



Agenda

Ordinary Meeting of Council
Tuesday, 24 November 2015

To be held in the
Winchelsea Shire Hall Tearooms,
28 Hesse Street, Winchelsea

Commencing at 6.00pm

Council:

Cr. Rose Hodge (Mayor)
Cr. David Bell
Cr. Libby Coker
Cr. Eve Fisher
Cr. Clive Goldsworthy
Cr. Carol McGregor
Cr. Brian McKiterick
Cr. Margot Smith
Cr. Heather Wellington

AGENDA FOR THE ORDINARY MEETING OF SURF COAST SHIRE COUNCIL
TO BE HELD IN THE WINCHELSEA SHIRE HALL TEAROOMS, 28 HESSE STREET, WINCHELSEA
ON TUESDAY 24 NOVEMBER 2015 COMMENCING AT 6.00PM

PRESENT:

OPENING:

Council acknowledge the traditional owners of the land where we meet today and pay respect to their elders past and present and Council acknowledges the citizens of the Surf Coast Shire.

PLEDGE:

As Councillors we carry out our responsibilities with diligence and integrity and make fair decisions of lasting value for the wellbeing of our community and environment.

APOLOGIES:

CONFIRMATION OF MINUTES:

Recommendation

That Council note the minutes of the Special, Ordinary and In Camera Meeting of Council held on 27 October 2015 as correct a record of the meetings.

LEAVE OF ABSENCE REQUESTS:

CONFLICTS OF INTEREST:

Note to Councillors and Officers

Declaration of Interest

Councillors and Officers please note that in accordance with Section 77A of the Local Government Act 1989, there is an obligation to declare a conflict of interest in a matter that could come before Council.

A conflict of interest can be a direct or indirect interest in a matter.

A person has a direct interest if:

There is a reasonable likelihood that the benefits, obligations, opportunities or circumstances of the person would be directly altered if the matter is decided in a particular way.

A person has an indirect interest if the person has:

- 1. A close association whereby a "family member" of the person has a direct or indirect interest or a "relative" or member of a person's household has a direct interest in a matter;*
- 2. An indirect financial interest in the matter;*
- 3. A conflicting duty;*
- 4. Received an "applicable" gift;*
- 5. Become an interested party in the matter by initiating civil proceedings or becoming a party to civil proceedings in relation to the matter; or*
- 6. A residential amenity affect.*

Disclosure of Interest

A Councillor or Officer must make full disclosure of a conflict of interest by advising the class and nature of the interest immediately before the matter is considered at the meeting. While the matter is being considered or any vote taken, the Councillor or Officer with the conflict of interest must leave the room and notify the Chairperson that he or she is doing so.

PRESENTATIONS:

PUBLIC QUESTION TIME:

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1. OFFICE OF THE CEO

1.1 Monthly Finance Report October 2015

Author's Title: Coordinator Management Accounting **CEO:** Keith Baillie
Department: Finance **File No:** F15/973
Division: Office of the CEO **Trim No:** IC15/505

Appendix:

1. Monthly Finance Report October 2015 Appendix (D15/97260)

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

Yes

No

Reason: Nil

Status:

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Reason: Nil

Purpose

To receive and note a summary of the operating and capital works budgets as well as the financial position of the Surf Coast Shire Council to the end of October 2015.

Summary

An executive summary, financial analysis, capital works and new initiatives performance summary, financial position analysis and consolidated financial statements are included for the four months ending 31 October 2015. The report also contains an analysis of the significant year-to-date variations that are favourable or unfavourable to Council's 2015/16 budget.

The key financial results are as follows:

Year to date measure	Value (\$m)	Commentary
Operating Result	32.96	\$0.59m favourable to Budget
Capital Works expenditure	2.57	\$0.08m favourable to Budget
New Initiatives expenditure	0.42	\$0.02m favourable to Budget
Net Assets & Total Equity	411.52	\$0.58m favourable to Budget
Cash & Cash Equivalents (including financial assets)	30.26	\$0.82m favourable to Budget
Working Capital Ratio	589%	9% favourable to Budget

Council remains in a sound financial position.

Recommendation

That Council:

1. Note the financial results, variances and explanations for the four months ended 31 October 2015.
2. Approve the project variations/reserve movements >\$5,000 transferring a net of \$17,565 to the accumulated unallocated reserve; \$8,545 to the Waste Reserve; \$258,900 to the Adopted Strategy Implementation Reserve; and \$14,340 from the Renewal Reserve as listed in Appendix B of the October finance report.

1.1 Monthly Finance Report October 2015

Report

Background

The attached financial report for the four months ended 31 October 2015 summarises the revenue and expenditure performance, capital works and new initiatives with an analysis of the overall financial position.

The report also contains an analysis of the significant year-to-date variations that are favourable or unfavourable to budget.

Discussion

Operating Results

The year-to-date operating result for the 2015/16 year shows a net surplus of \$32.96 million, which is \$0.59 million favourable to budget. This variance is mainly due to capital grants favourable to budget of \$0.37 million.

Capital Works

The year-to-date capital works shows a total of \$2.57 million, which is \$0.08 million favourable to budget. The variance is mainly due to timing of works completed to date compared to the timing of budgeted expenditure.

New Initiatives

The year-to-date new initiatives show a total of \$0.42 million, which is \$0.02 million favourable to budget.

Balance Sheet

The working capital ratio is currently 589%, which is favourable to budget by 9%. The prudential limit required by the Department of Environment, Land, Water and Planning is a minimum working capital of 110%.

The cash and investments (including financial assets) balance at 31 October 2015 is \$30.26 million, which is \$0.82 million favourable to budget.

Net assets and total equity is currently \$411.52 million, which is favourable to budget by \$0.58 million. This variance is due to the net surplus being favourable to budget \$0.58 million.

Borrowings have decreased to \$15.96 million.

No new borrowings have been budgeted for the 2015/16 year.

The detailed Financial Report for October 2015 is attached

Financial Implications

Year to date budget variations for the four months ended 31 October 2015 have been explained in this report.

Council Plan

Theme 2 Governance

Objective 2.4 Transparency in decision making and access to information

Strategy 2.4.2 Provide relevant and easy to understand financial information to the community.

Policy/Legal Implications

Section 138(1) of the Local Government Act states that:

“At least every 3 months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to the Council at a Council meeting which is open to the public.”

The Monthly Finance Report both fulfils this requirement, and provides supplementary information which is beneficial in the explanation of Council's financial position.

1.1 Monthly Finance Report October 2015

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

Council continues to prudently manage financial risk. In the report "Local Government: Results of the 2013-14 Audits", the Victorian Auditor-General's Office reported that "*Surf Coast Shire Council was a medium risk in 2013-14 (low in 2012-13) because of its high indebtedness ratio after recognising additional landfill provisions associated with its Anglesea landfill site*".

Council increased the Anglesea landfill provision in 2013-14 based on estimates of the useful life of the landfill and the cost of rehabilitating the facility after closure to EPA standards. Council has a funding strategy in place to ensure all costs associated with the Landfill will be met.

The Victorian Auditor-General's Office is expected to table its report into the most recent (2014-15) audits in November 2015.

Social Considerations

Not Applicable

Community Engagement

Not Applicable

Environmental Implications

Not Applicable

Communication

Not Applicable

Conclusion

Council remains in a sound financial position with all variances between the actual and budgeted results explained in this report.

2. GOVERNANCE & INFRASTRUCTURE

2.1 Council Plan 2013 - 2017 Year-to-Date Progress Report - 30 September 2015

Author's Title: Coordinator Corporate Planning

General Manager: Sunil Bhalla

Department: Governance & Risk

File No: F15/1485

Division: Governance & Infrastructure

Trim No: IC15/437

Appendix:

1. Council Plan 2013 - 2017 Year-to-Date Progress Report - September 2015 (D15/102809)

Officer Direct or Indirect Conflict of Interest:

Status:

In accordance with Local Government Act 1989 –
 Section 80C:

Information classified confidential under Section 77
 of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To receive and note the attached Council Plan 2013 – 2017 year-to-date progress report for 30 September 2015.

Summary

This report marks the first report against the amended Council Plan 2013 – 2017 adopted by Council in June 2015. This year-to-date progress report for 30 September 2015 provides an update on performance against the Council Plan strategies and measures adopted by Council following the mid-term review of the Council Plan. A summary of highlights and challenges will be incorporated into the Annual Report 2015 – 2016.

For the strategies and measures contained in the amended Council Plan 2013 – 2017 the first quarter results are as follows:

Status	Strategies		Measures	
	No.	%	No.	%
Work in progress	87	85	78	92
Met or exceeded	12	12	7	8
Not met	1	1	0	0
No action 2015 - 2016	2	2	0	0
Total	102	100	85	100

Recommendation

That Council receive and note the attached Council Plan 2013 – 2017 year-to-date progress report for the quarter ending 30 September 2015.

2.1 Council Plan 2013 - 2017 Year-to-Date Progress Report - 30 September 2015

Report

Background

This is the first year-to-date progress report against actions to deliver the amended Council Plan 2013 – 2017 strategies and measures for the 2015 – 2016 financial year.

This information is provided to Council to enable progressive performance monitoring against delivery of the amended Council Plan 2013 – 2017 adopted by Council in June 2015.

Annual performance against the Council Plan strategies, measures and targets is required to be reported in the Annual Report each year in accordance with the Local Government (Planning and Reporting) Regulations 2014.

Discussion

The year-to-date progress performance results for 2015 – 2016 are summarised in the attached report.

This report has been formatted to include:

1. An executive summary including corporate dashboard
2. Strategies – including detail on performance status and comments
3. Measures – including detail on performance status and comments

Overall year-to-date progress to 30 September 2015 is as follows:

Status Indicator	Work in progress	Met or exceeded	Not met	No action planned 2015 - 2016	Total
Strategies	87	12	1	2	102
Measures	78	7	0	0	85

Please note the above results include strategies and actions where 'no action' has been identified for delivery this year. The focus of performance reporting for the remainder of 2015 – 2016 will be against key deliverables identified for the current financial year.

Comments where actions for strategies identified as “No action planned 2015 - 2016”

No.	Strategy / Measure	Action / Target	Comment
1.	5.1.2 Work with local businesses	5.1.2.2 Undertake a commercial feasibility analysis of a variety of farming types	Scheduled for action in 2016 - 2017
2.	5.2.5 Conduct an economic impact study of Armstrong Creek development on Surf Coast Shire.	5.2.5.1 To be completed in 2016/ 2017	Scheduled for action in 2016 – 2017

Comments where actions for strategies identified as “not met”

No.	Strategy	Action	Comment
1.	4.3.5 Identify a corridor of land for a potential future heavy vehicle by-pass for Winchelsea.	4.3.5.1 Consider broader issue of by-pass as part for Growing Winchelsea project	Growing Winchelsea project did not identify the need for a by-pass road. No further action planned on this action.

2.1 Council Plan 2013 - 2017 Year-to-Date Progress Report - 30 September 2015

Financial Implications

The actions and measures used as the basis of performance reporting against the Council Plan have been included in the Budget 2015 – 2016.

Council Plan

Theme 2 Governance
Objective 2.2 High performing accountable organisation
Strategy Nil

Theme 2 Governance
Objective 2.4 Transparency in decision making and access to information
Strategy Nil

Policy/Legal Implications

Progress reporting against the Council Plan is in accordance with legislative requirements as specified in the Act and the Regulations.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

A lack of monitoring and performance reporting could expose Council to a breach of its statutory responsibilities and a lack of progress in delivery of Council Plan strategies and measures.

Social Considerations

Council is committed to the vision of “Working towards an engaged, innovative and sustainable community”. Open and transparent performance reporting supports the delivery of a transparent, high performing and sustainable organisation that engages with the community and adopts robust risk management practices.

Community Engagement

Council’s progress in delivering the Council Plan strategies and measures will be presented to a quarterly ordinary meeting of Council which is open to the public. In addition the minutes of each meeting will be available to the public via the website www.surfcoast.vic.gov.au and included in the Surf Coast Shire Annual Report.

Environmental Implications

Progress reports will be available to the public electronically to reduce its environmental impact.

Communication

This report will be incorporated into Council minutes and made available to the public and other stakeholders via the Surf Coast Shire website www.surfcoast.vic.gov.au

Conclusion

This report provides information on Council’s performance in delivering the amended Council Plan 2013 – 2017 as adopted by Council in June 2015.

2.2 Winchelsea Ward Update

Author's Title: Executive Assistant

Department: Governance & Infrastructure

Division: Governance & Infrastructure

Appendix:

1. Winchelsea Star article (D15/93890)

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

Yes

No

Reason: Nil

General Manager: Sunil Bhalla

File No: F15/100

Trim No: IC15/454

Status:

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Reason: Nil

Purpose

To receive and note the Winchelsea Ward update.

Summary

Information is provided on a selection of recent and upcoming infrastructure works and community events in the Winchelsea Ward.

Recommendation

That Council receive and note the Winchelsea Ward update.

2.2 Winchelsea Ward Update

Report

Background

A report on local topical issues is provided to coincide with the Council meeting in the Ward. This report summarises the key current and recent infrastructure works and community events in the Winchelsea Ward.

Discussion

Infrastructure

A list and information about a selection of infrastructure projects in the Winchelsea Ward follows:

- **Consultation on proposed sealing of Beal Court and Trebeck Court**
Description: Following a request from several owners, Cr Wellington and Officers have recently been consulting with residents about initiating a Special Charge Scheme for the potential construction of the 1.5km long gravel roads serving a rural residential estate accessed from the Inverleigh Road, north of the railway line.
Budget: Nil
Completion date: December 2015
- **Mount Moriac and Modewarre water supplies**
Description: Water services to Council properties in Mount Moriac and at Lake Modewarre are supplied by private water mains shared with 14 other rural properties. The original 1989 agreements relating to ownership and maintenance responsibilities have fallen out of use with maintenance and expenses currently being undertaken by Council. It is proposed that the agreements be reviewed with stakeholders and new arrangements be negotiated.
Budget: Nil
Completion date: June 2016
- **Mount Moriac Depot Rehabilitation and sale**
Description: Extensive environmental rehabilitation has been undertaken over several years at the Council's former depot on Hendy Main Road, north of the Princes Highway. Classification and removal of the remaining contaminated soil will be completed by December 2015. Once the clean-up is complete it is proposed that the property be sold.
Budget: \$75,000
Completion date: December 2015
- **Murrell Street / Gosney Street intersection modification**
Description: Install six street lights on Murrell Street
Budget: \$40k
Completion date: December 2015
- **Barwon River Pit Remedial Works**
Description: A badly damaged drainage pit located on the bank of the Barwon River has been removed. Engineering investigations are currently being undertaken in order to determine an appropriately replacement structure design.
Budget: \$15k
Completion date: January 2016
- **Barrabool Road School Bus Stop Improvements**
Description: Following consultation with local bus operators, a bus stop location on Barrabool Road near the intersection of Anderson Road was identified to undergo road safety improvements. Earthworks and drainage upgrades were completed so that the bus can now pull off Barrabool Road and into the stop safely.
Budget: \$5k
Completion date: August 2015
- **Dickins Road Flood Mitigation**
Description: Table drain and road culvert crossing improvements works on Dickins Road from Ghazeepore Road to Surf Coast Highway.
Budget: \$100k
Completion date: December 2015.

2.2 Winchelsea Ward Update

- **School Road Drainage Renewal Stage 1**
Description: Flood mitigation works on School Road in the vicinity of the intersection with Cunningham Drive, including table drain improvement works and some limited underground drainage.
Budget:\$45k
Completion date: September 2015
- **Winchelsea School Crossing Improvements**
Description: Provision of improved signage and pavement markings to promote safe driver behaviour at the Winchelsea School Crossing.
Budget: \$1k
Completion date: October 2015
- **Connewarre Hall Upgrade**
Description: Refurbishment of the Connewarre Hall toilets as part of Council's Building Renewal Program
Budget: \$37,000
Completion date: October 2015
- **Connewarre Hall & Recreation Reserve and Kalkarra Park Playground Renewal Works**
Description: Renewal works to the playgrounds at Connewarre and Kalkarra including new equipment and landscaping.
Budget: \$151K
Completion date: December 2015
- **Newling Reserve and Connewarre Hall & Recreation Reserve Bike Park Renewal Works**
Description: Bike park renewal works to Connewarre bike park and upgrade works to Newling Reserve Bike Park
Budget: \$16K
Completion date: December 2015
- **Project name: Intersection Sealing**
Description: Intersection Sealing improvements at 3 locations - McMillans Lane, Thomas Road and Prices road.
Budget:35k
Completion date: February 2016
- **Winchelsea World War 1 memorial**
Description: A memorial to commemorate the World War 1 Victoria Cross recipients including Albert Jacka and also the Winchelsea & District Service men and women who served in World War 1
Budget: \$49,432
Completion date: March 2016
- **Chocolaterie Development and associated access works**
Description: The Chocolaterie development on the corner of Elkington Road and Great Ocean Rd, Bellbrae also requires upgrades to the service road and Elkington Rd
Budget:\$600,000 (includes \$300,000 contribution from RDV)
Completion date: December 2015
- **Winchelsea Common Lead Shot Management**
Budget: \$71K
Status: Surf Coast Shire contribution to a project being led by the Department of Environment, Land, Water and Planning. Discussion about scope of project in progress.
- **Winchelsea Common CCMA Plains Tender**
Budget: \$14.5K
Status: Council was awarded this tender by Corangamite Catchment Management Authority to undertake environmental protection and improvement work, in progress.
- **Growing Winchelsea Place Making Strategy / Winchelsea Town Centre Precinct Plan**

2.2 Winchelsea Ward Update

Budget: \$55.5K

Status: These funds have been combined with infrastructure project funds for Town Centre Beautification to leverage National Stronger Regions grant funds. Application in progress.

- **Drinking Fountain – Winchelsea Health Club**

Budget: \$3K

Status: Planning in progress. To be completed by December 2015.

- **Long Day Care Planning - Winchelsea**

Budget: \$10K

Status: Surf Coast Shire partner contribution to Hesse Rural Health project.

Events

The Winchelsea Ward has hosted a number of events over the recent months. A snapshot of some recent and upcoming events as follows:

- **Surf Coast Arts Trail**

Date: Saturday 15 and Sunday 16 August, 2015.

- **Winchelsea Spring Flower Show**

Description:

Date: Saturday 22 August, 2015.

Attendance: 1,500 people.

- **Trick or Treat Kidz Fest @ Barwon Park**

Description:

Date: Sunday 25 October, 2015.

Attendance: Not available at time of writing the report.

- **Ravens Creek Farm Festival**

Description: New event.

Date: Sunday 25 October, 2015.

Attendance: Not available at time of writing the report.

- **Uniting Church Art and Photography Show and Open Town Studio**

Date: Friday 30 October to Monday 2 November, 2015.

Attendance: Not available at time of writing the report.

Other community updates

- **Winchelsea Swimming Pool**

Gates will open at Winchelsea Pool for the 53rd year on Saturday 5 December 2015, and close on Monday 14 March 2016. Hours of operation remain un-changed 12noon – 6pm, 7 days a week. The pool is closed on Christmas Day, Boxing Day, New Year's Day, Extreme and Code Red Days. We look forward to both senior members of staff returning, as well as 9 of our 11 junior lifeguards providing familiar and strong links with the local community.

- **Winchelsea Pool Surrounds Project**

Description: The large oak trees along the swimming pool river side boundary provide welcome shade in summer. However, they also make it difficult to grow grass along the embankment which is a high traffic area. This project will see the installation of a synthetic grass surface and picnic tables to provide a more user friendly area and ensure less dirt is carried into the pool that affects the water quality.

Budget: \$60k

Completion date: November 2015

- **Winchelsea Health Club**

Members - There were a total of 149 active members at the end of September.

2.2 Winchelsea Ward Update

Challenge - The Health Club recently completed an 8 week "Beat the Winter Blues" challenge. 30 members registered for the program and achieved some fantastic results with significant overall weight loss and lean muscle gains. One proud member lost a total of 9kg which drew the admiration of fellow members and staff at the Club.

The Club introduced extra pop up challenge classes on alternating weeks during the challenge including pilates (Thursday, 7:00pm - 7:40pm) and TABATA/high intensity interval training (Tuesday 10:00am - 10:45am) that were well received and may continue subject to ongoing member attendance.

Promotion: Jayden Overall is working with Collette Naufal (SCS Health and Wellbeing officer) to identify further opportunities to raise awareness of our Health Club within the community.

Operating Hours Trial - The Health Club are trialling a change in operating hours from 10 October to Christmas. The gym is now closed 5pm – 7pm Friday and open Saturday 9am – 11am. The attendance numbers and member feedback are being monitored to inform the evaluation process to determine if this should be considered as a permanent change or continue with the existing operating hours.

Winchelsea Star – Health Club's oldest member Roma Schroeter recently featured in the Star providing some insights into her recipe for a long and active life (refer Attachment 1). The Winchelsea Health Club Class Timetable continues to be advertised in the Winchelsea star on a weekly basis.

- **Winchelsea Health and Wellbeing**

The Winchelsea Health and Wellbeing Project continues to provide a range of activities and opportunities for services, community and individuals to participate in with the objective of increasing connection and wellbeing. The Youth movie nights continue to be popular with around 17 young people attending the monthly Friday night film screenings at the Community House. The University of the 3rd Age (U3A) hosted a launch for the Winchelsea campus on October 8. Classes including embroidery and other occasional lectures will be available for seniors to participate in. The Winchelsea Service Provider Network has agreed on a program of work for 2015/16 aimed at increasing physical and promoting local services to the community. The network meets bimonthly at the Eastern Reserve.

- **Winchelsea Youth Space Consultation**

Following the delivery of the Winchelsea Health and Wellbeing Project in June this year the Youth Development Team (YDT) was invited to present to the Bendigo Bank Board to showcase learnings from the project.

As a result of the presentation to the Board, Bendigo Bank offered to assist the YDT to establish a youth specific place for young people to call their own. The Board offered the Bank's garage and Board room and advised they would assist with and provide the funds required to fit out the space. Two "youth drop in" consultation days were held during the school holidays showing young people the space and collecting comments and feedback regarding the establishment of a youth space in Winchelsea.

The Lions club provided great support through provision of a BBQ both days. In total, across the two days the YDT consulted with 54 young people from Winchelsea. Overwhelmingly the feedback collected was positive and reinforced the need to establish a place for young people.

Financial Implications

Any financial implications have been outlined within the body of the report.

Council Plan

Theme	Nil
Objective	Nil
Strategy	Nil

Policy/Legal Implications

Council Plan Objective: Inclusive and accountable governance and community focused infrastructure services.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

2.2 Winchelsea Ward Update

Risk Assessment

All projects listed above have included risk assessment.

Social Considerations

Council provides and maintains community infrastructure to specified standards in adopted Asset Management Plans. Safe, attractive and appropriate facilities, and properly coordinated events contribute significantly to health and well-being outcomes in the community.

Community Engagement

Not relevant.

Environmental Implications

Environmental implications of each project are considered during the planning phase of each project.

Communication

This report is provided to inform the Winchelsea Ward community.

Conclusion

A range of infrastructure works and community events have been undertaken, or are scheduled to occur in the near future in the Winchelsea Ward. A summary of these activities is provided within the report for information

2.3 Review of Torquay Farmers Market Licence Agreement

Author's Title: Property & Legal Services Officer

General Manager: Sunil Bhalla

Department: Governance & Risk

File No: F14/874

Division: Governance & Infrastructure

Trim No: IC15/197

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

In accordance with Local Government Act 1989 –
Section 80C:

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To receive and note the outcomes of the review into the operation of the Torquay Farmers Market.

Summary

The Farmers Market commenced in April 2014 and has been running every Saturday for sixteen months. The existing Licence Agreement expires on 31 October 2017 with a requirement to review after one year.

A review was completed taking into consideration the following:

- Waste Management;
- Compliance – Public Liability Insurance, conditions of Licence Agreement, payment of monthly Licence Fees, pack up of site, food handling requirements;
- Accessibility – Parking, accessible pathways, amenities;
- Maintenance requests from the site;
- Feedback - from members of the community.

Recommendation

That Council note the success of the Torquay Farmers Market and continue with the existing Licence Agreement until 31 October 2017.

Report

Background

At its ordinary meeting on 28 October 2014, Council resolved to enter into a Licence Agreement for the Torquay Farmers Market.

Council resolved to “approve the extension of the Licence Agreement for a Farmers Market at 1 Merrijig Drive Torquay including the following conditions:

- A licence period of three years with a review after one year;
- Item 8 – Schedule - Licence Fee increased by CPI annually;
- Clause 14 (c) – The Licensor may terminate the Licence Agreement at any time by providing the Licensee with three months’ notice in writing.
- That no access to Surf Coast Shire Civic Precinct Building is undertaken by the markets community members during the period of the market.”

Discussion

In accordance with the first condition of the Council resolution, a review has now been undertaken.

The following points were considered as part of the review:

Waste Management	Comments	Compliance
Rubbish removed from site	<ul style="list-style-type: none"> • No customer requests received 	✓
Compliance		
Public Liability Insurance	<ul style="list-style-type: none"> • In accordance with Clause 7(d) of the Licence Agreement a certificate has been supplied and is current to May 2016 	✓
Payment of Licence Fee	<ul style="list-style-type: none"> • In accordance with Clause 4 of the Licence Agreement the tenant has sent monthly reports to Council in order to inform the number of stallholders in attendance per month. • All invoices have been paid to date. • A CPI increase will be applied to the rental amount on 1 November 2015 	✓ ✓ ✓
Food Handling	<ul style="list-style-type: none"> • Environmental Health Officers conducted an audit on Saturday 29 August 2015, no issues were identified. 	✓
Pack up of site	<ul style="list-style-type: none"> • Completed within timeframes 	✓
Accessibility		
Adequate parking	<ul style="list-style-type: none"> • Parking available near Council Offices and nearby Grant Pavilion 	✓
Adequate paths for foot traffic	<ul style="list-style-type: none"> • Footpath and road provides foot traffic access to the market stall holders 	✓
Toilet facilities	<ul style="list-style-type: none"> • The nearby Grant Pavilion provides toilet facilities. 	✓
	<ul style="list-style-type: none"> • Unsecured access was granted to the Council Offices using Councillor Bell’s security pass in January 2015. 	✗
Maintenance		
Customer Requests received	<ul style="list-style-type: none"> • No requests for maintenance have been received since commencement of the market. 	✓
Feedback		
Sporting Community – Grant Pavilion and Surrounds	<ul style="list-style-type: none"> • No complaints received 	✓
Community	<ul style="list-style-type: none"> • A complaint was received regarding the layout of the market on a windy day. <p>Council Officers have written to the tenant requesting a copy of the risk assessment that is in</p>	✗

	place for windy days. If the layout of the market requires change due to conditions, the tenant may need to apply for an amendment to the existing planning permit.	
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Financial Implications

A CPI increase will be applied to the rental on 1 November 2015 in accordance with the Licence Agreement.

As at 24 August 2015, revenue from the Licence Agreement is \$13,529.00.

Council Plan

Theme 2 Governance
Objective 2.4 Transparency in decision making and access to information
Strategy 2.4.3 Ensure decision-making is as transparent as possible.

Policy/Legal Implications

All terms and conditions in the current Licence Agreement have been complied with.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

The tenant has provided a current copy of Public Liability Insurance indemnifying Surf Coast Shire.

Social Considerations

There are no social implications associated with this report.

Community Engagement

No community engagement is required.

Environmental Implications

There are no environmental implications associated with this report.

Communication

No communication is required.

Conclusion

Apart from a couple of minor issues, the market has operated in accordance with the license conditions. Given the success of the market, it is recommended to continue with the current Licence Agreement for a Farmers Market at 1 Merrijig Drive, Torquay until 31 October 2017.

2.4 Extension of Term Audit and Risk Committee Independent Member & Chair

Author's Title: Coordinator Governance & Procurement

General Manager: Sunil Bhalla

Department: Governance & Risk

File No: F15/403

Division: Governance & Infrastructure

Trim No: IC15/554

Appendix:

1. Audit and Risk Committee Charter- Adopted - July 2013 (D13/134800)

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 – Section 80C:

Yes

No

Reason: Nil

Status:

Information classified confidential under Section 77 of the Local Government Act:

Yes

No

Reason: Nil

Purpose

To re-appoint two independent representatives of the Audit and Risk Committee for a further twelve months from 1 February 2016 to 31 January 2017, and to re-appoint one of the representatives' as the Chair of the Committee.

Summary

The Audit and Risk Committee Charter, which was adopted by Council at a Council Meeting held on the 23 July 2013 requires four independent representatives to be appointed to the Committee by Council. The Charter also provides for a maximum term of four years.

The terms for Mr Brian Keane, independent representative and currently the Chair of the Audit and Risk Committee and Ms Melissa Field, independent representative of the Audit and Risk Committee, expire on 31 January 2016.

It is proposed that Mr Keane's term as the independent representative and Chair of the Committee and Ms Field's term as an independent representative is extended to 31 January 2017. This will provide a two year overlap between the four representatives of the Committee.

Both Mr Keane and Ms Field have agreed to extend their terms to the Committee until 31 January 2017.

Recommendation

That Council:

1. Re-appoint Mr Brian Keane and Ms Melissa Field as independent representatives to the Council's Audit and Risk Committee for a further twelve months concluding 31 January 2017.
2. Re-appoint Mr Brian Keane as the Chair of the Audit and Risk Committee until 31 January 2017.

2.4 Extension of Term Audit and Risk Committee Independent Member & Chair

Report

Background

The Audit and Risk Committee Charter, which was adopted by Council at its meeting on 23 July 2013, requires four independent representatives to be appointed to the Committee by Council. The Audit and Risk Committee Charter outlines the process for appointing independent representatives to the Audit and Risk Committee (refer Appendix 1).

Discussion

The terms of Mr Brian Keane, independent representative and currently the Chair of the Audit and Risk Committee and Ms Melissa Field, independent representative of the Audit and Risk Committee, expire on 31 January 2016.

It is proposed to extend Mr Keane's term as the independent member and Chair of the Committee and Ms Field's term as an Independent representative to 31 January 2017. This arrangement will give a two year overlap between the four representatives of the Committee. The other two independent representatives Mr John Gaven's and Ms Debra Russell were appointed in January 2015.

Both Mr Keane and Ms Field have agreed to extend their terms to the Committee until 31 January 2017.

Financial Implications

In line with the Audit and Risk Committee Charter, Council may set the level of remuneration for the independent committee representatives annually. The current fees paid to the Committee's independent members are \$2,000 per year for each member (\$500 per meeting). The Chair is paid an additional sum of \$250 for attendance at Council briefings. These costs are included in the annual Budget.

Council Plan/ Policy/Legal Implications

Council is required to establish an Audit Committee pursuant to Section 139 of the *Local Government Act 1989*. The Committee is an Advisory Committee appointed by Council and operates in accordance with the Audit and Risk Committee Charter adopted by Council.

This proposal also complies with section 5.3 of Council's Audit and Risk Committee Charter.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

A primary function of the Committee is to:

1. Implement a sound system of risk oversight and management.
2. Implement an effective and efficient internal control system.
3. Protect the Council's assets.
4. Protect against litigation and claims.
5. Protect against fraud.

Social Considerations

Not Applicable

Community Engagement

Not Applicable

Environmental Implications

Not Applicable

Communication

Not Applicable

Conclusion

That Council:

1. Re-appoint Mr Brian Keane and Ms Melissa Field as independent representatives to the Council's Audit and Risk Committee for a further twelve months concluding 31 January 2017.
2. Re-appoint Mr Brian Keane as the Chair of the Committee until 31 January 2017.

2.5 Potential Sale of Council Land - 3 Deans Marsh-Lorne Road, Deans Marsh

Author's Title: Property & Legal Services Officer

General Manager: Sunil Bhalla

Department: Governance & Risk

File No: F15/1556

Division: Governance & Infrastructure

Trim No: IC15/447

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

In accordance with Local Government Act 1989 –
Section 80C:

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To declare Council's intention to sell property located at 3 Deans Marsh-Lorne Road, Deans Marsh.

Summary

This report seeks Council's support to sell Council property located at 3 Deans Marsh-Lorne Road, Deans Marsh.

This property is currently not utilised by Council and is unable to be sold as a single property as the parcel is not large enough to accommodate a dwelling or a small business and the associated Effluent Disposal Field. If the land was consolidated into a single allotment, there is potential the land could be developed with a dwelling or utilised by a small business.

Recommendation

That Council:

1. Declare its intention to sell the property located at 3 Deans Marsh-Lorne Road, Deans Marsh.
2. Issue a public notice of intention to sell Council land and invite public submissions in accordance with Section 223 of the Local Government Act.
3. Consider any submissions received from the public submission process.
4. Include a requirement to consolidate the lots located at 3 and 5 Deans Marsh-Lorne Road, Deans Marsh as a condition of sale.
5. Note that at the time of sale the valuation shall not be more than six months old and reflect the development potential of the consolidated allotment.

2.5 Potential Sale of Council Land - 3 Deans Marsh-Lorne Road, Deans Marsh

Report

Background

Details regarding the property:

- First owned by the Shire of Winchelsea since 1972;
- Zoning – Township Zone;
- Size – 653.85m²;
- Vacant land next to old Country Fire Authority (CFA) shed;
- Current use by Council – The site was home to a bore and pumping shed but this has since been decommissioned and the shed has been removed. Council no longer utilises the land for any purpose;
- CFA has relocated to 1 Deans Marsh-Lorne Road;
- CFA was going to put 5 Deans Marsh-Lorne Road to Auction; however, it has since discovered that planning restrictions do not allow a purchaser to utilise the land. The restriction is due to effluent disposal.



Discussion

Both properties at 3 and 5 Deans Marsh-Lorne Road as standalone parcels are unable to be utilised due to the fact that the parcels are not large enough to accommodate a dwelling or a small business and the associated Effluent Disposal Field. If the land in the two parcels was consolidated into a single allotment, there is potential that the land could be developed with a dwelling or small business.

Due to the restriction mentioned above, it is proposed that Council consider selling this land and request as a condition of the sale that both properties be consolidated in order for the land to become useable in the future.

The recommended sale price for the property will be determined by a current market valuation obtained from a qualified Valuer. The valuation shall reflect the development potential of the land post consolidation with 5 Deans Marsh-Lorne Road.

It is recommended that Council endeavour to sell the property in early 2016.

If the disposal is supported, the following process needs to be followed:

- Council resolution supporting the sale.
- Advertise Notice of intention to sell the land in accordance with Section 223 of the Local Government Act 1989.
- Hold a Hearing of Submissions meeting if necessary.

2.5 Potential Sale of Council Land - 3 Deans Marsh-Lorne Road, Deans Marsh

- Obtain a current market valuation for the property which considers the future consolidation of the land.
- Instruct lawyers to draw Contract of Sale, transfer paperwork and arrange a settlement date.

Financial Implications

- The costs associated with selling the property include Valuation of Land, Legal and Land Registry fees totalling approximately \$3,000.00
- The revenue from the sale after costs would be allocated to unallocated cash.

Council Plan

Theme 4 Infrastructure
Objective 4.2 Accessible and well maintained Council facilities
Strategy 4.2.1 Ongoing review of maintenance service levels.

Policy/Legal Implications

- Section 223 Local Government Act 1989
- Sale or Exchange of Council Land Policy
- Local Government Best Practice Guidelines for Sale, Exchange or Transfer of Land.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

If the property is not sold, it will still need to be maintained by Council.

Social Considerations

Selling the property will allow the property to be used for many purposes.

Community Engagement

A public notice inviting submissions will be published in accordance with Section 223 of the Local Government Act 1989.

Environmental Implications

There are no environmental implications associated with this property.

Communication

As included under the heading of Community Engagement.

Conclusion

The sale of 3 Deans Marsh-Lorne Road, Deans Marsh is considered appropriate in order to allow the property to be utilised into the future. Council has no plans to utilise the land.

2.6 Proposed Road Discontinuance - McMillan Street Precinct, Anglesea

Author's Title: Property & Legal Services Officer

General Manager: Sunil Bhalla

Department: Governance & Risk

File No: F14/552

Division: Governance & Infrastructure

Trim No: IC15/491

Appendix:

1. Map of Encroachment Area Anglesea Kindergarten (D15/96701)

Officer Direct or Indirect Conflict of Interest:

Status:

In accordance with Local Government Act 1989 –
Section 80C:

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To declare Council's intention to permanently discontinue the unused road behind the McMillan Street Precinct in Anglesea.

Summary

The Anglesea Kindergarten playground has encroached onto an unused road reserve within the McMillan Street Precinct for many years.

As part of the redevelopment of the kindergarten, the playgroup building has been demolished and the playground will be redeveloped into one integrated play space for all programs on the site. The Kindergarten Committee has requested to retain the area of encroachment for use as their playground facility.

The Anglesea Memorial Hall has also encroached into the road reserve since 2004 after Council built an extension. This extension, together with the Anglesea Kindergarten encroachment, makes the road reserve inaccessible to vehicles.

The road is not on Council's Road Register, and therefore not maintained. Vehicle access has been blocked off from this road since at least 1993 and it is therefore proposed to discontinue the road as it is no longer required for that purpose.

The discontinuation will resolve the encroachment from the rear of 1 McMillan Street Anglesea by the Anglesea Kindergarten and the rear of 1B McMillan Anglesea by the Anglesea Community Hall.

Recommendation

That Council:

1. Note the encroachments from the Anglesea Kindergarten and the Anglesea Memorial Hall on an unused local road as shown in the attached map in Appendix 1.
2. Advertise its intention to permanently discontinue the local road behind the McMillan Street Precinct at the rear of 1, 1A and 1B McMillan Street in Anglesea and invite submissions in accordance with Section 223 of the Local Government Act 1989.
3. Write to affected property owners advising of the submission process.

2.6 Proposed Road Discontinuance - McMillan Street Precinct, Anglesea

Report

Background

The Anglesea Kindergarten playground has encroached on the road marked in red in the map below for many years. The building was initially used as the Maternal and Child Health Centre and originally did not include a playground space. However, when the playgroup began utilising the building, a playground area was fenced in at the rear of the site.



A search of Council records to determine the history of this encroachment has not been undertaken. Advice from the Kindergarten committee indicates that the Shire of Barrabool permitted use of the land in question in the early 1990s.

As part of the redevelopment of the kindergarten, the playgroup building has been demolished and the playground will be redeveloped into one integrated play space on the site.

The Kindergarten Committee has completed a plan for the playground space and has requested to retain the use of the area of encroachment. Whilst this area of land has been used for many years, a formal decision was never made and it is recommended that Council commence a process to formally recognise the arrangement.

The Anglesea Memorial Hall has also encroached into the road reserve since 2004 after Council built an extension which utilises part of the road reserve. The hall extension was a \$140,000 upgrade to improve access to the hall and better accommodate increasing number of regular and casual users. \$70,000 was funded by the Department of Innovation, Industry and Regional Development. The upgrade project to the hall was in accordance with the Anglesea Community Precinct Masterplan. This extension together with the kindergarten playground encroachment, make the road reserve inaccessible to vehicles.

Discussion

The current legal status of the land is 'Road'. The road is not on Council's Road Register and not maintained. Vehicle access has been blocked to this road since at least 1993. Accordingly, it is proposed that the road be discontinued.

The road also contains a Barwon Water sewer main. In the event of road discontinuation, a 2 metre wide easement over the sewer main will be acceptable to Barwon Water.

2.6 Proposed Road Discontinuance - McMillan Street Precinct, Anglesea

Council support is sought to commence the discontinuance process by advertising our intention to formally close the road.

Should Council support the discontinuation, the following process will need to be undertaken:

Process	Responsibility
Invite Submissions under Section 223 of Local Government Act by publishing Public Notice	Council
Write to affected property owners	Council
Hearing of Submissions	Council
Council to consider report for proposed discontinuation	Council
Publish advertisement in Government Gazette, if supported	Council

On discontinuation the land occupied by the road will revert to freehold land in the name of Surf Coast Shire Council.

Financial Implications

The minor costs associated with the discontinuation can be covered from the operating budget.

Council Plan

Theme 2 Governance
Objective 2.4 Transparency in decision making and access to information
Strategy 2.4.3 Ensure decision-making is as transparent as possible.

Theme 3 Communities
Objective 3.2 Quality Assessment Ratings for Aged & Family Services
Strategy 3.2.4 Ensure high quality community services are provided

Policy/Legal Implications

This proposal is in accordance with Schedule 10(3) and Section 223 of the Local Government Act 1989.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

The McMillan Street Community Precinct is a well utilised and valued asset with many stakeholders involved in the site. As such, Council's decision about future use of this precinct has the potential to carry a high level of public interest.

Social Considerations

Discontinuation of the road which is not available for public access will provide the opportunity to formalise the community use which has been occurring for many years.

Community Engagement

A public notice will be published to advertise Council's intent to discontinue the road and invite submissions in accordance with Section 223 of the Local Government Act 1989.

Abutting property owners will receive written notification inviting submissions as detailed above.

Emergency Services will also be contacted regarding the proposal.

Environmental Implications

Not relevant.

Communication

As listed under the heading of Community Engagement.

2.6 Proposed Road Discontinuance - McMillan Street Precinct, Anglesea

Conclusion

Parts of an unused road behind the McMillan Street Community Precinct are encroached by the Anglesea Kindergarten and Anglesea Memorial Hall. It is proposed that Council declare its intention to discontinue the road and formalise the community use which has been occurring for a number of years.

2.7 Proposal to Lease Council Land for Commercial Use - 325 Mousley Road Winchelsea

Author's Title: Property & Legal Services Officer

General Manager: Sunil Bhalla

Department: Governance & Risk

File No: F15/1356

Division: Governance & Infrastructure

Trim No: IC15/254

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

In accordance with Local Government Act 1989 –
Section 80C:

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Reason:

Purpose

To declare its intention to lease for commercial purposes Council owned land at 325 Mousley Road, Winchelsea.

Summary

Council owned land located at 325 Mousley Road, Winchelsea is currently vacant apart from approximately 1500 square meters utilised by the Victoria State Emergency Services.

The Growing Winchelsea Plan does not provide specific guidance for this site. However, Council has previously stated that it is not economically feasible to subdivide or develop the land at this point in time.

Council has received a proposal to lease the land for a landscape garden supply business.

Recommendation

That Council:

1. Provide in-principle support to the proposal to lease 325 Mousley Road, Winchelsea for a landscaping business.
2. Advertise its intention to lease inviting public submissions in accordance with Section 223 of the Local Government Act 1989.

2.7 Proposal to Lease Council Land for Commercial Use - 325 Mousley Road Winchelsea

Report

Background



Details of the property:

- Vacant land – area highlighted orange;
- Winchelsea SES site – area highlighted green.
- Zoning - Industrial 1 Zone;
- Size – Approximately 15,500m² – area highlighted orange;

This land was considered for disposal at Council Briefing in April 2015. However, it was agreed to retain it as there is currently very little demand for Industrial Land in Winchelsea.

Discussion

A proposal has been received to lease part of the site above to operate a landscape garden supply business. A plan showing the proposed lease area is included below.

2.7 Proposal to Lease Council Land for Commercial Use - 325 Mousley Road Winchelsea



The Growing Winchelsea Plan does not have any specific guidance for this site. However it states that it is not economically feasible for Council to subdivide the land at this stage.

Summary of Lease Proposal:

- **SIZE OF LAND** – 1.23 acres with Princes Highway frontage.
- **DESIRED TERM OF LEASE** – 2 years to determine viability, with an option to renew for a further 5 years.
- **NATURE OF BUILDINGS** – Office, shop front, product and equipment storage and amenities will be located in a building that will consist of a combination of re-locatable containers with a common roof.
- **CONNECTION OF SERVICES** – The prospective Lessee is willing to bear the connection costs of existing services, however wishes to negotiate the installation of new services and the costs with Council.
- **BUYING THE LAND** - The proposed tenant does not wish to buy the land at this stage given he has not had the chance to test the viability of his business.

The proposed tenant has requested the use of 1.23 acres.

If the lease is considered viable, inclusion of a clause in the lease is recommended requiring the tenant to remediate the site to Council's satisfaction at the end of the lease.

Although the agreement can be executed under the Chief Executive Officer's delegation, we seek Council feedback regarding the proposal.

2.7 Proposal to Lease Council Land for Commercial Use - 325 Mousley Road Winchelsea

Financial Implications

Council could potentially raise revenue from leasing the premises rather than the land sitting idle. Depending on the final negotiation, it could also cost Council money to get the site ready for a business.

Council Plan

Theme 2 Governance
Objective 2.1 Robust risk management framework and processes
Strategy 2.1.2 Stocktake of leases, licences and agreements with a risk focus.

Policy/Legal Implications

Council has yet to adopt a Lease and Licence Policy for Council owned and managed land.

In accordance with Section 190(3)(c) of the Local Government Act 1989 this Lease proposal is required to be advertised under Section 223 of the Local Government Act 1989 because the proposal includes the construction of new buildings.

Retail Leases Act 2003 will apply in this circumstance if a lease is considered.

Although the agreement can be executed under the Chief Executive Officer's delegation, we seek Council feedback regarding the proposal.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

There is a risk associated with entering into a lease agreement and not being able to terminate it if Council is approached by a purchaser wishing to buy the land.

There is a financial risk associated with the land sitting idle.

Social Considerations

There are no social considerations associated with this report.

Community Engagement

This proposal will be advertised in accordance with the Section 223 of the Local Government Act and submissions.

Environmental Implications

If the proposal is considered feasible, consideration should be given to including a condition in the agreement to ensure any contamination caused by the tenant is remediated prior to departure.

Communication

This proposal will be advertised in accordance with the Local Government Act.

Conclusion

A request has been received to lease Council owned land located at 325 Mousley Road, Winchelsea for a landscaping business. It is recommended that Council provide in-principle support to the proposal and undertake a public submission process in accordance with Section 223 of the Local Government Act.

3. ENVIRONMENT & DEVELOPMENT

3.1 Winchelsea Common Remediation and Open Space Planning Update

Author's Title: Manager Environment & Community Safety **General Manager:** Kate Sullivan

Department: Planning & Environment **File No:** F14/866

Division: Environment & Development **Trim No:** IC15/574

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 – Section 80C:

Yes

No

Reason: Nil

Status:

Information classified confidential under Section 77 of the Local Government Act:

Yes

No

Reason: Nil

Purpose

To receive and note a progress update on the remediation and open space planning of the Winchelsea Common.

Summary

The Winchelsea Common remains closed to public access due to high levels of contaminants present on-site in the form of lead shot, clay targets and plastic cartridges. These items contain lead, antimony and polycyclic aromatic hydrocarbons which can be toxic to humans if ingested.

The Environment Protection Authority (EPA) has requested the Department of Environment, Land, Water and Planning (DELWP) to prepare a Clean-Up Plan for the site. This Clean-Up Plan will define which parts of the site can be accessed by the community after the clean-up has occurred. This is determined by EPA in regard to their requirements under legislation.

Council continues to carry out general maintenance on the Winchelsea Common as required, including managing access, grass slashing and pest plant and animal control.

Remediation of the site will take some time due to the level of contamination and cost of the clean-up activities as specified by EPA. During 2016, Council and DELWP will work with the community, including Growing Winchelsea Incorporated, to commence the first phase of the clean-up and to develop the preferred open space plan for the site where access will be permitted.

Recommendation

That Council

1. Note the status of the remediation and open space planning at the Winchelsea Common.
2. Note the Clean-Up Plan being prepared by Department of Environment, Land, Water and Planning as required by the Environment Protection Authority.
3. Resolve to work with the Department of Environment, Land, Water and Planning to commence a community consultation program with the Winchelsea community in 2016 after the Clean-Up Plan has been approved by the Environment Protection Authority.

3.1 Winchelsea Common Remediation and Open Space Planning Update

Report

Background

The Winchelsea Common was home to the Winchelsea Gun Clubs shooting operations since the 1950s. As a result lead shot, clay target fragments and plastic casing have contaminated the Common as a consequence of the Gun Clubs activities.

The Common remains closed to public access due to high levels of contaminants present on-site in the form of lead shot, clay targets and plastic cartridges. These items contain lead, antimony and polycyclic aromatic hydrocarbons which can be toxic to humans if ingested.

The State Government and Council have recognised the contamination as a public health risk. The Environment Protection Authority (EPA) has requested the Department of Environment, Land, Water and Planning (DELWP) to prepare a Clean-Up Plan for the site.

Council continues to carry out general maintenance on the Winchelsea Common. This includes managing access, grass slashing and pest plant and animal control.

Discussion

DELWP, in collaboration with Council has engaged specialist consultants to develop a Clean-Up Plan for the site. The plan must be reviewed and endorsed by an EPA approved Environmental Auditor and must meet EPA requirements for public safety. The Clean-Up Plan is due to be submitted to EPA by 30 November 2015 by DELWP.

Detailed investigations have confirmed that high levels of lead, antimony and polycyclic aromatic hydrocarbons (PAHs) contamination is present throughout most of the Winchelsea Common. The contamination levels are well understood and have been mapped in detail across the site. Investigations have also identified the Winchelsea Common as having high ecological value; in particular the nationally significant Grassy Eucalypt Woodland of the Victorian Volcanic Plain is present on site. Any clean up actions will aim to protect areas of high vegetation significance.

Remediation of the site will take some time due to the level of contamination and cost of the clean-up activities as specified by EPA. During 2016, Council and DELWP will work with the community, including Growing Winchelsea Inc, to commence the first phase of the clean-up and to develop the preferred open space plan for the site where access will be permitted.

Financial Implications

Council has allocated adequate resources in the 2015-16 budget to contribute to the development of the Clean-Up Plan. Further resources will be sought as clean up and open space plans are developed and approved.

Council Plan

Theme 1 Environment
Objective 1.1 Preserve and enhance the natural environment
Strategy 1.1.3 Protect and enhance biodiversity in Nature Reserves

Theme 3 Communities
Objective 3.3 Preservation of peaceful, safe and healthy environments
Strategy 3.3.1 Monitor and enforce where required relevant legislation to ensure a safe and peaceful community including residential amenity, safety in public places and community liveability.

Theme 4 Infrastructure
Objective 4.2 Accessible and well maintained Council facilities
Strategy 4.2.2 Review of master plans to determine deficiencies.

Policy/Legal Implications

A Clean Up Notice under the Environment Protection Act (1970) has been issued to DELWP. Council is assisting DELWP to meet the conditions of that notice.

3.1 Winchelsea Common Remediation and Open Space Planning Update

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest

Risk Assessment

There are public health, flora, fauna and other environmental risks that must be managed.

Social Considerations

The restoration of the Common so that it can be used once again for public open space is very important to the Winchelsea community. One of the four themes in the Growing Winchelsea Structure Plan is 'Activities for old & young'. This includes:

- Consider access and inclusion for people of all abilities in order to promote a healthy and active community.
- Provide a network of safe and sustainable pathways to link key community assets, public spaces and recreation areas.
- Support and promote opportunities that foster the community spirit within the town.
- Prioritise active lifestyles by providing good pedestrian access through development with clear links to key attractions and improved public transport hubs

Community Engagement

Once EPA have approved a Clean-Up Plan, Council and DELWP can work with the community, particularly Growing Winchelsea Inc, to commence the next phase of the clean up and to develop the open space plans for the site. It is estimated this will be able to commence in mid 2016.

Environmental Implications

There are significant environmental assets and issues on the Common, however, there are no environmental implications with the recommendations in this report.

Communication

Progress on the remediation and open space planning of the Winchelsea Common was discussed at a Growing Winchelsea Inc. meeting on the 11 November 2015. Further communications are planned after the Clean-Up Plan is approved.

Conclusion

Remediation of the site will take some time due to the level of contamination and cost of the clean-up activities as specified by EPA. During 2016, Council and DELWP will work with the community, including Growing Winchelsea Inc, to commence the first phase of the clean-up and to develop the preferred open space plan for the site where access will be permitted.

3.2 Winchelsea RV Friendly Town - Report on Consultation

Author's Title: Coordinator Business & Tourism Strategy **General Manager:** Kate Sullivan

Department: Economic Development & Tourism **File No:** F15/827

Division: Environment & Development **Trim No:** IC15/169

Appendix:

1. 'Have Your Say' Winchelsea RV Friendly Parking Area Consultation Flyer (D15/79943)
2. Plan - Winchelsea RV Friendly Parking Area (D15/79871)
3. FAQs - Winchelsea RV Friendly Parking Area (D15/79942)
4. Letter from Winchelsea Caravan Park - Free RV Overnight Parking (D15/47904)

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 – Section 80C:

Yes

No

Status:

Information classified confidential under Section 77 of the Local Government Act:

Yes

No

Reason: Nil

Reason: Nil

Purpose

To consider the outcomes of consultation with local Winchelsea residents and the Winchelsea Caravan Park in relation to a Winchelsea RV Friendly Parking area proposal from Growing Winchelsea Inc.

Summary

A consultation and community engagement plan was created to invite comment on the RV friendly concept proposed by Growing Winchelsea for the open space area of the Barwon River near the corner of Barwon Terrace and Mercer Street. In total 54 local residents and 51 external interested parties provided feedback on the concept via letters, emails and attending listening posts.

Consultation revealed mixed support for the concept of Winchelsea becoming an RV Friendly Town with sentiment on the location ranging from positive to strong opposition.

Information received from Caravan & Motorhome Club of Australia (CMCA) indicates a minimum 10 spaces is required to achieve 'RV Friendly Town' status which is not suitable for the proposed site.

Discussions held with the Winchelsea Caravan Park and Barwon Hotel revealed a willingness by both businesses to provide RV Friendly sites within their premises to assist Winchelsea on a path to becoming RV Friendly. Pursuing RV sites on private land is considered the best way to test the merits of demand for RV sites in Winchelsea and at the same time maximise yield. After a 12 month period the demand for additional sites could be reviewed.

No objections were received from key stakeholders such as Corangamite Catchment Management Authority and Department of Environment, Land, Water and Planning (DELWP).

Recommendation

That Council:

1. Note that the Winchelsea RV Friendly Parking area proposal by Growing Winchelsea represents the provision of a new service not currently provided by Council with indicative cost estimates of \$39,500 to establish plus \$39,700 annually.
2. Note the mixed community feedback received regarding the proposed location of RV friendly parking at the corner of Barwon Terrace and Mercer Street.
3. Work with identified local businesses to create RV friendly sites on private land.
4. Prepare marketing material to promote RV friendly sites in Winchelsea once established.
5. Review the requirement for the provision of additional RV Friendly parking sites after the 12 month trial period.

3.2 Winchelsea RV Friendly Town - Report on Consultation

Report

Background

Growing Winchelsea Inc. collected 191 signatures on a petition between 17 February 2015 and 29 March 2015 requesting Council declare "Winchelsea an RV friendly town by allowing free camping along our beautiful Barwon River, thus attracting tourists and contributing to the economy of our town." The proposed site was on the Barwon River below the intersection of Mercer Street and Barwon Terrace, Winchelsea.

At the 23 June 2015 Council Meeting, Council resolved that further consultation must be done with the Winchelsea community in regards to an RV Friendly Parking area, in particular with the caravan park operator and surrounding land owners to the proposed site. A report on the consultation findings was requested at a Council meeting by December 2015.

Discussion

A consultation and community engagement plan was created to invite comment from the surrounding landowners. Council officers prepared a draft design of a proposed RV Friendly Parking area on the Barwon riverbank, considered and addressed any perceived risks and prepared a plan for consultation. The draft design, consultation flyer and FAQs are attached.

The concept (and ability to provide comment) was publicly advertised from 14 September 2015 until 5 October 2015. Three listening posts were held on 22 September, 1 and 5 October in Winchelsea.

This report summarises comment from:

- Local Residents
- Winchelsea Caravan Park
- Growing Winchelsea Inc. and other stakeholder groups
- Caravan & Motorhome Club of Australia (CMCA)
- RV Travellers
- Great Ocean Road Regional Tourism (GORRT)

Local Resident feedback

Approximately 40 local residents visited one of three listening posts and a further 14 residents either phoned or provided a written submission to make a comment on the proposed Winchelsea RV Friendly parking area.

The consultation period generated a total of 31 written submissions or consultation capture forms.

- 18 submissions were generally in favour of proposal
- 13 submissions were against the proposal

Broadly the majority of locals who provided comment were supportive of the proposal, however while many supported the concept of Winchelsea being declared an RV friendly town, only 6 submissions were in favour of the proposed RV friendly parking area at the identified site on the Barwon River.

The remaining submissions in favour of the proposal also expressed concerns about the RV parking area such as: not being in the right location, being impractical, costing too much, impacting on a beautiful area, wanting no work done to the area, being unsure of Council's capacity to enforce the area, feeling uncomfortable sharing a public space with campers, concerns about the regular flooding of the area, the need for an RV parking area to be near a dump point and suggestions on alternate sites that were considered more suitable in Winchelsea. Four respondents felt that any RV parking should be located at the existing caravan park in Winchelsea.

3.2 Winchelsea RV Friendly Town - Report on Consultation

The table below summarises the most common comments about the proposal from local residents. It should be noted that people provided more than one reason they liked or disliked the proposal:

Like	Don't Like	Other Comment
<ul style="list-style-type: none"> • In agreement/like idea (13) • Lovely natural area (12) • Might discourage undesirable visitors e.g. hoons (7) • Will attract more people (4) • Good for business (3) • Historic use with no problems (3) • Visitors will spend money (2) 	<ul style="list-style-type: none"> • Don't think it's right site (8) • Costs too much (8) • Needs to be designed differently (7) • Don't want any works done to site, just use it as is (x6) • Encroachment on public open space (6) • Strongly / vehemently opposed (5) • Would feel uncomfortable sharing public space with campers (5) 	<ul style="list-style-type: none"> • Dump point needs to be moved closer to site (7) • Needs bins nearby (3) • Winchelsea needs more caravan and long vehicle parking near shops • Consider alternate site such as Eastern Reserve, golf club, caravan park (4), Barwon Hotel, Hesse St near bowls club, Railway station, Ghee reserve

Winchelsea Caravan Park feedback

The operators of the Winchelsea Caravan Park were consulted with directly and subsequently provided a letter stating their objection to the proposal to provide free RV parking on the Barwon River.

The objection was on the basis of:

- the proposal is in direct competition to their business;
- money and resources would be better spent on other opportunities to develop Winchelsea;
- would restrict future potential tourism to this area.

The operators did however believe there is a demand for free RV parking in Winchelsea and as such expressed support for the concept of Winchelsea being recognised as an RV Friendly Town. While the caravan park is small, the operators confirmed a willingness in allocating a certain number of sites to 'RV Friendly parking' at a low cost to contribute to Winchelsea's capacity to cater for RV travellers. The Winchelsea Caravan Park could provide up to 3 RV friendly sites.

Growing Winchelsea and other stakeholders

The draft plans were presented to Growing Winchelsea Inc. at their annual general meeting on Wednesday 9 September 2015. General comments provided from the group were:

- a desire for 'informal' RV parking anywhere along the Barwon Riverbank;
- costs of the proposed plans were too high and proposed works were unnecessary.

Should informal RV parking be allowed along the Barwon Riverbank, there would be little ability to mitigate identified risks to the site and surrounding residents including noise, overcrowding, litter and waste, clear direction for enforcement, degradation of the riverbank and surrounding area, loss of public amenity. These risks could lead to a poor quality visitor experience and negative reactions from local residents. As such it is not recommended to pursue an informal camping concept.

The Barwon Hotel indicated they would be willing to trial allowing RV visitors to park on their land at low cost or no cost if a meal was purchased. The area is zoned commercial and could provide 3-4 RV Friendly parking sites once the planning permit was amended to allow the intended use.

The following organisations had no objections to the proposed RV Friendly Parking Area at the identified location:

- Department of Environment, Land, Water and Planning (DELWP)
- Corangamite Catchment Management Authority (CCMA)
- Country Fire Authority (CFA) Winchelsea
- Barwon River & Land Care Group

3.2 Winchelsea RV Friendly Town - Report on Consultation

Caravan & Motorhome Club of Australia (CMCA)

The Caravan & Motorhome Club of Australia (CMCA) is “the largest **RV Club** in the southern hemisphere” with over 66,000 members. The CMCA communicate regularly to RV Travellers via a monthly magazine and ‘free camp’ forums, administer an ‘RV Friendly Town’ program and provide advice to local government on RV Friendly parking areas.

The CMCA provided some good advice on the conditions of stay for an RV Friendly Parking area and were provided the draft proposal for comment. While they were supportive of Growing Winchelsea Inc. and Council in planning to cater for RV travellers, the proposed site was “a little on the small side for RV Friendly Town status” and as a guide “like to see a minimum of 10 spaces for RV parking”.

A member of the CMCA association that plans RV Parks attended one of the Listening Posts to advise:

- The proposed design is not practical for RV travellers and would be better as a long parallel park to allow ‘drive-in/drive-out’ access;
- The Barwon Riverbank area is a beautiful area that would be attractive to RV travellers;
- There were no other locations where there is an RVFT catering to just four vehicles. A small number of spaces like this would not generate much economic benefit for Winchelsea;
- The site was different to most RV Friendly Towns which provide RV Friendly Parking on the outskirts of the town;
- It could be possible for Winchelsea to be an RV Friendly town if a combination of low-cost and no-cost RV parking areas were provided;

Comment from RV Travellers

During the consultation period, the proposed Winchelsea RV Parking area plans and invitation to comment spread rapidly through Facebook and many Free-camp wikis and traveller forums. This generated an unprompted 51 email submissions over three days from RV travellers around Australia stating they would love to visit Winchelsea, stay and spend if an RV Friendly parking space was provided.

Great Ocean Road Regional Tourism

Great Ocean Road Regional Tourism convened a forum on 17th July 2015 with Councils, land managers and tourism stakeholders to discuss the regional challenges and opportunities of freedom / RV camping. While the forum did not generate a clear action or regional position, it was generally agreed that RV camping was beneficial for some areas and detrimental for others and that free camping should generally be discouraged in coastal areas.

Financial Implications

Indicative cost estimates to implement the RV Friendly Parking area on the Barwon Riverbank are up to \$39,500 for site establishment and \$39,700 annually as calculated in the table below.

	\$ initial cost estimate	\$ Annual cost estimate
Parking Area	\$14,000	\$7,000
Plants & H-Beams	\$900	\$ -
Parks Maintenance	\$2,000 ^	\$ 2,000
Signage	\$1,600	\$ 600
Cultural Heritage Management Plan	\$16,000	\$ -
Authorised officer response	\$ -	\$30,000 *
Bins	\$5,000	\$100
Total Costs	\$39,500	\$39,700

^ in addition to current maintenance

* allowance subject to annual review of demand and based on calculated wage costs for regular weekly inspections and enforcement.

3.2 Winchelsea RV Friendly Town - Report on Consultation

The costs estimates provided to the 23 June 2015 Council meeting (of \$65,500 to \$82,000 initially and \$31,100 to \$41,100 annually) have been significantly reduced. This was possible following more detailed designs, quotes and a desire from Growing Winchelsea Inc. to spend the least amount possible to deliver an RV Friendly parking area.

There is no provision in the 2015/ 2016 budget to create an RV Friendly Parking Area in Winchelsea. If supported, the proposal represents the provision of a new service not currently provided by Council.

Council Plan

Theme 2 Governance
Objective 2.5 Enhanced community engagement
Strategy 2.5.2 Provide opportunities for all members of the community to engage with Council on issues that matter to them.

Theme 5 Development and Growth
Objective 5.1 Protect productive farmland and support rural business
Strategy 5.1.2 Work with local businesses

Theme 5 Development and Growth
Objective 5.3 Develop and grow sustainable year round tourism
Strategy 5.3.2 Facilitate product development to enhance the visitor experience and in particular develop off beach products both infrastructure and business.

Policy/Legal Implications

The entire site is Crown land (back to the alignment of Barwon Terrace) reserved for Public Purposes and is under the control of Surf Coast Shire (SCS) as the appointed Committee of Management (CoM). All Crown land regulations relating to the reserve were revoked in 2000 so there is no impediment from a regulation perspective that would conflict with the proposed RV Parking use.

The Department of Environment, Land, Water & Planning (DELWP) has no objection to the proposed use and Council as the CoM can undertake a trial. No further approval is required from DELWP and if Council chooses to proceed, it can utilise local laws to control the activity.

The Corangamite Catchment Management Authority (CCMA) have provided in principle support for the proposal.

No planning permit is required to create an RV Friendly parking area vehicles in this instance.

Regulatory Considerations

Staying overnight in car parks and on the roadside is illegal and has been identified as an issue in Surf Coast Shire between Torquay and Lorne. Policing of illegal roadside camping and sleeping in vehicles is undertaken via Community Amenity Local Law 1 of 2011: 4.6 and 4.8.

An area can be designated under resolution of Council to be available for camping under section 4.6 of the Local Law. In deciding whether to grant a permit under this clause, Council must consider the following:

- (a) The location of the land;
- (b) The statutory planning requirements relevant to the land;
- (c) The suitability of the land for camping;
- (d) The number of persons or other structures to be located or accommodated on the land;
- (e) The length of time the tents and other structures will be erected on the land;
- (f) The availability of sanitary facilities to the land;
- (g) The likely damage to be caused;
- (h) The likely impact on nearby residents;
- (i) Council policy; and
- (j) Any other matter relevant to the circumstances of the application.

Other Regulations that need to be considered prior to implementing a facility are below:

- Crown Land (Reserves) Act 1978
- The Land Act 1958

3.2 Winchelsea RV Friendly Town - Report on Consultation

- The Local Government Act 1989
- The Country Fire Authority Act 1958
- The Occupational Health and Safety Act 2004
- The Environment Protection Act 1997

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

Key risks in relation to an RV Friendly parking area include:

- Potential for negative impact on the existing caravan park in Winchelsea and the aspect of competitive neutrality. Competitive neutrality identifies that government cannot use its cost advantages to disadvantage the operation of private businesses. E.g. A private holiday park cannot compete with council on providing free accommodation due to their operational costs (rates, taxes and return on investment requirements). The existence of the caravan park in Winchelsea may elevate the need to consider competitive neutrality in regards to the proposal. The Victorian Competitive and Efficiency Commission (VCEC) is the responsible body that investigates complaints of this nature.
- High ongoing costs of maintaining a site outweigh the positive impact of additional expenditure.
- Potential reduction in public amenity due to noise and litter.
- Increased number of complaints from the local community.
- Council's reputation is diminished if the proposal is not supported.
- Doing nothing does not assist the Winchelsea economy to grow.
- Concerns about enforcement and ability to be proactive to respond to any issues that arise from the site.

Social Considerations

The following social considerations need to be factored into a decision. In some cases the provision of infrastructure will minimise the potential occurrence.

- Litter – caused by people camping.
- Human waste – caused due to lack of nearby toilet facilities.
- Noise – caused by inappropriate gatherings (parties) or generators.
- Alcohol consumption.
- Lighting.
- Could attract an unintended markets such as squatters, campers in tents (short or long term) or Mass gatherings (parties).

Community Engagement

A community engagement plan was developed and divided into two stages. The first stage was to form an internal working group of Council officers from all relevant areas to define the scope of the proposal, address any perceived risks and prepare a plan for consultation. The second stage of engagement was to consult with key stakeholders, in particular the surrounding landowners and the Winchelsea Caravan Park.

The information was advertised from 14 September 2015 until 5 October 2015 in Surf Coast Times, Winchelsea Star, Colac Herald, Surf Coast Shire Website & Facebook and posters in local noticeboards and businesses. A letter including the proposal was sent to all residents in the area bordered by Austin Street, Hesse Street and Willis Street (Princes Highway) inviting them to three listening posts held in the local area during the consultation period on 22 September, 1 and 5 October in Winchelsea.

Key stakeholders such as the Department of Environment, Land, Water and Planning (DELWP), the Corangamite Catchment Management Authority (CCMA), Growing Winchelsea Inc., Caravan and Motorhome Club of Australia (CMCA), Barwon River Land and River Care Group were kept informed and invited to comment.

Environmental Implications

Independent advice was sought from a cultural heritage adviser who advised that the proposal would qualify as a high impact activity and therefore a Cultural Heritage Management Plan is required. The proposed RV friendly parking area is located next to a protected site and is within 200m of the Barwon River.

3.2 Winchelsea RV Friendly Town - Report on Consultation

The Barwon Land and River Care Group did not report any significant concerns in relation to the proposal.

Communication

Growing Winchelsea Inc. will be receive a letter advising of the outcome of their petition, Winchelsea residents and the general public will be informed by a media release. Council officers will work with Growing Winchelsea Inc. and commercial businesses to develop marketing material promoting RV friendly sites in Winchelsea.

Conclusion

Consultation with Winchelsea residents regarding the proposed RV Friendly parking concept reveals support for the idea of Winchelsea becoming an RV Friendly town. However, there is mixed support on the proposed location and costs.

While no objections were received from key stakeholders, the Caravan & Motorhome Club of Australia (CMCA) advises the proposed RV Friendly Parking area is too small and, on its own, would not qualify Winchelsea for RV Friendly Town status.

The Winchelsea Caravan Park is opposed to the proposal for RV Friendly parking to be implemented on the Barwon Riverbank as it is in direct opposition to their business. The Caravan Park and the Barwon Hotel are both willing, and have capacity, to provide RV Friendly sites within their premises to assist Winchelsea on a path to becoming RV Friendly.

This option provides Council with an opportunity to work with local businesses to generate greater yield (length of stay and expenditure by visitors) for Winchelsea at little cost to Council.

While it is possible that Winchelsea may not be declared RV Friendly, the demand for RV parking areas can be tested over a period of 12 months via regular contact with the businesses involved. Marketing collateral can be produced to promote the sites.

3.3 Domestic Animal Management Plan - Annual Review

Author's Title: Coordinator Development Compliance & Local Laws **General Manager:** Kate Sullivan

Department: Planning & Development

File No: F13/907

Division: Environment & Development

Trim No: IC15/296

Appendix:

1. 2015 Review and Revised Domestic Animal Management Plan (D15/91903)

Officer Direct or Indirect Conflict of Interest:

Status:

In accordance with Local Government Act 1989 – Section 80C:

Information classified confidential under Section 77 of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To adopt the changes made to the Domestic Animal Management Plan (DAMP) 2012 – 2016 as part of the annual review.

Summary

Council adopted the DAMP for 2012 – 2016 at its meeting on 25 June 2013. The objectives of the plan are to:

- Ensure Animal Management Officers (AMOs) are appropriately trained in all aspects of responsible animal management
- Encourage responsible dog and cat ownership
- Reduce public and environmental nuisance caused by dogs and cats
- Promote the effective management of dogs and cats
- Effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in the Shire
- Minimise the risk of attacks by dogs on people and animals
- Address any over population and high euthanasia rates of dogs and cats

The annual review of the DAMP has been conducted and includes reporting for the 2014/15 year. The following elements have been updated in the DAMP:

- 3.1 Content – Structure to recognise new staff changes
- 3.2 Content – Staff training and skills
- 4.1 Registration Identification - report figures.
- 4.2 Registration Identification – Microchipping day
- 5.1 Nuisance – Report figures
- 7.1 Dangerous, Menacing and Restricted Breed – report figures
- 8.1 Euthanasia - Report figures
- 9.1 Domestic Animal Businesses – Update of report figures

The plan identifies a range of actions for animal management and provision of reports and statistical information. The purpose of amendments and update to the DAMP gives Council the opportunity to monitor the progress of actions and arrange further improvements to promote and facilitate responsible animal management programs on a regular basis.

Recommendation

That Council adopt the changes made to the Domestic Animal Management Plan 2012 - 2016 as part of the annual review which includes the updating of statistical data contained within the plan.

3.3 Domestic Animal Management Plan - Annual Review

Report

Background

Council's Domestic Animal Management Plan (DAMP) has been reviewed as required under s 68A of the *Domestic Animals Act 1994 (the Act)*. The plan is reviewed annually with a new plan required to be prepared every four (4) years. The review has been conducted with updates to the report and data aspects of the plan completed. The DAMP is due for a full review in 2016.

The DAMP 2012-2016 sets out an overall framework and a method for evaluating whether the animal control services provided by Surf Coast Shire are adequate to give effect to the requirements of *the Act* and the regulations. The plan outlines programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of *the Act* across the municipality.

Discussion

The DAMP 2012-2016 has been developed to ensure Council meets its obligations under the provisions of *the Act* in relation to Domestic Animal Management Plans.

The programs, services and strategies promote and encourage the responsible ownership of dogs and cats to ensure that people comply with the Act, regulations and the Local Law. A combined approach of education and compliance services is required to minimise the risk of dog attacks on people and animals. It addresses any over-population of dogs and cats, encourages the registration and identification of domestic animals and reduces the potential for dogs and cats to cause a nuisance. The plan also covers declared dangerous dogs, declared menacing dogs and restricted breed dogs within Surf Coast Shire. It articulates Council's response to these issues as required by *the Act* and regulations.

The actions contained in the plan address these issues, reflecting Council's desire to achieve balance and harmony across the Surf Coast community. The plan provides the Surf Coast Shire with a strategic framework and delivers policy direction and action plans for animal management over the four year period.

The DAMP is due for a full review in 2016. This will provide an opportunity to involve the community in the development of a new four year plan. This current review is a minor review for the last year of the plan.

Financial Implications

Activities relating to the implementation of the Plan are incorporated in the current operating budget.

Council Plan

Theme 2 Governance
Objective 2.2 High performing accountable organisation
Strategy 3.3.1 Monitor and enforce where required relevant legislation to ensure a safe and peaceful community including residential amenity, safety in public places and community liveability.

Policy/Legal Implications

The Plan is a requirement pursuant to the *Domestic Animal Act 1994*, with an annual review period and a new plan to be developed every four years. An evaluation of the implementation of the Plan must be published in Council's Annual Report.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

Failure to prepare a plan and review the plan is a breach of the *Domestic Animals Act 1994*.

Social Considerations

The plan provides direction on management of domestic animal issues which are an important factor in the health and wellbeing of parts of the community.

Community Engagement

The original plan was exhibited for 14 days in 2013 and no submissions were received.

3.3 Domestic Animal Management Plan - Annual Review

Environmental Implications

Environmental considerations were canvassed and discussed during the development of the plan.

Communication

The plan will be accessible through Council's website.

Conclusion

That Council adopt the revised Domestic Animal Management Plan 2012-2016.

3.4 Spring Creek Growth Area Draft Framework Plan and Response to Community Panel Report

Author's Title: Strategic Land Use Planning Co-ordinator

General Manager: Kate Sullivan

Department: Planning & Development

File No: F14/1248

Division: Environment & Development

Trim No: IC15/479

Appendix:

1. Community Panel Recommendations - Council Response November 2015 - Final - Spring Creek Precinct Structure Plan (D15/90904)
2. Design - Draft Framework Plan - Background Report (D15/96598)
3. Design - Draft Framework Plan - V2 October - Spring Creek Precinct Structure Plan (D15/93949)

Officer Direct or Indirect Conflict of Interest:

Status:

In accordance with Local Government Act 1989 – Section 80C:

Information classified confidential under Section 77 of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To consider a draft framework plan for the Spring Creek Urban Growth Area.

Summary

A draft framework plan has been prepared for the Spring Creek Urban Growth Area. The plan has been prepared in response to the Community Panel recommendations received by Council at the September Council meeting. The plan is also informed by *Sustainable Futures Torquay 2040* and the stage 1 background reports already completed including: biodiversity, land capability, servicing, pre-contact and post-contact heritage and an arboricultural study.

It is recommended that the plan be placed on exhibition from 25 November, 2015 until 12 January 2016, including two listening posts where the community can seek further information. A few minor changes are required to the plan format to improve readability prior to exhibition.

Recommendation

That Council:

1. Note the report attached in Appendix 1 that responds to the Spring Creek Community Panel Report.
2. Endorse the draft framework plan for the Spring Creek Growth Area for exhibition purposes.
3. Exhibit the draft framework plan from 25 November 2015 to 12 January 2016 with minor improvements to the format.
4. Incorporate feedback on the draft framework plan into the preparation of the Spring Creek Precinct Structure Plan in 2016.

3.4 Spring Creek Growth Area Draft Framework Plan and Response to Community Panel Report

Report

Background

Council is in the process of preparing a Precinct Structure Plan for the urban growth area of Spring Creek, one kilometre west of Duffields Road, Torquay. As part of the community engagement for the project, Council undertook a deliberative process which involved convening a community panel comprising stakeholders and randomly selected members of the community of Torquay/ Jan Juc and Bellbrae. The panel's recommendations are a major input into the preparation of the precinct structure plan.

The Community Panel met over three full Saturdays and one evening in August 2015. Their question to answer was "*How do we design for urban growth that is in balance with the surrounding environment?*"

The Panel required 80% agreement on each recommendation before it could form part of the report to Council. Council received the Panel's report at the September 22, 2015 Council meeting and resolved to provide a further report at its November meeting with a draft framework plan incorporating consideration of the technical reports and feedback from the Community Panel and recent surveys. Attached to this report is a copy of the Panel's recommendations and Council's response either planned in the future precinct structure plan and amendment or as shown in the draft framework plan. The majority of the Community Panel recommendations can be achieved.

The results of the community survey undertaken in June and July 2015 were also reported to the September Council meeting, and were consistent with the Community Panel recommendations. The top themes were:

- Provide lots of open space in the precinct
- Low density living – large blocks of land, small houses
- Planting native vegetation
- Provide green buffer zones
- Respectful building
- Provide community facilities and buildings
- Preserve existing natural features
- Appropriate road infrastructure provided
- No development at all (15 respondents)
- Provide local shopping

Discussion

The draft framework plan has been prepared with the assistance of the Metropolitan Planning Authority in response to the Community Panel recommendations. The plan has also been informed by the stage 1 technical reports on biodiversity, land capability, servicing, pre-contact and post-contact heritage and the arboricultural assessment. The revised *Sustainable Futures Torquay Jan Juc 2040 Plan* adopted in 2014 provides the five core values and principles for managing sustainable growth in Torquay Jan Juc and sets out a number of guidelines for the Spring Creek growth area. All of these elements have been detailed in the attached Background Report.

The draft framework plan is a high level concept plan which will be further refined and revised following completion of the stage 2 technical reports. As part of the precinct structure plan an urban structure plan will be prepared and a native vegetation precinct plan. The new schedule to the Urban Growth Zone will control building height, site coverage, built form and the other objectives for development in the Community Panel report.

The additional technical reports to be completed during November and December 2015 are: traffic/transport modelling, drainage and hydrology, targeted surveys for species identified in the biodiversity report and an economic retail assessment. These will determine: the amount of retail space and size of the supermarket required in the neighbourhood activity centre to meet demand; any changes to the collector road network and traffic management required; if the pedestrian and cyclist crossing of Spring Creek is sufficient; more detail of the stormwater system and retarding basin locations and any changes required to the plan if significant fauna/aquatic species are found. A plan to manage the kangaroos that frequent the site is also being prepared by DELWP in consultation with Council officers.

3.4 Spring Creek Growth Area Draft Framework Plan and Response to Community Panel Report

Key elements of the draft framework plan are:

- Generous buffers to the Spring Creek corridor and gullies in excess of the 30 metre minimum. The width of the buffer will be further refined when all technical reports are completed
- Retention of the stands of Bellarine Yellow Gums and significant vegetation in conservation reserves, with additional healthy mature scattered Bellarine Yellow Gums to be retained wherever possible
- A community hub, consisting of a primary school (to be confirmed by the Department of Education), neighbourhood shopping centre and community facility site
- Larger lots of 1500 to 2000m² along the western boundary, Grossmans Road and the steeply sloping land on the north side of Spring Creek
- Smaller allotments of 500-600m² around the community hub and lots 600-900m² in the remaining areas
- A defined western boundary with no roads terminating at the western edge and larger allotments interfacing with the farming land to the west
- A pedestrian and cyclist only bridge over Spring Creek
- Shared paths on both sides of Spring Creek
- Local roads along the creeks, gullies and roads with significant roadside vegetation to enable retention of vegetation and prevent back fences on open spaces
- Local parks at high points on the site to enable public access to views
- Retarding basin locations are indicative only and are subject to change following the drainage report

Financial Implications

The cost of preparation of the precinct structure plan for Spring Creek is being funded by 5 landowners within the precinct, who will in return receive a credit for their portion in the future development contributions plan. Community engagement activities, including the Community Panel, is being funded by the Council budget allocation for this project in the strategic planning unit.

The provision of future infrastructure for the Spring Creek Growth Area will be subject to development contributions and Council funding/State and Federal Government grants. At present the elements of the plan likely to form part of the development contribution plan are items such as: intersection treatments, major drainage infrastructure and the community facility shown adjacent to the activity centre.

Council Plan

Theme 5 Development and Growth
Objective 5.4 Transparent and responsive land use and strategic planning
Strategy 5.4.2 Utilise structure plans and planning processes to encourage a diversity of housing stock across the Shire.

Theme 1 Environment
Objective 1.1 Preserve and enhance the natural environment
Strategy 1.1.3 Protect and enhance biodiversity in Nature Reserves

Theme 2 Governance
Objective 2.5 Enhanced community engagement
Strategy 2.5.4 Build strong relationships with community interest groups

Policy/Legal Implications

The draft framework plan is consistent with current Council policy and the objectives and strategies in the Surf Coast Planning Scheme.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

There are no risks associated with exhibiting the draft framework plan to inform the development of the precinct structure plan.

3.4 Spring Creek Growth Area Draft Framework Plan and Response to Community Panel Report

Social Considerations

The technical background studies ensure that the social, recreational and community infrastructure needs of the future Spring Creek population will be fully assessed prior to the finalisation of the plans for the precinct.

The draft framework plan currently shows a community facility as part of a community hub and large areas of public open space. The plan provides a high level of amenity for future residents and the wider Torquay/Jan Juc community afforded by the protection of the existing environmental values on the site and Spring Creek environs and their enhancement. Enhancement will include providing public access to Spring Creek, with shared paths for pedestrians and cyclists, revegetation and management of conservation areas, formal public parks and places to meet.

Community Engagement

Quality community engagement has been a strong focus of the project. The Community Panel is a relatively new method of community engagement referred to as a “deliberative process” where a representative group of people, as well as interested and invested stakeholders, are brought together to discuss a particular issue or question. The Spring Creek Community Panel presented their recommendations to Council in September and their report was formally received at the September Council meeting. The draft framework plan forms part of Council’s response to the Community Panel Report.

A survey was also conducted from 26 June to 29 July which resulted in 59 responses. The feedback received was similar to the Community Panel recommendations, as reported to the September Council meeting.

The draft framework plan will be exhibited immediately after the Council meeting, with submissions closing on 12 January 2016. An extended time period is recommended due to the Christmas/holiday period. Open Houses will be held during November and December 2015 with the draft framework plan exhibited on Council’s website with associated media communications. The completed technical studies will also be made available on Council’s website.

Environmental Implications

A biodiversity study and land capability study have been completed for the precinct. The biodiversity study recommended further surveys for the Western Plains Galaxiella, Yarra Pigmy Perch and Growling Grass Frog, which are underway and will be completed by December 2015. The report also recommended a Kangaroo Management Plan, which is being developed by the Department of Environment, Land, Water and Planning in conjunction with council officers.

The plan provides generous buffers to both Spring Creek, smaller creeks and gullies and allows for the retention of significant vegetation found on the site, including Swampy Riparian Woodland along the Spring Creek corridor, Coastal Alkaline Scrub and Heathy Woodland on private land and roadsides and Grassy Woodland in patches on the site. The significant vegetation within the private land is shown within conservation reserves. The local road network has not been shown on the plan, apart from an indicative ‘key local access street’ along the creek corridors and parallel to Duffields Road and Grossmans Road to retain significant vegetation on roadsides and enable development to front onto creek corridors.

The Grassy Woodland is dominated by the rare Bellarine Yellow Gum, with this species scattered throughout the site and in some large stands, particularly on the south side of Spring Creek. The Bellarine Yellow Gum is listed as “threatened” under the Flora and Fauna Guarantee Act 1988 and is considered “endangered” in Victoria according to “Rare or Threatened Vascular Plants in Victoria 2000”. Local Policy in the Surf Coast Planning Scheme at Clause 21.08 also promotes its retention in Torquay/Jan Juc. Accordingly the Bellarine Yellow Gum stands are shown as retained in conservation reserves, with the scattered trees to be retained where possible and incorporated into the urban fabric.

Communication

The draft framework plan and response to the Community Panel report will be communicated through Open Houses in November and December, Council’s website, mailouts to community groups and associated media communications. Submissions will be received up until 12 January 2016 to allow for the Christmas/holiday period.

3.4 Spring Creek Growth Area Draft Framework Plan and Response to Community Panel Report

Conclusion

Council is able to incorporate the majority of the Community Panel report recommendations, either through the plans for the precinct – as demonstrated in the draft framework plan - or planning controls in the schedule to the Urban Growth Zone. The draft framework plan also responds to the Stage 1 technical reports completed for the project and *Sustainable Futures Torquay Jan Juc 2040*. It is recommended that the plan be placed on exhibition until 12 January 2016.

3.5 Aireys Inlet to Eastern View Planning for the Future

Author's Title: Senior Strategic Planner
Department: Planning & Development
Division: Environment & Development

General Manager: Kate Sullivan
File No: F14/1354
Trim No: IC15/369

Appendix:

1. Summary of Submissions (D15/102808)
2. Aireys Inlet to Eastern View Structure Plan (D15/97800)
3. Top Shops and Bottom Shops Urban Design Framework (D15/97802)

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

Yes

No

Reason: Nil

Status:

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Reason: Nil

Purpose

To consider submissions to the draft Aireys Inlet to Eastern View Structure Plan and Aireys Inlet Top Shops and Bottom Shops Urban Design Framework and to adopt the "Planning for the Future" plans subject to changes identified in this report.

Summary

"Aireys Inlet to Eastern View Planning for the Future" has resulted in the preparation of a Structure Plan for the towns of Aireys Inlet to Eastern View and an Urban Design Framework (UDF) for the Top and Bottom Shops.

The draft plans were placed on public exhibition between 20 August and 18 September 2015. In total 94 submissions were received. This report discusses issues raised in the submissions and recommends that the Structure Plan and UDF be adopted with amendments as outlined in this report.

Recommendation

That Council:

1. Receive and note the submissions to Aireys Inlet to Eastern View Planning for the Future.
2. Adopt the Aireys Inlet to Eastern View Structure Plan and the Aireys Inlet Top Shops and Bottom Shops Urban Design Framework, with changes as outlined in this report.
3. Commit to consult with the local community and key stakeholders regarding the progression of actions.
4. Implement the land use directions of the Structure Plan through a planning scheme amendment in the first half of 2016.
5. Refer the capital works and new initiatives for consideration in future Council budgets.

3.5 Aireys Inlet to Eastern View Planning for the Future

Report

Background

“Aireys Inlet to Eastern View Planning for the Future” has progressed to the final stage with the completion of the final Aireys Inlet to Eastern View Structure Plan (the Structure Plan) and the Aireys Inlet Top Shops and Bottom Shops Urban Design Framework (the UDF).

The Structure Plan guides future land use and development to ensure the low key coastal character, natural values and distinct qualities of the towns are preserved and enhanced for current and future generations of residents and visitors. It provides an overarching vision and supporting principles for future development and sets directions for housing, community and recreation facilities, environmental protection, commercial development and tourism, and infrastructure requirements to plan for and respond to community needs and aspirations.

The UDF for the Top and Bottom Shops was prepared by consultants AXOS Urban, who were also responsible for the community engagement for the Structure Plan and UDF. The UDF seeks to identify and deliver short-term public realm and urban design improvements as well as longer-term actions that will provide improved facilities and improve the overall look and feel of the centres.

The UDF makes recommendations for improvements to pedestrian movement and amenity, landscaping, car parking and vehicle access, links with surrounding areas and connections between the two commercial centres. The UDF presents concepts for a public plaza at the Top Shops, an attractive pedestrian laneway between the car park and creek reserve at the Bottom Shops, and streetscape works for a section of the Great Ocean Road service road between the Top and Bottom Shops. This will enhance the safety and amenity for pedestrians, enhance wayfinding and provide stronger connections between the two centres.

The Structure Plan and UDF were prepared following an extensive process of community engagement and stakeholder consultation over four phases:

1. Understanding – Identifying issues and opportunities and community needs and aspirations
2. Visioning – Generating a shared vision and guiding principles
3. Designing – Developing the draft plans
4. Delivering – Public exhibition and finalisation of the plans

The community expressed a strong desire to maintain the informal coastal village character and unspoilt natural beauty of the area. These values are reflected in the final plans.

Discussion

The draft Structure Plan and UDF were placed on public exhibition for a period of four weeks between 20 August and 18 September 2015. In total 94 submissions were received, including three referral authority submissions (from CFA, Corangamite CMA and VicRoads) and 64 pro-forma feedback forms.

The majority of submissions were generally supportive of the key directions and actions of the Structure Plan and UDF. A summary of submissions is attached to this report as Appendix 1. The main themes, suggestions and points of contention or disagreement are discussed below.

Public toilets at the Community Hall

Fifteen submissions opposed the provision of public toilets at the Community Hall. The main concern expressed in these submissions is that public toilets used by tourists and passing traffic in this locality would be incompatible with the community use of the hall and reserve (including school drop-off/pick-up, tennis, market, mobile library, hall activities). The submitters fear that public use of the toilets by visitors and passers-by could compromise the safety of children. Other concerns are that toilets may lead to parking congestion and overnight camping, and would be located too far out from the Top Shops.

The submitters believe toilets would be better located at the Top Shops, or alternatively more signage provided to direct visitors to the existing facilities at the skate park/playground. Some submitters also suggested that the provision of public toilets at main visitor precincts should be considered, such as the Memorial Arch in Eastern View and Step Beach car park in the Lighthouse Precinct. There were also submissions in support of public toilets at the Community Hall.

3.5 Aireys Inlet to Eastern View Planning for the Future

The community view regarding the provision of public toilets is mixed and there is no clear consensus for providing toilets at the Community Hall. Given previous attempts by Council to find an agreeable location for toilets at the Top Shops failed (despite strong support for toilets), it is recommended that Council cease further investigations into the options for the provision of public toilets at the Community Hall and delete the action in the Structure Plan. This of course does not prevent any future attempts by traders or the community to put forward a proposal for a suitable site.

Reduction of speed limits

A range of different views were expressed regarding the Structure Plan's recommendation to introduce permanently reduced speed limits on the Great Ocean Road between Boundary Road, Aireys Inlet and the Surf Lifesaving Club in Fairhaven (from 60km/h to 50km/h), and at Eastern View (from 80km/h to 60km/h) to address concerns of traffic congestion and pedestrian safety. Views included:

- Support for permanently reduced speed limits
- Objection to reduced speed limits
- Objection to permanently reduced speed limits, but support for seasonal speed limits

There were also suggestions that the proposed speed limits at Eastern View should also apply at Moggs Creek.

Given traffic issues are predominantly seasonal, with traffic conditions only problematic in peak holiday periods but fine for the majority of the year, it is recommended that only seasonal limits be applied in first instance.

Pathways

The submissions expressed general support for the pathways proposed in the Structure Plan. The following views and suggestions were put forward:

- Strong support for a pedestrian refuge on the Great Ocean Road at the Bottom Shops.
- Majority support for pathways along the Painkalac Creek, with preference for informal trails rather than constructed surfaces. One submitter however fears that access to the creek environs would disturb wildlife (e.g. kangaroos), especially by off-leash dogs.
- General support for a pathway along Bambra Road, however some submitters did not see the need for a pathway, or suggested that if one was to be provided, it should be on the valley side of the road and constructed of gravel not concrete. Reduced speed limits on Bambra Road were also suggested to increase pedestrian safety.
- General support for pathway upgrades between the Top and Bottom Shops. Some submitters however believed improved signage would be sufficient and the works proposed in the UDF would be costly.
- A desire that any pedestrian route along River Reserve Road does not diminish the grassed verge.
- Several requests for a pathway along Sandy Gully between Aireys Street and Sandy Gully Beach.
- Other miscellaneous suggestions, including extension of the Surf Coast Walk to Lorne, a pedestrian refuge on the Great Ocean Road at Moggs Creek near Old Coach Road, a pathway in Aireys Street, pedestrian access from Bimbadeen Drive along the Barwon Water track, extension of the walking track from Merran's Reserve to Yandanah Road, and connections to and through the national park.

The Structure Plan identifies the potential for several pathways to be provided or upgraded in response to community input. The exact location, alignment and construction details of the pathways will be determined through further investigation and consultation. It is normal procedure for requests for pathways, either submitted directly by the public or identified in structure plans and master plans, to be forwarded to Council's Pathways Strategy Group for further consideration.

Powerlines

There is majority support for the undergrounding of powerlines along the Great Ocean Road between Spion Kopp and Devil's Elbow. It is felt that this would increase the visual amenity and natural beauty of this prominent stretch of coastline (main tourist route, heritage listed Great Ocean Road, iconic archway), reduce fire risk (consistent with the recommendations of the Bushfire Royal Commission), increase safety for traffic and hang/paragliders. It may also reduce power outages. The main concern is the cost of delivering such works and how it would be funded. The Structure Plan recommends that a feasibility study be undertaken to investigate these matters.

3.5 Aireys Inlet to Eastern View Planning for the Future

Active recreation reserve

A small number of submitters (7) disagreed with the Structure Plan direction to no longer pursue the development of an active recreation reserve in the Painkalac Creek Valley, however the majority supported retaining the open landscape character of the valley and exploring opportunities to enhance the use of the primary school oval.

Fraser Drive

The proposal to provide housing for older persons on the Council site at Fraser Drive was well supported, including accommodating the Community Garden on the site. It is noted that Council's Business Improvement Unit is investigating future development options for the site and that further consultation with relevant stakeholders will take place at the appropriate time.

Planning and development

A small number of submitters disagreed with the strong focus of the Structure Plan on preservation of the existing conditions and submitted that some modest development of the large vegetated lots outside the settlement boundaries should be allowed.

This view is not consistent with the majority of submissions that strongly support protecting the natural environment and coastal character of the towns through the continued application of strict settlement boundaries, restrictive development controls and minimum lot sizes. Allowing further development outside the settlement boundaries is inconsistent with avoiding development in high fire risk locations.

Bushfire

The CFA and several other submissions requested strengthening of the strategies and policy direction around bushfire management. VicRoads advised that it is working with Council and the CFA on the development of an emergency evacuation plan that takes into consideration the limitations of Aireys Inlet and the Great Ocean Road. AIDA requested a more determined response regarding the provision of Neighbourhood Safer Places - Places of Last Resort (NSP-PLR) or bushfire shelters/refuges rather than undertaking periodic investigations into possible options. AIDA also suggested the provision of a temporary telecommunications facility should be considered during bushfire seasons pending resolution of more permanent solutions to address telecommunication blackspots.

The issue of the lack of adequate and sufficient NSP-PLR's and bushfire shelters/refuges in the district is recognised, however options to provide additional safe facilities have been investigated on several occasions in the past and have proven to be problematic due to a range of factors (including proximity of classified vegetation and cost of required upgrades). Despite past findings, it is considered that continuous effort should be made to investigate suitable options given the area's extreme fire risk rating.

RV parking

Two submissions stated that Aireys Inlet should tap into the caravan/campervan (RV) tourism market to reap the economic benefits and increase the viability of businesses, particularly outside the peak holiday season. This requires options for RV parking and consideration of a dump site and free camping.

Facilitating opportunities for RV travellers is consistent with the direction of the Structure Plan to encourage "slow" tourism (as opposed to mass, short stop visits by large coaches). Currently parking for long vehicles is only provided on the Great Ocean Road next to the V/Line bus stops near the Bottom Shops. The *Surf Coast Shire Long Vehicle Strategy* (2014) considered that there is no need to increase the number of long vehicle parking spaces, however there is capacity to extend the current spaces if the need arises. Whether a dump site and free camping should be provided would require further investigation of suitable locations and broad consultation with the community to determine the level of support. This can occur outside the scope of the Structure Plan. Of note is that Council is currently investigating opportunities in Winchelsea for this purpose.

Urban Design Framework

The concept proposals of the Top and Bottom Shops Urban Design Framework (UDF) were generally well supported. AIDA provided a detailed submission with comments and suggested changes. AIDA does not support the plaza at the Top Shops and the suggested works to the Barton Court link between the Top and Bottom Shops, but is highly supportive of pedestrianisation of the laneway between the Bottom Shops and Painkalac Creek. The CFA requests greater recognition of the bushfire risk.

3.5 Aireys Inlet to Eastern View Planning for the Future

Recommended changes to the Structure Plan

In response to the submissions it is recommended that the following changes be made to the Structure Plan:

Section of exhibited draft structure plan	Recommended change
Executive Summary – Key Directions (p3) & 4. The Structure Plan (p15)	<ul style="list-style-type: none"> Direction No. 7, add “and recognising the impact of peak summer periods and bushfire risk” Direction No. 10, replace “reduce” with “avoid and minimise”
Executive Summary – Key Actions (p3)	<ul style="list-style-type: none"> Action No. 8, replace “uses” with “use and development” and delete “to life and property” Action No. 9, add “and Urban Design Guidelines (2011)” Action No. 12, redraft as “Request VicRoads to apply seasonal speed limits of 50 km/h between Boundary Road, Aireys Inlet and the SLSC in Fairhaven and 60 km/h between Fairhaven and Eastern View.” Delete Action No. 13 (public toilets) Action No. 14, following “monitor the use” add “,capacity and operation”
1.3 Community engagement (p6)	<ul style="list-style-type: none"> Replace the last sentence with “The draft plans were placed on public exhibition in August and September 2015 to enable community and stakeholder feedback, prior to adoption by Council.”
2.2 Snapshot – Natural Environment (p11)	<ul style="list-style-type: none"> Replace “high bushfire risk” with “extreme bushfire risk”
3. Vision and Principles – Natural Environment (p14)	<ul style="list-style-type: none"> Replace the 3rd paragraph with “Residents recognise the extreme bushfire risk and have successfully adopted strategies to strengthen community resilience to bushfire and create safer communities.”
Environmental protection (p18)	<ul style="list-style-type: none"> 1st paragraph, add “and understorey” behind “indigenous tree cover” 3rd paragraph, add “Aireys Inlet has a known history of flooding and as the climate changes in to the future, it is expected that more extreme weather events and changes in the frequency and intensity of rainfall and flooding events will occur. The Painkalac Creek will continue to be subject to flooding under various scenarios, including riverine flooding (caused by catchment rainfall), storm surge (from coastal wave, tide and wind action), river mouth closures and future sea level rise. Consideration of appropriate and proactive floodplain management in partnership with the Corangamite CMA will therefore continue to be a pressing issue.”
Objective 1.1 (p19)	<p>Add the following actions:</p> <ul style="list-style-type: none"> Continue to work with and support other land managers and volunteer conservation groups on environmental enhancement works, including revegetation, removal of environmental weeds, pest animal control and protection of native flora and fauna. Support further studies to determine the nature of risks associated with flooding, coastal acid sulfate soils and the effects of climate change within the area and develop appropriate responses to manage these risks, including consideration of planning scheme policies to control development in areas vulnerable to environmental hazards.
Bushfire management (p19-20)	<ul style="list-style-type: none"> Redraft the 1st paragraph as follows: “With the natural beauty of the vegetated environment comes an extreme bushfire risk. The Aireys Inlet district is one of the highest risk localities in Victoria. Although most residents may be well aware of and prepared to live with the risk, during the summer periods when the bushfire risk is at its highest there is a large number of visitors in the region who have little or no awareness of the risk.” 3rd paragraph, add “such as the Bushfire Management Overlay”. Delete the last paragraph.
Objective 1.2 (p20)	<ul style="list-style-type: none"> Replace the 1st strategy with “Ensure that the need for bushfire protection measures does not compromise the biodiversity and environmental objectives and preservation of the towns’ character.”

3.5 Aireys Inlet to Eastern View Planning for the Future

	<ul style="list-style-type: none"> • Replace the 2nd strategy with “Ensure development is directed into locations of lower bushfire risk and is sited, designed and constructed to mitigate the risks from bushfire.” • Add the following strategy “Avoid development in locations where the bushfire risk is assessed as extreme.” • Add the following action “Pending resolution of permanent solutions, investigate the provision of a temporary telecommunications facility during bushfire seasons.” • 4th action, redraft as “Investigate options for the provision of additional NSP-PLR’s and/or shelters/refuges”. • 5th action, add “(including management of public land surrounding the townships)” • Add the following action “In consultation with DELWP and CFA update the BMO mapping to accurately reflect the hazard and provide for appropriate mitigation measures for communities at risk.”
Residential development and housing (p23-24)	<ul style="list-style-type: none"> • Last paragraph, delete “and/or social housing”. • Last paragraph, add “and involve consultation with the current unit tenants, the community garden, AIDA and the surrounding community” after the last sentence. • 2nd action, add “for older persons”.
Infrastructure – Objective 2.2 (p25)	<p>Replace the 1st strategy with the following three strategies to give greater clarity around the expected construction standards of roads and paths:</p> <ul style="list-style-type: none"> • Preserve the informal appearance of roads and paths by retaining gravel surfaces wherever practicable. • Ensure that where roads are to be sealed, this occurs in a manner that retains their informal appearance as closely as possible, e.g. by using alternative pavement treatments (e.g. coloured or exposed aggregate bitumen in lieu of standard bitumen), maintaining soft road edges and open swales in lieu of concrete kerb are channel, minimising carriageway widths and retaining roadside vegetation. • Ensure footpaths are constructed in materials that are appropriate for the setting, purpose, character of the town and the local community.
Recreation and open space – Objective 3.2 (p30)	<ul style="list-style-type: none"> • 4th action, redraft as “Work with other land management agencies to facilitate a coordinated approach to open space and infrastructure planning, provision, maintenance and management”
Walking (p31)	<ul style="list-style-type: none"> • Add the following to the list of pathways: <ul style="list-style-type: none"> ○ Extension of the Surf Coast Walk from Fairhaven to Lorne. ○ Connections with and through the National Park. • Add the following text following the list of pathways “The exact location, alignment and construction details of any pathways to be provided will be determined through further investigation and consultation with the community.” • Last paragraph, add the following text “It is normal procedure for requests for pathways, either submitted directly by the public or identified in structure plans and master plans, to be forwarded to Council’s Pathways Strategy Group for further consideration.”
Objective 3.3 (p32)	<p>Add the following actions:</p> <ul style="list-style-type: none"> • Work with Parks Victoria to improve connections with and through the National Park • Commence a process to extend the Surf Coast Walk from Fairhaven to Lorne
Traffic and parking management (p32)	<ul style="list-style-type: none"> • 2nd paragraph, redraft as “There are calls from the community for a permanent reduction of speed limits on the Great Ocean Road through the district. However as traffic issues are predominantly seasonal, with traffic conditions only problematic in peak holiday periods and fine for the majority of the year, it is recommended that only seasonal limits be applied in the first instance. It is recommended that the speed limit from Boundary Road in Aireys Inlet to the Surf Lifesaving Club in Fairhaven is reduced to 50km/h, while the speed limit from Fairhaven to Eastern View would benefit from a reduction from 80km/h to

3.5 Aireys Inlet to Eastern View Planning for the Future

	60km/h to improve traffic safety for residents and tourists.”
Objective 3.4 (p33)	<ul style="list-style-type: none"> • 1st action, add “including parking for long vehicles” • 2nd action, replace with “Request VicRoads to consider introducing a seasonal 50 km/h speed limit on the Great Ocean Road from Boundary Road, Aireys Inlet to the SLCS in Fairhaven and a 60 km/h speed limit from Fairhaven to Eastern View.”
Commercial activity (p36)	<ul style="list-style-type: none"> • Redraft the recommendation regarding the provision of public toilets at the community hall as follows: “Suggestions put forward during the first phases of community engagement for the Structure Plan to consider the provision of public toilets at the Community Hall (as an alternative to providing toilets at the Top Shops) have met with opposition from some community members. Concerns are centred on public toilets used by visitors and passing traffic being incompatible with the community use of the hall reserve and school precinct. Because the community view is mixed and there is no clear consensus it is recommended that Council discontinue investigations into the opportunities for public toilets.”
Tourism (p39)	<ul style="list-style-type: none"> • Replace the paragraph following the issues at the Memorial Arch with the following: “GORCC’s <i>Fairhaven to Eastern View Master Plan (2015)</i> recognises these issues and has prompted the development of a separate master plan for the Archway precinct to further explore issues affecting the area, in consultation with relevant stakeholders and the community.” • Add the following text to the paragraph about bushfire evacuation difficulties: “VicRoads is working with Council and the CFA on the development of an emergency evacuation plan that takes into consideration the limitations of Aireys Inlet and the Great Ocean Road.” • Last paragraph re cypress trees, add “and are protected under the national heritage listing of the Great Ocean Road” behind “by the Great Ocean Road Trust in the 1930s –”.
5.1 Capital Works and New Initiatives (p41)	<ul style="list-style-type: none"> • Delete the action regarding the provision of public toilets. • Move the Fraser Drive opportunities study to ‘Short Term’. • Add the following actions under ‘Medium Term’: <ul style="list-style-type: none"> ○ Surf Coast Walk extension (scoping/planning) ○ Investigate potential for Sandy Gully trail
5.2 Ongoing Actions and Advocacy (p42)	<ul style="list-style-type: none"> • Ensure the list is consistent with the above amendments.

Recommended changes to the UDF

In response to the submissions it is recommended that the UDF be amended in accordance with the response to AIDA’s submission as outlined in Appendix 1.

Financial Implications

Funds for the preparation of the structure plan and UDF were allocated in the 2014/15 budget. Implementation of specific actions resulting from the adoption of the plans will require future budget bids. The planning scheme amendment to implement the planning recommendations is included in the 2015/16 budget and is likely to commence early next year.

Council Plan

Theme 1 Environment
 Objective 1.1 Preserve and enhance the natural environment
 Objective 1.4 Protect public open space and green belts

Theme 2 Governance
 Objective 2.5 Enhanced community engagement

Theme 3 Communities
 Objective 3.3 Preservation of peaceful, safe and healthy environments

3.5 Aireys Inlet to Eastern View Planning for the Future

Theme 4 Infrastructure
Objective 4.1 Allocation of infrastructure according to need
Objective 4.3 Enhance key rural and coastal roads and transport options

Theme 5 Development and Growth
Objective 5.4 Transparent and responsive land use and strategic planning

Policy/Legal Implications

There are no Policy/Legal Implications.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

A specific Risk Log has been developed as part of the management processes for the project.

Social Considerations

The project is expected to positively influence the way the towns develop into the future in line with community needs, values and aspirations.

Community Engagement

Extensive community engagement and stakeholder consultation has been undertaken to develop the Structure Plan and UDF across the four project phases. The consultants for the project spoke to over 500 people during the first two phases.

Exhibition of the plans included:

- Mail-out of a brochure and feedback form to all owners/occupiers in Aireys Inlet, Fairhaven, Moggs Creek and Eastern View.
- A listening post at the Aireys Inlet Top Shops on Saturday 5 September 2015. This was attended by approximately 20 people.
- Display of the draft documents at the Council office, Aireys Pub, Community Hall and on the Surf Coast Shire website.

Implementation of the actions of the Structure Plan and UDF will require further consultation with the community and relevant stakeholders to ensure the outcomes are in line with community expectations and reflect the preferred character for the area.

Environmental Implications

The Structure Plan and UDF recognise the importance of the natural environment to the community and its contribution to the identity of the Aireys Inlet to Eastern View district. The plans seek to preserve and enhance the natural environment.

Communication

Ongoing consultation with the community will be essential to implement the actions of the Structure Plan and UDF.

Conclusion

The Structure Plan and UDF have a strong focus on maintaining the natural beauty and low-key informal coastal village character of Aireys Inlet to Eastern View, consistent with community aspirations. Subject to the changes outlined in this report, it is recommended that Council adopt the Structure Plan and UDF and commence a process of implementation.

3.6 2016 Cadel Evans Road Race - Infrastructure Requirement

Author's Title: Manager Economic Development & Tourism **General Manager:** Kate Sullivan

Department: Planning & Environment **File No:** F15/1560

Division: Environment & Development **Trim No:** IC15/484

Appendix:

1. 2016 Cadel Evans Great Ocean Road Race Course Routes (D15/94444)
2. Infrastructure Request Site for 2016 Event (D15/95576)

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 – Section 80C:

Yes

No

Status:

Information classified confidential under Section 77 of the Local Government Act:

Yes

No

Reason: Nil

Reason: Nil

Purpose

To allocate \$14,826 from the accumulated unallocated cash reserve towards infrastructure requirements for the 2016 Cadel Evans Great Ocean Road Race.

Summary

The Cadel Evans Great Ocean Road Race (the event) is a State Government of Victoria initiative that is owned by the Victorian Major Events Company. The event brings the world's best cycling teams and their riders to Surf Coast Shire, Geelong and The Bellarine to compete. A People's Ride also attracts 3,500 participants. In 2016 the event will be held on Saturday 30th and Sunday 31st January.

The event was created with the vision to deliver the greatest weekend of cycling in Australia each year, showcasing the region to thousands of spectators as well as viewers from 106 countries around the world. Three key elements of the event are:

- Elite Men's category (174km),
- Elite Women's category (113km), and
- People's Ride (114km & 65km options).

A key component of the Elite race includes a Sprint section which is held on a section of The Esplanade on the outskirts of Torquay. There is an opportunity to deliver a greater spectacle for the community, visitors, and businesses and create a significant broadcast viewing feature by improving infrastructure at the corner of Price Street and The Esplanade to enable the Sprint to be centralised in Torquay. Relocating the Sprint to a centralised position on The Esplanade (between Boston Road and Price Street) will also enable the spectator Live Site and the Sprint to be in a single location.

A one off cost of \$14,826 is required to be contributed towards infrastructure requirements to enable the Sprint to take place at the intersection of Price Street and The Esplanade. In future years the cost would reduce to approximately \$2,000.

Recommendation

That Council allocate \$14,826 from the accumulated unallocated cash reserve towards infrastructure requirements for the Cadel Evans Great Ocean Road Race at the corner of The Esplanade and Price Street in Torquay.

3.6 2016 Cadel Evans Road Race - Infrastructure Requirement

Report

Background

In 2014 the State Government announced the inaugural Cadel Evans Great Ocean Road Race would be held on the 31st January and 1st February 2015. Named in honour of former Australian World Champion and Tour de France winner, Cadel Evans, the event comprises an Elite Men's one day race, an Elite Women's one day race and a People's Ride.

The event starts and finishes in Geelong and winds its way through Barwon Heads, Torquay, Bells Beach, Moriac and the Surf Coast Hinterland. The course was designed in consultation with Cadel Evans (who often resides in nearby Ocean Grove) and includes favourite local training routes.

After a successful 2015 event, debriefs were undertaken with Cycling Australia, Victorian Major Events Company and key stakeholders. In the context of Surf Coast Shire one of the primary desired course improvements identified was to relocate the Torquay Sprint to a more centralised position on The Esplanade and potentially merge it with the Torquay Live Site.

Discussion

Key details on the significance of the event are detailed below.

Event Elements

The event consists of three primary race/ ride elements. The table below provides an overview of the different elements, the date and estimated number of participants for 2016. Maps of the course routes are contained in Appendix A.

Date	What	Entries	Distance
Friday January	29 Teams Presentation	Full squads	N/A
Saturday January	30 Momentum Energy People's Ride Road Race – Elite Women - TBC	3,500 entries (TBC) 70 entries	114km / 65km 113km
Sunday January	31 Road Race – Elite Men (UCI 1.HC)	130-140 entries	174km

The event is held in late January as it follows the Santos Tour Down Under in Adelaide, which is held from 16th January – 24th January.

Elite Teams

The event attracts a world class field of elite riders and teams. The close proximity of Cadel Evans Great Ocean Road Race to the Santos Tour Down Under makes it possible to leverage off many of the international teams already in Australia and is a key determining factor in the event being staged in late January.

In 2015 the Men's race had riders representing fifteen countries, while the Women's race had riders representing six countries. As a guide the teams from the 2015 race can be seen below.

BMC Racing Team	USA	Etixx – Quick-Step	BEL
IAM Cycling	SUI	Orica GreenEDGE	AUS
Team Cannondale Garmin	USA	Team Katusha	RUS
Team Sky	GBR	Trek Factory Racing	USA
Androni Giocattoli	ITA	Drapac Professional Cycling	AUS
MTN Qhubeka RSA	RSA	United Healthcare	USA
Avanti Racing Team	NSL	African Wildlife Safaris Cycling Team	AUS
CharterMason Giant Racing Team	AUS	Data#3 Symantec Raxing Team	AUS
Health.com.au-search2retain Cycling Team	AUS	Navitas Satalyst Racing Team	AUS
Team Budget Forklifts	AUS	Australian National Under23 Team	AUS

3.6 2016 Cadel Evans Road Race - Infrastructure Requirement

The recruitment of teams for 2016 is still underway and it is envisaged the increase of status of the Elite Men's race to 1.H.C will increase the number of international teams.

Media & Broadcast

The 2015 event was broadcast live around Australia on domestic free to air television via the Seven Network and also streamed live on the internet.

The Australia-wide peak TV audience was 697,000 with an estimated broadcast reach of 1,316,000 (*Domestic Ratings Source: Oztam (Metro) Regtam (Regional). Australia-wide Metro + Regional*).

In context, this ratings audience is larger than any one day of any cycling event staged in Australia in 2015. It is also larger than the Australian Open tennis Mixed Doubles Final, which aired on the Seven Network immediately following the event. These are significant numbers in the event's first year and for the sport of cycling in Australia. They also present a significant marketing opportunity for Surf Coast Shire.

Internationally the event also had broad appeal with a one-hour highlights show distributed to 106 countries over six continents generating further exposure.

In preparation for 2016, staff are working with, City of Geelong, Victorian Major Events, Cycling Australia, Tourism Victoria, Great Ocean Road Tourism and Geelong Bellarine Tourism to develop a range of familiarisation tours for journalists and destination marketing products for participants in the People's Ride. Messages are also being developed to be screened as part of the broadcast and in the lead up.

UCI Ranking

In the events first year, the Elite Men's Race was awarded UCI 1.1 classification allowing up to 50 per cent of the field to be UCI WorldTour teams. The Elite Women's Race was a Cycling Australia National Road Series event.

In 2016, in acknowledgment of the success of the inaugural event and a vote of confidence from cycling's world governing body the Elite Men's Race has secured 1.HC Classification in its second year.

The 1.HC classification complements the events broader strategy to bring the world's best cycling teams to Australia and entitles up to 65 per cent of the field to be UCI WorldTour teams. 1.HC classification is just one category below UCI WorldTour, which is the highest level possible in world cycling.

The Elite Women's Race at this point in time will remain a Cycling Australia National Road Series Race featuring Australia's best women's teams.



Start of the Elite Women's event 2015.

3.6 2016 Cadel Evans Road Race - Infrastructure Requirement

Infrastructure Requirement

There is an opportunity to significantly enhance the operational function and viewing spectacle of the event as it passes through Torquay by making improvements to road infrastructure at the intersection of Price Street and The Esplanade.

In 2015 the Sprint finished near the Beach Road and The Esplanade intersection while the Live Site was located near the Elephant Walk playground. This created a fragmented site.

The primary reason for the location of the Sprint on The Esplanade between Darian Road and Beach Road in 2015 was due to the absence of road infrastructure near the finish line. Cycling Australia and Victorian Major Events Company have advised their strong desire is to hold the Sprint on the section of The Esplanade as from an operational function, spectator and broadcast perspective it would provide a far better option. It would also enable the Live Site to be held in the same location.

Independent feedback from the Torquay Traders along Bell Street and The Esplanade highlights a desire to bring more spectators to a closer proximity of the shops. The proposed location for 2016 would achieve this and also leverage off those people attending the main beach area.

There is currently a concrete traffic island located near the Price Street and The Esplanade intersection.

Infrastructure Changes

Changes to road infrastructure would involve replacing the current concrete intersection near Price Street and The Esplanade with a rubber kerbing that is easily removed and replaced before and after the event. The rubber kerbing is a similar compound used in Adelaide on parts of the Clipsal 500 course (V8 Super Car Race). Installation would require drilling holes in the road to fasten the kerbing. The removal of the kerbing would be undertaken as part of future event management procedures. Given the speed elite cyclists travel during a Sprint it is not possible to leave the current concrete traffic island in place due to safety reasons.

A map indicating the location of the 2015 Sprint and Live Site and the proposed Sprint and Live Site locations is contained in Appendix B.

Financial Implications

A quote of \$14,825.80 has been received which indicates the cost of removal of the current kerbing and installation of the rubber option. This includes all associated traffic management and road reinstatement costs.

An additional ongoing cost of approximately \$2,000 - \$3,000 would be required each year to remove and reinstate the rubber kerbing.

Council Plan

Theme 5 Development and Growth
Objective 5.3 Develop and grow sustainable year round tourism
Strategy 5.3.4 Maximise the benefits of all events for community and business.

Theme 5 Development and Growth
Objective 5.3 Develop and grow sustainable year round tourism
Strategy 5.3.7 Encourage a range of events to support year round tourism

Policy/Legal Implications

There are no legal implications contained in this report.

Officer Direct or Indirect Interest

No officer involved in writing this report has a conflict of interest.

Risk Assessment

The rubber kerbing can be more easily damaged by vehicle impacts than concrete kerbing. There is no additional risk to pedestrians as a result of using rubber kerbing for the traffic island.

3.6 2016 Cadel Evans Road Race - Infrastructure Requirement

Social Considerations

The ability to locate the Live Site and Sprint in a single location creates a significant enhancement to the event from a social perspective as spectators can watch the Sprint and remain at the live site to view the rest of the Elite Men's race.

The new location will also pull more people into a central location along The Esplanade and integrate better with the main swimming beach.

Community Engagement

Feedback from Torquay traders along The Esplanade is for the event to draw a greater spectator audience to a closer proximity to the cafes and shops.

Should council agree to the infrastructure requirement staff would communicate with Cycling Australia as this will alter traffic management plans for the event.

Environmental Implications

There are no environmental implications contained in this report.

Communication

Cycling Australia, Victorian Major Events Company, Torquay Commerce and Tourism will be advised of the opportunity.

Conclusion

The Cadel Evans Great Ocean Road Race is one of Australia's highest profile cycling events attracting Elite teams from around the world.

There is an opportunity to merge the Live Site and Sprint section to a single site near the corner of The Esplanade and Price Street in Torquay by replacing the current concrete traffic island with a hard rubber replacement.

Providing the new infrastructure will lead to a focal point being created in a central Torquay location for spectators. It would also create an iconic viewing spectacle for the 1 million Australian viewers and those from the 106 countries the race is broadcast to in a highlights package.

The rubber alternative would enable easy removal and reinstatement.

A quote has been received estimating the cost of infrastructure as \$14,826. Given the significant national and international exposure the event generates, it is recommended Council approve the infrastructure request.

3.7 Bells Beach Committee - Remuneration of Chair

Author's Title: Environment Officer Biodiversity
Department: Environment & Community Safety
Division: Environment & Development

General Manager: Kate Sullivan
File No: F15/400
Trim No: IC15/562

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –
Section 80C:

Yes

No

Reason: Nil

Status:

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Reason:

Purpose

To approve remuneration of the Chair of the new Bells Beach Committee.

Summary

Council approved the appointment of members to the new Bells Beach Committee (BBC) at its meeting of 27 October 2015, including the appointment of Ms Sandra Ahlquist to the position of Chair. The Council-endorsed Terms of Reference for the BBC states that the Chair will be paid an honorarium but does not specify the amount to be paid.

Community representatives on Council's Audit and Risk Committee are paid \$500 per meeting, and \$250 for attendance at Council briefings. It is proposed that payments to the Chair of the BBC be approved at the same rates.

The BBC is scheduled to meet at least four times each year, and provision for remuneration for the Chair has been included in the budget for the Bells Beach Coastal Management Implementation. It is unlikely that the Chair will need to attend Council briefings on a regular basis.

Recommendation

That Council approve remuneration of the Chair of the Bells Beach Committee at the rate of \$500 per meeting and \$250 for attendance at Council briefings.

3.7 Bells Beach Committee - Remuneration of Chair

Report

Background

Council completed extensive community engagement to prepare new Coastal Management and Implementation Plans for Bells Beach. The engagement process was led by the Bells Beach Task Force which included an independent chair, John Thwaites. This structure proved highly valuable during complex negotiations, with the chair helping groups holding differing opinions to work towards negotiated solutions. There is precedence for paid community representatives on the Audit and Risk Committee.

Ms Sandra Ahlquist was appointed as the Chair of the BBC by Council at its meeting of 27 October 2015. The appointment followed a publically advertised expression of interest process, and interviews by a panel comprised of Councillors Eve Fisher, David Bell and Carol McGregor. The term of appointment for the Chair is three years and the expression of interest advised applicants that an honorarium would be paid.

Discussion

A community advisory committee has always assisted Council in the management of Bells Beach and generally this has worked extremely well. However, following disagreements about recommendations in the 2010 Coastal Management Plan, the relationships between Council and committee members suffered. The committee became increasingly dysfunctional with resignations and frequent criticisms of Council's management in local media.

Through the recent community engagement activities there were repeated requests for the community to continue having input into the management of Bells Beach, and the Task Force recommended that a new committee be appointed. The Task Force also recommended that any new committee be led by an Chair as this was seen to have worked well for the Task Force.

The BBC is an advisory committee for the purposes of the Local Government Act 1989, and there is precedence for payment of community representatives on Council advisory committees. Members of Council's Audit and Risk Committee are each paid at the rate of \$500 per meeting and \$250 for attendance at Council briefings.

Financial Implications

In line with their Terms of Reference, the BBC is set to meet a minimum of four times each year. There may be one or two additional meetings (for example, related to the Rip Curl Pro), but expenditure is not expected to exceed \$3,000. This cost has been budgeted for in the annual budget for the implementation of the Bells Beach Surfing Recreation Reserve Coastal Management Plan.

Council Plan

Theme 1 Environment
Objective 1.1 Preserve and enhance the natural environment
Strategy 1.1.3 Protect and enhance biodiversity in Nature Reserves

Theme 2 Governance
Objective 2.4 Transparency in decision making and access to information
Strategy 2.4.3 Ensure decision-making is as transparent as possible.

Policy/Legal Implications

The BBC will function as an Advisory Committee under the Local Government Act 1989.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflict of interest.

Risk Assessment

The BBC is to be a mechanism for the views of the broader community and the user groups of Bells, to be heard and taken into account during implementation of the recommendations of the new Coastal Management and Implementation Plans. If key community members and groups do not feel that they are able to contribute, then they are likely to increase the difficulty of implementation.

3.7 Bells Beach Committee - Remuneration of Chair

Social Considerations

Through the community engagement activities undertaken over the past 18 months, the community has expressed a strong desire to have a formal committee that facilitates meaningful community input.

Community Engagement

Council's intentions to appoint a new community committee to advise on the management of Bells, for the committee to have an Chair and for the chair to be paid an honorarium, have all been widely advertised through circulation of the draft Coastal Management and Implementation Plans.

Environmental Implications

Not applicable

Communication

Not applicable.

Conclusion

Having a Chair of the new Bells Beach Committee will assist with keeping this committee productive and focused on the key task of implementing the works recommended in the new Coastal Management Plan. Payment of the Chair will assist the committee to function professionally and reflects the higher level of responsibilities expected of this position.

4. CULTURE & COMMUNITY

4.1 Health and Wellbeing Plan Quarterly Progress Report

Author's Title: Manager Aged & Family

General Manager: Chris Pike

Department: Community

File No: F13/563

Division: Culture & Community

Trim No: IC15/486

Appendix:

1. Health and Wellbeing Plan – Implementation Summary July - September 2015 (D15/102810)
2. Winchelsea Health and Wellbeing Project Implementation & Evaluation Report (D15/102811)

Officer Direct or Indirect Conflict of Interest:

Status:

In accordance with Local Government Act 1989 –
Section 80C:

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To receive and note the progress of implementation of Year 3 of the Municipal Health and Wellbeing Plan 2013-2017 and the implementation and evaluation report for the Winchelsea Health and Wellbeing Project.

Summary

The Surf Coast Shire Health and Wellbeing Plan 2013-2017 was developed through collaboration between the G21 Councils and other key stakeholders and adopted by Council at its general council meeting held 24 September 2013. The final draft plan was submitted to the Minister for Health on 29 October 2013 to meet requirements under the Act.

The Year 3 implementation activity report provides an overview of the range of activity achieved in this first quarter of the third year of the plan.

The Winchelsea Health and Wellbeing Plan has been developed as part of the broader Winchelsea Health and Wellbeing Project. Barwon Medicare Local, Surf Coast Shire and key stakeholders in the Winchelsea community were engaged to develop the Winchelsea Health and Wellbeing Profile which identified health and wellbeing priority areas of need in the community. Key areas identified in the action plan included increasing levels of service provider engagement, exploring opportunities to increase access to youth health services and activities, increasing community participation, exploring food security issues and promoting services.

Evaluation of the project has identified the overall success of the project through improved outcomes in the priority areas. The success of the project is also due to the great ideas generated by the community. It has helped to build the profile of the role of Council in community health and wellbeing, and community members understanding and appreciation about how they can work together to achieve improved health and wellbeing outcomes for its members.

The project is funded to June 2016.

Recommendation

That Council:

1. Receive and note the progress of implementation of Year 3 of the Municipal Health and Wellbeing Plan 2013-2017.
2. Receive and note the Winchelsea Health and Wellbeing Project Implementation and Evaluation Report.

4.1 Health and Wellbeing Plan Quarterly Progress Report

Report

Background

The Victorian Municipal Public Health & Wellbeing Act 2008 (the Act) requires that each Council develop and implement a Municipal Public Health and Wellbeing Plan (MPHWP) within 12 months of a general Council election. Council endorsed MPHWP's are to be lodged with the Minister for Health by 31 October 2013 also as a requirement of the Act.

The Surf Coast Shire Health and Wellbeing Plan 2013-2017 ("the Plan") was developed through a collaboration between the G21 Councils and other key stakeholders and adopted by Council at its Ordinary Council Meeting held 24 September 2013. The final draft plan was submitted to the Minister for Health 29 October 2013 to meet requirements under the Act.

Discussion

Following adoption of the Plan an implementation plan was developed which aimed to ensure linkages with the Council plan and to identify key responsibility areas for implementation across the organisation. Activity was grouped under the priority themes for action which include;

1. Healthy engaged communities
2. Local opportunities
3. Service Accessibility

Under each of the themes are a number of objectives and strategies that continue to be worked on over the life of the plan. Appendix 1 provides a summary of the Year 3 achievement to date across the each of the themes.

Some of the key achievements for Year 3 of implementation include:

- 1.1.1.1 Develop and deliver Health and Wellbeing Planning session for key staff – Session delivered in July
- 1.2.3.4 Investigate feasibility of Little Athletics – A come and try day included 120 participants
- 1.5.3.2 Continue to support Council's community gardens and build local expertise around growing food – Funding was provided for shelters, solar lights, water security, plants and a Grow Local project
- 2.1.5.1 Apply online engagement processes - Testing the Water communication was channelled through the website and notifications sent via social media. School Holiday Programs, the Good Fish Project, Events Grant funding round, the Art Calendar Exhibition and Seniors Week were communicated widely through social media this quarter.

The Winchelsea Health and Wellbeing Plan has been developed as part of the broader Winchelsea Health and Wellbeing Project. Barwon Medicare local, Surf Coast Shire and key stakeholders in the Winchelsea community were engaged to develop the Winchelsea Health and Wellbeing Profile which identified health and wellbeing priority areas of need in the community. Key areas identified in the action plan included increasing levels of service provider engagement, exploring opportunities to increase access to youth health services and activities, increasing community participation, exploring food security issues and promoting services.

A wide range of activities were undertaken to address these priorities including:

- The Winchelsea and District Health and Wellbeing Expo, run in partnership with Eastern Reserve Committee of Management and the Winchelsea Football and Netball Club
- Activities to increase access to health services and activities for younger people such as a breakfast club and movie night
- Grow your own food activities engaging the school and kindergarten with the community garden and men's shed
- Development of a service provider network and service map

Evaluation of the key areas of focus for the project has identified the overall success of the project through;

- An increase in the level of service provider engagement, primarily through increased communication and the development of the service provider action plan

4.1 Health and Wellbeing Plan Quarterly Progress Report

- Increased engagement with young people and development of activities that support participation and social connection. Underpinning the engagement is opportunities to provide information to youth and their families about services available to young people
- Provision of education and resources to families aimed at increasing food security through development of skills to grow their own food and knowledge of available support services
- Increased community participation through development of new initiatives to promote involvement such as the U3A
- Leveraging of funds and in kind support beyond Council's contribution to the project
- Sustainability of activities beyond the project period e.g. movie night, U3A etc

The success of the project is also due to the great ideas generated by the community. It has helped to build the profile of councils role in health and wellbeing, and community members have a better understanding and appreciation about how communities can work together to achieve improved health and wellbeing outcomes for its members.

Financial Implications

Many of the activities and programs implemented within the Health and Wellbeing Plan have been achieved through existing resources and established programs. This is an indicator of improved efficiencies across the organisation and collaborative partnerships with other key stakeholders which is a positive outcome.

The level of activity to deliver on the Plan is, naturally, sensitive to the level of annual investment. For the 2015/16 financial year Council has committed to fund a 0.6 EFT Health and Wellbeing Officer to support the implementation of the Plan and build on the achievements of 2014/15.

The Winchelsea Health and Wellbeing project was delivered as part of the 2014/15 allocation of \$50k for implementation. The project was delivered within the budget available and leveraged in kind and other funding of over \$11k.

Council Plan

Theme 3 Communities
Objective 3.3 Preservation of peaceful, safe and healthy environments
Strategy 3.3.5 Annual monitoring and evaluation of the G21 Regional Health and Wellbeing Plan and Surf Coast Shire sub plan.

Policy/Legal Implications

The Victorian Municipal Public Health & Wellbeing Act 2008 (the Act) requires that each Council develop and implement a (MPHWP) within 12 months of a general Council election.

The Local Government Act 1989 outlines Council's role in the promotion, protection and improvement of health and wellbeing.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

The Health and Wellbeing Plan is a statutory requirement under the Victorian Public Health and Wellbeing Act 2008, S26. Ongoing implementation and reporting of achievements will support compliance with the Act.

Social Considerations

The ongoing implementation of the Surf Coast Shire MPHWP will continue to assist in the creation of environments that support the health of members of the local community and strengthen the capacity of the community and individuals to achieve better health standards.

Community Engagement

Community engagement activity undertaken as part of implementation activity includes development of working and reference groups for specific projects, community surveys, stakeholder consultation through meetings and one to one consultation with individuals in the community.

4.1 Health and Wellbeing Plan Quarterly Progress Report

Environmental Implications

Not applicable

Communication

Implementation activity will be communicated through relevant stakeholder groups with an interest in supporting implementation activity.

Conclusion

The implementation of the year 3 action plan will build on the achievements of the first 2 years of the plan and support the overall achievement of objectives for the four year plan. Outputs and actions from the Plan will be reported to the Department of Health as part of Council's legislative responsibilities

Overall it is considered the Winchelsea Health and Wellbeing project has been successful. A major achievement has been the development and strengthening of relationships and partnerships between external organisations and Winchelsea community.

Community involvement and interest have helped to build the profile of council and community understanding about how they can work together to achieve improved health and wellbeing outcomes.

4.2 Small Grants Program September 2015/16 Funding Round

Author's Title: Community Project Officer

General Manager: Chris Pike

Department: Leisure & Wellbeing

File No: F15/805

Division: Culture & Community

Trim No: IC15/337

Appendix:

1. Small Grants September 2015/16 (D15/93943)

Officer Direct or Indirect Conflict of Interest:

Status:

In accordance with Local Government Act 1989 –
Section 80C:

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To allocate the September 2015 Small Grants (Round 1).

Summary

The Surf Coast Shire Small Grants Program aims to support community groups, projects and local initiatives. It is a grassroots grants program which enables community strengthening and helps to build vibrant and healthy local communities within the Surf Coast.

A total of 25 applications were received in the September 2015/16 grants round. Applications were assessed by Council Officers against the Small Grants Program selection criteria in the categories of 'Community Initiatives', 'Culture and Arts', 'Environment' and 'Recreation and Leisure'. Eligible applications underwent further assessment and moderation and a recommended funding list has been developed for Councils approval.

A total of 23 applications were successful in the Small Grants Program (see appendix 1) and two were assessed as ineligible having received funding in the previous round.

Recommendation

That Council allocate funding for the September 2015 round of the Small Grants Program to the value of \$31,750 as per Appendix 1.

4.2 Small Grants Program September 2015/16 Funding Round

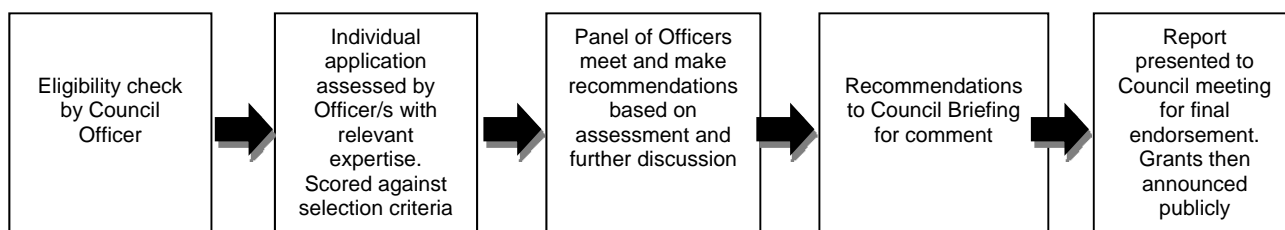
Report

Background

For a number of years Council has supported the Small Grants Program with two rounds of grants each year in September (Rnd 1) and March (Rnd 2). Council endorsement is required on the full list of funded projects.

The Small Grants Program follows a traditional formal application process in which applicants submit responses to key questions based around weighted selection criteria. The assessment process follows a documented internal procedure which is based on a quality assured grants management program.

The diagram below details the assessment process:



The Small Grants Program is a merit based grants process and does not aim to achieve equal distribution of funding across categories, as some categories are more popular than others.

All successful groups or their auspice agency are required to sign a grant funding agreement confirming that they agree to set conditions of receiving funding. This agreement clearly outlines any special conditions which may relate to the provision of funds, for example obtaining appropriate public liability insurance or relevant permits. Successful groups are required to report on the outcomes of their grant within 12 months of receiving funding via a formal grant acquittal process.

All grants applications are submitted online via Smarty Grants. This software is purpose built and collects, collates and stores grant applications year by year providing an easily accessible archive of Smarty Grant applications.

Funding is available for community-based projects or activities that:

- encourage and enable the participation of a wide variety of local residents
- address an important community need
- encourage and enable groups or individuals across the Shire to collaborate and share knowledge, skills and resources.

Projects not funded under the Small Grants Program include:

- capital or ongoing maintenance works
- events (these are funded under a separate Surf Coast Shire grant program)
- new building works
- new or replacement equipment and fixtures (fixed, hardwired or plumbed) and furniture
- general administrative or ongoing wages
- projects funded under other programs supported by the Surf Coast Shire
- projects that have already commenced or already occurred
- projects that are part of curriculum-based activities in schools
- projects that are fundraising in nature (unless the project provides considerable community benefit)
- recurrent funding for ongoing projects or projects which have already been funded.

4.2 Small Grants Program September 2015/16 Funding Round

Small Grants Program September 2015 Funding Round

Organisations ineligible to apply for a Small Grant include:

- any Committees of the Surf Coast Shire Council including Advisory Committees, Committees of Management or Sub Committees
- organisations who have received a Surf Coast Shire Small Grant in the previous funding round.
- organisations that have not completed an Acquittal Report for a previously funded Surf Coast Shire Small Grant
- for-profit or commercial organisations - unless the application can demonstrate that the proposed project or activity will have considerable tangible community benefit.

Funds are provided for projects and activities that fall into the following broad categories:

- Community Initiatives: local partnerships that contribute to the wellbeing and quality of life of Surf Coast Shire residents
- Environment: projects or activities that protect or enhance the local environment or work towards sustainability
- Culture and Arts: Community arts projects that support the development of quality arts initiatives and increase involvement in arts and culture by the community. Heritage projects that support participation, learning and recording of the cultural history of the Surf Coast Shire and its residents
- Recreation and Leisure: Innovative or new projects that promote recreation, physical activity and increase participation for all abilities.

Discussion

A total of 25 applications were received requesting a total amount of \$42,055. Following a thorough assessment process officer's recommendation is to fund a total of \$31,750 to deliver 23 projects.

The breakdown of the 23 recommended projects by Ward is as follows:

- Torquay – 13
- Anglesea – 5
- Winchelsea – 4
- Lorne – 1

Appendix 1 lists the applications submitted across each of the four Small Grant categories – Community Initiatives, Environment, Culture and Arts, Recreation and Leisure, and the proposed funding for each project.

A recommendation of the Small Grants Program review in 2010/11 was at the discretion of Council some projects that meet additional need may be considered for funding above the normal maximum of \$1,000 and up to \$5,000 (budget permitting).

For a project to be considered for additional funding it should demonstrate meeting additional criteria including:

- demonstrate a high evidence of need
- provide significant benefit to the community
- target a new audience
- provide a clear community capacity building outcome
- include and encourage participation by a wide range of key audiences
- the group managing the project needs to have a proven track record in managing projects, and have a well-developed project plan that illustrates appropriate expenditure and resourcing.

There are a total of seven projects that have been recommended to receive a contribution greater than \$1,000.

4.2 Small Grants Program September 2015/16 Funding Round

Group/Organisation	Plastic Bag Free Torquay / Anthony Hill (Individual applicant)
Project Details	The Family Trivia Tour – Saving Oceans from Plastic Pollution. School Presentations and Trivia nights in February/March 2016
Evidence of Need / Who will benefit	This project raises awareness, educates and offers solutions to the problem of plastic pollution in our oceans and along our coastline.
Participation:	Activities will include presentations in 14 schools, 2 Community Trivia nights (Lorne and Anglesea), a Boomerang Bag night and a Community Beach clean.
Proven Track record in managing similar projects	The organisation is working closely with Council's Environment and Community Safety Department to ensure the project works well with identified priorities and initiatives.
Appropriate expenditure and resourcing	Funding will support School Presentations, Trivia nights and Project Management. There is significant in-kind support by the applicant by the way of labour, planning and donated trivia prizes.
Other comments	This pilot is aimed at establishing on-going initiatives in schools and communities that will provide long term benefits in reducing litter and plastic pollution in the Shire. As Plastic Bag Free Torquay are not incorporated the project will be auspiced by SCEG or Surfrider Foundation and there will be reporting requirements to Council's Environment Unit within the funding agreement conditions to monitor project delivery.
Total amount of recommended funding	\$3,000

Group/Organisation	Winchelsea WWI VC Tribute Cairn – Official Dedication
Project Details	Official unveiling and dedication of the Winchelsea WWI Victoria Cross Tribute Cairn. Official proceedings, displays and activities on the Barwon Riverbank adjacent to 1 Main Street and the Memorial Cairn.
Evidence of Need / Who will benefit	Winchelsea residents and the regional community will benefit from the project with the heritage of Winchelsea and WWI centenary events.
Participation:	The project is being managed by a subcommittee of the Winchelsea WWI Victoria Cross Tribute Cairn committee. Other stakeholders include the Geelong Re-enactment Group, Winchelsea and District Historical Society, Winchelsea Tourist Information, Growing Winch, Winchelsea Lions Club and Surf Coast Shire.
Proven Track record in managing similar projects	Skills and support from this group include graphic design, event development, community development, community liaison, catering and military event protocol.
Appropriate expenditure and resourcing	This event has already received part funding – see below. The group have applied for a Small Grant of \$3,000 to resource printing and design costs, marquee and equipment hire.
Other comments	\$43,000 of Federal, State and Local Government funding has been received for this project.
Total amount of recommended funding	\$3,000.00

Group/Organisation	The Quay Residents Association – Torquay
Project Details	Annual Christmas Holiday Streetlamp 'Gift Wrapping' Banner Sleeve Project
Evidence of Need / Who will benefit	This is the first project of the Quay Residents Association – Torquay. It will unite a broad range of neighbours through a common annual cause to strengthen overall neighbourhood and community and foster new ideas and

4.2 Small Grants Program September 2015/16 Funding Round

	opportunities.
Participation:	John De Witt is the project planner and the project includes multiple 'Street Captains' and volunteers.
Proven Track record in managing similar projects	John is a former grants administrator, urban designer, landscape architect, community facilitator and project manager for public and private sector projects.
Appropriate expenditure and resourcing	The budget includes production of a further 19 street banners to compliment the 74 banners contributed by local residents.
Other comments	This project provides a unique annual neighbourhood and pride-building event for approximately 580 households. Surf Coast Shires Engineer Services Manager has provided approval for this project.
Total amount of recommended funding	\$1045

Group/Organisation	Torquay Museum without Walls Inc.
Project Details	Digital History Project – Imaging equipment, Laptop, Hard Drive and Software.
Evidence of Need / Who will benefit	This project aims to provide a unique and meaningful record of Torquay History accessible anywhere in the world. The entire community will benefit as they will be able to read, listen and interpret Torquay History, pose questions, analyse visual resources and conduct research as they move around the town.
Participation:	The project will be managed by Cheryl Baulch and Chris Barr.
Proven Track record in managing similar projects	Members of the organisation have been successfully involved in other funded projects in the community and have experience in applying, implementing and acquitting projects and smaller grants. The group includes members with experience in managing multimedia and internet based technologies.
Appropriate expenditure and resourcing	The budget is appropriate and includes a matching contribution by applicant.
Other comments	The start-up project will capture the history of 'Spring Creek House' by producing an Oral History / Digital Storytelling. Another outcome will be the creation of a Torquay History App.
Total amount of recommended funding	\$1510

Group/Organisation	Anglesea Cricket Club Inc.
Project Details	Temporary Change Rooms
Evidence of Need / Who will benefit	The Club currently has one change room which is shared with visiting teams. The Club now has a number of female junior players who currently get changed in their cars and have no privacy which is not considered acceptable to encourage greater levels of participation. A portable change room will provide female juniors and visiting teams an area to change and the Club has submitted an Expression of Interest to upgrade and develop visitor change rooms in the current Sport and Recreation Victoria round of funding. (To be considered at the 27 October 2015 Council meeting).
Participation:	Members and visiting teams.
Proven Track record in managing similar projects	The Club is incorporated and insured.

4.2 Small Grants Program September 2015/16 Funding Round

Appropriate expenditure and resourcing	The grant application is to hire a portable change facility for the 2015/16 cricket season.
Other comments	The Club is hopeful that they are successful in securing Council and SRV support to fund the development of visitor change rooms prior to the 2016/17 season. Funding conditions of the grant will be subject to DELWP approval, and will not proceed until the counter signed funding agreement is returned (retrospective projects are not eligible). This grant is a one-off contribution (season 15/16 only) regardless of the Clubs current Sport and Recreation Victoria application outcome.
Total amount of recommended funding	\$1600

Group/Organisation	Riverlee Art Studio
Project Details	Hunt and Gather Festival – Part of Eat Local Month. To commission 'Rabbit Sculptures'
Evidence of Need / Who will benefit	The project will build the town's existing attributes as well as bring visitors to the town for a unique experience.
Participation:	Local artists will be commissioned to create the sculptures.
Proven Track record in managing similar projects	There is significant local support for this project including Growing Winchelsea (147 members), local farmers, traders, the Community Bank and the local art community.
Appropriate expenditure and resourcing	The group applied for a grant of \$5,000. Officers recommend funding \$2,500 to pilot the project.
Other comments	Riverlee is a local community collective arts studio that does not have any financial details as it is a free local space for artists.
Total amount of recommended funding	\$2500

Group/Organisation	ReEnergise Geelong Inc.
Project Details	ReEnergise Community Engagement
Evidence of Need / Who will benefit	The project will strengthen communities via face-to-face meetings, stakeholder partnerships and training volunteers. The project will help facilitate meeting the Surf Coast's renewable energy target.
Participation:	ReEnergise Geelong Committee members involved in the project include Dan Cowdell, Andrea Pape, Suzie Brown and Angela Gilmore.
Proven Track record in managing similar projects	Detailed project plan submitted.
Appropriate expenditure and resourcing	Funding is to hold stakeholder meetings, conduct a community survey, coordinate volunteers, conduct face-to-face meetings, compile survey results and prepare report.
Other comments	ReEnergise Geelong are working closely with Councils Environment team who have indicated that the project involves a high level of outreach contact with the Shires local communities and it is appropriate to include reporting requirements against the project plan to Councils Environment Coordinator.
Total amount of recommended funding	\$5000

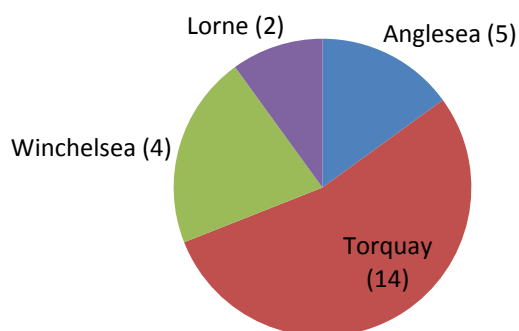
4.2 Small Grants Program September 2015/16 Funding Round

Small Grants Program September 2015 Funding Round

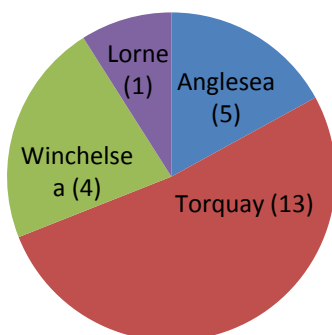
Recommended Funding Breakdowns According to Category

Category (Number applications submitted)	Recommended Funding number	Recommend Funding amount
Community Initiatives (8)	7	\$7,800
Culture and Arts (8)	8	\$9,350
Environment (6)	5	\$11,000
Recreation and Leisure (3)	3	\$3,600
Total requested (25)	23	\$31,750

Number of Small Grants Received by Ward - September 2015



Number of Small Grants Recommended for Funding by Ward - September 2015



Financial Implications

The total pool for two rounds of Small Grants for 2015/16 is \$75,000. The available amount for the September 2015 round is \$37,500. The total recommended projects currently sits at \$31,750 representing an underspend of \$5,750 which can be added to the funding pool for round 2 in March 2016.

4.2 Small Grants Program September 2015/16 Funding Round

Council Plan

Theme 3 Communities

Objective 3.4 Building leadership and skills within the community

Strategy 3.4.2 Support people to participate in community life.

Theme 3 Communities

Objective 3.4 Building leadership and skills within the community

Strategy 3.4.3 Provide funding opportunities to groups to improve and strengthen their communities.

Theme 1 Environment

Objective 1.2 Pursue alternative energies

Strategy Nil

Policy/Legal Implications

The Small Grants Program supports Councils Plan (2013-2017) objectives of:

- Building leadership and skills within the Community

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has any conflicts of interest.

Risk Assessment

All projects have been reviewed by Council's Risk Management Co-ordinator. Depending on the level of risk some applicants will be required to provide public liability insurance to the value of \$20,000,000 as a condition of receiving a funding grant.

Social Considerations

The Small Grants Program offers support to new and existing community groups to undertake community strengthening activities and to contribute to the social and cultural wellbeing of the Surf Coast Shire. A diverse range of locally driven projects and activities will be delivered through the support of small grant funding. Many of these initiatives could not be delivered should they be unsuccessful in receiving a small grant.

Community Engagement

Engagement activities prior to the September round of grants include:

- media campaign including advertising in the Surf Coast Times
- grants programs were promoted via Council Officer e-mail networks, word of mouth and the Community House and Men's shed networks.
- direct email to previous grant recipients on 11 September 2015 (88 community groups).
- direct contact with potential grant recipients.
- promotion via the Surf Coast Shire website and intranet.

Environmental Implications

The Small Grants program is often used by local environment groups. Six applications have been received under the 'Environment' category and five have been recommended for funding.

Communication

Following adoption at the November Council meeting, all applicants will receive a letter informing them of the outcome of their application. Council Officers will promote the grants programs and showcase successful groups/projects using local media and the Surf Coast Shire website.

Conclusion

The Small Grants Program is a positive community strengthening initiative that supports local groups to take action and contribute to the vibrant culture of their local community. The program involves significant collaboration with community given the high level of in-kind volunteer support required to deliver each project.

A full list of recommended projects is attached (Appendix 1).

A celebration to recognise successful grant recipients will be held in Council Chambers at 10:30am, Thursday 3rd December 2015. Ward Councillors will be invited to present certificates to successful applicants.

5. MINUTES

5.1 Advisory Committee Minutes

Author's Title: Administration Officer - Governance & Risk **General Manager:** Sunil Bhalla

Department: Governance & Risk

File No: F15/400

Division: Governance & Infrastructure

Trim No: IC15/572

Appendix:

1. All Abilities Advisory Committee (AAAC) Minutes - 27 October 2015 (D15/101852)

Officer Direct or Indirect Conflict of Interest:

Status:

In accordance with Local Government Act 1989 –
Section 80C:

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To receive and note the minutes of the Advisory Committee meetings as appended.

Summary

The minutes provided in this report are draft unless otherwise identified. Committees do not re-issue minutes if any corrections are made at the time of adoption, rather note these corrections in the agenda item confirming adoption of the minutes at the following committee meeting.

Any corrections to draft minutes of material significance made by the committees will be provided to Council for noting in a subsequent report.

Recommendation

That Council receive and note the minutes of the All Abilities Advisory Committee meeting held on 27 October 2015.

6. ASSEMBLIES OF COUNCILLORS

6.1 Assemblies of Councillors

Author's Title: Administration Officer - Governance & Risk **General Manager:** Sunil Bhalla

Department: Governance & Risk

File No: F15/764

Division: Governance & Infrastructure

Trim No: IC15/538

Appendix:

1. Agenda Review - 27 October 2015 (D15/96052)
2. Council Briefing - 10 November 2015 (D15/100764)
3. Council Briefing - 11 November 2015 (D15/100772)
4. Torquay Surf Life Saving Club Expansion/Infrastructure - 10 November 2015 (D15/101876)
5. Torquay CBD Discussion - 11 November 2015 (D15/101650)

Officer Direct or Indirect Conflict of Interest:

Status:

In accordance with Local Government Act 1989 – Section 80C:

Information classified confidential under Section 77 of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To receive and note the Assembly of Councillors records received since the previous Council Meeting.

Summary

The Local Government Act 1989 section 80A(2) states that the Chief Executive Officer must ensure that the written record of an assembly of Councillors is as soon as practicable reported at an Ordinary Meeting of Council and incorporated in the minutes of that Council Meeting.

Recommendation

That Council receive and note the Assembly of Councillors records for the following meetings:

- Agenda Review – 27 October 2015
- Council Briefing – 10 November 2015
- Torquay Surf Life Saving Club Expansion/Infrastructure – 10 November 2015
- Council Briefing – 11 November 2015
- Torquay CBD Discussion – 11 November 2015

7. URGENT BUSINESS/PETITIONS/NOTICES OF MOTION

7.1 Petition Requesting Council Save the Historic Winchelsea Go Kart Track

Author's Title: Team Leader Governance

General Manager: Sunil Bhalla

Department: Governance & Risk

File No: F15/400

Division: Governance & Infrastructure

Trim No: IC15/580

Appendix:

1. Petition - Save Winchelsea Go Kart Track (D15/102618)

Officer Direct or Indirect Conflict of Interest:

Status:

In accordance with Local Government Act 1989 –
Section 80C:

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To receive and note the petition requesting that Council save the historic Winchelsea Go Kart Track.

The petition consists of 169 signatures.

Recommendation

That Council, in accordance with its Local Law No. 2 – Meeting Procedure:

1. Receive and note the receipt of the petition requesting that Council save the historic Winchelsea Go Kart Track.
2. Refer the petition to the General Manager Environment & Development for consideration
3. Require a report on the petition be presented to the 28th January 2016 Ordinary Council Meeting.

8. IN-CAMERA

Recommendation

That Council pursuant to section 89(2)(h) other matters, section 89(2)(f) legal advice and section 89(2)(a) personnel matters of the Local Government Act 1989, close the meeting to members of the public to resolve on matters pertaining to the following items:

8.1 Assemblies of Councillors

8.2 Torquay Town Centre Parking Review

8.3 Reappointment of Mark Howes to the Chair of the CEO Employment Matters Committee

Recommendation

That:

1. The resolution and report pertaining to In Camera items 8.1, 8.2 and 8.3 remain In Camera.
2. Council open the meeting to the public at pm.

Close: There being no further items of business the meeting closed at pm.