

minutes



CORANGAMITE
SHIRE

CORANGAMITE SHIRE

ORDINARY MEETING OF COUNCIL

TUESDAY 28 MAY 2019

Held at the Killara Centre
210-212 Manifold Street, Camperdown
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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**MINUTES OF THE ORDINARY MEETING OF THE CORANGAMITE
SHIRE COUNCIL HELD AT KILLARA CENTRE, 210-212 MANIFOLD
STREET, CAMPERDOWN 7.00 PM ON
28 MAY 2019**

PRESENT

Councillors	N. Trotter (Chairperson), J. Beard, L. Brown, H. Durant, R. Gstrein, S. Illingworth, W. Oakes
Officers	Andrew Mason, Chief Executive Officer Ian Gibb, Director Sustainable Development Brooke Love, Director Works and Services David Rae, Director Corporate and Community Services Jane Hinds, Acting Manager Facilities and Recreation Aaron Moyne, Manager Planning and Building Services

1. PRAYER

The prayer was read by the Mayor, Cr N. Trotter.

“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

An Acknowledgement of Country was made by the Mayor, Cr N. Trotter.

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

The Mayor, Cr N. Trotter, acknowledged the passing of former Councillor, Neale Gleeson.

3. APOLOGIES

Nil.

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.

4. DECLARATIONS OF CONFLICT OF INTEREST

Cr L. Brown declared an indirect conflict of interest by conflicting duty in Agenda Item 9.1 and left the meeting prior to any discussion or vote on the matter.

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Corangamite Shire Ordinary Council meeting held on Tuesday 23 April 2019 be confirmed.

COUNCIL RESOLUTION

MOVED: *Cr Oakes*
SECONDED: *Cr Gstrein*

That the recommendation be adopted.

CARRIED

6. DEPUTATIONS & PRESENTATIONS

Nil.

7. COMMITTEE REPORTS

7.1 Kilnoorat Cemetary Committee of Management

Author: Jane Hinds, Acting Manager Facilities and Recreation

File No:

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Jane Hinds

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

Summary

This report is presented to consider approval of the membership of the Committee of Management for the Kilnoorat Cemetery for 2019-2022.

Introduction

The Kilnoorat Cemetery is Crown Land with Corangamite Shire Council appointed as the delegated committee of management. The area is managed on behalf of Council by a special committee of management in accordance with Section 86 of the Local Government Act 1989.

The Committee is appointed to generally oversee the Kilnoorat Cemetery on behalf of Council in the best interests of the residents of the Corangamite Shire as per the Instrument of Delegation.

The Committee, comprising of up to 12 publicly elected representatives, is appointed for the period 1 July 2019 to 30 June 2022.

Issues

The Annual General Meeting of the Kilnoorat Cemetery Committee was held on 24 April 2019. The following members were nominated to the Committee for Council endorsement:

Committee	Kilnoorat Cemetery
Term	2019-2022
Meeting Date	24 April 2019
Committee	
Ruth Brain	Nick Cole
Graeme Fischer	Michael Nixon
Pamela Jellie	Terry Brain
Margaret Nixon	

Office Bearers	
Chairperson	Graeme Fischer
Secretary	Margaret Nixon
Treasurer	Ruth Brain

The Committee welcomes both Michael Nixon and Terry Brain to the Committee.

The role of the Committee member is completely voluntary and the Committee acknowledged key members for their effort and commitment. The late Jock Hay and the late Frank Rose for their dedication and commitment to the operations, who both gave more than 20 years' service to the Kilnoorat Cemetery Committee.

Policy and Legislative Context

The Kilnoorat Cemetery Committee of Management is a special committee of Council. Election of Committee members is conducted in accordance with the instrument of delegation.

The establishment of this Committee aligns with Council's Plan 2017-2021 in the key commitment area of strengthening our community as follows:

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

Internal / External Consultation

The twentieth Annual General Meeting of the Kilnoorat Cemetery Committee was held on Wednesday 24 April 2019.

Financial and Resource Implications

Corangamite Shire holds a trust account on behalf of the Kilnoorat Cemetery Committee. Any costs incurred by the Committee, including all maintenance works at the cemetery is paid from this account.

Options

Council can accept the Committee's recommendation to appoint the nominated members for the forthcoming term or alternatively reject the recommendation and request an alternate committee membership.

Conclusion

The membership of the Committee is currently operating in an efficient manner. The recommended membership of the Committee should see a continuation of the effective management and maintenance of the facility for the benefit of the community and Council.

RECOMMENDATION

That Council endorses the Committee of Management for the Kilnoorat Cemetery for 2019-2022 as follows:

Committee	Kilnoorat Cemetery
Term	2019-2022
Meeting Date	24 April 2019
Committee	
Ruth Brain	Nick Cole
Graeme Fischer	Michael Nixon
Pamela Jellie	Terry Brain
Margaret Nixon	
Office Bearers	
Chairperson	Graeme Fischer
Secretary	Margaret Nixon
Treasurer	Ruth Brain

COUNCIL RESOLUTION

MOVED: *Cr Oakes*
SECONDED: *Cr Gstrein*

That the recommendation be adopted.

CARRIED

7.2 Beach Energy Otway Gas - Community Reference Group Nominations

Author: Aaron Moyne, Manager Planning and Building Services

File No:

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

The purpose of this report is for Council to consider the appointment of community members to the Beach Energy Otway Gas Plant Community Reference Group. Four (4) nominations have been received and it is recommended that Council appoint each of the nominees to the Community Reference Group.

Introduction

The Community Reference Group (CRG) was established by Council in 2004 and was a requirement of the planning scheme provisions of Amendment C2 that allowed the Woodside Gas Plant (known subsequently as Origin Otway Gas Plant and now Beach Energy Otway Gas Plant). The Terms of Reference for the CRG were updated and endorsed by Council at its Ordinary Meeting on 23 July 2013 following a review of the charter by the current CRG.

The CRG comprises up to 12 members, including:

- Representatives of the Corangamite Shire Council (comprising the Chairperson and Council representative) (2)
- Representative of the EPA (1)
- Community members (up to 4)
- A representative from the Country Fire Authority (1)
- A representative of the local fishing community (1)
- Representatives from Beach Energy (3).

In addition, the CRG has the ability to invite representatives from other Government agencies in response to specific issues on an as required basis.

In keeping with the Charter, community members have been sought for the CRG via a publicly advertised Expression of Interest (EoI) process. Public notices seeking EoI were placed in the Cobden Timboon Coast Times, the Warrnambool Standard, the Port Campbell Beacon and Council's website. The advertising period closed on 26 April 2019.

Issues

Council has received four (4) nominations for the four vacant community member positions. Two (2) nominees are re-nominating for positions on the CRG.

Community member positions are for a fixed two (2) year term as required by the adopted Charter. At the expiry of the two year period, community members can participate in the Eol process and be reappointed at the discretion of Council.

As part of applying to join the CRG, community member applicants are required to disclose any potential conflict of interest (for example any other association with Beach Energy or any financial benefit). In the event of appointment to the CRG, community members will also be required to disclose any potential conflict of interest at the commencement of each meeting.

The nominees have had involvement and experience with the Beach Energy Otway Gas Plant, with one serving on the CRG since its inception. No conflict of interest has been disclosed by any of the community members seeking appointment.

The appointment of community members is at the discretion of Council.

In the event that a CRG community member resigns, Council must publicly seek expressions of interest to fill the CRG vacancy. This must occur within two (2) months of the resignation taking effect.

Policy and Legislative Context

The CRG is a requirement of the Corangamite Planning Scheme introduced by Amendment C2. It has no decision making power and its purpose is to share information between stakeholders and the community. This is consistent with the Council Plan 2017-2021 objectives:

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

Engage with and listen to our communities.

Internal / External Consultation

Community members have been sought via a publicly advertised Eol process. This was done via:

- Public notices placed in local papers and the Beacon newsletter
- Letters to previous members
- Council's website.

Financial and Resource Implications

There are no financial or resource implications arising from the appointment of community members to the Beach Energy Otway Gas Plant CRG.

Options

The available options to Council include:

1. To appoint the four (4) nominated community members to the Beach Energy Otway Gas Plant Community Reference Group (**recommended option**)
2. Defer appointment and seek to readvertise for a further period to seek to attract additional nominations.

Conclusion

Four (4) community member vacancies were advertised for the Beach Energy Otway Gas Plant CRG. Council has received four (4) nominations, two (2) of whom had participated previously in the CRG.

It is recommended that Council appoint the four (4) nominated community members to the Beach Energy Otway Gas Plant CRG.

RECOMMENDATION

That Council appoints Mr Mark McKenzie, Ms Bronwyn McKenzie, Ms Marion Gordon and Mr James Maxwell as community members to the Beach Energy Otway Gas Plant Community Reference Group for a period of two (2) years.

COUNCIL RESOLUTION





MOVED: Cr Beard

SECONDED: Cr Brown

That the recommendation be adopted.

CARRIED

Attachments

1. Nomination Mark McKenzie - Under Separate Cover 
2. Nomination Bronwyn McKenzie - Under Separate Cover 
3. Nomination Marion Gordon - Under Separate Cover 
4. Nomination James Maxwell - Under Separate Cover 

8. PLANNING REPORTS

Nil.

9. OFFICERS' REPORTS

Cr L. Brown declared an indirect conflict of interest by conflicting duty in Agenda Item 9.1 and left the meeting prior to any discussion or vote on the matter at 7.10 pm.

9.1 Trails Management Policy

Author: Brooke Love, Director Works and Services

File No:

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 recommends Council adopt the Trails Management Policy as a guide to the maintenance and management arrangements for trails across the Corangamite Shire. The policy has been reviewed in accordance with the strategic context of trail provision across the region and in Victoria.

Introduction

There are a number of off-road trails throughout the Corangamite Shire, providing recreational opportunities for residents and visitors to the region. Council's role varies from minimal involvement to complete responsibility for trail management and maintenance.

State and regional strategies have identified and consequently developed a hierarchy of trails (from icon to state, regional and local) to assist in prioritising trail upgrades, development and maintenance.

Trails provide a path network within townships promoting active transport and recreation opportunities. Trails between towns and long distance trails linking key points of interest across the Shire encourage broad community use, events, tourism and contribute to the overall economic sustainability of the communities in which they exist.

Council's Trails Management Policy has been reviewed with significant changes including:

- Application of a classification for trails
- Funding allocation in accordance with determined trail classifications
- Increased level of support of trails across the Shire to reflect industry recommendations

- Recognition of likely construction of Twelve Apostles Trail Timboon to Port Campbell, and
- Future challenges to trail management to be considered as a part of the development of Council's annual budget.

Issues

The Trails Management Policy identifies off-road trails across Corangamite and outlines the management and maintenance responsibilities for each. The trails are located on either Council or Crown land and financial assistance has been provided in the past to trail committees.

The Trails Management Policy does not include trails or paths constructed as part of a Community Planning project, as the responsibility for ongoing maintenance of these trails is considered as part of Council's asset register and in accordance with Council's Community Planning Infrastructure Projects policy. Trails that were part of a community planning project include:

- Cobden Lake Trail
- Jubilee Park Trail – Skipton
- Noorat Walking Path
- Timboon Lions Park path
- Lismore Discovery Trail.

Trail committees are volunteers, responsible for the management of trails across the Corangamite Shire. Support and financial contribution from Council have assisted the committees in order to appropriately maintain trails.

This policy recommends Council establish a hierarchy for its trails similar to its approach to funding halls and reserves. This will enable Council to make a contribution based on the level of use and demand of each trail.

Classification	Defining Attributes
State	Significant landscape or cultural trail experiences Supports a range of trail-based products A motivator for intra and interstate visitors May attract high level competitions and events
Regional	Representative of regions natural/cultural landscape May attract regional and intrastate visitors May attract regional events
Local	Located within close proximity to residential areas Recognised by locals as popular walking trail Provides primarily short walk components

Table 1: Trail Classification Guide

Whilst there is varying levels of provision of facilities and standards across trails depending on their location or level of use, for example, more remote locations are likely to have fewer facilities than those provided at trailheads; the classification of trails will ensure consistent standards can be maintained in line with relevant regional trail management infrastructure guidelines. Application of these standards will provide a level of guidance to Committees in the maintenance and upgrade of trails.

The revised policy also forecasts the construction of the Twelve Apostles Trail and consideration of other future impacts on trail delivery in Corangamite such as:

- Capacity of volunteers
- Standards of trail maintenance
- User expectations
- Alternate funding sources.

A copy of the revised Policy is attached under separate cover.

Policy and Legislative Context

The Trails Management Policy has been reviewed in accordance with Council’s Policy Development Framework. The Trails Management Policy aligns with a number of actions outlined in Council’s Plan 2017-2021 in the key themes of Vibrant Economy, Agriculture and Tourism and Built and Natural Environment:

Support and facilitate the development of the visitor economy.

Deliver high quality, optimally used, sustainable community facilities.

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.

Internal / External Consultation

The Trails Management Policy has been reviewed in consultation with industry and neighbouring Councils including Parks and Leisure Australia, Colac Otway, Warrnambool and Moyne Shires. The Policy has been reviewed by the Facilities and Recreation department and the Senior Officer Group and discussed with Councillors at its briefing on 14 May 2019.

Financial and Resource Implications

The Trail Management Policy recommends Council allocate a financial contribution based on a per kilometre rate as a part of its recurrent budget to assist trail committees with maintenance expenses.

Council currently allocates approximately \$12,500 as a part of its recurrent budget. The proposed funding levels highlighted in Table 2 will be allocated in accordance with the classification of the trail.

Classification	Existing	New
State	-	\$2,000
Regional	\$200	\$600
Local	\$200	\$300

Table 2: Funding by Classification

Implementation of this policy will have an impact on Council’s annual allocation with an increase in contributions to \$28,200 being an additional \$15,628 or 124%. If the Trails Management Policy is adopted, the variance in funding for the 2019-2020 year can be accounted for at Council’s 2019-2020 midyear budget review.

It is expected that once the Twelve Apostles Trail is constructed there will be significant usage generated. Through the key link and connection they provide to the Twelve Apostles

Trail, the Camperdown Timboon Rail Trail and Power Creek Reserve classification will need to be monitored and reviewed.

Implementation of levels of relevant trail standards to meet the classification will require Council resources to facilitate discussions with Committees of Management.

Options

Council can opt to endorse the Trail Management Policy as proposed or choose to further review the Trail Management Policy.

Conclusion

Trails continue to provide recreational and health benefits to residents and visitors to the Corangamite Shire. The Trails Management Policy outlines the role of Council in the management and maintenance of trails across the Corangamite Shire. This report recommends a number of changes to Council's approach to trail management to ensure the trails are managed and maintained appropriately into the future.

RECOMMENDATION

That Council:

- 1. Revokes the Trails Management Policy dated April 2016.**
- 2. Adopts the Trails Management Policy dated May 2019.**

COUNCIL RESOLUTION

MOVED: ***Cr Durant***

SECONDED: ***Cr Gstrein***

That the recommendation be adopted.

CARRIED

Attachments

1. Trails Management Policy May 2019 
2. Trails Management Policy May 2019 with tracked changes - Under Separate Cover 

Cr. L Brown returned to the meeting at 7.16 pm.



**CORANGAMITE
SHIRE**

Trails Management Policy

Corangamite Shire
May 2019

Council Policy



Trails Management Policy

Introduction

Recreation and open space facilities are recognised as important assets that contribute to providing a social focus and influencing peoples' perceptions of their community. Participation in sport and recreation is recognised as an important part of a well-balanced lifestyle with a broad range of physiological, mental, social and educational benefits. Council's vision for sport, recreation and open space is to provide opportunities which will be diverse and encourage residents of all ages to be active and healthy. Visitors will be attracted to the Shire to participate in these opportunities.' (Recreation and Open Space Strategy 2016-2026).

Trails are identified as providing an opportunity to improve the physical health of our community, by increasing levels of physical activity. The community highly values paths and trails for the opportunities they provide for walking, running and bike riding. Trails provide a path network within townships promoting active transport and recreation opportunities. Trails between towns and long distance trails linking key points of interest across the Shire encourage broad community use, events, tourism and contribute to the overall economic sustainability of the communities in which they exist.

Recognising the importance of trails to Victoria, State Government launched Victoria's Trails Strategy 2014 – 2024, the purpose of which is to provide a whole-of-government approach and clear vision regarding the planning, management and promotion of trails in Victoria. The Barwon South West Regional Trails Strategy and subsequent planning documents are intended to assist agencies, investors and groups to develop and maintain new and existing sustainable trail experiences that contribute to achieving the vision set out in the Victorian Trails Strategy.

Purpose

Council's Trails Management Policy details Council's involvement in the funding and management arrangements for off-road trails located within Corangamite Shire.

Scope

This policy applies to existing priority trails on Council or Crown Land as identified in the Corangamite Shire Trails Development Plan (2004) and Council's asset register, including:

- Ballarat to Skipton Rail trail (Corangamite section)
- Camperdown to Timboon Rail trail
- Mt Elephant Trail
- Lake Terang Circuit Trail
- Terang to Noorat Walking Track
- Power Creek Trail
- Mt Leura and Sugarloaf Trail Network
- Alan Marshall Trail, Mt Noorat

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

Department: Facilities and Recreation
To be reviewed by: June 2022
Policy Number: 07B-03
Page Number: 2

Corangamite Shire Council Policy – Trails Management Policy

This policy does not include those trails or paths which have been or are constructed as a Community Planning project as these are considered for ongoing maintenance responsibility as a part of Council’s asset register in accordance with Council’s Community Planning Infrastructure Projects policy:

- Cobden Lake Trail,
- Jubilee Park Trail – Skipton,
- Noorat Walking Path,
- Timboon Lions Park path
- Lismore Discovery Trail

Definitions

‘Committee’ – Committee of Management responsible for the day to day management and operation of the Reserve as delegated by Department of Environment, Land, Water and Planning or Trustees.

‘Trail’ – off road trail providing single or multi-use public access for recreational walking, cycling, running and horse riding.

References

- Corangamite Shire Trails Development Plan (2004)
- Corangamite Recreation and Open Space Strategy 2016-2026
- Victoria’s Trail Strategy (2014-2024)
- Barwon South West Regional Trails Strategy 2009
- Growing Adventure Tourism in Barwon South West Region 2014

Policy Detail

1. Council will allocate an amount based on a per kilometre rate as a part of its recurrent budget to assist trail Committees with maintenance expenses.
 - a. Funding will be allocated in accordance with the determined trail classification

Classification	Defining Attributes
State	Significant landscape or cultural trail experiences Supports a range of trail-based products A motivator for intra and interstate visitors May attract high level competitions and events
Regional	Representative of regions natural / cultural landscape May attract regional and intrastate visitors May attract regional events
Local	Located within close proximity to residential areas Recognised by locals as popular walking trail Provides primarily short walk components

Table 1: Trail Classification Guide (refer Relevant References)

- b. Funding levels will be allocated in accordance with the classification of the trail

Adopted at Council on:
Agenda Item: 0
Responsibility: Facilities and Recreation Manager
File Number: 0

Department: Facilities and Recreation
To be reviewed by: June 2022
Policy Number:07B-03
Page Number: 3

Corangamite Shire Council Policy – Trails Management Policy

Classification	Existing	New
State	-	\$2,000
Regional	\$200	\$600
Local	\$200	\$300

Table 2: Funding by Classification

- c. Funding should be utilised by Committees to maintain the trail to meet relevant regional trail management infrastructure guidelines.
 - d. The list of Trails subject to this policy is attached in Schedule 1. Schedule 1 will be reviewed as required by the Manager Facilities and Recreation i.e. when trails are constructed or retired, and any changes approved by the CEO.
 - e. Council will provide funding allocations as part of its annual budget development process taking into account the following, but not limited to, considerations:
 - Capacity of volunteers
 - Standards of trail maintenance
 - User expectations
 - Alternate funding sources
2. Committees will be responsible for all day to day operational and maintenance costs outside those costs to be met by Council as identified.
 3. Committees will retain all income received through fundraising activities, leasing fees and product sales.
 4. Committees will forward a report to Council at the end of each financial year which will include a financial statement and usage figures.
 5. Committees will be responsible for sound asset planning and implementation of trail improvements.
 6. Committees can seek funding for capital works in accordance with Council’s Recreation Facilities Development Policy.
 7. Committees are invited to apply to Council’s Facility Grants Program each year for minor infrastructure works or related projects.

Review Date
June 2022

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

Adopted at Council on:
Agenda Item: 0
Responsibility: Facilities and Recreation Manager
File Number: 0

Department: Facilities and Recreation
To be reviewed by: June 2022
Policy Number:07B-03
Page Number: 4

Corangamite Shire Council Policy – Trails Management Policy

Schedule 1: List of Trails subject to this policy

Classification	Trail	Length	Management Responsibility (including insurance)	Maintenance Responsibility	Councils role under this policy	
					Maintenance	Funding
Regional	Camperdown to Timboon Rail trail	34 km	DELWP Committee of Management	DELWP Committee		√
Local	Ballarat to Skipton Rail trail (Corangamite Section)	8 km	DELWP Committee (Ballarat City Council and Golden Plains Shire)	Council in partnership with local community	√	
Local	Power Creek Trail	2.5 km	DELWP Committee of Management	DELWP Committee		√
Local	Mt Elephant Trail	5 km	Trustees	Mt Elephant Management Committee		√
Local	Lake Terang Circuit Trail	4.5km	DELWP Committee of Management	Terang Lions Club		√
Local	Terang to Noorat Walking Track	6 km	Council	Council with assistance from Terang Rotary Club	√	
Local	Mt Leura and Sugarloaf Trail Network	6km	Council delegated Section 86 Committee	Section 86 Committee		
Local	Alan Marshall Trail, Mt Noorat	1km	Council delegated Section 86 Committee	Section 86 Committee		

Adopted at Council on:
 Agenda Item: 0
 Responsibility: Facilities and Recreation Manager
 File Number: 0

Department: Facilities and Recreation
 To be reviewed by: June 2022
 Policy Number:07B-03
 Page Number: 5

Cr S. Illingworth arrived at the meeting during Agenda Item 9.2 at 7.19 pm.

9.2 Long Term Asset Management Plan

Author: Brooke Love, Director Works and Services

File No:

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 endorsement of the Long Term Asset Management Plan, designed to guide and assist Council in maintaining its assets to ensure Council can effectively meet current and future demand for services.

Introduction

Key to effective asset management is a strategic approach including a policy position supported by Asset Management Plans. Council has adopted Asset Management Plans for the following asset classes:

- Road and Road Related Infrastructure
- Buildings
- Playgrounds
- Urban Street Trees.

Asset Management Plans for the Fleet and Recreation and Open Space asset classes have not yet been formally adopted by Council.

The Local Government Act Review has specified that strategic planning and reporting will be integrated to include a four year council plan, four year council budget, long term community vision, ten year financial plan and ten year asset plan.

The benefits of establishing a robust and strategic approach to asset management include:

- Better allocation of limited Council resources
- Improved alignment of assets with services and community expectations
- Reduced demand for new Council assets through better integration of service planning and asset planning
- More effective use and maintenance of existing Council assets
- Improved processes and accountability for capital and recurrent works, and
- Increased use of sustainable development solutions.

In light of the above, a review of Council’s Asset Management Plan structure has been undertaken for Council consideration.

In December 2018 Council adopted a revised Asset Management Policy and Disposal of Assets Policy. The Long Term Asset Management Plan has been developed incorporating Council’s Asset Management Policy and Asset Management Strategy with asset-specific detail compiled for each of the asset classes in a revised Asset Management Plan.

Issues

Council’s commitment to asset management is underpinned by its Council Plan. The Council Plan 2017-2021 identifies a number of key objectives and strategies in relation to asset management under four of the six key themes.

How Council manages its assets has direct implications on our communities. The primary aim of Council’s Asset Management Plan is to assist Council in maintaining its assets that allows Council to effectively meet current and future demand for services.

The *Local Government Act 1989* (Section 3E) specifies the function of a council including “planning for and providing services and facilities for local community, and providing and maintaining community infrastructure within the municipality”.

The Local Government Act Review specified that ten year asset plans be developed. The development of a Long Term Asset Management Plan is consistent with the Local Government Act Review. Council officers are of the view that a new Bill will be put to Parliament in 2019 and that it will closely reflect the findings of the Review undertaken last year. Therefore it is likely this long term and integrated approach will be expected into the future.

Asset Management Plans detail Council’s approach to management of the particular asset and asset class at an agreed level of service for renewal and maintenance works as well as a long term assessment of the management and financial requirements for the assets. The Long Term Asset Management Plan has been compiled using the following framework in order to ensure that Council’s long term asset management approach can guide the direction for Council over a 10 year period but permit the asset management plans (attached as schedules) to be a “rolling plan” as community engagement and other projects arise as a part of annual budget development.

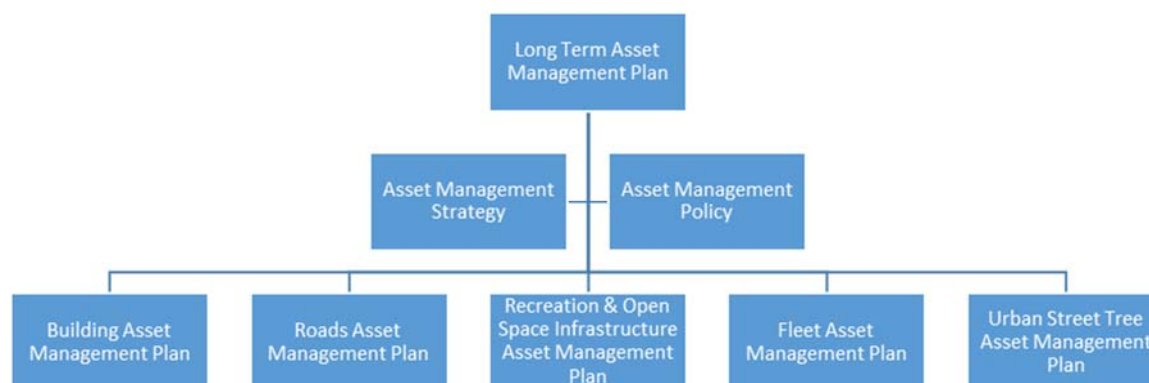


Figure 1 Long Term Asset Management Plan Framework

More details are provided below.

Asset Management Policy

The Asset Management Policy provides a clear direction to guide Council's asset management approach:

- Vision
- Strategy
- Governance
- Roles and Responsibilities
- Controls.

Asset Management Strategy

The Asset Management Strategy prescribes specific actions required to improve Council's asset management capability and guidance for developing a strategic framework for sustainable asset management:

- To integrate asset management with Council's corporate planning
- To ensure Council's asset management is governed by service delivery needs
- To ensure Council's asset management is supported by policy, service, risk cost and community
- To provide accountable asset management
- To ensure asset management is implemented in a sustainable manner.

Asset Management Plans

An asset management plan accounts for the sustainable objectives to manage the assets and includes information as follows:

- The current condition of the asset
- Service level standards
- The framework for intervention to ensure the assets are maintained to a certain standard
- The key achievements in managing the assets in the previous financial year
- The 10 year funding required to achieve Council's adopted asset performance targets based on the results of prediction modelling undertaken with Strategic Asset Management computer software
- Funding analysis, including details of planned works, estimated costs and long term financial forecasting
- Management activities planned for the current financial year
- Detailed financial analysis and capacity assessment
- Specific actions to be undertaken to improve asset management practices.

Asset management plans detail Council's approach to management of the particular asset and asset class at an agreed level of service for renewal and maintenance works as well as a long term assessment of the management and financial requirements for the assets.

Much of the detail in the management plans for each of the asset classes reflect a consistent approach from Council hence this detail has been amalgamated and asset-specific detail including levels of service, current state of Council's assets, future demand and forecast asset funding levels compiled for each of the asset classes in the asset management plans as follows.

Buildings Asset Management Plan

Council provides a range of services to residents, including aged care, maternal and child health, kindergartens, libraries, community meeting and recreation facilities, all of which require built infrastructure to support delivery.

Council's Buildings Asset Management Plan is designed to guide and assist in maintaining a building asset portfolio that allows Council to effectively meet current and future demand for service provision.

Corangamite Shires Buildings Asset Management Plan includes all buildings owned by Council and all buildings on Crown land or other land where Council is the appointed Committee of Management or has delegated responsibilities to a Section 86 Committee of Management. Assets where by a management arrangement such as a lease (e.g. Camperdown Community Stadium) or a facility owned and managed by the Crown (e.g. Skipton Mechanics Institute) has been omitted from the financial data.

Council's building portfolio consists of 169 buildings with a total replacement value of \$58 million as at 30 June 2018.

Council's data set for its building assets was implemented in 2013. At this time 100% of Council's building assets were in fair to excellent condition. With the implementation of a structured renewal program based on condition data modelling and inspections and agreed intervention levels, the building assets condition has shifted with 91% at acceptable condition.

Roads Asset Management Plan

The Road Asset Management Plan addresses the long term strategic management of Corangamite Shire's roads related assets. Council's roads assets are the largest asset class with a total written down value of over \$505 million.

This Road Asset Management Plan has been developed in accordance with guidelines of the International Infrastructure Management Manual and in response to the key aspects of accountability and strategic directions under the Road Management Act. This Plan applies to all roads for which the Council is the coordinating road authority within the meaning of Section 36 and 37 of the Act.

Levels of service for renewal works that will be undertaken on the road related assets as well as a long term assessment of the asset management requirements for these assets is defined for the following infrastructure asset classes:

- Sealed and Gravel Local Roads
- Kerb and Channel
- Footpaths
- Bridges and Major Culverts
- Stormwater and Drainage.

Since 2016, Council's footpath and kerb and channel network condition has been assessed highlighting that Council's level of investment has contributed to a 5% and 13% increase in the amount of network in acceptable condition, with:

- 98% of the sealed roads network is in an acceptable condition
- 98% of the gravel roads network is in an acceptable condition
- 98% of the footpath network is in an acceptable condition
- 93% of the kerb and channel network is in an acceptable condition.

Open Space and Recreation Asset Management Plan

The Open Space and Recreation Asset Management Plan encompasses Council's playgrounds previously defined in the Playground Asset Management Plan, as well as other open space assets including street furniture (bins, bollards, barbecues), irrigation systems, monuments and public art.

Public infrastructure provides a range of inherent benefits to the community through either improving the appearance of towns and streetscapes, providing functional services such as disposal of waste, irrigation of lawns, and facilities for passive and active leisure and recreation. Accessibility and safety are also key considerations with the provision of open space infrastructure in public areas.

Council defines its service levels based on service demand, asset condition, safety, appearance and function. Currently, Council derives its levels of service from a number of sources, this includes the community satisfaction survey, number of requests for reactive maintenance and resident feedback to Councillors and staff. The following levels of service has been defined as part of this plan, which is consistent with current service provision:

- Safe for users
- Assets are clean and aesthetically pleasing
- Regular programmed maintenance undertaken
- Assets are fit for purpose and in good condition
- Assets are operational
- Where appropriate, assets are accessible to people of all ages and abilities
- Regular asset inspections are undertaken
- Council responds to complaints and issues in a timely manner.

Council will allocate funds as a part of its annual operating budget to maintain those assets managed/owned by Council. Capital investment will be considered as a part of budget developments and scheduled maintenance will be undertaken as required on each of the assets to ensure compliance with the agreed service level and any appropriate standards.

Fleet Asset Management Plan

The purpose of the Fleet Asset Management Plan is to ensure accurate, reliable, timely, relevant and quantifiable information is correlated in relation to Council's fleets. This information is required to set charge-out rates, to undertake a needs analysis, buy/hire/lease assessments, develop plant/vehicle maintenance programs and to ultimately set works programs and budgets.

The Fleet Asset Management Plan has been developed to ensure:

- Council's financial commitment is minimised
- The sustainability of the long term financial viability of the fleet business undertaking
- Utilisation, whole-of-life costs, buy/hire evaluations and fleet funding are to current best industry practise
- Environmental sustainability obligations are addressed
- Statutory obligations are observed in regard to OH&S, and
- The overall diverse business of Council is delivered to the satisfaction of the community using this resource efficiently.

The capital forecasts are generated from a combination of methods to calculate the total program cost for each financial year including:

- Total kilometres/hours
- Anticipated kilometres/hours of use
- Replacement schedule
- Current market values for sale, trade in and replacement cost
- Council operations or demand for use.

Council's Light Vehicle Fleet Policy and Procedures governs the practical application of light fleet management. Heavy Plant Fleet Policy and Procedures will be developed for Council's consideration in the near future.

Urban Street Tree Asset Management Plan

The Urban Street Tree Asset Management Plan is a guide to the management and upkeep of trees as important assets of Council, to ensure public safety, minimize infrastructure impact but to also provide a guide to the improved appearance of our towns and public spaces through planting of new trees which value the look and feel of our individual towns.

The previous Plan adopted in April 2018 contained detailed policies determining how Council approaches its tree management responsibilities. These policies are important to ensure that Council and the community are aware of the methods, considerations, roles and responsibilities encumbered upon them with the provision of street trees. These will be presented to Council in the coming months as the Urban Street Tree Management Policies and Procedures.

Policy and Legislative Context

The Council Plan 2017-2021 identifies a number of key objectives and strategies in relation to asset management under the key themes of:

Governance and Financial Sustainability

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

Roads

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

Built and Natural Environment

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

Safe and Healthy Communities

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

The approach to Asset Management proposed is consistent with the *Local Government Act 1989*, and Local Government Victoria's *Local Government Asset Management Better Practice Guide 2015*, Victorian Government's *Asset Management Accountability Framework 2017* and the Local Government Act Review.

The Local Government Act Review has specified integrated strategic planning and reporting and ten year asset plans be developed. Whilst a Bill is still likely to be put before Parliament again, the review of the Asset Management Plans has sought to incorporate the likely changes expected in the future.

Internal / External Consultation

The Long Term Asset Management Plan has been developed by members of the Works and Services Directorate and have been reviewed by the Senior Officer Group.

Financial and Resource Implications

There are no financial or resource implications associated with the revision of the Asset Management Plan.

Council's assets have a written down value in excess of \$560 million with roads and roads related assets comprising 90.2% of this value, buildings 7.6%.

The investment in asset renewal evidenced by the 10 year forecasts completed for each of the asset classes relevant to the last condition assessment suggests a minimum budget or investment of \$92.5 million or \$9.25 million per annum to meet the renewal gap.

This level of investment as a minimum will ensure Council service its asset renewal requirements.

Options

Council can adopt the Long Term Asset Management Plan as presented, or choose to make amendments to the Plan.

Conclusion

Council must manage its assets effectively in order to ensure the future financial sustainability of the organisation, the assets and the service provided to its community. Council's approach to asset management has been reviewed with consideration of forecast requirements of the Local Government Act.

Each of the Asset Management Plans provide details of the level of service for renewal and maintenance works that will be undertaken by Council, as well as a long term assessment of the financial resources required to maintain the assets to a certain level of condition.

RECOMMENDATION

That Council:

- 1. Revokes the Buildings Asset Management Plan 2017-2027 adopted in April 2017**
- 2. Revokes the Roads Asset Management Plan 2016-2026 adopted in February 2016**
- 3. Revokes the Playground Asset Management Plan 2017-2027 adopted in June 2017**
- 4. Revokes the Urban Street Asset Management Plan 2018-2028 adopted in April 2018**
- 5. Adopts the Long Term Asset Management Plan 2019 – 2029.**

COUNCIL RESOLUTION

MOVED: *Cr Gstrein*

SECONDED: *Cr Brown*

That the recommendation be adopted.

CARRIED

Attachments

1. Long Term Asset Management Plan 2019-2029 - Under Separate Cover 
2. Schedule 1 Buildings Asset Management Plan - Under Separate Cover 
3. Schedule 2 Road Asset Management Plan - Under Separate Cover 
4. Schedule 3 Recreation & Open Space Infrastructure Asset Management Plan - Under Separate Cover 
5. Schedule 4 Fleet Asset Management Plan - Under Separate Cover 
6. Schedule 5 Urban Street Tree Asset Management Plan - Under Separate Cover 

9.3 Corangamite Shire Rural Living Strategy

Author: Aaron Moyne, Manager Planning and Building Services

File No:

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

This report presents a final Rural Living Strategy (RLS) for Council adoption.

A draft RLS was considered by Council in February 2019 and released for public consultation. A four (4) week period of public consultation occurred in March 2019, including three (3) designated public 'drop-in' sessions, and direct consultation with key stakeholders and affected landowners. A total of sixteen (16) submissions have been received.

Public consultation has proved successful, highlighting overall support for the project, with comments and feedback received considered in the final version of the RLS presented to Council for adoption.

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 in providing future developing future development opportunities. The project focuses on supporting growth opportunities for rural-residential development across the Shire.

Work to prepare the RLS commenced in March 2018 and has progressed to preparation of a final report. A copy is provided under separate cover.

Table 1 below outlines the key project stages and their timing.

Stage	Timing
1. Project Inception and Scope	Completed
2. Technical Investigations	Completed
3. Stakeholder Engagement	Completed
4. Draft Rural Living Strategy	Completed
5. Public Consultation and Stakeholder Engagement	Completed
6. Final Rural Living Strategy (adoption)	May 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

Preparation of the RLS arises from the 2017-2021 Council Plan which reinforces Council's population and investment attraction agenda. The RLS will support these strategic objectives by ensuring an adequate supply of future 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 provides 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.

Eight (8) policy directions have been developed through technical investigations and consultation with key stakeholders. These directions have informed the RLS approach to:

- Support rural-residential development within existing settlements
- Optimise existing requirements for rural-residential development with local market preference, and
- Add rural-residential land to current supply where it is strategically justified.

The RLS makes recommendations for nine (9) townships/settlements across the Shire, resulting in the identification of approximately 215 hectares of new rural-residential land.

Sixteen (16) written submissions were received on the draft RLS.

Four (4) submissions identified support for the RLS (with no requested changes), one (1) submission was neutral and eleven (11) submissions requested changes or raised specific matters. Minor changes have been made to the RLS to accommodate these comments.

Copies of the submissions are provided under separate cover. Matters raised within submissions include:

- A request by the Environment Protection Authority (EPA) to strengthen consideration around off-site environmental risks and amenity impacts
- A request to include additional land identified for rural-residential growth, located west of Camperdown

- Clarification on the basis for applying a 2ha recommended minimum lot size to the Rural Living Zone (RLZ)
- Glenelg Hopkins Catchment Management Authority (GHCMA) identified the need to investigate rural drainage constraints, before any proposed rezoning
- Comments regarding existing Low Density Residential Zone (LDRZ) land situated north of Camperdown on Gellie Street, requesting retention of the LDRZ for the land
- The RLS has identified the need to undertake a Camperdown Structure Plan review, with the concern that future rural-residential development may prejudice future growth opportunities for the town
- Comments from Wannon Water regarding reticulated sewer connection and wastewater disposal for each township, and the need to guide long-term growth for Camperdown through a future structure plan
- Comments from the Country Fire Authority (CFA) identifying the need to consider bushfire landscape hazard assessment, before rezoning land
- Continuation of agricultural uses on land proposed to be rezoned, and what impact this will have
- Department of Environment, Land, Water and Planning (DELWP) planning and environment comments outlining the need for technical assessment to guide future rezoning, managing land supply and staged implementation.

Each submission has been reviewed and summarised with response comments in Attachment 3. The submissions do not affect the strategic basis of the RLS and have influenced the final version of the report.

The key section of the RLS at Section 6 (Rural Residential Framework) refers to specific township assessment and outlines future rural-residential recommendations. Section 7 (Implementation and Staging Plan) then prioritises timing of these recommendations into immediate, short, medium and long term, in place for the life of the strategy.

An overview of the key recommendations for each township/settlement are outlined below (refer to the RLS for additional detail):

Camperdown

- Retention of land north of Gellie Street within the LDRZ to facilitate future growth, subject to consideration of environmental buffers from industry and land capability
- Provision of future short and medium term rural-residential growth north of Gnotuk Road and west of Park Road by rezoning from Farming Zone (FZ) to Rural Living Zone (RLZ).

Terang

- Reduction of the minimum lot size for RLZ land from 8ha to 2ha to facilitate future rural-residential development
- Identification of land north of Black Street for future medium-term growth to be rezoned from FZ to RLZ with a 2ha minimum lot size for subdivision.

Timboon

- Rezone land bound by Curdies River Road and Timboon-Nullawarre Road from FZ to LDRZ, subject to assessment of an environmental buffer from the Timboon Waste Transfer Station.

Port Campbell

- Rezone land at Desailly Street and Cairns Road from Rural Conservation Zone (RCZ) to LDRZ, subject to outcomes of a local bushfire assessment.

Lismore

- Rezone land along Camperdown-Lismore Road from FZ to RLZ in recognition of existing rural-residential lots and uses, supporting ongoing growth.

Noorat

- Undertake a Noorat Structure Plan as a short-term action to investigate future growth opportunities and establish a long-term planning framework, including rezoning of identified Township Zone (TZ) land to LDRZ
- Rezone identified future rural-residential land on the southern gateway entrance to the township from FZ to LDRZ as a short-term priority.

Cobden

- Support the retention and uptake of existing LDRZ land and investigate economic option to promote development.

Skipton

- Support the retention and uptake of existing LDRZ land and undertake a Skipton Structure Plan as a long-term outcome to investigate future rural-residential land located north of the township.

Simpson

- Undertake a Simpson Structure Plan as a short-term action to investigate future growth opportunities and establish a long-term planning framework for the township, including servicing of residential land.

Derrinallum

- Undertake a Derrinallum Structure Plan to establish a long-term planning framework, including an investigation of potential future growth areas to accommodate rural-residential development north of the township.

Policy and Legislative Context

The 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

Extensive consultation has been undertaken for the RLS, involving affected landowners, service authorities, government agencies, local real estate agents and internal briefings.

Public consultation was undertaken during March 2019 for a four (4) week period, including:

- Public release and notices via social media and Council's website
- Public notices displayed in newspapers and township newsletters
- Letters sent to directly affected landowners
- Three (3) designated public 'drop-in' sessions (north, central and south).

A total of thirty-one (31) individuals attended the 'drop-in' sessions. These sessions in particular provided a valuable opportunity to engage with community members about the RLS and other planning related matters.

Following adoption by Council, the RLS will progress through a planning scheme amendment to implement Stage 1 recommendations. This process will provide a further opportunity for consultation and submissions on any detailed changes to the planning scheme.

Financial and Resource Implications

Preparation and of the RLS has been funded by Council, including a future planning scheme amendment in the 2019/2020 financial year. There are no further direct financial or resource implications for Council in adopting the final RLS.

Options

The recommended option is for Council to adopt the RLS.

Other options include adoption of the RLS subject to changes, or choosing not to progress further with the project.

Conclusion

Council has prepared a final RLS to provide direction for future long-term rural-residential growth and development opportunities within the Shire.

A four week (4) public consultation process has been undertaken, including three (3) designated public 'drop-in' sessions in Lismore, Camperdown and Timboon. A total of sixteen (16) submissions have been received, identifying support or raising specific matters, with all comments and feedback considered in preparation of the final RLS.

Once adopted by Council, a planning scheme amendment process will be prepared to implement the Stage 1 recommendations. This will be subject to further consideration by Council, and to public consultation should Council choose to commence a planning scheme amendment process.

RECOMMENDATION

That Council adopts the Corangamite Shire Rural Living Strategy.

COUNCIL RESOLUTION




MOVED: *Cr Brown*

SECONDED: *Cr Durant*

That the recommendation be adopted.

CARRIED

Attachments

1. Corangamite Shire Council Rural Living Strategy - Under Separate Cover 
2. Rural Living Strategy Submissions - Under Separate Cover 
3. Rural Living Strategy Submissions Summary 

SUMMARY OF SUBMISSIONS RECEIVED TO THE DRAFT RURAL LIVING STRATEGY

The draft Corangamite Rural Living Strategy was exhibited for a four (4) week period in March 2019. The public exhibition period resulted in 16 submissions being received. Overall, submissions support the recommendations outlined in the draft Rural Living Strategy. A number of submitters have requested changes to the strategy. As outlined below, changes have been made to the Strategy to accommodate comments received to the draft Strategy. The following table provides a summary of submissions received and officer response.

Submitter	Location	Summary of submission	Officer response
1	Terang	Supports the strategy and raises a query regarding the proposed 2-hectare minimum lot size (Rural Living Zone) in Terang and requests consideration of a smaller lot size with consideration to changes in housing needs and climate change.	Land zoned Rural Living in Terang currently has an 8-hectare minimum lot size. The draft Strategy includes recommendations to support a mix of lot sizes to meet market demands. Of relevance to Terang, the draft Strategy recommends a reduction of the minimum lot size to 2-hectares. A 2-hectare minimum lot size (within the Rural Living Zone) is common across Victoria and provides sufficient land area for the treatment of waste water on site. Anecdotal advice from local real estate agents has confirmed stronger demand for lots with a land area of approx. 5 acres (2 hectares). Recommendation: No change is required to address this submission.
2	Shire-wide	Supports the strategy. The submission identifies Camperdown and surrounding towns are ideally located to attract population growth.	The submission is noted. Recommendation: No change is required to address this submission.
3	Camperdown	Supports the strategy, in particular the proposed rezoning of land located along Park Road, Camperdown.	The submission is noted. Recommendation: No change is required to address this submission.

Submitter	Location	Summary of submission	Officer response
4	Noorat	Supports the strategy, in particular the proposed rezoning of their land (499 Terang Road, Noorat) to accommodate opportunities for rural living residential development.	The submission is noted. Recommendation: No change is required to address this submission.
5 Environment Protection Authority (EPA)	Camperdown and Timboon	The EPA submission generally supports the directions of the strategy and has requested minor changes to the recommendations for Camperdown and Timboon to strengthen consideration of potential risks to future dwellings as a result of offsite impacts (such as odour and dust) from the Camperdown Saleyards, a quarry located on Manifold Street, Camperdown, the Camperdown Dairy Company Milk Plant, and the Timboon Transfer Station.	<p>The draft Strategy identifies the need to ensure future dwellings are protected from potential offsite impacts from these facilities. No land is proposed to be rezoned within the buffer to the Camperdown Dairy milk plant. Land within buffers to the saleyards and quarry is currently zoned Low Density Residential (minimum lot size of 4,000 square metres). In these areas, the draft Strategy sought to reduce the likelihood of sensitive uses (e.g. dwellings) locating within proximity of these facilities. The draft Strategy recommended these areas be rezoned to Rural Living (with a minimum 2-hectare lot size) coupled with a requirement to prepare Development Plan Overlay to guide future development. The EPA has provided suggested requirements to be included in the Development Plan Overlay (see page 3 of the EPA submission). The EPA's recommended requirement is supported. By employing these controls the land can be retained in the Low Density Residential Zone.</p> <p>With regards to the Timboon Transfer Station, discussions have commenced with the EPA to determine buffer requirements to the transfer station. The draft Strategy seeks to avoid the establishment of rural residential development within the buffer to the transfer station. Accordingly, the 'Stage 1' rezoning will only include land which is not within the buffer to the transfer station.</p> <p>Recommendation: It is recommended the Strategy be updated to strengthen consideration of offsite amenity impacts to the saleyards, quarry and Timboon Transfer Station, and to identify the need for early engagement with EPA (see pages 46 and 60).</p>

Submitter	Location	Summary of submission	Officer response
6	Camperdown	The submission requests the inclusion of approximately 16.5 hectares of land (between Gnotuk Road, Park Road and the Princes Highway - Lot 2 on Plan of Subdivision 338835L) to be rezoned Rural Living Zone.	The draft Strategy identifies opportunities to rezone land north of Gnotuk Road and west of Park Road in two-stages (Stage 2 and 3). The strategy identifies these areas will progressively be rezoned as required. Camperdown currently has 23 years of the Shire's total rural residential land supply and additional land (above what has been identified in Stages 2 and 3) is not required at this stage. It is reasonable to assume long-term rural residential growth could continue in a northerly direction (from Gnotuk Road towards the Princes Highway). The recommendation map (Map 9) could be updated to identify a preferred direction for residential growth. Recommendation: It is recommended the Strategy be updated to outline a preferred direction for rural residential growth should additional land be required in the future (Map 9 - Camperdown Recommendations, page 46).
7	Camperdown	The submission requests information on the proposed 2-hectare minimum lot size and consideration of agricultural uses and the protection of productive agricultural land.	Background work and consultation for the draft Strategy, including discussions with real estate agents, found there is strong demand within the market for the creation of new rural-residential lifestyle blocks. Recommendations have been made to support a mix of lot sizes to meet market demands. Consideration has also been given to agricultural uses and the protection of productive agricultural land, of significant economic value to the Shire. Accordingly, new development has been directed into townships. Recommendation: No change is required to address this submission.

Submitter	Location	Summary of submission	Officer response
<p>8 Gleneig Hopkins Catchment Management Authority (GHCMA)</p>	<p>Terang, Skipton and Noorat</p>	<p>The submission provides advice relating to flood plain management for Terang, Skipton and Noorat. The GHCMA identifies there are no issues from a flood risk management perspective in Skipton or Noorat. With regards to Terang, the GHCMA has identified that land to the north of Black Street may potentially be affected by flooding.</p>	<p>The draft Strategy identifies approximately 60 hectares of land (currently in approximately 40 lots) as having potential be rezoned for rural residential purposes. A minimum 2-hectare lot size is proposed (in other words, the proposed rezoning would reflect the existing subdivision pattern with limited opportunity for further subdivision). The GHCMA has identified flood modelling and mapping may be required prior to any proposed rezoning. Local residents also identified drainage of this area as a potential constraint during the Camperdown public 'drop in session'.</p> <p>Recommendation: It is recommended that Recommendation TE4 be updated to identify the need to investigate drainage constraints prior to any proposed rezoning.</p>

Submitter	Location	Summary of submission	Officer response
9	Camperdown	<p>The submission relates to the landowner's property located in Camperdown. The submission does not support the proposed rezoning of their land from Low Density Residential Zone to Rural Living Zone. The submitter requests their land remain within the Low Density Residential Zone.</p>	<p>As outlined above (see response to EPA submission), the draft Strategy identified the need to ensure future dwellings are protected from potential offsite impacts from the Camperdown Saleyards. The submitter's property is located within buffer to the Camperdown Saleyards (a 500 metre buffer applies to the saleyards). The draft Strategy sought to reduce the likelihood of sensitive uses (e.g. dwellings) locating within proximity of the saleyards. The draft Strategy recommended the submitter's property be rezoned to Rural Living (with a minimum 2-hectare lot size) coupled with a requirement to prepare Development Plan Overlay to guide future development.</p> <p>It is also noted, that part of the Submitter's property is subject to flooding (as identified by the Land Subject to Inundation Overlay). The draft Strategy sought to reduce the likelihood of dwellings being located on flood affected land.</p> <p>With regards to development within the buffer, the EPA has provided suggested requirements to be included in the Development Plan Overlay (see page 3 of the EPA submission) to allow for the consideration of potential risks to sensitive uses (e.g. dwellings) as a result of potential offsite impacts from the saleyards. The EPA's recommended requirement is supported.</p> <p>Recommendation: With the inclusion of the EPA's recommended requirements within the proposed Development Plan Overlay, the land can remain within the Low Density Residential Zone. The minimum lot size will need to be determined with consideration of potential offsite impacts from existing industry (such as odour, dust and noise) and land capability. These matters would need to be addressed in the preparation of the Development Plan (to be prepared by the landowner/developer) prior to the subdivision of land.</p>

Submitter	Location	Summary of submission	Officer response
10	Camperdown	The submission identifies the need to undertake a Structure Plan for Camperdown. The submission raises concern that rural residential development may prejudice future opportunities to expand the town.	The purpose of the Rural Living Strategy is to support rural-residential housing opportunities within existing townships. It is noted that the project is only one part of Council's strategic planning for townships across the Shire, and further work will need to occur in coming years to look at other planning matters (including the preparation of a Structure Plan for Camperdown). A Structure Plan for Camperdown will identify the long-term commercial, industrial and residential needs for the township.
<p>Recommendation: No change is required to address this submission.</p>			

Submitter	Location	Summary of submission	Officer response
11 Wannon Water	Shire-wide	<p>The submission identifies reticulated sewerage is available to most towns included within the draft Strategy (Lismore, Derrinallum and Noorat do not have reticulated services).</p> <p>Wannon Water supports the proposed minimum lot sizes and notes wastewater must be managed on site.</p> <p>The submission notes Wannon Water has no plans to provide reticulated sewer to additional rural residential land.</p> <p>The submission contains a number of queries with regards to specific townships. A response is provided opposite.</p>	<p><u>Camperdown</u></p> <p>Recommendation CA6 - The draft Strategy identifies the need to ensure future dwellings are protected from potential offsite impacts from the quarry (if it was to recommence operation in the future). Wannon Water has advised that this land can be serviced with reticulated water and sewer. Due to the availability of services, there is merit in retaining this land within the Low Density Residential Zone (with a Development Plan Overlay to guide lot size requirements). The long-term use of the land should be investigated as part of future structure planning for Camperdown.</p> <p>Recommendation CA1 - This land is not required for industrial purposes.</p> <p>Recommendation CA7 - Consideration has been given to agricultural uses and the protection of productive agricultural land, of significant economic value to the Shire. Accordingly, the draft Strategy seeks to direct new development into townships.</p> <p><u>Terang</u></p> <p>Recommendation TE2 - The GHGMA has identified this area may be constrained due to drainage / flooding. Accordingly, the draft Strategy sought to balance the development of this area with potential constraints such as drainage.</p> <p><u>Lismore</u></p> <p>Recommendation L1: Support noted.</p>



Submitter	Location	Summary of submission	Officer response
11 Wannon Water (continued)	Shire-wide	The submission identifies reticulated sewerage is available to most towns included within the draft Strategy (Lismore, Derrinallum and Noorat do not have reticulated services). Wannon Water supports the proposed minimum lot sizes and notes wastewater must be managed on site. The submission notes Wannon Water has no plans to provide reticulated sewer to additional rural residential land. The submission contains a number of queries with regards to specific townships. A response is provided opposite.	<u>Timboon</u> Recommendation T11: Concerns noted. Minimum lot size requirements will be informed by land capability assessments at time of subdivision. <u>Port Campbell</u> Recommendation PC2: Concerns noted. Minimum lot size requirements will be informed by land capability assessments at time of subdivision. <u>Noorat</u> Recommendation N1: Comments noted. No change required. Recommendation: It is recommended that Recommendation CA6 be updated to retain land within the Low Density Residential Zone with a Development Plan Overlay to guide future development. The minimum lot size will need to be determined with consideration of potential offsite impacts from the quarry. The long-term use of the land should be investigated as part of future structure planning for Camperdown.
12 Country Fire Authority (CFA)	Shire-wide	The submission notes the need to consider landscape scale fire events in considering land to be rezoned for rural residential purposes.	The draft Strategy identifies additional land for rural residential purposes in Camperdown, Terang, Timboon, Port Campbell and Noorat. Prior to the rezoning of land, an assessment of bushfire hazard will be undertaken at a landscape scale, local, neighbourhood and site scale (as recommended by the CFA). Recommendation: No change is required to address this submission.

Submitter	Location	Summary of submission	Officer response
13	Terang	<p>The submission relates to the landowner's property located in Terang. The landowner has developed the property as a thoroughbred breeding facility. The submission raises questions regarding the impact of any future rezoning on the use of the property.</p>	<p>The draft Strategy identifies approximately 60 hectares of land (including the Graham's property) as having potential be rezoned for rural residential purposes. A minimum 2-hectare lot size is proposed. The proposed rezoning would not have an impact on the existing thoroughbred breeding facility. The Rural Living Zone provides for the use of land for agricultural uses (including keeping of animals). While a planning permit may be required under the Rural Living Zone to develop the property further (such as the construction of additional horse boxes), the proposed rezoning would not burden the landowner with requirements to upgrade fencing or facilities. Infrastructure upgrades (such as road improvements or drainage works) would only be required if land was to be subdivided.</p> <p>Recommendation: No change is required to address this submission.</p>
14	Central Highlands Water	<p>The submission notes Central Highlands Water is responsible for water and sewerage services within Skipton. The submission notes the strategy and thanks Council for consulting with them.</p>	<p>The submission is noted.</p> <p>Recommendation: No change is required to address this submission.</p>
15	Department of Environment, Land, Water and Planning (Environment)	<p>The submission notes the need to protect environmental assets (such as flora, fauna, habitat, waterways, wetlands, etc.) The submission also notes environmental risks (such as bushfire and flooding). The submission recommends assessment be undertaken prior to rezoning of land. Assessments include flora and fauna assessments, consideration of buffers to waterways, and consideration of bushfire risks (amongst other matters).</p>	<p>The submission is noted. The draft Strategy seeks to avoid rezoning of land which have environmental assets. As required, detailed assessments will be undertaken prior to rezoning of land.</p> <p>Recommendation: No change is required to address this submission.</p>

Submitter	Location	Summary of submission	Officer response
<p>16 Department of Environment, Land, Water and Planning (Planning)</p>	<p>Shire-wide</p>	<p>The submission supports the draft Strategy and Council's intention to provide for rural residential development in strategic locations. The department cautioned against designating too much land for rural residential purposes (in other words, Council should avoid an oversupply of rural residential land). The submission provides detailed comments on each recommendation.</p>	<p>The submission is noted. The departments support is a significant milestone in the preparation of the draft Strategy. The Strategy provides for staged implementation (rezoning of land) in response to market demands. Detailed comments on each recommendation / settlement will be considered in the preparation of planning scheme amendments which rezone land.</p> <p>Recommendation: No change is required to address this submission.</p>

9.4 Mt Leura and Mt Sugarloaf Management Plan Action Plan 2019-2023

Author: Roland Herbert, Environment Project Officer

File No:

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 - Roland Herbert

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

Summary

The purpose of this report is for Council to endorse the Mt Leura and Mt Sugarloaf Management Plan Action Plan 2019-2023.

Introduction

The Mt Leura and Mt Sugarloaf Management Committee is a Special Committee of Council established in 1995 to implement the Mt Leura and Mt Sugarloaf Landscape Master Management and Implementation Plan. Since 2013, the Committee's role has been to implement the Mt Leura and Mt Sugarloaf Management Plan and Risk Management Plan.

Over this period the Committee has completed a number of major actions via the Action Plan, with others nearing completion. The progress of these actions over the past five years has required the Action Plan to be reviewed and updated.

Issues

The Mt Leura and Mt Sugarloaf Management Plan Action Plan 2013-2018 is now at the end of its term. Amending the Action Plan and the timeframe for implementation will allow the Committee to continue to work towards the vision for the Mt Leura and Mt Sugarloaf Management Plan.

The Action Plan review process was conducted during the 2018-2019 year between the Committee and Council staff over the course of eight meetings. The objectives and strategies were extensively reviewed during this period, with recommendations made to either retain, alter, replace or remove each action. In summary, key changes were primarily made to the Action Plan due to achievements made or new information attained over the last five years.

New actions that have resulted from the review of the Action Plan include, but are not limited to:

- Action 1.2, Objective One.
Construction of sealed paths to provide universal access at the Volcanic Education Centre (VEC) and adjacent Victorian Volcanic Plain demonstration gardens. A report received from Rural Access has recommended the construction of sealed paths to provide universal access for these locations. The former action has been incorporated into Action 1.1 and replaced based on this report.
- Action 3.6, Objective Three.
Continue to develop and promote interpretive signage where appropriate. This new action has replaced the former action which has been completed, as a new geological interpretive walk or 'Geotrail' has been constructed.
- Action 5.6, Objective Five.
Mapping of the Reserves by the Emergency Services Telecommunications Authority (ESTA). This mapping is critical to enable the ability of Emergency Services to respond at the Reserves.
- Action 4.15, Objective Four.
Continue to build and maintain relationships and volunteer capacity on the Reserves. This new action reflects the critical role of volunteers and other in-kind contributions have in developing and maintaining the Reserves.

The Mt Leura and Mt Sugarloaf Management Plan Action Plan 2019-2023 is circulated under separate cover for Council's consideration. If endorsed by Council, the Action Plan will be implemented by the Committee until 2023.

Policy and Legislative Context

Council's support for the natural environment and community-led management of the Mt Leura and Mt Sugarloaf Reserves aligns with the following commitments of the Council Plan 2017-2021:

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

Council will preserve the natural environment of Corangamite Shire.

Council will engage with and listen to our communities.

Council also supports the management of the reserves via the objectives of the Environment & Sustainability Strategy 2014-2019:

Council will increase the protection and enhancement of natural assets in Corangamite Shire.

Council will engage and empower the community to address environmental and sustainability concerns in Corangamite Shire.

Internal / External Consultation

The Action Plan review process was conducted during the 2018-2019 year between the Committee and Council staff, via a total of eight meetings dedicated to the review process.

The Committee will continue to work with adjoining landowners and other key stakeholders via the revised Action Plan.

Financial and Resource Implications

The review of the Mt Leura and Mt Sugarloaf Management Plan's Action Plan has been funded via Council's annual budgetary allocation and has resulted in no additional cost to Council.

Actions arising from the new Action Plan will be considered as part of Council's annual funding allocation to the Committee, or other funding sources as identified.

Options

Council may decide to endorse the Action Plan. Alternatively, Council may decide to further amend the Action Plan prior to it being endorsed at a future Council meeting.

Conclusion

The Mt Leura and Mt Sugarloaf Management Committee is a Special Committee of Council that is responsible for implementing the Mt Leura and Mt Sugarloaf Management Plan 2013-2018. The Management Plan and associated Action Plan is now at the end of its term and has undergone a review.

Once endorsed by Council, the revised Action Plan will be implemented by the Committee until 2023.

RECOMMENDATION

That Council endorse the Mt Leura and Mt Sugarloaf Management Plan Action Plan 2019-2023.

COUNCIL RESOLUTION


MOVED: Cr Gstrein

SECONDED: Cr Oakes

That the recommendation be adopted.

CARRIED

Attachments

1. Mt Leura and Mt Sugarloaf Management Plan Action Plan 2019-2023 - Under Separate Cover 

9.5 Draft Mt Noorat Management Plan

Author: Roland Herbert, Environment Project Officer

File No:

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 - Roland Herbert

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

Summary

The purpose of this report is for Council to consider the release of the Draft Mt Noorat Management Plan for public comment. The Draft Plan identifies key objectives and actions to guide future management of the Mt Noorat site and has been developed from extensive consultation with the community and the Mt Noorat Management Committee.

Introduction

Council and the Mt Noorat Management Committee (Committee) are developing the first Management Plan for the Mt Noorat site. The new plan will outline the strategic direction for the site to ensure its management is in keeping with the expectations of Council, the Committee, the Noorat and wider community and visitors to the site.

The Mt Noorat Management Plan is being developed in three stages:

- Milestone 1: Community Consultation
- Milestone 2: Draft Plan completed
- Milestone 3: Final Plan completed.

Issues

The Draft Mt Noorat Management Plan (Draft Plan) has been completed following an extensive consultation process with the Committee and community, and is now being considered for endorsement by Council to undertake wider public consultation.

A Vision Statement for the ongoing management of the Mt and the Management Plan has been developed:

'Mt Noorat is a destination known for its geological and natural values and experiences; a place where culture past and present is understood and respected; and where access is provided for all to enjoy'.

The Draft Plan sets out five strategic objectives under a thirty-year vision, to inform all future management actions on the Mount.

The five Objectives and their corresponding goals are:

1. Protect and enhance the natural values of Mt Noorat
 - Increase understanding of the native flora and fauna of Mt Noorat
 - Protect and enhance native vegetation at Mt Noorat
 - Reduce the spread and impact of weeds and pest animals
 - Maintain significant view lines from within, and outside, the reserve.
2. Provide quality visitor experiences that reflect the character of the site
 - Attract more visitors to Mt Noorat that are interested in passive recreation as a priority
 - Install infrastructure that meets visitors' needs whilst ensuring it does not detract from the character of the site
 - Provide educational and interpretive information in suitable locations and formats that is sensitive to the character of the site.
3. Aboriginal and European history is understood and respected
 - Build a relationship with the Traditional Owners of Mt Noorat
 - Recognise and acknowledge the Aboriginal heritage of Mt Noorat and the surrounding area
 - Provide educational and/or interpretive information on the Aboriginal and European history of Mt Noorat.
4. Walking tracks are accessible, well maintained and cater for diverse experiences
 - Improve visitor access and experience to the first viewing platform
 - Provide infrastructure to enhance walker experiences
 - Establish new tracks that provide diverse experiences.
5. The financial management and governance of Mt Noorat is self-sustaining
 - Maintain onsite income generation
 - Explore alternative avenues for income generation
 - The operation of the Committee of Management is sustainable, and they are well supported.

The Draft Plan is circulated under separate cover for Council's consideration. If endorsed by Council, it will be released for public comment. All feedback received through this consultation process will then be considered in development of the final Mt Noorat Management Plan.

Policy and Legislative Context

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

Improve the appearance of our towns and public spaces.

Preserve the natural environment of Corangamite Shire.

Engage with and listen to our communities.

Support our small towns and dispersed population.

Internal / External Consultation

The Community Consultation process for the Draft Plan was undertaken by RMCG with the assistance of Council and the Committee, between November 2018 and January 2019. A range of engagement methods were utilised during this period, inclusive of several workshops with the Committee, surrounding landholders and Noorat community, information stalls at the Noorat Show and in Terang and a cover design competition with local schools.

A survey was also utilised during the consultation process and received a total of 215 responses in both online and hard-copy form. As a result of these responses Council, the Committee and RMCG obtained a large amount of community feedback which has assisted the development of the Draft Plan.

Once endorsed, the Draft Mt Noorat Management Plan will be exhibited for public comment over a six week period. Direct engagement and request for comment on the Plan will be sought from key regional stakeholders, including tourism bodies and relevant government agencies. Local community groups will also be engaged for review and comment during this process.

All feedback will be collated and reviewed. The Committee will then be presented with this feedback in order to seek their comments prior to the development of the final Plan. Work on the final Plan will then be completed before being presented to Council for endorsement at a future Council Meeting.

Financial and Resource Implications

Council accepted the land from the Estate of the late Mr J.N. Black during September 2017 and is now responsible for the ongoing management and maintenance of Mt Noorat.

The Mt Noorat land parcel is attracting income in a range of ways including grazing leases, communications tower leases, and quarry leases. The existing leases have an annual income of \$56,718. The existing leases provide annual income for the site and should ensure the site is able to be managed without long term financial support from Council.

Council and the Committee have allocated funding from existing leasing arrangements and other funding sources to develop the management plan to guide future management of the site.

Options

Council may endorse the Draft Plan as presented for release for public comment.

Alternatively, Council may decide to amend the Draft Plan prior to it being released for public comment.

Conclusion

The Mt Noorat Management Plan will aim to ensure management of the Mt Noorat site is in keeping with the expectations of Council, the Committee, the Noorat and wider community and user expectations.

Once endorsed by Council, the Draft Plan will be exhibited for public comment, with all feedback received to be considered in the development of the final management plan.

RECOMMENDATION

That Council endorses the Draft Mt Noorat Management Plan for the purpose of undertaking public consultation.

COUNCIL RESOLUTION

MOVED: *Cr Durant*

SECONDED: *Cr Beard*

That the recommendation be adopted.

CARRIED

Attachments

1. Draft Mt Noorat Management Plan - Under Separate Cover 

9.6 Swimming Pool Season Review 2018-2019

Author: Jane Hinds, Acting Manager Facilities and Recreation

File No:

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Jane Hinds

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

Summary

To report on the operations of Council's swimming pools for the 2018-2019 season, including attendances, programs, facility improvements and general operations.

Introduction

Council's swimming pools provide safe and accessible aquatic recreation facilities to serve local needs throughout the Shire. In July 2017, YMCA Ballarat/Grampians was awarded the contract for the management of the six outdoor pools for the period 1 July 2017 to 30 June 2019. Council officers are currently in the process of reviewing contract negotiations for a further two year term with the YMCA.

The 2018-2019 season commenced in late November 2017 and concluded in mid-March 2019.

Issues

There were a total of 46,206 attendances across all pools in 2018-2019, compared to the 2017-2018 season where attendances were 46,616. This is a 1% decrease on the previous year's patronage.

Camperdown, Lismore and Skipton all experienced an increase in attendances across the season from the previous year, with a 14.64%, 17% and a 7.56% increase respectively at each of the pools as outlined in Figure 1.

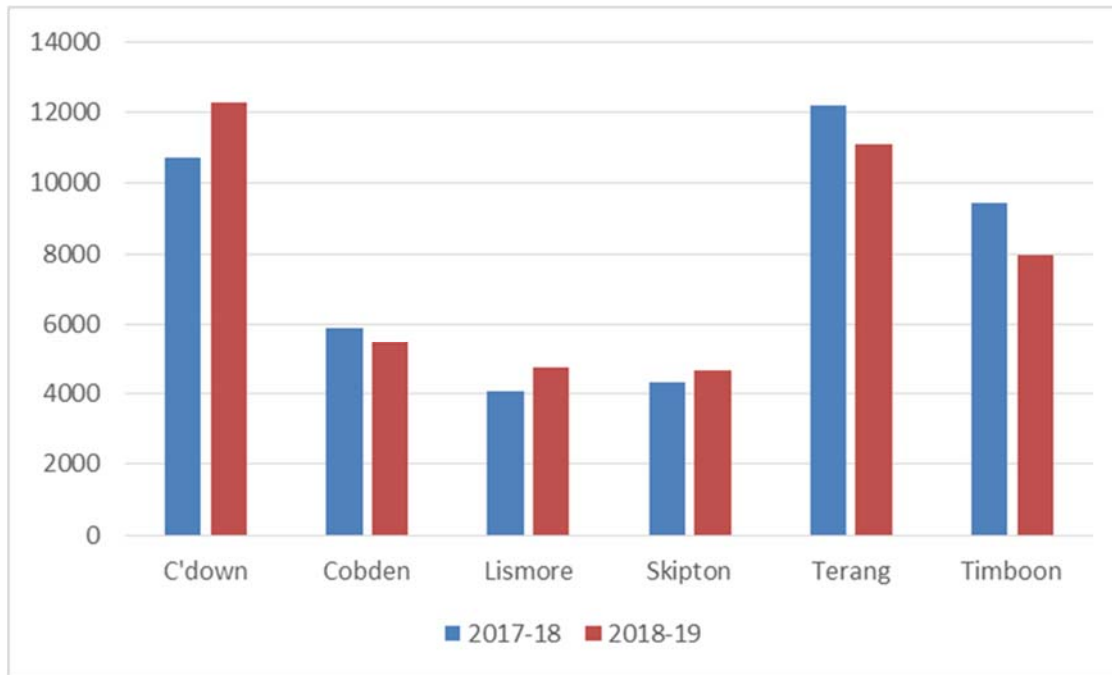


Figure 1: Attendances at Corangamite Shire swimming pools for the 2017-2018 and 2018-2019 seasons

A monthly attendance graph with accumulated attendance is highlighted below, providing insight into the attendance rates in seasons 2017-2018 and 2018-2019. The graph shows that attendance was on par throughout the season, however, with a slight decline in the month of February.

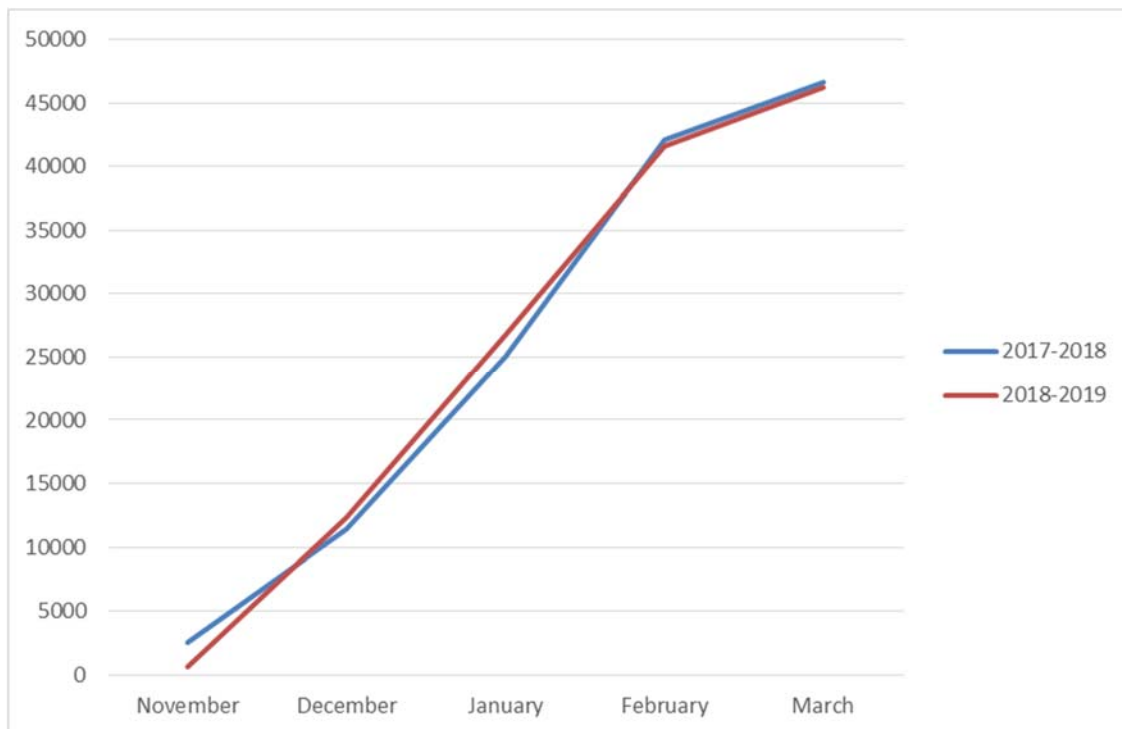


Figure 2: Accumulative monthly attendance rates

This year the YMCA introduced a new point of sale system at all pools, which has allowed access to a full range of data to help understand attendance trends, the variation in attendance types and more specific detail around attendance timings.

The attendance trends for the 2018-2019 and 2017-2018 pool seasons are very similar with both years excelling in January and February. From the attendance data the following observations can be made:

- Recreational attendances are increasing across all pools at two points in the season:
 - when interest in the pools and summer is at its peak (December)
 - during school holidays when there are local children attending regularly and increased visitors to the region
- Attendance within the first hour of opening in January is very high
- March attendances are significantly less than other months (taking into account reduced days of opening).
- Morning swimming attendances are dropping off at some pools
- School attendances are decreasing
- Attendances decline significantly in the last hour
- Attendances during weekdays are centred around school finish times.

A review of the weather patterns across the pool season is highlighted in Table 1 below and helps to explain the relationship between the temperature and the pool attendance figures.

It is noted that there was a 183.33% increase in the number of days when temperatures under 18 degrees Celsius was recorded for the 2018-2019 pool season.

The average mean temperature for the pool season decreased slightly and the number of days during the season where it rained increased from 36 days to 51 days for the 2018-2019 season.

Month	Attendance		Average Mean Temperature		Days under 18 Degrees		Days Rained	
	2017-2018	2018- 2019	2017-2018	2018- 2019	2017-2018	2018-2019	2017-2018	2018-2019
November	2,605	596	24.7	20.9	6	17	10	15
December	8,842	11,788	24.3	26.5	4	7	10	13
January	13,634	14,373	29	30.1	0	0	3	3
February	17,037	14,777	28	27.2	0	3	6	8
March	4,494	4,672	25.2	25.5	2	7	7	12
TOTALS	46,612	46,206	26.24°	26.04°	12	34	36	51

Table 1: Analysis of weather activity; statistics sourced from the Bureau of Meteorology

The graph below demonstrates there is a relationship with weather patterns and attendance. December, January and March were months that had a higher average mean temperature than the previous season, this correlates with a higher number of attendances recorded in these months for season 2018-2019.

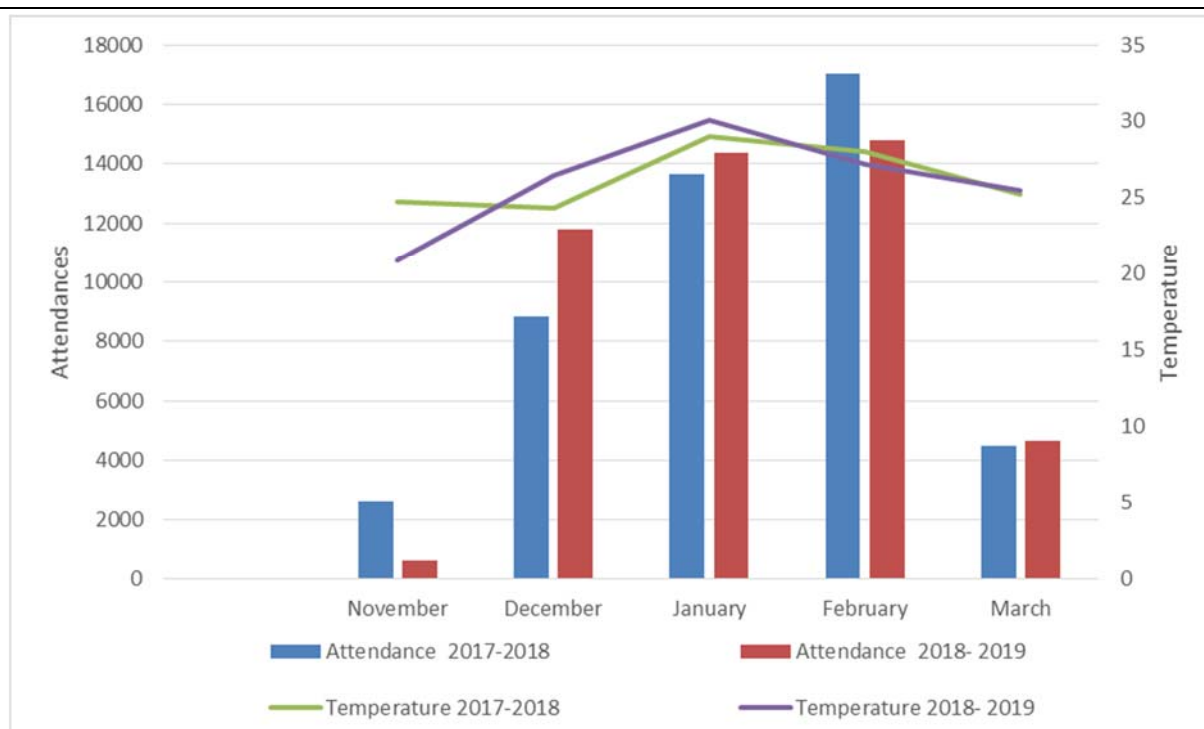


Figure 4: Total attendance at all pools by month vs Average mean temperature by month

Programs

A range of programs were offered at the pools including early morning lap swimming, pool parties, birthday parties, family BBQ nights, triathlons, inflatable fun sessions, dive in movies, lap challenges and water aerobics. These programs encourage participation and assist in the overall patron numbers attending the swimming pools.

This year Aquatics and Recreation Victoria’s renowned VicSwim program was again conducted across all six swimming pools. This service provides life-saving skills for school aged residents and/or visitors.

Council’s committees were again active and provided a number of benefits to the community, with highlights provided in the table below.

Facility	Committee Activities
Camperdown	<ul style="list-style-type: none"> • Purchased new pool mats • Fundraising for defibrillator
Cobden	<ul style="list-style-type: none"> • External painting to kiosk and change room facilities • Conducted Triple J Hottest 100/200 event
Lismore	<ul style="list-style-type: none"> • Conducted movie night fundraiser • Conducted an U12 Cricket bonding day event
Skipton	<ul style="list-style-type: none"> • Conducted a triathlon • Purchase of new pool mat
Terang	<ul style="list-style-type: none"> • Conducted a BBQ and inflatable sessions • Conducted movie night fundraiser
Timboon	<ul style="list-style-type: none"> • Conducted a triathlon event • Conducted an Australia Day event

Table 2: Summary of Pool committee activities

Corangamite Shire Swimming Pools Facebook Page

As a communication tool, social media has represented a significant opportunity for Corangamite Shire to provide a platform for community members to voice their opinion, connect with their local swimming pool in an informal way, and to stay up to date with activities happening at the pools.

The Corangamite Shire Swimming Pools Facebook page was well utilised by most pools during the season with most major programs and activities promoted via this medium. The page drew 1,289 individual followers, which is 261 up on the 2017-2018 season. The Corangamite Shire Swimming Pools Facebook page will continue to be promoted during the off season in an effort to continue to promote and engage with patrons and the wider community.

Fees

Fees for season 2018-2019 were increased in line with CPI.

Fees were presented to pool committee members at the annual Central Pools Meeting held 2 May 2018.

Facility Improvements and Maintenance

General maintenance items were completed prior to the season and as required throughout the season. Additional works will be completed over the winter period to ensure the issues that could not be fixed at the time of identification are resolved prior to the 2019-2020 season.

Prior to season 2018-2019, both the Terang and Timboon Swimming Pools were repainted utilising a luxepoxy paint system which has highlighted cost benefits, a longer life expectancy and a higher quality finish.

Customer Satisfaction

In 2018-2019 the YMCA introduced a new digital survey using visual prompts on iPads. Surveys were conducted at all pools, where patrons were asked six short questions to gauge customer satisfaction through the busiest period of the season being January.

Feedback was sought on the pool experience and how it made you feel, cleanliness of the facility, YMCA staff, kiosk option and further feedback.

In total, 583 people were surveyed across the six pools. The survey highlighted that there was improved feedback on kiosk offerings for the 2018-2019 season, with suppliers providing increased offerings that align with the healthy food policy, although patrons did comment about providing more food options. In addition to the kiosk offerings, the survey outlined that patrons appreciated the friendly staff and good swimming pool conditions and facilities.

Further comments provided by patrons included feedback about the installation of additional shade, the provision of accessible lifts at pools to allow inclusive access for abilities and the compassion shown by staff.

Verbal feedback from patrons throughout the season provided positive comments especially regarding staff rapport, events, pool water quality and cleanliness of amenities and grounds.

There are a number of waterways around the Corangamite region, the swimming pools provide an invaluable opportunity for young people to increase swimming and water safety skills and reduce the risk of drowning and increase participation in safe aquatic activity.

The swimming pools have provided a range of health and wellbeing outcomes for residents of the Corangamite Shire in 2018-2019. Safe and accessible swimming pool facilities have provided the community with an opportunity to improve their health, mental and social wellbeing by providing family friendly and accessible facilities, activities and programs.

Contract Extension

The existing contract 2018002 Management of Recreation Facilities for the Corangamite Shire's Swimming Pool and Sports Stadium Facilities is for the period 1 July 2017 to 30 June 2019. There is an option of a further two year term. Council officers are currently negotiating the terms and conditions of the contract with the YMCA, for the management of the swimming pool and stadium for a further two year term.

Policy and Legislative Context

The swimming pool service is acknowledged through Council's commitment to the community's wellbeing, lifestyle and related infrastructure as stated in both the Health and Wellbeing Plan and the Council Plan 2017-2021:

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

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

Improve the health and wellbeing of our community.

Internal / External Consultation

Council's swimming pool service for 2018-2019 season has been evaluated by facility users across all pools. The survey results indicate that for all pools service areas met the expectations of patrons.

Council's swimming pool service is supported by local pool committees comprising membership from the community including swimming clubs, schools and general community.

Annual General Meetings were held by each Swimming Pool Committee prior to the season to elect members of each committee. The Swimming Pool Committees have input into the delivery of the service in a manner which best suits its local community including:

- length of season
- operating hours
- programs
- lap swimming sessions.

It is intended that the comprehensive data extracted from the point of sale system be used to inform a discussion with the Committees of Management about opportunities to maximise attendances in opening hours and programming in the future.

Financial and Resource Implications

The total budget for pool operations in 2018-2019 was \$535,402, which includes contract, maintenance and utility costs. Based on total attendance of 46,206 this equates to a cost of

\$11.58 per user to utilise the pools during the season. In comparison, the pool operations cost of 2017-2018 was \$530,878 (including contract, maintenance and utilities) and with an attendance of 46,612, this meant a cost of \$11.38 per person to utilise the pools during that season.

The total budget for capital works for the 2018-2019 financial year was \$60,000. This included replacement of the expansion joints of the main pool in Terang, along with the repainting of the toddler, intermediate and main pools at Terang and the toddler and main pools at Timboon.

In accordance with the contract for management of the facilities, all income generated from the operation of the swimming pools is retained by the Contractor apart from a percentage of the entry income (user fees), which is given to each pool committee for reinvesting into minor equipment or programs at their respective facility.

Options

Council may or may not receive the 2018-2019 report on the operations of Council's swimming pool season.

Conclusion

The 2018-2019 swimming pool season provided a range of programs and a high standard of satisfaction within the community.

There were a total of 46,206 attendances across all pools in 2018-2019, compared to 46,612 attendances in 2017-2018. Council's continued contribution and support of these assets ensures opportunities for participation in an active and healthy lifestyle, which serve the local needs of the Corangamite community.

The swimming pools continue to provide a range of health and wellbeing outcomes for residents of the Corangamite Shire.

RECOMMENDATION

That Council receives the report on Council's swimming pool operations for the 2018-2019 season.

COUNCIL RESOLUTION

***MOVED:* Cr Brown**

***SECONDED:* Cr Oakes**

That the recommendation be adopted.

CARRIED

9.7 2020005 Contract for the Cleaning of Council's Buildings

Author: Jane Hinds, Acting Manager Facilities and Recreation

File No:

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Jane Hinds

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

Summary

The purpose of this report is to award the Contract for the Cleaning of Council Buildings for a 24 month period from 1 July 2019 to 30 June 2021.

Introduction

Cleaning is currently performed by both Council employees and external suppliers or operators. The contract for the cleaning of Council buildings only relates to duties currently undertaken by an external contractor. Council presently has arrangements in place with an external cleaning operator who is responsible for cleaning 16 Council facilities. Facilities included in this contract are pre-schools (excluding Camperdown), maternal and child health centres, senior citizens centres, libraries (excluding Camperdown) and part of the Civic Centre Council offices. The specification for works includes the regular general cleaning of each building plus bi-annual detailed cleans and the annual detailed clean of the Civic Centre offices.

Issues

In June 2015, the contract for the cleaning of Council's buildings was awarded for the period 1 August 2015 to 30 June 2017. As per the terms and conditions of the contract, a subsequent option for a further two year time was awarded until 30 June 2019. With the expiry of the contract on 30 June 2019, Council have tendered for the contract.

In an attempt to consolidate and standardise all cleaning duties across each facility, all cleaning duties have been reviewed. It is expected that facility users recognise that they must clean up after themselves. Cleaners are only employed by Council to routinely clean; they are not employed to clean up after a facility user.

The cleaning contract requests tenderers to submit an hourly rate and designated hours to perform the required duties, which is inclusive of wages, travel costs, materials and equipment. This is expected to provide Council with a cost saving in the provision of cleaning services at Council buildings.

The works are to be contracted over a 24 month period with the option to extend by a further two (2) year period. This will allow predictability in budgeting and enhance long term cost savings to Council.

The contract will be for all regular and general cleaning work procured by Council.

Seven submissions were received from experienced contractors in the cleaning industry, with all companies being based in Melbourne. An additional submission was received late and in accordance with Council's Procurement Policy was returned to the tenderer.

An evaluation was undertaken by a panel comprising Jane Hinds, Acting Manager Facilities and Recreation, Kym Prattley, Works Administration Co-ordinator and Adam Taylor, Manager Finance, in accordance with the evaluation criteria. Linda Murfitt, Contracts Administration Co-ordinator has reviewed the tenders from a compliance aspect.

Each of the evaluation criteria were scored in accordance with the relevant weighting by each panel member. A panel meeting was held to validate the evaluations, aggregate the scores and provide a recommendation of award for Council's resolution. An aggregate of the scores is provided below in Table 1.

Criteria	Weighting (%)	Tenderer 1	Tenderer 2	Tenderer 3	Tenderer 4 AUSBRIGHT Facilities Management	Tenderer 5	Tenderer 6	Tenderer 7
Price	50	17	10	37	40	33	30	37
Conformation to Specification	20	16	16	15	16	15	13	4
Experience/ Past Performance/ Track Record	25	15	13	12	20	17	12	8
Local Content	5	1	3	3	3	2	0	1
	Total	49	42	67	79	67	55	50

Table 1: Aggregate Submission Assessment

The best value for Council is not always necessarily reflected by the lowest price. Best value can also be achieved by procuring from a contractor who may have a higher hourly rate but may be able to deliver the works in a timelier manner. The hours taken to complete the required duties at each Council building as well as the lump sum amount to award the contract to a sole supplier were taken into consideration at the panel review.

The attached technical evaluation report provides a detailed evaluation of tenders received. Despite an overall lower tendered price AUSBRIGHT Facilities Management exceeds Council's expectations on all aspects of the evaluation criteria. It is recommended the best outcome for Council is achieved by awarding the contract in full to AUSBRIGHT Facilities Management.

Policy and Legislative Context

The cleaning contract was advertised and assessed in accordance with Council's Procurement Policy and the tender evaluation criteria.

The awarding of these specialist services is in keeping with Council's Plan 2017-2021:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. Council will make budgetary decisions that ensure Council remains in a strong financial position now and into the future.

We are committed to improving the liveability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability. Maintain our buildings to ensure they meet current and future demand for service provision.

Internal / External Consultation

An evaluation panel was established to assess the submissions against the evaluation criteria. Each member of the panel who conducted the evaluation was considered to have appropriate experience to undertake the evaluation.

In accordance with Section 186 of the *Local Government Act 1989*, the tender was advertised in the Western District Newspapers, The Warrnambool Standard and the Herald Sun. The contract was also advertised on Council’s website.

Ongoing consultation and feedback regarding the cleaning standards and performance of contractors at Council facilities occurs between Council officers, facility users and community members. The list of cleaning duties was reviewed by facility and where applicable service managers.

Financial and Resource Implications

Works under this contract are incorporated in Council’s recurrent budget allocations for maintenance or minor improvement allocations in each budget year.

The financial benefit to Council was measured by the amount of hours proposed by the contractor to clean the facility and the hourly rate charged. The hourly rate was inclusive of all travel, cleaning products, wages and equipment. The weekly routine cleaning was considered against the current allocated hours and the hours proposed by the tenderer and the hourly rate specified (Table 2). The bi-annual and annual cleaning was also considered against the current actual costs and the total amount tendered by the tenderer, with pricing ranging from \$5,793 to \$16,821 annually.

The panel also weighed up the internal administration costs and management arrangement of awarding the contract to more than one tenderer or awarding it to a sole operator. There was a clear productivity gain by awarding the contact in full.

Tenderer	Hours per week (Total Current Allocated Hours – 64.25 per week)	Hourly Rate * denotes average hourly rate across facilities
1.	65.00	\$40.25
2.	83.75	\$41.24
3.	40.25	\$32.00
4. AUSBRIGHT Facilities Management	54.50	\$28.12*
5.	46.37	\$33.86*
6.	67.30	\$34.48
7.	41.83	\$32.00

Table 2: Routine Cleaning (excluding half yearly and annual cleans)

In reviewing the current cleaning administration and operations of Council Buildings, a significant cost saving to Council has been generated through this review and the proposed contract implementation. As shown in Table 3, the current budgeted cleaning costs of Council buildings for 2018-2019 is \$114,480 annually. If Council agree to award the cleaning contract to AUSBRIGHT Facilities Management, Council will benefit from a \$42,303 cost saving in the first year of the contract.

Budget 2018/2019	Budget 2019/2020	AUSBRIGHT Facilities Management
\$102,168	\$114,480	\$72,177

Table 3: Cost of Cleaning to Council

Council has budgeted for \$114,480 in 2019-2020. Any savings and variation will be considered at Council's mid-year budget review.

Options

Council can award the Contract to a single contractor or may choose to use multiple contractors across the Shire.

Conclusion

Council has invited tenders from suitably experienced and qualified contractors for the cleaning of Council buildings. Seven submissions were received through this process, all with varying degrees of experience, services offered and financial benefit to Council.

Following an evaluation of tenders received, it is proposed the best outcome and financial benefit for Council is achieved by awarding the contract in full to AUSBRIGHT Facilities Management.

RECOMMENDATION

That Council:

1. Awards contract 2020005 for the Cleaning of Council Buildings for the Corangamite Shire for the period 1 July 2019 to 30 June 2021 to AUSBRIGHT Facilities Management.
2. Approves the option to extend the contract for a further two (2) year term.

COUNCIL RESOLUTION

MOVED: *Cr Gstrein*

SECONDED: *Cr Brown*

That the recommendation be adopted.

CARRIED

Attachments

1. Technical Evaluation Report - Under Separate Cover - Confidential
2. Declaration of No Conflict of Interest - Under Separate Cover - Confidential

9.8 2020003 Contract Home and Community Care Home Maintenance Service (Lawn Mowing and Gardening)

Author: Jon Sedgley, Aged and Disability Services Coordinator

File No:

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 - Jon Sedgley

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

Summary

This report, and the attached technical evaluation report, provides details of the four (4) tender responses received for the provision of Home Maintenance Services (lawn mowing and gardening) under the Commonwealth Home Support Programme (CHSP) and Home and Community Care (HACC) program from 2019 to 2022.

Introduction

Council provides home maintenance services to approximately 240 eligible frail, aged and disabled residents in Camperdown, Terang, Lismore, Derrinallum, Skipton and surrounding areas. The majority of service provision consists of lawn mowing. Council receives funding from the Australian Government Department of Health (DoH) and the Victorian Government Department of Health and Human Services (DHHS) and is required to provide a target number of hours of service each year.

Council's Assessment Officers determine client eligibility. Once assessed, clients receive a standard lawn mowing allocation of up to 1.5 hours per month. The number of hours delivered per month fluctuates seasonally.

The home maintenance service is highly valued by clients and their families. For many clients, the home maintenance service is their main point of contact with Council. The service is therefore a risk to Council's reputation if the service is not delivered appropriately.

Issues

This three year contract exceeds the threshold of \$250,000 and needs to be considered by Council in accordance with Council's Procurement Policy. In addition to the CHSP and HACC funded hours, the contractor will be required to undertake approximately 250 hours of work annually for 'private' clients. The full cost of this work is passed on to the organisations who request this service. There is no cost to Council for this 'private' work.

Tenderers were required to demonstrate the controls they would put in place to ensure the service was delivered to the required standard and to Council's satisfaction. This included the ability to meet required timeframes and standards in periods of high demand, and the systems that would be in place to ensure efficient communication with the contract manager.

Summary of tender evaluations

Tenderer	Total score
Tenderer 1	62.5
Tenderer 2	50
Jims Mowing (3)	80
Tenderer 4	64

Policy and Legislative Context

All tenders have been considered in accordance with Council's Procurement Policy and tender evaluation criteria, aiming to ensure value for money, as well as their ability to comply with Home and Community Care Guidelines.

Internal / External Consultation

The tender was advertised in local and regional newspapers and tender documents were available to be downloaded from Council's website. Four tender submissions were received.

Financial and Resource Implications

All tenderers have supplied their hourly rates and the cost of service delivery has been incorporated into the budget.

The recommended tenderer has submitted the following hourly rates:

2019-2020	2020-2021	2021-2022
\$77.00	\$77.00	\$77.00
<i>(all rates exclude GST)</i>		

Cost to Council (Estimates for 2019 – 2020)

(all items exclude GST)

Item	Funded hours per year**	Hourly rate	Annual Amount
Income			
State Government funding	244	\$50.38	\$12,293
Commonwealth Government Funding	2,057	\$50.62	\$104,125
Client fees			\$27,675
Total income			\$144,093
Expenditure			
Contractor fee per hour	2301	\$77.00	\$177,177
Cost to Council			\$33,084

*** In addition to the funded hours, the contractor will be required to undertake approximately 250 hours of work annually for 'private' clients. The full cost of this work is passed on to the organisations who request this service. There is no cost to Council for this 'private' work.*

The cost to Council is a 'risk premium' to ensure stability of this important service and is consistent with that incurred by Council with the existing contract.

Options

Council may award the contract to the recommended tenderer or choose to award the contract to more than one contractor across the Shire.

Conclusion

All tenderers have been considered in accordance with Council policy and criteria.

It is recommended that Council accept the tender from Jim's Mowing for a period of three years at a rate of \$77.00 per hour. There is no option for extension.

RECOMMENDATION

That Council:

- 1. Awards Contract 2020003 for the Provision of Home and Community Care Home Maintenance Services to Jim's Mowing for a period of three (3) years commencing 1 July 2019.**
- 2. Affixes the Common Seal of Council to the contract.**

COUNCIL RESOLUTION

MOVED: *Cr Oakes*
SECONDED: *Cr Durant*

That the recommendation be adopted.

CARRIED

Attachments

1. Contract 202003 Provision of Home Maintenance Services Technical Evaluation Report - Under Separate Cover - Confidential
2. Contract 2020003 Provision of Home Maintenance Services Declaration of No Conflict of Interest - Under Separate Cover - Confidential

9.9 Quick Response Grants Allocation May 2019

Author: David Rae, Director Corporate and Community Services

File No: D19/130

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 May 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	\$500.00	\$1,000.00
North	\$2,000.00	\$1,000.00	\$500.00	\$500.00
South Central	\$2,000.00	\$1,344.78	\$429.00	\$226.22
South West	\$2,000.00	\$1,975.00	\$0.00	\$25.00
Central	\$6,000.00	\$3,333.00	\$0.00	\$2,167.00
	\$14,000.00	\$8,652.78	\$1,429.00	\$3,918.22

Options

Council can consider:

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

Conclusion

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

RECOMMENDATION

That Council approves the following applications for funding from the Quick Response Grants Program for May 2019:

Applicant	Purpose	Ward	Amount
Lismore / Derrinallum Country Women's Association (CWA)	The CWA make and deliver toiletry bags to local hospitals for patients who arrive unprepared for a hospital admission. They are also given to women fleeing domestic violence and homeless people. Local schools are given these bags as well for children in need. This is an important community service provided by the CWA.	North	\$500.00
Port Campbell Boardriders	Coaching clinic for junior members of the Port Campbell Coaching Boardriders	South	\$500.00
U3A Corangamite	Purchase of portable speaker system for use during U3A events.	South Central	\$429.00






COUNCIL RESOLUTION

MOVED: *Cr Beard*
SECONDED: *Cr Gstrein*

That the recommendation be adopted with the following amendment. That the funding allocation to U3A Corangamite from South Central Ward be reduced from \$429 to \$229 and be co-funded with \$200 allocated from Central Ward.

CARRIED

Attachments

1. Quick Response Grants Assessment - May 2019 Allocation - Under Separate Cover 
2. Application Council Quick Response - Lismore and Derrinallum Evening Branch CWA - Part A - Under Separate Cover 
3. Application Council Quick Response - Lismore and Derrinallum Evening Branch CWA - Part B - Under Separate Cover 
4. Application Council Quick Response Grant - Port Campbell Boardriders - Under Separate Cover 
5. Application Council Quick Response Grant - U3A Corangamite - Under Separate Cover 

9.10 Records of Assembly of Councillors

Author: Andrew Mason, Chief Executive Officer

File No:

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 26 March 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 23 April 2019
- Councillor Briefing 14 May 2019.

RECOMMENDATION

That Council accepts the attached Records of Assembly of Councillors.



COUNCIL RESOLUTION

MOVED:* *Cr Oakes
SECONDED:* *Cr Durant

That the recommendation be adopted.

CARRIED

Attachments

1. Record of Assembly of Councillors 23 April 2019 
2. Record of an Assembly of Councillors 14 May 2019 

Council

Record of an Assembly of Councillors

**Councillor Briefing****Date:** 23 April 2019**Time:** 3.00 pm**Place:** Killara Centre**Present:** Cr Beard Cr Brown Cr Durant Cr Gstrein Cr Illingworth Cr Oakes Cr Trotter*Cr Brown arrived at 4 pm.***Officers:** Ian Gibb Brooke Love Andrew Mason David Rae

Roland Herbert (Item 2)

Chris O'Connor (Item 2)

Lyllal Bond (Item 2)

Guests:

Linda French and Rob Malinauskas (Item 1)

Claire Flannigan-Smith (Item 2).

Issues Discussed:

Item	Discussion Topic
1	Beach Energy Update
2	Draft Mt Noorat Management Plan
3	Hot Topics: <i>Agenda Items, Meeting with Minister Gayle Tierney, Health Collaborative Update, Rural Councils Victoria, Bookaar VCAT Appeal, Hawkes Nest Road, Meeting Procedure, Rate Cap Review and Princetown Bridge.</i>
4	Councillor Items: <i>Skipton Hospital Signage, Traffic Issues on the Hamilton Hwy, Festival Issues, Kitchen Caddies, Terang Band Stand, Port Campbell Rescue Tragedy, War Memorial Maintenance, Good Friday Appeal.</i>

Conflict(s) of Interest declared: Nil.**Councillor(s) left the meeting at:** NA**Councillor Conflict of Interest Form(s) Completed:** NA**Meeting close:** 6.10 pm**Note taker:** Andrew Mason

Council

Record of an Assembly of Councillors

**Councillor Briefing****Date:** 14 May 2019**Time:** 10:00 am**Place:** Killara Centre**Present:**

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

Officers:

Ian Gibb Brooke Love Andrew Mason David Rae

Jane Hinds (Items 1 and 2)

Roland Herbert and Lyall Bond (Item 3)

Paul Coverdale and Adam Taylor (Item 4)

Rory Neeson (Items 5, 6 and 7)

Guests:

Terry Maguire & Barrie Walder, Valuer-General Victoria (Item 4)

Bill Wright & Jordan Quinn, Opteon Solutions (Item 4)

Issues Discussed:

Item	Discussion Topic
1	Trails Management Policy
2	Swimming Pool Season Review 2018-2019
3	Review of the Mt Leura and Mt Sugarloaf Management Plan 2013-2018 Action Plan
4	2019 Municipal Revaluation
5	Domestic Wastewater System Contribution Program Policy
6	Small Business Assistance Program
7	Flying of Flags Policy Review
8	Hot Topics: <i>Princetown Bridge, Leadership Group Training, GSC, Bookaar Solar Farm, Lake Purrumbete, Port Campbell, Abrahams & Hawkins Road, Works Manager, Eastern Maar, Vite Vite Residents Meeting, Budget Submissions, Provision of Catering</i>
9	Councillor Items:

Conflict(s) of Interest declared: Cr Ruth Gstrein declared a direct conflict of interest in hot topic discussion on provision of catering.

Councillor(s) left the meeting at: 2.55 pm

Councillor(s) returned to the meeting at: 3.00 pm

Officer(s) left the meeting at: N/A

Councillor Conflict of Interest Form(s) Completed: Yes

Meeting close: 3.45 pm

Note taker: Andrew Mason

9.11 Notice of Motion - Port Campbell Emergency Service Volunteers

Author: Simon Illingworth, Councillor

File No:

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 - Simon Illingworth

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

Notice of Motion

I give notice that I intend to move the motion listed below at the Ordinary Meeting of Council on 28 May 2019.

Background

Active emergency service volunteers have declined in recent years. This has been caused by a number of factors including:

- an ageing population and volunteer workforce
- retirement of volunteers
- contemporary, high-tech and complex emergency equipment requiring many more hours of training and regular refresher practice drills
- recent political wars
- lack of willing replacements (young people appear to volunteer differently).

The outcome of the decline includes:

- more time 'on-call' and more 'call-outs' for each volunteer
- increased chance of mistakes, fatigue and injury
- low volunteer numbers putting local services at risk of viability
- many volunteers signing up as members of multiple agencies (i.e. Fire and SES)
- exhausted volunteers still turning-out because they know a fire or SES truck has to meet minimum staffing levels before leaving the station
- members of multiple agencies being called from one emergency to another
- many volunteers unable to justify attending regular, unpaid training and constant call outs making professional losses difficult to recoup
- volunteer members working fulltime, paid jobs experiencing decreases in downtime and recreational leave due to the number of call-outs. This means a higher likelihood of Post-Traumatic Stress Disorder (PTSD) which currently cannot be fixed and must be acknowledged

- failure to monitor PTSD risk. Although each agency can monitor the number of emergencies a member attends, this is not cross-checked between agencies providing a clearer indication of the total number of call-outs a single individual attends for all agencies.

Port Campbell is possibly the most challenging emergency environment in Australia. The town has a total population of just 450 people, and Port Campbell Emergency Service (ES) volunteers have only 15 to 20 regulars willing and able (nearby) to go to emergencies. These 15 to 20 volunteers are responsible for over two million tourists per year visiting the 12 Apostles (rapidly increasing), as well as local emergencies.

The risky behaviour of tourists, particularly involving the 'bravado' tourism culture of cliff top 'selfies', leads to complex rescues involving cliffs, raging oceans and fires. This is likely to increase. In addition, non-driving International tourists that are choosing to drive hire cars are causing head-on collisions, the likes of which have not been seen since the 1970's.

The statistics for emergency call-outs are misleading. The number of emergency responses are not overbearing, but the severity and danger of the emergencies attended around Port Campbell are often 'high stakes' jobs and must be taken into account. Volunteers desperately need broader and upgraded skills, and this means much more training. Also, many Port Campbell ES volunteers are members of multiple agencies, which can be both advantageous and problematic in large emergencies when multiple agencies are called out. This could be positive if coordinated properly.

Increased support for Port Campbell's ES volunteers is essential, and it suggested that support be provided as a test to improve outcomes. In particular, self-employed volunteers, including farmers, should be paid an allowance to cover out of pocket expenses (i.e. fuel and phone expenses) resulting from being on-call and attending call-outs. In the case of dairy farmers, an allowance should also cover relief milkers etc. so farmers can have a break to reduce the risk of PTSD. The high-tech equipment used by ES agencies is great, but does require volunteers to broaden and upgrade their skill base. As part of the test, volunteers should be paid an allowance at a casual rate to attend training if they choose to upgrade and learn new skills. Car registration for active ES volunteers could also be waived. Due to individuals volunteering with more than one agency, a coordinated approach to training and the creation of an ES mega hub, that includes SES, CFA, Coast Guard Rescue, Cliff Rescue, Community Emergency Response Team (CERT) and Parks Victoria vehicles, would reduce the training burden and enable volunteers to multi-task and be completely interchangeable from service to service. Statistics should also reflect the severity of Port Campbell emergencies and not just the number of call outs.

Few places in the world are challenged like Port Campbell. The stakes are so high that, for example, a simple engine fault in a fishing boat, coupled with a thick sea mist, is almost guaranteed to result in a life threatening emergency.

CEO Comments

Not applicable

MOTION

That Council:

1. Sends a letter to the Premier of Victoria, Leader of the Opposition, Minister and Shadow Minister for Police and Emergency Services, highlighting the negative impacts caused by a recent decline in emergency service volunteer numbers, and in particular, the strain on the small number of active volunteers servicing Port Campbell and surrounds, a notoriously dangerous emergency area. These volunteers provide service to their local community, but also serve over 2 million tourists per annum.
2. Provides suggestions that will encourage current members and increase volunteer numbers in the future.

COUNCIL RESOLUTION

MOVED: *Cr Illingworth*

SECONDED: *Cr Gstrein*

That Council:

1. Sends a letter to the Premier of Victoria, Leader of the Opposition, Minister and Shadow Minister for Police and Emergency Services, highlighting the negative impacts caused by a recent decline in emergency service volunteer numbers, and in particular, the strain on the small number of active volunteers servicing Port Campbell and surrounds, a notoriously dangerous emergency area. These volunteers provide service to their local community, but also serve over 2 million tourists per annum.
2. Encourage EMV to work with the Port Campbell Emergency Services to investigate initiatives to support and retain current volunteers, attract new members and address infrastructure deficits.

CARRIED

10. OTHER BUSINESS

Nil.

11. OPEN FORUM

Nil.

12. CONFIDENTIAL ITEMS

Nil.

Meeting Closed: 8.13 pm

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

CONFIRMED:

(Chairperson)

DATE:
