



CORANGAMITE  
SHIRE

# Agenda

## Council Meeting

**Tuesday 27 August  
2024**

To be held in the Killara Centre  
At the Camperdown Community  
Centre  
Commencing at 7:00 pm



## Vision

We strive for a connected and thriving community.

## Mission

We will foster opportunities, celebrate our identity and lifestyle, and provide high quality and responsive services.

## Values

Teamwork

Integrity

Respect

### Disclaimer

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

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



## Councillors



Cr Kate Makin (Mayor) South-West Ward



Cr Laurie Hickey (Deputy Mayor) Central Ward



Cr Jo Beard South Central Ward



Cr Nick Cole North Ward



Cr Geraldine Conheady Central Ward



Cr Ruth Gstrein Central Ward



Cr Jamie Vogels Coastal Ward



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# Order of Business

## 1 Prayer

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

Amen.

## 2 Acknowledgment of Country

We acknowledge the traditional custodians of the land around Corangamite Shire, the Eastern Maar and Wadawurrung people.

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

## 3 Apologies

## 4 Declarations of Conflict of Interest

In accordance with section 130 (1)(a) of the Local Government Act 2020 Councillors are required to disclose any “conflict of interest” in respect of a matter to be considered at a Council Meeting. Disclosure must occur immediately before the matter is considered or discussed.

## 5 Confirmation of Minutes

### RECOMMENDATION

That the minutes of the Corangamite Shire Council meeting held on 23 July 2024 be confirmed as correct.

## **6 Deputations and Presentations**

Members of the public may address Council under this section of the agenda during a meeting of Council if:

- 1) The person is addressing the Council in respect to a submission on an issue under Section 223 of the Local Government Act 1989; or
- 2) The person has requested that they address Council on an issue and the Mayor has agreed that they be heard.

Requests to address Council must be received by 5.00 pm on the day prior to the scheduled meeting of Council.

Presentations made to Council in this section of the agenda may not exceed five minutes in length, although Councillors may ask questions following each presentation. If a presentation exceeds five minutes in length, the Mayor may request that the presenter ceases to address Council immediately.



## 7 Committee Reports

## 8 Planning Reports

## 9 Officer's Reports

### 9.1 Timboon Precinct Plan

Directorate: Sustainable Development

Author: Aaron Moyne, Manager Planning and Building Services

Attachments:

1. Under Separate Cover - Timboon Precinct Plan Final [9.1.1 - 38 pages]
2. Under Separate Cover - Access and Movement Study Final [9.1.2 - 77 pages]
3. Under Separate Cover - Timboon Precinct Plan Submissions [9.1.3 - 10 pages]

#### Declaration

Acting Chief Executive Officer – David Harrington

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

Author – Aaron Moyne

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

#### Summary

The Timboon Precinct Plan (Plan) has been prepared to provide strategic direction and in response to feedback from the community on the town's vision for enhancing the public realm and open spaces in the Timboon town centre.

The Timboon Town Centre Movement and Access Study has also been prepared as a supplementary report to provide specialist input to the Plan.

A draft of the Plan was released for public consultation in July 2024. After incorporating the feedback received, a final Plan is being presented for Council adoption.

A copy of the final Precinct Plan and the Movement and Access Study is attached.

#### Introduction

The Timboon Precinct Plan arises from the Positioning Timboon and Simpson and Simpson Structure Plan (2020), the Timboon Community Plan, the Grow and Prosper Framework, as well as community interest to support the growth of the town with a consistent vision and to enhance tourism opportunities.

The Plan presents an exciting opportunity to implement a community-led vision for the town. The purpose of this project has been to develop a Plan for Timboon that:

- Consolidates and reviews previous work undertaken in Timboon to date;
- Considers new recommendations that seek to enhance the qualities of the Timboon 'town centre' Precinct;
- Effectively engages with key stakeholders and the community;
- Provides a collective and aspirational vision and long-term planning framework for the Precinct;
- Provides directions to capitalise on future tourism and commercial opportunities;
- Identifies public realm upgrades to enhance visitor experience; and
- Provides an urban design framework with clear recommendations and practical design outcomes.

To supplement this work, a Movement and Access Study has also been completed to provide technical analysis and recommendations to improve movement, mobility and access around Timboon.

After receiving feedback from the community and key stakeholders, through a public consultation and exhibition process, the final Plan is now completed and presented to the Council for adoption.

Adoption of the Plan will enable progression towards implementation of some of the design measures and actions recommended for the precinct, both via a planning scheme amendment and through coordinated project and infrastructure delivery.

### Issues

The Plan has been prepared to present a vision for Timboon's town centre, with design recommendations for improvement and enhancement of the town's public realm, streets and open spaces.

Seven (7) overarching principles underpin the design response, integrating input from community consultation and design workshops. They include:

- Enhance the Power Creek environment.
- Develop an accessible and thriving destination for everyone.
- Prioritise accessibility, walking and cycling to create an inclusive space.
- Foster a sense of place.
- Support inclusive, intergenerational connections.

- Enable sustainable lifestyles for everyone.
- Support an inclusive and prosperous future for all.

A suite of detailed actions and design installations and proposals have been created, as shown in the Plan, to respond to these design principles, acknowledging the feedback and views received from the community. Proposed actions and opportunities are presented under the following themes:

- Movement and Connectivity
- Community Infrastructure and Outdoor Public Space
- Sustainability and Environment
- Built Form and Interfaces

The Plan further details how the recommended design responses could be implemented, providing best practice or Timboon-appropriate examples of what they may look like.

The Access and Movement Study has informed the identification of the opportunities presented in the Plan. It further explores the following:

- Long vehicle parking.
- Pedestrian safety and connectivity.
- Road network function and safety.
- The Camperdown-Timboon Rail Trail and the Timboon-Port Campbell Trail.
- Driver wayfinding experiences.
- Car parking around town.

Technical recommendations outlined in this study are reflected throughout the Plan.

The Plan will deliver a high-level urban design framework for Timboon and will incorporate an implementation plan to deliver on its actions.

Any further implementation of actions or capital works will require future budget consideration by Council or review of funding sources as they become available, whilst land managers and the private sector will also play a key role in the realisation of the Plan.

### **Policy and Legislative Context**

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

Infrastructure that enables industry and business growth

Access to infrastructure that supports a healthy and active lifestyle for our community

Theme Two - A Thriving Community

Facilitating and supporting economic development



Arts and culture that is supported and accessible

Engaging with young people and encouraging opportunities that retain young people in our Shire

A local tourism industry that is valued and recognised for its significant role to the Shire

Corangamite's townships are attractive, accessible and appealing to visitors and are presented in a way in which our residents can be proud

Theme Three - A Healthy, Active and Resilient Community

Access and inclusion is improved

Corangamite residents have access to a range of sport and recreation opportunities

Our community groups and clubs are engaged and supported and facilities are fit for purpose

Theme Four - Improving Our Environment

Protecting and improving our built and natural environment

Theme Five - Community Leadership

We listen to and engage with our community

### **Internal / External Consultation**

A Project Working Group (PWG) comprising of business owners within and around the precinct, community representatives, and Council staff, was established to provide input, advice and consultation for the project. The PWG is chaired by Mayor Makin, and the group has met three (3) times, to test ideas, and workshop design principles and opportunities for the Plan.

The project included two (2) key engagement stages, as follows:

- *Community visioning and ideation*: an initial engagement program to shape a community vision and design principles for the precinct, centered around a community launch event. This stage also consisted of school engagement and a design workshop with the PWG, to ensure Timboon's vision is thoroughly captured. (undertaken between February-April 24)

115 people attended the launch event and engaged in various activities, leaving 255 pieces of feedback. In addition to the launch event, a total of 66 students provided their ideas through the school engagement with the Timboon P-12 school. Overall, a total of 192 people participated and shared their ideas for the future of Timboon. Generally, all feedback received was positive and has contributed to the vision for the Precinct Plan.

- *Community engagement on the draft Plan*: a three-week exhibition period to seek feedback from the community and stakeholders was conducted on the draft Plan. This stage included updating the project webpage, with the draft

Plan and the draft Access and Movement Study available to review and provide feedback.

- Submissions were accepted via an online feedback box, or separately to Council. Further one-on-one engagement was sought with the Camperdown-Timboon Rail Trail Committee of Management, the Power Creek Reserve Committee of Management, and the Department of Transport and Planning (DTP) (July 24).

Eleven (11) submissions were received. This included eight (8) online submissions received from community members, two (2) email submissions from each of the committees of management, and one (1) email submission from DTP.

Feedback included:

- *Support and excitement for the vision and direction outlined in the Precinct Plan. Support included encouragement to repurpose the old shed and the senior citizens centre, for community or commercial purposes, and considerations for the safety and access of vehicle and pedestrian movement.*

Community support is noted and Council recognises the community for their involvement in developing the vision for Timboon and helping to shape the Plan.

Safety concerns for pedestrians and vehicles will continue to be considered in the detailed design of movement networks, crossings and intersections, both by Council and DTP and the road authority (including Barrett Street and Bailey Street).

- *Requests for certain businesses (e.g. a hardware store), increased dining opportunities, and/or other private investment. A caravan park was also requested within the public reserve.*

While the Plan supports private investment and increased opportunities, this falls outside of the scope of the Plan, which looks primarily at the public realm, amenity and design. Council offers other business assistance and economic development support to facilitate new business opportunities.

It is also not considered appropriate to locate a caravan park in the study area, which is highly utilised by the community and visitors, and should remain open to the public.

- *Requests for all works and infrastructure in the precinct to consider natural colours and materials, including native vegetation, to ensure that it is in keeping with the surrounding natural environment.*

The Plan seeks to recommend that all new community infrastructure and works within the precinct reflect the natural-context, and character of Timboon. The Plan states that all open space improvements must 'ensure all interventions respond to

the natural environment, integrating existing natural elements such as trees, native vegetation, and land contours.'

- *Different ideas about the location of the public toilet. Submissions included keeping the toilets where they are, locating them close to the playground, locating them behind the shops, and support for the proposed location.*

The Plan considered several locations for public toilets. It ultimately recommends a location that is central to the precinct, and that considers the various ideas and options available. The Plan identifies that an alternative option is to keep the toilet where it is, however this depends on the Bailey and Barrett Street intersection design, and is not the preferred option.

- *Requests from the Power Creek Reserve Committee and Camperdown to Timboon Rail Trail Committee to be involved in project and decisions from the outset. This included consideration for ongoing maintenance responsibilities and the need for increased volunteers and assistance.*

Management and implementation of strategic directions in the Plan are beyond this project's scope. However, the request and concerns are noted, and Council will ensure that communication with relevant stakeholders will continue to ensure support and agreement around relevant projects and works.

Further to the above community and stakeholder feedback, Council officers and the project team met with the DTP to discuss the detailed design of the Bailey and Barrett Street intersection, as well as pedestrian crossings on arterial roads. While detailed designs have not been agreed, the need to upgrade these movement networks is agreed and further discussion during detailed design phases will continue. The final Plan has been revised to incorporate preliminary feedback from DTP.

### **Financial and Resource Implications**

The Timboon Precinct Plan had an overall budget of \$80,000 (excluding the Access and Movement Study). CoFutures (in collaboration with IncluDesign) were engaged by Council to deliver the Precinct Plan. The project budget covers these consultant fees and internal project management.

Additionally, Ratio had been engaged by Council to deliver the Access and Movement Study at a cost of \$25,000, covered by budget allocation provided by the Facilities and Recreation Unit associated with Timboon public toilet consultation, which has formed a component of the Plan to identify site location and options. A budget contribution was sought from DTP for this study, as it covers roads under their management, with no contribution available to offer.



Overall, the project is currently progressing in-line with the budget.

A budget for implementation actions, including a Planning Scheme Amendment, is included within the 2024-2025 Council budget. Other Council-led capital works and actions will require further budget consideration and business cases, funding availability or private sector contribution, including delivery of new toilets, senior citizen centre redevelopment/refurbishment and road/intersection/parking treatments.

### **Options**

It is recommended that the Council adopt the Timboon Precinct Plan, to implement the vision for the Timboon town centre, and to facilitate and coordinate the various design directions and improvements to the public realm.

Council may alternatively choose to amend or defer adoption of the Precinct Plan.

### **Conclusions**

The Timboon Precinct Plan allows Council the opportunity to provide the framework and urban design direction, with implementation actions, to enhance Timboon's public spaces to support existing business, encourage community use, and attract greater tourism potential and investment.

The Timboon Precinct Plan addresses Council's objectives of engaging with the community, enhancing natural environments, and promoting economic development, tourism, arts, culture and events.

Adopting the Plan will provide Council and the community with the direction and vision to progress implementation measures and works in the public realm.

### **RECOMMENDATION - 9.1**

**That Council adopts the Timboon Precinct Plan, 2024.**

## 9.2 Grow Corangamite: Sustaining our Agricultural Future (Agricultural Strategy)

- Directorate: Sustainable Development
- Author: Aaron Moyne, Manager Planning and Building Services
- Attachments:
1. Under Separate Cover - Grow Corangamite Strategy Final [9.2.1 - 84 pages]
  2. Under Separate Cover - Grow Corangamite Submissions [9.2.2 - 119 pages]

### Declaration

Acting Chief Executive Officer – David Harrington

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

Author – Aaron Moyne

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

### Summary

This report presents the *Grow Corangamite: Sustaining our Agriculture Future* (the Strategy) for Council's adoption.

Agriculture is a key economic strength and driver in Corangamite Shire, which needs to be nurtured and sustainably developed for long term prosperity and growth.

The Strategy is a long-term plan for the use and development of agricultural land and industry in Corangamite. It sets out a framework plan, strategic and planning policy recommendations to safeguard the Shire's agricultural industry and manage competing land uses. It provides policy guidance to support and further develop a strong agricultural economy.

The Strategy has now been finalised, bringing together a culmination of research and analysis to address both the issues and opportunities, strengths and weaknesses facing agriculture in Corangamite. It recommends planning scheme changes and other relevant actions that will protect and enhance the Shire's agricultural land.

Public exhibition of the draft Strategy was held for four (4) weeks in July 2024. Feedback and responses received have now informed the final Strategy.

A copy of the final Strategy is attached.

### Introduction

Corangamite's highly fertile rich volcanic soil, reliable rainfall and mild climate have made it one of Victoria's most productive agricultural areas, and as such, is identified as the no.1 dairy municipality nationally. The Shire produces approximately 6 percent of regional Victoria's agricultural output – in milk, beef, lamb, grain and wool. Agriculture is at the heart of Corangamite Shire's economy, community development and prosperity, and plays an integral role in sustainability and natural resource management.

However, the agricultural sector in Corangamite is facing a number of challenges. While these challenges are not all unique to Corangamite, policy and economic decision making can influence prospects and output.

In recognition of the changing landscape and the important role the agriculture sector plays in the local economy as well the Victorian food system, Council engaged SGS Economics and Planning and RMCG to prepare the Strategy, in the context of Council's planning and economic development frameworks.

The Strategy responds to the issues and opportunities identified through the Scoping Study undertaken in mid-2023 and the analysis undertaken as part of the Strategy development, including preparation of, and consultation on, the Background Report (April 2024). It provides the planning and economic development recommendations and actions needed for Council and the wider industry to:

- Identify farmland of strategic significance and productivity, ensuring that land important for agriculture is protected to encourage ongoing operation and investment in industry growth.
- Support adoption of new technology, adaptation to forecast climate change and respond to trends in the scale and structure of modern farm business.

A primary driver in preparing the Strategy is to inform change to strategic and policy direction, and planning controls, within the Corangamite Planning Scheme. It will ensure the planning scheme aligns with contemporary agricultural needs, whilst designating and prioritising the protection of agricultural land and industry within the Shire (both in the short and long-term).

### Issues

Agriculture is a key economic strength in Corangamite Shire, which is critical for long term prosperity and growth locally and at a regional and State level. The industry is underpinned by the Shire's productive agricultural land, land capability, climate and proximity to key assets and infrastructure.



The Strategy is a long-term plan for the future use and development of agricultural land in Corangamite. It sets out the agricultural framework plan and planning policy recommendations to safeguard the Shire's agricultural industry and manage competing land uses. It provides the direction for policy guidance to support and grow a strong agricultural economy.

The Strategy was developed with input from a broad range of stakeholders, including an industry-based Project Reference Group (PRG) and the broader community. It is informed by the Background Report which presents research into the key issues and opportunities facing agricultural land and the agricultural industry in the Shire, in relation to housing, the rural and agricultural economy and planning for agriculture and rural land uses.

The Strategy:

- Outlines a vision for agricultural land, along with the land use and industry development outcomes to be achieved.
- Sets out objectives and strategies for agriculture.
- Sets out actions to implement the Strategy.
- Will be used by Council to guide future decision making by Council.

### Vision

*Corangamite Shire is home to a prosperous agricultural sector which underpins a thriving, connected and equitable community.*

### Mission Statements

- Corangamite's Planning Scheme reflects the strategic significance of the Shire's agricultural land and its role in food production locally and nationally.
- The Shire is a preferred location for food and fibre industries and has a skilled local labour force well equipped to support the agricultural sector.
- The agricultural sector is equipped to embrace technology and innovation and respond to a changing rural economy, including the impacts of climate change, the renewable energy transition, competing land uses and challenges around worker attraction and retention.
- The agricultural sector, and local rural activities in general, support a broad base of local community wealth and wellbeing.

### Directions

The following directions and strategies have been formulated to underpin the Strategy:

### Direction 1: Planning for strategically significant agricultural land

- Protect the Shire's strategically significant agricultural land.
- Avoid fragmentation of agricultural land.
- Avoid land use and development that may impact and constrain operation of and investment in agricultural enterprises.

### Direction 2: Future proofing the agricultural sector

- Support and promote sustainable growth and innovation in agriculture.
- Increase access to affordable housing and accommodation, with a focus on housing that meets the needs of the agricultural sector.
- Build community capacity to participate in the planning approvals process for proposed renewable energy and transmission projects.

### Direction 3: Strengthening the Shire's thriving agricultural economy

- Develop and grow local value adding in the agricultural sector.
- Promote and develop agri-tourism opportunities.
- Assist the community to adapt to, and leverage the opportunities from, land use change.

### Actions

Actions prepared to implement the directions and draft strategies provide the opportunity to ensure policy and planning scheme controls support, protect and enhance agriculture as a land use in the Corangamite Planning Scheme.

Additionally, non-planning related actions focus on other areas that Council has a role in or can work in partnership with stakeholders and the wider industry, to promote continued growth and positioning of agriculture and associated industries within the Shire.

The Strategy provides an Action Plan, which includes:

- Introducing new local policy directions and updating existing policy, to better support the protection of agricultural land, new dwellings and rural subdivision and better manage competing land uses (including renewable energy and transmission projects).
- Introduction of mapping which identifies productive agricultural land and farmland of strategic significance, to be referred to in the Municipal Planning Strategy and local policy.
- Retaining zoning and minimum lot sizes within the Farming Zone.
- Introducing a maximum lot size of 40ha where no permit is required for timber production and providing further policy guidance for permit application assessments.

- Collaborating with key stakeholders and industry partners to attract local investment, and to promote processing and technology opportunities.
- Limiting residential growth outside existing townships, unless directly associated with or supporting agricultural use.
- Supporting rural worker accommodation and housing through policy guidance, implementation of the Key Worker Housing Action Plan, and a collective industry model and/or not for profit/co-op options.
- Establishing a digital jobs and housing platform that connects workers with opportunities.
- Developing an agriculture forum to promote/support sustainable and innovative growth.
- Supporting farmers and promoting agri-tourism opportunities, training and promotion.
- Working with the community and businesses to develop community engagement and benefits programs for renewable energy/ transmission projects (where approved), and the timber production industry.
- Partner with industry, agencies and research institutions to identify and promote agricultural production, processing, innovation and technology opportunities in the Shire.

### **Policy and Legislative Context**

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

Infrastructure that enables industry and business growth

Theme Two - A Thriving Community

Facilitating and supporting economic development

Recognising the vital role agriculture plays within the Shire

A local tourism industry that is valued and recognised for its significant role to the Shire

We retain and we grow our population

Theme Four - Improving Our Environment

Protecting and improving our built and natural environment

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

Theme Five - Community Leadership

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

We listen to and engage with our community

### Internal / External Consultation

The Grow Corangamite Scoping Study completed in 2023, was prepared in partnership with stakeholders of an industry-based PRG, chaired by Cr Conheady and involving Cr Hickey, to discuss industry experiences, knowledge, issues and ideas for the future of agriculture in Corangamite.

The established PRG has since met four (4) times through the project, which began in late-2023. Consultation with the PRG has been used to further identify issues and opportunities for the strategy, test initial ideas and discuss the preliminary directions for the Report.

Consultation on the Background Report was undertaken in April/May 2024. It included a series of three (3) drop-in sessions in Skipton, Terang and Simpson, to further present the analysis to date and discuss community ideas, issues and desires for the future of agriculture. Surveys were also provided online to gain input from the community on the Background Report, and the Timber Plantation Discussion Paper. Feedback received was incorporated in the preparation of the Strategy, as appropriate.

A public exhibition phase of the draft Strategy was held in July/August 2024, to seek feedback on the Strategy and its actions. This included two (2) drop-in sessions in Simpson and Terang on 31<sup>st</sup> July. Consultation also included:

- Circulating the draft Report to the PRG for further review and feedback.
- Website updates and release of the Strategy.
- Social media updates and news articles, including radio.
- Opportunities for community feedback and submissions directly and via Council's website.

Nine (9) submissions were received. This included six (6) online submissions received from community members, and three (3) formal written submissions from a community member, the Australian Forest Products Association (AFPA), and Midway Limited.

A copy of all submissions are provided under separate cover.

Comments and feedback included:

- *Support from community members keen to see the Shire's agricultural land further protected.*

Community support is noted, and Council recognises and thanks the community for their input in helping to shape the Strategy.

- *Feedback regarding figure 17; Farmland of Strategic Significance. The mapping shows an area where state significant and regional significant areas of farmland overlap. Clarification is sought as to the significance rating.*

The Strategic Significance map at figure 17 has been amended to be clearer in its boundaries between the State and regionally significant areas. It also clarifies how the overlapping area is rated as both State and regionally significant.

- *More government support during drought and access to water. It was requested that red tape be removed to allow the creation of dams, and to access water during wet years to fill dams and store water. Allowing for a higher storage of water in and around areas of plantations is also needed to address bushfire risk.*

*A concern was also raised relating to dairy farms in the Heytesbury area relying on runoff and dams for their stock and domestic use. The increase in plantations could have a detrimental effect on neighbouring farms, which will reduce runoff and have a much higher usage of groundwater.*

The Strategy supports expanded, sustainable access to groundwater resources; however, groundwater management, access and licensing is not a Council responsibility. This would require further work to then support and invest in water infrastructure and technologies, including a review of regulations and licensing to support all water users and the environment.

Council will continue to play an important role in relation to water access for industry by working with agencies and authorities (such as Southern Rural Water and Wannon Water), stakeholders and providing ongoing advocacy support.

- *Concern that the Plan does not recognise that forestry (timber plantations) is not food production and is instead removing prime agricultural land. The submitter was concerned that the Plan does not address erosion due to plantations and rehabilitation of the land post-plantation. There was a request for a 'good neighbour' policy.*

It is recommended that the Strategy be updated to clarify the definition of food and fibre in Corangamite.

Currently, timber production (plantations) occurs in accordance with the *Code of Practice 2014 (amended 2022)* which establishes management standards, planning requirements and procedures for timber plantation and harvesting. No planning approval is required from Council under the *Planning and Environment Act 1987*.

The Strategy recommends the introduction of a permit trigger of 40ha and greater for all new timber production. This will enable Council to consider the appropriateness of a plantation against planning policy, addressing land significance and cumulative impacts of timber production, and allow for adjacent and surrounding farmland owners/community to be made aware of plans for new plantations. The planning application process provides an opportunity for objections and submissions to be made, along with the ability for Council to include further development and management conditions on a planning permit.

Development of further policy beyond the Code of Practice and Planning Scheme is beyond the Council's control.

- *The AFPA and Midway submissions identify that fibre security is a much bigger issue than food security, and at greater risk in Australia. The AFPA highlights that 70% of agriculture production (including 40% dairy products) is exported. Submitters state that forestry is not a threat in the Shire, making up 2% of agricultural land, with very modest increases in recent years, suggesting that if their vision is realised Midway investment will account for 2.3% of agricultural land in the Shire. Both submitters believe the planning restrictions proposed by the Strategy are unnecessary.*

*Both submitters also identify that forestry will assist the Council with Net Zero goals.*

*Furthermore, Midway suggests that imposing additional planning restrictions on forestry land uses will reduce the value of the land by reducing market options for farmers.*

The Strategy is not proposing to prohibit forestry/timber production as a land use in the Shire. The Strategy instead recommends that a maximum lot size of 40ha be applied to where forestry does not require a planning permit. A planning application process for the land use (on lots above 40ha) will allow greater transparency of plans for timber plantations and allow for conditions to be placed on a permit to benefit surrounding farms and landowners. It may allow for greater strategic direction to be applied for the location of new plantations, whereby they may pose greater risk or constraints on adjacent farms.



The importance of domestic timber production is recognised, however, the strategic significance and comparative advantage of agriculture within Corangamite Shire is based upon its contribution to the dairy, livestock and cropping industry. The continued proliferation of timber production on land identified as State significant for its contribution to the dairy industry, presents a significant risk to the viability and future growth of the industry itself, with compounding direct and indirect economic, social and community impacts.

- *Concern that the current Council rate system for farmland in the Shire is too high, and that the Strategy does not address this issue. The submitter has suggested that this is the greatest threat to farming viability and economic sustainability in the Shire.*

This concern is noted, however, Council's rate strategy and system is not part of the scope of the Strategy, and these matters which relate to the value of land and differential must be considered separately through the rating process. This submission will be considered as part of the revenue and rating plan review, which must be completed before June 2025.

Should Council adopt the Strategy, its implementation will be subject to a planning scheme amendment, which will include a further statutory public exhibition process, in which submissions can be received regarding proposed changes to the Corangamite Planning Scheme, requiring further consideration by Council.

### **Financial and Resource Implications**

The Grow Corangamite: Sustaining Our Agriculture Future project had an overall budget allocation of \$200,000 for 2023-2024.

SGS Planning and Economics, with RCMG, was engaged by the Council to help prepare the Strategy. The project budget covers consultant fees and project management.

The project has been completed within the budget. A budget allocation is included in 2024-2025 budget for Council to undertake project implementation via a planning scheme amendment, to give statutory effect to policy and land use planning actions, along with considering and initiating other actions arising from the Strategy including advocacy, investment facilitation and attraction.

### **Options**

It is recommended that the Council adopt the Strategy, to implement the strategies and actions for agricultural land, industry and business in Corangamite, to further protect and enhance this important sector.

Council may alternatively choose to either amend or defer adoption of the Strategy, or not adopt the Strategy.

### **Conclusions**

An Agricultural Strategy for the Shire provides an opportunity for Council to implement a refreshed set of planning objectives and direction for the agricultural sector, in a manner that seeks to achieve strategic objectives, and provide a long-term planning framework for change and protection. It serves to benefit the whole community and align with the Council's strategic priorities.

The Strategy addresses Council's objectives of engaging with the community, facilitating and supporting economic development, including the vital role of agriculture, and improving our natural environment, minimising impacts to the agriculture sector.

Adoption of the Strategy will provide Council with the direction and actions to protect and support the growth of the agriculture sector and enable implementation to commence via a planning scheme amendment and other options.

### **RECOMMENDATION - 9.2**

**That Council adopts the Grow Corangamite: Sustaining Our Agricultural Future Strategy (August 2024).**

### 9.3 Planning Scheme Amendment C65cora - Camperdown Production Precinct Masterplan

- Directorate: Sustainable Development
- Author: Aaron Moyne, Manager Planning and Building Services
- Attachments:
1. Under Separate Cover - C65cora Explanatory Report [9.3.1 - 11 pages]
  2. Under Separate Cover - C65cora Amendment Documents [9.3.2 - 10 pages]

#### Declaration

Acting Chief Executive Officer – David Harrington

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

Author – Aaron Moyne

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

#### Summary

The Camperdown Production Precinct Masterplan was adopted by Council in February 2024. A planning scheme amendment (PSA) has now been drafted to implement policy, zone and planning control changes into the Corangamite Planning Scheme.

This report presents a recommendation to seek authorisation from the Minister for Planning and to proceed with public exhibition of Planning Scheme Amendment C65 in accordance with the *Planning and Environment Act 1987*.

#### Introduction

The Camperdown Production Precinct Masterplan places a strong focus on enabling and facilitating the delivery of available, market-ready land to cater for sustainable, industrial growth and development opportunities.

Delivery and Council adoption of the Masterplan provides the basis to undertake a PSA to update strategic direction and local policy, rezone land and apply planning controls which support the future growth and development of the Camperdown Production Precinct (CPP).

A PSA has been drafted which will implement the land use and development actions and components of the Masterplan into the Corangamite Planning Scheme. To proceed with the PSA, Council must seek authorisation from the Minister for Planning and undertake public exhibition in accordance with the *Planning and Environment Act 1987*.

Through public exhibition, the PSA process provides an opportunity for Council to review and consider submissions before it either adopts the amendment or refers any unresolved submissions to a Planning Panel.

### Issues

A PSA is required to implement the key recommendations of the CPP Masterplan and to give it statutory effect within the Corangamite Planning Scheme.

The CPP Masterplan was commissioned by Council, with funding and support from the Victorian Planning Authority (VPA), to provide a vision and strategic direction for the CPP and to supply industrial land, as recommended by the *Industrial Land Strategy, 2012*.

The Masterplan acknowledges the need for a high-quality business park in Camperdown. It builds on the strengths of Corangamite's agricultural sector, by providing development-ready land for industry to support value-add processing and manufacturing opportunities, with a focus on large dairy, meat, nutritional and grain manufacturers.

The Masterplan provides the strategic direction for new development, servicing, infrastructure, and public realm works in the Camperdown Production Precinct, while unlocking land by addressing servicing and land use constraints early, to ensure infrastructure challenges are understood, negotiated, and overcome prior to development.

One of the key priorities of this Masterplan is to provide support to landowners and developers, by facilitating and unlocking land for businesses that is viable and an attractive option for investors. Business growth in the Shire will then assist in strengthening the local economy and encourage local job creation.

To introduce the applicable planning scheme components of the CPP Masterplan into the Corangamite Planning Scheme, PSA C65 has been prepared. To progress the PSA, Council must resolve to seek Ministerial authorisation in accordance with Section 8A and undertake public exhibition in accordance with Section 19 of the *Planning and Environment Act 1987*.

Draft PSA documents have been prepared and are provided under separate cover. Specifically, the amendment:

- Amends Clause 02.03 Strategic Directions to update 'Council seeks to' summaries for Economic Development and Infrastructure, specific to the Precinct.
- Inserts a new Clause 17.03-1L for Industrial Land Supply, to give policy direction and strategies for the Camperdown Production Precinct.
- Rezones land to the north of the existing Industrial Zone in the CPP from Farming Zone to Industrial 1 Zone for industrial related purposes.
- Inserts a new schedule 9 to Clause 43.02 Design and Development Overlay, to implement design guidelines and requirements.
- Amends the Schedule to Clause 72.08 Background Documents by introducing the Camperdown Production Precinct Masterplan (February 2024) as a background document.

### **Policy and Legislative Context**

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community  
Infrastructure that enables industry and business growth

Theme Two - A Thriving Community  
Facilitating and supporting economic development  
Recognising the vital role agriculture plays within the Shire  
Corangamite's townships are attractive, accessible and appealing to visitors  
and are presented in a way in which our residents can be proud

Theme Four - Improving Our Environment  
Protecting and improving our built and natural environment  
Capitalising on opportunities created by new energy, and minimising impacts on  
key industry sectors, landscape values and natural assets  
Helping our community plan and respond to climate change

Theme Five - Community Leadership  
We listen to and engage with our community

### **Internal / External Consultation**

Targeted consultation with directly affected landowners, as well as the broader community and stakeholders, has been a core component of the preparation of the Masterplan.

The establishment of a Project Working Group (PWG), chaired by Cr Hickey, and involving precinct landowners, was another significant component of the Masterplan's preparation. The PWG met four (4) times throughout the Masterplan preparation to provide knowledge and feedback on the plan.

The project also incorporated two (2) engagement phases. The first phase of engagement was undertaken in November 2022, and the second in December to January 2024. The Draft Masterplan was placed on public exhibition for four (4) weeks to allow for broader community review and feedback. Feedback overall was generally supportive of the plan.

As part of the PSA, draft Amendment C65 documents will also be placed on a four (4) week public exhibition, which presents an opportunity for submissions to be received and considered by Council. All submissions must be considered and any unresolved submissions which object, or request changes, to the PSA, must be referred to Planning Panels Victoria for consideration.

Members of the PWG will be contacted separately to provide an update on the project and outline of the PSA, and directly to seek landowner feedback.

### **Financial and Resource Implications**

A current budget exists to undertake the PSA and other implementation actions of the Masterplan.

Delivery of the PSA is being delivered within the existing budget allocation.

### **Options**

It is recommended that Council resolve to seek authorisation from the Minister for Planning and undertake public exhibition of PSA C65 in accordance with the *Planning and Environment Act 1987*.

Council may alternatively choose to defer or delay implementation of the Masterplan and not proceed with the PSA.

### **Conclusions**

The CPP Masterplan is a significant strategic guiding document for Corangamite, which will provide short to long-term direction for the precinct's development, infrastructure delivery and business growth.

The Masterplan provides the necessary planning framework and guidance to ensure the coordinated development of the land and sustainable service delivery in the future.

Advancement through the PSA under the *Planning and Environment Act 1987* represents a significant milestone and shift towards statutory implementation in the Corangamite Planning Scheme. Further public exhibition will be undertaken enabling landowners, residents and the broader community to make submissions to Council for further consideration.



**RECOMMENDATION - 9.3**

**That Council:**

- 1. Seeks authorisation from the Minister for Planning for Planning Scheme Amendment C65 under Section 8A of the *Planning and Environment Act 1987*; and**
- 2. After receiving authorisation, proceeds to exhibit Planning Scheme Amendment C65 in accordance with Section 19 of the *Planning and Environment Act 1987*, subject to final ordinance and mapping changes.**

## 9.4 Draft Victorian Transmission Plan Guidelines and Renewable Energy Zone Study Area Submission

Directorate:	Sustainable Development
Author:	Aaron Moyne, Manager Planning and Building Services
Attachments:	<ol style="list-style-type: none"><li>1. Under Separate Cover - Corangamite Shire Council Submission Draft Victorian Transmission Plan Guidelines August 2024 [9.4.1 - 6 pages]</li><li>2. Under Separate Cover - Draft Victorian Transmission Plan Guidelines July 2024 [9.4.2 - 44 pages]</li><li>3. Under Separate Cover - Renewable Energy Zone Study Area Detailed Map [9.4.3 - 1 page]</li><li>4. Under Separate Cover - Draft VTP Guidelines Appendix A Strategic Land Use Assessment [9.4.4 - 40 pages]</li></ol>

### Declaration

Acting Chief Executive Officer – David Harrington

In providing this advice to Council as the Acting 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

VicGrid has released the draft Victorian Transmission Plan Guidelines (the Guidelines) and Renewable Energy Zone (REZ) Study Area for public consultation for a period of 30-days until 25 August 2024.

The Guidelines are being prepared to guide how VicGrid will produce the 2025 Victorian Transmission Plan (VTP), which aims to provide a long-term strategic plan for renewable energy infrastructure and transmission development in Victoria.

In addition to the Guidelines, REZ study areas have been presented for review and feedback which aim to show parts of Victoria that have potential to host renewable energy generation and transmission lines. Feedback on the study areas will be used to guide further investigation into identified areas, leading to the potential declaration of a REZ by the Minister for Energy.

A draft Council submission has been prepared in response to the Guidelines and REZ study areas for Council's endorsement, noting that the submission will have already been made by the Chief Executive Officer (CEO) due to consultation timelines.

### Introduction

The need for VicGrid to prepare the Guidelines and REZ Study Area has arisen from the *National Electricity (Victoria) Act 2005* (amended in May 2024), requiring publication of the VTP by 31 July 2025, together with the Victorian Transmission and Investment Framework (VTIF), which identifies the development of the VTP as one of its core elements.

Preparation of the Guidelines and REZ Study Area has been informed by consultation undertaken by VicGrid via Engage Victoria in late-2023 and early-2024.

In July 2022, Council made a submission on the VTIF which identified key strategic priorities and issues of Council, along with identifying the importance of targeted and genuine engagement with rural and regional communities, as an important component of VTP and REZ planning and development.

Council also made a submission in June 2024 on the draft Community Benefits Plan (CBP) prepared by VicGrid, expressing concern regarding past consultation and engagement, along with the promotion of community benefits and funding before the VTP and REZ areas had been released.

Preparation of the Guidelines will be used to inform the first VTP to be released in mid-2025, which plans to take a 15-year view of transmission and REZ development in Victoria, with subsequent plans proposed in 2027 and every four (4) years following.

The REZ Study Areas are based on strategic land use assessment (SLUA) and multi-criteria analysis (MCA) undertaken by VicGrid, to identify potential areas to host renewable energy generation and transmission infrastructure. This will be used to inform further candidate area investigation, then drafting and declaration of proposed REZs in mid-2025 by the Minister for Energy, by way of an Order of Government.

### Issues

A draft Council submission has been prepared for consideration and endorsement, provided under separate cover. Based on restrictive consultation timelines which close on 25 August 2024, the Council submission has already been made to VicGrid as no extension of time was made available following request.

The submission notes Council's ongoing interest in improved strategic planning, coordination and direction in renewable energy generation and transmission planning, along with the importance of targeted and genuine engagement with directly impacted rural communities in the process, including Corangamite Shire. Council's experience of recent public engagement undertaken by VicGrid in late-2023 and early-2024 was poor and no opportunity was afforded for Council to be constructively involved in this renewable energy survey process, or to engage directly with VicGrid as identified future investigation area. However, Council will persevere and continue to raise concerns and contribute to any engagement process.

Compounding these concerns further, Council only became aware of current consultation on the Guidelines covering an arbitrary 30-day period, shortly before the process commenced. With existing limited resources and in lead up to upcoming caretaker period in September 2024 and local government elections in October 2024, the timing has been problematic, limiting opportunity for detailed review and briefing.

These concerns are further exacerbated by the majority of Corangamite Shire being initially designated as Tier 1 (Most Suitable) or 2 (Suitable) investigation area for a future REZ, in which no local information session or opportunity for community involvement has been offered. This is unacceptable and a poor approach in seeking to generate local community input and involvement in the Guidelines and REZ planning, which could significantly impact regional communities and industry. The engagement process employed by VicGrid has the appearance of being tokenistic and at the "Inform" level only on the IAP2 engagement matrix.

The submission also highlights Council's disappointment with the lack of involvement offered in the Strategic Land Use Assessment (SLUA) process undertaken to inform the Guidelines and REZ Study Area, in which past communication from VicGrid had indicated opportunity for direct local government involvement.

The focus of the submission builds upon matters raised by Council regarding REZ planning and development and considers Council's interest, strategic priorities and issues, along with those of regional communities who will be directly impacted by the VTP and future REZ declaration.

### Corangamite Strategic Focus

The submission emphasises that the Corangamite economy is built upon and driven by the agricultural industry, with its growth and protection the highest priority of Council, as opposed to future renewable energy production and transmission development.

Council has prepared the *Grow Corangamite: Sustaining our Agricultural Future* (Agricultural Strategy), which aims to establish directions and protect agriculture both now and into the future. The Strategy will be implemented via a planning scheme amendment.

Agriculture, including primary production, is the primary land use and the most important industry within Corangamite Shire, contributing a significant proportion of all agricultural production in Victoria and generation of approximately \$805 million (REMPPLAN) of economic output and \$914 million of gross value of agricultural production (GVAP) – 28 per cent of south west Victoria. This includes a State significant dairy sector and regionally significant red meat production (beef and lamb), wool production, cropping and other associated industries.

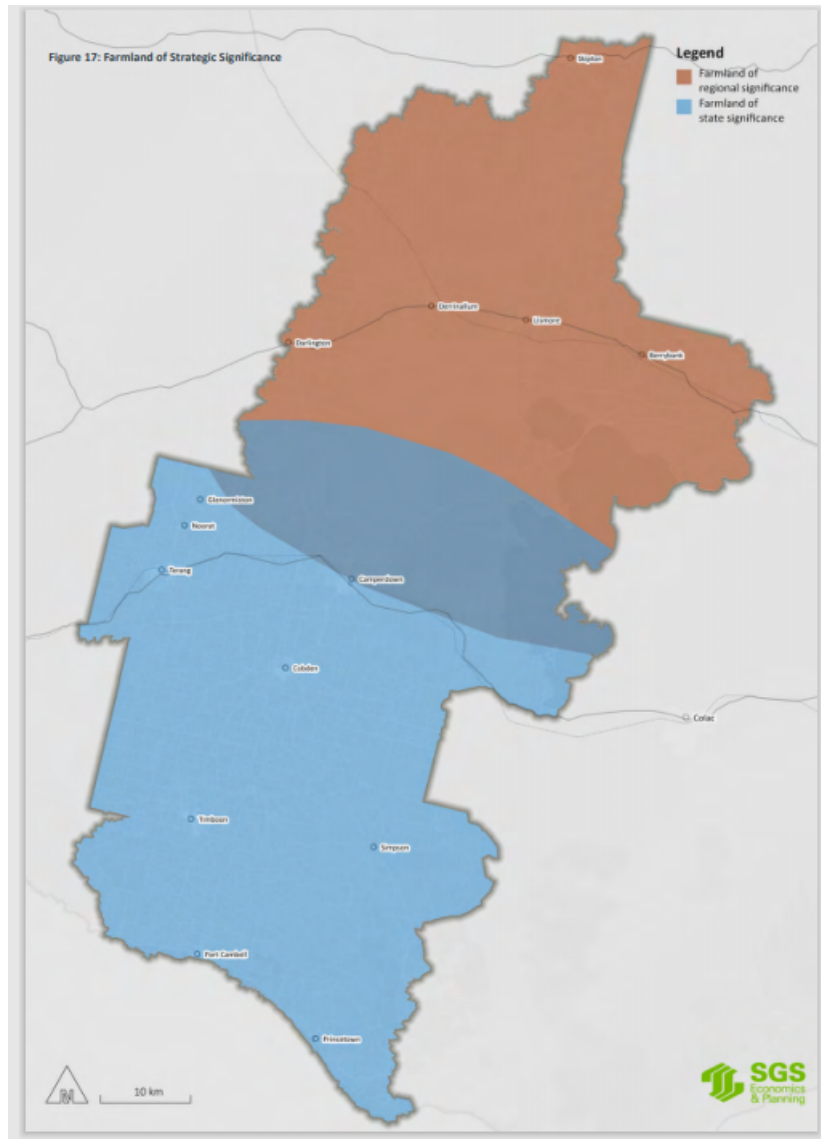
Council's strategic focus is to prioritise and maintain agricultural production by consolidating its role and supporting its growth and diversification, with significant risks posed by the continued loss of productive farmland and progressive land use change. Council places strategic importance and value on agricultural production for domestic and international food security and needs, and this industry must be protected.

#### REZ Study Areas and SLUA

The submission highlights that a review of the REZ Study Areas and SLUA has been undertaken, in which the majority of Corangamite Shire has been identified as either Tier 1 (Most Suitable) or Tier 2 (Suitable) investigation areas. It is acknowledged that these are initial study areas, and that further candidate area investigation will occur, however, the extent and scale across the whole municipality raises concern.

A greater opportunity exists for Council to work closely with VicGrid to provide input into the REZ Study Area and SLUA, which has not been afforded to date. The level of detail and technical nature of the VTP and SLUA makes it challenging for Council to understand, let alone community members and other stakeholders who have limited experience and knowledge in renewable energy planning. It is fundamental that involvement and input is sought from affected councils now, to ensure proposed REZs are effective and aligned with local and regional interests and priorities.

The submission presents a position of dividing the municipality into two – aligned with identified farmland of strategic significance in the Agricultural Strategy (see Figure 1.).



### Figure 1. Corangamite Farmland of Strategic Significance

The southern part of the Shire incorporates farmland of State significance, in recognition of its contribution to the south west Victoria dairy industry, which itself is of both National and State significance and must be protected. This area also has a higher population and township concentration, significant landscape, environmental and cultural heritage assets, and association with the Great Ocean Road tourism and visitor economy.

Council does not support this area for further REZ investigation and requests that it be included in either the avoidance or deprioritised area, as per the REZ Study Area map.



The northern part of the Shire has been identified by Council as farmland of regional significance, which is directly associated with the livestock, grain and cropping industry. Agricultural land use and practices, along with the larger scale of farms and lower population density, makes this a more appropriate area for potential REZ candidate investigation. The REZ study area map identifies this area as primarily Tier 1 and a smaller area of Tier 2.

Whilst renewable energy development and transmission infrastructure may be more appropriate within this area, this still needs to be carefully managed and planned for to minimise adverse impacts on the area's significant agricultural industry value, along with other important volcanic landscape, environmental, tourism and cultural heritage values.

Council's position is that REZ development is not supported in the south of the Shire, whilst the north of Shire does present limited investigation and development potential for future projects, which must consider the economic and social importance of agriculture and identified environmental and landscape values.

### Developing the VTP

Without completing a full analysis of the Guidelines, it is apparent that preparation of the VTP is based on an overarching approach focused on planning for the development of renewable generation, storage and transmission to meet State energy needs. Development within a REZ appears to be a fait accompli, whilst the REZ itself also does not restrict development outside the declared area, which will entrench community uncertainty and speculation. This also appears to conflict with CBP components associated with the proposed community energy fund for generators and transmission network providers.

This approach, overall, fails to properly consider the impact and future outcomes on rural and regional communities who must live with and deal with the long-term consequences of these projects including amenity impacts, industrialisation of the landscape, increased fire risk, depletion of resources, environmental risk to bird and other flora and fauna, interruption to production and productivity, restrictions on farm activity and housing for rural workers.

The existence of renewable and transmission infrastructure continues to deliver, speculation on the development of renewable energy projects in concentrated areas, resulting in a disproportionate impact on rural communities in the pursuit of the energy transition. The benefit of renewable energy development continues to come at the expense of rural communities.

It is fundamental that affected communities within candidate and proposed/declared REZ areas, remain involved, have a say and are both empowered and provided with tangible benefits that recognise their involvement and contribution to the State's energy transition. Long-term community outcomes need to be fostered which support strategic priorities and local capital investment into community projects, initiatives and programs, which will lead to tangible and highly valuable local benefits.

### Community Consultation and Engagement

The submission notes that the Guidelines aim to commit to ongoing consultation and engagement which is meaningful and genuine. This approach is notable and supported by Council, however, it needs to be highlighted that the 'inform' approach broadly adopted by VicGrid lacks meaningful engagement with councils, community and stakeholders, and overall transparency.

Aside from Council as a stakeholder and representative organisation, there is limited community knowledge, understanding and acceptance of State renewable and transmission plans through VTIF, the VTP or declaration of REZs. This is a concern for Council and presents a barrier for future community acceptance.

High quality and well-planned community consultation is fundamental to the successful development and implementation of the VTP, along with declaration of REZs. To this point, this approach has been poor, and with most of the Shire designated for Tier 1 or 2 investigation, there is significant opportunity for improvement with Council and the wider Corangamite community.

Effective engagement not only informs communities about project decisions and actions, it involves and empowers them in the process

### **Policy and Legislative Context**

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme Two - A Thriving Community

Recognising the vital role agriculture plays within the Shire

Theme Four - Improving Our Environment

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

Theme Five - Community Leadership

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

### **Internal / External Consultation**

Consultation on the Guidelines was undertaken by VicGrid via Engage Victoria until 25 August 2024, whilst the REZ Study Area is open for further feedback until 30 September 2024.

It is intended that officers will continue to work with VicGrid to better understand the REZ Study Area and push for further local consultation to be undertaken within the Shire with directly impacted community and stakeholders.

Council officers have remained engaged with VicGrid and will continue to do so following the endorsement of this submission and progression of consultation, in the lead up to a draft VTP and proposed REZ declaration areas.

Preparation of the Guidelines and REZ Study Area has been informed by earlier consultation undertaken by VicGrid in late-2023 and early-2024, which lacked community awareness and participation within Corangamite Shire and, more broadly, across the South-West region. It is imperative now that Council and community remain engaged in the CBP and upcoming VTP and REZ planning.

### **Financial and Resource Implications**

Making a submission does not present any direction financial or resource impact on Council but may influence the direction and outcomes of future renewable energy and transmission development within the Shire.

It is also critical that Council highlight the economic importance and significance of agricultural industry at a State and regional level.

### **Options**

It is recommended that Council resolve to endorse the submission attached to the report, as authorised by the CEO.

Alternatively, Council may choose to endorse an alternate submission, or withdraw its submission in entirety.

### **Conclusions**

A Council submission has been prepared in response to draft VTP Guidelines and REZ Study Area. The submission builds upon previous matters raised regarding REZ planning and development by VicGrid, focusing on interests, strategic priorities and key issues of Council.

The submission is presented for Council's endorsement as part of the consultation process.

**RECOMMENDATION - 9.4**

**That Council resolve to:**

- 1. Endorse the *Corangamite Shire Council Submission Draft Victorian Transmission Plan Guidelines and Renewable Energy Zone Study Area 2024* which has been submitted to VicGrid to comply with prescribed consultation timelines.**

## 9.5 Fees and Charges Policy

Directorate: Corporate and Community Services

Author: Jacqui Thomas, Manager Financial Services

Previous Council Reference: Nil

Attachments: 1. Policy Council Fees and Charges August 2024 [9.5.1 - 5 pages]  
2. Under Separate Cover Policy Council Fees and Charges August 2024 With Tracked Changes [9.5.2 - 5 pages]

### Declaration

Acting Chief Executive Officer – David Harrington

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

Author – Jacqui Thomas

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

### Summary

The Fees and Charges Policy provides officers with guidance to the approach to taken when setting Council's fees and charges. The policy has been reviewed and updated and is recommended for adoption.

### Introduction

Council's fees and charges policy was adopted in June 2021 and is due to be reviewed. The updated policy has been reviewed by the Executive Leadership Team and the Audit and Risk Committee with feedback from those reviews being included in the updated policy.

### Issues

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

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

This policy applies to all fees and charges that are listed in Council's Fees and Charges Schedule. This policy also applies to the setting of any new fee or charge that Council is eligible to charge under section 77 of the *Local Government Act 2020*.

The policy was last reviewed in May 2021. During the 2024 review a gender impact assessment was undertaken which has informed changes to the policy that include:

1. Inclusion of an active obligation to ensure our fees are inclusive and equitable for all community members.
2. In setting or updating fees consideration must be made to ensure that they do not disadvantage any gender.
3. To promote equitable access the policy expressly permits tiered pricing or subsidies where relevant to assist in providing affordable equitable services.
4. Commitment to assessing equity in reviewing and adjusting existing fees during the budget process.

### **Policy and Legislative Context**

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme Five - Community Leadership

Ensuring that we maintain our strong financial position

Council promotes best value and value for money for its ratepayers

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

Section 101 of the Act also requires Council's financial risks be monitored and managed prudently having regard to economic circumstances. Section 101 defines financial risks as, inter alia, any risk relating to the financial viability of the Council.

Adopting the revised Fees and Charges Policy will ensure Council meets its obligations under the Act, particularly in relation to managing risks associated with fee setting.

### **Gender Impact Assessment**

In accordance with Council's obligations under the *Gender Equality Act 2020*, a Gender Impact Assessment has been undertaken in updating this policy.

### **Internal / External Consultation**

The Fees and Charges Policy has been reviewed by the Finance Manager in conjunction with Director Corporate and Community Services. Council's Executive Leadership Team and Audit and Risk Committee have reviewed the updated policy.

### **Financial and Resource Implications**

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



**Options**

Council may adopt the Fees and Charges Policy July 2024 as presented or make further amendments to the policy as deemed appropriate.

**Conclusions**

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

**RECOMMENDATION - 9.5**

**That Council:**

- 1. Revokes the Fees and Charges Policy dated May 2021.**
- 2. Adopts the Fees and Charges Policy dated August 2024.**

# Fees and Charges Policy

Corangamite Shire  
August 2024



**CORANGAMITE  
SHIRE**



CORANGAMITE  
SHIRE

# Council Policy

## Fees and Charges Policy

### Introduction

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

### Purpose

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

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

### Scope

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

### References

#### ***Legislative Requirement***

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

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

#### ***Competitive Neutrality Policy***

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

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

## **Gender Equity**

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

## **Policy Detail**

### ***Pricing Methods***

#### Statutory

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

*Example: Fees charged for planning permits.*

#### Non-Statutory

When choosing between pricing methods for fees and charges not regulated by statute Council will consider the following to ensure our fees are inclusive and equitable for all community members:

- Balancing individual and community benefit
- Users' ability to pay
- Environmental factors
- Competitive Neutrality (where relevant)
- Budget implications
- Consider gender impact: Ensure fees are fair and do not disadvantage any gender.
- Promote equitable access: Use tiered pricing where relevant or subsidies to make services affordable..

Regularly review: assess and adjust fees with an annual review during the budget process to uphold equity.

### ***Pricing Methods***

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

#### Full Cost plus Margin Pricing

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

*Example: Private Works*

#### Full Cost Pricing

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

*Example: Corporate entities hiring Council owned facilities.*

#### Partial Cost Pricing

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

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

*Example: Reduced facility hire fee for community groups and members of the community.*

#### Incentive Pricing

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

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

Incentive pricing also includes the option for Bundle pricing.

*Example :*

Ed Gym Fees		Fee
1 child	per session	\$7
2 children	per session	\$12
3 children	per session	\$15

**Final review**

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

**Annual review**

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

**Good and Services Tax**

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

**Review Date**

The next review of this document is scheduled for completion by the Manager Finance on or before 31 August 2028.

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

## 9.6 Committees of Council Policy Review

- Directorate: Civic Support
- Author: Chris Asenjo, Manager Governance and Civic Support
- Attachments:
1. Policy Council Committees of Council August 2024 Final [9.6.1 - 7 pages]
  2. Under Separate Cover -Policy Council Committees of Council August 2024 Track Changes [9.6.2 - 8 pages]

Acting Chief Executive Officer – David Harrington

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

Author – Chris Asenjo

In providing this advice to Council as the Manager Governance and Civic Support, I have no interests to disclose in this report.

### Summary

The purpose of this report is for Council to adopt a revised Committees of Council Policy.

### Introduction

Committees of Council play a vital role in supporting Council operations. Council greatly appreciates the time and effort that committee members spend contributing to improving Corangamite Shire. Whether the committee be a community asset committee, delegated or advisory committee or the Audit and Risk Committee as required by legislation, community minded people give their time, passion and knowledge to improve Corangamite Shire. The involvement and leadership of Councillors on committees is also acknowledged.

As with all Council operations, activities are governed by policy and/or legislation. The Committees of Council policy ensures there is a framework around the commencement and governance of committees, usually required to be in line with legislation.



### Issues

The review of the policy has found it generally remains current and relevant in its current form. However, based on the review, there are some changes proposed to the Committees of Council Policy Changes include:

- Clearer defining of Committee reporting obligations under the Local Government Act 2020
- Enhanced definition of Joint Delegated Committees, which consist of committees of more than one Local Government Area
- The use of more contemporary language
- Improved alignment with the Local Government Act 2020.
- Minor changes to grammar

### Policy and Legislative Context

This policy is in line with both Part 2 Division 8 and Part 3 Division 2 of the Local Government Act 2020.

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme Two - A Thriving Community

Corangamite's townships are attractive, accessible and appealing to visitors and are presented in a way in which our residents can be proud

Theme Four - Improving Our Environment

Protecting and improving our built and natural environment

Theme Five - Community Leadership

Having strong governance practices

We listen to and engage with our community

This policy is also in line with the *Local Government Act 2020*.

### Internal / External Consultation

Consultation with Council and the Executive Leadership Team has been undertaken in relation to this matter.

### Financial and Resource Implications

There are no financial or resource implications in relation to this matter.

### Options

Council may choose to adopt or not adopt the Committees of Council Policy dated August 2024.

### Conclusions

The Committees of Council Policy for is due for review. Minor amendments are proposed, including;

- The use of more contemporary language
- Improved alignment with the *Local Government Act 2020*.
- Minor changes to grammar

**RECOMMENDATION - 9.6**

**That Council:**

- 1. Revoke the Committees of Council Policy dated August 2020**
- 2. Adopt the Committees of Council Policy dated August 2024**

# Committees of Council Policy

Corangamite Shire

August 2024

# Council Policy

## Committees of Council

### Introduction

Corangamite Shire recognises the significant contribution made by committees of Council. In particular, the work of volunteer committee members, which strengthen the sense of community within the Shire and is integral to the liveability of our towns.

### Purpose

This policy provides guidance on the establishment, membership, powers and obligations of committees established by Council.

### Scope

This policy applies to all committees established by Council, as well as Councillors, community members appointed to the committees, and Council staff involved in the management of the committees.

### Definitions

#### ***Advisory Committee or Reference Group***

are committees established by Council to provide advice to Council on particular matters relating to Council activities. These committees do not have delegated powers so no Instrument of Delegation is required.

#### ***Audit and Risk Committee***

is a statutory Committee established by Council under section 53 of the *Local Government Act 2020*.

#### ***Community Asset Committee***

is a committee established by Council under section 65 of the *Local Government Act 2020* to which special functions and powers have been delegated by the Chief Executive Officer to assist in the management and operation of community assets.

#### ***Delegated Committee***

is a committee established by Council under section 63 of the *Local Government Act 2020* to which powers, functions and duties have been delegated by Council, and membership includes at least two Councillors.

#### ***Instrument of Delegation***

is a document which sets out the scope and limitations of the powers, functions or duties delegated by Council or the Chief Executive Officer to a committee.

**Joint Delegated Committee**

is a committee established by two or more councils under section 64 of the *Local Government Act 2020*, and includes at least one Councillor member from each council.

**References**

*Local Government Act 2020*

**Policy Detail****Advisory Committees or Reference Groups**

Although Advisory Committees or Reference Groups are not specified in the *Local Government Act 2020*, Council may establish an Advisory Committee or Reference Group by Council resolution to provide advice to Council on particular aspects of Council activities. An Advisory Committee or Reference Group has no delegated powers or decision-making responsibilities.

Council must endorse Terms of Reference for an Advisory Committee or Reference Group which may include:

- Purpose of the Committee
- Objectives of the Committee and/or scope
- Membership details, including term of membership, voting rights and resignation of members
- Appointment of Chair
- Code of conduct for members
- Any statutory responsibilities of members
- Frequency and schedule of meetings
- Agenda and minuting procedures
- Administrative support to be provided by Council
- Reporting procedure or method for making recommendations.

With the exception of Councillors and Council Officers membership of an Advisory Committee or Reference Group other than Councillors or Council Officers is voluntary.

Nominations for membership are reported to Council and appointments are made by Council resolution.

**Community Asset Committee**

A Community Asset Committee is established by Council resolution for the purposes of managing a Council facility or asset. Membership is appointed by Council resolution and Council may endorse a Terms of Reference.

The Committee's powers, duties and functions are set out in an Instrument of Delegation by the Chief Executive Officer to the Committee. The delegation comes into force immediately when signed by the Chief Executive Officer and remains in force until the Chief Executive Officer varies or revokes it.

The Instrument of Delegation includes a schedule which outlines:

- Any specified financial limit and purpose for funds.
- Governance requirements to ensure appropriate standards of probity are met.

- Requirements for monitoring and reporting of Committee activities and performance.

The Committee must only exercise its powers in accordance with its Instrument of Delegation, and any guidelines or policies which Council from time to time adopts. The Committee can only act under delegation when sitting in a formal meeting. Delegations do not extend to individual members of the Committee in so far that members are unable to act independently of the Committee, unless the Committee member is a member of Council staff and subject to a separate delegation under the Act or some other Instrument.

The Chief Executive Officer will report annually to Council on the activities and performance of Community Asset Committees in accordance with section 47 of the *Local Government Act 2020*.

A Community Asset Committee meeting must be called and business conducted in a manner that complies with the provisions of the *Local Government Act 2020* and relevant Council policies, including Council's Procurement Policy and Risk Management Policy.

All members of a Community Asset Committee appointed by Council will have voting rights on the Committee unless Council resolves not to confer voting rights.

All members of a Community Asset Committee, with the exception of Councillors and Council Officers, are expected to act in a voluntary capacity and will have protection under the Council's public liability and professional indemnity insurance in accordance with section 43 of the *Local Government Act 2020*.

### ***Audit and Risk Committee***

Council's Audit and Risk Committee must be established and function in accordance with the *Local Government Act 2020* and the Audit and Risk Committee Charter, as approved by Council under section 54 of the Act.

Membership of the Committee must not include Council staff. The majority of Committee members must not be Councillors and are therefore independent members. Independent members must collectively have expertise in financial management and risk, and experience in public sector management. The Chair of the Committee must be an independent member (not a Councillor).

Independent members of the Committee may be entitled to the reimbursement of out-of-pocket expenses as provided in the Council Expenses Policy and may be paid a fee set by Council.

### ***Delegated Committees***

A Delegated Committee is established by Council resolution. Membership is appointed by Council resolution but must include at least two Councillor members. The Chair may be appointed by Council or the Mayor, but must be a Councillor.

The Committee's powers, duties and functions are set out in an Instrument of Delegation by Council. The delegation comes into force when the common seal of Council is affixed to the instrument and remains in force until Council varies or revokes it.

The Committee will exercise its powers only in accordance with the *Local Government Act 2020*, its Instrument of Delegation, and Council's policies. The Committee can only act under delegation when sitting in a formally constituted meeting. Delegations do not extend to individual members of the Committee unless the Committee member is a member of Council staff and subject to a separate delegation under the Act or another Instrument.

A Delegated Committee meeting must be called and conducted in a manner that complies with the *Local Government Act 2020*, Council's Governance Rules and other relevant Council policies.

All members of a Delegated Committee will have voting rights on the Committee unless Council resolves not to confer voting rights.

All members of a Delegated Committee, with the exception of Councillors and Council Officers, are expected to act in a voluntary capacity and will have protection under the Council's public liability and professional indemnity insurance in accordance with section 43 of the *Local Government Act 2020*.

Delegated Committee members may be entitled to the reimbursement of out-of-pocket expenses as provided in the Council Expenses Policy.

### ***Joint Delegated Committees***

Joint Delegated Committees may be established by two or more councils under section 64 of the *Local Government Act 2020*. *A Joint Delegated Committee must have at least one Councillor from each Council and must be chaired by a Councillor from one of the represented Councils. Each Council must by resolution agree to take part in a Joint Delegated Committee.*

### ***Conduct of Committee Members***

Committee members are expected to support the objectives of the committee, act in the best interests of the community, and participate in meetings in a positive and constructive manner. Committee members may have diverse views and are not expected to agree with all decisions of the Committee, however, members are required to actively listen to contrary arguments and be open to different interpretations and suggestions, express any divergent views in a respectful manner, and abide by any code of conduct provisions in the Committee's Terms of Reference. Code of conduct provisions will include a dispute resolution process and process for removal of members.

Delegated Committee members (including past members) must not intentionally misuse their position to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person, or to cause, or attempt to cause, detriment to the Council or another person. Penalties may apply to past or present members of a Delegated Committee who breaches the misuse of position provisions under section 123 of the *Local Government Act 2020*.

### ***Confidential Information***

Confidential information is defined under section 3 of *Local Government Act 2020*. Committee members and past Committee members must not intentionally or recklessly disclose information that they know, or should reasonably know, is confidential



information unless Council has determined that the information should be made available to the public or is exempt in accordance with section 125(3) of the *Local Government Act 2020*.

Penalties may apply to members of Delegated Committees who breach the confidential information provisions in the *Local Government Act 2020*.

### ***Conflict of Interest***

Members of all committees of Council are subject to conflict of interest provisions in the *Local Government Act 2020*.

If a Committee member has a general or material conflict of interest regarding an item to be considered or discussed by the Committee, the member must disclose this to the Chairperson at the beginning of the meeting, or immediately before the matter is to be discussed. At the time the matter is discussed during the meeting, the member must leave the room and remain outside until the conclusion of the relevant discussion. The time the member leaves the meeting room and the time they return must be recorded in the minutes or notes of the meeting.

Delegated Committee members must also comply with conflict of interest procedures in the Governance Rules.

### ***Personal Interest Returns***

Members of Advisory Committees, Reference Groups, and Community Asset Committees, who are not Councillors are exempt from completing personal interest returns.

Delegated Committee members and independent members of the Audit and Risk Committee are required to submit personal interest returns within 30 days of being appointed to the committee and then twice yearly in accordance with the *Local Government Act 2020*.

### ***Disbanding***

Council may disband (dissolve) any Committee of Council, other than the Audit and Risk Committee which Council is required to be established under the *Local Government Act 2020*.

### ***Related Policies***

Audit and Risk Committee Charter  
Council Expenses Policy  
Governance Rules

### **Gender Impact Assessment**

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

### **Human Rights**

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

**Review Date**

This policy will be reviewed in August 2028, or earlier if necessary.

## 9.7 Light Fleet Policy Revocation

Directorate: Works and Services

Author: Shaun Broadbent, Director Works and Services

Attachments: 1. Under Separate Cover-Light Vehicle Fleet Policy and Procedures Schedule 1 & 2 Reviewed July 2023 [9.7.1 - 27 pages]

### Declaration

Acting Chief Executive Officer – David Harrington

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

Author – Shaun Broadbent

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

### Summary

This report requests Council to revoke the Light Vehicle Fleet Policy and Procedures. The Policy upon revocation will become an organisational policy. A copy of the Policy is attached to the report under separate cover.

### Introduction

The purpose of the Light Vehicle Fleet Policy is to guide the effective management of Council's light fleet assets for the organisation. The current policy was adopted by Council in October 2021 with schedule 1 "Replacement Light Vehicle Models" updated in July 2023. To enable efficient management and updating of the Policy, it is proposed to revoke the Council Light Fleet policy with a view to transferring to an organisational policy as per similar operational policies. The Policy is no longer required to be a Council policy.

### Issues

Council's current Light Vehicle Fleet Policy is a Council policy. It is standard practice among local government authorities to retain operational policies, such as Light Fleet, as organisational policies, rather than Council Policies.

As the current Policy refers to the Mayoral vehicle, this requires the Policy to be a Council policy. It is proposed to remove reference to the Mayoral vehicle within the Policy thereby allowing the Policy to become an organisational policy. The governance of the Mayoral vehicle will continue to be managed under existing separate Council policies, with no changes proposed to the provision or use.

### **Policy and Legislative Context**

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme Five - Community Leadership  
Having strong governance practices

### **Internal / External Consultation**

Consultation has been conducted with relevant internal stakeholders, including fleet management and the finance departments. External consultation was not deemed necessary as the Policy change aligns with standard practice among local government authorities.

### **Financial and Resource Implications**

There are no financial implications in revoking this policy. Future fleet purchases will be managed in accordance with the Council approved budget and Procurement Policy guidelines.

### **Options**

Council may choose to revoke this Policy or retain the Policy as a Council policy.

### **Conclusions**

Transitioning the Light Fleet Policy from a Council policy to an organisational policy will streamline policy management and align with best practices observed in other local government authorities. This change will also support efficient updates and ensure consistency with operational policies.

## **RECOMMENDATION - 9.7**

**That Council:**

- 1. Revoke the Light Vehicle Fleet Policy October 2021**
- 2. Note the Light Vehicle Fleet Policy will subsequently be made an organisational policy.**

## 9.8 Special Charge Scheme Final Costs - New Kerb and Channel in Dover Street, Cobden

Directorate: Works and Services

Author: John Kelly, Manager Assets Planning

Previous Council Reference: Nil

Attachments: 1. CONFIDENTIAL REDACTED - Final Costs Dover Street Cobden Kerb Channel Special Charge Scheme [9.8.1 - 1 page]

### Declaration

Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020* the Chief Executive Officer has designated this attachment as confidential on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that—

- (i) relates to trade secrets; or
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Acting Chief Executive Officer – David Harrington

In providing this advice to Council as the Acting 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

Works have been completed on the installation of kerb and channel in Dover Street, from north of Silvester Road to Neylon Street, Cobden. Costs associated with the Special Charge Scheme for these works have been finalised.

The final costs are less than those estimated at the time of the declaration of the Special Charge Scheme.

Approval is sought from Council to vary the cost of the Special Charge Scheme as shown below and to serve notice to the benefitting property owners seeking their contribution.

### Introduction

Council, at its meeting on 24 October 2023, declared a Special Charge Scheme for the purposes of defraying expenses associated with the installation of kerb and channel in Dover Street which was completed in May 2024.

### Issues

The actual cost of installation of kerb and channel on the road on completion was less than the cost of construction estimated at the time of the declaration. The initial estimate to the Scheme were based on similar projects previously undertaken in the Shire and market rates.

Minor cost savings are proposed to be passed on to the property owners contributing to the Scheme.

Details on the estimated and final cost for the scheme and cost to property owners are provided in the Financial and Resource Implications section below.

### Policy and Legislative Context

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community  
Roads that are fit for purpose

Theme Five - Community Leadership  
Council promotes best value and value for money for its ratepayers

The Special Charge was declared pursuant to Section 163 of the Local Government Act 1989, and 65% of the cost associated with the Scheme is to be recovered from property owners benefiting from the works.

The process for finalising costs for the special charge scheme is in accordance with Council's Special Rates and Charges Policy.

### Internal / External Consultation

The Special Charge Scheme has previously been through a formal consultation process in accordance with the *Local Government Act 1989* and Council policy.

The Scheme, which was declared at the Council Meeting on 24 October 2023, is to be varied in respect of the final cost and property owners are to be notified of the required contribution.

Following the Council meeting, letters were forwarded to the benefitting property owners advising of the declaration. The letters also advised of the estimated amount of contribution from each owner as well as the owners' rights of appeal.

Since the declaration there were no appeals made to VCAT objecting to the works.

### Financial and Resource Implications

The kerb and channel installation works on Dover Street, Cobden are now complete and Scheme details are outlined in Table 1.

	TOTAL SCHEME COST		COST TO PROPERTY OWNERS	
	Estimated	Final	Estimated	Final
<b>Dover Street, Cobden</b>	\$18,275	\$17,818	\$11,879	\$11,582

**Table 1: Details of Scheme Costs**

The schedule of final costs to be apportioned to each owner is attached to this report.

Other costs for the project which did not form part of the Scheme included earthworks and pavement works associated with widening the road to a minimum standard carriageway width for Council.

### Options

Council can choose to return the minor savings arising from finalisation of the Scheme to the contributing property owners. This is consistent with Council's Special Rates and Charges Policy. Alternatively, Council can treat the cost savings as general revenue.

### Conclusions

The installation of kerb and channel in Dover Street, Cobden has improved the amenity of those living in the street and is considered to benefit the property owners.

The project has been managed efficiently to ensure that residents making contributions are not financially disadvantaged.



**RECOMMENDATION - 9.8**

**That Council, with respect to the Special Charge Scheme declared on the 24 October 2023 for the purpose of defraying the expenses incurred for the installation of kerb and channel in Dover Street, from north of Silvester Street to Neylon Street, Cobden:**

- 1. Varies the above Special Charge Scheme to acknowledge the final costs as per the attached schedule pursuant to Section 166(1) of the *Local Government Act 1989*, and issues notices to be served on the property owners pursuant to Section 166(2) of the Act.**
- 2. Serves notices to property owners benefitting from the works for the final costs for full payment within thirty days of the owner receiving notice or by twenty quarterly instalments as approved by Council, bearing interest at the rate of interest set by Council Policy “Special Charge Schemes – Interest on Payment”.**

## 9.9 Lease renewal - 10 Shadforth Street, Terang

Directorate: Works and Services

Author: Jane Hinds, Acting Manager Facilities and Recreation

Previous Council Reference: Nil

Attachments: 1. CONFIDENTIAL REDACTED - Terang Resources Inc May 2024 Leasing Submission [9.9.1 - 3 pages]  
2. CONFIDENTIAL REDACTED - Terang Resources Rental Subsidy [9.9.2 - 1 page]

### Declaration

Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020* the Chief Executive Officer has designated this attachment as confidential on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Acting Chief Executive Officer – David Harrington

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

Author – Jane Hinds

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

### Summary

The purpose of this report is for Council to consider a lease agreement with Terang Resources Inc. for the use of the Terang Drill Hall, located at 10 Shadforth Street, Terang. The lessee is proposing to operate a community opportunity retail shop within the facility.

### Introduction

A commercial lease agreement has been in place with Terang Resources Inc. for use of the Terang Drill Hall since operation of the Community Op Shop began on 1 January 2010. The agreement has been renewed a number of times with the current agreement set to expire 31 December 2024.

The Terang Drill Hall was constructed in 1937 to serve as Headquarters of the Terang Detachment of the 23rd/21st Battalion Citizen's Militia. Council assumed ownership of the property on 4 January 1940. Over time the building was used by the community for various art, sport and cultural events, youth and unemployment programs and senior computer courses.

The mudbrick building meeting room situated at the front of the Drill Hall is available free of charge to community groups and is utilised by numerous local groups while the remainder of the Hall is utilised for the purpose of operating the Terang Community Op Shop

### Issues

#### Lease Agreement

In accordance with the *Retail Leases Act 2003* Council was required to notify Terang Resources Inc. of its intention to offer a new lease before 30 June 2024. In order to initiate this notice, Council was required to determine the proposed new lease terms including option terms, the commencing rent amount and rent reviews applicable. In accordance with Council's Property Leasing Policy, a review of the lease fee was also applicable.

The current rental amount charged to Terang Resources is \$134.00 (ex. GST) per annum with annual CPI increases as determined at the 23 September 2014 Council meeting. The terms and conditions of the current agreement outline that the tenant is responsible for rental fees, repairs and maintenance, air conditioner maintenance, utilities including electricity, gas, fire services property levy, water and waste charges.

In accordance with Council's current Property Leasing Policy, Opteon Property Valuers provided an estimated current market value of the lettable area for rental purposes. It was determined to be \$19,000 (ex. GST) per annum as of April 2024.

A lease term of five (5) years has been proposed with the option of one (1) further term of five (5) years, in line with the previous agreement and in consultation with the tenant.

#### Community Benefit

Since the establishment of the Community Op Shop, a significant number of benefits have been experienced by the Terang community including:

- The donation of approximately \$950,000 to the Terang and district community
- Providing a facility where unwanted goods can be donated saving on the number items going into the landfill
- Offering low-cost household necessities to the community
- Providing free food pantry staples with fresh seasonal fruit and vegetables which are accessed anonymously by families and people in need

- A safe and friendly workplace and social hub for volunteers
- Significant and immediate ongoing aid and support to victims of natural disasters such as St. Patrick's Day fires
- A place has been provided for the community to help others while socially interacting and with the opportunity to gain new skills
- There are no wages paid to staff and any income received is donated back to the community after paying for the Op Shop operating expenses.

The establishment of the Terang Op Shop has fostered a sense of belonging and pride in the Terang and district community, which has been generated through the efforts of volunteers and the generosity of others.

Terang Resources Inc. have advised that they are concerned if the market rental of \$19,000 pa (ex. GST) is applied to the lease renewal, the rental costs would be prohibitive and reduce their ability to support the community.

Terang Resources Inc. have requested that Council consider granting a nominal rental fee, similar to existing arrangements. They have provided a summary of the improvements and contributions to the building which they have funded since the commencement of the lease agreement, including:

- Development of the undercover area
- A new driveway
- Split systems
- Installation of solar panels
- Cement path
- Security doors and screens
- Security cameras
- Installation of garden beds and seating
- Building spout and solar panel cleaning
- Reinstatement of the Drill Hall signage
- Pay for the surrounds gardening & mowing including for the adjoining tenants' area (Terang SES's)
- Pay for power accounts for the Drill Hall and the Terang SES's.

### Application of Rental Subsidy

In accordance with the Property Leasing Policy, officers have applied the rental subsidy where there is deemed to be a net community benefit. This assessment acknowledges the efforts of the group and benefit provided to the community, whilst maximising the potential for revenue to offset the ongoing capital maintenance requirements of the building.

When entering a lease agreement, Council has ultimate discretion to negotiate the terms, conditions, annual rent and operating subsidy on a case by case basis. The following criteria will also be considered:

- Consistency with Council objectives, core business and Council Plan  
Agreement to lease the Terang Drill Hall to Terang Resources Inc. is consistent with the commitments in the Council Plan 2021 –2025.
- Location of the property/ building and its commercial nature  
The property comprises a standard iron clad building located within close proximity to the main street of Terang, which is part let to the group comprising of a main retail area of approximately 162 square meters. In determining the valuation of the building, consideration has been given to the age of the building, its distance away from the main town centre, minimal street frontage and the shared use of toilet facilities (with Terang SES).
- Use of volunteers  
The Terang Op Shop contributes their success due to the dedicated committee and volunteers. The number of volunteers has significantly reduced since Covid 19 and the Op Shop has had to reduce its opening hours due to the lack of availability of volunteers. No wages, travel or fuel allowance is paid to volunteers.
- Service and program fee  
No fee is charged to those community groups utilising the mudbrick meeting room. Terang Resources Inc. provides tea, coffee, milk and toilets for meeting attendees.
- Access by Corangamite Shire residents  
The Terang Community Op Shop is open to all members in the community, of all ages and all abilities. Hours of operations Monday to Friday 9am to 1pm and Saturday 9am to 12:00pm.
- Extent of external funding  
Terang Resources Inc. is a self-funded business and therefore is not funded by any organisation.
- History and track record as a Council tenant  
Formal lease documents between Council and Terang Resources Inc. for use of the Terang Drill Hall have been in place since 1 January 2010. There have been no issues with the arrangements in place.
- Community benefit  
The operations of the Op Shop since its inception has allowed the opportunity to raise money for the community, for otherwise unwanted items. The community has benefited from funds raised through the shop and also through the social and physical benefits that are generated.

- Service to the community  
Through the operations of the community Op Shop, Terang Resources are able to provide funding to numerous clubs, groups and individuals.

In assessing the net community benefit and specific circumstances for Terang Resources Inc as identified above, a rental subsidy is considered applicable. This would see the proposed rental of \$19,000 (ex. GST) reduced to an annual amount of \$6,011 (ex. GST).

#### Council's Building Condition Data

When analysing building condition data, modelling shows the property to be in an overall average condition with 5-15 years of life remaining. Council will be required to undertake some significant structural improvements to the building within the coming years to maintain the building.

Whilst under no obligation to do so, Terang Resources has contributed to the capital of the building by erecting an undercover porch area, installing solar panels and contributing to split systems throughout the facility.

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

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme Two - A Thriving Community  
Facilitating and supporting economic development  
We retain and we grow our population

Theme Five - Community Leadership  
Ensuring that we maintain our strong financial position  
We listen to and engage with our community  
Council promotes best value and value for money for its ratepayers

The renewal of lease agreement will be in accordance with the *Retail Leases Act 2003*, Council's Property Leasing Policy and in accordance with Section 115 of the *Local Government Act 2020*.

Under the Corangamite Planning Scheme the land is zoned Commercial 1.

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

Council officers informed Terang Resources Inc. in April 2024 of Council's intention to offer a new lease. A Notice of Council's Intention was then sent to Terang Resources Inc. from Council's legal advisors SLM Law, setting out the proposed terms and conditions of the lease. Council officers advised Terang Resources of the market rental valuation of \$19,000 (ex. GST) per annum.

Council officers have consulted with Terang Resources Inc in accordance with the *Retail Leases Act 2003* and *Council's Property Leasing Policy*.

A public notice of Council's intention to lease these premises will be advertised following the Council decision, which will allow an opportunity for community members to make a public comment and submissions regarding the leasing of the facility.

### **Financial and Resource Implications**

Formal lease arrangements have been in place between Council and Terang Resources Inc. since 2010. Terang Resources Inc. has invested in the facility with capital upgrades, in addition to their operational obligations in accordance with the lease agreement.

Council's Property Leasing Policy is designed to outline and assist the way in which Council administers the granting of leases and licences for Council controlled land and buildings.

The lessee and their associated operations have been classified as Other (Category C) and a commercial lease fee would be applicable. In accordance with the *Retail Leases Act 2003* and Council's Property Leasing Policy if a new lease was entered into, a market rental valuation is obtained to determine the annual starting rental.

Opteon Property Valuers has provided Council with a current market rental valuation of the building as \$19,000 (ex. GST) per annum. It is noted this is significantly different to the current terms of the lease agreement where a nominal rental of \$134.00 (ex. GST) per annum with annual CPI increases is paid.

The terms and conditions proposed for the new lease agreement and responsibility of Terang Resources Inc. are as follows:

- repairs and maintenance
- air conditioner maintenance
- garbage charges
- utilities (electricity, gas, oil, water)
- fire services property levy waste
- grounds maintenance.

It is proposed that Council be responsible for:

- essential safety measures
- structural maintenance
- capital works
- legal fees associated with the lease agreement.

All revenue received from the 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 can consider the following options for the future arrangements for use of the Terang Drill Hall:

### 1. Lease Agreement – Rental application subsidy

Council may choose to implement the rental fee in accordance with the Property Leasing Policy, property valuation and the application of the rental subsidy, recognising the net community benefit that the Op Shop provides. A \$6,011 (ex. GST) per annum rental fee would apply and operational expenses would be the tenant's responsibility.

### 2. Lease Agreement with rental in line with current agreement

Council may choose to continue with the existing rental charge with 3% annual increments in recognition of the significant importance Terang Resources Inc. has to the Terang and district community. This would see the current rental rate of \$134 increase to \$138 per annum for the commencement of the new agreement.

## Conclusions

Terang Resources Inc. currently occupies the Terang Drill Hall located at 10 Shadforth Street, Terang for the purposes of an opportunity retail shop. The agreement is set to expire 31 December 2024. In April 2024 Council notified Terang Resources Inc. of the pending expiry of the lease agreement and notified Terang Resources Inc. of its intention to offer a new lease for a period of five (5) years with a five (5) year option before 30 June 2024, in accordance with the Retail Leases Act 2003 and Council's Property Leasing Policy.

## RECOMMENDATION - 9.9

That Council:

1. Determine the appropriate annual lease fee in accordance with the options provided within this report
2. Advertise the intention to enter into a lease agreement of the Terang Drill Hall located at 10 Shadforth Street, Terang, for the purpose of a retail shop and seek submissions as per the requirements of the *Local Government Act 2020*;
3. If no submissions are received, Council delegate authority to the Chief Executive Officer to enter into a lease agreement for 10 Shadforth Street, Terang and negotiate the terms and conditions as per Council's Leasing Policy.
4. Authorise the Common Seal of Council be affixed to the lease agreement.

## 9.10 2024-2025 Road Sealing Contract

Directorate: Works and Services

Author: John Kelly, Manager Assets Planning

Attachments:

1. CONFIDENTIAL REDACTED - List of Tender Prices 2024-2025 Contract 2025014 - Under Separate Cover [9.10.1 - 3 pages]
2. CONFIDENTIAL REDACTED - Tender Evaluation Report - 2024-2025 Sealing Contract - Under Separate Cover [9.10.2 - 6 pages]

### Declaration

Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020* the Chief Executive Officer has designated this attachment as confidential on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Acting Chief Executive Officer – David Harrington

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

Author – John Kelly

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

### Summary

This report seeks to award the contract for sealing of various local roads throughout Corangamite Shire and Warrnambool City in 2024-2025 which is a collaborative tender between the two municipalities.

### Introduction

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

Following on from a successful collaboration between Corangamite Shire and Warrnambool City Council over the last nine years, a collaborative approach has again been undertaken in 2024-2025 to share resources and have the annual sealing programs for both municipalities done under one contract for the purpose of improving efficiencies and reducing costs.

### Issues

Corangamite Shire's resealing program this year is expected to cover 69km of roads, which is approximately 7.5% of the sealed road network.

Nomination of the roads for the sealing contract has been based on the data collected from road surface condition assessments undertaken throughout the Shire.

Recent on-site inspections by Council officers have taken place to confirm that the nominated roads for the sealing program are still appropriate and to prepare a default sealing design for each road for the tender documents.

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

Four tenders have been submitted for the resealing works on various local roads in Corangamite Shire and Warrnambool City Council in 2024-2025. All four tenders were deemed compliant and are experienced contractors who are prequalified for road surfacing works with the Department of Transport.

There is a variance of 18% between lowest and highest tender prices. The lowest price submission is from Inroads.

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

	Tender Price (exc GST) \$	Financial Benefit	Experience, Past Performance	Quality Assurance	Local Content	Weighted Score
<b>Weighting</b>		<b>55%</b>	<b>20%</b>	<b>20%</b>	<b>5%</b>	
<b>Contractor</b>	<b>Scores</b>					
<b>Inroads</b>	2,752,066.00	16.0	5	5	0.6	26.6
<b>Tenderer 2</b>	3,039,349.57	13.8	4.6	5	0.75	24.1
<b>Tenderer 3</b>	3,075,161.59	12.9	4	5	0.8	22.7
<b>Tenderer 4</b>	3,356,690.00	10.8	4.6	5.4	0.38	21.2

**Table 1: Aggregated Tender Submission Assessment**

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

Tenderers had similar assessment ratings in relation to the other criteria of construction experience, past performance and quality assurance.

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

It is considered that value for money is best achieved for both municipalities from the tender submitted by Inroads at a price of \$2,752,066.00 (plus GST).

### **Policy and Legislative Context**

This report is also in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community  
Roads that are fit for purpose

Theme Five - Community Leadership  
Council promotes best value and value for money for its ratepayers

The contract for the sealing of various local roads in 2024-2025 was advertised for public tender, as required under the Local Government Act 2020 and Council policy, as it is a purchase greater than \$250,000 (inc GST).

### **Internal / External Consultation**

An agreement has been made between Warrnambool City Council and Corangamite Shire for the 2024-2025 sealing works in these municipalities to be done under one contract. Warrnambool City Council has agreed to Corangamite Shire engaging a contractor to carry out both municipalities' sealing works. Further approval is not required from Warrnambool City Council prior to the award of the sealing contract.

Tenders were invited for these works by way of newspaper advertisements in July 2024. Tenderers were able to register on Council's tendering portal eProcure and then download their set of tender documentation. The tender documents were downloaded by 11 companies.

### **Financial and Resource Implications**

The current available budget for the sealing works in Corangamite Shire this financial year is \$2,178,000.

Based on the tender price from Inroads, the cost to complete the Corangamite Shire component of the 2024-2025 sealing contract including a proportional amount of provisional items is 2,140,125 which is \$37,875 under budget. The cost for the Warrnambool City Council component of the works is within that municipality's budget.

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

- During the 2000s on at least two occasions, Council decided to increase the sealing program area to the full amount of the budget to lift overall road condition.
- In the 2012-2013 and 2014-2015 budgets, Council decided to direct the savings to general revenue in light of cost pressures on the organisation and the stabilisation of the sealed road condition.
- A condition of the Federal Government's Roads to Recovery current funding allocation is that the Council spends at least \$6m of its own expenditure on road construction and maintenance. As a result, savings from the 2015-2016 to 2020-2021 and 2023-2024 sealing programs inclusive were put towards other road maintenance activities, to meet the above condition.

The sealing prices obtained in 2024-2025 have decreased 0.5% compared with those in 2023-2024. This correlates with the approximate 3% decrease observed in the price of bitumen/tonne in the last 12 months based on the Australian Bureau of Statistics (ABS) price index for bitumen.

The lowest priced tenderer, Inroads, is a recognised sealing contractor in the market. Inroads satisfactorily delivered the shires' joint sealing programs consecutively from 2017-2018 to 2020-2021 inclusive and 2023-2024, with minimal rework required. Inroads had a good working relationship with both councils during that period. The contract will be awarded on the basis of a two-year defects liability period.

Council's sealed road network remains in a stable condition in line with its overall strategy of maintaining the network at current or improved standards. This has been validated from the satisfactory results from the condition assessment of Council's sealed road network in 2020. These results highlighted that 99% of Council's local sealed road network was in adequate condition.

### Options

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

Should Council opt to proceed with awarding the contract to Inroads, Council can choose to allocate the \$37,875 saving on budget, as follows:

1. Increase the 2024-2025 sealing program area with the next highest priorities, to bring the total cost up to the budget of \$2,178,00.
2. Maintain the 2024-2025 sealing program at the tendered amount and realise the saving on budget. The savings would be directed to general revenue and improve the organisation's financial position.
3. Maintain the 2024-2025 sealing program at the tendered amount and put the savings to other road maintenance activities this financial year. This option is preferred by Council officers as it will enable the requirements of the Roads to Recovery funding program described above to be met.

### Conclusions

The sealing contract has been tendered and evaluated in accordance with Council policy and the evaluation criteria. It is considered that the best overall value for Council is provided from the tender submitted by Inroads. Warrnambool City Council has been involved with the tender evaluation process and supports this recommendation.

### RECOMMENDATION - 9.10

#### That Council:

1. **Awards Contract No. 2025014 - Sealing of Various Local Roads throughout Corangamite Shire and Warrnambool City in 2024-2025 to Inroads Pty Ltd for the contract sum of \$3,027,272.60 (including GST);**
2. **Authorises the use of the budget saving of \$41,662.50 (including GST) for road maintenance activities to ensure Roads to Recovery funding requirements are met;**
3. **Authorises the Chief Executive Officer to execute Contract No. 2025014 and any other documents required by or to give effect to the terms of the Contract on behalf of Council;**
4. **Authorise contract variations to be approved in accordance with the Chief Executive Officer's Instrument of Delegation.**

## 9.11 Contract 2025016 Curdies Catchment Flood Study

Directorate: Sustainable Development  
Author: Belinda Bennett, Community Safety and Resilience Coordinator  
Attachments: 1. CONFIDENTIAL REDACTED - Technical Evaluation Report  
Contract 2025016 [9.11.1 - 6 pages]

### Declaration

Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020* the Chief Executive Officer has designated this attachment as confidential on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that—

- (i) relates to trade secrets; or
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Acting Chief Executive Officer – David Harrington

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

Author – Belinda Bennett

In providing this advice to Council as the Community Safety and Resilience Coordinator, I have no interests to disclose in this report.

### Summary

The purpose of this report is for Council to award Contract 2025016 for the Curdies Catchment Flood Study.

### Introduction

Council, in partnership with the Corangamite Catchment Management Authority and Moyne Shire Council, is undertaking a detailed flood study on the Curdies River catchment (see figure 1). The study will determine flood levels and extents for a range of flood events in the catchment, including riverine, flash, and overland flooding.



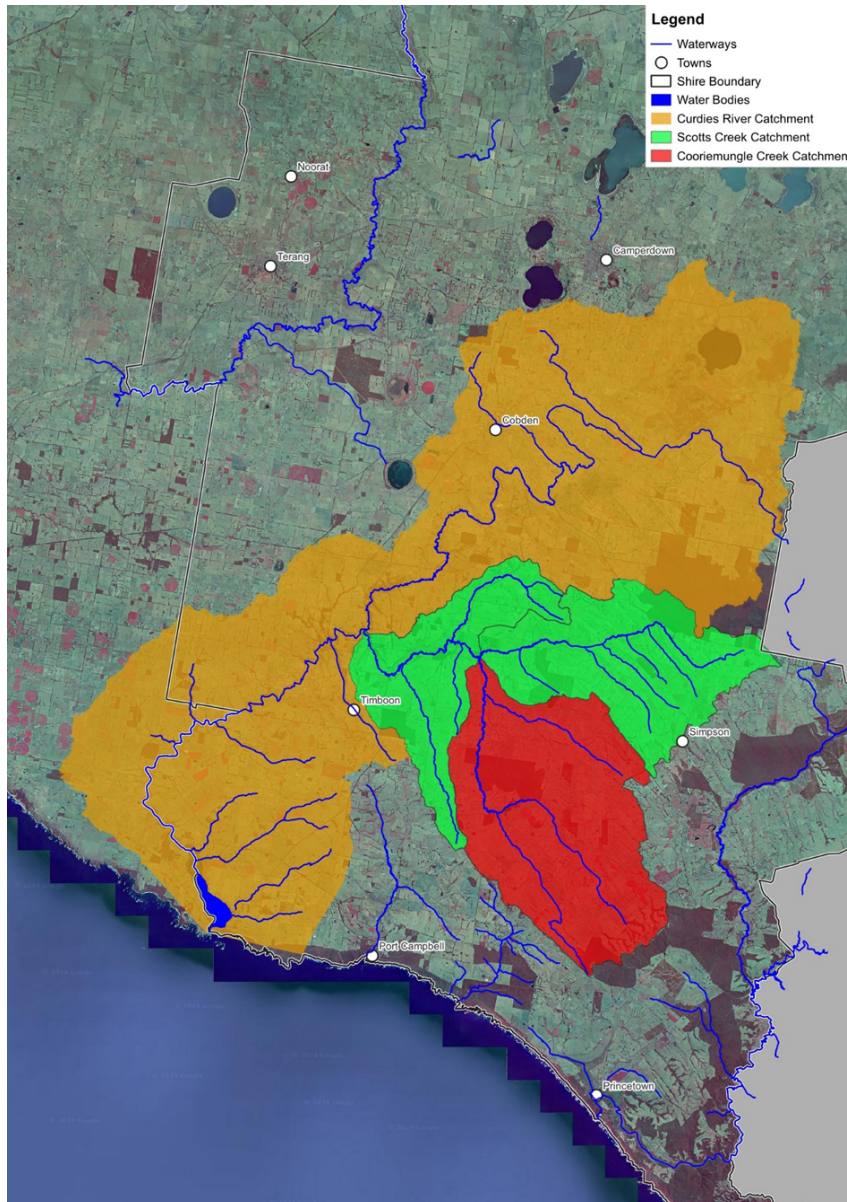


Figure 1: Curdies Catchment Flood Study Area is shown in Orange. The Scotts Creek sub-area (green) and Cooriemungle sub-area (red) are outside of the study area, however hydrologic models for these sub-areas will be developed as part of the Curdies Catchment Flood Study for future flood studies.

The Flood Study will undertake modelling to define flood levels and extents for different rainfall events and assess the potential impact of flooding on properties, roads and other assets. Outputs from the Flood Study will include:

- Digital maps and spatial databases to define flood levels, extents, velocities, depths and flood risks.
- Flood Intelligence and warning report and maps to identify flood impacts on properties and roads.
- Animations of flood progressions to assist with emergency planning.
- Flood damages and mitigation report that estimates the flood damage costs and assesses structural flood mitigation options.

- Draft amendments to the Corangamite Planning Scheme to incorporate flood mapping and intelligence.
- Draft documentation for insertion in the Corangamite Municipal Flood Emergency Plan, including updates to the Curdies River Community Flood Emergency Plan
- Summary report that outlines the study's key findings which can be shared with the public.

The tender also includes options to deliver specific outputs for Moyne Shire Council given that part of the Curdies catchment is within the Moyne municipality. Awarding of these options is subject to approval and funding from Moyne Shire Council.

The Curdies Catchment Flood Study will be used by councils, CCMA, SES and other emergency agencies to:

- Inform decisions about flood warnings and emergency response, for example proactively closing roads before they are inundated.
- Update the Planning Schemes to ensure that land controls protect properties from flooding and contain increases in future flood risk.
- Inform infrastructure planning, including implementation of structural flood mitigations such as drainage.
- Increase community awareness and preparedness for flood emergencies.
- Update the municipal flood emergency plans, local flood guides and the Victorian Flood Database.

The Flood Study will help reduce flood risks (at both individual and community level) by reducing threat to life and property and flood-related damages in the catchment.

### **Issues**

Tenders were sought from suitably qualified and experienced consultants to deliver the Curdies Catchment Flood Study.

Four submissions were received. An evaluation of all tender submissions was undertaken by a panel of Council staff in accordance with Council's Procurement Policy. Given the specialist technical requirements of flood modelling, a representative from the Corangamite Catchment Management Authority was also part of the assessment panel.

All tenders conformed to Council's tender specification.

The tenders were assessed against the following evaluation criteria:

- Experience and capacity 25%
- Proposed methodology 25%
- Value for money 25%
- Ability to meet timelines 15%
- Local content 10%

The following table provides the final aggregated score for each tender submissions, with the evaluation criteria weighting applied.

Table 1: Aggregated tender assessment scores for Contract 2025016.

Contractor	Total Score out of 100
Tenderer 1 (Water Technology)	<b>81</b>
Tenderer 2	<b>74</b>
Tenderer 3	<b>69</b>
Tenderer 4	<b>63</b>

The submission from Water Technology was assessed highest in the tender assessment. The cost of this submission is \$319,540 (ex GST), excluding the optional Moyne Shire outputs.

The Water Technology submission fully costs and delivers all part of the project brief. This will minimise the potential for any contract variations. The proposed methodology is fit for purpose and uses innovative approaches to assess flood impacts on properties and roads in a cost-effective way. It also has significant focus on community consultation, which will be critical to the success of the project. The project team have demonstrated capabilities in flood modelling and they have previously delivered several similar flood studies in the region.

Based on the assessment, the tender evaluation panel recommends that Council award Contract 2025016: Provision of services to undertake a flood study to Water Technology.

### Policy and Legislative Context

This report is also in keeping with the commitments in the Council Plan 2021-2025:

Theme Three - A Healthy, Active and Resilient Community

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

Community resilience is improved to allow individuals and towns to respond and recover from emergencies

Assessment of the tender was undertaken in accordance with Council's Procurement Policy.

Collaborative procurement has been considered in accordance with Council's Procurement Policy and the *Local Government Act 2020*. The tender includes options for the delivery of flood study outputs for Moyne Shire Council. Awarding of these options is subject to approval and funding from Moyne Shire Council.

The Curdies Catchment Flood Study is part of the Corangamite Shire Flood Study project. The Corangamite Shire Flood Study is identified in the Council Plan 2021-2025, as well as the Corangamite and Glenelg-Hopkins Regional Floodplain Management Strategies.

The Corangamite Shire Flood Study Scoping and Roadmap was developed last year to guide the staged delivery of the Corangamite Shire Flood Study. This document identifies the Curdies catchment as a high priority for a flood study.

### **Internal / External Consultation**

The tender was advertised on eProcure with a closing date of 7 August 2024. The tender was also advertised in the Herald Sun newspaper on 17 July 2024.

A tender evaluation panel assessed the submissions against the evaluation criteria. Tender evaluation panel members have the appropriate experience and skills to undertake the evaluation. A representative from Corangamite Catchment Management Authority was part of the panel to provide technical expertise for the assessment. All panel members indicated there were no conflicts of interest to declare and signed a declaration of no conflict of interest.

Delivery of the Curdies Catchment Flood Study will include several community consultation sessions. The community is an important source of information, particularly in the absence of historic flood records, and can help to validate the flood modelling outputs. This community consultation will be also used to inform the planning scheme amendment following the flood study.

A project steering committee will be established to oversee delivery of the Flood Study. This committee will include representatives from Council, SES, Corangamite CMA, Moyne Shire Council, DEECA, Department of Transport and Planning, Parks Victoria, GORCAPA and the local community. The committee will also consult with Eastern Marr Aboriginal Corporation.

### **Financial and Resource Implications**

The submission from Water Technology has tendered a price of \$319,540 (ex GST) to deliver the Curdies Catchment Flood Study.

Council has a budget of \$320,000 to deliver this project. This includes a \$140,000 grant from EMV, \$120,000 from a DEECA grant through the Corangamite CMA, and \$60,000 Council's 2024-2025 budget.

The Water Technology tender also includes the optional delivery of outputs for Moyne Shire Council. The total cost of these options is \$28,730 (ex GST). Awarding of these options will be subject to approval and funding from Moyne Shire Council.

### **Options**

Council may choose to award Contract 2025016 to Water Technology as recommended by the tender evaluation panel. Alternatively, Council may decide to award the contract to another tenderer with consideration to the tender evaluation criteria. Council may also decide to re-advertise the tender.

### **Conclusions**

The Curdies Catchment Flood Study will map and assess flood risks in the Curdies catchment. Council advertised a tender to engage a suitably qualified and experienced consultant to undertake the Flood Study. Four submissions were received. Based on the tender assessment, it is recommended that Council award Contract 2025016 to Water Technology.

## **RECOMMENDATION - 9.11**

### **That Council:**

- 1. Awards Contract 2025016 to Water Technology for \$351,494 (including GST);**
- 2. Authorises the Chief Executive Officer to execute Contract 2025016 and any other documents required by or to give effect to the terms of the Contract on behalf of Council; and**
- 3. Authorises contract variations to be approved in accordance with the Chief Executive Officer's Instrument of Delegation.**



## 9.12 Camperdown Theatre Complex Transformation Project

Directorate:	Sustainable Development
Author:	Katy McMahon, Manager Economy & Prosperity
Attachments:	<ol style="list-style-type: none"><li>1. CONFIDENTIAL REDACTED - UNDER SEPARATE COVER - Business Case, Camperdown Theatre Transformation Project [9.12.1 - 121 pages]</li><li>2. Staging and Concept Plans [9.12.2 - 24 pages]</li><li>3. Project Brief Plan, Camperdown Theatre Transformation Project [9.12.3 - 15 pages]</li><li>4. Theatre Royal Complex Transformation Project ( July 2024) [9.12.4 - 1 page]</li></ol>

### Declaration

Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020* the Chief Executive Officer has designated this attachment as confidential on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that—

- (i) relates to trade secrets; or
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Acting Chief Executive Officer – David Harrington

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

Author Katy McMahon

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

### Summary

The purpose of this report is to provide an update on the Camperdown Theatre Complex Transformation Project.

### Introduction

An initial study, undertaken in late 2020 and early 2021, looked at the uses of different spaces within the Camperdown Theatre Complex, many of which are underutilised. Engagement with the community and stakeholders was also undertaken. The outcome of this original study was the identification of four key themes being creatives, business, education and events. The study was followed by

further engagement and development of a master plan for the complex. The Camperdown Theatre Royal Complex Master Plan was adopted by Council in October 2021.

Council then applied for and was successful in receiving funding as part of State Government's Investment Fast Track Fund, to enable the next phase of the transformation project. This included the development of a Business Case, Cost Benefit Analysis, Staging Plan and Project Brief.

### **Issues**

The Camperdown Theatre Complex encompasses several spaces that adjoin each other, including the Theatre Royal, Gallery (upstairs), Old Theatre Shops (commercial spaces), Mechanics Institute, Library, Senior Citizens' Centre, commercial kitchen, McCabe and Killara meeting rooms and the Old Sports Stadium.

The complex currently services a range of people from various age groups across the Shire. It is a central place bringing the community together for a broad range of activities. However, parts of the building are underused or no longer fit for purpose. The complex, a much loved and heritage-rich civic building in the Shire, has a chance to provide much more community and business benefit and activation.

When the Master Plan was developed in 2020-2021, it was intended to be a guiding document for the ongoing use and continued investment in one of Council's most valued and historic buildings. The Master Plan followed ad-hoc work completed in earlier years such as light and sound upgrades and replacement of the Theatre flooring. The Master Plan recommended that the facility becomes a central point for community use and entrepreneurial growth, whilst leveraging a more modern library. It contains high level direction for developing the spaces.

### *Camperdown Theatre Complex Transformation Project (2024 study)*

In late 2023 Council received funding through the State Government's Investment Fast Track Fund, to progress the next stage of the theatre project. This included development of a Business Case, Cost Benefit Analysis, Staging Plan and Project Brief.

Engagement was undertaken including a range of roundtables, one-on-one sessions and workshopping activities with existing users, hirers, industry representatives, education providers and potential stakeholders were undertaken. A key aim of the engagement was to confirm if the focus of 2021 Master Plan aligned with current needs and demands of community, business and industry, given the Master Plan and supporting studies were undertaken in 2020 (pre-pandemic) and 2021 during pandemic restrictions.

Stakeholder and community engagement identified clear key elements that underpin the direction for the Theatre Complex, which build on the Master Plan, and capture

the findings from the most current research and engagement. Positive feedback for the transformation of the complex was received towards ensuring that the design meets the needs of activation and increased use, whilst recognising and supporting the heritage significance of the complex.

The outcome of the recent analysis has provided a redefined focus, with community at the center of the Complex transformation, supported by the interconnected themes of connection, economy, creativity and learning that are the foundation of its direction.

These themes have distinct elements but are also overlapping. Concept plans have been developed that support the proposed refocusing of the Camperdown Theatre Complex Transformation in a packaged approach to unlock the complex's potential. A business case has been developed that focuses on the concept of redeveloping the Complex as a place to foster connections and innovation, cultivate local skills and community strengths, and contribute to the economic prosperity of Corangamite and beyond.

It is noted that the proposed plans require significant funding and resources to be achieved. The recent analysis and preparation of the documentation (business case, cost benefit analysis, project brief and concept plans) will enable Council to advocate for funding towards this transformation project.

### **Policy and Legislative Context**

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

Infrastructure that enables industry and business growth

Contemporary library services that are accessible to residents

Theme Two - A Thriving Community

Facilitating and supporting economic development

Arts and culture that is supported and accessible

A local tourism industry that is valued and recognised for its significant role to the Shire

We retain and we grow our population

Theme Three - A Healthy, Active and Resilient Community

Access and inclusion is improved

Our community groups and clubs are engaged and supported and facilities are fit for purpose

### **Internal / External Consultation**

Stakeholder engagement and consultation has been undertaken as part of the project delivery and included industry representatives, business, facility users, education providers, creatives and local community and internal Council officers.



### **Financial and Resource Implications**

The budget allocation for the development of the project was \$90,000 of which \$45,000 was funded from a State Government grant. Costings associated with the project's implementation are included in the business case, which is a guiding document for Council to assist in any future investment or funding opportunities. The Camperdown Theatre Complex Transformation is a key advocacy priority.

### **Conclusions**

The Camperdown Theatre Complex Transformation Project has been supported by community, facility users and stakeholders through the various rounds of consultation between 2019 and 2024.

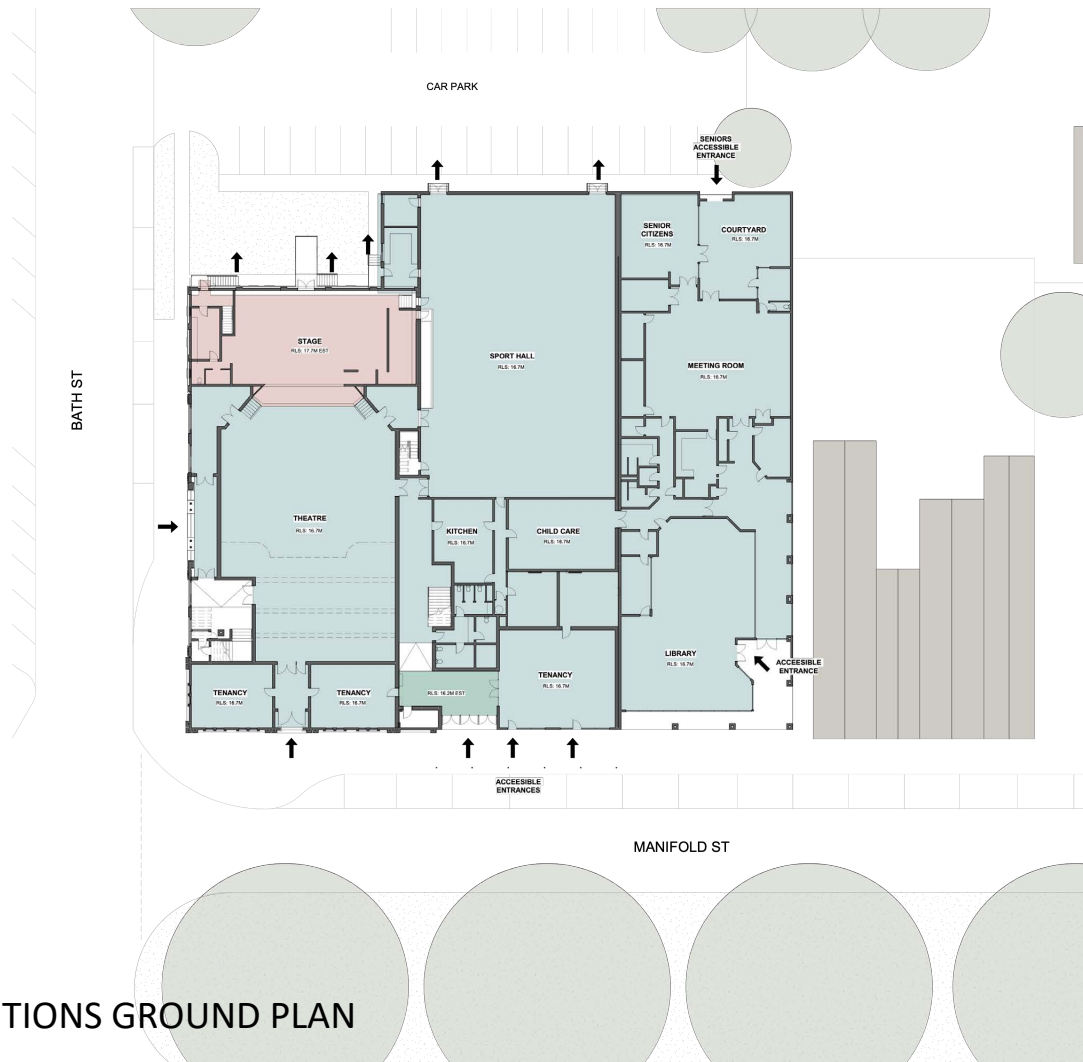
The current stage of the project has included the development of a Business Case, Cost Benefit Analysis, Staging Plan, Concept Designs and Project Brief, enabling Council to continue progressing transformation of the Complex, that will refresh currently underutilised facilities, provide new spaces for collaboration, learning and innovation, celebrate the heritage value of existing buildings and provide a focus for community and business activity.

### **RECOMMENDATION - 9.12**

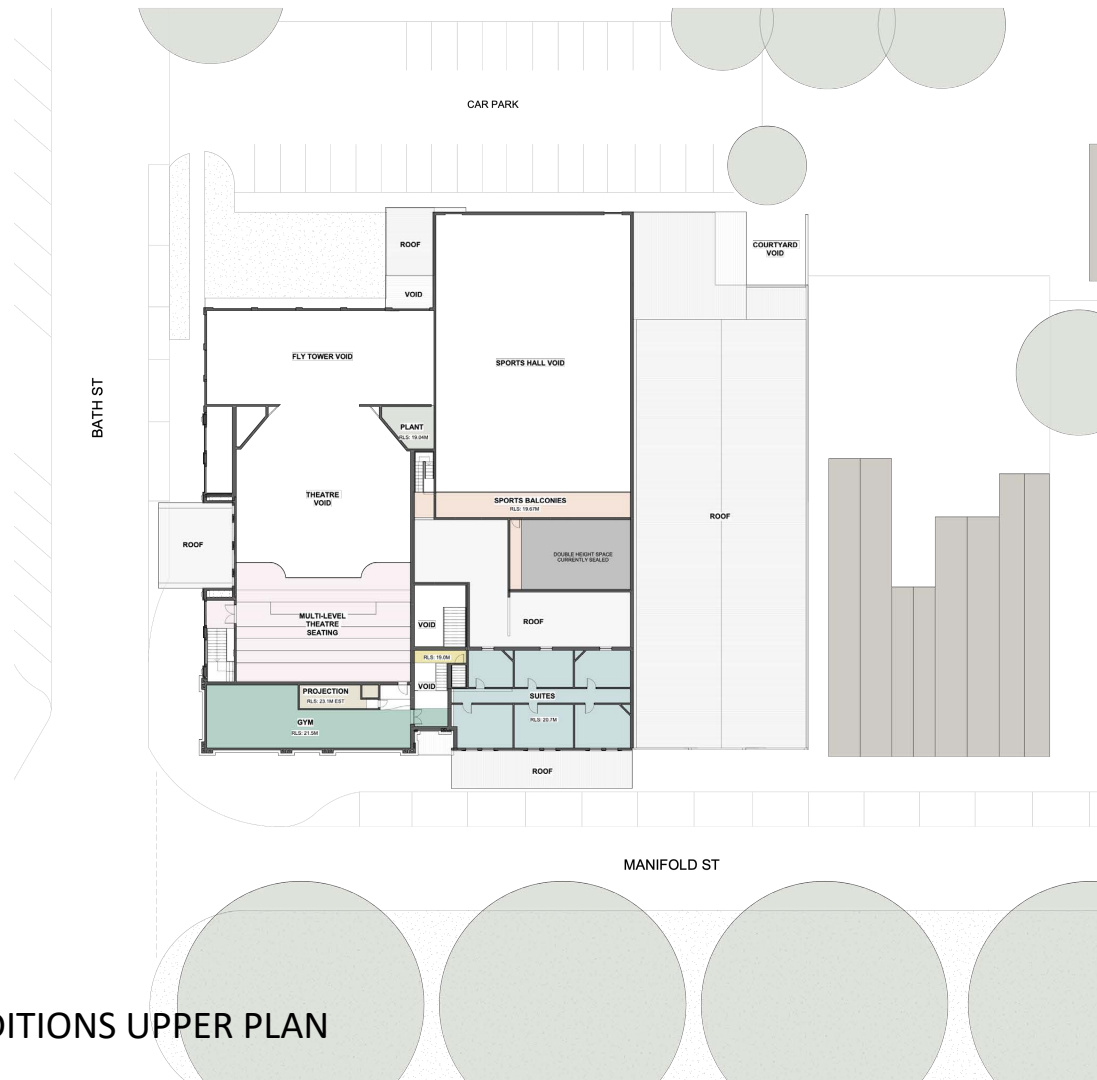
**That Council approve the Business Case, Cost Benefit Analysis, Staging Plan, Concept Designs and Project Brief for the Camperdown Theatre Complex and continue to advocate for funding towards this transformational project.**

# The Plans

## EXISTING CONDITIONS GROUND PLAN

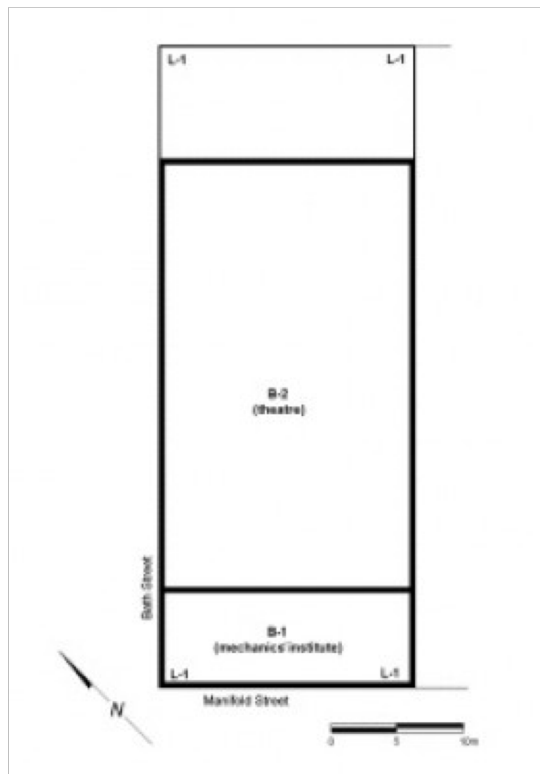


## EXISTING CONDITIONS UPPER PLAN









theatre royal & mechanics institute camperdown plan

## HERITAGE VICTORIA PLAN & STATEMENT OF SIGNIFICANCE

### Statement of Significance

Last updated on - May 19, 1999

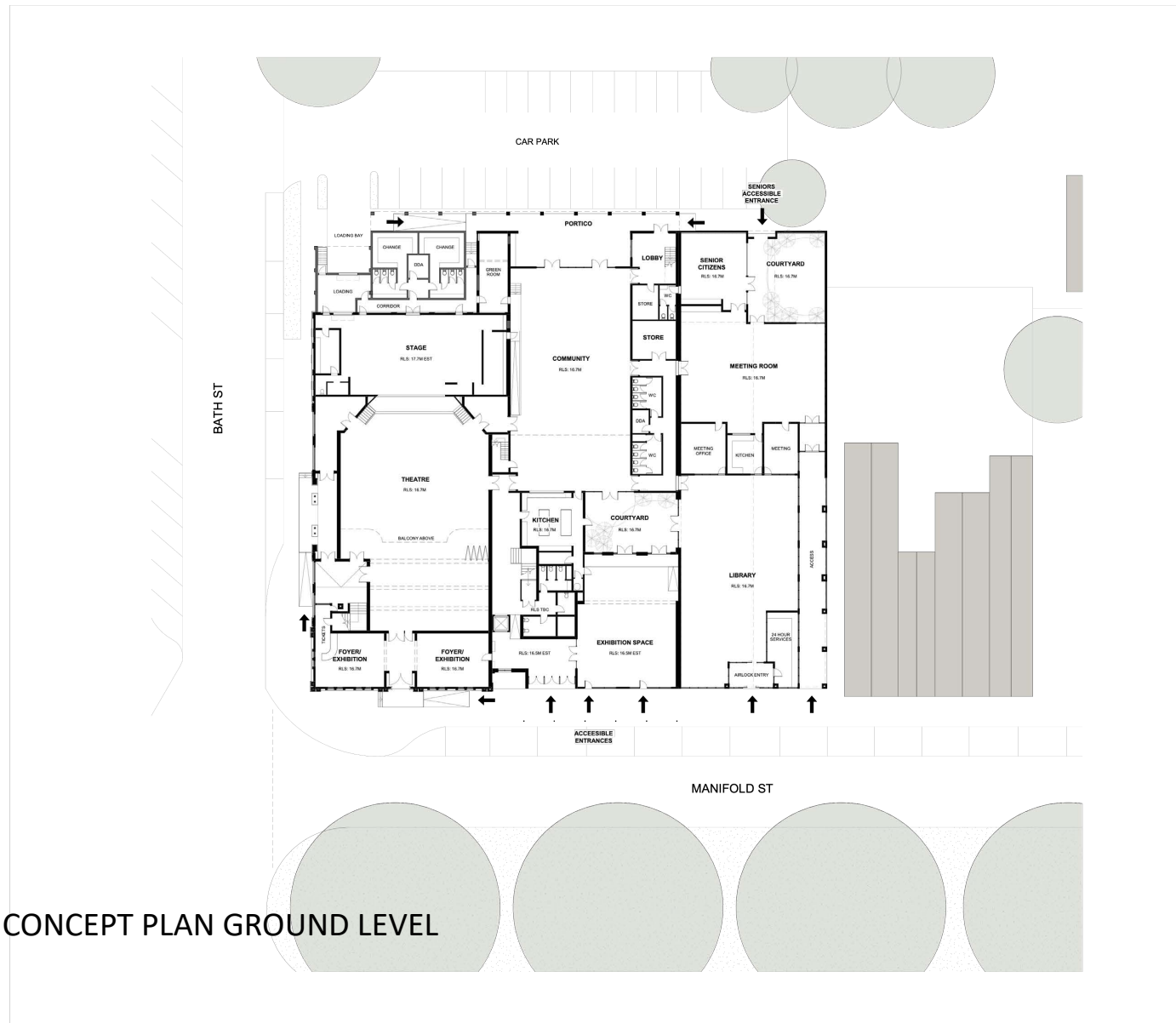
The combined Theatre Royal and Mechanics' Institute (former Free Library) Camperdown, make a significant contribution to the culture and architectural character of the town. The Mechanics' Institute was built in 1890 to a design by Alexander Hamilton, in Renaissance Revival style. It featured a first floor museum to house the collection of local ethnographer and amateur anthropologist, James Dawson, who was renowned for his humanitarian interest in, and study of, Western District Aborigines. The Institute is intact (though no evidence of Dawson's collection remains), and continues to serve an educational role in the community. It is also one of several 19th century mechanics' institutes in Victoria to include a purpose-built museum, the others being at Warrnambool (demolished) and Beechworth (1856/63). The Theatre Royal, which replaced an earlier timber hall, was built in 1927-28 (during the boom period of cinema construction) at the rear of the Institute. It is a picture theatre-cum-hall in Free Classical Revival style, to a design by local architect W Perry Knights. The main auditorium (hall) has a flat floor to accommodate other uses such as public meetings, balls and dances, and civic events. Other extant theatre-halls in country Victoria include Swan Hill, Nhill, Leongatha, Morwell and Colac, and of these the Royal at Camperdown is comparatively intact, a very good representative example, and one of the few still operating as a picture theatre. It retains many original elements including a ticket box and decorative features in the foyer, a bio-box (projection room), and timber railings on the stairs and landings and an imposing full-height proscenium. Garland motifs are featured throughout. The main entrance is also enhanced by decorative paving, a cantilevered canopy with Ionic columns, and the words 'Picture Theatre' in relief on the parapet.

The Theatre Royal and Mechanics' Institute Camperdown are historically, socially and architecturally important to the State of Victoria.

The Theatre Royal and Mechanics' Institute Camperdown are historically and socially important for their ongoing contribution to the cultural, recreational, social and educational needs of the Camperdown district. The Mechanics' Institute is an important civic amenity, with a significant early association with James Dawson, a pioneering ethnographer and anthropologist in Victoria. The Theatre Royal is an excellent and comparatively intact example of a once common entertainment and community facility in rural Victoria, which retains its original function.

The Theatre Royal and Mechanics' Institute Camperdown are architecturally important as intact and particularly fine examples of their type. They are also notable buildings by architects who have made outstanding contributions to the streetscapes and built heritage of Camperdown. The exuberant facade and elaborate internal features of the theatre reflect its construction during the boom period of cinema going. The Free Classical Revival style of the theatre is also unusual for this type of building, and strongly distinguishes it from other public and commercial buildings in Camperdown. The Mechanics' Institute is one of the most competent interpretations of the Renaissance Revival style in country Victoria.

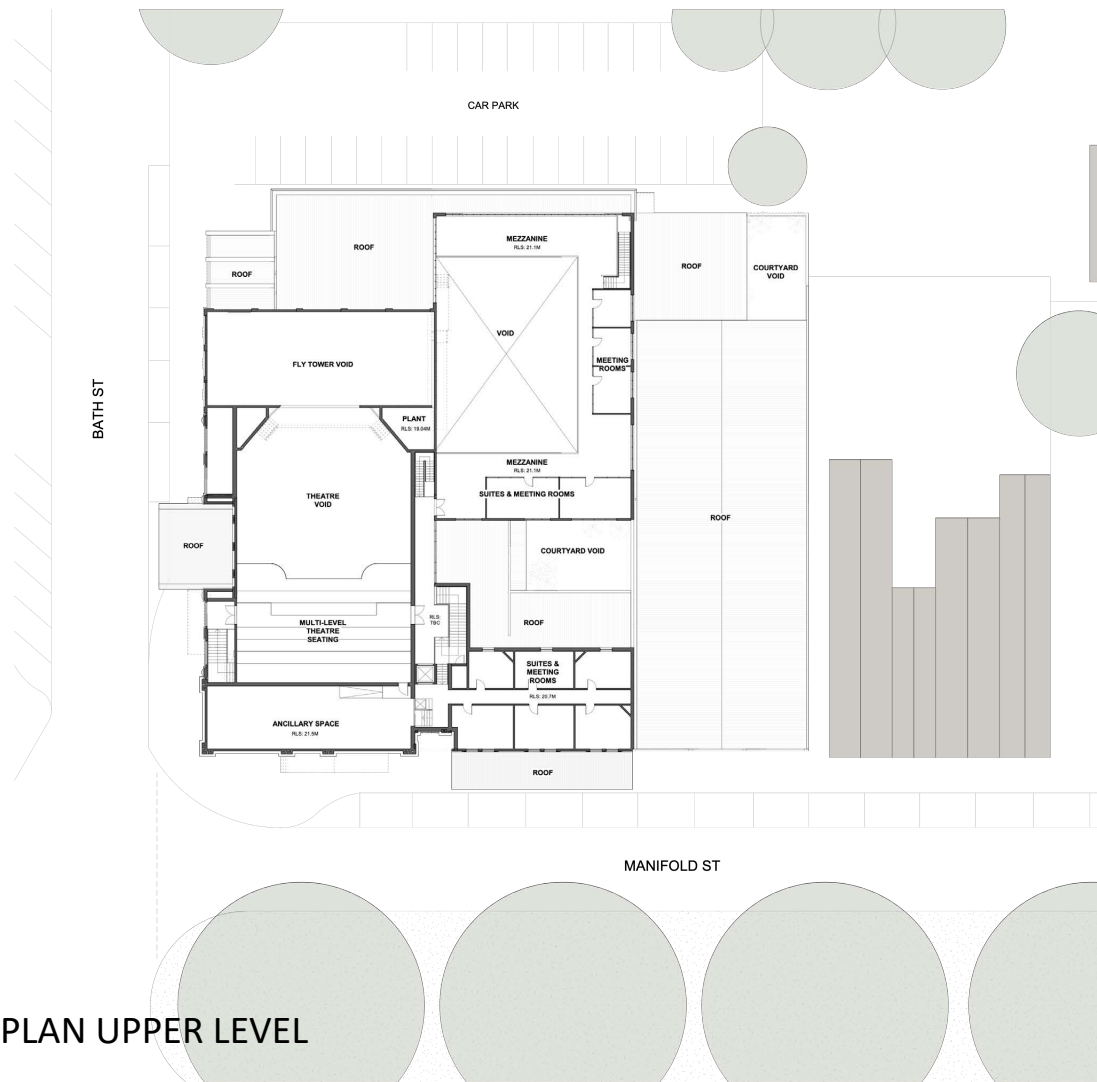
## FULL CONCEPT PLAN GROUND LEVEL



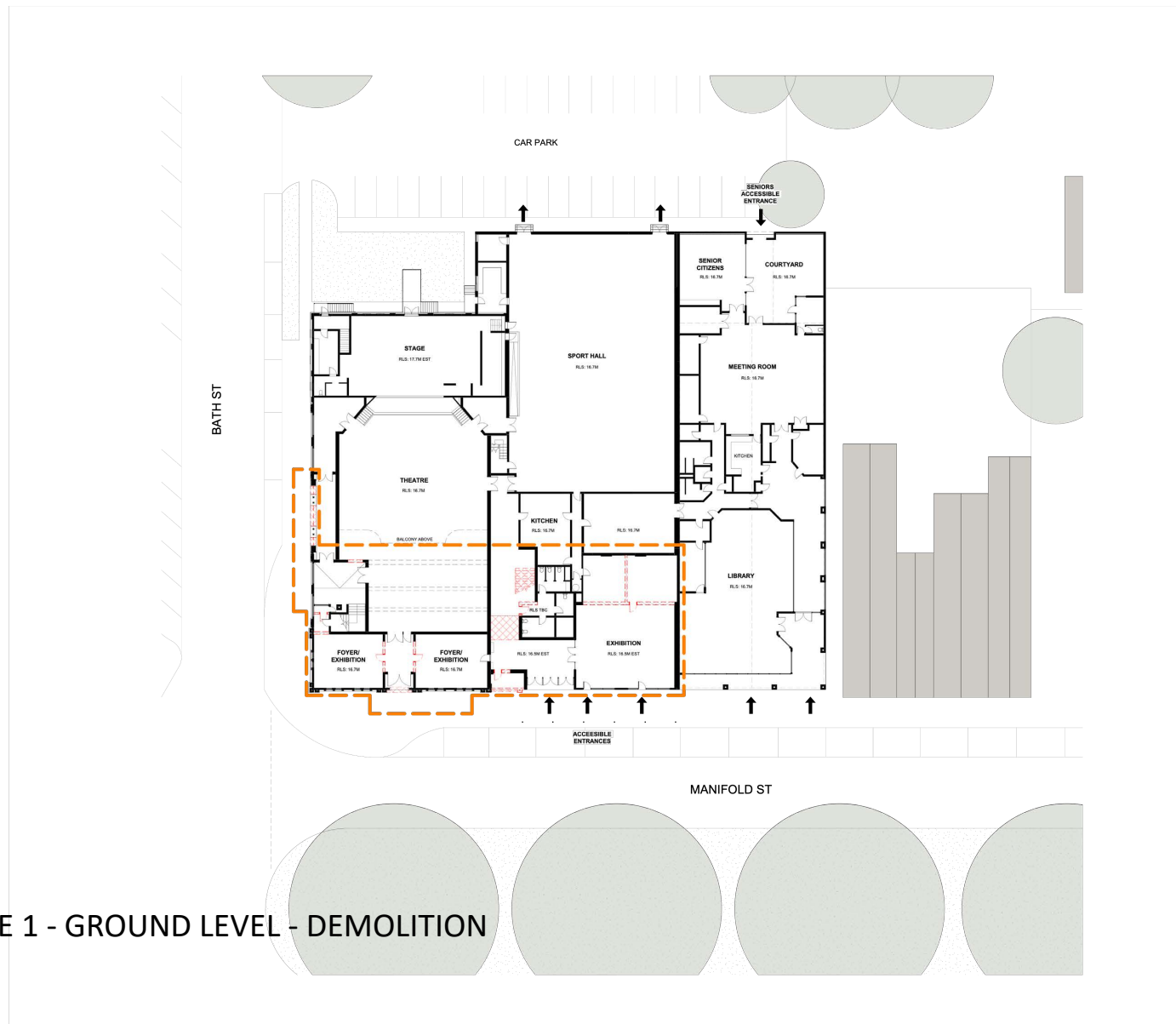
 **planning for  
communities**

**BCBA** Studio

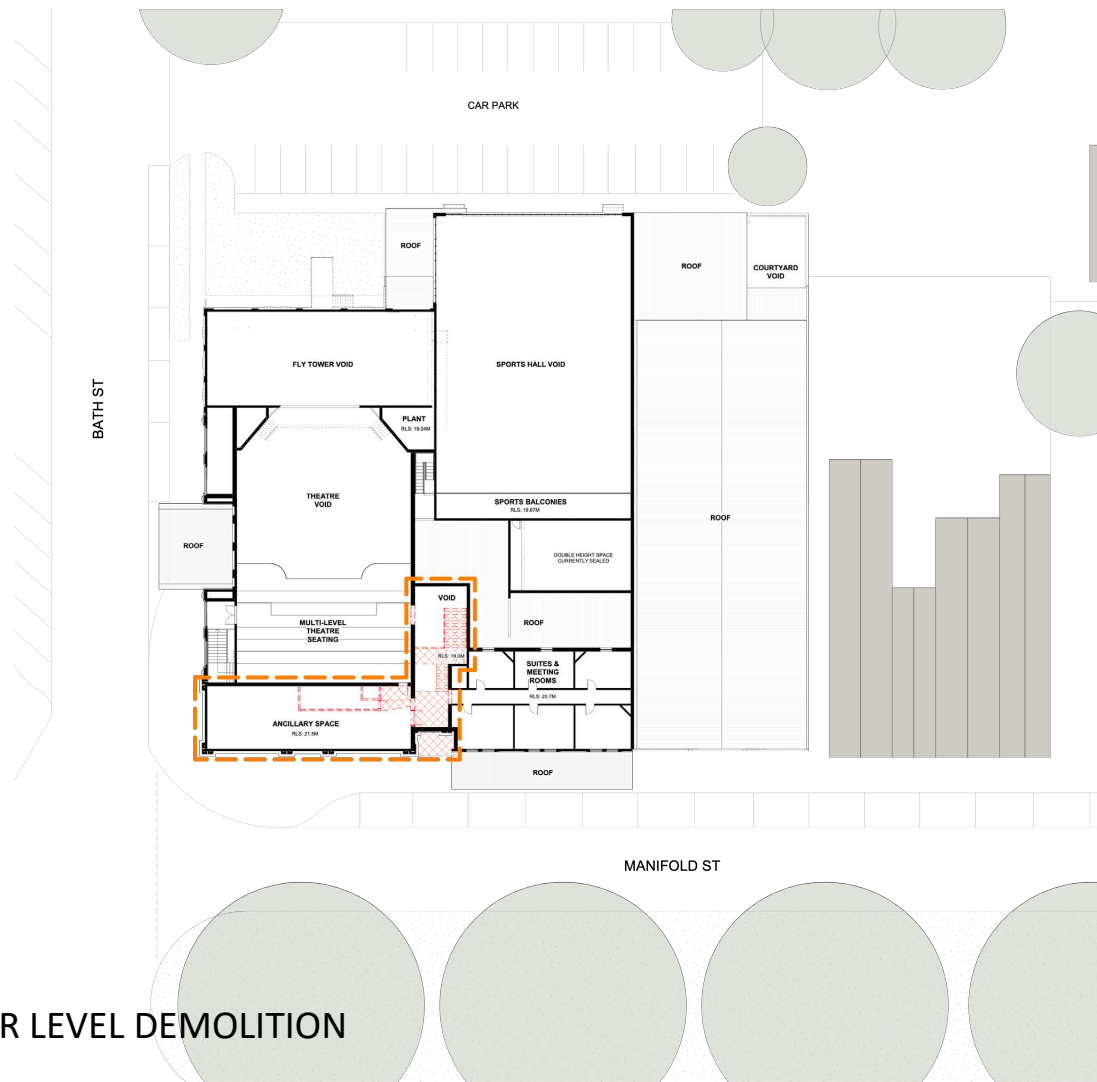
## FULL CONCEPT PLAN UPPER LEVEL



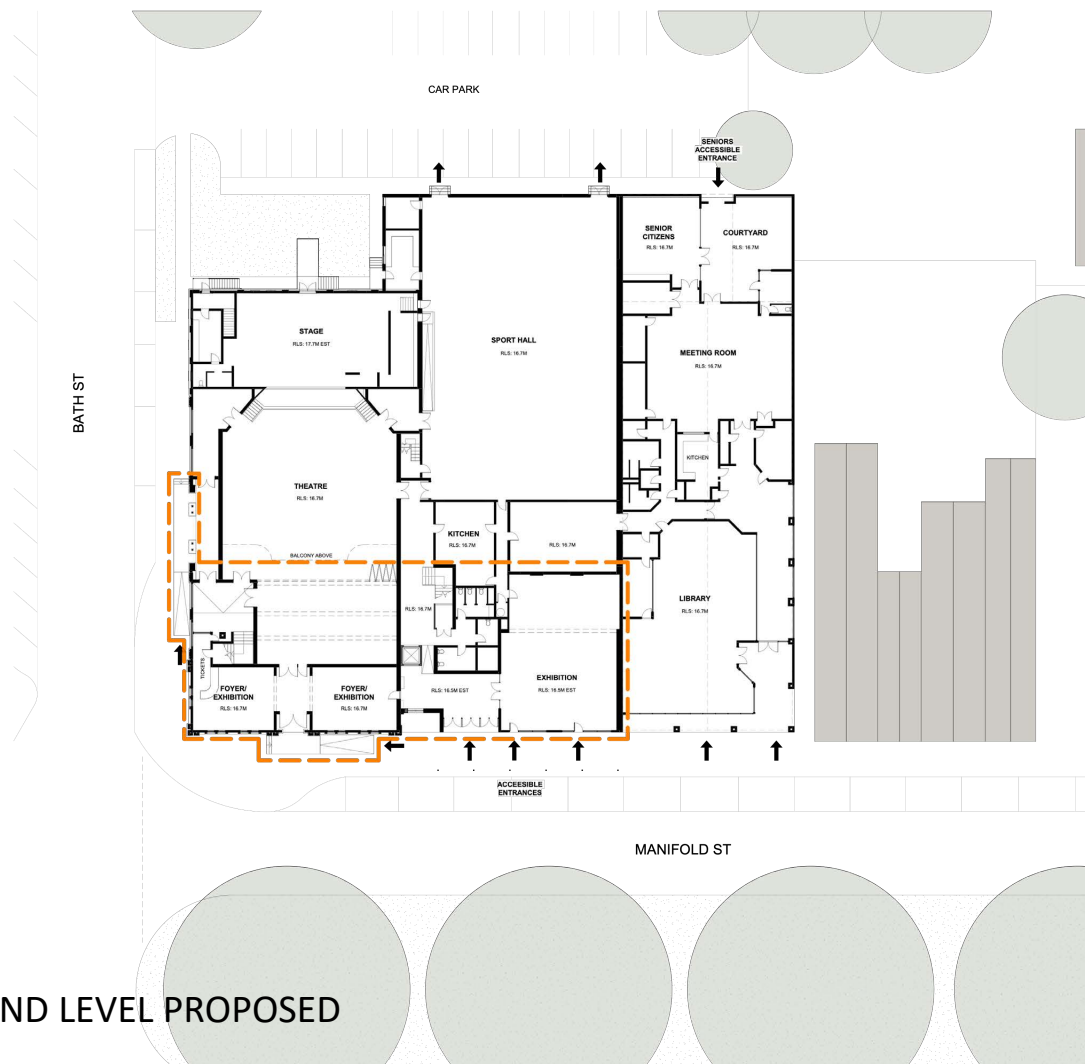




## STAGE 1 - UPPER LEVEL DEMOLITION

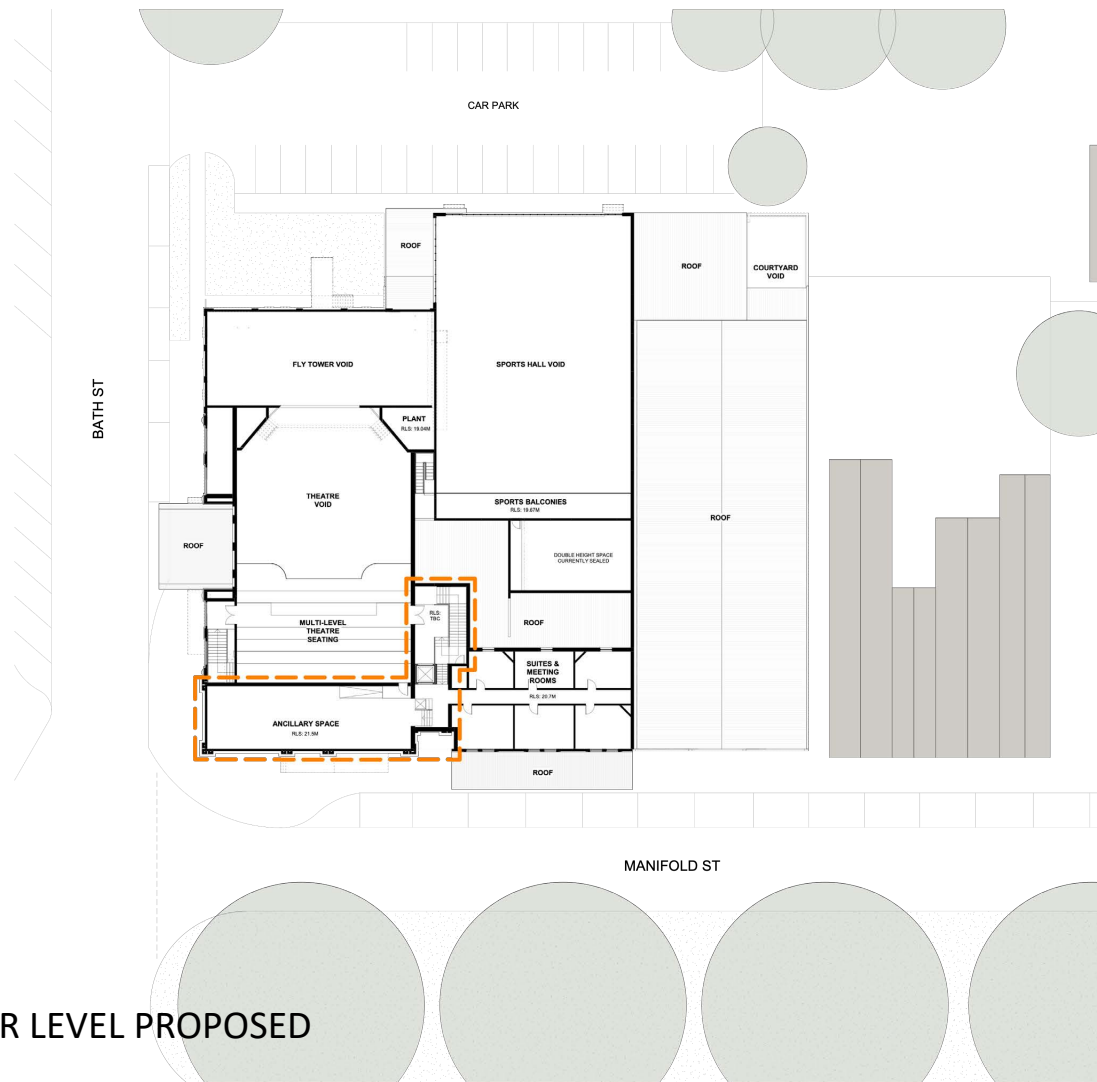




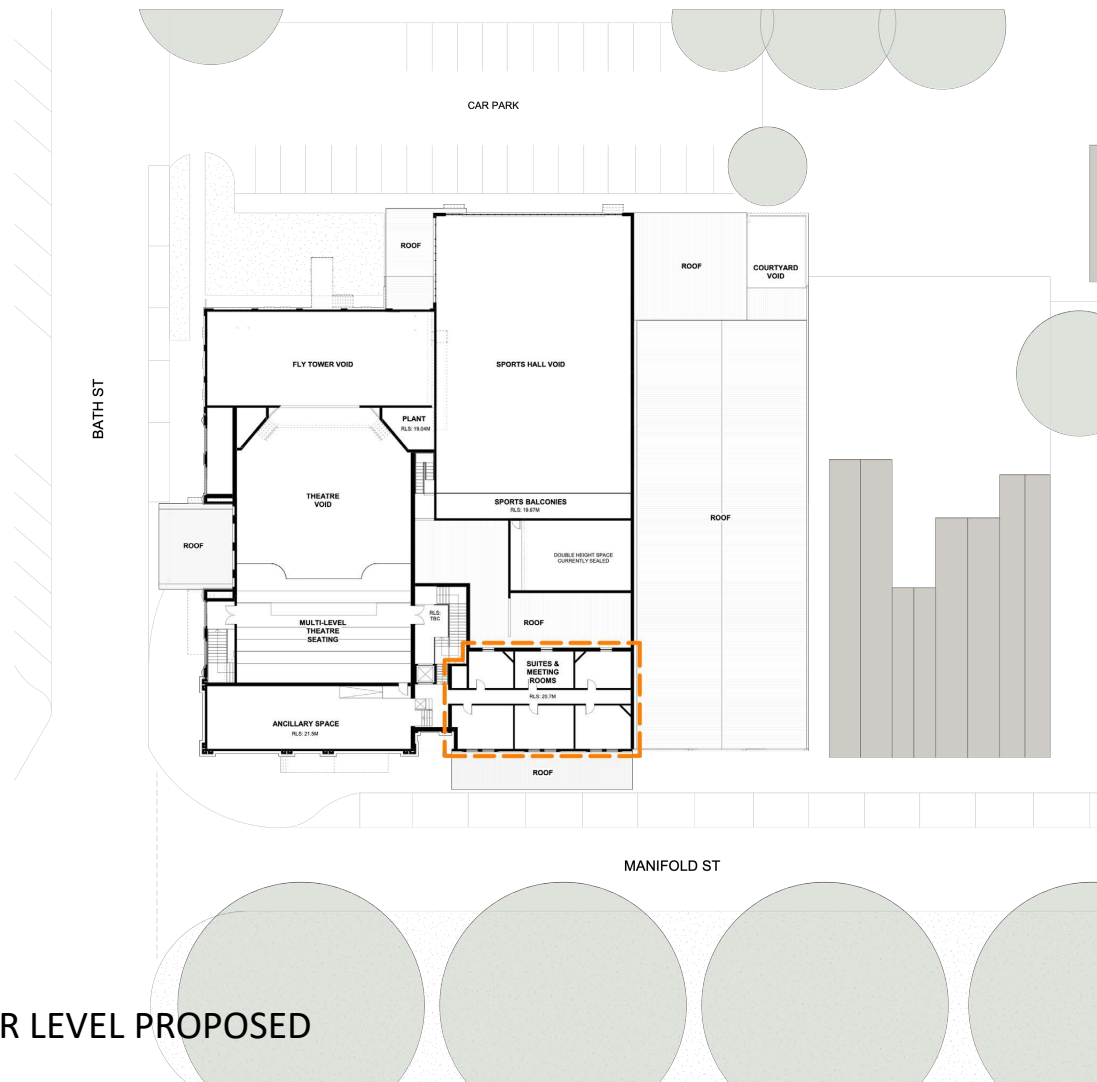


STAGE 1 - GROUND LEVEL PROPOSED

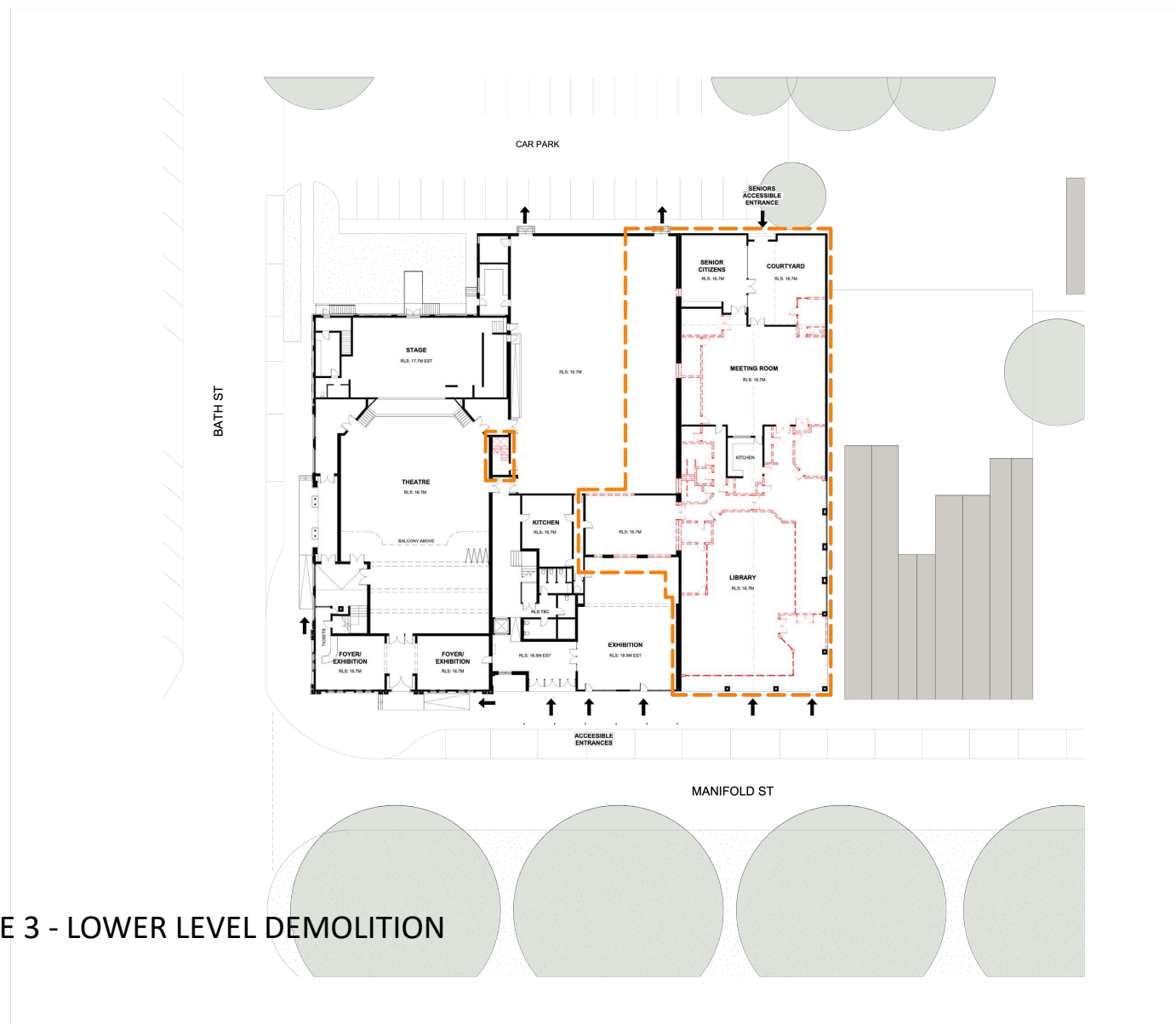
## STAGE 1 - UPPER LEVEL PROPOSED



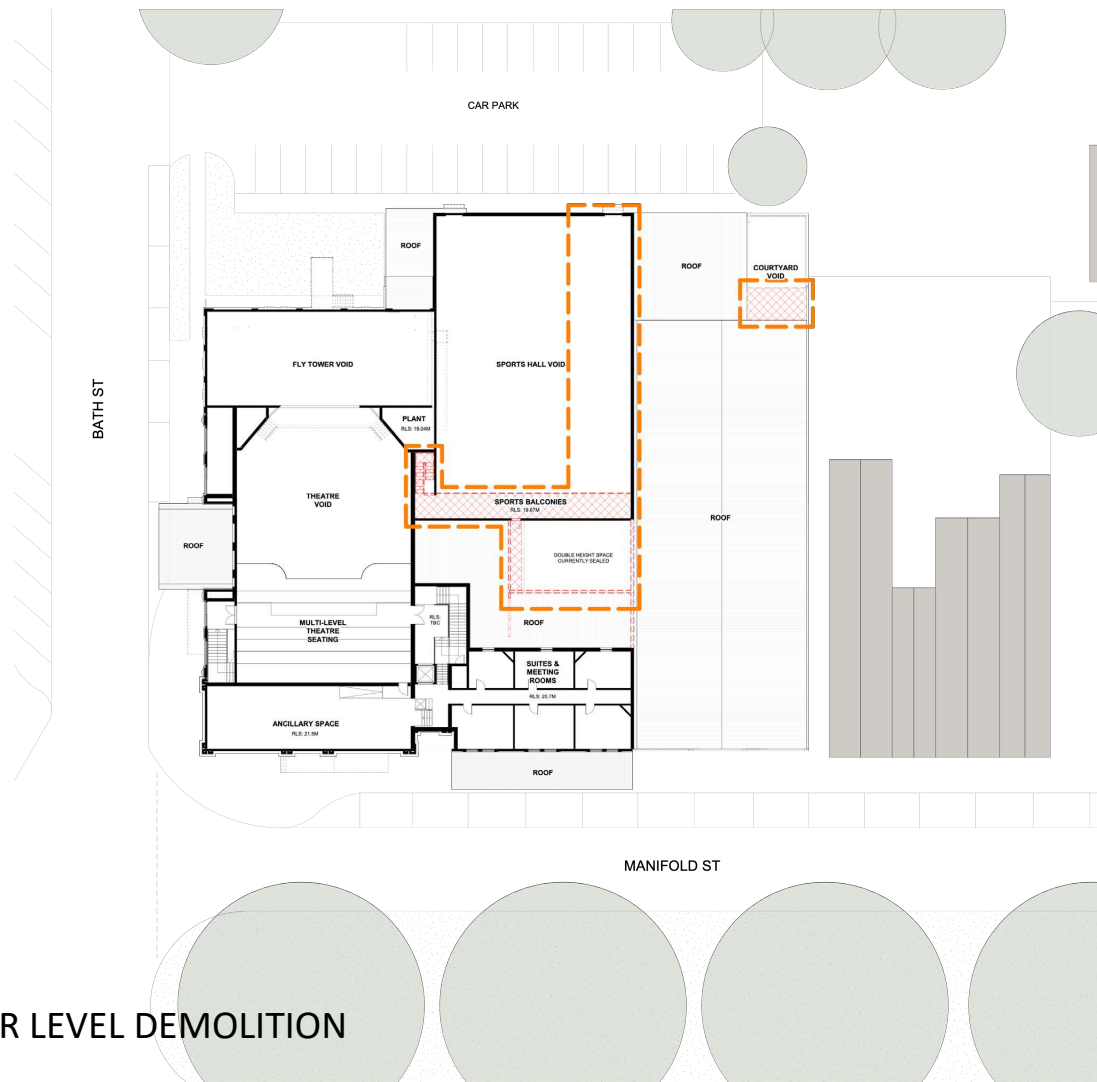
## STAGE 2 - UPPER LEVEL PROPOSED







## STAGE 3 - UPPER LEVEL DEMOLITION





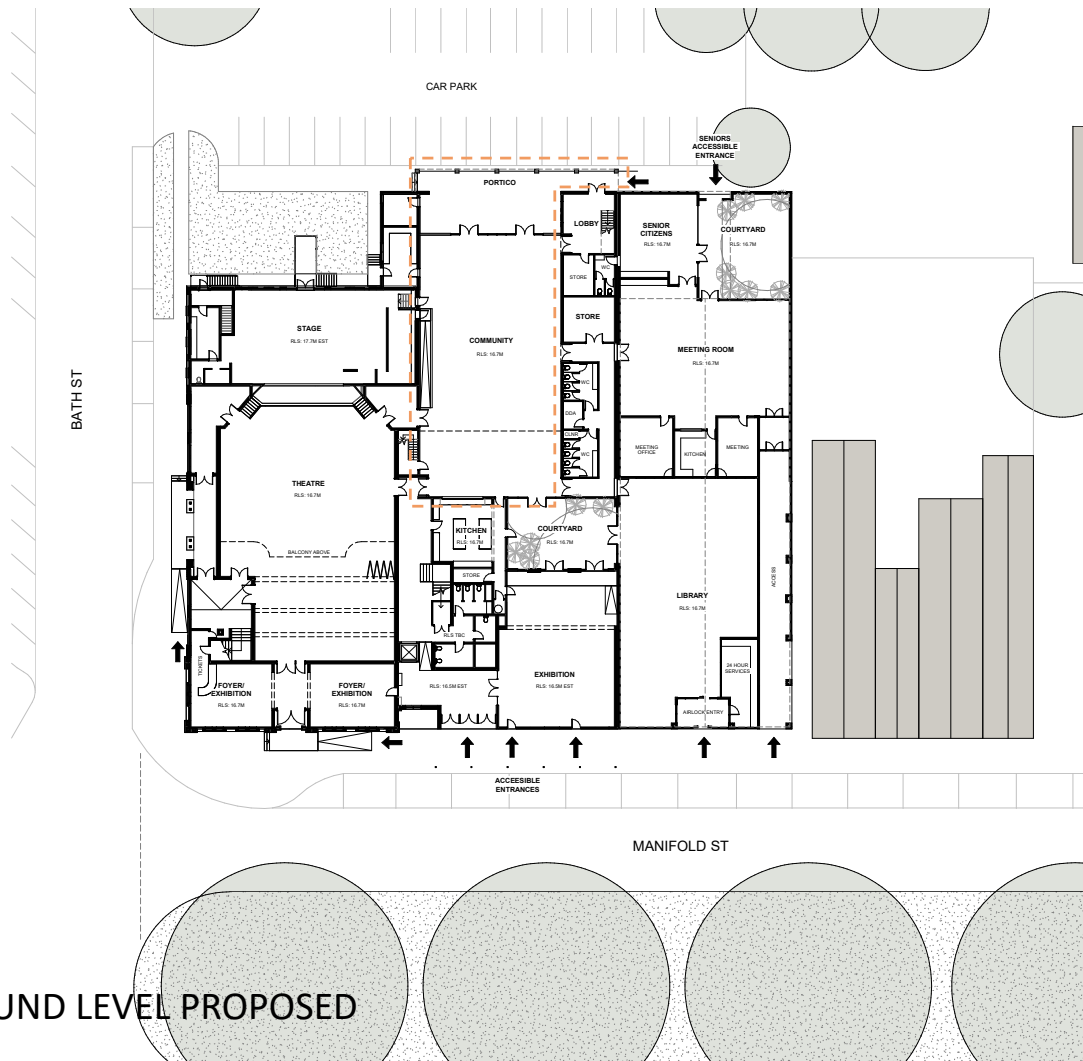


STAGE 3 - LOWER LEVEL PROPOSED

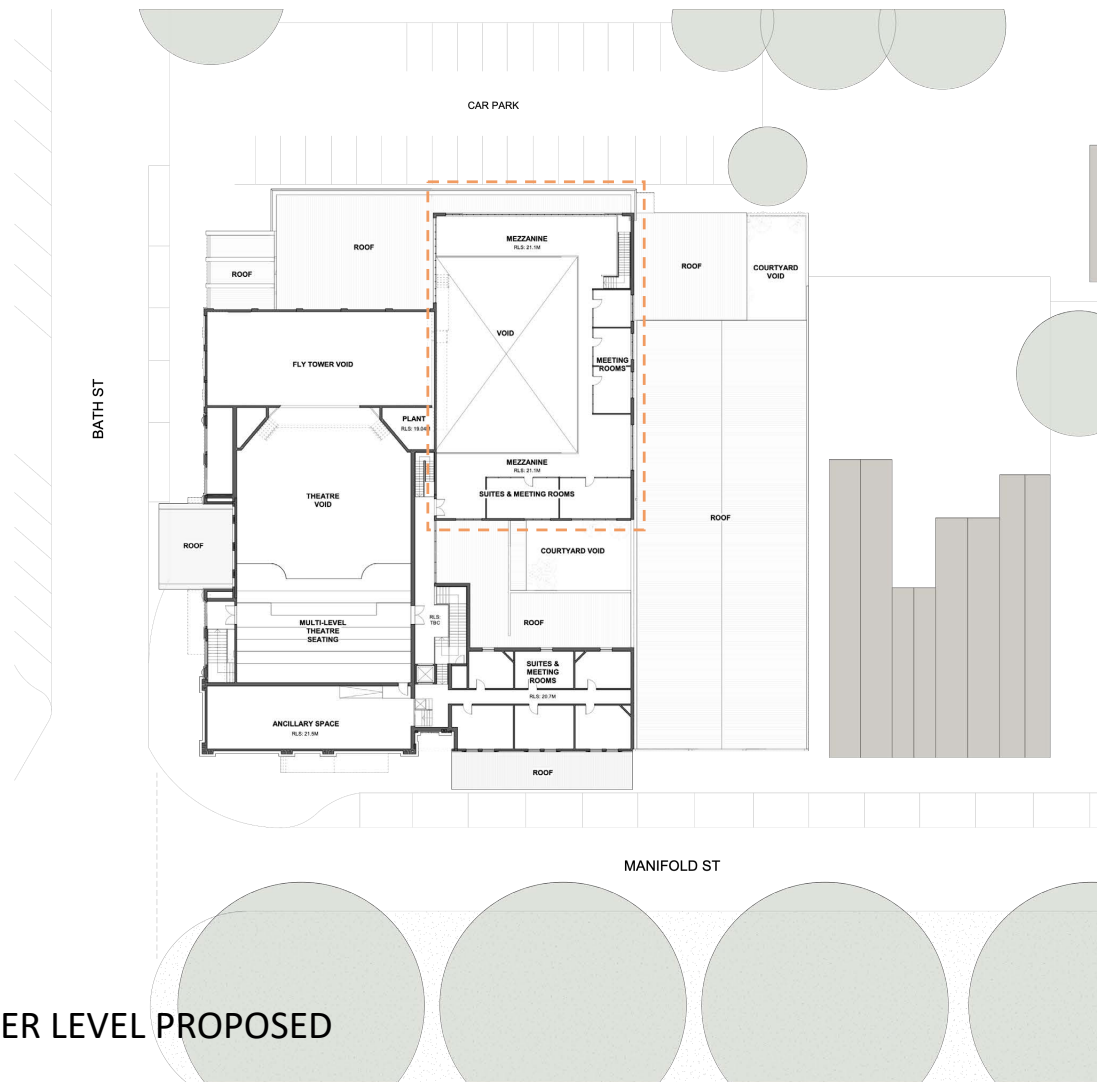
 **planning for  
communities**

**BCBA** Studio

## STAGE 4a - GROUND LEVEL PROPOSED



## STAGE 4b - UPPER LEVEL PROPOSED

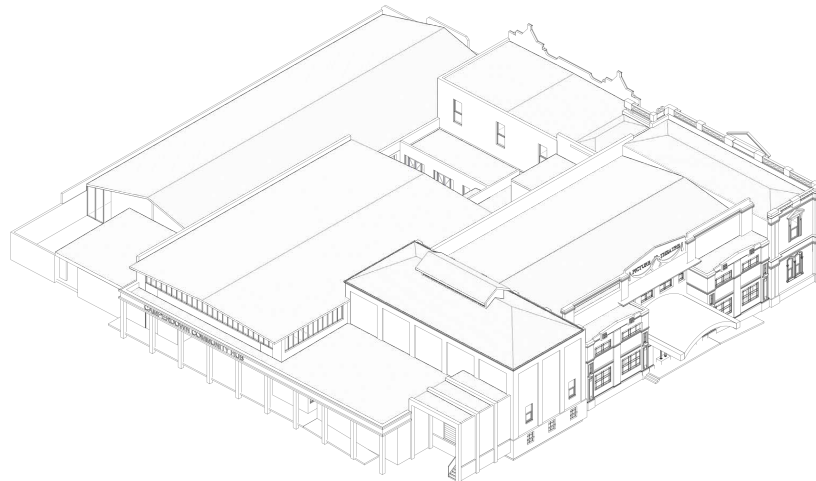
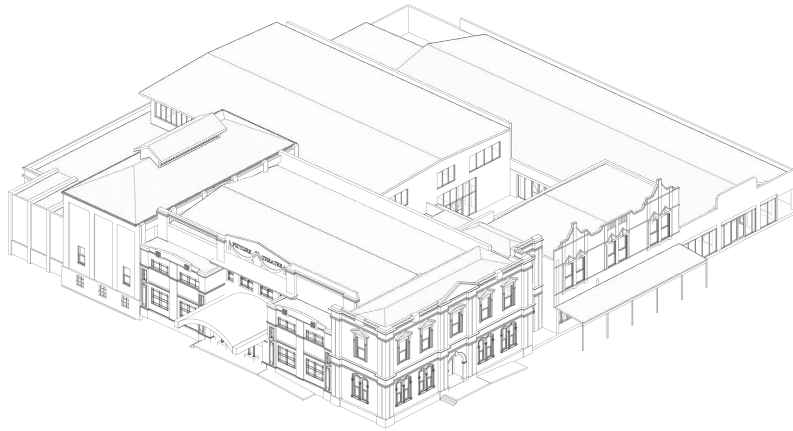




STAGE 4b - GROUND LEVEL DEMOLITION



STAGE 4b - GROUND LEVEL PROPOSED



3D VIEWS 1 & 2

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1 STAGE 1 DEMOLITION

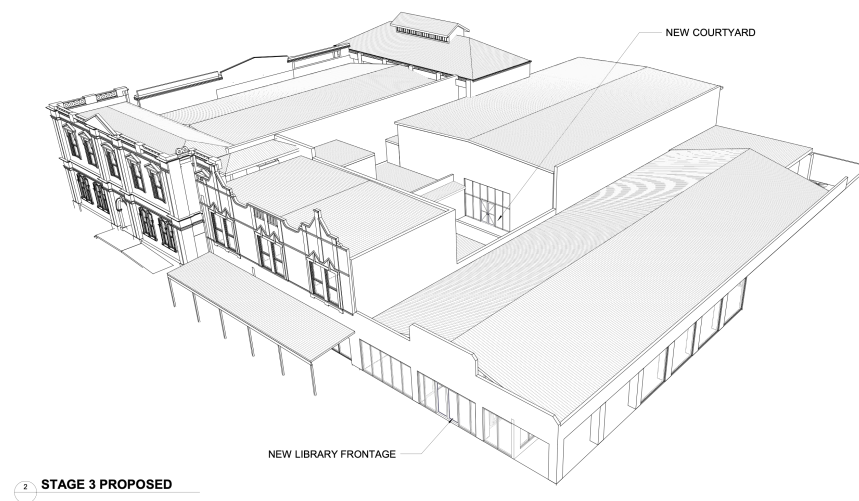
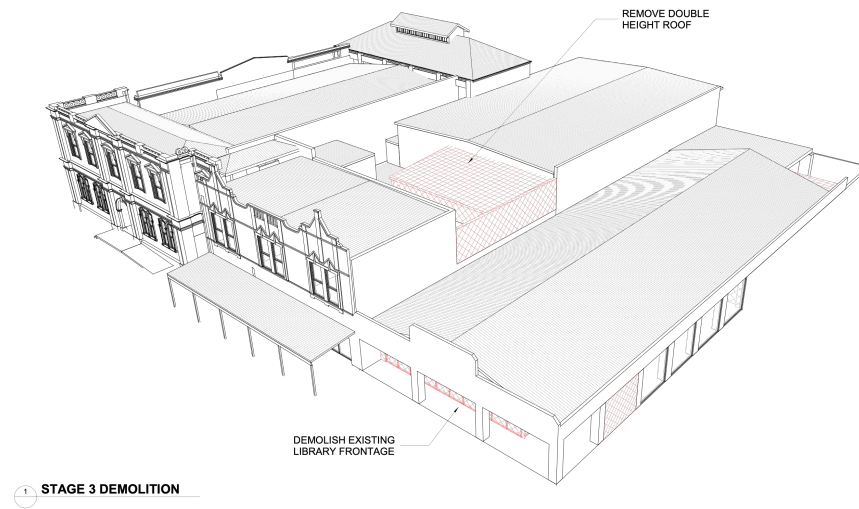
## STREET VIEWS



2 STAGE 1 PROPOSED

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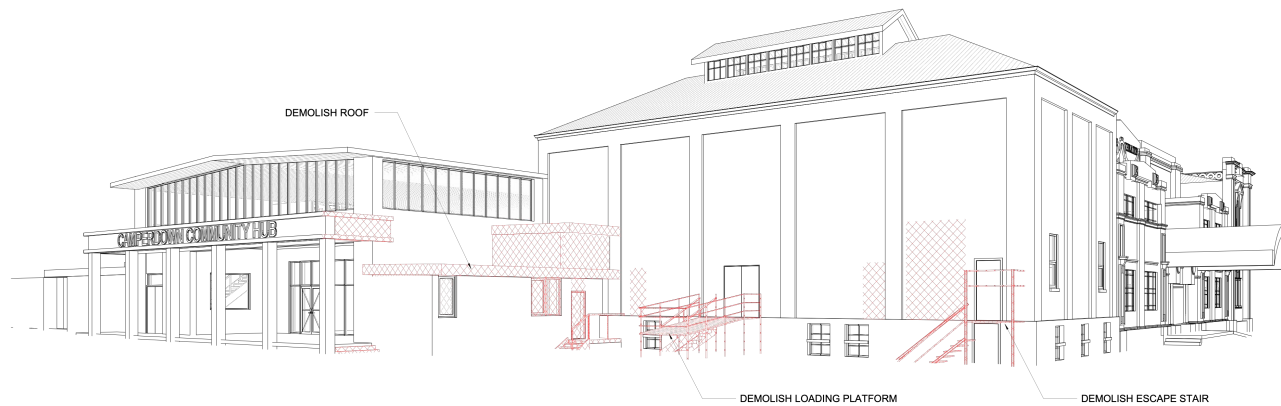


## 3D VIEWS 3 & 4

 **planning for  
communities**

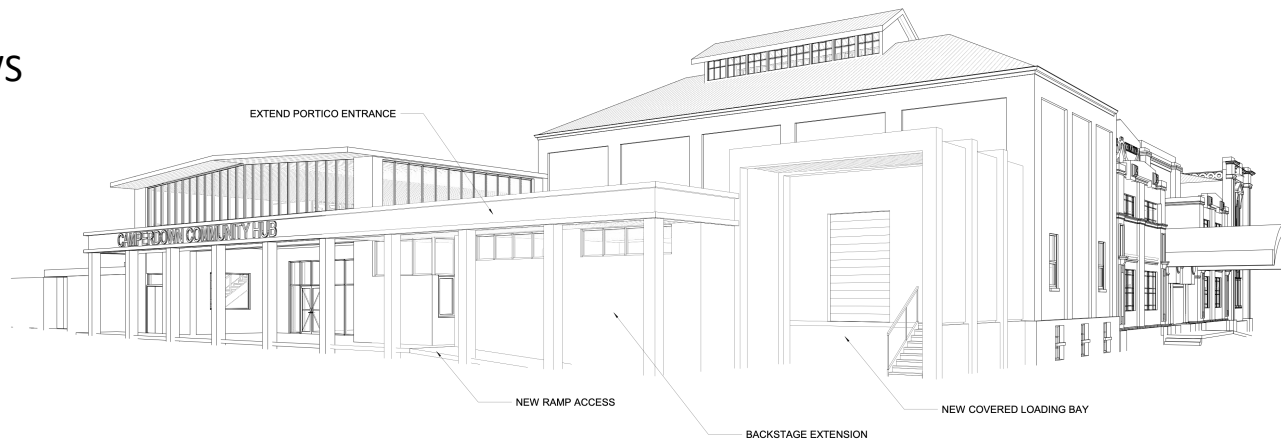
**BCBA** Studio





1 STAGE 4b DEMOLITION

## REAR VIEWS



2 STAGE 4b PROPOSED

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communities**

**BCBA** Studio

# **CAMPERDOWN THEATRE COMPLEX TRANSFORMATION PROJECT**

## **Project Plan**

Supporting Corangamite and the broader region to grow and prosper

**2 June 2024**

## Introduction

This **Project Plan** has been developed to support Council to continue progressing the Camperdown Theatre Complex Transformation Project.

The project is a strategic intervention designed to address fundamental challenges the Corangamite community is facing and take advantage of opportunities which will support Corangamite and the broader region to grow and prosper. The project focuses on the concept of redeveloping the Complex as a place to foster connections and innovation, cultivate local skills and community strengths, and contribute to the economic prosperity of Corangamite and beyond.

Drawing upon the Business Case prepared by Planning for Communities and BCBA Studio, the Project Plan seeks to provide a delivery strategy for the project concentrating upon five core elements.

1. Confirming the project management and governance framework
2. Sourcing funding
3. Engagement
4. Design planning
5. Operational planning.

The Project Plan also outlines the proposed project timelines, noting that timelines will vary depending upon when and the extent of funding secured, and decisions about the staging of works.

## Confirming the project management and governance framework

A key step Council will need to take to progress the project will be to establish the project oversight and governance arrangements. This includes:

- ***Determining how the project will be managed and delivered*** including appointing key roles such as the Project Sponsor/Director and Project Manager.
- ***Establishing key oversight bodies*** e.g. Project Steering or Control Group, a Project Working Group or Technical Group.

Outlined below is a suggested approach, but this should be considered in the context of the approach Council would typically take in delivering significant projects. It will be critical for a whole of organisation approach to be implemented to manage and deliver this project. This means:

- The project governance groups should include officers from across the organisation.
- The Project Sponsor and Project Manager must have constructive relationships and a sound understanding about the importance of engaging relevant officers from across the organisation in all aspects of the project.

Roles and responsibilities should be clearly documented, and terms of reference developed for the project governance groups.

Role / Group	Responsibilities
<b>Project Sponsor / Director</b>	<ul style="list-style-type: none"> <li>– Being a champion for the project in the organisation.</li> <li>– Responsible for the overall management of the project including budget accountability.</li> <li>– Exploring and refining the scope and objectives of the project.</li> <li>– Providing direction and advice to the Project Manager to ensure delivery of the project is consistent with the agreed project scope and objectives.</li> <li>– Responsible for reporting the project status to governance bodies, the CEO or Council.</li> </ul>
<b>Project Manager</b>	<ul style="list-style-type: none"> <li>– Project manager is a broad term used to describe the primary person or persons responsible for the delivery of the project.</li> <li>– A project manager / responsible person is needed throughout all stages of the project, but the skills required will change over time. <ul style="list-style-type: none"> <li>• In the planning stages, planning, strategy and are needed, along with strong capabilities in collaboration and information sharing, analysis, and an ability to navigate procurement processes.</li> <li>• Similar skills are needed for operational planning.</li> <li>• In the build stage specialist skills in managing capital projects are needed.</li> </ul> </li> <li>– It may be that different people have responsibility for different parts of the project, and this may change over time. A collaborative working relationship will be critical.</li> </ul>
<b>Project Steering or Control Group</b>	<ul style="list-style-type: none"> <li>– Provide guidance and strategic oversight about the direction and scope of the project.</li> <li>– Receive and consider advice from the Working / Technical Group.</li> <li>– Build Councillor and community knowledge and support for the project.</li> <li>– Provide updates, advice and recommendations about the project for Council to consider as needed.</li> <li>– May include Council officers and external partners.</li> </ul>
<b>Working or Technical Group</b>	<ul style="list-style-type: none"> <li>– Oversee the delivery of the project ensuring it remains on time, budget and within the agreed scope.</li> <li>– Monitor and manage risks including identifying and implementing mitigation strategies.</li> <li>– Identify emerging issues and opportunities, and strategies to respond effectively.</li> <li>– Provide updates, advice and recommendations about the project for the Steering Group and/or Council to consider as needed.</li> <li>– This group may draw on additional expertise from within the organisation or external as needed.</li> </ul>

## Sourcing funding

The funding strategy is multipronged and will require a high level of advocacy from Council, its partners, and project stakeholders to the State and Federal Governments. The redevelopment of the Camperdown Theatre Complex meets the objectives of several grant funding streams designed to support regional communities in positioning themselves for the future including:

- The Federal Government Growing Regions Program and Regional Precincts and Partnerships Program
- The State Government Regional Infrastructure Fund, Regional Tourism Investment Fund and Living Libraries Infrastructure Program.

More information about these programs is outlined in table 1 below.

Some other smaller State Government funding programs may be relevant to redeveloping the Camperdown Theatre Complex such as the Council Support Package and the Tiny Towns Fund, but these programs are currently closed, and there is no clarity about whether future funding will be available.

Who	Program	Focus	Funding available	Co-contribution required	Timing
Federal Govt	Growing Regions Program	<ul style="list-style-type: none"> <li>Enabling infrastructure and public infrastructure.</li> <li>Collaboration to re-develop regional towns and spaces.</li> </ul>	\$5 - \$50 million	50% but can be from other sources e.g. State Govt.	Applications always open
	Regional Precincts and Partnerships Program – stream 1	<ul style="list-style-type: none"> <li>Master planning, consultation, design, business cases, partnership establishment.</li> </ul>	\$500k - \$5 million	Nil, but required to demonstrate contribution and commitment	Next grant round expected mid 2024
	Regional Precincts and Partnerships Program – stream 2	<ul style="list-style-type: none"> <li>Capital works projects which deliver community and economic infrastructure projects across regional and rural Australia.</li> </ul>	\$500k - \$15 million		
State Government	Regional Infrastructure Fund	<ul style="list-style-type: none"> <li>Priority projects to meaningfully support regional community development, address complex local challenges and support future economic growth.</li> </ul>	\$20k - \$3 million	Co-contribution required (unclear)	Timing of the next grant round currently unknown
	Regional Tourism Investment Fund	<ul style="list-style-type: none"> <li>Supports the delivery of high-potential tourism infrastructure</li> </ul>	\$100k - \$1 million small scale projects	RTIF \$3: \$1 local	Applications open to 19 July 2024
	Living Libraries Infrastructure Program	<ul style="list-style-type: none"> <li>To deliver new or renewed library infrastructure.</li> </ul>	Minor works \$20k - \$200k  Major works has been up to \$750k	LLIP \$3: \$1 local	Timing of the next grant round currently unknown

Table 1: Key government funding program opportunities

## Engagement

Ongoing engagement with the community and stakeholder organisations will be essential to the success of the project. For Council, the involvement of the community in making plans and decisions is fundamental to good governance, and as articulated in Council's Community Engagement Policy, Council is committed to:

- offering opportunities for the community to contribute to the decisions made by Council
- effective communication of information between Council and the community
- ensuring effective community representation
- decision making that is transparent and works in the interest of the community
- ensuring effective community engagement planning.

Outlined below are the suggested components for engagement about the project.

What		Who
1	Loop back engagement to: <ul style="list-style-type: none"> <li>• share information about the Business Case and Concept Plans</li> <li>• outline the proposed next steps</li> <li>• raise awareness and interest about the project and the opportunities it will offer.</li> </ul>	<ul style="list-style-type: none"> <li>• The Corangamite community – individuals, organisations, businesses</li> <li>• Stakeholders who participated in engagement to prepare the Business Case and concept plans</li> <li>• Internal stakeholders – Councillors and Council officers</li> </ul>
2	Pursue partnership, collaboration, and funding opportunities	<ul style="list-style-type: none"> <li>• Regional agencies / bodies</li> <li>• Federal and State governments</li> <li>• Education providers</li> <li>• Business and creative sector</li> <li>• Internal stakeholders e.g. between different Council teams</li> </ul>
3	Engagement about the proposed operating model and approach to: <ul style="list-style-type: none"> <li>• identify potential use and activation opportunities</li> <li>• ensure the needs and expectation of existing users are understood</li> <li>• identify how the operating model will respond to the needs of facility users and key partners</li> <li>• assist facility users and key partners to understand the rationale for decisions about the operating model</li> <li>• continue raising awareness and interest about the project and the opportunities it will offer to stakeholders and the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Existing users of the Complex</li> <li>• The Corangamite community and community organisations</li> <li>• Regional agencies/bodies</li> <li>• Education providers</li> <li>• Business and creative sector</li> <li>• Internal stakeholders – Councillors and Council officers</li> </ul>

What	Who
<p>4 Engagement about the facility design to:</p> <ul style="list-style-type: none"> <li>• ensure the needs and expectations of facility users and key partners are understood</li> <li>• demonstrate how the design responds to the needs of facility users and key partners</li> <li>• assist facility users and key partners to understand the rationale for design decisions and the key positive compromises (noting compromise is both constructive and inevitable in design projects).</li> <li>• continue raising awareness and interest about the project and the opportunities it will offer to stakeholders and the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Existing users of the Complex</li> <li>• The Corangamite community</li> <li>• Key partners e.g. regional agencies/bodies, education providers, the business and creative sector</li> <li>• Internal stakeholders – Councillors and Council officers</li> </ul>
<p><b>NOTE: Steps 3 and 4 should occur concurrently as the design and operational planning need to inform each other.</b></p>	
<p>5 Engagement about the proposed impacts for existing users of the Complex while works occur.</p>	<ul style="list-style-type: none"> <li>• Existing users of the Complex</li> <li>• The Corangamite community</li> <li>• Internal stakeholders – Councillors and Council officers</li> </ul>
<p>6 Keep the community, internal stakeholders and partners informed about how the project is progressing e.g.</p> <ul style="list-style-type: none"> <li>• a regular information sheet or newsletter</li> <li>• a project page on Council’s website</li> <li>• Social media posts with information about key milestones, activities or photos</li> <li>• Walk through of the site for key stakeholders</li> <li>• Project milestone reports for funding bodies</li> <li>• Internal briefings / project updates.</li> </ul>	<ul style="list-style-type: none"> <li>• The Corangamite community – individuals, organisations, businesses</li> <li>• Key partners in the project</li> <li>• Funding bodies</li> <li>• Internal stakeholders – Councillors and Council officers</li> </ul>



## Design Process

1. Requirements for design / construction process are as follows:

- a) The design and procurement process for the project involves a series of conventional capital works project design and documentation steps.
  - i. **Schematic Design**
    - 1. At the time of writing this Project Plan, the project exists as a set of high-level concept plans. This stage involves development of the concept plans into considered schematic documents. These will be less conceptual, and more specific to the constraints of the actual building fabric, both the existing and the proposed.
  - ii. **Design Development**
    - 1. The schematic concept is developed in the Design Development (DD) Stage into more refined and detailed proposals, and the town planning submission is prepared. We recommend that the whole project, that is, the full suite of staged works, be submitted for town planning approval.
  - iii. **Town planning submission & assessment period**
    - 1. The planning documents are more specific than the Schematic Design Package, but less detailed than the construction documentation.
  - iv. **Hold Point:** while awaiting town planning approval, the project goes on hold to minimise risk of re-documentation needed due to changes emerging in planning.
  - v. Following Town Planning approval, the project moves into **contract documentation**. During this period, the documentation that will allow tendering for construction, and the construction process itself is prepared. This will include drawings, schedules, and specifications, prepared by the architect and the subconsultant team. The documents will be fully co-ordinated into a single set.

The decision about staging will be made in advance of the contract documentation process, which will be tailored to reflect the intention for the stages, their order, and individual items included or excluded. Tender options may allow the contract scope to be expanded or contracted in relation to tendered costs.

Subconsultants may include:

### Lead consultant: Architect

- 1. Services (mechanical and electrical) & hydraulic engineers, including vertical transportation & IT/AV design
- 2. Civil & structural engineers
- 3. Building surveyor
- 4. DDA consultant
- 5. Acoustic consultant

6. Traffic consultant
  7. HAZMAT consultant
  8. Heritage consultant
  9. ESD consultants including energy assessment
  10. Others as required.
- vi. Tendering will allow the Council to procure a builder for the works.
  - vii. The construction period will vary according to the staging. The attached program assumes a single build of stages, as a point of reference.
2. Required permits and approvals
    - a) Planning approval will be required, through the conventional application process. Refer to notes above. The heritage status of the building will necessitate a response and the preparation of a Heritage Impact Statement, which outlines the interpretive profile of the proposed works.
  3. Cost estimates (By Quantity Surveyor)
    - a) A cost plan will be prepared at the end of Schematic Design, Design Development, and again at pre-tender.
    - b) The pre-tender estimate will be tailored to the staging to be included or excluded in the works, and the order of construction.

## Operational planning

The Preliminary Business Case identifies the recommended governance and operating model for the Camperdown Theatre Complex which is based around:

1. **Council managing and operating the Complex** with the active involvement of the community, user groups, and partner organisations
2. **Providing ongoing staffing resources to activate the Complex** e.g. facility operation and co-ordination resource, a programming and creative resource, a marketing and promotions resource.
3. **Having the following key structures in place:**
  - **Partnership agreements with organisations** such as SouthWest TAFE, regional arts venues and organisations and peak bodies who will play a key role in activating the Complex.
  - **A reference group who will have a strategic role** in identifying and pursuing opportunities to maximise the potential impact and benefits of the Complex. The group would consist of people representing the multiple focuses for the Complex i.e. connection, learning, creativity, and economy. This might include Council, education providers, regional peak bodies, business, creatives, community, and State Government.
  - **Regular forums for user groups** to address operational issues, cultivate connections between users and identify activation opportunities.

While this provides a broad outline of the approach to the governance and operating model, more detailed planning needs to occur. The following components are proposed.

Proposed component	Additional information
Explore and document partnership and collaboration opportunities	For example, with South West Tafe, Deakin University, local schools and the Community House about identifying gaps in local education and training programs, opportunities to address these gaps and funding opportunities which could support this.  Partnerships can be documented through an agreement such as an MOU with further agreements developed as needed e.g. lease or license.
Examine existing resources and arrangements for the Complex	The purpose of this is to identify and quantify all the resources currently directed by Council to the operation of the Theatre Complex, and how those resources could be consolidated and more effectively used to support the operation of the redeveloped Complex.
Identify activation and use opportunities	This could occur through: <ul style="list-style-type: none"> <li>– auditing existing uses and the extent of use the Complex receives.</li> <li>– engaging with existing users of the Complex, the Corangamite community and organisations, regional agencies/bodies, education providers, business and creative sectors.</li> </ul>

Proposed component	Additional information
Identify activation and use opportunities continued...	<ul style="list-style-type: none"> <li>– identifying options to support Council programs and initiatives.</li> <li>– conducting an expression of interest process inviting potential users to identify their interest in accessing the Complex and how they will contribute to the overall vision for the Complex centred on learning, economy, connection, and creativity.</li> </ul> <p>The aim is to broadly identify a program of activity and / or extent of use the Complex to support the development of the Business Plan</p>
Develop a Business Plan	<p>This will involve exploring a range of components including:</p> <ul style="list-style-type: none"> <li>– Projected events, activities, attendances including the mix of hire / booked use, programmed or ticketed use, community and commercial use, how Council use will be treated / managed.</li> <li>– Operating hours.</li> <li>– Determining arrangements RE set up and pack down of activities, catering, programming, marketing, cleaning etc.</li> <li>– How bookings will be managed and whether the existing systems and processes can effectively support the Complex.</li> <li>– The staffing resources needed to activate the Complex.</li> <li>– Expected fees and charges.</li> <li>– Expected income from hire / rental, lease, box office etc</li> <li>– Expected expenditure including salaries, utilities, waste, cleaning, maintenance, insurance, operational overheads, programming, marketing.</li> <li>– A projected budget for the first 3 years of operation, assuming a staged growth over this time.</li> </ul>
Develop operational procedures	<p>Such as:</p> <ul style="list-style-type: none"> <li>– A program / activation plan for the first 6 – 12 months.</li> <li>– A marketing plan / community information plan for the first 6 – 12 months.</li> <li>– Booking / hire systems and processes.</li> <li>– Lease and license agreements.</li> <li>– User group forums – terms of reference, regularity, eligibility etc.</li> </ul>
Establish a Reference Group	<p>Broadly this will involve:</p> <ul style="list-style-type: none"> <li>– Developing terms of reference for the Reference Group articulating the role and responsibilities of the group and the mix of skills and capabilities needed on the Group.</li> <li>– Conducting an expression of interest process to inviting people to be a part of the Reference Group.</li> <li>– Conducting an assessment process and appoint members to the reference Group.</li> <li>– Seeking endorsement from Council.</li> </ul>

Operational planning will also need to address the temporary relocation of the Camperdown Library and other activities in the Complex while building works are occurring. This will involve:

1. Identifying alternate locations for the library e.g. in the Stadium or a commercial shopfront in Manifold Street with consideration of factors such as spatial needs, accessibility, safety and visibility, technology requirements, and the length of time it is available.
2. Developing a Project Plan for relocation of the Library.
3. Identifying activities and groups which will need to be temporarily relocated and documenting their needs.
4. Identifying alternate facilities where activities and groups can be located based upon the availability of spaces and the needs of the groups or activity. Other factors such as the cost of accessing alternate facilities, and whether any upgrades or changes are needed to the facilities should be considered.
5. Documenting arrangements for use of the alternate facilities.

## Project timelines

The timelines outlined in the figures 1 and 2 indicate the length of time each step of the project will take to complete:

- ***Figure 1 outlines the key steps in relation to project planning and engagement.***  
While the steps are generally in the recommended order of delivery, some steps can be undertaken concurrently, particularly in the early stages of the project e.g. loop back engagement, establishing project governance, and establishing baseline operational planning.
- ***Figure 2 outlines the key steps in relation to the design process.*** The timelines outlined assume the entire project is progressed in one stage. Where smaller stages or parcels of work occur, the timelines will be reduced.

Figure 1 - PROJECT STEPS

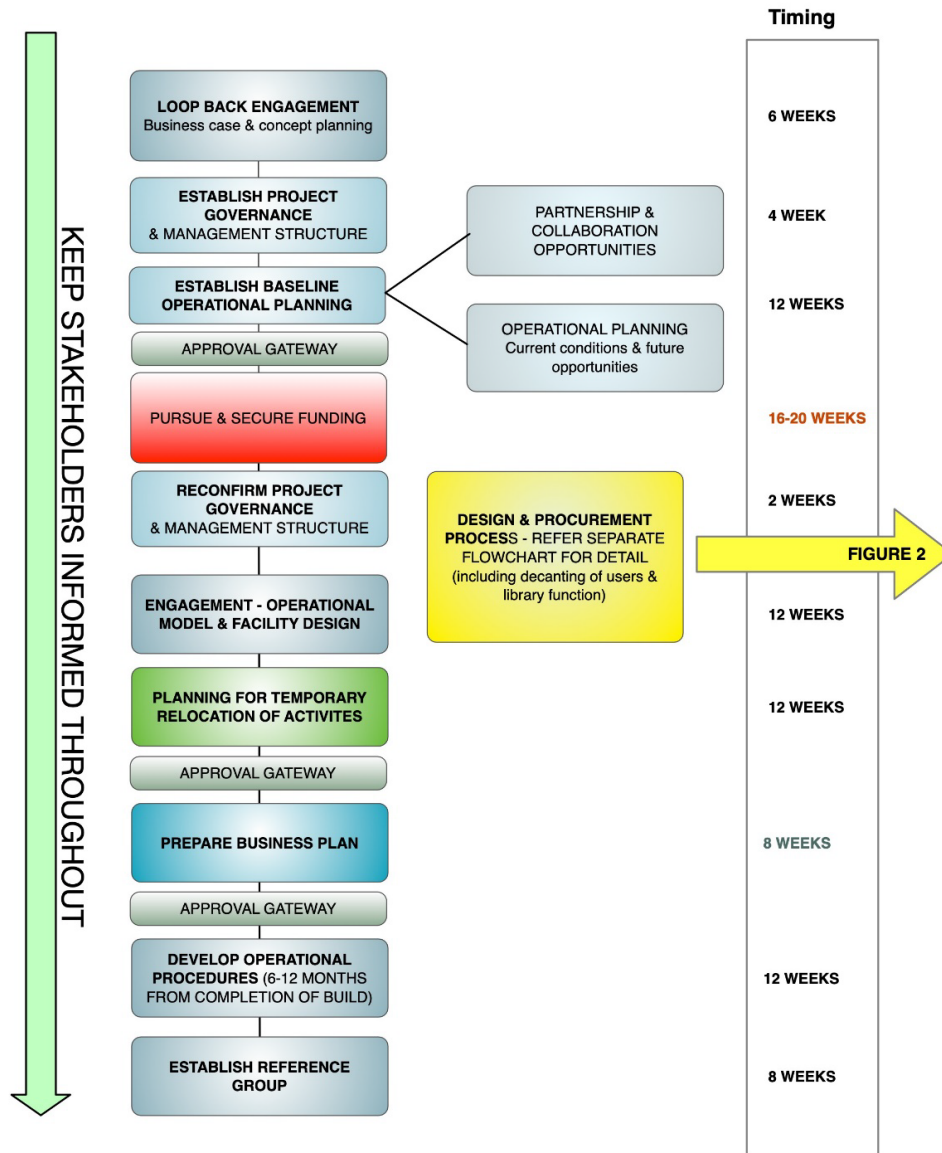
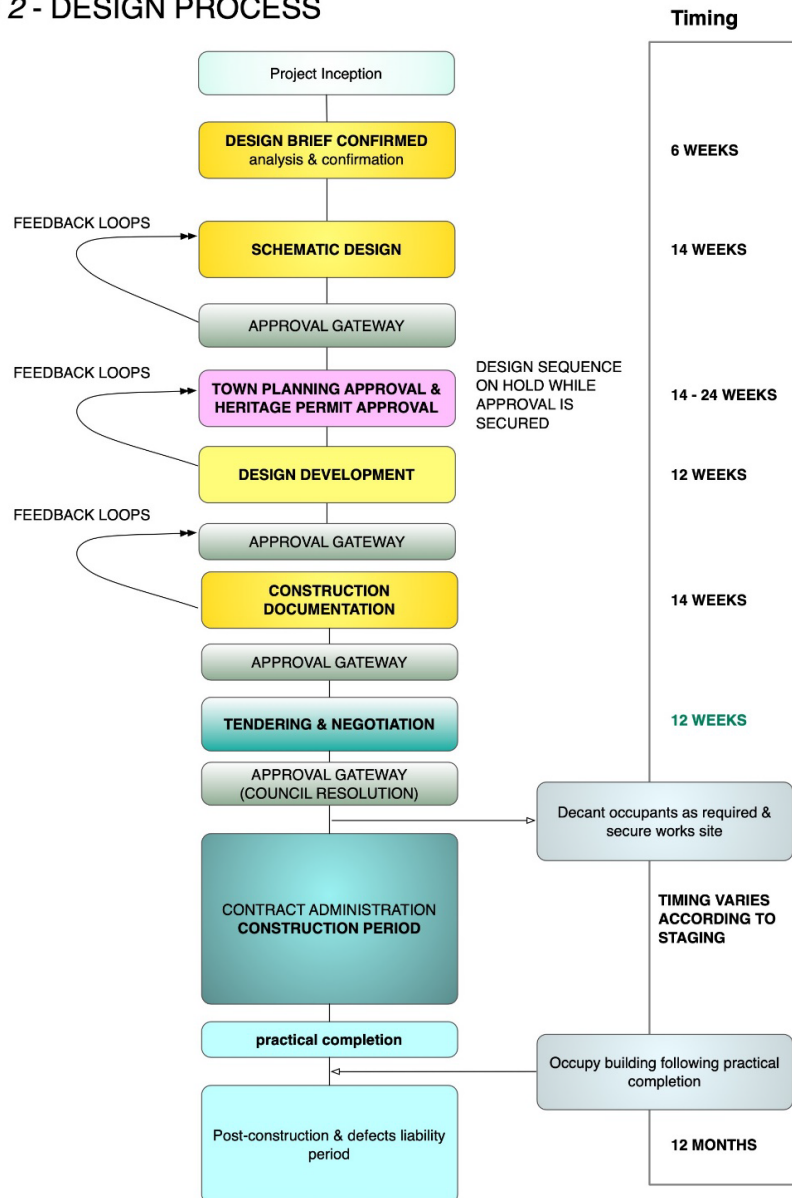


Figure 2 - DESIGN PROCESS





# Camperdown Theatre Royal Complex Transformation Project



## CHALLENGE

The ageing and underutilised Theatre Royal Complex in Camperdown could become a thriving meeting place for the community, businesses and leisure.

The existing complex includes a theatre, Mechanics Hall, library, indoor stadium, meeting rooms, shops, offices, Senior Citizens Centre, a commercial kitchen, toilets and off-street parking.

However, the condition, accessibility and functionality of the complex means its capacity to support activities is significantly compromised.

## SOLUTION

Corangamite Shire has developed a project plan and business case to redevelop the complex as a place to foster connections and innovation, cultivate local skills, community strengths and creativity, and contribute to the economic prosperity of Corangamite and region.

The transformation will deliver:

- Flexible spaces to support community, creative and learning opportunities
- Collaboration and working spaces to support education, creative and economic innovation, opportunities and initiatives
- An upgraded and contemporary library
- Green room, change and loading dock facilities to support the performing arts
- Significantly improved accessibility, functionality and connectivity



- Improved visual activation and connectivity to the main street and outdoors
- Compliant and appropriately located amenity facilities

Scan QR code to view  
project plan & staging plan →



## ASK

<b>Government</b>	<b>\$3,874,000</b>
Corangamite Shire Council	\$515,000
<b>TOTAL COST (Packages 1 &amp; 2)</b>	<b>\$4,389,000</b>



Attachment: 9.12.4 Theatre Royal Complex Transformation Project ( July 2024)

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## 9.13 Port Campbell Town Centre Revitalisation Project Update

Directorate: Sustainable Development  
Author: Katy McMahon, Manager Economy & Prosperity  
Attachments: Nil

### Declaration

Acting Chief Executive Officer – David Harrington

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

Author – Katy McMahon

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

### Summary

The Port Campbell Town Centre Revitalisation Project (the Project) seeks to strengthen and improve the functionality and amenity of Port Campbell's town centre. The purpose of this report is to provide a general project update, including project delivery and financial status, seek a variation to the agreement for the integrated art component of the project, and outline the intention to develop a parking policy for Port Campbell.

### Introduction

The Port Campbell Town Centre Revitalisation Project seeks to strengthen and improve the functionality and amenity of Port Campbell's town centre. The aim of the project is to deliver a world class tourism product while ensuring the streetscape has improved functionality and better meets the needs of locals, especially in peak tourism times. The project seeks to re-position Port Campbell at the heart of the Shipwreck Coast, while still meeting the needs of the local community.

### Issues

#### *Works packages*

The project has a number of works packages including the main contract (Contract 2023017) which was awarded through a decision of Council on 18 April 2023 enabling commencement of the works at the foreshore and Lord Street south (SP-A) in late 2023. The main components of this works package are nearing completion with a proposed project milestone event on 6 September 2024 to mark the re-opening of the foreshore to the public.

The second works package within the main contract (Contract 2023017) covers the main street of the town, Lord Street central. This component of the contract was confirmed through a decision of Council on 23 April 2024. Works have commenced with a one-way traffic detour in place retaining access to premises while demolition and construction takes place. Existing street surfaces, infrastructure and trees have been removed. Drainage works and service testing has been undertaken. During these works contractors have identified issues including unmapped services and service infrastructure at incorrect levels. This has impacted on the timing of planned works requiring contractors to shift work programs and work sites.

#### *Tregea Street works package*

The Tregea St works package is nearing completion. Contractor quotes are being sourced for the Morris Street - Great Ocean Road roundabout and the Headland trail works packages. Designs are being finalised for the bus interchange works package at Lord Street north.

#### *Integrated art*

The integrated art component of the project is progressing with design of the seven individual cast iron tile pieces completed and the tiles at the foundry for casting. In September 2024 artist Dr Vicki Couzens will host community sessions as part of a collaborative co-design process to create the 'way finding' abalone-shell styled mosaic. The integrated art contract includes an end date of 30 October 2024. In consultation with the artist, and RMIT as the auspicing body, it is proposed to vary the agreement and extend the end date to 31 December 2024 to align with the related works packages and project completion dates. The integrated art contract details the items to be delivered as:

1. song line stories;
2. cast iron tiles (integrated pavement works)
3. whale song light and sound installation on light poles
4. whale song calling out sound work; and
5. mosaic wayfinding.

As a consequence of community feedback, and approved variations to the proposed lighting within the streetscape, it is proposed to vary the integrated art contract replacing item three, "whale song light and sound installation on light poles", with an alternative treatment that retains integrated whale song light and sound installations but in a way that does not require mechanical activation or permanent programming on light poles. These variations will ensure the integrated art component can be delivered within project timelines and budget.

### *Parking*

The Project revises the existing parking provision across the town, with a net overall increase in parking provision in the town. A key objective of the project is to improve the functionality of the town for both locals and tourists. The project proposes timed parking for parts of the town and directs oversize vehicle parking (e.g. caravans and tour buses) to park at the edges of town with visitors to walk into town past the businesses.

Angled parking on the foreshore is proposed which will discourage reverse parking and oversize vehicle parking. Increased parking signage will subsequently be required. Corangamite Shire traditionally does not enforce parking restrictions through provision of parking fines. With the revised parking arrangements, it is proposed to develop a parking policy for Port Campbell including a review of any existing parking provisions to take into consideration issues such as:

- implementation impacts on local laws resourcing (staffing, vehicles, administration);
- consideration of signage and parking meter options;
- legal implications and expenses;
- administrative systems to issue parking fines and access to vehicle registration systems; and
- operational costs and fine collection.

### *Business and Community Support*

It is acknowledged that a project of this scale has impacts on the businesses and residents of the town. Council and the contractors are working to minimise adverse impacts wherever possible, providing weekly construction updates and maintaining access to those premises directly affected during construction. Council is also undertaking stimulus and support activities including activations, winter operating hours maps, decorative solar lights, targeted business workshops, and tourism and “spend-local” campaigns exclusively for Port Campbell.

### **Policy and Legislative Context**

This report is in keeping with the commitments in the Council Plan 2021-2025:

#### Theme One - A Connected Community

Roads that are fit for purpose

Footpaths that provide access to key destinations in our towns

Infrastructure and services that deliver population growth and new housing

Access to infrastructure that supports a healthy and active lifestyle for our community

#### Theme Two - A Thriving Community

Facilitating and supporting economic development

Arts and culture that is supported and accessible

A local tourism industry that is valued and recognised for its significant role to the Shire

Corangamite's townships are attractive, accessible and appealing to visitors and are presented in a way in which our residents can be proud

Theme Four - Improving Our Environment  
Protecting and improving our built and natural environment

Theme Five - Community Leadership  
Working with First Nations people

### **Internal / External Consultation**

The project is being undertaken in accordance with Council's Community Engagement Policy 2021 and the Project Charter and Communications and Engagement Plan.

A community and business reference group operates for this project chaired by Cr Vogels and information is provided regularly to Councillors, officers and community via the Port Campbell Town Centre Project website, the Beacon Newsletter, media, information boards and social media.

### **Financial and Resource Implications**

The project is funded jointly by Council, the State Government and Federal Government. Council has two separate funding agreements for this project, namely:

- Australian Government – Building Better Regions Fund - \$5.6 M
- Victorian Government – Regional Infrastructure Fund - \$6 M

With Council contributing the remaining funding for construction and project delivery.

The project is currently running marginally overbudget due to unforeseen costs that are beyond the project scope. For example, unmapped power and communications services infrastructure alongside incorrectly designated levels of existing infrastructure requiring significant design adjustments. As a result, the project is likely to require some budget adjustments. Budget allocation is being tightly administered through value management practices to contain expenditure within works packages wherever possible. However, the unforeseen costs are beyond project scope and require additional project contingency budget to address the contingencies and facilitate service relocation and redesign. In addition, some works packages being undertaken as part of the Town Centre revitalisation project are closely aligned with other town revitalisation projects. For example, the proposed bus interchange is closely aligned with 12 Apostles trail with the proposed interchange being created at the end of the recently completed trail and could be delivered as part of additional trail completion works.

### **Options**

This report recommends that Council receives this project update, notes the proposal to develop a parking policy for Port Campbell, vary the agreement for the integrated art component of the project, and consider a further allocation of \$500,000 to cover project contingencies.

Council may choose not to agree with the proposed changes.

### Conclusions

The Port Campbell Town Centre Revitalisation project is the largest single project the Corangamite Shire has undertaken. The project seeks to strengthen and improve the functionality and amenity of Port Campbell's town centre. The impacts a project of this scale has on the town is acknowledged and council's support and stimulus programs aim to reduce this impact. The project is progressing with a significant milestone soon to be achieved and celebrated, the reopening of the foreshore to the public on 6 September.

### RECOMMENDATION - 9.13

#### That Council:

1. **Receives and notes the project update for the Port Campbell Town Centre Revitalisation project.**
2. **Develops a parking policy for Port Campbell.**
3. **Varies the services agreement with RMIT University, as the auspicing body for integrated artwork services to be provided by Dr Vicki Couzens, to extend the end date of the agreement to 31 December 2024 and replace delivery item 3 "whale song light and sound installation on light poles" with a revised delivery item "integrated whale song light and sound installations."**
4. **Increase the Project budget by \$500,000 to address unforeseen service related project contingencies.**



## 9.14 Community Kitchen Tables

Directorate: Sustainable Development  
Author: Katy McMahon, Manager Economy & Prosperity  
Attachments: Nil

### Declaration

Acting Chief Executive Officer – David Harrington

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

Author – Katy McMahon

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

### Summary

The purpose of this report is to provide an update on the *Community Kitchen Table* engagement sessions held across the Shire.

### Introduction

Council has recently hosted Community Kitchen Table engagement sessions in all the towns across the shire. The community were asked to share their big picture ideas and what is important to them. The feedback received will inform development of the next Council Plan and the refresh of the 2040 Community Vision. The sessions were held in each of the Shire's 12 towns with a range of times to suit working and childcare hours.

### Issues

Council's recent engagement sessions provided an opportunity for the community to meet face-to-face with Councillors, CEO and Senior staff and provide direct feedback. The aim of the sessions was to hear from the community about what is important to them and their ideas for the future. At each session, daily issues were raised, for example traffic and road maintenance matters, and these were noted as actions for the officers to address as part of the Customer Request system.

The big picture themes raised by the community varied from town to town. However, some key themes emerged across the majority of the towns including traffic and road safety; childcare; tourism, in particular the opportunities through the rail trails; population retention; activities for our young people; activation through local events and festivals; additional town facilities and assets; and sustainability.

Key ideas generated and themes emerging from the each of the engagement sessions included:

### **Terang:**

- Activation and events: increased support for the Terang Festival
- Creative industries: artwork or mural outside the Civic Hall in the arches
- Tourism: opportunities to attract visitors/tourism through large festivals; need to promote Terang more
- Business Association: establishment of a business / commerce association or network
- Business offer: opportunity to enhance the vibrancy of the town through increased retail/hospitality offer particularly on Sundays.
- Communications: community notice boards for each town; promotion of events through hard copy flyers
- Urban design/streetscape: improved amenity through town entry garden beds; Public Garden possibility at Dry Lake or an ornamental lake
- Urban design/streetscape: improved pedestrian crossing and walkways.
- Town Facilities/assets: dog park
- Community services: drop off library service; increased aged care; community bus for small trips across the shire.
- Traffic: improved safety through provision of speed humps; improved pedestrian crossing on highway; lower speed limit through town centre to 40km; increase road width as facing oncoming truck traffic a safety issue; duplication of highway through Terang; higher fees for trucks to compensate their use/impact on the roads
- EV charging station on street.
- Camperdown Theatre Transformation - a Shire wide opportunity
- Recreation: outdoor basketball court
- Sustainability: include purple (glass) bin as part of public collection bins

### **Cobden:**

- Childcare: need more childcare and afterschool care opportunities to encourage workforce retention and attraction
- Tourism: a strong theme at Cobden, promotion of all of the Shire's towns; opportunities to highlight the activities in Cobden (e.g. mini trains, mini golf, historical town)
- Rail trail: a key opportunity for Cobden with suggestion to re-route the trail to go through the centre of town increasing the opportunities for the town; facilities and development along the trail and opportunities for community and business such as bike hire.
- Events and festivals: electric go-karts; air show, slow cook meat festival and creative opportunities such projections on the lake, music at the Manor.
- Town Facilities/assets: dog park; signage into the town; more places to socialise and BBQs at the lake.



- Opportunities for youth: more free art classes and music sessions and creating opportunities for youth to connect with the elderly and develop a culture of engagement in the next generation.
- Community support such as using vacant halls for people experiencing homelessness.
- Restocking the lake with fish, water fountains at the lake.
- Population attraction: housing incentives for first home builders in the Shire

**Derrinallum:**

- Sustainability: e-waste and hard rubbish collections for locals
- Community services: open libraries on weekends
- Town facilities/assets: more seating in pathway in median
- Communications: communication through newsletters and flyers
- Employment: support for employment opportunities for youth for example through windfarm developments
- Traffic: lower speed limits through town and improved signage

**Darlington:**

- Traffic: lower speed limit through town to improve safety
- Town facilities: completion of works at the Darlington Hall

**Princetown:**

- Sustainability: educate youth to enhance protection of nature
- Tourism: opportunities for nature based eco-tourism; address seasonal tourism issues (year-round tourism not just summer);
- Trail: continue trail from Port Campbell to Princetown
- Traffic: better signage around estuary
- Town facilities/assets: bird hides; sewer for town; more passive recreation opportunities

**Darlington and Lismore:**

- Town Facilities: new town signage at the town bookends
- Traffic: Advocacy to reduce speed of trucks through town
- Business: New businesses needed

**Noorat:**

- Town facilities/assets: update to the playground; bookend signage welcoming people to the community; need hall for residents to enable social connection; playground for the town – upgrade the existing small playground with child friendly activities such as hopscotch.

- Services: ensure postal service meets needs of community; police presence required in town
- Transport: more public transport (e.g. public bus to Warrnambool)
- Housing: more housing opportunities through second dwellings and residential subdivision
- Development: assistance for people wanting to develop land through enabling infrastructure. Need to support entry points for home purchase – more opportunities like Timboon Trestle Estate in other towns.
- Childcare: more kinder rooms
- Business: support small businesses to get workers/staff and the cost of materials.
- Population retention: develop mechanisms and reasons to keep young people and bring them back after they have studies. Support sporting groups to keep young people connected to their area.
- Environment: annual hard rubbish collections

### **Timboon:**

- Town facilities/assets: improved lighting at senior citizens carpark; outdoor exercise equipment; more town signage
- Tourism: Rail trail promotion and additional information on the trail; increase opportunities for caravans and a caravan park; need more tourism accommodation; eco-tourism through additional trails
- Business offer: develop retail and food venue destination with more offers.
- Council: run council meeting during the day (more accessible)
- Traffic: increase opportunities for caravan parking through signage; turn Curdievale Road into one way to increase street parking; convert Lambert St wider areas into long vehicle parking.
- Events and activation: winter market; local produce market

### **Port Campbell:**

- Sustainability: Sustainability mentoring - use existing knowledge in the business community to share and mentor (business to business mentoring)
- Circular Economy: “Tip Shop” anywhere in the Shire; Community Repair Hub
- Facilities and assets: Community Plant Nursery; Community meeting place for all seasons.
- Community action: provide opportunities and call on the community to do more.
- First Nations: more action required to support First Nations Peoples provide more information and opportunities to try programs and projects.
- Funding opportunities: Public bodies connecting to private entities to source funding.

- Environment: more education on how to stop contamination; more information and clarity on what happens to material put in recycling bin to encourage recycling; more collection of public bins over summer / peak periods
- More EV charging stations across the Shire.
- Tourism: Continue the 12 Apostles trail through to the 12 Apostles.

### **Skipton:**

- Environment: Maintain areas of volcanic plains grasslands for future conservation
- Population attraction: market Skipton as a town to live in and travel to Ballarat for work.
- Tourism: opportunities to attract tourists through public art in town; promote the platypus and natural assets; caravan park; eco-tourism
- Business: more diversity of stores.
- Trail/Tourism: develop rail trail link to Camperdown.
- Town facilities: move the town up hill.
- Facilities/assets: new clubrooms for community; increase and extend pool opening hours
- Community services: support for young mothers and families

### **Simpson**

- Tourism: Improved free camp facilities
- Traffic and transport: Kangaroo proof fencing; improved school bus availability and improved public transport (bus) options over weekends and summer
- Environment: ensuring community benefits from timber plantations and addresses loss of agriculture land; improved land management in the 12 Apostles national park
- Population retention: turn around population decline; more residential land options.
- Town facilities: upgraded footy and netball facilities; town walking trail; truck wash facility in town; more town shire signage
- Events and activation: a Simpson town event
- Youth: youth programs on respectful behaviour

### **Camperdown:**

- Traffic: reduce speed on Manifold Street; bike lanes on highway coming into Camperdown; traffic lights corner of Leura and Manifold Streets
- Activation / Events: Open House for heritage week; endurance four-day event; activities at the lake; utilise racecourse and grandstand for events; outdoor cinema over easter; long lunch in the Avenue
- Camperdown Theatre: redevelop theatre include a permanent gallery and employ a curator and manager; redevelop library
- Business: more dining options; KFC;

- Youth: more youth activities to keep young people in town
- Environment: deliver the environment strategy
- Childcare: deliver family day care options
- Creative Industries: Bi-annual sculpture scape

### Policy and Legislative Context

This report is in keeping with the majority of the commitments in the Council Plan 2021-2025 in particular:

Theme Five - Community Leadership

Having strong governance practices

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

We listen to and engage with our community

### Internal / External Consultation

The *Kitchen Table* engagement sessions were held across the twelve shire towns at a variety of times and locations to enable community members to attend a sessions suited to their schedule. Sessions were held:

- Wednesday 26 June, 11.30-1.30 pm - Johnstone Court Terang
- Thursday 27 June, 6-8 pm - Alderwood Manor Cobden
- Wednesday 3 July, 12-2 pm - Theatre Royal, Camperdown
- Thursday 4 July, 10 am-12 pm- Beleaf Gardens 'n' Gifts, Lismore
- Monday 8 July, 8.30-10.30 am- The Shed, Noorat
- Wednesday 10 July, 4-6 pm - Elephant Bridge Hotel, Darlington
- Thursday 11 July, 5-7 pm - Simpson Football Netball Club rooms
- Tuesday 16 July, 5-7 pm. - Skipton Football Netball Club
- Wednesday 17 July, 4-6 pm - Port Campbell Arts Space
- Thursday 18 July, 2-4 pm - Timboon Golf Club rooms
- Wednesday 24 July, 11 am-1 pm- Clean Cravings Eatery, Princetown
- Thursday 25 July 2-4pm – Derrinallum Library

### Financial and Resource Implications

The engagement sessions were delivered through existing operational budget.

### Conclusions

Council's vision is for a connected and thriving community. To deliver that vision we need to hear from our community. Feedback received from the community through the kitchen table engagement sessions will be used to inform development of the next Council Plan and refresh the 2040 Community Vision.

**RECOMMENDATION - 9.14**

**That Council**

- 1. Note the consultation was undertaken as part of Council's community engagement and deliberative engagement obligations in accordance with the *Local Government Act 2020*; and**
- 2. Use the outcomes of the consultation to inform the development of the 2025-2029 Council Plan and the refresh of the Corangamite 2040 Community Vision.**

## 9.15 Business Assistance Scheme

Directorate: Sustainable Development  
Author: Katy McMahon, Manager Economy & Prosperity  
Attachments: 1. CONFIDENTIAL REDACTED - Business Assistance Scheme  
August 2024 Application Assessment Summary [9.15.1 - 1  
page]

### Declaration

Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020* the Chief Executive Officer has designated this attachment as confidential on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that—

- (i) relates to trade secrets; or
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

In particular the attachment contains information regarding commercial costings.

Acting Chief Executive Officer – David Rae

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

Author – Katy McMahon

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

### Summary

The purpose of this report is to provide information on the assessment and recommended funding allocation for the August 2024 round of the Business Assistance Scheme (BAS).

### Introduction

As part of Grow and Prosper Corangamite, Council has consolidated its approach to economic and community development, inclusive of arts, culture, tourism and the circular economy. The Grow and Prosper Framework outlines new programs including the BAS.

The BAS enables Council to support local businesses, big or small, community enterprises, creative industries and new businesses looking to establish in the municipality.

### Issues

The BAS provides business, building owners and community the opportunity to apply for support, including financial assistance. Applications are assessed on merit, considering the eligibility criteria and available funds. The BAS policy was adopted by Council September 2023. The Scheme is ongoing across the year enabling businesses to submit when suitable for their proposed project and provides four streams:

1. Business Façade Improvement – providing support to businesses that have street frontage in towns to undertake high quality façade improvements, that are visible from the front of the property and enhance the visual appearance and function of the building.
2. Creative Industries and Placemaking – supporting and building the capacity of entrepreneurs, creatives and established businesses to create and deliver inclusive and vibrant projects in public spaces or areas that are accessible to the public.
3. Community Enterprise - encouraging the development of enterprise skills, building economic capacity and employment opportunities in communities, by supporting entrepreneurs, creatives and community-led businesses to create and deliver inclusive projects throughout Corangamite.
4. Fees and Enabling Infrastructure - encouraging development that is significant to the community to occur within a shortened timeframe, assist new businesses to establish by reducing the up-front costs and provide some certainty to those preparing to invest in the municipality.

There is one application, under Stream 2 Creative Industries & Placemaking, that has been assessed and is recommended for assistance to be considered by Council for determination:

- Heytesbury House; this project is a community event, inviting the public to an open day / celebration of 120 years since the opening of Heytesbury House. The event celebrates the significant connections of Heytesbury House to the community. Through the opening of the property to the public and recognising the significance of the property to the local community, it honours the amazing history, and also the many lives Heytesbury House has touched. The funding assistance requested is \$2,000.

The BAS scheme is an ongoing grant and business support scheme that is open for applications year-round. Council officers work with applicants to enable applications to be 'grant ready'. Applications are assessed against the relevant stream criteria and evaluated by an assessment panel. Applications are assessed to ensure they meet all assessment criteria and align with the objectives of the program and if so, are recommended for approval.

### **Policy and Legislative Context**

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme Two - A Thriving Community

Facilitating and supporting economic development

Arts and culture that is supported and accessible

Corangamite's townships are attractive, accessible and appealing to visitors and are presented in a way in which our residents can be proud

### **Internal / External Consultation**

Extensive external promotion and consultation about the BAS has occurred across the Shire including media releases, Council's social media channels, Corangamite News, Corangamite E-News and Corangamite Business E-News.

On receipt of applications internal consultation is undertaken with relevant teams (e.g. planning, building and environmental health) to ensure all aspects of proposals are considered and applicants are supported through the permit processes.

### **Financial and Resource Implications**

The current applications are seeking a total commitment of funds of \$2,000. Council's 2024-25 adopted budget includes an allocation of \$90,000 for the BAS with a remaining budget of \$88,000.

### **Options**

Officers have assessed the applications and recommend them for assistance under the BAS the options are:

1. Allocate funds of \$2,000 excl GST to the Business Assistance Scheme application.
2. Not allocate funding through the program.

### **Conclusions**

The BAS provides businesses, building owners and community enterprises with the opportunity to apply for support, including financial assistance. The August application from Heytesbury House meets the objectives of the BAS program and contribute to the growth and prosperity of Corangamite and is recommended for support.

### **RECOMMENDATION - 9.15**

**That Council approve the following Business Assistance Scheme application for funding: Heytesbury House \$2,000 excl GST.**



## **10 Other Business**

## **11 Open Forum**

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

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

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

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

## 12 Confidential Items

Nil

### RECOMMENDATION

That pursuant to the provisions of Section 66(2)(a) of the *Local Government Act 2020* the meeting be closed to the public to enable consideration of the following reports as they relate to Council business information and personal information.

## 13 Close Meeting