



CORANGAMITE
SHIRE

agenda

CORANGAMITE SHIRE

MEETING OF COUNCIL **TUESDAY 15 SEPTEMBER 2020**

To be held virtually and livestreamed online
commencing at 7.00 pm

COUNCIL:

Cr Neil Trotter (South West Ward)
MAYOR

Cr Ruth Gstrein (Central Ward)
DEPUTY MAYOR

Cr Helen Durant (Central Ward)

Cr Geraldine Conheady (Central Ward)

Cr Simon Illingworth (Coastal Ward)

Cr Lesley Brown (North Ward)

Cr Jo Beard (South Central Ward)

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Order of Business

1. PRAYER

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

Amen

2. ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Owners of the land on which we are meeting, and pay our respects to their Elders, past and present.

3. APOLOGIES

4. DECLARATIONS OF CONFLICT OF INTEREST

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Corangamite Shire Ordinary Council meeting held on Tuesday 25 August 2020 be confirmed.

6. DEPUTATIONS & PRESENTATIONS

7. COMMITTEE REPORTS

8. PLANNING REPORTS

9. OFFICERS' REPORTS

10. OTHER BUSINESS

11. OPEN FORUM

12. CONFIDENTIAL ITEMS

ANDREW MASON
CHIEF EXECUTIVE OFFICER

DISCLAIMER

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

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6. DEPUTATIONS & PRESENTATIONS

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

7. COMMITTEE REPORTS

7.1 Swimming Pool Committee Membership 2020-2021

Author: Jane Hinds, Sport and Recreation Coordinator

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Jane Hinds

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

Summary

This report recommends Council appoints the nominated members to the Committees of Management for the Camperdown, Cobden, Lismore, Skipton, Terang and Timboon swimming pools for the 2020-2021 season.

Introduction

Each of Corangamite Shire's six swimming pools have a Community Asset Committee established and appointed to manage the community asset.

The Swimming Pool Community Asset Committees have recently transitioned from Special Committees of Council, in accordance with the *Local Government Act 2020*.

The Community Asset Committees are responsible for:

- acting as a local contact for feedback about pool operations
- providing local input into programming
- planning minor capital improvements approved by Council.

The committees comprise representation from various areas of the community including:

- one representative from the swimming club (where in operation)
- one representative from the local school(s)
- at least two community representatives
- the facility manager or a representative of the management contractor.

The Instruments of Delegation specifies that the committees shall hold an Annual General Meeting to elect from amongst their members, persons to act as Chairperson, Secretary and Treasurer to the committee. Membership of the committees, including any additions, removals or replacements shall be subject to approval by Council.

Issues

Swimming pool committees play an important role in ensuring the service Council delivers is consistent with community needs.

Each swimming pool committee has recently conducted their Annual General Meeting. The following members have been nominated to their respective swimming pool committees for Council endorsement.

Pool	Camperdown Swimming Pool
Meeting Date	1 September 2020
Committee Members	
Community	Lillian Cronin
Community	Brian Cunningham
Community	Kelly Wain
Community	Benjamin Miller
Community	Kylie Spokes
Community	Kellie Wilson
Community	Judith Murfitt
Community	Lauren Harrison
Community	Kate Wallis
Office Bearers	
President	Kylie Spokes
Secretary	Kelly Wain
Treasurer	Benjamin Miller

Table 1: Camperdown Swimming Pool Committee

The Camperdown Swimming Pool Committee welcomed Lauren Harrison and Kate Wallis to the committee and thanked Lauren Rippon and Mel Donnelly for their contribution to the committee.

Pool	Cobden Swimming Pool
Meeting Date	8 September 2020
Committee Members	
Community	Rhikki-Lee Henderson
Community	Sheralee Murdie
Community	Anthony Van Bommel
Community	Jenni Wason
Community	Matthew Coverdale
School	Jessie Hawkins
Office Bearers	
President	Rhikki-Lee Henderson
Secretary	Matthew Coverdale
Treasurer	Jenni Wason

Table 2: Cobden Swimming Pool Committee

The Cobden Swimming Pool Committee welcomed Jessie Hawkins to the committee and thanked Rebecca Mahoney and Heather Munro for their contribution to the committee.

Pool	Lismore Swimming Pool
Meeting Date	8 September 2020
Committee Members	
Community	Sarah Dennis
Community	Monica Dennis
Community	Nicole Petrass
Community	Bonita Hood
Community	Karen Saunders
Community	Sandy Gibson
Community	Shari McConachy
Community	Renea McDonald
Community	Laura Mitchell
Community	Valerie Lang
Community	Gaynor Marquand
Office Bearers	
President	Sarah Dennis
Secretary	Renea McDonald
Treasurer	Laura Mitchell / Nicole Petrass

Table 3: Lismore Swimming Pool Committee

The Lismore Swimming Pool Committee welcomed Valerie Lang and Gaynor Marquand to the committee.

Pool	Skipton Swimming Pool
Meeting Date	7 September 2020
Committee Members	
Community	Peta Byrne
Community	Helen Purvis
Community	Sophia Irving
Community	Fiona Meek
Community	Dione Gardiner
Office Bearers	
President	Helen Purvis
Secretary	Peta Byrne
Treasurer	Fiona Meek

Table 4: Skipton Swimming Pool Committee

The Skipton Swimming Pool Committee welcomed Helen Purvis and Sophia Irving to the committee and thanked Fiona Collins, Erin Fletcher and Natalie Clark for their significant contribution to the committee.

Pool	Terang Swimming Pool
Meeting Date	8 September 2020
Committee Members	
Community	Jo Crawley
Community	Kasey Gee
Community	Tess Lourey
Community	Fiona Gee
Community	Joanne Roberts
Community	Cathy Bell

Community	Jane Vaughan
Community	Lisa Chesshire
Community	Tammi Logan
Office Bearers	
President	Jane Vaughan
Vice President	Fiona Gee
Secretary	Joanne Roberts
Treasurer	Cathy Bell

Table 5: Terang Swimming Pool Committee

The Terang Swimming Pool Committee welcomed Tammi Logan to the committee and thanked Ebony Duffield and Lyn Wickenton for their contribution to the committee.

Pool	Timboon Swimming Pool
Meeting Date	5 August 2020
Committee Members	
Community	Todd Baxter
Community	Angelique Cangelis
Community	Lee Edge
Community	Chris Hibburt
School	Matt Haugh
Swimming Club	Stewart Howland
Office Bearers	
President / Secretary	Chris Hibburt
Treasurer	Lee Edge

Table 6: Timboon Swimming Pool Committee

The Timboon Swimming Pool Committee remains unchanged.

The role of the committee member is completely voluntary. A number of new, enthusiastic community members and users of Council's aquatic facilities have joined the pool committees for season 2020-2021, whilst some committees remain relatively unchanged. Each should be acknowledged for their continued effort and commitment to the swimming pools.

Policy and Legislative Context

Each of Corangamite Shire's six swimming pools have a Community Asset Committee appointed in accordance with section 65 of the *Local Government Act 2020*.

The establishment of the committees and appointment of members align with the following Council Plan 2017-2021 commitments:

Deliver high quality, optimally used, sustainable community facilities.

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

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

Improve the health and wellbeing of our community.

Internal / External Consultation

Each Annual General Meeting was advertised two weeks prior to the meetings in the local newspaper. Advertising was also undertaken through the Corangamite Shire and Corangamite Shire Swimming Pools' Facebook pages. Committees were encouraged to actively seek members from the local community.

Financial and Resource Implications

The swimming pool committees do not impact on Council's financial position. Council staff provide assistance with facilitation of meetings.

Options

Council can accept the recommendation to appoint the nominated members for the forthcoming year, or reject the recommendation and request an alternate committee membership.

Conclusion

The proposed membership of the swimming pool committees reflects a cross section of enthusiastic and committed local community members and users of Council's aquatic facilities. The committee memberships should see the continued effective supervision of the operations of each of the Corangamite swimming pools.

RECOMMENDATION

That Council appoints to the Community Asset Committees for the Camperdown, Cobden, Lismore, Sipton, Terang and Timboon swimming pools the following members:

Pool	Camperdown Swimming Pool
Committee Members	
Community	Lillian Cronin
Community	Brian Cunningham
Community	Kelly Wain
Community	Benjamin Miller
Community	Kylie Spokes
Community	Kellie Wilson
Community	Judith Murfitt
Community	Lauren Harrison
Community	Kate Wallis
Office Bearers	
President	Kylie Spokes
Secretary	Kelly Wain
Treasurer	Benjamin Miller

Pool	Cobden Swimming Pool
Committee Members	
Community	Rhikki-Lee Henderson
Community	Sheralee Murdie
Community	Anthony Van Bommel
Community	Jenni Wason
Community	Matthew Coverdale
School	Jessie Hawkins

Office Bearers	
President	Rhikki-Lee Henderson
Secretary	Matthew Coverdale
Treasurer	Jenni Wason

Pool	Lismore Swimming Pool
Committee Members	
Community	Sarah Dennis
Community	Monica Dennis
Community	Nicole Petrass
Community	Bonita Hood
Community	Karen Saunders
Community	Sandy Gibson
Community	Shari McConachy
Community	Renea McDonald
Community	Laura Mitchell
Community	Valerie Lang
Community	Gaynor Marquand
Office Bearers	
President	Sarah Dennis
Secretary	Renea McDonald
Treasurer	Laura Mitchell / Nicole Petrass

Pool	Skipton Swimming Pool
Committee Members	
Community	Peta Byrne
Community	Helen Purvis
Community	Sophia Irving
Community	Fiona Meek
Community	Dione Gardiner
Office Bearers	
President	Helen Purvis
Secretary	Peta Byrne
Treasurer	Fiona Meek

Pool	Terang Swimming Pool
Committee Members	
Community	Jo Crawley
Community	Kasey Gee
Community	Tess Lourey
Community	Fiona Gee
Community	Joanne Roberts
Community	Cathy Bell
Community	Jane Vaughan
Community	Lisa Chesshire
Community	Tammi Logan
Office Bearers	
President	Jane Vaughan
Vice President	Fiona Gee

Secretary	Joanne Roberts
Treasurer	Cathy Bell

Pool	Timboon Swimming Pool
Committee Members	
Community	Todd Baxter
Community	Angelique Cangelis
Community	Lee Edge
Community	Chris Hibburt
School	Matt Haugh
Swimming Club	Stewart Howland
Office Bearers	
President / Secretary	Chris Hibburt
Treasurer	Lee Edge

8. PLANNING REPORTS

8.1 Planning Permit Application PP2019/105 - Use and Development of Land for Materials Recycling (Camperdown Compost upgrade and expansion) and Reduction of Car Parking - Blind Creek Road, Gnotuk

Author: Aaron Moyne, Manager Planning and Building Services

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Aaron Moyne

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

Summary

Council must consider a planning permit application to use and develop land for Materials Recycling at Blind Creek Road, Bookaar. The application seeks to improve the waste handling and processing capacity at the site.

The proposal involves upgrade and expansion of an existing organic waste compost processing and production facility, increasing the total compost production capacity from 24,000 tonnes (existing) to 50,000 tonnes (proposed), along with a site layout change and associated buildings and works.

The proposal requires both planning approval and Works Approval from the Environment Protection Authority (EPA). Both applications have been progressed through a joint process, including combined public notice.

Forty-one (41) submissions have been received for the application – fourteen (14) objections and twenty-seven (27) submissions in support.

Following assessment of the application, it is recommended that Council issues a Notice of Decision to Grant a Permit, subject to conditions.

Introduction

Planning Permit Application PP2019/105 was received by Council on 12 September 2019 and amended under Section 57A of the *Planning and Environment Act 1987* on 8 July 2020. The application seeks approval for Use and Development of Land for Material Recycling (Camperdown Compost upgrade and expansion) and Reduction of Car Parking.

The facility currently operates under a licence issued by the Environment Protection Authority (EPA) in 2008, planning approval has never been obtained. Although the site is existing, a permit is required for both use and development.

Public notice of the application was given and forty-one (41) submissions have been received – fourteen (14) objections and twenty-seven (27) submissions in support.

Key issues raised in the objections can be summarised as:

- Roads and traffic management
- Site access (loading/unloading)
- Odour, air quality and emissions
- Biosecurity
- Stormwater and drainage management
- Groundwater
- Landscaping and visual amenity
- Site and operational management
- Site risks and emergency (including fire risk and management)
- Monitoring and compliance.

Submissions in support of the application refer to:

- Important regional waste and resource recovery facility
- Key role of facility in regional waste infrastructure network
- Site upgrade will lead to improved amenity and environmental outcomes
- Key facility used by industry and local/regional businesses in managing wastes
- Ongoing employment opportunities
- International and best-practice standard upgrade
- Diversion of waste from landfill (circular economy)
- Improved end-product and compost processing capacity.

This report provides a planning assessment of the application.

History

The site has no previous planning permit history. The facility initially commenced its operations in 1998 as an organic worm compost farm and did not require planning approval at the time.

EPA licence 13415 was issued on 11 April 2008 and allows for a compost facility for green waste and certain prescribed industrial wastes, with a capacity of 24,000 tonnes per year. The licence includes amenity, waste and environmental conditions.

Subject Land

The subject site is leased, and forms part of a broader agricultural landholding known as 'Puunyaart'. Site topography is generally flat.

The site is located within the Farming Zone (see Figure 1) and currently used for Materials Recycling to process and produce compost, consisting of:

- Current leased area of approximately 2.3ha
- Vehicle access from Blind Creek Road
- Prescribed Industrial Waste receipt
- Compost maturation area
- Blending and composting area

- Screened mature compost (finished product) storage
- Contact water basins.

The site is largely open and contains limited boundary screening.

Figure 2 provides an aerial plan of the subject land, including the proposed development site.

Surrounding Area

Land within the area is located within the Farming Zone and primarily used for broad-acre agriculture through crop raising and grazing. There are dairy farms within proximity east of the site along Camperdown-Darlington Road.

Three (3) dwellings owned by the host landowner exist within 2 kilometres of the site, the closest dwelling being their primary residence located approximately 1200 metres from the facility.

Six (6) non-landowner dwellings are situated within 2-3 kilometres of the site towards the east, north-east and south-east. No dwellings exist within 5 kilometres west of the site.

The site is located 5.2 kilometres west of Lake Colongulac and 4.1 kilometres south-west of Lake Bookaar, and approximately 450 metres north of Blind Creek which runs through the land.

Camperdown Township is located approximately 7.6 kilometres south-east of the site. The site adjoins the southern extent of the 'Meningoort' property, a large agricultural land holding, incorporating the previously proposed Bookaar Solar Farm.

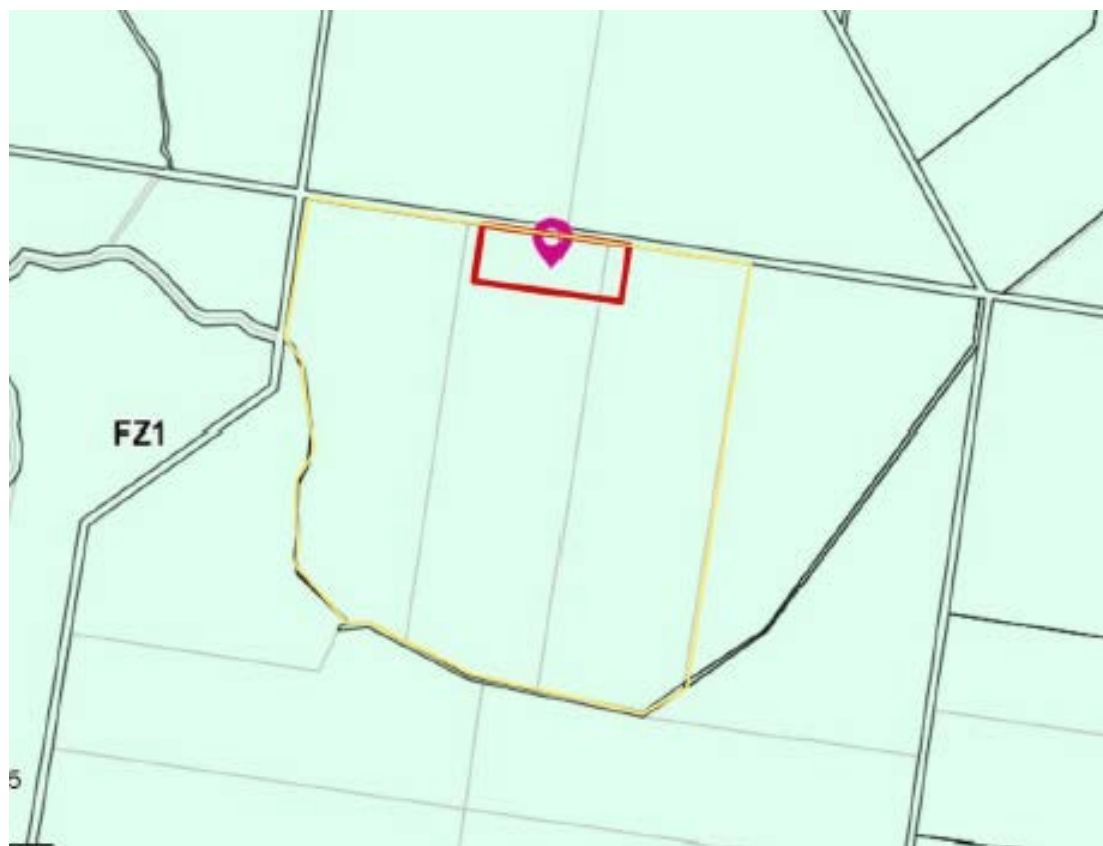


Figure 1 – Planning Zone Map



Figure 2 – Aerial Plan

Proposal

The application proposes an upgrade and expansion of an existing organic waste compost processing and production facility operating at Blind Creek Road, Bookaar.

The facility currently operates under a licence issued by the Environment Protection Authority (EPA). No planning approval has previously been obtained.

The proposal requires both planning approval and Works Approval from the Environment Protection Authority (EPA). Both applications have been progressed through a joint process, including combined public notice.

Specifically, the application proposes:

- An increase in compost processing and production volumes from 24,000 to 50,00 tonnes per annum.
- Associated buildings and structures, including:
 - Machinery sheds
 - Office and amenities buildings
 - 2-metre-high perimeter chain mesh fence
- 6 metre width perimeter landscaping plantation
- Two (2) new vehicle access points from Blind Creek Road
- Internal access roads and car parking (13 total spaces)
- Compost storage and processing areas, including concrete forced aerated floor
- Weighbridge
- 2-metre wide earthen mound (bund) along the site perimeter
- On-site stormwater and drainage system, including contact water dam.

The proposed site upgrade will accord with best practice standards for waste composting and improve the processing capacity of the site. A biological drying approach will be used to enhance material decomposition through the forced aeration of windrows.

The proposal seeks approval for two major changes:

1. Increase in the amount of waste treated on-site from 24,000 to 50,000 tonnes per year (t/yr), composed of up to 30,000 t/yr green organics and 30,000 t/yr Prescribed Industrial Waste (PIW).
2. Receipt of additional organic compost wastes, including:
 - Municipal food waste from kerbside Food Organics Garden Organics (FOGO) collection; and
 - Commercial food waste (e.g. from restaurants and catering operations)

The facility currently receives a range of organic and prescribed industrial wastes. The proposed upgrade will improve the standard of the facility so it can more effectively process wastes into a beneficial end-product and reduce environmental and amenity impact.

Aerated open windrows will be used for managing the compost feedstock on a concrete forced aerated floor. The compost process will include the following phases:

1. Biological drying – aeration and regular turning of the compost
2. Pasteurisation – material is progressively turned, and temperatures are maintained, with water added (if required) to manage moisture content
3. Maturation – Reduced intensity of turning and final screening.

Site expansion and upgrade will occur to the east, south and west of the existing licensed site boundary area and is proposed to be undertaken in stages.

Proposed hours of operations for the facility are:

- 6am-6pm (Monday to Sunday) for on-site processing
- 7.30am-4.30pm (Monday to Friday) and 8am-12pm (Saturday) for site receipt and compost dispatch (including 24-hour exception).

The existing site access and waste receipt point from Blind Creek Road will be upgraded to provide a dedicated site entry and exit. Site entry/exit points and internal layout have been designed to allow for B-double truck movements.

A Traffic Impact Assessment (TIA) has been undertaken which forecasts that the facility will have an estimated heavy vehicle generation of twenty-six (26) vehicles per day (VPD) one-way, largely consistent with existing pre-development volumes.

Access roads to the site are proposed to include Sandys Lane and Blind Creek Road (eastern end). This is consistent with existing access arrangements.

The applicant indicates the proposal will provide improved waste receipt and processing capacity within the Barwon South West Region and is a critical asset to the ongoing growth of industries and regional populations, which require locally accessible waste processing options.

A copy of the planning permit and works approval applications are provided under separate cover.

Policy and Legislative Context

Zoning

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

A planning permit is required under the Farming Zone to use and develop land for Materials Recycling.

Decision guidelines are provided within the Farming Zone which address:

- General issues
- Agricultural issues and 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 PPF are relevant to this permit application:

Clause 11 Settlement

Clause 11.01-1S Settlement

Clause 11.01-1R Settlement – Great South Coast

Clause 12 Environmental and Landscape Values

Clause 12.03-1S River Corridors, Waterways, Lakes and Wetlands

Clause 13 Environmental Risks and Amenity

Clause 13.02-1S Bushfire Planning

Clause 13.05-1S Noise Abatement

Clause 13.06-1S Air Quality Management

Clause 13.07-1S Land Use Compatibility

Clause 14 Natural Resource Management

Clause 14.01-1S Protection of Agricultural Land

Clause 14.01-2S Sustainable Agricultural Land Use

Clause 14.02-1S Catchment Planning and Management

Clause 17 Economic Development

Clause 17.01-1S Diversified Economy

Clause 17.01-1r Diversified Economy – Great South Coast

Clause 17.01-2S Innovation and Research

Clause 17.03-2S Sustainable Industry

Clause 18 Transport

Clause 18.01-2S Transport System

Clause 18.01-2R Transport Links – Great South Coast

Clause 18.02-3S Road System

Clause 18.02-4S Car Parking

Clause 19 Infrastructure

Clause 19.03-2S Infrastructure Design and Provision

Clause 19.03-3S Integrated Water Management

Clause 19.03-5S Waste and Resource Recovery

Clause 21 Municipal Strategic Statement

Clause 21.01-2 Key Issues and Influences – identifies the importance of protecting agricultural land from development that would reduce the contribution that agriculture makes to the economy; and protect buffer areas around industrial uses with adverse amenity potential.

Clause 21.03-3 Environmental Risks – seeks to manage development and ensure environmental risks are adequately considered.

Clause 21.03-4 Catchments, Waterways and Wetlands – to ensure natural and physical resources are protected and managed from new development.

Clause 21.04-1 Agriculture – identifies Agriculture as the Shire’s largest and most important industry, which needs to be protected and sustainably managed. This includes avoiding land use conflict and protecting natural and physical resources.

Clause 21.04-3 Commercial and Industrial Areas – seeks to promote the Shire as an attractive place to work, live and invest, by land use and development for industry that creates employment opportunities.

Clause 21.05-1 Infrastructure – seeks to maximise the use of existing infrastructure and ensure new use and development has adequate access to services, including roads.

Clause 21.05-2 Transport – to develop and manage a transport network that supports economic opportunities and facilitate ongoing road network upgrades that improve rural access.

Particular Provisions

Clause 52.06 Car Parking

Requires an appropriate number of car parking spaces associated with a new use.

Materials Recycling as a land use requires 10 per cent of the site to be allocated for car parking, which would equate to approximately 4,000m².

The proposed car parking area is 350m², a reduction of car parking is required. This has been supported by a Traffic Impact Assessment.

General Requirements and Performance Standards

Clause 53.10 Uses with Adverse Amenity Potential

Clause 53.10 identifies uses which may cause offence or amenity impact if not appropriately located.

The proposed use for Materials Recycling falls under the description of Waste, Recycling and Resource Recovery, which includes composting and other organic materials. No specified threshold or buffer distanced applies within the Planning Scheme.

Clause 53.14 Resource Recovery

Seeks to facilitate the establishment and expansion of a Transfer Station and/or Materials Recycling Facility in appropriate locations within minimal impact on the environment and amenity of the area.

The clause provides application requirements and decision guidelines which must be considered by a responsible authority.

Internal / External Consultation

Referrals

The following referrals and notices were carried out for the application.

Section 55 - Referral Authority		Response
Environment Protection Authority (Determining)		No objection, subject to obtaining works approval and licence under <i>Environment Protection Act 1970</i> .

Section 52 - Notice Authority		Response
Country Fire Authority		No objection subject to conditions.
Department of Transport		No objection.
Glenelg Hopkins Catchment Management Authority		No objection, subject to conditions.

Internal Referrals	Response
Assets Planning	Comments provided referring to road management and upgrade requirements.
Environmental Health	Comments provided referring to wastewater disposal, environment and site management.

Advertising

The application has been processed through a joint Council planning and EPA works approval pathway, including combined public notice.

Notice of the application was undertaken at two stages. A first version of the application was given notice in September 2019.

After review and further consultation with the EPA, the applicant submitted a second version and the application was amended on 7 July 2020 under Section 57A of the *Planning and Environment Act 1987*.

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

- Letters to landowner/occupiers within 2km of the subject site
- Council website
- Newspaper notices (Camperdown Chronicle and Warrnambool Standard).

Forty-one (41) submissions in total have been received for the application – comprising fourteen (14) objections and twenty-seven (27) submissions in support.

Key issues raised in the objections can be summarised as:

- Roads and traffic management
- Site access (loading/unloading)
- Odour, air quality and emissions
- Biosecurity
- Stormwater and drainage management
- Groundwater
- Landscaping and visual amenity
- Site and operational management
- Site risks and emergency (including fire risk and management)
- Monitoring and compliance.

Submissions in support of the application refer to:

- Important regional waste and resource recovery facility
- Key role of facility in regional waste infrastructure network
- Site upgrade will lead to improved amenity and environmental outcomes
- Key facility used by industry and local business in managing wastes
- Ongoing employment opportunities
- International and best-practice standard upgrade.
- Diversion of waste from landfill (circular economy)
- Improved end-product and compost processing capacity.

Copies of the submissions have been provided to the applicant. A response to submissions was received on 24 August 2020 and has been forwarded to submitters (objectors) for review.

Consultation

Consultation for the application was undertaken and included:

- Pre-application discussions and information provided to Camperdown Compost Company representatives regarding planning scheme controls, application requirements and process.
- As part of the first round of public notice a public information/drop-in session was held at Killara Centre, Camperdown in October 2019.
- Following outcomes of the first-round public notice and further discussion with EPA, the applicant requested for Council to place the application on-hold and prepare an amended version of the application. This decision was made in response to issues raised by submissions and specific environmental design and management requirements for compost facilities, raised by the EPA.
- An amended version of the application was submitted to Council in July 2020. The application was given notice for the second time during July-August 2020.
- Following notice of the application and receipt of further submissions, discussions were held with the applicant regarding a response to issues raised.
- A response to submissions was received by the applicant on 24 August 2020 and was provided to objectors.
- An on-site Council planning site inspection was held on Tuesday 1 September 2020, attended by Councillors, Council officer and applicant representatives. Details of the application, key issues and matters raised by submissions were discussed.

Planning Assessment

Assessment of the application will address how the proposed use and development responds to the relevant provisions of the Corangamite Planning Scheme, including the Planning Policy Framework, zone, particular provisions and performance standards.

The facility has been operational on-site for over 20 years after initially commencing as a worm compost farm in 1998. In 2008, the site was granted a licence to receive organic and prescribed industrial wastes and has progressively expanded and diversified its use over an extended period.

Planning approval has never been obtained and regulation of the facility has fallen to the EPA under the *Environment Protection Act 1970* and the environmental licence.

The proposal to upgrade and expand the site represents a significant investment by the proponent to establish and operate the facility based upon an international best-practice standard, modelling a similar facility in Weisselburg, Austria.

The intent is to upgrade the site to position it as a key waste processing facility within the south-west region, improve amenity and environmental standards and supporting a 'circular economy' with reduced waste going to landfill.

Planning Policy Framework

The PPF provides direct policy support to reduce wastes going to landfill and maximise resource recovery, whilst minimising environment, community and public health impacts. The *2017-2026 Barwon South West Waste and Resource Recovery Plan Implementation Plan* provides key strategic direction and priority actions focused on diversion of wastes and recoverable materials from landfills; and to support increase resource recovery.

At a State, regional and local level the PPF covers these broad themes, to support and facilitate waste resource recovery facilities, provided environmental and amenity risks are managed, and high standard design and operational outcomes are achieved.

Locally, the PPF recognises the importance of protecting agricultural land and farming production as the Shire's most important industry, whilst supporting industry in appropriate areas which promotes employment and economic development opportunities. Focus is also given to managing the local road network that supports development and improves the standard of rural access.

The proposal to upgrade and expand the site to meet best-practice standards carries direct policy support within the PPF, both in terms of growth within the resource recovery sector and improved environmental and amenity outcomes. The facility has been operational for many years and due to poor on-site management and conditions, has not been able to meet minimum environmental requirements, resulting in external amenity impacts.

Ensuring the facility appropriately manages environmental risk is critical to its future success. Combined with this planning application, a joint EPA works approval application has been processed to address specific technical environmental issues including air quality and odour, biosecurity, waste handling and site operations.

Whilst EPA are yet to finalise the works approval (currently pending decision), this provides an increased level of environmental scrutiny for future construction and site operation. The project cannot proceed without meeting conditions and requirements of both planning and environmental approvals, with relevant aspects such as air quality and on-site management to be covered in any conditions.

Along any planning approval which provides Council with a direct ability to manage the use and development of the site, the EPA approval process provides a rigorous

commissioning/testing stage before an amended environmental licence is approved, with ongoing conditions. This will include an odour and air quality management program with ongoing testing.

Investment and upgrade of the site will consolidate the facility as a critical component of the waste infrastructure network in the Shire and region, supporting local business, industry and government, which cannot function without access to such sites. Organic and industrial wastes need to be diverted into a system supporting their processing and re-use, which Camperdown Compost provides.

Amenity issues to surrounding land will be directly addressed as part of this assessment. Overall, the proposal is advanced by the PPF and carries direct policy support as a waste resource recovery facility.

Farming Zone

The Farming Zone seeks to facilitate and retain productive agricultural land uses, support employment and population opportunities within rural areas and encourage use and development of land based upon sustainable land management practices.

The facility currently operates on-site within a rural environment with agricultural land uses, which is the most appropriate location being separated from higher density residential land and sensitive uses.

The proposed use and development will enhance the standard of on-site operations and will not adversely affect or impact agricultural land uses. Instead, upgrade of the site and improvement of the local road network will support ongoing agricultural uses within Bookaar and the surrounding area.

Environmental aspects will be addressed directly both in response to submission and Clause 53.14 (Resource Recovery) decision guidelines, whilst the design of the facility incorporating upgraded access points and surrounding perimeter landscaping will improve the presence of the site in the surrounding physical context.

The proposal presents an acceptable response to the provisions of the Farming Zone.

Clause 53.14 Resource Recovery

The purpose of this clause is to support the establishment and expansion of materials recycling facilities in appropriate location with minimal impact on the environment and amenity of the area.

In response to the relevant decision guidelines of the clause, the following comments are made:

- The proposal aligns and is consistent with the *Statewide Waste and Resource Recovery Plan 2018* and *2017-2026 Barwon South West Waste and Resource Recovery Plan Implementation Plan* which provides the strategic direction to support resource recovery and reduced waste diversion to landfill.
- Whilst increasing the amount of waste able to be received by the facility from 24,000 tonnes to 50,000 tonnes per year, the site upgrade will result in substantial amenity improvements by moving from an existing anaerobic system to aerobic aeration and turning of wastes and product, decreasing the potential risk and effects of odour emitting from the site. Site works and landscaping will also help to improve the visibility of the site and maintain an acceptable level of rural amenity.

- The facility has been designed to accord with relevant EPA publications for the construction and operation of compost facilities and industrial separation distances, including the conservative requirement for a minimum separation distances to sensitive uses (i.e. dwellings) of 2 kilometres.

Response to Objections

Forty-one (41) submissions in total have been received for the application – comprising fourteen (14) objections and twenty-seven (27) submissions in support. A copy of the submissions is provided under separate cover.

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

Objection	Officer response
Roads and traffic management	<p><u><i>Objection supported</i></u></p> <p>It is acknowledged that the facility has the potential to intensify heavy vehicle movements to the site through increased receival capacity.</p> <p>The application has been accompanied by a Traffic Impact Assessment (TIA) which proposes access to the site to continue using both Blind Creek Road (sealed in part) and Sandys Lane (unsealed), as per existing arrangements, whilst traffic volumes will largely be consistent with pre-development numbers.</p> <p>Both roads can cater for ongoing heavy vehicle use, however, will require inspection and close monitoring through construction and operation of the facility, undertaken by a qualified professional, to identify any repairs and maintenance to be undertaken.</p> <p>As the developer and agent of change, this will be a requirement for the permit holder, incorporated within a Traffic Management Plan as a condition of any permit. This will include road management requirements and a contribution and responsibility for works.</p> <p>Future road upgrades and works (including drainage) will be considered by Council as part of the future capital works program.</p>
Site access (loading/unloading)	<p><u><i>Objection supported</i></u></p> <p>Existing site access and waste receival arrangements have resulted in previous road damage and safety issues along Blind Creek Road, and has been an ongoing issue.</p> <p>The proposal will result in the creation of dedicated entry/access points for the site, taking heavy vehicles off the public road, providing on-site car parking for staff and an overall beneficial outcome.</p>
Odour, air quality and emissions	<p><u><i>Objection supported</i></u></p> <p>Odour and air emissions have been a significant issue for the facility raised by the community over many years.</p> <p>The planning and works approval application have been accompanied by Air Quality Assessment (AQA) to understand current odour generation from the site and consider potential air emissions following the upgrade.</p>

Objection	Officer response
	<p>The AQA identifies the main contributors of odour from the existing site are:</p> <ul style="list-style-type: none"> • The offloading of fresh solid and liquid wastes • Anaerobic conditions in the compost windrows during early pasteurisation • Windrows sitting in liquid waste; and • The contact water basin. <p>The proposed works and upgrade will improve waste receive and on-site operations, turning the compost facility into an aerobic based system that will result in an odour reduction, by enabling constant airflow and oxygen. The location and proposed design of the facility complies at a minimum with environmental setback distances and policy directions.</p> <p>To ensure the facility improves and properly manages odour and air emissions, a condition requiring an Air Quality Management Plan will be included on any permit, requiring ongoing testing, monitoring and surveillance. Future compliance and enforcement will be joint responsibility between the EPA and Council.</p>
<p>Biosecurity</p>	<p><u>Objection supported in part</u></p> <p>Biosecurity risk has been raised by submissions regarding contamination of adjoining land and spread of pathogens. The proposed site layout and infrastructure upgrades will assist with improved biosecurity management outcomes. This also includes mitigation actions outlined by the proponent within the application documentation around waste receive and best-practice management standards. A condition will be included on any permit granted requiring preparation of an Environmental Management Plan, outlining relevant biosecurity measures to be implemented.</p>
<p>Stormwater and drainage management</p>	<p><u>Objection supported</u></p> <p>Concerns have been raised in submissions regarding discharge of contaminated water or leachate from site into the local drainage system.</p> <p>The design of the proposed development is based on the principle of being a 'closed' stormwater system with no discharge to the natural environment. This will result in an improved outcome for the environment but also provide on-site water re-use efficiencies, as an input back into the compost.</p> <p>A condition will be included on any permit for a Stormwater and Drainage Management Plan to be prepared, ensuring the system is designed and constructed in an appropriate way.</p>

Objection	Officer response
Groundwater	<p><u>Objection supported</u></p> <p>There is current potential that the existing facility may be impacting upon the quality of groundwater through soil infiltration of contaminants. The shallow level of groundwater at 3m below ground level presents this risk. The proposed upgrade will apply technology and measures to protect surface water and groundwater, using an impermeable clay sub-base layer and concrete base for the compost site area. The contact water dam will capture all waste and run-off to ensure it does not discharge into the above or below-ground environment.</p>
Landscaping and visual amenity	<p><u>Objection supported</u></p> <p>The site and surrounding area is not identified or protected as a significant landscape or environment. However, development of the site will change the physical context and may detract from the surrounding visual amenity. To assist with amenity management, the applicant plans to establish a 6-metre-wide landscaping buffer around the site, which is an acceptable outcome.</p>
Site and operational management	<p><u>Objection supported</u></p> <p>Concerns have been raised within submissions around on-site operations and dispersal of wastes and materials onto adjoining land (e.g. through high winds). It is reasonable to require these matters to be addressed via the Environmental Management Plan to ensure they are encompassed in the facilities' management.</p>
Site risks and emergency (including fire risk and management)	<p><u>Objection supported</u></p> <p>Submissions have raised concerns around fire risk and on-site management. The planning application was referred to the CFA for comment who has responded requesting conditions on any permit regarding fire protection systems, emergency management plan, risk management, access and security. The applicant has accepted the CFA position and in addition has completed its own fire risk assessment and will ensure engagement and information is provided to local brigades who will respond in the event of any emergency.</p>
Monitoring and compliance	<p><u>Objection supported</u></p> <p>The basis of these concerns are largely based upon previous non-compliance of relevant environmental conditions by the operator and a general lack of rigorous administration and enforcement by EPA. As the proposed upgrade now needs to go through both a planning and works approval process, this provides an opportunity to scrutinise the proposal through assessment, but to also take a focused approach on achieving compliance. Compliance will ultimately fall to the planning permit and environmental licence. However, the applicant has shown a willingness to improve the site and continue to work with</p>

Objection	Officer response
	Council, EPA and community members. This is a positive step.

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, enabling Camperdown Compost Company to progress with an upgrade and expansion of their waste processing site, with modifications and permit conditions to improve environmental and amenity outcomes. **(Recommended option)**
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.

Conclusion

The application for expansion and upgrade of the existing waste handling and compost processing site is supported by relevant policy direction and controls of the Corangamite Planning Scheme.

The proposal will facilitate a significant best-practice upgrade based on an international design from Weisselburg, Austria, with the intent to position it as a key waste processing facility within the south-west region, which improves environmental and amenity outcomes and supports a ‘circular economy’ with reduced waste going to landfill.

The upgrade will support ongoing job retention and creation within Corangamite Shire and will provide an investment which creates flow on direct and indirect economic benefits. The facility is also critical for the ongoing function of local business and industry, particularly regional milk factories.

Issues raised within submissions have been reviewed as part of this assessment and, whilst they are broadly supported, do not raise any matters that can’t be addressed or would lead to an unacceptable planning outcome.

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

RECOMMENDATION

That Council, having caused notice of Planning Application No. PP2019/105 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 Lots 2, 3 and 4 TP 430209L for the *Use and Development of Land for Materials Recycling (Camperdown Compost upgrade and expansion) and Reduction of Car Parking* in accordance with the endorsed plans, with the application dated 12 September 2019 and amended under Section 57A of the *Planning*

and Environment Act 1987 on 8 July 2020, subject to the following conditions.

CONDITIONS

Layout 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. When approved the plan will be endorsed and form part of the permit. 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 for both construction and operational traffic, including hours of operation for the facility;
 - (b) the designation of vehicular access routes to the site;
 - (c) A pre-condition survey of local access roads to the site (Blind Creek Road and Sandys Lane) undertaken by a suitably qualified professional, including recommendations on the need for road pavement or intersection upgrades;
 - (d) A program and schedule of road inspections to be undertaken by a suitably qualified civil engineer (Road Quality Auditor), who must provide recommendations on road conditions and any ongoing repairs or upgrades during the operation of the facility, based upon the following timing:
 - (i) Monthly inspections during construction of the facility;
 - (ii) Three (3) months after the facility construction is complete and fully becomes operational;
 - (iii) Ongoing every six (6) months during operation of the facility, or as directed by the Responsible Authority.
 - (e) A management program for the use of Blind Creek Road and Sandys Lane, focused on the use of Blind Creek Road between the site location and Sandys Lane, to ensure the road pavement is maintained to an acceptable and safe condition in accordance with Council's Road Management Plan.
 - (f) Recommendations on financial and/or a works contribution to the ongoing maintenance of local access roads to cater for the anticipated traffic volume increases as a result of the development.
4. A road inspection report by the Road Quality Auditor must be provided to the Responsible Authority in accordance with Condition 3(d) including recommendations on road rehabilitation and timeframes.

-
5. The permit holder and Responsible Authority will agree to completion of road repair and maintenance works identified within the inspection report, to the satisfaction of the Responsible Authority.

Stormwater and Drainage Management

6. Before the development starts, a Stormwater and Drainage Management Plan must be submitted to and approved by the Responsible Authority. When approved the plan will be endorsed and form part of the permit. The Stormwater and Drainage Management Plan must be prepared by a suitably qualified civil engineer and in accordance with the Infrastructure Design Manual. The plan must show:
 - (a) Computations and plans for the development demonstrating how stormwater and drainage run off from the site and hardstand areas will be managed and retained on-site.
7. The permit holder must construct, at no cost of the Responsible Authority, all works approved in the Stormwater and Drainage Management Plan, to the satisfaction of the Responsible Authority.

Air Quality Management

8. Before the development starts, an Air Quality Management Plan must be submitted to and approved by the Responsible Authority. When approved the plan will be endorsed and form part of the permit. The Air Quality Management Plan must be prepared by a suitably qualified professional. The plan must provide:
 - (a) Details on odour and dust management and monitoring in accordance with State Environment Protection Policy (Air Quality Management) and State Environment Protection Policy (Ambient Air Quality).
 - (b) A monitoring and compliance regime, including frequency of surveillance, during the commissioning and operational stages of the facility.

Environmental Management

9. Before the development starts, an Environmental Management Plan generally in accordance with Camperdown Compost Company Environmental Management Plan August 2019 must be submitted to and approved by the Responsible Authority. When approved the plan will be endorsed and form part of the permit. The plan must include the following changes:
 - (a) Details of biosecurity management measures.
 - (b) On-site operational management practices.

Landscaping

10. 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.

Site Access

11. An area must be made available within the site at all times to prevent truck queuing occurring within the road reserve of Blind Creek Road to the satisfaction of the Responsible Authority.

Amenity

12. 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 occurring from 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

13. 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

14. 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. If 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

15. The use and development must be designed and operated to comply with EPA publication 1411-Noise from Industry in Rural Victoria Guidelines to the satisfaction of the Responsible Authority.

Dust Management

16. The permit holder must undertake on-site dust suppression to comply with State Environmental Protection Policy (Air Quality Management) 2001 and ensure that dust caused by the facility does not cause nuisance to surrounding properties to the satisfaction of the Responsible Authority.

Wastewater Management

17. All wastewater generated on the property must be treated and retained on-site in accordance with the State Environment Protection Policy (Waters) under the Environment Protection Act 1970, including any on-site wastewater disposal system, sullage and dirt traps.

Permit Expiry

18. This permit will expire if one of the following circumstances applies:
- (a) The development is not started 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, an application may be made to the Responsible Authority to extend the periods referred to in this condition.

Referral Authority Conditions

Environment Protection Authority

19. Before the use or development authorised under this permit starts, you must ensure you meet any obligations or duties that arise under the *Environment Protection Act 1970*. This may include obtaining a works approval or licence.

Country Fire Authority

Fire Protection Systems

20. A fire protection system must be provided to the satisfaction of CFA. The system must:
- (a) Be designed to adequately respond to the risks and hazards at the site, including windrow fires.
 - (b) Provide fire hydrant coverage across the entire facility.
 - (c) Include a dedicated fire water tank of at least 275kL, that is maintained above 90% full at all times.
 - (d) Be supplied with water that is at least Class A classified. Water sources that are not able to achieve this classification (e.g., the on-site dam) will not be considered viable for fire-fighting purposes.

Emergency Management Plan

21. An Emergency Management Plan (EMP) is to be developed in conjunction with CFA, to the satisfaction of CFA. The EMP is to include:
- (a) Details of the temperature and moisture monitoring systems for the windrows (e.g., the SCADA system), that includes the optimal operating parameters.
 - (b) A procedure that details the actions to be taken by on-site personnel once the operating parameters are exceeded, that includes notification to the fire brigade (000).
 - (c) A procedure that details how site activities will be modified in line with increased risk of fire ignition on days of severe or above fire danger.
 - (d) A procedure for monitoring bushfire/grassfire threat, linked to Fire Danger Ratings, that includes:
 - (i) Triggers for limiting staff access to the site.
 - (ii) Triggers for ceasing operations/evacuating the site.
 - (iii) Notification to CFA (000).
 - (iv) Details of containment systems for fire water runoff.
 - (v) Details of the location of emergency equipment, including the air-horn and any excavators, etc. for the movement of windrows.
 - (vi) A clear, readable site plan.

Risk Management

22. A risk management plan that identifies and details how risks are to be controlled, is to be developed to the satisfaction of CFA. The risk management plan is to include:
- (a) Measures for the control of fire and bushfire/grassfire risk.
 - (b) How the risk of fire spread between windrows is to be managed, in lieu of the required separation.
 - (c) The frequency and Standard (e.g., Australian Standard) to which servicing of plant, vehicles, communications, emergency and fire protection systems and equipment will be undertaken.
 - (d) Details of accountabilities (personnel, policy and procedure) for undertaking the risk assessment process.

Access

23. Access for fire-fighting vehicles is to be provided around the windrows.
24. Access roads are to be designed to the following:
- (a) Curves must have a minimum inner radius of 10m.
 - (b) The average grade must be no more than 1 in 7 (14.4 per cent) (8.1 degrees) with a maximum of no more than 1 in 5 (20 per cent) (11.3 degrees) for no more than 50m.
 - (c) Have a minimum trafficable width of 3.5m of all-weather construction.
 - (d) Be clear of encroachments for at least 0.5m on each side and 4m above the access way.
 - (e) Dips must have no more than a 1 in 8 (12.5 per cent) (7.1 degrees) entry and exit angle.

Security

25. The site must be fully secured at all times.

Motor-Operated Equipment

26. Motor-operated equipment, including vehicles, must be inspected by a qualified person prior to the declared Fire Danger Period, to:
- (a) Ascertain and repair any faults and mechanical defects; and
 - (b) Confirm the functioning of the spark arrestor.
27. Motorised vehicles and self-propelled machinery must carry a 9-litre water stored-pressure fire extinguisher or knapsack at all times.

Attachments

1. Application to Amend Planning Permit Application PP2019/105 - Under Separate Cover
2. Engineering Plans - Under Separate Cover
3. Traffic Impact Assessment Report - Under Separate Cover
4. Air Quality Assessment Report - Under Separate Cover
5. Rainwater Detention Analysis - Under Separate Cover
6. Combined Submissions to Council - Under Separate Cover
7. Applicant Response to Submissions - Under Separate Cover
8. Comments from External Agencies - Under Separate Cover
9. EPA Works Approval Application Part 1 - Under Separate Cover
10. EPA Works Approval Application Part 2 - Under Separate Cover
11. EPA Works Approval Application Part 3 - Under Separate Cover

9. OFFICERS' REPORTS

9.1 Corangamite Shire Disability Access Inclusion Plan 2020-2025

Author: Katie Hearn, Manager Community Services

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Katie Hearn

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

Summary

The following report presents the Disability Access Inclusion Plan 2020–2025 (the Plan) for Corangamite Shire Council. The Plan documents the outcomes of substantive community engagement, community and staff forums, and recommends expanding Council's current provision of equitable and dignified access to services, facilities, planning, communications and employment processes for people with a disability. The Plan is recommended for adoption by Council.

Introduction

The Disability Access Inclusion Plan 2020-2025 is presented for adoption by Council. The Plan serves as a coordination point and foundation to build on Council's previous actions supporting equity of access, inclusion and participation in community life and aligns with existing Council and Municipal Public Health & Wellbeing Plans 2017-2021. While much work has already been done, there is still a way to go both as an organisation and in supporting equity of access to all facets of community life. This Plan provides a framework to steer future action in partnership with community.

Issues

How the public participates in community life is contingent upon will and collaboration to eliminate discrimination and create positive attitudes to access and inclusion. In considering people with disability in all we do as an organisation, we can choose to embed as core business a positive approach to foster a more inclusive community.

A five-year plan has been prepared that spans the following six key priority areas and provides a measured and attainable map for the way forward:

1. **Access to Services and Programs** includes encouraging accessible businesses, events, strategic alignment with Council grant programs to include accessibility and growing staff confidence in dealing with people with disability.

2. **Access to the Built Environment** includes building on work already undertaken in training, consideration of accessibility in new capital works and supporting opportunities for accessible play equipment for children with disability.
3. **Accessible Transport** includes advocacy to State Government for improvements, completion of the Community Transport Audit and consideration of Audit outcomes.
4. **Access to Information and Communication** includes promotion of community engagement activities to disability groups, streaming of Council meetings to improve access and establishing a Reference Group to support the Plan implementation.
5. **Access to Leisure and Recreation** includes advocacy and promotion of accessible features across the Shire.
6. **Access to Employment and Education** includes staff training, policy development and proactive support for employment and training opportunities for people with a disability by the Shire.

Each priority is underpinned by a number of objectives, actions, outcomes and success measures to bring the Plan to life. Each action has been drafted in response to community feedback, key compliance areas and areas that will support equity of access. A whole of organisation approach is required, including a commitment from Council, Senior Officers Group, Leadership Group and all staff, to reduce barriers to people with a disability in accessing services, facilities and information.

Also of note within the Disability Access Inclusion Plan 2020-2025, is the establishment of a Disability Access and Inclusion Reference Group to help guide the Plan's implementation. Members will consist of senior staff and community representatives with lived experience of disability. It is not intended to be an arduous mechanism, but rather a support to Council in acting as a reference point to support implementation of the Plan.

Policy and Legislative Context

The Disability Access and Inclusion Plan 2020-2025 aligns with the following objectives in Council's 2017-2021 Plan:

Township infrastructure will contribute to safe and accessible public areas.

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

Improved customer service through improved accessibility of services through online delivery.

Commitment to the education and training of our employees and the provision of a safe workplace.

The Corangamite Shire Disability Access Inclusion Plan 2020 - 2025 is a legislative Disability Action Plan which is required under the Victorian *Disability Act 2006*. Under Section 38, a public-sector body must ensure that a Disability Action Plan is prepared for the purpose of:

- a. Reducing barriers to persons with a disability accessing goods, services and facilities.
- b. Reducing barrier as to persons with a disability obtaining and maintaining employment.
- c. Promoting inclusion and participation in the community of persons with a disability.
- d. Achieving tangible changes in attitudes and practices which discriminate against persons with a disability.

This Plan also commits to the principles of the following legislation:

- *Disability Discrimination Act 1992* (Commonwealth)
- *Local Government Act 2020* (Victoria)
- Access to Premises Standards 2010 (Commonwealth)
- *Equal Opportunity Act 2010* (Victoria)
- *Charter of Human Rights and Responsibilities Act 2006* (Victoria)
- Charter of Aged Care Rights (Commonwealth)
- The United Nations Convention on the Rights of Persons with Disabilities.

Internal / External Consultation

Council engaged Get Skilled Access consultancy to assist with developing the Disability Access Inclusion Plan 2020-2025. Get Skilled Access led consultation for the Shire and brought a great depth of expertise and lived experience of disability.

The draft Plan has been informed by staff forums, community consultations and responses from community engagement activities that yielded over 350 survey responses. The Plan reflects community aspirations and need, and will deliver important actions to improve liveability in the Shire for people with a disability.

Financial and Resource Implications

The Plan has been developed within budget allocation. An annual Operational Plan will be created in partnership with a Disability Access & Inclusion Reference Group. The Group will act as a reference point for Council and recommend projects to be submitted to the Council budget process. A Rural Access Worker will also be recruited under the Working For Victoria program to support the first year of the Plan's implementation and help embed universal access and inclusion as core business. The existing Program Leader Support, Access and Inclusion will then continue to support this work across the organisation.

There are no numerical success measures included in the draft Plan, as this work will be tasked to the proposed Disability Access & Inclusion Reference Group to develop a data baseline, encourage ownership and meaningful measures.

Conclusion

The Corangamite Shire Council Disability Access Inclusion Plan 2020-2025 brings together the culmination of feedback from community and staff. It contemporises Council's approach from traditional disability models towards a more positive access, inclusion and social model of disability framework. The Plan also seeks a whole of organisation commitment to equity of access and equity of participation in community life.

RECOMMENDATION

That Council adopts the Corangamite Shire Council Disability Inclusion Plan 2020-2025.

Attachments

1. Corangamite Shire Disability Access Inclusion Plan 2020-2025 – Under Separate Cover

9.2 Positioning Timboon and Simpson Strategy

Author: Aaron Moyne, Manager Planning and Building Services

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Aaron Moyne

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

Summary

This report presents Council with a final Positioning Timboon and Simpson Strategy (the Strategy) for adoption.

A draft Strategy was considered by Council in July 2020 and released for public consultation during August 2020. A four (4) week public consultation period was undertaken and a total of sixteen (16) submissions have been received – ten (10) individual landowner/resident submissions and six (6) from government agencies and authorities.

Public consultation during COVID-19 has proved successful, highlighting overall support for the Strategy, with comments and feedback received considered in the final version presented to Council for adoption.

Introduction

Commitment to undertake strategic planning for Timboon and Simpson arises from Council's 2019-2020 Annual Action Plan (AAP) and the 2017-2021 Council Plan which reinforces a population growth, investment attraction and visitor economy focus.

The purpose of the project is to establish Timboon and Simpson as key service centres within the Great Ocean Road region and coastal hinterland. This will help position and define the role and capability of each township to cater for future growth, whilst also serving local community and industry needs.

The project includes preparation of a Simpson Structure Plan to provide a vision and long-term land use planning framework for the township.

An Issues and Opportunities (IO) Report was previously prepared and released for public consultation in February 2020, identifying the challenges and opportunities for each township based on its role and location.

Table 1 provides an overview of key project stages and timing.

Stage	Timing
1. Inception and Research	Completed
2. Issues and Opportunities Analysis (including consultation)	Completed
3. Draft Final Report (including consultation)	Completed
4. Final Report (adoption)	September 2020
5. Project Implementation (including planning scheme amendment)	Commence 2020-2021 Financial Year

Table 1: Project Stages and Timing

Adoption of the Strategy will be followed by a preparation of a planning scheme amendment and implementation of actions during the 2020-2021 financial year.

Issues

The Strategy delivers future strategic directions for Timboon and Simpson, including a Simpson Structure Plan to provide a future land use planning framework.

Aligning with Council’s strategic objective of population growth, the Strategy supports future residential development, housing and regional decentralisation opportunities within Corangamite Shire, which COVID-19 has the potential to advance, and to promote lifestyle residential attraction.

The impacts of COVID-19 on the tourism sector and economy are significant and will continue in the short-medium term. However, the Strategy plans for a projected visitation increase to the Shire and region as a long-term strategic context to the future of Timboon and Simpson.

Tourism is a major contributor to the Shire’s economic advantage, with its forecast growth and visitation requiring new development and infrastructure to service future operations and a growing visitor economy. The Strategy renews the focus on the role the coastal hinterland will play in the future of settlement planning (including housing and employment) and as a key contributor to the regional economy. This is due to development constraints, environmental risks and capacity limitations along the coast.

The Strategy addresses these opportunities and challenges, establishing Timboon and Simpson as the key service centres within the hinterland region, positioning them and defining their role.

The Strategy also recognises the growth and investments being made in the agricultural and energy sectors, which combined with commercial tourism, require affordable land supply and worker housing. This is a key component of the Strategy in designating the future role of Simpson.

The Strategy presents key strategic directions for Timboon and Simpson as detailed below.

Timboon

Timboon will be established as a tourism hub of the Great Ocean Road region and coastal hinterland, capitalising on its location and mix of tourism product and experiences.

Timboon will also be positioned to grow as a popular lifestyle residential destination, strategically located near the coast and connected with Gourmet Food Trail, Camperdown-Timboon Rail Trail and future Twelve Apostles Trail.

Timboon Strategic Direction 1 – Tourism and Visitor Hub of the Hinterland

Focuses on enhancing and developing Timboon further as a regional drawcard for tourism, attracting overnight visitors and visitors staying along the coast. This will include enhanced and expanded tourism product development.

New accommodation offerings are also critical to support visitors and a growing tourist market. The Twelve Apostles Trail will create new market opportunities and synergies.

Timboon Strategic Direction 2 – Lifestyle Residential

Timboon will be positioned towards the lifestyle residential market through adequate land supply, available development opportunities and growth facilitation. This includes standard residential and rural-residential development, along with a diversity of housing types.

Timboon Strategic Direction 3 – Public Realm

Current and future investment will be undertaken to carry out future upgrades within the Timboon town centre to enhance the area and support pedestrianisation. This will enhance residential attraction and visitation to Timboon.

Simpson

Simpson's role as a small agricultural service town will continue to be supported, whilst capitalising on the growing regional visitor economy through the realisation of tourism opportunities and future developments.

Simpson is strategically positioned on the inland routes from the Twelve Apostles to Melbourne, has connection with the Gourmet Food Trail and is proximate to the coast and energy industries. The township will be a preferred location for new worker and affordable housing, catering to future commercial tourism development and gas energy projects.

Simpson Strategic Direction 1 – Public Realm Investment

A Streetscape Masterplan has been developed to guide future investment and improvement within the Simpson town centre.

The masterplan outlines proposed works, treatments and upgrades, along with opportunity for a new or expanded tourism business targeting visitors through the town and promoting local product and the Gourmet Food Trail.

Simpson Strategic Direction 2 – Primary Location for Worker and Affordable Housing

Simpson will be designated and establish as the primary future location for key worker and affordable housing, targeting the energy, commercial tourism and agricultural sectors.

The Strategy delivers a residential growth area south of the township which can be serviced and has direct connections, that can accommodate future residential development and worker housing.

Simpson Strategic Direction 3 – Small-Scale Short Stay Accommodation

There are many visitors who pass through Simpson but limited stopover and short-stay accommodation opportunities, generally limited to the hotel and caravan/camping sites at the Recreation Reserve.

Providing strategic direction to promote future short-term accommodation options within Simpson will help expand its market reach and encourage overnight visitors within the town,

supporting business and bringing in economic benefits. The Strategy presents accommodation options.

Simpson Strategic Direction 4 – Support New Business and Industrial Opportunities

Future use and development of the former milk processing factory and provision of new commercial and industrial zoned land for development will facilitate business and employment opportunities within Simpson.

Council will support these developments and areas have been identified to support future business growth.

Simpson Structure Plan

The Simpson Structure Plan provides a long-term land use planning framework for the township which establishes a new settlement boundary and aligns strategic positioning directions with recommendations to rezone land to provide for residential growth, commercial and industrial development opportunities.

Policy and Legislative Context

The strategy is consistent with the Council Plan 2017-2021, which includes the following commitments and objectives:

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

Increase the economic value of the food and fibre sector within Corangamite Shire.

Support and facilitate the development of the visitor economy.

Increase the population of Corangamite Shire.

Improving the liveability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability.

Improve the appearance of our towns and public spaces.

Ensure the Corangamite Planning Scheme provides for the fair, orderly, economic and sustainable use and development of land.

Preserve the natural environment of Corangamite Shire.

Internal / External Consultation

Preparation of the Strategy has been informed by public consultation and targeted engagement with Council officers, service authorities, government agencies and key local stakeholders from both towns.

Public consultation was undertaken over four (4) weeks during August 2020, including:

- public release via social media and Council’s website
- letter to landowners and residents
- online survey and feedback forms
- public notices
- engagement with service authorities, government agencies and relevant internal departments.

Designated public 'drop-in' sessions were unable to be undertaken due to COVID-19 restrictions.

Consultation on the Strategy focused on four key questions:

- What do you like about the Strategy?
- What don't you like about the Strategy?
- Have we missed anything?
- Do you have any other comments or questions?

A total of sixteen (16) submissions have been received for the Strategy – ten (10) individual landowner/resident submissions and six (6) from government agencies and authorities

Copies of submissions and a consultation summary are provided under separate cover.

Each submission has been reviewed with minor changes made to the Strategy to reflect the comments and feedback received, without changing the strategic direction or intent of the plan. Consultation and public review have helped to develop a complete and robust final plan.

Following adoption by Council, a planning scheme amendment will be prepared and undertaken to implement the Strategy recommendations, which will include a further round of public consultation. Non-planning related implementation actions will also be scheduled.

Financial and Resource Implications

The Strategy has been funded through Council's 2019-2020 Budget. There are no further direct financial or resource implications for Council in progressing to public consultation.

An allocation is provided within Council's 2020-2021 Budget for project implementation, including a planning scheme amendment and future economic development actions and capital works.

Options

The recommended option is for Council to adopt the Strategy.

Other options include adoption subject to changes or deciding not to progress further with the Strategy.

Conclusion

A Positioning Timboon and Simpson Strategy has been prepared to provide strategic direction and position both towns as key service centres and destinations within the coastal hinterland, directly linked with the Great Ocean Road.

Preparation and delivery of the Strategy aligns with Council priorities and actions to support population growth, investment attraction and facilitation of the visitor economy.

A four (4) week public consultation process has been undertaken. A total of sixteen (16) submissions have been received, identifying overall support and raising specific matters, with all comments and feedback considered in preparation of the final Strategy.

Once adopted, implementation of the Strategy will occur through a planning scheme amendment, economic development actions and capital works. A planning scheme amendment will be subject to further review by Council, before proceeding with authorisation and public exhibition.

RECOMMENDATION

That Council adopts the Positioning Timboon and Simpson Strategy.

Attachments

1. Positioning Timboon & Simpson Strategy September 2020 - Under Separate Cover
2. Consultation Summary - Under Separate Cover
3. Combined Submissions - Under Separate Cover

9.3 Designation of Noorat and Cobden Bushfire Place of Last Resort- Neighbourhood Safer Place

Author: Sharna Whitehand, Emergency Management Officer

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Sharna Whitehand

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

Summary

It is proposed that Council designate Bushfire Places of Last Resort - Neighbourhood Safer Places (BPLR) for Cobden and Noorat. The CFA approved BPLR in Cobden is along Curdie Street between Victoria Street and Adams Street, and in Noorat the CFA approved BPLR is at the Noorat Recreation Reserve.

Introduction

In the aftermath of the South West Complex fires (March 2018) community members from the townships of Cobden and Noorat asked Council for a Bushfire Place of Last Resort (BPLR).

The *Country Fire Authority Act 1958 (Vic)* and the *Emergency Management Act 1986 (Vic)*, require councils to identify, designate, establish and maintain suitable places as BPLRs in their municipal districts.

BPLRs are not community fire refuges or relief centres; they are places of last resort during the passage of a fire and are places of relative safety only. BPLRs are assessed by the CFA as providing some protection from immediate risk of direct fire attack, but not necessarily from other risks such as flying embers and smoke. They do not guarantee survival and there may be risks to safety in attempting to travel to or seeking access to a BPLR during a bushfire.

In determining the appropriateness of a site as a potential BPLR, legislation requires councils to identify potential locations and notify the CFA. The CFA assesses and certifies potential locations having regard to CFA Fire Rating Guidelines. If the proposed BPLR meets the criteria, the BPLR is certified by the CFA. If not, the proposed BPLR location cannot be designated. For those sites that meet the CFA criteria, they are then further assessed against the criteria in Council's Bushfire Place of Last Resort - Neighbourhood Safer Places Plan, which is outlined in this report. The BPLRs are then approved for designation by the Municipal Emergency Management Planning Committee and Council.

This process was used to establish BPLRs in Port Campbell and Timboon in 2012, Skipton Derrinallum and Lismore in 2013 and Camperdown in June 2020. With the exception of Camperdown, these towns were assessed as having either Extreme, Very High or High risk

of bushfire in the municipality by reference to the Victorian Fire Risk Register (VFRR). Cobden has a VFRR rating mostly of Medium with some sections falling into high. Noorat has a VFRR rating of high.

On 1 May 2019 Council requested CFA to assess potential BPLR locations in Camperdown, Terang, Cobden and Noorat. Council has yet to find a compliant location in Terang. Council is requesting further localities to be assessed in Terang; however, these assessments are not expected to be completed by CFA before the 2020/2021 Fire Season.

Issues

Council consulted with the Municipal Fire Management Planning Committee (MFMPC) and Municipal Emergency Management Planning Committee (MEMPC) regarding the location of potential BPLR sites in Cobden and Noorat. The identified sites were then nominated to CFA to assess as potential BPLRs. The CFA, in consultation with Council, assessed the proposed sites in accordance with CFA guidelines and found that Curdie St Cobden between Victoria Street and Adams Street (Figure 1) and the Noorat Recreation Reserve (Figure 2) were compliant with the legislated requirements of a BPLR.

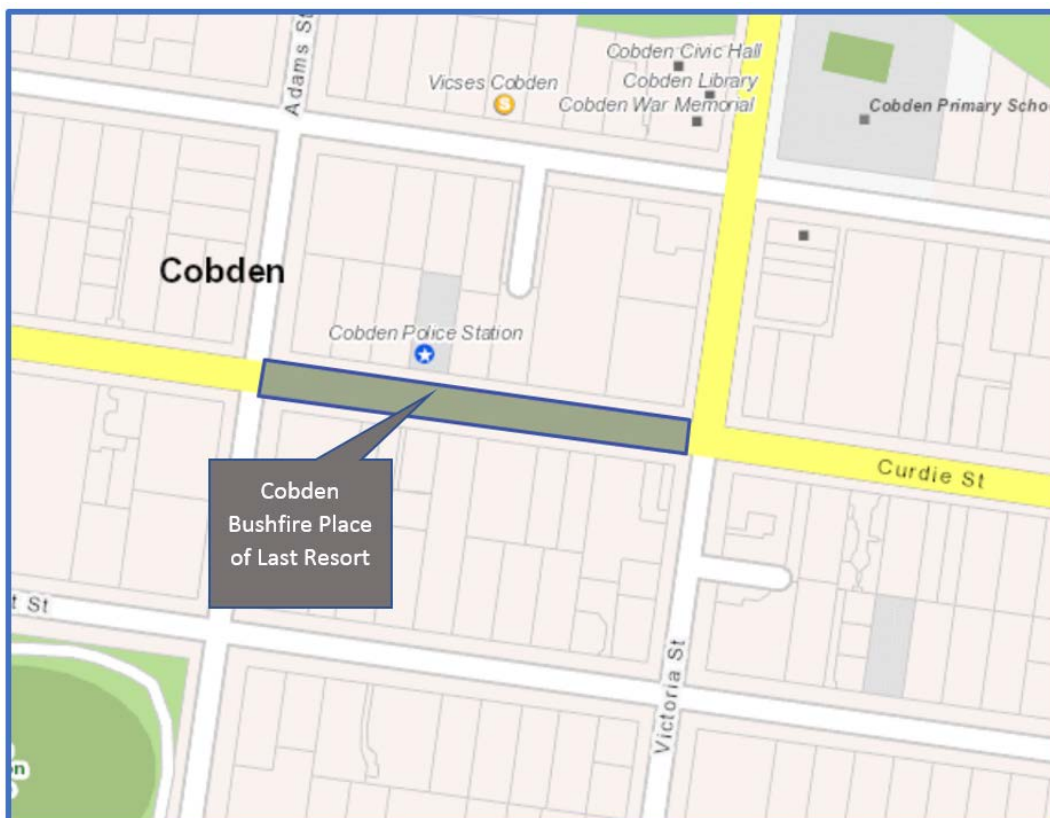


Figure 1 Curdie St Cobden between Victoria St and Adams St



Figure 2 Noorat Recreation Reserve 65 MacKinnons Bridge Road Noorat

Council seeks to identify outdoor locations where possible which allows unimpeded access to the site day or night. Existing buildings often require significant improvements or reconstruction to meet Fire Safety (BAL) Rating criteria suitable for a BPLR. Indoor BPLRs have also proved confusing for the community to differentiate between a Relief Centre.

The Cobden and Noorat BPLR sites were then further assessed in accordance with the criteria outlined below, which are key areas within the Corangamite Neighbourhood Safer Places Plan.

Consent and right of access

The Cobden BPLR at Curdie Street is part Council managed and part Regional Roads managed. Noorat BPLR at the Recreation Reserve is owned and managed by the Noorat Recreation Reserve Trustees. Preliminary consent to use the road reserve and recreation reserve was sought and obtained from the respective management groups.

Access and egress

The accessibility of a site needs to consider the potential numbers of people using the BPLR and the circumstances of such use. These locations are considered to have an appropriate level of access from the general area.

Maintenance of the site in accordance with CFA criteria

Given Council and Regional Roads Victoria currently maintain Curdie Street Cobden, the current maintenance levels at this location meet the criteria for the establishment of a BPLR.

The Noorat Recreation Reserve Trustees have committed to undertaking ongoing vegetation management at the reserve to the current level. Therefore, no additional maintenance costs should be required from the Trustees or Council. Council will monitor the sites to ensure that they continue to meet the CFA criteria as part of the annual BPLR inspection process.

Defendable space

Adequate space exists around the sites should CFA units be available at the time of an emergency.

Signage

Appropriate signage is necessary to ensure that the community is aware of the BPLRs. Provision of Signage is the responsibility of Council and will be installed once all approvals have been obtained.

Policy and Legislative Context

The *Emergency Services Legislation Amendment Act 2009* and the *Emergency Management Act 1986* require the CFA to certify BPLRs against the CFA's Fire Rating Criteria, and councils to identify, designate, establish and maintain suitable places as BPLRs in the municipal district. Designation of the BPLR is therefore consistent with statutory obligations under this legislation.

Designation of BPLRs is also consistent with Council's objective to provide a leadership, planning and coordination role in Emergency Management.

Internal / External Consultation

Council consulted with the CFA in initially identifying sites to be assessed as potential BPLRs. After receiving the CFA's assessments of the site, additional consultation took place with the CFA, Victoria Police and selected community members and the Municipal Emergency Management Planning Committee (MEMPC) about the designation of these reserves as BPLRs.

Financial and Resource Implications

Council has a responsibility to ensure BPLRs are maintained to an appropriate level prior to the fire season. If the fuel criteria for a BPLR cannot be maintained, Council and the CFA have the ability to remove the site as a BPLR or undertake the works to maintain its status.

All BPLRs that have been designated within Corangamite Shire have been selected based on the ability of the site to achieve BPLR designation with limited or no change in the level of maintenance at the site. BPLRs that require Council to undertake works have been included in the 2020-21 budget process and will be completed as part of Council's annual fire prevention works program.

The CFA has certified that the proposed Cobden and Noorat BPLRs meets the CFA requirements for a BPLR.

Both the MFMP and the MEMPC have accepted the CFA assessment and approve the Cobden and Noorat BPLR sites for Council consideration and adoption.

Options

Council has the option to designate or not designate these BPLRs. If Council chooses to not designate the BPLRs, the objective of current legislation to establish places of last resort will not be met, or alternative locations will need to be identified for assessment.

If Council designates these BPLRs, the following further actions are required:

- Advise the CFA of the designated Bushfire Place of Last - Neighbourhood Safer Places.
- Record the designated Bushfire Place of Last Resort - Neighbourhood Safer Place in the Municipal Fire Management Plan in accordance with *section 55A(2)(ca)* of the *Country Fire Authority Act 1958* and in the Municipal Emergency Management Plan in accordance with *section 20(2)(ba)(i)* of the *Emergency Management Act 1986*.

- Install and maintain signs at designated locations.
- Advise MAV and EMV of the designation of a BPLR.
- Annually inspect the site to determine CFA compliance and maintenance requirements.

Conclusion

The communities of Cobden and Noorat requested a Bushfire Place of Last Resort after they experienced the South West Complex Fires in 2018. The designation of a Bushfire Place of Last Resort - Neighbourhood Safer Place in Cobden and Noorat may assist in saving lives in an extreme or catastrophic fire event.

Curdie Street Cobden between Victoria Street and Adams Street and Noorat Recreation Reserve met the CFA's Fire Rating Criteria and Council's BPLR assessment guidelines for designations as a BPLR.

RECOMMENDATION

That Council:

- 1. Designates Curdie Street Cobden between Victoria Street and Adams Street and Noorat Recreation Reserve as Bushfire Places of Last Resort-Neighbourhood Safer Places.**
- 2. Advises the CFA of the designation.**
- 3. Records the designated Bushfire Places of Last Resort in the Municipal Fire Management Plan and amends the Corangamite Bushfire Place of Last Resort Plan to include the Cobden and Noorat Bushfire Places of Last Resort.**

9.4 Retail Area Façade Improvement Program

Author: Tammy Young, Economic Development and Events Officer

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Tammy Young

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

Summary

The purpose of this report is to allocate funds for Council's 2020-2021 Retail Area Façade Improvement Program (RAFIP).

Introduction

The aim of the RAFIP is to encourage businesses located in the retail areas of towns within the Corangamite Shire to complete improvement works to their façades to help improve the overall presentation of streetscapes within the Shire.

The program was open to any business located in the commercial area of a town in the Shire that has street frontage. Home based businesses with no street frontage were not eligible.

The Retail Area Façade Improvement Grant Program began in 2015 and over 100 businesses have successfully received a grant resulting in over \$900,000 of improvement works carried out across the Shire.

Issues

The RAFIP opened for applications on 1 July 2020 and closed on 10 August 2020.

Businesses from all towns in the Shire were eligible to apply to the program.

To apply for funding as part of the program, applicants were required to complete an application form and provide all required documentation, as well as have an understanding of the program guidelines to ensure they were aware of what information was required by Council to be completed as part of the program.

The criteria for works that could be considered for funding as part of the program include:

- painting of the façade
- cleaning the existing façade
- removal of redundant signage, air conditioning units and hoardings
- minor repair, maintenance or reinstatement of missing elements
- minor repairs to existing façade tile or stone accents

- minor repairs to structural façade elements and awnings
- new, repairs or replacements of verandahs
- installation of new business signage
- installation of store lighting visible from the street.

Following the application period, 29 applications to the program were received requesting \$69,990.00 (exc. GST) of funding with the total value of works proposed totalling \$179,124.20.

The applications to the program were evaluated based on the program's assessment criteria. Results of these evaluations were then ranked from highest to lowest to provide the recommendation for businesses to be funded (see attached).

As the value of applications for funding exceed the budgeted amount of \$50,000, Council has the option to fund additional businesses.

This proposed additional allocation would allow an extra three business who have met the programs criteria to be funded (23 in total). The total cost of this additional allocation would be \$7,455.00. The funding would be provided from carry forwards in last year's budget for projects that came in under budget or didn't proceed. This additional funding was approved at the August Council Meeting.

The six businesses that have not been recommended for funding were unsuccessful due to their application not meeting the requirements of the program leading to a lower score when evaluated against the RAFIP criteria.

Policy and Legislative Context

The RAFIP Policy was adopted by Council in June 2020.

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

The program is consistent with the following Council Plan 2017-2021 strategies as part of the Vibrant Economy, Agriculture and Tourism theme:

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

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

The program is also supported by numerous community plans that have been completed in the Shire which list improvements to business façades as one of their top priorities.

Internal / External Consultation

Following the adoption of the 2020-2021 Budget and the updated Retail Area Façade Improvement Program Policy, external consultation about the program has occurred across the Shire.

The program has been subject to three media releases, been advertised in Council's Noticeboard in the Warrnambool Standard and all three Western District Newspapers and has been included as an item in a weekly radio interview on two occasions. Radio interviews covering the program have also occurred on ABC Radio, 3CS and 3YB.

Business visits were also completed by members of the Growth and Engagement team to towns in the Shire to promote the program.

The program has also been advertised through Council's social media channels including Facebook and Instagram, with Facebook posts attracting over 10,000 views.

Financial and Resource Implications

The Retail Area Façade Improvement Program has a \$50,000 budget allocation in the 2020-2021 budget to create a fund for businesses to apply to as part of the program.

Businesses have applied on a minimum \$1:\$2 basis to complete improvements to their façades with the amount capped at \$3,000 per business.

It is suggested to allocate a further \$7,455.00 to the program using funding from the 2019-2020 carry forwards from businesses who withdrew their application to the program to allow the three extra businesses to be funded. This additional funding was approved as part of Council's project carry forwards at the August Council Meeting.

Planning fees for 17 planning permits will be waived by Council as part of the program to encourage participation, at a cost of approximately \$13,000, however any relevant building permit fees will apply.

Options

Council may consider the following options for the allocation of funds under the Retail Area Façade Improvement Program:

1. Allocate funds of \$57,455.00 to 23 Retail Area Façade Improvement Program applicants
2. Allocate funds of \$48,455.00 to 20 Retail Area Façade Improvement Program applicants
3. Re-evaluate grant applications and consider funding alternative applications
4. Not allocate funding through the program.

Conclusion

The Retail Area Façade Improvement Program provides businesses from across the Shire with an incentive to complete works to improve the appearance of their façades.

The program aims to improve the appearances of town streetscapes throughout the Shire, providing an incentive for businesses to complete these works while making the process of applying to the program as simple as possible.

The program also helps address a funding gap that has been identified regarding the funding of improvements to businesses' façades.

RECOMMENDATION

That Council allocates funds of \$57,455.00 (excl. GST) to 23 Retail Area Façade Improvement Program applicants as below:

Business Name	Town	Amount
Mount Elephant Hotel Motel	Derrinallum	\$3,000.00
Benallacks Sports	Camperdown	\$1,174.00
Skipton Community Shop	Skipton	\$1,550.00
Curdie Car Care	Cobden	\$3,000.00
Camperdown WellNest	Camperdown	\$3,000.00
Milk and Honey	Timboon	\$2,375.00
Camperdown Chiropractic Centre	Camperdown	\$1,247.00
Port Campbell Hostel	Port Campbell	\$3,000.00
Greavesy's Fruit n Veg	Terang	\$3,000.00
CW Electrical	Cobden	\$3,000.00
Tops Timboon Opportunity Shop	Timboon	\$1,670.00
Timboon Railway Distillery	Timboon	\$3,000.00
Port Central Apartments	Port Campbell	\$1,170.00
Port Campbell Motor Inn	Port Campbell	\$3,000.00
200 Manifold Street	Camperdown	\$2,572.00
Camperdown Bakery	Camperdown	\$3,000.00
Crater to Coast/ Ride with me	Timboon	\$3,000.00
Cobden Sewing Machines	Cobden	\$2,587.00
Kram Café	Terang	\$3,000.00
Farm Mortgages	Camperdown	\$1,110.00
Commercial Hotel	Terang	\$3,000.00
Hampden Hotel	Camperdown	\$3,000.00
25-33 Curdie Street	Cobden	\$3,000.00
Total		\$57,455.00

Attachments

1. Retail Facade Improvement Program 2020-2021



Retail Area Façade Improvement Program

Successful Applications					
No.	Business Name	Town	Grant Amount	Total Works	Works
1	Mount Elephant Hotel Motel	Derrinallum	\$3,000.00	\$7,000.00	Painting Façade to improve appearance
2	Benallacks Sports	Camperdown	\$1,174.00	\$1,760.00	Adding new shop window lighting
3	Skipton Community Shop	Skipton	\$1,550.00	\$2,300.00	New signage, painting façade and new lighting
4	Curdie Car Care	Cobden	\$3,000.00	\$7,175.00	New signage, painting façade and new lighting
5	Camperdown WellNest	Camperdown	\$3,000.00	\$6,120.00	Painting façade and new signage, as they are expanding the business
6	Milk and Honey	Timboon	\$2,375.00	\$3,561.80	New signage and painting for a new business
7	Camperdown Chiropractic Centre	Camperdown	\$1,247.00	\$2,057.00	New signage for newly relocated business
8	Port Campbell Hostel	Port Campbell	\$3,000.00	\$6,447.00	Updating signage and adding new lighting
9	Greavesy's Fruit n Veg	Terang	\$3,000.00	\$4,998.00	Cleaning façade & new signage, as expanding business into new shop
10	CW Electrical	Cobden	\$3,000.00	\$7,174.00	Replacing verandah and painting façade & new signage
11	Tops Timboon Opportunity Shop	Timboon	\$1,670.00	\$3,466.00	Painting façade and replace signage
12	Timboon Railway Distillery	Timboon	\$3,000.00	\$11,000.00	Replace permanent awnings to improve façade
13	Port Central Apartments	Port Campbell	\$1,170.00	\$1,750.00	New signage and lighting
14	Port Campbell Motor Inn	Port Campbell	\$3,000.00	\$4,677.50	New business signage
15	200 Manifold Street	Camperdown	\$2,572.00	\$3,860.00	Improving front façade, removing redundant signage and painting
16	Camperdown Bakery	Camperdown	\$3,000.00	\$9,670.00	Enhancing entrance to courtyard, painting and new lighting
17	Crater to Coast/ Ride with me	Timboon	\$3,000.00	\$6,147.90	New signage, painting façade and minor repairs
18	Cobden Sewing Machines	Cobden	\$2,587.00	\$3,881.00	Remove old signage, paint façade and new business signage
19	Kram Café	Terang	\$3,000.00	\$8,638.00	Updating verandah, new lighting and new signage
20	Farm Mortgages	Camperdown	\$1,110.00	\$1,665.00	New Signage
21	Commercial Hotel	Terang	\$3,000.00	\$4,536.00	Improving visibility & accessibility to side entry
22	Hampden Hotel	Camperdown	\$3,000.00	\$6,000.00	Cleaning façade, replacing tiles and adding planter boxes
23	25-33 Curdie Street	Cobden	\$3,000.00	\$4,500.00	Painting and cleaning façade to improve street scape
	Total		\$57,455.00	\$118,384.20	

Unsuccessful Applications					
No.	Business Name	Town	Grant Amount	Total Works	Works
1	Camperdown Community Health	Camperdown	\$3,000.00	\$7,950.00	New signage and semi transparent film on windows Not Recommended - Ineligible - State Government funded
2	Coastal Pure Water & Kooler Dairy	Cobden	\$1,665.00	\$2,495.00	New business signage Not Recommended - Location is not in retail commercial area of town which is stated in the guidelines
3	Aberlea	Timboon	\$3,000.00	\$43,000.00	Surfacing the driveway and adding new facility signage Not Recommended - Residential area, not commercial retail area
4	Sweet Giftz	Camperdown	\$815.00	\$1,215.00	New signage replacing previous business signage Not Recommended - Works already completed
5	Total Dairy Service	Timboon	\$3,235.00	\$4,850.00	New Business signage and lighting Not Recommended - Location is not in retail commercial area of town which is stated in the guidelines
6	Engineer IT	Timboon	\$820.00	\$1,230.00	Erecting new business signage Not Recommended - Location is not in retail commercial area of town which is stated in the guidelines
	Total		\$12,535.00	\$60,740.00	

9.5 Cell 13 Cap Design, Audit and Construction Quality Assurance Services

Author: Anthony Dufty, Environmental Projects Coordinator

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Anthony Dufty

In providing this advice to Council as the Environmental Projects Coordinator, I have no interests to disclose in this report.

Summary

This report seeks Council approval to award Contract 2021009 for the Cell 13 cap design, audit and construction quality assurance services to SMEC Australia.

Introduction

The tendered services are the provision of design, design assessment, audit and geotechnical assessment / construction quality assurance (CQA) services for Cell 13 cap construction at the Corangamite Regional Landfill.

Tenders were sought from organisations with appropriate experience and capability for these works. Due to Victorian EPA guidelines, the work of design and construction quality assurance services must be independent of the design assessment and audit services.

These specialised consultancy services are essential for construction works at the Landfill to meet the relevant EPA standards. These specialised services are not currently offered on Corangamite Regional Landfill's Earthworks Plant Hire Contract (2020004) nor within Council's other tendered contracts.

Services to be completed under this contract may include (but are not limited to) design of subgrade, geosynthetic membrane system, gas management system and cap profile; the assessment of design specifications and drawings to ensure compliance to EPA; the auditing of construction activities and submission of a construction report to EPA and the completion of geotechnical testing and construction quality assurance services.

The term of this contract will be from November 2020 and will continue until construction of the new Cell 13 Cap is completed on or before June 2023. When establishing the completion date for the contract allowance has been made for delays due to geosynthetics supply constraints, testing of materials, and the weather dependence of liner installation.

Issues

The tender was advertised in the Herald Sun on 15 July 2020.

Council received seven tenders for 'Cell 13 Cap Design, Audit and CQA Services – Corangamite Regional Landfill'.

Council has provided an allocation in the 2020-2021 Budget for the design, audit and construction quality assurance services of the capping of waste Cell 13. Work on the design of the Cell 13 cap is scheduled to commence in November 2020.

All submissions were assessed by a tender evaluation panel that included the Manager, Environment and Emergency; Environmental Projects Coordinator; and Accountant.

All tenders were assessed against the following tender evaluation criteria with the associated weightings applied:

- Value for money (30%)
- Project methodology and approach (25%)
- Technical capability and relevant experience (25%)
- Local Content (20%).

All tenders were considered in accordance with the *Local Government Act 2020*, Council's Procurement Policy and the evaluation criteria listed in the tender document. A summary of the assessment is provided below, and further details are provided in the technical evaluation report under separate cover.

SMEC Australia's tender price was \$130,407 (this is a combined price from SMEC Australia and EHS Support tender documents). This price is the second lowest when compared to all other tenders received which included design, design assessment, audit and construction quality assurance services. The lowest tendered price (Tenderer 4) included a very low price for construction quality assurance services, which was considered to pose an unacceptable risk for project variations, as these costs are normally quite high. Other low tendered prices (Tenderer 1 and Tenderer 3) did not include all aspects of the tender. SMEC Australia included a reasonable price for construction quality assurance which would limit the extent of variation for the contract.

SMEC Australia met the tender and EPA Victoria requirements to demonstrated independence of audit and design functions. SMEC Australia has tendered as the design group (design and construction quality assurance services) in association with EHS Support as the audit group (design assessment and audit). This relationship satisfies the EPA's need for independence without compromising Council's ability to complete the tasks in a reasonable timeframe. SMEC has worked as design engineers for Drysdale and Corio Landfill sites and EHS worked as auditor for Portland Landfill cap construction. Both groups have worked on regional landfills in Victoria and understand the Best Practice Environmental Management (BPEM) and other requirements of EPA Victoria.

The design for landfill cell caps is highly specialised. SMEC Australia's submission provides Council with confidence in their ability to meet all requirements and draw on their experience from both Victorian and overseas landfills. Local regional experience by both the design and audit groups and their demonstrated working relationship will minimise the cost of any potential contract variations.

SMEC Australia scored highest during evaluation of submissions:

Contractor	Price Tendered	Score out of 100
Tenderer 1	\$55,925	44
Tenderer 2	\$170,766	59
Tenderer 3	\$147,032	50
Tenderer 4	\$95,295	41
Tenderer 5	\$158,880	59
SMEC Australia	\$130,407	60
Tenderer 7	\$213,280	35

Based on this assessment, the tender evaluation panel recommend that Council award Contract 2021009: Cell 13 Cap Design, Audit and CQA Services - Corangamite Regional Landfill to SMEC Australia and EHS Support as their tender submission offers value for money and they have extensive design, audit and construction quality assurance experience at landfills in Victoria which are subject to the same controls as Corangamite Regional Landfill.

Policy and Legislative Context

The contract 2021009: Cell 13 Cap Design, Audit and CQA Services - Corangamite Regional Landfill, is in keeping with commitments in the 2017-2021 Council Plan:

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.

Internal / External Consultation

This tender was advertised in the Herald Sun on 15 July 2020 with a closing date of 6 August 2020.

Financial and Resource Implications

Budgeting for these works will continue as part of the annual budgetary process. As the Landfill operates as a cost-recovery business, all expenditure related to this contract will be funded from the facility's user fees.

The tendered price of SMEC Australia is \$130,407 (ex GST) which is lower than the projected budget for these works.

The contract includes a schedule of rates based on previous cell capping timelines and it is likely that the total cost will be higher once the works are completed. The need for variations has previously been experienced in the construction quality assurance area due to external factors such as weather delays.

The timeframe for construction works of Cell 13 cap is between November 2020 and June 2023. SMEC Australia will commence design works in late spring 2020 after awarding the tender.

Options

Council may choose to:

1. Award the tender based on the tender evaluation (recommended option).
2. Award the tender to an alternate supplier.

-
3. Not award the tender to any supplier at this time and re-advertise.

Conclusion

Council advertised for tender submissions for the Cell 13 cap design, audit and construction quality assurance services to support the construction earthworks at Corangamite Regional Landfill. Council received seven tender submissions.

It is recommended that Council accept the tender submission received from SMEC Australia and EHS Support. The SMEC Australia and EHS Support tender provides the landfill with the specialist services needed to construct to EPA standards. The recommended tender provides both value for money and certainty for Council in regard to the management of site, safety risks and compliance with requirements of the *Occupational Health and Safety Act 2004*.

RECOMMENDATION

That Council:

1. **Awards Contract 2021009 – Cell 13 Cap Design, Audit and CQA Services Corangamite Regional Landfill to: SMEC Australia as the design group in accordance with SMEC Australia submission.**
2. **Awards Contract 2021009 – Cell 13 Cap Design, Audit and CQA Services Corangamite Regional Landfill to: EHS Support as the audit group in accordance with SMEC Australia submission.**
3. **Affixes the Common Seal of Council to the contract.**

Attachments

1. 2021009 Evaluation Panel Technical Report - Under Separate Cover
2. 2021009 Declaration No conflict of Interest Anthony Dufty - Under Separate Cover
3. 2021009 Declaration No Conflict of Interest Jacqui Hefferman - Under Separate Cover
4. 2021009 Declaration No Conflict of Interest Lyall Bond - Under Separate Cover

9.6 Road Sealing Contract 2020-2021

Author: John Kelly, Manager Assets Planning

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - John Kelly

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

Summary

This report seeks to award the contract for sealing of various local roads throughout Corangamite Shire and Warrnambool City in 2020-2021 which is a collaborative tender between the two municipalities.

Introduction

Council maintains 914 km of sealed roads. These roads require periodic sealing to maintain surface condition and preserve the underlying road pavement.

Following on from a successful collaboration between Corangamite Shire and Warrnambool City Council over the last five years, a collaborative approach has again been undertaken in 2020-2021 to share resources and have the annual sealing programs for both municipalities done under one contract for the purpose of improving efficiencies and reducing costs.

Issues

Corangamite Shire's resealing program this year covers 81km of roads, which is approximately 8.8% of the sealed road network. This amount of sealing is necessary to ensure Council's roads are maintained in their present condition and is in line with strategic asset management modelling.

Nomination of the roads for the sealing contract has been based on the data collected from road surface condition assessments undertaken throughout the Shire. Recent on-site inspections have taken place to confirm that the nominated roads for the sealing program are still appropriate and to prepare a default sealing design for each road for the tender documents.

Council has undertaken a competitive tender process to recruit a suitably qualified and experienced contractor to undertake resealing works on the nominated roads.

Three tenders have been submitted for the resealing works on various local roads in Corangamite Shire and Warrnambool City Council in 2020-2021. All tenders were deemed compliant and all three tenderers are experienced contractors who are prequalified for road surfacing works with VicRoads.

There is a variance of 39% between lowest and highest tender prices. The lowest price submission from Inroads is 16% less than the benchmark estimate.

Local content, defined as within the Corangamite Shire and Warrnambool City Council, was evident in all tender submissions in varying degrees with the contractors advising of their intentions of purchasing accommodation, meals and fuel locally for their crews during the period of works.

A panel comprising Council staff from both Corangamite Shire and Warrnambool City Council undertook an independent evaluation of the tender submissions in accordance with Council's Procurement Policy and with the specified criteria. A panel meeting was held to validate the evaluations, aggregate the scores and provide a recommendation of award for Council's resolution. An aggregate of the scores for each of the conforming tender submissions, against the criteria with applied weighting for the evaluation, is provided in Table 1 below.

	Tender Price (exc GST)	Financial Benefit	Experience, Past Performance	Quality Assurance	Local Content	WEIGHTED SCORE
Weighting		50%	15%	15%	20%	
Contractor	Scores					
Inroads	\$2,443,260	50	12	15	20	97
Tenderer 1	\$2,602,812	46.7	9	15	20	90.7
Tenderer 2	\$3,385,604	35.9	12	15	5	67.9

Table 1: Aggregated Tender Submission Assessment

A Technical Evaluation Report which provides further detail on the assessment of tenderers is attached under separate cover.

It is considered that the best overall value for both municipalities is provided from the tender submitted by Inroads at a price of \$2,443,260 (plus GST).

Policy and Legislative Context

The contract for the sealing of various local roads in 2020-2021 was advertised for public tender, as required under the *Local Government Act* and Council policy, as it is a purchase greater than \$150,000.

Corangamite Shire's Council Plan 2017-2021 emphasises our commitment to maintaining our local roads. Relevant objectives in our Plan are:

Maintain our local road network at current or improved standards.

Council will focus on the provision of high-quality roads.

Internal / External Consultation

An agreement has been made between Warrnambool City Council and Corangamite Shire for the 2020-2021 sealing works in these municipalities to be done under one contract. A copy of the agreement is attached under separate cover. Warrnambool City Council has agreed to Corangamite Shire engaging a contractor to carry out both municipalities' sealing works. Further approval is not required from Warrnambool City Council prior to the award of the sealing contract.

Tenders were invited for these works by way of newspaper advertisements in July 2020. A set of tender documents was sent to five prospective tenderers on request.

Financial and Resource Implications

The current available budget for the sealing works in Corangamite Shire this financial year is \$2,073,000.

Based on the tender price from Inroads, the cost to complete the Corangamite Shire component of the 2020-2021 sealing contract is \$1,848,405 which is a \$226,668 saving on budget. The cost for the Warrnambool City Council component of the works is within that municipality's budget.

The sealing prices obtained in 2020-2021 have decreased 13% compared with those in the 2019-2020. This correlates with the approximate 10% decrease observed in the price of bitumen/tonne in the last 12 months based on the Australian Bureau of Statistics (ABS) price index for bitumen.

The contract would be awarded on the basis of a two-year defects liability period.

In previous years when the tendered amount has been less than budget, Council has made the following decisions based on the financial position of the organisation and condition of the sealed road network:

- During the 2000's on at least two occasions, Council decided to increase the sealing program area to the full amount of the budget to lift overall road condition
- In the 2012-2013 and 2014-2015 budgets, Council decided to direct the savings to general revenue in light of cost pressures on the organisation and the stabilisation of the sealed road condition
- A condition of the Federal Government's Roads to Recovery current funding allocation is the Council spends at least \$6m of its own expenditure on road construction and maintenance. As a result, savings from the 2015-2016, 2016-2017, 2017-2018 and 2019-2020 sealing program were put towards other road maintenance activities, to meet the above condition.

Council's sealed road network remains in a stable condition in line with its overall strategy of maintaining the network at current or improved standards. Council can have confidence that a program of sealing of 81km, or approximately 8.8% of the network, will continue to maintain the sealed road network condition. This has been validated from an assessment of the most recent road condition inspections. Therefore, it is recommended that the 2020-2021 sealing program be completed as planned with no additional sealing works added to the program and that savings be put towards other road maintenance activities to be identified.

The lowest priced tenderer, Inroads, is a recognised sealing contractor in the market and is based in Horsham. Inroads successfully delivered the 2017-2018, 2018-2019 and 2019-2020 joint sealing programs as well as Corangamite Shire's sealing programs for seven consecutive years prior to 2016 and Warrnambool City Council's sealing program for five years consecutively up until 2014-2015. Inroads has had a good working relationship previously with Council and has delivered a quality product with minimal rework required.

Options

Council has the option to award the tender to Inroads as recommended or to select an alternate tenderer.

Should Council opt to proceed with awarding the contract to Inroads, Council can choose to allocate the \$226,668 saving on budget, as follows:

1. Increase the 2020-2021 sealing program area with the next highest priorities, to bring the total cost up to the budget of \$2,073,000.
2. Maintain the 2019-2020 sealing program at the tendered amount and realise the saving on budget. The savings would be directed to general revenue and improve the organisation's financial position.
3. Maintain the 2019-2020 sealing program at the tendered amount and put the savings to other road maintenance activities to be identified as a part of the September quarter budget review. This option is preferred by Council officers as it will enable the requirements of the Road to Recovery funding program described above to be met.

Conclusion

The sealing contract has been tendered and evaluated in accordance with Council policy and the evaluation criteria. It is considered that the best overall value for Council is provided from the tender submitted by Inroads. Warrnambool City Council has been involved with the tender evaluation process and supports this recommendation. Based on the tender price from Inroads, the cost to complete the proposed 2020-2021 works in Corangamite Shire is a \$226,668 saving on budget.

RECOMMENDATION

That Council:

1. **Awards Contract No. 2021011 - Sealing of Various Local Roads throughout Corangamite Shire and Warrnambool City in 2020-2021 to Inroads for the contract sum of \$2,443,260 plus GST.**
2. **Affixes the Common Seal of Council to the contract.**
3. **Uses a saving on budget of \$226,668 for road maintenance activities to ensure Roads to Recovery funding requirements are met.**
4. **Approves that any variations to the contract sum within the existing budget be approved under the delegation of the relevant Council officer up to CEO delegation level.**
5. **Delegates to the CEO, authority to approve any variations to the contract requested by Warrnambool City Council.**

Attachments

1. List of Tender Prices - 2020-2021 Sealing Contract - Under Separate Cover - Confidential
2. Tender Evaluation Report - 2020-2021 Sealing Contract - Under Separate Cover - Confidential
3. Signed Agreement Between Corangamite Shire and Warrnambool City Council for 2020-2021 Sealing Program - Under Separate Cover - Confidential
4. Copies of Declarations of Tender Evaluation Panel Members for Sealing Contract - Under Separate Cover

9.7 Slurry Sealing Contract 2020-2021

Author: John Kelly, Manager Assets Planning

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have a direct conflict of interest to disclose in this report as a benefitting property owner.

Author - John Kelly

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

Summary

This report seeks to award the contract for slurry sealing of various local roads in Corangamite Shire in 2020-2021.

Introduction

Bituminous slurry sealing, otherwise known as microsurfacing, is an alternative to sprayed sealing and thin layer asphaltting. It is a mixture of bitumen emulsion, aggregate and water spread over the road surface in thin 10 to 15mm layers without the need of heating or compaction. The road can be opened to traffic later that day once the treatment has been given time to cure.

More so than a regular sprayed seal, slurry sealing can provide minor road shape correction and as a result, improved rideability for vehicles. At an approximate cost of \$15/m² the slurry seal is a low-cost alternative to a thin asphalt layer which is approximately \$40/m².

Issues

Rideability in a road can be expressed with the International Roughness Index (IRI) which represents the cumulative vertical movement in m/km of a single vehicle wheel on a road segment. The industry accepted intervention level for roads for improving ride quality is an IRI of 5.31. If the rideability is improved, the IRI value of a road will be lowered.

As part of condition assessments undertaken on Council's local sealed road network in May this year, the surface profile of all roads was measured using vehicle mounted lasers.

The IRI results of the road segments treated with a slurry seal in February this year before the condition assessments are shown in the below Table 1.

Road Segment	IRI value average of wheel paths
Park Road, Camperdown Ch. 0 to 0.49km	4.83
Park Road, Camperdown Ch. 0.49 to 1.42km	3.66
Vite Vite Skipton Road, Vite Vite Ch. 12.58km to 13.55km	4.85
Vite Vite Skipton Road, Vite Vite Ch. 13.55km to 14,25km	4.83
Vite Vite Skipton Road, Vite Vite Ch. 14.25km to 14.95km	5.17
Vite Vite Skipton Road, Vite Vite Ch. 14.95km to 15.55km	4.57
Vite Vite Skipton Road, Vite Vite Ch. 15.55km to 16.29km	4.98

Table 1: Roughness Index of Roads Treated in 2019-2020 Slurry Sealing Program

It is considered that the rideability on these roads has been improved with the slurry seal treatments however there are no prior IRI values available to compare before and after results.

Following on from the 2019-2020 program it is proposed that the slurry sealing treatment be trialled on the surfaces of further select local road segments in Corangamite Shire which have been identified as having minor rutting and/or shape loss but do not currently require pavement strengthening and/or rehabilitation. The expectation is that the condition of the treated roads would be preserved further and rideability of the road improved.

For the 2020-2021 slurry sealing program, the selected sections of road in the below Table 2 have recorded IRI values from the recent assessment greater than the intervention level figure of 5.31.

Table 2

Road Segment	IRI value average of wheel paths
Park Avenue, Camperdown Ch. 0 to 0.57km	6.41
Vite Vite Skipton Road, Vite Vite Ch. 9.65km to 10.6km	5.64
Vite Vite Skipton Road, Vite Vite Ch. 10.6km to 11.36km	6.1
Vite Vite Skipton Road, Vite Vite Ch. 11.36km to 12.58km	5.78
Chocolyn Road, Chocolyn Ch. 3.47km to 4.28km	6.08
Chocolyn Road, Chocolyn Ch. 4.28km to 4.84km	5.33

Table 2: Roughness Index of Proposed Roads in 2020-2021 Slurry Sealing Program

Council has undertaken a competitive tender process to recruit a suitably qualified and experienced contractor to undertake slurry seal works on the roads listed in Table 2.

Three tenders have been submitted for the slurry sealing works on local roads in 2020-2021. All tenders were deemed compliant and all three tenderers are experienced contractors who are prequalified for road surfacing works with VicRoads.

There is a variance of 28% between lowest and highest tender prices. The lowest price submission from Colas Solutions is marginally less than the benchmark estimate.

Local content, defined as within the Corangamite municipality, was evident in all tender submissions with the contractors advising of their intentions of purchasing accommodation, meals and fuel locally for their crews during the period of works.

A panel comprising Council staff undertook an independent evaluation of the tender submissions in accordance with Council’s Procurement Policy and with the specified criteria. A panel meeting was held to validate the evaluations, aggregate the scores and provide a recommendation of award for Council’s resolution. An aggregate of the scores for each of the conforming tender submissions, against the criteria with applied weighting for the evaluation, is provided in Table 3 below.

	Tender Price (exc GST)	Financial Benefit	Experience, Past Performance	Quality Assurance	Local Content	WEIGHTED SCORE
Weighting		50%	15%	15%	20%	
Contractor	Scores					
Colas Solutions	\$307,390	50	12	15	20	97
Tenderer 1	\$354,965	43.3	9	15	20	87.3
Tenderer 2	\$393,184	39.1	15	15	20	89.1

Table 3: Aggregated Tender Submission Assessment

A Technical Evaluation Report which provides further detail on the assessment of tenderers is attached under separate cover.

It is considered that the best overall value for Council is provided from the tender submitted by Colas Solutions at a price of \$307,390 (plus GST).

Policy and Legislative Context

The contract for the slurry sealing of various local roads in 2020-2021 was advertised for public tender, as required under the *Local Government Act* and Council policy, as it is a purchase greater than \$150,000.

Corangamite Shire’s Council Plan 2017-2021 emphasises our commitment to maintaining our local roads. Relevant objectives in our Plan are:

Maintain our local road network at current or improved standards.

Council will focus on the provision of high-quality roads.

Internal / External Consultation

Tenders were invited for these works by way of a newspaper advertisement in the Herald Sun in August 2020. A set of tender documents was sent to four prospective tenderers on request.

Financial and Resource Implications

The current available budget for the sealing works in Corangamite Shire this financial year is \$300,000.

Based on the tender price from Colas Solutions, the cost to complete the 2020-2021 slurry sealing contract is \$307,390 which is a \$7,390 shortfall on the budget. A portion of the savings from the budget from the recently awarded contract for the annual sprayed seal program could be put towards meeting this shortfall. This can be reconciled as a part of Council’s mid-year budget review.

The contract would be awarded on the basis of a two-year defect’s liability period.

The lowest priced tenderer, Colas Solutions has undertaken extensive slurry sealing works in Queensland, NSW, SA and WA and is prequalified with Department of Transport to undertake surfacing works in Victoria. Officers from Queensland's state road authority advised that they have been impressed with the professionalism of Colas Solutions and the quality of its slurry seal work on the main roads.

Options

Council has the option to award the tender to Colas Solutions as recommended, select an alternate tenderer or to not proceed with the tender at this time or at all.

Conclusion

The slurry sealing contract has been tendered and evaluated in accordance with Council policy and the evaluation criteria. It is considered that the best overall value for Council is provided from the tender submitted by Colas Solutions. Based on the tender price from Colas Solutions, the budget to complete the proposed works would be required to be increased by a further \$7,390.

RECOMMENDATION

That Council:

- 1. Awards Contract No. 2021012 – Slurry Sealing of Various Local Roads in 2020-2021 to Colas Solutions for the contract sum of \$307,390 plus GST.**
- 2. Affixes the Common Seal of Council to the contract.**
- 3. Approves that any variations to the contract sum be approved under the delegation of the relevant Council officer up to Director delegation level.**

Attachments

1. Copies of Declarations of Tender Evaluation Panel Members for Slurry Sealing Contract - Under Separate Cover - Confidential
2. List of Tender Prices for 2020-2021 Slurry Sealing Contract - Under Separate Cover - Confidential
3. Tender Evaluation Report for 2020-2021 Slurry Sealing Contract - Under Separate Cover - Confidential

9.8 Planning and Environment Act 1987 - Instrument of Appointment and Authorisation

Author: Penny MacDonald, Executive Services and Governance Coordinator

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Penny MacDonald

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

Summary

Council's Instrument of Appointment and Authorisation for the exercise of powers under the *Planning and Environment Act 1987* and the *Local Government Act 2020* has been revised due to personnel changes. This report provides advice on the changes and recommends a new Instrument be made.

Introduction

Council authorises a range of officers to act on its behalf in the enforcement of various State laws that are specific to their roles.

The Instrument of Appointment and Authorisation covers the roles of Planning Officers and Environmental Health Officers in the administration and enforcement of the *Planning and Environment Act 1987*.

Issues

The Instrument of Appointment and Authorisation, dated 26 May 2020, requires updating due to personnel changes in the Planning department.

The new Instrument of Appointment and Authorisation would apply to the following officers who are appointed as Planning Officers or Environmental Health Officers with responsibilities under the *Planning and Environment Act 1987*.

- Andrew John Mason
- Aaron Gerard Moyne
- Jennifer Katherine Camp
- Melanie Osborne
- Darren Stanley Frost
- Lyall Robert Bond
- William Albert Fidler
- Emily Kate Lanman
- John Timothy Murrhy.

Policy and Legislative Context

The authorisation of officers using this Instrument is consistent with legal advice provided by Maddocks Lawyers. The authorisation is also consistent with the Council Plan 2017-2021 commitment that 'Council will demonstrate high levels of ethical behaviour and governance standards'.

The Instrument ensures officers are authorised for the purposes of the *Planning and Environment Act 1987*, the regulations made under that Act, and under section 313 of the *Local Government Act 2020*, which allows officers to institute proceedings for offences against the acts and regulations described in the Instrument.

Despite introduction of the *Local Government Act 2020*, authorised officers are still appointed under the *Local Government Act 1989*.

Internal / External Consultation

Relevant managers and directors have been consulted in the preparation of the Instrument of Delegation.

Financial and Resource Implications

There are no financial implications associated with the consideration of this report.

Options

Council is required to update the Instrument of Appointment and Authorisation for functions under the *Planning and Environment Act* to ensure officers are appropriately authorised to carry out their roles.

Conclusion

Personnel changes within the Planning department requires Council to update the Instrument of Appointment and Authorisation for functions under the *Planning and Environment Act 1987*. Adoption of the Instrument of Appointment and Authorisation fulfils Council's requirement to ensure its officers are appropriately authorised.

RECOMMENDATION

That Council, in exercise of the powers conferred by s224 of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached Instrument of Appointment and Authorisation (the Instrument), resolves that:

1. The members of Council staff referred to in the Instrument and listed below, be appointed and authorised as set out in the Instrument:

- (a) Andrew John Mason**
- (b) Aaron Gerard Moyne**
- (c) Jennifer Katherine Camp**
- (d) Darren Stanley Frost**
- (e) Melanie Osborne**
- (f) Lyall Robert Bond**
- (g) William Albert Fidler**

-
- (h) **Emily Kate Lanman**
- (i) **John Timothy Murrphy.**
2. **The Instrument comes into force immediately the common seal of the Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.**
 3. **The Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) dated 26 May 2020 be revoked.**
 4. **The common seal of Council be affixed to the Instrument.**

Attachments

1. S11A Instrument of Appointment (Planning and Environment Act) September 2020
2. S11A Instrument of Appointment (Planning and Environment Act) September 2020
Tracked Changes - Under Separate Cover

*S11A. Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)*



CORANGAMITE
SHIRE

Corangamite Shire Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

- Andrew John Mason
- Aaron Gerard Moyne
- Jennifer Katherine Camp
- Darren Stanley Frost
- Melanie Osborne
- Lyall Robert Bond
- William Albert Fidler
- Emily Kate Lanman
- John Timothy Murrhiy

By this instrument of appointment and authorisation Corangamite Shire Council -

1. under s147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Corangamite Shire Council on [date]

The Common Seal of)
CORANGAMITE SHIRE COUNCIL)
 was affixed in the presence of :)

.....
Chief Executive Officer

.....
Date

9.9 Records of Assemblies of Councillors

Author: Andrew Mason, Chief Executive Officer

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Summary

This report documents all Assemblies of Councillors held since reported at the last Meeting of Council on 25 August 2020.

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 considered
- Disclosures of conflict of interest (if any are made)
- Whether a Councillor left the meeting after making a disclosure.

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

Policy and Legislative Context

Tabling the records of all Assemblies 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 Assemblies of Councillors are attached:

- 25 August 2020 Councillor Briefing
- 1 September 2020 Planning Site Inspection
- 8 September 2020 Councillor Briefing.

RECOMMENDATION

That Council accepts the attached records of Assemblies of Councillors.

Attachments

1. Record of an Assembly of Councillors Councillor Briefing 25 August 2020
2. Record of an Assembly of Councillors Planning Site Inspection 1 September 2020
3. Record of an Assembly of Councillors Councillor Briefing 8 September 2020

Council

Record of an Assembly of Councillors



Date: 25 August 2020 **Time:** 3.00 pm
Place: Virtual Meeting via Teams

Present:

Cr Beard Cr Brown Cr Conheady Cr Durant
 Cr Gstrein Cr Illingworth Cr Trotter

Cr Illingworth joined the meeting at 3.25pm

Officers:

Brooke Love Andrew Mason David Rae Rory Neeson

Aaron Moyne (Item 1)

Tammy Young (Item 2)

Guests:

David Hunter, Habitat Planning and Brendan Murphy Bison Energy (Item 1)

Issues Discussed:

Item	Discussion Topic
1	Proposed Bostocks Creek and Cobden Solar Farms
2	Retail Façade Improvement Program 2020-20201
3	Hot Topics <i>Agenda Items, Stronger Together Regional Fast Rail Alliance, Community Sports Grant Outcome, Council Elections, Beyond the Bell, COVID, Economic Futures Update, Timboon Land, 3YO Kindergarten Reform Terang, Planning and Building Fee Waiver, Australia Day, Flooding, Meeting with Minister Local Govt., GOORT</i>
4	Councillor Only Items <i>Hurrys Road Drainage Improvements, Skipton Roadhouse, Attraction of Young People and Families, Character/Design of new houses, Wind Farm Components, GSC Suicide Prevention Launch, Youth Strategy/Youth Council, Bond Street Traffic Counter, NBN Briefing, Park Ave Drainage Issues, Lane Road, Housing for Labourers.</i>

Conflicts of Interest declared: Cr Gstrein declared an indirect conflict of interest in by residential amenity in Agenda Item 9.6.

Councillor left the meeting at: 3.50 pm

Councillor returned to the meeting at: 3.55 pm

Councillor Conflict of Interest Form Completed: Yes

Meeting close: 6.00 pm
Note taker: Andrew Mason

Planning Inspection

Record of an Assembly of Councillors



Date: 1 September 2020

Time: 10.10 am

Location: Blind Creek Road, Bookaar

Application No: PP2019/105

Present:

Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr Conheady Cr Trotter

Officers:

- Aaron Moyne

Applicant:

- Nick Routson, Peter Harlock, Tony Evans (Camperdown Compost Company)
- Jacqueline Gorski (Sustainable Project Management)

Issues Discussed:

- Application summary and overview
- Assessment criteria and policy
- Planning assessment process and reporting
- Summary of objectors concerns

Conflicts of Interest declared: Nil

Meeting close: 11.15 am

Note taker: Aaron Moyne

Council

Record of an Assembly of Councillors



Date: 8 September 2020 **Time:** 10.30 am
Place: Virtual Meeting via ZOOM

Present:

Cr Beard Cr Brown Cr Conheady Cr Durant
 Cr Gstrein Cr Illingworth Cr Trotter

Cr Illingworth joined the meeting at 10.35 am.

Cr Illingworth left the meeting at 3.45 pm and returned at 3.51 pm

Officers:

Brooke Love Andrew Mason David Rae Aaron Moyne

Katie Hearn (Item 2)

Rory Neeson and Brooke Barnewall (Item 3)

Guests:

Amanda Lawrie-Jones, Get Skilled Access (Item 2)

Issues Discussed:

Item	Discussion Topic
1	Council Review
2	Corangamite Shire Council Disability Inclusion Plan 2020-2025
3	Council Style Guide
4	2020-2021 Capital Project Delivery
5	Hot Topics <i>Minister for Local Government Meeting, Swimming Pools, COVID, Christmas Closure, Planning Update, GSC Update, 3YO Kinder, Botanic Gardens Update, Foxhow-Berrybank Road, FAG's, Child Care, Budget Impacts and Lost Income, Community Planning Funding, Governance and Integrity Regulations, Gift Register, Port Campbell Urban Design.</i>
6	Councillor Only Items <i>Derrinallum Maternal Child Health Centre, Terang Playground Fencing, Basins in Leura Street Public Toilet, Blue Green Algae Trial, Cobden Aerodrome Committee Meeting, Housing and Land Shortages, Cobden Streetscape Fruit Trees, Potential Council Candidates.</i>

Conflicts of Interest declared:

Cr Gstrein declared a direct conflict of interest in Item 5 Hot Topics - Planning Application 68 Manifold St, Camperdown.

Councillor left the meeting at: 3.15 pm

Councillor returned to the meeting at: 3.18 pm

Councillor Conflict of Interest Form Completed: Yes

Cr Illingworth declared an indirect conflict of interest in Item 5 Hot Topics – Great South Coast Update.

Councillor left the meeting at: 3.32 pm

Councillor returned to the meeting at: 3.34 pm

Councillor Conflict of Interest Form Completed: Yes

Meeting close: 4.00 pm

Note taker: Andrew Mason

10. OTHER BUSINESS

11. OPEN FORUM

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

To assist with the smooth running of the meeting, we ask that you raise a maximum of two items at a meeting, and submit your questions or statements via email to governance@corangamite.vic.gov.au by 4 pm on the day of the meeting.

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

12. CONFIDENTIAL ITEMS

Nil.