



CORANGAMITE
SHIRE

Agenda

Council Meeting

**Tuesday 26 March
2024**

To be held in the Meeting Room
At the Timboon Senior Citizens
Centre
Commencing at 7:00 pm



Vision

We strive for a connected and thriving community.

Mission

We will foster opportunities, celebrate our identity and lifestyle, and provide high quality and responsive services.

Values

Teamwork

Integrity

Respect

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.

Council meetings are livestreamed on the Internet to provide members of the community greater access to Council decisions and debate. A recording of the meeting will be available on Council's website after the meeting (usually within 48 hours). Visitors in the public gallery may be filmed and/or recorded during the meeting. By attending the meeting, it is assumed consent is given in the event that this occurs.

Councillors



Cr Kate Makin (Mayor) South-West
Ward



Cr Laurie Hickey (Deputy Mayor)
Central Ward



Cr Jo Beard South Central Ward



Cr Nick Cole North Ward



Cr Geraldine Conheady Central Ward



Cr Ruth Gstrein Central Ward



Cr Jamie Vogels Coastal Ward



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Order of Business

1 Prayer

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

Amen.

2 Acknowledgment of Country

We acknowledge the traditional custodians of the land around Corangamite Shire, the Eastern Maar and Wadawurrung people.

We pay our respects to all Aboriginal Elders and peoples past, present and emerging.

3 Apologies

4 Declarations of Conflict of Interest

In accordance with section 130 (1)(a) of the Local Government Act 2020 Councillors are required to disclose any “conflict of interest” in respect of a matter to be considered at a Council Meeting. Disclosure must occur immediately before the matter is considered or discussed.

5 Confirmation of Minutes

RECOMMENDATION

That the minutes of the Corangamite Shire Council meeting held on Tuesday 27 February 2024 be confirmed as correct.

6 Deputations and Presentations

Members of the public may address Council under this section of the agenda during a meeting of Council if:

- 1) The person is addressing the Council in respect to a submission on an issue under Section 223 of the Local Government Act 1989; or
- 2) The person has requested that they address Council on an issue and the Mayor has agreed that they be heard.

Requests to address Council must be received by 5.00 pm on the day prior to the scheduled meeting of Council.

Presentations made to Council in this section of the agenda may not exceed five minutes in length, although Councillors may ask questions following each presentation. If a presentation exceeds five minutes in length, the Mayor may request that the presenter ceases to address Council immediately.

7 Committee Reports

7.1 Audit and Risk Committee Biannual Report to Council - March 2024

Directorate: Corporate and Community Services
Author: Phillippa Dee, Chairperson, Audit and Risk Committee
Previous Council Reference: Nil
Attachments: Nil

Declaration

Chief Executive Officer – David Rae

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

Author – Phillippa Dee

In providing this advice to Council as the Audit and Risk Committee Chairperson, I have no interests to disclose in this report.

Summary

The purpose of this report is to provide Council with a summary of activities undertaken by the Audit and Risk Committee (the Committee) since September 2023. The report is also provided in accordance with the Committee's Charter and *Local Government Act 2020* which requires the Chairperson to report to Council every 6 months. The previous report to Council was in September 2023.

Introduction

Audit and Risk Committees play a critical role in the financial reporting framework of councils by overseeing and monitoring management and external auditors' participation in the financial reporting process. They also address issues such as the approach being adopted by a council and management to address business risks, corporate and financial governance responsibilities and legal compliance. A council may also refer issues of a strategic or risk nature to their Audit and Risk Committee for review. The principal functions and extent of authority for the Audit and Risk Committee are set out in the Committee's Charter and the *Local Government Act 2020*.

Issues

The Committee met twice during the review period (December 2023 and March 2024). Following the resignation from the Committee of Mr. Colin Hayman after the September meeting, a process was undertaken to appoint a suitable replacement. With it being a casual vacancy, the Committee's Charter allows for the Chief Executive Officer (CEO) to make a recommendation to the Council on an appointment in consultation with the Committee members. The CEO recommended the appointment of Mr. Jim Gifford based on his skills and experience and this recommendation was approved at the November Council meeting.

Ms. Lisa Young's tenure was expiring on the 31st January 2024 and following the Committee's Charter, she advised the CEO of her intention to seek reappointment. A performance assessment process was undertaken with strong support from the Committee for Ms. Young's reappointment. At the January Council meeting, Ms. Young was reappointed for a further three-year term which expires 31st January 2027.

Ms. Phillippa Dee was confirmed to continue in the role of Committee Chairperson for a further 12-month period.

The Committee continues to meet its objectives and discharge its responsibilities under the Charter. The Committee's engagement with Council management remains positive, which ensures a continuing and strong commitment to corporate governance and improving internal controls.

A record of attendance is provided below.

Attendance Record

Attendee	Meeting	
	14/12/2023	14/03/2024
Ms. Phillippa Dee (C) ^	✓	✓
Ms. Lisa Young ^	✓	✓
Mr. Jim Gifford ^	✓	✓
Cr Geraldine Conheady *	✓	✓
Cr Kate Makin *	✓	✓

Legend	
✓	In attendance
✗	Apology
-	Attendance Not Required
*	Council Committee Member
^	Independent Committee Member

The following individuals also attended Committee meetings during the review period:

- Council officers:
 - Mr. David Rae, Chief Executive Officer
 - Mr. David Harrington, Director Corporate and Community Services
 - Mr. Simon Buccheri, Finance Manager
 - Mrs. Brooke Walsh, Acting Finance Manager
 - Mrs. Jacqui Thomas, Finance Manager
 - Mrs. Michele Stephenson, Manager Human Resources and Risk
 - Ms. Sofia Myers, Coordinator Waste and Environmental Sustainability
- RSD Audit, Audit Service Provider of the Victorian Auditor General's Office (External Auditor):
 - Mr. Shivam Goel, Manager
- AFS & Associates (Internal Auditor):
 - Mr. Bradley Ead, Partner
 - Ms. Kater Scarce, Manager

Meetings were held in the 'Old Chambers' at the Civic Centre. Some attendees attended via Microsoft Teams.

Meetings

Matters considered by the Committee during the period included:

- Committee Meeting 14 December 2023:
 - Councillor reimbursements – 1 September 2023-30 November 2023
 - Mayor and CEO credit card use – 1 September 2023-30 November 2023
 - Audit and Risk Committee meeting dates for 2024
 - Annual work plan for 2024
 - Landfill operations
 - Internal Audit – status update
 - Internal Audit – Early Years management of key risks
 - Internal Audit – review of implemented adopted recommendations
 - Review of outstanding internal audit recommendations
 - Internal Control Environment monitoring plan
 - Personal Credit card Information (PCI) compliance audit
 - IBAC – operation Sandon report
 - Coastal Connect project update
 - Reporting of a Procurement Policy Breach
 - Audit and Risk Committee Chairperson appointment
 - Finance Report as at 30 September 2023
 - Risk Management Framework review
 - Findings:
 - Nil

- Recommendations made to Council:
 - The Committee endorses the Risk Management Framework for adoption by the Council.

Committee Meeting 14 March 2024

- Councillor Reimbursements 1 December 2023-29 February 2024
- Mayor and CEO Credit Card Use 1 December 2023-29 February 2024
- Update to the annual work plan for 2024
- Internal Audit – status update
- External Audit strategy for 2023-2024
- Biannual Strategic Risk update
- Business Continuity Framework review
- Finance Report as at 31 December 2023
- Governance and Management attestation
- VAGO results of Local Government audits 2022-2023
- Findings:
 - Nil
- Recommendations made to Council:
 - The Committee endorses the Business Continuity Framework for adoption by the Council.

Discharging Responsibilities

As Chairperson, I am satisfied the Committee has discharged its responsibilities as set out in its Charter. These responsibilities, as described by section 54(2) of the Act, are to:

- Monitor the compliance of Council policies and procedures with:
 - the overarching governance principles, and
 - the Act and the regulations and any Ministerial directions,
- Monitor Council financial and performance reporting,
- Monitor and provide advice on risk management and fraud prevention systems and controls, and
- Oversee internal and external audit functions.

The matters considered at each meeting were in accordance with the Committee's Charter and annual work plan and demonstrates the Committee's commitment during the period to discharge its responsibilities.

Policy and Legislative Context

The Audit and Risk Committee Biannual Report to Council - March 2024 is meeting the requirements of the *Local Government Act 2020* and also in keeping with the commitments in the Council Plan 2021-2025:

Theme Five - Community Leadership

Having strong governance practices

Ensuring that we maintain our strong financial position

Internal / External Consultation

The Chairperson of the Audit and Risk Committee has authored this report in consultation with Director Corporate and Community Services. The next biannual report will be provided in September 2024.

Financial and Resource Implications

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

Conclusions

During the review period Council's Audit and Risk Committee considered a broad range of issues as detailed in this report. Members of the Committee worked productively and harmoniously and have discharged their responsibilities set out in the Charter. The Committee continues to recognise the ongoing need for continuous improvement in enhancing the effectiveness of the Committee and internal audit. The Committee also continues to work professionally and effectively with management.

RECOMMENDATION - 7.1

That Council receives the Biannual Audit and Risk Committee report for March 2024.

8 Planning Reports

8.1 Planning Permit Application PP2023/118 - Two Lot Subdivision (Excision of Dwelling) - 1361 Cooriemungle Road Cooriemungle

Directorate: Sustainable Development

Author: Leanne Maxwell, Planning Officer

Previous Council Reference: Nil

- Attachments:
1. Under Separate Cover - Copy of Planning Permit Application PP2023/118 [8.1.1 - 18 pages]
 2. Under Separate Cover - Applicant Response to Objections PP2023/118 [8.1.2 - 2 pages]
 3. Under Separate Cover - Copy of Objections PP2023/118 [8.1.3 - 3 pages]
 4. Under Separate Cover - Plantation Development Notice [8.1.4 - 3 pages]

Declaration

Chief Executive Officer – David Rae

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

Author – Leanne Maxwell

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

Summary

Council must consider a planning permit application seeking approval for a two (2) lot subdivision (excision of dwelling) at 1361 Cooriemungle Road, Cooriemungle.

Council has received two (2) objections to the application.

The application has been assessed against the Corangamite Planning Scheme and the key issues raised in the objection have been considered. It is considered that the proposed subdivision, which creates an isolated rural-residential lot within the Farming Zone, does not provide an acceptable response to the relevant strategic direction, planning policy and controls of the planning scheme.

It is recommended that Council issue a Notice of Decision to Refuse to Grant a Permit.

Introduction

Planning Permit Application PP2023/118 was received on 21 August 2023 for a two-lot subdivision to excise a dwelling from the balance farmland. The new owner of the property wants to retain the land for timber production (blue gum plantation) and sell the dwelling as they have no use for it.

Council has given public notice of the application and two (2) objections to the application were received. The key issues raised can be summarised as:

- Does not provide an appropriate response to housing deficiencies
- Restrict continued farming practices
- Land use conflict
- Site management of dwelling lot
- Doesn't benefit the wider community
- Sets a precedent for future dwelling excisions, leading to land use change
- Contradicts Corangamite Planning Scheme
- Financial advantage

This report provides a planning assessment of the application.

History

The following permit history applies to the subject land:

- Planning Permit 2009/114 was issued for an extension to a dwelling and development of a garage.
- Planning Permit 2014/027 for the construction of a garage was issued in 2014.
- Building Permit was issued for a farm shed in 2014.
- Building Permit was issued for extensions to a dwelling in 2012
- Building Permit was issued for a farm machinery shed in 2007.
- Building Permit was issued for construction of a dairy in 2004.
- Building permit was issued for extensions to a dwelling in 1992.

In addition to the above permits, the applicant submitted a Plantation Development Notice for the site on the 18 September 2023 in accordance with the requirements of the *Code Practice for Timber Production 2014*. The notice was for a new 70-hectare blue gum plantation to be planted in 2024, with site establishments works already commenced. Under the Farming Zone, a planning permit is not required for the new plantation (timber production).

A copy of this notice is provided under separate cover.

Subject Land

The subject site has a total area of 89.45ha and consists of:

- Single dwelling
- Several sheds and a dairy
- Central internal access track from Eastern Creek Road
- Multiple dams and waterways with Ross Creek being located towards the rear of the farm.
- There are two access points to the site.
- The topography of the site is undulating with natural drainage lines crossing the property from the north-west and running south.
- Plantation Development Notice was received on 18 September 2023 for the site for 70ha blue gum plantation to be planted 2024.

Surrounding Area

The main land use characteristics within the surrounding area include:

- The subject site and surrounding land are in the Farming Zone – Schedule 1.
- Surrounding land uses are predominantly associated with agriculture – grazing animal production, including dairy, beef and sheep. However, Council received Plantation Development Notices for two adjoining blue gum plantations south of Cooriemungle Road totaling approximately 141ha to be planted this year.
- Simpson is the closest township, located 7km north-east of the site.

Figures 1 and 2 include a planning zone map and aerial images of the site and surrounds.

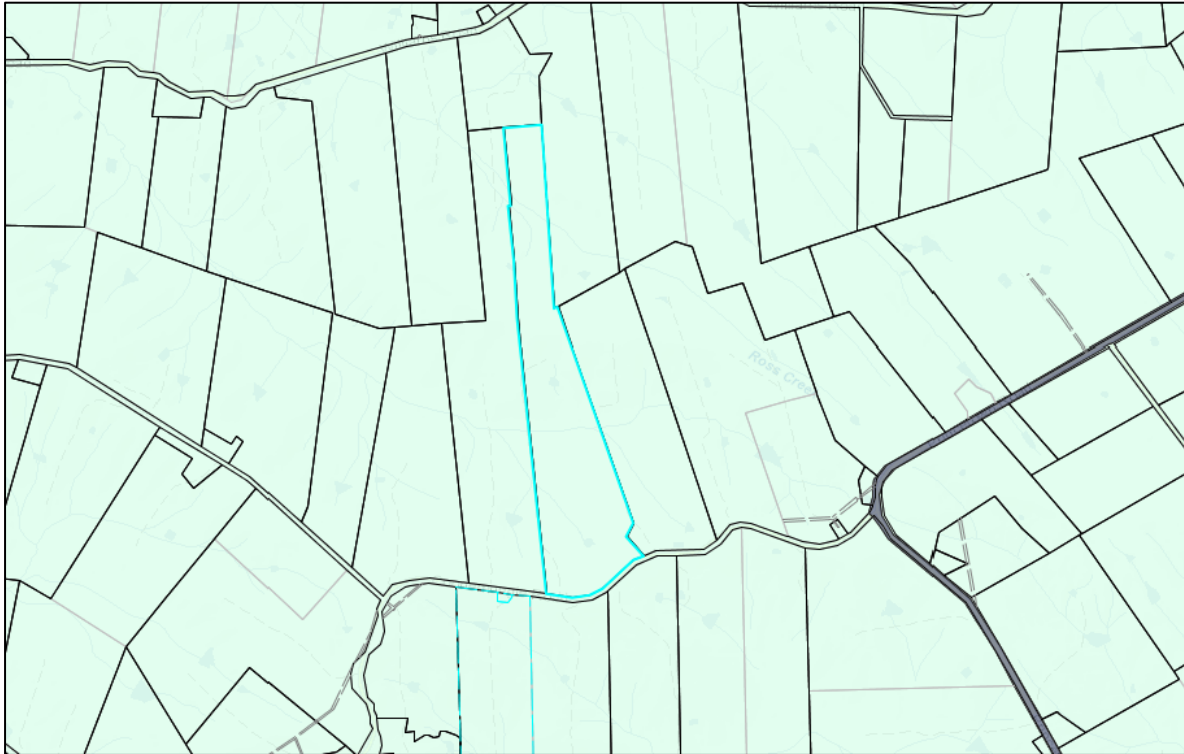


Figure 1: Planning Zone Map

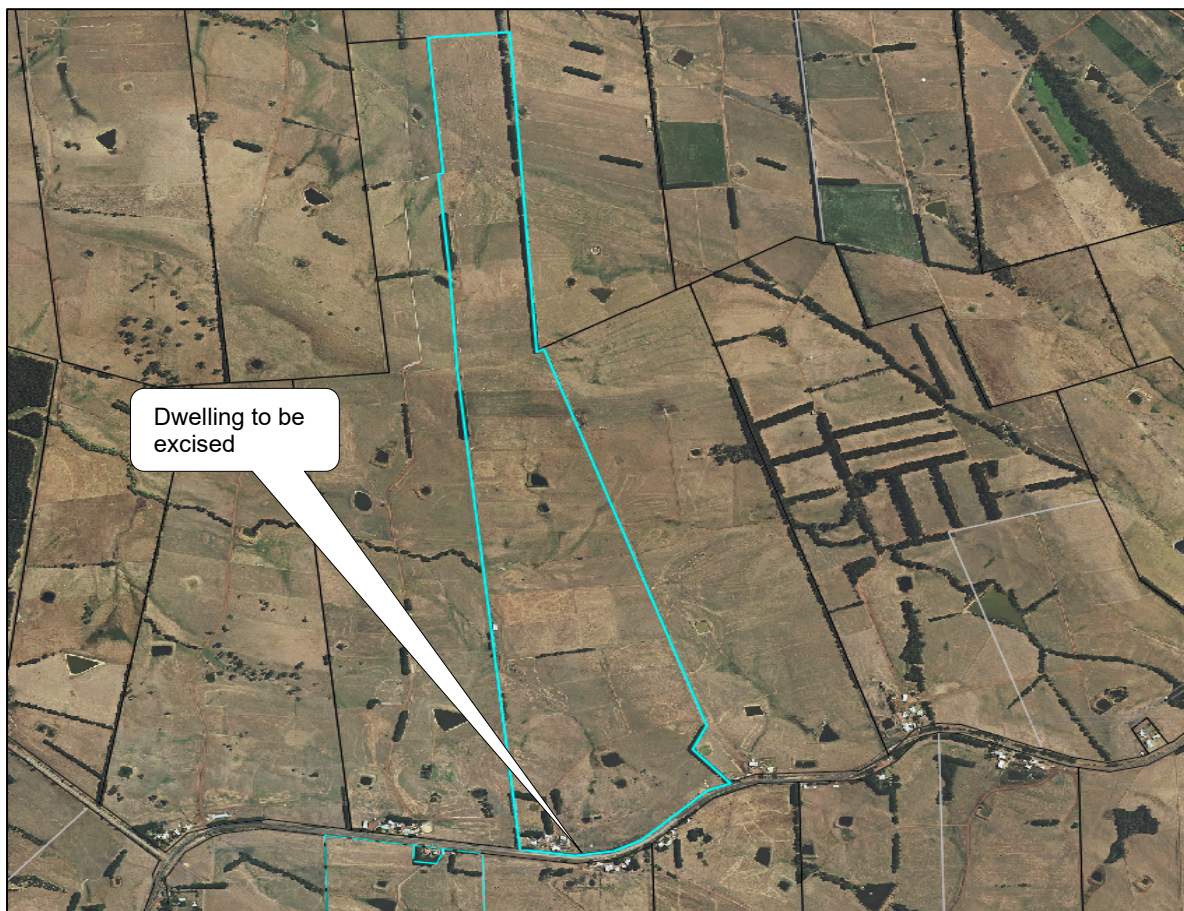


Figure 2: Aerial showing subject site and surrounds (2019)

Proposal

The application seeks approval for a two-lot subdivision comprising of:

- Lot 1 – 2.73ha consisting of existing dwelling and multiple outbuildings/farm buildings including a former dairy and effluent dam.
- Lot 2 – 86.72ha of balance farmland

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

Policy and Legislative Context

Zoning

The subject land is in the Farming Zone – Schedule 1 (FZ1).

A permit is required to subdivide land in the Farming Zone. Each lot must be at least 40 hectares. However, a permit may be granted to create smaller lot if the following applies:

- *The subdivision is to create a lot for an existing dwelling. The subdivision must be a two lot subdivision.*

The proposal complies with this provision. The purpose and decision guidelines of the Farming Zone need to be considered in the assessment of this application.

Overlays

There are no planning overlays applying directly to the site.

Municipal Planning Strategy and the Planning Policy Framework

The following clauses are considered relevant to this permit application:

Clause 02 Municipal Planning Strategy

Clause 02.01 Context; The Shire is a renowned farming region, producing dairy, wool, beef, prime lamb, crops and grain. Agricultural production and processing, along with their ancillary services, are the largest economic drivers for the municipality.

Clause 02.02 Vision

Clause 02.03-3 Environmental risks and amenity (Bushfire, flooding, erosion and land slip)

Clause 02.03-4 Natural resource management (Agriculture); seeks to limit further fragmentation of rural land and avoid subdivision of land for dwellings where it has the ability to impact on the 'right to farm' of existing rural properties or removes land from agricultural production; and avoid land use conflicts between agriculture and sensitive uses (i.e. dwellings).

Clause 02.03-6 Housing (Rural Living); supports rural-residential use and development adjacent to existing townships to sustain population levels and communities and seeks to avoid rural-residential development in farming areas which can lead to the inefficient use of land.

Clause 13 Environmental Risks and Amenity

Clause 13.07-1S Land Use Compatibility; seeks to protect amenity and ensure that use and development is compatible with adjoining uses and avoid location uses in areas that may be affected to off-site impacts.

Clause 14 Natural Resource Management

Clause 14.01-1S Agriculture – Protection of agricultural land; seeks to avoid the permanent removal of productive agricultural land from the State's agricultural base without consideration of the economic importance of the land for the agricultural production and processing sectors and to prevent inappropriately dispersed urban activities in rural areas. Key strategies require consideration of the impacts on the continuation of agriculture and land use compatibility.

Clause 14.01-1L Agriculture – Protection of agricultural land; seeks to minimise conflict between agricultural and non-agricultural land uses in rural areas and avoid rural-residential subdivision of productive agricultural land, unless it can be demonstrated that it is required to maintain the productive agricultural use of the land.

Clause 14.01-1L Agriculture – Subdivision in the Farming Zone;

- discourages subdivision unless the subdivision will enhance farm consolidation and trading of lots between farms and will not adversely impact on the ability to use the land for agriculture.
- discourages subdivision that increases the potential for future dwellings.

- discourages excisions of lots unless all of the following apply:
 - *It can be demonstrated that farming can be continued on the balance of the lot unhindered.*
 - *The dwelling is not required for the farming use of the property.*
 - *The dwelling is in a habitable condition.*
 - *The dwelling is at the front of the property.*
 - *The dwelling is serviced by a road.*
 - *The lot is designed in a manner that does not prejudice surrounding rural production activities.*
- discourages excisions that create long narrow lots or battle axe lots. ensure that the excision of a dwelling and creation of a lot smaller than what is specified in the Schedule to the Farming Zone (i.e. 40ha) is consistent with the purposes of the zone.

Clause 14.0-3S Agriculture – Forestry and timber production; seeks to facilitate the establishment, management and harvesting of plantations by identifying areas that may be suitably used for plantation timber production and promotes the establishment of softwood and hardwood plantations on predominantly cleared land.

Clause 14.01-3L Agriculture – Forestry and timber production; encourages the expansion of timber production on cropping and grazing land, where road infrastructure requirements allow.

Clause 16 Housing

Clause 16.01-3S Residential Development – Rural residential development; seeks to manage development in rural areas to protect agriculture and avoid inappropriate rural residential development and discourages the development of small lots in rural zones for residential use.

Particular Provisions

Not applicable.

Clause 65 Decision Guidelines

Council must decide whether the proposal will provide an acceptable outcome in terms of the purpose and decision guidelines of the zone, and the direction outlined in the MPS and PPF which contains strong policy which seeks to protect agricultural land.

Aboriginal Heritage Act 2006

Under section 46 of the Aboriginal Heritage Act 2006, a mandatory cultural heritage management plan is required for a proposed activity if the regulations require the preparation of the plan for that activity.

If required, an approved cultural heritage management plan (CHMP) must be submitted to Council before deciding on a planning permit application.

The Aboriginal Heritage Regulations 2018 stipulate that unless an activity is specified as being an exempt activity, a cultural heritage management plan is required if:

- a) all or part of the activity area for the activity is an area of cultural heritage sensitivity; and
- b) all or part of the activity is a high impact activity.

The subject land (activity area) is not in an area of cultural heritage sensitivity and the subdivision of land into two lots is not specified as a high impact activity in the regulations. Therefore, a mandatory CHMP is not required for the proposed subdivision.

Internal / External Consultation

Referrals

There are no statutory referrals for this application.

Advice of the application was sought from the following Council Departments.

Internal Department	Response
Assets Planning	If a new or upgraded access is required to the lots then a separate Vehicle Crossing permit will be required from Council.
Environmental Health	Standard comments for a rural subdivision in relation to wastewater management for a dwelling on a small lot.

Advertising

Notice of the application was given in accordance with Section 52 of the Planning and Environment Act 1987, including:

- Sending notices to the owners and occupiers of adjoining land.
- Notice of Council's website.

Two objections were received to the application. The issues raised in the objections can be summarised as follows:

- Does not provide an appropriate response to housing deficiencies
- Restrict continued farming practices.
- Land use conflict
- Site management of dwelling lot
- Doesn't benefit the wider community

- Sets a precedent for future dwelling excisions, leading to land use change
- Contradicts Corangamite Planning Scheme
- Financial advantage

A copy of the objections along with a written response prepared by the applicant is provided under separate cover.

Consultation

Consultation for the application was undertaken and included:

- 19 December 2023: The applicant was informed that planning officers maintained their concerns with the application.
- 5 March 2024: A planning site inspection was held and attended by Councillors, Council officers, the applicant, and an objector to discuss the proposal, planning considerations and issues raised in the objection.

Assessment

The assessment of the permit application will consider how the proposal responds to the purpose and decision guidelines of the Farming Zone and the strategic and policy direction outlined within Municipal Planning Strategy and the Planning Policy Framework.

The Corangamite Planning Scheme discourages the creation of small rural-residential lots in productive agricultural areas which have the potential to impact on the continuation of agriculture. The application raises key issues for Council to consider, including the need to protect agricultural land, avoid fragmentation of agricultural land and subdivision which may impact on the 'right to farm' due to land use conflict.

Municipal Planning Strategy and Planning Policy Framework

The objectives and strategies of the Planning Policy Framework (PPF) recognise the importance of agriculture and the need to protect productive land from inappropriate subdivision which fragments agricultural land and creates isolated small rural-residential lots which can be incompatible with adjoining farming operations and growth, and lead to land use conflict.

These objectives are further supported through the Municipal Planning Strategy (MPS) and local planning policy. The agricultural sector is identified as the largest and most important industry in the Corangamite Shire, employing approximately one third of the Shire's workforce. A key issue for the Council, is the need to manage the subdivision of land to reduce potential impacts on productive agricultural land and uses.

The proposed subdivision seeks to subdivide a dwelling onto a small lot, separating it from the balance farmland and thus creating a rural-residential lot of 2.73ha in a productive agricultural area. The small rural-residential lot is to be sold, with the balance land to be retained by a timber plantation company and used for timber production (blue gum plantation).

The proposed subdivision is sought to sell off the dwelling, which creates a rural-residential allotment, where the proposal fails to provide an appropriate response to local planning policy for the following reasons:

- The subdivision will only entrench the negative impacts of a short-term land use for timber production and does not outweigh the impacts of the subdivision through land use change, conflict and restriction to agricultural uses.
- The subdivision creates a balance lot greater than 40ha where the use of land for a dwelling will be as of right, increasing the potential for future dwellings.
- The proposal doesn't minimise conflict between agricultural and non-agricultural land uses in rural areas.
- The current and future agricultural use of the land for timber production does not warrant or justify the need for subdivision and there is greater planning benefit in retaining the dwelling on the land for long-term connection with agriculture.
- There is no guarantee that the introduction of new residents on the excised lot will not adversely impact or restrict the ability to use the land for agriculture.
- The subdivision will create an isolated rural-residential use within a productive agricultural area.

Overall, the application does not provide an appropriate response to the strategic direction and policy objectives of the Planning Scheme which seek to prioritise the protection of productive agricultural land from incompatible land uses and prevent inappropriate urban activities in rural areas which may prejudice the ongoing operation of agriculture.

Local strategic direction in the MPS, more specifically, discourages subdivision where it has the ability to impact on the 'right to farm' and create land use conflict.

Council is at a critical stage in considering the future of agriculture in the Shire and the protection of productive agricultural land. Progressive decisions to fragment farmland have the potential to lead to long-term negative cumulative outcomes, restricting the continuation and growth of this key industry of local, regional and State significance.

Farming Zone

The purpose of the Farming Zone is to provide land for agricultural uses, retain productive agricultural land and ensure that non-agricultural uses such as dwellings do not adversely affect farming activities.

The application must be considered against the purpose and decision guidelines of the zone. The following comments are made with regard to the decision guidelines:

- The application does not adequately justify how the proposed subdivision will enhance the agricultural productivity of the subject land by creating an isolated rural-residential lot with a high risk of land use conflict and incompatibility between land uses.
- The proposal will result in a permanent change of land use, removing the dwelling from any association with the farm and ongoing agricultural production.
- Future residents are likely to be adversely affected by agricultural activities on adjacent and nearby land, by way of noise, smell and the impact of ongoing farming operations.
- Rural-residential lots must be located in areas which don't have the potential to restrict the continuation of agriculture and are compatible with the current and future use of surrounding land.
- The proposed subdivision creates a balance lot of 86.72ha, where the use of the land for a dwelling would be as-of-right and has the potential to increase the number of dwellings in the area.
- The existing use and possible future development of the land has been considered. The land is productive and valuable farming land, and orderly planning directs that isolated rural-residential lots and potential land use conflict should be avoided to preserve the Shire's agricultural base.

Response to Objections

The key issues raised in the objection and an officer response are provided below.

Objection	Officer response
Does not provide an appropriate response to housing deficiencies	<p><u>Objection supported in part</u></p> <p>The application indicates that the subdivision should be supported so the dwelling is not left to fall into disrepair and can be sold in response to the housing crisis and maintain rural population.</p> <p>Affordable housing options is an ongoing issue which all levels of government are seeking to address, including Council. The provision of housing on farms is essential to provide key working housing in future and is an asset to the agricultural use.</p> <p>While housing is important to the Shire to support population retention and growth, it does not justify the creation of an isolated rural-residential lot. Planning policy directs housing growth to townships where there is access to services and supports rural-residential use and development adjacent to existing townships but seeks to avoid rural-residential development in farming areas.</p>
Restrict continued farming practices	<p><u>Objection supported</u></p> <p>The creation of a rural-residential lot in a productive agricultural area has the potential to prejudice and limit the operations and expansion of adjoining and nearby agricultural uses.</p> <p>The proposed subdivision is not necessary to facilitate the change in the agricultural use of the land and will lead to a permanent land use change, with the creation of a separately disposable rural-residential property. These properties can be incompatible with neighbouring agricultural operations, leading to land use conflict issues but can also restrict the ability for farms to intensify and enhance agricultural production within the surrounding area.</p>
Land use conflict	<p><u>Objection supported</u></p> <p>Should the subdivision be approved, the dwelling will be sold which has the potential to attract residents not familiar or aware of agricultural activities.</p> <p>Any future residents may consider noise, smell and intensive farming operations, including those of neighbouring farms, to be unreasonable which increases the risk of land use conflict and restriction of ongoing agricultural production.</p>

Objection	Officer response
Site management of dwelling lot	<p><u>Objection not supported</u></p> <p>Council cannot speculate on potential future compliance issues. Should it be decided to issue a permit, it would be standard to include a permit condition requiring evidence that the onsite wastewater management system is compliant and if not that the system is upgraded before the issue of Statement of Compliance and the registration of the proposed plan of subdivision.</p>
Doesn't benefit the wider community	<p><u>Objection supported in part</u></p> <p>Council's decision on the application must be made having regard to the policy direction and the objectives of the Corangamite Planning Scheme, which in this case identify the importance of protecting agricultural land and uses as a key industry of local, regional and State significance.</p>
Sets a precedent for future dwelling excisions, leading to land use change	<p><u>Objection not supported</u></p> <p>Precedence is not relevant and each individual application must be assessed on its merits. However, as mentioned Council is at a critical stage in considering the future of agriculture in the Shire and the protection of productive land, where progressive decisions to fragment farmland may have the potential to lead to long-term negative cumulative outcomes that may impact the industry.</p>
Contradicts Corangamite Planning Scheme	<p><u>Objection not supported</u></p> <p>The proposal complies with the application requirements under the Farming Zone, in that a permit may be granted for the proposed two-lot subdivision which seeks to create a small lot for an existing dwelling.</p> <p>While a permit may be granted, this does not imply that a permit should be granted. Council's decision on the application must consider the policy direction and objectives of the planning scheme.</p>
Financial advantage	<p><u>Objection not supported</u></p> <p>There is no financial advantage for the applicant over other landowners. The requirements of the Corangamite Planning Scheme apply to all land and landowners and financial considerations are not relevant in deciding upon a planning application in accordance with the <i>Planning and Environment Act 1987</i>.</p> <p>A planning decision must be made having regard to the policy objectives, relevant planning provisions and decision guidelines of the Corangamite Planning Scheme.</p>

Options

Council has the following options:

1. Issue a Notice of Decision to Refuse to Grant a Permit based on the grounds set out within the recommendation. **(Recommended option)**
2. Issue a Notice of Decision to Grant a Permit subject to conditions.

Conclusion

The application for a two-lot subdivision (excision of dwelling) at 1361 Cooriemungle Road, Cooriemungle is not supported. The application for the subdivision of land which creates a rural-residential lot is inconsistent with local and state planning policy. The current and future agricultural use of the land for timber production does not warrant or justify the need for subdivision and there is greater planning benefit in retaining the dwelling on the land for long-term connection with agriculture. A strategic view must be taken instead of responding to short-term land use change.

The proposal will result in the fragmentation of agricultural land and creates a rural lifestyle property in an established and highly productive farming area which is in direct conflict with the purpose of the Farming Zone and the strategic directions and policy objectives of the Corangamite Planning Scheme.

It is recommended that Council issue a Notice of Decision to Refuse to Grant a Permit.

RECOMMENDATION - 8.1

That Council having caused notice of Planning Application No. PP2023/118 to be given under Section 52 of the Planning and Environment Act 1987 and having considered all the matters required under Section 60 of the Planning and Environment Act 1987, decides to issue a Notice of Decision to Refuse to Grant a Permit under the provisions of the Corangamite Planning Scheme in respect of the land known and described as CP169272, 1361 Cooriemungle Road, Cooriemungle, for a two lot subdivision (excision of dwelling), based on the following grounds:

- 1. The subdivision does not provide an acceptable response to the Municipal Planning Strategy Clause 02.03-4 which seeks to avoid subdivision of land for dwellings where it has the ability to impact on the 'right to farm' of existing rural properties and create land use conflict.**
- 2. The subdivision does not provide an acceptable response to the Planning Policy Framework Clause 14.01-1S Protection of agricultural land.**
- 3. The subdivision does not provide an acceptable response to the Planning Policy Framework Clause 14.01-1L Protection of agricultural land.**
- 4. The subdivision does not provide an acceptable response to the purpose and decision guidelines of the Farming Zone.**
- 5. The subdivision has the potential to lead to land use conflict between the rural-residential land use and the ongoing agricultural use of the balance farmland.**
- 6. The subdivision will not result in the proper and orderly planning of the area.**

9 Officer's Reports

9.1 Naming of Roads, Features and Localities Policy Review

Directorate: Sustainable Development

Author: Aaron Moyne, Manager Planning and Building Services

Previous Council Reference: Nil

Attachments:

1. Policy Council Naming of Roads Features or Localities March 2024 Final Draft [9.1.1 - 8 pages]
2. Under Separate Cover - Track Change Policy Council Naming of Roads Features or Localities [9.1.2 - 11 pages]

Declaration

Chief Executive Officer – David Rae

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 Council with the Naming of Roads, Features or Localities Policy (Policy) which has been updated following review.

It is recommended that Council adopt the revised Policy dated March 2024, as attached.

Introduction

The Policy was scheduled for review by 30 June 2021 but was deferred as Council was waiting for State Government to complete a review and update of the *Naming Rules for Places in Victoria 2022* (Naming Rules). The Naming Rules were released in 2022 and have informed this review.

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

Naming is particularly important for public safety and to identify locations for managing emergencies and delivering goods and services.

The Naming Rules provide the statutory guidelines under the *Geographic Place Names Act 1998* and are mandatory for all naming authorities, including Council. The Naming Rules are based on national standards and policies, providing a strong basis for regulated and unambiguous naming procedures across the State.

Council is a naming authority for roads, features and localities within its municipal area and is required to apply the naming rules.

Issues

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

The Policy supplements the Naming Rules which Council must comply with, and outlines the process for naming any road, locality or feature where Council has responsibility. This excludes arterial roads, freeways or geographical places of regional, state and national significance, along with assets of a private company or State Government department.

Building upon key naming principles within the Naming Rules, the Policy has been updated to specifically incorporate information around Traditional Owner Language and Names and Gender Equality, which align with Council's adopted *Aboriginal Participation and Engagement Plan 2023* and *Gender Equality Action Plan 2021-2025*.

Council's Aboriginal Participation and Engagement Plan (2023) includes an action to incorporate Aboriginal place names across Council buildings, places and streets, and in the naming of roads, features and localities, Council will liaise directly with the relevant Registered Aboriginal Party (RAP) before a naming proposal is finalised.

Policy and Legislative Context

This report is in keeping with the commitments in the Council Plan 2021-2025:

- Theme Five - Community Leadership

- Having strong governance practices

- We listen to and engage with our community

- Working with First Nations people

The Policy has also been updated to comply with relevant legislation, guidelines and Council strategies, including:

- *Local Government Act 2020*
- *Geographic Place Names Act 1998*
- *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities - 2022 (Naming Rules) Aboriginal Engagement and Participation Plan (Corangamite Shire, 2023)*
- *Gender Equality Act 2020*
- *Gender Quality Action Plan 2021-2025 (Corangamite Shire)*

A Gender Impact Assessment has been undertaken as part of the review and it is considered that the Policy meets the needs of people of different genders, addresses gender inequality, and promotes gender equality.

The Naming Rules have also been prepared to comply with the *Gender Equality Act 2020* which requires the public sector, including Council, to take positive action towards achieving workplace gender equality, including through its policies.

Internal / External Consultation

The Policy has been reviewed by the Planning and Building Services Department and Executive Leadership Team.

Financial and Resource Implications

The Policy is not expected to result in any further financial or resource implications. The number of naming requests received and processed by Council is low.

Options

Council may resolve to adopt the Policy as presented, with amendments or not adopt the Policy.

Conclusions

The Naming of Roads, Features and Localities Policy provides a system of ensuring roads, features and localities within the Shire are appropriately named and recorded in a consistent manner and in accordance with the Naming Rules.

A review has been undertaken and the updated Policy is presented to Council for adoption.

RECOMMENDATION - 9.1

That Council:

- 1. Revokes the Naming of Roads, Features and Localities Policy May 2020**
- 2. Adopts the Naming of Roads, Features and Localities Policy March 2024**

Naming of Roads, Features or Localities Policy

Corangamite Shire

March 2024



**CORANGAMITE
SHIRE**

Council Policy



Naming of Roads, Features or Localities Policy

Introduction

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

The naming of roads, features and localities is important for public safety and to identify locations for managing emergencies and delivering goods and services.

Names are necessary and offer the following benefits:

- Recognition and identification
- Connection to country and place
- Culture
- Emergency service response and natural disaster relief
- Heritage
- Landscape
- Communications, including postal and news services
- Trade and commerce
- Population censuses and statistics
- Property rights
- Trade and commerce
- Population censuses and statistics
- Urban and regional planning
- Environmental management
- Map and atlas production
- Navigation
- Tourism

The State Government released the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022* (Naming Rules). These Naming Rules are the statutory guidelines provided for under section 5 of the *Geographic Place Names Act 1998*; they are therefore mandatory for all naming authorities in Victoria – councils, government departments and other authorities – and include all government-owned or administered roads, features (natural or otherwise) and localities.

Appropriate naming is essential to identify locations for managing emergencies and delivering goods and services in Victoria. The Naming Rules are based on national standards and policies, providing a strong basis for regulated and unambiguous naming procedures across the State.

Council is a naming authority for roads, features and localities within its municipal area and is required to apply the naming rules.

Purpose

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

Adopted at Council on: xx March 2024
Agenda Item:
Responsibility: Manager Planning and Building
Services

Document Number:
Attachment: 9.1.1 Policy Council Naming of Roads Features or
Localities March 2024 Final Draft

Department:
To be reviewed by: March 2027
Policy Number:

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Scope

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

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

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

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

Definitions

Roads	In accordance with the Naming Rules, a road is considered to be a public or private land-based thoroughfare or course navigable by vehicle or foot. It can be used for assigning addresses or allowing access between points or to a feature. Examples include alleyways, streets, highways, fire tracks, bike paths and walking tracks.
Features	A feature is considered to be a unique geographical place or attribute that is easily distinguished within the landscape. For example, a feature can be a mountain, watercourse, building, prominent structure or park.
Locality	A locality is a geographical area that has identifiable community and/or landscape characteristics. In urban areas, a locality is commonly referred to as a 'suburb'.
Naming Authority	The entity responsible for naming. It includes councils, government departments or agencies, Traditional Owner groups and private organisations are considered to be naming authorities when they are responsible for a particular feature or road within their jurisdiction.
Naming Rules	The abbreviated name for <i>Naming rule for places in Victoria – Statutory requirements for naming roads, features and localities – 2022</i> .
VICNAMES	The Register of Geographic Names, was established under section 9 of the <i>Geographic Place Names Act 1998</i> .

References

- *Local Government Act 2020*
- *Geographic Place Names Act 1998*
- *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities - 2022 (Naming Rules) Aboriginal Engagement and Participation Plan (Corangamite Shire, 2023)*
- *Gender Equality Act 2020*
- *Gender Quality Action Plan 2021-2025 (Corangamite Shire)*

Policy Detail

Council to Approve Road, Feature or Locality Names

Any person, community group, organisation, government department or authority can propose a new name, change an existing name or change a boundary. A person must not apply a name to a road, feature or locality without the consent of the Council. This does not apply to any freeway or to any supplementary name applied to the entire length of a declared road by Department of Transport and Planning (or State Government department as varied).

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

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

Adopted at Council on: xx March 2024
Agenda Item:
Responsibility: Manager Planning and Building
Services

Department: Planning and Building Services
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used to search and record geographic names, features and localities in Victoria) in accordance with Section 1 of the Naming Rules.

Notice of a proposal or application

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

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

Assessment and evaluation

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

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

What must Council consider?

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

Principles

- A. Ensuring public safety.
- B. Recognising the public interest.
- C. Linking the name to place.
- D. Ensuring names are not duplicated.
- E. Recognition and use of Traditional Owner languages.
- F. Names must not discriminate or be offensive.
- G. Gender Equality
- H. Dual names.
- I. Using commemorative names.
- J. Using commercial and business names.
- K. Language.
- L. Directional names to be avoided.
- M. Assigning extent to a road, feature or locality.

Guidelines

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

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

Council will also consider the following:

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

Traditional Owner Language and Names

Traditional Owner language and names are often based on location; languages are deeply rooted to the land and offer an ideal opportunity to connect a name to a place. The use of Traditional Owner languages enables the wider community to be educated about Traditional Owner history and shared culture.

The use of Traditional Owner language in the naming of roads, features and localities is encouraged in accordance with the Naming Rules, and is subject to agreement from the relevant Traditional Owner groups. If the application of a Traditional Owner name is being considered to be applied as a dual name, then it must refer to Principle H of the Naming Rules.

Gender Equality

Gender equality in the naming of roads, feature and localities is encouraged, and when developing a naming proposal consideration should be given to gender quality.

Council's Gender Equality Action Plan 2021-2025 seeks to foster gender equity and inclusion within Corangamite Shire, and includes strategies to establish gender quality awareness and promote the importance of gender quality and equity in the all plans, policies and practice.

Council will ensure consideration is given to gender equality in naming proposals.

Changes to Road, Features or Localities Names

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

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

Objections and Submissions

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

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

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

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

Road Identification

Where the Council erects signs on roads/streets which are readily passable by traffic to indicate the road name, regard may be had to the requirements of:

- *AS 1743:2018 Road Signs – Specifications*
- *AS 1742 Manual of uniform traffic control devices*
- *AS1744-1975 Forms of letters and numerals for road signs*
- *AS/NZS 4819:2011 Rural and urban addressing*

Notice of Road, Feature or Locality Names

Upon registration of a name, Geographic Names Victoria will inform relevant stakeholders.

After changing or naming any road, feature or locality, Council will give notice to:

1. the owners, residents, ratepayers or business of affected properties abutting such road, feature or locality;
2. the Registrar of Geographic Names;
3. all emergency services including Police, Country Fire Authority, Ambulance Services, Hospitals, SES;
4. other service providers such Australia Post, power, telephone;
5. Commissioner of State Land Tax; and
6. State and Commonwealth Electoral officers.

Record of Road, Feature or Locality Names

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

Administration Process

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

Reference to linked Procedure or Guidelines, if applicable

n/a

Review Date

March 2028

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

The *Gender Equality Act 2020* requires Council to undertake gender impact assessment when developing or reviewing any policy, program or service which has a direct and significant impact on the public. A Gender Impact Assessment has been undertaken and it is considered that the policy meets the needs of people of different genders, addresses gender inequality, and promotes gender equality.

9.2 Events and Festivals Grant Program - Policy Review

Directorate: Sustainable Development

Author: Katy McMahon, Manager Economy & Prosperity

Previous Council Reference: Nil

Attachments:

1. Policy Council Events and Festivals Grant Program March 2024 [9.2.1 - 6 pages]
2. Under Separate Cover - Policy Council Events and Festivals Grant Program (tracked changes) March 2024 [9.2.2 - 8 pages]

Declaration

Chief Executive Officer – David Rae

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

Author – Katy McMahon

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

Summary

This report recommends Council adopt the Events and Festivals Grant Program Policy dated March 2024 as attached, and revoke the Events and Festivals Grant Program Policy dated March 2022.

Introduction

The current Events and Festivals Grant Program Policy was adopted by Council in March 2022. Regular reviews of the policy have included minor changes such as updates to references, funding-round dates and minor formatting edits.

The purpose of the Events and Festivals Grant Program (EAFGP) Policy is to provide a framework by which Council can achieve its objectives in supporting events and festivals, with clear and defined levels of support.

Feedback from officers and community members outlined a variety of issues that have been addressed in the Policy review.

As part of this review, changes are proposed to ensure the policy is consistent and in-line with other Council policies and strategies and provides a fair and equitable process for event organisers seeking support from Council.

Issues

Council provides support to event organisers in several ways. These include grant funding via the Events and Festivals Grant Program alongside Council's Community Grant Program, and Stream two of the Business Assistance Scheme – Creative Industries and Placemaking.

The revised Draft Policy has incorporated feedback from officers, applicants and community members. This is in addition to the changes that are required to align the policy with Council's Economic Growth and Prosperity Framework, *Grow and Prosper Corangamite 2023-2033*. The key issues considered and included in the Draft Policy are:

Applicant and Activity Eligibility

The eligibility of applicants and activities has been revised with the inclusion of commercial not-for-profit organisations and ineligibility for events that are linked with or sponsored by gaming and gambling venues.

Funding Amounts and Criteria

The current policy allows applicants to apply for up to \$10,000 grant funding and \$5,000 in-kind. This open level of funding has proven problematic to administer, and for applicants to have a clear understanding of what they can apply for.

Two streams of funding are proposed, being Local and Signature, to represent the diversity of events and equity in funding and to deliver on the policy objectives.

Local Events and Festivals

Local events and festivals celebrate, strengthen and improve participant's understanding of the Corangamite Shire communities and build local capacity for participation. Funding of up to \$3,000 is available, this may include a combination of both grant funding and in-kind.

Signature Events and Festivals

Signature events and festivals showcase Corangamite Shire, its geography, local experiences or creative talents and attract audiences from across Victoria. Funding of up to \$7,000 is available. This may include a combination of both grant funding and in-kind.

Events and festivals that meet the criteria for signature events but generate income through ticketing or entrant fees may be considered under the local events and festivals stream.

The streamed funding allocations are supported by criteria included in the program guidelines.

Council will provide additional support to all applicants in the following ways, as appropriate:

- Mentor and provide professional development opportunities.
- Provide advice, including event marketing and promotion.

Triennial Funding

The *Signature Events and Festivals* stream allows for triennial funding, subject to Council budget allocation and the event continuing. This change is based on feedback from applicants and event organisers regarding the lack of certainty of Council funding and the impact that it can have on event preparation and development, including the need to obtain funding from other sources. There is a requirement by organisers to undertake event planning outside the annual program advertisement, assessment period and receive funding endorsement by the Council.

The triennial support addresses this need, however, continues to have an annual acquittal requirement for each year of the event to ensure accountability and meet probity requirements. For years two and three, a simplified application will be required from Signature Events and Festivals recipients to ensure that the event continues to align with and meets the Policy's objectives.

In-kind Support

For this Policy's purposes, in-kind is defined as Council resources and services required to support the delivery of an event.

The provision of in-kind support in this Policy has previously included traffic management. As this service is no longer provided by Council, traffic management is no longer considered as part of the grant program and will be addressed through a separate policy

A summary of the revisions completed as part of this Policy review include:

- Update of Grow and Prosper Corangamite Framework references.
- Additions to ineligible applicants and activities.
- Introduction of two streams of funding – local and signature . Allocation of funding amounts relevant to streams.
- Introduction of provision for triennial support.
- Removal of traffic management as an in-kind offering

Policy and Legislative Context

Council adopted the current Events and Festivals Grant Program in March 2022.

This report is also in keeping with the commitments in the Council Plan 2021-2025:

Theme Two - A Thriving Community

Facilitating and supporting economic development

Arts and culture that is supported and accessible

A local tourism industry that is valued and recognised for its significant role to the Shire

We retain and we grow our population

Theme Three - A Healthy, Active and Resilient Community

Improving the health and wellbeing of our residents

This report and the EAFGP review are also in keeping with Councils Economic and Prosperity Framework – Grow and Prosper Corangamite 2023-2033.

Platforms

- Connectivity
- Creativity
- Environment
- Authenticity of people and place

Catapults

- Action Plans (Events and Festivals, Visitor Economy, Creative Industries, Population Attraction and Retention, Circular Economy)
- Programs (Grants and Funding Programs)

Internal / External Consultation

The Policy has been updated based on feedback from previous grant recipients and event organisers. Internal consultation has been undertaken with relevant teams.

Financial and Resource Implications

The Policy review imposes no financial implications. An allocation of \$50,000 has been requested for the 2024-2025 budget to deliver this program, in line with the 2023-2024 adopted amount.

Options

Options for Council consideration include:

1. Accept the Events and Festivals Grant Program Policy (Draft) as attached
2. Make changes to the Policy
3. Not accept the draft policy and continue with the existing adopted policy.

Conclusions

The open levels of funding in the current Policy has proved problematic for officers to administer and for event applicants. The types of in-kind support Council can offer has changed with Council no longer providing traffic management and the Policy has been updated to reflect this change.

The proposed changes to the Policy provide a clear and defined process that ensures fairness and transparency for event support. Delineation of events as local events or larger scale (signature) events allows for signature events to be provided in-principle triennial support.

The revised Events and Festivals Grant Program Policy is attached for Council's consideration.

RECOMMENDATION - 9.2

That Council:

- 1. Revokes the Events and Festivals Grant Program Policy dated March 2022.**
- 2. Adopts the Events and Festivals Grant Program Policy dated March 2024.**

Events and Festivals Grant Program Policy

Corangamite Shire

March 2024



**CORANGAMITE
SHIRE**

Council Policy



Events and Festivals Grant Program Policy

Introduction

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

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

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

Purpose

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

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

Corangamite Shire is committed to ensuring that our region is a great place to work, live and explore and is focused on supporting the development of our local communities.

Grow and Prosper Corangamite, has consolidated Council's approach to economic and community development with the platforms of creativity, connectivity, environment and authenticity of people and place.

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

Scope

This policy is applicable to events and festivals that bring economic and community benefit and increased visitation.

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

This policy does not consider ad-hoc requests for Council support for events outside of the grant program.

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

References

- Corangamite Shire Council Plan 2021-2025
- Grow and Prosper Corangamite 2023-2033
- Corangamite Shire Grants Policy
- Events and Festivals Grant Program Guidelines
- Support for Events and Festivals (Traffic Management and associated Local Law Fee Exemptions) Policy

Policy Detail

This policy will guide Council when consideration is being given to grant allocations for events and festivals.

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

The Grow and Prosper Framework 2023-2033 includes the Business Assistance Scheme, which provides support for activations in public spaces or areas accessible to the public, under Stream 2 Creative Industries and Placemaking.

Events that require traffic management may be eligible for support through the Events and Festivals (Traffic Management and associated Local Law Fee Exemptions) Policy.

Eligible applicants:

- Incorporated not-for-profit organisations, or not-for-profit groups auspiced by an incorporated organisation are eligible to apply for grant funding and in-kind support.
- Incorporated commercial organisations, an individual with an ABN, and commercial not-for-profit organisations are only eligible to apply for in-kind support.

What may be considered:

- Events located in the Corangamite Shire local government area.
- Events that occur within the funded period.
- Events that align with the strategic objectives in the Council Annual Plan, Grow and Prosper Corangamite and the Events and Festivals Grant Program.

Ineligible applicants:

- An applicant whose event has received Corangamite Shire funding for the same event within the same financial year, including budget allocation or other grant programs.
- An applicant that has outstanding debts to the Corangamite Shire.
- An applicant that has failed to provide satisfactory acquittal reporting from any previous Corangamite Shire funding.
- Education providers, churches, charitable organisations and health services.
- An applicant whose project is linked in any way to a political party, political organisation or political agenda.

Ineligible activities and expenses:

- Local community events with a social connection focus and limited economic impact that are eligible for funding through other Council grant programs.
- Requests for retrospective funding (i.e., funding for events already taken place).
- Events that are conducted outside of the Corangamite Shire area.

Adopted at Council on:

Agenda Item:

Responsibility: Manager Economy and Prosperity

Document Number:

Attachment: 9.2.1 Policy Council Events and Festivals Grant
Program March 2024

Department: Economy and Prosperity

To be reviewed by: March 2026

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- Events that directly benefit a business or a small number of individuals.
- Events deemed to be the responsibility of another agency or authority.
- Ongoing general running maintenance expenses (i.e., utilities and wages).
- Traffic management and associated fees.
- Events that are linked with or sponsored by gaming and gambling venues.

Implementation

Two streams have been developed to represent the diversity of events and provide equity in funding and to meet Policy objectives.

1. Local Events and Festivals

Local events and festivals celebrate, strengthen and improve participant's understanding of the Corangamite Shire communities and build local capacity for participation. Local events and festivals:

- Are smaller scale events, attracting audiences of up to 2,000 people.
- Celebrate the unique cultures they represent, the towns and streets in which they belong, or special occasions.
- Build a shared sense of community and local identity.
- Raise cultural awareness.
- Are funded on an annual basis.

2. Signature Events and Festivals

Signature events and festivals showcase Corangamite Shire, its geography, local experiences or creative talents and attract audiences from across Victoria. Signature events and festivals:

- Are larger scale events and festivals, attract audiences in excess of 2,000 people.
- Attract state-wide media and public attention and have positive flow-on effects for our businesses and communities.
- Showcase Corangamite's assets and what is special about the Shire.
- Encourage cultural tourism and strong economic activity.
- Are funded on a triennial basis.

Council will provide additional support in the following ways, as appropriate:

- Mentor and provide professional development opportunities.
- Provide advice, including event marketing and promotion.

Available Funding

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

Local Events and Festivals:

Funding of up to \$3,000 is available. This may include a combination of both grant funding and in-kind.

Signature Events and Festivals:

Funding of up to \$7,000 is available. This may include a combination of both grant funding and in-kind.

Signature events will be required to lodge an initial application that seeks triennial funding. If successful in principle support will be provided for three years, subject to budget allocation.

Events and festivals that meet the criteria for signature events but generate income through ticketing or entrant fees may be considered under the local events and festivals stream. In-kind support being a non-monetary form of funding that assists event organisers with covering the costs of using Council resources and services (e.g. facility hire costs or permit fees).

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

Partial funding may be considered.

Advertising and Endorsement Process

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

The annual grant program will be advertised in April. Applicants will be notified of the outcome after the July Council Meeting.

Application for Funding

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

Eligible events need to occur between 1 August and 31 July for the year that the grant is awarded.

Assessment Criteria for the Events and Festivals Grant Program is outlined in the Guidelines.

Notification and Agreement

All applicants will be notified via email of the outcome of their application.

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

Successful applicants will be required to enter into a funding agreement with Corangamite Shire Council. An initial payment of 80% of the grant funding will be made available to the event organiser upon entering into the funding agreement.

Grant outcomes will be announced publicly.

All recipients must acknowledge Council as a supporter of their event in any promotional material developed for the running of the event.

Acquittal

To acquit the project applicants will be required to submit a project report, as outlined in the funding agreement. Upon satisfactory acquittal the 20% balance of the funding will be paid. The report will need to include financial details and how the event met the assessment criteria. This will be required within three months of the event date.

Triennial events will be required to submit an annual acquittal following each event. For year's two and three, triennials will be required to submit a simplified application, with updated detail relevant to the event year.

Human Rights

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

Gender Impact Assessment

It is considered that this policy does not adversely impact community members or employees of different genders and has been developed in accordance with the *Gender Equality Act 2020*.

Review Date

March 2026.

9.3 Support for Events and Festivals (Traffic Management and Associated Local Law Fee Exemptions) Policy

Directorate: Sustainable Development

Author: Belinda Bennett, Community Safety and Resilience Coordinator

Previous Council Reference: Nil

Attachments:

1. Policy Council Support for Events and Festivals Traffic Management March 2024 Final [9.3.1 - 5 pages]
2. Under Separate Cover - Policy Council Support for Events and Festivals Traffic Management March 2024 Track Changes [9.3.2 - 5 pages]

Declaration

Chief Executive Officer – David Rae

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

Author – Belinda Bennett

In providing this advice to Council as the Community Safety and Resilience Coordinator, I have no interests to disclose in this report.

Summary

The purpose of this report is to seek Council adoption of the new 'Support for Events and Festivals (Traffic Management and Associated Local Law Fee Exemptions)' Policy (as attached).

Introduction

Over the last two years there have been significant changes in legislative requirements for undertaking traffic management and placing signs on Regional Roads Victoria (RRV) roads. The changes have included strict certification and accreditation requirements for which Council is now not an accredited organisation.

As a result, there are increased costs associated with engaging accredited traffic controllers and up to eight weeks delay before a third party can obtain approval to undertake traffic management on RRV roads.

This policy outlines the support that Council will provide for Traffic Management and Local Law Fee Exemptions, as they apply to community events and festivals.

Issues

The Policy was developed as a result of officers identifying a financial risk to Council if a policy direction was not provided, for supporting events and festivals with traffic management and associated Local Law fee exemptions.

Under the Policy, support will only be provided to community groups and events which are located within the Corangamite Shire. An exception is provided for two Mt Leura Hill Climb events per year, which will be eligible under the Policy.

The policy also requires that permit applications are submitted to Council at least eight weeks prior to the event, to allow groups sufficient time to organise traffic management controllers, prepare documentation, obtain approvals and advertise road closures in accordance with regulatory requirements.

All traffic management at events and festivals must now be undertaken by an accredited traffic management company. The policy outlines that Council will provide 100% of the costs to a maximum of \$5,000 whichever is lowest, for the provision of traffic management at eligible events and festivals. This includes events commemorating national military contributions. All events and festivals including those that are new, will be required to apply under this process annually, to be considered eligible for support.

Council's financial contribution covers costs directly incurred for event and festival traffic management, such as engaging an accredited traffic management company to prepare a traffic guidance scheme, obtain relevant permits and implementing the traffic management process. It does not include capital purchase of signs or other event management related items. The event organisers will be responsible for costs above the Council allocation.

Council officers will work with community groups to adjust to the new traffic management requirements and where possible to reduce costs.

The policy includes fee waivers for local law permits associated with eligible events and festivals (ie. road closure permits). Currently Council charges a fee of \$124 for local law permits. Under the policy, eligible events and festivals would receive a full waiver of this fee.

A Gender Impact Assessment for this policy has been undertaken and it was determined that the policy will be applied equally to all groups and therefore does not have an impact on gender or intersectionality.

Policy and Legislative Context

Road closures and traffic management for community events needs to comply with the requirements of the Road Management Act 2004 and Council's Local Laws 2015.

Supporting community events aligns with Grow and Prosper Corangamite, with the Platforms of Connectivity, Creativity, Authenticity of People and Place and the Events and Festivals, Creative Industries, Visitor Economy and Population Retention and Attraction Action Plan's.

The Support for Events and Festivals (Traffic Management and Associated Local Law Fee Exemptions) Policy is also in keeping with the commitments in the Council Plan 2021-2025:

Theme Two - A Thriving Community

Facilitating and supporting economic development

Helping business recover from COVID and capitalise on opportunities

Arts and culture that is supported and accessible

A local tourism industry that is valued and recognised for its significant role to the Shire

Theme Three - A Healthy, Active and Resilient Community

Supporting our communities to move on from COVID

Improving the health and wellbeing of our residents

Access and inclusion is improved

Theme Five - Community Leadership

Having strong governance practices

Ensuring that we maintain our strong financial position

Due to the changing requirements for traffic management and the impact these changes have on community groups, this policy will be reviewed in twelve months. This will ensure that the impact of the policy can be reviewed and amended as required.

Internal / External Consultation

There has been considerable consultation between Council departments about changes to traffic management and support for community events. The Works and Services, Growth and Engagement and Environment and Emergency areas have worked together to brief Councillors on this issue and develop the policy.

Council officers have also consulted with community members who will access this policy as part of the existing process.

Financial and Resource Implications

This policy will have a financial impact on Council and the community.

Under this policy, the cost to support traffic management at existing community events and festivals will cost Council \$70,000 per annum plus \$18,000 per annum for an additional 0.2FTE staff resource, to implement the new policy and work with community groups organising events and festivals. These costs will be considered in the draft 2024-2025 Council budget.

It should be noted that these costs will increase if Council receives requests for traffic management support from new events that are eligible under the policy.

This Policy will commence from 1 July 2024 to align with Council's budget process.

Options

Council may choose to adopt the 'Support for Events and Festivals (Traffic Management and Associated Local Law Fee Exemptions)' Policy, as presented or alternatively request minor or major changes to the policy prior to Council adoption.

Conclusions

Council has historically provided traffic management for community events using internal staff resources. Changes to traffic management requirements has resulted in event and festival traffic management now being outsourced, significantly increasing the cost to Council. At the same time, Council has experienced an increase in the number of new events requesting traffic management support from Council. This policy provides guidance on when Council will support traffic management for community events and festivals and the level of support provided.

RECOMMENDATION - 9.3

That Council adopts the Support for Events and Festivals (Traffic Management and Associated Local Law Fee Exemptions) Policy dated March 2024.

Support for Events and Festivals (Traffic Management and associated Local Law Fee Exemptions) Policy

Corangamite Shire

March 2024



**CORANGAMITE
SHIRE**

Council Policy



Support for Events and Festivals (Traffic Management and Local Law Fee Exemptions) Policy

Introduction

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

Council's Grow and Prosper Framework states Corangamite Shire Council will support, develop and foster events that contribute to our community values and provide economic and social benefits for our residents.

Council aims to provide support for events and festivals through a process that ensures equity.

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

This policy defines the level of support Council will provide to community events and festivals for traffic management and Local Laws permit fee waivers. It will also stipulate how requests for this support are received, assessed and implemented.

This policy is closely aligned to the Events and Festivals Grant Program and its associated guidelines however this policy specifically provides direction relating to traffic management and Local Law fee waivers, for events and festivals organised by community groups from within the Corangamite Shire.

Purpose

The purpose of the policy is to define Council's role in supporting events and festivals with traffic management and Local Law permit fee waivers. The Policy also establishes a framework for an appropriate level of Council support and eligibility.

Scope

This policy is applicable to events and festivals held within Corangamite Shire that have a requirement for a Local Laws permit or require an alteration to traffic conditions on designated Roads, as defined under the *Road Management Act 2004*.

This Policy applies to all events, new and existing.

Adopted at Council on:
Agenda Item:
Responsibility:
Document Number:

Department:
To be reviewed by: March 2028

Page Number: 2

This policy does not apply to funding that is provided through other grant programs and other means offered by Council. Eligibility under this program does not impact the organisers ability to secure funds through other Council grant programs, provided that other Council funding is not used to cover an event organisers financial contribution towards traffic management.

References

- Corangamite Shire Council Plan 2021-2025
- Grow and Prosper Corangamite 2023-2033
- Corangamite Shire Grants Policy
- Events and Festivals Grant Program Policy
- Road Management Act 2004
- Council Local Laws 2015 or as amended

Policy Detail

This policy provides guidance to officers and event organisers on Council's event traffic management support and local laws permit fee waivers.

Council Role

Council will provide the following to eligible events and festivals:

- Processing of the Local Law Permit.
- Assessment of the request for traffic management support and determination of approval or refusal.
- Financial support for traffic management where approved (as outlined below)
- Local Law Permit Fee waiver where approved (as outlined below)
- Traffic Guidance Scheme assessment (where applicable)
- Advertising in local newspapers to meet compliance with legislation (if required).
- Notification to Public Transport Victoria (if required).

Financial support for traffic management

Traffic management for events and festivals must be undertaken by an accredited traffic management company. Council is no longer able to provide traffic management for events and festivals with internal staff and resources.

Council will provide financial contribution for traffic management at eligible events and festivals as follows:

- 100% or up to \$5,000 (whichever is lowest) for all eligible events including events commemorating national military contributions.

This financial contribution covers costs directly incurred for event traffic management such as engaging an accredited traffic management company to prepare a traffic guidance scheme, obtain permits from Regional Roads Victoria and provide traffic management during the event. It does not cover indirect costs such as event organisers time to coordinate the traffic management with an accredited company.

Other Council grants or contributions cannot be used by event organisers to cover traffic management costs in exceedance on the \$5,000 cap.

Local Law Fee Waiver

Council will waive fees for local law permits for eligible events and festivals (i.e. road closure permits).

Eligible Events

Events and Festivals that:

- submit to Council all relevant local law permit applications at least eight (8) weeks prior to the event.
- are organised by incorporated not-for-profit organisations, or not-for-profit groups auspiced by an incorporated organisation.
- are organised by a group that is located within the Corangamite Shire*
- are being held within the Corangamite Shire.

Ineligible Events

Events and Festivals that:

- are organised by a group that is from outside of the Corangamite Shire*
- are organised by State Government agencies, education providers, and health services.
- occur outside of the Corangamite Shire.
- are linked in any way to a political party, political organisation and political agenda.
- linked to a religious agenda or promotion.
- provide for only a specific group of people (i.e. not open to the public).
- are to be held in less than eight (8) weeks after the local law permit application is received.
- do not use accredited traffic management controllers or undertake traffic management that is not compliant with relevant legislation or regulations.
- do not obtain the required permits and approvals (including planning permission if required).
- have already occurred (no retrospective approvals).
- directly provide commercial benefit to a business or a small number of individuals.
- should be the responsibility of another agency or authority.
- are organised by a group that has received support from Council for traffic management for more than three events in the past 12 months.
- involve gambling or
- involve discriminatory or illegal activities.

*Mt Leura Hill Climb motorsport events are exempt from this requirement, with no more than two events per year eligible for support under the Policy with a combined maximum cost of \$5,000.

Council process

Adopted at Council on:

Agenda Item:

Responsibility:

Document Number:

Attachment: 9.3.1 Policy Council Support for Events and Festivals Traffic Management March 2024 Final

Department:

To be reviewed by: March 2028

Page Number: 4

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Event organisers must request traffic management support and/or local law fee waivers when submitting their Local Law permit application to Council (or earlier). Officers will decide on this request in accordance with the policy and the event organisers will be notified of the decision.

The event organisers will be required to liaise and plan the traffic management for the event with their nominated traffic management company. All traffic management must be undertaken by an accredited provider.

At the completion of the event and no longer than four months following the event, the event organiser must provide Council with a copy of the invoice from the traffic management company and the appropriate financial and invoice details to enable payment to be made.

The payment will be made in accordance with Councils normal trading terms.

All recipients must acknowledge Council as a supporter of their event in any promotional material or advertising for the event.

Exemptions

Council may choose to exempt or give special consideration to any event or festival (such as events and festivals that are linked to emergency recovery activities).

Review Date

July 2025 or prior by agreement.

Human Rights

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

Gender Impact Assessment

The *Gender Equality Act 2020* requires Council to undertake Gender Impact Assessments when developing or reviewing any policy, program or service which has a direct and significant impact on the public. A Gender Impact Assessment has been undertaken and it is considered that the policy meets the needs of people of different genders, addresses gender inequality, and promotes gender equality.

9.4 Business Continuity Policy Review

Directorate: Corporate and Community Services

Author: Michele Stephenson, Manager Human Resources and Risk

Previous Council Reference: Nil

Attachments: 1. Council Policy Business Continuity 2024 [9.4.1 - 7 pages]
2. Under Separate Cover - Council Policy Business Continuity 2024 Tracked Changes [9.4.2 - 8 pages]

Declaration

Chief Executive Officer – David Rae

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

Author – Michele Stephenson

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

Summary

This report recommends that the Council adopt the revised Business Continuity Policy (Policy) and revoke the previous policy dated May 2022.

Introduction

Business continuity is an approach for ensuring that an organisation can continue business operations and respond effectively to disruptive incidents. Council has developed a comprehensive framework underpinned by the international and Australian standards for business continuity management systems, ISO 22301 and AS/NZS 5050:2010. The framework aims to deal with threats to critical functions, minimise the duration of the disruption, and facilitate an effective recovery. The Business Continuity Policy sets out the Council's approach to business continuity management.

The Policy was reviewed by the HR/Risk Department and IT Department and endorsed by the Audit and Risk Committee.

Issues

A new Framework was developed in 2015 which was reviewed biannually until 2022 when the Plan underwent another complete revision and rewrite with substantial changes at that time.

The Plan recommends a biannual review of the Framework, including the Policy. A review of the Policy in March 2024 identified the following minor changes:

- The flowchart was updated to reflect the new cloud-based phone system, which makes the diversion of incoming calls to the Killara Complex redundant.
- The definition of risk was updated to align with the Risk Management Standard's new risk definition.

Policy and Legislative Context

Having a current BCP is a governance performance measure prescribed in the Local Government Performance Reporting Framework, and a biannual review is in accordance with the review cycle recommended in the Framework and by the Audit and Risk Committee.

The Business Continuity Policy Review is also in keeping with the commitments in the Council Plan 2021-2025:

Theme Five - Community Leadership
Having strong governance practices

Internal / External Consultation

The HR/Risk Department and the ICT Department were involved in the review of the Business Continuity Policy

The reviewed Business Continuity Framework and Business Continuity Policy were reviewed and approved by the Audit and Risk Committee at its March meeting.

Financial and Resource Implications

There are no financial implications from the review of this document. A budget allocation of \$6,000 is provided in the 2023-2024 budget for a desktop test of the Business Continuity Plan by an independent third party, scheduled for April 2024.

Options

The Council may revoke the 2022 Business Continuity Policy and endorse the 2024 Business Continuity Policy, with or without amendment.

Conclusions

The Business Continuity Framework addresses the response, recovery and restoration of Council operations and business activities during a business disruption event. The Business Continuity Policy informs the Business Continuity Framework.

The key to the success of business continuity is support and commitment at the highest level, therefore it is recommended that the Council adopt the reviewed Business Continuity Policy.

RECOMMENDATION - 9.4

That Council:

- 1. Revokes the Business Continuity Policy dated May 2022**
- 2. Adopts the Business Continuity Policy dated March 2024**

Business Continuity

Corangamite Shire

March 2024



**CORANGAMITE
SHIRE**

Council Policy



Business Continuity

Introduction

Business Continuity Management (BCM) establishes a framework within the Corangamite Shire Council Risk Management Framework to address disruptions to the delivery of services. It deals with undesirable event(s) which have occurred, and the action required to maintain the provision of services. To this extent, it complements the overall risk management process which deals with the possibility of the occurrence of undesirable events (including outages) that may occur, and the analysis and proactive treatment of such events.

Purpose

This policy defines Council's approach to business continuity management and the principles by which business continuity plans will be developed and maintained. This policy is supported by the Business Continuity Framework which provides the mechanism for the development of contingent capacity and associated plans.

"Contingent capacity and plans enable management to quickly focus on stabilising the situation and maintaining or resuming the most critical functions while still working in a planned way towards the eventual restoration of routine operations and full achievement of objectives". AS/NZS 5050:2010

Scope

This policy applies to council-based crises that impact Council's ability to deliver critical services. Events requiring a community emergency response such as flood/fire involve the activation of the Municipal Emergency Management Plan. These incidents are typically managed through Council's MERO, however there may be an interconnectedness between the two plans.

Definitions

Business Continuity Management – A framework for identifying an organisation's risk of exposure to internal and external threats, with the ability to effectively respond to such threats and protect the business interests of the organisation.

- **Business Continuity Plan** – A plan established by an organisation, identifying potential impacts that threaten the organisation and providing a framework for building resilience and the capability for an effective response that safeguards the interests of its key stakeholders, reputation, brand, and value creating activities
- **Business Impact Analysis** - The process that assesses the quantitative and qualitative loss that might occur if the business were to suffer a major business

interruption. The findings from the BIA are used to inform a business continuity planning strategy and solution.

- **Business Recovery Team** – The group responsible for the implementation of the BCP should it be invoked. This group is given prime responsibility for ensuring that the Plan is implemented when required.
- **Critical Service** – A service that, if not delivered, would have a major or catastrophic impact on Council's reputation, client health, legislative or contract compliance, service delivery, financial performance, and public health and safety.
- **Risk** – The effect of uncertainty on objectives

References

- The Corangamite Shire Business Continuity Framework is based on the standard AS/NZS 5050:2020, Business Continuity- Managing disruption-related risk, ISO 22301:2019 Business continuity management systems and RM Standard ISO 31000:2018.

Policy Detail

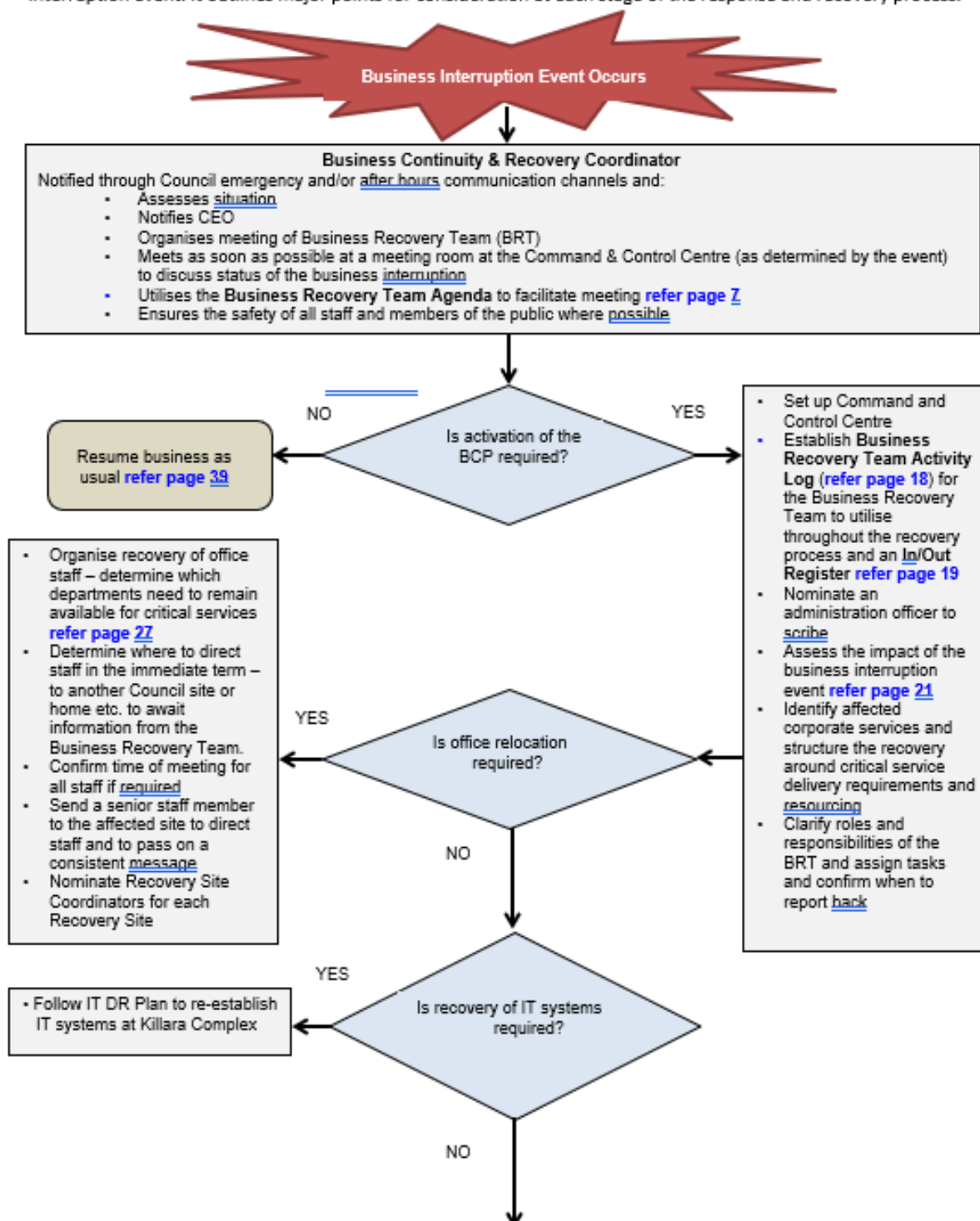
Business Continuity Management (BCM) is an important element in Council's overall approach to risk management and deals specifically with disruption-related risks. These risks are addressed through the application of the Business Continuity Framework through which:

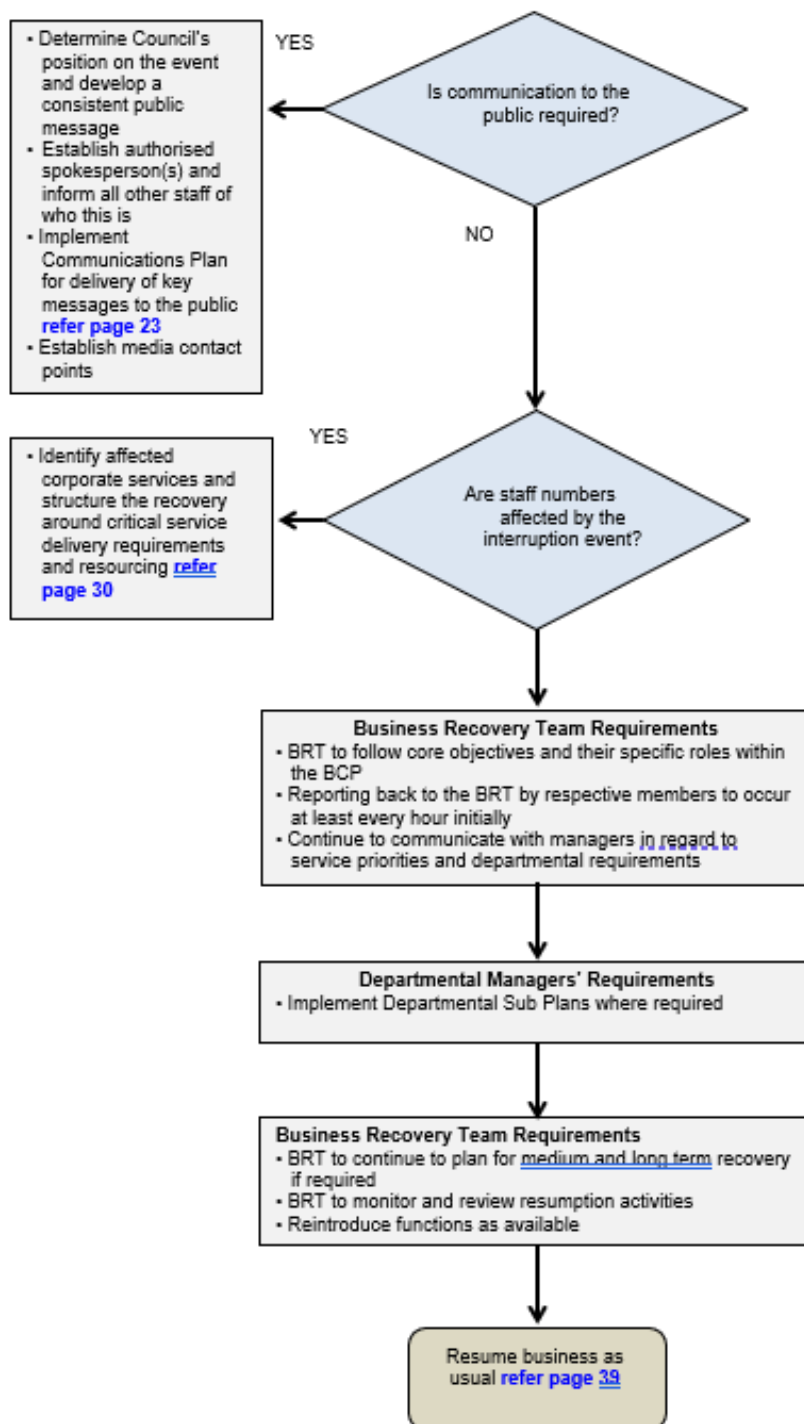
- critical functions affecting the provision of services are identified,
- procedures to deal with disruptions effectively and efficiently are detailed,
- key organisational positions/personnel responsible for the implementation response and recovery plans are detailed.
- high priority services and operations, which in the event of disruption must be re-established as quickly and efficiently as possible are detailed.
- communication procedures to ensure stakeholders (public, staff and council) receive appropriate and timely information are detailed.

Council's Business Continuity Management Framework is summarised over the following two pages.

BUSINESS CONTINUITY SUMMARY – KEY ACTIONS

The following flow chart provides an overview of the broad business continuity process to be utilised by the Business Recovery Team when coordinating the organisational requirements in response to the business interruption event. It outlines major points for consideration at each stage of the response and recovery process.





Monitoring and Reporting

Business Continuity Plans will be reviewed at least six monthly and tested annually. Review and testing of the Plan is carried out under the authority of the CEO using the Business Continuity Framework.

Testing and Training

It is important that key personnel undertake regular training. Training will include a desktop test or test exercise, at least annually, facilitated by an external expert.

Policies and Procedures. This policy should be read in conjunction with the Corangamite Shire Council Risk Management Framework health, safety and risk-related policies and procedures.

Accountabilities and responsibilities

- **Audit and Risk Committee.** Receive status reports and provide direction on strategic risk management processes incorporating the Business Continuity Plan.
- **Chief Executive Officer.** Provide overall direction for business continuity management across all areas of Council's business.
- **Directors.** Enact the Business Continuity Plan when required. Facilitate and provide direction during prevention, preparedness and recovery phases (as defined in the BC Framework).
- **Director Corporate & Community Services.** Act as Business Continuity & Recovery Coordinator (as defined in the BC Framework).
- **Manager HR/RM.** Develop and maintain Business Continuity framework including the BCP. Conduct BCP testing and maintain BCP records.
- **Risk Management Coordinator.** Coordinate business continuity planning and testing. Maintain the Corporate Risk Register (as defined in the Risk Management Framework) inclusive of those Business Continuity related risks.
- **Managers.** Review Business Impact Analysis findings for areas of responsibility to ensure disruption prevention and preparedness. Develop and implement the Business Continuity Plan if required to ensure critical services are resumed efficiently and effectively following a significant disruption.

Further accountabilities and responsibilities are detailed in the Business Continuity Framework as part of the overall Risk Management Framework.

Gender Impact Assessment

Not required.

Human Rights

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

Review Date

March 2026

9.5 Community Planning Infrastructure Policy Revocation

Directorate: Works and Services

Author: Jarrod Woff, Manager Facilities and Recreation

Previous Council Reference: Nil

Attachments: 1. Policy Council Community Planning Infrastructure Projects
November 2019 Revoke [9.5.1 - 6 pages]

Declaration

Chief Executive Officer – David Rae

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

Author – Jarrod Woff

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

Summary

This report recommends revoking the Community Planning Infrastructure Projects Policy, which has governed Council and community involvement in the construction of new assets or asset renewals as an action of Township Community Plans in the past.

Introduction

The policy has been applied to a number of township community planning initiatives since establishment in 2014 and was originally developed to:

- Provide a framework for Council to assist and support those organisations with the development and ongoing management and maintenance of new infrastructure or renewal of existing assets
- Formalise Council's involvement in community projects identified in Corangamite Shire Township Community Plans where they involve the construction of new assets or renewal of assets
- Assist community groups initiating infrastructure projects as an action of Township Community Plans by improved awareness and understanding of standard requirements for asset construction throughout the project planning, project implementation and project completion phases.

Issues

The Community Planning Infrastructure Projects Policy has provided a mechanism to guide the balance between Council's role in building capacity within local communities and ensuring its resources can adequately meet the demand of maintaining its existing assets.

The implementation of the Community Planning Infrastructure Projects Policy was at a time when Township Community Plans were being delivered by community groups. The policy has been reviewed and is recommended for revocation, based on the following;

- The Township Community Plans have been delivered, with a wide range of projects developed and delivered by the community
- There is an existing policy (Community Initiated Projects Policy), which was adopted in 2022 and outlines the roles and responsibilities of Council and the initiating community group with respect to the development of community infrastructure
- Grow and prosper framework has been adopted to help identify new projects which will go through a competitive budget process for implementation
- The Community Vision 2040 provides a mechanism for community aspiration to inform the Council Plan and annual budget.

The policy has provided guidance and direction in the delivery of township community initiatives in the past, however as the Township Community Plans come to an end, the revocation of the Community Planning Infrastructure Projects Policy is recommended and referral to the Community Initiated Projects Policy is suggested.

The Community Initiated Projects Policy provides Council and community-based organisations the direction and guidance to deliver infrastructure projects. The policy recognises the value of community-based organisations and the work they undertake to deliver projects and strengthen local communities.

Policy and Legislative Context

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

Access to infrastructure that supports a healthy and active lifestyle for our community

Theme Three - A Healthy, Active and Resilient Community

Improving the health and wellbeing of our residents

Our community groups and clubs are engaged and supported and facilities are fit for purpose

Internal / External Consultation

Council's Community Planning Infrastructure Projects Policy has been reviewed internally by Council's Facilities and Recreation Department, Community Development Department and Executive Leadership Team.

Financial and Resource Implications

The revoking of the Community Planning Infrastructure Projects Policy is not expected to impose a financial cost to Council.

Options

Council can revoke the Community Planning Infrastructure Projects Policy as recommended or choose to amend the Community Planning Infrastructure Projects Policy.

Conclusions

Council's Community Planning Infrastructure Projects Policy has been reviewed and recommended to be revoked following the delivery of actions through the Township Community Plans.

Council's Community Initiated Projects Policy highlights the roles and responsibilities of Council and the initiating community group with respect to the development of community infrastructure and should be referred to in the absence of the Community Planning Infrastructure Projects Policy.

The policy acknowledges that many communities are continually striving to improve the appearance of their townships and associated infrastructure outside of the planning and associated works of Council. The Community Initiated Projects Policy aims to ensure Council's and community's involvement in community infrastructure projects on Council owned or controlled land is well defined, transparent and consistent.

RECOMMENDATION - 9.5

That Council revokes the Community Planning Infrastructure Policy dated November 2019



**CORANGAMITE
SHIRE**

Community Planning Infrastructure Projects Policy

Corangamite Shire
November 2019

Council Policy



Community Planning Infrastructure Projects

Introduction

Council acknowledges the contribution of community based organisations and the work they invest in the development of local communities. Council also recognises that many communities are continually striving to improve the substance and appearance of their townships and associated infrastructure in addition to works planned and delivered by Council. This policy has been developed to provide a framework for Council to assist and support community organisations with the development and ongoing management and maintenance of new infrastructure or renewal of existing assets.

Purpose

This policy aims to formalise Council's involvement in community projects identified in Corangamite Shire Township Community Plans where those projects involve the construction of new assets or renewal of assets.

It also aims to establish a shared understanding and common agreement regarding project standards and future maintenance responsibilities and will guide the planning, design, development and ongoing management of the asset.

Scope

This policy applies to the construction and management of infrastructure identified in Corangamite Shire Township Community Plans, whether that infrastructure is located on Council owned land, Council controlled land, Crown Land, Road Reserve managed by others, private or other land tenure.

Definitions

Infrastructure - new assets or renewal of community assets including but not limited to buildings/structures, barbeques, rotundas, gardens, tree plantings, park furniture, property landscaping, public art works, footpaths, and other civil infrastructure.

References

Community Initiated Projects Policy (INFRA 37-03)
Recreation Facility Development Policy (INFRA 06-02)
Asset Management Policy (INFRA35-01)
Trails Management Policy (INFRA 07B-03)
Public Halls Management Policy (INFRA 09-04)
Disposal of Assets Policy (INFRA 42-00)

Policy Detail

The community planning process has identified a number of projects within Corangamite Shire townships which are considered to be a priority for that community. The following information details Councils involvement with and expectations of the community groups with regards to realising these projects.

Adopted at Council on: 26 November 2019
Agenda Item: 9.4
Responsibility: Manager Facilities and Recreation
Document Number: 961309

Department: Works & Services
To be reviewed by: November 2022
Policy Number: INFRA 40-02
Page Number: 2

1. Council Interest

In most instances Council will have a vested interest as the project will be developed on Council owned or controlled land, or will be allocated funding as a part of Council's budget process. In other instances, Council may merely be a resource for the community group with regard to the project development, implementation or outcomes.

Depending on the significance of the project, Council may request periodic updates on the project, a representative to be on the Project Control Group or it may offer to manage the project itself in conjunction with the community group.

In the instance Council is the auspice agency for any funding agreement with the State Government or other entity, it must bank all revenue and account for expenditure associated with the project in accordance with Council's Procurement Policy. Where Council makes a contribution to the project as a part of its annual budget, this must also be administered in accordance with Council's Procurement Policy.

Council expects that any infrastructure will be of a high quality and that asset design will be considered in accordance with relevant legislation and industry standards.

2. Planning

Where the project involves infrastructure development or renewal, whether on Council owned land or not, Council will provide high level technical advice and, where relevant and resources permit, administrative support e.g. grant writing, detailed design

Where the project is to be located on Council owned or controlled land it is expected that detailed design and appropriate approvals are sought before the project commences. The detailed design plans should be developed in accordance with the prescribed standards or relevant regulations for that infrastructure and approved by Council.

If the community group wishes to deviate from the design standards recommended by Council, it should provide detail of the proposed project design and seek Council approval to proceed. This approval will need to be considered against a risk assessment and ultimately endorsed by the Chief Executive Officer.

The standard of agreed design will need to be discussed in conjunction with maintenance costs associated with the life of the asset. Refer 5 Management & Maintenance.

Council officers and community groups should engage in conversations related to these projects early in the planning phase so as to manage the likely requirements of the project delivery and expectations for the ongoing management and maintenance for the life of the asset.

3. Construction

The community group will need to ensure it has relevant insurances – works insurance, public liability insurance, and employees - where applicable and provide a copy to Council to be retained on file. It is the responsibility of the community group / project control group to ensure any works undertaken by contractors or the community group, relating to the project, complies with all Occupational Health and Safety (OHS) legislation.

It will be the responsibility of the community group / project control group to ensure the project is delivered in accordance with the agreed design.

Adopted at Council on: 26 November 2019
Agenda Item: 9.4
Responsibility: Manager Facilities and Recreation
Document Number: 961309

Department: Works & Services
To be reviewed by: November 2022
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It is expected that appropriately qualified contractors will be appointed to undertake relevant items of work e.g. electrician, plumber, builder.

In the instance of projects requiring a building permit, the works will be inspected by Council's building department to ensure the construction is in accordance with relevant regulations and before a Certificate of Practical Completion or Occupancy will be granted.

It is also recommended that Council's project contact or project manager meet with community representatives and /or the contractor to inspect the final works in accordance with relevant regulations or approved design standards.

4. Project Management

Depending on the size and components of the project, it may be either that a Project Control Group is required to oversee the project construction or Council will manage the project directly.

In the first instance the community group will be responsible for establishing and administering the Project Control Group. The Project Control Group will be responsible for overseeing the management of the project through to its completion and will monitor the scope of works, budget, timelines, variations and any other matters that arise.

Where Council directly manages the project it will do so with regular feedback to the community group.

Where the community group directly manages the project it will do so with regular feedback to Council.

5. Management & Maintenance

The ongoing management and maintenance of any new infrastructure will be subject to planning and discussion prior to the commencement of the project. Council expects that any infrastructure will be of a high quality and able to be realistically maintained within the respective party's resource capacity. Council will include all assets located on Council owned or controlled land on its asset register for the purposes of insurance provision.

In general, in the instance that:

- A. A project located on Council owned or Council controlled land is delivered in accordance with Council's prescribed standards of design the infrastructure will be maintained as a part of Council's recurrent operating budget.
- B. The project is delivered outside Council's recommended standards; the community group will be responsible for the ongoing management and maintenance of the infrastructure or part thereof as agreed to by Council. This will include but be not limited to:
 - utility costs
 - routine maintenance
 - audit requirements
 - insurances
 - renewal or upgrade

Council notes there are some assets already on Council's asset register or are acknowledged as Council's responsibility.

In the event the community group disbands or determine they no longer wish to be involved in the operations of the infrastructure they will be responsible for arranging for an alternative organisation to assume ongoing operational responsibilities for the relevant asset.

In the event an asset is abandoned by the community group it is expected:

- Council will be notified immediately should a replacement organisation be unable to be sourced to undertake ongoing operations
- Council will discuss and consider the future of that asset including:
 - the benefit to the community
 - the views of the township progress / action association
 - the capacity of Council to fund ongoing maintenance and operations
 - the cost to decommission or remove the infrastructure.
 - the cost of reimbursement for removal of the item.

6. Agreement to terms

A formal agreement will be developed between Council and an incorporated community association for the implementation and ongoing management of a project asset on Council owned or controlled land. The formal agreement should be agreed to and signed off by relevant parties prior to works commencing. Council will consider arrangements with unincorporated associations on a case by case basis.

7. Financial acquittals

At the conclusion of the project the community group must provide an acquittal to account for all funds expended as part of the project. The acquittal must include a copy of all paid invoices, receipts or bank statements evidencing payment, in-kind labour and total project cost.

Any funds remaining at the completion of a project must be declared to Corangamite Shire and/or any other funding bodies.

In the event that external funding e.g. State Government or philanthropic funding, has been secured as part of the project, this will need to be acquitted as per the relevant funding guidelines. The responsibility of funding acquittals will be:

- Completed by Council if Council has been responsible for securing the funding.
- Completed by the community group if the community group has been responsible for securing the funding. A copy of the funding acquittal should be submitted to Council for record keeping purposes.

The use of any leftover funds must not be used for unrelated, unauthorised or unspecified purposes without prior approval in writing by Corangamite Shire.

Reference to linked Procedure or Guidelines, if applicable

1553299 Template Community Projects Checklist

Review Date

November 2022

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

REVOKE

Adopted at Council on: 26 November 2019
Agenda Item: 9.4
Responsibility: Manager Facilities and Recreation
Document Number: 961309

Department: Works & Services
To be reviewed by: November 2022
Policy Number: INFRA 40-02
Page Number: 6

9.6 Cattle Underpasses Policy

Directorate: Works and Services

Author: John Kelly, Manager Assets Planning

Previous Council Reference: Nil

Attachments:

1. Policy Council Cattle Underpasses March 2024 [9.6.1 - 3 pages]
2. Under Separate Cover - Policy Council Cattle Underpasses with tracked changes March 2024 [9.6.2 - 3 pages]

Declaration

Chief Executive Officer – David Rae

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

Author – John Kelly

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

Summary

This report recommends Council adopt the Cattle Underpasses Policy which outlines Council's policy for cattle underpasses throughout the Shire.

Introduction

Council's Cattle Underpasses Policy confirms the process for the establishment and ongoing maintenance of cattle underpasses under Council roads. Cattle underpasses enable property owners to move their cattle across roads which split their properties without having to interact with the vehicular traffic on these roads.

Issues

The establishment of cattle underpasses has a positive impact on road users, as the grade separation provides increased road safety and removes the threat of damage to the road from the movement of cattle.

This policy was last reviewed in 2020 and adequately details the roles and responsibilities of the property owner and of Council. In the last 4 years there have been 4 cattle underpasses installed on local roads within the Shire.

There are no changes to the Policy recommended.

Policy and Legislative Context

This report is also in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

Roads that are fit for purpose

Infrastructure that enables industry and business growth

The Cattle Underpasses Policy is a Council policy that has been reviewed in accordance with Council's Policy Development Framework

Internal / External Consultation

The Cattle Underpasses Policy is an existing policy that has been reviewed internally.

Financial and Resource Implications

Construction and maintenance of a cattle underpass and any costs associated with this are the responsibility of the property owner served by the underpass. Once the construction of a cattle underpass has been completed to Council's satisfaction, Council will take responsibility of the ongoing maintenance of the road formation and guardrail over the underpass.

In the event a cattle underpass becomes obsolete, it will be the responsibility of the property owner to remove the underpass and reinstate the road to its original condition.

Prior to the construction, a written agreement is to be entered into between the property owner and the Council confirming the above responsibilities.

Options

Council can opt to adopt the Cattle Underpasses Policy as proposed or choose to make amendments to the policy.

Conclusions

The proposed policy provides confirmation of Council's process for the proposed establishment and ongoing maintenance of cattle underpasses under Council roads.

RECOMMENDATION - 9.6

That Council:

- 1. Revokes the Cattle Underpasses Policy dated March 2020.**
- 2. Adopts the Cattle Underpasses Policy dated March 2024.**

Cattle Underpasses Policy

Corangamite Shire

March 2024



**CORANGAMITE
SHIRE**

Council Policy



Cattle Underpasses

Purpose

The aim of this policy is to confirm Council's process for the proposed establishment and ongoing maintenance of cattle underpasses to individual properties.

Scope

This applies to cattle underpasses proposed to be constructed under local roads in Corangamite Shire.

Policy Detail

Council supports the construction of cattle underpasses as a means of improving road safety and limiting the damage resulting from the movement of cattle across its local roads.

All applications for Council approval to proposed cattle underpasses are to be directed to the Manager Assets Planning. The property owner will be responsible for obtaining all other approvals and/or permits required for the works.

Prior to construction, the proposed location and design of an underpass must be approved by the Manager Assets Planning. The structural design for the underpass is to have a certification from a suitably qualified engineer that it meets the appropriate Australian design standards. All underpasses must have a concrete floor and be capable of draining.

All costs directly and indirectly associated with the design and construction of the cattle underpasses will be the responsibility of the property owner.

Ongoing maintenance and repair of the underpass will be the responsibility of the property owner served by the underpass. Once the construction of the cattle underpass has been completed to Council's satisfaction, Council will take responsibility of the ongoing maintenance of the road formation and guardrail over the underpass.

In the event a cattle underpass becomes obsolete it will be the responsibility of the property owner to remove the underpass and reinstate the road to its original condition.

Prior to the construction, a written agreement is to be entered into between the property owner and the Council confirming the above responsibilities.

Human Rights

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

Gender Impact Assessment

The Gender Equality Act 2020 requires Council to undertake gender impact assessments when developing or reviewing any policy, program or service which has a direct and

Adopted at Council on: ~~24 March 2020~~
Agenda Item: ~~9-3~~

Responsibility: Manager Assets Planning

Document no.: ~~1747259~~

Attachment: 9.6.1 Policy Council Cattle Underpasses March
2024

Department: Assets Planning
To be reviewed by: March ~~2024~~~~2027~~

Policy no.: INFRA 03-02

Page Number: 1

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significant impact on the public. This policy will not have a direct and significant public impact and a Gender Impact Assessment has not been undertaken.

Review Date

March ~~2024~~2027

Adopted at Council on:
Agenda Item:
File Number:

Department:
Policy Number:
Page Number: 3

9.7 Special Charge Scheme Final Costs - Timboon Curdievale Road Footpath

Directorate: Works and Services

Author: John Kelly, Manager Assets Planning

Previous Council Reference: Nil

Attachments: 1. Apportionment Timboon Curdievale Road Footpath SCS Final Costs [9.7.1 - 1 page]

Declaration

Chief Executive Officer – David Rae

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

Author – John Kelly

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

Summary

Works have been completed on the installation of a concrete footpath on the eastern side of Timboon Curdievale Road from Lambert Street to Haywards Road, Timboon. Costs associated with the Special Charge Scheme for these works have been finalised.

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

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

Introduction

Council, at its meeting on 20 December 2022, declared a Special Charge Scheme for the purposes of defraying expenses associated with the installation of the footpath on Timboon Curdievale Road, Timboon which was completed in January 2024.

The footpath constructed in this section of Timboon Curdievale Road has provided high community benefit with improved access to the Timboon CBD and swimming pool to the north.

Issues

The actual cost of construction of the footpath on completion was less than the cost of construction estimated at the time of the declaration. The initial estimate to the Scheme were based on similar projects previously undertaken in the Shire and market rates.

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

Details on the estimated and final cost for the scheme and cost to property owners are provided in the Financial and Resource Implications section below.

Policy and Legislative Context

This report is also in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

Footpaths that provide access to key destinations in our towns

Theme Five - Community Leadership

Council promotes best value and value for money for its ratepayers

The Special Charge was declared pursuant to Section 163 of the Local Government Act 1989, and 25% of the cost associated with the Scheme is to be recovered from property owners benefiting from the works.

The process for finalising costs for the special charge scheme is in accordance with Council's Special Rates and Charges Policy.

Internal / External Consultation

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

The Scheme, which was declared at the Council Meeting on 20 December 2022, is to be varied in respect of the final cost and property owners are to be notified of the required contribution.

Following the Council meeting, letters were forwarded to the benefitting property owners advising of the declaration. The letters also advised of the estimated amount of contribution from each owner as well as the owners' rights of appeal.

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

Financial and Resource Implications

The footpath works on Timboon Curdievale Road, Timboon are now complete and Scheme details are outlined in Table 1.

	TOTAL SCHEME COST		COST TO PROPERTY OWNERS	
	Estimated	Final	Estimated	Final
Timboon-Curdievale Rd, Timboon	\$80,713	\$77,626	\$20,178	\$19,406

Table 1: Details of Scheme Costs

The schedule of final costs to be apportioned to each owner is attached to this report. Added costs associated with strengthening footpaths across property driveways are included in the schedules. These costs are at the full expense of the owners and do not form part of the Scheme.

Other costs for the project which did not form part of the Scheme included installation of new kerbing along the road, new footpath adjacent to the Timboon swimming pool and new safety handrail.

Options

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

Conclusions

The installation of the footpath in Timboon-Curdievale Road, Timboon, has provided a connection with the existing footpath in Lambert Street.

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

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

RECOMMENDATION - 9.7

That Council, with respect to the Special Charge Scheme declared on the 20 December 2022 for the purpose of defraying the expenses incurred for the installation of a footpath and associated works on the eastern side of Timboon Curdievale Road from Lambert Street to Haywards Road, Timboon:

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

ATTACHMENT 2

SCHEDULE OF PROPERTIES AND SPECIAL CHARGE APPORTIONMENT

SPECIAL CHARGE APPORTIONMENT FOR CONSTRUCTION OF A CONCRETE FOOTPATH
TIMBOON CURDIEVALE ROAD FROM LAMBERT ST TO HAYWARDS RD (EAST SIDE), TIMBOON
25% OF TOTAL FINAL COSTS TO BE APPORTIONED TO OWNERS OF ABUTTING PROPERTIES
DISTRIBUTION OF APPORTIONED COSTS BASED ON LENGTH OF FRONTAGE OF ALLOTMENTS

FINAL COST OF WORKS:
FINAL COST OF WORKS TO BE
RECOVERED BY PROPERTY OWNERS:

\$77,626
\$19,406

UNIT OF APPORTIONMENT: 99725/598.5x0.25 = \$40.31

DESCRIPTION OF WORKS AND SPECIFICATIONS	QUANTITY	FINAL COST		ASSESSMENT NUMBER	DESCRIPTION OF PROPERTY	LOT FRONTAGE TO STREET(m)	Chargeable Frontage	Apportionment of Cost	VEHICLE CROSSING THICKENING			Total Final Owners Cost
		RATE	AMOUNT						WIDTH (m)	RATE (\$/Lm)	AMOUNT (\$)	
Excavate and Construct 100mm Thick Concrete Footpath	481.4	150.00	\$72,210.00	8278	59 CURDIEVALE RD LOT 2 LP72702	141	27	\$ 1,084	0	20.00	0.00	\$1,084
				201251	63 CURDIEVALE RD LOT 3 LP119107	40	40	\$ 1,613	0	20.00	0.00	\$1,613
				8280	65 CURDIEVALE RD LOT 2 LP119107	12	12	\$ 484	3	20.00	60.00	\$544
				8279	69 CURDIEVALE RD LOT 1 LP119107	27	27	\$ 1,088	0	20.00	0.00	\$1,088
				8281	71 CURDIEVALE RD LOT 1 TP606220	18	18	\$ 726	0	20.00	0.00	\$726
				8282	73 CURDIEVALE RD LOT 2 PS300218	24	24	\$ 968	3	20.00	60.00	\$1,028
				8283	75 CURDIEVALE RD LOT 1 LP135038	21	21	\$ 847	3	20.00	60.00	\$907
				8284	77 CURDIEVALE RD LOT 2 LP135038	24	24	\$ 968	10	20.00	200.00	\$1,168
				8285	79 CURDIEVALE RD LOT 3 LP135038	24	24	\$ 968	6	20.00	120.00	\$1,088
				8286	81 CURDIEVALE RD LOT 4 LP135038	24	24	\$ 968	3	20.00	60.00	\$1,028
				8287	83 CURDIEVALE RD CP160039	50	50	\$ 2,016	0	20.00	0.00	\$2,016
				8288	87 CURDIEVALE RD LOT 1 PS300218	20	20	\$ 806	3	20.00	60.00	\$866
				201001	89 CURDIEVALE RD LOT 1 PS300220	24.5	24.5	\$ 988	0	20.00	0.00	\$988
				201117	91 CURDIEVALE RD LOT 2 PS300220	25.5	25.5	\$ 1,028	0	20.00	0.00	\$1,028
				8289	93 CURDIEVALE RD LOT 3 PS300220	19	19	\$ 766	3	20.00	60.00	\$826
				201201	95-97 CURDIEVALE RD PC365090	41.5	41.5	\$ 1,673	0	20.00	0.00	\$1,673
				8290	99 CURDIEVALE RD LOT 1 TP092475	43	43	\$ 1,733	0	20.00	0.00	\$1,733
				201961	5 HAYWARDS RD LOT 1 PS714213	17	17	\$ 685	0	20.00	0.00	\$685
TOTAL			\$72,210.00									
7.5% ADMINISTRATION			\$5,415.75									
			\$77,625.75			598.5	481.4	\$ 19,406	34		680	\$20,086

Attachment: 9.7.1 Apportionment Timboon Curdievale Road
Footpath SCS Final Costs

Apportionment Timboon Curdievale Road Footpath SCS Final Costs

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9.8 Local Roads and Community Infrastructure Program 4B - project nomination

Directorate: Works and Services
Author: Jarrod Woff, Manager Facilities and Recreation
Previous Council Reference: Nil
Attachments: Nil

Declaration

Chief Executive Officer – David Rae

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

Author – Jarrod Woff

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

Summary

This report is for Council to endorse a project to be funded under the Federal Government's Local Roads and Community Infrastructure Program (LRCIP) Phase 4B following a project that was endorsed being deemed ineligible.

Introduction

The Australian Government has committed \$750 million to Local Roads and Community Infrastructure Program Phase 4 program. Phase 4 funding allocations include \$250 million targeted to improve rural, regional and outer urban roads.

From 1 July 2023, councils will be able to access funding with projects to be delivered by 30 June 2025.

The total grant for Corangamite Shire is \$3,603,914. The grant is allocated in two parts. Council is an eligible funding recipient for both parts. Part A funding - \$2,285,555 – can be spent on priority local road and community infrastructure projects. Part B funding - \$1,318,359 – can be spent on road projects. Part A funding was awarded by Council at its July 2023 meeting.

Issues

Part B funding can be spent on eligible local road projects. This could include projects involving:

- Traffic signs, traffic calming/ control equipment
- Street lighting
- Bridge/ tunnel
- Heavy vehicle off road facility
- Facilities off road that support the visitor economy
- Road and footpath maintenance where additional to normal capital works / schedules

Projects for nomination under Part B are to be considered for delivery in 2024-2025 as council's resources for delivery in 2023-2024 are at capacity. This will ensure any design requirements can commence early to enable delivery by June 2025.

The projects have been considered for their strategic relevance or addressing issues of safety.

One project in the endorsed list of projects which was supported at the December Council meeting has since been deemed ineligible by the program;

Morris St, Port Campbell footpath (southside)	\$89,890
--	-----------------

The project has been identified as a walking path, which is outlined as a community project which has been deemed ineligible for Part B funding.

As a result, it is proposed that the Skipton Jubilee Park Carpark project is endorsed for consideration under Part B funding as below;

Skipton Jubilee Park, Carpark	\$89,890
--------------------------------------	-----------------

The project has been identified as an off-road facility that aims to support the visitor economy, encouraging visitors to stop in Skipton following the floods in 2022. The total project cost will be higher than outlined above, however Council is only eligible for this amount of funding through the program. Any additional costs related to the project will be considered as part of Councils 2024-2025 budget.

Policy and Legislative Context

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

Roads that are fit for purpose

Footpaths that provide access to key destinations in our towns

Internal / External Consultation

Councils Executive Management team have reviewed the additional project following the ineligibility of the Morris Street footpath for Council endorsement.

Once the project has been endorsed, the Works Schedule that has been previously submitted to the Commonwealth for approval will be updated for consideration and approval.

Once approved, the Works Schedule will form part of the Grant Agreement. The approval of the Work Schedule is a condition for release of the first instalment of grant money and for construction to commence.

Financial and Resource Implications

Council is eligible to receive funding up to the value of \$1,318,359 under Phase 4B. Project design, construction and management are included in project costs.

Projects nominated under Part B funding will be included in the 2024-2025 budget development. The total project cost of the Skipton Jubilee Park Carpark has been estimated at \$115,000. This will mean a contribution of \$89,890 from the LRCI program and a contribution of \$25,110 from Council.

Options

Councillors can endorse the project for Part B funding as recommended or can choose to make amendments or consider other projects for nomination.

Conclusions

The Australian Government has provided \$3,603,914 funding under the LRCIP from 1 July 2023 to 30 June 2025 for local roads and community infrastructure projects.

Council must nominate projects up to the value of \$1,318,359 under Phase 4B. The inclusion of the project highlighted above will support improved road safety outcomes and deliver priority road projects that are considered to provide fit for purpose infrastructure and a direct benefit to the community across the Shire.

RECOMMENDATION - 9.8

That Council endorses the substitution of the Skipton Jubilee Park Carpark project for the Morris Street footpath project of \$89,890 for Phase B funding under the Local Roads and Community Infrastructure Program (LRCIP Program) given the ineligibility of the aforementioned project.

9.9 Business Assistance Scheme

Directorate: Sustainable Development

Author: Katy McMahon, Manager Economy & Prosperity

Previous Council Reference: Nil

Attachments: 1. Under Separate Cover - Business Assistance Scheme March 2024 Application Assessment Summary [9.9.1 - 1 page]

Declaration

Chief Executive Officer – David Rae

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

Author – Katy McMahon

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

Summary

The purpose of this report is to provide information on the assessment and recommended funding allocation for the March round of the Business Assistance Scheme (BAS).

Introduction

As part of Grow and Prosper Corangamite, Council has consolidated its approach to economic and community development, inclusive of arts, culture, tourism and the circular economy. The Grow and Prosper Framework outlines new programs including the BAS.

The BAS enables Council to support local businesses, big or small, community enterprises, creative industries and new businesses looking to establish in the municipality.

Issues

The BAS provides businesses, building owners and community the opportunity to apply for support, including financial assistance. Applications are assessed on merit, considering the eligibility criteria and available funds.

The BAS is a new way to support our community. The BAS policy was adopted by Council September 2023. The Scheme is ongoing across the year enabling businesses to submit when suitable for their proposed project and provides four streams:

1. Business Façade Improvement – providing support to businesses that have street frontage in towns to undertake high quality façade improvements, that are visible from the front of the property and enhance the visual appearance and function of the building.
2. Creative Industries and Placemaking – supporting and building the capacity of entrepreneurs, creatives and established businesses to create and deliver inclusive and vibrant projects in public spaces or areas that are accessible to the public.
3. Community Enterprise - encouraging the development of enterprise skills, building economic capacity and employment opportunities in communities, by supporting entrepreneurs, creatives and community-led businesses to create and deliver inclusive projects throughout Corangamite.
4. Fees and Enabling Infrastructure - encouraging development that is significant to the community to occur within a shortened timeframe, assist new businesses to establish by reducing the up-front costs and provide some certainty to those preparing to invest in the municipality.

One application has been received, assessed and is put forward for Council determination as follows:

Applicant:

Alderwood Manor - \$2,000

Project Description:

The project aims to introduce a new activation for the venue that builds on the success of the free musical jam sessions at the venue. The project will add value and a different experience for attendees with the introduction of 'Open Mic' and a musical 'lead' artist to be employed to create a structure to the events alongside the purchase of musical instruments and wireless connectors.

The new BAS scheme is an ongoing grant and business support scheme that is open for applications year-round. Council officers work with applicants to enable applications to be 'grant ready'. Applications are assessed against the relevant stream criteria and evaluated by an assessment panel, with recommendations prepared for Council determination.

Policy and Legislative Context

This report is in keeping with the commitments in the Council Plan 2021-2025:
Theme Two - A Thriving Community

- Facilitating and supporting economic development
- Arts and Culture that is supported and accessible

The Business Assistance Scheme policy, adopted by Council September 2023, guides the administration of the scheme enabling Council to provide targeted assistance, including advice and financial assistance.

Internal / External Consultation

Following the adoption of the Business Assistance Scheme Policy in September 2024, guidance was prepared for businesses and the community with the 'soft' launch of the program opening for applications in December 2023. An official launch of the program was held on 15 February 2024 attended by business owners and involving a Q and A panel.

Extensive external promotion and consultation about the new BAS has occurred across the Shire including media releases, Council's social media channels, Corangamite News, Corangamite E-News and Corangamite Business E-News.

Financial and Resource Implications

The current applicant is seeking a total commitment of funds of \$2,000.
Council's 2023-2024 adopted budget includes an allocation of \$50,000 towards the previous Business Façade Grant Scheme which is being expended through the new BAS with a remaining budget of approximately \$42,000.

Options

Officers have assessed the application and recommend that assistance be provided.

Under the BAS the options are:

1. Allocate funds of \$2,000 excl GST to the Business Assistance Scheme applicant.
2. Not allocate funding.

Conclusions

The BAS provides businesses, building owners and community enterprises with the opportunity to apply for support, including financial assistance. The application recommended for support meets the objectives of the BAS program and contributes to the growth and prosperity of Corangamite.

RECOMMENDATION - 9.9

That Council approve the Business Assistance Scheme application for funding to Alderwood Manor for an amount of \$2,000 excl GST.

9.10 Ready Now Grants Allocation March 2024

Directorate: Sustainable Development

Author: Katy McMahon, Manager Economy & Prosperity

Previous Council Reference: Nil

Attachments: 1. Under Separate Cover - Ready Now Grants Program
December 2023 – Feb 2024 Applications and Assessment
[9.10.1 - 1 page]

Declaration

Chief Executive Officer – David Rae

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

Author – Katy McMahon

In providing this advice to Council as the Manager Economy and Prosperity I have no interests to disclose in this report.

Summary

The purpose of this quarterly report is provide information on the progress of Ready Now Grant allocations approved between December 2023 and February 2024 inclusive.

Introduction

The new Ready Now Grants Program supports the community with small quick grants to volunteer based community groups for proposals that are not readily able to be considered under the Community, Enabling, Events and Festivals, Facilities or Environmental Grants Programs.

Issues

The Ready Now Grants policy was adopted by Council in September 2023. The new program replaced the previous Quick Response Grants Program which had been in operation for more than a decade. The Ready Now Grants Program is a targeted program focused on community benefit, supporting community groups and activities where small grants can 'make a difference'.

The program is designed to be flexible and responsive to community needs. Applications for Ready Now Grants are assessed as they are received with approval of grant applications delegated to the CEO enabling quick turnaround of applications as the process isn't required to meet monthly reporting timelines.

The program provides small allocations of funds of up to \$500 for beneficial projects and activities supporting community inclusion, participation and providing equipment, facilities and public spaces that are appropriate for community use. Grants are open to volunteer-based community groups operating within Corangamite Shire

Recent Ready Now Grant Applications and Approvals

Over the last quarter (December – February) nine applications were lodged with six grants provided. Applications approved and funding provided are outlined in Table 1 below.

Project	Amount	Status	Comments
Camperdown Bowling Club Incorporated: purchase of a replacement defibrillator battery.	\$495	Invoiced received and paid	Acquittal due 6 June 2024
Camperdown Pastoral and Agricultural Society Incorporated: contribution towards the cost of water meter relocation.	\$500	Invoiced received and paid	Acquittal due 8 July 2024
Terang and District Probus Club Incorporated: purchase of a portable speaker.	\$384	Invoiced received and paid	Acquittal due 8 July 2024
Port Campbell Rifle Club Incorporated: purchase of a solar water pump.	\$500	Invoice pending	Installation to be completed by club members.
Port Campbell Public Purpose Reserve Committee of Management Incorporated: construction of a portable 9-hole mini-golf course.	\$500	Invoiced received and paid	Contribution used towards materials required for construction of the course.
Lake Bookaar Recreation Reserve Committee of Management Incorporated: purchase of roadside signage.	\$500	Invoiced received and paid	Acquittal due 30 August 2024

Table 1: Approved Ready Now Grant Applications Dec 2023 – Feb 2024

Three additional applications were received which did not comply with relevant Council policies. Following discussions with the applicants two were withdrawn, and one seeking \$500 for bus hire was not supported as the benefit of the proposal was limited to a small group with insufficient broader community/public benefit.

Policy and Legislative Context

Consideration of applications for the Ready Now Grants Program is in accordance with the Ready Now Policy.

This report is also in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

- Digital connectivity that meets the needs of our community
- Access to infrastructure that supports a healthy and active lifestyle for our community

Theme Two - A Thriving Community

- Arts and culture that is supported and accessible
- Corangamite's townships are attractive, accessible and appealing to visitors and are presented in a way in which our residents can be proud
- We retain and we grow our population

Theme Three - A Healthy, Active and Resilient Community

- Improving the health and wellbeing of our residents
- Access and inclusion is improved
- Corangamite residents have access to a range of sport and recreation opportunities
- Our community groups and clubs are engaged and supported and facilities are fit for purpose

Theme Five - Community Leadership

- We listen to and engage with our community

Internal/ External Consultation

The Ready Now Grants policy, adopted by Council in September 2023, was prepared taking into consideration community feedback. The application forms for the Ready Now Grants Program are available from Council's website or by contacting Council's Community Development Officer who can assist applicants through the application process.

Financial and Resource Implications

The 2023-2024 Quick Response Grants/ Ready Now Program (adjusted) budget allocation is \$24,253. Grants to a total value of \$13,302.64 have been awarded as at 14 March 2024.

Conclusions

The Ready Now Grants Program provides financial assistance to eligible volunteer-based community groups to undertake beneficial projects and activities. The applications approved for funding are in accordance with the Ready Now Grants Policy and provide positive outcomes for the Corangamite communities.

RECOMMENDATION - 9.10

That Council notes the quarterly report (December 2023 to February 2024) for the Ready Now Grants program.

10 Other Business

Nil

11 Open Forum

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

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

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

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

12 Confidential Items

RECOMMENDATION

That pursuant to the provisions of Section 66(2)(a) of the *Local Government Act 2020* the meeting be closed to the public to enable consideration of the following reports as they relate to Council business information and personal information.

12.1 Land Purchase Outcomes and Unlocking Housing Simpson - 86 Princetown Road, Simpson

Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020* the Chief Executive Officer has designated this report and its attachments as confidential on the grounds that it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. In particular the report contains information regarding commercially sensitive information regarding land purchase and delivery options for the Unlocking Housing Simpson Project.

13 Close Meeting