



Agenda

Ordinary Meeting of Council
Tuesday, 25 March 2014

To be held at
Lorne Senior Citizens Centre
Mountjoy Parade, Lorne
Commencing at 6.00pm

Council:

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

AGENDA FOR THE ORDINARY MEETING OF SURF COAST SHIRE COUNCIL
TO BE HELD AT LORNE SENIOR CITIZENS CENTRE, MOUNTJOY PARADE, LORNE
ON TUESDAY 25 MARCH 2014 COMMENCING AT 6:00PM

PRESENT:

OPENING:

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

PRAYER:

Almighty god, under whose providence we hold responsibility for this Surf Coast Shire, grant us wisdom to understand its present needs, foresight to anticipate its future growth, and grace to serve our fellow citizens with integrity and selflessness.

APOLOGIES:

CONFIRMATION OF MINUTES:

Recommendation:

That Council note the minutes of the Ordinary meeting of Council and the In-Camera meeting of Council held on 25 February 2014, as a correct record of the meeting.

LEAVE OF ABSENCE REQUESTS:

CONFLICTS OF INTEREST:

PRESENTATIONS:

PUBLIC QUESTION TIME:

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1. Corporate

1.1 Monthly Finance Report – February 2014

EMT Report Council Briefing Council Report

Meeting Date:

Tuesday, 25 March 2014

Council Meeting Adoption Date:

Tuesday, 25 March 2014

Author's Title: Manager Finance

Director: Chris Cowley

Department: Financial Services

File No: F13/1047

Directorate: Corporate

Trim No: D14/20186

Appendix:

1. Monthly Financial Report – February 2014 (D14/19860)

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

Purpose

To receive 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 February 2014.

Summary

An executive summary, financial analysis, capital works and new initiatives performance summary, financial position analysis and consolidated financial statements are included for the 8 months ending 28 February 2014. The report also contains an analysis of the significant year-to-date variations that are ahead or behind the revised forecast outcome.

The key financial results are as follows:

Year to date measure	Value (\$m)	Commentary
Operating Result	22.2	\$3.3m ahead of forecast
Capital Works expenditure	11.4	\$2.3m behind forecast
New Initiatives expenditure	1.0	\$0.4m behind forecast
Net Assets & Total Equity	385.3	\$3.3m ahead of forecast
Cash & Cash Equivalents	21.1	\$3.9m ahead of forecast
Working Capital Ratio	328%	34% ahead of forecast

Council remains in a sound financial position.

Recommendation

That Council receive and note the financial results, variances and explanations for the 8 months ended 28 February 2014.

Monthly Finance Report – February 2014

Report

Background

The attached financial report for the 8 months ended 28 February 2014 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 ahead or behind the revised forecast outcome.

Discussion

Operating Results

The year-to-date operating result for the 2013/14 year shows a net surplus of \$22.2 million, which is \$3.3 million ahead of the forecast. This variance is mainly due to:

- Operating expenditure behind forecast, including materials and services \$1.2 million and wages and oncost \$0.47 million
- Granted assets received ahead of forecast \$2.1 million
- Developer contributions received ahead of forecast \$0.3 million

This was partially offset by:

- Operating revenue behind forecast \$0.2 million
- Capital grant revenue behind forecast \$0.2 million
- Sale of assets behind forecast \$0.1 million

Capital Works

The year-to-date capital works shows a total of \$11.4 million, which is \$2.3 million behind forecast. This variance is mainly due to:

- Delayed scheduling of works, including Anglesea Cell 3 Liner stage A \$0.3 million, Torquay Community and Civic Precinct recreation facilities \$0.2 million, I/T equipment replacement \$0.2 million, Larcombes Road renewal \$0.2 million, Church Road culvert replacement \$0.1 million, Anglesea Landfill rehabilitation – Cell 1 \$0.1 million, Lorne Visitor Information Centre extension \$0.1 million, and the heavy plant replacement program \$0.1 million

This was partially offset by:

- Works ahead of schedule including the Green Waste Bin buy out \$0.1 million, and Aireys Inlet – Fairhaven Link \$0.1 million

New Initiatives

The year-to-date new initiatives show a total of \$1.0 million which is \$0.4 million behind forecast. This variance is mainly due to project delays.

Balance Sheet

The working capital ratio is currently 328%, which is ahead of forecast by 34%. The prudential limit required by the Department of Planning and Community Development is a minimum working capital of 110%. The cash and investment balance at 28 February 2014 is \$21.1 million, which is \$3.9 million ahead of forecast. This variance is mainly due to operating expenditure behind forecast \$1.7 million and capital expenditure behind forecast \$2.3 million.

Net assets and total equity is currently \$385.3 million, which is ahead of forecast by \$3.3 million. This variance is mainly due to:

- Higher cash and cash equivalents \$3.9 million

This has been mainly offset by:

- Lower property, plant and equipment \$0.6 million

Monthly Finance Report – February 2014

Borrowings have decreased by \$0.05 million to \$16.83 million in accordance with Council's loan schedule, with the next scheduled payment due in March 2014. No new borrowings have been budgeted during the 2013/14 year.

The detailed Financial Report for February 2014 is attached.

Officer Direct or Indirect Interest

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

Risk Assessment

Council's overall financial risk is low in accordance with the financial indicators applied over the next four years in the 2013 – 2023 Strategic Resource Plan, which are used by the Victorian Auditor-General to assess financial sustainability risk. Future financial reports will be enhanced to provide performance reporting against the financial sustainability indicators targeted in the annual budget and strategic resource plan, which will be disclosed for the first time in the September financial report.

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 forecast results explained in this report.

APPENDIX 1: MONTHLY FINANCIAL REPORT – FEBRUARY 2014

1.2 Policy Review – SCS-016 Investment Policy

EMT Report

Council Briefing

Council Report

Meeting Date:

Tuesday, 25 March 2014

Council Meeting Adoption Date:

Tuesday, 25 March 2014

Author's Title: Coordinator Governance

Department: Governance and Risk

Directorate: Corporate

Appendix:

1. SCS-016 Investment Policy

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Select Conflict of Interest

Director: Chris Cowley

File No: F13/1226

Trim No: D14/16411

Status:

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

Yes

No

Reason: Select relevant section S89 (2)

Purpose

To adopt the amended Council Policy SCS-016 Investment Policy.

Summary

Council's Audit and Risk Committee considered the Investment Policy at its 18 February 2014 meeting and supported the forwarding of the policy to Council for adoption.

Council's Policy Review Sub-committee considered the policy at its 25 February 2014 meeting.

Recommendation

That Council adopt the amended SCS-016 Investment Policy as attached.

Policy Review – SCS-016 Investment Policy

Report

Background

At the September 2013 Ordinary Council Meeting, Council formed a Policy Review Sub-committee to assist in the review of Council Policies prior to consideration by Council.

Councillors appointed to the Council Policy Review Sub-committee are Cr. Heather Wellington, Cr. Clive Goldsworthy, Cr. Rod Nockles and Cr. Libby Coker in her capacity as Mayor (ex-officio).

The Council Policy Review Sub-committee is to provide a comprehensive review process for Council Policies, prior to presentation to Council for adoption.

Discussion

The Policy Review Sub-committee has on a number of occasions reviewed the Investment Policy and provided guidance and feedback for enhancements to it.

The Sub-committee considered the Investment Policy at its December 2013 meeting and requested amendments to the following:

1. Target date of return – reduced 90 basis points to 60 basis points.
2. Delete item 5 from the Assessment Form.

Officers have incorporated these recommendations into this policy.

Council's Audit and Risk Committee at its 18 February 2104 meeting considered the Investment Policy and supported the forwarding of the policy to Council for adoption.

Council's Policy Review Sub-committee again reviewed the Investment Policy with the incorporated changes sought by the Sub-committee from the December meeting at its meeting on 25 February 2014.

The Sub-committee provided advice that this Policy is recommended to Council for adoption.

Financial Implications

Not applicable.

Council Plan/Policy/Legal Implications

In accordance with the Council Plan strategic objective – inclusive and accountable governance.

Officer Direct or Indirect Interest

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

Risk Assessment

Council is required to ensure that all policies are current and meeting all legislative and organisational requirements.

Social Considerations

Not applicable.

Community Engagement

Not applicable.

Environmental Implications

Not applicable.

Communication

All policies are available on Council's website.

Conclusion

That Council adopt the updated SCS-016 Investment Policy as attached.

APPENDIX 1 – SCS-016 INVESTMENT POLICY



COUNCIL POLICY

Investment	Document No:	SCS-016
	Approval Date:	
	Approved By:	Council
	Review Date:	June 2016
Responsible Officer:	Director Corporate	Trim Reference: D13/135777
Authorising Officer:	Chief Executive Officer	

1. Purpose

This policy outlines Council's requirements to ensure that investments are actively managed and are low risk.

2. Scope

This policy sets out the Surf Coast Shire's policy and risk assessment approach for management of Council's investments.

3. References

Local Government Act 1989 Section 143
 Investment Management Policy and Procedure

4. Definitions

Investments Include all cash and cash equivalents either restricted or unrestricted, excluding cash on hand. This includes discretionary and non-discretionary cash-backed reserve funds.

Short Term investment An investment that has a term to maturity of 12 months or less from the date the investment was made.

Long Term investment An investment that has a term to maturity of more than 12 months from the date the investment was made and is restricted to a maximum term.

Target Rate Of Return Investment rate of return is above the 90 day bank bill swap rate plus 60 basis points.

Maximum term Term to maturity of an investment is restricted to 5 years or less from the date the investment was made.

Liquidity risk Includes the risk that, as a result of our operational liquidity requirements:

- we will not have sufficient funds to settle financial transactions when they fall due; or
- we will be forced to sell investments at a value which is less than what they are worth; or
- we may be unable to settle or recover financial assets.

Credit risk Includes the risk that a financial institution will not complete its obligations under a financial instrument and cause a financial loss.

Credit ratings (published by Standard & Poors Rating Services):

Short Term Ratings

- A-1 - The obligator's capacity to meet its financial commitment on the obligation is **STRONG**. Where the capacity to meet a particular obligation is **EXTREMELY STRONG** that obligation is designated with a plus sign, ie. A1+
- A-2 The obligator's capacity to meet its financial commitment on the obligation is **SATISFACTORY**, being somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than those rated A-1.

Long Term Ratings

- AAA - The obligator's capacity to meet its financial commitment on the obligation is **EXTREMELY STRONG**.
- AA - The obligator's capacity to meet its financial commitment on the obligation is **VERY STRONG**.

5. Policy

Council investments must comply with all restrictions specified under Section 143 of the Local Government Act 1989. Council also has a responsibility to actively manage its pooled investment portfolio to increase the potential for better returns and at the same time ensure prudent investments with low risk.

Council investments will have an upper exposure limit of 30% of total funds invested with each institution and their subsidiaries.

Investments shall only remain in the following range of credit ratings published by Standard & Poors Rating Services at all times:

1. Short Term Ratings
 - A-1
 - A-2
2. Long-term ratings
 - AAA
 - AA

5.1 Investment Management Responsibilities

The Manager Finance is authorised to manage Council's investment portfolio. This responsibility includes maximising return on Council's investment of credit funds and minimising the likelihood of overdraft. Investment decisions relating to new investment opportunities must be referred to the Manager Finance or Director Corporate for approval using the attached Investment Risk Assessment Form and Investment Decision Process. A register of investments shall be kept to identify the institutions where each investment is being held.

The Co-ordinator Financial Accounting is authorised to complete daily cash at call investment transfers at the Bank as an authorised bank account signatory.

5.2 Investment objectives

Surf Coast Shire seeks a balanced investment portfolio which aims to deliver enhanced returns whilst providing security, convenience and easy access to funds as cash flow requirements and Council investment decisions change.

This approach recognises the types and levels of cash reserves that Council holds from time to time, opportunities to maximise ratepayer value, the investments that suit Council's planned cash flow requirements and the importance of protecting ratepayer funds.

The objectives of this policy, in order of importance, are:

1. Preservation of capital;
2. Ensuring sufficient liquidity is maintained; and
3. Maximising the return on cash balances.

Preservation of capital involves minimising credit risk associated with a financial institution. Credit risk is managed by:

- only investing surplus funds with financial institutions which have a recognised credit rating specified in this Policy;
- only investing with Australian owned financial institutions where the capital investment amount is guaranteed to be preserved by the financial institution; and
- only investing in financial instruments that are convertible to cash at any time.

Minimising liquidity risk involves:

- targeting a minimum average level of cash and cash equivalents to be maintained;
- having readily accessible standby facilities and other funding arrangements in place;
- having a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments; and
- monitoring budget to actual performance on a regular basis.

Maximising the return on cash balances involves the investment of surplus cash balances after ensuring the preservation of capital and sufficient liquidity for operations.

5.3 Investment Management

To meet the objectives above the investment portfolio will be managed by using an institution credit rating framework and a term to maturity framework.

Institution Credit Rating Framework

Investments are limited to a specific range of investments as published by Standard & Poor's (S&P) Rating Services and outlined in this policy. Investment credit ratings advised by the investment institution or broker must be independently verified and documented. Credit ratings should be monitored regularly in the financial press to ensure compliance with the Policy requirements. In the event of an adverse report being published in the financial press, the suitability of that institution for Council investments shall be reassessed and documented.

In the event that a broker is used to purchase an investment, Council officers will put in place an agreement with the broker requiring them to only sell investment products that are in compliance with the Policy requirements and disclose any conflicts and commissions.

The level, degree and type of risks that are acceptable for any investment product will be:

- Convenient liquidity with withdrawals available on request;
- No penalties, other than loss of interest rate for early conversion to cash;
- Have certainty regarding capital preservation with strong credit protection;
- Investment performance consistently above short-term interest rates;

Term to Maturity Framework

The following principles apply to maximise investment opportunities and maintain appropriate liquidity levels:

1. A minimum liquidity buffer level is set for operations (liquidity buffer limits).
2. An amount of surplus cash is set that should trigger an investment.
3. Investment maturity dates are aligned to the liquidity buffer limit.
4. A short term bias is generally applied to allow a level of flexibility if Council priorities change.

The following actions are required to ensure that the above principles are applied:

1. At call balances must remain above the minimum of the total cash requirement predicted. Surplus cash above this amount should be considered for investment opportunities. This amount should be increased where any uncertainty exists within the forecast cash balances.
2. Surplus daily cash in excess of long term investments shall be documented by the Co-ordinator Financial Accounting or Manager Finance on the Daily Cash Position summary prior to undertaking the funds transfer. The Daily Cash Position summary shall take account of all expected cash flows for the day.

3. Cash will be recalled daily to meet all cash requirements and minimise the likelihood of overdraft.
4. All written correspondence, including investment confirmation advice, between Surf Coast Shire and appointed investment brokers/institutions must be documented on file and forwarded to the Manager Finance. This will ensure that daily investment transfers conducted are monitored at a senior level.
5. An upper limit for long term investments will be set at the start of each financial year having regard to long term cash reserve requirements.

5.4 Risk Assessment

Investment risk can be evaluated and minimised by providing a template for staff authorised to manage investments and conduct risk assessments for all new types of investment.

The Manager Finance is required to conduct a risk assessment of all current and proposed investment opportunities for each different type of investment product to be considered. The Investment Risk Assessment must be documented and signed by the Manager Finance prior to any investment decision being made and communicated to the Director of Corporate prior to transferring funds to the investment.

The documented risk assessment will include:

- Type of investment product;
- Term of investment;
- Level and type of risk of investment;
- Any uncertainties on the rate of return;
- Risk Credit Rating;
- Where the funds are to be invested as authorised in the Local Government Act 1989
- If any, the time lag to convert the investment to cash; and
- Penalties associated with breaking the term of the investment.

The Investment Risk Assessment form and Investment Decision Process is attached to this Policy.

6. Records

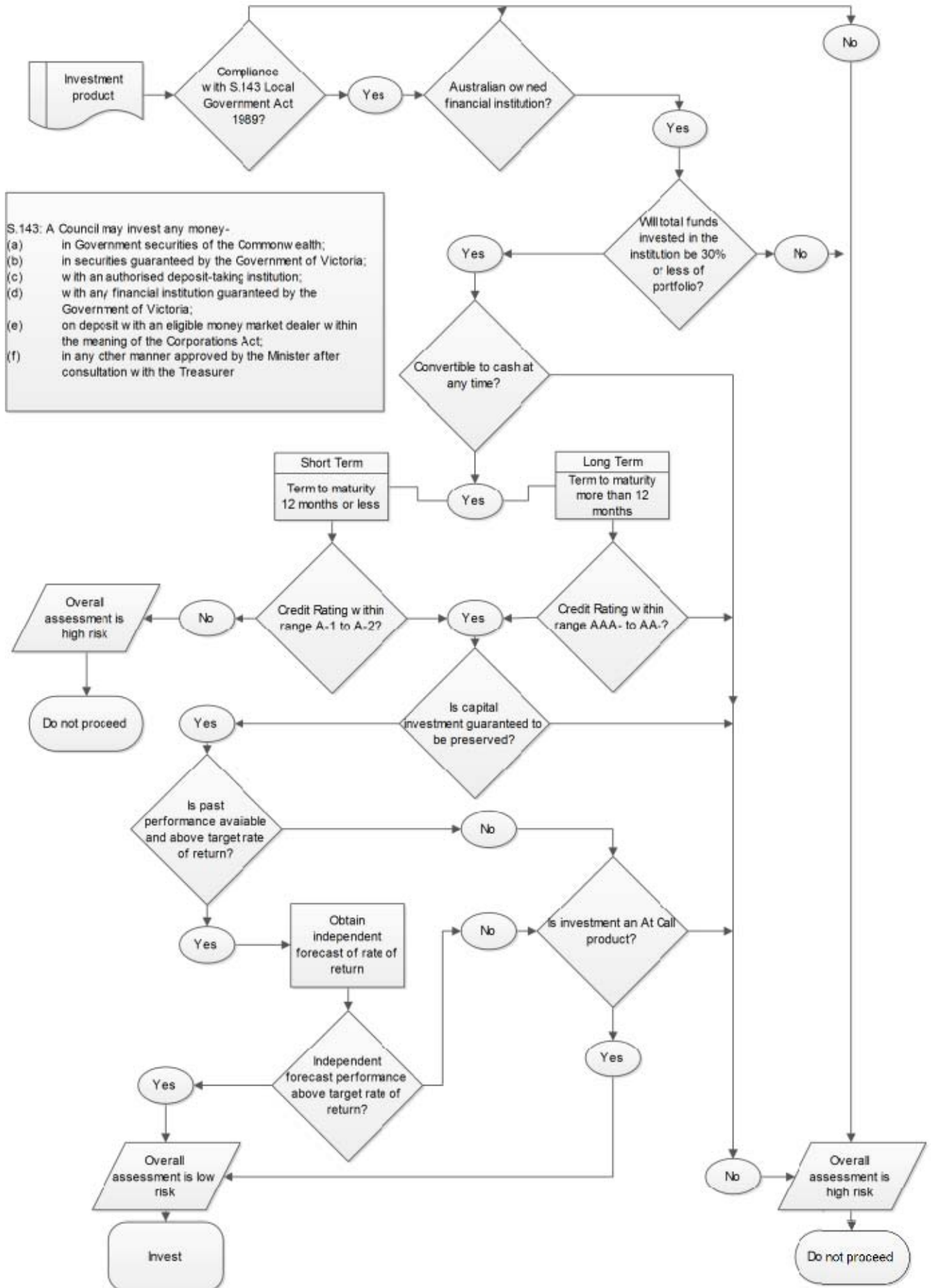
Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Investment Risk Assessment Form for each new investment	Finance Department	7 years	Shire Office

7. Attachments

Investment Decision Process
Investment Risk Assessment Form

Investment Decision Process



Investment Risk Assessment Form

<p>1. Type of Investment Product</p> <p>(a) Name of Product?</p> <p>(b) Name of Investment provider?</p> <p>(c) Name of deposit-taking institution/organisation (where investment is deposited)?</p> <p>(d) Is this Investment Short Term (12 months or less) or Long Term (more than 12 months)?</p> <p>(e) Descriptive of type of investment?</p>
<p>2. Compliance with Legislation</p> <p>(a) Does the investment comply with Section 143 of the Local Government Act 1989? Yes/No Tick a box</p> <p>Yes <input type="checkbox"/> No - Do not proceed <input type="checkbox"/></p>
<p>3. Term of Investment</p> <p>(b) Date investment matures?</p>
<p>4. Converting the Investment to Cash</p> <p>(c) Is the investment convertible to cash at any time? Yes/No Tick a box</p> <p>Yes <input type="checkbox"/> No - Do not proceed <input type="checkbox"/></p> <p>(d) If longer than 3 working days, how long does it take to convert the investment to cash?</p>
<p>5. Level and type of risk of investment</p> <p>(a) If short-term, is the investment Credit Rating within the range A-1 to A-2? Tick a box</p> <p>Yes <input type="checkbox"/> No - Do not proceed <input type="checkbox"/></p> <p>Rating <input type="text"/></p> <p>(b) If long-term, is the investment Credit Rating within the range AAA- to AA-? Tick a box</p> <p>Yes <input type="checkbox"/> No - Do not proceed <input type="checkbox"/></p> <p>Rating <input type="text"/></p> <p>(c) Is the Capital Investment amount guaranteed to be preserved? Yes/No Tick a box</p> <p>Yes <input type="checkbox"/> No - Do not proceed <input type="checkbox"/></p> <p>If yes, who is providing the capital guarantee?</p>

2. Planning and Environment

2.1 Update on Bushfire Management Overlay

EMT Report

Council Briefing

Council Report

Meeting Date:

Tuesday, 25 March 2014

Council Meeting Adoption Date:

Tuesday, 25 March 2014

Author's Title: Manager Planning & Development

Director: Kate Sullivan

Department: Planning & Development

File No: F12/482

Directorate: Sustainable Communities

Trim No: D14/13344

Appendix:

1. State Policy Bushfire Risk
2. Bushfire Management Overlay
3. Letter to Minister for Planning

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: Select Conflict of Interest

Reason: Select relevant section S89 (2)

Purpose

To receive and note the issues associated with the proposed changes to the Bushfire Management Overlay (BMO) in Surf Coast Shire.

Summary

As a consequence of the Black Saturday bushfires in 2009 and the recommendations of the Victorian Bushfires Royal Commission, the State Government introduced new policy related to the management of bushfire risk in 2011 to all Planning Schemes in Victoria. This update included the use of the BMO which is the key tool to assessing use and development of land in areas of mapped bushfire risk.

The BMO affects 11% of lots in Surf Coast Shire Council (around 2684 lots) including the fringes of Anglesea, Aireys Inlet and Lorne.

The BMO is a complicated form of overlay that provides detailed criteria to be met for use and development in areas of bushfire risk. Where the management of bushfire risk cannot be achieved to an acceptable level (as determined via the BMO) then use and development will not be supported. This has resulted in some sites in Surf Coast Shire not being able to be developed and others requiring substantial change to designs to meet the BMO requirements. The BMO has also resulted in more complex assessment and challenges of meeting requirements across property boundaries.

Expanded mapping for the BMO was proposed by the State Government but placed on hold in late 2013. This expanded mapping could have unintended consequences of limiting infill opportunities in some coastal towns.

A potential review of the BMO was flagged by the Minister for Planning in late 2013 however no further information about such a review has occurred since that time.

Recommendation

That Council:

1. Receive and note the Bushfire Management Overlay report.
2. Write to the Minister for Planning seeking advice on when changes to the Bushfire Management Overlay are to be actioned and advocating for a pragmatic approach to this issue.
3. Incorporate the issue of changes to the Bushfire Management Overlay into an advocacy plan.

Update on Bushfire Management Overlay

Report

Background

The Victorian Bushfire Royal Commission (VBRC) into the Black Saturday bushfires recommended improvement in planning controls managing bushfire risk (Recommendation 39).

As a result new State policy related to bushfire risk and the BMO were introduced in 2011 to inform planning decisions related to bush fire risk.

Discussion

BMO

The State policy related to bushfire risk introduced in 2011 (see Appendix 1) elevated the consideration of the protection of life and priority in assessing development in areas of bushfire risk which are reflected in the following strategies from Clause 13.05 of all Planning Schemes in Victoria:

Overarching strategies

- *Prioritise the protection of human life over other policy considerations in planning and decision-making in areas at risk from bushfire.*
- *Where appropriate, apply the precautionary principle to planning and decision-making when assessing the risk to life, property and community infrastructure from bushfire.*

The BMO was introduced as the key tool for identifying areas of bush fire risk and assessing use and development in such areas (see Appendix 2). The BMO provides a detailed list of requirements to assess use and development including the requirements of Clause 52.47 “Bushfire Protection: Planning Requirements”. This clause exists in all Planning Schemes in Victoria and works to set objectives, standards and mandatory standards to be met similar to a ResCode style of assessment.

The BMO and Clause 52.47 provide criteria for a range of bushfire issues such as siting of the building, providing defensible space, on-site water availability and emergency vehicle access.

The BMO and Clause 52.47 provisions aim to ensure that development in areas affected by a significant bushfire hazard will only occur after full consideration of bushfire issues. The controls are structured so that if risk to life and property from bushfire cannot be reduced to an acceptable level the development will not be supported.

The BMO affects 11% of lots in Surf Coast Shire Council (around 2684 lots) including the fringes of Anglesea, Aireys Inlet and Lorne. In some cases the BMO has prevented development occurring on certain sites in Surf Coast. These have mainly related to land zoned Rural Conservation that are located in areas of a high Bushfire Attack Level (BAL). Some other sites on the edge of coastal townships with direct interface with bush land have been involved in complicated assessments processes and/or been required to significantly alter designs to meet the BMO.

Revised mapping of the BMO

In 2012 the Minister for Planning created a Standing Advisory Committee to review the application of the BMO to a given property based on submissions from land owners.

In mid 2013 the State Government started investigations into expanding the mapping of the BMO to reflect updated criteria for identification of bushfire hazards.

The mapping was due to be publically released in August 2013 however this was put on hold.

The expanded mapping of the BMO was likely to expand the number of properties impacted by the BMO in the coastal townships particularly and also in the broader rural hinterland areas.

Surf Coast Shire has received funding support from the State Government to help develop schedules to the BMO in Anglesea and Lorne which, in the event the expanded mapping occurred, would set specific standards for those parts of the townships with a low BAL level and avoid CFA referral. Properties on the edge of towns with interface to the bush areas would still need to go through a full process involving CFA referral. This work is still valid and in the event expanded mapping is actioned will be an important component to help implement such mapping.

Update on Bushfire Management Overlay

The Schedules that were developed for Anglesea and Lorne would enable single dwelling development in the townships however it would not streamline assessment of multi dwelling development or subdivision. Hence if the expanded mapping of the BMO covered substantial areas of the coastal townships, then policies promoting infill development around shopping areas (eg: Anglesea and Lorne) would be impacted by the BMO and relevant policy making implementation of such infill problematic.

The issues with the BMO prohibiting some development and complicating policy for potential infill areas was highlighted to the Minister for Planning via a letter from the Surf Coast Shire Mayor in October 2013 (see Appendix 3). No formal response has been received to this correspondence.

Similarly other Councils and communities have been raising these matters with the Minister for Planning, notably via an action group in Yarra Ranges Shire Council.

The Minister for Planning did announce changes to the BMO were to be investigated in late 2013 however no further advice has been received and no changes have been implemented. The project related to the expanded mapping of the BMO across Victoria also remains on hold.

Surf Coast has raised the issue through in the Peri Urban Group of Councils and agreement has been made for Surf Coast to host a technical working group to influence the development of improvement to the BMO.

Financial Implications

The BMO may result in reduced property valuations which may have an impact on Council's rates revenue.

Council Plan/Policy/Legal Implications

Planning Schemes across Victoria were updated to introduce the BMO in 2011 in response to the VBRC recommendations.

The issues associated with the BMO relates to Theme 3 Communities and Theme 5 Development and Growth in the Council Plan 2013-2017.

Officer Direct or Indirect Interest

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

Risk Assessment

The BMO and policy associated with planning decisions in bushfire areas are attempting to manage the issues of risk in these areas. Issues have arisen with the BMO tool particularly in how it translates the policy objectives and the significant limitations it places on use and development opportunities.

Social Considerations

The BMO was implemented as a result of the VBRC and its detailed analysis of the devastating impacts of the 2009 Black Saturday bushfires. The social and community impact of the bushfires was well recognised by the VBRC and the planning and building system were seen as key elements in reducing bushfire impact to communities.

Community Engagement

The BMO was developed with specific stakeholder feedback by the Government of the day including stakeholders representing Local Government, the development industry and broader community.

Environmental Implications

The introduction of the BMO was based on recognition that vegetation needed to be managed to help reduce bushfire risk. A number of exemptions related to vegetation removal were also implemented with the BMO to make the removal of native vegetation for managing bushfire risk much easier.

Communication

There has been substantial media concerning the issues associated with the BMO and the Minister for Planning in late 2013 indicated the Government would look at possible changes to the BMO.

Update on Bushfire Management Overlay

Conclusion

The current BMO control is problematic and could cause further problems if mapping of the BMO was extended. It is recommended that the BMO issue is part of a Surf Coast advocacy plan and further correspondence be forwarded to the Minister for Planning seeking advice on when changes to the BMO will be investigated and implemented.

APPENDIX 1: STATE POLICY: BUSHFIRE RISK

13.05

18/11/2011
VC83

Bushfire

13.05-1

18/11/2011
VC83

Bushfire planning strategies and principles

Objective

To assist to strengthen community resilience to bushfire.

Strategies

Overarching strategies

Prioritise the protection of human life over other policy considerations in planning and decision-making in areas at risk from bushfire.

Where appropriate, apply the precautionary principle to planning and decision-making when assessing the risk to life, property and community infrastructure from bushfire.

Bushfire hazard identification and risk assessment strategies

Apply the best available science to identify vegetation, topographic and climatic conditions that create a bushfire hazard.

Assess the risk to life, property and community infrastructure from bushfire at a regional, municipal and local scale.

Identify in planning schemes areas where the bushfire hazard requires that:

- Consideration needs to be given to the location, design and construction of new development and the implementation of bushfire protection measures.
- Development should not proceed unless the risk to life and property from bushfire can be reduced to an acceptable level.

Strategic and settlement planning strategies

Ensure that strategic and settlement planning assists with strengthening community resilience to bushfire.

Consult with the relevant fire authority early in the strategic and settlement plan making process and implement appropriate bushfire protection measures.

Ensure that planning to create or expand a settlement in an area at risk from bushfire:

- Addresses the risk at both the local and broader context.

- Reduces the risk to future residents, property and community infrastructure from bushfire to an acceptable level.
- Ensures any biodiversity and environmental objectives specified in the planning scheme are compatible with planned bushfire protection measures.
- Ensures the risk to existing residents, property and community infrastructure from bushfire will not increase as a result of future land use and development.
- Ensures future residents can readily implement and manage bushfire protection measures within their own properties.

Planning scheme implementation strategies

Specify in planning schemes the requirements and standards for assessing whether the risk to a proposed development from bushfire is acceptable and the conditions under which new development may be permitted.

Ensure that planning schemes, in particular the Municipal Strategic Statement, Local Planning Policies and zones applying to land, provide for use and development of land in a manner compatible with the risk from bushfire.

Ensure that planning schemes support bushfire management and prevention and emergency services actions and activities.

Ensure that planning schemes do not prevent the creation of required defensible space around existing development through the removal and management of vegetation.

Development control strategies

In areas identified in the planning scheme as being affected by the bushfire hazard, require a site-based assessment to be undertaken to identify appropriate bushfire protection measures for development that has the potential to put people, property or community infrastructure at risk from bushfire.

Only permit new development where:

- The risk to human life, property and community infrastructure from bushfire can be reduced to an acceptable level.
- Bushfire protection measures, including the siting, design and construction of buildings, vegetation management, water supply and access and egress can be readily implemented and managed within the property.
- The risk to existing residents, property and community infrastructure from bushfire is not increased.

When assessing a planning permit application for a single dwelling in an established urban or township residential area, consider the need for a localised response to the bushfire risk and consider any relevant existing or planned State or local bushfire management and prevention actions that may affect the level of on-site response needed.

Policy guidelines

Planning must consider as relevant:

- Any relevant approved State, regional and municipal fire prevention plan.
- *AS 3959-2009 Construction of Buildings in Bushfire-prone Areas (Standards Australia, 2009).*
- *Building in bushfire-prone areas - CSIRO & Standards Australia (SAA HB36-1993, May 1993).*

APPENDIX 2: BMO

44.06 BUSHFIRE MANAGEMENT OVERLAY

16/07/2013
VC100

Shown on the planning scheme map as **BMO** or **WMO** with a number (if shown).

Purpose

To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.

To assist to strengthen community resilience to bushfire.

To identify areas where the bushfire hazard requires specified bushfire protection measures for subdivision and buildings and works to be implemented.

To ensure that the location, design and construction of development considers the need to implement bushfire protection measures.

To ensure development does not proceed unless the risk to life and property from bushfire can be reduced to an acceptable level.

44.06-1 Permit requirement

18/11/2011
VC88

Subdivision

A permit is required to subdivide land. This does not apply if a schedule to this overlay specifically states that a permit is not required.

Buildings and works

A permit is required to construct a building or construct or carry out works associated with the following uses:

- Accommodation (including a Dependent person's unit)
- Child care centre
- Education centre
- Hospital
- Industry
- Leisure and Recreation
- Office
- Place of assembly
- Retail premises
- Timber production

This does not apply to any of the following:

- If a schedule to this overlay specifically states that a permit is not required.
- A building or works consistent with an agreement under Section 173 of the Act prepared in accordance with a condition of permit issued under the requirements of Clause 44.06-4.
- An alteration or extension to an existing building used for a dwelling or a dependent person's unit that is less than 50 percent of the floor area of the existing building.

- An alteration or extension to an existing building used for accommodation (excluding a dwelling and a dependent person's unit) that is less than 25 percent of the floor area of the existing building.
- A building or works with a floor area of less than 100 square metres ancillary to a dwelling not used for accommodation.

44.06-2 Application requirements

18/11/2011
VC88

Locality and site description and bushfire management statement

An application must be accompanied by:

- A locality and site description.
- A bushfire management statement.

Locality and site description

The locality and site description must use a site plan and may use photographs or other methods to accurately describe the site and land within 250 metres of the site boundary and must include the following information:

- In relation to the site, an accurate description of:
 - Site shape, dimensions, size, orientation and contours.
 - The existing use and siting of buildings or works on the land.
 - The number and location of existing and proposed vehicle access arrangements.
 - Existing vegetation types, condition and coverage.
 - Any other features and constraints of the site relevant to bushfire hazard.
- In relation to the surrounding area, an accurate description of:
 - Existing land uses and the location of nearby buildings.
 - Access to infrastructure.
 - Existing road networks.
 - The landscape, including any major landscape features, significant vegetation and topography.
 - Any other features or characteristics in the area relevant to bushfire hazard.

If in the opinion of the responsible authority a requirement of the site and context description is not relevant to the evaluation of the application, the responsible authority may waive or reduce the requirement.

Bushfire management statement

The bushfire management statement must:

- Contain a bushfire site assessment prepared to calculate defendable space and construction requirements in accordance with Standards 6.1, 7.1 and 8.1 of Clause 52.47 as appropriate.
- Demonstrate the way in which an application meets the relevant objectives, standards, mandatory standards and decision guidelines set out in this clause, in a schedule to this overlay and in Clause 52.47.

44.06-3 Requirement of Clause 52.47

18/11/2011
VC83

An application to subdivide land, construct a building or construct or carry out works must meet the requirements of Clause 52.47 unless a schedule to this overlay specifies otherwise.

The schedule to this overlay may specify requirements for the standards set out in Clause 52.47.

If a requirement is not specified in the schedule to this overlay, the requirement set out in the relevant standard of Clause 52.47 applies.

44.06-4 Mandatory condition

16/07/2013
VC100

Subdivision

A permit which creates a lot for residential development in the Neighbourhood Residential Zone, General Residential Zone, Residential Growth Zone, Residential 1 Zone, Residential 2 Zone, Residential 3 Zone, Low Density Residential Zone, Mixed Use Zone, Township Zone, Rural Living Zone, Green Wedge A Zone, Comprehensive Development Zone or Priority Development Zone must include the following condition:

“Before the statement of compliance is issued under the Subdivision Act 1988 the owner must enter into an agreement with the responsible authority under Section 173 of the Planning and Environment Act 1987 and make application to the Registrar of Titles to have the agreement registered on the title to the land under Section 181 of the Act. The agreement must set out the following matters:

- *That it has been prepared for the purpose of an exemption from a planning permit under Clause 44.06-1 of this planning scheme.*
- *The building envelope and defendable space envelope to achieve the Bushfire Attack Level approved under this permit.*
- *Vegetation management requirements and arrangements suitable to implement and maintain the defendable space approved under this permit.*
- *The access and water supply requirements approved under this permit.*

The land owner must pay the reasonable costs of the preparation, execution and registration of the Section 173 Agreement.”

This does not apply:

- If a schedule to this overlay specifies that a Section 173 Agreement is not required.
- Where the relevant fire authority states in writing the preparation of an agreement under Section 173 of the Act is not required for the subdivision.
- For the subdivision of the land into lots each containing an existing dwelling or car parking space.

A permit to subdivide land must include any condition specified in a schedule to this overlay.

Buildings and works

A permit to construct a building or construct or carry out works must include the following condition:

“The bushfire mitigation measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defendable space, water supply and access, must be maintained to the satisfaction of the responsible authority and the

relevant fire authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.”

A permit to construct a building or construct or carry out works must include any condition specified in a schedule to this overlay.

44.06-5 Referral of applications

18/11/2011
VC88

An application must be referred under Section 55 of the Act to the person or body specified as the referral authority in Clause 66.03, unless a schedule to this overlay specifies otherwise.

44.06-6 Exemption from notice and review

18/11/2011
VC88

An application under this overlay is exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act, unless a schedule to this overlay specifies otherwise.

44.06-7 General decision guidelines

18/11/2011
VC88

Before deciding on an application, in addition to the decision guidelines in Clause 52.47 and Clause 65, the responsible authority must consider, as appropriate:

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- The locality and description and the bushfire management statement.
- The objectives, standards and decision guidelines of Clause 52.47.
- Whether the level of risk to life, property and community infrastructure from bushfire is acceptable.
- Any relevant approved State, regional or municipal fire prevention plan.
- The impact of any relevant existing or planned State, regional or local bushfire management and prevention actions on the level of risk to life, property and community infrastructure from bushfire.
- Any relevant guidance published by the relevant fire authority.
- Any other matters specified in a schedule to this overlay.

44.06-8 Transitional arrangements

18/11/2011
VC88

The requirements of the Wildfire Management Overlay in Clause 44.06 of this scheme in force immediately before 18 November 2011 continue to apply to any planning permit application lodged before this date.

The requirements of Clause 44.06 Bushfire Management Overlay of this scheme do not apply to:

- Any development of land for which a permit under the Building Act 1993 was issued before the date specified in the schedule to this overlay.
- Any development of land for which a planning permit was issued under the requirements of Clause 44.06 Wildfire Management Overlay in force immediately before 18 November 2011.

This clause expires on 30 June 2014.

APPENDIX 3: LETTER TO THE MINISTER FOR PLANNING ON BMO

Our Ref: F12/482 D13/152102

Contact: Kate Sullivan

24 October 2013



The Hon. Matthew Guy, MLC
Minister for Planning
Level 20, 1 Spring Street
MELBOURNE VIC 3000

Office of the Mayor

Dear Minister

Review of the Bushfire Management Overlay

I refer to the above and correspondence Council has previously sent to you on the 6 March 2013 outlining potential problems with the introduction of a wider application of the Bushfire Management Overlay (BMO) across the State including Surf Coast Shire. The correspondence outlined the impacts the wider application of the BMO could have on the ability for moderate infill subdivision to occur in coastal townships from Anglesea to Lorne.

Recently Surf Coast Shire has experienced problems with the BMO and the limitations it places on the development of some land parcels in the Surf Coast Shire, in particular on the edge of some townships and on rural allotments. In a number of instances this includes preventing development on some lots. In addition the process of preparing an application under the BMO can be costly for applicants and the process of assessment is proving complex and time consuming. Recent correspondence from Yarra Ranges Council to Surf Coast Shire has highlighted that these issues are being experienced in other municipalities that have the BMO present.

The Surf Coast Shire Council is cognisant that protection of life and property must be given top priority in land use planning and decision making in areas considered to be at high risk from bushfire. Surf Coast Shire is supportive of a review of the BMO control to provide more flexibility to assessment of development in the BMO areas incorporating alternative solutions to managing risk and protecting life than that currently provided in the BMO. The issue Council raised about the impacts on subdivision from the BMO in its letter of 6 March 2013 could also be incorporated into such a review.

Surf Coast Shire is keen to support a review which provides more flexibility than currently proposed in the BMO to enable more effective assessment of applications in rural and township areas.

If you have any enquiries concerning this matter please contact the Surf Coast Shire Director Planning & Environment, Kate Sullivan, on 5261 0821.

Yours faithfully



Cr Libby Coker

Mayor

Cc The Hon. Terry Mulder

Mr Andrew Katos MP

2.2 Proposal for Rural & Environment Advisory Panel

EMT Report

Council Briefing

Council Report

Meeting Date:

Tuesday, 25 March 2014

Council Meeting Adoption Date:

Tuesday, 25 March 2014

Author's Title: Director Planning & Environment
Department: Environment & Community Safety
Economic Development Projects

Director: Kate Sullivan

File No: F12/1416

Directorate: Planning & Environment

Trim No: D14/14788

Appendix:

1. Rural and Environment Advisory Panel - Terms of Reference
2. Environment & Rural Advisory Panel – Proposed Workshop Series

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: Select Conflict of Interest

Reason: Select relevant section S89 (2)

Purpose

To adopt a revised operating model combining the Rural and Environment Advisory Committees into one Advisory Panel.

Summary

This report outlines a revised model for combining the Rural and Environment Advisory Committees into one Advisory Panel that would meet four times a year to consider specific issues. The proposal involves facilitated workshop sessions with the Advisory Panel and a range of other key stakeholders that could add value to participating in the specific topic, such as State agencies, experts in the topic to generate broader thinking, local community groups such as Landcare, local industry groups or businesses.

The four topics proposed include:

- Implementing a plastic bag free Shire (environment focus)
- Managing pests plants and animals (rural and environment focus)
- Developing a strategy for an economically sustainable rural hinterland (rural, environment and economic focus)
- Enhancing food security across our Shire

Recommendation

That Council:

1. Discontinue the Environment Community Advisory Committee and formally acknowledge the members of this Committee.
2. Form a Rural and Environment Advisory Panel of up to 12 community representatives in place of the Rural and Environment Community Advisory Committees.
3. Adopt the Terms of Reference for the Rural and Environment Advisory Panel as attached.
4. Endorse the proposal for the Rural and Environment Advisory Panel to convene facilitated working sessions with a range of other key stakeholders on four agreed issues
5. Refer \$15,000 to the 2014/15 budget to fund three workshops

Proposal for Rural & Environment Advisory Committees/Panel

Report

Background

Council at its meeting on the 22 October 2013, reviewed a range of Advisory Committees and resolved to

1. Discontinue the following Advisory Committees
 - a. Economic and Rural Development Community Advisory Committee
 - b. Health and Wellbeing Advisory Committee
 - c. Infrastructure Advisory Committee
2. Formally acknowledge and thank the members of the discontinued Advisory Committees
3. Review the Terms of Reference, develop a work plan and appoint Councillors Fisher and Bell as Council representatives of the Environment Community Advisory Committee
4. Develop a Terms of Reference to guide the formation of the Rural Community Advisory Committee

Discussion

In undertaking research on the likely issues being considered by the Rural and Environment Community Advisory Committees and Terms of Reference for the new Rural Community Advisory Committee it became apparent there is an overlap between the types of issues that these two Committees might be considering. An example is both Committees would be exploring the Surf Coast Shire program for dealing with Pests, Plants and animals and providing advice on how this is being managed.

Community Advisory Committees can provide valuable advice to Council and enable engagement with key stakeholders from the community. They operate best when there are clear Terms of Reference and an agreed work program for the year. Feedback is mixed on how successful they are as a tool for engaging on specific issues.

Officers propose a more integrated model of engaging with key stakeholders on specific issues. This revised model includes combining the two committees into one Rural and Environment Advisory Panel that would meet four times a year to consider specific issues. The proposal involves facilitated working sessions and includes a range of other key stakeholders relevant to the specific topic such as State agencies, experts in the topic to generate broader thinking, local community groups such as Landcare, local industry groups or businesses.

It is proposed that nominated Councillors would introduce each session.

The model recommends 2-3 hour facilitated working sessions enabling participants to actively engage in the topic. Key outputs of the session would include

- engagement of a broad range of stakeholders including community groups, state agencies, business and industry
- allowing constructive discussion and debate
- advice to Council on how to progress the issue

The Council Plan identifies a range of issues that could be considered in these sessions. The four topics recommended are:

- Implementing a plastic bag free Shire (environment focus)
- Managing pests plants and animals (rural and environment focus)
- Developing a strategy for an economically sustainable rural hinterland (rural, environment and economic focus)
- Enhancing food security

It is proposed that Council run an expression of interest process to establish the Rural and Environment Advisory Panel. The size of the Panel is recommended to be 12 community representatives with a range of skills, knowledge and experience in environment and managing rural areas and agricultural business in the surf coast municipality. This process would be concluded by early April 2014.

A draft Terms of Reference for the proposed Rural and Environment Advisory Panel is attached for adoption. (Appendix 1).

Proposal for Rural & Environment Advisory Committees/Panel

An introductory meeting will be held with the Advisory Panel to go over the proposed workshop series and topics. The workshops sessions could be held in May, July, September and November, 2014. This enables time to engage the Advisory Panel, involve the other key stakeholders required for each session and plan the outline of the workshops sessions and series in more detail.

The attached diagram outlines the proposed model in more detail (Appendix 2).

Financial Implications

The financial costs associated with this proposed model will be the costs of running the four facilitated sessions. This is estimated to be \$20,000. The cost of the first session in May can be funded in the current budget. The cost of the other 3 session at \$15,000 will need to be referred to the 2014/15 budget process.

Council Plan/Policy/Legal Implications

The suggested topics for the Advisory Committee to consider are all identified in the Council Plan under the Environment Theme objectives and outcomes.

Officer Direct or Indirect Interest

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

Risk Assessment

The risk if this Advisory Panel is not established is that limited engagement will occur regularly with key community members and stakeholders when Council is working on major rural and environment issues.

Social Considerations

The integration of these two areas enables a greater strategic consideration of the Shire's rural and environmental issues, as many of these issues overlap. This allows these issues to be viewed from an environmental, social and economic perspective.

Community Engagement

This proposed model allows Council to engage more broadly with community members and other key stakeholders such as state agencies and community groups on specific issues by using a more facilitative approach than has been previously used with Advisory Committees.

Environmental Implications

Please see response to social considerations above.

Communication

Once the revised model is adopted a communication and engagement plan will be developed which will outline, the expression of interest process for the Rural and Environment Advisory Panel, the key stakeholders to be invited for each session and map out in more detail how and when Council communicates the workshop sessions.

Conclusion

This report outlines a revised model for combining the Rural and Environment Community Advisory Committees into one Advisory Panel that would meet four times a year to consider specific issues. The proposal involves facilitated working sessions and includes a range of other key stakeholders relevant to the specific topic such as State agencies, experts in the topic to generate broader thinking, local community groups such as landcare, local industry groups or businesses.

APPENDIX 1: RURAL AND ENVIRONMENT ADVISORY PANEL - TERMS OF REFERENCE



Rural and Environment Advisory Panel DRAFT Terms of Reference

1. Introduction

Council is committed to:

- pursuing innovative and sustainable practices that will preserve and enhance our natural and rural environment
- supporting rural business and encouraging clean industries in the rural hinterland areas
- actively engaging with our communities to establish quality services, healthy and safe environments and long term community partnerships

Input and advice from the Rural and Environment Advisory Panel (the Advisory Panel) will assist Council deliver these commitments, strategies and outcomes identified in its 2013-2017 Council Plan.

2. Role and Objectives

The role of the Rural and Environment Advisory Panel is to participate in a series of workshops and through these sessions provide advice to Council along with other key stakeholders on a range of specific topics.

The outputs of these workshops will inform Council activities and provide input into the decision making processes of the Council.

The panel members will participate in a series of environment and/or rural themed workshops over a twelve month period. These include:

1. Implementing a plastic bag free Shire (environment focus)
2. Managing pests plants and animals (rural and environment focus)
3. Developing a strategy for an economically sustainable rural hinterland (rural, environment and economic focus)
4. Enhancing food security across our Shire (rural, environment and economic focus)

The workshops will be professionally facilitated and include advisory panel members, Councillors, Council staff, and relevant experts from industry, state government or other fields. Panel members may be asked to prepare for workshops by undertaking a small amount of background reading.

3. Membership and Workshop Sessions

The Advisory Panel Workshops will be introduced by a Councillor and run by a facilitator.

Members will be appointed as independent participants and not as representatives of groups or organisations.

Workshop sessions will include a range of other stakeholders relevant to the topic under discussion, including state government and agency representatives, community group members and experts on the topic.

The Advisory Panel will include a total of 12 members, comprised of people with a mix of the following attributes:

- Skills and knowledge of environmental and rural issues relevant to the Surf Coast Shire
- Extensive community or business networks
- A passion for contributing positively to the future of the Surf Coast Shire

- Ability to think strategically.
- Availability to attend at least three workshops.
- Ability to communicate effectively and engage constructively in the discussions
- Ability to understand and interpret information.
- Capacity to respect confidentiality on matters that may be raised as part of the Panel's work
- Ability to comply with all media protocols including the need to direct all media enquiries to the Mayor, Surf Coast Shire Council for a Council response.

The process for selection of Members with the above skills will be made through a transparent Expression of Interest advertising process to be conducted by Council.

Key criteria for all members should include:

- Knowledge and experience in managing environmental and /or rural issues
- Ability to think strategically and constructively engage in discussion on specific topics
- Well networked in the community or in rural business

4. Terms of the Rural and Environment Advisory Committee

The Advisory Panel will be in place for a twelve month period. During this time it will assist in running four facilitated workshop session on specific topics. At the end of the twelve month period a review will be undertaken to determine if this Advisory Panel will continue in this format.

5. Meeting procedures

- An introductory meeting to be held with the Advisory Panel to go over the proposed topics and outline of the workshop session.
- Four facilitated working sessions to be held over a twelve month period
- A Councillor to introduce each workshop session
- A professional facilitator to be engaged to run the workshop series and record the outputs and discussion
- The Advisory Panel members will need to attend at least three of the workshop sessions

The workshop series would involve 2-3 hour facilitated working sessions enabling participants to actively engage in the topic. Key outputs of the session would include

- engagement of a broad range of stakeholders including community groups, state agencies, business and industry
- allowing constructive discussion and debate
- advice to Council on how to progress the issue

6. Council Commitment

Council will:

- Commit resources to fund an independent facilitator to support the workshop series
- Provide guidance to the Advisory Panel as required
- Manage all media enquiries about the Advisory Panel and the topics it works on.
- Provide a recommended list of topics to be considered for the workshop series for input from the Advisory Panel

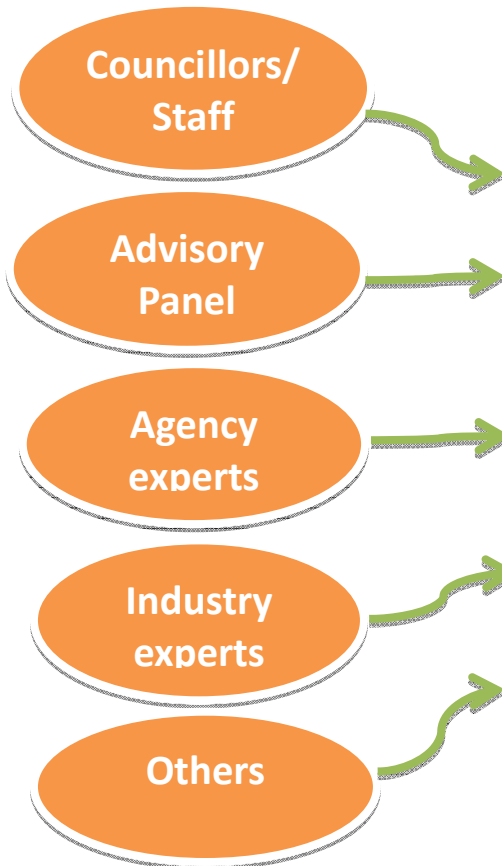
APPENDIX 2:

Environment and Rural Advisory Panel – Proposed Workshop Series

- ↪ Identify through target & open EOI process
- ↪ Up to 12 people
- ↪ Terms of Reference

ADVISORY PANEL
MIX OF ENVIRONMENT, RURAL, COMMUNITY
KNOWLEDGE , SKILLS, NETWORKS

- ↪ Develop/build trust
- ↪ Honest feedback
- ↪ Creative ideas
- ↪ Real projects linked to Council Plan



Rural & environment workshop example themes

1. Plastic Bag Free Shire
2. Managing Pest Plants / Animals
3. Economically Sustainable Rural Hinterland
4. Enhancing Food Security across our Shire

- FACILITATED SESSIONS**
- 2-3 HOURS**
- THEMED WORKSHOPS**
- PRODUCTIVE & EFFICIENT**
- REWARDING FOR PARTICIPANTS**

CLEAR ADVICE TO COUNCIL WITH COMMUNITY LEADER ENGAGEMENT

2.3 C83 – 135-235 Austin Street, Winchelsea

EMT Report

Council Briefing

Council Report

Meeting Date:

Tuesday, 25 March 2014

Council Meeting Adoption Date:

Tuesday, 25 March 2014

Author's Title: Senior Strategic Planner

Director: Kate Sullivan

Department: Planning and Development

File No: F13/621

Directorate: Planning and Environment

Trim No: D14/19660

Appendix:

1. Summary of Submissions Table
2. Approval Documents (various TRIM docs as listed)

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: Select Conflict of Interest

Reason: Select relevant sectionS89 (2)

Purpose

To adopt Amendment C83 (the Amendment) for the rezoning of 135-235 Austin Street, Winchelsea and forward it to the Minister for Planning for final approval.

Summary

Amendment C83 seeks to rezone land in Winchelsea to promote residential development. It also includes the provision of land to extend Eastern Reserve.

The Amendment was adopted by Council on the 26 November 2013 after public exhibition and a general submission being withdrawn. The amendment was subsequently forwarded to the Minister for Planning for approval.

The Department of Regional Development Victoria (planning) identified a procedural flaw in the processing of the Amendment. The issue is that the land owners were not formally notified of the proposed application of the Public Acquisition Overlay (PAO) to part of the land which will provide for the expanded Eastern Reserve. Whilst the land owners were not formally notified of the Amendment, as the applicant they were well aware and accepting of the PAO being placed on the land. The Amendment is a privately sought planning scheme amendment rather than being initiated by Council. Notwithstanding this, and based on legal advice, specific formal notification should have occurred to the land owners and the Minister is prevented from approving the Amendment until that occurs. Subsequently such notification has been undertaken and the land owners have confirmed in writing that they are aware of the Amendment and do not wish to make a submission.

Council needs to adopt the Amendment afresh and then seek Ministerial approval. The land owners are aware of these matters and have been informed of these steps.

The previous adoption outlined the need for a s.173 agreement between the land owner and Council to be actioned before sending the amendment for approval and this s.173 agreement has been signed and executed.

Recommendation

That Council:

1. Adopt Amendment C83 to the Surf Coast Planning Scheme and amend the Development Plan Overlay 13 to include the following requirements:

- 1.1 That any works required for the remediation of 235 Austin Street include measures to protect and retain the remnant large trees identified in the Mark Trengove 2010 Vegetation Net Gain Assessment, and which avoid compaction of root zones.
- 1.2 That any pedestrian and cycle routes link with the Princes Highway for the length of the Austin Street property frontage.
- 1.3 That any road network design caters for vehicles, pedestrians and cyclists.

Planning Scheme Amendment C83 – 135-235 Austin Street, Winchelsea

Report

Background

Amendment C83 applies to land at 135-235 Austin Street, Winchelsea and proposes to rezone the land to enable residential development to occur in the “short term residential growth corridor” identified in the Winchelsea Strategy (Clause 21.09 of the Surf Coast Planning Scheme). The Amendment also seeks to facilitate the expansion of Eastern Reserve.

Specifically, the Amendment (as exhibited) proposes to:

- Rezone 13.4ha of land from Farming Zone (FZ) to General Residential Zone;
- Apply the Development Plan Overlay (DPO) and an associated schedule to the entire site to require (amongst other things) Water Sensitive Urban Design measures, a traffic management assessment, preservation of the proposed Eastern Traffic Link, and to ensure the reservation of the land required for the extension of Eastern Reserve;
- Apply the Public Acquisition Overlay (PAO) to the area of land that Council has committed to purchase for the proposed extension of the Eastern Reserve and future sporting facilities.

As a consequence of the public exhibition which occurred between 29 August 2013 and 30 September 2013, a total of seven submissions were received, including six submissions from referral statutory authorities which offered no objection to the Amendment.

One submission objected to the proposed rezoning of the land based on their general opposition to the expansion of Winchelsea, and particularly the proposal to grow the town to ten thousand people (currently outlined in the G21 Regional Growth Plan). They supported however the acquisition of a portion of the land for the expansion of Eastern Reserve. Council’s planning consultant discussed the objection with the submitter, and they have subsequently withdrawn their submission in writing based on an opportunity to participate in the forthcoming Winchelsea Structure Plan review.

Appendix 1 contains a Table providing a summary of the submissions and Council officers’ recommended response to each submission. For privacy reasons, full details of the submitters cannot be included as attachments to this report.

The Amendment was re-exhibited from 21 January to 24 February 2014 following advice from the Department of Regional Development Victoria (planning) that identified a procedural flaw in the processing of the Amendment. The issue is that the land owner was not formally notified of the proposed application of the Public Acquisition Overlay (PAO) to part of the land which will provide for the expanded Eastern Reserve. Whilst the land owners were not formally notified of the Amendment, as the applicant they were well aware and accepting of the PAO being placed on the land. The Amendment is a privately sought planning scheme amendment rather than being initiated by Council. Notwithstanding this, and based on legal advice, specific formal notification should have occurred to the land owners and the Minister is prevented from approving the Amendment until that occurs. Subsequently such notification has been undertaken and the land owners have confirmed in writing that they are aware of the Amendment and do not wish to make a submission.

Discussion

The key issues raised in the submissions and Council officers’ responses are as follows:

Internal - Environment Unit

Council’s Environment Unit provided recommendations based on their assessment of the Amendment. It was noted that the Environmental Audit Overlay (EAO) will continue to apply to land at 235 Austin Street based on its former use as a night soil depot and for general waste disposal. It was recommended that the DPO be amended to include a requirement that any works associated with the remediation of 235 Austin Street, and potentially removal of “aesthetically unsuitable” soil and materials be conducted in a manner which ensures the protection and retention of old large trees identified in the Mark Trengove 2010 Vegetation Net Gain Assessment.

Planning Scheme Amendment C83 – 135-235 Austin Street, Winchelsea

This is supported by Council officers and it is recommended that the following requirement be added to the *Urban Landscape* section of the DPO:

'Any works required for the remediation of 235 Austin Street must include measures to protect and retain the remnant large trees identified in the Mark Trengove 2010 Vegetation Net Gain Assessment, and which avoid the compaction of root zones.'

Internal - Engineering Unit

Council's Engineering Unit provided recommendations based on their assessment of the amendment. They recommended that the DPO be amended to require that the pedestrian environment in the development be enhanced and that a pedestrian connection be provided to connect with the Princes Highway along Austin Street.

This is supported by Council officers for the extent of the subject land. A pedestrian connection beyond the confines of the subject land is considered an unreasonable impost on the land owner and beyond the scope of this Amendment.

Township expansion

One submission objected to the proposed rezoning of the land based on their opposition to the expansion of Winchelsea to ten thousand people. They supported the acquisition of the land for the expansion of Eastern Reserve. Council's planning consultant discussed the objection with the submitter, and they have withdrawn their submission based on an opportunity to participate in the forthcoming Winchelsea structure plan review.

Council officers recommend that the Amendment be approved subject to the aforementioned modifications, and forwarded to the Minister for Planning for approval.

Financial Implications

This is a privately funded planning scheme amendment and therefore there will be no cost to Council. Separate to the amendment process, the proponents have agreed to enter into a Section 173 Agreement between with Council for developer contributions and this agreement has been received and signed by both parties.

Council Plan/Policy/Legal Implications

Objective 5.4 of the Council Plan 2013-2017 is 'Transparent and responsive land use and strategic planning'. The Amendment achieves this objective by utilising structure planning from past processes to increase the diversity of housing stock in Winchelsea (Strategy 5.4.2) and will facilitate a planning outcome that is currently clearly articulated in Clause 21.09 'Winchelsea Strategy' of 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

The Amendment implements strategic policy contained in Clause 21.09 'Winchelsea Strategy' of the *Surf Coast Planning Scheme*. Appropriate planning scheme controls will be applied through the Amendment to manage future subdivision and development of the site. There are no identified risks to Council in adopting the Amendment.

Social Considerations

The Amendment will have a positive social impact. It proposes to enable urban development to occur in an area where Council policy promotes it.

Community Engagement

Amendment C83 seeks to rezone land for residential purposes. The *Winchelsea Structure Plan 2021* identified the land as suitable for residential development subject to appropriate investigations, and was supported through Planning Scheme Amendment C39 Part 1. C39 Part 1 implemented the Structure Plan by updating Clause 21.09 'Winchelsea Strategy' and identifying the land for 'short term residential growth'. There was wide community consultation undertaken during the preparation of both of these plans.

Planning Scheme Amendment C83 – 135-235 Austin Street, Winchelsea

In addition Amendment C83 was publicly exhibited between 29 August and 30 September 2013. Notices were placed in the Surf Coast Times and the Winchelsea Star on Tuesday 27 August 2013 and Thursday 29 August 2013. Individual letters were also sent directly to adjacent and nearby residents (97 households) outlining the proposal and inviting submissions on Tuesday 27 August 2013. Interested parties were also invited to make an appointment to speak with an officer about the detail of the Amendment in Winchelsea on Tuesday 11 September 2013.

As noted above, a further period of public exhibition was undertaken between 21 January and 24 February 2014. Direct notice was sent to the landowner of the subject land and a notice was placed in the Government Gazette on Thursday 24 January 2014. No further submissions were received to the Amendment.

Environmental Implications

The vegetation assessment and cultural heritage assessment have not identified any impediments to the amendment request. Remnant vegetation on site can be retained and considered in future subdivision design. The proposed DPO will require the preparation of an Environmental Management Plan as part of any development request.

The continued application of the EAO to the land at 235 Austin Street will ensure that the land is decontaminated prior to any sensitive use commencing on the land.

The issue of low level lead contamination on the land proposed for future open space has been recognised and the proposed controls in the amendment will allow for this issue to be managed as part of the development of the open space in the future.

Communication

The landowner will be notified in writing and minutes will appear on Council's website of Council's decision to either adopt the Amendment with changes or abandon the Amendment.

Conclusion

Having considered all submissions, the proposed Amendment has sufficient merit to be adopted and forwarded to the Minister for Planning for approval.

It is recommended that Council forward the amendment to the Minister for Planning for approval.

APPENDIX 1: SUMMARY OF SUBMISSIONS TABLE

Statutory authority submissions

No.	Name Address	Submission Type (support/objection/ no objection)	Summary of submission	Council officer response and recommendation
S1	Country Fire Authority	No objection	<p>The CFA notes that the subject site:</p> <ul style="list-style-type: none"> • is not subject to the Bushfire Management Overlay; and • is within a Bushfire Prone Area and as such construction requirements in accordance with AS3959 apply. <p>The CFA does not object to the Amendment.</p>	<p><u>Response</u> Noted.</p> <p><u>Recommendation</u> That this submission be supported and no change is required to the Amendment.</p>
S2	Barwon Water	No objection	<p>Barwon Water notes:</p> <ul style="list-style-type: none"> • water services can be provided to the site via the existing reticulation network adjacent the site. • The development of the land would yield a peak hour demand of 9L/sec and slightly reduce pressures from the surrounding network, but pressures would still be well within acceptable limits of supply. • Existing sewers can be extended to the subject land but cannot command the entire area. A sewerage pump station may be necessary for the balance of the property. • Barwon Water anticipates that the recycled water which currently supplies Eastern Reserve could be extended for the purposes of open irrigation to the extension of Eastern Reserve. <p>Barwon Water does not object to the amendment.</p>	<p><u>Response</u> Noted.</p> <p><u>Recommendation</u> That this submission be supported and no change is required to the Amendment.</p>
S3	Corangamite Catchment Management Authority (CCMA)	No objection	<p>CCMA notes:</p> <ul style="list-style-type: none"> • The subject site is located outside the flood extent applicable to this location. • No designated waterways pass through 	<p><u>Response</u> Noted.</p> <p><u>Recommendation</u></p>

No.	Name Address	Submission Type (support/objection/ no objection)	Summary of submission	Council officer response and recommendation
			the site. CCMA does not object to the amendment	That this submission be supported and no change is required to the Amendment.
S4	Southern Rural Water	No objection	On the basis that future housing development will be connected to a reticulated sewer system and approved stormwater drainage system, Southern Rural Water conclude that the amendment will not impact on their business interests and thus they do not object to the Amendment.	<p><u>Response</u> Noted.</p> <p><u>Recommendation</u> That this submission be supported and no change is required to the Amendment.</p>
S6	Vic Roads	No objection	<p>Vic Roads notes:</p> <ul style="list-style-type: none"> As part of the current Princes Highway duplication works, intersection improvement works are being undertaken at the Gladman intersection and Austin Street intersection. With these improvements, it is expected that these intersections will operate satisfactorily with the expected increase in traffic resulting from the residential growth. <p>Vic Roads does not object to the amendment</p>	<p><u>Response</u> Noted.</p> <p><u>Recommendation</u> That this submission be supported and no change is required to the Amendment.</p>
S7	Department of Environment and Primary Industries (DEPI)	No objection	DEPI has no specific concerns about the Amendment. It asserts that the Amendment is structured to ensure a no net loss outcome in respect of native vegetation by incorporating appropriate requirements in the DPO. It also notes the Schedule to the DPO requires an Environmental Site Assessment and Site Remediation Plan to address contamination risks associated with identified lead contamination. DEPI supports these measures.	<p><u>Response</u> Noted.</p> <p><u>Recommendation</u> That this submission be supported and no change is required to the Amendment.</p>

Public submissions

No.	Name Address	Submission Type (support/objection/ no objection)	Summary of submission	Council officer response and recommendation
S5		Objection/ support	<p>The submission objects to the land being rezoned because the land owner does not support the expansion of Winchelsea.</p> <p>The submitter supports land being acquired for the extension of Eastern Reserve</p>	<p>Response The submitter has expressed concerns about the expansion of Winchelsea, and in particular, the growth of the township aspired to within the G21 Regional Growth Plan. The submitters concerns are beyond the scope of this current Amendment, which deals with the site specific rezoning of land in line with existing policy (Winchelsea Strategy). The Winchelsea Structure Plan review will examine the G21 Regional Growth Plan recommendations and provide an opportunity for the community to comment on the township's future growth. The submitter has been verbally informed of this and is aware of the opportunity to participate in the forthcoming review. The submitter verbally stated that they would withdraw their submission on this basis.</p> <p>The subject land is designated as future urban growth land within the current township boundary, and meets the strategic requirements of land suitable for urban development. Council officers therefore recommend no change to the Amendment.</p> <p>The submission has now been withdrawn</p>

APPENDIX 2: APPROVAL DOCUMENTS

D13/152677 Explanatory Report
D13/152682 Instruction Sheet
D13/152684 Clause 21mss09_surf
D13/152685 Clause 32.08
D13/152686 Clause 43_04s13_surf
D13/152687 Clause 45_01s_surf
D13/152672 Surf Coast C83 001znMap8
D13/152673 Surf Coast C83 002dpoMap8
D13/152674 Surf Coast C83 002paoMap8

3. Community

3.1 Advisory Committee on Disability Terms of Reference 2013 - 2016

EMT Report Council Briefing Council Report

Meeting Date:

Tuesday, 25 March 2014

Council Meeting Adoption Date:

Tuesday, 25 March 2014

Author's Title: Rural Access Officer

Department: Community Relations

Directorate: Community

Director: Chris Pike

File No: F13/1347

Trim No: D13/151500

Appendix:

1. Draft Terms of Reference

Officer Direct or Indirect Conflict of Interest:

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

Yes No

Reason: Select Conflict of Interest

Status:

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

Yes No

Reason: Select relevant section S89 (2)

Purpose

To adopt the revised Terms of Reference (ToR) and a new name for the Council Advisory Committee on Disability (ACoD).

Summary

The ACoD is a Council appointed committee formed in 2002 for the purpose of advising Council on opportunities to improve access and inclusion in the Shire for people of all abilities.

The ACoD Terms of Reference were developed when the committee first formed and have been reviewed every two years by members of the committee with few changes being recommended. The ToR have now been reviewed and re-drafted to reflect current roles and responsibilities for this Council advisory committee. The revised ToR have been drafted in line with Council's standard procedure for reviewing and updating Council advisory committee's terms of reference. This includes consultation with the committee.

The revised ToR also recognise a more inclusive title for the advisory committee as representing people of all abilities which is in keeping with current terminology.

Recommendation

That Council:

1. Change the name of the Advisory Committee on Disability to the All Abilities Advisory Committee.
2. Adopt the revised Terms of Reference 2013-2016 for the All Abilities Advisory Committee as attached.

Advisory Committee on Disability Terms of Reference 2013-2016

Report

Background

The Surf Coast Advisory Committee on Disability was first formed in 2002 and has played different roles for council over the years in accordance with council expectations and Local, State and Commonwealth legal frameworks. As part of a planned review in 2012, the terms of reference were reviewed by members of the advisory committee and it was identified that the ToR were out of date and in need of improvement. As such this comprehensive review has included re-drafting the ToR to reflect the current roles and responsibilities of the committee and Council's requirements.

Discussion

The development of the revised terms of reference for ACoD has included consultation with advisory committee members, Council's governance unit and other relevant staff to ensure they are consistent with the terms of reference for Council's other advisory committee's and reflect the current operation of this advisory committee and Council's requirements. The revised ToR also provide the advisory committee with clarity about role expectations and communication parameters between the committee and Council.

In addition the revised ToR recognise a more inclusive title for the advisory committee as representing people of all abilities which is in keeping with current terminology, the phrase "people with a disability" is now commonly referred to as "people of all abilities".

Pending Council adoption, the revised terms of reference and name change will be endorsed by the advisory committee at their April 2014 meeting.

Summary of the key changes to the ToR:

- Recommendation of a name change to All Abilities Advisory Committee.
- Clarity for committee members regarding communication parameters and role expectations.
- Style and formatting that is consistent with other advisory committee terms of reference.

Financial Implications

There are no financial implications identified with the recommendations in this report.

Council Plan/Policy/Legal Implications

Council Plan 2013-2017 Theme 3: Communities - Objective 3.4 Building leadership and skills within the community and theme 2: Governance – Objective 2.2 High performing accountable organisation.

Officer Direct or Indirect Interest

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

Risk Assessment

No identified risks are associated with the recommendations within this report.

Social Considerations

The advisory committee provides a vehicle for community input and advice to Council regarding access, inclusion and participation for people of all abilities in the Surf Coast community.

Community Engagement

The development of the revised ToR and proposed name change has included consultation with Advisory Committee on Disability members and relevant Council officers.

Environmental Implications

There is no anticipated impact on the environment within this review.

Communication

Outcomes of this report will be communicated to the Advisory Committee, and to the relevant units of Council responsible for overseeing the review of Council terms of reference.

Conclusion

This report provides new terms of reference for Council's existing Advisory Committee on Disability for adoption and recommends a new name for this committee - All Abilities Advisory Committee (AAAC).

APPENDIX 1:



DRAFT All Abilities Advisory Committee (AAAC) Terms of Reference – February 2013

1. Objectives

The objectives of the All Abilities Advisory Committee will be to:

- Advise Council on opportunities to improve access and inclusion for people of all abilities that reside in and visit the Surf Coast Shire.
- Advocate for improved access and inclusion, and promote participation for people of all abilities in Surf Coast Shire community activities.

2. Responsibilities

The responsibility of the All Abilities Advisory Committee (AAAC) will be to work with all departments of Council to:

- Provide advice to Surf Coast Shire Council on barriers to access and improvement opportunities for people of all abilities to better access Council services, programs and infrastructure within the Shire.
- Provide input into the planning stage of Council strategies, plans and policies which relate to the access and inclusion for people of all abilities – as identified by Council.
- Participate in committees and community engagement processes of Council, which relate to access and inclusion for people of all abilities.
- Advise Council on local, regional and state-wide issues which have implications for the inclusion of people of all abilities in Surf Coast.
- Provide input into the Surf Coast Community Access & Inclusion Plan.

3. Composition

The committee will comprise:

A maximum of 15 stakeholder representatives, including:

- One Councillor; appointed by Council annually. All other Councillors will be welcome as observers.
- Local and regional community and disability service organisation representatives.
- Community members of all abilities.
- Carers and families of people of all abilities.
- People with an interest in access and inclusion issues.
- Council's Rural Access Officer.
- Council's Community Relations Coordinator or Manager.
- Other Council Officers will be invited to attend, as relevant to the agenda of the meeting.

The maximum number of community and organisational representatives will be 15.

Members are encouraged to send a proxy if unable to attend (where possible).

Agency representatives are invited to support an interested community member to attend meetings.

4. Term of Appointment and Vacancies

- Community representatives will be appointed by resolution of Council for a term of 3 years, to be coordinated by Council.

- Existing members can re-apply for one further term (3 years).
- The Council shall be responsible for filling any casual vacancy, which occurs in respect to community representative members following public advertisement. Any person who fills a casual vacancy shall hold office until the expiration of the term of the member that person is replacing.

5. Meetings

The Committee will meet at least 4 times each year or more frequently as required.
There shall be established meeting procedures.

Sub-committees can be set up as needed, for specific tasks, issues-based projects, or site-visits for interested and available members.

There shall be established meeting procedures.

For example:

- Presentations etc. are in appropriately accessible format.
- Quorum for decision making will be 5 committee members external to Council.
- Maps should be used at meetings to aid discussion, where possible.
- All agenda items should be covered during the meeting, where possible.
- Agreed terminology/language will be used by all members.

The Committee will prepare minutes of its meetings and submit these to the Council of the Surf Coast Shire following each meeting of the Committee. These minutes may include recommendations for action by Council. Any such recommendations will be summarised by the Executive Management Team as appropriate to expedite consideration by Council.

Members are expected to attend Committee meetings and contribute to outputs of the group. Non-attendance of at least three consecutive meetings by a member without Committee approval will deem that member's position as having become vacant. The committee shall allow the granting of leave of absence as required.

6. Chairperson

At the first meeting following the Statutory meeting of Council each year the Committee will call for nominations for the position of Chair and Deputy Chair. These positions will be independent of Council. Should there be more than one nomination, the members will elect the Chair or Deputy Chair (as the case maybe) by secret ballot by exhaustive preferential voting. Should there be equal votes for two candidates, the Chair or Deputy Chair (as the case maybe) will be selected by drawing of straws.

The role of the Chair will be to:

- Liaise with the responsible Council officer in respect to agendas
- Chair the meeting and direct discussion
- Act as spokesperson for the Committee in relation to any correspondence with members of the public about access.
- Engage all members in Committee activities and to bring forward issues
- Communicate with senior management of the Council and Councillors from the relevant Area of Interest in respect to rural issues and committee activities.

7. Conduct of Business

The order of business will be determined by the Chairperson to facilitate and maintain open, efficient and effective deliberations.

Once an agenda has been sent to Committee Members the order of business for that meeting may only be altered by consent of the Committee.

The Chairperson may include any matter on an agenda, which he or she thinks should be considered by the meeting.

The Chairperson shall have a casting vote as well as a deliberative vote to resolve a deadlock.

8. Process for raising concerns

If an advisory committee member wishes to raise an issue of concern, make a complaint or provide advice relating to access and inclusion, the following procedures should be followed:

- All issues of concern, complaints or advice relating to access and inclusion by members of AAAC should be referred to the Chairperson in the first instance.
- The Chairperson will decide if a matter will be tabled at the next AAAC meeting, or whether the matter will be dealt with prior to the next meeting. If the matter is dealt with prior to the next meeting, a summary of the conclusion of the matter is to be presented at the next meeting.
- If an issue of concern, complaint or provision of advice is to be tabled at an AAAC meeting, the committee can make a recommendation to Council.

9. Urgent Business

Business must not be admitted as urgent business unless:

- It relates to or arises out of a matter which has arisen since distribution of the agenda; and
- It cannot safely or conveniently be deferred until the next Committee meeting, or
- The Committee resolves to admit an item considered to be urgent business.

10. Council's Role

Council will as soon as practicable after Committee election, organise an induction program for Committee members focusing on, but not limited to, the roles and responsibilities of the Committee and its relationship with Council and the relevant Area of Interest.

The Committee will be supported by a Council officer nominated by the Chief Executive Officer who will attend meetings of the Committee, prepare the agenda with the Chair, and arrange for circulation of agendas and minutes and other co-ordination activities. All other Council officers as required will assist the Committee with contact through the nominated officer.

Council will provide a suitable and accessible venue for the meetings of the Committee.

Council will give due consideration to the recommendations of the Committee.

Council will, wherever possible, undertake to represent the community of the Shire on a range of issues that are relevant to the quality of life and the vision for health and wellbeing in the Shire and which are the direct responsibility of the State and/or Federal Government and/or other agencies.

11. Work Plan

The Committee will prepare a work plan on a yearly basis in consultation with the relevant Area of Interest and evaluate it at the conclusion of the twelve-month period.

12. Changes to Terms of Reference

These terms of reference shall be reviewed every two years and only be amended or varied by resolution of the Surf Coast Shire Council.

3.2 Aquatic & Leisure Centre Taskforce Update

EMT Report

Council Briefing

Council Report

Meeting Date:

Tuesday, 25 March 2014

Council Meeting Adoption Date:

Tuesday, 25 March 2014

Authors Title: Manager Leisure and Wellbeing

Department: Leisure and Wellbeing

Directorate: Community

Director: Chris Pike

File No: F12/1449

Trim No: D14/10983

Appendix:

1. Taskforce minutes – 30 October 2013
2. Taskforce minutes – 4 December 2013 (Draft)
3. Taskforce minutes – 30 January 2014 (Draft)

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: Select Conflict of Interest

Reason: Select relevant section S89 (2)

Purpose

To receive and note the minutes from the Aquatic and Leisure Centre Taskforce's first three meetings and extend its term.

Summary

A feasibility study for a Surf Coast Aquatic and Leisure Centre was completed in 2009. This study recorded the opportunities and costs associated with building such a facility in Torquay servicing a Shire wide catchment.

Since that time, Council resolved to establish a Taskforce that provides more information and advises Council on a number of options for consideration in the development of such a facility, including the comparisons with other "like" facilities based on similar size demographic catchments as Surf Coast Shire.

The Taskforce has held three meetings. The term of the Taskforce as defined in its Terms of Reference is six months (from the date of its first meeting). A two-month extension to June 2014 is now required to enable the Taskforce to complete its work. This will enable a thorough financial model to be applied to the development and operating options. The Taskforce would therefore present its findings to Council in July or August 2014.

Recommendation

That Council:

1. Receive and note the Minutes of the Aquatic and Leisure Centre Taskforce.
2. Extend the term of the Taskforce to eight months.

Aquatic & Leisure Centre Taskforce Update

Report

Background

The Aquatic and Leisure Centre Taskforce was established at the 24 September 2013 Council meeting. Taskforce members are:

Colin Fowler, Melissa Field, Janice Jessen, Tim Denton, Joe Diffen and Tristen Read.
 Cr Brian McKitterick (Chair), Cr Heather Wellington, Cr Eve Fisher and Cr Margot Smith.
 Officers supporting the Taskforce are: Chris Pike and Janice Lane

The Taskforce has met three times with its first meeting held in October 2013. Details of the work plan are provided in this report along with copies of the minutes of the meetings. The Taskforce is highly engaged and working well with Councillors on the complexities and aspects associated with such a facility. The Taskforce is mid-term and aims to provide a report to Council in June 2014 with a series of recommendations.

Discussion

To date the Taskforce has discussed the following:

<p>Meeting No 1 – 30 October 2013</p>	<p>Introductions.</p> <p>Terms of Reference and working together.</p> <p>Proposed work plan.</p> <p>Identify key elements in the 2009 Feasibility Study including updating the catchment population based on new census data, the proposed development in the Armstrong Creek area and capturing seasonal and part time residents.</p> <p>Benchmarking data: collecting operational / capital costs and funding data from other Centres of a similar population size and catchment.</p> <p>Health and Wellbeing: sourcing articles and information relating to the Health and Wellbeing aspects associated with such a facility and community participation. A summary of this information will form part of the final report.</p> <p>Discussions around health and wellbeing allied health services and the potential for incorporating these services into a potential facility development.</p>
<p>Meeting No 2 – 4 December 2013</p>	<p>Continuing Benchmarking data. Information has been collected from the following Local Government Authorities with assistance provided by the Victorian YMCA.</p> <ul style="list-style-type: none"> • Benalla Aquatic Centre – Rural City of Benalla Shire • Bass Coast Aquatic Centre – Wonthaggi • Blue Water Fitness Centre – Colac Otway Shire • Bellarine Aquatic & Sports Centre – City of Greater Geelong • Leisure Link – City of Greater Geelong • Melbourne Sport and Aquatic Centre – State Sports Centre Trust <p>A letter of interest tabled at the meeting from Pro Vice Chancellor, Faculty of Health, Deakin University.</p> <p>A letter of interest tabled at the meeting from Corio Health Group, Torquay Physiotherapy Clinic</p>

	Information regarding Allied Health Services that can be funded by the Transport Accident Commission and WorkSafe.
Meeting No. 3 -30 January 2014	<p>2 x presentations by officers from City of Greater Geelong and Colac Otway Shire. The officers provided extensive detail on the capital and operating costs of both centres along with participation / membership data. Officers also explained the challenges and opportunities associated with start-up and ongoing operational matters.</p> <p>Finalising the Community Profile Chapter (catchment) that will form part of the final report.</p> <p>Draft consultants brief for financial modelling that has now been circulated to 5 x Consultants. It is intended that the Consultant's report will provide a range of scenarios for Council's consideration and include financial options for a standard facility, a health and wellness centre and another model that is yet to be developed. This body of work will be completed by end of April 2014.</p>

Emerging themes in the information and discussion include:

- Overwhelming evidence on the health and wellbeing benefits for Aquatic and Leisure facilities contributing to healthy lifestyles. Whilst there is anecdotal evidence on preventative health, it has been difficult to source real data around preventative health measure.
- Generally speaking and through the benchmarking exercise, aquatic facilities are expensive to construct and operate. Councils largely accept these operating losses as part of a suite of community services.
- Operating losses can be partially offset through high memberships and attractive membership packages, gymnasiums and fitness services and compatible allied health services that draw visitation to the centre.
- Health and Wellness components or models need further investigating. There appears to be some interest from third parties, however, the measure of interest needs to be tested.
- Size of the area that has been notionally set aside as part of the Community and Civic Precinct is limited, however, further investigation will need to be undertaken to view the complete area and the facility compatibility with other future community buildings such as the proposed three court stadium.

The final stages of the Taskforce's work are:

- Undertake and consider financial modelling (by end April 2014)
- Finalise findings and recommendations (by end June 2014)

The Taskforce's six month term concludes in April 2014. In order to complete these final stages of work a two-month extension to June 2014 is now required. This would mean the Taskforce would be in a position to present its findings to Council in July 2014.

Financial Implications

Council set aside \$15k in this year's budget to support this work. The funding will enable financial modelling to be undertaken.

Council Plan/Policy/Legal Implications

The Taskforce is aligned with the following Council objectives:

- 3.4 Encourage community participation in relevant activities.
- 4.1.2 Utilisation of community demographics to determine future infrastructure needs.

Officer Direct or Indirect Interest

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

Aquatic & Leisure Centre Taskforce Update

Risk Assessment

Council has indicated its intention to continue to explore an Aquatic and Leisure Centre through the development of a Taskforce supported through a budget allocation. It is envisaged that risks will be further outlined once the financial modelling component of the work is complete.

Social Considerations

The work of the Taskforce through its final report will provide information concerning social considerations for the Shire.

Community Engagement

At the last Taskforce meeting, members discussed the level and extent of Community engagement that may be required. Taskforce members concluded that this matter will be raised again following the work undertaken by the Consultant and recommendations made in the final report to Council.

Environmental Implications

N/A

Communication

Minutes of the Taskforce meetings will be made public through the Council meeting process.

Conclusion

The Taskforce is working well and providing valuable input into this important strategic project. It would be a valuable opportunity for Council to hear first-hand from Taskforce members at a scheduled briefing session when the draft report is available.

APPENDIX 1: TASKFORCE MINUTES – 30 OCTOBER 2013

**Surf Coast Aquatic and Leisure Centre Taskforce
 MINUTES #1
 Wednesday 30 October 2013 6-8pm
 Council Chambers**

Present: Taskforce members
Apologies: Cr Heather Wellington, Joe Diffen (Taskforce member)

Ag. No.	Issue Topic	Points of Discussion Details / Decision	Agreement / Action / Timeframe	Responsible person
1.0	Welcome and Introductions			
2.0	Terms of Reference Ground Rules for Meetings	6 months for Taskforce to complete work Other members from outside invited by the Chair for a taskforce meeting as a specialist or providing advice Confidentiality is important. Keep the conversations in house Media comment through Council Advisory Committee Meeting structure for 2 hours Keep the structure Officers role is to provide actions emanating from the meetings provide Taskforce members in advance of material (1 week in advance of meeting) and welcome any assistance from Taskforce members.	Noted	
3.0	Proposed Work plan	Notional work plan to provide structure and for feedback – good. Format of workplan works well and need time in between meetings for members.	Noted	
4.0	2009 Aquatic Leisure Centre Feasibility Study	Population data – demographic data to be updated – 5 years clusters and to include seasonal data during peak tourist	Develop an Action Plan and schedule activities to report back to	

	<p>seasons across the Shire.</p> <p>Neighbourhood scan – Armstrong Creek – what plans exist for forward projections & provide relevant information for Leisure Link & Bellarine Aquatic and Leisure Centres.</p> <p>Expand the catchment beyond Anglesea – 14km.</p> <p>Research on the health & wellbeing, social and community capacity building benefits of Aquatic & Leisure Centres.</p> <p>Successful leisure centres – Ballarat (what is the secret?)</p> <p>Discussion around schools and children’s preparation for swimming.</p> <p>Role of Life Saving Victoria in staffing aquatic facilities.</p> <p>. CERM benchmarking from Uni of South Australia. ARV – Aquatic Recreation Victoria. Check other local governments re: benchmarking data availability.</p> <p>Has there been any discussion with the Torquay SC (DEECD) regarding an aquatic and leisure centre, co – partnership?</p> <p>Federal government playing a more active role – early prevention measures.</p> <p>Research potential grant (s) at all levels.</p> <p>Role of partnerships – Mildura CC and Origin Energy. Potential health funds and other options.</p> <p>Aaron? – Green Energy Torquay local consultant interested in the project.</p> <p><i>Test community interest & tolerance – future activity for exploration.</i></p>	Taskforce.	
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<p>5.0</p>	<p>Benchmarking Study – identify key data to update</p>	<p>Check benchmarking data from other local government areas that are building or about to build aquatic facilities. (Ballarat CC for example) including funding models for construction.</p> <p>Local scan of Aquatic and Gymnasium facilities participation numbers including Geelong, Anglesea and where do people go & operating costs and decisions around operations. Research benchmarking around acceptable subsidy levels for local government and what is the cost per rate payer relative to the population size.</p> <p>Provide taskforce members with a copy of the Better Pools funding successful application & level of detail required. Priority facility components – Section 8 of the Feasibility Study for components of the facility.</p> <p>Suggested website information for other Aquatic & Leisure Centres:</p> <ul style="list-style-type: none"> • City of Banyule – Watermarc facility, Greensborough for reference point. • Northcote Aquatic and Recreation – Darebin City Council. • Central Highlands (NSW). • Wagga CC –Cr Brian McKiterick for information. • Blue Water Fitness Centre – Colac Otway Shire (hydrotherapy pool & allied health services). <p>Discussion on co-membership of facilities across municipal boundaries? <i>Future exploration activity.</i></p>	<p>Develop an Action Plan and schedule activities to report back to Taskforce.</p>	
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6.0	General Business and forward meeting schedule	Forward meeting schedule - Wednesday evenings Nominate proposed dates with the Minutes so they can be locked in. Last Wednesday in January for Cr Eve Fisher to be present. Try and avoid December, but depending on the information, may need to be flexible around the dates and months.	Circulate proposed dates for Taskforce members to agree on the forward meeting schedule.	
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NEXT MEETING DATE: 4 December 2013 TIME: 6pm to 8pm VENUE: Council Chambers

APPENDIX 2: DRAFT TASKFORCE MINUTES – 4 DECEMBER 2013

**Surf Coast Aquatic and Leisure Centre Taskforce
 DRAFT MINUTES #2
 Wednesday 4 December 2013**

Present: Taskforce Members
Apologies: Eve Fisher

Ag. No.	Issue Topic	Points of Discussion Details/ Decision	Agreement / Action / Timeframe	Responsible person
1.				
1.0	Welcome and Introductions	Apologies: Cr Eve Fisher Cr Rose Hodge will arrive later in the evening Welcome: Cr Heather Wellington Joe Diffen to the Taskforce.	Noted	
1.1	Minutes from the previous meeting – 30 October 2013	Moved – Cr Margot Smith Seconded – Tim Denton	Noted	
2.				
2.1	Business Arising from previous meeting	Draft workplan providing direction and context for future meetings.	Noted	
3.				
3.1	Demographic Presentation – Dee Johnson	Powerpoint presentation based on the Discussion paper circulated. Key discussion points: No's of part time workers arriving to Torquay every day Seasonality data including Easter population Age groups of 55+ to be included. Base catchment and other areas.	Further data collection on the following: 55+ age ranges Base catchment including other areas such as Connewarre, Paraparap Seek information about population growth in southern part of Armstrong Creek Seek clarification if possible from original authors of Feasibility Study about population assumptions. Define the catchment at the next meeting – 30 January 2014.	
3.2	Benchmarking data & case	Discussion on the spreadsheet information of	Follow up for further information:	

	study	other centres as provided.	<p>MSAC – Melbourne Sport and Aquatic Centre Colac Otway Shire – Blue Water Fitness Centre COGG – Leisure Link and Ocean Grove Bass Coast – Wonthaggi.</p> <p>Seek presentations by officers from COGG & Colac Otway – next meeting.</p> <p>Seek information from officers at other centres. Seek information for site visits if possible.</p>	
4.				
4.1	Local Environment Scan	Noted	<p>Invitations extended to City of Greater Geelong staff to present at the next Taskforce meeting.</p>	
4.2	Benefits of Aquatic and Indoor Leisure Centre	Noted	<p>Further literature review on the benefits of Aquatic & Leisure Centres.</p> <p>Janice Jesson to provide information from Deakin University</p> <p>Cr Heather Wellington to provide information about the “Health perspectives”.</p>	
4.3	Other business	Information gathering for next meeting	<p>Funding sources and grants – contact to State Government to be made and information circulated at next meeting.</p> <p>YMCA Victoria – contact to be made about the “best” operating models.</p> <p>Aquatic Recreation Victoria – information to be provided.</p> <p>Potential partners, key agencies who may be interested.</p> <p>TAC- Joe Diffen to contact GMBHA – Tim Denton</p>	

			<p>Barwon Health – Tim Denton</p> <p>Area size of potential location to be provided at Community & Civic Precinct.</p> <p>Request 2009 consultants for more information regarding assumptions made in report.</p> <p>Framework for a report to be provided.</p>	
5.0	Next Meeting			

APPENDIX 3: DRAFT TASKFORCE MINUTES – 30 JANUARY 2014

**Surf Coast Aquatic and Leisure Centre Taskforce
 DRAFT MINUTES #3
 Thursday 30 January 2013**

Present: Taskforce members
Apologies: Cr Rose Hodge, Cr Margot Smith

Ag. No.	Issue Topic	Points of Discussion Details /Decision	Agreement/Action/Timeline	Responsible person	Ag.no.
1.	Welcome and apologies	Noted apologies – Cr Rose Hodge and Cr Margot Smith	For noting		
1.2	Re-cap on work progress	Brian outlined the progress that the Taskforce has undertaken to date.	For noting		
1.3	Minutes of previous meeting	Minutes of 4 December meeting has been circulated	Cr Eve Fisher moved that the minutes be accepted. (Note – officers realised after this third meeting that Cr Fisher was not present at the second meeting. Therefore the second meeting minutes will need to be (re)accepted at the forth meeting) Dr Tim Denton seconded the minutes.		
2.0	Guest Speakers Ilan Sueren – Colac Otway Shire, Manager Recreation Arts & Culture Malcolm Kuhn, City of Greater Geelong Manager Leisure Services	Ilan provided a detailed presentation and overview of the history of the Blue Water Fitness Centre. Malcolm provided a detailed presentation of the Bellarine Aquatic Centre.	A copy of the presentation will be provided to members via the minutes.		
3.0	Demographic report update	2 reports were tabled at the meeting. They included further information around population forecasting based	Members to review the documents and provide any		

		on the discussion at the previous meeting. The 2 nd report is a draft Chapter for the final report summarising the catchment population.	comments to Janice Lane for inclusion.		
4.0	Report Deakin University /Corio Health Group (Health Sector) TAC Health & Wellbeing reports	2 x letters tabled by Tim Denton – Deakin Uni Faculty for Health and Corio Health. Tim Denton explained that the Deakin Uni Faculty of Health letter provides the possible inclusion of in-kind “research component” from Deakin Uni. The research that they could provide is to preventative health from Federal Government. The Corio Health group letter expresses interest in being involved in further discussions. Tim has had some preliminary discussion with Barwon Health and GMBHA. Joe Diffen provided information from TAC about service funder and service providers of allied health services. Both Cr Wellington and Janice Jesson tabled information from a literature search as part of gathering information	Cr Wellington asked that a follow up action be taken for the Adelaide Case Study. JL to action.		
4.1.	Benchmarking information – YMCA & MSAC	Select information provided via email.	Noted		
	Draft report outline	Tabled for information	Inclusion of other sections are: – Funding avenues – Consultation on findings to inform recommendations.		
5.0	Draft project brief – financial modelling	Discussion took place regarding the most appropriate way and the most need to undertake financial modelling for a centre to inform the Taskforce.	Sub-group of Taskforce to meet and discuss financial modelling - Cr Heather Wellington, Tim Denton, Joe Diffen & officers – Chris Pike and Janice Lane		
6.0	Community & Civic Precinct (C & CP)	A map of the Precinct with the footprint of the 2009 Aquatic concept plan was provided for information.	Noted		

7.0	Other business: – Level of community engagement	Chris discussed with members about the extent and level of community engagement and when would this be seen as a key inclusion into the Taskforce deliberation and report.	Members discussed this and concluded that the level of community engagement would be based around the findings of the report and what this says. Once the report is tabled to Council, the full Council may make another determination on this.		
7.1	Other business: – Process for decision making	Brian asked the group about the best process for decision making – what this might look like and how to deal with potential differences of opinion.	Members discussed this and agreed that a consensus decision making approach is ideal. If consensus cannot be reached, then any divergent views would be reported to Council as part of the final report.		
7.2	Start time for meetings	Brian asked members if the next meeting could start at 5pm.	Members agreed for a time change to the meeting,		

NEXT MEETING DATE: Wednesday 19 March TIME: 5pm VENUE: Council Chambers

<ul style="list-style-type: none"> ▪ Ground rules for our Meeting ▪ We start on time and finish on time ▪ We all participate and contribute – everyone is given an opportunity to voice their opinions ▪ We use improvement tools that enhance meeting efficiency and effectiveness ▪ We actively listen to what others have to say, seeking first to understand then to be understood 	<ul style="list-style-type: none"> ▪ We follow-up actions for which we are assigned responsibility and complete them on time ▪ We give and receive open and honest feedback in a constructive manner ▪ We use data to make decisions (whenever possible) ▪ We strive to continually improve our meeting process and build time into each agenda for reflection
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3.3 Advocacy Priorities State Election 2014

EMT Report

Council Briefing

Council Report

Meeting Date:

Tuesday, 25 March 2014

Council Meeting Adoption Date:

Tuesday, 25 March 2014

Authors Title: Manager Community Relations

Director: Chris Pike

Department: Community Relations

File No: F13/1659

Directorate: Community

Trim No: D14/19760

Appendix:

1. Advocacy Summaries – Polwarth Priority Projects (D14/20974)
2. Advocacy Summaries – Surf Coast Barwon Priority Projects (D14/20975)

Officer Direct or Indirect Conflict of Interest:

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

Status:

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

Yes

No

Yes

No

Reason: Select Conflict of Interest

Reason: Select relevant sectionS89 (2)

Purpose

To adopt Council's advocacy priorities for the South Barwon and Polwarth electorates for the 2014 State Election.

Summary

Council is reliant on the actions of other levels of Government to achieve its objectives as outlined in the Council Plan 2013-2017, and has had varying degrees of success in attracting funds from Federal and State Governments in the past.

For the upcoming State Election three priority areas have been identified for each of the electorates in the Shire with an additional policy priority affecting the entire community. This targeted approach is a feature of successful advocacy planning and implementation. The priority areas are:

South Barwon

- Torquay North Children's Hub
- Community and Civic Precinct Active Open Space
- Beach Rd/Surf Coast Hwy Intersection Upgrade

Polwarth

- Winchelsea Common Beautification and Remediation
- Anglesea River Estuary Management Plan Implementation
- Stribling Reserve Redevelopment

Shire-wide

- Bushfire Management Overlay Policy Review

Recommendation

That Council:

1. Adopt the following advocacy priorities for the 2014 State Election.
 - 1.1 South Barwon - Torquay North Children's Hub
 - 1.2 South Barwon - Community and Civic Precinct Active Open Space
 - 1.3 South Barwon - Beach Rd/Surf Coast Hwy Intersection Upgrade
 - 1.4 Polwarth - Winchelsea Common Beautification and Remediation
 - 1.5 Polwarth - Anglesea River Estuary Management Plan Implementation
 - 1.6 Polwarth - Stribling Reserve Redevelopment
 - 1.7 Shire-wide - Bushfire Management Overlay Policy Review
2. Liaise with sitting members and candidates to ensure they are well informed of Council's priorities
3. Commence a communications campaign to ensure the community is positioned to support Council's advocacy efforts.

Advocacy Priorities State Election 2014

Report

Background

Council is reliant on the actions of other levels of Government to achieve its objectives as outlined in the Council Plan 2013-2017. Likewise, other levels of Government are often reliant on partnerships with Council to achieve their objectives. The areas of mutual interest often include infrastructure, services and policy. Funding is often at the heart of these relationships.

Council has had varying degrees of success in attracting funds from Federal and State Governments to deliver infrastructure and provide services.

Discussion

Council has identified that the most imminent opportunity to influence future Government decisions that will impact on the Shire will be the State Election in November 2014. A range of projects and issues have been explored and a focussed list has been developed. For the upcoming State Election three priority areas for each of the electorates, South Barwon and Polwarth have been identified with an additional policy priority affecting both electorates completing the advocacy program. The priority areas are:

South Barwon

- Torquay North Children's Hub
- Community and Civic Precinct Active Open Space
- Beach Rd/Surf Coast Hwy Intersection Upgrade

Polwarth

- Winch Common Beautification and Remediation
- Anglesea River Estuary Management Plan Implementation
- Stribling Reserve Redevelopment

Additional Priority affecting both electorates

- Bushfire Management Overlay Policy Review

The development of the advocacy priorities and supporting materials for the State Election has included research into policy and election platforms of each of the parties and the creation of mutually beneficial messaging to support the achievement of objectives for all.

Focussing Council's advocacy efforts on a small number of key projects and issues does not diminish the importance of other projects and activities. Advocacy planning will continue to be undertaken and broadened in the future.

Financial Implications

Advocacy planning and delivery is being provided from within existing budgets. Additional funding to support future projects may be achieved through this work.

Council Plan/Policy/Legal Implications

Implementation of the Advocacy plan supports the delivery of the Council Plan. Strategy 2.2.5 commits Council to collaborate effectively with State and Federal Governments and regional stakeholders to achieve an outcome of effective advocacy.

Officer Direct or Indirect Interest

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

Risk Assessment

Failure to determine clear advocacy priorities for action may limit Council's ability to achieve funding commitments via the State Election.

Social Considerations

Effective advocacy will result in the achievement of funding to support the development of infrastructure and services for the community as well as policy change.

Advocacy Priorities State Election 2014

Community Engagement

Previous community engagement activities have informed the choice of priorities. They are drawn from established master plans and other capital works planning exercises.

Environmental Implications

Not applicable

Communication

A communications plan has been developed for each advocacy priority implementation plan. The adoption of the priorities will trigger the implementation of these plans.

Conclusion

The achievement of Council's objectives within the Council Plan 2013-2017 is reliant on the development of effective partnerships with other stakeholders, including State Government.

The adoption of advocacy priorities for the State Election will focus Council action and increase the chance of success in securing funding for these important projects.

APPENDIX 1: Advocacy Summaries – Polwarth Priority Projects (D14/20974)

APPENDIX 2: Advocacy Summaries – Surf Coast Barwon Priority Projects (D14/20975)

4. Infrastructure

4.1 Proposed renumbering of Horseshoe Bend Road, Torquay

EMT Report

Council Briefing

Council Report

Meeting Date:

Tuesday, 25 March 2014

Council Meeting Adoption Date:

Tuesday, 25 March 2014

Authors Title: Manager Engineering Services

Director: Sunil Bhalla

Department: Engineering Services

File No: F13/541

Directorate: Infrastructure

Trim No: D13/132169

Appendix:

1. Plan of affected properties (D13/33325)
2. Table showing current and proposed numbering (D13/36787)

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: Select Conflict of Interest

Reason: Select relevant section S89 (2)

Purpose

To commence the formal process to renumber a section of Horseshoe Bend Road, Torquay.

Summary

Following commencement of the residential development at Torquay North, it has been discovered that sections of Horseshoe Bend Road, Torquay do not meet Rural and Urban Addressing Standards as there are currently odd and even numbers on the same side of the road.

To ensure consistency with numbering, which is critical for emergency services, it is proposed to renumber a section of Horseshoe Bend Road, Torquay.

The Office of Geographic Names, ESTA and Australia Post support the renumbering proposal.

Recommendation

That Council:

1. Give notice of its intention to renumber sections of Horseshoe Bend Road, Torquay.
2. Invite submissions from the affected property owners in accordance with Section 223 of the Local Government Act 1989.
3. Provide a \$50 reimbursement per property for costs associated with the change of address, if requested.

Proposed renumbering of Horseshoe Bend Road, Torquay

Report

Background

Following commencement of the residential development at Torquay North, it has been discovered that sections of Horseshoe Bend Road, Torquay do not meet Rural and Urban Addressing Standards as there are currently odd and even numbers on the same side of the road. A plan of affected properties is attached as Appendix 1.

Support to renumber sections of Horseshoe Bend Road has been received from the Office of Geographic Names, ESTA and Australia Post. It is critical to maintain consistency with numbering for emergency services.

Discussion

The numbering of Horseshoe Bend Rd starts at the City of Greater Geelong boundary at Lower Duneed Rd and continues with odd numbers on the east and odd numbers on the west side all the way to South Beach Road. For some unknown reason the house numbering from The Esplanade starts at 1200 but has even numbers on the east side and odd numbers on the west side which continues to the Quay estate. Consequently, this creates a mismatch in the newly developing area of Torquay North.

To align with the Australian Standard for rural and urban addressing, a change in numbering is required. The proposal which impacts the least number of houses involves changing the 54 properties at the Esplanade end (refer Appendix 1).

It is recommended that Council commence the process to re-number sections of Horseshoe Bend Road, Torquay.

Financial Implications

Council does not currently have a policy which provides guidance on appropriate financial reimbursement for properties which are required to undertake a change to street name or numbering under Council direction. It has been past practice to provide financial support only if requested.

It is proposed that, if requested, a \$50 reimbursement be provided to each property owner to assist with the cost of telephone calls, stamps or numbers for letter boxes.

The maximum cost to Council for this reimbursement would be approximately \$2,700.

Council Plan/Policy/Legal Implications

The guidelines for Geographic Names and AS/NZ 4819:2011-rural and urban addressing provide the national standard that must be met.

Property owners affected by the proposed changes will be given an opportunity to make a submission in accordance with Section 223 of the Local Government Act 1989.

Officer Direct or Indirect Interest

Nil

Risk Assessment

Renumbering the properties along Horseshoe Bend Road will reduce any risk should there be confusion by emergency services locating a property.

Social Considerations

The 54 affected residents are unlikely to be happy having to change their house number (not street name). It is proposed that up to \$50 compensation be made in recognition of the notifications that must be made by the owner. Council will notify all relevant authorities of the change in numbering.

Community Engagement

A letter advising of the proposed changes and inviting submissions will be sent to affected property owners. A public notice calling for Section 223 submissions on the proposed renumbering will be issued in the Surf Coast Times. Submitters who express an interest will also be provided an opportunity to make a verbal submission to the Hearing of Submissions Committee meeting.

Proposed renumbering of Horseshoe Bend Road, Torquay

Environmental Implications

Nil

Communication

As included under the heading of Community Engagement.

Conclusion

It is necessary to renumber existing properties to align with the Australian Standard for rural and urban addressing, and to ensure that the new housing being provided has correct numbering.

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APPENDIX 1:



1 MERRIJG DRIVE
PO BOX 350
TORQUAY, VICTORIA
AUSTRALIA 3228
PHONE : +61 3 5261 0600
FAX : +61 3 5261 4525
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EMAIL : info@surfcoast.vic.gov.au



'The Place of Wellbeing'

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Horseshoe Bend Road



Scale 1: 4,000

20/2/2014

Page Size (A3)



This map is produced on the Geocentric Datum of Australia (GDA94).
GDA94 supersedes the Australian Geodetic Datum 1966 (AGD66).
Surf Coast Shire uses the Map Grid of Australia (MGA94) Zone 55 projection.

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CURRENT ADDRESS	PROPOSED ADDRESS
2/1234 HORSESHOE BEND ROAD TORQUAY VIC 3228	2/1311 HORSESHOE BEND ROAD TORQUAY VIC 3228
1236 HORSESHOE BEND ROAD TORQUAY VIC 3228	1309 HORSESHOE BEND ROAD TORQUAY VIC 3228
1238 HORSESHOE BEND ROAD TORQUAY VIC 3228	1307 HORSESHOE BEND ROAD TORQUAY VIC 3228
1240 HORSESHOE BEND ROAD TORQUAY VIC 3228	1305 HORSESHOE BEND ROAD TORQUAY VIC 3228
1242 HORSESHOE BEND ROAD TORQUAY VIC 3228	1303 HORSESHOE BEND ROAD TORQUAY VIC 3228
1244 HORSESHOE BEND ROAD TORQUAY VIC 3228	1301 HORSESHOE BEND ROAD TORQUAY VIC 3228

4.2 Lorne Ward Update

EMT Report

Council Briefing

Council Report

Meeting Date:

Tuesday, 25 March 2014

Council Meeting Adoption Date:

Tuesday, 25 March 2014

Authors Title: Director Infrastructure

Department:

Directorate: Infrastructure

Appendix:

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Select Conflict of Interest

Director: Sunil Bhalla

File No: F14/114

Trim No: D14/16738

Status:

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

Yes

No

Reason: Select relevant section S89 (2)

Purpose

To receive and note the Lorne Ward update.

Summary

Information is provided on recent and upcoming infrastructure works and events in the Lorne Ward.

Recommendation

That Council receive and note the Lorne Ward update.

Lorne 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 infrastructure works and events in the Lorne Ward.

Discussion

Infrastructure Update

- **Neade Street traffic management works (Cost \$18,800)**
Works have recently been completed to address road safety concerns due to speeding on this street and to improve the intersection with Lorne - Deans Marsh Road. A review of the effectiveness of these works will follow over the next few months.

- **Stribling Reserve upgrade (Cost \$550,000)**
The oval resurfacing works and drainage improvements are complete with seeding undertaken late February. Grass establishment is underway and the oval is expected to be ready for use in mid-April. Construction has commenced on the redevelopment of the netball courts which will include improved lighting. These works are expected to be completed by mid-April.

Stribling Reserve Basketball Stadium (Cost \$40,000)
 - The lights have been upgraded to energy efficient LEDs.
 - Electric winches have been installed to raise and lower the basketball hoops to address safety concerns.
 - The floor has been sanded, resealed and has had new lines painted.

- **Modifications to William Street and Gay Street (Cost \$75,300)**
Reconfiguration of this intersection to improve road safety was completed prior to Christmas. Subsequent traffic surveys have confirmed that the works have been effective in addressing the speeding problem and improving safety for residents accessing their properties in William Street.

- **Lorne Golf Club stormwater retention works (Cost funded by Golf Club)**
These works include a stormwater retention basin and cut off drain around a section of the golf course and were recently completed by the Golf Club as part of a Section 173 Agreement with Council. They are a key part of the overall stormwater strategy for the L7 and L8 catchment and complete the special charge scheme drainage works.

- **Lorne Transfer station improvements (Cost \$32,000)**
The access road to this facility has recently been resealed. The onsite amenities have been improved for the transfer station attendant.

- **Great Ocean Road Heritage Centre (Cost \$750,000)**
The extension to the Lorne Visitor Centre is now well underway. The project includes the extension of the existing building to include an interpretive display on the history of the construction of the Great Ocean Road. The project also includes the refitting of the existing offices and breakout space for the volunteers and staff working at the centre as well as the refurbishment of the GORCC Caravan Park toilet block. Currently GORCC closes the toilet to the public during peak periods, allowing access only to caravan park patrons. The refurbishment will ensure that the public can access the toilet block throughout the whole year.

- **Lorne Hazard Tree Audit (Cost \$50,000)**
Works are planned as a result of a Hazard Tree Audit undertaken in late 2013, which encompassed the area from Mount Joy Parade up to George Street and from Bay Street across to Armytage Street. Trees that were identified in the audit were limited to those with a diameter of 400mm or greater at 1.4m above ground level. 553 trees were identified and assessed as part of this audit. 65 trees with a hazard rating of 9, 8 and 7 have been recommended to have works undertaken within 12 months. Of the 65 'higher risk' trees, eight are recommended to be removed with a further nine to be pruned to habitat (i.e. removal all branches, leaving just a trunk that may be suitable for fauna habitat).

Lorne Ward Update

The remaining 48 trees require various levels of maintenance intervention such as removal of dead/unsafe limbs or reduction in the size/weight of the tree canopy.

Works are on hold pending receipt of a Planning Permit for removal or lopping of native vegetation. Once the planning permit is received, works will be scheduled and advice regarding scope of work and timing will be provided to affected residents and Councillors.

- **Deans Marsh Landfill Rehabilitation (Cost \$170,000)**

Deans Marsh Landfill is an old un-licensed landfill on Pennyroyal Station Road. Tipping operations at Deans Marsh ceased in approximately 2003.

In December last year, Council invited tenders from contractors for the construction of a rehabilitation capping layer at the landfill and associated works including removal of the Transfer Station infrastructure. The existing 'mattress shed' is to remain on the landfill site. This contract was awarded to Pearse Earthmoving Pty Ltd who commenced works in January this year. The contracted works are expected to be fully completed by the end of this month.

Events

A list and information about the recent events in Lorne follows:

EVENT	DESCRIPTION	DATE	ATTENDANCE (approx.)
New Year's Eve	Changes to the New Year's Eve format provided a different event compared to the previous year. Changes included: many more families congregating in the area for early fireworks at 9.30pm and then midnight. Smaller crowds – 2,000 Volunteer church groups reported "low key" evening. Feedback by the Traders group mentioned that some activity could be provided the following year and the format to be discussed during a CIAC forum.	1 January 2014	2,000
Lorne Mountain to Surf	Iconic Fun Run – now in its 32 nd year. Changed from evening run 3 years ago to morning run resulting in better traffic and parking in town – No Issues	Friday 10 January	5,000 +
Pier to Pub Ocean Swim	Iconic Ocean Swim – No significant issues Event supported Casey Tutungi Fund with fundraising yoga prior to swim – Great initiative linking back to community.	Saturday 11 January	10,000 +
Wieland Shield Surf Life Saving Club Event	Surf Lifesaving Club ironman event held prior to Pier to Pub – No issues	Saturday 11 January	500
Deans Marsh Dog Trials	This event with well trained Dogs rounding sheep gives the spectator a great insight into farm life. The Deans Marsh Dog Trials have moved from its Melbourne Cup long weekend timeslot to mid-January - well supported with many new visitors from the coast – no issues.	Friday 17 January	400
Lorne Foreshore Market	Set on the foreshore of Lorne as a fundraiser for the Lorne Lions Club	Saturday 25 January	2,000+
Castle and Candle	Low key family event held at St	Saturday 8	100

Competition St George's River	George's River – making sandcastles with candles in the sand as night falls – no issues	February	
2014 Victorian Masters Championships (SLSC)	Surf Life Saving Club event	Saturday 15 February	500
Summer Surf Series # 5 (SLSC)	Surf Life Saving Club event	Sunday 16 February	1,700
Great Ocean Road Lorne Classic Car Show – Cumberland	Classic Cars parked at the Mantra for viewing	Saturday 22 February	1,000
Lorne Sculptural Biennale	Only just opened – fantastic Media coverage and wonderful local engagement	Saturday 8 March – Sunday 30 March	current
Lorne Twilight Bush Picnic	Love Lorne initiative	Saturday 15 March	current
Deans Marsh Festival	Annual Community Festival at Deans Marsh Recreation Reserve – music, expos, food and fun	Sunday 23 March	current

Lorne Visitor Information Centre – Visitation

Type of Enquiry	Number Received January 2013	Number Received January 2014
Walk in Enquiries	21, 234	22,076
Phone Enquiries	2,279	2,118
TOTAL	23,513	24,194
Email responses-tourism, letter/ Fax	292	271
After-hours maps / 5pm service	799	572
TOTAL	24,604	25,037

Financial Implications

N/A

Council Plan/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.

Risk Assessment

N/A

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

N/A

Lorne Ward Update

Environmental Implications

N/A

Communication

N/A

Conclusion

A range of Infrastructure works and events have recently been undertaken, or are scheduled to occur in the near future in the Lorne Ward. A summary of works and events is provided for information of Council.

4.3 Nomination of a Council Representative to the Barwon South West Waste and Resource Recovery Region Local Government Waste Forum - 2014/15

EMT Report

Council Briefing

Council Report

Meeting Date:

Tuesday, 25 March 2014

Council Meeting Adoption Date:

Tuesday, 25 March 2014

Authors Title: Director Infrastructure

Department: Engineering Services

Directorate: Infrastructure

Director: Sunil Bhalla

File No: F13/498

Trim No: D14/16612

Appendix:

1. Map of new Waste and Resource Recovery Regions 2014 (D14/18950)
2. Information for Councils on Waste and Resource Recovery Forums (D14/18984)

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: Select Conflict of Interest

Reason: Select relevant sectionS89 (2)

Purpose

To nominate a Council representative to the Barwon South West Waste and Resource Recovery Region Local Government Waste Forum.

Summary

The Environment Protection and Sustainability Victoria Amendment Bill 2014 establishes six new Waste and Resource Recovery Groups (WRRGs) across Victoria, in place of the current twelve Regional Waste Management Groups (RWMGs). The Victorian government intends that the new WRRGs will be established from 1 August 2014. The Victorian Government is establishing a Local Government Waste Forum in each region, to nominate the four local government directors, and be an ongoing conduit for consultation between all local governments and the new WRRGs. The Minister for Environment and Climate Change has requested that each Council in a Waste and Resource Recovery Region nominate a councillor to be its representative on the Local Government Waste Forum by 31 March 2014.

Recommendation

That Council nominate Cr David Bell as the representative of Surf Coast Shire Council to the Barwon South West Waste and Resource Recovery Region Local Government Waste Forum for 2014/15.

Nomination of a Council Representative to the Barwon South West Waste and Resource Recovery Region Local Government Waste Forum - 2014/15

Report

Background

The Environment Protection and Sustainability Victoria Amendment Bill 2014 establishes six new Waste and Resource Recovery Groups (WRRGs) across Victoria, in place of the current twelve Regional Waste Management Groups (RWMGs). The appendix shows the new Waste and Resource Recovery Regions. Cr David Bell is the current Surf Coast Shire representative on the Barwon Regional Waste Management Group board.

The Victorian government intends the new WRRGs will be established from 1 August 2014.

Discussion

The new WRRGs will have boards consisting of four directors nominated to the Minister for Environment and Climate Change by local governments in their Waste and Resource Recovery Region, and four appointed by the Minister.

The Victorian government is establishing a Local Government Waste Forum in each region, to nominate the four local government directors, and be an ongoing conduit for consultation between all local governments and the new WRRGs.

The Minister for Environment and Climate Change has requested that each Council in a Waste and Resource Recovery Region nominate a councillor to be its representative on the Local Government Waste Forum by 31 March 2014.

The venue for meetings is yet to be decided but meetings are anticipated to be bi-monthly and details about the forums are provided in the appendix.

Financial Implications

There are no financial implications as it is only a change in reporting mechanism to Government.

Council Plan/Policy/Legal Implications

Council needs to have an ongoing interest in the management of waste at a Regional Level as it has the potential to influence future waste disposal options.

Officer Direct or Indirect Interest

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

Risk Assessment

Future waste management options can have a significant financial impact on Councils budget. Accordingly, Council's involvement at the Regional Level is crucial.

Social Considerations

Council needs to be involved in waste management at the regional level as waste is an essential service to all residents.

Community Engagement

Not required.

Environmental Implications

Not applicable.

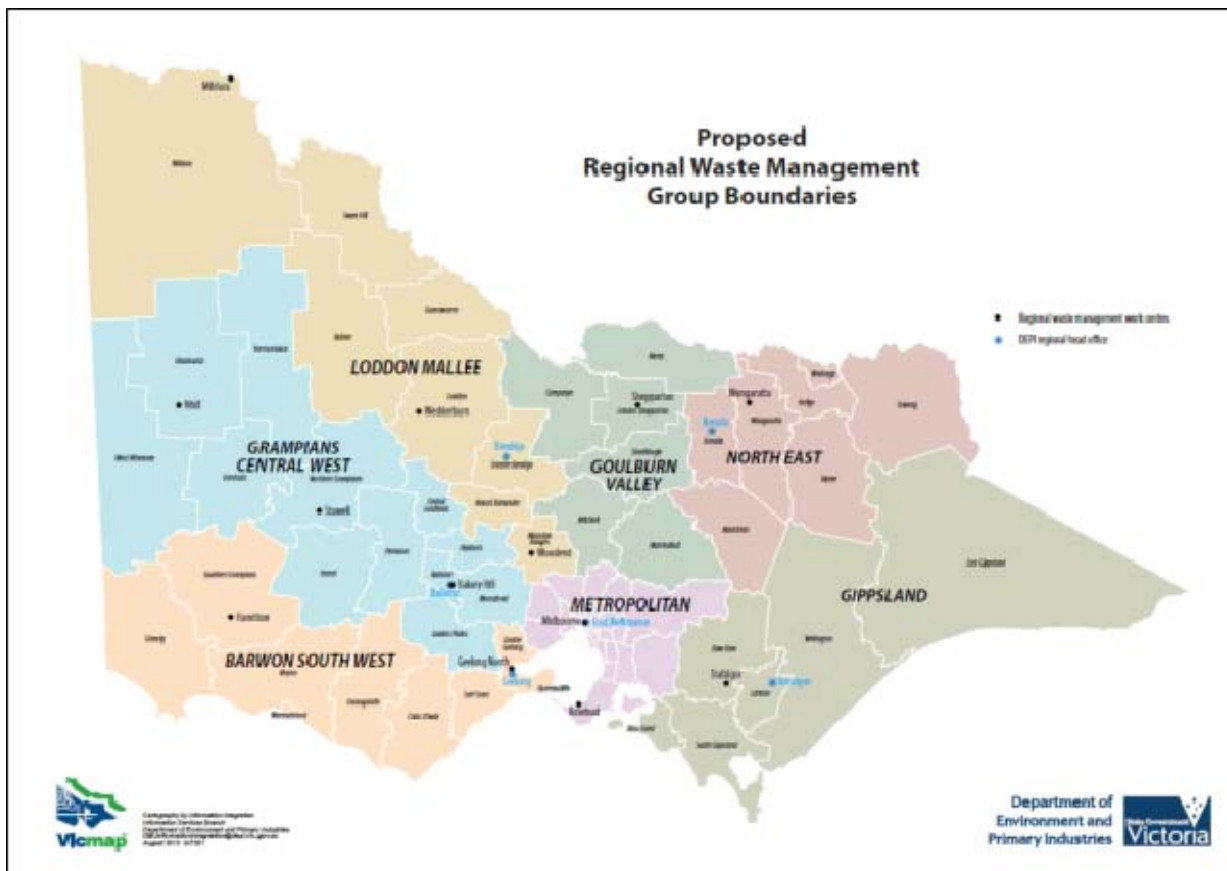
Communication

The Minister for Environment and Climate Change will be advised of the Council resolution.

Conclusion

This nomination is critical to ensure Council remains linked to regional developments on waste management and the existing Councillor representative on the current RWMG is considered appropriate.

APPENDIX 1: MAP OF NEW WASTE AND RESOURCE RECOVERY REGIONS 2014



APPENDIX 2: INFORMATION FOR COUNCILS ON WASTE AND RESOURCE RECOVERY FORUMS

WASTE AND RESOURCE RECOVERY GOVERNANCE REFORM

1 General Information

New governance model for Waste and Resource Recovery Groups

The Victorian Government has accepted Ministerial Advisory Committee recommendations to strengthen the governance and administrative arrangements of regional waste management groups (RWMGs). These recommendations were provided in May 2013. The Government's response to them is available at:

<http://www.depi.vic.gov.au/environment-and-wildlife/sustainability/waste-management-and-resource-recovery/ministerial-advisory-committee-on-waste-and-resource-governance>

Each future waste and resource recovery group ("WRRG") will have a board of eight Directors, appointed by the Governor in Council on the recommendation of the Minister for Environment and Climate Change ("the Minister"). The composition of the directors is:

- four directors collectively nominated by the local councils within its boundary, and
- four directors determined by the Minister, based on the skills they would bring to the group such as financial management, contract management, risk management, environmental policy, local government, waste management and materials efficiency.

The Minister must appoint one of the directors nominated from the councils as the Chairperson of each board.

This model provides for directors with a wider set of expertise, while retaining regional local government representation in recognition of its role in providing and funding waste and resource recovery service and infrastructure delivery.

Local Government Waste Forums

Regional Local Government Waste Forums (“Waste Forums”) are a key statutory component of the new governance model for all WRRGs.

Local Government Waste Forums will be established under the *Environment Protection Act 1970* (EP Act), subject to the passage of legislation and royal assent to it being given. A Waste Forum will be established in each new waste and resource recovery region. It will consist of representatives of the councils in the waste and resource recovery region.

Each council may nominate one councillor as their representative on the Waste Forum.

The Metropolitan Local Government Waste Management Forum (MLGWMF) has been in existence since 2006. The new regional Waste Forums will replicate this successful model.

Forum Functions

Local Government Waste Forums will:

- have a statutory role to nominate to the Minister the four persons who are to be the representative of councils for the purposes of appointment as directors of the WRRG;
- develop procedures for the nominations of these persons;
- develop procedures for the nominations of a person to fill a vacancy in one of these positions, should this arise; and
- be a conduit for consultation between the new WRRG and local governments, and for advice to WRRG boards on matters and issues affecting the role of local governments in waste management and resource recovery.

Policy and Legislation

The establishment of Waste Forums was recommended by the Ministerial Advisory Committee on Waste and Resource Recovery Governance Reform (recommendation 8.2):

The Metropolitan Waste Management Group should retain its local government waste Forum and a similar Forum be established for each region to provide for nomination of the local government board members in each region.

The government supported this recommendation.

The establishment of Waste Forums and the definition of their key functions will be formalised through amendments to the EP Act. The government introduced amendments to Parliament in February 2014 (the Environment Protection and Sustainability Victoria Amendment Bill 2014). The Bill can be accessed at:

<http://www.parliament.vic.gov.au/static/www.legislation.vic.gov.au-bills-status.html>

Operating guidelines

It is up to each Waste Forum to agree on its own operating guidelines. Draft guidelines, based on those utilised by the MLGWMF, are provided in section 3.

Final agreed guidelines are recommended to cover:

- Forum aims and functions;
- Membership and representation;
- Operations;
- Procedures for board director nominations;
- Relationships with the regional WRRG board and with local government;
- Meeting procedures; and
- The terms of tenure and re-election process for Forum members.

Supporting committees

Waste Forums may choose to establish specific purpose committees to help them operate. For example, the current MLGWMF has a Strategy and Policy Advocacy Group and a Technical Advisory Reference Group. Any supporting committees will need to be referenced in a Forum's operating guidelines.

Establishment

As noted above, the statutory authority for the establishment of Waste Forums requires legislative amendments, and is hence subject to parliamentary agreement and royal assent.

The Department of Environment and Primary Industries will advise when and if this has occurred.

In the meantime, and given the government's expressed policy intent, initial steps can be undertaken in each proposed waste and resource recovery region to prepare for the formal establishment of Forums.

The overall timeline is summarised below, with more detail provided in section 2 *Tasks, timelines and responsibilities*.

General timelines and responsibilities

February 2014:

- This information kit is completed and provided for information to Regional Steering Committees and councils.
- The Minister for Environment and Climate Change makes request of Mayors to nominate local council representatives for their relevant region's Waste Forum.

March 2014:

- Forum representatives have been nominated or are being considered by councils.
- Initial preparation for the first meeting of the Forum, facilitated by regional steering committees.
- A preparatory meeting to be held with appropriate local council representatives¹, to:
 - agree on a date, venue and agenda for the first Waste Forum meeting;
 - review, and identify any required changes to, draft Waste Forum operating procedures; and
 - agree on a process for nominating the four local government director positions on the future waste and resource recovery group board.

¹ expected to be either nominated council representatives to a waste forum or, if these have not been endorsed by a council, the current RWMG board directors from councils in the proposed waste and resource recovery region

- The outcomes of this meeting are circulated to councils for their information and, if required, appropriate endorsement.

April 2014:

- Initial Forum meeting held

Nominations and ballots

A key task of the first Waste Forum meeting will be to identify nominees for the four local government director positions on the region's Waste and Resource Recovery Group Board.

It is up to each Waste Forum to determine, in their operating procedures, how elections will occur. Draft operating guidelines, broadly reflecting those of the Metropolitan Local Government Waste Forum, are provided in section 3.

This will assist in enabling the boards to be established by 1 August 2014, in line with government timelines.

An independent returning officer can be appointed to formally run the election, if stipulated in the operating guidelines. Their appointment will be the responsibility of the secretariat.

2 Tasks, timelines and responsibilities

Task	Due date	Responsibility
<p>Development of:</p> <ul style="list-style-type: none"> • information kit on Waste Forum functions, composition and establishment tasks • draft Waste Forum operating guidelines 	<p>February 2014</p>	<p>Department of Environment and Primary Industries (DEPI)</p>
<p>Distribution of:</p> <ul style="list-style-type: none"> • preliminary information on Waste Forum functions, composition and establishment tasks • draft Waste Forum operating guidelines • request for nomination of Waste Forum representatives <p>to Mayor of each local council in each proposed waste and resource recovery region</p>	<p>February 2014</p>	<p>DEPI</p>
<p>In each new waste and resource recovery region, member councils identify a Waste Forum representative from each council and advise the regional steering committee and DEPI of this nominee.</p>	<p>31 March 2014 or as soon as possible (dependent on council meeting dates and procedures)</p>	<p>Local councils</p>
<p>In each new waste and resource recovery region, preparatory meetings to facilitate the establishment of Waste Forums, considering:</p> <ul style="list-style-type: none"> • an agenda for the first Waste Forum meeting • a date and venue for the first Waste Forum meeting • reviewing, and identifying any potential changes to, Waste Forum operating procedures • identifying a nominee/s for the Chair of the Waste Forum <p>These meetings to be attended by nominated council representatives to a Waste Forum or, if these have not been endorsed by a council, the current RWMG board directors from councils in the proposed waste and resource recovery region.</p> <p>Nominated Waste Forum representatives consider whether they wish to stand as a nominee for one of the four local government director positions on future</p>	<p>March or early April 2014</p>	<p>Council representatives / current RWMG directors</p> <p>Facilitated by Regional Steering Committees</p> <p>DEPI is available to provide support if required</p>

Task	Due date	Responsibility
<p>waste and resource recovery group boards</p> <p>First Waste Forum meeting to be held. The agenda should include, but not be limited to:</p> <ul style="list-style-type: none"> • election of a Waste Forum Chair and Deputy Chair • endorsement of Waste Forum operating procedures • nomination of four local government board members to the Minister for Environment and Climate Change <p>NB. Any members nominating as board directors must provide a:</p> <ul style="list-style-type: none"> • completed national police check application and consent form (including certified copies of 100 points of identification) • diversity information and privacy consent form • current CV <p>to DEPI</p>	<p>April 2014 (dependent upon passage of and royal assent to legislative amendments)</p>	<p>Regional Steering Committees (to organise logistics and provide secretariat services)</p> <p>Waste Forum representatives</p> <p>DEPI is available to provide support if required</p>
<p>Ongoing Waste Forums to be held as agreed in Waste Forum operating procedures. DEPI proposes these be held not less than quarterly.</p>	<p>As agreed</p>	<p>Waste Forum representatives and secretariat</p>
<p>Allocation of resources to provide Waste Forum secretariat and administrative services</p>	<p>August 2014</p>	<p>New waste and resource recovery group boards</p>

3 – DRAFT WASTE FORUM OPERATING GUIDELINES

These guidelines are based on those utilised by the Metropolitan Local Government Waste Management Forum.

Prior to the initial meeting of each regional Waste Forum, a preparatory meeting of local council representatives² are requested to meet, review and amend these guidelines as agreed, to enable them to be presented for formal adoption at the initial meeting.

Date of Adoption: xxx

1 The [insert Name] Waste and Resource Recovery Region Local Government Waste Forum

1.1 The [insert Name] Waste and Resource Recovery Group was established under the *Environment Protection Act* (the Act) in 2014 to deliver waste and resource recovery planning, procurement, education and project functions in the [insert name] waste and resource recovery region.

1.2 The Act establishes a Local Government Waste Forum (the Forum) to support the effective operation of the [insert Name] Waste and Resource Recovery Group.

1.3 The Act states that the Forum is to consist of the representatives of the councils in the region. It states that each council may nominate a representative to the Forum.

1.4 The Act states that the functions of the Forum are to:

1.4.1 nominate the 4 persons who are to be the representatives of the councils for the purposes of section 50BI(2)(a) of the Act;

1.4.2 if there is a vacancy in the office of a director nominated under section 50BI(2)(a), to nominate a person to fill that vacancy;

1.4.3 advise the Board of directors of the waste and resource recovery group on matters and issues affecting the role of councils in waste management and resource recovery;

1.4.4 act as a conduit for consultation between the waste and resource recovery group and the councils in the waste and resource recovery region of that group.

² expected to be either nominated council representatives to a waste forum or, if these have not been endorsed by a council, the current RWMG board directors from councils in the proposed waste and resource recovery region

DRAFT ONLY

1.5 The Act requires the Forum to develop procedures for functions 1.4.1 and 1.4.2 with the regional councils. These Operating Guidelines deliver on the requirements to develop these procedures and are the operating rules for the Forum.

1.6 [North East Waste and Resource Recovery Region only] The Environment Protection Act includes Falls Creek, Mount Hotham and Mount Buller and Mount Stirling Alpine Resort Management Boards are included as municipal districts constituting the North East Waste and Resource Recovery Region. Throughout these operating guidelines, any reference to local government or councils also refers to these Alpine Resort Management Boards.

2 Forum Aims

2.1 To develop local governments' capacity to deliver effective, efficient and sustainable waste and resource recovery planning and management across the [insert name] Waste and Resource Recovery Region.

2.2 To engage with industry, government and community stakeholders to improve waste and resource recovery management and planning.

2.3 To assist the [insert name] Waste and Resource Recovery Group Board to engage councils across the their region in the planning and management of waste.

2.4 To nominate four members to the Minister for Environment and Climate Change, for appointment to the [insert name] Waste and Resource Recovery Group Board, in accordance with the Act.

3 Forum Functions

3.1 To provide advice to the [insert name] Waste and Resource Recovery Group Board on waste and resource recovery service and infrastructure planning and management, waste and resource recovery service procurement and contract management, waste and resource recovery education requirements, and waste and resource recovery project requirements, design and implementation.

3.2 To communicate across the local government sector waste management and resource recovery trends and technologies, and encourage information sharing on best practice.

3.3 To nominate four members to the Minister for Environment and Climate Change, for the [insert name] Waste and Resource Recovery Group Board, in accordance with the Act.

3.4 To facilitate local government waste management and resource recovery initiatives.

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4 Forum Membership

4.1 The member councils of the Forum are those defined as the municipal districts constituting the [insert name] Waste and Resource Recovery Region in section 11 of the Act. The current members are listed below:

[name] Council

[name] Council

[name] Council

[name] Council

[name] Council

[name] Council

5 Forum Representatives

5.1 Each member council shall nominate a Councillor as their Representative to the Forum.

5.2 If a representative is unable to attend a Forum meeting they may nominate a Councillor or Advisory Member as proxy, in writing to the Chair of the Forum. This nomination shall be enduring if a Councillor is nominated until such time as it is revoked. If an Advisory Member is nominated, this nomination is for that specific meeting only.

5.3 Each member council may also nominate a staff member as an Advisory Member to the Forum. The Advisory Member is able to participate fully in all Forum proceedings and activities but does not hold a vote in the Forum unless acting as a proxy of the Forum Representative.

5.4 A Council may change its Representative, Proxy or Advisory Member to the Forum at any stage by letter to the Chair of the Forum.

5.5 A Council's Representative and Advisory Member to the Forum shall be confirmed at the member Council's Statutory meeting, then notified in writing to the [insert name] Waste and Resource Recovery Group as soon as possible, and at the latest within one month.

5.6 The Municipal Association of Victoria, the Victorian Local Governance Association and the [name] Waste and Resource Recovery Group may send an observer to the meetings of the Forum. Other external parties may attend by invitation from the Forum.

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5.7 The list of Representatives, Proxies and Advisory Members and their attendance to the Forum shall be administered and reported by the [insert name] Waste and Resource Recovery Group in its role as secretariat to the Forum.

5.8 Representatives and Advisory Members are expected to attend each meeting. In the event that a member council is not represented by their Representative or proxy for three consecutive meetings, written notification by the secretariat shall be given to the council.

5.9 Attendance from a member council shall normally consist of the Representative and Advisory Member unless there is a particular reason for additional personnel to be invited.

6 Forum Operation

6.1 The Forum shall be an unincorporated entity of its member Councils.

6.2 The operation of the Forum shall be governed by these Operating Guidelines. These Operating Guidelines were adopted by the Forum by majority vote on the [insert date]. The Operating Guidelines shall be reviewed at least annually by the Forum at which a minimum of two thirds of representatives must support any amendment to the Operating Guidelines.

6.3 The Forum shall meet a minimum of [insert number] times a year. No normal meeting of the Forum is to be scheduled on the same night as an Ordinary meeting of any member Council.

6.4 For general business of the Forum the Quorum shall be [insert number] Representatives, or their Proxies, of the Forum.

6.5 The Forum shall nominate one of its Representatives as Chair of the Forum on an annual basis. The Chair shall convene meetings of the Forum and set the agenda in consultation with Forum Representatives.

6.6 The Forum shall establish an advisory reference group or other working groups as required to report back to the Forum. Terms of reference for each group are to be agreed by the Forum.

6.7 The [insert name] Waste and Resource Recovery Group shall provide support to the Forum to enable it to perform its function as required by the Act.

DRAFT ONLY

7 The [insert name] Waste and Resource Recovery Group Board

7.1 Following notification to the Forum that Representatives are to be nominated to the [insert name] Waste and Resource Recovery Group Board, or that a vacancy must be filled on the [insert name] Waste and Resource Recovery Group Board, the Forum will appoint an independent Returning Officer.

7.2 The Returning Officer shall run an election for the four Forum board positions.

7.3 Representatives wishing to nominate for the [insert name] Waste and Resource Recovery Board should attend the meeting where nominations are being called for. If not, they are to provide a proxy who has been approved by their council (as per section 5.2) who will state their nomination at the meeting and vote on their behalf.

7.5 On the receipt of nominations the Returning Officer shall conduct a proportional ballot. If there are no more than four nominations then no ballot is required and the four nominations are accepted.

7.6 Should a local government member of the [insert name] Waste and Resource Recovery Group Board cease to be a Representative of the Forum, the Forum may request that the Minister act to remove them from the [insert name] Waste and Resource Recovery Group Board in accordance with statutory requirements.

7.7 Should the Forum have good reason, and [half of total councils represented plus one] votes in favour, the Forum may request that the Minister act to remove a Representative from the [insert name] Waste and Resource Recovery Group Board in accordance with statutory requirements. The Good Governance Code must be used to determine inappropriate behaviour which would constitute 'good reason' for the Forum to seek removal of a [insert name] Waste and Resource Recovery Group Board member.

7.8 Where a vacancy is to be filled, the above provisions apply, adapted as necessary to the number of vacancies to be filled.

8 The Forum and the [insert name] Waste and Resource Recovery Group Board

8.1 The Act states that a function of a waste and resource recovery group is to support its waste and resource recovery region's Local Government Waste Forum to enable the Forum to perform its functions.

8.2 The Act states that a function of a Forum is to advise the Board of directors of a waste and resource recovery group on matters and issues affecting the role of councils in waste management and resource recovery.

DRAFT ONLY

8.3 The Forum recognises that [insert name] Waste and Resource Recovery Group Board members' responsibilities are defined in statute. Within these responsibilities, the Forum expects its nominated members to attend Forum meetings, respond to issues raised by the Forum and take issues raised by the Forum to the [insert name] Waste and Resource Recovery Group Board.

8.4 If the Forum places a written proposal to the [insert name] Waste and Resource Recovery Group Board, a written response outlining the Board 's position is expected.

9 The Forum and local government

9.1 Forum Representatives are expected to communicate the activities and actions of the Forum back to their Council.

9.2 Forum Representatives are expected to inform the Forum of issues and activities of their Council that contribute to the development of the [insert name] Waste and Resource Recovery Region's waste management and resource recovery arrangements, via meetings of the Forum, any working groups of the Forum or the secretariat.

9.3 Local government is expected to raise waste management and resource recovery issues through the Forum in the first instance. The [insert name] Waste and Resource Recovery Group Board will be expected to support this approach by referring approaches to the Forum when appropriate.

9.4 Minutes from each Forum meeting shall be provided to all member councils.

10 Meeting Procedures

10.1 Motions from Forum members can be put in writing prior to the meeting so that they can be circulated and considered OR from the floor.

10.1.1 Motion proposed, seconded and minuted

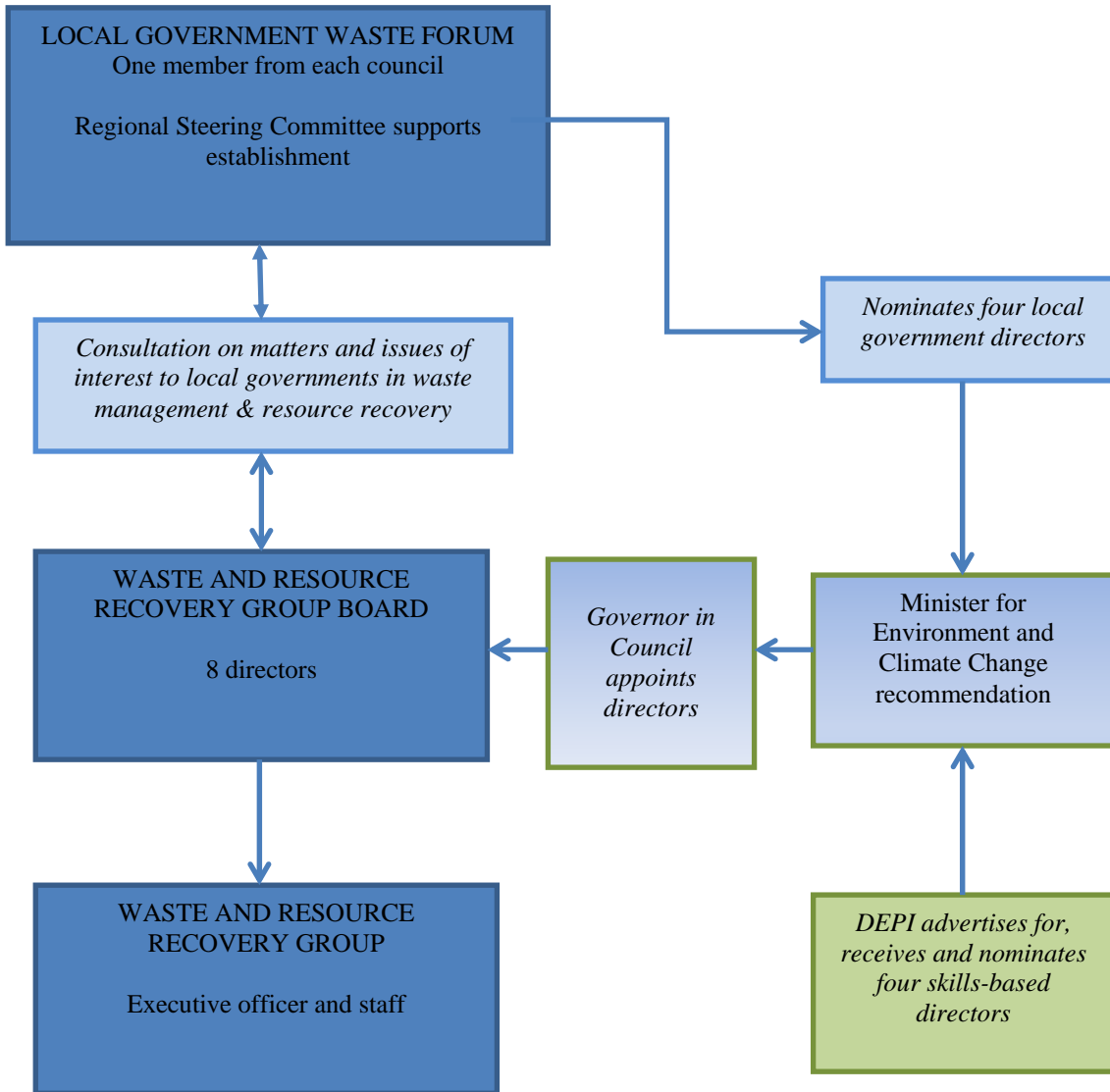
10.1.2 Motion discussed

10.1.3 Amendments (if any) agreed and minuted

10.1.4 Motion re-read with amendments and proposed

10.1.5 Votes for, against and abstentions minuted

4 - Key interactions between Local Government Forums and Waste and Resource Recovery Groups



5. Minutes

5.1 Section 86 Special Committees of the Council - Minutes

EMT Report

Council Briefing

Council Report

Meeting Date:

Tuesday, 25 March 2014

Council Meeting Adoption Date:

Tuesday, 25 March 2014

Authors Title: Director Community

Department: N/A

Directorate: Community

Director: Chris Pike

File No: Various

Trim No: D14/15214

Appendix:

1. Section 86 Committee Minutes

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: Select Conflict of Interest

Reason: Select relevant section S89 (2)

Purpose

To receive and note the minutes of Section 86 Special Committees of the Council.

Summary

The minutes provided with 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 committees will be provided to Council for noting in a subsequent report.

Recommendation:

That Council receive and note the minutes from the following Section 86 Special Committees of the Council:

1. Deans Marsh Public Hall & Reserve – 26 November 2013
2. Deans Marsh Public Hall & Reserve – 28 January 2014
3. Globe Theatre – 28 January 2014
4. Tourism Board – 6 February 2014

APPENDIX 1: Section 86 Committee Minutes

APPENDIX: DEANS MARSH PUBLIC HALL & RESERVE – 26 NOVEMBER 2013

	<p>DEANS MARSH PUBLIC HALL AND MEMORIAL PARK COMMITTEE OF MANAGEMENT FINAL MINUTES</p> <p>DATE: 26/11/13 PRESENT: Tom Reid, Peter Davis, Sandra Dempsey, Fran Permezel, Carl Preis, Geoff Brown, Domonic & Suzanne Germano, Jarrod Westwood, Tracy & David Thompson, [caretakers] John Dempsey [visitor] APOLOGIES: Al Reynolds</p>
Adoption previous minutes	Fran moved that we accept the minutes as read. Seconded by Geoff
Business arising	nil
Correspondence in	Email from Festival team re options from groups to financially support Festival organizes Email from Council thanking us for attending the Section 86 meeting and outlining the actions that need to take place in the near future
Correspondence out	nil
<p>Shire report</p> <p>Cricket Club</p> <p>Caretaker</p>	<p>Jarrod spoke about the recent meeting in regard to the playground update. He would like feedback from the draft design within the next 2 weeks. It will then be put on display around town for community feedback.</p> <p>Tom reported that the club are “having a good time although we haven’t won yet”</p> <p>New large round toilet paper dispensers have been installed in the Hall toilets. There is no paper in them and they have not been installed at the Public toilets</p>

<p>Office bearers / user groups reports</p>	<p>Financial report</p> <p>Opening Balance: \$4092.15 Revenue: \$2345.15 Expenditure: \$1350.44 Closing Balance: \$5086.86 Cash Management Account: \$ Term Deposit: \$</p> <p>Books have been audited Peter moved that the financial report be accepted. Seconded Tom</p>
<p>General business</p>	<ul style="list-style-type: none">• We discussed options for the Festival committee• Sandra moved that the Hall committee will pay the festival committee 10% of our profit after the next festival to help run the following year's festival. Seconded Fran• Peter has connected a tap up to the pizza oven area• Caretakers to contact shire if there is anything wrong in toilets eg. Leaking pipe, as this should then go on record and at some time be fixed.• We discussed some of the ideas for the playground upgrade. We were not in favour of play equipment at the Tennis courts, but thought it would be better to extend the concrete at the back of the brick hitting wall so that both sides could be used.• We had a quick rundown on the Section 86 meeting at Torquay [2 weeks ago]. We will discuss this further at the next meeting :<ol style="list-style-type: none">1] GST and BASS2] Conflict of interest3] maintenance schedule4] new look minutes format <p>MEETING FINISHED [?]</p> <p>NEXT MEETING: TUESDAY JANUARY 28TH 2014 AT 7.30</p>

APPENDIX: DEANS MARSH PUBLIC HALL & RESERVE – 28 JANUARY 2014

	<p>DEANS MARSH PUBLIC HALL AND MEMORIAL PARK COMMITTEE OF MANAGEMENT DRAFT MINUTES</p> <p>DATE: 28/01/14 PRESENT: Tom Reid, Peter Davis, Sandra Dempsey, Fran Permezel, Geoff Brown, Domonic & Suzanne Germano, Jarrod Westwood</p> <p>APOLOGIES:</p>
Adoption previous minutes	Tom moved that we accept the minutes as read. Seconded by Peter.
Business arising	nil
Correspondence in	Shire plan of the proposed playground upgrade was emailed
Correspondence out	nil
Shire report	<ul style="list-style-type: none">• Asset Renewal meetings have taken place around the Shire. Our priorities will be looked at by a Council Committee in the near future• The Committee's AGM is due in September and the Committee elections will take place in November• Surf Coast will be hosting another meeting in June for the whole Section 86 committee with a further celebration around December

<p>Office bearers / user groups reports</p>	<p>Financial report</p> <p>Opening Balance: \$4092.15 Revenue: \$2345.15 Expenditure: \$1350.44 Closing Balance: \$5086.86</p> <p>The books have been audited by Crowe Horwath with feedback in writing to the committee. We will need to look into ways of keeping better documentation e.g invoicing Caretaker pay needs to be documented / Jarrold will follow this up Peter moved that the financial report be accepted. Seconded Domonic</p> <p>Cottage Report: Cricket Club: a few more wins and finishing up at the end of February</p>
<p>General business</p>	<ul style="list-style-type: none">• The annual Dog Trials was held on the grounds recently. Hall committee raised around \$300 profit. Well done to those who were able to help out.• The committee discussed in length, the Instrument of Delegation for Section 86 Committees of Management. At this stage we will be working through the changes with Jarrod. <p>Meeting closed 8.20 pm</p> <p>NEXT MEETING: February 25th at 7.30pm</p>

APPENDIX: GLOBE THEATRE – 28 JANUARY 2014

Globe Theatre Committee of Management

Draft Minutes of General Meeting

Date: 28th January 2014, 7.30 pm at the Globe Theatre.

Present: Jim McCutcheon, Ray King, Maureen King, Trevor Brown, Helen Brown, Graham Amos, Bev Amos.

Apologies:

Minutes:

Accepted as read, Moved; M King. Sec T Brown

Business arising from last meeting held on; 22nd October 2013

Trevor Brown has completed the Inventory for contents of Marjorie Lawrence room,

COM Christmas break up went well.

The large crack in the East wall of the building that was reported has not been repaired; it appears that some repairs were done on the wrong area.

The Repertory's show that was put on to raise money for the CFA went very well, CFA very appreciative.

M King to talk to Neil Cameron in regard to the possibility of putting on a show with some of the profits to go to the Globe Theatre.

Correspondence:

Letter from Rowena Frost in regard to a meeting at the Globe to discuss future Asset Renewal Expenditure Priorities.

New Instrument of Delegation was emailed to all committee members by SCS.

Treasurer's Report:

Treasure's report was tended and moved by T Brown, sec G Amos.
All reports attached.

General Business;

Meeting held on 18th Dec with SCS re Asset Renewal Expenditure and maintenance work required.

J McCutcheon and T Brown attended a meeting at SCS regarding GST which would affect Sec 86 committees; the meeting was with John Potter the SCS financial coordinator, the COM also voted on changing the Globes financial year to fall in line with the SCS. Moved T Brown, Sec R King, carried.

M King suggested that the carpet on the stage be removed and the boards to be sanded and polished as it is not the norm for stages to be carpeted, M King to contact the Rep Society and Mel's dance group for their input.

Hall hire pricing is to be reviewed due to the increase in Electricity etc plus the possible introduction of GST.

The monthly dances are still going well and the new Musicians, Brian Rush along with Arthur Peirce are playing well.

The New Years Eve dance was made even better with a seven piece band that sounded great.

In 2014 to ensure clear communication with Council SCS request that the committee appoint a Facility Liaison Officer. This role will be responsible for:

- submitting requests for routine maintenance to the 'Customer Request Management' (CRM) system via Customer Service – 5261 0600
- liaison with the Sport and Recreation Unit regarding ideas and scoping for facility improvements or renewal projects (as distinct from routine maintenance) including supporting associated grant applications
- liaison with Council's Facilities Maintenance team regarding delivery of any renewal projects that become funded and approved to proceed

The committee agreed this should be the role of the Secretary M King.

It was agreed that the Gates for the East side of the Globe be put on hold until the road works are complete.

Booking;

Mel's dance group due to recommence after the holidays, no other booking at this time.

OH&S issues;

The safety barrier outside the kitchens back door has had a bit of concrete put around the base of its post but the barrier has come apart and is very unsafe, M King to contact SCS to have this fixed as a matter of urgency.

Meeting closed at 8.55pm.

Next general meeting; 25th March 2014 7.30pm at The Globe Theatre.

Globe Theatre Committee of Management

Profit & Loss Statement for 1st June 2013 to 28th January 2014

<u>Income</u>	<u>Amount</u>	<u>Expenditure</u>	<u>Amount</u>
Gas Meter	256.00	Elgas	626.19
Old Time Dances	261.00	Origin Energy	747.89
Dance Classes	165.00	Purchase of Equipment	336.70
Bonds	800.00	Bond Refunds	800.00
Hall Hire	1725.00	Audit Fees	230.00
Repertory Society	1403.50	Container Expenses	6.95
Band reimbursement	54.00	Band presentation	116.45
		M Lawrence Room	103.95
		Coffee	136.44
		Dinner	469.50
		Gas hot water service	924.00
		Internal lighting	126.72
		Old time dances	39.11
		Presentations	31.98
		Carpet cleaning	70.00
Total Income	4664.50	Total Expenses	4765.88
Operating Loss	101.38	Operating Profit	
Total	4765.88	Total	4765.88

Bank Reconciliation

Opening Bank Balance as at 1 st June 2013		3029.65
Total Income		4664.50
	Sub Total	7694.15
Total Expenditure		4765.88
Closing Balance as at 28 th January 2014		2928.27

Globe Theatre Committee of Management

Bank Account details as at 28th January 2014

<u>Account Details</u>	<u>Balance</u>
General Account Community Bank Account No. 1253 54852	2928.27
Term Deposit Community Bank Account No. 130436140	7786.32
Total Bank Balances	10714.59

Term Deposit Details

Account No: 130436140
Balance: \$7786.32
Term: 6 Month Rollovers
Last Rollover: 10th October 2013
Interest Rate: 3.45%
Maturity Date: 10th April 2014

Term Deposit commenced on 10th April 2007

Interest earned to date: \$2786.32

APPENDIX: TOURISM BOARD – 6 FEBRUARY 2014

Surf Coast Tourism Board –Draft Minutes 6 February 2014

Date	6 February 2014	Time	5.00pm	Venue	Surf Coast Shire 1 Merrijig Drive, Torquay VIC 3228
Chair	Raylene Fordham	Minutes	Simon Loone		

Tourism Board Members Present

- Ben Melis, Raylene Fordham, Cr Clive Goldsworthy, Jim McCutcheon, Dean Newell, Nicole Hill, Daniel Aitken, Katrina White (alternate Torquay representative), Adam Ruggero,

In Attendance

- Simon Loone, Jodie Keating, Janice Lane, David Dickinson, Barrie Sutherland

Ag. No.	Issue Topic	Background/Officer	Points of Discussion	Action Required Resolution / Decision
1	WELCOME			
		The Chair welcomed all Board members and opened the meeting.		
2	APOLOGIES			
*		The Chair calls for any apologies.	Apologies received from: <ul style="list-style-type: none"> Chris Pike Sandy Chambers Maree White Chris Tutungi No apology received from Trevor Mildenhall.	Moved: Daniel Aitken Seconded: Ben Melis That the apologies be accepted. CARRIED
4	DISCLOSURE OF INTERESTS			
		The Chair invited the Board to declare any conflicts of interest with agenda items.	<ul style="list-style-type: none"> Adam Ruggero declared a general interest in relation to Tourism Unit projects. Cr Clive Goldsworthy declared an interest in Lorne Film as a member of the Committee. 	
5	CONFIRMATION OF MINUTES			
		Confirmation of the minutes from the 12 December 2013 Surf Coast Tourism Board Meeting.	Report:	Moved: Cr Clive Goldsworthy Seconded: Dean Newell That the 12 December 2013 Surf Coast Tourism Board meeting minutes be recorded as true and correct. CARRIED

6	BUSINESS ARISING			
		<p>The response to actions requested by the Surf Coast Tourism Board was tabled in the Business Arising report. Barrie Sutherland has been nominated by Torquay Commerce & Tourism to be the Surf Coast Tourism Board representative per the Instrument of Delegation.</p>	<p>The Board discussed the following points:</p> <p>Newsletter and communication with businesses:</p> <ul style="list-style-type: none"> • The need for a Surf Coast Tourism branded newsletter to be developed and sent out regularly to keep members informed. • The newsletter should be clear on audience and purpose to ensure content is appropriate. • The importance of newsletter analytics to track open rate. • Simon Loone confirmed availability of Emailer to send newsletter which has good analytics. • Newsletter to be sent to Tourism stakeholders in addition to members and placed on Surf Coast Shire website. • Great Ocean Road Regional Tourism data base to be used for newsletter also. 	<p>Moved: Ben Melis Seconded: Adam Ruggero That the Surf Coast Tourism Board:</p> <ul style="list-style-type: none"> • accept the Business Arising Report and • recommend Barrie Sutherland to Council for appointment to the Surf Coast Tourism Board as the representative for Torquay Commerce & Tourism. <p style="text-align: right;">CARRIED</p> <p>Action:</p> <ul style="list-style-type: none"> • Recommend Barrie Sutherland to Council for appointment to the Surf Coast Tourism Board as the representative for Torquay Commerce & Tourism. • Develop a Surf Coast Tourism branded newsletter template. • Add newsletter content and other member communications to agenda for discussion at next Board meeting.
7	GENERAL BUSINESS			
7.1	<p>Great Ocean Road Regional Tourism (GORRT) discussion with Wayne Kayler-Thompson</p>	<p>Wayne Kayler-Thompson provided handout to Board and discussed:</p> <ul style="list-style-type: none"> • Business Model 	<p>The Board discussed the following about Great Ocean Road Regional Tourism (GORRT):</p> <ul style="list-style-type: none"> • Board established 7th November 2013 • First strategic planning workshop Friday 7th February 2014 	<p>Action: Provide the draft Surf Coast Sustainable Tourism policy to Great Ocean Road Regional Tourism.</p>

		<ul style="list-style-type: none"> • GORRT Work in Progress • Current Priorities • Regional Tourism Structure • Regional Tourism Organisations Role Guidelines • Sustainable Tourism Policy • Destination Marketing • Digital Review • Social Media • Communications 	<ul style="list-style-type: none"> • Office currently in Warrnambool, digitally and additional offices where needed. • Aim to be best Tourism region in Australia. • The Board identified the Meetings & Incentives / Business Events market as a priority. GORRT is interested in taking direction from Surf Coast Tourism Board on conferencing. • The GORRT business model was discussed which encourages all stakeholders to ‘think differently’, consider the visitor above all else • An aim to establish a non-membership model of tourism business engagement which engages with a far broader range of businesses and provides services via a business prospectus. 	
<p>7.2</p>	<p>Events Sub Committee Discussion</p>	<p>Raylene Fordham tabled the 2014 Events Review developed by the Surf Coast Tourism Board Events Sub-committee and spoke to the review.</p>	<p>The Board discussed the following points:</p> <ul style="list-style-type: none"> • Thanked Chris Tutungi, Daniel Aitken and Maree White for doing further investigations with Love Lorne and Council Events Unit. • Events have an impact on seasonality and dispersal. • Need to create a town profile for each town and keep it up to date and relevant. • Is Tourism sponsorship achieving what we want or is there a different way? • Could we spend money to contract someone to build capacity and skills of event organisers. • Would GORRT play a role in advocacy for major events? • What events add value to our brand and engage with the community and how do we select and build these events. • The Board only sees a small amount of the 300+ events held in the Shire • Acknowledge the balance between community and events. Events are vibrant and fun but they want to be informed of details may impact on them(road closure etc). • Events require true marketing plans. 	<p>Moved: Cr Clive Goldsworthy Seconded: Ben Melis That the Surf Coast Tourism Board:</p> <ul style="list-style-type: none"> • submit the 2014 Events Review to the Manager Leisure and Wellbeing to take an appropriate length of time to develop a new event strategy for the long term, • recommend that GORRT work towards a strategy for major and business events, • maintain an events sub-committee to liaise with the Surf Coast Shire Events Unit, Stakeholders, GORRT and Councillors as directed by the Board, including the development of the April 2014 Council Presentation.

			<ul style="list-style-type: none"> We don't need more events, just more successful events to increase yield. Janice Lance and Simon Loone are preparing an interim event policy to secure funding for next financial year. 	<p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> Provide the 2014 Events Review to the Manager Leisure and Wellbeing to take an appropriate length of time to develop a new event strategy for the long term, Recommend that GORRT work towards a strategy for major and business events,
<p>7.3</p>	<p>Surf Coast Tourism Sponsorship Program (Feb Round)</p>	<p>Applications under the Tourism Event Support Program have been received from the following events:</p> <ul style="list-style-type: none"> XTERRA Great Ocean Road Great Ocean Road Marathon. 2014 Australian Indigenous Surfing Titles Surf Coast Trail Marathon Surf Coast Century Lorne Film Lorne Adventure Fest Gallipoli, Before and Beyond 	<p>The Board discussed the following points:</p> <ul style="list-style-type: none"> There are no funds available in the 2013/14 Tourism Sponsorship account. There is approximately \$10,000 in Trader Association Grants, \$20,000 in Tourism Marketing and \$15,000 in Local Tourism Marketing & Development 2013/2014 accounts which could be reallocated to support events at the expense of other activity. This equates to approximately \$45,000. Historically unspent money at end of financial years is removed from accounts, not carried forward. Council has allocated \$25,000 to the Asia Cup bid. The Board can elect to add to this amount. What would the KPIs be? The Board decided to allocate \$10,000 in principal to Asia Cup bid. XTERRA is an excellent brand fit. 2014 Australian Indigenous Surfing Titles is off peak but has small participation and spectators. 	<p>Moved: Daniel Aitken Seconded: Ben Melis That the Surf Coast Tourism Board allocate \$10,000 in principal to support the Council's Asia Cup bid, pending submission of KPI's.</p> <p style="text-align: right;">CARRIED</p> <p>Moved: Adam Ruggero Seconded: Daniel Aitken That the Surf Coast Tourism Board sponsor the following events in 2013/14 from the 2013/2014 Tourism Event Sponsorship budget;</p> <ul style="list-style-type: none"> XTERRA Great Ocean Road 2014 - \$2,500 Surf Coast Trail Marathon 2014 - \$5,000 <p style="text-align: right;">CARRIED</p> <p>Moved: Daniel Aitken Seconded: Jim Lawson That the Surf Coast Tourism</p>

			<ul style="list-style-type: none"> • Surf Coast Trail Marathon is a new event held on the entire Surf Coast Walk, is a good brand fit and off peak. • Festival Performing Arts is run by Love Lorne will have the circus tent for 10 days and are running Flying Fruit Fly workshops for kids. • Gallipoli, Before and Beyond asked for sponsorship over two years but will need to reapply in 2015. Council has also just formalised an agreement with Barwon Park which provides up to \$5000 use of the facility for community events. A reduction of hire fees for the venue should be investigated as in-kind support of the event. • Lorne Film started well but will take a number of years to get on the international radar. • Toast to the Coast could continue to sell tickets through the Visitor Centres. • Some of event funding should be spent to build town profiles and define the type of events the towns should be attracting – develop a robust criteria for funding events and event attraction strategy. • It was suggested that the Board should engage a consultant from the 2013/2014 event sponsorship budget for advice strategic decisions about events. The Chair called a vote on this suggestion and after much discussion was voted against. 	<p>Board sponsor the following events in 2014/15 from the 2013/2014 Tourism Event Sponsorship budget;</p> <ul style="list-style-type: none"> • Surf Coast Century 2014 - \$3,500 • Lorne Film 2014 - \$3,500 • Lorne Adventure Festival 2014 - \$3,500 • Gallipoli, Before and Beyond - \$5,000 • Festival of Performing Arts 2014 - \$3,500 <p>And decline sponsorship for the following events and refer eligible events to the Community Grants Program;</p> <ul style="list-style-type: none"> • Great Ocean Road Marathon 2014 • Australian Indigenous Surfing Titles 2014 • Toast to the Coast 2014 <p style="text-align: right;">CARRIED</p> <p>Action:</p> <ul style="list-style-type: none"> • Invite Penny Whitehead to present to the Board on event attraction. • Investigate using the MOU with Barwon Park for \$5,000 hire fee as in-kind support for Gallipoli, Before and Beyond. • Add Asia Cup to next meeting agenda to discuss stipulations for the \$10,000 sponsorship. • Confirm sponsorship
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				decisions to all event organisers.
7.4	Discussion on Council Briefing in April		<p>The Board discussed the following points:</p> <ul style="list-style-type: none"> • All Board members should attend this briefing. • Alternative Board members should also be invited to attend. • A sub-committee was re-formed to prepare the presentation to Council; Adam Ruggero, Maree White, Raylene Fordham and Daniel Aitken. • It was discussed that the Board should build on the previous presentation to Council in September 2013 and to allow for 30 minutes maximum. • Board needs to tell Council what they believe are the top Tourism priorities. • Simon Loone suggested to adapt the 'Case for sustainable tourism' document into a business plan for the Board • Engage with Council on events discussion and key priorities. 	<p>Moved: Nicole Hill Seconded: Dean Newell</p> <p>That the Surf Coast Tourism Board update the 'Case for Sustainable Tourism' document to form a Business Plan to present to Council highlighting the three focus areas of the Board and the Board's forward plan of activities for which they will be accountable.</p> <p style="text-align: right;">CARRIED</p> <p>Action:</p> <ul style="list-style-type: none"> • Surf Coast Tourism Board sub-committee to update the 'Case for Sustainable Tourism' document to form a Business Plan to present to Council in April 2014 • Invite Board and alternative representatives to Council Briefing in April.
7.5	Post Event Reports	<p>Post Event Reports have been received from the following events:</p> <ul style="list-style-type: none"> • Australian Veteran Cycling Championships • Anglesea Music Festival • Toast to the Coast • Lorne Film • Lorne Adventure Festival • DAFT (Drink Arts Food Torquay) 	No further discussion.	

7.6	Other General Business		<ul style="list-style-type: none"> • Raylene Fordham and Cr Clive Goldsworthy have attended Lorne, Anglesea and Torquay Trader Associations. Will visit Aireys Inlet mid-February and Winchelsea in March. They have committed to attending these Associations quarterly. • The Board also considered hosting meetings in each of the towns and inviting businesses to come along. • Anzac Wreath – Barrie Sutherland will present a wreath on Anzac Day at Point Danger. • Business Events Geelong – Terry Hickey resigned. This provides more impetus to consider a business events strategy. • Surf Coast has been announced as Premier League soccer location. • Falls Festival is up for National Tourism Award for sustainability. 	
8	Financial Report			
8.1	Finance Report - Surf Coast Tourism 30 January 2014	<p>A report was tabled to the meeting including:</p> <ul style="list-style-type: none"> • An increase in print costs due to distribution of larger volumes of maps free to members. Should a charge be considered? • Recommendation to transfer funds to fund the installation of a Great Ocean Road Bronze Plaque in Torquay 	<p>The Board discussed the following points:</p> <ul style="list-style-type: none"> • Increase the print run of town maps and continue to provide them to businesses free of charge but also investigate ways to better promote an online version of a map. • Pool funding from Trader Association Grants, Tourism Marketing and Local Tourism Marketing & Development to support the event sponsorship budget line to support the recommendations on event sponsorship. <p>The Board recommended that budget bids for 2014/15 include:</p> <ul style="list-style-type: none"> • An increase to the event sponsorship funding pool • Funds to support the development of a Tourism & Event strategy. 	<p>Moved: Nicole Hill Seconded: Katrina White That the Surf Coast Tourism Board:</p> <ul style="list-style-type: none"> • Receive and note the Finance Report - Surf Coast Tourism 7 November 2013 • Request Council transfer \$72,435 from Geelong Otway Tourism to the Great Ocean Road Tourism Account • Transfer \$5000 from Local Tourism Marketing & Development to Great Ocean Road Bronze Plaques to fund the

			<ul style="list-style-type: none"> Funds to support the Great Ocean Road Heritage Centre fit-out. Digital information boards was considered by the Board and will be recommended to GORRT to consider with their WiFi project. 	<p>installation of a bronze plaque in Torquay</p> <ul style="list-style-type: none"> Consider an increase to the print marketing budget for the continued distribution of free town maps to local businesses <p style="text-align: right;">CARRIED</p> <p>Actions: Request a journal transfer of funds and create budget bids for 2014/15 projects to support the Board's recommendations</p>
11	NEXT MEETING			
		Meeting closed at 8.39 PM	Next Surf Coast Tourism Board Meeting is to be held on Thursday 3 April 2014 at Surf Coast Shire offices from 5-7pm. Draft Agenda for next meeting: <ul style="list-style-type: none"> Discussion on Great Ocean Road Regional Tourism structure & relationship Asian Cup 2015 KPIs for the \$10,000 allocation. Newsletter content and member communications Penny Whitehead presentation on events Budget recommendation to Council 	
<p>Ground rules for our Meeting</p> <ul style="list-style-type: none"> We start on time and finish on time We all participate and contribute – everyone is given an opportunity to voice their opinions We use improvement tools that enhance meeting efficiency and effectiveness We actively listen to what others have to say, seeking first to understand then to be understood 			<ul style="list-style-type: none"> We follow-up actions for which we are assigned responsibility and complete them on time We give and receive open and honest feedback in a constructive manner We use data to make decisions (whenever possible) We strive to continually improve our meeting process and build time into each agenda for reflection 	

Action List	Meeting Date	By Whom
Recommend Barrie Sutherland to Council for appointment to the Surf Coast Tourism Board as the representative for Torquay Commerce & Tourism.	6 February 2014	Coordinator Tourism & Events
Develop a Surf Coast Tourism branded newsletter template.	6 February 2014	Coordinator Tourism & Events
Add newsletter content and other member communications to agenda for discussion at next Board meeting.	6 February 2014	Coordinator Tourism & Events
Provide the draft Surf Coast Sustainable Tourism policy to Great Ocean Road Regional Tourism	6 February 2014	Coordinator Tourism & Events
Provide the 2014 Events Review to the Manager Leisure and Wellbeing to take an appropriate length of time to develop a new event strategy for the long term,	6 February 2014	Coordinator Tourism & Events
Recommend that GORRT work towards a strategy for major and business events,	6 February 2014	Coordinator Tourism & Events
Invite Penny Whitehead to present to the Board on event attraction.	6 February 2014	Coordinator Tourism & Events
Investigate using the MOU with Barwon Park for \$5,000 hire fee as in-kind support for Gallipoli, Before and Beyond.	6 February 2014	Coordinator Tourism & Events
Add Asian Cup 2015 to next meeting agenda to discuss KPIs for the \$10,000 sponsorship.	6 February 2014	Coordinator Tourism & Events
Confirm sponsorship decisions to all event organisers.	6 February 2014	Coordinator Tourism & Events
Surf Coast Tourism Board sub-committee to update the 'Case for Sustainable Tourism' document to form a Business Plan to present to Council in April 2014	6 February 2014	Coordinator Tourism & Events
Invite Board and alternative representatives to Council Briefing in April.	6 February 2014	Coordinator Tourism & Events
Request a journal transfer of funds and create budget bids for 2014/15 projects to support the Board's recommendations	6 February 2014	Coordinator Tourism & Events

5.2 Advisory Committee Minutes

EMT Report

Council Briefing

Council Report

Meeting Date:

Tuesday, 25 March 2014

Council Meeting Adoption Date:

Tuesday, 25 March 2014

Authors Title: Director Community

Department: N/A

Directorate: Community

Director: Chris Pike

File No: Various

Trim No: D14/13826

Appendix:

1. Advisory Committee Minutes

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: Select Conflict of Interest

Reason: Select relevant section S89 (2)

Purpose

To receive and note the minutes of its Advisory Committees as provided since the last Council Meeting.

Summary

The minutes provided with 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 committees will be provided to Council for noting in a subsequent report.

Recommendation:

That Council receive and note the minutes from the following Advisory Committees:

1. Lorne Community Impact Advisory Committee (CIAC) – 6 February 2014
2. Torquay Community Impact Advisory Committee (CIAC) – 11 February 2014
3. Anglesea Community Impact Advisory Committee (CIAC) – 12 February 2014
4. Advisory Committee on Disability (includes a copy of correspondence to Hon S Henderson MP) - 11 February 2014
5. Audit & Risk Committee – 18 February 2014

APPENDIX 1: Advisory Committee Minutes

APPENDIX: LORNE COMMUNITY IMPACT ADVISORY COMMITTEE (CIAC) – 6 FEBRUARY 2014

LORNE CIAC Draft MINUTES

Thursday 6 February 2014 9.30am – 11.30 am
Meeting held at Lorne Emergency Services Building, Smith Street, Lorne

Chair: Cr Clive Goldsworthy (SCS)

Expected Attendance: Lynne Hume (SCS), Simon Loone (SCS), Ian Stewart (Committee for Lorne), Frank Gleeson (Parks Vic), David Cooper (Vic Police), Peter Seel (Vic Police Surf Coast LAC), Dean Manson (CFA), Chris Tutungi (LBTA), Virginia Enticott (SCS)

Event Organisers: Great Ocean Road Marathon: Anthony Marchesani, Greg Hooton, Falls Music and Arts Festival: Ruth Blackhirst, Chris Burton, Matt Evans, Jessica Ducrou, Cathy James; Pier to Pub and Mountain to Surf: John Takac and Mark Williamson via phone.

Apologies: Craig Stevens, Rod Goring, John Jacoby, Rod Fawcett, Kate Gillen, Kelly Duhig, Libby Coker, Matt Allen, Craig Hunt, Ambulance Victoria

#	Issue/Topic	Background	Decision / Action	Responsible Person	#
	Welcome			Clive	
	DEBRIEF OF EVENTS				
	<p>Lorne Pier to Pub & Mountain to Surf</p> <p>Friday 10 January and Saturday 11 January 2014</p> <p>John Takac Mark Williamson (via phone)</p>	<p>Overview of Events:</p> <ul style="list-style-type: none"> • Numbers – Mountain to Surf: 1,777 entrants with 1,551 running on the day. Pier to Pub: 4,864 registered swimmers with 4,406 who swam on the day • Weather – perfect conditions resulting in fast times for the swimmers • General Impressions – overall both events went well <p>General Discussion:</p> <ul style="list-style-type: none"> • Communication along event – new communication system had a few issues to iron out for next year 			

	Issue/Topic	Background	Decision / Action	Responsible Person
		<ul style="list-style-type: none"> • Event Coordination Centre – no issues of significance at ECC • Parking and Traffic: counters were out on the weekend capturing some data – Lynne will forward detailed reports to Vic Roads and SLSC and Police • Medical Issues were minor and resources coped adequately <p>Parks Vic</p> <ul style="list-style-type: none"> • SLSC had no adverse reports regarding Allenvale • PV saw a practise runner heading in wrong direction pre event – SLSC to explore putting out directional signage week leading into event • Run exit at St George River discussion- SLSC exploring better ways to manage people at this point <p>Police</p> <ul style="list-style-type: none"> • No arrests and no street assaults during and post event • Police resourcing excellent • Hotel stayed open later with no issues – good communications between hotel and police • Police recommend that the 2nd weekend in January best timing for these events. <p>SCS</p> <ul style="list-style-type: none"> • Survey of participants – Simon Loone can determine an economic impact for event given right data <p>LBTA</p> <ul style="list-style-type: none"> • Door counters in 6 shops showed a spike in numbers during January (Supermarket has own data) <p>2015 Mountain to Surf Friday 9 Jan 2015 Pier to Pub Saturday 10 Jan 2015</p>	<p>Mark W to forward detailed of survey results to Simon Loone to create an economic impact statement</p> <p>SLSC report attached</p>	

	Issue/Topic	Background	Decision / Action	Responsible Person
		<p>Commendations for Pier to Pub and Mountain to Surf</p> <ul style="list-style-type: none"> • Committee for Lorne commended the Event in partnering with key sponsor and the Casey Tutungi Fund to raise money. Great Community activity. • CFA also spoke highly of the professionalism and conduct of Pier to Pub and Mountain to Surf events. SLSC provided a solid management plan with strong fire plans to support the overall implementation of the events. CFA commend the event organisers who have made a firm commitment to the participation of CIAC. CFA state the relationship between CIAC and event organisers is First Class – resulting in 2 very good events. 		
	<p>Falls Music and Arts Festival Saturday 28 December – Wednesday 1 January 2014</p> <p>Ruth Blackhirst Cathy James Jessica Ducrou Matt Evans Chris Burton</p>	<p>Overview of Event :</p> <ul style="list-style-type: none"> • Numbers: 16,500 patrons for the event • Enjoyed perfect Festival weather • Great Vibe and overall very successful – no violent activities <p>Traffic:</p> <ul style="list-style-type: none"> • Incoming traffic over 4 days, exit on Jan 1 • Extensive discussion regarding exiting traffic in particular the congestion in Lorne and the roundabout in Anglesea • Question regarding the evidence that it was all Falls Traffic as any hot summer day resulted in lots of traffic on the roads. • Ruth / Falls management working with EFSA about contingencies should there be a Code Red Day • William Street congested for about 2 hours • Noted that dynamics have changed with Ring Road <p>Car Passes</p> <ul style="list-style-type: none"> • Introduction of Car passes encouraged carpooling. Less than 6,000 cars (not sure how this compares to previous years) but lot of room left on site. Car passes had a map 		

	Issue/Topic	Background	Decision / Action	Responsible Person
		<p>directing drivers the 'back way' – this was well followed</p> <ul style="list-style-type: none"> • Key staff worked on the road to monitor traffic • Processing inside farm to speed up the cars off the road • New car parking system effective to minimise risks of car rolls <p>Police (Peter Seel)</p> <ul style="list-style-type: none"> • First year with Police on site – may have contributed to overall good behaviour • Police note that there will be a detailed debrief with Police and Falls re minor issues with security personal • Further discussion required later in year as to how event Policing is resourced • Members happy with conduct of event • Police operated a Drug and Booze Bus at Deans Marsh – 10 drivers detected with drugs in system • Having Police on site allowed local members to focus on Lorne and set the right tone (Dave Cooper) <p>Medical</p> <ul style="list-style-type: none"> • Decrease in ambulance transports – 5 this year compared to 11 last year • Trend shows majority of cases were minor issues eg: hay fever - However, more presentations good to address minor medical issues prior to becoming major medical issues <p>Waste Management (Chris Burton)</p> <ul style="list-style-type: none"> • Enormous effort in managing waste on site providing a great result • Event generates 110 tonnes of waste with 75 tonnes diverted from landfill • Recognised internationally for sustainability • Event shortlisted for Vic Tourism Awards 		

	Issue/Topic	Background	Decision / Action	Responsible Person
		<p>Table Top Exercise</p> <ul style="list-style-type: none"> Falls Management commented that the Table Top Exercise was very valuable – more scenarios could be explored Following the Table Top Falls rolled out further emergency planning with second levels of management <p>Parks Vic (Frank Gleeson)</p> <ul style="list-style-type: none"> In relation to Fires it's important to be aware of what is happening on the day in the region – FDI's vary <p>Well done to The Falls Festival team – again a well planned and executed event. The Falls continues to deliver with a high level of professionalism and innovation – a great mentor to other events in the region and industry.</p>		
	<p>Lorne Adventure Fest</p> <p>Weekend of Saturday 7 and 8 December 2013</p>	<p>Overview of Event:</p> <ul style="list-style-type: none"> 1550 people participated as either solo competitors, pairs or relay teams across the Premier, Mini and Junior Survivor races All 3 races were sold out and reached their entry capacity in record time This event has been debriefed in detail with key stakeholders with some minor tweaking for next event. 2014 will be 10th year and Rapid Ascent currently working with Parks Vic to develop new elements of the course to attract previous competitors back. 	<p>Report attached</p>	<p>John Jacoby</p>
	<p>New Year's Eve</p> <p>Tuesday 31 December 2013</p>	<p>Overview of Event:</p> <p>A number of new initiatives including:</p> <ul style="list-style-type: none"> fireworks at 9.30pm and midnight no entertainment additional security and Police <p>Police Report:</p> <ul style="list-style-type: none"> Early intervention by Police worked well 	<p>Report by Jim Lawson attached</p> <p>A key stakeholder planning meeting will be coordinated by Shire to assist with 2014 NYE</p>	

	Issue/Topic	Background	Decision / Action	Responsible Person	
		<ul style="list-style-type: none"> • Good crowd in town – very different to last year • Lorne Hotel operated till 2am without incident • Police targeted underage drinkers • Emerging trend with young people partying in outlying areas • No assaults • Rubbish collection completed in 20 minutes • Bike patrol great initiative • 9.30pm fireworks were delayed till 10pm – however the later time frame meant the sky was darker and provided a good result 			
	Surf Events	There have been a number of surf lifesaving events over January – these have happened without incident			
	FORTHCOMING EVENTS				
	Lorne Sculpture Biennale Saturday 8 March – Sunday 30 March 2014	<ul style="list-style-type: none"> • No issues associated with this event 	Information Only	Lynne	
	Great Ocean and Otway Classic Saturday 22 March SuperSprint	<ul style="list-style-type: none"> • Mass Participation Cycling Event with a start /finish in Torquay. • Travels via Moriac to Deans Marsh, Lorne, back along Great Ocean Road to Torquay • 3,000 cyclists • Deans Marsh – Lorne Road closed from 9am – 12 noon • 8th event 	Fast Fact Sheet attached	Lynne	
	Great Ocean Road Marathon Sunday 18 May IMG Greg Hooton Anthony Marchasani	<ul style="list-style-type: none"> • Now in its 10th year – new Event company to operate the logistics • Road closures from Lorne to Apollo Bay • Event organisers gave overview of plans for traffic management and community communications • Smith Street residents to receive additional information about the detour (expect more traffic) in the general mail out 			

	Issue/Topic	Background	Decision / Action	Responsible Person	
	OTHER				
	EMERGO Train	Lorne Hospital ran the Emergo Train Wednesday 11 December – no report this meeting	Kate Gillan		
	Great Ocean Road Cycling (GORC) Events – Triathlon	Police organising a meeting with key stakeholders for February	Police Vic Roads		
	2014 Meetings	Dates for 2014 meetings distributed.	Lynne		
	Forthcoming Community Events	<ul style="list-style-type: none"> • Deans Marsh Festival Sunday 23 March at Deans Marsh Recreation Reserve • Lorne Football/Netball Club Family Fun Day Sunday 9 March on the Foreshore • Lorne Twilight Bush Picnic Saturday 15 March at Qdos Arts Pond • Beach Volleyball Saturday 5 & Sunday 6 April at Mantra Lorne • Love Lorne Model Boat Regatta Saturday 12 April at Swing Bridge • Lions Easter Art Show Thursday 17 - Monday 21 April at Senior Citizens • Anzac Day Dawn Service Friday 25 April, Lorne • 	Information Only		

NEXT MEETING: Thursday 1 May 2014, 9.30am at Lorne Emergency Services Building, Smith Street, Lorne

APPENDIX: TORQUAY COMMUNITY IMPACT ADVISORY COMMITTEE (CIAC) – 11 FEBRUARY 2014

TORQUAY CIAC Draft MINUTES

**9.00am – 10.15am Tuesday February 11 2014
 Council Chambers, Surf Coast Shire Offices, 1 Merrijig Drive, Torquay**

Chair Mayor Rose Hodge

Present: Cr David Bell (SCS), Cr Eve Fisher (SCS), Jim Lawson (SCS), Pete Murphy (Surfing Victoria), Sgt Brian McKiterick (Vic Pol), Inspector Peter Seel (Vic Pol), Snr Sgt Mark Lee (Vic Pol), Kerrie Williams (SCS), Lyndelle Flintoff (Nightjar), Kyla Vinton (Nightjar), Ian Blanchonette (Jan Juc Surf Club), Peter Smith (Jan Juc Surf Club), Luke Sherwell (Vic Roads), Rodney Fawcett (Barwon Health); David Hansen (Supersprint); Dorothy O'Donnell (Australian Red Cross)

Apologies: Sgt Kelly Duhig (Vic Pol), Matt Allan (CFA), Rod Goring (GORCC), Snr Sgt Craig Stevens (Vic Pol) Sgt Dean Parello (Vic Pol), Terry Marshal (AV)

Ag.No.	<i>Issue Topic</i>	Background	Points of Discussion Details/ Decision	Responsible Officer	Time Frame
1.	EVENT CALENDAR Jim Lawson gave an update on next 6 months of events				9.00am - 9.10am
2.	<u>NEW YEAR'S EVE</u>	Torquay's approach to Harm Minimisation at NYE included: <ol style="list-style-type: none"> 1. Media Campaign 2. Early Entertainment and early fireworks 3. Crowd Control Barricading of the Hill 4. Medical Facilities 5. Security 6. Extra Lighting 	REPORT/DEBRIEF Overview of Evening: Jim Lawson, Pete Murphy Jim L highlighted success of harm-minimisation program Shire wide over last decade. Presented medical statistics in Torquay and Lorne that demonstrated huge decrease in number of patients treated at medical hubs. Only 3 people treated in Torquay this year and only 2 in		9:10am- 9:20am

Ag.No.	<i>Issue Topic</i>	Background	Points of Discussion Details/ Decision	Responsible Officer	Time Frame
			<p>Lorne.</p> <p>Pete M. Very little to report because night was so calm. Crowd peaked at about 3000 for fireworks and then dramatically decreased to a couple of hundred. Very mellow atmosphere. Very good coms and cooperation between agencies and security.</p> <p>Waste – Jim L- report from GORCC was that clean up on NYE was easier than a busy summer weekend. Lions Club had very little to do in the morning.</p> <p>Police: Inspector Seel/ Sgt Brian McKiterick 3 arrests, just 1 identifiable group of young men from the western suburbs who caused some concern. They were carrying alcohol and gaining access to hill though barriers- arrests occurred at this time</p> <p>Lighting – report was that it wasn't as good as last year.</p> <p>Jim L- same number and placement as 2012</p> <p>Otherwise very happy with the night.</p> <p>Inspector Seel – important that agencies keep on resourcing NYE so we continue with the good results.</p> <p>Medical: Dorothy O'Donnell- very happy with the way the night was set up. Two suggestions- maybe more water on hand for staff and run sausage sizzle a little longer to cater for young people congregating at midnight</p> <p>Simon Loone –From a tourism perspective, an excellent result to have so many people in a public area and so</p>		

Ag.No.	Issue Topic	Background	Points of Discussion Details/ Decision	Responsible Officer	Time Frame
			few incidents/injuries Rod Fawcett: commented on the massive improvement in the program over time.		
3.	<u>NIGHT JAR MARKET</u>	Now in its 3 rd Year, the rebadged Nightjar Festival continued in 2014	REPORT/ DEBRIEF by Kyla Vinton: Key new factors in the leadup to the event- POPE requirements, \$5 entry fee, traffic management, more space to work with on site. Numbers. (approx.) Week 1 -8000, Week- 2 11 000, Week 3- 8000, Week 4- 11000, Week 5- 5000 Sgt Brian McKiterick Question on capacity of venue and the permits. Kyla V. Nothing in the POPE Jim L. suggestion that triggers be formerly identified to guide Safety Officer on when to close and this to be done with the guidance of the building surveyor Entry Fee: - received some backlash pre-event but in the end virtually no resentment at the gates with people having to pay \$5 Incidents: None-very family friendly event Surveying: Effort made to collect data every evening. Request from Kyla V to Simon Loone to produce economic impact assessment Parking: Sgt Brian McKiterick: some issues with Park Street and yellow lines. Some impact on local resident access and potential impact on emergency access		9:20am-9:45am

Ag.No.	<i>Issue Topic</i>	Background	Points of Discussion Details/ Decision	Responsible Officer	Time Frame
			<p>Jim L: This came up last year- we will work with Local Laws on solutions</p> <p>Jim L: Spring Creek Reserve parking worked well and the speed reductions on Great Ocean Rd very effective</p> <p>Jim L- comments from Torquay Traffic Management Unit (Sgt Kelly Duhig) that parking on side of GOR between Spring Creek Reserve and the Golf Course was appalling</p> <p>Jim L: committed to meeting with Vic Roads mid year and coming up with a solution.</p> <p>Emergency Management: Jim L. commented considerable progress in this area. Pedestrians moved around the site well, some issues at absolute peak already identified</p> <p>Event Benefit- Kyla V. Commented on flow on effect of event, social and cultural benefits, greater involvement of local Torquay businesses</p>		
4.	<u>Great Ocean and Otway Classic Ride – March 22</u>		<p>PREVIEW by David Hansen</p> <p>Event Scheduled for March 22</p> <p>Variations on last year</p> <p>Revamped refreshment stops</p> <p>More course entertainment</p> <p>RACV on board- a 3 year sponsor</p> <p>Event is now part of "Cycle Asia" program so benefits of this will be seen in coming years with more international participation</p> <p>Medical Plan. Essentially unchanged</p> <p>3 roving metro ambulances</p> <p>Commander in the Control Centre</p> <p>Event Medical Director in Control Centre</p> <p>Medical Hotline provided to all riders</p>		9.45am-10.00am

Ag.No.	<i>Issue Topic</i>	Background	Points of Discussion Details/ Decision	Responsible Officer	Time Frame
			<p>Traffic Management: Deploy rolling out the plan as per usual Hoping to utilise Vic Roads Website this year- this has been problematic in the past</p> <p>Inspector Peter Seel: Asked how riders would be extracted from the course in an emergency</p> <p>Legacy \$10000 to Bike Safe Bike to Deans Marsh Festival</p> <p>Biggest Fear at the moment for organisers: Late summer weather</p> <p>Rod Fawcett- spoke on the Geelong Triathlon case</p>		
5.	<u>BELLS BASH and DANGER 1000</u>	Event scheduled earlier this year – 3 rd and 4 th January	<p>REPORT/DEBRIEF</p> <p>Report tabled by Jan Juc Surf Club Ian Blanchonette and Peter Smith</p> <p>Bells Bash Weather Conditions ideal. Request to stage event earlier was generally a successful move. Numbers about the same for run and slight increase for swim. Aim was to draw more participants from people already staying in town. No issues with Traffic- Contractor Go Traffic did a good job Approx 300 volunteers A couple of issues with radios, overcome by mobile phones.</p> <p>Incidents: None</p> <p>Danger 1000 Large number of participants from out of town, many had participated in the Bells Bash</p>		10.00am-10.05am

Ag.No.	<i>Issue Topic</i>	Background	Points of Discussion Details/ Decision	Responsible Officer	Time Frame
			Incidents- nothing major, several people with vertigo/sea sickness due to swell size Next Year: Most likely Jan 2 and 3		
6.	<u>RIP CURL PRO</u>		PREVIEW by Pete Murphy Full 47 days to be utilised this year mainly because of a greater emphasis on “event suites” as opposed to structure marquees Event will have more of a village feel this year Surfing Vic has been involved in valuable community consultative process between events which has been extremely beneficial in building relationships Liquor Licence conditions are the same ASP has been sold, but delivery and operations will not alter. Surfing Victoria role remains the same. Jim L: Extra VMS at the Anglesea Road end of the Great Ocean Rd means that we will be communicating more effectively with a greater number of vehicles when the site reaches capacity. Proposed Site Visit meeting for agencies. Monday April 14.		10:05am-10:10am
7.	<u>Other Business/Events</u>	NONE	<i>Meeting Finished 10.16am</i>		10:16am

Next CIAC Meeting: Tuesday April 1 2014 @ Surf Coast Shire

APPENDIX: ANGLESEA COMMUNITY IMPACT ADVISORY COMMITTEE (CIAC) – 12 FEBRUARY 2014

ANGLESEA CIAC Draft MINUTES

Wednesday 12 February 2014 9.00am – 10.30 am
Meeting held at Anglesea CFA meeting room

Chair: Cr Margot Smith (SCS).

Attendance: Lynne Hume (SCS)

Event Organisers: Danny Vriens (Surfmoot), Wes Smith (Roo Run/ AMYC), Andrew O’Laughlin,

Apologies: Ambulance Victoria, Kevin Warburton and Dean Parillo (Victoria Police), Rod Goring (GORCC), Frank Gleeson (Parks Vic), Anglesea Hotel Peter Williams (SLSC events), David Thompson (Tim Gates Memorial Fun Run), Chris Ord (Adventure Types)

	Issue/Topic	Background	Decision / Action	Responsible Person
	Welcome	Despite the number of apologies from Agencies it was decided to go ahead with the meeting to capture key issues, learnings and plans for events that have occurred and are to occur.		
	DEBRIEF OF EVENTS			
	Carnival 21 December – 24 January 2014	Located on Anglesea Green Any issues re use of site, noise, behaviour? Recommendations?	Held over till next meeting	Vic Police SCS
	Carols by Candlelight Sunday 22 December	Located at Anglesea Hall precinct – run by Lions, churches No Issues		
	Roo Run Friday 27 December	Inaugural event from Anglesea Motor Yacht Club Numbers: 450 entries - exceeded expectations 8km – 175 participants 4km – 175 1.2km – 100	AMYC to log weather at event	

	Issue/Topic	Background	Decision / Action	Responsible Person
		<p>Great weather – 22 degrees Medical: 2 medical incidents – one requiring ambulance transport Confident that both these incidents handled well – discussion re access</p> <p>Event used as a Fundraiser – Raised \$6,000 \$1,000 to primary school for their support (marshals, BBQ) \$5,000 for new trailer for rescue boat</p> <p>Marketing: Focus on ‘recreational’ run – resulted in good vibe with a challenging run</p> <p>Feedback from participants: Overwhelming positive feedback Discussion of parts of track – bit dry and slippery</p> <p>Areas for Improvement: Crowd control at boat ramp Move start/finish bit further down beach towards Pt Roadknight</p> <p>Capacity – possibility 600 runners</p> <p>Next Event – 27 December 2014 twilight</p>	<p>AMYC to explore use of quad bike for beach access of runners</p> <p>Management of Track to deal with dry/slippery...slip unit on ute (CFA/ GORCC?) – AMYC to follow up</p>	
	<p>Rock to Ramp Saturday 28 December</p> <p>Written report provided by Peter Williams</p>	<p>2 Swims: (850 swimmers in total) 1.2km – 755 competitors 2.5km - 95 competitors – New component to event</p> <p>2.5km swim – well received with maximum entries. Aim to increase to 150 next event.</p> <p>Planning The Rock to Ramp went exactly to plan, thanks to generally fine weather and close cooperation from AMYC. Event complete and beach cleared by 3pm.</p>	<p>Follow up traffic issues relating to Rock to Ramp prior to next event</p>	

	Issue/Topic	Background	Decision / Action	Responsible Person
		<p>What worked Well: Interaction with AMYC – Having facilities set up the day before (for Roo Run) made logistics on the day easier</p> <p>What can be improved: This year there was more fishing boats going in and out than any previous year – Need to improve information to make them aware of timing of Rock to Ramp and encourage them to launch and come in pre or post event. Margot Smith raised traffic issues – follow up prior to next event</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Internal improvements relating to course set out and water safety management <p>Next event: Sunday 28 December 2014</p>		
	<p>SLSC Carnival Sunday 5 January</p>	<p>Event Delivery:</p> <ul style="list-style-type: none"> • Event delivered as planned as per previous years. • Changes to LSVIC carnival program meant that the event was completed progressively between 1 & 2.30pm • A public patrol was provided at the river end of the beach <p>What Worked Well:</p> <ul style="list-style-type: none"> • No market on the Riverbank was a positive making parking easier • Recommend to keep these two events separate <p>What can be improved: No suggestions at this stage</p> <p>Next Event: Sunday 4 January 2015 TBC</p>		
	<p>Tim Gates Memorial Fun Run Sunday 12 January</p>	<p>No report</p>		

	Issue/Topic	Background	Decision / Action	Responsible Person
	<p>Anglesea Riverbank Markets</p> <p>January 2014</p>	<p>Markets went well with no significant issues – next market March long weekend, Easter Sunday</p>	<p>I</p>	<p>Lynne</p>
	<p>NEW YEAR'S EVE</p>	<p>No New Year's Eve report Shire to coordinate a planning meeting in coming months – review and plan for 2014.</p>		
	<p>SURFMOOT Held Australia Day weekend at Eumeralla Scout Camp</p> <p>24-27 January 2014</p> <p>Danny Vriens</p>	<p>Overview: 900 people – more than usual Blessed with weather – 40 degrees on day of pack up providing a number of challenges – everyone very efficient to get out to the heat</p> <p>Key Issues: No significant incidents 2 ambulance call outs: (1) Dislocated knee (2) Prior medical issue</p> <p>Alcohol Management</p> <ul style="list-style-type: none"> • Increased restrictions in Licenced area • No BYO in entertainment area for 2015 • Rest of Event is BYO. No glass on site <p>Fire Safety</p> <ul style="list-style-type: none"> • No fires on site • Recognised Fire crew for Scouting events on site • Communication and planning with Anglesea CFA worked better this year <p>What can be Improved:</p> <ul style="list-style-type: none"> • Alcohol Policy is being strengthened • Introducing new activities to promote greater engagement by participants 		

	Issue/Topic	Background	Decision / Action	Responsible Person
		Next Event: Friday 23, Sat 24, Sun 25, Mon 26 January 2015		
	FORTHCOMING EVENTS			
	Surf Coast Trail Marathon Saturday 28 June 2014 Chris Ord	New Event for Surf Coast Walk Full marathon and half marathon along the Surf Coast Walk Chris Ord has met with key stakeholders and currently following up details to complete agency requirements.	Once management plans have been submitted a stakeholder specific planning meeting will be organised	
	Xterra Trail Run and Off Road Triathlon Andrew O’Laughlin Dave Livanes of Limelight Sports Sunday 30 March	Detailed Event Management Plans were distributed. Overview: 4 Parts: Runs: ½ Marathon, 10km Long and Short Course Triathlon Low Tide at 5am High Tide 11.49am This Event was held successfully in 2013 – discussion around changes and how issues raised in debrief will be managed. Changes to Scheduling Runs start at 7am Long course triathlon starts at 9am Short course triathlon starts at 9.15am Swim 500 metre course with 2 laps for longer event Working through ratios with SLSVic Contingencies: usually when surf unsuitable to swim, the triathlon will revert to run, bike, run....river could be an option? 95% of the course is same as 2013 – Limelight Sports working with Frank Gleeson re approvals Advance Warning 2-3 weeks prior to event advance warning signs will go out on tracks	GORCC approval Working with Parks Vic for Approval Shire to provide ‘Event Authorisation’ once all plans have been approved Lynne to follow up No Event Parking sign at 4 Kings	Andrew O’Laughlin

	Issue/Topic	Background	Decision / Action	Responsible Person
		<p>Marketing/Promotions</p> <ol style="list-style-type: none"> 1. Publicity in papers 2. Township sign (already up) 3. Mayors column <p>Additional water station Also will encourage ½ marathon runners to bring hydration packs</p> <p>Food on Riverbank</p> <ul style="list-style-type: none"> • BBQ by Bendigo bank • Fruit for competitors • No extras – push people towards shops <p>Medical EMSA engaged to cover the events</p> <p>Toilets Additional toilets will be bought in</p> <p>YMCA Accommodation and meal deals as per 2013</p> <p>Car Parking at 4 Kings Shire to provide a sign ‘No event car parking’</p>		
	Other Business:			
	FORTHCOMING COMMUNITY EVENTS	<p>Summer Surf Series # 6 at Fairhaven Beach – Sunday 2 March Anglesea Riverbank Market – Sunday 9 March Aireys Open Mic Festival at various venues in Aireys Inlet including Pub, Friday 14 – Sunday 16 March Great Ocean and Otway Classic Bike Ride – Saturday 22 March Torquay – Lorne – Torquay Xterra – Anglesea Riverbank area – Sunday 30 March Rip Curl Pro – Easter at Bells Beach Anglesea Riverbank Market – Easter Sunday Lighthouse Literary Festival at Aireys Inlet – Friday 25 – Sunday 27 April Anzac Day Parade and Service – Friday 25 April</p>		

	Issue/Topic	Background	Decision / Action	Responsible Person
		Surf Coast Trail Marathon – Saturday 28 June Anglesea 8km Handicap Run – Anglesea Riverbank Sunday 27 July		

NEXT MEETING: Wednesday 13 August 2014, 9.00am at Anglesea CFA

APPENDIX: MINUTES OF THE COMMITTEE ON DISABILITY (ACOD)

**Advisory Committee on DisAbility (ACoD)
Draft Minutes**

**Tuesday, 11th February 2014
11am – 1:00pm
Aireys Inlet Room – Surf Coast Shire**

Present: Cr Heather Wellington, Emmanuel Pimentel, Lucille Marks, Kerri Deague (SCS), Robyn Stevens (SCS), Caroline Maplesden, John Olsen (Chair), Max Kitchen, Carol Okai, Leone Mervin, Richard Porter.

Guests: Chris Pike (Director Community) Peter McLean (Manager Engineering Services), Brydon King (Manager Planning and Development), Kerry Petty (Community Relations)

Apologies: Wendy Nuttall, Tina Gilino

Ag. No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement / Action / Timeframe	R/O
1	Welcome and Introductions and acknowledgements.	5	John acknowledged traditional owners of the land and guest speakers		John Olsen
1.1	Minutes from previous meeting	2		Accepted: M Kitchen Seconded: L Mervin Carried: All	John Olsen
1.2	Assembly of Surf Coast Shire Councillors	2	Declaration of conflict of interest (attending Councillor/s specific)	No conflict of interest	John Olsen
1.3	Conflict of Interest	2	Declaration of conflict of interest (Other community members)	No conflict of interest	John Olsen
2	New Business				
2.1	Welcome Director Community- Chris Pike	10	Chris introduced himself and discussed his Directorate portfolio. Chris has joined G21 Health and Wellbeing Pillar committee and is involved in a new G21 Access project to take place across region.	Agreement: C Pike will attend ACoD on occasional basis to provide update on G21 Access project.	Chris Pike
2.2	Manager of	10	2.2.1 Anglesea bus stop accessibility – Peter will liaise	Actions:	Peter

	Engineering Services – Peter McLean		<p>with Public Transport Victoria to raise safety issue for all pedestrians and to ask if possible for buses arriving from Torquay to stop at existing drop off point on North side of road.</p> <p>2.2.2 Torquay Esplanade pathway issue – A request to install signage where pathway narrows to encourage cyclists to dismount. –Suggested wording “path narrows, no cycling”. A media release about pedestrian safety could accompany signage to raise awareness.</p> <p>2.2.3 Access Audits in May 2013 highlighted priorities to improve access to Council buildings and car parks. An ongoing schedule of audits is planned.</p> <p>North Lorne toilet precinct has designated accessible car park on location following a request from council to GORRC.</p>	<p>2.2.1 P Mclean will submit letter of request to PTV to request that buses (from Torquay) stop at existing stop on North side of road.</p> <p>2.2.2 P McLean will liaise with internal officers to develop appropriate signage.</p> <p>2.2.3 2014 Audit schedule to be attached to these minutes.</p>	McLean Kerri Deague
2.3	Signage to improve pedestrian safety	10	2.3 Presentation regarding improvements to pedestrian safety including a proposal for “Cyclist dismount” signs	2.3 Agreement: Summary of presentation carried to next meeting.	Caroline Maplesden
2.4	Access and Inclusion Strategy. Preliminary Scoping	20	2.4 Kerry Petty facilitated a workshop to discuss the relationship between State, Regional and Local Plans and strategies and their influence for the development of new access and inclusion strategy. ACoD will be involved in the process of developing preliminary strategies and objectives.	2.4 Action: K Deague to circulate proposed dates for ACoD to meet for planning and scoping exercise	Kerry Petty Kerri Deague
2.5	Service station campaign for assistance with re-fuelling	10	2.5 John contacted Shell and they agreed to providing assistance for people with mobility issues to re-fuel vehicle at the Anglesea Shell service station. Shell service station in Anglesea will provide assistance if a person calls prior to book the assistance in advance.	2.5 Action: J Olsen to write a letter of acknowledgement to Shell to promote positive publicity. K Deague to liaise with council fleet coordinator re: participating service station assistance in Torquay. Next meeting agenda to include discussion about Council Access Awards. Carol O to offer Alcoa Access award information.	John Olsen Kerri Deague
3	Actions from previous minutes				
3.1	Terms of Reference	2	3.1 New Terms of Reference	3.1 Hold over to next meeting	Kerri Deague
3.2	Addressing access	10	3.2 Brydon King outlined access regulations at planning,	3.2 Action:	Brydon King

	regulations at planning phase of design		design and building stage of development, and the issues that can arise with the various standards or classifications of buildings. Monthly meetings with building surveyors in region could provide an opportunity to advocate importance of access regulations and standards being met at planning stage.	Update the Access Guide for Developers with input from interested ACoD members. Create a quick reference guide as an overarching summary.	Kerri Deague ACoD members
3.3	Access barriers in post office buildings	5	3.3 Cr Wellington reported that a letter pertaining to access issues and legal requirements within post office buildings had been sent to member for Corangamite – Sarah Henderson MP	3.3 Action: Letter to be circulated to committee members with the minutes.	Kerri Deague
3.4	Accessible Playground Working Group (APWG) update	5	3.4.1 APWG received information about Universal Design philosophy and its practical application to the Mt Moriac Reserve playground development. The presentation was conducted by Michael Walker from Department of Transport, Planning and Local Infrastructure. 3.4.2 A discussion took place about the impact on user groups of the sensory garden and playground at Bob Pettit Reserve should the land not be retained for community use.	Action: 3.4.1 Attach Universal Design PPT presentation to minutes. 3.4.2 ACoD to submit letter to Chris Pike about the benefit of retaining community access, particularly for people with a disability, to the Bob Pettit reserve playground and sensory garden.	Kerri Deague Robyn Stevens
3.5	Rural Access project update	10	3.5 Project summary report was circulated to members. Feedback from members was invited.	3.5 Action: Report to be attached to agenda for all future meetings	Kerri Deague
3.6	ACoD member: Presentation: Carol Okai	10	3.6 Carol presented a summary of past work life with Trade Union and Equal Opportunity involvement. Carol has been the Executive Officer with Barwon Disability Resource Council since 1997.	3.6 Action: Manny Pimentel will present a summary at next meeting	
4.	Next Meeting:		Tuesday 8th April 2014	Agenda items to be forwarded to K Deague by Wednesday 2 nd April, 2014	All
Next Meeting date: Tuesday 8th April. Location: Shire Offices - Aireys Inlet Room					
Future meetings – Second Tuesday of every alternative month, unless otherwise stated. Time: 11:00am – 1:00pm, Address: Shire Offices – 1 Merrijig Way, Torquay					
Dates for 2014 meetings:			11th February, 8th April, 10th June, 12th August, 14th October, 9th December		

- | | |
|---|---|
| <ul style="list-style-type: none">▪ Ground rules for our Meeting▪ We start on time and finish on time▪ We all participate and contribute – everyone is given an opportunity to voice their opinions▪ We use improvement tools that enhance meeting efficiency and effectiveness▪ We actively listen to what others have to say, seeking first to understand then to be understood | <ul style="list-style-type: none">▪ We follow-up actions for which we are assigned responsibility and complete them on time▪ We give and receive open and honest feedback in a constructive manner▪ We use data to make decisions (whenever possible)▪ We strive to continually improve our meeting process and build time into each agenda for reflection |
|---|---|

Our Ref: F14/172 – D14/10364
Contact: Robyn Stevens 03 5261 0600

Office of the Mayor

7 February 2014

The Hon Sarah Henderson MP
Member for Corangamite
3A/195 Colac Road
WAURN PONDS VIC 3216

Dear Sarah

Post Office accessibility concerns

As part of Council's governance structure it employs the services of a number of advisory committees, including the Advisory Committee on Disability (ACoD). This active committee includes a membership of various community members whom have direct experience in regard to the challenges faced by disabled people within our community, as well as key personnel from various agencies that support people with disabilities. Council's appointed delegate to this committee is Councillor Heather Wellington.

At the most recent meeting of ACoD, held on Tuesday 3 December, 2013, the issue of accessibility at Post Offices across the Shire, including the lack of wheelchair access in some cases, was raised.

In discussing this matter, the committee considered who held responsibility to ensure disabled access to Post Offices, questioning whether access standards ultimately rested with the owners of the buildings that house Post Offices. The Committee then questioned if compliance with access legislation could form part of the franchise agreements that are in place with Post Office operators.

At the conclusion of the conversation, the committee resolved that a letter should be forwarded to you, seeking clarification in regard to your views on who holds responsibility to ensure compliance with access legislation at Post Offices, and to raise this as an issue of concern for the Corangamite electorate.

On behalf of ACoD, please accept my thanks for your consideration of this matter, and if you require any further information in regard to this matter please contact Council's Acting Manager Community Relations, Mrs Robyn Stevens on 03 5261 0594.

Yours faithfully

Cr Rose Hodge
Mayor

cc. Mr. John Olsen (Chair ACoD).

APPENDIX: AUDIT & RISK COMMITTEE MINUTES – 18 FEBRUARY 2014 (D14/13826)

6. Assemblies of Council

EMT Report

Council Briefing

Council Report

Meeting Date:

Tuesday, 25 March 2014

Council Meeting Adoption Date:

Tuesday, 25 March 2014

Authors Title: Chief Executive Officer

Department: N/A

Directorate: N/A

Director: Not applicable

File No: F12/1931

Trim No: D14/15814

Appendix:

1. Assembly of Councillors Records

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: Select Conflict of Interest

Reason: Select relevant section S89 (2)

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 meeting:

1. Council Briefings – 11 March 2014.

APPENDIX 1:



Assembly of Councillors Record

Description of Meeting: Council Briefings					
Responsible Officer: Stephen Wall – Chief Executive Officer					
Date: 11 March 2014					
In Attendance:					
Yes (✓) No (X) N/R (Not Required)					
Councillors		Officers		Others	
Cr. Coker	X	CEO – Stephen Wall	✓	Cr. Andy Richards (Barwon Waste)	✓
Cr. Bell	✓	Director: Infrastructure – Sunil Bhalla	✓	Enzo Bruscella (Barwon Waste)	✓
Cr. Fisher	✓	Director: Corporate – Chris Cowley	✓		
Cr. Hodge	✓	Director: Community – Chris Pike	✓		
Cr. Goldsworthy	✓	Director: Planning & Environment – Kate Sullivan	✓		
Cr. McKitterick	✓	Manager Leisure and Wellbeing – Janice Lane	✓		
Cr. Smith	✓	Coordinator Economic Development – Matt Taylor	✓		
Cr. Nockles	✓	Manager Aged and Family Services – Robyn Stevens	✓		
Cr. Wellington	✓	Special Projects Coordinator – Richard Bain	✓		
Matters considered at the meeting (or attach agenda)					
1. Barwon South West Region Waste Management Group – New Structure					
2. CEO Briefing					
i. Farmers Market Planning Permit Application					
ii. Food Inspection Update					
iii. Confirmation of off-site Council Meetings for 2014					
3. Australian Surf Capital Project Update					
4. Sport, Recreation and Community Facility Section 86 Committee Support Program					
5. Advisory Committee on Disability Terms of Reference 2013 – 2016					
6. Update on active open space at Aireys Inlet					
7. Aquatic & Leisure Centre Taskforce Update					
8. 2013-14 Summer de-brief					
9. Bells Beach Taskforce - verbal update					
10. ANZAC Centenary Grant Applications					
11. Proposal for Rural & Environment Advisory Panel					
12. Proposed Sale of Council Land – portion of 85 Torquay Boulevard, Jan Juc (IN-CAMERA)					
13. Bob Pettitt Reserve – verbal update (IN-CAMERA)					
14. Results of the Roads and Roadsides Customer Satisfaction Survey and Gravel Road Management					
15. BUDGET BRIEFING (Capital Works Plan, Ward Data, Budget Bids and Rating %)					
Reports for Noting					
16. Update on Bushfire Management Overlay					
17. Great Ocean Road Regional Tourism Transition					
18. Proposed renumbering of Horseshoe Bend Road, Torquay					

19. Policy Review – SCS-016 Investment Policy		
20. Audit & Risk Committee – written update from Claire Higgins		
Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Cr. David Bell	Yes	Item 2(i) Farmers Market – Cr. Bell declared a direct interest.
Responsible Officer Signature:  Print Name: STEPHEN WALL		
Chief Executive Officer Signature:  Print Name: STEPHEN WALL		
Date: 11 March 2014		
To be completed on conclusion of session and provided to Governance Support Officer		

Disclosure of Interest:

- A Councillor attending an assembly of Councillors must disclose a conflict of interest and leave the assembly while a matter is being considered, if he or she knows that the particular matter is one that if it was to be considered and decided by Council, he or she would have to disclose a conflict of interest* under the Act [s.80A(3)].
- A Councillor must disclose the conflict of interest either immediately before the matter is considered, or where the Councillor realises he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware he or she has a conflict of interest [s.80A(4)].
- The CEO must ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending the meeting, the matters considered at the meeting, and any conflict of interest disclosures made by a Councillor attending [s.80A(1)].
- The CEO must also ensure that the written record of an assembly of Councillors is kept for 4 years after the date of the assembly, and made available for public inspection at the Council offices for 12 months after the date of the assembly [s80A(2)].

**The new Part 4 'Conflict of Interest' provisions come into operation by proclamation on 2 December 2008.*

7. URGENT BUSINESS/PETITIONS/NOTICES OF MOTION

7.1 Petition – Request to alter the current Dog Regulations at Fisherman’s Beach to allow dogs on lead from 1 December to the end of February and Easter

EMT Report

Council Briefing

Council Report

Meeting Date:

Tuesday, 25 March 2014

Council Meeting Adoption Date:

Tuesday, 25 March 2014

Authors Title: Manager Planning and Development

Department: Planning and Development

Directorate: Planning and Environment

Appendix:

1. Petition (D14/20749)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Select Conflict of Interest

Director: Kate Sullivan

File No: F13/1847

Trim No: D14/21131

Status:

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

Yes

No

Reason: Select relevant section S89 (2)

Purpose

To receive and note the petition requesting that Council consider altering the current Dog Regulations that apply to the beach area from Deep Creek to Fisherman’s Beach from “Timeshare restrictions from 1 December to end of February and Easter banning dogs from 9am to 7pm” to consider shortening the restriction period to Summer School Holidays and allow dogs on leads during this time.

Recommendation

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

1. Receive and note the petition requesting consideration of an alteration to the current dog regulations pertaining to the beach area from Deep Creek to the Fisherman’s Beach ramp; and
2. Require a report on the petition request to the 28 April 2014 Ordinary Council Meeting.

APPENDIX 1 – PETITION

8. IN-CAMERA

Recommendation:

That Council pursuant to section 89(2)(d) Contractual Matters, of the Local Government Act 1989, close the meeting to members of the public atpm to resolve on matters pertaining to the following items:

8.1 Potential Land Purchase

Recommendation:

That:

1. The report and resolution pertaining to In-Camera item 8.1 remain In-camera; and
2. Council open the meeting to the public atpm.

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