



CORANGAMITE
SHIRE

agenda

CORANGAMITE SHIRE

ORDINARY MEETING OF COUNCIL TUESDAY 26 FEBRUARY 2019

To be held at the Killara Centre
210-212 Manifold Street, Camperdown
commencing at 7.00 pm

COUNCIL:

Cr Neil Trotter (South West Ward)
MAYOR

Cr Ruth Gstrein (Central Ward)
DEPUTY MAYOR

Cr Helen Durant (Central Ward)

Cr Wayne Oakes (Central Ward)

Cr Simon Illingworth (Coastal Ward)

Cr Lesley Brown (North Ward)

Cr Jo Beard (South Central Ward)

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Order of Business

1. PRAYER

We ask for guidance and blessing on this Council. May the true needs and wellbeing of our communities be our concern. Help us, who serve as leaders, to remember that all our decisions are made in the best interests of the people, culture and the environment of the Corangamite Shire.

Amen

2. ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Owners of the land on which we are meeting, and pay our respects to their Elders, past and present.

3. APOLOGIES

4. DECLARATIONS OF CONFLICT OF INTEREST

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Corangamite Shire Ordinary Council meeting held on Tuesday 22 January 2019 be confirmed.

6. DEPUTATIONS & PRESENTATIONS

7. COMMITTEE REPORTS

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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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. COMMITTEE REPORTS

7.1 Audit Committee Independent Member Appointment

Author: David Rae, Director Corporate and Community Services

File No: D19/51

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 recommend the appointment of an independent member to Council's Audit Committee.

Introduction

Council's Audit Committee (the Committee) is established under Section 139 of the *Local Government Act 1989* and is an advisory committee to Council. Committee appointments can only be made by Council.

In accordance with the Committee's Charter, the Committee is comprised of five members consisting of two Councillors and three external or independent members. The three independent members are appointed with varying term expiration dates to ensure continuity and knowledge retention.

Council advertised for Expressions of Interest to fill the vacancy in January 2019. One application, being the incumbent, was received.

Issues

A panel consisting of the Councillor Durant, Councillor Brown and Adam Taylor, Manager Finance, interviewed Mr Colin Hayman during February 2019. Mr Hayman was assessed against an evaluation criterion which has been summarised and attached under separate cover.

The panel recommends the re-appointment of Mr Hayman. Mr Hayman was first appointed by Council in January 2016, has the necessary skills and experience to serve as an independent member, and possesses appropriate competencies, particularly in financial management and local government experience. Mr Hayman also served as Committee Chairperson during 2017 and 2018. A copy of the expression of interest received from Mr Hayman is also attached under separate cover.

Policy and Legislative Context

The appointment of an independent member to Council's Audit Committee is consistent with the Committee's Charter and in accordance with the following commitments in the Council Plan 2017-2021 that:

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

Council will 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.

Internal / External Consultation

Expressions of interest were advertised in local newspapers in January 2019. The applicant was interviewed by Council members of the Audit Committee and Manager Finance in February 2019.

Financial and Resource Implications

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

Options

Council must appoint an independent member to the Audit Committee. Council may choose to appoint Mr Hayman or re-advertise.

Conclusion

The appointment of independent, external members to the Audit Committee is consistent with Council's Audit Committee Charter and 'Audit Committees - A Good Practice Guide for Local Government'. It is recommended Council appoint Mr Colin Hayman for a three-year period expiring 31 January 2022.

RECOMMENDATION

That Council appoints Mr Colin Hayman as an independent (external) member of the Corangamite Shire Council Audit Committee for a three-year period expiring 31 January 2022.

Attachments

1. Expression of Interest - Evaluation - Under Separate Cover - Confidential
2. Expression of Interest - Mr Colin Hayman - Under Separate Cover - Confidential

7.2 Audit Committee Chairperson Appointment

Author: David Rae, Director Corporate and Community Services

File No: D19/52

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 recommend the appointment of Mr Colin Hayman as Chairperson of Council's Audit Committee for 2019.

Introduction

Council's Audit Committee (the Committee) is established under Section 139 of the *Local Government Act 1989* (the Act) and is an advisory committee to Council.

In accordance with the Committee's Charter, the Committee is comprised of two Councillors and three external or independent members.

Committee appointments, including the appointment of Chairperson, can only be made by Council. The Act requires the Committee's Chairperson to be an independent member.

Issues

Mr Hayman served as Chairperson of the Committee for 2017 and 2018, and all Committee members are supportive of his continuation as Chairperson should Council resolve to reappoint him as an independent member.

Mr Hayman has the necessary skills and experience to serve as Chairperson. He served a three-year term on Council's Audit Committee expiring 31 January 2019, and has broad experience within the local government corporate services portfolio in a range of disciplines including finance, governance, human resource management, risk management and information technology. Mr Hayman also has experience serving on a range of community based advisory committees.

Policy and Legislative Context

The appointment of a Chairperson of Council's Audit Committee is consistent with the *Local Government Act 1989*, the Audit Committee's Charter and in accordance with the following commitments in the Council Plan 2003-2017 that:

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

Model contemporary standards of corporate governance and professional standards.

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

Internal / External Consultation

All Committee members have been consulted and are supportive of Mr Hayman's reappointment as Chairperson of the Audit Committee for 2019. The Committee resolved at its December 2018 meeting to recommend Council reappoint him as Chairperson subject to his continuation as a Committee member.

Financial and Resource Implications

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

Options

Council may appoint Mr Colin Hayman as Chairperson of the Audit Committee, or appoint an alternate independent member.

Conclusion

The appointment of a Chairperson of Council's Audit Committee is consistent with Council's Audit Committee Charter and the *Local Government Act 1989*.

RECOMMENDATION

That Council appoints Mr Colin Hayman to the position of Chairperson of the Corangamite Shire Audit Committee for 2019.

7.3 Committee Appointments 2019 and Dissolution of Saleyards Advisory Committee

Author: Penny MacDonald, Executive Services and Governance Coordinator

File No: D19/20

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 appointment of Councillors to various internal and external committees for 2019 and dissolve the Saleyards Advisory Committee.

Introduction

Council is required to appoint Councillor representatives to a number of internal and external committees. Appointments are revised each year, providing Councillors with an opportunity to gain experience working with a diverse range of committees. Councillors appointed to committees are representing Council and not themselves when working with the committees.

Issues

The type of committees on which Council is represented includes special, advisory, internal, and external.

Types of Committees

Special Committees

Special committees are established by Council under Section 86 of the *Local Government Act 1989* to perform duties and make decisions on Council's behalf in relation to the management of a Council facility or asset. Special committees will exercise their powers only in accordance with their Instrument of Delegation and guidelines or policies which Council may adopt. Council may be represented on a special committee by appointing a Councillor as its representative. Cobden Aerodrome Committee of Management is an example of a special committee with one Councillor as representative.

Advisory Committees

Advisory committees are established by Council to provide advice on particular matters involving Council activities. Advisory committees have no delegated powers to make decisions on Council's behalf. Examples of advisory committees include the Audit Committee and Corangamite Youth Council.

Internal (Advisory) Committees

Internal committees are established for a specific purpose with membership typically including a combination of Councillors and/or Council officers. The Chief Executive Officer Performance Review Committee is an internal committee of Councillors providing advice to Council on the performance of the Chief Executive Officer.

External Committees

External committees have various roles and responsibilities depending upon their purpose. The Corangamite Regional Library Corporation Board is an example of an external committee which has been formed to manage a regional library under Section 196 of the *Local Government Act 1989*.

Committees Requiring Councillor Representation

The following committees require the appointment of one or more Councillors for 2019.

Section 86 Special Committees

1. Cobden Aerodrome Committee of Management

Council membership: One Councillor and one substitute (previously Councillor Beard and Councillor Trotter as substitute).

Purpose of committee: To manage the Cobden Airstrip.

Recommended membership: One Councillor and one substitute.

Advisory Committees

1. Audit Committee

Council membership: Two Councillors (previously Councillors McArthur and Durant).

Purpose of committee: Oversight and review of Council's financial operations and internal systems.

Recommended membership: Two Councillors.

2. Central Pools Committee

Council membership: One Councillor (previously Councillor Brown).

Purpose of committee: The development of policies and procedures for Corangamite's swimming pools.

Recommended membership: One Councillor.

3. Cobden Racecourse Reserve Reference Group

Council membership: One Councillor (previously Councillor Trotter).

Purpose of committee: To provide advice on the management of Cobden Racecourse Reserve.

Recommended membership: One Councillor.

4. Elm Tree Reference Group

Council membership: One Councillor (previously Councillor Gstrein).

Purpose of committee: To provide advice on the management of Camperdown's Finlay Avenue Elm trees.

Recommended membership: One Councillor.

5. Environmental Monitoring Committee (Corangamite Regional Landfill)

Council membership: One Councillor (previously Councillor Trotter).

Purpose of committee: To monitor the environmental implications of the Corangamite Landfill.

Recommended membership: One Councillor.

Internal Advisory Committees

1. Emergency Management Planning Committee

Councillor membership: One Councillor (previously Councillor Beard).
Purpose of committee: To plan for emergencies in Corangamite Shire.
Recommended membership: One Councillor.

2. Corangamite Youth Council

Councillor membership: Two Councillors (previously Councillors Brown and Durant)
Purpose of committee: To provide advice and recommendations to Council on issues pertaining to youth in Corangamite, educate young people about local government and initiate programs in support of young people in the Shire.
Recommended membership: Two Councillors.

3. Chief Executive Officer Performance Review Committee

Councillor membership: Two Councillors and the Mayor (previously Councillors Gstrein, McArthur and Beard).
Purpose of committee: To conduct regular performance reviews of the Chief Executive Officer.
Recommended membership: Two Councillors and the Mayor.

External Committees

1. Barwon South West Local Government Waste Forum

Council membership: One Councillor and one substitute (previously Councillor Trotter and Councillor Brown as substitute).
Purpose of committee: To support the effective operation of the Barwon South West Waste and Resource Recovery Group.
Recommended membership: One Councillor and one substitute.

2. Beach Energy Community Reference Group

Council membership: One Councillor (previously Councillor Illingworth).
Purpose of committee: Review of the environmental impacts of the development.
Recommended membership: One Councillor.

3. Corangamite Regional Library Corporation Board

Council membership: One Councillor (previously Councillor Gstrein and Councillor Durant as substitute).
Purpose of committee: For the management of the Corangamite Regional Library Service.

Recommended membership: One Councillor and one substitute.

4. Great South Coast Group Board

Council membership: The Mayor (previously Councillor Beard).
Purpose of committee: To provide input into Great South Coast Regional initiatives and advocacy.
Recommended membership: The Mayor.

5. Lochard Energy Community Liaison Group

Council membership: One Councillor (previously Councillor Illingworth and Councillor Trotter as substitute).
Purpose of committee: Review of the environmental impacts of the development.
Recommended membership: One Councillor.

6. Minerva (BHP) Gas Plant Community Reference Group

Council membership: One Councillor (previously Councillor Illingworth).
Purpose of committee: Review of the environmental impacts of the development.
Recommended membership: One Councillor.

7. Municipal Association of Victoria

Council membership: One Councillor and one substitute (previously Councillor Gstrein and Councillor McArthur as substitute).
Purpose of committee: For representation to the Municipal Association of Victoria.
Recommended membership: One Councillor and one substitute.

Appointment to Great Ocean Road Regional Tourism Board

Great Ocean Road Regional Tourism Inc. (GORRT) was established in 2013 to lead the development, marketing, advocacy and management of tourism for the Great Ocean Road region. The GORRT Board consists of independent skills based directors and CEOs or councillors representing Warrnambool City Council, Colac Otway, Corangamite, Moyne, Glenelg and Surf Coast shires.

In November 2016, Council reappointed the Chief Executive Officer to represent Council on the GORRT Board, which currently includes one councillor representative from Glenelg Shire and the CEOs from the other participating councils. (There is also a councillor from Surf Coast Shire who has been appointed as a skills based director.)

Cr Illingworth has expressed an interest in the Board position, and it is recommended he be appointed for a period of one year.

Committee No Longer Requiring Councillor Representation

The Robert Burns Scottish Festival Committee was informally established as a project based committee for the annual Robert Burns Scottish Festival. This committee is now community based and no longer requires a formal Council appointed representative. Councillors may continue to be involved with the committee on an informal basis.

Dissolution of Saleyards Advisory Committee

From time to time a committee may no longer be required if it has achieved its purpose or circumstances change. Committees established by a resolution of Council, such as special and advisory committees, require a resolution of Council to dissolve the committee.

The Saleyards Advisory Committee provided advice to Council on the management of the Camperdown Regional Livestock Selling Centre. Following the commercial lease of the saleyards, the committee no longer functions as an advisory committee of Council. It is recommended that Council dissolves the Saleyards Advisory Committee and thanks the Committee members for their important contribution over the past several years.

Policy and Legislative Context

Council's consideration of its appointments to committees and dissolution of the Saleyards Advisory Committee is consistent with the following objectives 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.

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

Financial and Resource Implications

Councillors may claim travel expenses under the Councillor Expenses Policy for travelling to attend committee meetings.

Internal / External Communication

Councillors discussed the committees at a briefing on 22 January 2019.

During the briefing, expressions of interest for committee appointments was sought from all Councillors. As the preferences received from Councillors did not exceed the number of vacancies, a detailed recommendation has been prepared for Council adoption.

Options

Council may appoint representatives to the committees as designated, or seek alternative Councillor nominations for election by way of voting.

Council may also choose to dissolve or not dissolve the Saleyards Advisory Committee.

Conclusion

Council is required to appoint representatives to a number of internal and external committees, with the positions reviewed annually. Councillors have been consulted regarding their preferences for appointment to the committees, which is reflected in the recommendation.

From time to time a committee may cease operating and be dissolved by Council. The Saleyards Advisory Committee is no longer a functioning advisory committee, and it is recommended that Council dissolve the Committee and thank its members for their important contribution over the past several years.

RECOMMENDATION

That Council:

1. Elects the designated Councillors to the following committees:

Committee	Committee Type	Councillor Representative Nominations
Cobden Aerodrome Committee of Management	Special	1. Cr Beard Substitute: Cr Trotter
Audit Committee	Advisory	1. Cr Durant 2. Cr Brown
Central Pools Committee	Advisory	1. Cr Brown
Cobden Racecourse Reserve Reference Group	Advisory	1. Cr Trotter
Elm Tree Reference Group	Advisory	1. Cr Oakes

Environmental Monitoring Committee	Advisory	1. Cr Gstrein
Emergency Management Planning Committee	Internal	1. Cr Beard
Youth Council	Internal	1. Cr Oakes 2. Cr Beard
Chief Executive Officer Performance Review Committee	Internal	1. Cr Durant 2. Cr Oakes 3. Mayor
Barwon South West Local Government Waste Forum	External	1. Cr Gstrein Substitute: Nil
Minerva (BHP) Gas Plant Community Reference Group	External	1. Cr Illingworth
Corangamite Regional Library Corporation Board	External	1. Cr Gstrein Substitute: Cr Durant
Great South Coast Group Board	External	Mayor
Lochard Energy Community Liaison Group	External	1. Cr Illingworth
Municipal Association of Victoria	External	1. Cr Gstrein Substitutes: Cr Beard and Cr Trotter
Beach Energy Community Reference Group	External	1. Cr Illingworth
Great Ocean Road Regional Tourism Board		1. Cr Illingworth

- 2. Dissolves the Saleyards Advisory Committee and thanks the Committee members for their contribution.**

8. PLANNING REPORTS

8.1 PP2018/117 - Buildings and Works Associated with Caravan Park (Two Amenities Blocks, Two Cabins, Games Room)

Author: Aaron Moyne, Manager Planning and Building Services

File No: D19/48

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 - Aaron Moyne

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

Summary

Council is required to consider a planning permit application seeking to undertake buildings and works associated with the existing Lakes and Craters Holiday Park at 220 Park Road, Camperdown. It is proposed to develop two (2) new amenities blocks, two (2) cabins and a games room.

Five (5) submissions, consisting of four (4) objections and one (1) submission in support, have been received.

Following assessment, it is recommended that Council issue a Notice of Decision to Grant a Planning Permit, subject to conditions.

Introduction

Planning Permit Application PP2018/117 was received by Council on 8 October 2018, and seeks approval for Buildings and Works associated with Caravan Park (Two Amenities Blocks, Two Cabins and Games Room), located at 220 Park Road, Camperdown.

The proposed development will be associated with the existing use of land as a camping and caravan park (Lakes and Craters Holiday Park), situated on Crown land which forms part of the Camperdown Botanic Gardens and Arboretum.

The applicant has provided copies of three (3) current Heritage Permits approved by Heritage Victoria under the *Heritage Act 2017*, relating to the proposed development. Heritage matters are subsequently not within the scope of Council's planning assessment of the application.

Council has given public notice of the application and received four (4) objections, which can be summarised as follows:

- Use of the public park for commercial purposes as a camping and caravan park.
- Inconsistency with the Planning Policy Framework (including zone and overlays).
- Heritage impacts.
- Environmental impacts.
- Landscape impacts.

A submission in support of the proposal has also been received.

This report provides a planning assessment of the application.

History

The site has extensive planning history, including:

- PP2015/032 for Building and Works (Development of Equipment Shed, Games Room, 6 Cabins, 2 Amenity Blocks, Swimming Pool, Jumping Pillow, Wastewater System) which Council resolved to issue a Notice of Decision to Grant a Permit on 30 July 2015.
- An application for review was made by the Camperdown Botanic Gardens and Arboretum Trust Incorporated, as the sole objector to the permit application.
- The applicant decided to withdraw their permit application by way of consent agreement, and no permit was granted as per the Victorian Civil and Administrative Tribunal (VCAT) order dated 22 February 2016.
- On 21 September 2015, the applicant applied to Heritage Victoria for heritage approval of the proposed development. Following a Heritage Council permit appeal process, it was decided on 4 August 2016 that a Heritage Permit should issue for the two (2) southernmost proposed cabins.
- Heritage Permits are currently in place for the proposed development, as approved or extended by Heritage Victoria, including:
 - P29093 approved on 7 September 2018 for the demolition of the existing amenities block and construction of two amenities blocks and associated septic sewerage system.
 - P24366 extended on 10 August 2018 for the construction of two cabins at the Lakes and Craters Holiday Park.
 - P22599 extended on 1 November 2017 for the construction of a games room, excavation and associated works.

Subject Land

The site forms part of the wider Camperdown Public Park reserve, which has an approximate area of 118ha and was reserved for public purposes in July 1869. The reserve is Crown land which Corangamite Shire Council is the delegated Committee of Management.

The site is located within the Public Park and Recreation Zone (PPRZ) and subject to Environmental Significance Overlay (Schedule 1), Heritage Overlay (Schedule 6) and Significant Landscape Overlay (Schedule 2).

Heritage Overlay (Schedule 6) refers to the Camperdown Botanic Gardens and Arboretum, a place included on the Victorian Heritage Register (VHR) (Ref no. H2256). The Camperdown Botanic Gardens and Arboretum are of historic, aesthetic and scientific (botanical) significance to the State of the Victoria.

The site is located on the eastern crater edge, overlooking the twin volcanic crater lakes of Gnotuk and Bullen Merri. The camping and caravan park was established in 1960 and is operated via private lease through Council.

Figure 2 provides an aerial image of the subject land.

Surrounding Area

Land use and characteristics of the surrounding area include:

- The Camperdown Public Reserve, which extends further west of the subject site, and contains mixed recreation uses, including golf course, cricket grounds and equestrian area.
- Low Density Residential Zone (LDRZ) east of the subject land which has been developed for rural-residential purposes with single dwellings and outbuildings.
- Land north of the site located within the Farming Zone (FZ) and Rural Conservation Zone (RCZ), containing mixed rural-residential uses and agriculture. The RCZ refers to the lake crater area of the volcanic cone.
- Extending further south of the site is land within the PPRZ which is heavily vegetated and forms part of the volcanic crater of Lake Bullen Merri.
- The site forms the highest point on the eastern side of the volcanic cone between Lake Gnotuk and Lake Bullen Merri, with land decreasing steeply in gradient to the north, south and west.

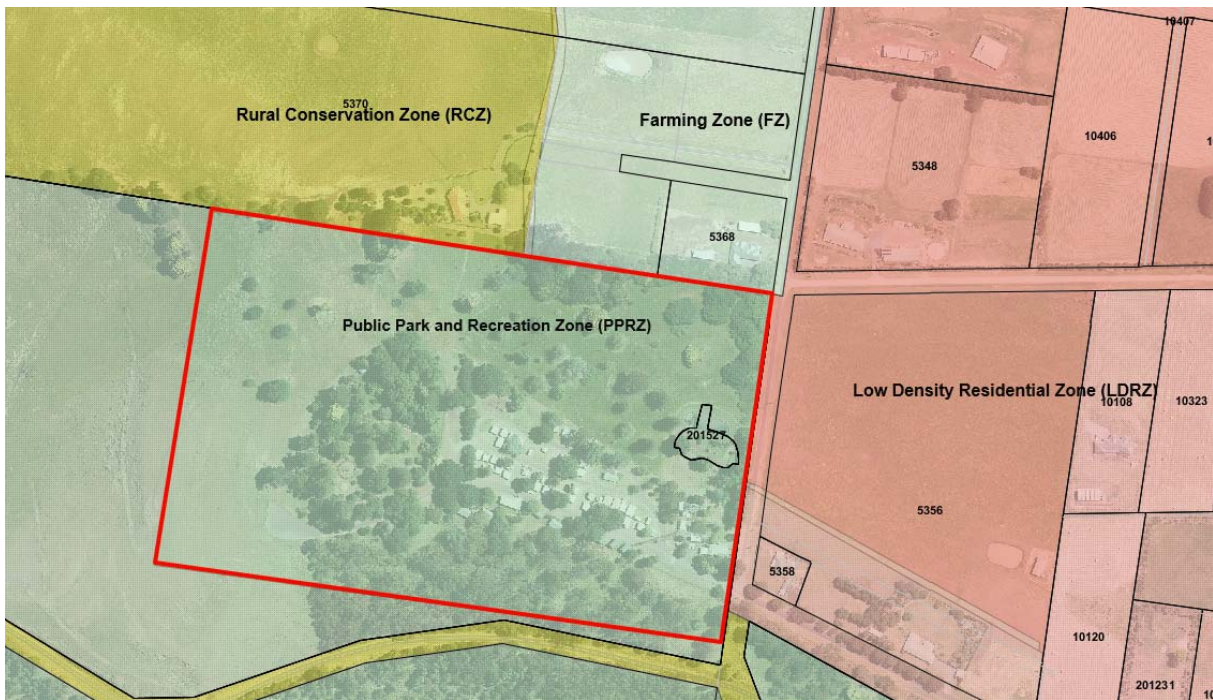


Figure 1 – Planning Zone Map



Figure 2 – Aerial Plan Map

Proposal

The proposed development incorporates the following components.

Two Amenities Blocks

Two (2) new amenities blocks – male and female – situated in the northern extent of the site. Access to the buildings will be unrestricted to all persons requiring access to the site, including public members visiting the adjacent botanic gardens.

The amenities blocks will be typical caravan park Un-registrable Movable Dwelling (UMD) design with dimensions of 10.2m(l) x 5.2m(w) x 3.2m(h), built upon concrete pads. External materials will include ‘Shadowclad’ panel walls and a Colorbond roof in ‘Wilderness Green’, to reflect the existing natural conditions of the site.

Disposal of wastewater from the new buildings is proposed via upgrades to the existing on-site wastewater system, which extends north into the Arboretum.

Two Cabins

Two (2) new camp cabins in the southern extent of the site, located in place of the existing amenities block.

The cabins will be standard UMD design with dimensions of 11m(l) x 5.2m(w) x 3m(h). External materials will include timber clad walls and a Colorbond roof in ‘Wilderness Green’.

Games Room

A games room will be located in the north-east extent of the site, adjoining the existing camp kitchen.

The building will be of standard UMD design with dimensions of 12m(l) x 4.5m(w) x 3.5m(h). External materials will include 'Shadowclad' panel walls and a Colorbond roof in 'Wilderness Green, to reflect the existing natural conditions of the site.

Wastewater System Upgrade

The existing wastewater system and effluent lines are located north of the site in the Arboretum. The application proposes to provide a new wastewater system with four (4) additional effluent lines, but notes connection to reticulated sewer may eventuate if it becomes available.

A copy of the planning permit application is provided under separate cover.

Policy and Legislative Context

Zoning

The subject land is located within the Public Park and Recreation Zone (PPRZ). The use of land for a camping and caravan park does not require a permit where carried out by or on behalf of the public land manager.

A permit is required for 'buildings and works' if not carried out by or on behalf of the public land manager.

Overlays

The subject land is included within the following planning overlays.

Environmental Significance Overlay (Schedule 1 – Watercourse, Water Body and Wetland Protection Overlay) – requires a planning permit for 'buildings and works' with decision guidelines relating to environmental management.

Significant Landscape Overlay (Schedule 2 – Botanic Gardens) – requires a planning permit for 'buildings and works' not undertaken by Council with decision guidelines relating to visual and heritage impacts.

Heritage Overlay (Schedule 6 – Camperdown Botanic Gardens and Arboretum) – identifies the site as being included on the Victorian Heritage Register (Ref no. H2256). In accordance with the overlay, a heritage place which is included in the Victorian Heritage Register is subject to the requirements of the *Heritage Act 2017*.

Heritage Victoria has approved Heritage Permits for the proposed development, which are currently in place. Matters of heritage significance are therefore not directly open for Council consideration or assessment.

Planning Policy Framework

The following clauses from the Planning Policy Framework (PPF) are considered relevant to the application:

- Clause 11 Settlement:
 - Clause 11.01-1S Settlement
 - Clause 11.01-1R Settlement – Great South Coast
- Clause 12 Environmental and Landscape Values:
 - Clause 12.03-1S River Corridors, waterways, lakes and wetlands
 - Clause 12.05-1S Environmentally Sensitive Areas
 - Clause 12.05-2 Landscapes

- Clause 13 Environmental Risks and Amenity:
 - Clause 13.02-1S Bushfire Planning
- Clause 14 Natural Resource Management:
 - Clause 14.02-2S Water Quality
- Clause 15 Built Environment and Heritage:
 - Clause 15.01-6S Design for Rural Areas
 - Clause 15.03-1S Heritage Conservation
- Clause 17 Economic Development:
 - Clause 17.04-1S Facilitating Tourism
 - Clause 17.04-1R Tourism – Great South Coast
- Clause 21 Municipal Strategic Statement:
 - Clause 21.01 Municipal Profile
 - Clause 21.02-4 Heritage
 - Clause 21.03-2 Landscapes
 - Clause 21.03-3 Environmental Risks
 - Clause 21.04-2 Tourism
 - Clause 21.05-1 Infrastructure
 - Clause 21.06-1 Camperdown
- Local Planning Policies:
 - Clause 22.04 Heritage.

Internal / External Consultation

Referrals

The following referrals and notices were carried out for the application.

Section 55 -

Referral Authority

Response

Environment
Protection Authority
(Determining)

Does not object to the granting of a permit, recommending inclusion of a note.

Response includes detailed comments regarding wastewater, including the need for a Works Approval for on-site sewage disposal exceeding 5,000 litres per day.

Section 52 - Notice authority

Response

DELWP

Does not object to the granting of a permit.

Response includes details of the current Heritage Permits which are in place for the proposed development.

Internal Referrals

Response

Assets Planning

Comments received which refer to stormwater and car parking.

Environmental
Health

Comments received refer to the need for a Works Approval from the EPA for on-site wastewater disposal exceeding 5,000 litres per day, if reticulated sewerage is not available.

Facilities and

No objection. Comments received noting consultation on the planning application and support based on the lease agreement in

Internal Referrals	Response
Recreation	place, with conditions prescribed within the lease agreement to undertake capital works and improvements at the facility.

Advertising

The application has been advertised in accordance with Section 52 of the *Planning and Environment Act 1987*, by:

- Sending notices to the owners and occupiers of adjoining land, including user groups of the Camperdown Public Reserve.
- Placing a sign on-site.
- Notice in newspapers; The Standard and Camperdown Chronicle.

Council has received five (5) submissions consisting of four (4) objections and one (1) submission in support.

Key issues raised by the objections can be summarised as follows:

- Use of the public park for commercial purposes as a camping and caravan park.
- Inconsistency with Planning Policy Framework (including zone and overlay).
- Heritage impacts.
- Environmental impacts.
- Landscape impacts.

Copies of the submissions were provided to the applicant and are available under separate cover.

Consultation

Consultation was undertaken for the application and included:

- A request for further information dated 2 November 2018 seeking an updated planning response from the applicant.
- A satisfactory response to the request for further information was received on 9 November 2018.
- A planning site inspection was held between Councillors, Council officers, the applicant and objectors on 5 February 2019. Issues discussed included:
 - Application summary and overview.
 - Planning assessment process and reporting.
 - Submitter comments and questions.

Planning Assessment

Assessment of the planning application is focused on how the proposed development responds to the applicable planning controls of the Corangamite Planning Scheme, particularly the zone and overlays which apply to the subject land.

The Camperdown Botanic Gardens and Arboretum are of State heritage significance, and clearly an important landscape and public asset of Camperdown. However, Council's assessment of the application does not extend to these matters. Heritage Victoria are responsible for dealing with places included on the Victoria Heritage Register.

Heritage Permits are approved for the proposed development, each permit subject to conditions addressing construction management and tree protection (where applicable) for the site. The permit holder must comply with these conditions and protect heritage significance when undertaking the development.

Planning Policy Framework

The PPF provides support for economic investment and development which contributes to tourism facilities and opportunities. Direct focus is given to tourism investment and accommodation at a regional level within the Great South Coast Regional Growth Plan.

At a local level, tourism also forms a significant and growing component of the Shire's economic base, with policy that supports further tourism and accommodation opportunities, building upon significant environmental assets and landscape features, including Lake Bullen Merri and Lake Gnotuk. Objectives seek to provide the infrastructure to attract visitors and tourists to the Shire, showcasing local products and features.

For new development, planning decision making must have regard to best practice environmental management, landscape character and built form outcomes.

The proposal, to provide new amenities buildings (male and female), cabins and a games room in conjunction with an existing caravan park, supports policy direction for tourism and enhanced visitor experience. The Lakes and Craters Holiday Park is an existing use and a key tourism component within Camperdown and the Shire. Provision of upgraded facilities will not only improve the services and amenities to patrons, but also for public users of the Botanic Gardens and Arboretum who have access to the site.

The proposal is on balance an appropriate planning outcome in terms of addressing and complying with the PPF direction and objectives, subject to conditions.

Public Park and Recreation Zone

The purpose of the PPRZ is to recognise and protect areas used for public recreation and open space, and supporting commercial uses in appropriate locations.

Assessment of this planning application does not extend to the existing use of the land as a camping and caravan park. Consideration must be given to the appropriateness of the proposed development, where the following comments are made:

- Council, as the public land manager, has no objection to the application.
- The ongoing use of the site as a camping and caravan park is supported and no plan or strategy is in place for Council to relocate the facility from its existing location.
- The proposed development is appropriately sited and designed within the existing camping and caravan park area, including use of appropriate external materials and colours.
- The proposed development for two (2) new amenities buildings (male and female) will provide a positive contribution to the public reserve and Botanic Gardens/Arboretum area, with access available to public users of the area.

Environmental Significance Overlay (Schedule 1)

ESO1 relates directly to watercourses, water body and wetland protection, and includes environmental objectives to preserve natural resource features and prevent wastewater discharge from polluting the natural environment. The key environmental matter for the application relates to wastewater discharge and septic upgrades.

The EPA has not objected to the application, nor stated a Works Approval cannot be obtained for wastewater upgrades, but recommended inclusion of a note on any planning permit outlining the need for this consent. This is an appropriate approach, where the EPA

as the specialist environment authority can consider any future proposal for on-site wastewater disposal and management.

Alternatively, should reticulated sewer connection be made available to the site, it would be desirable and appropriate to require the site to connect to this service. A condition can be included on any permit granted to regulate future connection of the facility to the reticulated sewer system, once made available.

Significant Landscape Overlay (Schedule 2)

SLO2 applies to the Camperdown Botanic Gardens and seeks to preserve the botanic and historic significance of the place.

The proposed buildings are single storey and will incorporate muted and natural colours and materials, respectful of the surrounding landscape and natural environment, and will not adversely affect the amenity or character of the area. A standard condition can be included on any permit to manage external materials and colours.

Response to Objections

Council has received five (5) submissions consisting of four (4) objections and one (1) submission in support.

The key issues raised in the objections and an officer response is provided below.

Objection	Officer response
Use of the public park for commercial purposes as a camping and caravan park	<u><i>Objection not supported</i></u> The suggestion of a further intensification or entrenchment of the existing use is not supported, and falls outside the scope of the application. The facility operates with existing use rights and is supported by the zone.

Objection	Officer response
Inconsistency with the PPF (including zone and overlay)	<u><i>Objection not supported</i></u> The planning assessment outlines a direct level of support for the proposed development, which is consistent with the zone and overlay requirements.
Heritage impacts	<u><i>Objection not supported</i></u> Heritage matters are not relevant to Council's assessment of the application. Heritage Victoria is responsible for management of the site, with approved Heritage Permits in place.
Environmental impacts	<u><i>Objection not supported</i></u> Environmental issues for the development have been addressed by this assessment. Wastewater disposal must either comply with EPA requirements or be connected to the reticulated sewerage system, should it become available.

Objection	Officer response
Landscape impacts	<p><i>Objection not supported</i></p> <p>The proposal will incorporate single storey buildings with external materials and colours respectful to their natural surrounds and landscape features. No adverse landscape impact will arise.</p>

Options

Council has the following options in deciding upon the permit application:

1. Issue a Notice of Decision to Grant a Planning Permit, subject to conditions as set out in the recommendation. **(Recommended option)**
2. Issue a Notice of Decision to Grant a Planning Permit with changes to recommended conditions.
3. Issue a Notice of Refusal to Grant a Planning Permit.

Conclusion

The application for buildings and works is supported, and will provide an opportunity to upgrade and improve the amenities and facilities within the existing caravan park.

On balance, the proposal will result in a form of development which responds appropriately to the relevant provisions of the Planning Policy Framework, Public Park and Recreation Zone, Environmental Significance Overlay (Schedule 1) and Significant Landscape Overlay (Schedule 2), and will result in the proper and orderly planning of the area.

It is recommended that Council issue a Notice of Decision to Grant a Planning Permit, subject to conditions.

RECOMMENDATION

That Council having caused notice of Planning Application No. PP2018/117 given under Section 52 of the *Planning and Environment Act 1987* and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* resolves to Issue a Notice of Decision to Grant a Permit under the provisions of the Corangamite Planning Scheme in respect of the land known and described as Allotment 4 Section 7 Parish of Colongulac, 220 Park Road CAMPERDOWN VIC 3260, for the Buildings and Works Associated with Caravan Park (Two Amenities Blocks, Two Cabins, Games Room) in accordance with the endorsed plans, with the application dated 8 October 2018, subject to the following conditions:

Layout not altered

1. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

Colours and materials

2. The external finishes of the development (including walls and roof materials) must be constructed in muted, non-reflective materials and tones, which blend in with the landscape environs of the area, to the satisfaction of the Responsible Authority.

Stormwater discharge

3. All stormwater discharge from the development is to be contained on-site, or diverted to a legal point of discharge, to the satisfaction of the Responsible Authority.

Car parking

4. Before occupation of the development, the areas set aside on the plans for car parking must be constructed with an all-weather and hard-standing finish, to the satisfaction of the Responsible Authority.

Wastewater disposal/reticulated sewerage

5. Wastewater from the development must be treated and retained on-site in accordance with the State Environment Protection Policy (Waters of Victoria) under the *Environment Protection Act 1970*.
6. Once reticulated sewer becomes available to the site, the existing facility must be connected into the system within six (6) months of such time, in accordance with the requirements of Wannon Water, to the satisfaction of the Responsible Authority. The existing on-site wastewater system must then be decommissioned and removed, with all sewage to be discharged into the reticulated sewer, to the satisfaction of the Responsible Authority.

Permit expiry



7. This permit will expire if one of the following circumstances applies:
 - (a) The development is not started within two years of the date of this permit.
 - (b) The development is not completed within four years of the date of this permit.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within three months afterwards

Permit note:

This permit is not an EPA works approval or licence. Before the use of development authorised under this permit starts, you should ensure you meet any obligations or duties that arise under the *Environment Protection Act 1970*. This may include obtaining a works approval or licence.

Attachments

1. Attachment Council Copy of Planning Permit Application PP2018/117 201595P - Under Separate Cover 
2. Attachment Council Copy of 5 Submissions PP2018 117 201595P - Under Separate Cover 

9. OFFICERS' REPORTS

9.1 Hard Court Maintenance Policy

Author: Kieran Schneider, Recreation Development Officer

File No: D19/57

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

This report recommends Council adopt the Hard Court Maintenance Policy, which provides direction to Council and community groups regarding the provision of funding for maintenance and upgrade responsibilities for both competitive netball and tennis courts throughout the Shire.

Introduction

Council's Hard Court Maintenance Policy aims to establish maintenance and upgrade responsibilities for hard court facilities and related infrastructure located in the Corangamite Shire.

Issues

Responsibility for the management of the hard court surfaces and related infrastructure will continue to rest with the relevant recreation reserve committee, tennis association or tennis club.

Public liability insurance arrangements for hard court surfaces and associated infrastructure will continue to be in accordance with land owner responsibilities (i.e. Council or Crown), and will involve organisational insurance where those courts are used by an independent club or association.

A number of hard court surfaces in the Corangamite Shire have been renewed over the past 10 years. An audit of hard court facilities was conducted in March 2017 to ensure investment in the facilities is warranted and funds can be directed to those based on condition and need.

The policy has been reviewed with only minor changes recommended. It is proposed that Council continue to:

- Consider allocation of funding as a part of its annual budget development.
- Include hard court related infrastructure for consideration of resource allocation for maintenance and upgrades.

Policy and Legislative Context

The Hard Court Maintenance Policy is a Council policy that has been reviewed in accordance with Council's Policy Development Framework.

This policy aligns with Council's 2017-2021 Plan in the key themes of Built and Natural Environment and Safe and Healthy Communities and is consistent with the following objectives:

Deliver high quality, optimally used, sustainable community facilities.

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

Improve the health and wellbeing of our community.

Internal / External Consultation

The Hard Court Maintenance policy is an existing policy that has been reviewed internally by Council's Facilities and Recreation team and senior officers.

Financial and Resource Implications

Council will consider in its 10 year capital works plan, dollar for dollar financial assistance for the maintenance or upgrade of hard court surfaces and related infrastructure located on Council owned or managed land, or on land identified by Council as a township reserve.

Hard court surfaces located on other Crown land or public reserves will be eligible to apply to Council's Facility Grant Program for funding assistance on a dollar for dollar basis.

In past budgets, Council has included an allocation of \$20,000 for hard court upgrades, with a similar allocation proposed as a part of Council's 2019-2020 budget.

Council officers will assist committees, associations or individual clubs in gaining State Government grants for upgrade projects.

Options

Council may opt to endorse the Hard Court Maintenance Policy as proposed, or choose to make amendments to the policy.

Conclusion



The proposed policy details Council's commitment to maintaining hard court facilities and related infrastructure throughout the Shire. The policy provides direction in provision of funding for maintenance and upgrade responsibilities for both competitive netball and tennis courts for the use of recreation throughout the Shire.

RECOMMENDATION

That Council:

1. **Revokes the Hard Court Maintenance Policy dated May 2016.**
2. **Adopts the Hard Court Maintenance Policy dated February 2019.**

Attachments

1. Hard Court Maintenance Policy 
2. Policy Council Hard Court Maintenance INFRA 33-02 with Track Changes 2019 - Under Separate Cover 



**CORANGAMITE
SHIRE**

Hard Court Maintenance Policy

Corangamite Shire

February 2019

Corangamite Shire Council Policy – Hard Court Maintenance Policy

Council Policy



Hard Court Maintenance Policy

Introduction

Sport and recreation play an important role in promoting a sense of community, social inclusion and community wellbeing. Suitable hard courts and related infrastructure are important assets that provide opportunities for participation in sports with high participation rates such as netball and tennis which in turn contributes to the social fabric of the community.

Purpose

The aim of this policy is to establish maintenance and upgrade responsibilities for hard court facilities located in Corangamite Shire.

Scope

This policy applies to hard court surfaces that are accessible by community members and are used for recreational or competition netball and/or tennis.

References

Corangamite Shire Municipal Public Health and Wellbeing Plan 2017-2021
Corangamite Shire Council Plan 2017-2021.

Policy Detail

Council will consider as a part of its annual budget development and its 10 year capital works plan, dollar for dollar financial assistance for the maintenance or upgrade of hard court surfaces and associated infrastructure located on Council owned or managed land or on land identified by Council as a township reserve (including reserved funds for the resealing of Camperdown's Lakes Recreation Park courts).

Hard court surfaces located on other Crown land or public reserves will be eligible to apply to Council's Facility Grants Program for funding assistance on a dollar for dollar basis.

Council officers will assist committees, associations or individual clubs in gaining State Government grants for upgrade projects.

Responsibility for the management of the hard court surfaces and related infrastructure will continue to rest with the relevant recreation reserve committee, tennis association or tennis club.

Public liability insurance arrangements for hard court surfaces and related infrastructure will continue to be in accordance with land owner responsibilities (i.e. Council or Crown) and will involve organisational insurance where those courts and associated infrastructure are used by an independent club or association.

Adopted at Council on:
Agenda Item:
Responsibility: Recreation Development Officer
File Number: D/19/216

Department: Facilities and Recreation
Policy Number: INFRA 33-02
To be reviewed by: February 2022
Page Number: 2

Corangamite Shire Council Policy – Hard Court Maintenance Policy

Reference to linked Procedure or Guidelines

Netball Australian National Facilities Policy

Netball Victoria Compliance Fact Sheet

National Tennis Facility Planning and Development Guide

Review Date

February 2022

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: Recreation Development Officer
File Number: D/19/216

Department: Facilities and Recreation
Policy Number: INFRA 33-02
To be reviewed by: February 2022
Page Number: 3

9.2 Playground Management Policy

Author: Kieran Schneider, Recreation Development Officer

File No: D19/56

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

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

Introduction

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

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

Issues *Township Playgrounds*

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

Council maintained playgrounds are listed in Table 1.

Playground	Location	Town
Jaycees Park	Princes Highway - Wright	Camperdown
Curdie Street Reserve	Curdie Street	Camperdown
Queen's Park	Pike Street	Camperdown

Playground	Location	Town
Apex Park	Manifold Street	Camperdown
Grimwade Park	Hamilton Highway (near Swimming Pool)	Lismore
Jubilee Park	Cnr Glenelg Hwy & Park Lane	Skipton
Derrinallum Recreation Reserve	Hamilton Highway	Derrinallum
Town Park	Mortlake-Terang Road	Noorat
Noorat Recreation Reserve	Noorat Road	Noorat
Thompson Street Playground	Thompson Street	Terang
Apex Playground	Princes Highway	Terang
Apex Park	Cnr Victoria Street & Shenfield Road	Cobden
Cobden Dam	Shenfield Road	Cobden
Snake Track Road Reserve	Snake Track Road	Timboon
Masonic Park	Cnr Barrett & Bond Streets	Timboon
Apex Park	Cnr Morris & Lord Streets	Port Campbell
Princetown Recreation Reserve	Old Coach Road	Princetown
Jaycees Park	Barramul Street	Simpson

Table 1: Council Maintained Playgrounds

Council officers undertake audits of the playground facilities each year to identify any non-compliance issues with Australian Standards, and provide an action plan for maintenance and improvements. Council commissions an independent playground audit on a three yearly inspection cycle.

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

Other Playgrounds

Where other public playgrounds are located within the Shire but not maintained by Council, these have in the past been assessed as a part of the annual compliance audit. Table 2 highlights the location of other playgrounds within the Shire.

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

Camperdown Recreation Reserve	Kolora Hall Reserve
Lake Tooliorook	Lismore Recreation Reserve
Ecklin Hall	Pomborneit Recreation Reserve
Port Campbell Recreation Reserve	Redhill Hall
Scotts Creek Recreation Reserve	Simpson Recreation Reserve
Skipton Recreation Reserve	Timboon Recreation Reserve
Cobden Go Kart Track Playground	Cobden Miniature Trains Playground

Table 2: Playgrounds not maintained by Council

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

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

Town	Playground	Year Proposed
Noorat	Noorat Playground	2019-2020
Skipton	Jubilee Park Skipton	2020-2021
Simpson	Simpson Playground	2021-2022
Lismore	Lismore Playground	2022-2023
Timboon	Timboon Playground	2023-2024
Cobden	Cobden Playground	2024-2025
Camperdown	Camperdown Apex Park	2025-2026
Terang	Terang Apex Park	2026-2027
Camperdown	Jaycees Park	2027-2028
Derrinallum	Derrinallum Playground	2028-2029
Prinetown	Prinetown Playground	2029-2030
Port Campbell	Port Campbell Playground	2030-2031

Table 3: Playground Renewal Schedule

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

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

Financial Resources

Council contributes an annual allocation for the construction of a new playground or a renewal to an existing playground as a part of its budget. The Department of Jobs, Precincts and Regions' Community Sports Infrastructure Fund - Minor facilities category guidelines stipulate a ratio of funding 2:1 with the maximum allocation of \$250,000.

Greater competition for funds within the region and revised priorities to initiatives which support active sport participation, job creation and economic return has seen a downturn in the availability of grant allocations for playgrounds. As Council has replaced each of the township playgrounds over the past 14 years, funding is expected to be restricted to renewal only as opposed to upgrading or replacing the facilities. This coupled with increased community expectation to deliver modern and innovative playgrounds, will place additional financial burden on Council to fund playground renewals in the future.

The Role and Future of Playgrounds

A consideration for Council in the future will be the development of new playgrounds with the rationalisation/consolidation of playground facilities, where there are more than one located within a township.

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

Consolidation of facilities may be guided passively with the deterioration of a playground's structural condition and end of life expectancy. Playgrounds which offer limited play value and experiences and are co-located in close proximity to larger township playgrounds will be considered for removal at the end of their reasonable life.

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

Policy and Legislative Context

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

The Playground Management Policy provides for an equitable distribution of playgrounds to residents across the Shire and is in keeping with a number of actions outlined in Council's Plan 2017-2021:

Improve the appearance of our towns and public spaces.

Township infrastructure will contribute to safe and accessible public areas.

Deliver high quality, optimally used, sustainable community facilities.

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

Improve the health and wellbeing of our community.

The policy also aligns with a number of Council's strategies including the Recreation and Open Space Strategy 2016-2026 and Municipal Public Health and Wellbeing Plan 2017-2021.

The policy acknowledges relevant industry standards and guidelines.

Internal / External Consultation

The Playground Management Policy is supported by an independent audit with reference to the relevant Australian Standards. Council's independent playground auditor has indicated Council's maintenance regime and cyclical playground replacement of 14 years is well within the industry norm being 10-20 years.

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

Financial and Resource Implications

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

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

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

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

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

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

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

Options

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

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

Conclusion

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

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



Whilst increasing expectations on service levels for playgrounds combined with reducing external grant opportunities from State Government may place additional financial pressure on Council, Council's continued implementation of the Playground Management Policy will ensure that its facilities are maintained to a high quality standard that complies with current Australian Standards and with clear guidance on the future facility development.

RECOMMENDATION

That Council:

1. **Revokes the Playground Management Policy dated March 2016.**
2. **Adopts the Playground Management Policy dated February 2019.**

Attachments

1. Policy Playground Management 2019 
2. Policy Playground Management INFRA34-03 Draft With Mark Up 2019 - Under Separate Cover 



**CORANGAMITE
SHIRE**

Playground Management Policy

February 2019

Council Policy



Playground Management

Introduction

Council is committed to providing playgrounds that:

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

Purpose

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

Scope

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

Definitions

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

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

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

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

References

Deakin University Australia, *"The REVAMP natural experiment study: the impact of a play-scape installation on park visitation and park-based physical activity"* January 2018

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

Play Australia, www.playaustralia.org.au

Ray Hutchinson, Ray Hutchinson & Associates, Playground Auditor

Policy Detail

Adopted at Council on:
Agenda Item:
Responsibility: Manager Facilities & Recreation
File Number: D/19/215

Department: Facilities and Recreation
To be reviewed by: February 2022
Policy Number: INFRA34-03
Page Number: 2

Corangamite Shire Council Policy – Playground Management

1. Design

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

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

2. Maintenance

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

Playground	Location	Town
Jaycees Park	Princes Highway - Wright	Camperdown
Curdie Street Reserve	Curdie Street	Camperdown
Queen's Park	Pike Street	Camperdown
Apex Park	Manifold Street	Camperdown
Grimwade Park	Hamilton Highway (near Swimming Pool)	Lismore
Jubilee Park	Cnr Glenelg Hwy & Park Lane	Skipton
Derrinallum Recreation Reserve	Hamilton Highway	Derrinallum
Town Park	Mortlake-Terang Road	Noorat
Noorat Recreation Reserve	Noorat Road	Noorat
Thompson Street Playground	Thompson Street	Terang
Apex Playground	Princes Highway	Terang
Apex Park	Cnr Victoria Street & Shenfield Road	Cobden

Adopted at Council on:
 Agenda Item:
 Responsibility: Manager Facilities & Recreation
 File Number: D/19/215

Department: Facilities and Recreation
 To be reviewed by: February 2022
 Policy Number: INFRA34-03
 Page Number: 3

Corangamite Shire Council Policy – Playground Management

Cobden Dam	Shenfield Road	Cobden
Snake Track Road Reserve	Snake Track Road	Timboon
Masonic Park	Cnr Barrett & Bond Streets	Timboon
Apex Park	Cnr Morris & Lord Streets	Port Campbell
Princetown Recreation Reserve	Old Coach Road	Princetown
Jaycees Park	Barramul Street	Simpson

Table 1: Council Maintained Playgrounds

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

2. Risk and Compliance

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

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

3. Capital Upgrades

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

Town	Playground	Year Proposed
Noorat	Noorat Playground	2019-2020
Skipton	Jubilee Park Skipton	2020-2021
Simpson	Simpson Playground	2021-2022
Lismore	Lismore Playground	2022-2023
Timboon	Timboon Playground	2023-2024
Cobden	Cobden Playground	2024-2025
Camperdown	Camperdown Apex Park	2025-2026
Terang	Terang Apex Park	2026-2027
Camperdown	Jaycces Park	2027-2028
Derrinallum	Derrinallum Playground	2028-2029
Princetown	Princetown Playground	2029-2030
Port Campbell	Port Campbell Playground	2030-2031

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

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

Adopted at Council on:
 Agenda Item:
 Responsibility: Manager Facilities & Recreation
 File Number: D/19/215

Department: Facilities and Recreation
 To be reviewed by: February 2022
 Policy Number: INFRA34-03
 Page Number: 4

Corangamite Shire Council Policy – Playground Management

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

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

Review Date

February 2022

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: Manager Facilities & Recreation
File Number: D/19/215

Department: Facilities and Recreation
To be reviewed by: February 2022
Policy Number: INFRA34-03
Page Number: 5

9.3 Corangamite Shire Draft Rural Living Strategy

Author: Aaron Moyne, Manager Planning and Building Services

File No: D19/49

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 - Aaron Moyne

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

Summary

A draft Rural Living Strategy (RLS) has been prepared for Council to release for public consultation. A four (4) week period of public consultation is proposed to be undertaken, including three (3) designated public 'drop-in' sessions, and direct consultation with key stakeholders and affected landowners.

Comments and feedback received will be considered when preparing a final version of the RLS, before it is presented to Council for adoption.

This report seeks Council's authorisation to release the RLS for public consultation.

Introduction

The purpose of the RLS is to research, analyse and establish the current supply and demand for rural-residential living within the Shire and develop a strategy to guide Council.

The project will provide a strategic underpinning for future planning and economic activity based on robust analysis, including detailed rural living land supply and demand forecasts, and consideration of settlement patterns. The project will also look at innovative opportunities for rural-residential living to support population increase, economic activity and employment creation.

Work to develop the RLS commenced in March 2018 and has progressed through preparation of a draft RLS Background Report and direct stakeholder engagement, leading to delivery of a draft RLS final report.

Following public consultation with the community and key stakeholders in March 2019, the draft RLS is scheduled for adoption within the 2018-2019 financial year. Table 1 below provides an illustration of the key stages for the project and their timing.

Stage	Timing
1. Project Inception and Scope	Completed
2. Technical Investigations	Completed
3. Stakeholder Engagement	Completed
4. Draft Rural Living Strategy	December 2018- February 2019
5. Public Consultation and Stakeholder Engagement	March 2019
6. Final Rural Living Strategy (adoption)	April 2019

Table 1: RLS Project Stages and Timing

The RLS will be followed by a Stage 1 planning scheme amendment in the 2019-2020 financial year to implement recommended changes within the Corangamite Planning Scheme.

Issues

Commitment to prepare a RLS arises from the 2017-2021 Council Plan which reinforces Council's population and investment attraction agenda. Council is seeking to increase its population and diversify the Shire's economic base. The RLS will encourage population attraction and seeks to ensure an adequate future supply of rural-residential land within the Shire.

The RLS will deliver a balance between the strong policy direction for protecting and sustainably managing productive agricultural land, against the importance of rural-residential living opportunities, by capitalising on the Shire's rural-lifestyle and liveability characteristics.

The RLS seeks to provide direction for future rural-residential development within the Shire by investigating the adequacy of existing rural-residential zoned land, consider why existing zoned land is not being developed and how facilitate the development of vacant land. The project will identify preferred locations for additional land supply and rezoning to cater for rural-residential growth.

Rural-residential development refers to land within either the Rural Living Zone (RLZ) or Low Density Residential Zone (LDRZ). The project does not investigate housing and settlement opportunities within the rural zones (i.e. Farming Zone or Rural Conservation Zone). This falls outside the scope of the project and must be addressed separately through a Rural Housing and Settlement Strategy.

The following eight (8) policy directions have been developed for the draft RLS:

1. Develop clear policies as to where rural living is appropriate and where it should be encouraged.
2. Direct rural living opportunities to existing settlements that have the necessary infrastructure and services to support additional population growth.
3. Direct immediate rural living opportunities to areas where there is an undersupply of rural-residential land.
4. Direct future rural living opportunities in areas where there is sufficient supply.
5. Re-shape local rural residential frameworks in areas where there is evidence that the market has not responded to rural residential opportunities.
6. Direct potential rural housing and accommodation opportunities to rural areas with good access to coastal settlements, low bushfire risk and where housing will not impair high productivity agricultural land.

7. Consider application of the rural residential zones and schedules, which may be used to support rural residential development opportunities.
8. Provide direction on economic development initiatives which could be used to incentivise the market to uptake existing rural residential opportunities.

The draft RLS identifies the key drivers of change which shape current and future rural-residential development opportunities within Corangamite, and provides a comprehensive overview of the 'Strategic Context' from national to local level.

Direct consideration has been given to land supply and property market characteristics. Based on annual average municipal development rates of 3.1 rural-residential dwellings per year, it is currently estimated that an approximate 48 year land supply exists across the municipality. This is in excess of the 15 year supply of land Council is directed to achieve within the Planning Policy Framework (PPF).

Following direct consultation with local real estate agents as key stakeholders, it has been important to note that demand within the market exists for larger rural-residential (lifestyle) lots of approximately 2-4ha, as opposed to smaller 0.4-1ha properties.

The key section of the draft RLS refers to specific township assessment and preparation of future rural-residential development recommendations. Short, medium and long term recommendations are provided, based upon a township/settlement rural-residential development potential.

The township/settlement analysis and recommendations are outlined within the draft RLS.

Policy and Legislative Context

Consideration of the draft RLS is consistent with the Corangamite Shire Council Plan 2017-2021 which commits to:

Improving the liveability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability.

Improve the appearance of our towns and public spaces.

Ensure the Corangamite Planning Scheme provides for the fair, orderly, economic and sustainable use and development of land.

Preserve the natural environment of Corangamite Shire.

Internal / External Consultation

Consultation has been undertaken with service authorities, government agencies and local real estate agents, along with internal briefings, which has informed the draft RLS.

Public consultation on the draft RLS is scheduled to be undertaken over four (4) weeks during March 2019, including:

- Public release via social media and Council's website.
- Public notices displayed in each township/settlement.
- Letters to directly affected landholders.
- Three (3) designated public 'drop-in' sessions (north, central and south).
- Discussions with service authorities, government agencies and local real estate agents.

Comments and feedback received through public consultation will be used to inform a final version of the RLS, before it is presented to Council for adoption.

Following adoption of the final RLS by Council, it is anticipated that a planning scheme amendment would be prepared to implement Stage 1 Recommendations. The planning scheme amendment process will provide a further opportunity for consultation on any changes to planning controls before they are finalised.

Financial and Resource Implications

Preparation and development of the RLS has been funded by Council. There are no further direct financial or resource implications for Council in progressing the draft RLS to public consultation.

Options

The recommended option is for Council to release the draft RLS for public consultation.

Other options include releasing the report subject to changes, or choosing not to progress further with the project.

Conclusion




Council has prepared a draft RLS to provide direction for future rural-residential growth and development opportunities within the Shire. The RLS is an important component of Council's ongoing population growth and investment attraction agenda.

A four (4) week period of public consultation is scheduled to be undertaken in the event that Council agree to release the draft strategy for public consultation. This will provide community comment and feedback, which will be used to further inform and refine the final version of the RLS, before being presented to Council for adoption.

RECOMMENDATION

That Council authorises the Draft Corangamite Shire Rural Living Strategy to be released for public consultation commencing March 2019.

Attachments

1. Draft Corangamite Shire Rural Living Strategy February 2019 - Under Separate Cover 
2. Corangamite Shire Rural Living Study Background Report (January 2019) FINAL - Under Separate Cover 
3. Corangamite Shire Rural Living Study Township Rural Residential Profiles (January 2019) FINAL - Under Separate Cover 

9.4 Council Plan Performance, July - December 2018

Author: Penny MacDonald, Executive Services and Governance Coordinator

File No: D19/47

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 information on Council's progress towards the 2017-2021 Council Plan, including the 2018-2019 Annual Action Plan.

Introduction

Council is required to review its performance against the Council Plan for the first six months of each financial year. This requirement is included in the Governance and Management Checklist, which forms part of Council's Annual Report of Operations.

Issues

Established within the Council Plan are a set of indicators that have been identified to demonstrate Council's progress in achieving the overarching objectives and strategies outlined in the Plan. In addition to these indicators, specific key actions and initiatives are identified each year in an Annual Action Plan.

Council Plan Indicators

At 31 December 2018, progress towards achieving the Council Plan indicators was steady, despite the St Patrick Day fires which impacted the organisation, as well as those directly affected and the wider community. Due to resourcing issues associated with the fires, it was necessary to defer work towards one indicator relating to the completion of actions from the Recreation Open Space Strategy. Work towards all other indicators was either in progress or completed by the end of the calendar year. This is an improvement on last year's result, when work towards four indicators had yet to commence.

Between 1 July and 31 December 2018, a number of indicators measured annually were completed, an increase on the results reported at the same time last year. This is particularly evident in in the Vibrant Economic, Agriculture and Tourism theme. Indicators involving agricultural product, new businesses in the Shire, and employment in the tourism industry continued to increase, demonstrating Council's focus on supporting economic development within the Shire.

Twenty-two indicators were pending at the end of 2018, as data has yet to become available. The majority of these indicators relate to the Community Satisfaction Survey, with results not available until May 2019.

The attached progress report identifies the status of all 82 Council Plan indicators. A comparison on the status of the indicators between 31 December 2017 and 31 December 2018 is provided in the table below.

Status of Indicator	2017-2018 result at 6 months	2018-2019 result at 6 months
Completed – annual measure	12	14
Completed – four year measure	3	5
In Progress	41	40
Pending	21	22
Not Started	4	0
Deferred	0	1
Not applicable	1	Now marked as completed (annual measure)

Table 1: Indicator status comparison at six months

Annual Action Plan Progress

At 31 December 2018, Council had made good progress towards achieving the initiatives identified in the 2018-2019 Annual Action Plan, with the majority of actions either completed or well underway. Actions completed on or ahead of schedule included those associated with Council’s advocacy activities, funding programs, and roadside weeds and vegetation initiatives.

Actions noted as pending in the attached report mostly relate to projects due to commence in the second half of the 2018-2019 financial year, or those contingent on changes to legislation which has yet to eventuate.

Three actions were deferred due to resourcing issues associated with the St Patrick’s Day fires, including the development of a trails strategy, development of a statistical profile of sport and recreation participation, and development and delivery of a swimming pool facilities plan. Council indicated its support to defer these actions at a briefing on 28 August 2018.

The attached report outlines the status of the 73 key actions from the Annual Action Plan as at 31 December 2018, of which:

- 19 were completed (26%)
- 37 were in progress (50.7%)
- 14 were pending (19.2%)
- 3 were deferred (4.1%).

Policy and Legislative Context

The *Local Government (Planning and Reporting) Regulations 2014* supports the operation of a planning and reporting framework for councils in accordance with the *Local Government Act 1989*.

The regulations require the adoption of a Council Plan report which demonstrates the performance of the Council against the Council Plan for the first six months of each financial year. This requirement is included in the Governance and Management Checklist which will form part of the Annual Report of Operations for 2018-2019.

A six month report of Council's performance against the Council Plan is consistent with the following Council Plan commitment and objective:

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

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

Internal / External Consultation

Corangamite Shire's Leadership Group has contributed to the preparation of the Council Plan and Annual Action Plan Progress Report for the period July–December 2018.

Financial and Resource Implications

Preparation of a six month performance report is part of Council's annual reporting cycle and does not require additional resources.

Options

Council is required to receive a report on progress towards the Council Plan, including the Annual Action Plan.

Conclusion

Council is required to review its performance against the Council Plan for the first six months of each financial year. Despite the impact of the St Patrick's Day fires on the organisation, progress towards achieving the Council Plan indicators and initiatives in the Annual Action Plan is steady. At 31 December 2018, the majority of the work required was completed or well underway.

RECOMMENDATION

That Council receives the Council Plan and Annual Action Plan Progress Report for July–December 2018.

Attachments

1. Report Six Month Progress Report on Council Plan and Annual Action Plan 2018-2019 - Under Separate Cover 

9.5 Local Government Performance Indicators Report for six month period ending 31 December 2018

Author: David Rae, Director Corporate and Community Services

File No: D19/50

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - David Rae

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

Summary

The purpose of this report is to provide Council with results on the Local Government Performance Reporting Framework (LGPRF) Indicators for the six month period ending 31 December 2018, as required under the *Local Government (Planning and Reporting) Regulations 2014*.

Introduction

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

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

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

Issues

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

The half yearly results and, where applicable, comparative results for the same period last year and previous financial years are reported in the attachment (under separate cover). Council's performance for the six month period ending 31 December 2018 is not dissimilar to the same period last year. Some indicators have performed strongly, whereas some require monitoring over the remainder of the financial year.

Care should also be taken when interpreting the data provided in the attached report, as it only pertains to half the financial year. Non-financial elements reported are not always

uniform throughout the year and the timing of revenue or expenditure recognition often varies from year to year.

There are currently 83 mandatory indicators in the framework. The indicators need to be reported in the 2018-2019 Annual Report and will assist Council monitor its performance over time and benchmark performance on an annual basis with other councils. Some of the indicators will be audited by the Victorian Auditor General's Office.

The mandated indicators and measures are grouped into three areas:

- Service performance. 41 indicators across nine services
- Financial performance. 12 finance indicators
- Sustainability. Six indicators relating to sustainable capacity, and 24 indicators relating to governance and management.

Policy and Legislative Context

Consideration of this report is in accordance with the *Local Government Act 1989*, *Local Government (Planning and Reporting) Regulations 2014* and the following 2013-2017 Council Plan commitments:

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

Model contemporary standards of corporate governance and professional standards.

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

Internal / External Consultation

The reporting of results of the half yearly performance for 2018-2019 has been coordinated by Council's Executive Services and Governance Coordinator, with data collation completed by nominated department managers. The Senior Officer Group has reviewed the results.

Financial and Resource Implications

There are no financial and resource implications as a consequence of this report. However, it is estimated the recurrent cost, through lost productivity, associated with the LGPRF is \$10,000 per annum. Additionally, the promised reduction in the reporting burden by Local Government to State Government remains disappointingly inadequate and has not resulted in any recurrent cost or time savings. Furthermore, a recent strategic directions paper issued by the Minister for Local Government foreshadowed an expansion of the framework, including the introduction of targets, over the next several years that will ultimately result in a higher, albeit indirect, cost to Council.


Conclusion

Effective performance reporting by councils is essential for ensuring accountability to residents and ratepayers. The primary objective of the LGPRF is to provide comprehensive performance information for this purpose. The data generated by the LGPRF can also provide an incentive to improve the performance once trend data becomes available. Council's performance for the six month period ending 31 December 2018 is generally comparable to the same period last year and reflects strong progress with most indicators when compared to trend data.

RECOMMENDATION

That Council notes the half yearly results for the period ending 31 December 2018 for the legislated performance indicators under the *Local Government (Planning and Reporting) Regulations 2014*.

Attachments

1. LGPRF Indicators - Report for 6 month period ending 31 December 2018 - Under Separate Cover 

9.6 Corporate Risk Register

Author: Michele Stephenson, Manager Human Resources/Risk

File No: D19/54

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Michele Stephenson

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

Summary

This report is to present the six monthly update on Council's strategic risk profile. The Corporate Risk Register (CRR) Strategic Risk Report, including the residual strategic risk profile, is attached under separate cover. The report is provided in accordance with the Local Government Performance Reporting Framework.

Introduction

It is essential that all risks are managed, communicated and considered consistently at all levels within Council.

The Corangamite Shire Risk Management Framework, incorporating the Risk Policy, has been developed to provide an integrated approach to managing risk across Council. Part 2 of the Framework deals with risk appetite and strategic risk profile, and it describes how the risk profile is managed through the CRR. The CRR documents the strategic and operating risks to Council's operations, including their likelihood and consequence of occurring and the associated risk mitigation strategies.

Issues

Council's risk management process conforms to the international standard for risk management - AS/NZ ISO 31000:2009. Through the CRR, all risks and the implementation of the associated controls and treatments can be monitored and reported.

The CRR is regularly reviewed, with operational risks adapted due to changing and emerging circumstances. The strategic risks were reviewed in 2018 to align with the objectives in the 2017–2021 Council Plan. The CRR has been updated to reflect the new or modified strategic risks, their risk profile and risk mitigations. Operational risks are aligned to the new strategic risk profile.

The Risk Assessment Process

The CRR is not static, and the identification of new operational risks, controls and treatments is ongoing by 'risk managers'.

For each risk the CRR contains:

- A description of the risk.
- The likelihood that the risk may occur.
- The impact or consequence if the risk occurs.
- Existing controls in place to mitigate the risk.
- The Risk Rating (likelihood x consequence).
- Treatment plans to mitigate the risk.

From this analysis the Current Risk Level is determined.

Likelihood Rating

Council's process examines the chance of a risk happening (likelihood). The following table is used to assess the likelihood of a risk occurring:

Description	Likelihood of Occurrence
Almost Certain	Is almost certain to occur in most circumstances (80% plus)
Likely	Will probably occur (50-80%)
Possible	Might occur at some time in future (20-50%)
Unlikely	Could occur but doubtful (5-20%)
Rare	May occur but only in exceptional circumstances (<5%)

Risk Consequence Rating

The risk consequence is the possible impact or consequence if the risk does materialise (consequence).

Risks have a consequence in terms of Business Processes and Systems (business interruption), Community, Environmental, Financial, People, Regulatory and Reputation (Public Image).

The following table is used to assess the consequence of risk happening.

Rating	Description
1	Insignificant
2	Minor
3	Moderate
4	Major
5	Catastrophic

The following Risk Matrix is used to determine the **Risk Rating** for a risk.

	Consequence / Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Is almost certain to occur in most circumstances (80% plus)	Almost Certain	Medium	High	Extreme	Extreme	Extreme
Will probably occur (50-80%)	Likely	Medium	High	High	Extreme	Extreme
Might occur at some time in future (20-50%)	Possible	Low	Medium	Medium	Extreme	Extreme
Could occur but doubtful (5-20%)	Unlikely	Low	Low	Medium	High	Extreme
May occur but only in exceptional circumstances (<5%)	Rare	Low	Low	Low	Medium	High

Level	Description
Low	Manage by routine procedures
Medium	Specific Management responsibility
High	Needs senior management attention
Extreme	Detailed action plan required

Council’s Strategic Risk Profile (January 2019)

Previous reporting has focussed on the top 10 operational risks to Council, however current and future reporting will show Council’s top 10 strategic risks, and also a detailed strategic risk profile contained in the Strategic Risk Report. The new reporting format is consistent with the higher level reporting described in the LGPRF that is “six-monthly reports of strategic risks to Council’s operations, their likelihood and consequences of occurring and risk minimisation strategies”.

Likelihood (Probability)	Consequence (Impact)				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain Is almost certain to occur in most circumstances (80% plus)					
Likely Will probably occur (50-80%)		<i>(Numerals indicate no. of risks)</i>			
Possible Might occur at some time in future (20-50%)			8		
Unlikely Could occur but doubtful (5-20%)			4		
Rare May occur but only in exceptional circumstances (<5%)			1		
	Low	Medium	High	Extreme	

Council's Top 10 Risks ordered by residual rating (adjusted for existing controls and treatments (January 2019)

Risk No	Risk Description	Risk Level Current	Risk Level Residual
104	STRATEGIC RISK - Poor governance and ethical standards results in community loss of confidence in Council, reputational damage or financial loss.	Medium	Medium
103	STRATEGIC RISK - A cyber-attack or unauthorised access compromises the integrity of Information Communication and Technology Systems, resulting in interrupted service delivery.	Medium	Medium
56	STRATEGIC RISK - A workplace health and safety incident results in harm, death or litigation.	Medium	Medium
55	STRATEGIC RISK - Due to inadequate workforce capacity or availability, services cannot be delivered.	Medium	Medium
54	STRATEGIC RISK - Council infrastructure is inadequately maintained resulting in community dissatisfaction or harm.	Medium	Medium
53	STRATEGIC RISK - Unsatisfactory community engagement in decision making results in a decline in community satisfaction.	Medium	Medium
52	STRATEGIC RISK - Community health and wellbeing services are not safely or competently delivered, resulting in harm or a fatality.	Medium	Medium
51	STRATEGIC RISK - Ineffective adaptation or response to climate variability and adverse environmental conditions results in the increased cost of service provision.	Medium	Medium
50	STRATEGIC RISK - An environmental incident occurs resulting in irreversible environmental damage and/or prosecution.	Medium	Medium
48	STRATEGIC RISK - Population and tourism decline resulting in reduced community wellbeing, economic development or financial loss.	Medium	Medium

Policy and Legislative Context

Consideration of this report is in accordance with the following objectives 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.

We value our employees, their contribution and are committed to providing a safe workplace. We will ensure our organisation delivers a high level of customer service and our employees act with integrity at all times.

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

Internal / External Consultation

The Audit Committee, Councillors and Leadership Group were involved in the identification of the new strategic risks to Council operations. The Leadership Group continues to manage and monitor risks in consultation with the Senior Officer Group.

Financial and Resource Implications

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

Conclusion


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

In order to manage these uncertainties it is essential that consistent processes are adopted within a comprehensive framework. The Corporate Risk Register is a critical element of the framework, and regular reporting to Council assists in the management and oversight of risk effectively and efficiently across the organisation. This report and the accompanying Corporate Risk Register Strategic Risk Report inform Council on the organisation's risk profile as at 31 January 2019.

RECOMMENDATION

That Council receives the Corporate Strategic Risk Report as attached.

Attachments

1. Strategic Risk Report Jan 2019 - Under Separate Cover 

9.7 Camperdown Streetscape Stage 2 Contract

Author: John Kelly, Manager Assets Planning

File No: D19/61

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

One conforming tender has been received for Contract No. 2019008 for construction of the Camperdown Streetscape Stage 2 Project. It is considered that best value for Council is provided from the tender submitted by Langdon Contractors of Warncoort at a price of \$404,830 (+GST).

Introduction

One tender has been received for construction of the Camperdown Streetscape Stage 2 Project. Works are to include:

- Extending a bluestone kerb and a concrete perimeter around the clocktower including installation of a path around the clocktower.
- Replacement of existing red brick paving in town centre and existing bitumen surfaced service lane with bluestone paving.
- Realignment of Pike Street median at Manifold Street.
- Installation of additional kerb outstands and pedestrian refuge in Manifold Street adjacent to the town centre.

Issues

At the August 2014 Council meeting, Council approved a concept for improvements to the Camperdown streetscape which incorporated Manifold Street, Little Manifold Street, and the central median from Bath Street to Pike Street.

Stage 1 of the Camperdown Streetscape was undertaken in the first half of 2015 and included the following:

- Installation of exposed aggregate concrete and bluestone bands in footpath areas on the northern side of Little Manifold Street east and west of Church Street, on the southern side of Manifold Street outside the Courthouse and the Council office.
- Upgrade of eight existing outstands in Manifold Street.
- Replacement of seats, bollards and bin hides at various locations.
- Installation of disabled parking bay ramps outside the NAB building in Manifold Street and the Killara Centre in Little Manifold Street.
- Installation of tree planting at various locations.

Since these works, further bollard refurbishments and seat replacements have taken place in various locations in the streetscape area in 2018.

Council has allocated \$400,000 in the 2018-2019 Budget for delivery of Stage 2 of streetscape improvement works in Camperdown. Council is programmed to complete construction works for the streetscape improvements within the current financial year.

Stage 3 of the Camperdown Streetscape programmed to be delivered in 2021-2022 at an estimated cost of \$378,000 covers principally the improvement works around the War Memorial area in the central median west of the Manifold Street/Leura Street/Cressy Street intersection.

Policy and Legislative Context

The contract for the Camperdown Streetscape Stage 2 Project was advertised for public tender, as required under the *Local Government Act* and Council policy, as it is a purchase greater than \$150,000.

The Camperdown Streetscape Stage 2 Project aligns with the Council Plan 2017-2021 and the following key strategy from Theme 4 Built and Natural Environment of the plan:

Improve the appearance of our towns and public spaces.

Township infrastructure will contribute to safe and accessible public areas.

Internal / External Consultation

In 2014, consultation with the public and other key stakeholders had informed the concept design development for the streetscape. The focus of consultation had been at the earliest opportunity in the project and ahead of the preparation of the design concept. This allowed for a good understanding of key issues, opportunities and constraints at an early stage in the project. Feedback, which included comments from community members and stakeholders, had been influential in gauging community reaction and in shaping the concept design work.

Given the previous extensive consultation for the project, the finalised concept for Stage 2 has been provided to the community as information. This has reinforced the consultation and feedback previously undertaken. This enables delivery of the design and construction of the streetscape works in this financial year.

VicRoads has been consulted about the upcoming works and it has given in principle support to the project.

Heritage Victoria has also been consulted and has given an exemption to a permit being required for the proposed works in The Avenue precinct.

Tenders were invited for the streetscape works by way of newspapers in December 2018. A set of tender documents was sent to a number of contractors with one conforming tender submitted.

Included in the contract specification for the streetscape works is a *Local Community Engagement Specification*, which has specific requirements that the successful contractor will be contractually obliged to liaise with and ensure the impacts on the local community and the traders in Camperdown are kept to a minimum.

A media strategy is being devised to keep the community informed of progress of the streetscape works during construction.

Financial and Resource Implications

The budget for works on the Camperdown Streetscape Stage 2 this financial year is \$400,000.

The tender price obtained for the works was \$404,830 (ex GST) from contractor Langdon Contractors Pty Ltd which is a \$4,830 increase on budget. This price includes the provisional item for replacing the existing red brick area in the town centre and the surfacing of the service road next to the clocktower with bluestone paving. Council has the financial capacity to meet the additional expenditure.

Langdon Contractors has previously undertaken similar paving and stonemasonry type work for Colac Otway Shire Council and Moreland City Council. Officers from both these councils advised that the contractor is very competent, provides a high quality product, undertakes work in a timely manner and has a good working relationship with both the client and the general public.

Langdon Contractors has confirmed its availability to undertake the works in the first half of 2019. With an award of the contract at the end of February 2019, the contractor has advised it would program construction of the Camperdown Streetscape Refresh Project to commence in March 2019, with completion by June 2019 weather permitting.

A copy of the Tender Evaluation Report for the contract is attached under separate cover.

Options

Council may choose to award this contract to the contractor that has submitted a tender, or not to award the contract.

Should Council opt to proceed with awarding the contract to Langdon Contractors, Council can choose to either increase the budget allocation to cover the funds shortfall or reduce the scope of the works to keep costs within the current available budget.

Conclusion

The contract for the Camperdown Streetscape Stage 2 Project has been tendered and evaluated in accordance with Council policy and the evaluation criteria.

It is considered that best value for Council for the contract is provided from the tender submitted by Langdon Contractors.

The recommended contractor, Langdon Contractors, has demonstrated with similar works undertaken for other councils that it is very competent and provides a quality product.

Based on the tender price from Langdon Contractors, the cost to complete the Camperdown Streetscape Stage 2 Project requires a further \$4,830 budget allocation.


RECOMMENDATION

That Council

- 1. Awards Contract No. 2019008 – Camperdown Streetscape Stage 2 Project to Langdon Contractors Pty Ltd for the value of \$404,830 (plus GST).**

-
2. **Affixes the Common Seal of Council to the contract.**
 3. **Allocates a further \$4,830 budget allocation to the Camperdown Streetscape Stage 2 Project to cover the shortfall.**
 4. **Authorises any variations above the contract amount may be approved by a relevant Council officer within their financial delegation limit, up to and including the CEO level.**

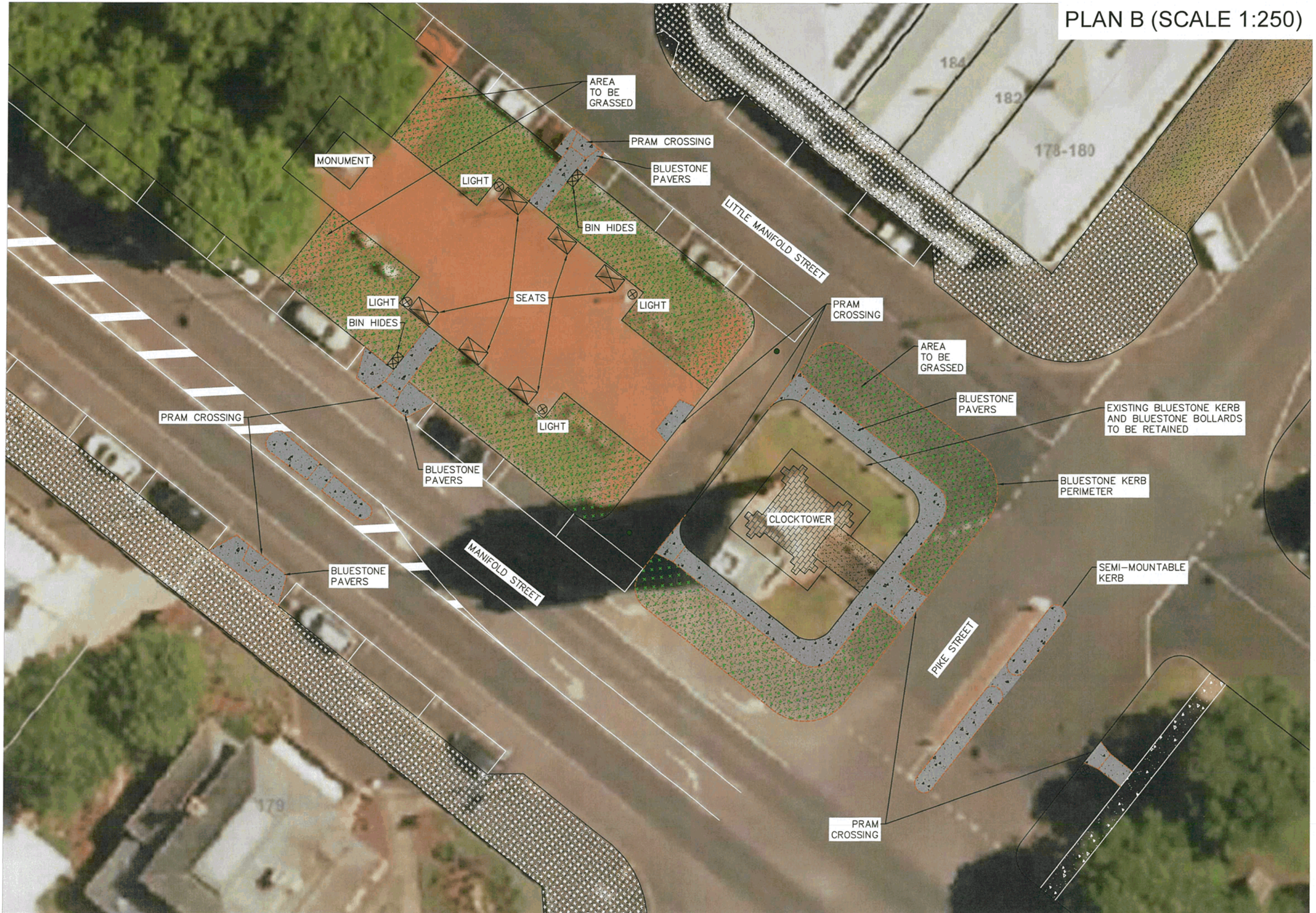
Attachments

1. Tender Drawings for Camperdown Streetscape Stage 2 Project 
2. Camperdown Streetscape Stage 2 Tender Prices - Under Separate Cover - Confidential
3. Officer Forms - Declaration of No Conflict of Interest - Camperdown Streetscape Stage 2 Tender Evaluation - Under Separate Cover - Confidential
4. Tender Evaluation Report - Camperdown Streetscape Stage 2 - Under Separate Cover - Confidential

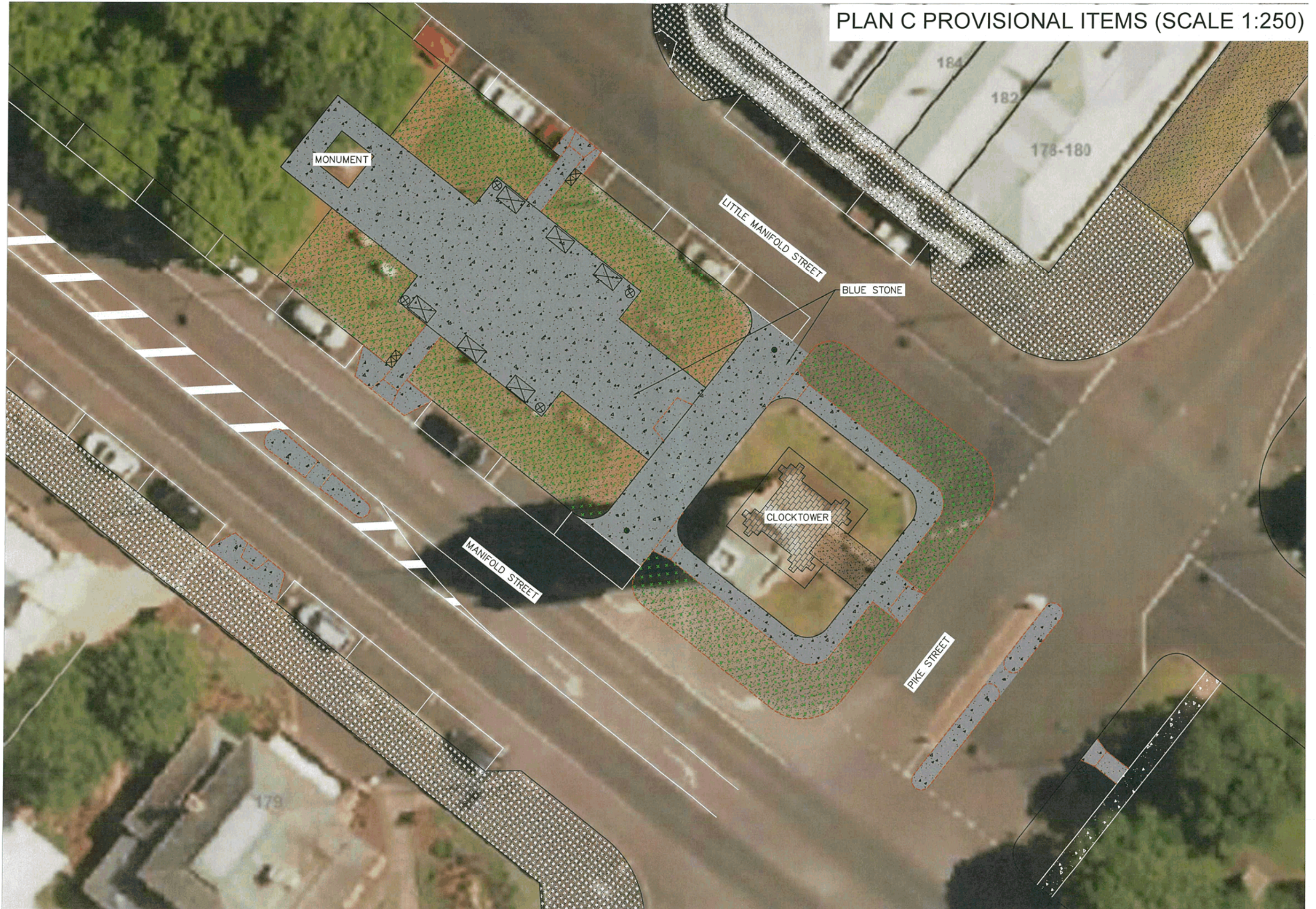
PLAN A, EXISTING (SCALE 1:250)

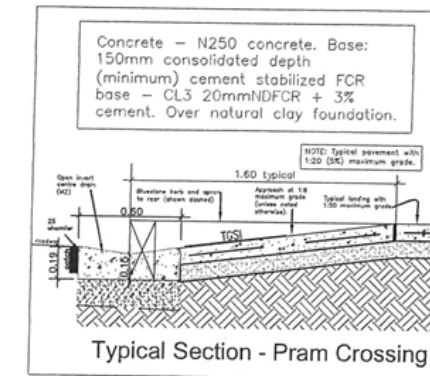
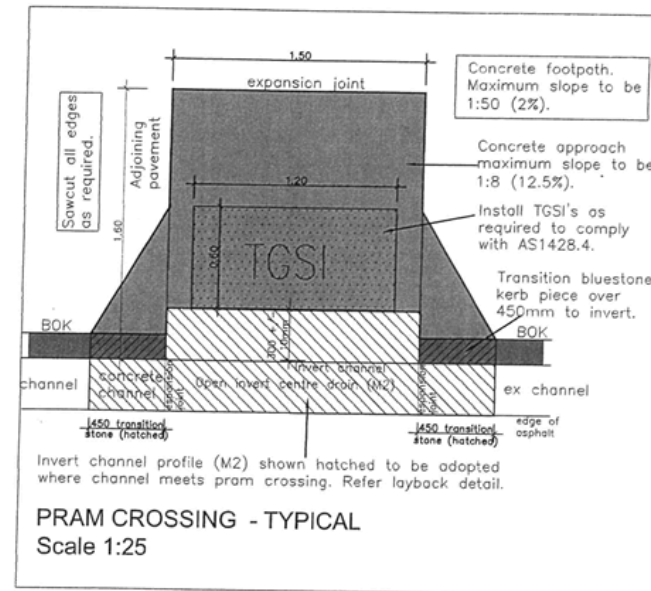
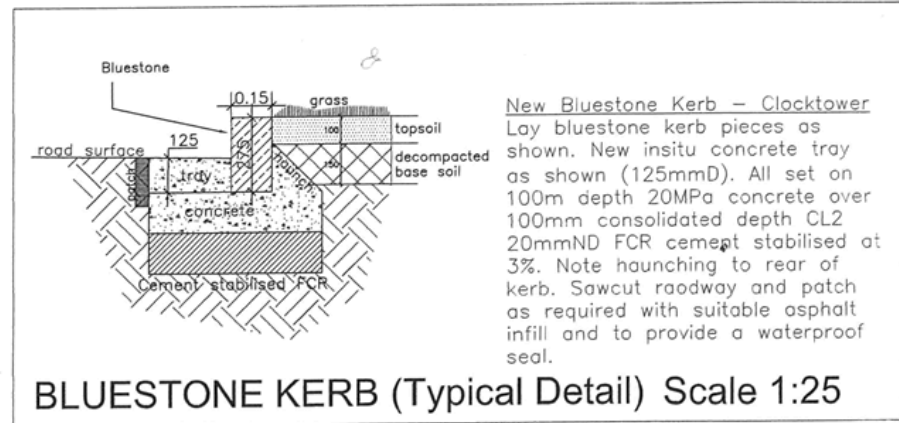


PLAN B (SCALE 1:250)



PLAN C PROVISIONAL ITEMS (SCALE 1:250)





BLUESTONE PAVING - CLOCKTOWER FORECOURT

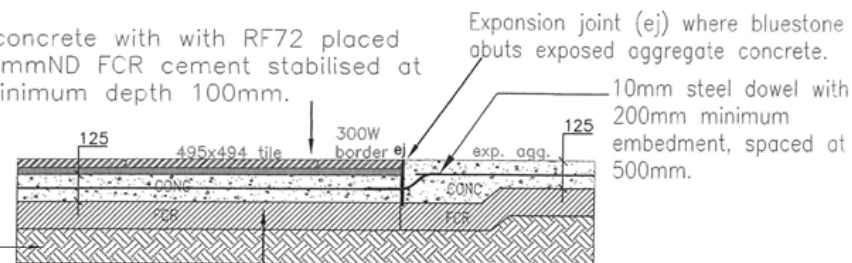
Paving: 495x495x30mmD tiles

Construction Notes:

Sawn bluestone paving with a 5mm mortar joint. Note: Provide a 2mm chamfer to all leading edges of bluestone tile paving. Install tiles on a 25mm (nom. depth) mortar setting bed with haunching along unprotected edges.

125mm thick N250 concrete with with RF72 placed centrally. Base CL2 20mmND FCR cement stabilised at 3%. Consolidated to minimum depth 100mm.

Compacted sub base. Excavate soft spots, backfill & consolidate with approved granular material.



100mm consolidated base 20mm ND Class 2 FCR compacted to Engineers approval.

BLUESTONE PAVING - Typical Section - NTS

TACTILE GROUND SURFACE INDICATORS (TGSi) - Typical Notes

Tactile Ground Surface Indicators (TGSi)

Allow to supply and install tactile surface tiles to the locations nominated on the plans.

TGSi's should generally be installed at:

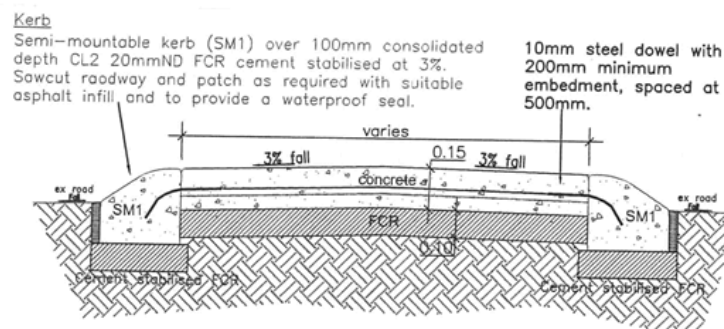
- all new pram crossings - Warning of Hazard Indicator
- and aligned with pram crossing at building line - Directional
- 300mmw directional to link the two pads.

Tactile pavement surfacing is to be installed to comply with AS 1428.4 - 1992 Design for Access & Mobility. Part 4 Tactile Ground Surface Indicators for the Orientation of People with Vision Impairment.

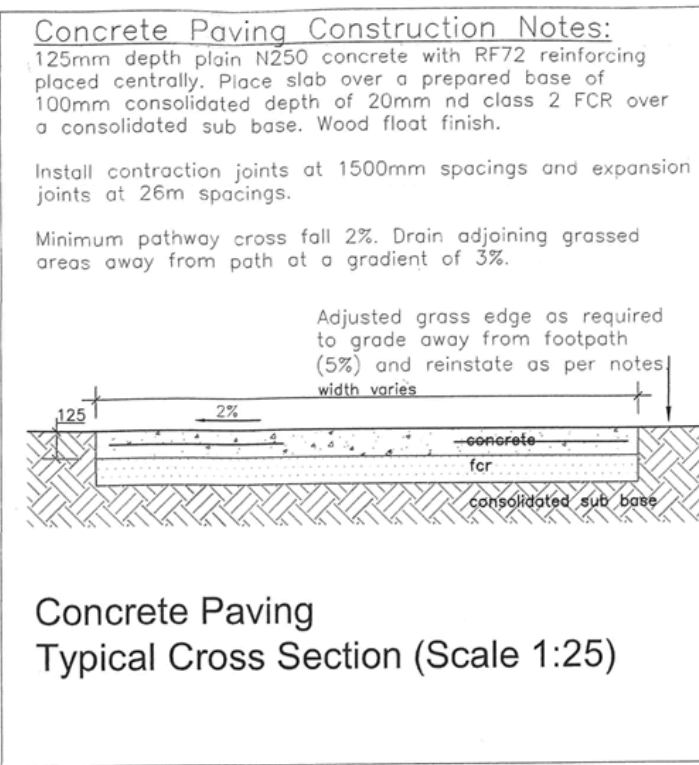
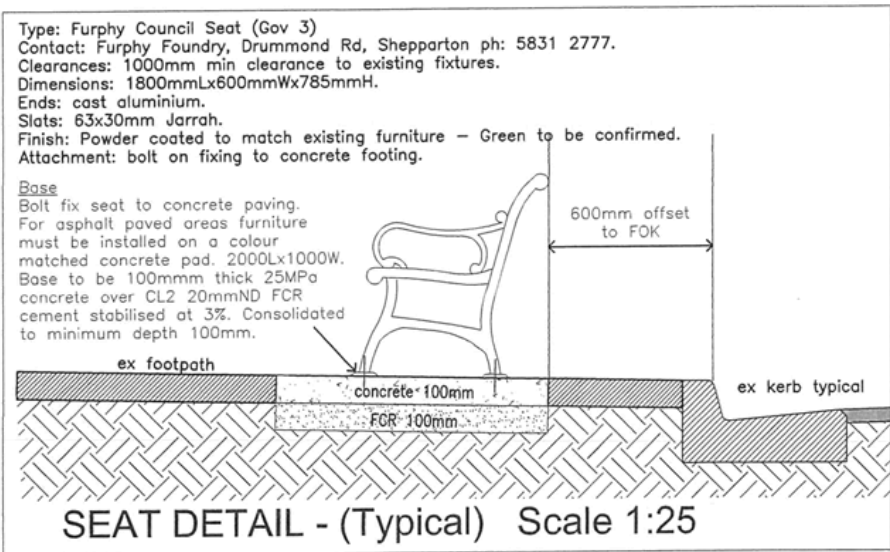
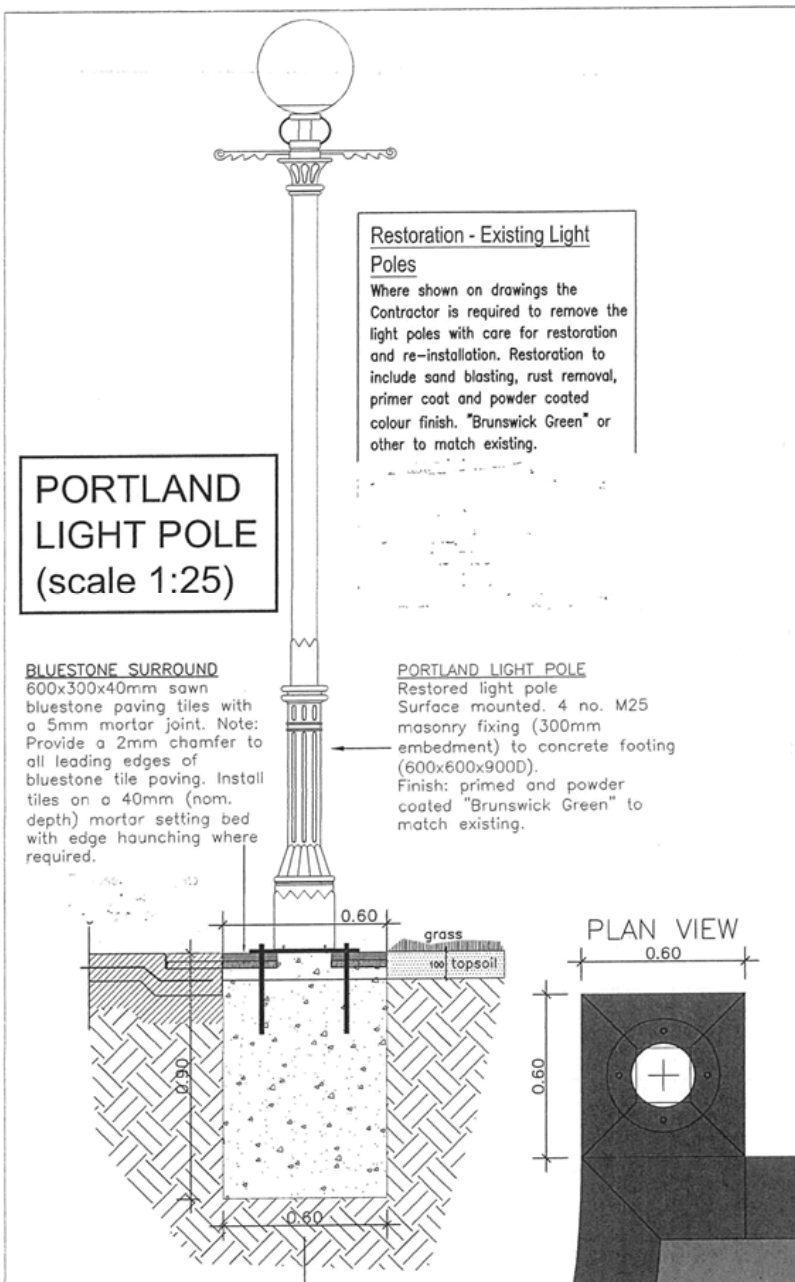
TGSi tiles should be fixed to the pavement with Polymer 8000 polyurethane adhesive (or similar approved) as per the manufacturers instructions.

Allow to install a 4mm rebate in the concrete pavement surface for the tactile pavement tiles base to be installed flush with the finished concrete surface.

Allow a minimum of 3 weeks after pouring to allow sufficient curing time before attaching the tiles to the concrete.



(CENTRE MEDIAN) - (Typical Detail)



Concrete Paving Notes:

For pathways and landings
Provide contraction joints at 1500mm centres

Provide expansion joints at 26 metre spacings (or where indicated on drawings).

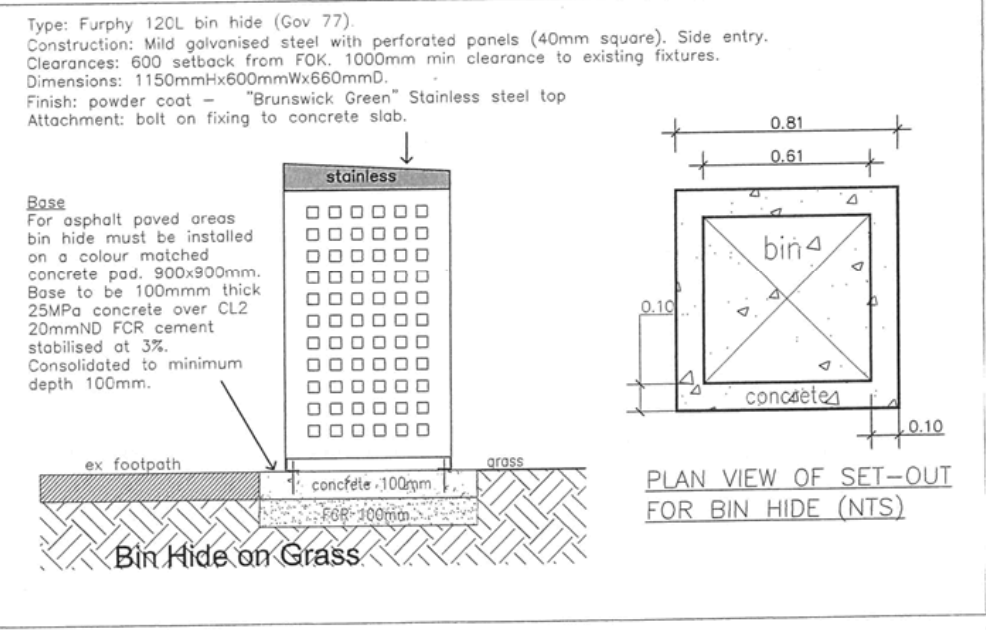
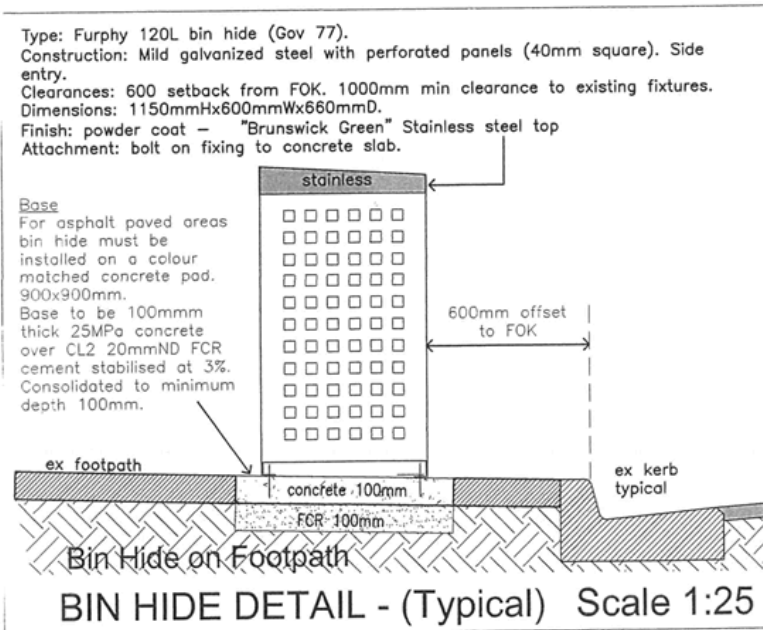
Where paving/paths abuts buildings allow for minimum of 1% fall away from building.

Where new paths abut existing, construct to ensure levels are consistent between each path. Install 10mm steel dowels at 300mm centres between new and existing.

125mm thick N250 concrete with RF62 placed centrally. Wood float finish.

100mm consolidated depth (minimum) of 20mm ND Class 2 FCR. Consolidate with suitable vibrating plate.

Consolidation for all pavement types
Note: 1. Suitable compaction plant shall be employed to achieve at least 98% of the maximum modified dry density, as per Aust. Standard AS 1289.
2. Subgrade to be compacted and approved prior to laying the pavement.



CAMPERDOWN STREETSCAPE STAGE 2
PLAN E TYPICAL DETAILS PART 2

9.8 Special Charge Scheme - The Parade, Terang Footpath

Author: John Kelly, Manager Assets Planning

File No: D19/58

Previous Council Reference: 27 March 2018, Item 10.4

Declaration

Chief Executive Officer – Andrew Mason

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

Author - John Kelly

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

Summary

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

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

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

Introduction

Council, at its meeting on 27 March 2018, declared a Special Charge Scheme for the purposes of defraying expenses associated with the installation of a footpath on the southern side of The Parade, from Strong Street to Dow Street, Terang.

The footpath works in The Parade were completed in August 2018.

The footpath provides connections with the existing footpaths in Strong Street and in Dow Street, and improved access for students entering/exiting the Terang College to and from Strong Street, and for those travelling by foot from the west to the Terang Kindergarten and the Coinda Training Centres in Dow Street.

Issues

The actual cost of construction of the footpath subject to the Scheme on completion amounted to \$21,992. This is less than the cost of construction estimated at the time of the declaration. The initial estimate to the Scheme was based on similar projects previously undertaken in the Shire and market rates.

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

Policy and Legislative Context

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

Internal / External Consultation

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

The Scheme, which was declared at the Council Meeting on 27 March 2018, is to be varied in respect of the final costs and property owners are to be notified of the required contribution.

Letters were forwarded to the benefitting property owners on 29 March 2018 advising of the declaration. The letters also advised of the estimated amount of contribution from each owner as well as the owners' rights of appeal.

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

Financial and Resource Implications

The footpath works in The Parade are now complete and Scheme details are outlined in the table below.

TOTAL SCHEME COSTS		COSTS TO PROPERTY OWNERS	
Estimated	Final	Estimated	Final
\$28,359	\$21,992	\$8,508	\$6,598

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

Options

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

Conclusion

The installation of a footpath on the southern side of The Parade, from Strong Street to Dow Street, Terang, now provides connections with the existing footpaths in Strong Street and Dow Street.

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


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

RECOMMENDATION

That Council, with respect to the Special Charge Scheme declared on the 27 March 2018, for the purpose of defraying the expenses incurred for the installation of a footpath and associated works on the southern side of The Parade, from Strong Street to Dow Street, Terang:

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

Attachments

1. Final Costs - The Parade Terang (South Side) Footpath Special Charge Scheme 

SCHEDULE OF PROPERTIES & SPECIAL CHARGE APPORTIONMENTS

SPECIAL CHARGE APPORTIONMENT FOR CONSTRUCTION OF A CONCRETE FOOTPATH

THE PARADE , STRONG ST TO DOW ST (SOUTH SIDE), TERANG

30% OF FINAL COSTS TO BE APPORTIONED TO OWNERS OF ABUTTING PROPERTIES

DISTRIBUTION OF APPORTIONED COSTS BASED ON LENGTH OF FRONTAGE OF ALLOTMENTS

FINAL COST OF WORKS: \$21,992

FINAL COST OF WORKS TO BE

RECOVERED BY PROPERTY OWNERS: \$6,598

FRONTAGE UNIT OF APPORTIONMENT: 6,598/263.81 =

\$25.0093

DESCRIPTION OF WORKS AND SPECIFICATIONS	QUANTITY lineal metre	ESTIMATED COST		PROPERTY NUMBER	DESCRIPTION OF PROPERTY	LOT FRONTAGE TO FOOTPATH(m)	CHARGEABLE FRONTAGE (m)	FINAL COST FOR OWNERS				
		RATE (\$/m)	AMOUNT									
CONSTRUCTION OF A 75 MM THICK 1.5 M WIDE CONCRETE FOOTPATH, REINSTATE NATURE STRIP AND ASSOCIATED WORKS.	263.8	77.55	\$20,458	201689	45 STRONG ST CA 11 & 12 SECTION 46 TOWN & PARISH OF TERANG	43.26	43.26	\$1,082				
				10217	6 THE PARADE CA 10 SECTION 46 TOWN & PARISH OF TERANG	21.63	21.63	\$541				
				3806	8 THE PARADE CA 9 SECTION 46 TOWN & PARISH OF TERANG	21.63	21.63	\$541				
				3807	10 THE PARADE CA 8 SECTION 46 TOWN & PARISH OF TERANG	21.63	21.63	\$541				
				3808	12 THE PARADE CA 7 SECTION 46 TOWN & PARISH OF TERANG	21.12	21.12	\$528				
				3809	14 THE PARADE CA 6 SECTION 46 TOWN & PARISH OF TERANG	21.12	21.12	\$528				
				3810	16 THE PARADE CA 5 SECTION 46 TOWN & PARISH OF TERANG	21.12	21.12	\$528				
				3811	18 THE PARADE CA 4 SECTION 46 TOWN & PARISH OF TERANG	21.12	21.12	\$528				
				3812	20 THE PARADE CA 3 SECTION 46 TOWN & PARISH OF TERANG	21.12	21.12	\$528				
				3813	22 THE PARADE CA 2 SECTION 46 TOWN & PARISH OF TERANG	21.12	21.12	\$528				
				3814	24 THE PARADE CA 1 SECTION 46 TOWN & PARISH OF TERANG	28.94	28.94	\$724				
				SUB TOTAL			\$20,458					
				7.5% ADMINISTRATION			\$1,534					
				TOTAL			\$21,992			263.81	263.81	\$6,598

9.9 Special Charge Scheme - Installation of Footpath on the Northern Side of Robinson Street, Camperdown

Author: John Kelly, Manager Assets Planning

File No: D19/60

Previous Council Reference: 27 March 2018, Item 10.3

Declaration

Chief Executive Officer – Andrew Mason

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

Author - John Kelly

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

Summary

Works have been completed on the installation of a footpath on the northern side of Robinson Street, east of Bowen Street, Camperdown. Costs associated with the Special Charge Scheme for these works have been finalised.

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

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

Introduction

Council, at its meeting on 27 March 2018, declared a Special Charge Scheme for the purposes of defraying expenses associated with the installation of a footpath on the northern side of Robinson Street, east of Bowen Street, Camperdown.

The footpath works in Robinson Street were completed in October 2018.

This footpath extension along the northern side of Robinson Street provides improved access for those accessing the Camperdown Hospital on the southern side of the road.

Issues

The actual cost of construction of the footpath subject to the Scheme on completion amounted to \$8,170. This is less than the cost of construction estimated at the time of the declaration. The initial estimate to the Scheme was based on similar projects previously undertaken in the Shire and market rates.

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

Policy and Legislative Context

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

Internal / External Consultation

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

The Scheme, which was declared at the Council Meeting on 27 March 2018, is to be varied in respect of the final costs and property owners are to be notified of the required contribution.

Letters were forwarded to the benefitting property owners on 28 March 2018 advising of the declaration. The letters also advised of the estimated amount of contribution from each owner as well as the owners’ rights of appeal.

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

Financial and Resource Implications

The footpath works in Robinson Street are now complete and Scheme details are outlined in the table below.

TOTAL SCHEME COSTS		COSTS TO PROPERTY OWNERS	
Estimated	Final	Estimated	Final
\$11,036	\$8,170	\$3,311	\$2,451

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

Options

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

Conclusion

The extension of the footpath on the northern side of Robinson Street, east of Bowen Street, Camperdown, now provides improved access for those accessing the Camperdown Hospital on the southern side of the road.

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


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

RECOMMENDATION

That Council, with respect to the Special Charge Scheme declared on the 27 March 2018, for the purpose of defraying the expenses incurred for the installation of a footpath and associated works on the northern side of Robinson Street, east of Bowen Street, Camperdown:

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

Attachments

1. Final Costs - Robinson Street Camperdown Footpath Schedule of Properties and Special Charge Apportionments 

SCHEDULE OF PROPERTIES & SPECIAL CHARGE APPORTIONMENTS

SPECIAL CHARGE APPORTIONMENT FOR CONSTRUCTION OF A CONCRETE FOOTPATH
ROBINSON STREET (NORTH SIDE), CAMPERDOWN

30% OF TOTAL FINAL COSTS TO BE APPORTIONED TO OWNERS OF ABUTTING PROPERTIES
DISTRIBUTION OF APPORTIONED COSTS BASED ON LENGTH OF FRONTAGE OF ALLOTMENTS

FINAL COST OF WORKS: \$8,170

FINAL COST OF WORKS TO BE

RECOVERED BY PROPERTY OWNERS: \$2,451

FRONTAGE UNIT OF APPORTIONMENT: 3,311/86.05 = \$28.48

DESCRIPTION OF WORKS AND SPECIFICATIONS	QUANTITY lineal metre	FINAL COST		PROPERTY NUMBER	DESCRIPTION OF PROPERTY	LOT FRONTAGE TO FOOTPATH (m)	CHARGEABLE FRONTAGE (m)	FINAL APPORTIONMENT OF COST
		RATE (\$/m)	AMOUNT					
CONSTRUCTION OF A 75 MM THICK 1.5 M WIDE CONCRETE FOOTPATH, REINSTATE NATURE STRIP AND ASSOCIATED WORKS.	85.55	88.84	\$7,600	5458	18 ROBINSON STREET LOT 1 PS114379	19.05	19.05	\$543
				5455	16 ROBINSON STREET LOTS 2 & 3 PS114379	33.10	33.10	\$943
				5448	7 ROBINSON STREET LOT 4 PS114379 & LOT 1 TP915798K	33.90	33.90	\$966
7.5% ADMINISTRATION			\$570					
TOTAL			\$8,170			86.05	86.05	\$2,451

9.10 Contract 2019010 - Supply and Delivery Of One Articulated Hauler 30 Tonne 6 X 6 Wheeler

Author: Brooke Love, Director Works and Services

File No: D19/66

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Brooke Love

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

Summary

This report seeks Council approval to award the Contract 2019010 for the Supply and Delivery of One Articulated Hauler 30 Tonne 6 X 6 to Williams Adams Pty Ltd.

Introduction

Council has undertaken a tender process for supply and delivery of a 6 X 6 articulated wheeled hauler fitted with a rear-eject body, with a truck capacity of approximately 17m3 and a payload capacity of approximately 30 tonne, as a part of its heavy fleet replacement program.

The Volvo A25D Dump Truck P2500 to be replaced is used at the Naroghid Landfill. The unit was purchased second hand in 2008 and is incurring frequent maintenance in order to maintain its current use.

Issues

Tenders were advertised in the Herald Sun on the 19 December 2018, Warrnambool Standard on the 21 December 2018 and WD Newspapers on 7 January 2019. Sixteen (16) downloads were recorded from Council's website.

Five tenders were received; two for the supply of new and trade purchase of existing truck and three for the purchase of existing truck only.

All tenders were considered in accordance with the *Local Government Act*, Council's Procurement Policy, and also the evaluation criteria listed in the tender specification document. A summary of the assessment is provided below. Further details are provided in the technical evaluation report attached under separate cover.

Compliance with Tender

A key feature for this unit is the rear ejector body, which was extensively researched prior to tender and determined as a safety and efficiency feature that was required. William Adams Pty Ltd was the only tender meeting this requirement.

Financial Benefit to Council

Council estimated in its 2018-2019 Budget a nett changeover cost of \$400,000. The tendered prices for the purchase of Council's existing truck had a range of \$38,000, with the highest being 34% below the estimated trade value. The tendered price of William Adams Pty Ltd for supply only, along with the best purchase only price, would result in a nett changeover of \$432,000 or 8% greater than the original budgeted amount.

The specified delivery timeframe for the new unit has been specified as 25 to 30 weeks, which presents complications with the purchase only offers.

The option to dry hire or lease a unit for the landfill to release the trade unit was considered, but at an estimated dry hire cost of \$4,000 per week was not considered viable.

Following an evaluation of tendered prices for trade or purchase only of the existing unit, it was found the best offer was 35% less than estimated trade price.

The purchase price of Cat 730 EJ Rear Eject from William Adams Pty Ltd without trade is within Council's estimated purchase price.

Compliance with Specification

The technical requirements listed in the specification included a number of features addressing capacities, safety, comfort and regulatory requirements.

A key feature for this unit was the rear ejector body.

William Adams Pty Ltd was the only tender meeting this requirement. The other tenderer was considered non-conforming as a standard tipping body was specified.

Warranty Provisions

Warranty provisions meet Council requirements.

Timely Delivery

Delivery timeframe for the new unit is 25 to 30 weeks, which presents complications with the purchase only offers and disposing of the existing unit before the new unit is delivered.

Final Assessment

Given the implications of timing for delivery of the new unit and the tendered purchase prices being lower than estimate, it is considered in the best interest of Council to proceed with the purchase of the new rear eject unit from Williams Adam Pty Ltd without trade and retain Council's existing truck until such time the replacement truck is delivered. It is recommended consideration of disposal of the existing truck occur at that point in time.

Policy and Legislative Context

The contract for the supply and delivery of One Articulated Hauler 30 Tonne 6 X 6, with or without trade in, is in keeping with commitments in the 2017-2021 Council Plan:

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.

This procurement is in accordance with Council's Procurement policy and the Disposal of Assets policy.

Internal / External Consultation

Tenders were advertised in the Herald Sun on the 19 December 2018, Warrnambool Standard on the 21 December 2018 and WD Newspapers on 7 January 2019.

Financial and Resource Implications

The purchase price of Cat 730 EJ Rear Eject from William Adams Pty Ltd without trade is within Council's estimated purchase price, however without a trade in of the existing unit the purchase is above Council's allocated budget of \$400,000.

The prices tendered for purchase / trade of Council's Volvo A25D Dump Truck (P2500) were substantially less than Council's estimate. The best price was for purchase only (as opposed to supply and purchase).

The specified delivery timeframe for the new unit is 25 to 30 weeks. The delivery time means Council will need to carry forward required funds from 2018-2019 to the 2019-2020 Budget.

The delivery time also presents complications with disposing of Council's existing unit. It is considered more beneficial for Council to consider disposal of the existing unit once the replacement unit is received. Council officers have reviewed the 20 year Heavy Fleet Program as a part of the 2019-2020 budget program, and believe that the recommendation to purchase only the new Dump Truck, and not proceed with disposal of the existing unit, can be accommodated within the program over the next three years with only some minor changes.

Options

Council may choose to:

1. Award the tender based on the tender evaluation.
2. Award the tender to an alternate supplier.
3. Proceed with disposal of the existing unit via trade in.
4. Not award the tender to any supplier at this time.

Conclusion

William Adams Pty Ltd was the only tender which complied with the specification for the new articulated hauler. The purchase price of Cat 730 EJ Rear Eject from William Adams Pty Ltd without trade is within Council's estimated purchase price. William Adams Pty Ltd have a proven and long term service commitment to Council with service centres in Warrnambool, Ballarat, Geelong or Horsham. A very high level of support has been provided to Council over the years.

RECOMMENDATION

That Council:

- 1. Award Contract 2019010 Supply and Delivery of One Articulated Hauler to William Adams Pty Ltd for the purchase of Caterpillar 730 EJ for the sum of \$530,000 without a trade.**
- 2. Resolve to not accept a trade or purchase only tender for Council's Volvo A25D Dump Truck (P2500) as a part of Contract 2019010 Supply and Delivery of One Articulated Hauler.**

Attachments

1. 2019010 Technical Evaluation Report - Under Separate Cover - Confidential
2. Evaluation Dump Truck for landfill - Under Separate Cover - Confidential
3. No conflict of interest - Technical Evaluation Panel 2019010 - Under Separate Cover - Confidential

9.11 Quick Response Grants Allocation February 2019

Author: David Rae, Director Corporate and Community Services

File No: D19/53

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 February 2019 allocation of funds under the Quick Response Grants Program.

Introduction

The Quick Response Grants Program is beneficial in supporting instances of community need that are not readily able to be considered under the Community, Events and Festivals, Facilities or Environmental Grants Programs. 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 outlined in the table below.

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	\$1,344.78	\$0.00	\$655.22
South West	\$2,000.00	\$1,975.00	\$0.00	\$25.00
Central	\$6,000.00	\$2,973.00	\$360.00	\$2,667.00
	\$14,000.00	\$7,292.78	\$360.00	\$6,347.22

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 application for funding from the Quick Response Grants Program for February 2019:

Applicant	Purpose	Ward	Amount
The Compassionate Friends Victoria, Camperdown Branch	Cost of facility hire for twelve months to run a support group for bereaved parents, grandparents and siblings within the Shire.	Central	\$360.00

Attachments

1. Quick Response Grants Assessment - February 2019 Allocation - Under Separate Cover 
2. Application - The Compassionate Friends Victoria, Camperdown Branch - Part A - Under Separate Cover 
3. Application - The Compassionate Friends Victoria, Camperdown Branch - Part B - Under Separate Cover 
4. Application - The Compassionate Friends Victoria, Camperdown Branch - Part C - Under Separate Cover 

9.12 Records of Assembly of Councillors

Author: Andrew Mason, Chief Executive Officer

File No: D19/19

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Summary

This report documents the Assembly of Councillors to be reported since the last Ordinary Meeting of Council on 22 January 2019.

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 considered.
- Disclosures of conflict of interest (if any are made).
- Whether a Councillor left the meeting after making a disclosure.

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

Policy and Legislative Context

Tabling of the records of Assembly of Councillors ensures Council is compliant with the Act. In addition, this report is consistent with the Council Plan 2017-2021 objective that “Council will demonstrate high levels of ethical behaviour and governance standards”.

Conclusion




The records documenting the below Assembly of Councillors are attached:

- Councillor Briefing 22 January 2019
- Planning Inspection 5 February 2019
- Councillor Briefing 12 February 2019.

RECOMMENDATION

That Council accepts the attached Records of Assembly of Councillors.

Attachments

1. Record of an Assembly of Councillors 22 January 2019 
2. Record of Assembly of Councillors Planning Site Inspection 5 February 2019
PP2018/117 201595P 
3. Record of an Assembly of Councillors 12 February 2019 

Council

Record of an Assembly of Councillors

**Councillor Briefing****Date:** 22 January 2019**Time:** 1.00 pm**Place:** Killara Centre**Present:** Cr Beard Cr Brown Cr Durant Cr Gstrein Cr Illingworth Cr Oakes Cr Trotter*Cr Gstrein was an apology.***Officers:** Ian Gibb Brooke Love Andrew Mason Michele Stephenson*Ian Gibb arrived at 2.30 pm.**Michele Stephenson arrived at 4.30 pm.*

Aaron Moyne (Item 3)

Guests:

Steve Myers, Dan Pech (Item 3)

Issues Discussed:

Item	Discussion Topic
1	Councillor Appointments to Committees 2019
2	Councillor Items <i>Ice Cream Van, Footpath Clearance Inspections, Cattle Truck Parking, Treasurer's Advance, Skipton Township Issues, Terang Fitness Centre, Sucker Regrowth in Terang, Dust Suppressant, Curdies Road Grazing Permit, Port Campbell Rubbish Bins, Port Campbell Pier Rally, Gravel Stockpile, T20 Cricket Match, Curdie Valley Road, Vegetation Clearance, Timboon Fire Community Meeting, New Sealing, Cobden Speaker Business.</i>
3	Corangamite Shire Rural Living Strategy – Project Briefing and Overview
4	Port Campbell Town Centre Project
5	Hot Topics <i>Agenda Items, Port Campbell Rubbish, Councillor Allowances, Apollo Bay, Australia Day, Naroghid Wind Farm VCAT, Timboon Library Hours, Camperdown Car and Bike Show, Camperdown Dairy, Port Campbell West, Monthly e-Newsletter, Budget Ideas, Joint Briefing with Colac, Skipton Issues, Ice Cream Van.</i>

Conflict(s) of Interest declared: Nil.**Councillor(s) left the meeting at:** NA**Councillor Conflict of Interest Form(s) Completed:** NA**Meeting close:** 5.00 pm**Note taker:** Andrew Mason

Planning Inspection

Record of an Assembly of Councillors



Date: 5 February 2019

Time: 10.00 am

Location: 220 Park Road Camperdown

Application No: PP2018/117

Present:

Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Oakes Cr Trotter

Officers:

- Aaron Moyne

Applicant:

- Anthony Meechan (Lakes & Craters Holiday Park)

Submitters:

- Rebecca Lines-Kelly
- Leon Morrisy
- Emma Bell
- Janet O'Hehir (Camperdown Botanic Gardens and Arboretum Trust)

Issues Discussed:

- Application summary and overview
- Assessment criteria and policy
- Planning assessment process and reporting
- Submitter comments and questions

Conflicts of Interest declared: Nil

Meeting close: 10.35 am

Note taker: Aaron Moyne

Council

Record of an Assembly of Councillors

**Councillor Briefing****Date:** 12 February 2019**Time:** 10.00 am**Place:** Old Chambers**Present:**

Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr Oakes Cr Trotter

Officers:

Ian Gibb Brooke Love Andrew Mason David Rae

Rory Neeson (Items 3 & 7)

Katie Hearn (Item 5)

Guests:

Colleen White, David Roberts and Jason Borg (DELWP) (Items 1 & 2)

Russell Bennett, Hugh Koch (Southern Grampians Shire) (Item 3)

Andrew Jeffers (Wannon Water) (Item 4)

Issues Discussed:

Item	Discussion Topic
1	Great Ocean Road Action Plan
2	Crown Land and DELWP Matters
3	Digital Transformation - Southern Grampians Shire Council
4	Great South Coast - Integrated Water Management Forums
5	Youth Services Review
6	Crisis Management
7	Australia Day Debrief
8	Hot Topics: <i>Dan Tehan Meeting, Small Business Commissioner, Acciona Meeting, Equinor Meeting, Hampden Special School, Princes Highway West Action Alliance Update, Landfill Gas Expressions of Interest, Fire Recovery Wind-up, Fire Anniversary Activities, Princetown Issues, Glenormiston</i>
9	Councillor Items: <i>Federal Election, Fire Class Action, Rural Roads Victoria, Silk Miller Taskforce, Pick My Project, Windfarm VCAT Hearing, China Host, Cr Beard Employment with DHHS, Skipton Issues, New Residents Welcome, Building the Community Program, Audit Committee Interviews, Camperdown Streetscape, MAV Update, Student Congress, Trucking Concerns about State Roads, Timboon Recreation Reserve, Timboon Long Bay Parking and Dump Point Signs</i>

Conflict(s) of Interest declared: Nil.**Councillor(s) left the meeting at:** NA**Councillor Conflict of Interest Form(s) Completed:** NA**Meeting close:** 5.00 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

Nil.