determine apportionment based on a range of factors, which may include:

- Equal split of special benefit charge amongst properties benefiting;
- frontage of lots receiving special benefit;
- area of lots receiving special benefit;
- use of lots receiving special benefit;
- a combination of apportionment criteria methods.

In the instance where a property located on a corner is included in a special charge scheme the apportionment of that property may be based on the lesser of the property's frontage and sideage length. This takes into consideration that the property may be incorporated in the schemes of two separate streets.

Council will model a variety of methods to demonstrate equitable apportionment of the special benefit amongst beneficiaries.

Adopted at Council on:
Agenda Item:
Responsibility: Manager Assets Planning
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Corangamite Shire Council Policy – Special Rates and Charges

Consultation

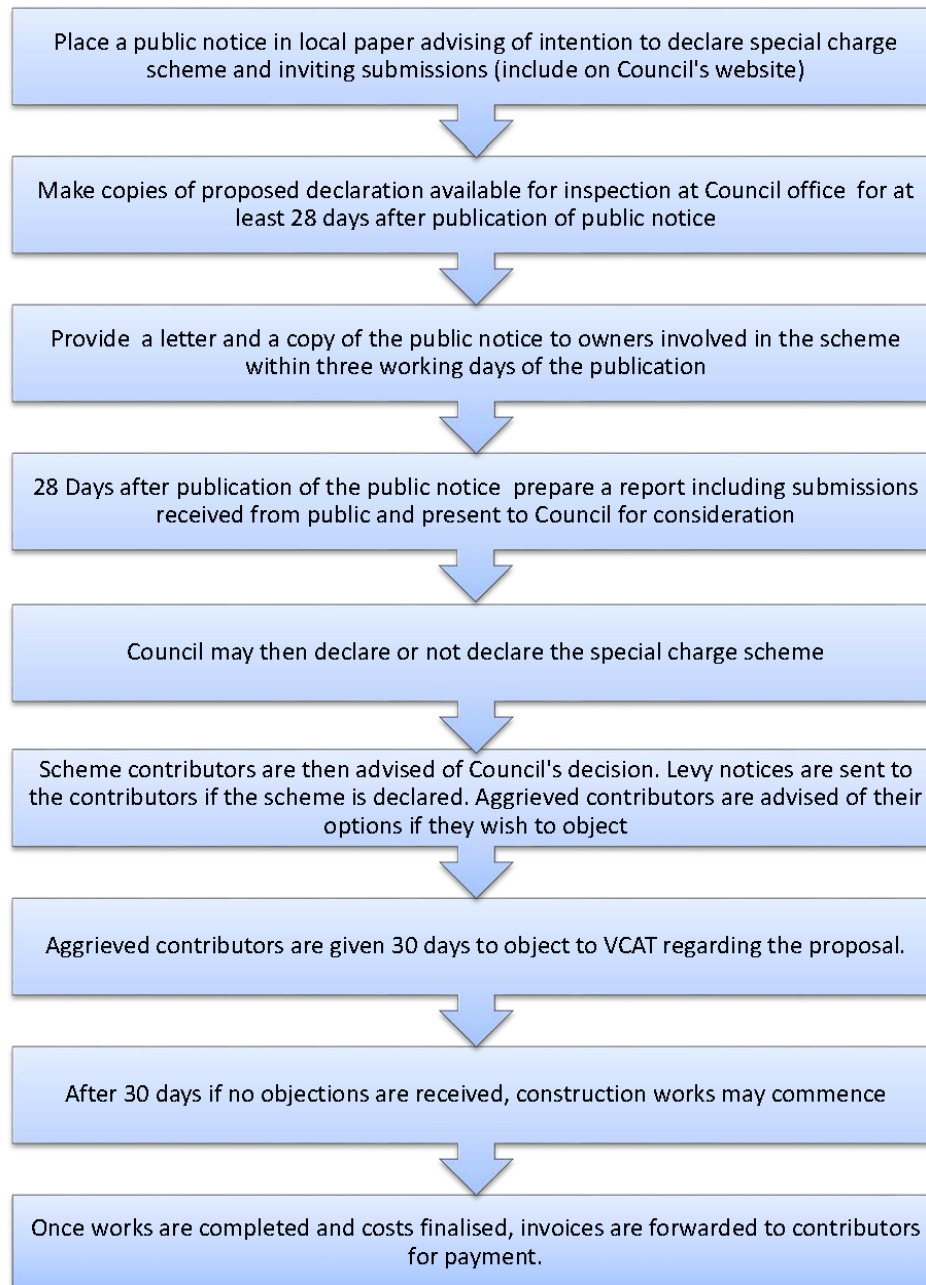
Community consultation and participation will play an important part in the development of specific projects. Many proposals will only be implemented if they have significant support of property owners.

Following Council budget approval to a project, the process for initial consultation will be:

- Development of project concept design and determination of special charge scheme cost estimate and apportionment
- Letters sent to adjoining landowners advising of project proposal, initial cost estimate, feedback form and details of upcoming onsite consultation (where there is only 1 or 2 affected landowners this may be done individually)
- Onsite consultation with adjoining landowners

If the process for implementing the scheme continues, consultation is undertaken in accordance with the requirements of the Act. Steps taken in the statutory process for the scheme are as follows:

Corangamite Shire Council Policy – Special Rates and Charges



Adopted at Council on:
Agenda Item:
Responsibility: Manager Assets Planning
Document Number: 2348085

Department: Works and Services
To be reviewed by: June 2024
Policy No.: INFRA 29-04
Page Number: 5

Corangamite Shire Council Policy – Special Rates and Charges

Objections Process

If Council proposes to contribute an amount less than 50% of the proposed scheme's total cost and Council receives objections from a majority of landowners in the scheme, Council may not declare the scheme.

If Council proposes to contribute an amount equal to or greater than 50% of the proposed scheme's total cost, Council may declare the scheme without considering objections.

Payment

That in respect of all special rates or charges the following conditions be included when the charge is declared and notice forwarded to the owner:

- The option of:
 - Payment in full within thirty (30) days of the request for payment.
 - Twenty (20) quarterly instalments over a period of five (5) years.
- Interest on instalment payments will be charged at the rate of interest linked to the official Cash Rate (as listed by the Reserve Bank of Australia) plus 1% as at the first day of each quarterly instalment.
- Outstanding payments that are not paid by the agreed time will be charged at the rate of interest linked to the official Cash Rate (as listed by the Reserve Bank of Australia) plus 1%.
- Requests for different arrangements for payment may be considered by the Director of Corporate and Community Services.

Review Date

This policy is due to be reviewed in June 2024.

9.7 Business Façade Improvement Program Policy

Author: Rory Neeson, Manager Growth and Engagement

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Rory Neeson

In providing this advice to Council as the Manager Growth and Engagement, I have no interests to disclose in this report.

Summary

This report proposes to revoke the current Retail Area Façade Improvement Program (RAFIP) Policy and adopt an updated Business Façade Improvement Program Policy to be implemented in 2021-2022.

Introduction

The program has been successful with over 120 businesses receiving funding as part of the program over the past six years.

This led to over \$1 million being spent on improvements to business façades in the Shire with the majority of the works being completed by local tradespeople.

It is because of this ongoing success that it is proposed to complete a seventh round of the program. An amount of \$50,000 has been allocated in the 2021-2022 Draft Budget, which will enable more businesses to apply and be funded through the program.

Issues

The aim of the program is to enable businesses located throughout the Shire to complete façade improvements and assist in the beautification of streetscapes across the Shire.

Businesses located in the commercial area of a town within Corangamite Shire are eligible to apply to the program.

To apply for funding as part of the program, businesses are required to complete an application form and provide supporting documentation, as well as have an understanding of the program guidelines.

Examples of works that can be completed through the program include:

- painting of the façade
- cleaning the existing façade
- removal of redundant signage, air conditioning units and hoardings
- installation of new business signage
- installation of interior store lighting visible from the street

- minor repair, maintenance or reinstatement of missing elements
- minor repairs to existing facade tile or stone accents
- minor repairs to structural facade elements and awnings
- new, repairs or replacements of verandahs.

Following feedback received over the past twelve months, it is proposed to change the criteria for the program to enable businesses located in any of the twelve towns in the Corangamite Shire to be eligible to apply for the program providing works completed are visible from the street in front of the building and meet the above criteria. Home based businesses with no street frontage will still be ineligible.

Other changes proposed as part of this policy review include:

- changing the funding ratio back to \$1:\$1 in line with other grants programs offered by Council (this ratio was only changed to \$1:\$2 in 2020-2021 in line with other stimulus grants programs Council was offering due to COVID),
- including works that allow for universal access to the front of buildings to be eligible for funding; and
- changing the name of the program to allow for businesses outside retail areas to be considered.

The policy has also had a statement added in relation to being assessed in line with the *Gender Equality Act 2020* with no issues identified.

Policy and Legislative Context

The adoption of this updated RAFIP Policy is consistent with the following Council Plan 2017-2021 objectives as part of the Vibrant Economy, Agriculture and Tourism theme.

We value the importance of local business to our economy and the overall prosperity of Corangamite Shire.

Maintain our competitive advantage as an “investment friendly” council and a leader in local economic development.

Internal / External Consultation

Following the implementation of the program in 2019-2020, consultation has been completed internally with all departments at Council who were involved in the program.

If the revised policy is adopted and the program continues to receive support by Council, external promotion and consultation will be completed through local progress associations and business networks, as well as extensive promotion through various Council communication channels including media releases, radio interviews, advertisements and social media posts.

Financial and Resource Implications

The program has a \$50,000 allocation in the draft 2021-2022 Budget.

Businesses can apply on a \$1:\$1 basis to complete improvements to their façades with the amount capped at \$3,000 (exc. GST) per business.

Planning fees are proposed to be waived by Council as part of the program to encourage participation, however, any relevant building permit fees would still apply. Buildings within heritage areas of the Shire will need to comply with relevant guidelines.

Options

Council may choose to revoke the current Retail Area Façade Improvement Program Policy 2020 and adopt the Business Façade Improvement Program Policy 2021. Alternatively, Council may choose to make further changes to the updated policy or to not adopt the updated policy.

Conclusion

The program will provide businesses from across the Shire with an incentive to complete works to improve the appearance of their business façades.

The program helps address a gap that has been identified regarding the funding of improvements to business façades and through this seventh round of funding, the program will continue to improve the appearance of streetscapes in the towns throughout the Shire.

RECOMMENDATION

That Council:

- 1. Revokes the existing Retail Area Façade Improvement Program Policy dated June 2020.**
- 2. Adopts the Business Façade Improvement Program Policy dated June 2021.**

Attachments

1. Business Facade Improvement Program Policy June 2021
2. Business Facade Improvement Program Policy with Tracked Changes - Under Separate Cover

Business Façade Improvement Policy

Corangamite Shire

June 2021

Adopted at Council on: 25 June 2019
Agenda Item: 9.5
Responsibility: Manager Growth and Development
Document Number: 2785129

Department: Growth and Engagement
To be reviewed by: June 2022
Policy Number: SDEV 20-05
Page Number: 1

Council Policy



Business Façade Improvement Program Policy

Introduction

This policy provides details on how Council will implement a seventh round of its Business Façade Improvement Program (BFIP).

Purpose

The purpose of the BFIP is to provide an incentive for businesses from across the Corangamite Shire to complete improvements to their business facades.

Scope

All businesses located within the Corangamite Shire that have street frontage where the works are visible from the front of the property will be eligible to be part of this program.

Definitions

Council – Corangamite Shire Council

Program – Business Façade Improvement Program

References

- Realising Terang - Community Plan
- Imagining Camperdown - Community Plan
- Blueprint for Timboon - Community Plan
- Corangamite Shire Economic Development Strategy
- Corangamite Shire Grants Policy

Policy Detail

The aim of the BFIP is to have businesses located throughout the Shire to complete façade improvements.

Examples of works that could be completed as part of the program include:

- Painting of the façade
- Cleaning the existing façade
- Removal of redundant signage, air conditioning units and hoardings
- Installation of new business signage
- The minor repair, maintenance or reinstatement of missing elements
- Minor repairs to existing facade tile or stone accents
- Minor repairs to structural facade elements and awnings
- New, repairs and replacements of verandahs
- Installation of interior store lighting visible from the street
- Improvements or installations to business entrances that promote universal access.

The following restrictions apply for businesses to participate as part of the program:

- Council will not grant funds from the program retrospectively.
- Council will not provide funds for ongoing or administrative costs not directly related to the project.
- Council will not provide funds for purchasing equipment (e.g. ladders, gurneys, scaffolding, and safety barriers.) Hiring of equipment is permitted when related directly to the project.

Corangamite Shire Council Policy – Business Façade Improvement Policy

- Applicants must be able to fund the cost of the works upfront and then Council will pay its contribution following the completion of works through an acquittal process
- Council will not grant funds for works where a planning permit has been refused.
- Council will not grant funds to a business with overdue debts at Council or outstanding acquittals from previous Council grant programs.

The program is open to any business located in the Corangamite Shire that has street frontage where the proposed works are visible from the front of the property. Home based or businesses with no street frontage are not eligible to apply.

Businesses that have been previously funded through this program area still eligible to apply to the program to complete additional or new works however preference will be given to businesses who have not previously been funded.

To be eligible for the program applicants must:

- Complete a Retail Area Façade Improvement Program Application Form including all associated documentation and application forms
- Have the building owners consent

Businesses can apply on a \$1:\$1 basis to complete improvements to their facades with the amount capped at \$3,000 (exc. GST) per business.

An example of a business applying to the program would be:

- Business - \$3,000 (exc. GST)
- Council - \$3,000 (exc. GST)

Businesses will be able to contribute over the \$3,000 amount if they wanted to complete more significant works but would still only be eligible for \$3,000 (exc. GST) from Council.

If a business only wanted to complete minor works they could apply to the fund for an amount under \$3,000. An example of this would be:

- Business - \$1,000 (exc. GST)
- Council - \$1,000 (exc. GST)

To apply for funding as part of the program, businesses would be required to complete an application form and provide all required documentation as well as have understanding of the program guidelines to ensure they are aware of what is required to be completed as part of the program.

Planning fees would be waived by Council as part of the program to encourage participation however any relevant building permit fees would still apply. Buildings within heritage areas of the Shire will need to comply with relevant guidelines.

If painting is proposed to be completed as part of an application, a proposed colour palette would need to be submitted to Council as part of the application process that would be approved prior to works commencing in a meeting with Council Officers.

If new signage is proposed to be completed as part of an application, a design proposal would need to be submitted to Council as part of the application process that would need to be approved through the planning permit process prior to works commencing.

The funding that will be made available as part of the program, will only be provided to the businesses following the conclusion of the works once the acquittal process has been completed.

Corangamite Shire Council Policy – Business Façade Improvement Policy

As part of the financial reconciliation process, businesses would be required to provide proof of all purchases and works before being able to access the funding which would be provided following the conclusion of works.

The program will commence with an application period running from July until August. Following this period an internal committee will evaluate the applications and a report would be prepared for a Council Meeting to allow Councillors to decide which businesses would be funded as part of the program.

Once a decision has been made by Council, business would then have until the end of May to complete all proposed works and would need to forward all associated documentation including invoices and proof of works so that Council can reimburse agreed expenses. All claims must be submitted by the end of May so the grant can be acquitted in the correct financial year.

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

It is considered that this policy does not adversely impact community members or employees of different genders and has been developed in accordance with the *Gender Equality Act 2020*.

Review Date
June 2025.

9.8 Community Satisfaction Survey 2021

Author: Penny MacDonald, Executive Services and Governance Coordinator

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Penny MacDonald

In providing this advice to Council as the Executive Services and Governance Coordinator, I have no interests to disclose in this report.

Summary

This report provides Council with the outcome of the 2021 Community Satisfaction Survey, coordinated by the Department of Jobs, Precincts and Regions on behalf of Victorian councils.

Corangamite Shire continues to perform exceptionally well compared to the Large Rural Shires group and State-wide averages in all but a few measures.

Introduction

Corangamite Shire Council participated in the 2021 State-wide Local Government Community Satisfaction Survey. The Survey provides results on the community's satisfaction with Council across a range of performance measures, which is compared against Council's past performance, as well as the performance of participating councils via State-wide and Large Rural Shire group averages. The results identify the best performing areas of Council and areas for improvement. Council's participation also supports its statutory reporting obligations outlined in the *Local Government (Planning and Reporting) Regulations 2020*.

A total of 401 interviews were completed during the period 8 February to 21 March 2021. Minimum gender quotas within age groups was achieved, and post-survey weighting was applied to ensure an accurate representation of the age and gender profile of Corangamite Shire.

It should be noted this is the first survey carried out after the full impact of the COVID-19 pandemic was known, and an additional question regarding COVID-19 was included to measure Council's performance in supporting the community recover from the pandemic.

The 2021 survey includes core measures which are compulsory for all participating councils. Corangamite Shire also selected a range of optional questions which facilitates analysis of results over time. An additional tailored question regarding local unsealed roads was repeated from last year, to gain further insight and identify trends relating to specific concerns of surveyed residents in relation to these roads.

Issues

Core Performance Measures

Corangamite continues to outperform the Large Rural Shires group averages, as well as the State-wide averages on all core measures, with the exception of the satisfaction with Sealed Local Roads, which did increase significantly by nine points to now equal the average score for Large Rural Shires at 50 points, but is seven points below the State-wide average.

The results for 2021 indicate increases in six of the seven core measures, with Customer Service (Council’s highest performing core measure) remaining the same at 76 points (six points above the State-average and eight points above the Large Rural Shires average). In addition to the significant increase of nine points for Sealed Local Roads, the measure for Overall Performance increased six points to a score of 71 points (10 points above the State-average and 13 points above the Large Rural Shires average, and at a 10 year high), and Community Decisions increased four points to a score of 67 points (11 points above the State-wide average and 13 points above the Large Rural Shires average). The score for Waste Management, which replaced Lobbying as a core measure this year, also increased by four points to 71 points (five points above the Large Rural Shires average and two points above the State-wide average).

In general, 65+ year olds continue to rate Council highest on the range of performance measures. However, there was a significant increase in satisfaction from younger people within the Shire.

A comparison of index scores for each of the core measures is provided in Table 1. Changes to the index scores for Large Rural Shires and State-wide averages since last year are indicated by arrows, with a horizontal line if no change has occurred. The predominance of green arrows reflects the upward trend to index scores across the sector.

| Core Performance Measures | 2017 | 2018 | 2019 | 2020 | 2021 | Large Rural Shires 2021 | State-wide 2021 |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|--------------------------------|------------------------|
| Customer Service | 76 | 77 | 79 | 76 | 76 | 68- | 70- |
| Overall Performance | 63 | 66 | 69 | 65 | 71 | 58▲ | 61▲ |
| Waste Management | 71 | 69 | 69 | 67 | 71 | 66▲ | 69▲ |
| Community Decisions | 61 | 64 | 65 | 63 | 67 | 54▲ | 56▲ |
| Consultation & Engagement | 60 | 64 | 68 | 64 | 66 | 54- | 56▲ |
| Overall Council Direction | 56 | 57 | 57 | 56 | 58 | 51▲ | 53▲ |
| Sealed Local Roads | 37 | 37 | 44 | 41 | 50 | 50▲ | 57▲ |

Table 1 - Core Measure Results

Individual Service Areas

Council performed exceptionally well in almost all individual service areas, with most measures remaining well above the Large Rural Shires and State-wide averages. The only exceptions being Sealed Local Roads (previously discussed), Unsealed Roads, which increased six points to a total of 44 points (equal to the Large Rural Shires average and only one point below the State-wide average), and Slashing and Weed Control, which increased by a significant 11 points to 50 points (now only one point below the Large Rural Shires and State-wide averages).

Only two measures experienced a slight decline of one point, namely Community and Cultural Activities and Building and Planning Permits. Both measures remain well above the Large Rural Shires and State-wide averages. One measure remained the same, being Environmental Sustainability, however this measure is also above the Large Rural Shires and State-wide averages.

The survey included the introduction of COVID-19 Recovery and Value for Money as two new measures. Corangamite performed very well in the COVID-19 Response measure at 78 points (four points above the Large Rural Shires average and five points above the State-wide average). This is a very pleasing result which, along with increases in other survey measures, reflects the work of Council in developing a COVID response strategy, and providing ongoing information and support to the community and local businesses through Council's COVID Recovery team. Council's score of 63 points for Value for Money is another pleasing result, particularly when noting it is 13 points above the Large Rural Shire average and nine points above the State-wide average.

A comparison of performance scores for individual service areas is contained in Table 2. Again, arrows reflect changes to the Large Rural Shire and State-wide averages, with a horizontal line indicating no change has occurred.

| Service Performance Measure | 2017 | 2018 | 2019 | 2020 | 2021 | Large Rural Shires 2021 | State-wide 2021 |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|--------------------------------|------------------------|
| Emergency and Disaster Management | 71 | 75 | 81 | 76 | 79 | 71▲ | 71▲ |
| COVID-19 Response (new measure) | - | - | - | - | 78 | 74 | 73 |
| Appearance of Public Areas | 77 | 79 | 78 | 76 | 78 | 70▼ | 73▲ |
| Recreational Facilities | 73 | 72 | 75 | 73 | 76 | 68▲ | 71▲ |
| Elderly Support Services | 74 | 74 | 73 | 76 | 75 | 68▲ | 69▲ |
| Art Centres and Libraries | 71 | 73 | 73 | 72 | 74 | 73▲ | 73▼ |
| Family Support Services | 72 | 70 | 73 | 72 | 73 | 66▲ | 66- |
| Informing the Community | 67 | 69 | 71 | 69 | 72 | 59- | 60▲ |
| Community and Cultural Activities | 68 | 68 | 70 | 70 | 69 | 65▼ | 65▼ |

| Service Performance Measure | 2017 | 2018 | 2019 | 2020 | 2021 | Large Rural Shires 2021 | State-wide 2021 |
|--|------|------|------|------|------|-------------------------|-----------------|
| Disadvantaged Support Services | 67 | 63 | 68 | 66 | 69 | 64 ▲ | 63 ▲ |
| Tourism Development | 64 | 65 | 67 | 66 | 68 | 64 ▲ | 62 - |
| Enforcement of Local Laws | 66 | 66 | 69 | 66 | 68 | 64 - | 64 ▲ |
| Business and Community Development | 62 | 64 | 65 | 64 | 67 | 60 - | 60 ▲ |
| Lobbying (Advocacy on behalf of the community) | 59 | 64 | 64 | 62 | 64 | 54 ▲ | 55 ▲ |
| Town Planning Policy | 61 | 59 | 63 | 63 | 64 | 55 ▲ | 55 ▲ |
| Value for Money (new measure) | - | - | - | - | 63 | 50 | 54 |
| Environmental Sustainability | 63 | 63 | 66 | 63 | 63 | 61 ▲ | 62 ▲ |
| Condition of Local Streets and Footpaths | 57 | 62 | 62 | 59 | 62 | 55 ▲ | 59 ▲ |
| Planning and Building Permits | 58 | 58 | 59 | 61 | 60 | 48 ▼ | 51 - |
| Roadside Slashing and Weed Control | 44 | 45 | 46 | 39 | 50 | 51 ▲ | 51 ▲ |
| Maintenance of Unsealed Roads | 35 | 40 | 40 | 38 | 44 | 44 ▲ | 45 ▲ |

Table 2 – Individual Service Areas

Best Aspects and Areas for Improvement

As part of the survey, residents were asked two open-ended questions:

1. What is the one best thing about Corangamite Shire Council?
2. What does Corangamite Shire Council most need to do to improve its performance?

Customer service was nominated as the Shire’s top best attribute for the third year in a row (by 22% of residents, up from 16%), followed by Community Support Services (8%, up from 6%).

Sealed Road Maintenance continued to be the top attribute identified as an area for improvement, however less residents noted sealed roads as requiring improvement (24% down from 39%). Pleasingly, 11% of residents said nothing required improvement, which was an increase from 6% of residents last year.

Table 3 shows the top best aspects of Council and those in greatest need of improvement, as identified by residents.

| Best aspects | % of all respondents 2021 | % of all respondents 2020 | % of all respondents 2019 | % of all respondents 2018 |
|--|---------------------------|---------------------------|---------------------------|---------------------------|
| Customer Service | 22 | 16 | 18 | 18 |
| Community Support Services | 8 | 6 | 8 | 7 |
| Public Areas | 6 | 4 | Not ranked | Not ranked |
| Generally Good | 6 | 7 | 8 | 4 |
| Community Engagement/Involvement/ Consultation/Communication | 6 | 8 | 6 | 8 |
| Recreation/Sporting Facilities | 4 | 5 | 5 | 6 |
| Road Street Maintenance | 4 | 5 | 4 | 7 |
| Councillors | 4 | 4 | 6 | 6 |
| Aged Support Services | 3 | 4 | Not ranked | Not ranked |
| Council Management | 3 | Not ranked | Not ranked | Not ranked |
| Waste Management | 3 | Not ranked | 5 | 3 |
| Emergency/Disaster/Fire/Flood/ Drought Relief/Storms | 3 | 4 | Not ranked | 6 |
| Areas for Improvement | % of all respondents 2021 | % of all respondents 2020 | % of all respondents 2019 | % of all respondents 2018 |
| Sealed Road Maintenance | 24 | 39 | 36 | 42 |
| Nothing | 11 | 6 | 6 | 7 |
| Community Consultation | 9 | 5 | 7 | 9 |
| Communication | 6 | 4 | 4 | 6 |
| Unsealed Road Maintenance | 5 | 6 | 6 | 7 |
| Waste Management | 5 | 4 | 5 | 3 |
| Environmental Issues | 5 | 3 | Not ranked | Not ranked |
| Town Planning/Permits/Red Tape | 4 | Not ranked | Not ranked | Not ranked |
| Medium Strips/Nature Strips | 4 | 11 | 9 | 7 |

Table 3 - Best Aspects and Areas for Improvement

Unsealed Local Roads Tailored Question

Council repeated its Unsealed Local Roads tailored question for the second year, to determine if perceptions involving Council's unsealed roads identified in 2020 had changed. The question was only asked of residents who had rated unsealed local roads poorly or very poorly in the survey. Participants asked the tailored question were requested to name any particular issues with the unsealed roads and actual roads of concern.

Analysis of the results compared with the previous year indicates perceptions involving Council’s unsealed roads have improved, as fewer survey participants were asked the tailored question (only 240 survey participants compared with 302 participants in 2020). In addition, it appears the general perception of poor unsealed local roads continues, rather than specific roads of concern. This is evidenced by 68% of participants unable to name a road of concern and instead said they were unsure, or there was no specific road, or all roads in general were an issue. This is an increase of 29% from 2020, when 39% of participants responded the same way. Potholes remains the main road issue identified by participants, with road corrugation, loose surface and drainage issues also of significant concern. Very few particular roads of concern were identified, however this year slightly more participants identified Blackwood Park Road (Simpson), Currells Road (Port Campbell) and Crescent Road (Simpson) as a concern. See Tables 4 and 5 (below) for a comparison of results.

| Unsealed Road Issues of Concern | 2020 % | 2021 % |
|---|--------|--------|
| Potholes | 65 | 68 |
| Road corrugation | 17 | 28 |
| Loose surface | 9 | 24 |
| Drainage issues | 6 | 16 |
| Overhanging trees / trees to edge of road | 6 | 10 |
| Road shoulder issues | 5 | 10 |
| Rutting | 5 | 7 |
| Signage | 2 | 4 |
| Dust | 2 | 1 |
| Not enough gravel | 3 | <0.5 |

Table 4: Unsealed Road Issues of Concern

| Top Unsealed Roads of Concern | 2020 % | 2021 % |
|-------------------------------|--------|--------|
| Curdies River Road, Timboon | 6 | 7 |
| Blackwood Park Road, Simpson | 3 | 6 |
| Currells Road, Port Campbell | 2 | 5 |
| Crescent Road, Simpson | 2 | 4 |

Table 5: Unsealed Roads of Concern above 3%

Council will address issues associated with the unsealed road network through a maintenance grading strategy, which will inform Council’s maintenance program for unsealed roads.

Communication with Residents

For the third year, Council included an optional measure to identify preferred methods of communication with residents. Participants were asked how they would prefer Council to contact them about news, information, and upcoming events.

Overall, 38% of participants prefer to receive Council’s newsletter via mail (up from 31% in 2020), with this method of communication primarily preferred by residents aged 50 years and over (at 41%, up from 37% in 2020). Interestingly, the preferred form of communication for participants aged 18-34 years has changed from social media to newsletter via mail (at 34%), and participants aged 35-49 years, which last year equally preferred contact by social media and newsletter via mail, now prefers communication by newsletter via mail (at 31 %). Despite this, the overall preference for communication via social media increased by 1%. By contrast, the preference for Council’s newsletter via email has decreased by 4% to 13%.

Table 6, below, shows the full results for the best form of communication. Percentages do not add up to 100 due to responses in the other and don’t know / can’t say categories.

| Method of Communication | Overall % 2019 | Overall % 2020 | Overall % 2021 | 18-34 years % 2021 | 35-49 years % 2021 | Over 50s % 2021 |
|---|----------------|----------------|----------------|--------------------|--------------------|-----------------|
| Council Newsletter via Mail (Corangamite News) | 36 | 31 | 38 | 34▲ | 31▲ | 41▲ |
| Social Media (Facebook, Instagram and Twitter) | 14 | 14 | 15 | 31▲ | 28▲ | 5▲ |
| Council Newsletter via Email (new Corangamite News email) | 15 | 17 | 13 | 14▼ | 11▼ | 14- |
| Advertising in a Local Newspaper (Noticeboard in the Standard, WD Newspapers and community newsletters) | 13 | 14 | 13 | 7▼ | 6▼ | 17▼ |
| Text Message (provided for pet registration reminders) | 5 | 6 | 7 | 14▼ | 12▲ | 3- |
| Council Website | - | 1 | 1 | -- | 3▲ | 1- |
| Council Newsletter as Local Paper Insert (not currently provided) | 15 | 13 | 10 | -▼ | 8- | 14▼ |

Table 6 - Best Form of Communication

Policy and Legislative Context

Participation in the Community Satisfaction Survey is consistent with the following Council Plan 2017-2021 commitment and objectives:

We are committed to working towards ensuring the safety, health and wellbeing of our communities.

Engage with and listen to our communities.

In accordance with the *Local Government (Planning and Reporting) Regulations 2020*, some of the core performance results obtained through the Community Satisfaction Survey 2021 will form part of the mandatory reporting in the Annual Report of Operations and Performance Statement, which will be included in the 2020-2021 Corangamite Shire Annual Report.

Survey results for individual service areas will also be used to provide a qualitative assessment of the performance of Council against the Council Plan and will be published in the Annual Report.

Internal / External Consultation

Results of the Community Satisfaction Survey 2021 have previously been provided to Councillors and discussed during the 8 June Councillor Briefing. Results have also been provided to the senior officers and Leadership Group to assist them with the departmental planning and reporting processes.

Financial and Resource Implications

Participation in the state-wide Local Government Community Satisfaction Survey allows for more cost effective surveying than would be possible if councils commissioned surveys individually. The cost of this year's survey was \$19,177.27 (ex. GST), including the additional tailored question.

Conclusion

The 2021 Community Satisfaction Survey results demonstrate that the Council is performing exceptionally well in the majority of core and individual performance areas, particularly when benchmarked against the Large Rural Shires and State-wide averages.

Significant improvements have been made in the areas of Sealed Local Roads, Unsealed Roads and Roadside Slashing and Weed Control, which remain Council's lowest performing areas and will continue to be areas of focus for improvement.

RECOMMENDATION

That Council notes the 2021 Community Satisfaction Survey results and publishes them on the Corangamite Shire website.

9.9 Quick Response Grants Allocation June 2021

Author: Rory Neeson, Manager Growth and Engagement

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author – Rory Neeson

In providing this advice to Council as the Manager Growth and Engagement, I have no interests to disclose in this report.

Summary

The purpose of this report is to approve the June 2021 allocation of funds under the Quick Response Grants Program.

Introduction

The Quick Response Grants Program is beneficial in supporting instances of community need that are not readily able to be considered under the Community, Events and Festivals, Facilities or Environmental Grants Programs. Applications for Quick Response Grants are considered by Council as they are received.

Issues

The Quick Response Grants Program has a fixed budget that Council provides annually for the distribution of funds to Shire community groups. The Quick Response Grants Program has a rolling intake and this flexible approach allows Council to allocate small amounts to various community groups which results in positive outcomes.

Applications received for this allocation are attached under separate cover. Each application has been assessed against the following criteria, as detailed in the Quick Response Grants Policy:

- a. Eligible recipient
- b. Council Plan alignment
- c. Community benefit
- d. Eligible expenditure.

The assessment has also been provided as a separate attachment to this report. Applications have been received from:

- Emu Creek Pony Club for the purchase of dressage numbers for \$400.
- Corangamite U3A for the purchase of Scrabble and Mahjong sets for \$421.
- Terang Bridge Club for the purchase of a printer and replacement cartridges for \$123.
- Terang Mortlake Football Netball Club for the renovation of garden beds at the Ridley Function Centre for \$500.
- Ecklin Public Hall Committee for the replacement of a broken range hood for \$489.

- Lismore Golf Club for the enlargement of the Water Tower carpark for \$500.
- Camperdown Botanic Gardens and Arboretum Trust for purchase and supply of composted mushroom mulch for \$500.
- Robert Burns Scottish Festival Committee for professional editing services to develop a short film about Camperdown for \$500.
- Cobden Junior Football Netball Club for purchase of new jumpers for all three grades for \$500
- Port Campbell Public Purpose Reserve Committee of Management for purchase of native plants and grasses for new garden bed for \$490.
- Camperdown Golf Club for purchase and installation of two toilet exhaust fans for \$500.

Policy and Legislative Context

Consideration of applications for the Quick Response Grants Program is in accordance with the Quick Response Grants Policy and the following 2017-2021 Council Plan commitments and objectives:

We are committed to working towards ensuring the safety, health and wellbeing of our communities.

Council will continue to provide and support a range of community and social support services.

Council will provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

Improved educational outcomes in Corangamite Shire.

Support our small towns and dispersed population.

Improve the health and wellbeing of our community.

Internal / External Consultation

Applications for the Quick Response Grants Program are available from Council's website or by contacting Council's Community Relations team. Applicants are encouraged to discuss their application with the respective Ward Councillor prior to submission. Applicants can also contact Council's Community Development Officer for further information. Applicants will be advised of the outcome of their application following the Council meeting. Successful applicants will also be requested to provide a grant acquittal following completion of the event or project, including the return of any unexpended amounts.

Financial and Resource Implications

The 2020-2021 Quick Response Grants Program budget allocation is \$17,500. Annual allocations for each Ward shall not exceed 1/7th of the fund's annual budget in the case of North, South West, Coastal and South Central Wards, and 3/7th of the fund's annual budget in the case of Central Ward.

As this will be the final set of allocations from the Quick Response Grant Fund for this financial year, it is recommended that an over-allocation of \$204 to the North Ward be permitted so as to maximise the program benefit, in accordance with previous Council end-of-financial-year practice. Should the allocations be approved as recommended in this report, the remaining allocation is outlined in the table below.

| Ward | Annual Allocation \$ | Previous Allocations \$ | This Allocation \$ | Remaining Allocation \$ |
|---------------|-------------------------|----------------------------|-----------------------|----------------------------|
| Coastal | 2,500.00 | 980.00 | 490.00 | 1,030.00 |
| North | 2,500.00 | 2,204.00 | 500.00 | (204.00) |
| South Central | 2,500.00 | 1,308.00 | 921.00 | 271.00 |
| South West | 2,500.00 | 933.00 | 489.00 | 1,078.00 |
| Central | 7,500.00 | 4,715.00 | 2,523.00 | 262.00 |
| | 17,500.00 | 10,140.00 | 4,923.00 | 2,437.00 |

Options

Council can consider:

1. Allocating the funds as requested by the applicants.
2. Allocating the funds for a reduced amount.
3. Not allocating funds.

Conclusion

The Quick Response Grants Program provides financial assistance to community groups to undertake beneficial projects and activities. The applications recommended for funding in this allocation are in accordance with Quick Response Grants Policy and will result in positive outcomes for the community.

RECOMMENDATION

That Council:

1. **Allocates an additional \$204 to the North Ward allocation from other unused ward allocations.**
2. **Funds the Quick Response Grant application from Emu Creek Pony Club for the purchase of dressage numbers for \$400.**
3. **Funds the Quick Response Grant application from Corangamite U3A for the purchase of Scrabble and Mahjong sets for \$421.**
4. **Funds the Quick Response Grant application from Terang Bridge Club for the purchase of a printer and replacement cartridges for \$123.**
5. **Funds the Quick Response Grant application from Terang Mortlake Football Netball Club for the renovation of garden beds at the Ridley Function Centre for \$500.**
6. **Funds the Quick Response Grant application from Ecklin Public Hall Committee for the replacement of a broken range hood for \$489.**
7. **Funds the Quick Response Grant application from Lismore Golf Club for the enlargement of the Water Tower carpark for \$500.**
8. **Funds the Quick Response Grant application from Camperdown Botanic Gardens and Arboretum Trust for purchase and supply of composted mushroom mulch for \$500.**
9. **Funds the Quick Response Grant application from Robert Burns Scottish Festival Committee for professional editing services to develop a short film about Camperdown for \$500.**

10. Funds the Quick Response Grant application from Cobden Junior Football Netball Club for purchase of new jumpers for all three grades for \$500.
11. Funds the Quick Response Grant application from Port Campbell Public Purpose Reserve Committee of Management for Purchase of native plants and grasses for new garden bed for \$490.
12. Funds the Quick Response Grant application from Camperdown Golf Club for purchase and installation of two toilet exhaust fans for \$500.

Attachments

1. Application Council Quick Response Grant_ Emu Creek Pony Club - Under Separate Cover
2. Quick Response Grants_June 2021_ Applications and Assessment - Under Separate Cover
3. Application Council Quick Response Grant_ Corangamite U3A - Under Separate Cover
4. Application Council Quick Response Grant_Terang Bridge Club - Under Separate Cover
5. Application Council Quick Response Grant_ Terang Mortlake Football Netball Club - Under Separate Cover
6. Application Council Quick Response Grant_Lismore Golf Club - Under Separate Cover
7. Application Council Quick Response Grant_Camperdown Botanic Gardens Trust - Under Separate Cover
8. Application Council Quick Response grant_Robert Burns Scottish Festival Committee - Under Separate Cover
9. Application Council Quick Response Grant_Cobden Junior Football Netball Club - Under Separate Cover
10. Application Council Quick Response Grant_ Ecklin Public Hall Committee - Under Separate Cover
11. Application Council Quick Response Grant_ Port Campbell Public Purpose Reserve Committee of Management - Under Separate Cover
12. Application Council Quick Response Grant_Camperdown Golf Club - Under Separate Cover

9.10 Corangamite Regional Library Corporation Library Service Level Agreement 2021-2022

Author: Brooke Love, Director Works and Services

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Brooke Love

In providing this advice to Council as the Director Works and Services, I have no interests to disclose in this report.

Summary

This report is to endorse the Service Level Agreement between Corangamite Shire Council and the Corangamite Regional Library Corporation for the period from 1 July 2021 to 30 June 2022.

Introduction

The Service Level Agreement (SLA) details various responsibilities and obligations of the Corangamite Regional Library Corporation (CRLC) and the member councils of the Corporation.

The SLA is an extension to the Regional Library Agreement and constitutes a legally binding contract between the parties. It specifies the base level of services and standards to apply across the region, as well as council specific arrangements for library service points and service delivery.

Corangamite Shire provides five library branches located in the townships of Camperdown, Cobden, Derrinallum, Terang and Timboon. An outreach library service visits Skipton and Lismore on a fortnightly basis and a home delivery service is offered in Camperdown and Skipton.

With the withdrawal of Warrnambool City Council and Colac Otway Shire from the corporation from 1 July 2021, the specific services offered by Council have been impacted. The outreach service will no longer continue with the current van and staff member as these will transfer with Colac Otway Shire services to the Geelong Regional Library Corporation. Outreach and Housebound services are being reviewed and will be negotiated with Council and the Corporation.

Issues

This SLA operates in conjunction with, and supports, the underlying principles and objectives of the Regional Library Agreement.

The proposed SLA is a key strategic document to guide the scope of service and funding provision for library services in Corangamite.

The current SLA has been in place since 2016 when a comprehensive review of Parts A to E and Appendix A was undertaken and several changes implemented, including:

- Reduction in term of agreement from three years to two years.
- Clearer consultation responsibilities of a member Council should it wish to change its service provision.
- Recognition of early literacy programming as a core public library service and the role the library can play in cross agency support.
- Access to Wi-Fi as a minimum standard of service provision in all service points.
- Capital upgrade and renewal, and maintenance responsibilities for service points.
- Minor administrative changes.

Appendix B is reviewed annually as a part of discussions with CRLC in preparation for the annual budget and proposed financial contributions to be made by Council to the Corporation. Amendments have been made to address the cessation of outreach and housebound services, noting that these services will be negotiated with Council and the Corporation.

Following feedback recently sought from the community on library services and the outreach service during the month of March, several options for an alternate library service to replace the outreach van were presented as a part of the community consultation process. Discussions were also held with Council, Library Corporation staff and the Skipton and Lismore Progress Associations.

It is proposed that a Book Depot collocated at an existing public building is established in Skipton and Lismore, and district residents are encouraged to visit and use their closest library branch whether Camperdown, Derrinallum or the Skipton Book Depot. Establishing a Book Depot in the north of the Shire to complement the existing branches will ensure that access to library materials is maintained. This is particularly important when the shared service model is introduced in 2022 as library members will have access to Public Library Victoria's catalogue of books. This means library members will be able to access more than 3 million books from across the State and have them delivered to their local branch. Council will work with the Corporation and community groups to implement this service during the transition year.

A further major factor in the planning over the next 12 months will be to concentrate on the business development of the Corangamite and Moyne Shared Service model commencing 1 July 2022. A particular focus will also be to assure library users that there will still be books in each of the library branches and that library staff are still available to help with accessing the digital collection or searching for a book.

The CRLC Library SLA presents the contractual arrangements for library service provision in Corangamite. A copy of the revised SLA is attached under separate cover.

This agreement is for the period 1 July 2021 to 30 June 2022 at which time the Corporation will disband, and Moyne and Corangamite Shire shared library service will be implemented. The shared service model will provide an opportunity to 'relaunch' and 'refresh' library services across the Shire and build on the success of the current library service.

Policy and Legislative Context

This Service Level Agreement has been developed for implementation by the Corangamite Regional Library Corporation and Corangamite Shire in accordance with the Agreement to Form Corangamite Regional Library Corporation pursuant to section 196 of the *Local Government Act 1989*.

The Service Level Agreement and subsequent operation of Council's public libraries is supported by Council's Plan 2017-2021 through its commitment to improved educational outcomes and financial sustainability:

Maintain a financially sustainable library service which provides and complements initiatives to promote and encourage a reading culture, social connections, access to technology and literacy development.

Council will deliver value for money by ensuring that services are required and delivered efficiently and sustainably.

Internal / External Consultation

The CRLC is governed by a Board consisting of one councillor and a senior officer appointed by each Council. The Board meet regularly to oversee the operations of the Library Corporation. The Draft SLA was endorsed by the CRLC Board on Thursday 17 June 2021.

Community consultation was undertaken in March 2021 in relation to library services and the outreach service. This feedback will assist to shape the proposed changes to library service provision in the north of the Shire.

There will also be additional consultation with the broader community over the next six months as Moyne and Corangamite Shire seek to determine and define the shared service model for implementation in 2022.

Financial and Resource Implications

The CRLC 2021-2022 draft budget has been endorsed by the Board. This budget is for the operation of the Corporation with Moyne Shire and Corangamite Shire only.

Council's library service is budgeted at \$556,261 in the 2021-2022 draft budget. This includes allocations to CRLC administration (\$471,975), Business Development (\$35,000) and building management and maintenance (\$49,286).

Funding for the operations of the CRLC is received from both State and Local Government. For 2021-2022, it is anticipated the State Government contribution to the CRLC will be \$358,079 from the Public Libraries Funding Program. This allocation represents 28% of the total revenue received by CRLC. Member council contributions constitute nearly 69% of the operating revenue with user fees and charges and other miscellaneous income comprising the balance.

The current cost of the outreach service per outreach member is \$188, or substantially more if regular clients who are accessing the service are only accounted for. It should be noted that there is no provision for this service in the CRLC 2021-2022 Annual Budget and any provision for an alternative service will need to be funded by Council.

Council has included in its draft 2021-2022 budget an allocation of \$50,000 towards planning and implementation of the shared service model.

Options

The Regional Library Agreement states that each Council will enter into a Service Level Agreement with the Regional Library Corporation.

Council can endorse the proposed Service Level Agreement or choose to propose changes to the Service Level Agreement.

Conclusion

The CRLC Library Service Agreement provides contractual arrangements for library service provision in Corangamite. It defines the various responsibilities and obligations of the Corangamite Regional Library Corporation and Council. The service delivery model allows Council to restructure the library service in accordance with annual budget contributions and, in the case of this year, changes to the Corporation membership. The Agreement is for the period 1 July 2021 to 30 June 2022 being the transition year to a shared service model between Corangamite and Moyne Shire.

RECOMMENDATION

That Council:

- 1. Endorses the Service Level Agreement between Corangamite Shire Council and the Corangamite Regional Library Corporation for the period 1 July 2021 to 30 June 2022.**
- 2. Authorises the Chief Executive Officer to sign the 2021-2022 Service Level Agreement between Corangamite Shire Council and the Corangamite Regional Library Corporation.**

Attachments

1. Library Service Level Agreement 2021-2022 - with tracked changes - Under Separate Cover
2. Library Service Level Agreement 2021-2022 - Under Separate Cover

9.11 Proposed Lease Renewal - Mount Sugarloaf

Author: Wendy Williamson, Property Officer

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Wendy Williamson

In providing this advice to Council as the Property Officer, I have no interests to disclose in this report.

Summary

This report is for Council to consider entering into a new lease agreement for the Mt Sugarloaf reserve in Camperdown, for the purpose of continuing the land management of the site. This reserve adjoins the Mt Leura reserve and are both managed by the Mt Leura and Mt Sugarloaf Asset Management committee on behalf of Council. The Committee's role is to oversee the management of both reserves and to implement the Mt Leura and Mt Sugarloaf Management Plan and Risk Management Plan.

Introduction

In May 2000, Council formalised management arrangements of the Mt Sugarloaf reserve in Camperdown by entering into a long term lease agreement with the National Trust for a period of 21 years.

The existing lease agreement expired on 3 May 2021 and it is now proposed a new 21 year lease agreement with the National Trust be entered into for the future management of this reserve.

Issues

Mt Sugarloaf and Mt Leura were formed more than 20,000 years ago by a series of major volcanic eruptions and are part of a large volcanic complex known as the Leura Maar.

The Mt Sugarloaf site was privately owned and used for grazing stock and as a scoria quarry until 1972 when the National Trust of Australia (Victoria) purchased the property. Prior to the Trust purchasing Mt Sugarloaf, the local community were concerned the former quarry site posed a threat to the attractive natural features, public safety and issues with erosion. The Trust also recognised that there was a scenic importance to Mt Sugarloaf and its objective, at the time, was to purchase the land to save it from being quarried and to preserve the best example of a scoria cone in the Western District.

The Trust first leased the land to a local farmer for grazing purposes. In 1991 an Advisory Committee was formed to develop a long term management plan for the site.

In 1995 a Special Committee of Council was established to form, what is now known as, the Mt Leura and Mt Sugarloaf Asset Management Committee.

Their role has been to implement management plans, secure funding, carry out reserve projects and oversee the running of the reserves. In May 2000, Council entered into a lease agreement with the National Trust.

Size and location of the property

Mt Leura and Mt Sugarloaf are accessible via the Mt Leura Road. The Mt Sugarloaf reserve has a total of 40.39 hectares and is in one lot, Lot 2 Plan 91035 Parish of Colongulac, and is subject to a Significant Landscape Overlay for the protection of landscape values and significant volcanic features. Agricultural land abuts the reserves' eastern, southern and western boundaries, with residential development adjoining the northern boundary.



Figure 1 and 2: Mt Sugarloaf and Mt Leura reserve

Management Arrangements

The existing lease expired on 3 May 2021 and Council became a tenant on a monthly holding basis, as per the hold over clause contained within the agreement. Discussion with the National Trust highlighted the below options in relation to ongoing management:

1. Long term lease of the reserve

Council may choose to enter into a new lease with the National Trust for a 21 year period with no further lease options at a nominal peppercorn fee of \$1.00 plus GST per annum. This would ensure that the management arrangements of the reserve are secured, and the Mt Leura and Mt Sugarloaf Asset Management committee could continue to manage the reserve. This option will ensure that the reserve is managed appropriately into the future, whilst providing opportunities to develop and improve the preservation of the site and visitor experience.

2. Shorter term lease of the reserve

Council may choose to enter into a new lease with the National Trust for a 10 year lease period with two further 10 year lease options at a nominal peppercorn fee of \$1.00 plus GST per annum and the Mt Leura and Mt Sugarloaf Asset Management committee would continue managing the reserve. A 10 year lease term, with two 10 year term options, would allow for review should land management changes be required.

It is proposed that a new lease, based on Council's standard lease document, with similar terms and conditions be entered into for a period of 21 years for management of Mt Sugarloaf.

It is recommended that a 12 month termination clause be included in the agreement to enable either party to give the other party 12 months' notice to terminate the lease agreement. This will allow for termination if land management changes are required.

A new lease agreement will allow the community to continue to have access to the reserve while also allowing the Asset Management Committee to continue to develop opportunities to improve the preservation of the site and visitor experience in line with the management plan.

Policy and Legislative Context

Agreement to renew the lease agreement at Mt Sugarloaf is in keeping with the following commitments and objectives in the 2017-2021 Council Plan:

We are committed to improving the liveability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability.

Improve the appearance of our towns and public spaces.

Preserve the natural environment of Corangamite Shire.

We are committed to working towards ensuring the safety, health and wellbeing of our communities.

Council will provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

Improve the health and wellbeing of our community.

Internal / External Consultation

The land is zoned farming and all necessary permits and approvals for any works and improvements to the site will be applicable.

Council staff met with the CEO of the National Trust of Victoria on 18 March 2021 to discuss possible options for the continued management of the Mt Sugarloaf reserve. The Trust advised that they were supportive of the current management arrangements and would consider options in relation to a lease agreement being developed.

Council have advised the Trust that it is Council's preference to proceed with the development of a lease agreement for a period of 21 years or alternatively a 10 year lease term with two 10 year lease options. In addition, any lease agreement would have similar terms and conditions as the expired lease.

At a recent National Trust board meeting, the board confirmed that they are supportive of the current lease arrangements with Council and have approved the Trust to enter into a new lease agreement with Council.

Financial and Resource Implications

The committee and Council are responsible for the operating costs associated with the management of Mt Sugarloaf, with an annual allocation in the budget to manage both Mt Sugarloaf and Mt Leura.

An allocation of \$24,000 has been included in Council's draft 2021-2022 budget for the Committee to manage the reserves and it is not anticipated that entering into a new lease agreement will have any additional costs associated.

In recognition of Council's successful management and improvement of the reserve, the Trust have kept the annual rental payable in line with the existing rental for the life of the new lease term at \$1.00 per annum plus GST.

Options

Council may choose to enter into a lease agreement with the National Trust for a term of 21 years, alternatively Council may propose a term of 10 years with two 10 year options or determine not to enter into a new lease agreement at this time.

Conclusion

Council have leased the Mt Sugarloaf reserve and assisted with the land management for the past 21 years. The current lease commenced on 3 May 2000 and expired on 2 May 2021. The Mt Leura and Mt Sugarloaf Management Committee oversee the management and improvement to both reserves as one parcel of land. If the lease is renewed it will allow the land management and improvements to continue to develop and adopt opportunities to improve the preservation of the site and visitor experience.

The National Trust has advised that they are supportive of entering into a new lease agreement with Council. The preferred proposed lease is for a 21 year period with no further lease options. The annual lease rental will be a nominal peppercorn fee of \$1.00 plus GST per annum with the agreement to commence on 1 July 2021.

RECOMMENDATION

That Council:

- 1. Enters into a new lease agreement with the National Trust of Australia (Victoria) for Mt Sugarloaf for the purpose of land management with the following terms:**
 - (a) The term of the lease is for twenty one (21) years to expire 30 June 2042.**
 - (b) The annual lease fee is \$1.00 (plus GST).**
- 2. Affixes the Common Seal of Council to the lease.**

9.12 Lease Agreement - Cobden Racecourse Reserve Precinct

Author: Wendy Williamson, Property Officer

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Wendy Williamson

In providing this advice to Council as the Property Officer, I have no interests to disclose in this report.

Summary

This report is for Council to consider entering into two separate lease agreements for Council owned land, located at the Cobden Racecourse Reserve Precinct, Grayland Road, Cobden. The proposed lease agreements are with the South Western Model Engineers Inc. and the Rotary Club of Cobden Inc.

Introduction

On 27 November 2018, Council resolved to enter into one lease agreement with the two community groups, being the South Western Model Engineers Inc. and the Rotary Club of Cobden Inc. The purpose of the agreement was for these groups to operate the Cobden Miniature Railway and Mini Golf course together with the associated facilities, under one management regime.

Both groups have advised Council that they will be changing the management structure for this facility to ensure the long-term operation of the railway and the mini golf course activities. It has been agreed that the South Western Model Engineers will operate and manage the Miniature Railway track and associated facilities while the Rotary Club will operate and manage the Mini Golf course and associated facilities.

Issues

As the current co-lease arrangement is no longer appropriate, the existing lease is required to be terminated and two new lease agreements are necessary to reflect the new management arrangements. A Deed of Agreement has been entered into by both these parties to formalise their club's new management arrangement. The Deed commences on 1 July 2021, when it is anticipated that the new lease agreements will be in place.

Under the current lease agreement either party may terminate the lease on giving the other party six months' notice.

The lessee met this lease condition having notified Council it wished to terminate the lease agreement and enter into two new separate lease agreements on 1 December 2020.

The existing lease agreement is for a 5-year period with 29 months of the lease term remaining and a one 5-year option. New lease agreements have been negotiated with the South Western Model Engineers Inc. and the Cobden Rotary Club Inc. to commence on 1 July 2021 and

expire on 30 November 2023 with an option for a 5-year extension. These lease terms are in line with the existing conditions, with both parties requesting that they honour the remainder of the lease term and option by including the same terms in the new lease agreements.

Figure 1 (below): Shows the existing lease boundary in yellow of the Miniature Railway and Mini Golf Course leased area



The land proposed for the South Western Model Engineers Inc. lease is located on part lots 4, 5, 6 and 7 on TP864747. The land proposed for the Rotary Club of Cobden Inc. lease is located on part lot 7 on TP864747. Both areas have been identified on the plan below.



Figure 2 (above): Shows the new boundary areas i.e., The proposed new leased area for the Miniature Railway is outlined in blue and the proposed leased area for the Mini Golf Course is outlined in green

The South Western Model Engineers and Cobden Rotary Club have been resident groups overseeing the operation of these facilities at the Cobden Racecourse Reserve for many years. Both clubs have indicated they have the capacity to continue to manage the facilities for the foreseeable future.

Policy and Legislative Context

Agreement to lease this land at the Racecourse Reserve Precinct in Cobden to the Cobden Rotary Club Inc. and the South Western Model Engineers Inc. is in keeping with the commitments in the 2017-2021 Council Plan:

Council will demonstrate high levels of ethical behaviour and governance standards.

We are committed to improving the liveability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability.

Council will provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

The two leases were advertised in accordance with Section 190 of the *Local Government Act 1989* and have been advertised in the Warrnambool Standard on 17 April 2021 and the Cobden Timboon Coast Times on 14 April 2021.

Submissions regarding the proposed leases were sought in accordance with Section 223 of the *Local Government Act 1989*, with submissions closing on the 17 May 2021. The land is a Public Use zone and all necessary permits and approvals for any works and improvements to the site will be applicable.

Internal / External Consultation

A public notice advertising Council's intention to lease the land has allowed the opportunity for community members to make public comment and submissions regarding the lease of the facility. No submissions were received.

Terms and conditions of the new lease agreements will remain the same as the existing agreement and have been agreed to by the Cobden Rotary Club Inc. and the South Western Model Engineers Inc.

The Cobden Racecourse Reserve Reference Group met on 28 April 2021 and is aware of Council's intent to enter into separate lease agreements with each group and that it will assist their new management structure. The Group indicated its support for the agreements.

Financial and Resource Implications

Council's Property Leasing Policy provides categorisation of tenants for use of Council owned or controlled land. The annual rate for Community Groups (Category A) is \$104 (exc.) GST which is the same as the current lease fee. However, each group will now be paying a separate lease fee of \$104 (exc.) GST on an annual basis.

South Western Model Engineers Inc. and the Cobden Rotary Club Inc. will continue to be responsible for all service charges to the land including electricity, water, fire services property levy and garbage collection. It has been agreed by both parties that South Western Model Engineers will manage payment of these services charges as it would be too difficult to calculate the usage splits without separate meters.

Both parties have agreed that the Cobden Rotary Club will pay an annual contribution towards these utility costs for the life of the lease. The lessees will continue to be responsible for all maintenance including capital.

Options

Option 1 - Enter into two new lease agreements

Council may choose to grant two separate leases. One for the South Western Model Engineers Inc. for the land located on part lots 4, 5, 6 and 7 on TP864747. The other lease with the Rotary Club of Cobden Inc. on part lot 7 on TP864747. Both leases will commence 1 July 2021, expire on 30 November 2023 and will included one 5-year option.

This option aligns with the proposed new management structure of each group and provides clear boundaries of the responsibilities for their respective facilities.

Option 2 – No new lease agreements

Council may choose not to grant any new lease agreements.

If Council does not issue the new lease agreements, each group will be without a tenancy agreement for their respective facilities and Council will need to seek alternate management of the facilities or manage them in-house.

Conclusion

The Cobden Rotary Club Inc. and the South Western Model Engineers Inc. currently lease and occupy Council owned land located at the Cobden Racecourse Reserve Precinct, situated on Grayland Road, Cobden. The current lease agreement expires on 30 November 2023, however a change in the management structure necessitates the current lease to be terminated and two separate lease agreements being entered into with each group for their respective facilities.

The lessee has provided Council with the required notice to terminate the existing lease and has requested that two new separate leases be entered into with the individual groups to assist the new management structure. Each lease agreement will commence on 1 July 2021 expiring on 30 November 2023 and each lease will contain a further lease option of 5 years with the annual rental amount proposed at \$104 (exc. GST).

RECOMMENDATION

That:

- 1. Council enters into a lease agreement with the Cobden Rotary Club Inc. for the purpose of operating the Mini Golf Course and associated facilities at the Cobden Racecourse Reserve Precinct which expires 30 November 2023.**
- 2. Council enters into a lease agreement with the South Western Model Engineers Inc. for the purpose of operating the Miniature Railway track and associated facilities at the Cobden Racecourse Reserve Precinct which expires 30 November 2023.**
- 3. Both leases have the option of one further term of five (5) years and delegate to the Chief Executive Officer to execute.**
- 4. The annual lease fee for each agreement be set at \$104 (exc. GST) per annum per lease.**
- 5. The Common Seal of Council be affixed to each of the lease agreements.**

9.13 Contract 2022008 Management of Recreation Facilities

Author: Jane Hinds, Sport and Recreation Coordinator

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Jane Hinds

In providing this advice to Council as the Sport and Recreation Coordinator, I have no interests to disclose in this report.

Summary

The purpose of this report is to award contract 2022008 Management of Recreation Facilities for Corangamite Shire swimming pool facilities for the period 1 July 2021 to 30 June 2023.

Introduction

On 30 June 2021, the current contract with YMCA Ballarat/Grampians for management of the recreation facilities concludes. The recreation facilities include each of the six outdoor swimming pools within the Corangamite Shire.

Council, in partnership with Moyne Shire Council, invited tenders from suitably qualified contractors to undertake the management of the following facilities for the period 1 July 2021 to 30 June 2023, with a two year option to follow:

- Camperdown, Cobden, Lismore, Skipton, Terang, and Timboon Swimming Pools (Corangamite)
- Mortlake Swimming Pool (Moyne).

Issues

Invitations to tender were opened on 23 April and closed at 10am on 17 May 2021.

Tenderers were invited to submit a business plan for the operation of the services, including:

1. Strategies aimed at increasing participation levels.
2. Personnel management.
3. Marketing and sponsorship plan.
4. Supervision and security of the facilities.
5. Performance monitoring procedures.
6. Customer service strategies.
7. Engagement with community pool committees.
8. Compliance with industry guidelines, including occupational health and safety and code red days.
9. Off season water quality maintenance.
10. Forward planning for the duration of the contract term.

Tender Evaluation

Two submissions were received prior to the closing date for the Management of Recreation Facilities. Tenders were received from the following:

| Tenderer | Tender Sum (\$) 2021-2022 Year 1 | Tender Sum (\$) 2022-2023 Year 2 | Total |
|--|----------------------------------|----------------------------------|--------------------|
| Tender 1: Victoria YMCA Community Programming Pty Ltd | \$562,075 | \$574,227 | \$1,136,302 |
| Tender 2: | \$611,267 | \$611,267 | \$1,222,534 |

Table 1: Tenders received with cost

There were no late tenders received.

An evaluation panel consisting of representatives from both Corangamite Shire Council and Moyne Shire Council met to evaluate the two submissions.

The panel reviewed the submissions in line with the evaluation criteria outlined in the contract scope and in table 2 below:

| Criteria | Weighting |
|----------------------------|-----------|
| Price | 35% |
| Service Delivery | 20% |
| Local Content | 20% |
| Programming/Resources | 15% |
| Finance and Administration | 5% |
| Human Resource Management | 5% |

Table 2: Evaluation Criteria

A 20% weighting was given to contractors who demonstrate in the tender process how they intend to support local suppliers, contractors and services. Local is defined as within the Corangamite municipality.

The evaluation panel assessed each tender individually, with an aggregate then calculated to provide the recommended contractor for the delivery of the contract.

A panel meeting was held to validate the evaluations, aggregate the scores, and provide a recommendation for Council's consideration. An aggregate of the scores is provided below in Table 3.

| Criteria | Weighting (%) | Tender 1 Victoria YMCA Community Programming Pty Ltd | Tender 2 |
|-------------------------------|---------------|--|--------------|
| Price | 35 | 18.67 | 12.83 |
| Service Delivery | 20 | 13.33 | 14.00 |
| Programming / Resources | 15 | 8.50 | 9.50 |
| Finance and Administration | 5 | 3.17 | 3.17 |
| Human Resource Management | 5 | 3.17 | 3.00 |
| Local Content | 20 | 10 | 8.67 |
| | Total | 56.83 | 51.17 |

Table 3: Submission Assessment

A summary of the evaluation is provided below:

- Each of the tenderers met the requirements of the evaluation criteria.
- All tenders complied with the contract documentation.
- The quality of information provided was of a similar standard.
- The evaluation panel evaluated the tenders based on the information in the tender submissions, in line with the procurement policy.
- There was a \$86,232 difference between the contractors tendered lump sum.

Service Delivery

- Both contractors are experienced and qualified in the service delivery of recreation facilities.

Programming/Resources

- Both submissions provided a detailed program and service delivery plan for each of the facilities.
- Tenderer 2 provided a number of initiatives and new programs to be offered at the pools.
- Tenderer 2 outlined that they would provide defibrillators at each of the pools.
- Victoria YMCA highlighted a number of initiatives to be offered at the pools.

Finance and Administration

- Victoria YMCA provided information around risk management and OHS management systems, an emergency management plan, COVID response, feedback management systems and a point of sale management system.
- Tenderer 2 provided information around OHS, safety track records, emergency procedures, code red days, incident and reporting procedures, performance monitoring procedures and technology systems to support the implementation of their service.

Human Resource Management

- Tenderer 2 provided a graduate program, career progression opportunities and indicated compliance with minimum industry safety and supervisory standards.
- Victoria YMCA highlighted mandatory employee training, on-boarding and induction, pre-employment qualifications and a training and development calendar. The HR resourcing includes a Manager, Coordinator, Duty Managers and Lifeguards.
- Victoria YMCA human resource management plan is positive with a good vision and a commitment to being an employer of choice with strong organisational support for staff, and a minimum of two staff at all times. Lifeguards to arrive 30 minutes prior to opening and a hot roster system in place to engage extra lifeguards as appropriate.
- Tenderer 2 offer a similar management structure to Victoria YMCA, with an area manager, pool managers at each of the six pools to oversee lifeguards and a minimum of two staff at all times. A regional manager oversees all operations across Victoria and Tasmania.

Local Content

- Tenderer 2 noted where possible they would look to employ local staff and had identified around \$13,000 per annum would be provided to local suppliers, contractors and services.
- Victoria YMCA identified around \$22,000 per annum would be provided to local suppliers, contractors and services.

The technical evaluation report attached under separate cover outlines the outcomes from discussions.

Policy and Legislative Context

The contract process complies with all relevant legislation and Council's Purchasing and Procurement Policy. A strategic procurement plan has been completed in accordance with Council's Procurement Policy.

The contractual arrangement for recreation facilities is consistent with Corangamite Shire's Council Plan 2017-2021 emphasising the importance of our community's wellbeing, lifestyle and related infrastructure as follows:

We are committed to improving the liveability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability.

Deliver high quality, optimally used, sustainable community facilities.

Council will provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

Improve the health and wellbeing of our community.

Internal / External Consultation

Each of the facilities are supported by a local committee comprising membership from the resident user groups, schools and general community, and who meet periodically to review operations of their facility. All user groups were made aware of the contract expiry date and the process being undertaken by Council.

Consultation has been undertaken with the local committees regarding management arrangements. At the central pools meeting in May 2021, Council spoke to representatives from all pool committees regarding the tender process and the contractual arrangements.

In accordance with section 186 of the *Local Government Act 1989*, the tender was advertised in the Herald Sun and Warrnambool Standard. The contract was also advertised on Council's website.

Financial and Resource Implications

The evaluation was undertaken in two stages including primary evaluation of submissions and a secondary evaluation including a reference check and request for additional information from the preferred contractor. A number of options were also discussed with the preferred supplier to identify opportunities to reduce the overall cost of the contract, including:

- Water usage
- Cold weather policy
- Staffing arrangements
- Maintenance obligations.

As a result, Council has negotiated with the preferred tenderer and reached agreement that the tender sum for the two year term of the contract will equate to \$1,025,949. The option to extend by a further two-year period will be subject to mutual agreement and a review of the management arrangements.

| Tender Sum (\$) 2021-2022 Year 1 | Tender Sum (\$) 2022-2023 Year 2 | Total |
|-------------------------------------|-------------------------------------|--------------------|
| \$507,852 | \$518,097 | \$1,025,949 |

Table 4: Reviewed Financial Costs – Victoria YMCA

Council has \$450,000 in its 2021-2022 budget for the contract management of the swimming pool service. The tendered rate of \$507,852 is 12.8% more than budget. The variation will be accounted for at Council's mid-year budget review.

Options

Council may choose to:

1. Award contract 2022008 to Tenderer 2 at a cost of \$1,222,534 for the period 1 July 2021 to 30 June 2023, with a two year option to follow and fund over the budgeted amount to deliver the service.
2. Award contract 2022008 to Victoria YMCA Community Programming Pty Ltd at a cost of \$1,025,949 for the period 1 July 2021 to 30 June 2023, with a two year option to follow and fund over the budgeted amount to deliver the service.
3. Not award the contract and seek alternate management arrangements.

Conclusion

The six outdoor swimming pools across Corangamite Shire are important recreation facilities and deliver a range of community and individual health and wellbeing outcomes to residents of the Shire and district. They provide a safe, friendly and relaxed meeting place and space for residents and users alike to participate in active, passive, structured or unstructured physical activity, sport and leisure pursuits.

Council has undertaken a tender process to recruit suitable and qualified contractors to deliver the swimming pool service to residents of the Shire. Two submissions have been received. Council Officers have reviewed the submissions in line with the evaluation criteria, as well as exploring other options to give best value to ratepayers. The evaluation has outlined a preferred supplier and Council Officers recommendation is to enter into a contract with the Victoria YMCA for a two year term.

RECOMMENDATION

That Council:

- 1. Awards contract 2022008 for the Management of Recreation Facilities for the period 1 July 2021 to 30 June 2023 to Victoria YMCA Community Programming Pty Ltd.**
- 2. Delegates to the CEO to approve the option to extend the contract for a further two (2) year term.**
- 3. Affixes the Common Seal of Council to the contract.**

Attachments

1. Technical Evaluation Report - Contract 2022008 Recreation Facilities Management - Under Separate Cover - Confidential
2. Corangamite Shire - Strategic Procurement Plan Recreation Facilities Management Contract - Under Separate Cover - Confidential
3. Declaration No Conflict of Interest 2022008 Recreation Facilities Management - Under Separate Cover - Confidential

9.14 Contract 2022004 - Provision of Plumbing Services 2021

Author: Jarrod Woff, Manager Facilities and Recreation

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Jarrod Woff

In providing this advice to Council as the Manager Facilities and Recreation, I have no interests to disclose in this report.

Summary

The purpose of this report is to award contract 2022004 for the provision of plumbing services to the Corangamite Shire for a three-year period from 1 July 2021 to 30 June 2024.

Introduction

Council has undertaken a selective tender process for plumbing contractors to provide plumbing services to the shire. The contracts detail hourly rates, out of hours rates and travel costs that assist Council officers in determining best value for money when arranging maintenance and upgrade works.

Generally, contractors are awarded work based on considerations of location, urgency of works, nature of works and contractor availability.

This contract will be for all maintenance plumbing work procured by Council. In accordance with Council's Procurement Policy, quotations are sought for major works and projects to ensure best value for Council.

Issues

Council has tendered for the provision of plumbing services contract at Council facilities. The contract requested tenderers to submit an hourly rate to perform the required duties, which is inclusive of wages and travel costs. This has provided Council with information to undertake an evaluation of contractors who have submitted to undertake the works.

The works are to be contracted over a three (3) year period.

Five submissions were received from experienced and qualified tradespeople in the plumbing industry.

An evaluation was undertaken by a panel comprising Adam Taylor, Manager of Finance, Jarrod Woff, Manager Facilities and Recreation, and Steven Fisher, Infrastructure Projects Co-ordinator. Linda Murfitt, Contracts Administration Co-ordinator has reviewed the tenders from a probity aspect.

Each of the evaluation criteria were scored in accordance with the relevant weighting by each panel member. A panel meeting was held to validate the evaluations, aggregate the scores,

and provide a recommendation of award for Council's resolution. An aggregate of the scores is provided below in Table 1.

| | Compliance with Specification | OHS Safety Plan | Financial Benefit to Council | Ability to meet project timeframe | Experience skill and specialist area | Local Content | WEIGHTED SCORE |
|-----------------------------|-------------------------------|-----------------|------------------------------|-----------------------------------|--------------------------------------|---------------|----------------|
| Weighting Contractor | 10% | 10% | 30% | 10% | 20% | 20% | |
| Tenderer 1 | 6.00 | 6.00 | 22.00 | 7.33 | 12.00 | 14.67 | 68.00 |
| Tenderer 2 | 6.00 | 4.67 | 28.00 | 6.00 | 12.00 | 14.67 | 71.33 |
| Tenderer 3 | 6.00 | 4.67 | 21.00 | 5.33 | 12.00 | 14.67 | 63.67 |
| Tenderer 4 | 6.00 | 5.33 | 18.00 | 8.00 | 12.00 | 16.00 | 65.33 |
| Tenderer 5 | 6.00 | 8.00 | 21.00 | 6.00 | 13.33 | 1.33 | 55.67 |

Table 1: Aggregate Submission Assessment

The financial benefit to Council was measured by the estimated cost of a one hour job undertaken by each contractor, both during hours and out of hours and incorporating travel to and from the job from the contractor's office base. The tendered rates were compared to that of the previous contract.

The attached Technical Evaluation Report provides a detailed assessment of the tender submissions.

It is proposed that by appointing multiple contractors across a broad geographic base within the Shire, it is believed that works will be completed more efficiently and economically for Council.

Projects of reasonable scale will be subject to a three quote process and contractors will be invited to quote on these in line with Council's Procurement Policy.

Policy and Legislative Context

The plumbing services contract was advertised and assessed in accordance with Council's Procurement Policy and the tender evaluation criteria.

The awarding of this specialist service is in keeping with Council's Plan 2017-2021:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. Council will make budgetary decisions that ensure Council remains in a strong financial position now and into the future.

We are committed to improving the liveability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability.

Maintain our buildings to ensure they meet current and future demand for service provision.

Internal / External Consultation

An evaluation panel was established to assess the submissions against the evaluation criteria. Each member of the panel who conducted the evaluation was considered to have appropriate experience to undertake the evaluation.

In accordance with the *Local Government Act*, the tender was advertised in Western District Newspapers, The Warrnambool Standard and Council's social media platforms. The contract was also advertised on Council's website.

Financial and Resource Implications

Works under this contract are incorporated in Council's recurrent budget allocations for maintenance or minor improvement allocations in each budget year.

The best value for Council is not always necessarily reflected by the lowest price. Best value can also be achieved by procuring from a contractor who may have a higher hourly rate or travel cost but who is intimately aware of the facility or property and/or the specific issue and may be able to deliver the works in a timelier manner. Council officers should allocate works based on the cost to Council, location, urgency, nature of works (other than urgent works) and contractor availability.

Options

Council can award the Contract to multiple contractors or may choose to use a single contractor across the Shire.

Conclusion

Council has invited tenders from suitably experienced and qualified contractors for the plumbing services contract. Five submissions were received through this process, all with high levels of experience, services offered and financial benefit to Council.

Following an evaluation of tenders received, it is proposed the best outcome and financial benefit for Council is achieved by awarding the contract to multiple contractors.

RECOMMENDATION

That Council awards contract 2022004 Provision of Plumbing Services for the period of 1 July 2021 to 30 June 2024 by letter of award to the following contractors:

- **Molan Plumbing and Civil**
- **Murfett Plumbing**
- **Poole Plumbing**
- **Walsh Plumbing**
- **Warrnambool Emergency Plumbing.**

Attachments

1. 2022004 Plumbing Services Technical Evaluation Report - Under Separate Cover - Confidential
2. 2022004 Plumbing Services Declaration of No Conflict of Interest - Under Separate Cover - Confidential

9.15 Contract 2022005 - Provision of Electrical Services 2021

Author: Jarrod Woff, Manager Facilities and Recreation

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Jarrod Woff

In providing this advice to Council as the Manager Facilities and Recreation, I have no interests to disclose in this report.

Summary

The purpose of this report is to award contract 2022005 for the provision of electrical services to the Corangamite Shire for a three-year period from 1 July 2021 to 30 June 2024.

Introduction

Council has undertaken a selective tender process for electrical contractors to provide electrical services to the shire. The contracts detail hourly rates, out of hours rates and travel costs that assist Council officers in determining best value for money when arranging maintenance and upgrade works.

Generally, contractors are awarded work based on considerations of location, urgency of works, nature of works and contractor availability.

This contract will be for all maintenance electrical work procured by Council. In accordance with Councils Procurement Policy, quotations are sought for major works and projects to ensure best value for Council.

Issues

Council has tendered for the provision of electrical services contract at Council facilities. The contract requested tenderers to submit an hourly rate to perform the required duties, which is inclusive of wages and travel costs. This has provided Council with information to undertake an evaluation of contractors who have submitted to undertake the works.

The works are to be contracted over a three (3) year period.

Five submissions were received from experienced and qualified tradespeople in the electrical industry.

An evaluation was undertaken by a panel comprising Adam Taylor, Manager of Finance, Jarrod Woff, Manager Facilities and Recreation, and Steven Fisher, Infrastructure Projects Co-ordinator. Linda Murfitt, Contracts Administration Co-ordinator has reviewed the tenders from a compliance aspect.

Each of the evaluation criteria were scored in accordance with the relevant weighting by each panel member. A panel meeting was held to validate the evaluations, aggregate the scores, and provide a recommendation of award for Council’s resolution. An aggregate of the scores is provided below in Table 1.

| | Compliance with Specification | OHS Safety Plan | Financial Benefit to Council | Ability to meet project timeframe | Experience , skill and specialist area | Local Content | WEIGHTED SCORE |
|-----------------------------|-------------------------------|-----------------|------------------------------|-----------------------------------|--|---------------|----------------|
| Weighting Contractor | 10% | 10% | 30% | 10% | 20% | 20% | |
| Tenderer 1 | 6.00 | 7.33 | 20.00 | 7.33 | 13.33 | 16.00 | 70.00 |
| Tenderer 2 | 6.00 | 6.67 | 26.00 | 5.33 | 12.00 | 16.00 | 72.00 |
| Tenderer 3 | 6.00 | 8.00 | 20.00 | 5.33 | 13.33 | 16.00 | 68.67 |
| Tenderer 4 | 6.00 | 8.00 | 18.00 | 5.33 | 12.00 | 16.00 | 65.33 |
| Tenderer 5 | 6.00 | 4.67 | 18.00 | 5.33 | 13.33 | 13.33 | 60.67 |

Table 1: Aggregate Submission Assessment

The financial benefit to Council was measured by the estimated cost of a one hour job undertaken by each contractor, both during hours and out of hours and incorporating travel to and from the job from the contractor’s office base. The tendered rates were compared to that of the previous contract.

The attached Technical Evaluation Report provides a detailed assessment of the tender submissions.

On review of the submissions it is proposed that by appointing multiple contractors across a broad geographic base within the Shire, it is believed that works will be completed more efficiently and economically for Council.

Projects of reasonable scale will be subject to a three quote process and contractors will be invited to quote on these in line with Council’s Procurement Policy.

Policy and Legislative Context

The electrical services contract was advertised and assessed in accordance with Council’s Procurement Policy and the tender evaluation criteria.

The awarding of this specialist service is in keeping with Council’s Plan 2017-2021:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. Council will make budgetary decisions that ensure Council remains in a strong financial position now and into the future.

We are committed to improving the liveability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability.

Maintain our buildings to ensure they meet current and future demand for service provision.

Internal / External Consultation

An evaluation panel was established to assess the submissions against the evaluation criteria. Each member of the panel who conducted the evaluation was considered to have appropriate experience to undertake the evaluation.

In accordance with the *Local Government Act*, the tender was advertised in Western District Newspapers, The Warrnambool Standard and Council's social media platforms. The contract was also advertised on Council's website.

Financial and Resource Implications

Works under this contract are incorporated in Council's recurrent budget allocations for maintenance or minor improvement allocations in each budget year.

The best value for Council is not always necessarily reflected by the lowest price. Best value can also be achieved by procuring from a contractor who may have a higher hourly rate or travel cost but who is intimately aware of the facility or property and/or the specific issue and may be able to deliver the works in a timelier manner. Council officers will allocate works based on the cost to Council, location, urgency, nature of works (other than urgent works) and contractor availability.

Options

Council can award the Contract to multiple contractors or may choose to use a single contractor across the Shire.

Conclusion

Council has invited tenders from suitably experienced and qualified contractors for the electrical services contract. Five submissions were received through this process, all with high levels of experience, services offered and financial benefit to Council.

Following an evaluation of tenders received, it is proposed the best outcome and financial benefit for Council is achieved by awarding the contract to multiple contractors.

RECOMMENDATION

That Council awards contract 2022005 Provision of Electrical Services for the period 1 July 2021 to 30 June 2024 by letter of award to the following contractors:

- **Dickinson Electrical**
- **Hillec**
- **KMS Electrical**
- **Murfett and Whiting Electrical**
- **Walsh Electrical.**

Attachments

1. 2022005 Provision of Electrical Services technical evaluation report - Under Separate Cover - Confidential
2. 2022005 - Electrical Services Declaration of No Conflict of Interest - Under Separate Cover - Confidential

10. OTHER BUSINESS

11. OPEN FORUM

Members of the public are very welcome to make statements or ask questions relevant to Corangamite Shire at the Open Forum section of scheduled Council meetings.

To assist with the smooth running of the meeting, we ask that you raise a maximum of two items at a meeting and please follow this procedure:

1. Wait until the Mayor asks if there are any items in Open Forum and invites you to speak.
2. Stand if you are able and introduce yourself.
3. Speak for a maximum of five minutes.

We will undertake to answer as many questions as possible at a meeting, and if we cannot answer a question at the meeting, we will provide a written response no later than five working days after the Council meeting.

12. CONFIDENTIAL ITEMS

Nil.