



Agenda
Council Meeting
25 September 2019

To be held at the Trafalgar Business Centre
107 Princes Highway, Trafalgar
at 5:30pm

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 will 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

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 will be required to be released to the public.

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

Nil

10. VIBRANT COMMUNITIES

10.1 PETITION REPORT - DROUIN PRIMARY SCHOOL CAR PARKING

Manager Assets and Recreation

Directorate: Community Infrastructure

Ward: West Ward

Appendix: 2 attachments

PURPOSE

The purpose of the presentation is to provide Council with a report on the investigation undertaken in response to the petition received by Council requesting additional car parking at Drouin Primary School.

RECOMMENDATION

That Council:

1. Advises the lead petitioner that parking and other associated infrastructure to service State Government schools is considered the responsibility of the Department of Education's, Victorian School Building Authority (VSBA).
2. Advocates on behalf of the community to the State Government to consider the implementation of additional parking and associated infrastructure to support the increased demand due to the growth in student numbers at the Drouin Primary School and other public schools within Baw Baw Shire.

KEY ISSUES

- Council received a Petition on 23 July 2019 from Drouin Primary School Community which was fully supported by School Council. The Petition has been signed by 201 Community Members.
- The Petition declares that due to a significant school body growth (from 210 students in 2013 to 500 in 2019), as well as an addition of the Early Learning Centre, Community is seeking expansion of car parking facilities in close vicinity of the School, particularly with the potential to create numerous all-day parks along Victoria Street, Drouin.

PARKING STUDIES

- Council officers undertook a parking study over a timeframe of a school week (12 August 2019 – 16 August 2019) during drop-off and pick-up times (from 8:30am till 9:15am and from 2:45pm till 3:50pm). The survey aimed to obtain the occupancy level and the duration of stay for vehicles using the car parks at Drouin Primary School.
- Furthermore, the secondary objective of the parking study was to observe if motorists are parking not only within the allocated car parks in front of School entrances (Princes Way Service Road, School Road and Grant Street designated car parking) but also within adjacent streets (Sinclair Street, Victoria Street, and Albert Road).

ASSESSMENT

- During drop-off time there were quite a few car spaces available within designated carparks around the school.
- During pick-up times, the peak time for parking occupancy occurred between 3:00pm to 3:20pm, with most designated carparks around the school occupied including motorists parking along Grant Street in close vicinity of the rear entrance from the oval.
- Some motorists parked in disabled car spaces without appropriate stickers on their windscreen.
- Motorists park in the restricted car spaces (10 min / 30 min) for longer than the permissible timeframes during both pick-up and drop-off times.
- Surrounding streets in the proximity of the School are not used for parking with only the corner of Grant Street and Sinclair Street being utilised.
- Motorists prefer to park as close as possible, or alternatively wait close to the entry/exits while double-parked rather than park and walk 50-100 meters in the surrounding streets which do not require any street crossings (options to park on Sinclair Street or Albert Road).
- No cars were observed to be parked along Victoria Street (to which the petition refers as an option) during all site inspections.

TRIPLEBOTTOMLINE IMPLICATIONS

Financial Impact

- The addition of car parks will cost around \$100,000 (based on the cost of previously added car parks on Grant Street).

Environmental Impact

- Motorists park on nature strips surrounding the corner of the intersection of Grant Street and Sinclair Street and damage these areas.
- The addition of car parks will impact on the street trees located along adjacent streets.

Community Impact

- The number of car parks available surrounding the School does not allow all parents to park exactly in front of the School entry/exits.

Consultation

- It is recommended that a letter is sent to the Department of Education's Victorian School Building Authority (VSBA) to requesting them to implement adequate car parking for their State Government schools, such as the Drouin Primary School, as Council considers the implementation of associated civil infrastructure that services their schools as their responsibility.

LEGAL/COUNCIL PLAN/POLICY IMPACT

COUNCIL PLAN

This investigation into the adequacy of car parking at Drouin Primary School assists with the achievement of the key strategic objective as set out in the Council Plan 2017-2021:

Strategic Objective 1: *Vibrant Communities*

- Quality community focused services, facilities and infrastructure to support a growing community.

Strategic Objective 3: *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.

OPTIONS FOR CONSIDERATION

- Educate motorists by indicating to them where the closest on-street parking spaces are available and encourage the use of those spaces, in addition to the current highly utilised parking spaces.
- Increase parking enforcement in the area during school times to ensure the current time restricted car parking spots can be better utilised with increased turnover of vehicles, particularly short-term parking bays.
- Addition of time restricted car parking during school times to existing car parking space located at the rear of the school along Grant Street.

10.2 PLA0042/19 - 10 HOGAN COURT DROUIN

Manager Planning

Directorate: Planning Development

Ward: West Ward

Appendix: 2 attachments

PURPOSE

That Council determine planning permit application PLA0042/19.

RECOMMENDATION

1. That Council issue a Notice of Decision to Grant a Planning Permit for a Nine Lot Subdivision, in accordance with the plans to be submitted and subject to to the conditions contained in Appendix 1.
2. That the objectors be notified of Council's decision.

1. EXECUTIVE SUMMARY

Reason for Report	Greater than five objections received
Proposal	Nine Lot Subdivision
Applicant	M.J. Reddie Surveys
Zone	General Residential Zone – Schedule 1 (GRZ1)
Overlay	Development Contributions Plan Overlay – Schedule 1 (DCPO1)
MSS/Council Policies	<ul style="list-style-type: none"> • Clause 11 – Settlement • Clause 11.01-1R – Settlement - Gippsland • Clause 15.01-3S – Subdivision Design • Clause 21.01 – Municipal Vision • Clause 21.03 – Settlement • Clause 21.04 – Main Towns
Permit Trigger	<ul style="list-style-type: none"> • A permit is required to subdivide land pursuant to Clause 32.08-3 of the GRZ1.
Objections	13 objections have been received to date.
Key Issues	<ul style="list-style-type: none"> • Subdivision Layout • Neighbourhood Character • Objector Concerns
Is there a restriction registered on Title?	No
Was a CHMP required?	No

2. SITE AND SURROUNDING LOCALITY

The subject site is located at the south western end of Hogan Court, Drouin. It is oriented east west and is almost rectangular in shape other than an arc at the north eastern corner at the court bowl. It has a 21.69m frontage to Hogan Court (along an arc), a maximum depth of 50.35m at the western end and maximum length of 64.68m at the southern side. The site area is 3130m². The site slopes gently from north east to south west, is vacant and is clear of vegetation.

A 3.0-metre-wide easement abuts the northern, western and southern boundaries being for drainage purposes in favour of the Baw Baw Shire Council (southern boundary) and for pipeline or ancillary purposes (northern and western) in favour of Central Gippsland Region Water Corporation.

The subject site is located approximately 800m south to Drouin town centre. Except for the large lots being the subject site and the neighbouring lot to the immediate east (8 Hogan Court); the majority of lots on Hogan Court range from 500m² to 1000m². Lots are typically developed with a single dwelling whilst some remain vacant.

There is an industrial zoned area further to the east of the subject site, Low Density Residential Zone land to the south of Davey Drive and the site is located within close proximity to Main South Road, which is an arterial road.

Other notable features of the surrounding area include:

- Drouin Primary School (1.5km)
- Drouin Secondary College (700m)
- Drouin Train Station (1km)
- Lardner Road Bus Interchange (400m)
- Drouin Post Office and main shopping precinct (1.2km)
- Drouin Recreation Reserve (1.7km)
- Access to the Princes Hwy (3.4km)



Figure 1: Aerial image of site and surrounds

3. THE PROPOSAL

The proposed subdivision seeks to subdivide the site into nine lots as detailed below.

- The proposed lots vary in size between 300m²-324m².
- The average lot size proposed is 303m².
- Access to the site is proposed via a 5.0-metre-wide Common Property 'laneway'.
- A 10.0 metre radius court bowl is proposed at the western end of the laneway.
- Building envelopes are identified for each lot.
- The easements on site are to be retained. No encroachments are proposed.
- There are no relevant previous planning permits issued on the land.

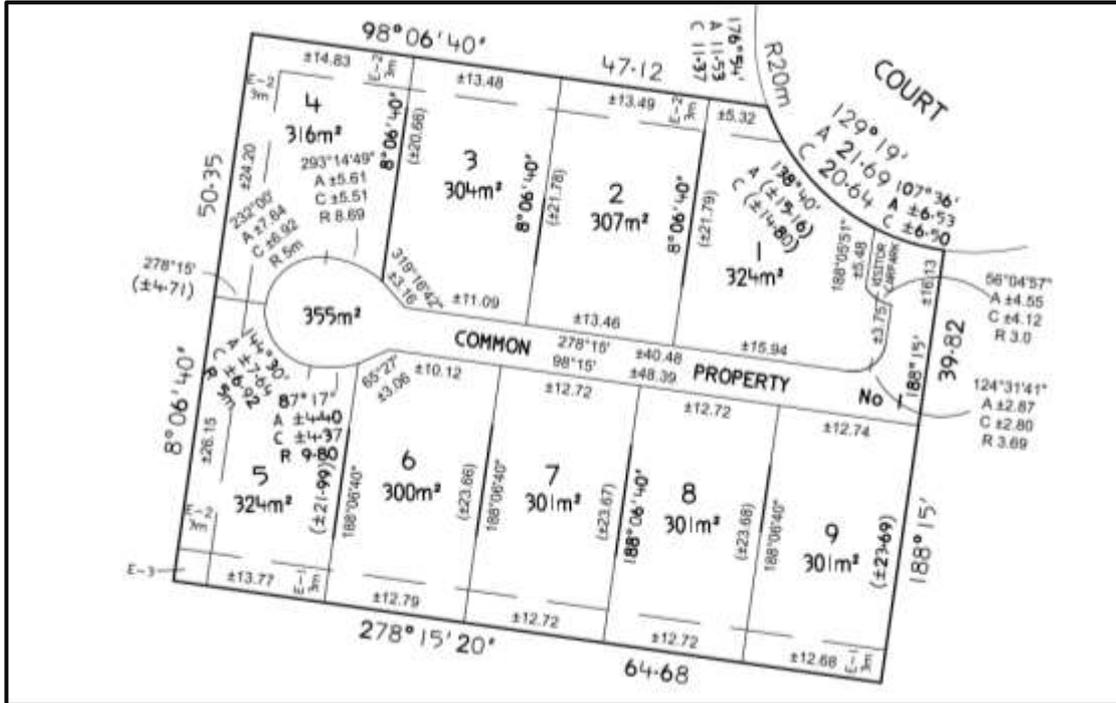


Figure 2: Proposed Plan of Subdivision

A Section 57A Amendment was submitted to Council in August 2019 which saw changes to the building envelope positioned on Lot 1. In the original submission of plans, Lot 1's building envelope was setback 2.9 metres from Hogan Court. The changes proposed through this amendment see this setback increased to four metres to ensure any future development respects the existing neighbourhood character of the street.

An amended Waste Management Plan was also submitted and a visitor car parking space has been provided on site. A Streetscape Masterplan has also been submitted, providing street trees along the length of Hogan Court.

4. RELEVANT HISTORY

The site has not been subject to any previous permit applications.

5. NOTIFICATION

REFERRALS

The following external referrals were required to be undertaken:

Gippsland Water	<u>Determining Authority</u> – No objection subject to conditions on the permit.
SP Ausnet	<u>Determining Authority</u> – No objection subject to standard conditions.
APA Group	<u>Determining Authority</u> - No objection.
VicRoads	No objection.
CFA	No objection subject to conditions.

The following internal referrals were required:

Engineering	No objection subject to conditions. Initially concern was raised for the collection of waste and recycling by Council due to the lack of space along the court bowl. With 2 bins allocated to each dwelling the space for 18 bins would not have been sufficient. However, since this response was provided the applicant has submitted a waste management plan which sees the recycling bins serviced by a private contractor and waste bins serviced by Council reducing the number of bins for kerbside collection to 9, alleviating any prior concerns.
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PUBLIC NOTIFICATION

Notice of the application was given to adjoining and adjacent landowners and occupiers via registered post under Section 52(1) (a) of the *Planning and Environment Act 1987* (the Act) and notice was given via the display of an A3 sign on site for a minimum of 14 days pursuant to Section 52(1) (d) of the Act.

Following advertising of the application, thirteen objections to the application have been received to date. The concerns raised in the objections are summarised as follows:

- Density – the proposal is considered as high density and is not consistent with the existing medium density in this area.
- Privacy – possibility of overlooking if the units developed on the proposed lots are double storey.
- Shade – possibility of overshadowing if the future units developed on the proposed lots are double storey.
- Amenity – the proposed lots are very small, and it will increase the crowdies and noise at Hogan Court.
- Traffic – the proposed subdivision will increase traffic flow in the court and leads to congestion at Weebar Road and Main South Road intersection.
- Parking – there will not be sufficient on-street car parking for residents and visitors with additional lots created.
- Safety – the proposed subdivision could increase the chance of trouble coming to our quiet street due unruly tenants and the area will not safe for children.
- Financial – the proposal may devalue all the existing properties at Hogan Court.
- Landscaping – the proposed lots are small and would not provide for sufficient planting of trees and landscaping.

- Drainage – an open drain is adjacent to the boundary of the subject site. The proposal could place the nearby properties in danger of flooding without proper maintenance.
- Waste collection – there is not enough space at the front for placing 18 rubbish bins.

A response is provided to each of the areas of concern are discussed later in the report.

6. PLANNING ASSESSMENT

Planning Policy Framework

The proposal complies with the following objectives and strategies contained within the PPF:

- Clause 15.01-1S Urban Design - To create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.
- Clauses 15.01-3S (Subdivision design) - To ensure the design of subdivisions achieves attractive, safe, accessible, diverse and sustainable neighbourhoods.
- 15.01-5S (Neighbourhood character) - To recognise, support and protect neighbourhood character, cultural identity, and sense of place.

An assessment of the proposed subdivision layout against the relevant objectives and standards of the Baw Baw Planning Scheme reveals an unsatisfactory design response when considering vehicle access, internal vehicle movements and positioning of visitor car parking. However, it is considered that these concerns can be addressed through conditions on the permit.

It is considered that the proposed layout generally contributes to creating liveable and sustainable communities and urban places with a strong sense of place that is functional, safe and attractive.

Clause 32.08 – General Residential Zone

The purpose of the GRZ is to implement the Municipal Planning Strategy and the Planning Policy Framework, to encourage development that respects the neighbourhood character of the area and to encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.

Before deciding on an application, in addition to the decision guidelines in Clause 65, the Responsible Authority must consider, as appropriate:

- The Municipal Planning Strategy and the Planning Policy Framework.
- The purpose of this zone.
- The pattern of subdivision and its effect on the spacing of buildings.
- For subdivision of land for residential development, the objectives and standards of Clause 56.

It is considered for the reasons outlined in this report that the proposed subdivision layout does accord with the relevant objectives and strategies of the Planning Policy Framework or Local Planning Policy, as discussed above.

Pursuant to Clause 32.08-3 a permit to subdivide land which includes the creation of a lot less than 400 square metres, must ensure that each vacant lot less than 400 square metres contains at least 25 percent as garden area. The proposed building envelopes outline the extent to which each lot can be developed and will ensure each lot contains a minimum of 25 percent set aside as garden area complying with this standard.

Clause 45.06 – Development Contribution Plan Overlay

A development contribution levy has not been paid previously and will be required by way of a condition of permit.

Clause 56 – Residential Subdivision

The purpose of Clause 56 is to implement the Municipal Planning Strategy and the Planning Policy Framework, to create liveable and sustainable neighbourhoods and urban places with character and identity, to achieve residential subdivision outcomes that appropriately respond to the site and its context for infill sites within established residential areas.

An application to subdivide land, other than an application to subdivide land into lots each containing an existing dwelling or car parking space, must meet the requirements of Clause 56 and must meet all of the objectives.

The proposal is considered to comply with the objectives of Clause 56. Officer’s previous concerns with the proposal are summarised in the following table:

Standard	Objective	Response
Standard C6 – Clause 56.03-5 Neighbourhood Character	To design subdivisions that respond to neighbourhood character.	Complies. The amended plans provide an increase to the front setback provided for Lot 1 from the advertised plans. Previously the plans showed a setback of 2.9 metres encroaching significantly into the average front setback along Hogan Court. This setback is now shown as 4 metres complying with the objective of the standard.

<p>Standard C8 – Clause 56.04-2 Lot area and building envelope</p>	<p>To provide lots with areas and dimensions that enable the appropriate siting and construction of a dwelling, solar access, private open space, vehicle access and parking, water management, easements and the retention of significant vegetation and site features.</p>	<p>Complies subject to conditions on the permit. Plans currently allocate a width of 6.8 metres of the site's frontage to provide access to the site and the positioning of a visitor car space. Whilst the accessway would be more than sufficient should the visitor space remain unused, if this space were to be occupied, 2.6 metres of this width would be unavailable, minimising the useable width of the accessway to 4.2 metres.</p> <p>Pursuant to Clause 52.06-9 a passing area at the entrance is required, to be at least 6.1 metres wide and 7 metres long if the accessway serves 10 or more car parking spaces and is more than 50 metres long. The length of the accessway is approximately 69 metres and will service 18 cars, therefore, it is considered appropriate to <u>condition</u> the requirement of a passing area on this permit which comply with Clause 52.06.</p> <p>Consequentially, the visitor car space will need to be repositioned to the western side on the lot, within lot 5. A <u>condition</u> on the permit will require this space be dimensioned and notated in accordance with Clause 52.06-9 and shown as an extension to the existing common property.</p> <p>The above conditions will ensure compliance with provisions belonging to Standard C8 and Clause 52.06.</p>
<p>Standard C10 – Clause 56.04-4 Street orientation objective</p>	<p>To provide a lot layout that contributes to community social interaction, personal safety and property security.</p>	<p>Complies. The amended plans allow for a front setback which respects the existing neighbourhood character and allows for the future allocation of private open space to the north of Lot 1 instead of along the Hogan Court frontage which may have seen a 1.8 metre high fence span its length.</p>



It is considered that the proposal generally complies or can be conditioned to comply with all other relevant standards and objectives of ResCode.

Clause 53.01 Public Open Space Contribution

A public open space contribution is required and will be conditioned on any permit to be issued.

Clause 65.02 Decision Guidelines

The following is a response to the decision guidelines for subdivision listed at Clause 65.02. Before deciding on an application, the Responsible Authority must consider:

The suitability of the land for subdivision.

The site is located within the General Residential Zone and is located within the Drouin town boundary. It is therefore strategically suitable for subdivision.

The existing use and possible future development of the land and nearby land.

The site is currently vacant and is surrounded by residential housing with some residential lots still vacant. The proposed subdivision would result in the land being developed for residential purposes in line with Baw Baw's Planning Scheme and zoning of the land. All land immediately surrounding the site is positioned within a General Residential Zone.

The availability of subdivided land in the locality, and the need for the creation of further lots.

The land is located in the General Residential Zone therefore its zoning allows for the creation of additional residential lots.

The effect of development on the use or development of other land which has a common means of drainage.

The proposed subdivision is capable of being appropriately drained to predevelopment levels as per conditions required by Council's Development Engineer.

The subdivision pattern having regard to the physical characteristics of the land including existing vegetation.

The subdivision layout is considered to have adequately addressed the physical characteristics of the land. The site slopes 4.5 metres from the road frontage down to the south west corner at an average of 1 metre in height per 15 metres. This gradient is able to be managed if civil works are undertaken appropriately. The subdivision would link in with the existing road and open space network abutting the site.

The density of the proposed development.

The proposed density is supported when considering appropriate planning provisions, including minimum garden area requirements. The proposed building envelopes shown on each of the lots will ensure a minimum garden area of 25 percent, consistent with requirements in Clause 32.08 (General Residential Zone).

The area and dimensions of each lot in the subdivision.

As discussed, each lot would be provided with an area and dimensions that would enable appropriate siting and construction of a dwelling, solar access, private open space, vehicle access and parking, water management, and easements.

The layout of roads having regard to their function and relationship to existing roads.

A laneway within the site will allow for adequate vehicle access from each of lots onto existing local streets and arterial roads.

The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots.

Each lot allows for pedestrian access along the common property.

The provision and location of reserves for public open space and other community facilities.

A public open space contribution will be required and shown as a condition on the permit.

The staging of the subdivision.

The subdivision is not proposed to be staged. Conditions on the permit will ensure all relevant services are provided prior to certification.

The provision of off-street parking.

Though the availability of parking along Hogan Court is limited, the concept development plans provided by the applicant show sufficient space for an additional two cars to be parked within lots 2-9.



The availability and provision of utility services, including water, sewerage, drainage, electricity and gas.

The application was referred to the available utility services being water, sewerage, drainage, electricity and gas. There was no objection to the proposal subject to planning permit conditions.

Whether, in relation to subdivision plans, native vegetation can be protected through subdivision and siting of open space areas.

There is no vegetation on site. The applicant has provided a Streetscape Masterplan which proposes to plant trees along the entire length of Hogan Court.

Response to Objections Received

- **Density**
The proposed density is supported when considering appropriate planning provisions, including minimum garden area requirements. The proposed building envelopes shown on each of the lots will ensure a minimum garden area of 25 percent, consistent with requirements in Clause 32.08 (General Residential Zone).

- **Privacy and Shade**
Each dwelling will be required to meet relevant Building Regulations with respect of overlooking.

- **Shade**
Each dwelling will be required to meet relevant Building Regulations with respect to overshadowing.

- **Amenity**
Amended plans show consideration to the existing neighbourhood character complying with Standard C6.

- **Traffic**
It is considered that the existing street network could accommodate the proposed increase in vehicles.

- **Parking**
Sufficient visitor parking has been provided in accordance with Clause 52.06 (Car Parking). Conditions will be placed on the permit to ensure a passing area is provided within the site in conjunction with a suitable driveway width to allow safer vehicle movements.

- **Safety**
Hogan Court is a sealed road and would be able to cater for the traffic generated by the additional allotments.

- **Financial**
This is not considered to be a valid ground of objection.

- **Landscaping**
Each dwelling developed would be required to provide for the minimum Garden Area of the Planning Scheme. As previously stated a Streetscape Masterplan has also been submitted, providing street trees along the length of Hogan Court.

- Drainage
Council's engineering team supports the proposed subdivision, subject to permit conditions.
- Waste collection
A waste management plan has been provided alleviating these concerns.

7. CONCLUSION

It is considered that the proposal is consistent with the relevant objectives of the Planning Policy Framework, the Municipal Planning Strategy, and the purpose of the General Residential Zone. The subject site is an appropriate location for the proposed subdivision. Subject to permit conditions, it is considered that the proposed subdivision is well designed and would make a positive contribution to the Drouin Township.

8. OFFICER DIRECT OR INDIRECT INTEREST

No Council officers involved in the preparation of this report have a direct or indirect interest in matters for consideration.

9. COUNCIL PLAN

This planning permit application assists with the achievement of the key strategic objective as set out in the Council Plan 2017-2021:

Strategic Objective 1: Vibrant Communities

- Managing Baw Baw's growth and development.

11. THRIVING ECONOMY

11.1 WASTE MANAGEMENT PLAN AND GIPPSWIDE COLLABORATIVE PROCUREMENT PROJECT

Waste Management Officer

Directorate: Community Infrastructure

Ward: All

Appendix: 3 attachments

PURPOSE

To provide Council with the proposed scope for the 2019/20 Waste Management Plan initiative and endorse involvement in the tender process for the Gippswide Kerbside Collaborative Procurement Project.

RECOMMENDATION

That Council:

1. Adopts the proposed scope for the preparation of a revised Waste Management Plan,
2. Agrees to participate in the tender process for the Gippswide Kerbside Collaborative Procurement Project, and
3. Authorises the CEO to sign the Gippswide Kerbside Collaborative Memorandum of Understanding - Tender Participation.

KEY ISSUES

- Council's current Waste Management Plan (WMP) 2020 was completed in 2010 and provided in depth information and advice about:
 - The intent of the Waste Management Plan
 - Relevant legislation and guidelines
 - Waste generation
 - Community expectations and market research
 - Waste collection services review
 - Waste disposal services review
 - Service issues and opportunities to 2020
 - Asset needs to 2020
 - Economic assessment and projections
 - Key recommendations
- A number of key actions and recommendations identified in the WMP 2020 have now largely been implemented or addressed. An overview of the actions and officer's commentary is attached.
- With the enforcement of the China Sword policy in early 2018, the domestic recycling industry has been forced to change and improve the

quality of processed recyclables. This has heavily impacted the recycling sector and has led to significant environmental and financial implications for Victoria and its Councils. Baw Baw Shire has continued to ensure its recyclables are processed post the China Sword Policy implementation, but this has come at a significant financial cost.

- Recycling and waste management is currently being reviewed by the State Government through a Parliamentary Inquiry, with its final report due in November 2019. The Victorian Legislative Council resolved in March 2019 that the Environment and Planning Committee inquire into, consider and provide an urgent interim report on the current circumstances in municipal and industrial recycling and waste management. In addition, the Committee must provide a final report on the crisis in Victoria's recycling and waste management system.
- In addition, the State Government recently announced that it is developing a 'circular economy' policy and action plan in relation to waste management. It is due to be released late in 2019.
- Council resolved on 8 May 2019 that it would consider the introduction of Food Organics and Garden Organics (FOGO) separation in its next kerbside contract. This decision was based on a business case undertaken on behalf of Council by the then Gippsland Waste and Resource Recovery Group (now called Resource Recovery Gippsland).
- The proposed scope and structure of the new Waste Management Plan is attached. It is intended that the new Waste Management Plan is a shorter document, with an intended duration of five years. This is due to the following factors:
 - The Hallam Road landfill, where Council disposes its residual waste, is expected to be at capacity in 2024.
 - Possibility of Waste to Energy or alternative waste treatments being formalised in the Gippsland region or Victoria over the next five years.
 - The likelihood of policy changes in waste management at a State or Federal Government level as a result of the current inquiry.
 - The Gippswide Kerbside Collaborative Procurement process.
 - Several of Council's waste management contracts expiring over the next five years. These contracts include:
 - Kerbside collections including recycling processing (current contract to 30 September 2021, with an option for a further one-year extension)
 - Green Waste Processing (current contract to 30 September 2021, with an option for a further one-year extension)
 - Residual waste disposal (current contract to 30 September 2021, with an option for a further one-year extension)
 - Hard Waste at call service (current contract 30 September 2021, with an option for a further one-year extension)

- Management of transfer stations (current contract to 31 March 2021 with an option for a further one-year extension)
 - Environmental monitoring (associated with the closed Trafalgar landfill). Current contract expires 30 June 2021 with an option for a further two-year extension)
 - Landfill Leachate Management (current contract to 31 July 2021, with an option for two one-year extensions)
 - Operation and maintenance of the gas collection system at the closed Trafalgar landfill (current contract to 30 June 2022, with an option for two year plus one-year extension)
- Council officers are proposing to manage the development of the Waste Management Plan, with the assistance of industry specialist consultants where required.
 - Resource Recovery Gippsland is currently pursuing a collaborative procurement initiative for the six Gippsland Councils to determine whether there is value and interest within the market to invest in regional based waste management. This procurement initiative is called “Gippswide Kerbside”.
 - The estimated timelines for the creation of the new Waste Management Plan are attached. Two timelines are provided as the Waste Management Plan timing is dependent on whether Council wishes to remain involved in the Gippswide Kerbside Collaborative Procurement Initiative.
 - Resource Recovery Gippsland are seeking to enter into a Memorandum of Understanding (MOU) with Baw Baw Shire and the other five Gippsland Councils to progress the joint tender process. The MOU does not bind Council into accepting any of the tender proposals.
 - The joint tender process follows from the expression of interest process for the collaborative procurement project. The expression of interest process was undertaken earlier this year and demonstrated varying degrees of interest from industry.
 - There are potential financial savings through the collaborative procurement process for Council and its ratepayers given higher collective volumes of waste and opportunities for economies of scale. It may also assist to drive investment into the Gippsland region.

TRIPLEBOTTOMLINE IMPLICATIONS

Financial Impact

An allocation of \$40,000 has been provided in Council’s 2019-20 budget to prepare a new Waste Management Plan.

The Waste Management Plan will guide Council’s significant waste service delivery expenditure over the next five years. In the 2018/19 financial year, Council’s waste management across the municipality cost approximately \$9.9 million.

There is potential for financial savings in continuing involvement in the Gippswide Kerbside Collaborative Procurement project. These potential savings will not be known until the tender process has been undertaken.

Environmental Impact

A new Waste Management Plan will assist Council to best manage its waste services and its community's environmental impact. The Plan will not only assist to manage the immediate impacts of the waste generated within the municipality but also assist to minimise any ongoing environmental impacts for future generations. In particular, the Plan will consider ways to reduce waste going to landfill and to support initiatives to improve waste recycling in line with the State Government's 'circular economy' objective.

Community Impact

The Waste Management Plan will outline a plan to improve our waste services to the community over the next five years. Education and engagement with our community regarding the the Waste Management Plan's revision as well as clarity around the its objectives and service provision moving forward will be fundamental to the success of the Plan.

CONSULTATION

- Community consultation to see what Baw Baw residents and visitors think about Council's current waste service provision will be undertaken before progressing the Waste Management Plan. This will take place through the 'Have your Say' process and help guide the new Plan.
- Councillor feedback is encouraged and we will seek Councillor feedback prior to releasing the draft Waste Management Plan for public exhibition.
- Following approval of a draft Plan by Council, community feedback will be sought to seek final input on the draft Plan before it is adopted.

LEGAL/COUNCIL PLAN/POLICY IMPACT

COUNCIL PLAN

Strategic Objective 3: *Safe and Sustainable Environments*

- Develop a new Waste Management Strategy.

CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES

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

LEGAL

Council is required to comply with the *Local Government Act 1989*.

POLICY IMPACTS

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

Council's Waste Management Plan is required to comply with the Gippsland Waste and Resource Recovery Implementation Plan and various EPA Waste Management Policies.

CONFLICT OF INTEREST DECLARATION

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

11.2 ECONOMIC DEVELOPMENT & TOURISM UPDATE

Tourism Officer

Directorate: Communications and Economic
Development

Ward: All

Appendix:

PURPOSE

To provide Council and the community with an update on the *Economic Development Strategy 2018-2021* and Destination Action Plans.

RECOMMENDATION

That Council notes the achievements made over the past 12 months, as part of the delivery of the *Economic Development Strategy 2018-2021*.

KEY ISSUES

- It has been a productive year for Council at both a macro and micro level with regards to economic development and tourism.
- Council embarked on a new strategy for delivering economic development and tourism programs in 2018. The strategy was broken up into four portfolios:
 - Business Engagement
 - Business Advocacy
 - Business Attraction
 - Tourism (including the three Destination Action Plans for Noojee and Surrounds, Yarragon and Surrounds and Walhalla and Mountain Rivers)
- The number of businesses in Baw Baw Shire has grown from 11,910 in 2015 to 13,435 in 2019 with the biggest increases in agriculture, forestry and fishing, construction and professional, scientific and technical services.
- Gross Regional Product in Baw Baw Shire increased from \$2.29 billion in 2017 to \$2.43 billion in 2018, an increase of \$1.40 million.
- Council undertook more than 300 meetings with local, regional and metropolitan businesses, department representatives and local, state and federal government agencies through to 30 June 2019.
- Council successfully received \$8.70 million in grant funding for the 2018/19 for a variety of projects to support our Council Plan strategic objective of 'Thriving Economy', including, but not limited to:
 - New Early Learning Centres in Warragul and Trafalgar

- A variety of road projects including Old Sale Road, Yarragon-Shady Creek Road and Neerim North Road.
- Several key businesses and services were supported and attracted to the area, including:
 - Kmart and Bunnings Warragul (anticipated to open early 2020)
 - Professional services
 - Large scale agriculture developments.
- Over 70 business meetings, networking events and training sessions were held in 2018/19 with an average satisfaction rating of 4.8 of out 5 for Council facilitated workshops. Some of the workshops included:
 - Get Branded (Business and product branding workshop)
 - Taking your business online
 - Social Media training
 - Getting paid on time in building and construction: Fast track your cash flow
 - Writing for the Web.
- Baw Baw Shire Council was the first Council in Gippsland to commit to the Victorian Small Business Commission's new initiative 'Small Business Friendly Council', to support a trading environment for small business that's fair and competitive. Council is in the process of working through delivering all the commitments contained in the agreement.
- In partnership with Bass Coast Council, Latrobe City Council and Wellington Shire Council, the 'Startup Gippsland' program was successfully delivered.
- Tourism Research Australia data reported that domestic day and overnight visitors grew from 939,000 in 2017 to 1,112,000 in 2018 for the Baw Baw Shire region; an increase of 19 per cent. This figure increased again for the latest reporting period.
- Frequent review and refinements to the three Destination Action Plans for Walhalla and Mountain Rivers, Yarragon and Surrounds and Noojee and Surrounds have occurred, to capture all new initiatives.
- In September 2018, the Visit Baw Baw website was successfully relaunched. Over the past year, the website has received over 132,000 visits. The 'bounce rate' has fallen from approximately 75 per cent to less than 3 per cent.
- In July 2019, the Warragul Region Art Trail was launched in collaboration with Council and 16 local artists. Included was an online interactive map on the Visit Baw Baw website and brochure.
- Up until 30 June 2019, Council supported the delivery of three major events; World Jousting Championships (June); Melbourne Food and Wine Festival's first-ever 'Village Feast' in Jindivick (March); and Spartan Kids in (April).
- Three major cycling events were supported by Council, including the Tour of Gippsland, the Jayco Herald Sun tour and the Baw Baw Classic.

These events raised the profile of the Baw Baw Shire as a cycling destination.

- Council commenced a feasibility study looking into future cycling opportunities for the region.

TRIPLEBOTTOMLINE IMPLICATIONS

Financial Impact

- The unit continues to provide Council with a range of activities/events/projects within its budget.
- Activity and events are reliant on external funding support, most notably from Visit Victoria and from the Latrobe Valley Authority.
- Council will seek additional funds for the 2020/21 financial year to enable the continued delivery of the *Economic Development Strategy 2018-2021*.

Environmental Impact

- No environmental impacts have been identified.

Community Impact

- Projects and works in the *Economic Development Strategy 2018-2021* have a strong economic growth and community focus. This includes developing strong relationships with the business community to facilitate growth and development within Baw Baw Shire.

CONSULTATION

The *Economic Development Strategy 2018-2021* undertook consultation with Council's Business Advisory Board and the broader community during its development in 2018.

LEGAL/COUNCIL PLAN/POLICY IMPACT

COUNCIL PLAN

The *Economic Development Strategy 2018-2021* assists with the achievement of the key strategic objective as set out in the Council Plan 2017-2021:

Strategic Objective 1: *Vibrant Communities*

- Quality community focused services, facilities and infrastructure to support a growing community.
- Managing Baw Baw's growth and development.
- Thriving town centers, rural and remote communities.

Strategic Objective 2: *Thriving Economy*

- Supporting innovative, thriving and sustainable local business and industry providing local employment.

CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES

This report will be considered under the *Charter of Human Rights and Responsibilities* and is considered compatible.

LEGAL

No legal impacts have been identified.

POLICY IMPACTS

Council's *Economic Development Strategy 2018-2021* will be a key driver of economic development and tourism activities.

CONFLICT OF INTEREST DECLARATION

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

12. SAFE AND SUSTAINABLE ENVIRONMENTS

Nil

13. ORGANISATIONAL EXCELLENCE

13.1 CONSIDERATION OF COUNCIL CHAMBERS LOCATION

Manager Governance

Directorate: Corporate and Community
Services

Ward: All

Appendix:

PURPOSE

For Council to consider the preferred location for the Council Chambers.

RECOMMENDATION

That Council Meetings be relocated to the Fountain Room of the West Gippsland Arts Centre, Warragul on an ongoing basis commencing from February 2020.

KEY ISSUES

- During the construction period of the expanded West Gippsland Arts Centre (WGAC), Council Meetings were relocated to the Trafalgar Business Centre.
- A General Business Motion at the 8 February 2017 Council Meeting requested as follows;
That Council requests that officers prepare a report into the costs/pros/cons of the relocation of the Baw Baw Shire Council Chambers to Trafalgar (site of former Shire of Narracan Chambers) and any other appropriately identified sites or locations compared to the costs/pros/cons of constructing a new Council Chambers.
- At the Council Meeting on 22 February 2017 Council Resolved the following;
 1. *Notes that the redevelopment of the West Gippsland Arts Centre Project will require the relocation of the current services, staff and resources (including the Council Chambers) operating out of Councils Warragul Civic Place precinct to locations not affected by the works;*
 2. *Notes and supports the locations where these services, staff and resources will be relocated which include Council's Warragul Smith St Annex and Drouin Civic Place, including the establishment of a temporary Council Chambers at Council's Trafalgar Business Centre;*
 3. *Notes that Council's Warragul Smith St Annex will include access to customer services; and*
 4. *Notes that a further report will be taken to Council in due course to consider and decide a new permanent location for Council's Chambers.*

- The re-development and expansion of the West Gippsland Arts Centre in 2018/19 saw the loss of the existing Council Chamber with no replacement provided for in the upgrade.
- The Fountain Room of the West Gippsland Arts Centre is an appropriate size and location to hold Council Meetings. Due to the expected Gallery size, three Council meetings have been held in the Fountain Room in recent months. These included the 60 Warragul Korumburra Road Planning Application as well as the hearing of Budget submissions. Council will also be using the Fountain Room for the Special Council Meetings on 18 September and 6 November 2019.
- For these meetings, Council hired sound equipment and recorded the meetings but was unable to live stream. It is also pertinent to note that the current Trafalgar Chamber would not have fitted the size gallery that were present at these meetings. On occasions the Chamber in Trafalgar has not fitted some of the larger public galleries.
- If used on a permanent basis, the Fountain Room would make a very suitable bump-in bump-out Council Chamber. This provides good utilisation of an existing Council facility and supports Council's policy of shared/multi-use of its facilities.
- If Council Meetings were held in the Fountain Room, there may be some weeks throughout the year where it is not available due to major performances at West Gippsland Arts Centre such as the annual Dance Festival and some school productions. These would be weeks to hold Council Meetings in other parts of the Shire.
- A very successful Council Meeting was held at Walhalla on 1 October 2018. Although holding meetings in other locations will require additional staff resourcing the Walhalla meeting demonstrated the capability to hold Council Meetings in other locations of the shire.
- The Fountain Room will be upgraded with funds made available in the 2019/20 budget. This upgrade will include sound-proofing including floor and ceiling works and repair of the operable wall that can create two meeting rooms.
- Currently the Fountain Room works are programmed to occur according to the following schedule;
 - Design and consultation phase (completed August)
 - Contractor/s work allocation and onsite works between October 2019 to February 2020
 - The scope of work for this refurbishment project includes but not limited to:
 - Installing wall and ceiling panels, Woodform or similar to address the acoustic reverberation issue
 - Installing carpet tiles and replace the existing partition wall
 - Services and electrical works
 - Installing a full AV capability to meet requirements of council meetings and other functions/workshops

- Providing a DDA compliant ramp directly outside the fountain room (optional)
- Officers have considered other locations such as the Warragul Goods Shed, Senior Citizens buildings and Drouin RSL and retaining meetings in Trafalgar. The Fountain Room is considered the best of these options.

TRIPLEBOTTOMLINE IMPLICATIONS

Financial Impact

- There is an allocation of funds in the adopted 2019/20 capital works budget of \$350,000 for the Fountain Room Upgrade. This allocation is sufficient to cover specific technology and infrastructure aspects of running Council meetings.
- Operating costs to use the Fountain Room can be absorbed within the existing Council budget for 2019/20 and future years.

Environmental Impact

The overall environmental impact is seen to be improved by holding meetings in a location more central to the majority of the Shire population with flexibility to meet expanding community participation.

Community Impact

- People who live in the remote areas of the Shire would have further to travel if meetings are located in Warragul. This is balanced with the current situation as people would in turn have to continue travelling to Trafalgar.
- Regardless of location Council will continue to 'Live Stream' Council Meetings assisting more people to engage with the meeting process. Data from the current Live Stream have showed a surprisingly good uptake of Council Meetings. For example, May this year had 127 live views and February 199.

CONSULTATION

- Officers have engaged with Councillors and internal stakeholders in compiling this report.
- No community consultation has been undertaken in relation to the relocation of the Council Chambers.
- Council has received media enquiries, Questions on Notice from community members and written correspondence on this subject. There is a clear view from these interactions for Council Meetings to be held in Warragul.

LEGAL/COUNCIL PLAN/POLICY IMPACT

COUNCIL PLAN

This proposal assists with the achievement of the key strategic objective as set out in the Council Plan 2017-2021:

Strategic Objective 4: *Organisational Excellence*

- Innovative, community focused and future ready.

CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES

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

LEGAL

Apart from the requirement to hold Council Meetings, there are no statutory requirements for the location of Council Meetings.

POLICY IMPACTS

There are no policy impacts with the recommendations in this report.

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

Nil Reports

16. ASSEMBLY OF COUNCILLORS

16.1 ASSEMBLY OF COUNCILLORS

Governance Officer

*Directorate: Corporate and Community
Services*

Ward:

Appendix: 4 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 30 August to Friday 13 September 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