

# MINUTES

**ORDINARY MEETING**

**WARRNAMBOOL CITY COUNCIL**

**5.45PM - MONDAY 4 MARCH 2019**



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**VENUE:**

**Reception Room  
25 Liebig Street  
Warrnambool**

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**COUNCILLORS**

Cr. Tony Herbert (Mayor)  
Cr. Robert Anderson  
Cr. Sue Cassidy  
Cr. Kylie Gaston  
Cr. Peter Hulin  
Cr. Michael Neoh  
Cr. David Owen

Copies of the Warrnambool City Council's Agendas & Minutes  
can be obtained online at [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)

**Peter B. Schneider**  
**CHIEF EXECUTIVE OFFICER**

**AUDIO RECORDING OF COUNCIL MEETINGS**

All Open and Special Council Meetings will be audio recorded, with the exception of matters identified as confidential items in the agenda. This includes public participation sections of the meeting. Audio recordings of meetings will be made available for download on the internet via the Council's website by noon the day following the meeting and will be retained and publicly available on the website for 12 months following the meeting date. The recordings will be retained for the term of the current Council, after which time the recordings will be archived and destroyed in accordance with applicable public record standards. By participating in Open and Special Council meetings, individuals consent to the use and disclosure of the information that they share at the meeting (including any personal/sensitive information), for the purposes of Council carrying out its functions.



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**MINUTES OF THE ORDINARY MEETING OF THE WARRNAMBOOL CITY COUNCIL HELD IN THE  
RECEPTION ROOM, WARRNAMBOOL CIVIC CENTRE, 25 LIEBIG STREET, WARRNAMBOOL ON  
MONDAY 4 MARCH 2019 COMMENCING AT 5.45PM**

**PRESENT:** Cr. Tony Herbert, Mayor/Chairman  
Cr. Robert Anderson  
Cr. Sue Cassidy  
Cr. Kylie Gaston  
Cr. Michael Neoh  
Cr. David Owen

**IN ATTENDANCE:** Mr Peter Schneider, Chief Executive Officer  
Mr Peter Utri, Director Corporate Strategies  
Mr Scott Cavanagh, Director City Infrastructure  
Mr Andrew Paton, Director City Growth  
Ms. Vikki King, Director Community Development  
Ms. Wendy Clark, Executive Assistant

**1. OPENING PRAYER & ORIGINAL CUSTODIANS STATEMENT**

Almighty God  
Grant to this Council  
Wisdom, understanding and Sincerity of purpose  
For the Good Governance of this City  
Amen.

**ORIGINAL CUSTODIANS STATEMENT**

I wish to acknowledge the traditional owners of the land on which we stand and pay my respects to their Elders past and present.

**2. APOLOGIES**

Cr. Peter Hulin – Leave of Absence

**3. CONFIRMATION OF MINUTES**

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**MOVED: CR. MICHAEL NEOH**

**SECONDED: CR. ROBERT ANDERSON**

**That the Minutes of the Ordinary Meeting of Council held on 4 February 2019 be confirmed.**

**CARRIED - 6:0**

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**4. DECLARATION BY COUNCILLORS AND OFFICERS OF ANY CONFLICT OF INTEREST IN ANY ITEM ON THE AGENDA**

Pursuant to Sections 77, 78 and 79 of the Local Government Act 1989 (as amended) direct and indirect conflict of interest must be declared prior to debate on specific items within the agenda; or in writing to the Chief Executive Officer before the meeting. Declaration of indirect interests must also include the classification of the interest (in circumstances where a Councillor has made a Declaration in writing, the classification of the interest must still be declared at the meeting), i.e.

- (a) direct financial interest
- (b) indirect interest by close association
- (c) indirect interest that is an indirect financial interest
- (d) indirect interest because of conflicting duties
- (e) indirect interest because of receipt of an applicable gift
- (f) indirect interest as a consequence of becoming an interested party
- (g) indirect interest as a result of impact on residential amenity
- (h) conflicting personal interest

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken. Councillors are also encouraged to declare circumstances where there may be a perceived conflict of interest.

- |  |
|--|
| ▪ Cr. Sue Cassidy Item No. 5.2 - Councillor Request for Leave of Absence - Direct Interest |
|--|

**5. REPORTS****5.1. HEARING OF SUBMISSIONS IN RELATION TO THE PROPOSED SALE OF 7-9 SWAN STREET****PURPOSE:**

*This report lists the submissions received in relation to the proposed sale of Res 1 LP217092 7-9 Swan Street Warrnambool.*

**EXECUTIVE SUMMARY**

- Warrnambool City Council owns the parcel of land that is currently considered Public Open Space and hold reserve status on the title.
- Council resolved at its meeting of 3 December to begin the formal disposal process as detailed in the Sale of Land Best Practice Guidelines.
- Council placed advertisements in the Warrnambool Standard on Saturday 19<sup>th</sup> & 26<sup>th</sup> January 2019 calling for public submissions
- Council has received 4 individual submissions, 1 combined submission from 15 individuals and 1 partition with 24 signatures to the proposal.
- 4 individuals have requested to be heard in support of their submission
- Copies of the submissions are attached to this report.

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**MOVED: CR. KYLIE GASTON**

**SECONDED: CR. DAVID OWEN**

**That Council hear the individual's submissions that have requested to be heard in respect of the proposed sale of Res 1 LP217092 7-9 Swan Street, Warrnambool.**

**That the submissions to the declaration of 7-9 Swan Street Warrnambool being surplus to need be noted and that Council consider the submissions as part of their budget considerations.**

**CARRIED - 6:0**

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**BACKGROUND**

At a Council meeting held on 3<sup>rd</sup> December 2018, Council considered to begin the formal disposal process of a parcel of land located at 7-9 Swan Street Warrnambool. As part of the sale of land process it gave public notice of the proposal and called for written submissions by public notices in the Standard on Saturday 19 & 16<sup>th</sup> January 2019.

Council has received 4 individual submissions, 1 combined submission from 15 individuals and 1 partition with 24 signatures.

Four submitters have requested to be heard in support of their submission.

- a) Mr Greg Chenoweth
- b) Mrs Frances Lamb
- c) Mr Brian Brady
- d) Mr Graeme Trigg

**ISSUES****7-9 Swan Street Warrnambool**

This Land is currently not in the public zone and a Planning Scheme amendment would not be required prior to any sale. The land is shown as reserve on title so a planning permit would be required to remove the reserve status. Section 20 of the subdivision of Land Act applies based on the reserve and open space status.

The Land would then form the Lot considered “surplus to need” and could be disposed of by Council. Any sale that might eventuate should be undertaken following the “Sale of Land Best Practice Guidelines”.



Council should ensure that the land, if offered for sale, is done so in a manner that will ensure the maximum price is achieved while protecting both Council and public interests. This is usually done by public auction. Private treaty sale is referenced as an option in the guidelines as opposed to a public process but is usually only used where justifiable grounds exist. These might include such matters as discontinued road reserves and inappropriate subdivisions to allow for consolidation.

Council now needs to hear the submissions prior to formally deciding to proceed with any sale process.

Section 20 (2) of the Subdivision of Land Act 1988 places the following requirements on Council;

- (2) The Council must use any payment towards public open space it receives under this Act or has received under section 569B(8A) of the **Local Government Act 1958** but has not applied under subsection (8C) of that section or the proceeds of any sale of public open space to—
- (a) buy land for use for public recreation or public resort, as parklands or for similar purposes; or
  - (b) improve land already set aside, zoned or reserved (by the Council, the Crown, a planning scheme or otherwise) for use for public recreation or public resort, as parklands or for similar purposes; or
  - (c) with the approval of the Minister administering the **Local Government Act 1989**, improve land (whether set aside on a plan or not) used for public recreation or public resort, as parklands or for similar purposes.

This requirement ensures that any proceeds of the sale of Public Open Space will be specifically applied to the purchase of additional or to the betterment of existing Public Open Space reserves within the city of Warrnambool.

Any funds raised from the sale of this parcel would be applied to the betterment of existing Public Open Space as part of future budgets.

## LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

### 5 Practice good governance through openness and accountability

5.8 Ensure financial sustainability through effective use of Councils resources and assets and prudent management of risk.

## TIMING

To be considered as part of the budget process

## COMMUNITY IMPACT / CONSULTATION

The process is being conducted in accordance with Section 223 of the Local Government Act 1989 with the public being afforded the opportunity to make submissions in relation to the proposed land sale.

## OFFICERS' DECLARATION OF INTEREST

Nil

## ATTACHMENTS

1. Hearing submissions [5.1.1]
2. Other submissions [5.1.2]



Warrnambool City Council	
15 FEB 2019	
Ref No	
Officer	
Scanned Yes / No	Ch:

Greg Chenoweth  
26 Swan Street  
Warrnambool 3280

13<sup>th</sup> February 2019.

Chief Executive Officer Warrnambool City Council.

Re: WCC Proposed Sale of Parkland 7 – 9 Swan St.

I draw your attention to the following points:-

- Land parcel was created when the land subdivision was made in 1993.
- Land was owned by the subdivider for 30+ years before it was subdivided.
- The subdivider had a very specific vision for this housing precinct as the estate title's covenant detail testifies.
- All the land owners who purchased in this precinct did so knowingly aware of their title covenant and parkland set aside for neighbourhood recreation.
- This Neighbourhood Parkland was required when the subdivision was sealed in 1993 for the recreation of the surrounding neighbourhood and future community needs, so what has changed in regards to community needs, that demonstrates this parkland is now no longer required for the neighbourhood enjoyment.
- Submissions to WCC have been made over the years to have play equipment installed on this parkland site, only to receive the response that *"No money has been set aside in this year's budget for your request"*.
- Families have, and still use this neighbourhood parkland for exercise, ball activities, off the lead dog freedom, etc.
- WCC please provide evidence that the neighbourhood **does not** use this parkland.
- This neighbourhood parkland has never caused a security risk to the adjoining properties.
- If this land is sold it should be sold with the same covenant restrictions as the adjacent land, to be fair to this housing precinct and original vision of the subdivider.

This land was set aside for the recreation of the neighbourhood's residence and future land owners. Parkland is important for the community and if we are to encourage the young to get off the couch then WCC should be more proactive in promoting neighbourhood exercise, especially focused on the very young, as lifelong habits are created in those formidable years and what better way than to go to the playground with swings, kick the footy and other activities.

The decision to sell this park would be seen by the community as a short term fix by WCC for a much bigger issue that will simply re-emerge in a few short years, and in the meantime



our neighbourhood has lost for ever, a facility frequently used by people for recreation even in this undeveloped form.

The parkland is well suited with its narrow opening and fences on all borders to allow the very young to be easily supervised by adults as the boundaries create only one small exit point, this is a great advantage when single adults may be supervising 2, 3 or more young children.

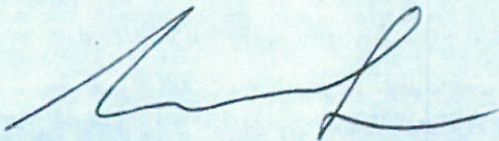
The responsibility of our generation is to protect our neighbourhood for the future use of those that will follow, and they will follow.

This decision will endure for ever.

I request finance be allocated in the next budget for play equipment for this parkland. Our neighbourhood has gone without for too long; some of the neighbours I have spoken to thought this parkland is a vacant building block.

I am opposed to the sale of this parkland.

I request to appear in person at the Special Council Meeting on Monday the 25<sup>th</sup> February 2019 at 5.30pm.

A handwritten signature in dark ink, appearing to be 'G. Chenoweth', written in a cursive style.

Greg Chenoweth



Warrnambool City Council	
15 FEB 2019	
Ref No	
Officer	
Scanned Yes / No	Ch:

14 February, 2019

Mr Peter Schneider, CEO  
Warrnambool City Council,  
Liebig Street,  
Warrnambool. 3280

Dear Sir,

**Re: Notice of intention to sell land: 7-9 Swan Street, Warrnambool (Reserv)**

This submission is to express our disappointment with, and objection to, the Warrnambool City Council decision to dispose of the Reserve in Swan Street, advertised in Public Notices: The Standard 17 and 25 January 2019. In support of our objection we make the following comments:

- The Swan Street Reserve is a flat block of 1134 square meters, well fenced with paling fences 1.5m-1.8m in height. It is an open area and has a nice feel to it. It is classified as a 'local' park by Warrnambool City Council.
- The Reserve was created 25 years ago under subdivision law and transferred to Council in (1993/4) from Mr and Mrs Chenoweth. The Reserve must be considered as part of the 'whole': i.e. not alone but part of lots of varying sizes with an open area for public use.
- The open space reserve does not have vegetation on it but it has trees on adjoining land that provide shade. The block is of varying depth (25 meters plus) and about 40 meters in length. This reserve is a great size and perfect for informal play.
- Swan Street reserve appears to be a low cost reserve for the council, the only maintenance being mowing - approximately 6-8 times per year. As the adjoining neighbours we take pride in it - we mow the nature strip and several meters into the Reserve every two weeks. We have done this for almost fifteen years.
- The three private dwellings that adjoin it, all have a backyard gates that open on the reserve and the access is used to and from the reserve.
- The neighborhood area has a village feel with all single-storey private dwellings on lots of varying sizes. The Reserve is an important aesthetic open space and recreation space.
- The community contains residents of varying ages. A revolving community of different ages, will always exist. It is important to maintain the Reserve for current and future residents.
- The reserve is located in an established area with little variation in population over time. Twenty-five years ago the Reserve was considered essential for the neighbourhood and this has not changed.
- Just because the reserve has no infrastructure, it does not mean it is not used and highly valued by the neighbourhood. Some anecdotes of its use:  
Children and teenagers use it for kick to kick footy, cricket, running, playing, throwing Frisbee, goal practice on a basketball ring wheeled onto the reserve for



practice. A grandfather made some wooden goal posts for kicking practice. A family held a children's birthday party on the reserve. Pumpkins grown and shared with others in street. One resident proposed an orchard on the reserve but management of it was considered too difficult.

- Currently, one man arrives at the block every day or so, he sits on the ground against the boundary fence with his dog. The reserve could be used more if some casual seating was provided. Some older residents have said they would use the reserve more if seating was available.
- The reserve is central to the neighbourhood and because it is open it's thought to be safe for children to play on their own. Studies show that for healthy development - it is both important and beneficial for independent play outside, near their home and to feel safe in doing so.
- It has been used for temporary parking of cars and temporary parking of a caravan prior to trips or storage.

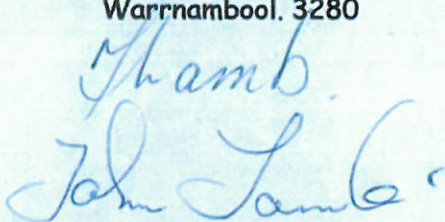
The reserve could do with a sign: new residents to the area could see that it is a public open space. We believe that it is now time that some infrastructure be installed on the reserve. For example, the planting of some trees and a couple of seats. Given the current budget difficulties faced by council this would be a low cost request.

We thank you for the opportunity to provide these comments but we express some concern with the process: to date no explanation or justification as been offered for the proposed sale of the Swan Street reserve.

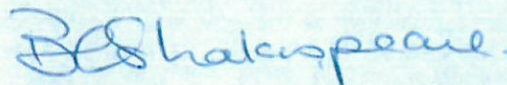
We wish to appear in person, together with others, in support of our submission at the Special Council Meeting to be held on Monday 25 February 2019 at 5.30pm.

Yours faithfully,

John and Frances Lamb,  
11 Swan Street,  
Warrnambool. 3280



Beverley Shakespeare (or Nominee),  
5 Swan Street,  
Warrnambool. 3280





Graeme Trigg  
22 Swan Street  
Warrnambool 3280

25 Liebig Street  
Warrnambool  
Victoria Australia 3280

Warrnambool City Council	
15 FEB 2019	
Ref No	
Officer	
Scanned Yes / No	Ch:

Warrnambool city councillors,

I am very disappointed with the council intention to sell 7 – 9 Swan Street Warrnambool. I have lived opposite and in full view of this play area for the past 25 years. This block has been a feature of this street for children for many years.

It's obvious the council have not any vision for the future, this area being close to a major school and will always be popular for families with children and children will always need recreation areas.

The area was given to the council by their own requirements at the time this area was under planning.

I personally will not vote for, or support any councillor who is in favour of this sale. The very small amount of money the council would gain is very minor, in comparison to some other council decisions in the area recently. I would like to think that this not another case of council not listening to residents. I all these years the council have not made any funds available for playground equipment.

This recreation area is essential for now and the future and must not be sold just for the sake of council revenue.

You sincerely,

Graeme

Register to attend on 25 Feb. @ 5.30pm



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280

Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

---

- I am deeply opposed to the sale of the Swan Street parkland in our neighbourhood.
- The reserve is used by residents who live in this neighbourhood and their visitors e.g. grandchildren.
- It is a public open space that is valued by all of us.

Yours faithfully,

G. Trigg G. Trigg G.L. TRIGG

Address: 22 SWAN ST. W-BOOT.

Date: 13<sup>th</sup> FEB 19



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280


Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

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- It is a public open space that is valued by all of us.

Yours faithfully,

S. Brady 

Our grandchildren  
use this every  
time they are at our  
house

Address: 35 Montlake Rd.

Date: 13/2/2019



Faye Chenoweth  
36 Simpson Street  
Warrnambool 3280

13<sup>th</sup> February 2019.

Chief Executive Officer Warrnambool City Council.

Re: WCC Proposed Sale of Parkland 7 – 9 Swan St.

I draw your attention to the following points:-

- Land parcel was created when the land subdivision was made in 1993.
- Land was owned by Geoff and I for 30+ years before it was subdivided.
- Geoff and I had a very specific vision for this housing precinct as the estate title's covenant detail testifies.
- All the land owners who purchased in this precinct did so knowingly aware of their title covenant and parkland set aside for neighbourhood recreation.
- This Neighbourhood Parkland was required when the subdivision was sealed in 1993 for the recreation of the surrounding neighbourhood and future community needs, so what has changed in regards to community needs, that demonstrates this parkland is now no longer required for the neighbourhood enjoyment.
- If this land is sold, it should be sold with the same covenant restrictions as the adjacent land, to be fair to those that have purchased land in this housing precinct and to the vision Geoff and I have for this estate.

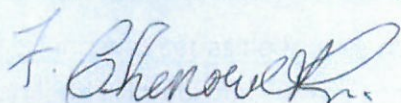
This land was set aside for the recreation of the neighbourhood's residence and future land owners. Parkland is important for the community and if we are to encourage the young to get off the couch then WCC should be more proactive in promoting neighbourhood exercise, especially focused on the very young, as lifelong habits are created in those formidable years and what better way than to go to the playground with swings, kick the footy and other activities.

The decision to sell this park would be seen by the community as a short term fix by WCC for a much bigger issue that will simply re-emerge in a few short years, and in the meantime this neighbourhood has lost for ever, a facility frequently used by people for recreation even in this undeveloped form.

The parkland is well suited with its narrow opening and fences on all borders to allow the very young to be easily supervised by adults as the boundaries create only one small exit point, this is a great advantage when single adults may be supervising 2, 3 or more young children.

This decision will endure for ever.

I am opposed to the sale of this parkland.



Faye Chenoweth

Warrnambool City Council	
15 FEB 2019	
Ref No	
Officer	
Scanned Yes / No	Ch:



Warrnambool City Council	
15 FEB 2019	
Ref No	
Officer	
Scanned Yes / No	Ch:

The CEO and Councillors,  
City of Warrnambool.  
PO Box 198,  
Warrnambool. 3280

Please find attached letters of objection from residents and users of the Reserve at 7-9  
Swan Street Warrnambool.



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280

Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

---

- I am deeply opposed to the sale of the Swan Street parkland in our neighbourhood.
- The reserve is used by residents who live in this neighbourhood and their visitors e.g. grandchildren.
- It is a public open space that is valued by all of us.

Yours faithfully,

JANIS + ROBERT NAGORCKA

Address: 20 SWAN ST WARRNAMBOOL

Date: 14-2-19



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280

Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

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- I am deeply opposed to the sale of the Swan Street parkland in our neighbourhood.
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- It is a public open space that is valued by all of us.

Yours faithfully,

Tiger Murphy (GRANDCHILDREN  
- R+J. NAGORCKA)

Address: 3 CARLYLE CRT WARRNAMBOOL

Date: 14-2-19



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280

Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

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- I am deeply opposed to the sale of the Swan Street parkland in our neighbourhood.
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- It is a public open space that is valued by all of us.

Yours faithfully,

B. Clark.

Address: 3 Swan St.

Date: 14.2.2019. Warrnambool.



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280

Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

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- The reserve is used by residents who live in this neighbourhood and their visitors e.g. grandchildren.
- It is a public open space that is valued by all of us.

Yours faithfully,

*we play out the back of poppies in the  
park area most week end's please don't  
stop us playing*  
Casey Austen

Address: 37 MOUNTAIN ASH W/BCEY

Date: \_\_\_\_\_



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280

Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

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- It is a public open space that is valued by all of us.

Yours faithfully,

Tim Scaramia

Address: 11 VICKERS DRIVE

Date: 13-2-19

KIDS PLAY HERE, EVERY BODY KNEW  
WHEN THEY PURCHASED THEIR BLOCKS THAT  
THIS WAS MEANT TO BE PLAY GROUND AREA



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280

Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

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- I am deeply opposed to the sale of the Swan Street parkland in our neighbourhood.
- The reserve is used by residents who live in this neighbourhood and their visitors e.g. grandchildren.
- It is a public open space that is valued by all of us.

Yours faithfully,

*we play at poppy's back  
yard black land*

*Sophie Doshi*

Address: *37 Mountain Ash Dr*

Date: *13/2/19*



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280

Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

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- I am deeply opposed to the sale of the Swan Street parkland in our neighbourhood.
- The reserve is used by residents who live in this neighbourhood and their visitors e.g. grandchildren.
- It is a public open space that is valued by all of us.

Yours faithfully,

M Manabla

Address: 2/4 Alistair Place

Date: \_\_\_\_\_



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280

Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

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- It is a public open space that is valued by all of us.

Yours faithfully,

CON SCHRAMA

Address: 6 ALISTAR PLACE

Date: \_\_\_\_\_



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280

Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

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- It is a public open space that is valued by all of us.

Yours faithfully,

Kate Haberfield

Address: 37 Mortlake Road, Warrnambool

Date: 13-02-2019.



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280

Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

- I am deeply opposed to the sale of the Swan Street parkland in our neighbourhood.
- The reserve is used by residents who live in this neighbourhood and their visitors e.g. grandchildren.
- It is a public open space that is valued by all of us.

Yours faithfully,

Ruby Schreiner

Address:

11 Vickers Drive, Warrnambool

Date:

13/2/19

We spent our whole childhood out there growing to love this close, and safe place. SO close to our grandparents house, please don't take this away from us, playing out there yesterday it would be heartbreaking if our special place would be taken away, please don't take away our special place.



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280

Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

---

- I am deeply opposed to the sale of the Swan Street parkland in our neighbourhood.
- The reserve is used by residents who live in this neighbourhood and their visitors e.g. grandchildren.
- It is a public open space that is valued by all of us.

Yours faithfully,

Sadie Schrama

Address: 11 Vickers drive

Date: 13.02.19

We play all the time out the back of poppies  
With friends in the park area most weekends  
Please don't stop us playing in the area.



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280


Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

---

- I am deeply opposed to the sale of the Swan Street parkland in our neighbourhood.
- The reserve is used by residents who live in this neighbourhood and their visitors e.g. grandchildren.
- It is a public open space that is valued by all of us.

Yours faithfully,

S. Brady 

Our grandchildren  
use this every  
time they at our  
house

Address: 35 Montlake Rd.

Date: 13/2/2019.



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280

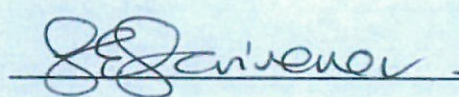
Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

---

- I am deeply opposed to the sale of the Swan Street parkland in our neighbourhood.
- The reserve is used by residents who live in this neighbourhood and their visitors e.g. grandchildren.
- It is a public open space that is valued by all of us.

Yours faithfully,

 - Sam Scriver

Address: 1 Nira St, Dennistown

Date: 13.2.19



I grew up next to the block and have not only used it but also witnessed a lot of children using the block.

Children have put up football posts to play football, bring cricket

stumps to play cricket and soccer

It's a very valuable and well loved open space within our community and I would appreciate being ~~used~~ ~~stake~~ utilised as ~~an~~ a play area and park.

My son enjoys playing football, walking our elderly dog, ~~and~~ playing and running around with his cousins



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280

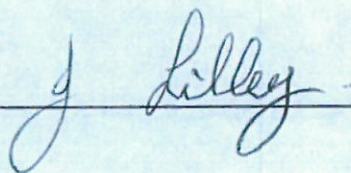
Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

---

- I am deeply opposed to the sale of the Swan Street parkland in our neighbourhood.
- The reserve is used by residents who live in this neighbourhood and their visitors e.g. grandchildren.
- It is a public open space that is valued by all of us.

Yours faithfully,

  
\_\_\_\_\_

Address: 1/26 Alan St.

Date: \_\_\_\_\_



Warrnambool City Council,  
25 Liebig Street,  
Warrnambool. 3280

Dear Councillors,

**Re: Proposed Sale of 7-9 Swan Street Reserve, Warrnambool**

---

- I am deeply opposed to the sale of the Swan Street parkland in our neighbourhood.
- The reserve is used by residents who live in this neighbourhood and their visitors e.g. grandchildren.
- It is a public open space that is valued by all of us.

Yours faithfully,

Alice Shakespeare

Address: 27 KERR STREET, WARRNAMBOOL.

Date: 13-02-2019

I grew up living next to the parkland for 13 years, from 10 years old to 23 years old.

I have great memories of playing cricket with my younger cousins and sibling. It was a safe enclosed area to use. My Mother still lives next door and I see children using it very frequently.



Warrnambool City Council	
15 FEB 2019	
Ref No	
Officer	
Scanned Yes / No	Ch:

Chief Executive Officer,  
Warrnambool City Council  
Liebig Street, Warrnambool. 3280

Objection to Proposed Sale of Swan Street Reserve, 7-9 Swan Street, Warrnambool.



Warrnambool City Council – Liebig Street, Warrnambool.Objection to Proposed Sale of Swan Street Reserve, 7-9 Swan Street, Warrnambool.

This petition is to object to Warrnambool Council selling our park at 7-9 Swan Street, Warrnambool. This reserve is used for kicking football and cricket. General running around and walking dogs. It is a nice open space in our street and safe for children to play on their own. It is valued by all of us and we want to retain it.

NAME	ADDRESS
Barrie Bannell	22 Allan St.
Joan Bott	18 Allan St
Leo Jacoby	1/21 Allan St
ROBERT SANDERSON	21/2 ALLAN ST.
GREG MCNAMARA	21/2 ALLAN ST
Lyn Johnstone	35 ALLAN ST.
Pat Ewanchuk	39 Allan St.
Jay Fuller	28 ALLAN ST
Stephen Loney	3 Alistair Place



## Warrnambool City Council – Liebig Street, Warrnambool.

## Objection to Proposed Sale of Swan Street Reserve, 7-9 Swan Street, Warrnambool.

This petition is to object to Warrnambool Council selling our park at 7-9 Swan Street, Warrnambool. This reserve is used for kicking football and cricket. General running around and walking dogs. It is a nice open space in our street and safe for children to play on their own. It is valued by all of us and we want to retain it.

NAME	ADDRESS
JAMES GLEESON	2 ALISTAR PLACE W'bool
KATHLEEN GRESTY	17 SWAN STREET
Jeanette + Peter Thomson	19 Swan Street.
NOELA CRIMMIN	21 Swan Street.
Catherine Fortuna	25 Swan Street.
KEVIN SPARROW	35 SWAN ST W'BOOL
Maurcen Finnigan	37 Swan St W'bool
Katrina Swynny Cory Williams	34 Swan Street W'bool 34 Swan Street W'bool.
Geraldine Williams	24 Swan St.



## Warrnambool City Council – Liebig Street, Warrnambool.

Objection to Proposed Sale of Swan Street Reserve, 7-9 Swan Street, Warrnambool.

This petition is to object to Warrnambool Council selling our park at 7-9 Swan Street, Warrnambool. This reserve is used for kicking football and cricket. General running around and walking dogs. It is a nice open space in our street and safe for children to play on their own. It is valued by all of us and we want to retain it.

NAME	ADDRESS
Linda Jerries LM Jerr.	15 Swan St W'Bool.
Mario v. d. Camp M. d. C.	1/29 Swan Street Warrnambool.
JOHN DAVIDSON J. D.	33 SWAN ST WARRNAMBOOL
DARYL PALMER D. P.	33 SWAN ST WARRNAMBOOL
Sybil McPherson S. M.	2/41 Swan Street Warrnambool
Penny Irows P. I.	42 Swan St. Warrnambool.



---

**5.2. COUNCILLOR REQUEST FOR LEAVE OF ABSENCE**

*Cr. Cassidy declared an interest and left the meeting at 6.05pm.*

**PURPOSE:**

***Request for Councillor Leave of Absence.***

---

**EXECUTIVE SUMMARY**

The following request for leave of absence from Cr. Sue Cassidy has been received to be effective for the following Council meeting dates:-

- Ordinary Council Meeting – 3 June 2019
- Special Council Meeting – 24 June 2019

Section 69 (2) of Local Government Act 1989 provides that the Council must not unreasonably refuse to grant leave to a Councillor who seeks it.

---

**MOVED: CR. ROBERT ANDERSON**

**SECONDED: CR. DAVID OWEN**

**That in accordance with the provisions of Section 69(2) of the Local Government Act 1989, Council resolves to grant Councillor Sue Cassidy leave of absence from the following Council meetings:-**

- Ordinary Council Meeting – 3 June 2019
- Special Council Meeting – 24 June 2019

**CARRIED - 5:0**

---

*Cr Cassidy returned to the meeting at 6.07pm.*



**5.3. REVIEW OF DELEGATIONS MADE TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF****PURPOSE:*****To consider Council's Instruments of Delegation to the Chief Executive Officer and Council Staff*****EXECUTIVE SUMMARY**

- Council as a legal entity can only act in one of two ways, by resolution of Council or through others acting on its behalf. Where Council chooses to act through others, this must be formalised through a written means known as an 'Instrument of Delegation'.
- The current Instruments of Delegations to the Chief Executive Officer and to members of Council staff were adopted by Council on 19 December 2016 and 6 August 2018 respectively.
- With the commencing of the new Chief Executive Officer and in line with normal practice, both instruments of Delegation have been reviewed to take account of changes to legislation and to make any administrative amendments required to ensure that appropriate staff have been nominated to act as delegates.
- Council is asked to consider and adopt the updated Instruments of Delegation, as per Attachments 1 and 2.

**MOVED: CR. MICHAEL NEOH****SECONDED: CR. KYLIE GASTON**

1. In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the Instrument of Delegation included in Attachment 1, Council resolves that
  - a. There be delegation to the person holding the position, acting in or performing the duties of the Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in the Instrument.
  - b. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
  - c. On the coming into force of the Instrument all previous delegations to the Chief Executive Officer are revoked.
  - d. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
  - e. It is noted that the instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.
2. In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the legislation referred to in the Instrument of Delegation included in Attachment 2, Council resolves that
  - a. The delegations made to members of Council staff holding the position, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff be approved, subject to the conditions and limitations specified in that Instrument.
  - b. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
  - c. On the coming into force of the Instrument all previous Council delegations to members of Council staff (other than to the Chief Executive Officer) are revoked.
  - d. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

**CARRIED - 6:0**



## BACKGROUND

Delegation of powers in local government is considered essential to enable day to day decisions to be made and actioned in a timely manner.

Council as a legal entity can only act in one of two ways, by resolution of Council or through others acting on its behalf. Where Council chooses to act through others, this must be formalised through a written means known as an 'Instrument of Delegation'.

Section 98(1) of the *Local Government Act 1989* (the Act) provides that Council may, by instrument of delegation, delegate to a member of its staff any power, duty or function under the Act, or any other Act, other than:

- this power of delegation
- the power to declare a rate or charge
- the power to borrow money
- the power to approve any expenditure not contained in a budget approved by the Council
- any power, duty or function of the Council under section 223
- any prescribed power.

Council subscribes to the Maddocks Delegation and Authorisations Services, Maddocks cite the following reasons why delegations should be made carefully and reviewed regularly. In particular:

- accountability and responsibility for decisions is possible only if decision-makers are identified
- in delegating responsibility, Council can set conditions, limitations and guidelines for decision-makers, including reporting requirements.
- Council decisions are often subject to legal scrutiny in courts and tribunals. This calls for precision about what decision was made, who made it and when it was made.

The current Instrument of Delegation to the Chief Executive Officer was last reviewed (following the general election of October 2016) and adopted by Council on 19 December 2016.

The current Instrument of Delegation to members of Council staff was approved by Council on 6 August 2018.

## ISSUES

The Instruments of Delegation included at Attachments 1 and 2 of this report incorporate the most recent update from Maddocks, with this being released on 19 December 2018. The update takes into account any legislative changes that affect Councils' powers, duties and functions.

Following Council's recent decision to appoint a new Chief Executive Officer, it is recommended that the Instrument of Delegation be reviewed and updated accordingly. Other than minor administrative (date) changes, there has been no changes to the Instrument. It is therefore proposed that Council delegate as recommended the powers, duties and functions set out in the Instrument of Delegation at Attachment 1, subject to the conditions and limitations specified in that instrument.

It should be noted that the Instrument of Delegation empowers the Chief Executive Officer to sub-delegate the functions, duties and powers granted. It is the current practice for a Chief Executive Officer to grant an extensive Instrument of Sub-Delegation relating to many matters and to a range of staff. This instrument of Sub-Delegation is currently being updated for the approval of the Chief Executive Officer.

The revised Instrument of Delegation from Council to members of Council staff is based on the previous Instrument adopted by Council on 6 August 2018. This has been updated to incorporate the following change in legislation, which is summarised as follows:

- Section 46AS of the *Planning and Environment Act 1987 (Vic)* was replaced as a consequence of the *Planning and Environment Amendment (Distinctive Areas and Landscapes) Act 2018 (Vic)*. The new section 46AS does not contain a council power, duty or function and, therefore, has been removed from the Instrument of Delegation.

*(This legislative change is shown in the Instrument at Attachment 2 as "track-changes")*



In addition to the above legislative change, some minor administration changes have been made to the document.

## **FINANCIAL IMPACT**

The cost to prepare and update the Instruments of Delegations is met from within the current approved departmental budget.

## **LEGISLATION/POLICY/COUNCIL PLAN CONTEXT**

This report contributes to the ongoing achievement of the Council Plan 2017-2021 objective and strategies of:

### **5 Practice good governance through openness and accountability**

5.7 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness.

Section 98 of the *Local Government Act 1989* sets out the provisions with respect to Delegations.

## **TIMING**

An Instrument of Delegation comes into force immediately the common seal of Council is affixed to the Instrument.

## **COMMUNITY IMPACT/CONSULTATION**

There has been no public consultation undertaken in respect of the recommendations in this report. Relevant staff are consulted in the preparation and updates of Instruments of Delegation in order to ensure that appropriate staff are nominated to act as delegated.

## **LEGAL RISK/IMPACT**

The attached Instruments of Delegation have been prepared based on the most recent advice provided by Maddocks.

The endorsement of Council's Instrument of Delegations to the Chief Executive Officer and Council staff ensures that the core operational functions of the Council are not impeded.

## **OFFICERS' DECLARATION OF INTEREST**

The author of this report does not have a conflict of interest.

## **CONCLUSION**

The review and endorsement of the attached Instruments of Delegation means that Council can continue to comply with its obligations and that business of Council can be carried out efficiently and in line with both legislation and approved policies.

## **ATTACHMENTS**

1. S 5 Instrument of Delegation Council to CEO - February 2019 - FINAL V 1.1 **[5.3.1]**
2. S 6 - Instrument of Delegation Council to Council Staff - February 2019 - FINAL (mark-up) **[5.3.2]**



Maddocks Delegations and Authorisations

***S5. Instrument of Delegation to Chief Executive Officer***

**Warrnambool City Council**

**Instrument of Delegation**

**to**

**The Chief Executive Officer**



## Instrument of Delegation

In exercise of the power conferred by s 98(1) of the *Local Government Act* 1989 (**the Act**) and all other powers enabling it, the Warrnambool City Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on **19 December, 2016 4 March 2019.**
2. the delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

**THE COMMON SEAL of WARRNAMBOOL CITY COUNCIL** was affixed in the presence of:

.....  
**Chief Executive Officer**

Being a delegated officer pursuant to  
Local Law No 1 Governance (Meeting Procedures) of the Council.

**Witness**

.....

### SCHEDULE

The power to

1. determine any issue;
2. take any action; or



3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

### Conditions and Limitations

Noting the limitations under s.98(1) of the Act as follows:

A Council may by instrument of delegation delegate to a member of its staff any power, duty or function of a Council under this Act or any other Act other than—

- a) this power of delegation; and
- b) the power to declare a rate or charge; and
- c) the power to borrow money; and
- d) the power to approve any expenditure not contained in a budget approved by the Council; and
- e) any power, duty or function of the Council under section 223; and
- f) any prescribed power.

The delegate must not determine the issue, take the action or do the act or thing

- 4. if the issue, action, act or thing is an issue, action, act or thing which involves
  - 4.1 awarding a contract exceeding the value of \$300,000 (inclusive of GST) with the exception to approve expenditure above \$300,000 in relation to insurance premiums, WorkCover premiums and employee superannuation payments as resolved by the Council on 19 December 2016;
  - 4.2 making a local law under Part 5 of the Act;
  - 4.3 approval of the Council Plan under s.125 of the Act;
  - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
  - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
  - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
  - 4.7 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
  - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
  - 4.9 appointment of councillor or community delegates or representatives to external organisations; or
  - 4.10 the return of the general valuation and any supplementary valuations;
- 5. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
- 6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
- 7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a



- 7.1 policy; or
- 7.2 strategy
- adopted by Council; or
- 8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.



Maddocks Delegations and Authorisations

***S6 Instrument of Delegation – Members of Staff*****Warrnambool City Council****Instrument of Delegation****to****Members of Council Staff**



## Instrument of Delegation

In exercise of the power conferred by s 98(1) of the *Local Government Act* 1989 and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
  - 2.1 this Instrument of Delegation is authorised by a **resolution** of Council passed on ~~6 August 2018~~ **4 March 2019**; and
  - 2.2 the delegation:
    - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 2.2.2 remains in force until varied or revoked;
    - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
    - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
    - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
      - (a) policy; or
      - (b) strategy
 adopted by Council; or
    - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
    - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.



**THE COMMON SEAL** of **WARRNAMBOOL CITY COUNCIL** was affixed in the presence of:

.....  
**Chief Executive Officer**

Being a delegated officer pursuant to  
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**Witness**

.....



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<b>CEMETERIES AND CREMATORIA ACT 2003</b> [The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s8(1)(a)(ii)	Power to manage one or more public cemeteries	N/A	
s12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	N/A	Where Council is a Class B cemetery trust
s12(2)	Duty to have regard to the matters set out in paragraphs (a) – (c) in exercising its functions	N/A	Where Council is a Class B cemetery trust
s12A(1)	Function to do the activities set out in paragraphs (a) – (n)	N/A	Where Council is a Class A cemetery trust
s12A(2)	Duty to have regard to matters set out in paragraphs (a) – (e) in exercising its functions	N/A	Where Council is a Class A cemetery trust
s13	Duty to do anything necessary or convenient to enable it to carry out its functions	N/A	
s14	Power to manage multiple public cemeteries as if they are one cemetery	N/A	
s15(1) and (2)	Power to delegate powers or functions other than those listed	N/A	
s15(4)	Duty to keep records of delegations	N/A	
s17(1)	Power to employ any persons necessary	N/A	

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s17(2)	Power to engage any professional, technical or other assistance considered necessary	N/A	
s 17(3)	Power to determine the terms and conditions of employment or engagement	N/A	Subject to any guidelines or directions of the Secretary
s18(3)	Duty to comply with a direction from the Secretary	N/A	
s18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	N/A	Where Council is a Class A cemetery trust
s18C	Power to determine the membership of the governance committee	N/A	Where Council is a Class A cemetery trust
s18D	Power to determine procedure of governance committee	N/A	Where Council is a Class A cemetery trust
s18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	N/A	Where Council is a Class A cemetery trust
s18D(1)(b)	Power to appoint any additional community advisory committees	N/A	Where Council is a Class A cemetery trust
s18D(2)	Duty to establish a community advisory committee under s 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	N/A	Where Council is a Class A cemetery trust



<b>CEMETERIES AND CREMATORIA ACT 2003</b> [The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the <i>Financial Management Act 1994</i>	N/A	Where Council is a Class A cemetery trust
s18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	N/A	Where Council is a Class A cemetery trust
s18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	N/A	Where Council is a Class A cemetery trust
s18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	N/A	Where Council is a Class A cemetery trust
s18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	N/A	Where Council is a Class A cemetery trust
s18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	N/A	Where Council is a Class A cemetery trust
s18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	N/A	Where Council is a Class A cemetery trust
s18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	N/A	Where Council is a Class A cemetery trust

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	N/A	Where Council is a Class A cemetery trust
s18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	N/A	Where Council is a Class A cemetery trust
s18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	N/A	Where Council is a Class A cemetery trust
s18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	N/A	Where Council is a Class A cemetery trust
s18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	N/A	Where Council is a Class A cemetery trust
s18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year	N/A	Where Council is a Class A cemetery trust
s19	Power to carry out or permit the carrying out of works	N/A	
s20(1)	Duty to set aside areas for the interment of human remains	N/A	
s20(2)	Power to set aside areas for the purposes of managing a public cemetery	N/A	



<b>CEMETERIES AND CREMATORIA ACT 2003</b> [The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	N/A	
s24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	N/A	
s36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	N/A	Subject to the approval of the Minister
s37	Power to grant leases over land in a public cemetery in accordance with s 37	N/A	Subject to the Minister approving the purpose
s40	Duty to notify Secretary of fees and charges fixed under s 39	N/A	
s47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	N/A	Provided the street was constructed pursuant to the Local Government Act 1989
s57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	N/A	Report must contain the particulars listed in s57(2)
s59	Duty to keep records for each public cemetery	N/A	
s60(1)	Duty to make information in records available to the public for historical or research purposes	N/A	
s60(2)	Power to charge fees for providing information	N/A	

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s64(4)	Duty to comply with a direction from the Secretary under s 64(3)	N/A	
s64B(d)	Power to permit interments at a reopened cemetery	N/A	
s66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	N/A	The application must include the requirements listed in s66(2)(a)–(d)
s69	Duty to take reasonable steps to notify of conversion to historic cemetery park	N/A	
s70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	N/A	
s70(2)	Duty to make plans of existing place of interment available to the public	N/A	
s71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	N/A	
s71(2)	Power to dispose of any memorial or other structure removed	N/A	
s72(2)	Duty to comply with request received under s 72	N/A	
s73(1)	Power to grant a right of interment	N/A	



<b>CEMETERIES AND CREMATORIA ACT 2003</b> [The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s73(2)	Power to impose conditions on the right of interment	N/A	
s75	Power to grant the rights of interment set out in s 75(a) and (b)	N/A	
s76(3)	Duty to allocate a piece of interment if an unallocated right is granted	N/A	
s77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	N/A	
s80(1)	Function of receiving notification and payment of transfer of right of interment	N/A	
s80(2)	Function of recording transfer of right of interment	N/A	
s82(2)	Duty to pay refund on the surrender of an unexercised right of interment	N/A	
s83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)	N/A	
s83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	N/A	
s84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	N/A	

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	N/A	The notice must be in writing and contain the requirements listed in s85(2)
s85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	N/A	Does not apply where right of internment relates to remains of a deceased veteran.
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of internment or;  remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location	N/A	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of internment is not extended or converted to a perpetual right of interment
s86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	N/A	
s86(2)	Power to leave interred cremated human remains undisturbed or convert the right of internment to a perpetual right of interment	N/A	



<b>CEMETERIES AND CREMATORIA ACT 2003</b> [The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	N/A	
s86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s86(3)(b)	N/A	
s86(4)	Power to take action under s86(4) relating to removing and re-intering cremated human remains	N/A	
s86(5)	Duty to provide notification before taking action under s86(4)	N/A	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s86(3)	N/A	
s87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	N/A	
s88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	N/A	
s91(1)	Power to cancel a right of interment in accordance with s 91	N/A	
s91(3)	Duty to publish notice of intention to cancel right of interment	N/A	

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	N/A	
s98(1)	Function of receiving application to establish or alter a memorial or a place of interment	N/A	
s99	Power to approve or refuse an application made under s 98, or to cancel an approval	N/A	
s99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	N/A	
s100(1)	Power to require a person to remove memorials or places of interment	N/A	
s100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	N/A	
s100(3)	Power to recover costs of taking action under s 100(2)	N/A	
s101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	N/A	
s102(1)	Power to approve or refuse an application under s 101, if satisfied of the matters in (b) and (c)	N/A	



<b>CEMETERIES AND CREMATORIA ACT 2003</b> [The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	N/A	
s103(1)	Power to require a person to remove a building for ceremonies	N/A	
s103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	N/A	
s103(3)	Power to recover costs of taking action under s 103(2)	N/A	
s106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	N/A	
s106(2)	Power to require the holder of the right of interment to provide for an examination	N/A	
s106(3)	Power to open and examine the place of interment if s 106(2) not complied with	N/A	
s106(4)	Power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	N/A	
s107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	N/A	

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	N/A	
s108	Power to recover costs and expenses	N/A	
s109(1)(a)	Power to open, examine and repair a place of interment	N/A	Where the holder of right of interment or responsible person cannot be found
s109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	N/A	Where the holder of right of interment or responsible person cannot be found
s109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	N/A	Where the holder of right of interment or responsible person cannot be found
s110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder with consent of the Secretary	N/A	
s110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	N/A	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	N/A	



<b>CEMETERIES AND CREMATORIA ACT 2003</b> [The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	N/A	
s112	Power to sell and supply memorials	N/A	
s116(4)	Duty to notify the Secretary of an interment authorisation granted	N/A	
s116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	N/A	
s118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	N/A	
s119	Power to set terms and conditions for interment authorisations	N/A	
s131	Function of receiving an application for cremation authorisation	N/A	
s133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	N/A	Subject to s 133(2)
s145	Duty to comply with an order made by the Magistrates' Court or a coroner	N/A	
s146	Power to dispose of bodily remains by a method other than interment or cremation	N/A	Subject to the approval of the Secretary

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	N/A	
s149	Duty to cease using method of disposal if approval revoked by the Secretary	N/A	
s150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	N/A	
s151	Function of receiving applications to inter or cremate body parts	N/A	
s152(2)	Power to impose terms and conditions on authorisation granted under s 150	N/A	
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	N/A	
sch 1 cl 8(8)	Power to regulate own proceedings	N/A	Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	N/A	Where Council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	N/A	Where Council is a Class A cemetery trust Subject to cl 8



<b>DOMESTIC ANIMALS ACT 1994</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
s41A(1)	Power to declare a dog to be a menacing dog	Manager City Amenity Coordinator Local Laws	Council may delegate this power to a Council authorised officer

<b>ENVIRONMENT PROTECTION ACT 1970</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s53M(3)	Power to require further information	Manager City Amenity Coordinator Local Laws Environmental Health Officer	
s53M(4)	Duty to advise applicant that application is not to be dealt with	Manager City Amenity Coordinator Local Laws Environmental Health Officer	
s53M(5)	Duty to approve plans, issue permit or refuse permit	Manager City Amenity Coordinator Local Laws Environmental Health Officer	Refusal must be ratified by Council or it is of no effect
s53M(6)	Power to refuse to issue septic tank permit	Manager City Amenity Coordinator Local Laws Environmental Health Officer	Refusal must be ratified by Council or it is of no effect
s53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	Manager City Amenity Coordinator Local Laws Environmental Health Officer	Refusal must be ratified by Council or it is of no effect



<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Coordinator Local Laws Environmental Health Officer	If s 19(1) applies
s19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Coordinator Local Laws Environmental Health Officer	If s 19(1) applies
s19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Coordinator Local Laws Environmental Health Officer	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	Coordinator Local Laws Environmental Health Officer	If s 19(1) applies
s19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	Coordinator Local Laws Environmental Health Officer	If s 19(1) applies
s19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with	Coordinator Local Laws Environmental Health Officer	If s 19(1) applies
s19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s19AA(4)(c)	Power to direct, in an order made under s19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Coordinator Local Laws Environmental Health Officer	Note: the power to direct the matters under s19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s19AA(7)	Duty to revoke order issued under s19AA and give written notice of revocation, if satisfied that that order has been complied with	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s19CB(4)(b)	Power to request copy of records	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s19E(1)(d)	Power to request a copy of the food safety program	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s19NA(1)	Power to request food safety audit reports	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Coordinator Local Laws Environmental Health Officer	



<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s19UA	Power to charge fees for conducting a food safety assessment or inspection	Coordinator Local Laws Environmental Health Officer	Except for an assessment required by a declaration under s 19C or an inspection under s 38B(1)(c) or 39.
s19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
---	Power to register, renew or transfer registration	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))
s38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s38A(4)	Power to request a copy of a completed food safety program template	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s38D(3)	Power to request copies of any audit reports	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s38E(2)	Power to register the food premises on a conditional basis	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority; not exceeding the prescribed time limit defined under s 38E(5)
s38E(4)	Duty to register the food premises when conditions are satisfied	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s39A	Power to register, renew or transfer food premises despite minor defects	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Coordinator Local Laws Environmental Health Officer	
s40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s40D(1)	Power to suspend or revoke the registration of food premises	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority
s43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Coordinator Local Laws Environmental Health Officer	Where Council is the registration authority



<b>HERITAGE ACT 2017</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s116	Power to sub-delegate Executive Director's functions, duties or powers	Manager City Strategy & Development	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	CEO <sup>1</sup>	

<sup>1</sup> The only member of staff who can be a delegate in Column 3 is the CEO. ~~If a CEO wishes to sub-delegate these powers, he or she must use the S13 Instrument Delegation of CEO powers, duties and functions to Members of Council Staff.~~



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s4B	Power to prepare an amendment to the Victorian Planning Provisions	Manager City Strategy & Development	If authorised by the Minister
s4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Manager City Strategy & Development	
s4H	Duty to make amendment to Victorian Planning Provisions available	Manager City Strategy & Development	
s4I	Duty to keep Victorian Planning Provisions and other documents available	Manager City Strategy & Development	
s8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s8A	Manager City Strategy & Development	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Manager City Strategy & Development	
s8A(5)	Function of receiving notice of the Minister's decision	Manager City Strategy & Development	
s8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Manager City Strategy & Development	
s8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Manager City Strategy & Development	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Manager City Strategy & Development	
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	Manager City Strategy & Development	
s12B(1)	Duty to review planning scheme	Manager City Strategy & Development	
s12B(2)	Duty to review planning scheme at direction of Minister	Manager City Strategy & Development	
s12B(5)	Duty to report findings of review of planning scheme to Minister without delay	Manager City Strategy & Development	
s14	duties of a Responsible Authority as set out in s 14(a) to (d)	Manager City Strategy & Development	
s-17(1)	<del>duty</del> Duty of giving copy amendment to the planning scheme	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s17(2)	Duty of giving copy s173 agreement	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s18	Duty to make amendment etc. available	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s19	Function of receiving notice of preparation of an amendment to a planning scheme	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s20(1)	Power to apply to Minister for exemption from the requirements of s 19	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s21(2)	Duty to make submissions available	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s21A(4)	Duty to publish notice	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s22	Duty to consider all submissions	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Except submissions which request a change to the items in s22(5)(a) and (b)
s23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s26(1)	Power to make report available for inspection	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s26(2)	Duty to keep report of panel available for inspection	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s27(2)	Power to apply for exemption if panel's report not received	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s28	Duty to notify the Minister if abandoning an amendment	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Note: the power to make a decision to abandon an amendment cannot be delegated
s30(4)(a)	Duty to say if amendment has lapsed	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s30(4)(b)	Duty to provide information in writing upon request	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s32(2)	Duty to give more notice if required	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s33(1)	Duty to give more notice of changes to an amendment	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s36(2)	Duty to give notice of approval of amendment	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s38(5)	Duty to give notice of revocation of an amendment	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s40(1)	Function of lodging copy of approved amendment	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s41	Duty to make approved amendment available	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s42	Duty to make copy of planning scheme available	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	N/A	Where Council is a responsible public entity and is a planning authority  Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils
<del>s.46AS(ac)</del>	<del>power to request the Victorian Planning Authority (VPA) to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria</del>		
s46AW	Function of being consulted by the Minister	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where <u>Council is a responsible public entity</u>
s46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy  Power to endorse the draft Statement of Planning Policy	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where <u>Council is a responsible public entity</u>

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where <u>Council is a responsible public entity</u>
s46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where <u>Council is a responsible public entity</u>
s46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46GO(1)	Duty to give notice to owners of certain inner public purpose land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46GP	Function of receiving a notice under s46GO	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency
s46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s46GO	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s46GQ	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s46GT(5)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46GU	Duty not to adopt an amendment under s29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s46GU(1)(a) and (b) are met	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution  Power to specify the manner in which the payment is to be made	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency
s46GV(3)(b)	Power to enter into an agreement with the applicant	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s46GV(5) and (6)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency
s46GV(7)	Duty to impose the requirements set out in s46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency
s46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency
s46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GY(1)	Duty to keep proper and separate accounts and records	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency
s46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 1989</i>	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency
s46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s46GZ(2)(a)	Function of receiving the monetary component	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s46GZ(2)(b)	Function of receiving the monetary component	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency
s46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s46GZ(5)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency
s46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency specified in the approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s46GW	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan
s46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s46GV(4)  Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s46GZA(1)	Duty to keep proper and separate accounts and records	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a development agency under an approved infrastructure contributions plan

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 1989</i>	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a development agency under an approved infrastructure contributions plan
s46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a development agency under an approved infrastructure contributions plan
s46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If the VPA is the collecting agency under an approved infrastructure contributions plan  Where Council is a development agency under an approved infrastructure contributions plan
s46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s46GZD(2)(a) and (b)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan
s46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency
s46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan



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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency under an approved infrastructure contributions plan
s46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency under an approved infrastructure contributions plan
s46GZF(3)	s46GZF(3)(a) function of receiving proceeds of sale	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collection agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the development agency
s46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s46GZF(5)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan
s46GZF(6)	Duty to make the payments under s46GZF(4) in accordance with s46GZF(6)(a) and (b)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan
s46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a collecting agency or development agency
s46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a collecting agency or development agency
s46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s46LB (2)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

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s46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Chief Executive Officer	
s46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Chief Executive Officer	
s46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s46Q(1)	Duty to keep proper accounts of levies paid	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc.	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Only applies when levy is paid to Council as a 'development agency'

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s46Q(4)(a)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	With the consent of, and in the manner approved by, the Minister
s46QC	Power to recover any amount of levy payable under Part 3B	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s46QD	Duty to prepare report and give a report to the Minister	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a collecting agency or development agency
s46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	N/A	
s46Y	Duty to carry out works in conformity with the approved strategy plan	N/A	
s47	Power to decide that an application for a planning permit does not comply with that Act	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s49(2)	Duty to make register available for inspection	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50(4)	Duty to amend application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s50(5)	Power to refuse to amend application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s50(6)	Duty to make note of amendment to application in register	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 50A(1)	Power to make amendment to application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s50A(4)	Duty to note amendment to application in register	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s51	Duty to make copy of application available for inspection	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s52(1)(b)	Duty to give notice of the application to other municipal Council where appropriate	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s52(3)	Power to give any further notice of an application where appropriate	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s53(1A)	Power to require the applicant to give the notice under s 52(1AA)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s54(1)	Power to require the applicant to provide more information	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s54(1A)	Duty to give notice in writing of information required under s 54(1)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s54(1B)	Duty to specify the lapse date for an application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s54A(3)	Power to decide to extend time or refuse to extend time to give required information	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s54A(4)	Duty to give written notice of decision to extend or refuse to extend time und s 54A(3)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s57(5)	Duty to make available for inspection copy of all objections	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s57A(5)	Power to refuse to amend application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s57A(6)	Duty to note amendments to application in register	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s57B(1)	Duty to determine whether and to whom notice should be given	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s57B(2)	Duty to consider certain matters in determining whether notice should be given	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s57C(1)	Duty to give copy of amended application to referral authority	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s58	Duty to consider every application for a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s58A	Power to request advice from the Planning Application Committee	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 60	Duty to consider certain matters	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s60(1A)	Duty to consider certain matters	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s62(1)	Duty to include certain conditions in deciding to grant a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s62(2)	Power to include other conditions	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	This provision applies also to a decision to grant an amendment to a permit - see s 75
s64(3)	Duty not to issue a permit until after the specified period	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	This provision applies also to a decision to grant an amendment to a permit - see s 75
s64(5)	Duty to give each objector a copy of an exempt decision	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	This provision applies also to a decision to grant an amendment to a permit - see s 75

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s69(1A)	Function of receiving application for extension of time to complete development	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s69(2)	Power to extend time	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s70	Duty to make copy permit available for inspection	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s71(1)	Power to correct certain mistakes	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s71(2)	Duty to note corrections in register	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s73	Power to decide to grant amendment subject to conditions	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s74	Duty to issue amended permit to applicant if no objectors	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s76D	Duty to comply with direction of Minister to issue amended permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s83	Function of being respondent to an appeal	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s83B	Duty to give or publish notice of application for review	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Not delegated	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Not delegated	
s84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s84(6)	Duty to issue permit on receipt of advice within 3 working days	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s84AB	Power to agree to confining a review by the Tribunal	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s86	Duty to issue a permit at order of Tribunal within 3 working days	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s91(2)	Duty to comply with the directions of VCAT	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s93(2)	Duty to give notice of VCAT order to stop development	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s95(3)	Function of referring certain applications to the Minister	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s95(4)	Duty to comply with an order or direction	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s96(1)	Duty to obtain a permit from the Minister to use and develop its land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s96F	Duty to consider the panel's report under s 96E	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s96H(3)	Power to give notice in compliance with Minister's direction	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s96J	Power to issue permit as directed by the Minister	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s96K	Duty to comply with direction of the Minister to give notice of refusal	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s97C	Power to request Minister to decide the application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s97L	Duty to include Ministerial decisions in a register kept under s 49	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s97MH	Duty to provide information or assistance to the Planning Application Committee	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s97O	Duty to consider application and issue or refuse to issue certificate of compliance	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s97Q(4)	Duty to comply with directions of VCAT	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s97R	Duty to keep register of all applications for certificate of compliance and related decisions	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s101	Function of receiving claim for expenses in conjunction with claim	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s103	Power to reject a claim for compensation in certain circumstances	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s107(1)	Function of receiving claim for compensation	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s107(3)	Power to agree to extend time for making claim	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s114(1)	Power to apply to the VCAT for an enforcement order	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s117(1)(a)	Function of making a submission to the VCAT where objections are received	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s120(1)	Power to apply for an interim enforcement order where s 114 application has been made	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s123(1)	Power to carry out work required by enforcement order and recover costs	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s123(2)	Power to sell buildings, materials, <del>etc</del> etc. salvaged in carrying out work under s 123(1)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Except Crown Land
s129	Function of recovering penalties	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s130(5)	Power to allow person served with an infringement notice further time	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s149A(1)	Power to refer a matter to the VCAT for determination	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s173 agreement	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the relevant planning authority
s171(2)(f)	Power to carry out studies and commission reports	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s171(2)(g)	Power to grant and reserve easements	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a development agency specified in an approved infrastructure contributions plan
s172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s46GV(4)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency specified in an approved infrastructure contributions plan
s173(1)	Power to enter into agreement covering matters set out in s 174	Chief Executive Officer	
s173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Manager City Strategy & Development	Where Council is the relevant responsible authority



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Manager City Strategy & Development	
---	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	Manager City Strategy & Development	
s 177(2)	Power to end a s173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Manager City Strategy & Development	
s 178	Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Manager City Strategy & Development	
s178A(1)	Function of receiving application to amend or end an agreement	Manager City Strategy & Development	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	Manager City Strategy & Development	
s178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Manager City Strategy & Development	
s178A(5)	Power to propose to amend or end an agreement	Manager City Strategy & Development	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Manager City Strategy & Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Manager City Strategy & Development	
s178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Manager City Strategy & Development	
s178C(4)	Function of determining how to give notice under s178C(2)	Manager City Strategy & Development	
s178E(1)	Duty not to make decision until after 14 days after notice has been given	Manager City Strategy & Development	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Manager City Strategy & Development	If no objections are made under s 178D Must consider matters in s 178B
s178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Manager City Strategy & Development	If no objections are made under s178D Must consider matters in s178B
s178E(2)(c)	Power to refuse to amend or end the agreement	Manager City Strategy & Development	If no objections are made under s178D Must consider matters in s178B

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Manager City Strategy & Development	After considering objections, submissions and matters in s178B
s178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Manager City Strategy & Development	After considering objections, submissions and matters in s178B
s178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	Manager City Strategy & Development	After considering objections, submissions and matters in s178B
s178E(3)(d)	Power to refuse to amend or end the agreement	Manager City Strategy & Development	After considering objections, submissions and matters in s178B
s178F(1)	Duty to give notice of its decision under s178E(3)(a) or (b)	Manager City Strategy & Development	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	Manager City Strategy & Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s178F(4)	Duty not to proceed to amend or end an agreement under s178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Manager City Strategy & Development	
s178G	Duty to sign amended agreement and give copy to each other party to the agreement	Manager City Strategy & Development	
s178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Manager City Strategy & Development	
s178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Manager City Strategy & Development	
s179(2)	Duty to make available for inspection copy agreement	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Manager City Strategy & Development	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Manager City Strategy & Development	
s182	Power to enforce an agreement	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s183	Duty to tell Registrar of Titles of ending/amendment of agreement	Manager City Strategy & Development	
s184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Manager City Strategy & Development	
s184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Manager City Strategy & Development	
s184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Manager City Strategy & Development	
s184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	Manager City Strategy & Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s184G(2)	Duty to comply with a direction of the Tribunal	Manager City Strategy & Development	
s184G(3)	Duty to give notice as directed by the Tribunal	Manager City Strategy & Development	
s198(1)	Function to receive application for planning certificate	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s199(1)	Duty to give planning certificate to applicant	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s201(1)	Function of receiving application for declaration of underlying zoning	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s201(3)	Duty to make declaration	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
-	Power to give written authorisation in accordance with a provision of a planning scheme	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s33	Duty to comply with a direction of the Safety Director under s 33	Director City Infrastructure Manager Infrastructure Services	Where Council is a utility under s 3
s33A	Duty to comply with a direction of the Safety Director to give effect to arrangements under s 33A	Director City Infrastructure Manager Infrastructure Services	Duty of Council as a road authority under the <i>Road Management Act 2004</i>
s34	Duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s 33(1)	Director City Infrastructure Manager Infrastructure Services	Where Council is a utility under s 3
s34C(2)	Function of entering into safety interface agreements with rail infrastructure manager	Director City Infrastructure Manager Infrastructure Services	Where Council is the relevant road authority
s34D(1)	Function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	Director City Infrastructure Manager Infrastructure Services	Where Council is the relevant road authority
s34D(2)	Function of receiving written notice of opinion	Director City Infrastructure Manager Infrastructure Services	Where Council is the relevant road authority
s34D(4)	Function of entering into safety interface agreement with infrastructure manager	Director City Infrastructure Manager Infrastructure Services	Where Council is the relevant road authority
s34E(1)(a)	Duty to identify and assess risks to safety	Director City Infrastructure Manager Infrastructure Services	Where Council is the relevant road authority

<b>RAIL SAFETY (LOCAL OPERATIONS) ACT 2006</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
s34E(1)(b)	Duty to determine measures to manage any risks identified and assessed having regard to items set out in s 34E(2)(a)-(c)	Director City Infrastructure Manager Infrastructure Services	Where Council is the relevant road authority
s34E(3)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager	Director City Infrastructure Manager Infrastructure Services	Where Council is the relevant road authority
s34F(1)(a)	Duty to identify and assess risks to safety, if written notice has been received under s 34D(2)(a)	Director City Infrastructure Manager Infrastructure Services	Where Council is the relevant road authority
s34F(1)(b)	Duty to determine measures to manage any risks identified and assessed, if written notice has been received under s 34D(2)(a)	Director City Infrastructure Manager Infrastructure Services	Where Council is the relevant road authority
s34F(2)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager	Director City Infrastructure Manager Infrastructure Services	Where Council is the relevant road authority
s34H	Power to identify and assess risks to safety as required under ss 34B, 34C, 34D, 34E or 34F in accordance with s 34H(a)-(c)	Director City Infrastructure Manager Infrastructure Services	Where Council is the relevant road authority
s34I	Function of entering into safety interface agreements	Director City Infrastructure Manager Infrastructure Services	Where Council is the relevant road authority
s34J(2)	Function of receiving notice from Safety Director	Director City Infrastructure Manager Infrastructure Services	Where Council is the relevant road authority

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s34J(7)	Duty to comply with a direction of the Safety Director given under s 34J(5)	Director City Infrastructure Manager Infrastructure Services	Where Council is the relevant road authority
s34K(2)	Duty to maintain a register of items set out in s 34K(a)-(b)	Director City Infrastructure Manager Infrastructure Services	Where Council is the relevant road authority

<b>RESIDENTIAL TENANCIES ACT 1997</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s142D	Function of receiving notice regarding an unregistered rooming house	Manager City Amenity Coordinator Environmental Environmental Health Officer	
s142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	Manager City Amenity Coordinator Environmental Environmental Health Officer	
s 142G(2)	Power to enter certain information in the Rooming House Register	Manager City Amenity Coordinator Environmental Environmental Health Officer	
s142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	Manager City Amenity Coordinator Environmental Environmental Health Officer	
s252	Power to give tenant a notice to vacate rented premises if s 252(1) applies	Director City Infrastructure Manager City Amenity	Where Council is the landlord
s262(1)	Power to give tenant a notice to vacate rented premises	Director City Infrastructure Manager City Amenity	Where Council is the landlord
s262(3)	Power to publish its criteria for eligibility for the provision of housing by Council	Director City Infrastructure Manager City Amenity	



<b>RESIDENTIAL TENANCIES ACT 1997</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Manager City Amenity Coordinator Environmental Environmental Health Officer	
s522(1)	Power to give a compliance notice to a person	Manager City Amenity Coordinator Environmental Environmental Health Officer	
s525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	Manager City Amenity Coordinator Environmental Environmental Health Officer	
s525(4)	Duty to issue identity card to authorised officers	Manager City Amenity Coordinator Environmental Environmental Health Officer	
s526(5)	Duty to keep record of entry by authorised officer under s 526	Manager City Amenity Coordinator Environmental Environmental Health Officer	
s526A(3)	Function of receiving report of inspection	Manager City Amenity Coordinator Environmental Environmental Health Officer	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Director City Infrastructure Manager City Amenity	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s11(1)	Power to declare a road by publishing a notice in the Government Gazette	Chief Executive Officer Director City Infrastructure	Obtain consent in circumstances specified in s 11(2)
s11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	Director City Infrastructure	
s11(9)(b)	Duty to advise Registrar	Director City Infrastructure	
s11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Director City Infrastructure	Subject to s 11(10A)
s11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Director City Infrastructure	Where Council is the coordinating road authority
s12(2)	Power to discontinue road or part of a road	Director City Infrastructure	Where Council is the coordinating road authority
s12(4)	Power to publish, and provide copy, notice of proposed discontinuance	Director City Infrastructure	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s12(5)	Duty to consider written submissions received within 28 days of notice	Director City Infrastructure	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s12(6)	Function of hearing a person in support of their written submission	Director City Infrastructure	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	Director City Infrastructure	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s12(10)	Duty to notify of decision made	Director City Infrastructure	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Director City Infrastructure	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s14(4)	Function of receiving notice from VicRoads	Director City Infrastructure	
s14(7)	Power to appeal against decision of VicRoads	Director City Infrastructure	
s15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Director City Infrastructure	
s15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Director City Infrastructure	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s15(2)	Duty to include details of arrangement in public roads register	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	
s16(7)	Power to enter into an arrangement under s 15	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	
s16(8)	Duty to enter details of determination in public roads register	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	
s17(2)	Duty to register public road in public roads register	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	Where Council is the coordinating road authority
s17(3)	Power to decide that a road is reasonably required for general public use	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	Where Council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s17(3)	Duty to register a road reasonably required for general public use in public roads register	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	Where Council is the coordinating road authority
s17(4)	Power to decide that a road is no longer reasonably required for general public use	Director City Infrastructure	Where Council is the coordinating road authority
s17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	Where Council is the coordinating road authority
s18(1)	Power to designate ancillary area	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s18(3)	Duty to record designation in public roads register	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	
s19(4)	Duty to specify details of discontinuance in public roads register	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	
s19(5)	Duty to ensure public roads register is available for public inspection	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	
s21	Function of replying to request for information or advice	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	Obtain consent in circumstances specified in s 11(2)
s22(2)	Function of commenting on proposed direction	Director City Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	
s22(5)	Duty to give effect to a direction under s 22	Director City Infrastructure Manager Infrastructure Services	
s40(1)	Duty to inspect, maintain and repair a public road.	Director City Infrastructure Manager Infrastructure Services Coordinator Design & Road Safety Coordinator Municipal Operations	
s40(5)	Power to inspect, maintain and repair a road which is not a public road	Director City Infrastructure Manager Infrastructure Services	
s41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Director City Infrastructure Manager Infrastructure Services	
s42(1)	Power to declare a public road as a controlled access road	Director City Infrastructure	Power of coordinating road authority and sch 2 also applies



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Director City Infrastructure	Power of coordinating road authority and sch 2 also applies
s42A(3)	Duty to consult with VicRoads before road is specified	Director City Infrastructure	Where Council is the coordinating road authority If road is a municipal road or part thereof
s42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Director City Infrastructure	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Director City Infrastructure	Where Council is the responsible road authority, infrastructure manager or works manager
s48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	Director City Infrastructure Manager Infrastructure Services	
s49	Power to develop and publish a road management plan	Director City Infrastructure	
s51	Power to determine standards by incorporating the standards in a road management plan	Director City Infrastructure	
s.53(2)	<del>power</del> Power to cause notice to be published in Government Gazette of amendment <del>etetc.</del> of document in road management plan	<u>Director City Infrastructure</u>	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s54(2)	Duty to give notice of proposal to make a road management plan	Director City Infrastructure	
s54(5)	Duty to conduct a review of road management plan at prescribed intervals	Director City Infrastructure	
s54(6)	Power to amend road management plan	Director City Infrastructure	
s54(7)	Duty to incorporate the amendments into the road management plan	Director City Infrastructure	
s55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	Director City Infrastructure	
s63(1)	Power to consent to conduct of works on road	Director City Infrastructure Manager Infrastructure Services Manager City Amenity Coordinator Local Laws Coordinator Design & Safety	Where Council is the coordinating road authority
s63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the infrastructure manager
s64(1)	Duty to comply with cl 13 of sch 7	Director City Infrastructure Manager Infrastructure Services	Where Council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s66(1)	Power to consent to structure <del>etc</del> etc.	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
s67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
s67(3)	Power to request information	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
s68(2)	Power to request information	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
s71(3)	Power to appoint an authorised officer	Director City Infrastructure	
s72	Duty to issue an identity card to each authorised officer	Director City Infrastructure Executive Services Administration Officer	
s85	Function of receiving report from authorised officer	Director City Infrastructure Manager Infrastructure Services	
s86	Duty to keep register re s 85 matters	Director City Infrastructure Manager Infrastructure Services	
s87(1)	Function of receiving complaints	Director City Infrastructure Manager Infrastructure Services	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s87(2)	Duty to investigate complaint and provide report	Director City Infrastructure Manager Infrastructure Services	
s112(2)	Power to recover damages in court	Director City Infrastructure Manager Infrastructure Services	
s116	Power to cause or carry out inspection	Director City Infrastructure Manager Infrastructure Services	
s119(2)	Function of consulting with VicRoads	Director City Infrastructure Manager Infrastructure Services	
s120(1)	Power to exercise road management functions on an arterial road (with the consent of VicRoads)	Director City Infrastructure Manager Infrastructure Services	
s120(2)	Duty to seek consent of VicRoads to exercise road management functions before exercising power in s 120(1)	Director City Infrastructure Manager Infrastructure Services	
s121(1)	Power to enter into an agreement in respect of works	Director City Infrastructure Manager Infrastructure Services	
s122(1)	Power to charge and recover fees	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s123(1)	Power to charge for any service	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Director City Infrastructure	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Director City Infrastructure	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Director City Infrastructure	
sch 2 cl 4	Function of receiving details of proposal from VicRoads	Director City Infrastructure	
sch 2 cl 5	Duty to publish notice of declaration	Director City Infrastructure Manager Infrastructure Services	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Director City Infrastructure Manager Infrastructure Services	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Director City Infrastructure Manager Infrastructure Services	Where Council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Director City Infrastructure Manager Infrastructure Services	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Director City Infrastructure Manager Infrastructure Services	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Director City Infrastructure Manager Infrastructure Services	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	Director City Infrastructure Manager Infrastructure Services	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Director City Infrastructure Manager Infrastructure Services	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 7 cl 16(8)	Power to include consents and conditions	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 7A cl 2	Power to cause street lights to be installed on roads	Director City Infrastructure Manager Infrastructure Services	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Director City Infrastructure Manager Infrastructure Services	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	Director City Infrastructure Manager Infrastructure Services	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cls 3(2) and 4	Director City Infrastructure Manager Infrastructure Services	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b> [These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r24	Duty to ensure that cemetery complies with depth of burial requirements	N/A	
r25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	N/A	
r27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	N/A	
r28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	N/A	
r28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	N/A	
r29	Power to dispose of any metal substance or non-human substance recovered from a cremator	N/A	
r30(2)	Power to release cremated human remains to certain persons	N/A	Subject to any order of a court
r31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	N/A	
r31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	N/A	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b> [These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	N/A	
r31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	N/A	
r32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	N/A	
r33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	N/A	
r33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	N/A	
r34	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	N/A	
r36	Duty to provide statement that alternative vendors or supplier of monuments exist	N/A	
r 40	Power to approve a person to play sport within a public cemetery	N/A	
r 41(1)	Power to approve fishing and bathing within a public cemetery	N/A	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b> [These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 42(1)	Power to approve hunting within a public cemetery	N/A	
r 43	Power to approve camping within a public cemetery	N/A	
r 45(1)	Power to approve the removal of plants within a public cemetery	N/A	
r46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	N/A	
r 47(3)	Power to approve the use of fire in a public cemetery	N/A	
r48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	N/A	
<b>Note: sch 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules</b>			
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	N/A	See note above regarding model rules
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	N/A	See note above regarding model rules
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	N/A	See note above regarding model rules



<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b> [These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	N/A	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	N/A	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	N/A	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	N/A	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	N/A	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	N/A	See note above regarding model rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	N/A	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	N/A	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	N/A	See note above regarding model rules

**CEMETERIES AND CREMATORIA REGULATIONS 2015**

[These provisions apply to Council appointed as a cemetery trust under s 5 of the *Cemeteries and Crematoria Act* 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	N/A	See note above regarding model rules

<b>PLANNING AND ENVIRONMENT REGULATIONS 2015</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Chief Executive Officer	Where Council is not the planning authority and the amendment affects land within its municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	Manager City Strategy & Development  Coordinator City Strategy  Coordinator City Development	
r25(a)	Duty to make copy of matter considered under s 60(1A)(g) available for inspection free of charge	Manager City Strategy & Development  Coordinator City Strategy  Coordinator City Development	Where Council is the responsible authority
r25(b))	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	Manager City Strategy & Development  Coordinator City Strategy  Coordinator City Development	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Chief Executive Officer	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

<b>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Manager City Strategy & Development	
r20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Manager City Strategy & Development	
r21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20	Manager City Strategy & Development	



<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r7	Function of entering into a written agreement with a caravan park owner	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r11	Function of receiving application for registration	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r13(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r13(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r13(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r13(4) & (5)	Duty to issue certificate of registration	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r15(1)	Function of receiving notice of transfer of ownership	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r15(3)	Power to determine where notice of transfer is displayed	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r16(1)	Duty to transfer registration to new caravan park owner	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r16(2)	Duty to issue a certificate of transfer of registration	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r18	Duty to keep register of caravan parks	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r19(4)	Power to determine where the emergency contact person's details are displayed	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r19(6)	Power to determine where certain information is displayed	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r22A(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r22A(2)	Duty to consult with relevant emergency services agencies	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r23	Power to determine places in which caravan park owner must display a copy of emergency procedures	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r24	Power to determine places in which caravan park owner must display copy of public emergency warnings	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r25(3)	Duty to consult with relevant floodplain management authority	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r26	Duty to have regard to any report of the relevant fire authority	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r39	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r39(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r40(4)	Function of receiving installation certificate	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	



RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r8(1)	Duty to conduct reviews of road management plan	Director City Infrastructure	
r9(2)	Duty to produce written report of review of road management plan and make report available	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	
r9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
r10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	Director City Infrastructure Manager Infrastructure Services	
r13(1)	Duty to publish notice of amendments to road management plan	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
r13(3)	Duty to record on road management plan the substance and date of effect of amendment	Director City Infrastructure Manager Infrastructure Services	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r16(3)	Power to issue permit	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
r18(1)	Power to give written consent re damage to road	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
r23(2)	Power to make submission to Tribunal	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
r23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority
r25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the responsible road authority
r25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the responsible road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	



ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r22(2)	Power to waive whole or part of fee in certain circumstances	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority

**5.4. REVIEW OF COUNCIL'S PRIVACY POLICY****PURPOSE:*****To consider and adopt an amended Council Privacy Policy.***

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**EXECUTIVE SUMMARY**

- Council is bound by legislation to protect the private information it collects on individuals and to ensure the proper management of that information including its collection, storage, access, disclosure and destruction.
- All Victorian public sector organisations (including local government) must comply with information and health privacy principles as set out in the *Privacy and Data Protection Act 2014 (Vic)* and *Health Records Act 2001 (Vic.)*.
- Both Acts require organisations to have a document that clearly sets out its policies on the management of personal and health information, and to make it available to anyone that asks. This document is commonly referred to as an organisation's privacy policy.
- Council's Privacy Policy was last amended and adopted in October 2014. An administrative review has recently been conducted and this report presents an amended Privacy Policy for consideration and adoption by Council, as per Attachment 1.

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**MOVED: CR. SUE CASSIDY****SECONDED: CR. DAVID OWEN****That Council receives and adopts the Warrnambool City Council Privacy Policy forming the attachment to this report.****CARRIED - 6:0**

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**BACKGROUND**

The *Privacy and Data Protection Act 2014* (the **PDPA**) replaced the Information Privacy Act 2000 and the *Commissioner for Law Enforcement Security Act 2005* with a single Act that is intended to strengthen the protection of personal information and other data held by the Victorian public sector. Fundamentally, the Act retained the previous ten Information Privacy Principles (IPPs) and much of the existing privacy compliance framework.

Although information pertaining to an individual's health is considered to be personal information, health information is expressly excluded from the *Privacy and Data Protection Act*. Health information is covered in the *Health Records Act 2001* (the **HRA**) which contains eleven Health Privacy Principles (HPPs), ten of which are similar to IPPs.

Victorian public sector organisations (including local government) are required to adhere to the 10 IPPs and 11 HPPs, which set out the minimum standards for the handling of personal and health information. As a health provider, certain parts of Council fall within the provisions of the HRA i.e. Home and Community, Maternal & Child Health and Early Years services.

IPP 5 & HPP 5 require a public sector organisation to have a document that clearly sets out its policies on the management of personal and health records information, and to make it available to anyone that asks. This document is commonly referred to as an organisation's privacy policy.

Council's Privacy Policy was last reviewed and adopted in October 2014. In line with Council's Policy, an internal review has recently been undertaken.

**ISSUES**

Council is bound by legislation to protect the private information it collects and to ensure proper management of that information including its collection, storage, access, disclosure and destruction.

The Privacy Policy applies to all Councillors, employees, volunteers and contractors and relates to all personal and health records information collected, used, disclosed and stored about any individual including residents, users of Council services, individuals registering for any Council provided service, or those seeking employment with Council.

The Policy was reviewed in line with other councils and has been informed by both the PDPA and HRA, the Office of the Victorian Information Commissioner's guidelines for drafting a privacy policy and an internal audit conducted by the Council organisation in 2018.

The key changes:

<b>Item</b>	<b>Changes</b>
Definitions	Definitions updated and the references to both Acts (PDPA & HRA) principles are now detailed in this section rather than in the body of the Policy section.
All Sections	Reformatted and revised to reinforce that Council's Privacy Policy covers both personal and health records information.
Collection and Use & Disclosure section/s	Expanded detail and advice on what personal and health information Council collects and manages. In particular, the inclusion of more detail about the types of information being collected e.g. through social media platforms, photographs, online formats etc. Privacy (collection) statement reworded and now incorporated under Collection section.
Access to Information Held by Council	Information now incorporated under Access and Collection principle (section) and also clarifies that an individual seeking access to their private information can contact either the relevant Council department directly or Council's FOI/Privacy Officer for assistance with a general request.
Privacy complaints	This section now details and provides for a separate complaints handling process to that of responding to general requests for access and corrections.

The review and amended Privacy Policy ensures Council continues to comply with its obligations in the management and handling of personal and health information.

**FINANCIAL IMPACT**

The review of Council's Privacy Policy is an administrative function, the cost of which is included within Council's operational budget.

**LEGISLATION/POLICY/COUNCIL PLAN CONTEXT**

This report contributes to the ongoing achievement of the Council Plan 2017-2021 objective and strategies of:

**5 Practice good governance through openness and accountability**

5.6 Provision of opportunities for the community to actively participate in Councils decision-making through effective promotion, communication and engagement.

5.7 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness.

Part 3 of the PDPA sets out the provisions with respect to public sector organisation's having a document that clearly sets out its policies on the management of personal information.

**TIMING**

Once adopted by Council, the amended Policy will replace the current policy and be made publically available on Council's website or in hardcopy on request.

**COMMUNITY IMPACT/CONSULTATION**

As part of the policy review process, the amended Privacy Policy was circulated for comment to Managers and relevant staff with operational privacy data responsibilities and their feedback incorporated into the document.

Council's current website 'Freedom of Information and Privacy' section will also be separately reviewed and updated as an administrative task.

Following Policy adoption, a program of privacy compliance (induction and refresher) staff training is schedule to occur over the next few months via Council's online staff learning management system.

**LEGAL RISK/IMPACT**

The review of Council's Privacy Policy ensures that Council is meeting its legislative obligations under the PDPA and HRA.

**OFFICERS' DECLARATION OF INTEREST**

The author of this report does not have a conflict of interest.

**CONCLUSION**

The review of Council's Privacy Policy has been informed by the *Privacy and Data Protection Act 2014*, the *Health Records Act 2001* and *Office of the Victorian Information Commissioner* guidelines. The amended Policy as presented ensures Council continues to meet its obligations under legislation. It is recommended that the amended Privacy Policy be adopted by Council.

**ATTACHMENTS**

1. Privacy Policy - Final Draft Version 1.1 **[5.4.1]**





WARRNAMBOOL  
CITY COUNCIL

# PRIVACY POLICY

Version 1.1

POLICY TYPE: COUNCIL

APPROVAL DATE: 4 March 2019

REVIEW DATE: March 2022



## PRIVACY POLICY

### DOCUMENT CONTROL

<b>Document Title:</b>	<i>POLICY</i>
<b>Policy Type:</b>	<i>COUNCIL</i>
<b>Responsible Branch:</b>	<i>GOVERNANCE &amp; RISK BRANCH</i>
<b>Responsible Officer:</b>	<i>MANAGER GOVERNANCE PROJECTS &amp; RISK</i>
<b>Document Status:</b>	<i>REVISION/DRAFT</i>
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<b>Adopted Date:</b>	<i>4 March 2019</i>
<b>Review Date:</b>	<i>March 2022</i>



## PRIVACY POLICY

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## PRIVACY POLICY

### INTRODUCTION

Council understands how important it is to our community's confidence in Council services to ensure that private information we hold about an individual will be treated in a way which ensures their privacy is respected and protected. Accordingly, Council is committed to full compliance with its obligations under the *Privacy and Data Protection Act 2014 (Vic.)* and the *Health Records Act 2001 (Vic.)*

### PURPOSE

The purpose of Warrnambool City Council's Privacy Policy (the Policy) is to:

- Convey the principles of responsible management of personal and health information collected by Council
- Promote the protection of the privacy of individuals in all transactions with Council while ensuring a balance with the interests of Council carrying out its functions and/or activities.
- Promote responsible and transparent handling of personal information while ensuring the privacy of individuals is acknowledged and respected.
- Provide a means for individuals to make formal complaints about any alleged interference with their privacy.

### SCOPE

This Policy applies to all Warrnambool City Council Councillors, staff, volunteers, contractors and agents and to all personal information and health information collected, used, disclosed and stored about any individual including residents, users of Council services, individuals or groups registering for any Council provided services, or those seeking employment with Council.

### DEFINITIONS

Word/Term	Definition
<b>Agent</b>	means an individual, member of a Council committee or an organisation employed by Council to perform a service that involves handling personal information. An agency relationship will mean that Council will usually be held responsible for how their agents (like their employees) handle personal information.
<b>Council</b>	means Warrnambool City Council

## PRIVACY POLICY

Word/Term	Definition
<b>HRA</b>	means the <i>Health Records Act 2001</i>
<b>Health information</b>	<p>Includes personal information or opinion about:</p> <ul style="list-style-type: none"> <li>• an individual's physical, mental or psychological health (at any time)</li> <li>• an individual's disability (at any time)</li> <li>• an individual's expressed wishes about the future provision of health services to him or her;</li> <li>• health services provided or to be provided to an individual</li> <li>• an individual, information collected to provide a health service to him or her (e.g. disability and age care service, maternal and child health service, immunisation service.).</li> </ul>
<b>Health Privacy Principles (HPPs)</b>	<p>The Health Privacy Principles (HPPs) are a set of eleven principles that regulate how health information is handled. These principles underpin the Health Act</p> <ul style="list-style-type: none"> <li>• HPP 1 – Collection</li> <li>• HPP 2 – Use and Disclosure</li> <li>• HPP 3 – Data Quality</li> <li>• HPP 4 – Data Security</li> <li>• HPP 5 – Openness</li> <li>• HPP 6 – Access and Correction</li> <li>• HPP 7 – Identifiers</li> <li>• HPP 8 – Anonymity</li> <li>• HPP 9 – Trans-border Data flows</li> <li>• HPP 10 – Transfer/closure of the Practice of a Health Service Provider</li> <li>• HPP 11 – Making information available to another Health Service Provider</li> </ul>
<b>Information Privacy Principles (IPPs)</b>	<p>The Information Privacy Principles (IPPs) are a set of ten principles that regulate how personal information is handled. These principles underpin the PDPA</p> <ul style="list-style-type: none"> <li>• IPP 1 – Collection</li> <li>• IPP 2 – Use and Disclosure</li> <li>• IPP 3 – Data Quality</li> <li>• IPP 4 – Data Security</li> <li>• IPP 5 – Openness</li> <li>• IPP 6 – Access and Correction</li> <li>• IPP 7 – Unique Identifiers</li> <li>• IPP 8 - Anonymity</li> <li>• IPP 9 – Trans-border Data Flows</li> <li>• IPP 10 – Sensitive Information</li> </ul>
<b>Personal</b>	means information or opinion (including information or an opinion



## PRIVACY POLICY

Word/Term	Definition
<b>information</b>	<p>forming part of a database) that is recorded in any form and whether true or not about an individual whose identity is apparent or can be reasonably ascertained, from that information or opinion (excluding health information)</p> <p>For example, “personal information” about an individual includes (but is not limited to):</p> <ul style="list-style-type: none"> <li>• name;</li> <li>• date of birth and age</li> <li>• home/postal/email address and telephone number</li> <li>• marital status and religion</li> <li>• income, financial transactions, purchases and spending habits</li> <li>• race and ethnic origin</li> <li>• education</li> <li>• photograph and or video footage</li> <li>• signature</li> </ul>
<b>PDPA</b>	means the <i>Privacy and Data Protection Act 2014 (Vic.)</i>
<b>Primary Purpose</b>	means the main reasons why the personal information was shared with or collected by Council.
<b>Public Register</b>	means documents that are open to inspection by members of the public and contain information required or permitted by legislation.
<b>Secondary Purpose</b>	means a use or disclosure of personal information that a reasonable person would understand could occur or may occur. For example, sharing an updated mailing address on a form with all Council departments instead of remaining just with the department the form was sent to.
<b>Sensitive Information</b>	means personal information or opinion about an individual’s racial or ethnic origin, political views, religious beliefs, sexual preferences, membership of groups or criminal record.
<b>Special Committee</b>	means a Special Committee of Council established under section 86 of the <i>Local Government Act 1989</i> .

## POLICY

This Policy has been informed by the 10 Information Privacy Principles (IPPs) contained in the *Privacy and Data Protection Act 2014*, and the 11 Health Privacy Principles (HPPs) contained in the *Health Records Act 2001*. This policy encompasses both sets of principles.



## PRIVACY POLICY

### 1. Collection

#### *Types of Information collected by Council*

Council will only collect personal and health information that is necessary for carrying out its functions and activities, and where reasonable and practicable, such information will be collected from the individual directly. However, Council reserves the right to collect personal and health information from third parties where the law or circumstances warrant it.

The collection of this information could be in various ways, including, but not limited to, the following:

- During conversations between individuals and Council representatives.
- Accessing and interacting with Council's websites or social networking sites.
- When making an enquiry, providing feedback or completing an application form (online or in hard copy).
- Through the use of Council-owned CCTV systems installed in public places for the purpose of surveillance, including cameras in or on Council property and other mobile surveillance equipment.

The information provided may be used for purposes including (but not limited to) the following:

- To make contact where it is necessary in order to provide Council services requested by an individual.
- To make contact where it is necessary to resolve issues relating to Council services or functions.
- As part of Council's commitment to customer service, Council may periodically invite individuals to provide feedback about their experience via a voluntary survey.
- To facilitate the collection of Council fees and charges.
- To enable payment for Council provided goods and services.
- To enable Council to undertake its law enforcement functions.
- To aid community safety

#### *Collecting Photographs/Videos*

Council takes photographs/videos both on Council premises and also in public places. These photographs/videos may be used for publicity or enforcement purposes.

Before taking photographs/videos to be used for publicity purposes, Council will seek consent (if practicable) from individuals to take and use the photograph(s). Where feasible, this consent will be obtained in writing.



## PRIVACY POLICY

If however, photographs are to be taken in a public place (such as at a community event) it may not be practicable to obtain individuals consent. In these instances and where practicable to do so, Council will use other methods to inform the public that photographs/videos i.e. signs and or public announcements to advise the public that photographs are being taken.

### **Collecting Unsolicited information**

Sometimes people send personal information to Council without Council requesting it or when Council asks for some information and individuals or third parties provide more information than requested. In these circumstances where unsolicited personal information is not necessary for Council's functions, it may not be 'reasonable' to notify the individual concerned of the collection. In which case the information will simply be stored in Council's systems and disposed of in accordance with the *Public Records Act 1973*.

### **Collecting through Council's websites, social networking sites or SMS/MMS**

If you access and interact with a Council website, social networking site or send SMS/MMS to Council we recommend you read Council's News & Social Media Policy.

Council uses social networking services such as Twitter, Facebook and YouTube, in addition to traditional methods, to connect with our community.

Council uses public social networking sites to identify social trends and issues related to Council's services and events. We use various tools to view public social media and website commentary and may engage directly with individuals who post on these sites to provide service information. In doing so, we may temporarily collect and store your personal information.

Any personal information collected by Council through these sites will be handled in line with this Privacy Policy and our News & Social Media Policy

### **Collecting through Website surveys**

Council uses various applications (such as SurveyMonkey®) to conduct online surveys. This means the data collected online may be stored on servers located in another country (such as the USA). To ensure that you are fully informed on how any personal information you provide in the survey will be stored, please read the privacy policy which is contained on the online survey page, prior to participating. If you do not wish to complete a Council survey online, you can request a hard copy by contacting Council's City Assist department Tel: 03 5559 4800

### **Collecting Online payments**

You are able to make the following payments online, using Council's eService's, which in turn uses the SecurePay payment gateway to collect the credit card details and accept payment for:

- rates
- infringements/fines



## PRIVACY POLICY

- invoices or accounts
- permit fees
- animal registration renewal fees.

Council does not collect or hold credit card information for these payments.

SecurePay is fully compliant with the Payment Card Industry Data Security Standard and they have direct bank links to transact. The SecurePay data is held in Australia. If you do not wish to provide this information online you should arrange to make payment by post to PO BOX 198, Warrnambool Victoria 3280, through Australia Post or in person at the Civic Centre, 25 Liebig Street, Warrnambool.

### **Privacy (Collection) Statement**

Whenever Council collects personal information, you should be given notice of how we intend to use, share and disclose that personal information. This notice could be provided in a form similar to below:

*"The personal information requested on this form is being collected by Warrnambool City Council for the purpose of [insert purpose] or any other directly related purpose. The personal information will also be disclosed to [insert names of any other entities Council will be disclosing the personal information to] for the purpose of [insert how those entities will be using the personal information]. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, [insert details of what will happen – can they still participate in the process, can they be anonymous etc.]. If you wish to alter any of the personal information you have supplied to Warrnambool City Council, please contact Council via telephone [insert number for your work area] or email [insert email address for your work area]."*

## **2. Use and Disclosure**

Council will only use and disclose information about an individual for:

- the primary purpose for which it was collected,
- for a secondary purpose that would be reasonably expected, or
- in other limited circumstances such as when required to do so by law.

Council will take all necessary measures to prevent unauthorised access to, or disclosure of, your personal information.

Where necessary, Council may disclose your personal information to other work areas within Council to assist in actioning an enquiry.

Council also discloses personal information to external organisations such as Council's contracted service providers who perform various services for, and on behalf of, the Council. Council will ensure that these contractors agree to be bound by the provisions of the *PDPA*.



## PRIVACY POLICY

Information provided to these contractors is limited to the information required by them to provide services on behalf of Council.

Council also discloses personal information to other agencies in the course of an investigation and defence of legal claims against Council. This includes Council's professional advisors, solicitors, insurers and investigators.

Council may also use personal information contained in complaints which you make to Council as part of any prosecution undertaken as part its law enforcement functions.

Where authorised, Council may also disclose personal information to:

- Debt collection agencies.
- Government agencies including the Department of Human Services, the Victorian Workcover Authority and Road Traffic Authority.
- To Police, Fire and State Emergency departments for emergency or law enforcement purposes.
- Government agencies to enable them to advise you of works which may impact upon individuals or properties.
- To individuals for the purpose of serving a notice to fence as required by the Fences Act.
- Where appropriate as prescribed under another Act (e.g. the *Freedom of Information Act*) or Council is required to do so by law (e.g. to the Courts to respond to a subpoena or provide information to assist with an investigation).
- To family members, or other individuals or organisations only if Council believes that the disclosure is necessary to lessen or prevent a serious and imminent threat to an individual's life, health, safety or welfare, or a serious threat to public health, safety or welfare.
- Where an individual's consent has been given.

Personal information in applications for employment with Council will be supplied to agencies such as the Victoria Police as part of a background check, or with the Department of Justice and Regulation as part of a Working with Children Check. The results from such checks will not be disclosed to any third party unless authorised by law or with the applicants' written authorisation.

Personal information provided as part of a public submission to a Council or Special Committee meeting may be included with the published agenda papers and minutes of the meeting. The published agenda papers and minutes are made available online and in hardcopy format.

Personal information may also be contained in Council's Public Registers. Under the *Local Government Act 1989*, any person is entitled to inspect Council's Public Registers.

In the case of health information, Council may disclose health information about someone:

- If Council is providing a health service to them and it is necessary to be able to provide that service.





## PRIVACY POLICY

- Where the person is incapable of providing consent and it is not reasonably practicable to obtain the consent of an authorised representative or the person does not have an authorised person.

### 3. Data Quality

Council will endeavour to make sure that the personal and health information it holds is accurate, complete and up-to-date. A person may request that Council amend any personal information they have provided.

### 4. Data Security

Council will take all reasonable steps to ensure personal and health information is stored safely and securely and is protected from misuse, loss, unauthorised access, modification or disclosure.

Council will take all reasonable steps to destroy or permanently de-identify personal information which is no longer needed for Council purposes, subject to compliance with the *Public Records Act 1973* and the *Health Records Act 2001*.

### 5. Openness

This policy serves as Council's public commitment to openness in the management of personal information.

This policy is available in both electronic (on Council's website [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)) and hardcopy format.

Council will, on request, take reasonable steps to provide individuals with general information on the types of personal and health information it holds and for what purposes and how it collects, holds, uses and discloses that information.

### 6. Access and Correction

Should an individual wish to access their personal information, the individual can contact the most relevant Council department directly or Council's FOI/Privacy Officer (PO Box 198, 25 Liebig Street, Warrnambool. Vic., 3280 | Email: [privacy@warrnambool.vic.gov.au](mailto:privacy@warrnambool.vic.gov.au) | Tel: 1300 003 280 or (03) 5559 4800.

Access will be provided except in the circumstances outlined in the Act, for example, where the information relates to legal proceedings or where the Freedom of Information Act 1982 applies. If an individual believes that their personal information is inaccurate, incomplete or out of date, the individual may request Council to correct the information. The request will be dealt with in accordance with the Act.



## PRIVACY POLICY

Council officers from time to time may contact individuals to confirm that the information we hold is correct via telephone, mail or email to ensure Council is meeting our obligations under IPP/HPP 3 - Data Quality.

### 7. Unique Identifiers

A unique identifier is a number or code that is assigned to someone's record to assist with identification e.g. a drivers licence number. Council will only assign a unique identifier to person if the assignment is reasonably necessary to carry out its functions efficiently.

### 8 Anonymity

Where lawful and practicable, Council will give individuals the option of not identifying themselves when entering into transactions with Council. However anonymity limits Council ability to process a complaint or other matter. Therefore, if a person chooses not to supply personnel information that is necessary for Council to perform its functions, then Council reserves the right to take no further action on the matter.

### 9. Trans-Border Data Flows

IPP9 of the PDPA does not prohibit the transfer of personal information outside of Victoria but it does place restrictions on when it can occur. This is because the PDPA is a Victorian law and therefore the IPP's will not apply to organisations in a different state, territory or country. Council will only transfer personal or health information outside of Victoria in accordance with the provisions outlined in the PDPA and HRA.

While Council uses cloud computing services based outside Victoria, it has taken all reasonable steps to ensure that the information which it transfers will not be held, used or disclosed by the host of the information inconsistently with the Victorian IPPs. It also ensures the hosts/recipients are subject to laws and/or binding contractual arrangements that provide similar protections to that afforded under the PDPA and HRA.

### 10. Sensitive Information

Unless prior consent has been obtained from individuals in writing, or Council is required to do so by law/and or to prevent harm, Council will not collect sensitive information as defined by this Policy.

### 11. Transfer or closure of health service

Health information relating to a discontinued Council health service will be managed in accordance with the HRA.



## PRIVACY POLICY

### 12. Making information available to another health service provider

Council will provide a copy, or written summary, of health information in its possession where it is requested in writing by the individual, or by a health service provider authorised by the individual.

## PRIVACY COMPLAINTS

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If an individual is dissatisfied with Council's handling of their personal or health information, they may make a complaint to:

Manager Governance Projects & Risk  
 Warrnambool City Council  
 PO Box 198, 25 Liebig Street,  
 Warrnambool. Vic., 3280  
 Phone: 1300 003 280 or (03) 5900 4800

A complaint will be investigated in a timely, fair and reasoned way and a written response will be provided. All complaint details will be handled with discretion and confidentiality.

Alternatively, people can complain to:

The Office of Victorian Information Commissioner, regarding personal information online or via email: [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au) or [privacy@cpdp.vic.gov.au](mailto:privacy@cpdp.vic.gov.au) or telephone 1300 006 842 or the Health Complaints Commissioner regarding health information, telephone 1300 582 113 or via [www.hcc.vic.gov.au](http://www.hcc.vic.gov.au).

## POLICY OWNER & REVIEW

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The owner of this policy is the Chief Executive Officer. All enquiries regarding this policy should be initially directed to the Manager Governance Projects & Risk.

This Policy will be reviewed in 2022, or as legislation requires, or Council determines a need has arisen.

## POLICY COMPLIANCE RESPONSIBILITIES

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- The Chief Executive has the ultimate responsibility for ensuring that privacy is managed across the Council.



## PRIVACY POLICY

- Directors and Branch Managers are responsible for ensuring development and implementation of departmental procedures consistent with Council's legislative obligations and this Policy.
- The Manager Governance Projects & Risk is responsible for monitoring and reporting to the Chief Executive Officer on the corporate implementation of Council's Privacy Policy.
- The Manager Organisation Development is responsible for ensuring the delivery of privacy compliance induction to new staff and biennial staff refresher training through the corporate training and online learning management programs.
- Each manager and supervisor is accountable for ensuring the implementation of the Privacy Policy through appropriate actions in his/her area of responsibility including ensuring all personal information is collected, used, stored, disclosed and disposed in accordance the Council's Privacy and Records Management Policies.
- Council staff will respect service users/client's right to privacy and confidentiality by ensuring the responsible use of the information obtained in the course of delivering Council services and that personal information about individuals is not made available to any person who does not have a legal right to this information.

## CHARTER OF HUMAN RIGHTS COMPLIANCE

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

## REFERENCES

<b>Acts</b>	Local Government Act 1989 (Vic.) Privacy and Data Protection Act 2014 (Vic.) Health Records Act 2001 (Vic.) Freedom of Information Act 1982 (Vic.) Public Records Act 1973 (Vic.)
<b>Council Related Policies/Procedures</b>	Information Management/Records Management Policy/Procedures Freedom of Information application process News and Social Media Policy Councillor & Staff Interaction Protocol (Responding to Councillor Information Request)
<b>External</b>	Office of the Vic. Information Commissioner – <i>Guidance for the Victorian public sector: Drafting Privacy Policy</i>

**5.5. ACTIVITIES & INITIATIVES 2018-2019 - DECEMBER QUARTER 2****PURPOSE:**

***This report provides information on the progress at the half year point in achieving the Activities and Initiatives set down for 2018-2019 as part of the Council Plan and Budget process.***

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**EXECUTIVE SUMMARY**

In order to achieve the objectives established in the Council Plan, a set of Activities and Initiatives is developed for each year of the four-year plan.

The actions and initiatives underpin activity we undertake to work toward the Vision of Warrnambool: A Cosmopolitan City by the Sea.

And the 5 key objectives that underpin this Vision;

- 1 - Sustain and enhance the natural environment.
- 2 - Foster a healthy city that is socially and culturally rich.
- 3 - Maintain and improve the physical fabric of the city.
- 4 - Develop a modern economy with diverse and sustainable employment.
- 5 - Practice good governance through openness and accountability.

Funding allocations to deliver the Activities and Initiatives are outlined the Council Budget. In 2018-2019 there were 151 "Activities and Initiatives" (A&I's) identified. These actions and initiatives are representative of the broad range of the work undertaken by Council on behalf of the community.

The 151 Activities and Initiatives outlined are the tip of the iceberg of the work undertaken and represent a snapshot in time of works underway.

The commentary outlined often understates the level of work being undertaken in the community and should be read in conjunction with our regular operations reports to the community the annual report and the numerous plan updates which all detail the work and initiatives underway.

Council is reporting to the community on the "Activity and Initiatives" progressed in the six months year to date to provide information about the work being done by Council.

The report details progress on activities, milestones and significant events across a range of specific actions and initiatives. Council will continue to develop metrics to report on our progress to the community.

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**MOVED: CR. SUE CASSIDY**  
**SECONDED: CR. ROBERT ANDERSON**

**That the Activities & Initiatives 2018-2019 - December Quarter 2 report be received.**

**CARRIED - 6:0**

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**BACKGROUND**

The 2017-2021 Council Plan is the principle planning and directional document of the Council and details the Council strategic objectives and strategies over a 4 year period.

Council is required to set down the Activities and Initiatives (A&I's) that are to be funded and demonstrate how these A&I's will contribute to achieving the strategic objectives specified in the Council Plan.

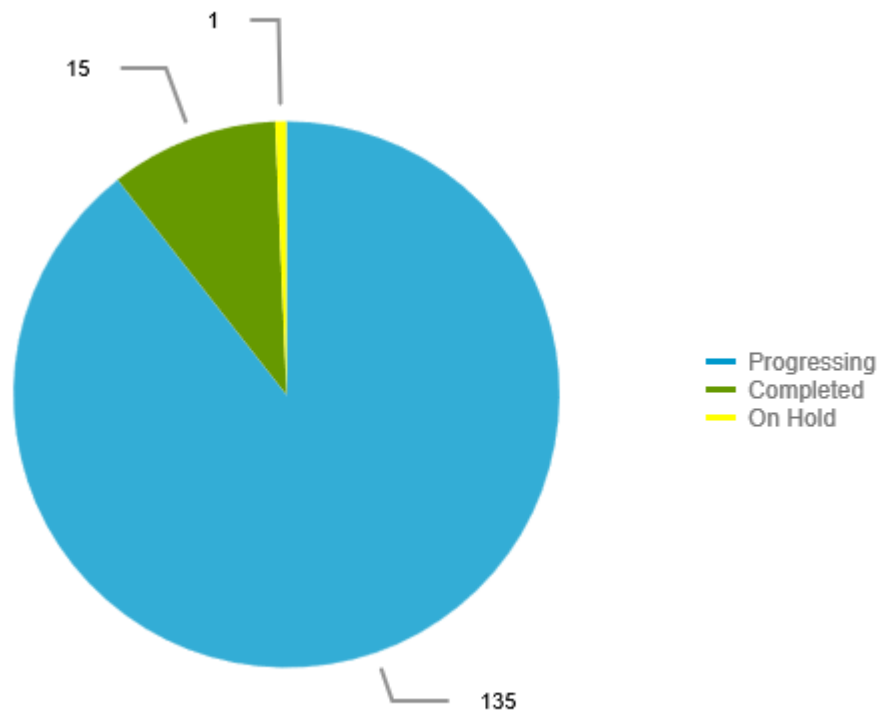
This report details the implementation status of the Activities and Initiatives. Each action has an indicator of the current status.

● Completed      ● Progressing      ● On Hold      ● Not Updated

**2018/19 ACTIVITIES AND INITIATIVES OVERVIEW**



The report provides summary comments as to the progress of the 2018/19 A&I's. A copy of the 151 A&I's and indicators is attached to this report.



#### ATTACHMENTS

1. Activities and Initiatives 2018-2019 Q 2 [5.5.1]



WARRNAMBOOL  
CITY COUNCIL

## Warrnambool City Council Activities and Initiatives

**Q2 2018/2019**

- Completed
- Progressing
- On Hold
- Not Updated






# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

## 1: Sustain and enhance the natural environment.



### 1.1: Protect and enhance our waterways, coast and land.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
1.1.1	Implement the Coastal Management Plan and Vegetation Management Plan.	Lauren Schneider	Progressing	60%		Implementation of the plan continues with key projects underway including the upgrade of the Moyjil beach access and Lady Bay beach access to improve beach access safety and risk. The Coastal Vegetation Management Plan action implementation is ongoing.
1.1.2	Ensure compliance with Local Laws relating to horses on Lady Bay.	Peter McArdle	Progressing	90%		Council is assessing a new agreement and procedures for each beach.
1.1.3	Ensure all septic tanks meet EPA guidelines and requirements.	Guy Price	Progressing	60%		In Nov 2018, all residences in Woodford and Bushfield (who are not connected to sewer) were sent a notice reminding them of their wastewater permit conditions, incl. a) pumping out septic tanks every 3 years, or when half-full; b) having 3-monthly maintenance inspections of their secondary treated systems, and ensuring copies of these inspection reports are sent to Council. Discussions have been had with consultancy firms to renew our Domestic Wastewater Management Plans, as the current one is out of date.
1.1.4	Manage and implement the Moyjil Cultural Heritage Plan.	Lauren Schneider	Progressing	35%		The Moyjil Cultural Heritage Management Plan continues to provide guidance to the management and protection of the cultural heritage site. The reinstatement of the beach access is progressing with construction due for completion during 2019.
1.1.5	Review recycling practices in the city and develop short and long-term options for recycling processes.	Glenn Reddick	Progressing	90%		This action is ongoing. Recycling is a volatile and changing market. Council is currently exploring options and is in confidential tender negotiations to shape the short to medium term content for recycling in Warrnambool.



# Warrnambool City Council

## Activities and Initiatives


# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
1.1.6	Continue the Bag It, Bin It, dog litter reduction campaign to reduce dog littering.	Kathryn McInnes	Progressing	20%		The infrastructure on the Promenade will be replaced, so that all dispensers have compostable bags.  Local Laws Officers are continuing to educate dog owners about picking up after their dogs and handing out dog bags to residents.
1.1.7	Develop an asset management plan for coastal protection assets and seek funding for their management.	John Finnerty	Progressing	5%		Port Asset Management Plan has been prepared. River protection assets are yet to be assessed and work is underway to identify some funding to complete this stage of work.

### 1.2: Commit to being a carbon neutral organisation by 2040.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
1.2.1	Commence implementation of the new Warrnambool sustainability plan.	Lauren Schneider	Progressing	80%		Implementation of Green Warrnambool continues with the delivery of key initiatives including the solar programme, environmental upgrade agreements, sustainability audits, sustainable building upgrades and the development of Councils first off grid building.
1.2.2	Reduce reliance on landfill by diverting organic material from waste streams through education.	Glenn Reddick	Progressing	90%		The new FOGO service is now funded and is being rolled out across the City. Expected completion May 2019.

### 1.3: Invest in climate change preparedness.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
1.3.1	Deliver the Barwon South West – Local Coastal Hazard Assessment – Stage 1 Pursue funding for Stage 2	Lauren Schneider	Progressing	35%		Pursuit of funding for Stage 2 of the Local Coastal Hazard Assessment is ongoing with discussions with DELWP and the Coastal Environments Program.


# Warrnambool City Council

## Activities and Initiatives


# Q2, 2018

### 1.4: Encourage environmentally sustainable business.


### 1.5: Review options for managing waste.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
1.5.1	Investigate opportunities for waste to energy to reduce reliance on landfill.	Glenn Reddick	Progressing	35%		A working group has been established in conjunction with State Government agencies and Deakin University, to investigate the options, content of waste streams and feasibility. Results will be progressively reported to Council.

### 1.6: Educate the community on Councils sustainability initiatives.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
1.6.1	Prepare a foreshore master plan specifically investigate potential for eco-tourism at the foreshore.	Shaun Miller	Progressing	20%		Draft Foreshore Precinct Plan completed. Draft project brief for integration with other Master Plans to be completed. (eg. Lake Pertobe, Port of Warrnambool, Belfast Coastal Reserve Management Plan). Awaiting budget allocation.

### 1.7: Partner with the community on local sustainability projects.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
1.7.1	Work with the community to advocate for Warrnambool to be a plastic bag-free city	Kathryn McInnes	Progressing	40%		The community group Boomerang Bags is continuing to grow and the Sewing Station held Council supported workshops at the beach over the peak holiday period for residents to make reusable bags.






# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

## 2: Foster a healthy city that is socially and culturally rich.

### 2.1: Promote healthy lifestyles.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
2.1.1	Ensure compliance with the Tobacco Act and MAV Tobacco Agreement.	Guy Price	Completed	100%		<p>As per the MAV agreement, we conducted CSTM (Cigarette Sales To Minors) programs in school holidays in September &amp; December 2018, of which 136 premises were inspected - with 5 premises issued a Warning for failure (i.e. sale to minors). Further CSTMs are scheduled for school holidays in Apr and June 2019.</p> <p>In Jan 2019, an Education visit was conducted at our public hospitals (SWH), with a further 3 visits planned this financial year. Tobacco inspections of Food Premises (incl. those that have dedicated drink &amp; smoke areas) is a routine practice year-round.</p>
2.1.2	Implement Warrnambool - A Healthy City 2017-2021	Lisa McLeod	Progressing	50%		The second quarter's activity included delivery of partnership campaigns including Mental Health Week, Gambling Harm Awareness Week and 16 Days of Activism.
2.1.3	Increase understanding of priority health and wellbeing issues in the community	Lisa McLeod	Progressing	65%		<p>Q2 saw extensive partnership activities which reached significant audiences in the community. Mental Health Week and Gambling Harm Awareness Week progressed the objective in the plan "to Increase awareness of the protective factors which positively impact people's mental health". The Mental Health Week campaign message to "look after yourself for good mental health" and Gambling Harm Awareness Week message to "TALK. SHARE. SUPPORT" were well received by the community. Planning and campaign development for the VicHealth funded "Last Drinks</p>



# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
						Warrnambool" campaign was also undertaken.
2.1.4	Encourage social connection and promote active living in public spaces.	Lisa McLeod	Progressing	50%		<p>This quarter's activities included a free calendar of events during Mental Health Week. Active Hubs were hosted at The Fresh Market to launch Mental Health Week and also at the Special Development School for RUOK Day. For the first time, community events were provided a free loan of the Active Hub trailer and equipment - both St John's Primary School's Dennington Day Out and Woodford Primary School's Christmas Market were appreciative of access to the trailer.</p> <p>Mental Health Week offered dozens of free opportunities for people to try new social, active programs provided by Council teams and community partners. The events were very well received with 100s of local people taking the opportunity to live more social, active lives as a result.</p>
2.1.5	Provide communications support to promote Council services and facilities.	Nick Higgins	Progressing	50%		<p>Produced monthly editions of Promenade newsletter, maintained and updated a range of Council websites, produced promotional material for Council business units including the business support promotion for the city centre, such as A Very Liebig Christmas promotion. Promotion of BeachFest and other summer holiday activities including the New Year's Eve fireworks.</p>
2.1.6	Support Youth Council to implement their annual action plan	Frances Fogarty	Completed	100%		Annual action plan successfully completed.
2.1.7	Ensure premises operating under the Food Act and Public Health Act are inspected before a renewal of registration is granted.	Guy Price	Progressing	90%		Premises were inspected in the 2018 Calendar Year. The Class 3 food premises and Public Health Act premises are of a




# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
						much lower risk profile, and as such which are often inspected by other Councils every 18-24 months. The 7 Class 2 Food Premises will be inspected before Feb 2019





### 2.2: Seek equity, access, safety and inclusion for everyone.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
2.2.1	Partner with local agencies and organisations to address health and wellbeing priorities.	Lisa McLeod	Progressing	65%		Extensive partnership efforts were realised with all health and wellbeing community campaigns being delivered successfully. The Community Planning team's partnerships included: Mental Health Week - Wellways, St John of God and South West Healthcare and various WCC service areas including AquaZone, WAG and Archie Graham Community Programs. Gambling Harm Awareness Week - Bethany Gambler's Help. 16 Days of Activism - Women's Health and Wellbeing Barwon South West, South West Healthcare, Warrnambool East Primary School and various WCC service areas including AquaZone, WAG, Lighthouse Theatre and Archie Graham Community Programs.
2.2.2	Ensure immunisation facilities are fit-for-purpose. Facility has been review and identified to be too small for the purpose of activities required. This has been referred to the budget process for consideration to enlarge the area.	Alison Elliott	Progressing	25%		Facility has been reviewed and identified to be too small for the purpose of activities required. This has been referred to the budget process for consideration to enlarge the area. New toilet block under construction to be completed at end of February and existing space of old site will be a consideration to expand.
2.2.3	Increase influenza immunisation. The immunisation service is limited to conducting off-site flu vaccinations for business due to the inability to access the immunisation room on an	Alison Elliott	Progressing	40%		Flu vaccine on order. 12 businesses registered for the early bird offer prior to 31 December. Roll out of program to commence in April.

# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
	additional day to conduct a walk-up service for the public.					
2.2.4	Maintain and enhance child immunisation rates (from 95 per cent coverage).	Alison Elliott	Progressing	55%		Cohort 1 (1 year old) 99.03% Cohort 2 (2 year old) 96.43% Cohort 3 (5 year old) 100%
2.2.5	Continue to work in partnership with the Primary Care Partnership to implement priority health promotion and prevention initiatives across the South West.	Lisa McLeod	Progressing	50%		SW Primary Care Partnership and Council are working together on alcohol harm minimisation via the Warrnambool Violence Prevention Board, and on the PEOPLE Pillar of Warrnambool 2040 plan. SWPCP is supporting Council to review, maintain and improve health and wellbeing data which will enable evaluation and measurement of outcomes for the health and wellbeing plan (Warrnambool- A Healthy City) and W2040.
2.2.6	Support the collection of new, consistent data and evidence to inform strategic and service planning.	Lisa McLeod	Progressing	50%		The Health and Wellbeing Data Profile 2017 is currently under review to provide current measures to monitor population level change when evaluating the municipal health and wellbeing plan and also the Warrnambool 2040 plan. Manager Community Planning has also supported the development and implementation of a community survey regarding Council rates and services.
2.2.7	Encourage residents to be prepared for emergencies, increase awareness of local emergency alerts/warnings and share preparedness resources and information with residents.	Lisa McLeod	Progressing	50%		Connect Warrnambool Facebook continues to be utilised for sharing Warnings and Alerts as issued by Vic Emergency. A campaign around bushfire preparedness and understanding warnings has been underway, and the major community emergency management event at Lake Pertobe in December was promoted. Additional messaging regarding beach safety have also been shared to increase



# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018



Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
						awareness of risks such as rips and swimming alone.
2.2.8	Establish a parenting program supporting the needs of fathers within the community.	Sharyn Trewin	Progressing	10%		New staff member now recruited to deliver the program.
2.2.9	Develop a kiosk information centre for families to navigate children's services and activities within the community.	Ebony Grieve	Progressing	50%		Information for kiosk has been collated, kiosk ordered needs to be installed.
2.2.10	Continue with the Victorian Government's Roadmap for Reform and commence implementation of the 10-Year Early Childhood Reform Plan across all Early Years Learning and Development Units, services and alliance networks.	Tina McLeod	Progressing	65%		Progressing to plan. Meeting with Compact Partnership Quarterly to set and progress action and ongoing development
2.2.11	Expand access to early learning and development opportunities for children and increase support for parents through the introduction of the Supported Playgroup Program. Pilot two supported playgroups in the Warrnambool municipality and test the models and their applicability to Warrnambool communities	Tina McLeod	Progressing	70%		On track. Supported Playgroups have proven to be very successful, and are very well attended, and in some cases oversubscribed.
2.2.12	Enable child safety standards across the Early Years Learning and Development Unit.	Tina McLeod	Progressing	90%		Reportable Conduct training for all Early Years Services is well underway and progressing to plan
2.2.13	Complete the principle pedestrian network plan to inform future investment in our pathways and support sustainable transport.	John Finnerty	Progressing	80%		Draft Principal Pedestrian Network Plan has been prepared and is being reviewed, next stage will be to present to Council and then engage with the community.
2.2.14	Ensure regional assessment targets are met and that quality processes and procedures are adhered to.	Frances Fogarty	Progressing	75%		Progressing with new updates to quality processes after advice received regarding changes to the Aged Care Complaints Commissioner and Australian Aged Care Quality Agency.
2.2.15	Continue to implement Council's Disability Action Plan.	Richard Stone	Progressing	70%		The Plan contains 43 actions, of which 21 are 'Ongoing' and 22 have specific completion dates. Of the 16 projects due for




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## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
						completion by December 2018, 14 have been completed and progress has been made in the other two. Of the six projects with completion dates after December 2018, one has been completed, progress has been made in four and there has been no action in one.
2.2.16	Ensure that Client care plans are completed and reviewed.	Richard Stone	Progressing	50%		Intake workers are developing care plans for all new referrals.  The Support Loop project is being developed to streamline care plan reviews.
2.2.17	Implement Council's Wellness, Reablement and Diversity Plans.	Richard Stone	Progressing	50%		A number of actions in Councils Diversity and Wellness and Reablement plans have been implemented, including:  - working with the Gunditjmarra Co-operative to provide CHSP Domestic Assistance clients.  - Café programme continues to support people with Dementia.  - Reinforcing with Support Workers the need to discuss and ensure Care Plan tasks are meeting Client goals.



### 2.3: Increase community health and social connections.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
2.3.1	Establish Archie Graham as a central point of information for health and wellbeing activities and opportunities for older adults	Frances Fogarty	Progressing	75%		Archie Graham continues to attract new participants and work in partnership with others to be a central point of health and well being information for older adults. Archie Graham community centre staff are developing initiatives that align to Councils Health and Well Being Plan. These include Social Support programs and an increased range of exercise programs.


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## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
2.3.2	Increase connectedness and build health and wellbeing knowledge of local people via social media.	Lisa McLeod	Progressing	50%		During Q2 Connect Warrnambool has published more than 200 Facebook posts to: encourage increased physical activity, encourage participation in social and educational community events and activities, and promote participation in community events, programs and activities. Posts have reached an average of 28,996 Facebook users per month within 50 km of Warrnambool. Connect Warrnambool Page likes have increased 4.5% over the period from 5607 to 5854. Warrnambool Walks Facebook page has also continued to grow in following and reach.
2.3.3	Continue to support active volunteerism within the local community	Frances Fogarty	Progressing	75%		Volunteer Connect continues to provide strong support with training and governance for many organisations and clubs that rely on volunteers.

### 2.4: Encourage and support participation in sport, recreation and physical activity.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
2.4.1	Implement the Aquazone Annual Business plan and make improvements to drive increased visitation.	Raymond Smith	Progressing	50%		<p>Key objectives from plan implemented include</p> <ul style="list-style-type: none"> <li>- Upgrade group fitness studio and the introduction of small group training</li> <li>- Introduction of virtual group cycle classes increasing the number of classes available to participants without additional instructor costs</li> <li>- Online parent portal implemented for swim school students</li> <li>- Structured assessment weeks for swim students</li> </ul>



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## Activities and Initiatives



# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
2.4.2	Update AquaZone's water treatment system	Raymond Smith	Progressing	50%		Tenders for the design and construction of the preferred water treatment system closed, with the assessment of submissions in progress.
2.4.3	Complete the following recreation infrastructure projects:  (i) Dennington Recreation Reserve Pavilion Redevelopment and sewer upgrade; and,  (ii) Mack Oval Irrigation development.	Kyme Rowe	Progressing	95%		Dennington Recreation Reserve completed and final acquittal lodged with State Government.  Mack Oval installation completed. Awaiting final contractor payment so that official opening can be scheduled. State Government acquittal to be submitted following opening ceremony.
2.4.4	Seek funding to commence implementation of Lake Pertobe Master Plan.	Russell Lineham	Progressing	30%		Application submitted under Federal Government's Building Better Regions Funding program.
2.4.5	Implement Stage 2 of the healthier choices project at Warrnambool Stadium kiosk.	Rodney Sanderson	Progressing	80%		Continuing to explore healthier long life products for the Stadium kiosk.
2.4.6	Host the South West Regional Championships at the Warrnambool Gymnastics Centre in partnership with the Springers Gymnastics Club.	Rodney Sanderson	Completed	100%		Event successfully hosted with positive feedback from participants and Gymnastics Victoria.
2.4.7	Complete the Great South Coast Regional AFL, Netball and Cricket Strategy and work with stakeholders to commence implementation.	Kim White	Progressing	85%		The draft Strategy was revised following feedback from project partners received in September. An overview of the draft Strategy was provided to the sports ground user groups at a forum in November and concurrently released for public comment. The project is due for completion in April 2019.
2.4.8	Complete the Active Warrnambool Strategy and work with stakeholders to commence implementation	Kim White	Progressing	65%		The Implementation Report was completed in October and presented to Council in November. The Project Control Group received the draft recommendations report in December. The project is due for completion in June 2019.



# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
2.4.9	Complete the Reid Oval Preliminary Business Case project and advocate for capital investment to implement the Development Plan priorities.	Russell Lineham	Progressing	90%		Following submission of Council's Business Case, \$7m was allocated by the State Government to the project.  Council also made a successful application for \$3m under the State Government's Community Sports Infrastructure Loan Scheme.
2.4.10	Introduce a new enclosed dog park in consultation with the community.	Glenn Reddick	Progressing	40%		A community based working group has been formed to inform and steer the project. Stage 1, construction of fencing is anticipated April/May 2019.

### 2.5: Encourage and support more lifelong learning.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
2.5.1	Warrnambool Branch Library to promote early reading programs to support literacy in young children.	Russell Lineham	Completed	100%		Warrnambool Library runs regular programs with a specific focus on Early Years Literacy, including Story time - twice per week, Wednesdays and Thursday 11am; and Rhyme time - twice per week, Wednesday afternoons and Friday mornings. All Preschool programs run year round including throughout the school holidays.  In conjunction with the State Library of Victoria, the Warrnambool Library also runs the 1000 books before school program. Sharing stories with babies and young children for just 10 minutes each day provides them with a significant increase in their readiness for school and helps to develop important literacy skills and a lifelong love of reading.
2.5.2	Present the LINK (library) business case to government and continue to advocate for capital investment in the project.	Russell Lineham	Completed	100%		Achieved. The State Government has allocated \$16.3m to the project.



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## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
2.5.3	Implement the new childcare funding package across childcare services.	Tina McLeod	Progressing	95%		<p>The changes to the funding package required considerable changes, along with work arounds while the new software package was also rolled out</p> <p>All families have now applied for the new subsidy, and are utilising services. There is still work to be done in bedding down the software but the system once finalised introduces a range of tools to improve communication between families and staff, and real time information access that was previously unavailable across all domains such as occupancy, enrolments, and payments. The services have never been busier.</p>
2.5.4	Provide early engagement opportunities which support early learning and parenting through supported playgroups.	Sharyn Trewin	Progressing	80%		Parents have been able to access a number of playgroups, facilitated by familiar staff building parenting skills and learning.
2.5.5	Improve school readiness outcomes through the implementation of the DET School Readiness Funding.	Ebony Grieve	Progressing	45%		Action plans for school readiness have been completed by all 12 services, all have been approved by the Department of Education. Funding to be received shortly so implementation of plans can occur.
2.5.6	Continue to provide high quality early years programs within early years services.	Ebony Grieve	Progressing	50%		3 services assessed against the National Standards received Exceeding ratings for the second time.

### 2.6: Engage a broader range of people in cultural activities.




Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
2.6.1	Work with the appropriate stakeholders to progress development of improved tourism product initiatives at Tower Hill and Moyjil.	David McMahon	Progressing	20%		WCC have commenced work with Great Ocean Road Regional Tourism & Visit Victoria through a working group to enhance cultural tourism products and services.




# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
2.6.2	Develop and deliver a Warrnambool Art Gallery calendar of exhibitions and education programs which attract identified target audiences.	Vanessa Gerrans	Progressing	75%		The Paul Jennings Unreal exhibition continues with over 15,000 visitors so far. WAG produced 13 self-curated exhibitions and 35 public programs, activities, and workshops (not including school programs, attended by over 2500 people). WAG also delivered 13 mentoring sessions plus 15 TAFE tutorial sessions.
2.6.3	Develop a Warrnambool Art Gallery vision and 10-year strategy.	Vanessa Gerrans	Progressing	55%		Continuing development and stakeholder engagement around development of a draft Strategy
2.6.4	Foster community partnerships to deliver arts workshops at the Lighthouse Theatre.	Xavier Dannock	Progressing	50%		<p>Two workshops have already been held:</p> <ul style="list-style-type: none"> <li>- A workshop by David Williams (performer &amp; director) of Quiet Faith focussed on speech and movement techniques in theatre, attended by 20 local performance artists</li> <li>- Partnered with Holiday Actors to deliver a workshop from Back Yard Theatre Ensemble to 15 young performers on acting techniques, lead by well known director Joachim Matschoss</li> </ul> <p>We are planning the delivery of an arts education workshop in conjunction with The Last Great Hunt's show BRUCE in June 2019, and are investigating running technical skills workshops for the community in conjunction with Brophy.</p>


### 2.7: Actively acknowledge local Aboriginal culture.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
2.7.1	Engage Aboriginal elders in Council's strategic planning and include Aboriginal culture, stories and language in projects whenever appropriate.	Lisa McLeod	Progressing	40%		With the support of Gunditjmarra Co-operative, Council submitted the Lake Pertobe Pavilion project to Pick my Project. While the project was not funded working together with


# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
						the Aboriginal community to represent cultural heritage and language in local projects is a continued effort. Gunditjmara Cooperative and Victorian Council for Aboriginal Languages both supported a major funding application to Building Better Regions for investment in a renewed Lake Pertobe Playspace which will incorporate indigenous stories and language into a soundscape and natural play elements.
2.7.2	Involve Aboriginal community members in the design of relevant priority projects identified in the Botanic Gardens and Lake Pertobe master plans.	Lisa McLeod	Progressing	45%		The Lake Pertobe Discovery Guided Walk, which includes Aboriginal cultural information, language and stories has been developed in partnership with the Glenelg Nature Trust. The walk was launched as part of the Small Things Festival on October 20th 2018. The guided walk is also included 3 times as part of the BeachFest Program. A soundscape and playspace celebrating Aboriginal culture and language is proposed to be included at Lake Pertobe. This is included in the Federal funding proposal submitted under Building Better Regions.

### 2.8: Increase participation opportunities for disadvantaged members of the community.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
2.8.1	Establish Archie Graham Community centre as a culturally safe environment.	Frances Fogarty	Progressing	75%		Archie Graham has continued to work towards being a culturally safe environment with the promotion of events such as Harmony Week and NAIDOC Week. Regular room bookings demonstrate a diverse range of cultural groups using the centre.


# Warrnambool City Council

## Activities and Initiatives





# Q2, 2018

## 3: Maintain and improve the physical fabric of the city.

### 3.1: Build better connections for cyclists and pedestrians.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
3.1.1	Consider the recommendations from the Cycling Reference Group and implement any actions adopted by Council.	Russell Lineham	Progressing	50%		The Cycling Reference group continues to meet and provide feedback on a range of cycling matters.

### 3.2: Create a more vibrant City through activating high quality public places.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
3.2.1	Implement the key initiatives of the Open Space Strategy .	Julie Glass	Progressing	55%		Implementation of the Open Space Strategy is on-going with key initiatives being :- 3 newly developed local/neighbourhood parks; 105 parcels of land rezoned to reflect an open space function; 2.3km of new footpaths connecting residents to open spaces; 5km of Russells Creek trail now fully connected; 6 new masterplans and landscape plans ; 4 new pedestrian crossings over roads and waterways, connecting residents to open space; incorporation of open space into the Warrnambool Planning Scheme. Since its adoption in 2014, the Open Space Strategy has delivered 31% completed actions within City Wide strategies and 27% complete actions within precinct based strategies.
3.2.2	Implement an Open Space Contributions Policy.	Julie Glass	Progressing	50%		The Open Space Contributions Policy is part of the Open Space Strategy key actions and is currently well developed, in Draft form. Methodology and finance checking is currently being undertaken.
3.2.3	Develop city pride and story through development of town entrances.	Ben Storey	Progressing	40%		The signage manufacturer has been engaged, the sign is under production  Detailed design for the civil works package is being finalised.
3.2.4	Implement food van trading plans for the harbour and city centre precincts.	Glenn Reddick	Progressing	65%		An Itinerant Trading Policy has been prepared and will be reported to Council in February 2019 prior to








# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
						undertaking community consultation.



### 3.3: Build infrastructure that best meets current and future community needs.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
3.3.1	Consider special rates and charges schemes to develop footpath, drainage and road infrastructure.	Paul Cugley	Progressing	10%		Need to review 19/20 program for projects that can be identified for special charge schemes. Projects listed to date  Merrivale Drive and McMeekin Road footpath.
3.3.2	Finalise a Playspace Strategy.	Peter Favero	Progressing	35%		The first round of public consultation data has been analysed. Council will now be presented with options for the continued provision of playspaces in Warrnambool.
3.3.3	Progressively plan and renew City Centre streetscapes.	Luke Coughlan	Progressing	40%		Two roundabout upgrades under PSA are progressing. Designs complete and construction prep underway.  Boiling Down Road 'Fixing Country Roads' project has begun. Delivery in house and currently on track.
3.3.4	Upgrade of two key public amenities buildings.	Paul Wickson	Progressing	90%		Construction of the new amenities block in the Botanic Gardens was completed in December 2018. Construction works for the new amenities block at Swan Reserve in 80% complete and practical completion is expected to be achieved in March 2019.
3.3.5	Develop "significant & heritage" tree renewal program.	Luke Coughlan	Progressing	15%		Audits of trees continuing capturing condition and any actions required. Meeting with Depot Coordinator and Tree Team Leader to discuss soon.
3.3.6	Prepare a strategy and funding model for a long-term tree replacement program.	Luke Coughlan	Progressing	10%		Funding still being looked at.
3.3.7	Complete the design process for the upgrade of the	Glenn Reddick	Completed	100%		The design work has been completed. There is no funding


# Warrnambool City Council

## Activities and Initiatives




# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
	Warrnambool Pound in consultation with the RSPCA.					allocation to implement the design.
3.3.8	Undertake a contract extension with the RSPCA for pound services.	Glenn Reddick	Completed	100%		A 1 year extension has been executed.
3.3.9	Develop and expand off-street parking areas.	Scott Cavanagh	Progressing	50%		Railway car park has been completed and provides an additional 179 free CBD spaces. Fairy Street off street car parking expansion has not progressed and is unlikely to progress in the near future.

### 3.4: Enhance movement in and around the City.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
3.4.1	Further promote the smart parking options.	Glenn Reddick	Completed	100%		The new smart parking system has been in operation for 12 months. Although this action is completed, further improvements and upgrades to the system are available, these will be reported to Council and if appropriate implemented.

### 3.5: Maintain and enhance existing Council infrastructure.






Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
3.5.1	Identify and regularly monitor condition of asset classes.	John Finnerty	Progressing	30%		A contractor has been engaged for the three yearly road condition inspection. CCTV assessments of priority drainage pipes will commence shortly along with this year's pavement strength testing and the final stage of tree inspections.
3.5.2	Report annually to Council and community on service levels and unfunded works.	John Finnerty	Progressing	30%		State of the Assets Report update is underway, this report includes a measure of unfunded works in each asset class.
3.5.3	Investigate funding opportunities to renew heritage assets such as Cannon Hill armaments, the Portuguese monument and Wollaston Bridge	John Finnerty	Progressing	45%		Wollaston Bridge funds have been secured for another stage of repairs, funding for the Cannon Hill armaments is currently



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## Activities and Initiatives



# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
						being sourced and a plan of action for the Portuguese Monument will begin shortly thereafter.
3.5.4	Undertake an assessment of all public place litter bins and develop a maintenance/replacement program.	Kathryn McInnes	Progressing	10%		Further work is required to assess capacity of bins especially in high traffic areas during peak periods. A solar bin trial is being considered for Easter to monitor any issues and assess whether they would be useful and enable efficiencies for our public place collection.
3.5.5	Collaborate with Council service managers to ensure facilities comply with the Food and Health Act.	Guy Price	Completed	100%		All Council owned and managed facilities have been inspected for 2018 and comply with the requirements of both the Food Act and the Public Health and Wellbeing Act
3.5.6	Update asset management plans for asset classes including roads, bridges, footpaths, IT, buildings and monuments.	John Finnerty	Progressing	35%		Bridges, Footpaths and Fleet are completed, underway is Drainage and Open Space, followed by Roads
3.5.7	Tempered mixing valves audit and maintenance routine.	Paul Wickson	Progressing	15%		Maintenance routine including frequency, temperature set points, maintenance activities and reporting obligations has been established. Audit of Council facilities has commenced.
3.5.8	Implement 2017-2018 Roof Access Audit Recommendations.	Paul Wickson	Completed	100%		Year 2 of the program is complete. Roof access systems were installed at the following locations; Civic Centre West Wing fixed ladders, harness points and walkways, Lions Hopkins Preschool ladder bracket and harness points, Dennington Recreation Reserve fixed ladder and harness points, Scott Street Machinery Shed fixed ladders, harness points and walkways, Myrtle Bar fixed ladders, harness points and



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## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
						walkways, Beamish Street Preschool ladder bracket and harness points.
3.5.9	Minor works for maintenance of Council buildings.	Paul Wickson	Progressing	80%		Procurement for the new minor works contract is complete and awaiting Council approval to award. 90% of programmed maintenance works are complete. The unprogrammed maintenance budget is 9% overspent for year by month due to significant repairs required at AquaZone, Lighthouse Theatre and social housing in Q1.
3.5.10	Development of a standard specification for fittings and fixtures to standardise maintenance for high cost items.	Paul Wickson	Progressing	20%		Standard specification for public amenity buildings is complete. Compiling of other asset types for inclusion in the specification has commenced.

### 3.6: Advocate for better regional connections.


Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
3.6.1	Seek funding for and deliver road safety projects.	Paul Cugley	Progressing	95%		Application submitted for the following programs.  - 19/20 Federal Backspot Program  - TAC Small Infrastructure fund (Successful Merri Street Train Station crossing & Botanic Road Traffic Study)  - Regional Victoria Safer Travel in Local Streets (STiLS) Program
3.6.2	Advocate for essential safety and road improvements on the Princes Highway West.	Scott Cavanagh	Progressing	35%		Princes Highway West Action Alliance has produced a corridor strategy which has identified key projects. An advocacy campaign is being developed for the upcoming Federal Election.



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## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
3.6.3	Advocate for improved passenger and freight rail services	Phil Hoggan	Progressing	50%		Works have commenced on the Warrnambool Rail Line Upgrade. The estimated cost of the Project is \$114 million with the Federal Government contributing \$104 million and the Victorian Government contributing \$10 million. The Project will allow for a fifth daily return service between Warrnambool and Melbourne, and help pave the way for VLocity trains to run on the line. The target completion date for construction is late 2020.

## 4: Develop a modern economy with diverse and sustainable employment.




### 4.1: Grow the City's population through local economic growth.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
4.1.1	Facilitate and promote business support and investment opportunities to grow the local economy.	Shaun Miller	Progressing	50%		Various business support programs including Small Business Mentoring Program, Small Business Festival, Manufacturing Cluster Program, China Host Program and Ideas Place business accelerator program are being implemented and heavily promoted in Warrnambool and wider region.
4.1.2	Provide executive support to implement the Great South Coast Food and Fibre Plan.	Shaun Miller	Progressing	50%		Executive support to the Food and Fibre strategy and plan implementation ongoing. Dedicated website now live, educational and leadership programs being developed, and strong advocacy and evidence base towards the Great South Coast Designated Area Migration Agreement eligible occupations (food and fibre focus).
4.1.3	Develop and circulate economic data and analysis to business and industry.	Shaun Miller	Progressing	50%		Key economic indicators including building approvals, population growth, unemployment data regularly updated and made available online (ref: <a href="https://www.economyprofile.com.au/warrnambool">https://www.economyprofile.com.au/warrnambool</a> ). Analysis and messaging from spendmapp data (EFTPOS and Point of sale transactions) also being circulated to business and industry to measure economic impact of events and as a further headline indicator of the health of the City's economy.
4.1.4	Implement Warrnambool - China Strategy to build local business capacity and capability.	Shaun Miller	Progressing	40%		The 2018-2021 Warrnambool China Strategy currently being implemented with key activities including the Australian first Great Ocean Road Region China Host - Tourism Leadership program being implemented and coordinated through Warrnambool City Council.
4.1.5	Promote and facilitate investment in the Warrnambool Regional Airport.	Phil Hoggan	Progressing	50%		Promotional efforts continue in line with the ongoing goal of activation of development within the Warrnambool Regional Airport Aviation Park. A number of further developments on-site are presently being evaluated and a new hangar is presently under construction.
4.1.6	Complete and implement the Housing Diversity Strategy.	Julie Glass	Progressing	40%		The Housing Diversity Strategy is underway and has been informed by feedback from the W2040 community engagement process. Scope of works currently being refined to prepare a project brief.



# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
4.1.7	Plan for the development and implementation of precinct structure plans.	Julie Glass	Progressing	65%		Precinct structure plans that have been developed and progressing to implementation are:- Logans Beach Framework Plan; Eastern Activity Structure Plan review. East of Aberline Precinct Structure Plan is currently being developed (in conjunction with the Victorian Planning Authority). A review of the Allansford Framework Plan has received funding from the Victorian Planning Authority. Project planning is underway and community engagement has commenced.
4.1.8	Maintain adequate land supply through regular audits and monitoring.	Julie Glass	Completed	100%		The 2017/18 land supply audit has been adopted by Council which indicates a sufficient supply of residential land for Warrnambool. An updated audit will commence for the 2018/19 year.
4.1.9	Consider job creation opportunities in local waste management systems.	Kathryn McInnes	Progressing	50%		Waste contracts have been awarded and local job creation was a consideration in the evaluation process. The major work underway is the research being conducted by Deakin into a holistic approach to waste management for Council and industry in Warrnambool with an emphasis on local solutions.

### 4.2: Encourage more sustainable local business.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
4.2.1	Further develop, promote and deliver Business Support Package to City Centre businesses within the City Centre Renewal zone.	Shaun Miller	Progressing	95%		Stage 2 of the Business Support package was implemented with Find the Five, Beers and Ideas, Footy Fever and Laneway activation campaigns coordinated through the Economic Development Unit. A Very Liebig Xmas event attracted many thousands to Liebig Street to formally recognise the completion of the Liebig St works. A full report on all Business Support initiatives offered to traders (and their effectiveness) during the City Centre Renewal program (2017 and 2018) will be presented to Council first half 2019.
4.2.2	Complete and implement the Industrial Buffers Project.	Julie Glass	Progressing	40%		Recent work undertaken by the State Government on buffer distances has been released. This will be taken into account in this project. Work to date has been peer reviewed.





# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
4.2.3	Implementation of Development Plans and Developer Contributions Plans.	James Philips	Progressing	40%		Development Plan applications and Development Plan amendments continue to be processed and endorsed by Council:- 159 Mortlake Road (approved by Council); 15 Dales Road (undergoing assessment); Hopkins Heights (new); Logans Beach Coastal Village (Stages 6 & 7).
4.2.4	Deliver a business case and feasibility study for a Business Incubator/ Accelerator to support growth of existing companies or start-ups in our region.	Shaun Miller	Progressing	50%		Securing a \$284,000 dollar grant through Victorian Government 'LaunchVic' funding, Warrnambool City Council will be coordinating 'the Ideas place' a 12 month program to engage and support local entrepreneurial activity across Warrnambool City, Moyne and Corangamite Shires.
4.2.5	Support the development of new tourism and economic development proposals, including Crown Land proposals where appropriate.	Andrew Paton	Progressing	50%		Advice and support provided to investors, GORRT and State Government to facilitate a number of major development projects at planning stage along the Great Ocean Road. WCC also represented on the State Government Easter Maar Working Group and GOR Taskforce. Regular engagement with DELWP on Crown Land items across the City.

### 4.3: Enhance the visitor experience.




Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
4.3.1	Co-ordinate and deliver a regional visitor economy project to build the capacity and capability of local operators to access the growing Chinese tourism market.	Shaun Miller	Progressing	50%		China Host is an industry specific program designed to prepare tourism operators for the fast growing inbound Chinese Market. The program application process was over subscribed with 50 tourism business applying. A selection criteria including interviews was conducted in order to obtain the 15 businesses that would complete the initial program. Module One was run at Deakin University, Warrnambool on



# Warrnambool City Council







## Activities and Initiatives

# Q2, 2018


Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
						October 10th which saw content delivered by industry leaders, Asialink Business, ATEC and Tourism Australia with topics covered including Understanding the Chinese Traveller and Understanding Customer Service Expectations. The second module was held on November 28th at Sovereign Hill, Ballarat which covered the topics of Creating a value proposition, frameworks to develop products/services, Chinese language and preparing for Chinese New Year. Content was again delivered by industry leaders Asialink, Gaibo and Tourism Australia.
4.3.2	Recognise the importance of indigenous culture to the region and explore with Great Ocean Road Regional Tourism the potential for an increased Aboriginal tourism offer.	Andrew Paton	Progressing	40%		GORRT indigenous product development strategy presently in-progress. Draft expected for comment early 2019..
4.3.3	Develop and implement actions of the 2018-2022 Events Strategy.	David McMahon	Progressing	60%		The 2018-2022 Events Strategy was completed and adopted on 1 May 2018. Of the 47 tasks & goals of the strategy, 15 have been implemented, including the formation of an Event Control Group to act as a 'one stop shop' for Events planning, consents and delivery.
4.3.4	Partner with GORT and other stakeholders to implement the recommendations of the Warrnambool Destination Action Plan.	David McMahon	Progressing	80%		The 2015-2017 Warrnambool Destination Action Plan is currently being reviewed by the Visitor Economy Advisory Committee and GORRT.

## Warrnambool City Council Activities and Initiatives

## Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
4.3.5	Ensure mobile food vans and temporary food stalls that require registration with Council are compliant and registered under the Food Act.	Guy Price	Completed	100%		42 mobile and temporary premises were inspected and found to be compliant with the Food Act.
4.3.6	Produce and implement a Strategic Plan for the Holiday Parks (Surfside & Shipwreck Bay).	David McMahon	Progressing	40%		A new 5 years strategic plan for both holiday parks is in-progress which will examine best practice, benchmarking and capital works priorities.
4.3.7	Produce and implement a Marketing Strategy to promote Warrnambool in partnership with GORRT & Industry.	David McMahon	Progressing	90%		WCC & GORRT have rolled out a detailed marketing spend over the past 12 months. The 'I AM WARRNAMBOOL' brand has been successful and taken up by the industry. Peak season results will be reported in March 2019.
4.3.8	Support and participate in the activities of the Warrnambool Tourism and Business Association.	David McMahon	Progressing	95%		The WTA has dissolved.
4.3.9	Support the activities of the Great Ocean Road Regional Tourism Board.	Andrew Paton	Progressing	50%		WCC representation on the GORRT Board. Great Ocean Road Taskforce Action Plan announced.
4.3.10	Support and advocate for the implementation of initiatives in the Shipwreck Coast Master Plan.	Andrew Paton	Progressing	50%		The Federal Government has committed \$58 million towards implementation of the Shipwreck Coast Master Plan. The announcement was made on October 29 by Prime Minister Scott Morrison.

#### 4.4: Advocate for and improve infrastructure including transport, services and digital infrastructure.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
4.4.1	Provide advocacy support material and report on advocacy outcomes.	Nick Higgins	Progressing	50%		Advocacy documents continue to be updated when required and they are now available on Council's website. Advocacy outcomes reported on in the form of media releases and



# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
						website posts. Advocacy outcomes over recent times include funding for Reid Oval and the shared library/learning centre while the South West rail line is also being upgraded.
4.4.2	Participate in regional leadership groups and alliances to advocate for improved transport, services and digital infrastructure.	Scott Cavanagh	Progressing	40%		Princes Highway West Action Alliance continued through the state election with 11.2k of video viewed, 22,860 engaged users and a total reach of 279,298. Deakin Waste Partnership project is progressing with investigations occurring on regional waste reduction opportunities.

### 4.5: Create stronger links between education providers, business and industry.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
4.5.1	Continual Improvement of the Development Toolkit.	James Philips	Progressing	50%		A project management plan has been developed with assignments allocated to members of the team. The permit application checklist and delegate report checklist have been reviewed to make efficiencies in reporting. Allocation meetings are scheduled for three (3) times a week.
4.5.2	Continual Improvement of the Building Services Toolbox.	James Philips	Progressing	50%		The building services toolbox is currently under development and continues to reflect legislative changes as they occur.
4.5.3	Develop and implement a plan of partnership initiatives with Deakin Warrnambool and South West TAFE.	Shaun Miller	Progressing	50%		Warrnambool City is working with Deakin University and South West TAFE on a range of regional initiatives including IdeasPlace, China Host international student attraction. WCC partnered with SW TAFE to deliver the SW TAFE Makerfest in October 2018 which attracted 1,200 attendances through the day.
4.5.4	Develop an International Student Education Prospectus.	Shaun Miller	Progressing	50%		Warrnambool City Council worked with Deakin University in their successful application for



# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
						Victorian Government funding to develop an international student support program, prospectus and welcoming events in 2018\2019. WCC supported and attended the recent Deakin University International students dinner and welcome in Warrnambool.




# Warrnambool City Council

## Activities and Initiatives


# Q2, 2018

## 5: Practice good governance through openness and accountability.

### 5.1: Strategic Resource Plan.



Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
5.1.1	Coordinate, prepare and have adopted Councils Strategic Resource Plan.	David Harrington	Progressing	50%		Preparation of the Budget and Strategic Resource Plan is underway with reviews to be held with the Executive and Council shortly.

### 5.2: Annual Budget.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
5.2.1	Coordinate, prepare and have adopted Councils Annual Budget.	David Harrington	Progressing	50%		Budget is underway with reviews to be held with the Executive and Council over February and March. Meeting timetable has been distributed to all parties.

### 5.3: Council Plan.


### 5.4: Community Plan.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
5.4.1	Partner with the community to endorse and implement the W2040 Community Plan	Lisa McLeod	Progressing	60%		The community plan prospectus was published and a Partnership Drive resulted in 30+ expressions of interest from community organisations who want to partner in the plan. Council endorsed the Warrnambool 2040 Plan at the December 2018 meeting. Partners have been invited to a meeting in March where a partnering agreement will be developed. A "Small Actions. BIG Difference" campaign targeting the community is under development.
5.4.2	Inform Council and Community strategic planning by sharing the learning's from W2040 engagement processes.	Lisa McLeod	Progressing	50%		In Q2, Warrnambool 2040 community engagement learnings and the plan's strategic objectives have provided foundations for a successful funding application to establish a new West Warrnambool Neighbourhood House, and a funding submission to support


# Warrnambool City Council

## Activities and Initiatives



# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
						Warrnambool's migrant community through a Welcome to Warrnambool Program. Warrnambool 2040 continues to strengthen and influence development of new policies and strategies for the community
5.4.3	Establish a reporting framework for the W2040 Community plan.	Lisa McLeod	Progressing	35%		Q2 saw planning for partnership reporting as part of W2040.

### 5.5: Reporting to the community.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
5.5.1	Report on the extent and engagement with Council's communications measures.	Nick Higgins	Progressing	50%		The Communications Branch is currently preparing an operations report that includes updates on the branch's communications efforts. The community satisfaction survey to be conducted in the first half of the year will also record perceptions around engagement and communications efforts.

### 5.6: Provision of opportunities for the community to actively participate in Councils decision-making through effective promotion, communication and engagement.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
5.6.1	Provide community engagement opportunities relating to Council projects as required.	Lisa McLeod	Progressing	50%		Projects for which engagement support, activities or advice was provided this quarter include: Active Warrnambool Strategy, Lake Pertobe Masterplan, Warrnambool Neighbourhood House Funding application, Beyond the Bell, 16 Days of Action campaign, VicHealth Alcohol Harm Minimisation Pilot - Last Drinks Warrnambool. Support has also been provided to the Communications team who are undertaking community survey on rates and services.
5.6.2	Gazettal of Council's new Local Laws.	Glenn Reddick	Completed	100%		The new Local Laws were gazetted in February 2019.



## Warrnambool City Council Activities and Initiatives







## Q2, 2018

### 5.7: Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
5.7.1	Implement enterprise-wide project management framework procurement management and contract management module.	Ben Storey	Progressing	30%		Tender has been awarded, delivery will be an agile approach. The first module scheduled for delivery is Procurement and Contracts.
5.7.2	Support quality strategic planning processes which are evidence based, informed by quality community engagement and result in improved outcomes for the community.	Lisa McLeod	Progressing	50%		Planning for Wayfinding and Lake Pertobe Masterplan Implementation have been supported in Q2.
5.7.3	Continual refinement of the Health and Safety System through improved process, implementation, reporting and organisation engagement.	Adam Williams	Progressing	25%		<p>WCC continues to progress through the MAV Workcare accreditation process for self-insurance at the required rate stipulated by schemes facilitator JLT. The last quarter of 2018 saw the integration of the all group 4 procedures and policy into our Health and Safety Management System.</p> <p>With having groups 1, 2, 3, and 4 procedure adopted WCC was deemed 50% compliant with the National Audit Tool Criterion, which was a key millstone, set by JLT.</p> <p>The focus moving into the second year of the three year process will be to continue to integrate the group 5 procedures but to also give precedence to implementing core procedures such as Risk Management, Contractor Management and Consultation and Communication.</p>
5.7.4	Enhancing efficiency and organisational performance through improved organisation culture utilising a trusted advisor model of service.	Simon Fleming	Progressing	50%		The OD team continues to provide effective support services to all areas of Council that allows for enhanced performance.
5.7.5	Implement workplace actions to educate and build capacity of Council staff regarding gender	Simon Fleming	Progressing	30%		Work is continuing on the review of WCC's Inclusion & Diversity Policy taking into consideration

## Warrnambool City Council Activities and Initiatives

## Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
	and diversity equity and family violence issues.					emerging issues and awaiting the formal release of the Victorian Gender Equity Bill.
5.7.6	Improving organisation culture, engagement and service standards through a coordinated approach to innovative and sector leading training, professional development, cultural diversity and wellbeing	Simon Fleming	Progressing	50%		The L&D Team continue to refine the the approach to training delivery. The capacity for delivering training via an on-line training has been enhanced via the "LITMOS" training system, with CYBER Security Training currently being rolled out across Council. The OHS Training needs analysis is complete resulting in the formulation of an annual training calendar.
5.7.7	Investigate opportunities and develop a strategy to reduce graffiti in the city.	Paul Wickson	Completed	100%		The process of recording and reporting graffiti has been adopted, which has led to improved results in catching offenders and a significant reduction in graffiti tagging on Council assets. Contact has been made with Department of Justice and Regulation in regard to developing a graffiti removal program with offenders.
5.7.8	Implement on-line permits for food registrations.	Guy Price	Progressing	50%		Internal discussions have been held to develop systems. This will require additional funding/resources.
5.7.9	Develop a Municipal Early Years Strategy.	Tina McLeod	On Hold	0%		On hold currently included in the Health and Wellbeing Plan.
5.7.10	Aim for efficiencies through the use of digital technologies.	Simon Fleming	Progressing	40%		The introduction of Smart Forms continues. A Community Infrastructure Improvement Application Form and Application for Immunisation record Form are currently being tested for implementation. Councils communications unit has now established we are able to utilise our existing "Druple" web platform to create a link to the development of smart forms.
5.7.11	Refresh IT Strategy.	Peter Newell	Progressing	60%		A draft strategy has been produced and is with the Director Corporate Strategies for review.  Review is on hold until the outcome of the funding bid for the



# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
						TechnologyOne Share Service with Moyne and Corangamite shires is known.
5.7.12	Participate in Shared Services – TechnologyOne with Moyne & Corangamite Shires.	Peter Utri	Progressing	70%		Final business plan is being prepared for submission by 31 March. Council report is being prepared for consideration at the 12 March meeting to recommending support of the initiative.
5.7.13	Improve the resilience of IT Systems.	Peter Newell	Progressing	50%		<p>Maintenance of hardware, software, operating systems and firmware continues.</p> <p>Staff are being trained in new technologies, specifically Microsoft Azure and Office 365.</p> <p>The team participate in relevant user groups and other forums.</p>
5.7.14	Improve utilisation of IT to improve business processes and user experience.	Simon Fleming	Progressing	50%		The review of the current business improvement committee process has been completed with a redrafting of the Terms of Reference and Committee structure currently awaiting final approval from MEG. The Business Improvement Unit continues to focus on the best means of utilising available IT resources.
5.7.15	Improve Record Keeping compliance by improving the uptake of ECM.	Peter Newell	Progressing	50%		<p>The existing program of user training, comprising induction, basic and advanced training continues.</p> <p>The existing program of work unit visits continues.</p> <p>The controlled documents project is gathering momentum. This is the first step in the process of moving documents from network drives to ECM.</p>
5.7.16	Improve business efficiency by consolidating documents held on network drives into ECM.	Peter Newell	Progressing	25%		The Controlled Documents project is introducing more people to the process of removing documents from network drives and adding them to ECM.





# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
						We plan to learn from this, promote the process and assist work units move their documents.

### 5.8: Ensure financial sustainability through effective use of Councils resources and assets and prudent management of risk.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
5.8.1	Review Council-owned property with consideration of rental agreements, property valuations and disposal of surplus land.	Glendon Dickinson	Progressing	60%		Reports placed before council for consideration. Two parcels of land currently going through the Section 223 submission process before final consideration to sell is made.
5.8.2	Increase training, resources and preparedness to meet the requirements of Council's Municipal Emergency Management Plan.	Glenn Reddick	Completed	100%		Further training was undertaken in December 2018, as a refresher and to new officers to assist in the event of an emergency. Although this action is completed, ongoing training and development of staff is required.

### 5.9: Deliver customer-focused, responsive services.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
5.9.1	Maintain and monitor continuous improvement plan and corporate Community Home Support Program calendar and self-assessment tool.	Richard Stone	Progressing	50%		Continuous improvement plan has been updated and work is now being undertaken to prepare for this years quality review.
5.9.2	Review the provision of Council's community housing service and report proposed recommendations to Council for a decision on the future of the service.	Glenn Reddick	Progressing	35%		This matter was deferred. A review has been undertaken which can be presented to Council upon request.
5.9.3	Execute new contracts for recycling, household waste and Food Organics Garden Organics services.	Glenn Reddick	Progressing	90%		<p>New contracts have been awarded for FOGO collection and processing and Kerbside Collection of Waste and Recycling.</p> <p>Final negotiations are in progress with the preferred tenderer for Recycling processing anticipated to be awarded March 2019.</p>




# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

### 5.10: Foster an encouraging and positive staff culture.

Action Code	Action Name	Responsible Officer	Status	Progress	Traffic Lights	Comments
5.10.1	Commence implementation of priority actions arising from the Staff Survey	Simon Fleming	Progressing	75%		Staff have been widely consulted during the development of Organisational Values, one of the six priority areas flowing out of the 2018 survey. An internal Newsletter has been developed to assist in the communication of actions from the survey and is published periodically. The continued development of the OHS management system in line with MAV standards and improved reporting metrics is in line with the Safety priority. many leadership training programs have been delivered.



# Warrnambool City Council

## Activities and Initiatives

# Q2, 2018

**5.6. PLANNING PERMIT PP100/99 – PROTEIN RECOVERY PLANT & BIOFILTER, 24 SCOTT STREET-MIDFIELD****PURPOSE:**

***This report recommends that Council determine to issue a Notice of Decision to Grant an amendment to Planning Permit PP100/99 for a Protein Recovery Plant and Biofilter at 24 Scott Street, Warrnambool***

**EXECUTIVE SUMMARY**

- A planning application has been submitted to Council for the construction of a Protein Recovery Plant (PRP) at 24 Scott Street (Midfield Abattoirs).
- The EPA has issued a Works Approval for the proposal (23/01/19).
- Public notice and referral has been carried out and twelve (12) objections from residents have been received.
- The detail contained in the application and advice of the EPA is sufficient to enable Council to support the proposal against the relevant provisions of the Warrnambool Planning Scheme.
- On approval of a permit for the new PRP the applicant is willing to enter into an agreement with Council to ensure the decommissioning of the Swinton Street co-products facility (rendering plant).

**MOVED: CR. MICHAEL NEOH**  
**SECONDED: CR. SUE CASSIDY**

That Council having caused notice of Planning Application No. PP2018-0109 to be given under Section 52 of the *Planning and Environment Act 1987* (the Act) and having considered all the matters required under Section 60 of the Act decides to determine the application under the provisions of the Warrnambool Planning Scheme in respect of the land known and described as CA 43A1 & 43A3 Section 70 Parish of Wangoom, 24 Scott St WARRNAMBOOL VIC 3280, for the Amendment to Permit 110/99 to delete conditions 4 & 5 allowing for the construction of a Protein Recovery Plant (PRP) & Biofilter in accordance with the endorsed plans, subject to the following conditions;

1a. (added) Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority.  
 When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application (received by Council on 4 June 2018) but modified to show:

- a. the enclosure of the bovine and ovine receival areas as depicted on plans approved under Works Approval #189198
- b. Details of all external colours and finishes.

1b. (added) Within 12 months of the date of this permit, the owner must enter into an agreement with the Responsible Authority under section 173 of the *Planning and Environment Act 1987* to provide for the following:

- a. Within twelve (12) months of the Scott Street PRP first being brought into use the rendering plant at 165 Swinton Street must be decommissioned to the satisfaction of the responsible authority

Application must be made to the Registrar of Titles to register the section 173 agreement on the title to the land under section 181 of the Act with the owner under this permit responsible for paying the reasonable costs of the preparation, execution and registration of the section 173 agreement.

1. The layout of the site and dimensions and design of all buildings and works shall be in accordance with the endorsed plans and shall not be altered except:-

- a. insofar as may be required by the Environment Protection Authority, the Department of Primary Industry, the Health Department of Victoria, the Department of Agriculture or any other public

- or statutory body having jurisdiction over the subject land and the development permitting thereon or any part thereof; and
- b. with the consent of the Responsible Authority.

2. The holding pens shall have an impervious concrete surface and shall be swept and “dry cleaned” before being thoroughly washed down. The pens shall be separately drained. Liquid wastes shall be collected for removal from the site.
3. No cattle, sheep or other livestock shall be kept or held on the site other than in the areas depicted on the endorsed plan as cattle yards and sheep yards.
4. deleted (date)
5. deleted (date)
6. The conditions contained in this permit are superimposed upon the obligation of the operator to comply with the conditions of any licence, permit or directive issued under the authority of the Environment Protection Authority, the Department of Primary Industry, the Health Department of Victoria, the Department of Agriculture or any other public or statutory body having control and supervision of the use hereby permitted on the subject land and nothing contained in these conditions shall effect any such obligation, control or supervision.
7. Sewage, sullage and other liquid wastes to arise from the use and development hereby permitted shall be treated in a manner satisfactory to the Environment Protection Authority, the Health Department of Victoria, the Department of Agriculture, the Department of Primary Industry and the Warrnambool City Council and shall be connected to the sewerage system of the South West Water Authority and the quality and quantity of discharge shall be to the satisfaction of the South West Water Authority and the Warrnambool City Council.

#### **EPA CONDITIONS (added date)**

8. All buildings and works must be maintained in good order and appearance to the satisfaction of the responsible authority.
9. Odours offensive to the senses of human beings must not be discharged, emitted or released beyond the boundaries of the premises.
10. Nuisance dust and/or nuisance airborne particles must not be discharged or emitted beyond the boundaries of the premises.
11. Effective noise levels from the use of the premises must not exceed the recommended levels as set out in Noise from Industry in Regional Victoria (NIRV; EPA Publication 1411, 2011) or as amended.
12. Surface water discharge from the premises must not be contaminated with waste.
13. A secondary containment system must be provided for liquids which if spilt are likely to cause pollution or pose an environmental hazard, in accordance with the EPA Publication 347.1 Bunding Guidelines 2015 or as amended

#### **WANNON WATER (ADDED DATE)**

14. The provision, at the developers cost, of the required sewerage works necessary to serve the proposed development.
15. The provision, at the developers cost, of the required water supply works necessary to serve the proposed development.
16. The developer is to ensure all proposed buildings (or any overhang) and other infrastructure are clear of existing sewer easements and at least 1 metre horizontally clear of the outside edge of existing sewers and water mains on or adjacent to the property.
17. The developer entering into an agreement with Wannon Water for payment of the new customer contributions applicable to the proposed development.



18. The developer entering into a Major Trade Waste Agreement with Wannon Water for the discharge of trade waste from the development.
19. The developer obtaining the necessary consents and approvals for: -
  - a. Alteration to or connection of on-site plumbing.
  - b. Changes to the natural surface levels that result in a portion of the building or allotment not being able to be provided with gravity sewerage services.
  - c. The placement of fill or cutting (benching) over existing sewers or sewerage easements on the property

#### **STORMWATER (added date)**

20. Before any development construction works commence, a detailed Stormwater Management Plan is to be submitted to and endorsed by the Responsible Authority. The works must be designed in accordance with the current Responsible Authority's Design Guidelines, the endorsed application plans, and must include:
  - a) Identification of any existing drainage on the site;
  - b) Details of how the works on the land are to be drained;
  - c) Computations in support of the proposed drainage;
  - d) Documentation demonstrating approval for the legal point of discharge;
  - e) Underground stormwater network to the legal point of discharge;
  - f) Limitation of the storm water discharge from this development to predevelopment runoff for a 10 % AEP storm event.
  - g) Details and measures to enhance stormwater discharge quality from the site and protect downstream drainage infrastructure and waterways.
  - h) Demonstration that storm water runoff resulting from a 1% AEP storm event is able to pass through the development via reserves and/or easements, or be retained within development without causing any nuisance or damage to adjacent properties.
21. The endorsed Stormwater Management Plan is to be implemented to the satisfaction of the Responsible Authority prior to the use or occupation of the development.

#### **TRAFFIC AND PARKING (added date)**

22. Prior to the commencement of the use, a traffic management plan must be submitted to and approved by the Responsible Authority. When approved the plan will form part of the permit. Traffic operations on and adjacent to the site must conform to the approved plan. The plan must include:
  - a. An assessment of traffic movements into, out of and within the site, including transport routes, number of traffic movements and hours,
  - b. A description of the differences in traffic impacts (noise, odour and congestion) on residential areas between current and intended operation; and
  - c. Measures to minimise the impact of reversing beepers on surrounding residential areas, [JP1](#)
23. Before the Use or Occupation of the development, the internal traffic and parking areas must be constructed to the satisfaction of the Responsible Authority, and must:
  - a) Be in accordance with endorsed plans
  - b) Be in accordance with Australian Standards
  - c) Be finished with an all-weather sealed surface
  - d) Be drained
  - e) Include appropriate signage, lighting and line marking
  - f) Include appropriate loading facilities for the development

**AMENITY (added date)**

**24. The use must not detrimentally affect the amenity of the neighbourhood, including through the:**

- a. Transport of materials, goods or commodities to or from the land.**
- b. Appearance of any building, works or materials.**
- c. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.**

**PERMIT EXPIRY (amended)**

**25. This permit will expire if one of the following circumstances applies:**

- a. the use and development are not started within two (2) years of the date the permit was amended**
- b. the development is not completed within four (4) years of the date the permit was amended**  
The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or:
  - a. Within six months afterwards for commencement, or**
  - b. Within twelve months afterwards for completion.**

**PERMIT NOTES**

- I. This permit is not an EPA works approval or licence. Before the use or development authorised under this permit starts, you should ensure you meet any obligations or duties that arise under the *Environment Protection Act 1970*. This includes obtaining a works approval or licence.**
- II. Wannon Water advises that Midfield should give consideration to construction of onsite water storage and pumps to allow for unplanned outage of water mains or high peak demand periods that could cause plant shutdown.**

**Asset Protection Permit**

- III. Before the commencement of works an Asset Protection Permit must be obtained from Council for all works on Council roads and assets.**

**Discharge of Polluted Water**

- IV. Polluted drainage must be treated and/or absorbed on the lot from which it emanates to the satisfaction of the Responsible Authority.  
Polluted drainage must not be discharged beyond the boundaries of the lot from which it emanates or into a watercourse or easement drain.  
Refer to Environment Protection Authority Victoria (EPA) guidelines.**

**CARRIED 6:0**

**BACKGROUND**

The application is for an amendment to the existing planning permit to provide for the development of a 'protein recovery plant' (PRP) and biofilter on the existing abattoir site.

The PRP is defined as the 'rendering and processing of animal by- products' and will replace the existing Swinton Street rendering (co-products) plant. The biofilter draws the air from the PRP and filters before releasing into the air.

The applicant has provided independent odour and noise reports as part of the application, which were also submitted to the Environment Protection Authority (EPA) for the purpose of obtaining a Works Approval.

The applicant has stated that *“the proposal will not result in any further detriment to amenity of surrounding areas as the design of new buildings are fully sealed, odour is filtered and wastewater recycled. The PRP and biofilter use the best available technology and while they offer operating efficiencies they will also achieve environmental benefits.”*

The application documents are at **Attachment 2**.

A permit exists for the use and development of land for the purpose of an abattoir- reference PP100/99 issued 22 April 1999. Currently, conditions 4 and 5 of the permit, prohibit the use of the site for *“rendering, drying or treatment of inedible offal or other animal product”* and that *“inedible offal shall be collected and removed from the site daily”*.

Permit PP100/99 was issued under the ‘site-specific provisions’ of the new format Planning Scheme and acknowledged existing use rights. At the time, the site did not include rendering.

The application proposes to delete conditions 4 and 5 to allow the expansion of the abattoir operation to include protein recovery and biofilter.

The applicant submits that the proposal would allow consolidation of operations within the 24 Scott Street site and result in the decommissioning of the rendering (co-products) facility at 165 Swinton Street.

## ISSUES

A planning permit application is required for the PRP and biofilter in addition to an EPA Works Approval which is issued under separate legislation.

Council is required to consider various matters under the Warrnambool Planning Scheme however the EPA has technical expertise in odour and noise modelling. EPA is also a mandatory referral authority in the planning process.

The application has been subject to public notice and referral. Objections have been received from residents concerning matters including odour, noise, traffic and appropriateness of the site for expansion of activities.

## FINANCIAL IMPACT

The costs associated with the assessment of the application and any subsequent reviews have been allowed for in the City Strategy and Development budget.

## LEGISLATION/POLICY/COUNCIL PLAN CONTEXT

### 1 Sustain and enhance the natural environment

- 1.1 Protect and enhance our waterways, coast and land
- 1.2 Commit to being a carbon neutral organisation by 2040.
- 1.3 Invest in climate change preparedness.
- 1.4 Encourage environmentally sustainable business.
- 1.5 Review options for managing waste.
- 1.6 Educate the Community on Councils sustainability initiatives.

### 3 Maintain and improve the physical fabric of the City

- 3.3 Build Infrastructure that best meets current and future community needs.

### 4 Develop a modern economy with diverse and sustainable employment

- 4.1 Grow the Cities population through local economic growth
- 4.2 Encourage more sustainable local business.

### 5 Practice good governance through openness and accountability

- 5.3 Council Plan
- 5.4 Community Plan
- 5.6 Provision of opportunities for the community to actively participate in Councils decision-making through effective promotion, communication and engagement.
- 5.7 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness.

**TIMING**

In accordance with the provisions of the Planning and Environment Act 1987.

**COMMUNITY IMPACT/CONSULTATION**

In accordance with the provisions of the Planning and Environment Act 1987, Midfield held a community information session at the Archie Graham Centre prior to lodging the planning application.

The objections received to the planning application have triggered a number of 'compulsory conferences' facilitated by the EPA under the *Environment Protection Act 1970*. These were held on 18 September 2018 and 7 November 2018 and Council representatives were also in attendance.

Council facilitated a site meeting with the applicant, objectors and Councillors on 30 January 2019.

**LEGAL RISK/IMPACT**

Risk is managed through assessment of the proposal in accordance with all relevant requirements of the Planning Scheme and the *Planning and Environment Act 1987*.

**OFFICERS' DECLARATION OF INTEREST**

None.

**CONCLUSION**

The EPA has issued a Works Approval (23 January 2019) and through conditions on the approval is satisfied that the proposal would not result in any additional detriment to sensitive receptors including those in the residential zone located within a 500m buffer.

Council has considered the proposal having regard to relevant State and Local policy objectives and is satisfied that on balance, the proposal would result in the proper and orderly planning of the area.

The detailed planning assessment is in **Attachment 1**.

**ATTACHMENTS**

1. Attachment 1 - Detailed Planning Assessment **[5.6.1]**
2. Tplan P P 2018-0109 - Noise Assessment re 24 Scott Street - Novoplanning **[5.6.2]**
3. Tplan P P 2018-0109 - Planning Report re 24 Scott Street - Novoplanning **[5.6.3]**
4. Tplan P P 2018-0109 - Plans re 24 Scott Street - Novoplanning **[5.6.4]**
5. Tplan P P 2018-0109 - Noise Report re 24 Scott Street - Novoplanning **[5.6.5]**
6. Tplan P P 2018-0109 - Odour Assessment re 24 Scott Street - Novoplanning **[5.6.6]**
7. P P 2018-0109 - Objection to Grant Planning Permit -24 Scott St Warrnambool - unknown **[5.6.7]**
8. P P 2018-0109 - Objection to Grant Planning Permit -24 Scott St Warrnambool - R Joy Oakley **[5.6.8]**
9. P P 2018-0109 - Objection to Grant Planning Permit re 24 Scott St Warrnambool - Amy Ivermee **[5.6.9]**
10. P P 2018-0109 - Objection to Grant Planning Permit -24 Scott St Warrnambool - Rebecca Simpson **[5.6.10]**
11. P P 2018-0109 - Objection to Grant Planning Permit re 24 Scott St Warrnambool - Erica Code **[5.6.11]**
12. P P 2018-0109 - Objection to Grant Planning Permit re 24 Scott St Warrnambool - Jenni Strain **[5.6.12]**
13. P P 2018-0109 - Objection to Grant Planning Permit re 24 Scott St Warrnambool - Merrivale Primary Sc **[5.6.13]**
14. P P 2018-0109 - Objection to Grant Planning Permit re 24 Scott St Warrnambool - Lindsay Marcus **[5.6.14]**
15. P P 2018-0109 - Objection to Planning Permit re-24 Scott St - O'Brien **[5.6.15]**
16. P P 2018-0109 - Objection to Planning Permit re-24 Scott St - Robert & Lynda Lewis **[5.6.16]**

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17. P P 2018-0109 - Objection to grant Planning Permit re 24 Scott Street Peta and Matthew Kane **[5.6.17]**
  18. P P 2018-0109 - Objection to Planning Permit re 24 Scott St - Glenn Mibus - Sally Mibus **[5.6.18]**
  19. P P 2018-0109 Letter of Support - G R Owen **[5.6.19]**
  20. P P 2018-0109 Objection to grant a planning permit re 24 Scott St Warrnambool - John Jehu & Sherri J **[5.6.20]**
  21. P P 2018-0109- Objection to Grant Planning Permit - 24 Scott St Warrnambool - Keith Mc Alley **[5.6.21]**
  22. Attachment 4 **[5.6.22]**
  23. Attachment 5 **[5.6.23]**
  24. Attachment 5 **[5.6.24]**



## **DETAILED PLANNING ASSESSMENT**

### Application Overview

The application is for the development of a 'protein recovery plant' (PRP), & biofilter. The PRP is essentially the 'rendering and processing of animal by- products'.

The application proposes to delete conditions 4 and 5 to allow the expansion of the abattoir operation to include protein recovery. The proposal also includes the development of a biofilter in order to manage odour from the PRP. The applicant submits that the proposal would allow consolidation and efficiency of operations and result in the decommissioning of the rendering (co-products) facility at 165 Swinton Street.

A summary of the proposed development is as follows:

- The proposed use and development will be contained within the existing Midfield site located at 24 Scott Street.
- The PRP will replace an existing cattle holding shed, located central to the site, adjacent to the existing maintenance workshop and approximately 25m from the main office.
- The PRP will consist of a 150mm thick concrete tilt-panel building with an iron roof, dimensions of 38m x 60m (2280m<sup>2</sup>) and a maximum height of 12m.)
- The PRP will have a separate vehicle delivery bay and collection bay, enclosed by a 'fast action door'. The external features would be three (3) tallow (fat) storage tanks sited against the south elevation.
- The PRP accommodates separate lines for processing of bovine (cattle) and ovine (sheep) materials that are not required as part of the existing Midfield business.
- Central to the PRP is the control room within which two (2) operators would monitor the process and equipment.
- The PRP will operate under a negative atmosphere (vacuum) with a complex system of point source collection pipes extracting air from all parts of the processing lines and each room within the building amounting to 75,000m<sup>3</sup>/hr. Air is extracted (captured) and directed through underground pipes to the biofilter, located approx. 125m south of the PRP. The biofilter can accommodate up to 100,000m<sup>3</sup> air volume.
- The biofilter is accommodated in a separate building constructed of concrete with dimensions 30m x 25m a maximum height of 3m above ground. Odour is treated by media 1.2m thick within the filter and monitored for temperature, humidity and pressure before being released. Airflow is monitored on a yearly basis.

A summary of the proposed use is as follows:

- Animal by-products (raw materials) will be primarily sourced from Midfield e.g on-site, but potential exists to accept off-site products (subject to scrutiny) dependent on market.
- The applicant submits that the PRP has been designed to be state- of- the- art; being designed and built by a company based in Denmark and having numerous examples in Europe.
- The PRP will allow a combined (bovine and ovine) maximum of 400t material to be processed per day.
- Two (2) bins (1 x 100m<sup>3</sup> for bovine and 1 x 50m<sup>3</sup> for ovine) will be present in the receiving bay, within which raw materials no older than 12 hours will be loaded. Materials will originate from the on-site boning room via open containers and from

external trucks (approx. 50-100t). No more than 20 trucks are anticipated per week-down from 200 at present.

- No external storage of materials is proposed.
- Wastewater from the proposed PRP will be directed to, and treated by, the existing on-site wastewater treatment system and newly installed Dissolved Air Filtration (DAF) system.
- The PRP will operate 24 hours a day, 7 days a week within the terms of the existing planning permit. Usual operating times are Monday to Friday 4am to 10pm and Saturday mornings.

The applicant submits that the PRP and biofilter will replace an existing building with a lesser floor area, and therefore a credit of 15 car parks will apply (2280m<sup>2</sup> versus 2800m<sup>2</sup> @ 2.9 per 100m<sup>2</sup>).

The application addresses the following:

- Impact on amenity from
  - Noise emission
  - Air emissions
  - Traffic movements
- Ability to demonstrate compliance with relevant provisions of the Warrnambool Planning Scheme.
- EPA Works Approval

The application is supported by the following documents:

- Planning application, titles and documentation consisting of:
  - The planning report prepared by Novo Planning on behalf of Midfield which provides a response against the relevant provisions of the Warrnambool Planning Scheme.
  - Noise impact Assessment prepared by Watson Moss Growcott Acoustics (28 Feb 2018) plus addendum in response to EPA.
  - Odour Assessment prepared by 'air quality professionals' (18 May 2018)
  - Site plan, elevations, cross-sections and 3-D renders prepared by Haarslev.

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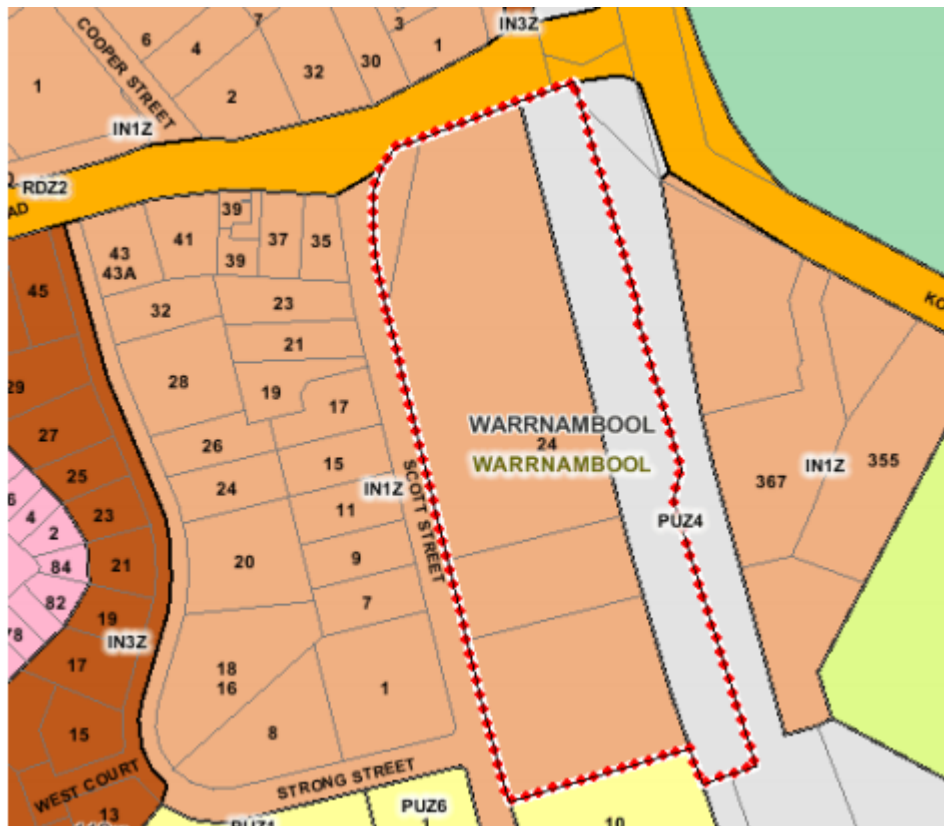
#### Subject site & locality

The Midfield business is located at 24 Scott Street, over a number of separate titles. The proposed application is primarily focused on CA 43A1 Section 70 Parish of Wangoom for the siting of the PRP and CA 43A3 Section 70 Parish of Wangoom for the siting of the biofilter. The PRP being on land zoned Industrial 1 Zone (IN1Z) the biofilter on Public Use Zone 4 (transport). No overlays apply.

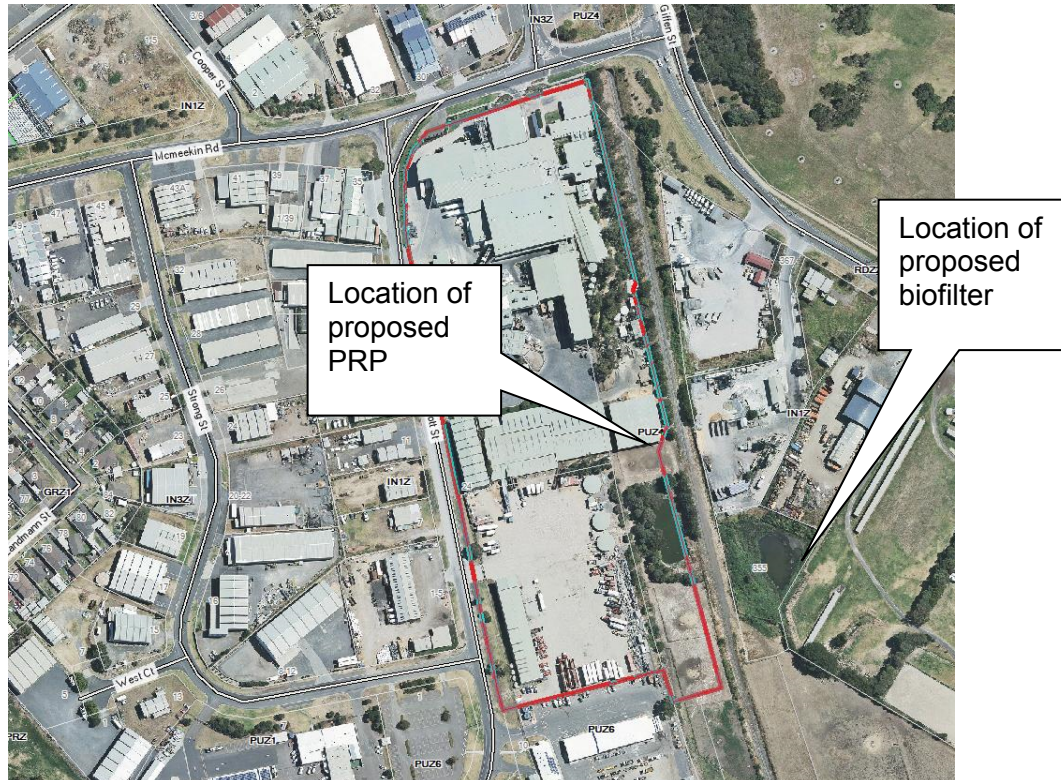
The site is located on the corner of Scott Street and McMeekin Road with various access points from both. Land immediately to the east is zoned Public Use for the purpose of the railway (Victrack). Land to the south is also Public Use as it is owned by Council as a storage and maintenance depot.

The site incorporates the cattle and sheep lairages (holding pens), loading and unloading facilities, main processing and administration building. Within the site there is also the maintenance workshop, transport terminal, wastewater treatment and equipment storage.

Between the subject site and General Residential zoned (GR1Z) land to the north, east and south there are areas of land zoned Public Park and Recreation PPRZ (Victoria Park) and Special Use Zone SUZ (showground).



Zoning map - Source: - Exponare



Aerial image – Source: Exponare

An easement that crosses the site near to the proposed PRP contains Wannon Water sewerage infrastructure.



The site is located in the West Warrnambool Industrial Precinct and has been owned by Midfield since the 1980's (The Swinton Street rendering plant (co-products) has been used by Midfield since 1965).



Aerial showing location of nearest dwelling to proposed development

The nearest residential zoned land (sensitive use) is located approximately 320m to the north east. Other uses within proximity of the proposed PRP include asphalt plant, concrete batching and waste transfer station.

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#### Permit/Site History

A permit exists and is current for the use and development of land for the purpose of an abattoir- reference PP100/99 issued 22 April 1999. However, conditions 4 and 5 of the permit, prohibit the use of the site for “rendering, drying or treatment of inedible offal or other animal product” and that “inedible offal shall be collected and removed from the site daily”.

Permit PP100/99 was issued under the ‘site-specific provisions’ of the new format Planning Scheme and acknowledged any existing use rights. At the time, the site did not include rendering.

There are approximately eighteen (18) permits dating back to 1989. The most recent permits include.

PP2018-0144- Construction of mezzanine floor within existing building

PP2014-0218- Construction of a building and associated carpark/landscaping works

PP2014-0094- Construction of roof canopy over existing sheep yards

PP2013-0036- Additional second level to staff amenities area

PP2011-0130- Construction of Maintenance Shed.

PP2010-0301- Extension to existing industrial building

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#### Public Notification

The use of land for an abattoir falls under the broader definition of industry, and is a section 1 (no permit required) use in the Industrial 1 Zone. However, abattoir is also listed in clause

53.10 (adverse amenity potential) if it fails to meet the recommended setback distances from a residential zone (500m) , therefore, the use of an abattoir defaults to section 2 of the zone and requires a permit.

While the definition of abattoir at clause 73.03 includes 'the processing of animal products', this has been specifically prohibited from occurring on the site by permit condition.

An application for use under the Industrial 1 Zone (clause 33.01) is not exempt from notice. Further, given the 'processing of animal products' is a specific matter being introduced by this application and that the community has not previously been notified or been given review rights on the issue, it was considered reasonable to give notice.

Conversely, buildings and works within the IN1Z are exempt from the notice requirements and review rights.

An application under the PUZ is not exempt from notice. The location of the biofilter within this zone and potential for detriment to be caused gave reason for public notice pursuant to section 52 of the Planning and Environment Act 1987 (the Act).

Notice was given to all owners and occupiers of land within 500m radius of the subject site on 28 August 2018 (approximately 325).

Notice was published in the Warrnambool Standard 29 August 2018 and again on 1 September 2018.

Notice was combined with that relating to the concurrent application for works approval under the EPA Act.

Twelve (12) submissions against the proposal have been received and one (1) submission in support. **Attachment 3**

The key reasons for objection include:

- Increase in odour
- Increase in heavy transport vehicles
- Increase in dust
- Light-spill
- Noise emanating from the site
- Vibration
- Within the 'buffer zone'
- Decommissioning of existing plant
- Contrary to intent of existing permit conditions which prohibit such a use occurring
- Track record of Midfield and off-site effects from rendering plant
- De-valuing of property
- Site unsuited to expansion
- Potential Industrial hazard

The applicant responded directly to the School by letter dated 4 October and included further information on the proposal. **Attachment 4**

The applicant provided Council with a response to concerns raised on 22 October 2018. **Attachment 5**



## **Assessment of objections**

### Increase in odour

*Council and EPA have required the applicant to demonstrate no offensive odours from the PRP or biofilter will reach residential zoned land. The information submitted (including modelling) has been reviewed by EPA experts in the field and endorsed to form part of the Works Approval. EPA has provided a permit condition regarding control of odours which must be included in any planning permit*

### Increase in heavy transport vehicles

*Traffic volumes and movement is a relevant consideration for Council. On the basis of the submitted information the decommissioning of the Swinton St rendering plant will remove more than 100 trucks from local roads. A condition of any permit will require a traffic management plan to ensure road safety and the amenity of nearby neighbours is not unreasonably affected by the operation of the PRP.*

### Increase in dust

*The PRP and biofilter are enclosed and would not generate any dust. Traffic movements would increase within the site but use existing gated access points. Trafficable areas within the site would be required to be sealed and drained.*

### Light-spill

*Midfield currently has external lighting within the site. Further external lighting as part of this application can be designed to be baffled so as to not result in light-spill.*

### Noise emanating from the site

*Council and EPA have required the applicant to demonstrate the noise from the PRP and biofilter would meet relevant guidelines. The information submitted (including modelling) has been reviewed by EPA experts in the field and endorsed to form part of the Works Approval. EPA has provided a permit condition regarding control of noise which must be included in any planning permit.*

### Vibration

*The proposal is not anticipated to create vibration that might be felt at the nearest residential property. A condition of any permit can ensure there is no detriment to amenity as a result of vibration.*

### Within the 'buffer zone'

*Clause 53.10 in the Planning Scheme identifies uses with adverse amenity potential and calls for careful consideration in the assessment of such applications. The buffer distances reflect those in the EPA guidelines and a current review by DELWP indicates that the origin of these setbacks applies the precautionary principle. The setbacks are not mandatory and may be varied with evidence that a proposal will not adversely affect amenity. EPA in issuing a Works Approval demonstrates that the submitted technical reports justify the proposal within the buffer distance.*

### Decommissioning of existing plant

*The existing rendering plant at Swinton Street commenced operation in 1965 and has been subject to numerous upgrades to comply with a separate EPA Works Approval. If the new PRP is approved the Swinton St plant is proposed to be decommissioned. To ensure this takes place an agreement prepared under section 173 of the Planning and Environment Act 1987 will place obligations on Midfield to decommission the plant once all works are complete on the PRP & biofilter. The agreement is binding and able to be enforced by Council.*

Contrary to intent of existing permit conditions which prohibit such a use occurring

*The issue of the original permit for the abattoir on 22 April 1999 specifically prohibited “rendering, drying or treatment of inedible offal or other animal product”. An application is able to be made to Council to amend the permit and is subject to the normal permit process which includes consideration of public notice and referral. Council is then bound by the Act to make a decision on the application.*

Site unsuited to expansion

*Consideration of the site’s ability to accommodate the proposal is a relevant planning consideration. Having regard to the Planning Scheme and views of relevant referral authorities (internal and external) the proposed development is considered appropriate for this site.*

Track record of Midfield and off-site effects from rendering plant

*The matters which Council can consider in its assessment of the application are limited to those prescribed by the Warrnambool Planning Scheme and Planning and Environment Act 1987. Midfield’s track record is not a valid planning consideration.*

De-valuing of property

*As above, the impact of a proposal on property value is not a valid planning consideration.*

Potential Industrial hazard

*The applicant states that an international company has designed the PRP and Midfield has required additional assurances for ‘best-in-class’ operational performance. Worksafe Victoria is the relevant authority for regulating the state’s health and safety.*

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Consultation

Applicant held a ‘drop-in’ information session on 7 February 2018.

The Environment Protection Authority (EPA) held a conference on 18 September 2018 pursuant to s20(A) of the EPA Act. A subsequent conference was held 7 November 2018 pursuant to s20(b) of the EPA Act.

Council officers were present at each EPA conference. The recommendations of the 20(b) conference relative to Council considerations are:-

*4. Justification as to why the proposal seeks 24-hour, 7-day operation, given the stated intention for reduced hours of operation.*

*5. A Transport Management Plan that includes*

- an assessment of traffic movements into, out of and within the site, including transport routes, number of traffic movements and hours,*
- a description of the differences in traffic impacts (noise, odour and congestion) on residential areas between current and intended operation, and*
- measures to minimise the impact of reversing beepers on surrounding residential areas.*

*6. Rationale for the current and proposed future mode of product transport being primarily via road rather than rail.*

*Should the Planning Permit Application be approved, the following actions should be undertaken by Warrnambool City Council:*

*11. Ensure the development of a Section 173 agreement requiring the decommissioning of the Swinton Street facility following the PRP becoming fully operational.*

*12. Consider limitations on the hours of operation to minimise after hours impact on residential areas.*

*13. Require screening of the site through onsite and boundary planting.*

*14. Require the applicant to develop (and make broadly available) an FAQ (or similar) about the closure and remediation of the Swinton St site..... “*

The applicant responded to each of the above matters on 3 December 2018 and through various other documents submitted with the application:

4. 'The PRP is designed to operate as a downstream processing of raw material from the abattoir. The PRP will continue to operate for approximately 6 hours following the completion of the activities at the abattoir.

It is not proposed to operate the PRP continuously through the night-time. The use will comply with the NIRV (EPA guidelines) and could also be addressed in a Management Plan.'

5. The PRP located at 24 Scott Street will consolidate operations and reduce vehicle movements to approximately 20 trucks from 120 (net reduction of 85%). A condition of any permit will require a traffic management plan containing the necessary detail of vehicle movements for endorsement under the permit. This will include how beepers will be managed so as to not affect neighbouring amenity, particularly when background noise levels are at a minimum.
6. Midfield continually review the option of using rail as a transport option, this includes logistical issues of loading and unloading, the end market location and access to the same along with economic assessment of rail compared with road transport.
11. Midfield has submitted a draft Section 173 Agreement which agrees the existing Swinton Street Co-products site will be decommissioned once the PRP is fully operational.
12. The purpose of the PRP is processing of raw materials from the abattoir and therefore it will be required to operate approximately 6 hours following completion of activities at the abattoir. Refer to point 4 above.
13. The applicant is not adverse to providing additional planting on the site where possible and deemed safe considering the truck movements and line of sight for safe entry/ exit.
14. The applicant is not adverse to providing information to key stakeholders as part of an agreed communication plan.

Further to the applicant's response it is considered reasonable to include conditions on any permit requiring a traffic management plan and to implement any recommendations of that plan, and a general amenity condition allowing Council to consider complaints and enforce as necessary.

Council also held a site inspection on 30 January 2019, at which the applicant, objectors and Council officers were in attendance.

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## Referrals

### **Section 55 Referrals:**

EPA- No objection to grant of permit subject to conditions relating to control of off-site impacts

### **Section 52 Referrals:**

DELWP- No objection

Wannon Water- requested further information (13 September 2018) - subsequently addressed - and no objection subject to conditions conveyed 4 October 2018

CFA- No objection

DEDJTR- No response received at time of writing report

### **Internal Referrals:**

Councils Health Unit- No objection subject to EPA works approval being obtained

City Building – No objection

City Infrastructure- No objection subject to conditions relating to stormwater and construction of internal parking areas

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## Planning Framework

### Zoning:

Land use and development in the municipality is regulated by the Warrnambool Planning Scheme (the Scheme).

Land on which the PRP is proposed to be sited is zoned Industrial 1 Zone (IN1Z).

An Abattoir is a Section 2 'Permit Required' use in the Industrial 1 Zone.

The objectives of the Industrial 1 Zone are:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To provide for manufacturing industry, the storage and distribution of goods and associated uses in a manner which does not affect the safety and amenity of local communities.*

Part of the Midfield site is zoned Public Use Zone (PUZ) Schedule 4 (Transport). Underground pipes will transport odours from the PRP to the biofilter located on land in the PUZ.

The biofilter falls under 'other use' in the Public Use Zone and is unable to meet the mandatory condition opposite. Therefore the use is a Section 2 'Permit required' use.

The purpose of the Public Use zone is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To recognise public land use for public utility and community services and facilities.*

▪ *To provide for associated uses that are consistent with the intent of the public land reservation or purpose.*

### **Overlays:**

The land is not affected by any overlay controls.

### **The Planning Policy Framework (PPF)**

**Clause 11** provides overarching objectives for settlement planning; Planning is to recognise the need for, and as far as practicable contribute towards:

- *Health, wellbeing and safety.*
- *Diversity of choice.*
- *Adaptation in response to changing technology.*
- *Economic viability.*
- *A high standard of urban design and amenity.*
- *Energy efficiency.*
- *Prevention of pollution to land, water and air.*
- *Protection of environmentally sensitive areas and natural resources.*
- *Accessibility.*
- *Land use and transport integration.*

*Planning is to prevent environmental and amenity problems created by siting incompatible land uses close together.*

**Clause 11.01R** Great South Coast implements the Greater South Coast Regional Growth Plan (2014) and this policy identifies Warrnambool as a major growth centre and aims to strengthen the region's economy through industry diversification, innovation and development.

**Clause 13** states that Planning should strengthen the resilience and safety of communities by adopting a best practice environmental management and risk management approach.

**Clause 13.05-1S** Noise abatement aim to assist with the control of noise effects on sensitive land uses. The proposed use must consider the Interim Guidelines for Control of Noise from Industry in Country Victoria (NIRV) (EPA 1989).

**Clause 13.06-1S** Air Quality is also a relevant policy consideration. The objective of this policy is to assist with the protection and improvement of air quality. It is recommended that, where possible, that there is a suitable separation distance between land uses that reduce amenity and sensitive land uses. Pursuant to this Clause, the State Environment Protection Policy (Air Quality Management) and Recommended Buffer Distances for Industrial Residual Air Emissions (EPA 1990) must be considered.

**Clause 13.07-1S** refers to land use compatibility, an objective being to safeguard community amenity while facilitating appropriate commercial, industrial or other uses with potential off-site effects. Relevant strategies to ensure the compatibility of a use or development as appropriate to the land use functions and character of the area by: Directing land uses to appropriate locations and using a range of building design, urban design, operational and land use separation measures

**Clause 14** requires planning to assist in the conservation and wise use of natural resources including energy, water, land etc to support both environmental quality and sustainable development.

**Clause 15** requires that planning should ensure all land use and development appropriately responds to its surrounding landscape and character, valued built form and cultural context



**Clause 17** identifies that planning is to contribute to the economic wellbeing of the state and foster economic growth by providing land, facilitating decisions and resolving land use conflicts, so that each region may build on its strengths and achieve its economic potential.

**Clause 17.01-1R** provides strategies to support agriculture as a primary source of economic prosperity and increase the region's contribution to the nation's food production. Support rural production and associated economic development opportunities including rural industry, rural sales, accommodation and tourism.

**Clause 17.03-2S** supports protection of industrial activity in industrial zones from sensitive uses which would adversely affect the amenity of industry viability. Planning is to consider 'Recommended Buffer Distances for Industrial Residual Air Emissions' (Environment Protection Authority, 1990)

17.02-2 aims to facilitate the sustainable development and operation of industry;

The strategies are to:

- Ensure that industrial activities requiring substantial threshold distances are located in the core of industrial areas.
- Encourage activities with minimal threshold requirements to locate towards the perimeter of the industrial area.
- Minimise inter-industry conflict and encourage like industries to locate within the same area.
- Protect industrial activity in industrial zones from the encroachment of commercial, residential and other sensitive uses that would adversely affect industry viability.
- Encourage industrial uses that meet appropriate standards of safety and amenity to locate within activity centres.
- Provide adequate separation and buffer areas between sensitive uses and offensive or dangerous industries and quarries to ensure that residents are not affected by adverse environmental effects, nuisance or exposure to hazards.
- Encourage manufacturing and storage industries that generate significant volumes of freight to locate close to air, rail and road freight terminals.

**Clause 19.03-3S** calls for proposals to sustainably manage water supply, water resources, wastewater, drainage and stormwater through and integrated water management approach.

#### **The Local Planning Policy Framework (LPPF).**

**Clause 21.01** 'Municipal profile, Council Vision and Strategic Directions' identifies the key planning issues for the municipality including the importance of climate change, settlement planning and economic development. This Clause acknowledges that 'Warrnambool boasts a strong industrial sector, functioning as the regional service centre for the south west of Victoria'.

**Clause 21.04-4 Noise and Air**, aims to protect the community and environment from impacts of noise and air pollution. A relevant objective is to protect the community and the environment from the impacts of noise and air pollution.

Strategies for achieving this are to:

- Ensure that any air emissions from new or expanded use and development do not unreasonably affect the amenity of adjoining residential properties.
- Provide buffers between new industrial uses and residential areas in the form of public open space, roads, substantially landscaped areas of private land or similar means intended to limit visual and acoustic impacts.

*Another objective is to give priority to the active management of identified separation distances to assist in the medium to long-term retention and continued viability of existing employment generating activities. The strategy for achieving this is to:*

- *Require suitable separation distances between land uses that reduce amenity and sensitive land uses*

**Clause 21.08-2** *Industry, identifies that the Abattoir is located in the West Warrnambool Industrial Precinct which includes a variety of manufacturing and associated uses. It is a key employment area for Warrnambool. An objective is to develop Warrnambool as a major food and dairy processing centre for Victoria.*

*Objective 3 seeks to protect the amenity of residential areas from the effects of industrial activity, while not impeding the productivity of industrial enterprises.*

#### **Strategies**

- *Manage the interface between industrial and residential activities, particularly in regard to heavy vehicle traffic, industrial emissions, noise and visual setting.*
- *Minimise land use conflicts by applying the State Government guidelines on separation distances.*
- *Require new industrial development to meet environmental controls, to be suitably buffered from residential zoned land and to be presented in an attractive landscaped setting.*
- *Support the location of industries within existing and planned industrial precincts.*

**Clause 22.02** *Industrial Development applies to the subject land and encourages well planned industrial development.*

*The relevant policy considerations for this proposal:*

- *Ensure that buildings do not occupy more than 50 percent of the site.*
- *Ensure that buildings are constructed in materials that are visually attractive such as brick, masonry or Colorbond metal.*
- *Ensure that setbacks are responsive to existing site conditions, existing development and the need to ensure safe traffic circulation.*
- *Ensure that front setbacks are reduced and consistent, with minimal car parking located in the front setback. Car parking should be located along the side and rear.*
- *Ensure that on site car parking is provided according to the rate prescribed in the planning scheme unless a proposed use warrants a reduction.*
- *Ensure that vehicle loading and unloading is designed to occur totally within the site.*
- *Ensure that common parking areas are considered as part of any integrated development.*
- *Ensure that landscaping retains existing vegetation where practical.*
- *Defines areas of pedestrian and vehicular movement.*
- *Ensure that before deciding on an application, the responsible authority considers any significant effects which the use or development may have on the environment, or which the responsible authority considers the environment may have on the use or development.*

#### **Relevant Particular Provisions**

Clause 53.10 Identifies abattoir and rendering as uses with adverse amenity potential

The clause sets a threshold distance of 500m for an Abattoir and 1000m for rendering uses. While this Clause does not trigger a permit, it should be read in conjunction with other policies in the Warrnambool Planning Scheme and the Industrial 1 Zone.

Clause 52.06 Car Parking

The proposed use of land as 'industry' will require parking pursuant to Clause 52.06. A rate of 2.9 spaces per 100m of net floor area applies.

Clause 52.07 Loading and Unloading of Vehicles

This provision requires at least 45m<sup>2</sup> of loading facilities on site.

The applicant submits that the proposed facility will be specifically designed internalised loading and unloading facilities.

Clause 52.34 Bicycle Facilities

This provision requires 1 space per 1000m<sup>2</sup> of floor area, therefore 4 spaces are required on site. The design can incorporate 2 spaces.

**General Provisions:**

Clause 65 Decision Guidelines. The requirements in Clause 65 have been considered including:

- Clause 60 of the Planning and Environment Act 1987 including the social and environmental effects;
- MPS and PPF;
- Purpose of the Industrial 1 and Public Use Zones;
- Orderly planning of the area;
- Effect on the amenity of the area;
- Proximity to public land;
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater with and exiting the site;
- The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts

## Strategic Assessment

Zone

The existing Midfield operation is located within the Industrial 1 Zone (IN1Z). The zone, amongst other matters, seeks to *"provide for manufacturing industry, the storage and distribution of goods and associated uses in a manner which **does not affect the safety and amenity of local communities**"*. The zone triggers various application requirements to allow Council to consider the appropriateness of the proposal having regard to the decision guidelines (emphasis added).

The 'safety and amenity of local communities' is a significant consideration to Council, particularly given the location of the PRP and biofilter are within the 500m recommended setback distance from a residential zone as referred to under clause 53.10. These setbacks are derived from the EPA *Recommended separation Guideline distances for Industrial Residual Air Emissions* (IRAE 1518 March 2013). It is noted in the latter, that:

*"The Index contains a definition of each industry and, in some cases, a description of the industry or information of the scale of the industry. The recommended separation distances assume that the industry is operating in compliance with relevant statutory rules and policies. However, the recommended separation distances are not based on any further or particular assumptions about the industry, the likelihood of IRAEs or the environment surrounding the industry. Rather, the **recommended separation distances are EPA's default minimum in***

***the absence of a detailed specific assessment for a proposed industrial or sensitive land use*** (emphasis added).

Detailed assessments in this regard have been provided in the form of a Noise impact Assessment prepared by Watson Moss Growcott Acoustics (28 Feb 2018) and Odour Assessment prepared by 'air quality professionals' (18 May 2018).

The recommendations of both these reports have been incorporated into the proposal. The EPA has also accepted these documents as part of the concurrent application for 'Works Approval'; 'Works Approval being required as the abattoir is a scheduled premises under the *Environment protection (Scheduled Premises and Exemptions) Regulations 2007*.

Council is not required by the Planning Scheme to commission an independent review of these reports. The Planning Scheme does however mandate that the application is referred to the EPA (Clause 66.02-1) given that a Works Approval is required. The advice of the EPA must be incorporated into any decision of Council. The application for Works Approval requires the EPA to closely consider the proposal and the potential for off-site impacts.

The EPA responded to Council stating that they did not object to the proposal subject to conditions ensuring *offensive noise, dust and odour are not emanated beyond the boundaries of the site*.

The application states that the PRP will not result in any net increase in noise beyond the boundaries of the site. The manufacturer guarantees 65dB(A) at the site boundary (7m from the concrete walls enclosing the PRP). The biofilter would also be encased in a concrete building and noise is limited to within the acceptable levels under the EPA guidelines.

Odour will not emanate from the PRP building given it will operate under a negative pressure with no openings (exception of fast-action doors). Odour within the building will be ducted to the biofilter. The applicant infers that the biofilter has been 'over engineered' with a 'residence time' twice that recommended in EPA guidelines. The forcing of odours through mulch would result in an *'earthy character that blends rapidly with natural background odours'*. The applicant also states that changes to the business operations and age of the product will contribute to the reduction of odours captured in the PRP.

The proposal is therefore considered to be appropriately managed by conditions of any permit.

The built form of the buildings is considered to be appropriate in the industrial context; being the existing abattoir and concrete batching plant, asphalt plant and transfer station a short distance away. Conditions of any permit will seek detail on colours and finishes. Traffic movements are proposed to be reduced with the new PRP from 120 to 20. The applicant submits that this will improve traffic volume and safety on the local road network however, has not provided evidence to support this. A condition of any permit will require a traffic management plan containing the necessary detail of vehicle movements for endorsement under the permit.

#### Planning Policy Framework (PPF)

The proposal is considered to meet the following relevant state policy objectives:

- Maintain the strength of Warrnambool in the region's economy
- Continue to support the strategic role of Warrnambool within the region.
- Improve the value of the coastal area to the community and revert the land back to wetland – following the decommissioning of the existing rendering plant
- Adopts best practice in environmental management and risk management.
- Ensures the use is compatible with the area by ensuring noise and odour would not impact on community amenity beyond existing operations within the site having regard to State Environmental Protection Policy and EPA guidelines.

- Assists in conservation of natural resources including energy and water, including through the re-use of water and heat from other parts of the abattoir,
- The built form is functional while appropriately responding to the surrounding industrial character
- Locates the proposal within the existing Midfield site and within the context of other industries where inter-industry conflict will be minimal. On the basis of the technical reports and EPA Works Approval is also sufficiently set back from sensitive uses.
- Reduces truck movements on the local road network as a result of consolidating the existing rendering plant (Swinton Street) with the main abattoir.

#### The Municipal Planning Framework

The proposal is considered to meet the following relevant municipal strategies and policy objectives:

- Responds to a key issue for Warrnambool by value-adding the existing Midfield operation to the benefit of the City's future role in the local economy
- Appropriately addresses noise and odour to the extent that sufficient separation is maintained from residential areas. Contingency has been built into the design of the PRP and biofilter to ensure risk of potential impact on community amenity is appropriately managed.
- Continues to support key agricultural industries in the area
- Reduces the impact on the City's water resources and waterways
- Provides an appropriate built form for the industrial precinct
- Provides for a standard of amenity and urban design that is anticipated for the industrial precinct by meeting policy in the following ways:
  - Not increasing site coverage
  - Incorporating a built form that is of a design, siting and appearance appropriate to the industrial precinct
  - Provides sufficient space for car parking
  - Provides environmental benefit with the decommissioning of existing rendering plant

#### **Particular provisions**

##### Clause 52.06- car parking

Initial discussions with the applicant suggested that additional parking was required and thus a permit was triggered for a reduction.

The applicant states that the PRP and biofilter will replace an existing building with a lesser floor area, and therefore a credit of 15 car parks will apply (2280m<sup>2</sup> versus 2800m<sup>2</sup> @ 2.9 per 100m<sup>2</sup>).

##### Clause 53.10- Uses with adverse amenity potential



The proposal is considered to meet the purpose of Clause 53.10 with the potential for noise and odour affecting the neighbourhood being considered acceptable by the EPA.

#### Industrial Buffers review

At the time of writing this report The Department of Environment, Land, Water and Planning (DELWP) is reviewing how the planning system can better manage buffers between industries and sensitive uses. The Department has engaged Environmental Resources Management Australia Pty Ltd (ERM) to review how current buffers are managed. Following consultation with the public the Department will explore options for reforming planning controls.

The ERM technical report takes into consideration the following relevant documents:

- Clause 52.10 of the Victorian Planning Provisions
- Major Hazard Facilities Advisory Committee (MHFAC)
- The EPA's Industrial Residual Air Emissions (IRAE) Guidelines
- The EPA's 'Better Managing Encroachment (Options Paper) 2015

The ERM report identifies that *'Victoria's approach to applying buffers is essentially ad hoc and inconsistent..... complicated by the fact that the planning system needs to provide flexibility and balance to allow for circumstances on a case by case basis.'*

It also states that *"the question of what is an appropriate separation/ threshold distance is in and of itself a problem for planning because it is not possible to know the full range of variable impacts on sensitive uses associated with a given use. This is perhaps best demonstrated by the fact that the basis for the existing figures listed in Clause 52.10 are generally unknown and at best form a rule of thumb approach, essentially applying the precautionary principle."* Page 9.

Council and EPA in considering the subject application have considered technical reports specific to the proposal, considerate of the local environs and based on the best/ current available information.

#### Clause 65- Approval Of An Application Or Plan

Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

- The matters set out in section 60 of the Act.
- The Municipal Planning Strategy and the Planning Policy Framework.
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.
- The effect on the amenity of the area.
- The proximity of the land to any public land.
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.

- The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.

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### Conclusion

The proposal will result in the relocation of the existing rendering plant to a location within the established west Warrnambool industrial precinct. In addition to economic considerations, the decommissioning of the existing rendering plant which is in a sensitive wetland environment and the construction of a new plant that provides operational efficiencies and employs best practice is considered to result in net community benefit and achieve sustainability objectives.

The EPA has issued a Works Approval and through conditions is satisfied that the proposal would not result in any additional detriment to sensitive receptors including those in the residential zone located within 500m.

Council has considered the proposal having regard to relevant State and Local policy objectives and is satisfied that on balance, the proposal would result in the proper and orderly planning of the area.

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### Recommendation

That council having caused notice of Planning Application No. PP2018-0109 to be given under Section 52 of the *Planning and Environment Act 1987* and or the planning scheme and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to determine the application under the provisions of the Warrnambool Planning Scheme in respect of the land known and described as CA 43A1 & 43A3 Section 70 Parish of Wangoom, 24 Scott St WARRNAMBOOL VIC 3280, for the Amendment to Permit 110/99 to delete conditions 4 & 5 to allow the construction of a Protein Recovery Plant, Biofilter and reduction in car parking in accordance with the endorsed plans and, subject to the following conditions;

- 1a. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority.

When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application (received by Council on 4 June 2018) but modified to show:

- a) the enclosure of the bovine and ovine receival areas as depicted on plans approved under Works Approval #189198
- b) Details of all external colours and finishes.

- 1b Within 12 months of the date of this permit, the owner must enter into an agreement with the Responsible Authority under section 173 of the *Planning and Environment Act 1987* to provide for the following:

- a) Within twelve (12) months of the Scott Street PRP first being brought into use the rendering plant at 165 Swinton Street must be decommissioned to the satisfaction of the responsible authority

Application must be made to the Registrar of Titles to register the section 173 agreement on the title to the land under section 181 of the Act with the owner under this permit responsible for paying the reasonable costs of the preparation, execution and registration of the section 173 agreement.

1. The layout of the site and dimensions and design of all buildings and works shall be in accordance with the endorsed plans and shall not be altered except:-

- a) insofar as may be required by the Environment Protection Authority, the Department of Primary Industry, the Health Department of Victoria, the Department of Agriculture or any other public or statutory body having jurisdiction over the subject land and the development permitting thereon or any part thereof; and
  - b) with the consent of the Responsible Authority.
- 2. The holding pens shall have an impervious concrete surface and shall be swept and “dry cleaned” before being thoroughly washed down. The pens shall be separately drained. Liquid wastes shall be collected for removal from the site.
- 3. No cattle, sheep or other livestock shall be kept or held on the site other than in the areas depicted on the endorsed plan as cattle yards and sheep yards.
- 4. deleted (date)
- 5. deleted (date)
- 6. The conditions contained in this permit are superimposed upon the obligation of the operator to comply with the conditions of any licence, permit or directive issued under the authority of the Environment Protection Authority, the Department of Primary Industry, the Health Department of Victoria, the Department of Agriculture or any other public or statutory body having control and supervision of the use hereby permitted on the subject land and nothing contained in these conditions shall effect any such obligation, control or supervision.
- 7. Sewage, sullage and other liquid wastes to arise from the use and development hereby permitted shall be treated in a manner satisfactory to the Environment Protection Authority, the Health Department of Victoria, the Department of Agriculture, the Department of Primary Industry and the Warrnambool City Council and shall be connected to the sewerage system of the South West Water Authority and the quality and quantity of discharge shall be to the satisfaction of the South West Water Authority and the Warrnambool City Council.

EPA conditions (added date)

- 8. All buildings and works must be maintained in good order and appearance to the satisfaction of the responsible authority.
- 9. Odours offensive to the senses of human beings must not be discharged, emitted or released beyond the boundaries of the premises.
- 10. Nuisance dust and/or nuisance airborne particles must not be discharged or emitted beyond the boundaries of the premises.
- 11. Effective noise levels from the use of the premises must not exceed the recommended levels as set out in Noise from Industry in Regional Victoria (NIRV; EPA Publication 1411, 2011) or as amended.
- 12. Surface water discharge from the premises must not be contaminated with waste.
- 13. A secondary containment system must be provided for liquids which if spilt are likely to cause pollution or pose an environmental hazard, in accordance with the EPA Publication 347.1 Bunding Guidelines 2015 or as amended

#### Wannon Water (added date)

14. The provision, at the developers cost, of the required sewerage works necessary to serve the proposed development.
15. The provision, at the developers cost, of the required water supply works necessary to serve the proposed development.
16. The developer is to ensure all proposed buildings (or any overhang) and other infrastructure are clear of existing sewer easements and at least 1 metre horizontally clear of the outside edge of existing sewers and water mains on or adjacent to the property.
17. The developer entering into an agreement with Wannon Water for payment of the new customer contributions applicable to the proposed development.
18. The developer entering into a Major Trade Waste Agreement with Wannon Water for the discharge of trade waste from the development.
19. The developer obtaining the necessary consents and approvals for: -
  - a. Alteration to or connection of on-site plumbing.
  - b. Changes to the natural surface levels that result in a portion of the building or allotment not being able to be provided with gravity sewerage services.
  - c. The placement of fill or cutting (benching) over existing sewers or sewerage easements on the property

#### Stormwater (added date)

20. Before any development construction works commence, a detailed Stormwater Management Plan is to be submitted to and endorsed by the Responsible Authority. The works must be designed in accordance with the current Responsible Authority's Design Guidelines, the endorsed application plans, and must include:
  - a) Identification of any existing drainage on the site;
  - b) Details of how the works on the land are to be drained;
  - c) Computations in support of the proposed drainage;
  - d) Documentation demonstrating approval for the legal point of discharge;
  - e) Underground stormwater network to the legal point of discharge;
  - f) Limitation of the storm water discharge from this development to predevelopment runoff for a 10 % AEP storm event.
  - g) Details and measures to enhance stormwater discharge quality from the site and protect downstream drainage infrastructure and waterways.
  - h) Demonstration that storm water runoff resulting from a 1% AEP storm event is able to pass through the development via reserves and/or easements, or be retained within development without causing any nuisance or damage to adjacent properties.
21. The endorsed Stormwater Management Plan is to be implemented to the satisfaction of the Responsible Authority prior to the use or occupation of the development.

#### Traffic and Parking (added date)

22. Prior to the commencement of the use, a traffic management plan must be submitted to and approved by the Responsible Authority. When approved the plan will form part of the permit. Traffic operations on and adjacent to the site must conform to the approved plan. The plan must include:
- a) An assessment of traffic movements into, out of and within the site, including transport routes, number of traffic movements and hours,
  - b) A description of the differences in traffic impacts (noise, odour and congestion) on residential areas between current and intended operation; and
  - c) Measures to minimise the impact of reversing beepers on surrounding residential areas,
23. Before the Use or Occupation of the development, the internal traffic and parking areas must be constructed to the satisfaction of the Responsible Authority, and must:
- a) Be in accordance with endorsed plans
  - b) Be in accordance with Australian Standards
  - c) Be finished with an all-weather sealed surface
  - d) Be drained
  - e) Include appropriate signage, lighting and line marking
  - f) Include appropriate loading facilities for the development

**Commented [JP1]:** Added this condition consistent with recommendation of the 20 part B conference outcome

#### Amenity (added date)

24. The use must not detrimentally affect the amenity of the neighbourhood, including through the:
- a. Transport of materials, goods or commodities to or from the land.
  - b. Appearance of any building, works or materials.
  - c. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.

#### Permit Expiry (Added date)

25. This permit will expire if one of the following circumstances applies:
- a. the use and development are not started within two (2) years of the date the permit was amended
  - b. the development is not completed within four (4) years of the date the permit was amended

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or:

- a. Within six months afterwards for commencement, or
- b. Within twelve months afterwards for completion.

#### Permit Notes



- i. This permit is not an EPA works approval or licence. Before the use or development authorised under this permit starts, you should ensure you meet any obligations or duties that arise under the *Environment Protection Act 1970*. This includes obtaining a works approval or licence.
- ii. Wannon Water advises that Midfield should give consideration to construction of onsite water storage and pumps to allow for unplanned outage of water mains or high peak demand periods that could cause plant shutdown.

#### Asset Protection Permit

- iii. Before the commencement of works an Asset Protection Permit must be obtained from Council for all works on Council roads and assets.

#### Discharge of Polluted Water

- iv. Polluted drainage must be treated and/or absorbed on the lot from which it emanates to the satisfaction of the Responsible Authority.

Polluted drainage must not be discharged beyond the boundaries of the lot from which it emanates or into a watercourse or easement drain.

Refer to Environment Protection Authority Victoria (EPA) guidelines.



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**PROTEIN RECOVERY PLANT PROPOSAL  
24 SCOTT STREET  
WARRNAMBOOL**

**Determination of Applicable Noise Limits  
and  
Noise Emission Assessment  
as part of  
Application to Amend Planning Permit PP110/99**

**Addendum in response to EPA comments and feedback**

Prepared for  
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Ref. 12163-3ng Addendum in response to EPA comments and feedback.docx  
28 February 2018



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## 1. INTRODUCTION

Planning approval is currently being sought for the establishment of a protein recovery facility associated with and adjacent to the existing abattoir operations at 24 Scott Street in Warrnambool. To assist in consideration of the development proposal, Watson Moss Growcott Acoustics Pty Ltd (WMG) has been engaged Midfield Group Pty Ltd to assess the noise emission implications of the proposal.

WMG has conducted a noise emission assessment of the proposed development and prepared two reports summarising the findings of the noise assessment.

The EPA has reviewed the reports and provided comments/feedback.

This addendum has been prepared to respond to the EPA comments and feedback.

## 2. EPA COMMENTS AND RESPONSES

1. The assessment has not been adequately completed to determine the recommended maximum noise levels to achieve compliance with the *Noise from Industry in Regional Victoria Guidelines* (NIRV). In summary the report:

- a. Only gives consideration to the noise contribution expected from the new rendering facility;

Noise emission from the new rendering facility was clearly the defined scope of work for the project. Calculated noise levels resulting at residential premises from the proposed new protein recovery facility were found to be below the Recommended Maximum Noise Levels by at least 4 dB(A) at all locations, allowing for some contribution from other industrial sources. Previous experience has indicated that even if there are several commercial/industrial sources in an area, not all contribute equally at all residential receptors.

- b. Noise contributions from the existing abattoir, and from other industrial and commercial premises have not been considered;

Noise from the existing abattoir and from other industrial and commercial premises have not been modelled, as that would have been beyond the scope of work for this project. It appears that  $L_{eq}$  noise levels above the NIRV Recommended Maximum Noise Levels measured at the noise monitoring locations at times may have contributed to EPA concerns regarding other commercial and industrial noise contributions.

The audio sound track obtained during the noise monitoring has been reviewed and the noise monitoring graphs annotated with the audible contributors to the measured noise levels. These annotated graphs are attached in the Appendix.

The great majority of elevated  $L_{eq}$  levels are due to extraneous noise, commonly birds and road traffic. The  $L_{eq}$  is extremely responsive to short term, high level intermittent noise events. Even though  $L_{eq}$  is the noise assessment measure used in NIRV and SEPP N-1, when reviewing noise monitoring results looking for relatively constant industrial noise contributions in the midst of widely varying short term extraneous noise events,  $L_{90}$  is actually a more reliable indicator of industrial noise than  $L_{eq}$ .



The only instance of clearly industrial noise found to exceed the NIRV RMNL during the 10 day monitoring period appeared to be clearly associated with concrete or asphalt batching occurring on one occasion during the night period.

As noted above, calculated noise levels resulting at residential premises from the proposed new protein recovery facility were found to be below the Recommended Maximum Noise Levels by at least 4 dB(A) at all locations, allowing for some contribution from other industrial sources.

In using the lowest background levels obtained during the monitoring period for the purpose of determining the NIRV levels there is some confidence that the industrial and commercial noise was not included in the background levels for the purpose of determining the RMNLs as the background levels were all either 'neutral' or 'low'. If commercial/industrial noise had been included in the background levels for the purpose of determining the RMNLs the background would be expected to be 'high'.

There are a couple of aspects to the question regarding contributions of noise from other industrial and commercial sources:

- i. Is it included in the background noise levels used in determining the NIRV levels, which it must not be and is not.
- ii. NIRV levels are to be met by the addition of all commercial and industrial sources, but this this project cannot resolve exceedances due to independent businesses.

and

- c. Detail on the potential noise character adjustments has not been included, which is necessary to conduct an assessment of the effective noise levels.

There is no information available in the project data provided to WMG on which to base any assessment of character adjustments for the facility. This is commonly the case particularly at an early stage of the design of a facility before Works Approval has been granted, as vendors are reluctant or unable to provide detailed noise data at that stage.

The proposed facility is to be more substantially enclosed than many industrial facilities, meaning that noise emission will be the collective noise of a number of sources breaking out of a building. This arrangement is less likely to result in audible tones than individual plant items located outdoors.

2. The noise levels generated from the proposed rendering facility must be at least 10dB below the recommended NIRV levels (refer to the provisions for multiple premises in the NIRV guideline and its explanatory note)

In the absence of any detailed noise data for the equipment that will comprise the proposed facility, noise emission to residential premises was calculated purely on geometric dispersion of the overall 65 dB(A) at 7 m contractual requirement.

This did not include a sound spectrum to enable calculation of barrier attenuation due to intervening buildings which are substantial, particularly in the south west through south east directions.

Therefore, a conservative approach of not allowing for this likely additional attenuation was taken and even on that basis the calculated levels were at least 4 dB(A) below the night period RMNLs.

Allowing for a simple barrier blocking the line of sight from the sound source to the receptor providing 5 dB(A) attenuation, this would be expected to give results 9 dB(A) below the night period RMNLs.





Recently, since completion of the initial assessment and reports, additional overall dB(A) noise data for noise sources has become available and it is expected that sound spectrum data will become available approaching the detail design stage.

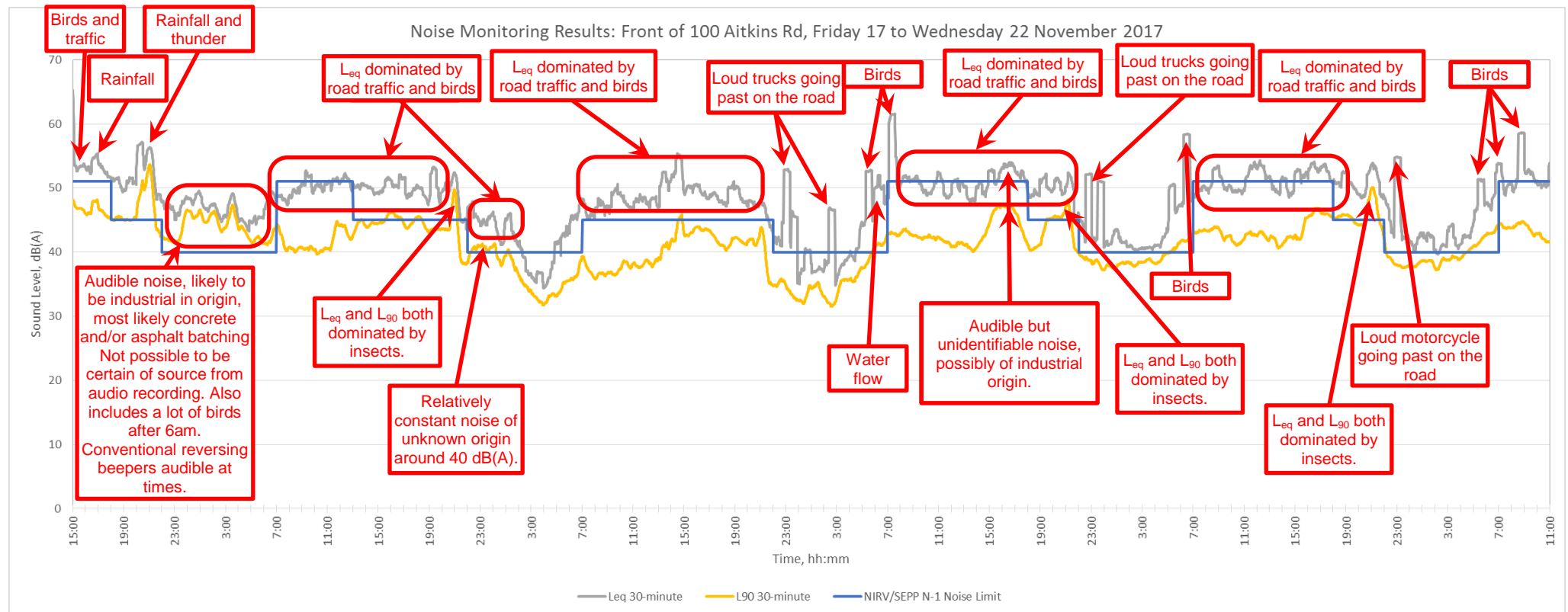
The project proponent will be providing the building to contain the facility, and it is now becoming apparent that it will be possible to achieve a noise level well below the 65 dB(A) at 7 m contractual figure. This implies that the EPA request to achieve noise contributions at residential premises due to the proposed new protein recovery facility 10 dB(A) below the NIRV night period RMNL is feasible and achievable.

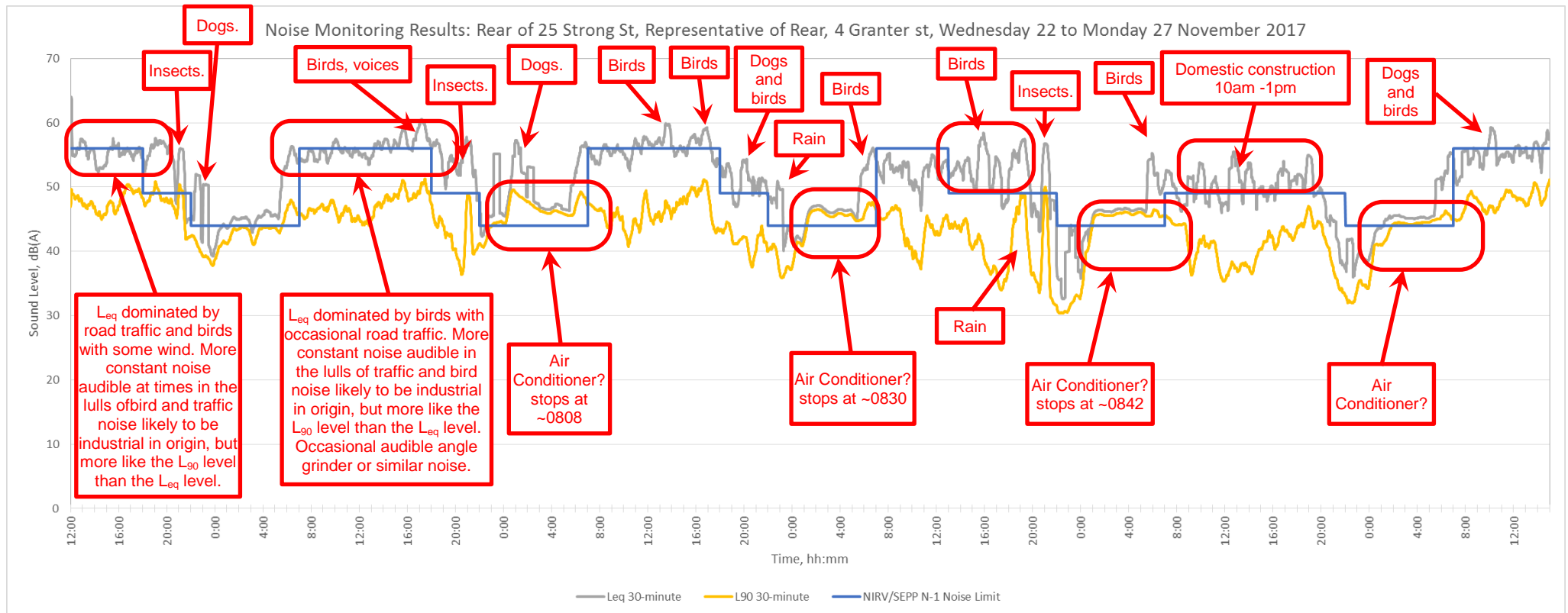
- Noise measurements included in Appendix 4 of the report indicate at the NIRV recommended maximum noise levels are already exceeded. Therefore, noise levels from the proposed rendering facility must be at least 10dB below the recommended NIRV recommended maximum levels at the sensitive receptors.

See annotated noise graphs and discussion above regarding the feasibility of achieving resultant noise levels at residential premises 10 dB(A) below the NIRV RMNLs.

- The assessment must include detail on a schedule of equipment/noise sources. A schedule is now available.  
The method for attenuation of the noise with distance requires supporting information to verify the assumptions that have been made. The initial work only allowed for geometric dispersion but further work at the detail design stage is expected to be able to include calculations based on octave frequency band attenuation due to obstacles, ground and atmospheric attenuation and allowance for assisted sound propagation due to atmospheric conditions.

NEVILLE GODDARD  
WATSON MOSS GROWCOTT  
Acoustics Pty Ltd

**APPENDIX: NOISE LOGGING RESULTS WITH SUPERIMPOSED SEPP N-1 NOISE LIMITS ANNOTATED WITH AUDIBLE NOISE SOURCES**







## Amendment to PP110/99

24 Scott Street, Warrnambool

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## EXECUTIVE SUMMARY

This application is lodged on behalf of Midfield Meat Processing Pty Ltd (Midfield). Midfield operates an Abattoir at 24 Scott Street, Warrnambool which was permitted under PP100/99 issued by Warrnambool City Council.

This application seeks to amend Planning Permit PP100/99 which allows *"to use and develop the land on the Cnr of Scott Street and McMeekin Road for the purpose of an Abattoir, in accordance with the attached endorsed plan"*. This application seeks to delete a condition 3 on PP100/99 includes a condition which prohibits 'rendering' on the subject land.

This Planning Report provides a planning assessment (supported by odour and noise assessments) to facilitate the proposed use and development of the land for a new Protein Recovery Plant (PRP).

The subject land is zoned Industrial 1 Zone and partly affected Public Use Zone – Schedule 4 (Transport) in the Warrnambool Planning Scheme. The land is not affected by any overlay controls.

An Abattoir is a Section 2 'Permit Required' use. An Abattoir is defined in the Warrnambool Planning Scheme as *"land used to slaughter animals, including birds. It may include the processing of animal products"*.

PP100/99 was issued on 22 April 1999 and Condition 4 states *"there shall be no rendering, drying or treatment of inedible offal or other animal product on the subject land. Without in any way limiting the generality of the expression, 'inedible offal' shall include skins, hides, horns, hooves, skulls, paunch contents, blood and animal excreta"*.

This application seeks to facilitate a new state-of-the-art Protein Recovery Plant (PRP) which includes the processing of animal by-products and associated activities adjacent to the Abattoir operations at 24 Scott Street. A biofilter is also proposed. The proposed use is described a 'protein processing' which includes rendering and processing of animal by-products.

The proposed building is 60m by 38m a total of 2280m<sup>2</sup> which will be located parallel with the eastern boundary of the site and is partly located in the Industrial 1 Zone and partly in the Public Use Zone 4 (Transport). The biofilter will be located to the south and adjoining the proposed PRP. The maximum height of the PRP will be 12.0m.

The proposed PRP will ultimately result in the decommissioning of rendering at the Co-Products site at 165 Swinton Street. The specific timeframe and future land use for the Co-Products site has yet to be determined.

The proposal will include a processing plant and also biofilter to reduce water and waste discharge. The ovine and bovine processing lines will be closed system located on the eastern part of the site. The operation will importantly include a 'odour capture' to minimise external amenity impacts.

## 1.0 PROJECT DETAILS

### 1.1 PROPOSAL

The Midfield Group (Midfield) own and operate an Abattoir at the corner of Scott Street and McMeekin Road in Warrnambool, known as 24 Scott Street, Warrnambool. **Refer to Attachment 1 – Titles.**

Midfield are proposing to develop a Protein Recovery Plant (PRP) on part of the site. The Abattoir is located in Warrnambool West in the Industrial Estate. Figure 1 illustrates the location of the existing Abattoir and Co-Products facility.

An EPA Works Approval is also required. It is requested that this planning application is jointly considered with the EPA application.

Midfield propose a purpose built, Haarslev protein processing facility on its Abattoir site. Haarslev are an international leader in the design and installation of processing technology and been selected based on the understanding of the specific needs for this site and also track record.

The Abattoir site has an existing permit which allows for the use and development of the land for an Abattoir. This permit does not allow rendering activities. **Refer to Attachment 2 –Plans & Elevations.**

The site has been selected due to its proximity to the Abattoir operations. A new Dissolved Air Filtration (DAF) (which is designed to cater for the existing operations) is an advanced wastewater system and proposed biofilter (which treats by-products) will deliver energy and water saving opportunities for the business.

This application seeks to facilitate a new state-of-the-art Protein Recovery Plant (PRP) which includes the processing of animal by-products and associated activities adjacent to the Abattoir operations at 24 Scott Street. A biofilter is also proposed. The proposed use is described a 'protein processing' which includes rendering and processing of animal by-products.

The proposed building is 60m by 38m a total of 2280m<sup>2</sup> which will be located parallel with the eastern boundary of the site and is partly located in the Industrial 1 Zone and partly in the Public Use Zone 4 (Transport). The biofilter will be located to the south and adjoining the proposed PRP. The maximum height of the PRP will be 12.0m.

The raw materials will be primarily sourced from Midfield, however the proposed PRP will be designed to process product from other off-site sources. This application is also seeking to amend the permit description to allow for 'rendering' use.

The key components of the proposal include:

- Internal processing facility; and
- Biofilter.

### Processing Facility

The proposal is for a bovine and ovine processing plant of a raw material capacity of 400t per day, with point source capture with a total point source extraction from both the low temperature plant and the 5t/hr batch plant. The total point source air extraction and room temperature extraction of both plants is in excess of 75,000m<sup>3</sup>/hr.

The animal by-product raw material will be transported across the site in containers to the new PRP for processing. At present, the raw material is transported to the Co-Products facility via trucks. The internalisation of the activity would essentially eliminate the external truck movements between the sites. The fresh raw material product would be processed inside the building. No raw materials will be stored outside. In addition to the Midfield raw material, the PRP will be designed to process external animal by-products if less than 36 hours old. The majority of the processing will be sourced from Midfield.

A limited number of vehicles will enter and exit the site for off-site disposal. The traffic movements are expected to be less than 20 vehicle movements per week.

The processing plant is completely internalised in a new purpose-built building, located within the Midfield site. All vehicles will enter and exit the site via the existing secure gates.

### Biofilter

A new purpose built biofilter will be connected to the PRP via a concrete duct (approx. 1.8m diameter) and a fan and dehumidifier fitted to extract and deliver the building and point source captured air to the biofilter.

The biofilter will be above ground of concrete wall construction including dual cells with dimensions of 30m by 25m and 3.0m above ground level. The concrete construction of the biofilter will be designed to cater for up to 100,000m<sup>3</sup>/hr. The residence time will be designed to be twice the recommended EPA criteria.

The area of the biofilter is 750m<sup>2</sup> and has an active biomass depth of 2.20m with an empty bed residence time of 79 seconds. The biofilter media will be 1.2m deep of large bark and 1.0m of medium bark. The air inlet to biofilter will be continuously monitored for temperature, humidity and pressure. The airflows from the biofilter surface will be tested on an annual basis.

### Dissolved Air Filtration (DAF)

The wastewater will be treated in the existing wastewater facility on site. Midfield's new Dissolved Air Filtration (DAF) will also be connected to the PRP.

The Abattoir has an existing wastewater treatment system and a new Dissolved Air Floatation (DAF) tank (part of a separate application) will be connected to the PRP.

Point Source Capture of odour at source will be supported by a secondary odour capture of the building in a negative pressure environment. A new biofilter will be installed to treat captured air and the heat recovery will provide an alternative energy source for the site.

Buildings and works

The proposed new facility is designed and implemented by Haarslev, an internationally renowned meat processing facility provider. The new equipment will be installed in a new purpose-built facility constructed of tilt concrete panelling to reduced noise emissions.

Haarslev are the world leader in *protein recycling and world class equipment supplier for drying of sludge, biomass and biofuel*. The company objective is to undertake *protein recycling in an environmentally friendly way to recycle material that would otherwise be wasted*.

Hours of operation

The proposed use will operate 24 hours a day, 7 days a week which is in accordance with the current approved use.

Traffic

The proposed use will decrease traffic movements between Swinton Street and the Scott Street site, which is approximately 200 movements per week. When the new protein processing line is operation, Midfield seeks to process product from external sources which will generate limited movements per week.

The proposed use is not expected to generate significant additional traffic movements however approximately 20 vehicle movements are projected per week.

EPA Works Approval

An EPA Works Approval is required and is lodged concurrently with this application.

Worksafe Requirements

The Abattoir is not a Major Hazards Facility or Dangerous Goods facility therefore referral to Worksafe is not required.

The PRP will be located in a negative pressure environment which will be managed by seal locks around the doors to provide an extra security level to control the facilities air.

The PRP is a long-term solution for Midfield as it will deliver environmental, energy efficiency and sustainability outcomes that could not be achieved through the continued operations at the Co-Products site. New technology will introduce advanced protein recovery processes and address ongoing issues regarding potential odour at the Co-Products. Midfield is investing in the future of Warrnambool as well as its own future.

## 1.2 SITE DESCRIPTION

The Midfield Group has been operating this Abattoir at 24 Scott Street since the 1980's and the business now employs approximately 1 500 people, mostly in the region. The Co-Products Facility at 165 Swinton Street commenced operations in 1965 and operates under an existing EPA Licence (EM2) #2181. Refer to Figure 1.



Figure 1 – Site Plan

The subject site at 24 Scott Street, Warrnambool is on the corner of McMeekin Road, is located in the West Warrnambool Industrial Precinct. The subject site is located in an industrial area, with a variety of industrial land uses located to the south and west of the site. Immediately to the east is the PUZ4 which is a Vic Track operated rail connection. To the north of the site, is a large undeveloped site that is used for parking and has sufficient capacity to cater for additional parking requirements associated with this application.

The Abattoir includes the main processing, cattle and sheep lairages, loading and unloading facility and an administration building. The administration building is located to the left in Figure 2.

The proposed PRP is located in the central part of the site, near the existing administration building.





Figure 2 – Proposed Location of PRP (to right of trucks)

### 1.3 SITE AND NEIGHBOURHOOD CONTEXT

The surrounding area generally slopes to the south and is mostly developed with industrial buildings. The range of uses include an asphalt plant, skin salting, transport depot, metal fabrication and other small-scale manufacturing operations.

The proposed PRP is located in the central part of the site. The surrounding area is also zoned Industrial 1 Zone. To the south of the proposed location of the PRP, there is an approved permit for a milk processing facility. Works have not yet commenced, but the permit is still valid. This proposal will not impact on the approved permit.

Rendering operations commenced at Swinton Street in 1965. Midfield acquired ownership of the premises in 1992 after operating the plant from 1988. The facility operates under an existing EPA Licence (EM2) #2181. Animal by-products are transported to the Co-Products Facility from the Abattoir by road transport. Material is processed and some is transported off-site and further processing. A Planning Permit was granted to upgrade the wastewater treatment and connect main infrastructure via a new pipeline. This permit is still valid; however, works have not commenced.

In the West Warrnambool Industrial Precinct, there are a variety of industry land uses including an asphalt plant, concrete batching plant and transfer station.

Residential zoned land is located approximately 380m to the north-east and 320m to the west from the location of the proposal (not the site boundary). Within the 1000m radius of the proposed location includes residential, public park and open space and industrial land uses.

## 2.0 PLANNING CONTEXT

### 2.1 PLANNING POLICIES

This proposed application addresses a number of the State and Local Planning Policies in the Warrnambool Planning Scheme including:

#### State Planning Policy Framework (SPPF)

**Clause 11.11 Great South Coast** implements the Greater South Coast Regional Growth Plan (2014) and this policy identifies Warrnambool as a major growth centre and aims to strengthen the region's economy through industry diversification, innovation and development. Clause 11.11-9 seeks to protect industrial activity from sensitive land uses.

**Clause 13.04-1** Noise abatement aim to assist with the control of noise effects on sensitive land uses. The proposes use must consider the *Interim Guidelines for Control of Noise from Industry in Country Victoria* (NIRV) (EPA 1989).

**Clause 13.04-2 Air Quality** is also a relevant policy consideration. The objective of this policy is to assist with the protection an improvement of air quality. It is recommended that, where possible, that there is a suitable separation distance between land uses that reduce amenity and sensitive land uses. Pursuant to this Clause, the *State Environment Protection Policy (Air Quality Management)* and *Recommended Buffer Distances for Industrial Residual Air Emissions* (EPA 1990) must be considered.

**Clause 17.02 Industry** supports protection of industrial activity in industrial zones from sensitive uses which would adversely affect the amenity of industry viability.

17.02-2 Design of industrial development aims to facilitate the sustainable development and operation of industry and research and development activity.

The strategies are to:

- Ensure that industrial activities requiring substantial threshold distances are located in the core of industrial areas.
- Encourage activities with minimal threshold requirements to locate towards the perimeter of the industrial area.
- Minimise inter-industry conflict and encourage like industries to locate within the same area.
- Provide adequate separation and buffer areas between sensitive uses and offensive or dangerous industries and quarries to ensure that residents are not affected by adverse environmental effects, nuisance or exposure to hazards.
- Encourage manufacturing and storage industries that generate significant volumes of freight to locate close to air, rail and road freight terminals.

#### Municipal Strategic Statement and Local Planning Policy Framework (LPPF)

**Clause 21.01 'Municipal profile, Council Vision and Strategic Directions'** identifies the key planning issues for the municipality including the importance of climate change, settlement planning and economic development. This Clause acknowledges that 'Warrnambool boasts a strong industrial sector, functioning as the regional service centre for the south west of Victoria'.

**Clause 21.04-4 Noise and Air** aim to protect the community and environment from impacts of noise and air pollution. The relevant objectives to the subject site are:

*To protect the community and the environment from the impacts of noise and air pollution.*

- *Ensure that any air emissions from new or expanded use and development do not unreasonably affect the amenity of adjoining residential properties.*
- *Provide buffers between new industrial uses and residential areas in the form of public open space, roads, substantially landscaped areas of private land or similar means intended to limit visual and acoustic impacts.*

*To give priority to the active management of identified separation distances to assist in the medium to long-term retention and continued viability of existing employment generating activities.*

- *Require suitable separation distances between land uses that reduce amenity and sensitive land uses*

The proposed use will not unreasonably affect the amenity of the nearby residential properties.

**Clause 21.08-2 Industry** identifies that the Abattoir is located in the West Warrnambool Industrial Precinct which includes a variety of manufacturing and associated uses. It is a key employment area for Warrnambool. The proposal implements the objective to develop Warrnambool as a major food and dairy processing centre for Victoria. Investment in state-of-the-art protein processing facility which provide long-term certainty of the operation.

The proposed use will be located within the threshold distance in Clause 52.10 and the EPA Separation Distance Guidelines, however the proposed technology, design of the building and management will minimise the potential amenity impacts on the nearby residential community.

**Clause 22.02 Industrial Development** applies to the subject land and encourages well planned industrial development. The policy requirements regarding site coverage, setbacks, car parking, advertising, signage and noise abatement are addressed in the following section of the report.

The relevant policy considerations for this proposal:

- Ensure that buildings do not occupy more than 50 percent of the site. Applications for buildings that occupy more than 50 percent of the site should show how matters such as car parking can be satisfactorily addressed.
- Ensure that buildings are constructed in materials that are visually attractive such as brick, masonry or Colorbond metal.
- Ensure that setbacks are responsive to existing site conditions, existing development and the need to ensure safe traffic circulation.
- Ensure that front setbacks are reduced and consistent, with minimal car parking located in the front setback. Car parking should be located along the side and rear.
- Ensure that on site car parking is provided according to the rate prescribed in the planning scheme unless a proposed use warrants a reduction.

- Ensure that vehicle loading and unloading is designed to occur totally within the site.
- Ensure that common parking areas are considered as part of any integrated development.
- Retains existing vegetation where practical.
- Defines areas of pedestrian and vehicular movement.
- Ensure that before deciding on an application, the responsible authority considers any significant effects which the use or development may have on the environment, or which the responsible authority considers the environment may have on the use or development.

## 2.2 ZONING AND OVERLAYS

The subject land is zoned Industrial 1 Zone and part Public Use Zone (Schedule 4 – Transport) in the Warrnambool Planning Scheme and not affected by planning overlay controls. The proposed use and development is located in the eastern part of the site.

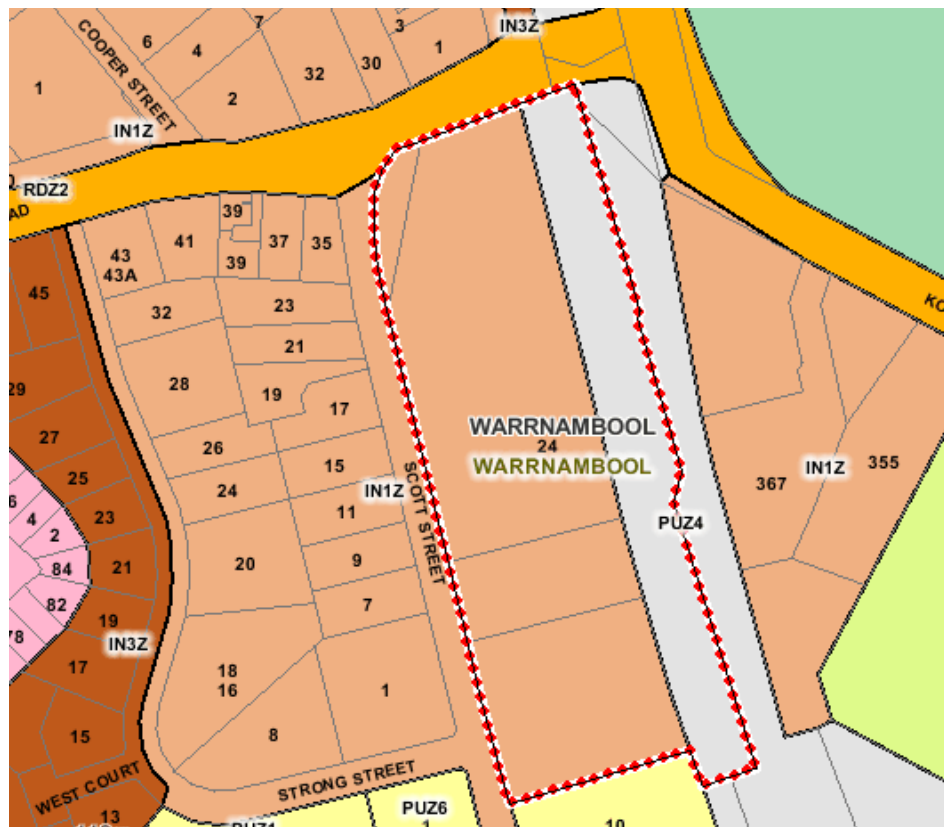


Figure 2- Zoning

The subject land is zoned Industrial 1 Zone Public Use Zone – Schedule 4 (Transport) in the Warrnambool Planning Scheme. The land is not affected by any overlay controls. An Abattoir is a Section 2 'Permit Required' use in the Industrial 1 Zone. The Public Use Zone – Schedule 4 does not specify Section Use uses and no uses are prohibited, therefore the proposed use and development of the land is considered a Section 2 use in this zone.

The objectives of the Industrial 1 Zone are:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To provide for manufacturing industry, the storage and distribution of goods and associated uses in a manner which does not affect the safety and amenity of local communities.

## 2.3 PARTICULAR PROVISIONS

### Clause 52.10 Uses with Adverse Amenity Potential

Clause 52.10 sets a threshold distance of 500m for an Abattoir and 1000m for rendering uses. The Clause does not trigger a permit requirement; however, policies in the Warrnambool Planning Scheme and the Industrial 1 Zone refer the threshold distances.

The approved Abattoir currently operates within the 500m buffer from residential zoned land.

In order to justify a variation to the threshold distances specified in this provision an independent assessment of the potential noise and air impacts is required. Refer to Section 3.0 of this report for further discussion.

### Clause 52.06 Car Parking

The proposed use will require additional parking pursuant to Clause 52.06. The proposed use 'rendering' is not listed in the Table and therefore is described as Industry which a car parking rate of 2.9 spaces per 100m of net floor area applies. The proposed area of the new use and development (including the biofilter) is 2280m<sup>2</sup>. Based on the parking rate in Clause 52.06 a parking requirement of 66 spaces is required.

### Clause 52.07 Loading and Unloading of Vehicles

The proposed facility will be specifically designed internalised loading and unloading facilities to reduce the potential odour impact for transport of animal by-products. This provision requires at least 45m<sup>2</sup> of loading facilities on site. Provision will be made inside the building with the appropriate dimensions of 7.6m by 3.6 m and 4.0 height clearance.

### Clause 52.34 Bicycle Facilities

Clause 52.34 required 1 space per 1000m<sup>2</sup> of floor area, therefore 4 spaces will be required on site. The design can incorporate 2 spaces.



### Clause 65 Decision Guidelines

The requirements in Clause 65 have been considered including:

- Clause 60 of the Planning and Environment Act 1987 including the social and environmental effects;
- SPPF, MSS and LPPF;
- Purpose of the Industrial 1 and Public Use Zones;
- Orderly planning of the area;
- Effect on the amenity of the area;
- Proximity to public land;
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater with and exiting the site;
- The extent and character of native vegetation and likelihood of destruction;
- Whether native vegetation is to be or can be protected, planted or allows to regenerate;
- The degree if flood, erosion of fire hazards associated with the location of the land and the use, development and management of the land so as to minimise any such hazard.

The native vegetation and hazard requirements are not applicable to this proposal.

## 2.4 OTHER APPROVALS

The proposed use and development of the land also requires an EPA Works Approval. A range of technical reports have been prepared to support this application including odour, noise and a greenhouse gas assessment.

### 3.0 PLANNING ASSESSMENT

The proposed amendment to PP110/99 will result in significant environmental improvements for Midfield and also for the wider Warrnambool community. The establishment of best in class protein processing at 24 Scott Street will ultimately result in the decommissioning of the rendering the Levy's Point Co-Products Facility.

Midfield is committed to environmental and sustainability improvements across its operations. A permit was granted to establish a closed wastewater treatment and pipeline system at the existing render, however the investment in a new processing facility will deliver significant long-term benefits and improved environmental outcomes.

The proposal will not be detrimental to the orderly planning of the area as there are numerous mechanisms to ensure the proposed use will not compromise amenity of the area, particularly for nearby residents.

An existing permit applies to the land, and this proposal seeks to amend the permit to allow for complementary uses which will be beneficial to the wider community as well as Midfield. The subject land is zoned Industrial 1 Zone which may allow, subject to planning approval, for the proposed use and development and is consistent with the objectives of the zone and the policies in the Warrnambool Planning Scheme.

Each of these issues is discussed further below.

#### 3.1 LAND USE

The approved use of the land for an Abattoir will continue, however an amendment to the permit is required to facilitate the rendering and processing of animal by-product on the site which is currently prohibited in Condition 4 of the permit. The definition of Abattoir is land used to slaughter animals, including birds. It may include the processing of animal products.

Most of the processing of animal product will be sourced from Midfield, it is proposed to process some external product. As a result, it is also proposed to amend the description of what the permit allows to include protein processing. Rendering is not a defined use in the Warrnambool Planning Scheme and as such it is suggested that 'protein processing' is an appropriate description of the proposed use. Rendering is referenced in Clause 52.10 'Uses with Adverse Amenity Potential'.

Midfield has carefully considered the potential impacts associated with consolidations of its operations at its Scott Street site, and selected Haarslev to design and construct a new 'best in practice' closed, point capture system. Furthermore, the proposed technology in this location has been assessed by independent consultants and also subject to a rigorous assessment by the EPA.

This proposal aims to address the long-standing community concerns regarding the amenity and operations of the Co-Products site. Midfield's investment in a new facility will result in operational changes to the Co-Products site which is anticipated to be well received by the local community. There is no decision regarding the future use and development of the Co-Products site and this may be subject to a separate application process.

### 3.2 TRAFFIC AND PARKING

The proposal use will result in a reduction of vehicle movements between the Abattoir and Co-Products sites. There will be around 20 truck vehicle movements which will use existing access/ egress from the site.

The proposed PRP will replace an existing building of approximately 2800m<sup>2</sup>, the proposed PRP and biofilter has a combined area of 2280m<sup>2</sup> which is less than the existing building area. The proposed use will deliver operational and environmental efficiencies, but not generate significant new employment. Therefore, as this proposed replaces an existing building additional parking required under Clause 52.06 is not required for this proposal.

There is however sufficient capacity for overflow parking at the carpark controlled by Midfield on the corner of McMeekin and Albert Streets.

### 3.3 ENVIRONMENTAL BENEFITS

Midfield currently uses large volumes of water in its Abattoir operations for a variety of activities including washing. It is proposed that the treated recycled water along with the production of hot water from the new PRP will be used on the Abattoir site which will dramatically reduce energy consumption.

Midfield has an existing trade waste agreement with Wannon Water. The Trade Waste Agreement documents volumes compared to actual and proposed discharge quality and volumes including the Protein Recovery Plant.

A new Dissolved Air Flotation System (DAF) will improve the wastewater management on-site. Midfield recently committed to upgrade its wastewater to improve efficiency and water quality. The proposed PRP will also use the newly installed DAF for its wastewater treatment.

Additional environmental benefits of the PRP, include the reduction in Greenhouse Gas (GHG) emissions. Deakin University prepared a GHG Assessment and the project delivers environmental improvements through water and energy savings (when compared the current Co-Products operations) and also due to the decline in transport movements.

### 3.4 SEPARATION DISTANCE/ BUFFER

Clause 52.10 'Uses with Adverse Amenity Potential does not specifically trigger a permit requirement in the Warrnambool Planning Scheme, however the uses listed in Table to 52.10 specify a threshold distance of 500m for an Abattoir and 1000m for rendering or casing works.

*The threshold distance referred to in the table to this clause is the minimum distance from any part of the land of the proposed use or buildings and works to land (not a road) in a residential zone, Capital City Zone or Docklands Zone, land used for a hospital or an education centre or land in a Public Acquisition Overlay to be acquired for a hospital or an education centre.*

The EPA 'Recommended separation distances for industrial residual air emissions' (March 2013) (Publication 1518) describes the policy of defining buffer distances around industries for avoidance of odour nuisance during upset conditions. The recommended distance for 1000m for rendering or casing works. The separation distances from residential land uses varies between 250m to the south-west along Scott Street, Landmann Street and Granter Street and 480m to the north-east on Aitkins Road. The residential area to the south west directly adjoins industrial zoned land.

The proposed Haarslev protein processing system is a closed, point source capture technology. It is a best in class technology which will allow the proposed use to be located with the threshold distance in the Warrnambool Planning Scheme. In reducing the threshold distance, an assessment of odour and noise has been undertaken.

There are a variety of industry land uses including an asphalt plant, concrete batching plant and transfer station, all of which could discharge odours or generate noise which could be noticeable beyond their site boundary.

The reduction of the recommended distances should be supported for this proposal as the use will have minimal noise and odour impacts on the surrounding area which is a key considered by the EPA and also Council.

### 3.5 NOISE

Pursuant to Clause 13.04-1 Noise abatement, the Interim Guidelines for Control of Noise from Industry in Country Victoria (NIRV) (EPA 1989) have been considered.

Watson Moss Growcott (WMG) were commissioned to undertake a noise assessment of the proposed use. The Noise Assessment was based on the location of the sensitive receptors being located within proximity to a residential area (430 m to the north west, 615 m to the west, 340 m to the south east and 356m to the east. **Refer to Attachment 3 – Noise Assessment.**

The report finds there will be no additional noise impact from the PRP at any of the above residences. The Noise Assessment has not considered the noise contributions from the existing Abattoir and other industrial and commercial premises.

The proposed building will be constructed of tilt-panel concrete to a width of 150mm. The building will be designed to ensure that unreasonable noise levels will not be emitted beyond the building and site boundary. Haarslev has ensured the sound pressure level from the rendering equipment below 65dB(A) measured at the site boundary.

The Noise Assessment considered Noise from Industry in Regional Victoria (NIRV) and also SEPP N-1. The background measurements are 'neutral' relative to the planning scheme zoning around the residential premises. The noise level is based on the zoning, and the subject site is located in an Industrial 1 Zone.

Some equipment inside the building could generate noises up to 85dB(A) and given the proposed design of the building with the 150mm thick concrete walls and the conventional metal clad roof, the 65dB(A), 7 m from the building is expected to be achieved. The noise requirement (as per the contractual requirements) of 65dB(A) at 7m from the building. Additional noise attenuation would further reduce the projected noise levels to give results 9dB(A) below the night time recommended noise levels.

The DAF has also been considered and its fan will not generate noise levels in excess of the SEPP N-1 requirements.

Figure 3 – Noise Levels

Noise receptor(s)	Time periods	Background noise level dB(A)	SEPP N-1 Noise limit dB(A)
<b>100 Atkins Road</b>	Daytime	42	51
	Evening	40	45
	Night-time	36	40
<b>4 Granter Street</b>	Daytime	43	56
	Evening	40	49
	Night-time	34	44



### 3.6 AIR EMISSIONS

The State Environment Protection Policy (Air Quality Management) and Recommended Buffer Distances for Industrial Residual Air Emissions (EPA 1990) have been considered in Clause 13.04 and also 21.04 of the Warrnambool Planning Scheme.

Air Quality Professionals were engaged to undertake an assessment of the potential odour impacts and advise on an appropriate separation distance from residential dwellings. It is acknowledged the proposed PRP is located on the site of an existing Abattoir within an established industrial precinct. **Refer to Attachment 4 – Odour Assessment.**

The State Environment Protection Policy (Air Quality Management) (SEPP(AQM)) has been considered in the preparation of the odour assessment. The EPA's Recommended Separation Distances for Industrial Residual Air Emissions (March 2013) has also be considered. The EPA Separation Distance Guidelines specify a distance of 1000m for rendering and casing works.

The assessment observed the metrological conditions and commented that potential odours impacts are most noticeable during "light winds" because the lower wind speed and slower rate of dispersion. It is possible in this location that higher wind speeds may generate increased odour dispersion. The nearest Bureau of Metrology (BoM) monitoring station is at Warrnambool Airport approximately 9.6 km from the site, which is conclude to more likely to represent the wind conditions at the Midfield site.

The Air Pollution Model (TAPM) 4.0.5 was used for the simulation as per the EPA specification. It was run for five (5) calendar years from 2012-2016. The windspeed observations for the Warrnambool Airport are with the TAPM, and the TAPM simulation shows slightly higher percentage of low wind speed. The report concluded the TAPM modelling is a reasonable representation of wind speed and direction.

The topography of the site is also an important consideration in the assessment of potential odour impacts. The site is located on a rise, falling to the northwest, southwest and south east. The terrain is regarded as *complex*.

#### Assessment

The proposed PRP odours will be within the internal sealed processing line, but the point source capture system is designed to capture the odour sources within the equipment itself. The additional negative pressure environment in the building, reinforced in the loading/ unloading bays, will capture the potential for release of fugitive emissions. Additional odour control measures include building air captured from raw materials reception areas and finished product area directed to on-site boiler feed, to reduce volumetric load on the biofilter.

The new DAF will also have odour capture and treatment. The DAF is fitted with an enclosed hood which will have a fan extraction, carbon filtration drums and new inline screens and screening presses will significantly reduce emissions in the existing wastewater treatment area.

Control of fugitive odour emissions is very important with protein recovery plants and is often the cause of problematic odour emissions in older plants. On the other hand, new protein recovery plants such as that proposed for the Site are designed to minimise the risk of fugitive emissions with point source odour capture built-in to process units. This means the odour concentration within these buildings is low. In addition, the buildings are purpose-built to maintain negative pressure so the potential for fugitive emissions is minimised.

The main method of odour treatment proposed for air extracted from the protein recovery plant are as follows:

- Biofilter treatment of remaining air flows from the building and other process units. The biofilter has been designed with a residence time that is twice as high as EPA Victoria's recommended guidelines<sup>1</sup>, and residual odours discharged from the biofilter will have a musty, earthy character that blends rapidly with natural background odours as it disperses in the wind.

Atmospheric dispersion modelling demonstrated that emissions from the biofilter under normal operation will not cause local amenity to be adversely affected by offensive odours. Even though the model results exceeded EPA Victoria's generic design criteria for odour emissions, this is not considered to indicate a risk of offensive odour impacts because:

- The design criteria is very conservative, even for offensive odours,
- The biofilter odour emissions have a benign, low-offensiveness character of biofilter, and
- Other odours from the existing site and neighbouring industries contribute to background odours in the area and the biofilter odour will not be distinguishable cumulatively with those background odours.

The odour assessment also considered separation distances to residential properties. The EPA Victoria buffer distance policy is described in Publication 1518, "Recommended separation distances for industrial residual air emissions" (March 2013) (EPA, 2013). The protein recovery plant proposed for the Midfield Site comes under the category of "rendering and casings works" in Publication 1518, for which the specified default separation distance is 1000m.

---

<sup>1</sup> EPA Victoria (2017), "Selected Scheduled Premises – Prompt Sheets". Publication 1659, June 2017.

The available separation distances are less than the default value of 1000m specified in Publication 1518. However, having separation distances less than the default values specified in Publication 1518 does not mean that offensive odours from the plant will be noticeable at sensitive receptors on a day to day basis. The separation distances are only intended to reduce impacts from offensive odours when the plant is not operating normally – i.e. during some kind of “upset” (accidental or unintended emissions).

A range of potential upset scenarios at the protein recovery plant were considered. The only upset operating condition that was considered reasonable to include as a source of accidental or unintended emissions in the context of estimating separation distances was biofilter operation. Atmospheric dispersion modelling demonstrated that the available separation distances to residences were sufficient for odour emissions from the biofilter under upset operating conditions.

### 3.7 NET COMMUNITY BENEFIT

Midfield's Abattoir and wider operations including agriculture, dairying and transport, are integral to the South-Western Victoria community. The proposed PRP is expected to deliver improved environmental and sustainability outcomes that will not adversely impact the local community. The Haarslev design and development is considered the best-in-class and constructed to meet the specific requirements for Midfield.

The proposed use and development will deliver a significant community benefits. The proposal will implement key policies in the Warrnambool Planning Scheme which support economic development in the region, but importantly seek to protect the amenity of the community.

The PRP will implement Clause 11.11 *Great South Coast* by strengthening the region's economy and Clause 21.08-2 Industry identifies that the Abattoir is located in the West Warrnambool Industrial Precinct which includes a variety of manufacturing and associated uses.

The community engagement is an important part of the application process. Midfield commits to cessation of the rendering activities at its Co-Products Facility at 165 Swinton Street, when this proposal is approved and fully operational. The Co-Products facility is located near the coast and consolidation of the Abattoir activities in Scott Street will also result in less traffic movements between the sites, which will also deliver significant community benefits.

The existing Co-Products Facility is an older facility with old technology. Odour has been a key concern and Midfield has taken steps to address environmental conditions, a new partial point source capture system and biofilter have been improvements implemented in recent years at the existing render which greatly improved the amenity of the operation.

The Panel for Amendment C94, C96 and C97 to the Warrnambool Planning Scheme which considered proposed developments and industrial land uses in Warrnambool West commented '*Midfield Group Pty Ltd is one of the key industries in Warrnambool and its region, and it has significant and diverse operations, resulting in a strong employment base*'.

The existing facilities at the Co-Products site represent old technology and whilst Midfield have invested in improvements, it is recognised that the it is difficult to retrofit with next practice technology. This is the rationale for the proposal adjacent to the existing Abattoir which will result in the cessation of rendering at the Co-Products site when the new facility is fully operational.

The proposed use will deliver the following community benefits:

- World-leading best in class technology to manage air-borne emissions through a point source capture design;
- Water and energy cost savings through the new equipment and biofilter;
- Reduction in truck movements between Scott Street and Swinton Street;
- Long-term sustainability outcomes for Midfield;
- Reduction of some 100,000 tonnes per annum of Co2 emissions
- Significant financial investment in the Warrnambool community to secure jobs.

### Community Engagement

On 7 February 2018, Midfield hosted a 'Open Community Drop-in Session' from 4-6pm at the Archie Graham Centre in Warrnambool. A notice was placed in the Warrnambool Standard advertising the event. Representatives from Midfield, Council and EPA were present.

At this Drop-in Session, project information was displayed including location aerials, facility layout, building elevations, system images and text posters outlining key aspects of the proposal.

Approximately 50-60 local residents attended over a two-hour period. Most attendees indicated they were either residents living near Midfield's main operations site in the industrial precinct or residents interested in the future of the Levy's Point coastal site.

Key issues raised included management of emissions – in particular odour and noise which have been addressed in this report.

## **3.8 BUILT FORM**

The proposed building will consolidate activities on the Midfield Abattoir site. The overall development will not exceed 50% site coverage in accordance with the policy requirements in Clause 22.02 Industrial Development.

The building will be constructed in concrete tilt panel to a width of 150mm to mitigate noise emissions. The height of the building is approx. 12.0m.

As mentioned, the building will be located on the southwest corner of the site. No landscaping is proposed as part of the proposal as it is located in the site.

Stormwater and drainage will be managed via the existing stormwater system. The proposed building will be replacing an existing building and will be a smaller roofed area, so the existing system is deemed adequate.



## 4.0 CONCLUSION

The proposed amendment to PP110/99 seeks to facilitate a best in class protein processing facility adjacent to the existing Abattoir at 24 Scott Street, Warrnambool.

The proposal is located in the Warrnambool Industrial Precinct and is zoned Industrial 1 in the Warrnambool Planning Scheme. The proposal is consistent with the objectives of the zone and policies in the Planning Scheme.

The key issues associated with the proposed use including noise and odour have been considered, and the technical advice has concluded that the proposal will not compromise the amenity of the nearby residential area.

Furthermore, the proposal will deliver significant environmental and sustainability outcomes for Midfield and the wider Warrnambool community. The future transitioning of the protein recovery activities from the existing Co-Products facility at Levy's Point to the Abattoir will reduce traffic movements and also address odour concerns from neighbouring properties.

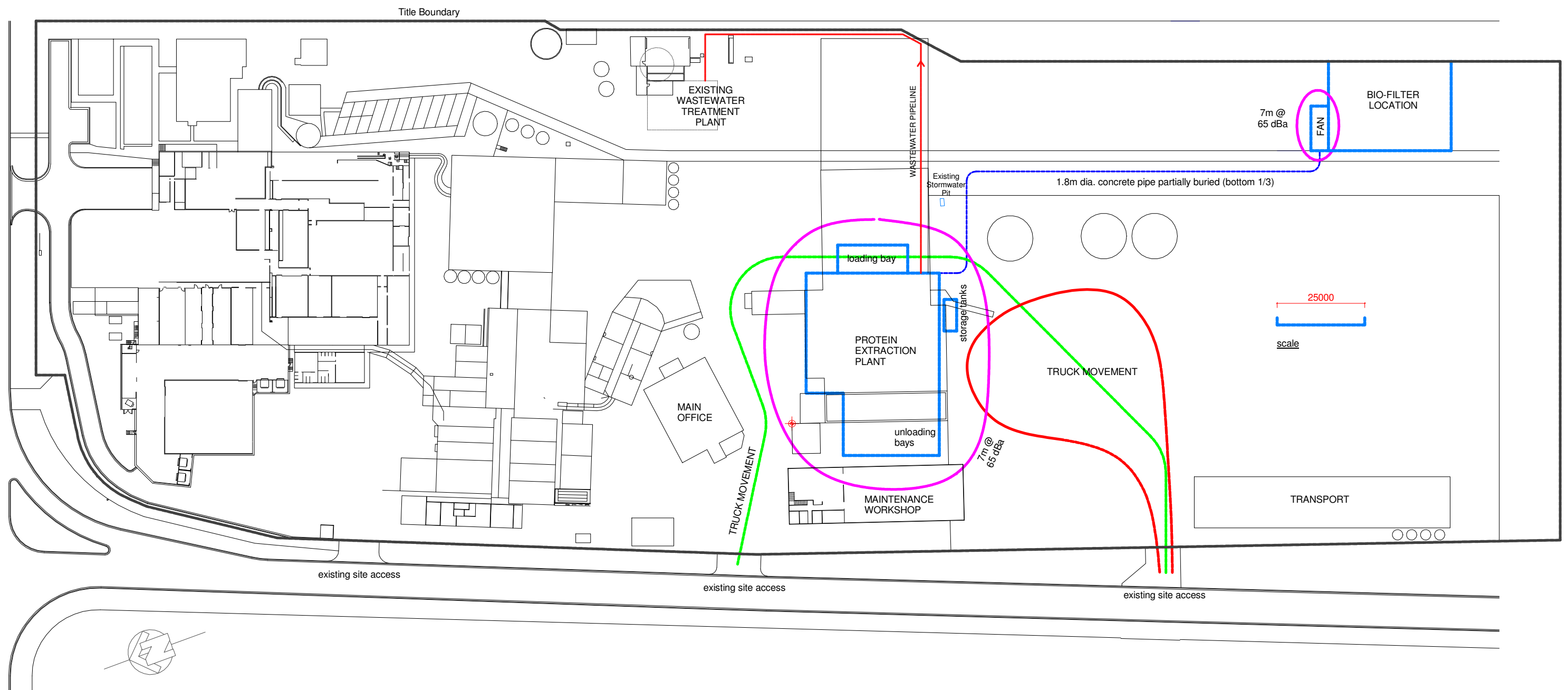
We respectfully request this application is support and the permit is amended to support the proposed use and development of the land.

Kirsten Kilpatrick  
Director  
NovoPlanning

**Protein Recovery Plant - Site Layout**

**The Midfield Group**

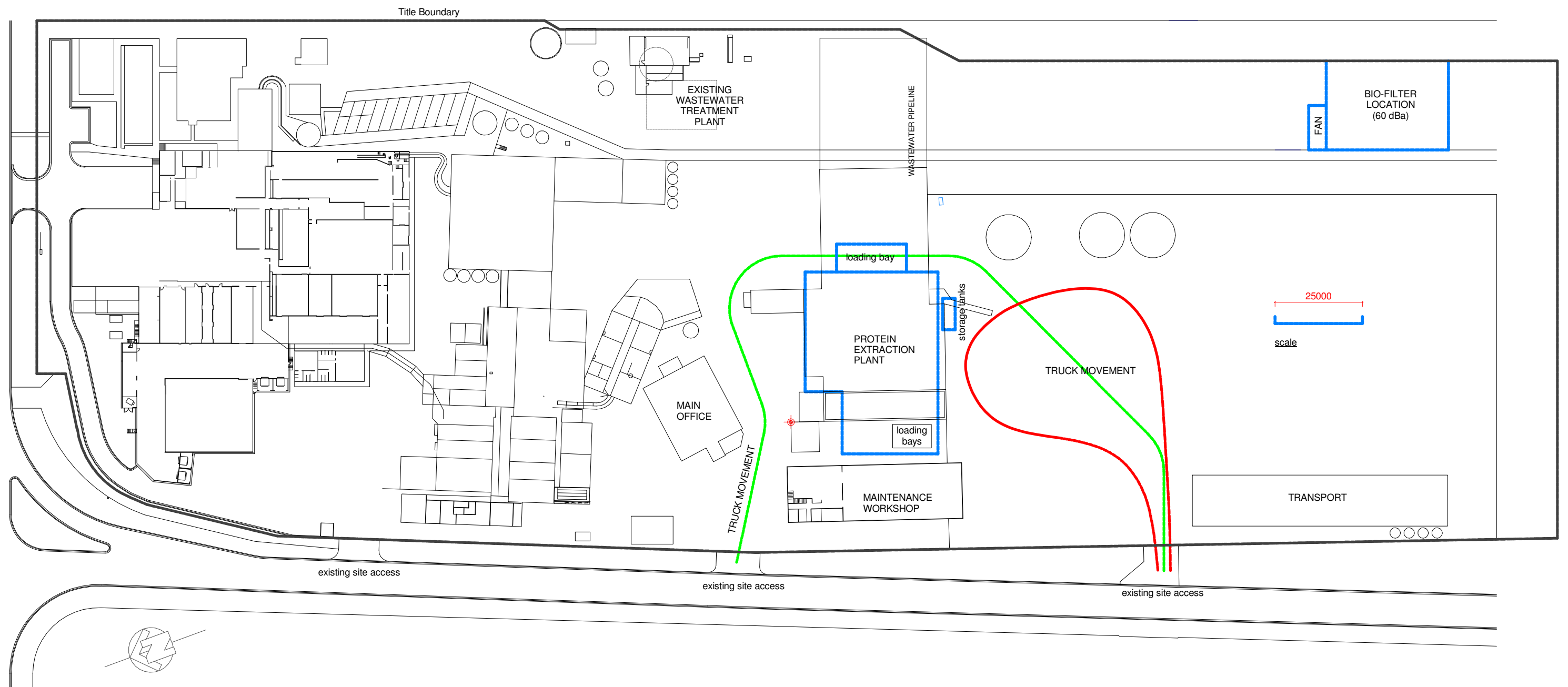
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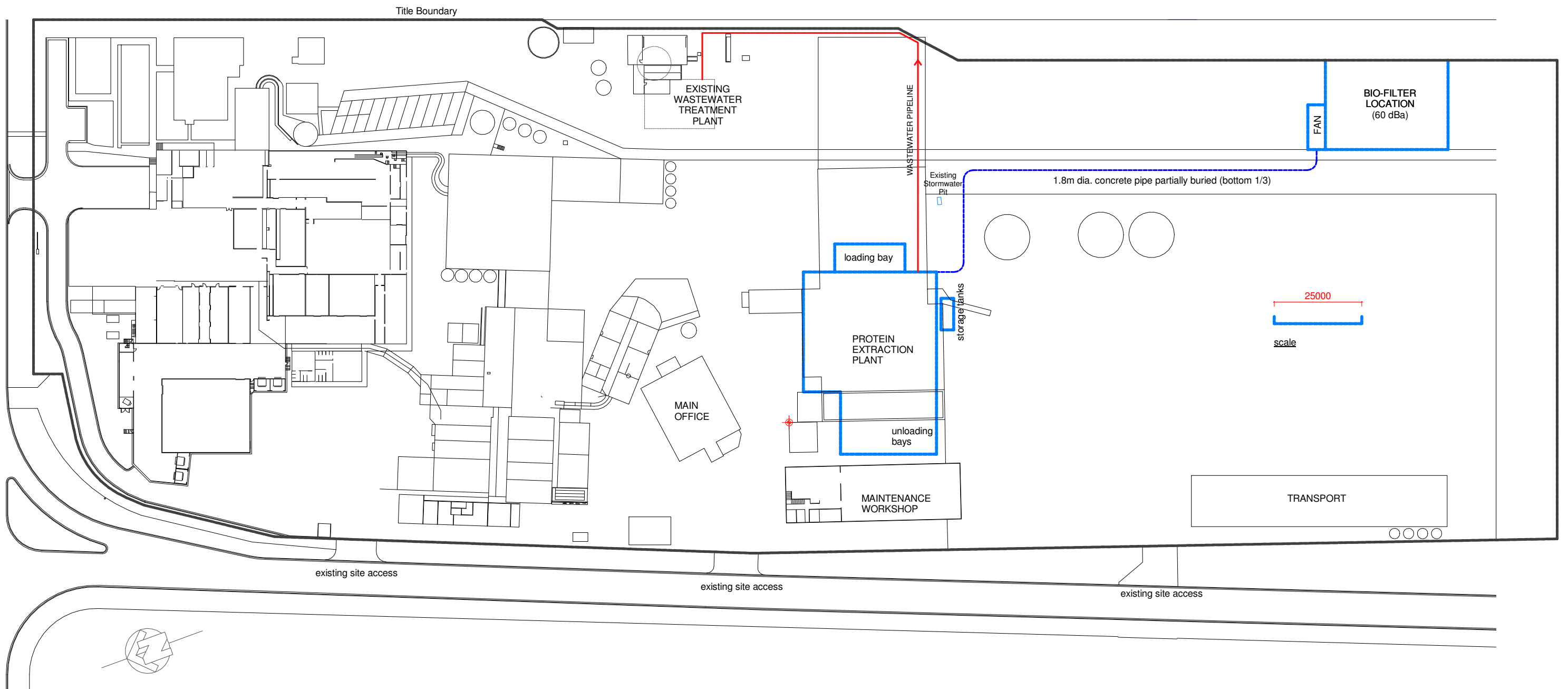


**Protein Recovery Plant - Traffic Flow**

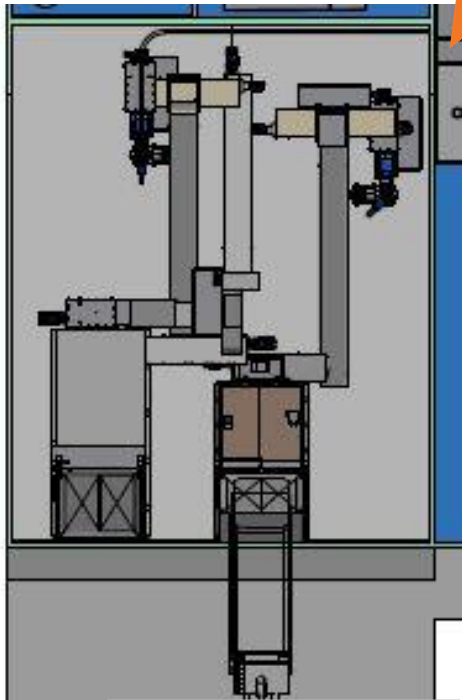
**The Midfield Group**

**refer to plan for scale legend**

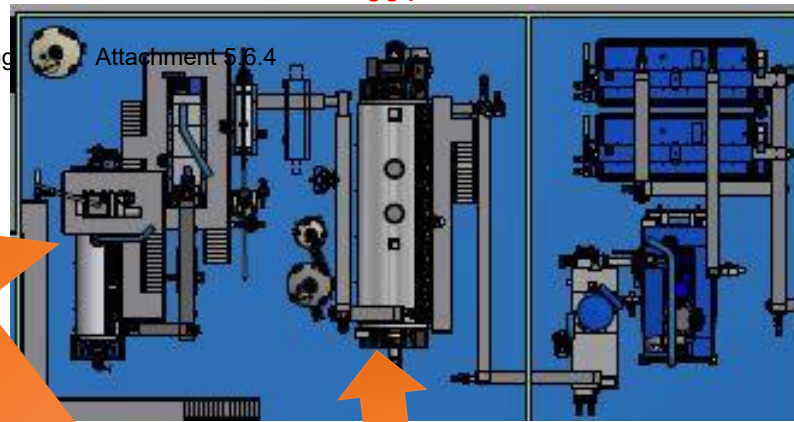


**Protein Recovery Plant - Wastewater****The Midfield Group****refer to plan for scale legend**

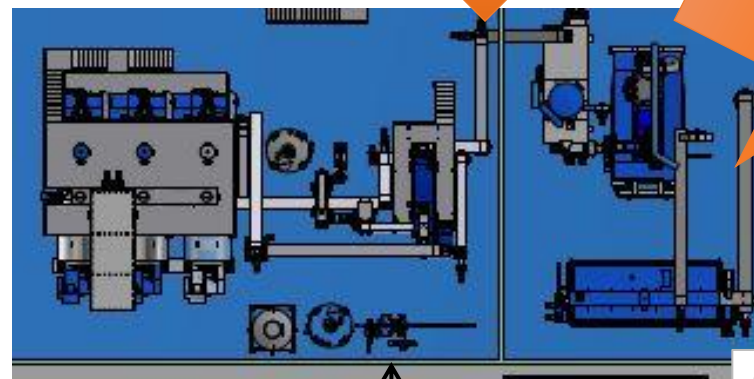
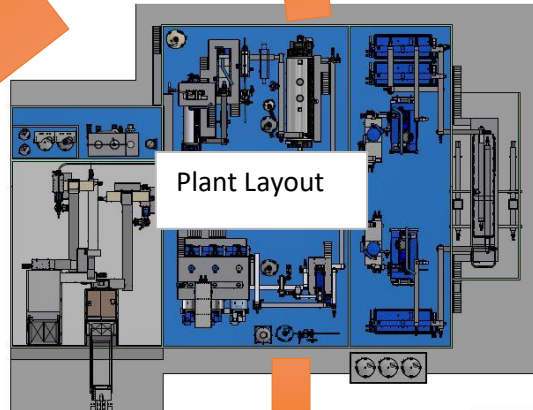
Evaporators (housed inside building) to capture heat and recover solids from process water



Raw Material Reveal Equipment fitted with point source capture and room with air extraction system  
Fast acting rollers doors to entry and raw material bins fitted with remote control hydraulic sealed lids

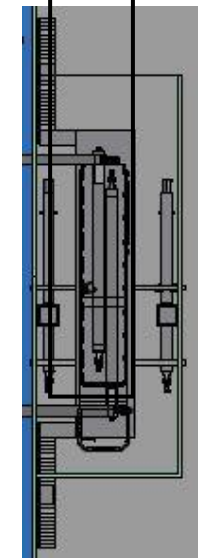


Plant Layout

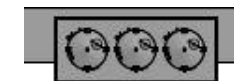


Ovine Processing line (Batch system) to qualify for EU standards. Meal storage and Tallow pumped to storage tanks

Bovine Process (Low Temp) line and meal storage, tallow pumped to storage tank.

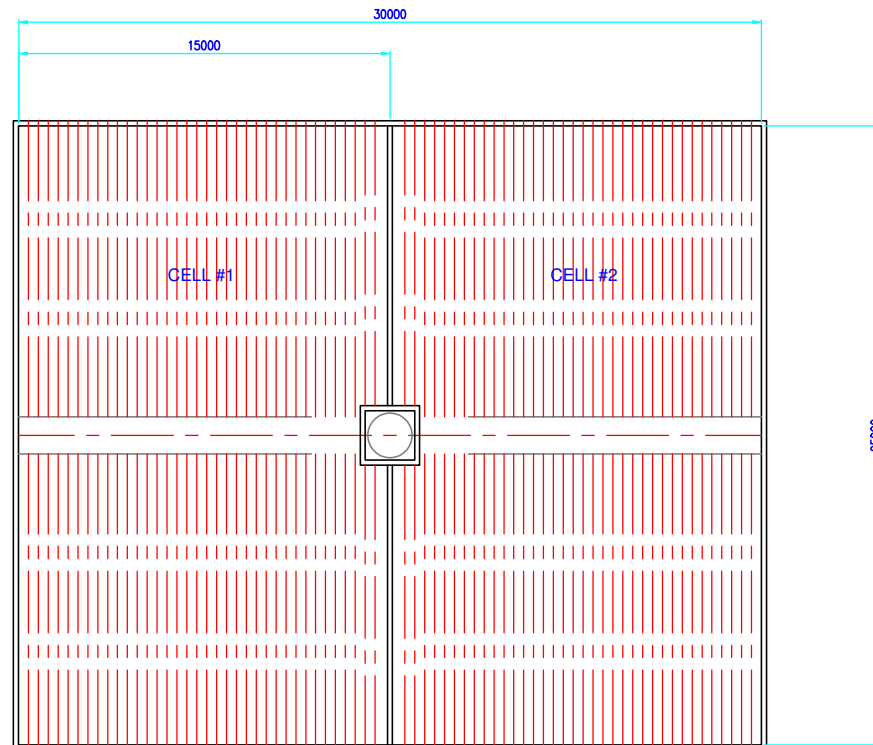


Meal load out area fitted with air extraction and fitted with roller doors at either end



Tallow Storage tanks 30KL each





**Bio-filter design-** Twin Cell, double sided headers and lateral distribution pipes

Area 750m<sup>2</sup>

Area velocity 37mm/s

Active biomass depth 2.20m

## Construction - concrete

Empty bed residence time 60 sec

Bio-filter base concrete sloped to drains

Sump pump condensate to waste water

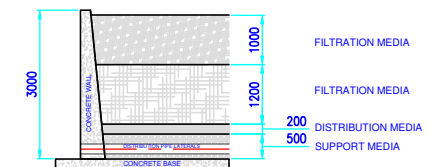
Walls - concrete 3m high

Support media 0.5m large rock


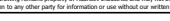
Distribution Media 0.20m med size rocks

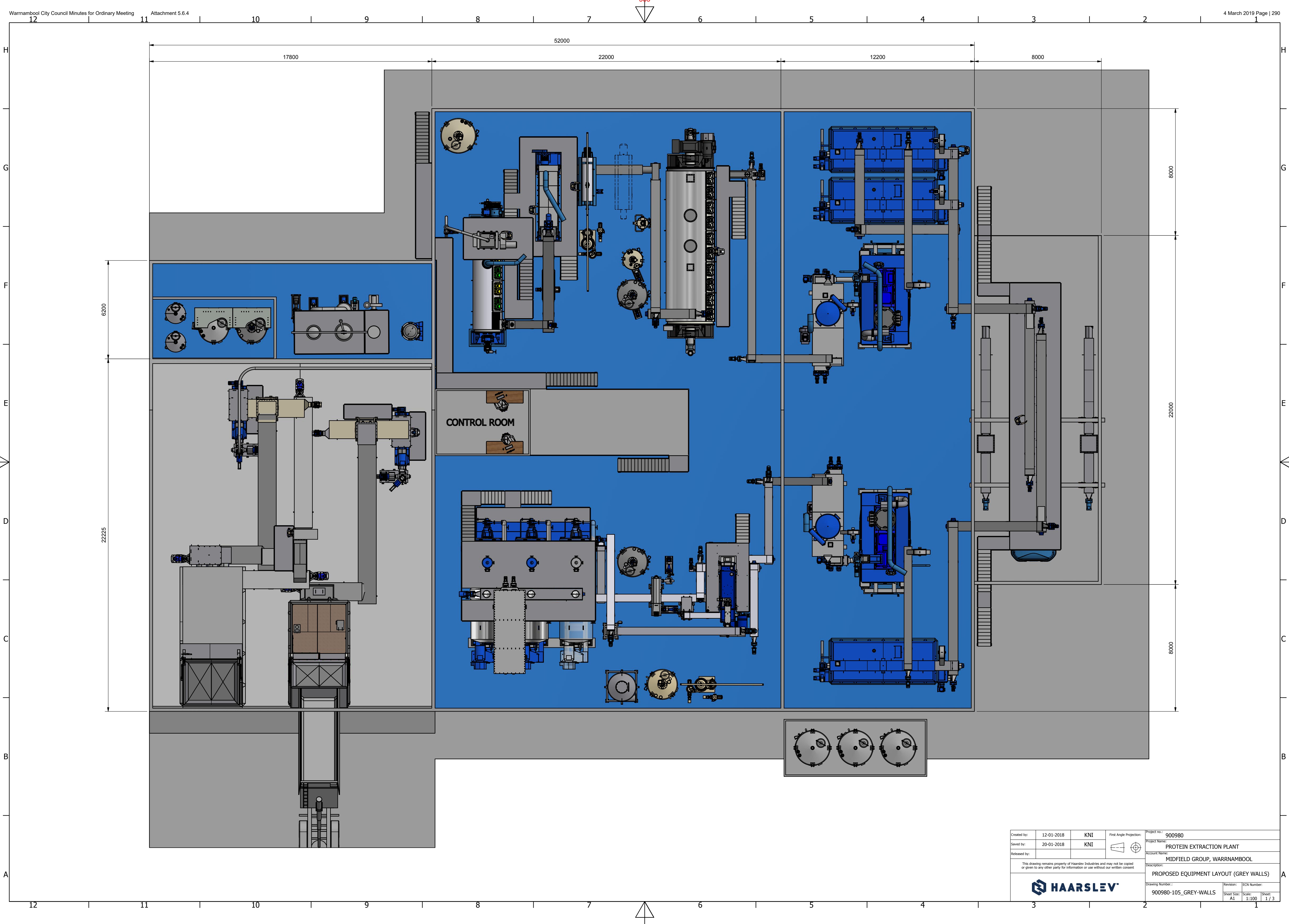
Biomass media 1.20m deep large bark


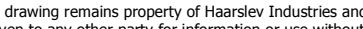
Biomass media 1.0m deep medium bark



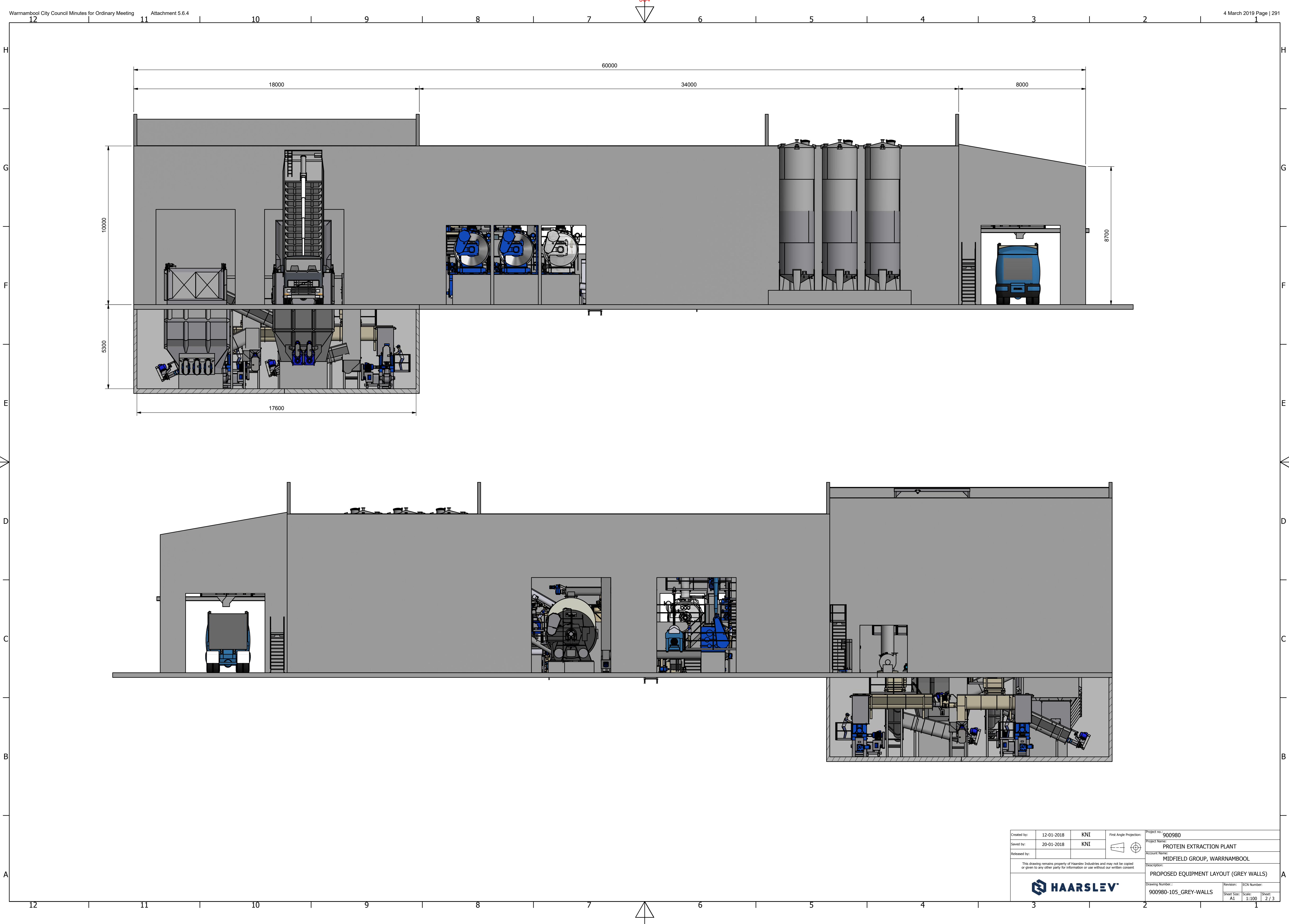
### TYPICAL WALL CROSS SECTION

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Let issued:	09-03-2018	HW						
This drawing remains property of Haarslev Industries and may not be copied or given to any other party for information or use without our written consent.				BIO FILTER SKETCH (preliminary) MIDFIELD PROTEIN RECOVERY FACILITY				
				Drawing title:		BIO-FILTER SKETCH		
				Sheet:				



Created by:	12-01-2018	KNI	First Angle Projection: 	Project no.:	900980
Saved by:	20-01-2018	KNI		Project Name:	PROTEIN EXTRACTION PLANT
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				Drawing Number.:	Revision:    ECN Number:
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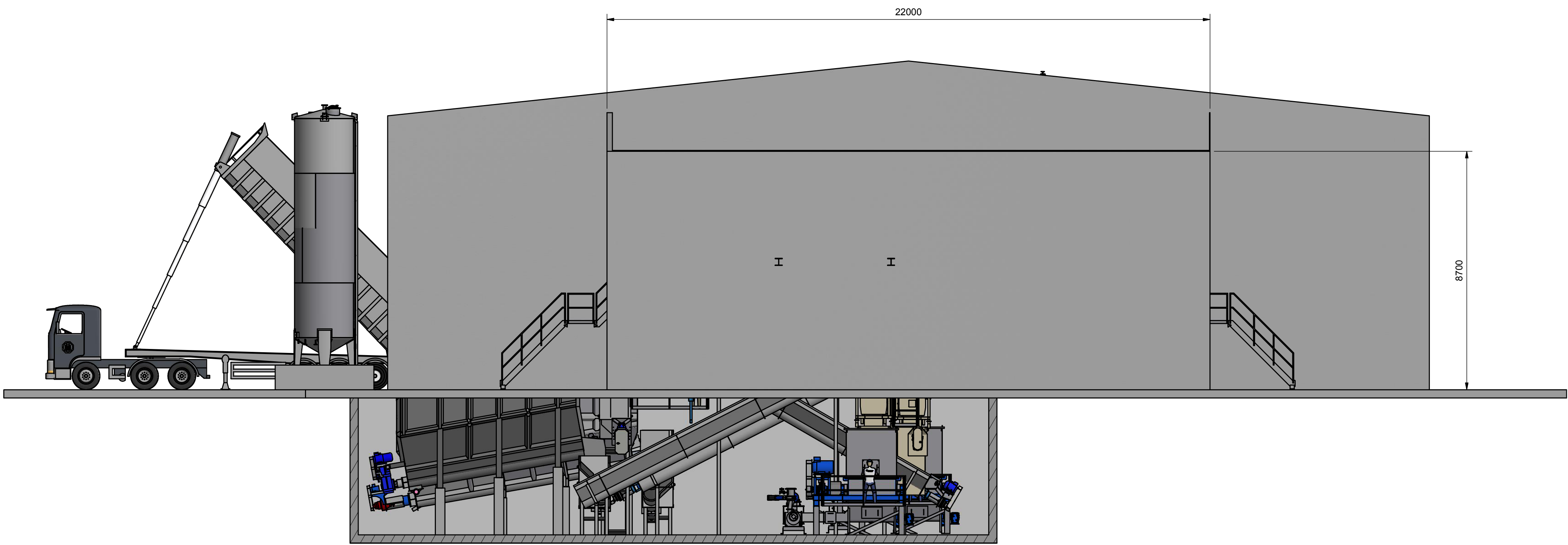
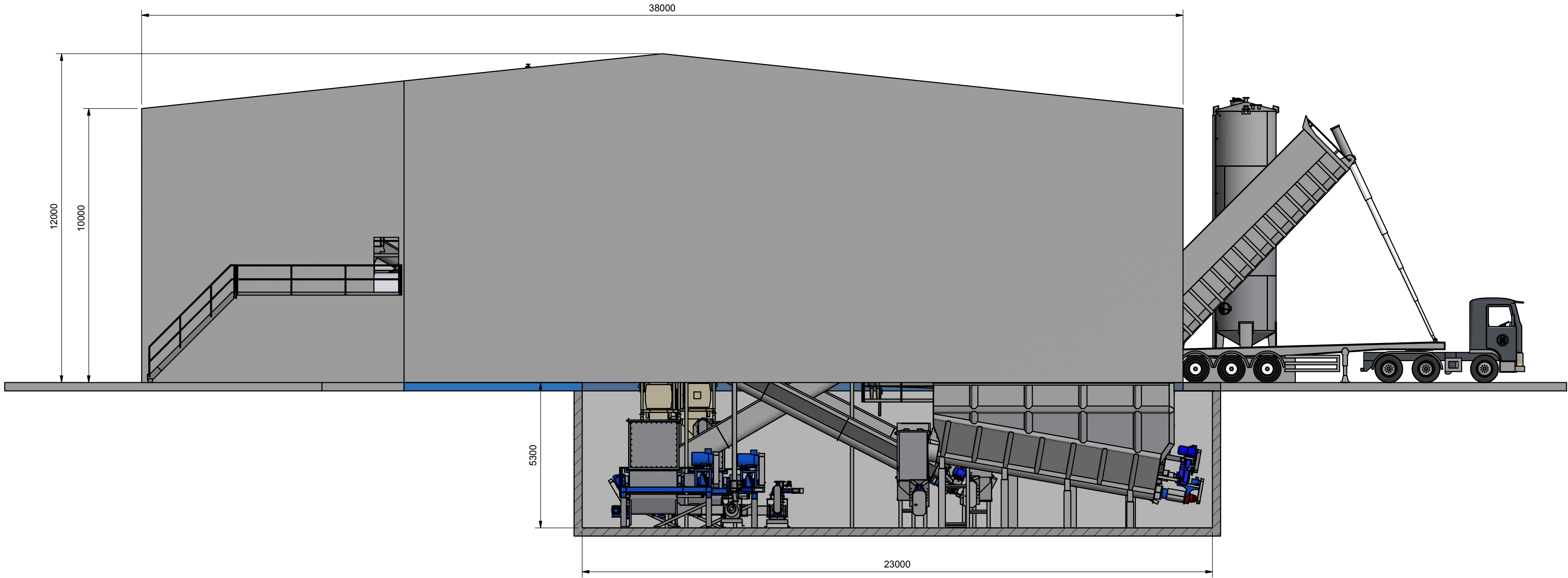




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Released by:				Account Name:	MIDFIELD GROUP, WARRNAMBOOL
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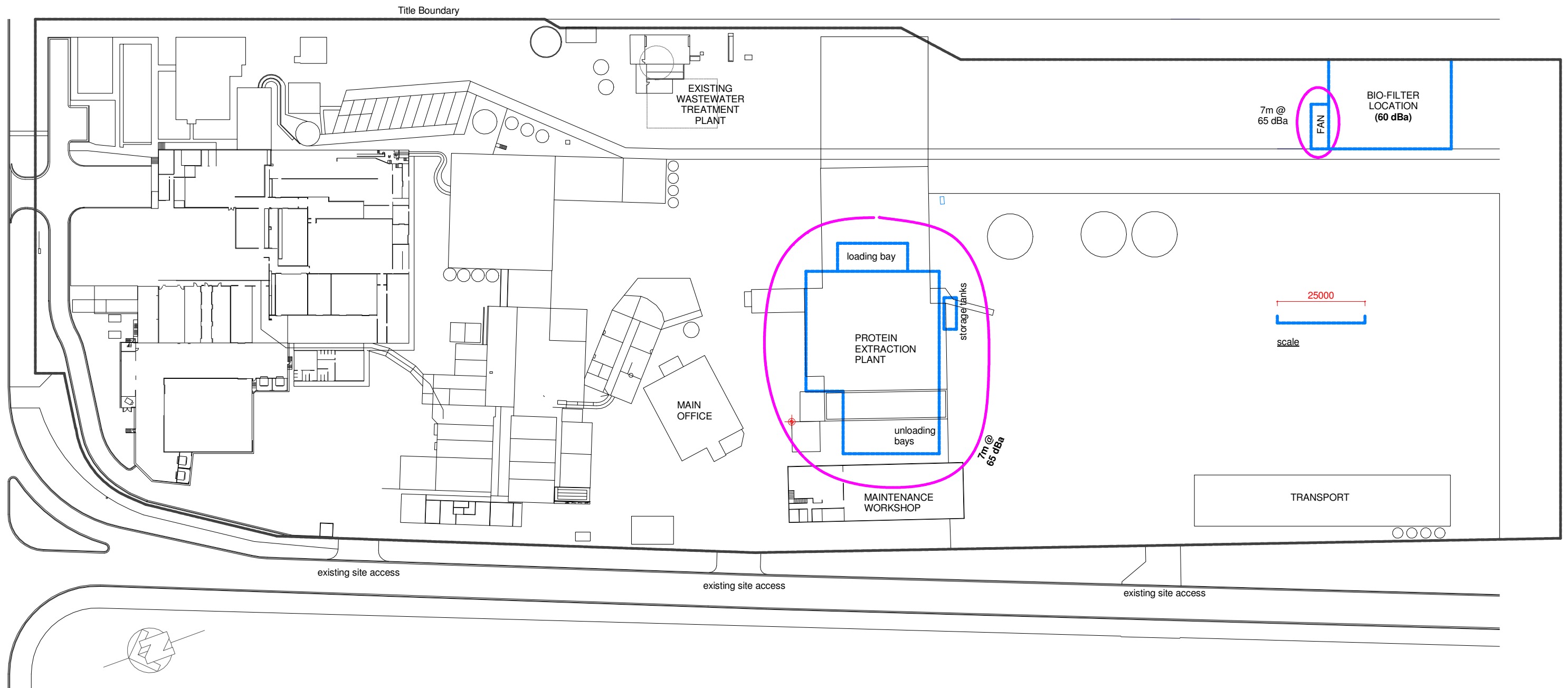
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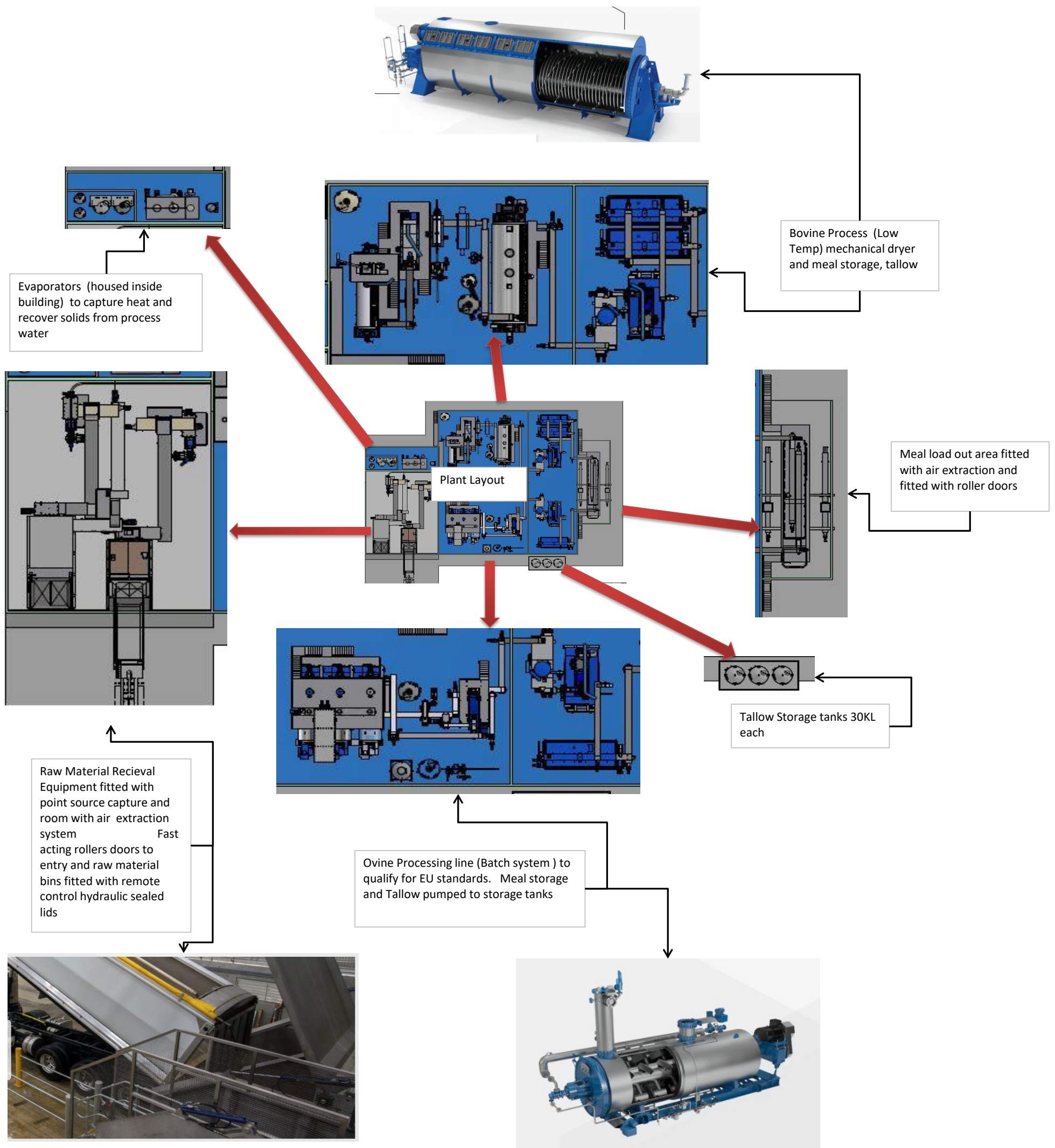
**Protein Recovery Plant - Noise**

**The Midfield Group**

refer to plan for scale legend









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**PROTEIN RECOVERY PLANT PROPOSAL  
24 SCOTT STREET  
WARRNAMBOOL**

**Determination of Applicable Noise Limits  
and  
Noise Emission Assessment  
as part of  
Application to Amend Planning Permit PP110/99**

Prepared for  
Midfield Group Pty Ltd  
C/-  
Novo Planning  
PO Box 8151  
Newtown VIC 3220

Ref. 12163-1.1ng.docx  
28 February 2018



## EXECUTIVE SUMMARY

Planning approval is being sought for the establishment of a protein recovery facility associated with and adjacent to the existing abattoir operations at 24 Scott Street in Warrnambool. To assist in the consideration of the development proposal, WMG Acoustics has been engaged by Midfield Group Pty Ltd to assess the noise emission implications of the proposal.

Consideration has been given to Recommended Maximum Noise Levels applicable at residential premises under the EPA Guideline *Noise from Industry in Regional Victoria* and the likely levels of noise emission from the proposed protein recovery facility.

It has been concluded that the proposed facility will be able to operate in compliance with the Recommended Maximum Noise Levels at all relevant residential premises. The contractor responsible for establishing the project as a complete facility is subject to a contractual noise specification that is consistent with compliance with the NIRV/SEPP N-1 noise limits.

Review of the information regarding the facility that is currently available has indicated that the contractual noise limits and therefore compliance with the NIRV/SEPP N-1 noise limits are achievable.



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## 1. INTRODUCTION

Planning approval is currently being sought for the establishment of a protein recovery facility associated with and adjacent to the existing abattoir operations at 24 Scott Street in Warrnambool. To assist in consideration of the development proposal, Watson Moss Growcott Acoustics Pty Ltd (WMG) has been engaged Midfield Group Pty Ltd to assess the noise emission implications of the proposal.

WMG has conducted noise emission assessments and provided noise control advice in relation to industrial facilities for over three decades. WMG has a well-established knowledge of EPA Victoria noise assessment procedures and experience in their application in metropolitan, regional and rural contexts.

The objectives of the report have been to:

- determine the existing ambient noise conditions representative of residential premises in the vicinity of the subject site.
- ensure that the noise levels associated with the proposed use and development of the milk processing facility will meet the EPA requirements in nearby residential areas.

This report presents the outcome of work to determine the recommended maximum noise levels for residential premises in the vicinity of the proposed facility based on the results of ambient noise monitoring and consideration of the planning scheme zonings and provides an appraisal of likely noise emission based on the project contractual noise requirements.

Initial review of the proposal has indicated that any possibility of perceptible vibration would be limited to within the building, so no detailed consideration possible off-site vibration effects has been conducted.

As part of the existing Midfield abattoir of which the proposed protein recovery facility will be a part, the facility will operate 24 hours per day, seven days per week.

The location of the proposed plant and relevant residential premises are illustrated in Appendices 1 and 2.

## 2. ACOUSTIC TERMINOLOGY

The following terms are used in this report:

**dB(A)** Decibels recorded on a sound level meter, which has had its frequency response modified electronically to an international standard, to quantify the average human loudness response to sounds of different character.

**L<sub>eq</sub>** the equivalent continuous level that would have the same total acoustic energy over the measurement period as the actual varying noise level under consideration. It is the noise





measure defined by the EPA as the measure of the commercial, industrial or trade noise to use in assessing compliance with noise limits.

L<sub>90</sub> is the level exceeded for 90% of the measurement period. It is commonly referred to as the background level, and is used in EPA policies as part of the noise limit determination process.

### 3. CRITERIA FOR EMISSION OF NOISE FROM INDUSTRY TO RESIDENTIAL PREMISES

The relevant Victorian EPA guideline for noise in regional Victoria is *NOISE FROM INDUSTRY IN REGIONAL VICTORIA Recommended Maximum Noise Levels from Commerce, Industry and Trade Premises in Regional Victoria* (NIRV).

This guideline was introduced in 2011 and supersedes the previous *Interim Guidelines for Control of Noise from Industry in Country Victoria* (EPA 1989)

Under the noise assessment procedures set out in this document, Recommended Maximum Noise Levels are set using *State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No. N-1* (SEPP N-1) within the Urban Centre Boundaries of major urban centres in Victoria (defined as a population greater than 7000). This includes Warrnambool.

Using SEPP N-1 methodology, noise limits are calculated using the land zoning surrounding the relevant residential premises and adjusted if necessary to account for the existing background noise level. Noise limits vary according to the time of the day, evening or night, with noise limits during the night lower than during the day and evening periods. For equipment that may operate at any time, the night noise limit therefore provides the limiting criterion for the purpose of noise control design.

SEPP N-1 noise limits apply within the boundaries of residential premises, within 10m of the external walls of dwellings, not at the boundaries of the subject industrial premises.

As noted in the introduction, the proposed facility, as part of the existing abattoir, is to operate 24 hours per day, 7 days per week. Therefore the night period, which has the lowest Recommended Maximum Noise Level, will provide the limiting criterion and is hence the focus of attention in the noise assessment.

Trucks will be associated with operation of the facility, but overall the facility will reduce truck movements as the purpose of the proposed facility is to process by-products of the abattoir on-site rather than the current practice of trucking them to the Co-Products site at 165 Swinton Street.

Once processed the abattoir by-products will occupy less volume than in the raw state, so the total truck movements and therefore truck-related noise associated with the abattoir/protein



processing facility will be reduced compared with the present situation, so truck noise has not been considered in detail in this assessment.

Planning Scheme zonings within a radius of 200m of a residential premises influence the SEPP N-1 zoning level at those premises.

The nearest residential premises to the proposed facility are 4A Scott St, houses in Granter St and houses in Aitkins Road. The locations are indicated on the Planning Scheme map attached at Appendix Three. The Granter and Scott St houses are surrounded by a mix of Type 1, 2 and 3 zonings, which leads to a higher zoning level at these locations than the Aitkins Rd houses, surrounded by predominantly Type 1 residential zonings.

86 Aitkins Rd and further east have 100% Type 1 zones within 200 m and the houses between 88 Aitkins Rd and Giffen St are also influenced by the Type 2 zonings west of Giffen St.

The zoning level applies as the SEPP N-1 noise limit, unless the ambient background level is high or low relative what is expected for an area with the mix of zonings around the residential premises. The expected range of background levels for a given zoning level is known as the 'neutral range'.

In order to determine the background level in the vicinity of the relevant premises, an unattended noise logger was installed at 100 Aitkins Rd from 17 to 22 November 2017 and relocated to just north of the 4 Granter St rear boundary where it remained from 22 to 27 November. These monitoring location are indicated on the aerial photo in Appendix One. The Granter St results are considered to be reasonably representative of 4A Scott St.

Graphs of the ambient noise monitoring results appear at Appendix Four, and ambient weather conditions prevailing during the monitoring period in Appendix Five.

The ambient background levels averaged over the SEPP N-1 'day', 'evening' and 'night' periods as required by SEPP N-1 are summarised in the tables below.

**Table One: Summary of Noise Monitoring Results**

Day/Date	L <sub>90</sub> dB(A) averaged over SEPP N-1 periods:		
	Night	Day	Evening
<b>100 Aitkins Rd</b>			
Friday 17 Nov			46.6
Saturday 18 Nov	43.8	41.5	44.1
Sunday 19 Nov	36.8		40.0
Monday 20 Nov	35.8	43.0	43.5
Tuesday 21 Nov	39.2	43.3	45.5
Wednesday 22 Nov	39.6		
Minimum	35.8	41.5	40.0



Day/Date	L <sub>90</sub> dB(A) averaged over SEPP N-1 periods:		
	Night	Day	Evening
<b>4 Granter St</b>			
Wednesday 22 Nov			47.1
Thursday 23 Nov	42.7	47.1	42.0
Friday 24 Nov	46.3	46.2	41.6
Saturday 25 Nov	43.7	43.4	40.1
Sunday 26 Nov	42.3		40.6
Monday 27 Nov	41.8		
Minimum	41.8	43.4	40.1

It is normal EPA practice to use the lowest of the daily average results for the ambient L<sub>90</sub> levels obtained during a period of noise monitoring in determining the SEPP N-1 noise limits on the basis that if it can occur during a sample monitoring period it can occur on a regular basis and it is against the lower levels in the ambient environment that residents can be affected by intruding noise.

The results at 100 Aitkins Rd follow the typical pattern of being highest during the day, intermediate during the evening and lowest during the night period. At the 4 Granter St location, however, the night period result is higher than the evening and only just below the day figure.

Reviewing the daily graphs and listening to the audio recording has revealed that the ambient environment at the 4 Granter St logging location was affected on a number of occasions for extended times during the night period by extraneous noise that appears to be industrial in origin. Such noise is not to be included in the background level for the purpose of determining the SEPP N-1 noise limits.

Examining the results further, it has been concluded that the 'true' background for the purposes of determining the SEPP N-1 noise limit for the night period would be 34 dB(A) L<sub>90</sub>, which is more consistent with figures of 43 and 40 dB(A) L<sub>90</sub> for the day and evening periods respectively.

The results for 100 Aitkins Rd have been taken to be representative of the houses along Aitkins Rd including 86 Aitkins Rd, and the results for 4 Granter St have been taken to be representative of 4A Scott St.

Putting the influencing factor based on the planning scheme zonings together with the ambient background levels together gives the SEPP N-1 noise limits tabulated below.



**Table Two: Summary of NIRV/SEPP N-1 Noise Limits**

EPA Period	Days	Time	SEPP N-1 Zoning Level		Measured Ambient Background Noise Level, dB(A) L <sub>90</sub>	SEPP N-1 Noise Limit, dB(A)
			Influencing Factor	dB(A)		
100 Aitkins Rd						
Day	Monday-Friday Saturday	7am - 6pm 10am - 1pm	0.06	51	42, 'neutral'	51
Evening	Monday to Friday	6pm - 10pm	0.06	45	40, 'neutral'	45
	Saturday	1pm - 10pm				
	Sunday	7am - 10pm				
Night	Monday-Friday	10pm – 7am	0.06	40	36, 'neutral'	40
4 Granter St						
Day	Monday-Friday Saturday	7am - 6pm 10am - 1pm	0.48	59	43, 'low'	56
Evening	Monday to Friday	6pm - 10pm	0.48	52	40, 'low'	49
	Saturday	1pm - 10pm				
	Sunday	7am - 10pm				
Night	Monday-Friday	10pm – 7am	0.48	47	34, 'low'	44
86 Aitkins Rd						
Day	Monday-Friday Saturday	7am - 6pm 10am - 1pm	0.00	50	42, 'neutral' *	50
Evening	Monday to Friday	6pm - 10pm	0.00	44	40, 'neutral' *	44
	Saturday	1pm - 10pm				
	Sunday	7am - 10pm				
Night	Monday-Friday	10pm – 7am	0.00	39	36, 'neutral' *	39
4A Scott St						
Day	Monday-Friday Saturday	7am - 6pm 10am - 1pm	0.47	59	43, 'low' *	56
Evening	Monday to Friday	6pm - 10pm	0.47	52	40, 'low' *	49
	Saturday	1pm - 10pm				
	Sunday	7am - 10pm				
Night	Monday-Friday	10pm – 7am	0.47	47	34, 'low' *	44

\* The results for 100 Aitkins Rd have been taken to be representative of the houses along Aitkins Rd including 86 Aitkins Rd, and the results for 4 Granter St have been taken to be representative of 4A Scott St.



#### 4. NOISE EMISSION ASSESSMENT

The proposed protein recovery facility is to be delivered as a 'turnkey' package by *Haarslev Processing Technology*, with an overall contractual noise specification of 65 dB(A)  $L_{eq}$  at 7 m from the building, which is to contain all noise sources.

Information on specific individual noise sources has not been available to WMG Acoustics at this stage, and may not be during the design process due to the proprietary nature of the contracts. The extent of information available has been that there will be localised noise levels up to 85 dB(A) within the facility associated with some machines/process, but the noise level will not be 85 dB(A) throughout the facility.

Therefore the approach taken has been to review the overall viability of achieving the 65 dB(A) at 7 m from the facility contractual noise target and, if that is achieved, whether this will also result in compliance with the NIRV/SEPP N-1 noise limits at the relevant residential premises.

For a building consisting of 150 mm thick concrete pre-cast tilt-slab walls, roller shutter doors and a conventional metal roof, 65 dB(A) represents a reduction of only 20 dB(A) from internal noise levels of up to 85 dB(A). WMG is therefore satisfied that the contractual undertaking to achieve 65 dB(A) 7 m from the building is realistic.

The next step in the noise assessment is to consider if noise emission complying with 65 dB(A)  $L_{eq}$  at 7 m from the facility will also comply with the NIRV/SEPP N-1 noise limits at residential premises. This is considered below taking into account only geometric dispersion, that is distance attenuation, without making any allowance for additional attenuation due to acoustic shielding or other propagation factors such as ground and atmospheric absorption.

Site observations indicated that topography and/or intervening buildings block the line of sight from the proposed building to residential premises, but no allowance has been made for the additional attenuation due to these elements in this analysis.

Neglecting ground, atmospheric and incidental screening attenuation has been found over long experience to allow for the enhanced sound propagation that can occur with light breezes from the noise source towards the receptor location, without undertaking detailed noise modelling that would not be possible with the extent of information available.

For a non-point noise source such as the wall of a building, sound does not propagate within the near acoustic field, defined approximately as the region closer to the source than the larger dimension of the source divided by  $\pi$ , according to the 6 decibel reduction per doubling of distance that occurs in the far acoustic field.

For a building with a wall dimension of approximately 60 m wide, sound propagation from 7 m out to approximately 20 m would be at 3 dB per doubling of distance rather than 6 dB per





doubling of distance, with propagation from 20 m to the residential receptors occurring at 6 dB per doubling of distance.

These factors have been taken into account in calculating the resultant noise levels at relevant residential premises corresponding to 65 dB(A) at a distance of 7 m from the protein recovery building.

**Table Three: Summary of Noise Emission Propagation to Residential Premises**

	4 Granter St	4 Strong St	100 Aitkins Rd	86 Aitkins Rd
Protein recovery plant maximum noise level, dB(A) $L_{eq}$	65	65	65	65
Approximate distance to plant, m	260	280	390	430
Attenuation from 7 m to residential premises, dB	26.8	27.4	30.3	31.1
Calculated resultant level at residential premises, based on 65 dB(A) @ 7 m and only allowing for geometric dispersion, dB(A) $L_{eq}$ [rounded to the nearest whole dB(A)]	38	38	35	34
NIRV/SEPP N-1 noise limit, dB(A)	44	44	40	39
Compliance with NIRV/SEPP N-1 noise limit?	Yes	Yes	Yes	Yes

This assessment demonstrates that if the facility complies with the contractual requirement of 65 dB(A) at 7 m from the building, then it will also comply with the NIRV/SEPP N-1 noise limits at the residential premises.

The calculated noise levels are also sufficiently below the noise limits to allow for contributions from other industrial sources while remaining below the limits.

Adding the calculated protein recovery plant noise level of 38 dB(A) at 4 Granter St to the lowest measured night period background level at that location of 34 dB(A) gives a combined level of 39 dB(A) by logarithmic decibel addition.

Adding the calculated protein recovery plant noise level of 35 dB(A) at 100 Aitkins Rd to the lowest measured night period background level at that location of 36 dB(A) gives a combined level of 39 dB(A) by logarithmic decibel addition.

## 5. OTHER CONSIDERATIONS

The noise sources associated with the proposed processing facility are all to be contained within the building. Building ventilation fans/openings and the biofilter fan discharging air from within the building to the externally located biofilter will also need to be attenuated to comply with the 65 dB(A) at 7 m requirement.



## 6. CONCLUSION

Consideration has been given to Recommended Maximum Noise Levels applicable at residential premises under the EPA Guideline *Noise from Industry in Regional Victoria* and the contracted levels of noise emission from the proposed protein recovery facility.

It has been concluded that the proposed facility will be able to operate in compliance with the Recommended Maximum Noise Levels at all relevant residential premises. The contractor responsible for establishing the project as a complete facility is subject to a contractual noise specification that is consistent with compliance with the NIRV/SEPP N-1 noise limits, taking the distance to residents and characteristics of the surroundings into consideration.

Review of the information regarding the facility that is currently available has indicated that the contractual noise limits and therefore compliance with the NIRV/SEPP N-1 noise limits are achievable.

NEVILLE GODDARD  
WATSON MOSS GROWCOTT  
Acoustics Pty Ltd



## APPENDIX ONE: AERIAL PHOTO OF PROPOSED SITE AND SURROUNDS INDICATING RELEVANT RESIDENTIAL AREAS AND AMBIENT NOISE LOGGING LOCATIONS





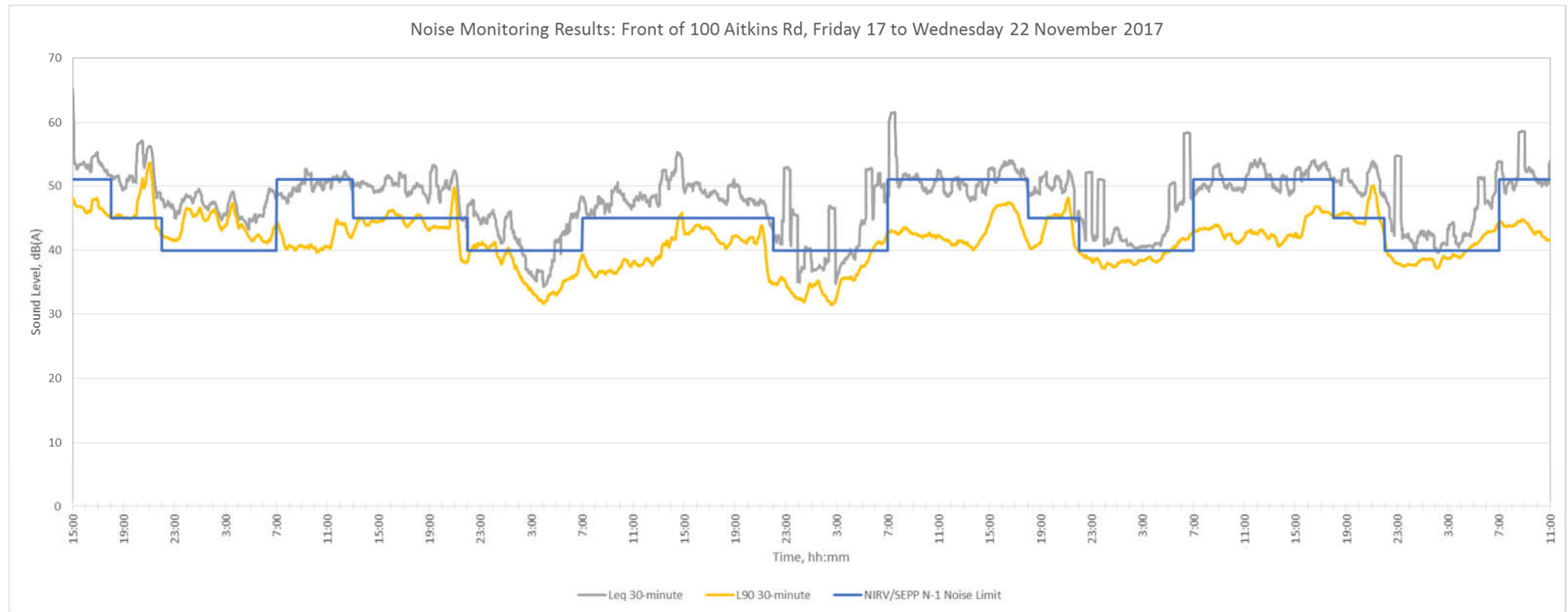
## APPENDIX TWO: PROPOSED SITE PLAN

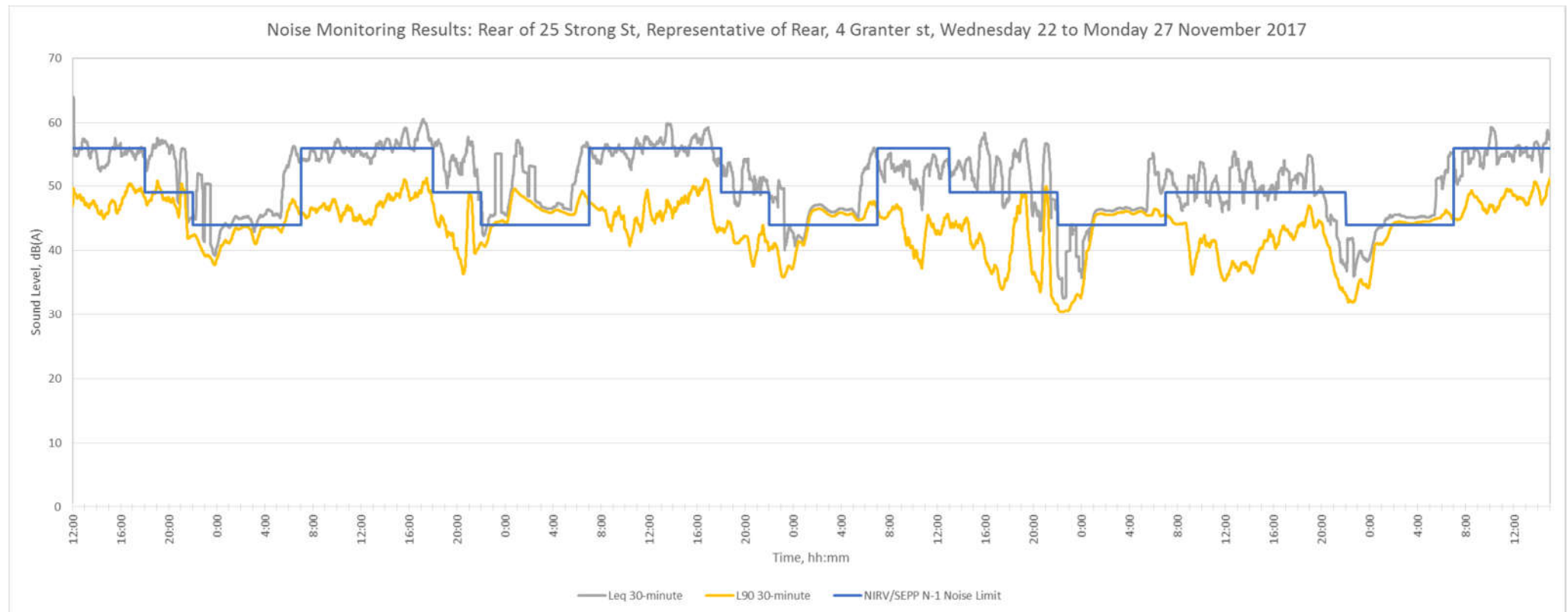








**APPENDIX FOUR: NOISE LOGGING RESULTS WITH SUPERIMPOSED SEPP N-1 NOISE LIMITS**





## APPENDIX FIVE: WEATHER OBSERVATIONS DURING NOISE MONITORING

Weather Observations for Warrnambool Name: WARRNAMBOOL  
AIRPORT NDB

Station Details ID: 090186

Lat: -38.29 Lon: 142.45 Height: 70.8 m

Date/Time Temp App Dew Rel Delta-T Wind  
EDT °C Temp Point Hum °C  
°C °C % Dir

Wind speed <= 10kph  
10kph < Wind speed < 20kph  
Wind speed >= 20kph

Press Press Rain Rain  
QNH MSL 9am during  
hPa hPa mm the period

	Temp	App	Dew	Rel	Delta-T	Wind	Spd	Gust	Spd	Gust	hPa	hPa	mm	mm
	°C	°C	°C	%	°C	Dir	km/h	km/h	kts	kts				
27/04:00pm	18.6	11.9	7.4	48	5.7	SSE	32	43	17	23	1017.4	1017.3	0	0
27/03:30pm	18.6	11.8	6.8	46	5.9	SSE	32	41	17	22	1017.5	1017.4	0	0
27/03:00pm	18.7	12	7.2	47	5.8	SSE	32	41	17	22	1017.6	1017.5	0	0
27/02:30pm	19.8	14.4	9.4	51	5.5	SSE	28	35	15	19	1017.6	1017.5	0	0
27/02:00pm	19.9	15.5	10.3	54	5.2	SSE	24	35	13	19	1017.7	1017.6	0	0
27/01:30pm	19.2	14.1	9.1	52	5.3	S	26	39	14	21	1017.6	1017.5	0	0
27/01:00pm	19.1	14.3	8.7	51	5.4	SSE	24	32	13	17	1017.7	1017.6	0	0
27/12:30pm	18.9	13.7	8.8	52	5.3	SSE	26	35	14	19	1017.7	1017.6	0	0
27/12:00pm	18.6	13.9	9.1	54	5	SSE	24	35	13	19	1018.1	1018	0	0
27/11:30am	18.7	14.1	9.8	56	4.7	SSE	24	32	13	17	1018.1	1018	0	0
27/11:00am	17.3	11.6	8.4	56	4.6	SSE	28	37	15	20	1017.9	1017.8	0	0
27/10:30am	17	11.9	9.2	60	4.1	SSE	26	33	14	18	1018.1	1018	0	0
27/10:00am	15.9	11	8.6	62	3.7	SSE	24	33	13	18	1018.1	1018	0	0
27/09:30am	15.9	11.5	9.1	64	3.5	SSE	22	30	12	16	1018	1017.9	0	0
27/09:00am	16.1	12.2	8.8	62	3.7	SSE	19	26	10	14	1017.8	1017.7	0	0
27/08:30am	15.9	12.5	9.3	65	3.4	SSE	17	26	9	14	1017.6	1017.5	0	0
27/08:00am	15.8	12.4	9	64	3.5	SSE	17	24	9	13	1017.3	1017.2	0	0
27/07:30am	14.6	12.3	9	69	2.9	SSE	11	15	6	8	1017.1	1017	0	0
27/07:00am	14.2	12.5	8.4	68	2.9	S	7	9	4	5	1017	1016.9	0	0
27/06:30am	13.4	10.8	7.8	69	2.8	SSW	11	13	6	7	1016.6	1016.5	0	0
27/06:00am	14.4	11.6	8.4	67	3	SSW	13	15	7	8	1016.3	1016.2	0	0
27/05:30am	14.7	11.8	8	64	3.4	S	13	15	7	8	1016	1015.9	0	0
27/05:00am	14.8	12.3	8.3	65	3.3	S	11	15	6	8	1015.7	1015.6	0	0
27/04:30am	14.6	11.6	7.9	64	3.3	S	13	15	7	8	1015.5	1015.4	0	0
27/04:00am	14.7	11.4	8.2	65	3.3	S	15	17	8	9	1015.4	1015.3	0	0
27/03:30am	14.6	12	7.9	64	3.3	S	11	15	6	8	1015.3	1015.2	0	0
27/03:00am	14.8	11.8	7.6	62	3.6	SSW	13	17	7	9	1015.3	1015.2	0	0
27/02:30am	14.9	12.1	8.4	65	3.3	S	13	19	7	10	1015.2	1015.1	0	0
27/02:00am	15.1	11.6	8.6	65	3.3	S	17	22	9	12	1015.2	1015.1	0	0
27/01:30am	15.3	11.2	8.8	65	3.3	S	20	26	11	14	1015.5	1015.4	0	0
27/01:00am	15.4	11.7	9.3	67	3.1	S	19	26	10	14	1015.6	1015.5	0	0
27/12:30am	15.3	12	9.4	68	3.1	SSW	17	20	9	11	1015.7	1015.6	0	0
27/12:00am	15.2	12.5	9.1	67	3.1	SSW	13	20	7	11	1016	1015.9	0	0

Date/Time Temp App Dew Rel Delta-T Wind Press Press Rain since



EDT	°C	Temp °C	Point °C	Hum %	°C	Dir	Spd km/h	Gust km/h	Spd kts	Gust kts	QNH hPa	MSL hPa	9am mm	
26/11:30pm	15.3	11.9	9	66	3.2	SSW	17	20	9	11	1016.1	1016	0	0
26/11:00pm	15	11.9	8.9	67	3.1	SSW	15	20	8	11	1016	1015.9	0	0
26/10:30pm	14.2	11.8	8.6	69	2.8	SSW	11	13	6	7	1016.1	1016	0	0
26/10:00pm	14.7	12.4	8.9	68	3	SSW	11	15	6	8	1016	1015.9	0	0
26/09:30pm	14.6	11.5	9	69	2.9	SW	15	20	8	11	1015.5	1015.4	0	0
26/09:00pm	14.9	11.5	9.1	68	3	SSW	17	22	9	12	1015.2	1015.1	0	0
26/08:30pm	15.3	11.3	9.2	67	3.1	SSW	20	28	11	15	1014.8	1014.7	0	0
26/08:00pm	15.5	10.9	9.8	69	3	SW	24	32	13	17	1014.4	1014.3	0	0
26/07:55pm	15.5	10.6	9.8	69	3	SW	26	33	14	18	1014.4	1014.3	0	0
26/07:30pm	16.2	10.6	10.1	67	3.2	SW	30	35	16	19	1014	1013.9	0	0
26/07:00pm	16.5	11.3	10.1	66	3.4	SW	28	39	15	21	1013.8	1013.7	0	0
26/06:30pm	16.5	11.6	10.1	66	3.4	SSW	26	35	14	19	1013.5	1013.4	0	0
26/06:00pm	16.5	11.3	10.1	66	3.4	SSW	28	35	15	19	1013.3	1013.2	0	0
26/05:30pm	16.9	11.9	11	68	3.2	SSW	28	35	15	19	1013.3	1013.2	0	0
26/05:00pm	17.1	12.2	11.2	68	3.2	SW	28	33	15	18	1013.1	1013	0	0
26/04:30pm	17	12.5	11.3	69	3.1	SSW	26	33	14	18	1012.9	1012.8	0	0
26/04:00pm	17.5	12.7	11.5	68	3.3	SW	28	33	15	18	1012.7	1012.7	0	0
26/03:30pm	17.8	12.9	11.4	66	3.5	SW	28	33	15	18	1012.9	1012.8	0	0
26/03:00pm	18	14	11.8	67	3.4	SW	24	30	13	16	1012.9	1012.8	0	0
26/02:30pm	17.7	14.6	12.2	70	3	SSW	20	28	11	15	1012.9	1012.8	0	0
26/02:00pm	17.8	14.8	12	69	3.2	SSW	19	24	10	13	1013	1012.9	0	0
26/01:30pm	17.8	14.9	12.3	70	3.1	SSW	19	24	10	13	1013	1012.9	0	0
26/01:00pm	17.8	14.9	12.9	73	2.8	SSW	20	24	11	13	1013	1012.9	0	0
26/12:30pm	17.8	14.8	12.7	72	2.9	SSW	20	24	11	13	1012.9	1012.8	0	0
26/12:00pm	17.7	15	12.8	73	2.7	SSW	19	24	10	13	1013	1012.9	0	0
26/11:30am	17.8	15.8	12.7	72	2.9	SW	15	20	8	11	1013.2	1013.1	0	0
26/11:00am	17.4	15	12.5	73	2.7	SW	17	24	9	13	1012.7	1012.7	0	0
26/10:30am	17.4	13.6	12.5	73	2.7	SW	24	32	13	17	1012.4	1012.4	0	0
26/10:00am	18.1	15.4	12.8	71	3	WSW	19	26	10	14	1012.1	1012.1	0	0
26/09:52am	18.5	16	13.4	72	2.9	WSW	19	24	10	13	1012.2	1012.2	0	0
26/09:30am	18.1	15.5	13.2	73	2.8	WSW	19	24	10	13	1012.3	1012.3	0	0
26/09:27am	18.3	16.1	13.4	73	2.8	WSW	17	22	9	12	1012.3	1012.3	0	0
26/09:00am	18.1	16.3	13.4	74	2.7	W	15	17	8	9	1012.3	1012.3	1.6	0
26/08:30am	18	15.9	13.7	76	2.5	WSW	17	20	9	11	1011.9	1011.9	1.6	0
26/08:00am	17.9	16.3	13.8	77	2.3	W	15	19	8	10	1011.7	1011.7	1.6	0
26/07:43am	17.7	15.6	13.6	77	2.3	W	17	20	9	11	1011.6	1011.6	1.6	0
26/07:30am	17.7	16.3	13.4	76	2.4	W	13	19	7	10	1011.4	1011.4	1.6	0
26/07:00am	17.4	16.5	12.7	74	2.6	W	9	11	5	6	1011	1011	1.6	0
26/06:30am	17.2	16.7	12.5	74	2.6	NW	7	9	4	5	1011.1	1011.1	1.6	0
26/06:00am	17.2	16.2	12.3	73	2.7	NNW	9	11	5	6	1010.7	1010.7	1.6	0
26/05:30am	17.6	15.9	12.5	72	2.8	N	13	15	7	8	1010.3	1010.3	1.6	0
26/05:00am	17.8	16.2	12.9	73	2.8	N	13	15	7	8	1010.3	1010.3	1.6	0
26/04:30am	17.9	16.4	13	73	2.8	N	13	15	7	8	1010	1010	1.6	0



26/04:00am	17.9	16.4	13.2	74	2.7	N	13	17	7	9	1010	1010	1.6	0
26/03:30am	17.9	16.8	13.2	74	2.7	N	11	15	6	8	1009.7	1009.7	1.6	0
26/03:00am	18	17.3	13.3	74	2.7	ENE	9	13	5	7	1009.6	1009.6	1.6	0
26/02:30am	18.1	17.8	13.4	74	2.7	N	7	9	4	5	1010.6	1010.6	1.6	0
26/02:00am	18	17.3	13.3	74	2.7	NNW	9	11	5	6	1011.6	1011.6	1.6	0
26/01:30am	18.1	18.8	13.4	74	2.7	SE	2	7	1	4	1011.6	1011.6	1.6	0
26/01:00am	18.1	17.4	13.2	73	2.8	E	9	13	5	7	1011.7	1011.7	1.6	0
26/12:30am	18	18.6	13.1	73	2.8	ESE	2	7	1	4	1011.5	1011.5	1.6	0
26/12:00am	17.8	18.3	12.9	73	2.8	SE	2	6	1	3	1011.2	1011.2	1.6	0

Date/Time	Temp	App	Dew	Rel	Delta-T	Wind					Press	Press	Rain	
EDT	°C	Temp	Point	Hum	°C						QNH	MSL	9am	
		°C	°C	%		Dir	Spd	Gust	Spd	Gust	hPa	hPa	mm	
							km/h	km/h	kts	kts				
25/11:30pm	17.7	18.1	12.6	72	2.8	S	2	7	1	4	1010.8	1010.8	1.6	0.2
25/11:00pm	18.1	18	13.2	73	2.8	WSW	6	9	3	5	1011.3	1011.3	1.4	0
25/10:30pm	18.2	17.5	13.3	73	2.8	WSW	9	13	5	7	1011.4	1011.4	1.4	0
25/10:00pm	18.2	18.4	13.1	72	2.9	NW	4	7	2	4	1011.1	1011.1	1.4	0
25/09:30pm	18.1	17.7	13	72	2.9	WNW	7	11	4	6	1011	1011	1.4	0
25/09:00pm	18.6	17.9	13.2	71	3.1	N	9	15	5	8	1010.9	1010.9	1.4	0
25/08:30pm	18.8	18.2	13.4	71	3.1	NNE	9	11	5	6	1010.9	1010.9	1.4	0
25/08:00pm	19.3	20.2	13.9	71	3.1	WSW	2	7	1	4	1011.3	1011.3	1.4	0
25/07:30pm	19.2	18.8	14	72	3	ESE	9	13	5	7	1011	1011	1.4	0.2
25/07:00pm	19.5	19.4	13.9	70	3.2	SSW	7	15	4	8	1011.2	1011.2	1.2	0.8
25/06:30pm	19.6	17.9	13.5	68	3.5	W	15	17	8	9	1011.1	1011.1	0.4	0
25/06:00pm	19.9	17.4	13.4	66	3.7	NW	19	28	10	15	1011.4	1011.4	0.4	0.4
25/05:30pm	22	19.7	11.7	52	5.8	N	15	24	8	13	1010.9	1010.9	0	0
25/05:00pm	23.5	22.8	13.1	52	6	N	9	13	5	7	1011	1011	0	0
25/04:30pm	23.5	23.5	14.2	56	5.5	W	7	11	4	6	1011.2	1011.2	0	0
25/04:00pm	24.2	22.2	12.8	49	6.6	SSW	15	19	8	10	1010.2	1010.2	0	0
25/03:30pm	26	23.8	13.2	45	7.5	SSW	17	22	9	12	1010.1	1010.1	0	0
25/03:00pm	26	22.9	11.7	41	8.2	SSW	19	24	10	13	1010.3	1010.3	0	0
25/02:30pm	25.9	23.8	12.4	43	7.8	SW	15	20	8	11	1010.8	1010.8	0	0
25/02:00pm	26.1	24.5	13.9	47	7.2	SSW	15	20	8	11	1011.1	1011.1	0	0
25/01:30pm	25.8	24.5	13.6	47	7.2	SSW	13	17	7	9	1011.3	1011.3	0	0
25/01:00pm	25.9	25.2	15.3	52	6.4	S	13	19	7	10	1011.4	1011.4	0	0
25/12:30pm	25.1	24.7	15.1	53	6	S	11	17	6	9	1011.9	1011.9	0	0
25/12:00pm	24.3	23.4	15.8	59	5.2	S	15	20	8	11	1012.3	1012.3	0	0
25/11:30am	24.2	21.6	14.9	56	5.6	SSW	22	26	12	14	1012.4	1012.4	0	0
25/11:00am	25.6	25	12.4	43	7.6	N	7	11	4	6	1012.6	1012.6	0	0
25/10:30am	24.7	24.1	11.6	44	7.4	N	6	11	3	6	1012.5	1012.5	0	0
25/10:00am	24.1	22.8	12.4	48	6.7	NE	11	17	6	9	1012.7	1012.7	0	0
25/09:30am	22	21.3	13.1	57	5.1	NE	9	15	5	8	1013.1	1013	0	0
25/09:00am	21.1	18.4	12.8	59	4.7	NE	19	26	10	14	1012.6	1012.6	1.2	0
25/08:30am	20.5	17.7	12.5	60	4.5	NE	19	26	10	14	1012.7	1012.7	1.2	0
25/08:00am	18.4	17.2	12.8	70	3.1	NE	11	17	6	9	1012.6	1012.6	1.2	0





25/07:30am	17.4	18.4	13.1	76	2.4	CALM	0	0	0	0	1012.9	1012.8	1.2	0
25/07:00am	16.4	17.2	12.4	77	2.2	CALM	0	0	0	0	1012.9	1012.8	1.2	0
25/06:30am	15.5	15.9	11.3	76	2.3	CALM	0	0	0	0	1012.9	1012.8	1.2	0
25/06:00am	15.6	14	11.4	76	2.3	NNW	11	13	6	7	1012.5	1012.5	1.2	0
25/05:30am	15.9	15.3	11.7	76	2.3	NNW	6	7	3	4	1012.2	1012.2	1.2	0
25/05:00am	16	15.7	11.6	75	2.4	NNW	4	6	2	3	1011.9	1011.9	1.2	0
25/04:30am	16.5	16	12.1	75	2.4	NNW	6	9	3	5	1012	1012	1.2	0
25/04:00am	16.9	17.3	12.6	76	2.4	NW	2	11	1	6	1012	1012	1.2	0
25/03:30am	16.8	17.5	12.3	75	2.5	CALM	0	0	0	0	1012.2	1012.2	1.2	0
25/03:00am	17	16.5	12.5	75	2.5	N	7	9	4	5	1012.7	1012.7	1.2	0.2
25/02:30am	17.3	16.8	12.8	75	2.5	N	7	9	4	5	1012.5	1012.5	1	0
25/02:00am	17.5	16.4	13	75	2.5	SE	11	22	6	12	1012	1012	1	0
25/01:30am	17.7	17	13.2	75	2.5	ESE	9	15	5	8	1013.3	1013.2	1	0.4
25/01:00am	17.6	17.4	13.1	75	2.5	E	6	9	3	5	1013.8	1013.7	0.6	0
25/12:30am	17.7	17.6	13.4	76	2.4	ENE	6	7	3	4	1013.8	1013.7	0.6	0
25/12:00am	17.5	18.1	13	75	2.5	ESE	2	11	1	6	1014.1	1014	0.6	0

Date/Time	Temp	App	Dew	Rel	Delta-T	Wind					Press	Press	Rain
EDT	°C	Temp	Point	Hum	°C						QNH	MSL	since
		°C	°C	%		Dir	Spd	Gust	Spd	Gust	hPa	hPa	9am
							km/h	km/h	kts	kts			mm
24/11:30pm	17.7	15.9	13.2	75	2.5	NNE	15	20	8	11	1014.7	1014.6	0.6
24/11:00pm	17.7	17.1	13.4	76	2.4	NE	9	15	5	8	1014.6	1014.5	0.4
24/10:36pm	17.6	16.6	13.3	76	2.4	SE	11	15	6	8	1014.2	1014.1	0.4
24/10:30pm	17.6	16.6	13.3	76	2.4	ESE	11	17	6	9	1014.3	1014.2	0.4
24/10:00pm	17.6	16.6	13.3	76	2.4	SE	11	15	6	8	1014.2	1014.1	0.4
24/09:46pm	17.7	17.1	13.4	76	2.4	SSE	9	15	5	8	1014.3	1014.2	0.4
24/09:30pm	17.7	15.2	13.4	76	2.4	SW	19	22	10	12	1013.9	1013.8	0.4
24/09:24pm	17.8	15.3	13.5	76	2.4	SW	19	22	10	12	1014.1	1014	0.4
24/09:06pm	17.8	15.6	13.3	75	2.5	WSW	17	24	9	13	1014.3	1014.2	0
24/09:00pm	17.9	15.4	13.4	75	2.5	WSW	19	24	10	13	1014.5	1014.4	0
24/08:30pm	17.9	16.4	13.2	74	2.7	SSW	13	17	7	9	1013.7	1013.6	0
24/08:00pm	18.2	15.6	13.1	72	2.9	SW	19	22	10	12	1013.3	1013.2	0
24/07:30pm	19.8	18.1	13.5	67	3.6	SW	15	19	8	10	1012.7	1012.7	0
24/07:00pm	22.2	21.9	12.7	55	5.4	SSE	6	9	3	5	1012.3	1012.3	0
24/06:30pm	22.4	21.6	12.9	55	5.5	ESE	9	15	5	8	1011.8	1011.8	0
24/06:00pm	22.5	21.9	12.2	52	5.8	ESE	7	11	4	6	1012	1012	0
24/05:30pm	22.5	21.5	12.2	52	5.8	ENE	9	11	5	6	1012.2	1012.2	0
24/05:00pm	22.6	21.2	13.4	56	5.3	ESE	13	17	7	9	1012.2	1012.2	0
24/04:30pm	20.4	18.7	13.6	65	3.9	SE	15	19	8	10	1012.5	1012.5	0
24/04:00pm	19.1	17.8	13.7	71	3.1	SE	13	17	7	9	1012.7	1012.7	0
24/03:30pm	19.1	17.4	13.5	70	3.2	SSW	15	20	8	11	1013.5	1013.4	0
24/03:00pm	20.5	18.5	12.7	61	4.4	SSW	15	19	8	10	1013.6	1013.5	0
24/02:30pm	22.9	22.1	13.9	57	5.3	SW	11	15	6	8	1013.7	1013.6	0
24/02:00pm	24.4	24.3	13.3	50	6.5	SSE	6	11	3	6	1013.6	1013.5	0
24/01:30pm	23.6	22.6	11	45	7	WSW	7	11	4	6	1013.9	1013.8	0



24/01:00pm	22.6	21.1	12	51	6 SW	11	13	6	7	1014.1	1014	0	0
24/12:30pm	22.8	21.8	12.4	52	5.9 SW	9	13	5	7	1014.1	1014	0	0
24/12:00pm	23	22.7	13.2	54	5.7 SW	7	11	4	6	1014.2	1014.1	0	0
24/11:30am	23.4	22.6	13	52	6 WSW	9	17	5	9	1014.2	1014.1	0	0
24/11:00am	22.1	21.7	12.9	56	5.3 SW	7	11	4	6	1014.1	1014	0	0
24/10:30am	22.3	21.9	12.5	53	5.6 SW	6	11	3	6	1014.2	1014.1	0	0
24/10:00am	21.2	21	13.1	60	4.6 SW	6	9	3	5	1014	1013.9	0	0
24/09:30am	20.2	19.6	12.2	60	4.5 SSW	7	11	4	6	1013.8	1013.7	0	0
24/09:00am	20.4	20	12.9	62	4.3 S	7	11	4	6	1013.5	1013.4	0	0
24/08:30am	20.2	21	12.4	61	4.4 CALM	0	0	0	0	1013.3	1013.2	0	0
24/08:00am	18.4	18.5	12.8	70	3.1 WNW	4	9	2	5	1013	1012.9	0	0
24/07:30am	17.6	17.7	12.7	73	2.7 ENE	4	6	2	3	1012.4	1012.4	0	0
24/07:00am	16.8	17.4	11.9	73	2.7 CALM	0	0	0	0	1012.4	1012.4	0	0
24/06:30am	16.6	15.4	11.7	73	2.7 NNE	9	11	5	6	1012.3	1012.3	0	0
24/06:00am	16.5	15.8	11.4	72	2.8 N	6	7	3	4	1011.9	1011.9	0	0
24/05:30am	16.7	15.9	11.6	72	2.8 N	7	9	4	5	1011.8	1011.8	0	0
24/05:00am	16.9	15.8	11.8	72	2.8 WNW	9	11	5	6	1011.7	1011.7	0	0
24/04:30am	16.7	15.1	11.6	72	2.8 WNW	11	13	6	7	1011.3	1011.3	0	0
24/04:00am	16.6	15	11.7	73	2.7 W	11	11	6	6	1010.8	1010.8	0	0
24/03:30am	16.6	14.5	11.3	71	2.9 W	13	19	7	10	1010.7	1010.7	0	0
24/03:00am	16.5	13.5	10.8	69	3.1 WNW	17	20	9	11	1010.8	1010.8	0	0
24/02:30am	16.6	15.7	10.5	67	3.3 ENE	6	7	3	4	1010.3	1010.3	0	0
24/02:00am	17.9	16.4	10.5	62	4 ENE	9	11	5	6	1010.3	1010.3	0	0
24/01:30am	17.9	16.9	11	64	3.7 ESE	7	11	4	6	1010.6	1010.6	0	0
24/01:00am	18.2	16	10.8	62	4 E	13	15	7	8	1011.2	1011.2	0	0
24/12:30am	17.8	15.6	10.9	64	3.7 ESE	13	19	7	10	1011.2	1011.2	0	0
24/12:00am	17.7	17	11.3	66	3.5 E	6	11	3	6	1011.6	1011.6	0	0

Date/Time	Temp	App	Dew	Rel	Delta-T	Wind				Press	Press	Rain	
EDT	°C	Temp	Point	Hum	°C					QNH	MSL	9am	
		°C	°C	%		Dir	Spd	Gust	Spd	Gust	hPa	hPa	mm
							km/h	km/h	kts	kts			
23/11:30pm	17.6	15.2	12.5	72	2.8	SSE	17	20	9	11	1011.6	1011.6	0
23/11:00pm	17.7	15.9	13.2	75	2.5	SSE	15	17	8	9	1011.8	1011.8	0
23/10:30pm	17.9	18.9	13.2	74	2.7	CALM	0	7	0	4	1013.1	1013	0
23/10:00pm	18.3	17.6	13.2	72	2.9	W	9	15	5	8	1012.7	1012.7	0
23/09:30pm	18.9	16.1	13.3	70	3.2	WNW	20	28	11	15	1012.2	1012.2	0
23/09:00pm	19	16.4	13.8	72	3	NW	20	37	11	20	1012	1012	0
23/08:47pm	18.9	16.7	14.8	77	2.4	WNW	20	39	11	21	1012.6	1012.6	0
23/08:30pm	18.8	17.9	12.5	67	3.5	SW	9	17	5	9	1010.8	1010.8	0
23/08:00pm	19.3	17.1	12.1	63	4	SW	15	19	8	10	1010	1010	0
23/07:30pm	20	17.9	11	56	4.9	SSW	13	15	7	8	1009.5	1009.5	0
23/07:00pm	21.1	19.1	10	49	6	S	11	17	6	9	1009.1	1009.1	0
23/06:30pm	21.9	18.3	10.7	49	6.2	SW	20	24	11	13	1008.7	1008.7	0
23/06:00pm	21.8	18.2	9.7	46	6.6	SSW	19	22	10	12	1008.7	1008.7	0
23/05:30pm	23.7	20.3	10.4	43	7.4	SSW	19	24	10	13	1008.9	1008.9	0



23/05:00pm	23.2	19.7	10.3	44	7.1	SSW	19	24	10	13	1008.8	1008.8	0	0
23/04:30pm	24.4	20.4	10.3	41	7.8	SW	22	30	12	16	1008.8	1008.8	0	0
23/04:00pm	23.6	19	9.6	41	7.6	SSW	24	28	13	15	1008.9	1008.9	0	0
23/03:30pm	26.1	21.5	9.5	35	9.2	SW	24	32	13	17	1009.1	1009.1	0	0
23/03:00pm	28.2	24.7	10.9	34	9.9	SW	20	28	11	15	1009.2	1009.2	0	0
23/02:30pm	27.5	23.5	8.9	31	10.2	SW	20	26	11	14	1009.3	1009.3	0	0
23/02:00pm	27.2	23.6	10.4	35	9.5	SW	20	26	11	14	1009.6	1009.6	0	0
23/01:30pm	27.2	24.3	12.8	41	8.4	SW	20	28	11	15	1009.6	1009.6	0	0
23/01:00pm	27.9	24.3	10.6	34	9.8	W	20	28	11	15	1009.6	1009.6	0	0
23/12:30pm	29.9	26.2	9.4	28	11.5	WNW	19	28	10	15	1009.7	1009.7	0	0
23/12:00pm	30.1	26.4	7.9	25	12.2	NW	17	24	9	13	1009.7	1009.7	0	0
23/11:30am	30.3	27.7	9.2	27	11.8	N	13	19	7	10	1009.8	1009.8	0	0
23/11:00am	28.9	25.7	8.6	28	11.2	NNE	15	20	8	11	1009.9	1009.9	0	0
23/10:30am	27.2	23.8	9.1	32	10	NNE	17	24	9	13	1009.9	1009.9	0	0
23/10:00am	25.8	22.4	9.2	35	9.1	NNE	17	24	9	13	1010	1010	0	0
23/09:30am	24.4	21.1	9.6	39	8.1	NE	17	22	9	12	1010.2	1010.2	0	0
23/09:00am	22.1	20.1	14	60	4.7	NE	17	22	9	12	1010.3	1010.3	0	0
23/08:30am	20.2	17.8	12.7	62	4.2	NE	17	20	9	11	1010.3	1010.3	0	0
23/08:00am	18.3	15.7	12.1	67	3.4	NE	17	24	9	13	1010.4	1010.4	0	0
23/07:30am	16.9	14.4	12.2	74	2.6	NE	17	22	9	12	1010.3	1010.3	0	0
23/07:00am	15.6	13	12	79	2	NNE	17	20	9	11	1010.2	1010.2	0	0
23/06:30am	15	11.8	12	82	1.6	NE	20	26	11	14	1010	1010	0	0
23/06:00am	15.2	11.9	11.6	79	1.9	NE	20	26	11	14	1009.7	1009.7	0	0
23/05:30am	15.2	11.5	11.6	79	1.9	NE	22	28	12	15	1009.8	1009.8	0	0
23/05:00am	15.8	12.6	11.8	77	2.2	NE	20	26	11	14	1009.7	1009.7	0	0
23/04:30am	16.2	12.6	11.8	75	2.4	NE	22	28	12	15	1009.9	1009.9	0	0
23/04:00am	15.7	12.6	11.7	77	2.2	NE	19	24	10	13	1010	1010	0	0
23/03:30am	15.8	13.1	11.6	76	2.3	NNE	17	20	9	11	1010.2	1010.2	0	0
23/03:00am	15.5	12.3	11.1	75	2.4	NNE	19	24	10	13	1010.5	1010.5	0	0
23/02:30am	16.2	13	10.1	67	3.2	NNE	17	20	9	11	1010.6	1010.6	0	0
23/02:00am	17.7	13.9	9.1	57	4.5	NE	19	26	10	14	1010.9	1010.9	0	0
23/01:30am	17.5	14	8.6	56	4.6	NE	17	24	9	13	1011.2	1011.2	0	0
23/01:00am	18	14.7	9.4	57	4.5	NE	17	22	9	12	1011.5	1011.5	0	0
23/12:30am	18.4	15.1	9.7	57	4.6	NE	17	26	9	14	1011.6	1011.6	0	0
23/12:00am	18.6	15	10.4	59	4.4	NE	20	28	11	15	1011.8	1011.8	0	0

Date/Time	Temp	App	Dew	Rel	Delta-T	Wind					Press	Press	Rain
EDT	°C	Temp	Point	Hum	°C						QNH	MSL	9am
		°C	°C	%		Dir	Spd	Gust	Spd	Gust	hPa	hPa	mm
							km/h	km/h	kts	kts			
22/11:30pm	18.9	16.2	11.7	63		4 NE	17	19	9	10	1011.9	1011.9	0
22/11:00pm	21.1	18.4	10.3	50		5.9 ENE	15	24	8	13	1011.9	1011.9	0
22/10:30pm	21.1	18.6	11.2	53		5.5 ENE	15	22	8	12	1012	1012	0
22/10:00pm	21.9	19.1	7	38		7.7 ENE	11	15	6	8	1011.9	1011.9	0
22/09:30pm	23	19.8	6.7	35		8.4 E	13	17	7	9	1011.7	1011.7	0
22/09:00pm	24.1	21.3	6.8	33		9 E	11	15	6	8	1011.7	1011.7	0



22/08:30pm	25.3	22.7	6	29	10 E	9	13	5	7	1011.6	1011.6	0	0
22/08:00pm	26.9	24.6	5.8	26	11 ENE	7	13	4	7	1011.5	1011.5	0	0
22/07:30pm	26.9	25.3	11.4	38	8.9 SE	11	15	6	8	1011.4	1011.4	0	0
22/07:00pm	27.7	26.3	10.9	35	9.6 SSE	9	13	5	7	1011.1	1011.1	0	0
22/06:30pm	27.5	25	9.8	33	9.9 SSE	13	17	7	9	1011.1	1011.1	0	0
22/06:00pm	29.1	26.2	9.8	30	10.9 SSE	15	19	8	10	1011.2	1011.2	0	0
22/05:30pm	29.7	27.2	9.8	29	11.2 S	13	17	7	9	1011.3	1011.3	0	0
22/05:00pm	32.3	30	5.7	19	14.2 NNE	7	13	4	7	1011.4	1011.4	0	0
22/04:30pm	32.2	28.9	2.3	15	15.1 NNW	9	13	5	7	1011.6	1011.6	0	0
22/04:00pm	30.8	26.6	-0.8	13	15 NNE	11	19	6	10	1012	1012	0	0
22/03:30pm	32.2	27.7	2.3	15	15.1 NNE	15	20	8	11	1012.2	1012.2	0	0
22/03:00pm	32.4	28.6	1.5	14	15.4 N	11	17	6	9	1012.6	1012.6	0	0
22/02:30pm	31.9	26.4	2.1	15	15 N	20	30	11	16	1013	1012.9	0	0
22/02:00pm	31.9	26.9	4.6	18	14.3 N	20	28	11	15	1013.3	1013.2	0	0
22/01:30pm	32	26.3	3.1	16	14.8 NNE	22	28	12	15	1013.7	1013.6	0	0
22/01:00pm	31.7	26.5	5.3	19	14 N	22	32	12	17	1014	1013.9	0	0
22/12:30pm	31.3	25.9	6.4	21	13.4 NNE	24	35	13	19	1014.5	1014.4	0	0
22/12:00pm	30.5	24.1	5	20	13.3 NNE	28	35	15	19	1014.7	1014.6	0	0
22/11:30am	30.2	25	7.4	24	12.4 NNE	24	32	13	17	1015	1014.9	0	0
22/11:00am	29.4	24.5	8.5	27	11.5 NNE	24	35	13	19	1015.1	1015	0	0
22/10:30am	28.3	22.5	8.1	28	11 NNE	28	37	15	20	1015	1014.9	0	0
22/10:00am	27.1	22.5	9.5	33	9.7 NNE	24	32	13	17	1015.1	1015	0	0
22/09:30am	25.8	23.1	14.6	50	6.7 NNE	22	32	12	17	1015.2	1015.1	0	0
22/09:00am	23.9	21	12.8	49	6.4 NNE	20	32	11	17	1015.3	1015.2	0	0
22/08:30am	22	19.9	12.5	54	5.4 NNE	15	20	8	11	1015.3	1015.2	0	0
22/08:00am	19.6	18.2	13.3	67	3.6 NNE	13	15	7	8	1015.3	1015.2	0	0
22/07:30am	17.4	15.1	11.9	70	3 NNE	15	17	8	9	1015.2	1015.1	0	0
22/07:00am	15.6	12.4	11.2	75	2.4 NNE	19	20	10	11	1015.1	1015	0	0
22/06:30am	14.5	12	11.1	80	1.8 NNE	15	17	8	9	1015	1014.9	0	0
22/06:00am	15.6	12.4	11.4	76	2.3 NE	19	20	10	11	1014.8	1014.7	0	0
22/05:30am	16.3	13.7	11.9	75	2.4 NE	17	22	9	12	1014.7	1014.6	0	0
22/05:00am	17	14.4	12.1	73	2.7 NE	17	22	9	12	1014.5	1014.4	0	0
22/04:30am	17.1	14.5	12	72	2.8 NE	17	22	9	12	1014.4	1014.3	0	0
22/04:00am	17.9	15.4	12.4	70	3.1 NE	17	24	9	13	1014.5	1014.4	0	0
22/03:30am	18.1	15.2	12.3	69	3.2 NE	19	22	10	12	1014.7	1014.6	0	0
22/03:00am	18.9	16.2	12.9	68	3.4 NE	19	24	10	13	1014.8	1014.7	0	0
22/02:30am	19.3	16.6	13	67	3.6 NE	19	24	10	13	1014.9	1014.8	0	0
22/02:00am	19.4	16.7	13.6	69	3.3 NE	20	28	11	15	1015	1014.9	0	0
22/01:30am	19.6	16.9	13.5	68	3.5 NE	20	26	11	14	1015.3	1015.2	0	0
22/01:00am	19.8	17.1	13.5	67	3.6 NE	20	26	11	14	1015.5	1015.4	0	0
22/12:30am	19.5	18	13.2	67	3.6 NE	13	20	7	11	1015.7	1015.6	0	0
22/12:00am	20.9	18.5	12.8	60	4.6 ENE	17	24	9	13	1015.8	1015.7	0	0

Date/Time	Temp	App	Dew	Rel	Delta-T	Wind					Press	Press	Rain
EDT	°C	Temp	Point	Hum	°C						QNH	MSL	9am
		°C	°C	%		Dir	Spd	Gust	Spd	Gust	hPa	hPa	mm



						km/h	km/h	kts	kts				
21/11:30pm	21.8	19.5	12.9	57	5.1 ENE	17	24	9	13	1016.1	1016	0	0
21/11:00pm	21.9	20.1	13.3	58	5 ENE	15	22	8	12	1016.2	1016.1	0	0
21/10:30pm	22.2	20.5	13.5	57	5 ENE	15	20	8	11	1016.5	1016.4	0	0
21/10:00pm	21.9	21.5	14	61	4.6 E	9	13	5	7	1016.4	1016.3	0	0
21/09:30pm	21.8	21.5	13.2	58	4.9 SE	7	9	4	5	1016.1	1016	0	0
21/09:00pm	22.1	21	13.2	57	5.1 ESE	11	13	6	7	1016	1015.9	0	0
21/08:30pm	22.7	21.3	13.5	56	5.3 ESE	13	15	7	8	1016	1015.9	0	0
21/08:00pm	23.2	21.7	13.1	53	5.8 SE	13	17	7	9	1015.9	1015.8	0	0
21/07:30pm	25.2	23.7	14.3	50	6.5 SE	15	20	8	11	1015.8	1015.7	0	0
21/07:00pm	26.6	25.6	14.7	48	7.2 SSE	13	20	7	11	1015.7	1015.6	0	0
21/06:30pm	27.3	26.5	16	50	7 SSE	15	17	8	9	1015.5	1015.4	0	0
21/06:00pm	28.3	28.2	16.9	50	7.1 S	13	17	7	9	1015.6	1015.5	0	0
21/05:30pm	29.5	29	13.7	38	9.5 N	9	11	5	6	1015.9	1015.8	0	0
21/05:00pm	28.3	28	13.4	40	8.8 N	7	13	4	7	1016.1	1016	0	0
21/04:30pm	30.4	27.9	10.9	30	11.2 N	15	22	8	12	1016.4	1016.3	0	0
21/04:00pm	30.6	28.6	11.5	30	11.1 NNE	13	20	7	11	1016.6	1016.5	0	0
21/03:30pm	30.9	28.1	11.3	30	11.4 N	17	24	9	13	1016.8	1016.7	0	0
21/03:00pm	31	28	12.4	32	11 N	20	30	11	16	1017.1	1017	0	0
21/02:30pm	31	27.5	10.9	29	11.6 NNE	20	28	11	15	1017.4	1017.3	0	0
21/02:00pm	30.9	28	9.7	27	12 N	15	20	8	11	1017.7	1017.6	0	0
21/01:30pm	30.7	27.3	11.1	30	11.3 N	20	32	11	17	1018	1017.9	0	0
21/01:00pm	30.1	25.3	4.7	20	13.2 NNE	19	28	10	15	1018.3	1018.2	0	0
21/12:30pm	29.8	24.5	5.1	21	12.9 NNE	22	32	12	17	1018.6	1018.5	0	0
21/12:00pm	29.4	24.1	4.8	21	12.7 NNE	22	28	12	15	1018.8	1018.7	0	0
21/11:30am	28.9	24.1	7.5	26	11.6 N	22	28	12	15	1019	1018.9	0	0
21/11:00am	28.3	24.4	8.6	29	10.8 NNE	19	24	10	13	1019.1	1019	0	0
21/10:30am	26.7	22.4	9.5	34	9.5 NNE	22	30	12	16	1019.2	1019.1	0	0
21/10:00am	25.9	22.6	12.7	44	7.7 NNE	22	28	12	15	1019.4	1019.3	0	0
21/09:30am	24.9	22.2	12.8	47	7 NE	19	24	10	13	1019.5	1019.4	0	0
21/09:00am	22.5	20.9	13.8	58	5.1 NE	15	20	8	11	1019.6	1019.5	0	0
21/08:30am	20.7	18	11.6	56	5.1 NE	17	22	9	12	1019.7	1019.6	0	0
21/08:00am	19.1	16.5	12.1	64	3.9 NE	17	24	9	13	1019.6	1019.5	0	0
21/07:30am	17.7	14.9	11.5	67	3.4 NE	17	20	9	11	1019.4	1019.3	0	0
21/07:00am	16.9	13.8	11.6	71	2.9 NNE	19	26	10	14	1019.3	1019.2	0	0
21/06:30am	16.7	13.5	11.4	71	2.9 NE	19	24	10	13	1019.1	1019	0	0
21/06:00am	16.4	13.1	11.6	73	2.6 NE	20	28	11	15	1018.9	1018.8	0	0
21/05:30am	15.2	11.8	9.3	68	3 NNE	17	20	9	11	1018.9	1018.8	0	0
21/05:00am	15.3	12.3	9.2	67	3.1 NNE	15	17	8	9	1018.6	1018.5	0	0
21/04:30am	16.1	13.1	9.3	64	3.5 NNE	15	19	8	10	1018.5	1018.4	0	0
21/04:00am	16.8	13.5	9.5	62	3.8 NE	17	22	9	12	1018.5	1018.4	0	0
21/03:30am	17.4	14	9.3	59	4.2 NE	17	26	9	14	1018.6	1018.5	0	0
21/03:00am	17.3	13.9	9	58	4.3 NE	17	24	9	13	1018.7	1018.6	0	0
21/02:30am	17.8	14.3	8.6	55	4.8 NE	17	24	9	13	1018.8	1018.7	0	0
21/02:00am	17.9	14.4	8.7	55	4.8 NNE	17	22	9	12	1018.9	1018.8	0	0
21/01:30am	18.4	14.8	8.4	52	5.2 NE	17	22	9	12	1019.1	1019	0	0





21/01:00am	19.4	15.7	7.8	47	6	NE	17	22	9	12	1019.4	1019.3	0	0
21/12:30am	19.6	16.1	7.4	45	6.2	ENE	15	22	8	12	1019.7	1019.6	0	0
21/12:00am	20.4	16.3	7.7	44	6.5	ENE	19	28	10	15	1019.8	1019.7	0	0
Date/Time EDT	Temp °C	App Temp °C	Dew Point °C	Rel Hum %	Delta-T °C	Wind Dir	Spd km/h	Gust km/h	Spd kts	Gust kts	Press QNH hPa	Press MSL hPa	Rain since 9am mm	
20/11:30pm	20.6	16.9	7.9	44	6.6	ENE	17	26	9	14	1019.9	1019.8	0	0
20/11:00pm	20.8	18.2	9.4	48	6.1	ENE	13	20	7	11	1019.9	1019.8	0	0
20/10:30pm	21.8	18.4	9.3	45	6.7	ENE	17	24	9	13	1019.9	1019.8	0	0
20/10:00pm	21.6	19.8	10.7	50	6	E	11	15	6	8	1019.8	1019.7	0	0
20/09:30pm	21.5	19.7	10.9	51	5.8	E	11	13	6	7	1019.4	1019.3	0	0
20/09:00pm	21.3	19.9	10.8	51	5.8	ESE	9	17	5	9	1019.2	1019.1	0	0
20/08:30pm	21.2	18.8	10.1	49	6	SE	13	13	7	7	1019	1018.9	0	0
20/08:00pm	23.4	20.9	9.8	42	7.4	SE	13	19	7	10	1018.7	1018.6	0	0
20/07:30pm	27.2	25.4	8.1	30	10.3	ENE	7	11	4	6	1018.6	1018.5	0	0
20/07:00pm	28.5	26.4	6.6	25	11.6	ENE	7	13	4	7	1018.4	1018.3	0	0
20/06:30pm	28.9	26.2	7.5	26	11.6	ENE	11	17	6	9	1018.3	1018.2	0	0
20/06:00pm	29.4	25.3	4.1	20	12.9	NE	15	19	8	10	1018.3	1018.2	0	0
20/05:30pm	29.5	25.5	4.9	21	12.8	NE	15	22	8	12	1018.4	1018.3	0	0
20/05:00pm	29.4	25.3	6.1	23	12.3	NE	17	28	9	15	1018.5	1018.4	0	0
20/04:30pm	30.1	26	6.1	22	12.8	NE	17	26	9	14	1018.7	1018.6	0	0
20/04:00pm	30.1	26.4	7.9	25	12.1	NE	17	24	9	13	1018.9	1018.8	0	0
20/03:30pm	29.4	26	6.1	23	12.3	ENE	13	26	7	14	1019.2	1019.1	0	0
20/03:00pm	29.4	25.3	6.1	23	12.3	ENE	17	24	9	13	1019.4	1019.3	0	0
20/02:30pm	29.4	26.3	12.3	34	10	NE	20	30	11	16	1019.8	1019.7	0	0
20/02:00pm	28.9	26.9	12.8	37	9.5	NE	15	24	8	13	1020.2	1020.2	0	0
20/01:30pm	28.8	26	13.1	38	9.3	NNE	20	28	11	15	1020.5	1020.5	0	0
20/01:22pm	29	26.4	13.2	37	9.4	NNE	19	30	10	16	1020.5	1020.5	0	0
20/01:03pm	28.5	25.8	12.8	38	9.2	NNE	19	30	10	16	1020.7	1020.7	0	0
20/01:00pm	28.9	26.8	14.7	42	8.6	NNE	19	30	10	16	1020.8	1020.8	0	0
20/12:30pm	27.9	25.1	13.1	40	8.7	NNE	20	28	11	15	1021	1021	0	0
20/12:00pm	27.6	25.8	15.6	48	7.3	NNE	19	28	10	15	1021.3	1021.3	0	0
20/11:30am	26.9	25.3	16.5	53	6.5	NNE	20	30	11	16	1021.5	1021.5	0	0
20/11:00am	26	24.2	16	54	6.1	NNE	20	30	11	16	1021.8	1021.8	0	0
20/10:30am	25.1	22.9	16	57	5.6	NNE	22	30	12	16	1021.9	1021.9	0	0
20/10:00am	24.3	21.8	15.2	57	5.5	NNE	22	30	12	16	1022	1022	0	0
20/09:30am	23.2	21.1	16.3	65	4.2	NNE	22	33	12	18	1022.2	1022.2	0	0
20/09:00am	22.1	21.1	16.6	71	3.3	NNE	17	20	9	11	1022.2	1022.2	0	0
20/08:30am	20.4	19.6	16.2	77	2.5	NE	15	20	8	11	1022.1	1022.1	0	0
20/08:00am	19	17.1	15.1	78	2.3	NE	19	26	10	14	1022	1022	0	0
20/07:30am	17.9	15.4	14.2	79	2.1	NE	20	28	11	15	1021.8	1021.8	0	0
20/07:00am	16.9	14.9	13.8	82	1.8	NE	17	20	9	11	1021.6	1021.6	0	0
20/06:30am	16.4	13.7	13.5	83	1.6	NE	20	28	11	15	1021.2	1021.2	0	0
20/06:00am	16.4	14.3	13.7	84	1.5	NE	17	22	9	12	1020.8	1020.8	0	0



20/05:30am	16.6	14.2	13.9	84	1.5	NE	19	24	10	13	1020.4	1020.4	0	0
20/05:00am	16.5	14.6	14.2	86	1.3	NE	17	22	9	12	1020.2	1020.2	0	0
20/04:30am	16.2	14.6	14	87	1.3	NE	15	17	8	9	1020.1	1020.1	0	0
20/04:00am	15.6	14.8	14	90	0.9	NE	11	15	6	8	1020.1	1020.1	0	0
20/03:30am	15.8	15.6	13.5	86	1.3	NE	7	9	4	5	1020.2	1020.2	0	0
20/03:00am	16.6	16.2	14.1	85	1.4	ENE	9	15	5	8	1020	1020	0	0
20/02:30am	16.7	15.6	14.3	86	1.4	NE	13	17	7	9	1019.9	1019.8	0	0
20/02:00am	16.9	15.8	14.2	84	1.5	NE	13	15	7	8	1019.9	1019.8	0	0
20/01:30am	17.2	16.1	14.3	83	1.7	NE	13	15	7	8	1020	1020	0	0
20/01:00am	17.5	17.2	14.4	82	1.8	ENE	9	15	5	8	1020.1	1020.1	0	0
20/12:30am	18	17.4	14.5	80	2	ENE	11	17	6	9	1020.3	1020.3	0	0
20/12:00am	18.7	17.8	14.8	78	2.3	ENE	13	17	7	9	1020.3	1020.3	0	0

Date/Time	Temp	App	Dew	Rel	Delta-T	Wind					Press	Press	Rain	
EDT	°C	Temp	Point	Hum	°C						QNH	MSL	9am	
		°C	°C	%		Dir	Spd	Gust	Spd	Gust	hPa	hPa	mm	
							km/h	km/h	kts	kts				
19/11:30pm	18.9	18.1	15	78	2.3	ENE	13	19	7	10	1020.3	1020.3	0	0
19/11:00pm	19.3	17.8	15.2	77	2.4	E	17	24	9	13	1020.1	1020.1	0	0
19/10:30pm	19.8	18.7	15.2	75	2.7	ENE	15	22	8	12	1020	1020	0	0
19/10:00pm	20.7	19.3	15.5	72	3.1	ENE	17	24	9	13	1019.8	1019.7	0	0
19/09:30pm	21.3	19.6	15.8	71	3.3	ENE	19	24	10	13	1019.6	1019.5	0	0
19/09:00pm	22.1	22.2	16.6	71	3.3	E	11	19	6	10	1019.5	1019.4	0	0
19/08:30pm	21.7	22.6	17.5	77	2.6	SE	9	11	5	6	1019.2	1019.1	0	0
19/08:00pm	22.7	23.3	17.6	73	3.2	SE	11	17	6	9	1018.7	1018.6	0	0
19/07:30pm	24.1	23.8	17.4	66	4.2	ESE	15	19	8	10	1018.3	1018.2	0	0
19/07:00pm	24.3	22.6	17.1	64	4.5	ESE	22	32	12	17	1018.2	1018.1	0	0
19/06:30pm	24.9	22.9	17.4	63	4.7	SE	24	32	13	17	1018	1017.9	0	0
19/06:00pm	25.2	23.2	18.2	65	4.4	SE	26	35	14	19	1017.9	1017.8	0	0
19/05:30pm	25.7	24.7	17.9	62	4.9	ESE	20	32	11	17	1018.2	1018.1	0	0
19/05:00pm	26.9	25.7	16.2	52	6.6	E	17	26	9	14	1018.4	1018.3	0	0
19/04:30pm	27.4	25.6	15.4	48	7.3	ENE	19	28	10	15	1018.6	1018.5	0	0
19/04:00pm	27.4	26.2	16.1	50	7	NE	17	24	9	13	1018.8	1018.7	0	0
19/03:30pm	27	25.7	15.7	50	6.9	ENE	17	24	9	13	1019.1	1019	0	0
19/03:00pm	25.9	24.7	15	51	6.6	ENE	15	20	8	11	1019.7	1019.6	0	0
19/02:30pm	25.9	24.6	15.9	54	6.1	E	17	26	9	14	1019.8	1019.7	0	0
19/02:00pm	26.3	25.9	17.1	57	5.7	E	15	28	8	15	1019.9	1019.8	0	0
19/01:30pm	25.3	25.2	15.9	56	5.7	E	11	20	6	11	1020.1	1020.1	0	0
19/01:00pm	25.5	24.7	17.2	60	5.2	ENE	17	26	9	14	1020.2	1020.2	0	0
19/12:30pm	25.1	24.9	17.6	63	4.7	ENE	15	26	8	14	1020.1	1020.1	0	0
19/12:00pm	24.6	23.3	17.3	64	4.5	NNE	20	30	11	16	1020.3	1020.3	0	0
19/11:30am	24.1	22.9	17.1	65	4.3	NNE	19	30	10	16	1020.4	1020.4	0	0
19/11:00am	23.8	23.2	17.5	68	3.9	NE	17	26	9	14	1020.3	1020.3	0	0
19/10:30am	22.9	21.8	16.4	67	4	NNE	17	26	9	14	1020.5	1020.5	0	0
19/10:00am	22.3	20.9	16.6	70	3.5	NNE	19	28	10	15	1020.6	1020.6	0	0
19/09:30am	21.6	20.1	16.3	72	3.2	NNE	19	26	10	14	1020.8	1020.8	0	0



19/09:00am	20.5	19.9	16.7	79	2.3	NNE	15	19	8	10	1020.6	1020.6	0	0
19/08:30am	19	18.5	16	83	1.8	NNE	13	17	7	9	1020.2	1020.2	0	0
19/08:00am	17.7	16.1	15.1	85	1.5	NE	17	20	9	11	1019.6	1019.5	0	0
19/07:30am	16.5	16	15	91	0.9	NNE	11	15	6	8	1019.1	1019	0	0
19/07:00am	15.1	14.3	14.1	94	0.6	NE	11	15	6	8	1018.9	1018.8	0	0
19/06:30am	14.3	13.8	13.7	96	0.3	NE	9	11	5	6	1018.6	1018.5	0	0
19/06:00am	14.3	13.8	13.8	97	0.3	NE	9	11	5	6	1018.5	1018.4	0	0
19/05:30am	14.2	13.6	13.6	96	0.3	NE	9	11	5	6	1018.3	1018.2	0	0
19/05:00am	14.5	13.3	13.9	96	0.3	NNE	13	17	7	9	1017.9	1017.8	0	0
19/04:30am	14.5	13.5	13.5	94	0.6	NNE	11	17	6	9	1017.9	1017.8	0	0
19/04:00am	15	13.8	14	94	0.6	NE	13	17	7	9	1017.7	1017.6	0	0
19/03:30am	15.1	13.9	14.1	94	0.6	NE	13	15	7	8	1017.6	1017.5	0	0
19/03:00am	14	13.4	13.4	96	0.3	NE	9	11	5	6	1017.7	1017.6	0	0
19/02:30am	13.7	14.7	13.1	96	0.3	CALM	0	0	0	0	1017.9	1017.8	0	0
19/02:00am	13.7	13.5	13.1	96	0.3	ENE	6	7	3	4	1018.1	1018	0	0
19/01:30am	13.5	14.3	12.7	95	0.4	CALM	0	0	0	0	1018.1	1018	0	0
19/01:00am	14.4	15.2	13.6	95	0.4	NNE	2	7	1	4	1018	1017.9	0	0
19/12:30am	14.3	14.1	13.7	96	0.3	NNE	7	9	4	5	1018.1	1018	0	0
19/12:00am	14.9	15.1	14.1	95	0.5	SE	6	9	3	5	1018.2	1018.1	0	0

Date/Time	Temp	App	Dew	Rel	Delta-T	Wind					Press	Press	Rain	
EDT	°C	Temp	Point	Hum	°C						QNH	MSL	9am	
		°C	°C	%		Dir	Spd	Gust	Spd	Gust	hPa	hPa	mm	
							km/h	km/h	kts	kts				
18/11:30pm	15.4	15.5	14.4	94	0.6	SE	7	9	4	5	1018	1017.9	0	0
18/11:00pm	15.8	16	14.8	94	0.6	ESE	7	11	4	6	1018	1017.9	0	0
18/10:30pm	14.6	15.4	13.6	94	0.6	E	2	7	1	4	1017.7	1017.6	0	0
18/10:00pm	15.7	16.8	14.7	94	0.6	E	2	6	1	3	1017.8	1017.7	0	0
18/09:30pm	16.4	16.7	14.9	91	0.9	ENE	7	9	4	5	1017.7	1017.6	0	0
18/09:00pm	16.4	15.9	14.8	90	0.9	SE	11	15	6	8	1017.4	1017.3	0	0
18/08:30pm	17.1	15.5	14.9	87	1.3	SE	17	26	9	14	1017.6	1017.5	0	0
18/08:00pm	17.2	15.1	14.8	86	1.4	SSE	19	28	10	15	1017.4	1017.3	0	0
18/07:30pm	17.7	16.1	15.1	85	1.5	S	17	24	9	13	1017.4	1017.3	0	0
18/07:00pm	18.4	16.4	15.5	83	1.7	SSE	20	26	11	14	1016.9	1016.8	0	0
18/06:30pm	19.1	15.6	14.4	74	2.7	S	26	32	14	17	1016.8	1016.7	0	0
18/06:00pm	20.1	17.4	14.7	71	3.2	S	22	30	12	16	1016.6	1016.5	0	0
18/05:30pm	20.6	18.2	15.4	72	3.1	SSE	22	30	12	16	1016.6	1016.5	0	0
18/05:00pm	19.8	17.8	15.4	76	2.6	SSE	20	28	11	15	1016.4	1016.3	0	0
18/04:30pm	19.8	17.8	15.4	76	2.6	SSE	20	28	11	15	1016.4	1016.3	0	0
18/04:00pm	20.7	19	17.1	80	2.2	S	22	28	12	15	1016.4	1016.3	0	0
18/03:30pm	20.6	18.3	16.6	78	2.4	SSW	24	30	13	16	1016.5	1016.4	0	0
18/03:00pm	20.8	19.2	17.4	81	2.1	S	22	28	12	15	1016.6	1016.5	0	0
18/02:30pm	21.9	21	18.3	80	2.3	SSW	20	28	11	15	1016.6	1016.5	0	0
18/02:00pm	22.4	22.6	18.6	79	2.4	S	15	22	8	12	1016.6	1016.5	0	0
18/01:30pm	21.6	20.7	18.2	81	2.1	SSW	20	26	11	14	1016.7	1016.6	0	0
18/01:00pm	24.1	22.2	11.8	46	7	N	13	19	7	10	1016.6	1016.5	0	0



18/12:30pm	23.9	22.5	13.4	51	6.1	NNE	13	22	7	12	1016.6	1016.5	0	0
18/12:00pm	23.4	21.7	14.7	58	5.2	NNE	17	22	9	12	1016.5	1016.4	0	0
18/11:30am	22.8	20.3	13.6	56	5.4	N	19	28	10	15	1016.5	1016.4	0	0
18/11:00am	22	19.7	14.1	61	4.6	NNE	19	26	10	14	1016.6	1016.5	0	0
18/10:30am	21.4	19.8	15	67	3.8	NNE	17	20	9	11	1016.5	1016.4	0	0
18/10:00am	21	20.1	15.8	72	3.1	NNE	15	20	8	11	1016.4	1016.3	0	0
18/09:30am	19.7	19.2	15.8	78	2.3	NNE	13	19	7	10	1016.4	1016.3	0	0
18/09:00am	17.9	16.4	15.3	85	1.5	NE	17	20	9	11	1016.4	1016.3	5.2	0
18/08:30am	16.3	15.7	14.7	90	0.9	NNE	11	17	6	9	1016.1	1016	5.2	0
18/08:00am	14.1	14.5	13.6	97	0.3	NNW	4	7	2	4	1015.8	1015.7	5.2	0
18/07:30am	13	13.9	12.8	99	0.1	CALM	0	2	0	1	1015.5	1015.4	5.2	0
18/07:00am	11.6	10	11.4	99	0.1	WSW	11	17	6	9	1015.3	1015.2	5.2	0
18/06:30am	10.8	9.3	10.6	99	0.1	NNE	9	13	5	7	1015.1	1015	5.2	0
18/06:00am	10.4	8.8	10.2	99	0.1	N	9	9	5	5	1014.8	1014.7	5.2	0
18/05:30am	11	9.6	10.8	99	0.1	N	9	13	5	7	1014.6	1014.5	5.2	0
18/05:00am	10.6	9.4	10.4	99	0.1	NNW	7	9	4	5	1014.3	1014.2	5.2	0
18/04:30am	10.8	9.7	10.6	99	0.1	NNW	7	9	4	5	1014.3	1014.2	5.2	0
18/04:29am	10.9	9.8	10.7	99	0.1	NNW	7	9	4	5	1014.3	1014.2	5.2	0
18/04:00am	11.2	9.8	10.9	98	0.2	NNW	9	11	5	6	1014.1	1014	5.2	0
18/03:48am	11.3	9.5	11	98	0.2	NW	11	15	6	8	1014.2	1014.1	5.2	0
18/03:30am	11.2	11.1	10.7	97	0.3	NW	2	9	1	5	1014.1	1014	5.2	0
18/03:00am	11.6	10.8	11.1	97	0.3	NW	6	11	3	6	1014.1	1014	5.2	0.4
18/02:30am	12.4	12.2	11.9	97	0.3	NNW	4	9	2	5	1014.1	1014	4.8	0
18/02:00am	12.5	12	11.9	96	0.3	NNW	6	7	3	4	1014.4	1014.3	4.8	0
18/01:30am	13.5	13.7	12.9	96	0.3	SSE	4	7	2	4	1014.6	1014.5	4.8	0
18/01:00am	13.5	12.7	12.9	96	0.3	SSE	9	11	5	6	1014.8	1014.7	4.8	0
18/12:30am	13.1	13.1	12.3	95	0.4	N	4	7	2	4	1014.6	1014.5	4.8	0
18/12:00am	13	11.2	12.2	95	0.4	N	13	17	7	9	1014.4	1014.3	4.8	0

Date/Time	Temp	App	Dew	Rel	Delta-T	Wind					Press	Press	Rain	
EDT	°C	Temp	Point	Hum	°C						QNH	MSL	since	
		°C	°C	%		Dir	Spd	Gust	Spd	Gust	hPa	hPa	9am	
							km/h	km/h	kts	kts			mm	
17/11:30pm	13	12	12.2	95	0.4	NNE	9	13	5	7	1014.5	1014.4	4.8	0
17/11:00pm	13.4	12.9	12.6	95	0.4	NNE	7	9	4	5	1014.4	1014.3	4.8	0
17/10:30pm	14	13.3	13.2	95	0.4	NNE	9	11	5	6	1014.3	1014.2	4.8	0
17/10:00pm	14.2	13.2	13.4	95	0.4	NNE	11	13	6	7	1014	1013.9	4.8	0
17/09:30pm	14.4	14.3	13.4	94	0.6	E	6	7	3	4	1013.8	1013.7	4.8	0
17/09:00pm	14.2	13.7	12.8	91	0.8	S	7	9	4	5	1013.7	1013.6	4.8	0
17/08:30pm	15	12.7	12.9	87	1.2	SW	17	20	9	11	1013.4	1013.3	4.8	0
17/08:08pm	16.1	12.7	12.5	79	2	SSW	22	33	12	18	1013.4	1013.3	4.8	0
17/08:00pm	16.6	13.9	13.5	82	1.7	SE	20	32	11	17	1013.6	1013.5	4.8	3.2
17/07:46pm	18.5	15.8	13.4	72	2.9	ESE	20	32	11	17	1013.6	1013.5	1.6	1.6
17/07:30pm	21.3	20.2	15.4	69	3.5	SSE	15	20	8	11	1012.7	1012.7	0	0
17/07:00pm	22.1	21.2	15.9	68	3.7	SE	15	20	8	11	1012.4	1012.4	0	0
17/06:30pm	21.7	19.6	14.6	64	4.2	SE	19	24	10	13	1012	1012	0	0



17/06:00pm	20.8	19.3	14.2	66	3.8 SE	15	20	8	11	1012	1012	0	0
17/05:30pm	21.7	19.7	16.4	72	3.2 SSE	22	30	12	16	1012	1012	0	0
17/05:00pm	21.6	20.1	17.6	78	2.5 SSE	22	30	12	16	1012.1	1012.1	0	0
17/04:30pm	21.8	20.2	16.5	72	3.2 S	20	24	11	13	1011.9	1011.9	0	0
17/04:00pm	21.9	19.7	16	69	3.6 SSE	22	28	12	15	1012.1	1012.1	0	0
17/03:30pm	21.6	18.9	16.6	73	3 SSE	26	32	14	17	1012.5	1012.5	0	0
17/03:00pm	20.9	19.7	17.1	79	2.3 SSE	19	24	10	13	1012.6	1012.6	0	0
17/02:30pm	19	17.5	16.2	84	1.7 SSE	19	24	10	13	1012.9	1012.8	0	0



# Midfield Warrnambool Proposed Protein Recovery Processing (PRP) Odour Assessment



Report prepared for:  
Midfield Meat Processing Pty Ltd

18 May 2018



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- Appendix 2: Photographs of Current Site Operations
- Appendix 3: Windroses extracted from CALMET model
- Appendix 4: Dispersion model results per year, normal operating conditions  
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- Appendix 5: Dispersion model results, normal operating conditions, 99.5<sup>th</sup>  
and 99.0<sup>th</sup> percentiles

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# 1 Introduction

Air Quality Professionals (AQP) was engaged by Midfield Meat Processing Pty Ltd (Midfield) to undertake an odour assessment for the proposed protein recovery operations which will be located on part of its Abattoir site at 24 Scott Street, Warrnambool. The assessment also includes a separation distance assessment and odour dispersion modelling.

AQP is a consulting engineering company based in Melbourne providing specialist services in air quality assessment, management, control, and licencing to clients across Australia and New Zealand. The company has experience in many different industrial markets, and provides advice on a wide range of air pollutants including odour, dust, combustion gases, particulates, chemicals, and hazardous contaminants. This report was written by Tracy Freeman, AQP Principal Air Quality Consultant. Tracy's experience is summarised in Appendix 1.

Midfield operates a sheep and cattle abattoir in Scott Street, Warrnambool (herein referred to as the "Abattoir"). The site has been operating as an abattoir for over 43 years. Today, the Abattoir is Australia's largest multi-species meat processing plant, with a throughput of more than 2.8 million beef and small stock annually.

Midfield proposes to establish a new best-in-class, purpose-built Protein Recovery Processing (PRP) facility at its Abattoir site and ultimately cease operations at the old Co-Products site which is located in Swinton Street, 2.4 km from the Abattoir location. The new purpose-built building will include state-of-the-art odour capture and control. The existing wastewater treatment facilities at the Abattoir will also be upgraded.

## 2 Location and Site Context

### 2.1 Location Overview

The location of the Midfield Abattoir site is shown in Figure 1. A closer view of the current site plus neighbouring activities of note and nearest residential dwellings are shown in Figure 2.

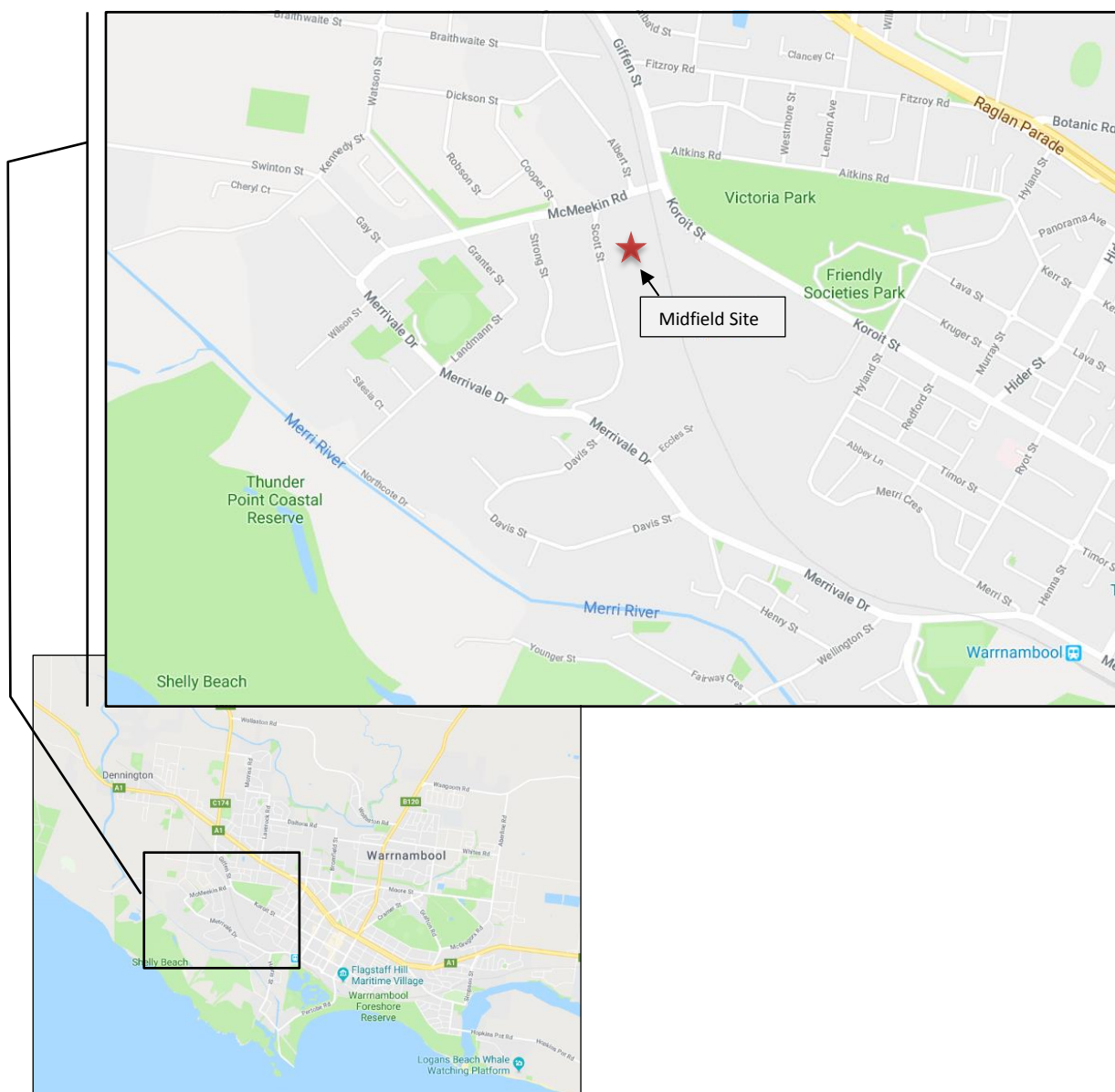


Figure 1: Location of Midfield Site. Map from Google Maps, accessed 13 December 2017.



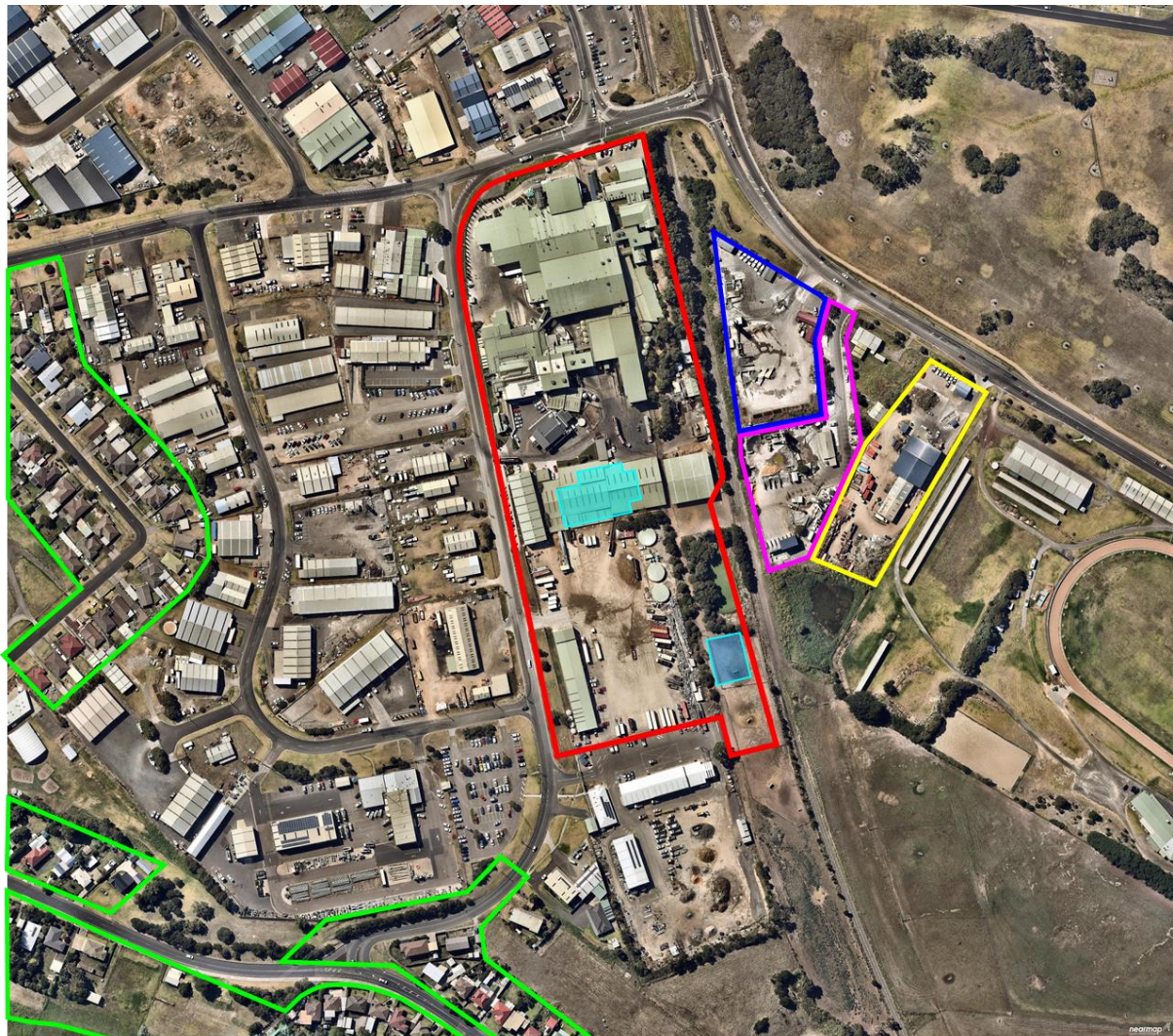


Figure 2: Midfield Abattoir Site boundary (red line) and neighbouring land uses.

The Abattoir is adjacent to a transfer station, an asphalt plant, and a concrete batching plant. Bordering the southeast end of the Site is a Council Depot. The nearest houses are on Granter Street to the west of the Site.

The land use zoning of the site and surrounding properties is shown in Figure 3. The land occupied by Midfield, as well as land to the north, west and east of the Site, is zoned Industrial 1. Land immediately to the south of the Site is zoned for Public Use. Part of the Midfield land is in the Public Use Zone (Schedule 4). Residential-zoned land is located further to the northeast, west, and southwest of the Site.

## 2.2 Adjacent Industries

As shown in Figure 2, a transfer station, an asphalt plant, and a concrete batching plant are located immediately to the east of the Site. The transfer station and the asphalt plant are both likely to discharge odours that could be noticed beyond their site boundaries.

Asphalt plants have a very distinctive bitumen-type odour that is not likely to be confused with potential odour from the Midfield site.

The character of odour discharged from the transfer station is different to that from an abattoir/protein recovery facility, particularly to those familiar with both types of activities. Some people will have no difficulty in distinguishing between potential odours from both sites, especially if they are noticing the odour from close to the site boundaries where the odour is stronger and more easily recognisable. However, it is possible that further away from the site boundaries where any odours produced by either site are weaker and not as easily identified, odours from the transfer station and Midfield site could be difficult to tell apart.

## 2.3 Track Record

Midfield has received alleged offensive odour complaints related to the Co-Products facility at Swinton Street, 2.4 km away from the new site. The Co-product site complaints have declined due to capital and operational improvements, but these complaints are not relevant to the current proposal due to the advanced technology and quality of building construction planned for the new development.

Midfield has also been advised by both EPA Victoria and Warrnambool City Council that a limited number of infrequent odour complaints have been received over many years alleging offensive odour emanating from the Abattoir Site at Scott Street.



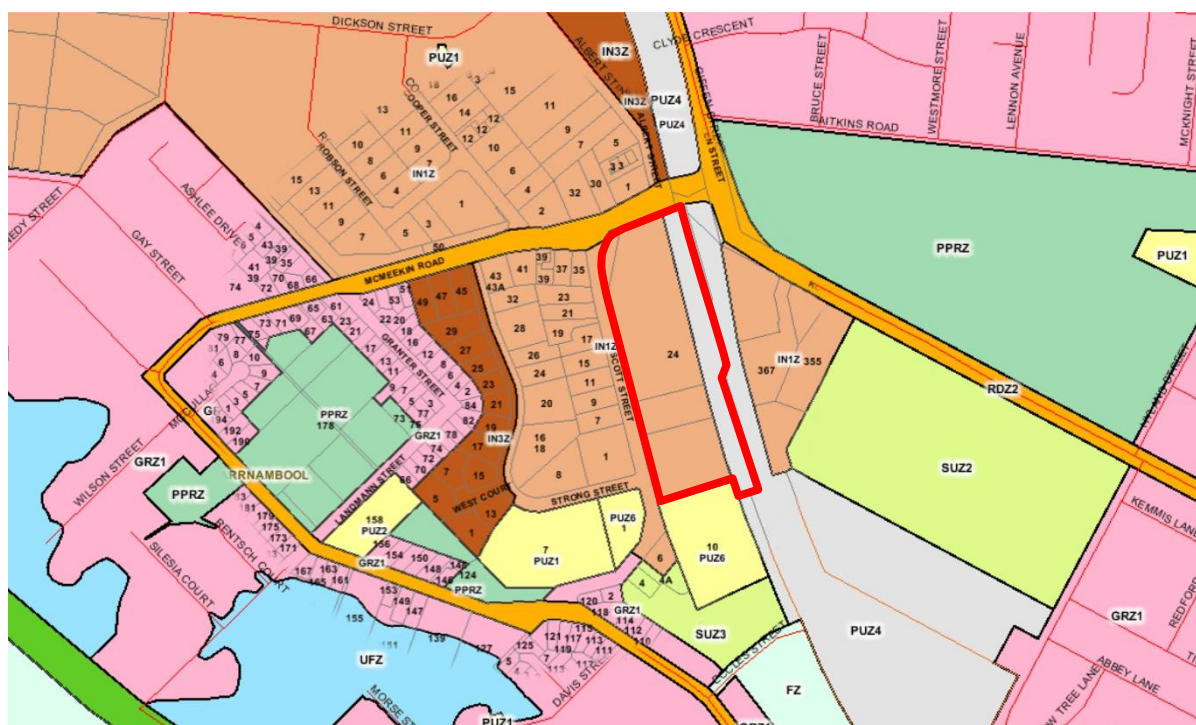


Figure 3: Planning Zones around Midfield Site. From: Planning Schemes Online, <http://services.land.vic.gov.au/maps/pmo.jsp>, accessed 14 December 2017. Location of Midfield Site marked in red outline.

## 3 Meteorology and Topography

### 3.1 Meteorological Observations

Odour impacts from near-ground level area-type or fugitive sources are usually the most noticeable during very light wind conditions because of the slower rate of odour dilution and dispersion during such conditions. The lower the wind speed, the slower the rate of dispersion (and the greater the odour concentration at any given location downwind). The most important category of wind speeds for poor dispersion in such cases are those less than about 2 m/s (1 knot), and particularly those under about 1 m/s. The rate of dispersion is even lower if these low wind speeds coincide with stable atmospheric conditions which can occur at night from sunset through to sunrise.

The nearest Bureau of Meteorology (BoM) monitoring site station with hourly or sub-hourly wind data records is located at Warrnambool Airport, 9.6km north of the Abattoir. A second automatic weather station is located at Port Fairy, 19.9km to the west. Both stations are shown on Figure 4. The Port Fairy station is located in an exposed, coastal position and wind speeds at that site are unlikely to be representative of the Midfield site.

Windroses for both stations are shown in Figure 5. The windroses show hourly-average wind speed and direction records for the five-year period January 2012 to December 2016. As shown in both the windroses and in Table 1, the Warrnambool Airport site shows a lower frequency of winds less than 2 m/s, but a greater proportion of calm winds compared to Port Fairy. Both windroses show a low frequency of easterly winds.

It was concluded that the Warrnambool Airport monitoring station is more likely to represent wind conditions at the Midfield Abattoir, compared with the Port Fairy monitoring station, due to the closer proximity of the Warrnambool Airport site and the Port Fairy site being in an exposed, coastal position.

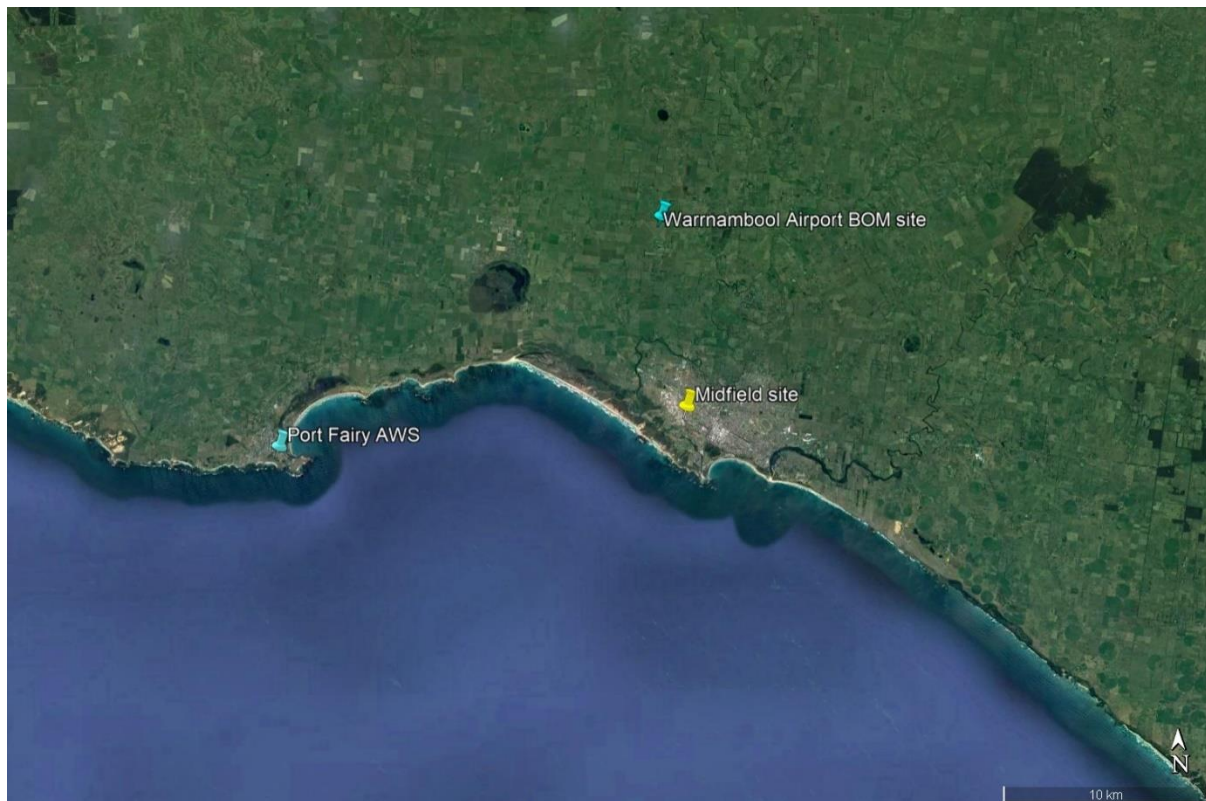


Figure 4: Locations of Warrnambool Airport and Port Fairy weather stations.

Table 1: Wind speed distribution at Warrnambool Airport and Port Fairy monitoring sites – hourly average wind records over the January 2012 – December 2016 period.

Speed category	Percent of all hourly-average records 2012-2016 in this category	
	Warrnambool Airport	Port Fairy
<1 m/s	6.3%	9.2%
<2 m/s	32%	42%
<3 m/s	55%	65%
<4 m/s	79%	85%
<5 m/s	91%	93%
<10 m/s	99.998%	99.995%



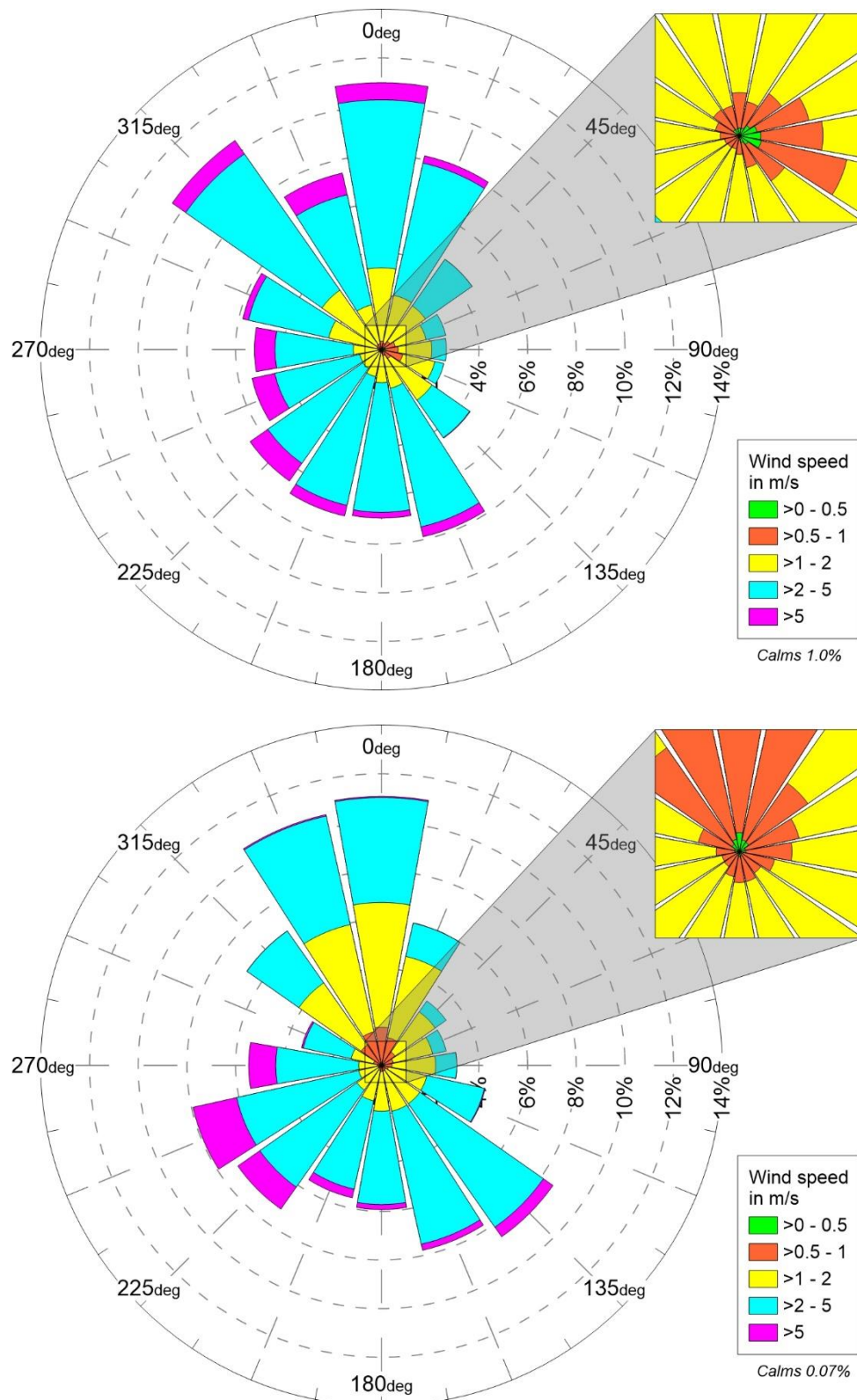
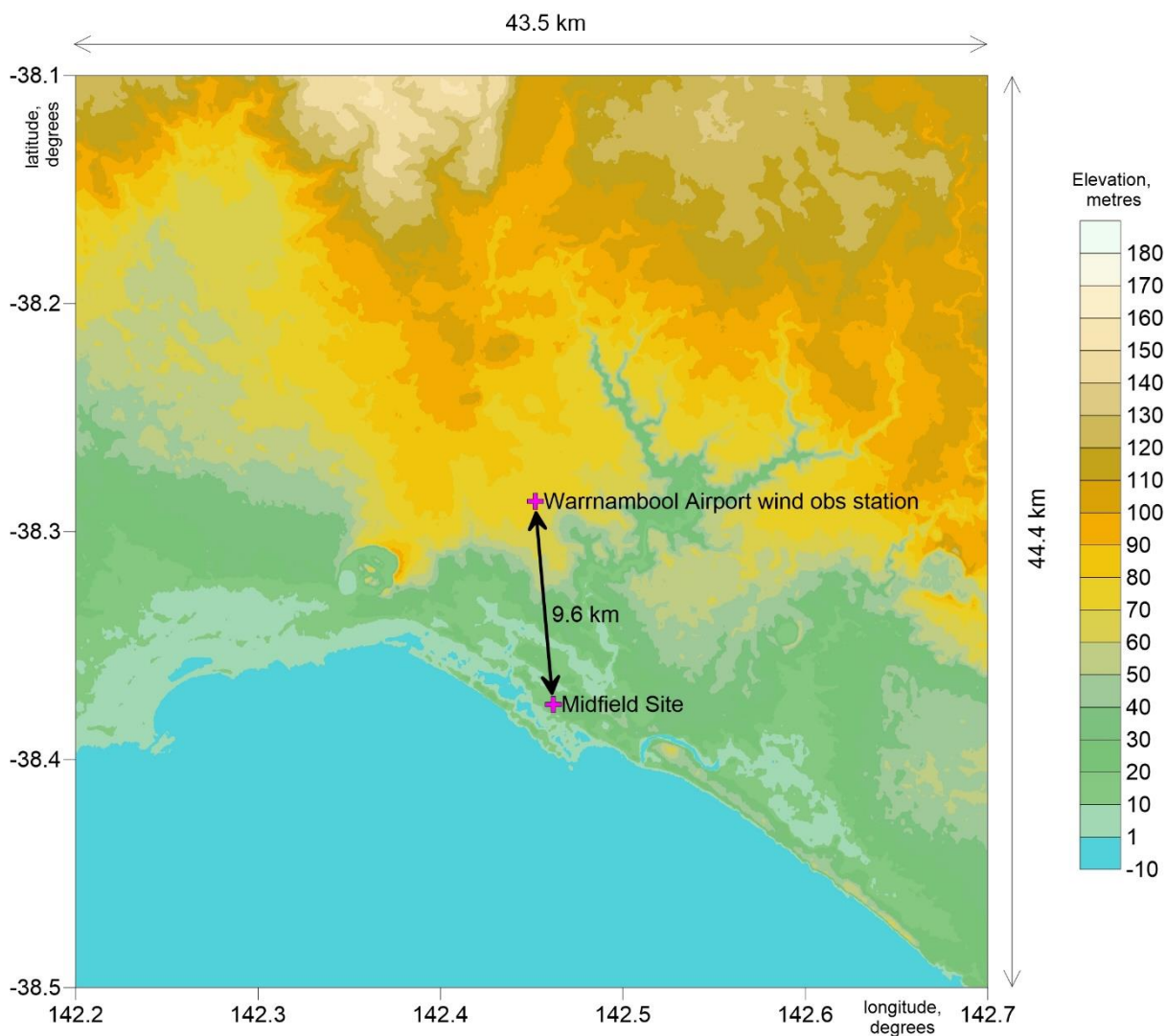


Figure 5: Windroses of hourly-average wind speed and direction from Warrnambool Airport (top) and Port Fairy (bottom), January 2012-December 2016.

## 3.2 Topography

Topography within a 20km radius of Warrnambool Airport is shown in Figure 6. For the most part, the terrain falls gently from the north and northeast towards the coastline. A closer view of the Warrnambool area is shown in Figure 7, which shows the rolling terrain around the Abattoir location. A more detailed view is shown in Figure 8.



**Figure 6: Topographical map of area approximately 20km radius from Warrnambool Airport, showing location of meteorological monitoring site and Midfield Abattoir in context of regional terrain elevations.**  
 Elevation data source – Geoscience Australia SRTM1 DEM-S.

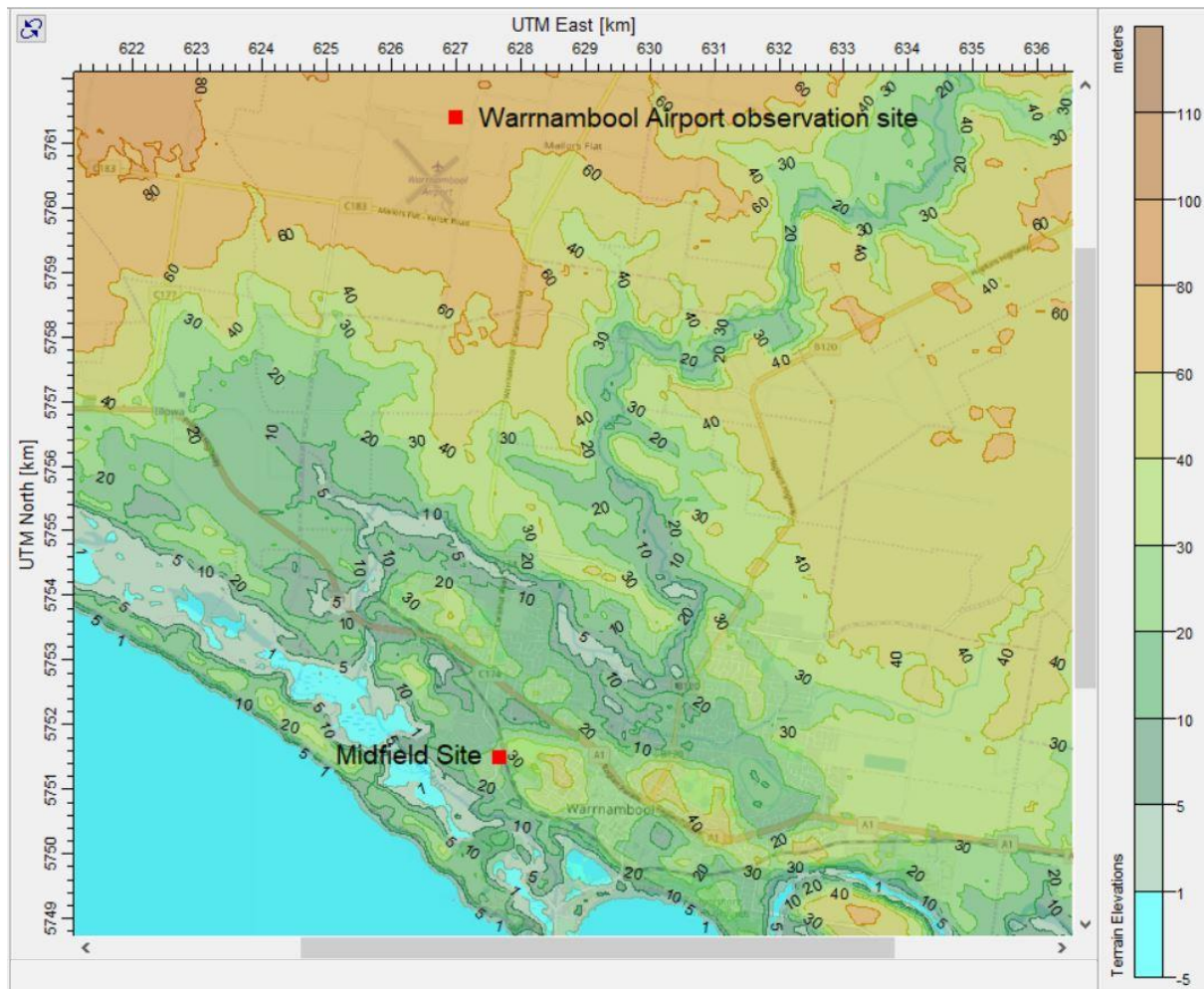
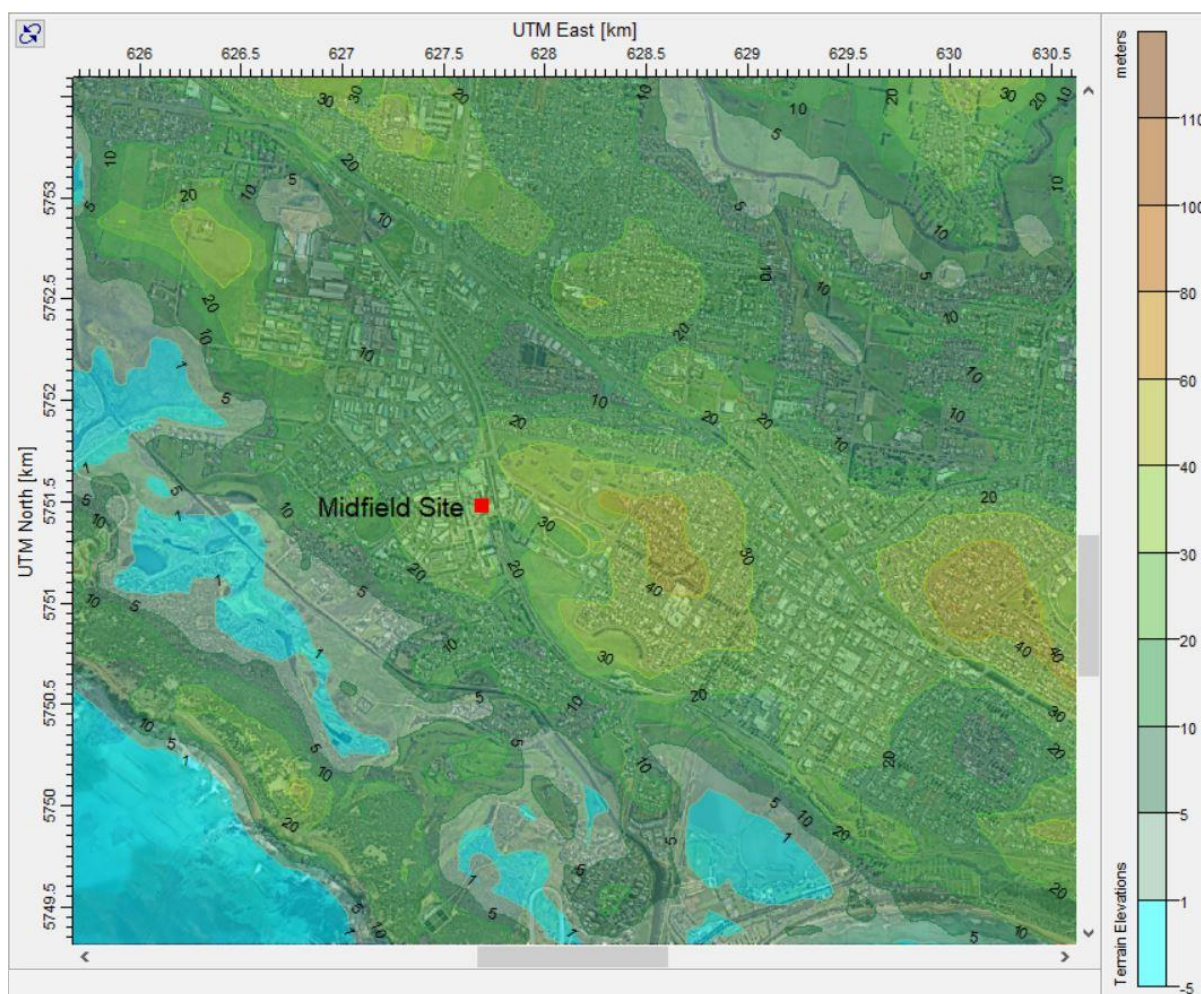


Figure 7: Terrain contours between Midfield Abattoir Site and Warrnambool Airport. Elevation data source – Calpuff View (Lakes Environmental) SRTM1 global database.





**Figure 8: Terrain contours around Midfield Abattoir Site. Aerial map from nearmap.com, photo flown 17 October 2017. Elevation data source – Calpuff View (Lakes Environmental) SRTM1 global database.**

The Midfield Abattoir is located on a rise, with terrain falling away to the northwest, southwest and southeast, and increasing to the northeast and east. The shallow valley formed by the Merri River and the coastal dunes is adjacent (to the west of) the Abattoir, running northwest to southeast. For this reason, the local terrain is regarded as complex, and this affects the choice of dispersion model discussed in Section 6.1.

### 3.3 Modelled Wind Simulation

A meteorological simulation for the Warrnambool area was modelled using the prognostic meteorological model TAPM (The Air Pollution Model) developed by CSIRO. TAPM version 4.0.5 was used for the simulation, run with the basic set-up specification described in EPA Victoria (2014). TAPM was run for five calendar years 2012-2016, as recommended in EPA Victoria (2014). Observations from the Warrnambool Airport monitoring site were included in the TAPM model inputs.

The parameters used for the TAPM model setup were as follows.

- Centre co-ordinate 38° 21.0'S, 142° 28.0'E
- Four nested grids, grid spacings 30000m, 10000m, 3000m, 1000m.
- Number of grid nodes: 25 in both N-S and E-W directions, and 30 vertical levels.
- Warrnambool Airport observations included, with a radius of influence of 20km.
- Default advanced settings.

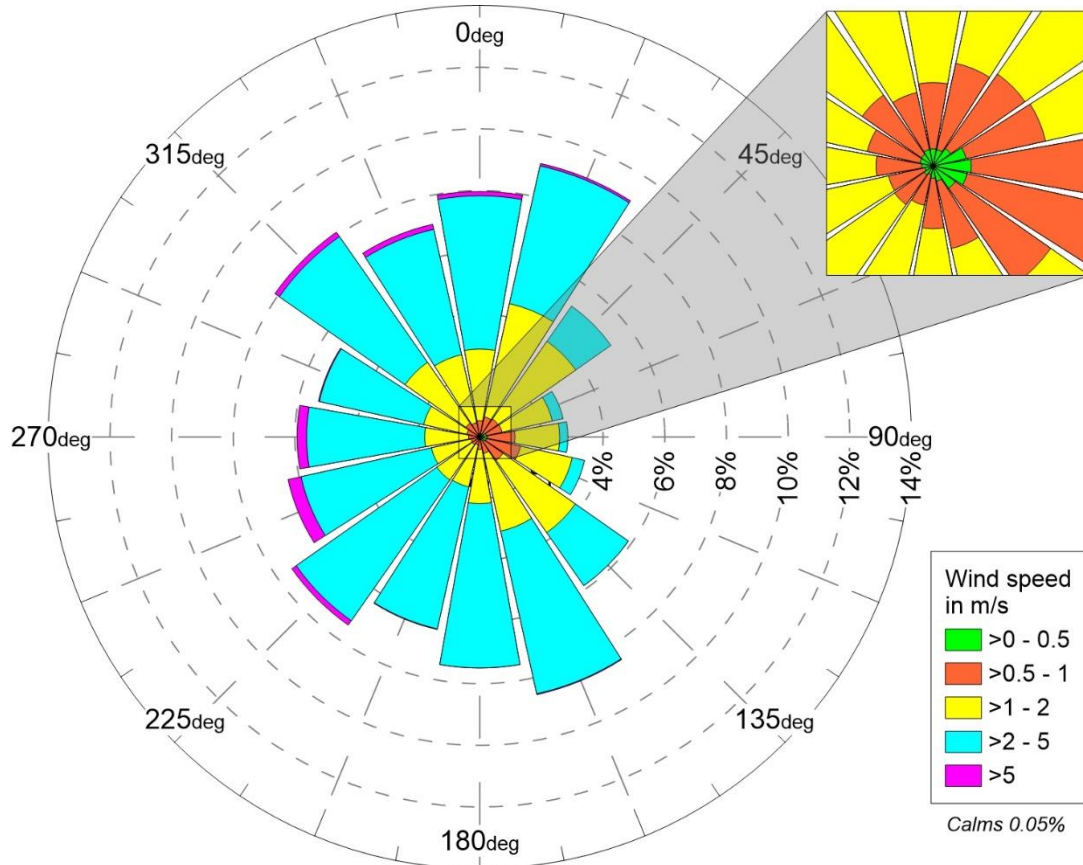
Windroses for each of the calendar year periods were extracted from the TAPM model at the location of the Midfield Site. A summary windrose incorporating all five years of TAPM output data is shown in Figure 9.

The wind speed distributions from the Warrnambool Airport observations are compared with the TAPM simulation at the Midfield Site in Table 2. The TAPM simulation shows a slightly higher percentage of low wind speeds (<1 and <2 m/s categories), which is common with TAPM outputs. However, overall the TAPM outputs are a reasonable representation of wind speed and direction distributions compared to Warrnambool Airport.

**Table 2: Wind speed distribution from Warrnambool Airport observations compared with TAPM simulation at Midfield Site – hourly average wind records over the January 2012 – December 2016 period.**

Speed category	Percent of all hourly-average records 2012-2016 in this category	
	Warrnambool Airport observations	Midfield Site simulated from TAPM
<1 m/s	6.3%	7.5%
<2 m/s	32%	39%
<3 m/s	55%	72%
<4 m/s	79%	91%
<5 m/s	91%	98%
<10 m/s	99.998%	100%





**Figure 9: Windrose extracted from TAPM for Midfield Site location, January 2012-December 2016. Records show hourly average wind speed and direction.**

## 4 Odour Sources

### 4.1 Current Site and Operations

#### 4.1.1 Current Site

The existing abattoir processes both sheep and cattle. There is no fellmongery, wool scour, or tannery at the site. Skins are salted on a separate property on the opposite side of the road from the abattoir site at 1 Scott Street, and then exported for further processing. The current site layout is shown in Figure 10. Areas with potential for odour emissions are highlighted in the figure and discussed below.

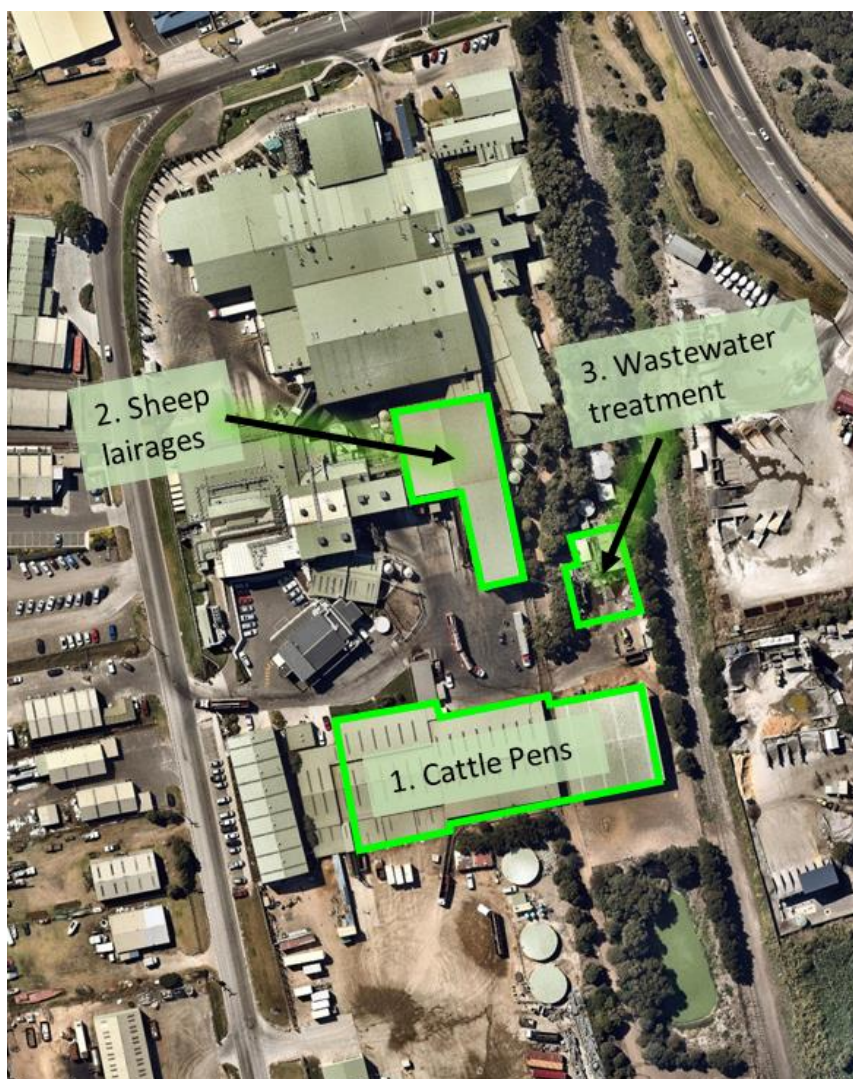


Figure 10: Current Site Layout. Locations with potential for odour emissions are highlighted in green. Numbering refers to following text paragraphs.

Potential sources of odour at the Abattoir are as follows:

1. Cattle pens
2. Sheep lairages
3. Wastewater treatment

These activities are described below. Photos of these activities are provided in Appendix 2.

1. Cattle pens

- Located under cover, but not enclosed. Sawdust on the floors used to absorb animal effluent remains dry due to the roof protection. The sawdust is scraped off the floors, usually on a daily basis. Scrapings are stored in a bin and removed offsite for composting.
- Despite the regular removal of urine and faeces absorbed by the sawdust, the cattle pens are a potential source of odour from the site.

2. Sheep lairages

- The lairages are raised holding pens for sheep with a mesh floor that allows urine and excrement to drop through to the floor slab below.
- The lairages are under cover, with open sides for air movement.
- The floor slabs have good drainage and are cleaned daily with faeces removed.
- Despite the provision of cleaning, the lairages are a potential source of odour from the site.

3. Wastewater treatment

- Current design (pre-June 2018).
  - i. Wastewater from the abattoir is screened prior to discharge to the trade waste sewer. Screenings are dewatered, and then transferred by loader to reception bins ready for removal offsite. Midfield has a current Trade Waste Agreement with Wannon Water.
  - ii. The current wastewater treatment system contains no design for capture and/or treatment of odour emissions.
  - iii. The screenings and dewatering process is unsightly, with no odour capture. Fugitive odour emissions from this area are a source of odour at the site.
- Mid-2018 upgrade
  - i. The wastewater treatment system at the Abattoir will be upgraded in mid-2018 with the installation of a dissolved air flotation (DAF) system for

removal of fats and particulates from the wastewater. Odour capture and treatment from the DAF tank is included.

- ii. The upgrade also includes replacement of screens and dewatering equipment, upgrade of screenings/dewatered cake collection, and a buffering tank.
- iii. The new equipment will be installed in the same location as the existing wastewater treatment processes.
- iv. Further detail is provided in Section 4.1.2 below.

#### 4.1.2 Mid-2018 Wastewater Treatment Upgrade

The changes that will be made to the wastewater treatment system in mid-2018 are as follows:

- 500kL balance tank receiving wastewater flows from processing areas. Closed top tank, with sparge aeration system in floor for odour control and mixing. Tank will typically be emptied each day. Passively vented via vents in tank roof.
- New inline screens and dewatering equipment, with screenings deposited into open skips. Green (paunch) line screenings taken offsite for composting, red (blood) line and DAF screenings processed further for meat meal and tallow. Screens and screw presses are enclosed units.
- DAF tank and associated process tanks.
- Three-sided building over screens and DAF area. This building will not be air-tight but will shelter the treatment area and reduce the potential for odour emissions caused by wind stripping.

The layout of the new wastewater treatment plant is shown in **Error! Reference source not found..**

The proposed DAF system itself will comprise several processes. These are described below, along with the proposed odour management for each process:

- Reaction tank for mixing wastewater with polymer prior to DAF tank, fully enclosed.
- DAF tank, covered with odour extracted for odour treatment.
- DAF sludge tank, fully enclosed with mixer.
- New enclosed screw press for sludge dewatering, with dewatered cake deposited into open skips.

Odour treatment for the DAF tank headspace has been specified by the DAF supplier. The odour treatment system will be a standalone system dedicated to the DAF tank, and will comprise the following components:

- Air extraction of DAF tank headspace of 200 m<sup>3</sup>/h, via a dedicated fan.
- Air directed through one of 2x 200L carbon filtration drum units. Drums can be swapped out for replacement whilst the system is operating. The drum units will be similar to the installation shown in Figure 12, although only two units will be required.



The DAF system, along with proposed new enclosed inline screens and screenings presses which comprise the complete wastewater treatment plant upgrade, represent a significant reduction in overall odour emissions from the wastewater treatment area. The major potential odour sources are the DAF tank and the sludge tank, each of which is supplied with full enclosure. The extraction and treatment of odour from the DAF tank headspace will further minimise the potential for fugitive odour emissions from the DAF system.

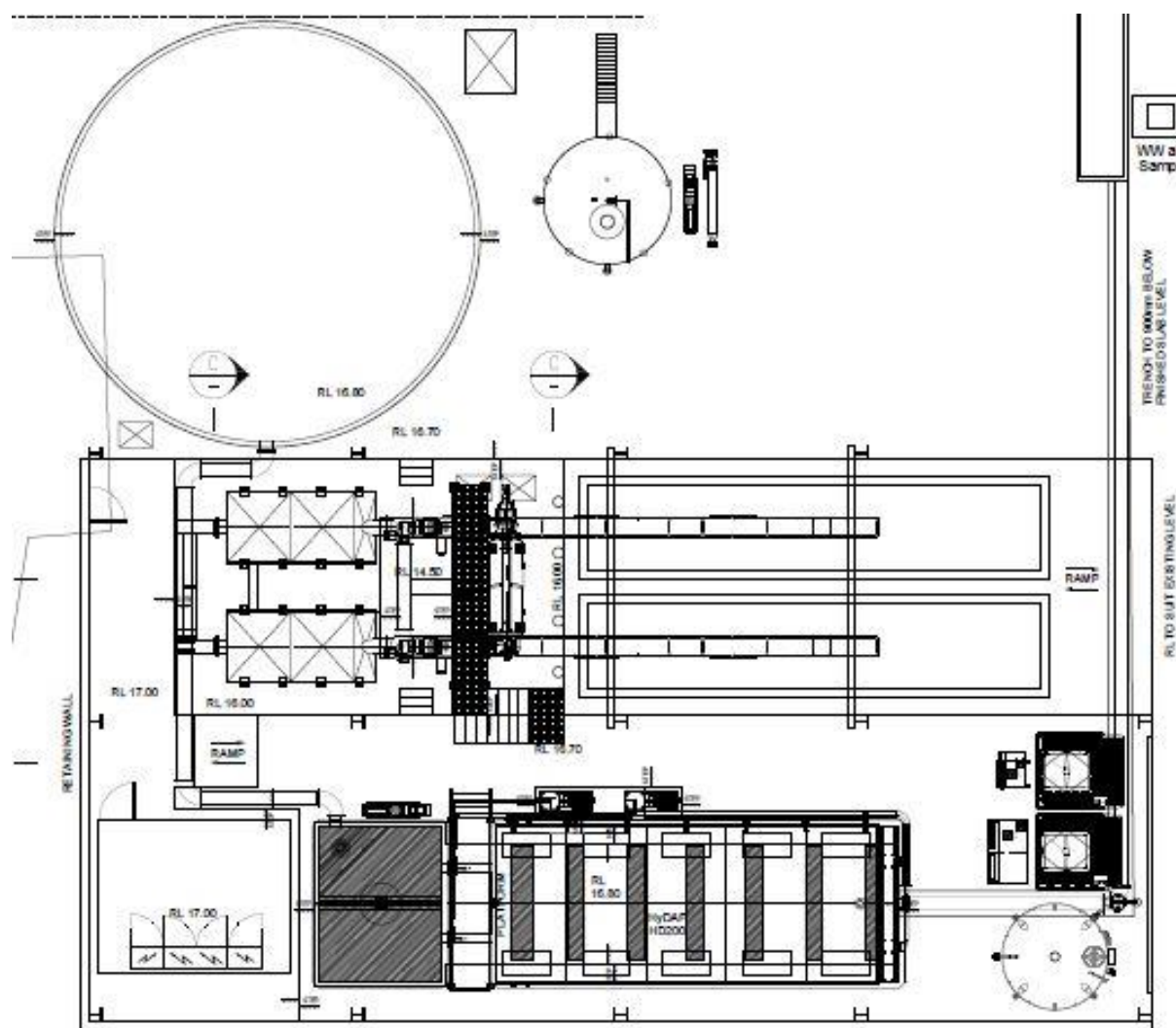


Figure 11: Planned layout of upgraded wastewater treatment system for installation mid-2018.





**Figure 12: Example of carbon filter drum unit installation. Only two such units will be required to treat air extracted from the DAF headspace.**

#### 4.1.3 Good Practice for Odour Management – Holding Pens and Lairages

The following references were consulted for good practice guidance for cattle pens and sheep lairages for odour management:

- NSW EPA – Abattoirs. <http://www.epa.nsw.gov.au/mao/abattoirs.htm#top>, accessed 9 August 2015.
- NSW EPA - Industry Sector: Livestock Processing Industries (Animal Slaughter and Rendering) September 2003. Compliance Performance Report. <http://www.epa.nsw.gov.au/resources/licensing/epa0377livestock.pdf>
- Meat Research Corporation, 1997. Odour minimisation manual for the meat processing industry, Ch 5 - Plant design to minimise odour generation. [http://www.meatupdate.csiro.au/data/Odour\\_minimisation\\_05-97.pdf](http://www.meatupdate.csiro.au/data/Odour_minimisation_05-97.pdf)
- Australian Meat Processor Corporation (undated), “Odour Environmental Best Practice Manual”, <http://www.ampc.com.au/site/assets/media/reports/Resources/Odour-environmental-best-practice-manual.pdf> accessed 2 March 2015.

From these guidelines, the following good practice guidance for cattle pens and sheep lairages for odour management was collated:

- Odours produced from manure and urine in animal holding areas can be greatly reduced by scraping up and removing the manures in sealed holding yards, then washing down using low volume high pressure sprays.
- Manure should be collected daily and stored in vermin-proof containers.
- Screens or manure traps located near the stockyards should have sufficient capacity to hold the waste accumulated between regular screen cleaning. This should not be more than 1-2 days or wet manure may become anaerobic.
- Great care should be taken with hosing and manure removal under elevated mesh flooring as incomplete manure removal could lead to odours and fly breeding.
- Minimise wind effects by roofing and sheeting.

The design and management of the cattle pens and sheep lairages at the Abattoir is consistent with these good practice guidelines.

## 4.2 Future Site and Operations

Following the commissioning of the proposed PRP, the current odour emission sources will remain, although the potential for odour emission from the wastewater treatment area will have been reduced due to the installation of the upgrade described in the previous section.

No additional fellmongery, wool scour, or tannery is included in the proposed upgrade.

The major changes in operations conducted at the Abattoir will be as follows:

1. Protein recovery plant
  - Construction of purpose-designed building for protein recovery, using modern best practice equipment and odour capture and control technology.
  - Biofilter.
2. Wastewater treatment
  - Addition of effluent from the PRP in the wastewater treatment system.

These changes are discussed in more detail in the following sections.

In addition to these changes, a milk-processing plant is approved for the southern part of the Site. Construction has not yet commenced. No significant odour emissions are anticipated arising from this facility.

#### 4.2.1 Changes to Wastewater Treatment

The wastewater treatment system, following the pending 2018 upgrade, will handle wastewater from both the abattoir and the proposed PRP. Midfield has advised that the effluent from the PRP will be conveyed to the wastewater plant by enclosed pipes, and combined with the red water stream from the Abattoir at a ratio of about 15% volume (PRP effluent compared to red water stream). The combined waters will then be passed through a 1mm aperture rotary screen. After the screen, the combined waters will join the screened green effluent and will be effectively around less than 10% of the combined wastewater.

The effluent flow from the PRP will usually be an average flow spread over the day, without large temporary peaks shock loads. The organic loading of the PRP effluent will be a BOD concentration of about 1,500-3,000 ppm, which is about 2-3 times the strength of the Abattoir effluent. When the PRP effluent is combined with the Abattoir effluent, the resultant BOD concentration will increase only by about 150-300ppm compared to the Abattoir effluent alone.

The new DAF system has been designed to handle both the Abattoir effluent flow, plus the PRP effluent flow, with additional built-in spare capacity.

The addition of the PRP effluent to the Abattoir effluent has the potential to increase odour emissions from the wastewater treatment system. The potential odour emissions will be tempered by the dilution of the effluent into the larger Abattoir streams. The main opportunities for release of odour emissions will be from the passive vents on the balance tank, from the DAF system itself, and from the screenings and DAF sludge bins. Odour emissions from these sources will be managed as follows:

1. Passive vents on the balance tank. Odour emissions from this source are unlikely to cause offensive odours beyond the site boundary due to the small volumes of odour that will be released. However, if offensive odours do arise due to this source, the headspace in the tank could be extracted to odour treatment units such as those proposed for the DAF system.
2. DAF system. As this is a closed system with headspace air extracted for odour treatment in carbon filters, the introduction of the PRP effluent into the wastewater flow is not expected to cause any increase in odours released to atmosphere. Monitoring of hydrogen sulphide concentrations on the inlet and outlet pipes from the carbon filter system will enable review of the treatment efficiency following the introduction of the PRP effluent, and the carbon filter system capacity can be increased if necessary through use of additional filter units, or more frequent changes of the carbon media drums.

3. Screenings/DAF sludge bins. The screenings and DAF sludge will be dewatered and the skips removed frequently from the site, before anaerobic decomposition within the dewatered cake can be considered a problem for odour emissions.

#### 4.2.2 Protein Recovery Processing (PRP) Plant

Modern, best practice designs such as that proposed for the Midfield site have a comprehensive odour capture and treatment system built into the plant design. These systems operate on the following concepts:

- Point source capture of odour from each processing item
- Secondary odour capture of building air in a negative pressure environment
- Treatment of captured air in a purpose-built biofilter
- Adequate heat recovery of captured air to maintain optimal air temperatures for biofilter operation

**Control of fugitive emissions is very important** with PRPs and is often the cause of problematic odour emissions in older plants (such as the Co-Products in Swinton Street). In this context, fugitive emissions mostly refer to air leakage from openings in buildings and raw material reception areas.

In older protein recovery plants, the odour concentration within buildings can be high as the process units are not fitted with point source odour capture, or any such odour capture is only moderately effective as it was retrofitted to existing equipment. In addition, buildings housing the process units are often not designed to allow control of building air security or are retrofitted with inadequate mechanical ventilation to maintain negative pressure. This increases the opportunities for high-concentration odour within the building air to leak from the building.

On the other hand, new PRPs are designed to minimise the risk of fugitive emissions with point source odour capture built-in to process units. This means the odour concentration within these buildings is low. In addition, the buildings are purpose-built to maintain negative pressure so the potential for fugitive emissions is minimised.

Additional odour control measures that will be implemented at the site that will benefit odour management are as follows:

- Non-condensable gases will be directed to on-site boiler air feed, to reduce volumetric load on biofilter.
- Raw materials for processing generated onsite will be conveyed fresh to the PRP, reducing the potential for odours.
- If any raw materials are received from offsite, trucks will be received into the PRP material reception room via fast-acting door. Inside the reception room, a lid on the raw material bin will be opened with fans suctioning air into the material bin to avoid fugitive odour emissions from the building. Once the raw material has been emptied from the truck, the raw material bin lid will close, the truck will leave, and the fast-acting door will close immediately.



#### 4.2.3 Biofilter design

The main method of odour treatment proposed for air extracted from the protein recovery plant is a biofilter. The proposed biofilter design will comprise the following elements (as advised by PRP design contractor, Haarslev):

- Point source air extraction volumes approximately 50,000 m<sup>3</sup>/hour.
- Secondary air extraction from building approximately 20,000-25,000 m<sup>3</sup>/hour.
- Estimated total air flow to biofilter 75,000 m<sup>3</sup>/hour. The biofilter design is also rated for 100,000m<sup>3</sup>/hour
- Approximate biofilter dimensions 30 x 25m, and 3m above ground level.
- Active biomass depth 2.20m, with empty bed residence time of 79 seconds.
- Biofilter media 1.2m deep large bark, topped with 1.0m deep medium bark.
- Biofilter designed as two separate cells, with one able to be taken offline for maintenance whilst the other cell continues to operate.
- Temperature of inlet air to biofilter less than 40°C. Temperature will be automatically monitored and controlled with the ability to balance hot and cold suction points or draw in fresh cold air as required..
- Air to biofilter passed through humidifier before entering biofilter.
- Design biofilter emission odour concentration 200 OU with actual emission odour concentration expected to be lower than this.
- Detailed biofilter design will be the responsibility of the contractor to meet performance obligations of 200 OU.

The biofilter design exceeds the recommended requirements published by EPA Victoria (2017), which recommends that a minimum of 30 seconds retention time is achieved at any point across the biomass for rendering plant biofilters.

The proposed dimensions and location of the PRP building and the biofilter is shown in Figure 13. The protein recovery plant will replace one of the existing cattle pens. The biofilter location is approximate and may change during detailed design.

#### 4.2.4 Odour Treatment Equipment Monitoring

The biofilter for the proposed PRP, will have the following automatic monitoring installed:

##### 1. Biofilter

- Online, continuous monitoring of air inlet to biofilter for temperature, humidity and pressure. Monitoring data recorded on site SCADA system, with alarms for abnormal operating parameters.
- Biofilter media moisture content automatically monitored for supplemental external irrigation.

In addition, air flows from the biofilter surface will be tested on an annual basis.

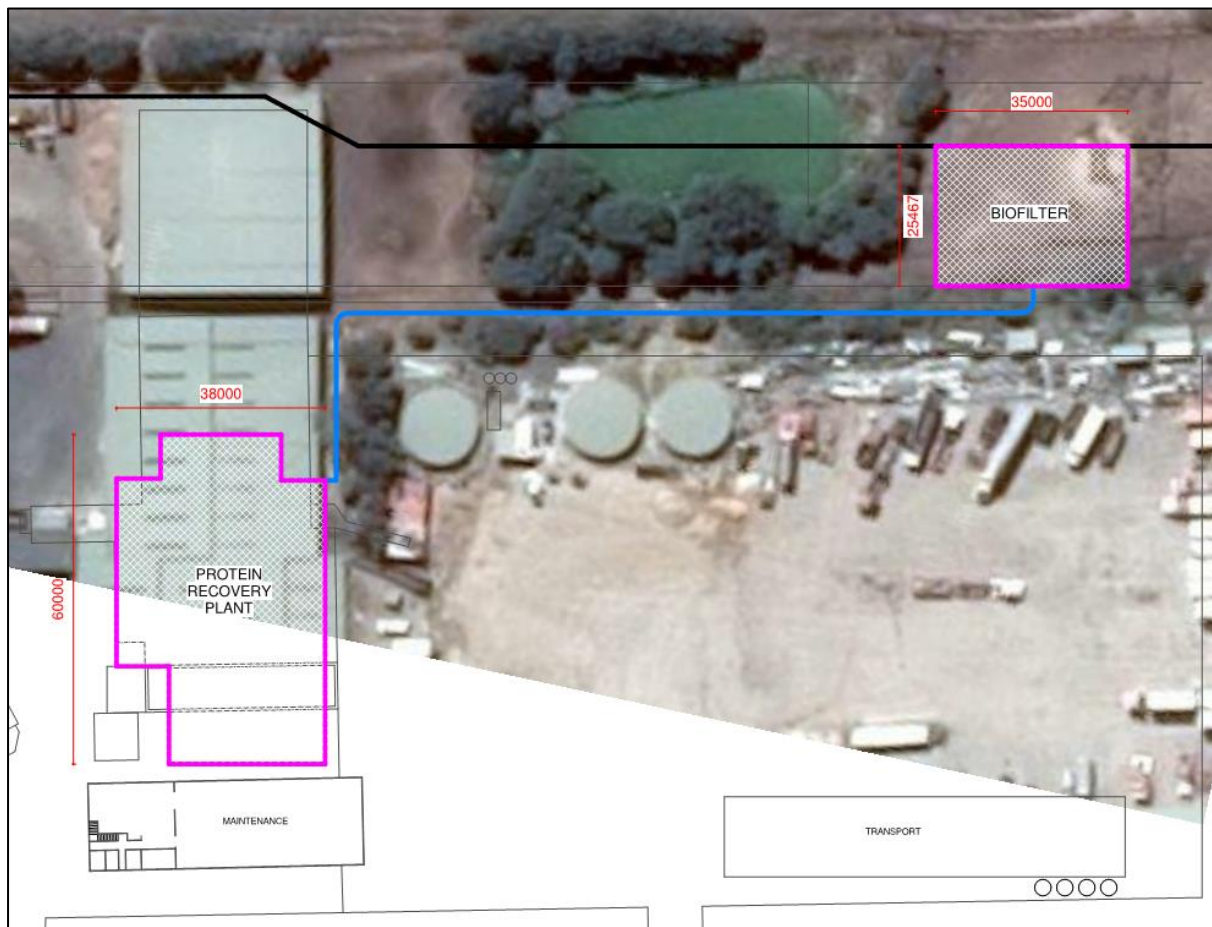


Figure 13: Location of proposed PRP and biofilter.

## 5 Odour Assessment Policy in Victoria

### 5.1 SEPP (AQM)

The State Environment Protection Policy (Air Quality Management) ("SEPP (AQM)") (EPA Victoria, 2001) defines Victoria's odour impact assessment policy for new or modified sources of odour. General odour is defined in the SEPP (AQM) as an unclassified air quality indicator of local amenity and aesthetic enjoyment of the air environment.

The main approach defined in the SEPP (AQM) for assessment of odour impacts from new or modified sources of odour is to conduct atmospheric dispersion modelling to predict downwind impacts. Model results are compared to design criteria, which the SEPP (AQM) specifies should be applied at and beyond the boundary of a premises.

Schedule C of the SEPP (AQM) defines the methodology required for modelling emissions to air for new or modified sources. Part B paragraph 4(a) of that schedule defines the emission rates to be used in modelling assessments: *"Estimates of emission rates must be based on the 'worst case' scenario during normal operations, with any uncertainty in the estimates erring on the side of conservatism"*.

### 5.2 EPA Victoria Publication 1518

The EPA Victoria buffer distance policy is described in Publication 1518, "Recommended separation distances for industrial residual air emissions" (March 2013) (EPA, 2013).

Publication 1518 describes the policy of defining buffer distances around industries and waste treatment facilities for avoidance of odour nuisance during upset conditions. Publication 1518 stems from the premise that even with good pollution control technology and practice in place designed to meet the SEPP (AQM) requirements, there may still be *unintended or accidental emissions* which must be anticipated, allowed for, and managed. Publication 1518 states that while it is an objective of SEPP (AQM) that such emissions should be eliminated, it is recognised that even "best in class" technology are not always guaranteed to achieve this goal for 100 percent of the time. Equipment failure, accidents and abnormal weather conditions are among the causes which can lead to emissions affecting sensitive land uses beyond the boundaries of the source premises. Unlike controlled, routine emissions, these "industrial residual air emissions" ("IRAEs") are often intermittent or episodic in occurrence. Provision of an adequate buffer distance allows the emissions to dissipate without adverse impacts on sensitive land uses.

Publication 1518 states that the recommended separation distances are not an alternative to source control. EPA Victoria does not condone uncontrolled off-site air emissions in contravention of SEPP (AQM) requirements. Rather, the document acknowledges that under abnormal conditions, SEPP objectives might not always be met.

Publication 1518 provides guidance for recommended separation distances for a wide range of activities. The proposed PRP comes under the category of “rendering and casings works” in Publication 1518, for which the specified default separation distance is 1000m.

Publication 1518 states that “the recommended separation distances assume that the industry is operating in compliance with the relevant statutory rules and policies. However, the recommended separation distances are not based on any further or particular assumptions about the industry, the likelihood of IRAEs or the environment surrounding the industry. Rather, the recommended separation distances are EPA’s default minimum in the absence of a detailed, site-specific assessment for a proposed industrial or sensitive land use.”

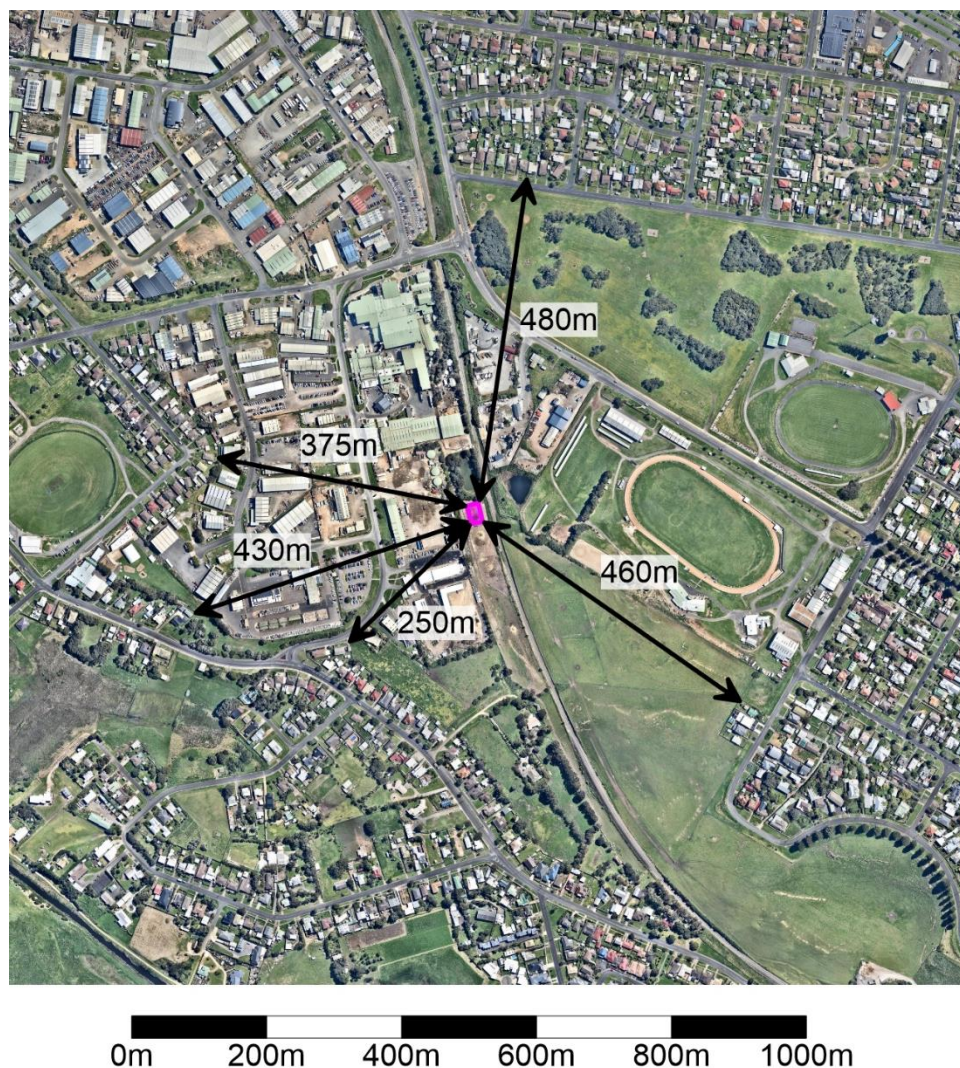
For a protein recovery plant, the same recommended separation distance would apply whether the plant was old with poorly-retrofitted odour control and a high chance of IRAEs (i.e. unintended or accidental emissions), or new with built-in primary (point source) and secondary (building ventilation) odour capture. Clearly, these two extremes of plant design have very different potential for frequency and magnitude of IRAEs even though the same separation distance applies to both.

A key definition is the two points between which the separation distance is measured. Publication 1518 recommends the following:

- For a residential sensitive receptor, the end point of the separation distance should be measured to the nearest residential property boundary.
- For a rural sensitive receptor, the end point of the separation distance should be measured to the nearest perimeter of the sensitive land use area (for example a house on a rural property, not the actual property boundary).
- The starting point for the separation distance is the “activity boundary” of the industrial premises, where the “activity boundary” includes all current or proposed industrial activities from which odour may arise.

Figure 14 shows the separation distances between the perimeter of the biofilter and the nearest residential property boundaries. The PRP building was not included in the “activity boundary” due to the high degree of proposed odour control. The available separation distances are less than the default value of 1000m specified in Publication 1518.





**Figure 14: Separation distances between perimeter of PRP (including biofilter), shown outlined in pink, and residential zone boundaries.**

It is reiterated that having separation distances less than the default values specified in Publication 1518 does not mean that offensive odours from the plant will be noticeable at sensitive receptors on a day to day basis. The separation distances are only intended to reduce impacts from offensive odours when the plant is not operating normally – i.e. during some kind of accidental or unintended emissions.

Publication 1518 provides guidance on factors to be considered when actual separation distances are less than the default recommendations:

*“Separation distances seek to mitigate the consequences of IRAEs. Any proposal to vary from a recommended separation distance should detail why the consequences of IRAEs are such that variation from the recommended separation distances is justified.”*

*Table 4 provides a guide to the criteria that must be considered during the assessment of site-specific variation to the recommended separation distances.”*

The “Table 4” referred to in the quotation above is reproduced below in Table 3. Criteria (1) and (4) are not applicable to the proposed PRP, however the other four criteria warrant further consideration. To inform this assessment, atmospheric dispersion modelling of odour emissions from the Midfield site was carried out. This is discussed in the following section.

**Table 3: Reproduction of Publication 1518 Table 4; Criteria for site-specific variation of separation distances**

Criteria	Explanation
1. Transitioning of the industry	Existing industry has formally indicated that it will transition out of an area and over a specified timeframe.
2. Plant equipment and operation	The industrial plant and equipment have an exceptionally high standard of emission control technology.
3. Environmental risk assessment	An environmental risk assessment* of IRAEs has been completed that demonstrates a variation is justified.
4. Size of the plant	The plant is significantly smaller or larger than comparable industries.
5. Topography or meteorology	There are exceptional topographic or meteorological characteristics which will affect dispersion of IRAEs.
6. Likelihood of IRAEs	Particular IRAEs are either highly likely or highly unlikely to occur.

\* No explanation of the required scope of an environmental risk assessment is provided in Publication 1518.

## 6 Odour Dispersion Modelling

### 6.1 Model Selection

The default model recommended by EPA Victoria for regulatory air quality assessments is AERMOD. However, the AERMOD model is not suitable for modelling all types of air emissions. For example, studies have shown the AERMOD model not to be suitable for odour dispersion studies at municipal wastewater treatment plants in its current form, except in simple situations where the question of adequate separation distance to sensitive neighbours is not significant (Freeman and Cesca, 2016). Some inputs to the AERMOD model such as classification of land use and the selection of model options for handling of low wind speeds appear to have a very significant effect on AERMOD model results in situations involving near-ground-level odour sources in low wind speeds – a category into which the odour emissions from the proposed protein recovery plant would also be classified. Under these situations, AERMOD model results can vary significantly depending on input selections.

Recent advances to the AERMOD model through the introduction of adjustment algorithms for low wind speeds have helped improve the performance of AERMOD in low wind speed situations, however the performance is still considered by Air Quality Professionals to be inferior to the alternative model CALPUFF.

CALPUFF is an advanced “puff” dispersion model that can simulate dispersion in complex situations with very low wind speeds and non-uniform topography. In a “puff” model, pollutant releases are represented by a series of puffs of material which are transported by the winds across the modelling domain. CALPUFF is approved for regulatory use by the United States Environmental Protection Agency and is widely used in Australia and New Zealand in complex modelling situations.

EPA Victoria (2015) recognises CALPUFF as an alternative model to AERMOD in situations such as:

- Complex geographical locations whereby factors such as terrain, coastal and land-use influences, in combination with the spatial scale of the impact zone of the sources, require the use of fully 3-dimensional meteorological fields.
- Dispersion from source types not adequately modelled by the current version of AERMOD.

For the latter point, the example given in EPA Victoria (2015) is an aluminium refinery requiring the use of buoyant line sources algorithms. However, issues with AERMOD and simulation of dispersion from ground-level area sources are also considered by Air Quality Professionals to be applicable.

A consequence of the use of advanced dispersion models like CALPUFF is that these models require detailed meteorological input data to accurately simulate the complex dispersion effects. Therefore,

the CALPUFF model is accompanied by the separate meteorological processor model CALMET which must be run first to prepare wind data for use by the CALPUFF model.

Guidance on running CALMET and CALPUFF for modelling applications in New South Wales was prepared for the NSW EPA by TRC Environmental Corporation (OEH, 2011). Since its publication, the guidance in OEH (2011) has become widely adopted by consultants in Australia and New Zealand as a best practice guideline for CALMET and CALPUFF modelling. The guidance in that document was followed in the preparation of CALMET and CALPUFF models for the proposed PRP.

## 6.2 Definitions

In the dispersion modelling presented in the following sections, two modes of operation of the protein recovery plant are referred to – “normal” and “upset”. These two modes of operation are defined as follows:

**“Normal”** operations means typical day-to-day operation with all equipment working correctly (or within the intended design in the case of short term equipment outages). This is Air Quality Professionals’ interpretation of “normal operations” from SEPP (AQM) Schedule C Part B4(a).

**“Upset”** conditions refers to any operating scenario that would not be considered to be “normal” as defined above. “Upset” conditions can take on a range of degrees of significance for odour emissions. “Upset” conditions in the context of a protein recovery plant could arise from power cuts, equipment failures, and temporary works during equipment/process maintenance or upgrades. These “upset” conditions and the resulting temporary or episodic increases in odour emissions are considered to be the types of conditions anticipated in Publication 1518 and defined in that publication as IRAEs.

## 6.3 CALMET Model

The CALMET model was run in “NO-OBS” mode, following the guidelines in OEH (2011). In this mode, gridded numerical model output from TAPM (see Section 3.3) is used as the input meteorological data in CALMET. This is the CALMET mode recommended by EPA NSW for regulatory modelling if good quality prognostic data is available.

The CALMET model setup was as follows:

- Model executable version CALMET 6.5.0 (released June 22, 2015)
- Graphical user interface for model setup – Lakes Environmental CALPUFF View
- Five full one-year periods, 2012 – 2016; one-hour time step
- UTM Map Projection, zone 54S



- Grid spacing 0.15km with 50 grid cells in x-direction and 50 grid cells in y-direction, centred on the Midfield Site (7.5km x 7.5km grid extent)
- 10 vertical levels used, with cell face heights from 20m to 4000m
- Geophysical data –
  - 3-second (approximately 90m interval) data loaded from global SRTM database module in CALPUFF View.
  - Land use data generated using “Land Use Creator” tool in CALPUFF View, referenced to aerial photograph of modelling domain from Google Earth.
- TAPM output used as initial guess field for CALMET grid, converted using “CALTAPM” processor.
- Radius of influence of terrain features (TERRAD) – 1.2km.

Windroses extracted from the CALMET model at the Midfield Scott Street location for each of the five 12-month periods are shown in Appendix 3.

## 6.4 Assumed Odour Sources and Emission Rates

### 6.4.1 Normal operation conditions

The only odour source that is included in the “normal operating conditions” odour dispersion model is the new biofilter, as this is the main new odour source under normal operating conditions resulting from the installation of the protein recovery plant. Fugitive emissions from the protein recovery building will be negligible under normal conditions due to the high degree of engineered odour capture and control.

The assumed odour emission rate from the biofilter is  $15 \times 10^6$  OU.m<sup>3</sup>/hour or 4167 OU.m<sup>3</sup>/s – based on a volumetric air flow rate of 75000 m<sup>3</sup>/hour and a discharge odour concentration of 200 OU. This odour emission rate does not recognise the inherent nature of biofilter discharge odour, which is much less offensive than the same concentration of non-treated odour from the protein recovery plant would be. Therefore, the resulting downwind odour concentrations simulated by the dispersion model will be an overestimate of noticeable odour.

Odour emissions from the existing odour sources – lairages, cattle pens and wastewater treatment plant are not included in the dispersion model. It is practically impossible to quantify odour emissions from these sources through measurement due to the fugitive and open nature of the odour sources. These sources will be unchanged or slightly improved due to the proposed upgrades.



## 6.4.2 Upset operating conditions

Scenarios that may lead to upset operating conditions at protein recovery plants are identified in Table 4. The table considers both older protein recovery plants and the “best practice” design proposed for the Midfield Site.

**Table 4: Operating scenarios that may lead to “upset” odour emission conditions at protein recovery plants**

Aspect of plant operation causing upset	Older protein recovery plant with retrofitted odour capture and control	Best practice design proposed for Midfield Site
Raw materials not fresh	Outdoor raw materials piles emit increasingly offensive odour emissions, exacerbated when piles are disturbed for loading. Also leads to increased odour concentrations in process building air, and therefore increased odour concentrations in fugitive emissions from building leaks.	Most of raw materials are fed directly from onsite abattoir via closed system. Therefore raw materials are fresh, and odours are contained in any case. Any raw materials brought to the site will be unloaded in an enclosed space with high speed roller doors to admit trucks. High ventilation rates are proposed to maintain negative pressure while roller doors are open.
Insufficient odour capture from process units	Increased odour concentrations in process building air, and therefore increased odour concentrations in fugitive emissions from building leaks.	This type of upset is unlikely to happen due to the high degree of engineered odour capture from process units. However, if it did happen, there would be increased odour concentrations in process building air. As this building air is also extracted for odour treatment and under negative pressure, this type of upset would not lead to increased odour emissions to the atmosphere.
Building negative air pressure not maintained	Increased volumes of fugitive emissions from building. Can cause significant odour emissions if designed odour capture from process units is inadequate.	Fugitive emissions escape from building through open doors. Could only occur if coincided with Site power failure. In that event, mechanical extraction from process units would also fail, along with all system pumps/augers etc. Midfield has standby power generation available on Site, and this will be connected to the PRP to avoid this scenario occurring. If it did occur, it would be for very short durations (a few minutes at a time).
Biofilter operating sub-	Problems with biofilter operation can	Same potential issues as described to the

Aspect of plant operation causing upset	Older protein recovery plant with retrofitted odour capture and control	Best practice design proposed for Midfield Site
optimally	occur if biofilter is undersized, poorly designed so short-circuiting of air flows occur, temperature of inlet air is too hot, biofilter is not kept moist, or the media has become compacted. This results in increased average odour concentrations discharged from the biofilter, possibly also with increased offensiveness in the odour itself.	left, however biofilter will be adequately sized to allow optimal operation with inflow temperature monitoring and control, air distribution pipework designed to isolate half of dual cell biofilter for continued operation during media maintenance, and implementation of a biofilter monitoring programme. These measures will minimise the potential for biofilter upsets.
Wastewater holding/treatment	Protein recovery plants can have a widely different scale of on-site wastewater treatment, from basic screening and discharge to sewer to full onsite treatment. Wastewater streams can have high organic loading and high potential for odour emissions, but the risk of odour emissions under either normal or upset operations depends on the scale of onsite treatment and the degree of recovery of organic loads within the processing plant itself.	Wastewater will be screened and processed to recover as much organic load as possible, then passed through the dissolved air flotation (DAF) tank for further treatment. The DAF tank will be enclosed and ventilated for odour capture, with extracted air treated to remove odour in the biofilter.

The only upset operating condition that is considered reasonable to include as a cause of IRAEs in the context of estimating separation distances is sub-optimal biofilter operation. An average odour discharge concentration of 1000 OU from the biofilter surface is recommended by Air Quality Professionals as an appropriate “upset conditions” scenario.

## 6.5 Odour Assessment Criteria

### 6.5.1 Normal operating conditions

“Odour assessment criteria” refer to numbers that the dispersion model results are compared to. If the model results are less than the odour assessment criteria, it can be concluded that offensive odours are unlikely to occur. Odour assessment criteria have a numerical component and a percentile component. The numerical component is an odour concentration, and the percentile component is the percentage of hours in the model for which the odour concentration can be exceeded.

Currently, odour assessment criteria are not specifically legislated in Victoria but are defined in the SEPP (AQM). Note 8 to Schedule A of the SEPP AQM states that the odour concentration to be achieved at the boundary of a new development is 1 Odour Unit (OU) or less. This is based on atmospheric dispersion modelling using a three-minute averaging time and a 99.9% percentile and applies to odour emissions from normal operations. Odour assessment criteria to be met by existing odour generators are not provided.

Schedule C, Part C(2) of the SEPP (AQM) provides further clarification of the application of the odour assessment criteria for new or modified sources of emissions:

- For odorous emissions, the criteria based on odour apply at and beyond the boundary of the premises.
- In cases where the odour assessment criteria are not met the proponent may carry out a risk assessment to demonstrate that there will be no adverse impact from the proposal.

This odour assessment criteria for new sources is extremely rigorous by international and local standards. For example, the equivalent odour assessment criteria in other Australian States are as follows:

- New South Wales – 1.6 OU at 99.0<sup>th</sup> percentile (effective 3-minute average).
  - published criteria is 2.0 OU but corrected for different peak to mean ratios.
  - applies at sensitive receptors e.g. residential.
- South Australia – 2.0 OU at 99.9<sup>th</sup> percentile (3-minute average).
  - applies at sensitive receptors with at least 2000 people in the vicinity.
- Queensland - 4.5 OU, 99.5<sup>th</sup> percentile (effective 3-minute average).
  - published criteria is 2.5 OU, 1-hour average, but corrected here for different averaging periods.
  - applies at “most exposed existing or likely future off-site sensitive receptors”.

The various odour criteria do not accommodate adjustments for the hedonic tone (or degree of unpleasantness) of the odour. The same criteria apply for a mild odour and an extremely unpleasant odour, even though the potential for offensive odour impacts can be very different depending on the odour type.

### 6.5.2 Upset operating conditions

The appropriate odour assessment criteria for dispersion modelling of upset conditions for the purpose of identifying separation distances is not specified by EPA Victoria. For modelling of upset conditions, Air Quality Professionals recommends a criteria of 5 OU, expressed as a 3-minute average and complied with for 99.5% of the modelled hours. This criteria has also been used by Air Quality Professionals for assessment of separation distances for municipal wastewater treatment plants in Victoria.

## 6.6 CALPUFF Setup

### 6.6.1 Settings

The CALPUFF model was run with the following settings:

- Model executable version CALPUFF 7.2.1
- Graphical user interface for model setup – Lakes Environmental CALPUFF View
- Five full one-year periods, 2012 – 2016; one-hour time step
- Calm condition wind speed threshold = 0.2 m/s
- Minimum sigma-v: 0.2 m/s for all land stability classes
- Grid spacing: 50m
- Terrain adjustments included.

### 6.6.2 Biofilter Characterisation

The biofilter was modelled as a quartet of point sources, so that the volumetric flow rate and initial dilution of the odour could be conserved and the buoyancy of the warm air emissions accounted for in the dispersion model. This is similar to the approach commonly used to model odour emissions from broiler sheds. The methodology of characterising the sources was as follows:

- Each point source was assigned a diameter of 15.3m, being equal to an effective cross-sectional area of one quarter of the total biofilter area.

- Each point source was given a height of 3m, the same assumed height as the biofilter structure.
- The biofilter was included in the model as a building downwash source.
- The exit velocity from each point source was 0.028 m/s, equivalent to a volumetric flow rate of one quarter of the total flow rate of 75,000 m<sup>3</sup>/hour.
- The assumed temperature of the discharge air was 25°C.
- Vertical momentum flux and stack tip downwash options were switched off.
- The odour emission rate from each point source was one quarter of the total odour emission rate – i.e. 1042 OU.m<sup>3</sup>/s per source for normal operating conditions.
- For upset operating conditions, the odour emission rate was five times higher than the normal operating conditions.

## 6.7 Model Results

### 6.7.1 Normal operating conditions

The 99.9<sup>th</sup> percentile dispersion model results for the biofilter under normal operating conditions are shown in Appendix 4 for each of the years 2012-2016. Figure 15 shows the combined model results, with all five years overlaid on the same map.

The default odour assessment criteria recommended by EPA Victoria is 1 OU for normal operating conditions (99.9<sup>th</sup> percentile, 3-minute average). The 1 OU contour extends beyond the site boundary and encroaches on the residential areas to the southwest, south and southeast of the Site.

As introduced in Section 6.5.1, the SEPP (AQM) does not prohibit discharges where predicted ground level concentrations exceed the design criteria specified in the SEPP (AQM) Schedules.

The following points are noted with respect to the potential for offensive odours to occur from the biofilter under normal operating conditions:

- As discussed in Section 6.5.1, the 1 OU, 99.9<sup>th</sup> percentile, 3-minute average assessment criteria is very conservative, even for offensive odours such as untreated odour emissions from a sewage plant.
- Odour discharged from a biofilter has a musty, earthy character that blends rapidly with natural background odours as it disperses in the wind. The biofilter odour will not be noticeable even at much higher odour concentrations than the default odour assessment criteria.



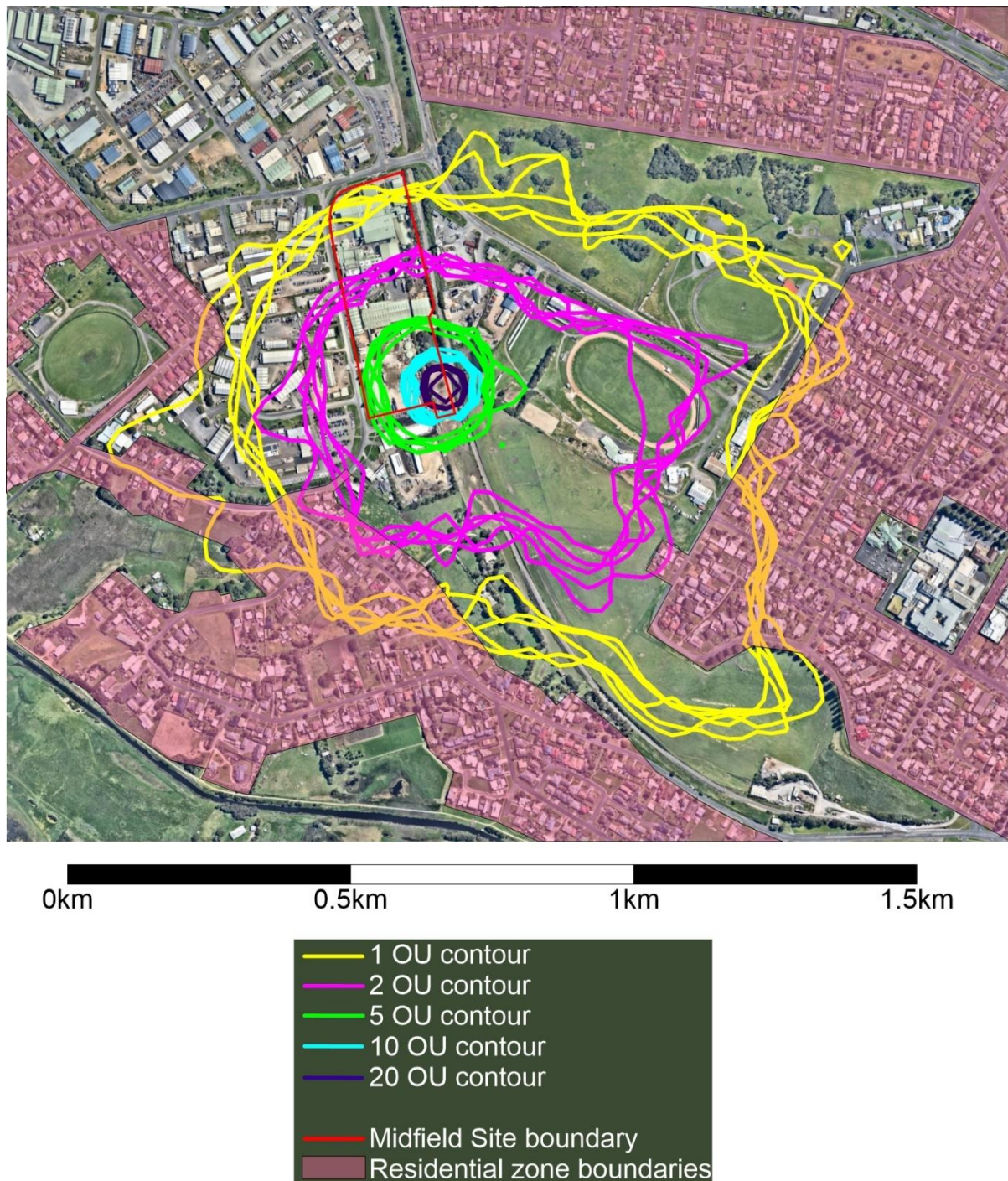


Figure 15: Model results for normal operating conditions for biofilter. Results from each of five calendar years overlaid on same map. Contours show 99.9<sup>th</sup> percentile, 3-minute average, odour concentrations.

- Concentration contour plots for the 99.5<sup>th</sup> and 99.0<sup>th</sup> percentiles, used in other Australian States, are provided in Appendix 5 for comparison with Figure 15. The model results comply with the odour assessment criteria in Queensland and New South Wales as listed in Section 6.5.1, and just exceed the odour assessment criteria in South Australia.
- The Site and neighbouring industries feature other odour emissions that will mix with and dominate the biofilter odour. Due to the nature of biofilter odours, the biofilter odour will not act cumulatively with the existing odours in the area.

Given the benign, low-offensiveness character of biofilter odour emissions and the factors raised above, the fact that the predicted 99.9<sup>th</sup> percentile 3-minute average 1 OU concentration contour extends beyond the site boundary is not considered to indicate a risk of offensive odour impacts.

### 6.7.2 Upset operating conditions

The 99.5<sup>th</sup> percentile dispersion model results for the biofilter under upset operating conditions are shown in Figure 16.

Using the 99.5<sup>th</sup> percentile, 3-minute average 5 OU contour as the indicator of appropriate separation distance, it is noted that this concentration contour does not extend into any residential zoned areas except for a small handful of properties to the south of the site. Given the character of biofilter odours, this slight intrusion of the 5 OU contour into a residential area is not considered to be significant, and the existing separation distances are appropriate.

This confirms the discussion in earlier sections that the EPA Victoria default separation distances for rendering plants are not appropriate for the PRP proposed by Midfield which uses best practice odour capture and control.



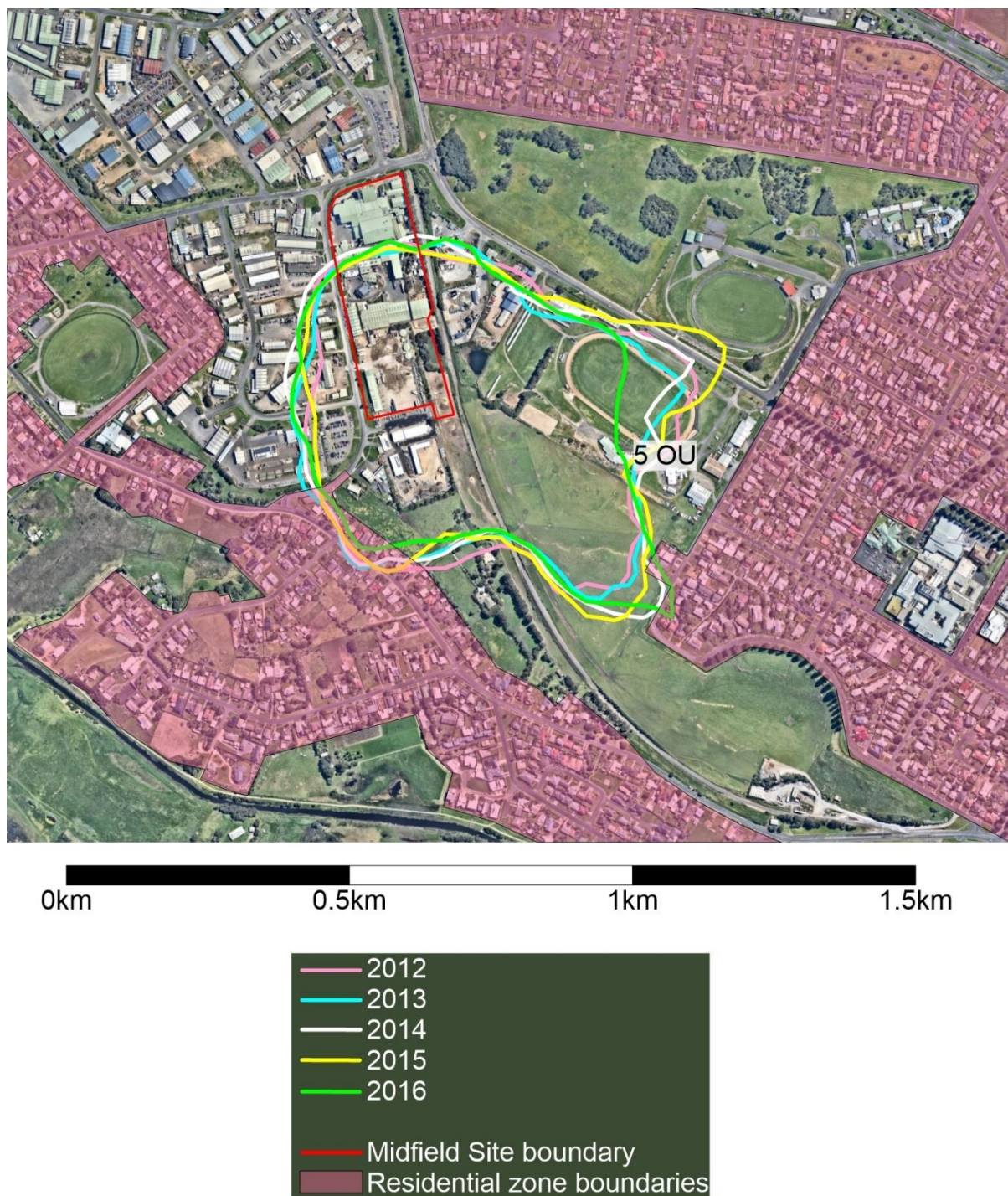


Figure 16: Model results for upset operating conditions for biofilter. Results from each of five calendar years overlaid on same map. Contours show 99.5<sup>th</sup> percentile, 3-minute average, 5 OU odour concentration.

## 7 Conclusion

Midfield Group operates an existing sheep and cattle abattoir in Scott Street, Warrnambool (the “Site”). By-products are processed at its Co-Products facility in Swinton Street. Midfield proposes to establish a new state-of-the-art PRP in a purpose-built building with best in class odour capture and control.

The land occupied by Midfield, as well as land to the north, west and east of the Site, is zoned Industrial 1. Land immediately to the south of the Site is zoned for Public Utilities. Residential-zoned land is located further to the northeast, west, and southwest of the Site.

A transfer station, an asphalt plant, and a concrete batching plant are located immediately to the east of the Site. The transfer station and the asphalt plant are both likely to discharge odours that could be noticed beyond their site boundaries.

Midfield has received alleged offensive odour complaints related to the Co-Products facility at Swinton Street, 2.4 km away from the new site. The Co-product site complaints have declined due to capital and operational improvements, but these complaints are not relevant to the current proposal due to the advanced technology and quality of building construction planned for the new development.

Modern, best practice PRP designs such as that proposed for the Site have a comprehensive odour capture and treatment system built into the plant design.

Control of fugitive odour emissions is very important with PRPs and is often the cause of problematic odour emissions in older plants. On the other hand, new PRPs such as that proposed for the Site are designed to minimise the risk of fugitive emissions with point source odour capture built-in to process units. This means the odour concentration within these buildings is low. In addition, the buildings are purpose-built to maintain negative pressure so the potential for fugitive emissions is minimised.

The two main methods of odour treatment proposed for air extracted from the PRP are as follows:

- Extraction of non-condensable gases from process units with high odour concentrations to a boiler for odour treatment by combustion. Residual odour emissions in the boiler exhaust will be negligible.
- Biofilter treatment of remaining air flows from the building and other process units. The biofilter has been designed with a residence time that is twice as high as EPA Victoria’s recommended guidelines (EPA Victoria, 2017), and residual odours discharged from the biofilter will have a musty, earthy character that blends rapidly with natural background odours as it disperses in the wind.

Atmospheric dispersion modelling demonstrated that emissions from the biofilter under normal operation will not cause local amenity to be adversely affected by offensive odours. Even though the model results exceeded EPA Victoria's generic design criteria for odour emissions, this is not considered to indicate a risk of offensive odour impacts because:

- The design criteria is very conservative, even for offensive odours,
- The biofilter odour emissions have a benign, low-offensiveness character of biofilter, and
- Other odours from the existing site and neighbouring industries contribute to background odours in the area and the biofilter odour will not be distinguishable cumulatively with those background odours.

The odour assessment also considered separation distances to residential properties. The EPA Victoria buffer distance policy is described in Publication 1518 (EPA Victoria, 2013). The protein recovery plant proposed for the Midfield Site comes under the category of "rendering and casings works" in Publication 1518, for which the specified default separation distance is 1000m.

A 1000m separation distance for a PRP would apply whether the plant was old with poorly-retrofitted odour control and a high chance of unintended or accidental emissions, or new with built-in primary (point source) and secondary (building ventilation) odour capture. These two extremes of plant design have very different potential for frequency and magnitude of unintended or accidental emissions, even though the same separation distance applies to both.

The available separation distances are less than the default value of 1000m specified in Publication 1518. However, having separation distances less than the default values specified in Publication 1518 does not mean that offensive odours from the plant will be noticeable at sensitive receptors on a day to day basis. The separation distances are only intended to reduce impacts from offensive odours when the plant is not operating normally – i.e. during some kind of "upset" (accidental or unintended emissions).

A range of potential upset scenarios at the PRP were considered. The only upset operating condition that was considered reasonable to include as a source of accidental or unintended emissions in the context of estimating separation distances was biofilter operation. Atmospheric dispersion modelling demonstrated that the available separation distances to residences were sufficient for odour emissions from the biofilter under upset operating conditions.

Overall, it is concluded that the potential impact of odour emissions from the proposed PRP is low, and the default buffer distances specified in EPA Publication 1518 can be reduced.



## 8 References

EPA Victoria (2001). *State Environment Protection Policy (Air Quality Management)*. Published in Victoria Government Gazette, 21 December 2001.

EPA Victoria (2013). *Recommended Separation Distances for Industrial Residual Air Emissions*. Publication number 1518, March 2013.

EPA Victoria (2014), *Guidelines for Input Meteorological Data for AERMOD*. Publication number 1550 Revision 3, September 2014.

EPA Victoria (2015), *Guidance Notes for Using AERMOD*. Publication number 1551 Revision 6, February 2015.

EPA Victoria (2017), *EPA Victoria (2017), "Selected Scheduled Premises – Prompt Sheets"*. Publication 1659, June 2017.

Freeman T. and Cesca J. (2016). *Odour Dispersion Modelling for WWTPS – The Future Without AUSPLUME*. Proceedings, Ozwater 2016 Conference, Melbourne, May 2016.

Office of Environment and Heritage (OEH) (2011), *Generic Guidance and Optimum Model Settings for the CALPUFF Modelling System for Inclusion into the 'Approved Methods for the Modelling and Assessments of Air Pollutants in NSW, Australia'*. Prepared for NSW Office of Environment and Heritage (now known as New South Wales Environment Protection Authority) by TRC Environmental Corporation. March 2011.

# Appendix 1

Experience Statement – Tracy  
Freeman (Author)

## Appendix 2

### Photographs of Current Site Operations

All photos taken by Tracy Freeman, AirQP, on 23 November 2017.



**Existing wastewater treatment plant.**



**Existing screens (green/paunch line), wastewater treatment plant.**





**Cattle pen, showing condition of floor before scraping.**



**Fresh sawdust ready for placement on cattle pen floors.**





**Location of proposed protein recovery plant. Cattle pen shown will be demolished.**



**Sheep lairage.**





Sheep lairage showing condition of floors and cleaning provisions (purple hoses and lines)



Sheep lairage showing condition of floor under grills, with sloping floors for drainage.

## Appendix 3

Windroses extracted from CALMET  
model

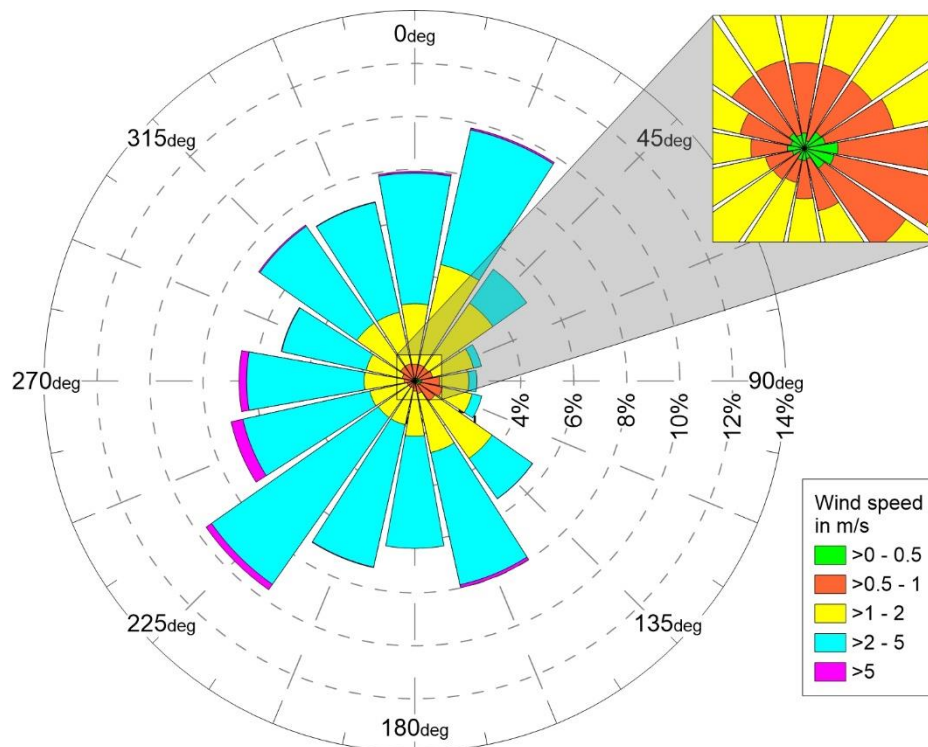


Figure A3.1: Windrose extracted from CALMET for Midfield Site location, 2012 calendar year. Records show hourly average wind speed and direction 1 January to 31 December.

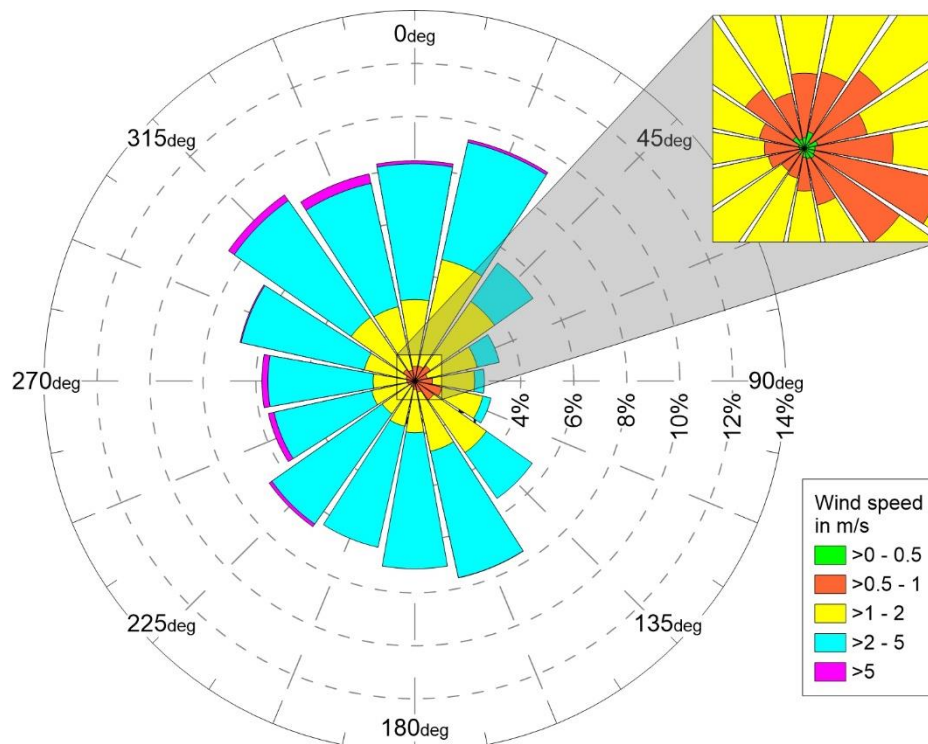
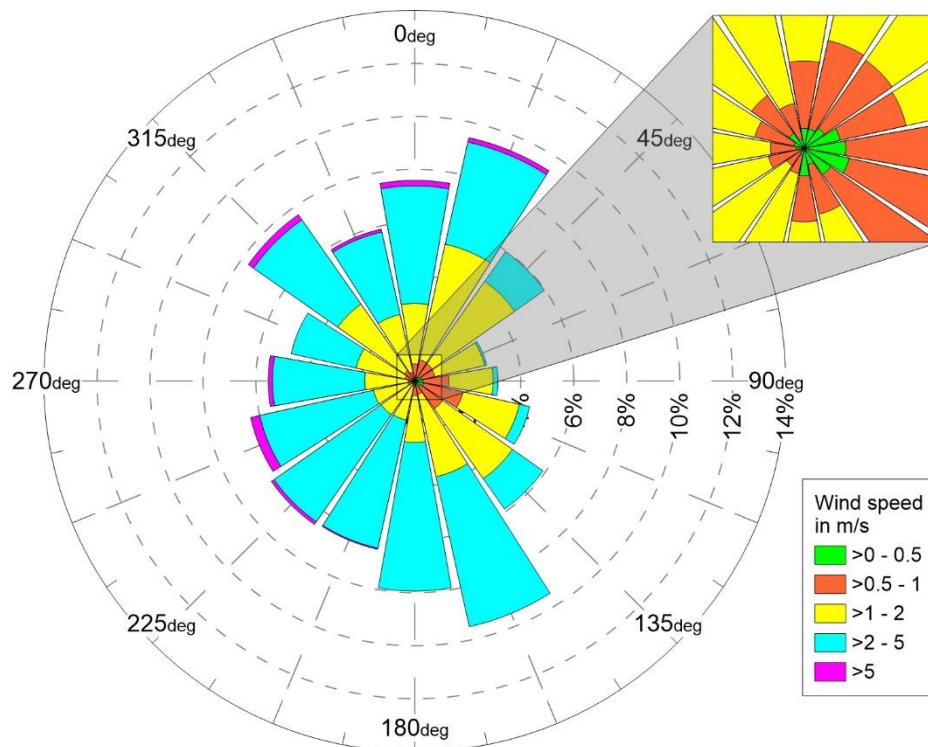
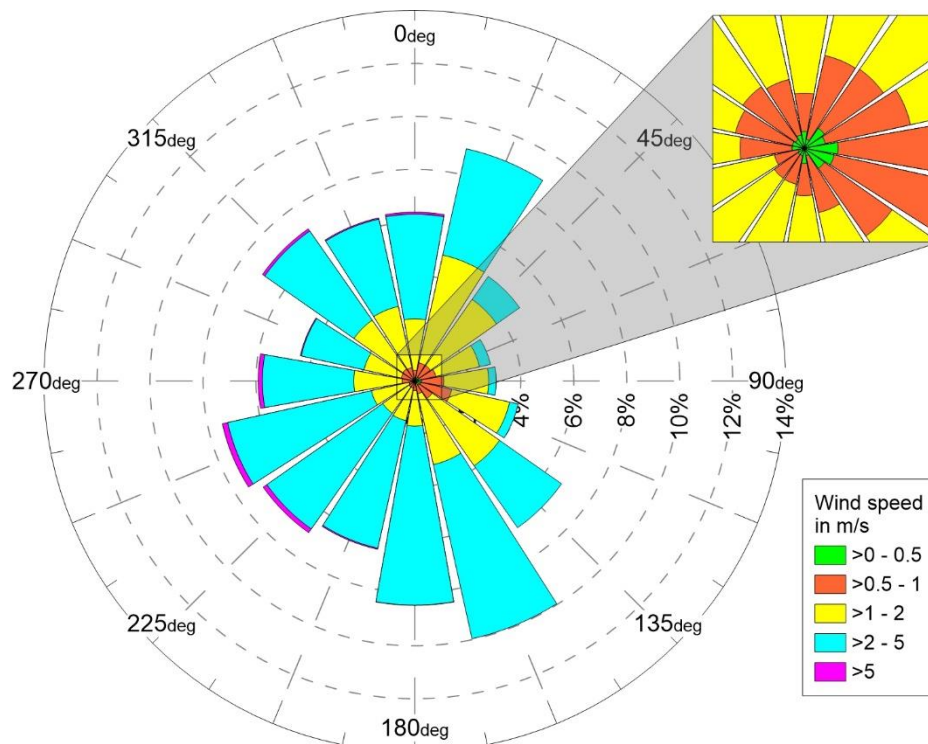


Figure A3.2: Windrose extracted from CALMET for Midfield Site location, 2013 calendar year. Records show hourly average wind speed and direction 1 January to 31 December.



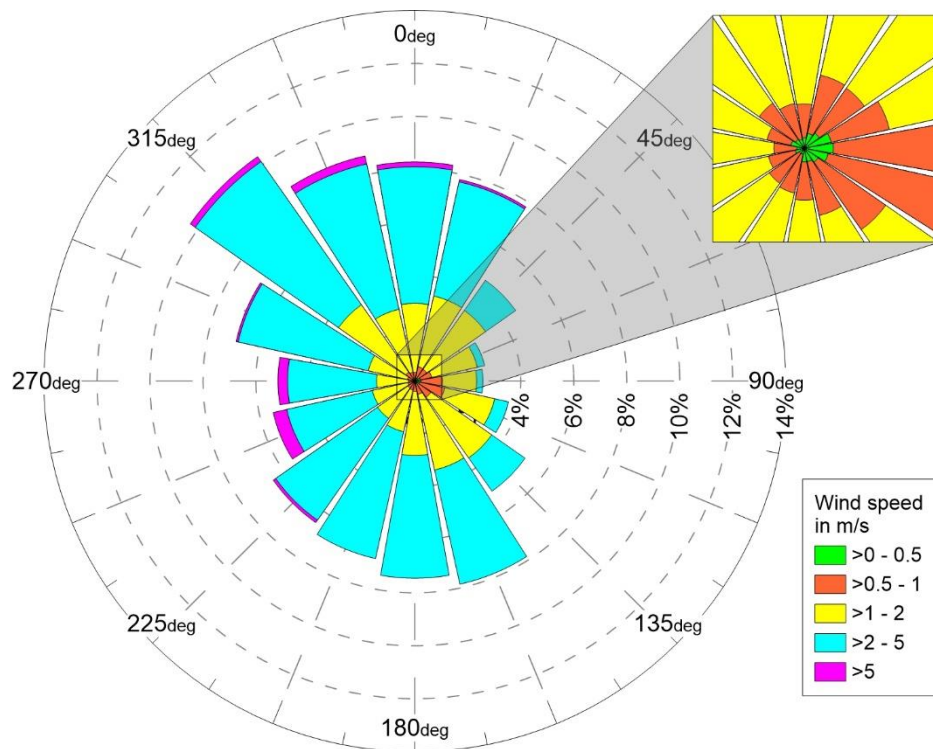


**Figure A3.3: Windrose extracted from CALMET for Midfield Site location, 2014 calendar year. Records show hourly average wind speed and direction 1 January to 31 December.**



**Figure A3.4: Windrose extracted from CALMET for Midfield Site location, 2015 calendar year. Records show hourly average wind speed and direction 1 January to 31 December.**





**Figure A3.5: Windrose extracted from CALMET for Midfield Site location, 2016 calendar year. Records show hourly average wind speed and direction 1 January to 31 December.**

## Appendix 4

Dispersion model results per  
year, normal operating  
conditions 99.9<sup>th</sup> percentile



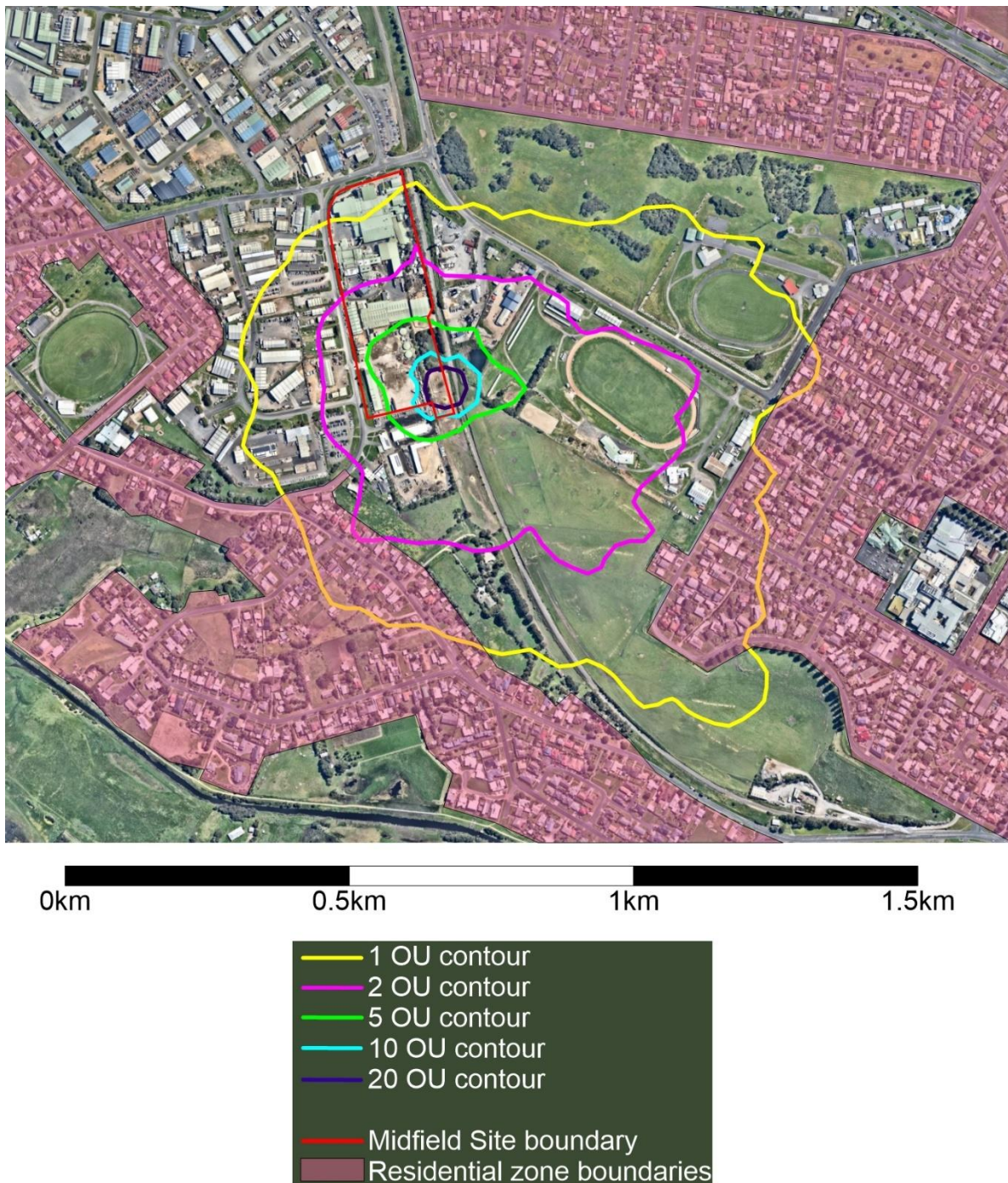


Figure A4.1: Biofilter normal operating conditions, 3-minute average OU, 99.9<sup>th</sup> percentile odour concentrations for calendar year 2012.



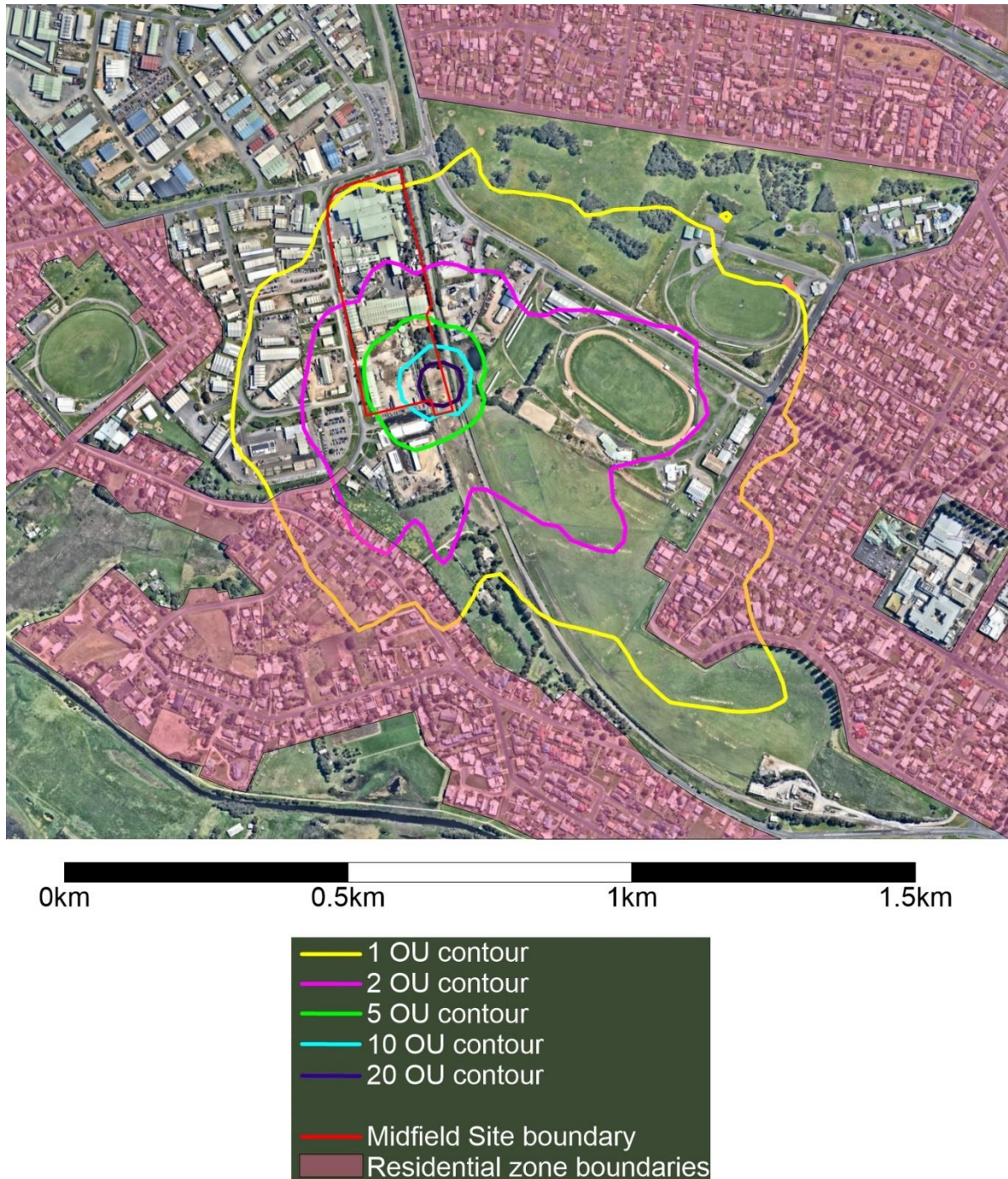


Figure A4.2: Biofilter normal operating conditions, 3-minute average OU, 99.9<sup>th</sup> percentile odour concentrations for calendar year 2013.



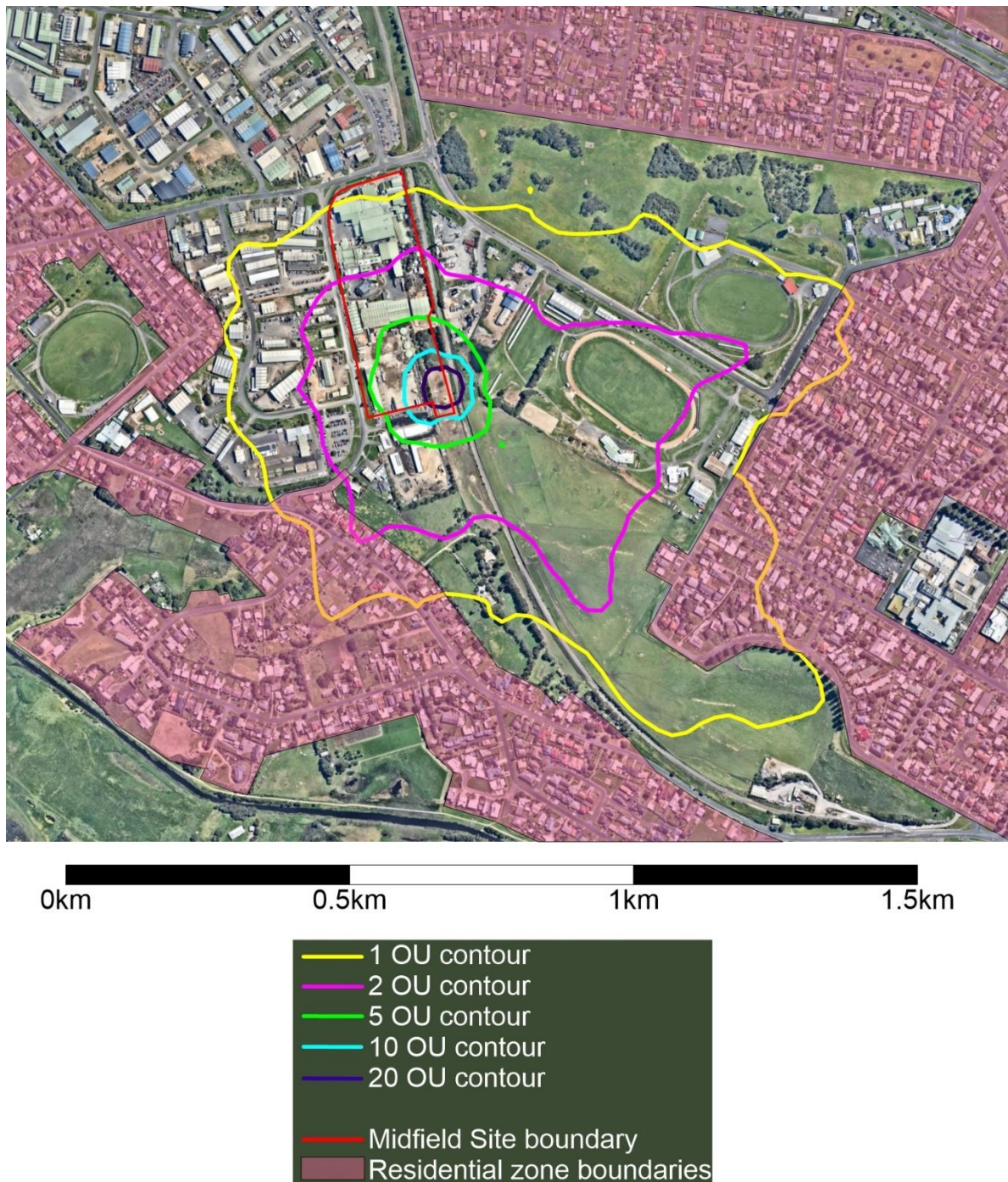


Figure A4.3: Biofilter normal operating conditions, 3-minute average OU, 99.9<sup>th</sup> percentile odour concentrations for calendar year 2014.



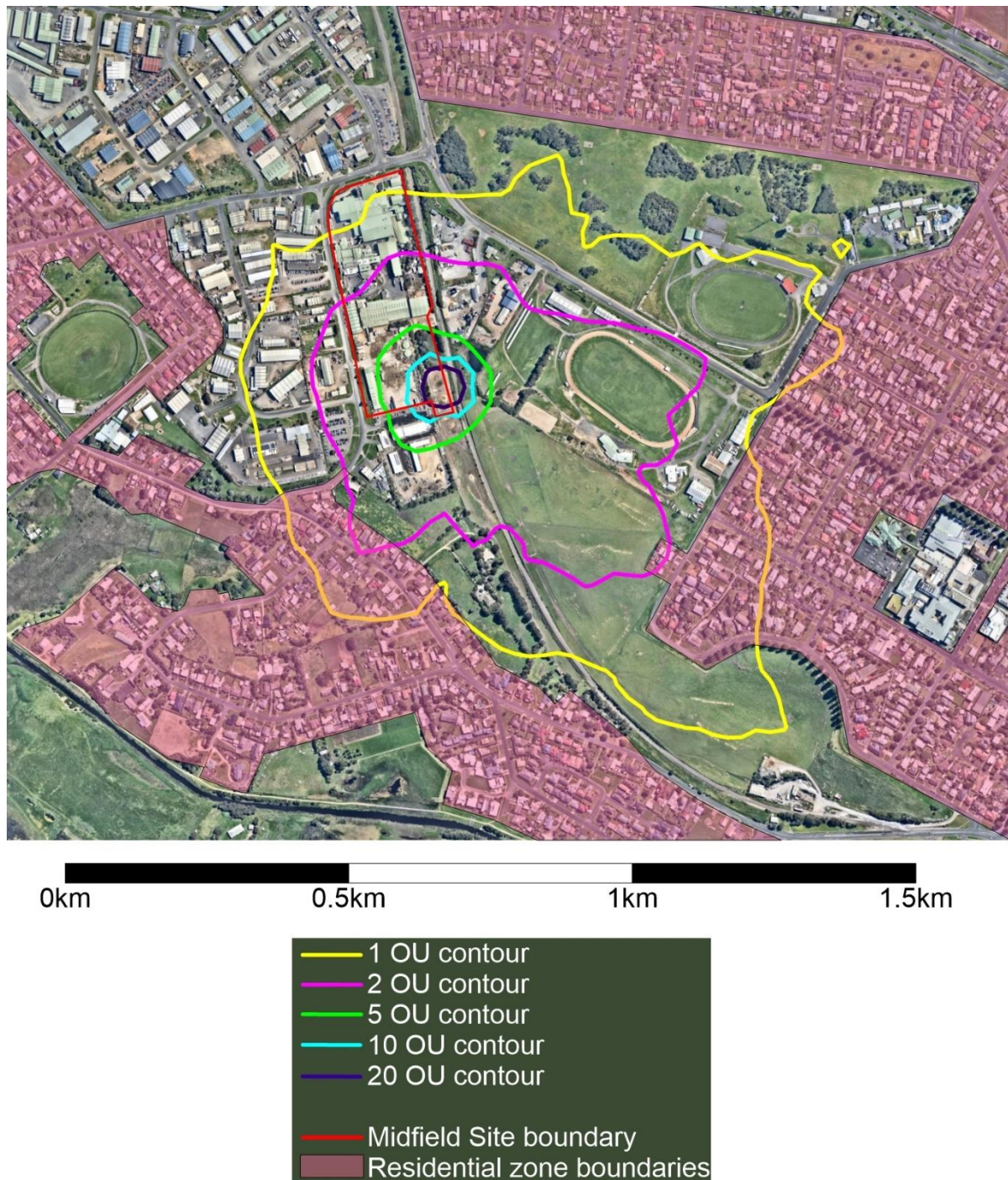


Figure A4.4: Biofilter normal operating conditions, 3-minute average OU, 99.9<sup>th</sup> percentile odour concentrations for calendar year 2015.



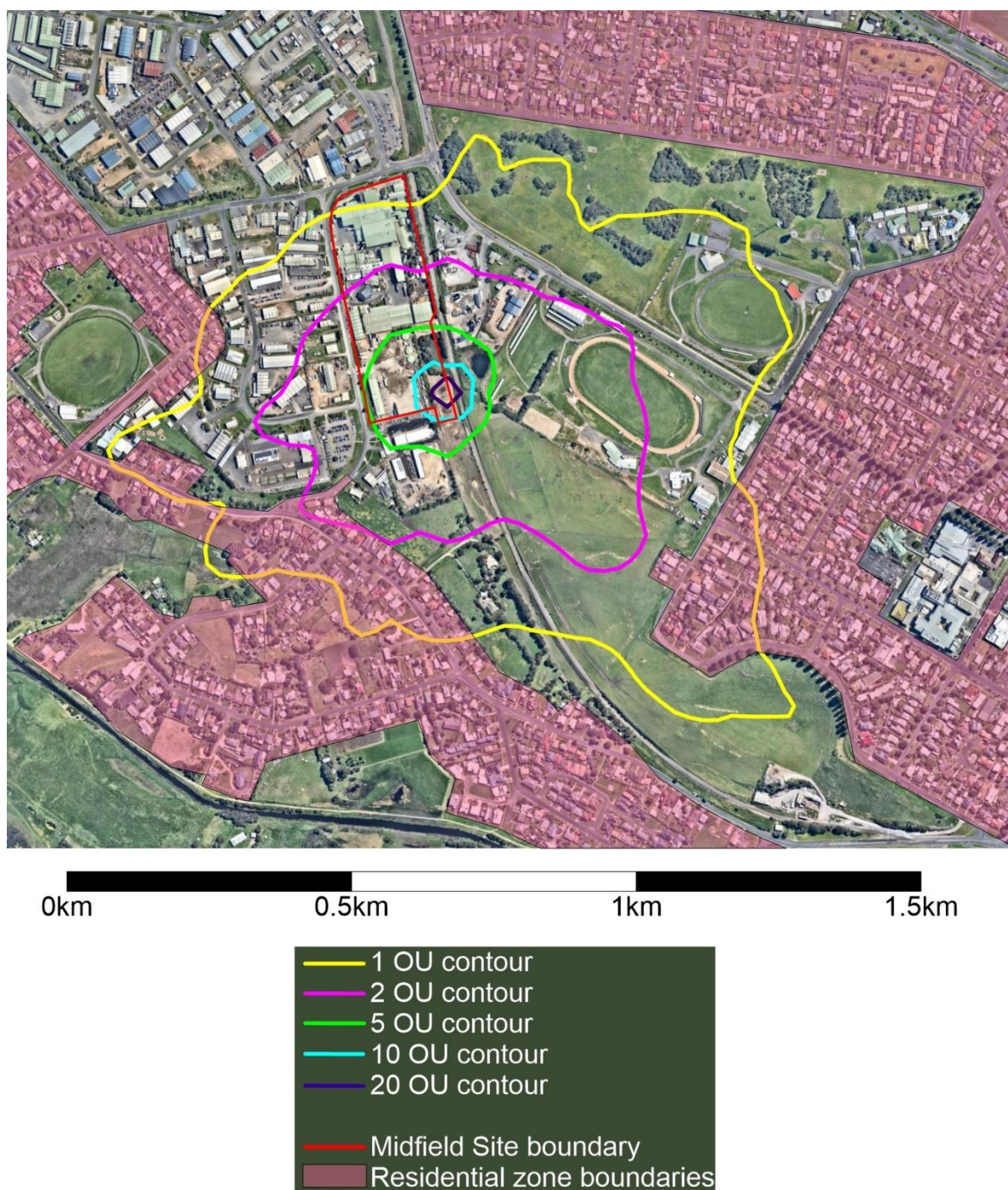
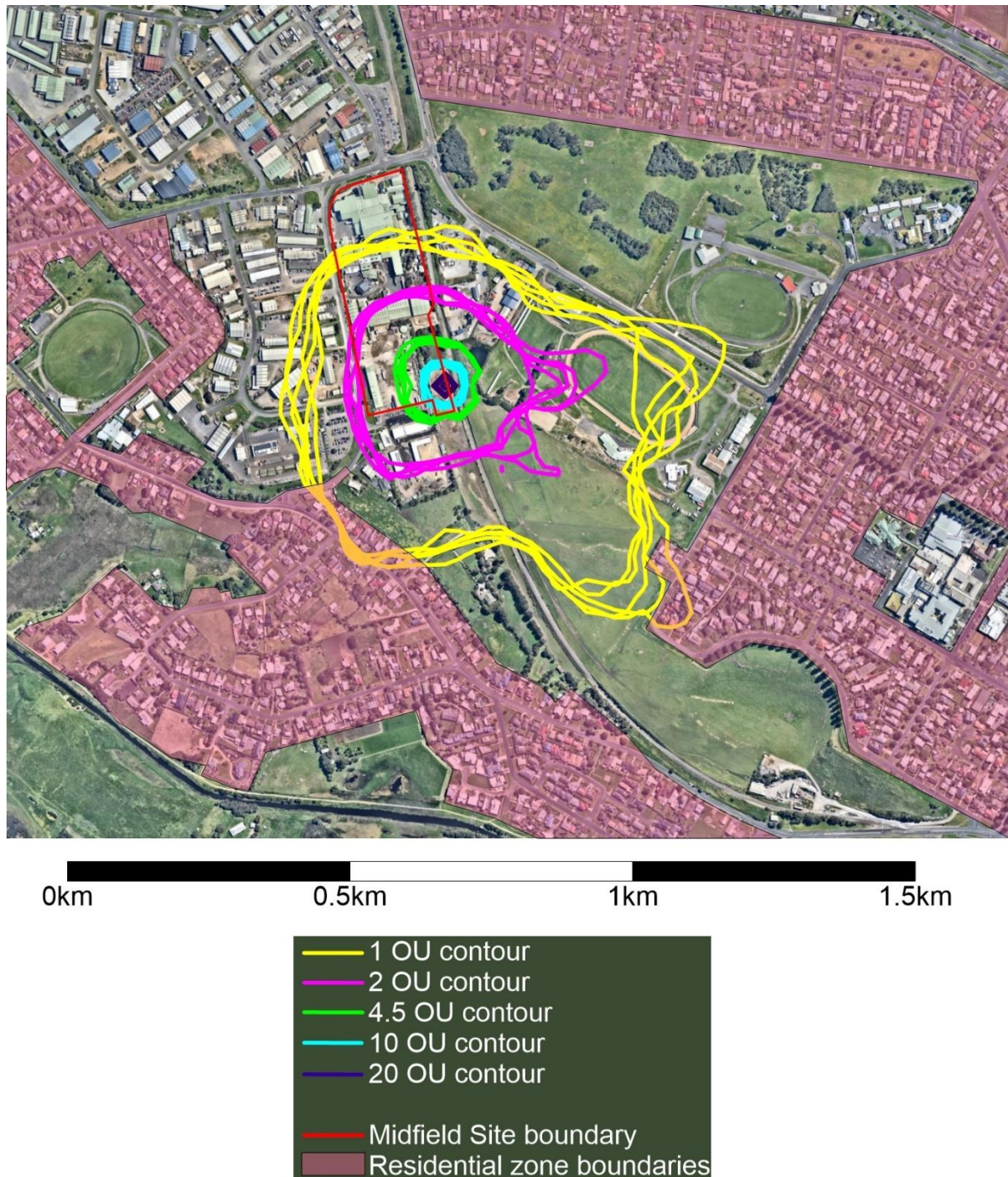


Figure A4.5: Biofilter normal operating conditions, 3-minute average OU, 99.9<sup>th</sup> percentile odour concentrations for calendar year 2016.

## Appendix 5

Dispersion model results,  
normal operating conditions,  
99.5<sup>th</sup> and 99.0<sup>th</sup> percentiles





**Figure A5.1: Model results for normal operating conditions for biofilter. Results from each of five calendar years overlaid on same map. Contours show 99.5<sup>th</sup> percentile, 3-minute average, odour concentrations.**





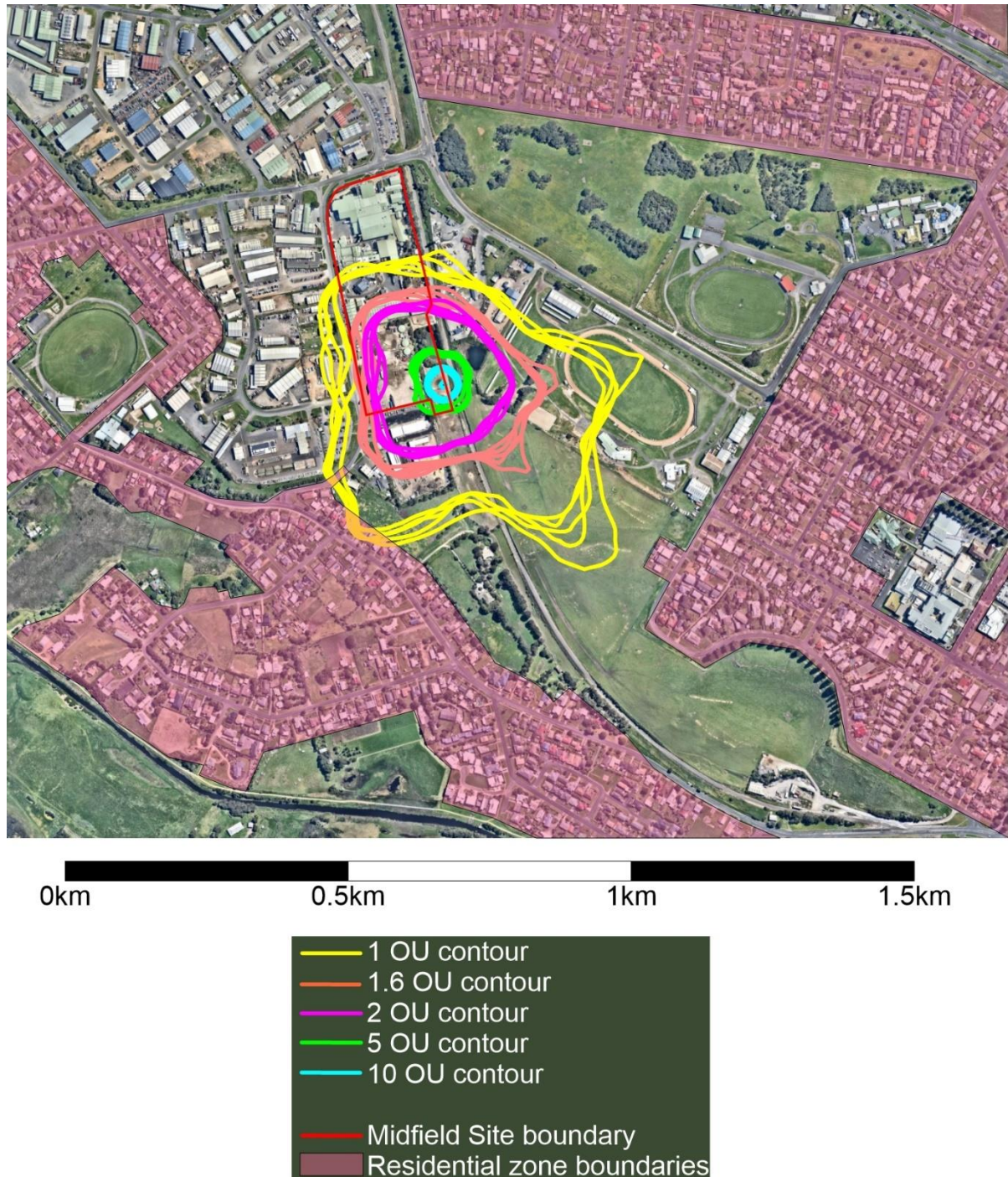


Figure A5.2: Model results for normal operating conditions for biofilter. Results from each of five calendar years overlaid on same map. Contours show 99.0<sup>th</sup> percentile, 3-minute average, odour concentrations.



To/ Whom it may concern,

I am writing in response to a letter we received about the planning of the 'environmental' plant to be built at 24 Scott St Warrnambool, As a Merriade resident I am very concerned of this going ahead, why does Mr McKenna think this o.k. It has been where it is now, for many years so why move it. I know the greenies have a huge part in this going ahead, well have they thought about us 'humans' at all, no they dont they want it at a residential area, where there is a primary school in close proximity of the proposal, let alone the other residents close by, this is an absolute joke. why does this council keep on destroying things in this town that are NOT broken (ie - main st) that's another story, anyway. If I'm lucky council will read this & whatever but I'm sick of things happening and people verbally say negative things but that's it, dont actually do anything about and I have been one of them so at least now I can say I had an opin and said it in writing, and I can guarantee no matter how many objections etc you get you will still let them do it as the saying goes Money talks, and bugger everyone else. with all this happening, we are not going to have a hope in hell if we wanna sell our house, we already have the tip behind us, plus Midfield now this (which is part of Midfield). this is absolutely appalling and a joke, just a final thing too say remember who pays you, us residents and you wonder why we get angry. grrr  
 Thanks, (no thanks)  
 not signing this  
 no need to not 'screed'  
 just isnt a need too

Warrnambool City Council	
21 SEP 2018	
Ref No	
Officer	
Scanned Yes / No	Ch:



PO Box 4  
WARRRNAMBOOL VIC 3280  
21st September, 2018

City Planning  
Warrnambool City Council  
25 Liebig Street  
WARRNAMBOOL VIC 3280

Warrnambool City Council	
21 SEP 2018	
Ref No	
Officer	
Scanned Yes / No	Ch:

Dear Sirs/Mesdames

#### **MIDFIELD PROTEIN RECOVERY PROCESSING PLANT**

Whilst not at this stage objecting to the proposed Plant, I do have a number of concerns and questions, which I would like addressed and answered, in writing, please.

I live at 17 Kruger Street in Warrnambool, approximately 900 metres, "as the crow flies", in an east - south south easterly direction from the proposed Plant.

Despite the official title, the facility is still a rendering plant under another name.

#### **1 My queries:**

- 1.1 Odour: Will there be any odour outside the plant itself?
- 1.2 Is there an odour level which is acceptable to the EPA / Council?
- 1.3 Noise: Will there be any sound able to be heard from outside the plant itself when it is operating?
- 1.4 Is there a noise level which is acceptable to the EPA / Council?
- 1.5 Air Emissions: Will there be any air emissions of any kind outside the plant?
- 1.6 If so, what will they be, and is there a level which is acceptable to the EPA / Council?
- 1.7 Operating Hours: Will the plant operate 24 hours a day. If not, what will the operating hours be?
- 1.8 How will the finished product be transported to the export point?
- 1.9 If by road, will the transport use residential streets and roads, and if so, which ones? Will such transport be sealed?



1.10 Will there be an increase in local traffic over and above that from the abattoir and existing rendering plant?

1.11 If there are odours / noise / air emissions will the EPA investigate when advised, and if the problem is not resolved, issue fines or take any other action?

1.12 If these steps do not resolve the problem, what happens then?

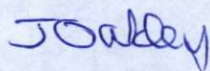
1.13 If the issues are not resolved, residents' lifestyles will be adversely affected, and possibly cause devaluation of properties.

2 Are there any rendering plants ***the same*** as the proposed plant in Victoria, and if so, have there been any complaints in relation to odour / noise / air emissions? If not in Victoria, are there any such plants elsewhere in Australia and what issues have been caused?

Other comments:

- It is not unusual for me to experience odour issues from the existing abattoirs (adjacent to the proposed Plant) at my property.
- When walking along Aitkens Road, there is an area there where there is often a strong odour from the abattoirs.
- Likewise, on the footpath in Koroit Street beside Victoria Park, and no doubt in Victoria Park itself between Koroit Street and Aitkens Road.
- These occurrences have not just recently arisen.
- Also, (coincidentally, the day after the community information session in February) when waiting in my car, 4-5 times, at the Koroit Street / Giffen Street / McMeekins Road intersection traffic lights, I experienced odours, lasting over a period of approximately 3 -3-1/2 hours.
- **Any exacerbation of these issues caused by the proposed Plant would not be acceptable.**

Yours faithfully



R. JOY OAKLEY



Dear Warrnambool City Council and Midfields,

I hereby object to the planning permit (PP2018-0109) and the works approval application (1003168) for the proposed 'Protein Recovery Plant' at 24 Scott St.

The reason for my objection comes down to de-evaluation of my property, noise, air quality and my overall living environment.

Firstly we purchased our property 4.5 years ago at 16 Granter St as a young married couple, looking forward to our future in the Merrivale Community. We decided to invest in this property, showing a promising ocean view and my father (property analyst) agreed that the property had great potential and the industrial estate posed no threat due to EPA restrictions/guidelines. When we go to sell our property knowing that there is going to be an abattoir basically in our backyard will harm the valuation of the property. So Midfields is de-evaluating our property and who holds the burden but the owners themselves who have worked hard to invest in property.

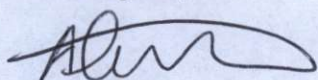
Secondly I object to the abattoir due to the noise that it will bring. We live in a quiet neighbourhood (other than when the Skin Drying Facility wasn't up to EPA standards causing a high pitched fan noise that was finally dealt with after a year). Bringing an abattoir close to our property, having trucks come in day/night and loud machinery (Bio Filter) constantly running (apparently 24 hours 7 days a week) is not seen as a quiet environment. This will endure sleepless nights and constant irritating noise which will affect overall health.

Thirdly I object to the air quality which will be present from the so called 'Eco Friendly' woodchip process. I already have fresh ocean air, why would I want an 'earthy' scent lingering around my home! I'm sure the toxins in the air which are produced by the abattoir are defiantly not natural. We currently do not know the health effects that the abattoir may cause whether is neutral or negative, but a scary thought to think if negative. EPA quoted 'unlikely to cause significant detriment amenity impacts to the nearby residential community'. 'Unlikely' isn't considered as a defianant. We won't know the problems that may occur until the abattoir is put in place and by then it will be too late for Merrivale as a community. EPA also specified that the Seperation Distance Guidelines state that industrial estate should be at a minimum of 1000m from residential land, but Granter/Landman St is considered to be around the 300m mark away from the proposed works. Is there a reason why we are not applying to the Guidelines?

I originally come from Hobart where Tasmania have always shown great values towards Environment and Community, and were always seen as top priority at a government scale. When I moved to Warrnambool I assumed it was a place where these two categories were considered valued also. Now I am under the understanding that Economic Development and money are seen as priority which is sad to see.

I just hope that my letter is at least considered, and for once the little people have their voices heard. It seems Big Bully Companies always come out winning which doesn't leave much hope as a small community. For once prove that the smaller people can win. Thank you for your time in reading my Objection.

Kind Regards,



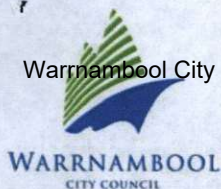
Amy Ivermee

16 Granter St, Warrnambool

PN: 0434986607.

Warrnambool City Council	
25 SEP 2018	
Ref No	
Officer	
Scanned Yes / No	Ch:





# Objection to Grant Planning Permit - Part A

The information requested on this page will be used solely by the Warrnambool City Council. Council will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Council may not be able to process your request unless sufficient information is given.

## Who is objecting?

I/We (Names in Block Letters)

Name(s) REBECCA Surname SIMPSON

Name(s) \_\_\_\_\_ Surname \_\_\_\_\_

Address 95 MERRIVALE DRIVE

WARRNAMBOOL VIC 32 Post Code 3280

Telephone (Home) \_\_\_\_\_ Telephone (Work) 03 55 631492

Mobile 0419 515 731 Facsimile \_\_\_\_\_

Email \_\_\_\_\_

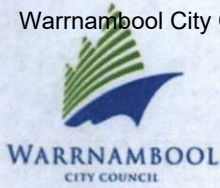
Signatures(s) *RJ* Date 15/09/2018

Signatures(s) \_\_\_\_\_ Date \_\_\_\_\_

## Important notes about objections to permit applications

1. This form is to help you make an objection to an application in a way which complies with the Planning and Environment Act 1987, and which can be readily understood by the responsible authority. There is no requirement under the Act that you use any particular form.
2. Make sure you clearly understand what is proposed before you make an objection. You should inspect the application at the responsible authority's office.
3. To make an objection you should clearly complete the details on this form and lodge it with the responsible authority as shown on the Public Notice – Application for Planning Permit.
4. An objection must:
  - State the reasons for your objection: and
  - State how you would be affected if a permit is granted.
5. The responsible authority may reject an application which it considers has been made primarily to secure or maintain a direct or indirect commercial advantage for the objector. In this case, the Act applies as if the objection had not been made.
6. Any person may inspect an objection during office hours.
7. If your objection related to an effect on property other than at your address as shown on this form, give details of that property and of your interest in it.
8. To ensure the responsible authority considers your objection, make sure that the authority receives it by the date shown in the notice you were sent or which you saw in a newspaper or on the site.
9. If you object before the responsible authority makes a decision, the authority will tell you its decision.
10. If despite your objection the responsible authority decides to grant the permit, you can appeal against the decision. Details of the appeal procedures are set out on the back of the Notice of Decision which you will receive. An appeal must be made on a prescribed form (obtainable from the Victorian Civil & Administrative Tribunal) and accompanied by the prescribed fee. A copy must be given to the responsible authority. The closing date for appeals is 21 days of the responsible authority giving notice of its decision.
11. If the responsible authority refuses the application, the applicant can also appeal. The provisions are set out on the Refusal of Planning Application which will be issued at that time.





## Objection to Grant Planning Permit – Part B

Please be aware that this page and any attachments of your objection/submission may be made available to any person for the purpose of consideration as part of the planning process.

### What application do you object to?

Planning Application Number PP2018-0109 WKS APPROX APPLICATION 1003168  
AMEND PP 110/99. (EPA).

What is the address of the land that is proposed to be used or developed?

24 SCOTT STREET, WARRNAMBOOL, 3280.

What is proposed? " PROTEIN RECOVERY FACILITY "

### What are the reasons for your objection? (If there is not enough room, attach a separate page.)

SEE ATTACHMENT

### How will you be affected by the grant of a permit? (If there is not enough room, attach a separate page.)



## **REASONS FOR OBJECTING TO THESE PROPOSED CHANGES TO THE EXISTING PLANNING PERMIT ( GRANTED IN 1999)**

**Further intensification and expansion of this group of industries on what is a very small site is inappropriate and unsustainable for this city.**

**The impact of this group of industries seen under the Midfield banner has far exceeded what this residential community can cope with NOW.**

**Excessive constant noise 24 hours per day is extremely detrimental to inner urban residential living. The opinion of the supportive noise sampling cited in Appendix 5 do not bear any resemblance to the lived reality for the residents of the valley of Merrivale. Existing nocturnal truck movements are already unbearable and they propose to add more by inviting in an expansion with 25% more external product being sourced for this proposed new additional onsite business. Existing industry noise ,existing dust issues even last week after a month of heavy rain did not stop it, screaming concrete mixers from the skins treatment area are a constant nuisance. Nocturnal light pollution from LED lighting disturbing residences and our sleep quality. I could go on with many many more examples.....**

**Adding yet more industry onto this site and inner Warrnambool will make this so much worse than it all ready is. Noise and dust are cumulative pollutants. We already have a dirty dusty noisy transfer station, multiple concrete businesses that all polute and impact directly on our health.**

**This successful business would have so much more potential to expand, employ more people if it was not located in an inner urban / light industrial area of a major regional city .**

**Further expansion of this slaughter industry on this site may have significantly detrimental impacts on our valued tourist industry.It now frequently smells with a revolting stench from the**



**slaughterhouse and yards , most notably when the wind is in the north and all I and tourists want to do is go to our beautiful beach or take a bike ride along the rail trail , but the smell sends me indoors and I have shut all the windows to control my nausea .**

**Then the wind turns to the west and we get the stench of the Swinton street rendering plant.**

**These businesses need to move out of the city of Warrnambool, it would be a win/ win for all concerned.**

**I cannot see any information in the planning application regarding any effort to remove ground vibration from this new industry either. ..**

**As I live with in the 1000m buffer zone I cannot see any good reason to approve this amendment to the planning permit in this proposal.**

**Linking the Panning Permit proposed amendment with the EPA Works approval Application is very tricky. The supporting documents from the applicant are full of language indicating that their methodology of this process is actually not tested and validated to be guaranteed 100% safe and effective. There is no evidence of any scientific rigour ,( with peer review ),with regards to the processing systems , let alone their pollution expectations. There are ‘ potential anticipations’ and ‘ Best in field expectations’ with out validated Gold standards and evidence .**

**Residents are not guinea pigs and should be respected and protected . Not another clean it up afterwards industry please. Linking these 2 applications presumes a lot. Will the ratepayers be responsible by default if this industry causes us harm? Or will it be a suck it up situation because of weak rural EPA requirements?**

## **HOW WILL I BE AFFECTED BY THE GRANTING OF THIS PLANNING PERMIT AMENDMENT**

**By further deterioration in the liveability of Warrnambool and most notably Merrivale.**



**More traffic issues for me living on Merrivale drive with more traffic both direct and indirectly servicing Midfield industries.**

**More 24 hour noise pollution, especially when there is a north or westerly wind.**

**More Light pollution nocturnally, further impacting on my quality of sleep.**

**More potential air pollution in addition to the existing issues in this valley as previously mentioned. Please come and see the dirt and dust that quickly builds up on my home, the windows , car even my washing has to be bought in from the clothes line at times due to the already heavy amount of existing airborne pollutants.**

**Is their potential for toxic pollutants when the “ Biofilter is sterilised” - ?? This is not addressed as far as I could ascertain.**

**I potentially in the future may not be able to recommend Warrnambool as a worthwhile tourist destination...for all of the above reasons.**





## Objection to Grant Planning Permit – Part A

The information requested on this page will be used solely by the Warrnambool City Council. Council will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Council may not be able to process your request unless sufficient information is given.

### Who is objecting?

I/We (Names in Block Letters)

Name(s) ERICA Surname CODE

Name(s) \_\_\_\_\_ Surname \_\_\_\_\_

Address 98 Aitkins Rd  
Warrnambool Post Code 3280

Telephone (Home) \_\_\_\_\_ Telephone (Work) \_\_\_\_\_

Mobile 0432 559 354 Facsimile \_\_\_\_\_

Email baznpoppy@yahoo.com.au

Signatures(s) ECode

Signatures(s) \_\_\_\_\_

Warrnambool City Council	
Date	01 OCT 2018
Ref No	
Ch: _____	
Scanned Yes / No	Ch:

### Important notes about objections to permit applications

1. This form is to help you make an objection to an application in a way which complies with the Planning and Environment Act 1987, and which can be readily understood by the responsible authority. There is no requirement under the Act that you use any particular form.
2. Make sure you clearly understand what is proposed before you make an objection. You should inspect the application at the responsible authority's office.
3. To make an objection you should clearly complete the details on this form and lodge it with the responsible authority as shown on the Public Notice – Application for Planning Permit.
4. An objection must:
  - State the reasons for your objection: and
  - State how you would be affected if a permit is granted.
5. The responsible authority may reject an application which it considers has been made primarily to secure or maintain a direct or indirect commercial advantage for the objector. In this case, the Act applies as if the objection had not been made.
6. Any person may inspect an objection during office hours.
7. If your objection related to an effect on property other than at your address as shown on this form, give details of that property and of your interest in it.
8. To ensure the responsible authority considers your objection, make sure that the authority receives it by the date shown in the notice you were sent or which you saw in a newspaper or on the site.
9. If you object before the responsible authority makes a decision, the authority will tell you its decision.
10. If despite your objection the responsible authority decides to grant the permit, you can appeal against the decision. Details of the appeal procedures are set out on the back of the Notice of Decision which you will receive. An appeal must be made on a prescribed form (obtainable from the Victorian Civil & Administrative Tribunal) and accompanied by the prescribed fee. A copy must be given to the responsible authority. The closing date for appeals is 21 days of the responsible authority giving notice of its decision.
11. If the responsible authority refuses the application, the applicant can also appeal. The provisions are set out on the Refusal of Planning Application which will be issued at that time.





WARRNAMBOOL  
CITY COUNCIL

## Objection to Grant Planning Permit – Part B

Please be aware that this page and any attachments of your objection/submission may be made available to any person for the purpose of consideration as part of the planning process.

What application do you object to?

Planning Application Number 1003168

What is the address of the land that is proposed to be used or developed?

Midfield Meat Processing Pty Ltd  
24 Scott St WARRNAMBOOL Vic 3280

What is proposed? Amend planning permit 110/99 to delete  
conditions 4 & 5 to construct a protein recovery  
facility

What are the reasons for your objection? (If there is not enough room, attach a separate page.)

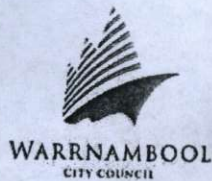
The protein recovery facility building & equipment all new and modern BUT - there seems to be an adhoc approach to the way the site operates. When slaughtering is taking place, there is a lot of noise from frightened animals and a strong odour of urine & manure because they are frightened. I strongly believe that Midfield should plan the whole operation around the most humane

How will you be affected by the grant of a permit? (If there is not enough room, attach a separate page.)

slaughter process in which animals are not left in yards, dogs barking continuously, in a stressed condition.

Increased noise and odour





## Objection to Grant Planning Permit - Part A

Warrnambool City Council	
25 SEP 2018	
Ref No	
Officer	
Scanned Yes / No	Ch:

The information requested on this page will be used solely by the Warrnambool City Council. Council will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Council may not be able to process your request unless sufficient information is given.

### Who is objecting?

I/We (Names in Block Letters)

Name(s) JENNI Surname STRAIN

Name(s) \_\_\_\_\_ Surname \_\_\_\_\_

Address 394 RAGLAN POE

WARRNAMBOOL Post Code 3280

Telephone (Home) 0412 950576 Telephone (Work) 0455 331 234

Mobile \_\_\_\_\_ Facsimile \_\_\_\_\_

Email wsrcofma@gmail.com

Signatures(s) Jenni Strain Date 21.09.18

Signatures(s) \_\_\_\_\_ Date \_\_\_\_\_

### Important notes about objections to permit applications

1. This form is to help you make an objection to an application in a way which complies with the Planning and Environment Act 1987, and which can be readily understood by the responsible authority. There is no requirement under the Act that you use any particular form.
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  - State how you would be affected if a permit is granted.
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7. If your objection related to an effect on property other than at your address as shown on this form, give details of that property and of your interest in it.
8. To ensure the responsible authority considers your objection, make sure that the authority receives it by the date shown in the notice you were sent or which you saw in a newspaper or on the site.
9. If you object before the responsible authority makes a decision, the authority will tell you its decision.
10. If despite your objection the responsible authority decides to grant the permit, you can appeal against the decision. Details of the appeal procedures are set out on the back of the Notice of Decision which you will receive. An appeal must be made on a prescribed form (obtainable from the Victorian Civil & Administrative Tribunal) and accompanied by the prescribed fee. A copy must be given to the responsible authority. The closing date for appeals is 21 days of the responsible authority giving notice of its decision.
11. If the responsible authority refuses the application, the applicant can also appeal. The provisions are set out on the Refusal of Planning Application which will be issued at that time.





## Objection to Grant Planning Permit – Part B

Please be aware that this page and any attachments of your objection/submission may be made available to any person for the purpose of consideration as part of the planning process.

### What application do you object to?

Planning Application Number..... PP2018-0109 MIDFIELD PRP PLANT

What is the address of the land that is proposed to be used or developed?..... 24 SCOTT ST  
WARRNAMBOOL 3280.

What is proposed?..... BUILDING OF A PROTEIN RECOVERY PROCESSING  
PLANT + BIO-FILTER.

### What are the reasons for your objection? (If there is not enough room, attach a separate page.)

PLEASE SEE ATTACHED LETTER.

### How will you be affected by the grant of a permit? (If there is not enough room, attach a separate page.)

PLEASE SEE ATTACHED LETTER.



Warrnambool City Council  
 Civic Centre  
 Planning Dept.  
 PO Box 198  
 Warrnambool Vic 3280

Dear Sir / Madam,

RE: Planning Permit Application PP2018-0109 Midfield Protein Recovery Processing Plant

On behalf of the Warrnambool Showgrounds Reserve, I am writing to object to the building of the Protein Recovery Processing Plant and Bio-Filter on the Midfields land adjacent to the Showgrounds South West corner.

The Showgrounds is home to 3 recreational sporting clubs with member numbers of approximately 160, 5 business's, Warrnambool Greyhound Racing Club (WGRC) who have invested in refurbishments costing over \$1.6 million and the Warrnambool Agricultural Society (WAS) which will host the 165<sup>th</sup> Annual Show this year. Our historical data indicates that an estimated 87,000 people a year utilise these community grounds.


After speaking to Kirsten Kilpatrick of Novo Planning acting on behalf of Midfield Meats, advised that the odour emitted from the bio-filter would smell similar to 'wet soil and compost', we are extremely concerned that the smell would impact on the huge amount of people who use the Showgrounds for the many and varied events that are held here. Kirsten also explained about the models used to create the data relating to the odour dispersion. I feel as the data was taken from the Warrnambool Regional Airport weather station, this would not give a true indication of air patterns and believe further tests to provide hard data is warranted.

As a transfer station dealing mainly with green waste and compost are already neighbours of the Showgrounds, we are well aware of the smell of compost and the unpleasant effect that it can have on the air quality within the grounds and therefore negative impact on crowd numbers.

The Showgrounds and WGRC also employ 2 Caretakers who live on site and would be impacted by the odour and additional noise that the Plant would generate.

We do not wish this project to go ahead to the detriment of our Showgrounds.

Yours sincerely,



Jenni Strain  
 20<sup>th</sup> September 2018





158 Merrivale Drive, Warrnambool Vic 3280

Telephone: 03 5562 7172 Facsimile: 03 5561 1773 Email: merrivale.ps@edumail.vic.gov.au

www.merrivale-ps.vic.edu.au Principal: Ms Susan Farrell

James Phillips  
Town Planner Coordinator  
Warrnambool City Council  
Liebig Street  
WARRNAMBOOL 3280

Warrnambool City Council

26 SEP 2018

Ref No

Officer

Scanned Yes / No Ch:

September 14<sup>th</sup> 2018

Dear James,

I am writing to you on behalf of the Merrivale Primary School Council regarding a letter we received from you on September 3<sup>rd</sup> 2018 regarding the planning permit application for the Midfield Protein Recovery Processing Plant (PP2018-0109). Our School Council met this week and after a lengthy discussion they wish to raise the following concerns:

1. The timeline for responses to the permit is very short. Our School Council only meets monthly and we have found the proposed timeline to be difficult to meet. We have over 150 families to reach and we are in the process of disseminating the information to them for their responses and/or concerns. One of the key recommendations from the original information sessions held earlier this year was that community consultation would be extensive and timely. We do not believe this is so and the short response time for such an important project is unrealistic.
2. The proposal for the plant is written in very technical language and we have been struggling to find appropriate experts who can provide us with an analysis of the project in language that we can share with our community. We feel that we have not been able to do a full investigation and the large number of documents and appendices take a very long time to read and understand. A project like this takes years to plan as is evident in the scale of the application and it is unfortunate that the Council has not chosen to provide the local residents with a longer time-frame to grasp the key elements and to formulate questions and/or support for this proposal.
3. School Council is the key body responsible for all of the 200+ students enrolled at Merrivale Primary School and as such we are continually concerned for the safety of all the students. From the initial community briefing earlier this year, we were assured that there is relatively low risk of residents being exposed to noxious fumes and seepage from the processing plant. However, the Council members discussed at length at their meeting this week that there is no such thing as a total guarantee and we could not find any evidence in the planning application that the health and safety of residents in the event of an accident at the plant has been

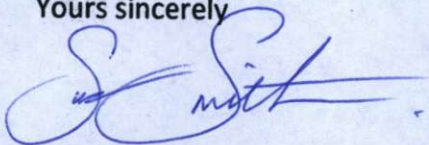


considered and planned for. In particular, we noticed on Page 27 of the Odour Report (Appendix 9) that our school is only half the distance of the recommended buffer zone.

As a School Council we are not opposed to innovation from local industry in any way, but our key responsibility is for the safety of our students, staff and community and our initial and rather rushed consultation process has identified many parents with concerns. We have advised them to contact the council and to lodge objections as per the process outlined in the letter accompanying the application.

We trust that the Warrnambool City Councillors and the Town Planning Staff will consider our objections listed above and will ensure the safety of the local residents will be paramount in your minds in making this decision.

Yours sincerely



Susan Smith

President

Merrivale Primary School Council



## Objection to Grant Planning Permit – Part A

The information requested on this page must be used only by the Warrnambool City Council. Council. It must not use my personal information for any other purpose without first seeking my consent, unless authorised or required by law.

I, LINDSAY MARCUS of 18 Granter Street, Warrnambool, 3280 (Mobile 0438613618 – lindsaymarcus@hotmail.com), submit this objection as follows.

Signatures



on 24 September 2018.

Warrnambool City Council	
25 SEP 2018	
Ref No	
Officer	
Scanned Yes / No	Ch:



## Objection to Grant Planning Permit – Part B

I am aware that this page and any attachments of my objection/submission may be made available to any person for the purpose of consideration as part of the planning process.

### Application I am objecting to:

Planning Permit Application No PP2018-0109

### The address of the land that is proposed to be used or developed:

24 Scott Street, Warrnambool, Vic 3280

CA 43A1 & A2 , Section 70 and TP812349Q, Parish of Wangoom, Township of Warrnambool

### What is proposed:

The construction and operation of a protein recovery plant with two processing lines and a daily processing rate of 400 tonnes.

### The reasons for my objection are:

1. When the Warrnambool City Council (WCC) issued PP100/99 on 22 April 1999, Condition 4 of the permit stated "there shall be no rendering, drying or treatment of inedible offal or other animal product on the subject land. Without in any way limiting the generality of the expression, 'inedible offal' shall include skins, hides, horns, hooves, skulls, paunch contents, blood and animal excreta".
2. The development of the proposed protein recovery plant is within close proximity of occupied residential land, which is described as sensitive land use by both the WCC and the EPA.
  - a. Further to the WCC's own 'Review of Land Uses within Industrial Buffers' draft report (yes still in draft form after 4 years!!) WCC describe 'Rendering and casing works' which would appear to include the 'protein recovery plant'<sup>1</sup> as a 'use with adverse amenity impacts'. This draft report describes the buffer zone recommended between a rendering and casing works and sensitive land use as 1000 meters. In fact, the distance from my residence (and many others, some being as little as 250 meters) and the proposed protein plant is approximately 350 meters.
  - b. Managing odour - The report continues with the information that uses with adverse amenity potential which, if not appropriately designed and located, could cause offence or unacceptable risk to residents. Whilst the design is presented and described as state of the art, the very nature of the material being processed has the potential to cause odour offence. Particularly so in the event the material is stockpiled, and even more so in the summer months or when the plant fails and the

<sup>1</sup> REVIEW OF LAND USES WITHIN INDUSTRIAL BUFFERS, WCC July 2014



processing line is halted. When asked of the WCC how the control of odour offsite would be managed, the response from WCC was 'it is a state of the art design'. That does not describe the control of the odour from this proposed plant.

Midfield have been unable to manage the odour emitting from the holding pens at the abattoir, for many, many years. At least 14 years. 14 years ago, when the odour became unbearable, we could ring the abattoir, and Midfield would hose the holding pens (or wherever the urine and faeces was creating the problem), and reduce the odour. This is no longer an option offered to the community. The odour is today (24 September 2018) heavy and pervading the Granter Street area. With such a poor response to our community regarding odour from the abattoir precinct, I have no confidence that Midfield will manage the odours from the proposed rendering plant.

- c. Managing light – When WCC has been asked how the light egress from the site will be managed, they responded with 'we will check that'. No proposed management of light from the site has been detailed in this application. The maximum height of this plant is 12 meters, which will emit light onto the roads and the surrounding community.
- d. Managing noise – Whilst Midfield have assured WCC that they are now looking to solve the noise problem from the skin agitators (dryers), this problem has persisted for over two years. I have contacted the EPA regularly for that two years, with a reduction in the noise from time to time however, again today (24 September 2018), the skin drying facility is emitting a very high pitched whine. I have checked, and they have again opened the door of the facility which allows the noise to increase and is unbearable in our home. Again, I note the Midfield are advising in their proposal that they are NOW addressing this issue. Two years and NOW they are addressing this issue???? That does not assure me that noise that may emit from the protein plant, will be managed to ensure that residents are not impacted further from the Midfield conglomerate of operations.
- e. Managing traffic – whilst the application proposes that less traffic will be experienced by the location of the proposed plant being in the abattoir precinct, the WCC are unable to advise what the traffic will be experienced as a result of additional raw materials being bought to the plant (400t a day processing on two lines) and what traffic will be generated by the transporting of the finished products from the plant?
- f. Decommissioning – whilst WCC assured me that there is a covenant over the land enclosing the existing rendering plant, my experience in a decade of working in Western Australia has shown me that is often the case that decommissioning of problematic sites has been mothballed. The plants and mines have sat for decades, and not decommissioned to this day. The current rendering plant is in an environmentally fragile and sensitive area. Midfield have infilled the wetlands (not approved by EPA) and have show significant disregard for the environment in both their past operations and site development.
- g. Undesirable impacts could be avoided through WCC observing their own recommendations for the appropriate buffer zones between the West Warrnambool industrial estate, and the residents of Merrivale.



### **How I will be affected by the grant of a permit:**

The EPA's five year plan (5 Year Plan 2011-2016) sets out the authority's vision that by 2030 the community does not experience disturbance from noise and odour. It is noted that a separation distance for noise does not exist under EPA legislation, however there are requirements in place that limit the extent that noise may contaminate the environment.<sup>2</sup>

Whilst the WCC develops its Town Plan to accommodate separation distances between industrial uses that emit odour or dust and sensitive land use, it also acknowledges that a sensitive use generally includes any residential use (i.e. dwelling, accommodation), a child care centre, an education centre (i.e. pre-school, primary school) or a hospital.

In the area proposed by the PPA 2018-0109 in the West Warrnambool Industrial Area there is both a large number of residences, and a primary school, all sitting within the existing 1000m buffer zone. These residences and the school preceded the development of the industrial area as it now exists, and have had scant attention from the WCC to ensure that they experience the quiet enjoyment that existed prior to the development of the industrial estate.

In fact, the original buffer zone established between the properties abutting the industrial area and the industrial and commercial buildings has been whittled away over the years by encroachment of the industries into that zone without any arresting action from the WCC. At the rear of my property, the sheet metal yards are on my rear fence.

The Merrivale community has endured ongoing development that has impacted detrimentally on the environment by way of dust, odour, and noise. These developments have included the original rendering works, the landfill and subsequent composing facility, the abattoir and the recycling operation that existed for a time behind Landmann Street. Whilst time has provided a resolution to many of those problems, the issues with odour from Midfield Meats has not diminished. Living in a property that abuts the Industrial Estate, the issue of low frequency noise from the skin drying plant is a sustained issue. Weather conditions increase or diminish that impact but my experience informs me that it remains a constant issue for residents living on the sea side of Industrial Estate.

I have no desire to see more residents detrimentally impacted by development that reduces the quiet enjoyment of properties inhabited by residents who have had no tangible influence in WCC's planning and rezoning.

---

<sup>2</sup> Guidelines, Applying NIRV to proposed and existing industries, Publication 1413.



**James Phillips**

---

**From:** Bernadette O'Brien <bernadette.obrien@boabhealth.com.au>  
**Sent:** Saturday, 22 September 2018 8:01 PM  
**To:** Town Planning Shared Mail  
**Subject:** Question/comment re Midfield Protein Recovery Processing Plant

Hello,

As the owner of 123 Merrivale Drive. Like many homes in Merrivale Midfields is quite close. Therefore I have a few concerns about the plant.

These being:

- \*Increased odour
- \*Increase in heavy transport vehicles
- \*Increased dust

For years Merrivale residents have been subject to the odours from the Midfield meatworks. Milk processing plants commonly also emit odours into the surrounding area.

What can be done to prevent these emissions? What recourse do Merrivale residents have should these odours occur?

Merrivale drive is in a residential area. It can be assumed that there will be an increase in truck and tanker vehicles going to the plant. Why can't these large industrial vehicles use a transport route through the industrial area and avoid the Merrivale residential area?

Its likely that an increase in dust will occur as a result of extra traffic and the nature of the processing function. Are there mechanisms in place to prevent this from affecting neighbourhood properties? What recourse do residents have if an increase in dust is noticed ?

Kind regards

Bernadette O'Brien

Sent from my iPad

Warrnambool City Council	
- 6 SEP 2018	
Ref No	
Officer	
Scanned Yes / No	Ch:

L.C - R.W

Lewis

121 Merrivale Drive  
Warrnambool

To council -

We wish to voice our objection to the proposed rendering plant in Scott Street.

There is already enough noise and stench emanating from the industrial estate as it is

you cannot keep on dumping the trash on Merrivale residents all the time to close to houses to close to the primary school

Of course the crows and the blowflies will love it

Horne road is empty put that there not in Merrivale no more enough is enough for us long suffering residents after all we do pay rates like every other area.

Lynda Robert Lewis



## **Reasons for Objection:**

Midfield Group are seeking to remove planning restrictions, to enable construction of a rendering facility with 24/7 capability and 400 t/day capacity, within 250 m of residential property within Warrnambool. This proposal (1) does not comply with EPA recommended minimum separation distances of 1000 m between facility location and sensitive users; and (2) does not comply with EPA threshold of 1 odour unit (OU) maintained within the boundary of the site for normal operating.

The proposal by Midfields has been reviewed, and appears to contain a number of assumptions and omissions that understate the severity of potential impact to the immediate residents and the wider Warrnambool community. The information presented does not support minimal impact by location of the rendering facility at Scott Street Warrnambool. Specific objections / concerns with the application are as follows:

### **1) Dismissal by Midfields of the need for compliance with EPA requirement for separation distance:**

- a. Midfields claims separation as specified by the EPA, is not necessary based on the separation distance being designed to be suitable for older facilities with poorer odour control. The published recommendations of Meat and Livestock Australia (MLA), states appropriate selection of processing plant location as the first consideration for achieving best practice in odour and air quality for new facilities. Midfield's dismissals of EPA requirements and proposal to re-locate the plant to a facility only 250 m from a residential area is therefore out of step with recommendations by their own industry.
- b. Midfield assumes that their modeling of odour impact is accurate. The model incorporates a number of assumptions i.e. that wind speed and direction based on a site 10 km inland and at higher elevation (Warrnambool airport), is representative of the Midfields site that is located on 0.5 km from the coast. Midfields have dismissed the wind data of Port Fairy based on its more exposed coastal location, despite Port Fairy showing a higher proportion of low wind days that would be likely to exacerbate odour issues. Based on EPA modelling policy discussion document, model performance 35% of the time may under-predict by more than a factor of 2. Model uncertainty was not provided by Midfields or any verification studies in support of their model.
- c. Midfields have not stated the specific differences in the controls of the existing plant versus their new plant, and how the proposed controls will provide a level of odour control that is sufficiently superior as to eliminate the odour that impacts residents located up to 5 km away from their existing plant.

### **2) Omission by Midfields for the risk of exposure to malodorous odour:**

- a. Consideration of malodorous odours should have been included within the odour assessment by Midfields (particularly for "upset conditions"). Midfield group claims that exposure of residents to predicted normal operating odours above EPA threshold, and up to 5 OU for "upset conditions", is acceptable. This justification is based on their assumption that all odours will be captured and treated, with

expected output an earthy or musty biofilter odour that will be indistinguishable from surrounding industry (i.e. treated via the biofilters, or boiler, and fugitive emissions will be prevented by facility engineering controls). Midfields dismiss the possibility of any other type of odour in their assessment of normal or upset conditions with inadequate justification i.e. Midfields state control for odour from un-fresh raw materials is in-house supply of fresh raw material, however earlier in their application they indicate that up to 25% of raw materials are from external suppliers; failure of the air extraction system are not considered as a risk for maintenance of negative pressure within buildings (only power failure is considered); and biofilter capacity and dual cell design are given as controls for the biofilter, with no consideration of issues that may affect performance of the entire biofilter. The Midfield protein plant "Odour extraction and bio-filter risk assessment" states odour release as a risk for failures of the building air system, air washer, extraction fan and biofilter, and biofilter main pit duct – these failures were not all covered in the odour assessment document. Other published reports and research also strongly support that release of malodorous odour will be likely (e.g. typical odour reduction of between 60 % and 99% for biofilter operating under normal conditions at rendering plants; upset conditions typical of biofilters - such as air channeling - greatly reduce the efficacy of odour reduction). Midfields do not consider the possibility of malodorous odour due to poor biofilter performance for normal or atypical operations.

- b. Midfields are progressing under the assumption that an earthy / musty odour is acceptable to residents. While not as unbearable as the typical rendering plant odour, an earthy/musty odour is not pleasant, and it is unacceptable for nearby residents to be deprived of fresh air as the "normal" or for Midfield to be subjecting residents to frequent odour, simply because they deem it not to be unpleasant.
- c. Midfields have justified the production of unpleasant odour as acceptable based on the residents being unlikely to differentiate the particular industry responsible for the odour. The inability of residents to determine the specific industry responsible for the odour does not make the odour acceptable, or provide any kind of valid justification for generating frequent odour simply because they deem it not to be unpleasant.

3) **Midfields have not provided discussion of potential health impacts of the plant location**

- a. Protein recovery plant odour is made up of a range of odorous gases including ammonia, ethylamines, hydrogen sulphide, and mercaptans. These cases are dangerous even in low quantities (e.g. American Conference of Governmental Industrial Hygienists recommended airborne exposure of 1 ppm for 8 hour time weighted average). Any failure of the biofilter, boiler or facility controls will expose Primary School Students (450m from the proposed biofilter location) and nearby residents to dangerous gases. Long term health impacts may therefore result from having the rendering plant located at close proximity to the school and residential areas.
- b. EPA publications state biofilters are sources of microbial emissions originating from the filter material. Monitoring and control of bioaerosols from the biofilter did not



appear to be addressed in the Midfields submission (e.g. viable and non-viable bacteria, fungi, endotoxins, pathogenic and non-pathogenic spores etc.). Relevance to human health and their potential effect should be considered for both residents and nearby primary school students (i.e. consideration of sensitisation, allergy, infection and toxicity and sensitive receptors such as asthma sufferers, the old, the very young and immunosuppressed individuals).

4) Midfields have not provided discussion of the risk of spillage of carcasses and blood within residential areas:

- a. Issues of spillage of carcasses, offal and blood from vehicles transporting animal carcasses to the proposed new facility through residential areas are not discussed (second most common complaint for current Midfields Rendering Plant – per Appendix A for previous Midfield Submission for milk processing facility).

5) Midfields have not adequately addresses negative impacts on Warrnambool residential values or the Warrnambool Tourism industry:

- a. The proposed rendering plant relocation is expected to negatively impact property value, especially those located within a 1 km radius of the proposed facility. Residential properties within 1000 m of the proposed facility include properties South of Raglan Parade between Ryot Street and Rooney's Road. Merrivale Primary School, Southwest Healthcare, Warrnambool Showgrounds, Warrnambool Golf Course and Port Fairy - Warrnambool Rail Trail (between Landman Street and Wellington Street) also fall within 1000 m of the proposed new facility.
- b. Possible impact on Warrnambool Tourism (Warrnambool City Centre is 2 km from the proposed facility and 2.2 km from Lake Pertobe Playground). Complaints for severe malodorous odour for Midfield Group's current facility are registered for locations as far as 5 km from the existing facility.

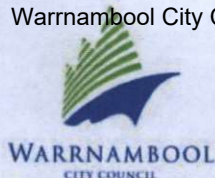
### **How will you be affected by grant of a permit**

Place of residence is within 750 m of the proposed Midfield's facility and children attend the Merrivale Primary school. Likely impacts are:

1. Almost certain impact on quality of life quality due to impact on availability of fresh air on a day to day basis (earthy/ musty odour will have probable impact on allergies).
2. Highly likely impact on quality of life from exposure to malodorous odours during upset conditions.
3. Probable exposure of children to airborne toxic gases and possibly bioaerosols.
4. Possible health impacts (exposure to low level toxic gases and bioaerosols).
5. Likely impact on ability to engage in recreation activities within the area.
6. Almost certain property devaluation.



3 SEP 2018



## Objection to Grant Planning Permit – Part A

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Warrnambool City Council	
3 SEP 2018	
Ref No	
Officer	
Scanned Yes / No	Ch:

### Who is objecting?

I/We (Names in Block Letters)

Name(s) GLENN Surname MIBUS

Name(s) SALLY Surname MIBUS

Address 53 McMEEKIN RD

WARRNAMBOOL Post Code 3280

Telephone (Home) ..... Telephone (Work) .....

Mobile 0419106981 Facsimile .....

Email glennmibus1983@hotmail.com

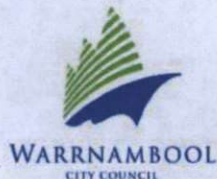
Signatures(s) G. Mibus Date 30/8/18

Signatures(s) Sally Mibus Date 30/8/18

### Important notes about objections to permit applications

1. This form is to help you make an objection to an application in a way which complies with the Planning and Environment Act 1987, and which can be readily understood by the responsible authority. There is no requirement under the Act that you use any particular form.
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3. To make an objection you should clearly complete the details on this form and lodge it with the responsible authority as shown on the Public Notice – Application for Planning Permit.
4. An objection must:
  - State the reasons for your objection: and
  - State how you would be affected if a permit is granted.
5. The responsible authority may reject an application which it considers has been made primarily to secure or maintain a direct or indirect commercial advantage for the objector. In this case, the Act applies as if the objection had not been made.
6. Any person may inspect an objection during office hours.
7. If your objection related to an effect on property other than at your address as shown on this form, give details of that property and of your interest in it.
8. To ensure the responsible authority considers your objection, make sure that the authority receives it by the date shown in the notice you were sent or which you saw in a newspaper or on the site.
9. If you object before the responsible authority makes a decision, the authority will tell you its decision.
10. If despite your objection the responsible authority decides to grant the permit, you can appeal against the decision. Details of the appeal procedures are set out on the back of the Notice of Decision which you will receive. An appeal must be made on a prescribed form (obtainable from the Victorian Civil & Administrative Tribunal) and accompanied by the prescribed fee. A copy must be given to the responsible authority. The closing date for appeals is 21 days of the responsible authority giving notice of its decision.
11. If the responsible authority refuses the application, the applicant can also appeal. The provisions are set out on the Refusal of Planning Application which will be issued at that time.





## Objection to Grant Planning Permit – Part B

Please be aware that this page and any attachments of your objection/submission may be made available to any person for the purpose of consideration as part of the planning process.

### What application do you object to?

Planning Application Number PP2018-0109

What is the address of the land that is proposed to be used or developed?

24 SCOTT ST, WARRNAMBOOL VIC 3280.

What is proposed? MIDFIELD PROTEIN RECOVERY PROCESSING PLANT.

### What are the reasons for your objection? (If there is not enough room, attach a separate page.)

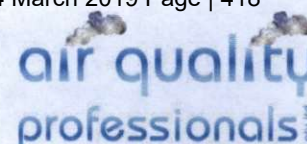
- \* ODOUR CONTROL PUBLICATION 15/18 RECOMMENDS A SEPARATION DISTANCE OF 1000m BETWEEN FACILITY & RESIDENTIAL AREAS. IT ALSO STATES THAT EVEN "BEST IN CLASS" TECHNOLOGY CANNOT ALWAYS GUARANTEED TO ACHIEVE EFFECTIVENESS 100% OF THE TIME. WE MUST LIVE WITHIN 500m OF THE FACILITY 100% OF THE TIME THOUGH.
- \* INCREASE OF TRANSPORT ON LOCAL ROADS & THE REDUCTION OF CARPARKING WILL SIGNIFICANTLY EFFECT THE SAFETY OF ROADS FOR CHILDREN IN THE AREA GOING TO & FROM MERRIVALE PRIMARY SCHOOL & RECREATION RESERVE.
- \* ADDITIONAL NOISE IN THE AREA WILL ALSO BE DETRIMENTAL TO OUR OUTDOOR LIFESTYLE & WILL BECOME VERY ANNOYING. (BOTH FACILITY & TRANSPORT)

### How will you be affected by the grant of a permit? (If there is not enough room, attach a separate page.)

- \* IT WILL DIRECTLY AFFECT OUR PROPERTY VALUE.
- \* OUR GENERAL STANDARD OF LIVING IN OUR FAMILY HOME OVER SUMMER MONTHS WHEN WINDOWS & DOORS ARE OPEN & WE SPEND COUNTLESS HOURS OUTSIDE WILL BE SEVERELY EFFECTED DUE TO BEING ONLY 500m FROM SOURCE OF ODOUR & NOISE.
- \* ROAD SAFETY OF OUR CHILDREN WILL BE EFFECTED BY INCREASE OF TRAFFIC.
- \* INCREASED NUMBER OF PEDESTRIANS (WORKERS) WALKING ON ROAD WHERE LOCAL AREA HAS NO FOOTPATHS OR BUS SERVICE AVAILABLE MAKES DRIVING DIFFICULT & STRESSFUL.



Midfield Proposed Protein Recovery Processing (PRP)  
Odour Assessment



## 5 Odour Assessment Policy in Victoria

### 5.1 SEPP (AQM)

The State Environment Protection Policy (Air Quality Management) ("SEPP (AQM)") (EPA Victoria, 2001) defines Victoria's odour impact assessment policy for new or modified sources of odour. General odour is defined in the SEPP (AQM) as an unclassified air quality indicator of local amenity and aesthetic enjoyment of the air environment.

The main approach defined in the SEPP (AQM) for assessment of odour impacts from new or modified sources of odour is to conduct atmospheric dispersion modelling to predict downwind impacts. Model results are compared to design criteria, which the SEPP (AQM) specifies should be applied at and beyond the boundary of a premises.

Schedule C of the SEPP (AQM) defines the methodology required for modelling emissions to air for new or modified sources. Part B paragraph 4(a) of that schedule defines the emission rates to be used in modelling assessments: *"Estimates of emission rates must be based on the 'worst case' scenario during normal operations, with any uncertainty in the estimates erring on the side of conservatism"*.

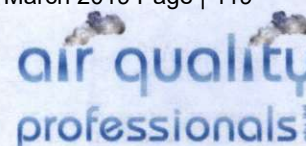
### 5.2 EPA Victoria Publication 1518

The EPA Victoria buffer distance policy is described in Publication 1518, "Recommended separation distances for industrial residual air emissions" (March 2013) (EPA, 2013).

Publication 1518 describes the policy of defining buffer distances around industries and waste treatment facilities for avoidance of odour nuisance during upset conditions. Publication 1518 stems from the premise that even with good pollution control technology and practice in place designed to meet the SEPP (AQM) requirements, there may still be *unintended or accidental emissions* which must be anticipated, allowed for, and managed. Publication 1518 states that while it is an objective of SEPP (AQM) that such emissions should be eliminated, **it is recognised that even "best in class" technology are not always guaranteed to achieve this goal for 100 percent of the time.** Equipment failure, accidents and abnormal weather conditions are among the causes which can lead to emissions affecting sensitive land uses beyond the boundaries of the source premises. Unlike controlled, routine emissions, these "industrial residual air emissions" ("IRAEs") are often intermittent or episodic in occurrence. Provision of an adequate buffer distance allows the emissions to dissipate without adverse impacts on sensitive land uses.



Midfield Proposed Protein Recovery Processing (PRP)  
Odour Assessment



Publication 1518 states that the recommended separation distances are not an alternative to source control. EPA Victoria does not condone uncontrolled off-site air emissions in contravention of SEPP (AQM) requirements. Rather, the document acknowledges that under abnormal conditions, SEPP objectives might not always be met.

Publication 1518 provides guidance for recommended separation distances for a wide range of activities. The proposed PRP comes under the category of "rendering and casings works" in Publication 1518, for which the specified default separation distance is 1000m.

Publication 1518 states that "the recommended separation distances assume that the industry is operating in compliance with the relevant statutory rules and policies. However, the recommended separation distances are not based on any further or particular assumptions about the industry, the likelihood of IRAEs or the environment surrounding the industry. Rather, the recommended separation distances are EPA's default minimum in the absence of a detailed, site-specific assessment for a proposed industrial or sensitive land use."

For a protein recovery plant, the same recommended separation distance would apply whether the plant was old with poorly-retrofitted odour control and a high chance of IRAEs (i.e. unintended or accidental emissions), or new with built-in primary (point source) and secondary (building ventilation) odour capture. Clearly, these two extremes of plant design have very different potential for frequency and magnitude of IRAEs even though the same separation distance applies to both.

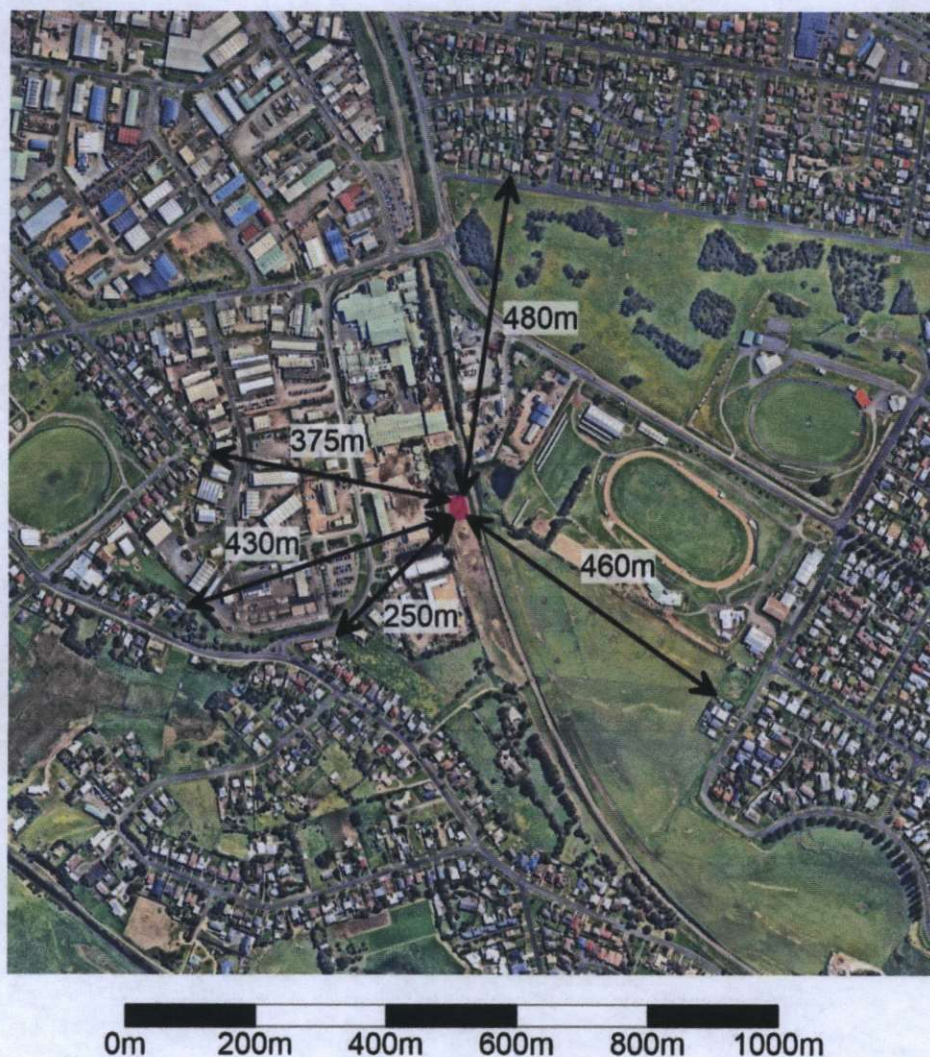
A key definition is the two points between which the separation distance is measured. Publication 1518 recommends the following:

- For a residential sensitive receptor, the end point of the separation distance should be measured to the nearest residential property boundary.
- For a rural sensitive receptor, the end point of the separation distance should be measured to the nearest perimeter of the sensitive land use area (for example a house on a rural property, not the actual property boundary).
- The starting point for the separation distance is the "activity boundary" of the industrial premises, where the "activity boundary" includes all current or proposed industrial activities from which odour may arise.

Figure 13 shows the separation distances between the perimeter of the biofilter and the nearest residential property boundaries. The PRP building was not included in the "activity boundary" due to the high degree of proposed odour control. The available separation distances are less than the default value of 1000m specified in Publication 1518.



**Midfield Proposed Protein Recovery Processing (PRP)  
Odour Assessment**



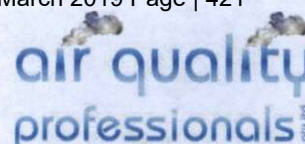
**Figure 13: Separation distances between perimeter of PRP (including biofilter), shown outlined in pink, and residential zone boundaries.**

It is reiterated that having separation distances less than the default values specified in Publication 1518 does not mean that offensive odours from the plant will be noticeable at sensitive receptors on a day to day basis. The separation distances are only intended to reduce impacts from offensive odours when the plant is not operating normally – i.e. during some kind of accidental or unintended emissions.

Publication 1518 provides guidance on factors to be considered when actual separation distances are less than the default recommendations:



**Midfield Proposed Protein Recovery Processing (PRP)  
Odour Assessment**



*"Separation distances seek to mitigate the consequences of IRAEs. Any proposal to vary from a recommended separation distance should detail why the consequences of IRAEs are such that variation from the recommended separation distances is justified."*

*Table 4 provides a guide to the criteria that must be considered during the assessment of site-specific variation to the recommended separation distances."*

The "Table 4" referred to in the quotation above is reproduced below in Table 3. Criteria (1) and (4) are not applicable to the proposed PRP, however the other four criteria warrant further consideration. To inform this assessment, atmospheric dispersion modelling of odour emissions from the Midfield site was carried out. This is discussed in the following section.

**Table 3: Reproduction of Publication 1518 Table 4; Criteria for site-specific variation of separation distances**

Criteria	Explanation
1. Transitioning of the industry	Existing industry has formally indicated that it will transition out of an area and over a specified timeframe.
2. Plant equipment and operation	The industrial plant and equipment have an exceptionally high standard of emission control technology.
3. Environmental risk assessment	An environmental risk assessment* of IRAEs has been completed that demonstrates a variation is justified.
4. Size of the plant	The plant is significantly smaller or larger than comparable industries.
5. Topography or meteorology	There are exceptional topographic or meteorological characteristics which will affect dispersion of IRAEs.
6. Likelihood of IRAEs	Particular IRAEs are either highly likely or highly unlikely to occur.

\* No explanation of the required scope of an environmental risk assessment is provided in Publication 1518.



53 Ziegler Parade  
Allansford 3277  
2/10/18

The Mayor & Councillors,  
Warrnambool City Council  
Liebig Street  
Warrnambool 3280

I wish to submit to the Council my support of the application by Midfield for extensions to their existing premises.

Midfields are well aware of rules and environmental conditions as proven by their existing business.

As for heavy traffic, there will be no large trucks travelling through residential areas, in fact there will be less.

Midfields are to be congratulated on their contribution to the Warrnambool economy and in the effort to continue to provide employment in the area. ie construction and factory workers etc.

This company is making a huge contribution to the economy of Warrnambool and District, when so many other companies are choosing to close or shift their businesses elsewhere.

Therefore I urge the council to approve this application subject to the necessary rules and regulations.

Yours Faithfully



G.R.OWEN

Warrnambool City Council	
05 OCT 2018	
Ref No	
Officer	
Scanned Yes / No	Ch:





04 OCT 2018

## Objection to Grant Planning Permit – Part A

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### Who is objecting?

I/We (Names in Block Letters)

Name(s) John Barnett Surname Jehu

Name(s) Sherri Lisa Surname Jehu

Address 11 Granger Street Warrnambool

Post Code 3280

Telephone (Home) Telephone (Work)

Mobile 0418558151/0407052580 Facsimile

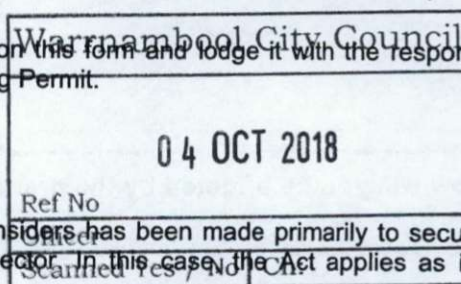
Email jehu.bis@adgdo.com.au

Signatures(s) [Signature] Date 3/10/2018

Signatures(s) [Signature] Date 3/10/2018

### Important notes about objections to permit applications

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## Objection to Grant Planning Permit – Part B

Please be aware that this page and any attachments of your objection/submission may be made available to any person for the purpose of consideration as part of the planning process.

### What application do you object to?

Planning Application Number... PP2018-0109

What is the address of the land that is proposed to be used or developed?.....

24 Scott Street Warrnambool

What is proposed?..... Construction of a protein recovery

facility and bio filter.

### What are the reasons for your objection? (If there is not enough room, attach a separate page.)

- \* Buffer zone has become non-existent impacting greatly on long term residents, school, cancer centre and hospital. No rights for residents at all.
- \* The placement of this facility and in fact the abattoir itself is totally inappropriate given the residential growth of Warrnambool.

### How will you be affected by the grant of a permit? (If there is not enough room, attach a separate page.)

- \* We are concerned about noise levels - ie - during summer when doors and windows remain open (nights especially)
- \* Further devaluation of property.
- \* Odors from cutting of products to Protein Recovery Plant
- \* Quality of life would be impacted.
- \* Health concerns - ie - chemical storage, danger of environmental accidents and their impact given the close proximity to housing, schools and hospital and sporting complexes



OK



## Objection to Grant Planning Permit – Part A

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### Who is objecting?

I/We (Names in Block Letters)

Name(s) KEITH Surname MCALEY

Name(s) \_\_\_\_\_ Surname \_\_\_\_\_

Address 10 LANDMANN STREET

WARRNAMBOOL Post Code 3280

Telephone (Home) \_\_\_\_\_ Telephone (Work) \_\_\_\_\_

Mobile 0400 102 715 Facsimile \_\_\_\_\_

Email keith.mcalley@gmail.com

Signatures(s) [Signature] Date 14/9/2018

Signatures(s) \_\_\_\_\_ Date \_\_\_\_\_

### Important notes about objections to permit applications

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Warrnambool City Council	
14 SEP 2018	
Ref No	
Officer	
Scanned Yes / No / Ch	





## Objection to Grant Planning Permit – Part B

Please be aware that this page and any attachments of your objection/submission may be made available to any person for the purpose of consideration as part of the planning process.

What application do you object to?

Planning Application Number..... PP2018-0109

What is the address of the land that is proposed to be used or developed?.....

Scott St Warrnambool 3280

What is proposed?.....

Establishment of a protein recovery facility

What are the reasons for your objection? (If there is not enough room, attach a separate page.)

My objection is to the potential noise that will be generated by this 24/7 operation. The current site already disturbs the local community 24hrs per day.

My objection relates to the proximity to a residential area and Merrivale Primary School.

How will you be affected by the grant of a permit? (If there is not enough room, attach a separate page.)

I will be affected by 24 hour noise above the existing noise.

I will be affected by possible odour (this is an untried technique) within a city area.





4 October 2018

James Phillips  
Town Planning Co-ordinator  
Warrnambool City Council  
jphillips@warrnambool.vic.gov.au

Dear James

**RE: PP2018-109 – PROPOSED PROTIEN RECOVERY PLANT**

NovoPlanning continues to act for The Midfield Group and responds to Merrivale Primary School's objection to the above-mentioned applications.

The Midfield Group commenced its community consultation in February 2018 and Midfield has been engaging with key community groups and residents during this period.

Midfield extends an invitation for up to three representatives from the Primary School to discuss the application in more detail at Midfield's offices in the next week.

We note that your concerns regarding the potential odour impacts, and health to the school community.

The proposed Protein Recovery Facility will be designed and constructed to the highest standards and Midfield continue to work closely with the Council and EPA to address the planning and environmental requirements. The Planning Report and EPA Works Approval sought to summarise the findings from the technical reports, but we are happy to explain the details to assist with your understanding of the proposal.

We appreciate that parts of the application include technical information which is necessary to respond to specific design and environmental requirements. The odour and noise modelling has been undertaken by experienced, independent consultants and the proposed point source capture system provides security of the air and captures the main odour sources which are then processed in the proposed Biofilter (a commonly used technology to process odour).

Midfield are committed to providing a safe and healthy environment for the Warrnambool community, including the Merrivale Primary School, and the proposal will deliver significant environmental and community benefits.

If approved, Midfield are committed to ceasing operations of the existing rendering activities at Levy's Point which will result in a significant reduction in excess of 100 traffic movements per week.

With yours and the schools permission we can contact the school direct to arrange a meeting and if this is acceptable please provide preferred contacts.

Alternatively, if you have any queries, please contact me on 0417 036 702 or [kirsten@novoplanning.com.au](mailto:kirsten@novoplanning.com.au) or Kevin Banner, Project Co-ordinator – Midfield on 0429 577 825 or [projects@midfield.com.au](mailto:projects@midfield.com.au).

Yours sincerely

A handwritten signature in blue ink, reading 'Kirsten Kilpatrick', followed by a long horizontal flourish.

**KIRSTEN KILPATRICK**

**Director – Town Planning & Strategic Advice**

**NOVOPLANNING**



22 October 2018

Jodie McNamara  
Manager – City Strategy & Development  
Warrnambool City Council  
[JMcNamara@warrnambool.vic.gov.au](mailto:JMcNamara@warrnambool.vic.gov.au)

Dear Jodie

**RE: 24 Scott Street, Warrnambool**

I refer to the objections received in relation to the proposed Protein Recovery Plant (PRP) at Midfield's site at 24 Scott Street, Warrnambool. Midfield continues to work with the EPA and Council to minimise the impact on the surrounding area.

Our application has carefully considered potential odour, noise and amenity impacts of the proposed PRP and responds to the concerns raised in the objections below. This is a complex proposal and some objectors indicated that they had difficulty in interpreting the technical data which was included in the submissions to Council and the EPA.

Background

The subject site is zoned Industrial 1 in the Warrnambool Planning Scheme and currently operates as an abattoir. The existing permit does not allow 'rendering' activities on the site, however the use is a Section 2 'Permit Required' use in the Warrnambool Planning Scheme. This application seeks to amend the permit to allow for 'rendering' which would ultimately result in the rendering activities cease at Midfield's Co-Products facility at Levy's Point.

The proposed PRP is 'best-in-class' technology and is enclosed point source capture design with secondary room air extraction as extra security. Following lodgement of the application and further discussion with the EPA, further refinements to the design will enhance the amenity of the surrounding area. The changes include enclosing the receival area and changes to the biofilter design to provide better performance.

The key issues raised in the objections include:

- Separation distance
- Noise
- Odour
- Technology
- Dust
- Traffic and parking
- Light spill
- Negative economic impact
- Vibration

- Storage of Chemicals
- Property devaluation

#### Separation Distance

Clause 53.10 'Uses with Adverse Amenity Potential' (formerly Clause 52.10). A 1000m separation distance is defined the Warrnambool Planning Scheme and the EPA Recommended Separation Distance Guidelines for Industrial Residual Air Emissions (Publication 1518) (EPA Guidelines) for rendering. A permit can be sought to vary this separation distance. The EPA Guideline only applies to off-site residual odour and dust emissions and does not include noise or vibration.

The EPA Recommended Separation Distance Guidelines for rendering is 'a default minimum' and site-specific assessment has been prepared. As the 'agent of change', Midfield has provided independent, technical analysis on the noise and odours impacts associated with the proposed use.

The EPA Guidelines criteria has been addressed in the application, but further advice is provided in Table 1.

Transitioning of Industry	Midfield is seeking to develop a protein recovery facility which will see the existing rendering activities evolve into a new 'best-in-class' facility adjacent to their abattoir in Scott Street. Following approval of the PRP and a transition period, the rendering activities at Levy's Point will ultimately cease.
Plant equipment and operation	The proposed Haarselv equipment is an extremely high standard of engineering and a significant improvement on the current rendering infrastructure. There will be numerous operational safeguards and metering (computers and a regular maintenance program) to provide a high standard of emission and process control.
Environmental Risk Assessment	An assessment of the noise and odour has been undertaken by qualified consultants and supports the proposed location and design, Nevertheless, Midfield will continue to work with the EPA to deliver further improvements to the design and operations.
Size of Plant	The current site has physical capacity to cater for the consolidation of activities on site.
Topography and meteorology	The location of the proposed biofilter will have minimal impact on the amenity of the surrounding area based on an assessment of the best available data (airport) on weather and topographical conditions. It is noted that there are no other closer weather monitoring stations in the area.
Likelihood of Industrial Residential Air Emissions (IRAEs)	The Odour assessment and the assurances from Haarslev and biofilter expert that the IRAEs are unlikely to occur in the nearby residential areas.



### Noise

An independent noise assessment was prepared by Watson Moss Growcott (WMG) which formed part of the application. Any noise which is generated by the proposed PRP must comply with the EPA's Noise for Industry in Regional Victoria (NIRV).

As part of the process, WMG monitored the background noise levels from two locations for one week each and concluded that the proposal complies with the NIRV. The proposed design and siting of the building will mitigate potential noise impacts which could impact on the amenity of the nearby residential area.

The application seeks to operate 24 hour/ 7 day week operation, however the PRP will only operate in conjunction with the activities at the abattoir. The abattoir generally operates 6 days per week (Monday to Saturday) between 5am and 6pm weekdays and 5am to 1pm on Saturday. The PRP will continue to operate for approximately four to 6 hours following the completion of the activities at the abattoir. It is not proposed to usually operate the PRP continuously throughout the night-time periods.

### Odour

The proposed PRP is a full point source capture system and the odours will be processed in a purpose-built dual cell bio-filter. An independent consultant, Air Quality Professionals, provided advice to Midfield and also formed part of the applications.

The 'point-source' system is design to capture odours throughout the processing line and transfers via a sealed pipe to the bio-filter. The odour profile whilst at a minimum from the bio-filter is likened to a wet bark smell mixes easily with fresh air and is neutralised and is unlikely to be apparent in the nearby residential areas.

The materials will be received in two separate areas as there is different processes for ovine and bovine. The processing is all undertaken in an enclosed environment. There are no 'toxic' emissions associated with the proposed use.

Some recent design changes include the installation of door in the receival area to ensure that external material is unloaded in an internalised, controlled environment.

### Technology

Midfield has selected Haarslev to design and construct the proposed PRP. Haarslev are a world leader of similar plants and Midfield has required additional assurances for 'best-in-class' operational performance. A computer-based control system will manage the processing line and routine maintenance will ensure that the stainless-steel equipment remains clean and operates at optimal performance.

### Dust

The proposed use will not generate dust emissions as the activity is located within an enclosed building. The trucks will enter and exit the site in the existing locations.

### Traffic and parking

The proposed PRP will reduce the traffic movements between the Co-Products Facility and the abattoir which is approximately 120 vehicle movements per week and reduced to Approximately 15-20 trucks movements that will enter and exit per week. This is a net reduction of 85%.

The proposed use will not generate any new employment; however, the use will improve operational efficiency and remove trucks from the local road network. As this proposal consolidates Midfield's operations, no additional car parking is required.

#### Light spill

Light spill has been raised as an issue in some objections. The proposed design will ensure that there is no light spill beyond the property boundary. Midfield is currently permitted to have lights operating on its site throughout the night and will design the future buildings to minimise any future impact at night.

#### Negative economic impact

The proposed PRP will deliver positive economic benefits for the township. The ultimate closure of the rendering at Levy's Point will reduce trucks on Swinton Street, improve the amenity at Levy's Point and deliver sustainable outcomes for the entire community.

#### Vibration

The proposed PRP is unlikely to generate vibration impacts. The processing activity is contained within a secured building and approximately 300m from the nearest dwelling.

#### Storage of Chemicals

Any chemicals will be stored in a secure location in accordance with relevant health and safety regulation and policies.

#### Property Devaluation

This proposed objection is not a valid planning consideration. The abattoir is an existing use and whilst this proposal seeking planning and EPA approval, it is not a valid consideration in this process.

#### Other issues

This application relates to the PRP not to the other uses and activities in the surrounding area. Midfield is committed to working with the community regarding other separate matters, but requests that the proposal only consider the relevant matters to this proposal.

If you have any queries, please contact me on 0417 036 702 or [kirsten@novoplanning.com.au](mailto:kirsten@novoplanning.com.au).

Yours sincerely



**KIRSTEN KILPATRICK**

**Director – Town Planning & Strategic Advice**

**NOVOPLANNING**



22 October 2018

Jodie McNamara  
Manager – City Strategy & Development  
Warrnambool City Council  
[JMcNamara@warrnambool.vic.gov.au](mailto:JMcNamara@warrnambool.vic.gov.au)

Dear Jodie

**RE: 24 Scott Street, Warrnambool**

I refer to the objections received in relation to the proposed Protein Recovery Plant (PRP) at Midfield's site at 24 Scott Street, Warrnambool. Midfield continues to work with the EPA and Council to minimise the impact on the surrounding area.

Our application has carefully considered potential odour, noise and amenity impacts of the proposed PRP and responds to the concerns raised in the objections below. This is a complex proposal and some objectors indicated that they had difficulty in interpreting the technical data which was included in the submissions to Council and the EPA.

Background

The subject site is zoned Industrial 1 in the Warrnambool Planning Scheme and currently operates as an abattoir. The existing permit does not allow 'rendering' activities on the site, however the use is a Section 2 'Permit Required' use in the Warrnambool Planning Scheme. This application seeks to amend the permit to allow for 'rendering' which would ultimately result in the rendering activities cease at Midfield's Co-Products facility at Levy's Point.

The proposed PRP is 'best-in-class' technology and is enclosed point source capture design with secondary room air extraction as extra security. Following lodgement of the application and further discussion with the EPA, further refinements to the design will enhance the amenity of the surrounding area. The changes include enclosing the receival area and changes to the biofilter design to provide better performance.

The key issues raised in the objections include:

- Separation distance
- Noise
- Odour
- Technology
- Dust
- Traffic and parking
- Light spill
- Negative economic impact
- Vibration

- Storage of Chemicals
- Property devaluation

#### Separation Distance

Clause 53.10 'Uses with Adverse Amenity Potential' (formerly Clause 52.10). A 1000m separation distance is defined the Warrnambool Planning Scheme and the EPA Recommended Separation Distance Guidelines for Industrial Residual Air Emissions (Publication 1518) (EPA Guidelines) for rendering. A permit can be sought to vary this separation distance. The EPA Guideline only applies to off-site residual odour and dust emissions and does not include noise or vibration.

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The EPA Guidelines criteria has been addressed in the application, but further advice is provided in Table 1.

Transitioning of Industry	Midfield is seeking to develop a protein recovery facility which will see the existing rendering activities evolve into a new 'best-in-class' facility adjacent to their abattoir in Scott Street. Following approval of the PRP and a transition period, the rendering activities at Levy's Point will ultimately cease.
Plant equipment and operation	The proposed Haarselv equipment is an extremely high standard of engineering and a significant improvement on the current rendering infrastructure. There will be numerous operational safeguards and metering (computers and a regular maintenance program) to provide a high standard of emission and process control.
Environmental Risk Assessment	An assessment of the noise and odour has been undertaken by qualified consultants and supports the proposed location and design, Nevertheless, Midfield will continue to work with the EPA to deliver further improvements to the design and operations.
Size of Plant	The current site has physical capacity to cater for the consolidation of activities on site.
Topography and meteorology	The location of the proposed biofilter will have minimal impact on the amenity of the surrounding area based on an assessment of the best available data (airport) on weather and topographical conditions. It is noted that there are no other closer weather monitoring stations in the area.
Likelihood of Industrial Residential Air Emissions (IRAEs)	The Odour assessment and the assurances from Haarslev and biofilter expert that the IRAEs are unlikely to occur in the nearby residential areas.



### Noise

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As part of the process, WMG monitored the background noise levels from two locations for one week each and concluded that the proposal complies with the NIRV. The proposed design and siting of the building will mitigate potential noise impacts which could impact on the amenity of the nearby residential area.

The application seeks to operate 24 hour/ 7 day week operation, however the PRP will only operate in conjunction with the activities at the abattoir. The abattoir generally operates 6 days per week (Monday to Saturday) between 5am and 6pm weekdays and 5am to 1pm on Saturday. The PRP will continue to operate for approximately four to 6 hours following the completion of the activities at the abattoir. It is not proposed to usually operate the PRP continuously throughout the night-time periods.

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Some recent design changes include the installation of door in the receival area to ensure that external material is unloaded in an internalised, controlled environment.

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Midfield has selected Haarslev to design and construct the proposed PRP. Haarslev are a world leader of similar plants and Midfield has required additional assurances for 'best-in-class' operational performance. A computer-based control system will manage the processing line and routine maintenance will ensure that the stainless-steel equipment remains clean and operates at optimal performance.

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The proposed use will not generate any new employment; however, the use will improve operational efficiency and remove trucks from the local road network. As this proposal consolidates Midfield's operations, no additional car parking is required.

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#### Negative economic impact

The proposed PRP will deliver positive economic benefits for the township. The ultimate closure of the rendering at Levy's Point will reduce trucks on Swinton Street, improve the amenity at Levy's Point and deliver sustainable outcomes for the entire community.

#### Vibration

The proposed PRP is unlikely to generate vibration impacts. The processing activity is contained within a secured building and approximately 300m from the nearest dwelling.

#### Storage of Chemicals

Any chemicals will be stored in a secure location in accordance with relevant health and safety regulation and policies.

#### Property Devaluation

This proposed objection is not a valid planning consideration. The abattoir is an existing use and whilst this proposal seeking planning and EPA approval, it is not a valid consideration in this process.

#### Other issues

This application relates to the PRP not to the other uses and activities in the surrounding area. Midfield is committed to working with the community regarding other separate matters, but requests that the proposal only consider the relevant matters to this proposal.

If you have any queries, please contact me on 0417 036 702 or [kirsten@novoplanning.com.au](mailto:kirsten@novoplanning.com.au).

Yours sincerely



**KIRSTEN KILPATRICK**

**Director – Town Planning & Strategic Advice**

**NOVOPLANNING**

**5.7. MIDDLE ISLAND PROJECT - PENGUIN BREEDING SEASON REPORT 2017-2018****PURPOSE:**

*This report provides the annual update of the Middle Island Project and the 2017-2018 penguin breeding season*

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**EXECUTIVE SUMMARY**

- 2017-2018 Penguin Breeding Season Completion Report is provided by the Middle Island Project Working Group.
- The estimated arriving population for the penguin breeding season in 2017-2018 was approximately 63 individuals .
- Two new puppies have joined The Project and are currently being trained to learn the guardian dog role.
- The Middle Island Project celebrated 10 years of the 'Warrnambool Method' for the conservation of the little penguin.
- The Project continues to receive ongoing community support and partnerships to protect the little penguins.

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**MOVED: CR. DAVID OWEN**

**SECONDED: CR. ROBERT ANDERSON**

**That Council receive the Middle Island Project 2017-2018 Penguin Breeding Season Report.**

**CARRIED - 6:0**

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**BACKGROUND**

The Middle Island Project (The Project) is a wildlife conservation project that uses the 'Warrnambool Method' to help protect the colony of little penguins (*Eudyptula minor*) living on Middle Island in Warrnambool. Maremma dogs are used to deter predators, such as foxes, from coming to the island and killing the penguins and monitoring of the penguin population is undertaken to assess the health of the penguin colony.

The Project is overseen by the Middle Island Project Working Group (MIPWG) and implemented in conjunction with the Warrnambool City Council (WCC) and the Warrnambool Coastcare Landcare Network (WCLN). The Middle Island Strategic Plan 2014-2019 provides the framework that guides the conservation of the little penguin colony on Middle Island

**ISSUES**

The 2017-2018 season has seen significant highs and lows for the Middle Island Project and as a result a number of changes have been made to the operations and administration of the Project.

The highlights & innovations for 2017-2018 include:

- e) The ten-year celebration of the use of *The Warrnambool Method* for the conservation of the little penguin on Middle Island.
- f) The revised tour format has been successful as it reaches a larger audience, can be run more often, poses less risk to staff and participants and provides an experience that includes education about the Project and an opportunity to interact with a maremma dog.
- g) Improving dog accommodation has been a partnership project between MIPWG, WCC, Deakin.
- h) The arrival of two new puppies to the team will enable preparations to be made so that Eudy and Tula can soon be retired from their guardian role and Mezzo and Isola will be ready to take over.
- i) Little penguins returning to the island following the fox kill incident.
- j) A review of the fox control program is in progress and this will allow fox predation management and conservation programs at WCC to be adapted to better integrate with the Projects seasonal activities.

- k) The visit by the Governor of Victoria Her Excellency the Honourable Linda Dessau AC Governor of Victoria, Mr Anthony Howard QC. Members of MIPWG took Her Excellency and Mr Howard on a tour to view Middle Island and meet a maremma.
- l) The Middle Island Project was a finalist for the Victorian Coastal Awards 2018 – Community Engagement Category.
- m) The ongoing commitment of sponsors and the Warrnambool community to the Project

The key lessons from the 2017-2018 season that provide an opportunity to adapt the Project include:

- 3. Monitoring for the first arrival of the little penguin colony to commence earlier than traditionally anticipated, however access to the island remains subject to tidal conditions and the ability to cross safely. There is scope to investigate technological solutions to monitor the population remotely i.e. camera (fixed on land or drone).
- 4. The importance of consistent dog training and handling tailored for each individual maremma dog and their role in the Project.
- 5. The revised tour format has proven popular and positive feedback from participants received.
- 6. Coordinating fox control and maremma dog movements to ensure the little penguin population remains free from predation.

## **FINANCIAL IMPACT**

The Middle Island Project Penguin Breeding Season Report 2017-2018 includes a financial report. The 2017/2018 financial year has seen the highest expenditure for the Project to date; the Project operating expenses have exceeded income and have relied on carry forward from the previous year (\$48,627.85) and financial support from Warrnambool City Council (WCC).

## **LEGISLATION/POLICY/COUNCIL PLAN CONTEXT**

### **1 Sustain and enhance the natural environment**

- 1.1 Protect and enhance our waterways, coast and land
- 1.4 Encourage environmentally sustainable business.
- 1.6 Educate the Community on Councils sustainability initiatives.
- 1.7 Partner with the community on local sustainability projects.

### **4 Develop a modern economy with diverse and sustainable employment**

- 4.2 Encourage more sustainable local business.
- 4.3 Enhance the visitor experience.
- 4.5 Create stronger links between education providers, business and industry.

### **5 Practice good governance through openness and accountability**

- 5.2 Annual Budget
- 5.3 Council Plan
- 5.4 Community Plan
- 5.6 Provision of opportunities for the community to actively participate in Councils decision-making through effective promotion, communication and engagement.
- 5.7 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness.
- 5.8 Ensure financial sustainability through effective use of Councils resources and assets and prudent management of risk.
- 5.9 Deliver customer-focused, responsive services.



**COMMUNITY IMPACT/CONSULTATION**

The Middle Island Project Working Group is made up of representatives from a number of different organisations that have strong interests in the Middle Island Project and include the Warrnambool City Council (WCC), Warrnambool Coastcare Landcare Network (WCLN) and Deakin University and also includes a number of organisations or individuals who contribute in an advisory capacity including, the Warrnambool Field Naturalist's Club, Parks Victoria, the Department of Environment, Land, Water & Planning (DELWP), Parks Victoria and community representatives.

The Middle Island Project Penguin Breeding Season Report 2017-2018 has been prepared by the Middle Island Project Working Group.

**LEGAL RISK/IMPACT**

The Middle Island Project continues to implement the 'Warrnambool Method' which has proven successful in protecting the colony of little penguins. The 2017-2018 season has provided an opportunity to review adapt the conservation program to ensure environmental risk and impacts are minimised.

The penguin deaths on Middle Island in 2017 highlights that nature can be unpredictable, with anecdotal reports of environmental factors that may be altering the time of arrival of penguins to the island (e.g. high levels of food availability this season, changes in sea surface temperature), but to date no evidence to support these claims. Adjustments to project planning and management will continue to be made to accommodate changes observed in both penguin and fox behaviour.

**OFFICERS' DECLARATION OF INTEREST**

None

**CONCLUSION**

The 2017-2018 season further demonstrates that partnerships and the local community contribution is a key strength of the Middle Island Project. This team approach ensures continuous improvement and adaptive management for the conservation of the little penguin.

The little penguin returned to Middle Island for the summer season and new puppies arrived to learn the guardian roles and ensure the longevity of penguin population protection from fox predation. The Project continues to evolve with preparations well underway for the 2018-2019 season.

**ATTACHMENTS**

1. Attchemnet A - Middle Island Project 2017-18 Completion Report v 2 **[5.7.1]**



# MIDDLE ISLAND PROJECT

2017-2018 Penguin Breeding Season - Completion Report







# INTRODUCTION

The Middle Island Project (the Project) is a wildlife conservation project that uses the 'Warrnambool Method' to help protect the colony of Little Penguins (*Eudyptula minor*) living on Middle Island in Warrnambool. Maremma dogs are used to deter predators, such as foxes, from coming to the island and killing the penguins and monitoring of the penguin population is undertaken to assess the health of the penguin colony.

The Project is overseen by the Middle Island Project Working Group (MIPWG) and implemented in conjunction with the Warrnambool City Council (WCC) and the Warrnambool Coastcare Landcare Network (WCLN). The Middle Island Strategic Plan 2014-2019 provides the framework that guides the conservation of the Little Penguin colony on Middle Island.

This report (the Middle Island Completion Report) provides information on the 2017-2018 penguin breeding season and outlines the key results, milestones and achievements of the Project over the last 12 months. The report provides an evaluation of the season against the objectives of the Strategic Plan 2014-19 (refer to Appendix 1).

## MIDDLE ISLAND PROJECT WORKING GROUP

The MIPWG is made up of representatives from a number of different organisations that have strong interests in the

Middle Island Project and include the Warrnambool City Council (WCC), Warrnambool Coastcare Landcare Network (WCLN) and Deakin University.

The MIPWG group also includes a number of organisations or individuals who contribute in an advisory capacity including, the Warrnambool Field Naturalists Club, Parks Victoria, the Department of Environment, Land, Water & Planning (DELWP), Parks Victoria and community representatives.

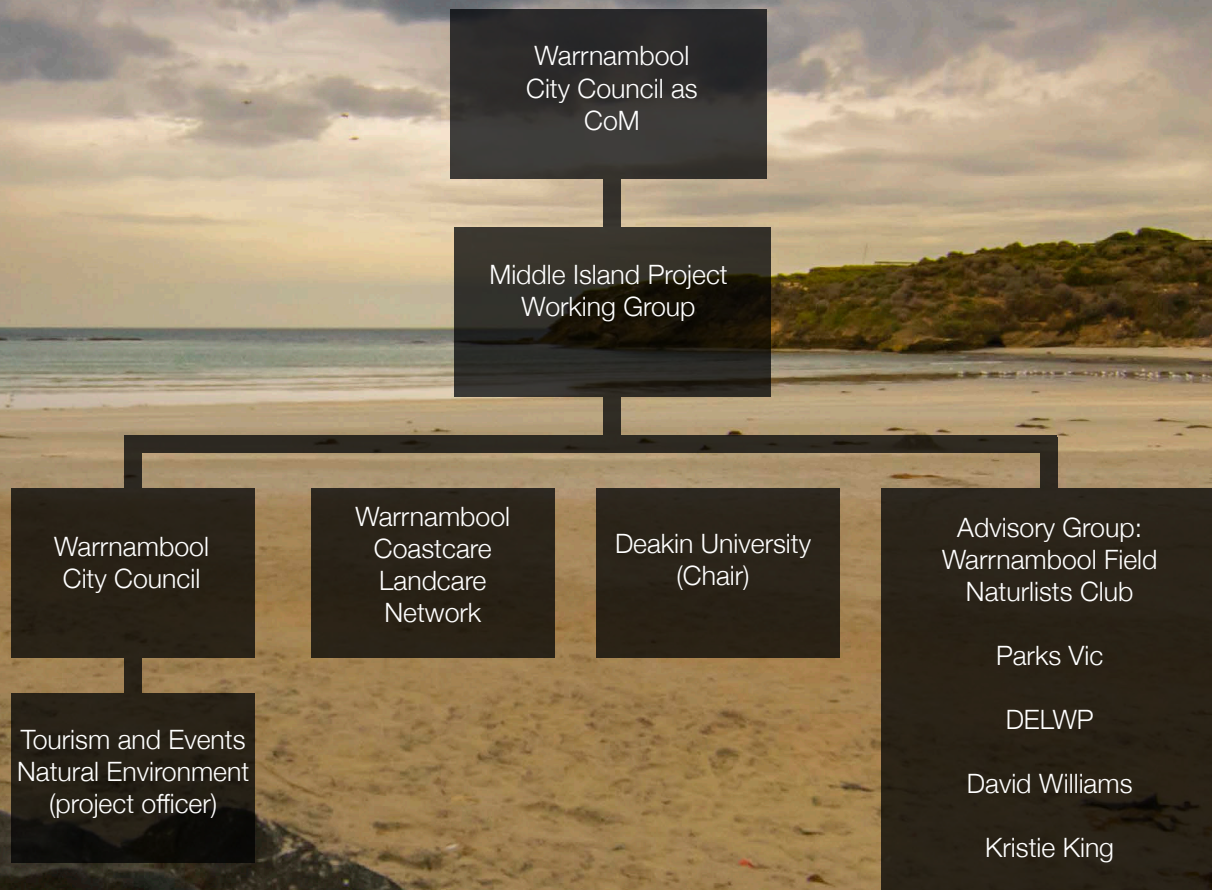
The MIPWG is responsible for developing and implementing the Middle Island Strategic Plan (the Plan) and overseeing the planning and management of the Project.

### The role of MIPWG is to:

- establish the vision and objectives for the Project
- provide input and direction into the development of and changes to the Strategic Plan
- oversee the Project's financial position
- guide the implementation of actions required to sustain the penguin colony on Middle Island
- undertake monitoring and evaluation of the Project
- identify and review any risks associated with the Project.

The governance structure (Figure 1) has been designed to ensure that all stakeholders have input into the Project and that reporting is provided to Warrnambool City Council who, under the Coastal Management Act 1995, has the responsibility for management of the Thunder Point Coastal Reserve which includes Middle Island.





**Figure 1:** Middle Island Working Group Governance Structure





# SEASON 2017-2018 OPERATIONAL REPORTS

This document covers the 2017-2018 reporting period, July to June. It includes sections covering an unanticipated penguin kill, the penguin breeding season monitoring, dog management, financials, risk management as well as some reflections on the highs, lows and lessons learned.

## 1. PENGUIN KILL INCIDENT REPORT – AUGUST 2017

On Wednesday 9th August, while taking advantage of good weather and tide conditions, Patricia Corbett (Penguin Coordinator, WCLN and member MIPWG) and John Sutherland (WCLN and member MIPWG), accompanied by Robert Gunstone (*The Standard*), headed out to Middle Island to conduct the first penguin breeding survey of the 2017/2018 season. Upon arriving at the island they found that a significant number of penguins had been massacred. In response to the find Trish contacted Anne Wallis (MIPWG) and Phil Root (dog handler, FSH). Phil immediately mobilised the maremma dogs, Avis and

Amor, and transported them to Stingray Bay where they were given time to walk the beach and the nearby estuary so that their scent could deter foxes from coming to the area. Before returning from the Island Trish conducted a visual count from the boardwalk recording 70 dead birds, collected several carcasses and noted the presence of several cormorant carcasses.

Upon return from the island Trish and Anne took the carcasses retrieved to the Lava St Veterinary Clinic for confirmation of the cause of death. The injuries to the penguins were typical of fox kill.

The deaths were reported to David McMahon (Manager of FSH and member of the MIPWG). A late afternoon meeting of members of MIPWG and Council's Communications Officer was held and a plan for protecting any penguins still arriving at the island was put into place along with a communication plan for informing the community of the tragedy. A press statement was released to *The Standard* newspaper at the end of this meeting.

The following morning, Thursday August 10th, a team was organised to return to the Island to take Eudy and Tula across and set up them up for a weeklong stay. Provisions were also made so the team could collect and remove carcasses from the island (Figure 2). A boat and small vehicle that could be used on the sand were provided by Warrnambool City Council to assist with this task. Eudy and Tula remained on the island until Thursday August 17th.



Warrnambool City Council Minutes for Ordinary Meeting

During that period several crossings to the island were made to check on the condition of the dogs and determine if further penguins were being killed. On one of the days an attempt was made to cross to the island, however the conditions (weather, tides and currents) were deemed unsafe and prevented the planned crossing.

The carcasses removed from the island were taken to a science laboratory at Deakin University where each animal was scanned for evidence of microchips (helping us identify birds that have visited the island previously), and their morphological details (size, weight etc.) were recorded. It was found that the penguins were in varying states of decomposition suggesting that the kill was not a one off event but had occurred over a period of time.

Generally, the penguins were in good condition with an average weight determined as 1076g. The total number of penguin deaths was recorded as 142 (139 in storage & 4 left with the vet). Mandy Watson the local biodiversity officer at DEWLP had been contacted to advise on handling deceased wildlife and an application for a permit to handle wildlife was issued.

Significant media attention was given to the event including items in/on The Standard (9/08/2017; 10/08/2017; 11/08/2017); ABC News 10/08/2017; Herald Sun 11/08/2017; SBS 10/08/2017; 3AW 10/08/2017; coast FM 9/08/2017.

This incident involving penguin deaths on Middle Island highlights that nature can be unpredictable. Since the release of the news to the community we have received anecdotal reports of environmental factors that may be altering the time of arrival of penguins to the island (e.g. high levels of food availability this season, changes in sea surface temperature), but to date no evidence to substantiate these claims has been provided. Adjustments to project planning and management will be made to accommodate changes observed in both penguin and fox behaviour.

This incidence has demonstrated the need to be as prepared as possible for the unexpected and to be flexible

Attachment 5.7.1

4 March 2019 Page | 444



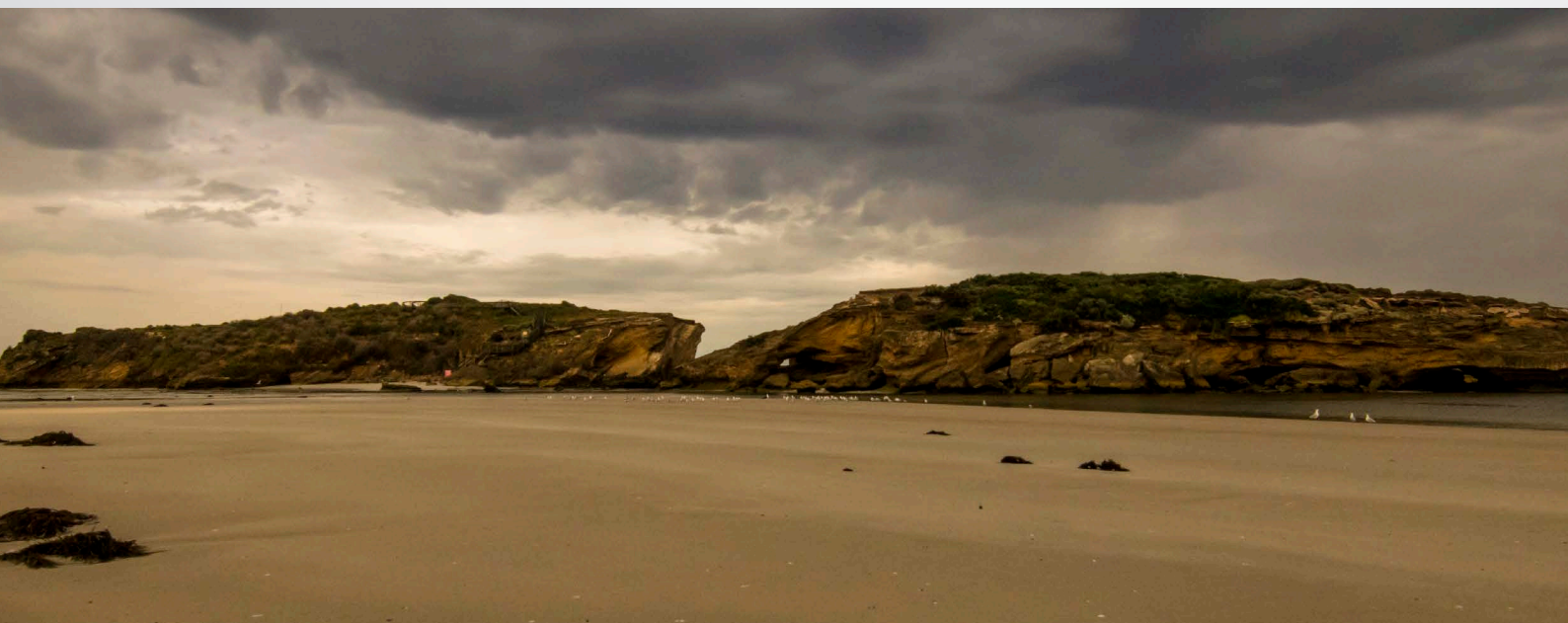
**Figure 2:** Dead penguin from August fox kill on Middle Island. Source: Trish Corbett

and adaptive in managing the penguin colony on Middle Island. Thought will be given to such changes as extending the time the dogs spend on the island. At the same time the dangerous nature of Stingray Bay and the risk it can pose to those crossing to the island (particularly in the winter months) must not be overlooked.

The Middle Island penguin colony is resilient and has demonstrated in the past that it can return from the edge of local extinction. The population will once again be closely monitored during the 2017/18 breeding season and thought will be given to any further monitoring that may be required and can be safely undertaken.

The Warrnambool community continues to strongly support the Middle Island Project and this has been demonstrated by the offers to fundraise for the project, to shoot foxes and just provide any support possible. The Facebook page has needed careful monitoring, as it is through social media that negative comments have been received. As such there is a need to carefully manage the site during this type of incident and give objective rather than emotive feedback.

This incident has seen a rally of support from WCC, WCLN, Deakin University, Lava St Vet, Rafferty's Hotel, The Standard, Warrnambool Coast Guard, and the greater community of Warrnambool. It is encouraging to know that there is so much support for the Middle Island Project in our town.







## 2. PENGUIN POPULATION AND BREEDING MONITORING REPORT

### Volunteer Effort

The success of the little penguin monitoring program, and so the recovery of Warrnambool's local penguin colony can be attributed to the dedication and enthusiasm of passionate WCLN volunteers (Figure 3). Over 300 hours from 34 individual volunteers have contributed to making the 2017-18 season successful. A total of 255 volunteer hours were dedicated to conducting arrival counts, 88 hours were spent on breeding monitoring training at Phillip Island Nature Park and conducting breeding surveys and countless hours went towards planning and organising the monitoring season and fundraising efforts. In particular a core group of 10 reliable individuals have consistently and regularly contributed their time and effort into this monitoring project. Correspondence with volunteers is conducted by phone and email. A WCLN Middle Island Little Penguin project specific email was set up at the beginning of last season and has been successfully used and currently stores the details of 211 individuals. The purpose of setting up this project specific email was to store all volunteer contact information in the one database which will be timeless, and separate from WCLN's main volunteer email database. The email is [middleislandpenguins@gmail.com](mailto:middleislandpenguins@gmail.com).



**Figure 4:** Penguins at Phillip island undergoing penguin handling and morphometric analysis. Photo: P. Corbett

### Breeding Monitoring Training – Phillip Island Nature Park

To comply with animal ethics requirements and keep up with best practice, a small team of volunteers are required to complete penguin handling training with Leanne Renwick – Research Technical Officer, Phillip Island Nature Park every two of years. Sarah Murfitt, Louise Arthur, John Sutherland, Shannon McKay and Patricia Corbett attended training on the 27th and 28th October 2017. Training was highly successful with participants completing penguin handling training. This training included appropriate handling of penguins and conducting morphometric analysis (Figure 4). Transponder training involves was also produced and this microchipping 18 – 20 penguins under supervision until the supervisor is satisfied they have met their requirements. Transponder training needs to be updated every second year and three penguins need to be microchipped to complete the update. John and Louise successfully completed their update. Shannon and Sarah underwent transponder training and successfully met the training requirements.



**Figure 3:** Volunteers on Middle Island preparing to conduct arrival count 2016/17 season. Photo: M. Wells.





**Figure 5:** Volunteers crossing to Middle Island at dusk. Photo: L. Kivisalu

## Arrival Counts

In order to estimate population size, dusk arrival counts are conducted throughout the breeding season. In a method modelled from those described by Dann (1992) and first implemented on Middle island by Overeem and Wallis in 2003, penguins are counted as they arrive after dusk for the first hour. It is estimated that approximately 60% of the total number of arriving penguins for any given night will come ashore within 50 minutes of the first individual being sighted (Dann 1992 and Montague 1982). The majority of penguins arrive within the first one to two hours after dusk (Chiaradia 1999).

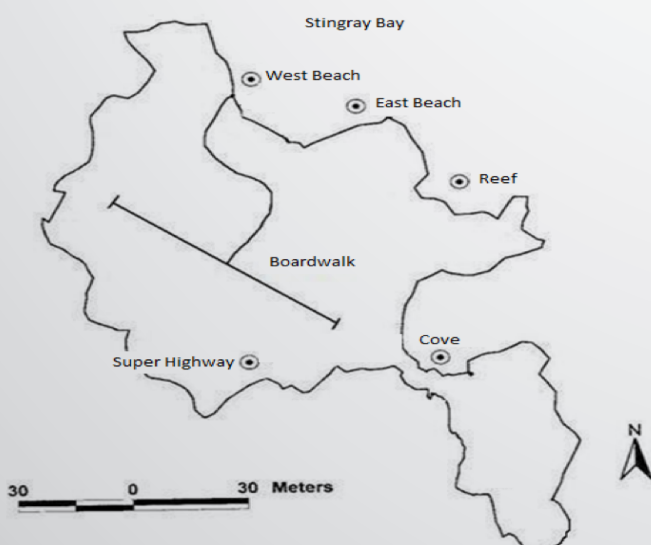
During the 2017-18 breeding season, eleven arrival counts were conducted (one was cancelled due to unfavourable conditions) between 10 Sept 2017 and 20 Feb 2018. During the summer months, when sand has been deposited and built up in Stingray Bay (the area of water between the island and the mainland) the island can be accessed by wading during times of low tide. However, during the winter months, due to the strong wind and swells experienced, a deep channel of water forms that runs parallel to the island, making safe access near impossible. Conditions do not usually become favourable for safe island access until late October, which hinders monitoring efforts. The timing of breeding for little penguins varies from season to season and is affected by

environmental conditions (Chiaradia 1999). Onset of egg laying may occur anytime between July and November.

Volunteers cross to the island during sunset (Figure 5) and are positioned at specified long term arrival sites, originally identified as the sites most frequented by the penguins in 2003 by Overeem and Wallis. Equipped with a head torch with ultraviolet light to reduce disturbance and a hand counter, volunteers will count all arriving individuals for one hour from the time the first individual has been spotted coming ashore, providing an estimate of the total number to arrive throughout the night. Dependent on the changing daylight hours experienced during summer, the average time at which the first penguin is spotted is approximately 9:30pm.

Traditionally there have been six arrival monitoring sites used at Middle island (Figure 6). However for the last several years four main sites have been used to count arriving penguins: Super highway, Reef, East beach and West beach. Of the remaining sites, site 5 was explored in 2013-14 and 2014- 15, however due to safety concerns and minimal numbers of birds counted at this site it is no longer used. During the 2016-17 season the Cove site was again sampled during two different counts, however due to minimal numbers counted (two and three) and lack of a suitable hiding location away from arriving penguins, it was not regularly used for the counts. Given the need to acquire as much information as possible after the fox kill, the Cove was explored again and found to be a site that warranted attention. Of the five main sites, the Super Highway has traditionally been the most frequently used site. However, fox predation significantly reduced the number of penguins and this season 2017/18 it was found that the Reef was the most frequently used site with 36% of penguins arriving at this site, followed by the Cove with 25% arriving (Figure 7). The remaining 39% of penguins arrived from the Super Highway (18%), East Beach (12%), and West Beach (9%).

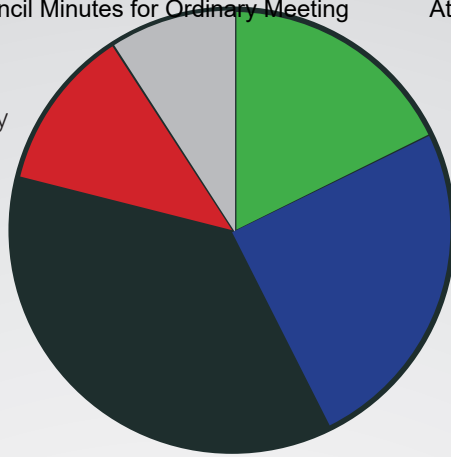
It is interesting to note that on the western end of the landing beach a staircase was constructed in 2002 by Warrnambool City Council. This was to provide safe access onto the island for people and as an attempt to deter members of the public from trampling nesting bird burrows. Perhaps the staircase has changed the structure of this arrival site and it is no longer desirable for birds to easily access their nests by coming ashore at this site; further investigation is required to determine whether West beach remains a worthwhile site to monitor.



**Figure 6:** Map of Middle Island dusk arrival count monitoring sites. Source: Amended from map used by Overeem and Wallis (2003)



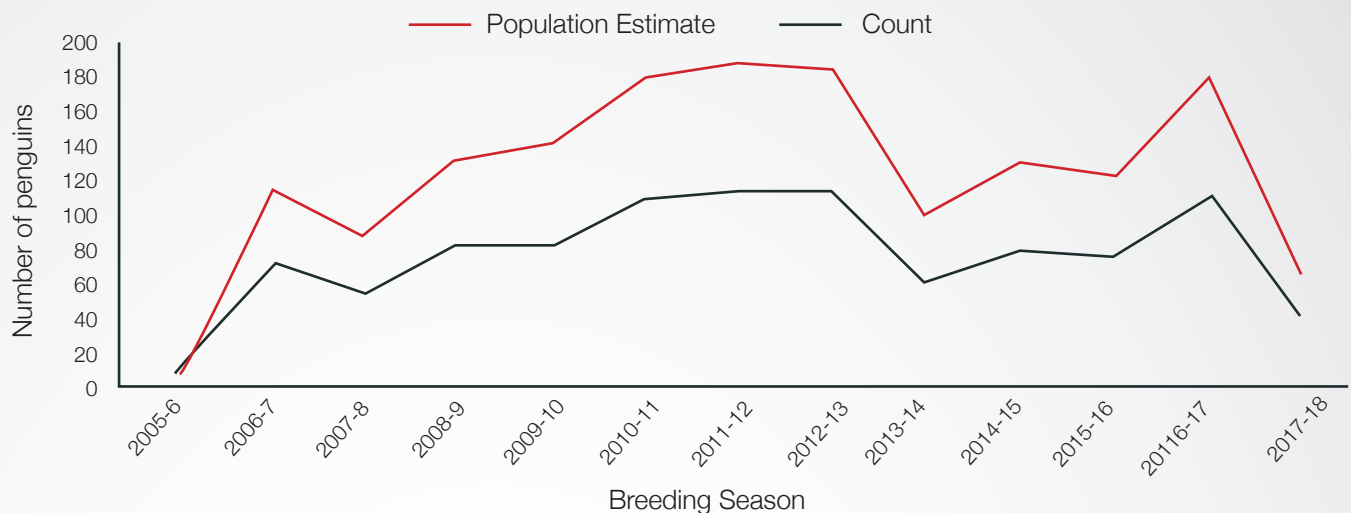
- Super highway
- Cove
- Reef
- East Beach
- West Beach



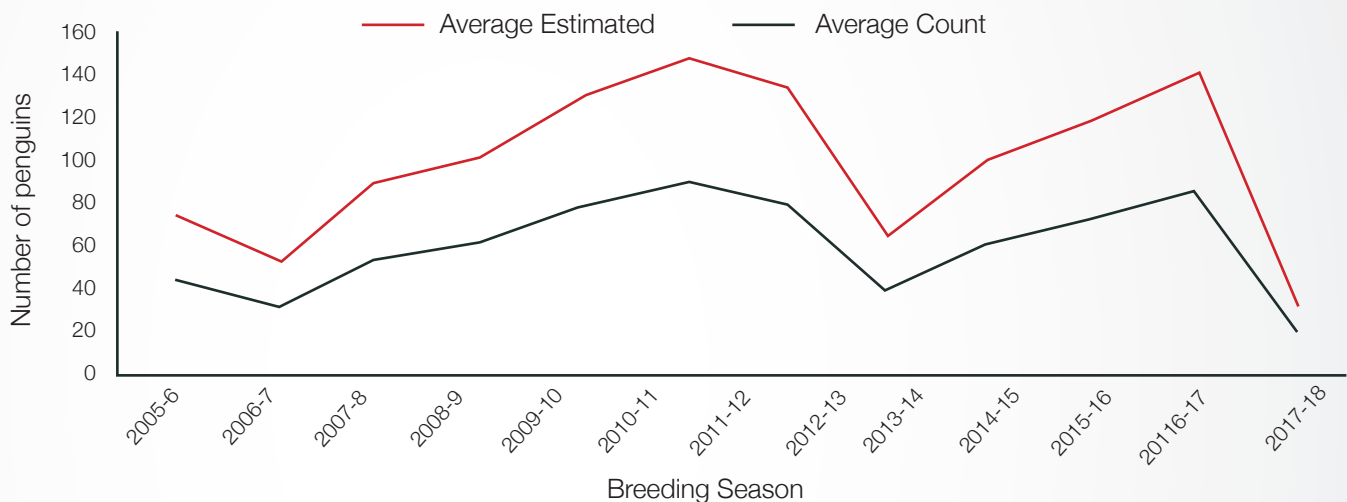
**Figure 7:** Pie chart representing percentage of arriving population recorded at each arrival monitoring site during the 2017-18 season.

The peak arrival count this season occurred on 21 Dec 2017, when 38 individuals were counted, giving an estimated arriving population of approximately 63. This is a significant decline from the previous maximum count, showing the lowest arrival count since 2005/6 due to the severe fox predation in August 2017 (Figure 8).

There had been a rapid decline in the numbers of arriving penguins in the 2013-14 season (with a peak count of 62), which was thought to have been attributed to environmental conditions (Kivisalu 2014), numbers of returning penguins had continued to increase until the 2017 fox kill (Figure 9).



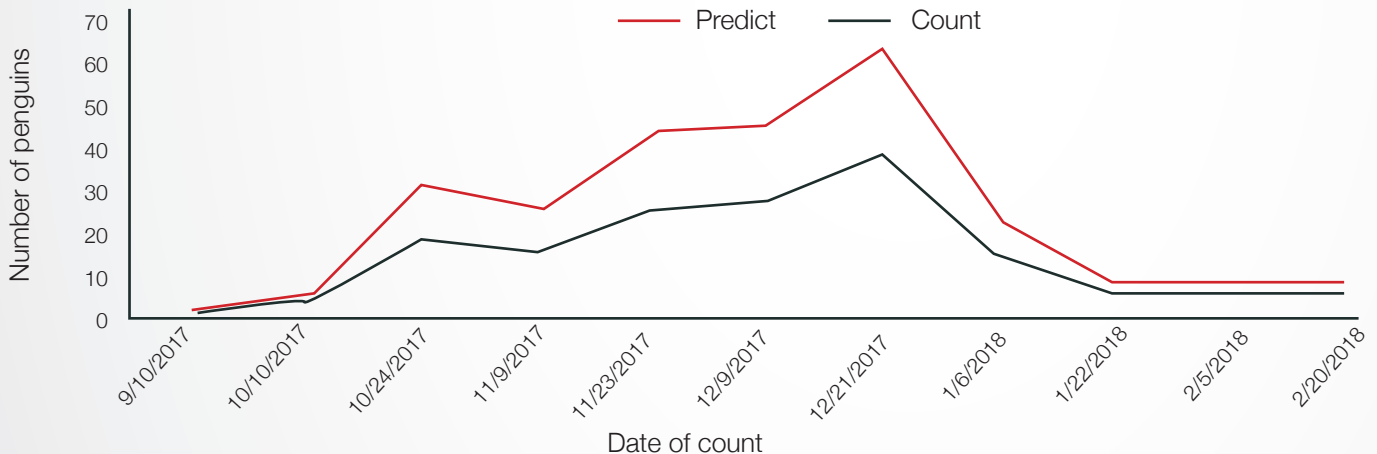
**Figure 8:** Summary of peak count and peak total number of arriving penguins for each season since the beginning of the monitoring program in 2006.



**Figure 9:** Summary of average count and average total number of arriving penguins for each season since the beginning of the monitoring program in 2006.

Ideally Warrnambool City Council Minutes for Ordinary Meeting due to unfavourable conditions counts may sometimes be cancelled or postponed. Counts, particularly at the beginning of the season, tend to be more opportunistic, given the conditions at the time. By beginning the monitoring season in late October, important information regarding the population size and breeding success of the Little Penguins is not obtained. It is likely that the penguins killed by fox predation in August 2017 were arriving on the island to breed. It is important to continue to conduct breeding surveys throughout the year whenever conditions allow.

Attachment 5.7.1 breeding season March 2018 Page 248  
and recorded 38 penguins which was followed by a steep decline to 14 individuals on the 6/1/2018. As no breeding monitoring was able to be conducted this season, it is difficult to determine how many penguins were breeding. The steep decline coincides with the beginning of the moult period, which usually occurs at the end of January. Adult penguins will leave to go out at sea to feed for a period of time, before returning ashore to moult for three weeks.



**Figure 10:** Summary of each observed count and estimate arriving population count conducted over the 2017-18 season

## Breeding Surveys

Breeding surveys are ideally conducted fortnightly, during the day and by trained volunteers. This involves checking nests for breeding birds, which will indicate breeding success of the population. During previous seasons, all artificial nest boxes have been checked, but very few natural nests are checked. This is because the soft sandy substrate found on many parts of the island means burrow collapse may occur if walked over. During a breeding survey all artificial nests should be checked and all natural nests that indicated signs of activity (i.e. droppings, smell) should be checked.

During the 2017-18 season, only two breeding survey were conducted prior to breeding beginning. One on the 23/10/2017 and one on the 8/11/2017. On both occasions there was no evidence of breeding.

On the 25th of November, Patricia Corbett (Middle Island Project Coordinator) was advised by Peter Dann (Director of Research, Conservation Department, Philip Island Nature Park) that there had been a reportable adverse event in relation to the animal ethics that is the approval given to

handle and transponder penguins at Phillip Island Nature Park (PINP), which also applies to the Middle Island Project. The protocol required that any activity involving penguin handling ceases until the animal ethics committee could review the activity. The animal ethics committee (AEC) met on the 25th of November.

On the 1st of December 2017 it was advised that the AEC has declared that the volunteer groups may continue activities on approved research projects, but if procedures are conducted by volunteers involving direct contact with animals then this may proceed only under the supervision of trained Philip Island Nature Park staff. As a result, the Middle Island Project would no longer be covered under the Philip Island Nature Park animal ethics committees approval. Animal ethics is required to be able to handle and monitor little penguins and it can take some time to go through the application process and gain approval. As a result, it was too late in the season to gain such approval for the 2017 -2018 season, hence, no further breeding monitoring took place. An animal ethics application is currently being prepared by Anne Wallis and Trish Corbett and the application will be through the Deakin University Animal Ethics Committee.







### 3. MAREMMA DOG MANAGEMENT REPORT

The Middle Island Project Working Group have implemented many changes to dog management over the 2017-2018 season with the highlight being the arrival of two new maremma puppies. There are now six dogs working for the Project either as a guardian dog or ambassador dog.

#### The Dogs

At the commencement of this reporting period there were four dogs being managed for the Project. Eudy and Tula as the guardian dogs are now 9 years old and have been working on Middle Island for 8 years protecting the penguins from fox predation during the penguin breeding season. They have been accommodated on a farm in Grassmere. Eudy and Tula had a long season visiting Middle Island this season due to the early arrival of the penguins.

Amor (3 years) and Avis (2 years) were to be trained as guardian dogs with the view that they replace Eudy and Tula for the 2018-2019 penguin breeding season. These two dogs had spent much of their time house at Flagstaff Hill where they had considerable contact with the visiting public. During the course of the year it became apparent that Amor and Avis, as trainee guardian dogs, had not been appropriately handled and were showing characteristics not good for the guardian role. A dog succession plan was devised to guide the role each dog would play, where they would be housed and how they were to be handled.

In conjunction with David Williams, the VetGroup and other dog handlers these dogs were assessed for their ability to be guardians and it was decided that with appropriate training through the Warnambool Dog Training group they would better fill the role of education/ambassador dogs for the project. In this role they could help cover the demands for the dogs to have a public face and for the Project to be promoted. However, if Amor and Avis were to take on this role new puppies needed to be purchased and trained as replacement guardians.



In October 2017 a male puppy was purchased and in February 2018 a female puppy. Named Mezzo and Isola these two puppies immediately began their training to become the maremma guardian dogs that in the future will replace Eudy and Tula. Mezzo at 7 months has demonstrated signs of being an excellent guardian dog and the Island is already 'home' for him. Isola is a smart dog, which will also mean challenges. However, she is training well and also shows good guardian traits.

As the dogs cannot be on the Island 100% of the time scenting activities have continued. Dog handlers aim to take the dogs to scent the beach daily. This is feasible in months such as in April, but when daily visits are not an option they do so whenever possible. The dogs are also taken to scent Middle Island whenever it is safe cross Stingray Bay.

## Dog Accommodation

With plans for the farm at Grassmere to be sold, the dog housing at Flagstaff Hill proving unsuitable and new puppies on order it soon became apparent that a location and facility for new dog accommodation needed to be identified. With generous support from WCC and Deakin University the dogs were housed in temporary accommodation until April 2018 by which time a purpose-built facility was constructed and ready to accommodate all six dogs. The Maremmas are enjoying the new home.

## Dog Handling & Training

David Williams (Zoos Victoria) provided training for maremma handling to five persons who were engaged to train, care for and transport the dogs. Dave Williams provides ongoing support to the Middle Island Project and highlighted the need for consistent handlers for the maremma dogs. A handling and training plan has been developed for each dog and is tailored to the role each dog undertakes in the Middle Island Project.

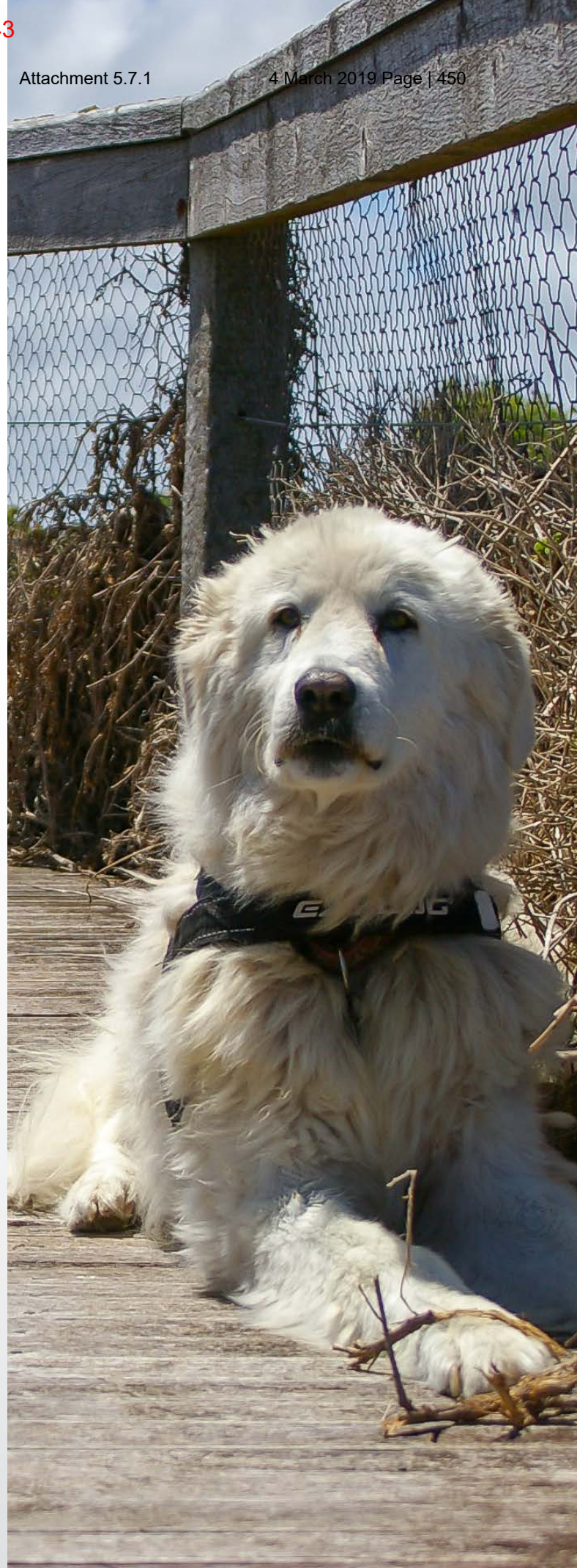
## Caring for the Dogs

The six maremma dogs are cared for and tended to on a daily basis. Depending on the seasonal activities the dogs may be undertaking guardian duties on the island, attending a Meet the Maremma tour or undertaking training.

PetStock continues to be a key supporter of the Project and provides food to feed the maremma dogs which is a significant contribution, along with worming and flea treatments.

The VetGroup provide veterinary care for the maremma dogs and work with the Middle Island Project to support the health of the dogs.

The dogs have traditionally been transported by Warrnambool City Council utility vehicles. However with the change in accommodation and the growing team of maremma dogs dedicated and fit for purpose transport is required to support the needs of the Project.





## TOURS – MEET THE MAREMMA EXPERIENCE REPORT

At the commencement of the 2017-2018 season the public tour format was revised and now offers an educational experience as well as the opportunity to meet a Maremma guardian dog. The Meet the Maremma Experience is fun, educational and interactive. Participants learn about Little Penguins and the importance of conserving them along with how this world first project uses Maremma dogs to look after the penguins on Middle Island.

Much work was given to preparing the new format tours, which run for one hour and consist of a short video, an introduction to penguin ecology, a walk to Stingray Bay and a meeting with a maremma (Avis or Amor). This format was trialled 24 November 2017 with a group of students from Warrnambool East Primary School and a group of staff from Flagstaff Hill. The feedback provided by these groups was positive and hence the first official tour was run on 1 December 2017. The tours are run outside the kiosk at the Pavilion. Bookings for the tours can be made at FSH (Flagstaff Hill) and with the support of Flagstaff Hill staff an online booking system was also set up ([warrnamboolpenguins.com.au](http://warrnamboolpenguins.com.au)). Each tour requires two staff, a tour leader and a dog handler.

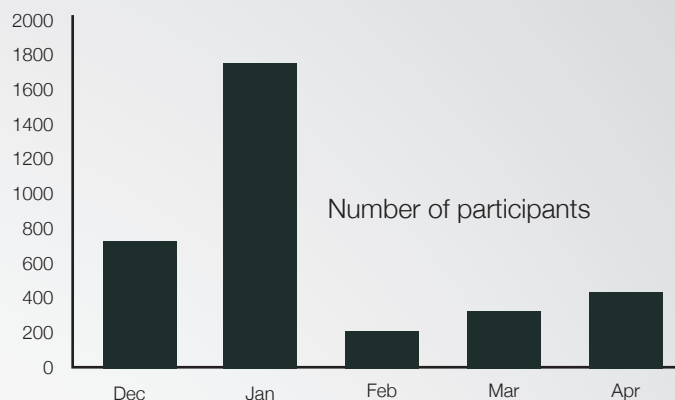
Participants in the tours are provided with high visibility vests for use during the tour. This enables them to be easily identifiable as part of the tour group and allows sponsors to be recognised, as each vest contains the logos of the Project sponsors. The tours are interactive and participants are given the opportunity to pat and have a photo with a maremma guardian dog. The tours financially support the ongoing success of the project with all funds from the tours going towards the care of the Middle Island Maremma dogs.

The revised tour format has provided the opportunity to undertake more than one tour per day and increase the number of participants attending a tour, while also providing access for all abilities and thereby increasing the opportunity to share the Middle Island Project experience.

Attachment 5.7.1  
Tour groups are capped at 30 persons. If the daytime temperature is expected to be above 35°C tours are cancelled for health and safety reasons.

The new tour format has proved popular with an increase in tour numbers and participants throughout the season. Over 3,300 people have taken part in the Middle Island Project tours in the 2017-2018 season (Dec to April). The highest number of tour participants coinciding with the peak summer holiday period of January with a total of 1,720 individuals (Figure 11).

**Meet the Maremma Tour Participant Numbers by Month**



**Figure 11: Number of participants attending tours during the 2017-18 season**

Feedback received about the tours has been most encouraging as demonstrated by the following reviews provided on Facebook:

*"The guides were amazing, educational, held the attention of all the kids, answering questions and engaging everyone"*

*"Worth more than 5 stars! The people running the session were absolutely awesome & super informative. They were happy to answer any question & made it fun for the kids. The opportunity to meet Avis was awesome, it will be a treasured family memory. We will be back !!"*

*"Don't come to Warrnambool and miss this little gem of an experience!!!"*

*"Thanks for the fantastic experience. It was an excellent tour with an excellent guide. Very nice people involved in this amazing project."*

*Thanks from Germany."*



## 5. Warrnambool City Council Minutes for Ordinary Meeting Project Financial Report

The 2017-18 financial year has seen the highest expenditure for the project to date. Our operating expenses have exceeded our income and we have relied on the substantial carry forward from the previous year (\$48,627.85) and financial support from Warrnambool City Council (WCC) to remain solvent. The reasons for the high costs include care and training of six maremma dogs and one off expenses for tour development and vet expenses.

Fortunately we have received substantial support from the WCC to help offset these additional expenses.

Thus we have been grateful to again receive \$15,000 in direct support and also \$11,029.95 to pay for the dogs' enclosure. Without this support the project's expenses would have exceeded its income by almost \$30,000. As well, sponsorship from the Vet group and Petstock have been especially important in securing the viability of the project.

Attachment 5.7.1

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The budget set for 2017-18 is set out in Table 1. A deficit of \$38,725 was predicted. Fortunately, this deficit will be far less, due to some very hard work at designing and implementing a new "Maremma experience" that has seen some 3000 participants and earned (as of 15 May, 2018) \$30,977.70. Of course the more tours that are run the higher will be the wages paid – in Table 1, salaries are covered under "General operating expenses". It can be seen these expenses have exceeded the equivalent sum set aside in the budget by around \$12,415.23 (as of 15 May). Donations have also exceeded the expected, budgeted sum.

### MIDDLE ISLAND PROJECT WORKING GROUP financial report to 15 May 2018

INCOME	Projected (budget)	Actual
Warrnambool City Council contribution	\$ 15,000.00	\$15,000.00
Dog tours over summer	\$ 8,000.00	\$30,977.70
Donations	\$ 4,000.00	\$7,708.79
	-	
Other	\$ -	
Grants	\$ -	
Carry forward	\$48,627.85	\$48,627.85
<b>TOTAL INCOME</b>	<b>\$75,627.85</b>	<b>\$102,314.34</b>
<b>TOTAL EXCLUDING CARRY FORWARD</b>	<b>\$27,000.00</b>	<b>\$53,686.49</b>
<b>EXPENSES</b>		
Co-ordination of penguin monitoring (WCLN)	\$ 5,000.00	
Insurance	\$ 375.00	
Consumables	\$ 700.00	
10 year celebration	\$ 300.00	\$126.36
General operating expenses	\$30,000.00	\$42,415.23
Vet fees	\$ 1,200.00	\$3,855.23
Travel, meals	\$ -	\$1,038.75
Internet booking fees	\$ 150.00	\$94.19
Marketing	\$ -	
Other (training, first aid, penguin handling, contingency)	\$ 5,000.00	
Deakin dog facility	\$15,000.00	\$0.00
Pavillion TV etc	\$ 8,000.00	\$6,381.00
Equipment - freezer; security box		\$3,745.91
<b>TOTAL EXPENSES</b>	<b>\$65,725.00</b>	<b>\$57,656.67</b>
<b>NETT (EXCLUDING CARRY FORWARD)</b>	<b>-\$38,725.00</b>	<b>-\$3,970.18</b>
<b>NETT (INCLUDING CARRY FORWARD)</b>	<b>\$36,589.34</b>	<b>\$44,657.67</b>

**Table 1:** Financial report showing Actuals v Budget as of 15/5/2018



**MIPWG financial report to 15 May 2018 and comparison with 2016-17**

<b>INCOME</b>	<b>2017-18</b>	<b>2016-17</b>
	(to 15/5/18)	(to 28/5/17)
Warrnambool City Council contribution	\$ 15,000.00	\$ 15,000.00
Dog tours over summer	\$ 30,977.70	\$ 17,974.40
Donations	\$ 7,708.79	\$ 8,745.73
Other		\$ 50.00
Grants		
Carry forward	\$ 48,627.85	\$ 30,082.41
<b>TOTAL INCOME</b>	<b>\$ 102,314.34</b>	<b>\$ 71,852.54</b>
<b>TOTAL EXCLUDING CARRY FORWARD</b>	<b>\$ 53,686.49</b>	<b>\$ 41,770.13</b>
<b>EXPENSES</b>		
Co-ordination of penguin monitoring (WCLN)		\$ 2,761.00
10 year celebration expenses	\$ 126.36	
General operating expenses	\$ 42,415.23	\$ 18,609.78
Vet fees	\$ 3,855.23	\$ 869.63
Travel, meals	\$ 1,038.75	
Internet booking fees	\$ 94.19	\$ 134.28
Marketing		
Other (training, first aid, penguin handling, contingency)		\$ 850.00
Deakin dog facility	\$ -	
Pavillion TV etc	\$ 6,381.00	
Equipment - freezer; security box	\$ 3,745.91	
<b>TOTAL EXPENSES</b>	<b>\$ 57,656.67</b>	<b>\$ 23,224.69</b>
<b>NETT (EXCLUDING CARRY FORWARD)</b>	<b>-\$ 3,970.18</b>	<b>\$ 18,545.44</b>
<b>NETT (INCLUDING CARRY FORWARD)</b>	<b>\$ 44,657.67</b>	<b>\$ 48,627.85</b>

**Table 2:** Financial report comparing income and expenses for 2017-18 financial year (up to 15/5/18) compared with those for 2016-17 (up to 28/5/17).

Table 2 compares the current financial year data with those from 2016-17. Some highlights are:

- Income from tours is higher this year than last, but donations are less
- Operating expenses (including salaries) are so far more than double this year compared with last year's. Salary costs will continue to rise as dogs need to be cared for year round.
- Last year a surplus of \$18,545 was generated; this year there is a small deficit (\$3970.18 as of 15 May).

## Community & Local Business Support

The Middle Island Project is very generously supported by the community and local business and includes the following sponsorship:

**PetStock** – dog food for six growing and working maremma dogs, worming & flea treatments, grooming and equipment such as leads, bowls, toys.

**The Vet Group** – veterinary care of the dogs and grooming

**Lava Street Vet** - veterinary care of the dogs and as needed treatment of penguins

**Rafferty's Hotel** – donation tin collection

**Middle Island Clinic** – donation tin collection

## 6. Warrnambool City Council Minutes for Ordinary Meeting

### MEDIA REPORT

The Middle Island Project draws much media attention and the MIPWG have worked closely with the WCC media department to provide media releases and address the many media enquiries (Figures 12-15). Warrnambool City Council has received enquiries from the following media outlets:

- The Standard
- COAST FM / 3YB
- ABC
- WIN News
- Nine News Western Victoria
- National Geographic
- Today Extra
- Weekend Today

During the 2017-18 season the majority of media coverage, external to local media, related to the fox attack in August.



**Figure 12:** The Standard Newspaper Cover: 21/7/2017 'A decade of protection'



**Figure 13:** The Standard Newspaper Cover: 10/8/2017 'Heartbreak'

Attachment 5.7.11 This event resulted in articles being covered by

- The Herald Sun
- SBS
- The New Daily
- News.com.au

The following are some examples of the type of media coverage the Project received.

<http://www.abc.net.au/news/2017-08-10/penguins-killed-by-fox-victoria-middle-island/8794828>

<https://www.sbs.com.au/news/70-little-penguins-found-slaughtered-on-middle-island-in-suspected-fox-kill-frenzy>

<http://www.sportingshooter.com.au/latest/foxes-kill-70-penguins-on-middle-island>



**Figure 14:** The Standard Newspaper Article: 10/8/2017 'Little penguin slaughter: Foxes blamed for deaths of 70 birds'



**Figure 15:** The Standard Newspaper Article: 10/2/2018 'Mezzo ready for duty'





The Middle Island Project manages a Facebook page and a Twitter account. Social media is a fantastic tool to provide information and updates on the project and share the experience with the community.

The Project also now has a page on Wikipedia: [https://en.wikipedia.org/wiki/Middle\\_Island\\_\(Warrnambool\)](https://en.wikipedia.org/wiki/Middle_Island_(Warrnambool)) In March 2017 Trish Corbett attended the Australian Conservation Dog Network conference and gave a presentation on the Middle Island Project titled *Middle Island Maremma Penguin Protectors*. This provided an opportunity to not only share the learnings from the Middle Island Project but to network with other groups/individuals working with conservation dogs. As a direct result of this the Canidae Development group came to Warrnambool to discuss a method that uses dogs to detect foxes with the Environment group at WCC. Working in partnership with Canidae Development, WCC and other local land managers is regarded as a better means to implement fox control methods.

## 7. RISK REPORT - ISSUES, INCIDENTS AND MANAGEMENT RESPONSES

During the 2017-2018 season the Middle Island Project Working Group undertook a review of the Project in terms of safety and risk. An outcome of this review was the decision to cease public tours to the Island as this was considered a way to reduce potential safety risks to persons and impacts on the penguin population and maremma dogs. A revised tour format was thus developed.

A small number of tours were cancelled due to hot weather, in these cases guests were notified and rebooked onto another tour. It is for the health and safety of the guests, tour host and the dogs that tours are cancelled if the temperature is thirty-five degrees or above.

All persons accessing the island continue to wear high-

visibility vests and lifejackets when crossing to and while on the island. This requirement seeks to ensure the safety of people crossing to the island and while working on the island. There were no recorded incidents during times of approved access to Middle Island.

As with previous summer season's unauthorised access to the island continues to be an issue, and during summer 2017/18 there were a number of occasions of unauthorised access. The tidal conditions throughout summer provided relatively easy access to the island particularly during the peak summer period. This issue is not limited to tourists and visitors to Warrnambool and despite signage and media continues to be a concern to the MIPWG.

Eudy and Tula are easily frightened by thunder and during a storm will escape the Island, as a preventative measure if a storm is forecast the dogs will be relocated from the island, however this is not always possible depending on timing and tides. There have been a couple of times when this has occurred this season.

In January 2018 Tula injured a cruciate ligament and required surgery. Due to the injury, subsequent surgery and recovery time Tula has been unable to undertake guardian duties. As such the responsibility to protect the little penguin colony has been borne by Eudy. Eudy and Tula have always been together, and this was the first time Eudy was on the island by herself, it was found that after a period of time she becomes lonely without Tula and escapes the island.

Training in First Aid, dog handling, penguin handling and penguin microchipping was undertaken by those involved in these tasks. All members of the MIPWG completed Working with Children requirements.

With the increased availability and use of drones in the community, this has become an emerging issue for the Middle Island Project. The flying of drones within the Merri Marine Sanctuary is only permitted with a permit as it may impact the little penguin colony and maremma dogs.



# HIGHLIGHTS AND INNOVATIONS

The 2017-2018 season has seen significant highs and lows for the Middle Island Project and as a result a number of changes have been made to the operations and administration of the Project.

The highlights & innovations for 2017-2018 include:

- The ten-year celebration of the use of The Warrnambool Method for the conservation of the Little Penguin on Middle Island brought together the community of people who have work so hard to ensure the penguin population has been afforded adequate protection from predation (Figure 16).
- The revised tour format has been successful as it reaches a larger audience, can be run more often, poses less risk to staff and participants and provides an experience that includes education about the Project and an opportunity to interact with a maremma dog.
- Solving dog accommodation has been a partnership project between MIPWG, WCC, Deakin and sponsors to provide a purpose-built facility. The newly completed dog enclosure provides a safe and comfortable home for all six dogs.
- The arrival of two new puppies to the team will enable preparations to be made so that Eudy and Tula can soon be retired from their guardian role and Mezzo and Isola will be ready to take over.
- Little Penguins retuning to the island following the fox kill incident.
- A review of the fox control program is in progress and this will allow fox predation management and conservation programs at WCC to be adapted to better integrate with the Projects seasonal activities.
- The visit by the Governor of Victoria Her Excellency the Honourable Linda Dessau AC Governor of Victoria and Mr Anthony Howard QC. Members of MIPWG took Her Excellency and Mr Howard on a tour to view Middle Island and meet a maremma (Figure 17).
- The visit by the Chinese delegation to Flagstaff Hill where they were introduced to the Middle Island Project, the Maremma tours and Amor.
- The Middle Island Project was a finalist in the Victorian Coastal Awards 2018 – Community Engagement category.
- Dr Trish Corbett represented MIPWG at the Australian Conservation Dog Network conference.
- The ongoing commitment of sponsors and the Warrnambool community to the Project (Figure 18).

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**Figure 16:** Dr Anne Wallis, Cr Kylie Gaston, John Sutherland, Amanda Peucker & Craig Whiteford (DELWP)  
Photo: Warrnambool City Council



**Figure 17:** Dr Trish Corbett, Her Excellency the Honourable Linda Dessau AC Governor of Victoria, Mr Anthony Howard QC and Dr Anne Wallis. Photo: Warrnambool City Council



**Figure 18:** Dr Trish Corbett, Libby Gracie, Shannon McKay and Amor & Avis at the Vet Group. Photo: Warrnambool City Council



# LESSONS LEARNED

The key lessons from the 2017-2018 season that provide an opportunity to adapt the Project include:

- Monitoring for the first arrival of Little Penguin colony to commence earlier than traditionally anticipated. However access to the island remains subject to tidal conditions and the ability to cross safely. There is scope to investigate technological solutions to monitor the population remotely i.e. camera (fixed on land or drone).
- The importance of consistent dog training and handling tailored for each individual maremma dog and their role in the Project.
- The revised tour format has proven popular and feedback from participant would suggest changes are not required at this stage. However, a number of other organisational matters will require improvement for the next season; this includes number and timing of tours, such as when to run and when not to run, as well as how often per day.
- Coordinating fox control and maremma dog movements to ensure the Little Penguin population remains free from predation.

## CONCLUSION

The 2017-2018 season further demonstrates that partnerships and the local community contribution is a key strength of the Middle Island Project. This team approach ensures continuous improvement and adaptive management for the conservation of the Little Penguin.

The Little Penguin returned to Middle Island for the summer season and new puppies arrived to learn the guardian roles and ensure the longevity of penguin population protection from fox predation. The Project continues to evolve with preparations well underway for the 2018-2019 season.





# Appendix 1. Middle Island Project Strategic Plan - Key Objectives and Deliverables

Warrnambool City Council Minutes for Ordinary Meeting

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Deliverable	KPI	Responsibility	Outcomes
Increase the size of the Middle Island Little Penguin colony	Penguin arrival count estimates indicate that a peak number of at least 180 penguins are arriving to Middle Island in the breeding season	All	The penguin arrival counts provided a peak number of 38 individuals providing an estimated arriving population of approximately 63. This is significantly down from last season's estimates and is directly attributed to the fox kill incident of July/August 2017.
Undertake regular penguin arrival counts and breeding monitoring	Provision of penguin monitoring data annually	WCLN	Regular arrival counts were conducted in 2017-2018 and the monitoring data provided within the Completion Report.
Manage risk of vandalism/unauthorised access to the island by educating the community through implementing the Stakeholder Engagement Plan	Establish a baseline of the number and type of incidents that occur Trialling different management/response methods for incidents of unauthorised access to Middle Island	Tourism Services/City Sustainability	During the 2017-2018 season there were incidents of unauthorised access to the island which predominantly took place over the peak summer period. Unauthorised access on the island continues to concern for the MIPWG and different strategies will continue to be considered to inform and monitor this issue.
Minimise incidents of canine predation on Middle Island Little Penguins	Maremma Guardian dogs placed on Middle Island for 70% of the Little Penguin breeding season as per the Project Works Plan No discoveries of injured/deceased Little Penguins with evidence of canine predation	Tourism Services  All	The Maremmas spend about 75% of their time on the island during the breeding season.  In August 2017 the discovery of deceased Little Penguins with confirmed evidence of canine predation devastated the MIPWG and the community. The total number of penguin deaths was recorded as 142.
Monitor canine activity along the foreshore and, where resources allow, take actions to eradicate foxes near Middle Island	Record, monitor and report Canine activity near Middle Island.	City Infrastructure	Monitoring for fox activity occurs on a regular basis. Following the August 2017 fox kill incident, no further evidence of fox predation on Middle Island has been recorded. The program for the control of foxes is being reviewed and additional control methods implemented
Create a one-stop-shop website for the Middle Island Maremma Project. This will be a platform for spreading project information, accepting donations, advertising tourism activities, promoting opportunities for business sponsorship and attracting project volunteers	Middle Island Maremma Project website developed and actively managed.	City Sustainability	The Middle Island Maremma Project website <a href="http://www.warrnamboolpenguins.com.au">www.warrnamboolpenguins.com.au</a> continues to be utilised and actively managed.
Create a governance structure to manage donations and funding.	Appropriate governance structure created.	City Sustainability	The Middle Island Project Working Group Governance Structure implemented in 2015/16 continues. Chair – Anne Wallis, Deakin University Finance Coordinator – Rob Wallis, Warrnambool Field Naturalists Club
Implement the Business and Tourism Plan and use this to secure additional funding and income.	Actions from the Business and Tourism Plan implemented and reviewed annually.	Tourism Services	The opportunity to donate to the project is made available through the Warrnambool penguins website and donation boxes within the community.
Community are invited to events/activities with information on the project and the impacts of introduced species on biodiversity (such as Meet the Maremma tours)	Minimum 15 events/activities held annually Minimum 250 attendees at events/activities	Tourism Services/WCLN	Public Programs continue to be offered by Flagstaff Hill in relation to the Middle Island Project. The Project is sponsored by local businesses and key supporters are PetStock & The Vet Group. The MIPWG is investigating other options for sponsorship in the future.
Support volunteers and build community capacity in conservation techniques	Minimum 300 volunteer hours contributed to the project per annum All volunteers to complete training before participating in the monitoring program Continue to document and update operating procedures to ensure safety of all visitors to Middle Island		Over 3,300 people attended Meet the Maremma Tours throughout the season. A Day on The Hill (Easter Holiday Event) was held in April 2018, the MIPWG/WCLN held a community Easter egg hunt.  Over 300 hours from 34 individual volunteers contributed to the Project. All WCLN volunteers receive training and a briefing before going out to the island and must sign a volunteer code of conduct.  The Meet the Maremmas tour plan is reviewed and updated annually, it includes safety procedures and a risk assessment. All tour guides are briefed on this. A review of the risks associated with the Project was undertaken during the 2017/2018 season.



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**5.8. ASSEMBLY OF COUNCILLORS REPORTS****PURPOSE**

*The purpose of this report is to provide the record of any assembly of Councillors, which has been held since the last Council Meeting, so that it can be recorded in the Minutes of the formal Council Meeting.*

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**BACKGROUND INFORMATION**

The Local Government Act provides a definition of an assembly of Councillors where conflicts of interest must be disclosed.

A meeting will be an assembly of Councillors if it considers matters that are likely to be the subject of a Council decision, or, the exercise of a Council delegation and the meeting is:

1. A planned or scheduled meeting that includes at least half the Councillors (5) and a member of Council staff; or
2. an advisory committee of the Council where one or more Councillors are present.

The requirement for reporting provides increased transparency, particularly the declarations of conflict of interest.

**REPORT**

Section 80A(2) of the Local Government Act 1989 requires the record of an Assembly of Councillors be reported to the next practicable Ordinary Meeting of Council.

The record of the following Assembly of Councillors is enclosed:-

**ATTACHMENTS**

1. Briefing 18 February 2019 **[5.8.1]**
2. Briefing 25 February 2019 **[5.8.2]**

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**MOVED: CR. KYLIE GASTON**  
**SECONDED: CR. ROBERT ANDERSON**

**That the records of the Assembly of Councillors meetings held on 18 and 25 February 2019, be received.**

**CARRIED - 6:0**

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**Assembly of Councillors Record**

Purpose of meeting:	Councillor Briefing
Meeting date:	18 February 2019
Start time:	3.00pm
Councillors present:	Cr. T. Herbert - Chairperson Cr. R. Anderson Cr S Cassidy Cr. K. Gaston Cr P. Hulin Cr. M Neoh Cr. D. Owen From 3:50 PM
Council Officers present:	Peter Schneider, Chief Executive Officer Peter Utri, Director Corporate Strategies Andrew Paton, Director City Growth Scott Cavanagh, Director City Infrastructure Vikki King, Director Community Development Jodie McNamara, Manager, City Strategy & Development Glenn Reddick, Manager City Amenity Jenefer MacMillan, Projects Officer Russell Lineham, Manager Recreation & Culture
Other persons present:	Adam Bester, CEO, Glenelg Hopkins CMA Ann Vickery, Dog Park Community Working Group Necia Lynch, Dog Park Community Working Group
Apologies:	
Conflict of Interest Disclosures:	Cr Neoh in relation to an item on Reid Oval Development. Cr Herbert for an item relating to Growth area structure plan. Cr Hulin assumed the chair for this item Cr Herbert resumed the chair at the completion of this item. Cr Cassidy in relation to an item raised around next steps around the Lookout project .
Items discussed:	<ul style="list-style-type: none"> <li>▪ Recycling Options – Separate Glass &amp; Aluminium Collection</li> <li>▪ Great Ocean Road Region Tourism Annual Report</li> <li>▪ Growth Area Structure Planning - East of Aberline PSP – VPA</li> <li>▪ Major Projects Implementation - Reid Oval Redevelopment and New</li> <li>▪ Library and Learning Centre</li> <li>▪ Sports Ground User Group Tenancy Fee Increases</li> <li>▪ Initial Feedback on community consultation around budget</li> </ul>
Other items raised by Councillors & Officers:	<ul style="list-style-type: none"> <li>▪ Congratulation on the success of the Melbourne to Warrnambool bike race</li> <li>▪ Next steps for Lookout proposal planning application</li> <li>▪ Action on the temporary fencing at the old Criterion pub site</li> </ul>

The meeting closed at 6.38pm.

**Assembly of Councillors Record**

Purpose of meeting:	Councillor Briefing
Meeting date:	25 February 2019
Start time:	3.00pm
Councillors present:	Cr. T. Herbert - Chairperson Cr. R. Anderson Cr S Cassidy Cr. K. Gaston Cr P. Hulin Cr. M Neoh Cr. D. Owen
Council Officers present:	Peter Schneider, Chief Executive Officer Peter Utri, Director Corporate Strategies Andrew Paton, Director City Growth Scott Cavanagh, Director City Infrastructure Vikki King, Director, Community Development Anne-Maree Neale ,Manager Governance Projects and Risk Jodie McNamara, Manager City Strategy & Development
Other persons present:	Andrew Jeffers, Managing Director Wannon Water Jackie Bowe, Integrated Water Management Co-ordinator Brett Davis, Executive Director Regional Victoria, Victorian Planning Authority Lindsay Fraser, Active Warrnambool Consultant Tony Ford, Executive Officer, Great South Coast Food & Fibre Council
Apologies:	
Conflict of Interest Disclosures:	Cr Gaston Integrated Water Management item Cr Herbert east of Aberline VPA presentation
Items discussed:	<ul style="list-style-type: none"> <li>▪ Integrated Water Management</li> <li>▪ Victorian Planning Authority - East of Aberline Growth Area Planning</li> <li>▪ Active Warrnambool Strategy - Draft Recommendations Report</li> <li>▪ Great South Coast Food &amp; Fibre Council</li> <li>▪ Review of Delegations Made to the Chief Executive Officer and Council Staff</li> <li>▪ Review of Council's Privacy Policy</li> <li>▪ Activities &amp; Initiatives 2018-2019 – December Quarter 2</li> <li>▪ Submissions in Relation to the Proposed Sale of 7-9 Swan Street</li> <li>▪ Midfield Planning Application</li> <li>▪ Middle Island Project - Penguin Briefing Season Report 2017-2018</li> <li>▪ Warrnambool Planning Scheme Review</li> <li>▪ Smart Planning (Scheme) Reforms</li> <li>▪ Monthly Finance Report - January 2019 -</li> </ul>
Other items raised by Councillors & Officers:	<ul style="list-style-type: none"> <li>▪ Fight for the Bight action to take place in Warrnambool on weekend of 2 March.</li> <li>▪ Councillors sought further information in relation to public open space in the proximity of 7-9 Swan street</li> </ul>

The meeting closed at 7:10pm.



**5.9. MAYORAL AND CHIEF EXECUTIVE OFFICER COUNCIL ACTIVITIES SUMMARY REPORT****PURPOSE**

*This report summarises Mayoral and Chief Executive Officer Council activities since the last Ordinary Meeting which particularly relate to key social, economic and environmental issues of direct relevance to the Warrnambool community.*

**REPORT**

<b>Date</b>	<b>Location</b>	<b>Function</b>
2 February 2019	Warrnambool	Mayor & Mayoress – Attended the Warrnambool Legacy Club 71 <sup>st</sup> Handover.
4 February 2019	Warrnambool	Mayor – Attended the consultation forum on the Growing International Education in Australia hosted by Deakin University.
5 February 2019	Warrnambool	Mayor – Attended the 15 year Anniversary of the Warrnambool Circuit Koori Court and Launch of the Elders and Respected Persons Honour Roll.
8 February 2019	Warrnambool	Mayor – Attended the Warrnambool & District Relay for Life Opening Ceremony.
13 February 2019	Allansford	Mayor – Assisted with the site award judging at the 2019 Sungold Field Days.
	Warrnambool	Cr. Hulin represented the Mayor at the Warrnambool-Moyne Youth Achiever Awards.
14 February 2019	Melbourne	Mayor and Chief Executive Officer : Attended a meeting of the Regional Cities Victoria group.
15 February 2019	Portland	Mayor and Chief Executive Officer : Attended the Great South Coast Board meeting and strategic planning workshop.
16 February 2019	Warrnambool	Cr. Hulin represented the Mayor at the Powercor Melbourne to Warrnambool Cycling Classic presentations.
23 February 2019	Warrnambool	Mayor and Chief Executive attended the Premier Speedway Australian Wingless Championships.
26 February 2019	Warrnambool	The Mayor hosted a welcome reception to the incoming Deakin Medical Students.
27 February 2019	Warrnambool	Mayor – Attended the launch of “The New Work Mindset in Action : South West Victoria” by South West TAFE.

**MOVED: CR. DAVID OWEN**  
**SECONDED: CR. SUE CASSIDY**

**That the Mayoral and Chief Executive Officer Council Activities Summary Report be received.**

**CARRIED - 6:0**

**6. PUBLIC QUESTION TIME****6.1 QUESTION FROM CHRISTINE THOMPSON, 831 KOROIT-WOOLSTHORPE ROAD, WOOLSTHORPE**

*"In regard to my questions to Council, first on the 1st October 2018 and then again on 3rd December 2018 regarding free parking for blood donors at the Blood Bank in Fairy St, I gave a simple solution to this situation by donors obtaining a card displaying date and time of their appointment to be displayed on the dashboard of their car. I received a reply from Council on 15th October stating that "Council offices will be meeting the Blood Bank to discuss the way forward". When I asked again on 3rd December the then CEO stated I would receive a reply by Friday, following Monday's Council meeting 3/12/18. As I have received no reply since October could Council please inform me when the implementation of free parking for blood donors will occur. Answer in writing please."*

The Chief Executive Officer advised that he believed the parking had been resolved. The Director City Infrastructure advised that he was happy to provide a written response to Christine, advising also that there is a permit system in place at the Blood Bank, it was put in place late last year and we will certainly include in the correspondence the date that occurred, it's on the Merri frontage of the Blood Bank and it was done in consultation with the Blood Bank and has been in place for some time but will certainly confirm the details in writing.

**6.2 QUESTION FROM JULIAN MUGAVIN, 149 MORTLAKE ROAD, WARRNAMBOOL**

*"At the last Council meeting, I asked if any Councillors would look at the entry and exit to the new subdivision on Mortlake Road. I have received no response from Council so I take it that no one from Council have made the effort to inspect. Would someone from Council please inspect. This issue is a great concern to local residents."*

The Director City Growth advised that he would make sure the meeting occurred swiftly but it was also important to add that this particular issue was related to the adoption of the Mortlake Road Development Plan which Council endorsed in December of last year and part of those resolutions included an updated traffic impact assessment and also the petition was tabled as part of that development plan submission process was referred to VicRoads .

**6.3 QUESTION FROM ANN VICKERY, 13 NAYLER CRESCENT, WARRNAMBOOL**

*"To all sitting members of Warrnambool City Council - My name is Anne Vickery and I am asking this question to you all with no malice intended whatsoever. Recently you put out a survey to the ratepayers of Warrnambool concerning the intentions of increasing our rates and asked where cut backs could be made. Well I am asking you that if you increase my rates will you advise me where I can make cutbacks to my living expenses to cover this rate rise? We are struggling, as I am sure many others are as well, to cope with the increase in meat and vegetable price rises that have hit the shelves in recent weeks. The cost of petrol, the increase in power and gas. We pay more for waste management, which I'm sure is a separate fee on our rate notice and more so since FOGO was introduced."*

*"We have already cut back in the use of cooling this summer and no doubt our heating when winter hits. We no longer go out or indulge in take away meals. We put \$20 of petrol in the car and hope it lasts instead of filling it up. We don't donate to charities anymore. And the list goes on."*

*So as you can see if or when you do increase my rates how will you advise me as to what I can cut back in order to live because as you can see my Centrelink income is not going up. People's wages are not going up. I have only one asset to sell. How will you advise me please? Thank you for your time."*

The Chief Executive Officer took the question on notice with a written response to be provided

## **7. CLOSE OF MEETING**

**The meeting closed at 6.56pm.**

## **CHAIRMAN**

I certify that these minutes were confirmed at a subsequent meeting of Council

.....  
**CR. TONY HERBERT**  
**MAYOR**