



CORANGAMITE  
SHIRE

# minutes

## CORANGAMITE SHIRE

### MEETING OF COUNCIL TUESDAY 23 JUNE 2020

Held at the Theatre Royal  
Manifold Street, Camperdown  
at 7.00 pm

**COUNCIL:**

Cr Neil Trotter (South West Ward)  
MAYOR

Cr Ruth Gstrein (Central Ward)  
DEPUTY MAYOR

Cr Helen Durant (Central Ward)

Vacant (Central Ward)

Cr Simon Illingworth (Coastal Ward)

Cr Lesley Brown (North Ward)

Cr Jo Beard (South Central Ward)

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**MINUTES OF THE MEETING OF THE CORANGAMITE SHIRE  
COUNCIL HELD AT THE THEATRE ROYAL, MANIFOLD STREET,  
CAMPERDOWN 7.00 PM ON 23 JUNE 2020**

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**PRESENT**

Councillors	N. Trotter (Chairperson), J. Beard, L. Brown, H. Durant, R. Gstrein, S. Illingworth
Officers	Andrew Mason, Chief Executive Officer Lyll Bond, Acting Director Sustainable Development Brooke Love, Director Works and Services David Rae, Director Corporate and Community Services Adam Taylor, Manager Finance Aaron Moyne, Manager Planning

**1. PRAYER**

The prayer was read by the Mayor, Cr N. Trotter.

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

Amen.”

**2. ACKNOWLEDGEMENT OF COUNTRY**

An Acknowledgement of Country was made by the Mayor, Cr N. Trotter.

“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**

Nil.

**4. DECLARATIONS OF CONFLICT OF INTEREST**

Cr L. Brown declared an indirect conflict of interest by close association in agenda item 9.11 and left the meeting prior to any discussion or vote on the matter.

Cr J. Beard declared an indirect conflict of interest by close association in agenda item 9.14 and left the meeting prior to any discussion or vote on the matter.

**DISCLAIMER**

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

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**5. CONFIRMATION OF MINUTES**

**RECOMMENDATION**

That the Minutes of the Corangamite Shire Ordinary Council meeting held on Tuesday 26 May 2020 be confirmed.

**COUNCIL RESOLUTION**

*MOVED: Cr Gstrein*

*SECONDED: Cr Brown*

That the recommendation be adopted.

**CARRIED**

## 6. DEPUTATIONS & PRESENTATIONS

The Mayor, Cr N. Trotter, advised that Council had received two written deputations which had been circulated to Councillors prior to the meeting:

- Ms Gillian Howley regarding Agenda Item 9.14 Terang Battery Energy Storage Facility – Planning Process and Community Feedback Survey
- Mr Daniel Bingham regarding Agenda Item 8.1 Planning Permit Application PP2020/036

The following deputations were received in person at the meeting regarding Agenda Item 8.1 Planning Permit Application PP2020/036:

- Peter Furlong
- Brent Hornby (Graincorp)
- Chris Gibson
- Anthony Mulcahy.

## **7. COMMITTEE REPORTS**

Nil.

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## **8. PLANNING REPORTS**

### **8.1 Planning Permit Application PP2020/036 - Use and Development of Land for a Rural Store (Expansion of Grain Storage and Handling Facility) and Creation of Access to a Road Zone Category 1 (Hamilton Highway) - 3580 Foxhow-Berrybank Road Berrybank**

**Author:** Aaron Moyne, Manager Planning and Building Services

**File No:**

**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 a Rural Store at 3580 Foxhow-Berrybank Road, Berrybank. The proposal involves expansion and upgrade of existing grain storage and handling undertaken on-site, including new site access from Hamilton Highway and associated works.

Five (5) new grain storage bunkers are proposed to provide additional on-site storage capacity and capability to receive additional grades of wheat and barley, whilst enabling in-loading during harvest to occur more efficiently.

Six (6) submissions have been received for the application – three (3) objections and three (3) in support of the proposal.

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 PP2020/036 was received by Council on 22 April 2020 and seeks approval for the Use and Development of Land for a Rural Store (Expansion of Grain Storage and Handling Facility) and Creation of Access to a Road Zone Category 1 (Hamilton Highway).

A permit is required for the use as the existing use rights and current planning approvals do not extend to the area of the site.



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Six (6) submissions have been received for the application – three (3) objections and three (3) submissions in support of the proposal.

Key issues raised in the objections can be summarised as:

- Site access and traffic impacts
- Closure of existing Foxhow-Berrybank Road access
- Landscaping and visual amenity
- Stormwater and drainage management
- Hours of operation
- Vermin management
- Phone, internet and television reception.

Submissions in support of the application refer to:

- Increase in cropping and grain production in Corangamite Shire
- Reduced distance travelled to transport grain
- Reduced transport costs for growers
- Increased local employment.

This report provides a planning assessment of the application.

### ***History***

The site has extensive permit history, including:

- PP2008/170 – permit issued for the Development of a Grain Storage Bunker
- PP2009/135 – permit issued for the Development of Two (2) Grain Storage Bunkers
- PP2010/132 – permit issued for the Expansion of Existing Grain Receival Site (Staged Development)
- PP2012/045 – permit issued for Alteration and Additions to Existing Grain Receival Site including Lunchroom, Office and Associated Facilities
- PP2018/035 – permit issued for Use and Development of Land for Rural Store (3 new grain bunkers and associated works).

PP2018/035 was approved by Council in October 2018 for three (3) additional grain storage bunkers within the proposed development area subject in this application. The permit has not been acted upon.

After issuing the permit, Council formally requested that GrainCorp (as landowner) consider new site access from Hamilton Highway, to assist in minimising amenity impact from heavy vehicles and on-site operations to adjoining residential land.

The use currently operates with no restriction on the hours of operations.

In addition to the permit history, there have been previous concerns raised by adjoining residents regarding compliance and amenity issues.

### ***Subject Land***

The subject site consists of multiple allotments with an approximate area of 22 hectares and is located directly adjacent to the Berrybank Township. The site topography is flat.

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

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

- Four (4) grain storage bunkers
- Grain sample stand
- Single weighbridge and two (2) silo storage facilities
- Site office and amenities building
- Existing dwelling and associated outbuilding.

Vehicular access to the site is provided from an existing crossover on the Foxhow-Berrybank Road, north of the railway line. This is currently the single vehicle entry/exit point.

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

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

### ***Surrounding Area***

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

North-west of the site are two (2) small rural-residential properties containing existing dwellings.

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

The Hamilton Highway adjoins the site along its northern boundary, located within a Road Zone Category 1 and managed by the Department of Transport. Foxhow-Berrybank Road adjoins the western boundary of the site and is a local road managed by Council.

Lismore Township is located approximately 12.5 kilometres west of the site.

The site adjoins the southern boundary of the Berrybank Wind Farm (Stage 1), a project currently under construction. Stage 2 of the wind farm will extend to the east and west of the site (if constructed).



Figure 1 – Planning Zone Map



**Figure 2 – Aerial Plan** (\*Note: yellow shading denotes approximate development area)

### ***Proposal***

The application proposes an upgrade and expansion of an existing grain storage and handling facility at Berrybank.

The site currently operates with existing use rights as a Rural Store. A further permit to use the land is required as it extends beyond the existing area for grain storage.

Specifically, the application includes:

- Creation of a new site access from the Hamilton Highway
- Provision of five (5) new on-site grain storage bunkers – totalling nine (9) bunkers overall
- Erection and relocation of building to service the new site access, including two (2) weighbridges with offices (in/out), sample stand and storage shed
- Provision of an on-site truck marshalling area
- Associated earthworks for the construction of new and expanded bunkers, access tracks and on-site drainage and landscaping, including an earthen mound west of the bunker sites).

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The existing site access from Foxhow-Berrybank Road used for grain in/out-loading will be closed to heavy vehicle access and restricted for emergency and incidental use.

Site expansion and upgrade works will occur in the eastern portion of the site, north of four (4) established bunkers on-site, with a minimum distance of 290m from Foxhow-Berrybank Road and adjoining residential properties.

An on-site truck marshalling area will be provided for twenty-six (26) B-double trucks, to avoid queuing onto the Hamilton Highway.

Indicative traffic figures provided with the application estimate that truck volumes to the site will increase from an average of 2,100 per harvest to 4,000 trucks – an increase of 1,900 vehicles overall. A daily increase from 100 to 120 trucks per day is expected at peak harvest. An increase will also be observed when grain out-loading occurs.

Currently, all trucks access the site from Foxhow-Berrybank Road site entrance. The proposed new site access from the Hamilton Highway will reduce trucks using Foxhow-Berrybank Road, except those coming from the south. Out-loading will see all trucks exit the site to the Hamilton Highway.

The application originally included the following indicative hours of operation:

- Monday-Sunday 7am to 5pm
- Monday-Sunday (Grain Harvest Season) 6am to 2am (24-hour exception)
- Monday-Sunday (Peak Grain Out-loading) 7am to 10pm (24-hour exception).

A formal request has been made by the applicant that no hours of operation be imposed for the use, enabling the site to function and operate efficiently and to meet farming sector and supply chain needs.

The applicant indicates the proposal will provide improved services to the local grain and cropping sector by:

- Providing an additional on-site storage capacity of 66,000 tonnes, taking the site's total capacity up to 129,000 tonnes
- Providing capability to receive additional grades of wheat and barley
- New sale opportunities and reduced transport costs for local growers
- Enabling in-loading and out-loading more efficiently to improve turnaround times and minimise queuing
- Provide additional storage capacity to cater for higher harvests and yields.

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

## **Policy and Legislative Context**

### ***Zoning***

The site is located within the Farming Zone and not subject to any planning overlays. The Hamilton Highway adjoining the site is within the Road Zone Category 1.

A planning permit is required under the Farming Zone to use and develop land for a Rural Store and to create access to the Hamilton Highway as a Road Zone Category 1.

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Decision guidelines are provided within the Farming Zone which address:

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

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

The following clauses from the PPF are considered relevant to this permit application:

Clause 11 Settlement

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

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 17.01-1 Diversified Economy
- Clause 17.01-1R Diversified Economy – Great South Coast

Clause 18 Transport

- Clause 18.01-1S Land Use Transport Planning
- Clause 18.01-2S Transport System
- Clause 18.01-2R Transport Links – Great South Coast

Clause 21 Municipal Strategic Statement

Council's local strategic direction reinforces the importance of agricultural production and associated processing and industry as the largest economic sector within the Shire.

- Clause 21.01-2 Key Issues and Influences

Identifies the importance of facilitating the processing and value adding of agricultural products from the Shire and surrounding region.

- Clause 21.04-1 Agriculture

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

***General Requirements and Performance Standards***

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

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

### Internal / External Consultation

#### *Referrals*

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

<b>Section 55 - Referral Authority</b>		<b>Response</b>
Department of Transport (Determining)		No objection, subject to conditions requiring the creation of new access from Hamilton Highway before use of development commences, including new right and left turn lanes.

<b>Section 52 - Notice Authority</b>		<b>Response</b>
Environment Protection Authority		No response received.
Country Fire Authority		No objection.
VicTrack		No objection, subject to conditions.

<b>Internal Referrals</b>	<b>Response</b>
Assets Planning	Comments provided referring to: <ul style="list-style-type: none"> <li>• Stormwater and drainage management</li> <li>• Access to Hamilton Highway, including signage</li> <li>• On-site truck marshalling</li> </ul>

#### *Advertising*

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

- Letters to adjoining landowners/occupiers
- Council website.

Six (6) submissions have been received for the application – three (3) objections and three (3) submissions in support of the proposal.

Key issues raised in the objections can be summarised as:

- Site access and traffic impacts
- Closure of the existing Foxhow-Berrybank Road access
- Landscaping and visual amenity
- Stormwater and drainage management
- Hours of operation
- Vermin management
- Phone, internet and television reception.

Submissions in support of the application refer to:

- Increase in cropping and grain production in Corangamite Shire
- Reduced distance travelled to transport grain
- Reduced transport costs for growers
- Increased local employment.

Copies of the submissions were provided to the applicant. A response letter was received on 29 May 2020 and forwarded to the submitters for review.

Copies of the submissions and applicant response are provided under separate cover.

### ***Consultation***

Consultation for the application was undertaken and included:

- Pre-application meeting and discussions with the permit applicant before the application was made.
- Following notice and receipt of objections raising issues, further discussions were held with the applicant regarding a response to the issues raised.
- An on-site Council planning site inspection was held on Tuesday 2 June 2020, attended by Councillors, Council officers, applicant representatives and submitters. Details of the application were discussed, along with issues raised in submissions.

### **Planning Assessment**

Assessment of the planning 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 and particular provisions.

The application is another stage of a long history for the GrainCorp Berrybank site, which in the past has been granted planning approval for site expansion and development but has not proceeded for various reasons. The site continues to operate with existing use rights based on previous planning approvals.

The proposal now presents a significant upgrade and investment in the facility, increasing overall site storage capacity for wheat and barley and improving overall site operations through new highway access and associated work, in turn relocating operations away from existing residential properties.

### ***Planning Policy Framework***

The PPF provides clear and direct support for the protection and expansion of the agricultural sector within Victoria, both on farm and through investment in rural industry and infrastructure, and by facilitating ongoing productivity in agriculture. This includes adaption of the agricultural sector, diversification and value-adding of rural industries and investment through the protection and enhancement of agricultural infrastructure.

Consideration must be given to a safe and efficient transport system by integrating land use and development design with the surrounding transport system.

Locally, the PPF provides direction to support rural production and associated economic development opportunities. This includes facilitation and investment in the manufacture, storage and handling of agricultural produce sourced within the Shire and surrounding region, sustainably and using best management practices.



The PPF also identifies and directs that planning must manage environmental risk, land use compatibility and amenity impact, to ensure development is undertaken in a manner that addresses land use separation, siting, design and operational measures.

The proposal to upgrade and expand the existing grain storage and handling facility is supported by the PPF at State, regional and local levels. Grain production and cropping is a significant component of the agricultural sector within the Shire. The proposal will further enhance rural production and investment in key agricultural infrastructure, supporting local and regional farming operations.

Investment and upgrade of the site by GrainCorp will consolidate and enhance the facility regionally, building upon the site's strategic location within a key cropping area of Victoria and being close to the Port of Geelong, servicing both domestic and international markets. The proposal will further promote cropping and grain production operations within the Shire, bringing economic development and employment opportunities.

Having regard to environmental and amenity management, it is important to note the site is located within a Farming Zone and will have a minimum 290 metre buffer distance from adjoining residential properties within the Township Zone along Foxhow-Berrybank Road. The buffer distance complies with land use separation guidelines designated by the Environment Protection Authority, whereby conditions can be included on any permit to further manage environmental and amenity impact.

### ***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 with existing use rights. Whilst the proposal to expand and upgrade grain storage and handling on-site is not directly an agricultural use per se, it will support the surrounding cropping and grain sector as critical infrastructure within the farming system.

The use of the subject land is already principally for grain storage and handling and has been consolidated for this purpose over many years. The proposal will not result in the removal or loss of productive agricultural land, has been designed to incorporate appropriate management practices and will not cause environmental degradation of the area. An acceptable response to the provisions of the Farming Zone will be achieved.

### ***Site Access from Hamilton Highway***

The proposal includes creation of a new site access from the Hamilton Highway, located further away from existing residential properties and resulting in trucks no longer accessing the site directly from Foxhow-Berrybank Road.

This is a desirable outcome and something that Council has previously advocated for with GrainCorp.

Construction and relocation of site access from the Hamilton Highway will not only benefit and support efficient access to the site, it will improve on-site operation and provide an area for the marshalling of trucks during peak periods, such as grain harvest (December-February) and grain out-loading.

The majority of trucks accessing the site for in-loading and out-loading will no longer use Foxhow-Berrybank Road, which has an interface with existing residential properties, excluding those trucks arriving from the south. This is a positive outcome and will further improve the level of amenity experienced by those properties.

The application has been referred to Department of Transport (DoT) and they support the proposal for new access, subject to upgrades and construction including new right and left turn lanes and traffic management measures.

***Response to Objections***

Six (6) submissions, including three (3) objections to the application have been received. A copy of the submissions is provided under separate cover.

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

<b>Objection</b>	<b>Officer response</b>
Site access and traffic impacts	<p><u><i>Objection not supported</i></u>                      Creation of a new site access from the Hamilton Highway, located in the north-east corner of the site and away from existing residential properties, is a positive planning outcome. Incidental access to the site from Foxhow-Berrybank Road is suitable for light vehicles and emergency purposes.                      Traffic to the site will increase should the site’s storage capacity. The Hamilton Highway is a major arterial road with capacity to handle increased traffic. Foxhow-Berrybank Road has also recently been upgraded and is suitable to handle heavy vehicles arriving to the site from the south.                      A query has been raised around speed limit reductions within the Berrybank Township Zone, which is a matter to be pursued outside of this planning application.</p>
Closure of existing Foxhow-Berrybank Road access	<p><u><i>Objection not supported</i></u>                      GrainCorp propose to close this access to heavy vehicles, maintaining it for ongoing incidental and emergency purposes.                      A submitter has requested ongoing access to the site to use a farm track to their property adjoining the railway line. This is appropriate and can be dealt with separately by agreement between GrainCorp and that landowner.</p>
Landscaping and visual amenity	<p><u><i>Objection supported in part</i></u>                      The subject site and surrounding Berrybank area is not identified or protected as a significant landscape. However, development of the site will change the area’s physical context and may detract from the visual amenity of existing residential properties.                      The applicant proposes the construction of an earthen mound on the western extent of the development area with a maximum height of 3 metres, to help separate the site from residential uses. In addition, conditions requiring landscaping provision on-site and retention of existing</p>

Objection	Officer response
	<p>perimeter landscaping, will assist to manage and maintain an appropriate level of visual amenity.</p>
<p>Stormwater and drainage management</p>	<p><u><i>Objection supported in part</i></u>                      Concern has been raised regarding both restriction of flows leaving the site to adjoining farming land to the south and inundation of the Hamilton Highway.                      A concept drainage plan has been provided with the application to show proposed drainage lines and retention dams. A further condition will be included on any permit granted, for a detailed Stormwater and Drainage Management Plan to be prepared, ensuring water is retained on-site and discharge is managed at pre-development volumes.</p>
<p>Hours of operation</p>	<p><u><i>Objection not supported</i></u>                      Submissions raise concern over the hours of operation for the use, including potential for amenity impact caused by heavy vehicles accessing the site, particularly during the harvest period.                      GrainCorp initially presented indicative hours of operation for the use, but formally request that no restriction in hours of operation be included on any permit. The basis for this request is to enable farming and supply chain efficiencies. This is a reasonable request and one that is important in maintaining the viability of the site to agricultural needs and grain distribution requirements. Prescriptive hours of operation for the use will cause an unnecessary burden that is detrimental to site operations.                      Traffic noise to residential properties adjoining roads, including the Hamilton Highway as an arterial road, is a consequence of living within the area. Whilst Council can limit access to the site, it cannot control the type, nature and volumes of vehicles using the road network.                      Relocation of the site entrance will remove 86% of in-loading trucks and 100% of out-loading trucks from Foxhow-Berrybank Road. This combined with all infrastructure being relocated east in the site and away from residential properties, presents an acceptable outcome. Conditions can be included on any permit to manage noise, air and dust emissions to an appropriate level.</p>
<p>Vermin management</p>	<p><u><i>Objection not supported</i></u>                      GrainCorp undertakes vermin management on-site which includes fumigation of stored grain. A condition will be included on any permit granted to ensure this is maintained.</p>
<p>Phone, internet and television reception</p>	<p><u><i>Objection not supported</i></u>                      Berrybank is an area that currently receives poor phone reception and telecommunication service. This is a matter that falls beyond the scope of this planning application. Improvement or management of the service is not</p>

Objection	Officer response
	<p>something Council can legally require of the permit holder and needs to be progressed separately.</p> <p>There is no evidence to suggest that on-site operations and grain storage bunkers will adversely impact on phone reception and telecommunications to adjoining residential properties.</p>

### Options

Council has the following options:

1. Issue a Notice of Decision to Grant a Planning Permit, subject to conditions as set out in the recommendation (**Recommended option**), enabling GrainCorp to progress with an upgrade and expansion of their grain storage site, with modifications and permit conditions to improve and manage operation and amenity impact.
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 existing grain storage and handling site, including new site access from Hamilton Highway and associated works, is supported by the relevant policy direction and planning controls of the Corangamite Planning Scheme.

In particular, the proposal will facilitate a significant upgrade and investment in the site to support the surrounding grain and cropping sector within the Shire, as being key rural infrastructure creating options to direct local agricultural product to domestic and international markets.

Issues raised within submissions have been reviewed as part of this assessment and do not raise any matters that 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. PP202/036 to be given under Section 52 of the *Planning and Environment Act 1987* and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to issue a Notice of Decision to Grant a Permit under the provisions of the Corangamite Planning Scheme in respect of the land known and described as 3580 Foxhow-Berrybank Road (Lot 2 TP 432263T, Lot 2 PS 407730T, Lot 1 TP 395560P, Crown Allotment 30C Parish of Poliah North) for the *Use and Development of Land for a Rural Store (Expansion of Grain Storage and Handling Facility) and Creation of Access to a Road Zone Category 1* in accordance with the endorsed plans, with the application dated 22 April 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.

**Stormwater and Drainage Management**

2. Before the development starts, a Stormwater and Drainage Management Plan must be submitted to and approved by the Responsible Authority. 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 on-site and discharged via a legal point of discharge at no greater than pre-development volumes.
3. 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.

**Landscaping**

4. Before the development starts, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions. The plan must be prepared by a suitably qualified person and must show:
  - (a) Existing established planted vegetation within the site and along property boundaries retained for visual screening purposes.
  - (b) Provision of ground and middle storey landscaping planting situated on and to the west of the earthen mound stockpile areas, for the full length of the site area.

All species must be to the satisfaction of the Responsible Authority. Within six (6) months of development commencement, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.

5. 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**

6. An area within the site must be made available at all times to prevent truck queuing occurring within the road reserve of the Hamilton Highway to the satisfaction of the Responsible Authority and Department of Transport.
  7. Access to the site from Foxhow-Berrybank Road is limited for emergency and incidental purposes and must not be used by heavy vehicles or grain transport trucks, to the satisfaction of the Responsible Authority.
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Construction vehicles may continue to use this access during site works and establishment.

**Amenity**

8. The use and development must be managed so that the amenity of the area is not unreasonably affected, through the:
- (a) transport of materials, goods or commodities on the land;
  - (b) appearance of any building, works or materials;
  - (c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
  - (d) presence of vermin and insects or otherwise;
  - (e) In the event of any nuisance being by activities related to the use and development the Responsible Authority may direct, in writing, such actions or works, as deemed appropriate, to eliminate or mitigate such nuisance be undertaken.

**External Lighting**

9. 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**

10. 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**

11. 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**

12. The permit holder must undertake on-site dust suppression of all vehicular access tracks and hardstand areas, to comply with State Environmental Protection Policy (Air Quality Management) 2001 and ensure that dust caused by vehicles moving within the site does not cause a nuisance to surrounding properties. to the satisfaction of the Responsible Authority.

**Air Quality**

13. The use and development must comply with the standards of the State Environment Protection Policy (Air Quality Management).

**Wastewater Management**

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

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**Vermin Management**

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

**Permit Expiry**

16. This permit will expire if one of the following circumstances applies:
- (a) The development is not started, and the use commenced within four (4) years of the date of this permit.
  - (b) The development is not completed within eight (8) years of the date of this permit.

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

**Referral Authority Conditions**

**Department of Transport**

17. Before the use of the development approved by this permit commences, the following roadworks on the Hamilton Highway must be completed at no cost to and the satisfaction of the Head, Transport for Victoria:
- (a) Right Turn Lane
  - (b) Left Turn Lane
18. Prior to the works commencing, the applicant must enter into a works agreement with the Head, Transport for Victoria, confirming design plans and works approvals processes, including the determination of fees and the level of the Head, Transport for Victoria's service obligations. Contact: [southwestworks@roads.vic.gov.au](mailto:southwestworks@roads.vic.gov.au).

**VicTrack**

19. The permit holder must not, at any time:
- (a) Allow any effluent, waste, soil or other materials to enter or be directed to the railway land; or
  - (b) Store or deposit any waste, soil or other materials on the railway land.
20. The permit holder must not carry out, or allow to be carried out, any excavation, filling or construction on the common boundary between the subject land the railway land unless it has obtained the prior written approval of VicTrack and the Rail Operator.
21. All works, including hoardings, must be undertaken within the subject land and must not encroach onto the railway land.
22. The permit holder must not at any time erect lighting (permanent or temporary) that spills light onto the railway tracks or which interferes with the visibility of signals and rail lines by train drivers.
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23. The permit holder must not install, or cause to be installed, any permanent or temporary ground anchors within the railway land.

**Permit Note**

1. The existing legal points of discharge adjoining the southern site boundary through the railway line may be retained for stormwater and drainage management purposes.

**COUNCIL RESOLUTION**

*MOVED: Cr Brown*  
*SECONDED: Cr Illingworth*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Planning Permit Application Documentation PP2020/036 - Under Separate Cover
2. Combined Submissions PP2020/036 - Under Separate Cover
3. Graincorp Response to Submissions PP2020/036 - Under Separate Cover



## 9. OFFICERS' REPORTS

### 9.1 Budget 2020-2021

**Author:** Adam Taylor, Manager Finance

**File No:**

**Previous Council Reference:** Nil

#### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author - Adam Taylor

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

#### **Summary**

The purpose of this report is for Council to consider and adopt the 2020-2021 Budget, incorporating the 2020-2021 Fees and Charges Schedule in accordance with the *Local Government Act 1989* (the Act). The 2020-2021 Budget is attached to this report under separate cover.

#### **Introduction**

At the Ordinary Council Meeting held on 12 May 2020, Council resolved a number of matters with respect to the 2020-2021 draft budget including:

1. Preparation of the Budget
2. Public notice, display and inspection
3. Invitation of submissions.

For 2020-2021 an operating surplus of \$5.282 million has been budgeted with a capital works program of \$20.297 million. Key performance indicators include delivery of a year-end unrestricted working capital ratio of 246%. The budget has been developed based on no increase in rates.

The proposed 2020-2021 Budget was advertised widely in newspapers across the Shire and copies of the Budget have been available on Council's website since 12 May 2020.

#### **Issues**

As required by the *Local Government Act 1989*, the 2020-2021 draft Budget was placed on public exhibition and submissions invited for a period in excess of 28 days, closing on 9 June 2020. A total of 6 submissions were received during the statutory public notice period. One submitter requested to present to a committee of the whole Council in support of their submission on 9 June 2020.

The 2020-2021 Budget has been prepared to ensure that Council continues to maintain its services and meet the objectives of Council's asset management and Strategic Resource Plan in a financially constrained environment. The principles of sound financial management requires Council to deliver recurrent operating surpluses, continue to invest in asset renewal and maintain adequate liquidity. All of which are delivered within the 2020-2021 Budget.

### ***Changes to the 2020-2021 Draft Budget***

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

- Council was successful in receiving \$4.5 million dollars in State Government funding for the Twelve Apostles Trail. The draft budget had \$2 million dollars of grant funding and \$1.7 million of Council contributions for the project split over the next 2 years. The grant funding has been updated to \$4.5 million and the project fully brought forward for completion in 2020-2021.
- Council was successful in received \$2.28 million dollars in Federal Government funding for Local Roads and Community Infrastructure projects. The details of how this funding will be spent are not resolved and as such a placeholder capital project has been recognised for the funding amount.
- An estimate of Financial Assistance Grants to be received from the Commonwealth for 2020-2021 is \$355,865 greater than draft budget. Due to this being an interim estimate officers have recognised an additional \$269,656 which allows for 1% buffer in the overall Financial Assistance Grant funding.
- Investment earnings reduction. When the original budget was being developed the Councils average investment rates was around 1.6%. In the current market investment rates have fallen below 1% and as a result investment earnings have been reduced by \$100,000.

### ***2020-2021 Budget Outcomes***

Key financial outcomes for the 2020-2021 Budget are as follows:

	<b>2020-2021 Budget</b>
Operating result	\$5,281,547
Rate and charges income	\$22,199,831
Underlying rate increase	0.00%
Total Increase in rates & charges on 2019-2020 forecast	0.47%
Operating expenditure	\$33,279,769
Capital expenditure	\$20,297,055
Loan redemption including interest	nil
Transfer to reserves	\$2,122,150
<b>Total budget commitments</b>	<b>\$55,698,974</b>
Cash balance at year end	\$20,277,290

Borrowings at year end	nil
Unrestricted Working Capital Ratio	246%

### *Rate Income*

Rates and Charges will account for 44% of total Council revenue in 2020-2021. In accordance with Council's resolution of 24 March 2020 it is proposed not to increase rates (including municipal charges) for the 2020-2021 year. The Strategic Resource Plan includes rate increases equal to an estimate of CPI over the next four years.

The proposed underlying increase in rates and charges subject to the rate cap for 2020-2021 is 0.05% year-on-year. The waste management charge will increase by 5.07% noting that this decreased by 4.39% in the previous year as a result of a \$19 positive adjustment.

The overall increase in rates and charges including the waste management charge will be 0.47% on the 2019-2020 forecast. This is detailed below:

Type of Charge	2019-2020 Forecast	2020-2021 Budget	Increase	Comments
General Rates	18,475,857	18,489,057	0.07%	Includes supplementary rates
Municipal Charge	1,725,055	1,723,680	-0.08%	
	<b>20,200,912</b>	<b>20,212,737</b>	<b>0.05%</b>	Increase in rates and charges including supplementary rates
Waste Management Charge	1,866,011	1,960,644	5.07%	Increased cost of service and Landfill Levy
Rating Agreements	28,684	26,450	-7.79%	
<b>TOTAL</b>	<b>22,095,607</b>	<b>22,199,831</b>	<b>0.47%</b>	Total increase in rates & charges

Council is responsible for collecting the Victorian State Government Fire Services Property Levy. The levy appears on rate notices as a separate charge. Council does not derive any benefit and is required to remit amounts collected to the State Revenue Office quarterly. Council is also responsible for the collection of the Landfill Levy on behalf of the State Government. This levy will increase significantly from 1 January 2021 and is partially responsible for the increase in the Waste Management Charge.

### *Operating Expenditure*

Council's budgeted operating expenditure for 2020-2021 will be \$33.28 million (on a "cash" basis). This represents an increase of \$2.14 million, or 6.87% over the 2019-2020 Adopted Budget as per the following table:

	2019-2020 Adopted Budget	2020-2021 Draft Budget	2019-2020 v 2020-2021 Favourable / (Unfavourable)	
Operating Expenditure (Cash)	\$31,139,937	\$33,279,769	(\$2,139,832)	(6.87%)

A number of operating initiatives are contained within the budget (refer to Section 2) and total \$2.47 million, of which \$2.09 million will come from council operations, \$60,000 from external grants and \$325,000 from community contributions. The increase in operating expenditure largely reflects the \$2.5 million COVID-19 community and economic recovery fund.

### ***Capital Expenditure***

The total Capital Works program will be \$20.30 million, of which \$10.70 million will come from Council operations, \$9.42 million from external grants and \$180,000 from community contributions. Details are provided in Section 4.2 of the attached Budget document. Council will continue to heavily invest in its road network through capital renewal, which is also supplemented by programmed maintenance.

The 2020-2021 Capital works program includes:

- \$9.20 million on road, drainage and bridge assets with grant income of \$4.57 million budgeted
- \$1.54 million of heavy plant and light fleet replacements
- \$6.27 million of recreation, leisure and community facilities
- \$3.29 million of other projects including land, buildings, waste management, kerb and channel, information technology, footpaths and streetscapes.

A substantial part of the capital works program is based on existing asset management plans. Other projects have been included to take advantage of external funding opportunities and to deliver community planning outcomes. Council's asset renewal gap for 2020-2021 is projected to be 115% against a long-term target of 100%. Council's four-year Strategic Resource Plan forecasts an average annual renewal ratio of 115%.

### ***Major Budget Initiatives***

Some major budget initiatives included in the 2019-2020 budget include:

<b>Project</b>	<b>Amount</b>
Twelve Apostles Trail – Construction	\$6,200,000
Local Roads and Community Infrastructure Projects	\$2,285,555
COVID-19 economic stimulus and support package	\$2,500,000
Cobden streetscape construction	\$300,000
Timboon town centre activation construction	\$450,000
Council grants programs	\$347,500
Traineeship and apprenticeship program	\$105,000
Recreation reserves master planning	\$50,000

### ***Borrowings***

The Budget provides for no new borrowings in 2020-2021.

### ***Reserve Transfers***

#### **Defined Benefit Fund**

It is anticipated there will be future calls on Council for the Defined Benefit Fund. Council made a decision in the 2014-2015 Budget to allocate \$400,000 to a "cash backed" reserve each year until sufficient provision has been made for a future call. The projected reserve balance as at 30 June 2021 will be \$1.330 million. No additional reserve transfers are proposed in the budget, the reserve will be increased by a nominal interest amount to preserve the balance.

### Landfill Restoration

The Naroghid landfill has an estimated remaining life of 54 years. The current net present value estimate for restoration and monitoring is \$3.363 million and was reviewed in June 2019. The draft budget includes a \$100,000 transfer to the landfill restoration reserve. This additional allocation will create a reserve of \$673,839 as at 30 June 2021.

### Future Large-Scale Projects

A new reserve was created in 2018-2019 to hold funds required for future large-scale projects which have been identified by Council. These projects include Port Campbell streetscape and the Twelve Apostles Trail. For 2020-2021 an allocation of \$2 million is recommended to be allocated to the reserve. The projected balance at the end of 2020-2021 will be \$6.465 million.

### ***Risks***

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

- Vision Superannuation Defined Benefit Fund – The share market volatility and predicted economic downturn is likely to impact the defined benefit fund. Council may receive a call to ensure the plan is fully funded. The reserve for this purpose currently sits at \$1.330 million.
- Federal and State Government budgets – Given the high level of stimulus packages provided by both Federal and State Governments, the availability of future grants and funding opportunities is likely to be severely limited. There is also a risk future financial assistance grants may be adversely affected.
- Economic Uncertainty – It is unknown what the broader economic impacts will be particularly in regard to tourism. Whilst some sectors of the economy are currently performing strongly, particularly agriculture and construction, a protracted economic recovery in tourism, retail and hospitality may be to the detriment of some in our community.
- Business as usual approach – The 2020-2021 budget has been built using a business as usual approach. This is unlikely to be the case in the short-term and the scenarios which have been forecast for the current year are also likely to impact this budget. Any changes to the budget after adoption will be forecast and reported to Council during the quarterly finance reports.
- Availability of contractors to undertake the volume of work and projects identified in the budget which have increased significantly with government economic stimulus packages.

### ***Statutory Disclosures***

The 2020-2021 Budget includes the disclosure requirements of the *Local Government Act 1989* and the *Local Government (Finance and Reporting) Regulations 2014*. The required statutory information pertaining to Rates and Charges is detailed within Section 4.1.

### **Policy and Legislative Context**

Council is required under the Act to adopt the Budget by 30 June 2020, although an extension has been provided until 30 September 2020. Council is required to undertake public consultation as part of the process. The Budget is Council's annual financial strategic document and has been prepared in accordance with its commitment in the Council Plan 2017-2021 that:

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

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

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

### Internal / External Consultation

The Budget has been developed following an extensive consultation process with Councillors and officers, and using information from Council adopted strategies and plans, including asset management plans.

Council advertised the 2020-2021 Budget and called for public submissions under Section 223 of the *Local Government Act 1989*.

### Submissions

Council has received six submissions to the draft 2020-2021 Budget during the statutory public notice period. One submitter appeared at a meeting of the Committee of the whole Council on 9 June 2020 to present in support of their submission.

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

Issue		Submissions Received	Theme of Submission	Officers Response
1	Differential Rates	1	Corangamite Shire should have a lower differential rate for farming properties	The current differential rate is 89% following the direction set in the Rating Strategy which was adopted last year. A larger change in the differential would result in instability in the rating burden. Council would like to see the outcome of the state-wide rating reviewing before making any changes to the rating strategy.
2	Public Health Spending	1	The budget should spend more money on public health	As per the Council's Municipal Health and Wellbeing Plan Council has been working collaboratively to improve health outcomes within the Shire. The plan is due for renewal in 2020-2021 and an assessment of spending will be undertaken as part of the plan review.
3	Botanic Gardens planned expenditure	1	Council removed the planned allocation for Botanic Gardens from the budget	As a result of COVID-19 several projects had to be removed or deferred to focus on the economic recovery of the region. Council is still committed to maintaining the condition of the gardens. Council is likely to apply for a grant from Growing Victoria's Botanic Gardens Grants program and if successful will provide funding to supplement the grant.
4	State of rural roads	1	More money needs to be spent on rural roads.	Council maintains a road asset management plan and regularly reviews the conditions of the rural roads. Large amounts of money are spent on maintenance and renewal of roads in accordance with these plans. If ratepayers have issues with a particular road they should contact Council to address the issue.

5	Lismore Pool maintenance	1	More money should be spent on maintenance of Lismore Pool	Council has committed \$125,000 to supplement a grant of \$250,000 received from the Berrybank Windfarm for a new pool wet deck at Lismore in the event that a state government grant is unsuccessful. Maintenance of the pool is undertaken as required as part of recurrent budgets and to maintain current service standards.
6	COVID-19 recovery	1	Additional funds should be spent on economic recovery from COVID-19	Council resolved not to increase rates and provide a \$2.5 million recovery fund in the 2020-2021 budget. This will be supplemented with a \$2 million Working for Victoria employment scheme and large capital works program. Council believes that this commitment in conjunction with state and federal support is appropriate for economic recovery.

### Financial and Resource Implications

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

- A 0.47% increase in rates and charges which results from a 0% increase to capped rates (including municipal charge) and 4.72% increase in waste management charge
- An operating surplus of \$5.28 million
- A capital works program of \$20.3 million
- An unrestricted working capital ratio of 246% to maintain a solid liquidity buffer for Council to meet its short-term obligations
- Capital budgets have been prepared in accordance with good asset management principles.

Contained within the 2020-2021 Budget document is:

- Detailed information on project initiatives, staffing and resources
- Detailed capital works program included proposed future capital expenditure (Section 4.2.1 and 4.2.2)
- 2020-2021 Fees and Charge Schedule (Appendix A).

### Options

Council may choose to either:

1. Adopt the 2020-2021 Budget, incorporating the 2020-2021 Fees and Charges Schedule, as attached, being the advertised budget with the proposed amendments described above, or
2. Adopt the 2020-2021 Budget, incorporating the 2020-2021 Fees and Charges Schedule, as attached with additional amendments. If amendments are proposed that result in additional cost, Council should consider alternate savings.

### Conclusion

The 2020-2021 Budget maintains Council's sound financial position with a strong commitment to a high standard of services, complemented by a significant capital works program and a fund to support community and economic recovery in response to the coronavirus pandemic.

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

## RECOMMENDATION

That Council:

1. Adopts the Budget as presented.
2. Authorises the Chief Executive Officer to give public notice of this decision to adopt the 2020-2021 Budget, in accordance with Section 130(2) of the *Local Government Act 1989*.
3. Adopts the following determinations on the rates and charges and other matters for the 2020-2021 financial year.
  - (a) That an amount of \$22,199,831 be declared as the amount which Council intends to be raised by rates and charges for 2020-2021 – 1 July 2020 to 30 June 2021, calculated as follows:

	\$
General Rate	7,961,486
Farm Rate (89% of General Rate)	10,506,684
Vacant Industrial Land Rate (120% of General Rate)	14,950
Recreation and Cultural Rate (50% of General Rate)	5,937
Municipal Charge	1,723,680
Waste Management Charge	1,960,644
Rating Agreements	26,450
Total Amount to be raised	<u>22,199,831</u>

### GENERAL RATES

- (b) General rates be declared for the period commencing on 1 July 2020 and concluding on 30 June 2021.
  - (i) It be further declared that general rate income be raised by the application of a general rate being 0.35982 cents in the dollar.
  - (ii) It be confirmed that the general rate for all rateable land within the Corangamite Shire be determined by multiplying the Capital Improved Value of rateable land by the rate in the dollar.

### DIFFERENTIAL RATES

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

General Rate	0.35982
Farm Rate	0.32024
Vacant Industrial Land Rate	0.43178
Cultural & Recreational	0.17991



**CLASSES OF PROPERTY****(i) Farm land:**

- A differential rate for farm land be declared for that rateable land classified as farm land under the Rating Strategy for the 2020-2021 rating year.
- The differential rate be determined by multiplying the Capital Improved Value of the rateable land by the percentage indicated below:

Category	Cents in \$ Capital Improved Value	Percentage
Farm Land	0.32024	89% of General Rate

**(ii) Vacant Industrial land:**

- A differential rate for vacant industrial land be declared for that rateable land classified as vacant industrial land under the Rating Strategy for the 2020-2021 rating year.
- The differential rate be determined by multiplying the Capital Improved Value of the rateable land by the percentage indicated below:

Category	Cents in \$ Capital Improved Value	Percentage
Vacant Industrial Land	0.43178	120% of General Rate

**(iii) Cultural & Recreational land:**

- A differential rate for cultural and recreational land be declared for that rateable land classified as Cultural and Recreational under the Rating Strategy for the 2020-2021 rating year and listed in the Rating Strategy.
- Rateable land:
  - Terang Trotting Club;
  - Camperdown Racecourse; and
  - Terang Racecourse.
- The differential rate be determined by multiplying the Capital Improved Value of the rateable land by the percentage indicated below:

Category	Cents in \$ Capital Improved Value	Percentage
Cultural & Recreational Land	0.17991	50% of General Rate

**MUNICIPAL CHARGE**

- (d) A Municipal Charge be declared for the period commencing on 1 July 2020 and concluding on 30 June 2021.
- (i) The Municipal Charge be declared for the purpose of covering some of the administrative costs of Council.
  - (ii) The Municipal Charge be fixed at \$202.50 for each rateable land (or part) in respect of which a Municipal Charge may be levied.

**ANNUAL SERVICE CHARGE – WASTE MANAGEMENT CHARGE**

- (e) Annual service charges be declared for the period commencing on 1 July 2020 and concluding on 30 June 2021.
- (i) Waste Management Charge covers kerbside waste collection and disposal where available, emptying and disposal of public rubbish and recycling bins, public education programs and costs associated with contract administration and dealing with customer service inquires. “Kerbside waste” includes general waste, green waste (including kitchen organics) and recyclables.

General Charge	\$359.20
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**CONSEQUENTIAL**

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

**INTEREST RATE**

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

**COUNCIL RESOLUTION**

*MOVED: Cr Gstrein*  
*SECONDED: Cr Illingworth*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Budget 2020-2021 - Under Separate Cover
2. Budget Submissions - Combined - Under Separate Cover

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## 9.2 Council Plan 2017-2021 Review

**Author:** Penny MacDonald, Executive Services and Governance Coordinator

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Penny MacDonald

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

### Summary

Council is required by the *Local Government Act 1989* (the Act) to review its Council Plan at least once each financial year. This report provides Council with the opportunity to review the Council Plan 2017-2021 to determine if it requires any adjustment.

### Introduction

Council must review its Council Plan at least once each financial year, in order to determine whether the current Council Plan requires any adjustment for the remaining period of the Plan.

The current Council Plan, which expires in June 2021, states Council's vision, mission and values. It also outlines Council's strategic objectives, strategies for achieving the objectives, and indicators for measuring success. Council's Strategic Resource Plan, which outlines the required resources to achieve the Plan over the next four years, and the Annual Action Plan, which details key actions and initiatives for a 12 month period, are also contained in the Council Plan.

### Issues

A review of the Council Plan 2017-2021 is important in terms of good governance and is necessary in order for Council to remain compliant with the *Local Government Act*.

Officers have reviewed the current Council Plan 2017-2021 and believe the Plan continues to be valid and relevant for Corangamite Shire over the remaining period of the Plan. As part of the review, consideration was given to the COVID-19 pandemic, and the significant role Council will play in supporting the community and local economy through the recovery process. However, as Council is developing a COVID-19 Recovery Plan as a major initiative of the 2020-2021 Annual Action Plan, and work will commence on developing a new Council Plan later this year, it is recommended no changes be made to Council's strategic objectives, strategies or indicators at this time. It is intended that the Recovery Plan will guide Council's activities to support the community, and provide economic stimulus for local business during this difficult time. The Strategic Resource Plan will be updated to reflect changes to

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resourcing requirements for the new Annual Action Plan, as well as the financial constraints Council is experiencing due to the pandemic.

Council's Annual Action Plan is published as a supplement to the Council Plan. The attached Action Plan for 2020-2021 has been developed following briefings with Councillors commencing in late 2019, and through the budget deliberation process, including Council's decision to apply a zero rate increase for the 2020-2021 financial year in response to the evolving COVID-19 pandemic. The Action Plan specifies measurable activities which are consistent with the objectives and strategies contained in the Council Plan. Key actions have not been identified in every service area, but are related to budget allocations and work plans.

Key projects identified in the Annual Action Plan include:

- Development of a COVID-19 Recovery Plan to guide Council's actions in supporting the community and local business (\$2.5 million).
- Various initiatives to comply with the new *Local Government Act*.
- Preparing and adopting a new Rating Strategy
- Continuing roads advocacy.
- Construction or design of selected streetscape projects.
- Implementing findings from Simpson and Timboon placement and structure planning.
- Facilitating expansion of retirement housing in Timboon.

The Strategic Resource Plan (SRP) is a four year plan that outlines the resources required to achieve the Council Plan objectives, and is also published as a supplement to the Plan. The attached SRP has been updated to reflect changes in resourcing commitments.

### **Policy and Legislative Context**

Section 125(7) of the *Local Government Act 1989* requires that once in each financial year a council must review its Council Plan. Should Council determine that the objectives, strategies or indicators require adjustment, it will be necessary to consult with the community in accordance with section 223 of the Act prior to any changes being made.

The new *Local Government Act 2020* will also require Council to have a Council Plan. However, the relevant section of the new legislation will not commence until 24 October 2020, so does not impact this review of the Council Plan.

A review of the Council Plan is consistent with the Council Plan commitment and objective:

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

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

### **Internal / External Consultation**

Councillors, senior officers and managers have contributed to the development of the draft Annual Action Plan 2020-2021. Additional input was provided following Council's decision to apply a 0% rate increase for 2020-2021 due to the evolving COVID-19 pandemic.

### Financial and Resource Implications

Should Council resolve to leave the Council Plan 2017-2021 unchanged, the revised Strategic Resource Plan and accompanying Annual Action Plan 2020-2021 can be printed in-house within current budget allocations.

If Council chooses to amend the Council Plan, it will be necessary to consult with the community which will require additional resourcing.

### Options

Council may determine to make changes to the Council Plan 2017-2021 and/or amend the Annual Action Plan 2020-2021 or Strategic Resource Plan.

Alternatively, Council may choose to make no changes to the documents and adopt the Annual Action Plan 2020-2021 and revised Strategic Resource Plan as presented.

### Conclusion

Council is required to review its Council Plan at least once each financial year to determine whether an adjustment is required for the remaining period of the Plan. It is proposed that Council makes no changes to the Council Plan 2017-2021, given that the existing objectives, strategies and performance measures remain relevant. Consideration of the COVID-19 pandemic was undertaken during the review of the Plan, however officers believe changing the Plan is not necessary at this time. Instead officers are developing a COVID-19 Recovery Plan as an immediate response to the pandemic. The Annual Action Plan 2020-2021 and revised Strategic Resource Plan are presented for adoption by Council.

### RECOMMENDATION

#### That Council:

1. **Determines to make no changes to the vision, mission, values, objectives, strategies or performance measures contained in the Council Plan 2017-2021.**
2. **Adopts the Annual Action Plan for 2020-2021.**
3. **Adopts the Strategic Resource Plan 2020-2024.**

### COUNCIL RESOLUTION

**MOVED:** *Cr Durant*

**SECONDED:** *Cr Beard*

**That the recommendation be adopted.**

**CARRIED**

### Attachments

1. Annual Action Plan 2020-2021 - Under Separate Cover
2. Strategic Resource Plan 2020-2024 - Under Separate Cover

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## 9.3 Community Satisfaction Survey 2020

**Author:** Penny MacDonald, Executive Services and Governance Coordinator

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Penny MacDonald

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

### Summary

This report provides Council with the outcome of the 2020 Community Satisfaction Survey, coordinated by the Department of Environment, Land, Water and Planning on behalf of Victorian councils.

Corangamite Shire continues to perform significantly higher than the Large Rural Shires group and State-wide averages on many core and individual performance measures.

### Introduction

Corangamite Shire Council participated in the 2020 State-wide Local Government Community Satisfaction Survey. The Survey provides results on the community's satisfaction with Council across a range of performance measures, which is compared against Council's past performance, as well as the performance of participating councils via State-wide and Large Rural Shire group averages. The results identify the best performing areas of Council and areas for improvement. Council's participation also supports its statutory reporting obligations outlined in the *Local Government (Planning and Reporting) Regulations 2014*.

A total of 400 interviews were completed during the period 30 January to 22 March 2020. Minimum gender quotas within age groups was achieved, and post-survey weighting was applied to ensure an accurate representation of the age and gender profile of Corangamite Shire. It should be noted that the survey was undertaken prior the community experiencing any significant impacts from the COVID-19 pandemic.

The 2020 survey includes core measures which are compulsory for all participating councils. Corangamite Shire also selected a range of optional questions which facilitates analysis of results over time. An additional tailored question regarding local unsealed roads was also requested by Council, in order to gain more information about the specific concerns of surveyed residents in relation to these roads.

**Issues**

***Core Performance Measures***

Corangamite continues to outperform the Large Rural Shires group averages, as well as the State-wide averages on all core measures, with the exception of satisfaction with Sealed Local Roads, which dropped by three points to an index score of 41.

The results for 2020 indicate slight decreases in all seven core measures, which reflects a general downward trend across the Local Government sector. In addition, Council’s 2019 results were particularly high, possibly as a result of Council’s response to the St Patrick’s Day fires. The decline brings Council back in line with its 2018 ratings and similar scores in other previous years. This is evident in Council’s Overall Performance index score which is 65, four points lower than the 2019 score of 69. However, Council’s score for Overall Performance is 10 points higher than the Large Rural Shire average and seven points higher than the State-wide average. On average Council remains nine points above the Large Rural Shire index scores and 7.7 points above the State-wide index scores across six of the seven core measures.

Customer Service continues to be the highest rated core performance measure for Council with an index score of 76. In addition, the core measure for Making Community Decisions significantly outperforms the Large Rural Shires and State-wide averages by 11 and 10 points respectively.

In general, 65+ year olds and women rate Council highest on the range of performance measures.

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

<b>Core Performance Measures</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Large Rural Shires 2020</b>	<b>State-wide 2020</b>
Overall Performance	64	63	66	69	<b>65</b>	55 ▼	58 ▼
Community Consultation & Engagement	62	60	64	68	<b>64</b>	54 -	55 ▼
Advocacy (Lobbying on behalf of the community)	57	59	64	64	<b>62</b>	53 ▲	53 ▼
Making Community Decisions	61	61	64	65	<b>63</b>	52 -	53 ▼
Sealed Local Roads	36	37	37	44	<b>41</b>	47 -	54 ▼
Customer Service	77	76	77	79	<b>76</b>	68 ▼	70 ▼



Core Performance Measures	2016	2017	2018	2019	2020	Large Rural Shires 2020	State-wide 2020
Overall Council Direction	55	56	57	57	56	50▼	51▼

**Table 1 - Core Measure Results*****Individual Service Areas***

The majority of Council's scores for individual service areas remain higher than State-wide and Large Rural Shires averages. Of particular note is Council's performance in Elderly Support Services, which increased by three points to 76, and is nine points higher and eight points higher than the Large Rural Shire and State-wide averages respectively. Informing the Community is also significantly higher than the Large Rural Shire and State-wide averages by 10 points.

Although most service areas experienced a slight decline, consistent with general downward trends across the sector, the Community and Cultural Activities and General Town Planning Policy service areas remained unchanged, with Town Planning remaining nine points above the Large Rural Shires and State-wide averages. The decrease in the Emergency and Disaster Management score is not unexpected, due to the significant increase experienced in 2019 following Council's response to the St Patrick's Day fires; the score is now consistent with previous years.

The areas of Slashing and Weed Control and Maintenance of Unsealed Roads continue to score below the Large Rural Shires and State-wide averages. The results for Slashing and Weed Control are particularly disappointing following Council's increased activity in the treatment of roadside weeds. In 2019-2020, the weed control program monitored over 1,600 km of local roads (on both sides of the road), an increase of over 600 km since the 2016-2017 program. There has also been an increase in spending, with over \$265,000 spent on weed control (including a Department of Environment, Land, Water and Planning contribution of \$62,417), as well as a one-off grant of \$100,000 from funds the Department of Treasury and Finance for weed control on roadsides affected by the 2018 St Patrick's Day fires. Council is planning to undertake a review of roadside slashing, including slashing times, widths and areas to further address the issue of Slashing and Weed Control. However, it should be noted that a previous Community Satisfaction Survey tailored question regarding Slashing and Weed Control, identified roadsides managed by VicRoads was influencing in some part the poor result in this measure. Detailed information about unsealed local roads can found in the tailored question section of this report.

A comparison of performance scores for individual service areas is contained in Table 2.

Service Performance Measure	2016	2017	2018	2019	2020	Large Rural Shires 2020	State-wide 2021
Elderly Support Services	73	74	74	73	76	67-	68-
Emergency and Disaster Management	72	71	75	81	76	69▼	68▼
Appearance of Public Areas	75	77	79	78	76	71▲	72-

Service Performance Measure	2016	2017	2018	2019	2020	Large Rural Shires 2020	State-wide 2021
Recreational Facilities	74	73	72	75	<b>73</b>	67 ▼	70 -
Family Support Services	69	72	70	73	<b>72</b>	64 ▼	66 ▼
Art Centres and Libraries	70	71	73	73	<b>72</b>	72 ▼	74 -
Community and Cultural Activities	69	68	68	70	<b>70</b>	67 -	68 ▼
Informing the Community	67	67	69	71	<b>69</b>	59 ▼	59 ▼
Waste Management	69	71	69	69	<b>67</b>	62 ▼	65 ▼
Enforcement of Local Laws	68	66	66	69	<b>66</b>	64 -	63 ▼
Disadvantaged Support Services	63	67	63	68	<b>66</b>	61 -	60 ▼
Tourism Development	66	64	65	67	<b>66</b>	62 ▲	62 ▼
Business and Community Development	63	62	64	65	<b>64</b>	60 ▲	59 ▼
Environmental Sustainability	64	63	63	66	<b>63</b>	60 ▼	60 ▼
General Town Planning Policy	60	61	59	63	<b>63</b>	54 ▼	54 ▼
Planning and Building Permits	59	58	58	59	<b>61</b>	49 -	51 ▼
Condition of Local Streets and Footpaths	60	57	62	62	<b>59</b>	54 ▼	58 ▼
Roadside Slashing and Weed Control	48	44	45	46	<b>39</b>	48 ▼	49 ▼
Maintenance of Unsealed Roads	39	35	40	40	<b>38</b>	42 ▲	44 -

Table 2 – Individual Service Areas

***Best Aspects and Areas for Improvement***

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

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

Customer service was nominated as the Shire's top best attribute for the third year in a row (by 16% of residents), followed by Community Engagement / Involvement / Communication (8% of residents, up from 6%), Generally Good (7%, down from 8%), and Community Support Services (6%, down from 8%).

Sealed Road Maintenance continued to be the top attribute identified as an area for improvement (39% of residents), along with Medium Strips/Nature Strips (11%, up from 9%), Community Consultation (7%, down from 9%), and Unsealed Road Maintenance (6%, unchanged). Six percent of residents said nothing required improvement.

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

<b>Best aspects</b>	<b>% of all respondents 2020</b>	<b>% of all respondents 2019</b>	<b>% of all respondents 2018</b>	<b>% of all respondents 2017</b>
Customer Service	16	18	18	11
Community Engagement/Involvement/ Consultation/Communication	8	6	8	5
Generally Good	7	8	4	7
Community Support Services	6	8	7	4
Recreation/Sporting Facilities	5	5	6	4
Road Street Maintenance	5	4	7	3
Aged Support Services	4	Not ranked	Not ranked	Not ranked
Parks and Gardens	4	Not ranked	6	Not ranked
Public Areas	4	Not ranked	Not ranked	Not ranked
Councillors	4	6	6	12
<b>Areas for Improvement</b>	<b>% of all respondents 2020</b>	<b>% of all respondents 2019</b>	<b>% of all respondents 2018</b>	<b>% of all respondents 2017</b>
Sealed Road Maintenance	39	36	42	39
Medium Strips/Nature Strips	11	9	7	6
Unsealed Road Maintenance	6	6	7	8
Nothing	6	6	7	12
Community Consultation	5	7	9	8
Waste Management	4	5	3	3
Communication	4	4	6	3
Fire prevention/Fire reduction	4	Not ranked	Not ranked	Not ranked
Financial Management	3	Not ranked	5	4
Rates – Too expensive	3	Not Ranked	Not Ranked	Not Ranked
Environmental Issues	3	Not Ranked	Not Ranked	Not Ranked
Rural/Regional Communities	3	4	3	4

Informing the Community	3	Not ranked	Not Ranked	Not Ranked
More Lobbying	3	Not ranked	Not Ranked	Not Ranked

**Table 3 - Best Aspects and Areas for Improvement**

***Unsealed Local Roads Tailored Question***

To determine if any particular issues involving Council’s unsealed roads could be identified, additional questions were commissioned. Residents who had rated unsealed local roads poorly were asked which roads are of concern and to identify any particular issues with the roads.

Analysis of the results indicates there are very few specific roads of major concern, but rather a general poor perception about unsealed local roads within the Shire. This is evident when noting 39% of residents said they were unsure, or there was no specific road, or all roads in general were an issue, when asked to name a road of particular concern. Of the particular roads identified, several are partially sealed and two roads were in fact sealed roads, one of which (Port Campbell Road, Cobden) is an arterial road managed by VicRoads.

The top unsealed local roads of concern include:

- Curdies River Road, Timboon 6%
- Blackwood Park Road, Simpson 3%
- Jancourt Road, Cobden 2% (sealed road)
- Crescent Road, Simpson 2%
- The Boulevard, Princetown 2%
- Old Ocean Road, Princetown 2%
- Currells Road, Port Campbell 2%.

Issues of concern identified by participants include:

- Potholes 65%
- Road corrugation 17%
- Loose surface 9%
- Overhanging trees / trees to edge of road 6%
- Drainage issues 6%
- Rutting 5%
- Road shoulder issues 5%
- Not enough gravel 3%
- Dust 2%
- Signage 2%.

Of the 302 participants asked the tailored question, 20% identified other issues not listed above (such as grading frequency, rough edges, lack of maintenance, rubbish and the condition of State Government roads), and 3% said they were unsure or had no specific complaint or issue with the unsealed roads.

To address issues associated with the unsealed road network, Council has included the development of a maintenance grading strategy in the draft budget, which will inform the future approach to Council’s maintenance program for unsealed roads.

***Communication with Residents***

For the second year, Council included an optional measure to identify preferred methods of communication with residents. Participants were asked how they would prefer Council to

contact them about news, information and upcoming events. Overall, 31% of participants prefer to receive Council’s newsletter via mail (down from 36% in 2019), with this method of communication primarily preferred by residents aged 50 years and over (at 37%, down from 45% in 2019). For participants aged 18-34 years, the preferred form of communication is social media (at 30% up from 24% in 2019). Participants aged 35-49 years prefer to be contacted equally by newsletter via mail and social media (at 27 %).

Table 4, below, shows the full results for the best form of communication. Percentages do not add up to 100 due to responses in the other and don’t know / can’t say categories.

Method of Communication	Overall % 2020	Overall % 2019	18-34 years % 2020	35-49 years % 2020	Over 50s % 2020
Council Newsletter via Mail (Corangamite News)	31	36	18▼	27-	37▼
Council Newsletter via Email (new Corangamite News email)	17	15	22▲	20▲	14-
Social Media (Facebook, Instagram and Twitter)	14	14	30▲	27▼	4-
Advertising in a Local Newspaper (Noticeboard in the Standard, WD Newspapers and community newsletters)	14	13	9▼	7▼	18▲
Text Message (provided for pet registration reminders)	6	5	15▲	5▼	3▼
Council Website	1	-	--	2▲	1-
Council Newsletter as Local Paper Insert (not currently provided)	13	15	3▼	8▼	18▲

**Table 4 - Best Form of Communication**

### Policy and Legislative Context

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

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

Engage with and listen to our communities.

In accordance with the *Local Government (Planning and Reporting) Regulations 2014*, some of the core performance results obtained through the Community Satisfaction Survey 2020 will form part of the mandatory reporting in the Annual Report of Operations and Performance Statement, which will be included in the 2019-2020 Corangamite Shire Annual Report.

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

#### **Internal / External Consultation**

Results of the Community Satisfaction Survey 2020 have been previously provided to Councillors and discussed during the 9 June Councillor Briefing. Results have also been provided to the senior officers and Leadership Group to assist them with the departmental planning and reporting processes.

#### **Financial and Resource Implications**

Participation in the State-wide Local Government Community Satisfaction Survey allows for more cost effective surveying than would be possible if councils commissioned surveys individually. The cost of this year's survey was \$18,690.91 (ex. GST), including the additional tailored question.

#### **Conclusion**

The 2020 Community Satisfaction Survey results demonstrate that the Council continues to perform well in terms of community perception when benchmarked against the Large Rural Shires and State-wide averages. Declines experienced across core measures and individual service areas reflect downward trends throughout the Local Government sector, and scores remain similar to those prior to 2019.

Maintenance of Sealed Roads, Unsealed Roads and Roadside Slashing and Weed Control continue to be the lowest performing areas for Council, and will continue to be areas of focus for improvement.

### **RECOMMENDATION**

**That Council publishes the results of the 2020 Community Satisfaction Survey on the Corangamite Shire website.**

#### **COUNCIL RESOLUTION**

*MOVED: Cr Beard*  
*SECONDED: Cr Illingworth*

**That the recommendation be adopted.**

**CARRIED**

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## 9.4 Universal Access Ramps on Footpaths Policy

**Author:** John Kelly, Manager Assets Planning

**File No:**

**Previous Council Reference:** 27 June 2017, Item 10.5

### 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 recommends Council approve the reviewed Universal Access Ramps on Footpaths Policy as a guide to the process for the application, assessment and installation of universal access ramps for existing buildings which will encroach onto footpaths.

### Introduction

Alterations and/or additions to an existing building may trigger a requirement of the Building Code of Australia that universal access be provided so that the building is compliant with the Disability Discrimination Act (DDA). Compliance with the DDA may also be a decision of the building owners in order to provide equitable access to their building. In some instances, the only alternative for building owners to be compliant is to have the universal access to the existing building encroaching onto the abutting footpath within the road reserve.

### Issues

Council requires the applicant for a disabled access ramp to make every effort to design the ramp within the property boundaries, or within the building itself, whenever possible. Designing a ramp which will encroach into a public footpath should be the last alternative considered. Council will refuse construction of an access ramp encroaching onto the footpath when there is a valid alternative.

This policy gives guidance to building owners and Council for those situations when access ramps cannot feasibly be accommodated within the property boundaries and will need to encroach onto the footpath. This is particularly the case with heritage buildings that have been established with stepped entrances and with little or no scope for internal renovation. Council needs to take into consideration, in the review of these proposals, the potential of an encroachment into the footpath being an obstruction and hazard to pedestrians, particularly those that are vision impaired.

This policy was last reviewed in 2017 and adequately details the roles and responsibilities of the property owner and of Council. In the last 3 years there have been no ramps installed on footpaths within the Shire.

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There are no changes to the Policy recommended other than a change in the naming of disabled access ramps to universal access ramps.

### **Policy and Legislative Context**

The 2017-2021 Council Plan includes the following objectives which support the Universal Access Ramps on Footpaths Policy:

Township infrastructure will contribute to safe and accessible public areas

Improve the health and wellbeing of our community

Other relevant legislation includes:

- Building Code of Australia
- Disability Discrimination Act
- Australian Standard AS 1428 Design for Access and Mobility
- Austroads Guide to Road Design – Part 6A Pedestrian and Cyclist Paths
- Corangamite Shire Social Inclusion Policy
- Corangamite Disability Discrimination Policy.

### **Internal / External Consultation**

The Universal Access Ramp on Footpaths Policy is an existing policy that has been reviewed by Council's Asset Planning Department and senior officer group.

### **Financial and Resource Implications**

Costs associated with the construction and maintenance of the access ramps will be incurred by the building owner. Council officers will be required to assess and approve applications where required however this will be incorporated into Council's current functions and recurrent budget.

### **Options**

Council can opt to endorse the Universal Access Ramps on Footpaths Policy as proposed or choose to make amendments to the policy.

### **Conclusion**

The proposed Universal Access Ramps on Footpaths Policy provides confirmation of the process for the application, assessment and construction of universal access ramps for existing buildings which will encroach onto footpaths.



## RECOMMENDATION

That Council:

1. Revokes the Disabled Access Ramps on Footpaths Policy dated June 2017.
2. Adopts the Universal Access Ramps on Footpaths Policy dated June 2020.

## COUNCIL RESOLUTION

*MOVED: Cr Durant*

*SECONDED: Cr Beard*

That the recommendation be adopted.

**CARRIED**

## Attachments

1. Universal Ramps on Footpaths Policy June 2020 with Tracked Changes - Under Separate Cover
2. Universal Ramps on Footpaths Policy June 2020



**CORANGAMITE  
SHIRE**

# **Universal Access Ramps on Footpaths Policy**

**Corangamite Shire**  
June2020

# Council Policy



## Universal Access Ramps on Footpaths

### Introduction

For new works on existing buildings, construction of a ramp providing equitable access to the building may be required to make it compliant with the Disability Discrimination Act (DDA). In some instances the only alternative for building owners to be compliant is to have the disabled access to the existing building encroaching onto the abutting footpath within the road reserve.

### Purpose

This policy aims to provide the guidelines to be followed for the application, assessment and installation of universal access ramps that encroach onto footpaths.

### Scope

This policy applies to the applications for the establishment of universal access ramps encroaching onto footpaths for existing buildings only. For new buildings the universal access ramps are required to be constructed within the private property.

### References

Building Code of Australia  
Disability Discrimination Act  
Australian Standard AS 1428 Design for Access and Mobility  
Austroads Guide to Road Design – Part 6A Pedestrian and Cyclist Paths  
Corangamite Shire Social Inclusion Policy  
Corangamite Shire Disability Discrimination Policy

### Policy Detail

#### Applications

In line with the Building Code of Australia, alterations internally to an existing building may trigger the requirement for universal access to be provided for the public so that the building is compliant with the DDA. The application for a universal access ramp would generally be submitted in conjunction with submission of a permit application to Council's Planning and Building Services for the overall building alterations. The current requirements for building permit applications would extend to applications for the access ramps.

Council requires the applicant for a universal access ramp to make every effort to design the ramp within the property boundaries, or within the building itself, whenever possible. Designing a ramp which will encroach into a public footpath should be the last alternative considered. Council will refuse construction of an access ramp encroaching onto the footpath when there is considered to be a valid alternative.

The applicable standard for a new access ramp is AS 1428.1 which has the requirements of a new ramp which will guide in determining the most appropriate positioning of the ramp. According to the standard a new ramp is to contain, amongst other requirements, the following features:

- A slope no steeper than 1 in 14.

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

Department: Assets Planning  
To be reviewed by: June 2023

Page Number: 2

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Corangamite Shire Council – Disabled Access Ramp on Footpaths Policy

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- A compliant handrail on each side of the ramp
- A minimum ramp width of 1m between the rails.
- Level landings at the top and bottom of each ramp run.

Assessment

Officers from Council's Planning and Building Services and Assets Planning teams will jointly review the application for the universal access ramp.

If it is determined that it is not feasible to construct a universal ramp within the property Council will consider permitting the establishment of a universal access ramp that will encroach onto the footpath provided :

- There will be a 1.8m wide minimum clearance on the footpath from the outer extremity of the proposed ramp taking into account the location of street furniture and other obstructions, and
- Access to service utilities under the footpath will not be blocked by the proposed ramp.

Design of the access ramp will be required to be in accordance with the relevant building codes and Australian Standard AS 1428 Design for Access and Mobility. The design will include the provision of tactile ground surface indicators on the footpath to guide vision impaired people around the ramp.

Approval to the universal access ramp design will be incorporated into the building permit for the building alterations.

Installation

It will be the owner of the property's responsibility to construct and maintain a ramp that encroaches onto a footpath.

Prior to commencement of construction of the ramp within the road reserve, the owner will be required to obtain a Road Opening Permit from Council's Assets Planning team and adhere to the conditions that accompany the permit. The owner will also be required to enter into an agreement with Council via a Memorandum of Understanding prior to construction which will confirm the building owner's maintenance responsibilities and the requirement for public liability insurance cover for the ramp.

Council reserves the right to have the ramp removed, repaired or altered at the owner's expense if it is considered to be a public hazard and/or has fallen into a state of disrepair.

**Review Date**

June 2023

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

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

Department: Assets Planning  
To be reviewed by: June 2023

Page Number: 3

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## 9.5 Heavy Vehicle Access Policy

**Author:** John Kelly, Manager Assets Planning

**File No:**

**Previous Council Reference:** 27 June 2017, Item 10.6

### 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 recommends Council approve the reviewed Heavy Vehicle Access Policy which sets out the process assessing applications for access and/or load limit increases to the local road network by High Productivity Freight Vehicles (HPFV) and oversize and overmass vehicles.

### Introduction

High Productivity Freight Vehicles (HPFV) such as B-Doubles and Higher Mass Limit (HML) vehicles are important to the efficiency of the freight task in Corangamite Shire. The larger capacity of these vehicles reduces the number of vehicles required for a given amount of freight.

The Heavy Vehicle Access Policy, which was first adopted in 2017, applies to the assessment of all applications from companies or individuals via the National Heavy Vehicle Regulator (NHVR) for the use of HPFV and oversize and overmass vehicles on the local road network, including the assessment of the requests from industry for the use of innovative heavy vehicles with higher load capacity.

The Policy has been reviewed with minimal changes recommended.

### Issue

Corangamite Shire Council currently approves access of HPFV on its local road network for General Mass Limit and HML for 25m B-Double vehicles at maximum 62.5 tonnes and 68.5 tonnes respectively.

Requests for Council consent for use of vehicles such as the 26m A Double with HML greater than 68.5 tonne will come via the NHVR for approval. The Heavy Vehicle Access Policy details the process and the steps Council will take into consideration in the assessment of the alternative vehicle and increased loads.

A proposed recommended change to the Policy is that approval to an increase in HML across the network or specific local roads be delegated to officers in Council's Assets Planning team.

This is consistent with the *Instrument of Sub-Delegation by The Chief Executive Officer 2019* for relevant clauses within the *Heavy Vehicle National Law 2012* and *Heavy Vehicle National Law Application Act 2013 (Vic)*.

This will enable the approval process for industry to be expedited once the assessment of the application has been undertaken by Council officers.

### **Policy and Legislative Context**

The 2017-2021 Council Plan includes the following objectives which support the Heavy Vehicle Access Policy:

Council will focus on the provision of high-quality roads

Upgrade strategic local roads based on opportunities to improve economic outcomes.

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.

Other relevant legislation includes:

Road Safety Act 1986

Heavy Vehicle National Law 2016

Heavy Vehicle (Mass, Dimension and Loading) National Regulation.

### **Internal / External Consultation**

The Heavy Vehicle Access Policy is an existing policy that has been reviewed internally.

### **Financial and Resource Implications**

Assessments of heavy vehicle permit applications from the NHVR are undertaken by staff from Council's Assets Planning team. Time savings and improved productivity outcomes would be realised by staff if the network of local roads with pre-approval to B Double and HML use was increased further where possible.

It is the intention of Council to seek external funding, including contributions from business and industry where there is a commercial benefit, to support undertaking detailed loading assessments of Council's bridges. The assessment of the bridges is estimated to cost \$5,000 each.

External funding opportunities will also be sought to assist in undertaking upgrades at local roads and intersections that are identified to be part of strategic freight routes.

Routes which are identified as requiring assessment and /or upgrade and as a consequence funding, will be discussed with Council during the annual budget development.

### **Options**

Council can opt to adopt the revised Heavy Vehicle Access Policy as proposed or choose to make amendments to the policy.

### **Conclusion**

This policy sets out the process for Council assessing applications for access and/or load limit increases to the local road network by High Productivity Freight Vehicles (HPFV) and oversize and overmass vehicles.

### **RECOMMENDATION**

**That Council:**

- 1. Revokes the Heavy Vehicle Access Policy dated June 2017.**
- 2. Adopts the Heavy Vehicle Access Policy dated June 2020.**

### **COUNCIL RESOLUTION**

*MOVED: Cr Gstrein*

*SECONDED: Cr Brown*

**That the recommendation be adopted.**

**CARRIED**

### **Attachments**

1. Heavy Vehicle Access Policy June 2020 with Tracked Changes - Under Separate Cover
2. Heavy Vehicle Access Policy June 2020



**CORANGAMITE  
SHIRE**

# Heavy Vehicle Access Policy

Corangamite Shire  
June 2020



# Council Policy



## Heavy Vehicle Access

### Introduction

The use of B-doubles, Higher Mass Limit, oversize and overmass vehicles on local roads within Corangamite Shire is dependent on the operator obtaining a permit issued by the National Heavy Vehicle Regulator (NHVR). Within the process the NHVR refers the permit application to Council for consent.

High Productivity Freight Vehicles (HPFVs), such as B-Doubles and Higher Mass Limit Vehicles, are important to the efficiency of the freight task in Corangamite Shire. The larger capacity of these vehicles reduces the number of vehicles required for a given amount of freight.

Access to the local road network should be considered where it can be demonstrated by consistent assessment that these vehicles can operate safely with other traffic and where road infrastructure is suitable.

### Purpose

This policy will provide a clear direction and process to ensure consistency in assessing access to the local road network by B-Doubles, Higher Mass Limit Vehicles, oversize and overmass vehicles.

### Scope

This policy applies to the assessment of all applications from companies or individuals for the use of HPFVs (e.g. B-Doubles or Higher Mass Limit Vehicles) and oversize and overmass vehicles on the local road network in Corangamite Shire.

### Definitions

**NHVR** is the “one stop shop” agency established by the Federal Government following the passing of the Heavy Vehicle National Law, for each state and territory. It is the point of contact for heavy vehicle operators for all heavy vehicle enquiries and road access applications. The NHVR considers requests for heavy vehicles access and makes the final decision after referring to councils for consent when local roads are proposed to be accessed as part of the applications.

**High Productivity Freight Vehicles** is the umbrella term for vehicle configurations that are permitted to operate after gaining approvals through the national Performance Based Standards (PBS) scheme. These vehicles must comply with approved safety and infrastructure protection performance measures.

HPFVs represent the next generation in freight transport, with the ability to shift more freight more efficiently with greater environmental and safety performance. HPFVs can range from specialist rigid trucks, through to multi-combination articulated configurations and B-Doubles. Longer B-Doubles are examples of next generation HPFVs.

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Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Assets Planning  
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Corangamite Shire Council – Heavy Vehicle Access Policy

**PBS** is a national management scheme to ‘match’ vehicles to roads. It offers the potential for heavy vehicle operators to achieve higher productivity and safety through innovative vehicle design.

PBS sets minimum vehicle ‘performance’ standards to ensure trucks are stable on the road and can turn and stop safely. These standards focus on how well a vehicle behaves on the road rather than its overall length or mass. PBS vehicle approvals are issued by the NHVR following assessments by accredited PBS assessors and reviews by a PBS Review Panel.

A **B-double** is defined as a combination consisting of a prime mover towing two semitrailers. The prime mover and the two trailers are combined by two turntable assemblies. The double articulation is the main distinguishing feature of a B-double.

From 1 July 1999 mass limit increases were implemented in Victoria. Higher Mass Limits allow for increases to general axle mass limits provided the vehicle is fitted with road friendly suspensions. These include some air and steel suspension types.

**References**

Road Safety Act 1986

Heavy Vehicle National Law 2016

Heavy Vehicle (Mass, Dimension and Loading) National Regulation

**Policy Detail**

When Council receives an application from the NHVR for heavy vehicle access to the municipal local road network by HPFVs, oversize or overmass vehicles:

- Council’s Assets Planning team will assess the travel route of each application on its merits, based on the NHVR’s Approved Guidelines for Granting Access. The route assessment for the heavy vehicle will take into consideration, but will not be limited to, the following:
  - The vehicle’s ability to interact with surrounding traffic
  - The vehicle’s ability to interact with the infrastructure and road environment
  - Dimensions of the road such as its width and length of stretches of road
  - Location of infrastructure on or near the road pavement
  - Usual traffic conditions of the road – such as what vehicles use the road eg. school buses.
  - The use of properties near the road – for example does the road pass a property used by vulnerable road users such as children
  - Sight distances for other road users
  - Clearance zones for the road
  - The results of road safety assessments, audits and road accident history
  - Load capacities of bridge, major culverts and road pavements
- Council will engage in a consultation process with relevant stakeholders where it is deemed necessary; and
- Council will respond to NHVR with either consent to the application subject to appropriate conditions being added to the permit, recommendation of an alternative route or consent not given with reasons provided. .

For the more heavily trafficked strategic freight routes on the local road network Council’s Asset Planning team will add where suitable these roads to pre-approved NHVR lists of routes where a permit is not required to be applied for B Double and HML vehicle travel.

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Adopted at Council on:  
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Corangamite Shire Council – Heavy Vehicle Access Policy

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In relations to requests from NHVR for Council consent for use of alternative HPFV with HML greater than the current load limits, the same permit application process as described above will be applied. In addition to the assessment steps detailed above, Council will also take into consideration with the alternative HPFV and increased loads:

- the proposed configuration of axles of the vehicle
- its individual axle loadings
- its swept path when turning
- its potential impact on road surfacing when turning.
- whether or not approval has been provided by VicRoads to the HML increase on the arterial road network

As part of this assessment Council will also undertake strength tests of relevant bridges and major culverts where required to confirm whether or not they have the capacity to cater for the increased loadings.

External funding, including contributions from business and industry where there is a commercial benefit, will be sought to support undertaking these assessments.

Should an increase in HML be warranted across the network or specific roads, approval by Council's Asset Planning team will be provided.

Routes which are identified as requiring assessment and /or upgrade and as a consequence funding, will be discussed with Council during the annual budget development.

**Reference to Guidelines**

Approved Guidelines For Granting Access – National Heavy Vehicle Regulator – February 2014

**Review Date**

June 2023

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

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

Department: Assets Planning  
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## 9.6 School Bus Shelters Policy

**Author:** John Kelly, Manager Assets Planning

**File No:**

**Previous Council Reference:** 27 June 2017, Item 10.7

### 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 recommends Council approve the reviewed School Bus Shelters Policy which outlines Council's policy for school bus shelters throughout the Shire.

### Introduction

Council's School Bus Shelters Policy aims to confirm the process for the proposed establishment and ongoing maintenance of school bus shelters. Council acknowledges that bus shelters are important infrastructure to protect and shelter students from inclement weather conditions when awaiting collection by a school bus.

### Issues

The school bus network, including the establishment and upgrade of school bus stops and bus shelters in rural and regional Victoria, is administered by Public Transport Victoria (PTV). As a result, since 2017-2018 Council has not facilitated requests and there have not been budget allocations for the establishment of school bus shelters.

From time to time Council receives requests from residents for the relocation of an existing underutilised shelter previously installed by Council to a new site for school bus pick up. Provided costs associated with the relocation and ongoing maintenance of the shelters are to be covered by the residents and/or PTV, Council will facilitate the relocation once discussions with local bus companies have confirmed that the shelters are not being utilised. The only recommended change to the existing policy is the inclusion of this process for addressing these requests.

### Policy and Legislative Context

The School Bus Shelters Policy is a Council policy that has been reviewed in accordance with Council's Policy Development Framework.

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

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

**Internal / External Consultation**

The School Bus Shelters Policy is an existing policy that has been amended and reviewed internally.

**Financial and Resource Implications**

Installation of new school bus shelters is the responsibility of PTV. Council has not allocated funding to new or relocation of school bus shelters since 2017-2018. Council incurs minimal costs for audit and maintenance of bus shelters previously installed by Council.

**Options**

Council can opt to endorse the reviewed School Bus Shelters Policy as proposed or choose to make amendments to the policy.

**Conclusion**

The policy provides confirmation of Council’s process for the proposed establishment and ongoing maintenance of school bus shelters on roads throughout the Shire.

**RECOMMENDATION**

**That Council:**

1. **Revokes the School Bus Shelters Policy dated June 2017.**
2. **Adopts the School Bus Shelters Policy dated June 2020.**

**COUNCIL RESOLUTION**

**MOVED:** *Cr Illingworth*

**SECONDED:** *Cr Gstrein*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Policy School Bus Shelters June 2020 with Tracked Changes - Under Separate Cover
2. Policy School Bus Shelters June 2020



**CORANGAMITE  
SHIRE**

# **School Bus Shelters Policy**

**Corangamite Shire**  
June 2020

# Council Policy



## School Bus Shelters Policy

### Purpose

The aim of this policy is to confirm the process when Council receives requests for school bus shelters on local road reserves in its towns and rural areas.

### Scope

This policy applies to proposals to establish shelters on school bus routes in Corangamite Shire.

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

### Policy Detail

Council recognises the desirability of students being sheltered from inclement weather when awaiting collection by a school bus.

The school bus network in rural and regional Victoria is administered by Public Transport Victoria (PTV). Requests from the public for the installation of new bus shelters will be referred to the PTV for consideration.

Local residents will be permitted to erect suitable shelters at their own cost on Council's local road network. Prior to installation, Council approval will be required to the type of shelter to be installed and its proposed location. Ongoing maintenance of these shelters will be the responsibility of the property owners.

All requests for Council approval for shelter installations are to be directed to the Manager Assets Planning. The location and design of all shelters will be approved by the Manager Assets Planning.

Requests from residents for the relocation of an existing underutilised Council owned shelter to a new site for school bus pick up will be facilitated by Council once discussions with local bus companies have confirmed the shelters are not being utilised. Costs associated with the relocation and ongoing maintenance of the shelters are to be covered by the residents and/or the PTV.

Council reserves the right to have a shelter relocated or demolished if it is considered to be in a hazardous condition or location.

Council also reserves the right to have an existing shelter removed if it is considered to be underutilised.

### Review Date

June 2023

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Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Assets Planning

Department: Assets Planning:  
To be reviewed by: June 2023  
File Number:  
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## 9.7 Retail Area Façade Improvement Program Policy Review

**Author:** Rory Neeson, Manager Growth and Engagement

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Rory Neeson

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

### Summary

This report proposes to revoke the current Retail Area Façade Improvement Program (RAFIP) Policy and adopt an updated Retail Area Façade Improvement Program policy to be implemented in 2020-2021.

### Introduction

The RAFIP has been successful with over 100 businesses receiving funding as part of the program over the past five years.

This led to over \$750,000 being spent on improvements to business façades in the Shire with the majority of the works being completed by local tradespeople.

It is because of this success that it is proposed to complete a fifth round of the program. \$50,000 has been allocated in the 2020-2021 Draft Budget, which will allow more businesses to apply and be funded through the program.

Below is a before and after photo from one of the successful projects funded under the program in 2019-2020, which demonstrates the high impact that the program continues to have on improving façades and the streetscapes in the Shire.



**Walsh Plumbing – Cobden**

**BEFORE**



**AFTER**



**Issues**

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

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

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

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

- painting of the façade
- cleaning the existing façade
- removal of redundant signage, air conditioning units and hoardings
- installation of new business signage
- installation of interior store lighting visible from the street
- minor repair, maintenance or reinstatement of missing elements
- minor repairs to existing facade tile or stone accents
- minor repairs to structural facade elements and awnings
- new, repairs or replacements of verandahs.

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

The changes proposed to the policy include adjusting the funding ratio from \$1:\$1 to \$1:\$2 in line with the Economic Stimulus and Support Packages grant programs, currently being offered by Council and an alteration to the review period, to a one year period. This will allow

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the policy to be reviewed in line with the proposed conclusion of Council's Economic Stimulus and Support Package.

### **Policy and Legislative Context**

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

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

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

### **Internal / External Consultation**

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

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

### **Financial and Resource Implications**

The RAFIP has a \$50,000 allocation in the 2020-2021 Budget to create a fund for businesses to apply to as part of the program.

Businesses can apply on a \$1:\$2 basis to complete improvements to their façades with the amount capped at \$3,000 (exc. GST) per business.

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

### **Options**

Council may choose to revoke the current Retail Area Façade Improvement Program Policy 2019 and adopt the updated Retail Area Façade Improvement Program Policy 2020. Alternatively Council may choose to make further changes to the updated policy or to not adopt the updated policy.

### **Conclusion**

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

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

## RECOMMENDATION

That Council:

1. Revokes the existing Retail Area Façade Improvement Program Policy dated June 2019.
2. Adopts the Retail Area Façade Improvement Program Policy dated June 2020.

## COUNCIL RESOLUTION

*MOVED:*            *Cr Brown*

*SECONDED:*      *Cr Beard*

That the recommendation be adopted.

**CARRIED**

## Attachments

1. Policy Council Retail Area Facade Improvement Program June 2020 Tracked Changes - Under Separate Cover
2. Policy Council Retail Area Facade Improvement Program June 2020



**CORANGAMITE  
SHIRE**

# **Retail Area Façade Improvement Program Policy**

**Corangamite Shire**  
June 2020

# Council Policy



## Retail Area Façade Improvement Program Policy

### Introduction

This policy provides details on how Council will implement a fifth round of its Retail Area Façade Improvement Program.

### Purpose

The purpose of the Retail Area Façade Improvement Program is to provide an incentive for businesses from across the Corangamite Shire to complete improvements to their business facades.

### Scope

All businesses located in the commercial area of a town within the Corangamite Shire that have street frontage will be eligible to be part of this program.

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

### Definitions

Council – Corangamite Shire Council  
Program – Retail Area Façade Improvement Program

### References

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

### Policy Detail

The aim of the Retail Area Façade Improvement Program is to have businesses located throughout the Shire to complete façade improvements.

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

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

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Corangamite Shire Council Policy – Retail Area Façade Improvement Policy

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

- Council will not grant funds from the program retrospectively.
- Council will not provide funds for ongoing or administrative costs not directly related to the project.
- Council will not provide funds for purchasing equipment (e.g. ladders, gurneys, scaffolding, and safety barriers.) Hiring of equipment is permitted when related directly to the project.
- Applicants must be able to fund the cost of the works upfront and then Council will pay its contribution following the completion of works through an acquittal process
- Council will not grant funds for works where a planning permit has been refused.

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

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

To be eligible for the program applicants must:

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

Businesses can apply on a \$1:\$2 basis to complete improvements to their facades with the amount capped at \$3,000 (exc. GST) per business.

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

- Business - \$1,500 (exc. GST)
- Council - \$3,000 (exc. GST)

Businesses will be able to contribute over the \$1,500 amount if they wanted to complete more significant works but would still only be eligible for \$3,000 (exc. GST) from Council.

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

- Business - \$1,000 (exc. GST)
- Council - \$2,000 (exc. GST)

Businesses from the following towns would be eligible to apply to the program

- Camperdown
- Cobden
- Darlington
- Derrinallum
- Lismore
- Noorat
- Port Campbell
- Princetown
- Skipton
- Simpson
- Terang
- Timboon

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

Department: Growth and Engagement  
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Corangamite Shire Council Policy – Retail Area Façade Improvement Policy

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

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

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

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

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

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

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

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

**Review Date**

June 2021.

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Adopted at Council on:  
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Responsibility: Manager Growth and Development  
Document Number:

Department: Growth and Engagement  
To be reviewed by: June 2021  
Policy Number:  
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## 9.8 Domestic Wastewater System Contribution Program Policy Review

**Author:** Rory Neeson, Manager Growth and Engagement

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Rory Neeson

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

### Summary

This report proposes to revoke the current Domestic Wastewater System Contribution Program (DWSCP) Policy and adopt an updated Domestic Wastewater System Contribution Program Policy to be implemented in 2020-2021.

### Introduction

The DWSCP aims to provide a financial incentive for the development of new housing in the Shire on lots in township areas that are not serviced by a reticulated sewage system.

This includes the towns of Darlington, Derrinallum, Lismore, Noorat and Princetown.

The program has been developed in response to feedback provided to Council, that the high costs associated with wastewater treatment on small blocks in these towns is a barrier to development.

Through the ongoing development of this program, it is hoped that Council can encourage more development in these towns, leading to increases in both population and economic activity for the Shire.

The program is unique with no other councils in the state having completed anything similar. Due to the nature of this project in terms of the time it takes to make a decision to purchase land through to completing the build of a house it is important that the program continues to allow for numerous enquiries to translate into new house builds in the Shire.

In the first year of the program Council saw five applications to the program resulting in one successful application. The unsuccessful applications were unable to be granted due to the location of the proposed build, the capital improved value of the lot proposed to be built on or that the house had already been constructed.



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The one successful applicant is currently building their house in Lismore with funding only to be transferred following the completion of the build.

### **Issues**

The Corangamite Shire Council Domestic Waste Water Management Plan provides a risk framework of the potential ability for sustainable wastewater management for every property within the Shire.

The risk framework is based on collated information of environmental and built constraints including lot size, township zone, slope, soil type, flooding potential, as well as the proximity to surface water, groundwater and bores.

Based on a risk assessment of these constraints, there are three summary classes provided to lots when Council officers are completing an assessment – Low, Medium and High.

Through this risk assessment, constraints are identified where a greater level of investigation and design may be required to identify a sustainable domestic wastewater management system.

This investigation often includes the requirement for the completion of a Land Capability Assessment (LCA) by a suitably qualified engineer, to identify the suitable location and sizing of the proposed effluent disposal area, taking into consideration any constraints on the lot.

Conventional systems (septic tanks and trenches) are typically not appropriate for these townships and therefore properties must have an EPA approved secondary wastewater treatment system that is capable of meeting waste water requirements.

These LCA investigations and secondary systems can be costly to the property owner and are often seen as a deterrent for people developing land in non-sewered towns in the Shire. This program aims to help address these issues by providing a financial incentive for the development of new housing in non-sewered towns in the Shire.

Under this program, the owner of a lot of land would be eligible for a one-off grant of up to \$5,000 if the completion of a Land Capability Assessment (LCA) and/or the installation of an EPA approved secondary wastewater treatment system that is capable of achieving a 20/30 standard effluent is required.

Council only makes payment to the applicant once the works are completed using an acquittal process similar to other grants programs in the Shire.

The funding is only made to the applicant and not the property meaning that if the lot was to be sold the new property owner would have to reapply for the grant.

The proposed changes for the updated Domestic Wastewater System Contribution Program (DWSCP) Policy are administrative and ensure the program can be delivered again in 2020-2021.

### **Policy and Legislative Context**

This program is consistent with the following Council Plan 2017-2021 objectives:

Increase the population of Corangamite Shire.

Preserve the natural environment of Corangamite Shire.

Engage with and listen to our communities.

Support our small towns and dispersed population.

**Internal / External Consultation**

The program and policy review was undertaken in consultation with Council’s Environmental Health Unit and Council’s Senior Officer Group.

**Financial and Resource Implications**

There is a \$25,000 draft budget allocation for the implementation of this program for a second year. Successful applicants would be eligible for a one-off contribution of up to \$5,000 to their LCA or secondary wastewater system costs.

**Options**

Councillors may choose to adopt the updated DWSCP Policy, make changes to the policy or not adopt the policy.

**Conclusion**

The DWSCP aims to provide a financial incentive for the development of housing in the Shire on lots in township areas that are not serviced by a reticulated sewage system.

Due to the nature of this project in terms of the time it takes to make a decision to purchase land through to completing the build of a house, it is important that the program continues to allow for numerous enquiries to turn into new house builds in the Shire.

If uptake to this program increases, Council may look to complete further rounds of the program in future years to continue to encourage development in these towns while providing economic, environmental and social benefits to the Shire.

**RECOMMENDATION**

**That Council:**

1. **Revokes the existing Domestic Wastewater Contribution Program Policy dated June 2019.**
2. **Adopts the Domestic Wastewater Contribution Program Policy dated June 2020.**

**COUNCIL RESOLUTION**

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

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Policy Council Domestic Wastewater System Contribution Program June 2020 Tracked Changes - Under Separate Cover
2. Policy Council Domestic Wastewater System Contribution Program June 2020



**CORANGAMITE  
SHIRE**

# **Domestic Wastewater System Contribution Program Policy**

**Corangamite Shire**  
June 2020

# Council Policy



## Domestic Wastewater System Contribution Program Policy

### Introduction

This policy provides details how Council will implement a Domestic Wastewater System Contribution Program (DWSCP).

### Purpose

The purpose of the DWSCP is to provide a financial incentive for the development of housing in the Shire on lots in township areas that are not serviced by a reticulated sewage system (Darlington, Derrinallum, Lismore, Noorat and Princetown).

This financial incentive is being offered to encourage the construction of new housing in these towns as the high costs often associated with the installation of a wastewater septic system can be seen as a barrier to new developments in some townships, also taking into account the prevailing housing market conditions.

### Scope

The program will be managed by Council's Growth and Engagement team with eligibility for funding through the DWSCP to be completed via an assessment process coordinated by Council's Environmental Health Unit in accordance with Corangamite Shire Domestic Wastewater Management Plan.

The assessment includes a variety of factors including township location, lot size, land zoning, soil type and type of wastewater system required for the property.

An internal panel would then meet to assess any applications made to the program and provide a recommendation to Council.

Funding would only be available to new dwellings and not extensions or additions to existing dwellings.

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

### Definitions

Council – Corangamite Shire Council

Program – Domestic Wastewater System Contribution Program

### References

Corangamite Shire Council Domestic Waste Water Management Plan 2014

Corangamite Shire Planning Scheme.

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Corangamite Shire Council Policy – Domestic Wastewater System Contribution Program Policy

**Policy Detail**

Some of the towns in the north of the Corangamite Shire, (Darlington, Derrinallum, Lismore and Noorat) as well as Princetown in the south, do not have reticulated township sewage systems like other towns in the Shire.

This means that blocks in these towns require individual wastewater management systems which can be expensive for potential development, especially on small lot sizes.

The Corangamite Shire Council Domestic Waste Water Plan provides a risk framework of the potential ability for sustainable wastewater management for every lot within the Shire.

The risk framework is based on collated information of environmental and built constraints including lot size, township zone, slope, soil type, flooding potential as well as the proximity to surface water, groundwater and bores and identifies properties that require expensive design and/or wastewater treatment systems.

This program aims to help address these issues by providing a financial incentive for the development of new housing in non sewerred towns in the Shire.

Under this program, the owner of a lot of land would be eligible for a one-off grant of up to \$5,000 if the completion of a Land Capability Assessment (LCA) and/or the installation of an EPA approved secondary wastewater treatment system is required.

To access funding through this program the following steps would occur:

1. The applicant's lot must be located in the township zone of Darlington, Derrinallum, Lismore, Noorat or Princetown.
2. The lot must not have a site value in excess of \$120,000.
3. The lot must be the applicant's primary place of residence.
4. The applicant must make contact with Council to have an assessment of the lot completed by Council's Environmental Health Team in accordance with the DWMP.
5. The lot be assessed as needing a LCA and/or a secondary wastewater system for the property.
6. An application form for the funds is completed by applicant.
7. A meeting of DWSCP panel is held (consisting of a member of the Environmental Health Team, Manager Environmental and Emergency and Manager Growth and Engagement), where the application is discussed and a funding recommendation is decided.
8. The applicant is advised of the decision within 28 days.
9. The applicant must then obtain all relevant permits and then complete works in line with permit conditions under the *Environment Protection Act 1970*.
10. Proof of purchase of the relevant septic system including invoices, photos of the works provided and final 'Approval to Use' certificate issued in line with program guidelines.
11. Acquittal form completed that provides relevant details for transfer of funding. Works would need to be completed within 12 months.
12. Funding transferred to applicant.

Council would only make payment to the applicant once the works are completed using an acquittal process similar to other grants programs in the Shire.

The funding would be made to the applicant and not the property meaning that if the lot was to be sold the new property owner would have to reapply for the grant.

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Adopted at Council on: 25 June 2019  
Agenda Item: 9.4  
Responsibility: Manager Growth and Engagement  
Document Number: 2785131

Department: Growth and Engagement  
To be reviewed by: June 2020  
Policy Number: SDEV 19-01  
Page Number: 3

Corangamite Shire Council Policy – Domestic Wastewater System Contribution Program Policy

The funding would be provided on a first in basis with \$25,000 proposed to be made available for the 2020-2021 financial year.

**Review Date**  
June 2021.

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Adopted at Council on: 25 June 2019  
Agenda Item: 9.4  
Responsibility: Manager Growth and Engagement  
Document Number: 2785131

Department: Growth and Engagement  
To be reviewed by: June 2020  
Policy Number: SDEV 19-01  
Page Number: 4

## 9.9 Swimming Pool Season Review 2019-2020

**Author:** Jane Hinds, Sport and Recreation Coordinator

**File No:**

**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**

To report on the operations of Council's swimming pools for the 2019-2020 season, including attendances, programs, facility improvements and general operations.

### **Introduction**

Council's swimming pools provide safe and accessible aquatic recreation facilities to serve local needs throughout the Shire. In July 2017, YMCA Ballarat/Grampians was awarded the contract for the management of the six outdoor pools for the period 1 July 2017 to 30 June 2019. Following a review and negotiation of the contract, Council entered into a further two-year term with the YMCA, which expires 30 June 2021.

The 2019-2020 season commenced in late November 2019 and concluded in mid-March 2020.

### **Issues**

There were a total of 34,249 attendances across all pools in 2019-2020, compared to the 2018-2019 season where attendances were 46,206. This is a 26% decrease on the previous year's patronage. The only pool to experience an increase in patronage was Timboon, which was due to a change of school programming.

In 2018-2019, there were no swim lessons conducted by the school, they resumed in December 2019 and were captured as part of the attendance records for the 2019-2020 season.

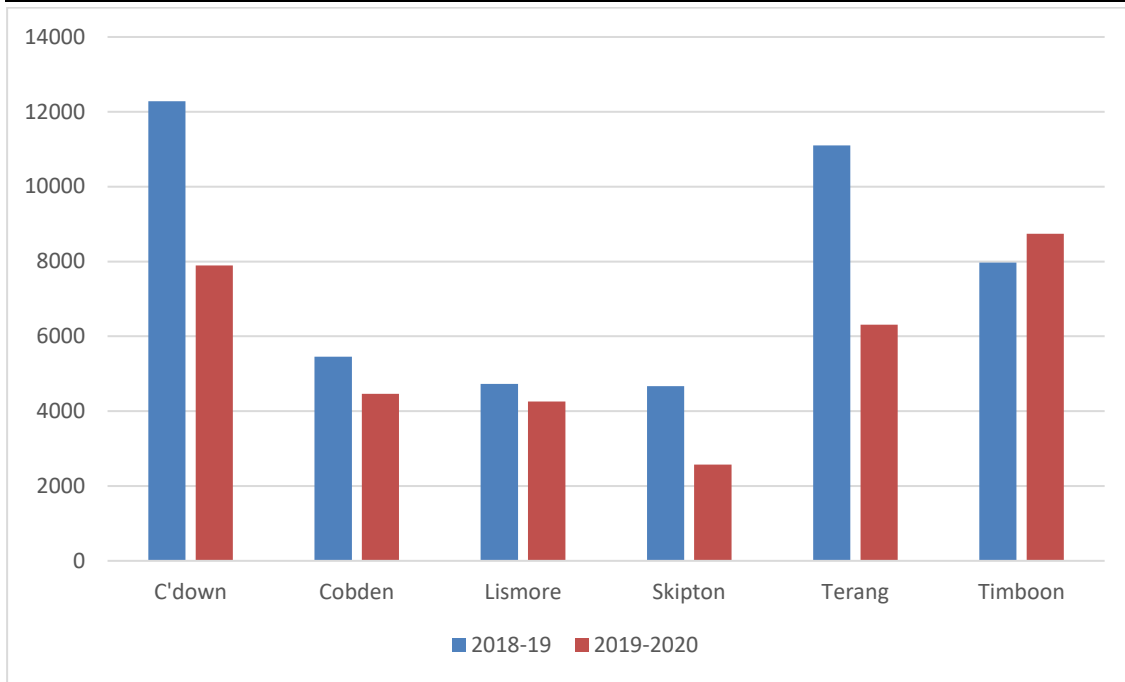


Figure 1: Attendances at Corangamite Shire swimming pools for the 2018-2019 and 2019-2020 seasons

A monthly attendance graph with accumulated attendance is highlighted below, providing insight into the attendance rates in seasons 2018-2019 and 2019-2020. The graph shows that attendance was on par through December, however, a decline was then evident for January through to March.

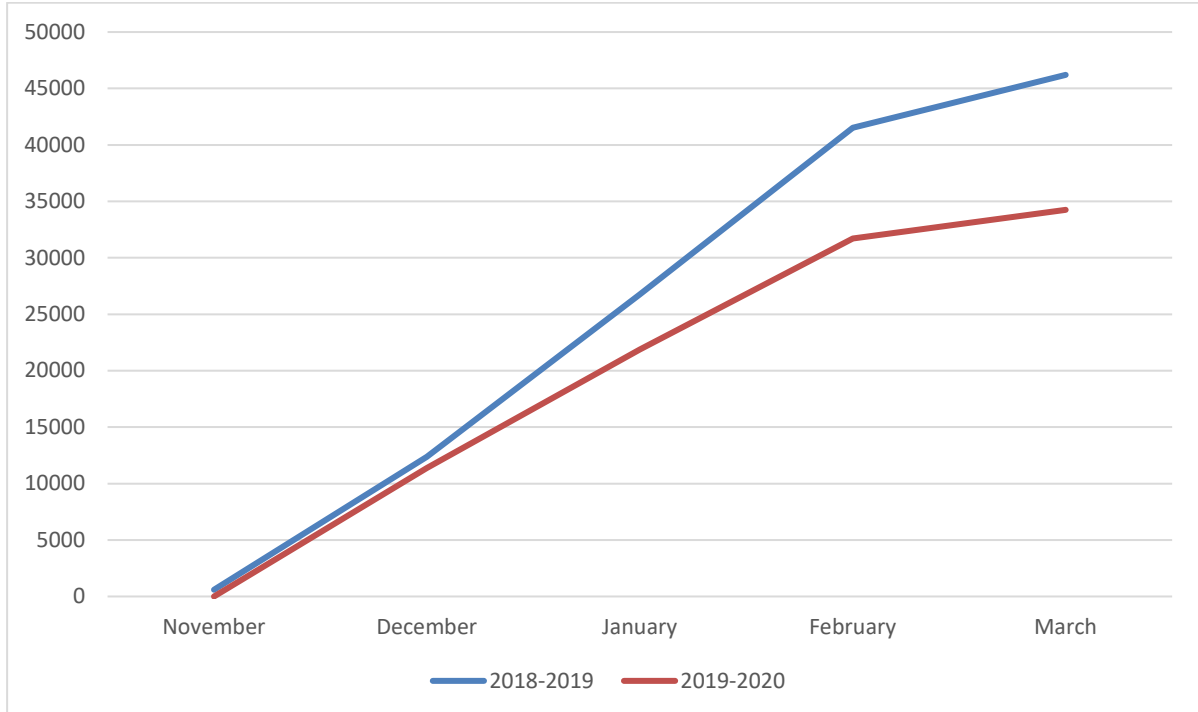


Figure 2: Accumulative monthly attendance rates

A review of the weather patterns across the pool season is highlighted in Table 1 below and helps to explain the relationship between the temperature and the pool attendance figures.



As part of the renewal of the contract with the YMCA and Council, a change to the hot nights/inclement weather policy at the pool facilities was implemented. This change meant that the pools would not open if the forecast temperature was below 19.5 degrees. In previous years, the pools would not open if the forecast temperature was below 18 degrees.

However, the agreement outlined that early morning lap swimming and swim club sessions would proceed regardless of temperature. In addition, on hot evenings where the temperature was greater than 28 degrees at 6:30pm, or there were sufficient patrons, the YMCA kept the pools open to accommodate users and encourage participation.

Council Officers monitored the number of hours that the pool was closed early or did not open at all due to cold weather. The total number of hours across all six swimming pools where this occurred was 341 hours, which equates to an average of 57 hours or 7 days per facility. This is considered significant and is directly attributed to the cold weather.

In addition, monitoring of the days in which the swimming pool hours were extended was undertaken. There were a number of sporadic hot weather days experienced throughout the season and the facilities were kept open to offset the hours that had been lost due to early closures.

Towards the end of the season, Council Officers and the YMCA developed a plan to ensure that the hours owing (hours closed early minus hours extended) were reallocated and distributed across the six pools. This saw a number of additional programs conducted and additional activities delivered at all facilities.

The average mean temperature throughout the 2019-2020 season, was well below that of the 2018-2019 season, with the exception of March. March saw an increase in the average mean temperature, however the pools were only opened for the beginning of this month. It was noted that the average mean temperature for February decreased by 2.9 degrees, which saw a significant decrease in attendance from 14,777 patrons in 2018-2019 to 9,861 patrons in 2019-2020. The number of days during the season where it rained increased from 51 days to 57 days for the 2019-2020 season.

Month	Attendance		Average Mean Temperature		Days under 18 degrees		Days under 19.5 degrees		Days rained	
	2018- 2019	2019-2020	2018- 2019	2019- 2020	2018-2019	2019- 2020	2018-2019	2019-2020	2018-2019	2019-2020
November	596	0	20.9	19.7	17	20	15	15		
December	11,788	11,393	26.5	25.3	7	10	13	12		
January	14,373	10,471	30.1	27.6	0	1	3	5		
February	14,777	9,861	27.2	24.3	3	5	8	14		
March	4,672	2,524	25.5	34.1	7	8	12	11		
<b>TOTALS</b>	<b>46,206</b>	<b>34,249</b>	<b>26.04</b>	<b>26.2</b>	<b>34</b>	<b>44</b>	<b>51</b>	<b>57</b>		

**Table 1: Analysis of weather activity; statistics sourced from the Bureau of Meteorology**

The graph below demonstrates the direct relationship between cold weather and lower attendance rates. This is consistent with previous years, where warmer temperatures see a high level of attendance and cold weather sees a low level of attendance. Unfortunately, there was an increase in mean temperature throughout the month of March, however this did not

equate to an increase in attendance, due to the closing dates of the pools being early in the month.

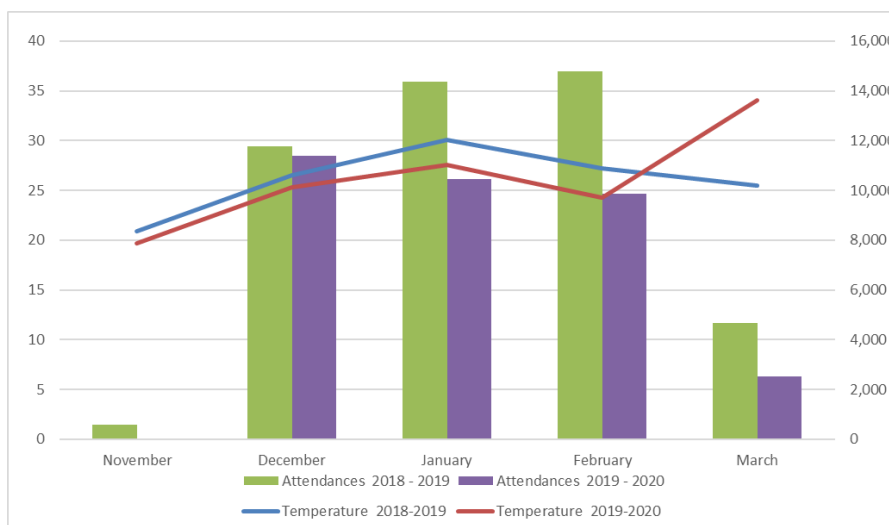


Figure 3: Total attendance at all pools by month vs Average mean temperature by month

**Benchmarking**

In benchmarking the attendance at swimming pool facilities for the 2019-2020 season, it is worth noting that Ballarat City Council experienced a 29% decrease in attendances at their four outdoor swimming pools. In addition, Moyne Shire Council noted that patronage numbers at Mortlake and Macarthur outdoor pools declined 26%, with 7,399 patrons attending the pools in 2019-2020 compared to 10,001 in 2018-2019.

**Programs**

A range of programs were offered at the pools including early morning lap swimming, pool parties, family BBQ nights, triathlons, inflatable fun sessions, lap challenges and water aerobics. These programs encourage participation and assist in the overall patron numbers attending the swimming pools.

This year Aquatics and Recreation Victoria’s renowned VicSwim program was again conducted across all six swimming pools. This service provides life-saving skills for school aged residents and/or visitors.

Council’s committees were again active and provided a number of benefits to the community, with highlights provided in the table below.

Facility	Committee Activities
Camperdown	<ul style="list-style-type: none"> <li>Pool Opening Celebrations</li> <li>Pool Disco</li> </ul>
Cobden	<ul style="list-style-type: none"> <li>Opening day pool party</li> <li>Pool Disco</li> </ul>
Lismore	<ul style="list-style-type: none"> <li>Conducted a series of events over the Australia Day Long Weekend</li> <li>Aquasaurus Inflatable Day</li> </ul>
Skipton	<ul style="list-style-type: none"> <li>Conducted a triathlon</li> <li>Upgraded the outdoor undercover area</li> </ul>
Terang	<ul style="list-style-type: none"> <li>Grandparents Day</li> <li>Christmas party with Santa</li> </ul>

Timboon	<ul style="list-style-type: none"> <li>• Conducted a lap swim challenge</li> <li>• Conducted an Australia Day triathlon</li> </ul>
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**Table 2: Summary of Pool committee activities**

### ***Corangamite Shire Swimming Pools Facebook Page***

As a communication tool, social media has represented a significant opportunity for Corangamite Shire to provide a platform for community members to voice their opinion, connect with their local swimming pool in an informal way, and to stay up to date with activities happening at the pools.

The Corangamite Shire Swimming Pools Facebook page was well utilised by most pools during the season with most major programs and activities promoted via this medium. The page drew 1,490 individual followers, which is an additional 201 followers on the 2018-2019 season. Following discussions with the YMCA to enhance the promotion of pool activities on Facebook, there will be more of a focus on a coherent social media presence throughout the 2020-2021 season including 'business as usual' information and an enhanced event and marketing calendar.

### ***Fees***

Fees for season 2019-2020 were increased in line with CPI.

Fees were presented to pool committee members at the annual Central Pools Meeting held 1 May 2019.

### ***Facility Improvements and Maintenance***

General maintenance items were completed prior to the season and as required throughout the season. Additional works will be completed over the winter period to ensure the issues that could not be fixed at the time of identification are resolved prior to the 2020-2021 season.

These works include:

- Timboon swimming pool underground pipework
- Cobden swimming pool replacement of terracotta gutters

Prior to season 2019-2020, both the Camperdown and Cobden Swimming Pools were repainted utilising a luxepoxy paint system which has anticipated cost benefits, a longer life expectancy and a higher quality finish.

### ***Customer Satisfaction***

The YMCA continued this year with the digital surveys which were implemented in 2018-2019, using visual prompts on iPads. Surveys were conducted at all pools, where patrons were asked six short questions to gauge customer satisfaction through the busiest period of the season being January and February.

Feedback was sought on the pool experience and how it made patrons feel, cleanliness of the facility, YMCA staff, kiosk option and further feedback.

In total, 571 people were surveyed across the six pools. The survey highlighted that the biggest room for improvement is with the swimming pool kiosks. Noting that the selection of food and the variety of drinks available for consumption was lacking. Council Officers have discussed this with YMCA staff and will consider this prior to the 2020-2021 season, however the YMCA have noted that they are trying to find a balance between more food options and alignment with the healthy food policy. YMCA have suggested a meeting with a community

health representative to discuss what the offering should look like for the 2020-2021 season and beyond.

In addition to the kiosk offerings, the survey outlined that patrons appreciated the friendly staff, cleanliness of facilities and good swimming pool conditions and facilities. Verbal feedback from patrons throughout the season provided positive comments especially regarding the positive attitudes of staff, the quality and quantity of events, pool water quality and cleanliness of amenities and grounds.

The swimming pools have provided a range of health and wellbeing outcomes for residents of the Corangamite Shire in 2019-2020. Safe and accessible swimming pool facilities have provided the community with an opportunity to improve their health, mental and social wellbeing by providing family friendly and accessible facilities, activities and programs.

### ***Contract Extension***

The existing contract 2018002 Management of Recreation Facilities for Corangamite Shires Recreation Facilities concludes in June 2021, with no further options available.

In preparation for a new contract to begin in July 2021, Council officers will review the terms and conditions of the contract and present to Council in due course.

### **Policy and Legislative Context**

The swimming pool service is acknowledged through Council's commitment to the community's wellbeing, lifestyle and related infrastructure as stated in both the Health and Wellbeing Plan and the Council Plan 2017-2021:

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**

Council's swimming pool service for 2019-2020 season has been evaluated by facility users across all pools. The survey results indicate that for all pools service areas met the expectations of patrons.

Council's swimming pool service is supported by local pool committees comprising membership from the community including swimming clubs, schools and general community.

Annual General Meetings were held by each Swimming Pool Committee prior to the season to elect members of each committee. The Swimming Pool Committees have input into the delivery of the service in a manner which best suits its local community including:

- length of season
- operating hours
- programs and activities
- lap swimming sessions.

The data extracted from the point of sale system was used by the YMCA to inform a discussion with the Committees of Management about opportunities to maximise attendances in opening hours and programming at the pools for the 2019-2020 season.

**Financial and Resource Implications**

The total budget for pool operations in 2019-2020 was \$543,124, which includes contract, maintenance and utility costs. Based on total attendance of 34,249 this equates to a cost of \$15.85 per user to utilise the pools during the season. In comparison, the pool operations cost of 2018-2019 was \$535,402 (including contract, maintenance and utilities) and with an attendance of 46,206, this meant a cost of \$11.58 per person to utilise the pools during that season.

The total budget for capital works for the 2019-2020 financial year was \$90,000. This included replacement of the expansion joints of the main pool in Camperdown, along with the repainting of the toddler and main pools at Camperdown and Cobden.

In accordance with the contract for management of the facilities, all income generated from the operation of the swimming pools is retained by the Contractor apart from a percentage of the entry income (user fees), which is given to each pool committee for reinvesting into minor equipment or programs at their respective facility.

**Options**

Council may or may not receive the 2019-2020 report on the operations of Council's swimming pool season.

**Conclusion**

The 2019-2020 swimming pool season provided a range of programs and a high standard of satisfaction within the community. The feedback from patrons was for the most part positive.

There were a total of 34,249 attendances across all pools in 2019-2020, compared to 46,206 attendances in 2018-2019. There is a direct relationship between the cold weather and the lower attendance rates in 2019-2020.

Council's continued contribution and support of these assets ensures opportunities for participation in an active and healthy lifestyle, which serve the local needs of the Corangamite community.

The swimming pools continue to provide a range of health and wellbeing outcomes for residents of the Corangamite Shire.

**RECOMMENDATION**

**That Council receives the report on Council's swimming pool operations for the 2019-2020 season.**

**COUNCIL RESOLUTION**

***MOVED: Cr Brown***  
***SECONDED: Cr Beard***

**That the recommendation be adopted.**

**CARRIED**

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## 9.10 Cobden Civic Hall Committee of Management Fees and Charges

**Author:** Jarrod Woff, Manager Facilities and Recreation

**File No:**

**Previous Council Reference:** Nil

### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author - Jarrod Woff

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

### **Summary**

This report seeks Council approval of the proposed fees and charges for use of the Cobden Civic Hall for the period 1 July 2020 to 30 June 2021.

### **Introduction**

The Cobden Civic Hall has an appointed Special Committee delegated under section 86 of the *Local Government Act 1989*.

The role of the Committee is to oversee the management of the facility on behalf of Council and in the best interest of the residents of Corangamite, including to promote use of the facility and support its development as a community asset. The committee shall also submit to Council a list of admission fees/ user charges for approval.

### **Issues**

The Cobden Civic Hall Committee has prepared and recommended an adjustment to the fees for use of the facility.

It is proposed to increase the fees slightly to take effect from 1 July 2020. It is recognised by the Committee of Management that not all fees have been adjusted, but the fees provide good value for money and are rounded to ensure ease of cash handling.

COBDEN CIVIC HALL		Current Fee (2019-2020)	Proposed Fee (2020-2021)	% Increase
<b>Rates for Functions</b>	Main Hall, Supper Room & Kitchen	\$285	\$290	1.75%
	Main Hall & Kitchen	\$235	\$240	2.13%
	Main Hall and Supper Room	\$210	\$215	2.38%
	Main Hall Only	\$160	\$160	-
	Supper Room & Kitchen	\$125	\$130	4.00%
	Bond for Alcohol (Prepaid)	\$230	\$230	-
<b>Rates for Meetings Only (including Funerals)</b>	Main Hall	\$85	\$85	-
	Supper Room	\$45	\$45	-
	Heytesbury Room	\$45	\$45	-
	Presidents Room	\$35	\$35	-
	Additional Fee for use of kitchen or kitchenette	\$45	\$45	-
<b>Community Group Use</b>	Meeting Rooms Only (per annum)	\$135	\$135	-
	Meeting Rooms and kitchen/ kitchenette (per annum)	\$135	\$135	-
<b>School &amp; Kinder Use</b>	Daytime use (rehearsals, etc.) No concession for night-time use	\$35	\$35	-
<b>Multi-day Use (e.g. Art Show, Orchid Show)</b>	Scheduled fee x no. of days x 30% discount			-
<b>Tables &amp; Chairs (Hired for use away from Hall)</b>	Wooden trestle tables only (each)	\$5	\$5	-
	Chairs from under the stage only (each)	\$2	\$2	-
<b>Special Rates</b>	Monthly Dance (each month)	\$125	\$130	4.00%
	Dancestruck - (per night)	\$30	\$30	-
	21sts, 18ths, Cobden Football Netball Club	\$415	\$425	2.41%

### Policy and Legislative Context

The Cobden Civic Hall is a Special Committee of Council established pursuant to Section 86 of the *Local Government Act 1989*. Election of committee members are conducted in accordance with the Instrument of Delegation.

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

Engage with and listen to 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.

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

### **Internal / External Consultation**

In the absence of a formal meeting due to COVID19, the Committee considered the proposed fees and charges for the period 1 July 2020 to 30 June 2021 via email, with all members agreeing to recommend the proposed fee increase for approval by Council.

### **Financial and Resource Implications**

Council officers assist with the facilitation of the special committees of the Council and implementation of the Public Halls Management Policy.

The Cobden Civic Hall Committee of Management is responsible for all day to day operational costs. The committee retains all fees for use of the facility and is required to keep books of accounts and provide records of its financial activity for the year to Council in accordance with the Instrument of Delegation.

Council provides an annual allocation to the Committee in accordance with the Public Halls Management Policy to assist with operational expenses. Council also allocates funding in its annual budget for hall maintenance in accordance with Council's Building Asset Condition Assessment and annual maintenance inspections.

The proposed fees have been reviewed in line with CPI adjustments and rounded for cash handling purposes, with most rates remaining unchanged for the 2020-2021 financial year to help support the community.

### **Options**

Council has the following options:

1. Accept the committee's recommendation for the proposed fees and charges
2. Reject the recommendation and retain the current fees
3. Recommend alternate fees.

### **Conclusion**

The recommended fees and charges for the Cobden Civic Hall for the period 1 July 2020 to 30 June 2021 are considered to provide good value for money. The proposed fees have been reviewed in line with CPI adjustments and rounded for cash handling purposes, with most rates remaining unchanged for the 2020-2021 financial year.



**RECOMMENDATION**

That Council approves the proposed fees and charges for admission fees/user charges at the Cobden Civic Hall to commence 1 July 2020.

COBDEN CIVIC HALL		Current Fee (2019-2020)	Proposed Fee (2020-2021)	% Increase
<b>Rates for Functions</b>	Main Hall, Supper Room & Kitchen	\$285	\$290	1.75%
	Main Hall & Kitchen	\$235	\$240	2.13%
	Main Hall and Supper Room	\$210	\$215	2.38%
	Main Hall Only	\$160	\$160	-
	Supper Room & Kitchen	\$125	\$130	4.00%
	Bond for Alcohol (Prepaid)	\$230	\$230	-
<b>Rates for Meetings Only (including Funerals)</b>	Main Hall	\$85	\$85	-
	Supper Room	\$45	\$45	-
	Heytesbury Room	\$45	\$45	-
	Presidents Room	\$35	\$35	-
	Additional Fee for use of kitchen or kitchenette	\$45	\$45	-
<b>Community Group Use</b>	Meeting Rooms Only (per annum)	\$135	\$135	-
	Meeting Rooms and kitchen/kitchenette (per annum)	\$135	\$135	-
<b>School &amp; Kinder Use</b>	Daytime use (rehearsals, etc.) No concession for night time use	\$35	\$35	-
<b>Multi-day Use (e.g. Art Show, Orchid Show)</b>	Scheduled fee x no. of days x 30% discount			-
<b>Tables &amp; Chairs (Hired for use away from Hall)</b>	Wooden trestle tables only (each)	\$5	\$5	-
	Chairs from under the stage only (each)	\$2	\$2	-
<b>Special Rates</b>	Monthly Dance (each month)	\$125	\$130	4.00%
	Dancestruck - (per night)	\$30	\$30	-
	21sts, 18ths, Cobden Football Netball Club	\$415	\$425	2.41%

**COUNCIL RESOLUTION**

*MOVED: Cr Beard*  
*SECONDED: Cr Gstrein*

**That the recommendation be adopted.**

**CARRIED**

Having declared an indirect conflict of interest by close association in agenda Item 9.11, Cr Brown left the meeting at 8.21pm.

## 9.11 Lease Agreement - 31 Main Street, Derrinallum

**Author:** Wendy Williamson, Property Officer

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Wendy Williamson

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

### Summary

This report is for Council to consider a lease agreement for the purpose of a coffee shop, community meeting space and development of a community garden at 31 Main Street, Derrinallum, which is owned by Council.

### Introduction

The property at 31 Main Street, Derrinallum was identified by Council as a facility to investigate the opportunity for sale or business opportunity as part of the Corangamite Shire Property Utilisation Review.

In February 2020, Council advertised its intention to review the future use of 31 Main Street, Derrinallum. In accordance with the *Local Government Act*, a public submission process occurred, along with an on-site meeting, allowing community members and groups to comment on the future use of the facility. Three submissions were received during this process and five people attended the onsite meeting.

This report considers the submissions and recommends Council enter into a lease agreement at 31 Main Street, Derrinallum.

### Issues

#### *Property Overview*

#### History of the Land

The land was purchased by Council in 1958 and has been used as a Health Centre for children services over the years. In recent years it has been used as a Family Day Care Centre until March 2019 when operations ceased.

Size and location of the property

The size of the land is approximately 1,012m<sup>2</sup> with the dimensions being 20.12m x 50.29m, known as Lot 5 on LP5778. This land is located in the Township planning zone and there are no overlays.

The land is located in the main street of Derrinallum. Access is provided via Main Street, which is sealed with bitumen across the front of the block. Water and power services are available. The land has a northerly aspect with an established and well maintained garden surrounding the building and there is a small storage shed. The building, originally used for a Maternal, Child and Health service is small and while the floor plan remains unchanged it could easily be converted for another use.



**Figure 1: 31 Main Street, Derrinallum**

Demonstrated Past and Current Usage

Although 31 Main Street, Derrinallum was leased out for the previous two years at a rental of \$4,004 per annum, as a Family Day Care Centre it currently remains vacant. The leasing arrangements provided that the Lessor was responsible for any repairs or maintenance and capital works. All service charges were the responsibility of the Lessee with the exception of all municipal rates, charges and fire services levied on the property. Council's Family Day Care Department allocated funds to cover these costs.

Surrounding Usage

The Derrinallum CFA and rural store are located next door and are situated to the right of the property facing the entrance of the premises. The southern aspect of the block abuts vacant land. Otherwise the property is surrounded by residential housing and vacant blocks.



**Figure 2: Location maps – 31 Main Street, Derrinallum**

#### Strategic Relevance

The *Planning and Environment Act 1987* establishes a framework for planning the use, development and protection of land. Any development on the site would need to comply with the relevant local planning scheme and obtain any required planning permits associated with the proposed use of the premises.

#### Access to the Property

Access to the property is available from Main Street, Derrinallum.

#### Demonstrated Community Need

The facility has not been noted in previous community plans, although some residents have mentioned that they would like to see the facility retained as a community facility.

#### Property Holding Costs

Property holding costs relate to the money spent by Council to keep and maintain the property. The ongoing property holding costs associated with the facility include the fire services property levy, insurance, essential safety measures, water expenses, electricity and ground maintenance which has been estimated at close to \$5,900 annually.

#### ***Community Consultation***

Council Officers met with the Derrinallum Progress Association at a meeting on 12 February 2020 and an onsite meeting was held with the community to discuss the future use of the facility and hear all views raised on the matter. Community members were advised at the meeting that Council was seeking community input as to whether there is current or future community use of the facility.

A total of five community members attended the community meeting with the general consensus being for Council to retain the property and see if the facility could be used to support the establishment of a new business in the town, such as a coffee shop, spa facility or opportunity shop. There were also a number of enquiries made following the onsite meeting. A summary of discussions and the potential uses identified is provided in Table 1 below.

<b>Key points from onsite meeting</b>
• Could be used as a second opportunity shop for the township
• Maintain as a community facility
• Is a shame to lose the facility
• Coffee Shop
• Storage and meeting place
• Spa Facility

**Table 1: Summary of discussions at public consultation process**

Submissions from two parties were received during the submission period with one providing interest in leasing or purchasing the facility and the other interested in leasing the facility. The details of the submissions are outlined below.

#### Submission 1 – Proposal A

One applicant provided two separate submissions, one for the purchase and one for the lease of the premises. The applicant has established the opportunity shop in Derrinallum and is looking at setting up a secondary site, with a vision to establish a garden, a meeting place for locals to socially interact, to sell tools and garden furniture which they cannot do on their current site. They are looking to operate both facilities, not transfer from one to the other.

An offer to purchase the property was outlined and discussed with Council, the details of which are provided under separate cover. Any Council property sale must be undertaken in accordance with Councils Sale of Council Land and Buildings Policy.

#### Submission 1 – Proposal B

The second proposal from applicant one, was for lease of the facility. The lease proposal is for the purpose of operating an opportunity shop under a community lease arrangement of \$104 (exc. GST) based on the profits being returned to the community. A lease term of five years with an option for a further five years or option to purchase has been requested. This rental offer is in line with Councils Leasing Policy and would include responsible for all property costs and implementation of any development works and capital improvements.

#### Submission 2

This submission is to set up a coffee shop, selling coffee, muffins and scones. This applicant is offering the facility to be open and used by the community for meetings in the evenings and the development of a community garden. The applicant has requested a lease term of five years with an option for a further five years and Council has negotiated an annual rental of \$4,500 exc. GST. This rental offer is in line with Councils Leasing Policy, including an application of a rental subsidy and would include responsibility for maintenance, co-ordination, funding and implementation of any development works and capital improvements.

The submissions provide Council with a number of options to consider for the future use of 31 Main Street Derrinallum. These options are outlined below;

#### 1. Lease – Opportunity Shop

A lease agreement could be established with applicant one for the purpose of an opportunity shop, based on the terms outlined in above. The lease fee would be set in accordance with Council Policy – Category A ‘Community Group’ at \$104 (exc. GST) per annum.

2. Lease – Coffee Shop

A lease agreement could be established with applicant two for the purpose of a coffee shop, community meeting space and development of a community garden. The lease fee would be set in accordance with Council Policy – Category D ‘Commercial/Private’. In discussing the proposed lease with the applicant, they have confirmed that they would not be charging members of the community to utilise the facility as a meeting space and would be encouraging use of the facility with or without purchase of products. The main objective of the facility is to be a community space. The community benefits being offered by the applicant as part of the establishment of a coffee shop business and the provision of a community meeting space/garden have been considered and assessed with a subsidised lease amount of \$4,500 (exc. GST) per annum proposed.

3. Proceed to sale of 31 Main Street, Derrinallum

As this property has been identified as a facility to investigate the opportunity for sale as part of the Corangamite Shire Utilisation Review, Council received a submission for the purchase of this property and could consider disposal of the asset. There will be some costs incurred by Council should it proceed with the sale including a property valuation and legal fees. These costs can be offset by the sale proceeds. Council would be required to maintain the property prior to the parcel being sold.

4. Council retains 31 Main Street, Derrinallum for current use

Council has the option to retain this facility and maintain the status quo. Council would need to allocate recurrent funds for the ongoing maintenance and upkeep of the facility.

The consultation process highlighted that the community were in favour of Council retaining the facility for use by the community. In reviewing the above options, provision of a lease agreement would allow Council to achieve this, whilst also generating a financial return. In addition, there are a range of economic, social and community benefits that could be met if a lease agreement for the purpose of a coffee shop, community meeting space and development of a community garden was established.

### **Policy and Legislative Context**

The Sale of Council Land and Building Policy and Councils Property Leasing Policy outline the way in which Council administers its real estate assets in accordance with Council strategies, plans and legislative requirements.

The future use of 31 Main Street, Derrinallum aligns with the following key themes in the Council Plan 2017-2021:

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

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

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

### **Internal / External Consultation**

The surrounding landowners were provided with written notification of an onsite meeting to discuss with the community the possibility of Council selling or leasing the land and to hear all views raised on the matter. A public notice was also placed in the Warrnambool Standard

on 22 February, Derrinallum Newsletter on 26 February and 11 March and the Camperdown Chronicle on 21 February. The onsite meeting occurred Friday 20 March 2020, with five residents attending.

Following the onsite meeting, a public notice was advertised in the Warrnambool Standard on the 28 March, the Lismore Newsletter on the 25 March, the Camperdown Chronicle on the 27 March and Council's website. The notice invited community members and groups to make formal submissions regarding the proposal in accordance with the *Local Government Act*, with the submission period closing 5pm Monday 27 April 2020. Three submissions were received during the submission period.

If Council were to proceed to sale or lease, a public notice advertising Council's intention will allow the opportunity for community members to make public comment and submissions regarding the proposal for the facility. This is in line with the *Local Government Act* and Council Policy.

### **Financial and Resource Implications**

There has been some administrative costs incurred by Council to date in looking at the future use of this facility. If Council opts to proceed with sale or lease of the facility there will be additional costs associated, however these costs will be offset from sale or lease returns.

The capital improved value (CIV) is commonly known as the total market value of land including buildings and other improvements and is determined by an independent valuer through a desktop analysis; no onsite inspection takes place. For this purpose, the CIV as assessed 1 January 2019, as per the rating system valued the property at \$62,500. The desktop valuation of the property can be used as an indicative guide only.

A current desk top market commercial rental valuation was obtained from Opteon Property Valuers in March 2020. The property was valued at a rate of \$8,000 (exc. GST) per annum for the purpose of entering into a new commercial lease agreement. Application of a rental subsidy has been applied, which would see a lease fee of \$4,500 (exc. GST) charged per annum.

The lessee will be responsible for all service charges to the property, including electricity, phone, water, fire services property levy, municipal rates and charges. All revenue received from this lease agreement will be treated as general revenue in the year it is received and will be considered as part of Council's annual budget.

### **Options**

Council has a number of options available when considering the future arrangements of 31 Main Street, Derrinallum. Council can opt to sell, retain or as recommended enter into a lease agreement for this property.

### **Conclusion**

The property located at 31 Main Street, Derrinallum was acquired by Council in 1958 and currently remains vacant following a tenant relinquishing its lease agreement for use of the property. The property has been reviewed and options have been considered for its future use including, retain, sell or lease.

The consultation process highlighted that the community were in favour of Council retaining the facility for use by the community. If Council were to enter into a lease agreement for the purpose of a coffee shop, community meeting space and development of a community



garden, it will benefit the local community, satisfy the feedback from the community consultation process, whilst providing the best financial return to Council.

## RECOMMENDATION

**That:**

- 1. Council advertise its intention to enter into a five (5) year lease agreement with Kevin Molesworth for use of 31 Main Street, Derrinallum for the purpose of operating a coffee shop, community meeting space and development of a community garden.**
- 2. The lease has the option of one further term of five (5) years and delegate to the Chief Executive Officer to execute.**
- 3. The annual lease fee be set at \$4,500 (plus GST) with annual CPI adjustments applicable.**
- 4. If no submissions are received, Council delegate authority to the Chief Executive Officer to enter into a lease agreement as per Councils Leasing Policy.**
- 5. The Common Seal of Council be affixed to the lease agreement.**

## COUNCIL RESOLUTION

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

**That the recommendation be adopted.**

**CARRIED**

## Attachments

1. Application Rental Subsidy 31 Main Street, Derrinallum - Under Separate Cover
2. Submission 1 - Proposal A - 31 Main Street Derrinallum - Under Separate Cover
3. Submission 1 - Proposal B - 31 Main Street Derrinallum - Under Separate Cover
4. Submission 2 - 31 Main Street Derrinallum - Under Separate Cover

Cr Brown returned to the meeting at 8.24pm.

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## 9.12 Contract 2020007 - Provision of Road Maintenance Products and Services

**Author:** Mikayla Hein, Manager Works

**File No:**

**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 - Mikayla Hein

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

### **Summary**

To award Contract 2020007 for the Provision of Road Maintenance Products and Services.

### **Introduction**

Council has a substantial program of works to complete each year.

The *Provision of Road Maintenance Products and Services* Contract enables staff to efficiently purchase products and services when required and ensures compliance with purchasing requirements. Best value is also guaranteed, as staff must consider price, availability and proximity to jobs when selecting the most appropriate product/service for the work.

The technical report attached provides a detailed evaluation of the submissions under this Contract.

### **Issues**

The Contract for *Provision of Road Maintenance Products and Services* was advertised for public tender, as required by Council policy, as it will involve cumulative purchasing exceeding \$150,000.

Twenty-four tender documents were downloaded during the advertisement period. Ten tender submissions were received for this Contract. All submissions did not cover all requested items as they were specialist companies.

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The following products and services were requested as part of this tender:

- Crack sealing
- Stabilised patching
- Pre-mis patching
- Spray sealing
- Asphalt installation
- Pothole patching products
- Materials testing
- Emulsion supply
- Bitumen supply
- Guidepost supply
- Binding and dust suppression products
- Line making services

In previous Contracts, all tender submissions were accepted into the Contract. For the duration of the Contract some companies were not engaged to supply any products or services.

Crack sealing will be excluded from this contract as the value is likely not to exceed tender thresholds.

As the tasks and services of the Shire are extensive and varied, the provision of a variety of products and services is critical to ensure cost effective, high quality delivery of projects to the designed scope and budget. Further, it is important to ensure that all suitable submissions are accepted for this specific Contract to allow council staff the option to evaluate and select a variety of suppliers and materials to be utilised across the Shire which are best suited on individual projects.

Whilst multiple tenderers are recommended for inclusion in the Contract, it is important to note that preferred suppliers will be determined on an individual project basis to meet requirements.

All tenders were evaluated against the evaluation criteria which determined four of the ten submissions be recommended for inclusion into the Contract for 2020-2022.

### **Policy and Legislative Context**

This tender is in keeping with the 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

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

Maintain our local road network at current or improved standards

Council will focus on the provision of high quality roads

This tender will assist in delivering on Council's obligations in the following areas:

- *Local Government Act 1989*

- *Council's Procurement Policy*
- *Rural Roadside Management Plan*
- *Risk Management AZ/NZS 4360:2004*
- *Road Management Act 2004.*

### **Internal / External Consultation**

External consultation was completed by way of public notification of the tender opening period. The tender was publicly advertised in local newspapers and the Council website including; the Warrnambool Standard, Western District Newspaper and the Herald Sun.

Internal consultation was completed via the assessment of tenders by multiple directorates with a direct interest in the contract. The tender assessment panel consisted of members from both the Works and Finance Departments. Each member of the assessment panel had relevant and extensive experience and knowledge in the variety of products and services being offered in the submissions.

### **Financial and Resource Implications**

Financial implications have been considered in the assessment of the tender submissions. An investigation into the rates provided by all tenderers concludes that the rates are fair and reasonable.

Resources provided in the tender submissions ensure that Council will have multiple suppliers where possible for specific products and services.

There are no additional resources required to execute this contract.

The existing Contract for *Provision of Road Maintenance Products and Services* is due to expire on the 30 June 2020. This Contract will replace the existing Contract.

### **Options**

Council may choose to award the Contract to all suppliers, the recommended four suppliers from evaluations or none of the suppliers.

If the Contract is awarded to all suppliers, Council will have the ability to choose the most suitable supplier for each individual project. However, there will likely be multiple suppliers on the Contract who will not be engaged for the duration of the contract, or will be required to supply products or services to a value that would be satisfied by a Request for Quotation procurement process based on previous years' spend evidenced in Council's financial system.

If the Contract is awarded to the recommended four suppliers from evaluation, Council will have the ability to choose the most suitable supplier for each individual project. The tender and selection process will maintain its integrity and importance for future submissions as opposed to awarding to all tender submissions with no intention of purchasing from some as products and services do not meet requirements or are not competitive.

If the Contract is not awarded to any of the tender suppliers, council will risk the supply of these products and services, which will impact administration to procure products and potential delays in delivery of works resulting in likely dissatisfaction of relevant stakeholders including residents and rate payers in the Corangamite Shire.

### Conclusion

All elements of Council's Procurement Policy were adhered to in this tender process. All tender submissions were received in accordance with the procurement policy, tender timeframes and offer a wide variety of products and services for use in the 2020-2021 and 2021-2022. Four submissions have been recommended for Contract award as these would offer the best variety and value for money for Council's road maintenance program for the upcoming two financial years.

### RECOMMENDATION

**That Council award Contract 2021007 Provision of Road Maintenance Products and Services, by letter of award, to:**

- Stabilime Distributors Pty Ltd
- Fulton Hogan
- Delnorth Pty Ltd
- SAMI Bitumen Technologies

### COUNCIL RESOLUTION

**MOVED:** *Cr Gstrein*

**SECONDED:** *Cr Beard*

**That the recommendation be adopted.**

**CARRIED**

### Attachments

1. Schedule of Rates - Contract 2021007 - Under Separate Cover - Confidential
2. Technical Evaluation Report - Contract 2021007 - Under Separate Cover - Confidential
3. No Conflict of Interest Declaration - Panel Members - Under Separate Cover

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## 9.13 Contract 2021003 - Supply and Loading or Supply and Delivery of Road Making Materials

**Author:** Mikayla Hein, Manager Works

**File No:**

**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 - Mikayla Hein

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

### Summary

This report seeks Council approval for the award of Contract 2021003 *Supply and Loading or Supply and Delivery of Road Making Materials* for a period of 2 years, commencing 1 July 2020 and expiring 30 June 2022.

### Introduction

The Corangamite Shire road network consists of approximately 915km of sealed roads and 1,228km of unsealed roads across an area of 4,400 square kilometres. An extensive construction and maintenance program for the road network is developed annually and the supply of road making materials from external suppliers is critical in the delivery of the annual road program across the Shire.

### Issues

The Corangamite Shire does not own or operate any quarries and therefore requires the supply of roadmaking materials from external suppliers to deliver Council's annual road program.

Tender submissions were requested for Contract 2021003 Supply and Loading or Supply and Delivery of Road Making Materials from registered quarries. The tender was requested through public advertisement in May 2020 with a closing date of 1 June 2020.

Nineteen tender documents were downloaded during the advertisement period. Eight tender submissions were received for this Contract. All suppliers have supplied roadmaking materials to the Shire in past years. Seven of the tender submissions were on the previous Contract list for 2019-2020. All tender submissions were assessed against the evaluation criteria.

As the area of the Shire is extensive, the supply of a variety of materials across multiple locations is critical to ensure cost effective, high quality delivery of projects to the designed scope and budget. Further, it is important to ensure that all suitable submissions are accepted for this specific Contract to allow council staff the option to evaluate and select a variety of

suppliers and materials to be utilised across the Shire which are best suited on individual projects.

Whilst multiple tenderers are recommended for inclusion in the Contract, it is important to note that preferred suppliers will be determined on an individual project basis to meet the material properties outlined in the design.

All tenders were evaluated against the evaluation criteria which determined all submissions be recommended for inclusion into the Contract for 2020-2022.

### **Policy and Legislative Context**

This Contract will meet the objectives stated in the Corangamite Shire Council Plan 2017-2021.

The objectives which correspond to this Contract outlined in Theme 1, Governance and Financial Sustainability are:

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

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

The objectives which correspond to this Contract outlined in Theme 2, Roads are:

Maintain our local road network at current or improved standards.

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

Upgrade strategic local roads based on opportunities to improve economic outcomes.

This Contract will also ensure Council's obligations are met for the following policies, acts, standards and plans:

- *Local Government Act 1989*
- *Council's Procurement Policy*
- *Council's Road Management Plan*
- *Risk Management AZ/NZS 4360:2004*
- *Road Management Act 2004.*

### **Internal / External Consultation**

External consultation was completed by way of public notification of the tender opening period. The tender was publicly advertised on the following platforms:

- Western District Newspaper, week commencing 11 May 2020
- The Standard, 16 May 2020
- Council's website.

Internal consultation was completed via the assessment of tenders by multiple directorates with a direct interest to the Contract. The tender assessment panel consisted of members from the Works, Assets Planning and Finance Departments. Each member of the assessment panel had relevant and extensive experience and knowledge in the variety of materials, procurement policies and financial information provided in the submissions.

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### **Financial and Resource Implications**

Financial implications have been considered in the assessment of the tender submissions. An investigation into the rates provided by all tenderers concludes that the rates are fair and meet the budgeted requirements proposed in the 2020-2021 financial year for the annual road program. This conclusion is confirmed by a comparison of previous contract rates and consideration for relevant inflation or deflation which may have occurred. The comparison of rates for suppliers previously included in this contract produced an overall average decrease in rates of 1.4%. However, it is noted that some rates have also increased as would be expected.

Resources provided in the tender submissions ensure that Council can meet the scope and design requirements of road projects with most recommended suppliers having VicRoads classified materials available for purchase. There is sufficient variety of materials in the recommended tender submissions to complete all projects in the annual road program for the 2020-2021 and 2021-2022 financial years using VicRoads Classified materials. Not all submissions met the specified VicRoads standards and tolerances for material properties, however all tenderers also have other materials available which do not meet the VicRoads specifications, however, would offer sufficient flexibility and variety for other smaller projects not requiring classified materials.

The existing Contract for Supply and Loading of Roadmaking Materials is due to expire on the 30 June 2020. This Contract will replace the existing Contract.

### **Options**

The Council may choose to award the Contract to all suppliers, some of the suppliers from evaluations or none of the suppliers.

If the Contract is awarded to all suppliers, Council will have the ability to choose the most suitable material and location for each individual project. However, there could be multiple suppliers on the Contract who will not be engaged for the supply of materials or for a small amount of materials over the period of the contract. Individual assessments will still be completed for each individual project to determine the most suitable material based on cost, quality, availability and location.

If the Contract is awarded to some of the suppliers from evaluation, Council will have the ability to choose the most suitable material and location for each individual project whilst encouraging competitive rates however this could exclude some local quarries.

If the Contract is not awarded to any of the tender suppliers, council will risk the supply of any materials to complete the 2020-2021 road program, resulting in significant dissatisfaction of relevant stakeholders including residents and rate payers in the Corangamite Shire.

### **Conclusion**

All elements of Council's Procurement Policy were adhered to in this tender process. All tender submissions were received in accordance with the procurement policy, tender timeframes and offer a wide variety of materials for use in the 2020-2021 and 2021-2022 road programs. The assessment panel have concluded that all submissions met the financial and resource requirements of the Contract and therefore all submissions are recommended for acceptance for the upcoming two financial years.



## RECOMMENDATION

That Council awards Contract 2021003 Supply and Loading or Supply and Delivery of Road Making Materials, by letter of award, to:

- RL Blake
- Titan Willows Pty Ltd t/a W.A Molan & Sons
- Green Valley Lime
- Holcim (Australia) P/L
- DE Quarry Solutions
- Melis and Sons P/L
- Gala Gravel P/L
- Clifford Excavations

### COUNCIL RESOLUTION

*MOVED: Cr Gstrein*  
*SECONDED: Cr Illingworth*

That the recommendation be adopted.

**CARRIED**

### Attachments

1. Schedule of Rates - 2021003 - Under Separate Cover - Confidential
2. Technical Evaluation Report - Contract 2021003 - Road Making Materials - Under Separate Cover - Confidential
3. No Conflict of Interest Declaration - Panel Members - Under Separate Cover

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## 9.14 Terang Battery Energy Storage System - Planning Process and Community Feedback Summary

**Author:** Aaron Moyne, Manager Planning and Building Services

**File No:**

**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

ACEnergy (the proponent) for the proposed Terang Battery Energy Storage System (BESS) have approached Council to obtain its position on an alternative planning approval process involving intervention by the Minister for Planning.

The proposed BESS has been identified by the Department of Environment, Land, Water and Planning (DELWP) as a project which may benefit from an alternative, streamlined approval process to stimulate the economy in response to COVID-19.

The purpose of Ministerial intervention is to streamline planning approval and bring forward investment and construction, instead of going through Council's normal planning process.

To inform its position and response to this approach, consultation was undertaken to obtain community comment and feedback on the proposal and BESS project.

This report presents Council with an option to provide 'in-principle' support for planning approval by the Minister for Planning.

### Introduction

ACEnergy seek to develop and install up to 78 purpose-built shipping containers housing lithium ion phosphate batteries, on approximately 1.4 hectares of land at 70 Littles Lane, Terang (see Figure 1.), adjoining the Terang Terminal Station (TTS). Indicative initial construction costs are approximately \$100 million.

A copy of the concept development plans is provided attached.



**Figure 1. Site and Locality Plan**

The proposed Terang BESS would be connected directly into the TTS with an installed capacity of 100MW input (charging) and 100MW output (discharging), totalling 200MWh. The purpose of the BESS is to store surplus electricity not being used within the National Electricity Market (NEM), for it to be dispatched at times of high demand or grid unreliability.

Council has previously been briefed on the proposed BESS. The proponent presented to Council on the proposed development as a component of pre-application engagement before submitting a planning application. Council indicated that an application could be made, however, careful consideration would need to be given to community consultation and relevant construction and environmental issues (including noise, drainage, bushfire and traffic).

Since the previous briefing, the proponent was working towards submitting a planning permit application to Council for assessment. DELWP have subsequently indicated that the proposal is a candidate for streamlined planning approval in response to the impacts of COVID-19. A further briefing was provided to Council to present different planning process options.

**Issues**

Normally, Council would be the responsible authority to decide upon the proposed BESS. A planning permit would be required for the use and development of land for a Utility Installation under the Farming Zone.

A Council planning process would involve public notice of the application, creating an opportunity for affected landowners and community members to comment on the application, raise key issues or provide their support. Should submissions or objections be received, a planning report would be put to Council for a decision to be made. Any decision of Council would then be subject to a VCAT appeal process.

The approach for alternative planning approval using Ministerial intervention would see the proposal go through a Section 20(4) planning scheme amendment. Consultation would be

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targeted to government departments and key agencies, including Council, excluding public notice or exhibition.

The basis of this approach is to streamline planning approval with only essential targeted consultation, to bring forward construction and stimulate economic activity.

The process would likely result in the project being approved through the introduction of a Special Controls Overlay (SCO) for the site and an associated Incorporated Document, which in effect operates like a planning permit, containing relevant conditions.

Section 20(4) of the *Planning and Environment Act 1987* enables the Minister to amend a planning scheme and apply exemptions to the standard public notice and referral requirements. This is generally applied to matters of State or regional significance. In this case, the proponent and DELWP consider the community and economic benefits of the process may be enough to warrant this approach.

Whilst the process would mean the Minister makes the final decision, Council would continue to be consulted through the process. This would cover key issues for the use and development, drafting of planning controls and permit conditions. This would all be done in a compressed timeframe.

Broader public notice and consultation, along with any rights for submissions and third-party review, would be limited through the process. The Minister, using these statutory provisions, waives the opportunity for public input into the approvals process.

Some benefits of the proposed BESS going through a Ministerial planning approval process include:

- Fast-track and streamlined approvals process
- Bring forward construction and local economic stimulus
- Direct and indirect job creation
- Council engagement in the amendment process and drafting of planning controls
- Reduced impact on Council resources
- Improved electricity grid stability and reliability
- Future community benefit, funding and education initiatives.

In considering its position for this request and whether ‘in-principle’ support is offered, Council has sought to obtain community comment and feedback on the proposal.

An information stall was held in Terang and attended by Council officers and ACEnergy representatives from 3-6 pm Thursday 18 June and 9 am-12 pm Friday 19 June. An online feedback form was provided on Council’s website inviting feedback.

A summary of comments and feedback on the proposal is provided under separate cover as a late attachment.

### **Policy and Legislative Context**

Corangamite Shire Council Plan 2017-2021 commits to:

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

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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**

The proponent has sought to engage with Council to seek 'in-principle' support for the alternative approvals process through the Minister for Planning.

To inform its position and any response on the matter, Council has sought to engage with the Terang and district community to obtain comments and feedback. Consultation has involved:

- A two-day information stall held in Terang
- Media release to the Terang Express and Warrnambool Standard
- Online feedback form on Council's website
- Social media information.

Due to the compressed timing of consultation, a summary of feedback is provided under separate cover.

### **Financial and Resource Implications**

The Ministerial planning approval process presents a significant opportunity to fast-track a planning decision and outcome for the proposed BESS. The BESS is a significant new project with investment estimated at \$100 million. Streamlined approval will bring forward construction and economic stimulus (direct/indirect), both within Terang and Corangamite Shire.

Should the project proceed, Council can work with the proponent to develop and implement a community benefits funding program, along with creation of local employment opportunities, training and upskilling programs.

### **Options**

Council has the following options in considering the planning process for the proposed BESS:

1. Provide 'in-principle' support for Ministerial planning intervention and write to the Minister for Planning outlining key issues which should be addressed, based on community feedback received.
2. Not provide support for Ministerial intervention and request that any planning application be submitted to Council for assessment.

### **Conclusion**

ACEnergy, the proponent for the proposed Terang BESS project, has sought Council's position and 'in-principle' support for Ministerial intervention to streamline and fast-track the planning approval process.

Having regard to the recent and expected future impacts resulting from COVID-19, the project presents a significant opportunity to bring forward construction and generate local investment and economic stimulus.

Consultation has been undertaken to obtain community feedback to inform Council's position.

On balance, the alternative approvals process is supported by Council officers as a beneficial mechanism to facilitate short-term investment and development, providing an economic response measure to COVID-19 and electricity grid stability longer term.

### **RECOMMENDATION**

**That Council resolves to provide ‘in-principle’ support for intervention by the Minister for Planning, in planning approval for the Terang Battery Energy Storage System and formally write to the Minister for Planning to outline key issues and comments to be addressed through the planning assessment and approvals process.**

### **COUNCIL RESOLUTION**

*MOVED: Cr Durant*

*SECONDED: Cr Gstrein*

**That Council resolves not to provide support for intervention by the Minister for Planning and request that ACenergy submit a planning permit application to Council for assessment of the proposed Terang Battery Energy Storage System.**

**CARRIED**

### **Attachments**

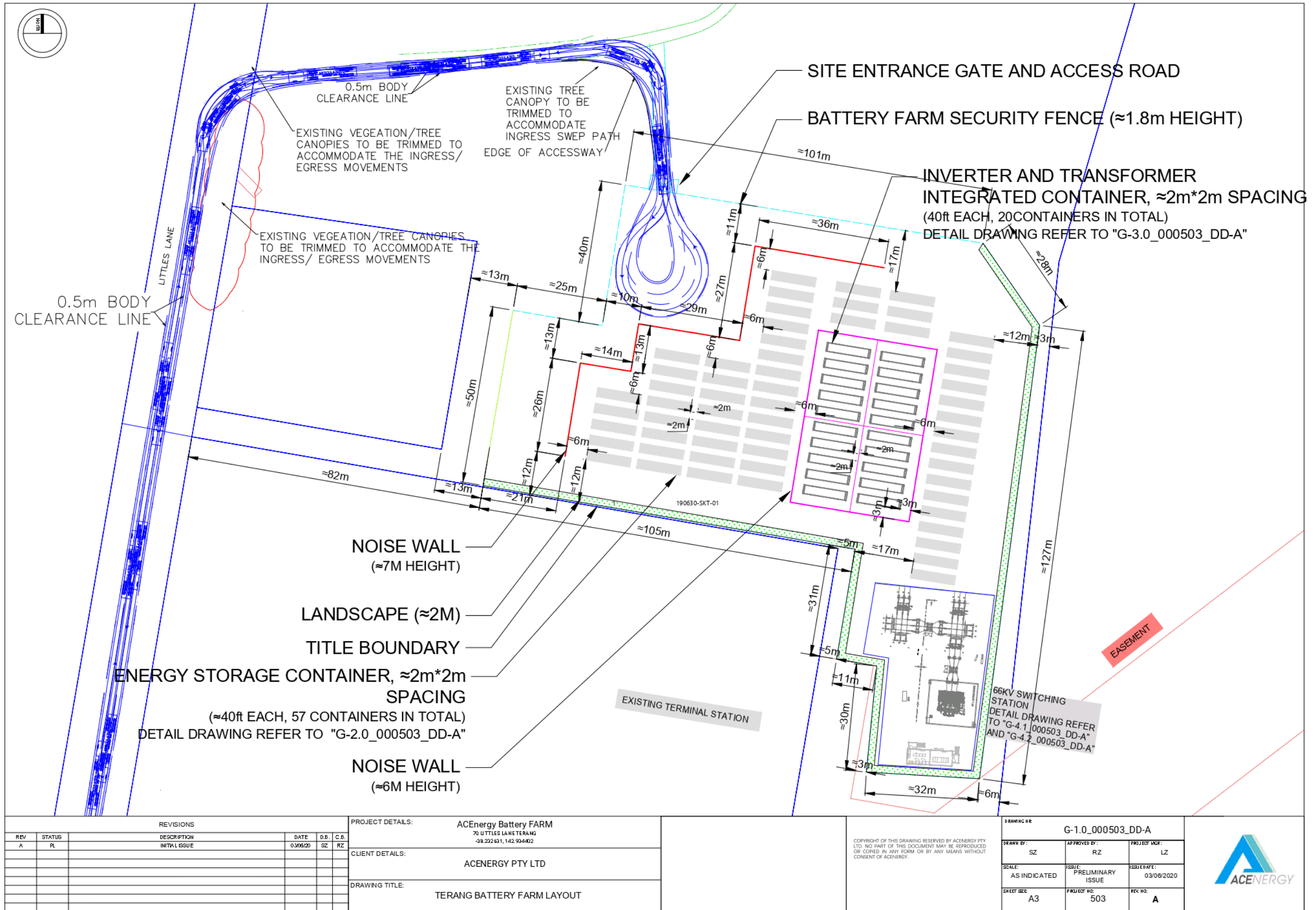
1. Terang Battery Energy Storage System Plans



Spire Australia Pty Ltd ABN 55 050 029 635 T 03 5448 2500  
16 Bridge Street PO Box 1064 Bendigo VIC 3550

 indicative Project Location  
 Subject Site





REV	STATUS	DESCRIPTION	DATE	D.B.	C.B.
A	PL	INITIAL ISSUE	03/06/20	SZ	RZ

PROJECT DETAILS:	ACEnergy Battery Farm 70 LITTLES LANE TERANG -38.232431, 142.934402
CLIENT DETAILS:	ACENERGY PTY LTD
DRAWING TITLE:	TERANG BATTERY FARM LAYOUT

COPYRIGHT OF THIS DRAWING RESERVED BY ACENERGY PTY LTD. NO PART OF THIS DOCUMENT MAY BE REPRODUCED OR COPIED IN ANY FORM OR BY ANY MEANS WITHOUT CONSENT OF ACENERGY.

DRAWING NO: G-1.0_000503_DD-A		
DRAWN BY: SZ	APPROVED BY: RZ	PROJECT MGR: LZ
SCALE: AS INDICATED	ISSUE: PRELIMINARY ISSUE	ISSUE DATE: 03/06/2020
SHEET NO: A3	PROJECT NO: 503	REV. NO: A







Camera Position One - Photomontage



Camera Position Two - Photomontage

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## 9.15 Designation of a Bushfire Place of Last Resort - Camperdown

**Author:** Sharna Whitehand, Emergency Management Officer

**File No:**

**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 Camperdown Avenue as a Bushfire Place of Last Resort - Neighbourhood Safer Place.

### Introduction

In the aftermath of the SW Complex fires community members from Camperdown 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; moreover 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 the issues section of this Council 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 and Skipton Derrinallum and Lismore in 2013. These towns were assessed as having either Extreme, Very

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High or High risk of bushfire in the municipality by reference to the Victorian Fire Risk Register (VFRR).

Camperdown has a VFRR rating mostly of Medium with some small sections falling into high. After the SW Complex Fires in 2018 the community requested a BPLR for the township of Camperdown, allowing a designated area for people to go to if their fire plans failed.

On the 1 May 2019 Council requested CFA to assess potential BPLR locations in Camperdown, Terang, Cobden and Noorat. Council has only received the Camperdown assessment results which were Compliant. Council expects the remaining assessment results to be completed in the coming months. This report is therefore focused solely on the designation of the Camperdown BPLR.

### **Issues**

Council consulted with the MFMPC and MEMPC regarding the location of the potential sites which were approved whereby Council nominated sites within the township of Camperdown for the CFA to assess as a potential BPLR. The CFA, in consultation with Council, assessed the proposed sites in accordance with CFA guidelines and found that the Camperdown Avenue (Figure 1) was compliant with the requirements.

Council seeks to identify outdoor locations where possible which allow unimpeded access to the site day or night and secondly due to the inherent difficulties in establishing the necessary Bell Ratings required for a building. Existing buildings often require improved cladding, increased screens for glazing, screening on vents and protection of the subfloor to meet Bell Rating criteria suitable for a BPLR. Indoor BPLR's have also proved confusing for the community to differentiate between a Relief Centre.

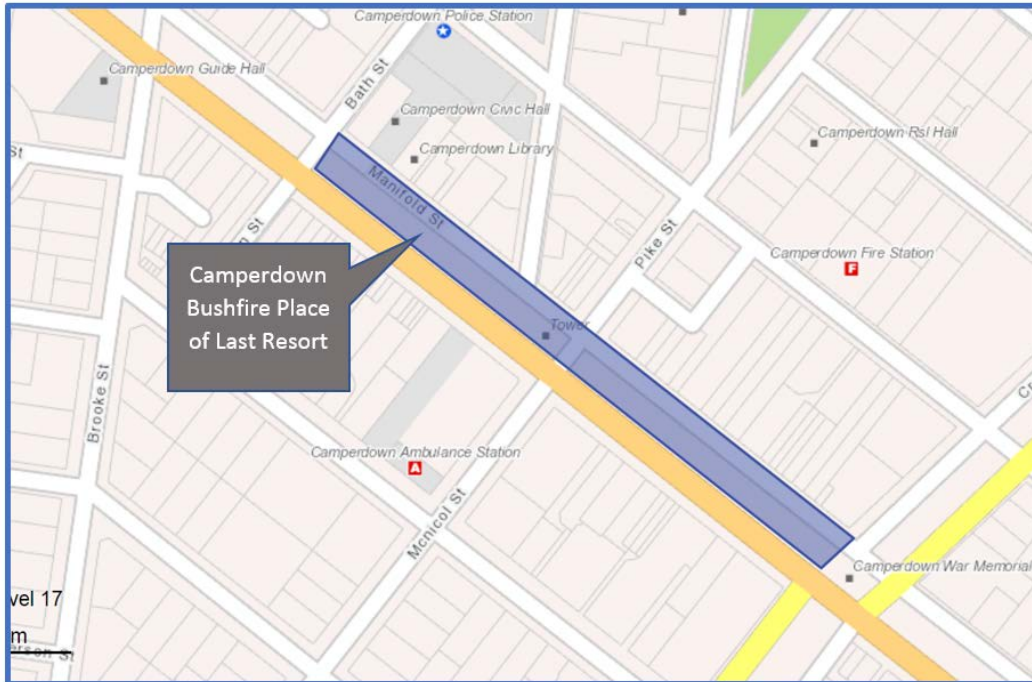
The Camperdown BPLR site was then further assessed in accordance with the criteria outlined below, which are key areas within the Corangamite Neighbourhood Safer Places Plan and was again found to be satisfactory.

### ***Consent and right of access***

The Camperdown Avenue is Council managed thus consent to use the reserve was sought and obtained internally.

### ***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. This location is considered to have an appropriate level of access from the general locality.



**Figure 1 Camperdown Avenue and Manifold St, northern service road between Bath Street to Cressy Street, Camperdown. (Excluding main thoroughfare of Manifold Street)**

#### ***Maintenance of the site in accordance with CFA criteria***

Given Council currently maintain the Camperdown Avenue the current maintenance levels at this location meet the criteria for the establishment of BPLRs. Therefore, no additional maintenance costs should be required from Council. Council will monitor the site to ensure that it continues to meet the CFA criteria as part of the annual BPLR inspection process.

#### ***Defendable space***

Adequate space exists around the site 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 BPLR. Provision of Signage is the responsibility of Council.

#### **Policy and Legislative Context**

*The Emergency Services Amendment Act 2009* amends the *CFA Act 1958* and the *Emergency Management Act 1986* to 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

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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 an BPLR cannot be maintained, Council and the CFA have the ability to remove the site as a BPLR.

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 Camperdown BPLR meets the CFA requirements for a BPLR.

Both the Municipal Fire Management Planning Committee and the Municipal Emergency Management Planning Committee have accepted the CFA assessment and approve the Camperdown BPLR site for Council consideration and adoption.

### **Options**

Council has the option to designate or not designate this BPLR. If Council chooses to not designate the BPLR, 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 this BPLR, 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*.
- 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 community of Camperdown requested a Bushfire Place of Last Resort after they experienced the SW Complex Fires in 2018. The designation of Bushfire Place of Last Resort - Neighbourhood Safer Place in the town of Camperdown may assist in saving lives in an extreme or catastrophic fire event.

The Camperdown Avenue met the CFA's Fire Rating Criteria and Council's BPLR assessment guidelines for designation as a BPLR.

## RECOMMENDATION

That Council:

1. Designates the Camperdown Avenue as a Bushfire Place of Last Resort-Neighbourhood Safer Place.
2. Advises the CFA of the designation.
3. Records the designated Bushfire Place of Last Resort in the Municipal Fire Management Plan and amend the Corangamite Bushfire Place of Last Resort Plan to include the Camperdown Bushfire Place of Last Resort.

## COUNCIL RESOLUTION

*MOVED: Cr Beard*  
*SECONDED: Cr Illingworth*

That the recommendation be adopted.

**CARRIED**

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Having declared an indirect conflict of interest by close association in agenda Item 9.16, Cr Beard left the meeting at 8.48pm.

## **9.16 Quick Response Grants Allocation June 2020**

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

**File No:**

**Previous Council Reference:** Nil

### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author – David Rae

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

### **Summary**

The purpose of this report is to approve the June 2020 allocation of funds under the Quick Response Grants Program.

### **Introduction**

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

### **Issues**

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

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

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

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

### **Policy and Legislative Context**

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



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

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

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

Improved educational outcomes in Corangamite Shire.

Support our small towns and dispersed population.

Improve the health and wellbeing of our community.

### Internal / External Consultation

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

### Financial and Resource Implications

The 2019-2020 Quick Response Grants Program budget allocation is \$17,500. Annual allocations for each Ward shall not exceed 1/7th of the fund's annual budget in the case of North, South West, Coastal and South Central Wards, and 3/7th of the fund's annual budget in the case of Central Ward. Should the allocations be approved as recommended in this report, the remaining allocation is outlined in the table below.

Ward	Annual Allocation \$	Previous Allocations \$	This Allocation \$	Remaining Allocation \$
Coastal*	2,500.00	2,478.00	500.00	(478.00)
North*	2,500.00	2,500.00	305.00	(305.00)
South Central	2,500.00	860.00	1500.00	140.00
South West	2,500.00	1,977.90	0.00	522.10
Central	7,500.00	3,876.09	2,500.00	1,123.91
	<b>17,500.00</b>	<b>11,691.99</b>	<b>4,805.00</b>	<b>1,003.01</b>

\* Applications have been received from wards which had previously exhausted their allocation. As this is the final allocation for the 2019-2020 Quick Response Grants Program it is proposed these applications be approved for funding from the surplus funds.

### Options

Council can consider:

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

### Conclusion

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

### RECOMMENDATION

That Council approves the following applications for funding from the Quick Response Grants Program for June 2020:

Applicant	Purpose	Ward	Amount
Kolora-Noorat Football Netball Club	Assistance with the cost to be compliant with the COVID-19 return to training guidelines.	Central	\$500.00
Lake Purrumbete Angling Club	Assistance with costs of purchase of a generator to power the clubrooms in the event of a natural disaster.	Central	\$500.00
Lions Club of Camperdown Inc.	Purchase of a replacement laptop that is no longer operational.	Central	\$500.00
Terang Cricket Club	Assistance with purchase of two iPads for the purpose of live scoring cricket matches.	Central	\$500.00
Terang Golf Club	Assistance with purchase of a replacement fairway mower.	Central	\$500.00
Port Campbell Surf Life Saving Club	Housing of defibrillator for public use at the surf club.	Coastal	\$500.00
Western Plains Working Together Incorporated	To promote an e-Waste and battery recycling initiative and to educate the community on what and where e-waste can be recycled.	North	\$305.00
Cobden Junior Fire Brigade	New competition running tops/uniform for the junior brigade.	South Central	\$500.00
Cobden Olympic Basketball Association	Basketball tops for Cobden junior basketballers to avoid sharing existing limited attire due to hygiene reasons as a consequence of COVID-19.	South Central	\$500.00
Cobden Pioneer Dairy Park	Assistance with cost of remedial work on the historic buildings.	South Central	\$500.00

**COUNCIL RESOLUTION**

**MOVED:**            *Cr Brown*  
**SECONDED:**    *Cr Illingworth*

**That the grants be awarded as recommended with the exception being the Western Plains Working Together Group.**

**CARRIED**

**Attachments**

1. Quick Response Grants Assessment - June 2020 Allocation - Under Separate Cover
2. Application - Kolora-Noorat Football Netball Club - Under Separate Cover
3. Application - Lake Purrumbete Angling Club - Under Separate Cover
4. Application - Lions Club of Camperdown (Part A) - Under Separate Cover
5. Application - Lions Club of Camperdown (Part B) - Under Separate Cover
6. Application - Terang Cricket Club (Part A) - Under Separate Cover
7. Application - Terang Cricket Club (Part B) - Under Separate Cover
8. Application - Terang Golf Club (Part A) - Under Separate Cover
9. Application - Terang Golf Club (Part B) - Under Separate Cover
10. Application - Port Campbell Surf Lifesaving Club (Part A) - Under Separate Cover
11. Application - Port Campbell Surf Lifesaving Club (Part B) - Under Separate Cover
12. Application - Western Plains Working Together Inc (Part A) - Under Separate Cover
13. Application - Western Plains Working Together Inc (Part B) - Under Separate Cover
14. Application - Western Plains Working Together Inc (Part C) - Under Separate Cover
15. Application - Western Plains Working Together Inc (Part D) - Under Separate Cover
16. Application - Cobden Junior Fire Brigade (Part A) - Under Separate Cover
17. Application - Cobden Junior Fire Brigade (Part B) - Under Separate Cover
18. Application - Cobden Junior Fire Brigade (Part C) - Under Separate Cover
19. Application - Cobden Olympic Basketball Association (Part A) - Under Separate Cover
20. Application - Cobden Olympic Basketball Association (Part B) - Under Separate Cover
21. Application - Cobden Pioneer Dairy Park - Under Separate Cover

Cr Beard returned to the meeting at 8.52pm

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## 9.17 Records of Assembly of Councillors

**Author:** Andrew Mason, Chief Executive Officer

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

### Summary

This report documents the Assembly of Councillors to be reported since the last Ordinary Meeting of Council on 26 May 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.

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

### **Policy and Legislative Context**

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

### **Conclusion**

The records documenting the below Assembly of Councillors are attached:

- 26 May 2020 Councillor Briefing Session
- 2 June 2020 Planning Site Inspection
- 9 June 2020 Councillor Briefing Session.

### **RECOMMENDATION**

**That Council accepts the attached Record of Assembly of Councillors.**

#### **COUNCIL RESOLUTION**

*MOVED: Cr Gstrein*

*SECONDED: Cr Brown*

**That the recommendation be adopted.**

**CARRIED**

### **Attachments**

1. Record of an Assembly of Councillors Councillor Briefing 26 May 2020
2. Record of an Assembly of Councillors Planning Site Inspection PP2020/036
3. Record of an Assembly of Councillors Councillor Briefing 9 June 2020

# Council

## Record of an Assembly of Councillors



**Date:** 26 May 2020      **Time:** 3.30 pm – 6 pm, and  
**Place:** Killara Centre      7.45 pm – 8.10 pm

**Present:**

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

**Officers:**

Brooke Love       Andrew Mason       Rory Neeson       David Rae

*Aaron Moyne (Items 1 & 2)*

**Guests:****Issues Discussed:**

Item	Discussion Topic
1	<b>Planning Approval Process - Terang Battery Energy Storage System</b>
2	<b>Corangamite Planning Scheme - Planning Policy Framework Translation</b>
3	<b>Hot Topics</b> <i>Agenda Items, Trail Announcement, Ballarat Ombudsman Report, Port Campbell Streetscape Update, Covid Update, WFV, By-election Update, Process for Budget Submissions, EB Update, Priorities Update, Local Roads and Community Infrastructure, Theatre Shop Lease, Covid Recovery Grants</i>
4	<b>Councillor Items</b> <i>Neil Ave. Drainage Issues, Economic Development Feedback, Derrinallum Hotel Renovations, Derrinallum Streetscape, Road Drainage Issues, Updated Staff Lists, Regional Roads Victoria Issues in Cobden</i>

**Conflicts of Interest declared:** Nil

**Councillor left the meeting at:**

**Councillor returned to the meeting at:**

**Councillor Conflict of Interest Form Completed:**

**Meeting close:** 8.10 pm

**Note taker:** Andrew Mason

# Planning Inspection

## Record of an Assembly of Councillors



**Date:** 2 June 2020

**Time:** 10.00 am

**Location:** 3580 Foxhow-Berrybank Road, Berybank

**Application No:** PP2020/036

**Present:**

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

**Officers:**

- Aaron Moyne

**Applicant Representatives:**

- Daniel Samways
- Luke Price
- Peter Rhodes

**Objectors/Attendees:**

- Peter Furlong
- Ilse McGuire
- Paul McGuire
- Rohan Turner

**Issues Discussed:**

- Application summary and overview
- Assessment criteria and policy
- Planning assessment process and reporting
- Objectors concerns and questions

**Conflicts of Interest declared:** Nil

**Meeting close:** 10.55 am

**Note taker:** Aaron Moyne

# Council

## Record of an Assembly of Councillors



**Date:** 9 June 2020      **Time:** 11 am  
**Place:** Killara Centre

**Present:**

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

*Cr Illingworth left at 2.45 pm*

**Officers:**

Brooke Love       Andrew Mason       Lyall Bond       David Rae

Adam Taylor (Item 4)

Katie Hearn, Eliza Ogden (Item 5)

Rory Neeson (Item 6)

**Guests:**

*Jim Gifford (Item 1)*

*Michael Emerson (Item 4)*

*Simon Buccheri (Item 5)*

*Adrian Fernon (Item 5) via video link*

*Robert Lane - SED Consulting (Item 6)*

*Melissa Trapani, Liam Mills and Jarrod Stokes – Regional Rail Victoria (Item 7)*

**Issues Discussed:**

Item	Discussion Topic
1	Local Government Act 2020
2	Community Satisfaction Survey
3	Federal Government Local Roads and Community Infrastructure Program – Revised List of Proposed Projects
4	Budget Submission – Michael Emerson
5	Future Directions – Early Years Facility Master Planning and 3 Year Old Kindergarten Reforms
6	COVID-19 Economic Impact Report with SED Consulting
7	Regional Rail Revival Boorcan Loop Update
8	Hot Topics <i>Covid, By-election, Community Sports Funding, Leura Hotel, Neil Ave Update, Hampden Specialist School, Streetscapes Update, Meeting with Dan Tehan, Great Ocean Road Authority Legislation, Gnotuk Glass House, Budget Submissions, LTFP</i>
9	Councillor Items <i>Hurries Road Maintenance Issues, Derrinallum Hotel Reopening, Terang Ambulance Station, Terang Battery Station, Camperdown Pedestrian Improvement, Shenfield Lane, Dairy Industry, Victorian Gas Program, Graylands Road Naming Issues, Barking Dog Complaint, Rail Trail, Terang Civic Hall.</i>

**Conflicts of Interest declared:** Nil

**Councillor left the meeting at:**

**Councillor returned to the meeting at:**

**Councillor Conflict of Interest Form Completed:**

**Meeting close:** 5.15 pm

**Note taker:** Andrew Mason



## 10. OTHER BUSINESS

The Mayor, Cr N. Trotter, invited Councillors to raise items of other business.

The following item was submitted:

- The Mayor, Cr N. Trotter, proposed that Council write to the Premier of Victoria asking he consider a system of zoning or enclaves that allows certain regions to open up with less restrictions following the Term 2 school holidays if they are COVID-19-free.

### **COUNCIL RESOLUTION**

*MOVED: Cr Trotter*

*SECONDED: Cr Illingworth*

**That Council write to the Premier of Victoria asking he consider a system of zoning or enclaves that allows certain regions to open up with less restrictions following the Term 2 school holidays if they are COVID-19-free.**

**CARRIED**

## 11. OPEN FORUM

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

The following items were submitted:

- Mr Les Mulholland thanked Council for giving him the opportunity to attend the meetings and asked if Council could improve the audio in the theatre. Mr Mulholland also suggested that Council should actively apply for every State and Federal Government grant that was being made available at this time.
- Mr Colin Hayman asked Council how long until the barriers around the Leura Hotel will remain. Council's Manager Planning, Aaron Moyne responded. Mr Hayman also endorsed Council's approach to the budget, stating that Council went to great effort to get to this stage and that it was both responsive and responsible.

## 12. CONFIDENTIAL ITEMS

Nil.

**Meeting Closed: 9.00pm**

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

**CONFIRMED:**

\_\_\_\_\_  
**(Chairperson)**

**DATE:**

\_\_\_\_\_