



Agenda

Council Meeting

8 May 2019

Our Vision

Happy, healthy people sharing prosperity and knowledge from living sustainably and in harmony with our rural identity, thriving villages, productive and inspiring landscapes.

Our Mission

Leaders in delivering quality, innovative and community focused services today that make a difference for tomorrow.

Core Values

Community focused

Accessible, responsive (we're here to help), can do attitude, communicative, empathetic.

Integrity

Equitable, honest, ethical, transparent.

Respect

Listening, compassionate, open minded, understanding, patient.

Pride

Caring, enthusiastic, inspiring, accountable.

Innovation

Creative, bold, challenging, flexible.

Collaboration

Partnering, building productive relationships, inclusive.

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1. OPENING AND RECOGNITION OF TRADITIONAL CUSTODIANS

I would like to acknowledge the Traditional Owners of the land on which we are meeting, the Gunaikurnai People. I pay my respects to their Elders both past and present, and Elders of other communities who may be here today.

2. READING OF AFFIRMATION AND PRAYER

Cr Power read the Councillors affirmation, being, 'We now pause to reflect upon the solemn responsibilities conferred on us by the Parliament of Victoria through the *Local Government Act (1989)*.

We acknowledge that it is the responsibility of local government to ensure the peace, order and good governance of our Shire.

We are to be responsible and accountable to our community here in Baw Baw Shire through good governance and leadership.

Almighty God,

Give wisdom and understanding to the members of this Baw Baw Shire Council.

In all our deliberations help each of us to listen carefully, perceive the best course of action have courage to pursue it and grace to accomplish it.

Amen

3. APOLOGIES

Cr Jessica O'Donnell

Ms A Leighton, Chief Executive Officer

4. CIVIC CEREMONIES

5. CONFIRMATION OF PREVIOUS MEETING MINUTES

6. COUNCILLORS DECLARATIONS OF INTEREST/CONFLICT OF INTEREST

7. MEETING CLOSED TO THE PUBLIC: RELEASE OF INFORMATION TO THE PUBLIC

Council will not hold a confidential council meeting and therefore no information is required to be released to the public.

Nil Reports.

8. COMMUNITY PARTICIPATION TIME

8.1 QUESTIONS ON NOTICE

8.2 SUBMISSIONS

Any community member is welcome to comment or ask questions on any of the officer reports listed in this agenda if it has not been part of another hearing process.

Submitters will be given up to 3 minutes to speak on their submission.

9. PETITIONS

10. VIBRANT COMMUNITIES

10.1 CONSIDERATION OF SPONSORSHIP - MAY 2019

Social Planner

Directorate: Planning Development

Ward:

Appendix: 7 attachments

PURPOSE

For Council to consider eligible sponsorship applications submitted in accordance with the Community Funding Assistance Program guidelines.

RECOMMENDATION

That Council:

1. Supports the sponsorship request from Martha Smith for \$500 to support participation in the 2019 World Roller Games, Barcelona, with the conditions outlined in the assessment.
2. Supports the sponsorship request from Eastern Park Community Garden for \$1,000 for the delivery of 2019 Winterfest and Lantern Parade with the conditions outlined in the assessment.
3. Supports the sponsorship request from A Better Life For Foster Kids for \$1,000 to support the delivery of the Magenta Day camp at The Summit Adventure Park, in August 2019 with conditions outlined in the assessment.
4. Supports the sponsorship request from Baw Baw Arts Alliance for \$500 for delivery of *Pat, the Dog* with the conditions outlined in the assessment.
5. Advises the applicants in writing of its decision by 10 May 2019.

KEY ISSUES

- At its Ordinary 11 May 2016 Council Meeting, Council resolved to endorse the Community Funding Assistance Program document and launch the Program. The Community Funding Assistance Program included an event sponsorship category.
- Four eligible applications were submitted by 25 March 2019:

Applicant and purpose	Date received	Attachment
Martha Smith to support participation in the <i>2019 World Roller Games, Barcelona</i>	25/2/2019	1
Eastern Park Community Garden for the delivery of <i>2019 Winterfest and Lantern Parade</i>	7/3/2019	2
A Better Life For Foster Kids to support the delivery of the <i>Magenta Day</i> camp at The Summit Adventure Park, Trafalgar East.	28/2/2019	3

Baw Baw Arts Alliance for <i>Pat, the Dog</i> art installation.	8/3/2019	4
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- The standard assessment process has been applied to each application (Attachment 5).
- The summary of applications is Attachment 6.
- A final round of sponsorship applications for the current financial year will open on 18 April and close on 12 May 2019. Applications are being received online via the *SmartyGrants* system.

TRIPLEBOTTOMLINE IMPLICATIONS

Financial Impact

- Funding for Sponsorships is included in the \$300,000 Community Development Grant budget allocation for 2018/19.
- To date, Council has allocated \$204,846 through the Community Development Grants program and \$55,450 to Sponsorships.
- There is \$27,204 of available funding remaining in the 2018/19 budget allocation (Attachment 7).
- The requested and recommended funds are summarised in the following table:

Applicant	Requested amount	Recommended
Martha Smith	\$500	\$500
Eastern Park Community Garden	\$3,000	\$1,000
A Better Life For Foster Kids	\$5,000	\$1,000
Baw Baw Arts Alliance	\$500	\$500
TOTAL	\$9,000	\$3,000

- The recommended funding levels is thought to be adequate and encourages capacity building of the activities, without over-investing financially in the event. These recommendations will leave \$24,204 available for requests made up to 12 May 2019.

Environmental Impact

All activities are expected to be delivered with the relevant permits, for example open fires at events, or the installation of public art.

Community Impact

- Free family events in the winter season are a valuable inclusion in the Baw Baw events calendar.

- Community-led and community-attended events can build social capital that has benefits across the community in many varied ways.
- Public art adds value to places in communities.
- Celebrating the successes of women in sport encourages other women and men to support participation for others or participate themselves.

CONSULTATION

- A media release to invite sponsorship requests for the last Council decision of the financial year was issued on 18 April 2019.
- Relevant departments within Council have been consulted in the preparation of the Officer recommendation.
- Impacted departments will be advised of Council's decision.

LEGAL/COUNCIL PLAN/POLICY IMPACT

COUNCIL PLAN

Community Sponsorships assist with the achievement of the key strategic objective as set out in the Council Plan 2017-2021:

Vibrant Communities

- Build a vibrant community of arts, culture and events.
- Support the community to enhance their health and wellbeing.
- Enhancing how Council works with the community to improve social inclusion, access and equity.

CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES

Community Sponsorships has been reviewed under the *Charter of Human Rights and Responsibilities* and is considered compatible.

LEGAL

All events that Council provides sponsorship to are expected to comply with laws and regulations pertaining to the type of activities being delivered.

POLICY IMPACTS

Community Sponsorships are administered under the the Community Financial Assistance Policy (2016).

CONFLICT OF INTEREST DECLARATION

No officer involved in the preparation of this report has a disclosable interest.

10.2 PATHS AND TRAILS STRATEGY DEVELOPMENT

Infrastructure Engineer

Directorate: Community Assets

Ward:

Appendix: 2 attachments

PURPOSE

To provide Council with an opportunity to review the draft Paths and Trails Strategy and provide support to proceed with public exhibition.

RECOMMENDATION

That Council:

1. Note the results of the community engagement.
2. Provide in-principle support to adopt the revised *Principal Pedestrian Network* (PPN).
3. Put the Draft Paths and Trails Strategy on public exhibition for a two-week period between 9 – 23 May 2019.
4. Receive a future report at the 26 June 2019 Council meeting regarding the outcome of the community engagement on the draft Paths and Trails Strategy.

KEY ISSUES

Background

At the Council briefings on 1 August 2018 and 21 November 2018, Council officers presented Council with an update on the work being done around the development of a Strategic Pathway Network or *Principal Pedestrian Network* (PPN) for key townships across the Shire, as part of the process of developing the Paths and Trails Strategy. For consistency of terminology with the State Government's agency Transport for Victoria, officers have revised the draft documents, and renamed the Strategic Pathway Network as Council's *Principal Pedestrian Network* (PPN).

At the 12 December 2018 Council meeting, Council resolved to:

1. Provide in-principle support for the proposed PPN (maps for each locality):
 - Stage 1 – routes along the road network.
 - Stage 2 – routes through public reserves and parks.
 - Stage 3 – routes for inter-town pathway connections.
2. Provide in-principle support to adopt the existing prioritisation matrix criteria, and modify the pathway programs within the long-term infrastructure plan to include program categories for major towns, minor towns, villages and tourist towns, as well as inter-town connections.
3. Proceed with community engagement around the proposed PPN.

4. Receive a future report regarding the outcome of the community engagement.

Public Engagement

At the Council briefing on 20 March 2019, Council officers presented the outcome of the community engagement regarding the PPN.

The draft PPN maps were placed on public exhibition between Tuesday 15 January 2019 to Friday 22 February 2019 on Council's website and Facebook page. Community groups, schools, and sporting clubs were also invited by email to participate in the public engagement and to provide feedback.

A total of 31 written responses were received. A summary table has been provided in Attachment 2 on the key themes raised by the community. Some of the common themes and subjects included the following:

- Residents in Labertouche requested Council to construct horse-riding trails around Labertouche as well as a horse-riding facility.
- Residents in Drouin were concerned about lack of pathways connecting to new developments and the gap between the CBD, schools, parkland and other amenities from these new developments.
- Residents in Thorpdale, Trafalgar, Noojee and Narracan requested paths and trails for the purpose of recreation and tourism.

The following summary of responses were provided to the community:

- The strategy is focused on paths and trails from a transport and connectivity perspective for pedestrians (as well as cyclists) within towns and between townships.
- Recreation trails (i.e. horse-riding trails) or tourism trails whilst providing similar outcomes to pedestrian paths and trails, have a greater focus on recreation and tourism outcomes and therefore have been considered outside the scope of this strategy. Often Council will need to collaborate with independent bodies and State and Federal Government for advocacy and funding for these types of recreation and tourism related projects.
- The purpose of the PPN is to connect pedestrians to key destinations and points of interest within a 2km radius (in townships) and for travel between townships.
- The paths and trails network maps are indicative alignments only for the purpose of location identification.

Methodology for Development of PPN

The methodology used for the development of PPN is outlined below:

1. Review existing strategies, plans and policies for previous work completed relating to pedestrian accessibility.

2. Identify key destinations or points of interests within the township.
3. Set walkable distance from these key destinations (up to 2km).
4. Identify and map key PPN that connect people to the key destinations (Primary and Secondary).
5. Community validation and testing of proposed primary and secondary path network.

Missing Links

Missing paths and trails from the primary and secondary networks have been identified and added to the prioritisation matrix.

The Primary Network

The PPN for the primary network consists of the following:

- 28 km of existing missing gaps within the primary network which need to be designed and constructed.
- The construction costs for these sections are estimated to be in the order of \$5.7M.

In the current 2018/19 footpath program, there are two inter-town connections being designed which are estimated to have a construction cost of approximately \$2.8M. It would be recommended that Council seek external funding towards these types of pathway projects. There are larger pathway projects in townships that are being designed and construction costs have not yet been finalised, however these require funding allocation towards these projects in future Council budgets to be undertaken.

A recommended principle in the implementation of a primary network is to construct a pathway on at least one side of a road, unless it is along a bus route in which case, pathway access on both sides of the road would be required for DDA compliance to the bus stops. Prioritising a pathway in the interim on at least one side of each road as a minimum ensures that Council can broaden the length of the pathway network servicing the community.

It is ideal to have pathways on both sides of arterial roads and officers have focused on ensuring there is a path on both sides of arterial roads in townships. However, for the arterial roads in outer rural townships, officers have ensured that there is at least one path for the time being and assessed case by case.

Please see the table below for sections of pathways required to complete the primary network with each program:

Primary Network					
Program	Townships	Km	Total Km	\$ Estimated Cost	Total \$ Estimated Cost
Major Towns	Warragul	5.9	17.5	\$1,400,000	\$3,926,000
	Drouin	8.2		\$1,800,000	
	Yarragon	1.2		\$192,000	
	Trafalgar	0.15		\$130,000	
	Longwarry	0.8		\$130,000	
	Neerim South	1.26		\$274,000	
Minor Towns	Thorpdale	0.27	5.9	\$45,000	\$1,037,400
	Darnum	2.43		\$504,000	
	Willow Grove	0.99		\$160,400	
	Rawson	0.77		\$101,000	
	Buln Buln	1.4		\$227,000	
Villages	Jindivick	0.655	3.3	\$94,000	\$525,000
	Rokeby	0.645		\$93,000	
	Nilma				
	Neerim Junction	0.62		\$120,000	
	Nayook	0.54		\$78,000	
	Erica	0.86		\$140,000	
Tourist Towns	Noojee	0.945	1.6	\$153,000	\$252,000
	Walhalla	0.69		\$99,000	
			28.3		\$5,740,400

The Secondary Network

The PPN for the secondary network consists of the following:

- 21 km of existing gaps within the secondary network which need to be designed and constructed.
- The construction costs for these sections are estimated to be in the order of \$3.7M.

Please see below table for missing pathways within the secondary network for each program:

Secondary Network					
Program	Townships	Km	Total Km	\$ Estimated Cost	Total \$ Estimated Cost
Major Towns	Warragul	4.1	12.4	\$1,000,000	\$2,477,500
	Drouin	2.6		\$523,000	
	Yarragon	1.7		\$280,000	
	Trafalgar	3.3		\$543,000	
	Longwarry	0.38		\$61,500	
	Neerim South	0.32		\$70,000	
Minor Towns	Thorpdale	0.66	2.5	\$107,000	\$386,000
	Darnum	0.35		\$57,000	
	Willow Grove	0.45		\$55,000	
	Rawson	0		\$0	
	Buln Buln	1		\$167,000	
Villages	Jindivick	0	5.8	\$0	\$757,000
	Rokeby	0.37		\$53,000	
	Nilma	1.65		\$120,000	
	Neerim Junction	0		\$0	
	Nayook	1.9		\$422,000	
	Erica	1.9		\$162,000	
Tourist Towns	Noojee	0.17	0.4	\$28,000	\$118,000
	Walhalla	0.2		\$90,000	
			21.1		\$3,738,500

**The Inter-Town Trail Network
Primary Priority Routes**

Inter - Town Priority Network					
Program	Townships	Km	Total Km	\$ Estimated Cost	Total \$ Estimated Cost
Inter-Town	Yarragon to Trafalgar	6.7	34.7	\$1,206,000	\$6,008,500
	Darnum to Yarragon	5		\$1,350,000	
	Warragul to Rokeby	7		\$1,272,000	
	Neerim South to Neerim North	4		\$720,000	
	Rokeby to Neerim South	10		\$1,460,000	
	Drouin to Drouin West	2		\$500	
	Nilma to Darnum	4.3		\$1,000,000	
	Darnum to Yarragon	9		\$2,000,000	
	Drouin to Longwarry	8.1		\$2,600,000	

Note: Costing is based on L/m for concrete/gravel. No additional costs considered yet for other structures

Secondary Priority Routes

Inter - Town Secondary Network					
Program	Townships	Km	Total Km	\$ Estimated Cost	Total \$ Estimated Cost
Inter-Town	Trafalgar to Thorpdale	6.7	74.7	\$1,447,200	\$18,295,200
	Trafalgar to Moe	8		\$1,728,000	
	Trafalgar to Willow Grove	20		\$4,320,000	
	Willow Grove to Moe	19		\$4,104,000	
	Willow Grove to Fumina South	21		\$4,536,000	
	Willow Grove to Blue Rock Dam	10		\$2,160,000	
	Willow Grove to Buln Buln	28		\$6,048,000	
	Nilma to Buln Buln	13		\$2,808,000	
	Neerim South to Jindivick	6		\$1,296,000	
	Jindivick to Labertouche	19		\$4,104,000	
	Drouin to Drouin South Primary School	8		\$1,728,000	

Project Timeline

It is envisioned that once the Paths and Trails Strategy is adopted by Council by the end of the 2018/19 financial year, the updated footpath programs can be incorporated into the 2020/21 draft budget. The revised timeline for the completion of the strategy is indicated below:

Revised Timeline of Paths and Trails Strategy (approximate)		
Step	Key Tasks	Timeline
1	<ul style="list-style-type: none"> • Community Engagement – proposed PPN pathways 	Jan- Feb 2019
2	<ul style="list-style-type: none"> • Identify missing primary and secondary network segments • Develop draft Paths and Trails Strategy 	Feb 2019
3	<ul style="list-style-type: none"> • Council Briefing – outcomes of community engagement • Council Meeting - draft Strategy • Public exhibition of draft Paths and Trails Strategy 	20 March 2019 8 May 2019 9 – 23 May 2019
4	<ul style="list-style-type: none"> • Council Briefing – outcomes of public exhibition & final Strategy 	5 June 2019
5	<ul style="list-style-type: none"> • Council Meeting – seeking adoption of draft Paths and Trails Strategy 	26 June 2019
6	<ul style="list-style-type: none"> • Incorporate new pathway priorities in 2020/21 budget process 	Late 2019/ early 2020
7	<ul style="list-style-type: none"> • Review/update Works Program 	On going

TRIPLEBOTTOMLINE IMPLICATIONS

Financial Impact

At this time, resource commitment is limited to officer time spent on the development of the strategy.

The financial implications for Council are predominantly in allocating the necessary capital funds to implement the proposed priority pathways within the strategy as part of the annual budget process.

Environmental Impact

The extension of the PPN within the Shire provides sustainable transport options such as public transport, walking and cycling and reduces the need for the use of motor vehicles (in turn reducing air pollution, and the use of natural resources).

Occasionally, the construction of pathways may require the removal of existing vegetation in which case, designs will strongly consider heritage and

native vegetation retention. Designs will also consider mitigating the likelihood of erosion.

Community Impact

The development of the Paths and Trails Strategy would reflect the high level of community demand demonstrated for walking and cycling opportunities and ensure that long term strategic planning caters for the provision of active transport options and provides better connectivity within and between towns.

The provision of extended pathways will better provide opportunities to increase physical activity which will improve the overall health and well-being of the community.

CONSULTATION

The community can request Council to construct pathways at any time. Council has completed prior community engagement via the development of the Shire's local Community Plans, the development of strategies and plans such as the structure plans, '*Integrated Transport Strategy 2011*', '*Walk Baw Baw*', '*Walk Cycle Baw Baw 2014*', '*Bicycle and Walking Paths Development Plan 1998*', '*Economic Development Strategy 2018-2021*', '*Public Health and Wellbeing Plan 2017-2021*', '*Recreation Strategy 2017-2027*' and various others.

The draft primary and secondary pathway network maps were made available to the public during January and February 2019 with the opportunity to provide feedback.

LEGAL/COUNCIL PLAN/POLICY IMPACT

COUNCIL PLAN

The development of the PPN assists with the achievement of the key strategic objective as set out in the Council Plan 2017-2021:

- *Vibrant Communities 'Quality community focused services, facilities and infrastructure to support a growing community'* and
- *Safe and Sustainable Environments 'improve the condition, safety and accessibility of the Shire's footpath and trails'*.

CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES

The PPN will be considered under the *Charter of Human Rights and Responsibilities*. Amendments will be recommended to ensure compatibility if required.

The Paths and Trails Strategy has been reviewed under the *Charter of Human Rights and Responsibilities* and is considered compatible.

LEGAL

There are no legal implications arising from these recommendations.

POLICY IMPACTS

There are no policy implications arising from these recommendations

CONFLICT OF INTEREST DECLARATION

No officer involved in the preparation of this report has a disclosable interest.

**10.3 CONTRACT EXTENSION REQUEST FOR SUPPLY OF MEALS ON
WHEELS 21759CT**

Manager Community Services

*Directorate: Corporate and Community
Services*

Ward: All

Appendix:

PURPOSE

For Councillors to consider extending the current contract for the Supply of Meals on Wheels 21759CT at the end of the current contract period ending 30 June 2019.

RECOMMENDATION

That Council:

1. Extend the contract for the Supply of Meals on Wheels 21759CT for a further year, from 1 July 2019 until 30 June 2020 with the two existing providers Mannix College and Neerim District Soldiers Memorial Hospital:
 - a) Mannix College for tender 21759CT for the sum of \$250,633 (ex GST); and
 - b) Neerim District Soldiers Memorial Hospital for tender 21759CT for the sum of \$26,568 (ex GST).
2. Delegate the Chief Executive Officer to sign and authorise the contract documents after they have been prepared.

KEY ISSUES

- Council currently provides a subsidised delivered meals service to people who are frail aged and/or have a disability and who are assessed as nutritionally at risk, or who have decreased capacity to prepare their own meals.
- On 19 April 2017 Council appointed Mannix College and Neerim District Memorial Hospital for the Supply of Meal on Wheels Contract 21759CT from 1 July 2017 until 30 June 2019 with the option to extend up to 12 months.
- Mannix College and the Neerim District Memorial Hospital have both been a contracted meals provider for Council since 2014. Neerim District Memorial Hospital were also a provider prior to this as a subcontractor to the West Gippsland Hospital for approximately 30 years.
- Council's Meals on Wheels service has provided 16,010 subsidised meals to 205 people between July 2018-March 2019.
- Council receives grant funding for the provision of subsidised meals under the Commonwealth Home Support Program (CHSP) and Home and Community Care Program for Younger People (HACC PYP) and meal

recipients also co-contribute. In 2019/20 Council is funded to provide 26,648 meals.

- The Social Support Groups also access Mannix College meals to provide the centre-based meals to clients.

TRIPLEBOTTOMLINE IMPLICATIONS

Financial Impact

Grant income and client contribution is sufficient to cover the cost of the meal's preparation.

Environmental Impact

The delivered meals service is undertaken in line with the Council Plan: Safe and Sustainable Environments.

Community Impact

There is a potential reputational risk if Council does not provide delivered meals, as we would not meet the community's historical expectations of being a meals provider. Providing delivered meals services to our most vulnerable and those nutritionally at risk is an important community service.

CONSULTATION

Thus far this financial year Council's Aged and Disability Services team has received 23 compliments and one suggestion regarding the Meals on Wheels service. There have been no complaints received.

LEGAL/COUNCIL PLAN/POLICY IMPACT

COUNCIL PLAN

The supply of Meals on Wheels assists with the achievement of the key strategic objective as set out in the Council Plan 2017-2021:

Vibrant Communities:

"Quality community focused services" and "A vibrant, healthy and inclusive community".

CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES

This supply of Meals on Wheels contract has been reviewed under the *Charter of Human Rights and Responsibilities* and is considered compatible.

LEGAL

Council is obligated to comply with Section 186A of the *Local Government Act 1989* by considering and approving tenders where contract value is more than \$250,000 including GST.

POLICY IMPACTS

The contract aligns with the Baw Baw Shire Council Procurement Policy.

CONFLICT OF INTEREST DECLARATION

No officer involved in the preparation of this report has a disclosable interest.

**10.4 WARRAGUL LEISURE CENTRE - PETITION FOR SENIOR/
ADDITIONAL DISABILITY PARKING**

Infrastructure Engineer

Directorate: Community Assets

Ward: Central

Appendix: 1 attachment

PURPOSE

To provide Council with a report on the investigations undertaken for the petition requesting additional accessible car parking bays at the Warragul Leisure Centre.

RECOMMENDATION

That Council install an additional two accessible bays in the rear car park resulting in a loss of three standard parking bays.

KEY ISSUES

- Council received a letter on 2 February 2019 and subsequent petition (with 57 signatures) on 13 February 2019 on behalf of the Aqua Movers Group regarding a request for the provision of additional and more appropriately located accessible (disabled) parking spaces at the Warragul Leisure Centre, Warragul.
- Council officers contacted the head petitioner advising that officers will undertake an investigation into the matter/s raised in the letter and will subsequently provide a more detailed response and endeavour to contact the petitioner before a report goes to Council.

BACKGROUND

- When the Warragul Leisure Centre building was redeveloped in 2015, accessible parking bays were installed in the parallel spaces beside the exterior wall of the building. However, these accessible bays were not installed in accordance with Australian Standards (the bays need to be at least 3.2m wide but in this case, the bays are only 2.23m wide) so they were subsequently removed.
- The head petitioner contacted Council initially in 2017 with a request for 'Seniors Only' parking along the exterior wall of the Warragul Leisure Centre similar to ones used in other states (Queensland) and located within shopping centres (similar to parents with prams restrictions). The head petitioner was advised that a parking study would be completed, and the concluding results provided to the petitioner.

PARKING STUDIES

- Council officers undertook a parking study over a timeframe of 8 hours from 8am till 4pm on 27 June 2017 (Aqua Mover Group class day). The survey aimed to obtain the occupancy level and the duration of stay of the vehicles using the car park. However, the secondary objective was to observe if senior citizens are parking too far away from the entrance of the Leisure Centre.
- There are a total of 137 parking bays in the Warragul Leisure Centre Precinct. The peak time for parking occupancy occurred at 10:30am. The peak occupancy was 53% (72 spaces were occupied). Of the four accessible bays, the bays were only 100% occupied over the period 8:00am – 9:00am and 10:00am – 11:00am.
- Council officers advised the head petitioner that the Warragul Leisure Centre car park overall was not heavily utilised, and internal Parking Review Committee (PRC) would not support the preferential parking allocation of seniors parking near the entrance of the Leisure Centre. *The PRC is an internal committee made of representatives from Urban Maintenance, Community Compliance, Infrastructure Planning, Seniors and Disability Access and Infrastructure Delivery.*
- The head petitioner contacted Council again on 13 July 2018 to re-consider the options of allocated parking for the use of senior patrons (similar to those for parents with prams in shopping centres) for the Leisure Centre. No answer was provided to the head petitioner because her email was addressed to an officer who had left the organisation. Council was again contacted in 2019 for additional accessible parking spaces in the petition (and again for seniors parking in separate emails advising there are senior parking in Crown Casino and Waverley Gardens Shopping Centre).
- Council officers have conducted an inspection of the Warragul Leisure Centre around the peak time of 10am on Wednesday 27 March 2019 (during the Aqua Mover Group classes). The results of the parking survey conducted for the Warragul Leisure Centre indicated the following:
 - 52 cars parked at 9:45 am (38% occupied); and
 - 53 cars parked 10:20 am (39% occupied).
- The road width (kerb face to kerb face) is 8.23m which only allows for 3.00m traffic lanes (both directions) and the remaining 2.23m for standard parallel parking spaces.
- The existing footpath width is 1.45m. A width of 1.50m is normally needed to allow a pedestrian and a person in a wheelchair to pass each other as per the Australian Standards and the Infrastructure Design Manual (IDM).

ASSESSMENT

There are a total of 137 parking spaces at the Warragul Leisure Centre which includes:

- Four accessible bays located 50m from the entrance of the building,
- Seven standard parallel bays along the side exterior wall of the building, and
- 126 angled (90 degree) parking bays in the rear car park.

The closest car parking bay from the rear car park to the entrance is at a distance of 10m and the farthest is located at a distance of 120m from the front entrance.

As per the Building Code of Australia *Disability (Access to Premises — Buildings) Standards 2010*, for buildings similar to the Warragul Leisure Centre (i.e. an assembly building), the requirements for disability/accessible parking is:

- For a total number of up to 1000 of standard spaces - one accessible bay is needed for every 50 spaces.
- Given that there is a total of 137 parking bays, the number of accessible bays required is three spaces which makes the existing parking arrangement compliant to Australian Standards.

INVESTIGATIONS

Given that additional accessible car parking bays are not required to meet the Australian Standard there are a few options to consider. Please see the attachment for further details of the options outlined below:

- **OPTION 1** - Install additional accessible bays in the rear car park (two spaces). This will result in a loss of three standard bays (off street accessible parking bays require a shared space with a bollard in the middle). It is considered reasonable for this facility to provide accessible parking over and above the minimum rate. This reflects the current patronage of the facility, which does include elderly and physically-impaired patrons more so than many other building types. The additional accessible parking will also cater for an increase in physically-impaired patrons, including the elderly, as the population grows within the Shire. Furthermore, these accessible spaces are enforceable by Council, in contrast to senior only parking. This is estimated to cost \$3,000.
- **OPTION 2** - Convert the 7 parallel spaces to 90 minute restrictions between 6am – 9pm Mon-Friday (the Aqua Movers classes are for 45minutes and start at 8.15am and the last classes start at 6.30pm. Morning exercise classes like body pump, body combat etc start at 6.10am and the last classes start at 8.00pm). This will ensure turnover of these parking spaces closer to the entrance and this can be enforced under Councils local laws. This is estimated to cost \$1,000.

- **OPTION 3** - The existing path along the facility is only 1.45m wide, which is below standard. The path could be widened to match the existing section (3.5m) leading to the current accessible bays at a loss of 7 car parking spaces. This is estimated to cost \$26,500 to install the path and \$3,000 for the additional accessible space in the rear carpark. Total estimated cost \$29,500.
- **OPTION 4** - No Action to be taken as there is adequate accessible parking spaces to meet the relevant Australian Standard. The existing number of accessible parking spaces also meets the requirements per the Commonwealth Disability (Access to Premises- Buildings) Standards 2010 (Premise Standards).

Furthermore, the request for seniors only parking is not recommended given that these parking restrictions are not enforceable under Councils local laws.

Financial Impact

- Option 1 – Two additional bays with a shared zone and bollard \$3,000
- Option 2 – New parking restriction signs \$1,000
- Option 3 – Remove existing parallel bays and widen footpath and install two additional accessible parking spaces \$29,500
- Option 4 – No cost

Environmental Impact

Nil

Community Impact

The addition of accessible bays or the removal of existing parking bays will impact on the total overall number of parking available to the wider community who utilise the Warragul Leisure Centre.

CONSULTATION

N/A

LEGAL/COUNCIL PLAN/POLICY IMPACT

COUNCIL PLAN

This investigation into the adequacy of accessible car parking bays at the Warragul Leisure Centre assists with the achievement of the key strategic objective as set out in the Council Plan 2017-2021:

- *Vibrant Communities 'Quality community focused services, facilities and infrastructure to support a growing community'* and
- *Safe and Sustainable Environments 'Efficient Roads, Transport and Parking'*

CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES

This report has been reviewed under the *Charter of Human Rights and Responsibilities* and is considered compatible.

LEGAL

N/A

POLICY IMPACTS

N/A

CONFLICT OF INTEREST DECLARATION

No officer involved in the preparation of this report has a disclosable interest.

11. THRIVING ECONOMY

Nil Reports

12. SAFE AND SUSTAINABLE ENVIRONMENTS

12.1 CONTRACT 21767CT EXTENSION - KERBSIDE (AT CALL) HARD WASTE COLLECTION SERVICE

Waste Management Officer

Directorate: Community Assets

Ward: All

Appendix:

PURPOSE

To seek Council's endorsement of a two-year extension of Contract 21767CT for the Kerbside (at Call) Hard Waste Collection Service.

RECOMMENDATION

That Council endorse a two-year extension of Contract 21767CT with W M Waste Management Services Pty Ltd for the Kerbside (at Call) Hard Waste Collection Service to 30 September 2021.

KEY ISSUES

- The Kerbside (at Call) Hard Waste Collection Service was tendered in accordance with the Council resolution on 8 March 2017 Council meeting to introduce a free "at call-on demand" kerbside hard waste collection to all rateable residential properties in Baw Baw Shire.
- The tender was based on a schedule of rates for a two-year contract period with a possible option of two extensions (2 years plus 1 year) at Council's discretion.
- Four conforming tenders and one non-conforming tender were received and submissions were evaluated in accordance with the nominated criteria by the evaluation panel.
- Council awarded the contract to W M Waste Management Services Pty Ltd at its meeting on 12 July 2017.
- The contract commenced on 1 August 2017 and is due to expire on 30 September 2019.
- Bookings of the hard waste service have steadily increased since its introduction in August 2017, with approximately 3,500 bookings made from 1 July 2018 to date, for either a kerbside hard waste collection or a free hard waste transfer station drop off.
- The hard waste collection service will be considered in the proposed review of Baw Baw's Waste Management Plan in 2019/20.

TRIPLEBOTTOMLINE IMPLICATIONS

Financial Impact

- The allocated operational budget for provision of this service in the 2018/19 Financial Year is \$383,690.
- Through discussions about a possible contract extension, W M Waste Management Services Pty Ltd have offered to reduce the minimum number of collections per week from 90 to 60 if a two-year extension is offered. This will result in financial savings during some months of the year based on the current service demand.

Environmental Impact

The kerbside hard waste collection service provides the community with a convenient way to dispose of their hard waste and assists with reducing the amount of illegal dumping.

Community Impact

The kerbside hard waste collection service is well received within the community and provides an opportunity for residents to dispose of their unwanted hard waste and green waste in a convenient manner.

CONSULTATION

The tender document was developed in consultation with the relevant internal staff (Customer Service, Compliance and Rates teams) and appropriate external organisations (relevant Councils and Gippsland Waste and Resource Recovery Group).

LEGAL/COUNCIL PLAN/POLICY IMPACT

COUNCIL PLAN

This Kerbside (at Call) Hard Waste Collection Service assists with the achievement of the key strategic objective as set out in the Council Plan 2017-2021:

“Safe and Sustainable Environments” with the strategies to “work to reduce waste and increase diversion from landfill”.

CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES

This Kerbside (at Call) Hard Waste Collection Service has been reviewed under the *Charter of Human Rights and Responsibilities* and is considered compatible.

LEGAL

The *Occupational Health and Safety Act 2004* and Work Safe Guidelines on Safe Collection of Hard Waste are relevant to the delivery of this service and are included as part of the contract.

POLICY IMPACTS

Baw Baw Shire has a Procurement Policy prepared in accordance with the requirements of Section 186A of the *Local Government Act 1989*.

CONFLICT OF INTEREST DECLARATION

No officer involved in the preparation of this report has a disclosable interest.

12.2 FOOD AND GARDEN ORGANICS (FOGO) BUSINESS CASE

Waste Management Officer

Directorate: Community Assets

Ward: All

Appendix: 1 attachment

PURPOSE

To inform Council about the Food and Garden Organics (FOGO) Business Case prepared by Gippsland Waste and Resource Recovery Group (GWRRG).

RECOMMENDATION

That Council:

1. Notes the recommendations of the Food and Garden Organics (FOGO) Business Case; and
2. Refers the introduction of a Food and Garden Organics (FOGO) service as an option in its next kerbside waste collection contract.

KEY ISSUES

- Councils across Australia are increasingly looking to segregate food materials disposed of in landfill to:
 - Increase how much waste is recycled. Food materials can be recycled into usable and marketable products such as compost and soil conditioners.
 - Reduce the production of greenhouse gases attributed to food breaking down in landfill. These gases also contribute significantly to the challenge of managing the rate of decay for a landfill after closure;
 - Minimise the costs associated with waste disposal at landfills;
- Baw Baw Shire's Council Plan 2017-2021 and Waste Management Plan 2020 both include objectives around reducing waste to landfill and considering segregation of food waste into the garden waste collection service.
- A Food and Garden Organics Business Case (Business Case) has been prepared by Gippsland Waste and Resource Recovery Group (GWRRG) to investigate options for Baw Baw Shire to further divert waste from landfill - see attachment.
- GWRRG considered four options. These are:
 - Food and garden organics diverted from the garbage bin with provision of an eight-litre kitchen caddy and compostable bags, with (i) unchanged collection frequency; or (ii) modified collection frequency; and

- Garbage sent to a thermal combustion facility, with (i) unchanged collection frequency; or (ii) modified collection frequency.
- The Business Case recommends a change to our existing waste service model to introduce food and garden organics diversion into Council's kerbside collection service. The recommendation means that food scraps and other organics that currently end up in the garbage bin will be diverted into the green waste bin through the provision of a small kitchen caddy and a significant community education campaign.
- In addition, it recommends our current service frequencies are changed to include a weekly collection of food and garden organics (240L bin), a fortnightly collection of garbage (120L bin) and a fortnightly collection of recycling (240L bin). The service will also include an eight-litre kitchen caddy and 200 compostable bags each year to enable Food and Organics (FOGO) separation within each household's kitchen.
- The recommended option is estimated to result in a small service cost increase. The Business Case estimates the increase to be \$8.19 per household per year, which is primarily due to the provision of compostable bags and a kitchen caddy. However, this would be dependent on contract rates provided by tendering parties.
- At least 19 Victorian Councils, including Bass Coast, have introduced a kerbside food and garden collection service. Bass Coast Shire Council introduced FOGO in September 2017 and in 12 months saw a reduction in waste tonnage of 50% in the garbage bin and a 9% increase in the recycling bin.
- The below table shows the diversion rates (amount of waste recycled from the total waste received) of Councils who have introduced a weekly or fortnightly FOGO service and clearly shows the benefits of increased diversion through implementing a weekly service.

Council	Weekly FOGO Diversion	Fortnightly FOGO Diversion
Bass Coast Shire	77%	
Benalla Rural City	67%	
Indigo Shire	70%	
Greater Bendigo City		49%
Greater Shepparton City		53%
Hume City		50%

- Approximately 22,000 homes are currently serviced with Council's kerbside waste collection. The following table compares the current collection service with expected tonnages and diversion rates if a weekly FOGO service was in place.

Service Total	Current	Expected
Total Tonnes Collected:	20,024	20,024
• Garbage	9,504	5,919
• Recycling	4,905	5,530
• Garden Organics	5,615	8,575
Waste Generation per Household in Kg	905	905
Tonnes Diverted	10,520	14,105
Diversion Rate	53%	70%

- Solo Resource Recovery carried out bin audits for Baw Baw Shire during September 2018 which showed the average garbage bin contained 40% food waste, 11% garden and other organics and 14% recyclables, with the remaining 35% being residual waste. This composition confirms the opportunity to divert food and garden organics from landfill.
- Flexibility in the FOGO service may be required to provide additional support to residents with special medical needs, large families, and families with infants in disposable nappies. Households with occupants with special medical needs could require a weekly garbage collection, and Council could consider households be given the option to up-size their recycling bin and garbage bin on a cost recovery basis.
- Careful consideration during the planning and implementation phase of FOGO will also be required given some properties currently choose not to put out a green waste bin.
- Community engagement and education is critical to the success of FOGO and will require a strong commitment by Council and comprehensive engagement and education with the community to ensure a high degree of understanding and ownership. There are examples across Victoria where FOGO introduction has not been successful as intended due to poor planning and a lack of community engagement.
- The Business Case recommends engagement should commence 9-12 months prior to the service being changed in order for the community to raise issues before new contracts are entered into. It is difficult and potentially costly to vary the service once the tender has been awarded.
- FOGO's implementation will require resources to:
 - Ensure thorough and successful community engagement; and
 - Procure the new service model, including changed specifications, tender documentation and contracts.
- FOGO is complementary to any future waste to energy technology as it will further reduce the amount of waste going to landfill or waste to energy.

- The current kerbside collection contract ends on 30 September 2019 and Council has an option to extend the contract for a further two or three years. The Business Case recommends Council pursue the two-year contract extension option, given the importance of the required community engagement related to the introduction of a FOGO service.

TRIPLEBOTTOMLINE IMPLICATIONS

Financial Impact

- Based on the Business Case, the additional cost over the current kerbside garbage service is estimated to be \$8.19 per household per annum.
- It is anticipated that landfill costs will increase at a greater rate in the future compared with the costs of processing additional green waste. FOGO will assist to minimise waste going to landfill and costs passed onto residents in the long term.
- An engagement and education plan will require an appropriate level of resources during the planning and implementation, as well as supporting the service as it matures.

Environmental Impact

- The introduction of FOGO will result in a significant decrease in greenhouse gas emissions due to the reduction of food organics going to landfill.
- FOGO will also reduce the volume of waste going to landfill.

Community Impact

- The introduction of FOGO will require a change of behaviour from the householder and participation by a considerable portion of the community, and a significant effort to engage across the community.
- Consideration will be required for residents with special needs, including larger households, families with infants in disposable nappies and residents with special medical needs.

CONSULTATION

An engagement and education plan will be prepared to ensure the community is fully informed prior to the implementation of FOGO.

LEGAL/COUNCIL PLAN/POLICY IMPACT

COUNCIL PLAN

This Food and Garden Organics Business Case assists with the achievement of the key strategic objective as set out in the Council Plan 2017-2021:

Safe and Sustainable Environments with the strategy to “work to reduce waste and increase diversion from landfill”.

CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES

This Food and Garden Organics Business Case has been reviewed under the *Charter of Human Rights and Responsibilities* and is considered compatible.

LEGAL

Organics processing facilities are required to comply with a number of State and EPA regulations and best practice guidelines, including the *Environment Protection Act 1970* and the *Planning and Environment Act 1987*.

POLICY IMPACTS

Baw Baw Shire has a Procurement Policy prepared in accordance with the requirements of Section 186A of the *Local Government Act 1989*.

FOGO will be considered in the proposed review of the Waste Management Plan during 2019/20. Council's Environmental Sustainability Strategy 2018-2022 will be supported with the implementation of a FOGO service.

CONFLICT OF INTEREST DECLARATION

No officer involved in the preparation of this report has a disclosable interest.

13. ORGANISATIONAL EXCELLENCE

13.1 INVESTMENT POLICY

Chief Financial Officer

Directorate: Corporate and Community
Services

Ward:

Appendix: 1 attachment

PURPOSE

For Council to consider the Investment Policy that provides guidelines for the safeguard of Council's cash assets.

RECOMMENDATION

That Council notes and approves the Investment Policy 2019.

KEY ISSUES

- The Investment Policy establishes the basis for the investment of Council's surplus funds with consideration of risk and at the most favorable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are met.
- The policy is to be read in conjunction with Section 143 – (Investments) of the *Local Government Act 1989* (as amended) which sets out the requirements in relation to the financial institutions with whom Council may invest.
- The policy is designed to maximise the return on investments while applying a tiered approach based on the Standard & Poor's rating of each financial institution. The higher the Standard & Poor's rating the higher percentage of Council's total cash that can be invested with a given financial institution.
- The attached Investment Policy includes specific reference to investments with community banks within the municipality as follows:
 - Maximum of 20% total investments.
 - Council's current investment portfolio is in the order of \$37 million that would enable a maximum of \$7.4 million (\$37 million times 20%) able to be invested with community banks.
 - The previous policy was based on the lower of 20% of total investments or \$4 million. The enclosed revised Investment Policy 2019 is designed to increase this limit to 20% of total investments.
 - There are currently three community banks (Bendigo Bank) within the municipality at Drouin, Trafalgar and Neerim South.
- Guarantee on Deposits – the Australian Prudential Regulatory Authority (APRA) oversees the protection of investments that are prescribed by the

Federal Government. This guarantee is referred to as the Financial Claims Scheme (FCS) that covers banks (including Bendigo Bank), building societies and credit unions with a maximum protection of \$250,000 for each financial institution. This would mean Council's total guarantee for the Bendigo Bank, that includes all deposits with the community bank branches, is limited to a total of \$250,000.

TRIPLEBOTTOMLINE IMPLICATIONS

Financial Impact

The draft 2019/20 Budget includes \$630,000 income from investment of Council's cash funds.

Environmental Impact

There is no environmental impact.

Community Impact

The Investment Policy supports the provision of financial information to the community regarding how Council's income is derived.

CONSULTATION

There is no consultation required.

LEGAL/COUNCIL PLAN/POLICY IMPACT

COUNCIL PLAN

The Investment Policy assists with the achievement of the key strategic objective as set out in the Council Plan 2017-2021:

Organisational Excellence

"Providing community benefit by effectively managing Council's resources and finances" and "Sustainably manage Council's financial position".

CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES

This Investment Policy has been reviewed under the *Charter of Human Rights and Responsibilities* and is considered compatible.

LEGAL

Section 143 of the *Local Government Act 1989* sets out the requirements in relation to the Financial Institutions with whom Council may invest.

POLICY IMPACTS

The Investment Policy provides guidance and restrictions regarding the investment of Council's surplus cash funds.

CONFLICT OF INTEREST DECLARATION

No officer involved in the preparation of this report has a disclosable interest.

14. NOTICES OF MOTION

Nil Reports

15. COMMITTEE AND DELEGATES REPORTS

16. ASSEMBLY OF COUNCILLORS

16.1 ASSEMBLY OF COUNCILLORS

Governance Officer

*Directorate: Corporate and Community
Services*

Ward: N/A

Appendix: 3 attachments

PURPOSE

To present the written records of Assemblies of Councillors that have occurred.

RECOMMENDATION

That Council receives and notes the Assembly of Councillors records tabled for the period from Friday 12 April to Friday 26 April 2019.

KEY POINTS/ISSUES

The *Local Government Act 1989* requires that the written record of an Assembly of Councillors be, as soon as practicable, reported at an ordinary meeting of the Council and incorporated into the minutes of that meeting.

17. MAYORAL MINUTE

18. GENERAL BUSINESS