

# **Corangamite Shire**

## **AGENDA**

# **Ordinary Council Meeting**

*7.00 pm • Tuesday 22 March 2016*

*Timboon and District Hall  
Bailey Street, Timboon*



---

# Order of Business

---

1. PRAYER
2. APOLOGIES
3. DECLARATIONS OF CONFLICT OF INTEREST
4. CONFIRMATION OF MINUTES  
RECOMMENDATION  
That the Minutes of the Corangamite Shire Ordinary Council meeting held on Tuesday 23 February 2016 be confirmed.
5. DEPUTATIONS & PRESENTATIONS
6. MAYOR'S REPORT
7. COMMITTEE REPORTS
8. INFORMATION BULLETIN
9. PLANNING REPORTS
10. OFFICERS' REPORTS
11. OTHER BUSINESS
12. OPEN FORUM
13. CONFIDENTIAL ITEMS

**ANDREW MASON**  
**CHIEF EXECUTIVE OFFICER**

## **DISCLAIMER**

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

---

# Table of Contents

---

| Item No.   | Page No.  |
|--|-----------|
| <b>1. PRAYER.....</b>  | <b>1</b>  |
| <b>2. APOLOGIES.....</b>   | <b>1</b>  |
| <b>3. DECLARATIONS OF CONFLICT OF INTEREST.....</b>  | <b>1</b>  |
| <b>4. CONFIRMATION OF MINUTES.....</b>   | <b>1</b>  |
| <b>5. DEPUTATIONS &amp; PRESENTATIONS.....</b>   | <b>4</b>  |
| <b>6. MAYOR'S REPORT .....</b>   | <b>5</b>  |
| 6.1 MAYOR'S REPORT .....   | 5         |
| <b>7. COMMITTEE REPORTS.....</b>   | <b>7</b>  |
| <b>8. INFORMATION BULLETIN.....</b>  | <b>8</b>  |
| 8.1 PORT CAMPBELL VISITOR INFORMATION CENTRE.....  | 8         |
| 8.2 TIMBOON COMMUNITY PLAN UPDATE .....  | 13        |
| 8.3 PORT CAMPBELL COMMUNITY PLAN .....   | 17        |
| <b>9. PLANNING REPORTS .....</b>   | <b>22</b> |
| <b>10. OFFICERS' REPORTS.....</b>  | <b>23</b> |
| 10.1 PLAYGROUND MANAGEMENT POLICY.....   | 23        |
| 10.2 SWIMMING POOL MAINTENANCE POLICY .....  | 34        |
| 10.3 LAKE BULLEN MERRI DRAFT MANAGEMENT PLAN FOR PUBLIC CONSULTATION .....   | 39        |
| 10.4 SPECIAL CHARGE SCHEME - INSTALLATION OF FOOTPATH. NORTH-WESTERN SIDE OF PRINCES HIGHWAY FROM SEYMOUR STREET TO BOLIVAR STREET, TERANG ..... | 43        |
| 10.5 SPECIAL CHARGE SCHEME DOVER & SILVESTER STREETS COBDEN FOOTPATH.....  | 47        |
| 10.6 ORIGIN ENERGY OTWAY GAS PLANT COMMUNITY REFERENCE GROUP NOMINATIONS .....   | 51        |
| 10.7 COMMUNITY GROUP LOAN GUARANTEE APPLICATION - NOORAT RECREATION RESERVE TRUSTEES INC. ....   | 64        |
| 10.8 COUNCILLOR ATTENDANCE AT NATIONAL GENERAL ASSEMBLY 2016 .....   | 68        |
| 10.9 RECORDS OF ASSEMBLY OF COUNCILLORS .....  | 71        |
| <b>11. OTHER BUSINESS .....</b>  | <b>78</b> |

---

# Table of Contents

---

|  |           |
|--|-----------|
| <b>12. OPEN FORUM .....</b>                                  | <b>79</b> |
| <b>13. CONFIDENTIAL ITEMS .....</b>                          | <b>80</b> |
| 13.1 CEO PERFORMANCE REVIEW .....                            | 80        |
| 13.2 CONTRACT FOR THE SUPPLY AN DELIVERY OF ONE EXCAVATOR... | 80        |

---

## 5. DEPUTATIONS & PRESENTATIONS

1. Members of the public may address Council under this section of the Agenda of an Ordinary Meeting of the Council if:
  - a) The person is addressing the Council in respect to a submission on an issue under Section 223 of the *Local Government Act*, or
  - b) The person has requested that they address Council on an issue and the Mayor has agreed that they be heard.
2. Requests to address Council must be received by 5.00 pm on the day prior to the scheduled Ordinary Meeting of the Council.
3. Presentations made to Council in this section of the Agenda may not exceed five minutes in length, although Councillors may ask questions proceeding each presentation. If a presentation exceeds five minutes in length, the Mayor may request that the presenter ceases to address Council immediately.

---

## 6. MAYOR'S REPORT

### 6.1 Mayor's Report

**Author:** Jo Beard, Mayor

**File No:** D16/154

**Previous Council Reference:** Nil

#### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author - Jo Beard

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

#### **Issues**

In recent news, our local tertiary provider Deakin University has flagged the possibility of another operator running the Warrnambool campus or worse still, closing the campus altogether.

For 25 years now, Deakin University has played a pivotal educational role in our region. Not only does it provide pathways for our local residents (young and old), it attracts students to Warrnambool and the wider region. It concerns me that this is now at risk. I for one, can only imagine the impacts if we are left without a tertiary option for future generations. As community leaders it is our duty to stand beside Wannon MP Dan Tehan and other government representatives and fight the good fight to protect our right to tertiary education. Our communities deserve that right! We have the lowest education attainment rates in Victoria, as well as pockets of socio-economic disadvantage within the Great South Coast Region. As a region we will witness an even greater drift of young people to the more populated cities and, importantly, a further decline in the education aspirations of our youth. The cost of living continues to rise. Remaining close to home and to familiar support structures are some of the great benefits of studying locally. For some, graduating from university can be all but a dream, but for many it has become a reality thanks to our local Deakin campus. Economically the campus is critical. It is a large employer in our region and contributes millions of dollars into the local economy. At some point we must all stand united and say enough is enough.

Over the past month, Acting Director of Works and Services Brooke Love and I have visited local businesses who rely heavily on the Corangamite Shire arterial road network. During the visits we were able to sit down with managers, logistic managers, mechanics and company owners to discuss the impacts the 'distressed' or 'poor condition' arterial road network is having on their business. As we know, VicRoads in Corangamite Shire remain significantly underfunded. We have been deeply concerned for the safety of drivers and local communities, as well as the negative economic impacts on local industry. So, we made it our duty to physically go out and seek feedback and, more importantly, collect data that will strengthen our advocacy for upgrades to the local arterial road network.

The feedback we received was invaluable and I thank those we approached for being open and willing to share information with us. We have written an advocacy paper that reflects the impacts being felt by industry because of the 'distressed' or 'poor condition' of the arterial road network. It contains a list of where 'urgent' works are required and the costs required to treat those roads. So far, to fix seven of the worst roads with a standard pavement, an injection of \$25 million is required from the State Government. The fact is, most of our roads were built 40 years ago for 15 tonne vehicles and now industry is seeking to put 68 tonne trucks on the road. Road maintenance has not kept up with innovation trends and the demands from industry. The part that annoys me the most is that our State Government brags about the value and significance of its export business (especially during the recent Port of Melbourne Lease negotiations), but it fails to acknowledge the majority of goods passing through those docks are coming from our region and across our crumbling road network.

Corangamite Shire Councillors, Chief Executive Andrew Mason and Senior Officers spent an entire afternoon in Parliament House on Wednesday 9 March meeting with various politicians and discussing our Shire priorities. In what can be likened to 'speed dating', we managed to meet with 13 various Ministers, Shadow Ministers and Members of Parliament that represent our region. This has become an annual event for us and invaluable in terms of networking and getting our voices heard at the highest of levels. Topics discussed were Castle Carey Bridge upgrade, tourism and the Shipwreck Coast Master Plan, Naroghid Landfill, Review of the Local Government Act, Lake Bullen Merri, industrial development, population, rate capping, and my favourite, roads. I even managed to get the Roads Advocacy paper (as mentioned above) into the hands of the Road Minister, so we certainly came away satisfied that we had not wasted an opportunity to be heard on the issues that matter most to our communities.

Over the past month I have also attended The Local Government Act review workshop in Warrnambool with my fellow Councillors, the official opening of the Stage One Building at Mercy Regional College, and Corangamite Shire's Relay for Life event held in Noorat this year. I've attended a workshop conducted by GORRT to begin work with our communities addressing our Northern Towns Destination Action Plan. Andrew Mason, Brooke Love and I also met with Regional Development Victoria (RDV) representatives at Cobden Aerodrome and Castle Carey Bridge to discuss future upgrade works.

The Simpson community was out in force on Heytesbury Show day to help celebrate the official opening of the Simpson Community Social Hub. Our new look Youth Council met on the 7 March and I look forward to working alongside these aspiring young leaders. I have also attended the Shire's Early Years Conference and the Barwon South West Population Summit.

An exciting, yet long awaited event I got to share with my fellow Councillor, Neil Trotter, is that we graduated with a Diploma of Local Government. Cr Trotter, along with Mayor, Cr Kylie Gaston and I after three years of study, received our awards in Melbourne on Thursday 17 March. An honour I would have never achieved without their support, the support of my family, and most of all this Council.

**Information only.**



---

## 7. COMMITTEE REPORTS

Nil.

---

## 8. INFORMATION BULLETIN

### 8.1 Port Campbell Visitor Information Centre

**Author:** Michael Emerson, Manager Economic Development and Tourism

**File No:** D16/140

**Previous Council Reference:** Nil

#### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author - Michael Emerson

In providing this advice to Council as the Manager Economic Development and Tourism, I have no interests to disclose in this report.

#### **Summary**

This report provides an update to Council on the following:

- The status of the tourism industry in the Corangamite Shire.
- Recent visitor trends and activities of the Visitor Information Centre.
- An update on tourism related 2015/16 Shire Action Plans associated with the VIC.

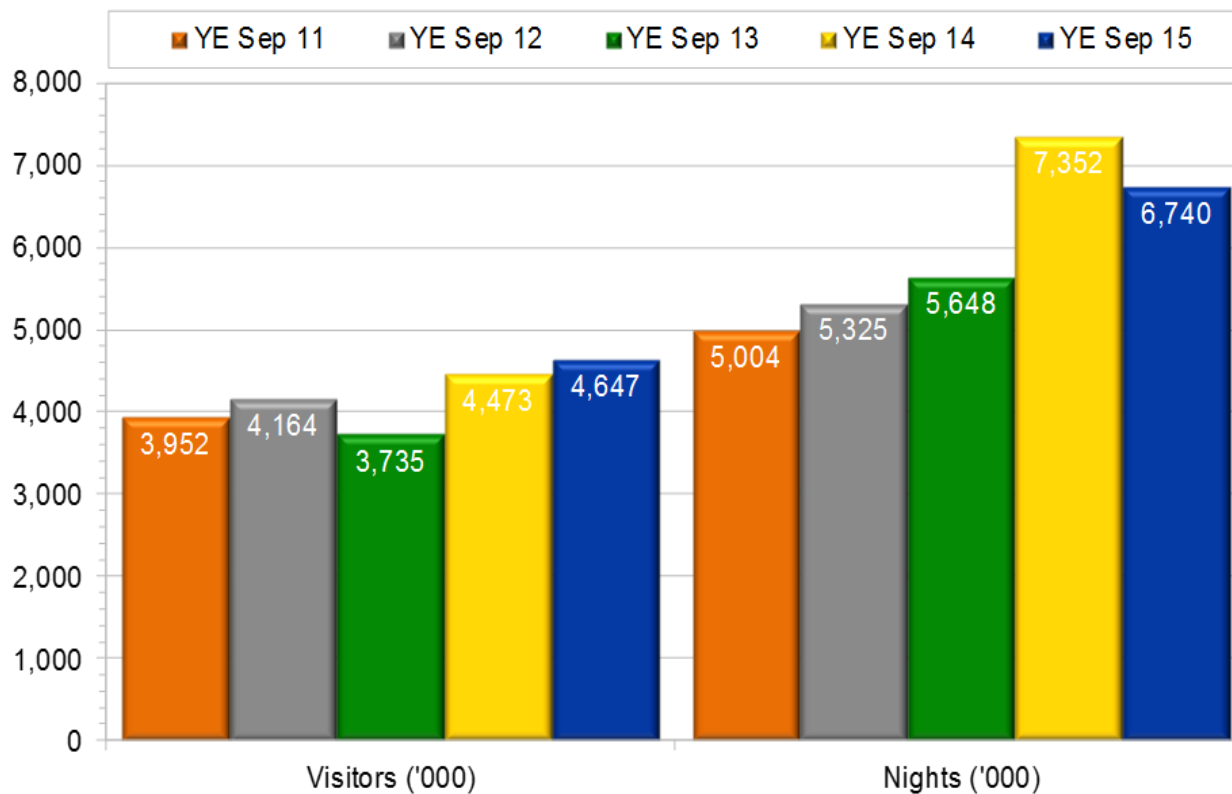
#### **Issues**

##### Great Ocean Road Tourism Trends

As Chart 1 below shows, visitor numbers to the Great Ocean Road have been trending up. Over the last five years, visitor nights have increased from 5Million to 6.7Million. This highlights the opportunity for the Shire to expand its accommodation options and experiences offered, to capture more of this market and increase yield.

Tourism in the north of the Shire is also growing with visitor number to Camperdown increasing to 90,000 and further north of the Shire to 63,000. This includes overnight and day trippers. Approximately 6,000 visit the Camperdown Visitor Information Centre.

Chart 1: Great Ocean Road Tourism Trends



Source : National Visitor Survey, Domestic Visitor Survey

The latest comprehensive data in 2010 for the Shire indicates that 2.6M visitors in total visit. (Corangamite Shire Tourism Opportunities study Dec. 2010 Urban Enterprise).

Port Campbell VIC - Total Visitor Reach

The components used to measure the reach and influence of the Visitor Information Centre over time amongst visitors and prospective visitors are counter enquiries, phone enquiries, web visitation and social media engagement. Total visitor reach has increased substantially over the last five years, increasing from 98,566 to 182,625 by 2015/16(YTD). However the way people are connecting with the VIC is changing from the through the door visits to more online engagement. This trend is expected to continue.

Chart 2: Port Campbell Visitor Information Centre, Total Visitor Reach (year to date)



Source: VIC, Google Analytics.

Web visitation is up 29.8% in the period from July 2015 to Feb 2016 and the visit12apostles.com.au website is receiving on average 3,200 visits per week. In the same period there has been a 10% reduction in counter enquiries.

VIC social media continues to grow with exposure generated through our owned platforms and leveraged by earned shares on other travel industry platforms (not included in these statistics). The VIC Instagram account has grown 20% in volume of followers in the July 2015 – Feb 2016 period allowing the VIC to post less regularly and maintain similar levels of engagement.

The VIC has recently rebranded some of its social media pages to attempt to build a stronger association between the pages and physical services. This is to encourage visitation from groups and markets that would not be traditional users of a VIC.

### Chinese Visitor Program Update

The program continues to support Chinese speaking visitors in destination with increased distribution of resources achieved in partnership with Parks Victoria, Great Ocean Road Visitor Information Centres and GORRT.

An upcoming project to monitor visitor satisfaction on Chinese social media will provide Council with insight into Chinese visitor opinion and preference. It is hoped the study being conducted by Chin Communications will identify where visitor expectation is not being met and identify opportunities where business, service and knowledge gaps may exist. The VIC anticipates that this survey will be completed by May 2016.

The local tourism industry has embraced the program and initiated a bulk purchase of decorations for Chinese New Year in 2016. This resulted in a pleasing result in restaurants, shops and accommodation facilities around Port Campbell. Businesses that missed out on the buy-in have already indicated interest for next year.

Planned and funded directions of the program are focussed on improving the in-destination experience across the broader Great Ocean Road region and selective promotion to attract Chinese visitors that are searching for a more natural, less busy holiday product. Shooting occurred on 7 and 8 March for a 2 minute video production featuring Chinese talent on locations in Timboon and Port Campbell, the video filmed by Eight Dragons and distributed by Chinese travel heavyweight C-Trip has been funded in partnership with GORRT. Corangamite Shire will receive use of the video for its own promotions. The anticipated completion of this project is April 2016.

QR codes installed on Parks Victoria signage at the 12 Apostles have driven strong growth in visitation to the Chinese microsite and growth in the amount of downloads of PDF versions of the Chinese Visitor Guide. 1300 visits to the microsite have come from the QR codes since their installation just prior to Christmas; this has brought a resultant increase in the amount of digital visitor guides downloaded from the site.

### GORRT Visitor Service Review

The service review of the Visitor Information Centres across the Great Ocean road has commenced by GORRT. Council is contributing funding to this review.

Stage 1 of the project “A review of existing visitor services arrangements” has commenced and is being conducted by Bill Fox and Associates. Great Ocean Road Visitor Information Centre Managers have been presented with a questionnaire that forms the first step to allow for benchmarking across the region in consideration of different VIC service offerings and operating models.

Stages 2 and 3 will deliver examples of international best practice and specific works related to a “Port Campbell visitor services hub”.

It is envisaged that at the completion of this consultancy work that the findings be reviewed in the context of the current Port Campbell Visitor Information Centre.

### 12 Apostles Bus Initiative

The aim of this project is to trial a means to increase local and regional yield from the Great Ocean Walk product. This involved the launch of the 12Amorningxpress in mid-February. The

---

free bus service allows visitors and residents to easily achieve a one way 7km morning walk from Princetown back to their car at the 12 Apostles.

The service was progressed within the 12 Apostles Coast and Hinterland Destination Action Plan and is delivered in partnership by Popes Business and Twelve Apostles Business and Tourism Association with operational and promotional support provided by Corangamite Shire and GORRT.

Initial patronage of the service has been pleasing with nearly 100 passengers. About 50% are International and 25% are interstate visitors. The VIC will continue to work closely with TATBA and GORRT to position the product as a “must do must stay” proposition.

#### GORRT Destination Websites

GORRT is in the process of developing a new website platform. When ready the 12apostles.com.au website is to be replaced with this website system. Council contributes funding to GORRT which assists with the resourcing of this project.

#### Local Produce Display and Booking System

The VIC will incorporate a local produce display (subject to budget approval and co-operative funding from industry participants) as part of a refit that will improve counter space to better facilitate online bookings of attractions and accommodation. A trial of the booking system ‘Bookeasy’ is about to commence in partnership with Warrnambool City Council and will provide new opportunities for the VIC to offset cost and convert visitor interest into a transaction at the counter. An online ‘Bookeasy’ system may be added at a later stage depending on the roll-out of the new GORRT websites.

#### Northern Towns Destination Action Plan (DAP)

The development of the DAP is being financed by GORRT and will lead the preparation of the DAP, through a series of three workshops facilitated by Wayne Kayler-Thompson, the first of which was held in Camperdown on Tuesday 1 March 2016, from 11am to 3pm. The other workshops will be shorter, and will occur around early April 2016 (to be confirmed). Through this process, we will seek to identify affordable and effective ways to work together within an integrated strategy supported by key stakeholders.

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

This report is for information only. It does not make any recommendations relating to increased or reduced financial and other resources.

#### **Conclusion**

Tourism is increasing in the Great Ocean Road region and the Council has taken or facilitated a number of initiatives that will enable the Shire to benefit from increased tourism yield. The Port Campbell Visitor Information Centre remains a key element of Council’s actions to assist in the development of the tourism industry.

---

## 8.2 Timboon Community Plan Update

**Author:** Garry Moorfield, Community Development Officer

**File No:** D16/155

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Garry Moorfield

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

### Summary

Timboon's community plan – Blueprint for Timboon – was received by Council on 28 February 2012. It was reviewed three years later, with updated priorities reported to Council on 22 March 2015. This report provides advice to Council on further progress in implementation of the plan.

### Introduction

Blueprint for Timboon was one of 12 township plans developed through the Building Stronger Corangamite Communities project; a joint initiative of the State Government of Victoria and Corangamite Shire. One of its primary objectives was to deliver community development outcomes alongside the more tangible and readily recognised township project outcomes. The original plan was prepared over the latter half of 2011 and involved an estimated 158 people, which represented a little over one quarter of the adult population of Timboon. The Blueprint identified those aspects which make Timboon special, outlined a broad vision for the township, and summarised 21 priority development objectives.

There has been significant movement on the town's top priority, 'More shops, fill empty shops', which is linked to the promotion of the Timboon 'brand' and the key initiative to improve the presentation of Timboon. The Railway Park Precinct project rolled together a number of town priorities. More than \$100,000 in seed-funding provided by Council has been channelled into this initiative, and leveraged through a State Government grant, other contributions from Council, private funding from BHP, and community fund-raising to deliver a \$250,000 urban renewal project. The project was formally completed in April 2015, and has provided a new boardwalk and viewing deck, an amphitheatre, public art, refurbished public toilets, new barbeques and shelters, and a town centre garden of indigenous plants. There are a number of minor projects underway which will add to the Precinct, but the contribution of this work to the transformation of Timboon will be fully realised when the other half of the renewal project– the Timboon Town Centre Improvements project – is completed in the coming months.

Timboon's community plan was reviewed through late 2014 and early 2015. The review documented significant progress on key objectives and provided a renewed focus on eight

---

priority actions. The last of these recognised the importance of Timboon Action to the town and made the association the umbrella organisation through which seven action groups are to channel their advice for public consideration.

As noted in the recent review of the Timboon community plan, Blueprint projects have drawn a range of people into their planning and delivery, supporting community groups, local traders and key institutions. Bringing together many partners and involving several community groups has built local capacity and strengthened advocacy on behalf of the Timboon community. The outcome has been a revival of the practice of active citizenship which has historically been a hallmark of the Timboon community.

### **Issues**

The last five years have been eventful and productive for Timboon. There are some exciting pending developments in Timboon which will add substantially to the town's prosperity and the building of the Timboon 'brand'. A highlight has been the securing of State Government funding to upgrade the facilities of the Timboon P-12 School, alongside recognition of the School's innovative Timboon Agricultural Project and its links into the surrounding community. Construction of the first Abbeyfield retirement home units has been completed, with more to come. Proposed new business projects are being planned, including an 'interactive' Timboon Ice Cream Factory across the creek from the Railshed Distillery site.

Another key strategic development project, which has involved considerable work by local community members and several other agencies but has yet to materially advance, is the proposed extension of the Camperdown to Timboon Rail Trail to Port Campbell and on to the Twelve Apostles and Princetown – the 'Twelve Apostles Trail'. Work continues on this acknowledged regional development priority, linked to Parks Victoria and implementation of the Shipwreck Coast Master Plan.

Planning for the community-led design for the \$650,000 Timboon Town Centre Improvements project has been completed, with funding contributions confirmed from Council (\$150,000) Origin Energy (\$100,000) and the Victorian Government (\$400,000).

The value of the Blueprint for Timboon can be assessed with reference to two types of outcomes; community development outcomes and project/development outcomes. As has been observed elsewhere, these different kind of outcomes accompany each other, hand in hand.

### Timboon Town Centre Improvements

Council staff have driven work on this priority, which is actually a 'Council project' rather than a 'community project'. (This is yet another example of the trending alignment between community and Council plans.) A community-led design process was employed over a six-month period of community meetings which scoped and prioritised design components for Timboon Town Centre Improvements project. Project Landscape Architect Mark Frisby, Council staff and Vicroads staff provided expert advice and recommendations which community representatives considered in formulating their priorities.

The final part of the consultative design process was concluded with the reporting of the eventual street tree/ planting scheme to the Timboon Action meeting held on 1 March 2016. Construction company R Slater and Sons has been contracted and have commenced consultation works this week.



---

Caravan/ RV dump point

A 'Memorandum of Understanding' has been drafted between Timboon Action, Timboon Fuel and Council to enable the installation of a caravan/ recreation vehicle dump point to be installed on the Timboon Fuel premises. Subject to its confirmation, priority 7 on the review list will be ticked off.

Timboon bushland mountain bike trail

The whirling peloton of enthusiastic bike-riders making up this 12 member Action Group has come to a standstill, following some discouraging preliminary advice from Parks Victoria. The Timboon Youth Group (formed through Timboon P12 School) is exploring site locations for a mountain bike track closer to town.

Review and consolidate signage

The Action Group formed to come up with some designs for new town entry signage has not reported back to Timboon Action these past 12 months.

Supporting Timboon Action

Priority 8 on the Timboon plan review list has involved Timboon Action in taking a primary role in supporting and co-ordinating the seven Action Groups working on the revised priorities. Timboon Action's meetings are well-supported and the organisation has done important work to improve its processes and operations. It can rely on a number of individuals and organisations to contribute to its community functions, such as the annual 'Santa in the Street' and Fun Run/ Walk.

Other projects

There is some overlap in membership of the seven Action Groups. With the completion of the Timboon Town Centre Improvements and Dump Point projects, efforts can be renewed to re-activate the Action Groups established to advance the 'Story of Timboon', 'Publication' and 'New town entry signage' projects.

**Policy and Legislative Context**

Recognising the many benefits of community planning and supporting its delivery in the Shire is consistent with the following Council Plan 2013-2017 commitments:

Corangamite Shire's communities are welcoming and provide support and a sense of belonging. Council will work to improve and enhance community health, wellbeing and connectedness. Council has an important role in planning to ensure townships grow in a sustainable manner.

Provide opportunities to improve and enhance the health and wellbeing of our community.

Provide and advocate for a range of services, facilities and support to our people to enable them to fully engage and participate in the community.

Importantly, the Timboon community planning process gives expression to Council's Values and Behaviour embodied in the overriding principle applying across all themes in the Council Plan, namely the Cultural Change Program within Council and Council's 'commitment to continually improving the way we listen to our communities'.

---

### **Internal / External Consultation**

The matters outlined in this report are an outcome of extensive and ongoing community consultation. They include several public meetings, establishment of community working groups and regular meetings of Timboon Action and other community organisations.

### **Financial and Resource Implications**

This report is for information only and does not entail any recommendations relating to increased or reduced financial and other resources. The provision of more than \$100,000 in seed-funding by Council (plus \$150,000 towards the Town Centre Improvements project) has provided the impetus and the means for the local community to identify and pursue projects to strengthen the Timboon community, to build public participation in decision-making affecting Timboon's future and to improve the liveability of the township through considered development projects.

### **Conclusion**

The community of Timboon has made significant progress on its community planning priorities, with work now completed or commenced on 29 or its original 49 priority actions. Three of the eight priorities confirmed in The Blueprint review are within reach. More than that, the process of community planning has brought about a renewal of interest in active citizenship. Another key community development outcome has been the strengthening of the Timboon Action organization, which provides a forum for raising and representing community issues as well as supporting and co-ordinating township initiatives.

The completion of substantial projects provides unequivocal evidence of the value to communities of committing time and effort to Council's community planning initiative. This value not only relates to project outcomes for communities and for Council, but to the building of the trust which is essential to maintaining productive partnerships which improve social cohesion and enhance the liveability and prosperity of Timboon.

**Information only.**

---

## 8.3 Port Campbell Community Plan

**Author:** Garry Moorfield, Community Development Officer

**File No:** D16/156

**Previous Council Reference:** Nil

### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author - Garry Moorfield

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

### **Summary**

This report provides advice to Council on progress in implementation of Port Campbell's community plan – Port Campbell Action Plan.

### **Introduction**

The Port Campbell Community Plan was scheduled for preparation in 2014, as part of the Building Stronger Corangamite Communities initiative; a partnership between the Corangamite Shire and the State Government of Victoria. At the request of the newly-formed Port Campbell Progress Group, this work was brought forward so that it could serve as an agreed 'Action Plan' for the town, which would provide Port Campbell with a united voice and bring the community together in pursuit of some shared goals and projects. A survey was conducted in 2012 along with some public meetings, leading to the setting of community priorities on 23 January 2013. That process involved an estimated 40 per cent of the adult population of Port Campbell. The Port Campbell Action Plan was finalised in March and presented to Council in April 2013. Council seed-funding towards the Plan became available in July 2013.

The process of Plan formulation achieved some important milestones for Port Campbell, in that it brought together many local interests to transparently arrive at a common appreciation of the unique 'village' community and outstanding environmental attributes such as the ocean, the beach and the National Park, that give Port Campbell its compelling identity and charm. Most of the 30 top project proposals arising from the planning process link back to this notion of valuing 'place'. The wider interests that define Port Campbell as a tourism destination have made for additional complexity in implementing those priority projects identified by the local community.

An update on Port Campbell's community plan was provided to Council on 24 March 2015. This report provides advice on further progress, prior to the scheduled review of Port Campbell Action Plan priorities in the latter part of 2016.

In line with community development fundamentals, most progress has been made where partnerships have been formed between the community and Council. In Port Campbell's

case, these partnerships have been demonstrably mutually beneficial and have improved outcomes and strengthened relationships across a range of organisations, businesses and agencies.

Another key community development outcome has been the maturation of the Port Campbell Progress organisation, which has managed leadership transitions, inclusion of additional interests and strong meeting attendances founded on sound and consistent community consultation practices. 'The Progress', now in its fifth year, continues to provide a forum for raising and representing community issues as well as supporting township initiatives.

### **Issues**

The proximity of Port Campbell to the Twelve Apostles and its nature as a 'tourist town' gives rise to complex issues for the township community. Balancing commercial and environmental values was one of the most obvious ones raised through the formulation of Port Campbell's community plan. Another issue is planning for the township itself, where the limited capacity of local residents to influence broad-scale planning strategy and decisions of the State and its agencies has provided delays, obstacles and frustrations to achieving larger-scale community project aspirations. The divided land tenure within and around Port Campbell assigned to Parks Victoria and Council provides another layer of complexity, so that a local solution to financing the upgrade of foreshore and streetscape amenity, for example, is also complex. Extending the Rail Trail and improving public transport services are other examples where action by local influences has yet to achieve their stated goals.

Whereas the issues listed above have discouraged some community members, others are still at work on overcoming these difficulties. Members and sub-committees of Port Campbell Progress are also working on those projects which they can directly influence.

The value or of the Port Campbell Action Plan can be assessed with reference to two types of outcomes; community development outcomes and project/development outcomes. It can be observed that these different kind of outcomes accompany each other, hand in hand.

### Soldiers Memorial

The repair and upgrading of access to the Port Campbell Soldiers Memorial was not envisaged in the original Action Plan, but became a township priority in the lead up to commemorations for the 'Centenary of ANZAC'. This was a remarkable community project on many counts – many believed it was an impossible one in the available timeframe – and a credit to everyone involved. The Memorial is a 'Soldiers Memorial' not a 'War Memorial' and it holds special significance to the Port Campbell community, and longer-term residents in particular. Established as a sub-committee of Port Campbell Progress, the Project Committee received strong support by local volunteers and tradespeople, the RSL and Council officers, as well as financial contributions from local people, Origin Energy, the Commonwealth and the Shire. Those who were privileged to attend the opening ceremony on 24 April 2015 and the subsequent community function witnessed the satisfaction of members of the local community in respectfully acknowledging those who have gone before them. Others can read the printed account of the project and those who contributed to it.

### Arts Hub

The community of Port Campbell has retained its oldest building – the little wooden Old Baptist Church – by relocating it to the town's Public Purposes Reserve and refurbishing it as an Arts Hub. This \$275,000 project was made possible through leveraging Council seed-funding provided to obtain an \$180,000 State grant. The building itself was generously donated to the community by the Baptist Church, as part of its own refurbishment plans. The

old church has been given a new lease on life with a restoration incorporating a new roof, weatherboard cladding and new wooden arched windows. Council assisted the community to obtain necessary approvals and in meeting regulatory requirements. Following years of detailed planning and negotiation to rescue the old building, the Arts Hub is now nearing completion, providing local artists with a venue to display to visitors a range of artworks inspired by the Port Campbell National Park and Southern Ocean. (It has already been booked for two weddings.)

#### 'Celluloid by the Sea' film festival

Planning is advanced for the running of the third Celluloid by the Sea Film Festival on 21-22 May 2015. This follows on from the success of the second festival last year, which was a celebration of the Port Campbell community and the town's history. The event was well supported by local community groups, including the Surf Club and Board Riders Association. Both festivals have enjoyed the support of the Corangamite Shire and its mobile cinema equipment.

#### Town Entry signage

Seed-funding was been allocated to this project back in 2013, however initial work on the design of this project lost impetus. Since then a town survey has been conducted and some decisions arrived at regarding the form, content and location of simple signage structures. Another dimension of this project was to come up with a 'design language' for other way-finding and interpretive signage in Port Campbell, but that scope now overlaps with the potential broader project of upgrading the towns streetscape and foreshore.

#### Way-finding signage review

A sub-committee of the Progress Group worked with VicRoads and the Port Campbell Visitor Information Centre to carry out a review of the town's signage. VicRoads has used this work as a model for other Victorian communities to follow. The idea was that that the recommended changes would be implemented progressively, as funding became available. Those funds are still awaited, and it may be that this necessary work will be given some priority through the Shipwreck Coast Master Plan implementation process.

#### Walking Trails

Work on the Port Campbell community's top project priority, the establishment of a series of connected walking trails, has been captured in the Shipwreck Coast Master Plan (SCMP). The Port Campbell community engaged with the project's consultants, McGregor Coxall P/L, in a joint planning workshop to ensure that these trails (and their alignment) are now documented in the SCMP. The inclusion of this project in the SCMP will make for fewer regulatory obstacles when the opportunity arises to commence work on these trails.

#### Suspension Bridge

The Port Campbell community is undertaking work to advance this third priority in the Port Campbell Action Plan, in partnership with Council and other parties. The project has strategic alignments with the Shipwreck Coast Master Plan and the proposed Twelve Apostles Trail. That this work is occurring and crucial partnerships have been formed to advance this project is a demonstration of community planning principles in action. Further discussions are required with Parks Victoria.

---

### **Policy and Legislative Context**

Recognising the many benefits of community planning and supporting its delivery in the Shire is consistent with the following Council Plan 2013-2017 commitments:

Corangamite Shire's communities are welcoming and provide support and a sense of belonging. Council will work to improve and enhance community health, wellbeing and connectedness. Council has an important role in planning to ensure townships grow in a sustainable manner.

Provide opportunities to improve and enhance the health and wellbeing of our community.

Provide and advocate for a range of services, facilities and support to our people to enable them to fully engage and participate in the community.

Importantly, the Port Campbell Action Plan process gives expression to Council's Values and Behaviour embodied in the overriding principle applying across all themes in the Council Plan, namely the Cultural Change Program within Council and Council's 'commitment to continually improving the way we listen to our communities'.

### **Internal / External Consultation**

The matters outlined in this report are an outcome of extensive and ongoing community consultation. They include several public meetings, establishment of community working groups, regular meetings of community organisations, surveys of local opinion and articles in The Beacon newsletter.

### **Financial and Resource Implications**

This report is for information only and does not entail any recommendations relating to increased or reduced financial and other resources. The provision of \$50,000 in initial seed-funding by Council provided the impetus and the means for the local community to identify and pursue projects to strengthen the Port Campbell community, to build public participation in decision-making affecting Port Campbell's future and to improve the liveability of the township through development projects. The community of Port Campbell has also secured significant external funding to contribute to community projects, by itself and in partnership with Council.

### **Conclusion**

The community of Port Campbell has made important progress on its township priorities. While the necessity to engage in wider planning processes has limited progress on other key priorities, important groundwork has been laid for future action. In the meantime, the Port Campbell Action Plan has brought about significant achievements in regard to local community development.

**Information only.**

---

**RECOMMENDATION**

**That the Information Bulletin be received.**

---

## 9. PLANNING REPORTS

Nil.



---

## 10. OFFICERS' REPORTS

### 10.1 Playground Management Policy

**Author:** Angela Northcott, Recreation Development Officer

**File No:** D16/93

**Previous Council Reference:** Nil

#### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author - Angela Northcott

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

#### **Summary**

This report recommends Council adopt the Playground Management Policy as a guide to the maintenance, management and renewal of playgrounds within the Corangamite Shire. The policy has been reviewed with only minor changes recommended.

#### **Introduction**

Council manages and maintains a number of public playgrounds across the Shire including community playgrounds and pre-school playgrounds. The policy aims to establish funding and management arrangements for public playgrounds owned or managed by Council and which are generally accessible for community use.

Playgrounds and the provision of outdoor and recreation play spaces are identified as contributing to the mental support, physical development and social fabric of an individual and community. They provide a supportive environment that offers an outdoor meeting space, opportunity for physical activity and a space that actively promotes and contributes to the wellbeing and livelihood of the community. The quality of local parks can influence physical activity levels with newly refurbished parks attracting four times the amount of users and having a positive effect on the leisure time and levels of physical activity of members of our communities.

Changes made to the policy include:

- Removes reference to Community Initiated Projects Policy when considering Council's role in management and maintenance of facilities as this policy was never adopted.
- Council will undertake playground inspection every three years rather than an annual compliance audit.
- Reserve committees can apply for funding to Council's Facility Grants rather than Minor Grants program which has now been super seeded.
- The order of the playground renewal schedule has been upgraded to reflect current condition of the facilities and funding provisions available.

- Council will seek other funding sources for renewal works rather than construction of new facilities
- Removal of the need to take the Public Open Space Contributions Policy into consideration when recommending use of public open space developer contributions to offset any funding deficits.
- Retirement of facilities will be governed by the annual playground inspection instead of compliance audit.

## Issues

### **Township Playgrounds**

Council has consistently invested in developing quality standard playgrounds with an emphasis on upgrading playgrounds to provide access for all abilities.

Council maintained playgrounds are listed in Table 1.

| Playground                     | Location                                    | Town          |
|--------------------------------|---|---------------|
| Jaycees Park                   | Princes Highway - Wright                    | Camperdown    |
| Curdie Street Reserve          | Curdie Street                               | Camperdown    |
| Queen's Park                   | Pike Street                                 | Camperdown    |
| Apex Park                      | Manifold Street                             | Camperdown    |
| Grimwade Park                  | Hamilton Highway (near Swimming Pool)       | Lismore       |
| Jubilee Park                   | Cnr Glenelg Hwy & Park Lane                 | Skipton       |
| Derrinallum Recreation Reserve | Hamilton Highway                            | Derrinallum   |
| Town Park                      | Mortlake-Terang Road                        | Noorat        |
| Noorat Recreation Reserve      | Mackinnons Bridge Road                      | Noorat        |
| Thompson Street Playground     | Thompson Street                             | Terang        |
| Apex Playground                | Princes Highway                             | Terang        |
| Apex Park                      | Cnr Camperdown-Cobden Road & Shenfield Road | Cobden        |
| Cobden Dam                     | Shenfield Road                              | Cobden        |
| Wark Street Playground         | Wark Street                                 | Timboon       |
| Power Creek Reserve            | Timboon-Nullawarre Road                     | Timboon**     |
| Snake Track Road Reserve       | Snake Track Road                            | Timboon       |
| Masonic Park                   | Cnr Barrett & Bond Streets                  | Timboon       |
| Apex Park                      | Cnr Morris & Lord Streets                   | Port Campbell |
| Princetown Recreation Reserve  | Old Coach Road                              | Princetown    |
| Jaycees Park                   | Barramul Street                             | Simpson       |

**Table 1: Council Maintained Playgrounds**

\*\*This playground will be removed as a part of the Timboon Streetscape works scheduled for 2016.

Council commissions an independent playground audit each year to identify any non-compliance issues with Australian Standards and provide an action plan for maintenance and improvements. Council will discontinue this service in 2016-2017 and move to a three yearly

inspection cycle due to the increased financial pressures and impact of rate capping. Annual audits will instead be undertaken by Council Officers annually.

Council provides public liability insurance for general public use of these facilities.

### **Other Playgrounds**

Where other public playgrounds are located within the Shire but not maintained by Council, these have in the past been assessed as a part of the annual compliance audit, however this service will be discontinued from 2016-2017 and instead a three yearly compliance inspection will be undertaken. Table 2 highlights the location of other playgrounds within the Shire.

Committees of Management of these facilities are eligible to apply to Council's Facility Grants Fund program to assist with funding maintenance.

|                                  |                               |
|----------------------------------|-------------------------------|
| Camperdown Recreation Reserve    | Kolora Hall Reserve           |
| Lake Tooliorook                  | Lismore Recreation Reserve    |
| Noorat Recreation Reserve        | Pomborneit Recreation Reserve |
| Port Campbell Recreation Reserve | Redhill Hall                  |
| Scotts Creek Recreation Reserve  | Simpson Recreation Reserve    |
| Skipton Recreation Reserve       | Timboon Recreation Reserve    |

**Table 2: Playgrounds not maintained by Council**

### **Playground Renewals**

Council's capital works plan provides for an allocation of funds each year for playground renewal or replacement in the Shire.

Table 3 highlights the past and future identified renewal schedule for Council managed / owned playgrounds.

| <b>Town</b>   | <b>Playground</b>        | <b>Year Proposed</b> |
|---------------|--------------------------|----------------------|
| Timboon       | Timboon Playground       | 2010-2011            |
| Camperdown    | Camperdown Caravan Park  | 2011-2012            |
| Cobden        | Cobden Playground        | 2012-2013            |
| Camperdown    | Camperdown Apex Park     | 2013-2014            |
| Terang        | Terang Apex Park         | 2014-2015            |
| Camperdown    | Queens Park Camperdown   | 2015-2016            |
| Camperdown    | Camperdown Jaycees Park  | 2015-2016            |
| Derrinallum   | Derrinallum Playground   | 2016-2017            |
| Princetown    | Princetown Playground    | 2016-2017            |
| Port Campbell | Port Campbell Playground | 2017-2018            |
| Noorat        | Noorat Playground        | 2019-2020            |
| Skipton       | Jubilee Park Skipton     | 2020-2021            |
| Simpson       | Simpson Playground       | 2021-2022            |
| Lismore       | Lismore Playground       | 2022-2023            |

**Table 3: Playground Renewal Schedule**

The playground renewal schedule currently reflects a 14 year cycle of replacement. Industry advice suggests playground replacement is generally within 10–20 years from construction, depending on the material used (e.g. timber has a lower life expectancy), the environment it is situated (e.g. coastal environment can deteriorate the playground structure) and the level of maintenance across the life of the playground.

In 2009-2010 Council funded a major replacement of the Port Campbell playground structure seven years following construction, as components had significantly deteriorated in the harsh coastal climate posing a risk to users. The Port Campbell playground and Princetown playground facilities given their location should be considered for renewal or upgrade more frequently.

The playground renewal schedule needs to be flexible to accommodate essential upgrades and external funding allocations.

### ***Financial Resources***

Council contributes an annual allocation for the construction of a new playground or an extension to an existing playground as a part of its budget. The Department of Health and Human Services Community Sports Infrastructure Fund - Minor facilities category guidelines stipulate a ratio of funding 2:1 with the maximum allocation of \$100,000 (previously as low as \$40,000). This has governed Council's annual allocation over the years from a level of \$20,000 to more recently \$50,000.

Greater competition for funds within the region has seen a downturn in the availability of grant allocations for playgrounds. As Council has replaced each of the township playgrounds over the past 14 years funding is expected to be restricted to renewal only as opposed to upgrading or replacing the facilities. This coupled with increased community expectation to deliver modern and innovative playgrounds and the implementation of rate capping will place additional financial burden on Council to fund playground renewals in the future.

### ***The role and future of Playgrounds***

Increasingly playgrounds and the provision of outdoor and recreation play spaces are identified as contributing to the mental support, physical development and social fabric of an individual and community. They provide a supportive environment that offers an outdoor meeting space, opportunity for physical activity and a space that actively promotes and contributes to the wellbeing and livelihood of the community.

A consideration for Council in the future will be the development of new playgrounds with the rationalisation/consolidation of playground facilities where there are more than one located within a township. Council's Recreation and Open Space Strategy that is being undertaken currently will further explore these opportunities.

Community action groups and priority planning in the past has meant new play equipment has been installed in areas of public open space additional to the current playground provision. Council's role in managing and maintaining any new and community initiated facilities should be considered in recognition of the existing township playground provision and Community Initiated Projects Policy.

Consolidation of facilities may be guided passively with the deterioration of a playground's structural condition and end of life expectancy. Playgrounds which offer limited play value

---

and experiences and are collocated in close proximity to larger township playgrounds will be considered for removal at the end of their reasonable life.

Planning for any new development or associated removal should involve community consultation with relevant user groups and wider community.

### **Policy and Legislative Context**

The Playground Management Policy is a Council policy which provides a consistent approach to the delivery of playground facilities, governing the way in which Council will undertake its activities in relation to playground management. The policy has been developed in accordance with Council's Policy Development Framework, policy number: GOV 01-00.

The Playground Management Policy provides for an equitable distribution of playgrounds to residents across the Shire and is in keeping with a number of actions outlined in Council's Plan 2013-2017:

Provide opportunities to improve and enhance the health and wellbeing of our community.

Provide and advocate for a range of services, facilities and support to our people to enable them to fully engage and participate in the community.

We will maintain a focus on the importance of our assets and infrastructure to underpin service delivery. We will implement processes that ensure our infrastructure continues to meet the requirements of our community.

The policy also aligns with a number of Council's strategies including the Recreation and Open Space Strategy 2010-2015, Early Years Plan and Municipal Public Health and Wellbeing Plan 2013-2017.

The policy acknowledges relevant industry standards and guidelines.

### **Internal / External Consultation**

The Playground Management Policy is supported by an independent audit with reference to the relevant Australian Standards. Council's independent playground auditor has indicated Council's maintenance regime and cyclical playground replacement of fourteen years is well within the industry norm being 10-20 years.

Council will consult with the community with regards to renewal, refurbishment or removal of playgrounds.

### **Financial and Resource Implications**

The Playground Management Policy seeks to retain the existing level of service standard provided at Council's playgrounds through:

1. The implementation of an annual maintenance program as a part of Council's operating budget.
2. Support of Committees of Management of reserves within the Shire with playgrounds with a compliance audit of facilities and access to Council's Minor Grants funding program.
3. A playground renewal schedule as a part of the capital works annual budget process.
4. Prioritisation of playground renewals for external funding programs, open space developer contributions and community projects.

As a result of the introduction of rate capping, Council will reduce the existing level of service standard in undertaking a compliance audit with an independent playground auditor every three years, not annually. Inspections will be carried out annually by Council's Facility and Recreation Department. A reduction in funding for Playground renewals is forecast as a part of the draft 2016-2017 budget as a consequence of rate capping.

Funding is allocated as a part of Council's operational budget to undertake the annual compliance audit and to assist in maintaining those facilities managed or owned by Council.

Funding of playground renewal projects are considered as a part of Council's capital works budget and in the past have ranged from \$30,000 to \$130,000. Council's allocation should reflect the scope of the project, the availability of external funding and the requirement for essential upgrades.

The reduction in access to external funds and rate capping has placed considerable pressure on Council to fund renewal upgrades completely or in conjunction with community fundraising.

Council should also consider use of public open space developer contributions to help offset any deficit in grant funding. This should be considered in conjunction with the Public Open Space Contributions Policy.

Renewal of Council's playgrounds should be flexible taking into account funding provision and essential upgrades as they occur.

### **Options**

Council can opt to endorse the Playground Management Policy as proposed or choose to increase or reduce its service level in the areas of:

1. annual maintenance funding
2. annual compliance audit provision
3. support of Committees of Management of reserves within the Shire with playgrounds
4. playground renewal funding

### **Conclusion**

The proposed policy provides consistent resources to the service level of Council's playgrounds. It retains current maintenance standards, supports committees of other playground facilities, provides a capital works renewal schedule consistent with industry best practice and our local environment and considers new and community initiated projects.

Council, through the provision of quality play opportunities within its public open space is able to create shared, accessible and diverse spaces that encourage and promote physical, creative and social experiences for all members of the community.

Whilst internal budgeting pressures, a reduction in external grant opportunities from State Government and the introduction of rate capping will place some financial pressure on Council, Council's continued implementation of the Playground Management Policy will ensure that its facilities are maintained to a high quality standard that complies with current Australian Standards and with clear guidance on the future facility development.

---

**RECOMMENDATION**

**That Council:**

- 1. Revokes all previous Playground Management policies  
INFRA34-01 Adopted 26 March 2013**
- 2. Adopts the Playground Management Policy dated March 2016.**

**Attachments**

1. Playground Management Policy

# Council Policy



CORANGAMITE  
SHIRE

## Playground Management

### Introduction

Council is committed to providing playgrounds that:

- Offer a shared space for children, young people and adults to play, socialise and relax.
- Provide an inspiring and well-designed play space that encourages physical, creative and inventive play.
- Provide an appropriate level of challenge and promotes a sense of adventure.
- Integrate built play equipment with a natural and sensory setting through landscaping design, path networks and associated park infrastructure, and
- Provide an attractive, vibrant and inviting environment for both local residents and visitors i.e. a traveller break.

### Purpose

The policy aims to establish funding and management arrangements for public playgrounds owned or managed by Council to ensure equitable community access and a continued provision of high quality facilities.

### Scope

This policy applies to public playgrounds which are owned or managed by Corangamite Shire Council and are generally accessible by community members.

### Definitions

**'Accessible'** - A design that encourages use by people of all abilities and ages.

**'Playground'** - A playground is built play equipment set within a public open space environment which promotes active and passive physical activity, creativity and inventive play for all ages and all abilities.

**'Play space'** - An environment which integrates built play equipment with a natural and sensory setting through landscaping design and associated park infrastructure to offer a shared space where children, young people and adults can meet and play.

**'Play equipment'** - Play structures such as swings, slides and climbing frames.

### References

Deakin University Australia, *"Study finds improving local parks a key to increasing physical activity"*, May 2012

Department of Planning & Community Development, *The Good Play Space Guide - "I can play too"*

Play Australia, [www.playaustralia.org.au](http://www.playaustralia.org.au)

Ray Hutchinson, Ray Hutchinson & Associates, Playground Auditor

### Policy Detail

#### 1. Design



Council will ensure the development of its playgrounds considers the following design elements:

- Relevant industry benchmark documents including:
  - Australian Standards for playgrounds;
  - Access Audits Australia *How to develop more accessible playgrounds*;
  - Department of Planning and Community Development *The Good Play Space Guide: I can play too*; and
  - National Heart Foundation of Australia, *Healthy by Design: planners' guide to environments for active living*.
- A balance between play value, access, safety and value for money.
- An environment which offers unstructured, exploratory play and low maintenance options for a range of ages and developmental stages.
- A design complimenting the location and layout, and which considers a combination of built and natural elements, links to existing infrastructure including public toilets, car parking, landscape and nearby access points where appropriate or available.
- Provision of an accessible environment which promotes inclusion and offers interactive accessible play opportunities including sensory and tactile components.
- A space providing opportunities for people to meet and play in a comfortable physical environment (shade, seating, etc.)
- Public art may be incorporated within the park design.

## 2. Maintenance

Council will allocate funds as a part of its annual operating budget to maintain those playgrounds managed / owned by Council.

| <b>Playground</b>              | <b>Location</b>                       | <b>Town</b> |
|--------------------------------|---------------------------------------|-------------|
| Jaycees Park                   | Princes Highway - Wright              | Camperdown  |
| Curdie Street Reserve          | Curdie Street                         | Camperdown  |
| Queen's Park                   | Pike Street                           | Camperdown  |
| Apex Park                      | Manifold Street                       | Camperdown  |
| Caravan Park                   | Cnr Park Lane & Park Avenue           | Camperdown  |
| Grimwade Park                  | Hamilton Highway (near Swimming Pool) | Lismore     |
| Jubilee Park                   | Cnr Glenelg Hwy & Park Lane           | Skipton     |
| Derrinallum Recreation Reserve | Hamilton Highway                      | Derrinallum |
| Town Park                      | Mortlake-Terang Road                  | Noorat      |
| Noorat Recreation Reserve      | Noorat Road                           | Noorat      |
| Thompson Street Playground     | Thompson Street                       | Terang      |
| Apex Playground                | Princes Highway                       | Terang      |
| Apex Park                      | Cnr Victoria Street & Shenfield Road  | Cobden      |
| Cobden Dam                     | Shenfield Road                        | Cobden      |
| Wark Street Playground         | Wark Street                           | Timboon     |
| Power Creek Reserve            | Timboon-Nullawarre Road               | Timboon     |
| Snake Track Road Reserve       | Snake Track Road                      | Timboon     |
| Masonic Park                   | Cnr Barrett & Bond Streets            | Timboon     |

|                               |                           |               |
|-------------------------------|---------------------------|---------------|
| Apex Park                     | Cnr Morris & Lord Streets | Port Campbell |
| Princetown Recreation Reserve | Old Coach Road            | Princetown    |
| Jaycees Park                  | Barramul Street           | Simpson       |

Table 1: Council Maintained Playgrounds

Council's role in managing and maintaining any new and community initiated facilities should be considered in recognition of the existing township playground provision, annual budget allocation and Community Initiated Projects Policy.

## 2. Risk and Compliance

Council will arrange for a playground inspection to be completed every three years ensure playground equipment is compliant with Australian Standards. This will be provided for all playgrounds within the Shire including those located on Crown Land, such as Recreation Reserves where they are available for general community use but not managed by Council.

These reserve Committees will be eligible to apply to Council's Facility Grants Fund each year to support ongoing maintenance of their play facilities.

## 3. Capital Upgrades

Council will make an annual allocation for the renewal of its playgrounds as a part of its budget process and in consideration of the playground renewal schedule as follows:

| Town          | Playground               | Year Proposed |
|---------------|--------------------------|---------------|
| Derrinallum   | Derrinallum Playground   | 2016-2017     |
| Princetown    | Princetown Playground    | 2016-2017     |
| Port Campbell | Port Campbell Playground | 2017-2018     |
| Noorat        | Noorat Playground        | 2019-2020     |
| Skipton       | Jubilee Park Skipton     | 2020-2021     |
| Simpson       | Simpson Playground       | 2021-2022     |
| Lismore       | Lismore Playground       | 2022-2023     |
| Timboon       | Timboon Playground       | 2023-2024     |
| Cobden        | Cobden Playground        | 2024-2025     |
| Camperdown    | Camperdown Apex Park     | 2025-2026     |
| Terang        | Terang Apex Park         | 2026-2027     |

The playground renewal schedule will be flexible taking into account funding provision and essential upgrades as they occur.

Council will actively seek contributions from other funding sources such as grant programs and the local community to support the renewal works. Council will consider use of public open space developer contributions to help offset any deficit in grant funding.

Council will consider the retirement of facilities which offer limited play value and experiences and are collocated in close proximity to larger township playgrounds at the end of their reasonable life as governed by the playground inspection process.

Planning for any new development or associated removal will involve community consultation with the relevant user groups and wider community.

### Review Date

March 2019

---

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

---

## 10.2 Swimming Pool Maintenance Policy

**Author:** Angela Northcott, Recreation Development Officer

**File No:** D16/107

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Angela Northcott

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

### Summary

This report recommends Council adopt the Swimming Pool Maintenance Policy which outlines maintenance responsibilities for Council, the Contractor and Swimming Pool Committees. It is a review of the existing policy with only minor changes.

### Introduction

It is known that participation in sport, recreation and leisure activities derives a number of physical and mental health benefits for the individual and the community in which they are undertaken, including a sense of belonging and community connectedness. Council's swimming pools provide an important hub for interaction and whilst infrastructure is ageing, Council proactively 'plan for and provide well designed safe, inclusive and accessible public open space, buildings, infrastructure and facilities...' (Corangamite Shire Health and Wellbeing Plan 2013-2017). It is recognised that the swimming pools play a significant role in contributing to the liveability of the Shire.

Council manages and maintains five outdoor swimming pools as the delegated Committee of Management of the Department of Environment, Land, Water and Planning (Camperdown, Cobden, Skipton, Terang and Timboon) and one swimming pool as the land owner (Lismore).

The minor changes to the policy were the updating of references to current plans and legislation including the Corangamite Shire Health and Wellbeing Plan 2013 – 2017 and the Instrument of Delegation – Section 86 Pool Committees.

### Issues

The operation and management of Council's pools involves partnerships between three parties:

1. Council as Committee of Management / landowner
2. Contractor as manager / operator
3. Swimming Pool Committee as delegated Special Committee and representative of the community.

---

The maintenance of the pools is generally undertaken by Council, however the Swimming Pool Maintenance Policy reflects contributions from both the contractor in accordance with the contract terms and conditions and the Swimming Pool Committee as follows:

- Council undertakes essential maintenance for fixed infrastructure such as pumps, filtration and chemical treatment equipment and the swimming pool shell and concourse.
- The Contractor supplies and maintains items in accordance with contractual arrangements including cleaning consumables, personal protective equipment and water testing equipment.
- The Committee is responsible for minor improvements to the swimming pool areas including minor infrastructure and pool / activity equipment.

The Contractor and Committees are given the opportunity to advise Council on maintenance items and capital works items prior to budget considerations each year.

### **Policy and Legislative Context**

The Swimming Pool Maintenance Policy is a Council policy that has been reviewed in accordance with Council's Policy Development Framework, policy number INFRA31-00.

The Swimming Pool Maintenance Policy aligns with key commitments identified in Council's Plan 2013-2017 as follows:

Provide opportunities to improve and enhance the health and wellbeing of our community.

Provide and advocate for a range of services, facilities and support to our people to enable them to fully engage and participate in the community.

### **Internal / External Consultation**

The Swimming Pool Maintenance Policy is an existing policy that has been reviewed with minor amendments in the references to current plans and legislation. As a result there has been no external consultation undertaken, the policy has been developed in accordance with Contract No 2015006 Management of Corangamite Shire Recreation Facilities and the Swimming Pool Committee of Management Instrument of Delegation.

### **Financial and Resource Implications**

Council allocates an amount for swimming pool maintenance and capital renewal or upgrade projects in each budget year to address preventative and reactive maintenance items.

Capital and maintenance items are administered by Council officers in consideration of relevant condition and compliance audits, annual maintenance inspections and budget priorities.

Council considers matching funding for minor improvement projects identified by the Committee's in its annual budget deliberations.

Council officers provide assistance and advice to Committees with grant applications to relevant funding authorities.

### **Options**

Council can opt to endorse the Swimming Pool Maintenance Policy as proposed or choose to further review the Swimming Pool Maintenance Policy.

---

### **Conclusion**

The proposed policy provides clarity on the roles and responsibilities of Council, Committees of Management and Contractors relating to the maintenance of swimming pools across the Corangamite Shire.

Council's continued implementation of the Swimming Pool Maintenance Policy will ensure that its swimming pools are maintained to a high quality standard.

### **RECOMMENDATION**

#### **That Council:**

- 1. Revokes Swimming Pool Maintenance Policy (26 March 2013)**
- 2. Adopts Swimming Pool Maintenance Policy (March 2016)**

#### **Attachments**

1. Policy Swimming Pool Maintenance INFRA31-01 March 2016 DRAFT

# Council Policy



CORANGAMITE  
SHIRE

## Swimming Pool Maintenance

### Introduction

It is known that participation in sport, recreation and leisure activities derives a number of physical and mental health benefits for the individual and the community in which they are undertaken, including a sense of belonging and community connectedness. Council's swimming pools provide an important hub for interaction and whilst infrastructure is ageing, it is acknowledged the Council needs to 'plan for and provide well designed safe, inclusive and accessible public open space, buildings, infrastructure and facilities...' (Corangamite Shire Health and Wellbeing Plan 2013-2017).

In addition, continued support for the maintenance, development and enhancement of public open spaces in recognition of their importance in contributing to the liveability of the Shire is required. (Corangamite Shire Recreation and Open Space Strategy).

Council manages and maintains five outdoor swimming pools as the delegated Committee of Management of the Department of Sustainability and Environment (Camperdown, Cobden, Skipton, Terang and Timboon) and one as land owner (Lismore).

### Purpose

The aim of this policy is to establish maintenance responsibilities for Council, the Contractor and Swimming Pool Committees.

### Scope

This policy applies to Council's outdoor swimming pools in the towns of Camperdown, Cobden, Lismore, Skipton, Terang and Timboon.

### Definitions

**'Contractor'** – the party with whom Council has engaged with to undertake program and service delivery at Council Swimming Pools.

**'Swimming Pool Committees'** - A committee of management delegated a Special Committee under Section 86 of the Local Government Act 1989. The committees are responsible for:

- monitoring and support of the management contractor
- acting as a local contact for feedback about pool operations
- providing local input into programming, and
- planning and undertaking capital improvements approved by Council.

### References

Corangamite Shire Recreation and Open Space Strategy 2010-2015  
Corangamite Shire Health and Wellbeing Plan 2013-2017  
Instrument of Delegation – Section 86 Pool Committees

---

## Policy Detail

1. Council will allocate an amount for swimming pool capital renewal or upgrade projects and maintenance in each budget year to address preventative and reactive maintenance items.
2. Maintenance items will be administered by Council Officers in consideration of relevant condition and compliance audits, annual maintenance inspections and budget priorities.
3. Council will consider essential maintenance for fixed infrastructure such as pumps, filtration equipment, chemical treatment equipment and the swimming pool shell and concourse, including but not necessarily limited to:
  - Chemical tanks, cylinders and fittings
  - Chlorinators
  - Circulation and chemical pumps
  - Filtration equipment
  - Major building maintenance
  - Pool shell, concourse, expansion joints and scum gutters
  - Fencing
  - Maintaining pool surrounds and lawns
  - Swimming Pool covers.
4. The Contractor will supply and maintain items in accordance with contractual arrangements including, but not necessarily limited to:
  - Chemical and Cleaning products and equipment
  - Toilet paper and paper towel
  - Personal Protective Equipment
  - Water Testing Equipment.
5. The Committee will be responsible for minor improvements to the swimming pool areas, including but not necessarily limited to:
  - Shade structures
  - Picnic Tables/BBQ areas
  - Pool toys (as approved by Council and the Contractor)
  - Activity areas and equipment (e.g. volleyball).

Council will consider matching funding for minor improvement projects in its annual budget deliberations, while Council Officers will advise and assist Committees with grant applications to relevant funding authorities.

The Contractor and Committees will be given the opportunity to advise Council on maintenance items and capital works items prior to budget considerations each year.

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

## Review Date

March 2019



---

## 10.3 Lake Bullen Merri Draft Management Plan for Public Consultation

**Author:** Ian Gibb, Director Sustainable Development

**File No:** D16/129

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Ian Gibb

In providing this advice to Council as the Director Sustainable Development, I have no interests to disclose in this report.

### Summary

To endorse the draft Lake Bullen Merri Draft Management Plan (Version 4) for the purposes of public consultation.

### Introduction

The Lake Bullen Merri Draft Management Plan has been developed by the Department of Environment, Land Water and Planning (DELWP) in partnership with Corangamite Shire. The draft plan has been developed with stakeholder and landholder input, and seeks to present a framework for the future management of Lake Bullen Merri. Council has previously considered an Issues and Opportunities Paper. It is proposed that the Lake Bullen Merri Draft Management Plan will be endorsed by Council for the purpose of undertaking public consultation. A public consultation period from Wednesday 23 March to Friday 29 April 2016 is proposed.

### Issues

The purpose of preparing a Management Plan for Lake Bullen Merri is to provide a framework to guide future management and appropriate future development of the lake and adjoining Crown land reserves. The Department of Environment, Land, Water and Planning (DELWP) is responsible for Crown land, with a South Beach Committee of Management (a volunteer group) being delegated manager for the South Beach, and Corangamite Shire being delegated land manager for North Beach.

The Lake Bullen Merri Draft Management Plan proposes a number of revenue opportunities. However, under all economic development models there is a shortfall in revenue associated with the operating conditions.

The Draft Management Plan recognises the following key issues for Lake Bullen Merri:

---

Water levels

The lake level has declined significantly over time and will continue to do so in future. This has implications for water quality, infrastructure, public access, safety and the public/private land interface. The plan identifies that there are no solutions to this issue other than to adapt to it.

Water quality

Water quality and the presence of blue-green algae blooms through the summer period have implications for use and enjoyment of the lake. There are no pragmatic or affordable options to address these blooms, and their occurrence presents a range of risks. Minimising nutrient inputs from public and private land is recommended.

Natural environment

The lake provides a unique geological feature with significant natural and landscape values which should be protected.

Use

The lake has rich heritage values and is a significant recreational resource for locals and the region, and these are expected to increase in importance as other lakes experience water level decline. The plan recommends a range of improvements to recreational infrastructure.

Public access

Public access to the lake requires careful management. The plan does not recommend opening of the closed western access road on private land. Private property rights are acknowledged and the investigation of future opportunities for pedestrian only shoreline access is recommended.

Management arrangements

Management arrangements are constrained by the resources available to all land managers, particularly the South Beach Committee of Management and its volunteers. The plan recommends reviewing and confirming delegated lake and land management responsibilities to ensure public safety and maximise cost and service delivery efficiency clarifying. This involves investigating a single CoM for public land.

Resourcing

Resourcing is a critical issue for ongoing environmental, recreational and facilities management, and new sources of revenue are needed. The assessment has considered a range of issues which are expected to impact or constrain opportunities. These include blue-green algae and weather variability, asset maintenance requirements, effluent management, the remote nature of the site and the logistics of fee collection.

Economic assessment indicates that there is a shortfall in revenue. Improving financial sustainability will require investment from the State Government and ongoing financial and in kind support from Corangamite Shire and South Beach Committee of Management in order to continue to maintain existing levels of service.

A staged approach with clearly defined hold points is recommended which allows more detailed assessment of financial risk and development of business plans needed to gain access to more substantial funding for development and management of additional facilities.

---

Stage 1

Stage 1 proposes establishing a new source of revenue for the lake with minimal new permanent infrastructure or change to existing management arrangements. The *key action to achieve this is to re-launch the Lake Bullen Merri Angling Classic*. This is expected to require shoreline access to private property on the weekend of the event, and will need funding to offset event costs. The event would likely seek sponsorship and local business support, and utilise volunteer labour to minimise operating costs. After an initial three year period the event would be reviewed, and if successful a new delegated Crown land management responsibilities for South Beach could be confirmed at the end of the existing agreement with the South Beach CoM and access and infrastructure matters could proceed.

Stage 2

Stage 2 focusses on investigating opportunities to formalise seasonal camping at South Beach. This uses the experience gained from temporary camping for the Lake Bullen Merri Classic event to investigate establishing up to 20 unpowered camp sites at South Beach and start planning infrastructure renewal. The key action is the preparation of an Effluent Management Plan to assess options for new amenities to cater for peak period use and in support of seasonal camping and increased major event use.

Stage 3

Stage 3 involves investigating the development of a new multi-use commercial facility at South Beach. It could be based on a model similar to the Lake Edge Café at Lake Purrumbete and may also consider provision of dormitory style accommodation and meeting room for use by school groups, scientists and clubs to increase revenues over winter. Best practice design could minimise operating costs and impacts on the lake environment and landscape. A business case for the significant funding required is unlikely to be successful until the program of events, recreational use and revenue generation has sufficiently developed and been documented.

**Internal / External Consultation**

The project has been overseen by a Project Control Board (PCB) comprising DELWP, Council and DEDJTR Fisheries. Council is represented on the PCB by the CEO.

A project team drives the project and directs the consultants. It includes DELWP, Council, DEDJTR Fisheries, Maritime Safety Victoria, Corangamite CMA and consultants Thompson Berrill Landscape Design. Council is represented on the Project Team by the Director Sustainable Development.

Public consultation of the draft plan is planned for the period from Wednesday 23 March until Friday 29 April 2016.

Briefings are being provided to key stakeholders as a courtesy prior to release. The South Beach Committee of Management and landholders have been invited to meetings in Camperdown on Wednesday 16 March. A briefing is scheduled with VRFish on Tuesday 22 March in Melbourne.

A meeting of the Stakeholder Reference Group is planned for Wednesday 6 April, and the public will be invited to attend. A further landholder engagement meeting is planned that evening.

Information will be made available on the Council website, including the draft plan document, an A3-size summary and a survey.

---

DELWP will be the contact point for public inquiries and submissions.

**Financial and Resource Implications**

The Plan is funded through contributions from DELWP and Council. A project manager is provided by DELWP in-kind.

There are no specific resource implications for Council arising from the proposed public consultation process.

Future implementation of actions in the draft management plan will require resourcing by partner agencies and lead agents.

**Conclusion**

It is proposed that Council endorse the Lake Bullen Merri Draft Management Plan for the purposes of public consultation. A public consultation period commencing 23 March 2016 and ending on Friday 29 April 2016 is proposed for the draft plan.

**RECOMMENDATION**

**That Council endorse the Lake Bullen Merri Draft Management Plan (Version 4) for the purposes of public consultation.**

**Attachments**

1. Summary Council Draft Lake Bullen Merri Consultation A3 Plan Version 5 March 2016 – Under Separate Cover
2. Report (Part) Draft Lake Bullen Merri Management Plan Version 4 No Attachments – Under Separate Cover

---

## 10.4 Special Charge Scheme - Installation of Footpath. North-Western Side of Princes Highway from Seymour Street to Bolivar Street, Terang

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

**File No:** D16/80

**Previous Council Reference:** 27 January 2015, Item 10.4

### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author - John Kelly

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

### **Summary**

Works have been completed on the installation of a footpath on the north-western side of Princes Highway from Seymour Street and Bolivar Street, Terang. Costs associated with the Special Charge Scheme for these works have been finalised.

The final costs are 12% less than those estimated at the time of the declaration of the Special Charge Scheme.

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

### **Introduction**

Council, at its meeting on 27 January 2015, declared a Special Charge Scheme for the purposes of defraying expenses associated with the installation of a footpath on the north-western side of Princes Highway from Seymour Street and Bolivar Street, Terang. Letters were subsequently forwarded to the benefitting property owners on 6 February 2015 advising of the declaration.

The footpath works alongside the Princes Highway were completed in July 2015.

The footpath provides a connection with the existing footpaths alongside the highway south-west of Seymour Street and in Bolivar Street and to an existing school crossing on the highway that leads to Terang Primary School. The costs of installing the ramp from this new path to the school crossing were not included in the Special Charge Scheme.

### **Policy and Legislative Context**

The Special Charge was declared pursuant to Section 163 of the *Local Government Act 1989* and 30% of the costs associated with the Scheme are to be recovered from property owners benefiting from the works.

### **Internal / External Consultation**

The Special Charge Scheme has previously been through a formal consultation process in accordance with the *Local Government Act 1989* and Council policy. The Scheme, which was declared at the Council Meeting on 27 January 2015, is to be varied in respect of the final costs and property owners are to be notified of the required contribution.

Letters forwarded to the benefitting property owners on 6 February 2015 advising of the declaration, also advised of the estimated amount of contribution from each owner as well as the owners' rights of appeal.

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

**Financial and Resource Implications**

The footpath works alongside the Princes Highway are now complete and Scheme details are as follows:

| TOTAL SCHEME COSTS |          | COSTS TO PROPERTY OWNERS |          |
|--------------------|----------|--------------------------|----------|
| Estimated          | Final    | Estimated                | Final    |
| \$42,104           | \$37,062 | \$12,631                 | \$11,119 |

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

The actual cost of construction to the Scheme on completion amounted to \$37,062 which is 12% less than that estimated at the time of the declaration. The initial estimate to the Scheme was based on similar projects undertaken in the Shire previously and market rates. Cost savings will be passed on to the property owners contributing to the Scheme.

**Conclusion**

The installation of the new footpath on the north-western side of the Princes Highway, Terang, now provides a connection with the existing footpaths alongside the highway south-west of Seymour Street and in Bolivar Street and to an existing school crossing on the highway.

The new footpath has improved the amenity and access in the area and is considered to be a benefit to the property owners and the community in general.

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

## RECOMMENDATION

**That Council in respect to the Special Charge Scheme declared on the 27 January 2015, for the purpose of defraying the expenses incurred for the installation of a footpath and associated works on the north-western side of the Princes Highway, from Seymour Street to Bolivar Street, Terang:**

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

### Attachments

1. Final Costs Apportionment for Princes Highway Terang Footpath Special Charge Scheme

AGENDA - ORDINARY MEETING OF COUNCIL 22 MARCH 2016



**SCHEDULE OF PROPERTIES AND SPECIAL CHARGE APPORTIONMENT**  
 SPECIAL CHARGE APPORTIONMENT FOR CONCRETE FOOTPATH CONSTRUCTION  
 NORTH WEST SIDE OF PRINCES HIGHWAY BETWEEN SEYMOUR STREET AND BOLIVER STREET, TERANG.  
 30% OF TOTAL ESTIMATED COSTS TO BE APPORTIONED TO OWNERS OF ABUTTING PROPERTIES  
 DISTRIBUTION OF APPORTIONED COSTS BASED ON LENGTH OF FRONTAGE OF ALLOTMENTS

FINAL COST OF SCHEME: \$37,062  
 FINAL COST OF WORKS TO BE RECOVERED FROM PROPERTY OWNERS: \$11,119  
 UNIT OF APPORTIONMENT:  $37,062 / 292.89 * 0.3 =$  \$37.962

| DESCRIPTION OF WORKS AND SPECIFICATIONS            | QUANTITY | ESTIMATED COST |                 | ASSESSMENT NUMBER | DESCRIPTION OF PROPERTY                           | LOT FRONT TO STREET(m) | SIDEAGE (m) | CHARGEABLE FRONTAGE (m) | APPORTIONMENT OF COST | VEHICLE CROSSING THICKENING |              |                 | FINAL OWNERS COST |
|--|----------|----------------|-----------------|-------------------|---|------------------------|-------------|-------------------------|-----------------------|-----------------------------|--------------|-----------------|-------------------|
|  |          | RATE           | AMOUNT          |                   |   |                        |             |                         |                       | WIDTH (m)                   | RATE (\$)/Lm | AMOUNT (\$)     |                   |
| Excavate and construct 75mm thick Concrete Pathway | 310      | 110.19         | \$34,158        | 3964              | 2 Warrnambool Road<br>Lots 1,2,3 & 4<br>TP678614R | 92.70                  |             | 92.70                   | \$3,519               | 0.00                        | 25.00        | 0.00            | \$3,519           |
|  |          |                |                 | 3965              | 4 Warrnambool Road<br>Lots 1, 2 & 3<br>TP681063K  | 35.9                   | 26.15       | 26.15                   | \$993                 | 3.00                        | 25.00        | 75.00           | \$1,068           |
|  |          |                |                 | 3966              | 6 Warrnambool Road<br>Lot 1<br>TP877599Y          | 25.6                   | 62.16       | 25.60                   | \$972                 | 0.00                        | 25.00        | 0.00            | \$972             |
|  |          |                |                 | 3967              | 8 Warrnambool Road<br>CA 3<br>Section 11          | 25.6                   |             | 25.60                   | \$972                 | 3.00                        | 25.00        | 75.00           | \$1,047           |
|  |          |                |                 | 3968              | 10 Warrnambool Road<br>CA 4<br>Section 11         | 25.6                   |             | 25.60                   | \$972                 | 0.00                        | 25.00        | 0.00            | \$972             |
|  |          |                |                 | 3969              | 12 Warrnambool Road<br>CA 5<br>Section 11         | 32.38                  |             | 32.38                   | \$1,229               | 0.00                        | 25.00        | 0.00            | \$1,229           |
|  |          |                |                 | 3970              | 14 Warrnambool Road<br>CA 6<br>Section 11         | 72.21                  |             | 64.86                   | \$2,462               | 0.00                        | 25.00        | 0.00            | \$2,462           |
| Total  |          |                | \$34,158        |                   |   |                        |             |                         |                       |                             |              |                 |                   |
| 7.5% administration                                |          |                | \$2,904         |                   |   |                        |             |                         |                       |                             |              |                 |                   |
|  |          |                | <b>\$37,062</b> |                   |   | <b>309.99</b>          |             | <b>292.89</b>           | <b>\$11,119</b>       |                             |              | <b>\$150.00</b> | <b>\$11,269</b>   |



---

## 10.5 Special Charge Scheme Dover & Silvester Streets Cobden Footpath

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

**File No:** D16/83

**Previous Council Reference:** 25 November 2014, Item 10.6

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - John Kelly

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

### Summary

Works have been completed on the installation of a footpath on the eastern side of Dover Street and on the northern side of Silvester Street, from Neylon Street to Lord Street, Cobden. Costs associated with the Special Charge Scheme for these works have been finalised.

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

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

### Introduction

Council, at its meeting on 25 November 2014, declared a Special Charge Scheme for the purposes of defraying expenses associated with the installation of a footpath on the eastern side of Dover Street and on the northern side of Silvester Street, from Neylon Street to Lord Street, Cobden. Letters were subsequently forwarded to the benefitting property owners on 28 November 2014 advising of the declaration.

The footpath works on Dover and Silvester Streets were completed in July 2015.

The footpath provides a connection with the existing footpaths in Neylon Street in the north and in Silvester Street east of Lord Street.

### Policy and Legislative Context

The Special Charge was declared pursuant to Section 163 of the *Local Government Act 1989* and 30% of the costs associated with the Scheme are to be recovered from property owners benefiting from the works.

**Internal / External Consultation**

The Special Charge Scheme has previously been through a formal consultation process in accordance with the *Local Government Act 1989* and Council policy. The Scheme, which was declared at the Council Meeting on 25 November 2014, is to be varied in respect of the final costs and property owners are to be notified of the required contribution.

Letters forwarded to the benefitting property owners on 28 November 2014 advising of the declaration, also advised of the estimated amount of contribution from each owner as well as the owners’ rights of appeal.

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

**Financial and Resource Implications**

The footpath works on Dover and Silvester Streets are now complete and Scheme details are as follows:

| TOTAL SCHEME COSTS |          | COSTS TO PROPERTY OWNERS |          |
|--------------------|----------|--------------------------|----------|
| Estimated          | Final    | Estimated                | Final    |
| \$38,270           | \$38,008 | \$11,481                 | \$11,402 |

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

The actual cost of construction to the Scheme on completion amounted to \$38,008 which is marginally less than that estimated at the time of the declaration. The initial estimate to the Scheme was based on similar projects undertaken in the Shire previously and market rates. Cost savings will be passed on to the property owners contributing to the Scheme.

**Conclusion**

The installation of a footpath on the eastern side of Dover Street and on the northern side of Silvester Street, from Neylon Street to Lord Street, Cobden, now provides a connection with the existing footpaths in Neylon Street in the north and in Silvester Street east of Lord Street.

The new footpath has improved the amenity and access in the area and is considered to be a benefit to the property owners and the community in general.

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

---

## RECOMMENDATION

**That Council in respect to the Special Charge Scheme declared on the 25 November 2014, for the purpose of defraying the expenses incurred for the installation of a footpath and associated works on the eastern side of Dover Street and on the northern side of Silvester Street, from Neylon Street to Lord Street, Cobden:**

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

### Attachments

1. Final Costs Apportionment Dover & Silvester Streets, Cobden Footpath Special Charge Scheme



**SCHEDULE OF PROPERTIES AND SPECIAL CHARGE APPORTIONMENT**  
 SPECIAL CHARGE APPORTIONMENT FOR CONCRETE FOOTPATH CONSTRUCTION  
 NORTH SIDE OF SILVESTER STREET & EAST SIDE OF DOVER STREET BETWEEN LORD STREET AND NEYLON STREET, COBDEN.  
 30% OF TOTAL ESTIMATED COSTS TO BE APPORTIONED TO OWNERS OF ABUTTING PROPERTIES  
 DISTRIBUTION OF APPORTIONED COSTS BASED ON LENGTH OF FRONTAGE OF ALLOTMENTS

FINAL COST OF SCHEME: \$38,008  
 FINAL COST OF WORKS TO BE RECOVERED FROM PROPERTY OWNERS: \$11,402  
 UNIT OF APPORTIONMENT:  $38,008 / 267.52 * 0.3 =$  \$42.622

| DESCRIPTION OF WORKS AND SPECIFICATIONS             | QUANTITY | ESTIMATED COST |                     | ASSESSMENT NUMBER | DESCRIPTION OF PROPERTY                    | LOT FRONT TO STREET(m) | SIDEAGE (m) | CHARGEABLE FRONTAGE (m) | APPORTIONMENT OF COST | VEHICLE CROSSING THICKENING |              |                 | FINAL OWNERS COST |
|---|----------|----------------|---------------------|-------------------|--|------------------------|-------------|-------------------------|-----------------------|-----------------------------|--------------|-----------------|-------------------|
|   |          | RATE           | AMOUNT              |                   |  |                        |             |                         |                       | WIDTH (m)                   | RATE (\$)/Lm | AMOUNT (\$)     |                   |
| Excavate and construct 75mm thick Concrete Footpath | 275      | 128.50         | \$35,337.50         | 7359              | 62 SILVESTER STREET LOT 2 LP146120         | 20.12                  | 35.95       | 20.12                   | \$858                 | 0.00                        | 0.00         | 0.00            | \$858             |
|   |          |                |                     | 7360              | 64 SILVESTER STREET LOT 2 LP70436          | 20.12                  |             | 20.12                   | \$858                 | 3.00                        | 17.80        | 53.40           | \$911             |
|   |          |                |                     | 7361              | 66 SILVESTER STREET CA19 SECTION 25        | 20.12                  |             | 20.12                   | \$858                 | 3.50                        | 17.80        | 62.30           | \$920             |
|   |          |                |                     | 200776            | 68 SILVESTER STREET CA18 SECTION 25        | 20.12                  |             | 20.12                   | \$858                 | 6.00                        | 17.80        | 106.80          | \$964             |
|   |          |                |                     | 7362              | 70 SILVESTER STREET CA17 SECTION 25        | 20.12                  |             | 20.12                   | \$858                 | 3.50                        | 17.80        | 62.30           | \$920             |
|   |          |                |                     | 7363              | 72 SILVESTER STREET CA16 SECTION 25        | 20.12                  |             | 20.12                   | \$858                 | 3.00                        | 17.80        | 53.40           | \$911             |
|   |          |                |                     | 7364              | 74 SILVESTER STREET CA14 & CA15 SECTION 25 | 40.24                  |             | 40.24                   | \$1,715               | 3.00                        | 17.80        | 53.40           | \$1,769           |
|   |          |                |                     | 7365              | 78 SILVESTER STREET CA13 SECTION 25        | 26.15                  |             | 26.15                   | \$1,115               | 3.00                        | 17.80        | 53.40           | \$1,168           |
|   |          |                |                     | 7366              | 80 SILVESTER STREET CA12 SECTION 25        | 25.55                  |             | 51.10                   | \$2,178               | 0.00                        | 0.00         | 0.00            | \$2,178           |
|   |          |                |                     | 200779            | 73 NEYLON STREET CA11 SECTION 25           | 31.52                  |             | 29.31                   | \$1,249               | 12.00                       | 17.80        | 213.60          | \$1,463           |
| Total<br>7.5% administration                        |          |                | \$35,338<br>\$2,670 |                   |  |                        |             |                         |                       |                             |              |                 |                   |
|   |          |                | <b>\$38,008</b>     |                   |  | <b>244.18</b>          |             | <b>267.52</b>           | <b>\$11,402</b>       |                             |              | <b>\$658.60</b> | <b>\$12,061</b>   |

---

## 10.6 Origin Energy Otway Gas Plant Community Reference Group nominations

**Author:** Greg Hayes, Manager Planning and Building Services

**File No:** D16/77

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Greg Hayes

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

### Summary

The purpose of this report is for Council to consider the appointment of community members to the Origin Otway Gas Plant Community Reference Group. Three nominations have been received and it is recommended that Council appoint each of the nominees to the Community Reference Group.

### Introduction

The Community Reference Group (CRG) was established by Council in 2004 and was a requirement of the planning scheme provisions of Amendment C2 that allowed the Woodside Gas Plant (now Origin Otway Gas Plant). The Terms of Reference for the CRG were updated and endorsed by Council at its Ordinary Meeting on 23 July 2013 following a review of the charter by the current CRG.

The CRG now comprises up to 12 members. These are:

- Representatives of the Corangamite Shire Council (comprising the Chairperson and Council representative) (2)
- Representative of the EPA (1):
- Community members (up to 4)
- A representative from the Country Fire Authority (1)
- A representative of the local fishing community (1)
- Representatives from Origin (3).

In addition, the CRG has the ability to invite representatives from other Government agencies in response to specific issues on an as required basis.

In keeping with the Charter, community members have been sought for the CRG via a publicly advertised Expression of Interest process. Public notices seeking Expressions of Interest

---

were placed in the Cobden Timboon Coast Times, the Warrnambool Standard and the Port Campbell Beacon. The advertising period closed on 4 March 2016.

### **Issues**

Council has received three nominations for the four vacant community member positions. Two nominees are re-nominating for positions on the CRG. The third nominee has previously served on the CRG, but has not been a member for the past six years.

Community member positions are for a fixed two year term as required by the adopted Charter. At the expiry of the two year period, community members can participate in the Expression of Interest process and be reappointed at the discretion of Council.

As part of applying to join the CRG, community member applicants are required to disclose any potential conflict of interest (for example any other association with Origin Energy or any financial benefit). In the event of appointment to the CRG, community members will also be required to disclose any potential conflict of interest at the commencement of each meeting.

All nominees have had extensive involvement and experience with the Otway Origin Gas Plant, with two having being on the CRG since its inception. No conflict of interest has been disclosed by community members seeking appointment.

The appointment of community members is at the discretion of Corangamite Shire Council.

In the event that a CRG community member resigns Corangamite Shire Council must publicly advertise for Expressions of Interest to fill the CRG vacancy. This must occur within two months of the resignation taking effect.

### **Policy and Legislative Context**

The CRG is a requirement of the Corangamite Planning Scheme introduced by Amendment C2. It has no decision making power and its purpose is to share information between stakeholders.

### **Internal / External Consultation**

Community members have been sought via a publicly advertised Expression of Interest process.

### **Financial and Resource Implications**

There are no financial or resource implications arising from the appointment of community members to the Origin Otway Gas Plant Community Reference Group.

### **Options**

Council could choose one of the following options.

1. To appoint the three nominated community members to the Origin Otway Gas Plant Community Reference Group.
2. Council could seek to readvertise for a further period to seek to attract additional nominations to fill a fourth community member position.

It is recommended that Council proceed to appoint the three nominated community members to the Origin Otway Gas Plant Community Reference Group.

---

### **Conclusion**

Four community member vacancies were advertised for the Origin Otway Gas Plant Community Reference Group. Council received three nominations all of whom have participated previously in the CRG. It is recommended that Council appoint the three nominated community members to the Origin Otway Gas Plant Community Reference Group.

### **RECOMMENDATION**

**That Council appoint Mr Mark McKenzie, Ms Bronwyn McKenzie and Mr John Tregoe as community members to the Origin Otway Gas Plant Community Reference Group for a period of two years.**

### **Attachments**

1. Charter Origin Otway Gas Plant Community Reference Group



**CORANGAMITE  
SHIRE**

**ORIGIN OTWAY GAS PLANT  
COMMUNITY REFERENCE GROUP  
CHARTER  
June 2013**



## TABLE OF CONTENTS

|  |   |
|--|---|
| 1. Introduction.....                                   | 3 |
| 2. Purpose .....                                       | 4 |
| 3. Terms of Reference .....                            | 4 |
| 4. Responsibilities of the CRG .....                   | 5 |
| 5. Responsibilities of Corangamite Shire Council ..... | 5 |
| 6. Responsibilities of Origin .....                    | 5 |
| 7. Structure of the CRG .....                          | 6 |
| 8. CRG Meetings.....                                   | 7 |
| 9. CRG Charter Revision.....                           | 8 |
| Appendix 1 (Meeting Procedures for the CRG).....       | 9 |

---

## 1. Introduction

The Otway Gas Plant comprises a gas processing facility located at Waarre Road Newfield (north of Port Campbell), two offshore gas fields known as Thylacine and Geographe and the associated infrastructure. The Thylacine and Geographe offshore gas fields were discovered in 2001. The gas processing facility commenced production in mid-2007.

Raw gas is extracted from the gas field using an offshore platform, following which it is transported via offshore and onshore pipelines to the gas processing plant. From this gas stream the Otway Gas Processing Facility produces natural gas, condensate and liquefied petroleum gas for sale. On 16 March 2010, Origin increased its interest in the Otway Gas Project from 31 per cent to 67 per cent and took over the operation of the joint venture from Woodside Energy Ltd from 1 July 2010.

The development of the onshore gas plant facility was facilitated by Amendment C2 to the Corangamite Planning Scheme approved on 19 February 2004. The Amendment rezoned land at Waarre Road, Port Campbell from part Special Use Zone Schedule 1 and part Rural Zone to Special Use Zone Schedule 4 in order to provide for the use and development of a gas processing plant. The amendment also changed the Municipal Strategic Statement to clarify the Corangamite Shire's strategic position in relation to gas processing plants. An Environmental Effects Statement (EES) was approved by the Victorian Minister for Planning in February 2004, subject to a range of measures aimed at environmental and community protection. The Commonwealth Minister for Environment and Heritage subsequently granted environmental approval in April 2004.

A requirement of the Planning Scheme Amendment was that a Community Reference Group be established. The CRG was established to assist Corangamite Shire and other agencies assess draft development and environmental management plans. The initial charter was developed and agreed to in April 2004 by Woodside, the Corangamite Shire Council and the other members of the CRG. The Charter was reviewed after the plant commenced production and revised Terms of Reference were agreed in 2009.

The April 2009 Terms of Reference were as follows:

- i. The CRG has an advisory capacity and statutory authority ultimately remains with Corangamite Shire Council and other regulatory authorities with responsibility for project approvals, consents and licenses.
- ii. Members of the CRG will be informed, and have opportunity to advise Woodside, in relation to the physical or potential environmental, social and economic impacts arising from the operation of the Otway Gas Plant and related current and future activities.
- iii. Membership of the CRG will reflect respective stakeholder interests or concerns that may arise from the operation of the Otway Gas Plant, as well as providing appropriate communications channels to disseminate information about the Project to the community.

---

During early 2013 the CRG agreed to a further review of the Charter, on the basis that a number of specific issues needed to be addressed. These are summarised as follows:

- a) Origin now operates the Otway gas processing facility;
- b) There was no defined period of appointment for community members participating in the CRG;
- c) As community members resigned from the CRG the process for appointment of replacement community members was not clearly stated; and
- d) There was a need to clarify the role of the CRG in relation to individual claims for compensation against Origin in relation to noise nuisance or other amenity impacts.

## **2. Purpose**

The Otway Gas Plant CRG is the key community consultation mechanism for Origin as operator of the Plant.

The purpose of the Otway Gas Plant CRG is to provide a forum where key stakeholders including community representatives have the opportunity to be provided with information by Origin Energy concerning operational matters and future development proposals, and for the stakeholders to provide community feedback. In addition Origin may undertake consultations about specific proposals outside of the CRG forum.

The CRG is not a forum for the consideration of disputes, grievances or claims for compensation which individual community members may have with Origin concerning the operation of the Otway gas project. Individuals with disputes or grievances must deal directly with Origin outside of the CRG forum.

Responsibility for future development approvals rests with regulatory authorities. Similarly responsibility for compliance is not the responsibility of the CRG. Rather compliance is a responsibility of the operating company and other agencies with enforcement powers.

The role of the CRG is to provide a forum for information to flow between relevant stakeholders in relation to the ongoing operation of the Otway Gas Plant and any future development proposals.

## **3. Terms of Reference**

Terms of Reference were initially adopted during the planning and development phase of the project. They were updated in 2009 and again in 2013. The updated Terms of Reference are as follows:

- i. The CRG has an advisory capacity and statutory authority ultimately remains with Corangamite Shire Council and other regulatory authorities with responsibility for project approvals, consents and licenses.

- ii. Members of the CRG will be informed, and have opportunity to advise Origin, in relation to potential environmental, social and economic impacts arising from the operation of the Otway Gas Plant and related current and future activities.
- iii. Members of the CRG have no role in relation to the assessment, mediation or resolution of disputes, grievances or claims for compensation which individual community members may have with Origin concerning the operation of the Otway Gas Plant.

#### **4. Responsibilities of the CRG**

- i. To advise Origin of amenity and environmental issues in relation to the operation of the Otway Gas Plant and take up the opportunity to provide feedback to Origin.
- ii. To advise Origin of any community concern in relation to the Plant and assist Origin in communicating management measures employed to the community and local stakeholders.

#### **5. Responsibilities of Corangamite Shire Council**

- i. Corangamite Shire Council shall monitor the conduct and overall membership of the CRG.
- ii. Corangamite Shire Council will appoint a Chairperson for the CRG.
- iii. Corangamite Shire Council will be responsible for confirming and keeping all CRG minutes and related records.

#### **6. Responsibilities of Origin**

- i. Origin will report to the CRG on its production, safety, environmental and community performance.
- ii. Origin will keep the CRG informed on discussions with community members, local landowners and regulatory agencies in the event of significant health, safety, environmental or social matters that have local impact or are likely to give rise to community concern or interest.
- iii. Origin will consult the CRG on the scope of studies that may be undertaken to evaluate environmental aspects of the Plant operation.

- 
- iv. Origin will, where appropriate, make formal monitoring results and audit reports available to the CRG and keep the CRG informed of the Projects performance against its relevant environmental key performance indicators.
  - v. Origin shall be responsible for providing the CRG secretariat, whose role includes:
    - a) Scheduling and convening all meetings in consultation with the Chairperson and the Shire of Corangamite;
    - b) Preparing draft agendas in consultation with the Chairperson, and the Shire of Corangamite;
    - c) Timely circulation of all agendas and papers to CRG members; and
    - d) Accurately recording the proceedings of all CRG meetings, preparation of minutes, and provision of these draft minutes to the Chairperson and the Corangamite Shire Council and distribution of approved minutes to the CRG.

## **7. Structure of the CRG**

### **Membership**

The CRG will comprise twelve members as follows:

- Representatives of the Corangamite Shire Council (comprising the Chairperson and Council representative) (2)
- Representative of the EPA (1):
- Community members (up to 4)
- A representative from the Country Fire Authority (1)
- A representative of the local fishing community (1)
- Representatives from Origin (3)

In addition, the CRG will have the ability to invite representatives from other Government agencies in response to specific issues on an as required basis.

Membership of community members will be for a fixed two year term. At the expiry of the two year period, community members can participate in the expression of interest process and be reappointed at the discretion of the council.

Community members will be sought via a publicly advertised expression of interest process. The advertising process will be undertaken by Corangamite Shire Council.

As part of applying to join the CRG, community member applicants will be required to disclose any potential conflict of interest (for example any other association with Origin Energy or any financial benefit). In the event of appointment to the CRG, community members will also be required to disclose any potential conflict of interest.

The appointment of community members will be at the discretion of Corangamite Shire Council.

In the event that a CRG community member resigns Corangamite Shire Council must publicly advertise for expressions of interest to fill the CRG vacancy. This must occur within two months of the resignation taking effect.

### **Observers**

Observers may attend CRG meetings, for the purpose of listening to proceedings, however they will not be permitted to formally participate in the conduct of the meeting unless authorised by prior invitation of the CRG. If observers have issues they wish to raise for discussion, this must generally be done through one of the CRG representatives. Observers may be authorised to speak at the end of a meeting at the sole discretion of the Chairperson. This format is designed to facilitate an effective working group environment within the CRG.

## **8. CRG Meetings**

- i. The Secretariat, in consultation with the CRG Chairperson, shall schedule each of the regular CRG meetings. Such meetings shall be held three times each calendar year, or as otherwise determined by majority agreement of CRG members.
- ii. Prior to each meeting, the Secretariat shall issue all CRG Representatives with a meeting agenda, prepared in consultation with the Chairperson. The meeting agenda shall include outstanding action items from the previous meeting and any relevant new CRG issues for consideration as submitted by the CRG members.
- iii. The minutes of the previous meeting shall be issued to all CRG Representatives by the Secretariat, together with the confirmation of the next meeting date within 10 working days of a CRG meeting, (where possible).
- iv. The agenda for the next meeting shall be issued to all CRG Representatives by the Secretariat within one weeks of the next meeting date, (where possible).
- v. Minutes including attendance, apologies, issues discussed, decisions made and action items shall all be recorded for each meeting by the Secretariat.
- vi. Records of all agendas, minutes and other documents relevant to the operation of the CRG shall be filed by the Chairperson with the Corangamite Shire Council.

- 
- vii. Meetings of the CRG shall at all times be under the absolute control of the Chairperson and shall be conducted generally in accordance with good meeting procedures.

### **9. CRG Charter Revision**

The CRG, acting in its advisory capacity to Origin and the local community, is anticipated to evolve over time into a group specifically focussed on the provision of advice and guidance on the operational environmental management of the gas processing plant.

This Charter and the CRG membership can be varied by agreement between Origin, the Chairperson and the Corangamite Shire Council, to facilitate this evolution, or where otherwise required.



**CORANGAMITE  
SHIRE**

## **Appendix 1**

### **Meeting Procedures for the CRG**



---

### **1. Notice of Meeting**

- a) Meeting date to be agreed in consultation with the Chairman and the Shire.
- b) Notice of meeting to be provided four weeks prior to the meeting.

### **2. Agenda**

- a) Meeting Agenda and supporting material is to be provided to members within ten days prior to the meeting.
- b) The meeting agenda shall include outstanding action items from the previous meeting and any relevant new CRG issues for consideration as submitted by the CRG members.

### **3. Quorum & Chairperson**

- a) Quorum of the meeting is six members attending following formal meeting notification.
- b) If the CRG Chairperson is absent from the meeting, the attendees shall elect a Chairperson for that meeting.

### **4. Order of Business**

- a) Business of a meeting is to be conducted in accordance with the meeting Agenda
- b) A majority of members present at a meeting may agree to add items to the Agenda or amend the order in which items are to be considered.

### **5. Debate**

- a) The Chairperson may establish a time limit for each speaker on a particular issue or issues. If a time limit is imposed, speakers must comply with the Chairperson's ruling on the time limit and speakers who exceed the limit established may be required to be silent after the set time elapses.
- b) All debate is to be conducted through the Chairperson.
- c) Debate must only be conducted in a courteous manner.

### **6. Voting**

- a) All motions must be moved and seconded.
- b) Voting is to be by consensus unless a vote is called for, in which case voting is to be by show of hands.
- c) The Chairperson may exercise a casting vote if required.

### **7. Minutes**

- a) Minutes are to be kept of each meeting.
- b) Minutes of the previous meeting are to be confirmed as the first item of business at each meeting after which the minutes are to be signed by the Chairperson.
- c) Discussion on the minutes can only be on the accuracy of the minutes, not the contents.
- d) Minutes are to be distributed to members at the earliest opportunity but no later than upon advice of the next meeting.

### **8. Observers**

Observers are permitted to attend CRG meetings. Participation in the discussion of items will be as set out in the charter at Section 7 and is at the discretion of the Chair.

### **9 Queries on Procedure**

In the event of a query on procedure the Chairperson's ruling on the matter is final.

---

## **10.7 Community Group Loan Guarantee Application - Noorat Recreation Reserve Trustees Inc.**

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

**File No:** D16/144

**Previous Council Reference:** Nil

### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author - David Rae

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

### **Summary**

This report recommends Council agree to act as Guarantor for a commercial loan being sought by the Noorat Recreation Reserve Trustees Inc. for the purpose of purchasing land adjacent to the Noorat Recreation Reserve.

### **Introduction**

The Noorat Recreation Reserve Trustees Inc. has the opportunity to purchase 20.6 acres of land adjacent to the Noorat Recreation Reserve to the north. The Noorat Recreation Reserve is owned and managed by the Noorat Recreation Reserve Trustees Inc. (Trustees). The purchase price for the land is \$100,000 which is to be funded by cash reserves (\$50,000) and borrowings (\$50,000). Although not required by the lender (Commonwealth Bank of Australia) the Trustees have requested Council guarantee the loan in order to access a lower rate of interest.

### **Issues**

Council's Community Group Loan Guarantee Policy (Policy) sets out the guidelines and principles that need to be followed when evaluating whether Council should act as a guarantor. The Trustees are purchasing the land currently used on show days by the Noorat and District Agricultural and Pastoral Society with a longer term goal to establish a second oval and possible turf cricket wicket. In The short-term majority of the land will be leased to a neighbouring farm.

Council officers have assessed the Trustees application (attached under separate cover) against the Policy which is summarised below.

| Criteria               | Evaluation  |
|------------------------|---|
| Purpose of Loan        | <ul style="list-style-type: none"> <li>The land will provide an asset of community importance in securing the short and long term objectives of the Trustees.</li> <li>The project is of a capital nature.</li> </ul>   |
| Eligibility of Project | <ul style="list-style-type: none"> <li>The project will secure community recreation facilities.</li> <li>The applicant is a non-profit organisation.</li> <li>The project is compatible with the Municipal Public Health and Wellbeing Plan and the Recreation and Open Space Strategy.</li> <li>The land purchase is supported by Council Officers</li> <li>The Trustees have a history of sound financial management as evidenced by its most recent audited financial statements.</li> </ul> |
| Council Limits         | <ul style="list-style-type: none"> <li>The amount to be guaranteed and term requested is within maximum amounts prescribed by the Policy.</li> </ul>  |
| Council Impacts        | <ul style="list-style-type: none"> <li>Loans guaranteed by Council are recognised as a contingent liability in its Annual Financial Statements.</li> <li>There was one loan guaranteed by Council (Camperdown Football Netball Club) as at 30 June 2015 which has since been repaid.</li> <li>No additional guarantees have been approved by Council since 30 June 2015.</li> </ul>   |
| Information Submitted  | <ul style="list-style-type: none"> <li>With the assistance of Officers the Trustees have met the information requirements set out in the Policy.</li> </ul>   |

#### Financial Analysis

The Trustees as at 30 June 2015 had \$45,000 in cash and cash equivalents. It is estimated this will reduce to \$3,500 as at 30 June 2016 after purchasing the land (with cash and borrowings). The Trustees have projected an increase in user fees of \$8,000 over the next five financial years. Projected loan repayments are \$11,280 per annum which can be accommodated by the projected net operating cash flow over the five year term of the loan. A summary of the financial information provided by the Trustees, including projections estimated by officers based on the information provided, is attached under separate cover.

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

Consideration of this report is in accordance with Council's Community Group Loan Guarantee Policy and the following commitments in the Council Plan 2013-2017:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. We will make budgetary decisions that are reflective of our financial circumstances. We will advocate for and with the community to achieve outcomes.

Model contemporary standards of corporate governance and professional standards.

Council will recognise and make decisions that reflect our financial circumstances.

Corangamite Shire's communities are welcoming and provide support and a sense of belonging. Council will work to improve and enhance community health, wellbeing and connectedness. Council has an important role in planning to ensure townships grow in a sustainable manner.

---

Provide opportunities to improve and enhance the health and wellbeing of our community.

Provide and advocate for a range of services, facilities and support to our people to enable them to fully engage and participate in the community.

Ensure appropriate land use and development outcomes which make Corangamite more liveable.

### **Internal / External Consultation**

Council's Director Corporate and Community Services (DC&CS) has consulted extensively with the Noorat Recreation Reserve Trustees Inc. The DC&CS consulted with the Commonwealth Bank of Australia to confirm particulars of the loan (amount, term and interest rate). The Kolora Noorat Football Netball Club also confirmed with the DC&CS rental over the next five financial years.

### **Financial and Resource Implications**

Council has in the past acted as loan guarantor for several community groups to assist with a range of capital investments. These projects have resulted in a variety of community owned assets and provided direct benefits to community groups and their members. No community group that has been a beneficiary of a Council loan guarantee has defaulted in the past. Nevertheless, default by the Trustees during the term of the loan exposes Council to repaying the outstanding loan principal. This could be mitigated by Council taking a mortgage over the land owned by the Trustees.

### **Options**

Council may choose to act as loan guarantor for the Trustees or not.

### **Conclusion**

Loan Guarantees provide opportunities for community groups to undertake developments and complete strategic purchases where otherwise they would not have the capacity to do so. The application by the Noorat Recreation Reserve Trustees is in accordance with Council's Community Group Loan Guarantee Policy. A loan guarantee by Council will ensure the short and long term objectives of the Trustee can be fulfilled.

### **RECOMMENDATION**

**That Council agree to act as loan guarantor for the Noorat Recreation Reserve Trustees Inc. with the following conditions:**

- 1. The loan will be used to purchase land adjacent to the Noorat Recreation Reserve as described in the application;**
- 2. The loan guarantee will be for an amount of \$50,000;**
- 3. The term of the loan guarantee will be five years;**
- 4. The loan to be guaranteed will be reducing principal and interest with no redraw facility.**
- 5. The Trustees must meet all reporting and monitoring requirements under the Community Group Loan Guarantee Policy; and**
- 6. If Council is required to repay the loan due to default by the Trustees the annual operating grant provided by Council will be reduced until such time Council is repaid.**

---

**Attachments**

1. Noorat Recreation Reserve Loan Guarantee Application - Under Separate Cover
2. Noorat Recreation Reserve Loan Guarantee Assessment - Under Separate Cover

---

## 10.8 Councillor Attendance at National General Assembly 2016

**Author:** Marilyn Lynch, Organisational Development Coordinator

**File No:** D16/136

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Marilyn Lynch

In providing this advice to Council as the Organisational Development Coordinator, I have no interests to disclose in this report.

### Summary

The purpose of this report is to provide advice to Council on attendance at the National General Assembly of Local Government in Canberra from 19 - 22 June 2016.

### Introduction

With a Federal election due this year, the National General Assembly (NGA) offers an opportunity to elevate local government issues to the Federal level. In the lead up to the election, ALGA in conjunction with State and Territory Associations, will undertake a significant advocacy program to ensure that promises made by major political parties address the needs of councils and communities.

The Prime Minister, Leader of the Opposition, Leader of the Australian Greens, Minister for Local Government and Shadow Minister for Local Government have been invited to address the NGA so that Councillors will have the opportunity to hear directly from them in the lead up to the election.

### Issues

The theme for NGA16 is: *Partners in an Innovative and prosperous Australia*. The program is focussed on debating and discussing the role that local government plays in boosting productivity and showcasing innovation and best practice. Delegates will look at the many ways local government is being innovative both in Australia and overseas. They will be able to learn from the ideas and experiences of other councils and gain valuable ideas for their own councils.

Corangamite Shire has historically supported at least one Councillor delegate to attend the National General Assembly of Local Government. Councillors Chris O'Connor and Geoff Smith were authorised by Council to attend in 2015.

### Policy and Legislative Context

Corangamite Shire's Support for Councillor Professional Development Policy, adopted in December 2012, provides for Councillors to attend conferences, workshops and seminars

which increase their knowledge of issues affecting the local government sector. The Policy requires that in the event that the proposed expenditure on a single professional development opportunity exceeds \$2000 per Councillor, the expenditure must be approved by a decision of Council.

The Policy also requires the assessment of professional development activities against certain criteria to determine the applicability of content to current or likely future Council issues:

An assessment of attendance at the National General Assembly of Local Government 2016 against these criteria is as follows:

1. *Does the event provide an opportunity to receive or upgrade relevant and necessary training directly related to the Councillors' role?*

Yes, training and development occurs throughout the conference.

2. *Does the event provide an opportunity to learn key information about an issue of public policy related to the Corangamite community?*

Yes. Councillors attending NGA16 will have opportunities to discuss and consider development of policies on issues of national significance.

3. *Does the event have the potential to foster broad economic development opportunities within Corangamite Shire?*

Yes. The theme of NGA2016 will provide an opportunity for delegates to explore opportunities to strengthen the contribution made by local government to the economic prosperity and productivity of services provided for our community.

4. *Does the event provide an opportunity for Councillor(s) to build their networks both within and across sectors, in a way which will be of benefit to the Corangamite community?*

Yes. Panel sessions will allow for interaction with presenters and other keynote speakers providing maximum opportunity for our delegates to gain insights which they can bring back to Council.

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

The CEO has consulted with Councillors regarding the opportunity for them to attend NGA16.

---

### **Financial and Resource Implications**

Attendance at NGA16 for one or more Councillors will be at an estimated cost of \$2,625 per Councillor, including conference registration, accommodation, formal dinners, and travel and ancillary expenses. However, this amount does not include attendance at the Regional Cooperation and Development Forum held one day prior to NGA16, which would be an additional cost of approximately \$445 per Councillor for registration and additional accommodation.

The estimated cost of \$7,875 for three Councillors to attend NGA16 is within the 2015-2016 Budget allocation for Councillor training and development.

### **Options**

Council may resolve to nominate one or more Councillors to attend the NGA16. Alternatively, Council may resolve not to send a representative to NGA16.

### **Conclusion**

The NGA is an important advocacy and networking opportunity for Councillors. Attendance at NGA16 will provide benefits to the Councillors who attend as well as Corangamite Shire.

## **RECOMMENDATION**

### **That Council:**

- 1. Nominates Councillor(s) to attend the National General Assembly of Local Government 2016.**
- 2. Approves expenditure related to attendance at the National General Assembly of Local Government 2016.**



---

## 10.9 Records of Assembly of Councillors

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

**File No:** D16/114

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

### Summary

This report documents the Assembly of Councillors to be reported since the last Ordinary Meeting of Council on 23 February 2016.

### Introduction

The *Local Government Act 1989* (the Act) requires that records of meetings which constitute an Assembly of Councillors be tabled at the next practicable meeting of Council and is incorporated in the minutes of the Council meeting.

### Issues

An 'Assembly of Councillors' is defined in the Act as a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or subject to the exercise of a delegated authority and which is either of the following:

- A meeting of an advisory committee where at least one Councillor is present; or
- A planned or scheduled meeting that includes at least half the Councillors and at least one Council officer.

Typical meetings giving rise to an Assembly of Councillors at Corangamite Shire include Councillor briefings, advisory committees and planning site inspections. However, from time to time additional records may be reported in accordance with the Act.

Section 80A of the Act requires that a record must be kept of an Assembly of Councillors which lists:

- The Councillors and members of Council staff attending.
- The matters discussed.
- Disclosures of conflict of interest (if any are made).
- Whether a Councillor left the meeting after making a disclosure.

Records of an Assembly of Councillors are documented by a Council officer present at a meeting designated as an Assembly of Councillors. Responsibility for the maintenance of records associated with Assembly of Councillors rests with the Chief Executive Officer.

---

### **Policy and Legislative Context**

Tabling of the records of Assembly of Councillors ensures Council is compliant with the Act. In addition, this report is consistent with the Council Plan 2013-2017 strategy, "Council will demonstrate high levels of ethical behaviour and corporate governance standards".

### **Conclusion**

The records documenting the below Assembly of Councillors are attached:

- Councillor Briefing 23 February 2016
- Councillor Briefing 8 March 2016
- Councillor Annual Workshop 9 March 2016
- Councillor Annual Workshop 10 March 2016.

### **RECOMMENDATION**

**That Council accepts the attached Records of Assembly of Councillors.**

### **Attachments**

1. Record of an Assembly of Councillors 23 February 2016
2. Record of an Assembly of Councillors 8 March 2016
3. Record of an Assembly of Councillors 9 March 2016
4. Record of an Assembly of Councillors 10 March 2016



# Council

## Record of an Assembly of Councillors

**Councillor Briefing**

**Date:** Tuesday 23 February 2016      **Time:** 10.00 am  
**Place:** SW TAFE Meeting Room, Warrnambool

**Present**

**Councillors:**

- Cr Beard                       Cr Gstrein                       Cr Harkin                       Cr Oakes
- Cr O'Connor                       Cr Smith                       Cr Trotter

*Cr Oakes arrived at 10.50am*

**Officers:**

- Ian Gibb                       Brooke Love                       Andrew Mason                       David Rae

Lyall Bond and Belinda Bennett (Item 4)  
 Michele Stephenson (Item 5)

**Guests:**

Steve Blackley and Jason Borg (Item 3)  
 Rosyln Cousins, CEO, CRLC (Item 6)

**Issues Discussed:**

| Item | Discussion Topic   |
|------|--|
| 1    | <b>Hot Topics:</b><br><i>Tourism Demand Driver Infrastructure Funding, Lakes and Craters Holiday Park, LGCOG Conference, Saleyards, Agenda Items, Regional Partnership Groups, Blue Green Algae, Mount Emu Creek</i> |
| 2    | <b>Councillor Items:</b><br><i>Ecklin Hall Meeting, Timboon Action Meeting, Berrybank Hall Meeting, Mt Elephant Slip Lane, Glenormiston Open Day, Transport Industry Visits, Transfer Stations</i>                   |
| 3    | <b>Lake Bullen Merri Draft Management Plan</b>   |
| 4    | <b>Corangamite Recycling Fees &amp; Transfer Stations</b>  |
| 5    | <b>Corporate Risk Register and 2015 MAV HR Benchmarking Survey Results</b>   |
| 6    | <b>Corangamite Regional Library Corporation 2016-2017 Budget</b>   |

**Conflicts of Interest declared:** Nil.  
**Councillors left the meeting at:**  
**Councillors returned to the meeting at:**  
**Councillor Conflict of Interest Form Completed:**

**Meeting close:** 2.45pm

**Note taker:** Andrew Mason

# Council

## Record of an Assembly of Councillors



**Date:** 8/3/2016 **Time:** 10:00  
**Place:** Mt Leura and Old Council Chambers

**Present:**

Cr Beard  Cr Gstrein  Cr Harkin – arrived 12:00  Cr Oakes  
 Cr O'Connor - left 5:30  Cr Smith  Cr Trotter

**Officers:**

Ian Gibb  Brooke Love  Andrew Mason  David Rae

**Guests:**

Ammie Jackson, Becky McCann, Graham Arkinstall, Pat Robertson, Frances Grundy, Errol Harris, Eddie Harris and Tania Maloney – item 1

Marilyn Lynch and Penny MacDonald – item 2

Jarrold Woff and Jane Hinds – item 6

Michael Emerson, Phill Cunningham, Tim Healey, Lou Ebbelaar, Brian Gleeson, Lindsay Robb, Allen Hickey, Jack Hickey, Gerard Delany, Alistair Nash, Phillip McVilly – item 7

**Issues Discussed:**

| Item | Discussion Topic   |
|------|--|
| 1    | Mt Leura and Mt Sugarloaf Management Committee update – onsite   |
| 2    | Hot topics – Adult immunization, HR Matters, Budget, GSC, RDV meeting, Fonterra, Council workshop and travel, Princetown, Shipwreck Coast Master Plan update, Glenormiston, Foodies Feast Debrief, heritage funding, Timboon Street Trees, mowing at Department of Housing properties, VicRoads issues, Elm Tree beetle, fluoridation, Port Campbell Swing Bridge, Pool closures.            |
| 3    | Councillor items – Lions Club BBQ, Rifle Range Feasibility, Green Power, Play Space, Ice Challenge, Toilets at Port Campbell, Ecklin Hall, Rubbish Dumping, Baptist Church opening, Simpson Recreation opening, Youth Council, Princetown Tourism Development, Northern Towns Tourism, Timboon Senior Citizens, Gas pipeline, District nursing services, Swimming pools, Progressing Cobden, |
| 4    | Local Law No. 3 Meeting Procedures 2016  |
| 5    | Draft Annual Action Plan 2016-2017   |
| 6    | Corangamite Shire Properties Asset Rationalisation 2016  |
| 7    | Camperdown Regional Saleyards Advisory Committee and Councillor meeting  |
| 8    | Corangamite Libraries Review   |

**Conflicts of Interest declared:** Cr Gstrein – item 7 National Livestock Reporting Service

*Please note the arrival and departure time of guests, staff and Councillors, as well as any Councillors or staff who absented themselves due to a conflict of interest.*

# Council

## Record of an Assembly of Councillors



Councillor left the meeting at: 4:04 pm

Councillor returned to the meeting at: 4:30 pm

Councillor Conflict of Interest Form Completed: Yes

Meeting close: 6:20 pm

Note taker: Andrew Mason



*Please note the arrival and departure time of guests, staff and Councillors, as well as any Councillors or staff who absented themselves due to a conflict of interest.*



# Council

## Record of an Assembly of Councillors



**Date:** 9/3/2016 **Time:** 12:00  
**Place:** MAV Collins Street Melbourne and Parliament House Spring Street Melbourne

**Present:**

- Cr Beard                       Cr Gstrein                       Cr Harkin                       Cr Oakes
- Cr O'Connor                       Cr Smith                       Cr Trotter

**Officers:**

- Ian Gibb                       Brooke Love                       Andrew Mason                       David Rae

**Guests:** Mark Bartley, Partner, HWL Ebsworth

**Issues Discussed:**

| Item | Discussion Topic   |
|------|--|
| 1    | <b>Governance session</b>  |
| 2    | <b>Councillor meetings with Ministers, Shadow Ministers and Members of Parliament:</b> <ul style="list-style-type: none"> <li>• Ms Natalie Hutchins MP, Minister for Local Government</li> <li>• Mr Richard Riordan MP, Member for Polwarth</li> <li>• Mr James Purcell MLC, Member for Western Victoria</li> <li>• Mr Damian Drum MLC, Shadow Minister for Regional Victoria</li> <li>• Mr Brad Battin MP, Shadow Minister for Environment</li> <li>• Mr David Davis, Shadow Minister for Environment</li> <li>• Mr John Eren MP, Minister for Tourism and Major Events</li> <li>• Ms Heidi Victoria MP, Shadow Minister for Tourism and Major Events</li> <li>• Ms Lisa Neville MP, Minister for Environment, Climate Change and Water</li> <li>• Mr David Hodgett MP, Shadow Minister for Public Transport</li> <li>• Ms Jaala Pulford MLC, Minister for Regional Development</li> <li>• Ms Gayle Tierney MLC, Member for Western Victoria</li> <li>• Mr Simon Ramsay MLC, Member for Western Victoria</li> </ul> |

**Conflicts of Interest declared:** Nil

**Councillor left the meeting at:** am/pm

**Councillor returned to the meeting at:** am/pm

**Councillor Conflict of Interest Form Completed:** Yes/No

**Meeting close:** 6:00

**Note taker:** Andrew Mason

*Please note the arrival and departure time of guests, staff and Councillors, as well as any Councillors or staff who absented themselves due to a conflict of interest.*



# Council

## Record of an Assembly of Councillors



**Date:** 10/3/2016 **Time:** 8:15  
**Place:** MAV Collins Street, Melbourne

**Present:**

Cr Beard  Cr Gstrein – left 9:00 returned 2:00  Cr Harkin  Cr Oakes  
 Cr O'Connor  Cr Smith  Cr Trotter

**Officers:**

Ian Gibb – left 9:00 returned 12:00  Brooke Love  Andrew Mason  David Rae – left 9 returned 12:00

**Guests:** Mark Winfield VEAC

Brad Ostermeyer, DEDJTR  
 Lachlan McDonald, DEDJTR  
 Sam Pirrotta, VicRoads  
 Dr Cathy Wilkinson, EPA  
 Stan Krpan, Sustainability Victoria  
 Rob Millard, Metro Waste and Resource Recovery Group  
 Liz Price, Great Ocean Road Regional Tourism  
 Robert Buckingham, Creative Director, MPavilion  
 Shae Keenan, Visit Victoria

**Issues Discussed:**

| Item | Discussion Topic                                       |
|------|--|
| 1    | Briefing by Victorian Environmental Assessment Council |
| 2    | Infrastructure Forum                                   |
| 3    | Waste Forum  |
| 4    | Tourism Forum  |

**Conflicts of Interest declared:** Nil

**Councillor left the meeting at:** am/pm

**Councillor returned to the meeting at:** am/pm

**Councillor Conflict of Interest Form Completed:** Yes/No

**Meeting close:** 3:00

**Note taker:** Andrew Mason

*Please note the arrival and departure time of guests, staff and Councillors, as well as any Councillors or staff who absented themselves due to a conflict of interest.*

## 11. OTHER BUSINESS



## **12. OPEN FORUM**

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

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

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

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

---

## **13. CONFIDENTIAL ITEMS**

### **RECOMMENDATION**

That pursuant to the provisions of Section 89(2) of the *Local Government Act* the meeting be closed to the public to enable consideration of the following reports as they relate to personnel matters and contractual matters.

#### **13.1 CEO Performance Review**

#### **13.2 Contract for the Supply and Delivery of One Excavator**