

# minutes



CORANGAMITE  
SHIRE

## CORANGAMITE SHIRE

### MEETING OF COUNCIL TUESDAY 24 AUGUST 2021

Held virtually and livestreamed  
on the internet at 7.00 pm

**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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**MINUTES OF THE MEETING OF THE CORANGAMITE SHIRE  
COUNCIL HELD VIRTUALLY AND LIVESTREAMED  
ON THE INTERNET 7.00 PM ON  
24 AUGUST 2021**

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**PRESENT**

Councillors	R. Gstrein (Chairperson), N. Cole, G. Conheady, L. Hickey, K Makin, J Vogels
Officers	Andrew Mason, Chief Executive Officer Justine Linley, Director Sustainable Development Brooke Love, Director Works and Services David Rae, Director Corporate and Community Services Aaron Moyne, Manager Planning and Building

**1. PRAYER**

The prayer was read by the Mayor, Cr R. Gstrein.

“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**

An Acknowledgement of Country was made by the Mayor, Cr R. Gstrein.

“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**

An apology was lodged for the Deputy Mayor, Cr J. Beard.

**DISCLAIMER**

The advice and information contained herein is given by the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written enquiry should be made to the Council giving the entire reason or reasons for seeking the advice or information and how it is proposed to be used.

Council meetings are livestreamed on the Internet to provide members of the community greater access to Council decisions and debate. A recording of the meeting will be available on Council’s website after the meeting (usually within 48 hours). Visitors in the public gallery may be filmed and/or recorded during the meeting. By attending the meeting, it is assumed consent is given in the event that this occurs.

#### **4. DECLARATIONS OF CONFLICT OF INTEREST**

The Mayor, Cr R. Gstrein, declared a material conflict of interest in Agenda item 9.3, COVID-19 Fee Relief Program 2021-2022, and left the meeting before any discussion or vote on the relevant application.

#### **5. CONFIRMATION OF MINUTES**

##### **RECOMMENDATION**

**That the Minutes of the Corangamite Shire Council meeting held on Tuesday 27 July 2021 be confirmed.**

##### **COUNCIL RESOLUTION**

*MOVED: Cr Vogels*

*SECONDED: Cr Makin*

**That the recommendation be adopted.**

**CARRIED**

## **6. DEPUTATIONS & PRESENTATIONS**

Nil.

## **7. COMMITTEE REPORTS**

Nil.

## **8. PLANNING REPORTS**

### **8.1 Planning Permit Application PP2021/069 - Use and Development of Land for Domestic Animal Husbandry (Dog Boarding Kennel) - 71 Darlington Road, Gnotuk**

**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 PP2021/069 for Use and Development of the land for Domestic Animal Husbandry (Dog boarding kennel) at 71 Darlington Road, Gnotuk.

#### **Introduction**

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

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 issues a Notice of Decision to Grant a Permit, subject to conditions.

#### ***History***

Planning Permit Application PP2021/069 was received by Council on 3 May 2021. The application seeks approval for Use and Development of the land for Domestic Animal Husbandry (Dog boarding kennel).

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

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

- Amenity impact (nuisance and noise)
- Property devaluation.

This report provides an assessment of the planning application.

***Subject Land***

The site has a total area of approximately 6.1 Ha and currently contains:

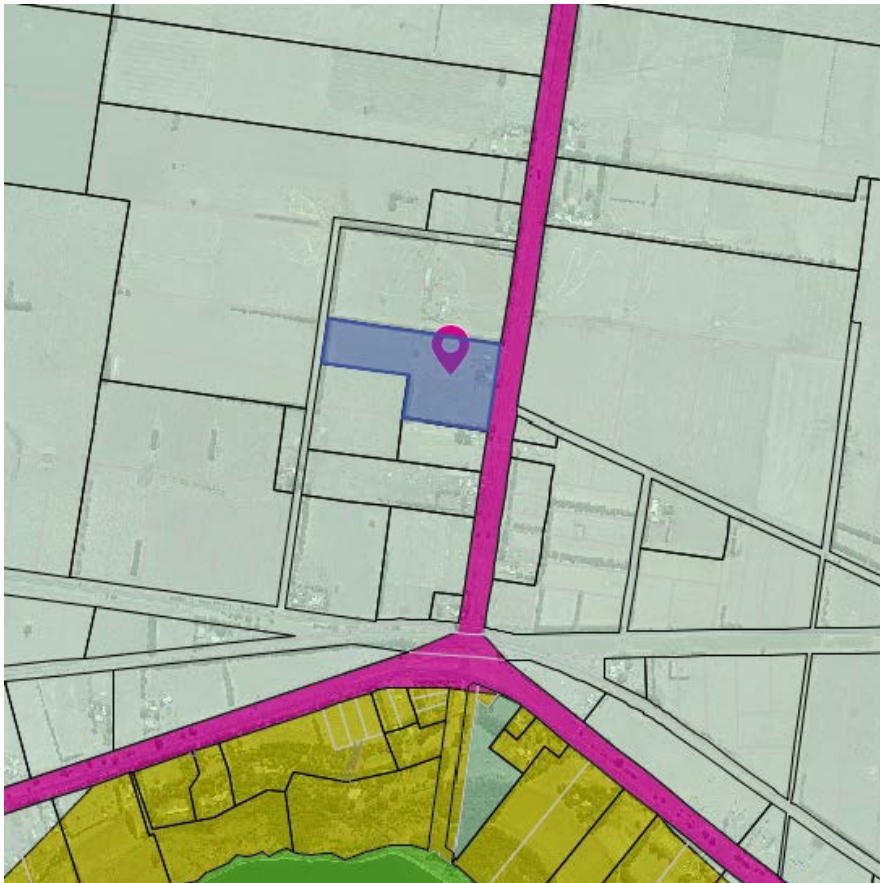
- Single dwelling with outbuildings and garden area adjacent to Darlington Road. Access is via an existing crossover.
- The balance of the site is cleared land previously used for farming, sloping gently to the south.

***Surrounding Area***

The main land use characteristics within the surrounding area include:

- North, west and south of the site are properties of similar size containing dwellings and associated outbuildings/garden areas. These properties are too small for conventional farming and are used for rural living/hobby farm purposes.
- Immediately east of the site is Darlington Road, a major road (RDZ1) providing access to the Princes Highway to the south.
- The property is approximately 4km from Camperdown town centre with good access to surrounding areas via major and local roads.

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



**Figure 1: Planning Zone Map**



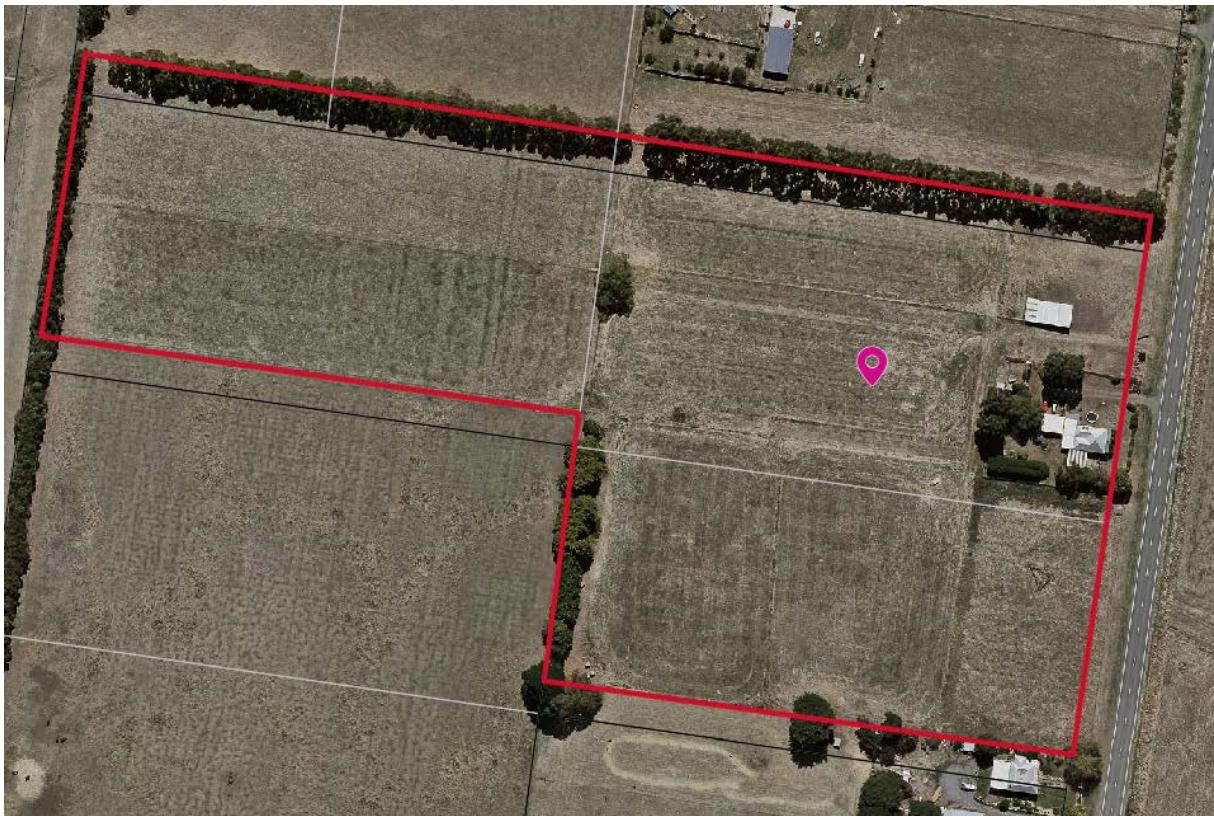


Figure 2: Aerial Map

### *Proposal*

The planning application seeks approval to use the land for Domestic Animal Husbandry (Dog boarding kennel).

The property is currently occupied by the applicant. The applicant and their spouse will run the facility and no other employees are proposed to work at the site.

The dogs will be housed in a single storey facility behind the existing dwelling on site, set back at least 50m from all property boundaries and at least 5m from all lot boundaries.

The proposal will include:

- Ten (10) separate kennels capable of hosting ten (10) dogs at any one time for day care, short or long-term boarding. The kennels are designed to screen the dogs from each other to minimise barking.
- Storage and cleaning area (total area with kennels approximately 110sqm).
- Exercise/activity yard for dogs when on site (approximately 400sqm), with each dog to be exercised three (3) times per day. The yard can also be roofed to reduce noise impacts from the site.
- Perimeter chain link fencing around the facility with a height of 2m and concreted base to prevent dogs digging or jumping to escape.
- Pittosporum hedge planted around the outside of the facility for shade and wind protection, maintained to a height of 1.8m. This landscaping will provide a visual screen and noise barrier from the site, as dogs will have less stimulation from external activities.

Access to the site will be via the existing crossover to Darlington Road, with parking for customers provided at the front of the site adjacent to the existing dwelling.

A copy of the planning permit application, including site context plan, is attached under separate cover.

**Policy and Legislative Context**

***Zoning***

The subject site is in the Farming Zone – Schedule 1.

A permit is required to use and develop land for Domestic animal boarding where there will be more than five (5) animals on site at any one time.

***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 Camperdown 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.

Clause 13 Environmental Risks and Amenity

Clause 13.05-1S – Noise Abatement

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

Clause 14 Natural Resource Management

Clause 14.01-1S Protection of Agricultural Land

Clause 17 Economic Development

Clause 17.01-1S Diversified economy

Clause 17.02-1S Business

***Clause 65 Decision Guidelines***

Must be considered in the assessment of the application.

**Internal / External Consultation**

***Referrals***

The following referrals were carried out for this application:

Internal Departments	Response
<b>Assets</b>	Comments provided regarding stormwater management and access from Darlington Road managed by Department of Transport.
<b>Local Laws</b>	Provided comments confirming the application complies with the Code of Practice for boarding kennels. An inspection will need to be carried out once the facility has been constructed.

Internal Departments	Response
<b>Environmental Health</b>	Provided comments on environmental impacts of the proposal including noise, nuisance, waste and wastewater. A permit must be granted by Environmental Health before any wastewater generating fixtures or wastewater management systems are installed. A trade waste removal service must be engaged to removal all captured wastes for trade waste disposal under agreement by the relevant water authority.

Section 52 Referrals	Response
<b>Department of Transport (for any comments about traffic along Darlington Road)</b>	No response received.

### ***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:

- Amenity impact (nuisance and noise)
- Property devaluation.

A copy of the objection is provided under separate cover.

The applicant provided a response to the objection by email with further information about the dog management on site (exercising and separate kennels), with the potential to roof the exercise yard in the future to reduce noise emissions.

### ***Consultation***

Consultation for the application was undertaken and included:

- A planning information report was circulated to Councillors on Tuesday 3 August 2021, as the normal site inspections 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.

### **Municipal Planning Strategy (MPS) and Planning Policy Framework (PPF)**

Policy throughout the MPS and PPF seeks to balance protection of productive agricultural land against conflicting land use and development. There is also policy support to evaluate applications based on land use compatibility (e.g. agriculture and rural businesses) and protection from potential amenity impacts (e.g. noise). Local policy is generally to encourage new businesses to locate within established townships or designated growth areas where possible, however new businesses in rural areas can be supported where the new use will not conflict or constraint existing farming activities on the site or surrounding areas.

The proposal is justified as the use and development of the land for a dog boarding kennel will not impact or conflict with conventional farming being carried out on the surrounding land. The development will be sited behind the current dwelling on the property and away from property boundaries, and impacts of the dog kennels on the land and surrounding environment (e.g. waste and wastewater management) can be managed by conditions on permit.

There are existing rural-residential properties with single dwellings on small lots within the vicinity of the site. Whilst the facility will result in a level of noise as a result of dog boarding and operations, the off-site amenity impacts will not be at a level that is detrimental to the fair use and enjoyment of these properties. Rural-residential properties within the Farming Zone aren't afforded with the same level of amenity protection as would be expected within a township, whilst conditions can be included on any permit to ensure noise and amenity is managed to acceptable levels. The proposed use is considered to be compatible with adjoining and nearby land uses.

Local policy also supports the diversification of businesses and economic development of the Shire. This proposal would create a dog boarding facility close to Camperdown and within easy access of other towns across Corangamite and would serve a community need for dog owners. Approval of the proposal would create additional services close to Camperdown and contribute to economic development of the region.

#### **Farming Zone (FZ1)**

The purpose of the zone is to ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.

Clause 35.07-6 specifies that before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

<b>Decision guideline</b>	<b>Officer response</b>
<b>The Municipal Planning Strategy and the Planning Policy Framework.</b>	See comments above.
<b>Any Regional Catchment Strategy and associated plan applying to the land.</b>	The Corangamite CMA Regional Catchment Strategy includes objectives and strategies to protect farming land and natural resources. The proposal is consistent with these policies.
<b>The capability of the land to accommodate the proposed use or development, including the disposal of effluent.</b>	The proposed development will include a dog kennel located behind the house with a total size of approximately 110sqm, and an exercise yard of approximately 400sqm. The development is set back at least 50m from all property boundaries and approximately 5m from the nearest lot boundary.

Decision guideline	Officer response
	Requirement for trade waste removal will be a condition on any permit to ensure the waste and wastewater from the proposal is removed from site and managed appropriately. Other runoff (e.g. stormwater) will not exceed the capacity of the land and can be managed with conditions on permit.
<b>How the use or development relates to sustainable land management.</b>	The proposal is consistent with agricultural activities on the surrounding land and will not create a conflict of land farming or rural-residential uses. The proposal can continue without impacting on farming land in the surrounding area.
<b>Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.</b>	<p>The proposal is consistent with use of the surrounding land for conventional farming and will not result in conflicting land uses. Residents of the area would already expect impacts from farming activities (e.g. noise and smell) and the proposal will not significantly increase amenity impacts off site beyond what would commonly occur within a farming environment. However, where a new land use is proposed, it is still necessary to consider the management of rural residential amenity.</p> <p>Conditions for the use will assist in managing external amenity impacts from the facility, particularly in relation to noise.</p>
<b>How the use and development makes use of existing infrastructure and services.</b>	The proposal will use the existing access to site from Darlington Road and a parking area will be available for customers close to the existing dwelling. Water and power are available for connection and the new boarding kennel will not create significant additional demand for local infrastructure.
<b>Agricultural issues and the impacts from non-agricultural uses.</b>	The proposed development is sited away from the property boundaries and has been designed to avoid impacting on agriculture carried out on the surrounding land.
<b>Whether the use or development will support and enhance agricultural production.</b>	The proposal is not for agricultural use of the land but is complementary to farming activities and will not create land use conflicts. Such animal boarding facilities are typically located in rural areas where they can be separated by residential zones.

<b>Decision guideline</b>	<b>Officer response</b>
<b>Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.</b>	The subject site is 6.1 Ha in size and is too small for conventional agriculture to be viable, therefore no productive land will be lost from the proposed use and development. Impacts on soil quality from runoff and waste can be managed by conditions on permit.
<b>The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.</b>	The proposal has been sited and designed to avoid impacting agricultural activities carried out on surrounding properties. No farming land will be lost, impacted or fragmented.
<b>The capacity of the site to sustain the agricultural use.</b>	N/A – no agricultural use is proposed.
<b>The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.</b>	As above.
<b>Any integrated land management plan prepared for the site.</b>	As above.

Based on the above, the proposal is consistent with the purpose and decision guidelines of the Farming Zone.

#### **Response to objection**

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

<b>Objection</b>	<b>Officer response</b>
<b>Amenity impacts (nuisance and noise)</b>	<p><u>Objection not supported</u></p> <p>The potential amenity impacts of the boarding kennels on-site are noted. However, the property is located in an agricultural area and residents of dwellings and rural-residential properties should be aware of potential noise and amenity impacts from conventional farming activities (e.g. tractors, livestock) which are prioritised in the Farming Zone as 'as-of-right' uses.</p> <p>The use for dog boarding will result in noise at times during operations and from dog activity. These uses typically need to occur in rural areas to ensure separation from residential zones and to manage land use compatibility. Rural-residential properties within the Farming Zone do not hold the same level of amenity protection as properties within townships and residential areas.</p>

Objection	Officer response
	<p>The objector's dwelling is located approximately 200m from the subject site. The applicant has provided information in response to the objection to explain how amenity and noise will be managed, including facility design and landscaping.</p> <p>Conditions regarding noise and amenity protection can be included on a permit and an objection based on amenity impact from noise is not supported in this case. The facility must also be inspected before use to ensure that it complies with the Code of Practice for boarding kennels and meets best practice standards.</p>
<p><b>Property devaluation</b></p>	<p><u>Objection not supported</u> Financial impacts and land devaluation is not a relevant planning consideration. Planning assessment must instead focus on the proposed use and development having regard to adjoining and nearby land uses, amenity protection, the physical context of the area and relevant planning controls.</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 and development of the land for dog boarding is supported. The proposal provides an acceptable response to the Corangamite Planning Scheme, including the purpose and decision guidelines of the Farming Zone, and the strategic direction and policy of the Municipal Planning Strategy and Planning Policy Framework.

The proposed use and development of the site for a dog boarding facility will not conflict with productive agricultural use of the surrounding properties as prioritised by the Farming Zone. Amenity impacts caused by noise of the proposal on the surrounding properties can be managed by conditions on permit to ensure future compliance of the facility

The proposal presents an opportunity for a small-business to commence to provide dog boarding services to support community needs within the Camperdown, Terang and surrounding area.

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. PP2021/69 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, resolves 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 71 Darlington Road, Gnotuk, for the *Use and Development of Land for Domestic Animal Husbandry (Dog Boarding Kennel)*, subject to the following conditions:

### Layout Not Altered

1. The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

### Number of Animals

2. No more than ten (10) dogs in total (including puppies) may be kept in the permitted animal boarding facility at any one time. The number of dogs kept in the animal boarding facility must not be changed without the written consent of the Responsible Authority.

### Landscaping

3. Within six (6) months of the completion of the development, or within the next applicable planting season, whichever is the earlier, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority. The landscaping must thereafter be maintained to the satisfaction of the Responsible Authority.
4. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

### Cleaning of Pens

5. The pens and exercise yards must be kept in a clean, tidy and sanitary condition at all times to the satisfaction of the Responsible Authority.

### Effluent

6. Storage facilities of adequate size must be provided to capture all wastes, faeces and drainage points, to the satisfaction of the Responsible Authority.
7. All wastewater from the kennels and runs and canine effluent must be treated and disposed of within the boundaries of the land and must not drain into an adjoining property, road, watercourse or drain, to the satisfaction of the Responsible Authority.
8. A trade waste removal service must be engaged to remove all captured wastes for trade waste disposal under agreement by the relevant water authority.



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**Noise Control**

9. Noise attenuation measures, including acoustic panelling, roofing of kennels and/or insulation, must be installed and maintained within the building at all times to ensure that sensitive receptors are not negatively impacted, to the satisfaction of the Responsible Authority.
10. All available means must be used to prevent the use hereby permitted becoming a nuisance to any nearby resident(s) by reason of noise, to the satisfaction of the Responsible Authority.
11. Noise levels emanating from the land must comply with the requirements of the Environmental Protection Authority's Noise from Industry in Regional Victoria guideline (EPA publication 1411).

**General Amenity**

12. 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.

**Stormwater Drainage**

13. All stormwater and surface water discharging from the buildings and works approved by this permit must be retained on site or conveyed to the legal point of discharge to the satisfaction of the Responsible Authority.

**Expiry of Permit**

14. This permit will expire if one of the following circumstances applies:
  - (a) The use and development is not started within two (2) years of the date of this permit.
  - (b) The development is not completed within four (4) 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.

**Note**

An inspection will need to be carried out once the building has been completed and the applicant must register as a Domestic Animal Business with Council. The applicant must abide by the Code of Practice for the Operation of Boarding Establishments.

**COUNCIL RESOLUTION**

*MOVED: Cr Hickey*  
*SECONDED: Cr Conheady*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Application Planning Permit PP2021069 483P - Under Separate Cover
2. Objection Planning PP2021069 483P - Under Separate Cover
3. Response to Objection PP2021069 483P - Under Separate Cover

## **8.2 Planning Permit Applications PP2021/035 and PP2021/036 - Re-subdivision of land - 47 Bolivar Street and 10 Austin Avenue, Terang**

**Author:** Melanie Osborne, 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 - Melanie Osborne

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

### **Summary**

Council must consider the following planning permit applications received in relation to the land at 47 Bolivar Street Terang and 10 Austin Avenue Terang:

- PP2021/035 for a two (2) lot subdivision (realignment of boundaries)
- PP2021/036 for a two (2) lot subdivision (realignment of boundaries).

Public notice of each application was given and four (4) objections were received for the proposals.

The key issues raised in the objections have been considered and an assessment of the applications against the Corangamite Planning Scheme has been undertaken.

It is recommended that Council issue a Notice of Decision to Grant a Permit subject to conditions for both planning permit applications.

### **Introduction**

Council received planning permit applications PP2021/035 and PP2021/036 on the 12 March 2021. Each application seeks to realign title boundaries of the land at 47 Bolivar Street Terang and 10 Austin Avenue Terang.

The properties are part of an estate and the intent of the subdivision is to create three (3) separately disposable parcels, and private driveway access from Austin Avenue to the land at the rear of 47 Bolivar Street, which is currently landlocked.

Two separate applications have been submitted, rather than one combined application, in order to stage the subdivision so the smaller lot to be created on Austin Avenue can be transferred first as part of an arrangement between parties of the estate.

The applications are connected, in that application PP2021/036 cannot proceed unless application PP2021/035 is successful and the approved subdivision is processed.

Public notice of each application was given at the same time. Following the notice period four (4) objections were received. Key issues raised in the objections can be summarised as follows:

- Stormwater runoff and drainage
- Road access
- Privacy
- Future development
- Removal of Trees
- Servicing.

This report provides a combined planning assessment for greater clarity in relation to the final outcome.

### ***History***

There has been no recent planning or building permit activity for the subject land.

Previously, there was a large poultry shed located on the rear (south) section of land of 47 Bolivar Street. The building was removed previously.

### ***Subject Land***

The subject site has a total area of approximately 6816m<sup>2</sup>, consisting of the five individual lots as follows:

#### 47 Bolivar Street

- Lot 13 LP 14365 is 2244m<sup>2</sup> in area and contains single storey dwelling and associated outbuildings with road frontage to Bolivar Street.
- Lot 1 TP 537391 is 1222m<sup>2</sup> in area with no street frontage. A shed is located on the northern section of the land which has been built over the lot boundary into Lot 1 TP 419174.
- Lot 1 TP 419174 is 1290m<sup>2</sup> in area with no street frontage.
- Lot 1 TP 336651 is 1290m<sup>2</sup> in area with no street frontage.

#### 10 Austin Avenue

- Lot 45 LP 5391 is 770m<sup>2</sup> of vacant land. The land has been used to provide informal vehicle access to the rear of 47 Bolivar Street.

### ***Surrounding Area***

The main land use characteristics within the surrounding area include:

- Surrounding properties are predominantly residential in nature with single dwellings.
- Property sizes vary considerably, with larger properties located south and east of the site along Neal Avenue and more typical sized residential properties located along Austin Avenue and Bolivar Streets.
- North west of the site in Austin Avenue is Terang and Mortlake Health Service.
- The landform in the area is undulating and the subject site is effectively at the top of the hill. The land slopes downwards in both a northerly and southerly direction.

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

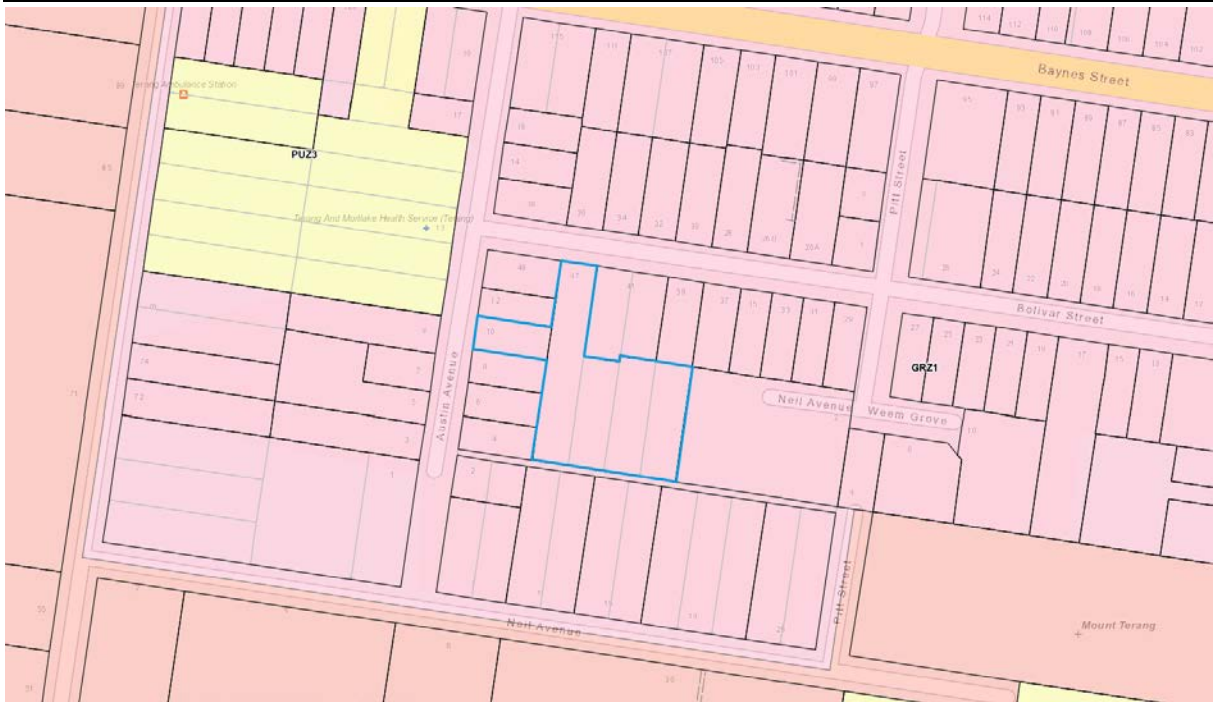


Figure 1: Planning Zone Map



Figure 2: Aerial (circa 2019) showing subject site and surrounding area

### ***Proposal***

#### **Planning Permit Application PP2021/035 (First Stage)**

This application seeks to realign the boundaries between Lot 45 LP 5391 (10 Austin Avenue) and Lot 13 LP 14365 (47 Bolivar Street) to create:

- Lot 1 - vacant lot of approximately 603m<sup>2</sup> on Austin Avenue.
- Lot 2 - T-shape lot of 2400m<sup>2</sup> (containing existing dwelling) with road frontage to Bolivar Street and private access point and driveway from Austin Avenue.

#### **Planning Permit Application PP2021/036 (Second Stage)**

This application seeks the re-subdivision of proposed Lot 2 created under application PP2021/035, Lot 1 TP 537391, Lot 1 TP 419174 and Lot 1 TP 336651 to create:

- Lot 1 – 1050m<sup>2</sup> containing the existing dwelling with road frontage to Bolivar Street.
- Lot 2 - 5136m<sup>2</sup> large residential allotment with private driveway access from Austin Avenue.

Should each application be approved, the outcome is that there will be three (3) individual lots:

- House lot on Bolivar Street (1050m<sup>2</sup>);
- Smaller vacant lot on Austin Avenue (603m<sup>2</sup>); and
- Large battle axe lot (southern lot) with driveway access for Austin Avenue (5136m<sup>2</sup>)

A copy of the planning permit applications including proposed plans has been provided under separate cover.

### **Policy and Legislative Context**

#### ***Zoning***

The subject site is in the General Residential Zone – Schedule 1 (GRZ1). A planning permit is required for the subdivision of land, including the re-subdivision of existing lots.

An application to subdivide land under this zone must meet the requirements of Clause 56 Residential Subdivision.

#### ***Overlays***

There are no overlays on the subject land.

#### ***Municipal Planning Strategy and the Planning Policy Framework***

The following clauses are considered relevant to this permit application:

##### **Clause 02 Municipal Planning Strategy**

###### **Clause 02.01 Context**

Clause 02.02 Vision – for orderly development of urban areas, with the strategic growth of towns and new residential development directed to existing urban centres and towns.

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

Clause 02.03-6 Strategic Directions – Housing; acknowledges the need to provide well located and accessible housing in the region in order to accommodate demand and attract new residents.

Clause 11 Settlement

Clause 11.01-1S Victoria – Settlement

Clause 11.01-1R Victoria – Settlement – Great South Coast

Clause 11.03-6S Regional and local places

Clause 11.03-6L Regional and local places – Terang; supports infill residential development

Clause 15 Built Environment and Heritage

Clause 15.01-3S Built Environment – Subdivision design

Clause 16 Housing

Clause 16.01-1S Residential Development – Housing supply

Clause 19 Infrastructure

Clause 19.03-2S Development Infrastructure – Infrastructure design and provision

Clause 19.03-2L Development Infrastructure – Infrastructure design and provision

Clause 19.03-3S Development Infrastructure - Integrated water management

Clause 19.03-3L Development Infrastructure - Integrated water management

***Particular Provisions***

Clause 56 Residential Subdivision

The purpose of this clause is to ensure residential subdivision satisfies objectives that provide standards for liveability, lot design, access, amenity and servicing requirements. It also seeks to ensure subdivision is designed appropriately in response in the context of the local area.

***Clause 65 Decision Guidelines***

Must be considered in the assessment of the application.

**Internal / External Consultation**

***Referrals***

There were no statutory referrals required for either of the applications. However, comments on the proposal were sought from the following internal and external authorities.

<b>Section 52 Notice</b>	<b>Response</b>
<b>Wannon Water</b>	<p>Does not object to Council granting a planning permit, subject to mandatory subdivision conditions being included on any permit issued.</p> <p>In accordance with the requirements of the Subdivision Act 1988, the Plan of Subdivision will need to be altered to include:</p> <ul style="list-style-type: none"> <li>• The limit of sewerage serviceability via gravity to the existing sewers on the large southerly lot</li> <li>• Sewerage easements.</li> </ul>
<b>Powercor</b>	<p>Does not object to Council granting a planning permit, subject to mandatory subdivision conditions being included on any permit issued.</p>

Section 52 Notice	Response
	Applicant will be required to negotiate electricity supply in accordance with the requirements of the Subdivision Act 1988.
<b>Enwave Victorian Networks Pty Ltd</b>	No objection or conditions.

Internal Departments	Response
<b>Assets Planning</b>	Stormwater runoff from the development on each lot is to be conveyed to a legal point of discharge to the satisfaction of Council.

### ***Advertising***

Notice of the application was given in accordance with Section 52 of the Planning and Environment Act 1987, including:

- Letters to adjoining landowners and occupiers.
- Notice on Council's website.

Four (4) objections were received. Key issues raised in the objection can be summarised as:

- Stormwater runoff and drainage
- Road access
- Privacy
- Future development
- Removal of trees
- Servicing.

Copies of the objections are provided under separate cover.

### ***Consultation***

Consultation for the application was undertaken and included:

- 19 March 2021: Further information was requested for application PP2021/035 requiring details of the restrictive covenant registered on the Title.

The covenant was between the vendor and the buyer and executed in 1963. The covenant sought to prevent the landowner from constructing a building other than a dwelling with outhouses and garages. This covenant has no impact on the outcome of the current planning permit applications for subdivision.

- 22 March 2021: Further information was requested in relation to application PP2021/036 requiring further details and consideration regarding the servicing, including access of the lots at 47 Bolivar Street. Application PP2021/036 did not originally include Lot 1 TP537391, Lot 1 TP419174 and Lot 1 TP336651 (landlocked parcels) and this was raised as a concern.



- 27 May 2021: Application PP2021/036 was amended under Section 50 of the *Planning and Environment Act 1987*, to include the landlocked parcels in the subdivision proposal. The information supplied was sufficient for the application process to continue.
- 16 June 2021: Public notice of the applications undertaken concurrently.
- 13 July 2021: Phone meeting with Wannon Water to clarify servicing requirements and constraints in relation gravity sewer connection.

Each of the lots can connect to the gravity sewer system, however given the downward slope of the land a restriction will be required on the large southern lot to limit development along the southern section without Wannon Water consent.

- 20 July 2021: Planning officers organised a site meeting with objectors to discuss the issues raised, to provide information and try to alleviate their concerns. This meeting had to be cancelled due to COVID restrictions. In the absence of the meeting, an information sheet was prepared and circulated to objectors. A copy of this document is provided under separate cover.

### **Assessment**

For the purpose of this report the assessment will focus on the final outcome proposed, should both permits be issued, creating three (3) separately disposal lots as described in the proposal.

Through this assessment consideration will be given to how the proposal responds to the purpose and decision guidelines of the GRZ1, including an assessment against Clause 56 and policy direction outlined within Municipal Planning Strategy and the Planning Policy Framework.

### ***Municipal Planning Strategy and the Planning Policy Framework***

The Planning Policy Framework supports residential infill development in urban areas and identifies the importance of providing a range of lot sizes to suit a variety of dwellings and household types to meet the needs of different people.

This is further supported through the Municipal Planning Strategy which seeks to promote Terang as a key residential and service centre in the Shire. Infill residential development is an important component in supporting future township growth in areas which have access to existing services. The proposal creates an opportunity to facilitate residential development on land that currently has limited access.

On balance, the proposed subdivision provides an acceptable response to the Municipal Planning Strategy and Planning Policy Framework.

### ***General Residential Zone (Schedule 1)***

The purpose of the zone is to encourage housing growth in locations with access to services, to create a diverse range of residential property types and ensure development including subdivision respects neighbourhood character.

When assessing applications for subdivision in the General Residential Zone, consideration must be given to the pattern of subdivision and its effect on the spacing of buildings and the relevant objectives and standards of Clause 56.

The proposal is consistent with the purpose of the zone in that it provides residential lots of varying sizes and improves access to land that has limited development opportunity.

This area in Terang is an established residential area and the proposed subdivision will not be out of character with the surrounding neighbourhood which consists of a wide range of residential property types.

#### Clause 56 Residential Subdivision

An assessment of the application against the relevant objectives of Clause 56 has been completed. The following comments are made in relation to this application:

- The proposed subdivision will integrate with the surrounding area.
- Each of the vacant lots to be created under this proposal can contain a 10m x 15m building envelope.
- Solar access for future dwellings will be acceptable.
- While the creation of a battle axe lot is not an ideal outcome (with limited street orientation and frontage), the creation of the private driveway access to service land which is currently landlocked is an improved planning outcome compared with existing conditions.
- Vehicle access is established in Bolivar Street but will need to be constructed to the vacant lots. Design of any new crossover must be to Council's standards and will be subject to a separate Assets Planning approvals process in the future.
- Stormwater must be managed appropriately to minimise damage and impact to adjoining properties. Any permit issued should include a condition requiring a stormwater management plan to demonstrate how stormwater is to be managed on-site and directed to a legal point of discharge to the satisfaction of Council.
- Each of the proposed lots can be connected to services including power, water and reticulated sewerage.

The proposal provides an acceptable response to the General Residential Zone and satisfies the relevant objectives of Clause 56.

**Response to Objections**

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

<b>Objection</b>	<b>Officer response</b>
<b>Stormwater runoff and drainage</b>	<p><u>Objection supported in part</u></p> <p>It will be a condition of any planning permit issued that a stormwater management plan be submitted to Council for approval before the Plan of Subdivision can be certified. The plan will need to demonstrate how stormwater runoff from the each of the lots will be managed on-site and directed to a legal point of discharge. These works must be undertaken before the Statement of Compliance is issued and titles released.</p>
<b>Road access</b>	<p><u>Objection not supported</u></p> <p>Each of the proposed lots will have road access from either Austin Avenue or Bolivar Street.</p> <p>Any planning permit issued will require the applicant to design and construct a driveway in accordance with Council requirements before the subdivision can be finalised (statement of compliance).</p> <p>Any existing infrastructure within the road reserve will need to be identified and relocated at the cost of the applicant, if required.</p>
<b>Privacy</b>	<p><u>Objection not supported</u></p> <p>The current planning permit application is for subdivision only. It is not reasonable and beyond the scope of the application to prevent any future development on the large southern lot.</p> <p>Any future development, including subdivision, on the vacant lots will be subject to a separate review and approvals process.</p>
<b>Future development</b>	<p><u>Objection not supported</u></p> <p>Council can only assess the planning application before it. Any future development such as a dwelling or the further subdivision of the land will be subject to a separate permit process.</p> <p>Planning approval is not required to construct a single dwelling on a lot greater than 300m<sup>2</sup> in the General Residential Zone – residential development is supported by the zone. However, a building permit must be applied for and obtained before any works can start.</p> <p>All new buildings must be designed and constructed in accordance with building regulations and current residential development standards which addresses matters such as siting, design and overlooking.</p>

Objection	Officer response
<b>Removal of Trees</b>	<p><u>Objection not supported</u></p> <p>Native vegetation in Victoria has certain protections under the Planning Scheme. Any native trees along the southern section of the property are likely to require separate planning approval before they can be removed.</p> <p>There are no controls protecting non-native trees. These can be removed at any time by the property owner without any consent.</p>
<b>Servicing</b>	<p><u>Objection supported in part</u></p> <p>Both applications were referred to the relevant service authorities for comment. No objections to the planning applications have been received. Should a planning permit be issued, the applicant will be required to negotiate service infrastructure requirements with each authority.</p> <p>Before a new plan of subdivision can be registered on Title, services must be made available to each of the lots. This includes:</p> <ul style="list-style-type: none"> <li>• Water and reticulated sewerage (Wannon Water)</li> <li>• Electricity (Powercor)</li> <li>• Drainage (Council's Assets Planning Unit)</li> <li>• Telecommunications (NBN).</li> </ul> <p>Each authority must consent to the subdivision (certification) and provide Council with written confirmation that their requirements have been met (statement of compliance).</p>

### Options

Council has the following options:

1. Issue a Notice of Decision to Grant a Permit for application PP2021/035 and application PP2021/036, subject to conditions as set out in the recommendation **(Recommended option)**.
2. Issue a Notice of Decision to Grant a Permit, with changes to recommended conditions.
3. Issue a Notice of Refusal to Grant a Permit.

### Conclusion

Planning permit applications PP2021/035 and PP2021/036 for the re-subdivision of land at 47 Bolivar Street Terang and 10 Austin Avenue Terang are supported. The proposal provides an acceptable response to the Corangamite Planning Scheme, including the purpose and decision guidelines of the General Residential Zone and the strategic direction and policy of the Municipal Planning Strategy and Planning Policy Framework.

Ultimately the proposed subdivisions will create private access to land which is currently landlocked, facilitating potential opportunity for residential development on land that in its current form does not currently exist. The lots to be created are an acceptable size and are generally consistent with the character and adjoining uses of the surrounding area. Services are available to the lots subject to upgrade works.

Key issues raised in objections have been reviewed as part of the planning assessment.

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

### **RECOMMENDATION 1 – PP2021/035**

**That Council, having caused notice of Planning Permit Application No. PP2021/035 to be given under Section 52 of the Planning and Environment Act 1987, pursuant to Section 64 of the Planning and Environment Act 1987, resolves to issue a Notice of Decision to Grant a Permit under the provisions of the Corangamite Planning Scheme in respect of the land known as 47 Bolivar Street Terang (Lot 13 LP 14365), and 10 Austin Avenue Terang (Lot 45 LP 5391), for a *Two Lot Subdivision (Realignment of Boundaries)* subject to the following conditions:**

#### **Amended Plans Required**

- 1. Before the plan of subdivision is certified amended plans must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plan submitted but modified to show:
  - (a) Three (3) metre wide sewerage easement in favour of Wannon Region Water Corporation along the East boundary of lot 1 and a two (2) metre wide sewerage easement in favour of 9 Austin Avenue along the entire North boundary of lot 1 is to be shown on the plan of subdivision that indicates the proposed sewer location & status.****

#### **Subdivision Layout**

- 2. The layout and site dimensions of the subdivision as shown on the endorsed plans shall not be altered or modified without the written consent of the Responsible Authority. There are no requirements to alter or modify the endorsed plan if a plan is certified under the provisions of the Subdivision Act 1988 that is generally in accordance with the endorsed plans.**

#### **Utilities**

- 3. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.**

**Easements**

4. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.

**Certification**

5. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.

**Expiry of Permit**

6. This permit will expire if one of the following circumstances applies:
  - a) The plan of subdivision has not been certified within two (2) years of the date of this permit.
  - b) A Statement of Compliance is not issued within five (5) years of the date of Certification.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six (6) months afterwards.

**RECOMMENDATION 2 – PP2021/036**

That Council, having caused notice of Planning Permit Application No. PP2021/036 to be given under Section 52 of the Planning and Environment Act 1987, pursuant to Section 64 of the Planning and Environment Act 1987, resolves to issue a Notice of Decision to Grant a Permit under the provisions of the Corangamite Planning Scheme in respect of the land known as 47 Bolivar Street Terang (Lot 13 LP 14365, Lot 1 TP 537391, Lot 1 TP 419174 and Lot 1 TP 336651) and 10 Austin Avenue Terang (Lot 45 LP 5391), for a *Two Lot Subdivision (Realignment of Boundaries)* subject to the following conditions:

**Amended Plans Required**

1. Before the plan of subdivision is certified amended plans must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plan submitted but modified to show:
  - a) Three (3) metre wide sewerage easement in favour of Wannon Region Water Corporation along the carriageway on the western boundary of lot 2 and a two (2) metre wide sewerage easement in favour of Wannon Region Water Corporation 20 metres along the Western boundary of lot 2 is to be shown on the plan of subdivision that indicates the proposed sewer location & status.

- b) **The limit of sewerage serviceability via gravity to the existing sewers to the satisfaction of Wannon Water.**
- c) **Any drainage easements required in accordance with condition 7.**

**Subdivision Layout**

- 2. **The layout and site dimensions of the subdivision as shown on the endorsed plans shall not be altered or modified without the written consent of the Responsible Authority. There are no requirements to alter or modify the endorsed plan if a plan is certified under the provisions of the Subdivision Act 1988 that is generally in accordance with the endorsed plans.**

**Utilities**

- 3. **The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.**

**Easements**

- 4. **All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.**

**Certification**

- 5. **The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.**

**Stormwater Management**

- 6. **Before the plan of subdivision is certified under the Subdivision Act 1988, a properly prepared Stormwater Management Plan must be submitted to and endorsed by the Responsible Authority. The Stormwater Management Plan must be prepared by a suitably qualified engineer and in accordance with the Infrastructure Design Manual. The plan must include:**
  - a) **Computations and plans for the subdivision demonstrating how stormwater runoff for each lot will be diverted to a legal point of discharge.**
- 7. **Before the plan of subdivision is certified under the Subdivision act 1988, all easements deemed necessary to protect existing or future drainage infrastructure within the subdivision, and any easements required between the subdivision site and the nominated legal point of discharge must be created to the satisfaction of the Responsible Authority.**

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**Telecommunications**

8. The owner of the land must enter into an agreement with:
- a) a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
  - b) a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
9. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:
- a) a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
  - b) a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

**Vehicle Access**

10. Before the issue of a Statement of Compliance vehicle access must be installed to proposed Lot 2 to the satisfaction of the Responsible Authority.
- Note: Prior to the construction of any new vehicle crossings, the applicant must apply for and obtain appropriate assets approval from the Responsible Authority.

**Removal of Building**

11. Before the issue of a Statement of Compliance the building on the northern boundary of proposed Lot 2 must be demolished or removed to the satisfaction of the Responsible Authority.

**Expiry of Permit**

12. This permit will expire if one of the following circumstances applies:
- a) The plan of subdivision has not been certified within two (2) years of the date of this permit.



- b) A Statement of Compliance is not issued within five (5) years of the date of Certification.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six (6) months afterwards.

**COUNCIL RESOLUTION**

*MOVED: Cr Conheady*

*SECONDED: Cr Vogels*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Application Documentation PP2021/035 2401P - Under Separate Cover
2. Application Documentation PP2021/036 2401P - Under Separate Cover
3. Copy of Submissions - Under Separate Cover
4. Applicant Response to Submissions - Under Separate Cover

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## 9. OFFICERS' REPORTS

### 9.1 Small Business Assistance 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 Small Business Assistance Program (SBAP) Policy and adopt an updated SBAP Policy, to be implemented in 2021-2022.

#### **Introduction**

This program was originally adapted from the Innovation and Entrepreneur Grant Program run by Council in 2019-2020.

The aim of the SBAP is to encourage businesses (both new and existing) located in the Corangamite Shire to innovate, adapt or diversify in order to encourage new projects, services and business ideas that will have a positive impact on both the business and more broadly economic activity in the Shire

The SBAP Policy was adopted by Council at its January 2021 meeting, with the program advertised in March 2021. The first year of the program saw 48 applications received with Council allocating additional funds to 27 successful applicants.

The unsuccessful applicants were unable to be granted funding due to budget limitations or being ineligible.

The policy has been reviewed to ensure it is responsive to any feedback Council received from the previous round and that it caters for any new and emerging industries in the Shire.

#### **Issues**

The SBAP provides for the effective delivery of a grants program aimed to assist small business growth and diversification within the Shire.

Priority will be given to projects that look at new ways to do business, innovate, adapt and diversify. However, all small businesses looking at ways to improve how they do business will be encouraged to apply.

Businesses can apply on a \$1:\$1 basis to implement improvements with the amount capped at \$5,000 (exc. GST) per business.

Businesses will be able to contribute over the \$5,000 amount if they want to complete a more significant project but would still only be eligible for \$5,000 (exc. GST) from Council.

Some examples of projects that could be considered include:

- investment in new infrastructure for the business
- electric vehicle (EV) charging infrastructure
- new website/point of sale software
- new equipment to allow the business to expand
- upgrades to the inside of a building
- investment in new technology
- creation of new spaces to allow a business to expand.

The following restrictions will apply to businesses wanting to participate in the program:

- Council will not grant funds for the program retrospectively.
- Council will not provide funds for ongoing or administrative costs including the funding of staff or consultants to complete administrative work for the project.
- Applicants must be able to fund the cost of the project upfront and then Council will reimburse its contribution following the completion of the project through an acquittal process.
- Funding cannot be used as a deposit or part of financing agreements.
- Council will not grant funds where a planning/building permit has been refused or not obtained.
- Council will not grant funds for external façade improvements for businesses that are eligible for funding through the Business Façade Improvement Program.
- Council will not grant funds to businesses to cover administration costs completing their application.

To be eligible for the program applicants must:

- Have read and understand the program guidelines.
- Complete a SBAP application form including all associated documentation and application forms (including relevant planning and building applications when applicable).
- Have the building owners consent (where relevant).
- Have an Australian Business Number (ABN).
- Be located within the Corangamite Shire or planning to re-locate to the municipality within three months of applying for the grant.
- Have 20 or fewer full-time equivalent employees.
- Have completed final reports and acquittals for any previous grants with the Corangamite Shire.
- Have no overdue debts with the Corangamite Shire.

The program is open to both new and existing businesses.

Businesses may be required to complete the Business Permits Self-Assessment Checklist and are strongly encouraged to speak with Council officers prior to applying.

The funding will only be provided to a business following the conclusion of the project once the acquittal process has been completed, and all necessary permits have been approved and provided.

Criteria for the program includes:

- the project proposal (innovate, adapt or diversify) (20%)
- benefit to the business (15%)
- local economic benefits in the Shire (15%)
- timeframe/project readiness (10%)
- correct documentation (20%)
- received previous Council grant funding (20%).

Once a decision has been made by Council, the business would then have until June of the following year to complete all proposed works; and will need to forward to Council all associated documentation including invoices, photos and proof of the completed project, so that Council can reimburse agreed expenses.

Only minor changes are proposed through the revision of this SBAP policy. These include some formatting and wording changes, additional examples of projects that would be considered in the program, more clarity around what activities won't be funded through the program, changes to opening/closing dates, and minor changes to the scoring weighting.

### **Policy and Legislative Context**

The review of Small Business Assistance Program (SBAP) Policy is in accordance with the following Council Plan 2021-2025 objectives:

Infrastructure that enables industry and business growth.

Facilitating and supporting economic development.

Helping business recover from COVID and capitalise on opportunities.

The program also aligns with Council's Economic Development Strategy and would be completed in accordance with Council's Grants Policy.

### **Internal / External Consultation**

Councillors, members of the Senior Officer Group and the economic development team have reviewed the program with feedback incorporated into this updated policy.

### **Financial and Resource Implications**

The SBAP has a \$80,000 budget allocation in the 2021-2022 Budget.

Businesses can apply on a \$1:\$1 basis to implement improvements with the amount capped at \$5,000 (exc. GST) per business.

Planning fees (where relevant) are proposed to be waived by Council as part of the program to encourage participation, however, any relevant building permit fees would still apply.

### **Options**

Council may resolve to adopt the updated Small Business Assistance Program Policy with or without amendment, or not adopt the Policy.

### **Conclusion**

The Small Business Assistance Program provides current and potential new business owners from across the Shire with an incentive to start a new business, or reinvest into an existing business, driving economic growth and employment benefits.

It also provides Council with another opportunity to support small businesses as they look to recover from the ongoing impacts of the COVID-19 pandemic.

## RECOMMENDATION

**That Council:**

1. **Revokes the Small Business Assistance Program Policy dated January 2021.**
2. **Adopts the Small Business Assistance Program Policy dated August 2021.**

## COUNCIL RESOLUTION

*MOVED:*            *Cr Makin*  
*SECONDED:*      *Cr Hickey*

**That the recommendation be adopted.**

**CARRIED**

## Attachments

1. Policy Council Small Business Assistance Program 2021-2022
2. Policy Council Small Business Assistance Program 2021-2022 - Tracked Changes - Under Separate Cover

# Small Business Assistance Program Policy

Corangamite Shire

August 2021

# Council Policy



## Small Business Assistance Program

### Introduction

This policy details how Council will implement a Small Business Assistance Program (SBAP).

### Purpose

The purpose of the SBAP is to encourage businesses (both new and existing) located in the Corangamite Shire to innovate, adapt or diversify that will in turn have a positive impact on the local economy.

### Scope

All small businesses located in the Corangamite Shire will be eligible to be part of this program subject to meeting the requirements of the program.

### Definitions

Council – Corangamite Shire Council

Program – Small Business Assistance Program

### References

Corangamite Shire Economic Development Strategy

Corangamite Shire Grants Policy

### Policy Detail

This program has been developed to encourage new projects and business ideas to be completed by small businesses that will have a positive impact on both the business and broadly economic activity in the Shire.

Priority will be given to projects that look at new ways to do business, innovate, adapt and diversify. However, all small businesses looking at ways to improve how they do business will be encouraged to apply.

Some examples of projects that could be considered include:

- new website/point of sale software
- new equipment to allow the business to expand
- upgrades to the inside of a building
- investment in new technology
- creation of new spaces to allow a business to expand
- investment in new infrastructure for the business
- electronic vehicle charging stations
- energy efficiency upgrades (e.g. solar panels)

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Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Growth and Engagement  
Document Number:

Department: Growth and Engagement  
To be reviewed by: August 2023  
Policy No.: SDEV 15-01  
Page Number: 2

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Corangamite Shire Council – Small Business Assistance Program

Any idea that a business has that would lead to an improvement in how they do business could be considered as part of the program.

The following restrictions will apply to businesses wanting to participate in the program:

- Council will not grant funds for the program retrospectively.
- Council will not provide funds for ongoing or administrative costs including the funding of staff or consultants to complete administrative work for the project.
- Applicants must be able to fund the cost of the project upfront and then Council will reimburse its contribution following the completion of the project through an acquittal process.
- Funding cannot be used as a deposit or part of financing agreements.
- Council will not grant funds where a planning/building permit has been refused or not obtained.
- Council will not grant funds for external façade improvements for businesses that are eligible for funding through the Business Façade Improvement Program.
- Council will not grant funds to businesses to cover administration costs completing their application.

To be eligible for the program applicants must:

- Have read and understand the program guidelines.
- Complete a SBAP application form including all associated documentation and application forms (including relevant planning and building applications when applicable).
- Have the building owners consent (where relevant).
- Have an Australian Business Number (ABN).
- Be located within the Corangamite Shire or planning to re-locate to the municipality within three months of applying for the grant.
- Have 20 or fewer full-time equivalent employees.
- Have completed final reports and acquittals for any previous grants with the Corangamite Shire.
- Have no overdue debts with the Corangamite Shire.

The program is open to both new and existing businesses.

Businesses can apply on a \$1:\$1 basis to implement improvements with the amount capped at \$5,000 (exc. GST) per business.

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

- Business - \$5,000 (exc. GST)
- Council - \$5,000 (exc. GST)
- Total cost - \$10,000 (exc. GST)

Businesses will be able to contribute over the \$5,000 amount if they want to complete a more significant project but would still only be eligible for \$5,000 (exc. GST) from Council.

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Adopted at Council on: -  
Agenda Item: -  
Responsibility: Manager Growth and Engagement  
Document Number: -

Department: Growth and Engagement  
To be reviewed by: August 2024  
Policy No.:  
Page Number: 3



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Corangamite Shire Council – Small Business Assistance Program

If a business only wanted to complete a minor project they could apply for an amount under \$5,000. An example of this would be:

- Business - \$2,500 (exc. GST)
- Council - \$2,500 (exc. GST)
- Total cost - \$5,000 (exc. GST)

To apply for funding as part of the program, businesses will be required to complete an application form and provide all required documentation. An understanding of the program guidelines is also essential to ensure they are aware of what is required to be completed as part of the program, including the requirement to obtain any necessary permits (e.g. planning, building, environmental health, local laws) prior to undertaking the project.

Businesses may be required to complete the Business Permits Self-Assessment Checklist and are strongly encouraged to speak with Council officers prior to applying.

Planning fees (where relevant) will be waived by Council as part of the program to encourage participation. Any relevant building permit fees would still apply and would not be able to be funded through the program.

The funding that will be made available as part of the program will only be provided to the businesses following the conclusion of the project once the acquittal process has been completed, and all necessary permits have been approved and provided.

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

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

Criteria for the program includes:

- the project proposal (innovate, adapt or diversify) (20%)
- benefit to the business (15%)
- local economic benefits in the Shire (15%)
- timeframe/project readiness (10%)
- correct documentation provided (20%)
- received previous Council funding (20%)

Once a decision has been made by Council, the business would then have until June of the following year to complete all proposed works and will need to forward to Council all associated documentation including invoices, photos and proof of the completed project, so that Council can reimburse agreed expenses.

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

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Adopted at Council on: -  
Agenda Item: -  
Responsibility: Manager Growth and Engagement  
Document Number: -

Department: Growth and Engagement  
To be reviewed by: August 2024  
Policy No.:  
Page Number: 4

Corangamite Shire Council – Small Business Assistance Program

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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**  
August 2024.

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Adopted at Council on: -  
Agenda Item: -  
Responsibility: Manager Growth and Engagement  
Document Number: -

Department: Growth and Engagement  
To be reviewed by: August 2024  
Policy No.:  
Page Number: 5

## 9.2 Residential Land Review - Camperdown, Cobden and Terang

**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**

A Residential Land Review (RLR) has been undertaken for Camperdown, Cobden and Terang.

This report presents the RLR for Council adoption before progressing further through the implementation of recommendations and actions.

### **Introduction**

As a result of recent strategic planning by Council, including the Rural Living Strategy 2019 (RLS) and the Key Worker Housing Action Plan 2020 (KWHAP), along with the effects of COVID-19 influencing a surge in the local and regional property market, it was identified that a RLR needed to be undertaken for the three (3) primary residential townships of the Shire – Camperdown, Cobden and Terang.

To capitalise on future residential housing and development opportunities, and ensure these townships are positioned to realise population growth, a proactive approach to strategic planning is being taken.

Recognising the COVID-19 influenced trends and dynamic market situation of regional migration and housing demand, the RLR aims to support Council's strategic commitment to population growth and residential development opportunities.

Recent research by KPMG outlines that the onset of COVID-19 has disrupted the property market and resulted in an upswing of residential property prices, including in regional areas. This has been underpinned by positive economic conditions and low mortgage interest rates. The property market has accelerated much faster and higher than modelled under normal conditions.

The RLR focuses on designating Camperdown, Cobden and Terang as primary residential townships within the Shire and provides strategic direction and recommendations to achieve this outcome. This notes that Timboon and Port Campbell have existing residential subdivision going through planning and development stages.

The scope of work undertaken for the RLR includes the following key elements:

- Assessment of existing residential land supply, including identifying strategic infill and greenfield development sites.
- Assessment of the residential property market across the three towns.
- Consultation with service authorities to discuss services infrastructure requirements and constraints.
- Identification of issues, barriers and constraints to housing supply.
- Provision of recommendations, strategies and actions to address housing needs.

The RLR has incorporated targeted consultation with local real estate agents working within these townships, along with developers.

Once adopted, the RLR will progress further through implementation of recommendations and using the report as a basis to inform upcoming strategic planning (e.g. Cobden Structure Plan), delivery of 'quick-wins' and future actions by Council.

The RLR does not guide the future land use or settlement planning outside of the townships. Residential growth and rezoning needs to be addressed through upcoming strategic planning, such as the Cobden Structure Plan, to ensure it carries strategic and policy support.

### **Issues**

The purpose of the RLR is to review and analyse the existing residential land supply across the three townships of Camperdown, Cobden and Terang with a focus on identifying strategic greenfield and infill residential development sites.

The RLR also seeks to understand the current capacity for housing growth, constraints and barriers to land development and housing supply and provide recommendations and strategic direction to support the delivery of future housing and development opportunities.

Preparation of the RLR is an important step by Council in promoting and facilitating residential development in Camperdown, Cobden and Terang, through the implementation of future actions and guiding upcoming strategic planning.

The RLR is broken into three main sections. A summary of general issues, followed by township specific findings is provided below:

### ***Residential Land Supply***

A number of barriers and constraints to housing development apply to the three towns.

#### Land ownership constraining supply

- Analysis shows that over half of the candidate development sites have been in the same ownership for over ten (10) years.
- Landowners are not obliged or compelled to sell or develop their land for many reasons, including productive use, limited financial gain or amenity/rural character.
- Subdivision data shows that the majority of new lots are created through two (2) lot subdivision, instead of large-scale residential development.
- New dwelling permits have outstripped lot creation, suggesting supply has been constraining demand.
- Limited subdivision and new lot creation have occurred in Cobden and Terang particularly, highlighting the constrained availability of vacant land.

### Servicing and infrastructure needs

- Consultation with service authorities, particularly Wannon Water, shows that many of the available sites across the three towns require service infrastructure upgrades to facilitate development.
- The requirement for service infrastructure provides a barrier to development, with high upfront costs providing a disincentive, as well as impacting development viability.
- Sewer and water limitations are the most commonly identified barrier. A new sewer pump to service development will cost approximately \$150,000-\$200,000, plus additional costs for rising mains (approx. \$250 p/metre). These can pose significant cost barriers for development, particularly small-scale subdivision.
- Requirements for upfront delivery of infrastructure such as roads and drainage systems, further compounds development viability.

### Key development areas subject to DPO

- The Development Plan Overlay (DPO) is applied to key areas of potential supply, which if unconstrained for Camperdown would deliver approximately 242 lots and 166 lots in Terang. A small DPO also applies in Cobden.
- Relevant issues include:
  - The application of the DPO in areas of highly fragmented ownership, requiring willing landowners, cooperation between owners and/or consolidation of land.
  - Stipulated minimum and average lot sizes may be too onerous, limiting development flexibility and constraining yield.
  - Large amounts of zoned residential land supply are locked out from development unless in-sequence development occurs, due to servicing and infrastructure provision.
  - No mechanism applies for the fair apportionment of infrastructure delivery costs, such as a Development Contributions Plan Overlay (DCPO) or Section 173 Agreement between landowners, creating a situation where costs are not equitably allocated, often being placed on the lead developer.

### Limited availability of market ready land supply

- Market ready land supply is heavily constrained.
- Whilst there appears to be a significant supply of zoned and vacant residential land across the towns, market ready supply equates to approximately 4.8% of existing dwellings in Camperdown, 10.6% in Cobden and 5.3% in Terang.
- Landownership and fragmentation pose a further barrier to market ready supply, leaving land supply at critical levels.

### ***Market Assessment***

An assessment of the residential housing market and demand indicators has occurred.

### Historically low population growth

- Population growth is a typical indicator of housing demand where the market operates effectively.
- Historical growth rates have been subdued and moderately forecast at Camperdown 0.26% p.a., Cobden 0.65% p.a. and Terang 0.19% p.a.
- Land supply limitations for new housing appear to have historically impacted population growth and could constrain future growth over the short/medium-term.

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Key housing market drivers

- Key housing market drivers include a strategic focus on population growth, COVID-19 effects and changes in lifestyle, work and housing preferences, government stimulus programs (e.g. Home Builder and stamp duty concessions), low interest rates, major infrastructure projects, key worker housing and relative affordability.

Uplift in housing demand

- Recent data measures suggest there has been an increase in activity in the housing market over the past 5 years, which COVID-19 has further accelerated.
- Anecdotal evidence from real estate agents suggest that the housing market has performed strongly through the second half of 2020 and into 2021, reflecting broader regional housing market trends.
- Shifting lifestyle preferences and working behaviours (include greater ability to work remotely) has increased regional migration.
- It remains unclear whether this spike in demand is temporary or permanent, however, it is critical to plan proactively for demand above historical figures and conservative growth forecasts.

Rental housing supply constraints

- Data shows the supply of rental housing has been declining, whilst pricing has increased, impacting the availability of housing for new residents and key workers.

House prices

- Median house prices for Camperdown, Cobden and Terang have been following regional growth trends, however, the median house price still sits below the regional Victorian average, making housing still relatively affordable.
- However, house prices and land values also influence development viability with all associated costs involved, impacting upon profitability and a willingness of owners to develop.

Housing choice

- There is a need to provide adequate diversity of housing stock to cater for market preferences, including young families, home builders, retirees, downsizers and smaller dwellings for the rental market (e.g. key and temporary workers).
- Each town is expected to experience an ageing population and it is important that appropriate housing enables residents to 'age-in-place'. Opportunities for downsizing, retirement and assisted living would keep residents in town and open new market opportunities for buyers.

Constraints to land supply impacting demand

- Assessment of land supply constraints and demand data suggests that land supply is constraining demand.
- New supply created or delivered to market is rapidly consumed, and there has generally been a lack of new supply created across the three towns.
- All new supply created in the past five (5) years has been small-lot (i.e. two lot) subdivision, slowing the rate of supply coming to market and constraining development.
- The data provides evidence of the barriers to subdivision and bringing larger greenfield and strategic infill development sites to market.

### ***Adequacy of Existing Supply***

At a high level, there appears to be a large amount of zoned land supply across the three towns when assessed against total lot capacity and historical demand.

However, when assessed against market ready lot capacity, the number of years' supply is substantially reduced, with demand for new housing constrained by supply. When accounting for potential land ownership barriers, market ready land supply falls to critical levels for each town.

Strategic and targeted interventions are required to facilitate land development and bring new housing to market. The unintended consequences of this issue could further impact on housing affordability and attraction, whilst constraining population growth, retention and function of the local economy.

### ***Camperdown***

The land supply assessment shows that there is limited market ready residential land available in Camperdown. Relevant barriers to land supply include:

- Service infrastructure constraints
- DPO and approved development plan
- Land ownership
- Other planning overlays (e.g. Heritage Overlay and Significant Landscape Overlay).

Two key sites were identified as being relatively unconstrained being Site 1 (Clarke Street) and Site 7 (Barkly Street/Uniting Church), offering significant supply potential at approximately 78 lots in total.

These two sites could offer a combined lot yield equating to approximately 19% of township capacity, meaning 81% of land supply in Camperdown is not market ready or available for development in the short-term.

Strategic interventions are required to release further market ready land in Camperdown.

A further residential development investigation site of 4ha with access from Bowyer Street and Kilmaley Crescent, which appears as relatively unconstrained, is a potential 'quick win' and has capacity to deliver a yield of 17-20 lots. This site is privately owned and needs to be rezoned.

### ***Cobden***

The land supply assessment shows that a number of potential development sites in Cobden are constrained and not market ready. Key barriers include:

- Service infrastructure constraints
- Access and road infrastructure upgrades
- Land ownership.

There are still sites that have been identified as having present residential development potential, yielding a combined estimated supply of 90 lots. This equates to approximately 57% of total lot capacity within Cobden, meaning 43% of current land supply is not market ready.

Land along Bond Street zoned residential (Site 2) also presents a viable development option once the unsealed section of Bond Street is upgraded and sealed providing access to the site. Internal access roads would also be required for this development.

Strategic interventions are required to release further market ready land in Cobden.

Investigation of a future residential development expansion south of Cobden was reviewed. Service authorities have indicated there would be challenges in developing this area with the need for a sewer pump station, rising mains and extension of power supply. This area will be further reviewed as part of the upcoming Cobden Structure Plan considering broader settlement planning.

### ***Terang***

There are two sites in Terang that present potential for residential development.

Site 1 is the McRae Street land with potential for an estimated lot yield of 133 lots (1,000m<sup>2</sup> average) and covered by the DPO with an approved development plan. This land is fragmented, however, recent discussions with some landowners have indicated development interest.

The land is serviceable from west to east and has an assumed market ready capacity of 42 lots.

Site 2 adjoins the railway line and is just south of the McRae Street land, with a potential lot yield of approximately 15 lots.

Combined market ready land is estimated at 57 lots, equating to approximately a 35% estimated lot capacity, with 65% of current land supply not considered market ready.

Strategic interventions are required to release further market ready land in Terang.

Investigation of future residential expansion areas north and west of Terang have been reviewed. Wannon Water have identified the land west of Terang as having servicing constraints and requiring a sewer pump station and rising mains.

Land north of Terang on Black Street has access to service infrastructure and provides a potential rezoning and development option, however, it is relatively low-lying, and a drainage investigation would need to be undertaken.

### ***Recommendations***

The following key recommendations have been provided for Council's implementation and action to assist in addressing market ready land supply and bringing new housing to market.

#### Planning Interventions

- That Council engages with key landowners to discuss their development intentions and establish a register for key development sites to assist landowners and facilitate development. This information would also be used to inform future strategic planning, infrastructure funding and advocacy with service authorities and State Government.
- That Council reviews and revises the approved development plans and DPO to support delivery through development sequencing and infrastructure needs, reduced minimum and average lot sizes, land ownership, infrastructure delivery and cost apportionment.



- That the findings from the RLR be used to guide future strategic planning work with a focus on:
  - Encouraging and facilitating development of existing zoned land; and
  - Identifying opportunities to provide a variety of housing and progress future growth areas which have limited constraints.
- That Council investigates and pursues short-term strategic opportunities to rezone land for future housing development, subject to meeting certain criteria, such as land in Bowyer Street, Camperdown within the Commercial 2 Zone.

#### Development Interventions

- That Council reviews and considers mechanisms to deliver enabling infrastructure to facilitate development, including financing and delivery. This could include low or no interest loans to developers, direct funding contributions, and advocacy to State Government to assist catalyst infrastructure delivery.
- That Council leverage existing funding sources to deliver enabling infrastructure, such as funding provided through the Local Roads and Community Infrastructure Program, which aligns with strategic objectives for housing and subdivision in the Council Plan 2021-2025.
- That Council engages with and works with Wannon Water to prepare and update servicing plans for each town based on residential development options and strategic planning.
- That Council works with specialised service providers who have residential land supply, such as Cobden Health, to determine development options for assisted living or aged care housing on their land.
- That Council continues to support landowners and developers bringing land to market through the planning and development process, service planning and potential Council managed grant or infrastructure assistance programs. This would include Council facilitated information sessions and workshops to provide landowners/residents with guidance on the subdivision and development process.

#### Homes for Key Workers

- That the actions arising for Corangamite Shire from the Key Worker Housing Action Plan 2020, with focus on Camperdown, Cobden and Terang be progressed.
- That Council directly invests and delivers land for housing, either through Council owned land or working in partnership with landowners. This is not just limited to key worker housing.

#### Advocacy

- That Council continues to advocate to State Government for assistance and support in addressing housing supply and development barriers, including:
  - Grants and funding for enabling infrastructure
  - Fast track planning scheme amendments to rezone land for residential development (meeting certain criteria)
  - Concessions to taxes and charges in regional areas aligned with residential development and housing growth (including the proposed Windfall Gains Tax and implications on rezoning).

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## Policy and Legislative Context

Corangamite Shire Council Plan 2021-2025 objective:

More housing and subdivision to cater for population growth.

Supporting strategies include to:

Undertake a proactive role in delivery and development of residential land to increase population and new housing.

Ensure the Corangamite Planning Scheme supports new residential development and growth.

## Internal / External Consultation

Preparation of the draft RLR has involved targeted consultation with:

- Council officers (Planning, Building and Assets Planning)
- Local real estate agents
- Service authorities (Wannon Water and Powercor)
- Developers.

No direct public consultation has been undertaken or is planned as the RLR focuses on a review of existing residential land supply as is intended to guide the implementation of future actions and upcoming strategic planning work by Council. These next steps will involve consultation and engagement.

## Financial and Resource Implications

Preparation of the RLR was funded through Council's 2020-2021 budget.

Current allocation exists in the 2021-2022 budget to implement actions and progress with further work. This work will begin as a priority once the RLR is adopted.

Delivery of the RLR also aligns with Council's current budget allocation and commitment to prepare a Cobden Structure Plan, being a key document, which guides planning for delivery of residential development and housing in the town.

Adoption of the RLR and implementation of recommendations and actions is intended to open up and leverage residential development and housing investment within Camperdown, Cobden and Terang, aligned with Council's strategic priorities.

## Options

Council has the following options in relation to the RLR:

1. Resolve to adopt the RLR and progress with the implementation of recommendations and actions. **(Recommended option)**
2. Defer adoption of the RLR.

## Conclusion

The delivery of market ready land for housing within Camperdown, Cobden and Terang is reaching a critical point. A number of barriers including service constraints, infrastructure requirements, land ownership and outdated and unachievable development plans, have constrained land supply and are limiting the ability to meet demand for new subdivision and housing.

Limited large-scale and market ready housing supply has subsequent unintended consequences on housing affordability and attraction, constraining population growth, retention and function of the Shire's local economy. There is market failure in residential development which is a disadvantage to these towns.

The RLR provides an analysis on the issues and opportunities on residential development within Camperdown, Cobden and Terang, and provides findings and recommendations for Council to implement to leverage and facilitate future housing options.

The RLR is presented for Council's adoption before progressing with implementation of the recommendations and actions.

## RECOMMENDATION

**That Council adopts the Residential Land Review (August 2021) and progress with the implementation of recommendations and actions.**

### COUNCIL RESOLUTION

*MOVED: Cr Conheady*

*SECONDED: Cr Cole*

**That the Recommendation be adopted.**

**CARRIED**

### Attachments

1. Camperdown Cobden Terang Residential Land Review Final Report - Under Separate Cover

Mr Aaron Moyne left the meeting.

The Mayor, Cr. R. Gstrein, declared a material conflict of interest in Agenda Item 9.3 and left the the meeting prior to any discussion or vote on the matter at 7.25 pm.

In the absence of the Deputy Mayor, Cr G. Conheady, assumed the Chair.

### **9.3 COVID-19 Fee Relief Program 2021-2022**

**Author:** Lyall Bond, Manager Environment and Emergency

**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 - Lyall Bond

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

#### **Summary**

This report provides Council with a recommendation to implement a COVID-19 Fee Relief Program for 2021-2022, which waives Council registration and permit fees for Food, Registered Premise and Accommodation businesses. This also includes businesses with Local Law permits for outdoor dining, A-frames, footpath trading and commercial leases that are eligible under the State Government *Commercial Tenant Relief Scheme Act 2021*.

#### **Introduction**

The COVID-19 pandemic has created one of the biggest challenges for business and the community to respond to in recent times. With ongoing forced business closures and changes to operations, coupled with restrictions on how the community can interact, it is essential that Council remains responsive to resident and business owner needs and challenges. The implementation of the COVID-19 Fee Relief Program 2021-2022 fee and rental lease waivers will work towards achieving this goal and will provide a valuable point of contact between Council and business as each change in circumstances occurs.

#### **Issues**

While a variety of support packages were offered by Council and both the State and Federal Government previously, the aim of the COVID-19 Fee Relief Program 2021-2022 and associated fee and lease waivers, is to recognise the ongoing business disruption and challenges faced by Corangamite Shire's food and accommodation providers and other 'bricks and mortar' businesses over the past and coming twelve months.

It is proposed that the COVID-19 Fee Relief Program 2021-2022 will provide up to \$130,000 in fee waiver relief for Food, Registered Premises, Accommodation businesses as part of their annual registration as well as fee relief for Local Law permit renewals or new businesses registering with Council in the 2021-2022 financial year. Council will also suspend and waive rental payments for commercial leases for those businesses which hold a commercial lease with Council and are eligible under the State Government *Commercial Tenant Relief Scheme Act 2021*. An eligible lessee will receive 100% waiver of rents and leases due whilst they remain eligible under the State Government *Commercial Tenant Relief Scheme Act 2021* and must provide evidence on a quarterly basis of this eligibility.

The proposed fee waivers will assist eligible businesses to remain open and continue to meet registration requirements under state legislation and Local Laws for the 2022 calendar year.

The Program also aligns closely with Council's COVID-19 Recovery Plan which has been developed and is evolving as the pandemic continues to impact the broader community.

### **Policy and Legislative Context**

The COVID-19 Fee Relief Program 2021-2022 fee waivers is consistent with the following objectives of the 2021-2025 Corangamite Shire Council Plan:

Facilitating and supporting economic development.

Helping business recover from COVID and capitalise on opportunities.

Supporting our communities to move on from COVID.

Council continues to provide a key role in emergency planning and recovery.

### **Internal / External Consultation**

Internal communication has occurred amongst Council officers in the development of the COVID-19 Fee Relief Program 2021-2022 fee waivers.

Councillors have been presented with the concept of a further COVID-19 fee waiver program for the 2021-2022 financial year at the August 10 Council briefing.

External feedback from previous programs has also been used to develop the eligibility of this new program.

### **Financial and Resource Implications**

The total value of the COVID-19 Fee Relief Program 2021-2022 fee waivers will be up to \$130,000, which although able to be implemented immediately after approval, will need to be included as part of Council's first quarter budget review and considered by Council at the October Council meeting.

### **Options**

Council may choose to:

1. Adopt the COVID-19 Fee Relief Program 2021-2022 fee waivers as presented.
2. Make changes and then adopt the COVID-19 Fee Relief Program 2021-2022.
3. Choose not to adopt and implement a COVID-19 related business relief program.

### Conclusion

The COVID-19 pandemic has created significant challenges both for Council across all its services and the whole of the community to respond to. Some of the greatest impacts of successive lockdowns and restrictions have occurred in small, often family-run businesses throughout the Shire. Through the adoption of the COVID-19 Fee Relief Program 2021-2022, Council can assist Food, Registered Premise and Accommodation businesses through this difficult period, by waiving registration, Local Law permit fees and eligible commercial leases.

### RECOMMENDATION

#### That Council:

1. Approves and implements the COVID-19 Relief Program 2021-2022, for up to \$130,000, to waive Council registration and permit fees for Food, Registered Premise and Accommodation businesses, including business related Local Law permits for outdoor dining, A-frames, footpath trading and commercial leases that are eligible under the State Government *Commercial Tenant Relief Scheme Act 2021*.
2. Allocates the required funding from Council's accumulated surplus and the financial impact be recognised in the September quarter 2021-2022 budget review.

### COUNCIL RESOLUTION

*MOVED:* Cr Makin  
*SECONDED:* Cr Hickey

#### That Council:

1. Approves and implements the COVID-19 Relief Program 2021-2022, for up to \$130,000, to waive Council registration and permit fees for Food, Registered Premise and Accommodation businesses, including business related Local Law permits for outdoor dining, A-frames, footpath trading and commercial leases that are eligible under the State Government *Commercial Tenant Relief Scheme Act 2021*.
2. Not charge interest on overdue rates and charges or debtor accounts for the 2021-2022 financial year, including prior year arrears.
3. Allocates the required funding from Council's accumulated surplus and the financial impact be recognised in the September quarter 2021-2022 budget review.

**CARRIED**

The Mayor, Cr. R. Gstrein, returned to the meeting at 7.32 pm and assumed the Chair.

## 9.4 Membership to the Barwon South West Climate Alliance

**Author:** Lyall Bond, Manager Environment and Emergency

**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 - Lyall Bond

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

### Summary

The purpose of this report is to provide information on the formation of the Barwon South West Climate Alliance and to propose that Council becomes a member.

### Introduction

Local government is legislated to act on climate change under Victoria's Climate Change Act 2017, Public Health and Wellbeing Act 2008 and Local Government Act 2020. Council's Environment and Sustainability Strategy also identifies Corangamite Shire's commitment to leadership and action to respond to climate change and has resulted in a range of renewable energy installations and emissions reduction actions being completed.

Council officers have been involved in the Barwon South West Climate Alliance (BSWCA) Establishment Project, with the aim of developing this partnership between ten councils and four land management agencies to work collaboratively towards actions that both prevent and mitigate the impacts of climate change in our region.

The establishment project is at the stage of developing the rules/constitution of a new entity to enable the group to register for incorporation with Consumer Affairs Victoria. A call for Founding Members to undertake this work has been made via the auspicing council, Warrnambool City. Following this, all partner councils and organisations will be invited to become paying members of the Alliance, expected in September-October 2021.

Benefits to Council will include opportunities to demonstrate climate leadership, cost savings, regional progress on greenhouse gas emissions reduction, collaboration on procurement and projects, access to grant funding, advocacy at regional, state and national levels, access to regional climate risk data and communications and networking and training opportunities.

### Issues

There are 8 established regional Climate or Greenhouse Alliances across Victoria. Most of Victoria's 79 councils are involved in some form of climate Alliance. There has previously not been a climate alliance in the Barwon South West Region.

The BSWCA Establishment Project commenced in 2020, to develop an operating model to formalise a partnership between:

- City of Greater Geelong
- Golden Plains Shire Council
- Borough of Queenscliff
- Corangamite Shire Council
- Colac Otway Shire Council
- Warrnambool City Council
- Moyne Shire Council
- Glenelg Shire Council
- Southern Grampians Shire Council
- Surf Coast Shire Council
- Corangamite and Glenelg Hopkins Catchment Management Authorities
- Barwon Water and Wannon Water
- Department of Environment, Land, Water and Planning.

Council's Environment and Sustainability Strategy documents commitments and actions to respond to climate change. Council also has a climate adaptation strategy which includes actions to respond to climate change and adapt to impacts. Corangamite Shire's focus in recent times has been towards Solar PV installations and energy saving building retrofits.

Becoming a member of any new climate-related collaboration provides a further opportunity for Council to both meet legislated requirements and to demonstrate practical implementation of the Corangamite Community Vision 2040 and the Council Plan 2021-2025.

Similar to existing Climate/Greenhouse Alliances in other parts of the state, BSWCA brings councils and other organisations together to work on projects, share knowledge, and advocate for mitigations and actions on climate change with an aim to build resilience in our local communities and region.

While the Department of Environment, Land, Water and Planning (DELWP) has provided funding to employ an Establishment Officer for the BSWCA, the group is required to ultimately be self-funding, or non-reliant on DELWP funding support beyond the establishment phase. Self-funding in this context is suggested to be met via membership fees combined with grant funding. The current proposed membership fee for councils is \$15,000 annually and \$10,000 for agencies/authorities.

Past examples of Corangamite Shire combining with other councils on environment-related projects across the region have been successful. These projects have included street lighting upgrades, with a reduction in costs to Council, and joint procurement of kerbside bin audits and street litter bin consistency through the Regional Waste Group.

Councils across the Barwon South West have now been requested to consider becoming founding members of the BSWCA. It is intended that the founding members formalise the rules/constitution and commence the registration of the group for incorporation with Consumer Affairs Victoria.

Founding members will also assist in the formation of the BSWCA and assist in the determination of the governance structure, membership contributions and the initial focus of the Association.



Governance arrangements, including at what level officers and elected representatives are to be involved, are yet to be determined. It will be important for the success of any Alliance that this is known and understood prior to the investment of public money via membership fees.

### **Policy and Legislative Context**

The Victorian Government's *'Local Government Climate Change Adaptation Roles and Responsibilities under Victorian legislation – guidance for local government decision-makers'* (2020) outlines climate change risks to communities, along with risks associated with inaction. Membership with the BSWCA will assist Council to identify and respond to a number of risks to community, human resources, environment, operations, systems and reputation.

Local government has roles and responsibilities to take action on climate change under Victoria's *Climate Change Act 2017* and *Local Government Act 2020*. The objectives of the BSWCA align with the State Government's long-term vision and approach to climate change identified within these Acts – including targets to reduce emissions by 28-33 per cent by 2025 and 45-50 per cent by 2030.

This 'foundation member' group will also need to consider the requirements of *the Local Government Act 2020*, specifically Sections 110 and 111, in relation to the formation of beneficial enterprises and follow the correct processes before any council is able to officially join. Beneficial enterprises include partnerships, joint ventures or incorporated associations. It is not clear from the correspondence with the Establishment Project officers that the requirements of the *Local Government Act 2020* have yet been considered or met. If Council is to participate as a founding member, it will be on the proviso that this work is undertaken prior to any formal commitment to join.

Participation in the BSWCA will contribute to achieving objectives and actions in Environment and Sustainability Strategy and the Council Plan 2021-2025 includes:

Facilitating and supporting economic development.

Protecting and improving our built and natural environment.

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

Reducing the carbon footprint of Council operations.

Helping our community plan and respond to climate change.

Piloting the implementation of the United Nations Sustainable Development Goals (SDGs) at the local level.

Council advocates strongly and respectfully on issues that matter to our community.

### Internal / External Consultation

No community engagement has been undertaken in the BSWCA Establishment Project.

A Corangamite Shire Council officer is a member of the Project Control Group (PCG) for the BSWCA Establishment Project. The PCG has developed recommendations for the BSWCA's objectives, legal entity, governance structure and membership structure.

The Establishment Project Officer has provided a briefing to Senior Officer Group.

### Financial and Resource Implications

There is currently no financial contribution required to participate in the Establishment Project phase.

If the project progresses and Council joins the entity either as a founding member or a regular member, the annual membership fee is mooted to be \$15,000 for local government and \$10,000 for other authorities/organisations. This amount would need to be referred to the 2022-2023 Budget for consideration.

The Establishment Project office has indicated that membership fees will not be required before September/October 2021. Council has no current budget allocation for any membership fee for a new entity this financial year. It is proposed that DELWP be requested to cover any operating requirements of the new entity in the 2021-2022 financial year.

### Options

**Option 1** – That Council expresses an interest in participating in the next “foundation member” stage of the establishment of the Barwon South West Climate Alliance on the proviso that all requirements of the *Local Government Act 2020* are addressed and nominates the Director Sustainable Development as the interim representative. Further, that should it be subsequently determined that the BSWCA be formed as a beneficial entity, that a report be prepared for Council to consider formal membership and nominate Council's representative at that time. **(Recommended)**

**Option 2** – That Council declines to be involved in the “foundation member” stage and awaits the report of the founding member group prior to making a decision on membership.

This option is not recommended by officers as the opportunity to play a role in shaping the Alliance including ongoing advocacy, representation and governance arrangements and legislative compliance is foregone.

**Option 3** – That Council declines all membership of the Barwon South West Climate Alliance and continues to undertake projects as an individual Council.

This option is not recommended by officers as it conflicts with commitments made in the Council Plan 2021-2025, 2040 Community Vision and poses reputational risk to Council. This option would also greatly reduce the amount of work able to be achieved in the climate change area and reduce Council's ability to leverage regional projects.

### Conclusion

In participating in the next phase of the formation of a Barwon South West Climate Alliance, Council will demonstrate climate leadership and commitment to realising the goals, objectives and actions outlined in the Council Plan 2021-2025, while also meeting a legislated responsibility to take action on climate change.

## RECOMMENDATION

That:

1. Council expresses an interest in participating in the next “foundation member” stage of the establishment of the Barwon South West Climate Alliance (BSWCA) on the proviso that all requirements of the *Local Government Act 2020* are addressed.
2. Council nominates the Director Sustainable Development or their nominated representative to be the interim member of the Project Control Group to work on the legal entity and governance structure proposals for the Barwon South West Climate Alliance.
3. Council writes to DELWP to request funding for the first year of membership to the Barwon South West Climate Alliance noting that future budget allocations will be considered as part of Council’s budget processes.
4. Should it be subsequently determined that the BSWCA be formed as a beneficial entity, a report be prepared for Council to consider formal membership and nominate Council’s representative to the entity at that time.

### COUNCIL RESOLUTION

*MOVED:* Cr Conheady

*SECONDED:* Cr Cole

That the recommendation be adopted.

**CARRIED**

## 9.5 Finance Report - June 2021

**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 note Council's provisional 2020-2021 financial result, provisional financial position as at 30 June 2021 and to approve changes to the 2021-2022 Adopted Budget for carry forward budget items that have not been completed in 2020-2021.

### Introduction

Council adopted the 2020-2021 Budget at the June 2020 Council meeting. During the financial year a number of comprehensive reviews of the budgets were completed with changes subsequently approved by Council.

During July 2021 officers reviewed the 2020-2021 forecast budget to identify projects that are incomplete and funding that has been received in advance for future years. These carry forward amounts have been used to adjust the forecast position and provide an overview of the 2020-2021 result.

### Issues

#### *2020-2021 Provisional Result*

Council's adopted 2020-2021 Budget projected a "cash" deficit of \$2,739,634. As a result of the carry forwards and budget variations approved during the year, Council's operating 'cash' result was forecast to be a deficit of \$10,937,369.

2020-2021 adopted surplus / (deficit)	(\$2,739,634)
2019-2020 carry forwards (net)	(\$9,525,334)
2020-2021 December quarter adjustments	(\$854,472)
2020-2021 March quarter adjustments	\$2,128,687
2020-2021 May adjustments	\$53,113
<b>2020-2021 Forecast "cash" Surplus/(Deficit)</b>	<b><u>(\$10,937,369)</u></b>

During July 2021 officers identified incomplete projects and prepaid grant income which needs to offset against the forecast to determine the "adjusted forecast" which the actual result can be compared to. As shown below, after the adjustments have been made, Council performed \$3,226,027 better than the adjusted forecast.

2020-2021 Forecast "cash" Surplus/(Deficit)	(\$10,937,369)
2020-2021 carry forwards (net)	<u>\$22,830,535</u>
<b>2020-2021 Adjusted Forecast "cash" Surplus/(Deficit)</b>	<b><u>\$11,893,166</u></b>
<b>2020-2021 Actual Result</b>	<b><u>\$15,119,193</u></b>
<b>2020-2021 Budget Variance Favourable (Unfavourable)</b>	<b><u>\$3,226,027</u></b>

***2020-2021 Adjusted Forecast Variations***

The \$3,226,027 favourable result can be attributed to \$681,025 of higher than forecast revenue received and savings in expenditure of \$2,545,002. The following table provides some explanation of the major variations.

Item	Amount	Explanation
User fees	\$92,569	Additional fees received for landfill (\$312k) private aged/NDIS fees (\$144k) and Building Permits (\$59k) offset by reductions in kindergarten fees due to Government subsidised kinder fee grant (\$400k).
Grants - Operating	\$356,172	Additional grants received for kindergarten fee subsidy and increases in budgeted enrolments (\$400k).
Other Revenue	\$282,326	Investment returns better than expected (\$200k) primarily due to managed investments and higher cash position due to capital backlog.
Transfers from reserves	\$206,766	Transfer from reserves to cover some Port Campbell Streetscape upgrades costs which have been paid ahead of schedule.
Employee Expenses	\$492,044	Multiple vacant positions across the organisation throughout the year including Working for Victoria positions.
Materials & Services	\$1,570,867	<p>Summary of major savings</p> <ul style="list-style-type: none"> <li>• Fleet – increased recovery for fleet usage as capital projects usage increased (\$229k).</li> <li>• Working for Victoria – underspends in materials costs across a number of working for Victoria projects used to support COVID-19 recovery.</li> <li>• Economic Development – A number of projects were not able to be completed as the team were focused on COVID-19 recovery (\$240k).</li> <li>• Capital projects which did not meet capitalisation criteria (\$180k).</li> <li>• Swimming Pools – Reduced season due to COVID-19 allowed for lower payment for the subcontracted service provider (\$180k).</li> <li>• Family Day Care – Reduction in available family day care contractors (\$80k). Income also reduced.</li> <li>• Training &amp; Development – unable to complete training due to COVID-19 (\$60k).</li> <li>• Electricity &amp; Gas – savings due to lower utilisation of buildings and benefit from additional installation of solar panels (\$80k).</li> </ul>

Other Expenses	\$178,667	Fee waivers for COVID not required due to Federal Government stimulus and support (\$170k).
Capital Projects	\$98,421	Savings in replacement of Heavy Fleet in comparison to budget (\$120K).
Transfer to reserves	(\$94,119)	Amounts underspent for Kerbside collections which will be offset against future Waste Management Charge (\$56K).
	<b>\$3,183,713</b>	

### ***2020-2021 Carry Forwards Projects***

It is recommended Council approve all carry forwards for completion in 2021-2022. No further amendments to the budgets are proposed. The carry forwards are summarised below with a detailed listing attached to this report.

Recurrent Operations	\$5,450,783
Capital Projects	\$13,162,375
Extraordinary events	\$124,279
<b>Total 2020-2021 Net Carry Forwards</b>	<b>\$22,830,535</b>

There are 14 projects which represent \$19.7 million of the carry forward amount. These projects represent grants paid in advance, multiyear capital projects and heavy plant. A full listing of projects is provided in the attachments.

### ***2021-2022 Budget.***

Council adopted its 2021-2022 Budget with a projected "cash" surplus of \$2,212,928. Should the carry forwards be approved the deficit will be revised to a deficit of \$20,617,607 as summarised below.

2021-2022 Adopted "cash" Surplus/(Deficit)	\$2,212,928
2020-2021 carry forwards (net)	(\$22,830,535)
<b>2020-2021 Forecast "cash" Surplus/(Deficit)</b>	<b>(\$20,617,607)</b>

The impact of the 2021-2022 carry forwards is not detrimental to Council's projected financial position as at 30 June 2022. As reconciled below Council will have \$10,985,000 of unrestricted "cash".

2020-2021 Brought Forward "Cash" Surplus		\$36,974,778
2021-2022 Adopted Budget "Cash" Deficit	\$2,212,928	
2020-2021 Carried Forwards (net)	(\$22,860,535)	(\$20,617,607)
<b>Revised "Cash" Surplus at year end</b>		<b>)</b>
<b>Target Cash Position</b>		<b>(\$5,372,171)</b>
<b>Adjusted Unrestricted Surplus/(Deficit)</b>		<b>\$10,985,000</b>

The unrestricted cash will assist supporting the delivery of the carry forward projects in 2021-2022 and strengthen the starting position for the 2022-2023 budget process and provide a buffer for future unexpected costs.

### Policy and Legislative Context

The report meets Council's requirements for reporting under the *Local Government Act 2020* and is in accordance with the following 2021-2025 Council Plan objectives:

Having strong governance practices.

Ensuring we maintain our strong financial position.

Council promotes best value and value for money for its ratepayers.

### Internal / External Consultation

The report has been prepared in consultation with relevant department managers and has been reviewed by the Senior Officer Group. As there are no changes to rates or charges and no proposed borrowings, the forecast budget was not required to be publicly advertised.

### Financial and Resource Implications

The provisional financial result for 2020-2021 reflects a favourable variation of \$3,226,027 and an improved "cash" position projected for 30 June 2022. The improved financial position will assist supporting the delivery of the carry forward projects in 2021-2022 and strengthen the starting position for the 2022-2023 budget.

### Conclusion

Council remains in a strong finance position. The provisional financial performance for 2020-2021 was \$3,226,027 favourable compared to the adjusted forecast budget. The carry forward projects recommended for approval can be delivered by the accumulated funds from 2020-2021. The favourable 2020-2021 result will also assist in the delivery of these projects and strengthen the starting position for the 2022-2023 budget.

## RECOMMENDATION

### That Council:

1. **Receives the interim finance report for the period ending 30 June 2021.**
2. **Notes the provisional "cash" result for 2020-2021.**
3. **Approves 2020-2021 carry forward projects as attached to this report totalling \$22,830,535.**

### COUNCIL RESOLUTION

**MOVED:** *Cr Makin*

**SECONDED:** *Cr Hickey*

**That the recommendation be adopted.**

**CARRIED**

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**Attachments**

1. Finance Report - Interim June 2021
2. Carry Forward - 2020-2021 - Under Separate Cover
3. Provisional cash result - 2020-2021 - Under Separate Cover



# Quarterly Finance Report

## June 2021 Interim



# Finance Report

## Attestation

As Chief Executive Officer I have determined a revised budget as described under section 95 of the Local Government Act 2020 is not required to be prepared and adopted by Council. This statement is made in accordance with section 97(3) of the Local Government Act 2020.

*Andrew Mason CEO*

In my opinion the information set out in this report presents fairly the financial transactions for the period ended 30 June 2021. All statutory obligations which relate to the period of this report have been made.

*Adam Taylor CPA*

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## Synopsis

The purpose of this report is to provide Council an update and commentary on the financial performance of Council's operations on a quarterly basis.

## Definitions

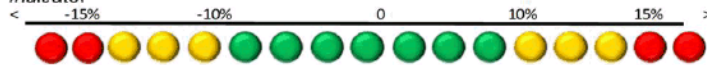
**Adopted Budget** represents the Budgeted adopted by the Council in June.

**Reviewed Budget** represents the adopted budget adjusted for approved budget amendments (such as carry forward or mid-year reviews)

**Forecast Budget** represents the most recent estimated financial position which has not been approved by Council

## Variance indicator thresholds

The following tolerances are used on all reports represented by traffic light indicator



## Performance Summary

The performance summary provides a high level overview of the year to date (YTD) cash result against budget. The report also projects the overall cash balance available to Council at the end of the financial year, this cash balance provides a starting point for future budgets.

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
Recurrent Operations	(9,300,894)	(13,932,276)	(13,806,793)	(13,806,793)	(6,395,524)	7,411,269	54%
Rate Income	22,199,831	22,363,855	22,618,481	22,618,481	22,617,734	(747)	(0%)
Net Loans	0	0	0	0	0	0	0%
Projects	(4,941,500)	(5,491,706)	(5,584,798)	(5,584,798)	(242,547)	5,342,251	96%
Capital	(10,697,945)	(14,052,584)	(14,322,989)	(14,322,989)	(957,711)	13,365,278	93%
Proceeds from sale of property, infrastructure, plant & equi	390,000	584,687	584,687	584,687	348,912	(235,775)	(40%)
External Loan Funds	11,867	11,867	11,867	11,867	15,447	3,580	30%
Reserve Transfers	(350,723)	(170,374)	(170,374)	(170,374)	(57,727)	112,647	66%
Extraordinary Events	(50,000)	(267,450)	(267,450)	(267,450)	(209,390)	58,060	22%
<b>Surplus/(Deficit)</b>	<b>(2,739,364)</b>	<b>(10,953,983)</b>	<b>(10,937,369)</b>	<b>(10,937,369)</b>	<b>15,119,193</b>	<b>26,056,562</b>	<b>238%</b>
Surplus/(Deficit) B/forward	10,921,974	21,865,000	21,865,000				
<b>Surplus/(Deficit) at end of year</b>	<b>8,182,610</b>	<b>10,911,017</b>	<b>10,927,631</b>				

Note: Figures in brackets indicate cost to Council

Unfavourable variances shown in brackets

## Key Financial Indicators

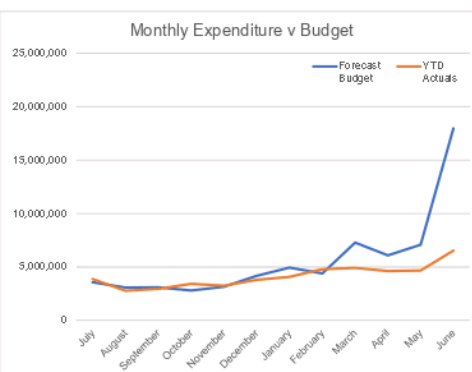
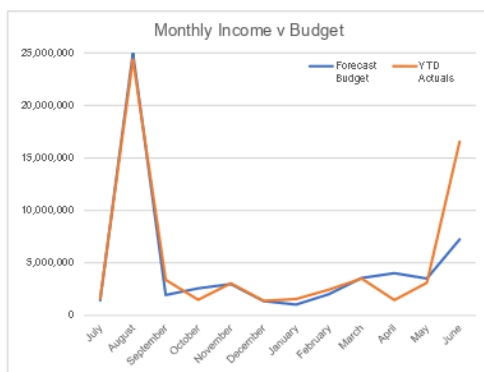
The financial and non-financial sustainability indicators are used to assess the financial sustainability risks of councils. These indicators should be considered collectively and are more useful when assessed over time as part of a trend analysis.

Key Performance Indicators	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
<b>Adjusted Underlying Result</b> (Adjusted underlying surplus (or deficit) / Adjusted underlying revenue)	9.3%	3.5%	2.6%	22.6%
<b>Liquidity (ratio)</b> (Current assets/Current liabilities)	3.89	2.71	2.78	5.29
<b>internal financing (%)</b> (cash generated from operating activities/Revenue)	86.3%	41.0%	40.8%	9.3%
<b>Indebtedness %</b> (non-current liabilities/Own source revenue)	9.7%	30.3%	30.0%	26.1%
<b>Renewal Gap (ratio)</b> (renewal and upgrade expenditure / Depreciation)	1.03	1.47	1.42	Only assessed at year end after depreciation

### Cash Budget

The cash budget compares Council's financial plan, expressed through its annual budget, with actual performance. This report notes the cash movement of all Council activities (ignoring any accounting adjustments). Council has adopted a materiality threshold of the lower of 10 percent and at least \$100,000 where further explanation is provided. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	Ref
						\$ %	
<b>REVENUE</b>							
Rates and charges	22,199,831	22,363,855	22,618,481	22,618,481	22,617,734	(747) (0%)	
Statutory fees and fines	523,500	615,125	615,125	615,125	614,356	(769) (0%)	
User fees	6,094,542	6,537,431	6,537,431	6,537,431	6,630,186	92,755 1%	
Contributions - monetary	632,631	2,013,438	1,713,438	1,713,438	1,528,458	(184,980) (24%)	1
Grants - Operating	11,621,816	10,169,689	10,399,689	10,399,689	16,841,781	6,442,092 62%	2
Grants - Capital	9,119,110	12,078,098	11,348,098	11,348,098	14,637,857	3,289,759 29%	3
Other Revenue	594,887	554,887	554,887	554,887	837,212	282,326 51%	4
Proceeds from sale of property, infrastructure, plant & equi	390,000	584,687	584,687	584,687	348,012	(235,775) (40%)	5
External Loan Funds Received	11,867	11,867	11,867	11,867	15,447	3,580 30%	
Transfer From Reserves	1,771,427	1,951,776	1,951,776	1,951,776	2,158,542	206,766 11%	6
<b>Total Revenue</b>	<b>52,959,610</b>	<b>56,880,853</b>	<b>56,335,479</b>	<b>56,335,479</b>	<b>66,230,486</b>	<b>9,895,006 116%</b>	
<b>EXPENDITURE</b>							
Employee benefits	15,743,744	18,601,221	18,776,825	18,776,825	17,748,811	1,028,014 (5%)	7
Materials and services	14,572,725	16,495,362	16,211,366	16,211,366	11,723,599	4,487,767 (29%)	8
Bad and doubtful debts	2,000	2,000	2,000	2,000	2,878	(878) 44%	
Other expenses	2,961,300	3,383,499	3,389,499	3,389,499	3,098,686	290,813 (9%)	9
Capital Expenditure	20,297,055	27,230,604	26,771,009	26,771,009	16,321,050	10,449,959 (39%)	10
Transfer to Reserves	2,122,150	2,122,150	2,122,150	2,122,150	2,216,269	(94,119) 4%	
<b>Total Expenditure</b>	<b>55,698,974</b>	<b>67,834,836</b>	<b>67,272,849</b>	<b>67,272,849</b>	<b>51,111,293</b>	<b>16,161,556 (75%)</b>	
<b>Surplus/(Deficit)</b>	<b>(2,739,364)</b>	<b>(10,953,983)</b>	<b>(10,937,369)</b>	<b>(10,937,369)</b>	<b>15,119,193</b>	<b>26,056,562 (238%)</b>	



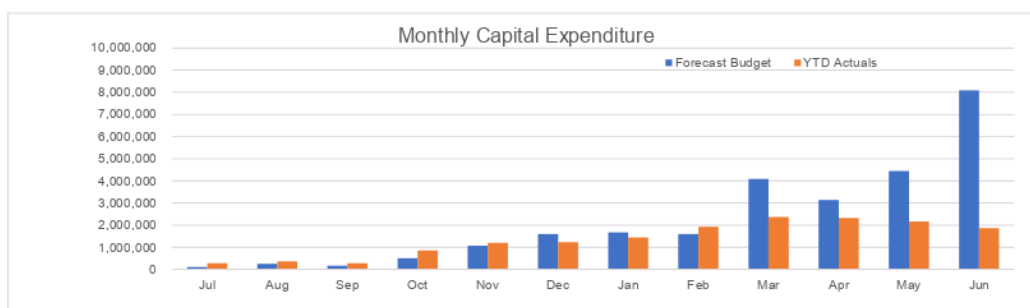
**Comments**

- Contributions by community groups for projects that are still in progress at year end. Amounts will be received in 2021-2022.
- \$6.4M relates to grants paid in advance offset by \$400k of grants which will be paid in future years. The balance of the variance relates to additional grants for kindergarten fees subsidies and increases in enrolments (\$400k)
- \$5.4M of grants paid in advance offset by \$2.1M in grants which are unpaid for projects which are still in progress.
- Investment returns better than expected (\$200k) due to higher than expected managed investments returns and higher cash position due to capital backlog.
- Delays in the delivery of light fleet vehicles has meant the older vehicles have not been able to be sold, these will occur in 2021-2022
- A small amount of expenditure for the Port Campbell streetscape occurred earlier than budget with cost being reimbursed from infrastructure reserve.
- \$535k will be carried forward for projects to be completed in 2021-2022. The balance mainly relates to savings achieved through vacant positions across the organisation throughout the year.
- \$3.2M will be carried forward for projects to be completed in 2021-2022. The balance of variances includes improved light fleet utilisation (\$229k), underspend in Working for Victoria projects (\$320k), Economic Development projects not able to be completed due to COVID-19 (\$240k), capital projects which did not meet capitalisation criteria (\$150k), reduced pool season due to which allowed lower payment to subcontractors (\$180k) and other minor savings across a number of projects.
- \$120k will be carried forward for projects to be completed in 2021-2022. \$170k of budgeted fee waivers not required due to government stimulus.
- Almost all of the unspent capital projects allocation will be carried forward for completion of works in 2021-2022.

## Summary of Capital Works

The summarised statement of capital works presents Council's performance against the forecast capital budget by category.

Capital Type	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	Variance
<b>Property</b>						
Buildings	658,000	4,152,423	4,125,923	4,125,923	3,082,651	1,043,272
Land	450,000	450,000	450,000	450,000	53,089	396,911
<b>Total Property</b>	<b>1,108,000</b>	<b>4,602,423</b>	<b>4,575,923</b>	<b>4,575,923</b>	<b>3,135,741</b>	<b>1,440,182</b>
<b>Plant and Equipment</b>						
Information Technology	155,000	155,000	155,000	155,000	120,416	34,584
Plant, Machinery & Equipment	1,541,000	1,537,000	1,537,000	1,537,000	871,853	704,836
<b>Total Plant and Equipment</b>	<b>1,696,000</b>	<b>1,692,000</b>	<b>1,692,000</b>	<b>1,692,000</b>	<b>992,269</b>	<b>739,421</b>
<b>Infrastructure</b>						
Bridges	420,000	977,252	978,285	978,285	424,477	553,808
Drainage	100,000	156,515	279,815	279,815	125,520	154,296
Footpaths & Cycleways	35,000	463,000	546,520	546,520	309,032	237,488
Kerb & Channel	136,000	139,000	114,851	114,851	103,669	11,182
Waste Management	1,051,000	1,192,005	1,310,059	1,310,059	948,390	361,670
Parks, Open Space & Streetscapes	750,000	1,656,622	1,682,622	1,682,622	908,104	774,518
Roads	8,681,055	8,843,331	8,082,478	8,082,478	7,774,688	307,790
Other Infrastructure	50,000	50,000	50,000	50,000	0	50,000
Recreational, Leisure & Community Facilities	6,270,000	7,458,456	7,458,456	7,458,456	1,458,599	5,999,857
Other	0	0	0	0	(926,443)	886,753
<b>Total Infrastructure</b>	<b>17,493,055</b>	<b>20,936,181</b>	<b>20,503,086</b>	<b>20,503,086</b>	<b>11,126,035</b>	<b>9,337,361</b>
<b>Total capital works expenditure</b>	<b>20,297,055</b>	<b>27,230,604</b>	<b>26,771,009</b>	<b>26,771,009</b>	<b>15,254,045</b>	<b>11,516,964</b>
<b>Represented by:</b>						
New asset expenditure	7,776,000	9,376,255	9,494,309	9,494,309	2,747,912	6,746,398
Asset renewal expenditure	10,032,055	11,796,036	11,225,632	11,225,632	8,368,044	3,037,841
Asset upgrade expenditure	2,489,000	6,058,312	6,051,067	6,051,067	4,138,089	1,912,978
<b>Total capital works expenditure</b>	<b>20,297,055</b>	<b>27,230,604</b>	<b>26,771,009</b>	<b>26,771,009</b>	<b>15,254,045</b>	<b>11,697,216</b>



## Capital Project Detail Report

Project Name	Project Status	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	Variance
<b>PROPERTY</b>							
<b>Buildings</b>							
Berrybank Windfarm Community Project - Audio Visual	Completed	70,000	70,000	70,000	70,000	52,872	17,128
Botanic Gardens - New Toilet Facility - Construction Lakes and Craters Holiday Park	Completed	0	200,000	200,000	200,000	181,527	19,044
Camperdown Courthouse Ramp	In Progress	0	125,000	38,500	38,500	9,551	28,949
Camperdown Killara Centre - Internal Paint	Completed	25,000	15,000	15,000	15,000	13,739	1,261
Camperdown Theatre Royal - Safety Works	In Progress	25,000	25,000	25,000	25,000	14,719	10,281
Civic Centre - McNicol Street Building Heating and Cooling	Not Started	75,000	75,000	75,000	75,000	0	75,000
Civic Centre Alarm & PA System	Completed	0	15,500	15,500	15,500	15,432	68
Civic Centre Back Storage Shed - Replace Rotten Timber, Windows and Repaint	In Progress	0	35,000	35,000	35,000	1,557	33,443
Cobden kinder upgrades	Completed	0	948,818	948,818	948,818	929,160	19,658
Cobden Senior Citizens Centre - Kitchen replacement	Completed	35,000	35,000	35,000	35,000	26,407	8,593
Darlington Hall roof replacement - Berrybank Windfarm community project	Completed	0	35,200	35,200	35,200	30,761	4,439
David Newman Centre - Replace Weather Boards	Completed	0	2,193	2,193	2,193	2,193	0
Derrinallum Public Toilets - Replace Energy and Water Savings	Completed	0	175,000	235,000	235,000	169,649	65,351
Lismore Pool wet deck - Berrybank Windfarm community project	Completed	50,000	95,000	95,000	95,000	12,780	82,220
Lismore Public Toilets Septic Upgrade	Completed	125,000	374,225	374,225	374,225	309,003	65,222
Mobile Child Care Sustainability Funding	Completed	100,000	178,672	178,672	178,672	179,268	(596)
Public Toilet Renewal	In Progress	48,000	48,000	48,000	48,000	0	48,000
Public Toilet Renewal - South Beach and Princetown	Completed	0	59,000	59,000	59,000	46,582	12,418
Simpson Bowling Clubroom Upgrade	Completed	20,000	20,000	20,000	20,000	13,492	6,508
Skipton kinder upgrade	In Progress	0	400,000	400,000	400,000	44,191	355,809
Swimming Pool Upgrades	Completed	0	400,000	400,000	400,000	272,198	127,802
Terang Civic Hall - Main Entrance & Toilet Renewal	Completed	60,000	60,000	60,000	60,000	54,914	5,086
Terang Estcourt Street Toilets - Replacement	In Progress	0	134,751	134,751	134,751	103,124	31,627
Timboon Depot - Replace Damaged Sections of Perimeter Fence	Completed	0	175,000	175,000	175,000	174,296	704
Waste Treatment Review, Design and Implementation	Completed	25,000	8,012	8,012	8,012	8,012	0
<b>Total Buildings</b>		<b>658,000</b>	<b>4,152,423</b>	<b>4,125,923</b>	<b>4,125,923</b>	<b>3,082,651</b>	<b>1,043,842</b>
<b>Land</b>							
Lake Bullen Merri Management Plan Implementation North Beach	Deferred	50,000	50,000	50,000	50,000	0	50,000
Purchase - 36 Timboon-Curdievale Road Timboon	In Progress	400,000	400,000	400,000	400,000	0	400,000
Purchase - Timboon Port Campbell road	Completed	0	0	0	0	53,089	(53,089)
<b>Total Land</b>		<b>450,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>	<b>53,089</b>	<b>396,911</b>
<b>TOTAL PROPERTY</b>		<b>1,108,000</b>	<b>4,602,423</b>	<b>4,575,923</b>	<b>4,575,923</b>	<b>3,135,741</b>	<b>1,440,753</b>
<b>PLANT AND EQUIPMENT</b>							
<b>Information Technology</b>							
Accounts Payable Automation	Completed	0	15,000	15,000	15,000	19,700	(4,700)
Air conditioner upgrade - server room	Completed	20,000	20,000	20,000	20,000	5,517	14,483
Architecture for improvement of connectivity and internetspeeds to the Civic Centre and Killara complex	Not Started	15,000	0	0	0	0	0
Install a Disability parking Permit Self-help station	Completed	15,000	15,000	15,000	15,000	9,086	5,914
iPhones and iPads for new Council	Completed	30,000	30,000	30,000	30,000	29,947	53
Mobile computing initiative and development	In Progress	25,000	25,000	25,000	25,000	1,789	23,211
Renew/Upgrade Wireless links	Completed	50,000	50,000	50,000	50,000	54,377	(4,377)
<b>Total Information Technology</b>		<b>155,000</b>	<b>155,000</b>	<b>155,000</b>	<b>155,000</b>	<b>120,416</b>	<b>34,584</b>
<b>Plant, Machinery &amp; Equipment</b>							
GPS Purchase and Install	Completed	0	0	0	0	4,101	(4,101)
Heavy Plant Replacement Program	Completed	1,047,000	1,047,000	1,047,000	1,047,000	388,954	658,046
Light Fleet Replacement Program	In Progress	464,000	460,000	460,000	460,000	449,930	10,070
Minor Plant Purchases	Completed	30,000	30,000	30,000	30,000	28,868	1,132
<b>Total Plant, Machinery &amp; Equipment</b>		<b>1,541,000</b>	<b>1,537,000</b>	<b>1,537,000</b>	<b>1,537,000</b>	<b>871,853</b>	<b>665,147</b>
<b>TOTAL PLANT AND EQUIPMENT</b>		<b>1,696,000</b>	<b>1,692,000</b>	<b>1,692,000</b>	<b>1,692,000</b>	<b>992,269</b>	<b>699,731</b>
<b>INFRASTRUCTURE</b>							
<b>Bridges</b>							
Bornong Road Bridge Timber deck replacement	In Progress	0	131,785	131,785	131,785	0	131,785
Castle Carey Bridge (B025) Realignment	Completed	0	250,000	250,000	250,000	237,726	12,274

Project Name	Project Status	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	Variance
Four Tree Road Bridge Timber deck replacement	In Progress	120,000	120,000	120,000	120,000	0	120,000
Kennedys Creek Road Culvert Replacements	Completed	150,000	180,000	181,033	181,033	181,033	0
McMinns Access Road Bridge replacement	In Progress	0	115,467	115,467	115,467	0	115,467
Williams Road Culvert Replacement at Ch 6.44km	In Progress	150,000	180,000	180,000	180,000	5,718	174,282
<b>Total Bridges</b>		<b>420,000</b>	<b>977,252</b>	<b>978,285</b>	<b>978,285</b>	<b>424,477</b>	<b>553,808</b>
<b>Drainage</b>							
Barrett Street Timboon Drainage Replacement	Completed	50,000	26,515	26,515	26,515	26,515	0
Camperdown drainage improvements	Completed	0	0	100,000	100,000	99,005	996
Cobden Lake Downstream Improvements	In Progress	0	80,000	80,000	80,000	0	80,000
Dawson Street Camperdown Drainage Alterations	In Progress	50,000	50,000	73,300	73,300	0	73,300
<b>Total Drainage</b>		<b>100,000</b>	<b>156,515</b>	<b>279,815</b>	<b>279,815</b>	<b>125,520</b>	<b>154,296</b>
<b>Footpaths &amp; Cycleways</b>							
Baynes Street, Austin Avenue, Cameron Street Terang footpath	Completed	0	50,000	49,871	49,871	49,871	(0)
Camperdown-Cobden Road Camperdown footpath	Completed	0	140,000	138,398	138,398	138,398	(0)
Camperdown-Cobden Road Pathway Cobden - Bond St to Cemetery Rd	In Progress	18,000	27,000	27,000	27,000	3,383	23,617
Footpath - High St, Terang, The Promenade to Civic Hall	In Progress	0	34,000	120,500	120,500	0	120,500
Hennessey Street Boardwalk Replacement	In Progress	0	95,000	95,000	95,000	923	94,077
Hennessey Street Port Campbell footpath	Completed	0	100,000	98,613	98,613	99,319	(706)
Robinson Street Footpath Replacement Outside Hospital Camperdown	Completed	17,000	17,000	17,138	17,138	17,138	0
<b>Total Footpaths &amp; Cycleways</b>		<b>35,000</b>	<b>463,000</b>	<b>546,520</b>	<b>546,520</b>	<b>309,032</b>	<b>237,488</b>
<b>Kerb &amp; Channel</b>							
Parrott St, Cobden Lord St to Vagg St	Completed	59,000	59,000	34,000	34,000	30,642	3,358
Scott St Camperdown, Adeney St to Morris St & Leura St to Curdie St	Completed	30,500	30,500	30,500	30,500	30,408	92
Scott St Skipton Smythe St to Osborne St	Completed	30,000	33,000	33,851	33,851	33,851	0
Timboon-Curdiale Rd, Timboon Bailey St to Haywards Rd	Completed	16,500	16,500	16,500	16,500	8,769	7,731
<b>Total Kerb &amp; Channel</b>		<b>136,000</b>	<b>139,000</b>	<b>114,851</b>	<b>114,851</b>	<b>103,669</b>	<b>11,182</b>
<b>Waste Management</b>							
Cell 14B Side Liner	Completed	233,000	233,000	33,250	33,250	79,550	(46,300)
Corangamite Landfill - Office Facility Design and Construction	Completed	0	125,898	125,898	125,898	86,281	39,617
Corangamite Landfill - Security Fencing	Completed	35,000	35,000	35,000	35,000	39,861	(4,861)
E-waste infrastructure upgrades (non funded sites)	Completed	0	15,107	15,107	15,107	15,107	(0)
Landfill - Cell 15a Lining	Deferred	434,000	434,000	751,804	751,804	721,273	30,531
Landfill - Cell 13 Cap Construction	In Progress	349,000	349,000	349,000	349,000	6,318	342,682
<b>Total Waste Management</b>		<b>1,051,000</b>	<b>1,192,005</b>	<b>1,310,059</b>	<b>1,310,059</b>	<b>948,390</b>	<b>361,670</b>
<b>Parks, Open Space &amp; Streetscapes</b>							
Camperdown Streetscape Stage 3 - War Memorial	In Progress	0	145,425	125,425	125,425	1,309	124,116
Cobden Streetscape - Construction	In Progress	300,000	330,000	330,000	330,000	222,182	107,818
Cobden Streetscape - Design	Completed	0	27,636	27,636	27,636	27,636	(0)
Cobden Town Centre Beautification	Completed	0	300,000	300,000	300,000	350,709	(50,709)
Derrinallum Streetscape - Construction	Completed	0	169,572	86,572	86,572	27,376	59,196
Growing Victoria Grant - Botanic Garden	Not Started	0	83,000	83,000	83,000	0	83,000
Port Campbell streetscape - Construction	Not Started	0	0	0	0	158,912	(158,912)
Port Campbell streetscape - Design	Completed	0	99,489	99,489	99,489	73,416	26,073
Street Furniture Asset Renewal	Completed	0	1,500	1,500	1,500	1,437	63
Timboon Streetscape Town Centre Activation	In Progress	450,000	500,000	629,000	629,000	45,127	583,873
<b>Total Parks, Open Space &amp; Streetscapes</b>		<b>750,000</b>	<b>1,656,622</b>	<b>1,682,622</b>	<b>1,682,622</b>	<b>908,104</b>	<b>774,518</b>
<b>Roads</b>							
Blake Street, Skipton-Beaufort Rd to Bridge St, Skipton Rehab Kerb & Channel Renewal	Completed	140,000	175,000	175,000	175,000	196,604	(21,604)
Centre Rd, Simpson (5.1km to 5.86km) Rehab	Completed	21,000	21,000	21,000	21,000	21,000	0
Church Street (railway to Gellie St) Camperdown Widening	Completed	4,500	50,000	52,140	52,140	52,140	(0)
County Boundary Road East Upgrade	Completed	59,500	59,500	59,500	59,500	59,508	(8)
Dalvui Lane Crest widening rehab	Completed	70,000	70,000	71,201	71,201	71,201	(0)
Depot Road Upgrade inc Old Geelong Road Intersection	In Progress	10,000	460,000	460,000	460,000	278,045	181,955
Digneys Bridge Road (0km to 0.95km) Rehab	Completed	23,500	23,500	23,500	23,500	23,500	0
East Hill Road (0.4km to 1.74km) Rehab	Completed	427,000	460,000	458,869	458,869	458,869	(0)
Eastern Creek Road (7.98km to 9.03km) Rehab	Completed	29,500	29,500	29,500	29,500	29,500	0
Foxhow Berrybank Road Widening, Berrybank Implement selected 4D road upgrades Hawkins Road, Lower Darlington Road and Pipeline Track Upgrades	Completed	178,000	920,000	930,860	930,860	931,058	(198)
Jancourt Road (4.35km to 5.05km) Rehab	Completed	300,000	300,000	274,226	274,226	278,984	(4,758)
Koallah Road (Heytesbury) (1.84km to 2.68km) Rehab and seal	Completed	19,000	19,000	19,000	19,000	19,000	(0)
Linton Road (5.3km to 7.2km) Rehab	Completed	15,000	93,998	93,998	93,998	90,446	3,552
Lismore-Pittong Road (15.91km to 17.80km) Rehab	Completed	399,000	684,000	675,417	675,417	676,557	(1,140)
N Robilliards Road (Ch 0.4km to 1.3km) Rehab	Completed	36,000	36,000	36,000	36,000	36,000	0
N Robilliards Road (Ch 0.4km to 1.3km) Rehab	Completed	238,000	270,000	270,000	270,000	246,999	23,001
N Robilliards Road/ Timboon-Nullawarre Road Road Intersection	Completed	0	43,065	52,156	52,156	43,065	9,091
New Cooriebung Road (Ch.1.3km to 2.45km) Rehab	Completed	34,000	34,000	34,000	34,000	34,000	0
Preparation Prior to Reseal	Completed	200,000	290,000	290,000	290,000	291,196	(1,196)

MINUTES - MEETING OF COUNCIL 24 AUGUST 2021



Project Name	Project Status	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	Variance
Resealing Program	Completed	1,657,000	1,657,000	1,712,124	1,712,124	1,683,440	28,684
Resheeting Program	Completed	881,000	881,000	1,075,050	1,075,050	1,095,499	(20,449)
Skipton Roadhouse Car Park Reseal	Not Started	0	0	125,000	125,000	0	125,000
Skipton Truck Parking Area - South side	Completed	0	80,000	30,000	30,000	30,780	(780)
Slurry Seal Program Trial	Completed	300,000	300,000	288,195	288,195	288,195	0
Talindert Road (1.08km to 2.15km) Widen & Rehab	Completed	318,000	310,000	297,065	297,065	298,341	(1,276)
Terang Framlingham Road (Ch. 1.23km to 2.46km) Rehab	Completed	325,000	325,000	325,000	325,000	331,110	(6,110)
Timboon Curdievale Road Bridge Approach Rectification	Completed	50,000	40,000	38,947	38,947	38,947	0
Tomahawk Creek Road and Williams Road upgrade	Completed	0	6,693	4,892	4,892	4,892	0
Undertake shoulder improvements on select roads Kurweeton Road, Newminister Road, Boundary Road Cobden	Completed	200,000	200,000	39,763	39,763	46,846	(6,979)
Windham Street Skipton Seal	Completed	0	104,575	104,575	104,575	103,464	1,111
Wiridgil Road (Ch. 1.67km to 3.17km) Widen & Rehab	Deferred	445,000	0	0	0	0	0
Wright Street (Sunnyside to Princes Hwy) Camperdown Widening	Completed	15,500	15,500	15,500	15,500	15,500	0
<b>Total Roads</b>		<b>6,395,500</b>	<b>7,958,331</b>	<b>8,082,478</b>	<b>8,082,478</b>	<b>7,774,688</b>	<b>307,893</b>
<b>Other Infrastructure</b>							
Berrybank Windfarm - Public Art 2 Skipton	In Progress	50,000	50,000	50,000	50,000	0	50,000
<b>Total Other Infrastructure</b>		<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>
<b>Recreational, Leisure &amp; Community Facilities</b>							
Cobden Skatepark Upgrade	In Progress	20,000	21,296	21,296	21,296	0	21,296
Lake Bullen Merri Ramp	Completed	0	57,810	57,810	57,810	58,610	(800)
Playground Renewal - Jubilee Park Skipton	Completed	30,000	30,000	30,000	30,000	29,716	284
Skipton Skate Park – Construction	Completed	0	190,000	190,000	190,000	160,569	29,431
Skipton Skate Park - Design	Completed	20,000	0	0	0	0	0
Twelve Apostles Trail - Stage 1 Timboon to Port Campbell Year 1 - Construction	In Progress	6,200,000	7,159,349	7,159,349	7,159,349	1,209,704	5,949,646
<b>Total Recreational, Leisure &amp; Community Facilities</b>		<b>6,270,000</b>	<b>7,458,456</b>	<b>7,458,456</b>	<b>7,458,456</b>	<b>1,458,599</b>	<b>5,999,857</b>
<b>Other</b>							
Accounting adjustment - transfer non capital costs to operating		0	0	0	0	(926,443)	926,443
<b>Total Other</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(926,443)</b>	<b>926,443</b>
<b>TOTAL INFRASTRUCTURE</b>		<b>15,207,500</b>	<b>20,051,181</b>	<b>20,503,086</b>	<b>20,503,086</b>	<b>11,126,035</b>	<b>9,377,155</b>
<b>TOTAL CAPITAL WORKS</b>		<b>18,011,500</b>	<b>26,345,604</b>	<b>26,771,009</b>	<b>26,771,009</b>	<b>15,254,045</b>	<b>11,517,638</b>



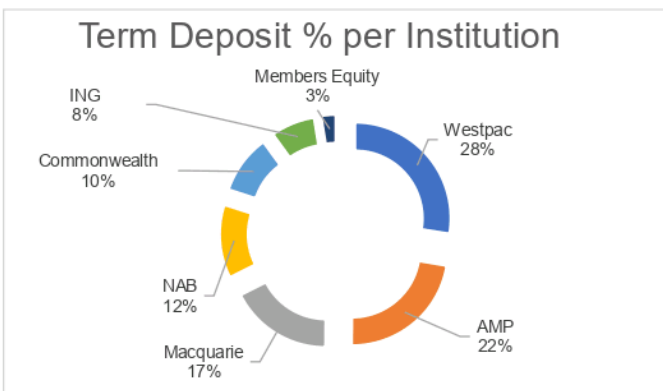
## Summary of Investments

This report shows the current level and type of investments currently in place for the Council

**Current Year  
Actuals**

### Investments

Term Deposit Investments	\$40,067,598
Managed Fund Investments	\$5,436,393
<b>Total Investments</b>	<b>\$45,503,991</b>



Weighted Average Yield - Term Deposits

**0.49%**

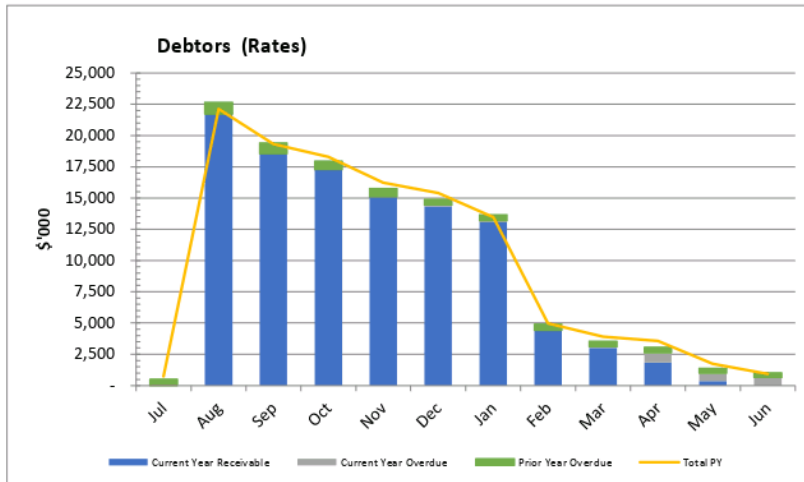
Weighted Average Term

**168 Days**

## Outstanding Debtors

### Rate Debtors

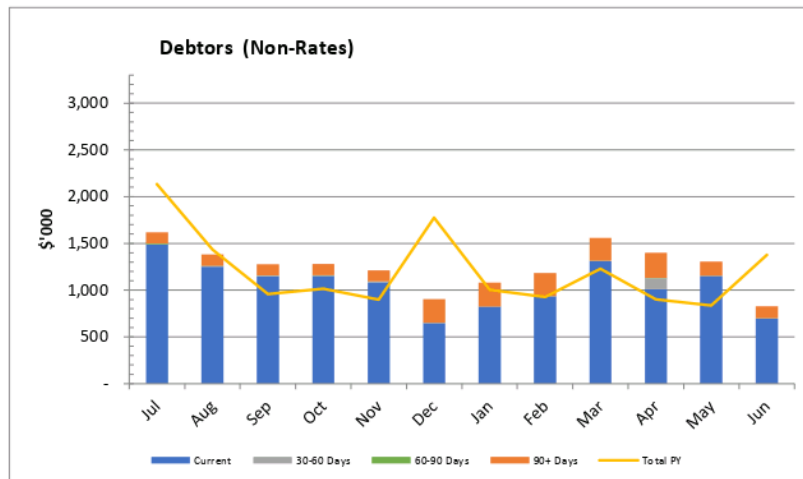
The below graph shows the current year outstanding rate debtors by month as a comparison to the previous year.



Rates are raised in August and the first instalment is due on 30 September, the second instalment 30 November, the third instalment 28 February and the final instalment 31 May. Ratepayers who choose to pay a lump sum are due on 15 February. Rates debt relating to prior years is slowly reducing as payment arrangements are followed and collection through external collection agencies pursued. The overdue debt has profiled similarly to the previous financial year.

### Non Rate Debtors

The below graph shows the current year outstanding non rate debtors by month as a comparison to the previous year.



Non rate debtors have decreased in comparison to the previous year and Council still holds low levels of outstanding debt.

## Income Statement for the period ended 30 June 2021

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	Variance
<b>REVENUE</b>						
Rates and charges	22,199,831	22,363,855	22,618,481	22,618,481	22,617,734	(747)
Statutory fees and fines	523,500	615,125	615,125	615,125	614,356	(769)
User fees	6,094,542	6,537,431	6,537,431	6,537,431	6,630,186	92,755
Contributions - monetary	632,631	2,013,438	2,013,438	2,013,438	845,186	(1,168,253)
Grants - Operating	11,621,816	10,169,689	10,399,689	10,399,689	15,198,939	4,799,249
Grants - Capital	9,119,110	12,078,098	11,348,098	11,348,098	5,464,609	(5,883,489)
Other Revenue	594,887	554,887	554,887	554,887	837,212	282,326
Assets Recognised for the first time	0	0	0	0	687,985	687,985
<b>Total Revenue</b>	<b>50,786,317</b>	<b>54,332,524</b>	<b>54,087,150</b>	<b>54,087,150</b>	<b>52,896,206</b>	<b>1,190,943</b>
<b>EXPENDITURE</b>						
Employee benefits	15,743,744	18,601,221	18,776,825	18,776,825	17,798,773	978,052
Materials and services	14,572,725	16,495,362	16,511,366	16,511,366	12,648,696	3,862,670
Bad and doubtful debts	2,000	2,000	2,000	2,000	2,878	(878)
Depreciation	12,130,500	12,130,500	12,130,500	12,130,500	12,611,422	(480,922)
Ammortisation	0	0	0	0	986,493	(986,493)
Finance costs	0	0	0	0	0	0
Finance cost - leasing	0	0	0	0	98,587	(98,587)
Other expenses	2,961,300	3,383,499	3,389,499	3,389,499	2,810,297	579,202
Fair Value Adjustments	0	0	0	0	(631,608)	631,608
<b>Total Expenditure</b>	<b>(45,410,269)</b>	<b>(50,612,582)</b>	<b>(50,810,190)</b>	<b>(50,810,190)</b>	<b>(46,325,538)</b>	<b>4,484,652</b>
<b>Surplus/(Deficit) from Operations</b>	<b>5,376,047</b>	<b>3,719,941</b>	<b>3,276,960</b>	<b>3,276,960</b>	<b>6,570,668</b>	<b>(3,293,708)</b>
Proceeds from sale of property, infrastructure, plant & equi	390,000	584,687	584,687	584,687	348,912	235,775
Written down value property, infrastructure, plant and equip	484,500	484,500	484,500	484,500	3,116,278	(2,631,778)
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	(94,500)	100,187	100,187	100,187	(2,767,366)	2,867,553
<b>Surplus/(Deficit) for Period</b>	<b>5,281,547</b>	<b>3,820,128</b>	<b>3,377,147</b>	<b>3,377,147</b>	<b>3,803,302</b>	<b>(426,156)</b>

## Balance Sheet for the period ended 30 June 2021

	Prior Year Balance	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
<b>CURRENT ASSETS</b>					
Cash and cash equivalents	34,126,243	20,277,290	21,772,785	21,789,398	49,464,953
Financial Assets	5,108,568	0	5,250,000	5,250,000	5,436,393
Rate Receivables	915,981	2,400,000	2,500,000	2,500,000	780,914
Other Trade Receivables	1,611,248	0	0	0	24,034
Inventories	47,104	140,000	50,000	50,000	79,448
Other assets	646,759	1,000,000	2,000,000	2,000,000	952,980
<b>Total Current Assets</b>	<b>42,455,902</b>	<b>23,817,290</b>	<b>31,572,785</b>	<b>31,589,398</b>	<b>56,738,721</b>
<b>NON CURRENT ASSETS</b>					
Investments in associates	327,980	293,180	350,000	350,000	327,980
Trade and other receivables	13,773	25,000	0	0	6,410
WIP - Capital	1,836,670	20,297,055	27,230,604	26,771,009	4,226,325
Fixed assets	478,654,827	457,516,803	477,876,497	477,876,497	476,479,503
Right-of-use assets	6,231,906	0	5,947,528	5,947,528	5,947,528
Intangible assets	1,334,295	0	1,200,000	1,200,000	632,180
<b>Total Non Current Assets</b>	<b>488,399,451</b>	<b>478,132,039</b>	<b>512,604,629</b>	<b>512,145,034</b>	<b>487,619,924</b>
<b>Total Assets</b>	<b>530,855,353</b>	<b>501,949,329</b>	<b>544,177,413</b>	<b>543,734,432</b>	<b>544,358,646</b>
<b>CURRENT LIABILITIES</b>					
Trade and other payables	3,155,830	2,100,000	3,000,000	3,000,000	1,994,557
Trust funds and deposits	244,791	226,018	250,000	250,000	215,751
Provisions - current	3,701,830	3,800,000	3,800,000	3,800,000	3,903,139
Unearned Revenue	4,633,896	0	4,410,000	4,410,000	15,909,363
Lease liabilities	179,917	0	182,031	182,031	185,598
<b>Total Current Liabilities</b>	<b>11,916,265</b>	<b>6,126,018</b>	<b>11,642,031</b>	<b>11,642,031</b>	<b>22,208,408</b>
<b>NON CURRENT LIABILITIES</b>					
Provisions - non-current	6,264,711	3,972,265	6,222,908	6,222,908	5,858,156
Lease liabilities	6,160,602	0	5,978,571	5,978,571	5,975,004
<b>Total Non Current Liabilities</b>	<b>12,425,313</b>	<b>3,972,265</b>	<b>12,201,479</b>	<b>12,201,479</b>	<b>11,833,161</b>
<b>Total Liabilities</b>	<b>24,341,578</b>	<b>10,098,283</b>	<b>23,843,510</b>	<b>23,843,510</b>	<b>34,041,568</b>
<b>Net Assets</b>	<b>506,513,775</b>	<b>491,851,046</b>	<b>520,333,904</b>	<b>519,890,922</b>	<b>510,317,077</b>
<b>EQUITY</b>					
Operating Surplus/Deficit	377,422	5,281,547	3,820,128	3,377,147	3,803,302
Accumulated surplus	175,894,303	177,576,678	176,101,351	176,101,351	176,213,998
Asset revaluation reserve	317,233,715	300,264,105	327,233,715	327,233,715	317,233,715
Reserves	13,008,335	8,728,715	13,178,709	13,178,709	13,066,063
<b>Total Equity</b>	<b>506,513,775</b>	<b>491,851,046</b>	<b>520,333,904</b>	<b>519,890,922</b>	<b>510,317,077</b>

## 9.6 Local Government Performance Indicators Report for twelve-month period ending 30 June 2021 - Provisional Results

**Author:** David Rae, Director Corporate and Community 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 - David Rae

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

### Summary

The purpose of this report is to provide Council with a report on the Local Government Performance Reporting Framework (LGPRF) Indicators provisional results for the twelve-month period ending 30 June 2021, as required under the *Local Government 2020*.

### Introduction

The LGPRF is a mandatory system of reporting to ensure all councils are measuring and reporting their performance through a consistent set of indicators.

The aim of the LGPRF is to strengthen accountability and transparency across local government.

Council will be required to report performance indicator information in its 2020-2021 Annual Report which must be considered by Council no later than 31 October 2021.

### Issues

The *Local Government (Planning and Reporting) Regulations 2020* set out the financial planning and reporting framework for local government, including the legislated performance indicators.

There are currently 82 mandatory indicators in the framework. The indicators need to be reported in the 2020-2021 Annual Report and will assist Council to monitor its performance over time and benchmark performance on an annual basis with other councils. Some of the indicators will be audited by the Victorian Auditor General's Office and form part of the Performance Statement.

The mandated indicators and measures are grouped into three areas:

- Service performance - 40 indicators across nine services.
- Financial performance - 11 finance indicators.
- Sustainability - Seven indicators relating to sustainable capacity, 24 indicators relating to governance and management).

The twelve-month period provisional results, and where applicable, comparative results for the same period last year and previous financial years are reported in the attachment (under separate cover).

Considering the impact of the coronavirus pandemic, Council's performance for the twelve-month period ending 30 June 2021 is generally positive with respect to the service performance indicators. Some indicators have performed strongly, whereas some performed lower as expected, particularly amongst services impacted by harsh restrictions. Results are also generally favourable amongst financial performance and sustainability indicators. Council continues to meet its governance requirements as reflected in the governance and management checklist.

Care should also be taken when interpreting the data provided in this report, as results are provisional and subject to audit clearance by the Victorian Auditor General's Office. Similarly, non-financial elements reported are not always uniform and often vary from year to year.

### **Policy and Legislative Context**

Consideration of this report is in accordance with the *Local Government Act 2020*, *Local Government (Planning and Reporting) Regulations 2020* and the following 2021-2025 Council Plan objectives:

Ensuring that we maintain our strong financial position.

Council promotes best value and value for money for its ratepayers.

Having strong governance practices.

### **Internal / External Consultation**

The reporting of results of the twelve-month performance for 2020-2021 has been coordinated by Council's Executive Services and Governance Coordinator, with data collation completed by nominated department managers. The Senior Officer Group has reviewed the results.

Provisional results have been submitted to Local Government Victoria for review. Following completion of the audit, Council's Audit and Risk Committee will consider the Performance Statement, along with the Annual Financial Statements, mid-September 2021. Council will be asked to give in principle approval to the statements and authorise two Councillors to sign them in their final form at its September 2021 ordinary meeting. The Victorian Auditor General's Office must then provide the Minister and the Council with a copy of the report on the performance statement as soon as is reasonably practicable.

### **Conclusion**

Effective performance reporting by councils is essential for ensuring accountability to residents and ratepayers. The primary objective of the LGPRF is to provide comprehensive performance information for this purpose. The data generated by the LGPRF can also provide an incentive to improve the performance once trend data becomes available. Council's performance for the twelve-month period ending 30 June 2021 is generally comparable to the same period last year and reflects strong progress with most indicators when compared to trend data.

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**RECOMMENDATION**

That Council notes the twelve-month provisional results for the period ending 30 June 2021 for the legislated performance indicators under the *Local Government (Planning and Reporting) Regulations 2020*.

**COUNCIL RESOLUTION**

*MOVED: Cr Conheady*  
*SECONDED: Cr Cole*

That the recommendation be adopted.

**CARRIED**

**Attachments**

1. LGPRF Council Report for 12 month period ending 30 June 2021 (Provisional Results) - Under Separate Cover

## 9.7 Council to Council Staff Delegation

**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

The purpose of this report is for Council to review its Instrument of Delegation to Council Staff, as required by the *Local Government Act 2020* (the Act).

### Introduction

Council delegates a range of powers, duties and functions directly to the Chief Executive Officer, delegated committees and members of Council staff by way of Instruments of Delegation. This is because Council, as a legal entity, is only capable of making decisions by resolution. The delegations enable certain day to day decisions to be made on Council's behalf, ensuring Council's services are delivered effectively and in a timely manner. The delegations to Council staff are made to positions not individuals, and ensures staff are adequately empowered to undertake their roles and legislation compliance is maintained.

The Act requires Council to review its Instruments of Delegation within 12 months of a general election. The Instrument of Delegation to the CEO was reviewed at the April 2021 meeting of Council (and again in July 2021), and the Instrument of Delegation to staff is now ready for review.

### Issues

The attached Instrument of Delegation from Council to Council Staff has been updated to reflect the following changes:

- Inclusion of new sections in the *Food Act 1984* relating to the *Food Amendment Act 2020*.
- Removal of s181H of the *Local Government Act 1989* as it has been repealed.
- Update of the commencement date for sections in the *Residential Tenancies Act 1997*.
- Update of s42A of the *Road Management Act 2004* to replace reference to VicRoads with Head, Transport of Victoria.



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### **Policy and Legislative Context**

Section 11 of the Act provides Council with the power of delegation. Although the Act does not contain specific provisions enabling Council to delegate powers directly to Council staff (other than the Chief Executive Officer), other legislation does provide for direct delegation of powers and an Instrument of Delegation to staff is required.

Section 11(7) requires Council to review its delegations within 12 months after a general election.

Review of the Council to Council Staff Instrument of Delegation is consistent with the 2017-2025 Council Plan objective of “having strong governance practices”.

### **Internal / External Consultation**

This Instrument of Delegation has been prepared based on advice from Maddocks Delegations Service. Senior officers have been consulted regarding the changes. Staff will be provided with a copy of the updated Instrument once it comes into effect.

### **Financial and Resource Implications**

There are no financial implications associated with reviewing the Instrument of Delegation from Council to Council Staff. Staff undertake delegated duties within current budget allocations.

### **Options**

Council is required to review its Instrument of Delegation to Council staff within 12 months after a general election. Council may delegate various powers, duties and functions to Council staff as outlined in the attached Instrument of Delegation or choose to make further changes prior to issuing the delegation.

### **Conclusion**

Council, as a legal entity, is only capable of making decisions by resolution, and therefore delegates various powers, duties and functions to Council staff to enable day to day decisions to be made. A review of the Council to Council Staff Instrument of Delegation has been undertaken and updated to reflect minor legislative changes and to ensure ongoing legislative compliance.

## **RECOMMENDATION**

**That Council, in the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, resolves that:**

- 1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument.**
  - 2. The Instrument comes into force immediately the common seal of Council is affixed to the Instrument.**
  - 3. On the coming into force of the Instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.**
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4. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. The common seal be affixed to the instrument.

**COUNCIL RESOLUTION**

*MOVED: Cr Makin*  
*SECONDED: Cr Vogels*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Instrument of Delegation Council to Council Staff August 2021 with Tracked Changes - Under Separate Cover
2. Instrument of Delegation Council to Council Staff August 2021 - Under Separate Cover

## 10. OTHER BUSINESS

Nil.

## 11. OPEN FORUM

The Mayor, Cr R. Gstrein, called for any items that had been submitted for the Open Forum:

The following item was submitted:

- Ms Emma Thurgood-Dove asked if Council will fly the rainbow pride flag at the Council office on the 17 May 2022, being International Day Against Homophobia, Biphobia and Transphobia.

The Mayor thanked Ms Thurgood-Dove for her question and responded by acknowledging that she had received a similar request previously and indicated that Council would review it's Flags policy in the coming months.

### COUNCIL RESOLUTION

*MOVED:* Cr Hickey

*SECONDED:* Cr Makin

**That standing orders be suspended.**

**CARRIED**

Standing orders were suspended at 7.50 pm.

Livestream and recording of the meeting was terminated.

Ms Justine Linley, Ms Brooke Love and Mr David Rae left the meeting.

### COUNCIL RESOLUTION

*MOVED:* Cr Vogels

*SECONDED:* Cr Conheady

**That standing orders be resumed.**

**CARRIED**

The meeting resumed at 7.52 pm.

## 12. CONFIDENTIAL ITEMS

### RECOMMENDATION

That pursuant to the provisions of Section 66(2)(a) of the *Local Government Act 2020* the meeting be closed to the public to enable consideration of the following report as it relates to personal information.

### COUNCIL RESOLUTION

*MOVED:*            *Cr Cole*  
*SECONDED:*      *Cr Hickey*

That the recommendation be adopted.

**CARRIED**

The meeting moved into confidential items at 7.52 pm.

### 12.1 CEO Performance Review August 2021

### COUNCIL RESOLUTION

*MOVED:*            *Cr Makin*  
*SECONDED:*      *Cr Hickey*

That the meeting move out of confidential items.

**CARRIED**

The meeting moved out of confidential items at 8.00 pm.

**Meeting Closed: 8.00 pm**

I hereby certify that these minutes have been confirmed and are a true and correct record.

**CONFIRMED:** \_\_\_\_\_  
(Chairperson)

**DATE:** \_\_\_\_\_