

Corangamite Shire

AGENDA

Ordinary Council Meeting

7.00 pm • Tuesday 27 November 2018

*Killara Centre
210-212 Manifold Street, Camperdown*

Order of Business

1. PRAYER
2. APOLOGIES
3. DECLARATIONS OF CONFLICT OF INTEREST
4. CONFIRMATION OF MINUTES
RECOMMENDATION
That the Minutes of the Corangamite Shire Ordinary Council meeting held on Tuesday 23 October 2018 be confirmed.
5. ELECTION OF MAYOR & DEPUTY MAYOR
6. DEPUTATIONS & PRESENTATIONS
7. MAYOR'S REPORT
8. PLANNING REPORTS
9. OFFICERS' REPORTS
10. OTHER BUSINESS
11. OPEN FORUM
12. CONFIDENTIAL ITEMS

ANDREW MASON
CHIEF EXECUTIVE OFFICER

DISCLAIMER

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

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5. ELECTION OF MAYOR & DEPUTY MAYOR

5.1 Election of Mayor - Term of Office

Author: Penny MacDonald, Executive Services and Governance Coordinator

File No: D18/472

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

The purpose of this report is to determine the term of office for the Mayor of Corangamite Shire.

Introduction

The *Local Government Act 1989* provides for Council consideration of the Mayoral term prior to the election of Mayor.

Issues

Council has historically elected a Mayor for one year, however the term of office may be for one or two years.

Policy and Legislative Context

Section 71(2) of the *Local Government Act 1989* provides that before a Mayor is elected, the Council may resolve to elect a Mayor for a term of two years.

Determination of the Mayoral term prior to the election of Mayor demonstrates good governance and is consistent with the following commitment and objective in the 2017-2021 Council Plan:

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

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

Options

Council may resolve to set the term of office for the Mayor as one or two years.

Conclusion

Council is required to determine the length of the mayoral term, as one or two years, before a Mayor is elected.

RECOMMENDATION

That Council proceeds to determine the length of the Mayoral term.

5.2 Election of Mayor

Author: Penny MacDonald, Executive Services and Governance Coordinator

File No: D18/473

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 - 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 provides advice on the process for the election of Mayor of Corangamite Shire.

Introduction

The *Local Government Act 1989* requires Council to elect a Councillor to be Mayor at a meeting open to the public.

The Mayor's role is to chair all meetings of the Corangamite Shire Council and to take precedence at all municipal proceedings within the Shire.

Issues

In accordance with *Meeting Procedures Local Law No.3 (2016)*, the election of Mayor must be by a show of hands at a meeting open to the public.

Nominations are to be called for and seconded. A candidate may nominate themselves but the nomination must be seconded. If nominated by another Councillor, the nominee is to be provided with an opportunity to accept or decline the nomination. Each nominee will be offered the opportunity to address fellow Councillors for up to five minutes prior to a vote.

If there is one nominee, there must still be a vote by show of hands; if there are two nominees, Council will vote by show of hands and the candidate with the highest number of votes will be declared elected; if there are three or more nominees, the candidate with the lowest number of votes will be eliminated, with additional votes undertaken until a final vote between the two remaining candidates. If there is a tied vote, the successful candidate will be determined by the drawing of a lot.

The successful Councillor will be Mayor of Corangamite Shire until the term of office concludes, as determined by Council before the election of Mayor.

Once the Mayor is elected, he or she will assume the Chair for the remainder of the Council meeting.

Policy and Legislative Context

Section 71 of the *Local Government Act 1989* requires Council to elect a Mayor. The process of electing the Mayor is to be conducted in accordance with Corangamite Shire's *Meeting Procedures Local Law No.3 (2016)*.

Options

Council is required to elect a Mayor.

Conclusion

Council is required to elect a Mayor at a meeting open to the public. The successful Councillor will be Mayor of Corangamite Shire until the term of office concludes, as determined by Council before the election of Mayor. After the Mayor is elected they will assume the Chair for the remainder of the meeting.

RECOMMENDATION

That Council proceeds to elect a Mayor.

5.3 Election of Deputy Mayor

Author: Penny MacDonald, Executive Services and Governance Coordinator

File No: D18/474

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 provides advice on the process for the election of Deputy Mayor of Corangamite Shire.

Introduction

Council may elect a Councillor to the position of Deputy Mayor if agreed by the majority of Councillors by way of a Council resolution.

Where the Mayor is unavailable to attend meetings or events, a Deputy Mayor would represent the Mayor.

Issues

In accordance with *Meeting Procedures Local Law No.3 (2016)*, if Councillor resolves to elect a Deputy Mayor, the election must be by a show of hands at a meeting open to the public.

The process for the election of a Deputy Mayor is the same as the process for the election of Mayor. Nominations are to be called for and seconded. A candidate may nominate themselves but the nomination must be seconded. If nominated by another Councillor, the nominee is to be provided with an opportunity to accept or decline the nomination. Each nominee will be offered the opportunity to address fellow Councillors for up to five minutes prior to a vote.

If there is one nominee, there must still be a vote by show of hands; if there are two nominees, Council will vote by show of hands and the candidate with the highest number of votes will be declared elected; if there are three or more nominees, the candidate with the lowest number of votes will be eliminated, with additional votes undertaken until a final vote between the two remaining candidates. If there is a tied vote, the successful candidate will be determined by the drawing of a lot.

The successful Councillor will hold the position of Deputy Mayor until the term of office for the Mayor concludes.

The Deputy Mayor does not receive an additional allowance (above the usual Councillor allowance) or hold any additional powers or functions. Should the Mayor be unavailable to attend meetings or events, the Deputy Mayor would attend in the Mayor's absence.

Policy and Legislative Context

Meeting Procedures Local Law No.3 (2016) allows for the election of a Deputy Mayor if the majority of Councillors agree. This would be by way of a Council resolution prior to any election for the position of Deputy Mayor.

Options

Council may, by resolution, choose to elect a Deputy Mayor and then conduct the election.

Conclusion

Council may resolve to elect a Deputy Mayor. The successful Councillor would hold the position of Deputy Mayor of Corangamite Shire until the Mayoral term of office concludes, as determined by Council before the election of Mayor.

RECOMMENDATION

That Council:

- 1. Resolves to elect a Deputy Mayor.**
- 2. Holds an election for the position of Deputy Mayor.**

6. DEPUTATIONS & PRESENTATIONS

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

7. MAYOR'S REPORT

7.1 Mayor's Report

Author: Jo Beard, Mayor

File No: D18/503

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.

Summary

A personal reflection on the past three years as Mayor of Corangamite Shire.

Issues

I sincerely admit it is hard to believe I am writing my final Mayor's report, three years after being elected to this honourable role - a role that I have been privileged to undertake, and one that I have never taken for granted. The faith and support that my fellow Councillors, Council staff and constituents have all shown me has helped me grow professionally and find inner strengths far beyond my wildest dreams.

As we are fully aware, this particular year has been challenging due to the impacts following the St Patrick's Day fires. As devastating as those fires were, I have never been prouder to be the Mayor of Corangamite Shire. The sheer resilience, empathy, determination and strength shown by so many across multiple communities, and especially those directly impacted, empowered me to a new level.

I have grown up and lived within the Cobden community almost all my life, and never would have dreamt that an event like that would happen, let alone enlighten me to truly value the role of a mayor and the expectations and accountability that is expected during times of great challenges. However, I will forever be grateful to everyone that supported not only myself, but also this entire Council and our staff, to just get in there and do what was needed to be done to help our communities recover; a process that isn't easy and is extremely complex, but one that is getting there.

This past year has been another significant year of advocating. Those that know me well fully understand I find it very hard to give up on something I truly believe in. I guess that's why being a councillor is a good fit, but to recently finally have the Geelong City Deal announcement, committing \$50 million from the State Government and \$58 million from the Federal Government was a huge win for Corangamite Shire and the broader Great South Coast region. So many people over many, many years have thrown themselves behind

getting the Shipwreck Coast Master Plan funded, and finally significant parts of that are happening. As Mayor, I am rapt that the advocacy by so many has paid off. It has been a Council priority for years and one that everyone has played a role in securing. Now to await the detail!

Corangamite's commitment to its local road network has once again been a huge priority this year. The current budget is seeing the delivery of our biggest spend in this area yet, along with maintaining our roadsides and improving roadside drainage. The continued pressure on the State Government to better invest into their road network has also been where a lot of work has been done by many.

A great number of meetings have been held throughout the year, where we have discussed various issues with those that can help influence greater outcomes for our communities, both here in Corangamite and at a regional level. I have appreciated the fact that during my time as Mayor, I have had positive relations with many people that have enabled us to receive a good hearing, as well as often being sought out for my own thoughts or advice. I believe the key to this has been the respect shown and pure honesty to enable what is needed to be ultimately achieved.

We can often get lost in pursuing what we strongly believe in to be right, and I learnt very early on as Councillor, that nothing happens in a hurry, and as frustrating as that can usually be, we should never stray from our values and responsibilities that we have been elected to reflect. As Mayor, I believe I have stayed true to that, I have always stated that you never forget where you come from, and always remember why you are in the position you are in. I may have been the Mayor of this Council, but I am still only one of seven. I may be often the voice or seen as the leader, but still remember that I speak and act on behalf of Council.

I would like to believe the CEO and I have made a formidable team, and I can't thank Andrew Mason and our incredible Directors, David Rae, Brooke Love and Ian Gibb, enough for all their support, professional expertise, and wisdom. They have always had my back and I will never forget that. The staff have always had time for me and any queries I might have; conversation has never been an issue and I have appreciated that far beyond any words.

Corangamite Shire is debt free and financially stable, but that comes down to the hard work by so many, not just the Councillors as it is often perceived. The great work by our staff across the board certainly in my eyes has never gone unnoticed.

To our Deputy Mayor, Cr Neil Trotter, thank you for your support and commitment these past 12 months. Neil, I have always been able to count on you, and I am so glad that this year particularly I had you by my side.

To my other fellow councillors, Cr Ruth Gstrein, Cr Helen Durant, Cr Lesley Brown, Cr Simon Illingworth and Cr Bev McArthur, thank you all for supporting me as your Mayor. It has been another considerable year, one we will never forget, and I acknowledge at times it has been more difficult than one should ever have to endure, but we have rallied and stuck together to get through it all.

I could never have committed to the role or got through this past year as Mayor without the continued love and support from my husband Daniel, our incredible boys, Jordan and Cooper, and our extended families and countless friends. This role has no set hours, no set limitations, and certainly no set routine, but massive expectations. That can be extremely

taxing on me let alone my young family, but we got there. I have appreciated the encouragement, the honesty and most of all the way our family home was 'keeping it real' over the past three years. The commitment of Mayor was on them too, so thanking them for supporting me during this time will never seem enough.

I have enjoyed my time thoroughly, embraced the highs and the lows, and never once, not appreciated the position I have been privileged to hold.

Lastly, I want to acknowledge our previous mayors, past councillors Chris O'Connor and Geoff Smith, along with current Cr Ruth Gstrein, who had faith in my ability, an ability I didn't think I had in me, but one that they saw and encouraged me to pursue. Thank you all for your encouragement, your sharing of previous experiences, and supporting me to be where I am today. Three years later who would have thought!

Information only

8. PLANNING REPORTS

Nil.

9. OFFICERS' REPORTS

9.1 Recreation Facility Development Policy

Author: Jane Hinds, Acting Manager Facilities and Recreation

File No: D18/490

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 Acting Manager Facilities and Recreation, I have no interests to disclose in this report.

Summary

This report seeks Council adoption of the revised Recreation Facility Development Policy. This policy has been reviewed and updated with only minor amendments.

Introduction

The Recreation Facility Development Policy provides a framework by which Council will consider requests for grants to assist with sport and recreation facility development on both Council owned land and land not owned by Council and the responsibilities of any group receiving funding.

There are a number of facilities throughout the Corangamite Shire that contribute to the provision of sport and recreation. These facilities are recognised as important assets that encourage broad community use, events and economic activity.

This policy relates to funding requests for facility development only and does not include funding for events or activities.

Issues

Corangamite Shire boasts a range of recreation and sporting facilities that provide active or passive, structured or unstructured, formal and informal participation opportunities. A diverse range of facilities, including golf clubs, bowls clubs, tennis clubs, recreation reserves, equestrian facilities and indoor sports centres, provide the setting for sport and recreation participation. Quality facilities encourage participation, community use, events and contribute to the overall sustainability of the communities across the Shire.

Sport and recreation facilities perform many functions:

- they are used for the provision of recreation, sport and social activities
- they provide public locations where members of our communities can gather for group activities, social support, public information
- a community space which contributes to the social fabric of our communities

- they support employment
- they contribute to the liveability of a town and area.

Many of the facilities in Corangamite which provide general public access are located on land that is not owned by Council. There is considerable pressure on facility managers to monitor, maintain and upkeep their facilities to achieve community expectations and meet minimum facility provision guidelines set down by the respective state sporting association, in an environment of increasing operating costs. There is no funding provided by land owners, Department of Environment, Land, Water and Planning.

This policy provides the framework for Council to consider requests for grant funding for capital projects at sport and recreation facilities across the Shire, to ensure a consistent approach and to ensure that Corangamite Shire continues to provide and maintain high quality sport and recreation facilities.

Of key note is the requirement for any project to be clearly defined and for detailed project planning undertaken, such as designs (where appropriate) and quotation/s for cost of works.

Typically, seeking funding from Sport and Recreation Victoria for facility upgrades requires schematic plans to be provided as a part of any application. It should also be noted that Council is the only eligible applicant to these programs and so must work closely with the Sporting Groups to ensure all relevant information and documentation is provided to the appropriate standard.

The policy has been reviewed with only minor changes proposed.

Policy and Legislative Context

The Recreation Facility Development Policy is a Council policy which provides clear guidelines to decision making and implementation regarding Council's involvement in the development of sport and recreation facility projects across the Corangamite Shire.

The policy has been developed in accordance with Council's Policy Development Framework and Council's Procurement Policy.

The Recreation Facility Development Policy is consistent with the following 2017-2021 Council Plan commitments to:

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

Deliver high quality, optimally used, sustainable community facilities

It is also consistent with Council's Recreation and Open Space Strategy 2016-2026 to:

Improve the quality of existing sport and recreation facilities and spaces

Increase participation in sport and recreation

Provide high quality, optimally used, sustainable sport and recreation facilities

The policy is also supported by Council's Municipal Public Health and Wellbeing Plan 2017-2021.

Internal / External Consultation

Council's Recreation Facility Development Policy has been reviewed internally by the Facilities and Recreation department and the Senior Officer Group.

Financial and Resource Implications

Council will consider all projects and requests for grants as a part of budget discussions each year.

The Recreation Facility Development Policy outlines that any projects and requests for grants will:

- have a demonstrated need, whether for facility upgrade or renewal, sports development outcomes and/or community demand
- reflect consideration of other potential external funding opportunities and/or a contribution from the community.

In some instances, and dependent on external funding guidelines, Council staff may be required to work closely with or manage projects where the facility is on land not owned by Council. This will be included in the general operations budget.

Options

Council may choose to adopt the reviewed Recreation Facility Development Policy as prepared, with amendments, or choose not to adopt the policy.

Conclusion

Sport and recreation provide an important role in promoting a sense of community, social inclusion and community wellbeing. Facilities that are of high quality encourage use, promote participation and provide the setting to enhance the health and wellbeing of residents and visitors to the Corangamite Shire.

A number of facilities are on Council owned land and some are on land not owned by Council. This policy provides a holistic approach for Council to consider requests for grants to assist with the development of recreation facilities across the Shire.

RECOMMENDATION

That Council:

1. **Revokes the previous Recreation Facility Development Policy dated November 2016.**
2. **Adopts the Recreation Facility Development Policy dated November 2018.**

Attachments

1. Policy Recreation Facility Development INFRA 06-01 November 2018 
2. Policy Recreation Facility Development INFRA 06-01 November 2018 with tracked changes - Under Separate Cover 



**CORANGAMITE
SHIRE**

Recreation Facility Development Policy

Corangamite Shire
November 2021

Council Policy



Recreation Facility Development

Introduction

Sport and recreation play an important role in promoting a sense of community, social inclusion and community wellbeing. Recreation and open space facilities are recognised as important assets that encourage broad community use and opportunities for a well-balanced lifestyle with a range of physiological, mental, social and educational benefits. The facilities contribute to providing a social focus and influencing people's perception of their community. Quality facilities encourage broad community use, events, tourism and contribute to the overall economic sustainability of the communities in which they exist.

Sport, recreation and the natural environment form an integral part of the Corangamite Shire culture. Across the Shire a broad range of recreation and sporting facilities which provide active or passive, structured or unstructured and formal or informal participation opportunities are available including golf clubs, bowls clubs, recreation reserves which cater to football, netball and cricket, tennis clubs, equestrian facilities, indoor sports centres which offer a myriad of activities from squash and soccer to senior badminton and basketball.

Purpose

This policy aims to detail Council's involvement in the development of sport and recreation facility capital projects across the Shire.

Scope

This policy applies to sport and recreation facilities in the Corangamite Shire which provide general public access and are used for community purposes on both Council owned land and land not owned by Council.

Definition

Grant – an allocation of funds on a non-recurrent basis for the purpose of fulfilling the specified project.

Value for money - selecting the supply of goods, services and works taking into account both cost and non-cost factors.

References

Corangamite Shire Council Procurement Policy
Corangamite Shire Recreation and Open Space Strategy 2016-2026
Corangamite Shire Council Grants Policy

Adopted at Council on:
Agenda Item:
Responsibility: Facilities and Recreation Manager
File Number:

Department: Works & Services
To be reviewed by: November 2021
Policy Number:
Page Number: 2

Corangamite Shire Council Policy – Recreation Facility Development

Policy Detail

Decision Guidelines

Council will consider requests for grants as a part of budget discussions in each financial year.

Each request will be assessed in accordance with specific criteria:

- The project scope has been clearly defined.
- Detailed project planning has been undertaken with evidence of designs (where appropriate) and quotation/s for cost of works.
- The project budget reflects consideration of other potential external funding opportunities, and a contribution from the community.
- Preference will be given to those projects that are identified or align with Community Township Plans, Recreation Reserve / Club and/or Council's policies, corporate or strategic plans.
- Preference will be given to those projects that have a demonstrated need whether for asset condition upgrade or renewal, sports development outcomes and/or community demand. This may be evidenced by strategic planning work undertaken by the state sporting body or the club itself.
- Projects which are being undertaken by commercial organisations will be ineligible to apply.

Implementation

- Council will consider financial contributions as a part of its annual budget development.
- If Council is providing funding, Council will disburse the grant directly to a Club or Community Group.
- Procurement based on best value for money will be the responsibility of the Club or Community Group.
- The project will be managed by the Club or Community Group directly with a representative from Council to sit on the project management team as required.
- The Club or Community Group will be required to provide an acquittal to account for the funds at the completion of the project.
- Where a third party organisation is providing funds and requires Council to manage funds on behalf of Club or Community Group, they will be made aware of this policy.
- In the event that Council's Procurement Policy must be observed then the minimum spend competition thresholds as specified will be adhered to.

Review Date

November 2021

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

Adopted at Council on:
Agenda Item:
Responsibility: Facilities and Recreation Manager
File Number:

Department: Works & Services
To be reviewed by: November 2021
Policy Number:
Page Number: 3

9.2 Female Friendly Facility Design Grants

Author: Kieran Schneider, Recreation Development Officer

File No: D18/491

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 - Kieran Schneider

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

Summary

The purpose of this report is to approve the allocation of funds for Council's Female Friendly Facility Design Grants.

Introduction

The State Government has invested heavily in the past few years in reviewing opportunities for, and barriers to female participation in sport and recreation, planning for improving and enhancing these opportunities and funding appropriate infrastructure upgrades.

Most of the facilities within Corangamite Shire are located on Crown Land and managed by a Department of Environment, Land, Water and Planning (DELWP) delegated Committee of Management. Few are managed and/or owned by Council or privately owned e.g. Golf Clubs. The majority of facilities in Corangamite are ageing and in most cases do not meet minimum standards for facility provision, as per State Sporting Association guidelines.

Typically, seeking funding from Sport and Recreation Victoria for facility upgrades requires schematic plans to be provided as a part of any application. Council is the only eligible applicant to these programs and so must work closely with the Sporting Groups to ensure all relevant information and documentation is provided to the appropriate standard.

Council's Female Friendly Facility Design Grants funding will enable Sporting Clubs to fund schematic designs for the redevelopment or new facilities which support female participation in sport. The grant will prepare these organisations for making a grant application to the relevant grant program to construct equitable facilities.

Issues

Female Friendly Facility Design Grants Program

The purpose of the program is to provide 'one off' financial assistance to Sporting Groups to fund schematic designs for equitable access to sporting facilities. This will help to:

- Address the increasing demand for these facilities by new participation groups such as female cricket and female football;
- Support health and wellbeing outcomes for our community;
- Meeting increasing community expectations on the provision of modern and contemporary facilities;
- Provide improved facilities for female participants and officials which meet the principles of universal design and relevant State Sporting Association facility development guidelines; and
- Improve and enhance the experience of participation for women and girls.

Funding up to \$7,500 is available (GST exempt) to eligible applicants. Applications for the grant program closed 8 November 2018.

Eligibility

Eligible applicants will be:

- Sporting clubs/ organisations whose primary facility is located in the Corangamite Shire
- Providing improved facilities for female participants and officials which meet the principles of universal design and relevant State Sporting Associations facility development guidelines.
- Improving and enhancing the experience of participation for women and girls.

Grant Criteria

A key consideration for the applicant as a part of Council's funding is that the organisation has:

1. Capacity to fund construction in 2019-2020

This is to enable Council's funding for schematic designs to be prioritised ensuring that project proposals and ultimately the improved outcomes for the Corangamite community are delivered upon.

2. Engaged the services of a qualified architect or draftsman

Confirmation that the group has engaged a qualified architect or draftsman will provide evidence that the club has the ability to meet the timelines for the funding and of the costs involved.

The assessment criteria has been developed so that the relevant information is consistent with what is required for applying to Sport and Recreation Victoria's Female Friendly Facilities Fund.

Applications

This is the first year that this grant program has been offered by Council. In total five grant submissions were received requesting a total of \$27,761.00. Including one late application requesting \$6,263.

An initial review of the Female Friendly Facility Design Grant applications was conducted with two applications being recommended for funding at a total value of \$13,000. A number of issues were identified with three applications as highlighted in Table 1.

Those applications not recommended did not meet the criteria as they were requesting funding for construction rather than schematic designs.

One application was for the construction of minor facility developments which have been referred to future Community, Facility and Environment Support Grant Programs. One application received did not provide sufficient detail to meet the criteria of the grant. The sporting organisation was contacted prior to closing of applications to review its submission, however no application was received. Additionally, one late application was received which did not meet eligibility.

One application was submitted for construction rather than design. This may be due to the first time Council has offered this type of grant. It was clearly noted in the grant guidelines that funding was for facility design plans.

Grant Application	Issues	Response
Camperdown Golf/Bowls Club	Deemed Ineligible	Asked to review application to focus on design rather than construction. Did not resubmit.
Timboon Bowling Club	Deemed Ineligible	Referred to future Community, Facility and Environment Support Grant Programs
Port Campbell Surf Lifesaving Club	Deemed Ineligible	Referred to future Community, Facility and Environment Support Grant Programs

Table 1: Summary of initial review of Female Friendly Facility Design Grant Applications

Policy and Legislative Context

This program has been developed with reference to and in accordance with the key processes outlined in Council's Grant Policy.

Establishing a funding program for upgrades to facilities to improve access and participation by females in sport also aligns with a number of local and state strategic plans.

Corangamite Shire *Council Plan 2017-2021*

- Council will provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport
- Deliver high quality, optimally used, sustainable community facilities.

Council's *Recreation and Open Space Strategy 2016-2026*

- Provide high quality, optimally used, sustainable recreation facilities and open space
 - Community has identified the need to concentrate on improving the quality of existing sport and recreation facilities and spaces
- Increase active participation in recreation.

Council's *Municipal Public Health and Wellbeing Plan 2017-2021*

- Improve physical facilities to support health and wellbeing within the Shire
- Women and Girls in Sport and Active Recreation-A Five Year Game Plan for Victoria, Nov 2015.
- Changing both the cultural and physical environment is fundamental to achieving sustainable outcomes.
- Deliver female friendly built environments and equitable facility usage policies.

Australian Sport Commission's *The Value of Community Sport Infrastructure 2018*

- The benefits of the availability and use of community sport infrastructure enable physical activity, and by extension, support health and wellness in our communities, Support employment and the economy and it is a critical requirement for liveable cities and neighbourhoods.

Internal / External Consultation

Applications for the grants programs were invited via public notices, media releases, social media posts and on Council's website during the application period between 10 October and 8 November 2018.

Public notices were included in The Warrnambool Standard, Cobden Timboon Coast Times, Terang Express, Camperdown Chronicle and community newsletters at the commencement of the funding program and again two weeks prior to the closing date. In addition, application forms, guidelines and links to Council's grants webpages were emailed directly to all committees of management, community groups, clubs and organisations.

The grant programs were further promoted via Council's Facebook page during the commencement week and final week of the application period reaching a combined total 6, 406 views and 854 engagements. This reach has also been reflected through the spread of applications across the shire. Applications were received from sporting organisations in Port Campbell, Timboon, Cobden, and Camperdown.

Council staff promoted the grant program through a range of sporting organisations and networks to maximise the exposure of the program. This included South West Sport, AFL Goldfields, AFL Western Districts, and Cricket Victoria South West. Providing them with an email template and social media posts to share with their members across the region.

Applicants for the grant were invited to discuss their project and/or application with Council officers.

Financial and Resource Implications

Council has allocated \$70,000 as a part of the 2018-2019 budget to Facility Grants program. Part of this budget allocation (\$50,000) has funded Council's 2018-2019 Facility Grants Program. \$20,000 is to fund the Female Friendly Facility Design Grants program.

The application form has been developed to glean information which will be able to be used for future grant applications made by Council to the State Government for facility construction. This is hoped to be able to reduce Council officer resources at this time.

Options

Council may choose to allocate the funds to successful applicants to support female friendly sporting facilities, with amendments or choose not to fund the projects recommended.

The recommended funding allocation of \$13,000 will result in a surplus of \$7,000, which could be returned to Council's operational budget or further applications invited.

Conclusion

Funding has been allocated in Council's 2018-2019 budget for the purpose of supporting female friendly sporting facilities. The program has been developed with reference to Council's and State Government's existing funding programs and related guidelines. This funding will fast track the development of equitable sport and recreation facilities across the shire. This will enable those sporting groups with financial capacity and with relevant projects to be shovel ready for future applications to grant programs and will assist Council in realising some efficiency in time and effort at the time of making grant applications in the future.

RECOMMENDATION

That Council allocates funds to the following Female Friendly Facility Design Grant applicants:

ORGANISATION	AMOUNT
Cobden Football Netball Club	\$7,500
Timboon Demons Football Netball Club	\$5,500
	\$13,000

Attachments

1. Attachment Female Friendly Facility Grant 2018-2019 - Under Separate Cover 

9.3 Lease Agreement - Cobden Racecourse Reserve Precinct

Author: Wendy Williamson, Property Officer

File No: D18/470

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 - Wendy Williamson

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 two lease agreements located at the former Cobden Racecourse Reserve land. The proposed agreements are to be entered into with the South West Kart Club Inc. and a shared arrangement is to be established between the Cobden Rotary Club Inc. and South Western Model Engineers Inc.

Introduction

The Cobden Racecourse Reserve Precinct is owned by the Corangamite Shire Council and located at the corner of Hallyburtons and Grayland Roads, Cobden. Both of the existing lease agreements have been in place for the past 20 years and expire on 17 November 2018, with no further terms available.

Issues

Both the South West Kart Club Inc. and the Cobden Rotary Club Inc. have advised Council of their intention to enter into a new lease agreement with Council for use of their respective land parcel on the Cobden Racecourse Reserve Precinct. Each of the Lessee's became tenants on a monthly over holding basis when the leases expired on 17 November 2018.

The purpose of the lease agreement for the South West Kart Club Inc. is to operate a go kart track and associated facilities.

The purpose of the lease agreement for the Cobden Rotary Club Inc. and South West Model Engineers Inc. is to operate a Miniature Railway track and associated facilities. The Cobden Rotary Club Inc. have advised Council that they wish to be co-lease holders of the lease agreement, to reflect current arrangements.

Lease agreements have been negotiated with the Cobden Rotary Club Inc. and South Western Model Engineers Inc. and with the South West Kart Club Inc. to commence on the 1 December 2018 for a 5 year term. An option to lease the land for a further term of five years, has also been agreed upon. The leased areas remain the same as in the existing lease agreement. The lease parcels are outlined in figure 1 and figure 2.

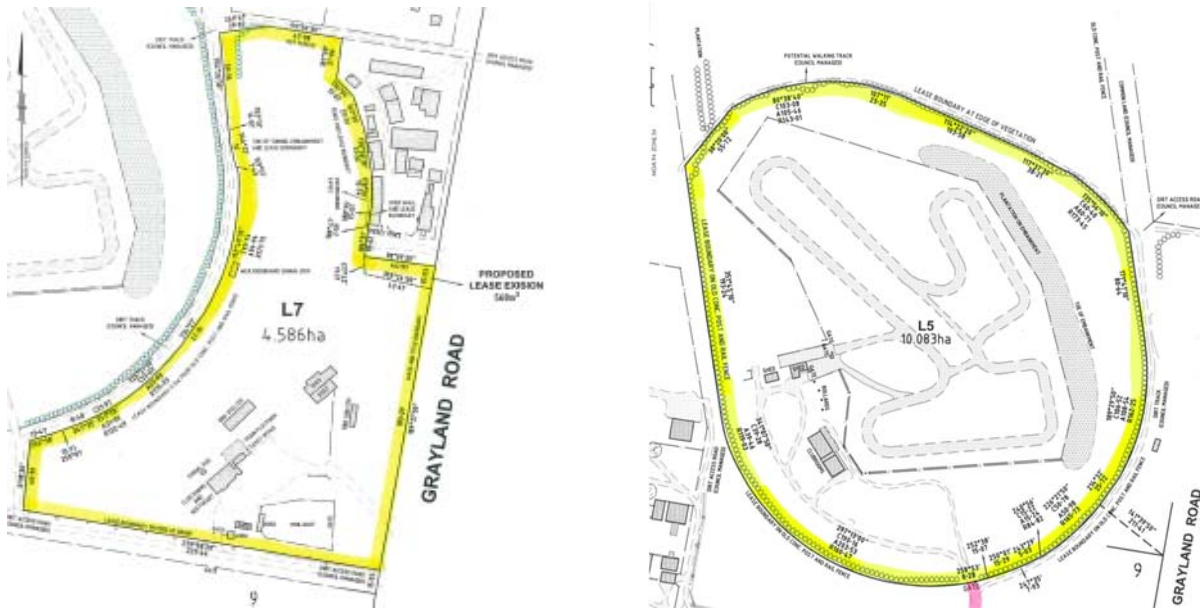


Figure 1 and 2: Cobden Miniature Railway and Cobden Go Kart Lease Parcel

In accordance with Council’s Property Leasing Policy the classification for leasing category proposed would be Category A. Community Groups, with a subsidised rental of \$104 per annum. The category has been reviewed in line with other users at the Racecourse Reserve and is based on a land lease only. The user groups are responsible for maintenance and capital upgrades to the existing buildings.

Policy and Legislative Context

Agreement to lease the land at the Racecourse Reserve Precinct in Cobden to the Cobden Rotary Club Inc., South Western Model Engineers Inc. and to South West Kart Club Inc. is in keeping with the commitments in the 2017-2021 Council Plan:

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

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

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

Both leases have been advertised in accordance with Section 190 of the *Local Government Act 1989* and have been advertised in the Warrnambool Standard on 14 October 2018 and the Cobden Timboon Coast Times on 17 October 2018.

Submissions regarding the proposed leases were sought in accordance with Section 223 of the *Local Government Act 1989*, with submissions closing the 14 November 2018. The land is in the process of being rezoned from Farming Use to a Public Use zone. All necessary permits and approvals for any works and improvements to the site will be applicable. The proposed leases are consistent with the direction provided by the Cobden Racecourse Reserve Reference Group. Car parking at the Racecourse Reserve was identified as a key action of the Cobden Racecourse Reserve Master Plan 2013, it is proposed to insert a clause within the agreements allowing use for overflow car parking by users of the Racecourse Reserve.

Internal / External Consultation

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

Terms and conditions of the lease agreement have been negotiated with the Cobden Rotary Club Inc. and the South Western Model Engineers Inc. and the South West Kart Club. All user groups have indicated their agreement with the terms and conditions set out in the lease agreements.

The Cobden Racecourse Reserve Reference Group met in October 2018 and is aware of Council's intent to lease both parcels. The Group indicated its support for the agreements.

Financial and Resource Implications

Council's Property Leasing Policy provides categorisation of tenants for use of Council owned or controlled land. The annual rate for Community Groups (Category A) is \$104. Both clubs have agreed to Council's rental charges, this is an increase from the historical \$22 per annum.

The Cobden Rotary Club Inc., South Western Model Engineers Inc. and South West Kart Club Inc., will be responsible for all service charges to the land including electricity, water, fire services property levy and garbage collection.

Options

Council may choose to grant the two leases as prepared, with amendments or choose not to grant on or either of the leases.

Conclusion

The Cobden Rotary Club Inc. and the South West Kart Club Inc. currently occupy land located at the Cobden Racecourse Reserve Precinct, situated on Grayland Road, Cobden. Both agreements expired on 17 November 2018, with no further terms available.

The Cobden Rotary Club Inc. have advised Council that they wish to be co-lease holders of the lease agreement, to reflect current arrangements

Each lease agreement has been negotiated to commence 1 December 2018 for a five year term with the option of a further five years available.

RECOMMENDATION

That:

1. Council enters into a lease agreement for a five (5) year term with the Cobden Rotary Club Inc. and South Western Model Engineers Inc. for the purposes of operating a miniature railway track and associated facilities at the Cobden Racecourse Reserve Precinct, which expires 30 November 2023.
2. Council enters into a lease agreement for a five (5) year term with the South West Kart Club Inc. for the purpose of operating a go kart track and associated facilities at the Cobden Racecourse Reserve Precinct, which expires 30 November 2023.
3. Both leases have the option of one further term of five (5) years.
4. The annual lease fee be set at \$104 (exc. GST) per annum with annual CPI increases.
5. The Common Seal of Council be affixed to each of the lease agreements.

9.4 Special Charge Scheme - Installation of Footpath on Southern Side of Prince Street, Terang

Author: John Kelly, Manager Assets Planning

File No: D18/497

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 - John Kelly

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

Summary

This report proposes that a Special Charge Scheme be declared for the installation of a footpath on the southern side of Prince Street from Estcourt Street to Strong Street, Terang.

There has been no objections to the proposal and the recommendation is that the Special Charge Scheme be declared.

Introduction

Council's current budget provides for the construction of a concrete footpath, nature strip reinstatement and associated works in Prince Street Terang. The path will connect with the existing footpaths in Escourt Street, The Promenade and Strong Street.

The works are to be undertaken under a Special Charge Scheme.

In order to make a declaration under a Special Charge Scheme the following documents were prepared (refer to attachments):

- public notice of proposed declaration
- proposed declaration
- map of area of scheme, including concept plan of proposed works
- schedule of properties and special charge apportionments
- determination of the maximum total levy
- letter of notice to benefitting property owners.

Issues

This Special Charge Scheme allows for defraying a portion of the cost of the construction of 196m of concrete footpath and associated works on the southern side of Prince Street from Estcourt Street to Strong Street, Terang.

Policy and Legislative Context

Section 163, Special Rates and Special Charges, of the *Local Government Act 1989* specifies the procedure for Council to recover costs if it considers that certain works will be of special benefit to the persons required to pay the rate or charge. Council must resolve to make a special rate or special charge and such resolution must specify:

- the land in relation to which the special rate or special charge is declared
- the manner in which the charge will be assessed and levied
- details of the period for which the charge remains in force.

Section 163 of the *Local Government Act 1989* also specifies how a council should determine the maximum total amount that may be levied as a special charge. In accordance with Council's Special Rates and Charges Policy, when determining this levy amount consideration is given to the level of benefit received by the wider community in comparison with the level of special benefit received by the abutting properties.

The policy broadly:

- Recognises that property owners who receive a benefit from infrastructure improvements are liable to contribute in a fair, equitable, consultative and consistent manner.
- Commits Corangamite Shire to contribute a minimum of 35% of the total cost, but may contribute more if the community benefit is higher.
- Provides for a range of repayment options for scheme participants.

The proposed footpath is consistent with the following strategy in Theme 5 Safety and Healthy Communities in the Council Plan 2017-2021:

Continue focus on improving strategic footpath connections in our towns.

The installation of this footpath also supports Council's Municipal Public Health and Wellbeing Plan 2017-2021 by providing infrastructure that will support active transport, access and connectivity and improve the physical health of our community.

Internal / External Consultation

A preliminary letter and survey form were sent on 25 September 2018 to affected property owners to gauge initial support for the proposal. The preliminary letter had advised that there was to be further opportunity for owners at a later stage to comment on the proposal. Of the 7 owners, two owners indicated support for the proposal whilst the other five owners did not respond.

A site meeting was also held on 3 October 2018 between the property owners, Councillors Ruth Gstrein and Helen Durant and Council officers Brooke Love and John Kelly to give owners further opportunity to ask questions of the proposal. At the meeting a further owner advised verbally of his support of the proposal.

Based on the favourable response from owners to proceed with the process, a statutory public notice was placed in the *Terang Express* on 18 October 2018 and a letter was sent out to the benefitting property owners on 19 October 2018 regarding the proposed declaration of the Special Charge Scheme. All scheme documents, plans and schedules were made available at the Corangamite Shire office.

The 28 day period within which any person may make a written submission to Council expired on 15 November 2018. There has been no written objections to the scheme.

Financial and Resource Implications

There is considered to be a large community benefit with the footpath constructed in Prince Street with improved access to the Terang Recreation Reserve and to the nearby Terang College in Strong Street. Based on the community benefit and the special amenity and access benefits to the abutting property owners, it is determined that 75% of the cost of construction of the footpath should be borne by Council and 25% is to be borne by the abutting owners.

The estimated costs of the works and cost recovery from abutting property owners is as follows:

Total Cost of Works	\$11,980
Property Owner contribution	\$2,995
Council contribution	\$8,985

The Council 2018-2019 budget allocation for the works in Prince Street is \$23,000.

Options

Council may proceed, vary or abandon the proposed special charge scheme.

Conclusion

Since there has been no objections to the proposal it is recommended that Council resolve to declare a special charge to finance the construction of the footpath and associated works on the southern side of Prince Street from Estcourt Street to Strong Street, Terang.








RECOMMENDATION

That:

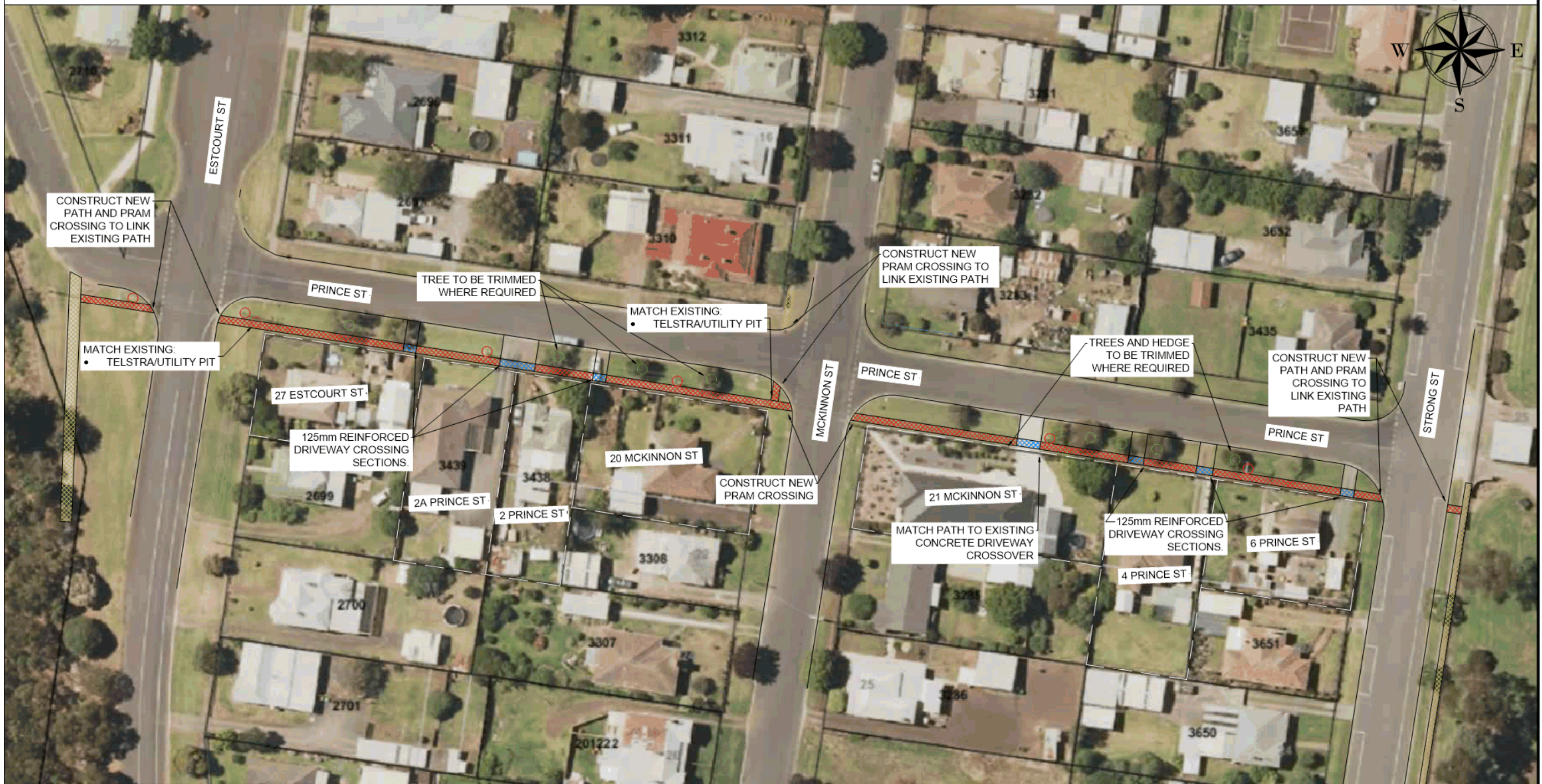
1. A special charge be declared for the purpose of defraying a portion of the cost of construction work in relation to provision of concrete footpath and associated works on the southern side of Prince Street from Estcourt Street to Strong Street, Terang under S163 (1) of the *Local Government Act 1989*, which Council considers will be of special benefit to those persons required to pay the special charge and who are described in the succeeding part of this declaration.
2. The following be specified as the criteria on the basis of which the special charge is so declared:
 - (a) The special charge is based on a total estimated "scheme" cost of \$11,980 with the distribution of the charge being based upon:
 - (i) the frontage of mid allotments and the lesser of the frontage/sideage of a corner allotment included in the scheme as receiving a benefit.
 - (ii) 25% of the total cost of concrete footpath construction, nature strip reinstatement and administration cost to abutting allotments.
3. The following be specified as the area of which the special charge is so declared:
 - (a) The land shown, identified with street addresses on the map in Attachment 1.

4. The following be specified as the land in relation to which the special charge is so declared:
 - (a) The properties listed in column 6 of Attachment 2, Schedule of Properties and Special Charge Apportionment.
5. The following be specified as the manner in which the special charge so declared will be assessed and levied:
 - (a) A charge per property which is abutting the said street where the footpath is proposed.
6. The following be specified as the period for which the special charge remains in force:
 - (a) The special charge remain a charge on the respective properties until such time the special charge is paid in full with any interest thereof.
7. Having regard to the preceding parts of this declaration, it be recorded that:
 - (a) The owners of the land described in column 6 of Attachment 2 will be liable for the respective amounts set out in subsequent columns thereof.
 - (b) The special charge be paid within 30 days of the owner receiving accounts of the works, or by 20 quarterly instalments as approved by Council bearing interest at the rate of interest as set by Council pursuant to Section 172(2) of the *Local Government Act 1989*.
8. The Revenue/Rates Co-ordinator be directed and authorised by the Chief Executive Officer to demand payment of and recover the special charge, in accordance with the *Local Government Act 1989*.

Attachments

1. Attachment 1 Map of Prince St, Estcourt St to Strong St, Terang, Footpath South Side 
2. Attachment 2 - Apportionment Prince Street Terang Footpath Special Charge Scheme 
3. Proposed Declaration of Special Charge Scheme Prince Street Footpath Terang - Under Separate Cover 
4. Public Notice in Terang Express on 18 October 2018 for Prince Street Terang Footpath Special Charge Scheme - Under Separate Cover 
5. Letter to Property Owners Re Proposed Declaration of Prince Street Footpath Special Charge Scheme - Under Separate Cover 
6. Comments from Property Owners on Proposed Footpath and Special Charge Scheme in Prince Street, Terang - Under Separate Cover 
7. Determination of Maximum Total Levy - Prince Street, Terang Footpath Special Charge Scheme 

ATTACHMENT 1



BEWARE OF UNDERGROUND SERVICES
 CALL 1100
 The existence and location of underground services as shown are indicative only and shall be checked and proven on site

ALIGNMENT PLAN OVERVIEW
 SCALE 1:750

LEGEND

- 1. PROPOSED FOOTPATH 75mm
- 2. PROPOSED FOOTPATH 125mm
- 3. EXISTING FOOTPATH
- 4. POWER POLE
- 5. TREE/SHRUB
- 6. TELSTRA PIT

PUBLIC UTILITIES CHECK	Initial	Date	AMENDMENTS	Date	Approved
U/G Power Cable					
U/G Telecom Cable					
Gas Main Proving					
Water Main Proving					
Gas Main High Pressure					
Fire Services					
Sewer Mains					

Date: / /
 Assets Planning Manager

Date: / /
 Director Works & Services



CORANGAMITE SHIRE COUNCIL			
PRINCE ST, ESTCOURT ST TO STRONG ST, TERANG SOUTH SIDE SCS FOOTPATH PROPOSAL CONCEPT PLAN OVERVIEW			PLAN NUMBER XXXX
Survey: BH & PC	Design: BH	File: xxxx	Scale: 1:750
Checked: 09/07/2018	Date: / /	Level Datum: ARBITRARY	A3 Est. Bk. No.
			Sheet 1 of 1

ATTACHMENT 2

SCHEDULE OF PROPERTIES & SPECIAL CHARGE APPORTIONMENTS

SPECIAL CHARGE APPORTIONMENT FOR CONSTRUCTION OF A CONCRETE FOOTPATH
 PRINCE STREET, ESTCOURT ST TO STRONG ST (SOUTH SIDE), TERANG
 25% OF TOTAL ESTIMATED COSTS TO BE APPORTIONED TO OWNERS OF ABUTTING PROPERTIES
 DISTRIBUTION OF APPORTIONED COSTS BASED ON LENGTH OF FRONTAGE OF ALLOTMENTS

ESTIMATED COST OF WORKS: \$11,980
 ESTIMATED COST OF WORKS TO BE RECOVERED BY PROPERTY OWNERS: \$2,995
 FRONTAGE UNIT OF APPORTIONMENT: $11,980 \times 0.25 / 139.30 =$ \$21.500

DESCRIPTION OF WORKS AND SPECIFICATIONS	QUANTITY lineal metre	ESTIMATED COST		PROPERTY NUMBER	DESCRIPTION OF PROPERTY	LOT FRONTAGE TO FOOTPATH(m)	SIDE FRONTAGE (m)	CHARGEABLE FRONTAGE (m)	APPORTIONMENT OF COST	VEHICLE CROSSING THICKENING			Total Estimated Owners Cost
		RATE (\$/m)	AMOUNT							WIDTH (m)	RATE (\$)/Lm	AMOUNT (\$)	
CONSTRUCTION OF A 75 MM THICK 1.2 M WIDE CONCRETE FOOTPATH, REINSTATE NATURE STRIP AND ASSOCIATED WORKS.	139.3	80.00	\$11,144	2698	27 ESTCOURT STREET LOT 1 TP761764H	32	20.12	20.12	\$433	3	20.00	60.00	\$493
				3439	2A PRINCE STREET CP151015	18.29		18.29	\$393	3	20.00	60.00	\$453
				3438	2 PRINCE STREET LOTS 1 & 2 TP407998K	14.02		14.02	\$301	3	20.00	60.00	\$361
				3309	20 MCKINNON STREET LOTS 1 & 2 TP130235H	36.27	24.99	24.99	\$537	3	20.00	60.00	\$597
				3284	21 MCKINNON STREET ALLOTMENT 7 SECTION 20 TOWN & PARISH OF TERANG	45.29	20.12	20.12	\$433	0	20.00	0.00	\$433
				3437	4 PRINCE STREET LOTS 1 & 2 TP391987W	20.12		20.12	\$433	3	20.00	60.00	\$493
				3436	6 PRINCE STREET LOTS 1 & 2 TP533217N	30.18	21.64	21.64	\$465	3	20.00	60.00	\$525
				TOTAL			\$11,980			196.17		139.30	\$2,995
SUB TOTAL 7.5% ADMINISTRATION			\$11,144 \$836										

Special Charge Scheme

Construction of Footpath

Southern side of Prince Street from Estcourt Street to Strong Street, Terang

A Purpose

To construct a footpath to provide pedestrian access for properties on the above section of Prince Street and for the community travelling along Prince Street to access either the nearby Terang Recreation Reserve or Terang College. There are currently existing paths along Estcourt Street, The Promenade and Strong Street. Currently there is only nature strip or the road to walk along Prince Street.

B Coherence

All of the properties abutting onto the proposed footpath are considered to receive a special benefit. The works are physically connected to the properties.

C Total Cost

Rate for construction of 1.2m wide footpath and associated works based on previous works is \$80/m. There is 139.3m length of footpath.

Therefore, the Total Estimated Cost is

Footpath	\$80 x 139.3	= \$11,144
7.5% admin costs		= \$ 836
<u>Total</u>		= <u>\$11,980</u>

This does not include strengthening of driveways which are at the owners' cost.

D Identify Special Beneficiaries

7 properties in Prince Street will abut the footpath and are considered to be receiving special benefits.

E Determine Properties To Include Scheme (TSBs – In & Out)

All 7 properties abutting the footpath are considered to be subject to the scheme.

Therefore TSB(in) =100%, TSB(out)=0%

F Estimate Total Special Benefits

For this scheme, it is assumed that the greater proportion of benefits is for pedestrian access – given the defined purpose of the scheme. Therefore it is considered that 75% of benefits relate to access and 25% to amenity. These proportions are consistent with those adopted in examples provided with the Special Rates and Charges Ministerial Guidelines 2004.

- Projected pedestrian use of the footpath is 100% for the adjoining properties.
- Projected amenity benefits are based on frontage. 100% of the length of the footpath is in front of the properties.

G Estimate Total Community Benefits (TCB)

There would be a large community benefit with the footpath constructed on Prince Street with improved access provided for those accessing either Terang Recreation Reserve or Terang College from the east and Terang CBD from the west. For the purposes of the calculations it is estimated that 500 households would benefit.

H Calculate "Benefit Ratio"

The proportion of special benefits compared with community benefits is shown in the table below.

	7 Properties TSB (in)	500 households TCB
Access (75%)	$75\% \times 7/507 = 1\%$	$75\% \times 500/507 = 74\%$
Amenity (25%)	$25\% \times 1 = 25\%$	Nil
Total Benefits	26% say 25%	74% say 75%

Therefore the contribution to the scheme from abutting owners is estimated at 25%. Ratio R = 0.25.

I Calculate Maximum Total Levy

$R \times C \text{ (cost)} = S \text{ (Scheme Contribution)}$

$$0.25 \times \$11,980 = \$2,995$$

9.5 Special Charge Scheme - Installation of Footpath on Northern Side of High Street, Lismore

Author: John Kelly, Manager Assets Planning

File No: D18/498

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - John Kelly

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

Summary

This report proposes that a Special Charge Scheme be declared for the installation of a concrete footpath on the northern side of High Street from West Street to Cunningham Street, Lismore.

The majority of owners have indicated their support of the proposal and the recommendation is that the Special Charge Scheme be declared.

Introduction

Council's current budget provides for the construction of a concrete footpath, nature strip reinstatement and associated works in High Street, Lismore. The path will be an upgrade to the existing gravel pathway and will connect with the existing footpaths on High Street west of West Street and east of Cunningham Street.

The works are to be undertaken under a Special Charge Scheme.

In order to make a declaration under a Special Charge Scheme the following documents were prepared (refer to attachments):

- public notice of proposed declaration
- proposed declaration
- map of area of scheme, including concept plan of proposed works
- schedule of properties and special charge apportionments
- determination of the maximum total levy
- letter of notice to benefiting property owners.

Issues

This Special Charge Scheme allows for defraying a portion of the cost of the construction of 197m of concrete footpath and associated works on the northern side of High Street from West Street to Cunningham Street, Terang.

Policy and Legislative Context

Section 163, Special Rates and Special Charges, of the *Local Government Act 1989* specifies the procedure for Council to recover costs if it considers that certain works will be of special benefit to the persons required to pay the rate or charge. Council must resolve to make a special rate or special charge and such resolution must specify:

- the land in relation to which the special rate or special charge is declared
- the manner in which the charge will be assessed and levied
- details of the period for which the charge remains in force.

Section 163 of the *Local Government Act 1989* also specifies how a council should determine the maximum total amount that may be levied as a special charge. In accordance with Council's Special Rates and Charges Policy, when determining this levy amount consideration is given to the level of benefit received by the wider community in comparison with the level of special benefit received by the abutting properties.

The policy broadly:

- Recognises that property owners who receive a benefit from infrastructure improvements are liable to contribute in a fair, equitable, consultative and consistent manner.
- Commits Corangamite Shire to contribute a minimum of 35% of the total cost, but may contribute more if the community benefit is higher.
- Provides for a range of repayment options for scheme participants.

The proposed footpath is consistent with the following strategy in Theme 5 Safety and Healthy Communities in the Council Plan 2017-2021:

Continue focus on improving strategic footpath connections in our towns.

The installation of this footpath also supports Council's Municipal Public Health and Wellbeing Plan 2017-2021 by providing infrastructure that will support active transport, access and connectivity and improve the physical health of our community.

Internal / External Consultation

A preliminary letter and survey form were sent on 21 September 2018 to affected property owners to gauge initial support for the proposal. The preliminary letter had advised that there was to be further opportunity for owners at a later stage to comment on the proposal. Of the seven owners, three owners had indicated support for the proposal whilst two owners did not support it and two owners did not reply.

An on-site meeting was also held on 2 October 2018 between the property owners, Councillor Lesley Brown and Council officers Brooke Love and John Kelly to give owners further opportunity to ask questions of the proposal.

Based on the general support from owners to proceed with the process, a statutory public notice was placed in the Camperdown Chronicle on 19 October 2018 and a letter was sent out to the benefitting property owners on 22 October 2018 regarding the proposed declaration of the Special Charge Scheme. All scheme documents, plans and schedules were made available at the Corangamite Shire office.

The 28 day period within which any person may make a written submission to Council expired on 16 November 2018. There have been no submissions during this period.

Financial and Resource Implications

There is considered to be a high community benefit with the footpath constructed in this section of High Street with improved access to the Lismore Community Health Service and Lismore Golf Club to the west and to the Lismore CBD in the east. Based on the community benefit and the special amenity and access benefits to the abutting property owners, it is determined that 75% of the cost of construction of the footpath should be borne by Council and 25% is to be borne by the abutting owners.

The estimated costs of the works and cost recovery from abutting property owners is as follows:

Total Cost of Works	\$16,942
Total Property Owner contribution	\$4,236
Council contribution	\$12,706

The Council 2018-2019 budget allocation for the works in High Street is \$23,000

Options

Council may proceed, vary or abandon the proposed special charge scheme.

Conclusion

Since there has been generally a favourable response to the proposal it is recommended that Council resolve to declare a special charge to finance the construction of the concrete footpath and associated works on the northern side of High Street from West Street to Cunningham Street, Lismore.








RECOMMENDATION

That:

1. A special charge be declared for the purpose of defraying a portion of the cost of construction work in relation to provision of concrete footpath and associated works on the northern side of High Street from West Street to Cunningham Street, Lismore under S163 (1) of the *Local Government Act 1989*, which Council considers will be of special benefit to those persons required to pay the special charge and who are described in the succeeding part of this declaration.
2. The following be specified as the criteria on the basis of which the special charge is so declared:
 - (a) The special charge is based on a total estimated "scheme" cost of \$16,942 with the distribution of the charge being based upon:
 - (i) the frontage of mid allotments and the lesser of the frontage/sideage of a corner allotment included in the scheme as receiving a benefit
 - (ii) 25% of the total cost of concrete footpath construction, nature strip reinstatement and administration cost to abutting allotments.
3. The following be specified as the area of which the special charge is so declared:
 - (a) The land shown, identified with street addresses on the map in Attachment 1.

4. The following be specified as the land in relation to which the special charge is so declared:
 - (a) The properties listed in column 6 of Attachment 2, Schedule of Properties and Special Charge Apportionment.
5. The following be specified as the manner in which the special charge so declared will be assessed and levied:
 - (a) A charge per property which is abutting the said street where the footpath is proposed.
6. The following be specified as the period for which the special charge remains in force:
 - (a) The special charge remain a charge on the respective properties until such time the special charge is paid in full with any interest thereof.
7. Having regard to the preceding parts of this declaration, it be recorded that:
 - (a) The owners of the land described in column 6 of Attachment 2 will be liable for the respective amounts set out in subsequent columns thereof.
 - (b) The special charge be paid within 30 days of the owner receiving accounts of the works, or by 20 quarterly instalments as approved by Council bearing interest at the rate of interest as set by Council pursuant to Section 172(2) of the *Local Government Act 1989*.
8. The Revenue/Rates Co-ordinator be directed and authorised by the Chief Executive Officer to demand payment of and recover the special charge, in accordance with the *Local Government Act 1989*.

Attachments

1. Attachment 1 - Map of High St, West St to Cunningham St, Lismore Footpath north side 
2. Attachment 2 - Apportionment High Street, Lismore (North Side) Footpath Special Charge Scheme 
3. Proposed Declaration of Special Charge Scheme High Street Footpath Lismore - Under Separate Cover 
4. Public Notice - High Street Lismore Footpath Special Charge Scheme - Under Separate Cover 
5. Letter to Property Owners Re Proposed Declaration of High Street, Lismore Footpath Special Charge Scheme - Under Separate Cover 
6. Comments from Property Owners on Proposed Footpath and Special Charge Scheme in High Street, Lismore - Under Separate Cover 
7. Determination of Maximum Total Levy - High Street, Lismore Footpath Special Charge Scheme 

ATTACHMENT 1



ALIGNMENT PLAN PART 1
SCALE 1:750

LEGEND	
1. PROPOSED FOOTPATH 75mm	
2. PROPOSED FOOTPATH 125mm	
3. EXISTING FOOTPATH	
4. POWER POLE	
5. TREE/SHRUB	
6. WATER UTILITY	
7. SIGN	
8. STORM WATER PIT	
9. CULVERT	

BEWARE OF UNDERGROUND SERVICES

The existence and location of underground services as shown are indicative only and shall be checked and proven on site

PUBLIC UTILITIES CHECK	Initial	Date	AMENDMENTS	Date	Approved	CORANGAMITE SHIRE COUNCIL				
U/G Power Cable						 CORANGAMITE SHIRE	HIGH ST, WEST ST TO CUNNINGHAM ST, LISMORE NORTH SIDE			PLAN NUMBER
U/G Telecom Cable					SCS FOOTPATH PROPOSAL			XXXX		
Gas Main Proving					CONCEPT PLAN			Sheet 1 of 1		
Water Main Proving					Date: / /		Assets Planning Manager	Date: / /	Director Works & Services	Scale: 1:750
Gas Main High Pressure					Checked		Date: 02/07/2018	Level Datum	ARBITRARY	A3
Fire Services							Est. Bk. No.			
Sewer Mains										

ATTACHMENT 2

SCHEDULE OF PROPERTIES & SPECIAL CHARGE APPORTIONMENTS

SPECIAL CHARGE APPORTIONMENT FOR CONSTRUCTION OF A CONCRETE FOOTPATH
 HIGH ST , WEST ST TO CUNNINGHAM ST (NORTH SIDE), LISMORE
 25% OF TOTAL ESTIMATED COSTS TO BE APPORTIONED TO OWNERS OF ABUTTING PROPERTIES
 DISTRIBUTION OF APPORTIONED COSTS BASED ON LENGTH OF FRONTAGE OF ALLOTMENTS

ESTIMATED COST OF WORKS: \$16,942
 ESTIMATED COST OF WORKS TO BE RECOVERED BY PROPERTY OWNERS: \$4,236
 FRONTAGE UNIT OF APPORTIONMENT: $0.25 \times 16942 / 197.17 =$ \$21.4815

DESCRIPTION OF WORKS AND SPECIFICATIONS	QUANTITY lineal metre	ESTIMATED COST		PROPERTY NUMBER	DESCRIPTION OF PROPERTY	LOT FRONTAGE TO FOOTPATH(m)	CHARGEABLE FRONTAGE (m)	APPORTIONMENT OF COST	VEHICLE CROSSING THICKENING			Total Estimated Owners Cost
		RATE (\$/m)	AMOUNT						WIDTH (m)	RATE (\$)/Lm	AMOUNT (\$)	
CONSTRUCTION OF A 75 MM THICK 1.2 M WIDE CONCRETE FOOTPATH, REINSTATE NATURE STRIP AND ASSOCIATED WORKS.	197	80.00	\$15,760	969	62 HIGH STREET CROWN ALLOTMENT 10 SECTION 5 TOWN OF LISMORE	40.23	40.23	\$864	0	20.00	0.00	\$864
				968	68 HIGH STREET LOTS 1 & 2 TP398152P	40.23	40.23	\$864	4	20.00	80.00	\$944
				967	70 HIGH STREET LOT1 TP81357M	20.12	20.12	\$432	4	20.00	80.00	\$512
				965	74 HIGH STREET LOT 1 TP112995K & LOT 1 TP613179Y	40.23	40.23	\$864	3	20.00	60.00	\$924
				964	76 HIGH STREET LOT 1 TP217199B	16.12	16.12	\$348	0	20.00	0.00	\$348
				963	78 HIGH STREET LOT 2 LP76017	20.12	20.12	\$432	3	20.00	60.00	\$492
				1989	20 WEST STREET LOT 1 LP76017	20.12	20.12	\$432	0	20.00	0.00	\$432
SUB TOTAL 7.5% ADMINISTRATION			\$15,760 \$1,182									
TOTAL			\$16,942			197.17	197.17	\$4,236	14.00		280.00	\$4,516

Special Charge Scheme

Construction of Footpath

Northern side of High Street from West Street to Cunningham Street, Lismore

A Purpose

To construct a concrete footpath to provide pedestrian access for properties on the above section of High Street and for the community travelling along High Street to access either the Lismore Hospital or the Lismore CBD. There are currently existing paths on High Street west of West Street and east of Cunningham Street. Currently there is a gravel path to walk along this section of High Street.

B Coherence

All of the properties abutting onto the proposed footpath are considered to receive a special benefit. The works are physically connected to the properties.

C Total Cost

Rate for construction of 1.2m wide footpath and associated works based on previous works is \$80/m. There is 197m length of footpath.

Therefore, the Total Estimated Cost is

Footpath	\$80 x 197	= \$15,760
7.5% admin costs		= \$ 1,182
<u>Total</u>		= <u>\$16,942</u>

This does not include strengthening of driveways which are at the owners' cost.

D Identify Special Beneficiaries

7 properties in High Street will abut the footpath and are considered to be receiving special benefits.

E Determine Properties To Include Scheme (TSBs – In & Out)

All 7 properties abutting the footpath are considered to be subject to the scheme.

Therefore TSB(in) =100%, TSB(out)=0%

F Estimate Total Special Benefits

For this scheme, it is assumed that the greater proportion of benefits is for pedestrian access – given the defined purpose of the scheme. Therefore it is considered that 75% of benefits relate to access and 25% to amenity. These proportions are consistent with those adopted in examples provided with the Special Rates and Charges Ministerial Guidelines 2004.

- Projected pedestrian use of the footpath is 100% for the adjoining properties.
- Projected amenity benefits are based on frontage. 100% of the length of the footpath is in front of the properties.

G Estimate Total Community Benefits (TCB)

There would be a large community benefit with the footpath constructed on High Street with improved access provided for those accessing Lismore Hospital from the east and Lismore CBD from the west. For the purposes of the calculations it is estimated that 200 households would benefit.

H Calculate "Benefit Ratio"

The proportion of special benefits compared with community benefits is shown in the table below.

	7 Properties TSB (in)	200 households TCB
Access (70%)	$75\% \times 7/207 = 2.5\%$	$75\% \times 200/207 = 72.5\%$
Amenity (30%)	$25\% \times 1 = 25\%$	Nil
Total Benefits	27.5% say 25%	72.5% say 75%

Therefore the contribution to the scheme from abutting owners is estimated at 25%. Ratio R = 0.30.

I Calculate Maximum Total Levy

$R \times C (\text{cost}) = S (\text{Scheme Contribution})$

$$0.25 \times \$16,942 = \$4,236$$

9.6 Special Charge Scheme - Proposed Kerb and Channel and Widening in Barkly Street, Camperdown

Author: John Kelly, Manager Assets Planning

File No: D18/507

Previous Council Reference: 25 September 2018, Item 8.8

Declaration

Chief Executive Officer – Andrew Mason

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

Author - John Kelly

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

Summary

This report proposes that a Special Charge Scheme not be declared for the installation of kerb and channel and road widening in Barkly Street, from Leura Street to Curdie Street, Camperdown, as the majority of owners have indicated that they do not support the proposal.

Introduction

Council's current budget provides for the construction of a kerb and channel, road widening, nature strip reinstatement and associated works in Barkly Street from Leura Street to Curdie Street. The new kerb and channel would connect to existing kerb and channel in Leura and Curdie Streets.

The works would be undertaken under a Special Charge Scheme.

In order to make a declaration under a Special Charge Scheme the following documents were prepared (refer to attachments):

- public notice of proposed declaration
- proposed declaration
- map of area of scheme, including concept plan of proposed works
- schedule of properties and special charge apportionments
- determination of the maximum total levy
- letter of notice to benefiting property owners.

The proposed declaration of the Special Charge Scheme for the kerb and channel installation and road widening in Barkly Street Camperdown was considered by Council at its meeting on 25 September 2018. Council's resolution at this meeting was that consideration of the Special Charge Scheme be deferred until after further options were explored with residents.

Issues

This Special Charge Scheme allowed for defraying a portion of the cost of the construction of kerb and channel and road widening in Barkly Street from Leura Street to Curdie Street, Camperdown.

The original budgeted works and initial designs for kerb and channel and drainage improvements in Barkly Street were based on the current width of the street. This provided room for one vehicle to travel between cars parked on both sides of the street. Following requests from property owners at an on-site meeting, Council revised the design so that there would be adequate width for two vehicles side by side to travel between parked cars. However, this proposal, which requires tree removal, has subsequently not been supported by the majority of property owners.

Policy and Legislative Context

Section 163 Special Rate and Special Charge of the *Local Government Act 1989* specifies the procedure for Council to recover costs if it considers that certain works will be of special benefit to the persons required to pay the rate or charge. Council must resolve to make a special rate or special charge and such resolution must specify:

- the land in relation to which the special rate or special charge is declared
- the manner in which the charge will be assessed and levied
- details of the period for which the charge remains in force.

Section 163 of the *Local Government Act 1989* also specifies how a council should determine the maximum total amount that may be levied as a special charge. In accordance with Council's Special Rates and Charges Policy, when determining this levy amount consideration is given to the level of benefit received by the wider community in comparison with the level of special benefit received by the abutting properties.

Council's Special Rate and Charges Policy broadly:

- Recognises that property owners who receive a benefit from infrastructure improvements are liable to contribute in a fair, equitable, consultative and consistent manner.
- Commits Corangamite Shire to contribute a minimum of 35% of the total cost, but may contribute more if the community benefit is higher.
- Provides for a range of repayment options for scheme participants.
- Details the objections process.

The proposed kerb and channel and proposed widening is consistent with the following objectives in Theme 2 Roads in the Council Plan 2017-2021:

Maintain our local roads network at current or improved standards

Council will focus on the provision of high quality roads

Internal / External Consultation

Substantial consultation has been undertaken in relation to this Special Charge Scheme including:

- A preliminary letter and survey form sent on 1 March 2018 to affected property owners to gauge initial support for the proposal.
- An on-site meeting held on 8 March 2018.

- A further letter and survey form sent on 17 May 2018 to affected property owners to gauge support for the revision of the concept design.
- A further on-site meeting held on 4 July 2018 to discuss the revised design.
- A statutory public notice placed in the Camperdown Chronicle on 27 July 2018 and a letter sent out to the benefitting property owners on 27 July 2018 regarding the proposed declaration of the Special Charge Scheme. All scheme documents, plans and schedules were made available at the Corangamite Shire office.

The 28 day period, within which any person may make a written submission to Council, expired on 24 August 2018. There had been 11 written objections to the scheme submitted by property owners in addition to the previously submitted survey comments.

Following the Council resolution at its meeting on 25 September 2018 to defer the declaration of the special charge scheme, a further meeting was held on 29 October 2018 between residents, Councillor Ruth Gstrein and Council officer John Kelly in which the options for the upgrade of Barkly Street were discussed. It was agreed at this meeting that a further survey be distributed to property owners to gauge the preferences from the following options:

Option 1 - New Kerb & Channel with 7.6m road width. Existing trees in the street would be retained with this option.

Option 2 – New Kerb & Channel with 10.4m road width. Existing trees in the street would be required to be removed with this option and replaced with new species.

Option 3 – Do nothing with the exception of some drainage works to address stormwater runoff issues in the street. The drainage works would not be subject to a special charge scheme

Of the 17 property owners, 1 property owner had responded to the survey that he preferred Option 1, 4 property owners had responded to the survey that they preferred Option 2 and 8 property owners had responded with a preference for Option 3. In addition, a property owner who had not replied to this survey had previously submitted an objection to the installation of kerb and channel.

In accordance with Council's Special Rates and Charges Policy, as the majority of landowners favour not installing the kerb and channel and Council proposed to contribute an amount less than 50% to the scheme's total cost, Council may not declare the scheme.

Financial and Resource Implications

Installation of kerb and channel in Barkly Street from Leura Street to Curdie Street would be of specific benefit to property owners in the street. Benefits to the community from these works would be negligible.

Taking into consideration the above, Council's contribution to this special charge scheme would be the 35% minimum in accordance with its Special Rates and Charges policy. The estimated costs of the works and cost recovery from abutting property owners for the scheme for Options 1 and 2 as described above are as follows:

Option 1

Total Cost of Works	\$43,821
Property Owner contribution	\$28,484
Council contribution	\$15,337

Option 2

Total Cost of Works	\$58,130
Property Owner contribution	\$37,784
Council contribution	\$20,346

The Council 2018-2019 own budget allocation for the works in Barkly Street is \$42,000.

Options

Council may proceed with, vary or abandon the proposed Special Charge Scheme.





Conclusion

Since the majority of abutting owners have advised that they do not support the proposal it is recommended that, in accordance with Council Policy, that the Special Charge Scheme for the construction of kerb and channel and road widening in Barkly Street between Leura Street and Curdie Street, Camperdown not be declared and that only Council funded drainage works be undertaken to address stormwater runoff issues in the street.

That:

1. **A Special Charge Scheme not be declared for the installation of kerb and channel and road widening in Barkly Street, Camperdown.**
2. **Allocated funds for the Barkly Street Special Charge Scheme be set aside for drainage works to be undertaken to address stormwater runoff issues in the street.**

Attachments

1. Letter to Barkly Street Residents with Further Survey for Special Charge Scheme for New Kerb and Channel - Under Separate Cover 
2. Plan and Apportionment for Option 1 - New Kerb and Channel in Barkly Street Camperdown Special Charge Scheme - Under Separate Cover 
3. Plan and Apportionment for Option 2 - New Kerb and Channel plus Road Widening in Barkly Street Camperdown Special Charge Scheme - Under Separate Cover 
4. Property Owner Responses to Further Survey for Special Charge Scheme for New Kerb and Channel in Barkly Street - Under Separate Cover 

9.7 Events and Festivals Grant Program 2018-2019, Round Two

Author: Samantha Fox, Economic Development and Tourism Coordinator

File No: D18/500

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 - Samantha Fox

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

Summary

The purpose of this report is for Council to approve the allocation of funds for Round Two of Council's Events and Festivals Grant Program 2018-2019.

Introduction

Council's Events and Festivals Grant Program (EAFGP) Policy and Guidelines provide a process to manage requests for support of event and festivals and to define Council's role in supporting requests.

The objectives of the EAFGP are to:

- assist in the development and implementation of new events;
- attract new events to the region;
- increase visitation;
- promote the area as a destination;
- stimulate economic activity in the Shire;
- assist with start-up for annual events (with the aim that they transition into self-funded);
- provide support for community events; and
- provide an equitable system for determining Council's contribution towards events and festivals.

Issues

Under the EAFGP Policy, the program is advertised bi-annually with two rounds. Round two was open to events occurring from March 2019 to August 2019.

To apply for funding as part of the program, applicants were required to complete an application form, address assessment criteria and provide supporting documentation.

Funding Categories

Grant funding is divided into categories set by Council's Events and Festivals Policy. An event must fall within one category type. For Round Two of the program applications were received for the following categories:

- Minor Community Events: Up to \$1,000, on a dollar for dollar basis
- Small Scale Events: Up to \$2,000
- Medium Scale Events: Up to \$5,000

In-kind support

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

August - Round Two:

The EAFGP opened for applications on 13 August and closed on 8 October 2018.

Ten applications were received requesting \$32,425 (exc. GST) of funding consisting of \$14,500 in grant funding and \$17,925 of in-kind support. The budget allocation for Round Two of the EAFGP is \$30,585.

The applications consisted of:

- Five applications for Minor Community Events, requesting \$4,500 (exc. GST) grant funding and \$200 of in-kind.
- Five applications for the Small to Medium Events, requesting \$10,000 (exc. GST) of grant funding and \$17,725 of in-kind.

A summary of the details of all applications received are provided in Attachment 1.

Assessment Process:

Applications were separated into two groups, being Minor Community Events and Small to Hallmark Events. These being the two groups in the assessment criteria, with different weightings.

Each application was scored against each criteria. The weighting as outlined in the assessment criteria was applied to achieve a total score. The applications were then ranked in order based on the total score.

Minor Community Event applications included three new community events, and two requests from existing events that have previously received Council support.

Small to Medium Event applications included two new events, one being a one-off conference. Three applications were received for existing events, two of which have received previous Council support.

Recommended funding has been allocated to the applications based on ranking, the scale of the event (as per the EAFGP descriptors) and the objectives of the EAFGP.

Details of all applications received are provided under separate cover.

Policy and Legislative Context

Council adopted the Events and Festivals Grant Program Policy in September 2017. The EAFGP consists of the first round of funding under the policy, as well as meeting the requirements of Council's Grants Policy.

The program is consistent with the following Council Plan 2017-2021 strategies and objectives:

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

Support and facilitate the development of the visitor economy.

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

Support our small towns and dispersed population.

Improve the health and wellbeing of our community.

The EAFGP program is consistent with the Economic Development Strategy 2017-2021:
Theme 3 – Grow the Visitor Economy

Action 1.24 Encourage and promote festivals and events in Corangamite Shire.

The EAFGP program is consistent with vision of the Events and Festivals Strategy 2017:
Corangamite Shire will support, develop and foster events that contribute to our community values and provide economic and social benefits for our residents.

Internal / External Consultation

Applications for the EAFGP opened 13 August and closed on 8 October 2018.

Applications for the program were invited various forms of media. The program has been the subject of media releases and advertisements in Council's Noticeboard. The program was discussed in radio interviews and details were provided to Progress Association's and posts placed on the Corangamite Shire Council Facebook page.

All applicants were invited to discuss their application with Council's Growth and Engagement Team.

Under the EAFGP policy, Councillors can invite applicants to attend a briefing to support their application. For Round Two of the program, no applicants were invited to present to Councillors.

Financial and Resource Implications

The allocation of \$30,585 is available for Round Two of the EAFGP. This includes the balance from Round One of the program of \$16,552 and surplus funds transferred from the Facility and Community Grants of \$14,033.

For Round Two (August) the proposed recommendations for event support include:

- Grant funding of \$12,000 (exc. GST).
- In-kind support to the value of \$14,300.

Options

Council may choose to consider the following options for the allocation of funds under the Events and Festivals Grant Program:

1. Allocate funds of \$26,300 to the ten applicants to Round Two of the program made up of \$12,000 (exc GST) of grant funding and \$14,300 of in-kind support.
2. Re-evaluate grant applications and consider alternative funding allocations.
3. Not allocate funding through the program.

Conclusion

Events add to the vitality of the Shire, activation of precincts, provide a sense of community and offer cultural, social and economic benefit to ratepayers.


Council's Events and Festivals Grants Program defines Council's role in supporting events and festivals, providing a framework for an appropriate level of Council support.

RECOMMENDATION

That Council allocates funds of \$26,300 (exc. GST), made up of grant funding of \$12,000 (exc. GST) and \$14,300 of in-kind support, to the following applicants of the Events and Festivals Grant Program – Round Two:

Event Project – Minor Community	Funding	In-Kind
Ecklin Hall Trivia Night	\$500	-
Yachting Western Victoria Easter Regatta	\$1,000	-
South Purrumbete Community Gathering	\$1,000	\$200
St Paul's Anglican Church Concert Series	\$1,000	-
Cobden Vintage Rally & Truck Pull	\$1,000	-
	<i>\$4,500</i>	<i>\$200</i>
Event Project – Small to Hallmark	Funding	In-Kind
Don Giovanni Opera Performance	\$2,000	\$725
Lakes & Craters International Horse Trials	\$2,000	\$7,375
NAIDOC Week Celebrations	\$2,000	-
Corangamite Film Festival	\$1,500	\$2,000
Victorian Agricultural Shows Convention	-	\$4,000
	<i>\$7,500</i>	<i>\$14,100</i>
Total	\$12,000	\$14,300

Attachments

1. Events & Festivals Grant Program 2018-2019, Round Two (August) Applications 

Events and Festivals Grant Program 2018-2019
Round Two (August) Applications

Recommended for funding

Minor Community Events	Grant Request	In-kind Request	Grant Recommended	In-kind Recommended
Ecklin Hall Trivia Night	\$ 500	-	\$ 500	-
Yachting Western Victoria Easter Regatta	\$ 1,000	-	\$ 1,000	-
South Purrumbete Community Gathering	\$ 1,000	\$ 200	\$ 1,000	\$ 200
St Paul's Anglican Church Concert Series	\$ 1,000	-	\$ 1,000	-
Cobden Vintage Rally & Truck Pull	\$ 1,000	-	\$ 1,000	-
<i>Sub-Total</i>	<i>\$ 4,500</i>	<i>\$ 200</i>	<i>\$ 4,500</i>	<i>\$ 200</i>
Small to Hallmark Events	Grant Request	In-kind Request	Grant Recommended	In-kind Recommended
Don Giovanni Opera Performance	\$ 2,000	\$ 725	\$ 2,000	\$ 725
Lakes & Craters International Horse Trials	\$ 4,000	\$ 11,000	\$ 2,000	\$ 7,375
NAIDOC Week Celebrations	\$ 2,500	-	\$ 2,000	-
Corangamite Film Festival	\$ 1,500	\$ 2,000	\$ 1,500	\$ 2,000
Victorian Agricultural Shows Convention	-	\$ 4,000	-	\$ 4,000
<i>Sub-Total</i>	<i>\$ 10,000</i>	<i>\$ 17,725</i>	<i>\$ 7,500</i>	<i>\$ 14,100</i>
Total	\$ 14,500	\$ 17,425	\$ 12,000	\$ 14,300

9.8 Timboon West Wind Farm Rating Agreement

Author: Adam Taylor, Manager Finance

File No: D18/506

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Adam Taylor

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

Summary

Construction of the Timboon West Wind Farm has been completed and is currently undergoing commissioning. For rating purposes alternative energy generators are treated by specific rating agreements rather than the general rating provisions that apply to the majority of properties in the shire.

This report requests Council authorises the Chief Executive Officer to sign the rating agreement for the Timboon West Wind Farm and that the Common Seal be applied.

Introduction

The Payment in Lieu of Rates (PiLoR) framework is a methodology set out in Section 94 of the *Electricity Industry Act 2000* to assist local councils and electricity generators in determining rating agreements. On 10 October 2018 the Victorian Government introduced a new methodology to the PiLoR framework for small scale and community owned generators.

The new methodology requires an estimate of power that will be generated to be provided at the beginning of each rating period and that the estimate be reconciled with actual generation data in the calculation for the following period. Council has been provided with an estimation of the generation by BayWa r.e Pty Ltd who manage the Timboon West Wind Farm. The proposed rating agreement, as attached under separate cover, has been prepared based on the new methodology and the estimate provided.

Issues

The PiLoR framework provides the following methodology for calculating annual rates payments for commercial renewable electricity generators up to 25MW of capacity.

- \$7500, or \$1.12 per MWh generated (2018-2019 rates), whichever is the greater.

Based on the information provided by Baywa r.e Pty Ltd the estimation of the Timboon West Wind Farm is 22,970 MWh per year. As such the initial rating agreement has been set at \$25,726.40. This agreement would be reconciled with actual power generation in the second rating period.

The initial term of the rating agreement is set at five (5) years. Upon expiry of the initial term the agreement will automatically roll over on the same terms for successive period of five (5) years.

The expected commencement date of the contract is 28 November 2018. The agreement includes provision for Council to terminate the agreement on giving 30 days' notice in writing to the Generation Company.

Policy and Legislative Context

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

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

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.

The rating agreement proposed is accordance with Section 94 (5) of the Electricity Industry Act 2000.

Internal / External Consultation

Baywa r.e Wind Pty Ltd has been provided with a draft copy of the rating agreement.

Financial and Resource Implications

The proposed rating agreement will provide additional income to Council which was not budgeted for 2018-2019. A variation to the budget will be provided to Council at the January 2019 Council meeting to recognise the additional income.

Options

Council may or may not authorise the Chief Executive Officer to sign the rating agreement and or authorise use of the Common Seal.

Conclusion

It is recommended that Council authorises the Chief Executive Officer to sign the rating with Baywa r.e Wind Pty Ltd for the Timboon West Wind Farm in its final form and the Common Seal of Council applied.

RECOMMENDATION

That Council:

- 1. Authorises the Chief Executive Officer to sign the rating agreement, in its final form, with Baywa r.e Wind Pty Ltd for the Timboon West Wind Farm.**
- 2. Affixes the Common Seal of Council to the rating agreement.**

Attachments

1. Timboon West Wind Farm Rating Agreement - Under Separate Cover 

9.9 Quick Response Grants Allocation November 2018

Author: David Rae, Director Corporate and Community Services

File No: D18/502

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 November 2018 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, Events and Festivals, Facilities or Environmental Grants Program. Applications for Quick Response Grants are considered by Council as they are received.

Issues

The Quick Response Grants Program has 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 of unexpended amounts.

Financial and Resource Implications

The 2018-2019 Quick Response Grants Program budget allocation is \$14,000. Annual allocations for each Ward shall not exceed 1/7th of the fund's annual budget in the case of North, South West, Coastal and South Central Wards, and 3/7th of the fund's annual budget in the case of Central Ward. Should the allocations be approved as recommended in this report, the remaining allocation is as follows:

Ward	Annual Allocation	Previous Allocations	This Allocation	Remaining Allocation
Coastal	\$2,000.00	\$500.00	\$0.00	\$1,500.00
North	\$2,000.00	\$500.00	\$0.00	\$1,500.00
South Central	\$2,000.00	\$959.78	\$385.00	\$655.22
South West	\$2,000.00	\$975.00	\$500.00	\$525.00
Central	\$6,000.00	\$973.00	\$1,000.00	\$4,027.00
	\$14,000.00	\$3,907.78	\$1,885.00	\$8,207.22

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 November 2018:

Applicant	Purpose	Ward	Amount
South Beach Committee of Management	Cost of inspection audit of recently installed playground at the Reserve.	Central	\$500.00
Terang Mortlake Football Netball Club	Costs associated with provision of family Christmas Fun Day to be held 9 December 2018. The event is open to the community.	Central	\$500.00
Rotary Club of Cobden	Cost of inspection audit of recently installed playground at Cobden Miniature Railway Park.	South Central	\$385.00
Scotts and Cowleys Creek Hall Committee	Cost of replacement of stolen water pump.	South West	\$500.00

Attachments

1. Quick Response Grants Assessment - November 2018 Allocation - Under Separate Cover 
2. Application - Quick Response Grant - South Beach Committee of Management - Part A - Under Separate Cover 
3. Application - Quick Response Grant - Terang Mortlake Football Netball Club - Part A - Under Separate Cover 
4. Application - Quick Response Grant - Terang Mortlake Football Netball Club - Part B - Under Separate Cover 
5. Application - Quick Response Grant - Rotary Club of Cobden - Under Separate Cover 
6. Application - Quick Response Grant - Scotts and Cowleys Creek Hall Committee - Under Separate Cover 

9.10 Records of Assembly of Councillors

Author: Andrew Mason, Chief Executive Officer

File No: D18/475

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Summary

This report documents the Assembly of Councillors to be reported since the last Ordinary Meeting of Council on 23 October 2018.

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 be 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 classed as 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 23 October 2018
- Councillor Briefing 13 November 2018.

RECOMMENDATION

That Council accepts the attached Records of Assembly of Councillors.

Attachments

1. Record of an Assembly of Councillors 23 October 2018 
2. Record of an Assembly of Councillors 13 November 2018 

Council

Record of an Assembly of Councillors

Councillor Briefing

Date: 23 October 2018

Time: 2.15 pm

Place: Skipton Mechanics Institute Hall

Present:

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

Cr McArthur is on a leave of absence.

Officers:

- Ian Gibb Brooke Love Andrew Mason David Rae
 Aaron Moyne (Item 1)
 Lyle Tune (Item 2)

Guests:

Kris Afamato, Paul Ower, Sandra Nielsen (Ausnet); Greg Douglas (Zinfra) (Item 1)
 Paul Robertson, Wendy Malkiewicz (Incite Information) (Item 3)

Issues Discussed:

Item	Discussion Topic
1	Stockyard Hill Wind Farm
2	Maintenance Grading Program
3	Aged and Disability Services Strategic Review
4	Hot Topics <i>Agenda Items, Cobden Airstrip AGM, Legal Matters, Nature Strip Plantings, Great Ocean Road Action Plan, Councillor Regional Forum, Rural Councils Victoria and MAV meetings, January Council Briefing, Eastern Marr Negotiations, Princetown Consultation, Timboon Library Operations.</i>
5	Councillor Items <i>Timboon Action, Victorian Concert Orchestra, Rural Rates, Rural Living Strategy, Mobile Phone Coverage at Events, Skipton Road Issues, Festivals, Let's Read Program, Camperdown Court House.</i>

Conflict(s) of Interest declared: Cr Ruth Gstrein declared an indirect conflict of Interest by close association during Item 4 relating to an Agenda Item.

Councillor(s) left the meeting at: Cr Gstrein left the meeting at 5.06 pm and returned at 5.12 pm.

Councillor Conflict of Interest Form(s) Completed: Yes

Meeting close: 6.05 pm
Note taker: Andrew Mason

Council

Record of an Assembly of Councillors

Councillor Briefing

Date: 13 November 2018

Time: 10.00 am

Place: Old Chambers

Present:

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

Cr McArthur is on a leave of absence.

Cr Beard arrived at 12.03 pm.

Officers:

Ian Gibb Brooke Love Andrew Mason David Rae

Penny MacDonald (Item 1)

Jane Hinds, Steven Fisher (Item 2)

Rory Neeson, Tammy Young (Items 3 and 4)

Samantha Fox (Item 4)

Guests:

Issues Discussed:

Item	Discussion Topic
1	Annual Action Plan 2019-2020 and Priorities Workshop
2	Port Campbell Play Space and Public Toilet Redevelopment
3	Australia Day Awards
4	Events and Festivals Grant Program 2018-2019, Round Two
5	Hot Topics <i>Election of Mayor and Deputy Mayor, Special Charge Schemes 2018-2019 Program, Community Satisfaction Survey, Know Your Council, GSC Forum, Shipwreck Coast Master Plan, Christmas Closure, Great South Coast Economic Future, Princetown Bridge, Council Meeting Prayer and Acknowledgement of Country, Youth Awards, Fire Restrictions.</i>
6	Councillor Items <i>Armistice Day Certificate, Mount Noorat Management Plan, New Businesses in Terang and Noorat, Councillor Professional Development, South Beach Playground Audit, Valuations and Rates Issues, Skipton and Lismore Silo Art, Community Capacity Building Workshops, Timboon Action, VicRoads Issues in Cobden.</i>

Conflict(s) of Interest declared: Cr Lesley Brown declared an indirect conflict of interest by being a party to the matters, during Item 4.

Councillor(s) left the meeting at: Cr Gstrein left the meeting at 1.43 pm and returned at 1.47 pm.

Councillor Conflict of Interest Form(s) Completed: Yes

Meeting close: 3.00 pm

Note taker: Andrew Mason

10. OTHER BUSINESS

11. OPEN FORUM

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

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

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

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

12. 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 a matter which the Council considers would prejudice the Council or any person.

12.1 2019 Australia Day Awards

12.2 Section 105 Complaint