

Corangamite Shire

MINUTES

Ordinary Council Meeting

Held 7.00 pm • Tuesday 23 October 2018

*Skipton Mechanics Institute Hall
Anderson Street, Skipton*

Table of Contents

Item No.		Page No.
1.	PRESENT	3
2.	APOLOGIES	3
3.	DECLARATIONS OF CONFLICT OF INTEREST	3
4.	CONFIRMATION OF MINUTES	3
5.	DEPUTATIONS & PRESENTATIONS.....	4
6.	COMMITTEE REPORTS.....	5
6.1	COBDEN AERODROME COMMITTEE OF MANAGEMENT 2018	5
6.2	AUDIT COMMITTEE REPORT - 13 SEPTEMBER 2018 MEETING.....	8
7.	PLANNING REPORTS	10
7.1	PLANNING PERMIT APPLICATION PP2018/085 - USE AND DEVELOPMENT OF LAND FOR A RURAL STORE (3 NEW GRAIN BUNKERS AND ASSOCIATED WORKS).....	10
8.	OFFICERS' REPORTS.....	32
8.1	ANNUAL REPORT 2017-2018	32
8.2	SKIPTON COMMUNITY PLAN UPDATE.....	36
8.3	SPECIAL RATES AND CHARGES POLICY.....	45
8.4	CAMPERDOWN LIVESTOCK SELLING CENTRE POLICY	56
8.5	MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN 2017-2021 ANNUAL REVIEW.....	58
8.6	DRAFT RESOURCE RECOVERY AND WASTE MANAGEMENT STRATEGY FOR PUBLIC CONSULTATION	60
8.7	FINANCE REPORT - SEPTEMBER 2018.....	64
8.8	QUICK RESPONSE GRANTS ALLOCATION OCTOBER 2018.....	83
8.9	RECORDS OF ASSEMBLY OF COUNCILLORS.....	86
9.	OTHER BUSINESS	92
10.	OPEN FORUM	93
11.	CONFIDENTIAL ITEMS	94

**MINUTES OF THE ORDINARY MEETING OF THE CORANGAMITE
SHIRE COUNCIL HELD AT SKIPTON MECHANICS INSTITUTE HALL
AT 7.00 PM ON
23 OCTOBER 2018**

1. PRESENT

Councillors J. Beard (Chairperson), L. Brown, H. Durant, R. Gstrein,
S. Illingworth, N. Trotter.

Officers Andrew Mason, Chief Executive Officer
Ian Gibb, Director Sustainable Development
Brooke Love, Director Works and Services
David Rae, Director Corporate and Community Services
John Kelly, Manager Assets Planning
Rory Neeson, Manager Growth and Engagement

2. APOLOGIES

Cr B. McArthur is on a leave of absence from (24 August 2018 to 24 November 2018 inclusive).

3. DECLARATIONS OF CONFLICT OF INTEREST

Cr R. Gstrein declared an indirect conflict of interest in Agenda item 7.1 and left the meeting prior to any discussion or vote on the matter.

4. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Corangamite Shire Ordinary Council meeting held on Tuesday 25 September 2018 be confirmed.

COUNCIL RESOLUTION

MOVED: Cr Gstrein

SECONDED: Cr Trotter

That the recommendation be adopted.

CARRIED

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.

Cr R. Gstrein declared an indirect conflict of interest in Agenda item 7.1 and left the meeting prior to any discussion regarding the matter at 7.04 pm.

5. DEPUTATIONS & PRESENTATIONS

The Mayor, Cr J. Beard, invited members of the public who had requested to address Council to make their presentations.

The following items were submitted regarding Agenda Item 7.1 Planning Permit Application PP2018/085 Use and Development of Land for a Rural Store (3 new Grain Bunkers and Associated Works):

- Peter Johnstone
- Peter Furlong
- Malcolm and Jane Cooper.

Cr Gstrein returned to the meeting at 7.18 pm.

6. COMMITTEE REPORTS

6.1 Cobden Aerodrome Committee of Management 2018

Author: Lyle Tune, Manager Works

File No: D18/444

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 - Lyle Tune

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

Summary

This report seeks Council endorsement of the nominated Committee of Management for the Cobden Aerodrome for 2018-2019.

Introduction

The Cobden Aerodrome Committee of Management manages the Cobden Aerodrome on behalf of Council delegated under Section 86 of the *Local Government Act 1989*.

The Committee consists of a broad representation of community members to ensure that the Aerodrome is managed in a manner that will provide most benefit to the community.

Council appoints a Councillor Representative to the Committee with voting rights and a Council officer (currently Manager Works) to act as Executive Officer to the Committee. The Executive Officer does not have voting rights.

Issues

The Annual General Meeting of the Cobden Aerodrome Committee of Management was held on 3 October 2018 in the Cobden Civic Hall at 6.30 pm.

Representation on the Committee is as follows:

- Council Representative – one position (as appointed by Council at the November Council meeting)
- Community Representatives – six positions
- Cobden Hospital Representative – one position
- Cobden Aero Club Representative – one position
- Progressing Cobden Representative – one position
- Industry Representative – one position.

Community representatives hold office for a term of three years with two positions vacating annually on a three year cycle.

Prior to the October 2018 Annual General Meeting the Community Representative positions of Philip Robertson and Sandy Reith were vacated due to the expiration of time.

Two nominations were received for election to the two vacant Community Representative positions. Philip Robertson (re-elected) and Peter Rohan (new member) were elected to the vacated positions.

The following members have been nominated to the committee for Council endorsement.

Organisation	Representative	Elected
Community	Les Mulholland	2017-2020
Community	Des Pekin	2017-2020
Community	Don Mackinnon	2017-2019
Community	Gary Evans	2016-2019
Community	Philip Robertson	2018-2021
Community	Peter Rohan	2018-2021
Aero Club representative	Bill Woodmason	2015
Cobden Hospital	Duncan Morris	2017
Progressing Cobden	Eunice Dawe	2015
Industry	Warren Ponting	2015
Councillor	Council appointment	Annual
Council (Non-voting Executive Officer)	Works Manager (Lyle Tune)	Council Appointed

Policy and Legislative Context

The Cobden Aerodrome Committee of Management is a Special Committee of Council and has delegated decision making responsibilities under Section 86 of the *Local Government Act 1989*. Election of committee members is conducted in accordance with the Instrument of Delegation.

Committees of management are supported by the Council Plan 2017-2021 commitments:

Deliver high quality, optimally used, sustainable community facilities.

Internal / External Consultation

A notice of the Annual General Meeting and committee vacancies was advertised in the Warrnambool Standard on 8 and 15 September 2018 and the Cobden Timboon Coast Times on 12 and 26 September 2018.

Financial and Resource Implications

The Committee operates within an annual recurrent budget allocation from Council which is overseen by Council's Works Manager. The 2018-2019 budget allocation is \$13,955. The Committee identifies projects for consideration by Council as a part of the budget development process.

The 2018-2019 budget has an additional allocation of \$15,000 to investigate future use opportunities for the aerodrome.

Options

Council may appoint the nominated members for the forthcoming year or reject the recommendation and request an alternate Committee membership.

Conclusion

The Committee membership will enable the continued active management and operation of the Cobden Aerodrome.

RECOMMENDATION

That Council appoints the following nominees to the Cobden Aerodrome Committee of Management 2018-2019 as follows:

Organisation	Representative
Community	Peter Rohan
Community	Les Mulholland
Community	Des Pekin
Community	Don Mackinnon
Community	Gary Evans
Community	Philip Robertson
Aero Club representative	Bill Woodmason
Cobden Hospital	Duncan Morris
Progressing Cobden	Eunice Dawe
Industry	Warren Ponting
Councillor	Council appointment
Council (Non-voting Executive Officer)	Works Manager (Lyle Tune)
Office Bearers	
Chairperson	Bill Woodmason
Vice Chairperson	Warren Ponting

COUNCIL RESOLUTION

MOVED: *Cr Trotter*

SECONDED: *Cr Gstrein*

That the recommendation be adopted.

CARRIED

6.2 Audit Committee Report - 13 September 2018 Meeting

Author: David Rae, Director Corporate and Community Services

File No: D18/459

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

This report provides Council with a summary of business considered at the 13 September 2018 meeting of the Audit Committee.

Introduction

The Audit Committee (the Committee) is an independent advisory committee to Council. The primary objective of the Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

Issues

Attendees at the Committee meeting were as follows:

Councillors: Cr Lesley Brown, Cr Helen Durant.

Independent Members: Colin Hayman (Chairperson), Simon Buccheri, Andrew Jeffers.

Apologies: Nil

Officers: Jacquie Heffernan, Accountant
Brooke Love, Director Works and Services
David Rae, Director Corporate and Community Services
Adam Taylor, Manager Finance.

Guests: Chris Kol, McLaren Hunt (VAGO Agent).

Declaration of Conflict of Interest: Nil.

The Committee considered the following matters at the meeting:

- 2017-2018 Financial Statements and Performance Statement
- Management Letter and Closing Report for the year ended 30 June 2018
- Procurement Policy Review 2018-2019

- Health and Safety Management System Review
- Fraud Control Plan Annual Review
- Corporate Risk Register
- 2017-2018 Procurement Summary
- Finance Report as at 30 June 2018
- VAGO Performance Audits.

Policy and Legislative Context

Reporting of the Audit Committee's activities is consistent with the Council Plan 2017-2021 which includes the following commitments:

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

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

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

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

Financial and Resource Implications

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

Conclusion

The next meeting of the Audit Committee is scheduled for December 2018 and a report on that meeting will be presented at the January 2019 Council meeting.

RECOMMENDATION

That Council receives the Audit Committee Report.

COUNCIL RESOLUTION

MOVED: *Cr Durant*
SECONDED: *Cr Illingworth*

That the recommendation be adopted.

CARRIED

Cr R. Gstrein declared an indirect conflict of interest in Agenda item 7.1 and left the meeting prior to any discussion or vote on the matter at 7.24 pm.

7. PLANNING REPORTS

7.1 Planning Permit Application PP2018/085 - Use and development of land for a Rural Store (3 new grain bunkers and associated works)

Author: Aaron Moyne, Manager Planning and Building Services

File No: D18/449

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Aaron Moyne

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

Summary

The application seeks to use and develop land for a Rural Store at 3580 Foxhow-Berrybank Road, Berrybank. The proposal involves the construction of three (3) new grain storage bunkers and associated works.

The new grain storage bunkers will provide additional grain storage capacity and assist to manage grain in-loading more efficiently.

Public notice has been given and Council has received four (4) objections. The objections raise amenity, land use conflict and traffic issues.

The proposal has been assessed against the relevant provisions of the Corangamite Planning Scheme, including the Planning Policy Framework. It is recommended that Council issue a Notice of Decision to Grant a Planning Permit, subject to conditions.

Introduction

GrainCorp (the applicant) currently use the subject land to operate a grain storage facility, which incorporates established infrastructure, buildings and works.

Planning Permit Application PP2018/085 was received by Council on 30 August 2018 and seeks approval for the *Use and development of land for a Rural Store (3 new grain bunkers and associated works)* located at 3580 Foxhow-Berrybank Road, Berrybank. A permit is required for the 'use' as the existing use rights and current planning approvals do not extend to this part of the site.

Council has given public notice of the application and has received four (4) objections, which can be summarised as follows:

- Noise impacts
- Air quality impacts
- Dust emissions
- Increase in heavy vehicle movements
- Road and traffic impacts
- Hours of operation
- Visual impact
- Increase of vermin
- Loss of property value.

This report provides a planning assessment of the current application and does not investigate previous approvals or compliance by the permit holder. This is a separate matter for further review by Council officers.

History

The site has extensive planning history including previous planning approval for three (3) grain bunkers in the same location. The planning controls which apply to the land have not substantially changed since the previous permit was approved.

The use of the site operates under existing use rights which predate the current Planning Scheme, and past planning permits approved by Council. The planning history of the site includes:

- PP2008/170 – approved on 21 January 2009 for the *Development of a Grain Storage Bunker*. This permit has been acted upon.
- PP2009/135 – approved on 13 January 2010 for the *Development of Two (2) Grain Storage Bunkers*. This permit has been acted upon.
- PP2010/132 – approved on 11 January 2011 for the *Expansion of Existing Grain Receival Site (Staged Development)*. This permit expired in January 2013, as the development was not started within two (2) years.
- PP2012/045 – approved on 29 August 2012 for the *Alterations and Additions to Existing Grain Receival Site including Lunchroom, Office and Associated Facilities*. This permit has been acted upon.

Planning Permit PP2010/132 gave approval for three (3) new bunkers in the same location to the current proposal. The Permit has lapsed, but it sought to apply conditions to assist in managing amenity impacts.

There are currently no restrictions on the hours of operation for the use.

In addition to the permit history, there have been a number of concerns experienced by residents around compliance and amenity impacts.

Illegal Site Access

- In January 2014 Council was made aware by an adjoining landowner of the construction of a new driveway to the GrainCorp site. The new driveway did not accord with plans previously submitted to Council under PP2010/132, which had subsequently expired.
- GrainCorp was requested in January 2014 to stop works and decommission the access. GrainCorp complied, and in May 2014 advised the new site access would not be pursued. Full reinstatement works were then undertaken.

Works without a Planning Permit

- In January 2017 Council became aware of works being undertaken at the GrainCorp site, on the former Berrybank Recreation Reserve, after receiving complaints from adjoining landholders.
- Council subsequently contacted GrainCorp who advised the works were being undertaken in order to establish temporary grain storage bunkers.
- Formal correspondence was sent to GrainCorp to advise that the works did not have the required approval and would require a planning permit from Council.
- A formal response was received by GrainCorp dated 19 January 2017, which confirmed that works would not recommence until the relevant approvals has been obtained from Council.
- Following an extensive review process for the illegal works undertaken, involving the Environment Protection Authority and Worksafe, formal correspondence was sent by Council to GrainCorp on 27 March 2017 advising that remediation works for the site must be undertaken within (3) months.
- An investigation under the Public Health and Wellbeing Act 2008 was also initiated based on the complaints received by Council. A letter from Council to the complainant dated 29 March 2017 confirmed that 'Council is of the opinion the matter does not fall within the scope of the nuisance provisions under the Public Health and Wellbeing Act 2008'.
- Remediation works were undertaken by GrainCorp and completed for the land, involving levelling of the site and re-sowing of new pasture, which Council received advice was completed in October 2017.

Subject Land

The site consists of multiple parcels of land, approximately 22 hectares in area, located directly adjacent to the Berrybank Township. The topography of the land is flat.

The site is split across the Township Zone and Farming Zone (see Figure 1).

The site is currently used and developed for a grain storage facility which consists of:

- Four (4) grain storage bunkers
- A grain sample stand
- Single weighbridge and two (2) silo storage facilities
- Site office and amenities building
- An existing dwelling and associated outbuildings.

Vehicular access to the site is provided from an existing crossover north of the Melbourne-Adelaide railway line along Foxhow-Berrybank Road. This is the single vehicular entry/exit point.

The site is extensively landscaped with established planted vegetation, particularly along the western site boundary which adjoins the neighbouring residential properties.

Figure 2 provides an aerial overview of the subject land.

Surrounding Area

Directly west of the subject site, on the opposite side of Foxhow-Berrybank Road, is a strip of land within the Township Zone containing existing residential uses on small lots. There are three (3) dwellings within this area, two (2) located north of the railway line and one (1) dwelling to the south which is associated with a larger farm landholding.

North-west of the site, adjacent to the intersection of Foxhow-Berrybank Road and Hamilton Highway, are a further two small properties containing existing dwellings, one of which is the former Berrybank Petrol Station.

Land within the wider area is located within the Farming Zone and is primarily used for broad-acre agriculture in crop raising and animal grazing.

The Hamilton Highway adjoins the site along its northern boundary. Foxhow-Berrybank Road adjoins the western boundary of the site and is a local road under Council's management.

The Melbourne-Adelaide railway line adjoins the site along its southern boundary. The Lismore Township is located approximately 12.5 kilometres west of the site.

The site adjoins the southern boundary of the Berrybank Wind Farm site, a project approved by the Minister for Planning and expected to commence construction in early 2019.



Figure 1 – Planning Zone Map

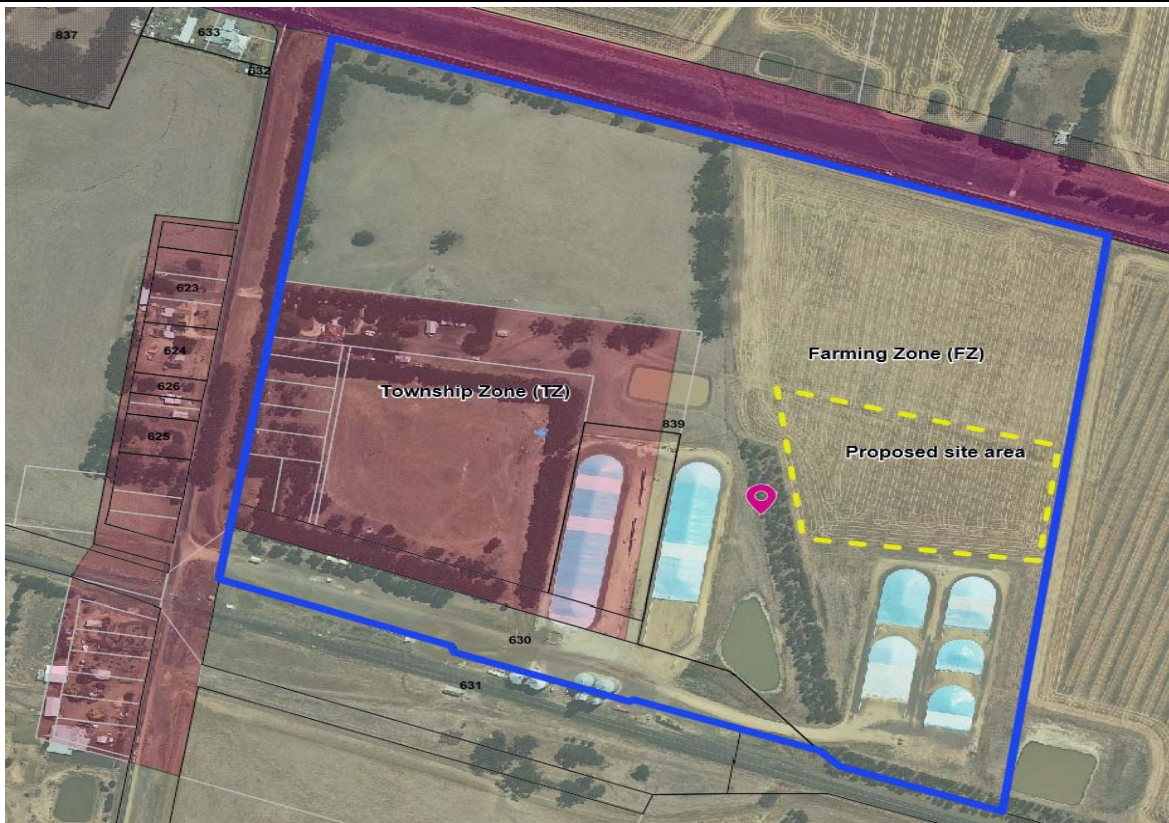


Figure 2 – Aerial Plan Map

Proposal

The proposal seeks to construct three (3) new grain storage bunkers to be used in conjunction with GrainCorp's existing site operations.

The bunkers will be located in the eastern portion of the site (Figure 3), north of two (2) existing grain bunkers, setback approximately 400 metres from Foxhow-Berrybank Road and 140 metres from the Hamilton Highway. The proposal includes associated works for internal site access and drainage.

The proposed bunkers will have the capacity to store an additional 39,000 tonnes of grain, increasing the total storage capacity of the site to 96,000 tonnes (including silos).

Vehicular access to the site for trucks transporting grain will be provided via the existing site crossover from the Foxhow-Berrybank Road. The applicant does not propose to establish a new site access point from the Hamilton Highway.

Traffic figures provided within the application indicate that truck volumes will increase during the harvest period from an average of 1,367 to 2,051 (one-way) – a 684 vehicle increase. Twelve (12) trucks on average are expected per hour, an increase from 10 trucks on average per hour currently.

A smaller increase of 453 outbound trucks over the year will also be observed when grain is taken out of the facility.

The applicant proposes the following hours of operation:

- Monday to Sunday 6am-8pm (extended to 11pm during grain harvest period).

A copy of the planning permit application is provided under separate cover.

Applicant’s Justification

The applicant states within their planning application that the proposal will enable the site to better service the needs of local growers by:

- Providing capability to receive additional grades of wheat and barley
- Enabling the site to manage in-loading more efficiently to improve turnaround times and minimise queuing
- Providing additional storage capacity to cater for above average harvests.

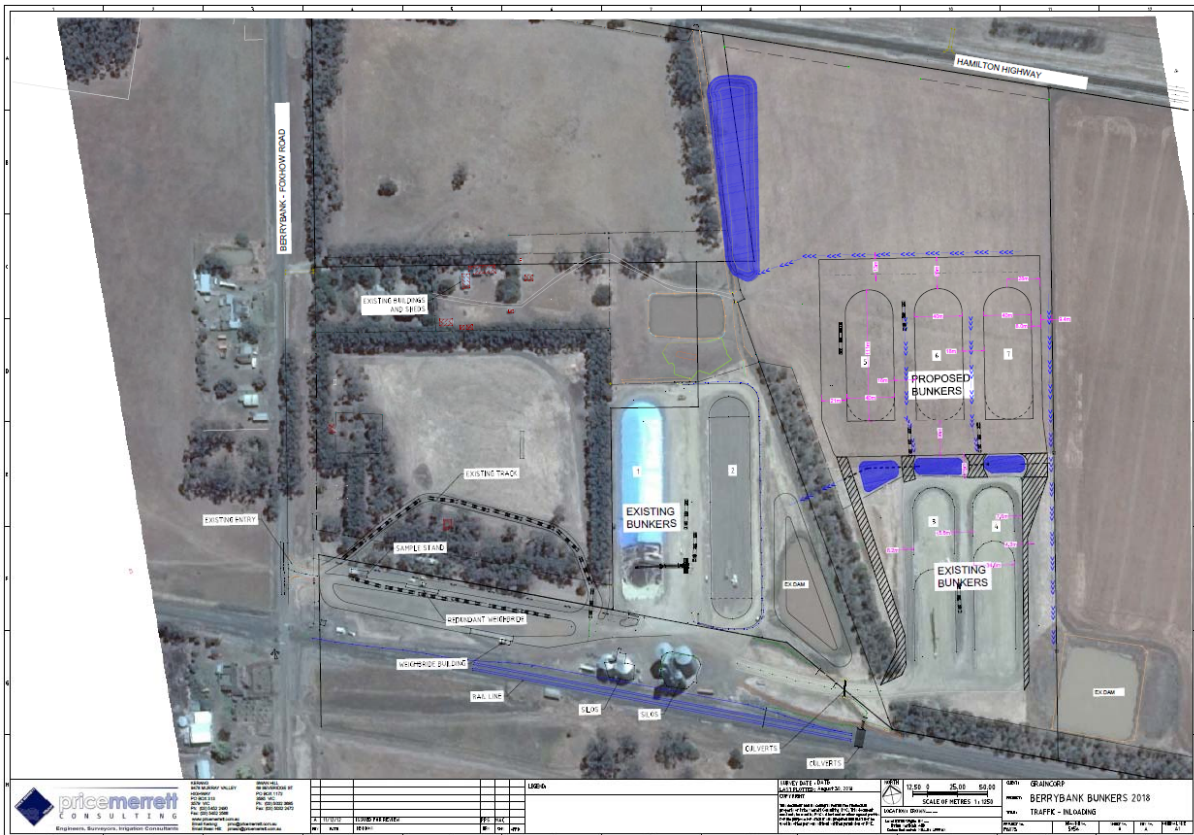


Figure 3 – Site Layout Plan

Policy and Legislative Context

Zoning

The site of the proposal is located within the Farming Zone and not subject to any planning overlays.

A planning permit is required to use and develop land for a Rural Store pursuant to:

- Clause 35.07-1 (Table of Uses) – Section 2 Use
- Clause 35.07-4 (Buildings and Works) – to construct a building or construct or carry out works associated with a Section 2 Use.

The purpose of the zone is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework
- To provide for the use of land for agriculture
- To encourage the retention of productive agricultural land

- To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture
- To encourage the retention of employment and population to support rural communities
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision
- To provide for the use and development of land for the specific purposes identified in a schedule to this zone.

Decision guidelines are provided within the Farming Zone which:

- General issues
- Agricultural issues and the impacts from non-agricultural uses
- Dwelling issues
- Environmental issues
- Design and siting issues.

Planning Policy Framework (including Municipal Strategic Statement and local policy)

The following clauses from the Planning Policy Framework (PPF) provide the relevant policy direction for this application:

Clause 11 Settlement

- Seeks to ensure that planning prevents environmental and amenity problems by siting incompatible land uses close together.

Clause 13 Environmental Risks and Amenity

- Aims to ensure that planning will avoid or minimise natural and human-made environmental hazards, environmental degradation and amenity conflicts.

Clause 13.05-1S Noise Abatement

- Has the objective to control noise effects on sensitive land uses and seeks to ensure that development or amenity is not reduced by noise emissions.

Clause 13.06-1S Air Quality Management

- Seeks to assist the protection and improvement of air quality by ensuring that suitable separation is provided between land uses that reduce air amenity and sensitive land uses.

Clause 13.07-1S Land Use Compatibility

- Aims to safeguard community amenity while facilitating appropriate commercial, industrial or other uses with potential off-site effects. Strategies to achieve this objective include directing land uses to appropriate locations and using land use separation measures.

Clause 14.01-1S Protection of Agricultural Land

- Has the principal objective to protect the state's agricultural base by preserving productive farmland. Direct consideration must be given to any proposal which seeks to use or develop productive agricultural land.

Clause 14.01-2S Sustainable Agricultural Land Use

- Encourages sustainable agricultural land use and seeks to ensure that rural land use activities are managed long-term and to encourage the diversification and value-adding of agriculture through effective production, rural industry and farm related retailing.

Clause 17 Economic Development

- Supports the establishment of a strong economy and seeks to foster economic growth by facilitating decisions and resolving land use conflicts, so that regions can build on their strengths and potential.

Clause 17.01R Diversified Economy – Great South Coast

- Seeks to support rural production and associated economic development opportunities including rural industry and rural sales.

Clause 21.01-2 Key Issues and Influences

- Highlights the key planning issues for the Shire and identifies the importance in facilitating the manufacture of agricultural produce from the Shire and surrounding region.
- Facilitates industrial development to support the agricultural sector.

Clause 21.04-1 Agriculture

- Highlights agriculture as the Shire's largest and most important industry, including cropping as one of the largest enterprises in the Shire. Strategies include facilitating outcomes associated with processing and value adding of agricultural products and facilitating sustainable agricultural industries that incorporate best management practices.

General Requirements and Performance Standards

Clause 53.10 (Uses with Adverse Amenity Potential) identifies land uses which may cause offence or amenity impact if not appropriately located.

A 'Rural Store' or 'grain storage facility' are land uses not specifically listed within the table of Clause 53.10. Therefore, no specified threshold or separation distance exists within the Planning Scheme.

Clause 65.01 – Approval of an application or plan

Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

- The matters set out in Section 60 of the Act.
- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.
- The effect on the amenity of the area.
- The proximity of the land to any public land.
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.

- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.

Internal / External Consultation

Referrals

No mandatory external referrals are required for the application under the Corangamite Shire Planning Scheme.

To inform Council's assessment of the application, Section 52 notice under the *Planning and Environment Act 1987* was given to the following authorities for comment:

Section 52 - Notice authority	Response
VicRoads	<p>VicRoads do not object to the proposal but provide the following recommendation in consideration of previous concerns being raised by local residents regarding access to the existing facility via the local road (Foxhow-Berrybank Road):</p> <ul style="list-style-type: none"> • Relocation of access to the facility to the Hamilton Highway, approx. 500-600 metres east of Foxhow-Berrybank Road. Left and right turn treatments would be required on the Hamilton Highway.
Environment Protection Authority (EPA)	<p>EPA did not provide a formal response for the planning permit application, but made the following comments to assist Council's assessment of the application:</p> <ul style="list-style-type: none"> • Inclusion of relevant standard conditions such as amenity (e.g. dust), noise and stormwater management. • Suggests consideration of the following EPA Publications: <ul style="list-style-type: none"> ▪ 1698 <i>Liquid Storage and Handling Guidelines</i> was released in June 2018 ▪ 275 <i>Construction Techniques for Sediment Pollution Control</i> ▪ 480 <i>Environmental Guidelines for Major Construction Sites</i> ▪ 981 <i>Reducing Stormwater Pollution from Construction Sites</i> • Suggests consideration of a condition requiring the preparation and implementation of an Environmental Management Plan that includes measures to be implemented to minimise impacts on the immediate environment and surrounds, such as (but not limited to) dust, noise, erosion and sediment run-off and stockpile management.

Internal referral comments were also sought for the application:

Internal Unit	Response
Assets Unit	<p>Provided the following comments:</p> <ul style="list-style-type: none"> • Stormwater and surface water discharge must be retained on-site. • All construction traffic for the works must enter and exit the site via the existing entry on Foxhow-Berrybank Road. • Queuing of trucks on Foxhow-Berrybank Road is not permitted. • Foxhow-Berrybank Road, between the Hamilton Highway to the railway line, has a sealed width of 6.3 metres. The condition of the road is suitable.

Notification

Notice of the application was provided in accordance with the *Planning and Environment Act 1987* to all adjoining landowners and occupiers and by notice being placed on Council's website.

Four (4) objections were received for the application, provided for review under separate cover.

The key issues raised by the objections can be summarised as follows:

- Noise impacts
- Air quality impacts
- Dust emissions
- Increase in heavy vehicle movements
- Road and traffic impacts
- Hours of operation
- Visual impact
- Increase of vermin
- Loss of property value.

In accordance with standard Council procedure, the applicant was provided with copies of the objections and was requested to provide a response to Council.

The applicant's objection response was received on Thursday 11 October 2018 and was forwarded to the objectors. The applicant's response sought to address the issues raised by the objections. None of the objections have been withdrawn.

A planning response to the objections is provided further on in this report.

Consultation

Consultation for the application was undertaken and included:

- A site inspection with a Council officer and the applicant on Tuesday 2 October 2018.
- A Council Site Inspection was held on Tuesday 8 October 2018 with the applicant, VicRoads and objectors in attendance. Details of the application were discussed and the key issues regarding traffic impacts, site access and dust were raised.
- A copy of the applicant's objection response was circulated to the objectors on Thursday 11 October 2018.
- A further meeting was held on Monday 15 October 2018 between Council and objectors to the application, to discuss their concerns and issues about the site.

Summary of Key Issues

The key issues for consideration in the assessment of this application are:

- Whether the proposal responds appropriately to the relevant provisions of the Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- Whether the proposal responds appropriately to the purpose and decision guidelines of the Farming Zone.
- Whether the expansion of the site as a Rural Store is appropriate.
- Whether it is reasonable for vehicular access to continue to be provided from the Foxhow-Berrybank Road, having regard to the comments of VicRoads for the proposal.
- Whether the proposal will result in the proper and orderly planning of the area, including the management of noise, dust and traffic, having regard to the decision guidelines set out under Clause 65.

Planning Assessment

This assessment aims to focus on the merits of the application and does not address past planning history or compliance issues. Compliance with existing planning permits is a separate matter which should not directly influence the outcomes of this application. However, this assessment process does provide Council with an opportunity to further control and manage the use of the land.

Planning Policy Framework

The objectives and strategies of the Planning Policy Framework (PPF) seek to support economic development and the establishment of a strong economy, building upon local industry and rural land use operations, by facilitating decisions and resolving land use conflicts. The PPF provides support to the adaptation of the agricultural sector, diversification and value-adding or rural industries and agricultural investment through the protection and enhancement of infrastructure.

The Great South Coast Regional Growth Plan and Council's Municipal Strategic Statement (included within the PPF), provide further local support to rural production and associated economic development opportunities. This includes to facilitate the manufacture and handling of agricultural produce from within the Shire and surrounding region, along with industrial development to support the agricultural sector.

The PPF identifies that planning decision making must directly manage environmental risks and amenity impacts, to ensure consideration of siting and prevention of land use conflict.

The following comments are made in response to the PPF:

- The proposal will support rural production and economic development opportunities through the provision of additional grain storage and handling capacity to support local farming operations, providing direct access for local product to both domestic and international markets.
- Investment by GrainCorp to increase storage capacity at their Berrybank site will consolidate and enhance the facility within the local and regional agricultural sector, building upon the site's strategic location with direct access to the road and rail network.
- As a large amount of grain is provided to local stockfeed producers, an increased storage capacity at the facility will mean that more grain stays within the region, supporting economic viability and availability of feed.

- The proposal will promote grain production and cropping operations within Corangamite Shire and the wider Great South Coast Region and is consistent with economic development objectives to encourage employment opportunities in the rural production and processing sector.
- Conditions can be placed on any planning permit to manage environmental and amenity impacts.

Farming Zone

The key purpose of the Farming Zone is to encourage the retention of productive agricultural land, support employment and population opportunities within rural communities and encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

The use of land for a Rural Store within the Farming Zone requires a permit for its use and development and Council must give consideration to the zone's purpose and decision guidelines. The following comments are made in response to the decision guidelines as they apply:

General Issues

The site comprises an area in excess of 22 hectares and is capable of accommodating a further three (3) grain storage bunkers. No wastewater will be required and there is sufficient area to manage stormwater drainage, which will form a condition of any permit.

The proposal will value-add and capitalise on the existing grain storage facility. An increase in the overall storage capacity of the site will extend to the local and regional crop and grain production industry.

The site is located directly adjoining the Berrybank Township Zone which contains residential uses on the west side of Foxhow-Berrybank Road. Part of the GrainCorp site is also within the Township Zone and remains generally undeveloped, providing an important buffer area between the grain storage facility and residential properties.

The site's proposed location allows for the new grain bunkers to be designed and located well away from the existing residential uses. Existing heavily established landscaping will also assist in reducing amenity and visual impact from the facility.

Agricultural issues and the impacts from non-agricultural uses

Expansion of the site seeks to capitalise on strategic location of the facility with strong and direct access to the road and rail network, including local stockfeed processors and the international market through the Ports of Geelong and Melbourne.

The proposal is an important component in the ongoing value-adding of agriculture and rural industry within Corangamite Shire and the Great South Coast Region and will support local crop and grain production through provision of additional storage capacity at an existing facility.

Although there will be a small area of land removed from agricultural production, this is insignificant in the overall context of the Shire. The site has a minimal capacity to sustain an agricultural use.

An addition of three (3) new grain bunkers will not limit the operation and expansion of adjoining and nearby agricultural uses.

Environmental Issues

The site is predominantly cleared aside from established planted vegetation and has no evident environmental features which could be impacted by the proposal. The planting (blue gum species) is in place for visual screening of the site to adjoining residential properties. It should be noted that tree planting is not a requirement of any previous planning permit, and there is no control on removal of the vegetation.

Design and Siting Issues

The proposal locates the additional grain storage bunkers in the eastern portion of the site, adjacent to existing infrastructure. This siting will minimise the amount of land used and maximises the buffer to adjoining residential properties.

The key area for any visual impact to occur is from the adjoining residential properties within the Berrybank Township. As the proposed new grain bunkers are sited to provide a maximum separation distance, there will be minimal visual impact to adjoining properties. An opportunity exists to 'bulk up' the existing landscaping with further middle and ground storey plantings. A condition to this effect can be included on any permit within a Landscaping Plan.

The proposal optimises the use of existing transport infrastructure by building upon a facility which has direct access to major roads and the Melbourne-Adelaide railway line.

Traffic management and site access are key issues for the application. The applicant has provided a summary of traffic volumes within their application showing a projected increase in heavy vehicles.

Access will be provided from Foxhow-Berrybank Road, a local road in sealed condition, gazetted by VicRoads to accommodate B-double access. Council's Assets Unit have confirmed its capacity for access to the site without any need for upgrade, provided the existing site crossover is used and no queuing of trucks occurs within the road reserve. Conditions to this effect can be included on any planning permit.

Although this application only seeks approval for three (3) new bunkers, given the level of heavy vehicle movements and issues raised within objections, it would be reasonable for Council to include a condition requiring a Traffic Management Plan be prepared and endorsed for the facility. This will provide Council with a functional tool to directly review and monitor traffic and heavy vehicles associated with the site.

A clause of any Traffic Management Plan should require the permit holder to engage with VicRoads and Council to investigate traffic management options and a reduction in the speed limit on Foxhow-Berrybank Road. This will further assist in minimising any road safety and amenity impacts on the adjoining residential properties.

The Site

The site is located within the Farming Zone but includes land within the Township Zone. As an established facility with storage capacity to cater for the local area and wider western district, the site appears to be in a strategically appropriate location.

The site is central to a productive cropping and grain production area, has strong access to major transport networks through road and rail and provides grain directly to local stockfeed processors, contributing directly to the local agricultural sector. The gradual expansion of the site at Berrybank has evolved as a direct consequence of the growing shift towards local cropping and grain production caused by ongoing change within the agricultural sector.

Siting of the land use outside of the Berrybank Township Zone is consistent with planning direction of the Corangamite Planning Scheme to prevent land use conflict and protection of amenity. Berrybank is a small settlement with a limited capacity for residential growth.

Vehicular access to the site from Foxhow-Berrybank Road

Vehicular access to the GrainCorp site has been a relevant issue following a review of the site's permit history.

Both Planning Permits PP2008/170 and PP2009/135 dictate that access must be provided to the site from Foxhow-Berrybank Road adjoining the railway line.

Council has sought comment from VicRoads regarding site access and traffic management. VicRoads' response recommends that Council consider including a permit condition requiring creation of a new site access point from the Hamilton Highway. VicRoads are not a Section 55 referral authority for the application and have limited power to impose such conditions on any permit. Indicative figures presented by VicRoads suggest a new site access from the Hamilton Highway would cost in the range of \$300,000.

The primary issue with the VicRoads' response is that Council cannot include a condition on a planning permit requiring GrainCorp to construct a new site access from the Hamilton Highway. The creation of a new site access from the Highway (a Road Zone Category 1) requires a separate planning permit. A condition of this nature would be 'ultra vires' and beyond the power of Council, and would potentially result in a transformation of the proposal.

GrainCorp have not sought to amend their application and wish to maintain site access via the existing arrangement from Foxhow-Berrybank Road. GrainCorp contend that the VicRoads' recommendation contradicts their previous planning approvals dictating the ongoing the development and placement of infrastructure within the site. Council must therefore make a decision based on the information presented by the current application.

On balance, the request by GrainCorp to maintain their existing site access from Foxhow-Berrybank Road is supported and will provide for an acceptable planning outcome. In recognising any potential amenity impacts and land use conflict with the adjoining residential properties, Council can include conditions for traffic management and restricting hours of operation, to mitigate any adverse impacts caused.

Council should also consider writing to GrainCorp separately, to request further consideration for provision of a new site access point from the Hamilton Highway. This would substantially minimise amenity impacts on the adjoining residential properties, but needs to be the subject of a further planning permit application.

Response to Objections

Four (4) submissions objecting to the application have been received. Copies of these submissions can be found under separate cover.

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

Objection	Officer response
Noise impacts	<p><u>Objection supported in part</u></p> <p>It is acknowledged that operation of the grain storage facility results in noise emissions, particularly during the higher intensity in-loading period during grain harvest.</p> <p>A condition will be included on any permit to ensure that noise emissions from the facility comply with EPA Publication – <i>Noise from industry in Regional Victoria</i> at all times.</p>
Air quality impacts / Dust emissions	<p><u>Objection supported in part</u></p> <p>Concerns have been raised in the objections regarding a reduction in air quality, dust emissions and adverse impacts on amenity.</p> <p>EPA publication – <i>Recommended separation distances for industrial residual air emissions</i>, is a guiding document for Council in the assessment of air quality and dust impacts.</p> <p>‘Grain Handling Facility’ is a use specifically listed in the Publication as having a recommended separation distance of 250 metres to any sensitive land use/dwelling.</p> <p>The application provides a minimum separation distance of no less than 400 metres to the adjoining residential uses which complies with the EPA Publication.</p> <p>In any case, a condition will be included on any permit for a Dust Management Plan to be prepared to manage dust and air quality impacts arising from the use, and outline contingency measures to be put in place.</p>

Objection	Officer response
<p>Increase in heavy vehicle movements/Road and traffic impacts</p>	<p><u>Objection not supported</u></p> <p>The proposal will result in an increase in heavy vehicle movements to and from the site arising from the establishment of the three (3) new grain bunkers. The anticipated traffic increase is from 10 to 12 trucks per hour.</p> <p>The increased traffic volumes will not be unreasonable within the rural context and having regard to the existing operation of the facility.</p> <p>Conditions can be included on any permit for the use and development to ensure adequate traffic management measure are established to minimise any adverse impact to the adjoining residential properties within the Township Zone. Such conditions will include the requirement for a Traffic Management Plan for the use, which must address traffic mitigation measures and speed limit reductions along the Foxhow-Berrybank Road.</p> <p>Objections have also raised the need to consider an upgrade to the intersection with the Hamilton Highway. This requirement can be included within the Traffic Management Plan.</p>
<p>Hours of operation</p>	<p><u>Objection supported in part</u></p> <p>The grain storage facility is currently not limited to any hours of operation. PP2010/132 did seek to apply hours of operation to the land of 7am-10pm Monday to Sunday, but has since expired.</p> <p>The applicant proposes extended hours of operation between 6am-8pm, extended to 11pm during grain harvest.</p> <p>In recognising the potential impacts on the adjoining residential properties from after hours vehicle movements, the previously approved hours of 7am-10pm will be applied as a condition of any permit, which will strike an acceptable balance between operation of the use and amenity protection to adjoining residential properties.</p>

Objection	Officer response
Visual impact	<p><u>Objection supported in part</u></p> <p>The subject site contains established planted vegetation. It is not accepted that the proposal will cause an unacceptable visual impact. The subject site and surrounding area is not of landscape significance and fits within the wider diversity of the agricultural landscape. A condition of any planning permit will require a Landscaping Plan be prepared and ensure that existing landscaping is maintained and managed by the permit holder.</p>
Increase of vermin	<p><u>Objection not supported</u></p> <p>GrainCorp undertake vermin management on-site which includes fumigation of stored grain. A condition will be included on any permit granted to ensure this maintained.</p>
Loss of property value	<p><u>Objection note supported</u></p> <p>Devaluation of property values is not a relevant planning consideration. VCAT has consistently held that it is amenity that must be considered, not the loss property value.</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)** This option enables GrainCorp to expand their existing operations with three (3) new bunkers on-site and also provides an opportunity for Council to impose conditions which address site management and amenity impacts.
2. Issue a Notice of Decision to Grant a Planning Permit with changes to recommended conditions.
3. Issue a Notice of Refusal to Grant a Planning Permit. Based on a planning assessment and outcome, this is not the preferred recommendation. Refusal of a planning permit will limit Council's ability to apply future conditions to manage site operations and amenity impacts.

A secondary recommendation is also provided for Council to write to GrainCorp requesting further consideration of a new site access from Hamilton Highway.

Conclusion

The application for the proposed three (3) new grain storage bunkers and associated works is supported. On balance, the proposal provides an acceptable response to the relevant provisions of the Planning Policy Framework, the purpose and decision guidelines of the Farming Zone and will result in the proper and orderly planning of the area.

Previous planning approvals for the site have only applied general amenity conditions to manage the land use. Council now has a valuable opportunity to apply strengthened permit conditions to improve the overall management of the grain storage facility.

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

RECOMMENDATION

That Council:

- A. Having caused notice of Planning Application No. PP2018/085 to be given under Section 52 of the *Planning and Environment Act 1987* and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to issue 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 3580 Foxhow-Berrybank Road (Lot 2 TP 432263T Parish of Poliah North) for the *Use and Development of Land for a Rural Store (3 new grain bunkers and associated works)* in accordance with the endorsed plans, with the application dated 30 August 2018, subject to the following conditions:

CONDITIONS:

Lay of the use and development

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

Traffic Management

2. Before the development starts, a Traffic Management Plan must be submitted to and approved by the Responsible Authority. The Traffic Management Plan must be complied with unless varied with the written consent of the Responsible Authority.
3. The traffic management plan must include (but not limited to):
 - (a) the number and type of anticipated vehicle movements, including hours of operation for the facility (refer to condition 5a);
 - (b) the designation of vehicular access to the site from the existing crossover located north of the railway line on the Foxhow-Berrybank Road;
 - (c) recommendations on the need for road intersection upgrade at Hamilton Highway and Foxhow-Berrybank Road to accommodate site access, following consultation with VicRoads and Corangamite Shire Council. Where upgrades are required, the traffic management plan must include:
 - (i) detailed engineering plans showing the required works, including cross sections which show their formation, depth, drainage and surface levels to the satisfaction of Corangamite Shire Council; and
 - (ii) the timing of the when the works are to be undertaken;
 - (d) potential measures to upgrade vehicular access to the site from Foxhow-Berrybank Road, including sealing of the crossover;
 - (e) a plan showing internal vehicular movements and routes within the site, including the provision of a designated internal area for truck queuing, which must not occur within Foxhow-Berrybank Road reserve;
 - (f) provision for an annual existing conditions survey of Foxhow-Berrybank Road used in conjunction with the facility, to be submitted a minimum of six (6) weeks before commencement of each grain harvest period;

- (g) the designation of traffic mitigation measures following consultation with VicRoads and Corangamite Shire Council, including reduced speed limits on Foxhow-Berrybank Road between the site access point and the intersection of the Hamilton Highway;
 - (h) a program to rehabilitate existing public roads within agreed timeframes to the condition identified in the surveys carried out under Condition 3(f).
4. Queuing of trucks and heavy vehicles associated with the use must not occur within the Foxhow-Berrybank Road reserve at any time to the satisfaction of the Responsible Authority.

Hours of Operation

5. The use hereby permitted (including in-loading and out-loading of grain) must operate only between the following hours, unless varied with the written consent of the Responsible Authority:
- (a) Monday to Sunday 7am – 10pm

Amenity

6. The use and development must be managed so that the amenity of the area is not unreasonably affected, through the:
- (a) transport of materials, goods or commodities on 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;
 - (d) presence of vermin and insects or otherwise;
 - (e) In the event of any nuisance being caused to the neighbourhood by activities related to the use and development the Responsible Authority may direct, in writing, such actions or works, as deemed appropriate, to eliminate or mitigate such nuisance be undertaken.

External Lighting

7. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.

Site Management

8. The permit holder must use appropriate site management practices to prevent the transfer of mud, dust, sand or slurry from the site into drains or onto nearby roads and properties. In the event that a road, drain or adjoining property is affected, the owner must upon direction of the Responsible Authority take the necessary steps to clean the affected portion of road, drain or property to the satisfaction of the Responsible Authority.

Noise

9. The use and development must be designed and operated to comply with EPA publication 1411-Noise from Industry in Rural Victoria Guidelines and State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) N-1 to the satisfaction of the Responsible Authority.

Dust Management

10. The permit holder is to ensure that dust suppression is undertaken in the form of constant water spraying on-site and within Foxhow-Berrybank Road, to comply with State Environmental Protection Policy (Air Quality Management) 2001 and to ensure that dust caused by vehicles moving within the site does not cause a nuisance to surrounding properties to the satisfaction of the Responsible Authority.
11. Before the use starts, a Dust Management Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. Three copies of the plan must be submitted. The plan must include:
 - (a) Details as to how dust will be managed on site and at the site entry off Foxhow-Berrybank Road;
 - (b) Details as to when the land use activities will cease on-site due to weather conditions that will result in visible dust being discharged beyond the boundaries of the premises.
 - (c) Details as to how dust will be monitored including compliance with the State Environmental Protection Policy (Air Quality Management) 2001.
 - (d) Contingency measures to deal with any elevated dust conditions.
12. All unsealed crushed rock or gravel surfaces shall be regularly maintained to ensure that dust is minimised so as not to cause a nuisance to the satisfaction of the Responsible Authority.

Air Quality

13. The use and development must at all times comply with the standards of the State Management Policy (Air Quality Management). Any failure to meet the standards must be brought to the attention of the Environment Protection Authority and actions specified by that Authority to bring the use into compliance must be carried out to the satisfaction of the Responsible Authority.

Vermin Management

14. The permit holder must undertake measures to manage the presence of vermin on-site to the satisfaction of the Responsible Authority.

Stormwater and Drainage Management

15. All stormwater and drainage discharge from the development must be contained on-site to the satisfaction of the Responsible Authority.

Landscaping

16. Before the development starts, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The landscaping plan must be prepared by a suitably qualified person and the plan must show:
 - (a) All existing established planted vegetation within the site to be retained for landscaping and visual screening purposes.

- (b) Provision of additional middle and ground storey plantings within the existing landscaping buffer along the Foxhow-Berrybank Road, for the full length of the boundary between the Hamilton Highway and site access point.

All species selected must be to the satisfaction of the Responsible Authority. Within six (6) months of the date of this permit the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.

17. 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.

Permit Expiry

18. This permit will expire if one of the following circumstances applies:

- (a) The development is not commenced within two (2) years of the date of this permit.
- (b) The development is not completed and the use commenced within four (4) years of the date of this permit.

In accordance with section 69 of the *Planning and Environment Act 1987*, the Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of the permit expiry date, where the development allowed by the permit has not yet started; or within 12 months of the permit expiry date, where the development has lawfully started before the permit expires.

- B. Writes to GrainCorp and requests further consideration be given to providing a new site access point from the Hamilton Highway, as recommended by VicRoads, so as to reduce amenity impacts and land use conflict on adjoining residents caused by the use and development.

COUNCIL RESOLUTION

MOVED: *Cr Trotter*




SECONDED: *Cr Brown*

That the recommendation be adopted subject to the amendment to Condition 2 to read:

2. Before the development starts, a Traffic Management Plan to the satisfaction of the responsible authority must be submitted to and approved by the Responsible Authority. The Traffic Management Plan must be complied with unless varied with the written consent of the Responsible Authority.

CARRIED

Attachments

1. Copy of planning application PP2018/085 - Under Separate Cover 
2. Objections received by Council - Under Separate Cover 
3. GrainCorp response to objections - Under Separate Cover 

Cr Gstrein returned to the meeting at 7.42 pm.

8. OFFICERS' REPORTS

8.1 Annual Report 2017-2018

Author: Penny MacDonald, Executive Services and Governance Coordinator

File No: D18/450

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Penny MacDonald

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

Summary

This report provides information regarding the 2017-2018 Annual Report, which has been previously provided to Councillors.

Introduction

Council is required to prepare and circulate an annual report for each financial year based on requirements in the *Local Government Act 1989* (the Act) and *Local Government (Planning and Reporting) Regulations 2014*.

The Annual Report was sent to the Minister for Local Government by 30 September 2018, as required by the Act, and is available on Council's website www.corangamite.vic.gov.au. Printed copies are available from Council's Community Relations team on request.

Issues

The Annual Report details Council's activities throughout the previous financial year and includes:

- The Report of Operations, demonstrating how Council performed against the 2017-2021 Council Plan, the Annual Action Plan and Budget for 2017-2018.
- Audited performance statement and audited financial statements.
- Council's measures for the Local Government Performance Reporting Framework indicators.

The Annual Report also contains an overview of the highlights and challenges for Corangamite Shire over the past year, as well as any identified future challenges to be met.

As reported, Corangamite and its communities were particularly challenged by the South West Complex Fires over the past year. The fires, which started on St Patrick's Day 2018, had devastating consequences for those directly affected, and recovery efforts will continue throughout 2018-2019. As an organisation, each department was impacted either through direct involvement in the response, or by undertaking additional tasks to ensure the

business of Council was not disrupted during the response phase. Some capital projects were delayed as a result of the fires, and will be carried forward into this year.

Council continues to be in a strong financial position. Council delivered an operating surplus of \$7.61 million, against the predicted surplus of \$5.23 million, and became debt free with no new borrowing during the year. We delivered a capital works program of approximately \$11.75 million and secured \$17.64 million in grants. Other highlights and challenges are identified below.

Highlights during 2017-2018

- Adoption of 2017-2021 Municipal Public Health and Wellbeing Plan.
- Construction commenced on the \$5.2 million Castle Carey Road Bridge Project.
- Increased road advocacy efforts which resulted in an increase in road maintenance spending on arterial roads by VicRoads.
- Two hundred and twenty kilometres of local roads resurfaced.
- State Government funding of Shipwreck Coast Master Plan projects through the Geelong City Deal.
- Volcanic Lakes and Plains promotional campaign launched with Great Ocean Road Regional Tourism.
- Annual roadside weed control program increased by 25%, with previously untreated roadsides included.
- Successful completion of Food Organics and Garden Organics (FOGO) trial, with the supply of kitchen caddies and bags to be rolled out to more households in 2018-2019.
- Five community plans reviewed.
- Terang Children's Centre achieved a high rating during national assessment.
- Twenty-six businesses funded through the Retail Façade Improvement Program to improve their shopfronts.
- \$129,000 awarded to community groups via the annual Community Grants, Facility Grants and Environmental Grants programs.
- Community Satisfaction Survey results for overall performance, advocacy and lobbying, and making community decisions increased.

Challenges during 2017-2018

- South West Complex Fires affecting the wider community including farming families and local businesses, in addition to those directly impacted.
- Changes to China's purchasing of recyclables resulted in cost increases for kerbside recycling.
- Community Satisfaction Survey results for sealed and unsealed local roads, as well as slashing and weed control remain low.

Future Challenges

- Completion of Castle Carey Road Bridge construction.
- Planning and construction of Port Campbell Town Centre Project.
- Implementation of Shipwreck Coast Master Plan projects.
- Possible changes to local government legislation.
- Financial sustainability.

It is acknowledged that Council's achievements and ability to meet its challenges are due to the contribution of Councillors, staff, committee members, volunteers and community partners.

Policy and Legislative Context

Sections 131, 132 and 133 of the *Local Government Act 1989* require Council to prepare an annual report, containing the relevant statutory reporting data, and submit the report to the Minister for Local Government within three months of the end of the financial year, in addition to making the report available to the public. The *Local Government (Planning and Reporting) Regulations 2014* details the reporting requirements.

Section 134 of the Act requires Council to consider the Annual Report in a meeting open to the public after the report has been submitted to the Minister and made available to the public.

Preparation and discussion of the Annual Report 2017-2018 at a public meeting is also consistent with the Council Plan 2017-2021 which states:

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

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

Internal / External Consultation

As required by the Act, a public notice was placed in local newspapers to advise that the Annual Report for 2017-2018 has been prepared and will be considered by Council at the October Council meeting.

The Annual Report was prepared in consultation with managers, senior officers, other staff and Councillors.

In relation to the performance and financial statements, Council provided in-principle approval to the statements for the year ending June 2018 and endorsed Councillors Durant and Brown to certify the statements in their final form. Council's Audit Committee considered the draft statements at its 13 September meeting and recommended in-principle approval of the statements by Council.

Financial and Resource Implications

Preparation, design and publication of the 2017-2018 Annual Report was achieved through existing budget allocations.

Options

Council is required to consider the Annual Report at a meeting of Council open to the public.

Conclusion

The Annual Report 2017-2018 provides an overview of the highlights, challenges and future challenges for Corangamite Shire, as well as reporting on Council's performance results measured against the Council Plan, Annual Action Plan, Budget and prescribed performance indicators.

Councillors, staff, committee members, volunteers and community partners are commended for their contribution towards Council's achievements during 2017-2018.

RECOMMENDATION

That Council considers the 2017-2018 Annual Report.

COUNCIL RESOLUTION

MOVED: *Cr Gstrein*

SECONDED: *Cr Brown*

That the recommendation be adopted.

CARRIED

8.2 Skipton Community Plan Update

Author: Garry Moorfield, Community Development Officer

File No: D18/453

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 - Garry Moorfield

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

Summary

This report provides an update on the Skipton's Community Plan – *Community Priorities for Township Development 2013 - 2023*.

Introduction

Skipton's ten-year Community Plan was prepared over the period from April to July 2013, and received by Council in August 2013. Some 117 ideas put forward by community members were distilled to a list of 20 priorities. The Skipton community soon got to work on the two major projects which could be carried out by the local community, and with the support of Corangamite Shire and State Government completed both its Town Entry Signage and Linking Skipton projects.



Eucalypts planted at the Rail Trail terminus in Skipton have established well thanks to dutiful watering by local residents across summer.



Skipton Town Entry Signage launch event 17 June 2016

The Skipton Community Plan was reviewed through July and August 2017. This review removed completed projects and those deemed unviable or no longer relevant, resulting in a revised priority list of 12 projects. This list included three new priorities.

PRIORITY PROJECTS AND ACTION AGENCY

P17	PRIORITY PROJECTS	DESCRIPTION	V17	S13	V13	G13	P13	AGENCY
1	RE-OPEN PUB	Get the Hotel going; Re-open the hotel; Need Hotel open	2	28	2	-	1	PRIVATE BUSINESS INTERESTS
2	RE-OPEN SHOPS	More businesses in the main street; Restore main street – don't use shops for storage	2	17	2	-	2	PRIVATE BUSINESS INTERESTS
3	CARAVAN PARK/ CAMPING	Provide for overnight caravan /camping area by the pool or other suitable area	9	15	8	2	3	COMMUNITY WITH PARTNERS
4	INDOOR GYM/ STADIUM	Build indoor sports centre; Gym/ Stadium (like Linton); Make it a 'youth club' place	11	5	1	-	14	COUNCIL/ COMMUNITY PARTNERSHIP
5	MORE COMMUNITY GET-TOGETHERS	Develop activities of interest to a range of age-groups; Movies, for example	11	-	-	-	-	COMMUNITY WITH COUNCIL SUPPORT
6	MORE TREES/ IMPROVE LANDSCAPING	Plant more trees, Improve landscaping of town; Maintain parks and streetscapes	4	8	1	1	5	COUNCIL/ COMMUNITY PARTNERSHIP
7	ESTABLISH LINEAR PARK	Link Jubilee Park and Stewart Park by converting vacant Montgomery Street land to parkland; Retain in public ownership	7	-	-	-	-	COUNCIL/ COMMUNITY PARTNERSHIP
8	IMPROVE PUBLIC TRANSPORT	North-south to Camperdown, Transport to Ballarat; Access jobs and services	7	-	-	-	-	STATE GOVERNMENT
9	ATTRACT MORE BUSINESSES AND INDUSTRY	Provide encouragement and support for more businesses and industry; Attract small industries, Establish town bakery; Food shop; Takeaway; Coffee shop, Another sandwich bar (now includes P9 and P17)	5	7	5	-	7	PRIVATE BUSINESS INTERESTS WITH COUNCIL AND COMMUNITY
10	SLOW DOWN TRUCK TRAFFIC	Slow down truck traffic; Reduce speed limit in town to 50km	6	4	3	-	19	VICROADS/ STATE GOVERNMENT
11	PAINT AND MAINTAIN TOWN CENTRE BUILDINGS	Repaint town in heritage colours; Provide assistance to owners, Shopfronts need attention	3	6	-	-	10	PRIVATE BUSINESS INTERESTS
12	CLEAN UP MOUNT EMU CREEK	Clean up the area along the mount Emu Creek and maintain the Creek banks	5	5	1	2	13	GLENELG HOPKINS CMA/ COMMUNITY PARTNERSHIP

P means priority, S means survey mentions, V means votes at public meeting, G means 'gold sticker' applied to top individual priority.

Issues

As noted in the *Review of the Skipton Community Plan* in 2017, not only is Skipton an 'ageing town' (with 31.8 per cent of its population 65 years and older compared to the State average of 15.6 per cent [ABS CENSUS 2016]), its population is in steady decline. Skipton's population shrank by 6.8 per cent between the 2011 and 2016 Censuses (Skipton Urban Centre Locality [UCL]) down from 452 to 421. In the ten years from 2006 to 2016, Skipton's population declined 12.6 per cent (482 to 421).

This situation is not helped by declining population in agricultural areas. The wider Skipton State Suburb (Skipton SS) area of some 1500 square kilometres (including the Skipton township) contained a total of 586 residents in 2016, illustrating the sparsely populated rural area surrounding the town. (This statistical division has been recently redrawn so current inter-census comparisons are not possible here.)

The Skipton Community Plan showed that local residents have a great affection for their town. They recognise Skipton's 'strong community spirit' and 'friendly people' alongside assets including the recreation reserve and sporting clubs, the hospital medical services and pharmacy, the Mechanics Institute Hall and the town's businesses and services.

There are however areas that the community would like assistance with to build the town's prosperity. These were summarised in 2017 under three fundamental themes:

- The attraction of new businesses and industry (and retention of existing businesses)
- Upgrading and integrating assets for the benefit of both locals and visitors, and
- Improving the town's appearance and amenity through tree-planting, landscaping and development and maintenance of public realm assets.

Two major projects have commenced or are about to commence in the area with the establishment of the Stockyard Hill Wind Farm to the north and the Berrybank Wind Farm to the south east.

The Stockyard Hill Wind Farm has only recently commenced construction however the town is already being transformed with an expected influx of the 300 construction jobs. The housing market and other property leasing uptake are early indicators. Further resources will flow into the local community, both directly and indirectly, with posters on the walls of the Mount Emu Deli (which also serves as a community information centre for the Stockyard Hill Wind farm) announcing a \$5 million per annum injection into the local community.



In 2013 only two of Skipton original 20 priorities were counted as potential ‘community projects’, with nine the province of ‘private business interests’ and eight the responsibility of governments. Over the past year the Skipton community has struggled to activate any of the 12 projects on its revised priority list, but the expectation is that this is soon about to change. The Skipton community has nevertheless made some steady progress on important town priorities.

Opportunity Shop

Skipton community organisation have come together (originally under the Skipton Lions Club banner), to establish a successful Opportunity Shop business in Montgomery Street. It has become a popular stopping point for visitors and locals and contributed to the reactivation of the town centre. It is an important venue for social connection and community involvement in its operation as well as through goods donations and sales. The shop contributes resources to the community groups which are rostered on different days, in proportion to their contribution. Plans are afoot to establish a new incorporated business entity which has plans to purchase the building, partly financed through rent-savings and a new Commonwealth ATM (about to be installed).

Journey to the ‘G’

In November 2017 Corangamite Shire Mayor Jo Beard unveiled a plaque commemorating the nation’s first international cricket team, the Aboriginal Cricket Team whose members walked from Edenhope to Hamilton, Dunkeld, Skipton and Ballarat, on their ‘Walk to the G’ with Tom Wills to play the Melbourne Cricket Club on Boxing Day 1866. This project was carried out in partnership with the Mullagh Wills Foundation and also involved a reconciliation event led by Wathaurung elder Bryon Powell acknowledging the aboriginal history and custodianship of the lands now governed by Corangamite and neighbouring Shires.

Blade Shearer Sculpture

Work is slowly progressing on the design and manufacture of a sculpture of gun blade-shearer Ben Wilkie, to be sited to the east of the toilet block in Skipton’s town centre. At present the design (by Lyn Heenan) is undergoing a process of interpretation with the manufacturer to render it in steel. The sculpture will acknowledge Skipton’s eminent role in the development and establishment of the merino sheep breed in Australia.

Establish Linear Park

A community proposal to retain vacant public land in Montgomery Street and to use it to create a linear park linking Jubilee Park and Stewart Park has now lapsed with Corangamite Shire Council’s decision to sell the land and its subsequent disposal. This new Priority 7 project spoke to the need recognised by local people for a major external intervention to activate the town centre and arrest the steady erosion of the retail services identified in the town’s two top priorities – to re-open the pub (1) and re-open closed shops (2) – as well as Priority 9 to attract more business and industry (previously priority 5).

Although the population of Skipton has been trending downwards in recent years, there are positive signs that the town is experiencing a period of change. Primary school enrolments are being maintained at around 100 pupils, due to strong support from farming families in the local area. New owners of Skipton real estate are repairing and activating buildings which have been vacant for some time. New local wind farm projects are providing an economic stimulus and employment boost (and are obliged to invest in local community projects), and this is encouraging new community ambition and activism.

Community Projects

An update of the 12 community priorities for Skipton from the 2017 review is provided below.

1 Re-Open Pub

Owners John and Michelle Mackin are steadily restoring the former Skipton Hotel and rebuilding its stone stables. This has involved substantial and meticulous stonemasonry, rebuilding internal walls and constructing flood-proof cellar foundations. The reopening of the hotel is a highly anticipated event which many locals believe will contribute greatly to the reactivation of the town since the 2010 floods. The pub promises to be a destination for visitors to Skipton, including those who arrive by the Ballarat Skipton Rail Trail. A restored Cobb & Co Coach will be an emblem for tourism development in Skipton.

2 Re-Open Shops

The patronage of the Mount Emu Deli (Kim’s Café) on the corner of Montgomery Street and Anderson Street has enlivened Skipton’s town centre, as has the new Fish and Chip Shop and the Community Op Shop.



Two more shops on the south side of Montgomery Street are expected to be leased in the near future. Yet across the road the closed Commonwealth Bank building wears a 'For Lease' hoarding between its closed shopfront neighbours, and all is quiet at the 888 Chocolate café, which never really got off the ground. Street activation in Skipton is in need of further demonstrations of optimism and initiative in order to take off. The opening of the Skipton Hotel (and its associated shops) will provide additional impetus to realise this community priority, along with the market pressure for re-purposing of other shopfront premises from 'storage' to 'retail'.

3 Caravan Park/ Camping

Proponents of proposals to provide some limited camping and caravanning facilities in Skipton have just about given up on the idea due to their inability to find any active support. As the preferred location 'adjacent to the swimming pool' has not progressed, proponents have suggested that public land at the Rail Trail terminus could be used to provide basic camping facilities, however this is yet to be investigated in any great detail.

4 Indoor Gym/Stadium

Residents of Skipton elevated this priority in 2017, and propose to put it to Corangamite Shire to consider as part of future budget considerations, starting with preparation of plans and costings in 2019-2020. The Gym/Stadium is expected to cost in excess of \$1 million, but will involve a range of partners making use of the facility, including the Skipton Football Netball Club, Primary School and Kindergarten. This project is inspired by the facility constructed in Linton and has received strong support from a younger demographic including parents with young children. It is counted as part of a strategy to retain and support young families as a key to population retention and growth.

5 More Community Get-Togethers

Two film nights have been held in Skipton, involving a lot of work by local volunteers but in both cases a limited audience. Support is available to assist local organisers to organise and conduct more community get-togethers.

6 More trees/improve landscaping

Vivid gazanias in sunset colours blaze red and orange in the spring sunshine, adding an air of optimism to Skipton. They set off the neatly mown lawns and tree plantings managed by the Shire.



The community still has funds set aside for more tree plantings and landscaping to add to this well-cared-for presentation of the town.

7 Establish Linear Park

As noted earlier, this project proposal has lapsed.

8 Improve Public Transport

This priority reflects long-standing local complaints about the configuration of public transport, particularly the timing and utility of the weekday bus service to Ballarat. It also includes commentary on the need for regular services to Camperdown and Beaufort, and the wider connection that would provide.

9 Attract more businesses and industry

This current Priority 9 is a combination of two previous priorities, and connects directly to priorities 1 and 2. As previously reported, there have been some ebbs and flows on it, with the attraction of two rural stores, the opening on some shops and the closing of others, and the closure of the Commonwealth Bank. There are tales across the country of towns which have been transformed in positive ways through the establishment of bakeries, food stores co-operatives, and industry development and marketing. Some of these narratives might oversimplify the often multifactorial drivers of township transformation, yet they are compelling, especially where they involve unlikely catalysts and serendipity.

10 Slow down truck traffic

There has been no movement on this priority over the past five years, which relates to local concern about enforcement of speed limits as well as reducing speed limits outside the kindergarten and primary school. The gradients of the roadway into and out of town are seen to contribute to the reported concerns about excessive speed of heavy vehicles.

11 Paint and Maintain Town Centre Buildings

To date two Skipton businesses have participated in Corangamite Shire's Business Façades Improvements initiative. This priority taps into the layered concerns about the presentation of Skipton to the significant volume of traffic on the Glenelg Highway.

12 Clean up Mount Emu Creek

Work has commenced on the cleaning-up of areas on both banks of the Mount Emu Creek on its course through Skipton. A working bee held over the weekend of 6 and 7 October 2018 involved the mowing of long grass at the back of the Mechanics Institute Hall and the clearing away of accumulated flood debris.



The two primary motivations for this initiative are to improve the amenity of the town by making this area more accessible and presentable, and to address summer fire safety issues associated with the tall dry grass and other fuel load. A further motivation is to retain the environmental value of the creek and riparian zone as habitat for platypus, reed warbler and black wallaby. The reconciliation of these three objectives makes for complexity, overlaid by the various management jurisdictions and other parties with an interest in the area (Glenelg-Hopkins CMA, DELWP, BEN, CFA and local Committees of Management). This first working bee followed on from a public meeting convened by Corangamite Shire on 4 October 2018, where it was agreed to form a Creek Management Committee to bring all relevant interests to bear on the project.

Policy and Legislative Context

The Council Plan 2017-2021 outlines Corangamite Shire's community planning initiative (Pages 10 and 11) and describes how, over the past seven years, it has systematically surveyed local residents and assisted them to develop Community Plans. Recognising the many benefits of community planning and supporting its delivery, the current Council Plan includes a 'commitment to support Council's Community Planning Program' under its Theme 4 Objective to 'Engage with and listen to our communities' (Page 23), and under the Theme 1 Objective to 'Advocate strongly in relation to ... community priorities' (Page 13).

Importantly, the Skipton Community Plan process contributes to Council's Vision: 'We strive for a thriving and connected community' (Page 4), and gives expression to Council's Values of Respect, Innovation and Collaboration (Page 8).

Internal / External Consultation

This update is based on ongoing individual consultations with Skipton community members, business operators, representatives of public institutions as well as on information presented through regular meetings of the Skipton Progress Association and at public meetings. It draws on dialogues conducted through *Skipton Community News*, the *Pyrenees Advocate* as well as other published information.

Financial and Resource Implications

This report is for information only and does not entail any recommendations relating to increased or reduced financial and other resources.

Conclusion

The community of Skipton has worked diligently to achieve its two prime ‘community projects’, identified in its original 2013 Community Plan. Both projects uncovered unheralded talents and skills in the community, which were contributed generously by everyone involved in realising these long-held ambitions. The co-operation and support of Corangamite Shire has been significant in not only the management and execution of these projects, but with a whole host of infrastructure projects such as footpath construction, tree planting, public toilets improvements, flood mitigation (and recovery) works, and ongoing maintenance activities across the town, including Skipton’s much-loved Mechanics Institute Hall.

Skipton has made ready progress on those project proposals in its own hands, and the community has recently come together again on a project to clean up the Mount Emu Creek. Skipton still waits on the outcome of work in train to finally see the Skipton Hotel reopened and the reactivation of more vacant Montgomery Street shops.

Skipton is on the brink of transformative change associated with recently approved large-scale wind farm developments to the north and to the south east. Their stimulus effects on the local economy have just begun to be felt, and the foreshadowed (required) ongoing investment in local community projects is encouraging a new optimism and ambition amongst local people. This outlook holds promise to draw new local residents into community leadership roles as a younger demographic becomes involved in the conception and specification of projects delivering community benefit.

RECOMMENDATION

That Council receives the Skipton Community Plan update.

COUNCIL RESOLUTION

MOVED: ***Cr Brown***
SECONDED: ***Cr Durant***

That the recommendation be adopted.

CARRIED

8.3 Special Rates and Charges Policy

Author: John Kelly, Manager Assets Planning

File No: D18/455

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - John Kelly

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

Summary

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

Introduction

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

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

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

Issues

The current Special Rates and Charges Policy was adopted by Council on 22 September 2015 and is due for review.

The policy has been reviewed and the key aspects proposed in the attached updated policy include:

- A Special Charge Scheme will continue to apply in circumstances where there is an upgrade or an expansion to infrastructure such as kerb and channel, footpaths and urban road reconstructions.
- The extent of Council contribution to the total cost of a Special Charge Scheme will continue to depend on the benefit of the infrastructure upgrade to the wider community compared with the special benefits to specific property owners.
- The minimum Council contribution to the total cost of a Special Charge Scheme will remain at 35%.

- Consultation for a Special Charge Scheme will continue to include an initial written survey and/or an onsite meeting with benefitting property owners when it is yet to be ascertained whether or not there is support from owners to the scheme.
- The consultation process as a minimum is to be in accordance with requirements of the *Local Government Act 1989*. A flowchart stepping out this statutory process is included in the policy to assist Council officers in complying with the requirements.

Policy and Legislative Context

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

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

Township infrastructure will contribute to safe and accessible public areas.

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

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

Internal / External Consultation

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

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

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

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

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

Financial and Resource Implications

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

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

- The construction of a footpath leading to a school, hospital or shopping strip may have a high community benefit. Council contribution could be 80% and property owners' contribution could be 20%.
- The sealing of a "no through" road within a cul-de-sac has minimal benefit to the community. Council's contribution to the scheme would be the minimum 35% and the benefitting property owner's contribution would be 65% in accordance with the policy.

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

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

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

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

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

Options

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

Conclusion

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

RECOMMENDATION

That Council:

1. Revokes all previous Special Rates and Charges policies.
2. Adopts the Special Rates and Charges Policy dated October 2018.

COUNCIL RESOLUTION

MOVED: *Cr Gstrein*

SECONDED: *Cr Trotter*

That the recommendation be adopted.

CARRIED

Attachments

1. Policy Special Rates and Charges October 2018 
2. Policy Special Rates and Charges October 2018 (with tracked changes) - Under Separate Cover 



**CORANGAMITE
SHIRE**

Special Rates and Charges Policy

Corangamite Shire
October 2018

Council Policy



CORANGAMITE
SHIRE

Special Rates and Charges

Introduction

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

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

Purpose

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

Scope

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

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

Definitions

Maintenance:

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

Renewals:

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

For the purposes of the special charge, scheme renewal projects are those defined in which the primary purpose of carrying out the works is to manage the asset i.e. extend its life. In many circumstances Council takes the opportunity to improve the service that is provided to minimum design standards. For example, when a road is renewed, which has failed and has a 3 metre seal, it may be replaced with a 6.2 metre sealed pavement. In these circumstances these works are classified as renewal.

Adopted at Council on:
Agenda Item:
Responsibility: Director Works and Services
File Number:

Department: Works and Services
To be reviewed by: October 2021
Policy Number: INFRA 29-02
Page Number: 1

Corangamite Shire Council Policy – Special Rates and Charges

Upgrade Works:

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

Upgrades would include, but not be limited to:

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

Expansion Works:

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

Expansion projects would include, but not be limited to:

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

References

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

Policy Detail

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

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

Works or Services

A Special Rate or Special Charge Scheme will be used to finance works and services in all circumstances permitted by legislation.

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

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

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

Adopted at Council on:
Agenda Item:
Responsibility: Director Works and Services
File Number:

Department: Works and Services
To be reviewed by: October 2021
Policy Number: INFRA 29-02
Page Number: 2

Corangamite Shire Council Policy – Special Rates and Charges

Developer Initiated Works

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

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

Total Cost

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

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

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

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

Apportionment

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

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

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

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

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

Adopted at Council on:
Agenda Item:
Responsibility: Director Works and Services
File Number:

Department: Works and Services
To be reviewed by: October 2021
Policy Number: INFRA 29-02
Page Number: 3

Corangamite Shire Council Policy – Special Rates and Charges

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

Consultation

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

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

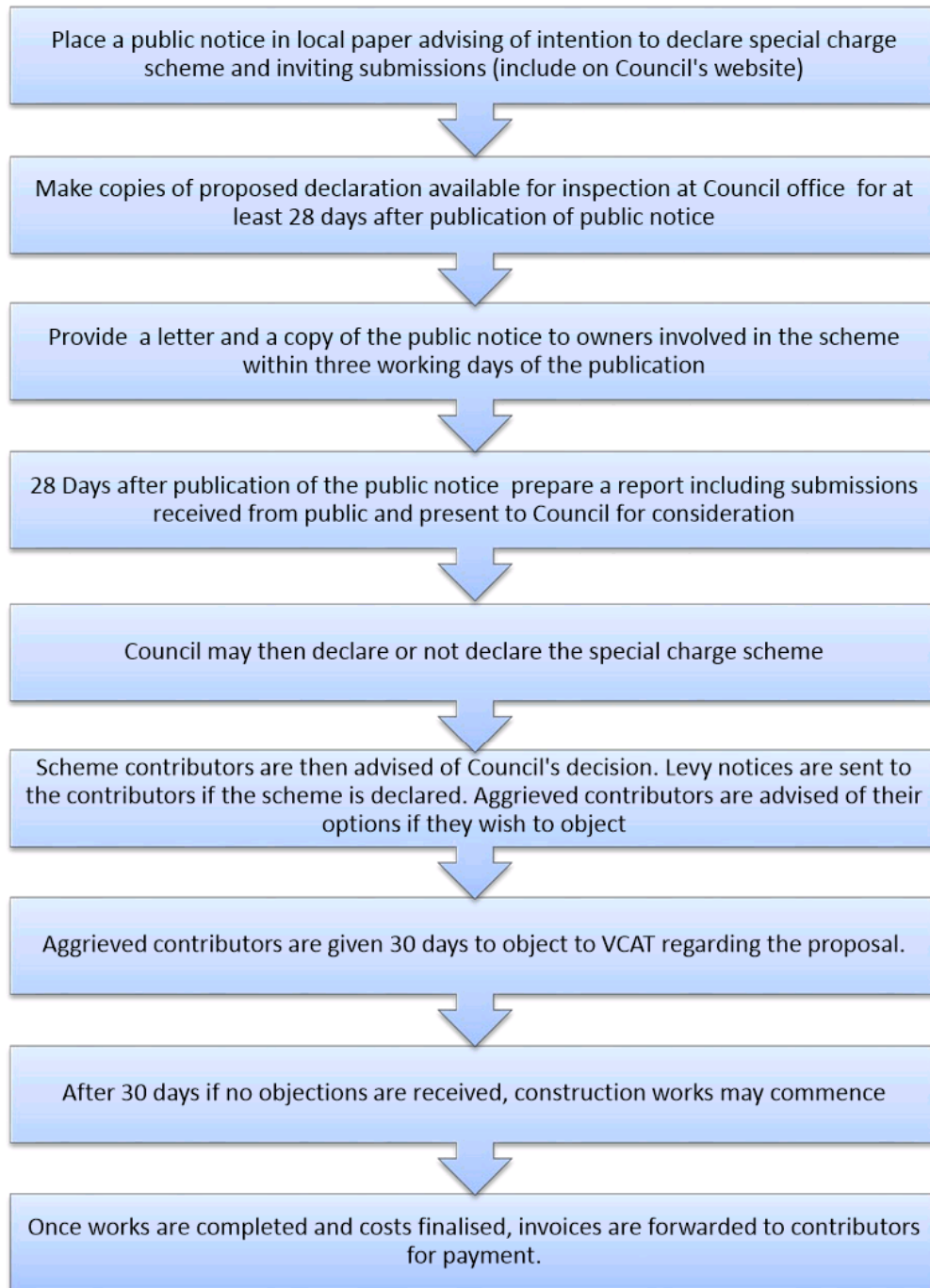
- Development of project concept design and determination of special charge scheme cost estimate and apportionment
- Letters sent to adjoining landowners advising of project proposal, initial cost estimate, feedback form and details of upcoming onsite consultation (where there is only 1 or 2 affected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

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

Adopted at Council on:
Agenda Item:
Responsibility: Director Works and Services
File Number:

Department: Works and Services
To be reviewed by: October 2021
Policy Number: INFRA 29-02
Page Number: 4

Corangamite Shire Council Policy – Special Rates and Charges



Adopted at Council on:
Agenda Item:
Responsibility: Director Works and Services
File Number:

Department: Works and Services
To be reviewed by: October 2021
Policy Number: INFRA 29-02
Page Number: 5

Corangamite Shire Council Policy – Special Rates and Charges

Objections Process

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

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

Payment

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

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

Review Date

This policy is due to be reviewed in October 2021.

Adopted at Council on:
Agenda Item:
Responsibility: Director Works and Services
File Number:

Department: Works and Services
To be reviewed by: October 2021
Policy Number: INFRA 29-02
Page Number: 6

8.4 Camperdown Livestock Selling Centre Policy

Author: Rory Neeson, Manager Growth and Engagement

File No: D18/381

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 recommends Council revoke the Camperdown Livestock Selling Centre Policy which has outlined the roles and responsibilities for those visiting the facility.

Introduction

Council's Camperdown Livestock Selling Centre Policy has provided guidance for the operation of the saleyards including information relating to the management of the facility, ensuring sale day procedures are followed, that the site has been operated in a safe manner for staff, agents, operators and the public and that animal welfare is paramount when dealing with stock.

Due to the recent commencement of a lease between Regional Livestock Exchanges (RLX) and Corangamite Shire for the operation of the facility, it is proposed to revoke this policy as the guidelines it sets out are now no longer relevant for Council.

Issues

In May 2018 Corangamite Shire and Regional Livestock Exchanges entered into a lease for the management of the operations of the Camperdown Livestock Selling Centre.

The policy contains a variety of operational matters that are now no longer current for Council due to the change in operations at the Saleyards.

If there was to be a change in the operations of the Saleyards, the lease clearly defines the obligations of both Council and the tenant.

Policy and Legislative Context

The revoking of this policy is consistent with the following Council Plan 2017-2021 objectives and strategies:

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

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

Facilitate entrepreneurial activity and private investment in new business opportunities and the expansion of existing business.

Internal / External Consultation

Internal consultation has occurred with Council’s Senior Officer Group regarding the revoking of this policy.

Financial and Resource Implications

There are no cost implications through the revoking of this policy.

Options

Council can choose to revoke the Camperdown Livestock Selling Centre Policy or it may choose to not revoke the policy.

Conclusion

Council’s Camperdown Livestock Selling Centre Policy has provided guidance for the management of the Livestock Selling Centre however due to the new lease agreement with CRLX regarding the operations of the Camperdown Livestock Selling Centre the policy is no longer relevant and it is therefore proposed to revoke this policy.

RECOMMENDATION

That Council revokes the Camperdown Livestock Selling Centre Policy 2015.

COUNCIL RESOLUTION


MOVED: Cr Illingworth

SECONDED: Cr Gstrein

That the recommendation be adopted.

CARRIED

Attachments

1. Policy Council Saleyards INFRA30-01 Final Adopted 26 May 2015 - Under Separate Cover 

8.5 Municipal Public Health and Wellbeing Plan 2017-2021 Annual Review

Author: David Rae, Director Corporate and Community Services

File No: D18/461

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

Council is required by the *Public Health and Wellbeing Act 2008* to review its municipal public health and wellbeing plan annually. This report provides Council with the opportunity to review the Municipal Public Health and Wellbeing Plan 2017-2021 to determine if it requires any amendment.

Introduction

Council's Municipal Public Health and Wellbeing Plan 2017-2021, which expires October 2021, aligns with the Council Plan 2017-2021 and other relevant existing plans, strategies and policies. The Municipal Public Health and Wellbeing Plan 2017-2021 also has regard to the Victorian Public Health and Wellbeing Plan 2015–2019 as required under the *Public Health and Wellbeing Act 2008*. Council adopted the Municipal Public Health and Wellbeing Plan 2017-2021 in October 2017, which is attached under separate cover.

Issues

A review of the Municipal Public Health and Wellbeing Plan 2017-2021 is important in terms of good governance and is necessary in order for Council to remain compliant with the *Public Health and Wellbeing Act 2008*.

Senior officers have reviewed the Municipal Public Health and Wellbeing Plan 2017-2021 and believe it continues to be valid and relevant for Corangamite Shire over the remaining period of the Plan. No changes are recommended.

Council's Municipal Public Health and Wellbeing Plan 2017-2021 continues to be supported by an action plan which identifies projects and initiatives as key actions to be undertaken in order to achieve the objectives of the plan.

Policy and Legislative Context

The review of the Municipal Public Health and Wellbeing Plan 2017-2021 is in accordance with Section 26(4) of the *Public Health and Wellbeing Act 2008* which states 'a Council must review its municipal public health and wellbeing plan annually and if appropriate amend the plan'.

The review of the Municipal Public Health and Wellbeing Plan 2017-2021 is also consistent with the following Council Plan 2017-2021 objectives:

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

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

Internal / External Consultation

Senior officers have been consulted regarding the annual review of the Municipal Public Health and Wellbeing Plan 2017-2021 and determined no amendment is required.

Financial and Resource Implications

There were no financial and resource implications as a consequence of conducting an annual review of the Municipal Public Health and Wellbeing Plan 2017-2021.

Options

Council may determine to make changes to the Municipal Public Health and Wellbeing Plan 2017-2021. Alternatively, Council may choose to make no changes.

Conclusion

Council is required to review its municipal public health and wellbeing plan annually to determine whether an adjustment is required for the remaining period. It is proposed that Council makes no changes to the Municipal Public Health and Wellbeing Plan 2017-2021, given that the existing objectives and strategies remain relevant.

RECOMMENDATION

That Council determines to make no changes to the Municipal Public Health and Wellbeing Plan 2017-2021.

COUNCIL RESOLUTION

MOVED: Cr Durant

SECONDED: Cr Trotter

That the recommendation be adopted.

CARRIED

Attachments

1. Municipal Public Health and Wellbeing Plan 2017-2021 - Under Separate Cover 

8.6 Draft Resource Recovery and Waste Management Strategy for Public Consultation

Author: Lyall Bond, Manager Environment and Emergency

File No: D18/452

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 for Council to consider the release of the Draft Resource Recovery and Waste Management Strategy (RRWMS) for public comment. The Draft RRWMS has been prepared from a background report and landfill viability analysis. The RRWMS will guide and inform Council's future Resource Recovery and Waste Management services.

Introduction

Council is in the process of developing a Resource Recovery and Waste Management Strategy. This document will provide strategic direction for Council's waste management functions. This includes, but is not limited to, kerbside waste collection, public waste and recycling bin collection, the Corangamite Regional Landfill, resource recovery centres, closed landfills, littering, and waste minimisation and education.

The RRWMS is being developed in four stages:

1. Corangamite Regional Landfill Financial Modelling
2. Resource Recovery and Waste Management Strategy Background Report
3. Draft Resource Recovery and Waste Management Strategy
4. Final Resource Recovery and Waste Management Strategy.

The first stage, landfill viability modelling, was completed in May 2018. The modelling assessed the long-term viability of the landfill and calculates the future gate fees needed to achieve full cost recovery. The key recommendations from the modelling will be incorporated into the RRWMS to provide strategic direction for the Landfill.

To inform the development of the Draft RRWMS, Council officers have also prepared a background report. The background report analysed Council's current waste volumes, services and infrastructure, and identified and explored potential options for inclusion in the Draft Strategy.

The Draft Strategy has now been prepared giving consideration to the background report. The Strategy is a summary document used to communicate the key themes and actions identified from the background report.

Issues

The Draft Strategy includes a Vision and three objectives which will be the key focus areas over the life of the strategy. The three objectives are consistent with the regional waste management strategy and provide an insight into both the current and future waste management needs of the community and Council. To ensure the objectives are met 14 key strategies have been developed (see table 1 below).

Objectives		How we will achieve these outcomes?
1. Reduce waste generation.	1.1	Support and promote waste avoidance and minimisation programs
	1.2	Explore innovative and cost-effective options to reduce waste generation (including food waste)
	1.3	Identify opportunities to avoid and minimise waste from Council operations
	1.4	Plan and implement effective measures to minimise and manage disaster waste as needed
2. Increase resource recovery to extend the lifecycle of materials.	2.1	Provide enhanced community education to increase awareness and encourage behaviour change around waste and recycling
	2.2	Advocate on waste and recycling issues and support local and regional programs that promote resource recovery
	2.3	Explore local and regional opportunities to maximise resource recovery and extend the lifecycle of materials
	2.4	Investigate options for improving resource recovery at waste facilities
3. Provide waste services and infrastructure that meet the needs of the community.	3.1	Work with other councils and organisations to identify opportunities for delivering more efficient and cost-effective services
	3.2	Investigate options to increase community service levels and support greater resource recovery from households and businesses
	3.3	Review waste and resource recovery infrastructure and services to minimise waste generated in public spaces
	3.4	Explore innovative systems to improve waste and recycling services and the robustness of data management
	3.5	Review the Landfill and RRC/TS network to ensure usage and accessibility meets future community needs
	3.6	Upgrade waste facilities as needed to improve operating efficiency and ensure facilities are in accordance with best practice standards and regulations

Table 1 Objectives and Strategies

Each of the objectives and strategies have then been used to develop an implementation plan which forms appendix one of the report and contains 54 actions for Council to consider over the life of the strategy and review on an annual basis.

To help with the prioritisation process, the actions have been reviewed in the background report against a triple bottom line assessment and then provided with a high, medium or low priority rating. This rating will allow Council and officers to determine which actions will be considered first and given priority for investment.

The Draft Strategy is circulated under separate cover for Council's consideration. If endorsed by Council, it will be released for public comment. All feedback received through this consultation process will then be considered in the development of the Final Resource Recovery and Waste Management Strategy.

Policy and Legislative Context

Development of the RRWMS meets the following objectives and strategies from the Council Plan 2017-2021:

Engage with and listen to our communities.

Provide cost effective and high quality waste management services.

Manage the Naroghid Landfill to ensure that it is both financially and environmentally sustainable into the future.

Comply with licence conditions for Naroghid landfill and requirements of associated audits.

Provide an efficient waste collection service for residents of townships.

Increase resource recovery.

Internal / External Consultation

A project steering committee has been established to guide and oversee development of the Strategy. The committee's members include:

- Cr Neil Trotter (Chair)
- Director Sustainable Development
- Manager Finance
- Manager Environment and Emergency
- Environment Coordinator.

To assist in the preparation of the Draft RRWMS, Council undertook a community survey during March and April 2018. The survey sought to better understand the community's satisfaction relating to Council's waste services as well as the community's waste issues and needs.

The Draft Resource Recovery and Waste Management Strategy will be exhibited for public comment over a six week period. Stakeholders and community members will be able to provide feedback on the Draft Strategy through Council's website, social media, written submission, through phone or in-person interview, or by attending one of three community consultation sessions to be held in Skipton, Camperdown and Port Campbell.

Once the consultation process is completed the project steering committee will consider submissions before presenting the final RRWMS to Council for consideration.

Financial and Resource Implications

Council allocated funding of \$30,000 in the 2017-2018 budget for the development of the RRWMS and Landfill financial modelling.

The RRWMS will seek to provide improved service efficiency to ensure that waste services are cost effective and affordable to the community. Financial and resource constraints have been considered during the development of the Strategy and resources required to deliver the final strategy will be considered as part of Council's annual budget process.

Options

Council may decide to endorse the Draft Strategy as presented or with changes, to be released for public comment.

Alternatively, Council may decide to reject the plan and cancel the development of the Draft Strategy.

Conclusion

The Resource Recovery and Waste Management Strategy will provide the future strategic direction for Council's waste management functions. The Draft Strategy identifies the proposed actions and directions to be implemented over the life of the strategy. To ensure the community and their waste needs are considered, the Draft Strategy will be released for public consultation for a period of six weeks.

RECOMMENDATION

That Council endorses the Draft Resource Recovery and Waste Management Strategy for the purpose of undertaking public consultation from 29 October 2018 to 10 December 2018.

COUNCIL RESOLUTION

MOVED: Cr Trotter

SECONDED: Cr Gstrein

That the recommendation be adopted.

CARRIED

Attachments

1. Draft Resource Recovery and Waste Management Strategy 2018 - Under Separate Cover 

8.7 Finance Report - September 2018

Author: Adam Taylor, Manager Finance

File No: D18/457

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 current financial position as at 30 September 2018 and to approve changes to the 2018-2019 Reviewed Budget, that have resulted from a quarterly review of operations.

Introduction

Council adopted the 2017-2018 Budget at a special Council meeting in June 2018. At the August 2018 ordinary Council meeting, Council approved a number of 2017-2018 capital and non-recurrent projects that were identified as incomplete, requiring remaining budgets to be carried forward to the 2018-2019 financial year. During September 2018, Managers conducted a comprehensive review of budgets and the required funds to deliver programs and initiatives. This report is seeking approval of a quarterly budget review, and as a result, an updated 2018-2019 budget forecast position is provided. The quarterly budget adjustments will reduce the cash position at the end of the financial year by \$7,396. Notwithstanding the changes to the cash position, Council's year to date financial performance for 2018-2019 remains on target.

Issues

Budget Variations

Council's target "cash position" is \$5 million or greater on an annual basis. The "cash position" as at 30 June 2018 was \$17.19 million, which was primarily due to incomplete capital works and non-recurrent projects and a favourable result to the adjusted forecast. The higher than forecast "cash position" as at 30 June 2018 will fund the carry forward budget adjustments approved in August 2018. A summary of the forecast 30 June 2019 "cash position" after the inclusion of the carry forward adjustments and the September quarter review is detailed below.

"Cash position" as at 30 June 2018	\$17,189,535
2018-2019 adopted Surplus/(Deficit)	(\$5,522,903)
2017-2018 Carry forward adjustments	(\$4,367,647)
2018-2019 quarterly budget adjustments	(\$7,396)
Forecast "cash position" as at 30 June 2019	<u>\$7,291,589</u>

After carry forward and September quarter budget adjustments, the forecast cash position of \$7.29 million is within the target of \$5 million or greater. A summary of the quarterly adjustments are as follows.

Recurrent operations quarterly adjustments	\$255,500
Rate Income quarterly adjustments	\$45,400
Operating Projects quarterly adjustments	(\$31,276)
Capital Projects quarterly adjustments	(\$221,020)
Reserve Transfers quarterly adjustments	(\$30,000)
Extraordinary events quarterly adjustments	(\$26,000)
Total quarterly forecast budget adjustments	(\$7,396)

Financial Performance

Council's financial performance for 2018-2019 is on target with a year to date favourable cash variance of \$604,962 compared to budget. Main contributors to the better than forecast result as at 30 September are:

- Recurrent operations are \$644,745 favourable to budget as a result of timing and forecasting differences.
- Operating project expenditure is \$87,523 unfavourable to budget due to timing of grant payments and projects being completed ahead of schedule.
- Capital expenditure is \$28,692 unfavourable to budget due to projects being completed ahead of schedule.
- Fire and flood related expenditure is \$94,717 favourable to budget due to timing of expenditure. The expenditure will be recovered through flood grants.
- Rate Income is \$28,726 favourable to budget due to supplementary rate income received however the rate income is still subject to objections.
- Proceeds from sale of Plant & Equipment is \$43,910 unfavourable due to timing of asset sales in comparison to budget.
- The remaining variations are associated with timing differences for loans and reserve transfers.

Policy and Legislative Context

The report meets Council's requirements for reporting under the *Local Government Act 1989* and is in accordance with its Council Plan 2017-2021 commitments that:

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

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

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 new borrowings, the forecast budget is not required to be publicly advertised.

Financial and Resource Implications

The report indicates that Council's forecast financial position at 30 June 2019 will differ from the Reviewed Budget due to the quarterly review of the operations of the Council.

The purpose of the quarterly review is to identify significant variances to the budget. Adjustments are made due to new information being identified.

Options

Council can choose to:

1. Accept the adjustments to the 2018-2019 forecast budget which include 2018-2019 quarterly budget adjustments.
2. Not accept the adjustments to the 2018-2019 forecast budget.

Conclusion

Council's financial performance for 2018-2019 remains on target. The year to date cash variance of \$604,962 is favourable compared to budget, this is primarily due to timing issues and projects being ahead of schedule. After the proposed quarterly adjustments of \$7,396, Council's "cash position" will remain within the target range of \$5 million or greater.

RECOMMENDATION

That Council:

1. **Receives the finance report.**
2. **Approves the forecast budget for 2018-2019, which includes 2018-2019 quarterly budget review adjustment items as presented.**

COUNCIL RESOLUTION


MOVED: *Cr Illingworth*

SECONDED: *Cr Durant*

That the recommendation be adopted.

CARRIED

Attachments

1. Finance Report - September 2018 



**Quarterly Financial Performance Report
30 September 2018**

Finance Report

Attestation

In my opinion the information set out in this report presents fairly the financial transactions for the period ended 30 September 2018. All statutory obligations which relate to the period of this report have been made.



Adam Taylor CPA

Table of Contents

1. Performance Summary
2. Cash Budget
3. Recurrent Operations
4. Projects
5. Capital Projects
6. Project Delivery
7. Investments
8. Procurement
9. Outstanding Debtors
10. September Forecast Changes
11. Balance Sheet for the period ended 30 September 2018
12. Income Statement for the period ended 30 September 2018

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

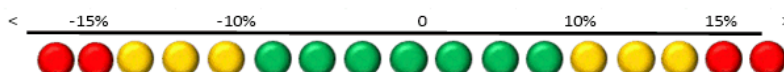
Adopted Budget represents the Budgeted adopted by the Council in June.

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

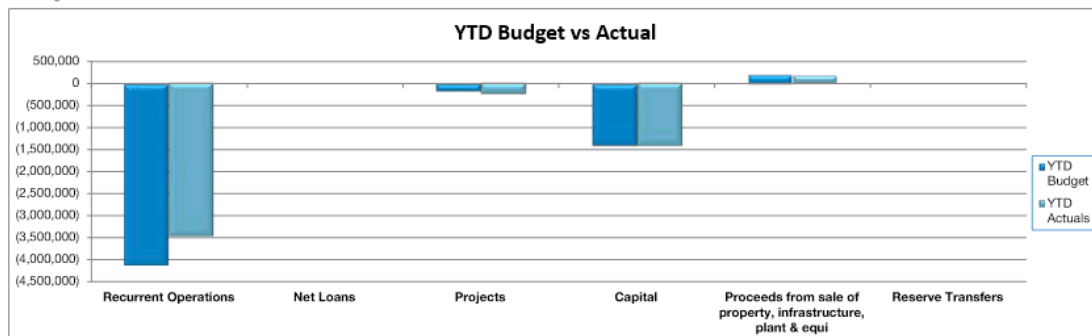


1. Performance Summary

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
Recurrent Operations	(10,070,948)	(14,982,617)	(14,727,117)	(4,118,557)	(3,473,812)	644,745	16% ●
Rate Income	21,531,951	21,531,951	21,577,351	21,568,625	21,597,351	28,726	0% ●
Net Loans	0	0	0	0	0	0	0% ●
Projects	(2,053,148)	(2,599,745)	(2,631,021)	(159,406)	(246,929)	(87,523)	(55%) ●
Capital	(9,774,000)	(12,764,186)	(12,985,206)	(1,396,750)	(1,425,442)	(28,692)	(2%) ●
Proceeds from sale of property, infrastructure, plant & equi	573,000	573,000	573,000	211,935	168,025	(43,910)	(21%) ●
External Loan Funds	63,492	63,492	63,492	15,873	12,773	(28,646)	180% ●
Reserve Transfers	(5,793,250)	(5,793,250)	(5,823,250)	0	0	0	0% ●
Extraordinary Events	0	4,080,805	4,054,805	1,120,458	1,215,175	94,717	8% ●
Surplus/(Deficit)	(5,522,903)	(9,890,550)	(9,897,946)	17,242,178	17,847,141	604,962	4% ●
Surplus/(Deficit) B/forward	10,921,974	17,189,535	17,189,535				
Surplus/(Deficit) at end of year	5,399,071	7,298,985	7,291,589				

Note: Figures in brackets indicate cost to Council

Unfavourable variances shown in brackets



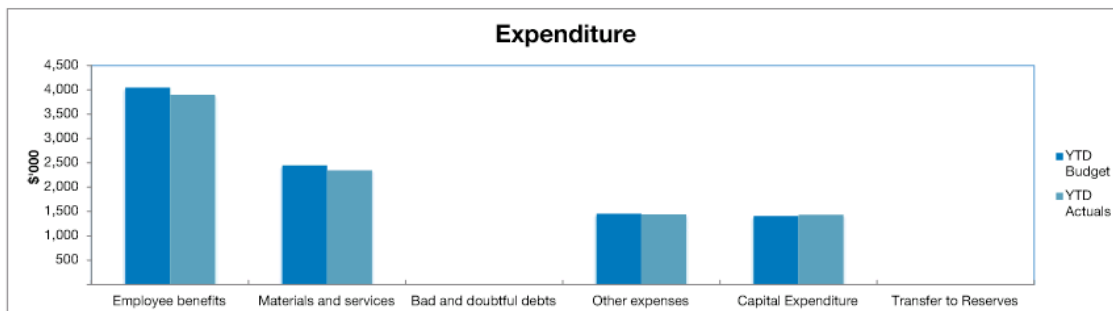
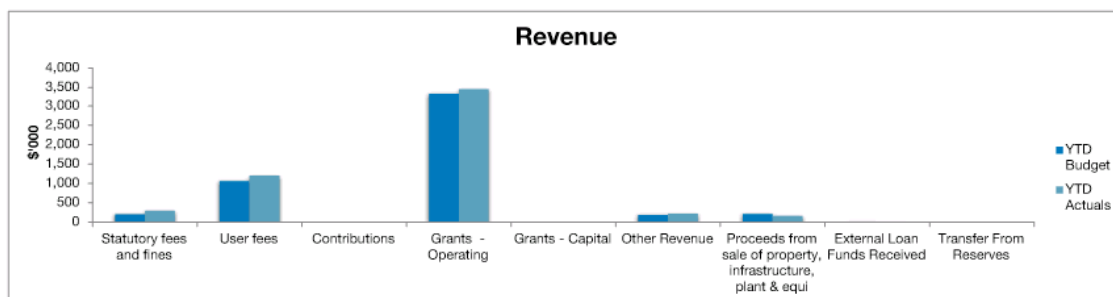
Key Performance Indicators	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals	Trend
Underlying Result (VAGO) (Total operating result/Total revenue)	4.6%	2.4%	2.7%	71.9%	▲
Working capital ratio (current assets/Current liabilities)	300.0%	310.4%	310.8%	859.1%	↔
Self-financing (cash generated from operating activities/Revenue)	30.3%	29.7%	28.8%	2.9%	▼
Indebtedness (non-current liabilities/Own source revenue)	0.0%	0.0%	0.0%	0.0%	↔
Debt commitment ratio (interest and loan repayments as a % of rate revenue)	0.0%	0.0%	0.0%	0.0%	▼

2. Cash Budget

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
REVENUE							
Rates and charges	21,531,951	21,531,951	21,577,351	21,568,625	21,597,351	28,726	0%
Statutory fees and fines	385,529	385,529	385,529	205,553	296,723	91,170	44%
User fees	5,765,392	5,772,392	5,782,534	1,063,780	1,206,113	142,333	13%
Contributions	280,476	587,649	579,649	0	2,500	2,500	0%
Grants - Operating	10,409,607	10,606,050	11,952,908	3,335,313	3,453,754	118,441	4%
Grants - Capital	2,894,500	3,448,500	3,382,500	0	0	0	0%
Other Revenue	660,046	660,046	660,046	188,183	227,691	39,509	21%
Proceeds from sale of property, infrastructure, plant & equi	573,000	573,000	573,000	211,935	168,025	(43,910)	(21%)
External Loan Funds Received	63,492	63,492	63,492	15,873	12,773	(3,100)	(20%)
Transfer From Reserves	32,000	32,000	32,000	0	0	0	0%
Total Revenue	42,595,993	43,660,609	44,989,009	26,589,262	26,964,930	375,668	62%
EXPENDITURE							
Employee benefits	14,673,468	14,689,468	14,592,116	4,042,532	3,895,672	146,860	(4%)
Materials and services	11,870,831	13,506,149	14,821,948	2,445,690	2,344,247	101,443	(4%)
Bad and doubtful debts	2,000	2,000	2,000	500	1,498	(998)	200%
Other expenses	2,825,847	2,846,306	2,778,635	1,454,613	1,441,085	13,527	(1%)
Capital Expenditure	12,921,500	16,681,986	16,837,006	1,403,750	1,435,287	(31,537)	2%
Transfer to Reserves	5,825,250	5,825,250	5,855,250	0	0	0	0%
Total Expenditure	(48,118,896)	(53,551,159)	(54,886,955)	(9,347,084)	(9,117,789)	229,295	(17%)
Surplus/(Deficit)	(5,522,903)	(9,890,550)	(9,897,946)	17,242,178	17,847,141	604,962	4%

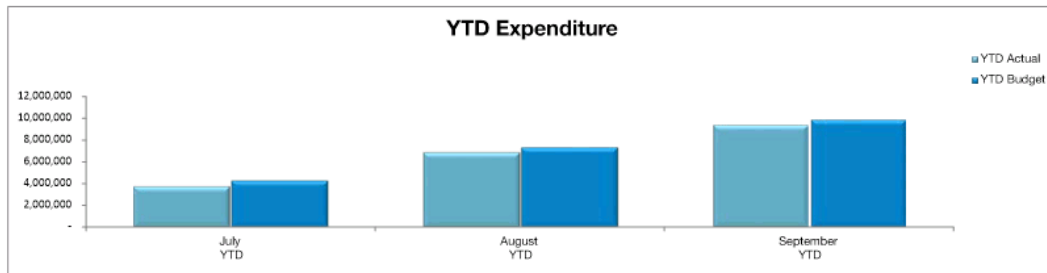
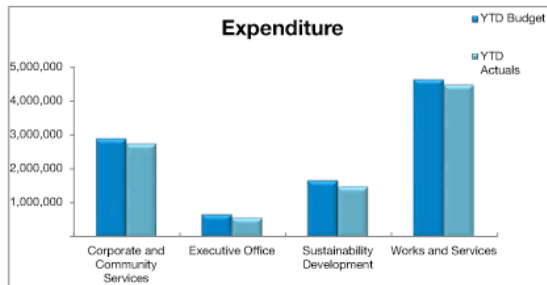
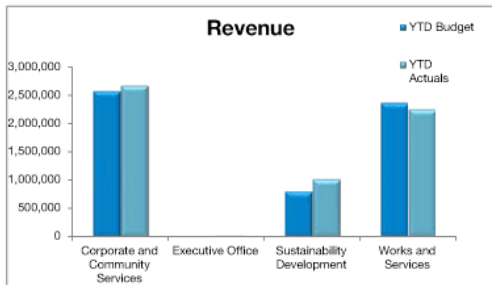
Note: Figures in brackets indicate cost to Council

Unfavourable variances shown in brackets



3. Recurrent Operations

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
Recurrent Operations							
Revenue							
Corporate and Community Service	13,445,435	9,591,768	9,917,114	2,584,759	2,669,585	84,827	(3%) ●
Executive Office	41,000	41,000	41,000	1,561	11,460	9,899	(634%) ●
Sustainability Development	4,839,339	4,839,339	4,839,339	808,660	1,015,721	207,061	(26%) ●
Works and Services	7,227,359	7,227,359	7,227,359	2,375,559	2,246,955	(128,604)	5% ●
Revenue Total	25,553,133	21,699,466	22,024,812	5,770,538	5,943,721	173,183	(3%) ●
Expenses							
Corporate and Community Service	9,337,606	9,390,807	9,242,473	2,904,754	2,782,458	122,295	4% ●
Executive Office	2,167,087	2,167,087	2,076,594	661,539	591,929	69,610	11% ●
Sustainability Development	9,173,741	10,051,601	10,145,632	1,671,646	1,517,303	154,342	9% ●
Works and Services	14,945,647	15,072,588	15,287,230	4,651,158	4,525,843	125,315	3% ●
Recurrent Operations Total	(10,070,948)	(14,982,617)	(14,727,117)	(4,118,557)	(3,473,812)	644,745	16% ●

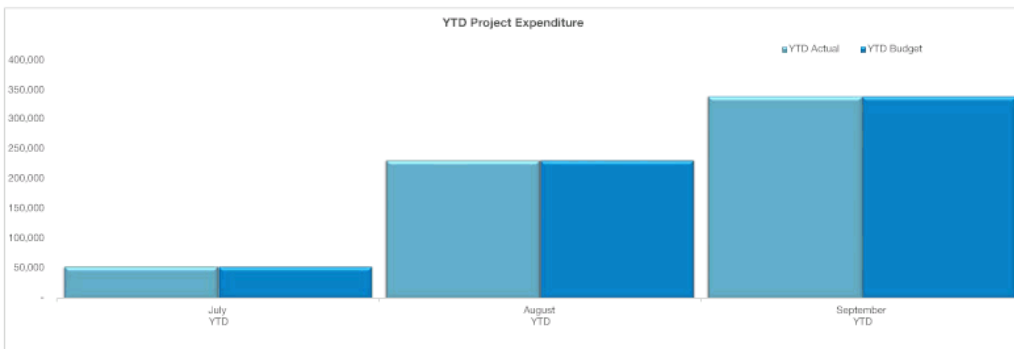
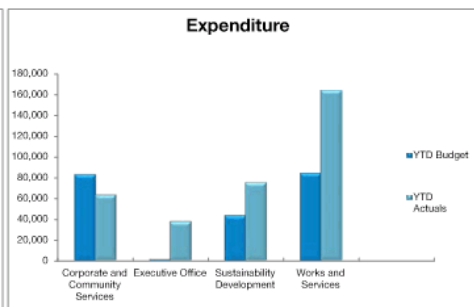
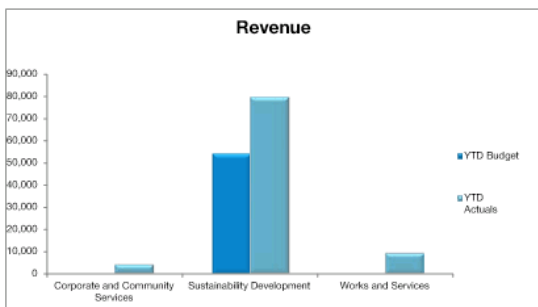


Comments:

Recurrent Revenue is \$173,183 ahead of budget
 Sustainability Development is \$207,061 ahead of budget due to higher amounts of planning application and landfill fees.
Recurrent expenditure is \$644,745 under budget.
 Corporate and Community Services is \$122,295 under budget due to timing of expenditure in comparison to budget
 Sustainability Development is \$154,312 ahead of budget due to a number of staff vacancies
 Works and Services is \$125,315 under budget due to timing of expenditure in comparison to budget

4. Projects

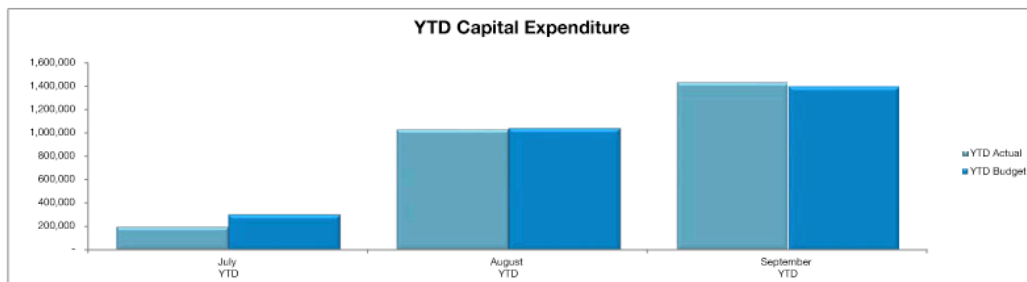
	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
Projects Revenue							
Corporate and Community Services	3,720	3,720	123,981	0	4,000	4,000	0%
Sustainability Development	72,290	33,790	73,790	54,290	79,679	25,389	(47%)
Works and Services	81,700	179,573	155,573	0	9,188	9,188	0%
Revenue Total	157,710	217,083	353,344	54,290	92,866	38,576	(71%)
Projects Expenses							
Corporate and Community Services	365,868	407,523	581,905	83,299	63,216	20,083	24%
Executive Office	105,000	151,504	123,959	1,418	37,539	(36,121)	(2548%)
Sustainability Development	564,790	770,246	814,117	44,041	74,984	(30,943)	(70%)
Works and Services	1,175,200	1,487,555	1,464,384	84,937	164,056	(79,119)	(93%)
Expenses Total	(2,210,858)	(2,816,828)	(2,984,365)	(213,696)	(339,795)	(126,100)	(59%)
Projects Total	(2,053,148)	(2,599,745)	(2,661,021)	(159,406)	(246,929)	(87,523)	(55%)



Comments:
Project Revenue is \$38,576 over budget
 Sustainability Development is \$25,389 over budget due to grant income being received ahead of schedule
Project expenditure is \$126,100 over budget
 A number of operating projects are being completed ahead of projected budget across all directorates

5. Capital

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
Capital							
Revenue							
Executive Office	0	26,000	26,000	0	0	0	0%
Works and Services	3,167,500	3,911,800	3,845,800	7,000	9,845	2,845	(41%)
Revenue Total	3,167,500	3,937,800	3,871,800	7,000	9,845	2,845	(41%)
Expenses							
Corporate and Community Services	507,000	753,938	833,858	12,000	11,775	225	2%
Executive Office	0	75,250	75,250	0	1,050	(1,050)	0%
Sustainability Development	0	79,289	85,189	0	449	(449)	0%
Works and Services	12,414,500	15,773,509	15,842,709	1,391,750	1,422,013	(30,263)	(2%)
Expenses Total	(12,921,500)	(16,681,986)	(16,837,006)	(1,403,750)	(1,435,287)	(31,537)	(2%)
Capital Total	(9,754,000)	(12,744,186)	(12,965,206)	(1,396,750)	(1,425,442)	(28,692)	(2%)



Comments:

Capital Revenue is \$2,845 over budget

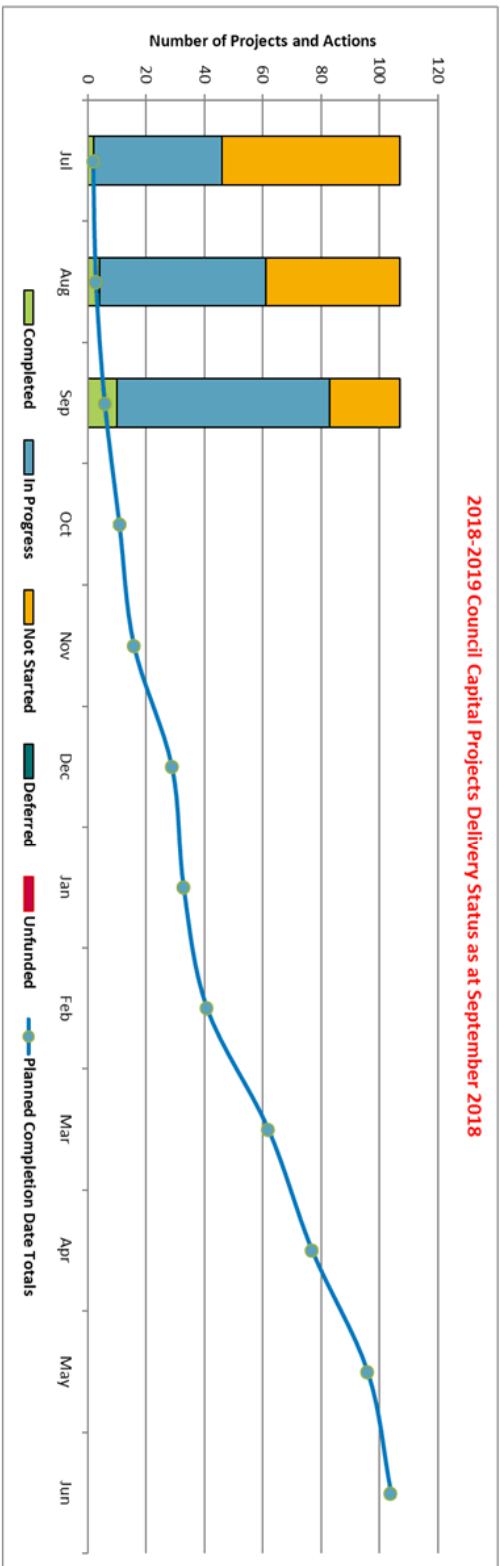
Capital expenditure is \$31,537 over budget

Works and Services are \$30,263 due to being ahead of scheduled capital delivery.

6. Project Delivery

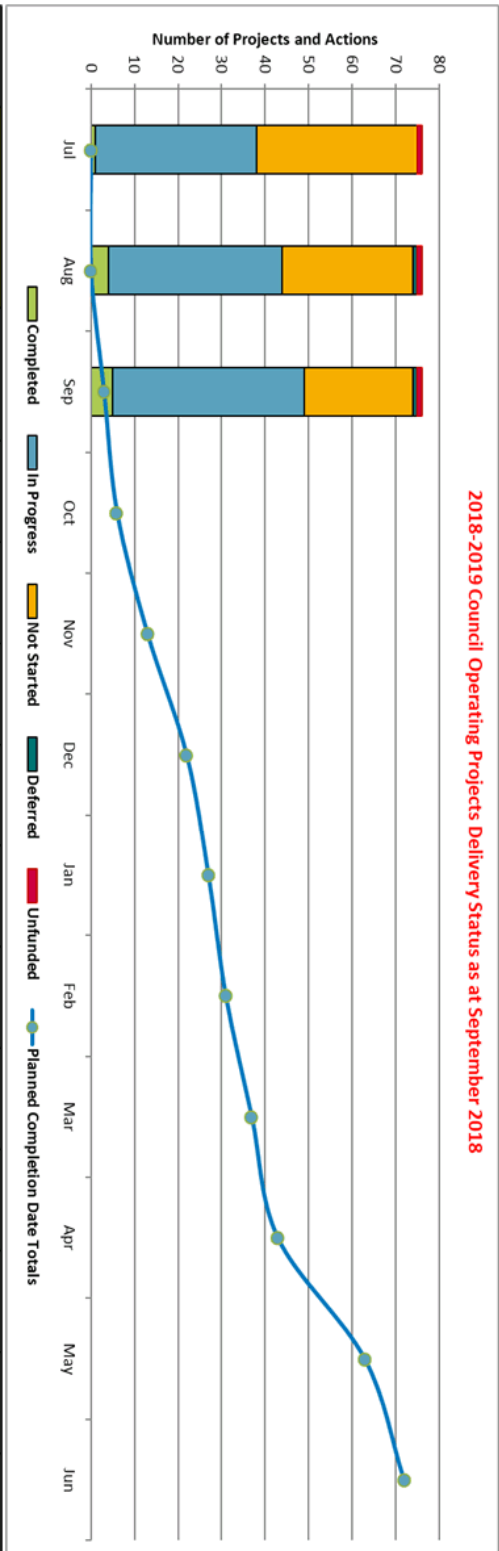
The graphs and tables below provide an overview of the status of Council's capital and operating projects for the reporting period.

2018-2019 Council Capital Projects Delivery Status as at September 2018



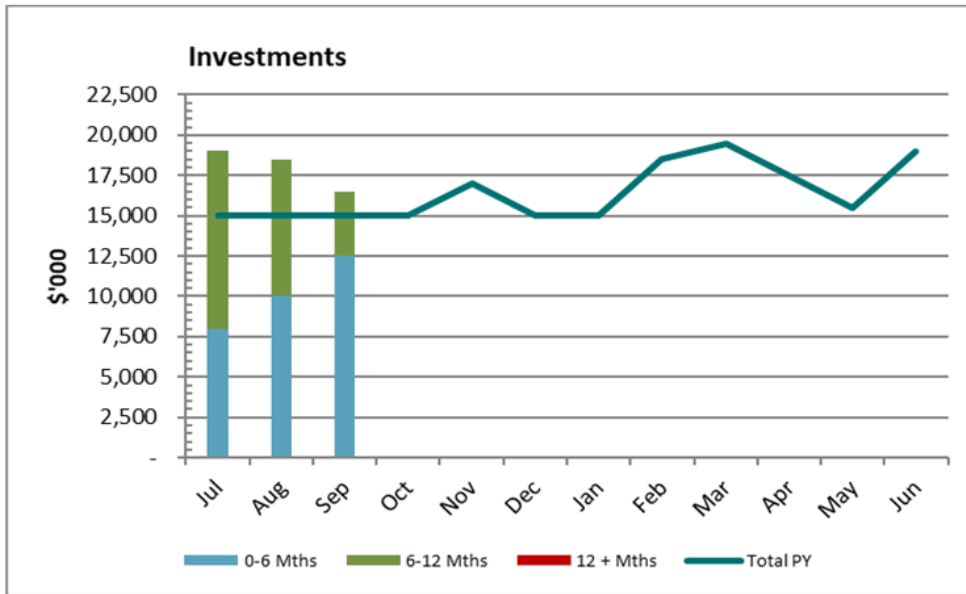
Directorate	Council	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Project	Capital Projects												
Not Started		61	46	24	0	0	0	0	0	0	0	0	0
In Progress		44	57	73	0	0	0	0	0	0	0	0	0
Completed		2	4	10	0	0	0	0	0	0	0	0	0
Deferred		0	0	0	0	0	0	0	0	0	0	0	0
Unfunded		0	0	0	0	0	0	0	0	0	0	0	0
Total		107	107	107	0	0	0	0	0	0	0	0	0
Planned Completion Date Totals		2	3	6	11	16	29	33	41	62	77	96	104
Actual YTD		\$199,036	\$1,031,199	\$1,150,417									
Budget YTD		\$143,946	\$368,104	\$946,758	\$1,085,296	\$1,513,259	\$2,744,441	\$3,485,354	\$5,620,281	\$6,293,206	\$6,740,288	\$6,544,804	\$12,921,500

2018-2019 Council Operating Projects Delivery Status as at September 2018



Directorate	Operating Projects	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Not Started		37	30	25	0	0	0	0	0	0	0	0	0
In Progress		37	40	44	0	0	0	0	0	0	0	0	0
Completed		1	4	5	0	0	0	0	0	0	0	0	0
Deferred		0	1	1	0	0	0	0	0	0	0	0	0
Unfunded		1	1	1	0	0	0	0	0	0	0	0	0
Total		76	76	76	0	0	0	0	0	0	0	0	0
Planned Completion Date Totals		0	0	3	6	13	22	27	31	37	43	63	72
Actual YTD		\$54,686	\$232,814	\$270,140									
Budget YTD		\$9,790	\$166,479	\$208,692	\$219,634	\$275,355	\$346,456	\$427,247	\$596,180	\$663,520	\$795,288	\$830,167	\$2,160,858

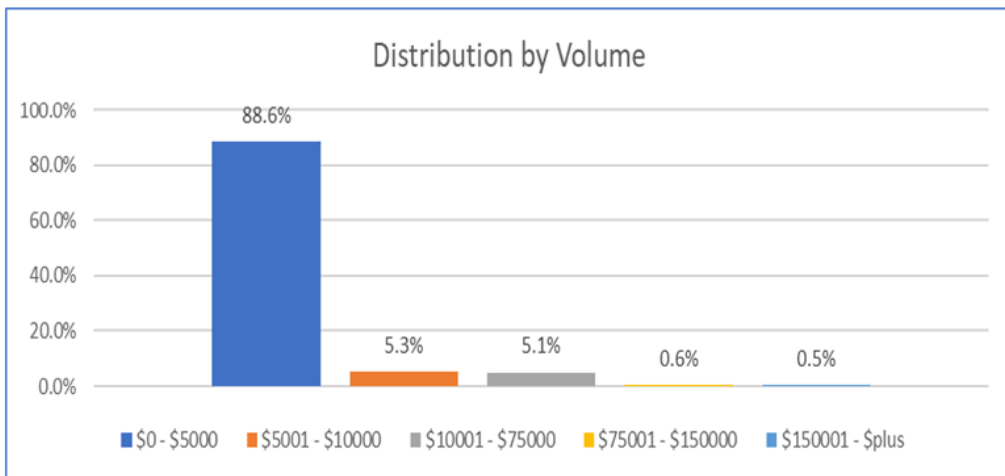
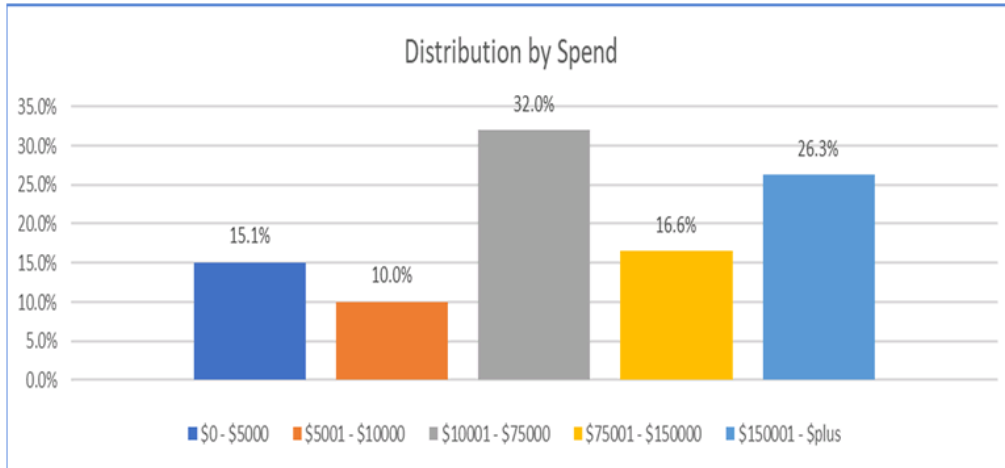
7. Investments



The above graph shows the 2018-2019 total investments as a comparative line and categorises current year investments by term. Term deposits are slightly higher than the level of investments at this time last year due to grants commission funding received in advance in June 2018.

8. Purchasing and Procurement

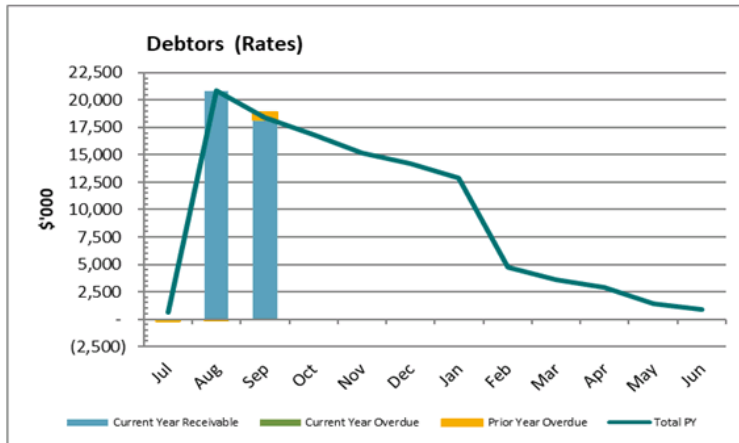
The graph below details Council's procurement activity for the reporting period by spend and volume. The top graph details the cumulative expenditure by value whilst the bottom graphs details the cumulative transactions by volume. For example 88.6% of transactions for the period were for a value of \$5,000 or less with a cumulative value representing 15.1% of total procurement.



9. Outstanding Debtors

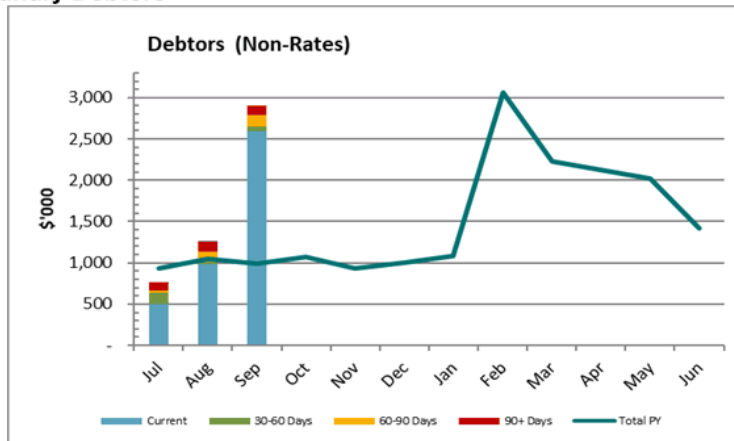
Rate Debtors

The below graph shows the total outstanding debt from the 2018-2019 financial year as a comparative line with the stacked bar graph showing the current year outstanding rates, categorised as current, current year overdue and prior year overdue. In this period there are no current year overdue rates.



Rates are raised in August and the first instalment is due on 30 September, the second instalment 30 November, the third instalment 15 February and the final instalment 15 May. 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.

Sundry Debtors



Sundry Debtors are showing a higher total amount owing than the same period last year due to flood and fire recovery payments.

MINUTES - ORDINARY MEETING OF COUNCIL 23 OCTOBER 2018

10. September 2018 budget changes

Project Name	2017-2018 Adopted Budget	2017-2018 Reviewed Budget	2017-2018 Forecast Budget	Variance	Details
Capital Projects					
RP Resealing Program	1,868,000	1,868,000	1,906,000	(38,000)	Additional funding required to complete project. Approved at July Council meeting
Thornton Road, Tebury Bridge Deck Replacement	0	90,081	175,081	(85,000)	Additional funding required to complete project
Naroghid Landfill Retaining Wall Restoration	0	11,647	17,547	(5,900)	Additional funding required to complete project
Boorcan Road (0km to 0.58km) Rehab	12,500	12,500	49,500	(37,000)	Additional funding required to complete project
Timboon Curdleevale Road (9.5km to 12.0km) Widened & Rehab	75,000	(201,000)	(192,000)	(9,000)	Additional funding required to complete project
Port Campbell Public Purpose Reserve - Design and Install	0	50,000	15,000	35,000	Project reduced to design only
Camperdown Killara Centre/Senior Citizens/McCabe	30,000	30,000	30,800	(800)	Additional funding required to complete project
Timboon Childcare Centre - Internal Paint	7,500	7,500	7,900	(400)	Additional funding required to complete project
Enterprise Content Management (ECM) Implement & Licensing	0	196,080	276,000	(79,920)	Additional funding required to complete project
				(221,020)	
Total Capital Projects amendments					
Recurrent Operations					
Finance	704,721	704,721	660,193	44,528	Staffing changes* & funding required for single touch payroll transition
Oncosts	(113,400)	(113,400)	(175,000)	61,600	Savings on budgeted workcover
Community Relations	817,246	817,246	778,570	38,677	Staffing changes*
Records Management & Archive	216,536	216,536	200,899	15,637	Staffing changes*
Economic Development & Tourism Mgt	236,191	236,191	341,676	(105,485)	Staffing changes*
Port Campbell Information Centre	272,506	272,506	267,969	4,538	Staffing changes*
Information Services Operations	348,050	348,050	345,240	2,810	Staffing changes*
Aged & Disabled Administration	210,175	210,175	218,979	(8,804)	Correction to staff allocation
Family Day Care	(34,929)	(34,929)	(32,079)	(2,850)	Additional software costs due to legislative changes
Mobile Child Care	(25,969)	(25,969)	(1,156)	(24,833)	Lower than budgeted grant funding received
Rectn Culture Facility Management	395,829	395,829	367,467	26,362	Staffing changes*
Landfill Operations - Naroghid	(1,785,463)	(1,785,463)	(1,778,463)	(7,000)	WorkCover costs - not allocated in adopted budget
Planning	417,571	417,571	394,354	23,217	Staffing changes*
Engineering Administration	678,597	678,597	732,393	(53,796)	Staffing changes*
Works and Services Management	195,447	195,447	202,447	(7,000)	Additional training course required
Works Administration	556,914	556,914	593,984	(37,070)	Staffing changes*
Works Admin Recovery	(919,160)	(919,160)	(949,160)	30,000	Savings on budgeted WorkCover
Grants Commission	(4,070,553)	(1,963,854)	(2,293,050)	329,176	Additional grants funding received from Victoria Grants Commission
Local Roads Grants - Grants Comm	(3,434,797)	(1,687,829)	(1,751,996)	64,167	Additional grants funding received from Victoria Grants Commission
Killara / Theatre Complex	36,763	36,763	34,947	1,816	Staffing changes*
Aged and Disability Services	7,723	7,723	(4,384)	12,107	Savings on budgeted WorkCover
All Services Private	(55,594)	(55,594)	(35,736)	(19,858)	Travel costs - not allocated in adopted budget
Arts and Cultural Strategy Initiatives	100,000	100,000	35,000	65,000	Staffing changes*
Sports Centre - Cobden	9,055	9,055	14,193	(5,138)	Additional maintenance required
L.Rds Roadside Vegetation Maint	268,498	268,498	424,498	(156,000)	Council agreed to additional roadside maintenance and fire prevention works - August 2018 Council meeting
L.Rds Roadside Vegetation Shalng	149,680	206,265	218,265	(12,000)	Council agreed to additional roadside maintenance and fire prevention works - August 2018 Council meeting
Robert Burns Festival	0	0	15,000	(15,000)	Council agreed to fund festival for one additional year. Festival to apply through Events funding in future
Rock the Clock Festival	0	0	9,300	(9,300)	Allocation from festival and events funding
				255,500	
Total Recurrent operations amendments					
Rate Income					
Rates Income	(21,571,951)	(21,571,951)	(21,617,351)	45,400	Supplementary rating income received in excess of budget
Extraordinary events					
Fire Event - Agistment Clearing	0	0	18,000	(18,000)	Funding received last year - expense should have been a carry forward amount
Marketing Campaign to Support Fire Affect Towns	0	0	8,000	(8,000)	Funding received last year - expense should have been a carry forward amount
				(26,000)	
Total Extraordinary events amendments					

<i>Operating Projects</i>					
Retail Area Facade Improvement Program	50,000	60,459	61,959	(1,500)	Additional funding allocated to program - July 2018 Council meeting
Mobile Child Care Reform	0	5,879	0	5,879	Program has been fully acquitted
Festival and Events Funding	50,000	67,000	57,700	9,300	Reallocation to Rock-the-Clock Festival
Roads Funding PR and Advocacy Material	0	9,045	10,000	(955)	Additional funding required to deliver project
Camperdown Botanical Gardens Upgrade	0	0	14,000	(14,000)	BBD shelter repairs and removal of power pole
Aerial Photography	0	0	60,000	(60,000)	Council agreed to bring forward project
Community Planning Projects	30,000	30,000	0	30,000	Transfer Community Planning funding to reserves
		Total Operating Project amendments		(31,276)	
<i>Reserve Transfers</i>					
Community Planning Projects	0	0	30,000	(30,000)	Transfer Community Planning funding to reserves
		Total Rate Income amendments		(30,000)	
					September 2018 adjustments
					(7,396)

* As a result of the staffing changes the overall budget for direct staff wages decreased by \$1,544

11. Balance Sheet for the period ended 30 September 2018

	Prior Year Balance	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
CURRENT ASSETS					
Cash and cash equivalents	23,540,252	15,883,565	19,646,613	19,669,127	20,514,834
Financial Assets	63,392	36,497	24,422	24,422	47,660
Rate Receivables	841,287	2,500,000	2,500,000	2,500,000	18,607,594
Other Trade Receivables	1,777,857	0	0	0	3,021,628
Inventories	78,112	80,000	80,000	80,000	69,162
Other assets	584,546	494,170	494,170	494,170	22,334
Total Current Assets	26,885,447	18,994,232	22,745,206	22,767,719	42,283,212
NON CURRENT ASSETS					
Investments in associates	264,715	260,096	264,715	264,715	264,715
Financial Assets	37,733	13,211	13,211	13,211	37,733
Trade and other receivables	42,155	46,217	46,217	46,217	36,026
WIP - Capital	5,664,908	12,921,500	16,681,986	16,837,006	6,907,194
Fixed assets	454,950,607	431,460,665	449,695,424	449,695,514	455,143,607
Total Non Current Assets	460,960,118	444,701,689	466,701,554	466,856,664	462,389,275
Total Assets	487,845,565	463,695,921	489,446,759	489,624,383	504,672,488
CURRENT LIABILITIES					
Trade and other payables	3,260,796	2,300,000	3,260,796	3,260,796	375,528
Trust funds and deposits	235,584	203,000	235,584	235,584	673,587
Provisions - current	3,850,712	3,850,000	3,850,712	3,850,712	3,851,411
Total Current Liabilities	7,347,092	6,353,000	7,347,092	7,347,092	4,900,525
NON CURRENT LIABILITIES					
Provisions - non-current	3,559,555	5,693,780	3,559,555	3,559,555	3,563,390
Total Non Current Liabilities	3,559,555	5,693,780	3,559,555	3,559,555	3,563,390
Total Liabilities	10,906,647	12,046,780	10,906,647	10,906,647	8,463,915
Net Assets	476,938,918	451,649,141	478,540,112	478,717,736	496,208,573
EQUITY					
Operating Surplus/Deficit	7,613,938	2,208,355	1,601,194	1,778,818	19,269,655
Accumulated surplus	176,556,545	174,419,211	178,377,233	178,077,233	184,170,483
Asset revaluation reserve	290,748,590	267,201,045	290,748,590	290,748,590	290,748,590
Reserves	2,019,845	7,820,529	7,813,095	8,113,095	2,019,845
Total Equity	476,938,918	451,649,141	478,540,112	478,717,736	496,208,573

	Prudential Guideline	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
Working capital ratio / Liquidity ratio (current assets to current liabilities)	150%	298.98%	309.58%	309.89%	862.83%
Debt servicing ratio (interest paid as % of total revenue)	5%	0.00%	0.00%	0.00%	0.00%
Debt commitment ratio (interest and loan repayments as a % of rate revenue)	15%	0.00%	0.00%	0.00%	0.00%

12. Income Statement for the period ended 30 September 2018

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance favourable/ (unfavourable)
REVENUE						
Rates and charges	21,531,951	21,531,951	21,577,351	21,568,625	21,597,351	28,726
Statutory fees and fines	385,529	385,529	385,529	205,553	296,723	91,170
User fees	5,765,392	5,772,392	5,782,534	1,063,780	1,206,113	142,333
Contributions	280,476	587,649	579,649	0	2,500	2,500
Grants - Operating	10,409,607	10,606,050	11,952,908	3,335,313	3,453,754	118,441
Grants - Capital	2,894,500	3,448,500	3,382,500	0	0	0
Other Revenue	660,046	660,046	660,046	188,183	227,691	39,509
Total Revenue	41,927,501	42,992,117	44,320,517	26,361,454	26,784,132	(422,678)
EXPENDITURE						
Employee benefits	14,673,468	14,689,468	14,592,116	4,042,532	3,895,672	146,860
Materials and services	11,870,831	13,506,149	14,821,948	2,445,690	2,344,247	101,443
Bad and doubtful debts	2,000	2,000	2,000	500	1,498	(998)
Depreciation	10,347,000	10,347,000	10,347,000	0	0	0
Other expenses	2,825,847	2,846,306	2,778,635	1,454,613	1,441,085	13,527
Total Expenditure	(39,719,146)	(41,390,923)	(42,541,699)	(7,943,334)	(7,682,502)	260,832
Surplus/(Deficit) from Operations	2,208,355	1,601,194	1,778,818	18,418,120	19,101,630	(683,510)
Proceeds from sale of property, infrastructure, plant & equip	573,000	573,000	573,000	211,935	168,025	43,910
Written down value property, infrastructure, plant and equip	573,000	573,000	573,000	0	0	0
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	0	0	0	211,935	168,025	43,910
Surplus/(Deficit) for Period	2,208,355	1,601,194	1,778,818	18,630,055	19,269,655	(639,600)

8.8 Quick Response Grants Allocation October 2018

Author: David Rae, Director Corporate and Community Services

File No: D18/460

Previous Council Reference:

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 approve the October 2018 allocation of funds under the Quick Response Grants Program.

Introduction

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

Issues

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

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

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

The assessment has also been provided as a separate attachment to this report.

Policy and Legislative Context

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

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

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

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

Improved educational outcomes in Corangamite Shire.

Support our small towns and dispersed population.

Improve the health and wellbeing of our community.

Internal / External Consultation

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

Financial and Resource Implications

The 2018-2019 Quick Response Grants Program budget allocation is \$14,000. Annual allocations for each Ward shall not exceed 1/7th of the fund's annual budget in the case of North, South West, Coastal and South Central Wards, and 3/7th of the fund's annual budget in the case of Central Ward. Should the allocations be approved as recommended in this report, the remaining allocation is as follows:

Ward	Annual Allocation	Previous Allocations	This Allocation	Remaining Allocation
Coastal	\$2,000.00	\$500.00	\$0.00	\$1,500.00
North	\$2,000.00	\$500.00	\$0.00	\$1,500.00
South Central	\$2,000.00	\$959.78	\$0.00	\$1,040.22
South West	\$2,000.00	\$500.00	\$475.00	\$1,025.00
Central	\$6,000.00	\$973.00	\$00.00	\$5,027.00
	\$14,000.00	\$3,432.78	\$475.00	\$10,092.22

Options

Council can consider:

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

Conclusion

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

RECOMMENDATION

That Council approves the following applications for funding from the Quick Response Grants Program for October 2018:

Applicant	Purpose	Ward	Amount
Ecklin Public Hall Committee	Purchase cost of a petrol powered lawn mower to assist with maintaining the surrounds of the hall facility.	South West	\$475.00



COUNCIL RESOLUTION

MOVED: *Cr Trotter*
SECONDED: *Cr Illingworth*

That the recommendation be adopted.

CARRIED

Attachments

1. Quick Response Grants Assessment - October 2018 Allocation - Under Separate Cover 
2. Application Quick Response Grant - Ecklin Public Hall Committee - Under Separate Cover 

8.9 Records of Assembly of Councillors

Author: Andrew Mason, Chief Executive Officer

File No: D18/451

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.

Summary

This report documents the Assembly of Councillors to be reported since the last Ordinary Meeting of Council on 25 September 2018.

Introduction

The *Local Government Act 1989* (the Act) requires that records of meetings which constitute an Assembly of Councillors be tabled at the next practicable meeting of Council and be incorporated in the minutes of the Council meeting.

Issues

An 'Assembly of Councillors' is defined in the Act as a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or subject to the exercise of a delegated authority and which is either of the following:

- A meeting of an advisory committee where at least one Councillor is present; or
- A planned or scheduled meeting that includes at least half the Councillors and at least one Council officer.

Typical meetings classed as an Assembly of Councillors at Corangamite Shire include Councillor briefings, advisory committees and planning site inspections. However, from time to time additional records may be reported in accordance with the Act.

Section 80A of the Act requires that a record must be kept of an Assembly of Councillors which lists:

- The Councillors and members of Council staff attending.
- The matters discussed.
- Disclosures of conflict of interest (if any are made).
- Whether a Councillor left the meeting after making a disclosure.

Records of an Assembly of Councillors are documented by a Council officer present at a meeting designated as an Assembly of Councillors. Responsibility for the maintenance of records associated with Assembly of Councillors rests with the Chief Executive Officer.

Policy and Legislative Context

Tabling of the records of Assembly of Councillors ensures Council is compliant with the Act. In addition, this report is consistent with the Council Plan 2017-2021 objective that “Council will demonstrate high levels of ethical behaviour and governance standards”.

Conclusion

The records documenting the below Assembly of Councillors are attached:

- Councillor Briefing 25 September 2018
- Councillor Briefing 9 October 2018
- Planning Inspection 9 October 2018
- Planning Meeting 15 October 2018.

RECOMMENDATION

That Council accepts the attached Records of Assembly of Councillors.

COUNCIL RESOLUTION




MOVED: Cr Illingworth

SECONDED: Cr Brown

That the recommendation be adopted.

CARRIED

Attachments

1. Record of an Assembly of Councillors 25 September 2018 
2. Record of an Assembly of Councillors 9 October 2018 
3. Record of Assembly of Councillors Planning Site Inspection 9 October 2018
PP2018/085 839P 
4. Record of Assembly of Councillors Planning Meeting 15 October PP2018 085 839P


Council

Record of an Assembly of Councillors

Councillor Briefing**Date:** 25 September 2018**Time:** 2.00 pm**Place:** Commencing at Castle Carey Bridge then continuing at the Killara Centre**Present:**

Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr McArthur Cr Trotter

*Cr McArthur is on a leave of absence.**Cr Illingworth arrived at 2.45 pm.**Cr Gstrein left at 3.43 pm and returned at 4.30 pm.***Officers:**

Ian Gibb Brooke Love Andrew Mason David Rae

Rory Neeson

John Kelly (Item 1)

Lyllall Bond (Item 2)

Aaron Moyne (Item 4)

Guests:

Andrew Crisp Commissioner EMV (Item 2)

Linda French, Amanda Keely, Geoff Atherton Beach Energy (Item 3)

Issues Discussed:

Item	Discussion Topic
1	Castle Carey Bridge and Road Realignment Project Update
2	EMV Commissioner
3	Beach Energy Update
4	Hot Topics <i>Agenda Items, Early Years Services, Community Volunteer Associations, Mobile Blackspot Funding, Regional Partnership Update, Great South Coast Group Update, Sale of 12-14 Montgomery Street Skipton, Camperdown Court House Open Day, Ministerial Roundtable Dairy and Fire Recovery, Skipton Council Meeting, Australia Day Awards, Camperdown Clock Tower.</i>
5	Councillor Items <i>MAV Presidency, Elm Leaf Beatle Update, Timboon Library, Timboon Action, Timboon Hall, Princetown Bridge, Terang Recovery BBQ, Terang Progress Association AGM, Terang Community Bank, Mackinnons Bridge Road Service Road Drainage, Peterborough Airfield, Lismore/Berrybank Grain Storage, Beaufort and Skipton Health Service, Deep Lake Reserve Triennial AGM, Westvic Dairy AGM, Community Recovery Committee, Council Meeting Deputations, Neylon Street Cobden Speed Zone, Cobden Town Entries.</i>
6	

Conflict(s) of Interest declared: Nil.**Councillor(s) left the meeting at:** NA**Councillor Conflict of Interest Form(s) Completed:** NA**Meeting close:** 5.15 pm**Note taker:** David Rae

Council

Record of an Assembly of Councillors

Councillor Briefing**Date:** 9 October 2018**Time:** 10.00 am – 5.00 pm**Place:** Old Council Chambers**Present:**

Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr McArthur Cr Trotter

*Cr McArthur is on a leave of absence.**Cr Illingworth left at 2.50 pm.***Officers:**

Ian Gibb Brooke Love Andrew Mason David Rae

Lyall Bond (Items 1 and 2)

Rory Neeson (Item 3)

John Kelly (Item 7)

Guests:

Gavin Ronan, Montarosa (Item 3)

Issues Discussed:

Item	Discussion Topic
1	Draft Resource Recovery and Waste Management Strategy for Public Consultation
2	South West Complex Fires Debrief Actions
3	Montarosa Princetown Project Update
4	Female Friendly Facilities Design Grants Program
5	Recreation Facility Development Policy
6	Great South Coast AFL, Cricket and Netball Regional Strategy
7	Special Rates and Charges Policy Review
5	Hot Topics <i>MAV Regional Forum, Princes Highway West, Project Delivery, 12 Apostles Master Plan PSC, 12 Apostles Seasonal Parking, Staffing Update, Naroghid Wind Farm Practice Hearing, Solar Energy Facilities Guidelines, Great Ocean Road Taskforce, Leura Recreation Reserve Funding Announcement, Mobile Black Spot Contribution.</i>
6	Councillor Items <i>Pick My Project, Noorat Primary School, Noorat Mobile Black Spot Issues, Transmission Line Audit with Moyne Shire Council, Hampden Specialist School, Sweet Shop in Timboon, Timboon School Building Demolition, Timboon Action Meeting, New Wind Farm Commissioned, Dairy Roundtable, TV Promotion of Volcanic Plains, Waking the Giant Festival, Skipton Commons, Skipton Hospital CEO Resignation, Clocktower Clean Up, Hospice Meeting, Bushfire Recovery Issues, Lakes and Craters Event.</i>

Conflict(s) of Interest declared: Cr Ruth Gstrein declared an indirect conflict of Interest by indirect financial interest in Item 4.

Councillor(s) left the meeting at: Cr Gstrein left the meeting at 2.45 pm and returned at 3.00 pm.

Councillor Conflict of Interest Form(s) Completed: Yes

Meeting close: 5.00 pm

Note taker: Andrew Mason

Planning Inspection

Record of an Assembly of Councillors



Date: 9 October 2018

Time: 9.00 am

Location: 3580 Foxhow-Berrybank Road Berrybank

Application No: PP2018/085

Present:

- Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr McArthur Cr Trotter

Cr Gstrein was an apology

Cr McArthur on leave of absence

Officers:

- Aaron Moyne
- Ian Gibb

Applicant:

- GrainCorp Limited representatives; Andrew Jose, Richard Rebis, Peter Johnston and Sam Laves

Submitters:

- Peter Furlong
- Jane and Malcolm Cooper
- Ilse and Paul McGuire

Observers:

- Peter Gstrein on behalf of VicRoads

Issues Discussed:

- Application
- Objectors concerns
- Assessment criteria

Conflicts of Interest declared: Cr Ruth Gstrein declared a Conflict of Interest by close association and did not attend.

Meeting close: 9.50 am

Note taker: Ian Gibb

Planning Meeting

Record of an Assembly of Councillors



Date: 15 October 2018
Location: Berrybank Hall

Time: 6.00 pm

Application No: PP2018/085

Present:

Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr McArthur Cr Trotter

*Cr Gstrein, Cr Durant and Cr Illingworth were an apology
Cr McArthur on leave of absence*

Officers:

- Aaron Moyne
- Ian Gibb

Residents:

- Peter Furlong
- Ilse and Paul McGuire
- Jane and Malcolm Cooper (by phone)

Issues Discussed:

- Site history
- Impacts caused by existing operations
- Potential amenity impacts
- Land use conflict arising from proposed three (3) new bunkers

Conflicts of Interest declared: Nil

Meeting close: 7.00 pm

Note taker: Aaron Moyne

9. OTHER BUSINESS

10. OPEN FORUM

The Mayor, Cr J. Beard, invited members of the public to ask a question or make a statement.

The following items were submitted:

- Mr Vernon Dawson, Former Skipton CFA Captain, thanked Council for their support and dedication during emergencies, in particular Ian Gibb and Lyall Bond. Mr Dawson also expressed concern regarding the rating strategy and impact on farmers. Councillors Illingworth and Gstrein responded. Mr David Rae also explained policy relating to hardship.
- Mr John Cavanagh spoke about Recreational Vehicle (RV) friendly towns and asked Council to consider providing an area for overnight travellers to stay, thereby increasing tourism expenditure in Skipton.
- Mr Nick Shady spoke about the need to improve the GrainCorp site, particularly in relation to dust suppression, but supported Council's decision to approve the planning permit raised at Item 7.1. Mr Shady noted that this is an important site economically. He expressed concern about whether Council assessed roads prior to making a decision about Stockyard Hill Wind Farm. Mr Ian Gibb responded, explaining that the permit was issued by the Minister for Planning and that only the transmission lines are within Corangamite Shire. Mrs Brooke Love also responded about condition of roads and which roads were Shire or VicRoads' responsibility. Mr Mason provided advice about planning for identified growth areas. Mr Shady thanked Council for the community grant, in his position as Chair of Skipton Recreation Reserve Committee of Management. Mr Shady also noted the vacant GrainCorp site in Skipton. He lastly stated that he looked forward to applying for a female friendly sporting facility grant, under the new scheme.

11. CONFIDENTIAL ITEMS

Nil.

Meeting Closed: 8.46 pm

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

CONFIRMED:

(Chairperson)

DATE:
