

Corangamite Shire

MINUTES

Ordinary Council Meeting

Held 7.00 pm • Tuesday 22 August 2017

*Killara Centre
210-212 Manifold Street, Camperdown*

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**MINUTES OF THE ORDINARY MEETING OF THE CORANGAMITE
SHIRE COUNCIL HELD AT KILLARA CENTRE, 210-212 MANIFOLD
STREET, CAMPERDOWN 7.00 PM ON
22 AUGUST 2017**

1. PRESENT

Councillors J. Beard (Chairperson), L. Brown, H. Durant, R. Gstrein,
S. Illingworth, B. McArthur.

Officers Andrew Mason, Chief Executive Officer
Ian Gibb, Director Sustainable Development
Brooke Love, Director Works and Services
David Rae, Director Corporate and Community Services
Matthew Dawson, Manager Community Services
Greg Hayes, Manager Planning and Building Services
Rory Neeson, Manager Community Relations
Jarrod Woff, Manager Facilities and Recreation
Jane Hinds, Property Officer
Lucy Vesey, Recreation Development Officer

2. APOLOGIES

An apology was lodged for the absence of Cr N. Trotter.

3. DECLARATIONS OF CONFLICT OF INTEREST

Nil.

4. CONFIRMATION OF MINUTES

RECOMMENDATION

**That the Minutes of the Corangamite Shire Ordinary Council meeting held on
Tuesday 25 July 2017 be confirmed.**

COUNCIL RESOLUTION

MOVED: Cr Gstrein

SECONDED: Cr Durant

That the recommendation be adopted.

CARRIED

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.

5. DEPUTATIONS & PRESENTATIONS

The Mayor, Cr J. Beard, invited members of the public who had requested to address Council to make their presentations.

The following items were submitted:

- Ms Kaylene Deppler on behalf of Port Campbell Progress Group, regarding Agenda Item 10.2 - Review of Port Campbell Community Plan.
- Mr Jon McLeod regarding Agenda Item 13.1 Tender 2018003 - Port Campbell Town Centre Urban Design Project Consultancy Services Conceptual and Detailed Design Development.

6. MAYOR'S REPORT

6.1 Mayor's Report

Author: Jo Beard, Mayor

File No: D17/532

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

No matter our stage of life, we can be guaranteed there will be challenges. Around the world, in every walk of life, challenges vary, and yet often outcomes can be determined by one word, 'RESILIENCE'.

Every day in Corangamite, people are faced with challenges of all dimensions. In the past, our communities have faced events such as fires, floods, drought, road accidents, water rescues, business closures, crime and more recently the dairy crisis. I believe all of these events have truly tested the resilience of Corangamite's residents. But we do have an uncanny way of coming together when needed, bringing out the best in us all and getting on with life. However, we always need to do the very best we can to support anyone and everyone that may be facing some kind of challenge, whether obvious or not. We all know people, or perhaps it is ourselves, that have had to deal with life's 'curve balls', and I know for a fact that resilience is strengthened when communities come together. When we all aim for the same outcomes we can achieve many great things and turn challenges into victories.

Just as the dairy crisis is affecting so many good, hard-working and honest people that we know, so is another challenge. Crime, or more specifically drugs, is also impacting our region. Latest crime statistics are revealing a concerning spike in burglaries and theft.

I recently joined our local Police leaders at an information session providing our businesses with an insight into what is actually happening within Corangamite in relation to crime and crime prevention. Data for each of our towns in the past 12 months has revealed the interesting fact that all of the crimes, on businesses especially, were fuelled by drug usage. As a parent, let alone a community member, this is a massive concern to me. Now more than ever we need to encourage a whole of community approach to push back against drugs and reduce crime in our towns. Unfortunately drugs have touched the lives of many families, resulting in some desperate people making poor choices which can result in crime. As a community we can do better to protect our families and livelihoods by saying no to drugs and ensuring drug culture does not become the norm.

Last Wednesday, community members of all ages and backgrounds came together and attended a forum on ICE and other drugs. Such a relevant topic, given the negative impact it is having within society. Topics covered included facts and education surrounding the drugs, the impacts, available support services, and ICE Challenge projects that are being delivered in Corangamite Shire by our local project team. The discussions during the forum were confronting at times, but the problem is real and we as a community need to stand together and declare, as the slogan says, 'ICE... We're not going to take it!', and show that one word I mentioned earlier, RESILIENCE.

In line with the previous two community gatherings I have mentioned, I can't express enough how important it is for residents to take up the opportunity to attend the next Crime prevention information session, to be held on Wednesday 23 August at 7pm at the Killara Centre, Camperdown. This session is for the whole community, and if you care about what is happening within your area and want to learn what measures you too can take to help prevent it, then this night is for you. I will once again be joined by local and regional representatives from Victoria Police on the night as we openly discuss the facts.

The whole of community approach has to be a priority when it comes to combating these particular challenges. No one can battle this challenge alone, nor should we have to. It is possible to help take care of our communities and livelihoods, and be resilient. We just need to do it together.

Information only.

7. COMMITTEE REPORTS

7.1 Section 86 Committee Membership

Author: Jarrod Woff, Manager Facilities and Recreation

File No: D17/473

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Jarrod Woff

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

Summary

This report recommends Council endorse the nominated members for the Committees of Management for each of the following Section 86 committees:

Cobden Civic Hall	Simpson Public Hall
Terang Civic Hall	Timboon and District Public Hall
Lake Tooliorook Reserve	Port Campbell Public Purpose Reserve
Timboon Sporting Centre	

Introduction

Each of the above facilities have appointed special committees of management delegated under Section 86 of the *Local Government Act 1989*.

The role of each committee is to oversee the management of the facility on behalf of Council and in the best interests of the residents of Corangamite, including to promote use of the facility and support its development as a community asset.

The Instruments of Delegation specify 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

Each committee has recently conducted its Annual General Meeting.

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

Facility	Cobden Civic Hall
Term	2017-2019
Meeting Date	19 July 2017
Committee	
Eunice Dawe	Denise Robertson
Kerryn Guthrie	Neville Robertson
Frank Martin	Garry Ross
Milton Parlour	Harry Timmermans
Neil Podger	
Office Bearers	
President	Garry Ross
Secretary	To be confirmed
Treasurer	Frank Martin

Table 1: Cobden Civic Hall Committee

The Cobden Civic Hall welcomed Denise Robertson, Neville Robertson and Kerryn Guthrie to the committee. Clare Monk stepped down from the committee with Kerryn providing representation from Cobden Primary School. Sharon Robertson stood down from the committee following five years of service on the committee as treasurer and booking agent. Sharon's contribution to the hall committee was acknowledged as significant and both members were thanked.

Facility	Simpson Public Hall
Term	2017-2019
Meeting Date	26 July 2017
Committee	
Max Begely	Betty Unwin
Gwen Crole	Ken Unwin
Debbie Smith	
Office Bearers	
President	Ken Unwin
Vice President	Max Begely
Secretary / Treasurer	Debbie Smith

Table 2: Simpson Public Hall Committee

Helen Begely stepped down from the committee, whilst all other existing committee members agreed to continue for the forthcoming term.

Facility	Terang Civic Hall
Term	2017-2019
Meeting Date	6 July 2017
Committee	
Wendy Driscoll	Frank Riordan
Bob McIntosh	Greg Ryan
Jim Primrose	Barry Wickham
Office Bearers	
President	Greg Ryan
Secretary	Jim Primrose
Bookings Secretary	Wendy Driscoll
Treasurer	Frank Riordan

Table 3: Terang Civic Hall Committee

The Terang Civic Hall Committee remains unchanged.

Facility	Timboon and District Public Hall
Term	2017-2019
Meeting Date	19 July 2017
Committee	
John Fox	Colin Taylor
Alan Kerr	Del Taylor
Joy Kerr	Keith Whitford
Rosalie Moorfield	Patricia Whitford
Office Bearers	
President	Keith Whitford
Secretary/Treasurer	Patricia Whitford

Table 4: Timboon and District Public Hall Committee

The Timboon and District Public Hall Committee remains unchanged.

Facility	Lake Tooliorook Reserve
Term	2017-2019
Meeting Date	19 July 2017
Committee	
John Brene	Lorraine Graham
Clive Bustard	Ted Hopkins
Geoff Campbell	Judith Sarto
John Daly	Craig Skene
Bevan Deppeler	Jeff Smith
Ann Dunn	Barry White
Office Bearers	
President	John Brene
Vice President	Lorraine Graham
Secretary	Barry White
Treasurer	Craig Skene

Table 5: Lake Tooliorook Reserve Committee

The Lake Tooliorook Committee welcomed John Brene to the role of President who joins all existing committee members for the forthcoming term.

Facility	Port Campbell Public Purpose Reserve
Term	2017-2018
Meeting Date	3 August 2017
Committee	
Julie Brazier	Jo Latham
Jodi Clarke	Amanda Nash
Maria Gordon	Stephanie Painter
Tracey Heeps	Annie Schofield
Office Bearers	
President	Maria Gordon
Secretary	Tracey Heeps
Treasurer	Annie Schofield

Table 6: Port Campbell Public Purpose Reserve Committee

The Port Campbell Public Purpose Reserve Committee remains unchanged, with the exception of Richard Stone who stepped down from the committee.

Facility	Timboon Sporting Centre
Term	2017-2018
Meeting Date	8 August 2017
Group	Representative
Community	Jenny Ackerley
Community	Ron McMeel
Badminton Association	Julie-Ann Stewart
Squash Association	Katrina Currell
Basketball Association	Vicki Askew-Thornton
Timboon P-12 School	Dean Whitehead
Ballarat YMCA	Annette Beekman
Council	Jarrold Woff
Office Bearers	
Chairperson	Jenny Ackerley
Deputy Chairperson	Ron McMeel

Table 7: Timboon Sporting Centre Committee

The Timboon Sporting Centre Committee welcomed Julie-Ann Stewart to the committee, who replaced Rosie Armistead on the committee following three years of service as the Badminton Associations representative.

The role of the committee member is completely voluntary. With many committee members remaining relatively unchanged, each should be acknowledged for their continued effort and commitment to managing and operating the facilities.

Policy and Legislative Context

Council's committees are Special Committees of Council established pursuant to Section 86 of the *Local Government Act 1989*. Election of committee members is conducted in accordance with the Instruments of Delegation.

Committees of management are supported by the Council Plan 2017-2021 as follows:

Engage with and listen to 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.

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

Internal / External Consultation

A notice of the Annual General Meeting was advertised two weeks prior to each of the meetings in the relevant WD News newspaper.

Financial and Resource Implications

Council officers assist with the facilitation of the special committees of the Council and implementation of the Public Halls Management Policy.

The hall committees of management are responsible for all day to day operational costs. Council provides an annual allocation to the each of the township halls in accordance with the Public Halls Management Policy to assist with operational expenses.

Council also allocates funding in its annual budget for hall maintenance in accordance with Council's Building Asset Condition Assessment and annual maintenance inspections.

Each committee is required to keep books of accounts and provide records of its financial activity for the year to Council.

The committees have reported a number of minor works completed over the past year and highlighted visions for future improvements.

Options

Council can accept the Committees' recommendation to appoint the nominated members for the forthcoming year, or alternatively reject the recommendation and request an alternate committee membership.

Conclusion

The proposed membership of the committees reflects interest from enthusiastic and committed residents of the local community. The committees have reported a number of minor works completed to the facilities and visions for future improvements. The committee membership should see a continuation of the effective management and operation of each of the facilities for the benefit of the community and Council.

RECOMMENDATION

That Council:

1. Endorses the proposed Committee of Management for the Cobden Civic Hall for a two year term for the period 2017 to 2019, as follows:

Facility	Cobden Civic Hall
Committee	
Eunice Dawe	Denise Robertson
Kerryn Guthrie	Neville Robertson
Frank Martin	Garry Ross
Milton Parlour	Harry Timmermans
Neil Podger	

2. Endorses the proposed Committee of Management for the Simpson Public Hall for a two year term for the period 2017 to 2019, as follows:

Facility	Simpson Public Hall
Committee	
Max Begely	Betty Unwin
Gwen Crole	Ken Unwin
Debbie Smith	
Office Bearers	
President	Ken Unwin
Vice President	Max Begely
Secretary / Treasurer	Debbie Smith

3. Endorses the proposed Committee of Management for the Terang Civic Hall for a two year term for the period 2017 to 2019, as follows:

Facility	Terang Civic Hall
Committee	
Wendy Driscoll	Frank Riordan
Bob McIntosh	Greg Ryan
Jim Primrose	Barry Wickham
Office Bearers	
President	Greg Ryan
Secretary	Jim Primrose
Bookings Secretary	Wendy Driscoll
Treasurer	Frank Riordan

4. Endorses the proposed Committee of Management for the Timboon and District Public Hall for a two year term for the period 2017 to 2019, as follows:

Facility	Timboon and District Public Hall
Committee	
John Fox	Colin Taylor
Alan Kerr	Del Taylor
Joy Kerr	Keith Whitford
Rosalie Moorfield	Patricia Whitford
Office Bearers	
President	Keith Whitford
Secretary/Treasurer	Patricia Whitford

5. Endorses the proposed Committee of Management for Lake Tooliorook, for a two year term, 2017 to 2019, as follows:

Facility	Lake Tooliorook
Term	2017-2019
Meeting Date	19 July 2017
Committee	
John Brene	Lorraine Graham
Clive Bustard	Ted Hopkins
Geoff Campbell	Judith Sarto
John Daly	Craig Skene
Bevan Deppeler	Jeff Smith
Ann Dunn	Barry White
Office Bearers	
President	John Brene
Vice President	Lorraine Graham
Secretary	Barry White
Treasurer	Craig Skene

6. Endorses the proposed Committee of Management for Port Campbell Public Purpose Reserve, for a one year term, 2017-2018, as follows:

Facility	Port Campbell Public Purpose Reserve
Committee	
Julie Brazier	Jo Latham
Jodi Clarke	Amanda Nash
Maria Gordon	Stephanie Painter
Tracey Heeps	Annie Schofield
Office Bearers	
President	Maria Gordon
Secretary	Tracey Heeps
Treasurer	Annie Schofield

7. Endorses the proposed Committee of Management Timboon Sporting Centre, for a one year term, 2017-2018, as follows:

Facility	Timboon Sporting Centre
Group	Representative
Community	Jenny Ackerley
Community	Ron McMeel
Badminton Association	Julie-Ann Stewart
Squash Association	Katrina Currell
Basketball Association	Vicki Askew-Thornton
Timboon P-12 School	Dean Whitehead
Ballarat YMCA	Annette Beekman
Council	Jarrold Woff
Office Bearers	
Chairperson	Jenny Ackerley
Deputy Chairperson	Ron McMeel

COUNCIL RESOLUTION

MOVED: Cr McArthur

SECONDED: Cr Durant

That the recommendation be adopted.

CARRIED

7.2 Cobden Recreation Centre Committee of Management 2017-2018

Author: Lucy Vesey, Recreation Development Officer

File No: D17/485

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 is presented to Council to endorse the membership of the Committee of Management for the Cobden Recreation Centre for 2017-2018.

Introduction

The Cobden Recreation Centre is managed by a Committee of Management appointed in accordance with an agreement between the Corangamite Shire, Cobden Technical School and Cobden Recreation Centre Committee of Management (the Agreement).

The Agreement outlines that the Committee shall be responsible for the determination of matters of policy and administration of the Centre in accordance with relevant terms and guidelines.

The Committee consists of the following persons:

- up to two members appointed by Council
- up to two members appointed by School Council
- up to two members representing the student body of the Cobden Technical School
- two members elected by user organisations
- co-opted members (maximum of two) as determined by the Committee.

Issues

The Annual General Meeting of the Cobden Recreation Centre Committee was held on 20 June 2017.

The following people were nominated for appointment by the relevant groups to the Committee of Management:

Group	Representative
Basketball Association	Brett Taylor
Basketball Association	Michelle De Bie
Cobden Technical School	Belinda Savage
Cobden Technical School	Rohan Keert
Council	Lucy Vesey
Karate	Craig Davis
Manager	Geanelle Searle
Netball Association	Denise Robertson
Student Representatives (x2)	To be confirmed
Volleyball Association	Chris Brooks
Volleyball Association	Kelvin White

Mr Rohan Keert was appointed as Chairperson.

Policy and Legislative Context

The Cobden Recreation Centre Committee complies with the Agreement established in 2001 under the *Local Government Act 1989* and *Education Act 1985*.

The establishment of this Committee 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

Notification of the Annual General Meeting was provided in accordance with the Agreement.

Financial and Resource Implications

Council has provided an annual allocation in its 2017-2018 budget of \$8,971 for maintenance items as identified in Council's building asset condition and compliance assessment and during annual maintenance inspections.

Options

Council can endorse the Committee's recommendation to appoint the nominated members for the forthcoming year, or reject the recommendation and suggest an alternate committee membership.

Conclusion

The Committee representatives have been proposed in accordance with the Agreement between the Corangamite Shire, Cobden Technical School and Cobden Recreation Centre Committee of Management. The proposed Committee remains unchanged from 2016-2017

and the recommended membership should see a continuation of the effective supervision over the operation of the facilities and continue to promote new ideas for expansion and growth within the Centre.

RECOMMENDATION

That Council endorses the Committee of Management for the Cobden Recreation Centre for 2017-2018 as follows:

Group	Representative
Basketball Association	Brett Taylor
Basketball Association	Michelle De Bie
Cobden Technical School	Belinda Savage
Cobden Technical School	Rohan Keert
Council	Lucy Vesey
Karate	Craig Davis
Manager	Geanelle Searle
Netball Association	Denise Robertson
Student Representatives (x2)	To be confirmed
Volleyball Association	Chris Brooks
Volleyball Association	Kelvin White

COUNCIL RESOLUTION

MOVED: *Cr Gstrein*

SECONDED: *Cr Brown*

That the recommendation be adopted.

CARRIED

8. INFORMATION BULLETIN

Nil.

9. PLANNING REPORTS

Nil.

10. OFFICERS' REPORTS

10.1 Naming of Roads, Features or Localities Policy 2017

Author: Greg Hayes, Manager Planning and Building Services

File No: D17/310

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

This report recommends that Council adopt the revised Naming of Roads, Features or Localities Policy 2017.

Introduction

The current Naming of Roads and Streets Policy was adopted by Council in 2013 and sets out guidelines and a process for the naming of, or changing of names of roads and streets.

Officers have reviewed the 2013 policy and updated it to refer to the new *Naming Rules for Places in Victoria* released in 2016. The Naming Rules are mandatory rules developed by State Government that guide the naming of roads, features and localities.

The Council policy has now been refined to refer to the Naming Rules and expanded to now include localities and features. The policy now guides the only discretion Council has – that of consultation.

Issues

The Victorian Naming Rules

The Victorian State Government has developed the *Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities – 2016* (Naming Rules). Go to the following website to access the document online (<https://www.propertyandlandtitles.vic.gov.au/naming-places-features-and-roads/naming-rules-for-places-in-victoria>). The naming rules are mandatory for naming authorities (predominantly Councils) in Victoria. Any relevant Council policy developed must refer to them and can only vary from the rules in the area of consultation.

Corangamite Naming of Roads, Features or Localities Policy 2017

Councils must follow the Naming Rules as laid out however the Naming Rules do allow discretion when deciding who to consult.

If a proposed naming, renaming or boundary change is considered small-scale and will only affect a handful of residents, ratepayers and businesses, consultation should focus on these people. If the road, feature or locality is known to a lot of people and is, or will be, used extensively by the wider community, the consultation should extend to all possible stakeholders.

Under the proposed Corangamite Shire Naming of Roads, Features or Localities Policy 2017, (see **Attachment 1**) Council will use the following to guide for consultation on changes:

Proposal	Who to consult	The Type of Consultation
New road New feature Renamed road Boundary change of a road	Immediate community	<ul style="list-style-type: none"> Letters to affected residents, ratepayers or businesses; and to residents Notices Public meetings (if it is a large-scale proposal or potentially contentious issue)
New locality (suburb) Renamed feature or locality Boundary change of a feature or locality	Immediate and extended community	<ul style="list-style-type: none"> Letters to affected residents, ratepayers or businesses; and to residents, ratepayers and businesses in properties adjacent to the proposed new boundaries Notices Surveys Public meetings (if it is a large-scale proposal or potentially contentious issue)

Policy and Legislative Context

The Office of Geographic Names and the *Geographic Place Names Act 2010* controls the naming of roads, streets, places and features throughout Victoria. The *Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities – 2016* (Naming Rules) is a mandatory requirement on all naming authorities (Councils).

Internal / External Consultation

Council Officers have reviewed this policy internally and are seeking to update it in line with the new mandatory *Naming Rules* and provide guidance on consultation.

Financial and Resource Implications

There are no identified significant financial or resource implications to the organisation or the Planning and Building Services Unit to administer and process this policy.

Options

Council may decide to adopt the new policy or retain the 2013 policy however the mandatory Naming Rules must apply.

Conclusion

The Naming of Roads and Streets Policy 2013 has been reviewed by Council Officers and an updated policy is recommended to conform with the current statutory requirements from the Office of Geographic Names.

RECOMMENDATION

That Council:

- 1. Revokes the current Naming of Roads and Streets Policy 2013.**
- 2. Adopts the Naming of Roads, Features and Localities Policy 2017.**

COUNCIL RESOLUTION

MOVED: Cr Durant

SECONDED: Cr Gstrein

That the recommendation be adopted.

CARRIED

Attachments

1. Policy Naming of Roads, Features or Localities Policy 2017
2. Naming of Roads, Features or Localities Policy 2017 - with tracked changes - Under Separate Cover



**CORANGAMITE
SHIRE**

Naming of Roads, Features or Localities Policy

Corangamite Shire

June 2017

Council Policy



Naming of Roads, Features or Localities Policy

Introduction

This policy sets out the guidelines and principles that need to be followed by Council officers when naming a road, feature or locality within the Shire boundaries.

The naming of roads, features and localities is important for public safety and to identify locations for managing emergencies and delivering goods and services. Names make a landscape easy to refer to and capture patterns of settlement. Names are necessary for orientation, communication, service delivery, map and atlas production, emergency response and natural disaster relief.

The State government released the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016* (Naming Rules). The Naming Rules are the statutory requirements under the *Geographic Place Names Act 1998* for all naming authorities to follow in nominating or considering a name of a road, feature or locality in Victoria (see **Attachment 1**). The Corangamite Shire Council is a naming authority for roads, features and localities within its municipal area and is required to apply the Naming rules.

This policy provides a system of ensuring roads, features and localities within the Shire are appropriately named and recorded in a consistent manner and in accordance with the Naming Rules.

Definitions

Roads – For the purposes of the Naming Rules, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot. It can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include alleyways, streets, highways, fire tracks, bike paths and walking tracks.

Features – A feature is considered to be a unique geographical place or attribute that is easily distinguished within the landscape. For example, a feature can be a mountain, watercourse, building, prominent structure or park.

Localities – A locality is a geographical area that has identifiable community and/or landscape characteristics. In urban areas, a locality is commonly referred to as a ‘suburb’.

Scope

The Corangamite Shire Council is the naming authority for roads, features and localities within its municipal area for which it is responsible irrespective of whether it owns or manages the road, feature or locality. This policy outlines the process for naming any feature, locality or road (whether public or private) which is the responsibility of Council.

The Naming Rules represent the definitive position in respect to all naming processes. Both the Naming Rules and this policy apply only to new naming proposals or proposals to re-name a road, feature or locality.

Council is not responsible for naming arterial roads, freeways or geographical places of regional, state and national significance.

For information relating to naming a feature, locality or road which is the responsibility of a private company or state government department as the naming authority refer to the Naming Rules.

Relevant Legislation and Guidelines

Local Government Act 1989 – primarily Schedule 10.

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities - 2016 (Naming Rules).

Geographic Place Names Act 1998 – primarily section 5 and section 23 which makes compliance with the Naming Rules mandatory for all local governments.

Policy Detail

Council to Approve Road, Feature or Locality Names

Any person, community group, organisation, government department or authority can propose a new name, change an existing name or change a boundary. A person must not apply a name to a road, feature or locality without the consent of the Council. This does not apply to any freeway or to any supplementary name applied to the entire length of a declared road by VicRoads.

Upon receipt of a request, Council, as the naming authority must adhere to the Naming Rules including the Checklist located in Appendix C of the Naming Rules and specifically will:

- Consider or propose a name for a road, feature or locality in accordance with Section 1 of the Naming Rules.
- Check for compliance with the relevant naming rules in accordance with Sections 2, 3, 4 and 5 of the Naming Rules.
- Ensure proposals include:
 - The proposed name.
 - The location of the road, feature or locality, including a map and, if relevant, its current name.
 - Background information on why Council should consider naming or changing the name or boundary including any historic reasons of local relevance.
 - The reason for the proposal or why the current name is not considered appropriate or any other relevant information.
 - Contact details of the proposer(s) and information on public consultation that has occurred and/or support and non-support that has been gathered from community members or groups.
 - A statement about how the proposed name conforms with the relevant principles and requirements in the Naming Rules.
- Undertake community consultation in accordance with Sections 7 and 8 of the Naming Rules. This includes analysis of community feedback and responding to any objections.
- Consider a proposal in accordance with Section 9 of the Naming Rules including making a decision to accept or reject a proposal and recording the decision.
- Upon acceptance of a proposal lodge the proposal with the Office of Geographic Names for the Registrar's consideration in accordance with Sections 10 and 11 of the Naming Rules. The final endorsement and gazettal and registration of a proposal is undertaken by the Registrar of Geographic Names in accordance with Sections 12 and 13 of the Naming Rules.
- Implement appropriate signage and recording in VICNAMES (the online tool used to search and record geographic names, features and localities in Victoria) in accordance with Section 13 of the Naming Rules.

Notice of a proposal or application

Council will seek to give notice of an application or proposal in accordance with the following:

Proposal	Who to consult	The Type of Consultation
New road. New feature. Renamed road. Boundary change of a road.	Immediate community.	<ul style="list-style-type: none"> Letters to affected residents, ratepayers or businesses; and to residents. Notices. Public meetings (if it is a large-scale proposal or potentially contentious issue).
New locality (suburb). Renamed feature or locality. Boundary change of a feature or locality.	Immediate and extended community.	<ul style="list-style-type: none"> Letters to affected residents, ratepayers or businesses; and to residents, ratepayers and businesses in properties adjacent to the proposed new boundaries. Notices. Surveys. Public meetings (if it is a large-scale proposal or potentially contentious issue).

Assessment and evaluation

A preliminary assessment and evaluation of all naming/renaming proposals will be undertaken by Council officers. The objective of this assessment is to establish that the proposal has reasonable and justifiable merit and will consider:

- The reasons/rational for the proposal.
- Broad community interest and benefit.
- Potential costs.
- Existing community views.
- Controversy that a proposal may generate.

What must Council consider?

The Council shall name and may rename a road, feature or locality required for public traffic and public purposes in accordance with the following principles and guidelines and in compliance with the Naming Rules:

Principles

- Ensuring public safety.
- Recognising the public interest.
- Linking the name to place.
- Ensuring names are not duplicated.
- Names must not be discriminatory.
- Recognition and use of Aboriginal languages in naming.
- Dual names.
- Using commemorative names.
- Using commercial and business names.
- Language.
- Directional names to be avoided.
- Assigning extent to a road, feature or locality.

Guidelines

The following naming themes are encouraged for all place naming applications:

- Names derived from Indigenous heritage and language.
- Social and historical events of the local area.
- Prior uses of the land.
- Prior landowners/residents of the land.
- Notable community members.
- Local flora and fauna.

Council will also consider the following:

- whether the name is likely to be confused with the name of another road, feature or locality in the area;
- whether the name would duplicate the name of another separate road in the same postcode area, feature or locality;
- whether a loop road is named in such a way that two separate intersections involve roads with the same two names or similar names;
- whether the same name would apply to separate lengths of road which are separated by a physical obstruction to vehicular travel, within the same postcode area; and
- any other matter relevant.

Changes to Road, Features or Localities Names

Prior to the finalisation of a change of a road, feature or locality, the Council must give public notice, enabling people to make written submissions.

Such notice shall be undertaken in accordance with a consultation strategy determined as appropriate in line with Section 7 of the Naming Rules.

Objections and Submissions

Following notification, any objection or submission received during the public consultation period must be considered by Council including deciding the weight to be given to competing submissions having regard to the Naming Rules. All submissions must be included in an assessment report which includes an assessment and response to the submission.

If Council accepts a proposal and lodges it with the Registrar of Geographic Names, it must provide details of what the objections/submissions were and how they will be or have been dealt with.

Council must advise submitters of its decision in writing in accordance with Section 8 of the Naming Rules. Objectors have 30 days within which to lodge an appeal to the Registrar of Geographic Names.

Council must write a report on its decision of a proposal which includes information about how the proposal conforms to the relevant principles and guidelines of the Naming Rules and discussion on and responses to any objection/submission received during the public consultation period.

Road Identification

Where the Council erects signs on roads/streets which are readily passable by traffic to indicate the road name, regard may be had to the requirements of Australian Standard AS 1742.5 "Street Name and Community Facility Name Signs".

Notice of Road, Feature or Locality Names

After changing or naming any road, feature or locality, notice shall be forwarded to:

1. the owners of properties abutting such road, feature or locality;
2. the Registrar of Geographic Names;

-
3. all emergency services including Police, Fire Brigade, Ambulance Services, Hospitals, SES;
 4. other service providers such Australia Post, power, telephone;
 5. Commissioner of State Land Tax; and
 6. State and Commonwealth Electoral officers.

Record of Road, Feature or Locality Names

Council must keep a record of all road, feature or locality names and name changes agreed to by the Council and must accurately record the names, locations and the dates that the changes become operative.

Administration Process

The administration and notification process is outlined within the Naming Rules. These must be referred to throughout the process.

Review Date

The next review of this document is scheduled for completion by the Manager Planning and Building Services on or before 30 June 2020. The policy may be reviewed earlier where there is any legislative change.

10.2 Review of Port Campbell Community Plan

Author: Garry Moorfield, Community Development Officer

File No: D17/517

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 Port Campbell's Community Plan – *Community Priorities for Township Development 2013 - 2023*.

Introduction

Port Campbell's 10 year Community Plan was prepared over the period from August 2012 to January 2013, and received by Council on 23 April 2013. Participation was open to any person with an interest in Port Campbell and its future. The Plan involved a town survey, a 'Soapbox' event and a public meeting to deliberate on and rank identified township priorities. The town survey identified 175 ideas for Port Campbell. Some 104 people, or 50 per cent of the adult urban population of 260 (ABS, 2011) participated. The plan listed a total of 30 township priorities. These priorities cover a range of social, economic and environmental issues, with strong themes around natural assets, town amenity, tourism, development and infrastructure.

In the development of all community plans various agencies and organisations are identified as the lead for projects to proceed. In Port Campbell's case, five key priorities were identified as the responsibility of Parks Victoria and a further nine the province of the State Government. Four priorities depend upon private business interests and commercial investment, and seven through the agency of Council (and three of these in partnership with VicRoads). Only five project priorities were seen as capable of being effected through the efforts of the local community, and almost all of these would need to be implemented in some form of partnership. At the time it was also noted that it remained open to individuals and groups to advocate for any of these 30 objectives through the range of channels available to them.

The above analysis highlighted the complex circumstance prevailing in Port Campbell in regard to land tenure, governance and policy formulation applying to the township. A number of external interests/agencies are seen as having a profound influence on the valuing and use of 'place', including the Federal Government, State Government (planning, development and infrastructure agencies), the tourism industry, the development industry, and Corangamite Shire. It was this complexity that generated strong local enthusiasm to participate in Corangamite Shire's community planning initiative, and an enthusiasm to draw

the local community together that produced a considered, coherent and powerful plan created by the local community, for the community.

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 Port Campbell Action Plan a significant percentage of the Port Campbell community has taken an active part in broader planning activities affecting the liveability and prosperity of the coastal community. Examples include the Shipwreck Coast Master Plan, Wannon Water’s effluent pipeline planning, the restoration of the Port Campbell Soldiers Memorial and the upcoming Port Campbell Streetscape 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 many local interests to transparently arrive at a common appreciation of the unique ‘coastal village’ community and outstanding natural attributes which give Port Campbell its compelling identity.

The review of Port Campbell’s Action Plan occurred three and a half years on from the original formulation in 2013. Following on from the successful completion of the Port Campbell Arts Space, a project wholly managed by the local community, 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 commenced in November 2016 and was determined by the local community. It involved a dialogue through The Beacon newsletter (and Facebook group), two Open House sessions, a Survey, and two public meetings through April and May 2017. Although a number of circumstances conspired to deliver limited participation in the deliberation process (24 individuals), the review produced two significant outcomes. Through a process of triangulation, the priorities of the 2013 Port Campbell Action Plan were confirmed. Through an inclusive consensus process a submission was prepared (and published in The Beacon) outlining what the Port Campbell community wants and expects from the foreshadowed Port Campbell Streetscape project.

Issues

The Port Campbell community has done as much as it can to advance those five project priorities which the local community could pursue. With limited available resources and a reliance on voluntary contributions, the community has delivered on the Celluloid by the Sea film festival (Priority 7), Priority 11 ‘Develop a community art space’ and Priority 26 ‘a new community building’. The design of ‘Welcoming Town Entry signage’ (Priority 6) has been resolved through a design competition and the engineering specifications have been documented. Work proceeds on leveraging the seed-funding provided by the Shire to allow that project to be completed. The only outstanding project proposal from the ‘community agency’ priority list is Priority 14, to construct a new historical museum and reclaim Port Campbell’s town hall.

As noted previously, 25 of the original 30 priorities identified in the 2013 Port Campbell Action Plan can only be delivered through the agency of other responsible authorities or private commercial interests. Around half of these are tied up in both the implementation of the Shipwreck Coast Masterplan and the foreshadowed Port Campbell Streetscape project, which can be expected to be implemented in one form or another (or in part) over the next two to five years.

RANKING OF EXISTING (2013) PROJECT PROPOSALS AND 2017 RESPONSES

P	PROJECT PROPOSAL	SURVEY 2013	VOTES 2013	MENTIONS 2017
1	WALKING/ CYCLING TRACKS	47	24	11
2	HOT POOL/ SPA	31	15	5
3	SWING BRIDGE/ TWO MILE WALK	23	19	1
4	MORE CAR PARKING	23	13	1
5	DEVELOPMENT OVERLAYS	21	15	3
6	ENTRY/ WELCOME SIGNS	17	6	-
7	EVENTS AND FESTIVALS	16	9	4
8	PUBLIC TRANSPORT	15	8	2
9	STREETSCAPE UPGRADE	14	7	7
10	BAN/ RESTRICT HELICOPTERS	13	11	3
11	COMMUNITY ART SPACE	13	3	-
12	FIX LOCAL ROADS	4	13	2
13	TERRACE/FIX FORESHORE	12	11	5
14	HISTORICAL MUSEUM/ RECLAIM HALL	9	12	5
15	PERMIT DEVELOPMENT	4	11	-
16	HEADLAND WALK ACCESS	6	10	5
17	HOURS OF OPENING	10	3	1
18	BBQS	10	2	2
19	FORESHORE TABLES/ SEATS AND SHADE	10	1	8
20	MORE CAFES/ RESTAURANTS	10	-	3
21	WEED CONTROL	6	9	1
22	COACH PARKING	9	4	3
23	OFF-STREET PARKING	9	3	-
24	SUSTAINABLE TOURISM	9	2	4
25	OWN 12 APOSTLES	2	9	1
26	NEW COMMUNITY BUILDING	1	9	-
27	4 TO 5 STAR MOTEL	9	9	-
28	REDUCE ROLE OF PARKS VICTORIA	8	3	-
29	REDUCE SIGNAGE	8	2	1
30	TOWN GREEN	8	-	-

P means 'Priority', Survey 2013 (N= 84), Votes 2013 (N= 58), Combined mentions and votes 2017 (N= 24)

Three priority projects have been delivered over the three-year life of the Port Campbell Action Plan, but others have been delivered in part or have been set in train to be delivered by responsible authorities. This yield will give essential impetus to the local community to maintain its interest and involvement.

1 *Walking/ cycling tracks*

This remains Port Campbell's highest priority, being confirmed again in the 2017 review. It has been frustrating to some local people that more could not have been achieved by now, but some important groundwork has been laid. In addition to the Shipwreck Coast Masterplan process, the same consultants working on that project were engaged to join in a public meeting and facilitate a community-led design process which mapped out a trail network for Port Campbell connecting with the National Park to the west and the east of the township. For a fairly modest outlay, this work by the community was able to find its place in the completed Shipwreck Coast Masterplan, at the same time reinforcing that project's consultation objectives. As part of the Masterplan, the trail plan is now accepted by the State, providing the blueprint for relevant agencies to undertake integrated work across various land tenures.

2 *Swing bridge/ Two Mile walk*

In what many people saw as a highly improbable development, the Port Campbell community's objective to reinstate the Swing Bridge across Campbell's Creek is now programmed for construction, with the latest advice from Parks Victoria proposing a 2020 completion date. The concept was included in the Shipwreck Coast Masterplan process referred to above, and the \$3M project was then funded by the State as one of three early implementation projects. The construction of the pedestrian bridge opens up the possibility of the Two Mile Bay walking track (Priority 1) and provide linkages to the proposed Twelve Apostles Trail.

3 *More car parking*

As noted in the original Action Plan (page 15), the issue of managing traffic and car parking would come very close to being the topmost concern of Port Campbell residents, if all of the related mentions were aggregated. This issue found expression in the Blue Sky session in various forms, including proposals for a 'walkable town', controlling large vehicle access and various other measures. Corangamite Shire has contributed to providing more off-street parking (behind the Baptist Church and Hostel) with traffic management and car parking to be considered as part of the Streetscape project.

4 *Entry/ welcome signs*

The design of 'Welcoming Town Entry signage' (Priority 6) has been resolved through a design competition and the engineering specifications have been documented. Work continues on leveraging the seed-funding provided by the Shire to allow the project to be completed.



Port Campbell progress president Amanda Nash and designer Ann-Marie Harris with the winning design as reported by the Warrnambool Standard on 22 November 2016.
(photograph by Rob Gunstone)

5 Public transport

Popes Bus Lines have provided some increased seasonal public transport services since the Action Plan was formulated, however the State review of regional public transport services has not led to the large scale revision of service configuration (Priority 8) to provide regular daily access between Port Campbell and major centres.

6 Streetscape upgrade

The community of Port Campbell is grateful to Corangamite Shire for early involvement in consultations around the design of the Port Campbell Streetscape project including the formation of a community reference group. The community seeks ongoing engagement with other critical agencies, as this project holds the potential to address a number of priorities in the Port Campbell Action Plan (including Priorities 9, 13, 18, 19, 22, 24 and 29).

7 Community art space

The successful completion and acquittal of the \$275,000 Port Campbell Arts Space project is the stand-out project in Port Campbell's community planning efforts to date, leveraging Corangamite seed-funding to secure an \$180,000 grant from Regional Development Victoria. Strong community support and generous in-kind donations have allowed the project committee to realise the full scope and fit-out of the project. As those involved are only too aware, the task of rescuing Port Campbell's oldest building may be (almost) completed, however this is an ongoing project in terms of its social and cultural contribution to the life of Port Campbell residents and visitors.

8 New community building

This priority (26) is directly satisfied with the completion of the Arts Space (Priority 11), which has already hosted a range of meetings, events and a wedding. The combining of these priorities was the creative solution developed by the enthusiastic project group that coalesced on the evening of the Action Plan's adoption.

9 Reduce signage

A sub-committee of the Progress group worked with VicRoads and Port Campbell Visitor Centre to carry out a review of the town's directional signage. The outstanding quality of this work is attested to by the fact that VicRoads has used it as a model for other Victorian communities to follow. The idea is that the recommended changes will be implemented in a staged process in line with the implementation of the Port Campbell Streetscape project.

The Port Campbell community has shown a great enthusiasm for getting involved in Corangamite Shire's community planning initiative. A large amount of work has been done to include as many voices as possible in the mapping out and planning of major project priorities. There is a measure of resignation (and for some frustration) that people find themselves in a position of 'waiting' for some of the bigger projects to commence, yet at the same time a growing recognition that patience and perseverance are critical qualities needed to realise worthwhile goals and ambitions. Interaction with government agencies has served to increase understanding of the complexity of project scoping, approvals, implementation, management and compliance.

The Port Campbell Action Plan review followed a common pattern of reduced participation the second time round. A number of people have offered their views on this observation. Some have pointed to the key drivers of engagement and involvement being validation through access to resourcing and observable change through project completion. Others have spoken about 'planning overload' and some confusion about connections between various consultation exercises involving Port Campbell residents. Locally, there is still a concern at how genuine some of this has been. Others have talked about 'being tired' with

the extra effort carried by already committed volunteers, and the need to focus on one project at a time.

PROJECT PROPOSALS MENTIONED IN SURVEY

PROPOSAL	SUMMARY DESCRIPTION	LINKAGES	MENTIONS
TOWN PLAN	Develop a comprehensive, far-reaching town plan to work towards	Links to Priorities 5 and 15	5
MORE PUBLIC SPACE	Preserve and acquire more public space. Relocate tennis courts to Rec Reserve and reclaim space for public park.	Links to Priority 30	3
BUS AND COACH FREE	Make town centre bus and coach free (as per UDF)	Links to Priority 22	3
STREET TREES	Replace street trees with indigenous trees	Links to Priority 21	3
ESTABLISH NEW MUSEUM	Incorporate new museum into a new Visitor information Centre. Release old Hall for community events, festivals	Links to Priority 14	3
INTERPRET HISTORY	Interpret the history of 'Old Port Campbell'	Links to Priority 1	2
BOAT WASH	Provide boat wash facilities for recreational fishers		2
TWELVE APOSTLES VISITOR EXPERIENCE	We do not need a 'Centre' to increase stay time at this site – danger of ruining experience due to excessive numbers	Links to Priority 24	1
SOLAR TOWN	Make Port Campbell 'solar town' with batteries at Recreation Reserve		1
ELECTRIC CAR CHARGING	Provide outlet to recharge electric cars		1
FOOTBALL TEAM	Establish a women's football team. Have Timboon FCNC play a couple of times a year at Port Campbell		1
REC RESERVE IMPROVEMENTS	Improve entrance and parking at Rec Reserve		1
SCULPTURE TRAIL	Establish sculpture trail and interpretation		1
CONTROL PETS	Better control of cats and dogs, dogs on leads, doggy-doo bins		1

'Mentions' means 2017 Survey mentions (N=13) plus (any) votes at public meeting (N=11)

PROJECT PRIORITIES RAISED AT PUBLIC MEETING

PROPOSAL	SUMMARY DESCRIPTION	LINKAGES	MENTIONS
BEACON TRACK	Close road and make 'walking only' track to prevent camping	Links to Priority 1	5
EXERCISE STATIONS	Place exercise station along appropriate 5 to 7 km track	Links to Priority 1	5
PROTECT NATURAL ASSETS	Greater protection for town's natural assets	Links to priority 5	2
INTEGRATE REC RESERVE WITH TOWN	Make Rec Reserve a more used/ integrated part of town – linked with trail etc.	Links to Priority 1	1
SIGNAGE	Consistent professionally designed signage	Links to Priority 29	1
LIGHTS	Lower lighting poles in FC Park and screen lights		1
CLEAR FOOTPATH	South side of Cairns Street between Hennessy and lord Streets needs cleared road reserve/ footpath	Links to Priority 4	1
LOW SCALE BUILDING	Retain the low scale coastal village character of the town with mandatory policies	Links to Priority 5	1
IMPROVE TRAFFIC MANAGEMENT	Buses, car parks, directions	Links to Priorities 22 and 23	-
PEDESTRIAN-FRIENDLY	Make Port Campbell more pedestrian friendly	Links to Priority 4	-
MODERNISE PUBLIC PURPOSES RESERVE	Toilets, BBQ's <u>etc</u>	Links to Priority 30	-

'Mentions' means 2017 number of votes at public meeting (N=11), where each person had five 'votes' to apply across all existing and newly-identified project proposals

The 2017 survey and deliberative meetings called up 25 proposals, yet 17 of these ideas linked back to (or restated) 2013 priorities. All of the proposals receiving multiple mentions/

votes were either in the original town plan, or captured in the summation of the Blue Sky session. Many of the other ideas shared were expressed in the 2013 survey, but didn't make the ten per cent (10%) cut-off point for the list of thirty (30).

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 Port Campbell 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 Port Campbell's 10 year community plan began with the seeking of advice through meetings of the Port Campbell Progress Association, where decisions were made over several months on process and timelines. An A5 printed flyer 'Resetting Port Campbell's Community Plan' was circulated in the local community and published in The Beacon newsletter and featured in both Beacon and Shire Facebook posts. (The Beacon Facebook group includes 880 members.) The description of process and updates were published in Beacon articles in April and May 2017.

The first 'Blue Sky' public meeting was held in the Sunset Room at the Port Campbell Surf Life Saving Club (PCSLSC) on 27 April 2017, attended by 17 people. It posed the question 'What will Port Campbell look like in 2027?'. (The summary outcome of that meeting is attached.) The first Open House session was held at the Port Campbell Arts Space on Sunday 14 May 2017, from 10 am to 4 pm, with a second session held on Sunday 21 May 2017. These drop-in sessions involved somewhere between 80 and 100 people over the two days, providing an opportunity for discussion, to view display materials, to contribute ideas and to vote on priorities (using an A3 master-sheet). The final deliberative public meeting held on Thursday 25 May was advertised through the Cobden Timboon Coast Times (and the Beacon). It also was held at the PCSLSC and attracted 11 participants. (Unfortunately, this cold and wet evening coincided with the televised AFL Cats vs Swans clash on a rare Thursday night fixture.)

Financial and Resource Implications

This report is for information only and does not entail any recommendations relating to increased or reduced financial and other resources. The provision of \$50,000 in initial seed-funding by Council has provided the impetus and the means for the local community to identify and pursue projects to strengthen the Port Campbell community, to build public participation in decision-making affecting Port Campbell's future and to improve the liveability of the township through development projects. A number of Port Campbell Community Plan priorities will 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 Port Campbell has made outstanding progress over the first three-and-a-half years of its 10 year community plan, with works completed or proceeding on nine of the original 30 listed priorities. These include major projects for the town which will have long-lasting impacts, where the local community can trace its impact on their creation and/or design. This work is indicative of a strengthened capacity of the community to come together, to form partnerships and to take active steps to achieve their goals.

Although a number of circumstances conspired to deliver limited participation in the deliberation process, the Plan review produced two significant outcomes: the priorities of the 2013 Port Campbell Action Plan have been confirmed, and a consensus submission has been prepared outlining what the Port Campbell community wants and expects from the foreshadowed Port Campbell Streetscape project.

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 not only relates to project outcomes for communities and for Council, but to the building of trust which is essential to all productive partnerships to enhance the liveability and prosperity of Port Campbell.



Corangamite Shire Council

Published by Brooke Comms [?] · May 16 ·

Port Campbell's Community Plan (2013-2023) is being reviewed. A community session at the Surf Club in late April identified a range of issues that will influence the shape of Port Campbell over the next decade.

Issues discussed included:

- Traffic congestion and parking
- Making Port Campbell a 'walkable' town
- Need for better toilet and picnic facilities
- Providing a boat wash facility
- Acquiring and developing more public space
- More events and cultural opportunities

We want to hear from you. If you cannot make the drop-in sessions to vote on priorities or add any ideas, let us know here by commenting below.

- What issues do you think Port Campbell faces?
- How can we fix or address these issues?
- What do you think would make Port Campbell a better place to live, visit or do business?
- What are your ideas or priority projects?

WHAT WILL
PORT CAMPBELL
LOOK LIKE IN **2023?**

?

RESETTING PORT CAMPBELL'S
COMMUNITY PLAN

HAVE YOUR SAY

CHANCE TO VOTE FOR YOUR TOP PRIORITIES
AND ADD IDEAS TO THE LIST

SUNDAY 21 MAY 2017 - OPEN HOUSE @ ARTS SPACE

Drop in anytime between 10 am-4 pm

THURSDAY 25 MAY 2017 - PUBLIC MEETING

Review of Township Priority Projects
7:30 pm, Sunset Room, PCSLSC

✔

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RECOMMENDATION

That Council receives the Review of the Port Campbell Community Plan.

COUNCIL RESOLUTION

MOVED: *Cr Illingworth*

SECONDED: *Cr Durant*

That the recommendation be adopted.

CARRIED

Mr Greg Hayes left the meeting at 7.36 pm.

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

Author: Jane Hinds, Property Officer

File No: D17/519

Previous Council Reference: 27 June 2017, Item 10.13

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Jane Hinds

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

Summary

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

Introduction

At the June 2017 Council meeting, Council resolved to defer the decision to sell the land located at 12-14 Montgomery Street, Skipton for two months to give the Skipton community the opportunity to develop plans for use of the site.



Figure 1: 12-14 Montgomery Street, Skipton

Issues

Following the June Council meeting, Skipton Progress Association held a public meeting on Thursday 27 July 2017 at 7pm at the Skipton Mechanics Institute Hall. The public meeting was called to consider proposals from the community to retain the Montgomery Street parcel of land in public ownership.

The meeting was attended by a range of representatives from the community, with a decision to explore entering into an agreement with Council for use of the land. There were some concerns raised around fencing, insurance and maintenance costs associated with the land.

A Skipton Progress Association committee meeting was then held Thursday 3 August 2017 to determine if Skipton Progress Association should enter into an agreement with Council to lease the land for the next 12 months. In considering the future use of this land, it was unanimously voted by committee members that they should no longer pursue the option of leasing this land, citing a lack of community interest and commitment and high costs associated with maintaining the parcel of land.

The Skipton Progress Association has confirmed in writing to Council their decision to no longer pursue any further interest in the land. Refer to the attached letter provided under separate cover.

Another public meeting is scheduled for Thursday 17 August 2017 to review Skipton's Community Plan and put forward any new ideas for the town. Skipton Progress Association confirmed that the land would be discussed at this meeting, but their decision on leasing the land from Council would not change.

Council has previously considered the sale review including a substantial property analysis and community and public consultation. Given the Skipton Progress Association decision to no longer pursue interest in the land, the recommendation is for Council to proceed to sale.

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

With the aim of preserving the drainage lines for the flow of water through the site, the existing drainage easements will need permission to build over. The easements can be changed on the property title under the *Sale of Land Act 1962*, which would need to be completed by a surveyor. Council could look at extending the easements, consistent with the flow of water. Alternatively, a section 173 agreement can be developed which provides for ongoing restrictions on the use or development of the land, in this case the open drains, which would maintain drainage flows in that area of town and protect Council's drainage assets.

Policy and Legislative Context

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

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

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

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

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

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

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

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

Improve the appearance of our towns and public spaces.

Internal / External Consultation

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

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

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

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

Council have received all responses as part of the Council report in June. Council has recently received advice from the Skipton Progress Association outlining they no longer have an interest in utilising this parcel of land.

Financial and Resource Implications

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

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

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

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

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

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

Options

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

1. Council retain 12-14 Montgomery Street, Skipton and maintain its current use.
2. Proceed with the sale of 12-14 Montgomery Street, Skipton. Recommended option.
3. Council retain 12-14 Montgomery Street, Skipton and look to secure a lessee to maintain the parcel.

Conclusion

12-14 Montgomery Street, Skipton has been identified as surplus to Council's requirements and therefore it is proposed that it be considered as a possibility for sale.

After deferring the decision to sell this land for two months to give the Skipton community the opportunity to develop plans for the use of the site, the Skipton Progress Association has advised Council that they will no longer pursue the option of leasing this land. Citing a lack of community interest and commitment and the high costs associated with maintaining the parcel of land.

Given this land has been identified as surplus to Council's requirements and the Skipton community have been consulted in regards to future use of this parcel of land, it allows Council the opportunity to capitalise from its disposal.

RECOMMENDATION

That Council:

1. Proceeds with the sale of land located at 12-14 Montgomery Street, Skipton as recommended.
2. Delegates authority to the CEO to determine the reserve price and negotiate the sale of 12-14 Montgomery Street, Skipton.
3. Affixes the Common Seal of Council to documents relating to the sale of land.
4. Develops a section 173 agreement prior to the sale of the property that provides and includes protection for Council's drainage assets and identifies a preferred building envelope.

COUNCIL RESOLUTION

MOVED: Cr McArthur
SECONDED: Cr Illingworth

That the recommendation be adopted.

CARRIED

Attachments

1. Advice Skipton Progress Association - Under Separate Cover

10.4 Licence Agreement - Camperdown Golf Club

Author: Jane Hinds, Property Officer

File No: D17/494

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Jane Hinds

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

Summary

This report is for Council to consider the establishment of a licence agreement with the Camperdown Golf Club for the premises located at the Lakes Recreation Reserve on Sadlers Road, Camperdown, for the purpose of sporting, recreational and social activities including golf and lawn bowls.

Introduction

Council has approached the Camperdown Golf Club to undertake the development of a new agreement for use of the land located along Sadlers Road, Camperdown, as the current agreement expires 31 August 2017. The term of the lease agreement has been in place for 21 years.

As a part of the new agreement the terms and conditions of the agreement have been reviewed in accordance with Council's Property Leasing Policy.



Figure 1: Camperdown Golf Club House, Sadlers Road, Camperdown

Issues

Council acts as Committee of Management for this parcel of Crown land situated within the Lakes Recreation Reserve. The land has been permanently reserved as a site for Public Park by Order in Council of 25 August 1879 as published in the Government Gazette of 1879.

Use of Facility

The Camperdown Golf Club is set between Lake Gnotuk and Lake Bullen Merri, with golf being played at the present site since 1950. It provides for an 18 hole, par 72 course, whilst the back 9 holes are particularly scenic and include the three course bunkers. The facility also provides for an eight rink synthetic bowling green.

The Camperdown golf course is open all year round and is available to members and green fee players. Memberships are \$430 per annum, whilst green fees are \$20 for 18 holes and \$10 for 9 holes. There is a club competition held every Saturday for Men and Ladies, as well as every Wednesday for Ladies. There is also a 9 hole "Chicken Run" competition held every Thursday afternoon, with the annual Tournament run early in November each year. Golf carts are available to hire from \$30 per cart.

The Golf Club is also a licensed venue with the function centre being available for hire for private events and functions. The bowls club features an eight rink synthetic green which is open all year round for members and visitors.

The Camperdown Golf Club employs one full time greenkeeper to attend to maintenance at the reserve. They have around 100 members at the club and there are about 40 people who volunteer their time to the club.

Current Governance Arrangements

Council officers have been working with DELWP on Crown land reserves under control of Council. This process has allowed certification by Council pursuant to the *Crown Land (Reserves) Act 1978*. Certification provides Council with the legal ability to grant licences for a maximum term of three (3) years without any further approval from DELWP required. This approach for administering Crown Land agreements is DELWP and Council's preference and is in line with the management arrangements of other user groups at the Lakes Recreation Reserve.

Since the development of the lease agreement in 1996, Council has adopted a Property Leasing Policy. The Property Leasing Policy has been designed to be a robust and detailed policy to provide a strategic framework for the development of all types of agreements which aligns with Council practices and with relevant legislative requirements. Not all agreements will accurately align with policy categories, however it is intended to be an indicative guide, where Council has discretion to vary accordingly.

Council's Property Leasing Policy, permits Council to reserve the right to enter into an agreement and negotiate the terms and conditions, maintenance obligations, annual rent and subsidy on a case by case basis.

Council policy classifies the rental amount for different groups that utilise Council facilities with the Camperdown Golf Club classified as Category E, Crown land. Council is proposing a rental of \$1,375 (Inc. GST) per annum in line with current rental charges, with annual CPI indexation to be applicable.

The Camperdown Golf Club has invested in the facility over the years, which has been to improve the functionality for its operations and use in accordance with the lease agreement. Given the land is situated on Crown land, the current leasing arrangements allow for the Camperdown Golf Club to contribute to operating expenses and structural capital improvements. Camperdown Golf Club also pay for the cost of security at the reserve which includes a nightly patrol service and the gates being locked into the Lakes Recreation Reserve complex each night. This is a benefit to all users and clubs of the reserve.

Outside the terms and conditions as negotiated in the original agreement, Council as land manager of the facility completes six monthly exit and emergency lighting tests and maintenance, quarterly paths of travel inspections and annual building maintenance inspections.

Existing Terms and Conditions

A Crown land lease agreement was established between Council and the Camperdown Golf Club on 1 September 1996 for a term of 21 years.

There are no formal rent reviews during the term of the lease, rather a gradual increase across the 21 year term of the agreement. The rent payable from 1 September 1996 to 1 September 1999 was set at \$500 per annum, \$550 (Inc. GST) through to 1 September 2002, \$825 (Inc. GST) through to 1 September 2007, \$1,100 (Inc. GST) through to 1 September 2012 and \$1,375 (Inc. GST) up until 1 September 2017.

The special conditions negotiated as part of the lease agreement at the time include:

1. The Golf Club shall between the hours of 8am to 8pm, seven days a week open the toilet block for public use.
2. The Golf Club will permit members of the public who are of good character the right to use any golfing facilities provided on the land subject to this lease at reasonable times and upon payment of any reasonable charge.
3. That the Golf Club take down and remove all building erections extensions and improvements on the land, provided that it is not unlawful to remove the buildings which have been built with funds received from the State Government or from Council.
4. Council shall maintain an insurance policy covering damage to or destruction of the Clubhouse premises for its full replacement value.
5. Council shall at its own expense maintain the access road to an appropriate standard given the use by the Club.
6. Upon termination of the lease agreement, if Council determine to lease the premises to someone other than the Club, Council will arrange for all building structures and improvements (which have not been funded by State Government or Council) to be valued. Should Council receive payment from a new tenant for the value of the building structures and improvements then Council shall pay the Club a proportion of the payment made to Council by the new tenant at Council's discretion.

In addition, Council provides for contents insurance at the premises to the value of \$180,000. Council's Property Leasing Policy states that Council will not insure the contents of any leased premises, unless otherwise stated in the agreement.

Some of the above conditions would be considered part of an historical arrangement with the golf club, and contrary to current Council policy and DELWP practices for Crown Land agreements.

A copy of the existing agreement is provided under separate cover.

Proposed Terms and Conditions

A *Crown Land (Reserves) Act 1978* Section 17(2) licence agreement template will be used to establish the new agreement.

The previous lease agreement was based upon Section 17D of the *Crown Land (Reserves) Act 1978*, which allows for Committees of Management to grant leases for up to 21 years. Once signed by both parties, the agreement must be signed by the Minister, which can be a lengthy process.

The new licence agreement will be under the *Crown Land (Reserves) Act 1978* Section 17(2), which provides Council with the legal ability to grant licences for a maximum term of three (3) years without any further approval from DELWP required. This approach for administering Crown land agreements is consistent with other agreements at the Lake Recreation Reserve, helps to alleviate the administrative burden for both DELWP and Council and allows for a regular review of the terms and conditions associated with the agreement.

Council's Property Leasing Policy, permits Council to reserve the right to enter into an agreement and negotiate the terms and conditions, maintenance obligations, annual rent and subsidy on a case by case basis.

Council policy classifies the rental amount for different groups that utilise Council facilities with the Camperdown Golf Club classified as Category E, Crown land. A rental of \$1,375 (Inc. GST) per annum with annual CPI indexation is proposed which is in line with current rental charges.

It is proposed to remove all of the additional special conditions that were negotiated as part of the original lease agreement with the exception of the following clauses which align with current practice and recognises Council's responsibility as land manager of the reserve:

- Council shall maintain an insurance policy covering damage to or destruction of the Clubhouse premises for its full replacement value. Contents insurance shall be the responsibility of the club. Council at any time during the term of the lease has the right to recover the building insurance cost, should it chose to do so.
- Council shall at its own expense maintain the access road to an appropriate standard given the use by the Club.

Some additional special conditions are noted on the agreement which is current Council practice on all Crown agreements and consistent with other user agreements at the Lakes Recreation Reserve.

A copy of the draft licence agreement is attached under separate cover.

Policy and Legislative Context

Agreement to licence the land to the Camperdown Golf Club would be in keeping with the commitments in the 2017-2021:

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.

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.

The service provided by the Camperdown Golf Club is consistent with key goals included within Council's Health and Wellbeing Plan 2013-2017 being:

Increase access to opportunities for all residents to improve their health and wellbeing

Consider health and wellbeing across all areas of Council activity.

The *Crown Land (Reserves) Act 1989* is the relevant legislation concerning this property as Council is the delegated Committee of Management. The agreement will be developed in accordance with Council's Property Leasing Policy.

The lease has not been advertised for submissions. Section 191 of the *Local Government Act 1989* allows Council to enter into a licence agreement without public notice as the proposed licence is situated on Crown land.

The land is zoned Public Park and Recreation. All necessary permits and approvals for any works and improvement to the site will be applicable.

Internal / External Consultation

Council officers informed the Camperdown Golf Club in June 2017 of the adoption of a reviewed Property Leasing Policy, outlining that under a revised policy the classification proposed would be Category E. Crown land and that Council were proposing a rental of \$1,375 (Inc. GST) per annum in line with current rental charges.

A standard Crown land licence agreement template has been provided to the Golf Club for review. Council officers have requested that the Golf Club provide in writing a copy of any additional terms and conditions they would like to see included in the development of the new agreement. No correspondence has been received from the club.

Council officers have undertaken benchmarking of other golf club rental fees and have discussed the matter with Opteon Property Valuers to gain an understanding should a commercial valuation be seen appropriate. Opteon believes that golf clubs are not as viable as they used to be and had relatively little information to compare. The benchmarking indicates that other golf clubs situated on Crown land are under long term arrangements for either a nominal rental amount inclusive of maintenance obligations, or given their location and the ability to generate significant profits from their operations are charged over \$10,000 per annum.

Financial and Resource Implications

In accordance with the *Local Government Act 1989* the facility is unrated given it is classified as recreation land. The fire service property levy is also not applicable in this instance given the complex is situated on Crown land.

In accordance with the *Crown Land (Reserves) Act 1978*, all maintenance and capital works will be the responsibility of the tenant. The Camperdown Golf Club will also be responsible for all service charges to the property including electricity, phone, water and gas.

Should Council determine not to include some of the historically negotiated terms and conditions such as contents insurance on the premises, and the payment to the Golf Club should Council enter into a new agreement with another tenant, it provides Council with the opportunity to reduce some future costs at the facility.

All revenue received from the establishment of the licence agreement will be treated as general revenue in the year it is received and will be considered as part of Council's annual budget.

Options

Council may consider the following options for the future arrangements for use of a section of the Camperdown Public Park including golf club house and bowling green by the Camperdown Golf Club:

1. Licence Agreement – Category E. Crown land – In line with current arrangement \$1,375 (Inc. GST)
Council could choose to apply a rental fee in line with current leasing arrangements of \$1,375 (Inc. GST), recognising the ability of the Golf Club to generate money through their operations, including being a licensed venue. The application of this rental could be seen as a rental subsidy recognising that the Camperdown Golf Club provides a net community benefit, volunteerism, maintenance contribution, capital upgrades and track record as a tenant.
2. Licence Agreement – Category E. Crown land - Nominal rental \$114.40 (Inc. GST)
An annual rental fee of \$114.40 (Inc. GST) would be in keeping with the Crown land nominal rental amount and also in line with the management arrangements of other user groups at the Lakes Recreation Reserve. It is also in keeping with the Community Groups category within Council's Property Leasing Policy as the Golf Club provides for the community, is a not for profit organisation and is readily available to Corangamite Shire residents.
3. Licence Agreement – Category E. Crown land – Full market rate
Council may choose to implement a rental fee in accordance with a commercial valuation, which is in keeping with the *Crown Land (Reserves) Act 1978*. It could be argued that the operations of the Camperdown Golf Club show signs of a commercial nature, although given the lack of comparable data and other club examples which are situated on Crown land, it could be questionable.

Conclusion

The Camperdown Golf Club currently occupies the premises located along Sadlers Road, Camperdown, for the purpose of sporting, recreational and social activities including golf and lawn bowls. The current Crown land lease agreement has been in place for 21 years with the agreement due to expire 31 August 2017.

In accordance with Council's Property Leasing Policy, the Camperdown Golf Club has been classified as Category E, Crown land with Council proposing a rental of \$1,375 (Inc. GST) per annum, with annual CPI indexation. This rental determination recognises the value that

the Camperdown Golf Club provides to the community, maintenance contribution, volunteerism and track record as a tenant.

It is proposed to remove a number of terms and conditions that were negotiated as part of the original lease agreement in accordance with current practice, policy and as land managers of the reserve.

The Camperdown Golf Club has been informed of Council's decision to move towards a three (3) year licence agreement in line with the management arrangements of other user groups at the Lakes Recreation Reserve.

RECOMMENDATION

That:

- 1. Council enters into a three (3) year licence agreement with the Camperdown Golf Club Inc. for use of a section of the Camperdown Public Park including golf club house and bowling green for the purpose of sporting, recreational and social activities including golf and lawn bowls.**
- 2. The licence fee be set at \$1,375 (Inc. GST) per annum with annual CPI indexation applicable.**

COUNCIL RESOLUTION

MOVED: *Cr McArthur*
SECONDED: *Cr Illingworth*

That the recommendation be adopted.

CARRIED

Attachments

1. Camperdown Golf Club Lease Agreement 1996 - 2017 - Under Separate Cover
2. Draft Licence Agreement Camperdown Golf Club 2017- 2020 - Under Separate Cover

10.5 Lease Agreement - 8 The Promenade, Terang

Author: Jane Hinds, Property Officer

File No: D17/500

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Jane Hinds

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

Summary

This report is for Council to consider a lease agreement with Buckle My Shoe Pty Ltd for the use of the former Terang Kindergarten building located at 8 The Promenade, Terang, for the purpose of children services.

Introduction

The former Terang Kindergarten located at 8 The Promenade, Terang, is Crown land with Corangamite Shire Council appointed as the delegated Committee of Management for this building. Following the relocation of the kindergarten to the new Terang Children's Centre, the building has been utilised by Buckle My Shoe Pty Ltd under a sub-licence arrangement since 1 July 2016.



Figure 1: Former Terang Kindergarten, 8 The Promenade, Terang

Issues

At its meeting on the 24 May 2016, Council resolved to assume the position of Committee of Management for this parcel of land with the intention of entering into a commercial

arrangement with a tenant once Council was formerly appointed as Committee of Management by DELWP.

Given the building is situated on Crown land, consultation has occurred with the Department of Environment, Land, Water and Planning (DELWP). They have suggested that a standard *Crown Land (Reserves) Act 1978* Section 17D retail lease be used, given the nature of the business operation.

A lease agreement has been negotiated with Buckle My Shoe Pty Ltd to commence 1 September 2017 for a five (5) year term. An option to lease the building for a further term of five (5) years, has also been agreed upon. The lease area is to include the building known as the former Terang Kindergarten incorporating the yard and playground area.

In accordance with Council's Property Leasing Policy the classification proposed would be Category E. Crown Land and that a commercial rental fee would be applicable. In accordance with Council's Property Leasing Policy, Opteon Property Valuers provided a desktop valuation of the lettable area for rental purposes. It was determined to be between \$12,000 and \$15,000 (ex. GST) per annum as at July 2015. When entering into a sub-let arrangement with Buckle My Shoe Pty Ltd in July 2016, it was noted on the agreement that a rental valuation had been determined between \$12,000 and \$15,000 per annum, and a Council resolution would be required to approve the terms and conditions of the lease agreement.

Policy and Legislative Context

Agreement to lease the building to Buckle My Shoe Pty Ltd would be in keeping with the commitments in the 2017-2021 Council Plan:

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

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

Improved educational outcomes in Corangamite Shire.

The lease has not been advertised for submissions. Section 191 of the *Local Government Act 1989* allows Council to enter into lease agreements without public notice as the proposed lease is situated on Crown land.

The lease agreement will be developed in accordance with the *Crown Land (Reserves) Act 1978*, *Retail Leases Act 2003* and Council's Property Leasing Policy.

The land is zoned Public Park and Recreation. All necessary permits and approvals for any works and improvement to the site will be applicable.

Internal / External Consultation

DELWP have been consulted and have advised that a lease pursuant to Section 17D of the *Crown Land (Reserves) Act 1978* can now be progressed for the child care operator at the site. Council has provided DELWP with a letter seeking approval for the Grant and Purpose of this proposed lease as requested by DELWP for initial approval. Following a Council Resolution, the lease agreement will need approval from the delegate for the Minister for Energy, Environment and Climate Change.

Council Officers consulted with Buckle My Shoe Pty Ltd in June 2016 and informed them of Council's intention to move towards a commercial rental fee once Council was appointed by DELWP as Committee of Management for the site. This was also outlined in the sub-licence arrangement.

The terms and conditions of the lease agreement have been negotiated with Buckle My Shoe Pty Ltd.

Financial and Resource Implications

Under the current sub-licence arrangements, Buckle My Shoe Pty Ltd is responsible for all outgoings at the property and provide Council with a rental fee of \$104 (exc. GST) per annum, being the rental fee payable to DELWP by Council for use of this land annually.

Negotiations have occurred between Council Officers and Buckle My Shoe Pty Ltd and it is suggested a starting lease payment of \$15,000 (exc. GST) be applicable as per the desktop valuation.

At the expiration of the five (5) year term the amount of rent payable shall be reviewed, with the assessment method being determined by market valuation. The annual rental would also be subject to annual CPI adjustments.

Buckle My Shoe Pty Ltd will also be responsible for all service charges to the property including electricity, phone, water, municipal rates and charges and a fire services levy.

All revenue received from the establishment of this lease agreement will be treated as general revenue in the year it is received and will be considered as part of Council's annual budget.

Council as land manager of the building and in accordance with the *Retail Leases Act 2003* will be responsible for any capital works at the premise, this will be offset by rental income generated during the term of the lease.

Options

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

Conclusion

Buckle My Shoe Pty Ltd currently occupies the premises located at 8 The Promenade, Terang for the purpose of children services under a sub-licence arrangement. Corangamite Shire Council has recently been appointed as the delegated Committee of Management for this parcel of land.

Following Council being appointed as Committee of Management for this reserve, it was of the understanding that Council would enter into a commercial arrangement with the tenant. In accordance with Council's Property Leasing Policy, Buckle My Shoe Pty Ltd have been classified as Category E, Crown land with Council proposing a rental of \$15,000 (exc. GST) per annum, with annual CPI indexation.

The lease agreement has been negotiated to commence 1 September 2017 for a five (5) year term with the option of a further five (5) years.

Buckle My Shoe Pty Ltd and DELWP have been informed of Council's decision to move towards a commercial lease agreement which will be developed in accordance with the

Crown Land (Reserves) Act 1978, Retail Leases Act 2003 and Council's Property Leasing Policy.

RECOMMENDATION

That:

1. Council enters into a five (5) year lease agreement with Buckle My Shoe Pty Ltd for use of 8 The Promenade, Terang located at the former Terang Kindergarten Building, for the purpose of children services.
2. The lease has the option of one further term of five (5) years.
3. The annual lease fee be set at \$15,000 (plus GST) with annual CPI adjustments applicable.
4. The Common Seal of Council be affixed to the lease agreement.

COUNCIL RESOLUTION

MOVED: Cr Durant
SECONDED: Cr Gstrein

That the recommendation be adopted.

CARRIED

10.6 Quick Response Grants - August 2017 Allocation

Author: David Rae, Director Corporate and Community Services

File No: D17/525

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 August 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	\$0.00	\$500.00	\$1,500.00
North	\$2,000.00	\$0.00	\$200.00	\$1,800.00
South Central	\$2,000.00	\$0.00	\$995.00	\$1,005.00
South West	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Central	\$6,000.00	\$0.00	\$998.00	\$5,002.00
	\$14,000.00	\$0.00	\$2,693.00	\$11,307.00

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 August 2017:

Applicant	Purpose	Ward	Amount
Cooinda Day Training Centre Terang Inc	Purchase cost of new portable table tennis table for use by clients.	Central	\$498.00
Bookaar Rural Fire Brigade	Cost of materials to improve parking and training area of Bookaar CFA facility.	Central	\$500.00
Simpson and District Community Centre	Costs associated with two community events (October and December 2017) in support of those impacted by dairy crisis.	Coastal	\$500.00
Darlington Mechanics Institute and Recreation Reserve	Costs associated with historical book launch in October 2017.	North	\$200.00
Rotary Club of Cobden	Costs associated with an introduction and welcome to Cobden event to be held 20 August 2017.	South Central	\$495.00
Scotts Creek Indoor Bias Bowling Club	Installation of new wall mounted hot water urn at public hall.	South Central	\$500.00

COUNCIL RESOLUTION

MOVED: Cr Gstrein
SECONDED: Cr Illingworth

That the recommendation be adopted subject to the amendment that the allocation of the grant for Scotts Creek Indoor Bias Bowling Club be from the South West Ward, not South Central Ward.

CARRIED

Attachments

1. Quick Response Grants Assessment - August 2017 Allocation - Under Separate Cover
2. Application - Cooinda Day Training Centre Terang Inc - Under Separate Cover
3. Application - Bookaar Rural Fire Brigade - Under Separate Cover
4. Application - Simpson and District Community Centre - Under Separate Cover

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5. Application - Darlington Mechanics Institute and Recreation Reserve - Under Separate Cover
 6. Application - Rotary Club of Cobden - Under Separate Cover
 7. Application - Scotts Creek Indoor Bias Bowls Club - Under Separate Cover

10.7 Councillor Attendance at National Local Roads and Transport Congress 2017

Author: Penny MacDonald, Executive Services and Governance Coordinator

File No: D17/497

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 report is for Council's consideration of Councillor attendance at the *2017 National Local Roads and Transport Congress*, 6-8 November 2017, Albany, Western Australia.

The Australian Local Government Association's National Local Roads and Transport Congress is an annual event where councils gather to develop a strong case for improved investment in local roads, local government owned transport infrastructure and other transport infrastructure that affects our communities.

This report recommends that one Councillor representative attends the Congress.

Introduction

The *2017 National Local Roads and Transport Congress* theme is "Shaping Transport's Future". It will feature sessions on national freight and supply chains, heavy vehicle road reform and road safety.

The congress also provides the opportunity for Federal Parliamentarians to address delegates, with the Minister for Infrastructure and Transport and the Shadow Minister for Infrastructure, Transport, Cities and Regional Development invited to speak.

Issues

The *2017 National Local Roads and Transport Congress* will be held 6-8 November 2017 in Albany, Western Australia.

The cost of attending the congress including registration, accommodation and flights is estimated to be \$2900 per delegate, depending on flight availability. The estimate includes additional accommodation in Perth, but does not include meals and associated transport expenses such as taxis and parking.

Council has been represented at each congress by a council officer and/or Councillors. In 2016, a Council officer was the sole Corangamite representative at the congress in Toowoomba, Queensland. In 2015, two Councillors attended the congress in Ballarat and

in 2014, Council approved one Councillor to attend the congress in Tamworth, NSW, with one officer.

Policy and Legislative Context

Council's Support for Councillor Professional Development Policy provides that:

In the event that the proposed expenditure on a single professional development opportunity exceeds \$2000 per Councillor, the expenditure must be approved by a decision of Council.

Corangamite Shire's Council Plan 2017-2021 emphasises the importance of roads and a commitment to strong advocacy for the road network such as:

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

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

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

Council will focus on the provision of high quality roads.

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

The National Road Congress is an excellent opportunity to advocate for the importance of the Roads to Recovery funding provided by the Federal Government, and to have input into the ongoing national dialogue on roads and transport.

Financial and Resource Implications

The cost of attending the congress including registration, accommodation and flights is estimated to be \$2900 per delegate, depending on flight availability. The estimate includes additional accommodation in Perth, but does not include meals and transport costs such as taxis and parking.

The total 2017-2018 Budget allocation for attendance by a Councillor at this congress is \$3,400.

Options

This report recommends the attendance of one Councillor at the *2017 National Local Roads and Transport Congress*.

Council may choose to nominate more representatives to attend the Congress, or may choose not to send a representative.

Conclusion

The National Local Roads and Transport Congress is an annual event when councils gather to develop a strong case for improved investment in local roads, local government owned transport infrastructure and other transport infrastructure that affects our communities.

This year's Australian Local Government Association's National Local Roads and Transport Congress will be held 6-8 November 2017, Albany, WA.

RECOMMENDATION

That Council:

1. Nominates one Councillor to attend the *2017 National Local Roads and Transport Congress*, 6-8 November 2017, Albany, WA.
2. Approves expenditure related to attendance at the *2017 National Local Roads and Transport Congress* consistent with the Support for Councillor Professional Development Policy.

COUNCIL MOTION

MOVED: Cr Gstrein

SECONDED: Cr Brown

That Council:

1. Endorses Cr Jo Beard (Mayor) to attend the *2017 National Local Roads and Transport Congress*, 6-8 November 2017, Albany, WA.
2. Approves expenditure related to attendance at the *2017 National Local Roads and Transport Congress* consistent with the Support for Councillor Professional Development Policy.

WITHDRAWN

COUNCIL RESOLUTION

MOVED: Cr Gstrein

SECONDED: Cr Brown

That Council does not send a Councillor to the *2017 National Local Roads and Transport Congress*.

CARRIED

10.8 Records of Assembly of Councillors

Author: Andrew Mason, Chief Executive Officer

File No: D17/495

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 25 July 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 25 July 2017
- Meeting with MAV President 2 August 2017
- Councillor Briefing 8 August 2017.

RECOMMENDATION

That Council accepts the attached Records of Assembly of Councillors.

COUNCIL RESOLUTION

MOVED: Cr Brown
SECONDED: Cr Durant

That the recommendation be adopted.

CARRIED

Attachments

1. Record of an Assembly of Councillors 25 July 2017
2. Record of an Assembly of Councillors 2 August 2017
3. Record of an Assembly of Councillors 8 August 2017

Council

Record of an Assembly of Councillors



Councillor Briefing

Date: 25 July 2017

Time: 11.30 am

Place: Noorat Community Centre, Noorat

Present:

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

Officers:

Ian Gibb Brooke Love Andrew Mason David Rae
 Greg Hayes (Item 5)

Guests:

Roland Sleeman, Kyle Wightman and Tim O'Brien (Item 4)

Issues Discussed:

Item	Discussion Topic
1	Priority Projects for Advocacy
2	Hot Topics: <i>Printed Agendas, Agenda Items, Deakin Obesity Forum, Cycling Sponsorship, Mt Noorat, Port Campbell West Update, Vagg Park, Related Party Disclosures.</i>
3	Councillor Items: <i>Lake Bullen Merri Rally, Car Clubs, Rock Around the Clock Events, Skipton Community Meeting, McRaes Road Maintenance, Blaire Estate, Councillors Chairing Community Meetings, Saleyards, Correspondence to other Councillors, ICE Forum.</i>
4	Lakes Oil
5	Camperdown Botanic Gardens and Arboretum Conservation Management Plan – Public Comment
6	Free Camping and Dump Points

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: 2 August 2017

Time: 5.00 pm

Place: Old Council Chambers

Present:

Cr Beard

Cr Brown

Cr Durant

Cr Gstrein

Cr Illingworth

Cr McArthur

Cr Trotter

Officers:

Ian Gibb

Brooke Love

Andrew Mason

David Rae

Guests:

Mary Lalios, Gavin Mahoney (Item 1)

Issues Discussed:

Item	Discussion Topic
1	Municipal Association of Victoria

Conflicts of Interest declared: Nil.

Councillors left the meeting at: NA

Councillor Conflict of Interest Forms Completed: NA

Meeting close: 6.22 pm

Note taker: David Rae

Council

Record of an Assembly of Councillors

**Councillor Briefing****Date:** 8 August 2017**Time:** 1.00 pm**Place:** Old Council Chambers**Present:**

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

*Cr Beard arrived at 1.30 pm.**Cr Illingworth left at 3.30 pm.***Officers:**

Ian Gibb Brooke Love Andrew Mason David Rae

Samantha Fox (Item 1)

Greg Hayes (Item 3)

Guests:

Alistair Wilson, Daniel Kennedy, Jason Mabee (Item 3)

Issues Discussed:

Item	Discussion Topic
1	Draft Event and Festival Funding Policy and Procedure
2	Hot Topics: <i>Community ICE Forum, Community Crime forums, EB Update, Meeting with Powercor, Kindergarten Governance Changes, VicRoads Custom Plates, Parking Issue.</i>
3	Naroghid Wind Farm
4	Port Campbell Town Centre Urban Design Project Tender Evaluation -Confidential
5	Councillor Items: <i>Waste and Recycling Issues, Montgomery Street, Telstra Issues, Visit to Parliament, Gnotuk Community Grant, Gnotuk Intersection, Glenormiston Request for Update, Elephant Bridge Hotel, Timboon Hotel Disability Access Issues, Timboon Library Lighting, Terang Community Bank, Councillor Items and Public Participation at Council Meetings, Tandarook House Update Request, VicRoads Survey.</i>
6	CEO Performance Review 2017 - Confidential

Conflicts of Interest declared: Nil.**Councillors left the meeting at:** NA**Councillor Conflict of Interest Forms Completed:** NA**Meeting close:** 5.30 pm**Note taker:** Andrew Mason

11. OTHER BUSINESS

12. OPEN FORUM

The Mayor, Cr J. Beard, invited members of the public to ask a question or make a statement.

The following items were submitted:

- Mr Les Mulholland requested a private discussion with the Mayor. The Mayor agreed to consider the request.

COUNCIL RESOLUTION

MOVED: Cr Durant

SECONDED: Cr Brown

That standing orders be suspended.

CARRIED

Standing Orders were suspended at 7.59 pm for supper.

Mr Rory Neeson, Mr Jarrod Woff, Mrs Jane Hinds and Ms Lucy Vesey left the meeting at 8.05 pm.

COUNCIL RESOLUTION

MOVED: Cr Gstrein

SECONDED: Cr Brown

That standing orders be resumed.

CARRIED

Standing Orders resumed at 8.11 pm. All Councillors attending the meeting were present. Members of the public left the 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 and personnel matters.

COUNCIL RESOLUTION

MOVED: Cr Durant
SECONDED: Cr Gstrein

That the recommendation be adopted.

CARRIED

The meeting moved into confidential items at 8.12 pm.

13.1 Tender 2018003 - Port Campbell Town Centre Urban Design Project Consultancy Services Conceptual and Detailed Design Development

13.2 Contract 2018005 - Home and Community Care - Food Service - Provision of Meals on Wheels Camperdown, Terang, Lismore, Derrinallum, Skipton and Surrounding Areas

Mr Ian Gibb, Mrs Brooke Love, Mr David Rae and Mr Matthew Dawson left the meeting at 8.35 pm.

13.3 CEO Performance Review 2017

COUNCIL RESOLUTION

MOVED: Cr Gstrein
SECONDED: Cr Durant

That the meeting move out of confidential items.

CARRIED

The meeting moved out of confidential items at 8.50 pm.

Meeting Closed: 8.50 pm.

I hereby certify that these minutes have been confirmed and are a true and correct record.

CONFIRMED:

(Chairperson)

DATE: