

Corangamite Shire

AGENDA

Ordinary Council Meeting

7.00 pm • Tuesday 27 June 2017

*Killara Centre
210-212 Manifold Street, Camperdown*

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 May 2017 and Special Council meeting held on Tuesday 13 June 2017 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.

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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: D17/427

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 – Cr Jo Beard, Mayor

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

Issues

Earlier this month Council adopted its first budget since the election in 2016. Producing a budget that caters for all our communities is never an easy task, but as Mayor, I am proud of the outcome. A particular highlight for me is that for the first time in many years Council will be debt free. This is significant for our community and is a reward for the many years of strict and responsible financial management by Council. In addition, we will be spending a record amount on renewing and maintaining our most important asset; Roads!

The results of the 2017 community satisfaction survey will be presented at this meeting. Once again Council continues to perform strongly in many areas, including appearance of public areas, elderly support services and recreational facilities. However it's disappointing that Council's performance in roads and weeds has deteriorated. Nevertheless, survey responses suggest the dissatisfaction in roads is largely associated with the State owned road network. We will continue to advocate to the State Government for our fair share of road funding to ensure our community travels on safe roads as afforded to other areas.

Advocacy is a key topic in the 2017-2121 Council Plan. As Councillors we intend to work with stakeholders and other levels of government for the benefit of our communities. To that end, I travelled to Canberra with Cr McArthur and David Rae, Director Corporate and Community Services, to attend the Australia Local Government Association's National General Assembly (NGA) on 18-21 June.

The NGA provides a great opportunity to meet with other representatives of local government from across Australia to debate issues of national significance, and hear directly from the federal politicians on many issues relevant to our community. This year's theme was Building Tomorrow's Communities which focussed on addressing how councils shape the future of their communities.

Whilst in Canberra we personally met with several key portfolio ministers, including our local member, the Hon Dan Tehan, and advocated strongly on your behalf, particularly in regards

to roads, tourism, NBN and NDIS. These conversations will continue following these meetings. On 19 June we met with Senator Jane Hume to discuss NDIS, onshore gas, the Shipwreck Coast Master Plan (SCMP) and NBN concerns. We also met with Senator James Paterson, to discuss a number of issues including cost shifting/red tape, SCMP and NDIS.

Later that afternoon we meet with the Hon. Anthony Albanese, Shadow Minister for Tourism and Shadow Minister for Infrastructure, Transport, Cities and Regional Development. We expressed our concerns regarding SCMP funding, rural population and the north-south road loop from the Great Ocean Road to the Princes Highway. We also met with the Hon. Josh Frydenberg, Minister for the Environment and Energy, to discuss the SCMP and the Victorian Government's moratorium on conventional onshore gas exploration and extraction. Council is opposed to fracking, but would like to see the moratorium lifted to allow for conventional gas extraction with royalties being returned to landholders and ensuring protection for their rights and the environment. We also discussed Council's concerns regarding the Victorian Government's Sustainability Fund derived from landfill levies, particularly the inadequate funding for waste initiatives in south-west Victoria from the Fund.

On Tuesday 18 June we met with Mr Simon Price, Senior Adviser to the Hon. Barnaby Joyce, to discuss the agricultural industry in south-west Victoria, in particular the dairy industry following milk price announcements, security of the industry and onshore gas.

Later that afternoon we met with the Hon. Steven Ciobo, Minister for Trade, Tourism and Investment, to discuss the Shipwreck Coast Master Plan and much needed funding to ensure a world class visitor experience for the iconic 12 Apostles region. We also discussed public infrastructure support such as utilities upgrades, investment opportunities and AusTrade support in this area, decentralisation opportunities, and Council's position in being willing, ready and able to consider opportunities.

We also met with the Hon. Michael Sukkar, Assistant Minister to the Treasurer, where we discussed the SCMP and advocated for designating Princes Highway West as a road of national significance, and the Hon Kevin Andrews, Chair of the Joint Party NDIS Committee, regarding NDIS concerns associated with rural remoteness and likely impacts on the scheme.

I wish to thank Minister Tehan and his staff for their support in arranging the meetings in Canberra. It was a big couple of days with the NGA and meetings at Parliament House. Parliament debated many significant issues during the week with a number of divisions occurring, so I certainly appreciated the Parliamentarians giving up their time to meet considering their schedules.

It was a privilege to represent Corangamite Shire at the NGA and during our meetings in Canberra. Corangamite Shire is highly regarded at the federal level and Minister Tehan was particularly impressed by our debt free budget, which is certainly a rarity in local government which he shared with his colleagues!

Information only.

7. COMMITTEE REPORTS

Nil.

8. INFORMATION BULLETIN

8.1 Corporate Risk Register

Author: Michele Stephenson, Manager Human Resources/Risk

File No: D17/407

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 - Michele Stephenson

In providing this advice to Council as the Manager Human Resources/Risk, I have no interests to disclose in this report.

Summary

This report presents to Council the current status of Council's risk profile and Council's Corporate Risk Register. The report is provided in accordance with the Local Government Performance Reporting Framework.

Introduction

The Corangamite Shire Council Risk Management Framework, incorporating the Risk Policy, was reviewed and approved by the Audit Committee in December 2015. The Risk Policy was reviewed and adopted by Council in April 2016. Both documents govern the management of risk within Council. The Corporate Risk Register details the strategic and operating risks to Council's operations, including their likelihood and consequence of occurring and the associated risk mitigation strategies.

Issues

It is essential that all risks are managed, communicated and considered consistently at all levels within Council. Significant operational risks are recorded in the Corporate Risk Register (CRR). These risks are linked to an overarching strategic risk which is aligned with Council Plan objectives. Through the CRR all risks and the implementation of the associated controls can be monitored and reported in accordance with the Risk Management Framework.

The operational risks in the CRR are regularly reviewed to adapt to changing and emerging circumstances. The Strategic Risk Profile is derived from the Council Plan themes and objectives, by identifying the strategic risks and the 'risk appetite' or level of risk Council is prepared to accept in their delivery. A full review of Council's Strategic Risk Profile will be undertaken shortly to reflect the themes and objectives of the new Council Plan.

The Operational Risk Profile is used to manage risk in a systemic manner, including the allocation and prioritisation of resources. The risk profile is determined after identifying and assessing each risk to arrive at a raw risk profile. The current risk profile considers the level of risk after existing controls are applied, with the final or residual risk profile taking into

account additional treatments (see 'heat map' below). Council has no high residual risks at present.

Council's top ten residual risks, residual risk profile and the trend of residual operating risks is detailed below.

Top Ten Residual Risk (June 2017)

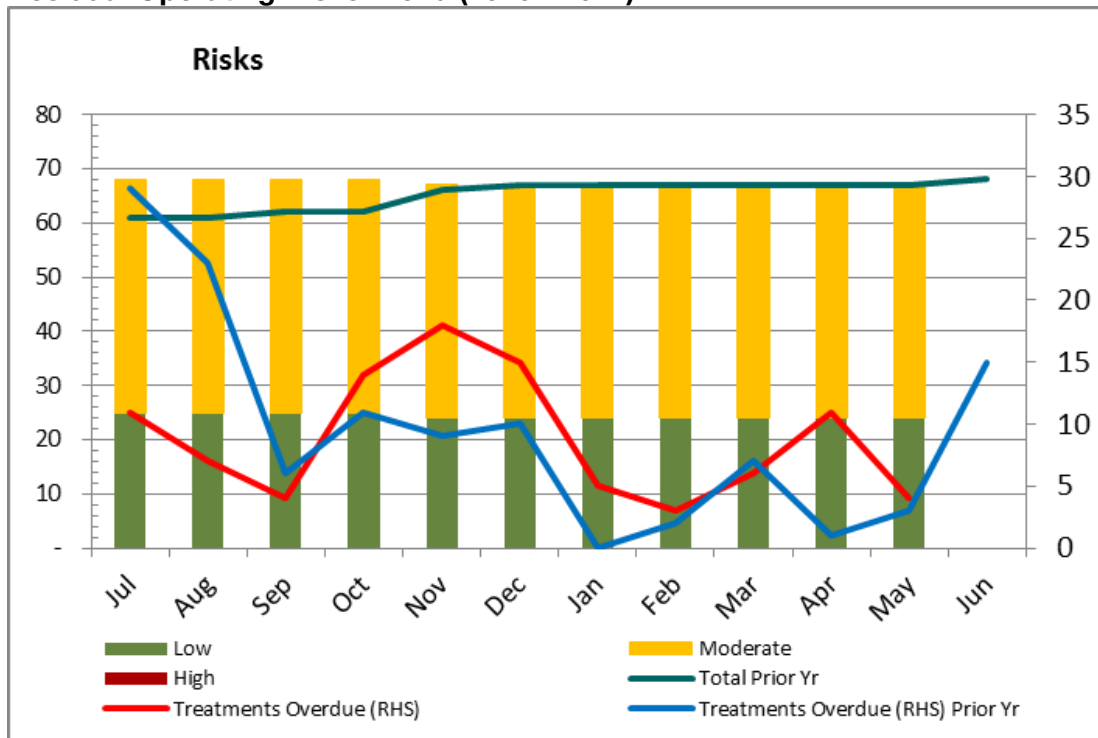
Risk No	Risk Description	Residual Risk
14	As a result of road works a section of road is left unsafe for travel at the legal speed limit and contributes to an accident.	Medium
26	As a result of ineffective planning for climate change Corangamite Shire is adversely effected.	Medium
31	Staff are not protected from threatening behaviour leading to a detrimental effect on their health and wellbeing.	Medium
92	Due to Rate Capping Council's financial position is compromised.	Medium
1	As a result of Government requirements not being met by a Council service area, accreditation and / or licence to provide a service is lost.	Medium
6	Due to a breach of duty of care to children/young people attending Council's services / programs, their health and wellbeing is adversely affected.	Medium
15	As a result of major fire / flood not being managed effectively, environmental damage occurs and lives are lost.	Medium
16	Leachate from Landfill is not effectively managed resulting in groundwater being contaminated.	Medium
17	Due to data being lost or corrupted, access to systems is prevented.	Medium
18	Due to Information Management Hardware failure Council services cannot be provided.	Medium

Residual Risk Profile (June 2017)

Likelihood (Probability)	Consequence (Impact)				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain Is almost certain to occur in most circumstances (80% plus)	Yellow	Orange	Red	Red	Red
Likely Will probably occur (50-80%)	Yellow	Orange	Orange	Red	Red
Possible Might occur at some time in future (20-50%)	Green (1)	Yellow (8)	Yellow (10)	Red	Red
Unlikely Could occur but doubtful (5-20%)	Green	Green (10)	Yellow (12)	Orange	Red
Rare May occur but only in exceptional circumstances (<5%)	Green (1)	Green (3)	Green (9)	Yellow (13)	Orange

Green	Yellow	Orange	Red
Low	Medium	High	Extreme

Residual Operating Risks Trend (2016 - 2017)



Further detail on Council’s risks including the mitigation strategies, can be obtained from the Corporate Risk Register (executive summary) which is attached under separate cover.

Policy and Legislative Context

Consideration of this report is in accordance with the following objectives in the 2017-2021 Council Plan:

Council will demonstrate high levels of ethical behaviour and governance standards.

Maintain our local Road network at current or improved standards.

Township infrastructure will contribute to safe and accessible public areas.

Preserve the natural environment of Corangamite Shire.

Consider the impacts of climate variability on Council operations and infrastructure and provide information and expertise to assist the community to adapt to changes.

The report is also provided in accordance with the Local Government Performance Reporting Framework.

Internal / External Consultation

The Risk Management Framework and Risk Policy have been developed by Council's Human Resource and Risk department in consultation with the Senior Officer Group. Both documents were approved by the Audit Committee in December 2015. The Risk Policy was adopted by Council in February 2015 and reviewed in 2016. The Leadership Group has been consulted in developing the Corporate Risk Register. Managers continue to manage and monitor risks in consultation with the Senior Officer Group.

Financial and Resource Implications

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

Conclusion

Corangamite Shire Council objectives are set out in the Council Plan and the management of uncertainties surrounding the achievement of these objectives is the primary aim of the Risk Management Framework.

In order to manage these uncertainties it is essential that consistent processes are adopted within a comprehensive framework. The Corporate Risk Register is a critical element of the framework and regular reporting to Council assists in the management and oversight of risk effectively, efficiently and coherently across the organisation. This report and the accompanying Corporate Risk Register informs Council on the organisation's risk profile as at June 2017.

Information only.

Attachments

1. Risk Management Executive Summary June 2017 - Under Separate Cover

RECOMMENDATION

That the Information Bulletin be received.

9. PLANNING REPORTS

9.1 Planning Application PP2016/042 Development of Nine Dwellings and Consolidation of Land 4-6 Robinson Street, Camperdown

Author: Greg Hayes, Manager Planning and Building Services

File No: D17/328

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, I have no interests to disclose in this report.

Summary

A planning permit application has been received, proposing to develop land at 4-6 Robinson Street Camperdown for nine (9) dwellings. Two submissions have been received objecting to the application. The proposal has been assessed against the relevant provisions of the Corangamite Planning Scheme and it is recommended that a Notice of Decision to grant a planning permit is issued subject to conditions.

Introduction

A planning permit is required to develop land with two or more dwellings. Council is required to assess and decide on an application within 60 days of its receipt. As a result of receiving one or more objections to the application Council Officers can no longer determine the outcome and this matter must be referred to a Council Meeting for a decision.

Proposal

The application proposes to construct nine (9) single storey dwellings on the land. The dwellings will be clad in brick and weatherboard and use cement tiles on the roofs. The development will consist of:

- 4 single bedroom dwellings at 64m² with a 24m² garage
- 3 two bedroom dwellings at 114m² with a 34.9m² garage
- 2 three bedroom dwellings at 122m² and 117m² with a 38.4m² garage.

Each dwelling will have a minimum of 25m² of secluded private open space. The dwellings are attached and set each side of a central driveway with access from Robinson Street. The existing dwelling on the property will remain and forms part of the development.

Subject Land and Surrounds

The site is currently in two allotments with a combined area of 3034m². The western lot consists of an existing dwelling with front and rear garden areas and access from Robinson

Street. The eastern lot is vacant with an existing crossover on the eastern boundary which accesses Robinson Street. Both allotments slope slightly towards the east (away from the Robinson Street frontage). The surrounding area is predominantly residential with single storey dwellings on lots of varying size between 300-1500m². The Camperdown Hospital is located opposite the site and Mercy Regional College/St Patricks located 70 metres north. A car park for the hospital is located 45 metres to the east and had capacity for approximately 30 car spaces. (See figure 1)



Figure 1: Subject land and surrounds

Policy and Legislative Context

State Planning Policy Framework

Clause 16.01 Residential Development

- Increase the supply of housing in existing urban areas by facilitating increased housing yield in appropriate locations, including under-utilised urban land.
- Ensure that the planning system supports the appropriate quantity, quality and type of housing, including the provision of aged care facilities, supported accommodation for people with disability, rooming houses, student accommodation and social housing.
- Ensure housing developments are integrated with infrastructure and services, whether they are located in existing suburbs, growth areas or regional towns.
- Encourage higher density housing development on sites that are well located in relation to jobs, services and public transport.
- Identify opportunities for increased residential densities to help consolidate urban areas.
- Ensure an adequate supply of redevelopment opportunities within established urban areas to reduce the pressure for fringe development.
- Ensure housing stock matches changing demand by widening housing choice, particularly in the middle and outer suburbs.

Local Planning Policy Framework

Clause 21 Camperdown

- To increase the diversity of housing types and ensure new residential use and development is compatible with the built form of the town and different housing types are appropriately located.
- To provide for a range of residential development options including large residential lots adjacent to the town.

General Provisions

Clause 65 Decision Guidelines

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

Zoning

The subject site is located within the General Residential Zone (GRZ) and is not covered by any overlay. Under Clause 32.08-6 a planning permit is required to construct two or more dwellings on a lot.

The purpose of the General Residential Zone is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To encourage development that respects the neighbourhood character of the area.
- To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.
- To allow educational, recreational, religious, community and a limited range of other non residential uses to serve local community needs in appropriate locations.

The development of two or more dwellings on a lot must meet the requirements of ResCode (Clause 55) which is a residential design code providing design objectives and design standards against which permit applications are assessed.

Particular Planning Scheme Provisions

Clause 55 Two or more dwellings on a lot (ResCode)

Clause 55 has a set of standards that should be met for residential developments of two or more dwellings. These relate to considerations such as neighbourhood character, dwelling diversity, street and boundary setbacks, building height, site coverage, private open space, access, overlooking and overshadowing. The Clause 55 Assessment is set out below.

Assessment

State and Local Planning Policy

Planning policy seeks to maximise the use of valuable residential land to ensure the efficient use of expensive services and infrastructure, and to provide for a range of dwelling types and densities.

This proposal which seeks to provide a density of dwellings at approximately one dwelling per 300sqm is considered appropriate for a residential area especially in close proximity to schools and a hospital.

Clause 55 (ResCode) assessment for two or more dwellings on a lot

A development:

- Must meet all of the objectives of this clause that apply to the application.
- Should meet all of the standards of this clause that apply to the application.

Objective	Standard	Complies/Does Not Comply/ Variation Required
NEIGHBOURHOOD CHARACTER AND INFRASTRUCTURE		
Clause 55.02-1 Neighbourhood character		
<ul style="list-style-type: none"> • To ensure that the design respects the existing neighbourhood character or contributes to a preferred neighbourhood character. • To ensure that development responds to the features of the site and the surrounding area. 	<ul style="list-style-type: none"> • The design response must be appropriate to the neighbourhood and the site. • The proposed design must respect the existing or preferred neighbourhood character and respond to the features of the site. 	<p>Complies The general character of the surrounding area is single storey dwellings on lots between 500-1000m². Whilst the development is of a higher density than the surrounding area it is considered to be respectful of this character for the following reasons:</p> <ul style="list-style-type: none"> • The development has been designed so it will read as two dwellings from the streetscape, with the majority of development located at the rear of the property. • All the dwellings are single storey, with pitched colour bond roofs and weatherboard facades.

Objective	Standard	Complies/Does Not Comply/ Variation Required
Clause 55.02-2 Residential policy		
<ul style="list-style-type: none"> To ensure that residential development is provided in accordance with any policy for housing in the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies. To support medium densities in areas where development can take advantage of public transport and community infrastructure and services. 	<p>An application must be accompanied by a written statement to the satisfaction of the responsible authority that describes how the development is consistent with any relevant policy for housing in the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.</p>	<p>Complies The proposal is considered to comply with the following strategies on housing in the SPPF and LPPF:</p> <ul style="list-style-type: none"> Increase the supply of housing in existing urban areas by facilitating increased housing yield in appropriate locations, including under-utilised urban land. To provide for a range of housing types to meet increasingly diverse needs. Increasing choice in housing type, tenure and cost to meet the needs of households as they move through life cycle changes and to support diverse communities. Encourage the consolidation of new housing in existing settlements where investment in physical and community infrastructure and services has already been made. Infill residential development on vacant land is encouraged within the township boundaries to utilise existing and planned infrastructure, To increase the diversity of housing types and ensure new residential use and development is compatible with the built form of the town and different housing types are appropriately located
Clause 55.02-3 Dwelling diversity		
<ul style="list-style-type: none"> To encourage a range of dwelling sizes and types in developments of ten or more dwellings. 	<p>Developments of ten or more dwellings should provide a range of dwelling sizes and types, including:</p> <ul style="list-style-type: none"> Dwellings with a different number of bedrooms. At least one dwelling that contains a kitchen, bath or shower, and a toilet and wash basin at ground floor level. 	<p>Complies The development has provided a range of dwelling sizes with one, two and three bedroom units.</p>

Objective	Standard	Complies/Does Not Comply/ Variation Required
Clause 55.02-4 Infrastructure		
<ul style="list-style-type: none"> To ensure development is provided with appropriate utility services and infrastructure. To ensure development does not unreasonably overload the capacity of utility services and infrastructure. 	<ul style="list-style-type: none"> Development should be connected to reticulated services, including reticulated sewerage, drainage, electricity and gas, if available. 	<p>Complies The development will be connected to all reticulated services.</p>
	<ul style="list-style-type: none"> Development should not unreasonably exceed the capacity of utility services and infrastructure, including reticulated services and roads. In areas where utility services or infrastructure have little or no spare capacity, developments should provide for the upgrading of or mitigation of the impact on services or infrastructure. 	<p>Complies The application has been referred to Wannon Water who have examined the application in regard to sewer and water servicing requirements. They have offered no objection to the application subject to standard conditions relating to the provision at the developers cost of any water supply and sewer works to serve the development</p> <p>A stormwater management plan has been submitted as part of the application and approved by Councils engineers. Stormwater from impervious surfaces will drain into drainage pits and then into undergrounds pipes into the sewer along the northern boundary. In addition, approximately 50% of stormwater from roofs will be directed to water tanks which will be installed at each property.</p> <p>The existing road network is considered capable of accommodating the additional vehicles expected as a result of this development.</p>
Clause 55.02-5 Integration with the street		
<ul style="list-style-type: none"> To integrate the layout of development with the street. 	<ul style="list-style-type: none"> Developments should provide adequate vehicle and pedestrian links that maintain or enhance local accessibility. 	<p>Complies The development provides an internal access way that is easily accessible from Robinson Street. Pedestrian access is reasonably provided along the central accessway</p>
	<ul style="list-style-type: none"> Development should be oriented to front existing and proposed streets. 	<p>Complies The existing dwelling and dwelling 1 will both front Robinson Street, with the remaining dwellings fronting the internal access way.</p>

Objective	Standard	Complies/Does Not Comply/ Variation Required
	<ul style="list-style-type: none"> High fencing in front of dwellings should be avoided if practicable. 	<p>Complies No front fencing is proposed as part of the development. This is in keeping with the character of the street</p>
	<ul style="list-style-type: none"> Development next to existing public open space should be laid out to complement the open space. 	<p>Complies The development is not adjacent to any public space.</p>
SITE LAYOUT AND BUILDING MASSING		
Clause 55.03-1 Street setback		
<ul style="list-style-type: none"> To ensure that the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site. 	<ul style="list-style-type: none"> The average distance of the setbacks of the front walls of the existing buildings on the abutting allotments facing the front street or 9 metres, whichever is the lesser. 	<p>Variation required. The front setback required is 9 metres. The development proposes a setback of 8 metres. This minor variation is considered appropriate as dwellings on Robinson Street vary in their front setback from 4 metres to 18 metres.</p>
Clause 55.03-2 Building height		
<p>To ensure that the height of buildings respects the existing or preferred neighbourhood character.</p>	<ul style="list-style-type: none"> The maximum building height should not exceed the maximum height specified in the zone, schedule to the zone or an overlay that applies to the land. Changes of building height between existing buildings and new buildings should be graduated. 	<p>Complies The maximum building height in the General Residential Zone is 11 metres. The development will have a maximum height of 5.98 metres which complies with this standard.</p>
Clause 55.03-3 Site Coverage		
<p>To ensure that the site coverage respects the existing or preferred neighbourhood character and responds to the features of the site.</p>	<p>The site area covered by buildings should not exceed:</p> <ul style="list-style-type: none"> If no maximum site coverage is specified in a schedule to the zone, 60 per cent. 	<p>Complies The total area that is covered by buildings is 42.7% which is within the maximum requirement of 60%.</p>
Clause 55.03-4 Permeability		
<ul style="list-style-type: none"> To reduce the impact of increased stormwater run-off on the drainage system. To facilitate on-site stormwater infiltration. 	<p>The site area covered by the pervious surfaces should be at least:</p> <ul style="list-style-type: none"> If no minimum is specified in a schedule to the zone, 20 percent of the site. 	<p>Complies The total site area covered by pervious surfaces is 36% which complies with the minimum requirement of 20%.</p>

Objective	Standard	Complies/Does Not Comply/ Variation Required
Clause 55.03-5 Energy Efficiency		
<ul style="list-style-type: none"> To achieve and protect energy efficient dwellings and residential buildings. To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy. 	<p>Buildings should be:</p> <ul style="list-style-type: none"> Oriented to make appropriate use of solar energy. Sited and designed to ensure that the energy efficiency of existing dwellings on adjoining lots is not unreasonably reduced. Living areas and private open space should be located on the north side of the development, if practicable. Developments should be designed so that solar access to north-facing windows is maximised. 	<p>Complies All habitable room windows and private open space have been orientated to make use of solar energy. The proposal will be required to meet a 6 star energy rating</p> <p>Energy efficiency on adjoining properties will not be reduced. Living areas and private open space have been located on the north side of the dwellings where practical.</p>
Clause 55.03-6 Open space		
<p>To integrate the layout of development with any public and communal open space provided in or adjacent to the development.</p>	<p>If any public or communal open space is provided on site, it should:</p> <ul style="list-style-type: none"> Be substantially fronted by dwellings, where appropriate. Provide outlook for as many dwellings as practicable. Be designed to protect any natural features on the site. Be accessible and useable. 	<p>N/A No public or communal open space is proposed. This can be addressed if the land is subdivided in the future.</p>
Clause 55.03-7 Safety		
<p>To ensure the layout of development provides for the safety and security of residents and property.</p>	<ul style="list-style-type: none"> Entrances to dwellings and residential buildings should not be obscured or isolated from the street and internal accessways. Planting which creates unsafe spaces along streets and accessways should be avoided. Developments should be designed to provide good lighting, visibility and surveillance of car parks and internal accessways. 	<p>Complies Entrances to all dwellings will be clearly visible from the internal access way</p> <p>Complies A landscaping plan will require that planting does not create areas of safety concern.</p> <p>Complies There will be passive surveillance of the internal access ways and cars spaces and communal lighting will be provided for all public areas.</p>

Objective	Standard	Complies/Does Not Comply/ Variation Required
	<ul style="list-style-type: none"> Private spaces within developments should be protected from inappropriate use as public thoroughfares. 	<p>Complies The majority of private spaces are located at the rear of the dwellings and will not be used as a public thoroughfare.</p>
Clause 55.03-8 Landscaping		
<ul style="list-style-type: none"> To encourage development that respects the landscape character of the neighbourhood. To encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance. To provide appropriate landscaping. To encourage the retention of mature vegetation on the site. 	<p>The landscape layout and design should:</p> <ul style="list-style-type: none"> Protect any predominant landscape features of the neighbourhood. Take into account the soil type and drainage patterns of the site. Allow for intended vegetation growth and structural protection of buildings. In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals. Provide a safe, attractive and functional environment for residents. <p>The landscape design should specify landscape themes, vegetation (location and species), paving and lighting.</p>	<p>Complies Landscaping is proposed as part of the development and the submission of a landscape plan addressing this standard will be required as part of a planning permit condition.</p>
Clause 55.03-9 Access		
<p>To ensure the number and design of vehicle crossovers respects the neighbourhood character.</p>	<p>The width of accessways or car spaces directly from a road should not exceed:</p> <ul style="list-style-type: none"> 33 per cent of the street frontage, or 	<p>Complies The street frontage is 38 metres and the combined width of the proposed accessway and existing driveway is 10 metres. This equates to 26% of the street frontage and is under the maximum 33%.</p>
	<p>No more than one single-width crossover should be provided for each dwelling fronting a street.</p>	<p>Complies The vehicle crossing for the existing dwelling will be retained and a new crossover will be created for the internal access way. The existing crossover along the eastern boundary will be removed.</p>
	<p>The location of crossovers should maximise the retention of on-street car parking spaces.</p>	<p>Complies As there will be no net increase in the number of crossovers there will be no loss in on street car spaces.</p>
	<p>The number of access points to a road in a Road Zone should be minimised.</p>	<p>N/A The site is not accessed from a Road Zone i.e.-arterial road.</p>

Objective	Standard	Complies/Does Not Comply/ Variation Required
	Developments must provide for access for service, emergency and delivery vehicles.	Complies The access way is of a size that can accommodate emergency and delivery vehicles.
Clause 55.03-10 Parking location		
<ul style="list-style-type: none"> To provide convenient parking for resident and visitor vehicles. To protect residents from vehicular noise within developments 	Car parking facilities should: <ul style="list-style-type: none"> Be reasonably close and convenient to dwellings and residential buildings. Be secure. Be well ventilated if enclosed. 	Complies All resident car spaces are provided in secure and ventilated garages adjacent to their respective dwellings. There are two visitor parking spaces provided at the rear of development.
	Shared accessways or car parks of other dwellings and residential buildings should be located at least 1.5 metres from the windows of habitable rooms. This setback may be reduced to 1 metre where there is a fence at least 1.5 metres high or where window sills are at least 1.4 metres above the accessway	Variation Required The majority of dwellings comply with this standard. A variation is required however for dwelling 7 where a fence does not separate a 1 metre setback to a visitor car parking space. The variation is reasonable as this area is at capacity and a visitor car space is considered less of a negative amenity issue than an accessway.
Clause 55.04-1 Side and rear setbacks		
To ensure that the height and setback of a building from a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings.	A new building not on or within 200mm of a boundary should be set back from side or rear boundaries: <ul style="list-style-type: none"> 1 metre, plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres. 	Complies Each building is designed to be setback a minimum of 1 metre from the side and rear boundaries in compliance with the standard.
	Sunblinds, verandahs, porches, eaves, fascias, gutters, masonry chimneys, flues, pipes, domestic fuel or water tanks, and heating or cooling equipment or other services may encroach not more than 0.5 metres into the setbacks of this standard.	Variation Required Water tanks for the dwellings will encroach into the setback by more than 0.5 metres. As the water tanks will be of a similar height as the fencing and will not create noise or smell it is considered that this variation still meets the objective.

Objective	Standard	Complies/Does Not Comply/ Variation Required
	Landings having an area of not more than 2 square metres and less than 1 metre high, stairways, ramps, pergolas, shade sails and carports may encroach into the setbacks of this standard.	Complies The decks proposed for the dwellings encroach no more than 0.5 metres into the 1.6 metre setback. A recommended permit condition will ensure the decks are no higher than the adjacent finished floor levels of the dwellings.
Clause 55.04-2 Walls on boundaries		
To ensure that the location, length and height of a wall on a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings.	A new wall constructed on or within 200mm of a side or rear boundary of a lot or a carport constructed on or within 1 metre of a side or rear boundary of lot should not abut the boundary: <ul style="list-style-type: none"> • For a length of more than: <ul style="list-style-type: none"> • 10 metres plus 25 per cent of the remaining length of the boundary of an adjoining lot, or • Where there are existing or simultaneously constructed walls or carports abutting the boundary on an abutting lot, the length of the existing or simultaneously constructed walls or carports, whichever is the greater. 	N/A No walls are proposed to be constructed on side or rear boundaries.
Clause 55.04-3 Daylight to existing windows		
To allow adequate daylight into existing habitable room windows.	Buildings opposite an existing habitable room window should provide for a light court to the existing window that has a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky. The calculation of the area may include land on the abutting lot.	Complies The dwelling to the east is the only dwelling with habitable room windows opposite the proposed buildings. These windows are approx. 7.5 metres from any proposed new walls and will have more than adequate access to daylight.

Objective	Standard	Complies/Does Not Comply/ Variation Required
	<p>Walls or carports more than 3 metres in height opposite an existing habitable room window should be set back from the window at least 50 per cent of the height of the new wall if the wall is within a 55 degree arc from the centre of the existing window. The arc may be swung to within 35 degrees of the plane of the wall containing the existing window.</p>	<p>N/A The walls are not within a 55 degree arc of the centre of the existing window.</p>
	<p>Where the existing window is above ground floor level, the wall height is measured from the floor level of the room containing the window.</p>	<p>N/A There are no existing windows above ground floor level.</p>
<p>Clause 55.04-4 North-facing windows</p>		
<p>To allow adequate solar access to existing north-facing habitable room windows.</p>	<p>If a north-facing habitable room window of an existing dwelling is within 3 metres of a boundary on an abutting lot, a building should be setback from the boundary 1 metre, plus 0.6 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres, for a distance of 3 metres from the edge of each side of the window.</p>	<p>N/A There are no north facing windows abutting the development.</p>
<p>Clause 55.04-5 Overshadowing open space</p>		
<p>To ensure buildings do not significantly overshadow existing secluded private open space.</p>	<p>Where sunlight to the secluded private open space of an existing dwelling is reduced, at least 75 per cent, or 40 square metres with minimum dimension of 3 metres, whichever is the lesser area, of the secluded private open space should receive a minimum of five hours of sunlight between 9 am and 3 pm on 22 September.</p>	<p>The standard is met There will be no reduction in the sunlight to secluded private open space of properties to the north. There will be no reduction in the sunlight to secluded private open space of the existing dwellings to the east as the areas affected by overshadowing either have existing sheds located in these areas or are already overshadowed by buildings. There will be a minor overshadowing of the secluded private open space of the property to the west in the morning, however the standard is</p>

Objective	Standard	Complies/Does Not Comply/ Variation Required
		achieved as over 75% or 40 square metres of secluded private open space will receive a minimum of five hours of sunlight between 9 am and 3 pm on 22 September.
Clause 55.04-6 Overlooking		
To limit views into existing secluded private open space and habitable room windows.	<p>A habitable room window, balcony, terrace, deck or patio should be located and designed to avoid direct views into the secluded private open space of an existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio. Views should be measured within a 45 degree angle from the plane of the window or perimeter of the balcony, terrace, deck or patio, and from a height of 1.7 metres above floor level.</p> <p>A habitable room window, balcony, terrace, deck or patio with a direct view into a habitable room window of existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio should be either:</p> <ul style="list-style-type: none"> • Offset a minimum of 1.5 metres from the edge of one window to the edge of the other. • Have sill heights of at least 1.7 metres above floor level. • Have fixed, obscure glazing in any part of the window below 1.7 metre above floor level. • Have permanently fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent. 	<p>Complies</p> <p>All habitable room windows and decks are under 0.8 metres above ground level and are screened from overlooking into secluded private open space and habitable room windows of 2 Robinson street to the east by boundary fencing which is 1.8 metres in height.</p> <p>The fencing along the northern boundary and the northern half of the eastern boundary which adjoins 56 Walls Street will require additional screening as the fencing is under 1.8 metres in height. This will be a condition of the planning permit</p>

Objective	Standard	Complies/Does Not Comply/ Variation Required
	<p>Obscure glazing in any part of the window below 1.7 metres above floor level may be openable provided that there are no direct views as specified in this standard.</p> <p>Screens used to obscure a view should be:</p> <ul style="list-style-type: none"> • Perforated panels or trellis with a maximum of 25 per cent openings or solid translucent panels. • Permanent, fixed and durable. • Designed and coloured to blend in with the development. <p>This standard does not apply to a new habitable room window, balcony, terrace, deck or patio which faces a property boundary where there is a visual barrier at least 1.8 metres high and the floor level of the habitable room, balcony, terrace, deck or patio is less than 0.8 metres above ground level at the boundary.</p>	
Clause 55.04-7 Internal views		
<p>To limit views into the secluded private open space and habitable room windows of dwellings and residential buildings within a development.</p>	<p>Windows and balconies should be designed to prevent overlooking of more than 50 per cent of the secluded private open space of a lower-level dwelling or residential building directly below and within the same development.</p>	<p>Complies</p> <p>As there is no second storey element to the development there will be no overlooking into the secluded private open space of other dwellings in the same development. The proposal includes internal fencing to a height of 1.8m.</p>
Clause 55.04-8 Noise impacts		
<ul style="list-style-type: none"> • To contain noise sources in developments that may affect existing dwellings. • To protect residents from external noise. 	<ul style="list-style-type: none"> • Noise sources, such as mechanical plant, should not be located near bedrooms of immediately adjacent existing dwellings. • Noise sensitive rooms and secluded private open spaces of new dwellings and residential buildings should take account of 	<p>Complies</p> <p>It is not proposed to locate any noise sources near bedrooms of internal or immediately adjacent dwellings.</p>

Objective	Standard	Complies/Does Not Comply/ Variation Required
	noise sources on immediately adjacent properties.	
	Dwellings and residential buildings close to busy roads, railway lines or industry should be designed to limit noise levels in habitable rooms.	N/A The development is not located in proximity to a busy road, railway line or industry.
Accessibility		
To encourage the consideration of the needs of people with limited mobility in the design of developments.	The dwelling entries of the ground floor of dwellings and residential buildings should be accessible or able to be easily made accessible to people with limited mobility.	Complies The floor levels of the dwellings have been minimised to allow for accessibility or to be easily made accessible for people with a limited mobility.
Dwelling entry		
To provide each dwelling or residential building with its own sense of identity.	Entries to dwellings and residential buildings should: <ul style="list-style-type: none"> • Be visible and easily identifiable from streets and other public areas. • Provide shelter, a sense of personal address and a transitional space around the entry. 	Complies Each dwelling will have a front portico at the door entry which will provide shelter and transition space around the entry.
Daylight to new windows		
To allow adequate daylight into new habitable room windows.	A window in a habitable room should be located to face: <ul style="list-style-type: none"> • An outdoor space clear to the sky or a light court with a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky, not including land on an abutting lot, or • A verandah provided it is open for at least one third of its perimeter, or • A carport provided it has two or more open sides and is open for at least one third of its perimeter. 	Complies All habitable rooms face an outdoor space with a minimum area of 8m ² and 2 metres clear to the sky.

Objective	Standard	Complies/Does Not Comply/ Variation Required
Private open space		
<p>To provide adequate private open space for the reasonable recreation and service needs of residents.</p>	<p>A dwelling or residential building should have private open space consisting of:</p> <ul style="list-style-type: none"> • An area of 40 square metres, with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling or residential building with a minimum area of 25 square metres, a minimum dimension of 3 metres and convenient access from a living room, or • A balcony of 8 square metres with a minimum width of 1.6 metres and convenient access from a living room, or • A roof-top area of 10 square metres with a minimum width of 2 metres and convenient access from a living room. 	<p>Complies</p> <ul style="list-style-type: none"> • Each dwelling will have a minimum of 46.8m² of private open space which meets the standard of 40m² • Each dwelling will have and a minimum area of 37.7m² of secluded private open space with minimum dimensions of 3 metres with convenient access to a living room which exceeds the standard of 25m² minimum.
Solar access to open space		
<p>To allow solar access into the secluded private open space of new dwellings and residential buildings.</p>	<ul style="list-style-type: none"> • The private open space should be located on the north side of the dwelling or residential building, if appropriate. • The southern boundary of secluded private open space should be set back from any wall on the north of the space at least (2 + 0.9h) metres, where 'h' is the height of the wall. 	<p>Complies</p> <p>Due to the orientation of the lot it is not practical to have all the private open space facing north, however the location of the private open space to the east and west of buildings will ensure that the private open space will get access to sunlight. The objective and standard is met.</p>
Storage		
<p>To provide adequate storage facilities for each dwelling.</p>	<ul style="list-style-type: none"> • Each dwelling should have convenient access to at least 6 cubic metres of externally accessible, secure storage space. 	<p>Complies</p> <p>Each dwelling will have a minimum storage area of 6m³ within each garage which meets the standard.</p>

Objective	Standard	Complies/Does Not Comply/ Variation Required
Design detail		
<p>To encourage design detail that respects the existing or preferred neighbourhood character.</p>	<p>The design of buildings, including:</p> <ul style="list-style-type: none"> • Facade articulation and detailing, • Window and door proportions, • Roof form, and • Verandahs, eaves and parapets, should respect the existing or preferred neighbourhood character. <p>Garages and carports should be visually compatible with the development and the existing or preferred neighbourhood character.</p>	<p>Complies +</p> <p>The dwellings have been designed to respect the surrounding streetscape with single storey dwelling with pitched roofs, eaves and parapets and constructed of weatherboard, brick and cement tile materials.</p> <p>The development has been designed so that it will present as two separate dwellings from the streetscape. All garaging proposed will not be immediately apparent from Robinson Street.</p>
Front fences		
<p>To encourage front fence design that respects the existing or preferred neighbourhood character.</p>	<p>The design of front fences should complement the design of the dwelling or residential building and any front fences on adjoining properties.</p>	<p>N/A</p> <p>No front fence is proposed</p>
Common property		
<ul style="list-style-type: none"> • To ensure that communal open space, car parking, access areas and site facilities are practical, attractive and easily maintained. • To avoid future management difficulties in areas of common ownership. 	<ul style="list-style-type: none"> • Developments should clearly delineate public, communal and private areas. • Common property, where provided, should be functional and capable of efficient management. 	<p>Complies</p> <p>The accessway will be a shared accessway between the dwellings and can be maintained and managed in accordance with the landscaping plans and amended plans required. Any future subdivision will allow for common property and easements that will cater for building maintenance.</p>
Site services		
<ul style="list-style-type: none"> • To ensure that site services can be installed and easily maintained. • To ensure that site facilities are accessible, adequate and attractive. 	<ul style="list-style-type: none"> • The design and layout of dwellings and residential buildings should provide sufficient space (including easements where required) and facilities for services to be installed and maintained efficiently and economically. 	<p>Complies</p> <p>In accordance with the wishes of Wannon Water, dwellings 7 and 6 will be redesigned so as to provide for a 2.8 metre clearance to the northern boundary to allow for the sewer easement. This can be addressed through amended plans and will have minimal impact on the broader development. Sufficient space has been provided for all other services.</p>

Objective	Standard	Complies/Does Not Comply/ Variation Required
	<ul style="list-style-type: none"> • Bin and recycling enclosures, mailboxes and other site facilities should be adequate in size, durable, waterproof and blend in with the development. • Bin and recycling enclosures should be located for convenient access by residents. • Mailboxes should be provided and located for convenient access as required by Australia Post. 	<p>There is adequate space for bins to be stored within garages and mailboxes will be located at the entrance to the accessway which is easily accessible.</p>

The proposed development complies with the standards and objectives of ResCode in all but the following areas:

- Front Setback – where the reduction from the nine (9) metres required to eight (8) metres is considered minor
- Accessway within 1.5 metres of a window – where the reduction to one metre is considered appropriate given the provision of a visitor car parking space has minimal amenity implications given there is not the continual movement of vehicles in a typical accessway
- Side setback to a fence encroached into by a water tank – this encroachment is considered minor and will result in minimal amenity impacts given the tanks will be below fence height.

Apart from these minor variations the proposed development complies with the standards and objectives of Res Code.

Clause 52.06 Car Parking

This provisionwed number of car parking spaces for new uses and development. The table below indicates the number of car parking spaces required for each type of dwelling.

No of bedrooms	No. of spaces required	No. spaces provided
1 and 2 bedroom dwellings	1 car space each	1 space in each garage
3 bedroom dwellings	2 car spaces each	2 spaces in each garage
Visitor car parking	2 spaces	2 visitor car parks

The proposed development accords with the car parking requirements.

Cultural Heritage Sensitivity

The site is located within an area of Cultural Heritage Sensitivity. The proponent was made aware of his obligations. In accordance with the *Aboriginal Heritage Act 2006* a Cultural Heritage Management Plan (CHMP) has been prepared and approved prior to a decision being made on the planning permit application.

Internal / External Consultation

Referrals

The application was referred to Council Assets Department and to Wannon Water. Both have consented subject to conditions relating to the provision of sewerage and water supply works, to serve the development, setbacks from easements, drainage and access requirements.

Advertising

Notice of the application was provided in accordance with the Planning and Environment Act 1987, with all adjoining landowners and occupiers receiving notification, a notice being placed onsite, a notice in the Warrnambool Standard and notice being placed on Council's website.

Objections

Two submissions objecting to the application were received. The issues raised in the objections and an officer response are provided below:

Objection	Officer Response
Overshading of neighbours secluded private open space to the east	The standards and objectives of Rescode have been met in this single storey development. There is unlikely to be any greater overshadowing of lots to the east or west over and above that of the existing fence that borders the development.
Increase in noise and traffic	There will be an increase in traffic and noise as a result of the development however the level is not considered to be unreasonable in the context of noise normal to a residential area
Loss of privacy from overlooking into adjoining neighbours property	The standards and objectives of Rescode have been met with the recommended permit condition requiring a 1.8m high fence bordering the single storey development.
Inadequate number of car spaces provided which will result in more people using on street car parking	The standards and objectives of Rescode have been met in an adequate number of car parking spaces provided for within the site.
Sewerage and stormwater from development will overload infrastructure	In the absence of any contrary expert advice, Councils Assets Planning unit advise that sewerage and stormwater is appropriately catered for in the infrastructure for this development.
Overdevelopment and out of character with surrounding area	The increased density of dwellings is encouraged in State Planning Policies with the result in this development of each dwelling being on approximately 300sqm.

	This is considered in State and Local planning policies as entirely appropriate for the General Residential Zone and especially in close proximity to services such as a hospital and schools.
Development will create a precedent for future development	Each application must be considered on its merit. In this instance State and Local Planning Policies encourage consolidation to ensure efficient use of services and infrastructure.
Loss of views	Single storey residential development in the residential zone is considered orderly planning and this development will have minimal impact on the limited views available.
Construction period will disrupt adjoining residents amenity	It is not considered inappropriate or unreasonable to construct dwellings in the residential zone. However standard permit conditions are recommended to ensure an orderly process

Consultation

Following broad notice of the application, an onsite consultation meeting was held with the applicant, Councillors and planning officers on 2 May 2017.

Options

1. Issue a Notice of Decision to Grant a Planning Permit, subject to conditions as set out in the officers recommendation.
2. Issue a Notice of Refusal to Grant a Planning Permit on appropriate grounds of refusal.
3. Council could defer the application and seek additional information.

Any decision of Council is open to a review by the Victorian Civil and Administrative Tribunal (VCAT). An application could also be made to VCAT for failure to determine within sixty days. This could give rise to a claim for costs against Council.

Conclusion

This development proposes to provide for a range of densities in an area that will maximise the services available. The development accords with State and Local Planning Policies and should be supported. The proposal is responsive to site context. The site layout and design achieves the requirements of Rescode. The matters raised in objections are addressed through recommended permit conditions. It is recommended that Council issue a Notice of grant a permit subject to conditions.

RECOMMENDATION

That Council resolves to issue a Notice of Decision to Grant a Planning Permit for Development of Nine Dwellings and Consolidation of Land on Lot 2 and 3 LP78773, 4-6 Robinson Street, Camperdown subject to the following conditions:

Amended Plans required

1. **Prior to the development commencing amended plans must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and a minimum of three copies provided. Such plans must be generally in accordance with the plan submitted but modified to show:**
 - (a) **The redesign of dwellings 6 and 7 to cater for a 2.8 metre setback from the northern boundary in accordance with the wishes of Wannon Water so as to achieve at least 1 metre horizontal clearance from the buildings (or any overhang) to the outside edge of the existing sewer located on the property. This redesign must not require any further variations to standards over and above what is already permitted;**
 - (b) **The internal fence on the eastern side of dwelling 10 must be relocated so as to allow for a minimum 1.5 metre setback from the western windows of dwellings 1 and 2, whilst also retaining a minimum 3 metre wide driveway and 500mm landscaping strip;**
 - (c) **Appropriately designed, baffled and located lighting in all internal public areas to increase the safety of all communal areas;**
 - (d) **The location and dimensions of all water tanks proposed and in accordance with the variation sought;**
 - (e) **All decks proposed are to be no higher than the finished floor level for each relevant dwelling;**
 - (f) **All external fencing shown to be constructed or screened to a height of 1.8 metres in accordance with condition 9;**
 - (g) **The western window in the master bedroom of Dwelling 5 is to have a setback of 1.5 metres to the internal accessway;**

All to the satisfaction of the Responsible Authority

Consolidation of the land

2. **Prior to the development commencing Lot 2 and 3 LP78773 must be consolidated into one lot to the Satisfaction of the Responsible Authority.**

Construction of the development

3. **Prior to the development commencing, a Construction Management Plan shall be submitted to and approved by the Responsible Authority. The plan must outline how issues such as mud on roads, dust generation, erosion and sediment control will be managed on site during the construction phase. Details of a contact person/site manager must also be provided, so that this person can be easily contacted should any issues arise.**
4. **The development, construction and actions carried out must accord with the approved Construction Management Plan to the satisfaction of the Responsible Authority;**

Landscaping Plan

5. Prior to the development commencing a landscape plan must be submitted to and approved by the Responsible Authority. The landscape plan must be to the satisfaction of the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The landscaping plan must be generally in accordance with the landscape concept plan dated insert date prepared by insert consultant except that the plan must show:
- (a) a survey of all existing vegetation and natural features showing plants (greater than 1200mm diameter) to be removed;
 - (b) a planting schedule of all proposed trees, shrubs and ground cover, which will include the location, number and size at maturity of all plants, the botanical names of such plants and the location of all areas to be covered by grass, lawn or other surface materials as specified;
 - (c) the method of preparing, draining, watering and maintaining the landscaped area;
 - (d) details of surface finishes of pathways and driveways;
 - (e) landscaping and planting within all open areas of the site;
 - (f) the sewer and water supply connection points;
 - (g) the weed management program;
 - (h) indicate that an in-ground irrigation system is to be provided to all landscaped areas;
 - (i) Lighting in accordance with condition 1;
 - (j) All species selected must be to the satisfaction of the responsible authority

Completion and Maintenance of Landscaping

6. Prior to the occupation of the development or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
7. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including the replacement of any dead, diseased or damaged plants.

Drainage Plan

8. Prior to the development commencing all stormwater and water discharging from the buildings and works approved by this permit must occur in accordance with the approved Paving and Drainage Design Plan prepared by SJF and Associates Plan No. 16180 July 2016 or as amended. The developer must take proper care when connecting new drainage pipe to existing Council drainage pit all to the satisfaction of the Responsible Authority.

Fencing

9. Prior to the commencement of the use of the dwellings the fencing bordering the development must be constructed or screened to a height of 1.8 metres to the satisfaction of the Responsible Authority.

Control of Light Spill

10. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land or internal residents to the satisfaction of the Responsible Authority.

Vehicle Crossing and Sealed Pavement

11. The ingress and egress to the subject land, all internal carriageways and all car parking required by this permit shall be surfaced with an all weather bitumen pavement (or other approved sealing material) and drained to the satisfaction of the Responsible Authority.
12. Prior to commencement of modifications to the existing vehicle crossing, the developer shall obtain a separate Vehicle Crossing Permit. The redundant vehicle crossing for no. 4 Robinson Street shall be removed and replaced with barrier kerb & channel to match existing kerb and channel to the satisfaction of the responsible authority.

Wannon Water conditions

13. All sewerage works necessary to serve the proposed development must be implemented at the developers cost. The works are to be constructed and acceptance tested under the supervision of a consulting engineer in accordance with the plans and specifications approved by Wannon Water.
14. The provision, at the developers cost, of the required water supply works necessary to serve the proposed development.
15. The developer is to ensure all proposed buildings (or any overhang) and other infrastructure are clear of existing sewer easements and at least 1 metre horizontally clear of the outside edge of existing sewers and water mains on or adjacent to the property.
16. The developer shall enter into an agreement with Wannon Water for payment of the new customer contributions applicable to the proposed development.
17. The developer shall obtain the necessary consents and approvals for: -
 - (a) Alteration to or connection of on-site plumbing.
 - (b) Changes to the natural surface levels that result in a portion of the building or allotment not being able to be provided with gravity sewerage services.
 - (c) The placement of fill or cutting (benching) over existing sewers or sewerage easements on the property.

Expiry of Permit

18. This permit will expire if one of the following circumstances applies:
 - (a) The development hereby approved has not commenced within two (2) years of the date of this permit.

-
- (b) The development hereby approved is not completed within four (4) years of the date of this permit.**

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires; or within six (6) months after the permit expires where the development has not yet started; or within twelve (12) months after the permit expires where the development allowed by the permit has lawfully commenced before the permit expiry.

Attachments

1. Planning Permit Application Documentation PP2016/042 5445P - Under Separate Cover
2. Copy of Submissions PP2016/042 - Under Separate Cover
3. Applicants Response to Submissions PP2016/042 - Under Separate Cover
4. Comments on Application from Wannon Water PP2016/042 - Under Separate Cover

10. OFFICERS' REPORTS

10.1 Corangamite Roads Priority - Advocacy for Great Ocean Road North South Linkage and Visitors Touring Route Road Infrastructure Improvements

Author: Brooke Love, Director Works and Services

File No: D17/388

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 - Brooke Love

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

Summary

This report seeks to confirm Council's advocacy for the detailed investigation, design and implementation of important road related infrastructure requirements on the north – south linkages from the Great Ocean Road to ensure the safety of all drivers, the visitor experience, Corangamite's visitor economy and the international reputation of the iconic area.

Introduction

The key north-south route back to Melbourne from the Twelve Apostles forms part of the visitors touring route. The poor road conditions threatens the international reputation of touring the Great Ocean Road and the safety of all road users.

A funding solution that considers the visitors journey to the Great Ocean Road including the loop along hinterland roads north and south to the Princes Highway is required.

An estimated \$29 million is essential to ensure the road infrastructure is a suitable and safe standard.

Issues

The Twelve Apostles region welcomes 2.6 million visits annually. A great proportion (68%) of these visits are domestic daytrips, arriving via the Great Ocean Road by private vehicle or tour bus, spending time at the Apostles, and then departing back to Melbourne (Princes Highway) via Cobden Port Campbell Road and Timboon-Colac Road.

Recent funding has been allocated to improve the Great Ocean Road but no funding has been allocated to hinterland routes from the Great Ocean Road to the Princes Highway. More than 740 vehicles per day are using our local arterial roads with the number of vehicles using Cobden-Port Campbell Road, Princetown Road and Timboon-Colac Road increasing.

The primary concern is the condition of these roads and the safety risks for those travelling them. Road pavement upgrades are a short term option only. High standard pavement, strengthening, geotechnical and drainage improvements and key intersection upgrades are essential.

VicRoads 2013-2014 data shows that more than 21 per cent of the Cobden Port Campbell Road, Princetown Road and Timboon-Colac Road pavement surface is in a distressed state. Localised geotechnical and drainage improvements, high standard pavement and strengthening works, improved signage, assessment and provision for slow vehicle turnout opportunities and key intersection safety improvements are the minimum requirements for a suitable road network to and from the Twelve Apostles iconic landmark.

The extent of poor road conditions such as edge breaks, push outs, pavement cracking, rutting and potholes, notwithstanding the topography of the routes, means motorists drive to avoid these defects resulting in near-miss or actual accident occurrences.

Vic Roads' interactive crash statistics depict more than 60 vehicle crashes involving over 180 people over the past 6 years on the Great Ocean Road and hinterland roads forming the 'Great Ocean Road Visitors Touring' route. The attached crash map depicts the crashes and injuries occurring within the broad subject area between 2011 and 2017. Figures 1 and 2 below highlight the actual number of crashes by severity and number of injuries by severity on each of the roads identified as the Great Ocean Road visitor touring route. Eight of these crashes involved buses, i.e. with 7 plus people involved.

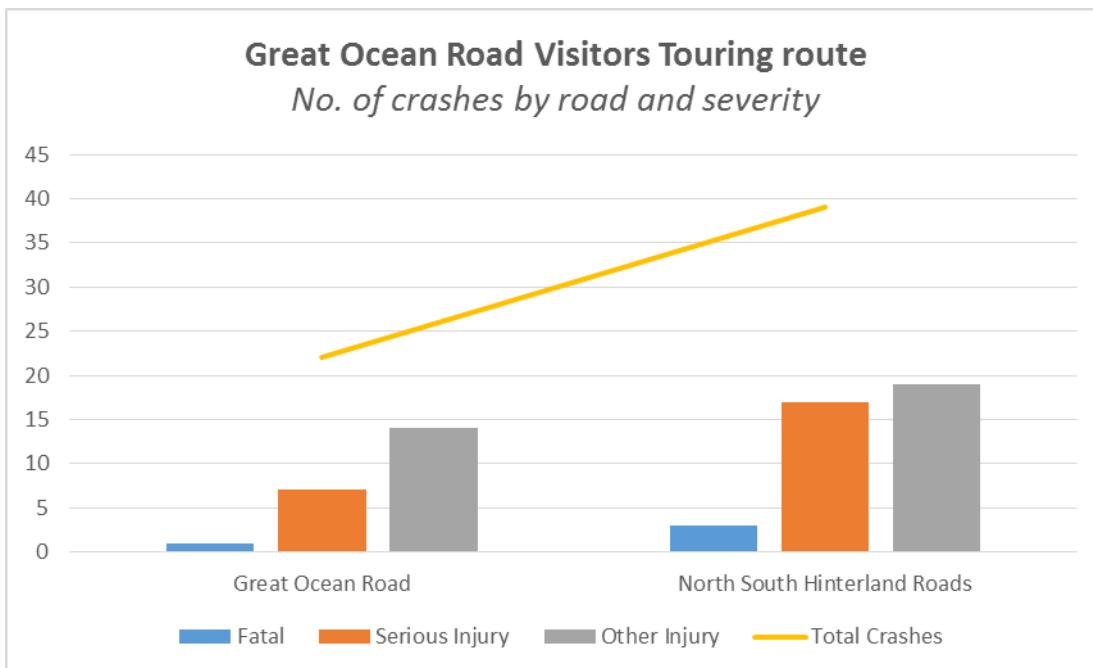


Figure 1. No of crashes on Great Ocean Road North South Loop visitor touring routes

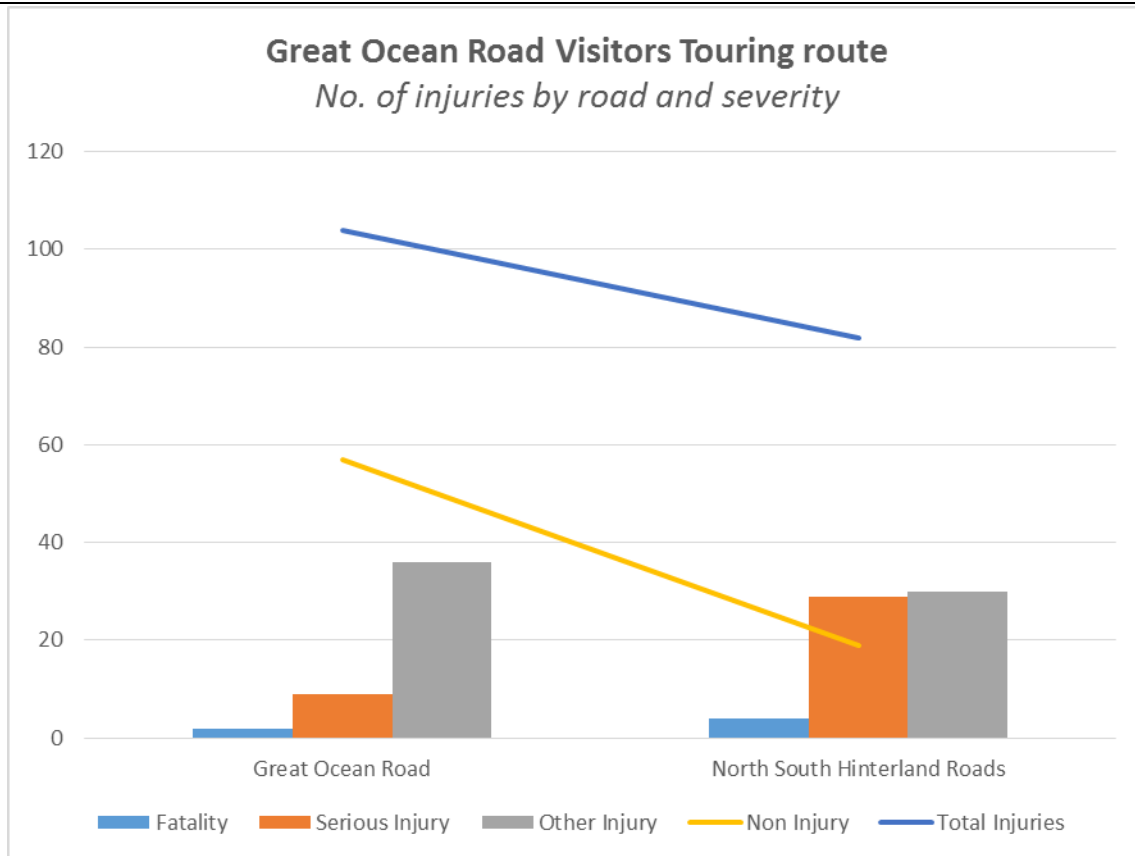


Figure 2. No of injuries on Great Ocean Road North South Loop visitor touring routes

The level of visitation to this area of the Shire is expected to increase by 45 per cent within the next 20 years. 11,500 visitors per day were recorded at the Twelve Apostles Visitor Centre on Australia Day and Chinese New Year this year (30 and 31 January 2017). Visitation over Easter was also extraordinary as has been depicted by video footage and photographs posted on social media.

Tourist driver behaviour is a particular concern, with many international drivers not remembering to drive on the left hand side of the road when driving along the Great Ocean Road and other main roads. Council has been involved in a number of initiatives to educate driver awareness and in an attempt to guide tourist driver behaviour, such as multilingual messaging on websites, directional arrows and *Drive on Left in Australia* signage on roads. Vic Roads have also implemented initiatives such as distribution of stickers in Great Ocean Road businesses and directional signage and line marking as above.

An increasing development of local produce experiences in the Timboon / Simpson area, known as the Food Artisans Trail, are drawing visitors from the Twelve Apostles into the hinterland.

The main roads used to access these attractions and which are identified as the primary north south linkages from the Great Ocean Road to the Princes Highway and the visitors touring route are:

- Cobden-Port Campbell Road
- Princetown Road, and
- Timboon-Colac Road.

As a part of these routes, three key intersections are identified as high risk due to sightlines and configuration and therefore are prioritised for assessment:

- The intersection of Timboon Colac Road and Cobden Port Campbell Road
- The intersection of Timboon Colac Road and Lavers Hill Cobden Road
- The intersection of Timboon Colac Road and Princes Highway.

The total estimated cost for the detailed investigation, design and implementation of road and road related improvement works for all roads and key intersections within the network of north south linkages from the Great Ocean Road is \$29 million. The expected improvement opportunities include:

- high standard pavement and strengthening
- improved signage
- opportunities for slow vehicle turnout where required
- key intersection safety improvements
- localised geotechnical and drainage improvement

An advocacy document highlighting the key points above has been developed for future use by Councillors and Council officers to advocate for road infrastructure on the visitors touring route in order to support the safety, the experience, and the increasing visitation levels to the Great Ocean Road and south of the Shire.

Policy and Legislative Context

Council's 2017-2021 Council Plan identifies roads as a significant priority. The Great Ocean Road North South visitor touring route aligns with the Council Plan key themes of *Roads, Governance and Financial Sustainability* and *Vibrant Economy, Agriculture and Tourism* and related objectives as follows:

We are committed to maintaining our local roads and advocating to the State and Federal Governments for improvements to the road network.

Council will focus on the provision of high quality roads.

Advocate on behalf of our communities for increased funding towards the main road network.

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

Council will advocate strongly in relation to roads and cost shifting and other Council and community priorities.

We value the importance of local business to our economy and the overall prosperity of Corangamite Shire.

Support and facilitate the development of the visitor economy.

Internal / External Consultation

Council have reviewed and refined the development of the advocacy document. It is envisaged this document will be used to advocate with State and Federal Government bureaucrats and politicians.

Consultation has been undertaken with Colac Otway Shire; Timboon Colac Road and the intersection with Timboon Colac Road and Princes Highway are within their municipal boundaries.

All statistics quoted within the document and this paper have been generated from VicRoads data including *Interactive Crash Statistics Website* and *Pavement Condition Data Great South Coast From 9900 To 1314*. It should be noted that the pavement condition data is outdated but can be relied on to provide some context to the current condition despite some works having been programmed on these roads in the past 2 years. Vic Roads have not been forthcoming with the most current condition data (expected to have been collected in 2015-2016) of the roads under their responsibility and within our municipality.

Financial and Resource Implications

Whilst \$150 million has been allocated by State and Federal Governments for improvements to the Great Ocean Road within the past three years, this funding is limited to the Great Ocean Road alone.

The total estimated cost for the detailed investigation, design and implementation of road and road related improvement works for each of the north south linkage roads and key intersections is \$29 million. It is estimated the financial requirement for each of the specific touring routes observe to be used by visitors to the region and accounting for travel along two different roads, etc. is:

- \$16 million for Great Ocean Road – Cobden Port Campbell Road – Timboon Colac Road
- \$11 million for Great Ocean Road – Princetown Road - Lavers Hill Cobden Road – Timboon Colac Road
- \$10 million for Great Ocean Road – Cobden Port Campbell Road – Cobden Camperdown Road
- \$4 million for key intersection safety works

There is expected to be some resources required to put into effect the advocacy effort. This may include but not be limited to Councillor and Council officer time for meetings or deputations to Government representatives, printing of advocacy materials and so on. These will be absorbed in Council's recurrent budget.

Options

Council can choose to endorse the proposed advocacy position and associated document for the Great Ocean Road north south linkage touring route or can choose to make changes as required.

Conclusion

Consideration of the 'visitor's journey' is essential given the condition of the roads, the significant safety issues, the projected increase in visitation, the visitors experience and the risk of impact on international reputation of the area. The Great Ocean Road visit is more than the Great Ocean Road alone. Cars and tour buses are using the Cobden Port Campbell Road, Timboon Colac Road and Princetown Road as north south linkage routes to the Princes Highway to return to Melbourne. A funding solution that considers road infrastructure requirements for the complete visitor journey is recommended.

RECOMMENDATION

That Council:

1. **Endorses the advocacy position, advocacy effort and related advocacy documentation to support road infrastructure requirements for the Great Ocean Road North South linkages and visitor touring routes including Cobden Port Campbell Road, Princetown Road, Timboon Colac Road and key intersections along the north south links to the Princes Highway.**
2. **Writes to the Victorian Government Minister for Roads and Roads Safety and Minister for Tourism & Major Events with copies sent to all local members of Parliament and the Chief Executive Officer Vic Roads, advising of Council's position concerning essential funding requirements for the Great Ocean Road North South linkages and visitor touring routes including Cobden Port Campbell Road, Princetown Road, Timboon Colac Road and key intersections along the north south links to the Princes Highway.**
3. **Writes to the Australian Government Minister for Infrastructure and Transport and Minister for Trade, Tourism and Investment with copies sent to all local members of Parliament advising of Council's position concerning essential funding requirements for the Great Ocean Road North South linkages and visitor touring routes including Cobden Port Campbell Road, Princetown Road, Timboon Colac Road and key intersections along the north south links to the Princes Highway.**
4. **Identifies the Great Ocean Road North South linkages and visitor touring routes advocacy as a priority project in future State and Federal Government advocacy documents.**
5. **Provides Colac Otway Shire with the Great Ocean Road North South linkages and visitor touring routes advocacy documentation.**

Attachments

1. Great Ocean Road North South Loop Advocacy Documentation - Under Separate Cover
2. Great Ocean Road Visitors Touring Route Road Infrastructure Crash Statistics map - Under Separate Cover

10.2 Regional Roads Priority - Advocacy for Princes Highway West Corridor Strategy and National Land Transport Network

Author: Brooke Love, Director Works and Services

File No: D17/389

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 - Brooke Love

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

Summary

This report seeks to confirm Council's support for the important road related assessment of the Princes Highway West from Colac to the South Australian border as a means of determining the best infrastructure treatments required.

Introduction

The Princes Highway provides a strategic transport link between Melbourne and the South Australian border, and beyond to Adelaide.

Over recent years the road has not received adequate maintenance, leading to extremely poor road conditions.

The upgrade of the highway has strong support in the region and has been identified by the Great South Coast Group as a priority project.

Advocacy is being led by Warrnambool City Council on behalf of the region for a corridor strategy for the Princes Highway West between Colac and the South Australian border which clearly identifies the improvements and upgrades the highway requires.

Issues

Princes Highway West is an important thoroughfare for the Great South Coast region which produces a third of Victoria's beef, a third of its dairy, a third of its lamb and one quarter of its wool. The vast majority of this produce worth more than \$1.8 billion is bound for markets further afield, mostly international, and relies on the Princes Highway to access ports and markets.

The construction of the dual carriage highway from Geelong to Winchelsea and Winchelsea to Colac will provide significant economic benefits for the local industry whilst providing a safe connection for tourists and residents.

While traffic on the highway has grown in volume in recent years, the highway infrastructure west of Colac has received only minor upgrades. It has been 18 years since the last VicRoads strategy for the Princes Highway West was produced.

More than a decade ago VicRoads reported the crash rate was greater than the state average in the winding sections between Colac and Warrnambool and between Portland and Heywood. The majority of these were 'run off the road' fatigue-related or head-on due to driver error. Over the past five years there have been nine fatalities, 80 serious injuries and 141 other injuries.

Traffic numbers between Colac and Warrnambool through Camperdown over the past 10 years have increased on average by 8.5%, with commercial vehicles accounting for 5.5%. More specifically, growth between Camperdown and Warrnambool has increased by 15% for all vehicles and 9% for commercial vehicles. Over the past 15 years traffic volumes on sections of highway at Warrnambool have increased by approximately 50%. The number of vehicles per day between Warrnambool and Port Fairy have increased by 260% since the last corridor strategy completed in 1999.

Time for a Plan

SW local government authorities are advocating for the Princes Highway West corridor strategy to investigate what improvements and upgrades the highway will require rather than a one-size-fits-all approach. The opportunities for assessment include:

- Duplication
- Additional, improved and more regular passing opportunities
- 2 + 1 model
- a combination of all of the above

Funding to implement the recommendations of a strategy for the Princes Highway West will also be required.

Key to the development of the strategy is consultation; consultation with users (motorists and industry) and consultation with road managers. It is imperative that through the development of the strategy feedback is sought from key stakeholders.

An advocacy document highlighting the key points above has been developed for future use by Corangamite Shire, Colac Otway Shire, Moyne Shire, Glenelg Shire and Warrnambool City Council to advocate to State Government a 'Time for a Plan'.

National Land Transport Network

The National Land Transport Network is a defined national network of important road and rail infrastructure links and their intermodal connections. The Network is determined by the Minister under the National Land Transport Act 2014. Princes Highway is included on this network up until Colac; Princes Highway West is not.

Inclusion on the network has in the past meant Federal Government funding was allocated to projects on those roads listed 'on-network'. More recently, changes to the funding categories has meant 'off-network' projects have been funded. We have seen this recently with the announcement of \$20million federal government funding for Princes Highway West. Whilst these changes have come into effect, it does not provide assurance for the future that projects on this strategically significant thoroughfare will be prioritized.

The significance of the freight task from the region and given that it provides a connection between major capital and regional cities with strong commercial activity make the route a strong candidate for consideration as part of the National Land Transport Network. Representations to the Federal Government Infrastructure Minister for consideration of networks linkages as part of the National Land Transport Network are made by the Victorian Government. The last representation was in 2014 and the Princes Highway West was included in the recommendation from the Victorian Government, however significant changes were not implemented at this time. Refer attached correspondence under separate cover.

Regional support is evident through the Great South Coast Food and Fibre Strategy and support for improved freight logistics. Great South Coast councils have sought continued support from the State Government and a commitment to advocacy for the Princes Highway West to be included on the National Land Transport Network when future submissions are sought from the Federal Minister.

Policy and Legislative Context

Council's 2017-2021 Council Plan identifies roads as a significant priority. Advocacy for detailed investigation, consultation and implementation of treatments for the Princes Highway West aligns with the Council Plan key themes of *Roads, Governance and Financial Sustainability* and *Vibrant Economy, Agriculture and Tourism* and related objectives as follows:

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

Council will advocate strongly in relation to roads and cost shifting and other Council and community priorities.

Council will build strong and effective partnerships with key stakeholders including peak organisations and the State and Federal Government.

We are committed to maintaining our local roads and advocating to the State and Federal Governments for improvements to the road network.

Council will focus on the provision of high quality roads.

Advocate on behalf of our communities for increased funding towards the main road network.

We value the importance of local business to our economy and the overall prosperity of Corangamite Shire.

Increase the economic value of the food and fibre sector within Corangamite Shire.

Internal / External Consultation

The advocacy document has been developed by Warrnambool City Council in partnership with neighbouring municipalities. It is envisaged this document will be used to advocate with State and Federal Government bureaucrats and politicians.

Financial and Resource Implications

There is expected to be some resources required to put into effect the advocacy effort. This may include but not be limited to Councillor and Council officer time for meetings or deputations to Government representatives, printing of advocacy materials and so on. These will be absorbed in Council's recurrent budget.

Options

Council can choose to endorse the proposed advocacy position and associated document for the Princes Highway West Colac to the South Australian border in partnership with neighbouring municipalities or can choose not to and either advocate on this matter alone or not at all.

Conclusion

The Princes Highway West is the key east-west route in south-western Victoria, providing a strategic transport link between Melbourne and the South Australian border, and beyond to Adelaide. Development of a corridor strategy which investigates what improvements and upgrades the highway requires along with appropriate stakeholder consultation will ensure that the most appropriate and cost efficient treatment options for the highway as opposed to a one size fits all approach. Inclusion on the National Land Transport Network will ensure that the Princes Highway West is recognised and afforded appropriate funding for upgrades in keeping with its substantial strategic significance.

RECOMMENDATION

That Council:

- 1. Endorses the advocacy position, advocacy effort and related advocacy documentation to support the development of a corridor strategy for Princes Highway West from Colac to the South Australian border.**
- 2. Endorses the advocacy position and advocacy effort for the inclusion of Princes Highway West from Colac to the South Australian border on the National Land Transport Network.**
- 3. Identifies the Princes Highway West corridor strategy and requirement for inclusion on the National Land Transport Network as a priority project in future State and Federal Government advocacy documents.**

Attachments

1. Princes Highway West Colac to SA border Advocacy Document - Under Separate Cover
2. Map Victoria National Land Transport Network Road Corridors (2014) - Under Separate Cover
3. Copy Letter State Government Princes Highway West NLTN - Under Separate Cover

10.3 Inquiry into the Sustainability and Operational Challenges of Victoria's Rural and Regional Councils

Author: David Rae, Director Corporate and Community Services

File No: D17/415

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

To authorise the Chief Executive Officer to make a submission on the Victorian Parliament's Inquiry into the Sustainability and Operational challenges of Victoria's Rural and Regional Councils (Inquiry). A copy of the proposed submission is attached under separate cover.

Introduction

The sustainability and operational challenges of rural and regional councils in Victoria are being examined in a public inquiry by the Victorian Parliament's Environment, Natural Resources and Regional Development Committee. The Inquiry's Term of Reference are available online at <https://www.parliament.vic.gov.au/enrrdc/inquiries/article/2592>.

Issues

Issues being explored by the Committee include funding and budgetary pressures, infrastructure needs, and rate policies. The Inquiry's terms of reference identify flood planning and preparation, maintenance of flood mitigation infrastructure, maintenance of local road and bridge networks, as well as weed and pest animal control as key issues for the Committee to examine.

The Inquiry provides an opportunity for Council to contribute views on the services provided by rural and regional councils. Submissions are open until 30 June 2017 and the Committee will be conducting public hearings across Victoria.

It is proposed Council's submission emphasises:

- Rural councils, such as Corangamite Shire, are under increasing financial pressure to deliver more services with fewer resources. Both revenue and expenditure pressures continue to be experienced by Council and without continuing financial support Council's long-term financial sustainability is at risk.
- In addition to the current services provided by Council on behalf of other levels of government, there are a range of potential cost shifting implications associated with changes to State Government policy or legislation. Some of these changes appear to reflect an emerging State Government philosophy that sees the State setting the policy with Local Government providing on-ground delivery.

- A property base tax is not necessarily fair and equitable. In lieu of an alternate method the current system is reasonable and equity be managed through the existing provision of the Local Government Act.
- The key principles underpinning Council's response to rate capping are:
 - Seek to reduce cost shifting from the State Government.
 - Work with other councils through the Municipal Association of Victoria and Rural Councils Victoria to advocate for a fairer system of funding.
 - Reduce or eliminate some services which are "nice to do but not critical".
 - Continue to invest in renewing existing assets.
 - Not borrow to subsidise operating activities.
 - Continue to be as efficient as possible.
- The level of investment required to undertake appropriate flood mitigation work is well outside the capacity of Council and the capacity of Council to pay for flood mitigation works is limited.
- The maintenance of Council's local road and bridge network continues to be a challenge. Under investment by VicRoads over a long period has resulted in many State owned roads that are beyond maintenance and now require major rehabilitation. The cost to the local economy is high and the reputational damage to the Shipwreck Coast brand is significant.
- Whilst legislative changes have transferred responsibility for weeds and pest animal control from the State Government to Local Government the funding is inadequate to comply with the increased in management obligations.

Policy and Legislative Context

Consideration of this report is in accordance with the 2017-2021 Council Plan commitments:

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

Council will make budgetary decision that ensure Council remains in a strong financial position now and into the future.

Council will deliver value for money by ensuring that services are required and delivered efficiently and sustainably.

Council will advocate strongly in relation to roads and cost shifting and other Council and community priorities.

Internal / External Consultation

The proposed submission has been developed and reviewed by Council's Senior Officer Group in response the Inquiry's Terms of Reference.

Financial and Resource Implications

Whilst there are no financial and resource implications associated with making a submission to the Inquiry into the Sustainability and Operational challenges of Victoria's Rural and Regional Councils the long-term financial implications are significant if rural and regional council's do not respond adequately or are appropriately assisted by government do so.

Options

Council can choose to authorise the Chief Executive Officer to make a submission to State Parliament's Inquiry into the Sustainability and Operational challenges of Victoria's Rural and Regional Councils or not.

Conclusion

The Victorian Parliament's is conducting an Inquiry into the Sustainability and Operational challenges of Victoria's Rural and Regional Councils (Inquiry). The Inquiry provides Council an opportunity to inform Parliament of its views and experiences as a rural council in the context of the Terms of Reference. A copy of the proposed submission is attached under separate cover. It is recommended Council authorise the Chief Executive Officer to make a submission on its behalf.

RECOMMENDATION

That Council authorises the Chief Executive Officer to make a submission to Victorian Parliament's Environment, Natural Resources and Regional Development Committee Inquiry into the Sustainability and Operational challenges of Victoria's Rural and Regional Councils.

Attachments

1. Submission Parliamentary Inquiry into the Sustainability and Operational Challenges of Victoria's Rural and Regional Councils - Under Separate Cover

10.4 Municipal Association Act Review Submission

Author: Andrew Mason, Chief Executive Officer

File No: D17/412

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

The Municipal Association of Victoria (MAV) is the peak organisation representing the interests of Local Government in Victoria. The MAV currently operates under the *Municipal Association Act 1907* (the Act) and the State Government has recently released a consultation paper in relation to the review of the Act. This paper seeks to inform Councillors of this matter and recommends that Council make a submission in relation to the consultation paper.

Introduction

The MAV provides an important role representing the interests of Local Government and provides a range of services including insurance and procurement services. The MAV currently operates under an Act drafted in 1907, which does not necessarily reflect contemporary governance practices.

Issues

The majority of the reforms outlined in the consultation paper are generally supported, as they seek to modernise the existing Act and ensure high levels of governance and accountability. Some specific issues or concerns are highlighted below.

Independence

It is critical that the MAV remains a strong and independent advocate for Local Government, and that it should not be unreasonably constrained by State oversight or regulation.

Concern is raised about a number of changes to the Act that seek to direct MAV activity or require Ministerial oversight. In particular the following proposed reforms are noted.

Reform 1 – Sets out the broad role of the MAV. Included in the preamble is a requirement for the MAV to facilitate collaboration and shared services between councils. While this objective is laudable it is questioned if this is a key role of the MAV. Decisions about shared services should remain the prerogative of each individual council.

Reform 29 - Requires the approval of the Minister for provision of mutual liability insurance. This should be a business decision of the Board and should not be constrained by Ministerial approval.

Board Members and Membership

It is important that the reforms clarify that representatives to the MAV must come from that council given that this issue has caused confusion in the past. This reform should also clarify that only councils making a financial contribution are eligible and that each council should constitute the MAV not the representative as set out in the consultation paper.

Reform 4 – The proposed reform should be amended to stipulate that only councils making a financial contribution can be members and that the council, not the representative, constitutes the MAV.

Policy and Legislative Context

Consideration of a submission to the Municipal Association Act Review is consistent the Council Plan 2017-2021 objective “Council will build strong and effective partnerships with key stakeholders including peak organisations and the State and Federal Government.”

Internal / External Consultation

No consultation has been undertaken in relation to this matter.

Financial and Resource Implications

There are no financial resource implications associated with making a submission.

Options

Council can choose to either:

1. Make a submission as recommended.
2. Make an amended submission.
3. Not make a submission.

Conclusion

The MAV is an important organisation providing representation, insurance and procurement services to the Local Government sector. The proposed changes to the *Municipal Association Act* are broadly supported but concerns exist with some of the specific amendments, in so far as they impact on the independence of the MAV and ensuring that councils constitute the membership of the MAV.

RECOMMENDATION

That Council authorises the CEO to make a submission to Local Government Victoria in relation to the Municipal Association Act Review.

Attachments

1. Submission to Municipal Association Act Review - Under Separate Cover

10.5 Disabled Access Ramps on Footpaths Policy

Author: John Kelly, Manager Assets Planning

File No: D17/406

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 - John Kelly

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

Summary

This report recommends Council adopt the Disabled Access Ramps on Footpaths Policy as a guide to the process for the application, assessment and installation of disabled access ramps for existing buildings which will encroach onto footpaths.

Introduction

Alterations and/or additions to an existing building may trigger a requirement of the Building Code of Australia that disabled access be provided so that the building is compliant with the Disability Discrimination Act (DDA). Compliance with the DDA may also be a decision of the building owners in order to provide equitable access to their building. In some instances the only alternative for building owners to be compliant is to have the disabled access to the existing building encroaching onto the abutting footpath within the road reserve.

The Disabled Access Ramps on Footpaths Policy is a new policy for Council which applies to applications for the establishment of disabled access ramps encroaching onto footpaths for existing buildings only. For new buildings the disabled access ramps are required to be constructed within the private property.

Issues

Council requires the applicant for a disabled access ramp to make every effort to design the ramp within the property boundaries, or within the building itself, whenever possible. Designing a ramp which will encroach into a public footpath should be the last alternative considered. Council will refuse construction of an access ramp encroaching onto the footpath when there is considered to be a valid alternative.

This policy will give guidance to building owners and Council for those situations when access ramps cannot feasibly be accommodated within the property boundaries and will need to encroach into the footpath. This is particularly the case with heritage buildings that have been established with stepped entrances and with little or no scope for internal renovation. Council needs to take into consideration in the review of these proposals the potential of an encroachment into the footpath being an obstruction and hazard to

pedestrians, particularly those that are vision impaired. Factors to be considered in the review include:

- The pedestrian volumes in the location.
- The room required to allow two wheelchairs to pass on the footpath. A minimum 1.8m width of footpath is required for this situation.
- The use of the building line by the vision impaired as a guide for mobility.
- Accessibility for authorities to existing services under the footpath near the building line
- Room available on the footpath for other street furniture.

Applications

The application for a disabled access ramp would generally be submitted in conjunction with submission of a permit application to Council's Planning and Building Services for the overall building alterations. The current requirements for building permit applications would extend to applications for the access ramps.

Assessment

Officers from Council's Planning and Building Services and Assets Planning teams will jointly review the application for the disabled access ramp.

If it is determined that it is not feasible to construct a disabled ramp within the property Council will consider permitting the establishment of a disabled access ramp that will encroach onto the footpath provided :

- There will be a 1.8m wide minimum clearance on the footpath from the outer extremity of the proposed ramp taking into account the location of street furniture and other obstructions; and
- Access to service utilities under the footpath will not be blocked by the proposed ramp.

Design of the access ramp will be required to be in accordance with the relevant building codes and Australian Standard AS 1428 Design for Access and Mobility. The design will include the provision of tactile ground surface indicators on the footpath to guide vision impaired people around the ramp.

Approval

Approval of the disabled access ramp design will be incorporated into the building permit for the building alterations.

Installation

It will be the owner of the property's responsibility to construct and maintain a ramp that encroaches onto a footpath.

Prior to commencement of construction of the ramp within the road reserve the owner will be required to obtain a Road Opening Permit from Council's Assets Planning team and adhere to the conditions that accompany the permit.

Council reserves the right to have the ramp removed, repaired or altered at the owner's expense if it is considered to be a public hazard and/or has fallen into a state of disrepair.

Policy and Legislative Context

The 2017-2021 Council Plan includes the following objectives which support the Disabled Access Ramps on Footpaths Policy:

Theme 4 Built and Natural Environment

- Township infrastructure will contribute to safe and accessible public areas

Theme 5 Safe and Healthy Communities

- Improve the health and wellbeing of our community

Other relevant legislation includes:

- Building Code of Australia
- Disability Discrimination Act
- Australian Standard AS 1428 Design for Access and Mobility
- Austroads Guide to Road Design – Part 6A Pedestrian and Cyclist Paths
- Corangamite Shire Social Inclusion Policy
- Corangamite Disability Discrimination Policy.

Internal / External Consultation

The Disabled Access Ramp on Footpaths Policy is a new policy that has been reviewed internally in consultation with Council's Municipal Building Surveyor, Risk Management Co-ordinator and Community Services staff.

Financial and Resource Implications

Costs associated with the construction and maintenance of the access ramps will be incurred by the building owner. Council officers will be required to assess and approve applications where required however this will be incorporated into Council's current functions and recurrent budget.

Options

Council can opt to endorse the Disabled Access Ramps on Footpaths Policy as proposed or choose to make amendments to the policy.

Conclusion

The proposed Disabled Access Ramps on Footpaths Policy provides confirmation of the process for the application, assessment and construction of disabled access ramps for existing buildings which will encroach onto footpaths.

RECOMMENDATION

That Council adopts the Disabled Access Ramps on Footpaths Policy dated June 2017.

Attachments

1. Disabled Access Ramps on Footpaths Policy June 2017



**CORANGAMITE
SHIRE**

Disabled Access Ramps on Footpaths Policy

Corangamite Shire

June 2017

Council Policy



CORANGAMITE
SHIRE

Disabled Access Ramps on Footpaths

Introduction

For new works on existing buildings, construction of a ramp providing equitable access to the building may be required to make it compliant with the Disability Discrimination Act (DDA). In some instances the only alternative for building owners to be compliant is to have the disabled access to the existing building encroaching onto the abutting footpath within the road reserve.

Purpose

This policy aims to provide the guidelines to be followed for the application, assessment and installation of disabled access ramps that encroach onto footpaths.

Scope

This policy applies to the applications for the establishment of disabled access ramps encroaching onto footpaths for existing buildings only. For new buildings the disabled access ramps are required to be constructed within the private property.

References

Building Code of Australia
Disability Discrimination Act
Australian Standard AS 1428 Design for Access and Mobility
Austroads Guide to Road Design – Part 6A Pedestrian and Cyclist Paths
Corangamite Shire Social Inclusion Policy
Corangamite Shire Disability Discrimination Policy

Policy Detail

Applications

In line with the Building Code of Australia, alterations internally to an existing building may trigger the requirement for disabled access to be provided for the public so that the building is compliant with the DDA. The application for a disabled access ramp would generally be submitted in conjunction with submission of a permit application to Council's Planning and Building Services for the overall building alterations. The current requirements for building permit applications would extend to applications for the access ramps.

Council requires the applicant for a disabled access ramp to make every effort to design the ramp within the property boundaries, or within the building itself, whenever possible. Designing a ramp which will encroach into a public footpath should be the last alternative considered. Council will refuse construction of an access ramp encroaching onto the footpath when there is considered to be a valid alternative.

The applicable standard for a new access ramp is AS 1428.1 which has the requirements of a new ramp which will guide in determining the most appropriate positioning of the ramp. According to the standard a new ramp is to contain, amongst other requirements, the following features:

- A slope no steeper than 1 in 14.
- A compliant handrail on each side of the ramp
- A minimum ramp width of 1m between the rails.
- Level landings at the top and bottom of each ramp run.

Assessment

Officers from Council's Planning and Building Services and Assets Planning teams will jointly review the application for the disabled access ramp.

If it is determined that it is not feasible to construct a disabled ramp within the property Council will consider permitting the establishment of a disabled access ramp that will encroach onto the footpath provided :

- There will be a 1.8m wide minimum clearance on the footpath from the outer extremity of the proposed ramp taking into account the location of street furniture and other obstructions, and
- Access to service utilities under the footpath will not be blocked by the proposed ramp.

Design of the access ramp will be required to be in accordance with the relevant building codes and Australian Standard AS 1428 Design for Access and Mobility. The design will include the provision of tactile ground surface indicators on the footpath to guide vision impaired people around the ramp.

Approval to the disabled access ramp design will be incorporated into the building permit for the building alterations.

Installation

It will be the owner of the property's responsibility to construct and maintain a ramp that encroaches onto a footpath.

Prior to commencement of construction of the ramp within the road reserve, the owner will be required to obtain a Road Opening Permit from Council's Assets Planning team and adhere to the conditions that accompany the permit. The owner will also be required to enter into an agreement with Council via a Memorandum of Understanding prior to construction which will confirm the building owner's maintenance responsibilities and the requirement for public liability insurance cover for the ramp.

Council reserves the right to have the ramp removed, repaired or altered at the owner's expense if it is considered to be a public hazard and/or has fallen into a state of disrepair

Review Date

June 2020

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

10.6 Heavy Vehicle Access Policy

Author: John Kelly, Manager Assets Planning

File No: D17/404

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 - John Kelly

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

Summary

This report recommends Council adopt the Heavy Vehicle Access Policy which sets out the process assessing applications for access and/or load limit increases to the local road network by High Productivity Freight Vehicles (HPFV) and oversize and overmass vehicles.

Introduction

High Productivity Freight Vehicles (HPFV) such as B-Doubles and Higher Mass Limit (HML) vehicles are important to the efficiency of the freight task in Corangamite Shire. The larger capacity of these vehicles reduces the number of vehicles required for a given amount of freight.

Access to the local road network should be considered where it can be demonstrated by consistent assessment that these vehicles can operate safely with other traffic and where road infrastructure is suitable.

The use of HPFV on local roads within Corangamite Shire is dependent on the operator obtaining a permit issued by the National Heavy Vehicle Regulator (NHVR). Within the process the NHVR refers the permit application to Council for consent.

The Heavy Vehicle Access Policy is a new policy for Council which applies to the assessment of all applications from companies or individuals for the use of HPFV and oversize and overmass vehicles on the local road network in Corangamite Shire including the assessment of the requests from industry for the use of innovative heavy vehicles with higher load capacity on the network.

Issues

The NHVR is the “one stop shop” agency established by the Federal Government following the passing of the Heavy Vehicle National Law. It is the point of contact for heavy vehicle operators for all heavy vehicle access on main and local roads and makes the final decision after referring to councils for consent when local roads are proposed to be accessed as part of the applications.

Council currently approves, where appropriate, General Mass Limit (GML) and HML vehicles with a maximum gross load of 63 tonnes and 68.5 tonnes respectively travelling on its local road network. Recent innovations in truck design are providing opportunities for industry to carry loads which are greater than these load limits.

The Heavy Vehicle Access Policy defines the process in assessing applications for access and/or load limit increases to the local road network by High Productivity Freight Vehicles (HPFV) and oversize and overmass vehicles.

HPFV and Oversize and Overmass Application Assessment Process

Where an application for heavy vehicle access to the local road network by HPFVs, oversize or overmass vehicles is received by Council from the NHVR:

- Council's Assets Planning team will assess the travel route of each application on its merits, based on the NHVR's Approved Guidelines for Granting Access.
- Council will engage in a consultation process with relevant stakeholders where it is deemed necessary; and
- Council will respond to NHVR with either consent to the application subject to appropriate conditions being added to the permit, recommendation of an alternative route or consent not given with reasons provided.

On the more heavily trafficked strategic freight routes on the local road network in Corangamite Shire, Council has previously had roads gazetted as approved for B Double and HML travel where appropriate. Details of the approved routes are able to be viewed on interactive maps on NHVR and VicRoads websites. The advantage of having the pre-approved routes is that heavy vehicle operators are not required to go through the permit process and Council officers' time on reviewing applications is reduced. Council will continue to seek to add where possible further roads to the pre-approved B Double and HML vehicle list.

The attached policy and NHVR Approved Guidelines for Granting Access provides more detail concerning the assessment and considerations.

Assessment of Load Limit Increases

Corangamite Shire Council currently approves access of HPFV on its local road network for GML and HML for 25m B-Double vehicles at maximum 62.5 tonnes and 68.5 tonnes respectively.

Innovation from operators has seen the introduction of various technologies (i.e. road friendly suspension, steerable trailer axles etc.) and different vehicle and trailer combinations that enable the operators to carry greater payloads whilst reducing wear on road surfaces.

It is likely permit applications will be received by Council as companies add these vehicles to their fleet. To enable these vehicles on the network with the higher mass limit, Council would need to process the NHVR applications and this might potentially expand to other routes or applicants operating the same vehicle configuration in other industries.

Allowing increased higher mass limits on HPFV vehicles will reduce the overall number of movements required by smaller, less road friendly, heavy vehicle combinations accessing the local road network. It will also improve productivity for industry without significantly increasing the overall wear on road surfaces arising from vehicles entering/exiting the local road network, and the associated costs of maintenance this creates for Council.

Likely economic benefits are:

- improved travel times & saving on wages
- improved truck reliability
- reduced truck operating costs
- safety improvement
- freight network connectivity improvement
- improved air quality with less pollution
- reduced wear and tear on road network
- reduced wear and tear at the farm gate
- economic efficiency on the farm.

Overall the improved reliability allows for more daily deliveries for each vehicle, fewer vehicles and trips required, less fuel used, less driver time, less overtime at loading docks, less safety inventory, and more centralized dispatch and distribution plus less maintenance.

Requests for Council consent for use of vehicles such as the 26m A Double with HML greater than 68.5 tonne will come via the NHVR in the same permit application process as described above. The Heavy Vehicle Access Policy details the process in addition to the assessment steps detailed above, that Council will take into consideration with the alternative vehicle and increased loads.

Should an increase in HML be warranted across the network or specific local roads, Council approval will be sought.

Policy and Legislative Context

The 2017-2021 Council Plan includes the following objectives which support the Heavy Vehicle Access Policy:

Theme 2 Roads

- Council will focus on the provision of high quality roads
- Upgrade strategic local roads based on opportunities to improve economic outcomes

Theme 3 Vibrant Economy, Agriculture and Tourism

- Maintain our competitive advantage as an “investment friendly” council and a leader in local economic development
- Increase the economic value of the food and fibre sector within Corangamite Shire

Other relevant legislation includes:

Road Safety Act 1986

Heavy Vehicle National Law 2016

Heavy Vehicle (Mass, Dimension and Loading) National Regulation

Internal / External Consultation

In preparation of this policy consultation has been undertaken with the Moyne Shire Council and Colac Otway Shire staff members, VicRoads, Byford Equipment and dairy industry representatives.

Financial and Resource Implications

Assessments of heavy vehicle permit applications from the NHVR are undertaken by staff from Council's Assets Planning team. Time savings and improved productivity outcomes would be realised by staff if the network of local roads with pre-approval to B Double and HML use was increased further where possible.

Initial discussions with bridge engineers, Pit & Sherry, who have previously undertaken investigations on the condition on the existing Castle Carey Bridge, have indicated that detailed loading assessments of Council's bridges would cost approximately \$5,000 each.

It is the intention of Council to seek external funding, including contributions from business and industry where there is a commercial benefit, to support undertaking these assessments.

External funding opportunities will also be sought to assist in undertaking upgrades at local roads and intersections that are identified to be part of strategic freight routes.

Routes which are identified as requiring assessment and /or upgrade and as a consequence funding, will be discussed with Council during the annual budget development.

Options

Council can opt to adopt the Heavy Vehicle Access Policy as proposed or choose to make amendments to the policy.

Conclusion

The proposed policy sets out the process for Council assessing applications for access and/or load limit increases to the local road network by High Productivity Freight Vehicles (HPFV) and oversize and overmass vehicles.

RECOMMENDATION

That Council adopts the Heavy Vehicle Access Policy dated June 2017.

Attachments

1. Heavy Vehicle Access Policy June 2017



**CORANGAMITE
SHIRE**

Heavy Vehicle Access Policy

Corangamite Shire
June 2017

Council Policy



CORANGAMITE
SHIRE

Heavy Vehicle Access

Introduction

The use of B-doubles, Higher Mass Limit, oversize and overmass vehicles on local roads within Corangamite Shire is dependent on the operator obtaining a permit issued by the National Heavy Vehicle Regulator (NHVR). Within the process the NHVR refers the permit application to Council for consent.

High Productivity Freight Vehicles (HPFVs), such as B-Doubles and Higher Mass Limit Vehicles, are important to the efficiency of the freight task in Corangamite Shire. The larger capacity of these vehicles reduces the number of vehicles required for a given amount of freight.

Access to the local road network should be considered where it can be demonstrated by consistent assessment that these vehicles can operate safely with other traffic and where road infrastructure is suitable.

Purpose

This policy will provide a clear direction and process to ensure consistency in assessing access to the local road network by B-Doubles, Higher Mass Limit Vehicles, oversize and overmass vehicles.

Scope

This policy applies to the assessment of all applications from companies or individuals for the use of HPFVs (e.g. B-Doubles or Higher Mass Limit Vehicles) and oversize and overmass vehicles on the local road network in Corangamite Shire.

Definitions

NHVR is the “one stop shop” agency established by the Federal Government following the passing of the Heavy Vehicle National Law. for each state and territory. It is the point of contact for heavy vehicle operators for all heavy vehicle enquiries and road access applications. The NHVR considers requests for heavy vehicles access and makes the final decision after referring to councils for consent when local roads are proposed to be accessed as part of the applications.

High Productivity Freight Vehicles is the umbrella term for vehicle configurations that are permitted to operate after gaining approvals through the national Performance Based Standards (PBS) scheme. These vehicles must comply with approved safety and infrastructure protection performance measures.

HPFVs represent the next generation in freight transport, with the ability to shift more freight more efficiently with greater environmental and safety performance. HPFVs can range from specialist rigid trucks, through to multi-combination articulated configurations and B-Doubles. Longer B-Doubles are examples of next generation HPFVs.

PBS is a national management scheme to ‘match’ vehicles to roads. It offers the potential for heavy vehicle operators to achieve higher productivity and safety through innovative vehicle design.

PBS sets minimum vehicle 'performance' standards to ensure trucks are stable on the road and can turn and stop safely. These standards focus on how well a vehicle behaves on the road rather than its overall length or mass. PBS vehicle approvals are issued by the NHVR following assessments by accredited PBS assessors and reviews by a PBS Review Panel.

A **B-double** is defined as a combination consisting of a prime mover towing two semitrailers. The prime mover and the two trailers are combined by two turntable assemblies. The double articulation is the main distinguishing feature of a B-double.

From 1 July 1999 mass limit increases were implemented in Victoria. Higher Mass Limits allow for increases to general axle mass limits provided the vehicle is fitted with road friendly suspensions. These include some air and steel suspension types.

References

Road Safety Act 1986

Heavy Vehicle National Law 2016

Heavy Vehicle (Mass, Dimension and Loading) National Regulation

Policy Detail

When Council receives an application from the NHVR for heavy vehicle access to the municipal local road network by HPFVs, oversize or overmass vehicles:

- Council's Assets Planning team will assess the travel route of each application on its merits, based on the NHVR's Approved Guidelines for Granting Access. The route assessment for the heavy vehicle will take into consideration, but will not be limited to, the following:
 - The vehicle's ability to interact with surrounding traffic
 - The vehicle's ability to interact with the infrastructure and road environment
 - Dimensions of the road such as its width and length of stretches of road
 - Location of infrastructure on or near the road pavement
 - Usual traffic conditions of the road – such as what vehicles use the road eg. school buses.
 - The use of properties near the road – for example does the road pass a property used by vulnerable road users such as children
 - Sight distances for other road users
 - Clearance zones for the road
 - The results of road safety assessments, audits and road accident history
 - Load capacities of bridge, major culverts and road pavements
- Council will engage in a consultation process with relevant stakeholders where it is deemed necessary; and
- Council will respond to NHVR with either consent to the application subject to appropriate conditions being added to the permit, recommendation of an alternative route or consent not given with reasons provided. .

For the more heavily trafficked strategic freight routes on the local road network Council's Asset Planning team will add where suitable these roads to pre-approved NHVR lists of routes where a permit is not required to be applied for B Double and HML vehicle travel.

In relations to requests from NHVR for Council consent for use of alternative HPFV with HML greater than the current load limits, the same permit application process as described above will be applied. In addition to the assessment steps detailed above, Council will also take into consideration with the alternative HPFV and increased loads:

- the proposed configuration of axles of the vehicle
- its individual axle loadings

- its swept path when turning
- its potential impact on road surfacing when turning.
- whether or not approval has been provided by VicRoads to the HML increase on the arterial road network

As part of this assessment Council will also undertake strength tests of relevant bridges and major culverts where required to confirm whether or not they have the capacity to cater for the increased loadings.

External funding, including contributions from business and industry where there is a commercial benefit, will be sought to support undertaking these assessments.

Should an increase in HML be warranted across the network or specific roads, Council approval will be sought.

Routes which are identified as requiring assessment and /or upgrade and as a consequence funding, will be discussed with Council during the annual budget development.

Reference to Guidelines

Approved Guidelines For Granting Access – National Heavy Vehicle Regulator – February 2014

Review Date

June 2020

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

10.7 School Bus Shelters Policy

Author: John Kelly, Manager Assets Planning

File No: D17/182

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 - John Kelly

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

Summary

This report recommends Council adopt the revised School Bus Shelters Policy which outlines Council's policy for school bus shelters throughout the Shire.

Introduction

Council's School Bus Shelters Policy aims to confirm the process for the proposed establishment and ongoing maintenance of school bus shelters. Council acknowledges that bus shelters are important infrastructure to protect and shelter students from inclement weather conditions when awaiting collection by a school bus, however with the removal of funding as a part of the 2017-2018 budget it is no longer able to provide resources for new, renewal or relocation of bus shelters. Council will work with the community to advocate for the State Government, whose primary responsibility it is in providing the school bus services, to fund these.

Issues

The school bus network, including the establishment and upgrade of school bus stops in rural and regional Victoria, is administered by Public Transport Victoria.

Whilst Council has typically facilitated requests for new bus shelters or relocation of underutilised shelters on school bus routes within a \$10,000 budget allocation, it is believed that the provision of shelters on school bus routes is a matter for the Public Transport Victoria to determine. In its 2017-2018 budget, Council has endorsed that there will no longer be allocations in Council's budgets for the establishment of school bus shelters.

Local residents will be permitted to erect suitable shelters at their own cost. Ongoing maintenance of these shelters will be the responsibility of the property owners. Prior to installation, Council approval will be required concerning the type of shelter to be installed and its proposed location. Council reserves the right to have a shelter relocated or removed if it is considered to be in a hazardous condition or location.

Installation of a school bus shelter on an arterial road will require the prior approval of VicRoads

Council also reserves the right to have a shelter removed if it is considered to be underutilised.

Existing school bus shelters previously established by Council will remain on site provided they are in satisfactory condition. Council incurs minimal requests for maintenance of bus shelters. As the existing shelters are on Council owned land, Council has an obligation to ensure they are safe for use. Council will continue to provide reactive urgent minor maintenance as a part of Council's recurrent budget until such time the transition to the State Government or residents has been facilitated or poor condition warrants the removal of the shelter.

This policy was last reviewed in 2013. The main recommended change to the policy is that the previous reference to Council establishing school bus shelters be removed given that there will no longer be an allocation in Council's budget for these works.

Policy and Legislative Context

The School Bus Shelters Policy is a Council policy that has been reviewed in accordance with Council's Policy Development Framework.

The policy aligns with Council's Plan 2017-2021 as it supports the following commitments:

Theme 1 Governance and Financial Sustainability

Council will make budgetary decisions that ensure Council remains in a strong financial position now and into the future.

Internal / External Consultation

The School Bus Shelters Policy is an existing policy that has been amended and reviewed internally and by Council's insurers.

Council has alerted Public Transport Victoria, Transport for Victoria, Minister for Education, local bus companies providing school bus services and local schools in Corangamite of the proposed changes.

Financial and Resource Implications

Council has chosen not to allocate funding to new or relocation of School Bus Shelters in its 2017-2018 budget. Previous Council budgets had an annual allocation of \$10,000. Resources will no longer be provided by Council for new, renewal or relocation of bus shelters. Council incurs minimal costs for audit and maintenance of bus shelters.

Options

Council can opt to endorse the revised School Bus Shelters Policy as proposed or choose to make amendments to the policy.

Conclusion

The policy provides confirmation of Council's process for the proposed establishment and ongoing maintenance of school bus shelters on roads throughout the Shire.

RECOMMENDATION

That Council:

- 1. Revokes the School Bus Shelters Policy dated September 2013.**
- 2. Adopts the School Bus Shelters Policy dated June 2017.**

Attachments

1. School Bus Shelters Policy June 2017
2. School Bus Shelters Policy June 2017 with Track Changes - Under Separate Cover



**CORANGAMITE
SHIRE**

School Bus Shelters Policy

Corangamite Shire
June 2017

Council Policy



CORANGAMITE
SHIRE

School Bus Shelters Policy

Purpose

The aim of this policy is to confirm the process when Council receives requests for school bus shelters on local road reserves in its towns and rural areas.

Scope

This policy applies to proposals to establish shelters on school bus routes in Corangamite Shire.

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

Policy Detail

Council recognises the desirability of students being sheltered from inclement weather when awaiting collection by a school bus.

The school bus network in rural and regional Victoria is administered by Public Transport Victoria (PTV). Requests from the public for the installation of new bus shelters will be referred to the PTV for consideration.

Local residents will be permitted to erect suitable shelters at their own cost on Council's local road network. Prior to installation, Council approval will be required to the type of shelter to be installed and its proposed location. Ongoing maintenance of these shelters will be the responsibility of the property owners.

All requests for Council approval for shelter installations are to be directed to the Manager Assets Planning. The location and design of all shelters will be approved by the Manager Assets Planning.

Council reserves the right to have a shelter relocated or demolished if it is considered to be in a hazardous condition or location.

Council also reserves the right to have an existing shelter removed if it is considered to be underutilised.

Review Date

June 2020

10.8 Related Party Disclosure Policy

Author: Adam Taylor, Manager Finance

File No: D17/425

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 - Adam Taylor

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

Summary

This report recommends Council adopt the Related Party Disclosure Policy dated June 2017 as attached.

Introduction

The Related Party Disclosure Policy is a new policy required as a result of Australian Accounting Standard *AASB 124 Related Party Disclosure*. The Policy has been developed by management and reviewed by Council's Audit Committee.

Issues

The Related Party Disclosure Policy has been developed in response to an audit recommendation from the 2016-2017 interim audit management letter. The Related Party Disclosure Policy contains administrative provisions for the collection of data required for disclosure of related party transactions with Key Management Personnel (KMP).

For the purposes of this Policy KMP are defined as

- Persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly, being the Mayor, Councillors and Senior Officer Group.

Whilst somewhat technical the Policy will allow Council to meet its financial report requirements under Australian Accounting Standards.

Policy and Legislative Context

Consideration of this report is in accordance with the following commitments in the 2017-2021 Council Plan:

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

Council will demonstrate high levels of ethical behaviour and governance standards.

Internal / External Consultation

The Policy has been reviewed and developed internally in response to the 2016-2017 interim audit management letter. The Policy was also considered by Council's Audit Committee at its June 2017 meeting.

Financial and Resource Implications

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

Options

Council may choose to adopt the Related Party Disclosure Policy with or without amendment. Alternatively, Council may choose not to adopt the Related Party Disclosure Policy. Should Council choose not to adopt the Policy it is likely a low risk, adverse audit finding in relation to related party disclosures will remain.

Conclusion

The Related Party Disclosure Policy is attached for Council's consideration and approval.

RECOMMENDATION

That Council adopts the Related Party Disclosure Policy dated June 2017.

Attachments

1. Related Party Disclosure Policy



CORANGAMITE
SHIRE

Related Party Disclosure Policy

Corangamite Shire
June 2017

Council Policy



Related Party Disclosure Policy

Introduction

This policy has been developed to provide guidance in complying with the Australian Accounting Standard *AASB 124 Related Party Disclosure*. This accounting standard will apply to Council from 1 July 2016.

Purpose

The purpose of this policy is to ensure that the existence of certain related party relationships, related party transactions and information about the transactions, necessary for users to understand the potential effects on the Financial Statements are properly identified, recorded in Council's systems, and disclosed in Council's General Purpose Financial Statements in compliance with AASB 124.

Scope

This policy relates to reporting obligations under Australian Accounting Standard AASB 124 Related Party Disclosures, impacts staff preparing the annual financial statement and applies to all Key Management Personnel, as defined by the policy.

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

Definitions

Close family members - family members who may be expected to influence, or be influenced by, the key management personnel in their dealings with Council, and includes spouse / domestic partner, children and dependents, as well as children and dependents of spouse / domestic partner.

Control - an investor controls an investee when the investor is exposed, or has rights, to variable returns from its involvement with the investee and has the ability to affect those returns through its power over the investee.

Council – Corangamite Shire Council.

Joint control - the contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Key management personnel (KMP) - persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly, being the Mayor, Councillors and Senior Officer Group.

Material - information is material to financial statements if omitting it or misstating it could influence decisions that users make on the basis of financial information.

Ordinary citizen transactions - transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities.

Corangamite Shire Council Policy – Related Party Disclosure Policy

Related parties - entities and persons related to Council.

Related entities - entities controlled or jointly controlled by Council, entities over which Council has significant influence and any entities that are controlled or jointly controlled by KMP or their close family members.

Related persons - Council's key management personnel and close family members of KMP.

Related party transaction - a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.

Policy Detail

1. Related Parties

A related party is a person or entity that is related to the Council. The following are related parties of Council:

- Key Management Personnel (KMP) (including the Mayor, Councillors and members of the Senior Office Group)
- Close family members of KMP;
- Any entities controlled or jointly controlled by KMP or their close family members;
- A subsidiary, associate or joint venture of Council.

The Finance Manager will establish, review and maintain a list of Key Management Personnel for Council. Where possible existing channels for data collection will be used to streamline the reporting process.

KMP (or those acting in such positions) are required to complete an annual declaration outlining entities, if any, that are controlled or jointly controlled by the KMP or their close family member/s, between which transactions are probable. Close family member/s include:

- The person's children, spouse or domestic partner;
- Children of that person's spouse or domestic partner;
- Dependents of that person or that person's spouse or domestic partner.

Other parties may be assessed from time to time as being related parties due to changes to Council's structure or in accordance with legislative or accounting standard changes.

It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.

2. Council entities and Subsidiaries:

For the purpose of this policy, entities controlled by Council, jointly controlled by Council or which Council has significant influence over, are considered related parties of Council. Transactions with these entities must be identified and may require disclosure in Council's financial statements.

Consideration of AASB 10 *Consolidated Financial Statements* and AASB 11 *Joint Arrangements*, must be factored when assessing whether Council has control or joint control

Adopted at Council on:
Agenda Item:
Responsibility: Manager Finance
File Number: D/17/23327

Department: Finance
To be reviewed by: July 2019

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Corangamite Shire Council Policy – Related Party Disclosure Policy

over an entity. In determining if Council has a significant influence over an entity, AASB 128 *Investments in Associates and Joint Ventures* details assessment criteria.

3. Entities controlled (or jointly controlled) by KMP or close family members:

KMP will exercise their best judgement in identifying related parties. KMP, including Councillors, must diligently assess the information before declaring, or not declaring, an entity over which they, or a close member of the family, have control or joint control. Entities include trusts, companies, joint ventures, partnerships and not for profit organisations, such as sporting clubs. In assessing if a KMP or close member of their family controls or jointly controls an entity or not, Council must refer to AASB 10 *Consolidated Financial Statements* and AASB 11 *Investments in Associates and Joint Ventures*.

4. Identifying and Disclosing Related Party Transactions:

In accordance with AASB 124, Council is required to disclose in their general purpose financial statements information pertaining to related party transactions, with, amongst others, the following personnel during the period covered by the financial statement:

- Key Management Personnel;
- Other related parties, including:
 - A close family member of a KMP;
 - entities controlled or jointly controlled by a KMP; and
 - entities controlled or jointly controlled by a close family member of a KMP.

All transactions between Council and related parties, monetary and non-monetary, must be identified.

The following related party transactions must be declared annually:

- Transactions with Council subsidiaries, by transaction type.
- KMP compensation, including:
 - short-term employee benefits;
 - post-employment benefits;
 - long-term benefits; and
 - termination benefits.
- Transactions with other related parties, including:
 - purchases or sales of goods (finished or unfinished);
 - purchases or sales of property and other assets;
 - rendering or receiving of services;
 - leases;
 - transfers of research and development;
 - transfers under licence agreements;
 - transfers under finance agreements (including loans and equity contributions in cash or in kind);
 - provision of guarantees or collateral;
 - commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised); and
 - settlement of liabilities on behalf of the entity, or by the entity on behalf of that related party.
- Transactions of a similar nature will be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of a related party transaction on the financial statements of Council, having regard to the following criteria:

Adopted at Council on:
Agenda Item:
Responsibility: Manager Finance
File Number: D/17/23327

Department: Finance
To be reviewed by: July 2019

Page Number: 4

Corangamite Shire Council Policy – Related Party Disclosure Policy

- the nature of the related party transaction;
 - the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council);
 - whether the transaction is carried out on arms-length terms;
 - whether the nature of the transaction is outside normal day to day business operations.
 - Outstanding balances in relation to transactions with related parties, including:
 - entities controlled by KMPs; and
 - bad or doubtful debts in respect of amounts owed by related parties.
 - Non-monetary transactions such as use of facilities, peppercorn rents.
 - Other transactions as required by legislation or AASB124.
5. Register of Related Party Transactions:

The Finance Manager is responsible for maintaining and keeping up to date a register of related party transactions – capturing and recording information for each existing or potential related party transaction during a financial year.

The contents of the Register must include details for each related party transaction, including:

- the description of the related party transaction;
- the name of the related party;
- the nature of the related party's relationship with Council;
- whether the notified related party is existing or potential; and
- a description of the transactional documents that are the subject of the related party transaction.

Disclosure of this information in Council's Financial Statements is the responsibility of the Finance Manager and must be disclosed in accordance with AASB124.

6. Ordinary Citizen Transaction:

Transactions, considered to be ordinary citizen transactions are excluded from disclosure requirements. These include:

- Valid discounts and fee waivers that are available to the party as an ordinary citizen and is available to any other ordinary citizen;
- Any service or benefit provided as part of standard Council business operation to the party as an ordinary citizen and is available to any ordinary citizen in the same circumstance;
- Transactions that are assessed non-material, which may include attending Council functions that are open to the public; payment of rates and charges.

References

AASB 124 Related Party Disclosure

AASB 10 Consolidated Finance Statements

AASB 11 Joint Arrangements

AASB 128 Investments in Associated and Joint Ventures

Review Date

July 2019

Adopted at Council on:
Agenda Item:
Responsibility: Manager Finance
File Number: D/17/23327

Department: Finance
To be reviewed by: July 2019

Page Number: 5

10.9 Retail Area Facade Improvement Program

Author: Rory Neeson, Manager Community Relations

File No: D17/396

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 - Rory Neeson

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

Summary

This report proposes to revoke the current Retail Area Façade Improvement Program (RAFIP) Policy and adopt an updated policy that has had changes made to improve how the program will be implemented in 2017-2018. This report also proposes the endorsement of associated documents including an application form, program guidelines and brochure.

Introduction

The RAFIP has been successful with 31 businesses across the Shire receiving funding as part of the program in 2015-2016 and a further 26 in 2016-2017.

This led to over \$300,000 being spent on improvements to business façades in the Shire with the majority of the works being completed by local tradespeople.

It is because of this success that it is proposed to complete a third round of the program. \$30,000 has been allocated in the 2017-2018 Budget by Council, which will allow more businesses to apply and potentially be funded through the program.

Below are some before and after photos from some of the successful businesses from the program in 2016-2017, which demonstrates the high impact that the program has had on improving facades and the streetscapes in the Shire.

**TERANG NEWSAGENCY
BEFORE**



AFTER



**CAMPERDOWN VET CLINIC
BEFORE**



AFTER



Issues

The aim of the RAFIP is to have businesses located throughout the Shire to complete façade improvements.

Businesses from all towns across the Shire are eligible to apply to the program.

To apply for funding as part of the program, businesses are required to complete an application form and provide all required documentation, as well as have understanding of the program guidelines to ensure they are aware of what is required to be completed as part of the program.

Examples of works that can be completed through the program include:

- painting of the façade
- cleaning the existing façade
- removal of redundant signage, air conditioning units and hoardings
- installation of new business signage
- installation of interior store lighting visible from the street
- minor repair, maintenance or reinstatement of missing elements
- minor repairs to existing facade tile or stone accents
- minor repairs to structural facade elements and awnings
- new, repairs or replacements of verandahs.

The program is open to any business located in the commercial area of a town in our Shire that has street frontage. Home based businesses with no street frontage will not be eligible.

The changes that have been made to this updated policy are:

- The introduction of two new types of works that can be completed through the program which include the:
 - installation of new business signage
 - installation of interior store lighting visible from the street
- Allowing businesses who have previously been funded through to the program to reapply due to the additional types of works that can be completed in the third round (lighting and signage)
- Changing to maximum grant amount from \$3,000 to \$2,000 to allow for more businesses to potentially be funded through the program
- Some minor changes making it clearer for businesses regarding the acquittal process

Policy and Legislative Context

The adoption of this updated RAFIP is consistent with the following Council Plan 2017-2021 objectives as part of the Vibrant Economy, Agriculture and Tourism theme.

We value the importance of local business to our economy and the overall prosperity of Corangamite Shire.

Maintain our competitive advantage as an “investment friendly” council and a leader in local economic development.

Internal / External Consultation

Following the implementation of the program in 2016-2017, consultation has been completed internally with all departments at Council who were involved in the program. This consultation has led to the identification of some minor improvement opportunities which are reflected in this updated policy.

If the updated policy is adopted and the program continues to receive support by Council, external consultation will be completed through local progress associations and business networks as well as extensive promotion through various Council communications channels including media releases, radio interviews, advertisements and social media posts.

Financial and Resource Implications

The RAFIP has a \$30,000 budget allocation in the 2017-2018 Budget to create a fund for businesses to apply to as part of the program.

Businesses can apply on a \$1:\$1 basis to complete improvements to their facades with the amount capped at \$2,000 (exc. GST) per business.

Planning fees are proposed to be waived by Council as part of the program to encourage participation, however, any relevant building permit fees would still apply. Buildings within heritage areas of the Shire will need to comply with relevant guidelines.

Options

Council may choose to revoke the current RAFIP Policy and adopt this updated Retail Area Façade Improvement Program Policy, including endorsement of the program application form, guidelines and brochure, or may choose to not adopt the policy.

Conclusion

The RAFIP will provide businesses from across the Shire with an incentive to complete works to improve the appearance of their business facades.

The program is innovative and helps address a gap that has been identified regarding the funding of improvements to businesses facades and through this third round of funding, the program will continue to improve the appearance of streetscapes in the towns throughout the Shire.

RECOMMENDATION

That Council:

- 1. Revokes the existing Retail Area Façade Improvement Program Policy dated June 2016.**
- 2. Adopts the Retail Area Façade Improvement Program Policy dated June 2017.**
- 3. Endorses the updated program application form, guidelines and brochure for use as part of the program.**

Attachments

1. Policy Council Community Relations Retail Area Façade Improvement Program 2017
2. Policy Council Community Relations Retail Area Façade Improvement Program Policy 2017 Tracked Changes - Under Separate Cover
3. Guidelines Council Retail Area Facade Improvement Program 2017-2018
4. Application Form Council Retail Area Facade Improvement Program 2017-2018
5. Brochure Retail Area Facade Improvement Program 2017-2018



**CORANGAMITE
SHIRE**

Retail Area Façade Improvement Program Policy

Corangamite Shire

June 2017

Council Policy



CORANGAMITE
SHIRE

Retail Area Façade Improvement Program Policy

Introduction

This policy provides details on how Council will implement a third round of its Retail Area Façade Improvement Program.

Purpose

The purpose of the Retail Area Façade Improvement Program is to provide an incentive for businesses from across the Corangamite Shire to complete improvements to their business facades.

Scope

All businesses located in the commercial area of a town within the Corangamite Shire that have street frontage will be eligible to be part of this program.

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

Definitions

Council – Corangamite Shire Council

Program – Retail Area Façade Improvement Program

References

- Realising Terang - Community Plan
- Imagining Camperdown - Community Plan
- Blueprint for Timboon - Community Plan
- Corangamite Shire Economic Development Strategy
- Corangamite Shire Grants Policy

Policy Detail

The aim of the Retail Area Façade Improvement Program is to have businesses located throughout the Shire to complete façade improvements.

Examples of works that could be completed as part of the program include:

- Painting of the façade
- Cleaning the existing façade
- Removal of redundant signage, air conditioning units and hoardings
- Installation of new business signage
- The minor repair, maintenance or reinstatement of missing elements
- Minor repairs to existing facade tile or stone accents
- Minor repairs to structural facade elements and awnings
- New, repairs and replacements of verandahs
- Installation of interior store lighting visible from the street

The following restrictions apply for businesses to participate as part of the program:

- Council will not grant funds from the program retrospectively.

- Council will not provide funds for ongoing or administrative costs not directly related to the project.
- Council will not provide funds for purchasing equipment (e.g. ladders, gurneys, scaffolding, and safety barriers.) Hiring of equipment is permitted when related directly to the project.
- Applicants must be able to fund the cost of the works upfront and then Council will pay its contribution following the completion of works through an acquittal process
- Council will not grant funds for works where a planning permit has been refused.

The program is open to any business located in the commercial area of a town in Corangamite Shire that has street frontage. Home based or businesses with no street frontage are not eligible.

To be eligible for the program applicants must:

- Complete a Retail Area Façade Improvement Program Application Form including all associated documentation and application forms
- Have the building owners consent

Businesses can apply on a \$1:\$1 basis to complete improvements to their facades with the amount capped at \$2,000 (exc. GST) per business.

An example of a business applying to the program would be:

- Business - \$2,000 (exc. GST)
- Council - \$2,000 (exc. GST)

Businesses will be able to contribute over the \$2,000 amount if they wanted to complete more significant works but would still only be eligible for \$2,000 (exc. GST) from Council.

If a business only wanted to complete minor works they could apply to the fund for an amount under \$2,000. An example of this would be:

- Business - \$1,000 (exc. GST)
- Council - \$1,000 (exc. GST)

Businesses from the following towns would be eligible to apply to the program

- Camperdown
- Cobden
- Darlington
- Derrinallum
- Lismore
- Noorat
- Port Campbell
- Princetown
- Skipton
- Simpson
- Terang
- Timboon

To apply for funding as part of the program, businesses would be required to complete an application form and provide all required documentation as well as have understanding of the program guidelines to ensure they are aware of what is required to be completed as part of the program.

Planning fees would be waived by Council as part of the program to encourage participation however any relevant building permit fees would still apply. Buildings within heritage areas of the Shire will need to comply with relevant guidelines.

If painting is proposed to be completed as part of an application, a proposed colour palette would need to be submitted to Council as part of the application process that would be approved prior to works commencing in a meeting with Council Officers.

If new signage is proposed to be completed as part of an application, a design proposal would need to be submitted to Council as part of the application process that would need to be approved through the planning permit process prior to works commencing.

The funding that will be made available as part of the program, will only be provided to the businesses following the conclusion of the works once the acquittal process has been completed

As part of the financial reconciliation process, businesses would be required to provide proof of all purchases and works before being able to access the funding which would be provided following the conclusion of works.

The third round of the program will commence with an application period running from July 2017 until August 2017. Following this period an internal committee will evaluate the applications and a report would be prepared for a Council Meeting to allow Councillors to decide which businesses would be funded as part of the program.

Once a decision has been made by Council, business would then have until 31 May 2018 to complete all proposed works and would need to forward all associated documentation including invoices and proof of works so that Council can reimburse agreed expenses. All claims must be submitted by 31 May 2018 so the grant can be acquitted in the 2017-2018 financial year.

Reference to linked Procedure or Guidelines, if applicable

- Retail Area Façade Improvement Program Guidelines
- Retail Area Façade Improvement Program Application Form
- Retail Area Façade Improvement Program Brochure

Review Date

June 2018.



Introduction

The Corangamite Shire Retail Area Façade Improvement Program is part of Council's plan to assist businesses from throughout the Shire to improve the appearance of their building façades.

The program provides a grant from Council on a \$1:1 basis up to \$2,000 for businesses to complete improvements to the building façade.

Scope

All businesses located in the commercial area of a town within the Corangamite Shire that have street frontage will be eligible to be part of this program.

Works that can be completed as part of the program include:

- Painting of the façade
- Cleaning the existing façade
- Removal of redundant signage, air conditioning units and hoardings
- The minor repair, maintenance or reinstatement of missing elements
- Minor repairs to existing façade tile or stone accents
- Minor repairs to structural façade elements and awnings
- New, repairs and replacements of verandahs
- Installation of new business signage
- Installation of store lighting visible from street

How do I apply?

To apply for the program, simply complete the Retail Area Façade Improvement Program Application Form, include all supporting documentation and return it to:

Retail Area Façade Improvement Program
Corangamite Shire Council
PO Box 84
Camperdown Vic 3260
grants@corangamite.vic.gov.au

Information to be provided with application

You will need to provide the follow documents as part of your application:

- Description of works to be completed as part of the application form.
- A quote for the proposed works.
- Where the application is proposing the painting of a building, the colour palette will need to be provided for approval by Council.
- Photographs of the buildings existing condition will need to be provided including close ups of the affected areas. Photographs will also need to be provided following the completion of the works if the application is successful.
- A Planning Permit may be required for the proposed works that need to be completed (see application form). The permit process if required can run in tandem with this application.
- Council will not grant funds for works where a planning permit is required and has not been granted
- If your building is heritage listed, you will be required undertake research to provide Council with evidence including photographs or other documentation. Council may be able to assist with this research or provide information on whether your business is located within a heritage building.

Application details

To apply for funding as part of the Retail Area Façade Improvement Program, applicants will need to consider the following:

- Council will not grant funds from the program retrospectively.
- Council will not provide funds for ongoing or administrative costs not directly related to the project.
- Council will not provide funds for equipment purchasing (e.g. ladders, gurneys, scaffolding, and safety barriers.) Hiring of equipment is permitted when related directly to the project.
- Council will not grant funds for works where a planning permit has been refused.

Assessment of applications

Applications will need to be submitted to Council by 31 August 2017.

The applications will then be presented for a decision by Councillors at a Council Meeting.

Level of funding available

Businesses can apply on a \$1:\$1 basis to complete improvements to their facades with the amount capped at \$2,000 per business.

An example of a business applying to the program would be:

- Business - \$2,000
- Council - \$2,000

Businesses would be able to contribute over the \$2,000 amount if they wanted to complete more significant works but would still only be eligible for \$2,000 from Council.

If a business only wanted to complete minor works they could apply to the fund for an amount under \$2,000. An example of this would be:

- Business - \$1,000
- Council - \$1,000

Timing of project

Once Council has made a decision regarding the successful applicants to the program, the works will need to be completed by May 2018 so that funding can be provided to the applicant in the 2017-2018 financial year.

How do I find out if my application has been successful?

Applicants will be notified whether their application is successful or unsuccessful following the decision at a Council Meeting.

How do I receive funding as part of the program?

Business have until 31 May 2018 to complete all proposed works and would need to forward all associated documentation including invoices and proof of works so that Council can reimburse agreed expenses. All claims must be submitted by 31 May 2018 so the grant can be acquitted in the 2017-2018 financial year.

Council contact

For further information on the Corangamite Shire Retail Area Façade Improvement Program please contact Council's Manager Community Relations Rory Neeson on 5593 7100.

For all enquiries regarding an application for a planning permit please contact Manager Planning and Building Greg Hayes on 5593 7100.

BEFORE



AFTER



Retail Area Façade Improvement Program

Application Form 2017-2018



Applicant details

Business/Shop: _____

Applicant details: _____

Grant amount (exc. GST): _____

Proposed building façade details

Building owner name: _____

Address: _____

Town: _____

Applicant postal address

(All correspondence will be sent to this address)

Postal address: _____

Town: _____

Postcode: _____

Phone number: _____

Mobile number: _____

Email: _____

Building Owner's Consent

Without owners consent Council cannot accept this application. If you are unsure who owns the building you may contact Council's Rates Department either in person or via a letter or email stating the building address and your intent for the information.

Are you the property owner? Yes No

If you are signing on the owners behalf as the owners legal representative, you must state the nature of your legal authority and attach relevant documentary evidence of your status (e.g. power of attorney, executor, trustee, company director etc).

The following section must be completed by the owner(s)

I, _____
(Print name)

consent to the making of this application for funds under the Corangamite Shire Council Retail Area Façade Improvement Program and the undertaking of proposed works detailed in this application.

Address: _____

Town: _____

Postcode: _____

Phone number: _____

Mobile number: _____

Email: _____

Sign: _____

Date: _____



The Proposal

Façade improvement? Yes No

Façade improvement for heritage listed building?

Yes No

Are the works visible from the street?

Yes No

Have you discussed the proposal with Council's Planning and Building Department?

Yes No

Type of works to be completed (tick boxes)

- Painting of the façade
- Cleaning the existing façade
- Removal of redundant signage, air conditioning units and hoardings
- The minor repair, maintenance or reinstatement of missing elements
- Minor repairs to existing façade tile or stone accents
- Minor repairs to structural façade elements and awnings
- New, repairs and replacements of verandahs
- Installation of new business signage
- Installation of store lighting visible from the street

Note: You should check with Council's Building and Planning Department on 5593 7104 to see if any of the above works also require a planning permit. Eg. Painting on a facade.

Detailed description of works and how they are visible from the street.

Present use of the building and benefit of completing works to building?

What are the benefits of the works for the town's streetscape?

Have you spoken with any neighbouring businesses about participating in the Corangamite Shire Council Retail Area Façade Improvement Program or who have previously participated in the program? (Please list)

Estimate time frame of the works (note works must be complete by 31 May 2018 to allow the grant payment to be completed in the 2017-2018 financial year)

Have you previously been funded through this program?

Quotes

Please attach a quote of the works from a licensed contractor. (If more than one please complete all). If using more than one contractor, please provide all relevant information below.

Contractor name: _____

Quote number: _____

Date: _____

Contractor name: _____

Quote number: _____

Date: _____

Contractor name: _____

Quote number: _____

Date: _____

Total cost (excl. GST): _____

Documentation to include as part of application

- Copy of quote from licensed contractor/s
- Photographs of current building state
- Proposed colour scheme (if applicable)
- Confirmation of heritage listing (if applicable)
- Planning permit application (if applicable)
- Signage design (if applicable)

Next stages

- Submit Corangamite Shire Council Retail Area Façade Improvement Program Application and all other required documentation by 31 August 2017. It is also recommended that you contact Council to discuss whether a planning permit is required for the works you plan to undertake
- Report prepared for Council to consider all applications made to the program
- Council may contact the applicant if further information is required
- Decision made by Councillors at Council Meeting on successful applications
- Council will notify all successful and non-successful applicants by mail
- Applicant to carry out works by 31 May 2018 as per the application and agreement letter
- Businesses must submit all associated documentation including invoices and proof of works so that Council can reimburse agreed expenses.
- All claims must be submitted by 31 May 2018 so the grant can be acquitted in the 2017-2018 financial year.

If you have any questions about the Retail Façade Improvement Program, please contact Community Relations Manager Rory Neeson on 5593 7194 or email rory.neeson@corangamite.vic.gov.au



CORANGAMITE
SHIRE

Retail Area Facade Improvement Program 2017-2018

CORANGAMITE SHIRE COUNCIL
Civic Centre, 181 Manifold Street,
Camperdown VIC 3260
Telephone 03 5593 7100
Facsimile 03 5593 2695
Email shire@corangamite.vic.gov.au
www.corangamite.vic.gov.au

The Corangamite Shire Retail Area Façade Improvement Program is part of Council's plan to assist businesses from throughout the Shire to improve the appearance of their façades.

The program provides a grant from Council on a \$1:1 basis up to \$2,000 for businesses to complete improvements to the building façade.

All businesses located in the commercial area of a town within the Corangamite Shire that have street frontage will be eligible to be part of this program.

BEFORE - TERANG NEWSAGENCY



AFTER - TERANG NEWSAGENCY



Works that can be completed as part of the program include:

- Painting of the façade
- Cleaning the existing façade
- Removal of redundant signage, air conditioning units and hoardings
- The minor repair, maintenance or reinstatement of missing elements
- Minor repairs to existing facade tile or stone accents
- Minor repairs to structural facade elements and awnings
- Installation of new business signage
- Installation of store lighting visible from the street
- New, repairs and replacements of verandahs

Applicants should also ensure they have read the below documents before applying to the fund

- Retail Area Façade Improvement Program Guidelines
- Retail Area Façade Improvement Program Application Form
- Retail Area Façade Improvement Program Policy

BEFORE - CAMPERDOWN VET CLINIC



AFTER - CAMPERDOWN VET CLINIC



To apply for the program, simply complete the Retail Area Façade Improvement Program Application Form and return by 31 August 2017 to:

Retail Area Façade Improvement Program
Corangamite Shire Council
PO Box 84
Camperdown Vic 3260
grants@corangamite.vic.gov.au

Please contact Community Relations Manager
Rory Neeson on 5593 7194 if you have any questions.

10.10 Playground Asset Management Plan

Author: Jarrod Woff, Manager Facilities and Recreation

File No: D17/417

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 - Jarrod Woff

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

Summary

This report seeks Council endorsement of the Playground Asset Management Plan, designed to guide and assist in maintaining a portfolio of assets that provide age appropriate play activities in a safe environment for residents of all ages and abilities.

The plan outlines the management arrangements for the playground assets that Council is responsible for.

Introduction

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

Issues

The Playground Asset Management Plan outlines Council's processes in relation to inspecting and maintaining playgrounds, including play equipment, fall zones and any other built infrastructure. It establishes funding and management arrangements for these items owned or managed by Council to ensure equitable community access and a continued provision of high quality facilities.

Corangamite Shire's Playground Asset Management Plan includes playground facilities owned by Council and Crown and/or other land where Council is the appointed Committee of Management.

The Management Plan is a ten year plan that defines Council's renewal of playground infrastructure and is reviewed periodically. The financial forecasts are reviewed annually prior to Council's budget development.

The Management Plan is prepared to provide a systematic approach to asset renewal and asset lifecycle maintenance, keeping a record of:

- The state of Council's playground assets at the close of the past financial year
- The 10-year funding required to achieve Council's adopted asset performance targets
- Planned asset management activities for the current financial year

Specifically, the Playground Asset Management Plan details the following business management practices:

1. Ownership

Council has identified the land ownership and management arrangements for all playgrounds in the portfolio. Playgrounds can be owned by:

- Council (Council owns the freehold title to of the land and play equipment that occupy said land)
- Crown (Crown owns the freehold title of the land and play equipment that occupy said land)
- Private

If owned by the Crown, Council can be appointed as the Crown Land Committee of Management (CoM). Council is responsible for the management of the playground on that parcel of land and manages the equipment as if they were the owner.

Similarly, the Crown can appoint a local CoM for Crown Land, the local CoM is responsible for management of these playgrounds eg. Timboon Recreation Reserve CoM is responsible for management of the Timboon Recreation Reserve Playground. The committee is invited to participate in Council's Facility Grants program to secure funding to undertake improvements to the playground.

2. Inspection Process

Council undertakes a preventative maintenance inspection of playgrounds on Council owned playgrounds annually. This process is undertaken by members of Council's Facilities and Recreation unit.

The results of the playground inspections provide Council with a way to review the condition of the built infrastructure and the natural environment. The results of which provide a list of building maintenance works for Council's Facilities and Recreation unit to undertake in the following twelve months. All maintenance activity, inspections and works will be recorded, either directly or included at earliest opportunity into Council's Asset Management Systems.

To ensure quality assurance and that inspections are being undertaken in line with Australian Standards, Council will engage the services of an appropriately trained and certified auditor to undertake full audits of all playgrounds every three years on both Council and Crown land.

The results of the inspections on Crown land parcels are used to inform local committees of management as to the maintenance requirements for the playgrounds that fall under their responsibility.

3. Maintenance

Any maintenance items that are identified and reported by the community will be actioned by Council's Facilities and Recreation unit. The nature of the maintenance required will inform the response times for rectification.

Council will allocate funds as a part of its annual operating budget to maintain those playgrounds managed / owned by Council. Soft fall will be topped up as required at each of the playgrounds to ensure compliance with standards.

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

4. Playground Renewals

Council services its townships with a variety of playground facilities. There is no projected demand for new facilities at this point in time and rationalisation of Council's playgrounds will be considered based on usage and population at any given point in time.

Renewal of assets should be funded before the funding of new and upgrade works. This is not always possible based on the condition of assets and the cost of renewal. In some instances it would be considered best practice to upgrade the existing facility as opposed to renewal. Council will consider renewal and upgrade on a case by case basis and where possible any removal of existing playgrounds will be considered for relocation as opposed to demolition, dependent on the condition of the playground.

Inability to adequately fund renewal works will increase deterioration, reduce levels of service and increase financial burden in the long term.

Council will work closely with the community and undertake consultation to determine the scope of works. The budget will provide the guidance for the scale of the renewal. Council will ensure the development of its playgrounds considers the following design elements:

- Relevant industry benchmark documents
- 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.

Council has adopted a scheduled list of renewal works for playgrounds which identifies the playgrounds that require attention on a rolling basis. The table below depicts the renewal list for Council's playgrounds:

Town	Playground
Port Campbell	Port Campbell Playground
Noorat	Noorat Playground
Skipton	Jubilee Park Skipton

Simpson	Simpson Playground
Lismore	Lismore Playground
Timboon	Timboon Playground
Cobden	Cobden Playground
Camperdown	Camperdown Apex Park
Terang	Terang Apex Park
Derrinallum	Derrinallum Playground
Princetown	Princetown Playground

Table 1: Renewal schedule

The Playground Asset Management Plan highlights Council’s forecast capital budget for playgrounds (table 6 on page 12) as reflected in the 2017-2018 budget. Council’s playground asset portfolio will be managed on an annual basis as a part of the development of the annual budget and in accordance with the renewal schedule identified. 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.

The playground renewal schedule currently reflects a cycle of replacement that is within industry standards and is reflective of the geographic location of the asset.

In 2009-2010 Council funded a major replacement of the Princetown playground structure only 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.

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 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.

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.

The Playgrounds Asset Management Plan incorporates and is intended to replace the Playground Management Policy adopted in March 2016.

The playground asset management plan assists in defining the recommended commitment of Council in providing:

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

Policy and Legislative Context

The Playground Asset Management Plan 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 2017-2021:

We are committed to improving the liveability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability.

Improve the appearance of our towns and public spaces.

Township infrastructure will contribute to safe and accessible public areas.

Council will provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

Improve the health and wellbeing of our community.

Internal / External Consultation

The Playground Asset Management Plan outlines the auditing process for Council’s playgrounds, including reference to the relevant Australian Standards. Council’s independent playground auditor has indicated Council’s maintenance regime and cyclical playground replacement is well within the industry norm being 10-20 years.

The plan outlines Council’s commitment to consulting with the community in relation to renewal, refurbishment or removal of playgrounds.

Financial and Resource Implications

Council’s maintenance expenditure for playground provision has remained static for the past three years. A significant rise in maintenance expenditure is not expected in future years. The table below shows the maintenance spend over the past three years;

YEAR	TYPE	AMOUNT
2014/2015	Actuals	\$57,386
2015/2016	Actuals	\$59,992
2016/2017	Budget	\$58,290

Table 2: Maintenance spend – past three years

The cost to manage Council's playground asset portfolio is managed on an annual basis as a part of the development of the annual budget. The Playground Asset Management Plan provides direction for budget development.

YEAR	TYPE	AMOUNT
2014/2015	Actuals	\$50,000
2015/2016	Actuals	\$50,000
2016/2017	Budget	\$20,000

Table 3: Capital spend – past three years

In the past historic contributions have been twenty to thirty thousand dollars, however in the past three years there have been significant renewal projects in the townships of Camperdown, Cobden and Terang (refer table 3). It is expected that in the future renewals will include replacement of playground components as opposed to full playground replacement however with some flexibility for larger renewals to be considered on a case by case basis, through the budget process.

Council will continue to seek external funding to assist in the delivery of upgrades to facilities where required. In the past State Government have supported developments/renewals of playgrounds, however it should be noted that the funding program is competitive and has meant that funding has been and is likely to be limited in the future.

Options

Council may choose to retain, increase or decrease service levels at Council playgrounds. Any decrease will impact on Council's ability to maintain playgrounds at the current standard and meet community expectations.

Conclusion

The proposed Playground Asset Management Plan 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 considers new and community initiated projects.

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. 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.

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.

RECOMMENDATION

That Council:

- 1. Revokes the Playground Management Policy adopted in March 2016.**
- 2. Adopts the Playgrounds Asset Management Plan 2017-2027.**

Attachments

1. Policy Playground Management INFRA34-02 FINAL Adopted 22 March 2016 - Under Separate Cover
2. Playgrounds Asset Management Plan May 2017 - Under Separate Cover

10.11 Lake Bullen Merri Management Plan

Author: Ian Gibb, Director Sustainable Development

File No: D17/387

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 consider the Lake Bullen Merri Management Plan, March 2017 as prepared by the Department of Environment Land Water and Planning (DELWP).

Introduction

The purpose of this report is for Council to consider endorsement of the Lake Bullen Merri Management Plan 2017. This follows preparation of the plan led by the Department of Environment, Land Water and Planning (DELWP), and a community consultation process held in 2016. Adjustments have been made to the plan as a result of the consultation process, and the final plan is now presented to Council for endorsement.

Issues

Lake Bullen Merri is a regionally significant recreation facility. The Management Plan for Lake Bullen Merri provides a framework to guide future management and appropriate future development of the lake and adjoining Crown land reserves.

Key objectives for the management of the lake and reserves include:

- protecting the unique natural geology and hydrology of the lake
- protecting and enhancing the lakes biodiversity values
- protecting and interpreting Aboriginal cultural heritage and European historical values
- providing for a variety of recreational activities
- supporting continued scientific research of the lake
- maintaining and upgrading recreational facilities.

The Department of Environment Land Water and Planning (DELWP) acts as the landowner of Crown land and delegates the management responsibility to Committees of Management. The Lake Bullen Merri Recreation Reserve – South Beach is managed by the South Beach Committee of Management. This includes the carpark, existing buildings, boat ramp, piers, public toilets and grass areas adjoining the lake. Corangamite Shire is the delegated land manager for the southern section of the Lake Bullen Merri Recreation

Reserve; the road reserve that provides access to the South Beach Reserve and the Lakes Recreation Reserve (known as North Beach).

At Council's Ordinary meeting on 22 March 2016, Council endorsed the draft Lake Bullen Merri Management Plan (Version 4) for the purposes of public consultation. After the consultation period ended on 29 April 2016, DELWP have considered the submissions and made adjustments to prepare the final Plan.

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

Hydrology and Geology

- The factors impacting on water quality are predominantly the result of the lakes natural geology and hydrology.
- The frequency and duration of algal blooms is likely to increase.
- Stock access at the shoreline contributes additional nutrients and sediment into the lake.
- The lake is stocked with fish for recreational angling; this could impact negatively on water quality if the lake is overstocked.
- There is a lack of shoreline vegetation to intercept pollutants entering the lake from surface water runoff.
- Stormwater runoff from the existing roads and car parks is largely untreated and directs sediment and pollutants into the lake.
- The public amenities block and toilets at South Beach can become over whelmed during peak times.
- The condition of older septic systems at the Camperdown Angling Club and Motorcycle Club buildings is unknown.
- Vegetation management works including fuel reduction burns and weed eradication works may contribute additional sediment and pollutants into the lake through erosion.

Cultural Heritage

- Aboriginal cultural heritage sites at Lake Bullen Merri have not been identified and are at risk from damage from management.
- The tangible and intangible Aboriginal cultural heritage of the lake needs to be recorded and interpreted.
- The historic water level markers for the lake need to be protected and interpreted.
- European history of the lake needs to be recorded and interpreted.

Flora and Fauna

- Spiny Rush (*Juncus acuta*) is widespread along the northern shoreline on both the Crown land and private land.
- Revegetated woodland areas on the steep north lake bank may present a fire risk to adjoining private property.
- The lack of indigenous shoreline vegetation reduces bird habitat values at Lake Bullen Merri.

Recreation - South Beach

- There is extensive parking at South Beach and the area only exceeds capacity at peak periods.
- Lack of line marking and signage means cars frequently occupy parking areas best utilised for boat trailer parking reducing effective capacity.

- There are no marked disabled parking bays in areas accessible to the toilet block or lake edge.
- There is no designated boat launching/retrieval waiting area. This reduces safety and increases congestion if the car park is filled with parked cars and trailers.
- Ineffective parking along the road can impact on vehicle and pedestrian safety.
- Access to grass overflow parking areas is not well defined.
- The falling water levels of the lake presents ongoing access issues and costs associated with retention of all ability access to the lake.
- Boat ramps and jetties and other edge of lake infrastructure require substantial modification or replacement every 5-10 years to remain safe and functional due to declining lake water levels (in the order of 10-15 cm/year).
- Access ramps to the pontoons also need to be extended and lowered in height to reduce the grade.
- The concentration and diversity of on water recreational use concentrated at South Beach including fishing, sailing, water skiing, jet skiing, swimming and scuba diving present ongoing challenges to water safety.
- The designated swimming area (no boating zone) constrains boat access at the south beach frontage in peak periods.
- Declining lake water levels expose steep submerged ledges, rocks and historical debris/litter on the lake bed. These can create ongoing hazards to boating, swimming and fishing in shallow water.
- Limited access for shoreline fishing due to the majority of the shoreline being in freehold ownership.
- The Lake Bullen Merri Fishing Classic was a popular event but better financial support and shoreline access is needed for the event.
- The popularity and numbers of visitors to South Beach over summer require a high level of on ground operational management expertise to maintain public safety and access to the lake for activities.
- The existing toilet facilities cater for normal levels of use at South Beach only. At peak periods including Christmas, Easter and during major events, the systems can become overwhelmed and increase risk of contamination of the lake environs.
- Cleaning and routine maintenance costs for toilets, BBQs and other facilities are higher than average as the site is isolated, unsupervised and subject to high levels of peak seasonal use.
- Unauthorised camping may increase fire risks and is difficult to regulate at the site with current resources and limited enforcement capability.
- Household rubbish is dumped at South Beach and North Beach and is expensive to remove.
- Regulations to manage the reserve are outdated and don't reflect current uses.
- Illegal fires on Total Fire Ban days may increase fire risk across the reserve and for adjoining private property owners.
- The Camperdown and District Motorcycle Club will likely require significant repairs/upgrade at the end of the existing lease in order to remain operational. Major repairs/upgrades to the existing building may not be cost effective.

Recreation – North Beach

- Informally established mountain bike tracks on the steep slopes run directly across the roads and tracks creating a public safety risk.
- Uncontrolled vehicle access to the north beach shoreline and informally established tracks impact on vegetation management and increase the transfer of sediment into the lake after rainfall.
- The boat ramp is no longer functional. The rocky shoreline and increased wave action make the establishment of jetties and pontoons to assist boat launching difficult.
- Camping is not permitted at North Beach but despite the lack of facilities illegal camping occurs and is difficult to police.
- There are limited recreational facilities at North Beach. There are no seats, picnic infrastructure or lake access facilities to encourage visitors to visit this side of the lake.

Resourcing and Revenue

- SBCoM have very little income and rely on grant funding and the Corangamite Shire Council for recurrent and in-kind financial support along with extensive volunteer labour and donated machinery to maintain and manage Crown land and existing facilities at South Beach.
- SBCoM does not have the resources to develop income raising commercial opportunities.
- Access to funding for maintenance of existing and new assets once established is very limited.
- In the context of rate capping Corangamite Shire Council have indicated they are unwilling to continue to fund and provide operational and maintenance support for areas in which they are not already the delegated Crown land or the role of Local Water Manager under the Regional Blue-Green Algae Response Plan.

Implementation

The Management Plan Actions are grouped with a recommended prioritisation (High Medium Low) to guide future staging of works. High Priority Actions are nominated for completion in 1-3 years, subject to availability of funding.

High Priority Actions are listed as follows.

Item No	Action Description	Priority	Lead Agency	Partners
THE LAKE				
WQ1	Support continued scientific research into blue-green algae at the lake.	High	DELWP	CSC DEDJTR CCMA
WQ2	Seek the appointment of a Local Water Manager to managing blue-green algae blooms and minimise risks to lake users.	High	DELWP	WW CCMA
WQ3	Raise community awareness of blue green algae blooms to minimise risks to community health.	High	DELWP	CSC WW CCMA
WQ5	Monitor existing septic systems on Crown land within the lake catchment.	High	SBCoM	DELWP CSC

Item No	Action Description	Priority	Lead Agency	Partners
WQ6	Liaise with adjoining landholders to investigate options to reduce transfer of nutrients into the lake from private land including the revegetation of the shoreline with indigenous species and restricting stock access.	High	CCMA	Landholders DELWP
WQ7	Avoid change to the lake's catchment and hydrology that may impact on the unique scientific values of the system.	High	CCMA	CSC DELWP
WQ8	Ensure fish stocking levels are monitored to ensure there is no negative impact on the lake's water quality	High	FV (DEDJTR)	DELWP
CULTURAL HERITAGE				
H1	Ensure that the management of the lake or change in land status (including licensing or leases) comply with the requirements of the Aboriginal Heritage Act 2006 and Native Title Act 1993 and are considered in consultation with Aboriginal Victoria and Traditional Owners.	High	DELWP	AV CSC SBCoM
FLORA AND FAUNA				
E1	Develop an ecological burn strategy for North and South beach to reduce fuel loads and benefit biodiversity and regeneration of indigenous species. Protect slow growing species by burning in sections and include lower intensity mitigation measures to protect existing vegetation during the burn.	High	DELWP	CSC CFA SBCoM
E2	Undertake post-burn weed control and understory planting with local indigenous species.	High	CSC SBCoM	DELWP
E3	Investigate management options for containment and staged eradication of Spiny Rush <i>Juncus acuta</i> at North Beach. Initial works to target areas where there is already a secondary vegetation buffer established on the lake side to reduce potential for increased sediment and herbicide transfer into the lake.	High	CSC CCMA	DELWP SBCoM
E4	Prevent the establishment and spread of Spiny Rush <i>Juncus acuta</i> at South Beach with annual herbicide control.	High	SBCoM	DELWP CCMA CSC
E5	Liaise with adjoining landholders to control the spread of Spiny Rush <i>Juncus acuta</i> on private land.	High	CCMA	Adjoining Land Owners DELWP CSC

Item No	Action Description	Priority	Lead Agency	Partners
RECREATION				
SOUTH BEACH				
R1	Ensure that all tracks and access points to the lake are managed to ensure public safety and minimise the impact of access on the natural and cultural values of the lake.	High	SBCoM CSC	DELWP
R4	Review and upgrade signage and line marking to improve efficiency of existing boat trailer and car parking at South Beach in accordance with Australian Standards.	High	CSC SBCoM	DELWP MSV
R5	Establish line marking and signage to designate a boat launching-retrieval waiting area adjacent to the main boat ramp at South Beach in accordance with Australian Standards.	High	SBCoM	DELWP MSV
R6	Establish line marking and signage for the designated disabled parking bay adjacent to the existing public toilets and Camperdown Angling Club access ramp at South Beach.	High	CAC SBCoM	DELWP
R10	Maintain the double boat ramp and the jetties at South Beach by undertaking ongoing maintenance and modifications as required to maintain safe and cost effective boat launching facilities.	High	SBCoM	DELWP MSV
R19	Review and upgrade existing reserve regulatory and risk/warning signage.	High	SBCoM CSC	DELWP
NORTH BEACH				
R2	Monitor safety and erosion impacts from informal bike tracks in North Beach. Close, fence and rehabilitate tracks where they cross vehicle access tracks in areas with poor sightlines and limited capacity to stop on steep downhill gradients.	High	CSC	DELWP

Item No	Action Description	Priority	Lead Agency	Partners
LAKE AND LAND MANAGEMENT				
R3	Investigate opportunities with private landowners for public access to private property for shoreline fishing and walking around the lake to link the rail trail and the Mt Leura Reserve.	High	FV	SBCoM DELWP
R14	Ensure that fishing and water based activities are managed to minimise their impact on the natural and cultural values of the lake.	High	SBCoM CSC	FV DELWP
R15	Support water-based events at Lake Bullen Merri including the Easter Regatta and the Lake Bullen Merri Fishing Classic.	High	FV	SBCoM CSC DELWP
R18	Seek the appointment of a locally based waterway manager under Marine Safety Act 2010 for on water management and enforcement of vessel regulations.	High	MSV	PV DELWP
R16	Monitor the swimming and boating launching areas to minimise risk to public safety.	High	SBCoM	DELWP MSV
M1	Investigate the provision of a pop up café at South Beach.	High	SBCoM	DELWP CSC

Policy and Legislative Context

The *Crown Land (Reserves) Act 1978* provides for the management of Crown reserves. South Beach is managed by the South Beach Committee of Management (SBCoM), while North Beach and the parcel of Crown land between the car park in the South Beach reserve and Naroghid Road is managed by Council as CoM.

Internal / External Consultation

The project has been overseen by a Project Control Group (PCG) comprising DELWP, Council and the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) Fisheries. Council is represented on the PCG by the CEO.

Community consultation on the draft Master Plan was completed over a six week period in March/April 2016. This included public notice, on site signage and display, and display on councils website as well as provision of information sheets and 'Have your say forms'. An initial community information session was held on 6 April, and a second session was held on 29 November 2016 to provide a summary of feedback received from stakeholders and the community.

Financial and Resource Implications

Resources to manage Lake Bullen Merri have historically been provided by the South Beach Committee of Management and Council. Council has a budget of \$16,926 in its 2016-2017 budget. This includes an allocation of \$7,500 to the South Beach Committee of Management, and allocations for waste collection and public toilet servicing. Grant funding through State Government funding programs has provided for a range of capital works at the Lake.

The Management Plan does not resolve current financial and resourcing issues which the South Beach Committee of Management experience, particularly at peak usage periods. A number of revenue raising options included in the draft plan (for example reinstating the Lake Bullen Merri fishing classic) have been removed from the final plan because of feedback in submissions; an unwillingness by the South Beach Committee of Management to lead the event; and issues associated with achieving shoreline access over private property. Operational and recurrent funding of the reserve is limited. Council can consider its contribution as a part of the annual budget.

The Lake Bullen Merri Management Plan is unfunded. The South Beach Committee of Management needs to continue to work with State Government to resolve a financially sustainable operating model.

Options

The Options available to Council are:

- Council endorse the Lake Bullen Merri Management Plan as a guide only to inform future Council decisions, noting that any future allocation of Council resources would be subject to the annual Council budget process.
- Council could defer consideration of the Plan, and ask for further work to be done on the plan or to undertake further consultation.
- Council could choose to adopt the plan.

The first option is the preferred option. Adoption of the plan is not recommended as Council could then be required to substantially increase resourcing directed toward Lake Bullen Merri.

It is not considered that further consultation is required, given that stakeholders were informed of the outcomes and key changes made to the Management Plan as a result of the submissions. The final plan is responsive to the feedback received through the submission process.

Conclusion

Whilst Council is not lead agency on actions in the plan (apart from where it has a legislated responsibility) adoption of the plan would commit Council to funding and/or resourcing initiatives that are not within its mandated responsibility. Council's responsibility is as the delegated land manager of the southern section of Lake Bullen Merri Recreation Reserve, the road reserve that provides access to the South Beach Reserve and the Lakes Recreation Reserve (known as North Beach).

RECOMMENDATION

That Council endorses the Lake Bullen Merri Management Plan as a guide to inform future Council decisions, noting that any future allocation of Council resources would be subject to the annual Council budget process.

Attachments

1. Final Draft Plan Lake Bullen Merri 15 May 2017 - Under Separate Cover

10.12 Community Satisfaction Survey 2017

Author: Andrew Mason, Chief Executive Officer

File No: D17/414

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

The Local Government Community Satisfaction Survey is coordinated by the Department of Environment, Land, Water and Planning on behalf of Victorian councils. The survey provides results on measures which may be compared against participating councils State-wide and within the Large Rural Shires classification.

Introduction

Corangamite Shire Council participated in the 2017 State-wide Local Government Community Satisfaction Survey. The main objective of participating in this survey is to assess the community's satisfaction with Corangamite Shire Council across a range of performance measures and to seek insight into ways to provide improved or more effective service delivery. The survey also supports Council's statutory reporting requirements, in accordance with the *Local Government (Planning and Reporting) Regulations 2014*.

A total of 400 interviews were completed in the period 1 February to 30 March 2017. Minimum quotas of gender within age groups were applied and post-survey weighting was conducted to ensure accurate representation of the age and gender profile of Corangamite Shire.

The 2017 survey includes "core" measures which are compulsory for all participating councils. Corangamite Shire also selected from a range of optional questions, which facilitates analysis of our results over time, as well as benchmarking against State-wide and Large Rural Shires results. An additional, tailored question was repeated this year to identify specific roads which respondents had concerns about.

Issues

Core Performance Measures

Corangamite continues to outperform the Large Rural Shires group averages, as well as the State-wide averages on all core measures, with the exception of satisfaction with Sealed Local Roads.

The results for 2017 show a slight decline across a few core measures, but this is reflective of a drop in scores for Large Rural Shires and State-wide. It is likely the drop in scores is due to a general or state-wide decline in the perception of Local Government rather than specific to Corangamite Shire.

Customer service is the highest rated core performance measure for Council, which significantly exceeds the Large Rural Shires and State-wide group averages.

In general, 65+ year olds rate Council highest on a range of performance measures.

A comparison of index scores for each of the core measures is contained in Table 1.

Core Performance Measures	2013	2014	2015	2016	2017	Large Rural Shires 2017	State-wide 2017
Overall Performance	67	66	65	64	63	54	59
Community Consultation & Engagement	67	65	67	62	60	52	55
Advocacy/ Lobbying on behalf of the community	63	61	63	57	59	51	54
Making Community Decisions	n/a	64	64	61	61	51	54
Sealed Local Roads	n/a	38	38	36	37	43	53
Customer Service	74	76	74	77	76	66	69
Overall Council Direction	58	60	58	55	56	52	53

Table 1

Individual Service Areas

Most service areas' scores remain significantly higher than State-wide and Large Rural Shires averages.

The condition of Local Sealed, Unsealed Roads and Slashing and Weed Control continues to be Council's lowest rated areas, scoring lower than the averages for Large Rural Shires and State-wide groups. Council has allocated significant attention and resources to these areas. However, it should be noted that Unsealed Roads were impacted by flood damage during Spring, and slashing was impacted by a wet Spring and Summer leading to unusual seasonal grass growth and difficulty with the slashing program. Further to this, an additional question commissioned in 2016 was repeated this year asking which specific roads were of concern. Interestingly, nine out of the top 10 roads nominated are the responsibility of the State Government. This would suggest that the residents in

Corangamite Shire are rightly unimpressed with the condition of the arterial road network, and are also confused about which roads are the responsibility of Council or VicRoads. The roads which were identified as being of most concern include the following:

- Cobden-Port Campbell Road 10% (VicRoads)
- Lavers Hill-Cobden Road 7% (VicRoads)
- Camperdown-Lismore Road 6% (VicRoads)
- Terang Mortlake Road 5% (Vic Roads)
- Foxhow Road 4% (VicRoads)
- Castle Carey Road 4% (Corangamite).
- Princes Highway West 4% (VicRoads)
- Darlington Road 3% (VicRoads)
- Cobden Warrnambool Road 3% (VicRoads)
- Stoneyford Road 3% (VicRoads)
- Boorook Road 3% (Corangamite)
- Timboon Colac Road 3% (Vic Roads).

Performance ratings for Elderly Support Services and Disability Support Services have increased, following a fall in ratings last year.

As previously discussed, there have been relatively minor declines across some service areas. In most cases these are consistent with declines in the Large Rural Shires and State-wide scores.

A comparison of performance scores for individual service areas is contained in Table 2.

Service Performance Measure	2013	2014	2015	2016	2017	Large Rural Shires 2017	State-wide 2017
Elderly Support Services	78	78	78	73	74	67	68
Recreational Facilities	74	77	76	74	73	66	70
Appearance of Public Areas	75	76	78	75	77	69	71
Family Support Services	74	75	71	69	72	65	67
Emergency and Disaster Management	73	74	74	72	71	70	70
Art Centres and Libraries	n/a	73	73	70	71	70	73
Disadvantaged Support Services	n/a	72	67	63	67	61	61
Community and Cultural Activities	73	72	71	69	68	69	69
Waste Management	70	72	72	69	71	68	71
Informing the Community	69	70	69	67	67	60	59
Tourism Development	n/a	69	68	66	64	65	63
Enforcement of Local Laws	68	68	66	68	66	63	64

Service Performance Measure	2013	2014	2015	2016	2017	Large Rural Shires 2017	State-wide 2017
Environmental Sustainability	67	67	66	64	63	62	64
Business and Community Development	n/a	64	63	63	62	59	60
General Town Planning Policy	n/a	64	63	60	61	54	53
Condition of Local Streets and Footpaths	58	62	65	60	57	53	57
Planning and Building Permits	58	56	57	59	58	48	51
Roadside Slashing and Weed Control	50	45	49	48	44	50	53
Maintenance of Unsealed Roads	40	40	37	39	35	42	44

Table 2

Best Aspects and Areas for Improvement

As in the previous year, residents were asked two open-ended questions:

- What is the one best thing about Corangamite Shire Council?
- What does Corangamite Shire Council most need to do to improve its performance?

Councillors were again nominated as the Shire’s top attribute by 12% of residents, followed by Customer Service (11%) and Generally Good/No Complaints (7%).

39% of residents indicated that Sealed Road Maintenance continues to be in greatest need of improvement, followed by Nothing (12%), Unsealed Road Maintenance (8%) and Community Consultation (6%).

Table 3 shows the best aspects of Council and those in greatest need of improvement, as identified by residents.

Best aspects of Corangamite Shire	% of all respondents 2017	% of all respondents 2016	Areas for Improvement	% of all respondents 2017	% of all respondents 2016
Councillors	12	12	Sealed Road Maintenance	39	42
Customer Service	11	7	Nothing	12	8
Generally Good	7	5	Unsealed Road Maintenance	8	12
Community Engagement/Involve ment/Consultation/ Communication	5	N/A	Community Consultation	8	6
Community support Services	4	5	Medium Strips/Nature Strips	6	4

Best aspects of Corangamite Shire	% of all respondents 2017	% of all respondents 2016	Areas for Improvement	% of all respondents 2017	% of all respondents 2016
Recreation/Sporting Facilitates	4	6	Financial Management	4	4
Waste Management	4	3	Rural/Regional communities	4	5
			Waste Management	3	N/A
			Local/Community Support	3	N/A
			Communication	3	6
			Address Issues/Keep Promises	3	n/a

Table 3 Best Aspects and Areas for Improvement

Policy and Legislative Context

Participation in the Community Satisfaction Survey is consistent with the following Council Plan 2017-2021 commitment and objectives:

We are committed to working towards ensuring the safety, health and wellbeing of our communities.

Engage with and listen to our communities.

In accordance with the *Local Government (Planning and Reporting) Regulations 2014*, some of the core performance results obtained through the Community Satisfaction Survey 2017 will form part of the mandatory reporting in the Annual Report of Operations and Performance Statement which will be included in the 2016-2017 Corangamite Shire Annual Report.

Survey results for individual service areas will also be used to provide a qualitative assessment of the performance of Council against the Council Plan and will be published in the Annual Report.

Internal / External Consultation

Results of the Community Satisfaction Survey 2017 have been previously provided to Councillors and discussed during the 13 June Councillor Briefing. Results have also been provided to the senior officers and Leadership Group to assist them with the departmental planning and reporting process.

Financial and Resource Implications

Participation in the State-wide Local Government Community Satisfaction Survey allows for more cost effective surveying than would be possible if councils commissioned surveys individually. The cost of this year's survey was \$17,810 (incl. GST).

Conclusion

The 2017 Community Satisfaction Survey results demonstrate that the Council continues to perform well in terms of community perception when benchmarked against the Large Rural Shires and State-wide averages.

Maintenance of Sealed, Unsealed Roads and Roadside Slashing / Weed Control continue to rate poorly and are perceived as the areas in greatest need of improvement by residents. Council will continue to focus on improving these area, particularly roads which is a key theme in the Council Plan 2017-2021.

RECOMMENDATION

That Council publishes the results of the 2017 Community Satisfaction Survey on the Corangamite Shire website for the information of the public.

10.13 Intention to Consider Sale - 12-14 Montgomery Street, Skipton

Author: Jane Hinds, Property Officer

File No: D17/354

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 - Jane Hinds

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

Summary

This report is for Council to consider the sale of the vacant land located at 12-14 Montgomery Street, Skipton, which is owned by Council.

Introduction

Council owned land located at 12-14 Montgomery Street, Skipton, has been assessed as surplus to Council needs and therefore available for sale.

Council's assets requirements may change over time, thus all Council land and buildings should be reviewed regularly to ensure that the property is being held for a specific purpose for current or future use or identified as potential for disposal.

Council's policy for Sale of Council Land and Buildings provides criteria for identification of surplus land and building assets. The criteria includes history of the land, size and location, demonstrated past and current usage, surrounding usage, community or Council plans, strategic relevance, access to the property, demonstrated community need and future foreseeable use.

The sale review process has been undertaken in accordance with Council's Policy and the *Local Government Act 1989* and has included a substantial property review and community and public consultation.

The recommendation is for Council to proceed to sale.

Issues

History of the land

This land was acquired by the Shire of Hampden on 28 August 1968. There is little information about the property with no records being held on file.

Size and location of the property

The size of the land is 5058m² with the dimensions being 60.35m x 100.58m, consisting of 3 lots. The lots are known as Lot 1, 2, & 3 TP370239. The land is centrally located within the township of Skipton and access is provided off a bitumen sealed service road to the southern corner of the land. The property is located in the Business 1 planning zone. No services are available.

The land has a southerly aspect falling very steeply from the Blake Street frontage to natural drains diagonally across the centre of the property. Access is impractical from Blake Street due to the topography. A significant proportion of the land across the centre of the property is low lying and poorly drained. The land is divided by three drainage easements.

Council has recently carried out drainage infrastructure works along Montgomery Street to reduce flooding potential in the commercial area of Skipton from Jubilee Lake during minor and moderate flood events.

The property title outlines that there are easements attached to the property. An easement is a section of land registered on the Certificate of Title providing someone the right to use the land for a specific purpose even though they are not the land owner. Should Council choose to sell this property, they will need to disclose all easements attached to the property within the contract of sale.



Figure 1: 12-14 Montgomery Street, Skipton

Demonstrated past and current usage

Currently the land remains vacant. 12-14 Montgomery Street, Skipton has been leased out for the past 3 years for the purpose of establishing and operating a horticultural market garden. The lease agreement expired 31 March 2017 and the tenant indicated to Council that they did not wish to enter into a new agreement for use of the land. Prior to this, informal arrangements existed for horses to graze the land for fire prevention purposes.

Surrounding usage

The Skipton Kindergarten and Community Centre is located to the East of this property. These parcels are situated on Crown Land, where Council acts as Committee of Management for the Department of Environment, Land, Water and Planning. The land is also situated beside Jubilee Park and Lake, which makes it an attractive parcel as there is potential to gain water access rights. Council acts as Committee of Management for this parcel of Crown Land, whilst the water is the responsibility of Southern Rural Water. Residential housing blocks are located to the West of the property.

Community or Council plans

The Skipton planning process has taken place with local residents and the Skipton Progress Association to deliver a community plan. One of the priorities identified in the planning process was to maintain parks and streetscapes and to plant more trees. Another priority was also to open up land for development for housing or industry.

Strategic relevance

The *Planning and Environment Act 1987* establishes a framework for planning the use, development and protection of land. Any development on the site would need to comply with the relevant local planning scheme, floodway overlay and obtain any required planning permits associated with the use of the premises.

Council's Planning Department has been notified about the intended sale and has advised that a floodway overlay is over the majority of the site and a planning permit would not be required for the following building or works:

- New building and works provided sufficient detail is submitted showing the finished ground level is 300mm or more above the 100 year ARI flood level.
- Minor developments such as a pergola or carport that is open on all sides and a deck where the finished floor level will be no higher than 150mm above natural surface.
- Road works or works to any other access way (public or private), including construction of driveways, vehicle crossovers, footpaths or bicycle paths that do not raise ground level topography by more than 150mm, or if the relevant floodplain management authority has advised in writing that the impact on flood storage will be negligible and the flowpath will not be obstructed.
- Fencing that complies with the Glenelg Hopkins CMA Guidelines for Fencing in Flood Prone Areas.
- Pathways or trails with finished levels no higher than 150mm above natural ground level topography.
- Landscaping works that do not raise the natural ground level topography by more than 150mm.



Figure 2 & 3: Property Title and Flood Overlay – 12-14 Montgomery Street, Skipton

Access to the property

Access to the property is available from Montgomery Street. Access could be achieved from Blake Street but is limited due to its steepness.

Demonstrated community need

The land has not been noted in previous community plans, although there is potential for it to be addressed when the plan is reviewed in the second half of 2017.

Future foreseeable use. This may include Council, community, amenities, environmental and infrastructure usage

Future development of the land is limited due to the proposed flood overlay, commercial zoning of the block and the proximity of the lake, however could be achieved for the right purposes, as was evident with the horticultural market garden. 12-14 Montgomery Street, Skipton has been identified for immediate review, following the end of a three year lease agreement, with the tenant choosing not to renew.

Community Consultation

Prior to Council advertising its intention to sell the land, Council held an on-site meeting with the community to discuss its intention to sell the property and hear all views raised on the matter. Community members were advised at the meeting that Council had not made a decision to sell the property and was seeking community input as to whether there is current or future community use of this parcel of land.

A total of six community members attended the community meeting, with invitations sent to surrounding land owners and a public notice posted in the Skipton Newsletter. A summary of discussions is provided in Table 1 below and a copy of the notes from the meeting are provided under separate cover.

Key Points in On-site Meeting Submissions
• Used for passive recreation – could be created as part of Jubilee Park
• 1 st step is Council commitment to maintain it
• Money available from Skipton community plan
• School to utilise
• Match plants with high water content
• Turn it into an interpretive walk
• Green community area
• Community food garden to benefit aging
• View of bridge is beautiful
• For the town, for the people to connect

Table 1: Summary of discussions at public consultation process

In accordance with direction from Councillors to expand use of social media as a communication tool, a Facebook post was uploaded on 11 May 2017. This resulted in no comments and 3 likes, reaching 734 people.

A public notice advertising Council’s intention to sell the land has allowed the opportunity for community members and groups to make public submissions regarding the sale of the land.

A total of seven submissions were received as a result of the public notice call for submissions. All submissions received were opposed to the sale of the land. Numerous options were also outlined through the submission process. A copy is provided under separate cover and summarised in Table 2 below.

Author	Key Points in Submission	Officer Response	Date Received
Submission 1	<ul style="list-style-type: none"> • Community garden • Primary School could be involved • Landscape could be improved with planting of trees, shrubs, flowers and habitat • Concert venue 	<ul style="list-style-type: none"> • Noted 	5 April 2017
Submission 2	<ul style="list-style-type: none"> • Community garden • Edible spring floriferous garden • There have been suggestions of a skate park to caravan stop with dump point, but concerns are raised with these options • A park extension of non-native plants would be a shady retreat • Mowing, maintenance, levelling, drainage consideration, machinery and gravel for a path required 	<ul style="list-style-type: none"> • Concerns were raised at the onsite meeting about the suggestions of a skate park and a dump point being located at this site. Discussions on the day moved against a skate park and dump point given the flood overlay and the possible noise the skate park would generate • Costs would be incurred for formation work and ongoing maintenance to develop the parcel as community space. This would require additional budget allocation 	27 April 2017

Author	Key Points in Submission	Officer Response	Date Received
Submission 3	<ul style="list-style-type: none"> • A commercial business or any residence should not exist on the land • Oppose the decision to build any structure at all in this area • The drainage system needs to be considered • Skipton has a large number of commercial buildings in the CBD already • Potential business owners of the land would need to have the negatives of establishing a business pointed out to them e.g. potential flooding, drains and access • Link to walking trails between town and Jubilee Park • Some lovely big trees could be planted to provide shade • A skate park would be great for the older primary school students • The raised garden beds need to be flattened out 	<ul style="list-style-type: none"> • Noted • Any future development would be subject to relevant local planning scheme, floodway overlay and required planning permits associated with the use of the premises 	25 May 2017
Submission 4 and 5	<ul style="list-style-type: none"> • Retain the property as an asset • A walking and lunching park • An off-lead dog park • An orchard and a veggie garden • A link to the adjacent Jubilee Park and lake • The land needs to be levelled, fenced and vegetation on the northern side needs attention • Plant a small orchard, vegetable and herb garden for produce to be sold at the Community Op-Shop • The central area of the land could be converted to a permanent wetland 	<ul style="list-style-type: none"> • Noted • Skipton is very well provided for when the total quantity of open space is considered, it includes Jubilee Park and Lake, Recreation Reserve, Stewart Park and the Rail Trail. • Water access rights would need to be purchased for water usage from the lake. Water is not currently connected to the property 	1 June 2017

Author	Key Points in Submission	Officer Response	Date Received
Submission 6	<ul style="list-style-type: none"> Develop the land as public open space The land joins Jubilee Park and we would like to offer open space for visitors in addition to Jubilee Park Establish plantings including apples, olives and pears Perhaps markets and fairs Fencing, tree removal and ground levelling is required. The Progress Association would be happy to help with consultative planning advice, funding applications for specific projects such as frog ponds and plantings. 	<ul style="list-style-type: none"> Noted Skipton is very well provided for when the total quantity of open space is considered, it includes Jubilee Park and Lake, Recreation Reserve, Stewart Park and the Rail Trail. Costs would be incurred for formation work and ongoing maintenance to develop the parcel as community space. This would require additional budget allocation 	5 June 2017
Submission 7	<ul style="list-style-type: none"> Objection to selling the block 	<ul style="list-style-type: none"> Noted 	14 June 2017 (Received after close date)

Table 2: Summary of submissions received

There is no explicit legislation which governs the manner in which submissions are considered in relation to the sale of land, unlike when planning issues are considered in accordance with the planning scheme. The sale of Council land is assessed against key criteria as outlined in Council's Sale of Land and Buildings Policy. This criteria includes a review of past, current and future use, Council and community plans and demonstrated need.

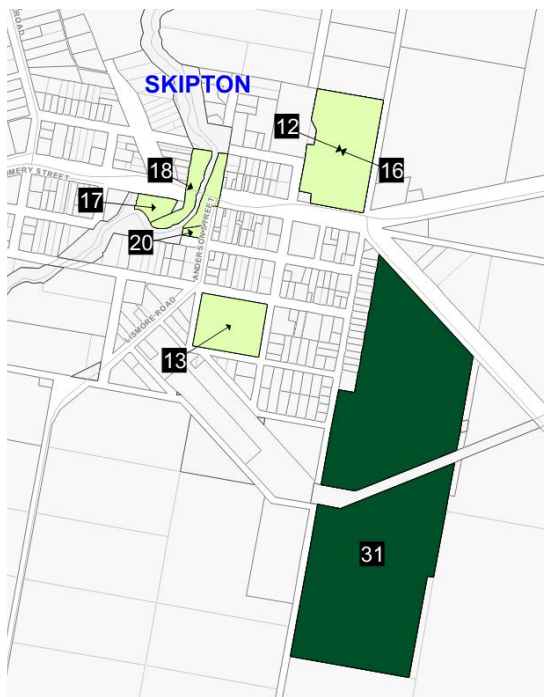
The key themes which were identified during the public consultation process were;

- retain as open space
- community garden, produce to be sold at community op-shop
- fencing, ground levelling and maintenance required.

Corangamite Shire Recreation & Open Space Strategy 2016-2026

Skipton is very well provided for when the total quantity of open space is considered. Given Skipton is a rural area, assessment should be considered based on whether public open space is provided for that are focal points for townships and surrounding communities. Access should also be considered and the linkages and connections between open space sites and between the communities.

Table 3 below identifies the areas of recreational and public open spaces available in Skipton, excluding the land at 12-14 Montgomery Street. Other recreational venues such as the community hall and historical society have been included on the map below as outlined within Council's Recreation & Open Space Strategy 2016-2026. The Skipton Rail Trail has not been included in the table below, however it provides another space for the community to enjoy.



Map Ref	Open Space	Ownership	Area (m2)
(12) (16)	Jubilee Park, including Skipton Tennis Courts and Skipton Swimming Pool	DELWP	66,687
(13)	Skipton Recreation Reserve	DELWP	32,160
(17)	Skipton Historical Society	DELWP	-
(18)	Stewart Park	DELWP	20,925
(20)	Skipton Mechanics Institute Hall	DELWP	-
(31)	Skipton Golf/ Bowls Club	Golf Club	387,793
	Total		507,565

Table 3: Recreation and Open Space in Skipton

From this data it can be interpreted that 507,565m² is available within Skipton. Skipton has a population of 452 (2011 - ABS Census Urban Centre Locality) which equates to the total area of open space per capita of Skipton is equivalent to 1,122m² per person. To gain a comparison of open space distribution in Skipton, the Warrnambool Open Space Strategy 2014 identified 142,000m² per 1,000 residents available for unrestricted recreation. This equates to 142m² per person for Warrnambool residents. This therefore represents nearly 8 times more open space per person if you were to live in Skipton as opposed to living in Warrnambool.

The options available to Council are as follows when considering the future arrangements for the vacant land located at 12-14 Montgomery Street, Skipton:

1. Council retain 12-14 Montgomery Street, Skipton and maintain its current use
Council could arrange for the management of the land, which will ensure the land is appropriately managed and any fire hazard reduced. This could be through arrangements with adjoining landholders or by Council managing the land itself under alternative arrangements. Ongoing costs will be associated with the land such as the fire services property levy and parks and garden maintenance.
2. Proceed with the sale of 12-14 Montgomery Street, Skipton
There will be some costs incurred by Council should it proceed with the sale of this property. This will include a property valuation and legal fees. These costs can be offset by the sale proceeds. Council would be required to maintain the grass prior to the parcel being sold.
3. Council retain 12-14 Montgomery Street, Skipton as open space and to establish a community garden
In the instance that Council chooses to retain this parcel of land as open space and to establish a community garden ongoing costs will be associated with the land such as the fire services property levy, parks and garden maintenance and water rights. This is a

large, relatively steep parcel of land, which requires considerable financial and human resources to improve the appearance and suitability of the land in order for it to be considered as public open space for the community. Ongoing resources will be required to manage and maintain the land, which could ultimately create a legacy of infrastructure or development and ongoing costs for Council to maintain.

4. Council retain 12-14 Montgomery Street, Skipton and enter into a lease agreement with the community

The lease agreement would be considered in accordance with the Property Leasing Policy. Council policy classifies the rental amount for different groups that utilise Council facilities with Category A, Community Groups having a subsidised rental amount of \$104 (exc. GST) per annum. All ongoing costs and charges would be the responsibility of the community group.

Policy and Legislative Context

The *Local Government Act 1989* must be adhered to when selling Council land.

Under Section 5(2)(d) of the *Local Government Act 1989*, Council is capable of acquiring, holding, dealing with or disposing of property for the purpose of performing its functions and exercising its powers.

In accordance with Section 189 of the *Local Government Act 1989*, a property valuation will need to be obtained for the valuation of the land which is not more than six months prior to the sale. In the instance that Council chooses to proceed with the sale of this property, the valuation amount needs to remain confidential, as the reserve price will be set according to the valuation determined.

The Sale of Council Land and Building Policy and procedures outline the way in which Council administrates its real estate assets in accordance with Council strategies, plans and legislative requirements.

The sale of Council land aligns with the following key themes in the Council Plan 2017-2021:

Council will make budgetary decision that ensure Council remains in a strong financial position now and into the future.

Council will deliver value for money by ensuring that services are required and delivered efficiently and sustainably.

We are committed to improving the liveability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability.

Improve the appearance of our towns and public spaces.

Internal / External Consultation

A property review has been completed on Council owned land and buildings in consultation with Council's Planning, Environment, Parks and Gardens and Rating departments.

Notification of an on-site meeting to discuss Council's intention to sell the land was sent directly to those surrounding land owners, advising of an on-site meeting with the community to hear all views raised on the matter. A public notice was also advertised in all Western District Newspapers, the Warrnambool Standard and the Skipton Community Newsletter. The on-site meeting occurred Thursday 4 May 2017 at 11am.

A public notice advertising Council's intention to sell the land followed the on-site meeting and has allowed the opportunity for community members and groups to make public submissions regarding the sale of the land. In accordance with Section 189 of the *Local Government Act 1989* the proposed sale has been advertised in The Standard, Cobden Times Coast Times, Terang Express, Camperdown Chronicle, Skipton News, Lismore News and Council's website. Submissions regarding the proposal were sought in accordance with Section 223 of the *Local Government Act 1989*, with the submission period closing 5pm Monday 5 June 2017.

A total of six residents attended the on-site meeting, and seven submissions were received during the submission period. The public consultation process comments received were in favour for Council to retain the land for use by the community as public open space.

Council acknowledged those present at the on-site meeting and the written submission, that all responses would be included as part of the Council report and a deputation at the start of the Council meeting could be made if requested.

Financial and Resource Implications

There has only been administration costs to date associated with the review of this property.

There will be some costs incurred by Council should it proceed with the sale of this property. This will include a property valuation and legal fees. These costs can be offset by the sale proceeds.

Council may generate a financial return from the sale of this land. According to Council policy, all profits from the sale of land are treated as general revenue in the year in which it is received and considered as part of Council's annual budget.

In the instance that Council chooses not to sell the land, ongoing costs will be associated with the land such as the fire services property levy and maintenance of the block. Council's Parks and Gardens team are restricted due to the steepness of the block to manoeuvre equipment within the property, to cut it regularly. Council would need to seek contractors to carry out the maintenance works of the land, which could be in excess of \$3,000 annually. Should Council choose to maintain the land, additional resources and expenditure would need to occur to improve fencing, levelling of the ground surface and maintenance of the grass. These associated works have not been accounted for in Council's 2017-2018 budget.

There were no costs incurred by Council for maintaining the parcel of land during the 2014-2015, 2015-2016 and 2016-2017 financial years as all costs were passed onto the tenant. Council generated a small profit from the lease of the land during the 2014-2015 and 2015-2016 financial years in accordance with the lease terms and conditions.

It has been estimated that Municipal Rates and Charges along with Fire Services Property Levy would be \$500 annually, depending upon use of the property.

Options

Council has a number of options when considering the future arrangements for the vacant land located at 12-14 Montgomery Street, Skipton.

1. Council retain 12-14 Montgomery Street, Skipton and maintain its current use.
2. Proceed with the sale of 12-14 Montgomery Street, Skipton. Recommended option.
3. Council retain 12-14 Montgomery Street, Skipton as open space and to establish a community garden.
4. Council retain 12-14 Montgomery Street, Skipton and enter into a lease agreement with the community.

Conclusion

12-14 Montgomery Street, Skipton has been identified as surplus to Council's requirements and therefore it is proposed that it be considered as a possibility for sale. The land was acquired by Council in 1968 and currently remains vacant following a tenant choosing not to enter into a new lease agreement for use of the land.

The key themes which were identified during the public consultation process were to retain the land as open space, utilise it as a community garden where produce can be sold at the community op-shop and that fencing, ground levelling and maintenance is required.

Given this land has been identified as surplus to Council's requirements and Skipton is very well provided for when the total quantity of open space is considered, it allows Council the opportunity to capitalise from its disposal.

RECOMMENDATION

That Council:

1. **Proceeds with the sale of land located at 12-14 Montgomery Street, Skipton as recommended.**
2. **Delegates authority to the CEO to determine the reserve price and negotiate the sale of 12-14 Montgomery Street, Skipton.**
3. **Affixes the Common Seal of Council to documents relating to the sale of land.**

Attachments

1. Comments On-Site Meeting 12-14 Montgomery Street Skipton Proposed Sale 2017 - Under Separate Cover
2. Facebook Posting - 12-14 Montgomery Street, Skipton 11 May 2017 - Under Separate Cover
3. Submission One - Under Separate Cover
4. Submission Two - Under Separate Cover
5. Submission Three - Under Separate Cover
6. Submission Four - Under Separate Cover
7. Submission Five - Under Separate Cover
8. Submission Six - Under Separate Cover
9. Submission Seven - Under Separate Cover

10.14 Lease Agreement - 179 Manifold Street, Camperdown

Author: Jane Hinds, Property Officer

File No: D17/386

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 - Jane Hinds

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

Summary

This report is for Council to consider a lease agreement with Advance Camperdown to use the Camperdown Court House located at 179 Manifold Street, Camperdown for the purpose of a tourist information centre, art and music precinct and community hub.

Introduction

Advance Camperdown has approached Council seeking to enter into a new lease agreement for use of the Camperdown Court House. The term of the existing agreement was for two years with the option of a further two years. The option has already been excised with the agreement expiring 31 July 2017.



**Figure 1: Camperdown Court House, 179 Manifold Street, Camperdown
Issues**

Advance Camperdown currently operate the Court House building as a combined tourist information centre, art and music precinct and community hub.

After being approached by Council, Advance Camperdown has advised of their intention to continue the current arrangements and enter into a new lease and service agreement with Council for use of the Court House building. The current lease agreement commenced 1 August 2013 and is set to expire 31 July 2017.

Since the development of the current lease agreement with Advance Camperdown, Council has adopted a revised Property Leasing Policy.

The new lease agreement has been considered in accordance with the Property Leasing Policy and a rental fee is now proposed. Council policy classifies the rental amount for different groups that utilise Council facilities with Advance Camperdown classified as *Category A, Community Groups*. The cost for this user group category is a subsidised rental amount of \$104 (exc. GST) being charged annually.

This rental amount is a new charge applicable to Advance Camperdown for the use of Council's building, and is in line with other community groups utilising Council managed buildings.

Council has been briefed on the impending lease expiry and have requested in light of the continued financial support towards the operations of the Centre and proposed review of occupancy/utilisation of Council's buildings to be undertaken in the next twelve months that a short term lease agreement be established with Advance Camperdown.

A short term lease agreement is being proposed for Advance Camperdown for use of the Court House for the period 1 August 2017 to 31 July 2018.

All other terms and conditions will remain the same.

Policy and Legislative Context

Agreement to lease the Court House to Advance Camperdown would be in keeping with the commitments in the 2017-2021 Council Plan:

Council will make budgetary decision that ensure Council remains in a strong financial position now and into the future.

Council will deliver value for money by ensuring that services are required and delivered efficiently and sustainably.

We value the importance of local business to our economy and the overall prosperity of Corangamite Shire.

Support and facilitate the development of the visitor economy.

In accordance with Section 190 of the *Local Government Act 1989*, the proposed lease agreement has been advertised in the Warrnambool Standard on 13 May 2017 and the Camperdown Chronicle on 19 May 2017.

Submissions regarding the proposal were sought in accordance with Section 223 of the *Local Government Act 1989*, with submissions closing 12 May 2017.

The land is zoned Public Use and a Heritage overlay has been applied to the property.

Internal / External Consultation

A public notice advertising Council's intention to lease the land has allowed the opportunity for community members to make public comment and submissions regarding the lease of the facility. No submissions were received.

Council Officers have advised Advance Camperdown that under a revised Council Property Leasing Policy a rental fee would apply and that a short term lease would be negotiated. Advance Camperdown indicated no issue with these.

Financial and Resource Implications

During the 2015-2016 financial year Council incurred \$13,534.84 of recurrent costs on the Court House building and \$12,913.42) of recurrent costs to date this financial year, this includes building and some contents insurance, essential safety measures, programmed maintenance, garden maintenance and reactive maintenance.

Projected capital expenditure for the Camperdown Court House over the next five years is outlined in table 1 below.

Projected Capital Expenditure				
2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
\$18,200.00	\$17,200.00	\$32,250.00	\$32,250.00	\$58,325.00

Table 1: Projected Capital Expenditure Camperdown Court House

Under the previous terms of the lease agreement, no rental charge was applicable annually. In accordance with Council's Property Leasing Policy, the classification proposed is *Category A, Community Groups*, which provides for a subsidised rental amount of \$104 (exc. GST) per annum. This income would contribute to Council's annual recurrent budget.

Advance Camperdown is responsible for all electricity costs at the venue which are based on actual usage derived from a meter box within the Court House, no supply charge fee is applied to this amount. All water service and usage charges are calculated at 5% of the total Wannan Water bill which services the Civic Centre, Court House and Manifold Street public toilets.

Options

Council can choose to grant a lease as prepared, with amendments, or choose not to grant a lease.

Conclusion

Advance Camperdown currently occupies the premises at 179 Manifold Street, Camperdown, known as the Camperdown Court House, for the purpose of a tourist information centre, art and music precinct and community hub. The agreement is set to expire 31 July 2017 with no further terms available. Council have notified Advance Camperdown that any new agreement would be considered in accordance with Council's Property Leasing Policy.

A rental fee of \$104 (exc. GST) per annum is to apply for the term of the agreement being 12 months, which will expire 31 July 2018.

Advance Camperdown has been informed of Council's decision to move towards a short term lease agreement, the application of a rental fee and a utilisation review which is to be undertaken of Council buildings which may identify and facilitate opportunities for colocation.

RECOMMENDATION

That Council:

- 1. Enters into a lease agreement with Advance Camperdown for use of the Camperdown Court House located at 179 Manifold Street, Camperdown for the purpose of a tourist information centre, art and music precinct and community hub, which expires 31 July 2018.**
- 2. Sets the lease fee in accordance with Council Policy at \$104 (exc. GST) per annum.**
- 3. Affixes the Common Seal of Council to the lease agreement.**

10.15 Finance Report - May 2017

Author: Adam Taylor, Manager Finance

File No: D17/413

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 - Adam Taylor

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

Summary

To note Council's financial position as at 31 May 2017.

Introduction

Council adopted the 2016-2017 Budget at a special Council meeting in June 2016. At the October 2016 ordinary Council meeting, Council approved a number of 2015-2016 capital and non-recurrent projects that were identified as incomplete, requiring remaining budgets to be carried forward to the 2016-2017 financial year. During November 2016 and March 2017 managers conducted a comprehensive review of budgets with changes approved by Council.

Issues

Budget Variations

Council's target "cash position" is \$5 million or greater on an annual basis. The "cash position" as at 30 June 2016 was \$11.59 million, which was primarily due to incomplete capital works and non-recurrent projects and to a lesser extent a favourable result to the adjusted forecast. The higher than forecast "cash position" as at 30 June 2016 funded the carry forward budget adjustments approved by Council in October 2016. A summary of the forecast "cash position" after the inclusion of carry forward adjustments and budget reviews is as follows:

"Cash position" as at 30 June 2016	\$11.59 million
2016-2017 adopted Surplus/(Deficit)	(\$1.63) million
2015-2016 Carry forward adjustments	(\$2.51) million
2016-2017 December budget variations	\$ 0.15 million
2016-2017 March budget variations	\$ 0.19 million
Forecast "cash position" as at 30 June 2017	<u>\$7.79 million</u>

After carry forward and budget adjustments, the forecast "cash position" of \$7.79 million is within the target range of \$5 million or greater.

Council's 2016-2017 adopted budget is a "cash" deficit of \$1,632,118. As a result of the carry forwards and budget reviews, Council's operating "cash" result is forecast to be a deficit of \$3,798,956. A detailed list of the March 2017 budget variations is contained in the attached report.

2016-2017 adopted Surplus/(Deficit)	(\$1,632,118)
2015-2016 carry forwards (net)	(\$2,508,526)
2016-2017 December budget variations	\$148,240
2016-2017 March budget variations	\$193,448
2016-2017 Forecast "cash" Surplus/(Deficit)	(\$3,798,956)

Financial Performance

Council's financial performance for 2016-2017 is on target with a year to date favourable cash variance of \$9,015,149 compared to budget. Main contributors to the better than forecast result as at 31 May 2017 are:

- Recurrent operations are \$3,700,450 favourable to budget as a result of timing and forecasting differences.
- Project expenditure is \$30,944 favourable as a result of timing and forecasting differences.
- Capital expenditure is \$5,955,980 favourable due to capital projects which are behind budget. Whilst this number is high we anticipate that the number of carry forwards projects would be similar to prior years.
- Rate Income is \$26,631 ahead of budget due to supplementary rates.
- Extraordinary Events which relates to flood recovery is \$596,454 unfavourable as a result of flood recovery completed ahead of budget.
- The remaining variations are associated with timing differences.

Policy and Legislative Context

The report meets Council's requirements for reporting under the *Local Government Act 1989* and is in accordance with its Council Plan 2017-2021 commitment that:

Council will make budgetary decision that ensure Council remains in a strong financial position now and into the future.

Council will deliver value for money by ensuring that services are required and delivered efficiently and sustainably.

Internal / External Consultation

This report has been prepared in consultation with relevant department managers and has been reviewed by the Senior Officer Group. As there are no changes to rates or charges and no proposed new borrowings, the forecast budget is not required to be publically advertised.

Financial and Resource Implications

This report has no alteration to the financial and resource implications for Council.

Conclusion

Council's financial performance for 2016-2017 remains on target. The year to date cash variance of \$9,015,149 is favourable compared to budget, this is primarily due to timing issues, capital projects being behind schedule and budget savings. Council's "cash position" will remain within the target range of \$5 million or greater.

RECOMMENDATION

That Council receives the finance report for the period ending 31 May 2017.

Attachments

1. May 2017 - Finance Report



**Monthly Financial Performance Report
31 May 2017**

Period Balances Report

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1. Performance Summary
2. Cash Budget
3. Recurrent Operations
4. Projects
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10. Balance Sheet for the period ended 31 May 2017
11. Income Statement for the period ended 31 May 2017
12. Cash Flow Statement for the period ended 31 May 2017

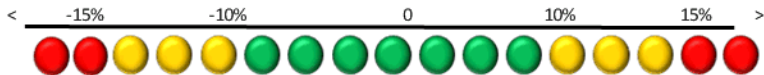
Synopsis

The purpose of this report is to provide Council an update and commentary on the financial performance of Council's operations on a quarterly basis.

Definitions

Adopted Budget - represents the Budget adopted by Council in June
Reviewed Budget - represents the Adopted Budget adjusted for approved budget amendments through either a Carry-forward or Mid-Year Budget review.
Forecast Budget- most recent estimated financial position including impact of proposed budget amendments.
Positive amounts - represents income, contribution to Council or favourable variation.
Negative amounts - represents expenditure, cost to Council or unfavourable variation.
NB: Some sections in this report show expenditure as positive numbers. Where this occurs they are grouped as "expenditure" or "expenses".

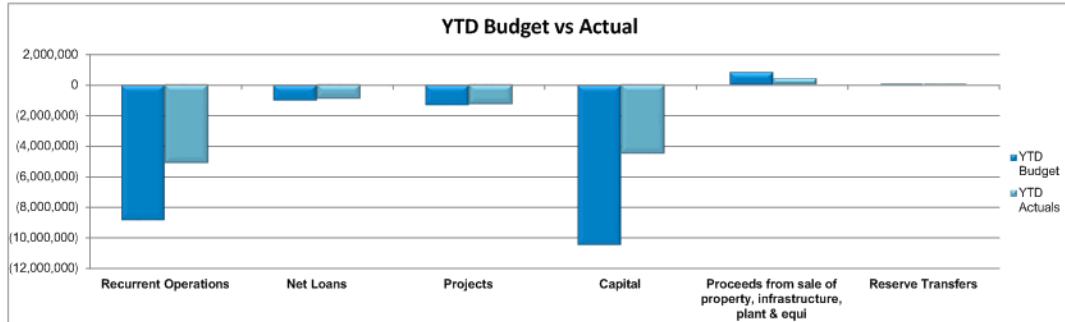
The following tolerances are used on all reports represented by traffic light indicator



	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
Recurrent Operations	(9,869,374)	(10,645,663)	(10,709,878)	(8,831,190)	(5,121,741)	3,709,450	78% ●
Rate Income	20,062,190	20,062,190	20,130,884	20,130,884	20,157,515	26,631	0% ●
Net Loans	(1,097,134)	(1,097,134)	(1,106,411)	(1,014,210)	(926,152)	88,058	(9%) ●
Projects	(1,383,000)	(1,938,857)	(1,733,791)	(1,313,983)	(1,283,038)	30,944	2% ●
Capital	(8,810,100)	(9,838,480)	(10,026,080)	(10,465,714)	(4,509,734)	5,955,980	57% ●
Proceeds from sale of property, infrastructure, plant & equi	874,300	874,300	874,300	845,133	413,734	(431,400)	(51%) ●
External Loan Funds	18,972	18,972	190,379	0	252,342	252,342	0% ●
Reserve Transfers	(1,427,972)	(1,427,733)	(1,418,359)	68,141	47,739	(20,402)	(30%) ●
Extraordinary Events	0	0	0	(638,891)	(1,235,346)	(596,454)	(93%) ●
Surplus/(Deficit)	(1,632,118)	(3,992,405)	(3,798,956)	(1,219,830)	7,795,319	9,015,149	(739%) ●
Surplus/(Deficit) B/forward	7,645,183	11,594,000	11,594,000				
Surplus/(Deficit) at end of year	6,013,065	7,601,595	7,795,044				

Note: Figures in brackets indicate cost to Council

Unfavourable variances shown in brackets



2. Cash Budget

	Annual Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
REVENUE							
Rates and charges	20,062,190	20,062,190	20,130,884	20,130,884	20,157,515	26,631	0% ●
Statutory fees and fines	189,450	235,035	235,035	490,925	638,282	147,357	30% ●
User fees	5,356,998	5,261,953	5,113,271	4,649,044	4,580,192	(68,852)	(1%) ●
Contributions	49,793	269,773	294,773	93,373	172,835	79,462	85% ●
Reimbursements	897,361	900,578	900,578	653,665	849,524	195,859	30% ●
Grants - Operating	9,904,940	14,259,373	14,337,789	10,157,137	10,626,254	469,117	5% ●
Grants - Capital	4,730,000	5,149,000	5,312,000	4,135,000	4,994,969	859,969	21% ●
Other Revenue	454,193	499,193	586,525	534,382	619,566	85,183	16% ●
Proceeds from sale of property, infrastructure, plant & equi	874,300	874,300	874,300	845,133	413,734	(431,400)	(51%) ●
External Loan Funds Received	118,972	118,972	190,379	0	252,342	252,342	0% ●
Transfer From Reserves	175,000	177,739	68,141	68,141	47,739	(20,402)	(30%) ●
Total Revenue	42,813,197	47,808,105	48,043,675	41,757,685	43,352,952	1,595,266	91% ●
Employee benefits	(14,757,699)	(14,960,591)	(14,960,591)	(13,866,322)	(12,654,729)	1,211,592	9% ●
Materials and services	(10,596,109)	(15,645,246)	(15,306,816)	(10,838,853)	(9,266,632)	1,572,221	15% ●
Bad and doubtful debts	(2,000)	(2,000)	(97,147)	0	(6,752)	(6,752)	(0%) ●
Finance costs	(139,732)	(139,732)	(138,979)	(127,397)	(119,872)	7,526	6% ●
Other expenses	(3,279,902)	(3,735,502)	(3,898,002)	(3,144,732)	(3,015,668)	129,063	4% ●
Capital Expenditure	(13,009,500)	(14,654,565)	(14,987,165)	(14,113,399)	(9,687,699)	4,425,700	31% ●
Total Expenditure	(44,445,316)	(51,800,510)	(51,842,632)	(42,977,515)	(35,557,633)	7,419,883	(69%) ●
Surplus/(Deficit)	(1,632,118)	(3,992,405)	(3,798,956)	(1,219,830)	7,795,319	9,015,149	(739%) ●

Note: Figures in brackets indicate cost to Council

Unfavourable variances shown in brackets

3. Recurrent Operations

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
Recurrent Operations							
Revenue							
Corporate and Community Services	12,537,612	12,631,995	12,655,855	12,278,912	12,625,011	346,099	3% ●
Executive Office	31,400	31,400	31,400	24,447	23,335	(1,112)	(5%) ●
Sustainability Development	5,604,368	5,531,505	5,355,398	4,898,417	4,776,085	(122,332)	(2%) ●
Works and Services	6,908,240	6,858,240	6,858,239	5,955,224	6,893,703	938,479	16% ●
Revenue Total	25,081,620	25,053,139	24,900,893	23,156,999	24,318,133	1,161,134	5% ●
Expenses							
Corporate and Community Services	8,846,673	8,965,095	9,034,666	8,224,573	7,487,030	737,544	9% ●
Executive Office	2,326,717	2,662,614	2,662,614	2,146,837	1,916,819	230,019	11% ●
Sustainability Development	9,444,760	9,800,729	9,643,126	8,756,283	7,342,504	1,413,779	16% ●
Works and Services	14,332,845	14,270,365	14,270,365	12,860,496	12,693,522	166,974	1% ●
Expenses Total	34,950,994	35,698,802	35,610,771	31,988,190	29,439,874	2,548,316	8% ●
Recurrent Operations Total	9,869,374	10,645,663	10,709,878	8,831,190	5,121,741	3,709,450	42% ●

Comments:

Recurrent Revenue is \$1,161,000 above YTD budget.

Heavy Plant recovery is greater than budget by \$620,000 which is offset by associated plant expenses.

Material Recovery accounts are greater than budget by \$358,000 which are offset by associated expenses

Recurrent expenditure is \$2,548,000 under budget.

Employee expenses are \$555,000 below budget across all directorates due to staff vacancies throughout the year

Landfill and transfer station expenditure is \$926,000 below budget due to delays in construction of cells and leachate dam.

4. Projects

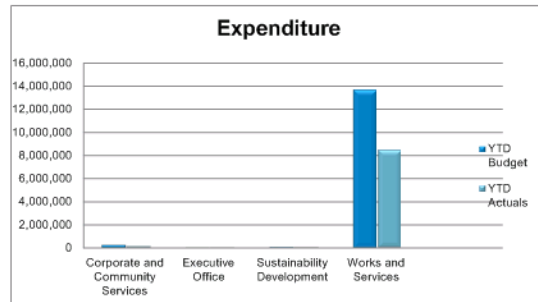
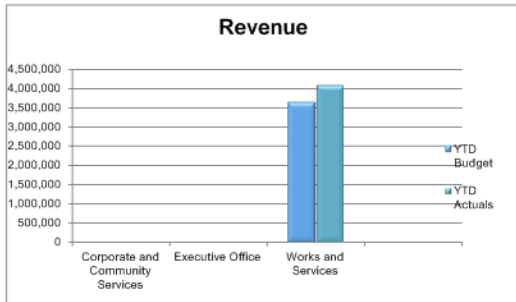
	Annual Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
Projects							
Revenue							
Corporate and Community Services	0	58,500	163,500	45,000	162,000	117,000	260% ●
Executive Office	0	15,000	25,000	15,000	25,000	10,000	67% ●
Sustainability Development	157,690	576,321	351,723	351,723	223,656	(128,067)	(36%) ●
Works and Services	548,000	705,188	821,188	586,438	427,461	(158,977)	(27%) ●
Revenue Total	705,690	1,355,009	1,361,411	998,161	838,117	(160,044)	(16%) ●
Expenses							
Corporate and Community Services	197,000	304,769	409,769	242,937	74,857	168,080	69% ●
Executive Office	88,000	137,770	147,770	77,957	53,112	24,845	32% ●
Sustainability Development	653,190	1,435,232	1,011,266	953,719	927,768	25,951	3% ●
Works and Services	1,120,500	1,386,095	1,505,995	1,017,128	1,065,418	(48,290)	(5%) ●
Expenses Total	2,058,690	3,263,866	3,074,800	2,291,742	2,121,156	170,586	7% ●
Projects Total	1,353,000	1,908,857	1,713,389	1,293,581	1,283,038	10,542	1% ●

Comments:

The overall budget for non-recurrent projects are within 1% of budget with some minor variations within the income and expense allocations.

5. Capital

	Annual Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
Capital							
Revenue							
Corporate and Community Services	0	0	0	0	14,347	14,347	(0%) ●
Executive Office	0	26,000	26,000	0	0	(0)	(0%) ●
Works and Services	4,199,400	4,790,085	4,935,085	3,647,685	4,101,061	453,376	12% ●
Revenue Total	4,199,400	4,816,085	4,961,085	3,647,685	4,115,408	467,723	13% ●
Expenses							
Corporate and Community Services	107,500	293,565	300,065	271,565	107,572	163,993	60% ●
Executive Office	10,000	70,250	70,250	21,667	15,000	6,667	31% ●
Sustainability Development	110,500	126,427	126,427	93,094	40,227	52,867	57% ●
Works and Services	12,781,500	14,164,323	14,490,423	13,727,074	8,462,342	5,264,732	38% ●
Expenses Total	13,009,500	14,654,565	14,987,165	14,113,399	8,625,141	5,488,258	39% ●
Capital Total	8,810,100	9,838,480	10,026,080	10,465,714	4,509,734	5,955,980	57% ●



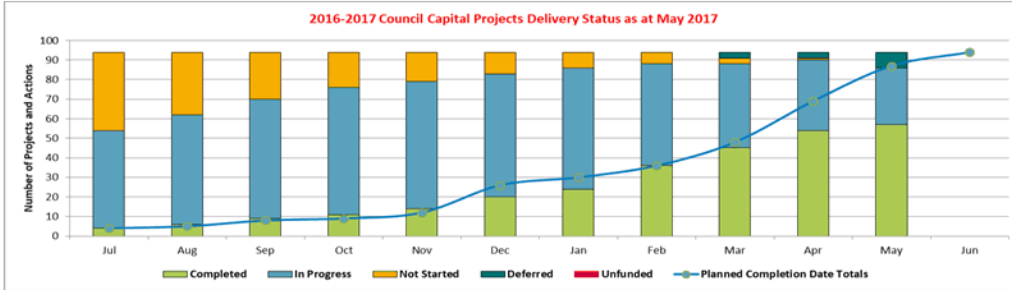
Comments:

Capital Income was over budget by \$467,000
 Roads is \$453,000 over budget. This is additional roads to recovery funding which has been received.

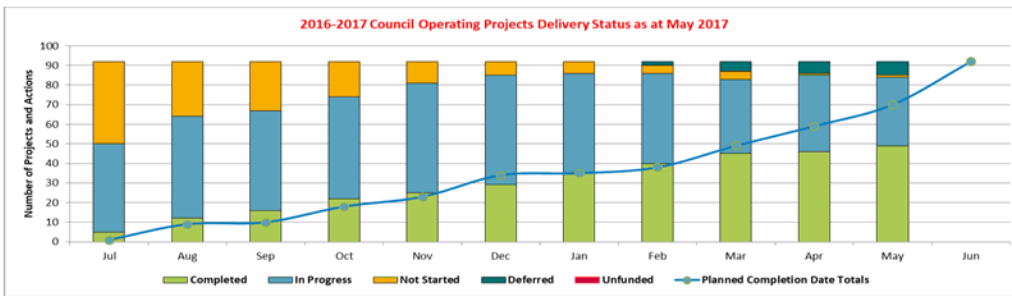
Capital Expenditure was under budget by \$4,425,700.
 Roads expenditure \$518,000 under budget.
 Bridges expenditure \$1,560,000 under budget.
 Fleet expenditure is \$2,100,000 under budget with some savings anticipated for the full year.
 Footpath expenditure is \$400,000 under budget

6. Project Delivery

The graphs and tables below provide an overview of the status of Council’s capital and operating projects for the reporting period.

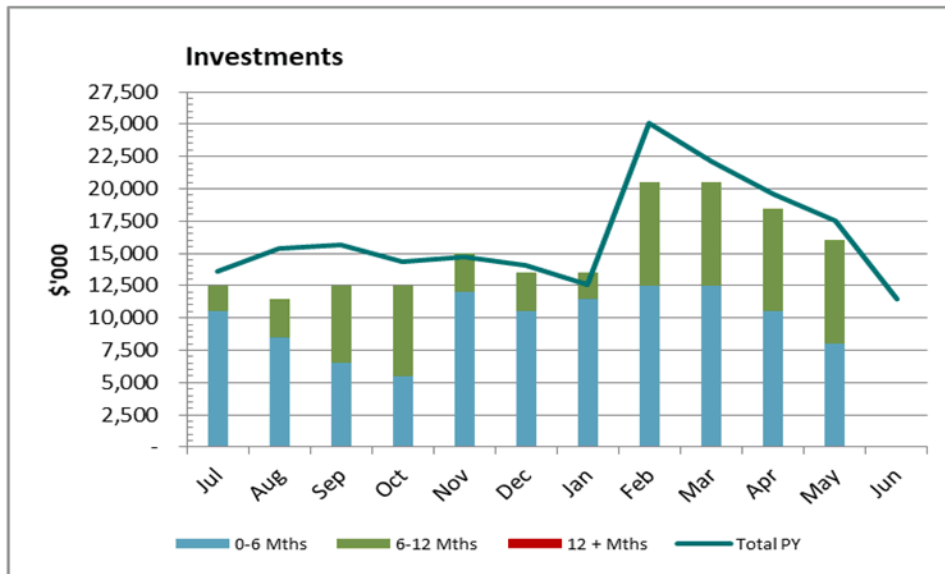


Directorate	Council	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Project	Capital Projects												
Not Started		40	32	24	18	15	11	8	6	3	1	0	0
In Progress		50	56	61	65	65	63	62	52	43	36	29	0
Completed		4	6	9	11	14	20	24	36	45	54	57	0
Deferred		0	0	0	0	0	0	0	0	0	3	3	8
Unfunded		0	0	0	0	0	0	0	0	0	0	0	0
Total		94	94	94	94	94	94	94	94	94	94	94	0
Planned Completion Date		4	5	8	9	12	26	30	36	48	69	87	94
Actual YTD		\$221,968	\$708,783	\$1,030,349	\$1,332,219	\$2,088,424	\$2,745,181	\$3,602,414	\$4,760,214	\$6,508,153	\$8,120,188	\$8,625,141	
Budget YTD		\$233,727	\$344,650	\$906,121	\$1,478,133	\$2,204,404	\$4,407,608	\$5,724,487	\$7,565,248	\$9,563,436	\$12,410,704	\$14,113,399	\$14,987,165



Directorate	Council	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Project	Operating Project												
Not Started		42	28	25	18	11	7	6	4	4	1	1	0
In Progress		45	52	51	52	56	56	51	46	38	39	35	0
Completed		5	12	16	22	25	29	35	40	45	46	49	0
Deferred		0	0	0	0	0	0	0	2	5	6	7	0
Unfunded		0	0	0	0	0	0	0	0	0	0	0	0
Total		92	92	92	92	92	92	92	92	92	92	92	0
Planned Completion Date		1	9	10	18	23	34	35	38	49	59	70	92
Actual YTD		(\$19,805)	\$307,231	\$361,528	\$488,426	\$655,774	\$1,006,038	\$1,099,167	\$1,634,449	\$1,806,258	\$2,023,825	\$2,121,156	
Budget YTD		\$66,847	\$242,790	\$331,890	\$473,235	\$707,629	\$1,029,054	\$1,233,129	\$1,432,395	\$1,762,382	\$2,015,393	\$2,291,742	\$3,074,800

7. Investments

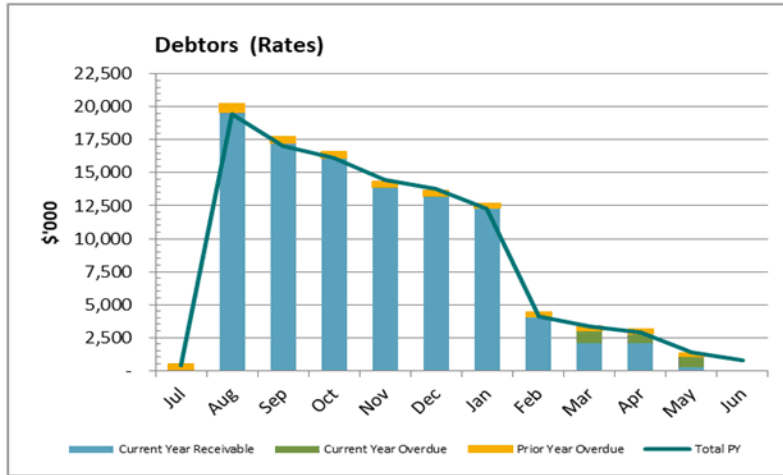


The above graph shows the 2016-2017 total investments as a comparative line and categorises current year investments by term. Term deposits are slightly lower than the level of investments at this time last year due to keeping cash free to enable the payment of loans in July 2017.

8. Outstanding Debtors

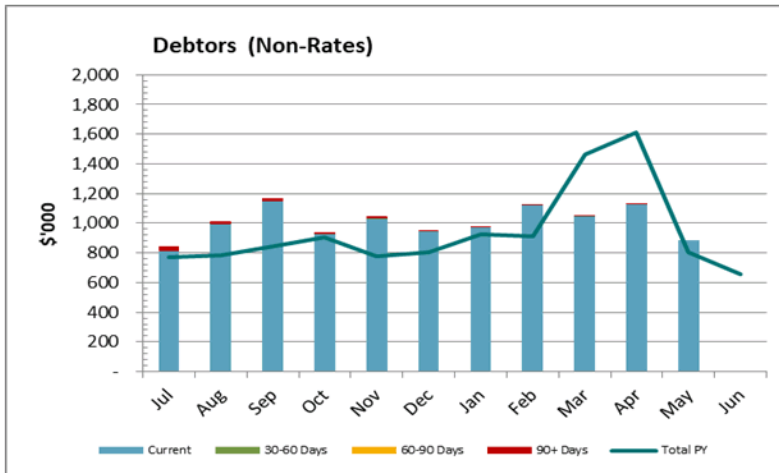
Rate Debtors

The below graph shows the total outstanding debt from the 2015-2016 financial year as a comparative line with the stacked bar graph showing the current year outstanding rates, categorised as current, current year overdue and prior year overdue. In this period there are no current year overdue rates.



Rates are raised in August and the first instalment is due on 30 September, the second instalment 30 November, the third instalment 15 February and the final instalment 15 May. Rates debt relating to prior years is slowly reducing as payment arrangements are followed and collection through external collection agencies pursued. The overdue debt has profiled similarly to the previous financial year.

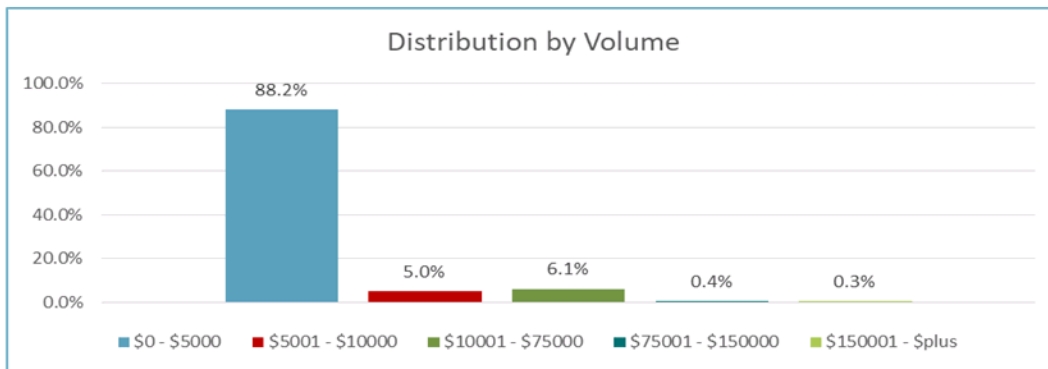
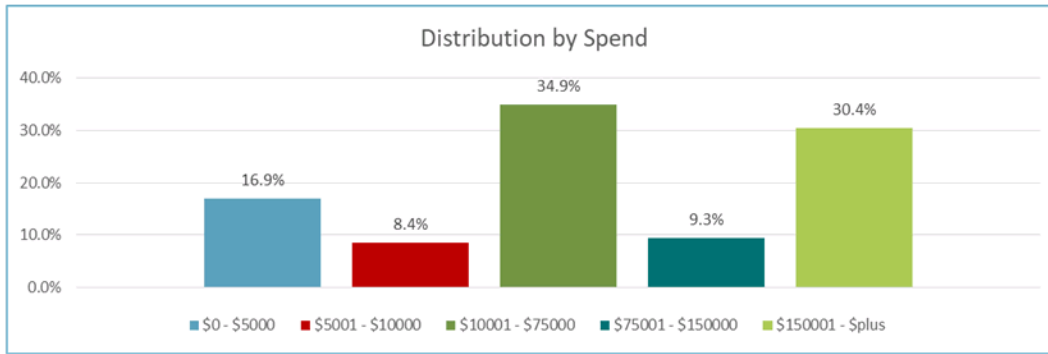
Sundry Debtors



Sundry Debtors are showing a slightly higher total amount owing than the same period last year.

10. Purchasing and Procurement

The graph below details Council's procurement activity for the reporting period by spend and volume. The top graph details the cumulative expenditure by value whilst the bottom graphs details the cumulative transactions by volume. For example 88.2% of transactions for the period were for a value of \$5,000 or less with a cumulative value representing 16.9% of total procurement.



6. Balance Sheet for the period ended 31 May 2017

	Prior Year Balance	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
CURRENT ASSETS					
Cash and cash equivalents	16,302,791	12,129,000	14,795,691	14,988,216	22,607,859
Financial Assets	107,954	142,000	142,000	(29,407)	(159,957)
Rate Receivables	685,593	700,000	700,000	700,000	1,258,667
Other Trade Receivables	1,180,402	1,800,000	1,800,000	1,800,000	924,077
Inventories	66,521	93,000	93,000	93,000	83,792
Other assets	1,273,588	569,000	569,000	569,000	431,958
Total Current Assets	19,616,847	15,433,000	18,099,691	18,120,809	25,146,395
NON CURRENT ASSETS					
Investments in associates	237,601	214,000	237,601	237,601	237,601
Financial Assets	358,972	313,000	313,000	313,000	342,869
Trade and other receivables	68,595	89,000	89,000	89,000	48,622
WIP - Capital	1,244,365	13,019,500	14,664,565	14,998,088	10,015,986
Fixed assets	409,884,013	403,951,500	399,559,713	399,559,713	410,515,076
Total Non Current Assets	411,793,547	417,587,000	414,863,879	415,197,402	421,160,154
Total Assets	431,410,394	433,020,000	432,963,570	433,318,212	446,306,549
CURRENT LIABILITIES					
Interest bearing liabilities	968,855	312,000	312,000	301,970	162,575
Provisions - current	3,725,467	3,350,000	3,350,000	3,350,000	420,520
Total Current Liabilities	7,264,163	6,367,000	6,367,000	6,356,970	1,711,299
NON CURRENT LIABILITIES					
Interest bearing liabilities - non-current	2,223,945	1,918,000	1,918,000	1,918,000	2,223,945
Provisions - non-current	5,367,741	5,420,000	5,420,000	5,420,000	4,906,121
Total Non Current Liabilities	7,591,686	7,338,000	7,338,000	7,338,000	7,130,066
Total Liabilities	14,855,849	13,705,000	13,705,000	13,694,970	8,841,364
Net Assets	416,554,545	419,315,000	419,258,570	419,623,242	437,465,185
EQUITY					
Accumulated surplus	10,083	3,419,484	2,704,023	3,059,321	20,910,639
Asset revaluation reserve	212,058,560	209,612,516	210,604,734	210,604,734	212,068,643
Reserves	203,161,574	203,495,000	203,161,574	203,161,574	203,161,574
	1,324,329	2,788,000	2,788,239	2,797,613	1,324,329
Total Equity	416,554,545	419,315,000	419,258,570	419,623,242	437,465,185

	Prudential Guideline	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
Working capital ratio / Liquidity ratio (current assets to current liabilities)	150%	242.39%	284.27%	285.05%	1469.43%
Debt servicing ratio (interest paid as % of total revenue)	5%	0.34%	0.30%	0.30%	0.28%
Debt commitment ratio (interest and loan repayments as a % of rate revenue)	15%	5.47%	5.47%	5.50%	0.59%

7. Income Statement for the period ended 31 May 2017

	Annual Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance favourable/ (unfavourable)
REVENUE						
Rates and charges	20,062,190	20,062,190	20,130,884	20,130,884	20,157,515	26,631
Statutory fees and fines	189,450	235,035	235,035	490,925	638,282	147,357
User fees	5,356,998	5,261,953	5,113,271	4,649,044	4,580,192	(68,852)
Contributions	49,793	269,773	294,773	93,373	172,835	79,462
Reimbursements	897,361	900,578	900,578	653,665	849,524	195,859
Grants - Operating	9,904,940	14,259,373	14,337,789	10,157,137	10,626,254	469,117
Grants - Capital	4,730,000	5,149,000	5,312,000	4,135,000	4,994,969	859,969
Other Revenue	454,193	499,193	586,525	534,382	619,566	85,183
Total Revenue	41,644,925	46,637,094	46,910,855	40,844,411	42,639,137	1,794,726
EXPENDITURE						
Employee benefits	14,757,699	14,960,591	14,960,591	13,866,322	9,448,944	4,417,377
Materials and services	10,596,109	15,645,246	15,306,816	10,838,853	9,266,632	1,572,221
Bad and doubtful debts	2,000	2,000	97,147	0	6,752	(6,752)
Depreciation	9,450,000	9,450,000	9,450,000	0	218,105	(218,105)
Finance costs	139,732	139,732	138,979	127,397	119,872	7,526
Other expenses	3,279,902	3,735,502	3,898,002	3,144,732	3,015,668	129,063
Total Expenditure	38,225,442	43,933,071	43,851,535	27,977,304	22,075,973	5,901,331
Proceeds from sale of property, infrastructure, plant & equi	874,300	874,300	874,300	845,133	413,734	431,400
Written down value property, infrastructure, plant and equip	874,300	874,300	874,300	0	66,258	(66,258)
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	0	0	0	845,133	347,476	497,658
(Surplus) / deficit for period	3,419,484	2,704,023	3,059,321	13,712,241	20,910,639	7,198,399

12. Cashflow statement as at 31 May 2017

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
Cash flows from operating activities				
Rates and charges	19,748,000	20,047,783	20,116,477	19,597,774
Statutory fees and fines	189,000	235,035	235,035	638,282
User fees	5,250,000	4,994,649	4,750,820	4,645,331
Contributions	50,000	269,773	259,773	172,835
Grants - Operating	9,905,000	14,259,373	14,254,790	10,626,254
Grants - Capital	4,730,000	5,149,000	5,149,000	4,994,969
Reimbursements	897,000	900,578	900,578	849,524
Other Revenue	454,000	499,193	586,525	606,232
Payments to employees	(14,758,000)	(15,283,799)	(15,283,799)	(12,925,278)
Payments to suppliers	(14,572,000)	(19,014,283)	(18,881,501)	(13,130,103)
Net cash provided by operating activities	11,893,000	12,057,302	12,087,698	16,075,820
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(13,009,000)	(13,420,200)	(13,420,200)	(9,575,494)
Repayment of loans and advances from/(to) Organisations	19,000	11,926	183,333	303,987
Proceeds from sale of property, infrastructure, plant and equipment	874,000	874,300	874,300	413,734
Net cash flow from investing activities	(12,116,000)	(12,533,974)	(12,362,567)	(8,857,774)
Cash flows from financing activities				
Finance costs	(139,000)	(139,732)	(138,979)	(119,872)
Trust funds and deposits	0	72,104	72,104	13,175
Proceeds from interest bearing loans and borrowings	0	0	0	0
Repayment of interest bearing loans and borrowings	(957,000)	(962,800)	(972,830)	(806,280)
Net cash from financing activities	(1,096,000)	(1,030,428)	(1,039,705)	(912,978)
Net increase (decrease) in cash and cash equivalents	(1,319,000)	(1,507,100)	(1,314,574)	6,305,068
Cash and cash equivalents at beginning of the year	13,448,000	16,302,791	16,302,791	16,302,791
Cash and cash equivalents at end of the year	12,129,000	14,795,691	14,988,217	22,607,859

10.16 Local Government Performance Indicators Report for nine-month period ending 31 March 2017

Author: David Rae, Director Corporate and Community Services

File No: D17/399

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

The purpose of this report is to provide Council with a report on the Local Government Performance Reporting Framework (LGPRF) Indicator results for the nine-month period ending 31 March 2017, as required under the *Local Government (Planning and Reporting) Regulations 2014*.

Introduction

The LGPRF is a mandatory system of reporting to ensure all councils are measuring and reporting their performance through a consistent set of indicators.

The aim of the LGPRF is to strengthen accountability and transparency across local government.

Councils are also required to report performance indicator information in their annual reports which is also published on the 'MyCouncil' website.

Issues

The *Local Government (Planning and Reporting) Regulations 2014* sets out the financial planning and reporting framework for local government, including the legislated performance indicators.

The nine-month period results, and where applicable, comparative results for the same period last year and previous financial years are reported in the attachment (under separate cover). Council's performance for the nine-month period ending 31 March 2017 is not dissimilar to the same period last year. Some indicators have performed strongly, whereas some require monitoring over the remainder of the financial year. Care should also be taken when interpreting the data provided in this report, as it only pertains to nine months of the financial year. Non-financial elements reported are not always uniform throughout the year and the timing of revenue or expenditure recognition often varies from year-to-year. The nine-month results for Immunisations and Maternal and Child Health were not available at the reporting date.

There are currently 83 indicators in the framework of which 82 are mandated. The indicators need to be reported in the 2016-2017 Annual Report and will help councils to monitor their own performance over time and benchmark performance on an annual basis with other councils. Some of the indicators will be audited by the Victorian Auditor General's Office. Over time the data will become more useful, as Council will ultimately report up to four years of historical data and four years of forecast data to enable both the Council and community to observe trends.

The mandated indicators and measures are grouped into three areas:

- Service performance. 41 indicators (40 mandatory) across nine services*:
- Financial performance. 12 finance indicators (all mandatory)
- Sustainability. Six indicators relating to sustainable capacity, 24 indicators relating to governance and management (all mandatory).

* In addition to the mandated services Council will also report on two optional services being Immunisations and Economic Development. Council has elected not to report on the remaining two optional services at this time due to difficulties associate with data collection. These service areas are Sportsgrounds and Street Sweeping.

Policy and Legislative Context

Consideration of this report is in accordance with the *Local Government Act 1989*, *Local Government (Planning and Reporting) Regulations 2014* and the following 2017-2021 Council Plan commitments:

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

Council will demonstrate high levels of ethical behaviour and governance standards.

Internal / External Consultation

The reporting of results of the nine-month performance for 2016-2017 has been coordinated by Council's Executive Services and Governance Coordinator, with data collation completed by nominated department managers. The Senior Officer Group has reviewed the results.

Financial and Resource Implications

There are no financial and resource implications as a consequence of this report. However, it is estimated the recurrent cost, through lost productivity, associated with the LGPRF is \$10,000 per annum. Additionally, the promised reduction in the reporting burden by Local Government to State Government has disappointingly been inadequate and has not resulted in any cost or time savings.

Conclusion

Effective performance reporting by councils is essential for ensuring accountability to residents and ratepayers. The primary objective of the LGPRF is to provide comprehensive performance information for this purpose. The data generated by the LGPRF can also provide an incentive to improve the performance once trend data becomes available. Council's performance for the nine-month period ending 31 March 2017 is comparable to the same period last year.

RECOMMENDATION

That Council notes the nine-month results for the period ending 31 March 2017 for the legislated performance indicators under the *Local Government (Planning and Reporting) Regulations 2014*.

Attachments

1. LGPRF Indicators - Report for nine-month period ending 31 March 2017 - Under Separate Cover

10.17 Quick Response Grants - June 2017 Allocation

Author: David Rae, Director Corporate and Community Services

File No: D17/408

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

The purpose of this report is to approve the June 2017 allocation of funds under the Quick Response Grants Program.

Introduction

The Quick Response Grants Program is beneficial in supporting instances of community needs that are not readily able to be considered under the Community and Facilities Grants Program or Environmental Grants Program. Applications for Quick Response Grants are considered by Council as they are received.

Issues

The Quick Response Grants Program is a fixed budget that Council provides annually for the distribution of funds to Shire community groups. The Quick Response Grants Program has a rolling intake and this flexible approach allows Council to allocate small amounts to various community groups which results in positive outcomes.

Applications received for this allocation are attached under separate cover. Each application has been assessed against the following criteria as detailed in the Quick Response Grants Policy:

- a. Eligible recipient
- b. Council Plan alignment
- c. Community benefit
- d. Eligible expenditure.

The assessment has also been provided as a separate attachment to this report.

Policy and Legislative Context

Consideration of applications for the Quick Response Grants Program is in accordance with the Quick Response Grants Policy and the following 2017-2021 Council Plan commitments:

We are committed to working towards ensuring the safety, health and wellbeing of our communities.

Council will continue to provide and support a range of community and social support services.

Council will provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

Improved educational outcomes in Corangamite Shire.

Internal / External Consultation

Applications for the Quick Response Grants Program are available from Council's website or by contacting Council's Community Relations team. Applicants are encouraged to discuss their application with the respective Ward Councillor prior to submission. Applicants may also contact Council's Director Corporate and Community Services for further information. Applicants will be advised of the outcome of their application following the Council meeting. Successful applicants will also be requested to provide a grant acquittal following completion of the event or project, including return on unexpended amounts.

Financial and Resource Implications

The 2016-2017 Quick Response Grants Program budget allocation is \$14,000. Annual allocations for each Ward shall not exceed 1/7th of the fund's annual budget in the case of North, South West, Coastal and South Central Wards, and 3/7th of the fund's annual budget in the case of Central Ward. Should the allocations be approved as recommended in this report, the remaining allocation is as follows:

Ward	Annual Allocation	Previous Allocations	This Allocation	Remaining Allocation
Coastal	\$2,000.00	\$71.43	\$223.70	\$1,704.87
North	\$2,000.00	\$2,000.00	\$0.00	\$0.00
South Central	\$2,000.00	\$1,436.43	\$500.00	\$63.57
South West	\$2,000.00	\$571.43	\$500.00	\$928.57
Central	\$6,000.00	\$4,144.28	\$225.50	\$1,630.22
	\$14,000.00	\$8,223.57	\$1,449.20	\$4,327.23

Options

Council can consider:

1. Allocating the funds as requested by the applicants.
2. Allocating the funds for a reduced amount.
3. Not allocating funds as requested by the applicants.

Conclusion

The Quick Response Grants Program provides financial assistance to community groups to undertake beneficial projects and activities. The applications recommended for funding in this allocation are in accordance with Quick Response Grants Policy and will result in positive outcomes for the community.

RECOMMENDATION

That Council approves the following applications for funding from the Quick Response Grants Program for June 2017:

Applicant	Purpose	Ward	Amount
Keilambete Music Club	Room Hire to conduct a music event in Terang	Central	\$225.50
Timboon Field and Game Club	Purchase of safety equipment and consumables for educating students in responsible handling of firearms.	Coastal	\$223.70
Rotary Club of Cobden	Assist with cost of entertainment for children and adults who attend the South West Dairy Community Family Fun Day, 17 September 2017.	South Central	\$500.00
Scotts Creek Recreation Reserve	Purchase of equipment for amenities.	South West	\$500.00

Attachments

1. Quick Response Grants Assessment - June 2017 Allocation - Under Separate Cover
2. Application - Keilambete Music Club - Under Separate Cover
3. Application - Timboon Field and Game Club - Under Separate Cover
4. Application - Rotary Club of Cobden - Under Separate Cover
5. Application - Scotts Creek Recreation Reserve - Under Separate Cover

10.18 Records of Assembly of Councillors

Author: Andrew Mason, Chief Executive Officer

File No: D17/420

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 May 2017.

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 following Council Plan 2017-2021 commitment and objective:

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

Council will demonstrate high levels of ethical behaviour and governance standards.

Conclusion

The records documenting the below Assembly of Councillors are attached:

- Councillor Briefing 23 May 2017
- Committee of Council to Hear Budget Submission 6 June 2017
- Councillor Briefing 13 June 2017.

RECOMMENDATION

That Council accepts the attached Records of Assembly of Councillors.

Attachments

1. Record of an Assembly of Councillors 23 May 2017
2. Record of an Assembly of Councillors 6 June 2017
3. Record of an Assembly of Councillors 13 June 2017

Council

Record of an Assembly of Councillors



Councillor Briefing

Date: 23 May 2017

Time: 11.00 am

Place: Killara Centre

Present:

- Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr McArthur Cr Trotter

Cr Durant arrived at 12.20 pm.

Officers:

- Ian Gibb Brooke Love Andrew Mason David Rae
 Penny MacDonald (Item 1)
 Lyle Tune (Item 8)

Guests:

- David Wolf (Item 1)
 Shelly Murrell, Robert Hilkes (Item 4)
 John Krygger, Russell Worland, John Maher (Item 5)
 Unni Menon, Emily Lee-Ack, Tanya Egan, David Pope (Item 6)

Issues Discussed:

Item	Discussion Topic
1	Local Government Investigations and Compliance Inspectorate
2	Hot Topics: <i>North-South Loops, Montarosa VCAT, Port Campbell Public Art Project, RCV Update, Shipwreck Coast Master Plan, Robbie Burns Festival Debrief, Pop-up Shop, HR Matter, Agenda Items</i>
3	Councillor items <i>Glenormiston, Darlington Hotel, Gnotuk Intersection, MAV State Council, Rural Councils Victoria, Drainage and Footpath Works in Timboon, Botanic Gardens, Strategic Plan for Library, Princetown Cricket, Speed Limits on Country Roads, Terang Natural Gas, Scott Street Skipton Nature Strip, NBN, Deep Lake Land Transfer, Flood Damage</i>
4	CO2CRC
5	Camperdown Hospital
6	Regional Partnership Group
7	Lake Bullen Merri Management Plan
8	Cobden Aerodrome Development Plan

Conflicts of Interest declared: NA

Councillor left the meeting at: NA

Councillor Conflict of Interest Forms Completed: NA

Meeting close: 6.00 pm

Note taker: Andrew Mason

Council

Record of an Assembly of Councillors



Councillor Briefing

Date: 6 June 2017

Time: 10.00 am

Place: Killara Centre

Present:

Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr McArthur Cr Trotter

Officers:

Ian Gibb Brooke Love Andrew Mason David Rae
Adam Taylor (Item 1)

Guests:

Issues Discussed:

Item	Discussion Topic
1	Budget Submission Hearing

Conflicts of Interest declared: Nil

Councillor left the meeting at: NA

Councillor Conflict of Interest Forms Completed: NA

Meeting close: 10.45 am **Note taker:** Andrew Mason

Council

Record of an Assembly of Councillors

**Councillor Briefing****Date:** 13 June 2017**Time:** 9.40 am**Place:** Killara Centre**Present:**

Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr McArthur Cr Trotter

Cr Durant left at 10.28 am and returned at 10.30 am.

Cr Durant left at 10.55 am and returned at 11.00 am.

Officers:

Ian Gibb Brooke Love Andrew Mason David Rae

John Kelly and Beau Reilly (Item 3)

Jarrold Woff (Items 4 and 5)

Matthew Dawson (Items 8 and 9)

Angela Gowans (Item 8)

Lyle Tune (Item 10)

Guests:

Darren Egberts and Ben Brisbane, Mercy Regional College; Kim Pringuer, Cobden District Health Service; Michael Smart, Cobden Technical School (Item 8)

Issues Discussed:

Item	Discussion Topic
1	Hot Topics: <i>SES Meeting, James Purcell, Container Deposits, GORRT, VLine Meeting, Related Party Disclosures, Tandarook House, JPs, CMP Submissions, EB Update, Lakes and Craters Holiday Park.</i>
2	Councillor items <i>Poplar Removal, Footpath Hoardings, Pedestrian Crossing Manifold Street, Darlington Road, Gnotuk Lane Intersection, Bay West, Delegations, NGA Motions, Botanic Gardens Costings, Staffing Matter, Recreational Fishing, 12 Apostles Management, Landfill Levy for Landcare, NBN Princetown, Road Maintenance, Planning Issues, Waste Forum, Community Bendigo Bank, Derrinallum Community Lunch, Our Community Our Voice, Youth Council Update, Skipton NBN Session, Derrinallum Roadworks.</i>
3	Heavy Vehicle Access Policy
4	Contract 2018002 Management of Recreation Facilities – Confidential Item
5	Playground Asset Management Plan
6	Community Satisfaction Survey
7	Employee Opinion Survey
8	BRICKs Panel
9	BRICKs Councillor Discussion
10	Annual Supply Contracts, Works and Services

Conflicts of Interest declared: Cr Gstrein declared an indirect conflict of interest by close association for Item 4.

Councillor left the meeting at: Cr Gstrein left at 11.40 am and returned at 12.05 pm

Councillor Conflict of Interest Forms Completed: Yes

Meeting close: 5.00 pm **Note taker:** Andrew Mason

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 contractual matters.

13.1 Contract 2018002 Management of Recreation Facilities

13.2 Contract 2018004 - External Plant Hire and Associated Services