

Corangamite Shire

AGENDA

Ordinary Council Meeting

7.00 pm • Tuesday 26 September 2017

*Derrinallum Hall
74 Main Street, Derrinallum*

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 22 August 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: D17/633

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Jo Beard

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

Issues

One of the most important roles that Council can play, as identified within our Council Plan, is to advocate on behalf of our communities to other levels of government on issues or topics that are relevant to Corangamite Shire and our people.

Accordingly, I, along with my fellow councillors, CEO and Directors spent 19-20 September attending meetings at Parliament House in Melbourne with Ministers and Shadow Ministers, outlining our priorities for next year's state election. We are certainly aware that the earlier we can put our priorities into the hands of the politicians the better.

Our meetings are best described as 'speed dating'. As strange as that sounds it is certainly the best way to explain. Meetings are held in a way where councillors and officers split into smaller groups and use the best part of anywhere between 15 minutes to half an hour to push our case, so to speak. As these meetings are held whilst Parliament is sitting, we often have to contend with the bells occasionally ringing and the 'guests of honour' needing to rush off to be present for a vote in the house. Let's just say during meetings we need to be direct and use the time we have to hopefully make a difference.

The meetings are a great opportunity and something Corangamite Shire has now done for quite a few years. Although intense, it certainly supports relationships between Corangamite Shire and all members of the State Government.

One particular priority we passionately pursued was the urgent attention and funding required for arterial road maintenance. The deteriorating VicRoads network has been put under greater stress from recent rainfall and is a classic example of the lack of investment in Corangamite to ensure the safety for all our road users and lessen the impact on industry productivity. Interestingly, there is 605km of VicRoads roads in the Shire and 18% is rated as 'distressed' condition. We strongly voiced not only the need for greater investment in this region, but also the need to get better value for each dollar spent with longer term outcomes. The North South Loop from the Great Ocean Road, which carries a lot of tourist traffic inland to the Princes Highway, was also one of our road priorities.

The Shipwreck Coast Master Plan was also a hot topic. This major plan sets out a strategic direction to infrastructure improvements required along the Great Ocean Road. This is a big budget item that has been broken down into manageable stages and the Treasurer certainly heard our frustration at the lack of funding in implement this plan considering the significance of sites like the iconic, world renowned Twelve Apostles, and its importance to not only the state but national economy.

Other priorities discussed throughout the two days included our Council's position to support the lifting of the moratorium on onshore conventional gas exploration and extraction, EPA regulations and the lack of funding being received from the State landfill levy, which ratepayers in the south west contribute roughly \$1 million dollars to each year for next to nothing in return. We are seeking investment from the levy for in an In-Vessel Composting Facility, which will improve our organics composting.

We also advocated for funding to the 12 Apostles Trail, Port Campbell Streetscape Project, Camperdown Hospital Redevelopment, High Productivity Freight Vehicles road upgrade, Theatre Royal upgrade, NBN and Mobile Connectivity, Energy Policy, Great Ocean Road Authority, and Private Sector Tourism Infrastructure assistance.

It was certainly a busy time, and I wish to thank my fellow Councillors for their passionate contributions, as well as the CEO, Andrew Mason, and our hard working and committed Directors for their assistance and expertise. We have to remain optimistic that our ongoing advocacy will achieve some traction on these important and critical issues for the people of Corangamite Shire.

Information only.

7. COMMITTEE REPORTS

Nil.

8. INFORMATION BULLETIN

8.1 Corangamite Shire Priorities 2017-2018

Author: Penny MacDonald, Executive Services and Governance Coordinator

File No: D17/625

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 - Penny MacDonald

In providing this advice to Council as the Executive Services and Governance Coordinator, I have no interests to disclose in this report.

Summary

This paper provides Council with the final Corangamite Shire Priorities documents for 2017-2018 (attached under separate cover).

Introduction

Council is committed to advocating on behalf of the community in relation to roads, cost shifting and other Council and community priorities. Specific priorities in the areas of roads, Shipwreck Coast Master Plan projects, infrastructure projects and policy priorities have been identified for advocacy over the next 12 months.

Development of the Corangamite Shire Priorities 2017-2018 is particularly timely as we head towards the Victorian State election in November 2018. The five flyers providing general information about Corangamite Shire and the four priority areas will be provided to key stakeholders, including the State and Federal Governments, as part of Council's advocacy efforts.

Issues

The four priority areas for Council are outlined below.

Roads

The poor condition of the Shire's arterial road network has been an ongoing issue for a number of years. Council is committed to advocating to the State and Federal Government for improvements to the road network. Particular priorities for 2017-2018 consist of improvements to Arterial Road Maintenance (requiring \$55m), the Great Ocean Road North-South Loop (\$29m), and Road Upgrades for High Productivity Freight Vehicles.

Shipwreck Coast Master Plan Projects

The Shipwreck Coast Master Plan (SCMP) is a comprehensive visionary plan for 28 km of coast along the Great Ocean Road. Parks Victoria, Tourism Victoria, Corangamite and Moyne Shire Councils have collaborated to develop the Shipwreck Coast Master Plan (SCMP) to improve visitor experience along the Great Ocean Road, while strengthening the local economy and creating employment opportunities through sustainable tourism. The

plan also outlines sensitive and innovative treatments to protect the delicate natural environment of this iconic region.

Projects identified as a priority for Corangamite Shire consist of the Port Campbell Urban Design Project (requiring \$10m), the Timboon to Port Campbell section of the Twelve Apostles Trail (\$8m), and the Glenample Visitor Experience Centre (\$50m-\$60m).

Infrastructure Projects

Council supports the development of the following infrastructure projects that will benefit Corangamite Shire and the wider region.

The Facilitation of Private Sector Tourism through infrastructure assistance of \$4m is seen as important, as it will provide infrastructure installations and upgrades aimed at encouraging significant investment and job creation. Particular upgrades along the Shipwreck Coast include road improvements, electricity, water supply and waste treatment facilities, as well as improved NBN connections.

An In-vessel Composting Facility at Naroghid Landfill is another priority requiring \$4m investment. The facility would turn green waste into compost, servicing south west Victoria, and divert significant amounts of organic and food waste from landfill.

The Camperdown Theatre Upgrade, which requires \$1m, would see the iconic Camperdown Theatre Royal restored to enable a greater variety of performances. Currently the cost of hiring lighting and sound equipment means some performances can no longer be scheduled. The upgrade to the sound, lighting, heating and cooling, flooring, and seating, would bring the Theatre into the 21st Century and provide greater options for future performances.

Council supports the redevelopment of the Camperdown Hospital, which requires a commitment of \$32m. The proposed project will see the consolidation of all bed-based services with the various community health and mental health services to one site in Camperdown. The redevelopment will greatly benefit the residents of Corangamite Shire.

Policy

Council is advocating for change in a number of policy areas including Energy, a Great Ocean Road Authority, Funding for Heritage Buildings and Sites, as well as Communication Connectivity for NBN and mobile networks.

In relation to Energy, Council calls on the State Government to lift the moratorium on conventional gas exploration, and develop a new state energy policy that recognises landholder rights and incorporates environmental best practice. Whilst Council supports the ban on fracking, further policy work is needed on conventional gas exploration and extraction.

Council identifies the creation of a Great Ocean Road Authority as a priority for 2017-2018. A new Authority would lead the development and ongoing management of this iconic area, and create a more efficient and effective governing body.

Funding for Heritage Buildings and Sites is an issue across the state, as these buildings are inherently expensive to restore and maintain. Council calls on the State Government to recognise the importance of heritage buildings by making it easier for councils to access funding to ensure they can be maintained to high standards, without placing additional costs on residents for building upkeep.

Finally, Council has identified Communication Connectivity for NBN and Mobile networks as a priority. Current poor NBN and mobile coverage is impacting on residents and visitors, and placing them at a disadvantage. Corangamite Shire requires excellent communication and digital services to support economic development and enhance liveability within the Shire.

Policy and Legislative Context

Development of the 2017-2018 priorities is consistent with the following 2017-2021 Council Plan objectives:

Council will advocate strongly in relation to roads, 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 Governments.

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

Internal / External Consultation

The priorities were developed by Councillors and officers and will be promoted with key stakeholders and local media outlets.

Financial and Resource Implications

The publishing and distribution of the priorities documents is within current budget allocations.

Conclusion

Council is committed to advocating on behalf of the community and has identified specific priorities in the areas of roads, Shipwreck Coast Master Plan projects, infrastructure projects and policy for advocacy over the next 12 months.

The five flyers providing general information about Corangamite Shire and the four priority areas will be provided to key stakeholders, including the State and Federal Governments, as part of Council's advocacy efforts.

Information only.

Attachments

1. Brochure Corangamite Shire Priorities 2017-2018 September 2017 - Under Separate Cover

RECOMMENDATION

That the Information Bulletin be received.

9. PLANNING REPORTS

Nil.

10. OFFICERS' REPORTS

10.1 Corangamite Shire Swimming Pool Committees of Management 2017-2018

Author: Lucy Vesey, Recreation Development Officer

File No: D17/589

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 – Lucy Vesey

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

Summary

This report recommends Council endorse the nominated members for the Committees of Management for the Camperdown, Cobden, Lismore, Skipton, Terang and Timboon swimming pools for season 2017-2018.

Introduction

Each of Corangamite Shire's six swimming pools has a Committee of Management delegated as a special committee under Section 86 of the *Local Government Act 1989*. The committees are responsible for:

- acting as a local contact for feedback about pool operations
- providing local input into programming
- planning capital improvements approved by Council.

The committees comprise representation from various areas of the community including:

- one representative from the swimming club (where in operation)
- one representative from the local school(s)
- at least two community representatives
- the facility manager or a representative of the management contractor.

The Instruments of Delegation specifies that the committees shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer to the committee. Membership of the committees, including any additions, deletions or replacements shall be subject to approval by Council.

Issues

Swimming pool committees play an important role in ensuring the service Council delivers is consistent with community needs.

Each swimming pool committee has recently conducted its Annual General Meeting.

The following members have been nominated to their respective swimming pool committees for Council endorsement.

| | |
|--------------------------|---------------------------------|
| Pool | Camperdown Swimming Pool |
| Meeting Date | 22 August 2017 |
| Committee Members | |
| Community | Hannah Fleming |
| Community | Kassi Bernaldo |
| Community | Kelly Hollingsworth |
| Community | Kelly Wilson |
| Community | Kirsty Bredin |
| Community | Kylie Spokes |
| Community | Louise Barfoot |
| Community | Melissa Donnelly |
| Community | Nikita Wheaton |
| Community | Samantha Tobias |
| School | Paul Kingston |
| Office Bearers | |
| President | Kassi Bernaldo |
| Secretary | Kelly Hollingsworth |
| Treasurer | Paul Kingston |

Table 1: Camperdown Swimming Pool Committee

The Camperdown Swimming Pool Committee welcomed Kellie Wilson, Kylie Spokes, Melissa Donnelly, Nikita Wheaton and Samantha Tobias to the committee.

| | |
|--------------------------|-----------------------------|
| Pool | Cobden Swimming Pool |
| Meeting Date | 17 August 2017 |
| Committee Members | |
| Community | Anita Chivell |
| Community | Anthony Van Bemmei |
| Community | Belinda Steel |
| Community | Jenni Wason |
| Community | Jessica Macintosh |
| Community | Rebecca Mahoney |
| Community | Sheralee Murdie |
| Swimming Club | Luke Perriss |
| Swimming Club | Matthew Coverdale |
| Office Bearers | |
| President | Rebecca Mahoney |
| Secretary | Matthew Coverdale |
| Treasurer | Jenni Wason |

Table 2: Cobden Swimming Pool Committee

The committee thanked outgoing members Kathryn Nelson, Phyllis Finlayson and Raylene Hallyburton for their contributions to the committee and the Cobden Swimming Pool over many years. New members welcomed to the committee include community members Anita Chivell, Anthony Van Bemmei, Belinda Steel, Jessica Macintosh, Rebecca Mahoney and Sheralee Murdie. Luke Perriss was welcomed as a new member of the committee representing the Swimming Club.

| | |
|--------------------------|------------------------------|
| Pool | Lismore Swimming Pool |
| Meeting Date | 16 August 2017 |
| Committee Members | |
| Community | April White |
| Community | Barry White |
| Community | Bonita Hood |
| Community | Gaynor Marquand |
| Community | Helena Walsh |
| Community | Kathy Bell |
| Community | Jenny Barr |
| Community | Loris Shannon |
| Community | Monica Dennis |
| Community | Neville Reading |
| Community | Sandy Gibson |
| Community | Shari McConachy |
| Community | Suzanne White |
| Community | Val Lang |
| Contractor Rep. | Nigel Hooker |
| Office Bearers | |
| President | Loris Shannon |
| Vice President | Monica Dennis |
| Secretary/Treasurer | Bonita Hood |

Table 3: Lismore Swimming Pool Committee

The Lismore Pool Committee welcomed previous committee member Monica Dennis back to the committee and welcomed new members April White, Barry White, Kathy Bell, Jenny Barr, Loris Shannon, Neville Reading, Shari McConachy, Suzanne White and Val Lang. The committee thanked outgoing members Heather Smith, Kaye Ormsby, Sally Sutterby, Russell Moyle for their contributions to the pool committee.

| | |
|--------------------------|------------------------------|
| Pool | Skipton Swimming Pool |
| Meeting Date | 14 August 2017 |
| Committee Members | |
| Community | Dione Gardiner |
| Community | Erin Fletcher |
| Community | Fiona Collins |
| Community | Fiona Meek |
| Community | Natalia Clarke |
| Community | Rebecca Scott |
| School | Kate Dunne |
| Office Bearers | |
| President | Fiona Collins |
| Vice President | Kate Dunne |
| Secretary | Erin Fletcher |
| Treasurer | Fiona Meek |

Table 4: Skipton Swimming Pool Committee

The committee welcomed Dione Gardiner as a new community representative and thanked outgoing committee member Victoria Kennedy for her contribution to the pool committee.

| | |
|--------------------------|-----------------------------|
| Pool | Terang Swimming Pool |
| Meeting Date | 15 August 2017 |
| Committee Members | |
| Community | Ebony Duffield |
| Community | Fiona Gee |
| Community | Jo Crawley |
| Community | Joanne Roberts |
| Community | Lyn Wickenton |
| Contractor Rep. | Kate Gay |
| School | Alison Kenna |
| School | Ashleigh Hunger |
| Swimming Club | Lisa Chesshire |
| Swimming Club | Narelle Cavarsan |
| Office Bearers | |
| President | Fiona Gee |
| Vice President | Ebony Duffield |
| Secretary | Joanne Roberts |
| Treasurer | Lisa Chesshire |

Table 5: Terang Swimming Pool Committee

Terang Swimming Pool Committee welcomed Alison Kenna, Ashleigh Hunger, Ebony Duffield and Fiona Gee to the committee. Kirsten Pekin and Carolyn Carlin stepped down from the committee and were thanked for their contributions.

| | |
|--------------------------|------------------------------|
| Pool | Timboon Swimming Pool |
| Meeting Date | 14 June 2017 |
| Committee Members | |
| Community | Angelique Cangelis |
| Community | Chris Hibburt |
| Community | Kate Makin |
| Community | Lee Edge |
| Community | Todd Baxter |
| School | Matt Haugh |
| Swimming Club | Stuart Howland |
| Office Bearers | |
| President / Secretary | Chris Hibburt |
| Treasurer | Kate Makin |

Table 6: Timboon Swimming Pool Committee

The Timboon Swimming Pool Committee remains unchanged.

The role of the committee member is completely voluntary. A number of new, enthusiastic community members and users of Council's aquatic facilities have joined the pool committees for season 2017-2018, whilst some committees remain relatively unchanged for 2017-2018. Each should be acknowledged for their continued effort and commitment to the swimming pools.

Policy and Legislative Context

Each of Corangamite Shire's six swimming pools has a committee of management delegated as a special committee under Section 86 of the *Local Government Act 1989*.

The establishment of the committees aligns with the following Council Plan 2017-2021 commitments:

Deliver high quality, optimally used, sustainable community facilities.

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

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

Each Annual General Meeting was advertised two weeks prior to the meetings in the local newspaper. Advertising was also undertaken through the Corangamite Shire Swimming Pools' Facebook page. Committees were encouraged to actively seek members from the local community.

Financial and Resource Implications

The swimming pool committees do not impact on Council's financial position. Council staff provide assistance with facilitation of meetings.

Options

Council can accept the recommendation to endorse the nominated members for the forthcoming year or reject the recommendation and request an alternate committee membership.

Conclusion

The proposed membership of the swimming pool committees reflects a cross section of enthusiastic and committed local community members and users of Council's aquatic facilities. The committee memberships should see the continued effective supervision of the operations of each of the Corangamite swimming pools.

RECOMMENDATION

That Council endorses the proposed Committees of Management for the Camperdown, Cobden, Lismore, Skipton, Terang and Timboon swimming pools as follows:

| Pool | Camperdown Swimming Pool |
|--------------------------|--------------------------|
| Committee Members | |
| Community | Hannah Fleming |
| Community | Kassi Bernaldo |
| Community | Kelly Hollingsworth |
| Community | Kelly Wilson |
| Community | Kirsty Bredin |
| Community | Kylie Spokes |
| Community | Louise Barfoot |
| Community | Melissa Donnelly |
| Community | Nikita Wheaton |
| Community | Samantha Tobias |
| School | Paul Kingston |

| Office Bearers | |
|-----------------------|----------------------------|
| President | Kassi Bernaldo |
| Secretary | Kelly Hollingsworth |
| Treasurer | Paul Kingston |

| Pool | Cobden Swimming Pool |
|--------------------------|-----------------------------|
| Committee Members | |
| Community | Anita Chivell |
| Community | Anthony Van Bemmei |
| Community | Belinda Steel |
| Community | Jenni Wason |
| Community | Jessica Macintosh |
| Community | Rebecca Mahoney |
| Community | Sheralee Murdie |
| Swimming Club | Luke Perriss |
| Swimming Club | Matthew Coverdale |
| Office Bearers | |
| President | Rebecca Mahoney |
| Secretary | Matthew Coverdale |
| Treasurer | Jenni Wason |

| Pool | Lismore Swimming Pool |
|----------------------------|------------------------------|
| Committee Members | |
| Community | April White |
| Community | Barry White |
| Community | Bonita Hood |
| Community | Gaynor Marquand |
| Community | Helena Walsh |
| Community | Kathy Bell |
| Community | Jenny Barr |
| Community | Loris Shannon |
| Community | Monica Dennis |
| Community | Neville Reading |
| Community | Sandy Gibson |
| Community | Shari McConachy |
| Community | Suzanne White |
| Community | Val Lang |
| Contractor Rep. | Nigel Hooker |
| Office Bearers | |
| President | Loris Shannon |
| Vice President | Monica Dennis |
| Secretary/Treasurer | Bonita Hood |

| Pool | Skipton Swimming Pool |
|--------------------------|------------------------------|
| Committee Members | |
| Community | Dione Gardiner |
| Community | Erin Fletcher |
| Community | Fiona Collins |
| Community | Fiona Meek |
| Community | Natalia Clarke |

| | |
|-----------------------|----------------------|
| Community | Rebecca Scott |
| School | Kate Dunne |
| Office Bearers | |
| President | Fiona Collins |
| Vice President | Kate Dunne |
| Secretary | Erin Fletcher |
| Treasurer | Fiona Meek |

| | |
|--------------------------|-----------------------------|
| Pool | Terang Swimming Pool |
| Committee Members | |
| Community | Ebony Duffield |
| Community | Fiona Gee |
| Community | Jo Crawley |
| Community | Joanne Roberts |
| Community | Lyn Wickenton |
| Contractor Rep. | Kate Gay |
| School | Alison Kenna |
| School | Ashleigh Hunger |
| Swimming Club | Lisa Chesshire |
| Swimming Club | Narelle Cavarsan |
| Office Bearers | |
| President | Fiona Gee |
| Vice President | Ebony Duffield |
| Secretary | Joanne Roberts |
| Treasurer | Lisa Chesshire |

| | |
|------------------------------|------------------------------|
| Pool | Timboon Swimming Pool |
| Committee Members | |
| Community | Angelique Cangelis |
| Community | Chris Hibburt |
| Community | Kate Makin |
| Community | Lee Edge |
| Community | Todd Baxter |
| School | Matt Haugh |
| Swimming Club | Stuart Howland |
| Office Bearers | |
| President / Secretary | Chris Hibburt |
| Treasurer | Kate Makin |

10.2 Planning and Building Fee Waiver Policy 2017

Author: Greg Hayes, Manager Planning and Building Services

File No: D17/611

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Greg Hayes

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

Summary

As a result of increasing requests to waive fees for Planning and Building Permits a new policy has been developed that will guide the consideration of these requests. If it can be demonstrated that there is a clear community benefit and any request meets the strict regulations that govern these decisions, then individuals and community organisations can be confident that Council will continue to support selected projects and activities.

Introduction

Council is frequently asked to waive or reduce application fees for the services offered by the Planning and Building Unit. A policy is required to guide Council officers and the community on the circumstances under which this can occur.

Typically, fees to be waived or reduced would relate to:

- Public events managed by community based organisations;
- Capital projects on public land delivered by community based organisations;
- Planning and Building permit applications and Planning Scheme Amendments where fee waiver is within the scope of the relevant regulations.

A new policy will assist applicants when requesting Council waive or reduce a fee for projects and activities associated with planning and building matters, subdivision, and planning scheme amendments. The new policy will also guide Council officers when assessing requests under which there can be demonstrated a clear community benefit from a proposed project or activity.

State Government legislation strictly controls the circumstances under which Council fees for Planning and Building may be waived or rebated. The *Planning and Environment (Fees) Regulations 2016* and the *Building Interim Regulations 2017*, are the pertinent provisions that control this practice.

Issues

Council officers have developed the draft Planning and Building Fee Waiver Policy 2017 (Attachment 1). The objective of the policy is to provide a framework to guide Council officers and assist applicants, associations, community groups and charitable organisations

when Council would consider a request for the waiver or rebate of fees for the services of Planning or Building. The policy sets out the eligible fees that may be reduced or waived as well as those matters excluded from policy. The document also assists in defining a 'community based organisation' which it is anticipated would typically apply for consideration.

Decisions to waive or reduce fees must be recorded in writing, with Council required to produce a register of fees waived.

Importantly, the policy contains a caveat that the Chief Executive Officer may authorise a refund or waiver in exceptional circumstances at his/her discretion and arrange the recording in the relevant register.

For Planning and Building permit applications, the waiver or reduction in fees may typically relate to the following circumstances:

- withdrawal of an application and substitution with a fresh application;
- applications requiring consideration of a minor matter;
- requests which place no appreciable burden on the municipality;
- applications on land used for charitable purposes;
- applications which are preserving a heritage place or are assisting the proper development of the municipal district (e.g. Façade Improvement Program planning permit applications); and
- applications from not for profit community groups.

Fee waivers or reductions associated with Planning Scheme Amendments may typically relate to the following circumstances:

- amendments which are correcting errors or anomalies or implementing a Ministerial Direction; or
- amendments where there is likely to be no financial benefit to the proponent.

Policy and Legislative Context

The *Planning and Environment (Fees) Regulations 2016* establish the fees for matters associated with planning scheme amendments and planning permit applications. Regulations 19, 20 and 21 specify the basis upon which required fees may be waived or reduced and how decisions to waive or reduce fees are to be recorded.

Regulations 12 and 13 under the *Subdivision (Fees) Regulations 2016* establish similar guidance for subdivision.

Requirements relating to building permits are addressed under the *Building Act 1993* and *Building Regulations 2006*.

Internal / External Consultation

During the development of this briefing paper, consultation has been undertaken internally with officers from Planning and Building, Environment, Community Development, Economic Development and Facilities and Recreation.

Financial and Resource Implications

The development of a new policy is required because increases in fees by State Government have led to an increase in requests to waive or rebate fees. The Council budget for fee waivers for the current year is anticipated to be \$17,000 allocated to Planning and Building which is an increase of approximately 30% on the previous year. This allocation is subject to review annually as part of the Council budget process.

Options

Options available to Council are:

1. Adopt this new Council policy without amendment. (preferred option)
2. Adopt the new Council policy with an amendment.
3. Do not adopt a policy on fee waiver for Planning and Building services.

Conclusion

This new policy will guide Council and applicants including individuals and community groups, on a request to waive or reduce fees for Planning and Building Services. It will aid in transparent decision making, assist in budget allocation and give the community confidence that their important projects and activities are supported.

RECOMMENDATION

That Council adopts the Planning and Building Fee Waiver Policy 2017.

Attachments

1. Planning and Building Fee Waiver Policy



**CORANGAMITE
SHIRE**

Planning and Building Fee Waiver Policy

Corangamite Shire

September 2017

Council Policy



Planning and Building Fee Waiver Policy

This policy outlines the criteria for the waiver or rebate of the statutory and discretionary fees for services in the Planning and Building Unit as identified in the Schedule of Fees within the Corangamite Council Budget.

Objective

This policy provides a framework to guide Council Officers and assist applicants, associations, community groups and charitable organisations when considering a request for the waiver or rebate of Council fees as they relate to Planning or Building Services.

Background

State government regulations within the *Planning and Environment (Fees) Regulations 2016¹* or *Subdivision (Fees) Regulations 2016²* and the *Building Interim Regulations 2017* provide the power for a Responsible Authority (usually Council) to waive or rebate the payment of fees.

As a guide, fees to be waived or reduced would normally relate to:

- Public events managed by community based organisations;
- Capital projects on public land delivered by community based organisations;
- Planning and Building permit applications and Planning Scheme Amendments where fee waiver is within the scope of the relevant regulations.

Eligible services for a waiver or reduction in fees include:

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Planning permit applications (including Subdivision) • Certificate of Compliance applications • Extension of time applications • Request for secondary consent • Satisfaction matters • Amendment to planning permits • Requests for planning scheme amendments • Building permit applications | <ul style="list-style-type: none"> • Place of Public Entertainment Permits (POPE) • Checking engineering plans • Photocopying requests (Non Statutory) • Copies of plans and permits issued (Non Statutory) • Planning or building history requests (Non Statutory) • Inspection services (Non Statutory) • Notification costs associated with permit applications (Non Statutory) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Typically a waiver or reduction in fees would be appropriate for community based organisations. These organisations are usually groups that provide a public benefit or charitable actions that sometimes undertake capital works or fund raising events however often have limited funds to pay fees for Council services.

Typically a community based organisation means a recognised not-for-profit group or organisation based within Corangamite Shire that carries out one or more of the following activities that:

¹ Regulations 19 and 20.

² Regulation 12.

- provide services to the community such as positive ageing, child care or health services, religious organisations, charity services or services of a similar type;
- provides public interest services or activities;
- principally provides social, sporting or recreational activities;
- supports public events including those with a historical, cultural or community arts focus;
- Is an incorporated association that is delivering its intended purpose.

Typically a community based organisation would not include:

- A political organisation;
- A profit making organisation;
- Schools and tertiary institutions (excluding parent and friends groups);
- State or Federal government agencies and departments;
- Any organisation where more than 50% of its income is derived from any State or Federal government program.

Policy

It is Council policy that applicants, people or groups that satisfy the scope of this policy may apply for and be considered for a waiver or rebate of the fees in accordance with this policy and the relevant Regulations.

1. If an applicant withdraws an application for planning, subdivision, or building approval before it is approved or refused, fees or charges may be refunded if they have not already been expended for a relevant purpose associated with the processing of the application.
2. A fee may be waived or reduced if the applicant or the recipient organisation is an Incorporated Association and 'not for profit' and provides a community service within the Corangamite Shire and:
 - a) There is a community benefit from the project or activity that can be demonstrated, including its' consistency with Council's policies, strategies or activities; or
 - b) The person or organisation can demonstrate a capacity to carry out the proposed project or activity; or
 - c) The person or organisation can demonstrate that the full amount of fees and charges payable would be an impediment to the realisation of the project or activity; and
 - d) Consideration will be given as to the value and cost of the capital project or operation of the event.
3. The fee to be waived or reduced can relate to either the delivery of a capital project, or to a fund raising event. Fee waivers for capital projects or events by community groups will only apply where the project or event is to be located on public land within the Corangamite Shire. Consideration will be given to the frequency of the event and/or the nature of the capital project; the community benefit likely to be derived from the project or event and the extent to which the event or project aligns with Council's Plan, policies, strategies or activities.
4. For Planning Permit Applications, a request for fee waiver or reduction must relate to the following circumstances:
 - a) an application that is withdrawn, and a new application is submitted in its place;
or

- b) the payment of the prescribed fee is not warranted because of the minor nature of the consideration of the matter decided, or the application or determination imposes on the authority no appreciable burden, or a lesser burden than usual;
 - c) the application or determination assists the proper development of the State, region or municipal district; the preservation of buildings or places in the State, region or municipal district which are of historical or environmental interest;
 - d) the fee is for land used exclusively for charitable purposes.
5. For Planning Scheme Amendments, a request for waiver or reduction in fees must relate to:
- a) a request made by a person or group of persons standing to gain no financial benefit from the amendment; or
 - b) a planning scheme amendment which is intended to remove errors or correct anomalies in the planning scheme; or
 - c) a planning scheme amendment which places no appreciable burden or a lesser burden than usual; or
 - d) an application to amend a planning scheme, to consider submissions, or to approve an amendment has been withdrawn and a new application submitted; or
 - e) an application to amend the planning scheme rewrites and restructures the scheme so that it may be more readily understood, without changing the planning policy ; or
 - f) An application to amend the planning scheme is intended to implement State, regional or local policy.
6. For Subdivision Applications, a request for fee waiver or reduction must relate to the following circumstances:
- a) an application that is withdrawn, and a new application is submitted in its place; or
 - b) the payment of the prescribed fee is not warranted because of the minor nature of the consideration of the matter to be decided; or the application or determination imposes on the authority no appreciable burden; or a lesser burden than usual; or
 - c) the fee relates to land used exclusively for charitable purposes.
7. For Building Permit Applications, a request for fee waiver or reduction must relate to the following circumstances:
- a) an application that is withdrawn, and a new application is submitted in its place; or
 - b) the fee is for land used exclusively for charitable purposes
 - c) A community benefit from the project or activity can be demonstrated, including its' consistency with Council's policies, strategies or activities; or
 - d) The fee is for applications by a community based organisation in accordance with this policy.
8. All applications under this policy must be accompanied by the attached request form and provide any other information required by the authorised officer. Requests for waiver or reduction of fees should wherever possible be made at the time of lodgement of the application for permit or approval.

Policy Exclusions

Excluded projects or activities include:

- Personal, commercial or family circumstances (including financial hardship) will not ordinarily be considered by itself appropriate for application of this Policy.

- That portion of a prescribed fee required by legislation on behalf of the State Government or another government entity, for example State Building Levy fee or a fee/charge required by VCAT or Building Appeals Board.
- Fees and charges the Council imposes for services outside the municipality such as building inspection services.

Implementation

1. The matters taken into account and which form the basis of the decision to waive or rebate the fee must be recorded in writing.
2. Council shall allocate in the annual budget, an amount for the purpose of providing financial assistance to applicants, individuals and community groups for payment of fees where a waiver or rebate of fees is approved under this policy.
3. The Director of Sustainable Development or Manager Planning and Building Services will normally determine an application for fee waiver or rebate; record the matters taken into account and which formed the basis of the decision to waive or reduce fees and record the expense against the fee waiver account in Council's records so as to maintain the required register.
4. Notwithstanding the requirements of this policy, the Chief Executive Officer may authorise a refund or waiver in exceptional circumstances at his/her discretion and arrange the recording in the relevant register.

Related Legislation and Policies

This policy has been prepared with reference to the following legislation and documentation:

- Local Government Act 1989
- Planning and Environment Act 1987
- Planning and Environment (Fees) Regulations 2016
- Subdivision Act 1988
- Subdivision (Fees) Regulations 2016
- Building Act 1993
- Building Interim Regulations 2017
- Environment Protection Act 1970
- Corangamite Shire Council Plan 2017-2021.

Review

This policy is to be reviewed at least every four years from the date of adoption.

Human Rights

The policy gives regard to relevant legislation, principles of natural justice and procedural fairness, community values and Council's resource capacity. It is considered that this policy supports the rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.



REQUEST FORM

**Request for the waiver or reduction
of regulatory fees for:**

- **Planning**
- **Building**
- **Subdivision**



**CORANGAMITE
SHIRE**

Applicant:.....

Address and contact details:

.....
.....

Not-for-profit status: YES NO

Details of project, event, or capital asset:

.....
.....
.....
.....
.....

Estimated cost of project, event, or capital asset:

Source of funding for the cost of project, event, or capital asset:

.....
.....
.....

Describe the goals of your organisation and how the project/event is consistent with those goals and that of the Council Plan:

.....
.....
.....
.....
.....



Set out reasons why this request is being made:

.....

.....

.....

Describe the capacity your organisation has to deliver the project/event:

.....

.....

.....

.....

Additional information:

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.....

Signed (Applicant)..... **Date**

(Please attach additional information)

I certify that, to the best of my knowledge, the information provided in this application is true and accurate.
I acknowledge that, if I am awarded a reduced fee or fee waiver, it is only applicable for the activity / program/
event referred to in this application and that it is awarded under the Corangamite Shire Planning and Building Fee
Waiver Policy 2017.
The information gathered in the form is used by Council to process the request. To view Council's privacy policy,
please visit www.corangamite.vic.gov.au

10.3 Events and Festivals Grant Program Policy

Author: Michael Emerson, Manager Economic Development and Tourism

File No: D17/610

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Michael Emerson

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

Summary

This report recommends that Council adopts the Events and Festivals Grant Program Policy and accompanying Guidelines.

Introduction

In February 2017, Council adopted the Events and Festivals Strategy 2017-2021, which identified the need for the development of a policy to facilitate the support of events and festivals in the Shire.

Councillors have also requested such a policy with criteria in context of recent matters concerning event funding.

A draft policy was tabled at the 8 August 2017 Councillor Briefing and extensive feedback was provided by Councillors, including a requirement that the Policy include Community Grants – Community Events stream.

Issues

The application of this policy (Attachment 1) will consistently guide the Council when consideration is being given to grant allocations for events and festivals. The policy has been developed as part of the implementation of the Events and Festivals Strategy which states:

- Corangamite Shire Council will support, develop and foster events that contribute to our community values and provide economic and social benefits for our residents. Our events will celebrate and showcase our culture, heritage and unique natural environment.

Objectives

The objectives of the Events and Festivals Grant Program Policy are to:

- assist with event start-up for annual events, with the aim that they transition to being fully self-funded and are not reliant on recurrent Council funding;
- provide support for community events; and
- provide an equitable system for determining Council contribution towards events and festivals.

Policy Scope

The policy is applicable to the following event types as outlined in the grant categories:

- Minor Community events;
- Small events;
- Medium events;
- Major events;
- Hallmark events.

The policy does not apply to funding that is provided through other grant programs and other means offered by Council.

The policy also does not apply to funding that is provided via sponsorship by Council.

Policy Detail

The application of this policy will consistently guide the Council when consideration is being given to grant allocations for events and festivals.

The Events and Festivals Grant Program Guidelines (Attachment 2) have been developed to support the policy. The guidelines provide details on how the policy is to be applied, with information on eligibility, assessment criteria, conditions, application requirements, notification, payment and acquittal processes.

What may be considered:

- Community groups;
- Incorporated not-for-profit organisations, or not-for-profit group auspiced by an incorporated organisation;
- Incorporated commercial organisations, or an individual with an ABN;
- Event located in the Corangamite Shire local government area;
- Event to occur within the funded period;
- Event to align with strategic objectives in the Council Annual Plan, Events and Festivals Strategy and the Events and Festivals Grant Program.

What may not be considered:

- An applicant whose event has received Corangamite Shire funding for the same activity within the same financial year, including budget allocation or other grant funding;
- An applicant that has outstanding debts to the Corangamite Shire;
- An applicant that has failed to provide satisfactory acquittal reporting from any previous Corangamite Shire funding;
- Requests for retrospective funding (i.e. funding for events already taken place);
- Events that are conducted outside of the Corangamite Shire area.

The Events and Festivals Grant Program incorporates two components:

- Grant funding that is structured according to event categories with maximum allocations.
- In-kind support.

Available funding to be allocated is determined by Council as part of the annual budget process.

Grant funding

Events and Festivals Grant Program funding is available to community and not-for-profit groups only. Commercial organisations and individuals with an ABN may only seek in-kind support.

Grant funding is divided into categories allowing funding to spread across the Corangamite Shire and provision for an event to fall within only one category type.

Minor Community Events: Up to \$1,000, on a dollar for dollar basis

New or established community event that supports the participation of communities, attracting local visitors from within the Shire and being primarily of a social and community focus.

Small Scale Events: Up to \$2,000

New or established events of regional or local significance, with the capacity to attract intra and interstate visitation, generating profile within the region.

Medium Scale Events: Up to \$5,000

New or established events of regional, state or national significance, attracting intra and interstate visitation, generating profile outside the region.

Major Events: Up to \$10,000

New or established major events of national or international significance, attracting significant visitor numbers from Victoria, interstate and potentially internationally. Major events generate a profile outside of the region.

Hallmark events: Up to \$15,000

Events generally grown from within the event locality that generate substantial tourism, economic and community value. Events generally attract visitors from outside the region including interstate and international visitation. Hallmark events generate a substantial national or international profile for the destination.

In-kind Support

Community groups and not-for-profit applicants can request in-kind support in addition to grant funding as part of the program. In-kind support being a non-monetary form of funding that assists event organisers with covering the costs of using Council resources and services.

Commercial organisations and individuals with an ABN may only to apply for in-kind support, to a maximum of \$5,000.

Applicants are required to confirm the dollar value of the in-kind support that is being requested with Corangamite Shire, prior to submitting the application.

Requests for in-kind support are to be detailed on the Events and Festivals Grant Program Application Form and included in the event budget.

Advertising, Assessment and Endorsement Process

The Events and Festivals Grant Program is to be advertised biannually, subject to allocation of funds in the Council annual budget.

Round One will be advertised the first week in August. Submissions may be received for events occurring from March to August. The advertised period will be a minimum of six (6) weeks. Applicants will be notified of the outcome in December.

Round Two will be advertised the first week in February. Submissions may be received for events occurring from September to February. The advertised period will be a minimum of six (6) weeks. Applicants will be notified of the outcome in June.

Applicants who meet the criteria are not guaranteed funding due to the competitive funding process. Partial funding may be offered if deemed appropriate.

Applications may be received for ad-hoc requests for new events that fall outside the scheduled biannual grant program dates. The method of assessment and approval for ad-hoc requests is the same as the biannual grant program.

Application for Funding

To apply for funding event organisers would be required to complete an Application Form, provide all documentation as outlined in the guidelines and address the assessment criteria.

Assessment Criteria

The Events and Festivals Grant Program Guidelines criteria relates to:

- Strategic Alignment
- Community
- Economic Benefit
- Supporting Documentation
- Funding.

Notification and Agreement

All applicants will be notified in writing of the outcome of their application.

Successful applicants will be required to enter into a funding agreement with Corangamite Shire Council. Funds will be made available to the event organiser upon entering into the funding agreement.

Grant outcomes to be announced publicly.

Once a decision has been made by Council and the allocated funding provided, the event organiser is expected to implement the event project. If the event does not go ahead, grant monies are to be returned to Council within 30 days.

Acquittal

To satisfactorily acquit the project, applicants will be required to submit a project report, as outlined in the funding agreement.

A final report that includes financial acquittal, demonstrating that the project has been completed and how it met the assessment criteria, is to be provided within three months of the event date.

Supporting evidence may include copies of invoices, photographs, promotional material, brochures/flyers, videos or an onsite inspection.

Policy and Legislative Context

Council's objectives in relation to events and festivals are set out in the Council Plan 2017-2021.

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.

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

Support our small towns and dispersed population.

Internal / External Consultation

The current Draft Events and Festivals Grant Program Policy and Guidelines have been developed and reviewed internally. Consideration has been given to matters such as the scope for eligibility criteria to include commercial organisations, biannual advertising of grant funding rounds, the relationship of the new policy to the existing community grants and the assessment process.

Financial and Resource Implications

Council allocated \$25,000 for the first year of the implementation of the Festivals and Events Strategy in the 2017-2018 annual budget.

Council has decided to reallocate this funding to provide funding for the first round of this policy. Of this amount \$8,000 has been allocated to Rock the Clock (\$6,000 cash grant and \$2,000 in-kind) in 2017, leaving \$17,000 for the first round early next year.

Ongoing budget allocations are dependent on the Council's normal budget process.

The implementation and ongoing facilitation of the Events and Festivals Grant Program will have some impact on administration relating to grant funding.

Options

Council may choose to adopt the Events and Festivals Grant Program Policy and accompanying Guidelines, with or without amendment, or chose to not adopt the policy and accompanying guidelines.

Conclusion

The Events and Festivals Grant Program Policy and Guidelines will provide a clear and consistent framework when consideration is being given to grant allocations for events and festivals.

RECOMMENDATION

That Council adopts the Events and Festivals Grant Program Policy.

Attachments

1. Policy - Events and Festivals Grant Program
2. Guidelines - Events and Festivals Grant Program - Under Separate Cover



**CORANGAMITE
SHIRE**

Events and Festivals Grant Program Policy

Corangamite Shire
September 2017

Council Policy



Events and Festivals Grant Program Policy

Introduction

This policy defines Council's role in supporting events and festivals, how requests for funding assistance will be assessed and the grant program implemented.

This policy should be read in conjunction with the overarching Council Grants Policy, which provides detail on advertising, assessment, conflict of interest, funding conditions, accountability and information that manages grant allocations.

The Events and Festivals Grant Program Guidelines support the implementation and facilitation of this policy.

Purpose

The purpose of the policy is to define Council's role in supporting events and festivals, establishing a framework for an appropriate level of Council support.

Council recognises the significant benefits that events and festivals bring to the region. Events continue to add to the vitality of the Shire, activation of precincts, provide a sense of community and offer cultural, social and economic benefit to ratepayers.

Council is committed to ensuring that events and festivals are run safely and all compliance requirements are met, whilst minimising negative impacts upon the community.

Council's objectives in relation to events and festivals are set out in the Council Plan 2017-2021.

Vibrant Economy, Agriculture and Tourism

Support and facilitate the development of the visitor economy by encouraging and promoting festivals and events in Corangamite Shire.

Safe and Healthy Communities

Support our small towns and dispersed population by encouraging and supporting community run events and assist with promotion.

The Council adopted Events and Festivals Strategy vision states:

Corangamite Shire Council will support, develop and foster events that contribute to our community values and provide economic and social benefits for our residents. Our events will celebrate and showcase our culture, heritage and unique natural environment.

Council objectives are to:

- assist with event start-up for annual events, with the aim that they transition to being fully self-funded and are not reliant on recurrent Council funding;
- provide support for community events;
- provide an equitable system for determining Council contribution towards events and festivals.

Scope

This policy is applicable to the following event types as outlined in the grant categories:

- Minor Community events;
- Small events;
- Medium events;
- Major events;
- Hallmark events.

This policy does not apply to funding that is provided through other grant programs and other means offered by Council.

This policy also does not apply to funding that is provided via sponsorship by Council.

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

Definitions

For the purpose of this policy:

Community Group – May include but not limited to, youth groups, self-support groups, health and welfare organisations, cultural or recreational organisations, charitable organisations, information service providers, church groups and other community based organisations.

Event - An organised gathering of people on public or private land which impacts upon Corangamite Shire Council infrastructure, assets or the general public. This includes community and commercial events and festivals.

Grant – A sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council's strategic direction. The recipient is selected on merit against a set of criteria and funding is subject to entering into a written agreement with Council that outlines accountability requirements.

In-kind - A non-monetary form of funding whereby the Council provides its own resources, goods or services instead of money.

Event organiser – A group, or individual, who undertakes the planning, control, management and implementation of an event.

References

- Corangamite Shire Council Plan 2017-2021
- Corangamite Shire Economic Development Strategy 2017-2021
- Corangamite Shire Events and Festivals Strategy 2017-2021
- Corangamite Shire Grants Policy
- Events and Festivals Grant Program Guidelines

Policy Detail

The development of this policy will consistently guide the Council when consideration is being given to grant allocations for events and festivals.

The Events and Festivals Grant Program Guidelines have been developed to support the policy. The guidelines provide details on how the policy is to be applied with information on eligibility, application requirements, assessment criteria, conditions, notification, payment and acquittal processes.

What may be considered:

- Community groups;
- Incorporated not-for-profit organisations, or not-for-profit group auspiced by an incorporated organisation;
- Incorporated commercial organisations, or an individual with an ABN;
- Event located in the Corangamite Shire local government area;
- Event to occur within the funded period;
- Event to align with strategic objectives in the Council Annual Plan, Events and Festivals Strategy and the Events and Festivals Grant Program.

What may not be considered:

- An applicant whose event has received Corangamite Shire funding for the same activity within the same financial year, including budget allocation or other grant funding;
- An applicant that has outstanding debts to the Corangamite Shire;
- An applicant that has failed to provide satisfactory acquittal reporting from any previous Corangamite Shire funding;
- Requests for retrospective funding (i.e. funding for events already taken place);
- Events that are conducted outside of the Corangamite Shire area.

The Events and Festivals Grant Program incorporates two components:

- Grant funding that is structured according to event categories with maximum allocations.
- In-kind support.

Available funding to be allocated is determined by Council as part of the annual budget process.

Grant funding

Events and Festivals Grant Program funding is available to community and not-for-profit groups only. Commercial organisations and individuals with an ABN may only seek in-kind support.

Grant funding is divided into categories allowing funding across the Corangamite Shire and provision for an event to fall within only one category type.

Minor Community Events: Up to \$1,000, on a dollar for dollar basis

New or established community event that supports the participation of communities, attracting local visitors from within the Shire and being primarily of a social and community focus.

Small Scale Events: Up to \$2,000

New or established events of regional or local significance, with the capacity to attract intra and interstate visitation, generating a profile within the region.

Medium Scale Events: Up to \$5,000

New or established events of regional, state or national significance, attracting intra and interstate visitation, generating a profile outside the region.

Major Events: Up to \$10,000

New or established major events of national or international significance, attracting significant visitor numbers from Victoria, interstate and potentially internationally. Major events generate a profile outside of the region.

Hallmark events: Up to \$15,000

Events generally grown from within the event locality that generate substantial tourism, economic and community value. Events generally attract visitors from outside the region including interstate and international visitation. Hallmark events generate a substantial national or international profile for the destination.

In-kind Support

Community groups and not-for-profit applicants can request in-kind support in addition to grant funding as part of the program. In-kind support being a non-monetary form of funding that assists event organisers with covering the costs of using Council resources and services.

Commercial organisations and individuals with an ABN may only to apply for in-kind support, to a maximum of \$5,000.

Applicants are required to confirm the dollar value of the in-kind support that is being requested with Corangamite Shire, prior to submitting the application.

Requests for in-kind support are to be detailed on the Events and Festivals Grant Program Application Form and included in the event budget.

Advertising, Assessment and Endorsement Process

The Events and Festivals Grant Program is to be advertised biannually, subject to allocation of funds in the Council annual budget.

Round One will be advertised the first week in August. Submissions may be received for events occurring from March to August. The advertised period will be a minimum of six (6) weeks. Applicants will be notified of the outcome in December.

Round Two will be advertised the first week in February, submissions may be received for events occurring from September to February. The advertised period will be a minimum of six (6) weeks. Applicants will be notified of the outcome in June.

Applicants who meet the criteria are not guaranteed funding due to the competitive funding process. Partial funding may be offered if deemed appropriate.

Applications may be received for ad-hoc requests for new events that fall outside the scheduled biannual grant program dates. The method of assessment and approval for ad-hoc requests is the same as the biannual grant program.

Application for Funding

To apply for funding event organisers would be required to complete an Application Form, provide all documentation as outlined in the guidelines and address the assessment criteria.

Assessment Criteria

The Events and Festivals Grant Program Guidelines criteria relates to:

- Strategic Alignment
- Community
- Economic Benefit

- Supporting Documentation
- Funding.

Notification and Agreement

All applicants will be notified in writing of the outcome of their application.

Successful applicants will be required to enter into a funding agreement with Corangamite Shire Council. Funds will be made available to the event organiser upon entering into the funding agreement.

Grant outcomes to be announced publicly.

Once a decision has been made by Council and the allocated funding provided, the event organiser is expected to implement the event project. If the event does not go ahead, grant monies are to be returned to Council within 30 days.

Acquittal

To satisfactorily acquit the project applicants will be required to submit a project report, as outlined in the funding agreement.

A final report that includes financial acquittal, demonstrating that the project has been completed and how it met the assessment criteria, is to be provided within three months of the event date.

Supporting evidence may include copies of invoices, photographs, promotional material, brochures/flyers, videos or an onsite inspection.

Review Date

September 2018

10.4 2016-2017 Financial Statements and Performance Report

Author: Adam Taylor, Manager Finance

File No: D17/615

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 proposes Council give in-principle approval to the Financial Statements and Performance Statement for the year ended 30 June 2017 and authorise two Councillors to certify the statements.

The financial result for the year ended 30 June 2017 was a \$5.31 million surplus which was higher than our adopted budget surplus of \$4.16 million. However, after taking into account grants paid in advance for 2017-2018 (\$3.68m) and expenses related to carry forward projects (\$2.51m) the result was in line with budget and all key financial indicators remain strong.

Introduction

Pursuant to Section 132 (2) and (5) of the *Local Government Act 1989*, Council is required to give 'in-principle' approval of the 2016-2017 Financial Statements and Performance Statement and authorise two Councillors to approve the statements in their final form. The statements must be in the form and contain the content specified by the *Local Government (Finance and Reporting) Regulations 2014*.

Council must not submit the statements to its Auditor or the Minister unless it has passed a resolution giving its in-principle approval to the statements. Legislation also recognises that further changes may be made to the statements, and therefore Council must authorise two Councillors to certify the Financial Statements and the Performance Statement in their final form after any changes recommended or agreed to by the auditor have been made.

Issues

The Victorian Auditor General's Office (VAGO) is responsible under the *Audit Act 1994* for the audit of Council's Financial Statements and Performance Statement. Auditors from Coffey Hunt, agents on behalf of VAGO, were in attendance on 10 and 11 August 2017 and the draft set of statements prepared are attached under separate cover.

For 2016-2017, an operating surplus of \$5.31 million was achieved compared to an adopted budgeted surplus of \$4.16 million. This primary difference in comparison to the adopted

budget was prepayment of 50% of the 2017-2018 Financial Assistance Grants in June 2017 (\$3.68 million).

Explanatory commentary on major variations against Council's 2016-2017 Adopted Budget is included in the notes to the Financial Statements (note 2a), and provided below.

| Revenue | Variance Favourable / (Unfavourable) | Comment |
|-----------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rates and Charges | \$95,000 | Additional income as a result of supplementary rates |
| Statutory fees and fines | \$184,000 | Additional EPA Levies (\$99,000) and Planning Fees (\$57,000) collected throughout year due to higher than anticipated activity |
| User fees | \$274,000 | Private works were better than budget (\$242,000). |
| Grants - operating | \$4,283,000 | Primarily due to early payment of half of the Victorian Grants Commission 2017-2018 grant (\$3,680,000) paid in the 2016-2017 financial year. Remaining balance is made up of unbudgeted Grants received during the course of the year. |
| Grants - capital | (\$186,000) | No material difference to the budgeted amount. |
| Contributions - monetary | \$153,000 | Unbudgeted contributions received for economic impact modelling for roads advocacy (\$45,000), Skipton Recreation Reserve extension (\$43,000) and completion of carried forward project Apex Park (\$11,000). |
| Reimbursements | \$277,000 | Additional unbudgeted works completed as part of the South West Alliance roads contract (\$172,000) and Fuel Tax Credits claimed in excess of budget (\$145,000) |
| Share of net profits (or loss) of associates and joint ventures | \$22,000 | This item is in relation to the Corangamite Regional Library and is not budgeted for due to its uncertainty. |
| Other income | \$226,000 | Additional interest revenue received above budget (\$189,000) plus the net effect of unbudgeted paid parental leave offset (\$26,000). |

| Expense | Variance Favourable / (Unfavourable) | Comment |
|------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Costs | \$215,000 | Whilst the variation is not material there were savings across the organisation (\$401,000) which have been offset by salary expense in relation to flood recovery (\$176,000). This unbudgeted expense will be reimbursed through natural disaster financial assistance. |
| Materials and Services | (\$2,344,000) | Carry Forward Amounts (\$1,030,000) and additional materials and services expenditure due to flood events (\$1,260,000). The flood expenditure will be offset by natural disaster funding in the 2017-2018 year. |
| Bad and doubtful debts | (\$5,000) | Debts written off over budgeted amount. |
| Depreciation and amortisation | (\$874,000) | The material variance is attributable to an increase in the depreciation of roads and road related infrastructure due to additional works being completed in the 2014-2015 financial year that were not forecast to impact depreciation expense at the time of preparing the budget. |
| Borrowing costs | (\$1,000) | No material difference to the budgeted amount. |
| Net gain/(loss) on disposal of property, infrastructure, plant and equipment | (\$1,010,000) | Proceeds from the disposal of Light Fleet, Heavy Plant and Buildings (\$628,000) offset by the written-down value of plant and infrastructure assets disposed (\$1,225,000) and removal of duplicate land assets (\$409,000) |
| Other expenses | (\$108,000) | No material difference to the budgeted amount. |
| Total | \$1,151,000 | |

The Performance Statement is attached and includes sustainable capacity indicators, service performance indicators from across the organisation and financial performance indicators as prescribed in the *Local Government (Finance and Reporting) Regulations 2014*. The Performance Statement includes the actual results achieved in 2016-2017 for all of the prescribed indicators, as well as, the forecast estimates for the years 2018-2021 for each of the performance indicators.

Key financial performance indicators for 2016-2017 are summarised below.

| Performance Measure | Actual Performance | | Forecast Performance | | | |
|---------------------|--------------------|-----------|----------------------|-----------|-----------|-----------|
| | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 |
| Working capital | 277% | 296% | 265% | 258% | 258% | 258% |
| Indebtedness | 29% | 21% | 20% | 20% | 20% | 19% |
| Asset renewal | 117% | 92% | 113% | 120% | 101% | 90% |

The major factor driving the high working capital ratio is the large amount of cash held at 30 June 2017, primarily due to 50% of the 2017-2018 Financial Assistance Grants being

paid in 2016-2017 and carried forward capital works and non-recurrent project expenditure. Indebtedness is planned to reduce as loans have been fully repaid in 2017-2018 and whilst the asset renewal has fallen, the average will remain above 100% over the forecast period.

The Financial Statements have been prepared in accordance with the requirements of the *Local Government Act 1989*, *Local Government (Finance and Reporting) Regulations 2014* and Australian Accounting Standards. No major differences in accounting treatment were identified by the auditors in reviewing the draft statements and it is anticipated that certification by the Auditor-General as to the fairness of the final statements will be received.

Policy and Legislative Context

The report is in accordance with the requirements of the *Local Government Act 1989* and supports the commitments in the Council Plan 2017-2021 that:

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

Council will make budgetary decisions that ensures 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

The various statements are subject to audit by the Victorian Auditor General's Office. A draft set of statements was referred to a meeting of Council's Audit Committee on 14 September 2017. Auditors from Coffey Hunt, as agents for VAGO, were in attendance to discuss the statements and their observations from the audit. The Audit Committee has recommended that Council give in-principle approval to the statements.

Once the final statements have been prepared and certified by the nominated Councillors, they will form part of Council's Annual Report which will be forwarded to the Minister by 30 September 2017 and be available on Council's website, at Council offices and libraries.

Financial and Resource Implications

There are no direct financial and resource consequences as a result of this report.

Options

In-principle approval of the statements by Council is required to ensure that Council meets the requirements of the *Local Government Act 1989*. Council may choose which Councillors are authorised to certify them.

Conclusion

In-principle approval of the statements at this meeting, and authorisation of two Councillors to certify the final copy, will ensure that they are lodged with the Minister within the required timeframe. Council practice has been to nominate the members of the Audit Committee to certify the statements.

RECOMMENDATION

That:

1. Pursuant to Section 132(2) of the *Local Government Act 1989*, Council gives in-principle approval to the Financial Statements and Performance Statement for the year ended 30 June 2017.
2. Pursuant to Section 132(5) of the *Local Government Act 1989*, Council authorises Councillors McArthur and Trotter to certify the 2016-2017 Financial Statements and Performance Statement in their final form after any changes recommended, or agreed to by the auditors have been made.

Attachments

1. 2016-2017 Financial Statements - FINAL - Under Separate Cover
2. 2016-2017 Performance Statement - FINAL - Under Separate Cover

10.5 Conservation Management Plan for the Camperdown Botanic Gardens and Arboretum

Author: Greg Hayes, Manager Planning and Building Services

File No: D16/384

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Greg Hayes

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

Summary

The development of the draft Conservation Management Plan (CMP) for the Camperdown Botanic Gardens and Arboretum will assist in protecting elements of heritage significance within the site. However, the plan does not consider the economic and tourism contribution the Lakes and Craters Holiday Park makes to Camperdown. As such the document should be used as a guide only and, given the potentially significant investment recommended under the action plan, subject to future budget processes.

Introduction

The Camperdown Botanic Gardens and to a lesser extent the Arboretum, are part of a unique network of regional Botanic Gardens established in Victoria during the 19th Century. Since reservation of the broader Camperdown Public Park in 1869, the area of the reservation identified for a Botanic Gardens has attracted notable garden designers. Designers such as Daniel Bunce who originally designed and implemented the gardens and later William Guilfoyle the then director of the Royal Botanic Gardens Melbourne, and one of Australia's most important garden designers, contributed to the design for the site. Their legacy, and that of so many other contributors and community/recreation groups has resulted in a unique environment and important community place.

The growth in camping and recreation since the 1950's saw considerable investment into the overall Camperdown Public Park with the establishment of many recreational uses such as the Camperdown Golf Club, football and cricket grounds, Lakes and Craters Holiday Park and equestrian centre. From the 1980's the area immediately outside of the Botanic Gardens enclosure was labelled the Arboretum. Community attention in the area of the Botanic Gardens and more recently the Arboretum slowly evolved with greater interest in the significant trees and layout reflective of a plan by William Guilfoyle from 1910.

The Camperdown Botanic Gardens and Arboretum is crown land and is managed by Council as the Committee of Management. Council's Parks and Garden works unit maintain the garden enclosure currently and Council's facilities unit leases out the Lakes and Craters Holiday Park and north eastern Arboretum area to lease holders under separate agreements that include some maintenance arrangements along with requirements to reduce fuel for

grass fire. The Camperdown Botanic Gardens and Arboretum Trust is a pivotal community group with the objective to protect, conserve and enhance the gardens and arboretum area.

In 2011 the Camperdown Botanic Gardens and Arboretum were included on the Victorian Heritage Register (VHR H2256). The registration acknowledged Victorian State Government recognition of the sites historic, aesthetic and scientific (botanical) significance.

The Victorian Heritage Registration directed the preparation of a Conservation Management Plan (CMP) to inform the future management of the Botanic Gardens and Arboretum. A Conservation Management Plan is a plan to assist landowners and managers of a heritage place in making sound decisions about the management of the place. It identifies the heritage values, extent and significance and provides guidance on conservation, change and adaptation.



Figure 1: The identified area for the Conservation Management Plan

The development of a CMP was also a community priority along with restoration of the Gardens under the 'Imagining Camperdown' community planning program.

Issues

An allocation of funds by Council in 2016 commenced the development of a Conservation Management Plan for the Camperdown Botanic Gardens and Arboretum. A Project Steering Committee was formed to oversee the project and appointed consultants Context Pty Ltd to develop the plan from a detailed project brief. The draft CMP has involved engagement and consultation with stakeholders and the community overseen by the Committee.

The draft CMP (Attachment 1) assesses the site's significant elements and sets out policies and actions to guide the continued management, enhancement, protection and maintenance of the site.

The draft Conservation Management Plan is comprehensive and contains six sections:

1. Introduction.
2. Understanding the place – a historical perspective.
3. Why is the place significant? – a re-examination of the sites significance.

4. Key factors shaping policy – Issues involving threats, Lakes and Craters Holiday Park, management of the site, future planning issues and replacement planting.
5. Conservation Policy – sets out policies for significance, threats, setting, views and layout, policy on elements of primary significance, plantings, uses and events, built form and future development.
6. Action Plan – sets out maintenance and conservation works responsibilities and management protocols.

The significant outcomes from the draft CMP are:

1. The Statement of Significance is revised and increases the connection with the Arboretum.
2. The draft CMP redefines the elements of primary and contributory significance.
3. Policies for management of the site seek to protect and reinstate elements of primary significance, elevating and protecting these elements above all lesser elements.
4. The draft CMP's Action Plan sets out an ambitious and potentially costly schedule of works.
5. The draft CMP significantly constrains the use and development of the Lakes and Craters Holiday Park.
6. The draft CMP recommends the investigation of alternate access in the north eastern corner of the Arboretum.

Community consultation

During late April and early May 2017 Council undertook considerable consultation with the community on the content and recommendations of the draft CMP. Notice included letters to numerous local and Victorian stakeholders, comment forms, Facebook posts and presentations to community groups resulting in over 130 submissions plus Facebook responses.

Analysis of the consultation is mixed, with most responses supporting the operation and improvement of the Lakes and Craters Holiday Park in its current location (17.5% of responses) whilst equally offering support for the significance of the Gardens and Arboretum (16.4%). A number of responses also offered a desire for the Lakes and Craters Holiday Park to be relocated off its current site (12.1%). The detailed analysis of responses can be found in Attachment 2.

Options

Council must now decide the status of the draft Conservation Management Plan.

The options available to Council are:

1. Council endorse the Conservation Management Plan 2017 for the Camperdown Botanic Gardens and Arboretum 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. (Preferred option).

This is the recommended option. The draft CMP offers sound guidance around the preservation and management of the Gardens enclosure as well as actions needed to enhance the Arboretum. However, it is unfortunate that the flexibility and support for an economically important asset like the Lakes and Craters Holiday Park is ignored by an inappropriate level of significance given to the Arboretum. By offering the CMP as a guide to inform future decisions only, the plan will then be appropriately contextualised as equal with, but not eclipsing the many variables and considerations a Council must have when making decisions.

2. Council may choose to make changes to the draft plan.

This option is not recommended as to alter the CMP would require a substantive change to the document removing the 'branding' of the document by *Context Pty Ltd*. It would also require further consultation and engagement as well as adopting the document as a new site management plan that may not have the support of Heritage Victoria or community groups.

3. Council adopt the Conservation Management Plan 2017 for the Camperdown Botanic Gardens and Arboretum

This option is not recommended as it may place Council in the position of funding the potentially costly recommendations under the plan. This may be compounded by Heritage Victoria also adopting the plan adding further weight to actions that would continue to marginalise the operation, maintenance and viability of the Lakes and Craters Holiday Park which has a further 17 years on its current lease.

4. Council could refuse to endorse or adopt the Conservation Management Plan 2017 for the Camperdown Botanic Gardens and Arboretum

This option is not recommended as it is common ground that the site needs a management plan that will preserve, protect and enhance all characteristics, elements and uses within it.

Policy and Legislative Context

There is no policy or legislative requirement for the development of a Conservation Management Plan. However the Heritage Victoria permit and Imagining Camperdown process strongly support the development of such a plan.

Internal / External Consultation

The development of this Plan has involved numerous public meetings and drop in sessions and extensive community consultation on the draft.

The project involved the creation of a Project Steering Committee (PSC) that has overseen the project at every step from the project brief to consultation on the draft document. On the PSC there was a Councillor Chair and two Council staff members, a), two representatives of the Camperdown Botanic Gardens and Arboretum Trust, a representative from Heritage Victoria and the National Trust as well as Council's Heritage Advisor. Comments and submissions made as part of the draft CMP community consultation were made available to the Committee for review. At its meeting on 26 June, the Committee agreed to refer the draft plan for Councils consideration with two of the members asking that Council accept the draft plan.

Financial and Resource Implications

Funding for this project was made available during the 2015-2016 budget year and has been expended. No further funding has been allocated, however \$1,000 has been budgeted in 2017-2018 for tree labels. The draft CMP recommends a significant number of actions with an estimated preliminary cost greater than \$2.5million of which there is no budget allocation. Projects identified as priority should be considered under Councils normal budget process.

Conclusion

The development of a Conservation Management Plan (CMP) for the Camperdown Botanic Gardens and Arboretum is a key community objective and supported by Heritage Victoria.

Heritage consultants Context Pty Ltd have developed a draft plan in consultation with community and stakeholders. The draft CMP recommends actions that have potentially considerable costs associated and will seriously limit the viability of the Lakes and Craters Holiday Park. Public comment on the plan has received a mixture of support with the impact on *and from* the Lakes and Craters Holiday Park and the cost of recommendations dominating comment and debate. It is recommended that Council endorse the CMP as a guide only and ensure that any future budget allocation be entertained through the normal budget process.

RECOMMENDATION

That Council endorses the Conservation Management Plan 2017 for the Camperdown Botanic Gardens and Arboretum 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.

Attachments

1. Conservation Management Plan for the Camperdown Botanic Gardens and Arboretum - Under Separate Cover
2. Analysis of Public Comments on draft CMP - Under Separate Cover

10.6 Review of Skipton Community Plan

Author: Garry Moorfield, Community Development Officer

File No: D17/608

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Garry Moorfield

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

Summary

This report provides advice to Council on the review of Skipton's Community Plan – *Community Priorities for Township Development 2013 - 2023*.

Introduction

Skipton's 10 year Community Plan was prepared over the period from April to July 2013, and received by Council on 23 August 2013. Participation was open to any person with an interest in Skipton and its future. The Plan involved a town survey, a 'Soapbox' event and two public meetings to deliberate on and rank identified township priorities. The town survey identified 117 ideas for Skipton. Some 48 people, or 14 per cent of the adult urban population of 452 (ABS, 2011) participated. The plan listed a total of 20 township priorities. These priorities cover a range of social and economic issues, with strong themes around business and economic development, town development and maintenance, town promotion, recreation and sport and provision of services.

As the first step in the planning process locals were asked what they value most about Skipton. The 'Recreation Reserve and sporting clubs' topped the list, followed closely by 'Hospital and medical services and pharmacy' then the 'Mechanics Institute Hall' and the town's many businesses and services. The town's strong community spirit and friendly people came in for special mention. This assessment no doubt reflects the interests of the mature age-group residents which are proportionately over-represented in the town population in comparison to the State average. Not only is Skipton an 'ageing town', it is also a town experiencing a slow but steady erosion of its population. The proportion of older people in Skipton's population is three times the State average. The record floods of 2010 and 2011 were also a heavy blow to bear, denting local optimism. The Skipton Hotel and some other town centre shops are still closed to business seven years on.

Skipton also identifies as a town 'on the edge' of Corangamite Shire – 68 kilometres north of the Corangamite Shire offices in Camperdown. The town looks to the east and to the north for services not available locally, being 51 km south-west of Ballarat and 30 km south of Beaufort. While it is recognised that Skipton's interests would be lost if it were part of a big city municipality, it is also felt locally that there are challenges for the town's interests to have primacy when it is located 'on the periphery' of Corangamite Shire. One outcome of

this perspective is that Skipton has looked to private interests rather than government to solve its problems. There is also a palpable sense that some of the broader issues Skipton is facing are not amenable to local influence.

In the development of all community plans various agencies and organisations are identified as the lead for projects to proceed. In Skipton's case, only two priorities were counted as potential 'community projects', with six priorities potentially addressed as Council/Community partnerships. Nine key priorities were identified as the responsibility of private business interests, including six of the top ten priorities. Two priorities were the province of State Government and only one the sole responsibility of Corangamite Shire. At the time it was noted that it remained open to individuals and groups to advocate for any of these 20 objectives through the range of channels available to them.

Sifting through the many ideas that were offered in regard to the town's future prosperity, three fundamental themes emerged.

- The attraction of new businesses and industry (and retention of existing businesses) is seen as a primary means of rebuilding the township population.
- Upgrading and integrating assets for the benefit of both locals and visitors (and promoting those assets) is seen as an essential step in making more of what Skipton has to offer.
- Improving town appearance and amenity through tree-planting, landscaping and maintenance and the development of public realm assets over the long term is expected to make Skipton an attractive and desirable place to live – a 'leafy oasis on the surrounding plain'.

The review of Skipton's Community Plan occurred four years on from the original formulation in 2013. Following on from the successful completion of several township priority projects, the review was presented as an opportunity to celebrate what has been achieved, to check whether current priorities are still relevant, and to put forward ideas for new township priorities. The design of the review process was determined by the local community. It involved a dialogue through the Skipton Community News, the Skipton Primary School community, the Progress Association and Shire and local Facebook groups. In all, some 45 people participated in the Skipton Plan Review, a similar number to that for the initial plan formulation. Two public meetings were held, on 27 July and 17 August 2017, and a revised list of twelve (12) township priorities was determined. The outcomes of the review process and revised priorities were published in an article in the Skipton Community News.

While it is the identification and implementation of projects – a focus on action and change – that generates interest and engagement, it is easy to overlook the more fundamental community development purpose of Corangamite Shire's community planning initiative. Over the course of the current *Plan for Skipton* a significant percentage of the Skipton community has taken an active part in broader activities within the township. This included the numerous events held to celebrate Skipton's 175th anniversary in 2014, the creation of a local Op Shop by a consortium of community groups as well as the design and implementation of several other community projects, such as the Cemetery Gates project. These projects have encouraged the local community to get involved in opportunities to shape their destiny. Along the way new networks have been formed (within and across communities of influence), ideas have been exchanged, and learning and experience obtained across a broad range of community issues. The process of Plan formulation has brought together local interests to transparently arrive at a common appreciation of the unique community that is Skipton, and the historical and current forces which underline its identity.

Issues

The Skipton community initially prioritised five of its top-ten priorities as a focus for initial action. It made full use of the seed-funding provided by Council to secure external funding and complete its two prime 'community project' priorities – the Town Entrance Signage and the Rail Trail Development. The town has made limited progress on its other three 'first-five' priorities. The number 3 priority to provide for limited overnight camping and caravanning has come to nothing so far, and is a major disappointment to those involved. Some tree-planting and landscaping has occurred in partnership with the Shire, and some new businesses have been attracted yet others have closed. Good progress has been made on several of the other priorities, including those in the hands of private business interests, as reported below.

Consultation and engagement activities to review Skipton's community plan began with the seeking of advice through meetings of the Skipton Progress Association. A date was set for a public meeting on Thursday 17 August 2017. An A5 printed flyer 'What Next for Skipton?' was circulated in the local community and published in the Skipton Community News newsletter and featured in Corangamite Shire and local Facebook posts.

In the lead up to the 17 August meeting a proposal was put forward by Corangamite Shire to sell vacant land at 12 – 14 Montgomery Street, with Council officers taking local soundings and reporting advice and recommendations to Council. A number of Skipton residents were of the view that this site could play an important role in the revitalisation of Skipton, and a public meeting was called by the Skipton Progress Association for Thursday 27 July 2107.



17 people attended the public meeting and considered the following questions:

- Is it in the best long-term interests of the Skipton community to sell this land?*
- What would be the best use of this surplus land for Skipton?*
- Should it be incorporated into an enlarged Jubilee Park?*
- Could it be used in a way which contributes to the town's tourism economy?*
- Should the Skipton community seek to purchase or lease the land?*
- How could the annual costs of holding this land be recouped?*

A motion was passed unanimously that the land should remain in public ownership. Council approved a stay of decision on the sale of the land to allow consideration of a lease arrangement with the Skipton Progress Association, however the Committee of the Association met and concluded that it did not have the ongoing financial capacity to enter into a long-term lease of the Montgomery Street land on behalf of the Skipton community. This matter has been carried over into the revised 2017 priority list, where the creation of a 'linear park' (between Jubilee Park and Stewart Park) is listed as Priority 7 on a shortened list of 12 priorities. There has been some talk of a group of local people assembling to seek to purchase the land on the community's behalf, but that appears unlikely at this time.

The first item of business at the 17 August 2017 public meeting was to go through the existing list of 20 priorities and to remove completed projects and those deemed no longer relevant. The opportunity was also taken to consolidate some priorities under the same heading. Items removed from the priority list were as follows.

Town entry signage (priority 4)

The construction of Town Entry Signage was a long standing township priority since the old bluestone bridge across the Mount Emu Creek was demolished in 2003. Bluestone blocks were stored in the Council depot at Skipton, but despite a number of attempts the project could not be activated. With seed-funding from Corangamite Shire's community planning initiative, a grant of \$30,000 was secured from the Victorian Government, which finally allowed the project to proceed. The project was managed by a small local project committee, supported by Corangamite Shire, and completed in 2015.



Local graphic designer Lyn Heenan (front left above) prepared three designs and a vote was taken by the local community to select the preferred one – a brand identity for Skipton

based on its eminent history in sheep farming and grain production. The four Skipton Town Entry Signage structures are positioned prominently on the major east, west, north and south approaches to the town, providing exposure to the hundreds of thousands of travellers annually on the Glenelg Highway, as well as to travellers on the Lismore, Beaufort and Rokewood Roads.

Rail trail development (priority 6)

The Linking Skipton project was aimed at improving the experience of rail trail users by connecting the Ballarat – Skipton Rail Trail to the town centre, with its public amenities and retail services. The project was realised in three stages. The first was the construction of the walking/cycling trail on the east side of the Skipton – Rokewood Road between the Glenelg Highway and the Rail Trail crossing, financed by Corangamite Shire. This part of the project was completed in 2014, and included directional signage funded by the Foundation of Regional and Rural Renewal (FRRR). The second stage involved the construction of two new sections of footpath, one adjacent to Jubilee Lake and the other along Montgomery Street. This work was funded by the State government and carried out by Corangamite Shire.



The remaining works were completed in late 2015 and involved earthworks, new gates and fencing at the Rail Trail terminus, and the construction of 28 tree guards for the planting which took place in the winter of 2016. The project cost was some \$54,000 excluding voluntary contributions and donations.

Indoor heated swimming pool (priority 16)

This proposal was removed from the list as it was considered impractical. Where it might be thought possible to construct such a facility the ongoing recurrent operational costs were considered prohibitive.

Skate Park (priority 15)

There was no current support for investment in a Skate Park, with investment in other types of recreational assets seen as more desirable.

An invitation was extended to propose new priorities, which led to the nomination of six new ideas. Members present then voted on the adjusted list (each with five votes to apply across 18 proposals), leading in turn to a revised priority listing of twelve (12) items.

PRIORITY PROJECTS AND ACTION AGENCY

| P17 | PRIORITY PROJECTS | DESCRIPTION | V17 | S13 | V13 | G13 | P13 | AGENCY |
|-----|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-------------------------------------------------------|
| 1 | RE-OPEN PUB | Get the Hotel going; Re-open the hotel; Need Hotel open | 2 | 28 | 2 | - | 1 | PRIVATE BUSINESS INTERESTS |
| 2 | RE-OPEN SHOPS | More businesses in the main street; Restore main street – don't use shops for storage | 2 | 17 | 2 | - | 2 | PRIVATE BUSINESS INTERESTS |
| 3 | CARAVAN PARK/ CAMPING | Provide for overnight caravan /camping area by the pool or other suitable area | 9 | 15 | 8 | 2 | 3 | COMMUNITY WITH PARTNERS |
| 4 | INDOOR GYM/ STADIUM | Build indoor sports centre; Gym/ Stadium (like Linton); Make it a 'youth club' place | 11 | 5 | 1 | - | 14 | COUNCIL/ COMMUNITY PARTNERSHIP |
| 5 | MORE COMMUNITY GET-TOGETHERS | Develop activities of interest to a range of age-groups; Movies, for example | 11 | - | - | - | - | COMMUNITY WITH COUNCIL SUPPORT |
| 6 | MORE TREES/ IMPROVE LANDSCAPING | Plant more trees, Improve landscaping of town; Maintain parks and streetscapes | 4 | 8 | 1 | 1 | 5 | COUNCIL/ COMMUNITY PARTNERSHIP |
| 7 | ESTABLISH LINEAR PARK | Link Jubilee Park and Stewart Park by converting vacant Montgomery Street land to parkland; Retain in public ownership | 7 | - | - | - | - | COUNCIL/ COMMUNITY PARTNERSHIP |
| 8 | IMPROVE PUBLIC TRANSPORT | North-south to Camperdown, Transport to Ballarat; Access jobs and services | 7 | - | - | - | - | STATE GOVERNMENT |
| 9 | ATTRACT MORE BUSINESSES AND INDUSTRY | Provide encouragement and support for more businesses and industry; Attract small industries, Establish town bakery; Food shop; Takeaway; Coffee shop, Another sandwich bar (now includes P9 and P17) | 5 | 7 | 5 | - | 7 | PRIVATE BUSINESS INTERESTS WITH COUNCIL AND COMMUNITY |
| 10 | SLOW DOWN TRUCK TRAFFIC | Slow down truck traffic; Reduce speed limit in town to 50km | 6 | 4 | 3 | - | 19 | VICROADS/ STATE GOVERNMENT |
| 11 | PAINT AND MAINTAIN TOWN CENTRE BUILDINGS | Repaint town in heritage colours; Provide assistance to owners, Shopfronts need attention | 3 | 6 | - | - | 10 | PRIVATE BUSINESS INTERESTS |
| 12 | CLEAN UP MOUNT EMU CREEK | Clean up the area along the mount Emu Creek and maintain the Creek banks | 5 | 5 | 1 | 2 | 13 | GLENELG HOPKINS CMA/ COMMUNITY PARTNERSHIP |

P means priority, S means survey mentions, V means votes at public meeting, G means 'gold sticker' applied to top individual priority.

| P17 | PRIORITY PROJECTS | DESCRIPTION | V17 | S13 | V13 | G13 | P13 | AGENCY |
|-----|---------------------------------|-----------------------------------------------------------------------------|-----|-----|-----|-----|-----|-----------------------------|
| | RAIL TRAIL DEVELOPMENT | Develop Rail Trail terminus as a 'destination'; Provide camping ground area | 2 | 7 | 8 | 2 | 6 | COMMUNITY WITH PARTNERS |
| | UPGRADE TENNIS TOILETS | Upgrade/ fix the toilets at the tennis courts | 2 | 5 | 5 | - | 11 | COUNCIL |
| | LAND FOR DEVELOPMENT | Open up land for development – housing and industry | - | 4 | 1 | 3 | 18 | PRIVATE BUSINESS INTERESTS |
| | IMPROVE NBN SERVICE | Advocacy for fixed wireless service for Skipton | 3 | - | - | - | - | COMMONWEALTH |
| | BUSINESS DIRECTORY | Moderate and tidy up Skipton Business Directory | 2 | | | | - | COMMUNITY/ LOCAL BUSINESSES |
| | PROVIDE MORE LOCAL RESPITE CARE | Provide a small number of local respite care places at the Hospital | 1 | | | | - | STATE GOVERNMENT |

The preceding priority list is based on both the 2013 and 2017 voting. The pattern of voting is affected by many factors, not the least being the limited number of votes each person had to apply. Some highly-ranked priorities are seen to be 'in hand', and therefore seen as no longer in need of a precious vote. The top three projects remain in place because of the original level of support. Priorities 5, 7 and 8 are new priorities. Priorities 3, 4, 9, 11 have either had their scope modified or combine two previous priorities. There is a tail of six

project ideas which cannot yet be called 'priorities', given the limited support these three previous and three new proposals attracted. Notes are offered on the status of each project proposal.

1 *Re-open Pub*

Substantial and fine stonework has been completed on the foundations, structural walls and interior of the Skipton Hotel, in a steady rebuilding project. An opening date has yet to be reported, however there is some expectation that the Hotel will reopen this financial year.

2 *Re-open shops*

The owner of the Skipton Hotel has also taken some steps towards offering three shops for lease. These high profile premises may potentially be open for business within this financial year. The issue of the use of some closed shops and other shopfront premises remains a matter for their owners and tenants.

3 *Caravan park/ camping*

Proponents of previous proposals to provide for some limited camping and caravanning facilities in Skipton have almost given up on the idea due to their inability to find any active support from the Shire. Venues other than 'adjacent to the swimming pool' were canvassed, and a proposal for camping at the Rail Trail Terminus suggested (see also list of unranked items.)

4 *Indoor gym/ stadium*

This priority was elevated from its previous ranking of 14 to Priority 4. It has been strongly supported by a younger demographic including parents of younger children, and inspired by the facility constructed at Linton. The proposal reflects a concern that facilities are needed to retain and support families with children as a key strategy to grow the town's population and restore its vitality.

5 *More community get-togethers*

This new priority underlines broad recognition of the importance of structured activities which not only build social capital but which stimulate and contribute to the social economy of Skipton.

6 *More trees/ improve landscaping*

There has been some significant tree-planting in Skipton which will leave a valued legacy in Skipton, such as the *Grevillia robusta* street plantings by the Shire, plantings in Stewart Park and the removal of senescent pines in Jubilee Park. There are further opportunities the community sees to work towards making Skipton 'a leafy oasis' on the treeless plain.

7 *Establish linear park*

One idea for making best use of the Council-owned land at 12 to 14 Montgomery Street is the creation of a linear park joining Jubilee Park with Stewart Park and the riparian zone along Mount Emu Creek. This is new priority. Given Council's subsequent confirmation of the sale of this land, realisation of this proposal will rely upon the formation of some community consortium to purchase and maintain the land in question, potentially as a social enterprise.

8 *Improve public transport*

This is a new priority, but reflects longstanding local complaints about the configuration of public transport services, particularly to the timing (and utility) of the weekday bus service to Ballarat and return. Mention was made of the need for services to Camperdown and to Beaufort.

9 *Attract more businesses and industry*

This current priority 9 (previously 7) now includes both the previous priorities 9 and 17 (Takeaway/ coffee shop and Bakery). Action has occurred with the attraction of two new rural supply stores, but other businesses have closed. The proprietors of the Skipton supermarket did establish a café, (fulfilling priority 9), however it has since closed and is now the home of the town's community Op Shop. A community project was completed with the development of a website for the Skipton Business Directory, but this has been abandoned due to a lack of maintenance, lack of local uptake and colonisation by non-Skipton-based firms.

10 *Slow down truck traffic*

This previous priority 19 is now elevated to priority 10. Local concerns relate to enforcement of existing speed limits as well as reducing speeds outside the kindergarten and school crossing. The gradients of the roadway into and out of town are seen to contribute to the reported concern of excessive speed of heavy vehicles.

11 *Paint and maintain town centre buildings*

Two Skipton business have participated in Corangamite Shire's Business façades improvements initiative to date. This priority taps into layered concerns about the presentation of Skipton to the significant volume of passing traffic.

12 *Clean up Mount Emu Creek*

Work was carried out on cleaning up the banks of Emu Creek as part of an array of State-funded recovery initiatives following on from the 2010/ 2011 floods. The current concerns relate primarily to fire hazard posed by the stands of tall, dry grass either side of Mount Emu Creek, which winds through the Skipton township.

A list of six other proposals (including two new ones, and two modified ones) was not rated as these ideas attracted few votes this time round. The Rail Trail Development idea called for further works to create a 'destination' at the trail terminus, in addition to the completed project, with the possibility of providing camping sites (which links back to Priority 3).

Once again, there are few project priorities which the Skipton community can work on unless it is in partnership with other agencies. Four of the twelve priorities rely upon activity by private business interests. Apart from calls to improve existing services and expand some recreational infrastructure, the Skipton community believes the town needs what is elsewhere referred to by governments as a comprehensive 'place-making' initiative. While there are avenues to source external funding for such a 'town-building' initiative, above all Skipton needs energetic leadership to develop a practical and realistic plan which can be progressively implemented. Such leadership would need to essentially involve the Skipton community, but may not be readily found within existing community structures.

Policy and Legislative Context

The Council Plan 2017-2021 outlines Corangamite Shire's community planning initiative (Pages 10 and 11) and describes how, over the past six years, it has systematically surveyed local residents and assisted them to develop Community Plans. Recognising the many benefits of community planning and supporting its delivery, the new Council Plan includes a 'commitment to support Council's Community Planning Program' under its

Theme 4 Objective to 'Engage with and listen to our communities' (Page 23), and under the Theme 1 Objective to 'Advocate strongly in relation to ... community priorities' (Page 13).

Importantly, the Skipton Community Plan review process contributes to Council's Vision: 'We strive for a thriving and connected community' (Page 4) and gives expression to Council's Values of Respect, Innovation and Collaboration (Page 8).

Internal / External Consultation

Consultation and engagement activities to review Skipton's 10 year community plan began with the seeking of advice through meetings of the Skipton Progress Association, where decisions were made over several months on process and timelines. An A5 printed flyer 'What Next for Skipton?' was circulated in the local community and published in the Skipton Community News newsletter and featured in Corangamite Shire Facebook posts. The outcomes of the review process and revised priorities were also published in an article in the Skipton Community News.

Financial and Resource Implications

This report is for information only and does not entail any recommendations relating to increased or reduced financial and other resources. The provision of \$70,000 in seed-funding by Council has provided the impetus and the means for the local community to identify and pursue projects to strengthen the Skipton community, to build public participation in decision-making affecting Skipton's future and to improve the liveability of the township through development projects. A number of Skipton Community Plan priorities have been and will continue to be considered as part of the formulation of future Council budgets or as part of Council's advocacy programs on behalf of Corangamite Shire communities.

Conclusion


The community of Skipton has worked assiduously and inclusively to achieve its two prime 'community projects', identified in its original 2013 Community Plan. Both projects uncovered unheralded talents and skills in the community, which were contributed generously by everyone involved in realising these long-held ambitions. The co-operation and support of Corangamite Shire has been significant in not only the management and execution of these projects, but with a whole host of infrastructure projects such a footpath construction, tree-planting, public toilets improvements, flood mitigation (and recovery) works, and ongoing maintenance activities across the town, including Skipton's much-loved Mechanics Institute Hall. Skipton has made ready progress on those project proposals in its own hands, but still waits on the outcome of work in train to finally see the Skipton Hotel reopened and the reactivation of a number of Montgomery Street shops.

The conduct of a heavy schedule of activities and events through Skipton's 175th Anniversary celebrations through 2014 drew in many community members, and gave added impetus to the program of town improvements conducted by the community and the Shire. This work is indicative of the capacity of the community to come together, to form partnerships and to take active steps to achieve their goals. The completion of these projects provides unequivocal evidence of the value to communities of committing time and effort to Council's community planning initiative. This value relates to project outcomes for communities and for Council, but especially to the building of trust which is essential to all productive partnerships to enhance the liveability and prosperity of Skipton.

Corangamite Shire's community planning initiative is one of the few programs which is designed to provide a specific focus on the development of place-based communities – places which are important to surrounding rural-based residents as well as to visitors. Whereas Skipton has benefitted from Council's commitment to community planning and the

provision of seed funding which has enabled it to secure external grant funding to realise its priorities, there is a sense that a focus on completion of small discrete projects will not satisfy the broader ambition of Skipton’s updated Community Plan. The Skipton community believes the town is in need of a comprehensive ‘place-making’ initiative, with energetic leadership to develop a practical and realistic plan which can be progressively implemented. While such leadership would involve the Skipton community in an essential way, it may not be readily found within existing community structures.

Post Details
✕



Corangamite Shire Council

Published by Comms Corangamite (7) · August 14 at 9:06am · 🌐

A lot of things have changed for Skipton since the town’s community plan was prepared back in 2013, thanks to the efforts of local people and to support and seed-funding provided by Corangamite Shire.

While the Skipton Pub is yet to re-open (priority 1), substantial work has been done towards that end, including impressive stonework and restoration of the building. Some new shops have opened (priority 2), including the Community Op Shop, but others closed. The Town Entry Signage project has been successfully completed (priority 4), some new trees planted (priority 5), and the Rail Trail terminus and town walking circuit also completed (priority 6). Skipton has been successful in attracting a number of new businesses to establish in town (priority 7), and a website has been created to help profile what local businesses have to offer. Work continues with regional tourism authorities to promote the attractions of Skipton, as well as on the project to establish an overnight camping facility.

Four years on, the time has come to review Skipton’s community plan. It is a time to celebrate what has been achieved, to check whether the current priorities are still relevant, and to put forward any new ideas which can make Skipton a more prosperous and liveable place. Everyone with an interest in Skipton is invited to come along and contribute their thoughts and to vote on the revised list of township priorities.

**WHAT NEXT FOR
SKIPTON?**

IT’S TIME TO REVIEW SKIPTON’S COMMUNITY PLAN

WHEN: Thursday 17 August 2017, from 7 pm to 8:30 pm

WHERE: Skipton Mechanics Institute Hall

HAVE YOUR SAY AND VOTE ON PRIORITIES

✔ **Get More Likes, Comments and Shares**
Boost this post for \$4 to reach up to 1,300 people.

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👍 K&L MODEL RAILWAYS, Judith Mary and 3 others

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5 Likes, Comments & Shares

| | | |
|-------------------|------------------|--------------------|
| 5 Likes | 5 On Post | 0 On Shares |
| 0 Comments | 0 On Post | 0 On Shares |
| 0 Shares | 0 On Post | 0 On Shares |

14 Post Clicks

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RECOMMENDATION

That Council receives the Review of the Skipton Community Plan.

10.7 Retail Area Façade Improvement Program

Author: Rory Neeson, Manager Community Relations

File No: D17/607

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

The purpose of this report is to allocate funds for Council's 2017-2018 Retail Area Façade Improvement Program (RAFIP).

Introduction

The aim of the RAFIP is to encourage businesses located in the retail areas of towns within the Corangamite Shire to complete improvement works to their façades to help improve the overall presentation of streetscapes within the Shire.

The program was 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 were not eligible.

Issues

The RAFIP opened for applications on 1 July 2017 and closed on 31 August 2017.

Businesses from all towns in the Shire were eligible to apply to the program.

To apply for funding as part of the program, applicants were required to complete an application form and provide all required documentation, as well as have an understanding of the program guidelines to ensure they were aware of what information was required by Council to be completed.

The criteria for works that could be considered for funding as part of the program include:

- painting of the façade
- cleaning the existing façade
- removal of redundant signage, air conditioning units and hoardings
- 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 or replacements of verandahs

- installation of new business signage
- installation of store lighting visible from the street

Following the application period, 35 applications to the program were received requesting \$53,893.16 (exc. GST) of funding with the total value of works proposed totalling \$138,229.91.

The applications to the program were then evaluated based on the program's assessment criteria. Results of these evaluations were then ranked from highest to lowest to provide the recommendation for businesses to be funded (see attached).

As the value of applications for funding exceed the budgeted amount of \$30,000 and in line with previous years, Council has the option to fund additional businesses using funding that had previously been allocated for façade improvements as part of Council's Community Planning Program.

Only businesses from Terang, Camperdown and Derrinallum would be eligible for this additional funding as they have both previously nominated business façades as a priority through Council's community planning program.

This proposed reallocation would total \$11,625.66 and allow a further eight businesses to be funded through the 2017-2018 program, bringing the total amount of businesses funded to 26, completing a total value of works of over \$111,000.

The businesses that have not been recommended for funding were unsuccessful due to missing or a lack of information in their grant applications, leading to lower scores when evaluated against the RAFIP criteria.

Policy and Legislative Context

The RAFIP is compliant with the RAFIP Policy that was adopted by Council in June 2017 as well as meeting all the requirements of Council's Grants Policy.

The program is consistent with the following Council Plan 2017-2021 strategies 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.

The program is also supported by numerous community plans that have been completed in the Shire which list improvements to business façades as one of their top priorities.

Internal / External Consultation

Following the adoption of the 2017-2018 Budget, extensive external consultation about the program has occurred across the Shire.

The program has been subject to three media releases, been advertised in Council's Noticeboard in the Warrnambool Standard and all three Western District Newspapers, been included in the weekly Mayoral radio interview on two occasions, had radio interviews completed on ABC Radio, 3CS and 3YB, been featured on WIN News and has been

communicated to progress association meetings occurring during the application period in towns throughout the Shire.

The program has also been advertised through Council’s social media channels including Facebook and Twitter, with Facebook posts attracting over 7000 views.

Financial and Resource Implications

The Retail Area Façade Improvement Program 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 have applied on a minimum \$1:\$1 basis to complete improvements to their façades with the amount capped at \$2,000 per business.

Planning fees for 20 planning permits will be waived by Council as part of the program to encourage participation, at a cost of approximately \$13,750, however any relevant building permit fees will apply.

Options

Council may consider the following options for the allocation of funds under the Retail Area Façade Improvement Program:

1. Allocate funds of \$29,395.54 to Retail Area Façade Improvement Program applicants.
2. Allocate funds of \$41,625.66 to Retail Area Façade Improvement Program applicants using both Council’s \$30,000 allocation and \$11,625.66 of previously allocated façade improvement funding from Council’s Community Planning program.
3. Re-evaluate grant applications and consider funding alternative applications.
4. Not allocate funding through the program.

Conclusion

The Retail Area Façade Improvement Program provides businesses from across the Shire with an incentive to complete works to improve the appearance of their façades.

The program aims to improve the appearances of town streetscapes throughout the Shire, providing an incentive for businesses to complete these works while making the process of applying to the program as simple as possible.

The program is innovative and helps address a funding gap that has been identified regarding the funding of improvements to businesses’ façades.

RECOMMENDATION

That Council allocates funds of \$41,625.66 (excl. GST) to Retail Area Façade Improvement Program applicants as below:

| Business Name | Town | Funding |
|-----------------------|------------|------------|
| Silver Nickels | Camperdown | \$2,000.00 |
| Cobden Community Bank | Cobden | \$2,000.00 |
| Curls Surfwear | Camperdown | \$1,280.00 |
| Timboon Pharmacy | Timboon | \$1,750.00 |

| | | |
|------------------------------|-------------|--------------------|
| Margarets Home Baking | Timboon | \$2,000.00 |
| 12 Main Street Timboon | Timboon | \$2,000.00 |
| Realign Health | Camperdown | \$193.00 |
| Mallani Hair and Beauty | Cobden | \$1,740.00 |
| Derrinallum Takeaway | Derrinallum | \$1,825.00 |
| Mt Elephant Hotel | Derrinallum | \$1,818.00 |
| Showcase Jewellers | Camperdown | \$1,194.54 |
| Full Bloom Florist | Camperdown | \$900.00 |
| Duncan Morris and Associates | Cobden | \$2,000.00 |
| Camperdown Seafoods | Camperdown | \$1,650.00 |
| Cobden Health | Cobden | \$1,575.00 |
| Tiangge Asian Grocery | Camperdown | \$1,470.00 |
| Camperdown Bakery | Camperdown | \$2,000.00 |
| Star Printing | Terang | \$2,000.00 |
| Derrinallum Newsagency | Derrinallum | \$2,000.00 |
| Commercial Hotel | Terang | \$2,000.00 |
| Camperdown Veterinary Centre | Camperdown | \$1,470.00 |
| 109-111 High Street | Terang | \$2,000.00 |
| Penry Routson Optometrist | Camperdown | \$439.00 |
| Rural Welding Co | Camperdown | \$1,604.32 |
| James Monk Real Estate | Camperdown | \$2,000.00 |
| The Chook Shed | Camperdown | \$716.80 |
| Total | | \$41,625.66 |

Attachments

1. Retail Area Façade Improvement Program - Applications Evaluation 2017-2018



Retail Area Façade Improvement Program - Applications Evaluation

Successful Applications

| No. | Business Name | Town | Amount | Total Works | Works |
|-----|------------------------------|-------------|--------------------|--------------------|--------------------------------------------------------------------------------|
| 1 | Silver Nickels | Camperdown | \$2,000.00 | \$4,955.00 | Reinstate verandah to building |
| 2 | Cobden Community Bank | Cobden | \$2,000.00 | \$11,086.00 | Façade upgrade including painting, signage and repair work |
| 3 | Curls Surfwear | Camperdown | \$1,280.00 | \$2,560.00 | Cleaning, minor repairs and repainting to façade, verandah ceiling and windows |
| 4 | Timboon Pharmacy | Timboon | \$1,750.00 | \$3,500.00 | Painting and cleaning of façade |
| 5 | Margarets Home Baking | Timboon | \$2,000.00 | \$4,000.00 | Painting and cleaning of façade |
| 6 | 12 Main Street Timboon | Timboon | \$2,000.00 | \$4,255.00 | Clean and repair cladding, painting of façade |
| 7 | Realign Health | Camperdown | \$193.00 | \$386.00 | Install new security lighting to front of building |
| 8 | Mallani Hair and Beauty | Cobden | \$1,740.00 | \$3,480.00 | Painting and cleaning of façade, remove signage and add lighting |
| 9 | Derrinallum Takeaway | Derrinallum | \$1,825.00 | \$3,650.00 | Paint shopfront, add signage, replace door, add lighting as per quote |
| 10 | Mt Elephant Hotel | Derrinallum | \$1,818.00 | \$3,636.00 | Painting and cleaning of façade |
| 11 | Showcase Jewellers | Camperdown | \$1,194.54 | \$2,389.08 | New lighting to shopfront |
| 12 | Full Bloom Florist | Camperdown | \$900.00 | \$1,800.00 | Paint façade |
| 13 | Duncan Morris and Associates | Cobden | \$2,000.00 | \$4,768.50 | Painting of façade, installation of new signage |
| 14 | Camperdown Seafoods | Camperdown | \$1,650.00 | \$3,300.00 | Painting of the façade |
| 15 | Cobden Health | Cobden | \$1,575.00 | \$3,150.00 | Painting and cleaning of façade and front fence |
| 16 | Tiangge Asian Grocery | Camperdown | \$1,470.00 | \$2,940.00 | Paint and clean façade, add lighting and new signage |
| 17 | Camperdown Bakery | Camperdown | \$2,000.00 | \$6,380.00 | Painting of façade |
| 18 | Star Printing | Terang | \$2,000.00 | \$4,000.00 | Clean facade as per application, add new signage |
| | Total | | \$29,395.54 | \$70,235.58 | |

Successful Applications (Subject to transfer of additional funding from community planning)

| No. | Business Name | Town | Amount | Total Works | Works |
|-----|------------------------------|-------------|--------------------|--------------------|-----------------------------------------------------------------------------------|
| 1 | Derrinallum Newsagency | Derrinallum | \$2,000.00 | \$17,500.00 | Painting and cleaning of façade, construct verandah, remove signage, add lighting |
| 2 | Commercial Hotel | Terang | \$2,000.00 | \$6,000.00 | Paint façade, remove signage, add lighting make minor repairs |
| 3 | Camperdown Veterinary Centre | Camperdown | \$1,470.00 | \$2,940.00 | New signage |
| 4 | 109-111 High Street | Terang | \$2,000.00 | \$4,000.00 | Painting and rendering to shop front, repairs to verandah |
| 5 | Penry Routson Optometrist | Camperdown | \$439.00 | \$878.00 | Install new business signage |
| 6 | Rural Welding Co | Camperdown | \$1,604.32 | \$3,208.64 | Painting of façade, upgrade signage |
| 7 | James Monk Real Estate | Camperdown | \$2,000.00 | \$5,009.09 | Paint and change signage on façade |
| 8 | The Chook Shed | Camperdown | \$716.80 | \$1,433.60 | Replace sign, add energy efficient lighting to shopfront |
| | Total | | \$12,230.12 | \$40,969.33 | |

Unsuccessful Applications

| No. | Business Name | Town | Amount | Total Works | Works |
|-----|-----------------------------|---------|--------------------|--------------------|-------------------------------------------------------------------------|
| 1 | Cobden Coaches | Cobden | \$2,000.00 | \$4,095.00 | Painting of façade, removal of old signage, installation of new signage |
| 2 | CW Electrical | Cobden | \$1,409.00 | \$2,818.00 | Painting of façade, repairs to verandah |
| 3 | PIs Roast - Coffee Roastery | Cobden | \$387.50 | \$775.00 | Installation of business signage on window |
| 4 | Vicki's Longarm Quilting | Cobden | \$522.50 | \$1,045.00 | Installation of business signage |
| 5 | Cobden Home Hardware | Cobden | \$923.50 | \$1,847.00 | Install lighting to front of façade |
| 6 | 29 Montgomery Street | Skipton | \$1,550.00 | \$3,100.00 | Repair shopfront and paint frames and doors |
| 7 | Skipton Hotel | Skipton | \$2,000.00 | \$6,200.00 | Repair and replace weatherboards on façade, repaint façade |
| 8 | 27 Montgomery Street | Skipton | \$1,475.00 | \$2,950.00 | Clean and paint garage doors, window frames and timber door |
| 9 | 25 Montgomery Street | Skipton | \$2,000.00 | \$4,195.00 | Repair and replace weatherboards on façade, repaint façade |
| | Total | | \$12,267.50 | \$27,025.00 | |

10.8 Quick Response Grants - September 2017 Allocation

Author: David Rae, Director Corporate and Community Services

File No: D17/617

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 September 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.

Support our small towns and dispersed population.

Improve the health and wellbeing of our community.

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 2017-2018 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 | \$500.00 | \$1,000.00 | \$500.00 |
| North | \$2,000.00 | \$200.00 | \$0.00 | \$1,800.00 |
| South Central | \$2,000.00 | \$495.00 | \$0.00 | \$1,505.00 |
| South West | \$2,000.00 | \$500.00 | \$0.00 | \$1,500.00 |
| Central | \$6,000.00 | \$998.00 | \$300.00 | \$4,702.00 |
| | \$14,000.00 | \$2,693.00 | \$1,300.00 | \$10,007.00 |

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 September 2017:

| Applicant | Purpose | Ward | Amount |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------|
| Weerite Public Hall | Assistance with cost of replacing concrete slab to improve safety of the facility. | Central | \$300.00 |
| Port Campbell Surf Life Saving Club | Assistance with purchase of portable projector for club and community group use. | Coastal | \$500.00 |
| Dance Blitz Studios (Auspiced by Simpson Lions Club) | Assistance with costs of sound and light hire to reduce costs of ticket prices for families suffering financial hardship as a result of the dairy crisis. | Coastal | \$500.00 |

Attachments

1. Quick Response Grants Assessment - September 2017 Allocation - Under Separate Cover
2. Application - Weerite Public Hall - Under Separate Cover
3. Application - Port Campbell Surf Life Saving Club - Under Separate Cover
4. Application - Dance Blitz Studios (Auspiced by Simpson Lions Club) - Under Separate Cover

10.9 Mount Noorat Management

Author: Lyall Bond, Manager Environment and Emergency

File No: D17/609

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 - Lyall Bond

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

Summary

This report recommends that Council accept the gifting of a parcel of land containing Mount Noorat from the estate of Mr J. N. Black. The report also recommends that Council establish under the *Local Government Act 1999* a Section 86 Special Committee of Council to undertake the ongoing management of the site.

Introduction

Mount Noorat is an extinct volcano, situated on the Terang-Mortlake Road north of the township of Noorat. The last eruption is estimated to have occurred between 5,000 and 20,000 years ago. It is a major volcano in the Newer Volcanics Province of Victoria, with a peak height of 310 metres above sea level and a crater between 160 to 200 metres deep. It is characterised by multiple vents, a complex topography, and the deepest scoria enclosed crater in Victoria.

Mount Noorat has been in the ownership of the same family since European settlement. As part of the late Mr J. N. Black's wishes, Mount Noorat is proposed to be gifted to the Corangamite Shire for the purpose of allowing community access into the future.

Issues

The parcel of land that has been identified by the executors to be gifted to Corangamite Shire consists of:

- 145.9ha (360acres) as a flat land measurement;
- 2 road entrances;
- limited water supply;
- community walking track;
- leases for communications towers;
- operating quarry WA349 with a 10 year lease;
- quarry to be rehabilitated with an 18 month licence;
- fences in moderate condition;
- significant native vegetation and pasture grass; and
- an inoperable windmill and bore.

The subdivision process has now been completed and all parcels of land forming the Estate of Mr J. N. Black have been purchased or prepared for gifting to the relevant owners.

The executors of Mr Black's estate have not stipulated any restrictions on the land as part of it being gifted to Council. There have been discussions about the intentions of the estate for continued community access, maintaining open grazing land and removal of quarrying from the Mount Noorat parcel.

The land parcel that is proposed to be gifted to Council, Title Volume 11851 Folio 801, includes a number of existing leases and licences for use. These leases and licences will be transferred with the land and will remain in place until their expiry date. Once the leases have expired they may then be re-negotiated between Council and the existing lessees.

In addition to these leases there has also been a month by month lease for livestock grazing on 137.2Ha (339ac). As this is a month by month lease it will be transferred with the property unless terminated by either party.

The Mount is located on the north side of the Noorat township and therefore has the potential to create a significant fire threat if fire fuels are allowed to accumulate on the site. The level of fire fuels have been managed in the past as part of the overall stocking rotation that occurred on the larger property. Continued grazing is therefore an important part of the future management considerations for Mount Noorat.

Management Options

If Council resolves to accept the land transfer it must also consider the future management structure required for the site. There is an extensive range of options or combination of options available to achieve good land management and community outcomes, once the Title belongs to Council. Potential management options are detailed below.

Council retain full management

Council become the freehold owners of the property and have the ability to manage Mount Noorat directly as part of Council's property portfolio. This management option would see Council then retain all responsibilities for daily activities and ongoing maintenance works on the site. Council would also be responsible for planning the types and levels of future use available to the community and third parties. This management option allows Council's insurance to be extended to include the site and for Council to have direct control over all activities on the Mount.

An advantage of this management option is the ability for Council to ensure that the site and related expenditure and works are managed in accordance with the requirements expected under the *Local Government Act 1989* and other relevant legislation.

This management option would have a significant resource demand for Council, which would exceed existing staffing levels and would need to be funded through Council's budget process and the income received by the lease agreements.

Community management through S86 Special Committee of Council

Council has the ability under the *Local Government Act 1989* to establish a Section 86 Special Committee of Council. These committees may be established to manage, on behalf of Council, assets that Council owns or for which Council is the Committee of Management, such as crown land.

Section 86 Committees are established by Council delegation which contains specific criteria for the committee's establishment and the exact powers that are provided by Council to the committee to manage the parcel of land. These committees only have responsibilities for those parcels of land for which they are delegated and must not undertake activities or works in other areas or throughout the wider community.

The benefit of this management arrangement is that the community and interested individuals can contribute to the long term and day to day management of a site. These committees will typically contain a variety of people who may hold different views and be interested in different aspects of ongoing management and decision making processes.

The responsibilities of a Section 86 Committee are established through an instrument of delegation approved by Council and typically includes the implementation of a management plan and undertaking all management responsibilities and future planning for the allocated land area. Section 86 Committees have the ability to apply for grants and complete capital works in accordance with their delegation but must comply with all legislative and policy requirements expected of the Council.

A major benefit of this management model is that the community have a large role to play in managing and developing the site, while being supported by Council with insurance. Section 86 Committees are not required to be an incorporated body.

Due to the income generated from the leases associated with Mount Noorat and the expenditure required to upkeep a property of this size, the Section 86 Committee would need to utilise Council's finance systems and purchasing policies. The Section 86 Committee would also be responsible for meeting the financial commitments of running the site, including fire services levy and any other related fees and permits for the site. An important part of this management option is the need to employ a part time project officer to support the committee with on-ground management and the provision of administrative support, which would be provided by existing officers within Council.

Sell the land to private ownership

Council will own Mount Noorat as a free-hold parcel of land which comes with a number of ongoing holding costs. These holding cost include Rates, Fire Services Levy, Insurance and general property maintenance such as fences, walking tracks and water supply. These costs are ongoing and may in some situations exceed the anticipated income from the site.

As Council will own the land in freehold they have the ability to sell the land and retain the income from the sale. This money could then be used to undertake additional works within Corangamite Shire or be specifically allocated to the Noorat community for implementation of projects identified through other programs.

The intention of the land parcel being transferred to Council was to ensure the ongoing use of the Mount for the community. The sale of the land to private ownership although removing the ongoing costs and risks associated with managing such a site, does not correspond to the intention of the estate and is not supported by officers.

Award day to day management to a third party or not for profit group

The State Government has recently developed third party entity agreements for the management and operation of some land parcels. These agreements are established under a commercial agreement but are more aligned to the requirements of committees of management for crown land. The third party becomes responsible for the ongoing management of the site and must complete key milestones to ensure it retains management

responsibility for the site. These agreements have been most effective where they have an income source to support the ongoing management and maintenance of the property.

This management structure has been known to create issues between the land managers and the community, if the long term management philosophy for the site differs between the parties. The community also have a very low involvement in the site and therefore if works need to be completed or issues arise over fire danger or site generated income distribution, the community are not aligned to the managing organisation.

Policy and Legislative Context

Council's involvement with the ownership of Mount Noorat is consistent with the following strategies from the Council Plan 2017-2021:

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

Improve the appearance of our towns and public spaces.

Preserve the natural environment of Corangamite Shire.

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

Deliver high quality, optimally used, sustainable community facilities.

Support and facilitate the development of the visitor economy.

Engage with and listen to our communities.

Support our small towns and dispersed population.

Township infrastructure will contribute to safe and accessible public areas.

Internal / External Consultation

Officers have undertaken extensive discussions with the trustees and legal representatives of the Black Estate and have more recently met with the Noorat community through the Noorat Residents Association. During this meeting, the community were clear about their desire to be involved in the future management of Mount Noorat and also the ability to use the income generated from the lease of the property for the management and improvement of the Mount.

The Noorat Progress Association has written to Council requesting that if Council accept the land and a Section 86 Committee is established, that Eve Black and Gina Black be accepted as ongoing members to the committee.

Due to the nature of the existing lease agreements, officers have also met with Extractive Industries and quarry lease holders to ensure the Works Authority and rehabilitation process has been managed correctly and future risks to Council are reduced.

Financial and Resource Implications

If Council accepts the property it will become financially responsible for the ongoing management and maintenance of the land containing Mount Noorat. These annual costs include property rates, fire services levy, fence maintenance and repairs, walking track maintenance, weed control, fire prevention works and other costs associated with the ongoing management of the property. These costs do not include upgrades or

improvements beyond the current infrastructure, which may include safety upgrades to existing tracks, new boundary fences, the need to establish a standalone water supply or the implementation of actions from a management plan.

As part of taking on the ownership of this land parcel, Council, in consultation with the management committee and community, will need to develop a management plan for the site which considers the recurrent income and costs generated at the site and potential future capital requirements.

The Mount Noorat land parcel has the potential to attract income in a range of ways including grazing leases, communications tower leases, and quarry leases and to a lesser extent tourism. The existing leases provide annual income for the site and should ensure the site is able to be managed without the need for long term financial support from Council.

Section 86 Committees are bound by the same leasing, financial management, purchasing and auditing requirements as Council and therefore if this management model is used all leases will need to follow Council's land management process. The Section 86 Committee, will also need to utilise Council's banking process to ensure compliance with local government requirements.

Options

The subdivision process has been completed and the land ownership is now ready to be transferred to Council. Council must consider the option of accepting the land from the estate and retaining ownership. Alternatively, Council has the ability to not accept the land transfer, in which case it will then be sold in a similar process to the other parcels that were part of the estate.

If Council resolves to accept the land transfer it must also consider the future management structure required for the site. There is an extensive range of options or combination of options available to achieve good land management and community outcomes, once the title belongs to Council.

Potential management options include:

- Council retain full management;
- Community management through S86 Special Committee of Council;
- Sell the land to private ownership; or
- Award day to day management to a third party or not for profit group such as Trust for Nature.

Due to the level of community interest in the management of the site and the communities desire to have walking access to Mount Noorat, the Section 86 Special Committee of Council appears to provide the best option for ongoing management.

Conclusion

Council has the opportunity to become the property owner of a parcel of land being 145.9Ha, known as Mount Noorat. This parcel of land is proposed to be gifted to Council to ensure community access is retained into the future and the land is managed sustainably.

Council must now consider if it is willing to accept the parcel of land and establish the most appropriate management structure, which meets Council's, the community's and the estate's expectations for the site.

RECOMMENDATION

That:

- 1. Council accepts the gifting of a parcel of land containing Mount Noorat from the estate of Mr J. N. Black.**
- 2. Council establishes under the *Local Government Act 1999* a Section 86 Special Committee of Council to be known as the Mount Noorat Management Committee for the ongoing management of the site.**
- 3. All existing leases operating on the property be maintained until the Section 86 committee reviews the lease arrangements.**
- 4. Upon completion of the Title transfer, Council, in partnership with the Mount Noorat Management Committee and community, prepare a management plan for the site.**

10.10 Special Charge Scheme Tarrant Street, Cobden Footpath

Author: John Kelly, Manager Assets Planning

File No: D17/603

Previous Council Reference: 24 January 2017, Item 10.6

Declaration

Chief Executive Officer – Andrew Mason

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

Author - John Kelly

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

Summary

Works have been completed on the installation of a footpath on the northern side of Tarrant Street, from Adams Street to Victoria Street, Cobden. Costs associated with the Special Charge Scheme for these works have been finalised.

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

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

Introduction

Council, at its meeting on 24 January 2017, declared a Special Charge Scheme for the purposes of defraying expenses associated with the installation of a footpath on the northern side of Tarrant Street, from Adams Street to Victoria Street, Cobden.

The footpath works on Tarrant Street were completed in June 2017.

The path provides connections with the existing footpath in Victoria Street in the east and the new path in Adams Street in the west.

Issues

The actual cost of construction of the footpaths subject to the Scheme on completion amounted to \$22,920. This is less than the cost of construction estimated at the time of the declaration. The initial estimate to the Scheme was based on similar projects undertaken in the Shire previously and market rates.

Cost savings are proposed to be passed on to the property owners contributing to the Scheme.

Policy and Legislative Context

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

Internal / External Consultation

The Special Charge Scheme has previously been through a formal consultation process in accordance with the *Local Government Act 1989* and Council policy.

The Scheme, which was declared at the Council Meeting on 24 January 2017, is to be varied in respect of the final costs and property owners are to be notified of the required contribution.

Letters were forwarded to the benefitting property owners on 25 January 2017 advising of the declaration. The letters also advised of the estimated amount of contribution from each owner as well as the owners' rights of appeal.

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

Financial and Resource Implications

The footpath works in Tarrant Street are now complete and Scheme details are as follows:

| TOTAL SCHEME COSTS | | COSTS TO PROPERTY OWNERS | |
|--------------------|----------|--------------------------|---------|
| Estimated | Final | Estimated | Final |
| \$28,079 | \$22,920 | \$8,424 | \$6,876 |

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

Options

Council can choose to return the savings arising from finalisation of the Scheme to the contributing property owners. This is consistent with Council's Special Rates and Charges Policy. Alternatively, Council can treat the cost savings as general revenue.

Conclusion

The installation of a footpath on the northern side of Tarrant Street, from Adams Street to Victoria Street, Cobden, now provides connection with the existing footpath in Victoria Street in the east and the new path in Adams Street in the west.

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

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

RECOMMENDATION

That Council, with respect to the Special Charge Scheme declared on the 24 January 2017, for the purpose of defraying the expenses incurred for the installation of a footpath and associated works on the northern side of Tarrant Street, from Adams Street to Victoria Street, Cobden:

- Varies the above Special Charge Scheme to acknowledge the final costs as per the attached schedule pursuant to Section 166(1) of the *Local Government Act 1989*, and issues a notice to be served on the property**

owners pursuant to Section 166(2) of the Act.

2. Serves notices to property owners benefitting from the works for the final costs for full payment within thirty days of the owner receiving notice or by twenty quarterly instalments as approved by Council, bearing interest at the rate of interest set by Council Policy “Special Charge Schemes – Interest on Payment”.

Attachments

1. Apportionment of Final Costs for Special Charge Scheme for Tarrant Street, Cobden Footpath

SCHEDULE OF PROPERTIES AND SPECIAL CHARGE APPORTIONMENT

SPECIAL CHARGE APPORTIONMENT FOR CONCRETE PATHWAY CONSTRUCTION
 NORTH SIDE OF TARRANT STREET BETWEEN ADAMS STREET AND VICTORIA STREET, COBDEN.
 30% OF FINAL COSTS TO BE APPORTIONED TO OWNERS OF ABUTTING PROPERTIES
 DISTRIBUTION OF APPORTIONED COSTS BASED ON LENGTH OF FRONTAGE OF ALLOTMENTS

FINAL COST OF SCHEME: \$22,920
 FINAL COST OF WORKS TO BE RECOVERED FROM PROPERTY OWNERS: \$6,876

UNIT OF APPORTIONMENT: $22,920 / 178.63 * 0.3 = \38.493

| DESCRIPTION OF WORKS AND SPECIFICATIONS | QUANTITY (lineal metres) | FINAL COST | | PROPERTY NUMBER | DESCRIPTION OF PROPERTY | LOT FRONT TO STREET(m) | SIDEAGE (m) | CHARGEABLE FRONTAGE (m) | APPORTIONMENT OF COST | FINAL OWNERS COST |
|------------------------------------------------------------|--------------------------|-------------|--------------------|-----------------|-----------------------------------------------------------|------------------------|-------------|-------------------------|-----------------------|-------------------|
| | | RATE (\$/M) | AMOUNT | | | | | | | |
| Excavate and construct Concrete Pathway & Associated Works | 219 | 97.4 | \$21,321.00 | 5846 | 30 Adams Street Lot 3 LP74977 | 40.23 | 17.68 | 17.68 | \$681 | \$681 |
| | | | | 7429 | 36 Tarrant Street CA 13 Section 2 Township of Cobden | 20.12 | | 20.12 | \$774 | \$774 |
| | | | | 7428 | 34 Tarrant Street CA 14 Section 2 Township of Cobden | 20.12 | | 20.12 | \$774 | \$774 |
| | | | | 7427 | 32 Tarrant Street CA 15 & 16 Section 2 Township of Cobden | 40.24 | | 40.24 | \$1,549 | \$1,549 |
| | | | | 7426 | 28 Tarrant Street CA 17 Section 2 Township of Cobden | 20.12 | | 20.12 | \$774 | \$774 |
| | | | | 7425 | 26 Tarrant Street Lot 1 LP92870 | 17.37 | | 17.37 | \$670 | \$670 |
| | | | | 7424 | 24 Tarrant Street Lot 2 LP92870 | 22.86 | | 22.86 | \$880 | \$880 |
| | | | | Total | | | \$21,321.00 | | | |
| 7.5% administration | | | \$1,599.00 | 7529 | 21 Victoria Street CA 20 Section 2 Township of Cobden | 20.12 | 50.29 | 20.12 | \$774 | \$774 |
| | | | \$22,920.00 | | | 201.18 | | 178.63 | \$6,876 | \$6,876 |

10.11 Special Charge Scheme Swanston Street, Terang Footpath

Author: John Kelly, Manager Assets Planning

File No: D17/604

Previous Council Reference: 24 January 2017, Item 10.7

Declaration

Chief Executive Officer – Andrew Mason

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

Author - John Kelly

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

Summary

Works have been completed on the installation of a footpath on the southern side of Swanston Street, from Lyons Street to Galloway Street, Terang. Costs associated with the Special Charge Scheme for these works have been finalised.

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

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

Introduction

Council, at its meeting on 24 January 2017, declared a Special Charge Scheme for the purposes of defraying expenses associated with the installation of a footpath on the southern side of Swanston Street, from Lyons Street to Galloway Street, Terang.

The footpath works in Swanston Street were completed in May 2017.

The footpath provides connections with the existing footpaths in Lyons Street and in Swanston Street, east of Lyons Street.

Issues

The actual cost of construction of the footpath subject to the Scheme on completion amounted to \$66,591. This is less than the cost of construction estimated at the time of the declaration. The initial estimate to the Scheme was based on similar projects undertaken in the Shire previously and market rates.

Cost savings are proposed to be passed on to the property owners contributing to the Scheme.

Policy and Legislative Context

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

Internal / External Consultation

The Special Charge Scheme has previously been through a formal consultation process in accordance with the *Local Government Act 1989* and Council policy.

The Scheme, which was declared at the Council Meeting on 24 January 2017, is to be varied in respect of the final costs and property owners are to be notified of the required contribution.

Letters were forwarded to the benefitting property owners on 25 January 2017 advising of the declaration. The letters also advised of the estimated amount of contribution from each owner as well as the owners’ rights of appeal.

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

Financial and Resource Implications

The footpath works in Swanston Street are now complete and Scheme details are as follows:

| TOTAL SCHEME COSTS | | COSTS TO PROPERTY OWNERS | |
|--------------------|----------|--------------------------|----------|
| Estimated | Final | Estimated | Final |
| \$71,853 | \$66,591 | \$21,556 | \$19,977 |

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

Options

Council can choose to return the savings arising from finalisation of the Scheme to the contributing property owners. This is consistent with Council’s Special Rates and Charges Policy. Alternatively, Council can treat the cost savings as general revenue.

Conclusion

The installation of a footpath on the southern side of Swanston Street, from Lyons Street to Galloway Street, Terang, now provides connections with the existing footpaths in Lyons Street and in Swanston Street, east of Lyons Street.

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

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

RECOMMENDATION

That Council, with respect to the Special Charge Scheme declared on the 25 November 2014, for the purpose of defraying the expenses incurred for the installation of a footpath and associated works on the southern side of Swanston Street, from Lyons Street to Galloway Street, Terang:

- 1. Varies the above Special Charge Scheme to acknowledge the final costs as per the attached schedule pursuant to Section 166(1) of the *Local***

Government Act 1989, and issues a notice to be served on the property owners pursuant to Section 166(2) of the Act.

2. Serves notices to property owners benefitting from the works for the final costs for full payment within thirty days of the owner receiving notice or by twenty quarterly instalments as approved by Council, bearing interest at the rate of interest set by Council Policy “Special Charge Schemes – Interest on Payment”.

Attachments

1. Apportionment of Final Costs for Special Charge Scheme Swanston Street, Terang Footpath

SPECIAL CHARGE SCHEME

SPECIAL CHARGE APPORTIONMENT FOR CONSTRUCTION OF A CONCRETE FOOTPATH
 SWANSTON ST , LYONS ST TO GALLOWAY ST (SOUTH SIDE), TERANG
 30% OF TOTAL FINAL COSTS TO BE APPORTIONED TO OWNERS OF ABUTTING PROPERTIES
 DISTRIBUTION OF APPORTIONED COSTS BASED ON LENGTH OF FRONTAGE OF ALLOTMENTS

FINAL COST OF WORKS: \$66,591
 FINAL COST OF WORKS TO BE RECOVERED BY PROPERTY OWNERS: \$19,977
 FRONTAGE UNIT OF APPORTIONMENT: 19977/511.16 = \$39.0822

| DESCRIPTION OF WORKS AND SPECIFICATIONS | QUANTITY lineal metre | FINAL COST | | PROPERTY NUMBER | DESCRIPTION OF PROPERTY | LOT FRONTAGE TO STREET(m) | SIDEAGE (m) | CHARGEABLE FRONTAGE (m) | APPORTIONMENT OF COST | FINAL OWNERS COST | | | | |
|---------------------------------------------------------------------------------|--------------------------|-------------|-----------------|---------------------|----------------------------------------|---------------------------|-------------|-------------------------|-----------------------|-------------------|--|--|--|--|
| | | RATE (\$/m) | AMOUNT | | | | | | | | | | | |
| CONSTRUCTION OF CONCRETE FOOTPATH, REINSTATE NATURE STRIP AND ASSOCIATED WORKS. | 630 | 98.3 | \$61,945 | 3177 | 15 LYONS ST CA 19 & 20 SECTION 27 | 40.23 | 50.29 | 40.23 | \$1,572 | \$1,572 | | | | |
| | | | | 3687 | 53 SWANSTON ST CA 18 SECTION 27 | 20.12 | | 20.12 | \$786 | \$786 | | | | |
| | | | | 3688 | 55 SWANSTON ST LOT 7 LP 26065 | 17.5 | | 17.50 | \$684 | \$684 | | | | |
| | | | | 3689 | 57 SWANSTON ST LOT 1 TP 87415S | 17.22 | | 17.22 | \$673 | \$673 | | | | |
| | | | | 3690 | 59 SWANSTON ST LOT 1 TP 677516W | 17.22 | | 17.22 | \$673 | \$673 | | | | |
| | | | | 3691 | 61 SWANSTON ST LOT 4 LP26065 | 17.22 | | 17.22 | \$673 | \$673 | | | | |
| | | | | 3692 | 63 SWANSTON ST LOT 1 TP 583044L | 17.22 | | 17.22 | \$673 | \$673 | | | | |
| | | | | 3693 | 65 SWANSTON ST LOT 1 TP 545971J | 17.22 | | 17.22 | \$673 | \$673 | | | | |
| | | | | 3694 | 67 SWANSTON ST LOT 1 TP 111326M | 17.22 | | 17.22 | \$673 | \$673 | | | | |
| | | | | 3568 | 32 SEYMOUR ST CA11 SECTION 27 | 20.12 | | 20.12 | \$786 | \$786 | | | | |
| | | | | 3565 | 33 SEYMOUR ST LOT 1 & 2 TP 615591G | 40.22 | | 25.15 | \$983 | \$983 | | | | |
| | | | | 3695 | 69 SWANSTON ST CA 18 SECTION 28 | 20.12 | | 20.12 | \$786 | \$786 | | | | |
| | | | | 3696 | 71 SWANSTON ST CA 17 SECTION 28 | 16.62 | | 16.62 | \$651 | \$651 | | | | |
| | | | | 3697 | 73 SWANSTON ST CA 16 SECTION 28 | 16.92 | | 16.92 | \$662 | \$662 | | | | |
| | | | | 3698 | 75 SWANSTON ST CA 15 SECTION 28 | 20.12 | | 20.12 | \$786 | \$786 | | | | |
| | | | | 3699 | 77 SWANSTON ST CA 14 SECTION 28 | 20.12 | | 20.12 | \$786 | \$786 | | | | |
| | | | | 3700 | 79 SWANSTON ST CA 13 SECTION 28 | 20.12 | | 20.12 | \$786 | \$786 | | | | |
| | | | | 3701 | 81 SWANSTON ST CA 12 SECTION 28 | 20.12 | | 20.12 | \$786 | \$786 | | | | |
| | | | | 3702 | 83 SWANSTON ST CA 11 SECTION 28 | 20.12 | | 20.12 | \$786 | \$786 | | | | |
| | | | | 3423 | 15 PITT ST LOT 1,2,3 TP 511991T | 47.25 | | 16.76 | \$655 | \$655 | | | | |
| | | | | 3703 | 85 SWANSTON ST LOT 1 & 2 TP 533279P | 16.61 | | 16.61 | \$650 | \$650 | | | | |
| | | | | 3704 | 85A SWANSTON ST LOT 1 TP 533159A | 16.61 | | 16.61 | \$650 | \$650 | | | | |
| | | | | 3705 | 87 SWANSTON ST CA 16 SECTION 29 | 20.12 | | 20.12 | \$786 | \$786 | | | | |
| | | | | 3706 | 89 SWANSTON ST CA 15 SECTION 29 | 20.12 | | 20.12 | \$786 | \$786 | | | | |
| | | | | 3707 | 91 SWANSTON ST CA 14 SECTION 29 | 20.12 | | 20.12 | \$786 | \$786 | | | | |
| | | | | 3709 | 97 SWANSTON ST CA 11 SECTION 29 | 20.12 | | 20.12 | \$786 | \$786 | | | | |
| | | | | SUB TOTAL | | | \$61,945 | | | | | | | |
| | | | | 7.5% ADMINISTRATION | | | \$4,646 | | | | | | | |
| TOTAL | | | \$66,591 | | | 556.72 | | 511.16 | \$19,977 | \$19,977 | | | | |

10.12 Special Charge Scheme - Adams Street & Clarke Street, Cobden Footpath

Author: John Kelly, Manager Assets Planning

File No: D17/605

Previous Council Reference: 24 January 2017, Item 10.8

Declaration

Chief Executive Officer – Andrew Mason

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

Author - John Kelly

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

Summary

Works have been completed on the installation of a footpath on the eastern side of Adams Street and on the northern side of Clarke Street, from Parrott Street to Victoria Street, Cobden. Costs associated with the Special Charge Scheme for these works have been finalised.

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

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

Introduction

Council, at its meeting on 24 January 2017, declared a Special Charge Scheme for the purposes of defraying expenses associated with the installation of a footpath on the eastern side of Adams Street and on the northern side of Clarke Street, from Parrott Street to Victoria Street, Cobden.

The footpath works on Dover and Silvester Streets were completed in June 2017.

The footpath provides connections with the existing footpaths in Parrott Street in the north and in Victoria Street east of Clarke Street.

Issues

The actual cost of construction of the footpaths subject to the Scheme on completion amounted to \$61,909. This is less than the cost of construction estimated at the time of the declaration. The initial estimate to the Scheme was based on similar projects undertaken in the Shire previously and market rates.

Cost savings are proposed to be passed on to the property owners contributing to the Scheme.

Policy and Legislative Context

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

Internal / External Consultation

The Special Charge Scheme has previously been through a formal consultation process in accordance with the *Local Government Act 1989* and Council's Special Rates and Charges Policy.

The Scheme, which was declared at the Council Meeting on 24 January 2017, is to be varied in respect of the final costs and property owners are to be notified of the required contribution.

Letters were forwarded to the benefitting property owners on 27 January 2017 advising of the declaration. The letters also advised of the estimated amount of contribution from each owner as well as the owners' rights of appeal.

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

Financial and Resource Implications

The footpath works on Adams and Clarke Streets are now complete and Scheme details are as follows:

| TOTAL SCHEME COSTS | | COSTS TO PROPERTY OWNERS | |
|--------------------|----------|--------------------------|----------|
| Estimated | Final | Estimated | Final |
| \$73,057 | \$61,909 | \$21,917 | \$18,573 |

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

Options

Council can choose to return the savings arising from finalisation of the Scheme to the contributing property owners. This is consistent with Council's Special Rates and Charges Policy. Alternatively, Council can treat the cost savings as general revenue.

Conclusion

The installation of a footpath on the eastern side of Adams Street and on the northern side of Clarke Street, from Parrott Street to Victoria Street, Cobden, now provides connections with the existing footpaths in Parrott Street in the north and in Victoria Street east of Clarke Street.

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

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

RECOMMENDATION

That Council, with respect to the Special Charge Scheme declared on 24 January 2017, for the purpose of defraying the expenses incurred for the installation of a footpath and associated works on the eastern side of Adams Street and on the northern side of Clarke Street, from Parrott Street

to Victoria Street, Cobden:

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

Attachments

1. Apportionment of Final Costs Special Charge Scheme Adams & Clarke Street, Cobden Footpath

SPECIAL CHARGE SCHEME

SPECIAL CHARGE APPORTIONMENT FOR CONCRETE FOOTPATH CONSTRUCTION
 EAST SIDE OF ADAMS STREET & NORTH SIDE OF CLARKE STREET BETWEEN PARROTT STREET AND VICTORIA STREET, COBDEN.
 30% OF FINAL COSTS TO BE APPORTIONED TO OWNERS OF ABUTTING PROPERTIES
 DISTRIBUTION OF APPORTIONED COSTS BASED ON LENGTH OF FRONTAGE OF ALLOTMENTS

FINAL COST OF SCHEME: \$61,909
 FINAL COST OF WORKS TO BE RECOVERED FROM PROPERTY OWNERS: \$18,573

UNIT OF APPORTIONMENT: 61909/ 484.3*0.3 = \$38.350

| DESCRIPTION OF WORKS AND SPECIFICATIONS | QUANTITY (lineal metres) | FINAL COST | | ASSESSMENT NUMBER | DESCRIPTION OF PROPERTY | LOT FRONT TO STREET(m) | SIDEAGE (m) | CHARGEABLE FRONTAGE (m) | APPORTIONMENT OF COST | FINAL OWNERS COST | | | | |
|---------------------------------------------------------------|--------------------------|-------------|----------|------------------------------|--------------------------------------------------------|------------------------|---------------------|-------------------------|-------------------------------------|-------------------|---------------|---------------|-----------------|-----------------|
| | | RATE (\$/m) | AMOUNT | | | | | | | | | | | |
| Excavate and construct Concrete Footpath and associated works | 604 | 95 | \$57,590 | 7533 | 5 Victoria St Part CA 93 LP88637 Lot 10 LP112193 | 136.8 | | 136.8 | \$5,246 | \$5,246 | | | | |
| | | | | 6052 | 40 Clarke St Lot 9 LP112193 | 15.2 | | 15.2 | \$584 | \$584 | | | | |
| | | | | 6053 | 42 Clarke St Lot 8 LP112193 | 18.3 | | 18.3 | \$702 | \$702 | | | | |
| | | | | 6054 | 44 Clarke St Lot 7 LP112193 | 18.7 | | 18.7 | \$717 | \$717 | | | | |
| | | | | 6055 | 46 Clarke St Lot 6 LP112193 | 22.9 | | 22.9 | \$878 | \$878 | | | | |
| | | | | 6056 | 48 Clarke St Lot 5 LP112193 | 22.9 | 37 | 45.8 | \$1,756 | \$1,756 | | | | |
| | | | | 5844 | 6 Adams St CP173022 | 24.2 | | 24.2 | \$928 | \$928 | | | | |
| | | | | 5845 | 10 Adams St CP171489 | 30.5 | | 30.5 | \$1,170 | \$1,170 | | | | |
| | | | | 10220 | 12 Adams St Lot 1 PS422590W | 18.6 | | 18.6 | \$713 | \$713 | | | | |
| | | | | 7411 | 14 Adams St Lot 2 PS422590W | 18.5 | | 18.5 | \$709 | \$709 | | | | |
| | | | | 201283 | 16 Adams St Lot3 PS422590W | 22 | | 22.0 | \$844 | \$844 | | | | |
| | | | | 201751 | 18 Adams St Lot 1 PS636217 | 20 | | 20.0 | \$767 | \$767 | | | | |
| | | | | 7410 | 37 Tarrant St Lot 2 PS636217 | 31.5 | 22.4 | 22.4 | \$859 | \$859 | | | | |
| | | | | 5846 | 30 Adams St Lot 3 LP794977 | 17.7 | 40.2 | 17.7 | \$679 | \$679 | | | | |
| | | | | 5847 | 32 Adams St Lot 2 PS431170U | 32.6 | | 32.6 | \$1,250 | \$1,250 | | | | |
| | | | | Total 7.5% administration | | | \$57,590 \$4,319 | 7048 | 39 Parrott St CA 10 Section 2 | 50.3 | 20.1 | 20.1 | \$771 | \$771 |
| | | | | | | | \$61,909 | | | | 450.40 | 484.30 | \$18,573 | \$18,573 |

10.13 Records of Assembly of Councillors

Author: Andrew Mason, Chief Executive Officer

File No: D17/540

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 22 August 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 Council Plan 2017-2021 objective that "Council will demonstrate high levels of ethical behaviour and governance standards".

Conclusion

The records documenting the below Assembly of Councillors are attached:

- Councillor Briefing 22 August 2017
- Councillor Briefing 12 September 2017
- Councillor Workshop 19 September 2017
- Councillor Workshop 20 September 2017.

RECOMMENDATION

That Council accepts the Records of Assembly of Councillors for 22 August 2017, 12 September 2017, 19 September 2017 and 20 September 2017.

Attachments

1. Record of an Assembly of Councillors 22 August 2017
2. Record of an Assembly of Councillors 12 September 2017
3. Record of an Assembly of Councillors 19 September 2017
4. Record of an Assembly of Councillors 20 September 2017

Council

Record of an Assembly of Councillors



Councillor Briefing

Date: 22 August 2017

Time: 4.00 pm

Place: Killara Centre

Present:

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

Cr Trotter was an apology.

Cr Gstrein left the meeting at 4.40 pm and returned at 4.46 pm.

Officers:

- Ian Gibb Brooke Love Andrew Mason David Rae

Michael Emerson (Item 1)

Lyle Tune (Item 2)

Rory Neeson (Item 3)

Guests:

Jo Williams, Amanda Menzel, Heather Petrie, Dallas Petrie, Peter Daffy, Sara Napier, Simon Buccheri, Glen Bernoth (Item 1)

Issues Discussed:

| Item | Discussion Topic |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Rock the Clock Festival |
| 2 | Light Vehicle Fleet |
| 3 | Council Priorities |
| 4 | Hot Topics <i>Agenda Items, Annual Revaluations, Councillor Expenses, Public Participation and Other Business at Council Meetings, Commission of Inquiry into Ararat Rural City Council, Inquiry into Regional Victorian Fuel Prices, Meeting with Kevin Pitt – Assistant Minister for Trade Tourism and Investment, Great Ocean Road Parking.</i> |
| 5 | Councillor Items <i>RSPCA Data, MAV Local Government Act Session.</i> |

Conflicts of Interest declared: Nil.

Councillors 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: 12 September 2017

Time: 9.30 am

Place: Old Chambers

Present:

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

Cr Illingworth left the meeting at 2.18 pm.

Cr McArthur left the meeting at 2.18 pm, returned at 2.34 pm and left at 3.25 pm.

Officers:

Ian Gibb Brooke Love Andrew Mason David Rae

Rory Neeson (Item 4)

Matthew Dawson (Item 5)

Greg Hayes (Item 7)

Lyllal Bond (Items 8 and 9)

Guests:

James Purcell MLC (Item 3)

Dr Lynne Gleeson (Item 5)

Jim Riordan (Item 6)

Issues Discussed:

| Item | Discussion Topic |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Hot Topics <i>Agenda Items, Car & Bike Show, Melbourne Workshop, Energy Saver Program, Geelong City Deal Update, Great South Coast Update, Glenormiston, Camperdown Pedestrian Crossing Gnotuk Lane, Farmer Power, Saleyards, Roads Video.</i> |
| 2 | Councillor Items <i>Glenormiston, Youth Council Update, Skipton NBN issues, Raised Bed Cropping Drainage, Leadership Great South Coast, Timboon Dump Point, Drainage Issues on Cross Forest Road, Puppy Farm Legislation, Road Works in Timboon, Onshore and Offshore Gas Update, Wind Turbine Income, Festivals and Events Policy, Terang-Mortlake Road Funding, Girls Football, Terang-Mortlake Road, Cobden-Stoneyford Road, Timboon-Port Campbell Road, Police and Ambulance Stations.</i> |
| 3 | James Purcell MLC |
| 4 | Retail Area Façade Improvement Program |
| 5 | Municipal Public Health and Wellbeing Plan 2017-2021 |
| 6 | Riordan Grains |
| 7 | Draft Planning and Building Fee Waiver Policy |
| 8 | Mount Noorat Management Options |
| 9 | Container Deposit Scheme |
| 10 | Councillor Only Discussion |

Conflicts of Interest declared: Nil.

Councillors left the meeting at: NA

Councillor Conflict of Interest Forms Completed: NA

Meeting close: 5.36 pm

Note taker: Andrew Mason

Council

Record of an Assembly of Councillors

Date: 19/09/2017

Time: 12.00 pm

Place: Maddocks Lawyers, 25/727 Collins St, Melbourne and Parliament House, Spring Street Melbourne

Present

Councillors:

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

Cr Illingworth was an apology

Officers:

- Ian Gibb Brooke Love Andrew Mason David Rae

Guests: Mark Hayes, Partner Maddocks Lawyers (Item 1)

Issues Discussed:

| Item | Discussion Topic |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Governance Session |
| 2 | Councillor meetings with Ministers, Shadow Ministers and Advisers: <ul style="list-style-type: none"> • The Hon Peter Walsh, MLA, Shadow Minister for Regional Development and Shadow Minister for Agriculture and Water • The Hon Jaala Pulford, MLC Minister for Regional Development and Minister for Agriculture • The Hon Gayle Tierney, MLC, Minister for Training and Development, Minister for Corrections • The Hon David Davis, MLC, Shadow Minister for Local Government • Mr Simon Ramsay, MLC, Member for Western Victoria • The Hon John Eren, MP, Minister for Tourism and Major Events • Advisers to the Hon Lily D'Ambrosio, MLA, Minister for Energy, Environment and Climate Change, Dionne Eagleson, Christian Bombig, Emily Garnett • The Hon Wade Noonan, MLA, Minister for Resources • Mr David Southwick, MLA, Shadow Minister for Resources • Mr Richard Riordan, MLA, Member for Polwarth |

Conflicts of Interest declared: Nil.

Councillors left the meeting at: NA

Councillors returned to the meeting at: NA

Councillor Conflict of Interest Form Completed: NA

Meeting close: 5.00 pm

Note taker: Andrew Mason

Council

Record of an Assembly of Councillors

Date: 20/09/2017

Time: 9.00 am

Place: MAV Collins St, Melbourne and Parliament House, Spring Street Melbourne

Present

Councillors:

- | | | | |
|----------------------------------------------|-------------------------------------------------|------------------------------------------------|------------------------------------------------|
| <input checked="" type="checkbox"/> Cr Beard | <input checked="" type="checkbox"/> Cr Brown | <input checked="" type="checkbox"/> Cr Durant | <input checked="" type="checkbox"/> Cr Gstrein |
| <input type="checkbox"/> Cr Illingworth | <input checked="" type="checkbox"/> Cr McArthur | <input checked="" type="checkbox"/> Cr Trotter | |

Cr Illingworth was an apology

Officers:

- | | | | |
|----------------------------------------------|-------------------------------------------------|--------------------------------------------------|-----------------------------------------------|
| <input checked="" type="checkbox"/> Ian Gibb | <input checked="" type="checkbox"/> Brooke Love | <input checked="" type="checkbox"/> Andrew Mason | <input checked="" type="checkbox"/> David Rae |
|----------------------------------------------|-------------------------------------------------|--------------------------------------------------|-----------------------------------------------|

Guests:

Paul Younis, Deputy Secretary, Asset and Network Development, Transport for Victoria (Item 1)
 Graeme Emonson, Executive Director, Local Government Victoria (Item 2)

Issues Discussed:

| Item | Discussion Topic |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Relationship between State and Local Government and Transport and Roads |
| 2 | Update on Local Government Act Review and Issues within the Sector |
| 3 | Councillor meetings with Ministers and Shadow Ministers: <ul style="list-style-type: none"> • The Hon Ryan Smith, MLA, Shadow Minister for Roads and Infrastructure • Mrs Inga Peulich, MLC, Shadow Minister for Multicultural Affairs, Shadow Minister for Scrutiny of Government • The Hon Matthew Guy, MLA, Leader of the Opposition • The Hon Jacinta Allan, MLA, Minister for Public Transport • The Hon Tim Pallas, MLA, Treasurer |

Conflicts of Interest declared: Nil.

Councillors left the meeting at: NA

Councillors returned to the meeting at: NA

Councillor Conflict of Interest Form Completed: NA

Meeting close: 2.45 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 Road Sealing Contract 2017-2018

13.2 Proposed Lease, Camperdown