

Minutes

Ordinary Meeting of Council
Tuesday, 25 June 2019

Held in the
Council Chambers
1 Merrijig Drive, Torquay
Commencing at 6:00pm

Council:

Cr Rose Hodge (Mayor)
Cr David Bell
Cr Martin Duke
Cr Clive Goldsworthy
Cr Brian McKiterick
Cr Margot Smith
Cr Heather Wellington

MINUTES FOR THE ORDINARY MEETING OF SURF COAST SHIRE COUNCIL
HELD IN THE COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY
ON TUESDAY 25 JUNE 2019 COMMENCING AT 6:00PM

PRESENT:

Cr Rose Hodge (Mayor)
Cr David Bell
Cr Martin Duke
Cr Clive Goldsworthy
Cr Brian McKiterick
Cr Margot Smith
Cr Heather Wellington

In Attendance:

Chief Executive Officer – Keith Baillie
General Manager Governance & Infrastructure – Anne Howard
General Manager Culture & Community – Chris Pike
General Manager Environment & Development – Ransce Salan
Senior Governance Officer – Julie Anderson
Administration Officer Governance – Zoe Eastick

7 members of staff
31 members of the public
2 members of the press

OPENING:

Cr Hodge opened the meeting.

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

PLEDGE:

Cr Duke recited the pledge on behalf of all Councillors.

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

APOLOGIES:

Nil

CONFIRMATION OF MINUTES:

Council Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr Margot Smith

That Council notes the minutes of the Ordinary meeting of Council held on 28 May 2019 as a correct record of the meeting.

CARRIED 7:0

LEAVE OF ABSENCE REQUESTS:

Nil

CONFLICTS OF INTEREST:

Cr Clive Goldsworthy declared an indirect conflict of interest relating to Agenda Item 5.2 Great Ocean Road Regional Tourism - Three Year Funding Agreement, under Section 78B of the Local Government Act 1989 – conflicting duty. The nature of the interest being Cr Goldsworthy is a GORRT board member.

PRESENTATIONS:

Cr Margot Smith made a statement regarding the Queen's Birthday Awards.
Cr Martin Duke acknowledge the passing of James Moran.

PUBLIC QUESTION TIME:

Questions with Notice

Question 1 and 2 received from Ross Parker of Wensleydale

Question 1: Proposed development 105 Gum Flats Road Wensleydale

In relation to the proposed licence restaurant and accommodation, what consultative process will Council undertake with local residents to ensure that their concerns are addressed? These being the unsuitable road conditions, the noise aspect, potential contamination and run off from tributary at rear of property into the Anglesea river and the bush fire management issues address the safety of the residents and patrons of the proposed facility.

Ransce Salan, General Manager Environment & Development, responded:
Council's Planning Department are currently assessing the permit application and are awaiting additional information from the permit applicant.

In assessing the application, Council's Planners will consider a range of issues including bushfire, noise, amenity impacts and environmental impacts.

A number of submissions have been lodged in relation to this application and the Planning Department will advise on the next steps in the process once the additional information is received. This generally involves a planning consultation meeting where submitters issues can be discussed with the applicant.

Question 2: Proposed development 105 Gum Flats Road Wensleydale

Can Council inquire as to how many sittings are proposed by the facilities given they intend to operate from 11am to 10pm and how will that impact on the traffic flow as they have allowed 20 car spaces per sitting?

Ransce Salan, General Manager Environment & Development, responded:
The assessment of the application will include traffic flows onto adjoining roads.

Question 3 and 4 received from Danielle Renfrey of Wensleydale

Question 3: Proposed development 105 Gum Flats Road

As the proposed operation times are from Thursday through to Sunday and as all home owners are legally entitled to their 'quiet enjoyment', can Council guarantee that the noise and lighting generated by the proposed licensed venue, will not negatively impact on the local residence whatsoever?

Ransce Salan, General Manager Environment & Development, responded:
An important part of the assessment of the Application for Planning Permit will be amenity impacts on surrounding properties. A central part of the assessment and any planning decision is whether on balance an acceptable outcome can be achieved.

Question 4: Proposed development 105 Gum Flats Road

If the proposed licensed venue and accommodation are to go ahead, how will Council enforce noise pollution concerns if it does impact our 'quiet enjoyment'?

Ransce Salan, General Manager Environment & Development, responded:
If a Planning Permit is issued, there is an obligation for the use to operate in accordance with permit conditions. If neighbours have concerns about non-compliance with permit conditions, these can be raised with Council's Planning Compliance Team who investigate concerns raised by the community.

Question 5 received from Kevin McCormack of Winchelsea South

Question 5: Inconsistency of road safety standards for proposed development at Gum Flats Road, Wensleydale

My question is based on the Shire's Road Safety Strategy to 2021 Policy, in relation to the proposed development of a restaurant and accommodation facility at 105 Gum Flats Road Wensleydale.

The site is accessed by a single lane, largely sealed road of 7 km from the north (Wensleydale Station Road), or, a 12 km unsealed road the South-east (Gum Flats Road).

Given the current state and standard of both of these access roads, and the potential for more frequent and greater volume traffic from the proposed business, the proposal is inconsistent and incompatible with up to 6 of the 8 stated goals of the Road Safety Strategy, especially Goal One - Safer Rural Roads, but also impacting on other goals Safer Unsealed Roads, Safer Motorcycling, and Safer Tourists.

It is hard to see the strategies being met by the access roads that have shifting surfaces, are rutted and potholed, have sections of narrower road width and verges, with little warning signage, especially challenging for tourist drivers and night driving on dark country backroads.

Does Council intend to develop better safety standards for these access roads or seek the applicant to fund necessary improvements for safer roads?

Ransce Salan, General Manager Environment & Development, responded:

The application will be referred to Council's Infrastructure Unit for advice on the standard of the road. This advice will form part of the assessment of the proposal.

If the assessment indicates that infrastructure upgrades are needed to support the development, these are generally set out as planning permit conditions for the developer to deliver.

Question 6 received from Isabella Marshall of Torquay

Question 6: Climate Emergency Declaration

Climate Justice is a phrase that frames climate emergency as an ethical and political issue. Where those who contribute the least to the crisis are those who are affected first, which is a form of injustice.

Councillors, do you believe climate emergency and climate emergency declaration is not purely an environmental or physical issue, but also an issue of social justice?

Cr Rose Hodge, Mayor, responded:

Thank you for your question. You will be provided with a response when a report comes before Council at its August Meeting.

Question 7 and 8 received from Alex Marshall of Torquay

Question 7: Climate Emergency Declaration

There are over 600 governments that have declared climate emergency. Roughly 53% of the population of Britain, 49% of NZ and 32% of Canada, live in areas that have declared climate emergency. Across the planet that amounts to around 83 million citizens who are living in jurisdictions that have declared climate emergency, however all of us, almost 8 billion citizens, are living in a climate emergency regardless of whether it's declared or not. Climate emergency declaration is so much more than a token gesture, it is a commitment to action. 8% of Australia's population live under government declared climate crisis, this isn't good enough. We must cast our vote in this unofficial global referendum, in support of my future, the future of my siblings, my friends, millennials, your children, grandchildren, and those who don't yet exist. Action against declaration is an act of theft, it is intergenerational crime against my generation, it is robbing us of our future, our right to wellbeing and life. Taking into consideration the consultation with Adrian, Phillip and myself, support from our community and my words just now, I ask, what reasons would this Council have to refuse emergency declaration?

Cr Rose Hodge, Mayor, responded:

Thank you for your question. You will be provided with a response when a report comes before Council at its August Meeting.

Question 8: Climate Emergency Declaration

Just last night it was officially announced that Sydney has declared climate emergency.

As mentioned in a statement from Lord Mayor Clover Moore, this action is in alignment with 97% of the City of Sydney wanting strong climate action. When I speak, I speak on behalf of the over 1000 individuals who have signed the petition which is to be lodged before the meeting in July. I not only speak for those 1000 active individuals but also for the many other members of the Surf Coast community and of the world who also demand strong climate action.

My question is, will the Surf Coast Council declare climate emergency? If not, why?

Cr Rose Hodge, Mayor, responded:

Thank you for your question. You will be provided with a response when a report comes before Council at its August Meeting.

Question 9 and 10 received from Jarrah Bassal of Bells Beach

Question 9: Climate Emergency Declaration

In October 2018, the IPCC 'Special Report on Global Warming of 1.5 degrees Celsius highlighted the impacts a 1.5 degrees Celsius increase will have globally and the devastating escalation of these impacts for every temperature increase beyond this.

The Surf Coast community is increasingly vulnerable to the impacts of climate change, with the impacts of the current 1 degree Celsius increase already being felt through increased fire risk, drought conditions, weather extremes and damage to local infrastructure. The risks facing our communities, local businesses, natural ecosystems and personal health and wellbeing will continue to escalate unless we take bold action to address climate change.

In the same report scientists call for the rapid decarbonisation of economies by 2030 if we are to have any chance of mitigating the worst impacts of climate change (45% below 2010 levels). Without significant action between now and 2030, we will pass several tipping points that will lock in temperature increases beyond 2 degrees Celsius with devastating impacts to social, economic and environmental systems. The need to act now is urgent.

As representatives of our community, I ask, are you willing declare a climate emergency?

Cr Rose Hodge, Mayor, responded:

Thank you for your question. You will be provided with a response when a report comes before Council at its August Meeting.

Question 10: Climate Emergency Declaration

The declaration of a climate emergency and a commitment to urgently align all Council actions with decarbonising our community in accordance with scientific evidence, could be done in this meeting by raising a resolution under Council Meeting Procedures 15.2, to alter the agenda of this meeting and include a resolution to declare a climate emergency within 'Urgent Business'.

Will you do this?

Cr Rose Hodge, Mayor, responded:

Thank you for your question. You will be provided with a response when a report comes before Council at its August Meeting.

Question 11 received from William Marshall of Torquay

Question 11: Climate Emergency Declaration

It is clear with the millions of students globally striking for climate in recent months, that young people want climate action that will ensure a safe future for our generation.

All school climate strikes call for strong climate action and many call for emergency declaration. Surf Coast Councillors, my question is what is your response to these calls?

Cr Rose Hodge, Mayor, responded:

Thank you for your question. You will be provided with a response when a report comes before Council at its August Meeting.

Cr Clive Goldsworthy left the meeting at 06:23 pm.

Move Item Forward

Council Resolution

MOVED Cr David Bell, Seconded Cr Martin Duke

That Council consider Item 5.2-: Great Ocean Road Regional Tourism – Three Year Funding Agreement prior to Item 4.1- Declaration of 2019-20 Rates and Adoption of 2019-20 Annual Budget Excluding GORRT Allocation enabling related budget items to be heard consecutively.

CARRIED6:0

Cr Clive Goldsworthy returned to the meeting at 06:24 pm.

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1. PETITIONS & JOINT LETTERS

1.1 Petition Requesting to Maintain Current Fees for Bellbrae "Heartspace"

Author's Title: Co-ordinator Open Space Operations **General Manager:** Chris Pike

Department: Facilities and Open Space Operations **File No:** F15/321

Division: Culture & Community **Trim No:** IC19/935

Appendix:

1. Petition - Maintain Current Fees for Bellbrae Heartspace - Redacted (D19/80995)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Status:

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to receive and note the petition requesting that Council maintain current fees for Bellbrae "Heartspace" and consider it as part of its deliberations on the 2019-20 Budget within this Council meeting agenda.

The petition consists of 44 signatures.

Recommendation

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

1. Receives and notes the petition requesting that Council maintain current fees for Bellbrae "Heartspace".
2. Considers the petition as part of its deliberations on the 2019-20 Budget within this Council meeting agenda, per subclause 18.4.
3. Advises the first-named petitioner of the outcomes of Council's deliberations regarding this matter.

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Clive Goldsworthy

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

1. Receives and notes the petition requesting that Council maintain current fees for Bellbrae "Heartspace".
2. Considers the petition as part of its deliberations on the 2019-20 Budget within this Council meeting agenda, per subclause 18.4.
3. Advises the first-named petitioner of the outcomes of Council's deliberations regarding this matter.

CARRIED 7:0

1.1 Petition Requesting to Maintain Current Fees for Bellbrae "Heartspace"

APPENDIX 1 PETITION - MAINTAIN CURRENT FEES FOR BELLBRAE HEARTSPACE - REDACTED

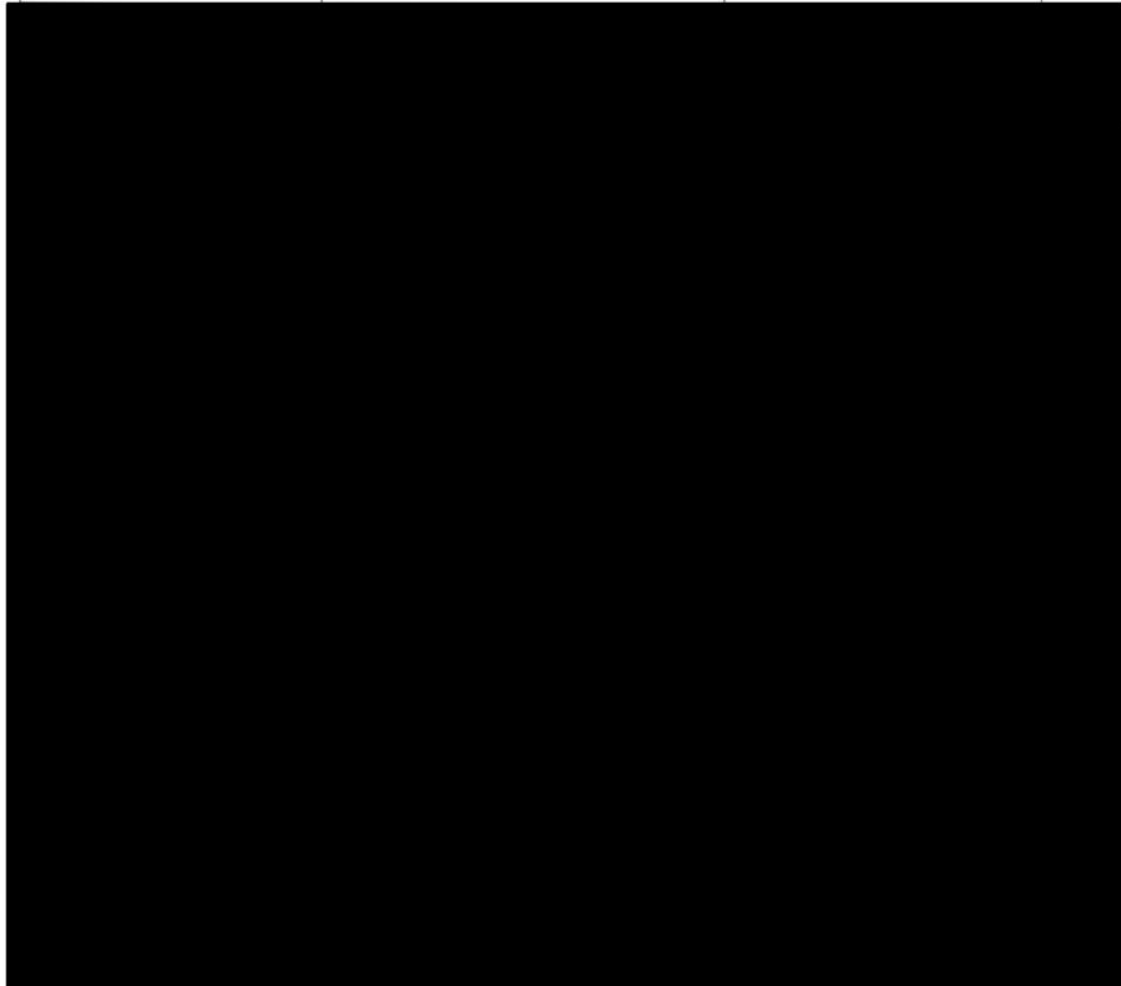
Petition to Maintain current Fees for Bellbrae "Heartspace"

We, the undersigned, urge Surf Coast Shire to:

- Maintain HEARTspace user fees at the current 2019 rate of \$6- per hour
- Recognise HEARTspace as a different entity to other community halls: - i.e. self-managed, cleaned and cared for by our members with minimal day to day running costs for the shire.
- Recognise the achievements that have been made in creating a passionate committed community of volunteer run groups.
- Recognising the benefits to the individuals as well as to the community at large.
- Recognising that this has been possible through the low cost 'local residents fees' negotiated and agreed to through consultation with council in 2015.
- Recognise the potential for future expansion of this community when supported by low cost venue fees.
- Recognise the incredible volunteer contribution that Heartspace participants have achieved in the facilitation and growth of this community space, and the value of this when assessing costings for the management of HEARTspace.



Name	Address	Signature
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- Recognise the potential for future expansion of this community when supported by low cost venue fees.
- Recognise the incredible volunteer contribution that Heartspace participants have achieved in the facilitation and growth of this community space, and the value of this when assessing costings for the management of HEARTspace.

	Name	Address	Signature
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	Name	Address	Signature
			
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2. RESPONSIBLE & PLANNING AUTHORITIES

2.1 Planning Permit Application 18/0508 - Point Grey Redevelopment - Referral to Great Ocean Road Region Standing Advisory Committee

Author's Title: Principal Statutory Planner
Department: Statutory Planning
Division: Environment & Development

General Manager: Ransce Salan
File No: 18/0508
Trim No: IC19/969

Appendix:

- Appendix 1 - Great Ocean Road Region Standing Advisory Committee - Terms of Reference (D19/85844)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Status:

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to see Council direction regarding a request to the Minister of Planning to refer Planning Permit Application 18/0508 for the redevelopment of the Point Grey precinct at Lorne to the Great Ocean Road Standing Advisory Committee (GORRSAC).

Summary

- PPA18/0508 was received on 3 December 2018. It proposes the redevelopment of the Point Grey precinct by the replacement of existing buildings with new restaurant, Lorne Angling and Aquatic Club premises, toilets, picnic facilities, car parking and other associated works. The application is made on behalf of the Great Ocean Road Coast Committee.
- The proposal is subject to a concurrent consent application to the Department of Environment, Land, Water and Planning (DELWP) under the *Marine and Coastal Act 2018* (MACA consent).
- A request for further information was made on 12 December 2018 and the application was referred to VicRoads and the Country Fire Authority (CFA). CFA requested additional information on 22 February 2019.
- A response to the information requests was submitted on 8 April 2019.
- The Minister for Planning announced the establishment of the GORRSAC on 13 April 2019. The GORRSAC is an outcome of the recommendations of the *Great Ocean Road Action Plan, October 2018*.
- A responsible authority may request the Minister to refer a planning permit application if it is of a type which is referred to in the terms of reference for the GORRSAC. It is considered that the current application achieves the threshold for referral.
- Council would remain as the responsible authority and therefore decision maker for the application. Review rights for the applicant and objectors are not affected.
- The GORRSAC must produce a report containing an assessment and providing recommendations to Council.
- There may be an additional and material cost associated with the referral that is appropriate to be met by the proponent.
- The referral of the application to the GORRSAC is likely to extend the time taken to determine the application but this may still be within statutory time frames.

Recommendation

That Council:

- Requests the Minister for Planning refer Planning Permit Application 18/0508 for 3-9 Ocean Road South, Lorne to the Great Ocean Road Region Standing Advisory Committee.
- Requests the Minister of Planning direct the Great Ocean Road Coast Committee to meet the costs of the Great Ocean Road Region Standing Advisory Committee.
- Affirms that its intention is to remain the responsible authority for this application and the advice received from the Great Ocean Road Region Standing Advisory Committee will inform Council's future consideration.

2.1 Planning Permit Application 18/0508 - Point Grey Redevelopment - Referral to Great Ocean Road Region Standing Advisory Committee

Council Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr David Bell

That Council

1. Not request the Minister for Planning refer Planning Permit Application 18/0508 for 3-9 Great Ocean Road South, Lorne, to the Great Ocean Road Region Standing Advisory Committee.
2. Continue with the normal processing of Planning Permit Application 18/0508 pursuant with the statutory requirements of the *Planning and Environment Act 1987*.

CARRIED 7:0

2.1 Planning Permit Application 18/0508 - Point Grey Redevelopment - Referral to Great Ocean Road Region Standing Advisory Committee

Report

Background

Planning Permit Application 18/0508 was received on 3 December 2018. It proposes the redevelopment of the Point Grey precinct by the replacement of existing buildings with new restaurant, Lorne Angling and Aquatic Club (LAAC) premises, toilets, picnic facilities, car parking and other associated works. The application is made on behalf of the Great Ocean Road Coast Committee (GORCC).

The proposal is subject to a concurrent consent application to the Department of Environment, Land, Water and Planning (DELWP) under the *Marine and Coastal Act 2018* (MACA consent). A planning permit cannot be granted prior to the MACA consent being issued and if that consent is refused the planning permit application must also be refused.

A request for further information was made on 12 December 2018 and the application was referred to VicRoads and the Country Fire Authority (CFA). CFA requested additional information on 22 February 2019. A response to the information requests was submitted on 8 April 2019 and this information is under review.

The Minister for Planning announced the establishment of the Great Ocean Road Region Standing Advisory Committee (GORRSAC) on 13 April 2019 stating that *"The purpose of the Standing Advisory Committee is to provide independent advice on land use and development proposals in the Great Ocean Road Region that will impact on, or facilitate, the Great Ocean Road visitor economy."* The GORRSAC is an outcome of the recommendations of the *Great Ocean Road Action Plan, October 2018* (the Action Plan).

Under the terms of reference (Appendix 1) for the GORRSAC, a responsible authority may request the Minister to refer a planning permit application if it is of a type which is referred to in the terms of reference. Following the conduct of hearings and consideration of submissions the GORRSAC must produce a report to Council containing an assessment and providing recommendations.

Discussion

The establishment of the GORRSAC is the implementation of Action 11 of the Action Plan which was to:

Establish a standing advisory committee for the Great Ocean Road region (under Section 151 of the Planning and Environment Act 1987) to provide independent expert advice on sustainable land development and development proposals. This reform will stop inappropriate development proposals in their early stages and streamline the progress of appropriate development proposals.

The terms of reference for the GORRSAC provide that:

14. *A responsible authority may request that the Minister for Planning refer a relevant visitor economy development proposal identified in **Appendix 3** to the Standing Advisory Committee for advice.*

Appendix 3 specifies a range of uses which are considered to be visitor economy land uses including *Restaurant (in excess of 100 seats)* and *Boat launching facility*. The proposed restaurant is to have a 160 seat capacity and whilst there are existing boat launching facilities they are to be augmented by new boat wash and fish cleaning facilities, both stand alone and integrated with the new LAAC premises.

Therefore the threshold for referral of the application is considered to be met. Further reason in support of referring the application is the location on coastal Crown land and the Pt Grey project is identified as one of the Great Ocean Road Infrastructure Projects which together have been funded *"to better accommodate tourists and reduce impacts of increased visitation on the local community"* as part of the Geelong City Deal.

2.1 Planning Permit Application 18/0508 - Point Grey Redevelopment - Referral to Great Ocean Road Region Standing Advisory Committee

The redevelopment of Pt Grey is also anticipated to be highly important to the Lorne community. Point Grey is a significant landmark and the use and development of the point has been intrinsic to the settlement history of the town including in its roles in forestry, fishing and recreation. It is appropriate that this application be subject to a robust and detailed process and the GORRSAC is an opportunity for additional expertise and skills to be applied to the process. The advisory committee members are to have expertise in:

- a. strategic and statutory land use planning
- b. architecture, urban design and landscape architecture
- c. marine and coastal environmental science
- d. environment and biodiversity
- e. transport planning
- f. Traditional Owner values
- g. heritage
- h. tourism and economic viability

The GORRSAC report would contain an assessment of the proposal; the submissions received (following public notice) and make recommendations on the application, which would inform Council's assessment of the application. Council, if acting as the responsible authority, is not bound to follow the recommendations of the GORRSAC, however as the opinions of an expert body they would be given significant weight.

A right of review to VCAT remains, but the process of having the application considered by the GORRSAC may reduce the likelihood of a review application.

The terms of reference also enable the Minister for Energy, Environment and Climate Change to refer applications for consent to use marine and coastal Crown land to the GORRSAC for advice. It is considered that there would be significant benefit in both the planning permit application and MACA consent being referred to the committee concurrent, however preliminary advice from DELWP is that as a procedure has not yet been established for this referral to occur and this is not presently an option for them.

Financial Implications

There is the potential for the referral to the GORRSAC to result in additional costs which exceed the standard operational costs for a planning application of this nature.

The terms of reference state in relation to fees that:

37. *The fee for the Standing Advisory Committee will be set at the current rate for a panel appointed under Part 8 of the Planning and Environment Act 1987.*
38. *No fees will be charged for the service of the Office of the Victorian Government Architect.*
39. *The costs of the Standing Advisory Committee may be met by project proponents where the Minister for Planning is the responsible authority or by the person(s) requesting a planning scheme amendment, where a council is the planning authority, unless the Minister for Planning directs otherwise.*

Part 8 of the Act applies to Panels appointed to hear submissions in relation to a planning scheme amendment, rather than a planning permit application. Section 156 specifies that the planning authority must pay the fees, allowances, costs and expenses of the Panel unless the Minister directs otherwise, but also that the planning authority may ask the person who has requested the amendment to contribute. Section 151, under which the GORRSAC has been established, also has provisions relating to fees but these relate only to planning scheme amendments and 'called-in' planning applications.

There appears to be no legislative provision for the payment of fees for the circumstance of a permit application referred by the Minister at the request of a council. However the Terms of Reference does state the Minister may make a direction. It is recommended Council request the Minister to direct the proponent to meet the costs of the referral as this is a standard industry practice.

2.1 Planning Permit Application 18/0508 - Point Grey Redevelopment - Referral to Great Ocean Road Region Standing Advisory Committee

Should the Minister require the payment of fees the costs could vary depending on the number of members and the number and location of hearing days and are based on the Panels Victoria fee structure. As some comparison the cost for a Planning Panel for a simple amendment is \$5-10K, a moderately complex amendment \$50-60K and a complex amendment \$100K+. As noted, in the prescribed situations the proponent would normally bear the costs of a panel or advisory committee as the application is not a Council initiative.

Council Plan

Theme 4 Vibrant Economy
Objective 4.4 Support key industry sectors such as surfing, tourism, home-based, construction and rural businesses
Strategy 4.4.3 Advocate for and drive the Great Ocean Road visitor economy

Theme 5 High Performing Council
Objective 5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed

Theme 5 High Performing Council
Objective 5.3 Provide quality customer service that is convenient, efficient, timely and responsive
Strategy 5.3.4 Continued reforms in statutory planning service delivery

Officer Direct or Indirect Interest

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

Policy/Legal Implications

The GORRSAC is established by the Minister pursuant to section 151 of the *Planning & Environment Act 1987*; however there is no specific provision of the Act that provides for Council as a responsible authority to request the Minister to refer a planning permit application to a standing advisory committee for advice.

The provisions of the Act relating to planning permit applications apply unaffected by the referral, including the time to make a decision. Council will be the decision maker on the application unless it is called in at some stage by the Minister.

Risk Assessment

The GORRSAC process is likely to extend the total time to determine the application. At the completion of hearings the report must be completed within 40 business days. The GORRSAC report and recommendations would need to be considered by officers before reporting the application for a decision. The statutory 'clock' may or may not be impacted as it does not start to run until MACA consent has been issued. If the statutory time to determine the application goes past 60 days the applicant would have the opportunity to apply to VCAT for a review over a 'failure to determine' the application. However it is noted the Minister for Planning also has the power to intervene and call in planning appeals.

Social Considerations

There are no anticipated social implications for referring an application to the GORRSAC.

2.1 Planning Permit Application 18/0508 - Point Grey Redevelopment - Referral to Great Ocean Road Region Standing Advisory Committee

Community Engagement

The referral of a planning application to the GORRSAC potentially provides a process for enhanced community engagement compared to the standard planning permit application process. The terms of reference provides that:

21. *For the public notice or public exhibition of relevant planning applications or planning scheme amendments, the Standing Advisory Committee must be consulted to agree upon:*
 - a. *the scope of public notice*
 - b. *public exhibition dates*
 - c. *a directions hearing date*
 - d. *the public hearing dates.*

The agreed dates are to be included on all notices.

The terms of reference enable the GORRSAC to regulate its own proceedings; however it is typical for a panel or advisory committee to provide opportunity for the parties to make representation to the committee and may include expert evidence and cross-examination. The members may also question parties.

Environmental Implications

There are no anticipated environmental implications for referring an application to the GORRSAC.

Communication

Officers have communicated with GORCC on the potential for Council to request the Minister to refer the application to the GORRSAC. Council's decision will be provided to GORCC in writing.

If the application has been referred to the GORRSAC, during public notice, notices will include information about the GORRSAC including the dates of any public hearings.

Options

Option 1 – Request referral to the advisory committee

This option is recommended by officers as the GORRSAC provides an opportunity for additional expert input into the application and an enhanced process for community consultation.

Option 2 – Do not request referral to the advisory committee

This option is not recommended by officers as this application is suitable for referral to GORRSAC. It is appropriate that Council support initiatives that have flown from the Great Ocean Road Taskforce review process.

Conclusion

The establishment of the GORRSAC is an opportunity for an enhanced process for the assessment and determination of an important proposal for the visitor economy and on coastal Crown land.

2.1 Planning Permit Application 18/0508 - Point Grey Redevelopment - Referral to Great Ocean Road Region Standing Advisory Committee

APPENDIX 1 APPENDIX 1 - GREAT OCEAN ROAD REGION STANDING ADVISORY COMMITTEE - TERMS OF REFERENCE

Terms of Reference

Great Ocean Road Region Standing Advisory Committee

Standing Advisory Committee appointed under Part 7, section 151 of the *Planning and Environment Act 1987* to provide expert advice on planning, ecological and landscape matters in the Great Ocean Road region.

Name

1. The Standing Advisory Committee is to be known as the Great Ocean Road Region Standing Advisory Committee.

The Standing Advisory Committee is to have members with the following expertise and skills:

- a. strategic and statutory land use planning
 - b. architecture, urban design and landscape architecture
 - c. marine and coastal environmental science
 - d. environment and biodiversity
 - e. transport planning
 - f. Traditional Owner values
 - g. heritage
 - h. tourism and economic viability
 - i. other skills as determined by the Minister or the Co-Chairs of the Standing Advisory Committee.
2. The Standing Advisory Committee will include two appointed Co-Chairs, one Deputy Chair and up to five other appropriately qualified members appointed by the Minister for Planning.
 3. The Standing Advisory Committee will consult with the relevant Traditional Owners in the region as appropriate.
 4. The Standing Advisory Committee may seek legal and technical advice on any matter or referral that it sees fit.
 5. Appointments to the Standing Advisory Committee are for a maximum period of five years. Members are eligible for reappointment.
 6. The Barwon South West Regional Planning Services team within the Department of Environment, Land, Water and Planning (DELWP) will liaise with Planning Panels Victoria (PPV) to support the Standing Advisory Committee.

Purpose

7. The purpose of the Standing Advisory Committee is to consider the matters listed below, within the Great Ocean Road Strategic Framework Plan Indicative Area, that will impact on or facilitate the Great Ocean Road visitor economy, as shown in **Appendix 1**, to provide independent advice:
 - a. To the Minister for Planning on planning scheme amendments and planning permit applications, that are included in **Appendix 2**, and are referred to or called in by the Minister for Planning.
 - b. To a responsible authority on the appropriateness of the land use and design of visitor economy development proposals, included in **Appendix 3**, referred by a responsible authority.

-
- c. On matters referred by the Minister for Energy Environment and Climate Change, including the development or review of coastal and marine management plans and consents to use, or develop marine and coastal Crown land.
 - d. On policy and strategic matters referred by the Minister for Planning, including but not limited to:
 - the development and operation of the Great Ocean Road Strategic Framework Plan and planning guidelines, and
 - the protection of ecological and landscape integrity.

Background

8. In recognition of the national significance of the Great Ocean Road, the Great Ocean Road Taskforce was established to provide advice to the Victorian Government on the governance arrangements for the Great Ocean Road and its landscapes. The Terms of Reference for the Taskforce required it to make recommendations on governance reforms to increase tourism while supporting local communities and protecting the environment. The Taskforce report was released in August 2018.
9. In response to the recommendations of the Great Ocean Road Taskforce, the Victorian Government has released the *Great Ocean Road Action Plan, October 2018*. In the Action Plan, the Victorian Government has committed to introducing legislation which will define the area that encompasses the Great Ocean Road region, make the management of the region publicly accountable, and develop a strategic planning framework plan to provide direction for future land use and development in the region.
10. The Action Plan outlines five objectives that will provide direction on governance and decision-making for the Great Ocean Road Strategic Framework area:
 - a. Protect the ecological and landscape integrity of coastal and marine environments.
 - b. Increase Traditional Owner involvement.
 - c. Protect distinctive areas and landscapes.
 - d. Grow the local, state and national visitor economies.
 - e. Modernise governance.
11. The Action Plan recommends the establishment of this Standing Advisory Committee to provide independent expert advice on sustainable land development and development proposals to protect the Great Ocean Road Region from inappropriate development and support environmentally sustainable developments that will secure the region's future prosperity and liveability.

Method

Operation

12. The Standing Advisory Committee may apply at any time to the Minister for Planning to amend these Terms of Reference.
13. The Minister for Planning, or delegate, may refer proposals and relevant matters, including those identified in **Appendix 2**, to the Standing Advisory Committee for advice. The Minister or delegate may determine that a proposal does not need to be referred to the Standing Advisory Committee.
14. A responsible authority may request that the Minister for Planning refer a relevant visitor economy development proposal identified in **Appendix 3** to the Standing Advisory Committee for advice.
15. The Minister for Energy, Environment and Climate Change, or a delegate, may refer coastal and marine management plans and applications for consent to use marine and coastal Crown land to the Standing Advisory Committee to provide advice.
16. The Standing Advisory Committee may meet and invite others to meet with it when there is a quorum of at least two Committee members, including either of the Co-Chairs or Deputy Chair.
17. The Standing Advisory Committee may seek advice from experts when it considers this is necessary.
18. The Standing Advisory Committee may inform itself in any way it sees fit, but must consider:

-
- a. provisions of the *Planning and Environment Act 1987*
 - b. provisions of the *Marine and Coastal Act 2018*
 - c. provisions of legislation to protect the Great Ocean Road Region (when adopted)
 - d. the Great Ocean Road Strategic Framework Plan and Planning Guidelines (when approved)
 - e. the objectives and actions included in the *Great Ocean Road Action Plan*
 - f. relevant local planning schemes that apply in the area where a proposal is to be located, including any state planning policy for the Great Ocean Road, adopted plans, strategies or planning scheme amendments
 - g. the views of the Traditional Owner groups
 - h. the views of project proponents and all relevant material prepared by or for project proponents, including any amended documentation
 - i. the views of the council in the area where the proposal is located
 - j. the views of relevant referral and servicing authorities and Crown land management agencies
 - k. all relevant material provided to the Standing Advisory Committee by all other participating parties
 - l. all submissions and evidence received.

Notice

19. For those matters where the Minister for Planning is the planning or responsible authority, DELWP will be responsible for giving notice of permit applications in accordance with the requirements of the relevant planning scheme and the *Planning and Environment Act 1987*.
20. Where a planning scheme amendment is proposed, the relevant Planning Authority will be responsible for giving notice in accordance with the requirements of the *Planning and Environment Act 1987*.
21. For the public notice or public exhibition of relevant planning applications or planning scheme amendments, the Standing Advisory Committee must be consulted to agree upon:
 - a. the scope of public notice
 - b. public exhibition dates
 - c. a directions hearing date
 - d. the public hearing dates.

The agreed dates are to be included on all notices.

Hearings

22. For land use and design matters referred to the Standing Advisory Committee, the Co-Chairs will have discretion to select a member or members of the Standing Advisory Committee with relevant expertise to review the matter. To provide expert design advice, the Co-Chairs may refer the proposal to the Office of the Victorian Government Architect.
23. The Standing Advisory Committee will undertake an initial assessment of the proposed planning scheme amendment, planning permit application, strategic framework plan, coastal management plan or matter referred, and prepare a preliminary report. This assessment stage will not include a public hearing, but the Standing Advisory Committee may invite any party to address any matters identified by it.
24. At the discretion of the Standing Advisory Committee, the matter may be assessed 'on the papers', or through targeted consultation or agency forums without the need for a public hearing.
25. For relevant matters, the Standing Advisory Committee may carry out a directions hearing and public hearing following the giving of notice of a planning permit application, the exhibition of a planning scheme amendment or the exhibition of a draft Strategic Framework Plan.
26. The Standing Advisory Committee will regulate its own proceedings. It may limit the time of parties appearing before it and may prohibit or regulate cross-examination.

-
27. For matters where DELWP has responsibility for giving notice, submissions will be collected at the office of PPV in accordance with the Guide to Privacy at PPV. Electronic copies of the submissions will be provided to each relevant council and DELWP. Electronic copies may also be provided to other submitters upon request.
 28. Any written submissions, or other supporting documentation provided to the Standing Advisory Committee during a public hearing, must be available for public inspection until the submission of its report unless the Standing Advisory Committee specifically directs that the material is to remain confidential.
 29. The Standing Advisory Committee must retain a library of any written submissions or other supporting documentation provided directly to it until a decision has been made on its report or five years has passed from the time of its appointment.

Outcomes

30. The Standing Advisory Committee must produce a written report for the Minister for Planning for each matter referred to it.
31. The Standing Advisory Committee's report must address the following:
 - a. an assessment of relevant state and local policy for each referred matter
 - b. an assessment of submissions to the Standing Advisory Committee
 - c. any other relevant matters raised during the Standing Advisory Committee hearing
 - d. provide recommendations to the Minister for Planning and, where applicable, the Minister for Energy, Environment and Climate Change
 - e. a list of persons who made submissions considered by the Standing Advisory Committee
 - f. a list of persons consulted or heard.
32. Following the completion of any report, the Standing Advisory Committee may deliver an oral briefing to DELWP officers, and/or the Minister for Planning.
33. For proposals referred by a responsible authority to the Standing Advisory Committee, its report shall be provided to the responsible authority.
34. For proposals referred by the Minister for Energy, Environment and Climate Change or delegate, the Standing Advisory Committee's report shall be provided to the Minister for Energy, Environment and Climate Change or delegate.
35. The reports of the Standing Advisory Committee will be publicly released at the discretion of the Minister for Planning in conjunction with the relevant council and/or the Minister for Energy, Environment and Climate Change.

Timing

36. All reports of the Standing Advisory Committee will be completed and submitted no later than 40 business days from completion of its hearings or other assessment role, unless otherwise specifically requested in each referral.

Fees

37. The fee for the Standing Advisory Committee will be set at the current rate for a panel appointed under Part 8 of the *Planning and Environment Act 1987*.
38. No fees will be charged for the service of the Office of the Victorian Government Architect.
39. The costs of the Standing Advisory Committee may be met by project proponents where the Minister for Planning is the responsible authority or by the person(s) requesting a planning scheme amendment, where a council is the planning authority, unless the Minister for Planning directs otherwise.

Review

These Terms of Reference may be reviewed twelve months after the appointment of the Standing Advisory Committee to ensure its operation is meeting the objectives of the Great Ocean Road Action Plan.



HON RICHARD WYNNE MP
Minister for Planning

Date: 13/4/19

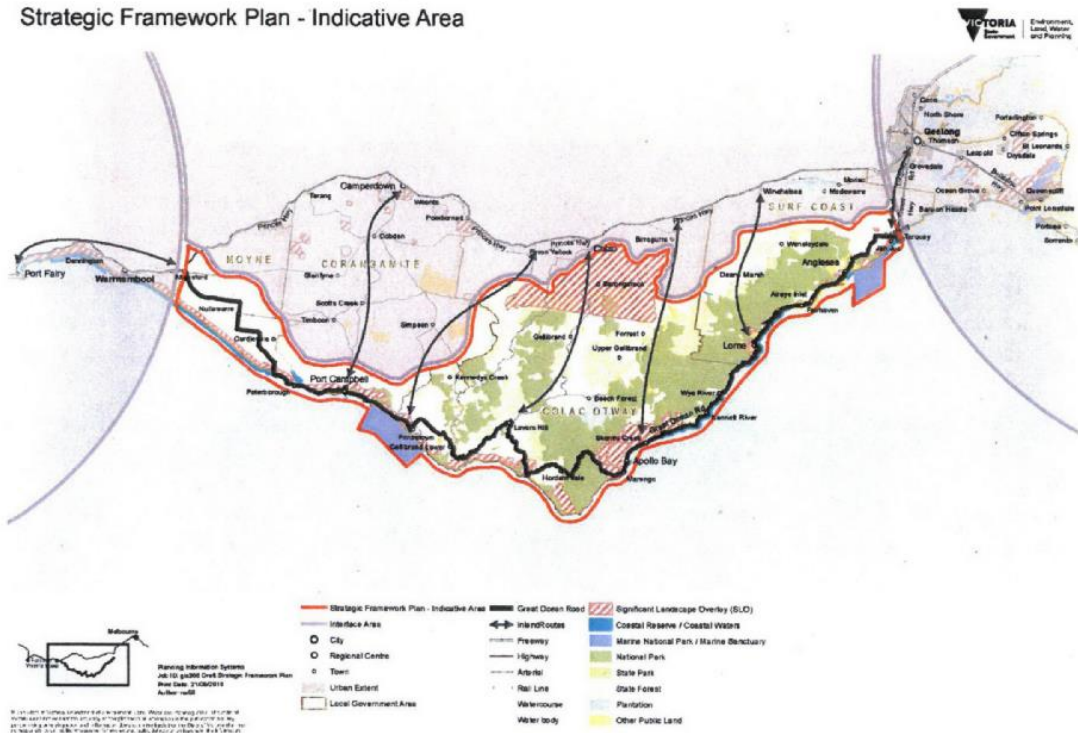
Appendix 1 – Great Ocean Road Region

NOTE: For the purpose of this Standing Advisory Committee, the Great Ocean Road Region is defined as the Strategic Framework Plan Indicative Area in the *Independent Co-Chairs Final Report, Great Ocean Road Taskforce* (illustrated below within the red line).

The interface area is defined as the area south of the Princes Highway (illustrated below by the black line).

These definitions will be superseded by a defined Study Area to be included in the proposed Great Ocean Road Strategic Framework Plan.

Strategic Framework Plan - Indicative Area



Appendix 2 List of matters to be considered for a request to the Minister for Planning to be referred to the Great Ocean Road Region Standing Advisory Committee

Planning scheme amendments

In the Colac Otway, Corangamite, Moyne, Surf Coast, and Warrnambool Planning Schemes, a request to authorise a planning scheme amendment in the Great Ocean Road Strategic Framework Plan Indicative Area will be assessed for any matters that may impact the Great Ocean Road Region or the visitor economy within the region, and may be referred to the Standing Advisory Committee for pre-authorisation review. These matters may include, but are not limited to:

- a. the rezoning of land in the Rural Activity Zone, Special Use Zone or Comprehensive Development Zone to another zone
- b. the introduction of any new policy that will impact use and development adjacent to the Great Ocean Road
- c. a proposal to apply or extend an overlay to land adjacent to the Great Ocean Road.

Planning permit applications

In the Colac Otway, Corangamite, Moyne, Surf Coast and Warrnambool Planning Schemes, planning permit applications within the Great Ocean Road Strategic Framework Plan Indicative Area may be referred to the Standing Advisory Committee. These include, but are not limited to:

- a. the use of land, construction of a building or the construction or carrying out of works with a gross floor area exceeding 3,000 square metres
- b. the use of land, construction of a building or the construction or carrying out of works of four or more storeys, excluding a basement
- c. the use of land, construction of a building or construction or carrying out of works for 30 or more dwellings
- d. the use of land, construction of a building or construction or carrying out of works for group accommodation or a host farm, with 10 or more beds
- e. the use of land, construction of a building or construction or carrying out of works for Earth and energy resources industry (mineral extraction), Materials recycling, Refuse disposal, Rural industry (sawmill, abattoir), Telecommunications facility or Transfer station.

This does not apply to:

- a. the use or development of land that is undertaken in accordance with a building permit that was issued under the *Building Act 1993* before [date of appointment of the Standing Advisory Committee].
- b. The use or development of land that is undertaken in accordance with a planning permit that was issued under the *Planning and Environment Act 1987* before [date of appointment of the Standing Advisory Committee].

Appendix 3 **Visitor economy land uses to be considered for a request to the Minister for Planning to be referred to the Great Ocean Road Region Standing Advisory Committee for Land Use and Design Advice**

The following uses are considered to be visitor economy land uses:

Airport
Amusement park
Art and craft centre (floor area in excess of 1,000 square metres)
Bed and breakfast (in excess of 10 beds)
Boat and caravan storage
Boat launching facility
Boat ramp
Camping and caravan park
Car park
Conference centre, exhibition centre, function centre, reception centre (floor area in excess of 1,000 square metres)
Golf course; Golf driving range
Group accommodation (excluding Dependent person's unit, Dwelling, Retirement village), in excess of 10 beds
Helicopter landing site; Heliport
Host farm (in excess of 10 beds)
Hotel (in excess of 30 beds)
Jetty
Major sports and recreation facility – outdoor recreation facility
Marina – recreational boat facility
Motor racing track
Paintball games facility
Race course
Residential hotel – motel (in excess of 30 beds)
Restaurant (in excess of 100 seats)
Tavern (floor area in excess of 1,000 square metres or 100 seats, whichever is greater)
Wharf
Winery
Zoo

3. OFFICE OF THE CEO

3.1 Workplace Health and Safety Report - June 2019

Author's Title: Co-ordinator WHS

General Manager: Chris Pike

Department: People & Culture

File No: F17/309

Division: Culture & Community

Trim No: IC19/964

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to present strategic and significant Workplace Health and Safety (WHS) issues to the Council.

Summary

The strategic and significant WHS issues relating to the period 13 May 2019 to 10 June 2019 are included in this report.

Recommendation

That Council notes the Workplace Health and Safety Report – June 2019.

Council Resolution

MOVED Cr Brian McKiterick, Seconded Cr Martin Duke

That Council notes the Workplace Health and Safety Report – June 2019.

CARRIED 7:0

4.1 Declaration of 2019-20 Rates and Adoption of the 2019-20 Annual Budget Excluding GORRT Allocation.

Report

Background

Council adopted the SCS-038 Councillor Workplace Health and Safety policy at its 27 November 2018 ordinary meeting. The policy requires the Council to receive information regarding strategic or significant WHS issues to enable it to fulfil its responsibility to provide leadership on workplace health and safety issues.

Council's safety framework is comprised of the policies relating to health and safety, internal audit program, strategies to address key focus areas identified through the management review process and OHSMS18001/4801 certification.

Strategic focus areas identified as part of Council's safety framework are:

- Occupational Violence & Aggression
- Manual Handling
- Mental Health
- Incident & Hazard reporting.

Discussion

Current and emerging WHS issues relating to Council's safety framework and emerging WHS issues are detailed below:

Table 1 – Safety Framework Issues

Safety Framework element	Issues arising
Policies & Procedures	<ul style="list-style-type: none"> • Policy and procedure review in progress: WHS 15.1 Contractor workplace health and safety prequalification application. • Coordinator WHS kept 'return to work' knowledge up-to-date by undertaking WorkSafe approved training program.
Internal WHS Audit Program	<ul style="list-style-type: none"> • Audit criteria are based on OHSMS18001/4801 requirements. The following internal audits were completed during the reporting period: <ul style="list-style-type: none"> ○ Lorne Transfer Station ○ Winchelsea Transfer Station ○ Torquay Men's Shed • No critical issues were identified. Action plans have been developed in response to findings and implementation will be monitored within Council's risk management software system.
Strategic Focus Areas <ul style="list-style-type: none"> • Occupational Violence & Aggression • Manual Handling • Mental Health • Incident & Hazard reporting rates 	<ul style="list-style-type: none"> • Mental health in the workplace training has been scheduled for June. Approximately 180 staff have enrolled to attend a one hour session. • Next six-monthly Management Review meeting scheduled 8th August 2019
Safety system certification <ul style="list-style-type: none"> • ISO 45001 – International standard • AS/NZ 4801 – National standard 	<ul style="list-style-type: none"> • Next audit due: 17 February 2020. This audit will determine conformity of the management system, or parts of it, with new International standard; ISO 45001 – Occupational health and safety management systems

4.1 Declaration of 2019-20 Rates and Adoption of the 2019-20 Annual Budget Excluding GORRT Allocation.

Table 2 – Other emerging WHS Issues

Emerging Issues	Description
Notifiable incidents (to WorkSafe)	<ul style="list-style-type: none">No notifiable incidents were reported to WorkSafe in the reporting period
Reportable incidents (to police and/or other authorities)	<ul style="list-style-type: none">No incidents were reported to authorities in the reporting period
WorkSafe improvements	<ul style="list-style-type: none">No WorkSafe improvement notices were received or remain open for the reporting period
WorkSafe Visits	<ul style="list-style-type: none">No WorkSafe visits were conducted in the reporting period

Financial Implications

None

Council Plan

Theme 5 High Performing Council

Objective 5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives

Strategy Nil

Policy/Legal Implications

This report aligns with SCS-038 Councillor Workplace Health & Safety Policy.

Officer Direct or Indirect Interest

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

Risk Assessment

This report alerts Council to strategic or significant WHS risks.

Social Considerations

Not applicable

Community Engagement

Not applicable

Environmental Implications

Not applicable

Communication

Not applicable

Options

Option 1 – Note the Workplace Health & Safety report

This option is recommended by officers as it demonstrates Council's commitment to workplace health and safety and complies with the Councillor Workplace Health & Safety policy.

Option 2 – Do not note the Workplace Health & Safety report

This option is not recommended by officers as is contradictory to the procedures outlined in the Councillor Health and Safety policy.

Conclusion

It is recommended that Council notes the Workplace Health and Safety Report for June 2019.

4. ENVIRONMENT & DEVELOPMENT

5.2 Great Ocean Road Regional Tourism - Three Year Funding Agreement

Author's Title: Manager Economic Development & Tourism

General Manager: Ransce Salan

Department: Economic Development & Tourism

File No: F16/880

Division: Environment & Development

Trim No: IC19/960

Appendix:

1. GORRT Letter Seeking Extension of Funding (D19/34074)
2. Great Ocean Road Regional Tourism MOU and Funding Agreement 2019 - 2022 (D19/75155)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Cr Clive Goldsworthy declared a conflict of interest in this matter and left the meeting at 06:40 pm.

Purpose

The purpose of this report is to note the recent consultation outcomes with trader groups and commercially rated businesses and to consider a new proposed three year funding agreement with Great Ocean Road Regional Tourism (GORRT).

Summary

Under the existing three year agreements, Council currently provides a financial contribution to Great Ocean Road Regional Tourism (GORRT) of \$154,758 (plus GST). This contribution includes two agreements: a Funding Agreement and a Heads of Agreement. The agreements between Council and GORRT will expire on 30 June 2019.

On 6 March 2019, GORRT wrote to Council seeking a new equity based three year agreement using population as the key metric in the funding formula. Under this method Surf Coast Shire's contribution via a Funding Agreement would be \$135,621 (plus GST) in 2019 – 2020 (an increase of \$55,863 on the current three year Funding Agreement).

At the 26 March Council meeting Council in part resolved to:

- engage trader groups and commercially rated businesses subscribing to the Great Ocean Road Regional Tourism marketing package regarding the cessation of the Heads of Agreement and the requirement for these businesses to purchase packages directly from Great Ocean Road Regional Tourism.

Consultation has been completed with commercially rated businesses subscribing to the Great Ocean Road Regional Tourism marketing package regarding the cessation of the Heads of Agreement beyond 30 June 2019. Minimal negative feedback was received regarding the cessation of the Heads of Agreement.

It is recommended that Council cease the Heads of Agreement and enter into a single Funding Agreement with GORRT for the three year period. Doing so would bring the Surf Coast Shire funding and promotion offering into alignment with other Great Ocean Road region Councils.

It is also recommended trader groups receive a payment in the 2019 – 2022 financial year to assist trader groups transition to the new single agreement commensurate with the current level of commercially rated subscribers.

5.2 Great Ocean Road Regional Tourism - Three Year Funding Agreement

It is proposed to allocate total funding of \$160,621 to GORRT and local trader groups in the 2019-20 Annual Budget, as outlined in Appendix C of the budget document.

Recommendation

That Council:

1. Notes the 6 March 2019 letter received from Great Ocean Road Regional Tourism proposing a three year extension to the agreement using population as an equity based approach to funding.
2. Notes the feedback received from trader groups and commercially rated businesses subscribing to the Great Ocean Road Regional Tourism marketing package regarding the cessation of the Heads of Agreement and the requirement for these businesses to purchase packages directly from Great Ocean Road Regional Tourism from 1 July 2019.
3. Notes the new arrangement for businesses that wish to utilise Great Ocean Road Regional Tourism marketing packages is to pay the requisite fee directly to Great Ocean Road Regional Tourism.
4. Agrees to enter the new Memorandum of Understanding and incorporated Funding Agreement 2019–22 between Surf Coast Shire Council and Great Ocean Road Regional Tourism.
5. Authorise the Chief Executive Officer to enter the Memorandum of Understanding and incorporated Funding Agreement on behalf of Council.
6. Note that by entering the Funding Agreement Council commits a payment of \$135,621 per annum plus the lesser of CPI or prescribed Local Government Act 1989 rate cap annual indexation (plus GST).
7. Notes the funding commitment for the 2019-20, 2020-21 and 2021-22 financial years inclusive.
8. Provides once-off transition funding to trader groups for the 2019–20 financial year for the following amounts (plus GST), based on current subscription levels to Great Ocean Road Regional Tourism:
 - 8.1 Torquay Commerce and Tourism: \$3,485
 - 8.2 Business and Tourism Anglesea: \$2,879
 - 8.3 Aireys Inlet Tourism and Traders: \$1,818
 - 8.4 Lorne Business and Tourism: \$4,242
 - 8.5 Growing Winchelsea Inc. \$2,576
9. Notes that the above local trader groups also receive \$2,000 each as an ongoing contribution from Council for administrative assistance, totalling \$10,000.
10. Endorses the total funding allocation of \$160,621 to Great Ocean Road Regional Tourism and local trader groups in the 2019-20 Annual Budget.
11. Notes staff will advise current commercial and industrial rated businesses that subscribe to Great Ocean Road Regional Tourism of the changes from 1 July 2019.

5.2 Great Ocean Road Regional Tourism - Three Year Funding Agreement

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Martin Duke

That Council:

1. Notes the 6 March 2019 letter received from Great Ocean Road Regional Tourism proposing a three year extension to the agreement using population as an equity based approach to funding.
2. Notes the feedback received from trader groups and commercially rated businesses subscribing to the Great Ocean Road Regional Tourism marketing package regarding the cessation of the Heads of Agreement and the requirement for these businesses to purchase packages directly from Great Ocean Road Regional Tourism from 1 July 2019.
3. Notes the new arrangement for businesses that wish to utilise Great Ocean Road Regional Tourism marketing packages is to pay the requisite fee directly to Great Ocean Road Regional Tourism.
4. Agrees to enter the new Memorandum of Understanding and incorporated Funding Agreement 2019–22 between Surf Coast Shire Council and Great Ocean Road Regional Tourism.
5. Authorise the Chief Executive Officer to enter the Memorandum of Understanding and incorporated Funding Agreement on behalf of Council.
6. Note that by entering the Funding Agreement Council commits a payment of \$135,621 per annum plus the lesser of CPI or prescribed Local Government Act 1989 rate cap annual indexation (plus GST).
7. Notes the funding commitment for the 2019-20, 2020-21 and 2021-22 financial years inclusive.
8. Provides once-off transition funding to trader groups for the 2019–20 financial year for the following amounts (plus GST), based on current subscription levels to Great Ocean Road Regional Tourism:
 - 8.1 Torquay Commerce and Tourism: \$3,485
 - 8.2 Business and Tourism Anglesea: \$2,879
 - 8.3 Aireys Inlet Tourism and Traders: \$1,818
 - 8.4 Lorne Business and Tourism: \$4,242
 - 8.5 Growing Winchelsea Inc. \$2,576
9. Notes that the above local trader groups also receive \$2,000 each as an ongoing contribution from Council for administrative assistance, totalling \$10,000.
10. Endorses the total funding allocation of \$160,621 to Great Ocean Road Regional Tourism and local trader groups in the 2019-20 Annual Budget.
11. Notes staff will advise current commercial and industrial rated businesses that subscribe to Great Ocean Road Regional Tourism of the changes from 1 July 2019.

CARRIED 6:0

Cr Clive Goldsworthy returned to the meeting at 06:41 pm.

5.2 Great Ocean Road Regional Tourism - Three Year Funding Agreement

Report

Background

Great Ocean Road Regional Tourism Limited (GORRT) is the Regional Tourism Association for the Great Ocean Road region. The region stretches from Torquay to the South Australian border and covers all coastal local government areas including the Surf Coast Shire, Colac Otway Shire, Moyne, Corangamite, Warrnambool and Glenelg.

Under existing three year agreements, Council currently provides a financial contribution to Great Ocean Road Regional Tourism (GORRT) of \$154,758 (plus GST). This contribution includes two agreements: a Funding Agreement and a Heads of Agreement. The agreements between Council and GORRT will expire on 30 June 2019.

On 6 March 2019, GORRT wrote to Council seeking a new equity based three year agreement using population as the key metric in the funding formula. Under this method Surf Coast Shire's contribution via a Funding Agreement would be \$135,621 (plus GST) in 2019 – 2020 (an increase of \$55,863 on the current three year Funding Agreement) and would increase by 2% annually for the remaining 2 years. A copy of the letter is contained in Appendix 1.

At the 26 March 2019 Council meeting, Council resolved to consider approval of a single new three-year agreement with Great Ocean Road Regional Tourism to commence on 1 July 2019.

The single three-year Funding Agreement proposed by GORRT would see Council's current contribution increase by \$55,863 per annum to \$135,621 to be indexed annually by the lesser of CPI or prescribed LGA rate cap for the remaining two years.

The amount is calculated using population as a key metric to equitably distribute funding contributions between all Councils in the Great Ocean Road tourism region.

Council also agreed to consider ceasing a second \$75,000 "Heads of Agreement" marketing subscription payment between Council and GORRT on provision of a report summarising targeted consultation with Surf Coast Shire Trader Groups and tourism businesses.

Officers do not consider entering into a new Heads of Agreement is warranted due to a low rate of usage by commercially rated businesses (and subsequently high cost to Council). The recommendation would also bring Surf Coast Shire funding and promotion offering into alignment with other Great Ocean Road region Councils.

Discussion

Following the 26 March Council meeting, a communications and engagement plan was prepared. The key stakeholders identified for engagement included:

- Commercially rated businesses who are current partners with GORRT.
- Commercially rated businesses who have previously been a partner with GORRT.
- Tourism & Trader Groups.
- Visitor Information Centres as they are a key contact point for businesses.
- The broader Surf Coast business community.

Considerable consultation has been undertaken with commercially rated businesses subscribing to the Great Ocean Road Regional Tourism marketing package regarding the cessation of the Heads of Agreement.

Officers completed the following activities to engage and inform the identified stakeholders:

- Direct email to the 99 businesses who are current GORRT partners was sent on 29 March and 15 April. The email was confirmed as read by 58.6% of recipients.
- GORRT was provided with a copy of the letter to include in their communications to industry on 29 March.
- Discussion at a meeting of combined Tourism & Trader Groups on 2 April. Representatives from all of the Surf Coast Tourism & Trader Groups were present including: Commerce Torquay, Business & Tourism Anglesea, Aireys Inlet Tourism & Traders, Lorne Business & Tourism and Growing Winchelsea. Each Trader Group was provided with a summary of the matter prior to the meeting.

5.2 Great Ocean Road Regional Tourism - Three Year Funding Agreement

- Newspaper advertisements were placed in the Surf Coast Times on 11 April and 25 April advising of the proposed funding changes, inviting feedback.
- Surf Coast Times included a story from the March Council meeting on 25 April regarding the proposed changes to GORRT funding and ceasing the Heads of Agreement.
- The Geelong Advertiser included a story on 23 April about the draft Council budget and Council's funding agreement with GORRT.
- A hard copy letter was mailed to 391 commercially rated businesses who had previously partnered with GORRT seeking feedback.
- Each Tourism & Trader Group president received a copy of the above letter electronically on 12 April seeking feedback and distribution.
- Additional individual trader group presentations were made on the following dates:
 - Aireys Inlet Tourism & Traders on 9 April with 12 businesses in attendance.
 - Growing Winchelsea on 10 April with 19 members in attendance.
 - Torquay Commerce on 10 April with 8 businesses in attendance.
 - Business & Tourism Anglesea on 7 May with 4 businesses in attendance.
 - Lorne Business & Tourism on 7 May with 14 businesses in attendance.
 - Trader groups then informed their greater membership base.
- A story was published in the Surf Coast Business Newsletter which was sent to 5,559 businesses advising of the proposed changes and seeking feedback.
- Businesses and Trader Groups were invited to drop-in sessions to discuss at:
 - Lorne Visitor Information Centre on Thursday 2 May.
 - Anglesea Visitor Information Centre on Tuesday 7 May.
- Businesses were invited to provide comment in the activities above by Thursday 9 May. Wherever possible, a single Council Officer's phone and email was provided as a point of contact for questions and comment.

As a result of the communications the following responses were received:

- Business & Tourism Anglesea (BATA) – expressed concern about the potential negative financial impact to their association and their current high level of expenses. BATA want to see real tangible benefit as part of the commercial rate either through direct financial contribution or in-kind staff support to assist with day-to-day association administrative tasks including delivery of a major event. They asked Council to increase its funding of BATA, to support the ongoing viability of the association, whose priorities align with Councils and GORRTS own goals, so we can continue to deliver locally & regionally.
- Two written responses from individual businesses expressing general disappointment in the decision.
- One phone call from an individual business in Torquay seeking clarification on what it means for their business.
- One phone call from an individual business in Lorne enquiring about purchasing a GORRT package.
- Growing Winchelsea thanked Council Officers for their time and explanations in their meeting minutes.
- Aireys Inlet Tourism & Traders noted the deadline for comment in their meeting minutes.

Businesses have been informed that from 1 July 2019 any business that wishes to obtain a marketing package from GORRT can purchase a package directly at a level that suits their business requirements.

GORRT's business engagement officer intends to contact each of the 99 businesses that currently receive a subsidy for their marketing package following 1 July to confirm their ongoing participation in the regional tourism program.

New Three Year Funding Agreement

GORRT is seeking to enter into a new three-year Funding Agreement for the term 1 July 2019 through to 30 June 2022. The draft Funding Agreement is contained in Appendix 2.

5.2 Great Ocean Road Regional Tourism - Three Year Funding Agreement

The agreement recognises the role of GORRT to facilitate a cooperative regional approach to growing a sustainable and vibrant visitor economy. GORRT has prepared and adopted a Strategic Business Plan 2019-2022 which details the strategic planning, development, management, marketing and advocacy strategies and performance targets that have been established to monitor performance. This includes:

- The preparation of an annual business plan identifying priorities for the financial year and performance measurement.
- Provision of six-monthly progress reports and audited financial statements to Council and is available on request to attend Council briefings to discuss visitor economy issues and/or progress on business plan or projects.
- The nomination of a Director to the GORRT Board (currently the CEO). Directors will be provided with meeting minutes and reports to enable reporting to Council.
- The Funding Agreement will continue to include the six LGA partners: Surf Coast, Colac Otway, Corangamite, Moyne, Warrnambool and Glenelg.
- The new Funding Agreement maintains the GORRT 2018/19 LGA base funding plus 2% CPI increase. However, Council contributions have been redistributed based on share of population to create equity (funding amounts are contained in the table below).
- Surf Coast Council's contribution in 2019-2020 is \$135,621 (plus GST).
- The contribution is to be indexed annually by the lesser of CPI or prescribed LGA rate cap.

Table 1: Proposed Council Funding Contributions – Great Ocean Road Tourism Region

	Surf Coast	Colac Otway	Corangamite	Warrnambool	Moyne	Glenelg	Total
LGA Population	31,350	21,432	16,212	34,571	16,794	19,695	
Current payment	\$79,758	\$81,883	\$81,883	\$177,592	\$88,391	\$83,892	
Proposed Pop'n base payment	\$135,621	\$92,716	\$70,134	\$149,555	\$72,652	\$85,201	\$605,879
Additional contribution 2019/2020	\$55,863	\$10,833	-\$11,749	-\$28,037	-\$15,739	\$1,309	

Population source Forecast ID. All figures are exl GST. *Excludes the \$75,000 paid under the HoA.

The requested combined contribution from all six Council's including Surf Coast, Colac Otway, Moyne, Corangamite, Warrnambool and Glenelg is \$605,879 (plus GST). This represents a 2% increase in overall partner Council funding on the current financial year and a contribution of \$4.32 per resident (based on ABS population estimates for the Great Ocean Road region Councils).

Applying a population metric to divide funding equitably between partner Councils would require Surf Coast Shire Council to pay \$135,621 plus GST (calculated as 31,350 * \$4.32). This represents an increase of \$55,863 to the current three year Funding Agreement. In years' two and three of the agreement this amount would increase by the lesser of CPI or prescribed LGA rate cap.

It is not recommended to increase the funding in the three year Funding Agreement and retain the \$75,000 Heads of Agreement. This would result in a single agreement being in place. A single agreement would bring Surf Coast Shire Council into alignment with all other Council's.

Although done for a number of years there is no requirement under the Commercial and Industrial Differential Rate to provide a contribution on behalf of commercially rated businesses to GORRT in exchange for a marketing service package.

Should a single agreement be implemented Council's overall contribution to GORRT would reduce by \$20,955 from a draft budget figure of \$156,576 to \$135,621 (plus GST).

5.2 Great Ocean Road Regional Tourism - Three Year Funding Agreement

It is important to note Council's current contribution to economic development and tourism exceeds \$2.6 million annually. This contribution is significantly more than the amount of funds collected from the Commercial and Industrial Rate and provides services to Visitor Centre and national surf museum operations, event facilitation, business support, tourism promotions, strategic economic development project work and other functions.

Funding provided to Trader Groups from the \$75,000 Marketing Subsidy

GORRT advise \$15,000 of the \$75,000 contribution on behalf of commercially rated businesses flows through to the Trader Groups as per the Heads of Agreement. This is based on the GORRT practice of providing 20% of any marketing package purchase to the respective trader association. The current distribution is as follows.

Table 2: Trader Group Rebate – Commercially Rated Businesses

Trader Group	Funding from GORRT Marketing Subsidy (2018 – 19)	Subsidised Commercially Rated Businesses
Torquay	\$3,485	23
Anglesea	\$2,879	19
Lorne	\$4,242	28
Aireys inlet	\$1,818	12
Winchelsea	\$2,576	17
Total	\$15,000	99

The current draft 2019–2020 budget has \$156,576 (plus GST) allocated towards funding GORRT (this includes \$75,000 funding on behalf of commercially rated businesses and \$81,576 as an extension of the current Funding Agreement which expires on 30 June 2019). Under the new Funding Agreement GORRT is seeking \$135,621 (plus GST).

As identified above this represents an overall reduction of \$20,955.

There is scope to utilise some of this reduction to provide additional once off funding for one year to the local trader groups to assist in the transition from the current Heads of Agreement. Council currently provides each trader group \$2,000 annually for administration support. It is proposed each trader group receive a similar amount to the above breakdown making the once off payment more equitable against current subscriptions to GORRT. This payment would be in addition to the existing \$2,000 each local trader group receives for administration support.

Financial Implications

The new Funding Agreement will create a three year funding commitment with Great Ocean Road Regional Tourism from 1 July 2019 to 30 June 2022.

The current draft 2019–2020 budget has \$156,576 (plus GST) allocated towards funding GORRT (this includes \$75,000 funding on behalf of commercially rated businesses and \$81,576 as an extension of the current Funding Agreement which expires on 30 June 2019). As identified above, there is also an existing \$10,000 contribution to the five local trader groups (\$2,000 each).

Under the new Funding Agreement GORRT is seeking \$135,621 (plus GST). This represents an overall reduction of \$20,955 in the first year due to the ceasing of the Heads of Agreement.

5.2 Great Ocean Road Regional Tourism - Three Year Funding Agreement

The recommended once off transition funding for 2019 - 2020 would be paid directly to the local trader groups rather than via GORRT. Therefore, the 2019 - 2020 contribution would be as follows:

Table 3: Proposed Trader Group Transition Funding Amounts and Existing Funding.

Trader Group	Once off Transition Funding 2019 - 2020	Ongoing Administration Funding (existing)	Total 2019 – 2020 Funding
Torquay	\$3,485	\$2,000	\$5,485
Anglesea	\$2,879	\$2,000	\$4,879
Lorne	\$4,242	\$2,000	\$6,242
Aireys inlet	\$1,818	\$2,000	\$3,818
Winchelsea	\$2,576	\$2,000	\$4,576
Total	\$15,000	\$10,000	\$25,000

*all figures plus GST.

Therefore, the total 2019 - 2020 contribution to trader groups and Great Ocean Road Regional Tourism is \$160,621 plus GST.

Council Plan

Theme 4 Vibrant Economy

Objective 4. 4 Support key industry sectors such as surfing, tourism, home-based, construction and rural businesses

Strategy 4. 1. 1 Support and build capability of businesses and business / tourism groups

Policy/Legal Implications

GORRT is seeking a three year commitment to funding based on a population based model to create funding equity. Agreement to the three years will result in funding outlined in the report being committed for the next three future budgets.

Officer Direct or Indirect Interest

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

Risk Assessment

Funding based on population: Maintaining the current method of payment provides little basis of measurable equity regarding level of payment. While not a tourism related metric, the use of population provides consistency across all Council's and the source (Australian Bureau of Statistics) is reliable.

Current Subscribers under the Commercial and Industrial Differential Rate: Not having a Heads of Agreement in place will require businesses to pay for their \$385 marketing package and generate negative feedback. Despite promoting the marketing package opportunity, subscriptions have continued to fall resulting in an average \$757 contribution by Council to receive a package valued at \$385. Significant consultation has undertaken with trader groups, current and previous subscribing businesses as well as general advertising to inform of the change. Minimal negative feedback has been received.

Diminished funding to trader groups: See financial implications section above regarding a recommended one year transition payment direct to trader groups.

Social Considerations

A single agreement would result in the current 99 businesses and any future businesses being required to pay for their base level marketing packages. Potential impacts on trader groups have been identified above.

Community Engagement

Significant consultation has been undertaken. This is outlined in the report above.

Environmental Implications

There are no environmental implications contained in this report.

Communication

Letters will be sent to current subscribing businesses with GORRT under the Commercial and Industrial Differential Rate. GORRT will also be notified of Councils decision in writing.

5.2 Great Ocean Road Regional Tourism - Three Year Funding Agreement

Options

Option 1 – Approve the new three year Memorandum of Understanding and incorporated Funding Agreement between Great Ocean Road Regional Tourism and Surf Coast Shire Council and the once off transition funding to local trader groups.

This option is recommended by officers as it Tourism is a significant industry sector for Surf Coast Shire and it is appropriate Council resources are directed towards tourism functions from a regional perspective. GORRT as the regional tourism body is best placed to perform this function. As such, it is important an agreement with GORRT outlining the expectations and KPIs that relate to this funding are clearly defined.

Option 2 – Do not approve the new three year Memorandum of Understanding and incorporated Funding Agreement between Great Ocean Road Regional Tourism and Surf Coast Shire Council and the once off transition funding to local trader groups.

This option is not recommended by officers as tourism is a significant industry sector for the Surf Coast Shire economy and as such regional collaboration is essential in realising the potential benefits. With no funding provided Surf Coast Shire would not be a part of a regional tourism group and forego the regional representation achieved.

Conclusion

Council currently provides funding to GORRT via two agreements:

- A three year Funding Agreement with all partner Councils
- An annual Heads of Agreement exclusively with the Surf Coast Shire Council.

Under existing three year agreements, Council currently provides a financial contribution to Great Ocean Road Regional Tourism (GORRT) of \$154,758 (plus GST). Both agreements expire on 30 June 2019 and require renewal. The 2019 – 2020 draft budget has provisioned for an overall contribution of \$156,576.

GORRT proposes a new equity based funding model which is based on population. While not a tourism based metric, the use of population provides a consistent formula and is used by other organisations as a way to establish equity of payment. This would result in a \$135,621 (plus GST) contribution.

Significant consultation has taken place regarding the discontinuance of the Heads of Agreement and the creation of a single agreement. Discontinuing the Heads of Agreement would mean that commercially rated businesses would be required to pay directly for marketing packages provided by GORRT in future. Over the past 4 years there has been a constant decline in subscribing businesses towards the marketing package which effectively results in Council paying \$757 for a \$385 marketing package benefit.

Minimal negative feedback was received regarding the proposed cessation of the Heads of Agreement.

Based on feedback received it is recommended the proposed change in funding model to an equity based method using population and the cessation of the Heads of Agreement is approved by Council.

To assist in the transition to the new single Funding Agreement it is also recommended once off transition funding be provided to each local trader group commensurate with current subscribership levels as outline above in the report for the 2019 – 2020 financial year to a total of \$15,000. This is in addition to the existing \$2,000 contribution to each local trader group (totalling \$10,000).

5.2 Great Ocean Road Regional Tourism - Three Year Funding Agreement

APPENDIX 1 GORRT LETTER SEEKING EXTENSION OF FUNDING



GREAT OCEAN ROAD
REGIONAL TOURISM LIMITED

6th March, 2019

Matt Taylor
Manager Economic Development & Tourism

Dear Matt,

RE: CHANGES TO GORRT FUNDING CONTRIBUTIONS.

Great Ocean Road Regional Tourism (GORRT) writes to advise that we are seeking to extend the agreements with our local government partners for a further three (3) years. As part of this process we have agreed to introduce an equity-based approach to determining the level of each Local government contribution. Agreement has been reached on using population as the methodology for this equity formula.

GORRT total LGA contribution for 19/20 is based on applying a 2% CPI increase to the 18/19 contribution, a base funding of \$605,879. Surf Coast Council's contribution for 19/20 has been calculated at \$135,621 (plus gst).

We are in the process of finalising the Strategic Business Plan for the next three years. This business plan will form the strategic direction for the next three years. An annual business plans and budget will be developed and approved annually by the Board. These documents will underpin the agreement and outline agreed key performance indicators.

We look forward to continuing to partner with Surf Coast Council facilitating a regional approach to growing a sustainable and vibrant visitor economy.

Yours sincerely

Liz Price
General Manager

5.2 Great Ocean Road Regional Tourism - Three Year Funding Agreement

**APPENDIX 2 GREAT OCEAN ROAD REGIONAL TOURISM MOU AND FUNDING AGREEMENT
2019 - 2022**

MEMORANDUM OF UNDERSTANDING

between

GREAT OCEAN ROAD REGIONAL TOURISM LTD



and

PARTNER MUNICIPALITIES



comprising:

**SURF COAST SHIRE COUNCIL
COLAC OTWAY SHIRE COUNCIL
CORANGAMITE SHIRE COUNCIL
MOYNE SHIRE COUNCIL
WARRNAMBOOL SHIRE COUNCIL
GLENELG SHIRE COUNCIL**
(collectively called **Councils**)

RECITALS:

- R.1. GORRT is a Company Limited by Guarantee established in partnership with the six Local Government Authorities of the Great Ocean Road region (**Region**) to facilitate a cooperative regional approach to growing a sustainable and vibrant visitor economy.
- R.2. GORRT has prepared and adopted the attached Strategic Business Plan 2019-2022 which details the strategic planning, development, management, marketing and advocacy strategies and performance targets that have been established to monitor performance.
- R.3. Great Ocean Road Regional Tourism and the Local Government Authorities share the following goals for the Great Ocean Road Region ("**the Goals**"):
 - (a) To increase the return from the visitor economy:

- i. Create sustained growth in visitor numbers, length of stay, spend, dispersal & satisfaction
 - ii. Increase jobs in the visitor economy
 - iii. Support the growth and success of business owners investing in the visitor economy
 - iv. Introduce the Region to visitors who may go on to consider living, learning or investing in the Region
 - (b) To conduct product and industry development to create compelling visitor experiences.
 - (c) To attract investment into world class products and experiences
 - (d) To provide leadership and create productive partnerships, that raise the profile of the Visitor Economy among stakeholders, and
 - (e) Advocate on behalf of stakeholders in the visitor economy
- R.4. To work in partnership to resource, develop and deliver the goals
- R.5. To increase the financial contribution by business owners and industry groups to marketing of the Great Ocean Road Region
- R.6. Great Ocean Road Regional Tourism and the Local Government Authorities have prepared individual strategic plans and Council Plans that outline marketing, investment attraction and product development initiatives intended to achieve the Goals
- R.7. In order to achieve greater certainty of Council support for GORRT until 30 June 2022 and the commitment from GORRT to the implementation of the Strategic Business Plan 2019-2022, the parties by this MOU have recorded their understanding of the relationship and obligations between the parties.

1. RESOURCING

- 1.1. GORRT will dedicate resources to the implementation of the Strategic Business Plan 2019-2022, Attached as Appendix A.
- 1.2. The Councils will provide an annual partnership fee. The partnership fees for 2019/20 are detailed in Schedule 1. Councils will make payment to GORRT on receipt of an invoice for the annual funding sought.
- 1.3. Councils shall not be held responsible for any liabilities, losses or cost overruns incurred in relation to any programs undertaken by GORRT.

- 1.4. The annual indexation shall be the lesser of:
 - 1.4.1. CPI – being the Melbourne All Groups index as published by the ABS as at March each year; or
 - 1.4.2. The prescribed rate cap as advised by the Minister for local government under the “Fair Go Rates” legislation.
- 1.5. Any unspent/uncommitted funds at the end of the period as detailed in Schedule One to this Agreement which have been provided by Councils are to be retained by GORRT for agreed activities in following financial periods. GORRT prudential cash policy requires a minimum of 3 months operational expenditure be retained as an operating surplus at all times.
- 1.6. The Councils will each be responsible for the provision of dedicated staff to further develop and coordinate tourism in their municipality whilst recognising that GORRT will facilitate a cooperative regional approach to the visitor economy.
- 1.7. GORRT will support Councils to attract visitor economy related investment and infrastructure to the Region and where appropriate, will work closely with Councils’ Economic Development teams.
- 1.8. Funding for any additional specific regional projects will be considered on a case by case basis. A business case along with an invitation to participate and financial request will be submitted where possible, to Councils by December for the following financial year. These projects will be subject to a separate funding agreement.

2. TERM

- 2.1. The term of this agreement shall commence on 1 July 2019 and shall end on 30 June 2022 (“the Term”).
- 2.2. This Memorandum of Understanding expires on 30th June 2022 and may be renewed by further agreement between the parties.

3. ACCOUNTABILITY & COMMUNICATION

- 3.1. GORRT will present to the Councils an annual business plan. Annual Business Plan 2019/2020 attached as Appendix B.
- 3.2. GORRT will provide six monthly progress reports and annual audited financial statements.
- 3.3. GORRT will provide Councils with regular statistical reports relating to the performance of the visitor economy of the Great Ocean Road.
- 3.4. The Councils recognise the independent role, structure, mission and expertise of GORRT and understands its function includes being an independent advocate for the visitor economy. This role includes being an industry voice for the visitor economy in the local and national media and representation of visitor economy businesses in planning/development opportunities which may enhance, sustain and develop a sustainable visitor economy for the Region.
- 3.5. GORRT will, on request, attend Council meetings to discuss visitor economy related issues and/or to provide updates on Business Plan and projects progress.
- 3.6. Councils will each nominate a Director to the Board of GORRT.
- 3.7. GORRT Board Minutes and relevant reports will be provided to Board Directors to facilitate reporting to Councils.

4. THE VISITOR ECONOMY

- 4.1. The Councils recognise the strengths and benefits of a regional approach to the development, marketing, management and advocacy for the visitor economy.
- 4.2. GORRT will continue to source State and Federal funding support for projects & priority initiatives in the Region and will support Councils efforts to attract funding for additional visitor economy initiatives.

- 4.3. The Councils will promote GORRT, their partnership and initiatives and encourage participation in their implementation through communications with local communities and other key stakeholders.

5. PUBLICITY AND ACKNOWLEDGMENT

- 5.1. GORRT will acknowledge the partnership provided by Councils where relevant and Councils may publicise the benefits accruing to GORRT and the State, as a result of the support provided under this partnership.
- 5.2. GORRT may seek, approval for inclusion of Council logos, on appropriate publications and tools.

6. INSURANCE

- 6.1. GORRT will ensure that it has adequate insurance cover in place to protect physical assets against loss and/or damage, and to indemnify GORRT against legal public liability and for personal injury and/or property damage claims made by third parties.

7. SUBCONTRACTING OR ASSIGNMENT

- 7.1. GORRT will be fully responsible for carrying out the agreed program notwithstanding that GORRT may have subcontracted or assigned the performance of any part of the Program.
- 7.2. GORRT may enter into separate agreements to contract services from or to Council.

8. INDEMNITY

- 8.1. GORRT shall release and indemnify Council, its servants and agents from and against all actions, proceedings, claims and demands which may be brought or made against it or them by any person in respect of or by reason of or arising out of:
- 8.1.1. the performance by GORRT of its rights and obligations under this MOU;
- 8.1.2. any negligence or other wrongful act or omission of GORRT, staff or other servants, employees or agents or of any other persons for whose acts or omission GORRT is vicariously liable;
- 8.1.3. any negligence or other wrongful act or omission of staff or the visitors, invitees or licensees of GORRT:

- 8.1.4. death, injury, loss of or damage to GORRT, staff or its other servants, employees, agents or visitors; or
- 8.1.5. any breach of this MOU by GORRT.

DRAFT

9. WITHDRAWAL

- 9.1. This MOU is made in good faith for three years. If an individual Council decides to withdraw from this MOU, this withdrawal is to be provided, in writing, no later than the March in the preceding financial year. Where possible, twelve months written notice of intent to withdraw, is preferred.

10. TERMINATION

- 10.1. Councils may terminate this MOU for future financial years by written notice:
- 10.1.1. if, in the reasonable opinion of Council, GORRT after having been given 45 days' notice in writing, fails to carry out its obligations under this Agreement; or
- 10.1.2. GORRT goes into liquidation, or a receiver and manager, administrator or mortgagee or chargee's agent is appointed, or becomes subject to any form of insolvency administration or arrangement.

11. GENERAL

- 11.1. If any dispute or difference arises between the parties in carrying out the principles of this MOU, the parties will seek bona fide to resolve that difference or dispute between them.
- 11.2. Notwithstanding clause 5.3, each party maintains the right to exercise its individual powers as it sees fit. This MOU lapses on 30 June 2021 and may be renewed or renegotiated by further agreement between the parties.

SCHEDULE 1

COUNCIL PAYMENTS 2019/20 (Excl GST)

Surf Coast Shire Council	\$135,621
Colac Otway Shire Council	\$92,716
Corangamite Shire Council	\$70,134
Moyne Shire Council	\$72,652
Warrnambool City Council	\$149,555
Glenelg Shire Council	\$85,201

DRAFT



Memorandum of Understanding 2019 - 2022

DATED this day of2019

SIGNED on behalf of:)
GREAT OCEAN ROAD REGIONAL TOURISM LTD)
by its duty authorised representative:)

SIGNED on behalf of the:)
SURF COAST COUNCIL)
by its duty authorised representative:)

SIGNED on behalf of the:)
COLAC OTWAY SHIRE COUNCIL)
by its duty authorised representative:)

SIGNED on behalf of the:)
CORANGAMITE SHIRE COUNCIL)
by its duty authorised representative:)

SIGNED on behalf of the:)
MOYNE SHIRE COUNCIL)
by its duty authorised representative:)

SIGNED on behalf of the:)
WARRNAMBOOL SHIRE COUNCIL)
by its duty authorised representative:)

SIGNED on behalf of the:)
GLENELG SHIRE COUNCIL)
by its duty authorised representative:)



5. GOVERNANCE & INFRASTRUCTURE

4.1 Declaration of 2019-20 Rates and Adoption of the 2019-20 Annual Budget Excluding GORRT Allocation.

Author's Title: Manager Finance

General Manager: Anne Howard

Department: Finance

File No: F18/1511

Division: Governance & Infrastructure

Trim No: IC19/936

Appendix:

1. 2019-20 Adopted Budget Document for Adoption (D19/80781)
2. List of Changes to the 2019-20 Budget (D19/82698)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is for Council to declare the rates for the 2019-20 financial year and adopt the 2019-20 Annual Budget excluding the allocation to Great Ocean Road Regional Tourism and local trader groups.

Summary

At the Council meeting held on Tuesday 23 April 2019, Council resolved to give public notice that it had prepared a draft budget for the 2019-20 financial year and resolved to exhibit the document for the period commencing on Thursday 25 April 2019 and concluding at 12:00pm on Monday 27 May 2019.

The budget document on exhibition included the financial component of the Strategic Resource Plan, which is to be adopted as part of the 2019-20 Annual Budget document at the 25 June 2019 Council meeting.

The Hearing of Submissions Committee considered all submissions received during the exhibition period. The draft Budget has been amended as a result of the submissions process and all submitters will be provided with written responses, including responses to queries or questions raised.

The 2019-20 Annual budget has also been updated to include changes to Council's Rating Strategy, which is listed for adoption at the Council meeting on 25 June 2019.

The Surf Coast Shire Council Budget 2019-20 is attached as Appendix 1 to this report, and includes amendments made as a result of the submissions process, which is listed separately in Appendix 2.

4.1 Declaration of 2019-20 Rates and Adoption of the 2019-20 Annual Budget Excluding GORRT Allocation.

Recommendation

That Council:

1. Notes that 134 public submissions and an organisation submission were received in relation to the draft Annual Budget.
2. Notes the changes arising from the public and organisation submissions as listed in Appendix 2.
3. Adopts the 2019-20 Annual Budget.
4. Declares the amount of rates and charges intended to be raised as follows:

General Rates	Amount Raised	Rate (Cents/\$CIV)
General Rate Land	\$ 36,070,760	0.21129
Farm Rate Land	\$ 2,028,914	0.15847
Commercial/Industrial Rate Land	\$ 3,353,724	0.40146
Total General Rates	\$ 41,453,399	
Annual Service Charges		
Urban Garbage Charge	\$ 7,181,117	\$419.00 per rateable property
Rural Garbage Charge	\$ 585,319	\$347.00 per rateable property
Municipal Charge	\$ 4,594,096	\$208.00 per rateable property
Total Charges	\$ 12,357,330	
Total General Rates and Charges	\$ 53,813,931	

5. Declares that rates, rating differentials and charges for the period 1 July 2019 to 30 June 2020 conform with Council's Rating Strategy and will be applied as outlined in section 4.1 of the 2019-20 Annual Budget.
6. Notes that general rates must be paid by four instalments made on or before the following dates:
 - Instalment 1 – 1 October 2019
 - Instalment 2 – 30 November 2019
 - Instalment 3 – 28 February 2020
 - Instalment 4 – 31 May 2020
7. Requires that any person pay interest on any amounts of rates and charges which:
 - a. that person is liable to pay; and
 - b. have not been paid by the dates specified for their payment.
8. Authorises the Manager Finance to levy and recover the general rates and service charges in accordance with the *Local Government Act 1989*.
9. Notes that new borrowings of \$3.275 million are included in the 2019-20 Annual Budget.

4.1 Declaration of 2019-20 Rates and Adoption of the 2019-20 Annual Budget Excluding GORRT Allocation.

Council Resolution

MOVED Cr Brian McKitterick, Seconded Cr Margot Smith

That Council:

1. Notes that 134 public submissions and an organisation submission were received in relation to the draft Annual Budget.
2. Notes the changes arising from the public and organisation submissions as listed in Appendix 2.
3. Adopts the 2019-20 Annual Budget.
4. Declares the amount of rates and charges intended to be raised as follows:

General Rates	Amount Raised	Rate (Cents/\$CIV)
General Rate Land	\$ 36,070,760	0.21129
Farm Rate Land	\$ 2,028,914	0.15847
Commercial/Industrial Rate Land	\$ 3,353,724	0.40146
Total General Rates	\$ 41,453,399	
Annual Service Charges		
Urban Garbage Charge	\$ 7,181,117	\$419.00 per rateable property
Rural Garbage Charge	\$ 585,319	\$347.00 per rateable property
Municipal Charge	\$ 4,594,096	\$208.00 per rateable property
Total Charges	\$ 12,357,330	
Total General Rates and Charges	\$ 53,813,931	

5. Declares that rates, rating differentials and charges for the period 1 July 2019 to 30 June 2020 conform with Council's Rating Strategy and will be applied as outlined in section 4.1 of the 2019-20 Annual Budget.
6. Notes that general rates must be paid by four instalments made on or before the following dates:
 - Instalment 1 – 1 October 2019
 - Instalment 2 – 30 November 2019
 - Instalment 3 – 28 February 2020
 - Instalment 4 – 31 May 2020
7. Requires that any person pay interest on any amounts of rates and charges which:
 - a. that person is liable to pay; and
 - b. have not been paid by the dates specified for their payment.
8. Authorises the Manager Finance to levy and recover the general rates and service charges in accordance with the *Local Government Act 1989*.
9. Notes that new borrowings of \$3.275 million are included in the 2019-20 Annual Budget.

CARRIED 7:0

4.1 Declaration of 2019-20 Rates and Adoption of the 2019-20 Annual Budget Excluding GORRT Allocation.

Report

Background

Section 127 of the Act requires that:

- 1) A Council must prepare a budget for each financial year.
- 2) The Council must ensure that the budget contains—
 - a) financial statements in the form and containing the matters required by the regulations;
 - b) a description of the services and initiatives to be funded in the budget;
 - c) a statement as to how the services and initiatives described under paragraph (b) will contribute to achieving the strategic objectives specified in the Council Plan;
 - d) Major Initiatives, being initiatives identified by the Council as priorities, to be undertaken during the financial year
 - For services to be funding in the budget, the prescribed indicators of service performance that are required to be reported against in the performance statements under section 131;
 - The prescribed measures relating to those indicators
 - e) any other details required by the regulations.

Section 127 (3) further outlines the requirements for disclosure of proposed rates and charges in the budget:

- 3) The Council must ensure that the budget also contains—
 - a) the information the Council is required to declare under section 158(1);
 - b) if the Council intends to declare a differential rate under section 161, the details listed in section 161(2);
 - c) if the Council intends to declare a differential rate under section 161A, the details listed in section 161(2).

Prior to Council adopting its Budget, it is required to publicly exhibit the draft document and to receive and consider public submissions. Section 223 of the Act requires this public exhibition process to continue for a period of not less than 28 days after the date on which a public notice is published.

Section 129 of the Act requires:

- 1) As soon as practicable after a Council has prepared a proposed budget or revised budget, the Council must give public notice.
- 2) A person has a right to make a submission under section 223 on any proposal contained in the budget or revised budget.
- 3) In addition to any other requirements specified by this Act, the notice referred to in sub-section (1) must—
 - a) contain any details required by the regulations; and
 - b) advise that copies of the budget or revised budget are available for inspection for at least 28 days after the publication of the notice at—
 - i. the Council office and any district offices; and
 - ii. any other place required by the regulations.
- 4) A copy of the budget or revised budget must be available and published as set out in sub-section (3)(b) and (c).

Section 130 (1) requires Council to adopt the budget by June 30 each year, and section (4) requires Council to submit a copy of the Budget to the Minister within 28 days of adopting the Budget.

Discussion

A public submission process was held for the draft 2019-20 annual budget incorporating the strategic resource plan. Following the public exhibition process, 134 Public Submissions and an organisation submission were received.

The 2019-20 Budget has been amended as a result of the submissions process to include the adjustments listed in Appendix 2. All submitters will be provided written responses, including responses to queries or questions raised.

4.1 Declaration of 2019-20 Rates and Adoption of the 2019-20 Annual Budget Excluding GORRT Allocation.

Financial Implications

The Budget is required to be prepared pursuant to Section 127 of the Local Government Act 1989, and must include:

- a) financial statements in the form and containing the matters required by the regulations;
- b) a description of the services and initiatives to be funded in the budget;
- c) a statement as to how the services and initiatives described under paragraph (b) will contribute to achieving the strategic objectives specified in the Council Plan;
- d) Major Initiatives, being initiatives identified by the Council as priorities, to be undertaken during the financial year
 - For services to be funding in the budget, the prescribed indicators of service performance that are required to be reported against in the performance statement under section 131;
 - The prescribed measures relating to those indicators
- e) any other details required by the regulations.

The budget must also include details of the rates and charges which Council intends to levy.

Section 129 of the Act requires Council to publicly exhibit the draft Budget, giving the public the right to make a submission pursuant to Section 223 of the Act.

Section 223 of the Act outlines the process that must be followed by Council to publicly exhibit the draft Budget and to receive and consider public submissions prior to its final adoption.

Section 130 (4) requires Council to submit a copy of the Budget to the Minister within 28 days of adopting the Budget.

The Annual Budget 2019-20 complies with Section 127, 129, 130 and 223 of the Act.

Council Plan

Theme	5 High Performing Council
Objective	5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed
Strategy	5.2.2 Evolve our community engagement approach to inform strategic Council direction and decision-making

Policy/Legal Implications

Not Applicable.

Officer Direct or Indirect Interest

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

Risk Assessment

This report is provided to Council to ensure that it complies with the relevant legislation in regard to the preparation and adoption of the Budget.

Social Considerations

Council

Community Engagement

Council undertook a public exhibition and submission process as outlined in the report.

4.1 Declaration of 2019-20 Rates and Adoption of the 2019-20 Annual Budget Excluding GORRT Allocation.

Environmental Implications

Environmental Leadership is one of five key themes included in the Council Plan 2017-21. The budget includes performance measures for the following strategic objectives in relation to Environmental Leadership:

- drive the use of renewable energy
- improve the re-use of resources
- support local food production
- retain and enhance rural land for appropriate and sustainable uses.

Communication

The public exhibition period for the draft Budget was advertised in local media, Council's social media sites, and on Council's web site. Copies of the document was made available at various locations across the shire, including visitor centres, community houses, and Council offices. Submitters wishing to address Council in regard to their submission were provided with an opportunity to do so at the hearing of submissions meeting on 4 June 2019.

A copy of the adopted Annual Budget will be available for public inspection following adoption of the document by Council at the Council offices and on Council's website.

Options

Option 1 – Adopt the 2019-20 Annual Budget

This option is recommended by officers as this will fulfil Council's obligations under the *Local Government Act 1989*.

Option 2 – Do not adopt the 2019-20 Annual Budget

This option is not recommended by officers as Council would then be in breach of section 127 of the *Local Government Act 1989*.

Conclusion

The 2019-20 Annual Budget is presented to Council for adoption.

4.1 Declaration of 2019-20 Rates and Adoption of the 2019-20 Annual Budget Excluding GORRT Allocation.

APPENDIX 1 2019-20 ADOPTED BUDGET DOCUMENT FOR ADOPTION



SURF COAST SHIRE COUNCIL

2019-20 Budget

www.surfcoast.vic.gov.au

Budget 2019-20



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Budget 2019-20



Mayor's Introduction

It is my pleasure to present the 2019-20 Annual Budget. The community and our customers are central to all that we do and this budget continues to reflect this priority.

Council is delighted to be able to again maintain high levels of capital works across the Shire, continuing to provide facilities, roads and infrastructure needed by our community every day. In addition to \$14.7 million of Council funding, our success in attracting major grants for the Surf Coast Multi-Use Stadium and the Stribling Reserve Pavilion will see the 2019-20 Capital Works Program be one of the largest ever delivered by Council.

This budget also maintains Council's commitment to a range of diverse and important programs, including the Towards Environmental Leadership program and our response to aged care reforms, both of which we undertake with the support of valued community-based partners and reference groups.

Council has again developed a budget that continues to support services for a growing and changing community, but still delivers a modest surplus. To achieve this, Council has set its rate revenue increase at 2.5%, in line with the rate cap set under the Fair Go Rates system. With the State Government's introduction of yearly property revaluations across the state, our ratepayers will find that their own rates may vary from the average, and we are always here to help explain how rates are set and how revenue is spent.

While not restricted by the State Government, the waste charges increase is also held at 2.5% despite a range of challenges such as the introduction of e-waste management and the recycling industry. Council understands the community's expectations that we work with them and other levels of government to take more responsibility for our waste and resource recovery.

Council has again undertaken a review of all fees and charges outlined in the budget, with increases based on strategic service changes or benchmarking against similar or nearby councils.

The Surf Coast Shire Rating Strategy has been reviewed in 2018-19 and the budget incorporates improvements that include greater clarity and justification of rating structures and the removal of the differential rate for vacant land because land banking is no longer a material concern.

Lastly, I wish to thank my fellow councillors and the staff who have worked together to develop this budget and for all they do for the community.

Cr Rose Hodge

Mayor

Budget 2019-20



CEO's Introduction

Council has again developed an annual budget that maintains delivery of the current services as well as catering for a growing and changing community, while still delivering a surplus.

However this budget is made in the face of significant financial challenges, as shown by Council's forecast unallocated cash results in years 2, 3 and 4 of the Long Term Financial Plan. These challenges need to be overcome if the Surf Coast Shire is to enjoy its historical levels of discretionary funding that have supported many valued projects across the Shire.

Council is committed to being financially responsible for generations to come and has adopted an Asset Renewal Funding Strategy. This sets out Council's strategic approach to renewing assets when needed based on a forecast 20 year asset renewal program.

Ongoing business transformation and reform is needed to contribute to long term financial sustainability. Council's key reforms, comprising its Business Improvement Program, Business Case Investment Program and Digital Transformation Program, have delivered over \$4.8 million of financial benefits since their introduction, including \$0.64 million new benefits in the 2019-20 year.

Our strategic direction clearly recognises that Council's future success is based on innovation, collaboration and partnerships. It is important that Council continues to engage in Local Government sector reform initiatives, such as the Rural Councils Transformation Program.

Council's reform programs have broader non-financial objectives, and the Customer Experience Program remains a key focus for Council in 2019-20.

Thank you to the Councillors who reflect our community's aspirations and to the staff for their hard work in preparing this budget.

Keith Baillie
Chief Executive Officer

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Executive Summary

Council has prepared a Budget for the 2019-20 financial year which seeks to meet important demands for services and infrastructure yet remain affordable for our community. Key budget information is provided below about the rate increase and operating result of the Council.

Rates

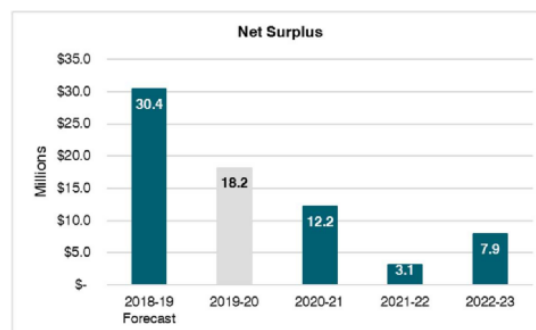
This budget proposes to increase rate revenue in line with the Fair Go Rates System cap, which this year is 2.5%. The cap is set by the State Government and applies to the total revenue generated through general rates and the municipal charge. Council's rate revenue also increases from supplementary rates, which are new ratepayers that are created throughout the year from the building of new properties, subdivisions or existing property development. Council's long term financial planning anticipates the additional rate revenue from new ratepayers. Funds received from these supplementary rates are important to support the needs of a growing population.

New legislation introduced by the State Government means that each property across the state is now subject to an independent annual valuation, and these values will be used to calculate individual property rates. This annual revaluation does not result in a net gain or loss of revenue to Council, but it redistributes the rates burden according to updated property values. This means ratepayers may see rate increases that differ from the average 2.5% increase because of changes to their property value relative to that of other ratepayers' properties. Waste charges are not subject to rate capping but the increase of 2.5% in 2019-20 aligns to the overall rate revenue increase.

Council has adopted a revised Rating Strategy concurrently with the 2019-20 Budget. The revised rating strategy includes the discontinuation of the Vacant Land Differential and the capping of the Municipal Charge. The Rating Strategy does not affect how much revenue Council raises from rates, as this is capped by the State Government's Fair Go Rates System. It does however affect the split of rates between individual ratepayers. Rating information is further detailed in section 4.1 of this document.

Net Surplus

The expected net surplus for the 2019-20 year is \$18.2 million. The net surplus represents all operating revenues less expenses and is further detailed in Council's formal financial statements (section 3). Lower capital grants received are the major reason for the decrease in the net surplus from 2018-19 to 2019-20, due to Council receiving a once-off grant of \$8.0 million for the Surf Coast Multi-purpose Indoor Stadium in 2018-19.



Budget 2019-20



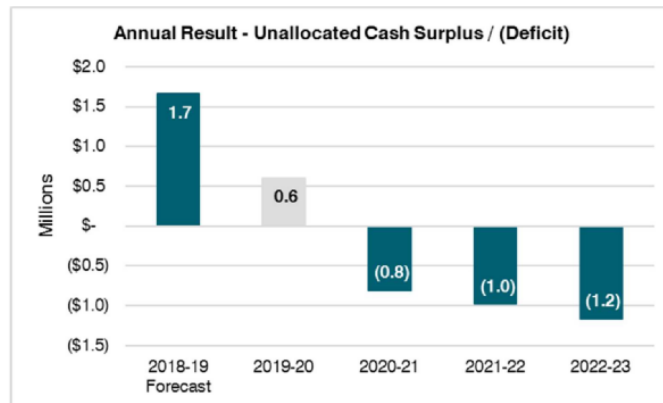
Annual Result

Local government financial reporting often includes a number of pre-allocated items that can make it difficult for readers to understand underlying performance. Contributions, grants and once-off project funding further contribute to this difficulty. Accordingly, it is useful to consider the annual result in the form of the unallocated cash surplus (or deficit). In 2018-19 Council's forecast annual result has been influenced by a significantly favourable recurrent operating result, however this cannot necessarily be expected to continue.

Achieving an unallocated cash surplus in any given year is becoming increasingly difficult for Council under the State Government's Fair Go Rates System (rate capping). This is mainly due to revenue not growing as quickly as costs. The resulting lower available funding constrains Council's ability to both deliver new infrastructure and provide it's broad range of services and the assets on which they depend.

Council has been proactive in introducing three business reform programs (Business Improvement, Business Case Investment and Digital Transformation) to improve efficiency and service, and importantly generate permanent savings that contribute to Council's long term financial sustainability. Council has incorporated a further \$0.6 million of ongoing savings in the 2019-20 budget as a result of these reforms.

Whilst this budget shows a surplus annual result, the Strategic Resource Plan shows from 2020-21 the constrained revenue and anticipated level of financial allocations will challenge Council's ability to continue this outcome.

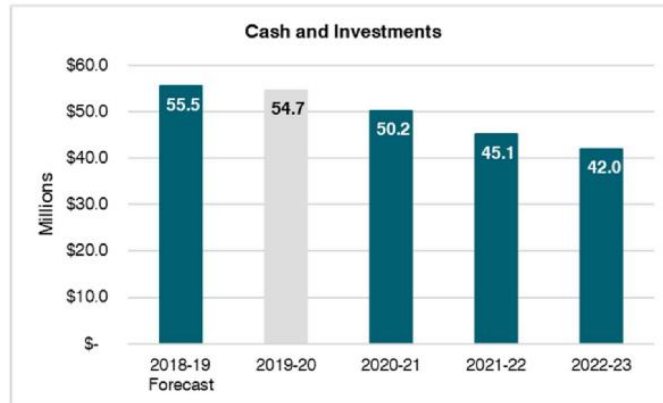


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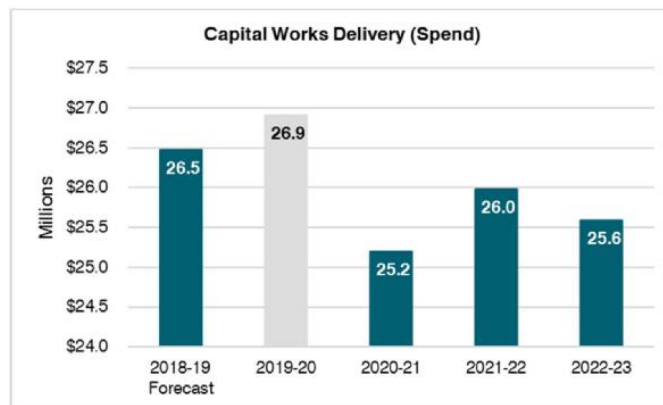
Cash and Investments

Cash and investments are expected to decrease by \$0.8 million during the year to \$54.7 million. There is an injection of cash via borrowings in the 2019-20 year of \$3.3 million, otherwise over time there is a downward trend in cash as Council delivers on project allocations.



Capital Works

Council will deliver \$26.9 million of capital works in 2019-20, a record for delivery of capital works.



The capital works program has been based on strategic analysis and community consultation. This enables Council to assess needs and develop an understanding and justification for each project. The budget also continues Council's commitment to asset renewal funding based on strategic funding models. Council must also address its capital obligations under the Torquay / Jan Juc Developer Contribution Plan.

Council has established an asset renewal funding strategy that provides an overall allocation to asset renewal, rather than determining each year's funding from the projects that are to be undertaken that year. This approach

Budget 2019-20



is based on estimating the level of asset renewal funding required over the next 20 years and smoothly increasing the annual allocation to ensure funds will be available when needed.

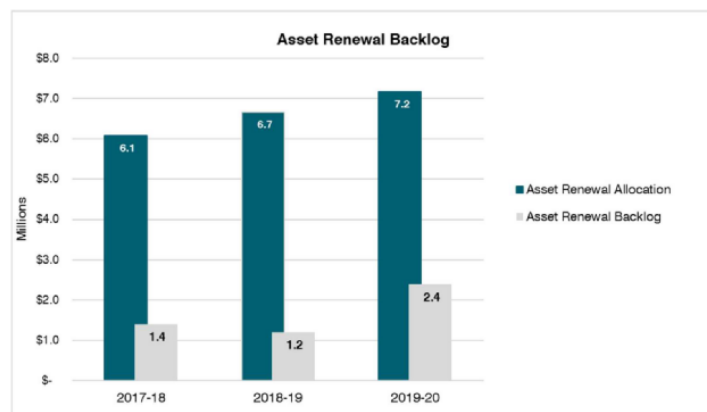
A prioritised strategic approach to the asset renewal allocation avoids renewal requirements having to compete for funding against new priorities. This reflects Council's commitment to maintain existing services. This supports those communities that are not growing at the same rate as others in the Shire and may not receive funding for many new or upgraded facilities.

Further information on Council's capital works program can be found in sections 3.5 and 4.5 of this document.

Asset Renewal Backlog

At times Council has assets that have a condition that require intervention under Council's policies, but have not yet been funded as an asset renewal project. This may be due to insufficient funding being available at the time; or Council may be making a strategic decision not to intervene immediately because a further review is needed. The budget required to renew these assets are placed on Council's asset renewal backlog list (refer to appendix D).

Council's currently identified backlog is \$2.4 million (listed in appendix D). The reasons assets are on the backlog list are included in appendix D. The asset renewal backlog as a percentage of Council's total property, infrastructure, plant and equipment asset base of \$839 million is 0.29%. This is a very low figure when considered across the local government sector. Renewal backlog projects will be considered for funding in future budgets, along with other assets whose condition reaches that point within the next 12 months.



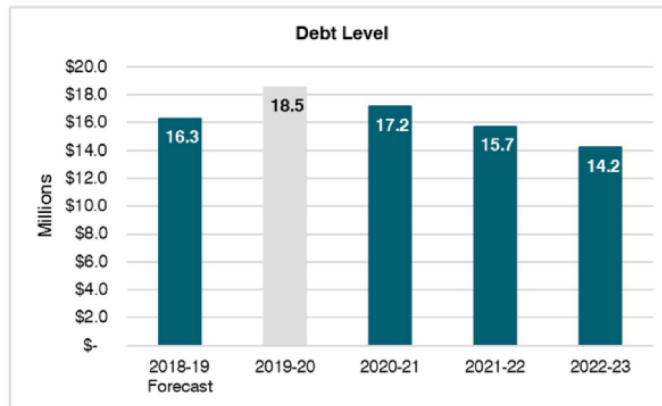
The increase from the 2018-19 renewal backlog of \$1.2 million relates to an increase in roads (\$0.9 million), open space (\$0.3 million) and pathways (\$0.15 million) partially offset by a decrease in building asset (\$0.2 million) backlogs. Council asset renewal funding currently held in the reserve of \$1.4 million may be used to address some of the backlog. The initiation of these projects will be a matter of timing.

Budget 2019-20



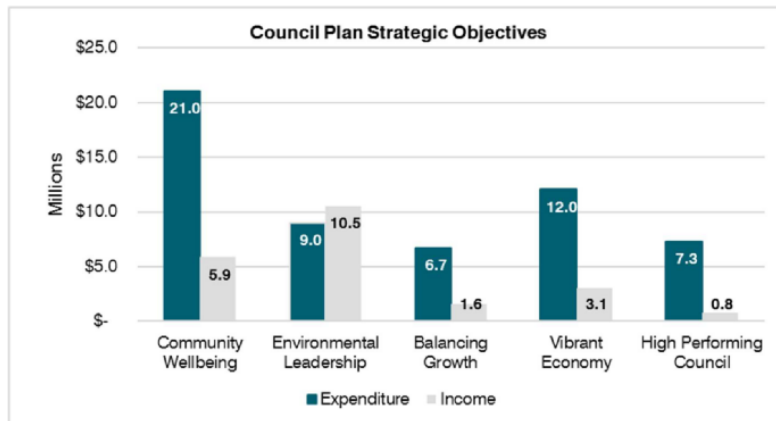
Debt Management

Council continues to maintain a manageable level of debt and is using new borrowings of \$3.3 million in 2019-20 to help fund the Stribling Reserve Pavilions project. Even with the new loan, borrowing levels will remain well within the local government prudential guidelines. Council will consider its cash position before entering into any future debt arrangements. Section 4.2 of this document contains further information about Council's debt profile.



Strategic Objectives

The Council Plan sets out the strategic objectives that Council will focus on for this Council term (2017-2021). The Plan has five key themes with corresponding strategic objectives and outcomes. The following graph outlines Council's non capital expenditure and income for each theme. These are detailed further in sections 1 and 2. Corporate overheads within Council are distributed to primary services to reflect the true cost of service delivery. Recognition of corporate overheads is recommended by the Victorian Auditor General and is increasingly used by many Victorian councils.



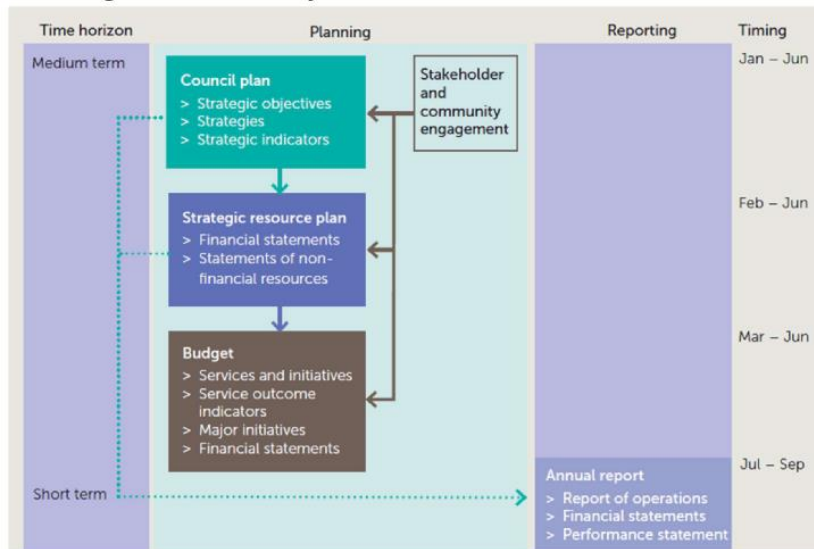
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1. Link to the Council Plan

This section describes how the Budget links to the achievement of the Council Plan within an overall planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term, medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Annual Report).

1.1 Planning and Accountability Framework



Source: Department of Environment, Land, Water and Planning

1.2 Our Purpose

The Surf Coast Shire Council Purpose states the Council exists to:

Help our community and environment to thrive.

The Organisation Direction was introduced to help Council position itself for the future. The direction responds to challenges and opportunities including customer expectations, contemporary workforces, pervasive technology, financial challenges, sector reforms, environmental change and social disadvantages in the community. The Organisation Direction states that the Council will be:

***An innovative and flexible leader,
and a constructive partner,
that values the strengths of others;
a place where people can do their best
and be proud of their achievements.***

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1.3 Council Plan Strategic Objectives

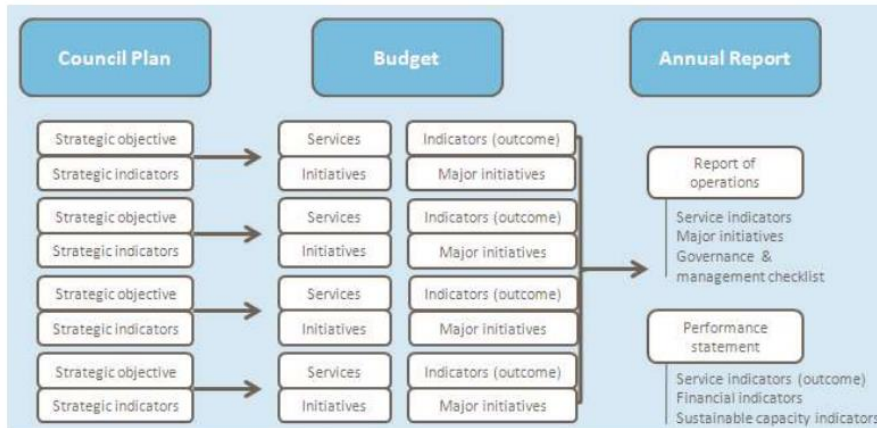
Themes	Strategic Objectives
Community Wellbeing	<ul style="list-style-type: none"> • Support people to participate in and contribute to community life • Support people to be healthy and active • Improve community safety • Provide support for people in need
Environmental Leadership	<ul style="list-style-type: none"> • Drive the use of renewable energy • Improve the re-use of resources • Support local food production • Retain and enhance rural land for appropriate and sustainable uses
Balancing Growth	<ul style="list-style-type: none"> • Ensure infrastructure is in place to support existing communities and provide for growth • Strengthen township boundaries and support unique township character • Understand and manage the impact of population and visitation growth in neighbouring municipalities and our own Shire
Vibrant Economy	<ul style="list-style-type: none"> • Support the creation and retention of jobs in existing and new businesses to meet the needs of a growing community • Facilitate high quality events throughout the year • Strengthen the vitality of town centres • Support key industry sectors such as surfing, tourism, home-based construction, and rural businesses
High Performing Council	<ul style="list-style-type: none"> • Ensure Council is financially sustainable and has the capability to deliver strategic objectives • Ensure that Council decision-making is balanced and transparent and the community is involved and informed • Provide quality customer service that is convenient, efficient, timely and responsive • Ensure the community has access to the services they need

Budget 2019-20



2. Services, Initiatives and Service Performance Indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2019-20 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council’s operations. Council is required by legislation to identify in the budget major initiatives, initiatives and service performance outcome indicators, and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.

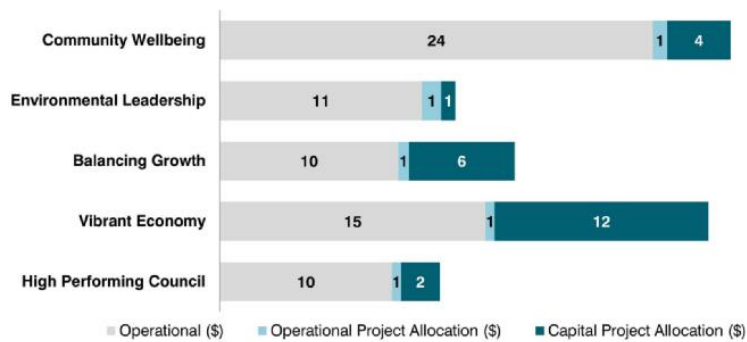


Source: Department of Environment, Land, Water and Planning.

Services for which there are prescribed performance indicators to be reported in accordance with the Regulations are shown in **bold** and underlined in the following sections. The reconciliation between the surplus for the year recorded on the Income Statement and the activities and initiatives is detailed within this section.

The Budget spends \$100 dollar of rates as follows: \$70 dollars on operational expenditure, \$25 on new capital project allocations and \$5 on new operational project allocations.

Where \$100 of Rates are Spent by Council Plan Strategic Theme



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2.1 Strategic Objective – Community Wellbeing

This theme represents an inclusive community where everyone can participate and contribute. As a result, Council is committed to the following strategic objectives:

- Support people to participate in and contribute to community life
- Support people to be healthy and active
- Improve community safety
- Provide support for people in need

This section outlines the activities and initiatives for Council services and key strategic activities.

Description of Services Provided	Classification	Expenditure (Revenue) Net Cost \$'000
Communications, Community Engagement and Advocacy		
This service is responsible for coordinating Council communications, including liaising with media, formulating media releases, preparing publications and delivering digital communication. The unit also provides support to the Mayor and Councillors in regards to media matters. Council's community engagement and advocacy activity is led and supported by the unit.	Recurrent Operations	
	Expenditure	1,017
	Overheads	250
	Revenue	-
		1,267
	Operating Projects	
	Expenditure	-
	Revenue	-
		-
	Capital Allocation	
Community Emergency Management		
This service assists community and Council plan for, respond to and recover from all potential emergencies and their consequences. This includes coordinating arrangements for the utilisation and implementation of Council resources in response to emergencies and arrangements for the provision of assistance to the community during recovery from emergencies. The unit prepares and maintains fire and other emergency management plans integrated with other local, regional and state plans. The unit also delivers fire prevention programs under the CFA Act and community resilience outreach programs with high risk communities.	Recurrent Operations	
	Expenditure	600
	Overheads	153
	Revenue	-
		753
	Operating Projects	
	Expenditure	240
	Revenue	(240)
		-
	Capital Allocation	
Community Health and Development		
This program area aims to support communities to be resilient and empowered through creating inclusive communities where everyone can participate and contribute. They are responsible for implementing many Council Plan strategies under the pillar of Community Wellbeing, addressing issues such as: Rural Access, Preventing Violence Against Women, Gender Equity, Community Safety, Community Development, Healthy Eating and Physical Activity, Communities of Place and Interest, Volunteering and Alcohol, Tobacco and Other Drugs. The unit also focuses on community capacity building via community development activities and grants.	Recurrent Operations	
	Expenditure	550
	Overheads	102
	Revenue	(56)
		596
	Operating Projects	
	Expenditure	-
	Revenue	-
		-
	Capital Allocation	

Budget 2019-20



Description of Services Provided	Classification	Expenditure (Revenue) Net Cost \$'000
Early Years and Youth		
<p>This service aims to support families, children and young people to achieve their full potential. This is achieved through the provision of family oriented support services including kindergartens, toy libraries, maternal and child health, youth development programs, family day care, vacation and occasional care programs. The unit also supports playgroups, visiting specialists and the provision of access to facilities and services. Revenue in this area is generated mainly from government grants received and user service fees.</p>	Recurrent Operations	
	Expenditure	3,862
	Overheads	901
	Revenue	<u>(2,843)</u>
		1,920
	Operating Projects	
	Expenditure	72
	Revenue	<u>(72)</u>
		-
	Capital Allocation	
Facilities & Open Space Operations		
<p>This service maintains and renews a wide range of Council facilities and associated infrastructure (e.g. recreation, early years, public toilets, community halls). It is responsible for managing and programming several sports and multi-purpose community facilities including aquatic facilities, which provide a source of income through user fees. The unit also maintains and develops Council's parks and open space assets (e.g. recreation reserves, playgrounds, skate parks, trees, nature reserves).</p>	Recurrent Operations	
	Expenditure	7,562
	Overheads	(315)
	Revenue	<u>(375)</u>
		6,872
	Operating Projects	
	Expenditure	50
	Revenue	<u>-</u>
		50
	Capital Allocation	
Library and Arts Development		
<p>This service provides a varied program of arts and cultural activities. Council develops policies and strategies to facilitate art practice often in partnership with community members. The function is also responsible for the provision of library services and manages a service agreement with the Geelong Regional Library Corporation. Library services are provided at the Torquay branch and across the municipality with a mobile service.</p>	Recurrent Operations	
	Expenditure	894
	Overheads	37
	Revenue	<u>(3)</u>
		928
	Operating Projects	
	Expenditure	59
	Revenue	<u>(4)</u>
		55
	Capital Allocation	
Positive Ageing		
<p>This service provides a range of home and community care and social support services for older people and people with a disability to assist them to remain independent and active participants in the community. Services include in-home assessment, home delivered and community meals, in-home domestic respite and personal care, home maintenance and modifications, senior citizens, café style support programs, service coordination, and community development activities. Revenue in this area is generated mainly from government grants and user service fees.</p>	Recurrent Operations	
	Expenditure	2,921
	Overheads	576
	Revenue	<u>(2,210)</u>
		1,287
	Operating Projects	
	Expenditure	203
	Revenue	<u>-</u>
		203

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Description of Services Provided	Classification	Expenditure (Revenue) Net Cost \$'000
	Capital Allocation	-
Recreation and Open Space Planning		
This service plans for the development and management of Council facilities with a primary focus on recreation and multi-purpose facilities. It is responsible for assessing community-led recreation projects and delivering numerous recreation and open space projects.	Recurrent Operations	
	Expenditure	979
	Overheads	227
	Revenue	(58)
		1,148
	Operating Projects	
	Expenditure	107
	Revenue	-
		107
		Capital Allocation

Major Initiatives

1. Stribling Reserve Pavilions Redevelopment
2. Positive Ageing Transition Officer

Initiatives – Operational Projects

1. Aged Care Compliance Team Leader Role
2. Engage Youth Program
3. FReeZA Youth Project
4. Municipal Emergency Management Program
5. Arts Community Strengthening Contribution
6. Pop Up Arts Space
7. Positive Ageing Transition Officer
8. Torquay / Jan Juc Social Infrastructure Stage 2
9. Winchelsea Health Club 24/7 Access Project

Initiatives – New Recurrent Expenditure

1. Arboriculture Inspector
2. Children's Services Resource Officer
3. Customer Service Team Leader Capacity
4. Grass Slashing - Eastern Reserve Extension
5. Maternal and Child Health Nurse
6. Maternal and Health Team Leader
7. Outdoor Maintenance for Kindergartens
8. Project Communications and Engagement
9. Recreation Open Space Planning Customer Liaison Officer
10. Toilet Cleaning Consumables Growth
11. Volunteer Management Training

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Maternal and Child Health	Participation	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100

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Service	Indicator	Performance Measure	Computation
			Annual Report 2016-17 Result: 78.42% Annual Report 2017-18 Result: 77.40%
		Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100
			Annual Report 2016-17 Result: 81.25% Annual Report 2017-18 Result: 94.12%
Libraries	Participation	Active library members (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100
			Annual Report 2016-17 Result: 19.43% Annual Report 2017-18 Result: 18.77%
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population
			Annual Report 2016-17 Result: 23% Annual Report 2017-18 Result: 26%

2.2 Strategic Objective – Environmental Leadership

This theme represents preserving and enhancing the natural environment. As a result, Council is committed to the following strategic objectives:

- Drive the use of renewable energy
- Improve the re-use of resources and support local food production
- Retain and enhance rural land for appropriate and sustainable uses

This section outlines the activities and initiatives for Council services and key strategic activities.

Description of Services Provided	Classification	Expenditure (Revenue) Net Cost \$'000
Environment		
This service ensures that Council complies with Victorian and Commonwealth Government legislative requirements regarding the environment, including: native vegetation; listed species and ecological communities; pest plants and animals; and statutory planning referrals. A wide range of Council Plan strategies related to pest plant and animal management, sustainability, environmental leadership and climate change are also delivered. The unit provides expertise in the management of Council's many nature reserves (including the world famous Bells Beach Surfing Recreation Reserve), rural roadsides and also some waterways. The unit provides specialist environmental and sustainability advice internally to Council and externally to community groups, local businesses, agencies and members of the public.	Recurrent Operations	
	Expenditure	998
	Overheads	291
	Revenue	-
		1,289
	Operating Projects	
	Expenditure	388
	Revenue	(6)
		382
	Capital Allocation	
Waste Management		
The Waste Management function involves management of Council's landfill and transfer stations, <u>waste collection</u> including kerbside rubbish collection and street cleaning and maintenance of street litter bins. The Waste Management unit has a strong focus on community education and waste services planning. Revenue in this area is generated mainly from garbage collection fees.	Recurrent Operations	
	Expenditure	6,861
	Overheads	299
	Revenue	(10,530)
		(3,370)
	Operating Projects	
	Expenditure	182

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Description of Services Provided	Classification	Expenditure (Revenue) Net Cost \$'000
	Revenue	-
		182
	Capital Allocation	184

Major Initiatives

1. Solar Power at Anglesea Landfill
2. Solid Waste Management Strategy

Initiatives – Operational Projects

1. Bells Beach Coastal Management Plan
2. Environmental Leadership
3. Kerbside Bin Stickers
4. Lorne Transfer Station Master Plan
5. RACV Water Harvesting Agreement Licence
6. Solar Power at Anglesea Landfill
7. Solid Waste Management Strategy
8. Surf Coast Community Litter Pilot

Initiatives – New Recurrent Expenditure

1. Torquay Waste Drop Off Supervision

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / weight of garbage, recyclables and green organics collected from kerbside bins] x100 Annual Report 2016-17 Result: 54.76% Annual Report 2017-18 Result: 55.06%

2.3 Strategic Objective – Balancing Growth

This theme represents providing for growth whilst ensuring the intrinsic values and character of the Shire are retained. As a result, Council is committed to the following strategic objectives:

- Ensure infrastructure is in place to support existing communities and provide for growth
- Strengthen township boundaries and support unique township character
- Understand and manage the impact of population and visitation growth in neighbouring municipalities and our own Shire

This section outlines the activities and initiatives for Council services and key strategic activities.

Description of Services Provided	Classification	Expenditure (Revenue) Net Cost \$'000
Asset Management		
This service is responsible for integrated and prioritised capital works planning. This includes development and implementation of asset management plans for planning for the expansion of Council's asset portfolio for the needs of a growing population, as well as planning the renewal management of Council's existing Infrastructure. In addition, the	Recurrent Operations	
	Expenditure	969
	Overheads	(612)
	Revenue	(679)
		(322)

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Description of Services Provided	Classification	Expenditure (Revenue) Net Cost \$'000
function manages and maintains Council's fleet portfolio as well as subdivision design approval and works inspections.	Operating Projects	
	Expenditure	35
	Revenue	-
		35
	Capital Allocation	1,924
Engineering Services		
This service is responsible for the design of traffic and drainage infrastructure projects. They also manage traffic management, street lighting and bus shelters throughout the Shire. Revenue in this area is generated mainly from government grants received and user service fees.	Recurrent Operations	
	Expenditure	1,323
	Overheads	293
	Revenue	(65)
		1,551
	Operating Projects	
	Expenditure	110
	Revenue	-
		110
	Capital Allocation	2,229
Planning & Development		
This service is responsible for strategic and <u>statutory planning</u> and planning compliance. It includes processing all planning applications, providing advice and assessing development proposals which require a planning permit, and representing Council at the Victorian Civil and Administrative Tribunal where necessary. It is also responsible for monitoring Council's planning scheme, developing land use policy and preparing and processing amendments to the Planning Scheme. Review of policies and strategies relating to urban design issues are also processed under this function. Revenue in this area is generated mainly from government grants and user service fees.	Recurrent Operations	
	Expenditure	3,557
	Overheads	891
	Revenue	(842)
		3,606
	Operating Projects	
	Expenditure	165
	Revenue	-
		165
	Capital Allocation	-

Major Initiative

1. Winchelsea Precinct Structure Plan

Initiatives – Operational Projects

1. Implementation of the Winchelsea Design Guidelines
2. Review and Update the Pathway Strategy
3. Torquay Multi-use Synthetic Pitch Facility Business Case
4. Water Sensitive Urban Design Maintenance Manual
5. Winchelsea Infrastructure Plan Allocation
6. Winchelsea Precinct Structure Plan

Initiatives – New Recurrent Expenditure

1. Line Marking Maintenance
2. Peer Review of Planning Files
3. Repainting of Decorative Light Poles

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Performance
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Statutory planning	Decision making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
			Annual Report 2016-17 Result: 80.95%
			Annual Report 2017-18 Result: 50.00%

2.4 Strategic Objective – Vibrant Economy

This theme represents supporting innovative, sustainable businesses and activities that create jobs and are valued by the community and visitors. As a result, Council is committed to the following strategic objectives:

- Support the creation and retention of jobs in existing and new businesses to meet the needs of a growing community
- Facilitate high quality events throughout the year
- Strengthen the vitality of town centres
- Support key industry sectors such as surfing, tourism, home-based construction, and rural businesses

This section outlines the activities and initiatives for Council services and key strategic activities.

Description of Services Provided	Classification	Expenditure (Revenue) Net Cost \$'000
Civil Works		
This service is responsible for the construction, maintenance and day-to-day operation of Council's sealed and unsealed road network, ensuring that it can support day-to-day activities including businesses moving customers, supplies and products across the Shire. The Civil Works team also maintains drains and footpaths and other civil infrastructure. In undertaking these responsibilities, the unit is also required to source and manage contracting services to assist with the completion of works, regularly review the standard and cost of materials, and to keep up to date with improved work practices.	Recurrent Operations	
	Expenditure	4,434
	Overheads	563
	Revenue	(33)
		4,964
	Operating Projects	
	Expenditure	-
	Revenue	-
		-
		Capital Allocation
Development Compliance & Local Laws		
These diverse services support the economy through overseeing issue and compliance with building development controls and enforcement, permits for footpath trading, local law enforcement and Victorian Government agencies enforcement activities. This service provides staff at school crossings to ensure that all pedestrians are able to cross the road safely. It also provides animal management services including a cat trapping program, a dog and cat collection service, a lost and found notification service, a pound service, a registration and administration service, an after-hours service and an emergency service. Revenue in this area is generated mainly from the issuance of infringement notices.	Recurrent Operations	
	Expenditure	2,009
	Overheads	689
	Revenue	(1,664)
		1,034
	Operating Projects	
	Expenditure	-
	Revenue	-
		-
		Capital Allocation
Economic Development & Tourism		
The Economic Development and Tourism service is responsible for business engagement and support, grants administration, tourism marketing, visitor centres, event facilitation and the Australia National	Recurrent Operations	
	Expenditure	2,578
	Overheads	542

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Description of Services Provided	Classification	Expenditure (Revenue) Net Cost \$'000
Surfing Museum. It includes supporting existing business, attracting new business, providing economic data, grants administration, developing business profiles and contributing to local trader groups. Tourism development functions include promoting the conference market, product development and marketing and funding Great Ocean Road Regional Tourism. The service also facilitates a range of small to internationally recognised events via our event liaison team and provides an event grants funding program. Four visitor centres and the Australian National Surfing Museum service and distribute information to visitors. Revenue in this area is generated mainly from Museum and Visitor Information Centre sales.	Revenue	(595)
	Operating Projects	
	Expenditure	213
	Revenue	-
		213
	Capital Allocation	-
Environmental Health		
This service provides public and environmental health protection services to the community and ensures Council complies with its legislative duties. Services include: food safety – registration and monitoring compliance of food, accommodation, caravan parks and health (hairdressers, tattooist, beauty etc.) businesses; Inspection and issuing permits for wastewater treatment systems and septic tanks; Investigations of public health complaints such as nuisances, food safety, pest control, noise, emissions, odour, pollution, asbestos, water quality; Customer Services/Expert Advice on public and environmental health matters; Public health emergency response; and Childhood and School Immunisation Services. Revenue is generated mainly from health registration fees.	Recurrent Operations	
	Expenditure	659
	Overheads	188
	Revenue	(313)
		534
	Operating Projects	
	Expenditure	-
	Revenue	-
		-
		Capital Allocation
Gherang Gravel Pits		
Revenue in this service area relates to gravel pit royalties. Expenditure relating to this service relates to Crown royalty and leasing costs, maintenance, management and associated fees.	Recurrent Operations	
	Expenditure	156
	Overheads	9
	Revenue	(455)
		(290)
	Operating Projects	
	Expenditure	-
	Revenue	-
		-
		Capital Allocation

Major Initiative

1. Torquay Retail and Commercial Strategy

Initiatives – Operational Projects

1. Increased Event Funding
2. Production of Janjucetus Skeleton
3. Road Safety Audit Cape Otway
4. Road Safety Officer
5. Torquay Retail and Commercial Strategy
6. Torquay Town Centre Planning Scheme Amendment
7. 'Wrecked' TV Pilot Contribution

Initiatives – New Recurrent Expenditure

1. Environmental Health Officer

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Service Performance Indicators

Service	Indicator	Performance Measure	Computation
Animal Management	Health and safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions Annual Report 2016-17 Result: 0 Annual Report 2017-18 Result: 0
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads Annual Report 2016-17 Result: 61% Annual Report 2017-18 Result: 59%
Food Safety	Health and safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100 Annual Report 2016-17 Result: 99.37% Annual Report 2017-18 Result: 98.84%

2.5 Strategic Objective – High Performing Council

This theme represents delivering valued services to the community. As a result, Council is committed to:

- Ensuring Council is financially sustainable and has the capability to deliver strategic objectives
- Ensuring that Council decision-making is balanced and transparent and the community is involved and informed
- Providing quality customer service that is convenient, efficient, timely and responsive
- Ensuring the community has access to the services they need

This section outlines the activities and initiatives for Council services and key strategic activities.

Description of Services Provided	Classification	Expenditure (Revenue) Net Cost \$'000
Business Improvement		
This service leads Council's efforts to identify and implement business improvement opportunities in order to deliver financial, service and other benefits. In particular, realising financial gains is important to ensure Council can deliver and maintain the services and new infrastructure required by our growing community.	Recurrent Operations	
	Expenditure	160
	Overheads	73
	Revenue	-
		233
	Operating Projects	
	Expenditure	120
	Revenue	-
		120
		Capital Allocation
Corporate Planning		
This service coordinates the development of organisational policy, strategy and systems, and provides support in the areas of corporate planning, performance measurement and reporting. As a Council	Recurrent Operations	
	Expenditure	600
	Overheads	(600)
	Revenue	-

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Description of Services Provided	Classification	Expenditure (Revenue) Net Cost \$'000
support service, \$0.6 million is distributed as a corporate overhead to the primary services within Council.		-
	Operating Projects	
	Expenditure	-
	Revenue	-
	Capital Allocation	-
Customer Service		
This service is responsible for coordinating Council's front of house customer services activities, including attending to customer phone and face-to-face enquiries. This service includes the customer experience function that focuses on supporting and enhancing customer service across the organisation.	Recurrent Operations	
	Expenditure	836
	Overheads	250
	Revenue	-
		1,086
	Operating Projects	
	Expenditure	-
	Revenue	-
	Capital Allocation	-
Councillors, Council Support & Executive Services		
This area provides support for the nine elected representatives of Council as well as the four members of the Executive Management Team and includes costs of \$1.4 million that relate to Council administration and meeting support, a portion of governance , legal support, risk management and other corporate overheads. This area also includes \$50 thousand for strategic partnerships.	Recurrent Operations	
	Expenditure	2,202
	Overheads	1,434
	Revenue	-
		3,636
	Operating Projects	
	Expenditure	-
	Revenue	-
	Capital Allocation	-
Digital Transformation		
The Digital Transformation service is tasked with implementing Council's Digital Transformation Strategy. This strategy aims to implement new technology to improve the customer experience, build capability in the business, and achieve financial outcomes. Council has made a specific capital allocation to the implementation of the strategy, but recognises that some of the back-office support functions provide corporate services to this DT function. The recurrent operations reflects \$0.13 million of distributed corporate overheads.	Recurrent Operations	
	Expenditure	-
	Overheads	134
	Revenue	-
		134
	Operating Projects	
	Expenditure	-
	Revenue	-
	Capital Allocation	738
Financial Management		
This service provides financial services to both internal and external customers of the organisation. The unit is responsible for ensuring that Council complies with its statutory obligations in regard to financial planning and reporting as well as provision of accounting services and management of Council funds. Duties include managing creditors,	Recurrent Operations	
	Expenditure	2,505
	Overheads	(1,426)
	Revenue	(786)
		293

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Description of Services Provided	Classification	Expenditure (Revenue) Net Cost \$'000
<p>payroll and financial reporting. The Financial Management unit plays an integral part in Council's long term financial planning processes, the formulation of Council's annual budget, and the regular reporting of Council's financial performance. This function also includes management of raising and collection of Council's primary revenue source, rates and charges. Revenue in this area is generated mainly from debt collection recoupments and receipt of the Financial Assistance Grant. As a Council support service, \$1.4 million is distributed as a corporate overhead to primary services within Council.</p>	Operating Projects	
	Expenditure	-
	Revenue	-
		-
	Capital Allocation	-
		-
Governance		
<p>This service provides statutory and corporate support to the organisation in the development and review of organisational policies and procedures, Council meeting administration, ensuring compliance with legislative requirements, managing Freedom of Information and privacy requests, management of procurement and contracts, Council property administration, maintenance of public registers, Council election services and management of delegations and authorisations. As a Council support service, \$0.5 million is distributed as a corporate overhead to the primary services within Council.</p>	Recurrent Operations	
	Expenditure	495
	Overheads	(495)
	Revenue	-
		-
	Operating Projects	
	Expenditure	53
	Revenue	-
		53
	Capital Allocation	-
	-	
Information Services		
<p>This service includes two main sections, Information Technology (incl. Geospatial Information systems) and Records Management. The Information Technology area supports the organisations requirements for computer services (incl. provision, support, maintenance, licencing and infrastructure), communications (fixed, mobile and data) and geospatial mapping facilities for council and external uses. The Records Management area manages document compliance (incl. creating, capturing, classifying and archival maintenance), and processing of incoming and outgoing correspondence. The Information Services unit has the responsibility to support the organisation with a cost effective and efficient technology service that seeks to improve the performance of the organisation. As a Council support service, \$3.3 million is distributed as a corporate overhead to the primary services within Council.</p>	Recurrent Operations	
	Expenditure	3,337
	Overheads	(3,337)
	Revenue	-
		-
	Operating Projects	
	Expenditure	-
	Revenue	-
		-
	Capital Allocation	105
	-	
People and Culture		
<p>This service is responsible for supporting the organisation with strategic and operational human resources management and includes learning and development and occupational health and safety. The activities of the unit include developing and implementing strategies, policies and procedures that promote high level human resources and industrial relations services. The unit also supports the organisation in attracting new staff, retaining existing staff and the ongoing development of the skills within Council's work force. As a Council support service, \$1.4 million is distributed as a corporate overhead to the primary services within Council.</p>	Recurrent Operations	
	Expenditure	1,353
	Overheads	(1,353)
	Revenue	-
		-
	Operating Projects	
	Expenditure	-
	Revenue	-
		-
	Capital Allocation	227
	-	
Program Management Office		
<p>This service provides leadership, analysis and support for Council's program of projects. This includes a standardised and integrated approach to project management across the organisation to ensure the</p>	Recurrent Operations	
	Expenditure	20
	Overheads	887

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Description of Services Provided	Classification	Expenditure (Revenue) Net Cost \$'000	
successful delivery of Council's annual program. It has accountability for the successful management of all program management processes, systems and functions, including the Project Delivery Framework, Project Delivery Process and Program Status Reporting for all capital and operational projects. The \$0.9 million net cost comprises corporate overheads and project sponsor support. The capital allocation comprises community project management support.	Revenue	-	
		907	
	Operating Projects		
	Expenditure	-	
	Revenue	-	
		-	
	Capital Allocation	51	
	Project Management Team		
	Recurrent Operations		
	Expenditure	(59)	
Overheads	59		
Revenue	-		
	-		
	Operating Projects		
Expenditure	-		
Revenue	-		
	-		
	Capital Allocation	-	
Risk Management & Legal Services			
This service involves developing and monitoring Council's risk management system, including provision of support to the organisation in relation to managing risk, insurance policies and business continuity. As a Council support service, \$0.7 million is distributed as a corporate overhead to the primary services within Council.	Recurrent Operations		
	Expenditure	711	
	Overheads	(711)	
	Revenue	(23)	
		(23)	
		Operating Projects	
	Expenditure	40	
	Revenue	-	
		40	
		Capital Allocation	-

Major Initiatives

- Digital Transformation Program
- Centralised Compliance Framework

Initiatives – Operational Projects

- Business Improvement Officer (Business Case)
- Centralised Compliance Framework
- Council Election Preparation
- Valuations for Insurance Purposes
- VEC Subdivision Review

Initiatives – New Recurrent Expenditure

- IT (Business as Usual) Increased Costs

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Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community Annual Report 2016-17 Result: 53% Annual Report 2017-18 Result: 52%

2.6 Strategic Performance Outcome Indicators

The service performance indicators detailed in the preceding pages will be reported on in the Performance Statement which is prepared at the end of the year as required by Section 132 of the Act and included in the 2019-20 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance and sustainable capacity, which are not included in this budget report. The prescribed performance indicators contained in the Performance Statement are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the Report of Operations.

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2.7 Reconciliation of Strategic Objectives to the Income Statement

	Net Cost (Income) \$'000	Expenditure \$'000	(Income) \$'000
Strategic Theme			
Community Wellbeing	15,186	21,046	(5,860)
Environmental Leadership	(1,517)	9,019	(10,535)
Balancing Growth	5,147	6,732	(1,585)
Vibrant Economy	8,979	12,038	(3,060)
High Performing Council	6,478	7,287	(810)
Total Activities and Initiatives	34,273	56,123	(21,850)
Non-Attributable Items			
Asset Write Offs	1,673	1,673	-
Bad & Doubtful Debts	90	90	-
Borrowing Costs	1,031	1,031	-
Carry Forward Adjustment	(129)	(129)	-
Depreciation	14,842	14,842	-
Expensed Capital Works	1,545	1,545	-
Granted Assets	(12,850)	-	(12,850)
Grants Commission	(2,314)	-	(2,314)
Net Gain on Disposal of Property, Plant & Equipment	(265)	-	(265)
Other Income	(1,060)	-	(1,060)
Non-Attributable Items	2,563	19,052	(16,489)
Deficit before Funding Sources	36,836		
Funding Sources			
Rates Revenue & Municipal Charges	(46,429)		
Capital Works Program Grants	(6,046)		
Capital Works Program Contributions	(59)		
Contributions - Monetary	(2,469)		
Total Funding Sources	(55,002)		
(Surplus)/Deficit as per Income Statement	(18,166)		

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2.8 Service Statistics

Service	Service
Customer Service	Event Grants Program
Total calls taken	60,000
Total service centre visits	23,000
Rates queries responded to	6,500
Freedom of Information requests responded to	20
Aged and Disability Services	Number of major events supported
Domestic Assistance (hours delivered)	14,185
Personal Care (hours delivered)	7,569
Respite Care (hours delivered)	3,055
Planned Activity Groups (hours delivered)	3,423
Delivered Meals (meals provided)	7,971
Delivered Meals (hours provided)	267
Home Maintenance (hours provided)	621
Home Modifications	257
Transport (hours provided)	1,431
Residents supported by assessment team	556
Children's Services	Community Facilities
Kindergartens maintained	7
Children enrolled in Kinder programs	431
Family Day Care (hours provided)	27,519
Infants enrolled in MCH service	340
Community Health and Development	Recreation Reserves maintained:
Number of Community groups allocated small grants	13
Number of Volunteers supported	Halls Maintained:
Volunteer hours provided	12
Environmental Health Services	Playgrounds Maintained:
Food Premises Inspections	49
Registered food businesses	Local Laws
Food Sampling Analysis	Dog registrations
Immunisation vaccinations	6,806
Library Services	Cat registrations
Library visits	968
Library loans	Animal infringements
Library collection	40
Library memberships	Parking infringements
Winchelsea Pool	4,640
Annual attendance	After Hours calls received
9,000	180
Australian National Surfing Museum	Statutory Planning
Annual visitation	Applications received and dealt with
18,000	650
	Planning permits audited
	150
	Complaints received and dealt with
	170
	Building
	Property Information requests provided
	820
	Essential Services audits
	-
	Reports and consents
	190
	Building Notices Issued
	150
	Building Permits lodged
	1,300
	Road Services
	Length of roads (km's)
	1,066
	Gravel roads graded (km's)
	1,000
	Footpaths maintained (m ²)
	1,200
	Potholes repaired (m ²)
	Road Resealed (km's)
	6.43
	Road resheets (km's)
	9.73
	Waste Management
	Weekly waste collections services (urban)
	16,963
	Fortnightly waste collections services (rural)
	1,673
	Avg weekly household waste generation (kg)
	7
	Annual garbage collected kerbside (tonnes)
	6,400
	Annual garbage collected transfer (tonnes)
	3,220
	Annual garbage collected sweeper (tonnes)
	1,000
	Annual recyclables collected (tonnes)
	4,800

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3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2019-20 has been supplemented with projections to 2022-23 extracted from the Long Term Financial Plan. The following financial statements are prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

The 2019-20 budget has been prepared based on the accounting standards applicable at the date of preparation. This means that pending accounting standards that will be in effect from the 2019-20 financial year have not been considered in the development of the budget.

Standards that are likely to impact on the 2019-20 financial statements, not considered in the preparation of the budget include:

- AASB 16 Leases
- AASB 15 Revenue from Contracts with Customers, and
- AASB 1058 Income of Not for Profit Entities.

While it is not possible to determine the precise impact of these standards at this time, the broad impact on Council is estimated to be as follows:

- AASB 16 Leases – Introduces a single lessee accounting model whereby the Council will be required to recognise a right of use asset and associated liability for leases longer than 12 months, except those considered to be of low value.
- AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not for Profit Entities – Change the way that Councils recognise income and also address matters such as grant funding, contribution of assets and volunteer services. A key change is replacement for some transactions of the criteria of control as a determinant of the timing of income recognition, with the criteria of satisfying performance obligations in an enforceable agreement. These new standards have the potential to impact the timing of how the Council recognises income.

Budget 2019-20



3.1 Comprehensive Income Statement

For the four years ending 30 June 2023

	NOTES	2018-19 Forecast \$000	2019-20 Budget \$000	2020-21 Strategic Resource Plan \$000	2021-22 \$000	2022-23 Plan \$000
Income						
Rates and charges	4.1.1	52,304	54,335	56,462	58,808	61,237
Statutory fees and fines	4.1.2	2,285	2,012	2,052	2,093	2,135
User charges	4.1.3	7,681	7,111	7,267	7,422	7,585
Grants - Operating	4.1.4	8,667	5,824	8,078	8,285	8,449
Grants - Capital	4.1.4	14,591	6,046	1,051	1,051	1,051
Contributions - monetary	4.1.5	4,982	3,838	3,661	2,992	3,725
Contributions - non-monetary assets	4.1.6	13,970	12,850	9,645	2,895	6,060
Net gain/(loss) on disposal of property infrastructure, plant and equipment	4.1.7	(220)	265	-	-	-
Other Income	4.1.8	1,272	1,060	1,109	1,031	959
Total Income		105,531	93,341	89,325	84,578	91,201
Expenses						
Employee costs	4.1.9	30,925	32,926	33,714	34,837	36,012
Materials and services	4.1.10	27,089	23,412	24,135	25,731	26,427
Bad and doubtful debts	4.1.11	103	90	92	95	97
Depreciation	4.1.12	13,780	14,842	15,963	16,716	17,496
Borrowing costs	4.1.13	1,089	1,031	1,133	1,045	954
Asset write offs	4.1.14	930	1,673	866	1,754	1,001
Other Expenses	4.1.15	1,198	1,201	1,231	1,262	1,293
Total expenses		75,113	75,175	77,133	81,439	83,281
Surplus/(deficit) for the year		30,418	18,166	12,191	3,139	7,920
Other Comprehensive Income						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation increment	4.1.16	21,122	14,794	7,342	6,731	20,904
Total Comprehensive Result		51,539	32,960	19,533	9,870	28,824

Budget 2019-20



3.2 Balance Sheet

For the four years ending 30 June 2023

NOTES	2018-19	2019-20	2020-21	2021-22	2022-23
	Forecast \$'000	Budget \$'000	Strategic Resource Plan \$'000		
Assets					
Current assets					
Cash and cash equivalents	45,491	44,662	40,196	35,138	32,058
Trade and other receivables	4,318	4,372	4,402	4,455	4,517
Other financial assets	10,000	10,000	10,000	10,000	10,000
Inventories	257	262	262	262	262
Other assets	650	663	676	690	704
Total current assets	60,716	59,959	55,537	50,545	47,541
Non-current assets					
Trade and other receivables	74	47	18	11	11
Property, infrastructure plant & equipment	802,730	838,997	861,638	874,072	901,385
Investments in associates and joint ventures	457	457	457	457	457
Total non-current assets	803,261	839,501	862,113	874,540	901,852
Total assets	863,976	899,460	917,650	925,085	949,393
Liabilities					
Current liabilities					
Trade and other payables	5,258	5,492	5,505	5,511	5,518
Trust funds and deposits	2,883	2,883	2,883	2,883	2,883
Provisions	5,658	5,698	6,708	8,698	5,698
Interest bearing liabilities	1,032	1,356	1,432	1,522	1,617
Other Liabilities	215	215	215	215	215
Total current liabilities	15,047	15,644	16,742	18,829	15,931
Non-current liabilities					
Provisions	10,845	10,852	9,842	6,842	6,842
Interest bearing liabilities	15,253	17,171	15,739	14,217	12,599
Total non-current liabilities	26,097	28,023	25,581	21,059	19,442
Total liabilities	41,144	43,667	42,324	39,888	35,373
Net assets	822,833	855,793	875,326	885,196	914,021
Equity					
Accumulated surplus	432,668	451,664	468,321	476,518	487,518
Asset revaluation reserve	335,733	350,527	357,869	364,600	385,504
Other reserves	54,431	53,602	49,136	44,078	40,998
Total equity	822,833	855,793	875,326	885,196	914,021

3.3 Statement of Changes in Equity

For the four years ending 30 June 2023

NOTES	2018-19	2019-20	2020-21	2021-22	2022-23
	Forecast \$'000	Budget \$'000	Strategic Resource Plan \$'000		
Equity Opening Balance	771,293	822,833	855,793	875,326	885,196
Surplus for the Year	30,418	18,166	12,191	3,139	7,920
Net Asset Revaluation	21,122	14,794	7,342	6,731	20,904
Total Equity	822,833	855,793	875,326	885,196	914,021

Budget 2019-20



3.4 Statement of Cash Flows

For the four years ending 30 June 2023

	NOTES	2018-19 Forecast \$'000	2019-20 Budget \$'000	2020-21 Strategic \$'000	2021-22 Resource Plan \$'000	2022-23 Plan \$'000
Cash flow from operating activities						
Rates and charges		52,209	54,276	56,444	58,745	61,157
Grants - operating		8,972	6,030	8,362	8,577	8,746
Grants - capital		14,841	6,046	1,051	1,051	1,051
Contributions		4,982	3,838	3,661	2,992	3,725
Interest received		1,257	1,053	1,101	1,024	951
Statutory fees and fines		2,281	2,024	2,049	2,090	2,131
User charges		8,107	7,180	7,337	7,494	7,658
Net GST refund/payment		4,380	4,611	4,358	4,490	4,512
Trust funds received/(taken)		16	-	-	-	-
Employee costs		(30,775)	(32,601)	(33,682)	(34,811)	(35,985)
Materials and Services		(33,437)	(29,604)	(30,176)	(31,946)	(32,705)
Net cash provided from operating activities	4.4.1	32,833	22,852	20,506	19,706	21,243
Cash Flows from investing activities						
Proceeds from sale of property, plant & equipment		1,101	480	370	380	390
Payments for property, plant, equipment & infrastructure assets		(23,166)	(25,371)	(22,853)	(22,668)	(22,236)
Cash Flows from investing activities		35,020	-	-	-	-
Net cash used in investing activities	4.4.2	12,955	(24,891)	(22,483)	(22,288)	(21,846)
Cash flows from financing activities						
Finance costs		(1,088)	(1,033)	(1,133)	(1,045)	(954)
Proceeds from interest bearing loans and borrowings		-	3,275	-	-	-
Repayment of interest bearing loans and borrowings		(977)	(1,032)	(1,356)	(1,432)	(1,522)
Net cash provided from financing activities	4.4.3	(2,065)	1,209	(2,489)	(2,477)	(2,477)
Net increase/(decrease) in cash & cash equivalents held		43,723	(830)	(4,465)	(5,058)	(3,080)
Cash & cash equivalents at the beginning of the period		1,768	45,491	44,662	40,196	35,138
Cash & cash equivalents at the end of the period		45,491	44,662	40,196	35,138	32,058
Investments (current and non-current financial assets)						
		10,000	10,000	10,000	10,000	10,000
Total cash & investments at the end of the period	4.4.4	55,491	54,662	50,196	45,138	42,058

Budget 2019-20



3.5 Statement of Capital Works

For the four years ending 30 June 2023

		2018-19	2019-20	2020-21	2021-22	2022-23
	NOTES	Forecast	Budget	Strategic Resource Plan		
		\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Land		1,580	-	-	-	-
Total Land		1,580	-	-	-	-
Buildings		2,635	8,963	6,366	5,463	3,086
Total Buildings		2,635	8,963	6,366	5,463	3,086
Total Property		4,215	8,963	6,366	5,463	3,086
Plant and Equipment						
Plant, Machinery & Equipment		1,934	1,920	1,734	1,846	1,928
Fixtures, Fitting & Furniture		228	205	-	-	-
Computers & Telecomms		1,148	1,719	356	286	595
Total Plant and Equipment		3,310	3,844	2,090	2,132	2,523
Infrastructure						
Bridges		416	1,311	100	80	86
Drainage & Sewerage		329	182	106	111	115
Footpaths & Cycleways		1,760	1,147	1,108	1,266	973
Parks, Open Space & Streetscapes		1,436	1,545	1,503	770	618
Recreation, Leisure & Communities		3,895	1,779	4,843	5,400	2,507
Roads		7,756	6,581	6,736	6,437	9,328
Offstreet Car Parks		8	-	-	-	-
Expensed Capital Works		3,308	1,545	2,352	3,317	3,359
Landfill Provision		41	17	-	1,010	3,000
Total Infrastructure		18,949	14,109	16,749	18,390	19,986
Total Capital Works Expenditure	4.5.1	26,474	26,916	25,205	25,985	25,595
Expenditure Types						
New Asset Expenditure		5,461	9,694	7,396	5,957	3,572
Asset Renewal Expenditure		8,895	9,360	10,085	9,054	9,607
Asset Expansion Expenditure		30	13	999	1,063	1,107
Asset Upgrade Expenditure		8,739	6,287	4,372	5,583	4,951
Expensed Capital Works		3,308	1,545	2,352	3,317	3,359
Landfill Provision Works		41	17	-	1,010	3,000
Total Capital Works Expenditure	4.5.1	26,474	26,916	25,205	25,985	25,595
Funding Sources						
External						
Capital Grants		14,511	6,046	1,051	1,051	1,051
Contributions		847	59	-	-	-
Borrowings		-	3,275	-	-	-
Special Charges		44	-	-	-	-
Internal						
Proceeds from Sale of Assets		439	480	370	380	390
Council Cash		10,634	17,057	23,784	24,554	24,154
Total Capital Works Funding Sources	4.5.1	26,474	26,916	25,205	25,985	25,595

Budget 2019-20



Reconciliation of Net Movement in Property Plant and Equipment

	2018-19	2019-20	2020-21	2021-22	2022-23
	Forecast	Budget	Strategic Resource Plan		
	\$'000	\$'000	\$'000	\$'000	\$'000
Total Capital Works Spend	26,474	26,916	25,205	25,985	25,595
Asset Revaluation Increment	21,122	14,794	7,342	6,731	20,904
Depreciation	(13,780)	(14,842)	(15,963)	(16,716)	(17,496)
Written Down Value of Assets Sold	(439)	(215)	(370)	(380)	(390)
Assets Written Off	(930)	(1,673)	(866)	(1,754)	(1,001)
Expensed Capital Works	(3,308)	(1,545)	(2,352)	(3,317)	(3,359)
Landfill Provision Works	(41)	(17)	-	(1,010)	(3,000)
Granted Assets	13,970	12,850	9,645	2,895	6,060
Net Movement in Property, Plant and Equipment	43,068	36,268	22,641	12,434	27,313

3.6 Statement of Human Resources

For the four years ending 30 June 2023

	NOTES	2018-19	2019-20	2020-21	2021-22	2022-23
		Forecast	Budget	Strategic Resource Plan		
		\$'000	\$'000	\$'000	\$'000	\$'000
Staff Expenditure						
Employee Costs - Operating as per Income Statement	4.6.1	30,925	32,926	33,714	34,837	36,012
Employee Costs - Capital		1,650	1,898	1,940	1,983	2,026
Total Staff Expenditure		32,576	34,824	35,654	36,820	38,038
Staff Numbers (FTE)						
Employees		329.6	338.7	341.2	342.6	344.0
Total Staff Numbers (FTE)		329.6	338.7	341.2	342.6	344.0

A summary of human resources expenditure categorised according to the organisational structure of Council is included below for 2019-20.

Division	2019-20	2019-20	2019-20
	Budget	Full Time	Part Time
	\$'000	\$'000	\$'000
Chief Executive Office	1,276	1,254	21
Culture and Community	12,336	6,520	5,816
Environment and Development	9,047	6,445	2,602
Governance and Infrastructure	8,973	7,046	1,927
Total Staff Expenditure	31,631	21,265	10,366
Casuals	654		
Other Employee Costs	640		
Employee Costs as per Income Statement	32,926		
Civil and Open Space Capitalised Labour	630		
Capitalised Project Management Labour	1,269		
Total Expenditure	34,824		

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below for 2019-20.

Division	2019-20	2019-20	2019-20
	Budget	Full Time	Part Time
Chief Executive Office	6.3	6.0	0.26
Culture and Community	131.9	63.4	68.5
Environment and Development	86.9	59.1	27.7
Governance and Infrastructure	90.9	69.0	21.9
Total Staff (FTE)	316.0	197.5	118.4
Casuals and Other Employee Costs	7.4		
Capitalised Labour	15.3		
Total Staff (FTE)	338.7		

Budget 2019-20



3.7 Four Year Financial Plan

For the four years ending 30 June 2023

	2018-19 Forecast \$'000	2019-20 Budget \$'000	2020-21 Strategic Resource Plan \$'000	2021-22 Strategic Resource Plan \$'000	2022-23 Strategic Resource Plan \$'000
Recurrent EBITDA less Waste and Other Special Purposes					
Property Rates and Charges	44,648	46,429	48,372	50,382	52,463
Grants	7,822	5,513	8,029	8,237	8,449
Other Revenue	7,403	7,183	7,327	7,474	7,623
Total Recurrent Income	59,873	59,125	63,728	66,093	68,535
Employee Benefits	29,225	31,121	31,930	32,760	33,612
Materials and Services	16,068	15,167	15,548	15,934	16,333
Total Expenditure - Existing Operations	45,291	46,288	47,476	48,695	49,945
Financial Recurrent Savings Target		-	550	1,000	1,450
Compliance Costs (Recurrent)	-	65	300	600	900
Compliance Costs (Projects)	-	-	500	500	500
Non-Discretionary Growth	-	250	300	600	900
Discretionary Growth Budget Year	-	233	683	700	718
Discretionary Growth	-	-	300	600	900
Total Expenditure - New Operations	-	548	2,083	3,000	3,918
Recurrent EBITDA less Waste and Other Special Purposes	14,582	12,290	14,719	15,398	16,122
Recurrent EBITDA Waste					
Garbage Charges	7,482	7,766	8,091	8,426	8,773
Grants	41	-	-	-	-
Other Revenue	2,898	2,763	2,832	2,903	2,976
Total Recurrent Income	10,420	10,530	10,923	11,329	11,749
Employee Benefits	637	665	682	700	718
Materials and Services	6,180	6,481	6,643	6,809	6,979
Total Expenditure - Existing Operations	6,817	7,146	7,325	7,509	7,698
Discretionary Growth		14	14	15	15
Total Expenditure - New Operations		14	14	15	15
Recurrent EBITDA Waste	3,603	3,370	3,583	3,805	4,036
Recurrent EBITDA Other Special Purposes					
Other Revenue	903	477	487	497	507
Total Recurrent Income	903	477	487	497	507
Employee Benefits	6	6	6	6	6
Materials and Services	257	175	179	184	188
Total Expenditure - Existing Operations	262	181	185	190	195
Recurrent EBITDA Other Special Purposes	641	297	302	307	312
Total Recurrent EBITDA	18,826	15,956	18,604	19,510	20,471

Budget 2019-20



	2018-19 Forecast \$'000	2019-20 Budget \$'000	2020-21 Strategic Resource Plan \$'000	2021-22 Strategic Resource Plan \$'000	2022-23 Strategic Resource Plan \$'000
Total Recurrent EBITDA	18,826	15,956	18,604	19,510	20,471
Cash Adjustments:-					
Balance Sheet Movements	389	253	(2)	(53)	(69)
Interest Revenue	1,402	1,200	1,109	1,031	959
Grants Commission funds received early	(170)	2,314	-	-	-
Asset sales - Plant/Fleet	439	480	370	380	390
Asset sales - Land					
Total Cash Adjustments	2,059	4,247	1,477	1,359	1,280
Total Cash Available for Allocation	20,885	20,203	20,081	20,868	21,751
Allocations to Commitments					
Debt Interest & Principal	1,707	1,704	2,130	2,118	2,118
Torquay/Jan Juc Developer Plan Allocation	2,254	2,349	2,448	2,551	2,658
Spring Creek Infrastructure Plan Allocation	-	-	751	774	797
Winchelsea Infrastructure Plan Allocation	200	206	212	219	225
Developer Contribution Interest Allocation	32	1	40	1	-
Waste Allocation	3,603	3,370	3,583	3,805	4,036
Asset Renewal Allocation	6,662	7,168	7,670	8,207	8,781
Business Case Investments	500	500	500	500	500
Growth and Compliance Costs (Non-Recurrent)	396	343	-	-	-
Total Allocations to Commitments	15,352	15,640	17,334	18,173	19,115
Discretionary Cash Available	5,532	4,562	2,747	2,695	2,636
Discretionary Allocations					
Discretionary Operating Projects	806	860	-	-	-
Discretionary Capital Works	1,124	1,671	2,949	3,085	3,185
Recreation & Open Space (to AUC)	-	825	-	-	-
Preallocated Community Projects	954	-	-	-	-
Defined Benefits Superannuation Allocation	100	50	50	50	50
Gravel Pits Allocation	634	290	295	300	305
Aireys Inlet Aged Units	6	7	7	7	7
Towards Environmental Leadership	250	250	250	250	250
Total Discretionary Allocations	3,875	3,952	3,551	3,672	3,797
Unallocated Cash Surplus / (Deficit)	1,657	610	(804)	(977)	(1,161)
Accumulated Unallocated Cash					
Opening Balance	5,018	1,698	2,503	1,699	723
Annual Surplus/(Deficit)	1,657	610	(804)	(977)	(1,161)
Net Allocations During the Year	(1,911)	-	-	-	-
Project Budget Submission & Ellimatta lighting	(566)	-	-	-	-
Transfer for Recreation & Open Space/LED	-	925	-	-	-
Transfer for Digital Transformation	(2,500)	(730)	-	-	-
Closing Balance	1,698	2,503	1,699	723	(438)

Budget 2019-20



3.8 Reconciliation of Recurrent EBITDA to Income Statement

For the four years ending 30 June 2023

	2018-19 Forecast \$'000	2019-20 Budget \$'000	2020-21 Strategic \$'000	2021-22 Resource Plan \$'000	2022-23 \$'000
Recurrent EBITDA					
Property Rates and Charges	44,648	46,429	48,372	50,382	52,463
Garbage Charges	7,482	7,766	8,091	8,426	8,773
Grants	7,863	5,513	8,029	8,237	8,449
Other Revenue	11,203	10,424	10,646	10,873	11,105
Total Recurrent Income	71,196	70,132	75,138	77,918	80,790
Employee Benefits	29,868	31,792	32,618	33,466	34,337
Materials and Services	22,502	21,822	22,368	22,927	23,500
Total Expenditure - Existing Operations	52,370	53,614	54,986	56,394	57,837
Financial Recurrent Savings Target	-	-	550	1,000	1,450
Compliance Costs	-	65	300	600	900
Compliance Costs - Projects	-	-	500	500	500
Non-Discretionary Growth	-	250	300	600	900
Discretionary Growth Budget Year	-	247	698	715	733
Discretionary Growth	-	-	300	600	900
Total Expenditure - New Operations	-	562	2,098	3,015	3,933
Total Recurrent EBITDA	18,826	15,956	18,604	19,510	20,471
Reserve Transfers					
Developer Contributions (DCP Torquay)	2,100	1,954	1,824	1,134	1,005
Developer Contributions (Spring Creek)	-	-	-	-	835
Developer Contributions (Non-DCP)	30	15	-	-	-
Open Space Contributions	507	500	500	500	500
Sale of Land	663	-	-	-	-
Cash Adjustment of Available Funds					
Interest Revenue	1,402	1,200	1,109	1,031	959
Finance Costs	(982)	(934)	(1,046)	(968)	(888)
Finance Costs DCP Loan	(107)	(97)	(87)	(77)	(66)
Projects					
Capital Projects Revenue	15,486	6,105	1,051	1,051	1,051
Sale of Plant	439	480	370	380	390
Expensed Capital Works	(3,308)	(1,545)	(2,352)	(3,317)	(3,359)
Operational Projects Expenses	(3,636)	(1,908)	(386)	(298)	(250)
Operational Projects Revenue	1,059	322	58	48	-
Compliance cost Capital Project	-	-	100	100	100
Non Cash Items					
Depreciation	(13,780)	(14,842)	(15,963)	(16,716)	(17,496)
Contributions - Non-Monetary Assets	13,970	12,850	9,645	2,895	6,060
WDV of Assets Sold	(1,322)	(215)	(370)	(380)	(390)
Asset Write Offs	(930)	(1,673)	(866)	(1,754)	(1,001)
Surplus/(Deficit)	30,418	18,166	12,191	3,139	7,920

Budget 2019-20



3.9 Capital Works Program Allocations

New Allocations and Carry Forwards for the Year Ending 30 June 2020

Capital Program - New Allocations	Expenditure							Funding								
	Renewal \$'000	Upgrade \$'000	Expansion \$'000	New \$'000	Expensed \$'000	Landfill Provision \$'000	Total Expenditure \$'000	External Funds			Council Cash					
								Grants \$'000	Contrib's \$'000	Borrowings \$'000	Cash Reserve Funds \$'000	Asset Sales \$'000	Direct Funded \$'000	Total Funding \$'000		
Renewal Program																
Active Play Items Renewal Program	42						42								42	42
Anglesea Skate Park	33						33								33	33
Barwon Park Road - Bridge Rail	200						200								200	200
Building Renewal Program	215						215								215	215
Condition Audits					149		149								149	149
Coombes Road Rehabilitation (in Conjunction with DCP Widening)	733						733	475							258	733
Deans Marsh Memorial Park - Playground	215						215								215	215
Drainage Renewal Program	62						62								62	62
Duffields Rd Roundabout and Cycling Works	147			63			210	210							210	210
Elimatta Reserve Retaining Wall	138						138								138	138
Facility Signage Renewal Program	10						10								10	10
Fencing Renewal Program	149						149								149	149
Footpath Renewal Program	155						155								155	155
Forrest Road (Larcombes to Grays Roads) Renewal	410						410	290							120	410
Guardrail Renewal Program	50						50								50	50
Gundrys Road Road Safety Improvements		102					102	102							102	102
Heavy Plant Replacement Program	1,130						1,130					277		853	1,130	1,130
Horseshoe Bend Rd Bridge/Culvert	205				615		820	688						132	820	820
I.T. Renewal Program	104						104								104	104
Kerb Renewal Program	62						62							62	62	62
Light Fleet Replacement Program	485						485					203		282	485	485
Messmate Road Sealing		840					840	600				240		840	840	840
Mt Moriac Reserve - Netball Courts Renewal	229						229							229	229	229
Park Furniture Renewal Program	17						17							17	17	17
Playground Renewal Program	50						50							50	50	50
Pollocksford Road Bridge Investigation	90						90							90	90	90
Sealed Road Renewal - Pavement Rehabilitation Program	400						400							400	400	400
Sealed Road Renewal - Reseal Program	317						317							317	317	317
Small Plant Replacement Program	60						60							60	60	60
Soft Playing Surface Renewal Program					131		131							131	131	131
South Beach Road Rehabilitation (in Conjunction with DCP Widening)	642						642							642	642	642
St Annes Playground	88						88							88	88	88
Structures Renewal Program	37						37							37	37	37
Unsealed Road Renewal Program	765						765							765	765	765
Contingency Allocation	265	71		9	60		405	21						384	405	405
Total Renewal	7,484	1,013		72	955		9,524	2,386				240	480	6,418	9,524	9,524
Torquay / Jan Juc DCP Projects																
South Beach Road Upgrade (RD09)		2,064					2,064							2,064	2,064	2,064
Widen Coombes Road (RD11)		550					550	355						195	550	550
Contingency Allocation		233					233							233	233	233
Total Torquay / Jan Juc DCP		2,847					2,847	355						2,492	2,847	2,847



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Capital Program - New Allocations	Expenditure							Funding						
	Renewal \$'000	Upgrade \$'000	Expansion \$'000	New \$'000	Expensed \$'000	Landfill Provision \$'000	Total Expenditure \$'000	Grants \$'000	Contrib's \$'000	Borrowings \$'000	Cash Reserve Funds \$'000	Asset Sales \$'000	Direct Funded \$'000	Total Funding \$'000
Waste Management Projects														
Anglesea Resale Shed Improvements		34					34						34	34
Solar Compaction Litter Bins		132					132						132	132
Contingency Allocation			17				17						17	17
Total Waste Management		182					182						182	182
Discretionary Program														
Buildings														
Anglesea Hall Sound Doctor - To Seek Matching Contribution (CPP29)		30					30						30	30
External Public Toilet at the Quay Reserve Torquay (CPP27)				53			53						53	53
Torquay Cultural Hub (inc. Library) Feasibility Study					65		65						65	65
Capital Business Cases														
Civic Precinct Renewable Energy Stage 3 (Business Case)				52			52						52	52
Solar Installations on Council Buildings (Business Case)				157			157						157	157
To Purchase a Mobile Site Hut (Business Case)				47			47						47	47
Corporate Projects														
Activity Based Working - Design and Implementation		205					205						205	205
Community Project Management Support	13	13	13	13			50						50	50
Digital Transformation														
Digital Transformation				148	584		730				730			730
Drainage														
Boyd Avenue Out Fall Upgrade			110				110						110	110
Drainage Upgrades Discretionary Works		65					65						65	65
Pathways														
Annual Pathway Construction Program				337			337						337	337
Biregurra Deans Marsh Pathway				333			333				333		333	333
Camp Road Pathway Anglesea				106			106				106		106	106
Cape Otway Road - Moriac Pathway				100			100				100		100	100
Recreation and Open Space														
Newling Reserve Inclusive Basket Swing				28			28		3		25		28	28
Stribling Reserve Pavilions Redevelopment	1,115	3,346		1,115			5,577	3,275		2,303			5,577	5,577
Torquay Preschool Play Space Upgrade		101					101		56				45	101
Roads/Road Safety														
Grading Projects					30		30	30					30	30
Road Safety Program		138					322						322	322
Contingency Allocation	254	697	59	460	4		1,475			972	129		373	1,475
Total Discretionary Program	1,382	4,705	72	3,131	683		9,973	3,305	59	3,275	1,423		1,911	9,973
Growth and Compliance														
Disability Discrimination Act Implementation Plan					100		100						100	100
Depot Yard Lighting		31					31						31	31
Contingency Allocation		3					3						3	3
Total Growth and Compliance		34			100		134						134	134
Total New Capital Works	8,866	8,782	72	3,203	1,738		22,660	6,046	59	3,275	1,663	480	11,138	22,660



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Capital Program - Carried Forward	Expenditure							Funding							
	Renewal \$'000	Upgrade \$'000	Expansion \$'000	New \$'000	Expensed \$'000	Landfill Provision \$'000	Total Expenditure \$'000	External Funds			Council Cash			Total Funding \$'000	
								Grants \$'000	Contrib's \$'000	Borrowings \$'000	Cash Reserve Funds \$'000	Asset Sales \$'000	Direct Funded \$'000		
Carried Forward Capital Projects															
Carried Forward Capital Projects	2,275	2,848		13,317	2,471	17	20,928					20,928			20,928
Contingency Allocation	411	686		1,830	885	3	3,795					3,795			3,795
Total Carried Forward Capital Projects	2,686	3,533		15,147	3,356	20	24,722					24,722			24,722
Total Capital Works Program	11,552	12,315	72	16,350	5,074	20	47,382	6,048	59	3,275	26,385	480	11,138		47,382

New Capital Allocations

The following table summarises Council's forward outlook on capital expenditure and funding sources over the next four years.

New Capital Program Allocations	2018-19	2019-20	2020-21	2021-22	2022-23
	Forecast \$'000	Budget \$'000	Strategic Resource Plan \$'000		
Capital Grants	14,511	6,048	1,051	1,051	1,051
Contributions	847	59	-	-	-
Borrowings	-	3,275	-	-	-
Special Charges	44	-	-	-	-
Council Funds	(1,726)	13,281	13,328	16,451	20,084
Total Funding Sources	13,676	22,660	14,377	17,502	21,135

New Business Case Allocations for the Year Ending 30 June 2020

Description - New Funding	Expenditure						Funding		
	Anglesea \$'000	Lorne \$'000	Torquay \$'000	Winchelsea \$'000	Shire Wide \$'000	Total Expenditure \$'000	Council Cash		Total Funding \$'000
							Cash Reserve Funds \$'000	Direct Funded \$'000	
Business Cases									
Business Improvement Officer (Business Case)					120	120		120	120
Civic Precinct Renewable Energy Stage 3 (Business Case)			52			52		52	52
Solar Installations on Council Buildings (Business Case)					157	157		157	157
Mobile Site Hut (Business Case)					47	47		47	47
Contingency Allocation			5		19	24		24	24
Total Business Cases			57		343	400		400	400



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3.10 Operational Works Program Allocations
New Allocations and Carry Forwards for the Year Ending 30 June 2020

Operational Program - New Allocations	Expenditure						Funding					
	Anglesea \$'000	Lorne \$'000	Torquay \$'000	Winchelsea \$'000	Shire Wide \$'000	Total Expenditure \$'000	Grants \$'000	Fees & Charges \$'000	Contrib's \$'000	Council Cash Reserve Funds \$'000	Direct Funded \$'000	Total Funding \$'000
<u>Operational Projects (Program Management Office Delivered)</u>												
Arts Community Strengthening Contribution					20	20					20	20
Bells Beach Coastal Management Plan			70			70					70	70
Centralised Compliance Framework			23			23					23	23
Council Election Preparation					20	20					20	20
Environmental Leadership					250	250					250	250
Implementation of the Winchelsea Design Guidelines					20	20					20	20
Increased Event Funding					155	155					155	155
Kerbside Bin Stickers					67	67					67	67
Lorne Transfer Station Master Plan					32	32					32	32
Production of Janjucatus Skeleton			48			48					48	48
Review and Update the Pathway Strategy					45	45					45	45
Road Safety Audit Cape Otway				20		20					20	20
Solar Power at Anglesea Landfill					15	15					15	15
Solid Waste Management Strategy					53	53					53	53
Surf Coast Community Litter Pilot					50	50					50	50
Torquay Multi-use Synthetic Pitch Facility Business Case			37			37					37	37
Torquay Retail & Commercial Strategy			100			100					100	100
Torquay Town Centre PS Amendment			20			20					20	20
Torquay/Jan Juc Social Infrastructure Stage 2			45			45					45	45
Valuations for Insurance Purposes					15	15					15	15
VEC Subdivision Review					26	26					26	26
Water Sensitive Urban Design Maintenance Manual					35	35					35	35
Winchelsea Infrastructure Plan Allocation				10		10					10	10
Winchelsea Precinct Structure Plan				20		20					20	20
Contingency Allocation			26	3	37	68					68	68
Total Operational Projects (Program Management Office Delivered)			371	52	839	1,262					1,262	1,262
<u>Operational Projects (Non Program Projects)</u>												
Aged Care Compliance Team Leader Role					106	106					106	106
Business Improvement Officer (Business Case)					120	120					120	120
Engage Youth Program					47	47	47					47
Freeza Youth Project					25	25	25					25
Municipal Emergency Management Program					240	240	240					240
Pop Up Arts Space	39					39		4			35	39
Positive Ageing Transition Officer					97	97			6		97	97
RACV Water Harvesting Agreement Licence					6	6					6	6
Road Safety Officer					39	39					39	39
Winchelsea Health Club 24/7 Access Project					50	50					50	50
Wrecked TV Pilot Contribution					5	5					5	5
Contingency Allocation												
Total Operational Projects (Non Program Projects)	39				736	775	312	4	6		453	775
Total Operational Program	39		371	52	1,574	2,037	312	4	6		1,716	2,037



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Works Description	Expenditure						Funding					
	Anglesea \$'000	Lorne \$'000	Torquay \$'000	Winchelsea \$'000	Shire Wide \$'000	Total Expenditure \$'000	External Funds			Council Cash		Total Funding \$'000
							Grants \$'000	Fees & Charges \$'000	Contrib's \$'000	Reserve Funds \$'000	Direct Funded \$'000	
Carried Forward Operational Projects		127	29	147	252	555				555		555
Carried Forward Operational Projects		127	29	147	252	555				555		555
Contingency Allocation		25	17	17	76	135				135		135
Total Carried Forward Operational Projects		152	46	164	328	690				690		690
Total Operational Works Program	39	152	418	216	1,902	2,727	312	4	6	690	1,716	2,727

New Recurrent Operational Allocations for the Year Ending 30 June 2020

New Recurrent Operational Expenditure	Expenditure						Funding					
	Anglesea \$'000	Lorne \$'000	Torquay \$'000	Winchelsea \$'000	Shire Wide \$'000	Total Expenditure \$'000	External Funds			Council Cash		Total Funding \$'000
							Grants \$'000	Fees & Charges \$'000	Contrib's \$'000	Reserve Funds \$'000	Direct Funded \$'000	
New Recurrent Operational Expenditure												
Arboriculture Inspector					65	65				65		65
Children's Services Resource Officer					13	13				13		13
Customer Service Team Leader Capacity					42	42				42		42
Environmental Health Officer					38	38				38		38
Grass Slashing - Eastern Reserve Extension					4	4				4		4
IT (Business as Usual) Increased Costs					64	64				64		64
Line Marking Maintenance					20	20				20		20
Maternal and Child Health Nurse					74	74				74		74
Maternal and Health Team Leader					19	19				19		19
Outdoor Maintenance for Kindergartens					22	22				22		22
Peer Review of Planning Files					40	40				40		40
Project Communications and Engagement					80	80				80		80
Recreation Open Space Planning Customer Liaison Officer					26	26				26		26
Repainting of Decorative Light Poles					20	20				20		20
Toilet Cleaning Consumables Growth					15	15				15		15
Torquay Waste Drop Off Supervision					14	14				14		14
Volunteer Management Training					5	5				5		5
Total Recurrent Operational Expenditure				4	558	562				562		562

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3.11 Multi Year Capital Works Program Allocations

Capital Works Program	2019-20 Budget \$'000	2020-21 Forecast \$'000	2021-22 Forecast \$'000	2022-23 Forecast \$'000
Renewal Program				
Active Play Items Renewal Program	42	100	60	65
Anglesea Skate Park	33	117		
Barwon Park Road - Bridge Rail	200			
Bellbrae Reserve Playground		197		
Bike Park Renewal Program		40	50	54
Bridge Renewal Program		100	80	86
Building Renewal Program	215	600	800	856
Condition Audits	149	120	110	118
Coombes Road Rehabilitation (in Conjunction with DCP Widening)	733			
Deans Marsh Memorial Park - Playground	215			
Drainage Renewal Program	62	130	140	150
Duffields Rd Roundabout and Cycling Works	210			
Ellimatta Reserve Retaining Wall	138			
Facility Signage Renewal Program	10	15	15	16
Fencing Renewal Program	149	75	80	86
Footpath Renewal Program	155	180	240	247
Forrest Road (Larcombes to Grays Roads) Renewal	410			
Great Ocean Views Playground		91		
Guardrail Renewal Program	50	60	60	65
Gundrys Road Road Safety Improvements	102			
Hard Court Renewal Program		50	100	107
Heavy Plant Replacement Program	1,130	1,164	1,199	1,235
Horseshoe Bend Rd Bridge/Culvert	820			
I.T. Renewal Program	104	110	120	129
Kerb Renewal Program	62	115	120	129
Light Fleet Replacement Program	465	505	577	618
Lighting Renewal Program		45	50	54
Messmate Road Sealing	840			
Mt Moriac Reserve - Netball Courts Renewal	229			
Park Furniture Renewal Program	17	70	80	86
Playground Renewal Program	50	50	230	246
Pollocksford Road Bridge Investigation	90			
Sealed Road Renewal - Pavement Rehabilitation Program	400			
Sealed Road Renewal - Reseal Program	317			
Sealed Road Renewal Program		2,377	2,350	2,555
Skate Park Renewal			210	225
Small Plant Replacement Program	60	65	70	75
Soft Playing Surface Renewal Program	131	107	170	182
South Beach Road Rehabilitation (in Conjunction with DCP Widening)	642			
St Annes Playground	88			
Structures Renewal Program	37	100	210	225
Unsealed Road Renewal Program	765	1,000	1,040	1,113
Contingency Allocation	405	44		
Total Renewal Program	9,524	7,927	8,161	8,722
Torquay / Jan Juc DCP Projects				
Construct Regional Bike Route (4) Along Great Ocean Road (PC08)				465
Deep Creek Linear Reserve (OR06)			150	
Duffields / Grossmans Intersection Design (RD15)			72	
Duffields / Grossmans Road Intersection Upgrade (RD15)				805
Duffields Road Upgrade Design (RD08)			93	
Fisher St South Intersection Upgrade (RD07)				102
South Beach Road Upgrade (RD09)	2,064			
Spring & Deep Creeks Pathways (PC01)			323	
Surf Coast Hwy / Zeally Bay Rd Intersection Design (RD05)			148	
Surf Coast Hwy / Zeally Bay Rd Intersection Upgrade (RD05)				1,219
Surf Coast Hwy Coombes Rd Intersection Construction (RD03)			2,321	
Surf Coast Hwy Coombes Rd Intersection Design (RD03)		238		
Torquay Central & North (OR01)		340		
Torquay Central & North (OR01) Various			69	
Torquay North Pathways (PC02)		290		
Upgrade Bells Beach Reserve (OR10)		547		
Widen Coombes Road - Stage 2 (RD11)				1,386
Widen Coombes Road (RD11)	550			
Contingency Allocation	233	78	295	
Total Torquay / Jan Juc DCP	2,947	1,493	3,471	3,977

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Capital Works Program	2019-20 Budget \$'000	2020-21 Forecast \$'000	2021-22 Forecast \$'000	2022-23 Forecast \$'000
Waste Management Projects				
Anglesea Landfill Options Study		44		
Anglesea Landfill Stage 3E Liner			1,010	
Anglesea Landfill Stage 4 Rehabilitation				3,000
Anglesea Resale Shed Improvements	34			
Anglesea Transfer Station Bulk Haulage Design				86
Solar Compaction Litter Bins	132			
Torquay Transfer Station Construction		493		
Winchelsea & Lorne Site Shed Upgrades		61		
Contingency Allocation	17	137	144	514
Total Waste Management	182	735	1,154	3,600
Discretionary Program				
Buildings				
Anglesea Hall Sound Doctor - To Seek Matching Contribution (CPP29)	30			
External Public Toilet at the Quay Reserve Torquay (CPP27)	53			
Torquay Cultural Hub (inc. Library) Feasibility Study	65			
Capital Business Cases				
Business Cases		500	500	500
Civic Precinct Renewable Energy Stage 3 (Business Case)	52			
Solar Installations on Council Buildings (Business Case)	157			
To Purchase a Mobile Site Hut (Business Case)	47			
Corporate Projects				
Activity Based Working - Design and Implementation	205			
Community Project Management Support	50	50	50	50
Corporate Projects		605	664	691
Digital Transformation				
Digital Transformation	730			
Drainage				
Boyd Avenue Out Fall Upgrade	110			
Drainage		106	111	115
Drainage Upgrades Discretionary Works	65			
Forward Design				
Forward Design		106	111	115
Other Assets				
Other Assets (Buildings etc.)		212	221	230
Pathways				
Annual Pathway Construction Program	337			
Biregurra Deans Marsh Pathway	333			
Camp Road Pathway Anglesea	106			
Cape Otway Road Moriac Pathway	100			
Pathways		212	221	230
Recreation and Open Space				
Newling Reserve Inclusive Basket Swing	28			
Recreation and Open Space		796	830	864
Stribling Reserve Pavilions Redevelopment	5,577			
Torquay Preschool Play Space Upgrade	101			
Roads/Road Safety				
Grading Projects	30			
Roads		265	277	288
Roads to Recovery Projects		1,051	1,051	1,051
Road Safety		276	332	346
Road Safety Program	322			
Contingency Allocation	1,475	243	250	256
Total Discretionary Program	9,973	4,423	4,616	4,736
Growth and Compliance				
Depot Yard Lighting	31			
Disability Discrimination Act Implementation Plan	100	100	100	100
Contingency Allocation	3			
Total Growth and Compliance	134	100	100	100
Total Multi Year Capital Works Program	22,660	14,377	17,502	21,135



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3.12 Multi Year Operational Works Program Allocations

Operational Works Program	2019-20 Budget \$'000	2020-21 Forecast \$'000	2021-22 Forecast \$'000	2022-23 Forecast \$'000
Operational Projects (Program Management Office Delivered)				
Arts Community Strengthening Contribution	20			
Bells Beach Coastal Management Plan	70			
Centralised Compliance Framework	23			
Council Election Preparation	20			
Environmental Leadership	250	250	250	250
Implementation of the Winchelsea Design Guidelines	20			
Increased Event Funding	155			
Kerbside Bin Stickers	67			
Lorne Transfer Station Master Plan	32			
Production of Janjucetus Skeleton	48			
Review and Update the Pathway Strategy	45			
Road Safety Audit Cape Otway	20			
Solar Power at Anglesea Landfill	15			
Solid Waste Management Strategy	53			
Surf Coast Community Litter Pilot	50			
Torquay Multi-use Synthetic Pitch Facility Business Case	37			
Torquay Retail & Commercial Strategy	100			
Torquay Town Centre PS Amendment	20			
Torquay/Jan Juc Social Infrastructure Stage 2	45			
Valuations for Insurance Purposes	15			
VEC Subdivision Review	26			
Water Sensitive Urban Design Maintenance Manual	35			
Winchelsea Infrastructure Plan Allocation	10			
Winchelsea Precinct Structure Plan	20			
Unallocated Operational Projects - Compliance Costs		412	500	500
Contingency Allocation	68			
Total Operational Projects (Program Management Office Delivered)	1,262	662	750	750
Operational Projects (Non Program Projects)				
Aged Care Compliance Team Leader Role	106			
Business Improvement Officer (Business Case)	120			
Engage Youth Program	47	23	23	
Freeza Youth Project	25	25	25	
Municipal Emergency Management Program	240			
Pop Up Arts Space	39	39		
Positive Ageing Transition Officer	97			
RACV Water Harvesting Agreement Licence	6	6		
Road Safety Officer	39	43		
Winchelsea Health Club 24/7 Access Project	50			
'Wrecked' TV Pilot Contribution	5			
Contingency Allocation				
Total Operational Projects (Non Program Projects)	775	136	48	-
Total Multi Year Operational Works Program	2,037	798	798	750

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4. Notes to the Financial Statements

This section presents detailed information on material components of the financial statements. Council determines which components are of a material nature, considering the dollar amounts and nature of these components.

4.1 Comprehensive Income Statement

4.1.1 Rates and Charges

Rates and charges are an important source of revenue for Council. Planning for future rate increases has therefore been an important component of the Long Term Financial Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year and in 2019-20 the FGRS cap has been set at 2.5%. The cap applies to both general rates and the municipal charge and is calculated based on council's average rates and charges (see table 4.1.1(i)). Council limits rate revenue increases to comply with the Fair Go Rates System.

Council adopted a revised Rating Strategy concurrently with the 2019-20 budget. The update to the Rating Strategy ensures the rating strategy best meets the needs of Council and ratepayers, and eliminates any inconsistencies in the current strategy. The updated Rating Strategy will not generate additional income for Council, but will affect the split of rates across different ratepayers.

The major changes to the Rating Strategy can be summarised as follows:

- Removal of the Vacant Land and Provisional Vacant Land Differential, and subsequent re-distribution of the rates across all ratepayers
- Capping the Municipal Charge to 10% of total rates
- Updating the strategy for rating differential explanations, the Fire Services Property Levy, annual property valuations, and other minor updates to reflect current practice.

For 2019-20, Council has limited the municipal charge to 10% of total rates revenue. This is in line with recommendations from the State Government's Local Government Act review in 2018. Although total rates and charges including the Municipal Charge will increase by 2.5% on average, the Municipal Charge itself is not increasing.

The Valuer-General reviews the value of every property in the municipality annually, and these property values are used to calculate individual property rates. This annual revaluation does not result in a net gain or loss of revenue to Council. Ratepayers may see rate increases that differ from the average 2.5% increase because of changes to their property value relative to that of other ratepayers' properties.

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4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2018-19	2019-20	Change	
	Forecast \$'000	Budget \$'000	\$'000	%
General Rates ¹	39,504	41,453	1,950	4.94%
Municipal Charge ¹	4,549	4,594	45	.98%
Waste Management Charge ²	7,482	7,766	285	3.81%
Special Rates and Charges	44	-	(44)	-
New Supplementary Rates and Rate Adjustments	595	381	(214)	(35.91%)
Interest on Rates and Charges	130	140	10	7.69%
Total rates and charges	52,304	54,335	2,031	3.88%

1. These items include annualised supplementary rates, which are not subject to the rate cap.
2. Waste charge increase of 2.5% on average.

4.1.1(b) The rate in the dollar to be levied as general rates under Section 158 of the Act for each type or class of land compared with the previous financial year:

Type of Property	2018-19	2019-20	Change	
	cents/\$CIV	cents/\$CIV	\$	%
General rate land	0.21545	0.21129	(0.0042)	(1.93%)
Farm rate land	0.16159	0.15847	(0.0031)	(1.93%)
Commercial/Industrial rate land	0.40936	0.40146	(0.0079)	(1.93%)
Vacant Residential rate land	0.43090	-		
Vacant Provisional rate land	0.21545	-		

Cents/\$CIV increase is above 2.5% but this is offset by the 0.5% increase in the municipal charge and the removal of both vacant land categories.

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year:

Type of Property	2018-19	2019-20	Change	
	\$	\$	\$	%
General rate land	31,679,777	36,070,760	4,390,983	13.86%
Farm rate land	1,920,027	2,028,914	108,887	5.67%
Commercial/Industrial rate land	3,202,567	3,353,724	151,157	4.72%
Vacant Residential rate land	2,132,412	-	(2,132,412)	(100.00%)
Vacant Provisional rate land	568,922	-	(568,922)	(100.00%)
Total amount to be raised by general rates	39,503,705	41,453,399	1,949,694	4.94%

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year:

Type of Property	2018-19	2019-20	Change	
			\$	%
General rate land	18,358	20,329	1,971	10.74%
Farm rate land	966	972	6	0.62%
Commercial/Industrial rate land	1,039	1,046	7	0.67%
Vacant Residential rate land	772	-	(772)	(100.00%)
Vacant Provisional rate land	629	-	(629)	(100.00%)
Total number of assessments	21,764	22,347	583	2.68%

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4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year:

Type of Property	2018-19	2019-20	Change	
	\$	\$	\$	%
General rate land	14,704,004,293	17,071,683,500	2,367,679,207	16.10%
Farm rate land	1,188,209,000	1,280,314,500	92,105,500	7.75%
Commercial/Industrial rate land	782,335,071	835,381,900	53,046,829	6.78%
Vacant Residential rate land	494,874,000	-	(494,874,000)	(100.00%)
Vacant Provisional rate land	264,062,000	-	(264,062,000)	(100.00%)
Total Value	17,433,484,364	19,187,379,900	1,753,895,536	10.06%

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year:

	Per Rateable Property	Per Rateable Property	Change	
	2018-19	2019-20	\$	%
Municipal Charge	208	208	0	-

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year:

	2018-19	2019-20	Change	
	\$	\$	\$	%
Municipal Charge	4,473,248	4,594,096	120,848	2.70%

4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year:

	2018-19	2019-20	Change	
	\$	\$	\$	%
Urban Garbage (all residential tenements)	409	419	10	2.44%
Rural Garbage (optional)	339	347	8	2.36%

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year:

	2018-19	2019-20	Change	
	\$	\$	\$	%
Urban Garbage (all residential tenements)	6,821,825	7,181,117	359,292	5.27%
Rural Garbage (optional)	571,897	585,319	13,422	2.35%
Total	7,393,723	7,766,436	372,713	5.04%

These figures include supplementary waste charges from new properties.

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4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year:

	2018-19	2019-20	Change	
	\$	\$	\$	%
General Rates Revenue	39,503,705	41,453,399	1,949,694	4.94%
Municipal Charge	4,473,248	4,594,096	120,848	2.70%
Kerbside Collection and Recycling	7,393,723	7,766,436	372,713	5.04%
Total	51,370,675	53,813,931	2,443,255	4.76%

4.1.1(l) Fair Go Rates System Compliance

Surf Coast Shire Council is fully compliant with the State Government's Fair Go Rates System.

	2018-19	2019-20
	Budget	Budget
Forecast Annualised Rate Revenue	\$ 43,009,383	\$ 44,925,583
Forecast Number of Assessments	21,764	22,347
Forecast Base Average Rate per Assessment	\$ 1,976.17	\$ 2,010.36
Maximum Rate Increase (set by the State Government)	2.25%	2.50%
Capped Average Rate	\$ 2,020.63	\$ 2,060.62
Maximum General Rates and Municipal Charges Revenue	\$ 43,977,094	\$ 46,048,723
Budgeted General Rates and Municipal Charges Revenue	\$ 43,976,953	\$ 46,047,495

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates. However, the total amount to be raised by rates and charges may be influenced by:

- Supplementary valuations for new properties or subdivisions (2019-20: estimated \$381 thousand)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(n) Differential rates

The rate and amount of rates payable in relation to land in each category of differential are:

- A general rate of 100% (0.21129 cents in the dollar of CIV) for all rateable residential properties.
- A farm rate of 75% (0.15847 cents in the dollar of CIV) for all rateable farm properties.
- A commercial/industrial rate of 190% (0.40146 cents in the dollar of CIV) for all rateable business properties.

Each differential rate will be determined by multiplying the Capital Improved Value of rateable land (categorised by the characteristics described below) by the relevant cents in the dollar indicated above. Council believes each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land that are subject to each differential rate and the uses of each differential rate are set out below.

General Rate land

General land is any rateable land which does not have the characteristics of Farm Rate land and Commercial/Industrial Rate land.

The objectives of this differential rate are to ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations, and to ensure that the differential

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rate in the dollar declared for defined general rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

Farm Rate Land

Farm Rate is any land, which is:

- 2 or more hectares in area;
- Used primarily for primary producing purposes from its activities on the land; used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and
- Used by a business that:
 - Has a significant and substantial commercial purpose of character;
 - Seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
 - Is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

The objectives of this differential rate are to ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Farm Rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services with considerations to maintain agriculture as a major industry in the municipal district, and to facilitate the longevity of the farm sector and achieve a balance between providing for growth and retaining the important agricultural economic base.

Commercial/Industrial Rate Land

Commercial/Industrial Rate is any land, which is:

- Used primarily for the carrying out the manufacture or production of, or trade in goods or services (including tourist facilities and in the case of a business providing accommodation for tourists, is prescribed accommodation under the Public Health and Wellbeing Act (Vic) 2008; or
- An unoccupied building erected which is zoned Commercial or Industrial under the Surf Coast Shire Planning Scheme; or
- Unoccupied land which is zoned Commercial or Industrial under the Surf Coast Shire Planning Scheme

The objectives of this differential are to ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Commercial/Industrial Rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

The commercial businesses of Surf Coast Shire benefit from ongoing significant investment by Council in services and infrastructure. Council also notes the tax deductibility of Council rates for commercial properties which is not available to the residential sector, and also the income generating capability of commercial based properties.

The Commercial differential rate is applied to promote the economic development objectives for the Surf Coast Shire as outlined in the Council Plan. These objectives include an ongoing significant investment to create a vibrant economy and includes the maintenance and improvement of tourism infrastructure. Construction and maintenance of public infrastructure, development and provision of health and community services and the general provision of support services and promotion of business in Surf Coast Shire.

The level of funding applied to the above objectives is a 90% loading levied on Commercial/Industrial properties, which is additional to the amount that would have been raised if there were no differential applied. The remaining balance of the funds (i.e. the amount equivalent to the General Rate) is to be applied to the provision of general council services.

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Municipal Charge

The municipal charge is declared for the purpose of covering some of the administrative costs of Council. The municipal charge is declared in respect of all rateable land within the municipality district in respect of which a municipal charge may be levied.

Service Charges

An annual service charge is declared for the collection and disposal of waste (garbage). This charge is not subject to the rate cap, however has been set at a 2.5% increase for the budget year.

The objectives of the annual service charge (refuse collection and disposal) are:

- To recover the contract cost of provision of the refuse collection service;
- To recover the cost of disposal of collected refuse in Council's waste disposal sites; and
- To recover the cost of collection of refuse from:
 - Residential premises within the township areas, in accordance with the Waste Collection Contract and Waste Collection Maps;
 - Residential premises in the rural collection area (optional); and
 - Commercial premises within the township areas (optional) subject to approval by Council's Environmental Health Services department.

The criteria for the annual service charge are:

- An urban garbage charge per service for all residential tenements and each commercial tenement (optional) where approval has been given by the environmental health services department, in respect of which a garbage collection is made in the urban townships; and
- A rural garbage charge per service for each residential tenement in respect of which garbage collection is made in the rural collection area (optional) within the municipality.

4.1.2 Statutory Fees and Charges

	2018-19	2019-20	Change	
	Forecast	Budget	\$'000	%
	\$'000	\$'000	\$'000	%
Building Compliance	185	197	12	6.7%
Infringements and Costs	760	713	(47)	(6.1%)
Land information Certificates	40	40	-	-
Other Statutory Fees and Fines	85	111	27	31.5%
Subdivision Supervision, Certification and Plan Checking	510	270	(240)	(47.1%)
Town Planning Fees	705	680	(25)	(3.5%)
Total Statutory Fees and Charges	2,285	2,012	(273)	(11.9%)

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include fees for planning certificates, subdivision certificates, building certificates and local law infringements. Revenue from statutory fees are budgeted to decrease by 11.9% or \$0.27 million compared to 2018-19. Subdivision Supervision fees have decreased by \$0.24 million due to an expected decrease in the rate of residential development. Infringements are budgeted to decrease by \$0.05 million compared to an exceptionally high revenue year in 2018-19.

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4.1.3 User Charges

	2018-19	2019-20	Change	
	Forecast	Budget	\$'000	%
	\$'000	\$'000	\$'000	%
Aged and Health Services	981	1,028	47	4.74%
Child Care/Childrens Programs	653	656	3	0.4%
Gravel Pit Fees	174	87	(87)	(50.0%)
Lease Rentals	66	72	6	9.1%
Leisure Centre and Recreation	923	891	(32)	(3.5%)
Other Fees	206	164	(43)	(20.6%)
Registration and Other Permits	1,092	1,102	10	0.9%
Royalties	688	349	(339)	(49.3%)
Waste Management Services	2,898	2,763	(134)	(4.6%)
Total User Charges	7,681	7,111	(570)	(7.4%)

User charges relate mainly to the recovery of service delivery costs through the charging of fees for Council services. Individual user charges have generally increased in the 2019-20 budget but the overall revenue is budgeted to decrease by 7.4% or \$0.57 million compared to 2018-19. Royalties and gravel pit fees are budgeted to decrease by a total of \$0.43 million as the budget has been normalised back to average gravel extraction rates; the 2018-19 year's extraction rates were extraordinarily high. Waste management service charges are budgeted to decrease by \$0.13 million as disposal volumes are expected to decrease with the increase in gate fees.

4.1.4 Grants Operating & Capital

Operating and capital government grants include all monies received from Victorian and Commonwealth Government sources for the purposes of funding the delivery of Council's services and projects. Total operating grants are budgeted to decrease by \$2.8 million for 2019-20. Half of the Grants Commission allocation is budgeted to be received in the 2018-19 year (\$2.3 million). Operating projects are budgeted to decrease by \$0.49 million. The family day care grant funding of \$0.05 million has ceased, fees and charges have been increased to cover this shortfall. Total capital grants are budgeted to decrease by \$8.5 million. Council does not budget for grants or corresponding project budgets that are not confirmed with a signed grant agreement.

	2018-19	2019-20	Change	
	Forecast	Budget	\$'000	%
	\$'000	\$'000	\$'000	%
Commonwealth funded grants	7,428	7,665	237	3.2%
State funded grants	15,830	4,204	(11,625)	(73.4%)
Total Grants	23,258	11,870	(11,388)	(49.0%)

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	2018-19	2019-20	Change	
	Forecast	Budget	\$'000	%
	\$'000	\$'000	\$'000	%
Recurrent - Commonwealth Government				
Early Years	10	-	(10)	(100.0%)
Grants Commission	4,510	2,314	(2,196)	(48.7%)
Aged Care	953	936	(17)	(1.8%)
Immunisations	2	3		4.1%
Senior Citizens	92	55	(37)	(39.9%)
Transport	36	32	(4)	(11.1%)
Waste	41	-	(41)	(100.0%)
Roads to Recovery Projects	-	1,051	1,051	
Total Recurrent - Commonwealth Government	5,644	4,391	(1,253)	(22.2%)
Recurrent - State Government				
Aged Care	296	296		0.0%
Community Emergency Management	240	240	-	-
Early Years	1	1	-	-
Environment	23	-	(23)	(100.0%)
Fixing Country Roads	-	1,720	1,720	
Family Day Care	45	-	(45)	(100.0%)
Health Services	17	17	0	0.3%
Immunisations	9	9		3.7%
Kindergartens	1,381	1,385	4	0.3%
Maternal and Child Health Services	310	317	7	2.4%
Occasional Care	16	-	(16)	(100.0%)
Rural Access Services	56	29	(27)	(49.0%)
School Crossing	54	60	6	10.4%
Senior Citizens	-	27	27	
Youth Services	104	104		0.0%
Total Recurrent - State Government	2,551	4,204	1,653	64.8%
Total Recurrent Grants	8,195	8,595	400	4.9%

	2018-19	2019-20	Change	
	Forecast	Budget	\$'000	%
	\$'000	\$'000	\$'000	%
Non-Recurrent - Commonwealth Government				
Buildings	10	-	(10)	(100.0%)
Education	19	-	(19)	(100.0%)
Early Years	24	-	(24)	(100.0%)
Infrastructure	1,070	-	(1,070)	(100.0%)
Recreation and Open Space	650	3,275	2,625	403.8%
Public Safety	11	-	(11)	(100.0%)
Total Non-Recurrent - Commonwealth Government	1,784	3,275	1,491	83.6%
Non-Recurrent - State Government				
Buildings	8,000	-	(8,000)	(100.0%)
Disaster Relief Projects	692	-	(692)	(100.0%)
Economic Development and Tourism	198	-	(198)	(100.0%)
Environment	381	-	(381)	(100.0%)
Health and Well Being	15	-	(15)	(100.0%)
Infrastructure	637	-	(637)	(100.0%)
Recreation and Open Space	1,415	-	(1,415)	(100.0%)
Waste	300	-	(300)	(100.0%)
Public Safety	1,642	-	(1,642)	(100.0%)
Total Non-Recurrent - State Government	13,279	-	(13,279)	(100.0%)
Total Recurrent Grants	15,062	3,275	(11,788)	(78.3%)

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4.1.5 Contributions Monetary

	2018-19	2019-20	Change	
	Forecast	Budget	\$'000	%
	\$'000	\$'000	\$'000	%
Developer Contributions	2,637	2,469	(169)	(6.4%)
Family Day Care	330	366	36	10.8%
Fleet Contributions	205	246	41	20.1%
Pensioner Rate Concession	450	450	-	-
Project Contributions	1,073	65	(1,008)	(94.0%)
Recoupments - Statutory	75	75	-	-
State Revenue Office (Valuations)	40	1	(39)	(98.7%)
State Revenue Office (Fire Service Levy)	50	52	1	2.5%
Sundry	122	116	(6)	(5.1%)
Total Monetary Contributions	4,982	3,838	(1,144)	(23.0%)

Contributions relate to recoupment of expenditures, community contributions to capital works, and monies paid by developers in relation to new subdivision works. Contributions are budgeted to decrease by 23.0% or \$1.1 million compared to 2018-19. Developer contributions are budgeted to decrease by \$0.2 million due to slowing residential development, and project contributions are budgeted to decrease by \$1.0 million due to the changing nature of the capital program.

4.1.6 Contributions Non-Monetary

Non-monetary contributions relate to new subdivision works being handed over to Council from developers. Non-monetary contributions are budgeted to decrease by 8% or \$1.1 million to \$12.9 million compared to 2018-19.

7.1.7 Net (gain)/loss on disposal of property infrastructure, plant and equipment

	2018-19	2019-20	Change	
	Forecast	Budget	\$'000	%
	\$'000	\$'000	\$'000	%
Proceeds From Sale	1,101	480	(621)	(56.4%)
Written Down Value of Assets Disposed	(1,322)	(215)	1,107	(83.7%)
Total Net Loss on Disposal	(220)	265	485	(220.4%)

The net gain on disposal of property infrastructure, plant and equipment relates to sale of assets. The net gain on disposal of property infrastructure, plant and equipment is budgeted to increase by \$0.5 million. The forecast includes the sale of two land parcels in Moriac and disposals of fleet vehicles; the 2019-20 budget includes disposals of fleet vehicles only.

4.1.8 Other Income

Other income relates to interest on investments which are budgeted to decrease by 17% or \$0.2 million compared to 2018-19.

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4.1.9 Employee Costs

	2018-19	2019-20	Change	
	Forecast	Budget	\$'000	%
	\$'000	\$'000	\$'000	%
Wages and Salaries	26,017	28,013	1,995	7.67%
Superannuation	2,557	2,732	176	6.9%
WorkCover	717	719	3	0.4%
Casual Staff	869	654	(214)	(24.7%)
Training	334	338	4	1.2%
Other	235	310	75	31.9%
Fringe Benefits Tax	197	159	(38)	(19.2%)
Total Employee Costs	30,925	32,926	2,000	6.5%

Employee benefits include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation and workers compensation insurance. Employee costs in the Comprehensive Income Statement do not include capitalised labour costs. Employee costs are budgeted to increase by 6.5% or \$2.0 million compared to 2018-19.

The 6.5% increase is made up of:

- Annual wage increase of 2.5% or \$0.75 million.
- New recurrent employees \$0.36 million and non-recurrent employees \$0.78 million.
- Position level increments and other employee related costs \$0.09 million.
- Annualisation of Council approved positions during the 2018-19 financial year supporting growth in School Crossings, Governance, Information Management, Planning & Development and Engineering Services.

Refer to section 4.6 notes to the Statement of Human Resources for more information on employee costs.

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4.1.10 Materials and Services

	2018-19	2019-20	Change	
	Forecast	Budget	\$'000	%
	\$'000	\$'000	\$'000	%
Consultants	835	746	(90)	(10.7%)
Contract Payments	6,558	6,750	192	2.9%
Expensed Capital Works	3,308	1,545	(1,763)	(53.3%)
Fuel	703	657	(46)	(6.6%)
General Maintenance	1,011	1,166	155	15.4%
Grants, Contributions and Sponsorship	1,205	1,228	24	2.0%
Information Technology	275	250	(25)	(9.0%)
Insurances	701	719	19	2.7%
Legal Costs	511	339	(172)	(33.6%)
Materials	1,719	1,787	68	3.9%
Office Administration	1,121	1,102	(19)	(1.7%)
Operating Projects	2,579	1,132	(1,446)	(56.1%)
Other Sundry	377	76	(301)	(79.9%)
Royalties	1,571	1,484	(87)	(5.5%)
Sub-Contractors	3,376	3,178	(198)	(5.9%)
Utilities	1,238	1,252	14	1.1%
Total Materials and Services	27,089	23,412	(3,676)	(13.6%)

Materials and services include the purchase of consumables, payments to contractors for the provision of services, utility costs and expensed capital works. Materials and services are budgeted to decrease by 13.6% or \$3.7 million compared to 2018-19.

Expensed capital works are budgeted to decrease by \$1.8 million to \$1.5 million compared to 2018-19. Expensed capital works are works associated with Council assets and major projects that do not meet the definition of asset expenditure under Australian Accounting Standards. Materials and services expenditure for operating projects is budgeted to decrease by \$1.4 million to \$1.1 million. Excluding the expensed capital works and operational projects, the underlying materials and services expenditure has decreased by 2.2%. Council's recurrent savings target has contributed to the underlying decrease in expenditure as the savings have been greater than the new non-discretionary and discretionary recurrent expenses.

4.1.11 Bad and Doubtful Debts

Bad and doubtful debts are budgeted to remain at similar levels to the 2018-19 forecast at \$0.09 million.

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4.1.12 Depreciation

	2018-19	2019-20	Change	
	Forecast	Budget	\$'000	%
Infrastructure	9,390	9,436	45	0.5%
Plant and Equipment	1,448	2,199	751	51.9%
Property	2,942	3,208	266	9.0%
Total Depreciation	13,780	14,842	1,062	7.7%

Depreciation measures the allocation of the value of an asset over its useful life for Council's property, plant and equipment (including infrastructure assets such as roads and drains) as a result of delivering services to the community. The increase of \$1.1 million or 7.7% is due mainly to the completion of the 2019-20 capital works program; the full year effect of depreciation on the 2018-19 capital program and the higher base for calculating depreciation due to the revaluation of drainage and buildings infrastructure in 2018-19. Refer to section 4.5 notes on Statement of Capital Works for a more detailed analysis of Council's capital works program for the 2019-20 year.

4.1.13 Borrowing Costs

Finance costs relate to interest charged by financial institutions on funds borrowed. New borrowings of \$3.3 million are proposed for the 2019-20 financial year as part of the funding of the Stribling Reserve Pavilions Redevelopment. The new loan is scheduled to be taken out in June 2020 so will have minimal impact on borrowing costs in the 2019-20 financial year. The decrease of \$0.1 million or 5% compared to the 2018-19 forecast relates to the reducing balance of existing loans.

4.1.14 Asset Write Offs

Asset write offs relate to assets written off as part of the renewal program and assets that have been identified for decommissioning as part of the G21 Regional Tennis Strategy. The assets to be decommissioned are Buckley Tennis Club Clubhouse and Reserve Toilets; and Mirnee Tennis Clubroom and Toilet. Asset write offs are budgeted to increase by \$0.7 million in the 2019-20 financial year.

4.1.15 Other Expenses

	2018-19	2019-20	Change	
	Forecast	Budget	\$'000	%
Councillors' Allowances	310	317	7	2.3%
Auditors' Remuneration - Internal Audit	120	120	-	-
Auditors' Remuneration - VAGO	46	47	1	1.4%
Operating Lease Rentals	722	717	(4)	(0.6%)
Total Other Expenses	1,198	1,201	3	0.3%

4.1.16 Net Asset Revaluation Increment

Revaluation movements are budgeted at an assumed 3.0% increase. Asset classes due to be revalued in 2019-20 are roads, carparks and bridges.

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4.2 Balance Sheet

4.2.1 Current Assets

Cash and cash equivalents include cash held in the bank, petty cash and cash with short term maturities of three months or less. These balances are projected to decrease by \$0.1 million in 2019-20. New borrowings of \$3.3 million support a positive cash flow from financing activities that is offset by cash used in investing activities exceeding cash provided from operating activities. The new loan is budgeted to fund the Stribling Reserve Pavilions Redevelopment. There is no movement expected in current and non-current financial assets.

4.2.2 Non-Current Assets

Property, infrastructure, plant and equipment is the largest component of Council's balance sheet and represents the value of all the land, buildings, roads, drainage, recreation facilities and plant and equipment assets owned by Council. The increase of \$36.3 million in this balance is attributable to the total capital works program (excluding expensed capital works - \$25.4 million), granted assets (\$12.9 million), cyclical revaluation of assets (\$14.8 million), less depreciation of assets (\$14.8 million), asset write-offs (\$1.7 million), and written down value of assets disposed (\$0.2 million).

4.2.3 Interest Bearing Liabilities

Interest bearing liabilities are broken up into current and non-current categories on the balance sheet. The current component represents the amount to be repaid in the following year. After loan repayments of \$1.0 million and new borrowings of \$3.3 million, total debt will increase to \$18.5 million as at 30 June 2020.

The new borrowings planned in 2019-20 form part of the funding for the Stribling Reserve Pavilions Redevelopment. Borrowing levels are within the local government prudential guidelines that set limits for working capital, levels of debt and debt commitment costs compared to levels of rate revenue and assets (see financial performance indicators in section 5).

After taking into account Council's expected Accumulated Unallocated Cash Surplus as at 30 June 2020, Council's net debt level will be \$16.0 million. New debt contracts are only entered into after carefully considering Council's available cash position.

The following table sets out future proposed borrowings, based on the forecast financial position of Council as at 30 June 2019.

Year	New Borrowings \$'000	Principal Paid \$'000	Interest Paid \$'000	Balance 30 June \$'000
2018/19	-	977	1,089	16,285
2019/20	3,275	1,032	1,031	18,527
2020/21	-	1,356	1,133	17,171
2021/22	-	1,432	1,045	15,739
2021/22	-	1,522	954	14,217

The following table shows information on borrowings specifically required by the Regulations.

	2018-19 \$'000	2019-20 \$'000
Total amount borrowed as at 30 June of the prior year	17,262	16,285
Total amount to be borrowed		3,275
Less total amount projected to be redeemed	977	1,032
Total amount proposed to be borrowed as at 30 June	16,285	18,527



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4.2.4 Current Liabilities

Trade and other payables are those to whom Council owes money as at 30 June. These liabilities are budgeted to increase in 2019-20 by \$0.2 million. Provisions include accrued long service leave and annual leave for employees, and future landfill rehabilitation. The net movement in provisions of \$0.1 million relates to a 1% increase in employee provisions. As a result of the new borrowings outlined in Section 4.2.3, interest bearing liabilities will increase by \$0.3 million.

4.2.5 Non-Current Liabilities

The increase of \$1.9 million in 2019-20 is mainly due to the movement in interest bearing liabilities with new borrowings of \$3.3 million partially offset by the transfer to current liabilities of \$1.4 million as loan repayments are due.

4.2.6 Total Equity

Total equity always equals net assets and is made up of the following components:

- Accumulated surplus, which is the value of all net assets less Reserves that have accumulated over time.
- Asset revaluation reserve, which represents the difference between the previously recorded value of assets and their current valuations.
- Other reserves, which are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which Council has committed. These amounts are separated from the Accumulated Unallocated Cash Reserve which is not being held for a specific purpose.

During the year a net amount of \$0.8 million is to be transferred from other reserves. This is a transfer between equity balances only and does not impact the total balance of equity. The increase in the asset revaluation reserve of \$14.8 million reflects the anticipated increase in value of Council assets in the 2019-20 year.

The following table outlines the proposed movements through the cash reserves during 2019-20. The carried forward amounts for capital works and operational projects reflect funds that will be cash backed at the end of the year and do not include grant funding not received.

Reserve	Opening	Transfer To	Transfer From	Closing
	Balance \$'000 01-07-2019	Reserve \$'000	Reserve \$'000	Balance \$'000 30-06-2020
Open Space	1,662	500	28	2,134
Main Drainage	210	-	-	210
Developer Contributions	1,626	1,969	359	3,237
Home Care Packages	215	-	-	215
Trust and Deposits	2,883	-	-	2,883
Plant Replacement	5	1,655	1,595	65
Asset Renewal	1,021	5,513	5,243	1,291
Waste	9,121	3,370	420	12,071
Aireys Inlet Units	309	7	-	316
DCP Council Funds	1,655	2,349	2,492	1,512
Winchelsea Infrastructure Plan Allocation	354	206	-	560
Gherang Gravel Pits	2,578	290	965	1,903
Defined Benefits Superannuation	1,074	50	-	1,124
Carried Forward Capital Works	24,722	20,466	24,722	20,466
Carried Forward Operational Projects	692	821	692	821
Adopted Strategy Implementation	4,605	-	2,314	2,291
Accumulated Unallocated Cash	1,698	1,535	730	2,503
Totals:	54,431	38,730	39,560	53,602

Budget 2019-20



4.3 Statement of Changes in Equity

The Statement of Changes in Equity shows the opening balance of equity, the movements and the closing balance. The movements are the surplus for the year and the net asset revaluation.

4.4 Statement of Changes in Cash Flows

	NOTES	2018-19 Forecast \$'000	2019-20 Budget \$'000	Variance \$'000
Cash flow from operating activities				
Rates and charges		52,209	54,276	2,067
Grants - operating		8,972	6,030	(2,943)
Grants - capital		14,841	6,046	(8,796)
Contributions		4,982	3,838	(1,144)
Interest received		1,257	1,053	(204)
Statutory fees and fines		2,281	2,024	(257)
User charges		8,107	7,180	(927)
Net GST refund/payment		4,380	4,611	231
Trust funds received/(taken)		16	-	(16)
Employee costs		(30,775)	(32,601)	(1,826)
Materials and Services		(33,437)	(29,604)	3,833
Net cash provided from operating activities	4.4.1	32,833	22,852	(9,981)
Cash Flows from investing activities				
Proceeds from sale of property, plant & equipment		1,101	480	(621)
Payments for property, plant, equipment & infrastructure assets		(23,166)	(25,371)	(2,205)
Cash Flows from investing activities		35,020	-	(35,020)
Net cash used in investing activities	4.4.2	12,955	(24,891)	(37,846)
Cash flows from financing activities				
Finance costs		(1,088)	(1,033)	55
Proceeds from interest bearing loans and borrowings		-	3,275	3,275
Repayment of interest bearing loans and borrowings		(977)	(1,032)	(55)
Net cash provided from financing activities	4.4.3	(2,065)	1,209	3,275
Net increase/(decrease) in cash & cash equivalents held		43,723	(830)	(44,553)
Cash & cash equivalents at the beginning of the period		1,768	45,491	43,723
Cash & cash equivalents at the end of the period		45,491	44,662	(830)
Investments (current and non-current financial assets)		10,000	10,000	-
Total cash & investments at the end of the period	4.4.4	55,491	54,662	(830)

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4.4.1 Net Cash Provided from Operating Activities

The decrease in net cash provided from operating activities is due to a combination of factors. Capital grants decrease of \$8.8 million and employee costs increase of \$1.8 million. These movements are partially offset by the rates and charges revenue increase of \$2.1 million (due the rate increase of 2.5%, garbage increase of 2.5% and annualisation of prior year supplementary rates) and the decrease in materials and services of \$3.8 million (\$1.8 million relates to expensed capital works).

The net cash provided from operating activities does not equal the income statement surplus for the year as the expected revenues and expenses of the Council include non-cash items that are not included in the Cash Flow Statement. The budgeted income statement surplus result is reconciled to budgeted cash flows available from operating activities as set out in the following table.

	2018-19 Forecast \$'000	2019-20 Budget \$'000	Variance \$'000
Surplus for the Year	30,418	18,166	(12,252)
Add Depreciation	13,780	14,842	1,062
Less Granted Assets	(13,970)	(12,850)	1,120
Add Debt Servicing	1,089	1,031	(58)
Add Net Loss/(Gain) on Disposal of Property Infrastructure, Plant and Equipment	220	(265)	(485)
Add Asset Write Offs	930	1,673	743
Add Net Movement in Current Assets and Liabilities	366	255	(112)
Cash Flows Available from Operating Activities	32,833	22,852	(9,981)

The granted assets relate to the road infrastructure from subdivisions handed to Council. Some of the estates in next year's budget include parts of Quay 2, Zeally Sands, Grossmans Road and the Dunes Estate.

4.4.2 Cash Flows from Investing Activities

The budgeted decrease in cash from investing activities of \$37.8 million compared to the forecast predominately relates to a movement of cash from investing activities in the forecast of \$35.0 million. This movement of \$35.0 million in investing activities is a transfer between financial assets (long term investments) and cash and cash equivalents (short term investments), it does not affect the overall balance of Council's total cash and investments.

Refer to the notes to the statement of capital works for a more detailed analysis of the capital works program.

4.4.3 Cash Flows from Financing Activities

The increase in net cash flows from financing activities of \$3.3 million relates to an increase in borrowings. A \$3.3 million loan is scheduled to be taken out in June 2020 for the Stribling Reserve Pavilions Redevelopment.

Budget 2019-20



4.4.4 Total Cash and Investments

Total cash and investments (including current and non-current financial assets) are budgeted to decrease by \$0.8 million to \$54.7 million.

Much of Council's cash and cash equivalents are held for specific purposes, and as such are not fully available for Council's operations. The following table shows the cash and cash equivalents as at 30 June 2020 which have been set aside for specific purposes in the future:

	2018-19 Forecast \$'000	2019-20 Budget \$'000
Restricted		
Open Space	1,662	2,134
Main Drainage	210	210
Developer Contributions	1,626	3,237
Home Care Packages	215	215
Trust and Deposits	2,883	2,883
Total Restricted Reserves	6,597	8,679
Unrestricted		
Plant Replacement	5	65
Asset Renewal	1,021	1,291
Waste	9,121	12,071
Aireys Inlet Units	309	316
DCP Council Funds	1,655	1,512
Winchelsea Infrastructure Plan Allocation	354	560
Gherang Gravel Pits	2,578	1,903
Defined Benefits Superannuation	1,074	1,124
Carried Forward Capital Works	24,722	20,466
Carried Forward Operational Projects	692	821
Adopted Strategy Implementation	4,605	2,291
Accumulated Unallocated Cash	1,698	2,503
Total Unrestricted Reserves	47,834	44,923
Total Reserves	54,431	53,602
Reserve Based Debtors and Project Creditors	1,060	1,060
Total Cash and Investments	55,491	54,662

Budget 2019-20



4.5 Statement of Capital Works

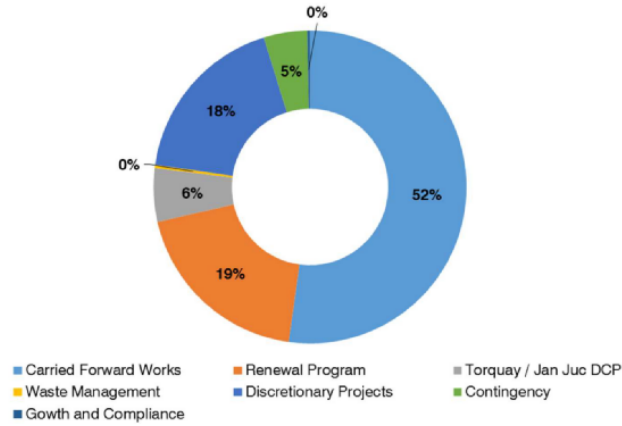
This section provides a summary of the planned capital expenditure and funding for the 2019-20 year.

		2019-20 Budget Allocation \$'000	2019-20 Budget Spend \$'000
	NOTES		
Carried Forward Capital Works			
Renewal Program		2,275	2,275
Expensed Capital Works		2,471	471
Torquay / Jan Juc DCP		11,155	7,155
Buildings		926	926
Digital Transformation		1,560	1,560
Drainage		7	7
Pathways		26	26
Recreation and Open Space		1,852	852
Roads / Road Safety		636	636
Landfill Provision		17	17
Contingency		3,795	-
Total Carried Forward Works	4.5.2	24,722	13,926
New Works			
Renewal Program	4.5.3	9,119	8,886
Torquay / Jan Juc DCP	4.5.4	2,614	1,550
Waste Management	4.5.5	166	132
Buildings	4.5.6	148	133
Business Cases	4.5.7	256	256
Corporate Projects	4.5.8	255	255
Digital Transformation	4.5.9	730	-
Drainage	4.5.10	175	175
Pathways	4.5.11	876	876
Recreation and Open Space	4.5.12	5,706	566
Roads / Road Safety	4.5.13	352	30
Growth and Compliance	4.5.14	131	131
Contingency	4.5.15	2,133	-
Total New Capital Works	4.5.1	22,660	12,990
Total Capital Works		47,382	26,916
Represented by			
New Asset Expenditure		18,350	9,694
Asset Renewal Expenditure		11,552	9,360
Asset Upgrade Expenditure		12,315	6,287
Asset Expansion Expenditure		72	13
		42,288	25,354
Expensed Capital Works		5,074	1,545
Landfill Provision Works		20	17
Total Capital Works		47,382	26,916

Budget 2019-20



2019-20 Capital Program Allocation by Category



4.5.1 Capital Works Spend and Allocation

Following the 2018-19 forecast budgeted spend on capital works of \$26.5 million, the 2019-20 budget spends \$26.9 on capital works. Of the 2019-20 capital works spend, \$13.9 million is carry forward works spend, along with \$13.0 million of new capital works spend.

The variance in allocation and spend timing on projects varies due to project implementation and cash flow timing. Importantly, allocated project funds are retained on the project budget until spent or formally reallocated by Council. The variance between the 2019-20 new capital works allocation and spend of \$9.7 million includes:

- The Stribling Reserve Pavilions Redevelopment \$5.1 million
- South Beach Road Upgrade (RD09) \$1.1 million
- Digital Transformation \$0.7 million
- Road Safety Program \$0.3 million
- Coombes Road Rehabilitation (in conjunction with DCP Widening) \$0.2 million
- Capital program contingency of \$2.1 million, which is not budgeted to be spent

4.5.2 Carried Forward Works Allocation

Carried forward capital work projects for 2019-20 totals \$24.7 million of allocations that include:

- The Surf Coast Multi-Purpose Stadium \$11.5 million
- Digital Transformation program \$1.6 million
- Gnarwarre Road Culvert Renewal and Embankment Stabilisation \$1.0 million
- Torquay Town Centre Project Stage 1 Gilbert Street Beautification \$1.0 million
- Mt Moriac Reserve Equestrian Pavilion Redevelopment and Mt Moriac Reserve Netball Lighting Upgrade \$0.9 million
- Blackspot Program Mount Duneed: Horseshoe Bend Road from McCanns \$0.4 million
- Mt Moriac Reserve AFL Lighting Upgrade (Oval 1) and Mt Moriac Reserve Sub Surface Drainage (Oval 2) \$0.3 million
- Anglesea, Lorne and Winchelsea Transfer Station e-Waste Facility \$0.8 million
- Winchelsea Common Future Use Plan Implementation \$0.2 million
- \$3.8 million of contingency

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4.5.3 Renewal Program Allocation

The renewal works includes the renewal of existing roads, drains, pathways, parks assets, active recreation facilities, buildings, stairways and retaining structures. The 2019-20 \$9.1 million allocation relates to renewal projects such as:

- Heavy Plant Replacement \$1.1 million
- Horseshow Bend Road Bridge / Culvert \$0.8 million
- Messmate Road Sealing \$0.8 million
- Unsealed Renewal Program \$0.8 million
- Coombes Road Rehabilitation (in conjunction with DCP Widening) \$0.7 million
- Sealed Road Renewal \$0.7 million
- South Beach Road Rehabilitation \$0.6 million
- Light Fleet Replacement \$0.5 million
- Forrest Road (Larcombes to Grays Roads) Renewal \$0.4 million
- Building Renewal Program \$0.2 million

4.5.4 Torquay / Jan Juc DCP Allocation

Torquay / Jan Juc DCP 2019-20 program has \$2.6 million allocated which includes the South Beach Road Upgrade (RD09) \$2.1 million and Widening of Coombes Road (RD11) \$0.6 million.

4.5.5 Waste Management Allocation

Waste management projects typically include landfill site rehabilitation works, and upgrade of building facilities such as transfer stations. The 2019-20 program includes Solar Compaction Litter Bins \$0.1 million and the Anglesea Resale Shed Improvements \$0.03 million.

4.5.6 Buildings

The Building projects in the 2019-20 program include the Torquay Cultural Hub (including library) Feasibility Study \$0.07 million, External Public Toilet at the Quay Reserve Torquay (CPP27) \$0.05 million and Anglesea Hall Sound Doctor To Seek Matching Contribution (CPP29) \$0.03 million.

4.5.7 Business Cases Allocation

In 2019-20, the capital Business Case project relates to Solar Installations on Council Buildings \$0.2 million, the Civic Precinct Renewable Energy Stage 3 \$0.05 million and to Purchase a Mobile Site Hut \$0.05 million.

4.5.8 Corporate Projects Allocation

The Corporate Projects in the 2019-20 program includes the Activity Based Working Design and Implementation \$0.2 million and \$0.05 million for Community Project Management Support.

4.5.9 Digital Transformation Allocation

Digital Transformation in the 2019-20 program includes an allocation for \$0.7 million.

4.5.10 Drainage Allocation

Drainage projects in the 2019-20 program includes Boyd Avenue Out Fall Upgrade \$0.1 million and Drainage Upgrade Discretionary Works \$0.1 million.

Budget 2019-20



4.5.11 Pathways Allocation

Pathways projects in the 2019-20 program include \$0.3 million for the Annual Pathways Construction Program, of which works will be scheduled for later in the year when the Pathway Strategy Review is completed. Other pathway projects include the Biregurra Deans Marsh Pathway \$0.3 million, Camp Road Pathway in Anglesea \$0.1 million and Cape Otway Road Moriac Pathway \$0.1 million.

4.5.12 Recreation and Open Space Allocation

Recreation and Open Space includes a \$5.7 million allocation in 2019-20. This program includes Stribling Reserve Pavilions Redevelopment \$5.6 million with spend on this project in line with the funding milestones, the Torquay Preschool Play Space Upgrade \$0.1 million and Newling Reserve Inclusive Basket Swing \$0.03 million.

4.5.13 Roads / Road Safety Allocation

Roads and Road Safety includes an allocation of \$0.4 million. The Renewal and Torquay / Jan Juc DCP Program includes Roads to Recovery Projects and Fixing Country Roads grant funding. Other projects within this category include Road Safety Program \$0.3 million and Grading Projects \$0.03 million.

4.5.14 Growth and Compliance Allocation

An allocation of \$0.1 million to Growth and Compliance projects for 2019-20 includes the Disability Discrimination Act Implementation Plan for buildings projects \$0.1 million and Depot Yard Lighting \$0.3 million.

4.5.15 Contingency Allocation

The new contingency allocation to the capital works program is \$2.1 million in 2019-20. The contingency allocation is developed through assessment of each project's complexity and needs, and will be accessed through Council's Program Management Office governance arrangements. When a project is completed, any unspent portion of contingency will be returned to its source funding for further allocation by Council.



Budget 2019-20

Capital Program Funding Sources

		2018-19 Forecast \$'000	2019-20 Budget \$'000	Variance \$'000
Carried Forward Capital Works				
Funded by Council Funds and Grants Received		12,798	24,722	11,924
Total Carried Forward Capital Works		12,798	24,722	11,924
New Capital Works Allocation				
<i>External</i>				
Capital Grants	4.5.16	14,511	6,046	(8,466)
Contributions	4.5.17	847	59	(788)
Borrowings	4.5.18	-	3,275	3,275
Special Charges	4.5.19	44		(44)
		15,402	9,379	(6,023)
<i>Internal</i>				
Proceeds from Sale of Assets	4.5.20	439	480	42
Cash Reserves	4.5.21	(16,634)	1,663	18,298
Direct Funded	4.5.22	14,470	11,138	(3,332)
		(1,726)	13,281	15,007
Total New Capital Works Allocation		13,676	22,660	8,984
Total Funding Sources		26,474	47,382	20,908

4.5.16 Capital Grants Funding

Capital grants include all monies received from State and Federal sources for the purposes of funding the capital works program. The major grants that are budgeted to be received in 2019-20 include the Stribling Reserve Pavilions Redevelopment \$3.3 million, Fixing Country Roads Projects \$1.7 million and Roads to Recovery Projects \$1.1 million.

4.5.17 Contribution Funding

Contributions relate to community contributions to capital works. Contributions for the 2019-20 program include the Torquay Preschool Play Space Upgrade \$0.06 million and \$3 thousand for the Newling Reserve Inclusive Basket Swing.

4.5.18 Borrowings Funding

Borrowings relate to the funding of capital works projects. During the 2019-20 financial year new borrowings of \$3.3 million is proposed to fund the Stribling Reserve Pavilions Redevelopment.

4.5.19 Special Charges Funding

Special charges are declared under Section 163 of the Local Government Act 1989 for the purpose of raising revenue from ratepayers who will receive a specific benefit from new capital works projects. During 2019-20 no special charge income is budgeted.

4.5.20 Proceeds from Sale of Assets Funding

Council has a planned program for replacing fleet vehicles, heavy plant and equipment, which is partially funded by proceeds from sale of these assets each year. In 2019-20, \$0.5 million asset sales proceeds relate to the sale of council light fleet and heavy plant.

4.5.21 Cash Reserves Funding

Budget 2019-20

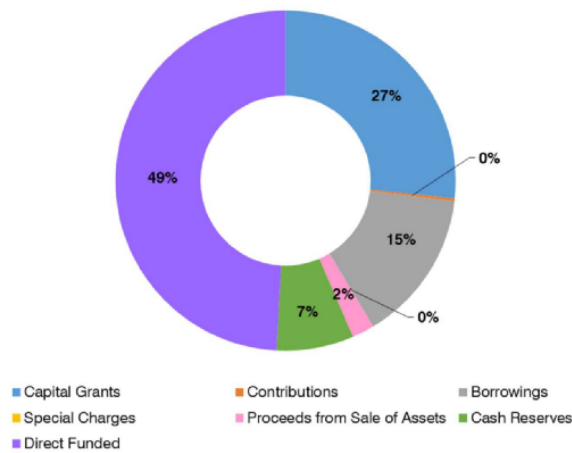


Council's cash reserves are held to meet cash flow requirements and future capital works commitments. Council has allocated cash reserve funds to new capital works commitments in 2019-20 for the Digital Transformation Program \$0.7 million, Biregurra Deans Marsh Pathway \$0.3 million, Camp Road Pathway Anglesea \$0.1 million, Cape Otway Road Moriac Pathway \$0.1 million and the Newling Reserve Inclusive Basket Swing \$0.03 million.

4.5.22 Direct Funded

Council generates cash from its operating activities, which is used as a funding source for the capital works program. Refer to the Financial Statements section 3.8 of the budget for information on Recurrent EBITDA.

2019-20 Capital Program Allocation Funding Sources



Budget 2019-20



4.6 Statement of Human Resources

Employee benefits include all labour related expenditure such as wages, salaries and on-costs such as allowances; leave entitlements; employer superannuation and workers compensation insurance.

Budgeted and forecast human resourcing expenditure is summarised below.

Division	2019-20	2020-21	2021-22	2022-23
	Budget \$'000	Strategic Resource Plan \$'000		
Chief Executive Office	1,276	1,304	1,332	1,362
Culture and Community	12,336	12,607	12,885	13,168
Environment and Development	9,047	9,246	9,449	9,657
Governance and Infrastructure	8,973	9,171	9,372	9,579
Total Staff Expenditure	31,631	32,327	33,038	33,765
Casuals and Other Expenditure	1,295	1,387	1,798	2,247
Employee Costs as per Income Statement	32,926	33,714	34,837	36,012
Capitalised Labour Costs	1,898	1,940	1,983	2,026
Total Employee Costs	34,824	35,654	36,820	38,038
FTE Employee Numbers				
Full-time	212.8	215.4	216.7	218.1
Part-time	125.9	125.9	125.9	125.9
Total FTE Employee Numbers	338.7	341.2	342.6	344.0

4.6.1 Operating Employee Costs

From the Statement of Human Resources, operating employee costs are budgeted to increase by 6.5% or \$2.0 million compared to 2018-19. The increase relates to the following factors:

- Annual wage increase of 2.5% or \$0.75 million.
- New recurrent employees \$0.36 million and non-recurrent employees \$0.78 million.
- Position level increments and other employee related costs \$0.09 million.
- Annualisation of Council approved positions during the 2018-19 financial year supporting growth in School Crossings, Governance, Information Management, Planning & Development and Engineering Services.

Employee costs continue to increase over the next four year period to cater for greater compliance commitments and responding to growth demands within the Surf Coast Shire.

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5. Financial Performance Indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

Indicator	Measure	NOTES	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000	2020-21 Strategic Resource Plan \$'000	2021-22 Resource Plan \$'000	2022-23 Resource Plan \$'000	Trend +/-/o
Operating Position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	1.36%	1.43%	-1.06%	1.90%	1.00%	0.96%	o
Liquidity									
Working Capital	Current assets / current liabilities	2	357.70%	403.52%	383.27%	331.71%	268.44%	298.42%	-
Unrestricted Cash	Unrestricted cash/current liabilities	3	136.88%	349.64%	330.98%	282.59%	224.41%	245.90%	-
Obligations									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	34.78%	31.14%	34.10%	30.41%	26.76%	23.22%	-
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		3.44%	4.06%	4.39%	4.54%	4.37%	4.20%	-
Indebtedness	Non-current liabilities / own source revenue		45.00%	40.79%	43.11%	38.03%	30.20%	26.89%	-
Asset renewal	Asset renewal expenses / Asset depreciation	5	37.25%	64.55%	63.40%	63.18%	54.16%	54.91%	o
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	6	69.12%	71.25%	75.90%	74.79%	75.95%	75.81%	+
Rates effort	Rate revenue / CV of rateable properties in the municipality	7	0.34%	0.29%	0.30%	0.31%	0.32%	0.33%	+
Efficiency									
Expenditure level	Total expenses / no. of property assessments		\$3,243	\$3,451	\$3,350	\$3,334	\$3,415	\$3,387	+
Revenue level	Residential rate revenue / No. of residential property assessments		\$2,181	\$1,539	\$1,616	\$1,626	\$1,637	\$1,648	+
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year		9.13%	7.50%	7.50%	7.50%	7.50%	7.50%	o

Notes to Indicators:

1. Adjusted Underlying Result – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Variability in indicator due to fluctuations in expensed capital expenditure, asset write-offs, developer contributions and the timing of receipt of the Financial Assistance Grant.

2. Working Capital – The proportion of current liabilities represented by current assets. Working capital increases in 2019-20 due to the new loan; in subsequent years cash is declining and in 2020/21 and 2021/22 funds for planned expenditure of waste provision funds in 2021/22 and 2022/23 increases current liabilities.

3. Unrestricted Cash – Refers to trust and trust deposits and excludes intended allocations (refer listing of reserves in 4.4.4 for further information on funds set aside for specific purposes).

4. Loans and Borrowings – The 2019-20 year increases due to the new borrowings. The following years indicate reducing reliance on debt against annual rate revenue through redemption of long term debt.

5. Asset Renewal – This percentage indicates the extent of Council's renewal of assets against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.

6. Rates Concentration – Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Generally, this ratio indicates Council will become more reliant on rate revenue compared to all other revenue sources.

7. Rates Effort – The revaluation increase has reduced the 2018-19 ratio compared to the 2017-18 actual.

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Appendix A – Fees and Charges Schedule

Fees and charges include GST where applicable. Statutory fees vary over time in accordance with legislation.

Description	Unit	2019/20	Includes GST (Y/N)	Fee Type
COMMUNITY				
Council Operations				
Minutes are available free of charge from Council's website – www.surfcoast.vic.gov.au			N	Council
Customer Service				
Black & White Photocopying/Printing	Page	\$1.00	N	Council
Colour Photocopying/Printing	Page	\$2.50	N	Council
Black & White Photocopying/Printing - Charity Groups	Page	\$0.50	N	Council
Community Transport				
Community Bus hire only (Petrol by User)	Km	\$1.10	Y	Council
Winchelsea Large Capacity Community Bus (25 seat) - Youth activities	Day	\$60.00	Y	Council
Winchelsea Large Capacity Community Bus (25 seat) - Adult activities up to 400 km round trip	Day	\$150.00	Y	Council
Winchelsea Large Capacity Community Bus (25 seat) - Adult activities over 400 km round trip	Day	\$300.00	Y	Council
Building Hire				
Public Hall Hire				
Shire based Community Group	Hour	\$13.00	Y	Council
Commercial and Non-Shire Community Group	Hour	\$26.00	Y	Council
Functions, Weddings, Parties & Major Events				
Bellbrae Hall - Private Hirer Standard Function Rate (6pm-12am)	Block	\$190.00	Y	Council
Bellbrae Hall - Private Hirer Half Day Function Rate (2-5 hours)	Block	\$150.00	Y	Council
Moriac Community Centre - Private Hirer Standard Function Rate (6pm-12am)	Block	\$190.00	Y	Council
Moriac Community Centre - Private Hirer Half Day Function Rate (2-5 hours)	Block	\$150.00	Y	Council
Freshwater Creek Hall - Private Hirer Standard Function Rate (6pm-12am)	Block	\$190.00	Y	Council
Freshwater Creek Hall - Private Hirer Half Day Function Rate (2-5 hours)	Block	\$150.00	Y	Council
The Quay Pavilion - Private Hirer Standard Function Rate (6pm-12am)	Block	\$310.00	Y	Council
The Quay Pavilion - Private Hirer Half Day Function Rate (2-5 hours)	Block	\$200.00	Y	Council
Bob Pettit Pavilion - Private Hirer Standard Function Rate (6pm-12am)	Block	\$310.00	Y	Council
Bob Pettit Pavilion - Private Hirer Half Day Function Rate (2-5 hours)	Block	\$200.00	Y	Council
Wurdale Hall - Private Hirer Standard Function Rate (6pm-12am)	Block	\$190.00	Y	Council
Wurdale Hall - Private Hirer Half Day Function Rate (2-5 hours)	Block	\$150.00	Y	Council
Anglesea Hall - Private Hirer Standard Function Rate (6pm-12am)	Block	\$310.00	Y	Council
Anglesea Hall - Private Hirer Half Day Function Rate (2-5 hours)	Block	\$200.00	Y	Council
Security Bonds – No Alcohol		\$380.00	N	Council
Security Bonds – With Alcohol		\$760.00	N	Council
Winchelsea Swimming pool				
Family Season Pass	Season	\$200.00	Y	Council
Family Season Pass (Early Bird)	Season	\$175.00	Y	Council
Adult Swim	Visit	\$5.90	Y	Council
Child Swim	Visit	\$4.80	Y	Council
School Student Swim	Visit	\$3.70	Y	Council
Spectator (Non Swim)	Visit	\$1.00	Y	Council
School Carnival (plus entry fee person)	Hour	\$77.50	Y	Council
Regional Carnival	Visit	\$1,200.00	Y	Council
Season Swim Pass - Single	Season	\$80.00	Y	Council
Season Swim Pass - Single Concession	Season	\$73.00	Y	Council
Season Swim Pass - Single (Early Bird)	Season	\$59.00	Y	Council

Budget 2019-20



Description	Unit	2019/20	Includes GST (Y/N)	Fee Type
COMMUNITY				
Eastern Reserve Gymnasium				
Membership - Individual				
3 month	Membership	\$219.00	Y	Council
12 month	Membership	\$711.00	Y	Council
Monthly Direct Debit	Membership	\$61.00	Y	Council
Membership - Concession				
3 month	Membership	\$198.00	Y	Council
12 month	Membership	\$640.00	Y	Council
Monthly Direct Debit	Membership	\$49.50	Y	Council
Membership - Youth				
3 month	Membership	\$157.00	Y	Council
12 month	Membership	\$495.00	Y	Council
Monthly Direct Debit	Membership	\$43.30	Y	Council
Membership - Family (max of 2 Adults & 2 Children)				
3 month	Membership	\$307.00	Y	Council
12 month	Membership	\$989.00	Y	Council
Monthly Direct Debit	Membership	\$85.00	Y	Council
10 Visit Pass Health Club or Group Fitness	Membership	\$107.00	Y	Council
Casual Single Visit - Health Club or Group Fitness	Visit	\$14.00	Y	Council
Personal Training Member	Hour	\$55.00	Y	Council
Surf Coast Sport & Recreation Centre				
Sport				
Adults Basketball	Team	\$73.00	Y	Council
Adults Netball	Team	\$78.00	Y	Council
Junior Basketball and Netball	Team	\$58.50	Y	Council
Indoor Soccer - Juniors	Team	\$45.00	Y	Council
Indoor Soccer - Seniors	Team	\$58.50	Y	Council
Kinder Gym - Casual	Visit	\$15.00	Y	Council
10 Visit Pass				
Kinder Gym	Membership	\$135.00	Y	Council
Fit Forever	Membership	\$107.00	Y	Council
Play Groups	Membership		Y	Council
Team Registrations & Insurance				
Adult Registration per Season (All Sports)	Team	\$66.00	Y	Council
Junior Registration per Season (All Sports)	Team	\$54.50	Y	Council
Fitness Classes				
Casual	Visit	\$15.50	Y	Council
Concession	Visit	\$14.50	Y	Council
Fit Forever	Visit	\$11.70	y	Council
10 Visit Concession Card	Membership	\$117.00	Y	Council
1 Month Membership	Membership	\$98.00	Y	Council
3 Month Membership	Membership	\$211.00	Y	Council
6 Month Membership	Membership	\$392.00	Y	Council
12 Month Membership	Membership	\$587.00	Y	Council
Crèche				
Per Child Visit	Visit	\$5.80	N	Council
10 Visit Concession Card	Membership	\$54.00	N	Council
Main Stadium				
Sport - Casual Hire - Day Time - Off Peak Use				
Commercial Groups	Hour	\$53.50	Y	Council
Registered Teams	Hour	\$33.00	Y	Council
Community Groups	Hour	\$33.00	Y	Council
Teams ½ Court	Hour	\$21.00	Y	Council
Commercial ½ Court	Hour	\$40.00	y	Council
Badminton Single Court Hire	Hour	\$11.00		
Individual Hire ½ Court	Person	\$5.80	Y	Council

Budget 2019-20



Description	Unit	2019/20	Includes GST (Y/N)	Fee Type
COMMUNITY				
Surf Coast Sport & Recreation Centre - continued				
Functions – Social/Commercial				
Fri/Sat/Sun (6pm-12am max Hire)	Block	\$551.00	Y	Council
½ Hall Only (6pm-12am Hire)	Block	\$383.00	Y	Council
Fri/Sat/Sun (6pm-12am)	Hour	\$98.00	Y	Council
Community Group Rate 6pm-12am	Block	\$365.00	Y	Council
Bonds				
Functions - No Alcohol	Booking	\$350.00	N	Council
Functions - With Alcohol	Booking	\$698.00	N	Council
Multi-Purpose Room				
Social & Commercial Functions (Meetings/Workshops)				
Sat/Sun (6pm-12am max. Hire)	Block	\$239.00	Y	Council
Sat/Sun (6pm-12am Hourly Rate)	Hour	\$45.00	Y	Council
Mon/Fri (9am-9pm Hourly Rate)	Hour	\$20.50	Y	Council
Full Room (Day & Evening Hourly Rate)	Hour	\$20.50	Y	Council
Kitchen Hire	Hour	\$16.00	Y	Council
Community Group Functions (Meetings/Workshops)				
Community Group Hire (Non Profit)	Hour	\$10.80	Y	Council
Bonds				
Functions - No Alcohol	Booking	\$340.00	N	Council
Functions - With Alcohol	Booking	\$680.00	N	Council
Equipment Hire				
Chair Hire	Day	\$2.70	Y	Council
Recreation Reserves				
Recreation Reserve Licence Fees	Min Fee	\$133.00	N	Council
Community & Civic Precinct Recreation Facility (Banyul-Warri Fields)				
Commercial Use and Non Surf Coast Shire Club/Group/School (Per Court/Field):				
- Oval or Synthetic/Grass Pitch	Half Day	\$318.00	Y	Council
	Full Day	\$506.00	Y	Council
	Hour	\$36.00	Y	Council
- Oval or Synthetic/Grass Pitch with lights	Night/4 Hours	\$440.00	Y	Council
	Night / Hour	\$65.00	Y	Council
- Netball Court	Half Day	\$130.00	Y	Council
	Full Day	\$234.00	Y	Council
	Hour	\$36.00	Y	Council
Community Hub Change Rooms (NB: Fee Applies to Each Pair of Change Rooms)				
Incorporated Community Club/Group/School - Based in Surf Coast Shire	Cleaning Fee	\$64.00	Y	Council
Surf Coast Shire Residents - Individual or Group (Non-Commercial Activity)	Cleaning Fee	\$64.00	Y	Council
Commercial Use and Non Surf Coast Shire Club/Group/School (Per Court/Field):	Cleaning Fee	\$194.00	Y	Council
Grant Pavilion - Peter Troy and China Gilbert Meeting Rooms				
Incorporated Community Club/Group/School - Based in Surf Coast Shire	Hour	\$12.80	Y	Council
	Half Day / 4 Hours	\$51.50	Y	Council
	Full Day / 8 Hours	\$88.00	Y	Council
Surf Coast Shire Residents - Individual or Group (Non-Commercial Activity)	Hour	\$25.00	Y	Council
	Half Day / 4 Hours	\$75.00	Y	Council
	Full Day / 8 Hours	\$140.00	Y	Council
Commercial Use or Non Surf Coast Shire Club/Group/School	Hour	\$46.00	Y	Council
	Half Day / 4 Hours	\$151.00	Y	Council
	Full Day / 8 Hours	\$290.00	Y	Council

Budget 2019-20



Description	Unit	2019/20	Includes GST (Y/N)	Fee Type
COMMUNITY				
Community & Civic Precinct Recreation Facility (Banyul-Warri Fields) - continued				
Grant Pavilion – Tantau and Cooper Function Rooms				
Note Whole 2nd Level Available by Booking Both Rooms				
Tenant/Anchor Club - Free access for Surf Coast Football (Soccer Club) for home games and for up to 6 bookings per year. Other tenant clubs have up to 6 bookings per year. Cleaning undertaken by volunteers or by contractor paid by hirer \$160.00 per function.				
Incorporated Community Club/Group/School - Based in Surf Coast Shire	Hour	\$25.80	Y	Council
Incorporated Community Club/Group/School - Based in Surf Coast Shire	Half Day	\$75.00	Y	Council
Incorporated Community Club/Group/School - Based in Surf Coast Shire	Full Day	\$140.00	Y	Council
Surf Coast Shire Residents - Individual or Group (Non-Commercial Activity)	Hour	\$31.50	Y	Council
Surf Coast Shire Residents - Individual or Group (Non-Commercial Activity)	Half Day	\$102.00	Y	Council
Surf Coast Shire Residents - Individual or Group (Non-Commercial Activity)	Full Day	\$192.00	Y	Council
Commercial Use or Non Surf Coast Shire Club/Group/School	Hour	\$64.00	Y	Council
Commercial Use or Non Surf Coast Shire Club/Group/School	Half Day	\$255.00	Y	Council
Commercial Use or Non Surf Coast Shire Club/Group/School	Full Day	\$439.00	Y	Council
Grant Pavilion				
Grant Pavilion Function Cleaning		\$198.00	Y	Council
Event Logistics Crew - Staff Member	Hour	\$37.00	Y	Council
Waste Removal 240L Recycling Bin	Each	\$24.00	Y	Council
Family & Children Services				
Family Day Care (from 1 January 2019)				
Family Day Care Administration Levy	Hour	\$3.00	N	Council
Occasional Care (from 1 January 2019)				
Torquay Children's Hub Occasional Care 4 Hour Session	Session	\$46.40	N	Council
Kurrambee Myaring Occasional care 4 hour session	Session	\$46.40	N	Council
Arts and Culture				
Arts Space Room Hire	Week	\$110.00	Y	Council
Arts Space Room Hire	Hour	\$22.00	Y	Council
Art Trail				
Registration Fee for Arts Trail - Individual	Annum	\$50.00	Y	Council
Registration Fee for Arts Trail - Not for Profit Community Group	Annum	\$150.00	Y	Council
Registration Fee for Arts Trail - Organisations with 10 Artists or more	Annum	\$500.00	Y	Council
Kindergarten (from 1 January 2019)				
4 Year Old Program (Jan Juc, Torquay, Kurrambee Myaring, Lorne, Anglesea and Winchelsea)	Term	\$390.00	N	Council
3 Year Old Program (Torquay)	Term	\$348.00	N	Council
3 Year Old Program (Lorne) (5 Hour Session)	Term	\$540.00	N	Council
3 year Old Program (Jan Juc) (3 Hour Session)	Term	\$348.00	N	Council
3 year Old Program (Jan Juc) (4 Hour Session)	Term	\$464.00	N	Council
3 year Old Program (Winchelsea) (4 Hour Session)	Term	\$464.00	N	Council
3 year Old Program (Anglesea) (4 Hour Session)	Term	\$464.00	N	Council
3 year Old Program (Kurrambee Myaring) (3 Hour Session) - Commencing 2018	Term	\$348.00	N	Council
Torquay Children's Hub and Kurrambee Myaring Community Centre				
Children's Services, Community Groups & Non-Profit Organisations				
Business Hours (8:30am - 5:30pm)				
Single Room (consulting, multipurpose, meeting room)	Hour	\$17.00	Y	Council
Playgroups	Hour	\$8.70	Y	Council
After Hours (5.30pm – 10pm)				
Single Room (Consulting, Multipurpose, Meeting Room)	Hour	\$27.00	Y	Council
Bond for multi purpose room hire afterhours only (cover additional cleaning, loss of swipe card and damage to facility/equipment)		\$300.00	Y	Council
Non-Profit Organisations (single room)	Day	\$80.00	Y	Council

Budget 2019-20



Description	Unit	2019/20	Includes GST (Y/N)	Fee Type
COMMUNITY				
Torquay Children's Hub and Kurrambee Myaring Community Centre - continued				
Commercial Use				
Business Hours				
Single Room (Consulting, Multipurpose, Meeting Room)	Hour	\$34.00	Y	Council
After Hours (5.30pm – 10pm)				
Single Room	Hour	\$50.00	Y	Council
For-Profit Organisations	Day	\$112.00	Y	Council
Aged & Disability Services				
Commonwealth Home Support Program, Home Community Care Program for Younger People and Home Care Package Clients				
Commonwealth Home Support Program				
Delivered Meal - CHSP - Low Fee - 3 Course & Juice	Meal	\$10.00	N	Council
Delivered Meal - CHSP - Medium Fee - 3 Course & Juice	Meal	\$12.00	N	Council
Delivered Meal - CHSP - High Fee - 3 Course & Juice	Meal	\$18.50	N	Council
Domestic Assistance - CHSP - Low Fee	Hour	\$6.50	N	Council
Domestic Assistance - CHSP - Medium Fee	Hour	\$16.50	N	Council
Domestic Assistance - CHSP - High Fee	Hour	\$48.00	N	Council
Personal Care - CHSP - Low Fee	Hour	\$6.50	N	Council
Personal Care - CHSP - Medium Fee	Hour	\$10.00	N	Council
Personal Care - CHSP - High Fee	Hour	\$48.00	N	Council
Respite - CHSP - Low Fee	Hour	\$3.30	N	Council
Respite - CHSP - Medium Fee	Hour	\$5.10	N	Council
Respite - CHSP - High Fee	Hour	\$48.00	N	Council
Property Maintenance - CHSP - Low Fee	Hour	\$13.00	N	Council
Property Maintenance - CHSP - Medium Fee	Hour	\$19.00	N	Council
Property Maintenance - CHSP - High Fee	Hour	\$50.00	N	Council
Shopping Trips - CHSP	Per Outing	\$11.00	N	Council
Musical Mornings GPAC - CHSP	Per Season	\$175.00	N	Council
Client Travel Charge - CHSP	Km	\$0.80	N	Council
Café Program (Social Support) - CHSP	Per Outing	Range 5 - 20	N	Council
Home Community Care Program for Younger People				
Delivered Meal - HACC PYP - Low Fee - 3 Course & Juice	Meal	\$10.00	N	Council
Delivered Meal - HACC-PYP - Medium Fee - 3 Course & Juice	Meal	\$12.00	N	Council
Delivered Meal - HACC- PYP - High Fee - 3 Course & Juice	Meal	\$18.50	N	Council
Domestic Assistance - HACC- PYP - Low Fee	Hour	\$6.50	N	Council
Domestic Assistance - HACC-PYP - Medium Fee	Hour	\$16.50	N	Council
Domestic Assistance - HACC -PYP- High Fee	Hour	\$48.00	N	Council
Personal Care - HACC PYP - Low Fee	Hour	\$6.50	N	Council
Personal Care - HACC PYP - Medium Fee	Hour	\$10.00	N	Council
Personal Care - HACC PYP - High Fee	Hour	\$48.00	N	Council
Respite - HACC PYP- Low Fee	Hour	\$3.30	N	Council
Respite - HACC PYP - Medium Fee	Hour	\$5.10	N	Council
Respite - HACC PYP - High Fee	Hour	\$48.00	N	Council
Property Maintenance - HACC PYP - Low Fee	Hour	\$13.00	N	Council
Property Maintenance - HACC PYP - Medium Fee	Hour	\$19.00	N	Council
Property Maintenance - HACC PYP - High Fee	Hour	\$50.00	N	Council
Client Travel Charge - CHSP	Km	\$0.80	N	Council
Café Program (Social Support) - CHSP	Per Outing	Range 5 - 20	N	Council
Aged and Disability Services - Brokerage Fees				
Delivered Meals - Broker	Hour	\$25.00	N	Council
Shopping Trip - Broker	Per Outing	\$76.65	N	Council
Café Program - Broker	Per Outing	\$25.00	N	Council
Musical Mornings - Broker	Per Season	\$300.00	N	Council
Client Travel Charge - Broker	Km	\$1.50	N	Council
Domestic Assistance- 7am-7pm (Mon-Fri)	Hour	\$65.00	N	Council
Domestic Assistance-Outside standard hours	Hour	\$130.00	N	Council
Personal Care - Broker - 7am-7pm (Mon-Fri)	Hour	\$65.00	N	Council
Personal Care-Outside standard hours	Hour	\$130.00	N	Council
Respite Care - Broker - 7am-7pm Mon-Fri	Hour	\$65.00	N	Council
Respite Care-Outside standard hours	Hour	\$130.00	N	Council

Budget 2019-20



Description	Unit	2019/20	Includes GST (Y/N)	Fee Type
COMMUNITY				
Aged & Disability Services				
After Hours Care Coordination - Broker		\$100.00	N	Council
Home Safety Check - Broker	Hour	\$80.00	N	Council
Aged and Disability Services - Home Care Packages			N	Council
Delivered Meals	Hour	\$25.00	N	Council
Shopping Trip	Per Outing	\$76.65	N	Council
Café Program	Per Outing	\$25.00	N	Council
Musical Mornings	Per Season	\$300.00	N	Council
Client Travel Charge	Km	\$1.50	N	Council
Domestic Assistance- 7am-7pm (Mon-Fri)	Hour	\$65.00	N	Council
Domestic Assistance-Outside standard hours	N/A	\$130.00	N	Council
Personal Care - Broker - 7am-7pm (Mon-Fri)	Hour	\$65.00	N	Council
Personal Care-Outside standard hours	Hour	\$130.00	N	Council
Respite Care - Broker - 7am-7pm Mon-Fri	Hour	\$65.00	N	Council
Respite Care-Outside standard hours	Hour	\$130.00	N	Council
Home Safety Check	Hour	\$80.00	Y	Council
After Hours Care Coordination		\$100.00	N	Council
Level 1 - Standard case management	Per Year	\$412.50	N	Council
Level 1 - High case management	Per Year	\$618.75	N	Council
Level 1 - Administration Fee	Per Year	20%		
Level 2 - Standard case management	Per Year	\$750.00	N	Council
Level 2 - High case management	Per Year	\$1,125.00	N	Council
Level 2 - Administration Fee	Per Year	20%		
Level 3 - Standard case management	Per Year	\$1,650.00	N	Council
Level 3 - High case management	Per Year	\$2,475.00	N	Council
Level 3 - Administration Fee	Per Year	20%		
Level 4 - Standard case management	Per Year	\$2,513.00	N	Council
Level 4 - High case management	Per Year	\$3,769.00	N	Council
Level 4 - Administration Fee	Per Year	20%		
Package Exit Fee		\$500.00	N	Council
Veterans				
Veterans Home Care		Set and Fixed by Veterans Home Care	N	Veteran Home Care
Veterans travel		Set and Fixed by Veterans Home Care	N	Veteran Home Care
NDIS				
NDIS Home Care		Set and Fixed by NDIS		NDIS
NDIS Travel Charge		\$1.50	N	Council
CORPORATE				
Financial Services				
Rate Administration				
Rate Searches – Hard Copy	Hour	\$127.00	N	Council
Rate Searches – Computer Records		\$27.00	N	Council
Sales Register (Issued Quarterly not Including Names and Addresses)		\$246.00	N	Council
Payment Rejection Administration Fee - Rates and Debtors		\$45.00	N	Council
Land Information Certificate		\$26.30	N	Statutory
Recovery Referral Fee		\$38.00	N	Council
Interest on Sundry Debtors (Penalty Interest Act)		10.00%	N	Statutory

Budget 2019-20



Description	Unit	2019/20	Includes GST (Y/N)	Fee Type
CORPORATE				
Information Services				
Freedom of Information				
Freedom of Information Fee		\$29.60	N	Statutory
Administration Cost for FOI Searches	Hour	\$22.20	N	Statutory
Risk Management				
Insurance				
Contents Insurance for Approved Community Groups				
Contents up to \$10,000	Council	\$44.00	Y	Council
Each Additional \$10,000 Contents or Part Thereof	Council	\$44.00	Y	Council
GIS IMAGES				
Job specific mapping (Including Digital Data Supply)	Hour	\$58.00	N	Council
PLANNING & ENVIRONMENT				
Visitor Centres				
Marketing display fee - Lorne Visitor Centre A3 Display	Week	\$10.00	Y	Council
Marketing display fee - Lorne Visitor Centre Light Box	Week	\$23.00 - \$37.00	Y	Council
Marketing display fee - Lorne Visitor Centre Floor Display	Week	\$26.00 - \$74.00	Y	Council
Marketing display fee - Lorne Visitor Centre Local Arts Display	Week	\$13.00	Y	Council
Marketing display Fee - Torquay Visitor Centre Local Arts	Week	\$13.00	Y	Council
Tourism				
Commercial Tour Operator Licenses				
Annual Fee – Standard One Year Licence	Licence	\$300.30	N	Statutory
Annual Fee – More than One Year Licence (Currently 3 year)	Licence	\$227.00	N	Statutory
Use Fee – General Visitor	Visitor	\$2.40	N	Statutory
Use Fee – School Student and Child	Visitor	\$1.60	N	Statutory
Use Fee Cap (Maximum)		\$14,720.00	N	Statutory
Tourism Signage Assessment and Installation	Minimum Cost	\$495.00	N	Council
Australian National Surfing Museum				
Theatre Hire Day Rate	Hour	\$73.00	Y	Council
Theatre Hire Night Rate	Hour	\$134.00	Y	Council
Whole Facility (Day or Night)	Hour	\$158.00	Y	Council
Bond (Only for Whole Facility and Dependent on Group)		\$1,000.00	N	Council
Bond (for Hiring of Theatre Room Alone)		\$400.00	N	Council
Adult Entry	Visit	\$12.00	Y	Council
Child Entry	Visit	\$8.00	Y	Council
Children Under 5yrs	Visit	Free		Council
Concession Entry	Visit	\$8.00	Y	Council
Family Entry	Visit	\$25.00	Y	Council
School Groups Entry	Visit	\$6.50	Y	Council
Bells Tour School Groups	Visit	\$9.00	Y	Council
Theatre Hire Day Rate (Community Group)	Hour	\$52.00	Y	Council
Theatre Hire Night Rate (Community Group)	Hour	\$109.00	Y	Council
Research Fee without Museum Officer	Hour	\$12.00	Y	Council
Research Fee with Museum Officer	Hour	\$45.00	Y	Council
Copying / Image Reproduction				
Books, Magazines, Newspapers and Journals (PDF)	Per 10 Pages	\$20.00	Y	Council
Books, Magazines, Newspapers and Journals (TIFF)	Page	\$17.00	Y	Council
Pictures and Photographs	Each	\$22.00	Y	Council

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Description	Unit	2019/20	Includes GST (Y/N)	Fee Type
PLANNING & ENVIRONMENT				
Local Laws				
Dog & Cat Registrations				
Dog or Cat Eligible for Reduced Rate Under the Domestic Animals Act 1994. Includes:				
- Sterilised Dog & Cat				
- Dog or Cat kept for Breeding in Registered Domestic Business				
- Cat Registered with Prescribed Feline Association				
- Dogs Registered with Prescribed Canine Association		\$67.00	N	Council
- Dogs that have Undergone Obedience Training which Complies with Regulations				
- Working Dog				
- Dogs Older than 10 Years Old				
Dangerous, Menacing or Restricted Breed Dogs		\$480.00	N	Council
Dangerous, Menacing or Restricted Breed Dogs that have Undergone Proactive Training or is a Guard Dog		\$200.00		Council
All Other Dogs & Cats (e.g. Non Desexed Animal)		\$200.00	N	Council
Late Payment Surcharge		\$9.20	N	Council
Dog & Cat Fees				
Cat Cage Hire	Week	\$39.00	Y	Council
Cat Cage Deposit		\$65.00	N	Council
Dogs Citronella Collar Hire		\$47.50	Y	Council
Dogs Citronella Collar Deposit		\$67.00	N	Council
Dogs Citronella Collar Refill		\$19.50	Y	Council
Domestic Animal Business		\$553.00	N	Council
Excess Dog Application and Inspection Fee		\$239.00	N	Council
Dog Pound Release Fee		\$175.00	Y	Council
Cat Pound Release Fee		\$175.00	Y	Council
Pound release (Unregistered Animal Surcharge)		\$27.00	N	Council
Replacement Dog/Cat Tags		\$3.30	N	Council
Impounding of Livestock (Other Than Dogs/Cats)				
Cattle and Horses (Varies to Market Price)	Head	\$230.50	Y	Council
Sheep, Pigs and Goats (Varies to Market Price)	Head	\$230.50	Y	Council
Others (Varies to Market Price)	Head	\$15.30	Y	Council
After Hours Call Out		\$355.00	N	Council
Sustenance	Head	\$78.50	N	Council
Penalties				
Parking for a period longer than fixed		\$155.00	N	Statutory
Road Safety Act Parking Enforcement (Set by Statute)		Various	N	Statutory
Release fee for impounded goods		\$105.00	N	Council
Towing of Abandoned Vehicles		\$205.00	N	Council
Permits				
Shopfront 'Street' Trading Permits				
A Frame Inspection and Application Fee		\$75.50	N	Council
A Frame Permit		\$228.00	N	Council
Permit Inspection and Application Fee		\$39.00	N	Council
To Occupy Public Place to Sell Merchandise – Winchelsea, Deans Marsh and Moriac	m2 of Used Space	\$56.00	N	Council
To Occupy Public Place to Sell Merchandise – All Other Areas	m2 of Used Space	\$75.50	N	Council
Street Furniture (Alfresco Dining) – Annual Permit – Winchelsea, Deans Marsh and Moriac	m2 of Used Space	\$109.00	N	Council
Street Furniture (Alfresco Dining) – Annual Permit – All Other Areas	m2 of Used Space	\$142.00	N	Council
Miscellaneous Permits				
Disabled Parking Permits		No Charge	N	Council
Open for Inspection Signage Permit		\$248.00	N	Council
Camping Permit Fee (Private Property)		\$206.00	N	Council
Occupy Temp Accommodation on Land	6 Months	\$275.00	N	Council
Occupy Road	Day	\$206.00	N	Council
Waste Bin (Regardless of Size) < 30 Days		\$108.00	N	Council
Wedding Application Permit Fee - Conduct a Wedding on Council Land and Reserves		\$206.00	N	Council

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PLANNING & ENVIRONMENT				
Statutory Planning				
Town Planning Application Fees (Set by Statute)		Various	N	Statutory
Public Notice Fee – Up to 15 Notifications 1st Property		\$132.50	N	Council
Subsequent Properties		\$9.50	N	Council
Erect Public Notice on a property (Per Notice)		\$208.00	N	Council
Extension of Time		\$322.00	N	Council
Property Enquiries		\$48.50	N	Council
Demolition Consent Permit		\$85.20	N	Statutory
Amendment of Plans/Permits		\$315.00	N	Council
Subdivision Applications (Set by Statute)		Various	N	Statutory
Subdivision Certification (Set by Statute)		Various	N	Statutory
Building Approvals for Properties Search		\$48.60	N	Statutory
Plans for Approval		\$315.00	N	Council
Written Advice		\$138.50	N	Council
Copy of Plans				
A3 or A4 size		\$12.00	N	Council
A0 or A1 size		\$23.50	N	Council
Building Control - Building Charges				
Copy of Plans		\$175.00	N	Council
Copy of Building Approval/Certificate of Occupancy		\$75.00	N	Council
Variation of Regulations		\$290.40	N	Statutory
Building over Easement		\$290.40	N	Council
Lodgement Fee (Statutory Charge)		\$121.90	N	Statutory
Property Information Request		\$47.20	N	Statutory
Council Consultation Fee	Hour	\$150.00	N	Council
Hoarding Application Fee		\$294.70	N	Statutory
Hoarding (fence of barrier) Permit Fee	per m2 per week	\$3.80	N	Council
Council Comments (if Report and Consent not obtained)		\$405.00	N	Council
Place of Public Entertainment		\$600.00	N	Council
Temporary Structure (Siting) Permit		\$300.00	N	Council
Environment Protection Act 1970				
Septic Tanks				
Septic Tank Application Fee – Install		\$626.00	N	Council
Septic Tank Application Fee – Alter		\$276.00	N	Council
Building Regulation 801 Consent Request		\$250.00	N	Council
Septic Tank File Request		\$34.00	N	Council
Urgent Septic Tank File Request		\$136.00	N	Council
Food Act 1984				
New Registration				
Class 1 Premises(Aged Care/Hospitals) & Class 2 Large (Supermarkets, licensed hotel, resort, large manufacturers)		\$1,340.00	N	Council
Class 1 Small Premises (Child Care & Delivered Meals Organisation)		\$910.00	N	Council
Class 2 Premises (includes mobile & temporary food premises)		\$725.00	N	Council
Class 2 - Each Additional Mobile and Temporary Food Premises		\$115.00	N	Council
Class 3 Premises & Class 2 Small Premises (includes mobile & temporary food premises)		\$425.00	N	Council
Class 3 - Each Additional Mobile and Temporary Food Premises		\$60.00	N	Council
Class 3 Small Premises & Class 2 Community Groups (includes mobile & temporary food premises)		\$203.00	N	Council
Class 3 Minor Premises & Class 3 Community Groups (includes mobile & temporary food premises)		\$125.00	N	Council
Mobile and Temporary Food Premises - Once Off Event		25% of New Registration Fee	N	Council
Mobile and Temporary Food Premises Not for Profit/Community Group (<12 single events per year)		No Charge	N	Council

Budget 2019-20



Description	Unit	2019/20	Includes GST (Y/N)	Fee Type
PLANNING & ENVIRONMENT				
Food Act 1984 - continued				
Renewal of Registration				
Class 1 Premises(Aged Care/Hospitals) & Class 2 Large (Supermarkets, licensed hotel, resort, large manufacturers)		\$890.00	N	Council
Class 1 Small Premises (Child Care & Delivered Meals Organisation)		\$610.00	N	Council
Class 2 Premises (includes mobile & temporary food premises)		\$485.00	N	Council
Class 2 - Each Additional Mobile and Temporary Food Premises		\$115.00	N	Council
Class 3 Premises & Class 2 Small Premises (includes mobile & temporary food premises)		\$280.00	N	Council
Class 3 - Each Additional Mobile and Temporary Food Premises		\$60.00	N	Council
Class 3 Small Premises & Class 2 Community Groups (includes mobile & temporary food premises)		\$135.00	N	Council
Class 3 Minor Premises & Class 3 Community Groups (includes mobile & temporary food premises)		\$80.00	N	Council
Mobile and Temporary Food Premises Not for Profit/Community Group (< 12 single events per year)		No Charge	N	Council
Mobile and Temporary Food Premises - Once Off Event		25% of New Registration Fee	N	Council
Renewal of Registration - 5 Star Rating				
Class 1 Premises(Aged Care/Hospitals) & Class 2 Large (Supermarkets, licensed hotel, resort, large manufacturers)		\$805.00	N	Council
Class 1 Small Premises (Child Care & Delivered Meals Organisation)		\$550.00	N	Council
Class 2 Premises (includes mobile & temporary food premises)		\$440.00	N	Council
Renewal of Registration - 2 Star Rating				
Class 1 Premises(Aged Care/Hospitals) & Class 2 Large (Supermarkets, licensed hotel, resort, large manufacturers)		\$1,155.00	N	Council
Class 1 Small Premises (Child Care & Delivered Meals Organisation)		\$790.00	N	Council
Class 2 Premises (includes mobile & temporary food premises)		\$625.00	N	Council
Renewal of Registration - 1 Star Rating				
Class 1 Premises(Aged Care/Hospitals) & Class 2 Large (Supermarkets, licensed hotel, resort, large manufacturers)		\$1,245.00	N	Council
Class 1 Small Premises (Child Care & Delivered Meals Organisation)		\$845.00	N	Council
Class 2 Premises (includes mobile & temporary food premises)		\$675.00	N	Council
Transfer of Registration				
Application for Transfer of Registration		50% Renewal of Registration Fee	N	Council
Health / Accommodation Requests for Inspection				
Request for Inspection/Assessment and Report Fee		\$270.00	N	Council
Urgent request for Inspection/assessment and report fee (within 2 working days)		\$525.00	N	Council
Note: Food premises are classed in accordance with section 19c of the Food Act 1984				
Public Health and Wellbeing Act 2008				
Registered Premises – New Application:				
Hairdressing and/or Temporary Make Up				
New Application Once off Application		\$160.00	N	Council
Transfer		\$160.00	N	Council
Beauty Therapy (excl. Temporary Make Up)				
New Application		\$160.00	N	Council
Renewal		\$160.00	N	Council
Transfer		\$85.00	N	Council
Skin Penetration, Tattooing, Colonic Irrigation				
New Application		\$220.00	N	Council
Renewal		\$220.00	N	Council
Transfer		\$105.00	N	Council
Prescribed Accommodation – New Application / Renewal				
6-15 people		\$310.00	N	Council
16-25 people		\$440.00	N	Council
26-50 people		\$560.00	N	Council
> 50 people		\$750.00	N	Council
Prescribed Accommodation – Transfer		50% of new application / renewal fee	N	Council
Bi-annual pro-rata rates apply				

Budget 2019-20



Description	Unit	2019/20	Includes GST (Y/N)	Fee Type
PLANNING & ENVIRONMENT				
Caravan Parks (Fee Per Unit Set By State Government)				
Caravan Park Registration - Maximum fee set under the Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	Site	N/A	N	Statutory
Transfer of Caravan Park Registration	Fee Units	5 fee units	N	Statutory
Immunisations				
Immunisation (Vaccines)		At Cost per Dose plus 30%	N	Council
Immunisation History Search		24.00	N	Council
Fire Prevention (Fee Per Unit Set By State Government)				
CFA Act Infringement Notice (legislated fee)	10 Penalty Units	\$1,585.70	N	Statutory
Block Clearing		Cost + \$170	N	Council
Application for Permit to Burn		No Charge	N	Council
Storm Water Application (Legal Point of Discharge)		\$105.00	N	Council
INFRASTRUCTURE				
Infrastructure Administration				
Vehicle Crossings (Non-Utilities)		\$185.00	N	Council
Additional Inspection		\$80.00	N	Council
Memorandum of Authorisation (Traffic Management Plan Approval)		\$100.00	N	Council
Asset Protection Permit		\$185.00	N	Council
Road Works Permits (Fee Per Unit Set By State Government)				
Arterial Road – Works, Other than Minor Works on Roadway, Shoulder or Pathway	Fee Units	43.20	N	Statutory
Arterial Road – Works, Other than Minor Works not on Roadway, Shoulder or Pathway	Fee Units	30.20	N	Statutory
Arterial Road – Minor Works on Roadway, Shoulder or Pathway	Fee Units	16.00	N	Statutory
Arterial Road – Minor Works not on Roadway, Shoulder or Pathway	Fee Units	9.50	N	Statutory
Other Roads Speed Over 50km/h –Works, Other than Minor Works on Roadway, Shoulder or Pathway	Fee Units	43.10	N	Statutory
Other Roads Speeds Over 50km/h –Works, Other than Minor Works not on Roadway, Shoulder or Pathway	Fee Units	23.50	N	Statutory
Other Roads Speeds Over 50km/h – Minor Works on Roadway, Shoulder or Pathway	Fee Units	9.30	N	Statutory
Other Roads Speeds Over 50km/h – Minor Works not on Roadway, Shoulder or Pathway	Fee Units	6.00	N	Statutory
Other Roads Speed Under 50km/h –Works, Other than Minor Works on Roadway, Shoulder or Pathway	Fee Units	23.50	N	Statutory
Other Roads Speeds Under 50km/h –Works, Other than Minor Works not on Roadway, Shoulder or Pathway	Fee Units	6.00	N	Statutory
Other Roads Speeds Under 50km/h – Minor Works on Roadway, Shoulder or Pathway	Fee Units	9.30	N	Statutory
Other Roads Speeds Under 50km/h – Minor Works not on Roadway, Shoulder or Pathway	Fee Units	6.00	N	Statutory
Developer Levies				
Non-Standard Public Lighting Levy		\$320.00	N	Council
Admin. Fee – Special Rate Projects	Percentage	6.00%	N	Council
Subdivision Supervision Fees	Percentage	2.50%	N	Statutory
Subdivisions Plan - Checking Fees	Percentage	0.75%	N	Statutory
Drainage Investigation for Unit Developments (Up-to Three Units)		\$440.00	N	Council
Drainage Investigation Hourly Rate		\$130.00	N	Council
Water Permits				
Water Permits - Minimum Charge Includes First 3,000 Litres		\$22.50	N	Council
Water Permits - Cost per Kilolitre Above 3,000 litres		\$2.50	N	Council

Budget 2019-20



Description	Unit	2019/20	Includes GST (Y/N)	Fee Type
INFRASTRUCTURE				
Waste Disposal				
Domestic Garbage - Uncompacted Waste	Cubic Metre	\$86.00	Y	Council
Domestic Hard Waste - Uncompacted Waste	Cubic Metre	\$86.00	Y	Council
Commercial Garbage - Compacted Waste	Tonne	\$163.80	Y	Council
Commercial Garbage - Uncompacted Waste	Cubic Metre	\$86.00	Y	Council
Commercial Hard Waste - Uncompacted Waste	Cubic Metre	\$86.00	Y	Council
Clean Fill (Anglesea Only - Subject to Demand)	Tonne	\$23.50	Y	Council
Construction & Demolition - Waste Mixed	Tonne	\$163.80	Y	Council
Construction & Demolition - Recycle Clean Plaster (Anglesea)	Tonne	\$32.00	Y	Council
Construction & Demolition - Recyclable Concrete/Bricks (Anglesea)	Tonne	\$64.50	Y	Council
Construction & Demolition - Recyclable Concrete/Bricks (Lorne)	Cubic Metre	\$102.00	Y	Council
Recyclable Material (if more than 0.5m3)	Cubic Metre	\$14.00	Y	Council
Green Waste	Cubic Metre	\$31.00	Y	Council
Tree stumps (Anglesea only)	Tonne	\$42.00	Y	Council
General Items				
Car Tyres	Each	\$8.50	Y	Council
Light Truck/4wd Tyres	Each	\$10.00	Y	Council
Truck Tyres	Each	\$21.50	Y	Council
Car Bodies & Caravans	Each	\$60.00	Y	Council
Mattresses (& Bases)	Each	\$23.50	Y	Council
Sale of Mulch (Subject to Availability)	Cubic Metre	\$15.00	Y	Council
Sale of Second Hand Bins (Anglesea only - Subject to Availability)	Each	\$15.50	Y	Council
Sale of Compost Bins	Each	\$56.00	Y	Council
Sale of Reusable Items - Fee for Items to be Determined by Coordinator	Each	Various	Y	Council
Waste Management				
Sale of Crushed Masonry (subject to availability)	Cubic Metre	\$15.00	Y	Council
Kerbside Waste Collection				
Residential Garbage Service Upgrade - each additional 120L per week capacity equivalent	Year	\$190.00	N	Council
Additional Residential Recycle Service - 120L, 240L or 360L Bin	Year	\$69.00	N	Council
Upgrade Residential Recycle Service to 360L Bin	Occasion	\$64.00	N	Council
Additional Residential Green Waste Service - 120L, 240L or 360L Bin	Year	\$74.00	N	Council
Upgrade Residential Green Waste Service to 360L Bin	Year	\$63.00	N	Council
Event Bin Hire	Each	\$19.50	N	Council
Infrequently Occupied Residence Bin Placement Fee	Occasion	\$7.00	N	Council
Replacement Key	Each	\$2.50	N	Council
Safe Waste bin strap	Each	\$3.50	N	Council

Budget 2019-20



Section 86 Committee Fees and Charges

Description	Unit	2019-20	Includes GST (Y/N)	Fee Type
S86 Committee Fees and Charges				
Anderson Roadknight Reserve				
Main Hall - Community	Hour	\$16.50	Yes	Council
Main Hall - Commercial	Hour	\$22.00	Yes	Council
Main Hall - use of kitchen with booking	Hour	\$5.50	Yes	Council
Meeting Room - Community	Hour	\$16.50	Yes	Council
Meeting Room - Private Hirers/Classes	Hour	\$22.00	Yes	Council
Major Functions - Private	Day	\$220.00	Yes	Council
Major Functions - Community	Day	\$110.00	Yes	Council
Outdoor Areas - Required by Major Function	Hour	\$5.50	Yes	Council
Children's Birthday Party	2 Hours	\$22.00	Yes	Council
Children's Birthday Party - use of kitchen with booking	Hour	\$5.50	Yes	Council
Connewarre Reserve				
Main Hall - 2-5 hours	Half Day	\$77.00	Yes	Council
Main Hall - 5-8 hours	Day	\$154.00	Yes	Council
Main Hall - 5pm-midnight	Evening	\$275.00	Yes	Council
Oval	Half Day	\$55.00	Yes	Council
Oval	Day	\$99.00	Yes	Council
Deans Marsh Memorial Park				
Main Hall - Community	Hour	\$16.50	Yes	Council
Main Hall - Commercial	Hour	\$22.00	Yes	Council
Main Hall - Community	Half Day	\$165.00	Yes	Council
Main Hall - Commercial	Half Day	\$275.00	Yes	Council
Main Hall - Community	Day	\$330.00	Yes	Council
Main Hall - Commercial	Day	\$550.00	Yes	Council
Main Hall - Wedding	Day	\$550.00	Yes	Council
Football Shed	Day	\$110.00	Yes	Council
Oval	Day	\$110.00	Yes	Council
Eastern Reserve				
Members Room Only - Community - Non Catered	Hour	\$12.50	Yes	Council
Members Room Only - Commercial - Non Catered	Hour	\$25.00	Yes	Council
Members Room Only - Community - Catered	Half Day	\$110.00	Yes	Council
Members Room Only - Commercial - Catered	Half Day	\$210.00	Yes	Council
Members Room Only - Community - Catered	Day	\$160.00	Yes	Council
Members Room Only - Commercial - Catered	Day	\$260.00	Yes	Council
Multipurpose Room Only - Community	Hour	\$10.50	Yes	Council
Multipurpose Room Only - Commercial	Hour	\$10.50	Yes	Council
Bendigo Bank Room - Non Catered	Half Day	\$220.00	Yes	Council
Bendigo Bank Room - Non Catered	Day	\$330.00	Yes	Council
Bendigo Bank Room - Community - Catered	Half Day	\$330.00	Yes	Council
Bendigo Bank Room - Commercial - Catered	Half Day	\$440.00	Yes	Council
Bendigo Bank Room - Community - Catered	Day	\$440.00	Yes	Council
Bendigo Bank Room - Commercial - Catered	Day	\$650.00	Yes	Council
Room Set Up / Pack Up		\$120.00	Yes	Council
Administration	Hour	\$50.00	Yes	Council
Oval Only	Hour	\$35.00	Yes	Council
Ground - Community (including change rooms, training lights)	Hour	\$90.00	Yes	Council
Ground - Commercial (including change rooms, training lights)	Hour	\$225.00	Yes	Council

Budget 2019-20



Description	Unit	2019-20	Includes GST (Y/N)	Fee Type
Globe Theatre				
Main Hall - Community	Hour	\$10.00	Yes	Council
Main Hall - Commercial	Hour	\$20.00	Yes	Council
Main Hall - 2 hours	Quarter Day	\$70.00	Yes	Council
Main Hall - 2-5 hours	Half Day	\$120.00	Yes	Council
Main Hall - 5-8 hours	Day	\$160.00	Yes	Council
Cleaning Fee		\$180.00	Yes	Council
Modewarre Hall & Reserve				
Main Hall - Community	Hour	\$30.00	Yes	Council
Main Hall & Playground - Morning	Half Day	\$55.00	Yes	Council
Main Hall & Playground - Afternoon	Half Day	\$65.00	Yes	Council
Main Hall - Afternoon	Half Day	\$132.00	Yes	Council
Main Hall - Evening	Half Day	\$275.00	Yes	Council
Main Hall - Wedding	Day	\$440.00	Yes	Council
Main Hall - Function - Evening	Half Day	\$330.00	Yes	Council
Stribling Reserve				
Meeting Room - Community	Quarter Day	\$15.00	Yes	Council
Kitchen	Half Day	\$50.00	Yes	Council
Main Room - Function	Half Day	\$400.00	Yes	Council
Main Room - Children's Birthday Party	Half Day	\$50.00	Yes	Council
Oval	Hour	\$66.00	Yes	Council
Netball Court	Hour	\$66.00	Yes	Council

Budget 2019-20



Appendix B – Cash Reserves

This appendix presents the Restricted and Unrestricted Cash Reserves held by Council and their Purposes.

Restricted Reserves

Open Space Reserve (legislative)

Purpose

The purpose of this reserve is to provide improved recreational facilities for the Surf Coast Shire, both of an active and a passive nature.

Typical Sources of Inflows and Outflows:

Inflows to the open space reserve are solely composed of contributions from subdividers in lieu of the 5 per cent public open space requirement. It is noteworthy that substantial income flows into this Reserve occur annually and these funds will be critical in delivering key outcomes of the Open Space Strategy.

Outflows have been limited to capital works on parks, playgrounds, and both active and passive recreation reserves. The level of anticipated growth in this reserve is not fully allocated in the capital works program over the life of the SRP. On the basis of our knowledge to-date, it is difficult to predict requirements beyond the short term. For this reason, limited allocation of reserves has been made in later years of the SRP.

Forecast Balance as at 30 June 2019:	\$1,662,000
Budgeted Balance as at 30 June 2020:	\$2,134,000

Main Drainage Reserve (legislative)

Purpose

The purpose of this reserve is to hold developer contributions for main drainage works at a later point than the initial development. As such they are also tied to works within the catchment area from which funds were derived.

Typical Sources of Inflows and Outflows:

Inflows are from contributions collected from developers and outflows are on the works specified.

Forecast Balance as at 30 June 2019:	\$210,000
Budgeted Balance as at 30 June 2020:	\$210,000

Developer Contributions Reserve (legislative)

Purpose

The purpose of this reserve is to hold funds contributed by developers for specific works associated with subdivisions. Funds are contributed for works such as footpaths, fencing, streetscape works, lighting and other such items where it is deemed that these works should occur at a later point than the initial development. Funds are also kept in this reserve for the Torquay/Jan Juc Developer Contributions Plan. Funds collected are very specific and tied to particular projects.

Typical Sources of Inflows and Outflows:

Inflows are from contributions collected from developers and outflows are on the works specified.

Forecast Balance as at 30 June 2019:	\$1,626,000
Budgeted Balance as at 30 June 2020:	\$3,237,000

Budget 2019-20



Home Care Packages Reserve (contractual)

Purpose

The purpose of this reserve is to meet Council's obligation under Commonwealth Government legislation to carry any unspent individual client funds into future periods.

Typical Sources of Inflows and Outflows:

Inflows are from unspent client funds at year end and outflows are from client's utilising funds from the prior period.

Forecast Balance as at 30 June 2019:	\$215,000
Budgeted Balance as at 30 June 2020:	\$215,000

Trust and Deposits Reserve (contractual)

Purpose

Whilst not technically a reserve, Trust and Deposits represent cash that Council holds under a contractual agreement, and therefore should be considered part of restricted cash holdings. Council has decided to utilise a reserve for this purpose to provide clarity.

Typical Sources of Inflows and Outflows:

Cash inflows and to the Trust and Deposits Reserve will arise from contractual agreements between Council and other parties. Outflows generally occur when the agreement expires.

Forecast Balance as at 30 June 2019:	\$2,883,000
Budgeted Balance as at 30 June 2020:	\$2,883,000

Unrestricted Reserves

Plant Replacement Reserve

Purpose

The purpose of this reserve is to establish a fund whereby Council's heavy plant (graders, trucks, etc.) can be replaced at the end of their useful lives. The changeover cost of small vehicles is also funded from this reserve.

Typical Sources of Inflows and Outflows:

Inflows to this reserve accrue out of plant hire charges made to jobs on which the plant works. The total of plant hire income is then offset against the operating expenses of the plant, with the surplus amount being transferred to the plant reserve.

Outflows from this reserve are typically the changeover cost of plant.

Forecast Balance as at 30 June 2019:	\$5,000
Budgeted Balance as at 30 June 2020:	\$65,000

Asset Renewal Reserve

Purpose

The purpose of this reserve is to provide funding based on the Asset Renewal Funding Strategy.

Typical Sources of Inflows and Outflows:

Inflows into this reserve will be funds allocated on a straight line basis increasing year on year at a predetermined rate as set by Council. Funds from renewal projects completed under budget will also be returned to this reserve. Outflows from this reserve will be spent on renewal of Council assets.

Forecast Balance as at 30 June 2019:	\$1,291,000
Budgeted Balance as at 30 June 2020:	\$1,368,000

Budget 2019-20



Waste Reserve

Purpose

The purpose of this reserve is to ensure that the full cost of the waste function is met by the waste charges (garbage charge and fee income from landfill) and that surpluses and deficits on an annual basis can be covered without any adverse impact on the balance of Council's budget. This facet is particularly relevant in terms of Council meeting its long-term obligations for landfill rehabilitation where funds need to be set aside in the interim to plan for large-scale costs in the future. The rehabilitation of the Anglesea Landfill is expected to take place in 2023-24.

Typical Sources of Inflows and Outflows:

Cash inflows to the reserve arise from any surplus funds remaining from the combined income from garbage charges and landfill fees, less the cost of operating the landfills, waste administration, kerbside collection, recycling and other associated waste costs. Outflows are due to waste capital expenditures.

Forecast Balance as at 30 June 2019:	\$9,121,000
Budgeted Balance as at 30 June 2020:	\$12,071,000

Aireys Inlet Units Reserve (legislative)

Purpose

The purpose of this reserve is as the funding source for the maintenance of social housing for disadvantaged low income earners. Four social housing units currently exist in Aireys Inlet.

Typical Sources of Inflows and Outflows:

Inflows are received by way of rent. Outflows cover future maintenance and capital expenditure related to the units.

Forecast Balance as at 30 June 2019:	\$309,000
Budgeted Balance as at 30 June 2020:	\$316,000

DCP Council Funds Reserve

Purpose

The purpose of this reserve is to provide funding based on the Torquay/Jan Juc Developer Plan.

Typical Sources of Inflows and Outflows:

Inflows into this reserve will be funds allocated on a straight line basis at a predetermined rate as set by Council. Funds from Torquay/Jan Juc DCP projects completed under budget will also be returned to this reserve. Outflows from this reserve will be spent on the delivery of DCP projects.

Forecast Balance as at 30 June 2019:	\$1,512,000
Budgeted Balance as at 30 June 2020:	\$1,435,000

Winchelsea Infrastructure Plan Allocation Reserve

Purpose

The purpose of this reserve is to provide funding for projects in line with strategies yet to be approved and adopted by Council and is funded from operations or grants received.

Typical Sources of Inflows and Outflows:

Inflows into this reserve will be funds allocated on a straight line basis at a predetermined rate as set by Council. Funds from Winchelsea Infrastructure Plan projects completed under budget will also be returned to this reserve. Outflows from this reserve will be spent on the delivery of Winchelsea Infrastructure Plan Allocation projects that are yet to be defined.

Forecast Balance as at 30 June 2019:	\$354,000
Budgeted Balance as at 30 June 2020:	\$560,000

Budget 2019-20



Gherang Gravel Pits Reserve

Purpose

The purpose of this reserve is to provide funding for road improvements for Council roads.

Typical Sources of Inflows and Outflows:

Inflows to this reserve accrue revenue from the operation of Council's gravel pits. The total of Gravel Pit income is then offset against the operating expenses of the facility, with the surplus amount being transferred to the Gherang Gravel Pits Reserve.

Outflows from this reserve are earmarked for road improvement projects.

Forecast Balance as at 30 June 2019:	\$2,578,000
Budgeted Balance as at 30 June 2020:	\$1,903,000

Defined Benefits Superannuation Reserve

Purpose

The purpose of this reserve is to provide funding for future defined benefits superannuation fund shortfalls.

Typical Sources of Inflows and Outflows:

Inflows to this reserve are at the discretion of Council, set via the Annual Budget process. Council will make an estimate on the future defined benefits superannuation funding shortfalls and build a reserve in order to meet the shortfall.

Outflows from this reserve will fund defined benefit funding calls from Council's superannuation provider.

Forecast Balance as at 30 June 2019:	\$1,074,000
Budgeted Balance as at 30 June 2020:	\$1,124,000

Carried Forward Capital Works Reserve

Purpose

The purpose of this reserve is to act as a mechanism to carry over funding for capital works that are still in progress at year end.

Typical Sources of Inflows and Outflows:

Inflows into this reserve will be funds allocated at end of financial year relating to incomplete projects.

Outflows will be funds allocated in the new financial year to complete the projects in progress.

Forecast Balance as at 30 June 2019:	\$24,722,000
Budgeted Balance as at 30 June 2020:	\$20,466,000

Carried Forward Operational Projects Reserve

Purpose

The purpose of this reserve is to act as a mechanism to carry over funding for operational projects that are still in progress at year end.

Typical Sources of Inflows and Outflows:

Inflows into this reserve will be funds allocated at end of financial year relating to incomplete projects.

Outflows will be funds allocated in the new financial year to complete the projects in progress.

Forecast Balance as at 30 June 2019:	\$692,000
Budgeted Balance as at 30 June 2020:	\$821,000

Budget 2019-20



Adopted Strategy Implementation Reserve

Purpose

The purpose of this reserve is to provide funding for projects in line with approved strategies adopted by Council and is funded from operations or grants received.

Typical Sources of Inflows and Outflows:

Inflows into this reserve will be funds allocated via Council resolution. Outflows will be funds allocated to specific projects by Council resolution.

Forecast Balance as at 30 June 2019:	\$4,605,000
Budgeted Balance as at 30 June 2020:	\$2,291,000

Accumulated Unallocated Cash Reserve

Purpose

The purpose of this reserve is to separately identify Council's unallocated cash.

Typical Sources of Inflows and Outflows:

Inflows into this reserve will be funds allocated by Council based on operational savings or unallocated sources of funding. Outflows from this reserve will be allocations based solely on Council resolutions.

Forecast Balance as at 30 June 2019:	\$1,698,000
Budgeted Balance as at 30 June 2020:	\$2,503,000

Budget 2019-20



Appendix C – Council Contributions to External Parties

Category / Organisation	2019-20 (\$)
Business / Tourism / Traders Associations	160,621
Great Ocean Road Regional Tourism	135,621
Lorne Business and Tourism Association	6,242
Torquay Commerce and Tourism Association	5,485
Anglesea Business and Tourism Association	4,879
Growing Winchelsea	4,576
Aireys Inlet Tourism and Traders Association	3,818
Early Years / Education Providers	23,053
Torquay College Stadium Joint Use Agreement	19,053
Moriac Kindergarten	4,000
Funding Programs	258,500
Minor Community Grants	75,000
Major Events Program	68,500
Signature Events Program	47,500
Community Events Program	19,500
Welcome Wave Event	16,500
Community Art Seed Funding	15,000
Torquay RSL - ANZAC Day	10,000
Other RSL Events - ANZAC Day	2,000
Winchelsea RSL - ANZAC Day	2,000
Municipal Engineering Foundation Scholarships Program	1,500
Modewarre RSL - ANZAC Day	1,000
Local Government	116,600
G21 Regional Alliance	62,000
Municipal Association of Victoria	30,500
Peri Urban Group of Councils	15,000
Committee for Geelong	3,600
Geelong Chamber of Commerce	3,300
LG Pro	2,200
Other Programs & Services	793,011
Geelong Regional Library Corporation (Council Service)	693,839
Life Saving Victoria - Professional Life Guard Services	58,119
Barwon South West Waste & Resource Recovery Group - Regional Waste Program	15,750
TX Australia Pty Ltd - Anglesea TV Blackspot	13,675
Barwon Sports Academy	5,828
Corangamite Catchment Management Authority Barwon River Flood Warning Network	4,300
Mt Gellibrand Fire Tower Lookout Committee	1,500
Senior Citizens / Community Houses & Groups	54,500
Winchelsea Community House	6,000
Deans Marsh Community Cottage	6,000
Spring Creek Community House	6,000
Anglesea Community House	6,000
Lorne Community House	6,000
Moriac and District Seniors Citizens Club	4,400
Torquay Senior Citizens Centre	4,400
Winchelsea Senior Citizens Centre	4,400
Anglesea and Aireys Inlet Senior Citizens Club	4,400
Lorne Senior Citizens Centre	4,400
Barwon Neighbourhood House Network	2,500
Total Contributions	1,406,285

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Appendix D – Renewal Backlog

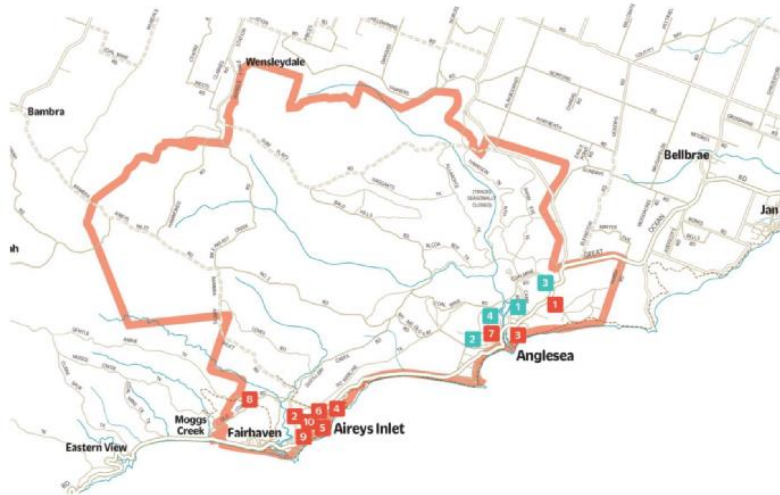
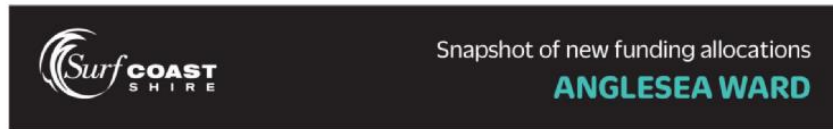
The asset renewal backlog lists assets that have reached the service level at which Council renews assets, but at this stage has not been allocated funding. These items will be prioritised for consideration in Council's 2020-21 draft budget.

Township	Asset Location	Works Description	Estimated Replacement Cost \$	Reason on Backlog	
Unsealed Roads					
Aireys Inlet	Gilbert Street	Gravel Resheet	27,000	Service Decision Needed	
Sealed Roads					
Torquay	Fisher Street	Pavement Rehabilitation	900,000	Design Review	
Kerb					
	Nil at intervention				
Buildings					
Winchelsea	Nil at intervention				
Drainage					
Torquay	Spring Creek Catchment 1	Replace 750m	160,000	Service Decision Needed	
Jan Juc	Jan Juc Catchment 7	Replace 180m	50,000		
Jan Juc	Jan Juc Catchment 4	Replace 140m	41,000		
Footpaths (Roads and Parks)					
Anglesea	Cameron Road	Footpath Replacement	38,069	Delivery Capacity Constraint	
Aireys Inlet	Eagle Avenue	Footpath Replacement	11,030		
Jan Juc	Jan Juc Creek Reserve	Footpath Replacement	24,208		
Lorne	Mountjoy Parade	Footpath Replacement	15,965		
Lorne	Noble Street	Footpath Replacement	16,008		
Lorne	Ocean Road	Footpath Replacement	13,164		
Lorne	Smith Street	Footpath Replacement	10,707		
Jan Juc	Sunset Strip	Footpath Replacement	14,056		
Torquay	Point Impossible Linear Reserve	Footpath Replacement	27,702		
Various	Various small pathway segments	Footpath Replacement	94,559		
Open Space					
Anglesea	Bellbrae Reserve	Renewal of Open Space	343,376		Delivery Capacity Constraint
Anglesea	Riverbank Reserve	Renewal of Open Space	176,106		
Bellbrae	Bellbrae Reserve	Renewal of Open Space	110,000		
Moriac	Newling Reserve	Renewal of Open Space	20,355		
Torquay	Deep Creek Nature Reserve West	Renewal of Open Space	12,000		
Torquay	Great Ocean Views	Renewal of Open Space	47,500		
Torquay	Hilltop Reserve	Renewal of Open Space	42,000		
Torquay	Sarabande Reserve	Renewal of Open Space	15,548		
Lorne	Stribling Reserve	Renewal of Open Space	44,000		
Various	Various other reserves	Renewal of Open Space	139,893		
		Total Assets	2,394,247		

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Appendix E – Budget Highlights by Ward



CAPITAL AND OPERATIONAL PROJECTS

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1 Camp Road Pathway Anglesea	106,000	0	106,000
2 Pop Up Arts Space	35,000	4,000	39,000
3 Anglesea Resale Shed Improvements	33,900	0	33,900
4 Anglesea Hall Sound Doctor - To Seek Matching Contribution (CPP29)	30,000	0	30,000
Total Capital and Operational Projects	204,900	4,000	208,900

RENEWAL PROJECTS

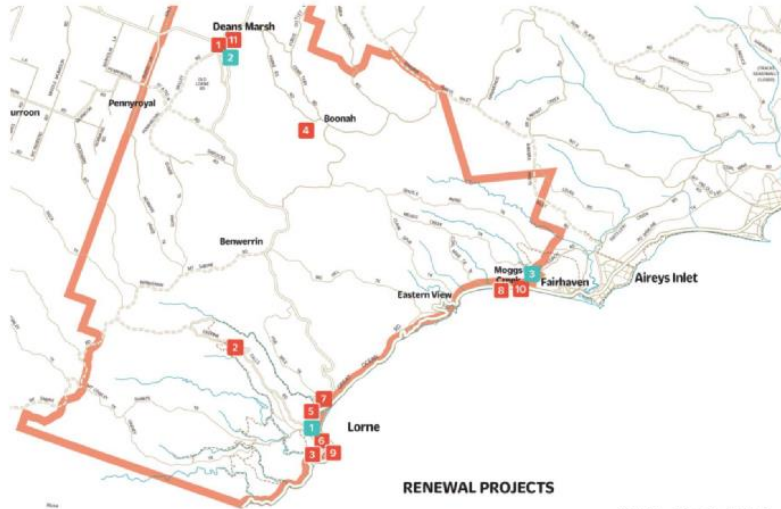
PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1 Structures Renewal - Ellimatta Reserve Retaining Wall	137,500	0	137,500
2 Unsealed Road Renewal - Bimbadeen Drive	51,000	0	51,000
3 Skate Park Renewal Program - Anglesea Skate Park - Design & Investigation	33,000	0	33,000
4 Unsealed Road Renewal - Aireys Street	25,000	0	25,000
5 Unsealed Road Renewal - Anderson Street, Aireys Inlet	23,000	0	23,000
6 Active Play Items Renewal Program - Anderson Road/Knight Reserve - Practice Court Pavement	14,000	0	14,000
7 Building Renewal - Bus Shelter - Great Ocean Road, Anglesea	8,000	0	8,000
8 Guardrail Renewal Program - Old Coach Road	8,000	0	8,000
9 Unsealed Road Renewal - Beach Road, Aireys Inlet	7,000	0	7,000
10 Footpath Renewal Program - Great Ocean Road Nature Reserve	6,000	0	6,000
Other Renewal Projects	45,000	0	45,000
Total Renewal Projects	357,500	0	357,500

Note: Ward maps show the new project allocations excluding contingency.

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Snapshot of new funding allocations
LORNE WARD



CAPITAL AND OPERATIONAL PROJECTS

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1 Stripling Reserve Pavilions Redevelopment	2,302,500	3,274,500	5,577,000
2 Biregurra Deans Marsh Pathway	333,000	0	333,000
3 Boyd Avenue Out Fall Upgrade	110,000	0	110,000
Total Capital and Operational Projects	2,745,500	3,274,500	6,020,000

RENEWAL PROJECTS

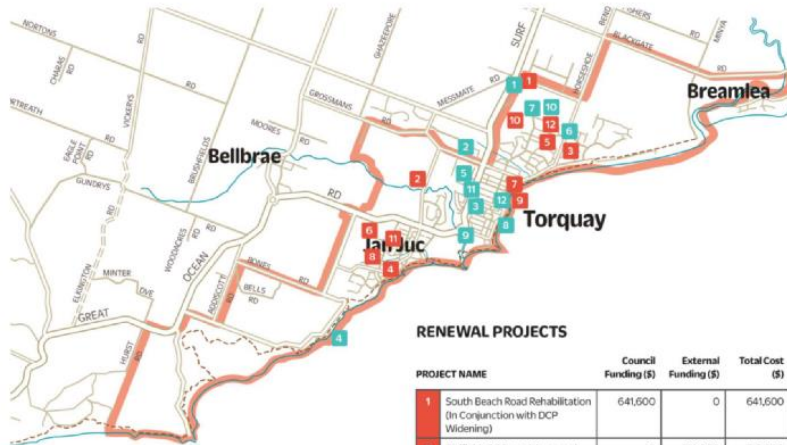
PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1 Deans Marsh Memorial Park - Playground	214,500	0	214,500
2 Sealed Road Renewal - Reseal Program - Erskine Falls Road	91,000	0	91,000
3 Drainage Renewal Program - St George River	52,000	0	52,000
4 Unsealed Road Renewal - Marks Track	42,000	0	42,000
5 Sealed Road Renewal - Reseal Program - Polworth Road - Clissold St To Erskine Falls Rd	41,000	0	41,000
6 Footpath Renewal Program - Grove Rd - Mountjoy Parade to Smith St	31,000	0	31,000
7 Building Renewal - Lorne Community House Shade Structure	20,000	0	20,000
8 Unsealed Road Renewal - Stephen Avenue	14,000	0	14,000
9 Sealed Road Renewal - Reseal Program - Francis Street - Mountjoy Parade To Smith Street	10,000	0	10,000
10 Footpath Renewal Program - Moggs Creek Nature Reserve	5,000	0	5,000
11 Facility Fencing Renewal Program - Deans Marsh Recreation Reserve - Gate	4,000	0	4,000
Total Renewal Projects	524,500	0	524,500

Note: Ward maps show the new project allocations excluding contingency.

Budget 2019-20



Snapshot of new funding allocations
TORQUAY WARD



CAPITAL AND OPERATIONAL PROJECTS

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1 South Beach Road Upgrade (RDO9)	2,064,000	0	2,064,000
2 Torquay Preschool Play Space Upgrade	45,000	56,250	101,250
3 Torquay Retail & Commercial Strategy	100,000	0	100,000
4 Bells Beach Coastal Management Plan	70,000	0	70,000
5 Torquay Cultural Hub (inc. Library) Feasibility Study	64,800	0	64,800
6 External Public Toilet at the Quay Reserve Torquay (CPP27)	53,450	0	53,450
7 Civic Precinct Renewable Energy Stage 3 (Business Case)	51,500	0	51,500
8 Production of Janjucetus Skeleton	48,000	0	48,000
9 Torquay/Jan Juc Social Infrastructure Stage 2	45,000	0	45,000
10 Torquay Multi-use Synthetic Pitch Facility Business Case	37,000	0	37,000
11 Arts Community Strengthening Contribution	20,000	0	20,000
12 Torquay Town Centre PS Amendment	20,000	0	20,000
Total Capital and Operational Projects	2,618,750	56,250	2,675,000

RENEWAL PROJECTS

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1 South Beach Road Rehabilitation (In Conjunction with DCP Widening)	641,600	0	641,600
2 Duffields Rd Roundabout and Cycling Works	0	210,000	210,000
3 St Anne's Playground Torquay	88,000	0	88,000
4 Sealed Road Renewal - Pavement Rehabilitation Program - Domain Rd - Strathmore Dr to Delview Dr	80,000	0	80,000
5 Sealed Road Renewal - Reseal Program - Horseshoe Bend Rd - The Quay To The Esplanade	55,000	0	55,000
6 Sealed Road Renewal - Pavement Rehabilitation Program - Strathmore Drive - Great Ocean Rd to Domain Rd	33,000	0	33,000
7 Facility Fencing Renewal Program - Deep Creek Nature Reserve - Vegetation Screen	30,000	0	30,000
8 Kerb Renewal Program - Domain Rd - Strathmore Dr to Sunset Strip	28,000	0	28,000
9 Kerb Renewal Program - The Esplanade - Zealy Bay Road to Beard Road	24,000	0	24,000
10 Soft Playing Surface / Irrigation Renewal - Community and Civic Precinct	16,000	0	16,000
11 Soft Playing Surface / Irrigation Renewal - Bob Pettitt Reserve	14,000	0	14,000
12 Soft Playing Surface / Irrigation Renewal - Quay Reserve	12,000	0	12,000
Other Renewal Projects	207,000	0	207,000
Total Renewal Projects	1,228,600	210,000	1,438,600

Note: Ward maps show the new project allocations excluding contingency.

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Snapshot of new funding allocations
WINCHELSEA WARD



CAPITAL AND OPERATIONAL PROJECTS				RENEWAL PROJECTS			
PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)	PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1 Widen Coombes Road (RD11)	195,000	355,000	550,000	1 Messmate Road Sealing	240,000	600,000	840,000
2 Cape Otway Road Moriac Pathway	100,000	0	100,000	2 Horseshoe Bend Rd Bridge/Culvert	132,000	688,000	820,000
3 Newling Reserve Inclusive Basket Swing	25,353	2,727	28,080	3 Coombes Road Rehabilitation (In Conjunction with DCP Widening)	258,000	475,000	733,000
4 Winchelsea Precinct Structure Plan	20,000	0	20,000	4 Forrest Road (Larcombes to Grays Roads) Renewal	120,000	290,000	410,000
5 Road Safety Audit Cape Otway	19,600	0	19,600	5 Hard Court Renewal Program - Mount Moriac	229,000	0	229,000
6 Winchelsea Infrastructure Plan Allocation	10,000	0	10,000	6 Barwon Park Road Bridge Rail (Contribution to Golden Plains Shire Works)	200,000	0	200,000
Total Capital and Operational Projects	369,953	357,727	727,680	7 Unsealed Road Renewal - Blackgate Road	113,000	0	113,000
				8 Gundrys Road - Road Safety Improvements	0	102,000	102,000
				9 Unsealed Road Renewal - Flaxbournes Road	76,000	0	76,000
				10 Soft Playing Surface / Irrigation Renewal - Mount Moriac Reserve	64,000	0	64,000
				11 Sealed Road Renewal - Reseal Program - Buckley Rd North - Princes Hwy To End Of Road	62,000	0	62,000
				12 Footpath Renewal Program - Austin St - Willis Street to Hopkins Street	47,000	0	47,000
				13 Building Renewal - Barwon River Reserve Shade Structure	32,000	0	32,000
				Other Renewal Projects	498,000	0	498,000
				Total Renewal Projects	2,071,000	2,155,000	4,266,000

Note: Ward maps show the new project allocations excluding contingency.

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Snapshot of new funding allocations
SHIRE WIDE



CAPITAL AND OPERATIONAL PROJECTS

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
Digital Transformation	730,000	0	730,000
Annual Pathway Construction Program	337,182	0	337,182
Road Safety Program	321,500	0	321,500
Environmental Leadership	250,000	0	250,000
Municipal Emergency Management Program	0	240,000	240,000
Solar Installations on Council Buildings (Business Case)	157,270	0	157,270
Solar Compaction Litter Bins	132,000	0	132,000
Disability Discrimination Act Implementation Plan	100,000	0	100,000
Community Project Management Support	50,000	0	50,000
Winchelsea Health Club 24/7 Access Pilot	50,000	0	50,000
Surf Coast Community Litter Pilot	50,000	0	50,000
Mobile Site Hut (Business Case)	47,000	0	47,000
Solar Power at Anglesea Landfill	15,000	0	15,000
Other Capital and Operational Projects	1,159,153	107,524	1,266,677
Total Capital and Operational Projects	3,399,105	347,524	3,746,629

RENEWAL PROJECTS

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
Heavy Plant Renewal	1,130,000	0	1,130,000
Light Fleet Renewal	465,000	0	465,000
Unsealed Road Renewal - Shoulder and Reactive Resheeting	250,000	0	250,000
Asset Conditions Audits	149,000	0	149,000
Information Technology Renewal	104,000	0	104,000
Building Renewal	86,000	0	86,000
Small Plant Renewal	60,000	0	60,000
Playground Equipment Renewal Program	50,000	0	50,000
Building Renewal - Air Conditioner Unit Replacement	20,000	0	20,000
Sealed Road Renewal - Reseal Program - Crack Sealing Program	10,000	0	10,000
Other Renewal Projects	248,000	0	248,000
Total Renewal Projects	2,572,000	0	2,572,000

Note: Ward maps show the new project allocations excluding contingency.

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Appendix F – Equity Considerations

Introduction

Council believes it is important the community understands how the annual Budget is prepared, including from the perspective of equity. This is a common question across all levels of government, however this is a complex matter that requires a broad consideration.

This appendix has been included in the budget document to assist this discussion. Council has not considered or adopted principles in this regard, but views this as an ongoing topic that can be further developed over time. Council is also cautious about forming a view on equity from considering one data indicator alone, from any one year or in isolation from Council's longer term strategic plans.

The Victorian Government introduced rate capping from the 2016-17 financial year. Estimates show the impact of rate capping will be a reduction in income to Council of more than \$100m over 15 years. This reduction is in addition to the impact of the Commonwealth Government freezing the indexing of Financial Assistance Grants for 3 years.

This reduction in funding will have a dramatic impact on Council's ability to provide services and to support discretionary projects. Equity will remain an element in Council's consideration; however funding constraints will drive an increased focus on allocating funding on the basis of adopted strategic planning.

Equity Considerations

Council is seeking to assist an understanding of funding equity across the Shire. The following table represents initial work on this concept; even at this preliminary stage it is evident the perspective of equity requires a broad consideration. Potential considerations are grouped into like categories.

Category 1: General

No.	Consideration	Overview
1	Equity Discussion	Council acknowledges that the community desire to understand budget equity is important and will seek to provide information to assist. Council also recognises its responsibility to the Shire as a whole, and to both current and future generations.
2	Holistic View	The assessment of equity requires a broad consideration that takes into account the full range of Council's circumstances and long term strategic imperatives. Equity cannot reasonably be reflected through a single metric in any one year.
3	Assessment Timeframe	Council maintains a medium term financial plan that reflects its funding intentions over time. Funding for particular projects can be large and may cause peaks in allocation to one ward. Additionally, asset renewal funding responds objectively to asset condition rather than a prescribed timeframe. Accordingly it is important to consider equity over time. It can however be challenging to maintain a data time series for consistent comparisons, given factors such as changing ward boundaries.
4	Pragmatic Model	An important principle in preparing any allocation model or suite of indicators is identifying where sufficient value has been provided, beyond which the preparation cost exceeds the incremental benefit. Council's Finance team has many important responsibilities to fulfil with limited resources and Council is mindful of not unreasonably diverting resources.

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Category 2: Funding

5	Rate Contribution	Rate contribution is recognised as an important element in the consideration of equitable funding allocation as it represents a tangible contribution by households. A rates-based indicator would however need to be supplemented with further indicators to account for other factors outlined in these principles.
6	Supplementary Rates	Some communities within the Shire are growing faster than others and accordingly contribute greater supplementary rates. This is an indicator of the need for higher investment in these communities that can in part be funded by these additional rates.
7	Population Distribution	It is possible to consider equity from the perspective of the Shire's population distribution rather than rate contribution. Rate income is a function of a revenue raising method allowed for within local government and often questions are raised relating to the equity the rating system itself. Rating is a taxation system; it does not automatically follow it should be used as the only basis for considering the equity of Council's funding allocations.
8	Financial Assistance Grants	One of Council major sources of non-rate revenue is the Commonwealth Financial Assistance Grant. This is derived from an assessment of a suite of indicators designed to deliver an equitable distribution across all Councils in Victoria, including but not limited to population.
9	Project Grant Funding	Council rightly puts considerable effort into achieving grant funding for projects. While grants represent external funding, they benefit particular communities and this should be considered in an assessment of equity.
10	Realised Savings	Circumstances can arise where discretionary funds become available from the sale of an asset or other windfall funding opportunities. Council makes decisions as to where this funding is applied, either locally associated to its source or for a whole of Shire use. While limited in scale and frequency, these decisions do have an equity consideration.
11	Interest Income	Interest income would need to be considered whole of Shire funding and a basis for its attribution determined, potentially according to population.
12	Service Net Surplus	Councils can operate various services or commercial operations at a surplus in order to raise funds to support allocations across the Shire. Non-ratepayers may also make an important contribution to this outcome. This situation may best be considered whole of Shire funding.

Category 3: Services and Assets

13	Service Net Cost	Council delivers a range of services across the Shire, many of which operate at a net cost that must be funded at least in part from rate income. The delivery location and service cost varies across the Shire, noting that Council typically applies a consistent price. This variation can often arise due to demographic or logistic differences, or historical practice. The localised net cost should be considered within an assessment of equity across wards.
14	Service Distribution	Council services are not provided equally across the Shire, with some communities receiving services due to demographic or logistic differences, or historical circumstances such as the practices of Councils pre-amalgamation. This is not only an issue where a localised service operates at a net cost, but the fact one community receives a service and another doesn't needs to be considered from an equity perspective.
15	Asset Density	Some areas of the Shire have a greater number and value of Council assets (facilities and roads) than other areas. It may be appropriate to have an indicator to identify the relative asset density on a per capita basis in each ward, perhaps delineated into roads and non-road asset categories.
16	Special Charge Schemes	Some projects are jointly funded by Council and benefiting property owners via a Special Charge Scheme. Funding for these projects will need to be correctly categorised to reflect the external contribution.

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Category 4: Funding Allocations

17	Whole of Shire Projects	It is reasonable to consider a number of projects as "Whole of Shire" initiatives rather than being associated with individual wards or communities. The inclusion of this funding in an assessment of equity would need to consider an appropriate allocation basis, for example population, rate assessments or rate distribution.
18	Asset Renewal	Council's Asset Renewal Funding Strategy is based on funding the renewal of roads and facilities when their condition degrades to the point that it impacts service delivery. This represents a commitment to maintain existing services and is particularly important in those communities that do not receive significant new investment due to lower growth.
19	Use of Ratepayer Funds	Council is committed to the efficient and effective use of ratepayer funds, reflected through formal project identification based on: Renewal: objective condition assessment New/Upgrade: adopted strategies, subject matter expert review The resultant funding allocations are also likely spread over time, rather than necessarily matching to current funding contributions. This emphasises the importance of considering equity over time.
20	Operational Projects	Communities often view infrastructure investment as an indicator of equitable funding contribution. It is also important to include funding allocations to operational projects that deliver a particularly localised benefit.
21	Pre-Growth Investment	Council may need to establish facilities in advance of new ratepayers moving to an area, resulting in funding allocations prior to receiving higher rates. This emphasises the importance of considering equity over a longer timeframe.
22	DCP Commitments	Council is contractually bound to provide funding contributions as part of Developer Contribution Plans. This is often in the order of 60% of the total infrastructure cost, with developers providing 40%. These agreements are a function of growth and often require investment prior to receiving a higher rate income.
23	Project Allocation vs Spend	Data comparisons that utilise project funding should be based on funds allocation rather than spend timing. The timing of project spend may vary due to project cash flow requirements or holding project commencement in order to secure grants. Importantly, allocated project funds are retained on the project budget until spent or formally reallocated by Council.
24	Corporate Overheads	Council's corporate overheads are allocated based on specific drivers to relevant services and projects. Accordingly these are reflected in net service costs and project budgets, and would form part of any subsequent equity consideration.
25	Debt Funded Projects	Council raises loans for particular project purposes. It is important to treat a project that includes debt funding differently when performing an equity analysis. Rather than including the value of the loan as an up-front portion of the project costing, it is more appropriate to reflect in the analysis the annual loan cost, including both principle and interest payments. The annual loan cost would then continue to be reflected in future year's analysis until the end of the loan term.
26	Reserve Allocations	Council typically provides allocations to reserves in each year's budget, some of which may reasonably be attributable to a particular location, while others represent a general allocation. Each allocation would need to be considered individually in relation to equity assessment.

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Indicator 1 – Adjusted Ward Rate Contribution relative to Council Funded Project Allocation

Consideration of rate contribution is an important element in the notion of equity and can be used as one comparative basis. Rate income does however fund a number of Council activities in addition to projects that are not included in this comparison.

Council projects include the categories of new/upgrade capital, new operational and renewal capital. These projects often also receive significant external funding however, this is not included in this comparison. Indicator 1 includes council funds allocated from the Accumulated Unallocated Cash Reserve, direct funding and annual debt financing for projects (excluding carried forward projects). The budget document also provides the project funding allocations in the form of maps to assist readability.

This comparison is only one data view and alone does not provide a full perspective of ward funding allocation. Additionally, this comparison should be considered over time rather than from an expectation that a single year will demonstrate an equitable allocation.

Council also allocates funding to projects that could reasonably be considered “Whole of Shire” rather than for a single ward or community. These projects have not been included in the project funding below and would require a further comparison potentially on the basis of factors such as population, rate assessments or rate distribution.

Budget 2019-20										
Ward	Rates*		Council Funding						Total Council Funding	
			New Projects (excl. Loans)	Renewal	Year Loan Costs (P&I)					
Anglesea	\$10,568,622	23%	\$247,290	6%	373,000	8%	\$0	0%	\$620,290	7%
Lorne	\$6,735,410	15%	\$521,000	13%	544,000	12%	\$0	0%	\$1,065,000	11%
Torquay	\$20,319,738	44%	\$2,850,480	70%	1,315,000	29%	\$675,016	100%	\$4,840,496	52%
Winchelsea	\$8,423,725	18%	\$448,873	11%	2,334,000	51%	\$0	0%	\$2,782,873	30%
Total Ward Specific	\$46,047,495	100%	\$4,067,643	100%	4,566,000	100%	\$675,016	100%	\$9,308,659	100%
Whole of Shire			\$3,791,392		2,091,800		\$1,388,007			

Percentages may not equal 100% due to rounding.
*Rates figure excludes Supplementary Rates, Garbage Charges and Rates Penalty Interest.

This indicator demonstrates that in this year's budget, the proportion of council funds to project allocations exceeds the proportion of rate contribution in Torquay and Winchelsea wards, but is less than the proportion in the Anglesea and Lorne wards. Prior year information is provided for comparative purposes.

Budget Year	Ward	Rates	Council Funding			
			New Projects (excl. Loan)	Renewal	Year Loan Costs (P&I)	Total Funding
2019-20	Anglesea	23%	6%	8%	0%	7%
	Lorne	15%	13%	12%	0%	11%
	Torquay	44%	70%	29%	100%	52%
	Winchelsea	18%	11%	51%	0%	30%
2018-19	Anglesea	23%	10%	5%	0%	8%
	Lorne	15%	2%	13%	0%	6%
	Torquay	44%	81%	39%	100%	67%
2017-18	Winchelsea	18%	7%	43%	0%	19%
	Anglesea	23%	4%	9%	0%	6%
	Lorne	16%	6%	3%	0%	4%
	Torquay	42%	70%	28%	100%	58%
2016-17	Winchelsea	18%	19%	60%	0%	32%
	Anglesea	24%	2%	26%	0%	13%
	Lorne	16%	11%	5%	0%	7%
	Torquay	42%	75%	31%	100%	56%
	Winchelsea	18%	12%	38%	0%	23%



Budget 2019-20

Indicator 2 – Adjusted Ward Rate Contribution relative to Total Project Allocation

This indicator is as per Indicator 1, however compares relative to the total project allocation (including Council funding and external funding).

Budget 2019-20										
Ward	Rates*		Total Funding							
			New Projects (excl. Loan)	Renewal	Year Loan Costs (P&I)	Total Funding				
Anglesea	\$10,568,622	23%	\$251,290	3%	373,000	5%	\$0	0%	\$624,290	4%
Lorne	\$6,735,410	15%	\$3,795,500	49%	544,000	8%	\$0	0%	\$4,339,500	28%
Torquay	\$20,319,738	44%	\$2,906,730	37%	1,535,000	22%	\$675,016	100%	\$5,116,746	33%
Winchelsea	\$8,423,725	18%	\$806,600	10%	4,500,060	65%	\$0	0%	\$5,306,660	34%
Total Ward Specific	\$46,047,495	100%	\$7,760,120	100%	\$6,952,060	100%	\$675,016	100%	\$15,387,196	100%
Whole of Shire			4,138,916		\$2,572,000		\$1,388,007			

Percentages may not equal 100% due to rounding.
* Rates figure excludes Supplementary Rates, Garbage Charges and Rates Penalty Interest.

This indicator demonstrates that in this year's budget, the proportion of total funding to project allocations exceeds the proportion of rate contribution in Lorne and Winchelsea wards, but is less than the proportion in the Anglesea and Torquay wards. Prior year information is provided for comparative purposes.

Budget Year	Ward	Rates	Total Funding			
			New Projects (excl. Loan)	Renewal	Year Loan Costs (P&I)	Total Funding
2019-20	Anglesea	23%	3%	5%	0%	4%
	Lorne	15%	49%	8%	0%	28%
	Torquay	44%	37%	22%	100%	33%
	Winchelsea	18%	10%	65%	0%	34%
2018-19	Anglesea	23%	10%	5%	0%	8%
	Lorne	15%	2%	13%	0%	6%
	Torquay	44%	80%	39%	100%	67%
	Winchelsea	18%	8%	43%	0%	19%
2017-18	Anglesea	23%	3%	7%	0%	4%
	Lorne	16%	3%	2%	0%	3%
	Torquay	42%	53%	21%	100%	47%
	Winchelsea	18%	40%	69%	0%	46%
2016-17	Anglesea	24%	2%	25%	0%	9%
	Lorne	16%	5%	5%	0%	5%
	Torquay	42%	71%	34%	100%	61%
	Winchelsea	18%	21%	37%	0%	25%

Indicator 3 – Asset Distribution by Ward

This indicates the proportion of Council assets relative to rates and rates assessments in different wards at the end of the respective financial year. The indicator represents a good reflection of investment of funds over time and likely future demand for asset renewal.

The table highlights in particular that the percentage proportion of the value of assets in the Winchelsea ward is greater than the proportion of their respective current rate revenue.

As at 30 June 2018										
Ward	Rates	Rate Assessments	Asset Valuation							
			Road Assets	Non Road Assets	Total Assets					
Anglesea	\$10,226,588	23%	4,931	23%	\$76,396,837	15%	\$22,257,398	16%	\$98,654,235	15%
Lorne	\$6,563,100	15%	2,902	13%	\$38,241,604	8%	\$11,470,375	8%	\$49,711,979	8%
Torquay	\$22,293,649	51%	10,836	50%	\$256,151,255	50%	\$72,395,168	51%	\$328,546,423	50%
Winchelsea	\$4,953,729	11%	3,093	14%	\$138,286,593	27%	\$36,768,883	26%	\$175,055,476	27%
Total Ward Specific	\$43,977,065	100%	21,764	100%	\$509,076,289	100%	\$142,891,814	100%	\$651,968,103	100%
			Whole of Shire		\$0		\$8,653,323		\$8,653,323	
			Land		\$53,046,036		\$150,035,536		\$203,081,572	
			Council Corporate		\$0		\$12,804,000		\$12,804,000	
			Shire Total		\$562,122,325		\$314,384,673		\$876,506,998	

Percentages may not equal 100% due to rounding.

Budget 2019-20



The prior year table is provided for comparative purposes.

As at 30 June 2017										
Ward	Rates		Rate Assessments		Asset Valuation			Total Assets		
					Road Assets	Non Road Assets				
Anglesea	\$9,639,164	23%	4,918	23%	\$55,696,202	16%	\$21,697,481	19%	\$77,393,683	17%
Lorne	\$6,624,865	16%	2,891	14%	\$27,958,666	8%	\$11,164,491	10%	\$39,123,157	8%
Torquay	\$17,364,350	42%	10,440	49%	\$174,864,729	51%	\$52,291,024	45%	\$227,145,753	49%
Winchelsea	\$7,553,749	18%	3,033	14%	\$88,924,939	25%	\$30,438,256	26%	\$117,363,195	25%
Total Ward Specific	\$41,182,128	100%	21,282	100%	\$345,434,536	100%	\$115,591,252	100%	\$461,025,788	100%
Whole of Shire					\$0		\$27,842,574		\$27,842,574	
Land					\$3,599,507		\$120,536,131		\$124,135,638	
Council Corporate					\$0		\$12,145,000		\$12,145,000	
Shire Total					\$349,034,043		\$276,114,957		\$625,149,000	

Percentages may not equal 100% due to rounding.

Indicator 4 – Supplementary Rates by Ward

This indicator provides a correlation between supplementary rates, which reflects where growth is occurring in the Shire, and the funding allocations being made to new projects.

The table highlights in particular that the proportion of investment in new projects relative to the proportion of supplementary rates is higher in the Lorne ward for 2019-20. This is driven by the Stribling Reserve Pavilion Redevelopment in the budget.

Budget 2019-20						
Ward	Supplementary Rates		Council Funding		Total Funding	
			New Projects (excl. Loan)		New Projects (excl. Loan)	
Anglesea	31,036	8%	\$247,290	6%	\$251,290	3%
Lorne	11,820	3%	\$521,000	13%	\$3,795,500	49%
Torquay	227,494	60%	\$2,850,480	70%	\$2,906,730	37%
Winchelsea	111,079	29%	\$448,873	11%	\$806,600	10%
Total Ward Specific	\$381,429	100%	\$4,067,643	100%	\$7,760,120	100%

Whole of Shire \$3,791,392 \$4,138,916

Percentages may not equal 100% due to rounding.

The prior year table is provided for comparative purposes.

Budget 2018-19						
Ward	Supplementary Rates		Council Funding		Total Funding	
			New Projects (excl. Loan)		New Projects (excl. Loan)	
Anglesea	32,423	8%	\$926,100	10%	\$930,100	10%
Lorne	12,348	3%	\$212,000	2%	\$212,000	2%
Torquay	237,297	84%	\$7,467,000	81%	\$7,666,000	81%
Winchelsea	116,398	5%	\$653,060	6%	\$715,870	7%
Total Ward Specific	\$398,465	100%	\$9,258,160	100%	\$9,523,970	100%

Whole of Shire \$5,311,787 \$5,626,865

Budget 2019-20



Appendix G – Long Term Financial Plan

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
	Forecast	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Recurrent EBITDA											
Property Rates and Charges	44,648	46,429	48,372	50,382	52,463	54,617	56,846	59,151	61,537	64,005	66,558
Garbage Charges	7,482	7,766	8,091	8,426	8,773	9,133	9,504	9,889	10,538	10,960	11,396
Grants	7,863	5,513	8,029	8,237	8,449	8,665	8,887	9,113	9,345	9,581	9,823
Other Revenue	11,203	10,424	10,646	10,873	11,105	11,342	11,584	11,831	12,084	12,342	12,606
Total Recurrent Income	71,196	70,132	75,138	77,918	80,790	83,757	86,821	89,985	93,504	96,888	100,382
Employee Benefits	29,868	31,792	32,618	33,466	34,337	35,229	36,145	37,085	38,049	39,039	40,054
Materials and Services	22,502	21,822	22,368	22,927	23,500	24,088	24,690	25,307	32,148	32,952	33,776
Total Expenditure - Existing Operations	52,370	53,614	54,986	56,394	57,837	59,317	60,835	62,392	70,198	71,991	73,829
Financial Recurrent Savings Target	-	-	550	1,000	1,450	1,900	2,350	2,800	3,250	3,700	4,150
Compliance Costs	-	65	300	600	900	1,200	1,500	1,800	2,100	2,400	2,700
Compliance Costs - Projects	-	-	500	500	500	500	500	500	500	500	500
Non-Discretionary Growth	-	250	300	600	900	1,200	1,500	1,800	2,100	2,400	2,700
Discretionary Growth Budget Year	-	247	698	715	733	751	770	789	809	829	850
Discretionary Growth	-	-	300	600	900	1,200	1,500	1,800	2,100	2,400	2,700
Total Expenditure - New Operations	-	562	2,098	3,015	3,933	4,851	5,770	6,689	7,609	8,529	9,450
Total Recurrent EBITDA	18,826	15,956	18,604	19,510	20,471	21,489	22,566	23,703	18,947	20,068	21,253
Cash Adjustments:-											
Balance Sheet Movements	389	253	(2)	(53)	(69)	(70)	(72)	(73)	(75)	(76)	(77)
Interest Revenue	1,402	1,200	1,109	1,031	959	892	830	772	718	667	621
Grants Commission funds received early	(170)	2,314	-	-	-	-	-	-	-	-	-
Asset sales - Plant/Fleet	439	480	370	380	390	401	407	405	341	341	341
Asset sales - Land	-	-	-	-	-	-	-	-	-	-	-
Total Cash Adjustments	2,059	4,247	1,477	1,359	1,280	1,223	1,165	1,103	984	933	884
Total Cash Available for Allocation	20,885	20,203	20,081	20,868	21,751	22,711	23,730	24,807	19,931	21,001	22,137

Budget 2019-20



	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
	Forecast	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Allocations to Commitments											
Debt Interest & Principal	1,707	1,704	2,130	2,118	2,118	2,118	2,115	2,118	2,118	2,117	2,117
Torquay/Jan Juc Developer Plan Allocation	2,254	2,349	2,448	2,551	2,658	2,770	2,886	3,007	3,133	3,265	3,402
Spring Creek Infrastructure Plan Allocation	-	-	751	774	797	821	845	871	897	924	951
Winchelsea Infrastructure Plan Allocation	200	206	212	219	225	232	239	246	253	261	269
Developer Contribution Interest Allocation	32	1	40	1	-	-	-	-	-	-	-
Waste Allocation	3,603	3,370	3,583	3,805	4,036	4,276	4,526	4,786	(902)	(767)	(625)
Asset Renewal Allocation	6,662	7,168	7,670	8,207	8,781	9,396	10,053	10,757	11,510	12,316	13,178
Business Case Investments	500	500	500	500	500	500	500	500	500	500	500
Growth and Compliance Costs (Non-Recurrent)	396	343	-	-	-	-	-	-	-	-	-
Total Allocations to Commitments	15,352	15,640	17,334	18,173	19,115	20,113	21,165	22,285	17,509	18,615	19,792
Discretionary Cash Available	5,532	4,562	2,747	2,695	2,636	2,599	2,565	2,522	2,423	2,385	2,345
Discretionary Allocations											
Discretionary Operating Projects	806	860	-	-	-	-	-	-	-	-	-
Discretionary Capital Works	1,124	1,671	2,949	3,065	3,185	3,312	3,445	3,583	3,677	3,826	3,982
Recreation & Open Space (to AUC)	-	825	-	-	-	-	-	-	-	-	-
Preallocated Community Projects	954	-	-	-	-	-	-	-	-	-	-
Defined Benefits Superannuation Allocation	100	50	50	50	50	50	50	50	50	50	50
Gravel Pits Allocation	634	290	295	300	305	310	316	321	327	332	338
Aireys Inlet Aged Units	6	7	7	7	7	7	7	7	7	7	7
Towards Environmental Leadership	250	250	250	250	250	250	250	250	250	250	250
Total Discretionary Allocations	3,875	3,952	3,551	3,672	3,797	3,930	4,068	4,211	4,310	4,465	4,627
Unallocated Cash Surplus / (Deficit)	1,657	610	(804)	(977)	(1,161)	(1,331)	(1,502)	(1,689)	(1,887)	(2,080)	(2,282)
Accumulated Unallocated Cash											
Opening Balance	5,018	1,698	2,503	1,699	723	(438)	(1,769)	(3,271)	(4,960)	(6,848)	(8,928)
Annual Surplus/(Deficit)	1,657	610	(804)	(977)	(1,161)	(1,331)	(1,502)	(1,689)	(1,887)	(2,080)	(2,282)
Net Allocations During the Year	(1,911)	-	-	-	-	-	-	-	-	-	-
Project Budget Submission & Ellimatta Lighting	(566)	-	-	-	-	-	-	-	-	-	-
Transfer for Recreation & Open Space/LED	-	925	-	-	-	-	-	-	-	-	-
Transfer for Digital Transformation	(2,500)	(730)	-	-	-	-	-	-	-	-	-
Closing Balance	1,698	2,503	1,699	723	(438)	(1,769)	(3,271)	(4,960)	(6,848)	(8,928)	(11,209)

4.1 Declaration of 2019-20 Rates and Adoption of the 2019-20 Annual Budget Excluding GORRT Allocation.

APPENDIX 2 LIST OF CHANGES TO THE 2019-20 BUDGET

List of Adjustments to the 2019-20 Budget

Community Submissions	\$
New funding allocations in the 2019-20 Budget*	
Anglesea Hall Upgrade	30,000
Anglesea Pathway Camp Road	106,000
Deans Marsh Pathway Birregurra-Deans Marsh Road	333,000
Moriac Pathway Cape Otway Road	100,000
Shirewide Facility Hire fees - revised pricing	30,000
Shirewide support for "Wrecked" TV series**	5,000
Shirewide Multi-Use Synthetic Pitch business case	37,000
Torquay Performing Arts establishment of management body	20,000
Torquay Quay Reserve Public Toilet	53,450
Removal of Community Submission allocation (exhausted above)	(100,000)
(* excluding project contingency)	
(** subject to successful funding application to Screen Australia)	

Organisation Submission	Recurrent	Non- Recurrent
Adjustments to the 2019-20 Budget		
Roads to Recovery - additional funding to be received as announced by the Commonwealth government.		(240,212)
Allocation of additional R2R funds to capital works.		240,212
Adjust Winchelsea Health Club 24/7 Access project to align with Council resolution 28 May 2019.		(50,000)
Cancel "Miscellaneous Correction Amendment - Minor Planning Scheme Amendments" project		(20,000)
Allocate Council funding for Winchelsea Design Guidelines project		20,000
Allocate Council funding for Water Sensitive Urban Design Maintenance Manual project		35,000
Victorian Grants Commission - additional funding to be received as announced in May 2019	(238,000)	
Additional Rates revenue based on the annualisation of supplementary rates received during the budget exhibition period.	(87,209)	
Adjustments to employee benefits budget as the result of further refinements	20,134	
Asset retirements planned for 2019-20		28,698
Adjustment to transport projects following funding confirmations regarding Roads to Recovery and Fixing Country Roads grants programs:		
- Council contribution: Forrest Rd project (Larcombes to Grays Rd), funded from Asset Renewal Reserve.		145,000
- Reduced allocation to Kerb renewal program (allocate to Duffields Rd)		(20,000)
- Duffields Rd Roundabout and CERR works project (from Renewal Reserve)		20,000
- Messmate Rd sealing - funded from Gravel Pits Reserve		300,000
- Coombes Rd rehabilitation - return allocation to Asset Renewal Reserve due to grant funding.		(552,000)
- Coombes Rd widening - return allocation to DCP Council Funds Reserve due to grant funding.		(278,000)

Other changes to the 2019-20 Budget
Allocation of Roads to Recovery grant funding to specific capital projects (previously not allocated to specific projects):
· Messmate Rd sealing - \$600,000.
· Duffields Rd Roundabout & CERR works - \$220,000.
· Gundrys Rd Safety Improvements - \$113,060.
· Horseshoe Bend Rd Culvert replace - \$88,000.
Allocation of Fixing Country Roads grant funding to specific capital projects: (funding announcement made after the publication of the draft budget):
· Forrest Road (Larcombes to Grays Rd) - \$290,000.
· Horseshoe Bend Rd Culvert - \$600,000 .
· Coombes Rd rehabilitation - \$355,000.
· Widen Coombes Rd - \$475,000.
Adjust 2018-19 Forecast and 2019-20 Budget year to recognise \$2,314,000 of Victorian Grants Commission funding to be paid in advance (in 2018-19) per latest advice from VGC.
Add service delivery data to provide context for the community about some of the services supported by the budget.
Update Statutory Fees as advised by other government departments.
Project budget for Stribling Reserve updated to reflect contingency allocation (no Community Project Management Support Fund moved from recurrent budget to capital)
Addition of disclosures on pending changes to Australian Accounting Standards.
Subsequent timing and budget changes to future years in the Long Term Financial Plan to recognise all incorporated changes to the 2019-20 budget.
Contributions updated to include new funding agreement with Great Ocean Road Regional Tourism and transition funding for local trader groups.
Other minor corrections or improvements to formatting or presentation.

4.2 Rating Strategy

Author's Title: Manager Finance

General Manager: Anne Howard

Department: Finance

File No: F18/1598

Division: Governance & Infrastructure

Trim No: IC19/949

Appendix:

1. Surf Coast Shire Rating Strategy For Adoption (D19/85209)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to present the Surf Coast Shire Rating Strategy to Council for adoption.

Summary

The purpose of a rating strategy is to consider what rating options are available to Council under the Local Government Act 1989 and establish how Council will select and apply preferred options to ensure the equitable distribution of rates in accordance with Section 3C(f) of the Local Government Act and Ministerial Guidelines.

Council engaged an independent and experienced consultant to undertake a review of Council's current Rating Strategy and make assessment against the legislative requirements and the appropriateness of the current rating structures in the current context. The review report made a number of observations, included relevant benchmarking and made recommendations for Council to consider. These recommendations were incorporated into a draft Rating Strategy, which was presented to Council at the 23 April 2019 meeting and placed on public exhibition.

A total of four public submissions were received. No direct representation of submissions was made to the Hearing of Submissions Committee meeting held 4 June 2019.

No changes are proposed to the exhibited document, and the Surf Coast Shire Council Rating Strategy is now presented for Council's formal consideration.

Recommendation

That Council:

1. Receives and notes the submissions to the exhibited draft 2019 Rating Strategy
2. Adopts the Surf Coast Shire Council Rating Strategy (as appended) noting that:
 - a. The Vacant Land differential is no longer considered equitable, and has been removed, and
 - b. The Municipal Charge has been capped to 10% of total rate revenue.

Council Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr Margot Smith

That Council:

1. Receives and notes the submissions to the exhibited draft 2019 Rating Strategy
2. Adopts the Surf Coast Shire Council Rating Strategy (as appended) noting that:
 - a. The Vacant Land differential is no longer considered equitable, and has been removed, and
 - b. The Municipal Charge has been capped to 10% of total rate revenue.

CARRIED 7:0

4.2 Rating Strategy

Report

Background

The Rating Strategy does not impact how much revenue Council raises from rates, rather it affects how the rating burden is distribution across different categories of ratepayers.

Council initiated a strategic review of its Rating Strategy in 2018. The purpose of this review was:

- to ensure that the strategy still complied with current legislation,
- to review current rating differentials to ensure equity across ratepayer categories,
- and to review the municipal charge.

The Rating Strategy had remained largely unchanged since 2014, except for the implementation of the Provisional Vacant Land Differential in 2016.

A draft Rating Strategy was prepared and placed on public exhibition at the 23 April 2019 Council Meeting. Four submissions were received during the exhibition period, and were presented to a Hearing of Submissions meeting on 04 June 2019. The final Rating Strategy is now presented to Council for adoption.

Discussion

Council engaged an external consultant to review its existing rating strategy and provide recommendations for any changes or updates.

The independent report found that the Vacant Residential Land Differential was no longer equitable due to:

- Little evidence of land banking as an issue within the shire,
- Declining numbers of vacant properties within the shire, and
- Approximately 2/3rds of all properties classified Vacant Land Differential are subject to Bushfire Management Overlays, which can prevent any development on the land.

The existing Vacant Residential Land Differential is double the rate of the General Residential rate, and is now applied to only 772 properties (was 1,367 properties in 2013). Each of these properties contributes an average \$1,343 in additional rates, even though owners may not be able to develop their land due to planning restrictions (Bushfire Management Overlays) introduced after the Black Saturday Bushfires Royal Commission.

The consultant's report also noted that the Vacant Land Differential and Provisional Vacant Land Differential add unnecessary complexity to Council's Rating Strategy.

In the 2018-19 budget, the Vacant Residential Land Differential (200%) was applied to 772 properties and raised \$2,132,412 in rates revenue. If the Vacant Land Differential was removed, and the affected properties were charged the general rate (100%), it would raise \$1,066,206, with the remaining difference to be spread across ratepayers in other categories. The outcome of this redistribution would be:

- An average rates increase of \$48 to properties on the General Residential rate,
- An average rates increase of \$55 to properties on the Farm rate,
- An average rates increase of \$85 to properties on the Commercial/Industrial rate,
- An average rates decrease of \$1,343 to properties on the Vacant rate, and
- An average rates increase of \$26 to properties on the Provisional Vacant rate.

It is noted that the imposition of a higher rate for vacant properties, where the majority cannot be developed, does not represent an equitable distribution of rates. There was also no evidence found by the independent consultant to demonstrate that land banking was an issue in the Shire. By removing the Vacant Land Differential, the rating burden will be levied more evenly across ratepayer categories.

The report also recommended that Council pro-actively cap its Municipal Charge to 10% of its total rates (rates plus Municipal Charge revenue) due to impending State Government legislation that seeks to do so.

4.2 Rating Strategy

Financial Implications

There are no financial implications to Council as a result of the Rating Strategy. The strategy will impact how rates and charges are levied, but not the total revenue collected. The 2019-20 budget has been prepared based on this rating strategy.

Council Plan

Theme 5 High Performing Council
Objective 5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed
Strategy Select Strategy

Policy/Legal Implications

The Ratings Strategy reflects Council's duty to ensuring an equitable distribution of rates

Officer Direct or Indirect Interest

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

Risk Assessment

Not Applicable

Social Considerations

The Rating Strategy has been updated to ensure the rate burden is equitably distributed amongst ratepayers.

Community Engagement

The draft rating strategy was publicly exhibited during May 2019 and received four submissions. Two of the submissions opposed the removal of the vacant land differential, one queried the farm rate differential, and one opposed any rate increases in principle. No submitters attended the Hearing of Submissions on 4 June 2019.

Environmental Implications

Not Applicable

Communication

The draft Rating Strategy was exhibited alongside Council's draft 2019-20 Annual Budget, including advertisements in local publications and promotion of the submission process on Council's website.

Options

Option 1 – Adopt the Rating Strategy

This option is recommended by officers as it will ensure Council raises revenue from rates in the most equitable way.

Option 2 – Do not adopt the Rating Strategy

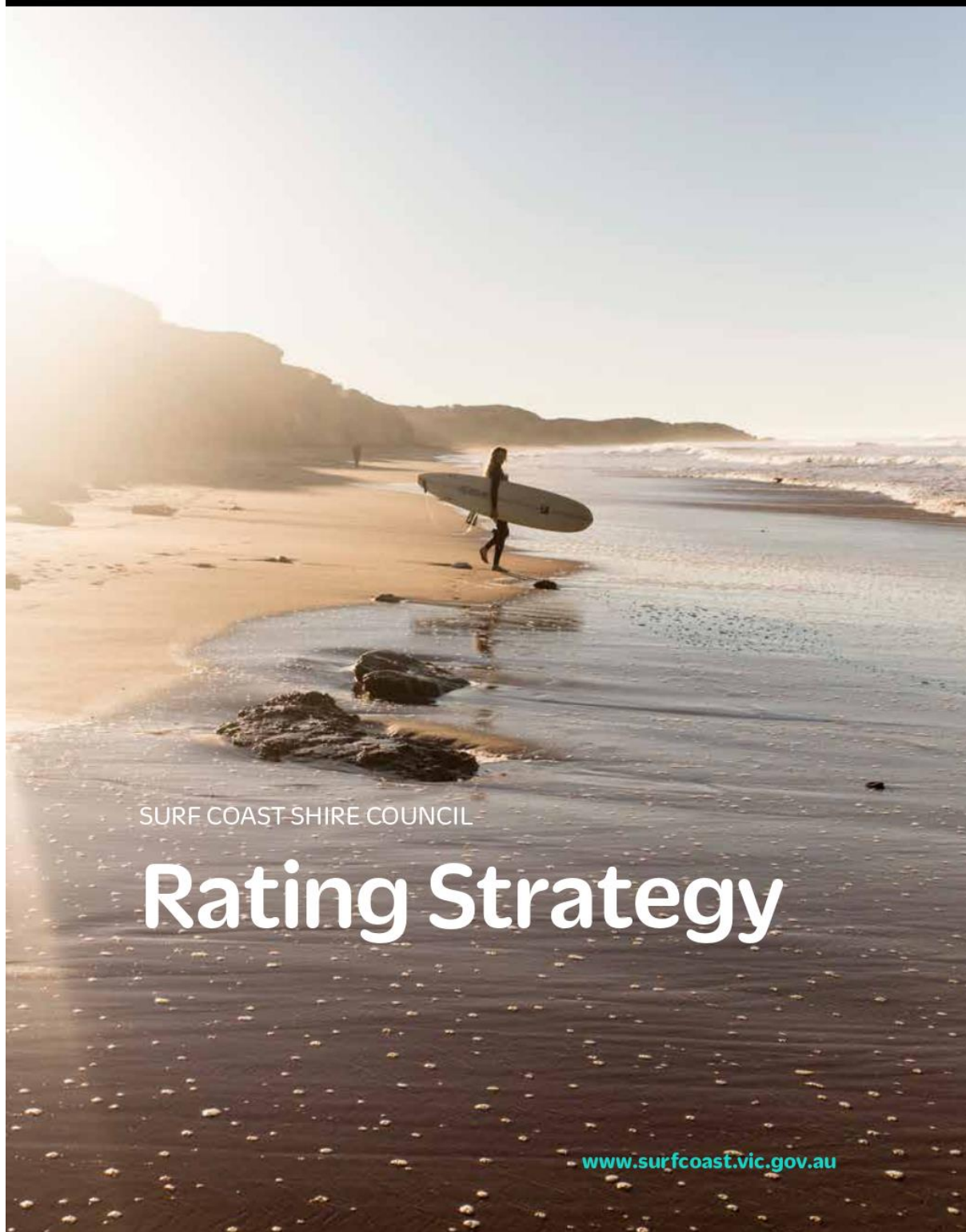
This option is not recommended by officers as it will not lead to an equitable distribution of rates amongst ratepayers.

Conclusion

The Surf Coast Shire Council Rating Strategy outlines Council's rating approach and is presented to Council for adoption.

4.2 Rating Strategy

APPENDIX 1 SURF COAST SHIRE RATING STRATEGY FOR ADOPTION



SURF COAST SHIRE COUNCIL

Rating Strategy

www.surfcoast.vic.gov.au

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Executive Summary

The selection of rating philosophies and the choice between the limited rating options available under the Local Government Act 1989 is a difficult one for all Councils and it is most likely that a perfect approach is almost impossible to achieve in any local government environment.

This is the case for Surf Coast Shire Council where there are large disparities in property prices and in the ability of various rating groups to afford payment of Council rates.

As such, Council will continue to apply differential rating against various property classes that reflect the ability of these segments to afford Council rates.

Council will apply three differential rates (including the General Residential Rate) to different classes of property. This rating strategy recommends this approach in order to promote a simple and equitable approach to applying rates.

It should be noted that from 1 July 2016, all Victorian Councils have had their annual rate revenue increases capped under the new "Fair Go Rates System" introduced by the Victorian State Government.

Council's strategy can be summarised as follows:

Section	Strategy Recommendations
Determining the valuation base to use	That Council apply the Capital Improved Value (CIV) valuation method to levy rates.
Using a differential rating system	That Council utilise differential rating in its rating strategy.
What differential rates should be applied?	That Council apply a uniform general rate on any rateable land which does not satisfy the criteria for a differential rate. That Council apply a farm differential rate. That Council apply a commercial/industrial differential rate. That Council not introduce any new differential rates. That Council is mindful of the periodic impacts of property revaluations.
Special rates and charges	That Council use special rates and charges in instances that fit the required criteria.
Municipal charge	That Council levy the Municipal Charge as part of its rating strategy.
Service rates and charges	That Council apply Waste Service charges as part of its rating strategy based on full cost recovery of the waste function and providing for future landfill rehabilitation.
Rate payment date options	That Council apply the quarterly instalment payment option and continue to offer a monthly or quarterly direct debit option for ratepayers.

Introduction

Under the Local Government Act 1989, a primary objective of all Victorian Local Governments is to ensure the equitable imposition of rates and charges (Section 3C(f)). The purpose of a rating strategy is therefore to consider what rating options are available to Council under the Local Government Act (1989) and how Council's choices in applying these options contribute towards meeting an equitable outcome.

It is important to note that the purpose of this strategy is very different to that which is discussed in the Long Term Financial Plan or Annual Budget. In these latter documents the key concern is the quantum of rates to be raised for Council to deliver the services and capital expenditure required. Conversely this rating strategy is revenue neutral, with the focus being how the rating system will determine the share of revenue contributed by each property.

This Rating Strategy will canvass the limited range of rating options available to Council under the Local Government Act 1989 including the following:

- a) The choice of which valuation base is to be utilised (of the three available choices under the Act)
- b) The consideration of uniform rating versus the application of differential rates for various classes of property.
- c) What is the most equitable level of differential rating across the property classes having regard for the principles of taxation?
- d) The application of fixed service charges for the areas of waste management and municipal administration.
- e) The application of special rates and charges.
- f) The application of the Fire Services Property Levy
- g) The application of other levies under the Planning and Environment Act 1986

Purpose

The purpose of a rating strategy is to explain the approach taken by Council in levying rates under Part 8 of the Local Government Act 1989 (Rates and Charges on Rateable Land). This rating strategy will set out the factors to be considered by Council when adopting a rating structure for determining revenue generated from properties within the Surf Coast Shire.

Council must raise revenue each year to provide appropriate services, infrastructure and support for the community. The services Council provides are broad and are allocated according to community needs.

Council rates are a form of taxation based on property value. By legislation (*Valuation of Land Act 1960*) the value of the property is to be reassessed every year. Council levies rates based on property values to provide infrastructure and services that are not provided by private enterprise and other levels of government.

The major services provided by Council include (but are not limited to):

- Kindergarten, early learning, and children's programs
- Home and Community Care, and positive ageing programs
- Waste Collection and disposal
- Road and street construction, upgrades, and maintenance
- Recreational and leisure facilities and programs
- Community infrastructure construction, upgrades, and maintenance
- Environmental management and services, including vegetation and pest control

- Public Health Services including food safety and immunisations
 - Economic Development, Tourism and marketing
 - Local laws governance and enforcement
 - Statutory and strategic planning services
 - Emergency planning and management
- a) Section 3C of the *Local Government Act 1989* stipulates the primary objective of Councils is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of its decision. In seeking to achieve its primary objective, a Local Government Authority must have regard to facilitating the following objectives:
- b) Promote the social, economic and environmental viability and sustainability of the municipal district.
 - c) Ensure resources are used efficiently and effectively.
 - d) Improve the overall quality of life of the people in the local community.
 - e) Promote appropriate business and employment opportunities.
 - f) Ensure services and facilities provided are accessible and equitable.
 - g) Ensure the equitable imposition of rates and charges.
 - h) Ensure transparency and accountability in Council decision making.
 - i) The issue of equity must therefore be addressed in the rating strategy, and this proposed strategy has paid careful attention to this aspect.

Legislation

Section 155 of the Local Government Act 1989 provides that a Council may declare the following rates and charges on rateable land:

- General rates under Section 158
- Municipal charges under Section 159
- Service rates and charges under Section 162
- Special rates and charges under Section 163

The recommended strategy in relation to municipal charges, service rates and charges and special rates and charges are discussed later in this document.

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates. Section 157 (1) of the *Local Government Act 1989* provides Council with three choices in terms of which valuation base to utilise. They are: Site Valuation, Capital Improved Valuation and Net Annual Value. The advantages and disadvantages of the respective valuation basis are discussed in Section 7 of this paper.

Section 158 of the *Local Government Act 1989* provides that Council must at least once in respect of each financial year declare by 30 June the following for that year:

- a) The amount which Council intends to raise by way of general rates, municipal charges, service rates and service charges.
- b) Whether the general rates will be raised by application of:
 - i. A uniform rate, or
 - ii. Differential rates (if Council is permitted to do so under Section 161(1))
 - iii. Urban farm rates, farm rates or residential use rates (if Council is permitted to do so under Section 161A).

All of the required information is included in the annual Surf Coast Shire Council budget.

Revenue and Rating Principles

The Victorian Government's Local Government Better Practice Guide: Revenue and Rating Strategy 2014 states that when developing a rating strategy, in particular with reference to differential rates, a Council should give consideration to the following key good practice taxation principles:

- Wealth Tax
- Equity
- Efficiency
- Simplicity
- Benefit
- Capacity to Pay
- Diversity.

The "wealth tax" principle implies that the rates paid are dependent upon the value of a ratepayer's real property and have no correlation to the individual ratepayer's consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

Equity

Horizontal equity – ratepayers in similar situations should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation). Vertical Equity – those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a "relativity" dimension to the fairness of the tax burden)

Efficiency

Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

Simplicity

How easily a rates system can be understood by ratepayers and the practicality and ease of administration.

Benefit

The extent to which there is a nexus between consumption/benefit and the rate burden.

Capacity to Pay

The capacity of ratepayers or groups of ratepayers to pay rates.

Diversity

The capacity of ratepayers within a group to pay rates.

The rating challenge for Council therefore is to determine the appropriate balancing of competing considerations.

Understanding Council's current rating framework

Council has established a rating structure which is comprised of three key elements. These are:

- Property values (using the Capital Improved Valuation methodology), which are indicative of capacity to pay and form the central basis of rating under the Local Government Act 1989
- A 'user pays' component to reflect usage of services provided by Council
- A 'fixed' municipal charge per property to cover some of the administrative costs of Council

Striking a proper balance between these elements provides equity in the distribution of the rate burden across residents.

Council makes a further distinction within the property value component of rates based on the purpose for which the property is used, that is, whether the property is used for residential, commercial/industrial, or farming purposes. This distinction is based on the concept that different property categories should pay a fair and equitable contribution, taking into account the benefits those properties derive from the local community.

The rating structure comprises three differential rates (residential or general, commercial/industrial, farm). These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the *Local Government Act 1989*, and the *Ministerial Guidelines for Differential Rating 2013*. The differential rates are currently set as follows:

Residential	100%
Commercial / Industrial	190%
Farmland	75%

Council also levies a municipal charge. The municipal charge is declared for the purpose of covering some of the administrative costs of Council.

The formula for calculating rates, excluding any additional charges, arrears or additional supplementary rates is:

Valuation (Capital Improved Value) **x Rate in the Dollar** (Differential Rate Type)

Rates and charges are an important source of revenue, accounting for over 66% of operating revenue received by Council. The collection of rates is an important factor in funding Council services. Planning for future rate increases is therefore an essential component of the long term financial planning process, and plays a significant role in funding both additional service delivery and the increasing costs related to providing Council services.

Council is well aware of the balance between rate revenue as an important funding source and community sensitivity to rate increases. With the introduction of the Fair Go Rates legislation, all rate increases are capped to a rate declared by the Minister for Local Government, which is usually in line with the forecast rate of inflation.

Council currently utilises a service charge to fully recover the cost of Council's waste services and provides for future landfill rehabilitation costs. The garbage service charge is not capped under the Fair Go Rates legislation, and Council will continue to allocate surplus funds from this charge towards the future rehabilitation of the Anglesea Landfill.

Determining which valuation base to use

Under the *Local Government Act 1989*, Council has three options as to the valuation base it elects to use. They are:

- **Capital Improved Valuation (CIV)** – Value of land and improvements upon the land.
- **Site Valuation (SV)** – Value of land only.
- **Net Annual Value (NAV)** – Rental valuation based on CIV.

For residential and farm properties, NAV is calculated at 5 per cent of the Capital Improved Value. For commercial and industrial properties, NAV is calculated as the greater of the estimated annual rental value or 5 per cent of the CIV.

Capital improved value (CIV)

Capital Improved Value is the most commonly used valuation base by Local Government with 72 of the 79 Victorian Councils applying this methodology. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates the market value of the property.

Section 161 of the *Local Government Act 1989* provides that a Council may raise any general rates by the application of a differential rate if –

- a) It uses the capital improved value system of valuing land; and
- b) It considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a Council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.

Advantages of using Capital Improved Value (CIV)

- CIV includes all improvements, and hence is often supported on the basis that it more closely reflects "capacity to pay". The CIV rating method takes into account the full development value of the property, and hence better meets the equity criteria than Site Value and NAV.
- With the increased frequency of valuations (previously two year intervals, now annual intervals), the market values are more predictable and has

reduced the level of objections resulting from valuations.

- The concept of the market value of property is more easily understood with CIV rather than NAV or SV.
- Most Councils in Victoria have now adopted CIV which makes it easier to compare relative movements in rates and valuations across Councils.
- The use of CIV allows Council to apply differential rates which greatly adds to Council's ability to equitably distribute the rating burden based on ability to afford Council rates. CIV allows Council to apply higher rating differentials to the commercial and industrial sector that offset residential rates.
- The 2018 Local Government Bill (now lapsed) recommended a change to the legislation to require all councils to use CIV. Although the legislation was not adopted at the time, it is likely that it will be revisited in the near future.

Disadvantages of using CIV

- The main disadvantage with CIV is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner as with pensioners and low income earners.

Site value (SV)

There are currently no Victorian Councils that use this valuation base. With valuations based simply on the valuation of land and with only very limited ability to apply differential rates, the implementation of Site Value in a Surf Coast Shire Council context would cause a shift in rate burden from the industrial/commercial sectors onto the residential sector, and would hinder Council's objective of a fair and equitable rating system.

There would be further rating movements away from modern townhouse style developments on relatively small land parcels to older established homes on the more typical quarter acre residential block. In many ways, it is difficult to see an equity argument being served by the implementation of site valuation in the Surf Coast Shire.

Advantages of Site Value

- There is a perception that under site valuation, a uniform rate would promote development of land, particularly commercial and industrial developments. There is, however, little evidence to prove that this is the case.
- Scope for possible concessions for urban farm land and residential use land.

Disadvantages in using Site Value

- Under SV, there will be a significant shift from the Industrial/Commercial sector onto the residential sector of Council. The percentage increases in many cases would be in the extreme range.
- SV is a major burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well developed dwellings - but will pay more in rates. A typical example is flats, units, or townhouses which will all pay low rates compared to traditional housing styles.
- The use of SV can place pressure on Council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (eg. Farm land and residential use properties). Large landowners, such as farmers for example, are disadvantaged by the use of site value.
- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.
- The rate-paying community has greater difficulty in understanding the SV valuation on their rate notices, as indicated by many inquiries from ratepayers on this issue handled by Council's Customer Service and Property Revenue staff each year.

Net annual value (NAV)

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is closely linked to capital improved value for residential and farm properties. Valuers derive the NAV directly as 5 per cent of CIV.

In contrast to the treatment of residential and farms, NAV for commercial and industrial properties are assessed with regard to actual market rental. This differing treatment of commercial versus residential and farms has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not well supported. For residential and farm ratepayers, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

Recommended valuation base

In choosing a valuation base, Councils must decide on whether they wish to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If a Council was to choose the former, under the *Local Government Act 1989* it must adopt either of the CIV or NAV methods of rating.

Differential rates

Surf Coast Shire Council applies a Capital Improved Valuation (CIV) to all properties within the municipality to take into account the fully developed value of the property. This basis of valuation takes into account the total market value of the land plus buildings and other improvements.

Differential rating allows (under the CIV method) Council to shift part of the rate burden from some groups of ratepayers to others, through different "rates in the dollar" for each class of property.

Section 161(1) of the *Local Government Act 1989* outlines the regulations relating to differential rates, which include:

- a) A Council may raise any general rates by the application of a differential rate, if Council considers that the differential rate will contribute to the equitable and efficient carrying out of its functions.
- b) If a Council declares a differential rate for any land, the Council must specify the objectives of the differential rate, which must be consistent with the equitable and efficient carrying out of the Councils functions and must include the following:
 - i. A definition of the types of classes of land which are subject to the rate and a statement of the reasons for the use and level of that rate.
 - ii. An identification of the type or classes of land which are subject to the rate in respect of the uses, geographic location (other than location on the basis of whether or not the land is within a specific ward in Council's district).
 - iii. Specify the characteristics of the land, which are the criteria for declaring the differential rate.

Once the Council has declared a differential rate for any land, the Council must:

- a) Specify the objectives of the differential rates;
- b) Specify the characteristics of the land which are the criteria for declaring the differential rate.

The purpose is to ensure that Council has a sound basis on which to develop the various charging features when determining its revenue strategies and ensure that these are consistent with the provisions of the Local Government Act.

The general objectives of each of the differential rates are to ensure that all ratable land makes an equitable financial contribution to cost of carrying out the functions of Council. There is no limit on the number or types of differential rates that can be levied, but the highest differential rate can be no more than four times the lowest differential rate.

Differential rate definitions and objectives

Council believes each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

General Rate

Definition:

General land is any rateable land which does not have the characteristics of Farm Rate land and Commercial/Industrial Rate Land.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined general rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

Characteristics:

The characteristics of the planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate of residential land.

The vacant land affected by this rate is that which is zoned residential under the Surf Coast Shire Planning Scheme.

The classification of the land will be determined by the occupation of that land for its best use and have reference to the planning scheme zoning.

Types and Classes:

Rateable land having the relevant characteristics described below:

- a. used primarily for residential purposes; or
- b. any land that is not defined as Farm Land or Commercial/Industrial Land.

Use of Rate:

The differential rate will be used to fund items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Level of Rate:

100% of General Rate.

Use of Land:

Any use permitted under the Surf Coast Planning Scheme.

Geographic Location:

Wherever located with the municipal district.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Surf Coast Shire Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

Farm Rate

Definition:

Any land which is "Farm Land" within the meaning of Section 2(1) of the Valuation of Land Act 1960.

- a. Farm Land means any rateable land that is 2 or more hectares in area;
- b. used primarily for primary producing purposes from its activities on the land; used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and

That is used by a business –

- That has a significant and substantial commercial purpose of character;
- That seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
- That is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Farm Rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services with considerations to maintain agriculture as a major industry in the municipal district, to facilitate the longevity of the farm sector and achieve a balance between providing for municipal growth and retaining the important agricultural economic base.

Characteristics:

The characteristics of the planning scheme zoning are applicable to the determination of farm land which will be subject to the rate of commercial land.

The classification of the land will be determined by the occupation of that land for its best use and have reference to the planning scheme zoning.

Types and Classes:

Farm Land having the relevant characteristics described below:

- a. used primarily for primary production purposes; or
- b. any land that is not defined as General Land or Commercial/Industrial Land.

Use of Rate:

The differential rate will be used to fund items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Level of Rate:

75% of the General Rate.

Use of Land:

Any use permitted under the Surf Coast Planning Scheme.

Geographic Location:

Wherever located within the municipal district.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Surf Coast Shire Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

Commercial/Industrial Rate

Definition:

Commercial/Industrial Land is any land, which is:

- a. Used primarily for the carrying out the manufacture or production of, or trade in goods or services (including tourist facilities and in the case of a business providing accommodation for tourists, is prescribed accommodation under the Public Health and Wellbeing Act (Vic) 2008; or
- b. Unoccupied building erected which is zoned Commercial or Industrial under the Surf Coast Shire Planning Scheme; or
- c. Unoccupied land which is zoned Commercial or Industrial under the Surf Coast Shire Planning Scheme

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Commercial/Industrial Rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

The commercial businesses of Surf Coast Shire benefit from ongoing significant investment by Council in services and infrastructure. Council also notes the tax deductibility of Council rates for commercial properties which is not available to the residential sector, and also the income generating capability of commercial based properties.

The Commercial differential rate is applied to promote the economic development objectives for the Surf Coast Shire as outlined in the Council Plan. These objectives include an ongoing significant investment to create a vibrant economy and includes the maintenance and improvement of tourism infrastructure. Construction and maintenance of public infrastructure, development and provision of health and community services and the general provision of support services and promotion of business in Surf Coast Shire.

Characteristics:

The characteristics of the planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate applicable to Commercial/Industrial Land.

The classification of the land will be determined by the occupation of that land for its best use and have reference to the planning scheme zoning.

Types and Classes:

Commercial/Industrial having the relevant characteristics described below:

- a. used primarily for commercial purposes; or
- b. any land that is not defined as General Land or Farm Land.

Use of Rate:

The differential rate will be used to fund items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Level of Rate:

190% of the General Rate.

Use of Land:

Any use permitted under the Surf Coast Planning Scheme.

Geographic Location:

Wherever located with the municipal district.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Surf Coast Shire Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

Advantages of a differential rating system

The advantages of utilising a differential rating system summarised below are:

There is greater flexibility to distribute the rate burden between all classes of property, and therefore link rates with the ability to pay and reflecting the tax deductibility of rates for commercial and industrial premises.

Differential rating allows Council to better reflect the investment required by Council to establish infrastructure to meet the needs of the commercial and industrial sector.

Allows Council to reflect the unique circumstances of some rating categories where the application of a uniform rate may create an inequitable outcome (eg. Farming enterprises).

Allows Council discretion in the imposition of rates to facilitate and encourage appropriate development of its municipal district in the best interest of the community. (ie. Vacant Commercial properties still attract the commercial differential rate)

Disadvantages of a differential rating system

The disadvantages in applying differential rating summarised below are:

- The justification of the differential rate can at times be difficult for the various rating groups to accept giving rise to queries, objections and complaints where the differentials may seem to be excessive.
- Differential rates can be confusing to ratepayers, as they may have difficulty to understand the system. Some rating categories may feel they are unfavourably treated because they are paying a higher level of rates than other ratepayer groups.
- Differential rating involves a degree of administrative complexity as properties continually shift from one type to another (eg. residential to commercial) requiring Council to update its records. Ensuring the accuracy/integrity of Council's data base is critical to ensure that properties are correctly classified into their right category.
- Council may not achieve the objectives it aims for through differential rating. For example, Council may set its differential rate objectives to levy a higher rate on land not developed, however it may be difficult to prove whether the differential rate achieves those objectives.

Property Valuations

The *Valuation of Land Act 1960* is the principle legislation in determining property valuations. Under the *Valuation of Land Act 1960*, the Victorian Valuer-General conducts property valuations on an annual basis.

Surf Coast Shire Council applies a Capital Improved Valuation (CIV) to all properties within the municipality to take into account the full development value of the property. This basis of valuation takes into account the total market value of the land including buildings and other improvements.

The value of land is always derived by the principal of valuing land for its highest and best use at the relevant time of valuation.

Council needs to be mindful of the impacts of revaluations on the various property types in implementing the differential rating strategy outlined in the previous section to ensure that rises and falls in Council rates remain affordable and that rating 'shocks' are mitigated to some degree.

Supplementary Valuations

Supplementary valuations are carried out for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, occupancy changes and corrections. The Victorian Valuer-General is tasked with undertaking supplementary revaluations and advises Council on a monthly basis of valuation and Australian Valuation Property Classification Code (AVPCC) changes. Supplementary valuations bring the value of the affected property into line with the general valuation of other properties within the municipality.

Objections to supplementary valuations can be lodged in accordance with Part 3 of the *Valuation of Land Act 1960*. Any objections must be lodged with Council within two months of the issue of the supplementary rate notice.

Objections to property valuations

Part 3 of the *Valuation of Land Act 1960* provides that a property owner may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code (AVPCC) within two months of the issue of the original or amended (supplementary) Rates and Valuation Charges Notice (Rates Notice), or within four months if the notice was not originally issued to the occupier of the land.

A property owner must lodge their objection to the valuation or the AVPCC in writing to the Surf Coast Shire Council.

Property owners also have the ability to object to the site valuations on receipt of their Land Tax Assessment. Property owners can appeal their land valuation within two months of receipt of their Council Rate Notice (via Council) or within two months of receipt of their Land Tax Assessment (via State Revenue Office).

Special charge schemes

The *Local Government Act 1989* recognises that Councils need help to provide improved infrastructure for their local communities. Legislation allows councils to pass on the cost of capital infrastructure to the owner of a property that generally receives a unique benefit from the construction works. The technical explanation of a Special Charge comes from legislation (under the *Local Government Act 1989*) that allows Councils to recover the cost of works from property owners who will gain special benefit from that work.

The purposes for which special rates and special charges may be used include road construction, kerb and channelling, footpath provision, drainage, and other capital improvement projects.

The special rate or special charges may be declared on the basis of any criteria specified by the Council in the rate (Section 163 (2)). In accordance with Section 163 (3), Council must specify:

- a) the wards, groups, uses or areas for which the special rate or charge is declared; and
- b) the land in relation to which the special rate or special charge is declared;
- c) the manner in which the special rate or special charge will be assessed and levied; and
- d) details of the period for which the special rate or special charge remains in force.

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of special rates and charges is proof "special benefit" applies to those being levied. For example, they could be used to fund co-operative fire prevention schemes. This would ensure that there were no 'free-riders' reaping the benefits but not contributing to fire prevention. Landscaping and environmental improvement programs that benefit small or localised areas could also be funded using special rates or charges.

Municipal charge

Another principle rating option available to Councils is the application of a municipal charge. Under Section 159 of the *Local Government Act (1989)*, Council may declare a municipal charge to cover some of the administrative costs of the Council. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge.

Under the *Local Government Act*, A Council's total revenue from a municipal charge in a financial year must not exceed 20% of the combined sum total of the Council's total revenue from the municipal charge and the revenue from general rates (total rates). However, under the *Local Government Bill 2018*, it was proposed to reduce this limit to 10%. Although the *Local Government Bill 2018* legislation was not adopted, Council will limit the total revenue from the municipal charge to 10% of total rates as the changes are likely to be reintroduced to parliament in the near future.

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the CIV valuation method.

The municipal charge applies equally to all properties and is based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of Councils administrative costs can be seen as an equitable method of recovering these costs.

Service rates and charges

Section 162 of the Local Government Act (1989) provides Council with the opportunity to raise service rates and charges for any of the following services:

- a) The provision of a water supply
- b) The collection and disposal of refuse
- c) The provision of sewerage services
- d) Any other prescribed service.

Council currently applies a service charge for the collection and disposal of refuse on urban properties (compulsory) and rural properties (optional), and providing waste services for the municipality (Street litter bins for instance). Council retains the objective of setting the service charge for waste at a level that fully recovers

the cost of the waste services, including providing for the cost of rehabilitation of the Anglesea Landfill once it reaches the end of its useful life.

It is recommended that Council retain the existing waste service charge – Should Council elect not to have a waste service charge, this same amount would be required to be raised by way of an increased general rate – meaning that residents in higher valued properties would substantially pay for the waste service of lower valued properties. Whilst this same principle applies for rates in general, the mix of having a single fixed charge combined with valuation driven rates for the remainder of the rate invoice provides a balanced and equitable outcome.

Collection and Administration of Rates

The purpose of this section is to outline the rate payment options, processes, and the support provided to ratepayers facing financial hardship.

Payment options

In accordance with the Local Government Act 1989, Section 167(1), Ratepayers have the option of paying rates and charges by way of four instalments. Payments are due on the prescribed dates below, or alternatively a payment in full can be made by 30 September.

1 st Instalment:	30 September
2 nd Instalment:	30 November
3 rd Instalment:	28 February
4 th Instalment:	31 May

Council offers a range of payment options including: in person at Council offices (cheques, money orders, EFTPOS, credit/debit cards and cash), online via Council's

ratepayer portal, direct debit (on prescribed instalment due dates or monthly), BPAY, using Australia Post (over the counter, over the phone via credit card and on the internet) and by mail (cheques and money orders only).

Interest on arrears and overdue rates

Interest is charged on all overdue rates in accordance with Section 172 of the *Local Government Act 1989*. The interest rate applied is fixed under Section 2 of the *Penalty Interest Rates Act 1983*, which is determined by the Minister and published by notice in the Government Gazette.

Pensioner rebates

Holders of a Centrelink or Veteran Affairs Pension Concession card or a Veteran Affairs Gold card which stipulates TPI or War Widow may claim a rebate on their sole or principal place of residence. Upon initial

application, ongoing eligibility is maintained, unless rejected by Centrelink or the Department of Veteran Affairs during the annual verification procedure. Upon confirmation of an eligible pensioner concession status, the pensioner rebate is deducted from the rate account before payment is required by the ratepayer.

With regards to new applicants, after being granted a Pensioner Concession Card (PCC), pensioners can then apply for the rebate at any time throughout the rating year. Retrospective claims up to a maximum of one previous financial year can be approved by Council on verification of eligibility criteria, for periods prior to this claims may be approved by the relevant government department.

Deferred payments

Under Section 170 of the *Local Government Act 1989*, Council may defer the payment of any rate or charge for an eligible ratepayers who property is their sole place of residency, allowing ratepayers an extended period of time to make payments or alternatively to fore stall payments on an indefinite basis until the ratepayer ceases to own or occupy the land in respect of which rates and charges are to be levied.

Deferral of rates and charges are available to all ratepayers who satisfy the eligibility criteria and have proven financial difficulties. Where Council approves an application for deferral of rates or charges, interest will continue to be levied on the outstanding balance of rates and charges but at an interest rate fixed annually by Council. This deferred interest rate will typically be well under the penalty interest rate levied by Council on unpaid rates and charges.

Ratepayers seeking to apply for such provision will be required to submit a Rates Deferment Application form which is available at the council offices, on the Council website or which can be posted upon request.

Rates Assistance Policy

It is acknowledged at the outset that various ratepayers may experience financial hardship for a whole range of issues and that meeting rate obligations constitutes just one element of a number of difficulties that may be faced. The purpose of the Rates Assistance Policy is to provide options for ratepayers facing such situations to deal with the situation positively and reduce the strain imposed by financial hardship. Ratepayers may elect to either negotiate a rate payment plan or apply for a rate deferral.

Ratepayers seeking to apply for such provision will be required to submit a Rates Deferment Application form or a Rate Arrangement Application which is available at the council offices, website or can be posted upon request.

Debt recovery

Council makes every effort to contact ratepayers at their correct address but it is the ratepayers' responsibility to properly advise Council of their contact details. The Local Government Act 1989 Section 230 and 231 requires both the vendor and buyer of property, or their agents (e.g. solicitors and or conveyancers), to notify Council by way of notice disposition or acquisition of an interest in land.

In the event that an account becomes overdue, Council will issue an overdue reminder notice which will include accrued penalty interest.

In the event that the account remains unpaid, Council may take legal action without further notice to recover the overdue amount. All fees and court costs incurred will be recoverable from the ratepayer.

If an amount payable by way of rates in respect to land has been in arrears for three years or more, Council may sell the land in accordance with the *Local Government Act 1989* Section 181

Fire Services Property Levy

In 2016 the Victorian State Government passed legislation requiring the Fire Services Property Levy to be collected from ratepayers. Previously this was collected through building and property insurance premiums. The Fire Services Property Levy helps fund the services provided by the Metropolitan Fire Brigade (MFB) and Country Fire Authority (CFA), and all levies collected by Council are passed through to the State Government.

The Fire Services Property Levy is based on two components, a fixed charge, and a variable charge which is linked to the Capital Improved Value of the property. This levy is not included in the rate cap, and increases in the levy are at the discretion of the State Government.

4.3 SCS-009 Infrastructure Special Rate or Charge Scheme Policy

Author's Title: Manager Engineering Services

General Manager: Anne Howard

Department: Engineering Services

File No: F16/78

Division: Governance & Infrastructure

Trim No: IC19/951

Appendix:

1. Infrastructure Special Rate or Charge Scheme Council Policy (D19/87187)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to present an updated Infrastructure Special Rate or Charge Scheme Policy SCS-009 for endorsement by Council.

Summary

The Infrastructure Special Rate or Charge Scheme policy was adopted by Council on 22 April 2014 and is due for review by 30 June 2019. Minor changes have been made to the document to provide more clarity and are now presented to Council for adoption.

Recommendation

That Council endorses the updated Infrastructure Special Rate or Charge Scheme Policy SCS-009, as presented at Appendix 1.

Council Resolution

MOVED Cr Martin Duke, Seconded Cr David Bell

That Council endorses the updated Infrastructure Special Rate or Charge Scheme Policy SCS-009, as presented at Appendix 1.

CARRIED 7:0

4.3 SCS-009 Infrastructure Special Rate or Charge Scheme Policy

Report

Background

The current policy was adopted by Council in 2014 and is due for review this month.

Discussion

The current policy has been in place for five years and has been utilised for delivery of infrastructure projects across the municipality. The policy provides a framework for the sharing of cost between Council and benefiting landowners. The current policy was developed under the provisions of the Local Government Act 1989 and Ministerial guidelines 2004. Once the Act is gazetted this policy may need to be reviewed to reflect any changes in the Act.

Financial Implications

This policy provides Council the ability to obtain additional funds for the delivery of infrastructure for the communities benefit.

Council Plan

Theme 5 High Performing Council

Objective 5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed

Strategy Select Strategy

Theme 3 Balancing Growth

Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth

Strategy 3.2.4 Ensure appropriate funding mechanisms are in place to support future growth including developer contributions

Policy/Legal Implications

The review of the policy has no legal ramifications. With the future review of the Local Government Act this may impact the policy which may need a further review at that time.

Officer Direct or Indirect Interest

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

Risk Assessment

This policy supports financial stability through the preparation of any future Special Rates and Charges schemes.

Social Considerations

The policy continues to meet the needs of the community and Council strategic direction by providing a mechanism for financial support by benefiting properties.

Community Engagement

Community consultation would be included in any future Special Rate or Charge scheme.

Environmental Implications

There is no environmental impact with this review.

Communication

There will be no community consultation with the minor changes recommended. If a scheme is proposed this would have its own consultation process.

Options

Option 1 – Adopt the revised Policy

This option is recommended by officers as it provides more clarity about Council contribution to Special Rates and Charges Schemes.

Option 2 – Not Adopt the revised Policy

This option is not recommended by officers as maintains the status quo and does not improve the document.

4.3 SCS-009 Infrastructure Special Rate or Charge Scheme Policy

Conclusion

The revised Infrastructure Special Rate or Charge Scheme Policy will continue to provide external funds for the delivery of infrastructure to benefit the community.

4.3 SCS-009 Infrastructure Special Rate or Charge Scheme Policy

APPENDIX 1 INFRASTRUCTURE SPECIAL RATE OR CHARGE SCHEME COUNCIL POLICY

COUNCIL POLICY



Infrastructure Special Rate or Charge Scheme	Document No:	SCS-009
	Approval Date:	25 June 2019
	Adopted by:	Council
	Review Date:	June 2024
	Trim Reference:	D19/87187
Responsible Officer:	General Manager Governance & Infrastructure	
Authorising Officer:	Chief Executive Officer	

1. Purpose

This policy outlines the circumstances and manner in which new or improved Infrastructure works are undertaken with financial contributions from property owners based on principles of fairness and equity. This contribution shall be raised through a Special Rate or Charge Scheme having regard to the level of special benefit received by those properties and the level of benefit received by the community.

2. Scope

This policy applies to all infrastructure improvements within Surf Coast Shire which are eligible for application of a Special Rate or Charge as defined in the Local Government Act 1989.

3. References

Local Government Act 1989 (Sections 154-156, 163-168 and 172).
Special Rates and Charges Ministerial Guidelines - September 2004
Surf Coast Shire Special Rate or Charge Scheme Management Procedure
Surf Coast Shire Council Plan 2017-2021
Surf Coast Shire Strategic Resource Plan 2018-2021
Surf Coast Shire Asset Management Plans
Surf Coast Shire Developer Contribution Plan
Surf Coast Shire Community Engagement Guidelines
Pathways Strategy
Road Network Management Plan
Unsealed Road and Street Network Strategy
Council Policies
SCS – 003 Rate Assistance Policy
SCS – 005 Infrastructure Asset Management
SCS – 017 Community Engagement Policy
SCS – 019 Procurement Policy

4. Definitions

Benefit Ratio	The estimated proportion of the project cost that will accrue as a special benefit to the property owners liable to pay the Charge
Council	Council of the Surf Coast Shire.
Gravel Resheet	The supply, delivery, spreading and compaction of road pavement material
Infrastructure Works	Consists of new works or improvements to infrastructure such as roads, pathways, stormwater drains, buildings, recreational facilities and waste management sites.
Precinct Approach	The simultaneous application of a Special Charge Scheme to properties in a neighbourhood.
Property	Refers to property in the form of land.
Shire	Municipal district of the Surf Coast Shire.

Special Rate or Charge Scheme The Scheme - Financial arrangement, between Council and property owners as set out in the Local Government Act, to provide funds in relation to necessary infrastructure works that Council considers is or will be of special benefit to persons required to pay the Special Rate or Charge.

Special Benefit Benefit, resulting from the proposed infrastructure work that is additional to or greater than the benefit to other properties.

VCAT Victorian Civil and Administrative Tribunal

5. Policy

Where it can be demonstrated that properties will receive a special benefit from implementing necessary infrastructure works, the Council may implement a Special Rate or Charge process to provide some or all of the necessary funds. A proposed Special Rate or Charge will have regard to the level of special benefit and community benefit received from such infrastructure works and Council's capacity to finance the necessary cash flow requirements during the term of the Special Rate or Charge Scheme.

The calculation of "special benefit" will be undertaken in accordance with the September 2004 Ministerial Guidelines.

5.1 Policy Objectives

- 5.1.1 To manage the Special Rate and Charge Scheme process in a manner that is open, transparent, and fair to all.
- 5.1.2 To use the consultative processes and technical design input to achieve innovative solutions to local problems.
- 5.1.3 To ensure the solutions developed are cost effective, affordable and of a standard that meets community expectations.
- 5.1.4 To ensure that the development of infrastructure proceeds in a controlled, managed manner. This will involve the prioritisation of projects, having a regard to risk and other factors such as:
 - Health and Safety;
 - Amenity;
 - Environment;
 - Demonstrated need; and
 - Financial.

5.2 Specific Provisions

- 5.2.1 Properties with subdivision potential – larger properties which demonstrate relatively higher subdivision potential when compared to other properties included in the scheme shall be apportioned special benefit which recognises additional lot yield calculated in accordance with the current zoning provisions. Property owners will have the option to defer the special charge on the additional lots (lots created after subdivision) until such time the subdivision is released (Statement of Compliance). A Section 173 Agreement, in accordance with the Planning and Environment Act 1987, will be required to enable deferral of the additional special charge. This provision is to defer the cost of a scheme until the value of the land is realised. This only occurs when the subdivision is released. The deferred special charge shall be indexed at the borrowing interest rate applicable at the time of declaration of the scheme.
- 5.2.2 Construction standard – A reduced construction standard through the use of gravel instead of crushed rock will be applied for low volume rural / coastal roads.
- 5.2.3 Council contribution – With the following exceptions, Council contribution to all special charge schemes will be based on the community benefit calculated in accordance with the Special Rates and Charges Ministerial Guidelines.

Should the costs to be contributed by the benefiting property owners be less than 10% of the total project cost or \$10,000, whichever is the lower, Council may determine to undertake the project without any contribution from the benefiting owners.

- 5.2.4 Payment terms – Property owners liable for scheme contributions over \$5,000 will have the option to pay the charge over a period of 10 years. The applicable borrowing interest rate will be applied to the unpaid special charge.
- 5.2.5 Objections to the scheme (Section 163 B of the Local Government Act 1989) – With the exception of schemes prepared in accordance with Section 163 B (2) of the Local Government Act 1989, Council will discontinue a scheme if more than 40% of the affected properties object to the scheme in instances where Council is seeking to raise over two thirds of the total project cost through the special charge.

5.3 Community Engagement

Community consultation and participation play an important part in the development of specific projects. Many proposals will only be implemented if they have the strong support of property owners. Clause 163 of the Local Government Act 1989 does however empower Council to declare a drainage scheme in the interest of public health.

Engagement with the affected property owners will include informal consultation before the formal process to prepare a Special Rate or Charge scheme is commenced. The consultation may include a detailed outline of the proposal and process, and community information sessions to enable exchange of ideas and information.

5.4 Policy Implementation

The Special Rate or Charge process may be initiated by Council Representatives or Council officers and requested by members of the public and residents within the area. The steps involved in this process are:

- Assessment of level of support for the scheme.
- Confirmation of the scope of work, benefitting properties and cost apportionment.
- Council resolution of its intention to declare a scheme.
- Opportunity for public submissions under Section 223 of the Local Government Act.
- Council resolution to either declare or abandon the scheme.
- Opportunity for affected property owners to appeal to the Victorian Civil and Administrative Tribunal (VCAT).

The final outcome of many proposals will depend to a large degree on the priority placed upon the work, the level of community support, available funding and cash flow resources.

The General Manager Governance & Infrastructure will be responsible for implementation of this policy.

6. Records

Record	Retention/Disposal Responsibility	Retention Period	Location
Special Rate & Charge Scheme & Requests / Register	Executive Assistant – Governance & Infrastructure	Permanent	TRIM
Special Rate & Charge Scheme & Projects Summary – Status Report on all Projects	Manager Engineering Services	Permanent	TRIM
Special Rate & Charge Scheme & Documentation – Standard Letters Templates Proformas	Executive Assistant Governance & Infrastructure	Permanent	TRIM
Database of contributors	Executive Assistant Governance & Infrastructure	Until infrastructure works are complete	TRIM
Notice of Intention	Executive Assistant	Until scheme is	Council Minutes,

Record	Retention/Disposal Responsibility	Retention Period	Location
	Governance & Infrastructure Revenue Officer	finalised	TRIM
Declaration	Revenue Officer	Until scheme is paid	Council Minutes TRIM

7. Attachments

No attachments.

4.4 Dickins Road Drainage

Author's Title: Manager Engineering Services

General Manager: Anne Howard

Department: Engineering Services

File No: F13/403

Division: Governance & Infrastructure

Trim No: IC19/818

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to provide Council with an update on Dickins Road drainage matters.

Summary

Dickins Road is located in the Mount Duneed sub-catchment of Thomson Creek, approximately 10km north of Torquay. Landowners on Dickins Road have sought Council's assistance to improve overland flow impacts in the catchment for many years.

Council has undertaken a number of studies and hydrological modelling and completed works on its road-related drainage infrastructure to ensure it is operating as designed. Council has met the commitments it has made to the landowners in relation to these works.

This matter had been the subject of a range of informal and community-based discussion for a number of years which culminated in a formal consideration of the matter by Council in March 2018. While preceding consultation with key stakeholders had generally viewed as open and not confidential up and until February 2018, the March 2019 report was determined to be a confidential report at the time because it related to legal advice and foreshadowed legal action by landowner(s) of Dickins Road.

Some works on private property have impacted flows across Dickins Road and may be contributing to flooding on the south side of Dickins Road. Council is working with a landowner on rectifying this situation.

This report is now presented to Council following twelve months of monitoring the catchment as per the March 2018 Council resolution.

Recommendation

That Council:

1. Notes that the agreed monitoring period has concluded and that notwithstanding the dry climatic conditions there have been no material drainage or runoff issues noted or reported to Council.
2. Notes that this report concludes the agreed monitoring period.
3. Returns the balance of the funds to the Accumulated Unallocated Cash Reserve.

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Brian McKiterick

That Council:

1. Notes that the agreed monitoring period has concluded and that notwithstanding the dry climatic conditions there have been no material drainage or runoff issues noted or reported to Council.
2. Notes that this report concludes the agreed monitoring period.
3. Returns the balance of the funds to the Accumulated Unallocated Cash Reserve.

CARRIED 7:0

4.4 Dickins Road Drainage

Report

Background

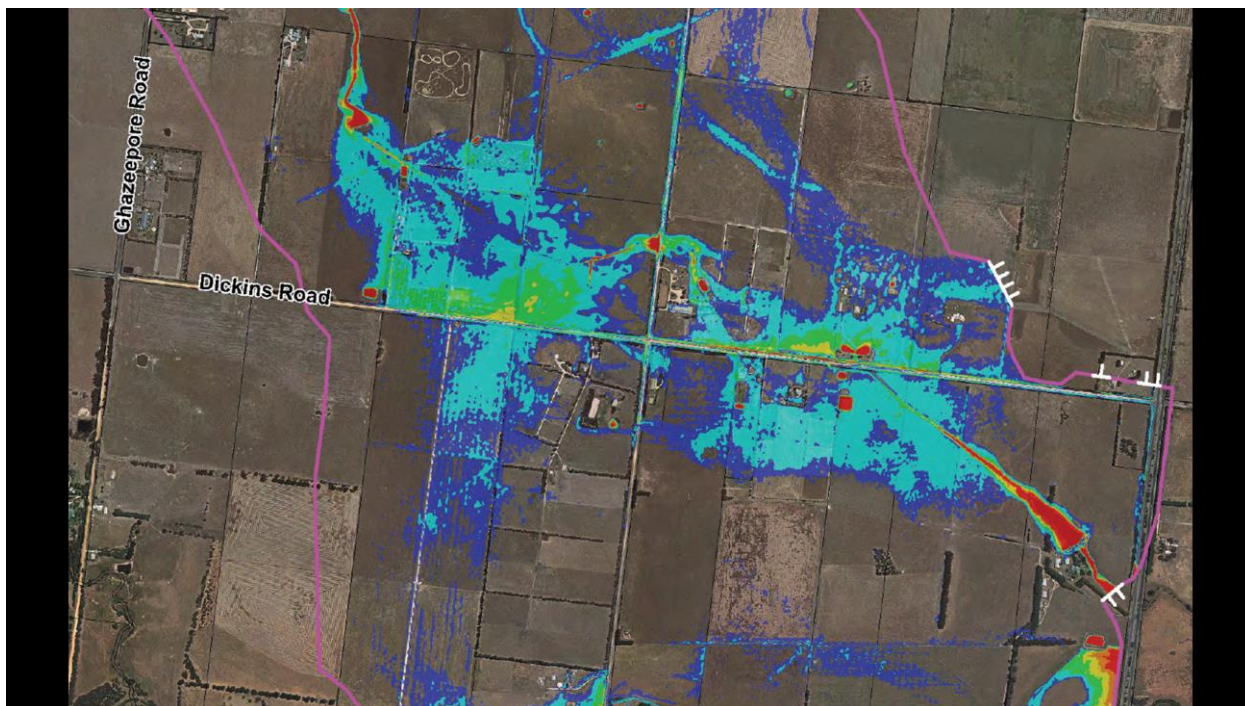
At its Ordinary meeting of Council held on 24 March 2018, Council received a confidential report on the drainage issues at Dickins Road. Council resolved as follows

1. Note that landowners on Dickins Road are seeking its assistance in facilitating or providing drainage improvements in the Mount Duneed catchment.
2. Affirm that it has no legal obligation to provide drainage improvements in rural catchments.
3. Note that it has already funded a range of studies and investigations seeking to determine options to improve drainage in the Mount Duneed catchment.
4. Note that it has completed works on road-related drainage infrastructure as per its commitment to landowners on Dickins Road.
5. Note that a low levee on private property is assessed as impacting overland flow in recent years and that this levee is now in progress of being removed.
6. Agree to monitor the situation after the removal of the levee to better understand the local catchment behaviour in the vicinity of Dickins Road for a maximum period of twelve months.
7. Receive a report no more than one year from this meeting regarding this matter.
8. Agree to hold existing funds allocated to Dickins Road drainage works for a period of one year or earlier if Council receives an earlier report.
9. Note that officers will prepare a Drainage Policy to clarify the role Council will take in relation to urban and rural and assist in prioritisation of drainage-related funding.
10. Determines that this resolution be no longer confidential, with the Council report remaining confidential.

This report is now presented in response to the Council resolution.

Discussion

Dickins Road is located in the Mount Duneed sub-catchment of Thomson Creek, approximately 10km north of Torquay. Drainage issues became more prevalent about 10-20 years ago, primarily as the result of changes to catchment characteristics, e.g. clearing and land use. Overland flow is generally from the north-west to the south-east with varying levels of inundation as shown below:



4.4 Dickins Road Drainage

Landowners in the area have sought Council's assistance to improve drainage in this area for many years. Council investigated opportunities for catchment improvements in 2006 and identified high, medium and low priority works. This Council report does not investigate or seek to affirm the reasoning behind Council's decision in 2006 to undertake this major work, just to acknowledge that Council had decided to engage in the matter. In 2011, Council funded and completed works to protect a dwelling at risk of inundation at Ghazeepore Road and Mt Duneed Road.

Landowners on Dickins Road escalated their requests for Council support after heavy rain events experienced across the State in 2010/11. It appears that these issues were generally raised by landowners on the north side of the road although there might have been broader concern.

Again, Council responded by engaging consultants to investigate and model what works might occur to deliver improvements in this rural catchment. Council engaged Engeny to undertake hydrological modelling of the Mt Duneed Creek sub-catchment.

The work by Engeny identified five options that were reviewed by the CCMA. The CCMA indicated:

- Preliminary support for three options, including protection of dwellings through low-height bunding
- No support for the other two options, including diversion of peak flows via a new drain south to Thompson Creek.

Affected landowners were provided with the options and in October 2014 were invited to a meeting to discuss these options. The following was provided to landowners in December 2014 as an outcome of the meeting:

Council held a meeting of residents affected by stormwater flooding issues along Dickins Road on 27 October 2014 to inform them of the outcomes of flood modelling undertaken and the proposed improvement action.

Council is now undertaking the detailed design of the selected mitigation measure which includes lowering of three sections of Dickins Road to reduce the levee bank effect that this road has created combined with providing levee bank protection around key assets such as residence's and outbuildings. This is supported by the CCMA.

Landowners on the south side of Dickins Road subsequently wrote to Council expressing concern about the impacts of the works on their properties. The letter signed by five landowners, three of whom attended the October 2014 meeting.

The landowners south of Dickins Road were opposed to the bunding around dwellings, primarily due to concerns about impacts on property values. Without protecting the dwellings, the road could not be lowered without exposing Council to a claim against Council for undertaking works that would create unreasonable flow and detriment to the landowners to the south. Therefore the options identified by Engeny were generally not feasible.

Further correspondence and meetings occurred until March 2015, where at another meeting attended by landowners there appeared to be general agreement about outcomes. A subsequent letter was sent to the landowners outlining agreed outcomes as follows:

1. *Restore the existing road side drains on Dickins Rd between 230 & 100 Dickins Rd*
2. *Replace the existing under road culverts (as required). Locations and alignment to be reviewed on site (specific concern of alignment opposite 115 Dickins Rd).*
3. *Review grading practices and narrow the formation of the road (including the corrugations on Dickins Rd).*
4. *Not proceed with the previous proposal to lower sections of Dickins Road to allow increased flows across Dickins Rd.*
5. *Take no further action on the option of a major diversion drain south of Dickins Rd.*
6. *Further investigate (involving CCMA and other authorities) to improve roadside drainage between 100 Dickins Rd and Surf Coast Hwy including a potential outfall across 1030 Surf Coast Hwy.*
7. *Include the land subject to inundation in Council's future planning scheme amendments.*

4.4 Dickins Road Drainage

It was intended that actions 1 and 2 would be completed with funds already allocated (\$110k remained at that time) and that action 6 would be dependent on further allocation of \$110k in 2015/16.

After considerable investigation and consultation, the works agreed in March 2015 were primarily aimed at ensuring that the table drains and culverts in the road reserve operated to their design intent. Over time drains had silted and culverts had deteriorated such that reduced capacity was resulting in water being held back on the north side of Dickins Road. The works were intended to generally return operation of the road-related drainage infrastructure to 'normal conditions'. In this case these 'normal conditions' are not pre-settlement conditions but rather what the circumstances would have been when the road and road-related drainage was constructed. In this way the outcome would be similar to the design and construction standards of the day and represent the catchment when the majority of the dwellings were built.

There are a few reasons why the outcomes of the actual works may deviate from the original construction outcomes:

- Where old pipes are replaced with new pipes or box culverts, they are generally replaced with the next size available and therefore nominally have increased capacity.
- There would not be design records of the open table drains and so an assumption is made about width and batters, although if the invert and culverts are similar the culvert shape is less critical.
- The location of some cross-road culverts were deliberately shifted to facilitate more effective flows on the understanding that the southern table drain had some more capacity than the northern table drain along some sections of the road.

The detailed design plans were provided to all landowners prior to work commencing. The work was commenced in July 2015. Council has completed the infrastructure-related works it committed to do through the March 2015 letter.

Officers investigated action 6 and it was determined that it was not viable to construct significant drains between 100 Dickins Road and the Surf Coast Highway due to topography, road reserve width, outfall impacts and necessary approvals/consents.

In June 2016, one neighbour met with officers seeking that Council continue to pursue opportunities to reduce periods of inundation on his and others properties. No dwellings were considered to be at risk of flooding, however he was unhappy with water lying on his farmland and putting hay and crops at risk of flood damage. Officers advised that that Council would *"investigate the option of providing a stormwater outfall that runs across the corner of 1060 Surf Coast Highway (approximately 450m long) that can meet the following objectives:*

1. *That it provides a viable engineering solution.*
2. *That is within the budget allocated by Council (adopted 2016/17 budget has \$100,000).*
3. *That has landowner consent and agreement.*
4. *That does not adversely affect others.*
5. *Has the necessary approvals".*

Officers investigated this and objectives 1 and 3 could not be achieved and resident was advised that this would not be pursued further. Since that time there have been numerous meetings and communications with a small number of landowners that primarily seem to focus on:

- Landowners on the north side still seeking to reduce the time that water lies on their land.
- Landowners on the south side that are concerned about what appears to be increased frequency and depth of water on their properties in recent years.

There is an embankment that is acting as a levee and impacting the natural overland flow. Council is still in consultation with the resident to rectify this issue.

Since the Council report in March 2018 there have been limited rain events in the catchment to determine if the works undertaken have had an impact on the drainage patterns experienced in the catchment. There is still some works in the private property on the north side of Dickins Road that needs to be finalised to gain a greater understanding of the flooding patterns. Once the works are completed Council would continue to monitor any flood event to determine the success of the works undertaken.

4.4 Dickins Road Drainage

Financial Implications

Council is still holding monies in a reserve to complete this project.

Council Plan

Theme 5 High Performing Council
Objective 5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives
Strategy 5.1.4 Build on relationships with agencies and key stakeholders for the benefit of the community

Theme Select Theme
Objective Select Objective
Strategy Select Strategy

Policy/Legal Implications

Local Government Act 1989

Currently councils are not prescribed to undertake any drainage functions, however the *Local Government Act 1989* provides authorisation for Council's role in public drainage. In practice, all councils undertake public drainage activities for urban stormwater, although the extent of this varies according to need and local priorities. It is uncommon for Councils to take a formal role in rural drainage and Council has no obligation to do so.

Officer Direct or Indirect Interest

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

Risk Assessment

As already discussed, Council does not have a legislated obligation to undertake works, however there are still some legal risks that are difficult to mitigate. Beyond that, a broader risk assessment is considered as follows:

- Community risks: Landowners on the south of Dickins Road remain at risk of inundation as this is a floodplain. While it is known that these landowners have purchased properties in an area that would have always experienced overland flow and potential flooding, and that Council is not responsible for mitigating this risk, these factors do not reduce the likelihood or consequence of the risk faced by the landowners.
- Financial risks: However with \$97k held in reserve the financial risk that there may be a budget issue is considered to be extremely low. If this money is not utilised it could be returned to the unallocated cash reserve.
- Natural disasters: Prediction of floods is very difficult. Further assessment will not mitigate floods but will definitely assist in understanding likely frequency and consequences as well as better inform decision-making in relation to protection against flood.
- Reputation: Thus far landowners have focussed on working directly with the Council and CCMA to get resolution on these matters. By continue to monitor the catchment with the assistance of the CCMA this will demonstrate Councils commitment.

Social Considerations

Community Engagement

Council has undertaken considerable consultation with landowners over more than a decade in relation to this matter. Council could write to the adjoining property owners advising them of the council resolution.

Environmental Implications

The CCMA has a very clear focus on the floodplain behaviour including how existing or proposed works might impact the environment. The recommendation for Council to fund further studies will enable the environmental impacts to be better understood and assessed.

Communication

This report is in the open agenda and will be available for the public.

4.4 Dickins Road Drainage

Options

Option 1 – Accept the officers recommendation

This option is recommended by officers as delivers Council legal obligation and should works be required this could be undertaken following a further report to Council

Option 2 – Keep the funds for a further twelve months to undertake any further works that may be identified during the ongoing monitoring

This option is not recommended by officers as a further report can be presented to Council for any future requirements.

Conclusion

Rural drainage matters are technical and complex. Landowners often turn to Council to resolve matters between neighbours that are to do with catchment behaviour. In the case of Dickins Road Council has expended financial resources as well as significant officer time over more than a decade. Council will continue to monitor the area and will liaise with CCMA if further flooding occurs.

4.5 Quarterly Report - Road Management Activities - January to March 2019

Author's Title: Manager Engineering Services

General Manager: Anne Howard

Department: Engineering Services

File No: F18/1655

Division: Governance & Infrastructure

Trim No: IC19/906

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to provide Council and the community with an overview of key road management activities carried out during the period January to March 2019.

Summary

The report provides Council and community with information for this period relating to:

- Compliance with the Road Management Plan
- Overview of maintenance activities
- Overview of key capital works activities
- Road safety program implementation

Recommendation

That Council:

1. Notes the performance against the timeframes set in the Road Management Plan; and
2. Notes that a range of other road management activities are underway across the municipality.

Council Resolution

MOVED Cr Heather Wellington, Seconded Cr David Bell

That Council:

1. Notes the performance against the timeframes set in the Road Management Plan; and
2. Notes that a range of other road management activities are underway across the municipality.

CARRIED 7:0

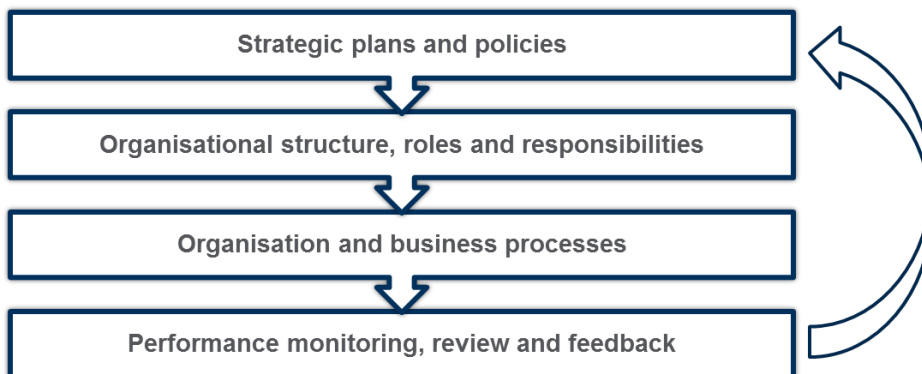
4.5 Quarterly Report - Road Management Activities - January to March 2019

Report

Background

Council is responsible for approximately 1,062 kms of the local road network, comprising both sealed and unsealed roads in urban and rural areas. Council is continuing to work on an integrated management system for road-related activities, as outlined in Figure 1 below.

Figure 1 – Integrated Road Management System Overview



This quarterly activity report has been prepared to provide information regarding a range of road-related activities with a focus on outcomes and achievements against key objectives where they have been set.

Discussion

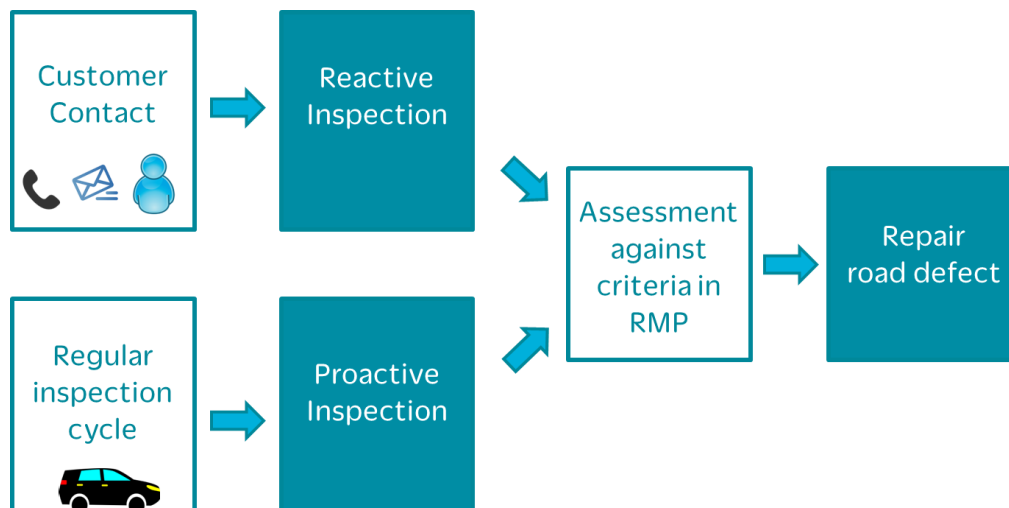
The report has been broken down into a number of sections to assist with the presentation of the information.

1. Road Management Plan Overview

Council's primary obligations, powers and functions as a road authority are founded in the Road Management Act 2004. The Road Management Plan (RMP) is an important document through which Council demonstrates how it will meet its duty of care to road users, in particular the service levels relating to the inspection, repair and maintenance of roads and footpaths.

Council responds to issues raised by customers through reactive inspections. Council also has a program of proactive inspections across the network based on a risk management approach. If the inspections identify defects or hazards that exceed the intervention levels set through the RMP, the defect is scheduled for repair. The process for inspections and repairs is shown in Figure 2 below.

Figure 2 – Inspection and Repair of Roads - Process Overview



4.5 Quarterly Report - Road Management Activities - January to March 2019

The RMP sets out the service levels relating to timeframes and intervention levels for most road-related defects. The following datasets (figures 3, 5 and 6) present performance against the three activities outlined in the process diagram above.

Customer requests are registered as CRM's for tracking and performance measurement. Performance against the service levels set in the RMP for these inspections is shown in Figure 3 below.

Figure 3 – Compliance of Proactive Inspections with the RMP Service Levels

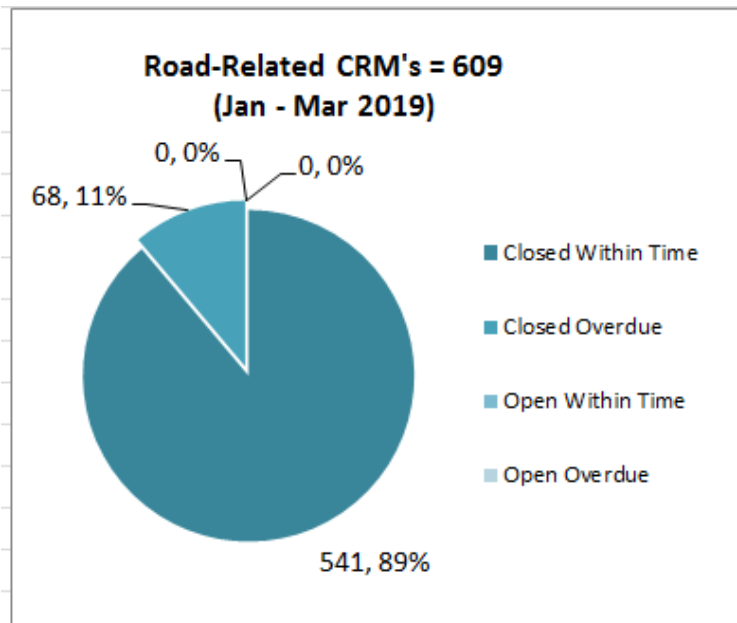
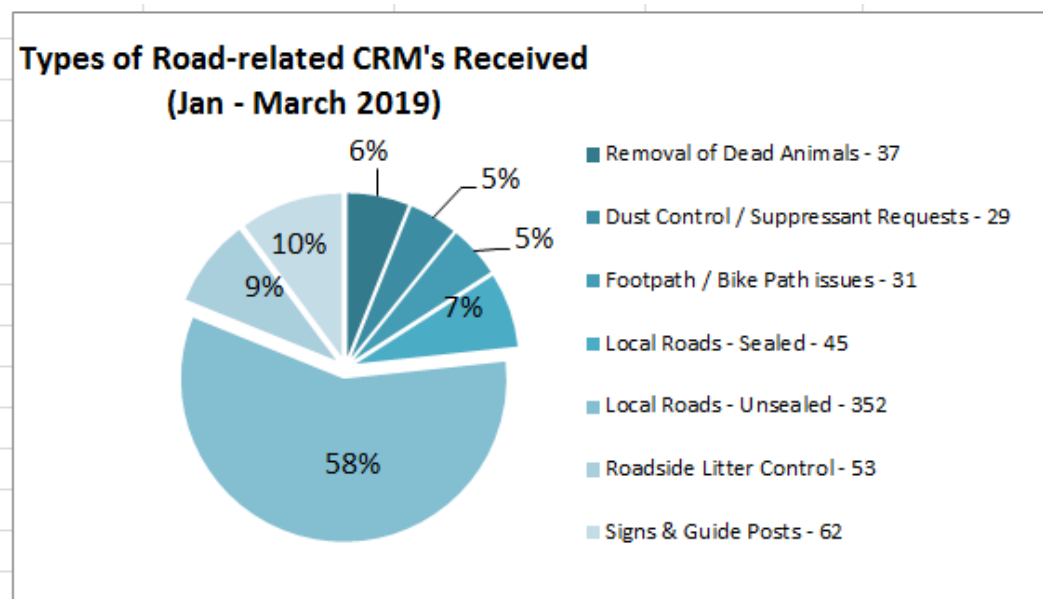


Figure 3 indicates that of the 609 inspections arising from customer requests, 541 (i.e. 89%) were completed within the target timeframes.

No reactive inspection tasks are still to be completed.

Figure 4 provides information about the type of issue raised by customers during the period.

Figure 4 – Types of issues raised by customers in the period



4.5 Quarterly Report - Road Management Activities - January to March 2019

Over half of the customer requests relate to unsealed roads. Council undertakes routine road inspections on a schedule set through the RMP. These inspections are grouped into three geographic areas of the municipality. Some roads may be inspected more than once in the period, while others may be inspected on a cycle that is outside of this period. The length of roads inspected is detailed in the Table 1.

Table 1 – Compliance of Proactive Inspections with the RMP Service Levels

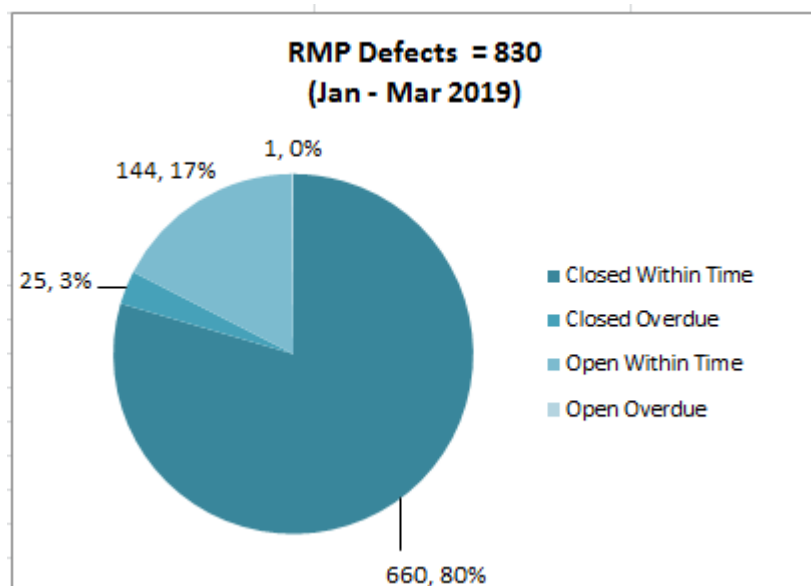
Zone	January - March			
	Inspections	Length(km)	Inspections within time	Inspections overdue
Road - Torquay	747	335	747	0
Road - Lorne	118	71	118	0
Road - Winchelsea	704	578	704	0
Footpath - Torquay	258	49	258	0
Footpath - Lorne	53	13	53	0
Footpath - Winchelsea	47	10	47	0
Totals	1927	1056	1927	0

All programmed inspections were completed within the timeframes set in the RMP.

Council has established different timeframes for the repair of different types of defects, e.g. pot holes and missing signs have different timeframes. The target timeframes apply consistently regardless of whether the defect is identified through a reactive inspection (i.e. initiated by customer) or proactive inspection (i.e. through Council’s routine inspections).

Figure 5 details compliance with the timeframes for repair of defects as set in the RMP.

Figure 5 – Compliance of Repair of Defects with the RMP Service Levels



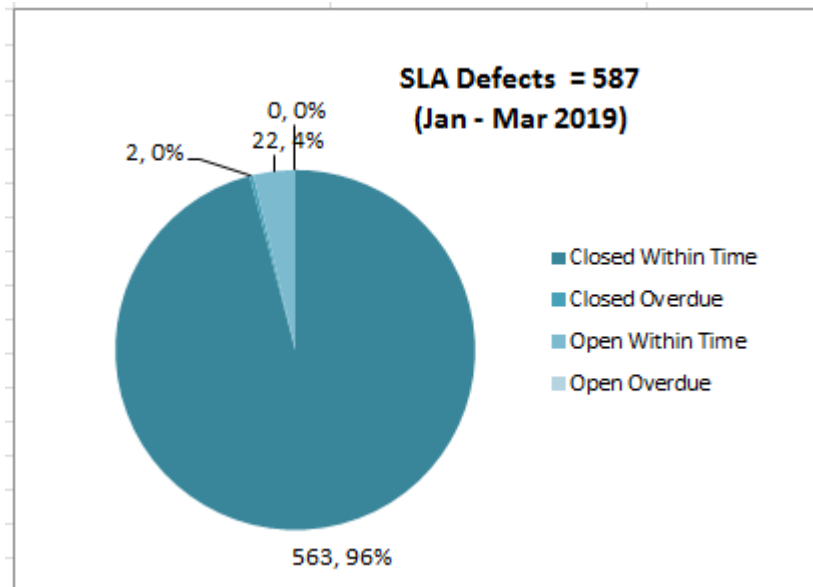
Of the 830 defects repaired in the period, 660 of these were completed within the target timeframes in the RMP, representing 96.4% of completed tasks.

Of the 145 defects identified and programmed but still to be repaired at the end of the period, 144 of the tasks are still within the target timeframes, representing 99.3%.

4.5 Quarterly Report - Road Management Activities - January to March 2019

While the majority of safety-related defects are detailed in the RMP, there are a number of activities that are delivered through a separate Service Level Agreement (SLA). Compliance against these timeframes are presented in Figure 6 below.

Figure 6 – Compliance of Repair of Defects with the SLA Service Levels



Of the 587 tasks that relate to the SLA rather than the RMP, 563 were completed within the target timeframes in the RMP, representing 95.9% of completed tasks.

2. Maintenance Activities

Council undertakes a range of routine maintenance activities each year, with an overview of key activities highlighted below:

a. Dust Suppression Program

The dust suppression program was delivered in the last quarter prior to the holiday season. This has been a very successful program which generates considerable interest. The number of requests continues to increase as traffic volumes increase across the network.

b. Line Marking

The line marking program has commenced with 80% of the program now complete.

c. Unsealed Road Grading Program

Council has continued its grading program in accordance with its inspection program. Proactive pavement shaping and drain cleaning has been carried out on a number of roads.

d. Unsealed Roads Action Plan

Council increased its budget allocation by \$150k this financial year, primarily to respond to a decline in community satisfaction in the Winchelsea Ward with Council's management of unsealed roads.

An action plan has been developed in response to the issues raised over the preceding 12 months and the additional resources will be focussed on improving customer liaison, increased checking on the quality of work completed and improving maintenance outcomes through additional compaction equipment. With the very dry conditions during the summer additional water was required to assist with the maintenance of unsealed roads.

4.5 Quarterly Report - Road Management Activities - January to March 2019

3. Capital Works Activities

a. Unsealed Roads Resheet Program

Council undertakes cyclic reviews of the overarching condition of all of its assets including sealed and unsealed roads. These inspections are focussed on structural integrity of the road assets rather than the day-to-day condition. The asset condition assessments may identify where an asset can no longer support intended service without excessive maintenance costs. These roads become asset renewal candidates with unsealed roads being resheeted through importing, placing and compacting new rock material.

The roads identified for the 2018-19 resheet program are listed in Table 2.

Table 2 - Resheet Program 2018-19

Road	Section
Roads completed last quarter	
Prices Road	End of Seal at Noels Road to Wormbete Station Road
Gum Flats Road	Bald Hills Road To Otway Forest Park
Bambra-Boonah Road	From Ch 8000m To Ch 8870m
Kildean Road	Floodway To Ingleby Road
Hesse Street	Reserve
Roads completed this quarter	
Erskine Falls Road	290m past Erskine Falls Access Road to 245m past No.985
Benwerrin-Mt Sabine Road	Erskine Falls Road for 1000 metres
Benwerrin-Mt Sabine Road	1000m either side of Delaney Road
Francis Lane	Francis Street To End
Myrtle Lane	Access laneway to Lialeeta Road
Sincocks Road	Deans Marsh/Lorne Road To End
Grove Road	Unnamed Road Reserve To Erskine Falls Road
Broadbent Road	200 metres
Broadbent Road	Last 150m of road
Roads to be completed next quarter	
Otway Street	Access road to car park on Riverbank
Gosney Street	Princes Highway To Mousley Road
Pearse Road	From No 36 to McConachy Road
Lorne Avenue	Roadknight Street To John Street
Blackgate Road	Ghazeepore Rd To Anglesea Road
Willowite Road	Rail Crossing To Mt Duneed Road
Mawson Avenue	Noble Street To Nr Holmwood Ave
Romaro Street	Smithers Street To Dorman Street
Barreet Lane	Deans Marsh Lorne to Pennyroyal Station Road

4.5 Quarterly Report - Road Management Activities - January to March 2019

b. Reseal Program

Road seals also undergo asset condition assessments to identify asset renewal candidates. The roads included in Table 3 are identified in the 2018-19 program. Preparation has commenced on a number of projects with patching, regulation of pavements, shoulder maintenance, drain clearing and vegetation management.

Table 3 – Reseal Program 2018-19

Road	Section
Roads completed last quarter	
Buckley Road South	Princes Hwy to Atkins Road
Horseshoe Bend Road	Blackgate Road to South Beach Road
Roads completed this quarter	
Blackgate Road	Minya Road to Horseshoe Bend Road
Smith Street	Albert Street To Armytage Street
Summerhills Avenue	Hazel Street To Nr Skyline Court
Alpha Terrace	Minapre Street To Howard Street
Boundary Road	Intersection seal at Gilbert Street
Hesse Street	Armytage Street To Princes Hwy
Menczer Lane	Stuart Ave To Princes
Fernald Avenue	Mawson St To Murray Street
Grays Road	Flaxbournes Road to Forest Road
Point Addis Road	Change of Seal To Car Park Entrance

c. New Works and Network upgrades

Work has almost been finalised on the Horseshoe Bend pavement rehabilitation and shoulder sealing project. There is still some minor drainage works and guard rail to finalise on this project. A final seal will be laid in the next financial year.

Work will commence on Buckley Road North and Cressy Road in the next quarter. Design work is complete on the Gnarwarre Road project, with proposed works to include culvert sleeving and extension and embankment stabilisation. It is anticipated that this project will be tendered in the third quarter of this financial year.

4. Road Safety Program

Council has developed a Road Safety Strategy with key partners to guide safety-related activities over a four year period. An overview of activities is provided below:

a. Capital Improvements

- Sealing of part of Bambra Cemetery road was completed this Quarter to increase road safety.
- Designs have been completed for The Esplanade and Bell Street pedestrian and traffic improvements. This project will be delivered early in the next financial year.
- Design work is progressing on the pedestrian refuge in Camp Road Anglesea.
- School crossing has been installed in School Road, Bellbrae.
- Implementation of Road Safety Audit recommendations on Erskine Falls and Ghazeepore Roads in 3rd quarter.

b. Program Development

- Guard rail installation on Mount Duneed and Barrabool Road.
- Development of Camp Road Pedestrian Crossing improvements.
- Road Safety Audit undertaken at Torquay Coast Primary school and Deans Marsh Primary School.
- Darian Road pedestrian crossing improvements have been designed.
- Approval has been received for speed zones in Point Addis Road.
- Council is still waiting on a response from Regional Roads Victoria on the 40kph for the Gilbert Street Precinct
- Anti-skid surface treatment has been installed in Lorne

4.5 Quarterly Report - Road Management Activities - January to March 2019

c. Education and Awareness

Council has recognised that its role in road safety extends beyond the provision and maintenance of infrastructure. Education is an important element in assisting road users to be safe. Council has a mobile speed detection trailer to advise drivers of their speed.

The speed trailer has been deployed to the following locations during this period to provide road safety messaging.

Table 4 – Speed Trailer locations during period

Area	Location
Jan Juc	Strathmore Drive
Anglesea	Tenth Avenue
Anglesea	Forest Road (Kangaroo awareness promotion)
Lorne	William Street (Upcoming Safety works)
Anglesea	Eighth Avenue
Anglesea	Third Avenue

The speed education campaign for various high speed roads will continue to be implemented over the remainder of year.

To strengthen the education process a speed education flier developed and deployment of speed trailer to be followed by Police enforcement.

Other education activities planned and underway include:

- Centreline Installation on key corridors aimed at reducing speed through requiring vehicles to stay within their lane
- Education campaigns on speed, fatigue, alcohol, and trial bike will be delivered.

Financial Implications

There is no financial implication with the recommendation contained in this report.

Council Plan

Theme 3 Balancing Growth
Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth
Strategy 3.2.4 Ensure appropriate funding mechanisms are in place to support future growth including developer contributions

Theme 3 Balancing Growth
Objective 3.4 Understand and manage the impact of population and visitation growth in neighbouring municipalities and our own shire
Strategy 3.4.4 Explore the impact of increased traffic on the road network including inland transport routes

Theme 5 High Performing Council
Objective 5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed
Strategy 5.2.3 Use technology to make Council decision-making more accessible

Policy/Legal Implications

The report provides information about Council's performance against the Road Management Plan. There are no other policy or legislative implications identified.

Officer Direct or Indirect Interest

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

Risk Assessment

The report has no risk implications

4.5 Quarterly Report - Road Management Activities - January to March 2019

Social Considerations

The report has no social implications

Community Engagement

Management of the road network includes a variety of activities, many of which are not visible across the whole community. Council will seek opportunities to provide the community with an increased understanding of the broad range of activities that are undertaken, and this report provides some information about this.

Environmental Implications

The report has no environmental implications

Communication

The report is a public document that can be accessed through Council's website and may be promoted through media and social media. Officers will also draw the report to the attention of Moriac Community Network group and other community-based groups that have demonstrated an ongoing interest in road management matters.

Options

Option 1 – Endorse the officer's recommendation

This option is recommended by officers because it is consistent with the purpose of the report, which is to provide information on road management metrics and outcomes rather than seek direction or decision from Council at this time.

Option 2 – Not endorse the officer's recommendation

This option is not recommended by officers because alternative decisions may not relate to the purpose of the report and therefore may not have required information available at this time.

Conclusion

The information contained in this report supports a conclusion that Council is performing well against the service levels in the Road Management Plan, albeit not achieving 100% compliance at this time.

The information also demonstrates that Council has a range of activities underway across the network that relate to both infrastructure management and driver education.

Key performance metrics against the Road Management Plan include:

- 89% of reactive inspections (arising from customer contact) were completed within the timeframes set in the Road Management Plan (refer to Figure 3)
- 100% of programmed inspections (scheduled by Council) were completed within the timeframes set in the Road Management Plan (refer to Table 1)
- 96% of completed tasks to repair defects were completed within the timeframes set in the Road Management Plan (refer to Figure 5)
- 99% of open tasks to repair defects are still within the timeframes set in the Road Management Plan (refer to Figure 5).

Other observations include:

- Almost half of customer contact relates to the unsealed road network
- 99.6% of completed tasks to repair defects that sit outside of the RMP (were completed within the timeframes set in the Service Level Agreement (refer to Figure 6)
- Annual maintenance activities are progressing and an action plan has been developed to use the additional unsealed road funding in areas to improve customer service and improved quality of work
- The 2018-19 Resheet and Reseal Programs are underway and will deliver works across most of the Shire this financial year
- The 2018-19 Road Safety Program is underway with works including both infrastructure and driver education activities.

4.6 Councillor Replacement Representation on Various Committees

Author's Title: Senior Governance Officer

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/221

Division: Governance & Infrastructure

Trim No: IC19/946

Appendix:

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to appoint Councillors to vacant positions on various committees and regional/peak organisations, created by the recent Councillor extraordinary vacancies.

Summary

There are a number of committees to which Council delegates are appointed on an annual basis, including committees established by Council and other regional/peak organisations.

Delegates are responsible for reporting back to Council in regard to any actions or outcomes from the meetings. Substitute delegates are also nominated to represent Council where the delegate is unavailable.

With the departure of Cr Libby Coker, and Cr Carol McGregor from Council, seven (7) vacancies across seven (7) committees and organisations have been created. At this time, four (4) of these vacancies are proposed to be filled to ensure Council's representation remains current.

The vacancies are listed below. Council is required to nominate Councillors as delegates to the various committees and organisations to fill these vacancies.

Recommendation

That Council:

1. Nominates and appoints delegates to fill the various Committee and regional/peak organisation vacancies for the remainder of 2019 as below:

Advisory Committees	2019 Delegate	New Delegate
Audit & Risk Committee	Cr McGregor	Cr Brian McKitterick

Others Organisations/Committees	2019 Delegate	New Delegate
Municipal Association of Victoria (MAV)	Cr Coker (Sub)	Cr Martin Duke (Sub)
Rural and Peri-Urban Advisory Committee (COGG)	Cr McGregor	Cr David Bell

G21 Pillars	2019 Delegate	New Delegate
G21 Education and Training Pillar	Cr McGregor	Cr Rose Hodge

2. Notes that Councillors appointed as delegates must ensure that their input to decision making on these committees and/or regional/peak organisations is consistent with Council's view on such matters.

4.6 Councillor Replacement Representation on Various Committees

Council Resolution

MOVED Cr Martin Duke, Seconded Cr Brian McKitterick

That Council:

1. Nominates and appoints delegates to fill the various Committee and regional/peak organisation vacancies for the remainder of 2019 as below:

Advisory Committees	2019 Delegate	New Delegate
Audit & Risk Committee	Cr McGregor	Cr Brian McKitterick

Others Organisations/Committees	2019 Delegate	New Delegate
Municipal Association of Victoria (MAV)	Cr Coker (Sub)	Cr Martin Duke (Sub)
Rural and Peri-Urban Advisory Committee (COGG)	Cr McGregor	Cr David Bell

G21 Pillars	2019 Delegate	New Delegate
G21 Education and Training Pillar	Cr McGregor	Cr Rose Hodge

2. Notes that Councillors appointed as delegates must ensure that their input to decision making on these committees and/or regional/peak organisations is consistent with Council's view on such matters.

CARRIED 7:0

4.6 Councillor Replacement Representation on Various Committees

Report

Background

There are a number of committees and regional/peak organisations to which Councillors are appointed as delegates. These positions are appointed on an annual basis for the calendar year.

Delegates represent Council at the meetings of these committees and organisations, and are responsible for reporting back to Council in regard to any actions or outcomes from the meetings. Substitute delegates are also nominated to represent Council at those meetings where the delegate may be unavailable.

The delegates listed for replacement appointments in this report will be for the remainder of the 2019 calendar year. The positions will be reappointed, along with all Council appointed delegates for the 2020 calendar year, at the end of 2019.

Discussion

Below is a brief description of the various committees and regional/peak organisations that require appointed Councillor delegates.

Advisory Committees	
Committee Name	Description
Audit & Risk Committee (ARC)	<p>The ARC is a formally appointed Advisory Committee of Council. The ARC does not have executive powers and does not have any delegated financial responsibility. The ARC does not have any management functions and is therefore independent of management.</p> <p>The Committee's role is to report to Council and provide appropriate advice and recommendations relevant to its charter, which includes governance and overseeing responsibilities in relation to financial reporting, internal control, risk management systems, ethical accountability and the internal and external audit functions.</p> <p>The Audit & Risk Committee consists of two Councillors and four suitably qualified independent representatives.</p>

Other Regional/Peak Organisations	
Organisation/Committee Name	Description
Municipal Association of Victoria (MAV)	<p>The MAV was formed in 1879 and the Municipal Association Act 1907 anointed the MAV the official voice of local government in Victoria.</p> <p>The purpose of the MAV is defined under the Municipal Association of Victoria Act 1907 and states:</p> <p><i>The Municipal Association of Victoria was established to promote the efficient carrying out of municipal government throughout the State of Victoria and to watch over and protect the interests, rights and privileges of municipal corporations. (Municipal Association Act, 1907)</i></p> <p>The MAV performs six key functions:</p> <ol style="list-style-type: none"> 1. Advocacy: representation of the needs and interests of the sector with other levels of government and with other key stakeholders 2. Capacity Building: working actively with councils to support them to improve how they operate in communities, particularly where there is significant change or new requirements 3. Networking: coordination, hosting and/or sponsorship of opportunities for the sector (or parts of the sector with common interests) to come together to share knowledge and experiences and plan responses 4. Policy development: setting of standards for the sector and developing the policies and the sector-wide regulations and codes needed in order

4.6 Councillor Replacement Representation on Various Committees

	<p>to deliver service enhancement; financial and economic health; and social capital.</p> <p>5. Professional Development: human resources support and training and education programs to develop the understandings and skills of both councillors and staff</p> <p>6. Awareness raising: research and analysis leading to information dissemination and awareness raising promotions and campaigns.</p>
<p>Rural and Peri-Urban Advisory Committee (COGG)</p>	<p>The Rural and Peri-Urban Advisory Committee has since been established by the City of Greater Geelong in February 2018. The objective of the Committee is to consider and provide advice to the City of Greater Geelong on matters relevant to rural and peri-urban constituents, including, transition strategies for saleyards services, rural and peri-urban agricultural and environmental management practices, bio-security strategies, City Plan strategies and Key planning strategies and structure plans.</p>

Former Councillor, Carol McGregor, was a delegate for the Hinterland Community Impact Advisory Committee (CIAC). As this committee has not met in six (6) years, a replacement for this committee is not being proposed to complete this calendar year period.

Financial Implications

Not applicable.

Council Plan

Theme 5 High Performing Council

Policy/Legal Implications

Councillors appointed to represent Council on the various committees and regional/peak organisations must ensure that their input to decision making on these committees and/or regional/peak organisations is consistent with Council's view on such matters.

Officer Direct or Indirect Interest

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

Risk Assessment

Not applicable.

Social Considerations

Not applicable.

Community Engagement

Involvement with various committees and regional/peak organisations provides Council with an opportunity for to engage with others and to consider issues that may have local and broader impact.

Environmental Implications

Not applicable.

Communication

Delegates to the various committees are required to report back to Council in regard to the actions and discussions of each committee.

Options

Option 1 – Appoint replacement delegates for remainder of 2019

This option is available at the discretion of Councillors.

Option 2 – Do not appoint delegates for 2019

This option is not recommended by officers as involvement with various committees and regional/peak organisations provides an important opportunity for engagement and forms an important part of Council's role in representing the community.

4.6 Councillor Replacement Representation on Various Committees

Option 3 – Wait for extraordinary vacancies of Council to be filled before appointing delegates for the remainder of 2019

This option is not recommended by officers as waiting for the extraordinary vacancies in Council to be filled will result in a significant time lapse where Council is not represented on these committees.

Conclusion

Due to the vacancies left in a number of committees and organisations by the departure of Libby Coker and Carol McGregor from Council, it is important from Council to nominate replacement delegates for the remainder of 2019.

4.7 Project Budget Adjustments and Cash Reserve Transfers - June 2019

Author's Title: Coordinator Management Accounting **General Manager:** Anne Howard
Department: Finance **File No:** F18/850
Division: Governance & Infrastructure **Trim No:** IC19/970

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:
 In accordance with Local Government Act 1989 – Section 80C:

Yes No

Reason: Nil

Status:
 Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes No

Reason: Nil

Purpose

The purpose of this report is to present the project budget adjustments and cash reserve transfers for Council approval.

Summary

The project budget adjustments relating to June 2019 are included in this report. All figures in this report are exclusive of GST.

Recommendation

That Council:

1. Approves the Project Budget Adjustments outlined in Tables 1 to 4 in this report.
2. Approves the following net change to cash reserves resulting from the project budget adjustments listed in this report:

Funding Sources	Transfers From/ (To) Reserve
Adopted Strategy Implementation Reserve	(30,000)
Asset Renewal Reserve	(80,917)
DCP Council Funds Reserve	(116,090)
Waste Reserve	(176,184)
Grand Total	(403,191)

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Brian McKitterick

That Council:

1. Approves the Project Budget Adjustments outlined in Tables 1 to 4 in this report.
2. Approves the following net change to cash reserves resulting from the project budget adjustments listed in this report:

Funding Sources	Transfers From/ (To) Reserve
Adopted Strategy Implementation Reserve	(30,000)
Asset Renewal Reserve	(80,917)
DCP Council Funds Reserve	(116,090)
Waste Reserve	(176,184)
Grand Total	(403,191)

CARRIED 7:0

4.7 Project Budget Adjustments and Cash Reserve Transfers - June 2019

Report

Background

Council allocates funding to projects through its annual budget or specific resolution.

From time to time, situations arise whereby initial budgets need to be reconsidered to achieve their planned objectives and project scope. It is important that Council's decisions to adjust project budgets are open and transparent to the community. Therefore any changes to project budgets or cash reserves are reported in a manner that demonstrates the diligence and transparency of the organisation's financial management principles.

Closure of projects is another important process for maintaining a well-managed program and involves financial review, asset management and project review activities. Projects reported for closure have been through Council's project review and closure process.

Discussion

The following budget transfers, detailed in Table 1, are newly initiated projects.

Table 1 – Newly Initiated Projects

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Kindergarten Expansion Planning Project	Grant Funded	State grant from the Department of Education received for kindergarten planning.	25,055
Sea to Tree Long Distance Horse Trail Proposal	Project Savings Account	Community Project Development referral for investigation.	2,000
Encroachment Moggs Creek	Contribution Funded	Council Resolution to sell land due to encroachment	6,000
Winchelsea Leisure Time Centre Access Ramp Upgrade	Project Savings Account	Upgrade Access Ramp at Winchelsea Leisure Time Centre to ensure DDA Compliance	15,000

The following budget transfers, detailed in Table 2, are required where it has been identified that projects require adjustments to their approved budgets to allow achievement of project scope and objectives; or there is a request to adjust scope of project.

Table 2 – Project Budgets Requiring Adjustment

Project Name	Funding Source	Basis for Variation	Project Allocation \$
RACV Stormwater Harvesting Program	Project Account	Council has received \$10,000 from RACV for a recent Land Transfer (W7942). These funds will be transferred to the RACV Stormwater Harvesting Program account to combine with other funds dedicated to improvement of the Jan Juc Creek Reserve.	10,000
Anglesea Men's Shed Storage Area Refurbishment	Contribution Funded	Correction to contribution from Anglesea Men's Shed.	264

4.7 Project Budget Adjustments and Cash Reserve Transfers - June 2019

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Anglesea Mens Shed Storage Area Refurbishment	Project Savings Account	Funds required to fulfil building permit requirements for signs, door hardware and specific carpet tiles.	1,388
Adult Changing Places Winchelsea	Project Account	Existing DDA compliant facilities at this location need to be renewed and it is recommended that this occur at the same time alterations are in progress to create and adult changing place. Funding source is DDA Annual Improvements Program (W7655).	67,470
Drainage Discretionary - 33 Parker Street Anglesea	Contribution Funded	Correction to budget.	(21,528)
	Project Savings Account		(29,469)
Spring Creek DCP and PS Amendment	Adopted Strategy Implementation Reserve	Awaiting completion of the State Government Distinctive Areas and Landscapes project due mid 2020 (but may be later).	(30,000)
Forest and Grays Road	Grant Funded	Grant funding Department of Transport to be transferred to stage 2.	(200,000)
Forest and Grays Road Stage 2	Grant Funded	Local Roads to Market Grant funding for stage 2 of project	200,000
Cressy Road	Grant Funded	Grant funding Local Roads to Market to be transferred to stage 2.	(67,400)
Cressy Road Stage 2	Grant Funded	Local Roads to Market Grant funding for stage 2 of project	67,400
Cape Otway Road Bridge Strengthening	Grant Funded	Fixing Country Roads Grant funding.	25,830

The following budget transfers detailed in Table 3 represent projects that have been successfully completed and are presented to Council for acknowledgement. Where unexpended funds remain they are returned to the source of funding as per Council's business practices. If the source of funds is the Accumulated Unallocated Reserve, the funds are returned to the Project Savings Account during the year and at the end of the year the balance of the Project Savings Account will be returned to the Accumulated Unallocated Reserve.

Table 3 – Projects to be closed

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Lorne Aspirations Plan	N/A	Scope complete on budget project to be closed.	0
Winchelsea Youth Support Planning and Contribution	N/A	Scope complete on budget project to be closed.	0

4.7 Project Budget Adjustments and Cash Reserve Transfers - June 2019

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Health and Wellbeing Plan Implementation	Project Savings Account	Scope complete and savings to be returned to source.	(155)
HACC Minor Capital	Project Savings Account	Scope complete and savings to be returned to source.	(2,387)
CPP36 - Helen Mary Kininmonth Kinder Playground Rejuvenation	Project Savings Account	Scope complete and savings to be returned to source.	(450)
CPP42 Extension Works to Zeally Sands Playground / Park	Project Savings Account	Scope complete and savings to be returned to source.	(100)
CPP43 Anglesea Transfer Station - Community Resale Shed Verandah Extension	Waste Reserve	Scope complete and savings to be returned to source.	(550)
CPP45 - Freshwater Creek Riding Club - Additional Fencing/Ground Works	Project Savings Account	Scope complete and savings to be returned to source.	(1,000)
CPP47 - Anglesea Art House Car Park and Landscaping	Project Savings Account	Scope complete and savings to be returned to source.	(650)
Great Ocean Road Regional Tourism - Centenary of Commencement of Construction Celebration	N/A	Scope complete on budget project to be closed.	0
Operational Projects - 2016 Council Elections	Project Savings Account	No further activity is expected for this matter and the account has been closed.	(40,728)
Anglesea Landfill Stage 3D Liner	Waste Reserve	Scope completed and savings can be returned to source. Life of Project cost \$1.94m.	(175,634)
Hard Court Renewal Program	Asset Renewal Reserve	Scope complete and savings can be returned to source	(37,422)
Land Purchase Winchelsea - Eastern Reserve	Project Savings Account	Land purchase complete and savings can be returned to source	(76,815)
Surf Coast Highway / Beach Road Traffic Lights Construction (RD04)	DCP Council Funds Reserve	Scope complete and savings can be returned to source	(116,090)
Kerb Renewal Program	Asset Renewal Reserve	Funds inadequate for identified project. Scope deferred to future program. Funds can be returned to source.	(10,000)
Roadknight Street (Lorne) Construction	Project Savings Account	Scope complete and savings can be returned to source.	(10,123)
Temporary Planner	Project Savings Account	Scope complete and savings can be returned to source.	(15,910)

4.7 Project Budget Adjustments and Cash Reserve Transfers - June 2019

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Planning Customer Support Officer	Project Savings Account	Project did not proceed, funds to be returned to source.	(50,000)
Spring Creek Public Toilets	Asset Renewal Reserve	Scope complete and savings to be returned to source.	(25,576)
Barwon Valley Pony Club	Project Savings Account	Scope complete with minor additional funds required.	26
Bridge Renewal Program	Project Savings Account	Scope complete and savings to be returned to source.	(2,640)
Forest and Grays Road	Project Account	Externally funded project, original scope complete in stage 1; stage 2 project to be initiated for final seal plus vegetation, headwall and guardrail.	(456,532)
Cressy Road	Project Account	Externally funded project, original scope complete in stage 1; stage 2 project to be initiated.	(248,737)
Buckley Road North Renewal	Grant Funded	Scope complete, grant provider has agreed for balance of grant funding to be used on Cape Otway Road Bridge Strengthening Project.	(25,830)
Cape Otway Road bridge Strengthening	Asset Renewal Reserve	Scope complete and savings to be returned to source.	(50,919)
Allenvale Road Restoration - Disaster Relief	Grant Funded	Department of Treasury and Finance approved Disaster Relief funding. Project scope complete and project to be closed.	8,265
Clissold Street Restoration - Disaster Relief	Grant Funded	Department of Treasury and Finance approved Disaster Relief funding. Project scope complete and project to be closed.	962
Stony Creek Bridges Restoration - Disaster Relief	Grant Funded	Department of Treasury and Finance approved Disaster Relief funding. Project scope complete and project to be closed.	4,866
Stony Creek Bridges Restoration - Disaster Relief	Project Savings Account	Department of Treasury and Finance approved Disaster Relief funding. Project scope complete and project to be closed. Additional Council contribution to complete restoration.	565
G21 Regional Hockey Strategy	Project Savings Account	Scope complete additional funds required as income budget higher than income received (\$19,034 being \$10K from Hockey Victoria and \$9,034 from participating Councils).	1,116

4.7 Project Budget Adjustments and Cash Reserve Transfers - June 2019

The following budget transfers detailed in Table 4 represent projects, that due to exceptional circumstances, the Chief Executive Officer has approved project budget adjustments that now require Council ratification.

Table 4 – Ratification of CEO Approved Transfers

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Anglesea Shopping Centre Pathway (Renew)	Asset Renewal Reserve	Revised estimate for works has indicate budget shortfall of \$8000 to delivery works to scope.	8,000
Airconditioning / Heating system at the Lorne Senior Citizens centre	Asset Renewal Reserve	Airconditioning / heating system at the Lorne Senior Citizens centre has failed. Maintenance of the unit is not feasible due to its age and it will require replacement.	35,000
South Beach Road Upgrade (RD09) includes Renewal Allocation	Project Account	The 2018/19 project South Beach Road Upgrade (RD09) - Design (W8258) has been completed with savings of \$8,560. The construction phase is being funded in the draft 2019/20 Budget, the balance of the design funds can be used to fund a Project Manager to commence the tendering process for the construction works.	8,560

Table 5 – Accumulated Unallocated Cash Reserve Movement

Accumulated Unallocated Cash Reserve	2018-19 \$'000	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000
Opening Balance	5,018	200	(154)	(616)
Budgeted Annual Surplus/(Deficit)	159	(449)	(462)	(500)
Allocations through Adopted Budget	(566)	-	-	-
Transfer for Digital Transformation	(2,500)	(730)	-	-
Transfer for Recreation and Open Space	-	825	-	-
Net Allocations During Year	(1,911)	-	-	-
June Net Allocations Proposed	-	-	-	-
Closing Balance *	200	(154)	(616)	(1,115)

* Note includes budgeted annual surplus/(deficit) as per Adopted Budget 2018-19.

4.7 Project Budget Adjustments and Cash Reserve Transfers - June 2019

Accumulated Unallocated Cash Reserve	2018-19 \$'000
Net Allocations During Year	
July 2018 - Anglesea Bike Path	(6)
July 2018 - Cairns Military Remembrance Winchelsea	(30)
July 2018 - Torquay Town Centre Project Grant Submission	(20)
July 2018 - Torquay Town Centre Project	(1,000)
July 2018 - Eastern Reserve Land Purchase	(720)
August 2018 - Djila Tjarri Skate Bowl Leak Investigation	(80)
August 2018 - Stribling Reserve Stair Renewal	(7)
August 2018 - Surf Coast Soccer Club Pavilion Project - Community Project	(30)
August 2018 - Winchelsea Entrance Sculptures	(127)
September 2018 - Natural Disaster Financial Assistance - Emergency Response	115
September 2018 - Natural Disaster Financial Assistance - Asset Restoration	(28)
September 2018 - Winchelsea Flagpole Lighting	(5)
September 2018 - Community Project Development Program Investigations	(18)
September 2018 - Rural Hinterland Strategy	(8)
September 2018 - Sale of Hendy Main Road Mount Moriac Blocks	663
October 2018 - Positive Ageing Service Review	0
October 2018 - Records Management Program - BC 17/18	(2)
October 2018 - Rural Hinterland Strategy	(10)
November 2018 - Modewarre Cricket Training Facility	(30)
November 2018 - RACV Water Harvesting Agreement Licence	(4)
November 2018 - Stribling Reserve Stadium Ventilation	(40)
November 2018 - Anglesea Cricket Pavilion Upgrade Stage 1	(61)
January 2019 - Mt Moriac Depot Rehabilitation Stage 1	(13)
January 2019 - Bellbrae School Second Crossing	(5)
January 2019 - Great Ocean Road Regional Tourism - Centenary Celebration	(25)
January 2019 - Alcohol and Other Drug Action Plan 2018-2021	(15)
February 2019 - Bellbrae Heart Space Sculpture Installation	(2)
February 2019 - Street Light Program Upgrade	(100)
February 2019 - Winchelsea Shire Hall Future Use	(20)
February 2019 - Healthy Eating and Active Living Action Plan 2018 - 2021	(13)
February 2019 - Djila Tjarri Skate Bowl Leak Investigation	(50)
March 2019 - Cnr Grossman Road and Anglesea Road upgrade	(25)
March 2019 - Beach Road Path - Alleyne to Koorunga (Pedestrian Safety in Surf Precinct)	(32)
March 2019 - Freshwater Creek Riding Club - Additional Fencing/Ground Works	(1)
March 2019 - Anglesea Art House Car Park and Landscaping	(2)
March 2019 - Surf Coast Basketball Association Contribution	(15)
April 2019 - Business Improvement Officer	(30)
April 2019 - Winchelsea Toilet Block Door Counters	(5)
April 2019 - Surfworld Fencing	(3)
April 2019 - Fischer Street and Merrijig Drive Roundabout	(88)
May 2019 - City of Greater Geelong Rural and Peri Urban Feasibility Study	(20)
Net Allocations (From)/To	(1,911)
June Net Allocations Proposed	
N/A	
June Net Allocations (From)/To	-

4.7 Project Budget Adjustments and Cash Reserve Transfers - June 2019

Financial Implications

The proposed Project Budget Adjustments and Cash Reserve Transfers are outlined in this Report. Through this report all financial implications of the project budget adjustments and cash reserve transfers are clearly and transparently presented to Council and the community.

Council Plan

Theme 5 High Performing Council
Objective 5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives
Strategy 5.1.1 Establish long-term financial principles and incorporate into the long-term financial plan

Policy/Legal Implications

Not applicable.

Officer Direct or Indirect Interest

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

Risk Assessment

Not applicable.

Social Considerations

Not applicable.

Community Engagement

Not applicable.

Options

Option 1 – Not approve transfers as recommended

This option is not recommended because transfers are necessary to allow ongoing delivery and closure of projects, and have been through a series of governance checks.

Option 2 – Adopt officer recommendation

This option is recommended by officers as the project budgets and cash reserve transfers supports implementations of Council's strategies.

Environmental Implications

Not applicable.

Communication

Not applicable.

Conclusion

It is recommended that Council approve the Project Budget Adjustments and Cash Reserve Transfers for June 2019.

4.8 Instrument of Appointment and Authorisation - Planning and Environment Act 1987

Author's Title: Administration Officer - Governance **General Manager:** Anne Howard
Department: Governance & Risk **File No:** F17/51
Division: Governance & Infrastructure **Trim No:** IC19/876

Appendix:

1. S11A Instrument of Appointment and Authorisation - (Planning and Environment Act 1987) (D19/77588)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Status:

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to seek Council's endorsement for authorised officers under the *Planning & Environment Act 1987* through the updated instrument of authorisation and appointment. This request results from recent staff changes.

Summary

The Chief Executive Officer appoints the majority of authorised officers under section 224 of the *Local Government Act 1989*, in reliance of Council's delegation to the Chief Executive Officer. However, the appointment of authorised officers under the *Planning and Environment Act 1987* cannot be delegated and must be made through resolution of Council.

The attached instrument of authorisation and appointment has been updated as Planning Investigation Officer Gerard McCann has been appointed. The instrument has been updated accordingly.

The updated instrument of appointment and authorisation under the *Planning and Environment Act 1987* is attached for Council's endorsement.

Recommendation

That Council in the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the legislation referred to in the attached instrument of appointment and authorisation ('the instrument'), resolves that:

1. The members of Council staff referred to in the instrument as shown in Appendix 1 be appointed and authorised as set out in the instrument.
2. The Chief Executive Officer is authorised to execute the instrument by affixing the common seal in accordance with Local Law No. 2 of 2019 Council Meeting Procedures & Common Seal.
3. The instrument comes into force immediately upon execution and remains in force until Council determines to vary or revoke it.
4. The previous instrument dated 3 May 2019 is revoked.

Council Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr Brian McKiterick

That Council in the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the legislation referred to in the attached instrument of appointment and authorisation ('the instrument'), resolves that:

1. The members of Council staff referred to in the instrument as shown in Appendix 1 be appointed and authorised as set out in the instrument.
2. The Chief Executive Officer is authorised to execute the instrument by affixing the common seal in accordance with Local Law No. 2 of 2019 Council Meeting Procedures & Common Seal.
3. The instrument comes into force immediately upon execution and remains in force until Council determines to vary or revoke it.
4. The previous instrument dated 3 May 2019 is revoked.

CARRIED 7:0

4.8 Instrument of Appointment and Authorisation - Planning and Environment Act 1987

Report

Background

The Chief Executive Officer appoints the majority of authorised officers under section 224 of the *Local Government Act 1989*, in reliance of Council's delegation to the Chief Executive Officer. However, the appointment of authorised officers under the *Planning and Environment Act 1987* cannot be delegated and must be made through resolution of Council.

Discussion

Officers authorised to act under the *Planning and Environment Act 1987* have authorisation to enter sites, gather evidence or serve legal notices etc. if required, as appropriate to their level of experience and qualifications.

The specific authorisations provided through this instrument include:

1. under section 147(4) of the *Planning and Environment Act 1987* – appointment as an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorisation generally to institute proceedings for offences against the Act and/or any regulations.

The attached instrument of authorisation and appointment has been reviewed and updated.

Summary of changes:

The attached instrument of authorisation and appointment has been updated following recent staff changes. Planning Investigation Officer, Gerard McCann has been appointed.

Financial Implications

Not applicable.

Council Plan

Theme 5 High Performing Council
Objective Nil
Strategy Nil

Policy/Legal Implications

The appointment of authorised officers under the *Planning and Environment Act 1987* ensures Council is compliant with the legislation and that officers are able to carry out their enforcement roles.

Officer Direct or Indirect Interest

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

Risk Assessment

The appointment of authorised officers under the *Planning and Environment Act 1987* ensures Council is compliant with the legislation and that officers are able to carry out their enforcement roles.

Social Considerations

Not applicable.

Community Engagement

Not applicable.

Environmental Implications

Not applicable.

4.8 Instrument of Appointment and Authorisation - Planning and Environment Act 1987

Options

Option 1 – Endorse the updated instrument of authorisation and appointment

This option is recommended by officers as it will ensure Environmental Health Officers and Local Laws Officers are appropriately authorised under the *Planning & Environment Act 1987*.

Option 2 – Not endorse the updated instrument of authorisation and appointment

This option is not recommended by officers as it will limit the authorisations and authority of Environmental Health Officers and Local Laws Officers.

Communication

The relevant parties will be notified and the Public Register of Authorised Officers updated.

Conclusion

By authorising the relevant officers to act under the *Planning and Environment Act 1987* Council will ensure they have the required authority to carry out their roles within legislated requirements.

4.8 Instrument of Appointment and Authorisation - Planning and Environment Act 1987

APPENDIX 1 S11A INSTRUMENT OF APPOINTMENT AND AUTHORISATION - (PLANNING AND ENVIRONMENT ACT 1987)



**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "**officers**" means -

- | | |
|-------------------|-------------------|
| William Cathcart | Jozo Majic |
| Ben Schmied | Robert Pitcher |
| Michelle Watt | Trevor Doueal |
| Maggie Juniper | Tony Rolfs |
| Roger Curnow | John Bauer |
| Jennifer Davidson | Luke Shanhun |
| Carol Mitchell | Wayne Sandars |
| Sarah Smith | Ben O'Regan |
| Cameron Hayes | Rochelle Humphrey |
| Michelle Warren | Callum Thompson |
| Karen Hose | Brendan Walsh |
| Sally Conway | Trevor Britten |
| Barbara Noelker | Marshall Sullivan |
| Claire Cowan | Donna Groves |
| Andrew Hewitt | Leah Protyniak |
| Karen Campbell | Jayde Whitten |
| Bianca Wilkin | Samantha Natt |
| Amelia Green | Adam Lee |
| Trent Blackmore | Rhonda Gambetta |
| Nick Helliwell | Emma Monteath |
| James Hamilton | Stuart McLay |
| Shaun Barling | Gerard McCann |

By this instrument of appointment and authorisation Surf Coast Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officers generally to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

Executed by the Chief Executive Officer on behalf of the Surf Coast Shire Council pursuant to the Council resolution dated 25 June 2019.

*The COMMON SEAL of SURF COAST
SHIRE COUNCIL was affixed in the
presence of.*)
)
)

.....
Chief Executive Officer

.....
Mayor/Deputy Mayor

.....
Witness

.....
Date

6. ENVIRONMENT & DEVELOPMENT

5.1 SCS-022 Events Policy

Author's Title: Manager Economic Development & Tourism

General Manager: Ransce Salan

Department: Economic Development & Tourism

File No: F10/219

Division: Environment & Development

Trim No: IC19/983

Appendix:

1. Events Policy SCS-022 (D19/70603)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to present an updated Events Policy SCS-022 for adoption by Council.

Summary

The Events Policy (SCS-022) was adopted by Council on 28 October 2014 and is due for review by 30 June 2019.

Several changes have been made to the updated Events Policy to provide more clarity as to Council's role in supporting, partnering, facilitating and delivering events held within the region.

Council has an important role to play in leveraging the benefits of events, while managing their impacts on their host communities.

With increasing demand from organisers wishing to host events within the Surf Coast Shire, particularly the coastal townships, there is a need for a clear framework for assessing event applications and ensuring events are planned and delivered to the highest standard.

Recommendation

That Council adopts the updated Events Policy SCS-022, as presented in Appendix 1.

Council Resolution

MOVED Cr Martin Duke, Seconded Cr Margot Smith

That Council adopts the updated Events Policy SCS-022, as presented in Appendix 1.

CARRIED 7:0

5.1 SCS-022 Events Policy

Report

Background

The Surf Coast Shire hosts hundreds of events each year, ranging from internationally recognised sports events such as the Rip Curl Pro and Cadel Evans Great Ocean Road Race, to mass participation offerings, community-based activities and local markets.

Council is a keen supporter of these events and recognises the important role they play in community and civic life. Depending on the nature and scale of the event, they have the potential to deliver significant economic, environmental, social and cultural benefits to the region.

Council has an important role to play in leveraging these benefits, while managing the impacts of events on their host communities.

The current Events Policy SCS-022 was adopted in October 2014 is due to be updated by 30 June 2019.

Discussion

The requirement to update the Events Policy provides an opportunity to create greater clarification as to Council's role in supporting, partnering, facilitating and delivering events held within the region.

With increasing demand from organisers wishing to host events within the region, particularly the coastal townships, there is a need for a clear framework for assessing event applications and ensuring events are planned and delivered to the highest standard.

As such, several changes have been made to the Events Policy, summarised below:

Introduction

- New statement identifying Council as a keen supporter of well managed events
- Updated statement recognising the positive outcomes of events, while balancing host community tolerance and the annual events calendar
- New statement regarding the need for a clear framework for assessing applications and reviewing events

Purpose

- New comment regarding the framework for assessing event applications

Scope

- Clearly defined scope regarding the events Council is involved with

Definition

- Simplified definition

Previous section – Funding Events

- Moved to end of policy and simplified, with reference to Event Grants Program Guidelines

Previous sections – Advising Events, Regulating Events

- Moved in to new section: Council's role in Events

New sections

- Council's Role in Events: explains the roles Council plays in relation to events
- Event Application Process: states timelines and process for submitting event applications
- Road Closures: states additional requirements for events requiring road closures
- Key Principles: lists the key considerations applied by Council officers when assessing an event application
- Approval: statement regarding event authorisations

References

- Updated references

5.1 SCS-022 Events Policy

Financial Implications

There are no financial implications associated with the updating of the Events Policy SCS-022

Council Plan

Theme 4 Vibrant Economy
Objective 4.2 Facilitate high quality events throughout the year
Strategy 4.2.1 Further develop diverse, major and signature events, communication and promotion program

Policy/Legal Implications

The updated Events Policy contains several amendments to guide event organisers as to the requirements for staging events in the Surf Coast Shire. These changes have been listed above and are contained in the attached Events policy in Appendix 1

Officer Direct or Indirect Interest

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

Risk Assessment

The updated policy ensures risks associated with staging events are minimised through good event management practices.

Social Considerations

The Events Policy considers aspects such as calendar management, host community tolerance in order to maximise benefits and balance impositions caused by events

Community Engagement

The Events Policy will be placed on Council's website and provided to prospective event organisers for guidance.

Environmental Implications

There are no environmental implications contained in this report.

Communication

The policy will be included on Council's website. Relevant staff will be made aware of the updates.

Options

Option 1 – Adopt the SCS-022 – Events Policy as attached at Appendix 1

This option is recommended by officers as the revised policy provides officers and event organisers with direction on the requirements and expectations of events taking place in Surf Coast Shire.

Option 2 – Do not Adopt the SCS-022 – Events Policy as attached at Appendix 1

This option is not recommended by officers as the current policy is due to be updated by 30 June 2019. Not having an updated policy will result in a lack of guidance for staff and event organisers as to the requirements and expectations of events taking place in Surf Coast Shire.

Conclusion

The Events Policy SCS-022 is due for renewal by 30 June 2019. Several changes have been made to the updated Events Policy to provide more clarity as to Council's role in supporting, partnering, facilitating and delivering events held within the region.

It is recommended the updated policy, as attached in Appendix 1, be adopted by Council.

5.1 SCS-022 Events Policy

APPENDIX 1 EVENTS POLICY SCS-022

COUNCIL POLICY



Events Policy	Document No:	SCS – 022
	Approval Date:	
	Approved By:	Council
	Review Date:	
	TRIM Reference:	D19/7/0603
Responsible Officer:	Co-ordinator Events	
Authorising Officer:	Chief Executive Officer	

1. Introduction

The Surf Coast Shire hosts hundreds of events each year, ranging from internationally recognised sports events such as the Rip Curl Pro and Cadel Evans Great Ocean Road Race, to mass participation offerings, community-based activities and local markets.

Council is a keen supporter of these events and recognises the important role they play in community and civic life. Depending on the nature and scale of the event, they have the potential to deliver significant economic, environmental, social and cultural benefits to the region.

Council has an important role to play in leveraging these benefits, while managing the impacts of events on their host communities. With increasing demand from organisers wishing to host events within the region, particularly the coastal townships, there is a need for a clear framework for assessing event applications and ensuring events are planned and delivered to the highest standard.

All events will be subject to an annual assessment process against the key principles outlined in this policy.

2. Purpose

The purpose of this policy is to define Surf Coast Shire Council's role in supporting, partnering, facilitating and delivering events held within the region.

It includes an overview of the Event Grants Program, and provides a framework for assessing event applications in the context of an increasingly busy annual calendar of events.

3. Scope

This policy applies to all events held within the Surf Coast Shire that:

- are held on Council-owned or managed land and/or roads;
- require approval or authorisation by Council or its partner agencies (Great Ocean Road Coast Committee, Parks Victoria, DELWP or Regional Roads Victoria);
- require a planning or occupancy permit;
- are funded by Council through the Event Grants Program; or
- are of a scale that would have a significant impact on the host community, eg through changes in traffic volume, road closures or noise levels. This includes events on private land.

The policy does not apply to ongoing sporting fixtures on sports grounds or activities taking place within an established venue such as a pub, winery or theatre unless they are of a scale that will impact the community beyond the venue as outlined above.

COUNCIL POLICY



4. Definition

For the purpose of this policy, an event is defined as any planned activity where any permanent or temporary structure, open area or road area, will contain a number of persons greater than that normally found in that area or location at one time.

5. Council's role in Events

Council aims to achieve the largest net benefit for residents and ratepayers from its involvement in events across the Shire. It will achieve this by:

- Providing a streamlined process for managing event-related enquiries
- Managing an effective event application process
- Providing advice and support to event organisers, particularly where the event is not well established, or is run on a voluntary basis for community benefit
- Monitoring and evaluating the success of events
- Co-ordinating Community Impact Advisory Committee (multi-agency) meetings to facilitate communication between event organisers, land managers and key emergency service agencies
- Assisting event organisers in developing and delivering community engagement plans, particularly for events involving road closures and other changed traffic conditions
- Identifying and assisting event organisers in developing local business integration opportunities
- Leveraging events to promote Surf Coast Shire's values and brand
- Leveraging events to increase visitor yield (length of stay and expenditure)
- Co-ordinating post-event debriefs for events involving significant impact on host communities, particularly those requiring changed traffic conditions
- Funding events through the Event Grants Program

The *Surf Coast Shire Events Guide* outlines all expectations on event organisers in relation to the planning, approval, delivery and reporting on the event.

In addition, all event organisers must adhere to Council's policies and guidelines relating to events, including the Plastic Wise Policy and Child Safe Policy.

6. Event application process

Event organisers wishing to conduct an event on land owned and/or controlled by Surf Coast Shire Council or Great Ocean Road Coast Committee (GORCC) must submit an online event application using Council and GORCC's shared portal.

The application should be submitted no less than six months prior to the event date. A Council officer will contact the applicant within one week of receiving the application, to discuss the proposal and assess the suitability of the event based on the principles outlined below.

The processing time will vary depending on the complexity of the application and size of the event.

7. Road Closures

Events requiring road closures or a traffic management plan require a longer lead-time and may be subject to approval from a Council Traffic Engineer. Council officers may consult with other agencies, including Victoria Police and Regional Roads Victoria, in considering applications and applying conditions for on-road events.

COUNCIL POLICY



Any event requiring a road closure must commence discussions with Council at least twelve months prior to the event being held.

8. Key Principles

When assessing an event application, Council officers apply the following principles:

- 8.1 Event activity suitability – how well the type of activity planned fits with the proposed venue and surrounding facilities
- 8.2 Event location suitability – factors such as the size of the event and alignment (or otherwise) with other events held in the location and surrounding areas will be considered
- 8.3 Purpose - a clear explanation of why the event is being proposed
- 8.4 Audience – a clearly defined target audience
- 8.5 Demonstrated capacity – the experience of the event organiser in relation to the scale of the event
- 8.6 Timeframes – whether sufficient time has been allowed to gain approval from all relevant agencies
- 8.7 Local business integration - opportunities for local business integration and involvement
- 8.8 Environment – a commitment and sensitivity to the environment, our local communities and the level of host community tolerance for events
- 8.9 Calendar management – managing the geographic spread of events to alleviate impact on host communities, and encouraging major events to be held in the off-peak period, to maximise economic benefit and minimise impacts

9. Approval

Once all necessary applications and documentation have been approved, the event organiser will be issued with an event authorisation.

10. Event Grants Program

Council delivers an annual Event Grants Program, available to organisers of not-for-profit and commercial events held within the Surf Coast Shire.

The program offers three different streams:

- Community Events – may be held at any time of year; maximum grant \$5,000
- Major Events – must be held in the off-peak period; maximum grant \$10,000
- Signature Events – must be held in the off-peak period; funding level based on business case assessment by Council Officers and budget considerations

For further information, refer to Council's *Event Grants Program Guidelines*.

11. References

Related policies/procedures/guidelines	External Documents
<ul style="list-style-type: none"> • Surf Coast Shire Council Plan 2017-2021 • Surf Coast Shire Events Guide • Event Grants Program Guidelines • Online Event Application • Surf Coast Shire Plastic Wise Policy for Festivals and Events • Bells Beach Event Policy • Management Policy and Procedure: Code Red & Extreme Fire Danger Preparedness 	<ul style="list-style-type: none"> • Community Impact Advisory Committee (CIAC) – Terms of Reference • Great Ocean Road Closure Guidelines • Great Ocean Road Coast Committee (GORCC) Events Policy • Building Act 1993 and the Building Regulations 1993 • Safe & Healthy Crowded Places Handbook (2018) • Energy Safe Victoria • Public Transport Victoria

COUNCIL POLICY



<ul style="list-style-type: none">• <i>Bushfire Readiness Plan</i>• <i>Child Safe Policy</i>• <i>Accessible and Inclusive Strategic Plan 2014-24</i>	<ul style="list-style-type: none">• <i>StrEATrader requirements</i>• <i>Sports Medicine Australia Heat Policy</i>
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5.3 Environment & Development Monthly Report - May 2019

Author's Title: Executive Assistant
Department: Environment & Development
Division: Environment & Development

General Manager: Ransce Salan
File No: F18/1519
Trim No: IC19/873

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:
In accordance with Local Government Act 1989 –
Section 80C:

Yes

No

Reason: Nil

Status:
Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Reason: Nil

Purpose

The purpose of this report is to receive and note the Environment & Development monthly activity report for May 2019.

Summary

The monthly report provides an overview of the Environment & Development Division's key activities undertaken in May 2019.

Recommendation

That Council receives the Environment & Development Monthly Activity Report for May 2019, and notes the following items:

1. In May, 87.76% of all planning applications were issued within 60 statutory days. The comparative average score for the Peri Urban Group for April was 69% (the result for May is yet to be published).
2. The Planning Compliance team reached their target of 50 live investigations in May. 17 of these have complied with Council's direction to obtain planning permits and are currently being processed by the Statutory Planning team.
3. The ePlanning Portal is scheduling a Go-Live date in June with final software updates being made.
4. The Anglesea Eden Project held meetings and public consultation sessions in May for the freehold land at the former Alcoa mine site.
5. Council officers are working with Tract Consultants to translate the Surf Coast Planning Scheme into a new format. Preliminary work is being undertaken to support the translation.
6. Council's 2019 summer/autumn rabbit management program has delivered some great results at former rabbit hotspot sites across the Shire confirming the effectiveness of investing in warren destruction and surface harbour removal as part of an ongoing integrated rabbit management program in partnership with local stakeholders.
7. Council had 450 open Building Notices of which 118 are overdue. The overdue figure has been reduced by 46 over the past four months following the recruitment of a consultant Building Surveyor to assist with the overdue Building Notices.
8. The Lorne Visitor Centre was recognised by Trip Advisor for its continually high standard of service to visitors receiving a certificate of excellence. The Torquay Visitor Centre also received consistently high recognition on Trip Advisor.
9. The Torquay Visitor Centre received accreditation by the Victorian Tourism Industry Council which means the Visitor Centre continues to be recognised nationally as an official information portal.
10. The Australian National Surfing Museum also received confirmation of its reaccreditation as a museum, making it one of the only accredited surfing museums in the world.

5.3 Environment & Development Monthly Report - May 2019

Council Resolution

MOVED Cr Margot Smith, Seconded Cr David Bell

That Council receives the Environment & Development Monthly Activity Report for May 2019, and notes the following items:

1. In May, 87.76% of all planning applications were issued within 60 statutory days. The comparative average score for the Peri Urban Group for April was 69% (the result for May is yet to be published).
2. The Planning Compliance team reached their target of 50 live investigations in May. 17 of these have complied with Council's direction to obtain planning permits and are currently being processed by the Statutory Planning team.
3. The ePlanning Portal is scheduling a Go-Live date in June with final software updates being made.
4. The Anglesea Eden Project held meetings and public consultation sessions in May for the freehold land at the former Alcoa mine site.
5. Council officers are working with Tract Consultants to translate the Surf Coast Planning Scheme into a new format. Preliminary work is being undertaken to support the translation.
6. Council's 2019 summer/autumn rabbit management program has delivered some great results at former rabbit hotspot sites across the Shire confirming the effectiveness of investing in warren destruction and surface harbour removal as part of an ongoing integrated rabbit management program in partnership with local stakeholders.
7. Council had 450 open Building Notices of which 118 are overdue. The overdue figure has been reduced by 46 over the past four months following the recruitment of a consultant Building Surveyor to assist with the overdue Building Notices.
8. The Lorne Visitor Centre was recognised by Trip Advisor for its continually high standard of service to visitors receiving a certificate of excellence. The Torquay Visitor Centre also received consistently high recognition on Trip Advisor.
9. The Torquay Visitor Centre received accreditation by the Victorian Tourism Industry Council which means the Visitor Centre continues to be recognised nationally as an official information portal.
10. The Australian National Surfing Museum also received confirmation of its reaccreditation as a museum, making it one of the only accredited surfing museums in the world.

CARRIED 7:0

5.3 Environment & Development Monthly Report - May 2019

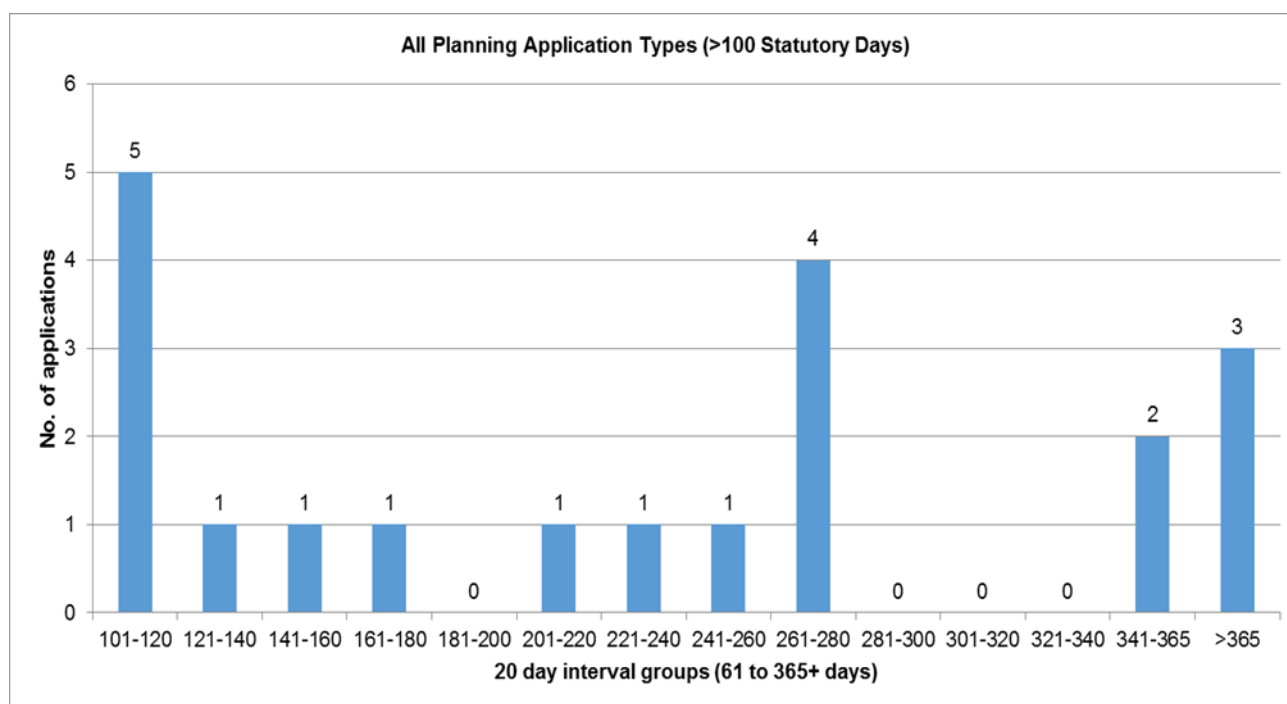
PLANNING & DEVELOPMENT

Measure: 60 Statutory Days

In May, 87.76% of all planning applications were issued within 60 statutory days. The comparative average score for the Peri Urban Group for April was 69% (the result for May is yet to be published). This result is ahead of the KPI of 80% in the Council Plan.

Measure: Current Statutory Day Performance (>100 Statutory Days)

Council has set a new KPI this year of achieving 90% within 100 statutory days. While this is measured on the completion of the application, it is informative to look at the reason behind the applications currently being within the “tail”.



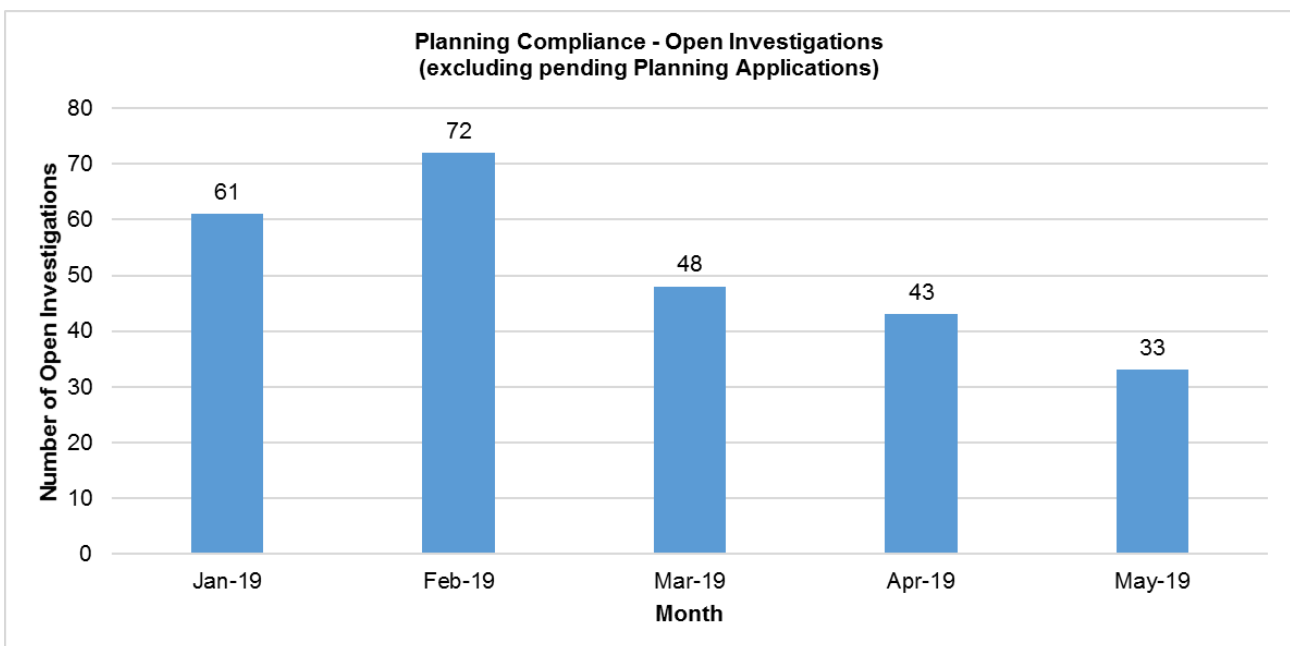
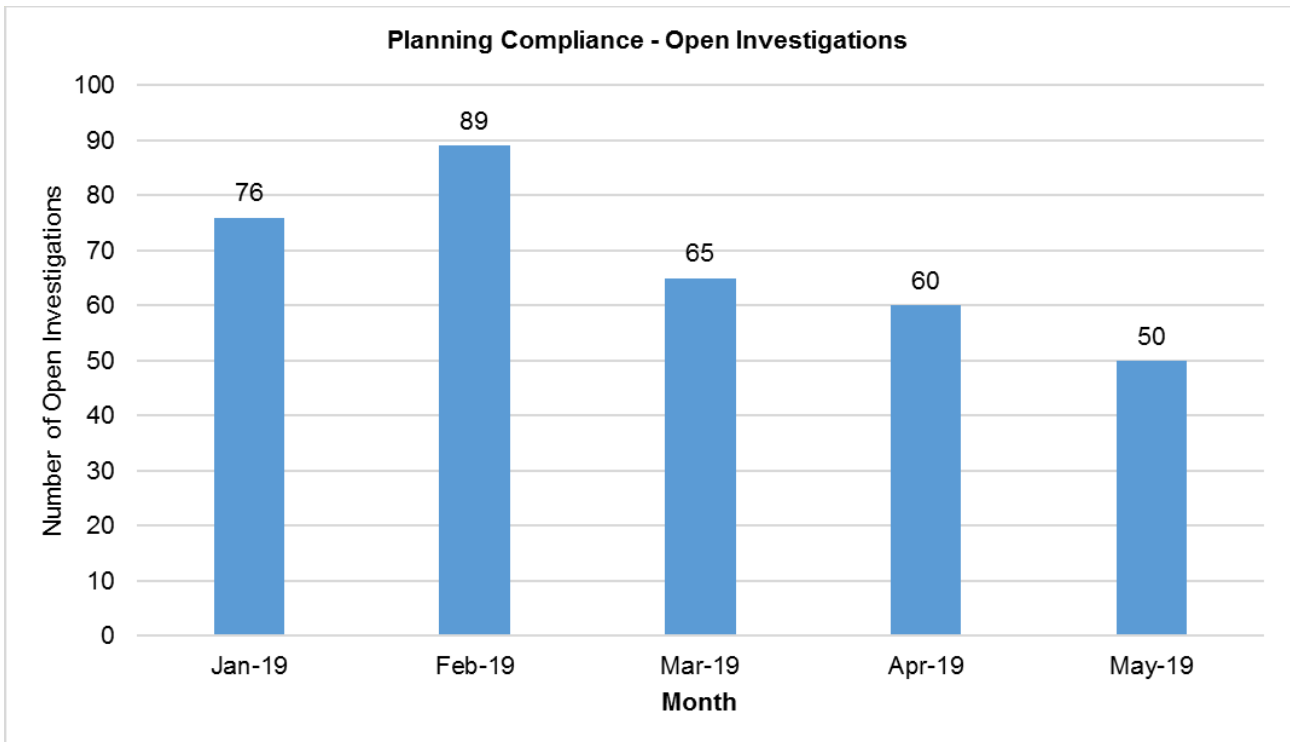
The table below provides an explanation as to why the result is currently over the 100 statutory days.

Categories/Types of Reasons	Number of Applications
Applicant requested application is put on hold	3
Applicant required to submit an updated Bushfire Management Statement; once submitted the statutory clock will reset at zero days	2
Amended plans requested. If amended plans submitted, statutory clock will reset at zero days	6
Further information requested by referral authority	1
Application could not proceed until a related VCAT order issued	1
VCAT appeal lodged	2
Section 96A applications linked to planning scheme amendment process. These types of applications are not subject to the 60 statutory day time frame and require the Minister for Planning approval as part of the Planning Scheme Amendment	2
Applicant and objectors corresponding with the planning officer to resolve objections	2
Statutory declaration not returned in timely manner	1

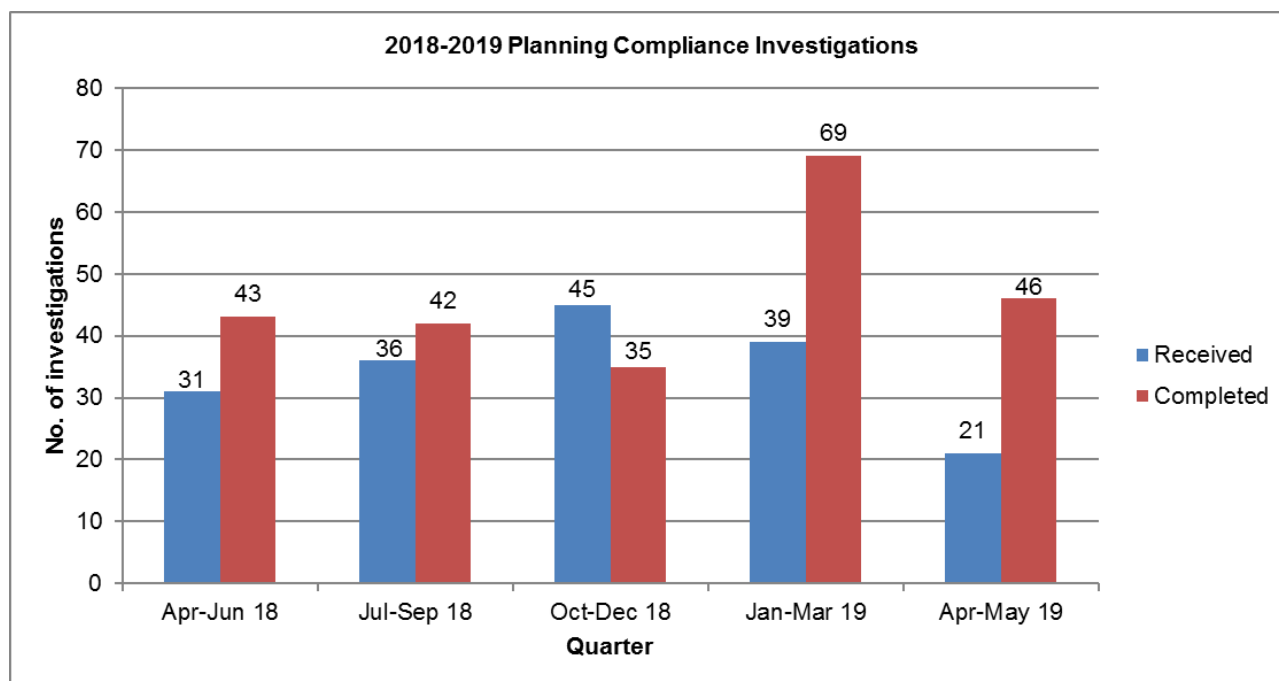
5.3 Environment & Development Monthly Report - May 2019

Measure: Compliance Open Investigations

The Planning Compliance team focus continues to be on progressing investigations that involve impacts on community members by the actions of others. The aim is to reduce this type of complaint to less than 50 live investigations by end of June 2019 to address compliance investigations in a timely way. As at end May, this target was reached with 50 live investigations, down from 76 at the end of January. 17 of these have complied with Council's direction to obtain planning permits and are currently being processed by the Statutory Planning team. The graph below shows the current active investigations.



5.3 Environment & Development Monthly Report - May 2019



VCAT Decisions

Two VCAT decisions were received by Council in May 2019:

930 Ingleby Road, Winchelsea

The permit applicant sought a review of Council's decision to refuse to grant a permit. In the planning permit there was an issue of whether the proposal included a prohibited convenience restaurant, but this was resolved by the proposal being amended before the hearing to remove this component. In its amended form the issues were whether the location was strategically appropriate, the impact on the rural landscape of a commercial development, whether bushfire risk will be appropriately minimised and whether proposed signage was permissible.

The Tribunal found in favour of granting a permit in a 'quite finely balanced' situation requiring a judgement call. The reasons why the tribunal found the location to be acceptable included the tourism function the facility would play, the small amount of land being removed from the very large farm holding, the tempered size and height of the building, the existing screening vegetation and the proximity of other non-agricultural use (quarry and wind farm). In addition to amending the proposal after Council's decision, a detailed bushfire assessment was provided to the Tribunal with mitigation measures proposed including closing of the facility on Code Red days.

90-92 Mountjoy Parade, Lorne

Parties reached consent 1 day prior to the hearing as the objector was satisfied with the amended plan submitted on 3 April 2019 with VCAT. The consent order has been sent to VCAT.

ePlanning Portal

Final software updates are being made to ensure a well-tested and reliable system is launched to the community and operational benefits can be realised by the business. The Project is scheduling to Go-Live in June.

5.3 Environment & Development Monthly Report - May 2019

Current Strategic Planning Projects

- Council officers have been providing information and advice to the DELWP team managing the Distinctive Areas and Landscapes Project, which is focussed on Torquay/Jan Juc, and will include determining the western settlement boundary for the town. Public consultation commenced in May including workshops and on line survey. Some of the workshops at Torquay were combined with consultation on the Great Ocean Road Strategic Framework Plan. The framework plan was an action of the Great Ocean Road Action Plan, and will cover the coastal townships from Torquay to Allansford. Both projects are commencing with visioning and gathering feedback on the values the community wish to protect.
- Rural Hinterland Futures Strategy: This economic and planning strategy for Council's rural areas was adopted without changes at the 28 May Council meeting following consideration of submissions to the final draft. Officers will now commence development of the planning scheme amendment to implement the strategy.
- CORA, Cape Otway Road Australia elite sports facility and tourist development: The Advisory Committee appointed by the Minister for Planning submitted their report to the Minister for Planning on 17 May. The Minister will release the report at his discretion.
- Anglesea Eden Project: The Eden Project held meetings and public consultation sessions in Anglesea in May announcing an Eden concept for the freehold land at the former Alcoa mine site. The concept is based around the four elements, earth, air, fire and water.
- Winchelsea Town Centre Urban Design Guidelines: Following extensive community engagement in November and December, the draft urban design guidelines were on exhibition until 14 May and will be reported to a future council meeting for adoption.
- Lorne Structure Plan Review: Technical background work is in progress including the review of planning controls and finalisation of a bushfire report.
- Council officers are working with Tract Consultants, engaged by DELWP to translate the Surf Coast Planning Scheme into the new format gazetted in 2018. Preliminary work is being undertaken to support the translation.
- As part of the Smart Planning program in Victoria, the Surf Coast Planning Scheme is being transferred into the new online State Amendment Tracking System (ATS). Council officers are assisting in the translation and will receive training on the new program. The program enables submissions to planning scheme amendments to be made online through the program.
- Torquay Town Centre: following adoption of the Torquay Town Centre Urban Design Framework and completion of the economic study, officers are now progressing development of the planning scheme amendment to implement the completed work.

Planning Scheme Amendments

- C114 Spring Creek PSP: The issues raised prior to the State Election regarding the final location of Torquay's western settlement boundary have put Amendment C114 on hold until the State Government concludes community consultation. The consultation will occur as part of the broader Distinctive Areas and Landscapes project, as mentioned above.
- C128: Miscellaneous/Anomalies Amendment: Council undertakes an anomalies amendment to the planning scheme every one to two years to keep the planning scheme up to date. The amendment was on exhibition earlier this year and was adopted by Council on 28 May. It will now be finalised and sent to the Minister for Planning for approval.

There has been no change in the status of the following Planning Scheme Amendments since the April report:

- C123: Section 96A application with rezoning of 3-5 Loch Ard Drive, Torquay from General Residential to Commercial 1 Zone and a planning permit for shops and first floor dwelling.
- C124: Section 96A application for rezoning of 600-640 Cape Otway Road Moriac from Farming to Low Density Residential and planning permit application for multi-lot staged subdivision.
- C126: Proposed rezoning of land at 125/135 Strathmore Drive from Low Density Residential Zone to General Residential Zone.
- C127: Section 96A application with rezoning of land at 2995 Princes Highway from Farming Zone to Low Density Residential Zone and planning permit application for an 86 lot subdivision.
- C130: The Sands, Torquay, Residential Development Planning Review.

5.3 Environment & Development Monthly Report - May 2019

ENVIRONMENT & COMMUNITY SAFETY

2019 Rabbit Management Program Results

Council's 2019 summer/autumn rabbit management program has delivered some great results at former rabbit hotspot sites across the Shire confirming the effectiveness of investing in warren destruction and surface harbour removal as part of an ongoing integrated rabbit management program in partnership with local stakeholders.

Under Council's Rabbit Management Policy, rabbit management plans are developed for hotspot sites on Council owned and managed land in partnership with stakeholders. Annual independent assessments and spotlight counts are conducted for each site before and after rabbit management works to confirm rabbit and warren numbers at each site and assess the effectiveness of the works. The results are shared with relevant local stakeholders involved with each rabbit management plan.

The spotlight count results from the following sites mean that these sites can now be moved from hotspot sites to ongoing annual maintenance

- Pettavel Road reserve – 0 rabbits
- Dickins Road – 0 rabbits
- Loutitt Bay Road – 0 rabbits
- Modewarre Recreation Reserve – 1 rabbit

Positive results have also been achieved at Mt Moriac and Freshwater Creek Recreation reserves, with rabbit proof fencing installed or underway at both sites to manage rabbit incursions from neighbouring properties. Spotighting was conducted at these two sites before completion of rabbit proof fencing, but the results still show a significant reduction in rabbit numbers:

- Mt Moriac Recreation Reserve – 10 rabbits (in previous counts > 30)
- Freshwater Creek Recreation Reserve – 13 rabbits (in previous counts > 70)

Stakeholders have informed Council officers that they were very happy with these results and, for the first time, on-site meetings with our consultant rabbit expert were not required this year. Stakeholder input will assist us any future hotspot sites and a review of Council's Rabbit Management Policy later this year.

Paikalac Creek Nature Reserve Working Bee with ANGAIR

On Monday 27 May, environment officers and ANGAIR members worked together to remove woody weeds in a section of Paikalac Creek Nature Reserve near Old Coach Road. The works are a continuation of the wetland and riparian corridor restoration works that have been taking place for more than 10 years, gradually heading north along creek frontage either owned or managed by Council. As well as this working bee, Council removed the bottom wire along the fence between the Council frontage and adjoining freehold land to improve conditions for the large kangaroo population.



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Fuel reduction burn at Aireys School

During April and early May, Council emergency management officers worked with DELWP, Parks Victoria, CFA and the Aireys Inlet Primary School to conduct a small fuel reduction burn at the school. The burn was successful in reducing bushfire risks to the school and Council's neighbouring community hall. The burn also helped deliver environmental outcomes by mimicking natural fire regimes that encourage herb rich native grasses to flourish.

Fuel reduction burns will continue to be conducted in this area in the coming years to further reduce fuel loads, provide community safety outcomes, protect the school and hall, and encourage a 'mosaic' of vegetation age classes within the area, each of which will provide important ecological niches as each area regenerates.

Friends of the Barwon River

Council sponsored the launch of the newly formed Friends of the Barwon River at Fyansford on 17 May 2019. Friends of the Barwon is a catchment wide network of groups and individuals working together, whose stated purpose is to protect and restore the long-term health of the Barwon River and its tributaries through building partnerships, empowering communities, engaging with government and providing strong and effective advocacy. Their vision is for a healthy, flowing, life-sustaining Barwon River system which is valued by all of the community.

The launch event was well attended and also included a launch of the book 'Walking the Barwon River from Source to Sea' by Jennifer Morrow and Peter Greig.

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ECONOMIC DEVELOPMENT & TOURISM

Economic Development Projects

The Autumn Yield – Agri Collective

Unexpectedly heavy rain on the Bellarine Peninsula couldn't dampen the spirits of the attendees at the *The Autumn Yield*. On Monday 20 May, The Agri Collective unveiled what will no doubt be the first of many Agri/Food Showcase events. Featuring 20 producers from the G21 region, *The Autumn Yield* has already yielded new business connection outcomes.

The event, held at Baie Wines, delivered many new connections for local producers, with executives, chefs and journalists responsible from some of Victoria's most prestigious restaurants, catering companies and events amazed at the range of produce on offer right on our doorstep.

Over 100 potential commercial customers and influencers from Melbourne and the G21 region were delighted to meet local producers, and more importantly sample their produce.



The event aimed to connect some of the best of the region's local producers and food manufacturers with high end hospitality, catering and food journalism identities. This supports the Sustainable Agribusiness Strategy for the G21 Region, leveraging key regional and State events to showcase and promote local food and wine. Feedback from participating businesses is that new connections have already been built as a result of the event, including connections with Delaware North, Tennis Australia, Crown Melbourne, and a range of high end restaurants.

Over \$25,000 in new sales have already been reported to event organisers, coming as a direct result of the event.

Surf Coast shows off our hinterland at the Powercor Country Festival

On Sunday 5 May Surf Coast Shire officers attended the MCG for the Powercor Country Festival Farmers' Market, hosting a stall themed "Forage and Fossick in the Surf Coast Hinterland".

The stall promoted the range and quality of agri/food producers and attractions in the Surf Coast hinterland, a key action from the Sustainable Agribusiness Strategy for the G21 Region.

Attractions of the stall included the premiere screening of the Explore Winchelsea promotional clip, as well as the Discover Deans Marsh clip, which was launched at Deans Marsh festival on 24 March.



These short film clips were produced for Council by local chef and film producer Stevie Mack and will be used throughout the year at our Visitor Information Centres and during key events to promote the fantastic local producers of the hinterland to visitors and locals alike.

The stall drew in the crowds with curated samples of some of the fine produce available from Surf Coast hinterland producers, including pickled walnuts, ostrich meat blinis and mixed berry and walnut friand slice.

The Powercor Country Festival is an annual celebration of the powerful and positive impacts afforded by football in regional and rural communities.

The Farmers Market at the Country Festival proved to be the biggest drawcard of the day. According to vendors who took part, their attendance at the market far exceeded expectations and provided a unique opportunity to reach a new and diverse customer base.

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The Forage and Fossick in the Hinterland stall was an active collaboration with the Otway Harvest Trail, recognising the shared role Council and the Otway Harvest Trail play in supporting and promoting our hinterland food and wine producers.

The Farmers' Market was attended by over 22,000 visitors, with over 1,000 of them lucky enough to sample a taste of the Surf Coast hinterland.

The Agri Collective and 50 regional Victorian based businesses supported the event, where the Geelong and Essendon Football Clubs provided fans from both teams the opportunity to visit the Yarra Park precinct.

Events

While not a peak month for events, the Surf Coast hosted several major events during May including The Sound Doctor, Great Ocean Road Running Festival and Australian Indigenous Surfing Titles.

The Sound Doctor

Held in Anglesea the Sound Doctor continued to secure high quality acts with New Zealand artists Tiny Ruins and New York based Joan as Police Woman playing to sell out audiences. The Sound Doctor evenings have become a highly sought after event with ticket sales showing a distinctly Melbourne based flavour.

Funding from Surf Coast Shire under the Event Grant Program has assisted in enhancing the marketing of the events to a broader audience, boosting off peak visitation.

The next phase of The Sound Doctor events will take place in August.

Great Ocean Road Running Festival

The 2019 Great Ocean Road Running Festival continued to grow with a record 8,251 registrations across the various running and walking options. Taking advantage of a full road closure of the Great Ocean Road between Lorne and Apollo Bay runners and walkers got the rare opportunity to experience the incredible ocean and National Park vistas as they would their way along the undulating course.

Held in May, the event provides a significant economic boost to Apollo Bay, Lorne and surrounding townships during the off peak season.

Participation was up on 2018 numbers by 8%. Some fantastic statistics on origin and type of participant reflects the growing national and international recognition of the event. Some key highlights are:

- Interstate visitors – 1,037.
- International visitors – 219.
- 54% of participants were female.
- 77% of entrants were first time participants.

The Great Ocean Road Running Festival has one year remaining (May 2020) on its current three year in-principle agreement to close the Great Ocean Road.



The start of the half

marathon.

Australian Indigenous Surfing Titles

Commencing on 31 May, the Australian Indigenous Surfing Titles is a gathering of Indigenous Surfers from across the country on the traditional land of the Wada Wurrung people at Bells Beach on Victoria's Surf Coast.

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The event is in its 8th year at the world famous Bells break and continues to grow in stature on the back of significant work by Surfing Victoria.

Competitors travelled from across Australia to compete in six different divisions with Finn Hill (Avoca, NSW) and Jasmine McCorquodale (Bateau Bay, NSW) taking out the Open Men's and Women's competitions respectively. The presentation of awards was held in the Australian National Surfing Museum.

Surf Coast Shire contributed \$5,000 towards the event under the Event Grant Program.



The opening day's surf at Bells for the Australian National Surfing Titles

Visitor Information Centres

May was a month of recognising achievements for the Visitor Centres and Australian National Surfing Museum.

The Lorne Visitor Centre was recognised by Trip Advisor for its continually high standard of service to visitors receiving a certificate of excellence. Visitor Centres play an important role in curating a visitor experience and encouraging people to stay longer and spend more money in the local townships. A snap shot off comments by Trip Advisor can be seen below:

An abundance of information - The staff here know everything about Lorne and the great ocean road. Make sure to stop here to get all information of where to go and what to do. We saw many more attractions than we had planned after speaking with the man at the desk.

Excellent Centre - This is one of the great tourist information centres. It has the usual local and regional information, well displayed and well supported by staff, and a great shop with a wide variety of souvenirs and regional produce. In addition, there is a very informative display on the construction of the Great Ocean Road, not to be missed.

The Torquay Visitor Centre also received accreditation by the Victorian Tourism Industry Council with flying colours. The accreditation means the Visitor Centre continues to be recognised nationally as an official information portal.

As was the case with Lorne, the Torquay Visitor Centre also received consistently high recognition on Trip Advisor. The visitor centre has in some months bucked the national trend of declining visitation by receiving more walk in visitors than the previous year.

Excellent volunteers - The info centre was fantastic. The volunteers had so much knowledge and useful tips to pass on. Maps given, useful info provided. Worth a stop on your way down the GOR. So glad we stopped by.

Friendly and very helpful - This is a must when arriving in Torquay without an itinerary. The staff are friendly, interested in their customers, knowledgeable about the area, and able to make great suggestions and give solid advice to those new to the region.

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Australian National Surfing Museum

The Australian National Surfing Museum also received confirmation of its reaccreditation as a museum, making it the one of the only accredited surfing museums in the world.










The accreditation completes a significant body of work undertaken by staff over the past 12 months and continues the progression of outcomes including new exhibitions and increased attendance.

A new program of exhibitions is now being developed along with continued steps to integrate the ANSM into major events such as the Australian Indigenous Surfing Titles.

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BUSINESS IMPROVEMENT, RANGER SERVICES AND BUILDING COMPLIANCE




Departmental critical functions – performance overview

	Business Improvement	Ranger Services	Building Compliance	
Financial				Both expenditure and revenue are very favourable to budget and forecast
CRMs				106 of the 121 (88%) CRMs completed in May were completed on time
OHS				Active surveillance, no reported incidents, compliant

Key:



Business Improvement

Deliverable	Overview	Status
Develop 2018/19 Business Improvement Program		Completed
Deliver 2018/19 Program		Underway <ul style="list-style-type: none"> • Four reviews complete, one cancelled • Two reviews underway • Two unlikely to commence / deferred
Deliver identified savings		Target Achieved

The savings target for the Business Improvement program was achieved in March 2019 and communicated to Councillors.

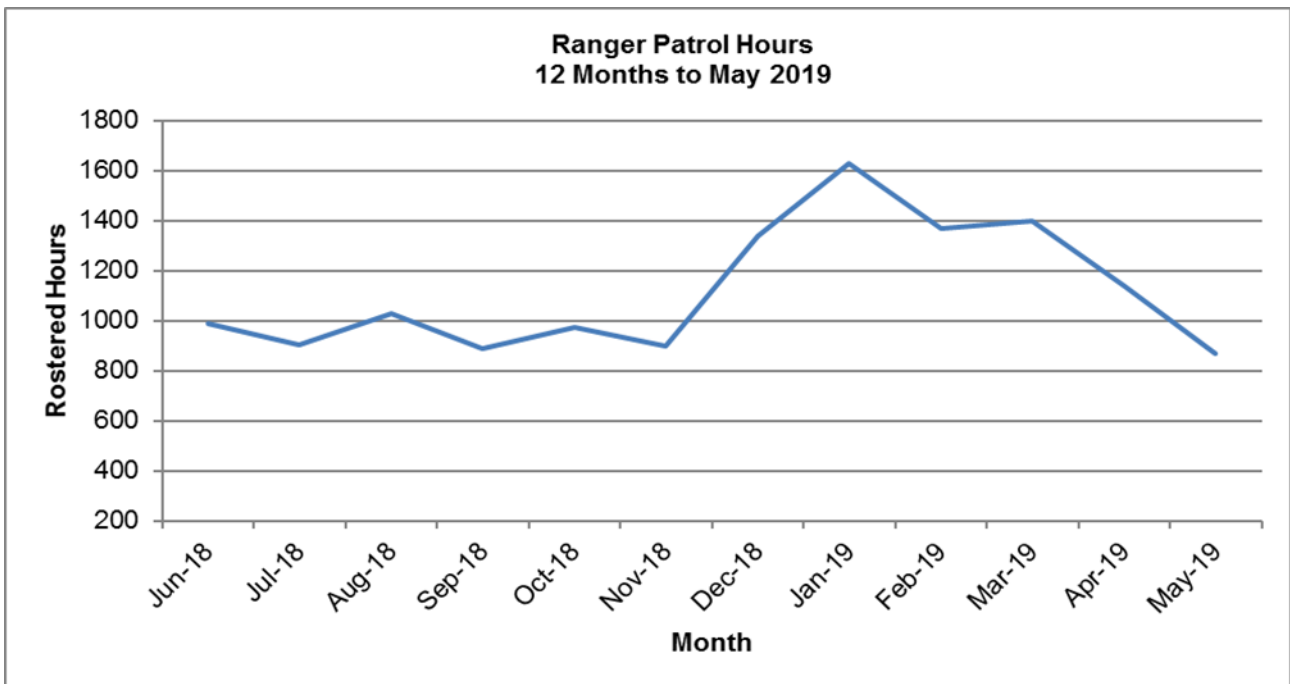
The 2019-20 Business Improvement has been developed following discussion with EMT and Councillors. This final version will be presented to Councillors in June.

Ranger Services

The following chart indicates the high volume of Ranger Services resources deployed to deliver services.

Following a very busy summer and Easter period, the rostered hours for the team have now been reduced to more historical levels.

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During May, Rangers received 114 and completed 121 CRMs. 106, or 88% of these, were completed within the allocated time frame. At the end of May there were six outstanding CRMs with none of these overdue. This represents a significant improvement in the percentage of CRMs completed within the due date for the month. A very strong focus remains on this for the team.

Animal registration reminders were sent out to approximately 1,600 animal owners at the end of May. This is consistent with the volume sent in previous years. A separate communication was sent out with the reminders to explain the key areas of expenditure for animal management. This aims to more clearly explain why registration costs were increased for 2019-20, a topic of community concern when the registration notices were first sent out.

Animal registration fees

Where does your money go?



Dogs and cats are part of our vibrant community and it's important that as a Council, we provide adequate services for you and your pet.

We have increased animal management services to meet demands, which has resulted in a rise in animal registration fees. In total, we will collect \$407,250 in animal registration revenue – an increase of \$124,000 from 2018.

We have clearly heard that some residents are frustrated by the increase in their pet registration. We want to be transparent and show you what your fee contributes to.

 We spend around \$516,000 every year to manage animals.
HERE IS HOW WE SPEND EACH DOLLAR:

GAWS (Geelong Animal Welfare Society) fee for rehousing unclaimed animals 3¢	EQUIPMENT including cat cages, dog tags and citronella collars and animal handling equipment 1¢	LEGAL COSTS for enforcement matters 2¢	CASUAL RANGER during peak visitor period from December to Easter 2¢
POUND RENTAL including food 3¢	BEACH PATROL beach vehicle annual operational costs 1¢	RANGERS to cover patrols and staff training and to respond to requests such as lost animals, roaming cats and dogs and barking dogs 47¢	OPERATIONAL costs on items including vehicles and technology 18¢
STATE GOVERNMENT levy paid to government, used to promote responsible pet ownership and support animal welfare 4¢	PRINTING AND POSTAGE for mailouts 1¢	AFTER HOURS SERVICE cost for weekend and night time services 18¢	

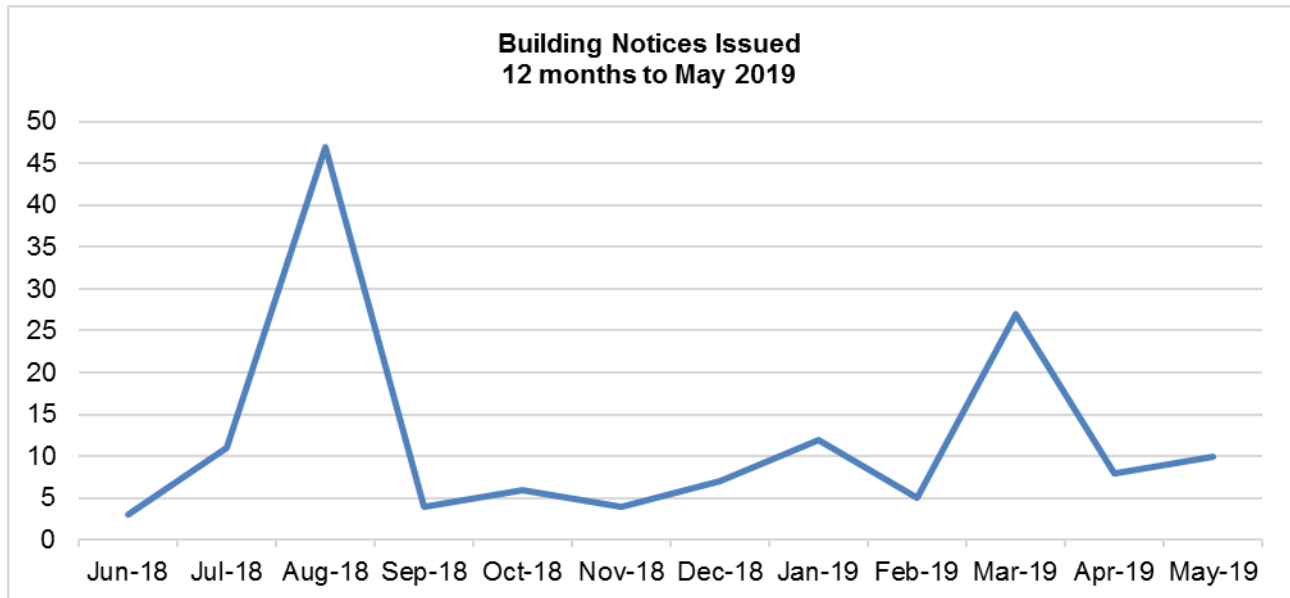
THERE ARE CURRENTLY	IN 2018
 6,806 registered dogs	Council received approximately 600 animal-related customer service requests , including 140 lost animals and more than 190 calls to animals at large .
 968 registered cats in Surf Coast Shire	Council impounded 151 animals with an excellent return rate of around 95% . Council responded to 34 dog attacks and managed 76 barking dog complaints.

5.3 Environment & Development Monthly Report - May 2019

Building Compliance

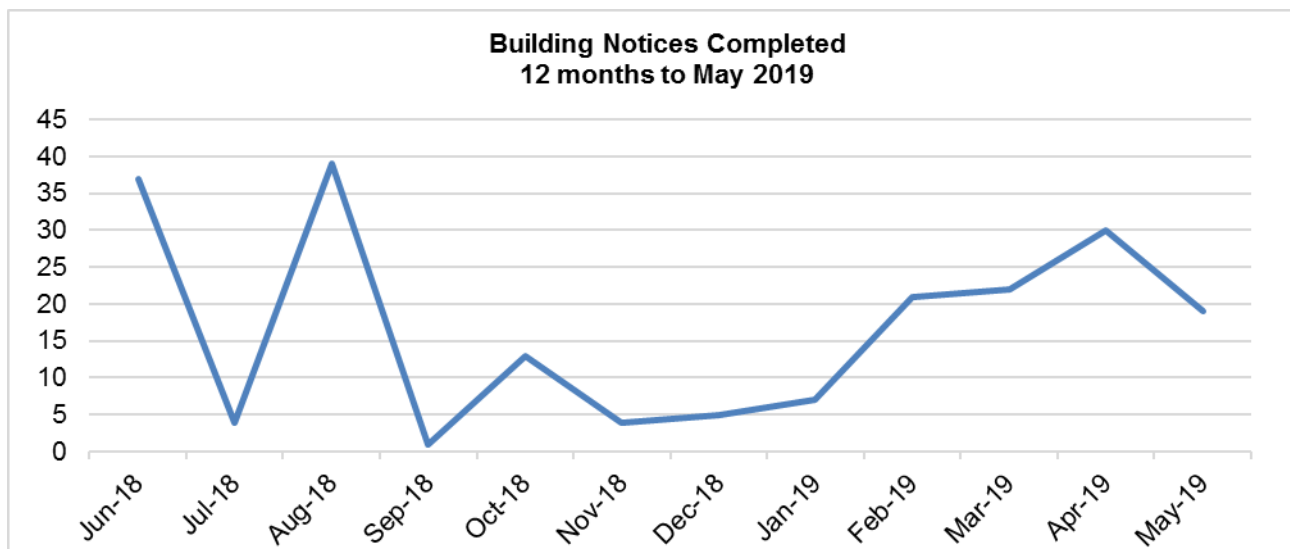
Key Statistics

A Building Notice is a show cause notice issued by Council's Building Compliance team when they discover illegal building works that have been carried out without a valid Building Permit. Statistics below show the Building Notice activity 12 months to May 2019.



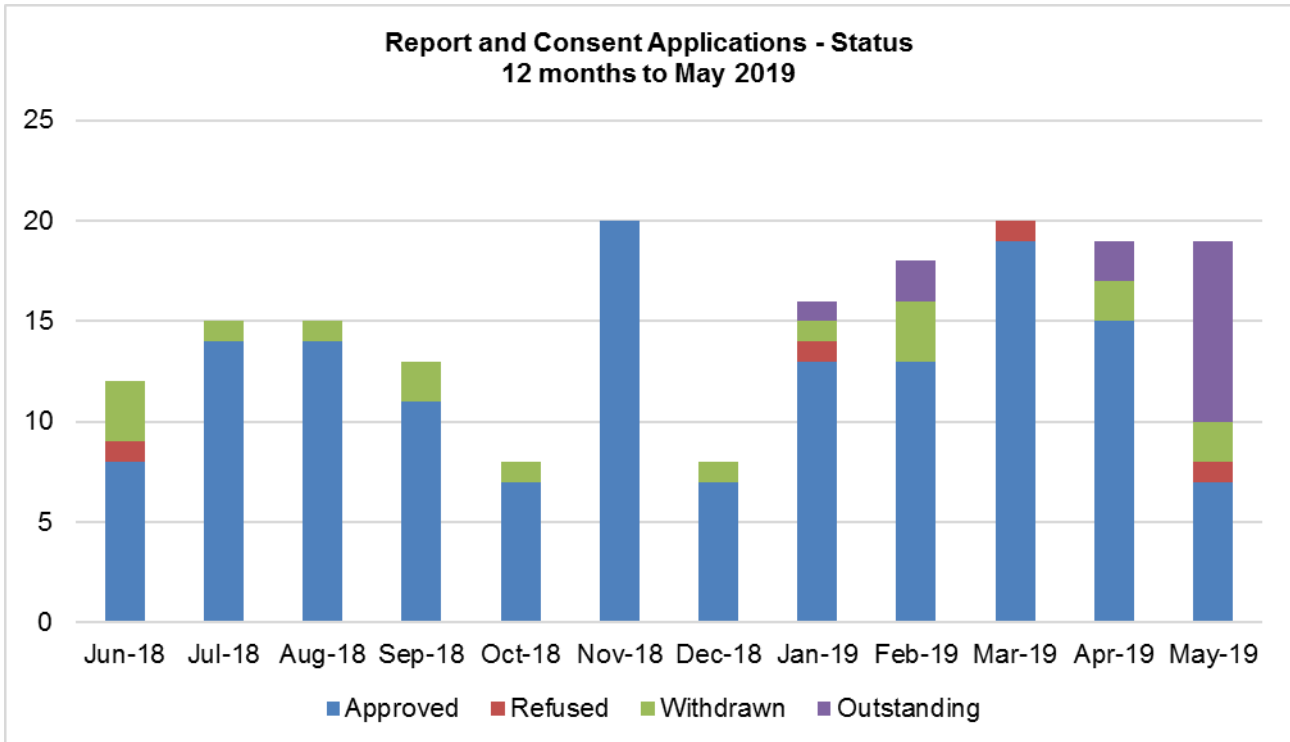
The team has performed well this month closing out 19 Building Notices including reducing the number of overdue notices by nine. As at the end of May 2019, Council had 450 open Building Notices of which 118 are overdue. The overdue figure has been reduced by 46 over the past four months. The graph below shows this very positive recent trend.

A consultant Building Surveyor has commenced and will work with Council two days per week until the end of June. The key focus will be closing out overdue Building Notices. Recruitment for a new Building Inspector has been completed with the successful candidate starting on 1 July. This will give us a full complement of technical professionals in the team.

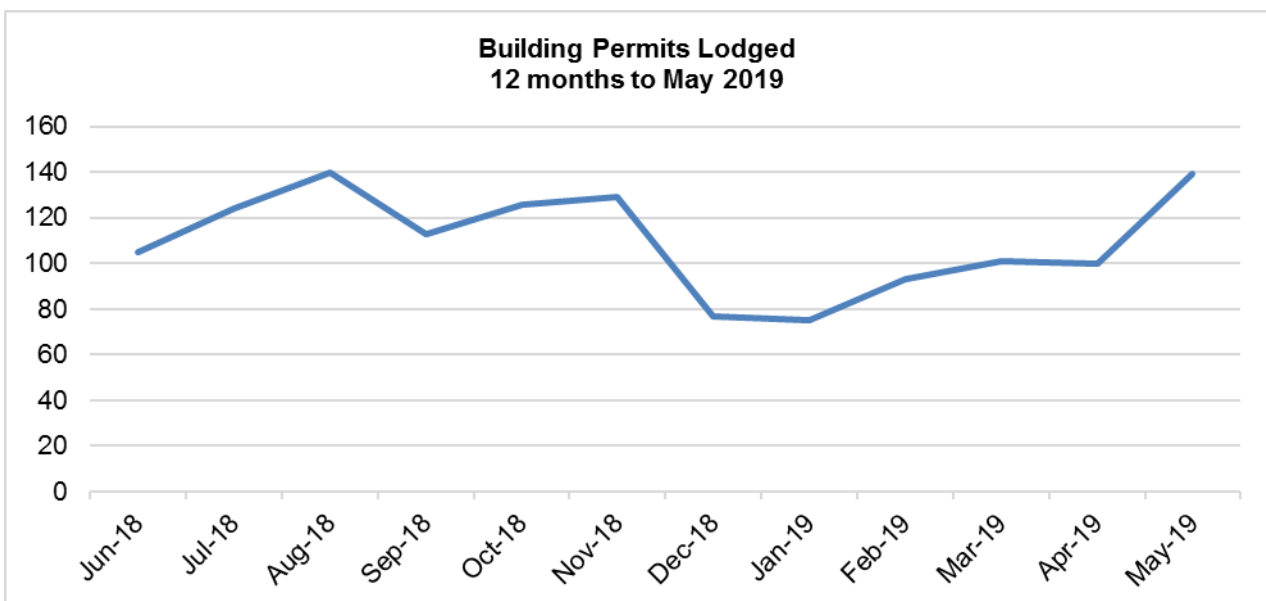


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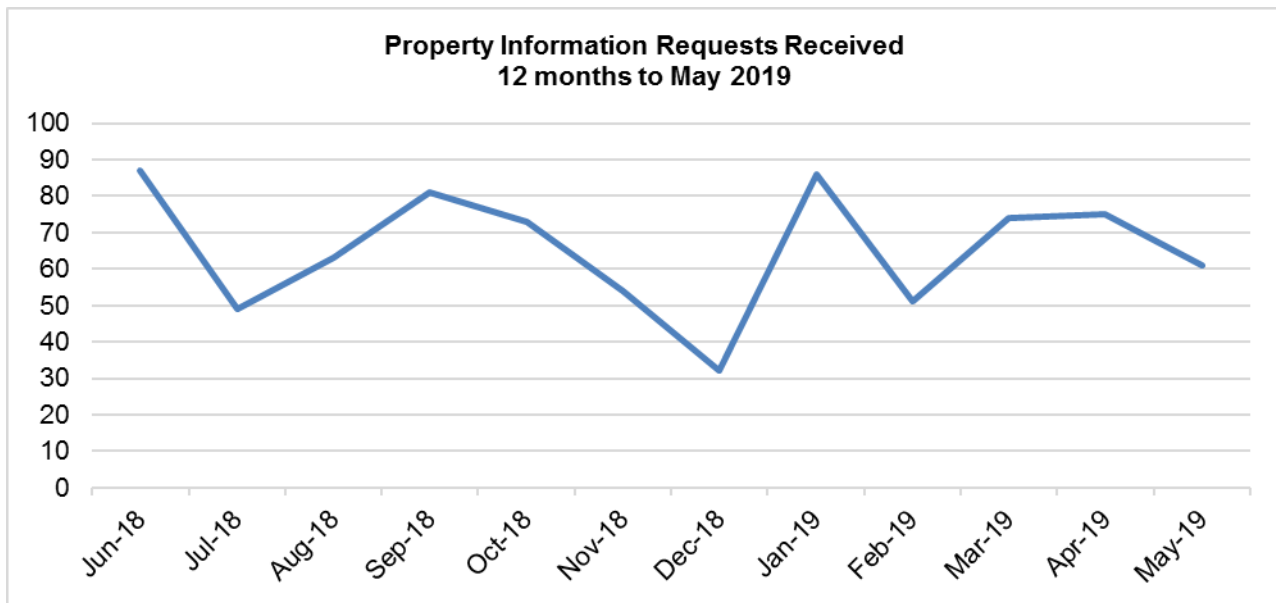
An important function of the Building Compliance team is to assess individual applications to vary building regulations. The team is delegated to provide an exemption to some building regulations such as site setbacks and other siting matters. The assessment of report and consent applications includes a range of considerations and often includes discussions with neighbouring properties. The status of applications received in the past 12 months is shown in the chart below.



Other key workload indicators for the Building Compliance team are shown below. These service delivery tasks are generated by the high level of building activity in the Shire. This is a significant workload for Council staff to manage, particularly the high number of Building Permits that are lodged.



5.3 Environment & Development Monthly Report - May 2019



7. CULTURE & COMMUNITY

6.1 Positive Ageing Reform Readiness Plan

Author's Title: Project Manager - Positive Ageing

General Manager: Chris Pike

Department: Community Strengthening

File No: F18/1215

Division: Culture & Community

Trim No: IC19/948

Appendix:

1. Positive Ageing Reform Readiness Plan June 2019 (D19/67585)
2. Positive Ageing Advisory Committee - Terms of Reference (TOR) - Revised Version June 2019 (D18/103162)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to present for adoption the Positive Ageing Reform Readiness Plan and revised Positive Ageing Advisory Committee Terms of Reference.

Summary

In response to the Commonwealth Government's Aged Care Reforms, indicating that in the near future local governments will no longer receive block funding for aged care service provision, the Council undertook a review to ensure the community would not be left without a service.

The Review outcome, as endorsed by Council at the July 2018 meeting, was to 'Plan and Act'. This directive included engaging a Project Manager, establishing a Positive Ageing Advisory Committee, and developing a Reform Readiness Plan.

In October 2018 the Project Manager commenced and the Advisory Committee was established. "Guiding Principles" were developed and then adopted at the January 2019 Council meeting.

The Reform Readiness Plan is now complete and attached to this Report. In summary, the Plan outlines five main actions:

1. In phase one, develop a model by which Hesse Rural Health, Lorne Community Hospital and Surf Coast Shire provide aged care support services to our community.
2. Re-establish Council's services within an Entry Level Care framework and explore alternative options for smaller programs, which do not fit within this framework.
3. In phase two, explore alternate service provider to replace remaining Surf Coast Shire services.
4. In line with the federal government's directive, transition Council's Regional Assessment Service to the new national assessment model.
5. Develop a Surf Coast Shire Positive Ageing Strategic Plan 2020 – 2025, incorporating the Age Friendly Communities framework and a continuing monitoring, evaluation and advocacy role relating to aged care reforms and the new service provision paradigm for the community.

This set of actions is subject to further investigation and review. They provide direction for officers, and where applicable, establish a platform for negotiation with all relevant stakeholders. Decisions to alter Council's service in accordance with, or differing from this Plan, will be made through resolution(s) of the Council.

Additionally, this report presents minor changes to the Terms of Reference for the Positive Ageing Advisory Committee. These are proposed following discussion with the committee.

6.1 Positive Ageing Reform Readiness Plan

Recommendation

That Council:

1. Adopts the Positive Ageing Reform Readiness Plan (June 2019) as attached at Appendix 1.
2. Affirms that changes to Positive Ageing services arising from the delivery of the Positive Ageing Reform Readiness Plan (June 2019) will only be initiated by future resolutions of the Council
3. Receives a report on the progress of the Positive Ageing Reform Readiness Plan (June 2019) no later than December 2019.
4. Adopts the revised Positive Ageing Advisory Committee Terms of Reference, as attached at Appendix 2.

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Clive Goldsworthy

That Council:

1. Adopts the Positive Ageing Reform Readiness Plan (June 2019) as attached at Appendix 1.
2. Affirms that changes to Positive Ageing services arising from the delivery of the Positive Ageing Reform Readiness Plan (June 2019) will only be initiated by future resolutions of the Council
3. Receives a report on the progress of the Positive Ageing Reform Readiness Plan (June 2019) no later than December 2019.
4. Adopts the revised Positive Ageing Advisory Committee Terms of Reference, as attached at Appendix 2.

CARRIED 7:0

6.1 Positive Ageing Reform Readiness Plan

Report

Background

In 2016, the Commonwealth Government determined that reform is necessary to ensure the aged care and disability service system is best placed to meet the needs of an ageing population in an efficient, fair and sustainable way.

The Federal Government's Aged Care Reform Agenda pursues individualised funding, choice and competition which will fundamentally change the way that aged and disability services are delivered in the future. In this new paradigm, Council will not automatically be a designated service provider.

Surf Coast Shire has been proactive in understanding the potential impact of these reforms and creating options and pathways forward, to ensure our community is best served in the new Aged Care system.

The work which has been undertaken so far can be categorized into four main stages:

- Stage 1 – Research
- Stage 2 – Options Developed
- Stage 3 – Identification of Preferred Option
- Stage 4 – Planning for Change

This Reform Readiness Plan is in Stage 4 – Planning for Change.

Council has been consistently updated and has resolved on each stage to date. The most recent resolutions are summarised below.

Council Meeting – 24 July 2018:

After an extensive 18-month review, Council endorsed Option 2 Plan for Change (PLAN AND ACT) in order to prepare for the implications of national reforms to aged care and disability services.

Council Meeting – 28 August 2018:

Council resolved to adopt the Positive Ageing Advisory Committee Terms of Reference and commence the Expression of Interest process for the Positive Ageing Advisory Committee.

Council Meeting - 23 October 2018:

Council resolved the membership of the Positive Ageing Advisory Committee.

Council Meeting 22 January 2019

Council resolved to adopt the Guiding Principles for the Reform Readiness Plan

Discussion

The Surf Coast Shire Reform Readiness Plan is developed in response to the Aged Care Reforms. It is a conceptual model that, once developed, will meet the needs and concerns of our community and be sustainable into the future.

Community Concerns

Some of the key learnings from our community, as identified within the *Positive Ageing Service Review* process included:

- Clients trust and are very comfortable with the Council provided service
- Concerns about the cost and quality if Council is not the service provider
- Clients are fearful about change
- Concerns about navigating the new system without Council's involvement
- Council has an ongoing representation / advocacy / community strengthening role
- Provided quality and cost are maintained, who provides the service is less important
- Preference for a longer time for change

6.1 Positive Ageing Reform Readiness Plan

Conceptual Plan Elements

The key conceptual elements of the Positive Ageing Reform Readiness Plan (June 2019) are:

- Dividing the Shire into three geographical zones.
- Developing a model whereby Surf Coast Shire, Hesse Rural Health and Lorne Community Hospital, as stage one, form an Alliance and provide aged care services to the community across the three zones.
- Re-establish Council's Entry Level Care framework and explore alternative options for smaller programs, which do not fit within this framework.
- In phase two, explore alternate service providers to take on Council's remaining service delivery components.
- In line with the federal government's directive, transition Council's Regional Assessment Service to the new national assessment model.
- Develop a Surf Coast Shire Positive Ageing Strategic Plan 2020 – 2025, incorporating Age Friendly Communities framework and continuing monitoring, evaluation and advocacy role relating to aged care reforms and the new service provision paradigm for the community

Working with local health service providers will ensure a strong, sustainable and robust model that addresses the concerns of the community moving into a new service paradigm. These providers are trusted in their local areas, have a demonstrated commitment to responding to the needs of their communities with monitoring, standards and quality assurance frameworks in place. In stage two of the proposed model, Council would pursue service providers with similar values and objectives.

The Plan provides direction for officers and enables discussion and, where applicable, negotiation with all relevant stakeholders. The proposed set of actions within the Plan are subject to further investigation and review and any decisions to alter Council's service in accordance with, or differing from, this plan will be made through future resolution(s) of the Council.

Positive Ageing Advisory Committee

The Positive Ageing Advisory Committee has been actively involved in the development and direction of the Plan. As it stands, the Advisory Committee unanimously supports the conceptual framework within the Plan and further exploration and development thereof.

The Advisory Committee has also suggested, and the Officers support its suggestion, to make two changes to the Terms of Reference.

1. Page 2, *Composition*

Delete line:

"Local and regional aged and disability service providers that can demonstrate that their participation will not result in a conflict of interest."

Rationale:

It is important to retain membership of this Advisory Committee specifically to clients, families, carers, and local community members. It ensures the voice is a true representation of our clients and community.

It is very difficult to incorporate a service provider perspective within the Advisory Committee without generating a conflict of interest. A service provider lens can be provided through separate, non-advisory networks.

2. Page 2, *Term of Appointments and Vacancies*

Add line:

"Expressions of interest for vacancies may be targeted to the local area in which the vacancy has become available, if deemed appropriate by the Committee."

Rationale:

In line with a place based planning model, it is important to have representation from the different geographical communities within the Shire, acknowledging and embracing their diverse needs.

6.1 Positive Ageing Reform Readiness Plan

Financial Implications

There are no significant financial implications directly arising from the recommendations in this Council Report. Budget has been allocated for the project's conceptual and developmental stages, including the costs associated with the Project Manager position.

Future reports may consider changes to Council services that could have significant implications for Council budgets.

Such considerations may include:

- Division of grant income with Hesse Rural Health and Lorne Community Hospital
- Service transition expenses
- Ongoing allocations for future positive ageing services

Currently the Surf Coast Shire contributes \$1.1 million to positive ageing services.

Council Plan

Theme 1 Community Wellbeing
Objective 1.4 Provide support for people in need
Strategy 1.4.2 Pursue Age Friendly City status

Theme 5 High Performing Council
Objective 5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives
Strategy 5.1.4 Build on relationships with agencies and key stakeholders for the benefit of the community

Theme 5 High Performing Council
Objective 5.4 Ensure the community has access to the services they need
Strategy 5.4.3 Advocate for services that are best delivered by others

Policy/Legal Implications

There are no foreseen policy or legal issues with the proposed model. Relevant funding bodies have been consulted and are the ultimate decision makers regarding funding allocations to service providers in the region. The proposed model has been discussed, and no concerns raised at this conceptual stage.

Unless determined by a future resolution, Council remains contractually obliged to continue to fulfil service agreements with funding agencies.

Officer Direct or Indirect Interest

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

Risk Assessment

Council's set of client focussed guiding principles continues to act as the lens through which to consider future actions in response to the national reforms. These principles emphasise the need to manage negative impacts on existing and future clients and community members. The proposals within this plan are a direct application of these principles.

In addition, officers are mindful of the long-term financial challenges facing Council as well as the organisation's increasingly stretched capacity and capability to uphold ever-rising service standards set by the federal government. Thus, the service provider guiding principles adopted in January 2019 continue to be highly relevant.

Delivery of the Reform Readiness Plan will include the identification of risks associated with future potential actions of Council including transmission of business, formation of alliances and cessation of different types of service. Future reports will address these risks.

6.1 Positive Ageing Reform Readiness Plan

Social Considerations

Council has a long history of providing aged care services and is trusted by the community to do so. Within the Service Review community consultations, the main concerns were around the safety and security of alternate service providers. A model centred on trusted local health service providers addresses these concerns. Additionally, with Council being active participants within an Alliance model as proposed, and developing Age Friendly Communities, officers believe there is much to be offered to Surf Coast's older residents into the future.

Community Engagement

The Positive Ageing Advisory Committee was established at the commencement of the Project. There is representation from across the Shire so the voices of the diverse communities are being heard. Advice from the Committee has been instrumental in shaping the Plan.

A Communications and Engagement Plan that spans the life of the Project, is a feature of the project. In February 2019, officers developed a project update media release and flyer that was distributed widely throughout the Shire.

Officers propose to hold information sessions throughout the Shire in the next developmental stage of the Project. These will be place-based sessions involving Council officers, Advisory Committee Members and Health Service Representatives. These will also be important in developing Council's continuing role in Positive Ageing, working within an Age Friendly Community framework.

Environmental Implications

There are no foreseeable environmental implications arising from this report.

Communication

Ongoing communication with the community is a priority as the Plan develops as below:

- Once the Reform Readiness Plan is adopted, officers will distribute the Plan to relevant key stakeholders, upload it to the Shire's Website and provide the link through a variety of communication methods.
- Officers will hold information sessions throughout the Shire.
- Letters are ready to be sent to all Council clients.
- Media releases will be prepared
- Officers will ensure consistent messaging with local health service providers

Options

Option 1 – That Council adopts the Reform Readiness Plan

This option is recommended by officers as the Plan is responsive to the concerns of the community, shaped by the advice of the Positive Ageing Advisory Committee, with actions being a direct application of the client focussed guiding principles. In the current reform climate, Officers propose this model as robust, sustainable, and best meeting the needs of the community. Adoption of the Plan will allow for further investigation and framework development.

Option 2 – That Council adopts the Reform Readiness Plan with amendments

This option is not recommended by officers as the Plan has been amended several times throughout the process with the input of the Advisory Committee and in response to developments within the aged care sector. The Plan is in conceptual stage and further investigation and review is needed. No decisions to alter Council's service delivery will be made without formal resolution(s) of the Council.

Option 3 – That Council does not adopt the Reform Readiness Plan

This option is not recommended by officers as Council has undertaken a thorough review of the implications of the aged care reforms over the past three years. Officers are confident the community and staff have accepted Council's 'Plan and Act' direction, and are awaiting the Reform Readiness Plan. Officers believe the Plan meets community needs and not adopting the Plan may jeopardise potential opportunities to work more closely with health services. Not adopting a Reform Readiness Plan will extend uncertainty for staff and the community.

6.1 Positive Ageing Reform Readiness Plan

Conclusion

In July 2018 the Council adopted 'Plan and Act' direction in response to the Commonwealth Government's Aged Care Reforms. The development of a Reform Readiness Plan was directed, and is now complete.

The Reform Readiness Plan offers a conceptual framework that will:

- respond to the concerns of the community
- ensure nobody is left without a needed service
- meet quality assurance, evaluation and monitoring frameworks
- be robust and sustainable into the future

The Plan also outlines Council's future commitment to Positive Ageing within a community strengthening and capacity-building framework, setting an innovative and exciting direction for the Shire. The Positive Ageing Advisory Committee looks forward to being involved in this future work towards achieving Age Friendly Communities status.

Officers emphasise that this Reform Readiness Plan presents concepts, proposing a set of actions that will improve Council's understanding of future opportunities and which are subject to further reports to Council. It provides direction for officers and enables discussion and, where applicable, negotiation with all relevant stakeholders. Decisions to alter Council's service in accordance with, or differing from, this Plan will be made through resolution(s) of the Council.

6.1 Positive Ageing Reform Readiness Plan

APPENDIX 1 POSITIVE AGEING REFORM READINESS PLAN JUNE 2019



Positive Ageing

Reform Readiness Plan
June 2019



Positive Ageing Reform Readiness Plan June 2019

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Positive Ageing Reform Readiness Plan June 2019

Part A: Executive Summary

Fast Facts

- Faced with the challenges of an ageing population, the Australian Government is changing the way that aged and disability care services will be delivered in the future. The aim is a 'consumer driven, market based, sustainable aged care system' – where local government will no longer be an automatically designated service provider or receive block funding.
- In response to the proposed changes Council's Business Improvement Unit, undertook an extensive review between 2016 – 2018.
- At the July 2018 Council meeting, Council endorsed the Positive Ageing Service Review Option 2 – Plan for Change (PLAN AND ACT).
- To enact this recommendation a Positive Ageing Project Manager was employed and a Positive Ageing Advisory Committee were established in October 2018.
- In line with the PLAN AND ACT directive, this Reform Readiness Plan has been developed and is supported by the Positive Ageing Advisory Committee.

Timeline of actions:



Current status: January 2019 - June 2019

- Research, exploration and development of sustainable service delivery options
- Development of Reform Readiness Plan with the support of the Advisory Committee
- Reform Readiness Plan Version One to be presented to Council June 2019 meeting.

Positive Ageing Reform Readiness Plan June 2019

Relevant Council Meetings:

Date Council Meeting	Details
March 2017	Council received <i>Dyson Consulting Group Aged Care Reform Final Report</i>
24 October 2017	Council endorsed the <i>Positive Ageing Service Review Research Paper</i>
27 February 2018	Council endorsed <i>Positive Ageing Service Review Options Paper</i>
12 June 2018	Hearing of Submissions
27 July 2018	Council endorsed the <i>Community Engagement Findings and Recommended Option Paper</i> and <ul style="list-style-type: none">• Endorsed Option 2 Plan for change (PLAN AND ACT)• Directed the formation of a Positive Ageing Advisory Committee• Requested the development of a Reform Readiness Plan
October 2018	Council appointed Positive Ageing Advisory Committee Members
January 2019	Council adopted Positive Ageing Guiding Principles

Reform Readiness Plan:

The Reform Readiness Plan has been developed in response to the Aged Care Reforms. The Plan presents a proposed set of actions that are subject to further investigation and review. It provides direction for officers and enables discussion and, where applicable, negotiation with all relevant stakeholders. Decisions to alter Council's service in accordance with, or differing from, this plan will be made through resolution(s) of the Council.

Community Concerns

Some of the key learnings from our community, as outlined in the *Positive Ageing service review – community engagement findings and recommended option paper* <https://www.surfcoast.vic.gov.au/About-us/Your-Say/Active-Projects-Your-Say/Positive-Ageing-Review> include:

- Clients trust and are very comfortable with the Council provided service
- Concerns about the cost and quality if Council is not the service provider
- Clients are fearful about change
- Concerns about navigating the new system without Council's involvement
- Council has an ongoing representation / advocacy / community strengthening role
- Provided quality and cost are maintained, who provides the service is less important
- Preference for a longer time for change

Positive Ageing Reform Readiness Plan June 2019

Guiding Principles

With these concerns in mind, along with other learnings from the Review and the intimate knowledge the Positive Ageing Advisory Committee provide, the Project's "Guiding Principles – Client's Perspective" were developed.

The "Guiding Principles – Service Provider Perspective" were developed by the Service, and were underpinned by the learnings of the Business Review, including community feedback.

Both Guiding Principles (as outlined on Page 17/18 of this report) have been used as the lens to inform the proposed model to be developed.

Positive Ageing Advisory Committee

The Positive Ageing Advisory Committee have been actively involved in the development and direction of the Reform Readiness Plan. They have provided new insights at all stages of the Projects development, and have reshaped the proposed Model to ensure it meets community's needs and addresses the concerns raised.

Proposed Model for Development

Actions 1 & 2: Potential Implementation by January 2020

Action One:

Develop a model by which Surf Coast Shire Council, Hesse Rural Health and Lorne Community Hospital form an Alliance to provide aged care support services for our community.

Consider dividing the Shire into 3 geographical areas (based on health service's parameters) and dividing service provision accordingly. Consider the formation of an Alliance with the 3 aforementioned services, which would work together to ensure the community's needs were met, concerns could be addressed and a consistency in service provided.

Rationale:

Working with our local health service providers would ensure a strong, sustainable and robust model that addresses the concerns of the community. They are trusted service providers within their respective communities, and their monitoring, standards and quality assurance frameworks are in place.

Action Two:

Re-establish Surf Coast Shire's Entry Level Care Framework. In doing this, consider exiting program areas that do not fall within this Entry Level Care Framework, namely:

- Home Care Packages
- National Disability Insurance Scheme
- Brokerage Services

If exiting these services, development of a transition plan would be key to ensuring a positive experience for clients. Such a Plan would consider a range of tasks including:

- ensuring alternate quality service providers were in place
- working with clients on a 1-1 basis to ensure their individual needs were met
- adequate time was allocated for appropriate handover
- ensuring there were no gaps in service provision.

Positive Ageing Reform Readiness Plan June 2019

Rationale:

Re-establishing Entry Level Care as Council's core business, ensures a consistent approach and well defined care parameters for our community.

Clients who have greater needs than Entry Level Care support, deserve to be supported by services who provide the range of supports to truly meet their needs.

Actions 3, 4 & 5: Potential Implementation July 2020

Action Three:

Scope possibilities and engage with an alternate Service Provider to provide aged care support services for our community, in Area 3 (Torquay, Jan Juc, Bellbrae Anglesea). Scoping other health services, and / or non-government organisations with similar values and principles, who may be interested in providing these services, will be pursued. Realignment boundaries with Hesse Rural Health and Lorne Community Hospital if more viable than engaging with a third service provider, will also be considered. Surf Coast Shire Council will continue to be a member of the Alliance, working with the service providers in our local government area, but no longer providing aged care support services.

Rationale

A social model of health framework would continue, and be strengthened. Surf Coast Shire would continue to be active participants in the monitoring, evaluation and development of the service delivery model, within the established Alliance.

Action Four:

In line with Government directive, transition our Regional Assessment Service to the new national assessment paradigm. The Department have confirmed the new assessment service will commence on 1 July 2020 – we will work, as directed by the Department, to support this transition.

Rationale:

Following directive from the Department to move into the new paradigm.

Action Five:

Develop a comprehensive Positive Ageing Strategic Plan (2020 – 2025) which sets a clear directive and includes sufficient resource allocation for Surf Coast Shire's future commitment within the Positive Ageing space.

The Plan will be underpinned by current and innovative frameworks, builds on the set service directions of Actions 1 – 4 and the planning process will involve considerable community consultation.

From the current Reform Readiness Project's learnings, the Plan will include:

- Ongoing support of the established advisory committee
- Capacity building and project development based on the Age Friendly Communities framework
- Monitoring, evaluation and ongoing advocacy role relating to Aged Care Reform agenda outcomes and the new service provision paradigm for our community
- Allocation of sufficient Council resources to execute the 2020 – 2025 Plan

Positive Ageing Reform Readiness Plan June 2019

Rationale:

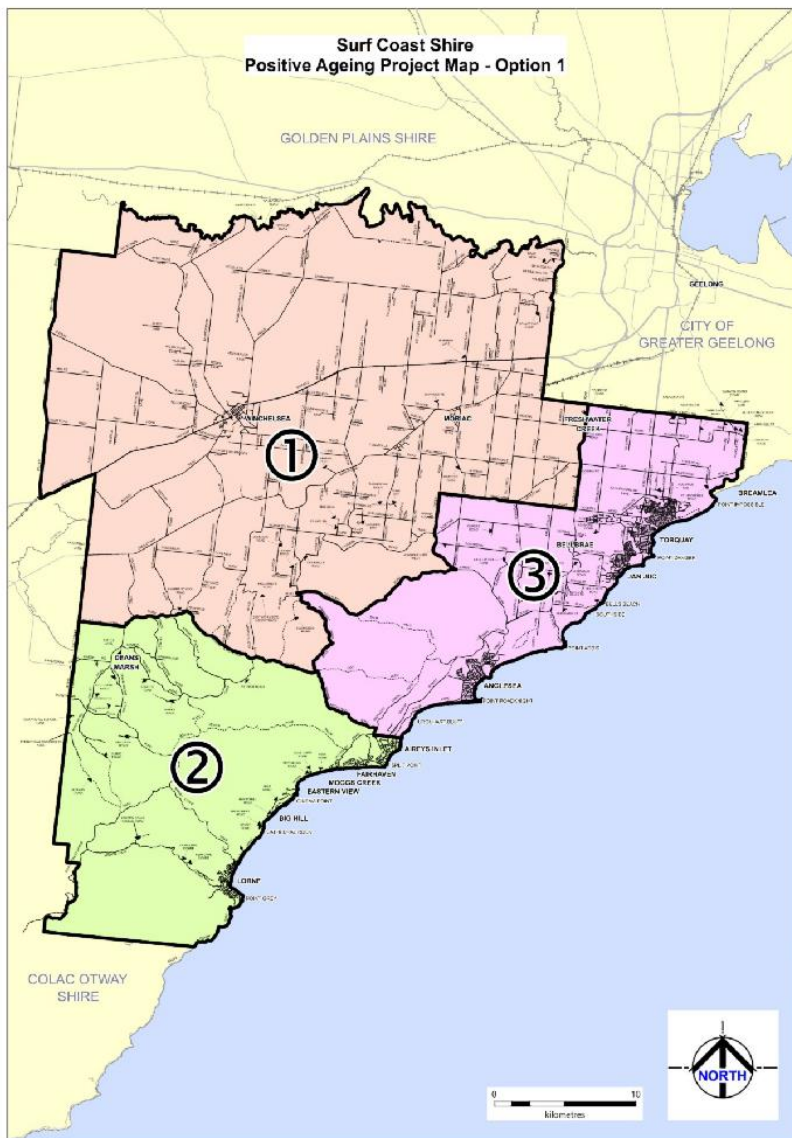
In the past the Positive Ageing service delivery component has serviced approximately 10 % of the Shire's ageing population. With the support needs of these community members being serviced by health services (or organisations with similar values and principles) into the future, Council has greater opportunity to develop Age Friendly Communities that support the needs of all of the ageing population living within our Shire.

Positive Ageing Reform Readiness Plan June 2019

Part B: Proposed Reform Readiness Model

Map:

For the purpose of this Plan the Shire is divided into 3 area groupings.
The Map below is a rough guide, however as a general parameter, it will align with Health Service Areas.



Positive Ageing Reform Readiness Plan June 2019

Reform Readiness Plan Actions

	Actions	Program Areas	Timeframe
Action One	<p>Develop a service delivery model for consideration, which includes aged care support services being provided by:</p> <ul style="list-style-type: none"> ➤ Area One: Hesse Rural Health ➤ Area Two: Lorne Community Hospital ➤ Area Three: Surf Coast Shire Council 	<p>Entry Level Care Services:</p> <ul style="list-style-type: none"> ➤ Community Home Support Program (CHSP) ➤ Veterans Affairs ➤ Home and Community Care Program for Young People (HACC PYP) 	<p>July – December 2019</p> <ul style="list-style-type: none"> ➤ Tasks undertaken for transition <p>January 2020</p> <ul style="list-style-type: none"> ➤ Potential date for new service delivery model to commence
Action Two	<p>Explore alternate service provider options for non-entry level care programs. Work with relevant funding bodies and individuals toward transitioning clients.</p> <ul style="list-style-type: none"> ➤ including Hesse Rural Health and Lorne Community Hospital 	<ul style="list-style-type: none"> ➤ National Disability Insurance Scheme (NDIS) ➤ Home Care Packages ➤ Brokerage 	<p>July – December 2019</p> <ul style="list-style-type: none"> ➤ Tasks undertaken for transition <p>January 2020</p> <ul style="list-style-type: none"> ➤ Potential date for new service delivery model to commence

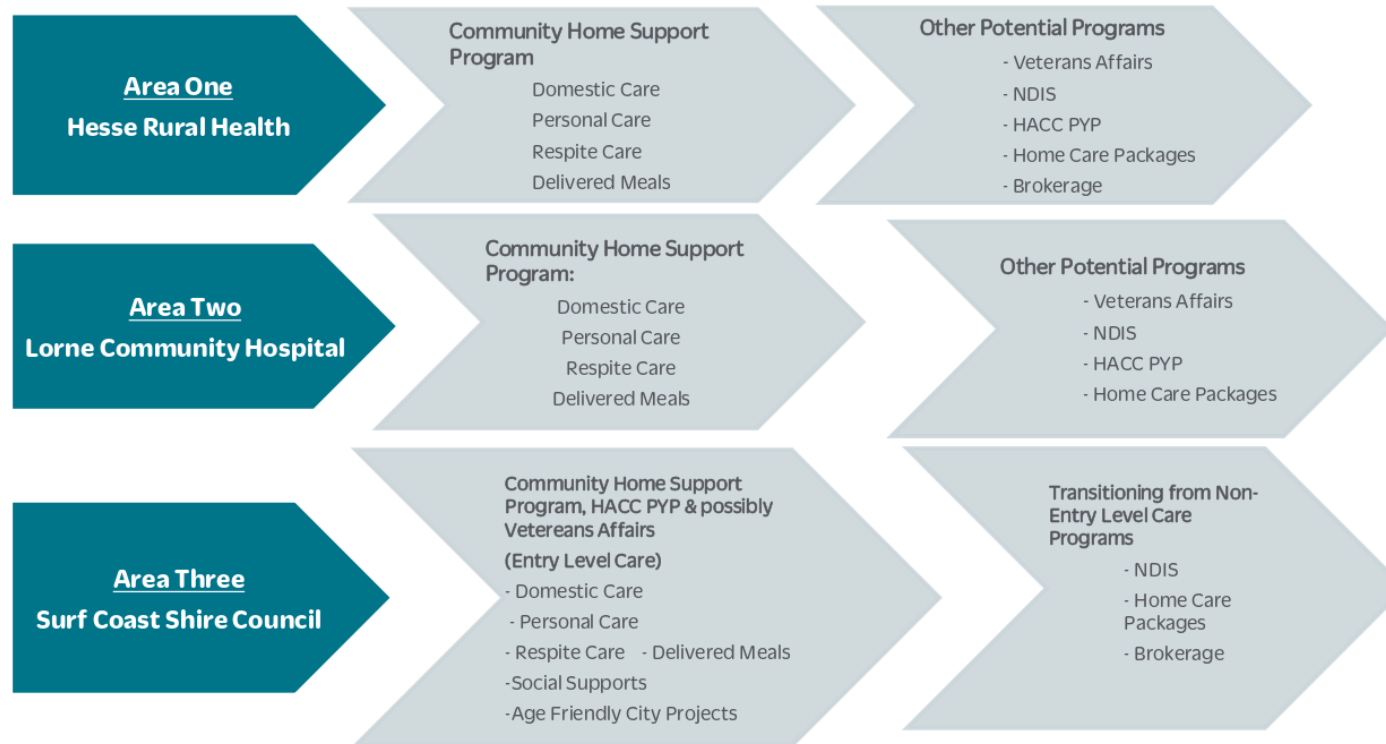
Positive Ageing Reform Readiness Plan June 2019

	Action:	Program Areas	Timeframe
Action Three	<p>Explore alternate service providers:</p> <ul style="list-style-type: none"> ➤ Further explore potential service providers for Area Three 	<p>Area 3 – Surf Coast Shire</p> <p>Entry Level Care Services:</p> <ul style="list-style-type: none"> ➤ Community Home Support Program (CHSP) ➤ Veterans Affairs ➤ Home and Community Care Program for Young People (HACC PYP) 	July 2019 – June 2020
Action Four	<p>Support the transition of Rural Assessment Service to the new assessment paradigm as developed by the Department of Health.</p>	Rural Assessment Service	June 2020
Action Five	<p>Develop a comprehensive Positive Ageing Strategic Plan (2020 – 2025) which includes:</p> <ul style="list-style-type: none"> ➤ Ongoing support of the established advisory committee ➤ Capacity building and project development based on the Age Friendly Communities framework ➤ Monitoring, evaluation and ongoing advocacy role relating to Aged Care Reform agenda outcomes and new service delivery paradigm ➤ Allocation of sufficient Council resources to execute the 2020 – 2025 Plan 	Surf Coast Shire Positive Ageing Department	July 2019 – June 2020

Positive Ageing Reform Readiness Plan June 2019

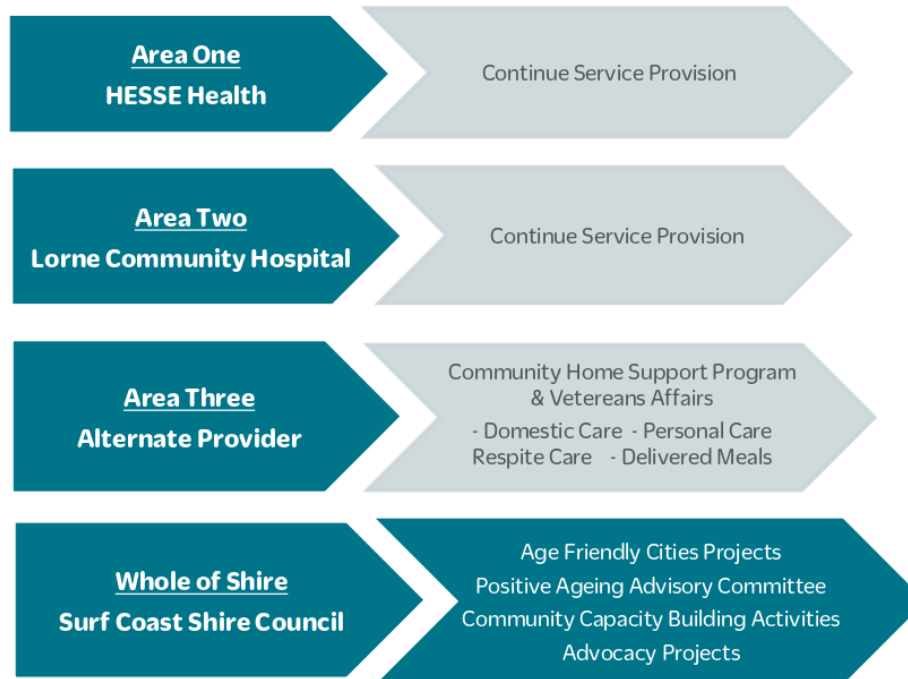
Part C: Snapshot of Proposed Model

Potential Implementation January 2020



Positive Ageing Reform Readiness Plan June 2019

Potential Implementation July 2020



Positive Ageing Reform Readiness Plan June 2019

Part D: Background & Context:

Background

In 2016 the Commonwealth Government determined that reform is necessary to ensure that aged care and disability service system is best placed to meet the needs of an ageing population in an efficient, fair and sustainable way.

The Federal Government's Aged Care Reform Agenda discusses individualized funding, choice and competition that will fundamentally change the way that aged and disability services are delivered in the future. In this new paradigm Council will not automatically be a designated service provider.

Surf Coast Shire has been proactive in understanding the potential impact of these reforms and creating options and pathways forward to ensure its community is best served in the new Aged Care system.

The work which has been undertaken can be categorized into 4 main components:

- Part 1 - Research
- Part 2 – Options Developed
- Part 3 – Identification of Preferred Option
- Part 4 – Planning for Change

This Reform Readiness Plan is Part 4, *Planning for Change*.

For a more comprehensive understanding, all Papers can be found on the Shire's Website, refer to <https://www.surfcoast.vic.gov.au/About-us/Your-Say/Active-Projects-Your-Say/Positive-Ageing-Review>

Part 1 – Research: *Positive Ageing Service Review Research Paper*
Part 2 – Options Developed: *Positive Ageing Service Review Options Paper*
Part 3 – Identification of Preferred Option: *Preferred Option Paper*

Council Decisions

Council Meeting – 24 July 2018:

After an extensive 18-month review, Council's Business Improvement Unit offered 3 possible options for Council's consideration.

Council resolved to:

- Endorse **Option 2 Plan for Change (PLAN AND ACT)** in order to prepare for the implications of national reforms to aged care and disability services.

Positive Ageing Reform Readiness Plan June 2019

- Seek feedback from the Positive Ageing Advisory Committee on the draft guiding principles prior to finalising them via Council resolution in order to inform future decision-making.
- Develop a Reform Readiness Plan, with assistance from the Positive Ageing Advisory Committee, in accordance with the resolutions arising from this report.

Council Meeting – 28 August 2018:

Council resolved to:

- Adopt the Positive Ageing Advisory Committee Terms of Reference.
- Commence the Expression of Interest process for the Positive Ageing Advisory Committee.
- Receive a report at its October 2018 Ordinary Meeting with recommendations on the membership of the Positive Ageing Advisory Committee.

Council Meeting - 23 October 2018:

Council resolved the membership of the Positive Ageing Advisory Committee.

Council Meeting 22 January 2019

Council resolved to:

- Adopt the Guiding Principles for the Reform Readiness Plan
- Noted the Progress of the Positive Ageing Reform Project
- Noted the latest developments in the Federal Government's Aged Reform Agenda

Latest developments in the Aged Care Reform Agenda

There are many developments impacting on the Federal Government's Aged Care Reform Agenda, which include:

1. *Royal Commission into Aged Care Quality and Safety* - Draft Report is due October 2019, with the final Report due April 2020.
2. *Regional Assessment Service* - Council has the current contract for this service, which was to cease in June 2019. This contract has recently been extended until June 2020. The Commonwealth Department are stating there will be no further extensions.
3. *Community Home Support Program (CHSP)* - This is Council's main service delivery component. This funding was to cease June 2020. The 2019 Australian Government budget package announcement on Tuesday 2 April 2019 provided notice of funding certainty for CHSP to 30 June 2022.
4. *Federal Election* - Potential changes with outcome of election, may impact on the set direction and model development.

Regardless of these developments, the direction of the Reform remains the same - change is needed to meet the growing population demand. Council's challenges to remain a service provider are also unaffected by these latest developments – we need to explore new models to ensure the best outcomes for our clients. The Reform Readiness Plan meets these challenges, and provides a model that is robust moving into the future.

Positive Ageing Reform Readiness Plan June 2019

Part E: Frameworks and Guiding Principles

Framework Background:

Historically, (1985 – 2015) the Commonwealth and Victorian Governments funded Local Governments to provide Home and Community Care services to people aged 65 years + & younger people with disabilities.

HACC services, included:

- ✓ assessment & care co-ordination
- ✓ domestic assistance, personal & respite care
- ✓ home maintenance & minor home modifications
- ✓ delivered meals & other food services
- ✓ social support services
- ✓ community transport

During the 2000's, key national reports were developed:

- Productivity Commission's **Caring for Older Australians**
- National Aged Care Alliance's **Blueprint for Aged Care Reform**
- **Aged Care Roadmap** by the Aged Care Sector Committee

They identified:

- Significant **growth** (up to 350%) in the number of people requiring aged care from 2011 to 2050.
- The **cost** of providing adequate care for older people in future would be **unaffordable** as a nation.
- The presence of **significant system weaknesses** (difficult navigation, limited services, variable quality & no consumer choice) & **inefficiencies** (duplication of effort, no competition & high cost structures).

In response, a number of fundamental changes were made to program design, funding & operation of aged & disability services, resulting in the end of the HACC Program & establishment of the:

- **1. National Disability Insurance Scheme** (NDIS) for eligible HACC clients, managed by the National Disability Insurance Agency
(- 10% of Councils former HACC clients)
- **2. Commonwealth Home Support Program** (CHSP)
(65 years +, managed by the Commonwealth Govt.)
(- 80% of Councils former HACC clients)
- **3. HACC Program for Young People** (HACC PYP)
(< 65 years, managed by the Victorian Govt.)
(- 10% of Councils former HACC clients)

Whether funded under the older HACC funding model or the newer CHSP model, **Entry Level Care** is the framework Local Governments have always been funded to provide.

Positive Ageing Reform Readiness Plan June 2019

Entry Level Care:

Entry Level Care is the framework that underpins the work Council is funded to provide.

As stated within the Community Home Support Program (CHSP) Manual 2018:

"As an 'entry-level' program, the CHSP is designed to provide relatively low intensity (small amounts) of a single service or a few services to a large number of frail older people who need only a small amount of assistance or support to enable them to maintain their independence, continue living safely in their homes and participating in their communities. The CHSP is not designed for older people with more intensive, multiple or complex needs, nor is it intended to replace or fund support services under other systems, such as the health care system."

Due to a variety of factors, Surf Coast Shire has provided services beyond Entry Level Care and accepted funding for Program areas which offer higher levels of care, namely:

- Home Care Packages
- National Disability Insurance Services
- Brokerage Services

Providing services beyond Entry Level Care has many challenges including:

- Meeting compliance / standards
- Appropriate training of staff
- Recruitment of appropriately qualified staff
- Limited resources to meet client's needs
- Inability to refer clients internally for higher care needs
- Limited capacity to assess client's needs as they change
- External providers responsible for care planning – limited information access for Shire staff
- Increase in reporting and financial acquittal of diverse program areas and brokers

This Reform Readiness Plan re-establishes Entry Level Care as our core business and ensures we provide a consistent approach and well defined care within this framework.

Clients who have greater needs than Entry Level Care support, deserve to be supported by services who provide the range of supports to truly meet their needs. Ensuring appropriate resources are allocated and extended transitional timeframes are in place, the transition for clients will be a positive one

Positive Ageing Reform Readiness Plan June 2019

Guiding Principles:

Guiding Principles are the lens used when making decisions and recommendations for the future of Positive Ageing. They are fundamental to ensuring our community continues to be provided with quality services that are needed, whether by us or by another service provider. They also ensure that as a Local Government Authority, quality assurance standards are adhered to when making recommendations.

The Positive Ageing Advisory Committee were instrumental in the development of the "Guiding Principles – Client's Perspective",

The "Guiding Principles – Service Provider Perspective" were developed by the Service, and were underpinned by the learnings of the Business Review, including community feedback.

Positive Ageing Guiding Principles - Client's Perspective

These Guiding Principles are the lens we use, from a client's perspective, in order to inform future decision making.

1. I am well informed about aged care options and I understand the information because it is clear, up to date and makes sense
2. I have opportunities to discuss and clarify the changes and the new system
3. I have time to understand any changes to my service that may occur
4. I can ring the Council and they will help me work out what's available for me, how to get it and costs involved
5. I know Council will work hard to ensure the services I receive are of a high standard, meet quality guidelines, are monitored well and always work towards continuity of care
6. I can find my way through the service system easily either on my own or with assistance
7. I can choose my preferred service provider or if I'm unable to choose I can get help to make the best choice
8. Services and supports are flexible and will meet my needs

Positive Ageing Reform Readiness Plan June 2019

Positive Ageing Guiding Principles - Service Provider Perspective

These Guiding Principles are the lens we use, as a service provider, in order to inform future decision making.

Council will:

1. Only make significant changes to existing services through formal resolution
2. Ensure its services meet quality standards and are efficient and viable
3. Support staff through changes associated with the age care reforms
4. Ensure its actions do not inhibit the creation of a competitive market
5. Prepare for an open and competitive aged care market by moving towards competitive neutrality
6. Ensure that the community is not left without access to services currently provided by Council
7. Treat reductions in Council's cost of services as a contribution towards the business improvement program savings target

Positive Ageing Reform Readiness Plan June 2019

Part F: Positive Ageing Advisory Committee

In September 2018 *Expressions of Interest* were called for within the Surf Coast Shire, to create membership for the soon to be established Positive Ageing Advisory Committee. Interviews were undertaken and at the October 2018 Council meeting, Council appointed the membership of the Advisory Committee.

Purpose & Role

The Committee's mandate is to:

"Collect and consider evidence, ideas and community input about how Council can best create an Age Friendly Surf Coast where older people are valued, supported and empowered to live well....."

More specifically to the Reform Readiness Project, the Terms of Reference state:

"In considering community support and health services, the Committee will consider Council's future role in providing services, programs and facilities to older people, within the context of the federal government's Aged Care Reforms and changing community needs. The Committee will provide advice to Council as it undertakes Reform Readiness Planning, which may include consideration of:

- *Continuation of existing Council services to older people*
- *Expansion, growth, reduction or adaptation of existing Council services, including creating efficiencies and reviewing fees and charges for current Council services.*
- *Transitioning clients of identified existing Council services to other service providers over time.*
- *Supporting the growth of the aged and disability service sector within Surf Coast Shire*
- *Establishing new or additional services, programs or facilities for older people.*
- *Development of principles that will guide the planning of Council's future role in providing services and facilities for older people. "*

Composition of the Membership

There are currently 10 Surf Coast Shire resident Committee Members. There was active consideration, as far as possible, to ensure we had residents from diverse locations across the Shire. The Membership currently consists of:

Magdalena Wheatland, Torquay	<i>Current Vacancy</i> , Deans Marsh
Brian Butterworth, Torquay (Vice Chairperson)	Keith Perkin, Fairhaven
Pam Aylward, Torquay	Gary Allen, Lorne
Kristen McDonald, Aireys Inlet	Jenny Mathison, Winchelsea
Christine Brookes, Aireys Inlet (Chairperson)	Elizabeth Bills, Anglesea

Positive Ageing Reform Readiness Plan June 2019

Additionally, Cr Margot Smith also has membership on this committee, along with council officers who are there to support and provide relevant project information.

Committee Activities

The Advisory Committee meets every 4-6 weeks. They are actively involved in seeking information and providing input into the direction of the Project. Some of the activities the Advisory Committee have been involved in thus far include:

- The development of *"Guiding Principles – Client's Perspective"* (used as a lens to support decision making)
- Input into the Communication Plan
- Attaining an understanding of Age Friendly Communities framework
- Input, advice and feedback into proposed model development for service provision at all stages
- Attendance at Council meetings

Reform Readiness Input

29 March 2019

At the March 2019 Advisory Committee meeting, the Reform Readiness Plan was presented and discussed.

The Committee supported the Recommendations, for Areas 1 & 2, namely continue developmental work with Lorne Community Hospital and Hesse Rural Health.

The proposal at this stage had identified several potential service providers for Area 3. Healthy discussions were held regarding the various providers.

The Committee put forward their suggestion to further explore options for Area 3.

Minutes of Meeting are below for an accurate summation.

"Discussion:

A phased approach due to different needs of the communities. Concerns with West and South being "thin markets" and thus more vulnerable to ensuring services are provided in these areas within the context of a privatised market.

There are many private / NGO's who would be interested in the North – further exploration of options encouraged. "

"Further discussion:

- *Members expressed overwhelming support for the model to be pursued.*
- *Supported further development / discussions with Hesse Rural Health and Lorne Community Hospital.*
- *Encouraged Barwon Health option to be further explored.*
- *Support for partnerships/alliance in which Surf Coast Shire would be a stakeholder as part of the model"*

Positive Ageing Reform Readiness Plan June 2019

3 May 2019

At the Meeting held on May 3rd 2019 the Committee reviewed the direction of the non-entry level care specific services, namely:

- National Disability Insurance Scheme (NDIS)
- Department of Veterans Affairs Program (DVA)
- Home Care Packages
- Home and Community Care Program for Young People (HACC PYP)

Once again, a robust discussion was had. The Committee put forward the following:

1. Support exiting NDIS Program.
2. Support exiting Home Care Package Program.
3. Did not support exiting Home and Community Care Program for Young People (HACC PYP). They believed this was an important service that if discontinued would create a gap in services for a very vulnerable cohort, that currently do not directly fit into other program areas. (ie not eligible for NDIS and too young for CHSP). They proposed continuation of this Program.
4. Requested further information regarding the Department of Veteran Affairs program, including profile of clients to ensure they were Entry Level Care.
5. That transitional support for clients of exiting services is of paramount concern. Allocations of appropriate resources and timeframes for this is crucial.

The Reform Readiness Plan was adapted to reflect the input of the Committee, namely retaining Home and Community Care Program for Young People and further review Department of Veteran Affairs program to see whether service provision for this Program fits within the Entry Level Care framework.

31 May 2019

At this meeting the Committee:

1. Supported transitioning out of Brokerage services
2. Could not come up with a collective agreement as to the direction of the Department of Veteran Affairs program. As such, offered the following diverse advice for consideration by Council:
 - See out the current contract which expires November 2019, and do not renew
 - Continue with program as usual and renew contract
 - Exit program – as it falls in the same domain as provision of brokerage services

The members reiterated that they are an "Advisory Committee", and as such felt no need to come to a final resolution, instead offered input into the decision making process covering a range of determinants.

5 July 2019

The Advisory Committee's next meeting is 5 July 2019, where we will commence focusing on Age Friendly Community frameworks.

Positive Ageing Reform Readiness Plan June 2019

Part G: Situational Analysis

COMMUNITY HOME SUPPORT PROGRAM (CHSP) – MAIN PROGRAM AREA

Program Area	Client Numbers	Proposal	Rationale	Funder Requirements
Community Home Support Program (CHSP) Area 1 & Area 2	161 (approx.)	Develop a model by which Surf Coast Shire Council, Hesse Rural Health and Lorne Community Hospital form an Alliance to provide home and community services for our community.	<p>HESSE & Lorne Hospital:</p> <ul style="list-style-type: none"> • Are trusted service providers within their respective communities • Their monitoring, standards and quality assurance frameworks are in place • Based within relevant locality, the issue regarding 'thin markets' in these areas would no longer be of concern • They are currently accredited providers of the services we provide (CHSP, DVA, HACC PYP, NDIS) • A social model of health framework would continue, by bolstering our Community Health services capacity to provide continuity of care for our clients • Many of our clients already have relationships with these services. As their needs increase they are connected to the allied health supports, services and aged care facilities in their community • Demonstrated commitment to responding to the needs of their communities 	<p>Work with Department of Health to novate the current contract.</p> <p>Provide recommendation to the Department regarding our proposed model.</p> <p>It is the Department's decision ultimately as to who provides services for our Local Government Area.</p>

Positive Ageing Reform Readiness Plan June 2019

Program Area	Client Numbers	Proposal	Rationale	Funder Requirements
<p>Community Home Support Program (CHSP)</p> <p>Area 3</p>	416 (approx.)	Surf Coast Shire continue to service this area until a third appropriate provider is engaged. (working toward 1 July 2020 for engagement of new provider).	<ul style="list-style-type: none"> Area 3 does not have the issues of Areas 1 & 2 regarding attracting service providers to such thin markets. There are many service providers who are interested in this this catchment Before handing over to another service provider we need to review our work practice to ensure we are the best and most efficient model we can be for our clients Staggered approach allows us to capture learnings from Areas 1&2 transition More developmental time is needed as this is a bigger cohort Planned staged approach may be better for our community 	As above

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SPECIALIST SERVICE DELIVERY PROGRAMS

Program Area	Client Numbers	Proposal	Rationale	Funder Requirements
National Disability Insurance Scheme (NDIS)	10	Transition out of service provision	<ul style="list-style-type: none"> • Very small number of clients • There are over 300 NDIS clients living within our Shire, we provide services to 10 of them. • Linking people in with Disability specific services would be better option than providing limited service – broader range of supports and services for clients to access • There are extensive quality assurance standards that need to be adhered to and reporting requirements. • There are new standards being introduced as of 1 July 2019 that we need to adhere to. It is disproportionate to the amount of reporting and adherence for this number of clients • NDIS has its own payment schedule – we do not receive full cost recovery as we should, but instead are subsidising this service (yet not funded to do so) • Lorne Community Hospital and Hesse Rural Health are NDIS registered providers. 	<p>Clients are controllers of their funding / care and thus will decide direction and support needed for transition.</p> <p>Support to clients to find another service provider.</p> <p>Work with clients Support Coordinators if the client has one or Local Area Coordinators</p> <p>Support clients as directed by clients.</p>

Positive Ageing Reform Readiness Plan June 2019

Program Area	Client Numbers	Proposal	Rationale	Funder Requirements
Home and Community Care Program for Young People (HACC PYP)	26 Clients	Maintain contract for Area 3 Transition Clients to Hesse Rural Health and Lorne Community Hospital for areas 1 & 2	<ul style="list-style-type: none"> • Our Advisory Committee advocated for the Surf Coast Shire to continue to provide this service in Area 3. • They believed this was important service that if discontinued would create a gap in services for a very vulnerable cohort, that currently do not directly fit into other program areas. (ie not eligible for NDIS and too young for CHSP). • Lorne Community Hospital have HACC PYP clients as do Hesse Rural Health 	<p>3 months notice to the Department of Health and Human Services for any changes to our contractual arrangements is required</p> <p>Ultimately it is the Department's responsibility to find alternative providers.</p> <p>Current contract expires September 2019.</p>
Department of Veterans Affairs (DVA)	39	<p>Potentially transition Clients to Hesse Rural Health and Lorne Community Hospital for areas 1 & 2.</p> <p>Area 3 Surf Coast Shire maintain and further review.</p>	<ul style="list-style-type: none"> • We have small numbers in this program area • Veterans have their own payment schedule and underpay for service delivery. Once again, we are subsidising what it is supposed to be a fully funded service. • Advisory Committee have mixed views on maintaining or exiting this Program – no collective decision could be made. • Currently reviewing client profile – if they fit within Entry Level Care continuation of service delivery may be an option 	<p>Current contract with Department of Veteran Affairs expires 30 November 2019</p> <p>Further discussions with the Department to assist with options is necessary before determining set direction for this program area.</p>

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Program Area	Client Numbers	Proposal	Rationale	Funder Requirements
			<ul style="list-style-type: none"> Hesse Rural Health have DVA status 	
Home Care Packages	19	Transition out of Service Provision	<ul style="list-style-type: none"> These clients are not Entry Level Care clients and therefore do not fit within our core business framework. The administration and financial compliance of this program exceeds our internal capacity. Other Providers who have a substantial number of Home Care Packages, have financial and administrative support. Due to our small numbers, our case managers undertake these tasks, which are a different skill set to case management and comprise of approximately 40% of their case management time. We are in an alliance with the G21 Councils. City of Greater Geelong has the contract with the Department – we are an outlet of theirs. There would be many services who would be happy to pick this service up – as if run at a larger scale this is a profitable service Lorne Hospital have Home Care Package clients, as do Hesse Rural Health. 	<p>Home Care Packages are individually funded and each client determines the service providers they wish to engage with.</p> <p>Work individually with clients to assist with finding alternate providers.</p> <p>Work with City of Greater Geelong regarding our contractual arrangements with them.</p>

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Program Area	Client Numbers	Proposal	Rationale	Funder Requirements
Brokerage Services	43	Transition out of Service Provision	<ul style="list-style-type: none"> This client group have higher support needs than Entry Level Care, which is why they have case managers. Their case managers purchase individual services from a range of service providers, we being often just one of many. Of the 43 clients, there are a multitude of Service Providers, which all require individual financial invoicing and complex, detailed service provider agreements, which are reviewed annually. The clients are not Surf Coast Shire Clients as such and thus we do not have access to their case plan or even a summary of needs, instead just itemised service requests. This is in conflict to the wholistic approach we provide to all of our Surf Coast Shire clients and our ability to respond to any perceived needs our care workers may identify. Surf Coast Shire pays for the travel time and the kilometres travelled for each client – we once again are subsidising this service. 	<p>This is not a “funded Program”.</p> <p>Individual agreements with service providers for individual clients.</p> <p>External service case managers would organise alternate service arrangements. We would support this process as requested.</p>

Positive Ageing Reform Readiness Plan June 2019

Part H: Future of Council's Role in Positive Ageing

Alliance Partnership

In the proposal an Alliance model between Hesse Rural Health, Lorne Community Hospital and Surf Coast Shire would be formed.

The Alliance would work together to ensure the needs of the Surf Coast Shire residents are being met and resolve any issues that may arise through the transitional period.

It would be a supportive Alliance, and although not legally binding, good faith would ensure working collaboratively was at the core of the Terms of Reference.

It would be envisaged ongoing agenda items would be such things as:

- Roles / responsibilities
- Referrals and Intake issues
- Geographical overlap
- Monitoring and evaluation requirements
- Quality assurance issues
- Funding opportunities
- Opportunities for expansion
- Communications and messaging
- Sector Updates
- Advocacy needs

Any new Service Providers would obviously be a new member of the Alliance.

Age Friendly Communities

In 2006, the World Health Organisation brought together 33 cities to discover what makes a city a good place to grow old. They identified **eight domains** for age-friendly communities:

- outdoor spaces and buildings
- transportation
- housing
- social participation
- respect and social inclusion
- civic participation and employment
- communication and information
- community support and health services.

In 2016 Surf Coast Shire signed an Age Friendly Victoria Declaration to work toward building age friendly communities (refer to Page 30).

Positive Ageing Reform Readiness Plan June 2019

Our Positive Ageing Advisory Committee are committed to being actively involved in all aspects of the 8 domains. As would be evident, the Committee have been focusing on the *“community support and health services”* domain, due to the Aged Care Reform and look forward to moving on to other domains.

Working together, we look forward to ensuring the Surf Coast Shire is a great place to live and provides Age Friendly Communities, for all stages of life.



Positive Ageing Reform Readiness Plan June 2019



Vision

The vision of the Victorian Government and the Municipal Association of Victoria in signing this Declaration is for better state and local planning for the creation of age-friendly communities. This is the focus of our shared activities on common goals and directions.

Population ageing is a world-wide phenomenon as a consequence of increasing life expectancy. In Victoria, people are living longer and many of today's young Victorians will live beyond 90, even 100, years. We need to create communities that respond to this significant social change and better support people as they age.

It is vital that governments focus on the opportunities as well as the challenges of an ageing population. While older people contribute significantly to our communities, there is more to be done to support and develop the roles and contributions of older people. Ageing populations require actions that promote quality of life and wellbeing, value the contributions that older people make to their communities, remove barriers to participation, and enable people to 'age in place' and maintain local connections and community belonging.

Age-friendly communities encourage active ageing and optimise opportunities for good health, social and economic participation and personal security. They recognise the great diversity of our older population, promote inclusion of older people and respect their decisions and lifestyle choices. They involve service providers, businesses, community leaders and older people in planning to meet ageing-related needs. They enhance quality of life for people as they age, and benefit the whole community.

Local government plays a key role in planning and establishing age-friendly communities and has been assisted in this by the Victorian Government in collaboration with the Municipal Association of Victoria. The Victorian approach is informed by the World Health Organization's *Age-friendly Cities* framework, and the experience of councils' use of World Health Organization's information and tools.

Experience shows that the best way to strengthen the age-friendly capacity of local communities is through partnerships between seniors, governments, communities, businesses, services and support agencies. In partnership with the Municipal Association of Victoria, the Victorian Government has been supporting local government since 2006 with initiatives aimed at improving their capacity to plan for and support seniors, and to create communities that better accommodate their ageing populations.

This partnership approach has raised the awareness of ageing across both levels of government, improved knowledge and understanding of international age-friendly cities and communities, and created local age-friendly initiatives. This Declaration builds on these strengths and furthers the partnership between state and local government to continue to support and assist Victorian councils to create age-friendly communities.

Martin Foley MP
Minister for Housing, Disability and Ageing

Date: 14 April 2016

Cr Bill McArthur
President, Municipal Association of Victoria

Commitment

The Victorian Government and the Municipal Association of Victoria will build the age-friendly capacity of local communities by:

1. promoting an age-friendly Victoria through the role and achievements of local government in creating age-friendly communities and providing leadership to encourage local councils and stakeholders to develop the principles of the age-friendly cities and community directions;
2. supporting state and local planning processes to create age-friendly communities and using the knowledge, information and tools available through the World Health Organization's Global Network of Age-friendly Cities;
3. providing local councils with leading advice, expertise, access to networks, policy information and other support to encourage local age-friendly initiatives;
4. empowering seniors' involvement in local age-friendly initiatives by assisting councils to develop active engagement structures and models of localised seniors community input;
5. encouraging seniors to get involved in areas they see as important such as local community transport, volunteering, community participation, diversity of housing options, seniors safety, technology access and lifelong learning;
6. addressing the built environment, transport, housing, social participation, respect and social inclusion, civic participation and employment, communication, and community support and health services for age-friendly communities as listed in the 2008 World Health Organization's *Age-friendly Cities: A Guide*;
7. valuing stakeholder engagement and working together to promote and strengthen partnerships with peak bodies, community organisations, businesses, retailers and council-run facilities.

The undersigned council endorses and supports the intention and commitments of this Declaration.

Mayor *Rose Hooley*
Council *Surf Coast Shire*
Date *25/8/16*



6.1 Positive Ageing Reform Readiness Plan

**APPENDIX 2 POSITIVE AGEING ADVISORY COMMITTEE - TERMS OF REFERENCE (TOR) -
REVISED VERSION JUNE 2019**



Positive Ageing Advisory Committee
Terms of Reference
August 2018

Purpose

The Positive Ageing Advisory Committee (the Committee) will collect and consider evidence, ideas and community input about how Council can best create an Age Friendly Surf Coast where older people are valued, supported and empowered to live well, including but not limited to these topics:

- Social inclusion, social and civic participation
- Built environment, transport and housing
- Community support and health services.

The Committee will represent and advocate on behalf of older persons from our community including people with a disability, people who identify as lesbian, gay, bisexual, transgender or intersex (LGBTIQ+), people of Aboriginal or Torres Strait Island background, people experiencing financial disadvantage (including people who are homeless or at risk of homelessness) and multicultural and multifaith communities.

The Committee will provide input and recommendations into the planning stage of Council strategies, plans and policies which relate to older people. Council will consider the Committee's recommendations when making decisions on these strategies, plans and policies.

In considering community support and health services, the Committee will consider Council's future role in providing services, programs and facilities to older people, within the context of the federal government's Aged Care Reforms and changing community needs. The Committee will provide advice to Council as it undertakes Reform Readiness Planning, which may include consideration of:

- Continuation of existing Council services to older people
- Expansion, growth, reduction or adaptation of existing Council services, including creating efficiencies and reviewing fees and charges for current Council services.
- Transitioning clients of identified existing Council services to other service providers over time

- Supporting the growth of the aged and disability service sector within Surf Coast Shire
- Establishing new or additional services, programs or facilities for older people
- Development of principles that will guide the planning of Council's future role in providing services and facilities for older people.

Composition

The Committee will comprise of a maximum of 15 individuals and organisational representatives, including:

- Up to three clients of Surf Coast Shire's positive ageing service
- Up to three family or carers of clients of Surf Coast Shire's positive ageing service
- Up to three local community members
- Council's Coordinator Positive Ageing
- Council's Project Manager Positive Ageing
- Council's Manager Aged & Family
- One Councillor; appointed by Council annually. Other Councillors may attend from time to time as observers.

Term of Appointment and Vacancies

Community and organisational representatives will be appointed by resolution of Council for a term of three years. Members can reapply once, for a second term of three years.

When vacancies occur, Council shall be responsible for filling these through an open expression of interest process. Expressions of interest for vacancies may be targeted to the local area in which the vacancy has become available, if deemed appropriate by the Committee. Any person who fills a vacancy shall hold office for a three year term, commencing from the time of their appointment.

Meetings

The Committee will meet at least once every two months, with more frequent meetings in the early stages of the Committee. Sub-committees can be set up as needed, for specific tasks or projects for interested and available members.

Meeting Procedures

- Quorum for decision making will be five Committee members external to Council.
- Members are expected to attend Committee meetings and contribute to outputs of the group.
- Three or more consecutive, unexplained non-attendances by a member without Committee approval will deem that member's position as having being

vacated. The Committee shall allow the granting of leave of absence as required.

- Surf Coast Shire staff will be responsible for the taking of minutes and the preparation of the agenda.
- Committee members are required to send agenda items at least 10 business days prior to the meeting, to Surf Coast Shire staff who will prepare the agenda in consultation with the Chairperson.
- All agenda items should be covered in the meeting, where possible.
- Surf Coast Council staff will record the minutes of the meeting and present these to the Chairperson for approval, prior to sending out to the Committee members.
- Recommendations for action by Council may be included in the minutes.

Chairperson

At the first Positive Ageing Advisory Committee meeting of each year the Committee will call for nominations for the position of Chair and Deputy Chair. The Chair and Deputy Chair positions will not be held by Council officers. Should there be more than one nomination the members will elect the Chair or Deputy Chair by secret ballot by exhaustive preferential voting.

The role of the Chair will be to:

- Liaise with the responsible Council officer to set meeting agendas
- Chair the meeting and direct discussion
- Engage all members in Committee activities and to bring forward issues
- Communicate with Councillors and senior management in relation to Committee activities.

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

Process for Raising Concerns

If a Committee member wishes to raise an issue of concern, make a complaint or provide advice relating to aged friendly cities or positive ageing, the following procedures should be followed:

- All issues of concern, complaints or advice relating to aged friendly cities or positive ageing by members of the Committee should be referred to the Chairperson in the first instance.
- The Chairperson will decide if a matter will be tabled at the next Committee 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 will be communicated to members at the next meeting.
- If an issue or concern, complaint or provision of advice is to be tabled at a Committee meeting, the Committee can make a recommendation to Council.

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.

Declaration of Interest

If a member of the Committee believes they have a conflict of interest in a matter before the Committee, then that member must declare their interest and not partake in any discussion or decision on the matter. The declaration will be recorded in the minutes of the meeting. A person may have a conflict of interest if they have a personal or private interest that might compromise their ability to act in the public interest.

Council's Role

Council will as soon as practicable after a Committee member is appointed, organise an induction program for the Committee member focusing of, 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 the Project Manager Positive Ageing, who will attend meetings of the Committee, prepare the agenda with the Chairperson, take minutes and arrange for the circulation of agendas and minutes and other coordination activities. Council will also provide a suitable venue for Committee meetings.

Council will give due consideration to the recommendations of the Committee. Council will, whenever possible, undertake to represent the community on a range of issues that are relevant to community support and health services for older people in the Shire,.

Reform Readiness Plan

The Committee will develop a Reform Readiness Plan that will inform Council's role in community support and services for older people and people with a disability. This Plan will be presented to Council for endorsement.

Change to Terms of Reference

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

6.2 Complaint Handling Policy

Author's Title: Customer Experience Coordinator

General Manager: Chris Pike

Department: Community Relations

File No: F18/460

Division: Culture & Community

Trim No: IC19/750

Appendix:

1. SCS-032 Complaint Handling Policy 2019 (D19/67640)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to adopt the revised Complaint Handling Policy.

Summary

The Complaint Handling Policy SCS-032 adopted on 27 June 2017 and is due to be reviewed.

The purpose of the Complaint Handling Policy is to ensure that Surf Coast Shire Council outlines an open and transparent approach to handling complaints. It is intended to demonstrate that all complaints are handled fairly and objectively.

The review recommends minor changes to improve the existing policy. A key improvement in the reviewed policy is that the timeframe to resolve complaints is reduced by 13 business days. Other improvements include additional definitions, clarity on roles and responsibilities and detail on what is in and out of scope in applying the policy.

The reviewed policy continues to be based on the sound guidance of the Victorian Ombudsman. The intention is to provide an increased level of community confidence, in that Council recognises people's right to complain, and considers complaint handling to be part of the core business of serving the community and improving service delivery.

The Complaint Handling Procedure has been revised during this process. The revised procedure provides staff with context to better understand the customers' perspective when handling complaints and includes process refinements as identified over the past 24 months.

Community access to the revised policy and ways to make a complaint will be updated and improved after the policy is adopted.

Recommendation

That Council adopts the revised Complaint Handling Policy – SCS-032 as per Appendix 1.

Council Resolution

MOVED Cr Martin Duke, Seconded Cr Margot Smith

That Council adopts the revised Complaint Handling Policy – SCS-032 as per Appendix 1.

Division

Councillor Wellington called for division, voting on which was as follows:

For

Cr Bell
Cr Duke
Cr Goldsworthy
Mayor Hodge
Cr McKiterick
Cr Smith

Against

Cr Wellington

Abstained

Nil

CARRIED 6:1

6.2 Complaint Handling Policy

Report

Background

Council first adopted the Complaint Handling Policy SCS-032 in June 2017.

The Complaint Handling Policy continues to be based on the sound guidance of the Victorian Ombudsman. The intention is to provide an increased level of community confidence, in that Council recognises people's right to complain, and considers complaint handling to be part of the core business of serving the community and improving service delivery.

Council has applied the Complaint Handling Policy since 2017 and applied learning in reviewing the policy. The policy provides a consistent approach in complaint handling to improve the customer's experience. Applying the complaints policy for two years has resulted in a number of process improvements within Council particularly around communication with customers, timeliness of action and helping staff understand their obligations.

Discussion

In September 2016 the Victorian Ombudsman released Complaints: Good Practice Guide for Public Sector Agencies. This guidance document again provided direction when Council reviewed its Complaint Handling Policy in 2019.

The Complaint Handling Management Policy and Procedure has also been reviewed and adapted to provide detail on how staff should handle complaints. This operational procedure guides staff in applying the Complaint Handling Policy consistently.

Officers will continue to provide performance reports to Council bi-annually. Reporting will provide analysis of complaint trends and suggested responses to help Council continually improve.

Key changes to the revised policy include:

Existing Policy adopted in 2017	Revised policy proposed changes (2019)
<p>Section 3. – Application This policy applies to all Council staff, Councillors, volunteers and contractors carrying out work on Council's behalf. This policy is not applicable to:</p> <ul style="list-style-type: none"> • People complaining about third parties (unless it involves contractors carrying out work on Council's behalf), except when Council has a legal responsibility to report complaints, for example Child Safe Standards. • This policy will be implemented through the accompanying Complaints Handling Procedure. • A complaint does not include a request for service or reporting infrastructure damage in the first instance. • For the purposes of this policy, an issue that is resolved at the first point of contact is not recorded as a complaint. 	<p><i>Keep existing and add to 'not applicable' definition:</i></p> <ul style="list-style-type: none"> • Comments or submissions received during formal consultation or community engagement, which has a specific process for receiving community feedback and comments. • Lodging an appeal in accordance with other policies, procedures and legislation, such as a matter that has been, or is scheduled to be before a court, panel, coroner or tribunal. • A petition to Council about a certain matter. <p>The above issues are still valid and are managed separately from the complaint handling process.</p>
<p>Timeframes (throughout policy) Complaint to be:</p> <ul style="list-style-type: none"> • Acknowledged within 10 business days • Investigated within 28 business days 	<p><i>Changes proposed</i> Complaint to be:</p> <ul style="list-style-type: none"> • Acknowledged within 5 business days • Investigated within 20 business days

6.2 Complaint Handling Policy

<p>4. Definitions:</p> <ul style="list-style-type: none"> • Complaint An expression of dissatisfaction with: <ul style="list-style-type: none"> - the quality of an action taken, decision made, or service provided by Council or its contractor. - a delay or failure in providing a service, taking an action, or making a decision by Council or its contractor. • Complaints handling system The way individual complaints are dealt with by Council, including policy, procedure, technology, reporting, evaluation and improvement. • Complainant A person, organisation or their representative making a complaint. • Days Any references to days in this document are business days. • Dispute An unresolved complaint escalated internally, externally or both. • First Contact staff Any staff member who takes initial receipt of a complaint. • Service request A formal request for something to be provided 	<p><i>Keep existing definitions and add:</i></p> <ul style="list-style-type: none"> • Complex complaint Complex complaints are those which cannot be resolved/managed at the first point of contact and are generally of a more serious or complex nature than simple complaints Complex complaints are to be acknowledged within 5 business days and resolved within 20 business days, except those with extenuating circumstances • Council A Council consists of Councillors who are democratically elected by the residents and ratepayers of a municipality in accordance with the Local Government Act 1989, to set the overall direction for the municipality through long-term planning and decision making In the context of this Policy, the Council refers to Surf Coast Shire Council. • Customer An individual, business organisation that utilizes a service or asset of the Council • Feedback Feedback may take the form of positive and negative comments about a service, product, experience or process of Council The feedback may not require corrective action Feedback may be used to influence future service reviews and delivery methods • Simple complaint Straight-forward expressions of dissatisfaction which may be managed and resolved at the first point of contact by frontline staff or the subject matter expert • Internal review Internal review can be requested if the complainant is not satisfied with the complaint outcome or the way it was resolved or handled Internal reviews will be handled by an officer who is independent of the original decision, action or investigation
<p>6. Roles and responsibilities:</p> <p>Councillors</p> <ul style="list-style-type: none"> • Refer community complaints to the Chief Executive Officer (CEO) or relevant General Manager. • When a Councillor receives a complaint, they will be advised of the outcome by the CEO or relevant General Manager (except for complaints relating to personnel matters). Councillors may be contacted as part of the investigation. <p>Chief Executive Officer</p> <ul style="list-style-type: none"> • Manages complaints about Councillors in accordance with the Councillor Code of Conduct. Legislation requires that the CEO must notify the Independent Broad Based Anti-Corruption Commission (IBAC) of any 	<p>Councillors: <i>(proposed change to)</i></p> <ul style="list-style-type: none"> • Councillors guide customers to lodge complaints directly with Council. • Councillors may be contacted as part of an investigation • In some instances Councillors will be advised of the outcome of the complaint, if it is not a personnel related matter. <p>Chief Executive Officer (no changes proposed)</p>

6.2 Complaint Handling Policy

<p>matter they suspect on reasonable grounds to involve corrupt conduct.</p> <ul style="list-style-type: none">• Manages complaints about General Managers. Liaise with Councillors on complaints raised by them, including advising of outcomes (except for complaints relating to personnel matters). <p>General Managers</p> <ul style="list-style-type: none">• Deal with complaints escalated to them, generally where they were unable to be resolved by others. Responsible for internal review of complaints, provided they do not have a significant connection to the subject matter of the complaint. Write to the complainant to advise them of the outcome.• Liaise with Councillors on complaints raised by them, including advising of outcomes (except for complaints relating to personnel matters). Report on complaints handling to Council bi-annually. <p>Council Officers</p> <ul style="list-style-type: none">• Investigate complaints referred to them. Contact complainant providing contact person and how long it will take to resolve, aiming for within 28 days.• Write to the complainant to advise them of the outcome. <p>First Contact Staff</p> <ul style="list-style-type: none">• Receive and record the complaint in customer request management system and acknowledge it has been received within ten days. Assess it, and resolve it immediately if possible, and record the outcome. If unable to be resolved, refer to relevant officer. <p>Customer Experience Coordinator</p> <ul style="list-style-type: none">• Responsible for overseeing implementation of the policy; ensuring staff are adequately trained to handle complaints; providing assistance to other staff in the handling of complaints; undertaking internal reviews of complaints as required; analyse data, monitor performance and prepare reports relating to customer experience.	<p>General Managers: <i>keep existing and add:</i></p> <ul style="list-style-type: none">• Will consider requests from investigating officers to extend a complaint investigation beyond 20 days in extenuating circumstances. <p>'Council Officers' <i>change to Managers (or delegated officers):</i></p> <ul style="list-style-type: none">• Investigate complaints referred to them.• In first instance contact complainant by phone (or request telephone number if via another channel). And, if appropriate (simple complaint) resolve complaint immediately. If more complex ascertain details and confirm outcome complainant is seeking.• If complaint is complex acknowledge it in writing within 5 days, providing officer contact details and expected time to resolve, aiming for within 20 days.• Telephone complainant advising outcome before delivering outcome in writing. <p>First Contact Staff (<i>change to</i>)</p> <ul style="list-style-type: none">• Assess complaint and resolve immediately if possible.• If more information is required, and customer is on the telephone make every effort to connect with subject matter expert (SME).• If not possible to connect to SME, or SME not able to resolve in the first instance First Contact staff will record the complaint in Customer Request Management system for investigation. <p>Customer Experience Coordinator (no changes proposed)</p>
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6.2 Complaint Handling Policy

<p>Third party contractors</p> <ul style="list-style-type: none">Refer complaints to a First Contact staff member. <p>Volunteers</p> <ul style="list-style-type: none">Refer complaints to a First Contact staff member.	<p>Third Party Contractors and Volunteers (no changes proposed)</p>
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Financial Implications

Not applicable.

Council Plan

Theme 5 High Performing Council

Objective 5.3 Provide quality customer service that is convenient, efficient, timely and responsive

Strategy 5.3.3 Improve how we manage customer requests and complaints

Policy/Legal Implications

Development and adoption of this policy provides good governance in handling complaints helping achieve the requirement of the *Local Government Act 1989*.

Officer Direct or Indirect Interest

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

Risk Assessment

It is important that Council has a contemporary policy and practices to respond to complaints in a consistent and timely manner to manage reputational risk. The presence of a policy and consistent processes helps strengthen Council's reputation and assist should any complaints be escalated to external bodies.

Social Considerations

This policy is underpinned by the principles of fairness and transparency. Including these principles in this policy is important and helps build social trust and confidence in their local government.

Community Engagement

Not applicable.

Environmental Implications

Not applicable.

Communication

The updated policy and information on how to make a complaint will be made available on Council's website. The Complaint Handling Policy and Management Procedure will be communicated to staff accompanied by appropriate training.

Options

Option 1 – Council adopt the revised Complaint Handling Policy

This option is recommended by officers as how we manage customer requests and complaints is a commitment of the Council Plan.

Option 2 – Council adopt a different Complaint Handling Policy.

This option is not recommended as the revised policy is based on the Victorian Ombudsman's guidelines with learning from the past two years of applying the existing policy.

Option 3 – Council do not adopt the Complaints Handling Policy.

This option is not recommended by officers as this would not provide a consistent approach for customers when handling complaints and would not uphold a key objective in the Council Plan.

6.2 Complaint Handling Policy

Conclusion

The revised Complaint Handling Policy will provide an increased level of community confidence that Council recognises people's right to complain, and considers complaint handling to be part of the core business of serving the community and improving service delivery. Council will continue to receive bi-annual reports on the handling of complaints.

6.2 Complaint Handling Policy

APPENDIX 1 SCS-032 COMPLAINT HANDLING POLICY 2019

COUNCIL POLICY



Complaint Handling Policy	Document No:	SCS 032
	Approval Date:	25 June 2019
	Approved By:	Council
	Review Date:	June 2021
	TRIM Reference	D19/67640
Responsible Officer:	Manager Community Relations	
Authorising Officer:	Chief Executive Officer	

1. Purpose

This policy outlines an open and transparent complaint handling system which ensures all complaints are handled fairly and objectively.

The policy commits Council to deal effectively with complaints and guides how complaints handling procedures are implemented.

2. Scope

This policy applies to complaints received from members of the public.

3. Application

This policy applies to all Council staff, Councillors, volunteers and contractors carrying out work on Council's behalf.

This policy will be implemented through the accompanying Complaint Handling Procedure.

This policy is not applicable to:

- Complaints about third parties (unless it involves contractors carrying out work on Council's behalf), except when Council has a legal responsibility to report complaints, for example Child Safe Standards.
- A request for service or reporting infrastructure damage in the first instance.
- Comments or submissions received during formal consultation, which has a specific process for receiving community feedback and comments.
- Lodging an appeal in accordance with other policies, procedures and legislation, such as a matter that has been, or is scheduled to be before a court, panel, coroner or tribunal.
- A petition to Council about a certain matter.

The above issues are still valid and are managed separately from the complaint handling process.

For the purposes of this policy, an issue that is resolved at the first point of contact is not recorded as a complaint.

4. Definitions

For the purposes of this policy, the following definitions apply:

Complainant	A person, organisation or their representative making a complaint.
Complaint	An expression of dissatisfaction with: <ul style="list-style-type: none"> • The quality of an action taken, decision made, or service provided by Council or its contractor. • A delay or failure in providing a service, taking an action, or making a decision by Council or its contractor.

COUNCIL POLICY



Complaint handling system	The way individual complaints are dealt with by Council, including the policy, procedure, technology, reporting, evaluation and improvement.
Complex complaint	Complex complaints are those which cannot be resolved/managed at the first point of contact and are generally of a more serious or complex nature than simple complaints. Complex complaints are to be acknowledged within 5 business days and resolved within 20 business days, except those with extenuating circumstances.
Council	A Council consists of Councillors who are democratically elected by the residents and ratepayers of a municipality in accordance with the Local Government Act 1989, to set the overall direction for the municipality through long-term planning and decision making. In the context of this Policy, the Council refers to Surf Coast Shire Council.
Customer	An individual, business organisation that utilizes a service or asset of the Council.
Feedback	Feedback may take the form of positive and negative comments about a service, product, experience or process of Council. The feedback may not require corrective action. Feedback may be used to influence future service reviews and delivery methods.
Days	Any references to days in this document are business days.
Decisions	Are decisions made by the Council, or an officer under delegated authority (on behalf of the Council).
Dispute	An unresolved complaint escalated internally, externally or both.
First Contact staff	Any staff member who takes initial receipt of a complaint.
Internal review	Internal review can be requested if the complainant is not satisfied with the complaint outcome or the way it was resolved or handled. Internal reviews will be handled by an officer who is independent of the original decision, action or investigation.
Request for service	A request for service is when a customer asks the Council to provide a service, or asks for an action to be taken to address a problem.
Simple complaint	Straight-forward expressions of dissatisfaction which may be managed and resolved at the first point of contact by frontline staff or the subject matter expert.

Unlike a complaint, a service request is raised when a customer wants Council to provide something, generally information or a service, or similarly report a fault by a maintenance request. A complaint, on the other hand, deals with a failure (in the eyes of the customer) to satisfactorily respond to a request or expectation that a service will be provided.

5. Principles

This policy is based on seven principles for effective complaints handling, as outlined in the Victorian Ombudsman's – *Good Practice Guide to Handling Complaints*:

5.1. Commitment

Council is committed to resolving complaints that are received in a timely manner. Council recognises people's right to complain and considers complaint handling to be part of the core business of serving the community and improving service delivery.

COUNCIL POLICY



- 5.2. Accessibility
People can easily find out how to make a complaint and be supported through the complaint process.
- 5.3. Transparency
The complaint handling system clearly sets out how to complain, where to complain and how the complaint will be handled. The steps taken to respond to a complaint are recorded and will stand up to scrutiny.
- 5.4. Objectivity and fairness
Under the complaint handling system, complainants and staff are treated with respect and courtesy. Complaints are judged on merit and fact.
- 5.5. Confidentiality
The complaint handling system protects the personal information of people making a complaint, and council staff will be informed on a 'need to know' basis.
- 5.6. Accountability
Council is accountable, both internally and externally, for its decision making and complaint handling performance. Council provides explanations and reasons for decisions, and ensures that decisions are subject to appropriate review processes.
- 5.7. Continuous Improvement
Council regularly analyses complaint data to find ways to improve how it operate and how it delivers services.

6. Roles and responsibilities

Councillors	<p>Councillors guide customers to lodge complaints directly with Council.</p> <p>Councillors may be contacted as part of an investigation.</p> <p>In some instances Councillors will be advised of the outcome of the complaint, if it is not a personnel related matter.</p>
Chief Executive Officer (CEO)	<p>Manages complaints about Councillors in accordance with the Councillor Code of Conduct.</p> <p>Legislation requires the CEO must notify the Independent Broad Based Anti-Corruption Commission (IBAC) of any matter they suspect on reasonable grounds to involve corrupt conduct.</p> <p>Manages complaints about General Managers.</p> <p>Liaise with Councillors on complaints raised by them, including advising of outcomes (except for complaints relating to personnel matters).</p>
General Managers	<p>Deal with complaints escalated to them, generally where they were unable to be resolved by others.</p> <p>Responsible for Internal Review of complaints, provided they do not have a significant connection to the subject matter of the complaint.</p> <p>Liaise with Councillors on complaints raised by them, including advising of outcomes (except for complaints relating to personnel matters).</p> <p>Report on complaints handling to Council bi-annually.</p>

COUNCIL POLICY



	Will consider requests from investigating officers to extend a complaint investigation beyond 20 days in extenuating circumstances.
Managers (or Delegated Officers)	<p>Investigate complaints referred to them.</p> <p>In first instance contact complainant by phone (or request telephone number if via another channel). And, if appropriate (simple complaint) resolve complaint immediately. If more complex ascertain details and confirm outcome complainant is seeking.</p> <p>If complaint is complex acknowledge it in writing within 5 days, providing officer contact details and expected time to resolve, aiming for within 20 days.</p> <p>Telephone complainant advising outcome before delivering outcome in writing.</p>
First Contact staff	<p>Assess complaint and Resolve immediately if possible.</p> <p>If more information is required, and customer is on the telephone make every effort to connect with subject matter expert (SME).</p> <p>If not possible to connect to SME, or SME not able to resolve in the first instance First Contact staff will record the complaint in Customer Request Management system for investigation.</p>
Customer Experience Coordinator	Responsible for overseeing implementation of the policy; ensuring staff are adequately trained to handle complaints; providing assistance to other staff in the handling of complaints; undertaking internal reviews of complaints as required; analyse data, monitor performance and prepare reports relating to customer experience.
Third party contractors	Refer complaints to a First Contact staff member.
Volunteers	Refer complaints to a First Contact staff member.

7. How to make a complaint

A person can make a complaint in a number of ways.

Channel	Access
Online	www.surfcoast.vic.gov.au
Email	info@surfcoast.vic.gov.au
Mail	PO Box 350, Torquay, VIC, 3228
Telephone	5261 0600
In person	1 Merrijig Drive, Torquay, VIC, 3228 or a Council satellite office

The complaint should include the following information if relevant:

- The date, time, location or event;
- The nature and description of the complaint; and
- A statement identifying what the complainant seeks as an acceptable outcome to the complaint by way of resolution.

COUNCIL POLICY



Anonymous Complaints

Council will accept anonymous complaints if enough information is provided to deal with it.

Officers are encouraged to advise the Complainant that providing information will assist Council in administering the Complaint Handling Policy. Where a Complainant is unwilling to disclose their details the investigation process is disadvantaged because:

- anonymity generally reduces Council's ability to properly investigate a matter, and,
- it can be difficult to clarify the nature of the complaint and obtain additional information from the complainant
- Council is unable to contact or provide the person(s) with reasons for any decision made about their complaint.

Notwithstanding the above constraints, Council will endeavor to address anonymous complaints in a manner consistent with the principles and processes applied to other complaints.

A Complainant may use an advocate or authorized personal representative to progress their complaint.

If required an interpreting service will be provided to facilitate the complaint.

8. Complaints about allegations of corrupt conduct

Where a complaint involves allegations of corrupt conduct, it will be handled in accordance with the Independent Broad-based Anti-corruption Commission (IBAC) complaints process.

The Chief Executive Officer has legislated obligations in respect of mandatory reporting of suspected corruption that operate outside of this policy.

9. Monitoring and Reporting

Council will proactively monitor performance by analysing trends in complaints at least bi-annually.

10. Records

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

	Retention/Disposal Responsibility	Retention Period	Location
Complaint and related	PROS 07/01	Permanent	State Archives

11. Related documents

- 10.1 Complaints Handling Management Procedure
- 10.2 Customer Service Charter
- 10.3 Customer Service Strategy
- 10.4 Councillor Code of Conduct

12. References

Victorian Ombudsman	Good Practice Guide to Handling Complaints Report and Guide; September 2016
Victorian Ombudsman	Councils and complaints – A good practice guide; February 2015
AS/NZS 10002:2014	Guidelines for complaint handling in organisations
	Privacy and Data Protection Act 2014
	Health Records Act 2001
	Local Government Act 1989
	FOI Solutions Complaints Training Guidelines

6.3 SCS-014 CCTV in Public Spaces Policy

Author's Title: Coordinator Community Health and Development **General Manager:** Chris Pike

Department: Community Health and Development **File No:** F18/311

Division: Culture & Community **Trim No:** IC19/821

Appendix:

1. Public Spaces Closed Circuit Television Policy (D19/7218)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Reason: Nil

Purpose

The purpose of this report is to present the Closed Circuit Television in Public Spaces Policy (SCS-014) for adoption by Council.

Summary

The Closed Circuit Television in Public Spaces Policy (SCS-014 or the Policy) has been developed according to relevant legal and policy guidelines, literature, subject matter expertise and stakeholder input.

The Policy provides a transparent, consistent and evidence-based process to guide Council's consideration of matters related to the approval and management of closed circuit television (CCTV) in public spaces owned or managed by the Surf Coast Shire Council within the Surf Coast Shire (the Shire).

Recommendation

That Council adopts the Closed Circuit Television in Public Spaces Policy SCS-014 as per Appendix 1.

Council Resolution

MOVED Cr Brian McKiterick, Seconded Cr Clive Goldsworthy

That Council adopts the Closed Circuit Television in Public Spaces Policy SCS-014 as per Appendix 1.

CARRIED 7:0

6.3 SCS-014 CCTV in Public Spaces Policy

Report

Background

One third of people participating in the Council Plan community engagement identified community safety as an issue that Council should focus on.

Further research to better understand community safety issues indicated that bushfire safety, road and pathway safety and crime (in Torquay) were the top three priorities.

The community safety research was presented at the 11 December 2018 Council meeting. Council resolved to develop a policy for Close Circuit Television in Public Spaces.

Council has received a small number of public requests for Council to support the implementation of CCTV in public spaces to prevent property theft and crime.

The development of the Policy was informed by:

- a literature review of relevant legal and policy guidance including:
 - Surveillance Devices Act 1999
 - Privacy and Data Protection Act 2014
 - Freedom of Information Act 1982
 - Victorian Public Records Act 1973
 - Charter of Human Rights and Responsibilities Act 2006
 - Freedom of Information Act 1982
 - Australian Standards AS4806 2008 for CCTV
 - Guidelines to surveillance and privacy in the Victorian Public Sector (Victorian Commissioner for Privacy and Data Protection, 2017)
 - Guide to developing CCTV for Public Safety in Victoria (State Government of Victoria, 2018)
 - Security and Privacy of Surveillance Technologies in Public Places (Victorian Auditor General's Office, 2018)
- data analysis regarding perceived and actual safety issues across the Surf Coast Shire
- consultation with Surf Coast Shire Council units including Local Laws, Emergency Management, Customer Service, Roads Management and Youth Development
- benchmarking, correspondence, interviews and site visits with other local governments, interviews with local area officers of Victoria Police and representatives of the Department of Justice and Regulation.

Discussion

The Policy reflects the role of local government and ensures Council meets its legal and regulatory obligations balancing individuals' right to feel safe and be safe in public spaces with individuals' right to privacy.

The Policy provides for CCTV installed on, or being considered for, public spaces within the Shire that Council owns or manages including CCTV systems owned and operated by third parties such as Victoria Police or contracted private security companies.

Guidance for the use of surveillance devices installed on Council land and facilities that are operated by Council or third parties via lease, licence or another instrument of delegation is provided for under Surf Coast Shire Council Management Policy and Procedure 048 *Access and Use of Surveillance Devices and Footage* and not within the scope of the Policy (SCS 014).

The Policy provides for proposals made by Council officers and third parties such as Victoria Police and community groups.

6.3 SCS-014 CCTV in Public Spaces Policy

The Policy ensures that approval or management of CCTV in public spaces has considered all relevant evidence pertaining to:

- the effectiveness of CCTV in the proposed context, compared to or in addition to other public space management and community strengthening approaches
- less privacy-invasive alternatives
- the proportionality of CCTV as a response to a community safety issue
- the level of support within the community, including all parties affected by its use
- compliance with relevant laws and legislation
- Its management, including ongoing resourcing, governance, maintenance and repair procedures, agreements, communications

The Policy provides for input from subject matter experts including but not limited to local area members of Victoria Police to inform the consideration of and resolution on a proposal at a Council meeting.

The Policy reflects current research, which indicates that CCTV has a crime prevention effect in some public space contexts, and is most effective in improving community safety as part of a suite of initiatives that include environmental design, public space management and community strengthening approaches.

The Policy reflects Council's commitment to work with partners to ensure the safety of residents and visitors within the Shire. The evidence-based use of CCTV in public spaces, as provided for by the Policy, delivers on the Council Plan 2017 – 2021 commitment to 'improve community safety'.

Financial Implications

Research indicates that councils using CCTV in public spaces allocate significant and ongoing resources to asset purchase and installation, management and maintenance of the system.

The Policy provides for consideration of financial implications of using or approving the use of CCTV in public spaces requiring proposals to provide an appropriate management and resourcing plan for the CCTV system.

Council Plan

Theme 1 Community Wellbeing
Objective 1.3 Improve community safety
Strategy 1.3.1 Understand community safety issues and needs, and design an appropriate local response

Theme 1 Community Wellbeing
Objective 1.2 Support people to be healthy and active
Strategy 1.2.2 Implement health and wellbeing impact assessments as part of infrastructure and project planning

Theme 4 Vibrant Economy
Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth
Strategy 3.1.2 Develop partnerships to better manage interfaces between public and private land

Policy/Legal Implications

The Policy has been developed in reference to all relevant legal and policy guidance. The adoption of the Policy will support Council to meet its legal and regulatory obligations and use or approve the use of CCTV in line with state government guidance.

Officer Direct or Indirect Interest

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

Risk Assessment

Failure to adopt the Policy would result in an inconsistent and ad hoc assessment of proposals for the use of CCTV in public spaces.

The Policy provides a transparent, consistent and evidence-based process to guide Council's consideration of matters related to the use and approval of CCTV in public spaces.

6.3 SCS-014 CCTV in Public Spaces Policy

Social Considerations

The Policy provides for consideration of less privacy-invasive interventions including environmental design, public space management and community strengthening approaches in assessing proposals for the use of CCTV in public spaces.

Community Engagement

The Policy provides for consideration of community support for proposals for the use of CCTV in public spaces.

Environmental Implications

No anticipated environmental implications

Communication

Stakeholders who have shown an interest in the Closed Circuit Television in Public Spaces Policy have been informed about the process to develop and adopt the Policy. Interested stakeholders will also be informed about the adoption of the Policy.

Options

Option 1 – Council adopts the Closed Circuit Television in Public Spaces Policy (SCS 014) as presented.

This option is recommended by officers as the Policy provides a transparent, consistent and evidence-based process to guide Council's consideration of matters related to the approval and management of CCTV in public spaces owned or managed by the Surf Coast Shire Council within the Shire.

Option 2 - Council adopts the Closed Circuit Television in Public Spaces Policy (SCS 014) with amendments.

This option is not recommended by officers as the Policy has been developed according to relevant legal and policy guidance, current literature and input from stakeholders including subject matter experts. The Policy provides a comprehensive process to guide Council's consideration of matters related to the approval and management of closed circuit television (CCTV) in public spaces within the Shire.

Option 3 – Council does not adopt the Closed Circuit Television in Public Spaces Policy (SCS 014)

This option is not recommended by officers as the use and approval of CCTV in public spaces would be inconsistent, ad hoc and expose Council to legal, reputational and financial risk.

Conclusion

The Closed Circuit Television in Public Spaces Policy is proposed to provide an evidence and best-practice based framework for considering future CCTV proposals.

6.3 SCS-014 CCTV in Public Spaces Policy

APPENDIX 1 PUBLIC SPACES CLOSED CIRCUIT TELEVISION POLICY

COUNCIL POLICY



Public Space Closed Circuit Television	Document No:	
	Approval Date:	
	Approved By:	
	Review Date:	April, 2022
	TRIM Reference	D19/7218
Responsible Officer:	Director, Culture and Community	
Authorising Officer:	Chief Executive Officer	

1. Purpose

The Surf Coast Shire Council (Council) is committed to working with others to ensure the safety of residents and visitors within the Surf Coast Shire (the Shire). As part of a broader suite of community safety initiatives Council will, where deemed necessary and appropriate, use or approve the use of, closed circuit television (CCTV) in public spaces to maximise community safety.

Whilst CCTV surveillance systems in public spaces can contribute to community safety they also impact on the privacy of individuals. Accordingly, CCTV is subject to a number of legal and regulatory controls to ensure individuals' rights to privacy are maintained. This policy provides the Council with direction when considering matters related to approval and management of CCTV for the purpose of improving community safety in public spaces within the Shire. The Closed Circuit Television in Public Spaces Policy (the Policy) is in place to ensure Council meets legal and regulatory obligations and has a consistent approach to CCTV in public spaces that balances safety with individuals' rights to privacy.

2. Scope

This policy applies to;

- All CCTV installed on, or being considered for, public space within the Shire that the Council owns and/or manages
- CCTV systems owned and operated by the Council in public spaces
- CCTV systems owned and operated by third parties, such as Victoria Police and/or contracted private security companies on Council owned or managed land deemed public spaces.

This policy does not apply to;

- The approval and management of Council's corporate CCTV systems that are installed on Council land and facilities for the purposes of protecting staff, assets and/or the management of services
- CCTV installed in Council owned facilities leased to third parties or managed via an instrument of delegation
- CCTV systems on private property including that of private residences and local businesses
- Public spaces within the Shire that Council does not own or manage.

3. Application

The Policy applies to the consideration of proposals for the installation and management of CCTV in public spaces within the Shire that the Council owns or manages.

Proposals for CCTV in public spaces should include a map and description of the proposed site/area/precinct. Proposals should also respond to the Policy criteria in **section 5. Policy** including any information or documentation required to assess the proposal.

Proposals need to be submitted in writing to the Council's General Manager, Culture and Community.

4. Definitions

Term	Definition
CCTV system	A surveillance system in which a number of cameras are connected through a closed circuit. The footage taken by the cameras is sent to a television monitor or

COUNCIL POLICY



	recorder. Physical elements of a Closed Circuit Television system generally consists of several main assets, such as cameras, relay systems like cabling or wireless antennas and video data storage, viewing and printing devices ¹
Public Space	Any place to which the public has access as of right or by invitation, whether expressed or implied and where no charge is made for the admission to that place. ² Public spaces include: <ul style="list-style-type: none"> • Parks and playgrounds • Public car parks • Road Reserves • Open spaces
Community Safety	Community members feeling and being safe
Public safety CCTV system	CCTV systems installed in public spaces for the purpose of increasing community safety, discouraging and detecting antisocial behaviour in public spaces. Public Safety CCTV system data is most commonly used by Victoria Police for the purposes of upholding the law, protecting life and property, detecting and apprehending offenders and preserving the peace.
Corporate CCTV system	CCTV systems installed by a council for the purposes of protecting staff, monitoring and managing facilities, assets and services. Corporate CCTV systems are most commonly managed by council employees and/or contractors ³ and the data is mostly used by council staff

5. Policy

Council will consider all proposals to use CCTV in public spaces to improve community safety, including proposals from Council officers and those from third parties including Victoria Police and community groups.

Council will not support the use of CCTV in public spaces where individuals could have a reasonable expectation of privacy including in change rooms and public toilets⁴.

All other proposals to use CCTV in public spaces to improve community safety will be assessed against the following six criteria. Council will only approve CCTV proposals that meet all six criteria. The criteria align to best practice guidelines for CCTV and the law.

No.	Criterion definition	Criteria description
1	CCTV will be effective in resolving the problem	The problem is clearly defined and quantified, and evidence demonstrating CCTV is an effective solution to that problem is provided.
2	Less privacy invasive alternatives have been considered or trialled but will not be effective in resolving the problem	CCTV impacts on individuals rights to privacy. Accordingly, best practice guidelines outline that CCTV should not be used simply because it is the most cost effective or convenient means to achieve an objective. Instead the benefits of surveillance must substantially outweigh any intrusion of privacy ⁵ . Before CCTV is approved, the party proposing CCTV must be able to provide evidence that less privacy-invasive alternatives to CCTV (such as education and

¹ Victorian Government (2018) Guide to developing CCTV for public safety in Victoria. Available at: <https://www.crimeprevention.vic.gov.au/resources/cctv/guide-to-developing-cctv-for-public-safety-in-victoria>.

² Victorian Government (2018) Guide to developing CCTV for public safety in Victoria. Available at: <https://www.crimeprevention.vic.gov.au/resources/cctv/guide-to-developing-cctv-for-public-safety-in-victoria>

³ Victorian Auditor-General's Office (2018) Security and Privacy of Surveillance Technologies in Public Places. Available at: <https://www.audit.vic.gov.au/report/security-and-privacy-surveillance-technologies-public-places?section>

⁴ Victorian Commissioner for Privacy and Data Protection (2017) Guidelines to surveillance and privacy in the Victorian public sector. Available at: <https://ovic.vic.gov.au/wp-content/uploads/2018/07/Guidelines-to-surveillance-and-privacy-in-the-Victorian-public-sector.pdf>

⁵ Victorian Commissioner for Privacy and Data Protection (2017) Guidelines to surveillance and privacy in the Victorian public sector. Available at: <https://ovic.vic.gov.au/wp-content/uploads/2018/07/Guidelines-to-surveillance-and-privacy-in-the-Victorian-public-sector.pdf>

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COUNCIL POLICY



		awareness campaigns and crime prevention through environmental design) have been explored and evidence as to why these alternatives will not be effective in responding to the problem.
3	CCTV is a proportionate response to the problem	Evidence is provided to show that the use of CCTV is proportionate to the problem. Such evidence could include criminal incidence rates compared to like public spaces and/or benchmarking that shows similar problems and the use of CCTV elsewhere.
4	Affected stakeholders are in support of the use of CCTV	Before implementing CCTV the organisation proposing installation should engage with stakeholders that would be affected to ensure they are comfortable with CCTV as the response. Engagement should be undertaken to the standards outlined in the Victorian Auditor General Public Participation Better Practice Guide ⁶ . Engagement results should demonstrate support for the use of CCTV in the proposed location.
5	The CCTV proposal complies with relevant laws and standards.	The party proposing the installation of CCTV bears the responsibility to demonstrate the CCTV proposal complies with all the relevant legislation. Relevant laws include; <ul style="list-style-type: none"> • Surveillance Devices Act 1999 • Privacy and Data Protection Act 2014 • Victorian Public Records Act 1973 • Victorian Private Security Act 2004 (s 25 3) • Victorian Charter of Human Rights and Responsibilities Act 2006 (ss, 7 & 13) • Victoria's Evidence Act 2008 • Australian Standards AS 4806.1 2006 Closed circuit television (CCTV)
6	An appropriate management and resourcing plan for the CCTV system is proposed	An appropriate management and resourcing system includes; <ol style="list-style-type: none"> a) Good Governance: A clearly defined and documented governance structure for the installation and management of the CCTV system. The proposed governance body must have the relevant skills and experience required to appropriately govern the system. Good governance also includes standard operating procedures including how the use, management, access and disclosure of information collected by the CCTV system will be managed. b) Agreements: A signed Memorandum of Understanding with Victoria Police and other relevant parties. c) Communications: A documented communications plan including plans to ensure appropriate signage to ensure people are aware that surveillance devices are in place, the objectives of surveillance and how to obtain information about their use and a well-publicised and accessible complaints process. d) Resourcing: The cost of installing and operating the CCTV system is clearly outlined with adequate

⁶ Victorian Auditor –General's Office (2015) Public Participation in Government Public Decision Making. Available at: <https://www.audit.vic.gov.au/sites/default/files/20150130-Public-Participation-BPG.pdf>

COUNCIL POLICY



		and sustainable resourcing to cover the costs. The proposed costs will also be considered against the perceived outcomes. e) Any other considerations relevant to the particular request.
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6. Assessment

All proposals will be added the agenda of a Council meeting to be considered by Council as part of its deliberations on that item of business.

The General Manager, Culture and Community will bring together subject matter experts, including but not limited to, Council officers and local area members of Victoria Police in the preparation of a Council meeting report. All available information, including the application and supporting information and documentation, subject matter expert advice and other relevant evidence will inform an officer's recommendation. Council will consider the officer's recommendation and resolve on an application.

References

1. Surveillance Devices Act 1999
2. Privacy and Data Protection Act 2014
3. Victorian Public Records Act 1973
4. Victorian Private Security Act 2004 (s 25 3)
5. Victorian Charter of Human Rights and Responsibilities Act 2006 (ss, 7 & 13)
6. Victoria's Evidence Act 2008
7. Australian Standards AS 4806.1 2006 Closed circuit television (CCTV)
8. Victorian Commissioner for Privacy and Data Protection (2017) Guidelines to surveillance and privacy in the Victorian public sector. Available at: <https://ovic.vic.gov.au/wp-content/uploads/2018/07/Guidelines-to-surveillance-and-privacy-in-the-Victorian-public-sector.pdf>
9. Victorian Government (2018) Guide to developing CCTV for public safety in Victoria. Available at: <https://www.crimeprevention.vic.gov.au/resources/cctv/guide-to-developing-cctv-for-public-safety-in-victoria>
10. Victorian Auditor –General's Office (2015) Public Participation in Government Public Decision Making. Available at: <https://www.audit.vic.gov.au/sites/default/files/20150130-Public-Participation-BPG.pdf>
11. Victorian Auditor-General's Office (2018) Security and Privacy of Surveillance Technologies in Public Places. Available at: <https://www.audit.vic.gov.au/report/security-and-privacy-surveillance-technologies-public-places?section>

6.4 Great Ocean Road Coast Committee - Draft Taylor Park Masterplan

Author's Title: Coordinator Open Space Planning and Development **General Manager:** Chris Pike

Department: Recreation & Open Space Planning **File No:** F15/752

Division: Culture & Community **Trim No:** IC19/921

Appendix:

1. Surf Coast Shire Submission - Draft Taylor Park Masterplan (D19/81175)
2. GORCC Draft Taylor Park Masterplan May 2019 (D19/73018)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Reason: Nil

Purpose

The purpose of this report is to endorse a submission to the Great Ocean Road Coast Committee – Draft Taylor Park Masterplan process.

Summary

Taylor Park is situated in the heart of Torquay and provides the main public open space for the town centre other than the beach and foreshore. The park is Crown land managed by the Great Ocean Road Coast Committee (GORCC) under the Crown Land (Reserves) Act 1978.

The draft masterplan has been informed by community and stakeholder consultation conducted over summer 2018/19. The key themes highlighted include retaining the natural bushland character of the park, protection from development, additional and upgraded facilities including a grassed area, and environmental and heritage educational signage.

The draft masterplan has been developed to guide future improvements, however limited improvements or enhancements have been identified that will benefit users of Taylor Park.

The Torquay Bowling Club is the key tenant within Taylor Park and four years into a 21 year Crown Land Lease. The club has expressed a desire for a small lease footprint expansion into the park to allow for a third bowling green and additional parking. This proposal has been removed due to mixed views during the consultation period. Officers suggest that this is a missed opportunity to provide clarity to the Bowling Club and local community regarding the club's future development aspirations.

The draft masterplan states that the Great Ocean Road Coast and Parks Authority (GORCPA) is likely to take over the management of Taylor Park in 2020. Senior officers from Department of Environment, Land Water and Planning (DELWP) and the councils spanning the Great Ocean Road have formed a working group to progress the implementation of the Great Ocean Road Action Plan. One matter being considered by the working group is whether particular land tenure changes would be appropriate to undertake in conjunction with establishing GORCPA.

A submission has been prepared by officers to the Draft Taylor Park Masterplan as attached at Appendix 1.

Recommendation

That Council:

1. Endorses the submission to the Great Ocean Road Coast Committee – Draft Taylor Park Masterplan as attached at Appendix 1.
2. Authorises the General Manager Culture and Community to forward the submission to the Great Ocean Road Coast Committee on behalf of Council.

6.4 Great Ocean Road Coast Committee - Draft Taylor Park Masterplan

Council Resolution

MOVED Cr Martin Duke, Seconded Cr Margot Smith

That Council:

1. Endorses the submission to the Great Ocean Road Coast Committee – Draft Taylor Park Masterplan as attached at Appendix 1.
2. Authorises the General Manager Culture and Community to forward the submission to the Great Ocean Road Coast Committee on behalf of Council.

CARRIED 7:0

6.4 Great Ocean Road Coast Committee - Draft Taylor Park Masterplan

Report

Background

Taylor Park is situated in the heart of Torquay and provides the main public open space for the town centre other than the beach and foreshore. The park is Crown land managed by the Great Ocean Road Coast Committee (GORCC) under the Crown Land (Reserves) Act 1978.

The draft masterplan has been informed by community and stakeholder consultation conducted over summer 2018/19. The key themes highlighted included retaining the natural bushland character of the park, protection from development, additional and upgraded facilities including a grassed area, and environmental and heritage educational signage.

The Torquay Bowling Club site within Taylor Park is leased from GORCC under a 21-year Crown land lease (established in 2016). GORCC acknowledge the Bowls Club's desire for a relatively small lease expansion into the park to allow for a third bowling green and additional parking, however the summer consultation identified mixed views to this proposal.

GORCC supports the Bowling Club in its current capacity and use but without further consultation and investigation GORCC cannot support or commit to an extension to the lease area; therefore this is not included in the draft masterplan. GORCC have met with the Bowls Club and have committed to continue working closely with them regarding their future aspirations.

The draft masterplan recognises that a new authority, Great Ocean Road Coast and Parks Authority (GORCPA), is due to commence in 2020, which will replace GORCC and other land managers along the Great Ocean Road. The draft masterplan states that as it currently stands, GORCPA will become the Crown land manager and therefore be responsible for the management of Taylor Park and implementation of the masterplan moving forward. A clear delivery plan for staged works over the life of the plan will be presented to GORCPA by GORCC at an appropriate time in the future.

Discussion

Council was invited to prepare a submission to the public exhibition of the Draft Taylor Park Masterplan which opened 18 April and closed 10 May 2019. Officers confirmed with GORCC that the earliest opportunity for Council to endorse a submission to the draft masterplan would be at its 25 June 2019 Ordinary meeting.

The focus of the Draft Taylor Park Masterplan is on protecting and enhancing the environmental, biodiversity and heritage values of the park along with some minor facility upgrades within the park. The masterplan has been developed to guide future improvements; however limited improvements or enhancements have been identified in the draft masterplan that will benefit users of Taylor Park.

A number of officers across different departments have been involved in reviewing and providing comments to the draft masterplan. This key feedback is summarised in the submission to the Great Ocean Road Coast Committee - Draft Taylor Park Masterplan as attached at Appendix 1.

Key concerns from officers relate to the missed opportunity to provide clarity to the Torquay Bowling Club and local community regarding the club's future development aspirations.

The draft masterplan states that GORCPA is likely to take over the management of Taylor Park in 2020. Senior officers from DELWP and the councils spanning the Great Ocean Road have formed a working group to progress the implementation of the Great Ocean Road Action Plan. One matter being considered by the working group is whether particular land tenure changes would be appropriate to undertake in conjunction with establishing GORCPA.

Financial Implications

There are no financial implications relating to the recommendations in this report.

Any financial implications relating to possible land tenure changes associated with establishing GORCPA would be considered in a separate report at a future meeting of Council.

6.4 Great Ocean Road Coast Committee - Draft Taylor Park Masterplan

Council Plan

Theme	1 Community Wellbeing
Objective	1.2 Support people to be healthy and active
Strategy	1.2.1 Develop and implement local programs to support Healthy Eating and Active Living
Theme	3 Balancing Growth
Objective	3.2 Ensure infrastructure is in place to support existing communities and provide for growth
Strategy	3.2.6 Advocate for supporting infrastructure
Theme	1 Community Wellbeing
Objective	1.3 Improve community safety
Strategy	1.3.1 Understand community safety issues and needs, and design an appropriate local response

Policy/Legal Implications

There is no policy or legal implications relating to the recommendations in this report.

Officer Direct or Indirect Interest

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

Risk Assessment

One of the key risks relates to the effectiveness of GORCC's community engagement in the development of the draft masterplan. There have been limited improvements or enhancements identified in the draft masterplan, which is considered a missed opportunity to provide clarity to the Torquay Bowling Club and local community regarding the club's future development aspirations.

Social Considerations

Torquay accounts for approximately 45% of the Shire's population and is identified as a growth node within Surf Coast Shire. Of the projected 14,490 new Shire residents by 2036, approximately 10,887 will live in Torquay with 3,282 of these new residents aged 60 or above. Taylor Park will continue to play a critical role as the main open space parcel for the Torquay town centre and contribute to meeting the social and recreational needs of a growing community.

Community Engagement

GORCC released the draft Taylor Park Masterplan on 18 April with feedback closing 10 May 2019. Two community consultation sessions were held on 24 April and 4 May 2019. Feedback received during the consultation period will be considered to inform the development and design of the final masterplan.

There was one Taylor Park Masterplan Agency Working Group meeting on 8 November 2018 to provide input into the draft masterplan. The meeting was attended by Council's Manager Recreation and Open Space Planning, Manager Economic Development and Principal Strategic Planner.

Environmental Implications

Review of State Government GIS mapping shows that there is no Aboriginal Heritage, rare and threatened flora and fauna or noxious pest plants and animals within Taylor Park. With limited natural values identified officers support the ongoing vegetation management actions identified in the draft masterplan.

Communication

Council's resolution and submission to GORCC will be available on the Shire website and shared with key community groups including Torquay Bowling Club and Friends of Taylor Park.

Options

Option 1 – Receive and note the submission

This option is recommended by officers as it recognises Taylor Park as the main public open space for the Torquay town centre and is consistent with feedback received from the Environment, Economic Development, Recreation & Open Space Planning and Strategic Planning Departments.

6.4 Great Ocean Road Coast Committee - Draft Taylor Park Masterplan

Option 2 – Receive and note the submission with minor amendments

This option is not recommended by officers as the submission has been developed in accordance with officer feedback, however Councillors may determine to make minor amendments to the submission prior to final resolution.

Option 3 – Do not support the submission

This option is not recommended by officers as it's important that Council provides a response to the draft masterplan with Taylor Park being such a highly valued open space parcel for the Torquay community.

Conclusion

Key concerns from officers relate to the missed opportunity to provide clarity to the Torquay Bowling Club and local community regarding the club's future development aspirations

The draft masterplan states that GORCPA is likely to take over the management of Taylor Park in 2020. A working group has been formed to progress the implementation of the Great Ocean Road Action Plan, which will consider whether particular land tenure changes would be appropriate in conjunction with establishing GORPCA.

6.4 Great Ocean Road Coast Committee - Draft Taylor Park Masterplan

APPENDIX 1 SURF COAST SHIRE SUBMISSION - DRAFT TAYLOR PARK MASTERPLAN

Surf Coast Shire Council Submission Points to the Draft Taylor Park Master Plan (June 2019)

- Council thanks GORCC for the opportunity to provide comment to the draft Taylor Park Master Plan.
- Council notes the public exhibition of the Draft Taylor Park Master Plan opened 18 April and closed 10 May 2019. The earliest opportunity for Council to receive a report and endorse a submission to the draft master plan was at its 25 June 2019 Ordinary meeting.
- Council supports Taylor Park as a highly valued open space providing recreational opportunities and connection to the natural environment within the Torquay central business area.
- Council notes the draft master plan has been informed by community and stakeholder consultation conducted over summer 2018/19 with key themes including retaining the natural bushland character of the park, protection from development, upgraded facilities and environmental and heritage signage.
- Council notes Torquay Bowling Clubs desire for a relatively small lease expansion into Taylor Park to allow for a third bowling green and additional parking, however the summer consultation identified strong mixed views to this proposal.
- Council notes that the draft master plan confirms that GORCC supports the Bowling Club in its current capacity and use but without further consultation and investigation GORCC cannot support or commit to an extension to the lease area; therefore this is not included in the draft master plan.
- Council notes that GORCC has met with the Bowling Club and has committed to continue working closely with them regarding their future aspirations.
- Council suggests this is a missed opportunity to provide clarity to the Torquay Bowling Club and local community regarding the club's future development aspirations.
- Torquay accounts for approximately 45% of the Shire's population and is identified as a growth node within Surf Coast Shire. Of the projected 14,490 new Shire residents by 2036, approximately 10,887 will live in Torquay with 3,282 of these new residents aged 60 or above.
- Council notes that the draft master plan recognises that a new authority, Great Ocean Road Coast and Parks Authority (GORCPA), is due to commence in 2020, which will replace GORCC and other land managers along the Great Ocean Road. The master plan suggests that GORCPA will become the Crown land manager and therefore be responsible for the management of Taylor Park and implementation of the plan moving forward.
- Council understands that senior officers from the Department of Environment, Land, Water and Planning (DELWP) and the Councils spanning the Great Ocean Road have formed a working group to progress the implementation of the Great Ocean Road Action Plan. One matter being considered is whether particular land tenure changes would be appropriate to undertake in conjunction with establishing GORCPA.
- Council supports the ongoing vegetation management actions identified in the master plan.
- Taylor Park will continue to play a critical role as the main open space parcel for the Torquay town centre and contribute to meeting the social and recreational needs of a growing community.
- Council notes that the master plan has been developed to guide future improvement in Taylor Park, however limited improvements or enhancements have been identified that will benefit users.
- Council believes that there is a missed opportunity to enhance connections with the adjacent land uses and existing facilities (i.e Walker and Cliff St entry points) in-line with previous planning documents including the 2017 Torquay Urban Design Framework.
- Council believes the master plan misses the potential that Taylor Park could play in hosting and supporting events in the Torquay town centre.
- Council notes that user safety has not been improved; an opportunity has been missed to open up the park with larger open spaces that offer improved visual surveillance and lines of sight.

6.4 Great Ocean Road Coast Committee - Draft Taylor Park Masterplan

APPENDIX 2 GORCC DRAFT TAYLOR PARK MASTERPLAN MAY 2019

TAYLOR PARK DRAFT MASTER PLAN KEY ACTIONS

OVERVIEW OF DRAFT MASTER PLAN AND PROPOSED IMPROVEMENTS

This draft master plan has been informed by community and stakeholder consultation conducted over summer 2018/19. The key themes highlighted included retaining the natural bushland character of the park, protection from development, additional and upgraded facilities including a grassed area, and environmental and heritage educational signage.

The park is Crown land managed by the Great Ocean Road Coast Committee (GORCC) under the *Crown land (Reserves) Act 1978*.

The Wadawurrung name for Taylor Park is 'djirnap' – the place of the white cockatoo.

The Torquay Bowls Club site within Taylor Park is leased from GORCC under a 21-year Crown land lease. GORCC acknowledge the Bowls Club's desire for lease expansion however consultation has identified strong mixed views. GORCC supports the Bowls Club in its current capacity and use. Without further consultation and investigation GORCC cannot support or commit to an extension to the lease area. GORCC will continue to work closely with the Bowls Club.

Priority works have been submitted for consideration in GORCC's draft 2019/20 budget.

A new authority, Great Ocean Road Coast and Parks Authority (GORCPA), is due to commence in 2020, replacing GORCC and other land managers along the Great Ocean Road. GORCPA will become the Crown land manager and therefore be responsible for the management of the park, and implementation of the plan moving forward. A clear delivery plan for staged works over the life of the plan will be presented to GORCPA.

PROPOSED IMPROVEMENTS TIMELINE

Short term: 1-3 years
Medium term: 4-7 years
Long term: 8+ years



SHORT TERM

- Landscape pond area and formalise pond edge.
- Develop educational signage with Wadawurrung, Friends of Taylor Park and Torquay Historical Society to assist understanding and appreciation of environmental and heritage values.
- Provide wayfinding signage to nearest public toilets and key points of interest.
- Investigate provision of drinking fountains.
- Provide new bicycle parking.

MEDIUM TERM

- Improve grass cover in picnic areas and investigate opportunities to harvest storm water for irrigation.
- Upgrade existing picnic facilities overlooking Fishermans Beach.
- Upgrade existing lighting to meet best-practise sustainable standards.

LONG TERM

- Provide additional picnic facilities along Zeally Bay Road.

ONGOING

- Protect and enhance heritage eucalypt avenues. Replace with eucalypt species if removal required.
- Manage cypress and pine trees for safety. Replace with native species if removal required.
- Remove woody weeds and listed noxious weeds.
- Remove sediment and other pollutants in wetland.
- Maintain existing tree cover to provide shade and cooling through replacement planting of canopy trees.
- Regenerate bushland areas in partnership with Friends of Taylor Park and other community groups.
- Protect and maintain existing historic gates and paths to honour the heritage of the park.
- Continue to support and work alongside Friends of Taylor Park, the Wadawurrung, and other community groups to manage the park.

6.5 Section 86 Committees of Management - Membership Update

Author's Title: Administration Officer
Department: Recreation & Open Space Planning
Division: Culture & Community

General Manager: Chris Pike
File No: F12/2180
Trim No: IC19/953

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Reason: Nil

Purpose

The purpose of this report is to request Council to authorise changes to the Anderson Roadknight Section 86 Committee of Management.

Summary

In May 2018, Dorothy McPherson advised the Anderson Roadknight Committee of Management of her intention to resign from the committee as she was unable to attend scheduled meetings as required. In May 2019, Dorothy confirmed her resignation.

In May 2019, Edith Barton submitted a formal Expression of Interest to join the Anderson Roadknight Committee of Management.

Recommendation

That Council:

1. Accepts the resignation of Dorothy McPherson from the Anderson Roadknight Committee of Management.
2. Appoints Edith Barton to the Anderson Roadknight Committee of Management.

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Clive Goldsworthy

That Council:

1. Accepts the resignation of Dorothy McPherson from the Anderson Roadknight Committee of Management.
2. Appoints Edith Barton to the Anderson Roadknight Committee of Management.

CARRIED 7:0

6.5 Section 86 Committees of Management - Membership Update

Report

Background

In May 2018, Dorothy McPherson advised the Anderson Roadknight Section 86 Committee of Management of her intention to resign from the committee as she was unable to attend scheduled meetings as required. In May 2019, Dorothy confirmed her intention to resign.

Discussion

In May 2019, Edith Barton submitted a formal Expression of Interest to join the Anderson Roadknight Committee of Management.

The inclusion of Edith Barton on the committee will add value, maintain membership numbers, enhance the collective knowledge and strengthen the community support for the committee.

Financial Implications

There are no financial implications for Council.

Council Plan

Theme 1 Community Wellbeing

Objective 1.1 Support people to participate in and contribute to community life

Strategy 1.1.2 Facilitate and support high levels of volunteering in the community

Theme 1 Community Wellbeing

Objective 1.1 Support people to participate in and contribute to community life

Strategy 1.1.1 Develop and implement a program to support communities of place and interest, and to provide opportunities for them to identify and achieve their community aspirations

Policy/Legal Implications

The recommendations comply with the Committees Instrument of Delegation.

Officer Direct or Indirect Interest

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

Risk Assessment

Not applicable.

Social Considerations

Council provides support and advice to Special Committees to establish a supportive partnership with open and effective lines of communication. Improvements to facilities and operations will have positive effectives on the community. Participation in the operation of Section 86 Committees provides an opportunity for community members to contribute to community capacity building and strengthen community involvement.

Community Engagement

The Committees of Management were established to enable the community to engage and participate in the management of community assets. The capacity of Committee of Management is enhanced by having a broad range of members who work together in a cohesive fashion. The proposed membership of these committees is drawn from their respective district through both community and user group representatives.

Environmental Implications

There are no known environmental issues or implications with the appointment of members to Section 86 committees.

Communication

Communication with all applicants and Committees will occur via Council's Recreation Development Officer.

Options

Option 1 – Accept resignation and appoint replacement member.

This option is recommended by officers as it will capitalise on community member's interest to be involved, maintain the committee's numbers and increase knowledge and experience of committee representation.

6.5 Section 86 Committees of Management - Membership Update

Option 2 – Do nothing.

This option is not recommended by officers as it deters interested people from being involved in a community committee and limits the numbers and representation of the Anderson Roadknight Committee of Management.

Conclusion

Appointing Edith Barton as a new committee member of the Anderson Roadknight Committee of Management will add value, maintain committee membership numbers; enhance the collective knowledge of the committee and strengthen community support for the committee.

Membership to a Committee of Management provides a great volunteering opportunity for community members and is a positive outcome for the Aireys Inlet township. The addition of Edith will be positively received and very beneficial to the Anderson Roadknight Committee of Management.

6.6 Quarterly Report - Community Project Development - June 2019

Author's Title: Community Project Development Officer **General Manager:** Chris Pike

Department: Recreation & Open Space Planning **File No:** F16/1580

Division: Culture & Community **Trim No:** IC19/952

Appendix:

1. Community Project Proposal Master List - June 2019 (D19/44230)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Status:

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to receive the June 2019 Community Project Development recommendations.

Summary

Four community project proposals were referred for detailed investigation at the 26 March 2019 Council Meeting.

Recommendations relating to all of these proposals are provided for Council consideration:

- CPP44: Kalkarra Park Playspace - basketball pad extension – *Feasible*
- CPP45: Freshwater Creek Riding Club – fencing works – *Complete*
- CPP46: Surf Coast Tennis Club (at Torquay) – seal pathway between courts - *Feasible*
- CPP47: Anglesea Art House landscape works – *Feasible*.

A quarterly review was undertaken of all outstanding proposals on the Community Project Proposal Master List with 11 proposals removed from the list of 21 proposals, with the majority no longer supported by the Service Manager but will be reassessed in future open space planning processes.

The revised Community Project Proposal Master List includes 10 outstanding project proposals. Six new community project proposals were registered during the last quarter (between 8 February and 14 May 2019). Four of these new proposals were accepted for inclusion in the Master List, one proposal was declined and one proposal was referred to Great Ocean Road Coast Committee as the relevant land manager.

Two of the highest ranked community project proposals from the current Master List have been recommended to proceed to the detailed investigation stage in the July to September 2019 quarter.

Recommendation

That Council:

1. Refers the following proposals to Council's future project prioritisation and budget processes including consideration for grant opportunities alongside other eligible projects:
 - 1.1 The Kalkarra Park Playspace Basketball / Netball Pad Proposal (CPP44) with a total estimated project budget of \$19,600 (excluding GST) and with a funding breakdown that proposes a community contribution of 25% of project cost or \$4,900 (excluding GST) leaving a funding shortfall of 75% or \$14,700 (excluding GST).
 - 1.2 The Surf Coast Tennis Club (at Torquay) Pathway Sealing Between Courts Proposal (CPP46) with a total estimated budget of \$30,000 (excluding GST) and with a funding breakdown that proposes a community contribution of 25% of project cost or \$7,500 (excluding GST) leaving a funding shortfall of 75% or \$22,500 (excluding GST).
 - 1.3 The Anglesea Art House Landscape Proposal (CPP47) with a Stage 1 total estimated scope to budget of \$5,000 (including GST) to be fully funded by the community and with a funding shortfall of \$24,649 (excluding GST) for Stage 2 works (still under review by the Anglesea Art House Committee).

6.6 Quarterly Report - Community Project Development - June 2019

2. Notes that the Freshwater Creek Riding Club Fencing and Ground Works investigation (CPP45) is complete and no further work is recommended due to recent fencing and ground works undertaken by Council.
3. Refers the following two priority project proposals from the Community Project Proposal Master List to the Community Project Development Officer for investigation in the July to September 2019 quarter:
 - 3.1 Anglesea RSL Memorial
 - 3.2 Sea to Tree Long Distance Horse Trail.
4. Allocates \$2,000 from the Accumulated Unallocated Cash Reserve to allow for the detailed investigation of the Sea to Tree Long Distance Horse Trail Proposal referred for investigation in the July to September 2019 quarter.
5. Notes that \$2,200 is to be returned to the Accumulated Unallocated Cash Reserve following the completion of detailed investigations of proposals CPP36 (Winchelsea HMK Kindergarten Outdoor Space Plan), CPP42 (Zeally Sands Playground Upgrade), CPP45 (Freshwater Creek Riding Fencing and Ground Works) and CPP47 (Anglesea Art House).
6. Notes that \$550 is to be returned to the Waste Reserve Fund following the completion of the detailed investigation of proposal CPP43 (Anglesea Community Resale Shed Works).

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Martin Duke

That Council:

1. Refers the following proposals to Council's future project prioritisation and budget processes including consideration for grant opportunities alongside other eligible projects:
 - 1.1 The Kalkarra Park Playspace Basketball / Netball Pad Proposal (CPP44) with a total estimated project budget of \$19,600 (excluding GST) and with a funding breakdown that proposes a community contribution of 25% of project cost or \$4,900 (excluding GST) leaving a funding shortfall of 75% or \$14,700 (excluding GST).
 - 1.2 The Surf Coast Tennis Club (at Torquay) Pathway Sealing Between Courts Proposal (CPP46) with a total estimated budget of \$30,000 (excluding GST) and with a funding breakdown that proposes a community contribution of 25% of project cost or \$7,500 (excluding GST) leaving a funding shortfall of 75% or \$22,500 (excluding GST).
 - 1.3 The Anglesea Art House Landscape Proposal (CPP47) with a Stage 1 total estimated scope to budget of \$5,000 (including GST) to be fully funded by the community and with a funding shortfall of \$24,649 (excluding GST) for Stage 2 works (still under review by the Anglesea Art House Committee).
2. Notes that the Freshwater Creek Riding Club Fencing and Ground Works investigation (CPP45) is complete and no further work is recommended due to recent fencing and ground works undertaken by Council.
3. Refers the following two priority project proposals from the Community Project Proposal Master List to the Community Project Development Officer for investigation in the July to September 2019 quarter:
 - 3.1 Anglesea RSL Memorial
 - 3.2 Sea to Tree Long Distance Horse Trail.
4. Allocates \$2,000 from the Accumulated Unallocated Cash Reserve to allow for the detailed investigation of the Sea to Tree Long Distance Horse Trail Proposal referred for investigation in the July to September 2019 quarter.
5. Notes that \$2,200 is to be returned to the Accumulated Unallocated Cash Reserve following the completion of detailed investigations of proposals CPP36 (Winchelsea HMK Kindergarten Outdoor Space Plan), CPP42 (Zeally Sands Playground Upgrade), CPP45 (Freshwater Creek Riding Fencing and Ground Works) and CPP47 (Anglesea Art House).
6. Notes that \$550 is to be returned to the Waste Reserve Fund following the completion of the detailed investigation of proposal CPP43 (Anglesea Community Resale Shed Works).

CARRIED 6:1

Amendment

Cr Wellington moved an amendment to the original motion as follows:

MOVED Cr Heather Wellington

That Council:

6.6 Quarterly Report - Community Project Development - June 2019

1. Refers the following proposals to Council's future project prioritisation and budget processes including consideration for grant opportunities alongside other eligible projects:
 - 1.1 The Surf Coast Tennis Club (at Torquay) Pathway Sealing Between Courts Proposal (CPP46) with a total estimated budget of \$30,000 (excluding GST) and with a funding breakdown that proposes a community contribution of 25% of project cost or \$7,500 (excluding GST) leaving a funding shortfall of 75% or \$22,500 (excluding GST).
 - 1.2 The Anglesea Art House Landscape Proposal (CPP47) with a Stage 1 total estimated scope to budget of \$5,000 (including GST) to be fully funded by the community and with a funding shortfall of \$24,649 (excluding GST) for Stage 2 works (still under review by the Anglesea Art House Committee).
2. Notes that the Freshwater Creek Riding Club Fencing and Ground Works investigation (CPP45) is complete and no further work is recommended due to recent fencing and ground works undertaken by Council.
3. Refers the following two priority project proposals from the Community Project Proposal Master List to the Community Project Development Officer for investigation in the July to September 2019 quarter:
 - 3.1 Anglesea RSL Memorial
 - 3.2 Sea to Tree Long Distance Horse Trail.
4. Allocates \$2,000 from the Accumulated Unallocated Cash Reserve to allow for the detailed investigation of the Sea to Tree Long Distance Horse Trail Proposal referred for investigation in the July to September 2019 quarter.
5. Notes that \$2,200 is to be returned to the Accumulated Unallocated Cash Reserve following the completion of detailed investigations of proposals CPP36 (Winchelsea HMK Kindergarten Outdoor Space Plan), CPP42 (Zeally Sands Playground Upgrade), CPP45 (Freshwater Creek Riding Fencing and Ground Works) and CPP47 (Anglesea Art House).
6. Notes that \$550 is to be returned to the Waste Reserve Fund following the completion of the detailed investigation of proposal CPP43 (Anglesea Community Resale Shed Works).

The motion lapsed due to want of a seconder.

6.6 Quarterly Report - Community Project Development - June 2019

Report

Background

The Community Project Development Officer exists to improve Council's ability to respond to an increasing number of community project ideas and to ensure that projects seeking Council support and / or funding are appropriately assessed, scoped and prioritised.

The Community Project Officer has worked on a total of four project proposals in the April to June 2019 period. These proposals include:

- CPP44: Kalkarra Park Playspace - basketball pad extension
- CPP45: Freshwater Creek Riding Club – fencing/ground works
- CPP46: Surf Coast Tennis Club (at Torquay) – seal pathway between courts
- CPP47: Anglesea Art House landscape works

Discussion

The key findings and recommendations relating to four community project proposals referred by Council in March 2019 are presented in the tables below:

- *CPP44: Kalkarra Park Playspace - basketball pad extension*
- *CPP45: Freshwater Creek Riding Club – fencing/ground works*
- *CPP46: Surf Coast Tennis Club (at Torquay) – seal pathway between courts*
- *CPP47: Anglesea Art House landscape works.*

CPP44	Kalkarra Park Playspace, Basketball / Netball Pad Proposal – FEASIBLE
Proposal Description	<ul style="list-style-type: none"> • Determining whether a proposed (2015) future basketball / netball pad extension adjacent to the Kalkarra Park playground was still a relevant / required facility for this rural community.
Background Information	<ul style="list-style-type: none"> • In 2015/16, a playground facility renewal project was completed at Kalkarra Park. The community provided input into a design layout plan for the playground and all elements were delivered except for a proposed basketball / netball pad. A note on the plan was that this item could not be included in the project and noted for future consideration (hence included in Community Project Master List).
Engagement	<ul style="list-style-type: none"> • This project investigation has involved further engagement with this community via a letter box drop to 100 residents and email contact with past project contacts. The purpose of this engagement was to seek feedback on whether this proposal was still relevant / needed. • Of the 14 feedback responses, only 1 residential property (adjacent to the park) objected to the proposal primarily due to the likely noise that would result from the proposed development and the impact on residential amenity / enjoyment. • 13 feedback responses were in favour of the proposal, indicating that it was a great activity for all ages, particularly upper primary and secondary school kids in this community.
What we know	<ul style="list-style-type: none"> • Whilst the park does get some casual visitation from outside of this community, the predominant park use is from within this Mt Duneed community. • Future Warralilly Sports & Leisure development approx 2km away (cnr Horseshoe Bend and Lower Duneed Rd), the facility scope and timing is not known and there is a busy road to cross. • An itemised cost plan has been developed. • Some feedback was provided on site to alternative park suggestions however it appeared that amongst those that provided favourable feedback to this proposal, no other proposal for this park would be of higher priority than this proposal.

6.6 Quarterly Report - Community Project Development - June 2019

Potential funding partners	<ul style="list-style-type: none"> • There is potential for the community to generate a contribution to this proposal (likely through approaches to local funding partners). • Despite a proposed community contribution of 25% (or \$4,900 excluding GST) there is still a significant budget shortfall and this project is likely to be rated as a low priority when assessed by Recreation and Open Space Planning against other projects. • Officers will continue to liaise with the community, helping to identify external grant opportunities, whilst also encouraging fundraising efforts.
Officer Summary / Recommendation	<ul style="list-style-type: none"> • Total Project Cost estimate \$19,600 excluding GST (including project management and contingency). • Proposed funding breakdown includes a 25% (\$4,900 excluding GST) community sourced contribution (with potential to add in-kind services where appropriate and permitted). • Funding shortfall of 75% or \$14,700 (excluding GST) and opportunity for Council to refer this proposal to a future project prioritisation and budget process.

CPP45	Freshwater Creek Riding Club, Fencing Works Proposal – COMPLETE
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Proposal Description	<ul style="list-style-type: none"> • Investigation of the Freshwater Creek Riding Club Fencing and Ground Works Proposal (CPP45) identified that recent fencing and ground works completed by Council has addressed the riding club's concerns. • The club nominated an alternative proposal for the replacement of their storage shed. This has been referred to the Recreation and Open Space Planning Department (service manager) and may be eligible for part funding via Council's Asset Renewal Program.
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CPP46	Surf Coast Tennis Club (at Torquay), Seal Pathway Between Courts Proposal – FEASIBLE
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Proposal Description	<ul style="list-style-type: none"> • Sealing (with concrete) the pathway / seating area that runs between the north and south court areas to address issues with this area becoming boggy to walk on and gravel being transferred onto or washed onto the playing surface.
Background Information	<ul style="list-style-type: none"> • Surf Coast Tennis Club (at Torquay) is the biggest club in the region with 570 members. • Any works would require DELWP consent as it is Crown Land.
Engagement	<ul style="list-style-type: none"> • This investigation has involved communications with tennis club representatives, concrete contractors and Council Civil Works staff. • This engagement has determined and clarified the proposal scope.

6.6 Quarterly Report - Community Project Development - June 2019

What we know	<ul style="list-style-type: none"> The current gravel walkway is used as a seating area for spectators, a thoroughfare to get onto the courts and also access to Danawa community garden. Require a concrete (preference) or asphalt strip between courts and need to deepen or broaden the spoon drain running along the south of the gap between the two courts. Currently the gap is sandy gravel which is easily transferred onto the court on shoes and also gets slushy when wet. Current line of H – barriers is not aligned with court fence – works could involve relocation of the barriers so that a consistent pathway width is achieved but this is not essential. There are three bench seats along the length of the courts with proposal for one additional seat. Thicker slab required at the points where maintenance trucks drive into the courts.
Potential funding partners	<ul style="list-style-type: none"> Community have pledged a likely total project contribution of an estimated 25% project cost via club fundraising, in kind works and the seeking of local external grants. Due to the change of surface, the project would not be eligible for funding via Council's Asset Renewal Program.
Officer Summary / Recommendation	<ul style="list-style-type: none"> Total Project Cost estimate \$30,000 excluding GST (including PM and contingency). Proposed funding breakdown proposes a community sourced contribution of 25% project cost or \$7,500 (excluding GST). Funding shortfall of 75% or \$22,500 (excluding GST) and opportunity for Council to refer this proposal to a future project prioritisation and budget process.

CPP47	Anglesea Art House, Landscape Works Proposal – FEASIBLE
Proposal Description	<ul style="list-style-type: none"> To enhance the car park entry point to the Anglesea Art House via the relocation of 2 Commonwealth Games fish to flank the driveway entry point, paving, landscape and planting at the building entry point and along the southern car park edge.
Background Information	<ul style="list-style-type: none"> The Anglesea Art House has 160 members, drawing participation from Anglesea and other towns within the Surf Coast region. Council has recently completed works in the car park to address drainage, car park entry alignment and access issues. DELWP consent may be required for these proposed landscape works (or at a minimum a letter informing DELWP of the full scope of works). For larger items (re relocation of the fish to flank entry) potential to display plans on site for community information.
Engagement	<ul style="list-style-type: none"> Liaison with a sub-committee of the Anglesea Art House Committee clarified the project scope and priorities.

6.6 Quarterly Report - Community Project Development - June 2019

<p>What we know</p>	<ul style="list-style-type: none"> • A plan and costing was prepared for the following works: <ul style="list-style-type: none"> ○ Paving at entry point and across front of the building to be upgraded or replaced with exposed aggregate concrete or other suitable material (plus potential for feature pavers and rocks) – these works will provide a more accessible and sustainable entry area to this facility. ○ Priority planting along southern car park edge (low native groundcovers) ○ Potted feature trees across façade of building to add to the landscape in this area ○ Relocate the two Commonwealth Games fish to flank a realigned entrance to car park (vertically installed telephone poles to attach fish). • Potential for project to be staged, scaled back or for some plant supply and planting works to be provided in kind. • A plan and project estimate was prepared by a landscape design consultant for the above scope of works to the value of \$29,649 excluding GST (including PM and contingency).
<p>Potential funding partners</p>	<ul style="list-style-type: none"> • The Anglesea Art House Committee is considering a proposed staging (and potential scaling back) of the \$29,649 project. Priority Stage 1 works to deliver paving and planting as a scope to budget project to the value of \$5,000 (to be funded 100% by the Anglesea Art House). • As the Anglesea Art House funds are proposed to cover the project base only, project management for this project may be considered via Council's Community Project Management Support Fund. • Stage 2 works (to be delivered later) to include the relocation and installation of the Commonwealth Games feature fish and other feature planting and landscape works, with proposed part funding by the Anglesea Art House. • The group would also look to other local grant and sponsorship opportunities to match their own funds.
<p>Officer Summary / Recommendation</p>	<ul style="list-style-type: none"> • Total project cost estimate for priority Stage 1 works is \$5,000 with the Anglesea Art House funding 100% of the project base cost. • Funding shortfall of \$24,649 (excluding GST) for delivery of Stage 2 works that are still under review by the Anglesea Art House Committee with potential for scaling back of scope or for some plant supply and planting works to be provided in kind. • Opportunity for Council to consider a contribution to Stage 2 works in a future project prioritisation and budget process.

Reviewing of the Community Project Proposal Master List (refer attached D19/44230)

A quarterly review of all outstanding proposals on the Community Project Proposal Master List deemed that 11 proposals could be deleted from the list, including:

- Torquay Tennis Clubrooms Mail Toilet refurbish – able to be covered under another master list proposal
- Winchelsea Skate Park Light Installation – no longer supported by the Service Manager due to feedback from Victoria Police Crime Prevention Unit
- Djila Tjarri Skate Bowl Permanent Light Installation – no longer supported by the Service Manager due to feedback from Victoria Police Crime Prevention Unit.

6.6 Quarterly Report - Community Project Development - June 2019

The following proposals are considered 'no longer required', however they will be re-assessed in future open space planning processes:

- Anglesea Skate Park (Stage 3 extension)
- Winchelsea Railway Station Redevelopment
- Mt Moriac Reserve Gym Facility
- Wurdale Hall Reserve Development Stage 3
- Anglesea Netball Club existing car park sealing
- Anglesea Netball Club – viewing deck
- Winchelsea Township Cultural Heritage Facility
- Bicycle / Horse riding track from Winchelsea to Inverleigh.

The revised Community Project Proposal Master List now includes 10 outstanding project proposals.

At the end of each quarter and following the Council Meeting resolution, each project proposal submitter is provided with a status update.

Proposals that are yet to progress into the investigation stage are reviewed at this time and submitters are invited to provide an update about their proposal. Officers provide advice to submitters as to how their proposal can be strengthened or alternatively a proposal may be withdrawn if it is no longer relevant or required.

New community project proposals received

56 new project proposals (average three per month) have been registered via Council's new on-line registration process since February 2017. As each new project proposal is submitted on-line, it is assessed by the Community Project Development Officer together with relevant Council Service Managers. The Community Project Proposal Assessment Matrix determines where the proposal sits in priority order within the Master List.

Six new community project proposals were registered during the last quarter (between 8 February and 14 May 2019). Four of these new proposals were accepted for inclusion in the Community Project Proposal Master List, one proposal was declined and one proposal was referred to Great Ocean Road Coast Committee as the relevant land manager.

Prioritised community project proposals to be recommended for further investigation (during the July to September 2019 quarter)

The Community Project Proposal Master List currently includes 10 outstanding project proposals presented in a prioritised order of highest to lowest when assessed against a priority assessment matrix.

Two of the highest ranked proposals from the Master List have been recommended to proceed to the detailed investigation stage (July to September 2019 quarter) including:

1. Anglesea RSL Memorial Proposal (score 55 / MEDIUM)
2. Sea to Tree Long Distance Horse Trail Proposal (score 54 / MEDIUM)

Each of these proposals has scored a MEDIUM rating (50-59 out of 100). There are currently no proposals in the Master List with a HIGH rating (60 or above).

Recommendations and progress relating to these projects will be presented to Council in September 2019 or earlier if investigations are complete.

6.6 Quarterly Report - Community Project Development - June 2019

Financial Implications

Completed Project Proposal Investigations:

The following project proposals include financial recommendations to be referred to Council's future project prioritisation and budget processes including consideration for future grant opportunities alongside other eligible projects:

- The Kalkarra Park Playspace Basketball / Netball Pad Proposal (CPP44) with a total estimated project budget of \$19,600 (excluding GST) and with a funding breakdown that proposes a community sourced contribution of 25% of project cost or \$4,900 (excluding GST) leaving a funding shortfall of 75% or \$14,700 (excluding GST).
- The Surf Coast Tennis Club (at Torquay) Pathway Sealing Between Courts Proposal (CPP46) with a total estimated budget of \$30,000 (excluding GST) and with a funding breakdown that proposes a community sourced contribution of 25% of project cost or \$7,500 (excluding GST) leaving a funding shortfall of 75% or \$22,500 (excluding GST).
- The Anglesea Art House Landscape Proposal (CPP47) with a Stage 1 total estimated budget of \$5,000 (including GST) to be fully funded by the community. There is a funding shortfall for Stage 2 / future works of \$24,649 (excluding GST) and delivery of these works are still under review by the Anglesea Art House Committee with potential for scaling back of scope or for some plant supply and planting works to be provided in kind. These Stage 2 works may also be eligible and considered under Council's Small Grants Program or in a future project prioritisation and budget process.

Investigation of the Freshwater Creek Riding Club Fencing and Ground Works Proposal (CPP45) identified that recent fencing and ground works completed by Council has addressed the riding club's concerns.

New Project Proposal Investigations

It is proposed that \$2,000 in costs will be associated with the feasibility investigation of two project proposals to be funded from the Accumulated Unallocated Cash Reserve including:

- \$0 for the Anglesea RSL Memorial Proposal
- \$2,000 for the Sea to Tree Long Distance Horse Trail Proposal.

Return of Unspent Investigation Funds

Over a two and a half year period from November 2016 to June 2019, a total of \$96,000 has been allocated for the detailed investigation of a total of 47 community project proposals.

Investigation funds unspent are returned to the funding source and to date, a total of \$23,808 has been returned. This includes \$2,750 to be returned via the next Transfer Table Report in June 2019 as follows:

Project Proposal	Budget	Actual	Variance
CPP36 - Winchelsea HMK Kindergarten Outdoor Space Works	\$5,000	\$4,550	\$450
CPP42 - Zeally Sands Playground Upgrade	\$1,000	\$900	\$100
CPP45 - Freshwater Creek Riding Club Fencing / Grounds Works	\$1,000	\$0	\$1,000
Project Proposal	Budget	Actual	Variance
CPP47 - Anglesea Art House Landscape Works	\$2,000	\$1,350	\$650
Total Return to Accumulated Unallocated Cash			\$2,200
CPP43 - Anglesea Community Resale Shed Works	\$5,000	\$4,450	\$550
Total Return to Waste Reserve Fund			\$550
TOTAL FUNDS RETURNED TO SOURCE			\$2,750

Council Plan

Theme 1 Community Wellbeing
Objective 1.1 Support people to participate in and contribute to community life
Strategy 1.1.1 Develop and implement a program to support communities of place and interest, and to provide opportunities for them to identify and achieve their community aspirations

6.6 Quarterly Report - Community Project Development - June 2019

Theme 1 Community Wellbeing
Objective 1.2 Support people to be healthy and active
Strategy 1.2.1 Develop and implement local programs to support Healthy Eating and Active Living

Theme 1 Community Wellbeing
Objective 1.4 Provide support for people in need
Strategy 1.4.4 Implement the Accessible and Inclusive Surf Coast Shire Strategic Plan

Theme 3 Balancing Growth
Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth
Strategy 3.2.6 Advocate for supporting infrastructure

Policy/Legal Implications

There are no policy or legal implications relating to the investigation outcomes or recommendations included in this report.

Officer Direct or Indirect Interest

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

Risk Assessment

The Kalkarra Park Playspace basketball pad investigation reconnected with the local community to determine whether a 2015 proposal was still relevant for this small rural Mt Duneed community. An objection from 1 family was received, with 13 other families indicating their support for this proposal. Despite a proposed community sourced contribution of 25% (or \$4,900 excl GST) there is still a significant budget shortfall and this project is likely to be rated as a low priority when assessed by Recreation and Open Space Planning against other outstanding project priorities. Recreation and Open Space Planning officers will continue to liaise with the community, helping to identify external grant opportunities, whilst also encouraging fundraising efforts including seeking significant contributions from other organisations.

The Surf Coast Tennis Club (at Torquay) sealing of the pathway between courts has identified that foot traffic on the gravel pathway between the two court areas results in the transfer of stones and debris onto the playing surface. Debris is also washed onto the courts in heavy rain due to inadequate drainage taking water away from the area. This project would result in a more accessible and safe environment on a hard pathway surface for participants and spectators.

The Anglesea Art House landscape works recommendation has been informed by a detailed investigation and itemised cost plan which will provide a safer and more accessible entry to the facility.

Social Considerations

The Community Project Development Officer role and process is aimed at creating partnerships, providing support and feedback to community project ideas, facilitating community strengthening and supporting prioritised projects to get to a project ready stage.

Community Engagement

Regular and ongoing communication and engagement with community is undertaken during the assessment of project proposals and during the proposal investigation and scoping stage.

Environmental Implications

There are no impacts to the environment.

Communication

A Community Project Development page is available on Council's website, providing information about the process for registering community project proposals. A link to the on-line Community Project Proposal Registration Form is available from the webpage.

All proposal applicants are contacted following a proposal registration to clarify project details. Further engagement is undertaken with applicants for those proposals that are referred for detailed investigation.

6.6 Quarterly Report - Community Project Development - June 2019

There is regular communication with submitters of project proposals waiting in the Community Project Proposal Master List about ways in which proposals can be strengthened against assessment criteria.

Quarterly reports are presented to Council with recommendations relating to proposals referred for detailed investigation and endorsing new projects be investigated in the next quarter.

Options

Option 1 – Accept the Community Project Development recommendations 1 – 6 as identified in this report

This option is recommended by officers as it is supported by comprehensive feasibility investigation into each community project proposal and provides clear direction regarding Council's level of support for each project.

Option 2 – Do not accept the Community Project Development recommendations 1 – 6 as identified in this report and consider alternative motions

This would involve reaching different conclusions on the

- suitability of projects to progress for future funding (e.g. do not progress projects for future funding consideration)
- timing of the allocation of funding (i.e. allocate funding now rather than consider funding at a later date) and
- projects nominated for future investigation.

This option is not recommended by officers as:

- projects have been comprehensively assessed for their feasibility and alignment with Council and community objectives
- funding timing recommendations have considered Council's current and future financial capacity and the preferred practice of considering project funding through the annual budget process, and
- projects have been nominated for investigation based on a robust prioritisation ranking methodology.

Conclusion

A Community Project Development Process has been established to provide transparency in how new community project proposals are registered, assessed and prioritised for investigation. The process supports the Community Project Development Officer to create partnerships, respond to community project ideas, facilitate community strengthening and support prioritised projects to get to a project ready stage.

Two of the highest ranked proposals from the Community Project Proposal Master List have been recommended to proceed to detailed investigation stage.

6.6 Quarterly Report - Community Project Development - June 2019

APPENDIX 1 COMMUNITY PROJECT PROPOSAL MASTER LIST - JUNE 2019



Community Project Proposal Master List

As at 14 May 2019 (since last reporting cut off 8 February 2019)

OUTSTANDING PROPOSALS			INVESTIGATION	RATING
Dec 2017	Anglesea	Anglesea Bowls Club Mens Shed Carpark Upgrade <i>(ON HOLD / Precinct Planning)</i>	\$10K	57
April 2017	Anglesea	Anglesea RSL Memorial	\$0K	55
April 2019 (NEW)	Anglesea / Lorne	Sea to Tree Long Distance Horse Trail	\$2K	54
Mar 2019 (NEW)	Anglesea	Anglesea Community Precinct Signage Upgrade	\$0	54
May 2019 (NEW)	Anglesea	Anglesea Historical Society Building Modification/Extension	\$10K	53
Mar 2019 (NEW)	Torquay	Surf Coast Tennis Club @ Torquay – Facility Extension	\$10K	51
April 2017	Torquay	Torquay Mens Shed larger shed <i>(ON HOLD – TJJ Social Infrastructure Study)</i>	\$5K	50
Jan 2019	Anglesea	Anglesea Riverbank Bingley Pde/ Agnes Lane - Park Facilities	\$0	48
Feb 2018	Winchelsea	Deans Marsh Priority Pathways #2 <i>(ON HOLD)</i>	\$3K	43
Feb 2018	Torquay	Djila Tjarri Skate Bowl Shade / Shelter <i>(ON HOLD)</i>	\$1K	43
TOTAL			10	

HIGH	Proposals rated 60+ out of 100
MEDIUM	Proposals rated 50-59/100
LOW	Proposals rated <50/100

DECLINED / REFERRED AT INITIAL PROPOSAL FILTER

COMPLETE	Anglesea Historical-Bathing Box
COMPLETE	Bellbrae Tennis Club – Seating
DECLINED	All Aboard container and garden
COMPLETE	Lorne Men’s Shed Flagpole
Service Manager	Connewarre Reserve 1 Million Trees
Service Manager	Connewarre Reserve Walking Path
Small Grants	Connewarre & Dist Riding Club Equitation Park
Small Grants	Torquay Historical Society Bathing Box
COMPLETE	Anglesea Transfer Station Store Shed
COMPLETE	Deans Marsh hall curtain sign
COMPLETE	Anglesea Seniors /Lions Garden
Service Manager	Spring Creek Res drainage erosion rectification
Small Grants	Anglesea flagpole / street light art installations
DECLINED	Seaview Res Basketball Pad
DECLINED	Growing Winch Storage Fees
Service Manager	Winch Bowls Club Internal and external painting
DECLINED	Deep Creek Bridge Artwork <i>(NEW)</i>
Referred GORCC	Tqy Bowls Club Tesla Charging Station <i>(NEW)</i>
TOTAL	18

REFERRED/RESOLVED PRIOR TO INVESTIGATION

Service Manager	Torquay Bowls Club – Masterplan Priorities
Small Grants	Anglesea Community Garden seat
Service Manager	Mt Moriac Res lighting –Oval 1,2, Netball Crt 3
Service Manager	Coogoorah Park - Noticeboard Refurb / Content
Not required	Hill Top Res - shelter battens / wind protection
Service Manager	Connewarre Reserve Viewing Mound
Small Grants	Soundproofing Torquay Men’s Shed
Small Grants	Anglesea Netball Club – Shade sail
Not required	Torquay Parwan Pitch FlagPole
Resolved	Torquay Women’s Shed
Small Grants	Aireys Inlet Community Garden Seat <i>(Future App)</i>
Not required	Tqy Tennis - Storage Container
Not required	Torquay Grant Pavilion - Kiosk Window
Not required	Downhill Bike Tracks/ Jumps
Master List Review May 2019 (11 proposals removed from Master List)	
Refer Master List	Torquay Tennis Clubrooms - Male Toilet Refurbish
Not supported	Winchelsea Skate Park - Light Installation
Not supported	Djila Tjarri Skate Bowl – Permanent Lighting
Precinct Planning	Anglesea Skate Park - Stage 3 extension
Precinct Planning	Winchelsea Railway Station Redevelopment
Precinct Planning	Mt Moriac Reserve - Gym Facility Construction
Precinct Planning	Wurdale Hall Reserve Development Stage 3
Precinct Planning	Anglesea Netball Club – Existing carpark sealing
Precinct Planning	Anglesea Netball Club – Viewing deck
Precinct Planning	Winchelsea Township Cultural Heritage Facility
Precinct Planning	Bicycle /horse riding track Winchelsea to Inverleigh
TOTAL	25

CURRENTLY UNDER INVESTIGATION	
CPP44	Kalkarra Park Playspace - basketball pad extension
CPP45	Freshwater Creek Riding Club – additional fencing/ground works
CPP46	Torquay Tennis Club – seal pathway between courts
CPP47	Anglesea Art House car park and landscape works
TOTAL	4

INVESTIGATION COMPLETE (STILL TO BE FUNDED)

CPP13	Deep Crk Res multi-use Tennis area
CPP14	Mt Moriac Res Oval 1 goal net
CPP24	Nautical Rise Res Indigenous Garden
CPP25*	Torquay Football Club - relocate interchange boxes plus behind goal netting <i>(Community submission 18/19 budget – received goal netting only)</i>
CPP26	Torquay Tigers Cricket Club – new shed for turf roller <i>(investigation by Service Manager with CPP01)</i>
CPP27	Torquay Quay Reserve Public Toilet
CPP28	Great Ocean Views Res Activation
CPP29	Anglesea Hall Sound, Lighting and Projection Improvements
CPP30	Deans Marsh Priority Pathways #1 <i>(Design funded/underway)</i>
CPP31	1st Tqy Scouts storage extension
CPP33	Torquay & District Historical Society - Historical Signs
CPP36	Helen Mary Kininmonth Kinder – Playground Rejuvenation
CPP39	Wurdale Reserve Plan Stage 2
CPP40	Spring Valley Park –ball games area
CPP41	Deans Marsh Reserve - Fitness Element Installation
CPP42	Zeally Sands Playground / Park extension / upgrade
TOTAL	16 <i>CPP25 included in this total</i>

INVESTIGATION COMPLETE (PROJECT IN PROGRESS)

CPP01	Torquay Cricket Club Practice Facility Upgrade / Stage 2 Design
CPP02	Ellimatta Res/ Anglesea Netball Additional Carpark <i>(design complete, Pick My Project voting success)</i>
CPP03	Lorne Historical Society Front Facade Project <i>(project underway)</i>
CPP08	Mt Moriac Res Equestrian Clubroom Redevelopment <i>(project underway)</i>
CPP09	Anglesea Mens Shed – repurpose / refit 2 storage spaces <i>(project underway)</i>
CPP21	Torquay Pre School Garden Plan <i>(in draft budget 19/20)</i>
CPP22	Anglesea to Wauron Ponds Bus Service Proposal <i>(Council advocacy list)</i>
CPP25*	Torquay Football Club - relocate player interchange boxes and behind goal barrier netting <i>(18/19 budget - successful in goal netting only)</i>
CPP32	Newling Reserve Playground Inclusive Basket Swing <i>(in draft budget 19/20)</i>
CPP34	SC Soccer - Storage Enclosure for Goals <i>(project underway)</i>
CPP35	Deans Marsh Reserve Multi-purpose shelter / outdoor stage <i>(Federal election pledge 100% funded)</i>
CPP37	Outdoor Performance Space Bob Pettitt Reserve <i>(Federal election pledge 100% funded)</i>
CPP38	Surf Coast Soccer New Pavilion <i>(State Govt election commitment)</i>
CPP43	Anglesea Community Resale Shed Verandah Extension <i>(in draft budget 19/20)</i>
TOTAL	13 <i>CPP25 not included in this total</i>

PROJECT DELIVERED OR PROPOSAL CLOSED

CPP04	Hesse St Reserve Winchelsea Scouts and Tennis Shared Facility
CPP05	Jan Juc Kinder Play Space Expansion
CPP06	Anglesea Football Club Training Lights Upgrade
CPP07	Stribling Res Stadium Ventilation
CPP10	Wurdale Hall - History Board
CPP12	Hill Top Reserve Vegetation Barrier
CPP11	Lorne Skate Shelter
CPP15	Quay Reserve shelter
CPP16	Freshwater Crk old Tennis Clubroom
CPP17	Anglesea Rec & Sports Club – power
CPP18	Anglesea Rec & Sports Club – new boat platform
CPP19	Anglesea Netball Club –additional netball shelters
CPP20	Anglesea Pre School Basket Swing
CPP23	Connewarre & District Riding Club Dressage Arenas <i>(refer Stage 2 to ROSP)</i>
TOTAL	14

8. URGENT BUSINESS

Nil

9. PROCEDURAL BUSINESS

8.1 Advisory Committee Minutes

Author's Title: Administration Officer - Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/221

Division: Governance & Infrastructure

Trim No: IC19/874

Appendix:

1. Audit and Risk Committee Meeting Minutes - 14 May 2019 (D19/77749)
2. Hearing of Submissions Committee Meeting Minutes - 4 June 2019 (D19/82254)
3. Positive Ageing Advisory Committee Minutes - 3 May 2019 (D19/85355)
4. Positive Ageing Advisory Committee Minutes - 31 May 2019 (D19/85358)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to receive and note the minutes of the Advisory Committee meetings as appended.

Summary

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

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

Recommendation

That Council receives and notes the minutes of the following Advisory Committee meetings:

1. Audit and Risk Committee – 14 May 2019
2. Hearing of Submissions Committee – 4 June 2019
3. Positive Ageing Advisory Committee - 3 May 2019
4. Positive Ageing Advisory Committee - 31 May 2019

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Brian McKiterick

That Council receives and notes the minutes of the following Advisory Committee meetings:

1. Audit and Risk Committee – 14 May 2019
2. Hearing of Submissions Committee – 4 June 2019
3. Positive Ageing Advisory Committee - 3 May 2019
4. Positive Ageing Advisory Committee - 31 May 2019

CARRIED 7:0

8.1 Advisory Committee Minutes

APPENDIX 1 AUDIT AND RISK COMMITTEE MEETING MINUTES - 14 MAY 2019



Minutes

Meeting of the Audit & Risk Committee
Tuesday, 14 May 2019

Held in the
Council Chambers
1 Merrijig Drive, Torquay
Commencing at 9:00am

MINUTES FOR THE AUDIT & RISK COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY
ON TUESDAY 14 MAY 2019 COMMENCING AT 9:00AM

PRESENT:

Committee Members:

Cr Clive Goldsworthy
Melissa Field (Chair) (Term expires 31/01/2020)
Brian Keane (Term expires 31/01/2020)
John Gavens (Term expires 26/01/2022)
Debra Russell (Term expires 26/01/2022)

In Attendance:

Keith Baillie – Chief Executive Officer
Anne Howard – General Manager Governance & Infrastructure
Chris Pike – General Manager Culture & Community
John Brockway – Manager Finance
Danielle Foster – Acting Governance & Risk Manager
Maureen White – Coordinator Risk Management & Legal Services
Julie Anderson – Senior Governance Officer (minutes)
Daniella Vasiloski – Senior Governance Officer (minutes)
Cr Rose Hodge – Mayor

Linda Lim (Oakton Services)
Stephan Tillman (Oakton Services) (teleconference)
Jonathan Kyvelidis (VAGO) (teleconference)

APOLOGIES:

An apology was received from Cr Carol McGregor.

CONFIRMATION OF MINUTES:

Committee Resolution

MOVED Mr Brian Keane, Seconded Mr John Gavens

That the Audit & Risk Committee note the minutes of the meeting held on 19 February 2019 as a correct record of the meeting.

CARRIED 5:0

CONFLICTS OF INTEREST:

Nil

1. PRESENTATIONS

2.1 Chief Executive Officer's Update

Charter Reference: N/A

Author's Title: Chief Executive Officer

CEO: Keith Baillie

Department: Office of the CEO

File No: F18/145

Division: Office of the CEO

Trim No: IC19/432

Appendix:

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: Nil

Reason: Nil

Purpose

To receive an organisational update from Keith Baillie, Chief Executive Officer.

Recommendation

That the Audit & Risk Committee notes the Chief Executive Officer's update.

Meeting Discussion

The e-planning system in final stages of testing – mid-June is the expected go-live date and this will be a headline DT Program delivery.

Customer request management has been an area of organisational focus and results are improving.

Actions

Nil.

Committee Resolution

MOVED Mr John Gavens, Seconded Mr Brian Keane

That the Audit & Risk Committee notes the Chief Executive Officer's update.

CARRIED 5:0

2.2 Digital Transformation Update

Charter Reference: 9.9.6

Author's Title: General Manager Governance & Infrastructure **General Manager:** Anne Howard

Department: Governance & Infrastructure **File No:** F18/145

Division: Governance & Infrastructure **Trim No:** IC19/433

Appendix:

1. Digital Transformation Program Monthly Dashboard - April 2019 (D19/53869)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

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

Yes

No

Reason: Nil

Purpose

To receive an update on the digital transformation strategy.

Recommendation

That the Audit & Risk Committee notes the digital transformation update.

Meeting Discussion

Officers advised that there are no identified risks to budget or benefits at this time, despite the delays to the program schedule. It was also confirmed that council is not implementing modules as the first-adopter, but are consciously waiting until the product is tested and established in other councils.

Actions

Nil.

Committee Resolution

MOVED Cr Clive Goldsworthy, Seconded Mr John Gavens

That the Audit & Risk Committee notes the digital transformation update.

CARRIED 5:0

2. AUDIT REPORTS

4.1 Internal Auditor Status Report (Oakton Services Pty Ltd)

Charter Reference: 9.2.3

Author's Title:	Manager Governance & Risk	General Manager:	Anne Howard
Department:	Governance & Risk	File No:	F18/145
Division:	Governance & Infrastructure	Trim No:	IC19/655

Appendix:

1. Surf Coast Internal Audit Status Report - May 2019 (D19/62818)
2. Asset Management Final Internal Audit Report (D19/59539)
3. SCS Website User Experience UX Final Report (D19/62472)
4. Cyber Security Review Final Internal Audit Report (D19/62563)
5. Follow Up Review - Final Internal Audit Report - 3 May 2019 (D19/62946)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

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

Yes

No

Reason: Nil

Purpose

The purpose of this report is for Council's internal auditor Oakton Services to provide an update on the status of internal audit activities including:

- Internal Audit Status Report
- Asset Management Report
- Website UX Review Report
- Cyber Security Report
- Follow Up Audit – Report

Recommendation

That the Audit & Risk Committee notes the update from Oakton Services.

Meeting Discussion

Stephan Tillman presented the Cyber Security Report and the Website UX Report.

Cyber security report

Only a small number of high priority recommendations were made. Management confirmed that they are exploring solutions to the issues raised.

Website UX – report taken as read.

Asset Management Report

The Audit found that Surf Coast Shire has established good asset management policies and procedures, and strong controls and process for asset management. Asset Management Plan are out of date, but revised plans are under development.

Follow Up Audit - report taken as read.

Actions

Nil.

Committee Resolution

MOVED Mr John Gavens, Seconded Ms Debra Russell

That the Audit & Risk Committee notes the update from Oakton Services.

CARRIED 5:0

4.3 Draft Strategic Internal Audit Plan

Charter Reference: 9.2.2

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/146

Division: Governance & Infrastructure

Trim No: IC19/697

Appendix:

1. Draft Strategic Internal Audit Plan 2019-22 for Audit & Risk Committee (D19/62242)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

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

Yes

No

Reason: Nil

Purpose

The purpose of this report is to provide the draft Strategic Internal Audit Plan for 2019-2022 for the Committee's discussion prior to approval.

Discussion

The current Strategic Internal Audit Plan has been redrafted to take into consideration the issues raised at a recent review of the Strategic Risk Register by the Leadership group (see Enterprise Risk Management Report for more detail), and following meetings between Linda Lim from Oakton and the General Managers.

The Plan is being presented for discussion prior to approval in order that the audit review program can commence.

Recommendation

That the Audit & Risk Committee endorses the Strategic Internal Audit Plan for 2019 – 2022, as presented.

Meeting Discussion

The report was read, and the committee thanks officers for the report.

Actions

A review of the Gifts, Benefits and Hospitality process to be considered in the development of the 2020-21 section of Strategic Internal Audit Plan.

Committee Resolution

MOVED Mr Brian Keane, Seconded Mr John Gavens

That the Audit & Risk Committee endorses the Strategic Internal Audit Plan for 2019 – 2022, as presented, noting that a review of the effectiveness of the gifts, benefits and hospitality process is to be considered for inclusion in the 2021-21 section of the plan.

CARRIED 5:0

4.2 Integrity Agencies Report

Charter Reference: 9.9.3

Author's Title: Coordinator Risk Management & Legal Services **General Manager:** Anne Howard

Department: Governance & Risk **File No:** F18/145

Division: Governance & Infrastructure **Trim No:** IC19/596

Appendix:

1. Integrity Agencies Report - 1 January to 31 March 2019 (D19/49327)

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: Nil

Reason: Nil

Purpose

The purpose of this report is to present the Integrity Agencies Report from the various external oversight agencies to identify learnings for Council. A column has been included to provide Council's response to any recommendations/findings.

Full copies of reports can be located at the relevant websites.

Recommendation

That the Audit & Risk Committee receives and notes the Integrity Agencies Report for 1 January to 31 March 2019.

Meeting Discussion

The report was read, and the committee thanks officers for the report.

Actions

Nil

Committee Resolution

MOVED Mr Brian Keane, Seconded Ms Debra Russell

That the Audit & Risk Committee receives and notes the Integrity Agencies Report for 1 January to 31 March 2019.

CARRIED 5:0

4.4 External Auditors Update (Victorian Auditor General's Office)

Charter Reference: 9.2.1

Author's Title: Manager Finance

General Manager: Anne Howard

Department: Finance

File No: F18/145

Division: Governance & Infrastructure

Trim No: IC19/695

Appendix:

1. VAGO LG General Update - April 2019 (D19/62533)
2. VAGO LG Monthly Status Update - April 2019 (D19/62531)

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: Nil

Reason: Nil

Purpose

The purpose of this report is to receive and update from the External Auditor (Victorian Auditor General's Office).

Discussion

The latest update from the Victorian Auditor General's Office is attached.

Recommendation

That the Audit & Risk Committee note the update from the Victorian Auditor General's Office.

Meeting Discussion

The report was read, and the committee thanks officers for the report.

Actions

Nil.

Committee Resolution

MOVED Ms Debra Russell, Seconded Mr John Gavens

That the Audit & Risk Committee note the update from the Victorian Auditor General's Office.

CARRIED 5:0

1.1 Outstanding Issues & Actions Report

3. OUTSTANDING ISSUES & ACTIONS

1.1 Outstanding Issues & Actions Report

Charter Reference: 9.2.3

Author's Title: Senior Governance Officer

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/145

Division: Governance & Infrastructure

Trim No: IC19/431

Appendix:

1. Outstanding Issues & Actions Report - May 2019 (D19/63020)
2. Outstanding Issues & Actions - Status Log - May 2019 (D19/63031)

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: Nil

Reason: Nil

Purpose

The purpose of this report is to receive an update on the progress made on action items identified through previous audit reports and Audit & Risk Committee meetings.

Discussion

Items previously notified as completed are shaded in red and will be removed from the report when the whole of that section has been completed.

Recommendation

That the Audit & Risk Committee notes the Outstanding Issues & Actions Report.

Meeting Discussion

The committee noted the questions raised by members via email prior to the meeting and the satisfactory responses received from management regarding those questions.

Actions

Nil.

Committee Resolution

MOVED Ms Debra Russell, Seconded Cr Clive Goldsworthy

That the Audit & Risk Committee notes the Outstanding Issues & Actions Report.

CARRIED 5:0

4. RISK MANAGEMENT

3.1 Enterprise Risk Management Report

Charter Reference: 9.5.1

Author's Title: Coordinator Risk Management & Legal Services **General Manager:** Anne Howard

Department: Governance & Risk **File No:** F18/205

Division: Governance & Infrastructure **Trim No:** IC19/687

Appendix:

1. Enterprise Risk Management Report May 2019 (D19/61433)
2. Summary report Surf Coast Shire Council Strategic Risk Profiling (D19/57397)
3. MPP 009 Business Continuity Management Procedure v.6 Approved 13072017 (D16/66214)

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: Nil

Purpose

The purpose of this report is to present the Enterprise Risk Management Report.

Discussion

Updates since the last meeting include the following:

1. Strategic Risk Profiling session completed 18 April 2019:
 - a. Jardine Lloyd Thompson to provide a final report in May which will then be reviewed by the Leadership Group before a final draft list of strategic risks is presented to EMT.
 - b. Draft risk appetite statement and tolerances to be available for the September ARC meeting.
2. Summary of Recycling & Waste Management Activities
 - a. A range of recycling activities are being investigated by Waste Management
 - b. Council is preparing a submission for State Government inquiry
 - c. Advocacy for Container Deposit Legislation
 - d. Separating streams at Waste Transfer Stations
3. Business Continuity Procedure
 - a. A desktop review has been undertaken with no recommendations for change to the procedure at this time.
 - b. A gap and business impact analysis has been identified as work that has not been reviewed for some time and will be undertaken in June 2019.
 - c. Outcomes of the activity may lead to some changes in the procedure and development of new plans.

Recommendation

That the Audit & Risk Committee notes the Enterprise Risk Management Report as presented.

Meeting Discussion

The Strategic Risk Profiling Report has been completed. This related to emerging risks, not existing risks. Modification to risk appetite and tolerance table are to be made, and will be brought back to the Audit & Risk Committee at the next meeting.

Actions

A future presentation to be provided to the ARC on the BCP progress and future planning. To be conducted at an ARC meeting towards the end of the year.

Committee Resolution

MOVED Ms Debra Russell, Seconded Cr Clive Goldsworthy

That the Audit & Risk Committee notes the Enterprise Risk Management Report as presented.

CARRIED 5:0

5. FINANCIAL REPORTS

5.1 2018 - 2019 Shell Financial Statements

Charter Reference: N/A

Author's Title: Coordinator Financial Accounting

General Manager: John Bertoldi

Department: Finance

File No: F18/861

Division: Governance & Infrastructure

Trim No: IC19/644

Appendix:

1. Surf Coast Shire Council Shell Financial Statements 2018 - 2019 (D19/58309)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Purpose

The purpose of this report is to present the 2018 - 2019 shell financial statements.

These accounts have been prepared in accordance with the new model accounts as prepared and released by Local Government Victoria, and pre-populated with prior year comparatives.

Recommendation

That the Audit & Risk Committee note the 2018 - 2019 shell financial statements.

Meeting Discussion

The committee noted that the Shell Financial Statements have not yet been reviewed by the External Auditor.

The committee noted the questions raised by members via email prior to the meeting and the satisfactory responses received from management regarding those questions.

Actions

Nil.

Committee Resolution

MOVED Cr Clive Goldsworthy, Seconded Mr Brian Keane

That the Audit & Risk Committee note the 2018 - 2019 shell financial statements.

CARRIED 5:0

5.2 Quarterly Finance Report

Charter Reference: 9.3.1, 9.3.2, 9.6

Author's Title: Coordinator Management
Accounting

General Manager: Anne Howard

Department: Finance

File No: F18/145

Division: Governance & Infrastructure

Trim No: IC19/648

Appendix:

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

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

Yes

No

Reason: Nil

Purpose

The purpose of this report is to present the March 2019 Quarterly Finance Report to the Audit and Risk Committee.

Summary

The March 2019 Quarterly Finance report includes the Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows, Statement of Changes in Equity and Statement of Capital Works. A forecast has also been included for all statements.

Recommendation

That the Audit & Risk Committee receives and notes the March 2019 Quarterly Finance Report.

Meeting Discussion

The committee noted the questions raised by members via email prior to the meeting and the satisfactory responses received from management regarding those questions.

Actions

Nil.

Committee Resolution

MOVED Ms Debra Russell, Seconded Mr John Gavens

That the Audit & Risk Committee receives and notes the March 2019 Quarterly Finance Report.

CARRIED 5:0

5.2 Quarterly Finance Report

Report

Background

Council reports quarterly on its financial results in accordance with section 138 of the Local Government Act.

Discussion

Quarterly financial statements included with the attached report include:

- Comprehensive Income Statement:
 - Comparison of Council's actual versus budget income and revenue for the period 1 July 2018 to 31 March 2019.
- Balance Sheet:
 - Comparison of Council's actual assets and liabilities versus budget as at 31 March 2019.
- Statement of Cash Flows:
 - Statement of cash flows related to Council's actual operations and activities, and reconciliation to Council's total cash holdings versus budget for the period 1 July 2018 to 31 March 2019.
- Statement of Changes in Equity:
 - Council's actual equity position versus budget as at 31 March 2019.
- Statement of Capital Works:
 - Statement of Council's capital works expenditure versus budget for period 1 July 2018 to 31 March 2019.

Council's year to date net surplus is \$29.7 million, which is \$14.1 million ahead of the year to date budget. This is mainly due to unbudgeted project grant funding; earlier processing of granted assets and increased activity in landfill gate fees and Gherang gravel pit sales.

5.2 Quarterly Finance Report

COMPREHENSIVE INCOME STATEMENT For the quarter ended 31 March 2019

Notes	YTD	YTD	Annual	Variances		Variances		2018/19	Variance	
	Actuals	Budget	Budget	Actual v	YTD Budget	Actual v	Annual Budget	Forecast	Forecast v Budget	
	\$'000	\$'000	\$'000	\$'000	%	\$'000	%	\$'000	\$'000	%
Income										
Rates and charges	52,217	51,859	51,910	358	1%	307	1%	52,304	394	1%
Statutory fees and fines	2,024	1,509	1,872	515	34%	152	8%	2,284	412	22%
User charges	1 5,737	5,002	6,598	735	15%	(861)	13%	7,680	1,082	16%
Grants - Operating	5,034	4,427	5,780	608	14%	(745)	13%	6,338	558	10%
Grants - Capital	2 3,691	153	252	3,538	2315%	3,439	1366%	14,390	14,138	5615%
Contributions - monetary	3 4,171	2,752	3,647	1,419	52%	524	14%	4,970	1,323	36%
Contributions - non-monetary assets	4 8,976	2,990	12,265	5,986	200%	(3,289)	27%	13,970	1,705	14%
Other Income	1,007	677	903	329	49%	104	11%	1,272	369	41%
Total Income	82,856	69,369	83,226	13,486	19%	(370)	0%	103,207	19,981	24%
Expenses										
Employee costs	21,932	22,000	30,997	68	0%	9,065	29%	30,891	106	0%
Materials and services	5 18,198	18,997	25,426	799	4%	7,227	28%	26,882	(1,456)	6%
Bad and doubtful debts	80	51	77	(29)	57%	(4)	5%	103	(27)	35%
Depreciation	10,932	10,122	13,495	(810)	8%	2,564	19%	13,780	(285)	2%
Borrowing costs	804	865	1,155	61	7%	351	30%	1,089	66	6%
Net loss on disposal of property infrastructure, plant and equipment	370	812	923	442	54%	553	60%	1,152	(229)	25%
Other Expenses	830	972	1,319	143	15%	489	37%	1,198	121	9%
Total expenses	53,146	53,819	73,391	672	1%	20,244	28%	75,094	(1,703)	2%
Surplus/(deficit) for the year	29,709	15,551	9,835	14,158	91%	19,874	202%	28,113	18,278	186%
Other Comprehensive Income										
Items that will not be reclassified to surplus or deficit in future periods										
Net asset revaluation increment	14,084	1,967	4,608	12,117	616%	9,475	206%	21,121	16,513	358%
Total Comprehensive Result	43,793	17,518	14,443	26,275	150%	29,350	203%	49,234	34,791	241%

1. Waste Disposal fees higher than budget; Gherang Gravel pit sales higher than budget.
2. Capital grants higher than budgeted (including Surf Coast Multi Purpose Indoor Stadium, Disaster Relief projects and upgrade of Forest & Grays Road)
3. Developer contributions higher than budgeted.
4. Granted Assets received earlier than budgeted.
5. Materials and Services mainly relates to timing of delivery of programs and expensed capital works.

5.2 Quarterly Finance Report

BALANCE SHEET

As at 31 March 2019

Notes	YTD Actuals \$'000	YTD Budget \$'000	Annual Budget \$'000	Variances Actual v YTD Budget		Variances Actual v Annual Budget		2018/19 Forecast \$'000	Variance Budget v Forecast		
				\$'000	%	\$'000	%		\$'000	%	
Assets											
Current assets											
	1	157	22,430	25,059	(22,273)	99%	(24,903)	99%	43,280	18,221	73%
		16,932	15,450	3,602	1,482	10%	13,330	370%	4,318	716	20%
	1	53,628	15,000	15,000	38,628	258%	38,628	258%	10,000	(5,000)	33%
		252	284	289	(31)	11%	(37)	13%	257	(32)	11%
		-	-	-	-	0%	-	0%	-	-	0%
		536	310	651	226	73%	(115)	18%	650	(1)	0%
		71,504	53,474	44,601	18,031	34%	26,904	60%	58,505	13,904	31%
Non-current assets											
		73	79	79	(6)	7%	(6)	7%	74	(5)	6%
	1	-	1,000	1,000	(1,000)	100%	(1,000)	100%	-	(1,000)	100%
	2	782,655	544,109	557,976	238,546	44%	224,679	40%	802,616	244,639	44%
		457	457	457	0	0%	0	0%	457	0	0%
		783,185	545,645	559,512	237,540	44%	223,673	40%	803,146	243,634	44%
		854,689	599,119	604,113	255,571	43%	250,576	41%	861,651	257,538	43%
Liabilities											
Current liabilities											
		1,637	1,400	6,738	(237)	17%	5,102	76%	5,258	1,481	22%
	3	4,571	3,271	2,298	(1,300)	40%	(2,273)	99%	2,883	(585)	25%
		5,729	5,549	5,543	(180)	3%	(186)	3%	5,641	(98)	2%
	4	256	249	1,303	(6)	3%	1,048	80%	1,032	271	21%
		186	100	155	(86)	86%	(31)	20%	215	(60)	38%
		12,379	10,569	16,038	(1,809)	17%	3,660	23%	15,029	1,009	6%
Non-current liabilities											
		10,940	11,245	11,247	305	3%	307	3%	10,842	405	4%
	4	16,285	16,310	18,908	25	0%	2,623	14%	15,253	3,655	19%
		27,225	27,555	30,155	331	1%	2,930	10%	26,094	4,061	13%
		39,603	38,124	46,193	(1,479)	4%	6,590	14%	41,124	5,069	11%
		815,086	560,994	557,920	254,092	45%	257,166	46%	820,527	262,607	47%
Equity											
		464,627	252,323	233,249	212,304	84%	231,378	99%	432,575	199,326	85%
		328,695	284,309	286,951	44,386	16%	41,744	15%	335,732	48,782	17%
		21,764	24,362	37,720	(2,597)	11%	(15,956)	42%	52,220	14,500	38%
		815,086	560,994	557,920	254,092	45%	257,166	46%	820,527	262,607	47%

- Total cash and investment variance is \$15.4m, mix of short and medium term investments weighted differently than budgeted. \$4.4m relates to higher opening balance.
- Property, infrastructure plant & equipment opening balance higher than budget mainly due to recognition of previously unrecognised assets.
- Opening balance higher than budgeted \$614k.
- Interest bearing liabilities budget current and non-current budget split corrected. June 2018 borrowings taken at lower interest rate than budgeted.

STATEMENT OF CHANGES IN EQUITY

As at 31 March 2019

	YTD Actuals \$'000	YTD Budget \$'000	Annual Budget \$'000	Variances Actual v		Variances Actual v		2018/19 Forecast \$'000	Variance Budget v Forecast	
				\$'000	%	\$'000	%		\$'000	%
Equity Opening Balance	771,293	543,477	543,477	227,817	42%	227,817	42%	771,293	227,817	42%
Surplus for the Year	29,709	15,551	9,835	14,158	91%	19,874	202%	28,113	18,278	186%
Net Asset Revaluation	14,084	1,967	4,608	12,117	616%	9,475	206%	21,121	16,513	358%
Total Equity	815,086	560,994	557,920	254,092	45%	257,166	46%	820,527	262,607	47%

5.2 Quarterly Finance Report

STATEMENT OF CASH FLOWS For the quarter ended 31 March 2019

Notes	YTD	YTD	Annual	Variances		Variances		2018/19 Forecast	Variance		
	Actuals \$000	Budget \$000	Budget \$000	Actual v YTD Budget \$000	%	Actual v Annual Budget \$000	%		Forecast	Forecast v Budget \$000	%
Cash flow from operating activities											
1	39,940	39,334	51,910	606	2%	(11,970)	23%	52,209	299	1%	
	4,207	4,583	5,977	(376)	8%	(1,769)	30%	6,561	584	10%	
2	4,891	153	252	4,738	3101%	4,639	1842%	14,640	14,388	5714%	
	4,171	2,752	3,647	1,419	52%	524	14%	4,970	1,323	36%	
	833	677	903	156	23%	(70)	8%	1,257	354	39%	
	2,024	1,509	1,872	515	34%	152	8%	2,280	408	22%	
	5,723	5,500	6,757	223	4%	(1,034)	15%	8,106	1,349	20%	
	3,058	3,814	3,814	(757)	20%	(757)	20%	4,433	619	16%	
	1,705	1,019	45	686	67%	1,660	3684%	16	(29)	63%	
	(21,696)	(21,953)	(30,934)	255	1%	9,236	30%	(30,740)	193	1%	
	(25,978)	(28,862)	(31,014)	2,884	10%	5,036	16%	(33,201)	(2,187)	7%	
	18,876	8,526	13,229	10,350	121%	5,647	43%	30,530	17,301	131%	
Cash Flows from investing activities											
3	844	-	439	844	0%	405	92%	1,101	663	151%	
	(11,197)	(10,909)	(16,784)	(288)	3%	5,586	33%	(23,074)	(6,291)	37%	
4	(8,608)	-	-	(8,608)	0%	(8,608)	0%	35,020	35,020	0%	
	(18,962)	(10,909)	(16,345)	(8,052)	74%	(2,617)	16%	13,047	29,392	180%	
Cash flows from financing activities											
	(804)	(865)	(1,155)	61	7%	351	30%	(1,088)	66	6%	
	-	-	3,900	-	0%	(3,900)	100%	-	(3,900)	100%	
	(721)	(702)	(951)	(19)	3%	229	24%	(977)	(26)	3%	
	(1,526)	(1,567)	1,795	42	3%	(3,320)	185%	(2,065)	(3,860)	215%	
	(1,611)	(3,950)	(1,321)	2,339	59%	(290)	22%	41,512	42,833	3242%	
	1,768	26,380	26,380	(24,612)	93%	(24,612)	93%	1,768	(24,612)	93%	
	157	22,430	25,059	(22,273)	99%	(24,903)	99%	43,280	18,221	73%	
	53,628	16,000	16,000	37,628	235%	37,628	235%	10,000	(6,000)	38%	
					0%		0%				
	53,785	38,430	41,059	15,355	40%	12,726	31%	53,280	12,221	30%	

1. Rates & Charges higher due to timing and expect to exceed budget at year end by \$0.3m.
2. Grants Capital higher due to receipt of black spot funding relating to prior year and receipt of grants not bud.
3. Proceeds from sale of land budgeted in prior year \$0.7m.
4. Cash flow from investing activities is a movement of cash between financial assets and cash and cash equivalents.

5.2 Quarterly Finance Report

STATEMENT OF CAPITAL WORKS

As at 31 March 2019

Notes	YTD	YTD	Annual	Variances		Variances		2018/19	Variance	
	Actuals	Budget	Budget	Actual v	YTD Budget	Actual v	Annual Budget	Forecast	Forecast v Budget	
	\$'000	\$'000	\$'000	\$'000	%	\$'000	%	\$'000	\$'000	%
Property										
Land	1,493	1	1	(1,493)	229621%	(1,492)	149219%	1,580	(1,579)	157900%
Buildings	1,382	1,070	1,846	(311)	29%	465	25%	2,607	(761)	41%
Total Property	2,875	1,071	1,847	(1,804)	168%	(1,027)	56%	4,187	(2,340)	127%
Plant and Equipment										
Plant, Machinery and Equipment	993	1,214	1,867	221	18%	874	47%	1,934	(67)	4%
Fixtures, Fitting and Furniture	42	133	205	92	69%	163	80%	205	-	0%
Computers and Telecommunications	669	377	580	(292)	77%	(89)	15%	1,136	(556)	96%
Total Plant and Equipment	1,704	1,724	2,652	20	1%	948	36%	3,275	(623)	23%
Infrastructure										
Bridges	54	637	980	583	91%	926	94%	417	563	57%
Drainage and Sewerage	26	148	228	122	82%	202	89%	330	(102)	45%
Footpaths and Cycleways	892	1,058	1,627	166	16%	736	45%	1,872	(244)	15%
Parks, Open Space and Streetscapes	618	521	801	(97)	19%	183	23%	1,394	(593)	74%
Recreation, Leisure and Community Facilities	1,475	1,823	2,604	348	19%	1,130	43%	3,862	(1,258)	48%
Roads	3,554	3,929	6,044	374	10%	2,490	41%	7,657	(1,613)	27%
Offstreet Car Parks	-	-	-	-	0%	-	0%	20	(20)	0%
Expensed Capital Works	1,914	2,328	3,582	414	18%	1,668	47%	3,130	452	13%
Landfill Provision Works	-	36	55	36	100%	55	100%	61	(6)	10%
Total Infrastructure	8,533	10,479	15,922	1,946	19%	7,389	46%	18,743	(2,821)	18%
Total Capital Works	13,112	13,273	20,421	162	1%	7,309	36%	26,204	(5,783)	28%
Represented by:										
New	3,026	1,380	2,122	(1,647)	119%	(904)	43%	5,500	(3,378)	159%
Renewal	4,530	5,199	7,999	669	13%	3,469	43%	9,079	(1,080)	14%
Expansion	12	11	17	(1)	12%	5	27%	31	(14)	80%
Upgrade	3,629	4,320	6,646	691	16%	3,017	45%	8,404	(1,758)	26%
Expensed Capital Works	1,914	2,328	3,582	414	18%	1,668	47%	3,130	452	13%
Landfill Provision Works	-	36	55	36	100%	55	100%	61	(6)	10%
Total Capital Works	13,112	13,273	20,421	162	1%	7,309	36%	26,204	(5,783)	28%

Generally all project spend variations are only timing, spend of carry forward of unspent budgeted funds and spend of new budget allocations approved by Council during the year.

6. OTHER REPORTS

6.1 Process for Adding Items to the Audit and Risk Agenda

Charter Reference: N/A

Author's Title: Coordinator Governance & Corporate Planning

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/145

Division: Governance & Infrastructure

Trim No: IC19/717

Appendix:

1. Audit and Risk Committee Charter - Approved by Council 11 December 2018 (D18/150836)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to enable a conversation on the process for adding items to the Audit and Risk Committee Meeting agenda.

Discussion

The Audit and Risk Committee Charter was approved by Council on 11 December 2018. The current charter does not include the process through which Council can add items to the agenda for consideration.

Recommendation

That the Audit & Risk Committee:

1. Considers the process through which Council can add items to an Audit and Risk Committee meeting agenda.
2. Includes the process through which Council can add items to an Audit and Risk Committee meeting agenda in the Committee's Charter.

Meeting Discussion

Per the Audit & Risk Committee Charter, section 9.10.1 – *Perform other activities related to this Charter as requested by the Council*; Council is taken to mean Council as a collective, not a single Councillor.

The committee agreed that at times there may be a general view amongst councillors that a matter should be referred to the committee and that an appropriate process would be for a councillor to raise this with the Mayor or councillor representatives on the committee. The matter would be then discussed amongst the broader councillor group, and if there is general agreement that the matter should be referred, the Mayor can raise it with the CEO or Chair to affirm that it is within scope of ARC responsibility and is for inclusion on the committee's agenda.

Actions

The committee requested management to propose a statement for consideration in the next review of the Audit & Risk Committee Charter to address this and ensure clarity around the process of items being brought before the ARC.

Committee Resolution

MOVED Mr John Gavens, Seconded Cr Clive Goldsworthy

That the Audit & Risk Committee note the recommendation, consider the process and will review what is brought back to the committee.

CARRIED 5:0

6.2 Revised Process for Publication of Audit and Risk Committee Meeting Minutes.

Charter Reference: N/A

Author's Title: Coordinator Governance & Corporate Planning

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/145

Division: Governance & Infrastructure

Trim No: IC19/718

Appendix:

Nil

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: Nil

Reason: Nil

Purpose

The purpose of this report is to enable a conversation on the process for publication of Audit and Risk Committee meeting minutes.

Discussion

Currently, Councils receive the open and closed minutes of the Audit and Risk Committee minutes without attachments into the respective Council meeting agendas.

A revised process is proposed for discussion.

Recommendation

That the Audit & Risk Committee:

1. Provides feedback for consideration in development of a revised process for Council consideration of Audit and Risk Committee meeting minutes.

Meeting Discussion

The committee found that the current practice is not fulfilling the objective of fully informing Council of matters considered by the committee. This may diminish the value of the committee's advice to Council. The committee affirmed that its advice is for Council not the general public and, accordingly, it is more appropriate for the full committee papers to be provided with a report to Council at a meeting that is closed to the public, noting that this is the common practice for most councils.

The committee did not raise a concern about Council continuing to provide a summary of committee items considered in the open agenda as per current practice.

Actions

Nil.

Committee Resolution

MOVED Mr Brian Keane, Seconded Ms Debra Russell

That the Audit & Risk Committee:

1. Advises that it has no objection to a summary of committee matters continuing to be included in the public meeting agenda similar to current practice if Council wishes to continue that practice; and
2. Recommends that a full set of committee minutes, inclusive of attachments, be provided to Council at a meeting that is closed to the public.

CARRIED 5:0

7. REPORTS FOR NOTING

8.1 Quarterly Program Status Report - January to March 2019 Quarter

Charter Reference: N/R

Author's Title: Manager Program Management Office **General Manager:** Matthew Taylor

Department: Program Management Office **File No:** F18/189

Division: Environment & Development **Trim No:** IC19/592

Appendix:

1. Capital Projects - 31 March 2019 (D19/62322)
2. Capital Programs - 31 March 2019 (D19/62323)
3. Operational Projects - 31 March 2019 (D19/62324)

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: Nil

Reason: Nil

Purpose

The purpose of this report is to receive and note the Program Status Report for the January to March 2019 quarter.

Discussion

The Program Management Office (PMO) has responsibility to provide leadership, support and analysis for best practice project management, including standardising and building Surf Coast Shire Council's project management capability and methods. The PMO has responsibility to support successful delivery of Council's program of projects with the right approach and level of resources.

The Program Status Report is intended to provide high level analysis to Executive Management Team and Council on progress of the overall program of capital and operational projects, and provide a point of accountability for project managers to provide accurate status information including time, cost and scope. It also provides high level information for the PMO to identify where project teams may require assistance to address issues impacting on project delivery.

A snapshot of the overall status of the Program is provided to Council via a communications report at monthly briefing. This quarterly report includes more detail with individual project status detailed in appendices.

The financial data in the appendices is drawn from Council's finance system. The relevant project manager comments on status and provides an Estimate to Complete on behalf of the project team. The 'traffic light' indicators for time, cost and scope provide a snapshot of issues that project teams are addressing to progress the project, and that may result in a request to Council to re-baseline.

Project teams consider the relationship of time, cost and scope at each of the 'gates' between project phases / stages defined in the Project Delivery Process:

Identify Phase	Initiate Phase	Plan Phase	Deliver Phase			Close Phase
Idea (Project proposal)	Verify (Charter)	Details/Method (Project Plan)	Requirements Stage	Procurement Stage	Implement Stage	Wrap-up/Learn (Closure Report)

8.1 Quarterly Program Status Report - January to March 2019 Quarter

Project definition develops through each of these phases / stages and at each gate the Sponsor can recommend that the project:

- Progress as planned
- Change
- Stop (be deferred or cancelled).

If project planning determines that the project will not deliver the intended outcome within the parameters of time, cost and scope approved by Council, officers may recommend that the project be cancelled or funds transferred to the Adopted Strategy Implementation Reserve (or other relevant reserve) while a new project proposal is prepared for Council to consider.

Projects are reported 'Life to Date' therefore multi-year project financial data includes actual spend from years prior and future allocations to represent the total project budget approved by Council.

Project budgets are reported excluding contingency. Contingency funds for each project are centralised in a separate account to be drawn on as requested by the Sponsor and reviewed / approved by the PMO.

A spend target has been established for the 2018/19 program based on:

- The program allocation made by Council in the 2018/19 Budget
- PLUS carry forwards from 2017/18
- LESS
 - Multi-year project funding that is planned to be expended in future years
 - Projects awaiting outcomes, such as grant or project partners preparedness, or high external risk i.e. subject to significant consultation or external approvals
 - Project funding in the process of being accumulated
 - Land transactions
 - Project contingency
 - DT (Digital Transformation) related projects.

Spend targets for the 2018/19 Capital and Operational Programs were presented to Council on 28 August 2018.

	Actual Spend 2015/16	Actual Spend 2016/17	Actual Spend 2017/18	Spend Target 2018/19
	\$'000	\$'000	\$'000	\$'000
Capital	14,966	19,547	20,527	19,350
Operational	1,922	3,168	1,526	1,957
TOTAL	16,888	22,715	22,053	21,307
	<i>Historically High Figure</i>	<i>Record Spend in previous two years</i>		<i>New Challenge</i>

The quarterly profile for 2018/19 spend to produce the report graphs below is based on historical trend:

Quarter	Percentage (%) of annual spend
July to September	15
October to December	30
January to March	20
April to June	35

8.1 Quarterly Program Status Report - January to March 2019 Quarter

A statement of Capital Works by category for annual budget, year to date budget and actual budget is included in the quarterly Finance Report to Council.

The following results for the Program do not include Digital Transformation projects or non-project allocations in the program such as funding for fixed term staff roles or fixed term grants for activities such as Freeza. Other reports to Council cover progress of these allocations.

The financial results for the Program at 31 March 2019 are detailed in the table below:

	Capital \$	Operational \$	Total \$
YTD Spend Target	12,577,500	1,272,050	13,849,550
YTD Actual Spend	12,279,821	1,201,698	13,481,519
Percentage Actual Spend of Target	98%	94%	97%
Spend during Month	1,287,635	634,137	1,921,772
Value under contract	5,207,172	236,175	5,443,347

The overall result of 97% spend for capital projects as at 31 March 2019 is favourable compared with the result of 86% for same time last year.

The year to date spend as at 31 March 2019 is 63% of the full year target. This is close to the planned position of 65% which is based on historical trend.

Spend for the Capital Project Program at 31 March 2019 is represented in the graph below:

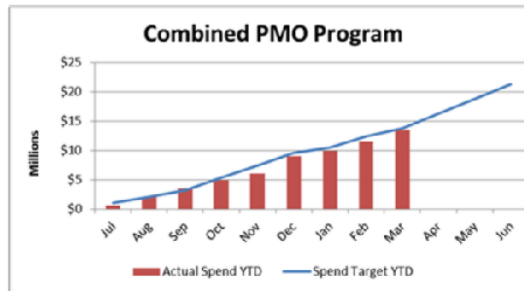


8.1 Quarterly Program Status Report - January to March 2019 Quarter

Spend for the Operational Project Program at 31 March 2019 is represented in the graph below:



Uplift in the Operational Program is associated with implementation of the Street Lighting Upgrade Program. Spend for the overall Project Program at 31 March 2019 is represented in the graph below:



Individual project status is detailed in:

- Appendix 1 - Capital Projects
- Appendix 2 - Capital Programs
- Appendix 3 - Operational Projects.

Project risk assessments are prepared, monitored and reviewed as part of project initiation and delivery. Any risk associated with the status of time, cost and scope for each project is managed by the Project Sponsor in conjunction with the governance group for the project, and subject matter experts where relevant. Project managers are required to provide data on time, cost and scope for each project each month. This supports early identification and resolution of risks and issues.

The indicators used in monthly reporting for individual project status are described below:

TIME

Green	Expected to be completed within approved schedule	
Amber	Delayed however expected to be completed within approved schedule	Schedule is over-estimated and it may be possible to reduce approved schedule
Red	Delayed and NOT expected to be completed within approved schedule	

COST

Green	Expected to be completed within approved budget	
Amber	Budget may not be adequate and use of contingency may be required	Budget is over-estimated and it may be possible to return funds to source early
Red	Budget including contingency will NOT be adequate	

8.1 Quarterly Program Status Report - January to March 2019 Quarter

SCOPE

Green	No material change to scope expected
Amber	Material change to scope may be required
Red	Material change to scope is required OR Scope is yet to be defined

Recommendation

That the Audit & Risk Committee note the Program Status Report for the January to March 2019 quarter.

Meeting Discussion

The report was read, and the committee thanks officers for the report.

Actions

Nil.

Committee Resolution

MOVED Mr Brian Keane, Seconded Mr John Gavens

That the Audit & Risk Committee note the Program Status Report for the January to March 2019 quarter.

CARRIED 5:0

8.2 CEO Employment Matters Process

Charter Reference: N/R

Author's Title: Manager People & Culture

General Manager: Chris Pike

Department: People & Culture

File No: F18/145

Division: Culture & Community

Trim No: IC19/546

Appendix:

1. CEO Employment Matters Committee - Terms of Reference - October 2018 (D19/64458)

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: Nil

Reason: Nil

Purpose

The purpose of this report is to outline Council's processes relating to CEO employment and performance reviews.

Discussion

In light of the Inspectorate's report into *Managing the CEO's Employment Cycle*, the Audit & Risk Committee requested that officers provide a report outlining Surf Coast Shire Council's CEO employment and performance review process.

The role of the CEO Employment Matters Committee

Council established the CEO Employment Matters Committee (*the Committee*) in 2014 as an advisory committee to Council. The Committee meets at least four times each year to consider matter relating to performance, objectives, remuneration and contract related matters pertaining to the employment of the CEO.

The establishment of a CEO Employment Matters Committee with an independent chairperson is considered best practice.

The CEO Employment Matters Committee is an Advisory Committee to Council as defined in the *Local Government Act 1989*. It meets at least four times a year, with authority to convene additional meetings as circumstances require. The Committee has authority to advise and make recommendations to Council regarding:

- a) Contractual matters relating to the CEO or the person appointed to act as the Chief Executive Officer, including, but not limited to, the following:
 - o The appointment of the CEO;
 - o Remuneration and conditions of appointment of the CEO;
 - o Extension (i.e. reappointment) of the CEO.
- b) To conduct the performance reviews of the CEO, and make any recommendations to Council as a result of the review.
- c) To perform any other prescribed functions or responsibilities stipulated under the *Local Government Act 1989* or Regulations.

Terms of Reference of the CEO Employment Matters Committee are attached to this report.

Composition of the Committee

Council supported the role of Independent Chairperson in its February 2018 submission to the Local Government Bill 2018 Exposure Draft recommending:

"CEO remuneration policy only allows for obtaining independent advice and does not require it. Suggest this is extended to be a requirement – Surf Coast Shire gets great value from having an independent Chair of the CEO Employment Matters Committee."

8.2 CEO Employment Matters Process

The initial composition of the Committee was four Councillors and one independent chairperson. Council appointed Mark Howes to the position of independent chairperson for an initial term of one year in 2014. Council extended this appointment in November 2015 for two years and again in March 2018 to end on 18 January 2019. In April 2017 Council resolved to change the composition of the Committee to include all Councillors and one independent chairperson.

In January 2019 Council appointed Anne-Marie Leslie to the position of independent chairperson for an initial term of one year. Anne-Marie Leslie is a Senior Human Resources Executive with extensive experience in executive remuneration, performance management and development. She holds a Masters in Human Resources and is both a fellow of the Australian Human Resources Industry and a graduate of the Australian Institute of Company Directors. Anne-Marie is a board member of the Colac Area Health and Deakin University Human Research Ethics Committee. She has a broad range of board experience having worked in both executive and non-executive board roles, advisory Committees and sponsor roles.

Meeting schedule & agenda items

When	What	How
February	Mid-year performance review	<ul style="list-style-type: none"> Self-assessment (written and verbal presentation) by CEO Committee review of performance and results against objectives Informal feedback provided to CEO
May	Objectives & Performance Criteria	<ul style="list-style-type: none"> Discussion of Objectives and Performance Criteria for the next financial year
August	<p>Full-year performance review</p> <p>Remuneration review</p>	<ul style="list-style-type: none"> Self-assessment (written and verbal presentation) by CEO Committee review of objective & results (considering EOFY financial results) Remuneration review considering remuneration principles based on VPS principles Committee recommendation to Council Council endorse recommendations Formal notification of remuneration review and performance rating provided to CEO
November	Review of Objectives and Position Description	<ul style="list-style-type: none"> Review of objectives following update/development of Council Plan Review of position description

8.2 CEO Employment Matters Process

Remuneration Principles

The CEO Employment Matters Committee determines the rate of increase to the CEO's salary in consideration of:

- Market relativity, as determined from industry benchmark data comparing similar sized Councils,
- Annual rate of CPI,
- Performance, and
- other organisational factors including other officer's enterprise agreement increases and the organisations capacity to pay such increases.

Provision of advice to Council

Despite the current membership of the committee (i.e. all Councillors) it remains an advisory body, providing advice and recommendations to the Council. The independent chair develops all Council reports, drawing on the minutes from committee meetings. The chair is assisted primarily by the Manager People & Culture (committee secretariat) and, to a lesser extent, the General Manager Culture and Community to achieve report submission deadlines and formats. Reports are then considered by the Council as with any other Council report. The General Manager Culture and Community is the primary source of advice in Council Meetings with the CEO excluded due to a conflict of interest and other executive officers excluded for confidentiality purposes.

Recruitment, reappointment and other contractual matters

Prior to the appointment of Keith Baillie to the position of CEO in January 2015 Council established the CEO Employment Matters Committee. The committee undertook recruitment and selection of the CEO and recommended that Council appoint Keith Baillie to the position of CEO for an initial contract term of four years. In June 2018 the Committee recommended that Council commence the process to reappoint Keith Baillie in accordance with Section 94 of the *Local Government Act 1989* and clause 4.1 of the CEO's employment contract.

Recommendation

That the Audit & Risk Committee notes this report outlining processes relating to employment of the Chief Executive Officer.

Meeting Discussion

The committee discussed the Inspectorate's recommendation that Councils have a CEO remuneration policy and that the Audit and Risk Committee should have a role in monitoring compliance with that policy. The committee thought that this would add to the robustness of Surf Coast's procedures.

Management advised that these suggestions would be raised with the independent Chair of the CEO Employment Matters Committee for discussion.

Actions

Nil.

Committee Resolution

MOVED Mr John Gavens, Seconded Mr Brian Keane

That the Audit & Risk Committee notes this report.

CARRIED 5:0

8.3 Governance Improvements

Charter Reference: 9.10

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/145

Division: Governance & Infrastructure

Trim No: IC19/585

Appendix:

1. Governance Improvements - In Progress (D19/48850)
2. Governance Improvements - Previously Completed (D19/48851)

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: Nil

Reason: Nil

Purpose

The purpose of this report is to provide an update on improvements to governance practices over the previous quarter (1 January to 31 March 2019) and other items of interest for the Committee's information.

Discussion

The Chief Executive Officer's objectives from Council include the implementation of a governance reform program and the Audit and Risk Committee has requested a progress update at each meeting. Progress against the reform program is presented to Councillors as part of a quarterly governance update.

Current progress against the governance reform schedule is set out in the spreadsheet at Appendix 1. Previously completed items are included at Appendix 2. Key items of interest include:

Councillor Media Policy

Council adopted the policy on 23 April 2019 at the Ordinary Meeting of Council.

Local Law No.2- Meeting Procedures

Local Law No.2 on public exhibition until 21 April 2019. Submissions are to be considered before be presented to Council at the May Council meeting.

Audio Recording of Briefing Sessions

Audio recording of Councillor briefing sessions has commenced to increase transparency and provide a complete record of discussions.

Subdivision Review

The VEC has foreshadowed a subdivision review (ward boundaries not municipal boundary) and will be briefing governance staff on the process 7 May 2019. The review will take place prior to the 2020 council elections.

Charter of Human Rights

Presentation held for leadership group to explain and reinforce the importance of considering human rights in decision-making. Access to an impact assessment tool and resources provided.

Governance Mandatory Training

Completion rates for governance training modules are high and continue to be monitored by the Governance team. See below for numbers completed through the iLearn system:

Conflicts of Interest – 236
Fraud and Corruption – 256
Protected Disclosures – 289
Privacy & Data Protection – 259

A Gifts and Benefits training package has been developed and will be rolled out shortly.

8.3 Governance Improvements

Recommendation

That the Audit & Risk Committee notes the content of the Governance Improvements report.

Meeting Discussion

The report was read, and the committee thanks officers for the report.

Actions

Nil.

Committee Resolution

MOVED Cr Clive Goldsworthy, Seconded Mr Brian Keane

That the Audit & Risk Committee notes the content of the Governance Improvements report.

CARRIED 5:0

8.4 Compliance with Legislation, Policy & Procedures

Charter Reference: 9.7.3

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/145

Division: Governance & Infrastructure

Trim No: IC19/551

Appendix:

1. Compliance with Legislation, Policy and Procedures (D19/52604)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Purpose

The purpose of this report is to provide an update on Council's internal control framework and particularly compliance with key legislation, policies and procedures.

Council is required to develop and maintain adequate procedures, systems and guidelines to enable:

- Preparation of accurate financial statements
- Timely and reliable external and internal reporting
- Safeguarding of public assets
- Prevention of fraud, errors and other irregularities and
- Compliance with legislation, policy and procedures.

An assessment of the key legislation, policies, procedures and guidelines has been conducted in accordance with the annual internal audit plan in order to assess effectiveness.

At the request of the Audit and Risk Committee, the following have been added to the report:

- Organisation culture
- Cyber protection
- Security controls.

The internal self-assessment has concluded that overall the framework is effective. Contributing to this finding is the increased level of compliance training which has been completed in the past 18 months. There are, however, a number of actions where improvements have been identified and are underway.

Recommendation

That the Audit & Risk Committee notes the assessment of Council's compliance framework.

Meeting Discussion

The report was read, and the committee thanks officers for the report.

Actions

Nil.

Committee Resolution

MOVED Cr Clive Goldsworthy, Seconded Ms Debra Russell

That the Audit & Risk Committee notes the assessment of Council's compliance framework.

CARRIED 5:0

8.5 MPP-018 Staff Workplace Health and Safety Policy

Charter Reference: N/R

Author's Title: Co-ordinator WHS

General Manager: Chris Pike

Department: People & Culture

File No: F17/309

Division: Culture & Community

Trim No: IC19/639

Appendix:

1. MPP-018 Staff Workplace Health and Safety Policy (D13/4174)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to present the MPP-018 Staff Workplace Health & Safety Policy for Audit & Risk Committee review, as per the 2018/19 Work Plan which lists this policy for review annually.

The Executive Management Team, and the Corporate Health and Safety Committee have recently approved the policy.

Discussion

As part of Council's governance reform program it was established that the current Workplace Health & Safety Policy, and the Equal Opportunity & Workplace Behaviours Policy would benefit from being split into separate staff and Councillors policies in order to provide greater clarity and more formal guidance.

Council commissioned Betteridge Legal Consulting to develop the Workplace Health & Safety and Equal Opportunity & Workplace Behaviours policies that relate solely to Councillors and to provide input to the separate policies for staff.

The process to develop the staff Workplace Health & Safety policy included a workshop with Joanna Betteridge, the leadership group, including Executive members and key staff, which were held in September 2018 to discuss and develop content.

The proposed policy developed in conjunction with the safety standard ISO 45001 and Council's current safety certification AS4801 and OHSAS18001. Additional changes proposed by both the Executive Management Team and Corporate Health & Safety Committee and were included in the new policy.

Changes to the policy include:

- Inclusion of wellbeing
- More specific scope
- Removal of application section (covered in scope)
- Clearer commitment statements
- Removal of Councillors
- Inclusion of additional responsibilities at all levels
- Removal of references to obsolete legislation and definitions not used within the policy

As a result, the new policy, MPP-018 Staff Workplace Health & Safety Policy, replaces SCS-014. The Council policy, SCS-014, was rescinded at the February Council meeting.

The new policy will be introduced to staff through the following activities:

- Updated policy on The Shire Wire (staff intranet)
- Update induction training for new staff
- iLearn (online staff training platform) refresher rollout to existing staff using the new policy
- Discussion at Toolbox and team meetings for those without iLearn access

8.5 MPP-018 Staff Workplace Health and Safety Policy

Recommendation

That the Audit & Risk Committee receive and note the MPP-018 Staff Workplace Health & Safety Policy.

Meeting Discussion

The report was read, and the committee thanks officers for the report.

Actions

Nil.

Committee Resolution

MOVED Ms Debra Russell, Seconded Mr John Gavens

That the Audit & Risk Committee receive and note the MPP-018 Staff Workplace Health & Safety Policy.

CARRIED 5:0

8.6 Gifts, Benefits and Hospitality Register and Councillor Expenses

Charter Reference: 9.7.4

Author's Title: Coordinator Governance & Corporate Planning

General Manager: Anne Howard

Department: Governance & Risk

File No: F11/819

Division: Governance & Infrastructure

Trim No: IC19/683

Appendix:

1. Public Register - Gifts Benefits and Hospitality - 2019 (D19/44076)
2. Gifts, Benefits & Hospitality Register - 1 July 2018 to 31 March 2019 (D19/61882)
3. Councillor Payment Summary - 1 July 2018 to 31 March 2019 (D19/61896)

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: Nil

Reason: Nil

Purpose

The purpose of this report is to present the Gifts, Benefits and Hospitality Register, and the Councillor Payment Summary for the period 1 July 2018 to 31 March 2019. An update is also provided on the operation of the updated Gifts, Benefits and Hospitality Policy SCS-018, adopted by Council in December 2018.

Discussion

In May 2017 the Audit and Risk Committee made recommendations for consideration when conducting the August 2018 review of the Gifts, Benefits and Hospitality Policy (SCS-018) including:

- The findings from the Victorian Auditor General's (VAGO) Report "Implementing the Gifts, Benefits and Hospitality Framework" dated December 2015, and
- The Victorian Public Sector Commission (VPSC) "Gifts, Benefits and Hospitality Policy Framework", dated October 2016.

During the review process, a number of operational practices were also reviewed. These included:

- Non-acceptance of discounts for Surf Coast Shire staff/Councillors that are not generally available to others;
- event tickets not being provided as a prerequisite of sponsorship arrangements; and
- tickets to events are not provided without clear criteria being met.

Council adopted the updated Gifts, Benefits and Hospitality Policy in December 2018.

Since December 2018, a number of initiatives have been introduced to increase compliance with this policy. These include:-

- Email notification to staff following adoption of the policy together with a summary of key changes
- Development and circulation of an online learning package via iLearn. This includes an assessment criteria to gauge understanding. This was circulated to staff on 23 April and has achieved a 24.40% completion rate to 1 May 2019.

The current policy requires that all gifts, benefits and hospitality over \$50 that have been accepted or declined are included in the register. To date, four staff declarations have been received, with all gifts, benefits and/or hospitality retained by the staff member.

In addition, the policy includes the requirement for the quarterly publication of a public register of the Gifts, Benefits and Hospitality Register on Council's website.

The quarterly public register was published to the website in April and is attached at Appendix 1.

Debra Russell left the meeting at 11:42am.

8.6 Gifts, Benefits and Hospitality Register and Councillor Expenses

Recommendation

That the Audit & Risk Committee:

1. Notes the steps taken to increase Councillor and staff compliance with the Gifts, Benefits and Hospitality Policy SCS-018
2. Notes that the first quarterly public version of the Gifts, Benefits and Hospitality register has been published to Council's website, as attached at Appendix 1.
3. Notes the Gifts, Benefits and Hospitality Register covering the period 1 July 2018 to 31 March 2019, as attached at Appendix 2.
4. Notes the Councillor Payment Summary – 1 July 2018 to 31 March 2019, as attached at Appendix 3.

Meeting Discussion

Management outlined that officers names being included in the Gifts, Benefits and Hospitality Register was not a recommended practice in the supporting guidelines at the time of the Gifts, Benefits and Hospitality Policy's development.

The committee highlighted that not disclosing benefit recipient names and roles is not considered current best practice. Management acknowledged that both recommended and generally accepted practice had evolved since the development of the policy.

The committee discussed that the current register would suggest that declined offers of gifts and hospitality are not being registered as per the policy.

The committee discussed the appropriateness of acceptance of some gifts and questioned the merits of an internal audit for compliance with gifts, benefits and hospitality.

Actions

The Gifts, Benefits and Hospitality Policy (and supporting register procedures) are to be reviewed and revised to reflect at minimum, current recommended practice and returned to Council for approval.

Committee Resolution

MOVED Cr Clive Goldsworthy, Seconded Mr Brian Keane

The Audit & Risk Committee note this report, and advise an earlier than scheduled review of the Gifts, Benefits and Hospitality Policy.

CARRIED 4:0

8.7 SCS-016 Investment Policy

Charter Reference: 9.7.4

Author's Title: Manager Finance

General Manager: Anne Howard

Department: Finance

File No: F18/145

Division: Governance & Infrastructure

Trim No: IC19/696

Appendix:

1. SCS-016 Investment Policy - Draft May 2019 (D19/62770)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to update the Audit and Risk Committee on proposed changes to the investment policy.

Discussion

Officers are proposing to update Council's Investment Policy (SCS-016) to improve investment opportunities by including Moody's investment ratings.

Some deposit taking institutions are no longer using Standard and Poor's as their primary investment ratings agency. By including Moody's ratings in the investment policy, Council will be able to access a greater range of investment opportunities. There is no proposed change to Council's risk profile regarding investments, and the proposed allowable Moody's ratings are the equivalent to the existing Standard and Poor's ratings.

Short Term		Long Term	
S&P	Moody's	S&P	Moody's
A-1+	P-1	AAA	Aaa
A-1	P-1	AA+	Aa1
A-2	P-2	AA	Aa2
		AA-	Aa3

There are no other proposed changes to the policy.

Recommendation

That the Audit & Risk Committee note the proposed update to Council's Investment Policy.

Meeting Discussion

The report was read, and the committee thanks officers for the report.

Actions

Nil.

Committee Resolution

MOVED Mr John Gavens, Seconded Mr Brian Keane

That the Audit & Risk Committee note the proposed update to Council's Investment Policy.

CARRIED 4:0

8. ADMINISTRATIVE MATTERS

7.1 Audit and Risk Committee Work Plan 2019-2020

Charter Reference: 9.10.4

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/145

Division: Governance & Infrastructure

Trim No: IC19/302

Appendix:

1. Audit and Risk Committee Work Plan 2019 - 2020 (draft for discussion) (D19/26360)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to provide a draft 2019 – 2020 Audit and Risk Committee Work Plan for discussion and adoption.

Discussion

The Audit and Risk Committee Work Plan has been updated to include items requested by members during the year and is presented for discussion and adoption.

Recommendation

That the Audit & Risk Committee approves the 2019 – 2020 Work Plan as attached at Appendix 1.

Meeting Discussion

The report was read, and the committee thanks officers for the report.

Actions

Nil.

Committee Resolution

MOVED Cr Clive Goldsworthy, Seconded Mr John Gavens

That the Audit & Risk Committee approves the 2019 – 2020 Work Plan as attached at Appendix 1.

CARRIED 4:0

7.2 Next Meeting Date and Proposed Agenda Outline

Charter Reference: 9.10.4

Author's Title: Senior Governance Officer

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/145

Division: Governance & Infrastructure

Trim No: IC19/434

Appendix:

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

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

Yes

No

Reason: Nil

Purpose

The purpose of this report is to present the proposed Agenda outline for the next meeting, scheduled to be held on Thursday, 5 September 2019 from 9.00am to 11.30 am as follows:

Discussion

The proposed agenda for the next meeting being as follows:

- **Outstanding Issues & Actions**
- **Presentations**
 - **Chief Executive Officer's Update**
 - **Program Status Report**
 - **Digital Transformation Update**
- **Risk Management**
 - **Enterprise Risk Management Report**
 - **Fraud & Corruption Control Plan, and Fraud Detection Reporting**
- **Audit Reports**
 - **Internal Auditors Update (Oakton Services Pty Ltd)**
 - **Strategic Audit Plan Progress Update**
 - **External Auditors Update (VAGO) – including Audit Scope & Approach**
 - **External Agencies Report**
- **Financial Reports**
 - **Quarterly Finance Report**
 - **Annual Financial Statements 2018-19**
 - **Accounting Principles, Policies and Practices Review**
- **Other Reports**
 - **Governance Improvements**
 - **SCS-021 Risk Management Policy**
 - **SCS-001 Councillor Entitlements Policy**
 - **Local Government Performance Reporting Framework (LGPRF) Results**
 - **Self-Assessment of Audit & Risk Committee Performance**
 - **Audit & Risk Committee Annual Report 2018-19**
 - **Workplace Health & Safety Report (for noting)**
- **Administrative Matters**
 - **Next Meeting Date & Proposed Agenda**
- **Confidential Matters**
 - **Confidential Chief Executive Officer's Update**
 - **Confidential Councillor Matters Update**
 - **Business Improvement Update (for noting)**

7.2 Next Meeting Date and Proposed Agenda Outline

Recommendation

That the Audit & Risk Committee notes the proposed agenda outline for the next meeting to be held on Thursday, 5 September 2019 from 9.00 – 11.30am.

Meeting Discussion

The report was read, and the committee thanks officers for the report.

Actions

Nil

Committee Resolution

MOVED Cr Clive Goldsworthy, Seconded Mr Brian Keane

That the Audit & Risk Committee notes the proposed agenda outline for the next meeting to be held on Thursday, 5 September 2019 from 9.00 – 11.30am.

CARRIED 4:0

9. CLOSED SECTION

Separately enclosed.

Close: There being no further items of business the meeting closed at enter time 11:51am.

8.1 Advisory Committee Minutes

APPENDIX 2 HEARING OF SUBMISSIONS COMMITTEE MEETING MINUTES - 4 JUNE 2019



Minutes

Hearing of Submissions Committee Tuesday, 4 June 2019

Held in the
Council Chambers
1 Merrijig Drive, Torquay
Commencing at 5.02pm

Council:

Cr Rose Hodge (Mayor)
Cr David Bell
Cr Martin Duke
Cr Clive Goldsworthy
Cr Carol McGregor
Cr Brian McKiterick
Cr Margot Smith
Cr Heather Wellington

MINUTES FOR THE HEARING OF SUBMISSIONS MEETING OF SURF COAST SHIRE COUNCIL
HELD IN THE COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY
ON TUESDAY 4 JUNE 2019 COMMENCING AT 5.02PM

PRESENT:

Cr Rose Hodge (Mayor)
Cr David Bell
Cr Martin Duke
Cr Clive Goldsworthy
Cr Brian McKitterick
Cr Margot Smith
Cr Heather Wellington (via Teleconference)

Cr Wellington was contacted at 5:02pm via telephone – however there was no answer.

In Attendance:

Chief Executive Officer - Keith Baillie
General Manager Governance & Infrastructure - Anne Howard
General Manager Environment & Development - Ransce Salan
General Manager Culture & Community - Chris Pike
Senior Governance Officer – Julie Anderson (minutes)
Finance Manager - John Brockway
Coordinator Management Accounting – Gabrielle Spiller
Accountant - Tim Dickson

60 members of the public

APOLOGIES:

Cr Carol McGregor

Committee Resolution

MOVED Cr Margot Smith, Seconded Cr Clive Goldsworthy

That an apology be received from Carol McGregor.

CARRIED 6:0

CONFIRMATION OF MINUTES

Committee Resolution

MOVED Cr Martin Duke, Seconded Cr Brian McKitterick

That the Hearing of Submissions Committee note the minutes of the meeting held on 7 May 2019 as a correct record of the meeting.

CARRIED 6:0

CONFLICTS OF INTEREST:

Nil

SUBMITTERS HEARD

1. David Marshall of Torquay and District Historical Society
2. Liz Hayes (Adam, Luke, Sophie & Chloe) of 1st Torquay Scout Group

Cr. Wellington joined the meeting at 5:19pm

3. Jacqui Fenwick
4. Paul Thompson of Jan Juc Live Working Group
5. Tony Sacchetta (and Carolyn Atkinson) – Karate Club
6. Adam Martin of Five Elements Kung Fu
7. Lisa Schuppe
8. Brad Hamblin of Moriac Winchelsea Kyokushim Karate Association Inc.
9. Judy Meagher of U3a Surf Coast
10. Jill Hyslop and Michele Barnes of HEART Space User Group
11. Doug McNeil and Julie Martin of Anglesea Primary School Community and School Council
12. Michael Atkinson
13. Andrew Crowley of Torquay Hockey Club
14. Andrew Crowley
15. Megan Mifsud of Torquay Netball Club
16. Jenny Wood of Torquay Tigers Football and Cricket Club
17. Graeme Biggins of The Quay Residents Association Inc.
18. Dr David Corbet of The Sound Doctor Presents
19. Michael Baker, President of Torquay Theatre Troupe
20. Renee Smith of Mindful Being Collective
21. Renee Smith and Fiona O'Connell of TV Pilot
22. Michelle Stocks and Michael Tucker
23. Caroline Wood

BUSINESS:

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1.1 <i>Submissions to the Draft Rating Strategy.....</i>	5
1.2 <i>Submissions to the Draft Annual Budget 2019-20.....</i>	6

1. OTHER MATTERS

1.1 Submissions to the Draft Rating Strategy

Author's Title: Manager Finance

General Manager: Anne Howard

Department: Finance

File No: F18/1599

Division: Governance & Infrastructure

Trim No: IC19/839

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to present submissions relating to Council's draft Rating Strategy to the Hearing of Submissions Committee and allow submitters to be heard where they have requested to address the committee in person.

Summary

At its meeting held on 23 April 2019, Council resolved to publicly exhibit the draft Rating Strategy and publish a public notice inviting submissions in accordance with section 223 of the *Local Government Act 1989*.

Summary of Submissions

A total number of 4 submissions were received, summarised as follows:

No.	Submitter	Position	Summary of Submission
1.	Individual	Objection	Opposes the removal of the vacant land differential rate.
2.	Individual	N/A	Querying farm rates.
3.	Individual	Objection	Opposes the removal of the vacant land differential rate.
4.	Individual	Objection	Opposes rate increases.

One submitter, John Foss, has requested to present his submission to the Committee at this meeting.

The issues raised in the submissions will be considered by Council when the Rating Strategy is presented to the 18 June 2019 Special Council meeting.

Recommendation

That the Hearing of Submissions Committee receives and notes the submissions relating to the draft Rating Strategy.

1.2 Submissions to the Draft Annual Budget 2019-20

Author's Title: Manager Finance
Department: Finance
Division: Governance & Infrastructure

General Manager: Anne Howard
File No: F18/1515
Trim No: IC19/842

Appendix:

1. Order of Speakers (D19/78003)

Officer Direct or Indirect Conflict of Interest:
In accordance with Local Government Act 1989 –
Section 80C:

Yes No

Reason: Nil

Status:
Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes No

Reason: Nil

Purpose

The purpose of this report is to present submissions received during the public exhibition of the draft Annual Budget 2019-20 to the Hearing of Submissions Committee and allow submitters to be heard where they have requested to address the committee in person.

The purpose of this report is to hear submissions relating to draft Annual Budget 2019-20.

Summary

- The draft 2019-20 Annual Budget was exhibited to the public between 23 April and 27 May 2019.
- 134 public submissions were received (of which, two submissions were received after the deadline)
- 27 submitters have requested to present at the hearing of submissions
- The organisation also prepared a submission of proposed changes to the draft budget based on matters that have arisen since the preparation of the draft budget. Inclusion of these changes provides transparency to the community.

Council is required to prepare and adopt an Annual Budget by 30 June each year pursuant to Section 130(3) of the *Local Government Act 1989*. Prior to final adoption of the budget, the Act requires Council to receive and consider public submissions.

1.2 Submissions to the Draft Annual Budget 2019-20

Organisation Submission

- A summary of the organisation submission has also been included below, and reflects:
 - New information received from other government bodies
 - New priority projects identified by officers

No.	Summary of Submission	Recurrent	Non-Recurrent
1	Roads to Recovery - additional funding announced by Commonwealth government.		\$ 240,212
2	Allocation of additional R2R funding to capital works.		(\$ 240,212)
3	Winchelsea Health Club 24/7 access – align project budget with Council resolution 28 May 2019.		\$ 50,000
4	Cancel "Miscellaneous Correction Amendment – Minor Planning Scheme amendments" project.		\$ 30,000
5	Implementation of Winchelsea Design Guidelines project.		(\$ 30,000)
6	Water Sensitive Urban Design Maintenance Manual project.		(\$ 35,000)
7	Allocation of Fixing Country Roads grant funding to specific capital projects: <ul style="list-style-type: none"> • Forrest Road (Larcombes to Grays Rd) - \$290,000. • Horseshoe Bend Rd Culvert - \$600,000 . • Coombes Rd rehabilitation - \$355,000. • Widen Coombes Rd - \$475,000. 		Official funding announcement received post publication of draft budget
8	Allocation of Roads to Recovery grant funding to specific capital projects: <ul style="list-style-type: none"> • Messmate Rd sealing - \$600,000. • Duffields Rd Roundabout & CERR works - \$220,000. • Gundrys Rd Safety Improvements - \$113,060. • Horseshoe Bend Rd Culvert replace - \$88,000. 		Previously not allocated to specific projects in draft 2019-20 budget
9	Council funding adjustments for Fixing Country Roads and Roads to Recovery projects: <ul style="list-style-type: none"> • Forrest Road (Larcombes to Grays Rd) – from Asset Renewal Reserve. • Reduce allocation to Kerb Renewal Program (allocate to Duffields Rd project). • Duffields Rd Roundabout & CERR works. • Messmate Rd sealing – from Gravel Pits Reserve. • Coombes Rd rehabilitation – return to asset renewal reserve due to grant funding. • Coombes Rd widening – return to DCP Council Funds reserve due to grant funding. 		(\$ 145,000) \$ 20,000 (\$ 20,000) (\$ 300,000) \$ 552,000 \$ 278,000
10	Update Victorian Grants Commission funding per latest advice indicating an uplift in revenue.	\$ 238,000	
11	Adjustments to employee benefits as a result of further refinements.	(\$ 20,134)	
12	Update rates income estimate in line with recent valuation advice received from the Victorian Valuer General	\$ 87,209	
13	Adjust assets for items retired during the year		(\$ 28,698)

Other Budget Document Changes

Other changes will also be included in the 2019-20 Annual Budget to reflect:

- Grants received early (such as the Victorian Grants Commission 2019-20 allocation),
- Addition of service delivery data to provide context for the community about some of the services supported by the budget,
- Updates to statutory fees as advised by other government departments,
- Project budget for Stribling Reserve updated to reflect contingency allocation (no change to total budget),
- Subsequent timing changes to projects in the Long Term Financial Plan,
- Community Project Management Support Fund moved from recurrent budget to capital program,
- Additional disclosures on pending changes to Australian Accounting Standards, and
- Other minor improvements or corrections to formatting or presentation.

1.2 Submissions to the Draft Annual Budget 2019-20

Public Submissions

Copies of all public submissions have been provided to the Councillors in full. A summary of these have been included below.

- Many of the submissions asked for funding support but did not nominate and amount required. Of those that did nominate funding amounts, the total requested was \$1.066 million.

Officers have written to all submitters thanking them for making a submission to the Annual Budget and advising them of the Hearing of Submissions Committee meeting.

No.	Submitter	Township	Summary of Submission	Requested Funds
Speaking at Hearing of Submissions				
13	Freshwater Creek Kyokushin Karate	Freshwater Creek	Opposes fee increase for Freshwater Creek Community Hall hire, and classification as commercial body.	N/A
14	Individual	Deans Marsh	Requesting funding for footpaths in Deans Marsh.	Not Specified
15	Five-Elements Kung Fu Academy	Torquay	Opposes fee increase for Grant Pavilion hire, and classification as commercial body.	N/A
67	Individual	Bellbrae	Opposes the increase to the Family Day Care Administration Levy.	N/A
81	Winchelsea Kyokushin Karate Association	Winchelsea	Opposes fee increase for Moriac Community Centre hire, and classification as commercial body.	N/A
82	Torquay Hockey Club	Torquay	Requesting funding for Multi-use synthetic pitch facility business case.	\$37,000
95	U3a	Torquay	Requesting lower facility hire rates.	Not Specified
96	Individual	Torquay	Requesting funding for upgrade of Great Ocean Views Park.	\$21,000
100	Individual	Aireys Inlet	Request funding for Land Survey and drainage plan for the Painkalac Creek valley.	Not Specified
101	Individual	Deans Marsh	Requesting funding for footpaths in Deans Marsh.	Not Specified
102	Individual	Torquay	Request funding for television series to be based in Torquay	\$30,000
104	Torquay Football & Cricket Club	Torquay	Funding for player and officials interchange boxes	\$42,792
105	The Quay Residents Association	Torquay	Funding for Nautical Rise Linear Reserve indigenous edible garden project	\$25,296
108	Heartspace Users Group	Bellbrae	Opposes fee increase for Heartspace hire.	N/A
110	The Sound Doctor Presents Inc.	Anglesea	Requesting funding for Anglesea Hall upgrade	\$143,250
111	Anglesea Primary School	Anglesea	Requesting funding for new footpaths and additional car parking spaces along Camp Road in Anglesea	\$211,000-\$241,000
113	Individual	Torquay	Requesting funding for off street parking bays in Spring Street.	Not Specified
115	Torquay Theatre Troupe	Torquay	Requesting handover of assets and additional funding.	\$30,000
117	Individual	Torquay	Opposes fee increase for Grant Pavilion hire.	N/A
118	Torquay Netball Club	Torquay	Requesting funding for an asphalt car park.	\$21,500
119	Jan Juc Live Working Group	Jan Juc	Requesting funding for a performance stage in Jan Juc.	\$108,563
122	Jan Juc Playgroup	Jan Juc	Opposes fee increase for Bob Pettit Pavilion.	N/A
123	Individual	Bellbrae	Requesting funding for wellbeing program.	Not Specified
124	Individual	Torquay	Requesting funding for theatre in Torquay.	Not Specified
126	The Quay Residents Association	Torquay	Requesting funding for public toilet at Quay Reserve	\$56,000
127	Torquay Scouts	Torquay	Requesting funding for Scout Hall extension	\$271,000
131	Torquay & District Historical Society	Torquay	Requesting funding for historical signage	\$5,147

1.2 Submissions to the Draft Annual Budget 2019-20

No.	Submitter	Township	Summary of Submission	Requested Funds
Not Speaking at Hearing of Submissions				
1	Individual	Torquay	Opposes the increase to the Family Day Care Administration Levy.	N/A
2	Individual	Torquay	Opposes the increase to the Family Day Care Administration Levy.	N/A
3	Individual	Torquay	Opposes the increase to the Family Day Care Administration Levy.	N/A
4	Jan Juc Probus Club	Jan Juc	Opposes fee increase for Grant Pavilion hire.	N/A
5	Individual	Moriac	Requesting funding for Wurdale Reserve Plan Stage 2 Implementation Project.	\$33,950
6	Individual	Torquay	Opposes fee increase for Torquay College courts.	N/A
7	Individual	Deans Marsh	Opposes the increase to the Family Day Care Administration Levy.	N/A
8	Individual	Jan Juc	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
9	Individual	Torquay	Suggests all ratepayers should fund Domestic Animal Management. Also requesting prioritisation of arts funding.	Not Specified
10	Individual	Deans Marsh	Opposes the increase to the Family Day Care Administration Levy.	N/A
11	Moriac Community Network	Moriac	Increased funding for unsealed roads maintenance, new funding for pathways in Moriac, upgraded pathways in Moriac, additional public bins, additional speed monitoring.	Not Specified
12	Individual	Deans Marsh	Funding for pathways in Deans Marsh.	Not Specified
16	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
17	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
18	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
19	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
20	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
21	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
22	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
23	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
24	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
25	Individual		Submission withdrawn.	
26	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
27	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
28	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
29	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
30	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
31	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
32	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
33	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
34	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
35	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
36	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
37	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
38	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
39	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
40	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
41	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
42	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
43	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
44	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
45	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
46	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
47	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
48	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
49	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
50	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
51	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
52	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
53	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
54	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
55	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
56	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
57	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
58	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
59	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
60	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
61	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified

1.2 Submissions to the Draft Annual Budget 2019-20

No.	Submitter	Township	Summary of Submission	Requested Funds
Not Speaking at Hearing of Submissions				
62	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
63	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
64	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
65	Individual		Submission withdrawn.	
66	Individual	Jan Juc	Opposes the increase to the Family Day Care Admin Levy.	N/A
68	Individual	Torquay	Request funding for 187m pathway along Sarabande Crescent Torquay, from Sarabande Park to Rocklea Drive.	Not Specified
69	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
70	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
71	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
72	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
73	Individual	Not Specified	Object to feasibility study. Request prioritisation of arts funding.	Not Specified
74	Individual	Torquay	Requesting previous year's fees schedule in budget.	N/A
75	Aireys Inlet & District Association	Aireys Inlet	Request funding for a gravel pathway between Albert St and Fraser Drive, and funding for a pathway along Painkalac Creek from Butlers Bend to Old Coach Road.	Not Specified
76	Individual	Torquay	Opposes fee increase for Quay Pavilion hire.	N/A
77	Individual	Anglesea	Opposes fee increase for Anglesea Hall hire.	N/A
78	Individual	Torquay	Opposes increased spending and rates.	N/A
79	Individual	Bellbrae	Opposes the increase to the Family Day Care Administration Levy.	N/A
80	Individual	Aireys Inlet	Opposes fee increase for Anglesea Hall hire.	N/A
83	Individual	Winchelsea	Opposes fee increase for Moriac Community Centre hire, and classification as commercial body.	N/A
84	Individual	Aireys Inlet	Opposes fee increase for Anglesea Hall hire.	N/A
85	Individual	Aireys Inlet	Opposes fee increase for Anglesea Hall hire.	N/A
86	Individual	Aireys Inlet	Opposes fee increase for Anglesea Hall hire.	N/A
87	Individual	Aireys Inlet	Opposes fee increase for Anglesea Hall hire.	N/A
88	Individual	Anglesea	Opposes fee increase for Anglesea Hall hire.	N/A
89	Individual	Aireys Inlet	Opposes fee increase for Anglesea Hall hire.	N/A
90	Individual	Anglesea	Opposes fee increase for Anglesea Hall hire.	N/A
91	Hockey Australia	Not Specified	Support for Torquay Hockey Club submission.	Included above
92	Individual	Aireys Inlet	Opposes fee increase for Anglesea Hall hire.	N/A
93	Aireys Inlet & District Association	Aireys Inlet	Request funding for Land Survey and drainage plan for the Painkalac Creek valley.	Not Specified
94	Moriac Community Network	Moriac	List of Priorities for funding including roads maintenance and upgrades, pedestrian safety and footpaths, speed and traffic control, beautification and litter control, and asset improvements.	Not Specified
97	Individual	Torquay	Requesting funding for Theatre in Torquay.	Not Specified
98	Stagecoach Productions	Torquay	Request funding for Community Management Committee representing performing arts	\$50,000
99	Individual	Deans Marsh	Requesting funding for pathways in Deans Marsh	Not Specified
103	Individual	Deans Marsh	Requesting funding for pathways in Deans Marsh	Not Specified
106	Individual	Anglesea	Opposes fee increase for Anglesea Hall hire.	N/A
107	Individual	Anglesea	Opposes fee increase for Anglesea Hall hire.	N/A
109	Individual	Torquay	Requesting funding for Theatre in Torquay.	N/A
111	Anglesea Primary School	Anglesea	Requesting funding for new footpaths and additional car parking spaces along Camp Road in Anglesea	\$211,000-\$241,000
112	Individual	Deans Marsh	Requesting funding for pathways in Deans Marsh	Not Specified
114	Individual	Torquay	Opposes the increase to the Family Day Care Administration Levy.	Not Specified
116	Individual	Deans Marsh	Requesting funding for a festival stand.	\$47,115
120	Individual	Jan Juc	Opposes fee increases for Kindergarten Programs	N/A
121	Anglesea Performing Arts	Anglesea	Requesting funding for Anglesea Hall upgrade	\$143,250
125	Growing Winchelsea	Winchelsea	Funding for additional park upgrades and extended hours at the Winchelsea Pool	Not Specified
128	Individual	Not Specified	Requesting funding for Theatre in Torquay.	Not Specified
129	Otway Harvest Trail	Not Specified	Requesting funding for Strategic Marketing and Action Plan	\$10,000-30,000
130	3228 Residents Association	Torquay	Requesting funding for Theatre in Torquay.	Not Specified
132	Individual	Bellbrae	Opposes fee increase for Heartspace hire.	N/A

1.2 Submissions to the Draft Annual Budget 2019-20

No.	Submitter	Township	Summary of Submission	Requested Funds
Late Submissions - Not Speaking at Hearing of Submissions				
133	Aerosport All Stars	Torquay	Opposes fee increase for Torquay Recreation Centre hire.	Not Specified
134	Individual	Not Specified	Opposes fee increase for Moriac Community Centre hire.	Not Specified

The issues raised in the submissions will be considered in detail in a report to be presented to the 25 June 2019 Council meeting.

Recommendation

That the Hearing of Submissions Committee receives and notes the submissions relating to draft Annual Budget 2019-20.

Committee Resolution

MOVED Cr Margot Smith, Seconded Cr Clive Goldsworthy

That the Hearing of Submissions Committee receives and notes the submissions relating to the draft Rating Strategy, and the draft Annual Budget 2019-20.

CARRIED 6:0

1.2 Submissions to the Draft Annual Budget 2019-20

APPENDIX 1 ORDER OF SPEAKERS



Hearing of Submissions
4 June 2019
5.00pm
Council Chambers
1 Merrijig Drive, Torquay

ORDER OF SPEAKERS

2019-20 Draft Budget Submissions

	Submitter Name
1.	David Marshall Torquay and District Historical Society
2.	Michael Baker President, Torquay Theatre Troupe
3.	Jacqui Fenwick
4.	Paul Thompson, Philip Avery, Mark Tringham, Perry Mills Jan Juc Live Working Group
5.	Tony Sacchetta
6.	Adam Martin Five Elements Kung Fu
7.	Brad Hamblin Moriac Winchelsea Kyokushin Karate Association Inc.
8.	John Bartlett U3a Surf Coast
9.	Jill Hyslop and Michèle Barnes HeEARTspace User Group
10.	Lisa Schuppe
11.	Sarah Minter, Stephanie Takle Jan Juc Playgroup
12.	Samone Dempsey
13.	Tim and Caroline Wood
14.	Murray Surkitt, Julie Martin, Doug McNeil Anglessea Primary School Community and School Council
15.	Russell Taylor-Shaw and Juliet Beatty
16.	Michael Atkinson
17.	Sharon Lewis
18.	Andrew Crowley Torquay Hockey Club
19.	Andrew Crowley

20.	Megan Mifsud Torquay Netball Club
21.	Jenny Wood Torquay Tigers Football and Cricket Club
22.	John De Will The Quay Residents Association Inc.
23.	Craeme Biggins The Quay Residents Association Inc.
24.	Dr David Corbet The Sound Doctor Presents
25.	Stephen Currie 1 st Torquay Scout Group
26.	Renee Smith Mindful Being Collective
27.	Renee Smith TV Pilot


Close: There being no further items of business the meeting closed at 7:10pm.

8.1 Advisory Committee Minutes

APPENDIX 3 POSITIVE AGEING ADVISORY COMMITTEE MINUTES - 3 MAY 2019

MINUTES

**Positive Ageing Advisory Committee Meeting
Friday 3 May 2019 - 9.30am to 11.30am
Surf Coast Shire Council Civic Centre
1 Merrijig Drive, Torquay**



Committee Members: Cr Margot Smith, Brian Butterworth (Deputy Chair), Deb Campbell, Magdalena Wheatland, Elizabeth Bills, Kristin McDonald, Christine Brooks (Chair), Keith Perkin, Jenny Mathison and Gary Allen.

Non-Committee Members: Jill Moodie (Manager Community Strengthening), Nicole Langtip (Facilitator), Carolyn Trowell (Minute Taker)

Apologies: Pam Aylward

Meeting Objectives:

1. Updates:
 - CHSP funding
 - 2019 / 2020 Budget - Service Fee
2. Discuss direction of smaller / specialist service components
3. Age Friendly Cities / Communities – Colac Model

Topic	Details Discussed	Points of Discussion	Further Action Follow Up – Required
1. Welcome	Welcome.	All members were warmly welcomed by Christine and apologies noted.	
2. Business Arising	Actions from last meeting:	<p>Brian complimented Jennine on the accuracy of minutes.</p> <p><u>Future Role of Advisory Committee</u> Page 3 of past minutes discussed council's role if not a service provider. Need to have further discussion on the role of the Advisory Committee.</p> <p>Discussion re moving into Age Friendly City / Community space and creating a framework to work with this.</p> <p>Age Friendly Communities will now be on each Advisory Committees agenda. The Colac Shire Age Friendly Community Ambassador Project will be reviewed today.</p> <p><u>Map Boundaries</u> Nicole spoke with Lorne Hospital re servicing Bambra & Deans Marsh instead of HESSE. Boundaries / map will be finalised as Project develops.</p>	

<p>3. Updates</p>	<ul style="list-style-type: none"> • CHSP funding • 2019 / 2020 Budget - Service Fee 	<p><i>Jill discussed:</i></p> <p><u>CHSP</u></p> <p>Funding confirmed til June 2020 Rumours block funding will continue til 2022 – to be confirmed</p> <p><u>2019 / 2020 Budget - Service Fee</u></p> <p>Draft Council budget is out for review by the community with not much feedback at this stage</p>	
<p>4. Smaller / Specialist Services</p>	<p>National Disability Insurance Services (NDIS). HACC Program for Young People (PYP). Department of Veterans Affairs (DVA). Brokerage.</p>	<p><u>Smaller Services (Carry over from last meeting)</u></p> <p>Document went out to everybody to read prior to meeting and was circulated for discussion including the rationale for exiting or continuing service</p> <p><u>National Disability Insurance Scheme (NDIS)</u> Discussion held re limited numbers of clients, increase in standards and compliance, suitability of disability services providing a range of services rather than limited services from Council.</p> <p><i>Margot</i> suggested we attend All Abilities group to inform them of proposal.</p> <p>Committee support exiting this program area.</p> <p><u>Home and Community Care Program for Young People (HACC PYP)</u></p> <p>Proposal suggests exiting this Program.</p> <p>This Program is a program to 'fill the gaps' when the service system changed. This client group are too young to receive Community Home Support Program (CHSP) support and not eligible for NDIS.</p> <p>Discussion re if we were to exit, what other program areas would these clients fit into. The potential gap in services is of concern. Need to review client list and support any clients that may be eligible for NDIS services and support them to transition and continue program for others.</p>	<p>Nicole Follow up with attending next All Abilities meeting</p>

		<p><i>Committee does not support exiting this Program area.</i></p> <p><u>Department of Veteran Affairs</u></p> <p>Many questions regarding whether we should exit or stay in this Program area.</p> <p>Need to further review the profile of this client group to see whether they:</p> <ul style="list-style-type: none"> • Fit into "Entry Level Care" • Can be transferred to CHSP Program <p>Also need to check with DVA as to whether:</p> <ul style="list-style-type: none"> • The program funding can be split into 3 geographical areas • Is there a Provider that could take over the whole Shire <p><i>Committee to receive further information</i></p> <p><u>Home Care Packages (HCP)</u></p> <p>General discussion that this is the most obvious Program area to exit due to:</p> <ul style="list-style-type: none"> • Small client list • Complexities in reporting and financial administration • Clients do not fit into our Entry Level Care framework <p><i>Committee support exiting this program area.</i></p> <p><u>Entry Level Care</u></p> <p>Discussed the need for a general statement regarding "Shire provides Entry Level Care" services and a definition of what Entry Level Care is.</p>	<p>Nicole</p> <ul style="list-style-type: none"> • Review client profile • Follow up with Department of Veteran Affairs
<p>5. Age Friendly Cities / Communities – Colac Model</p>	<p>Colac Otway Shire Ambassadors Program</p>	<p><u>DVD</u></p> <p>Unfortunately the DVD wouldn't work!</p> <p>Once we have service provision component organised, what will our role be and what sort of framework will we aspire to.</p>	<p>Nicole</p> <p>Send out link to DVD</p>


		<p>Discussion re future of Community Development department and Positive Ageing – complement each other, potential overlap, evolving into new model.</p> <p><i>Jill</i> stated she thought we would be going back and forth to Council meetings for approvals.</p> <p>For further discussion.</p>	
6. Upcoming dates		<p>Council Briefing – 21 May 2019 Council Meeting – 24 June 2019</p> <p>Elder Abuse Forum – 15th May 2019 Commissioner of Aged Services will be speaking</p>	
7. Meeting Dates	6 month proposed dates. Close.	 <p>Next Meeting: Friday 31st May 2019. Time: 9.30am to 11.30am.</p> <p>Communications / community engagement to be on next agenda</p>	<p>Nicole Follow up with Communication team re attending the next meeting</p>

8.1 Advisory Committee Minutes

APPENDIX 4 POSITIVE AGEING ADVISORY COMMITTEE MINUTES - 31 MAY 2019

MINUTES

Positive Ageing Advisory Committee Meeting
Friday 31 May 2019 - 9.30am to 11.30am
Surf Coast Shire Council Civic Centre
1 Merrijig Drive, Torquay



Committee Members: Cr Margot Smith, Christine Brooks (Chair), Brian Butterworth (Deputy Chair), Elizabeth Bills, Pam Aylward, Keith Perkin, Jenny Mathison, Gary Allen and Kristin McDonald.


Non-Committee Members: Jill Moodie (Manager Community Strengthening), Nicole Langtip (Facilitator), Alicia Hooper (Coordinator Community Health and Development) and Jennine Templar (Minute Taker).

Apologies: Magdalena Wheatland and Carolyn Trowell (Positive Ageing Coordinator).

Meeting Objectives:

1. Review Terms of Reference.
2. Provide Updates:
 - Council Briefing.
3. Continue discussion regarding direction of smaller service components.
4. Age Friendly Cities – developing our model.

Topic	Details Discussed	Points of Discussion	Further Action Follow Up – Required
1. Welcome.	Welcome.	All members were warmly welcomed by Christine and apologies noted. Deb Campbell, from Deans Marsh, has resigned from her role as Committee Member. Our thanks to Deb for attending previous meetings and appreciate her time given.	Nicole Seeking Expressions of Interest to fill Committee Member vacancy.
2. Business Arising.	<ul style="list-style-type: none"> • Actions from last meeting. • Questions arising from last meeting? • Membership of the Committee – Replacing members, Terms of Reference. 	<p>Nicole attending the upcoming “All Abilities Advisory Committee Meeting” on 6 June 2019 to give a Project update.</p> <p>Communications Plan. The Communication and Engagement Team to develop a plan.</p> <p>Terms of Reference. Our Terms of Reference states we need to go through expressions of interest process to replace vacancies.</p> <p>Discussion with Governance suggested we could just focus on the “Deans Marsh” area rather than whole of Shire. Committee agrees. Look to make adaptations to Terms of Reference to be endorsed at next Council meeting to:</p> <ol style="list-style-type: none"> 1. Omit “service providers” as eligible for place on Committee. 2. Add in the need for targeting geographical representation across the Shire. 	

<p>3. Updates.</p>	<p>Council Briefing.</p>	<p>Nicole circulated a hard copy of the “Positive Ageing Reform Readiness Plan 2019 – Version 1 – June 2019” to the group. Nicole reiterated the document is confidential and required minor updating before presenting at Council meeting.</p> <p>Nicole, Jill and Carolyn attended Council Briefing. Council appeared to be generally supportive of the Plans conceptual model.</p>	<p>Nicole Updating FINAL “Positive Ageing Reform Readiness Plan 2019 – Version 1 – June 2019” to present at Council meeting. Committee members endorse action.</p>
<p>4. Service Delivery Proposal.</p>	<p>Smaller Services:</p> <ul style="list-style-type: none"> • Brokerage. • Department of Veterans Affairs (DVA). 	<p>Brokerage Services This client group have higher support needs than Entry Level Care. Case Managers purchase individual services from a range of service providers. Of the 43 clients, there are a multitude of service providers, which all require individual financial invoicing and complex, detailed service provider agreements, which are reviewed annually.</p> <p><i>Committee supports exiting this program area.</i></p> <p>Department of Veterans Affairs (DVA) Contract with DVA concludes in November 2019. Members are mindful of the potential impact on the 29 Torquay clients that would be affected.</p> <p><i>No consensus could be reached regarding the direction of this Program area.</i></p> <p>The Committee acknowledged their role as giving “advice” and provide the following diverse advice / thoughts regarding Council’s decision making:</p> <ul style="list-style-type: none"> • There can be an emotive response in wanting to continue with service provision – which is valid. • Potential risk to Council reputation if it exited. • Potential to see out Contract until November 2019 and not renew. • Need to stay in. • Need to exit as with other brokerage services. 	<p>Nicole Communication to be discussed with the Comms Team. Committee members fervently agree Communication is the key item that needs to be addressed to ensure a smooth transition. Emphasis on clear, empathetic and consistent messaging. HCP and NDIS clients suggested to be contacted personally (via phone or face-to-face).</p> <p>Nicole <u>Service Proposal – Exiting - DVA</u> Discuss potential ramifications with appropriate Council personnel.</p>
<p>5. Reform Readiness Plan.</p>	<p>Reform Readiness Plan – Version 1 Complete.</p>	<p>Friday 21 June 2019 – The Agenda and associated documents for 25 June Council meeting will be uploaded to Council website.</p> <p>This includes our Council Report and the Reform Readiness Plan. It is available to the public for viewing and thus will no longer be confidential.</p>	
<p>6. Upcoming Forum.</p>	<p>Introduce Alicia. Inform regarding upcoming Forum.</p>	<p>Alicia is the new Coordinator Community Health and Development, for a 12-month period (maternity leave position).</p> <p>Alicia provided a presentation (please refer to link below) https://www.surfcoast.vic.gov.au/About-us/Council/Policies-plans-strategies-and-reports/Council-Plan.</p>	<p>All Please refer to attached agenda below.</p> <div style="text-align: center;">  Age Friendly Community Forum scc </div>

<p>Upcoming Forum. (continued)</p>		<p>Alicia is organising an "Age Friendly Forum" on Friday 28 June 2019. Purpose: to bring together groups from across the shire who provide social, learning and recreation opportunities that contribute to the health and wellbeing of older people in our community.</p> <p>Committee members are requested to contact Alicia (prior to Forum) regarding individuals and groups we can invite to the forum and individuals and groups we can invite to speak/present ie: people doing great things to connect with people who have become isolated.</p> <p>Alicia's contact details: P: 03 5261 0831 M: 0447 955 686 E: ahooper@surfcoast.vic.gov.au</p> <p>Feedback from the Age Friendly Forum can be used for future Positive Ageing Committee meetings to discuss project-based (priority) within the Age Friendly framework.</p> <p>Forum will be formally advertised externally and everyone is invited to attend. All-inclusive. All attendees welcome.</p>	<p><u>Details - Age Friendly Forum</u> Date: Friday 28th June 2019 Time: 9.30am – 1pm Location: 1B McMillan Street, Anglesea</p>
<p>7. Age Friendly Cities.</p>	<p>Brainstorm/Discussion – developing our model.</p>	<p>"Brainstorm Activity".</p> <p>World Health Organisation identified eight domains for age-friendly communities:</p> <ol style="list-style-type: none"> 1) Outdoor spaces and buildings 2) Transportation 3) Housing 4) Social participation 5) Respect and social inclusion 6) Civic participation and employment 7) Communication and information 8) Community support and health services <p>Transportation and Screen Addiction were discussed as areas of concern. Other domains to be explored with gaps and challenges to be further identified.</p> <p>We will use the information identified at the Forum as a platform to work from at our next meeting.</p>	
<p>8. Other Business.</p>	<p>Values and Principles. Staff.</p>	<p>Brian raised the point that the Guiding Principles developed really relate to service provision decision making and suggested we develop some core principles / values that are at the centre of our work with Age Friendly Communities.</p> <p>Committee wanted to acknowledge the impact to all staff, both office based and community care workers, by the proposed changes. Nicole reiterated the Shire's commitment to all staff and the importance of communicating information appropriately.</p>	<p>Nicole <u>Agenda Item for next Positive Ageing Advisory Committee Meeting</u> Formulate <i>Guiding Principles</i> specifically for Age Friendly Cities (include key core values eg: respect, inclusion).</p>

9. Next Meeting.	Allocate date.	<p>Next Positive Ageing Advisory Committee Meeting:</p> <p>Friday 5 July 2019. Time: 9.30am to 11.30am. Location: Surf Coast Shire Council Civic Centre. 1 Merrijig Drive, Torquay.</p> <p>Council Meetings</p> <p>Council meetings are usually held on the fourth Tuesday of each month at 6pm in the Council Chambers at 1 Merrijig Drive, Torquay, unless advertised otherwise.</p> <p>Everyone is welcome to come to Council meetings.</p> <p>Council Meetings - Public Question Time</p> <p>If you have a question you would like to ask at an ordinary meeting of Council, it must be written and received by 10am of the day of the meeting.</p> <p>Questions can be submitted online, faxed to 5261 0525, emailed to info@surfcoast.vic.gov.au or hand delivered to Customer Service, Council Offices, 1 Merrijig Drive, Torquay.</p> <p>Please note that questions relating to agenda items will be addressed first. Questions relating to the same agenda item will be grouped and repetitive questions will refer to previous answers.</p> <p>Questions that are unrelated to items on the meeting agenda will be answered at the discretion of the Chair and subject to availability of time. If not answered at the meeting, a written answer will be provided within 5 days.</p>	<p>All</p> <p>Members encouraged to attend next Council meeting due 25 June 2019. No obligation.</p>
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8.2 Section 86 Committee Minutes

Author's Title: Administration Officer - Governance **General Manager:** Anne Howard
Department: Governance & Risk **File No:** F18/221
Division: Governance & Infrastructure **Trim No:** IC19/875

Appendix:

1. Anderson Roadknight Reserve S86 Committee of Management - 11 February 2019 (D19/73019)
2. Anderson Roadknight Reserve S86 Committee of Management - 29 April 2019 (D19/73014)
3. Connewarre Hall and Reserve S86 Committee of Management - 12 March 2019 (D19/73026)
4. Deans Marsh Public Hall and Memorial Park S86 Committee of Management - 28 February 2019 (D19/73154)
5. Deans Marsh Public Hall and Memorial Park S86 Committee of Management - 20 May 2019 (D19/73149)
6. Eastern Reserve S86 Committee of Management - 4 March 2019 (D19/73164)
7. Eastern Reserve S86 Committee of Management - 6 May 2019 (D19/73170)
8. Globe Theatre S86 Committee of Management - 19 February 2019 (D19/73184)
9. Globe Theatre S86 Committee of Management - 21 May 2019 (D19/81176)
10. Modewarre Hall and Reserve S86 Committee of Management - 20 February 2019 (D19/37613)
11. Modewarre Hall and Reserve S86 Committee of Management - 22 May 2019 (D19/81174)
12. Stribling Reserve S86 Committee of Management - 11 February 2019 (D19/65392)
13. Stribling Reserve S86 Committee of Management - 18 March 2019 (D19/66287)
14. Stribling Reserve S86 Committee of Management - 8 April 2019 (D19/66288)
15. Stribling Reserve S86 Committee of Management - 5 May 2019 (D19/85141)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Reason:

Purpose

The purpose of this report is to receive and note the minutes of Section 86 Committee meetings as appended.

Summary

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

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

8.2 Section 86 Committee Minutes

Recommendation

That Council receives and notes the following minutes of the Section 86 Committee meeting:

1. Anderson Roadknight Reserve S86 Committee of Management – 11 February 2019
2. Anderson Roadknight Reserve S86 Committee of Management – 29 April 2019
3. Connewarre Hall and Reserve S86 Committee of Management – 12 March 2019
4. Deans Marsh Public Hall and Memorial Park S86 Committee of Management – 28 February 2019
5. Deans Marsh Public Hall and Memorial Park S86 Committee of Management – 20 May 2019
6. Eastern Reserve S86 Committee of Management – 4 March 2019
7. Eastern Reserve S86 Committee of Management – 6 May 2019
8. Globe Theatre S86 Committee of Management – 19 February 2019
9. Globe Theatre S86 Committee of Management – 21 May 2019
10. Modewarre Hall and Reserve S86 Committee of Management – 20 February 2019
11. Modewarre Hall and Reserve S86 Committee of Management – 22 May 2019
12. Stribling Reserve S86 Committee of Management – 11 February 2019
13. Stribling Reserve S86 Committee of Management – 18 March 2019
14. Stribling Reserve S86 Committee of Management – 8 April 2019
15. Stribling Reserve S86 Committee of Management – 5 May 2019

Council Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr David Bell


That Council receives and notes the following minutes of the Section 86 Committee meeting:

1. Anderson Roadknight Reserve S86 Committee of Management – 11 February 2019
2. Anderson Roadknight Reserve S86 Committee of Management – 29 April 2019
3. Connewarre Hall and Reserve S86 Committee of Management – 12 March 2019
4. Deans Marsh Public Hall and Memorial Park S86 Committee of Management – 28 February 2019
5. Deans Marsh Public Hall and Memorial Park S86 Committee of Management – 20 May 2019
6. Eastern Reserve S86 Committee of Management – 4 March 2019
7. Eastern Reserve S86 Committee of Management – 6 May 2019
8. Globe Theatre S86 Committee of Management – 19 February 2019
9. Globe Theatre S86 Committee of Management – 21 May 2019
10. Modewarre Hall and Reserve S86 Committee of Management – 20 February 2019
11. Modewarre Hall and Reserve S86 Committee of Management – 22 May 2019
12. Stribling Reserve S86 Committee of Management – 11 February 2019
13. Stribling Reserve S86 Committee of Management – 18 March 2019
14. Stribling Reserve S86 Committee of Management – 8 April 2019
15. Stribling Reserve S86 Committee of Management – 5 May 2019

CARRIED 7:0

8.2 Section 86 Committee Minutes

**APPENDIX 1 ANDERSON ROADKNIGHT RESERVE S86 COMMITTEE OF MANAGEMENT - 11
FEBRUARY 2019**

	<p>Minutes COMMITTEE NAME: Anderson Roadknight Reserve Committee of Management COMMITTEE MEMBERS: Marg Duncan, Gail Timmers, Barry Whelan, , Paul Elshaug, Libby Stapleton Dorothy McPherson, , Karen Jacques, John McInerny, Phil Rounsevell</p> <p>PRESENT: Marg Duncan, Gail Timmers, Barry Whelan, Paul Elshaug, Libby Stapleton Edie Barton, John McInerny, Phil Rounsevell, Meredith Kelly</p> <p>APOLOGIES: Keith Bremner, Karen Jacques VISITORS: Meredith Kelly</p>	<p>DATE: 11 February 2019 TIME: 5:30 pm VENUE: Aireys Inlet Community Hall</p>
<p>Welcome</p>	<p>Gail Timmers welcomed everyone to the meeting, particularly Edie Barton who is replacing Dorothy McPherson as the Red Cross representative.</p>	
<p>Adoption of previous minutes</p>	<p>Minutes from 12 November 2019 be accepted Moved Marg Duncan Seconded Phil Rounsevell Carried</p>	
<p>Conflict of Interest Declaration</p>	<p>Nil</p>	
<p>Masterplan Implementation Project</p>	<p>Paul Elshaug reported on delivery of the Master Plan project. Work to date has shown that the full Master Plan cannot be delivered within the available budget and therefore the project has evolved. A plan - Outlines Concept Plan L01 was tabled and discussed. The committee inspected the site and the plan was explained. The council will call tenders for the work shown on the plan and see what fits within the budget.</p> <p>Timing: Council will undertake Community Consultation on the revised plan in March, including an explanation of variances from the original plan, followed by a tender invitation period of 3.5 weeks, then tender evaluations and appointment of contractors. Therefore work will commence in say June and be completed in the new financial year.</p> <p>Further Budgets? The works are funded from accumulated Developer Contributions (levies placed on new subdivisions to contribute to recreational facilities) from the Aireys inlet area and there will be no further allocation in the 2019/2020 budget.</p>	


<p>Business Arising from previous minutes</p>	<p>Air Conditioning Gail Timmers has approached four contractors from the shire's approved contractor list for quotes. One is not able to quote, 2 written quotes have been received and a further quote is pending. Two quotes were tabled. Quote One is for 4 domestic units at about \$21,000 or 2 commercial units at about\$20,400. Quote Two Fis about \$39,000.</p> <p>Agreed that Gail Timmers will:</p> <ol style="list-style-type: none"> 1. Follow up on 3rd quote and discuss quotes with John Chatterton at Surf Coast Shire 2. Follow up with Bendigo Bank regarding a grant 3. Apply to Council Community grants in May (include reference to availability to residents on hot days.) 4. If no grants are available proceed with purchase at full cost to committee <p>Paul will provide advice on how to proceed with Community Grants bid</p> <p>Moved Marg Duncan Seconded Libby Stapleton Carried</p> <p>Tennis Club Key to access toilets Deferred</p> <p>Drop down screen has been relocated Noted</p>
<p>OHS</p>	<p>Nil</p>
<p>Correspondence In</p>	<p>19 September email from Paul Elshaug – Request to register defibrillator</p> <p>11 December – email from Paul Elshaug – Update on Masterplan Implementation Project</p> <p>21 December – Letter from Surf Coast Shire Mayor Rose Hodge – thanking Committee (attached to agenda email)</p> <p>Noted</p>
<p>Correspondence Out</p>	<p>Nil</p>

<i>Treasurers Report</i>	<p>Reports were circulated with the agenda.</p> <p>John McInerney noted that gas is a big expense, particularly hire of the large bottles necessary for the heating.</p> <p>Treasurers Reports Noted Moved Marg Duncan Seconded Phil Rounsevell Carried</p>
<i>Booking Officer Report</i>	<p>Bookings were busy over the summer period with regular markets</p>
<i>User Groups Report</i>	<p>Aireys Inlet P.S. Trees in reserve area near front of hall have been inspected and a report has been provided to the school</p> <p>AIDTC Nil</p> <p>Red Cross Welcome to Edie Barton</p> <p>Aireys Inlet Market Great summer, 3,000 to 4,000 people at each market and a successful first twilight market</p> <p>Playgroup Nil</p> <p>Soft Tennis More members will be welcome</p> <p>Uniting Church Nil</p> <p>Exercise Class Nil</p> <p>Reports moved for acceptance. Moved: Libby Stapleton Seconded: John McInerney Carried</p>
<i>Shire Report</i>	<p>Deferred</p>

General Business	Transfer of Domain Name from Di Trewenack has failed and domain name has expired and email is not working. Agreed to spend \$102 necessary to reactivate email address and follow up on transferring administration of domain name to Barry Whelan. Action: Barry Whelan
Meeting Concluded	Meeting concluded at 7:00pm
Next Meeting	Monday 29 April 2019
Meeting Dates 2019 Meetings to be held at 5:30 pm	Monday 11 February 2019 Monday 2 September 2019 Monday 29 April 2019 Monday 11 November Monday 24 June 2019

8.2 Section 86 Committee Minutes

APPENDIX 2 ANDERSON ROADKNIGHT RESERVE S86 COMMITTEE OF MANAGEMENT - 29 APRIL 2019

	<p>DRAFT MINUTES COMMITTEE NAME: Anderson Roadknight Reserve Committee of Management COMMITTEE MEMBERS: Keith Bremner, Marg Duncan, Gail Timmers, Barry Whelan, Paul Elshaug, Libby Stapleton, Karen Jacques, John McInerney, Phil Rounsevell, Edie Barton PRESENT: Keith Bremner, Marg Duncan, Gail Timmers, Barry Whelan, Paul Elshaug, Libby Stapleton, Karen Jacques, John McInerney, Phil Rounsevell, Edie Barton APOLOGIES: Nil VISITORS: Nil</p>	<p>DATE: Monday 29 April 2019 TIME: 5:30 pm VENUE: Aireys Inlet Community Hall</p>
<p>Adoption of previous minutes</p>	<p>Minutes from 11 February 2019 be accepted Moved: Phil Rounsevell Seconded John McInerney Carried</p>	
<p>Conflict of Interest Declaration</p>	<p>Nil</p>	
<p>Business Arising from previous minutes</p>	<p>Air Conditioning Gail Timmers obtained 3 quotes and received approval from the committee (via email) to proceed. As Committee funds are effectively Surf Coast Shire funds its procurement policy applies and requires a written Scope of Works and formal quotes. The initial quotation process has informed the Scope of Works. Paul Elshaug advised that formal invitations to quote are nearly ready to go and will be called next week, with a 2 week quotation period. There was discussion about heating and cooling for the foyer and the kitchen. Paul will arrange for these to be included as options within the scope of work, which will allow suppliers to identify the best method of heating and cooling for these areas. Works can then be included or not depending on costs.</p> <p>Accessible Toilet –Tennis Club Access to toilets Barry Whelan has had discussions with Trudi Demytko from the Tennis Club Committee. Trudi is happy for the current arrangements to continue, whereby Marg Duncan opens the door to the hall on Tuesday mornings. This will need to be reviewed when Marg is away and when Marg is no longer the Booking Officer.</p> <p>However during on-site discussions it became apparent that there are problems with the current configuration of the door furniture and there is nothing to protect the privacy of a person using the accessible toilet. This has been</p>	

	<p>referred to the Surf Coast Shire and Paul has arranged for the Council Accessibility Officer to be involved in arriving at a solution.</p> <p>Domain Name – Email Address The problems have now been resolved and the bookings@aireysinlethall.com is functional again. Barry Whelan is now the administrator and can arrange for the emails to be forwarded to any email address if the Bookings Officer is absent. However the email address was not functioning for a few months and it is likely this caused some missed bookings.</p>
OHS	Nil
Correspondence In	<p>22 Feb email from Gail Timmers re update on Air-conditioning</p> <p>6 March email from Paul Elshaug – Upgrades Final Concept Package</p> <p>7 March email from Paul Elshaug – link to feedback webpage</p> <p>14 March Letter from Bendigo Bank advising in principal support to air-conditioning project \$1,000 to \$5,000</p> <p>26 March email from Paul Elshaug – re planned burn</p> <p>10 April email from Gail Timmers requesting that Committee Members provide approval to allocate \$17000 to the air conditioning project, noting that the expected overall cost to the Committee should end up being approximately \$13000-\$14000.</p> <p>16 April email from Paul Elshaug – inviting recommendations or air conditioning contractors</p> <p>22 April email from Diane Trewenack advising donation - Aireys Inlet to Eastern View Rabbit Control Group - \$1636.80</p>
Correspondence Out	<p>9 April Email to Surf Coast Shire (Paul Elshaug) advising issues with locking of accessible toilet</p> <p>28 March Email to Surf Coast Shire requesting maintenance/clean up (front wall near entry)</p> <p>Submission to Bendigo Bank Community Investment Program (to be tabled)</p>

<i>Treasurers Report</i>	<p>The Report was circulated with the agenda. John McInerney spoke to the report. The finances are tracking OK. There are no particular issues.</p>
<i>Booking Officer Report</i>	<p>Domain Name and email issues are now resolved but probably some missed bookings. The School is now using the hall on Fridays. The Playgroup is now using the hall regularly, but numbers are small. The Yoga Group from Anglesea will be using the hall while the Anglesea SLSC is being redeveloped. The Hall is booked for the Federal Election in May. Local Yoga is using the hall over late autumn - winter. Repair Café is ongoing. A new Dance Class has made a booking up to July.</p>
<i>User Groups Report</i>	<p>Aireys Inlet P.S. Karen Jacques spoke about the recent burn off of the Mangowak School Sanctuary, adjacent to the school and the hall. The school students have been involved with a biodiversity audit of the area and the school is preparing a Vegetation Plan for the whole site. The regular burning of the sanctuary will lead to enhanced biodiversity and lower fuel loads. The committee noted that the burn had been well managed by the local brigade and kept well away from the sleeper and fence along the boundary with the sanctuary.</p> <p>Marg Duncan reported that there is an issue with the cleanliness of the hall floor following the school P.E. sessions.</p> <p>AIDTC The Tennis Club provided quite a lot of feedback about the implementation of the Masterplan. Otherwise all is well.</p> <p>Red Cross Edie Barton advised that the Red Cross intends to continue to use the meeting room 4 to 5 times a year and would like to retain the use of the Red Cross storage cupboard. The Welsh Choir has been booked for a return visit on 19 May and they were very happy with the hall's acoustics.</p> <p>Aireys Inlet Market Libby Stapleton reported that the markets are continuing to be very successful, with lots of positive feedback. There will be a market in July, then none in August and September to allow for upgrade works.</p>

	<p>Playgroup Up and running on Monday mornings but with small numbers</p> <p>Soft Tennis Going well, some new members but more members are still welcome.</p> <p>Uniting Church Pancake Day was very successful</p> <p>Exercise Class Going well with good numbers</p> <p>All Reports moved for acceptance. Moved: Libby Stapleton Seconded: Karen Jacques Carried</p>
<p>Shire Report</p>	<p>Masterplan Implementation Project Paul Elshaug reported that the consultation process was conducted in March. Paul was pleased with the way the feedback webpage was set up and a lot of valuable feedback was received, with 6 replies on the website. The engagement process held at the market was very beneficial. The Project Control Group met on 28 March and considered the feedback and made some adjustments to the project, which have been passed onto the consultants to revise the design. There will be no change to the consultant's fees to accommodate the changes, but there will be some delay to change the design. Current timetable is that a contractor will be appointed in July with works to proceed in August September and to be completed before the October market. The revised final design will be provided to the committee but there will be no opportunity for further changes. Paul then ran through some of the significant changes to the design.</p> <p>The Shire has a Fire Resistance Team which has a budget to make improvements to Council buildings. Paul has requested that team to look at the deck, with a view to replacing the decking with more fire resistant material.</p>
<p>General Business</p>	<p>Gail Timmers has contacted the Surf Coast Shire about the need for some maintenance to the front of the hall, including removal of an old alarm, replacement of rusty screws and paint over graffiti. The "Arts Project" may cover part of this area, but the issues need to be addressed either as maintenance or in conjunction with the improvement works. Paul Elshaug advised that the alarm and rusty screws will be dealt with as maintenance and</p>

he will follow up re the area where the graffiti has been painted over.

Arts Project

The budget for the Masterplan Implementation could not accommodate the proposed sculpture at the front of the hall. Therefore this is being treated as a separate "Arts Project". Keith Bremner has had some initial discussions with Anne Dancuk from Surf Coast Arts Inc. who are keen to be involved. There was some discussion about the budget for the Arts Project. It was agreed that the Arts Project be put on hold until the improvement works are completed and that a sub group comprising Gail Timmers, Keith Bremner and Phil Rounsevell will continue investigations.

Donation from the wind up of Aireys Inlet to Eastern View Rabbit Control Group - \$1636.80

As listed in correspondence the Committee received an email from Diane Trewenack advising a donation from Aireys Inlet to Eastern View Rabbit Control Group - \$1636.80 to the Hall committee as the rabbit control group is being wound up. It was agreed that the Committee formally record its appreciation and that the amount be earmarked for expenditure on a specific project, which could be the Arts Project for the front of the hall.

Membership status for Edie Barton

Gail Timmers advised that Edie could continue as a non-voting member, or could go through the Council process to be a full voting member. It was agreed that Edie would pursue full membership and that Paul will provide Edie with the necessary paperwork etc.

Proposed that Edie Barton be accepted as a full voting member:

Moved: Marg Duncan

Seconded: Libby Stapleton: Carried

Cleaning of Stage

Marg Duncan advised that there were marks on the stage that have resisted normal cleaning efforts. Marg will follow up to see whether the Council contract cleaner can treat the problem areas, or if a separate contractor may need to be engaged. If some financial outlay is required Marg will circulate an email to the Committee.


Hall Booking Process

There was discussion about the hall bookings process. Marg Duncan explained that the Booking Officer can take bookings for up to 6 months ahead. Bookings further into the future must be approved by the committee. There is no automatic rollover of events that are usually held annually. Hall users planning an annual event beyond the

	six months can do so with the approval of the committee.	
	Meeting concluded at 6:40 pm.	
<i>Next Meeting</i>	Monday 24 June 2019	
<i>Meeting Dates 2019</i> Meetings to be held at 5:30 pm	Monday 11 February 2019 Monday 29 April 2019 Monday 24 June 2019	Monday 2 September 2019 Monday 11 November

8.2 Section 86 Committee Minutes

APPENDIX 3 CONNEWARRE HALL AND RESERVE S86 COMMITTEE OF MANAGEMENT - 12 MARCH 2019

	<p>COMMITTEE: Connewarre Reserve & Hall COM PRESENT: A Reeve C Carroll M BjorkBillings E Fontaine G Elliot E Pritchett J Dans K Scanlon S Findlay APOLOGIES P Elshaugh M Kelly and F Burchall VISITORS:</p>	<p>DATE 12/03/19 TIME: 7pm VENUE: Connewarre Hall</p>
<p>Adoption of previous minutes</p>	<p>Moved E Fontaine 2nd G Elliot Carried</p>	
<p>Conflict of Interest Declaration</p>	<p>NIL</p>	
<p>Business Arising from previous minutes</p>	<p>Alan welcomed new COM member Kathy Scanlon for her first meeting as she has met all shire requirements</p>	
<p>Correspondence In</p>	<p>Barwon Water Acc CFA Acc Email From shire re fees (to be discussed in General Business) Email from shire re Kathy Scanlon joining the committee ,Email Request for meeting dates</p>	
<p>Correspondence Out</p>	<p>Letter to shire re Hall eaves as discussed in last meeting</p>	
<p>Treasurers Report</p>	<p>Expenses- Barwon Water \$305.42 CFA \$66 Bond Return \$600 Total \$971.42 Income- Bond for Hall \$1200 Hall Hire \$616 Interest \$3.16 Total\$1819.16 Toal in Chq Acc \$13246.38 Term Deposit \$20000 Moved C Carroll 2nd E Fontaine</p>	
<p>Booking Officer Report</p>	<p>We have had some birthday Parties with 1Bond to be returned after this weekends party (Bond now Returned)Wedding Booked in for next March ,BHFNC require the oval a bit longer this year as their oval has been re sown and Karate continue to use the hall Our artist has not made any bookings this year.</p>	
<p>User Groups Report</p>	<p>CFA- We have attended 3 car accidents Spent 2 days assisting Parks and DSE at a fire in a swamp</p>	


	<p>Went sent 1 truck to Little River Fire and sent members to remove a ring off a young persons finger We have 3 new members to be trained up for 2019 LandCare-some plantings have taken place at Karingle with lots of plants potted ,possibly another 1200 plants ready for planting in Aug Ernie has an Appointment with Grovedale Primrary and secondary schools and is still awaiting a reply from the Gordon with regards to assisting with planting Tony Lawn has completed his paperwork with the shire so we are now just waiting for the go ahead for Tony to assist us with Jeffs mound base for paths etc Riding Club-The Conewarre And District Riding Club held their AGM On 15/2/19 They elected the following Office Bearers President Sharlene Bell, Treasurer Janice Lister, Secretary Pam Bjork Billings The celected committee is Michael Scott, Val Perkins, Sandra Henrys, Brittany Bell, Ernie Fontain and Corinna George Ernie Fontaine will remain as the riding club rep on the Hall committee. Club awards went to Junior Award Jenna Krause, Nancy Fane Encouragement Award Michelle Scott, Presidents Workhorses Award David Lister and Dave Perkins Ernie thankedThe Mayor Cr Rose Hodge on her interest and attending a walk of all the infrastructure projects co-founded by council and the club The riding club has also provided the Hall and Reserve COM a copy of their annual report and updated phone contacts of all office bearers.</p>
<p>Shire Report</p>	<p>1 Reserve entry Signage-Completed. New signs installed Dec 2018 2.Riding Arena Signage- Design team have provided 2 proofs for riding arena signage for committee approval (The committee is happy with signs)Ideally the Shire require a better quality riding club logo prior to printing to be sent through to Meredith Kelly so it can be forwarded onto the design team 3. Bollard Installation-awaiting works to be scheduled 4. BMX Track –awaiting suitable material 5 New Fee Structure (committee to discuss in general business)</p>
<p>General Business</p>	<p>Possability of hosting a womans winter sports club/team raised Ernie moved a motion that we write a letter to council offering the availability of the reserve and facilities to any womans or girls winter sports clubs that require an extra oval or new teams that we can offer a permanent facility to. 2nd Michael Bjork Billings Carried Emma Moved Price Increase for Fees to commence at the beginning of financial year Hall half Day \$77 Full Day \$154 Night \$275 Oval half day \$55 Full Day \$99 All prices are inclusive of gst 2nd E Fontaine Carried Colleen noted boys re sculpting bmx track with shovels –maybe find out who they are and ask them for ideas for future Steve raised the over cutting of trees and grasses by council workers to much whipper snipping etc which affects</p>

	habitats of ground life and bird life. Ernie to try and organise a Landcare and council consultation to reach a happy medium
Notice of Motions to Council	
Next Meeting	Meeting Closed at 8.20pm Next Meeting 11/06/2019at 7pm

SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA/MINUTES TEMPLATE

8.2 Section 86 Committee Minutes

**APPENDIX 4 DEANS MARSH PUBLIC HALL AND MEMORIAL PARK S86 COMMITTEE OF MANAGEMENT
- 28 FEBRUARY 2019**


	<p>COMMITTEE: Deans Marsh PRESENT: Paul, Lisa, Tony, Deb, Sandra and Fran APOLOGIES: Mark and Tom VISITORS:</p>	<p>DATE: 28/02.2019 TIME:6.30pm VENUE:Deans Marsh Hall</p>
<p>Adoption of previous minutes</p>	<p>Moved Deb Seconded Fran</p>	
<p>Conflict of Interest Declaration</p>		
<p>Business Arising from previous minutes</p>	<p>nil</p>	
<p>OHS</p>		
<p>Correspondence In</p>	<ul style="list-style-type: none"> • Invite to Technology workshop from Shire , March 4th at 6pm • Street trader approval for BBQ at the Festival • email re Fees and Charges for Hall etc 2019 • booking forms • Assest Audit 	
<p>Correspondence Out</p>	<ul style="list-style-type: none"> • Asset Audit for Insurance purposes 	
<p>Treasurers Report</p>	<p>Opening balance:\$11,780.72 Payments: \$306.48 Receipts: \$2250.90 Closing Balance: \$13,725.14 Report moved by Tony Seconded Sandra</p>	
<p>Booking Officer Report</p>	<ul style="list-style-type: none"> • 12th -15th March, Wedding \$660 • May 10th Music evening • Community Cottage Wednesday singing and Thursday evenings, Story Stick and Music Jam • Feb 22nd [Cottage] film night • March 31st [Cottage] Sauce Making 	
<p>User Groups Report</p>	<p>Cottage: preparing for Festival. Someone will be nominated to attend Section 86 meetings in the future.</p>	

Shire Report	<p>Paul welcomed Deb Jarvis to the Committee Paul reported that he is working with Tony in regard to the Shire and Section 86 committees. He will report on discussions at the next meeting. Fran moved that the Committee appoint Fran and Tony to the working party exploring alternatives to the present S86 management structure under which the committee currently operates. Deb seconded.</p> <p>Plumber travelling to Deans Marsh tomorrow to check out septic system</p>
General Business	<ul style="list-style-type: none"> • Welcome to Deb Jarvis • Great Vic Bike Ride Sub Committee. Moved Deb, seconded Sandra that a sub committee be set up with Tom, Tony and Fran to negotiate the terms for the hire of the Reserve by the Great Vic Bike Ride. • Use of Hall by Cottage under MOU/ See bookings. • Powerpoints in Hall, to be placed on hold with an effort to convince Heath Smith [Electrician] to register with the Shire so that we can get him to work on projects at the Hall or Reserve. • Hall kitchen and Hot Water service. Both are outdated and need to be replaced. Cupboard lining is poor and water damaged and mice invasions have taken their tolls. We will wait on the building audit to see if any recommendations are made to renew the kitchen cupboards etc. If not, we will continue discussions with relevant Council members . • We will run our annual BBQ at the Festival. Sandra and Fran will organize and let members know if they wish for help. • Tony moved that we subsidise the Croacker in April by \$200. This will give an opportunity for coloured photos and a writeup on the front page about Sandra's life as a volunteer in Deans Marsh. Seconded, Fran • A proposal was put to the committee that we contribute to an oral / written history of the Hall and Memorial Reserve. This will depend on a successful grant application from Cricket Club [Tony Watts] and contributions from various clubs / user groups. More next meeting. • Tony is also hoping to collate photo records of Deans Marsh by applying for a super scanner and using technology to preserve for future reference. • Sandra formally retired from the Committee. We collectively thanked her. Paul thanked her on behalf of the Shire with flowers and a gift. • Tony will now become the booking officer. • We hope to nominate a new President next meeting [REDACTED]
NEXT MEETING	May 23 rd at 6.30 [fourth Thursday of the month]
Next Meeting	February, May, August, November

SURF COAST SHIRE SECTON 86 SPEIAL COMMITTEE AGENDA/MINUTES TEMPLATE

8.2 Section 86 Committee Minutes


**APPENDIX 5 DEANS MARSH PUBLIC HALL AND MEMORIAL PARK S86 COMMITTEE OF MANAGEMENT
- 20 MAY 2019**

	<p>COMMITTEE: Deans Marsh PRESENT: Tom, Mark, Tony, Fran, Paul, APOLOGIES: Deb, VISITORS:</p>	<p>DATE: 20/05/19 TIME: 6.30pm VENUE: Deans Marsh Hall</p>
Adoption of previous minutes	Moved Fran Seconded Mark	
Conflict of Interest Declaration		
Business Arising from previous minutes	Publicity re Sandra Dempsey retirement in Croaker and Surf Coast Times Small Grants applications still to come up at Council	
OHS		
Correspondence In	Great Vic Bike network Electrical quote from Heath Smith	
Correspondence Out	Bike network Letter of support to Cottage re Community Action Plan	
Treasurers Report	Opening balance: \$13,725.14 Payments: \$1336.55 Receipts: \$ 3192.75 Closing balance: \$ 15,581.34 Tony moved Fran seconded that the financial report be accepted.	
Booking Officer Report	All bookings tabled	
User Groups Report	Cricket: Deans Marsh Swamp Rats won the finals. Its been a great season with a very close group of all ages. Maybe two sides next year. Dog Trials: 3 rd week of January 2020	
Shire Report	See general business	
General Business	<ul style="list-style-type: none"> Election of chair. Tony nominated Tom , who accepted the nomination. Fran seconded the 	

	<p>nomination. All were in favour.</p> <ul style="list-style-type: none"> • MOU with Cottage due. Fran to work with Lisa at Cottage to finetune MOU . to be ratified at next meeting. • New booking forms. Tony is working on forms. One for Cottage, one for repeat bookings and one for all else. • Fran to contact Sam Smith to see how many fence panels are left for sale. • Motion moved by Tony and seconded by Mark: We accept Heath Smith’s estimate for two powerpoints to be installed in the Hall , subject to Heath meeting the Council Contractors requirements. Tony to contact Heath re this. • Council draft budget was discussed. This included discussion on playground upgrade, festival stand, hall kitchen, safe paving. Important to keep these discussions and consultations going with Council. Tony to meet with Paul and Tim on June 4th to continue discussions including Asset Renewal. • Working party information to group , change from Section 86 committee was discussed. • Motion, moved by Tony and Seconded by Tom: The committee has reviewed the progress report of the working party on the committee of management’s possible transition from the Section 86 model to a new model, and approves the guiding principles and specific shifts of responsibilities as outlined in the report. The committee desires as soon as is practical for the working party to move onto discussions of the financial viability of these proposals and this strategy for both the committee and council. Meeting closed 7.38 pm
<p>Notice of Motions to Council</p>	
<p>Next Meeting</p>	<p>August, 4th Thursday at 6.30 pm</p>

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APPENDIX 6 EASTERN RESERVE S86 COMMITTEE OF MANAGEMENT - 4 MARCH 2019

	<p>COMMITTEE: Stephen Leigh, Caroline Shelbourne, Campbell Brumby, Greg Leeson, - Cam McGregor, Martin Kavanagh, Denise Cooney</p> <p>PRESENT: Jarrod Westwood, Steven Leigh, Cam McGregor; Caroline Shelbourne; Greg Leeson; Campbell Brumby</p> <p>APOLOGIES: Martin Kavanagh</p> <p>VISITORS:</p> <p>SPECIAL NOTICE: Recognising death of Barry Stephens</p>	<p>DATE: 4/3/2019 TIME: 6.30pm VENUE: Eastern Reserve</p>
<p>Adoption of previous minutes</p>	<p>Due to bereavement of Barry Stevens; previous monthly meeting was postponed.</p>	
<p>Conflict of Interest Declaration</p>	<p>None declared</p>	
<p>Business Arising from previous minutes</p>	<p>Western Rams Soccer Club has proceeded to book venue for usage as per previous months agreement.</p>	
<p>GENERAL BUSINESS:</p>	<p>Opened: 6.30pm Chaired: Stephen Leigh</p> <p>Officebearerers Report: Special mention of the awful recognition of Barry Stephens death and the hole he will leave within ERCOM and the greater community. Appreciation to all the efforts of volunteer committee members; especially after the beravement of Barry Stephens.</p> <p>Bookings Manager Report (Temporarily Stephen/Greg): Bookings appear to be maintaining their strong growth. Large commitment of time. Majority of booking being Surfcoast Shire. Bookings software working well. Needs a little tweaking to reduce input from committee – discussion about upgrading software to declare ‘available dates’ on a calendar view so as end users can see what dates are available – reducing the need for committee to confirm/deny dates manually.</p> <p>Further requirement to confirm all previous bookings as recorded from June 30 2018 have all been paid up and accounted for. Suggested approach email to end user to confirm this.</p>	


	<p>Decision was agreed that Stephen would approach Denise Cooney and discuss her ongoing interest in being a committee member of ERCOM. Charter declares 3 x missed meeting without apologies is determined as abandoned position. Discussion was made concerning approaching other valuable committee members to fill vacant places. Stephen to run with this.</p> <p>Audited accounts are almost complete and will be sent to Jarrod as soon as possible.</p> <p>Recognition; proposal and agreement that Bookings Officer Role will need to be employed/contracted in a separate guise than that of using current ERCOM Members.</p> <p>Notice made that quarterly meetings have been organised moving forward with SurfCoast Shire Sport And Rec Department to assist in sharing info about current and upcoming projects.</p> <p>ERCOM requested permission to begin their own investigation into developing 2nd sports field.</p>
OHS	Nil
Correspondence In	Nil
Correspondence Out	Nil
Treasurers Report	<ul style="list-style-type: none"> • Martin was absent. Awaiting audited accounts to be filed.
Booking Officer Report	<ul style="list-style-type: none"> • Nil
User Groups Report	None submitted
Shire Report	<p>Jarrod Westwood: Project Updates: NETBALL PAVILION Planned completion date end of March 2019. Lighting cabling facing some issues; but being managed. Provision to be made incase project runs over time to account for toilets/change rooms/lighting for home games as required. All stakeholders have been made aware of current status.</p> <p>CRICKET NETS Drawings and costings have been completed. Costings of \$190G recorded. Budget of \$200G declared. No funds allotted as yet. Grants have been applied for. 2nd round funding looking positive.</p> <p>2ND OVAL Shire has given approval on ERCOM proceeding with investigative works and preparation of costing proposal as long as this falls within procurement/invoicing limits. Recommendation made to liaise with existing Civil Engineering Companies currently on Shire Panel.</p> <p>Jarrod to provide details of Shire internal/external sportsfield designers and engineers to assist in facilitating info.</p> <p>VENUE FEE RATES</p>

	Jarrold has requested final submission of Venue Fees/Charges. This is now achievable seeing how power/water bills have been provided by Shire.
Next Meeting	Meeting closed @ 8.54pm Next Meeting Monday 1st April

SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA

8.2 Section 86 Committee Minutes

APPENDIX 7 EASTERN RESERVE S86 COMMITTEE OF MANAGEMENT - 6 MAY 2019

	<p>COMMITTEE: Stephen Leigh, Caroline Shelbourne, Campbell Brumby, Greg Leeson, - Cam McGregor, Martin Kavanagh, Denise Cooney</p> <p>PRESENT: Steven Leigh, Cam McGregor; Caroline Shelbourne; Greg Leeson; Martin Kavanagh</p> <p>APOLOGIES: Campbell Brumby; Jarrod Westwood</p> <p>VISITORS: Ernie Tench and Simon Coverdale – Western Rams Soccer Club</p>	<p>DATE: 6/5/2019 TIME: 7.00pm VENUE: Eastern Reserve</p>
<p>Adoption of previous minutes</p>	<p>Moved – Steven Leigh Seconded – Cam McGregor</p>	
<p>Conflict of Interest Declaration</p>	<p>None declared</p>	
<p>Business Arising from previous minutes</p>	<ul style="list-style-type: none"> • Steve Leigh to contact Denise to discuss her withdrawal from committee to allow for new member/s • Caroline to upgrade Skedda to declare CALENDER of dates for end user to inspect availability and manage 'automatic' cleaning fees to be attracted for all bookings – catered or not. 	
<p>GENERAL BUSINESS:</p>	<p>Opened: 7.00pm Chaired: Stephen Leigh</p> <p>Officebearerers Report: Special thanks to all that have been helping out managing bookings and invoicing duties.</p> <p>Bookings Manager Report (Temporarily Stephen/Greg): Bookings appear to be maintaining their strong growth. Large commitment of time. Majority of booking being Surfcoast Shire. Bookings software working well. Needs a little tweaking to reduce input from committee. Look to include cleaning fee even if no catering is declared as toilets/benches; etc will require cleaning.</p> <p>Still a few invoices to be enacted and paid from end users but success rate has been terrific.</p> <p>Discussion was made concerning approaching other valuable committee members to fill vacant places. Stephen to run with this. Recognition; proposal and agreement that Bookings Officer Role will need to be employed/contracted in a separate guise</p>	


	<p>than that of using current ERCOM Members. Cam provided an indicative PD for a bookings clerk. All ERCOM members to provide feedback and any alteration/additions prior to publishing.</p> <p>General Business Report: Notice made that quarterly meetings have been organised moving forward with SurfCoast Shire Sport And Rec Department to assist in sharing info about current and upcoming projects.</p> <p>ERCOM has completed first draft of 2nd Oval proposal. Was tabled and discussed within Ercom.</p> <p>Steve Leigh moved that Ercom meetings be bi-monthly. Seconded: Greg Leeson.</p> <p>Caroline noted the potential value of having a 'regular' cleaner visit the venue every day to compensate for missed cleaning times and ensure all users have a good experience.</p> <p>WESTERN RAMS SOCCER Simon and Ernie attended meeting and discussed their request for ERCOM facilities and corresponding times. Now that this is clear, Ercom has made the commitemt to provide a simplified user agreement based upon this request. Once term 3 (September 2019) has completed – this will be re-investigated to confirm suitability for all parties.</p> <p>Cam has provided SCS with working documents of Ercom's preferred boundary line rectifications. Awaiting feedback.</p> <p>Caroline has suggested a 'fair play' policy for the venue to attempt to reduce the amount of instances where people have felt excluded whilst playing sports at the venue. Discussion went towards including this into the user agreements and even requesting SCS to provide their feedback and corresponding signage and policy information. Winchelsea Cricket Club has received their grant for new practice facility. Netball rooms to be complete by next home game (3 weeks).</p>
OHS	Nil
Correspondence In	Application made formally by Western Rams for a User Agreement
Correspondence Out	Nil
Treasurers Report	<ul style="list-style-type: none"> • Audited accounts have been delivered to SCS. Sign off: Moved : Martin Kavanagh; Seconded : Greg Leeson • P+L / Balance sheet provided • Still working thru aged debtors
Booking Officer Report	<ul style="list-style-type: none"> • Nil
User Groups Report	None submitted
Shire Report	Jarrold Westwood: Not present
Next Meeting	Meeting closed @ 10.30pm

	Next Meeting Monday 1st July 2019; 7.00 pm
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SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA

8.2 Section 86 Committee Minutes

APPENDIX 8 GLOBE THEATRE S86 COMMITTEE OF MANAGEMENT - 19 FEBRUARY 2019

	<p>COMMITTEE NAME: Globe Theatre Committe of Management COMMITTEE MEMBERS: PRESENT: Murry Aisbet, Maureen King, Trevor Brown, Ray King, Helen Brown, Niel Cameron. Paul Elshaug. APOLOGIES: Chris Thompson. VISITORS: Meridith Kelly (SCS), Harry Smith (Rep Society), Jenny Matherson (Movie Club/Growing Winch), Brad Hamlyn (Karate Club) Rob Cameron (Bendigo Bank).</p>	<p>DATE: 19/02/2019 TIME: 7pm VENUE: Globe Theatre</p>
<p>Introduction</p>	<p>M Aisbet opened the meeting and welcomed our visitors. Rob Cameron from the Bendigo Bank presented the committee with a Defibulator which was greatfully received, Rob gave an overview of the Bendigo Bank and it's operations, Rob was thanked by President Murray and all present ,prior to heading off to another meeting. M King gave a run down of how the committee operated for the benefit of our visitors.</p>	
<p>Adoption of previous minutes</p>	<p>Moved; M King Seconded; T Brown</p>	
<p>OH&S Issues</p>	<p>Side roadway is still a hazard due to the potholes etc, Paul then informed us that the cost is beyond the budget at the moment and would only be repaired as a walkway from the footpath to the loading ramp, still leaving a hazard for people walking from the carpark.</p>	
<p>Conflict of Interest Declaration</p>	<p>M King read out section 7.3.4 of the Instument of Delegation outlining the procecedure that a member must follow if they have a conflict of interest in any item brought to the committee.</p>	
<p>Business Arising from previous minutes</p>	<p>Quote for putting a roof over the container has been received from Mark Drayton plumbing, quote being \$1584.00, and it was agreed that we go ahead and get it done,</p>	
<p>Correspondence In</p>	<p>Letter from C Thompson offering her apologies, a number of emails to and from the SCS which were followed up, email from Mel's Dance Group inquiring about storing large mirrors in the Globe, this was discussed by the committee but it was agreed that it would be an OH&S issue, the storing of them was unanamously voted against, Mel will be informed of the outcome, Email received from Mayor Rose Hodge, expressing her thanks for the contributions of all volunteers.</p>	

<i>Correspondence Out</i>	All emails replied to.
<i>Treasurers Report</i>	T Brown presented his report which is attached, Moved; T Brown Sec; R King.
<i>Booking Officer Report</i>	Bookings continue to be steady, flower show was on over the weekend, plus the Garden Club earlier in the year, Geelong Heritenge group have booked a meeting in April.
<i>User Groups Report</i>	<p>J Matherson thanked the committee and the SCS for their support over the year, movie club running well with more members signed up this year, the Christmas dinner Movie went very well.</p> <p>Brad Hamlyn also thanked the committee, he was very impressed with the air conditioner, reported that one of his students had fiddled with the old fire tap but he was informed that it was no longer connected so no harm done, Brad also had a concern regarding dance powder that was left on the floor which leaves the floor very slippery for the Karate group that work out in bare feet, M King will keep an eye on it and address it as needs be.</p> <p>H Smith gave the reps report stating that they had a cast of 25 in the last performance, tickets sales were around \$33,000 of which \$15,000 was for catering, this year postcodes were taken and only 18% of attendances were from Winchelsea and surrounds, but still very popular by other communities.</p>
<i>Shire Report</i>	Paul Introduced Meridith Kelly from the SCS, The extension project is on hold due the the low rating as priority requirements within the SCS, Asset register is required asap, T Brown commented that it was done and he would send it to Paul, N Cameron reported that their equipment was still insured by the Rep Society until such time as the lighting system has been finalised. Paul Elshaug outlined the fees and charges of the halls within the SCS and the process around them, Paul to get more clarification on the conflict of interest section of the Instrument of Delegation and the budget for the stove replacement.
<i>General Business</i>	<p>T Brown informed the committee that he had received a phone call from the Training officer for the Defib machine and she is happy to come along to train all interested parties in the use of the Defib, training would only take about 30 minutes at a time to be arranged after it has been installed by the Council. Paul suggested that we register the Defib with Ambulance Victoria who have a register of the locations of these machines.</p> <p>T Brown has obtained quotes and information on Combe Ovens, he believes that one would benefit the caterers who do the catering for the rep society show, T Brown moved a motion that we purchase a Combe Oven and contribute \$5,000 towards it, this was seconded by N Cameron, this was discussed at length, N Cameron stated that they would also like a new Bain Marie to replace the two old ones, the SCS would only contribute the cost of a</p>


	<p>normal oven towards the replacement, N Cameron stated that they could contribute towards it, the cost replacement for the oven was around \$2,400 and the SCS has stated that they would not install the Combe Oven as they only place Combi Ovens in commercial kitchens, M King believed that as the booking agent she did not think that it would increase the bookings, both M King and R King voted against the motion, the motion was carried with M King to have further talks with John Chatterton regarding SCS contribution etc.</p> <p>R King presented the quotes that he had obtained for the new stage extension which has been on the agenda for awhile, the quote that came in that is the most suitable for the Globes situation was \$8,600, N Cameron asked if we could wait until the Rep's had their AGM and come back in 3 months, B Hamlin asked if it was a conflict of interest, but because it was brought up by the committee it was not, R King asked why we could not make a decision now as it has been on the books for 6 months, it was once again agreed to hold it over to the next meeting, unless N Cameron gets back to the committee earlier, The committee wishes to have a working bee to enable the container and under the stage to be cleaned up, it's important that he attends as some of the items belong to the Rep society, the date was set for 8th March at 8.30am, since then it has been put back to the 15th March.</p> <p>H Brown would like the minutes to show that the set up for the monthly dance, which is on the Friday prior to the Fourth Saturday of each month, it would be appreciated if all members of the Dance Committee could attend. The hall lights are on hold waiting for a permit from Heritage Victoria, the new lights will be similar to the original ones that would have been in the hall, but much brighter, N Cameron explained that the lighting that was installed for stage lighting is not complete as the light switches are in the wrong place, which is behind the stage in the wings, they should be up in the control room, also the wiring on the lighting is not up to standard and would like an approved contractor to tidy it up, Paul said he would arrange a meeting between N Cameron and the Contractor, he said he would talk to N Cameron at a later date.</p> <p>A vote was taken re the roof over the container and it was agreed that the job go ahead Moved; N Cameron Sec; M King.</p> <p>The committee agreed that an article be put in the Winchelsea Star letting the people know what has been happening with all the improvements that have taken place at the Globe, T Brown said he would do a draft copy and email it around for any comments and additions, Paul said he would like a copy sent to him as they like to see Good News items concerning hall committees,</p> <p>The notice board on the east side of the building has been put up, thanks to RKing and the Mens Shed and the bench seat in front of the Globe has been repainted by C Thompson, the committee would like to thank her for the good job, Meeting closed at 9.10pm</p>
<p>Notice of Motions to Council</p>	

<i>Next Meeting</i>	21st May 2019 at 7pm.
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SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA/MINUTES TEMPLATE

8.2 Section 86 Committee Minutes

APPENDIX 9 GLOBE THEATRE S86 COMMITTEE OF MANAGEMENT - 21 MAY 2019


	<p>COMMITTEE NAME: Globe Theatre Committee of Management COMMITTEE MEMBERS: PRESENT: Murray Aisbet, Maureen King, Trevor Brown, Ray King, Helen Brown, Neil Cameron, Harry Smith, (Rep Society) Brad Hamblin (Karate Club) APOLOGIES: Chris Thompson. Paul Elshaug, Meredith Kelly. Jenny Matheson.</p>	<p>DATE: 21/05/2019 TIME: 7pm VENUE: Globe Theatre</p>
<p>Introduction</p>	<p>M Aisbet opened the meeting and welcomed all.</p>	
<p>Adoption of previous minutes</p>	<p>Moved; R King Seconded; T Brown</p>	
<p>OH&S</p>	<p>Side pathway still waiting, from footpath to side door, to be completed. Some broken asbestos on wall at rear of stage wings, inside doorway on the left .needs to be repaired for safety reasons.</p>	
<p>Conflict of Interest Declaration</p>	<p>Neil received a letter re Conflict of Interest, Paul Elshaug stated in the letter that he had spoken to the legal department in the SCS, Paul also rang Neil personally, it appears that the conflict was due to the money being put towards the item discussed, it seems this issue has become so complex that it should be discussed further when Paul is available at our next meeting. Moved by T Brown that a letter be sent to the SCS outlining our disappointment in making this such a complex issue, Seconded M King. Carried.</p>	
<p>Business Arising from previous minutes</p>	<p>N Cameron stated that he didn't agree with the minutes but no explanation given. Container roof completed and paid for, New hall lights have been installed, Working bee was carried out, B Hamblin will keep an eye on the hall floor after the dance group, Defib Machine has been installed and training session has been run, Letter to be sent to the Bendigo Bank thanking them for contributing the machine, Moved N Cameron, Sec; H Brown, carried.</p>	
<p>Correspondence In</p>	<p>A number of emails from the SCS re CRM's that have been put through, requests for bookings etc, Mel's dance group re locks in Ladies toilet.</p>	
<p>Correspondence Out</p>	<p>Replies to all of the above.</p>	
<p>Treasurers Report</p>	<p>T Brown tendered his report which is attached. Moved; T Brown, Seconded; M King.</p>	

Booking Officer Report	National Trust, Geelong Branch, had a meeting and afternoon tea, at the Globe. Mrs Pat Collins gave a rundown of the history of the hall and an overview of Marjorie Lawrence. Movie Club put on a Mother's Day Movie followed by a very nice afternoon tea, SCS volunteers morning tea.
User Groups Report	Harry Smith is now President of the Rep Society. Rep's will pay their own contents insurance for another year until such time that the lighting issues have been resolved. Rep's have requested that the new stage be on hold until after their next show as the stairs could be a problem as well as the anchor points, all agreed, SCS has agreed to reimburse the Rep's for the lights and sound system, mid October for the Switches etc to be moved. M King to pass on to Paul. M King will review available times for Rep's rehearsals. B Hamblin had a letter from SCS indicating that the fees for the Moriac Hall that he uses would be increased by 150%, he is appealing this as they are a not for profit organisation, he will be attending the next SCS meeting.
Shire Report	Nil
General Business	N Cameron explained how the stairs for the new stage proposal could be an issue that needed to be resolved before going ahead with this project. M King mentioned that after the last Rep's show that some more cleaning up was required, it was explained that the dishwasher leaks a bit of water, Neil would pass this on to the person who cleans up. Everything else seems to be running well. M King has organised quotes for the Air Con for supper room, we will be waiting for John Chatterton's return, before proceeding with this project as we have to clarify the Heritage position. H Brown stated that the cleaning is still not up to standard, CRM to SCS to get the dishwasher serviced, Hall fans to be put back up as well as broken light to be replaced, We have had an issue with the stage curtains, as the large heads on the bolts that's hold the movie screen up is catching on them, Paul to be contacted. Looking at putting up a coat rack in the loading bay area. T Brown asked if it was worth advertising on "Facebook" but it was agreed not to go ahead. Stage lights cannot be included in the Globe assets until all problems have been resolved. Neil will arrange for the original stage addition to be altered and then he will contact the Men's Shed in regard to installation. Combi oven installation is on hold until Heritage Victoria has given a permit to go ahead and the logistics have been worked out, re design etc.
Notice of Motions to Council	

<i>Next Meeting</i>	September 24th 2019 at 7pm
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8.2 Section 86 Committee Minutes

**APPENDIX 10 MODEWARRE HALL AND RESERVE S86 COMMITTEE OF MANAGEMENT - 20 FEBRUARY
2019**


	<p>COMMITTEE: Minutes of the General Meeting of the Modewarre Hall & Reserve Committee of Management</p> <p>PRESENT: Mervyn Stephenson, Natalia Stephenson, Ken Hole, Brian & Sandra Tanner, Jenny Hampshire, Meredith Kelly, Lesley Evans.</p> <p>APOLOGIES: Marie McPadden and Laurie Lowndes</p> <p>Motion: That the apologies be accepted. Moved Mervyn Stephenson. Seconded Natalia Stephenson. Carried.</p> <p>VISITORS:</p>	<p>DATE: 20th February, 2019</p> <p>TIME: 6:40 pm</p> <p>VENUE: Modewarre Hall, Cape Otway Road, Modewarre</p>
<p>Adoption of Previous minutes</p>	<p>Motion: That the minutes of the meeting held 21st November, 2018 be accepted. Moved: Jenny Hampshire Seconded: Ken Hole.</p>	
<p>Financial Report</p>	<p>Natalia presented a report showing bank reconciliation, payments and receipts. Changeover is complete with the Bendigo Bank. There are 3 signatories who are all now with the Bendigo Bank. The Westpac account is still open to make sure no payments are made or there is any further interest. (It was noted that the interest at Bendigo Bank was more than at Westpac).</p> <p>Ken advised that the Venturers do not use the hall on a Tuesday night, which he advised that their hiring fee should be adjusted accordingly.</p> <p>Motion: That the account at Westpac be closed. Moved Sandra Tanner. Seconded Lesley Evans. Carried.</p> <p>Lesley Evans suggested that some of the money be put in an interest earning account. It was agreed that we would wait until after the payment of the shade sails is made.</p> <p>Motion: That the financial report be accepted. Moved: Sandra Tanner Seconded: Natalia Stephenson</p>	
<p>Business Arising from Previous minutes</p>	<p>Plaque for the Oak Tree: Ongoing.</p> <p>Shade Sails: Sandra Tanner to contact Paul regarding base of padded poles not being completed and far corner of the shade sail over the tennis pavilion too close, which could rub the material if/when very windy. Payment to be held until concerns have been rectified.</p> <p>Replacement latch on playground gate: Council do not use different latches. Also, it was agreed that the bollards would not serve any purpose and could be more of a hindrance.</p> <p>Defibrillator: Marie McPadden is organising.</p>	

<p>Correspondence:</p>	<p>Inwards:</p> <ul style="list-style-type: none"> a) A lot of emails regarding the installation and colour choice for the shade sails and padding. b) Surf Coast Shire Council requesting feedback from community groups. c) Surf Coast Shire Council requesting nominations for (a) Youth Awards; (b) Community Group Survey; (c) Active Club Grants.
<p>Shire Report</p>	<p>Stage Curtain: Although advised it had been done, it still requires attention.</p> <p>Outside Toilet: Still waiting for the work to be completed. Also noted that there was no toilet paper.</p> <p>Cleaning: Periodical dates to be confirmed. Windows due to be cleaned 25th May.</p> <p>Hire Charges: Section 86 Fees and Charges up for review; prices presented for discussion and to be presented at our AGM in August as previously.</p> <p>Outside Rubbish Bins: One of the posts has broken away and needs to be re-set.</p> <p>Camping Proposal: Meredith has met with Council on site who have shown a positive response. It is necessary to look at (a) noise levels, and (b) a complaint management process is required. Properties in the immediate vicinity need to be agreeable. Also note minutes of November, 2018. A draft proposal is being planned.</p> <p>Key System: This is being organized.</p> <p>Septic System: Still waiting for confirmation of next clean-out.</p> <p>Tennis Pavilion Key: Still to be provided. Ken Hole advised that the key he had was no good anymore, and entry could not be made. Meredith will investigate.</p>
<p>General Business</p>	<p>Casual goal posts: Email received from Meredith 28th November, 2018: <i>“Enquiries with the Open Space Coordinator advised there are no posts available for re-homing and no upcoming post renewal projects where the posts will be in a suitable condition to re-home. A product called ‘Fun Goals’ which are 5m high, 3m high point posts and have a cross bar could be an option.” (These are reinforced high tensile aluminium). Costs are: Supply and delivery only \$1,500 (plus GST) per end; supply and install \$2,500 (plus GST) per end; hinge bases additional \$385 (plus GST) per hinge.</i></p> <p>Movie Night: Jenny suggested as a fundraiser we hold a movie night. Jenny to make further enquiries.</p> <p>Disabled Toilet: Jenny has been advised of a special toilet that could be installed next door to the recently upgraded outside toilet.</p>

	<p>Hall Hire: Ken advised of the following:</p> <ul style="list-style-type: none">a) Adjustment of the hourly rate of \$30 for small gatherings.b) The Moriac Community Network using the hall bi-monthly. Motion: That we waive a donation/fee in support of the local community. Moved Sandra Tanner. Seconded Lesley Evans. Natalia abstained.c) Zumba Dance Group: The dance group wish to start at 7:30pm, but it will only impact our May and November meetings. It was agreed that we start our meeting on those dates at 6:30pm instead of 7:30pm. The group is still trialing it at present.d) Boot Camping Group: Wish to use the oval, but will confirm. <p>Ken has been receiving a lot of enquiries, which is keeping him very busy, and it looks quite promising.</p>
Notice of Motions to Council	
Next Meeting	<p>The meeting closed at 7:30pm. The next meeting is Wednesday 15th May, 2019 at 7:30 pm.</p>

8.2 Section 86 Committee Minutes

APPENDIX 11 MODEWARRE HALL AND RESERVE S86 COMMITTEE OF MANAGEMENT - 22 MAY 2019


	<p>COMMITTEE: Minutes of the General Meeting of the Modewarre Hall & Reserve Committee of Management</p> <p>PRESENT: Mervyn Stephenson, Natalia Stephenson, Ken Hole, Brian & Sandra Tanner, Jenny Hampshire, Marie McPadden, Lesley Evans.</p> <p>APOLOGIES: Meredith Kelly and Laurie Lowndes</p> <p>Motion: That the apologies be accepted. Moved Mervyn Stephenson. Seconded Natalia Stephenson. Carried.</p> <p>VISITORS: Nil</p>	<p>DATE: 22nd May, 2019 TIME: 6:30 pm VENUE: Mt Moriac Hotel, Mt Moriac</p>
<p>Adoption of Previous minutes</p>	<p>Motion: That the minutes of the meeting held 20th February, 2019 be accepted. Moved: Jenny Hampshire Seconded: Ken Hole.</p>	
<p>Financial Report</p>	<p>Natalia advised that the Westpac account was closed 9/03/2019, and the shade sails have been paid. Thank you to the Bendigo Bank for their grant of \$2,500. As our annual auditor is no longer available, Natalia will look into a replacement. The bank balance as at 22nd May, 2019 is \$9,990.06 Motion: That the financial report be accepted. Moved: Sandra Tanner Seconded: Mervyn Stephenson</p>	
<p>Business Arising from Previous minutes</p>	<p>Overnight Accommodation Proposal: As per correspondence received from Meredith Kelly, and responded in order of listed conditions:</p> <ul style="list-style-type: none"> • Agreed • Agreed • Instead of line marking, it was felt witches hats would be more appropriate. Garbage is the responsibility of the overnight hirer. Possible extra septic cleanout. A fee of \$10 per site would be charged. • Security bond would be \$500. • Any damage to the hall – agreed. • Period strictly 24 hours – agreed. • Registration with Vic Police PartySafe – agreed • Consultation with neighbouring property owners – agreed. • No independent accommodation advertising – agreed. 	

	<ul style="list-style-type: none"> • Area marked on Attachment 1. COM question allocated area. • Committee member onsite – agreed. • Emergency evacuation, etc . – agreed. • Local Law – agreed. • Vehicles prohibited from the site – this requires verification. • All waste, etc. – agreed. • No fires – agreed. • No generators – agreed. • Noise after 10:00pm – this requires verification. • Ken Hole to enquire about the Booking Form. <p>New Key System: This was discussed and decided according to correspondence of request by Meredith Kelly and reply emailed.</p> <p>Fees & Charges (for August meeting): Playground & Hall Hire: AM: \$55.00 PM: \$66.00 Functions: Midday to 6:00pm: \$120.00 + GST. 6:00pm to midnight: \$250.00 + GST. Weddings \$400.00 + GST Bonds: With alcohol: \$300 + GST. Without alcohol: \$150 + GST Zumba (one hour weekly): \$25.00 Scouts (Monday & Tuesday): \$360.00 + GST per quarter. Bond for overnight & hall hire: \$500.00 plus site fee of \$10.00 Defibrillator: Marie McPadden reported this has been completed successfully. Movie Night: Ongoing.</p>
<p>Correspondence:</p>	<p>Inwards:</p> <ul style="list-style-type: none"> • National Volunteer Week Event Grants completed by Natalia Stephenson • Paul Elshaugh – Information re new key system • Paul Elshaugh – re maintenance or cleaning items • Meredith Kelly – National Volunteer Week • Meredith Kelly – July – December cleaning schedule • Paul Elshaugh – Request for invoice for National Volunteer Week Grant • Natalia Stephenson – Advising of Grant approval for National Volunteer Week • Jarrod Westwood – Conditional Approval for Overnight Accommodation Proposal <p>Outwards: Minutes</p>

Shire Report	Apologies tonight.
General Business	An incident occurred around midnight of Anzac Eve with a gentleman entering the hall with his own key. (Door was definitely locked). On noting attendance in the hall, the gentleman hastily retreated. Sandra Tanner has discussed this with Meredith Kelly whose has advised that she will carry out an investigation and advise.
Notice of Motions to Council	
Next Meeting	The meeting closed at 8:15pm. The next meeting is Wednesday 21 st August, 2019 at 7:30 pm.

8.2 Section 86 Committee Minutes


APPENDIX 12 STRIBLING RESERVE S86 COMMITTEE OF MANAGEMENT - 11 FEBRUARY 2019

	<p>COMMITTEE NAME: Stribling Reserve Committee of Management COMMITTEE: MEMBERS: Peter Spring, Linton Ferguson, Geoff Couper, Miah Atwell, Phillip Meurer, Don Tyrer, Carly Enticott, Wendy Jarratt, Don Balwin, David Mullen PRESENT: PS, LF, GC, MA, PM, DT, CE, WJ APOLOGIES: DB, DM VISITORS: Clive Goldsworthy, Kevin Murphy</p>	<p>DATE 11 February 2019 TIME: 5:15 pm VENUE: Multi-purpose Room</p>
<i>Adoption of previous minutes</i>	Moved: PM seconded: DT	
<i>Conflict of Interest Declaration</i>	None	
<i>Business Arising from previous minutes</i>	<ul style="list-style-type: none"> • Design for terraces has gone out to tender, should fix oval access issue. • Access road to Men’s Shed carpark, loose surface to be asphalted, in budget to be done. • Bins secured behind locked gate, need to put out a few for each weekend hire. • Hirers to be reminded to bring own first aid equipment. • Concern that Ambulance and Police should be able to turn off oval sprinklers in the case of an emergency evacuation requiring helicopter to land on the oval. 	
<i>OHS</i>	<ul style="list-style-type: none"> • Oval access from terrace seating to oval is a dangerous slope with loose gravel. • Driveway to Men’s Shed, uneven surface, cars loose traction, rubble being shot onto netball court. • Lack of female change rooms. • Cross-beam on gates to Lions Shed broken, Northwest corner. 	
<i>Correspondence In</i>	Shire updates from Paul Elshaug	
<i>Correspondence Out</i>	PS wrote to Shire alerting issue with automatic sprinkler system needing to be turned off for medical evacuation. PS wrote to Shire addressing funding request from Shire for hand rail and stairs to public toilets.	
<i>Treasurers Report</i>	Financial reports for December and January circulated via email. Report accepted, moved PM, seconded GC.	
<i>Booking Officer Report</i>	<p>Calendar of bookings on website: lornesports.com.au or sites.google.com/view/stribling/calendar</p> <ul style="list-style-type: none"> • Grovedale FC had enquired about booking for weekend of 2 February but didn’t actually confirm the booking. • January Dance Classes with Marji Gorman were reduced to 8 classes with four students. I originally charged her \$200 as she had scheduled a number of hours. It worked out to be 8 x 15 = \$120, so refunding her \$80. • Last weekend, Geelong VFL had an unconscious player, wanted access to a stretcher, called ambulance. 	
<i>User Groups Report</i>	<ul style="list-style-type: none"> • Men’s Shed: reports directly to Surf Coast Shire • LFNC: • Lorne P-12 College: 	
<i>Shire Report</i>	Received via email from Paul Elshaug	
<i>General Business</i>	<ul style="list-style-type: none"> • Shire quoted a sum of \$4,824 for return hand-rails and set of steps down to roadway from the public toilet. Shire 	

	<p>has asked Stribling Reserve to pay 50% of the costs. The COM acknowledge it is works that needs to be done immediately to avoid further injuries. The COM resolved to decline the invitation to pay 50% of the costs and understand it is the Shire's responsibility to make the place safe for its patrons.</p> <ul style="list-style-type: none">• Stadium Ventilation Project: project is nearly completed at a total cost of about \$150,000. Four powered exhaust fans have been installed. Waiting on installation of mesh screens for wall vents to prevent embers and bugs entering into the stadium.• Scoreboard Project: project is underway, a 7m x 4 m solid state display has been ordered. LFNC acquiring the electronics. Shire responsible for structure. Expecting to be operational by Easter Saturday match. Bendigo Bank is naming sponsor and will provide funding of \$10,000 per year for 5 years.• Oval lighting project: Contracts for footing, lighting quotes, LED lighting too expensive, opting for metal halide as preferred option.• Terrace seating project: out to tender, expected to be complete by Easter Saturday.• Netball Pavilion Project: detailed design underway, architects has consulted with Netball Club representatives.• Expecting Edithvale Netball Club on March 2nd for a visit, no facilities required.• Question asked about current status of Police checks for committee members. Who is covered?
<i>Next Meeting</i>	5:15 pm Monday 18 March 2019

8.2 Section 86 Committee Minutes


APPENDIX 13 STRIBLING RESERVE S86 COMMITTEE OF MANAGEMENT - 18 MARCH 2019

	<p>COMMITTEE NAME: Stribling Reserve Committee of Management COMMITTEE: MEMBERS: Peter Spring, Linton Ferguson, Geoff Couper, Miah Atwell, Phillip Meurer, Don Tyrer, Carly Enticott, Wendy Jarratt, Don Balwin, David Mullen PRESENT: PS, LF, GC, MA, PM, DT, CE, WJ, DB, DM APOLOGIES: Paul Elshaug VISITORS: Clive Goldsworthy, Kevin Murphy</p>	<p>DATE 18 March 2019 TIME: 5:15 pm VENUE: Multi-purpose Room</p>
<p><i>Adoption of previous minutes</i></p>	<p>Moved: CE seconded: WJ</p>	
<p><i>Conflict of Interest Declaration</i></p>	<p>None</p>	
<p><i>Business Arising from previous minutes</i></p>	<ul style="list-style-type: none"> • Automatic Sprinkler System, best option to quickly turn off sprinklers is to turn off at the meter. Main meter on far side of oval, turn off with one gate-valve to stop sprinklers on oval in case of emergency. • Terrace design, only one quote which was \$120,000 over revised budget, how will we proceed? There is a current allocation of \$240,000. Should we hold off and combine with new building design for new pavilion or monitor for next few years? After some discussion it was agreed we wait, to ensure new seating terrace design will work with new location of change rooms and team entry to the oval, and request a more realistic funding allocation, funded from assets renewal budget. • Men's Shed Carpark: agreement that it needs to be sealed. As a matter of urgency, the turn-out should be sealed as a separate project to overcome cars slipping on the corner and shooting loose stones. 	
<p><i>OHS</i></p>	<ul style="list-style-type: none"> • Oval access from terrace seating to oval is a dangerous slope with loose gravel. • Driveway to Men's Shed, uneven surface, cars loose traction, rubble being shot onto netball court. • Lack of female change rooms. • Cross-beam on gates to Lions Shed broken, Northwest corner. A CRM has been submitted. 	
<p><i>Correspondence</i></p>	<p>Paul Elshaug responded to request about who had completed Police Checks: Current status PS, DB, DT completed. Paul Elshaug, request to confirm fees same as submitted to the Shire last year. Paul Elshaug: condition audit inspection imminent.</p>	
<p><i>Correspondence Out</i></p>	<p>PS Wrote to David Bercot to discuss moving cool room. PS replied to Paul Elshaug about offering accommodation for Freedom Australia visit. PS wrote to Kane Rogozik requesting greater funds be reserved for seating terraces replacement. PS wrote to Rose Hodge and Keith Baillie requesting a cooperative governance model for master plan implementation project.</p>	
<p><i>Treasurers Report</i></p>	<p>March financial report circulated by email. Report accepted: moved GC, seconded DB.</p>	
<p><i>Booking Officer Report</i></p>	<p>Calendar of bookings on website: lornesports.com.au or sites.google.com/view/stribling/calendar</p> <ul style="list-style-type: none"> • Peak season for football pre-season camps has finished. Summary of recent bookings circulated. 	

	<ul style="list-style-type: none"> • David Bercot, booked a session in the Kitchen last week.
<i>User Groups Report</i>	<ul style="list-style-type: none"> • Men's Shed: reports directly to Surf Coast Shire • LFNC: • Lorne P-12 College:
<i>Shire Report</i>	Received via email from Paul Elshaug dated 18 March 2019.
<i>General Business</i>	<ul style="list-style-type: none"> • Sarah Henderson MP announced a \$3,270,500 grant from Building Better Regions, matched by Surf Coast Shire, to implement Stribling Reserve Master Plan. Discussion of how best to build the new pavilion with minimum disruption to users. Consider a prefabricated design built off site and commissioned with minimum disruption to users. Write to Surf Coast Shire to request a cooperative governance model. The design for the new pavilion will have a different entrance from the carpark, hence there will be a need to review the layout of the carpark. Need a vision for landscaping around new entrance and what's possible with the available space. Master plan for pavilion needs greater detail, suggestions for: more external storage space; gymnasium. • Stribling Reserve Committee of Management thanks Surf Coast Shire and acknowledge the strong commitment to the preparation and submission of the successful application to Building Better Communities. • Request to have a portable scoreboard located in the corner of the netball court that's visible from the pavilion. • Building permit has been issued for the new electronic scoreboard. • Light tower contract has been awarded.
<i>Next Meeting</i>	5:15 pm 8 April 2019

8.2 Section 86 Committee Minutes


APPENDIX 14 STRIBLING RESERVE S86 COMMITTEE OF MANAGEMENT - 8 APRIL 2019

	<p>COMMITTEE NAME: Stribling Reserve Committee of Management COMMITTEE: MEMBERS: Peter Spring, Linton Ferguson, Geoff Couper, Miah Atwell, Phillip Meurer, Don Tyrer, Carly Enticott, Wendy Jarratt, Don Balwin, David Mullen PRESENT: LF, GC, DB, PM, MA, PS, CE, WJ APOLOGIES: Paul Elshaug, DT, DM VISITORS: Clive Goldsworthy, Kevin Murphy</p>	<p>DATE 8 April 2019 TIME: 5:15 pm VENUE: Multi-purpose Room</p>
<i>Adoption of previous minutes</i>	Moved: CE, seconded: WJ	
<i>Conflict of Interest Declaration</i>	None	
<i>Business Arising from previous minutes</i>	<ul style="list-style-type: none"> • Currently five CRM's waiting attention: <ol style="list-style-type: none"> 1. Collapse in paving between Lorne School and Leisure Centre. 2. Door closers on every door in stadium. 3. Cross-beam on gates of Lion's shed. 4. Kitchen door, top hinge failure. 5. Sign on gates at Williams Street re emergency access • No commitment for more funds for seating terraces as requested. • Agreement to a cooperative plan for master plan implementation. • Stair handrails to public toilet block have been installed. 	
<i>OHS</i>	<ul style="list-style-type: none"> • Oval access from terrace seating to oval is a dangerous slope with loose gravel. • Driveway to Men's Shed, uneven surface, cars loose traction, rubble being shot onto netball court. • Lack of female change rooms. • Cross-beam on gates to Lions Shed broken, Northwest corner. A CRM has been submitted. 	
<i>Correspondence In</i>	<p>Paul Elshaug: Council Update - April Chris Pike: reply re Pavilion Development Project. Kane Rogozik: reply re Terrace Renewal Tender</p>	
<i>Correspondence Out</i>		
<i>Treasurers Report</i>	The financial reports will be circulated by email when available.	
<i>Booking Officer Report</i>	<p>Calendar of bookings on website: lornesports.com.au or sites.google.com/view/stribling/calendar</p> <ul style="list-style-type: none"> • David Bercot, will use the kitchen during school holidays. I have asked Keri, our Bookkeeper, to invoice David a total of \$350 for this usage. 	
<i>User Groups Report</i>	<ul style="list-style-type: none"> • Men's Shed: reports directly to Surf Coast Shire • LFNC: • Lorne P-12 College: 	
<i>Shire Report</i>	Received via email from Paul Elshaug dated 18 March 2019.	

	School agreement type has been determined.
General Business	<ul style="list-style-type: none">• Lighting Project: contract let for installation of lights. Footings done in the next month. Footing nearest school needs to be relocated a little.• Electronic Scoreboard Project: power contract re-issued, QA Electrical successful, site visit 11 April, start work on 12th April, trenching, then start boring under oval. Project completed 25 May. Scoreboard installation delayed by 4 weeks.• Combination locks to be used on oval and netball court gates.• Netball Scoreboard, power point, portable scoreboard, 20 cm lettering, to cost \$8,500, submission to Surf Coast Shire for half of cost.• LFNC has purchased new Bain marie and pie warmer for kitchen. Needs to be added to Asset Register.• The implementation of the master plan is about developing a community facility for use by Lorne school, Lorne sport clubs and community organisations. It should evolve from the existing priorities identified in the master plan and consider how the new design will interact with the whole precinct. It would be good to display the concept designs for the netball pavilion and design for the Lorne Leisure Centre.
Next Meeting	5:15 pm 13 May 2019

8.2 Section 86 Committee Minutes

APPENDIX 15 STRIBLING RESERVE S86 COMMITTEE OF MANAGEMENT - 5 MAY 2019

	<p>COMMITTEE NAME: Stribling Reserve Committee of Management COMMITTEE: MEMBERS: Peter Spring, Linton Ferguson, Geoff Couper, Miah Atwell, Phillip Meurer, Don Tyrer, Carly Enticott, Wendy Jarratt, Don Balwin, David Mullen PRESENT: LF, PS, GC, PM, DT, DM APOLOGIES: Paul Elshaug, WJ, CE VISITORS: Clive Goldsworthy, Kevin Murphy</p>	<p>DATE 13 May 2019 TIME: 5:15 pm VENUE: Multi-purpose Room</p>
<i>Adoption of previous minutes</i>	Moved: GC, seconded: PM	
<i>Conflict of Interest Declaration</i>	None	
<i>Business Arising from previous minutes</i>	<ul style="list-style-type: none"> • CRMs done 	
<i>OHS</i>	<ul style="list-style-type: none"> • Oval access from terrace seating to oval is a dangerous slope with loose gravel. • Driveway to Men's Shed, uneven surface, cars loose traction, rubble being shot onto netball court. • Lack of female change rooms. 	
<i>Correspondence In</i>	<p>Paul Elshaug: Council Update 3 May. Paul Elshaug: Response to enquiry about bird scarers.</p>	
<i>Correspondence Out</i>		
<i>Treasurers Report</i>	<p>The financial reports tabled. Cost of paying for watering of the oval are not sustainable. What are other grounds paying? What is the Surf Coast Shire's policy? Transaction list, LFNC payment not reflected in income, actually paid at an earlier time. PS to follow up. Financial report, accepted, moved by PS, seconded by PM</p>	
<i>Booking Officer Report</i>	<p>Calendar of bookings on website: lornesports.com.au or sites.google.com/view/stribling/calendar</p> <ul style="list-style-type: none"> • David Bercot, used Kitchen on 9 May • Booking for Children's party on 20 May 2:30 – 5 pm • LibFit, term 1 usage seven sessions at \$15, \$105 to be deposited in account • Nicolas for Lorne Fish & Chips, \$30 from late night soccer 	
<i>User Groups Report</i>	<ul style="list-style-type: none"> • Men's Shed: reports directly to Surf Coast Shire; LFNC, Lorne P-12 College: 	
<i>Shire Report</i>	<p>Received via email from Paul Elshaug dated 3 May 2019:</p> <ul style="list-style-type: none"> • School Agreement: still in drafting process. • Stairs to toilet project completed. • No paperwork received re Peter Ironmonger registration with Council • CRMs, have been followed up. 	
<i>General Business</i>	<ul style="list-style-type: none"> • Oval surface: need to level surface before next match on 25 May around excavation, concern expressed about amount of damage being done to the surface by birds digging up kikuyu grass, that turn to mud when it rains. 	

	<ul style="list-style-type: none">• School Agreement: the agreement is expected to be a User Agreement, rather than a Joint User Agreement. Can we view current draft agreement?• Lighting project: all power conduits done, for scoreboard and light towers• Scoreboard Project: structure due for installation next week, scoreboard the week after.• Netball Pavilion Project: detailed design progressing.• Shire arranged to visit Cross Keys Reserve on Wednesday 29 May to inspect modular construction by Modscape, who specialise in modular construction, as a possibility for the pavilion development at Stribling Reswerve.• Concerns expressed about people getting on the roof of Lorne Leisure Centre. Gangways on roof should be locked to prevent unauthorised access.• Lorne School also report kids have been getting on school roof and leaving a lot of mess in the school yard after Saturday football matches. Ask LFNC to address this issue. After start of game and end of warming up in stadium, please lock stadium to protect inappropriate usage.
<i>Next Meeting</i>	5:15 pm 17 June 2019 (Second Monday 10 June Queen's Birthday Holiday)

8.3 Assemblies of Councillors

Author's Title: Administration Governance Officer **General Manager:** Anne Howard
Department: Governance & Risk **File No:** F18/225
Division: Governance & Infrastructure **Trim No:** IC19/734

Appendix:

1. Assembly of Councillors - Councillor Briefings 21 May 2019 (D19/73763)
2. Assembly of Councillors - Councillor Briefings 28 May 2019 (D19/77997)
3. Assembly of Councillors - Responsible and Planning Authority Briefing 28 May 2019 (D19/77991)
4. Assembly of Councillors - Councillor Briefings 4 June 2019 (D19/80731)
5. Assembly of Councillors - Special Councillor Briefing 4 June 2019 (D19/80784)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Status:

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is 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 receives and notes the Assembly of Councillors records for the following meetings:

1. Councillor Briefings – 21 May 2019
2. Councillor Briefings – 28 May 2019
3. Responsible and Planning Authority Briefing – 28 May 2019
4. Councillor Briefings – 4 June 2019
5. Special Councillor Briefing – 4 June 2019

Council Resolution

MOVED Cr Martin Duke, Seconded Cr Margot Smith

That Council receives and notes the Assembly of Councillors records for the following meetings:

1. Councillor Briefings – 21 May 2019
2. Councillor Briefings – 28 May 2019
3. Responsible and Planning Authority Briefing – 28 May 2019
4. Councillor Briefings – 4 June 2019
5. Special Councillor Briefing – 4 June 2019

CARRIED 7:0

8.3 Assemblies of Councillors

APPENDIX 1 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS 21 MAY 2019



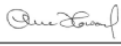
Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard - General Manager Governance and Infrastructure
Date: 21 May 2019
In Attendance: Yes (✓) No (X)

Councillors		Officers		Others	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Encader Consulting – Tony Overman	✓
Cr. David Bell	X	General Manager Governance & Infrastructure - Anne Howard	✓	Agriculture Victoria – Dr Cameron Bell	✓
Cr. Libby Coker (Leave of Absence)	X	General Manager Environment & Development - Ransce Salan	✓		
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Clive Goldsworthy	✓	Administration Officer Governance – Zoe Eastick	✓		
Cr. Carol McGregor	✓	Manager Recreation and Open Space Planning - Shaan Briggs	✓		
Cr. Brian McKiterick	X	Recreation Development Officer - Paul Elshaug	✓		
Cr. Margot Smith	✓	Coordinator Waste Management - Neil Brewster	✓		
Cr. Heather Wellington	X	Manager Environment and Community Safety - Rowan Mackenzie	✓		
		Manager Planning and Development - Bill Cathcart	✓		
		Biodiversity Officer - Gabrielle O'Shea	✓		
		Manager Community Strengthening - Jill Moodie	✓		
		Team Leader Youth Development - Jack Pearson	✓		
		Project Design Engineer - Sean Keown	✓		
		Coordinator Recreation Planning - Jarrod Westwood	✓		
		Coordinator Strategic Land Use Planning - Karen Hose	✓		
		Economic Development Officer - Scott Jardine	✓		
		Coordinator Environment - Kate Smallwood	✓		
		Waste and Sustainability Officer - Sally Sneddon	✓		

MEETING COMMENCED	1.20pm	MEETING ADJOURNED	2.01pm
MEETING RESUMED	2.21pm	MEETING CONCLUDED	5.00pm



Matters considered at the meeting		
1. Agriculture Victoria: Biosecurity Risk		
2. Confirmation of minutes		
3. Conflicts of Interest		
4. Review of Submissions - Local Law No. 2 of 2019 - Meeting Procedures and Common Seal		
5. Aquatic and Health Centre Planning		
6. Painkalac Creek - Construction of Bridge - Request for Land Manager Consent		
7. Anglesea Food Organics Collection Pilot Update		
8. Recycling Update		
9. Winchelsea Integrated Water Management Plan		
10. Distinctive Areas & Landscapes Project		
11. Youth Development Action Plan 2019 - 2021		
12. Country Football Netball Program 2019/20		
13. Asset Management Strategy Review		
14. Road Funding Update - Roads to Recovery and Fixing Country Roads Programs		
15. Draft GRLC Library Infrastructure Development Plan		
16. Other Business		
Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature:		Print Name: Anne Howard
Date: 21 May 2019		
To be completed on conclusion of session and provided to Governance Administration Officer.		

General Information:

An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

- (a) the subject of a decision of the Council; or
 - (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee— but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;
- 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 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)].
 - 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)].
 - 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)].

8.3 Assemblies of Councillors

APPENDIX 2 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS 28 MAY 2019




Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – General Manager Governance and Infrastructure
Date: 28 May 2019
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge - Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. Clive Goldsworthy	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. David Bell	X	Acting General Manager Environment & Development – Matt Taylor	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓
Cr. Carol McGregor	✓	Senior Governance Officer - Julie Anderson (minutes)	✓
Cr. Brian McKiterick	X	Administration Officer Governance – Jocelyn Christensen	✓
Cr. Margot Smith	✓	Manager Finance – John Brockway	✓
Cr. Heather Wellington	X	Engineering Services Manager - Ian Stewart	✓
		Manager Program Management Office – Rowena Frost	✓
		Customer Experience Coordinator – Virginia Morris	✓
		Manager Communications Relations - Damian Waight	✓

MEETING COMMENCED	4.18pm	MEETING CONCLUDED	4.55pm
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Matters considered at the meeting		
1. Conflicts of Interest		
2. Monthly Finance Report - April 2019		
3. Digital Transformation Program Update		
4. Quarterly Update - Roads		
5. Monthly Program Status Update - April 2019		
6. Quarterly Update - Customer Requests & Complaints - January to March 2019		
7. Agenda Review - Council Meeting - 28 May 2019		
8. Other Business		
Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: 		Print Name: Anne Howard
Date: 28 May 2019		
To be completed on conclusion of session and provided to Governance Administration Officer.		

General Information:

An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

- (a) the subject of a decision of the Council; or
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee— but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;
- 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 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)].
- 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)].
- 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)].

8.3 Assemblies of Councillors

**APPENDIX 3 ASSEMBLY OF COUNCILLORS - RESPONSIBLE AND PLANNING AUTHORITY
BRIEFING 28 MAY 2019**




Assembly of Councillors Record

Description of Meeting: Responsible & Planning Authority Briefing
Responsible Officer: Matt Taylor – Acting General Manager Environment & Development
Date: 14 May 2019
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge - Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. Clive Goldsworthy	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. David Bell	X	Acting General Manager Environment & Development – Matt Taylor	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓
Cr. Carol McGregor	✓	Manager Planning and Development – Bill Cathcart	✓
Cr. Brian McKiterick	X	Senior Governance Officer - Julie Anderson (minutes)	✓
Cr. Margot Smith	✓	Coordinator Strategic Land Use Planning - Karen Hose	✓
Cr. Heather Wellington	X		

MEETING COMMENCED	3.47pm	MEETING CONCLUDED	4.18pm
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Matters considered at the meeting		
1. Conflicts of Interest		
2. Planning Scheme Amendment C128surf - Miscellaneous Corrections of Anomalies in the Surf Coast Planning Scheme		
3. Other Business - Painkalac Creek & Hinterland Future Strategy		
Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: 		Print Name: Matt Taylor
Date: 14 May 2019		
To be completed on conclusion of session and provided to Governance Administration Officer.		

General Information:

An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

- (a) the subject of a decision of the Council; or
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee— but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;
- 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 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)].
- 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)].
- 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)].

8.3 Assemblies of Councillors

APPENDIX 4 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS 4 JUNE 2019



Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – General Manager Governance and Infrastructure
Date: 4 June 2019
In Attendance: Yes (✓) No (X)


Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. Clive Goldsworthy	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. David Bell	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓
Cr. Carol McGregor	X	Administration Governance Officer – Zoe Eastick	✓
Cr. Brian McKiterick	✓	Manager Finance - John Brockway	✓
Cr. Margot Smith	✓	Coordinator Management Accounting - Gabby Spiller	✓
Cr. Heather Wellington	X	Engineering Services Manager - Ian Stewart	✓
		Manager Economic Development - Matt Taylor	✓
		Coordinator Business and Tourism - Simon Loone	✓
		Coordinator Events - Kate Patterson	✓
		Manager Environment and Community Safety - Rowan Mackenzie	✓
		Principal Statutory Planner - Ben Schmied	✓
		Coordinator Environment - Kate Smallwood	✓
		Coordinator Recreation Planning - Jarrod Westwood	✓
		Community Project Development Officer - Nicky Angus	✓
		Coordinator Open Space Planning and Development - Jessica Bennett	✓
		Open Space Planner - Ella Jackson	✓
		Coordinator Community Health & Development - Alicia Hooper	✓
		Manager Community Relations - Damian Waight	✓
		Customer Experience Coordinator - Virginia Morris	✓
		Recreation Development Officer - Paul Elshaug	✓

MEETING COMMENCED	12.32pm	MEETING CONCLUDED	3.30pm
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Matters considered at the meeting
1. Confirmation of minutes
2. Conflicts of Interest
3. Submissions to the Draft 2019-20 Annual Budget and Draft Rating Strategy
4. SCS-009 Infrastructure Special Rate and Charge Scheme Policy
5. Great Ocean Road Regional Tourism (GORRT) Funding Agreement Confirmation
6. Events Policy
7. Bells Beach Surfing Recreation Reserve - Telecommunications Facility - Land Manager Consent
8. Community Project Development - Quarterly Update - June 2019
9. Great Ocean Road Coastal Committee - Taylor Park Masterplan
10. Draft Policy CCTV in Public Spaces
11. Complaint Handling Policy Review
12. Torquay Performing and Visual Arts Space Planning
13. Aquatic and Health Centre Planning
14. Proposed Sale of Council Property - 53 Hesse Street, Winchelsea (ADASS House)
15. Other Business



Councillor/Officer Declarations of Interest

Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Cr Clive Goldsworthy	Y	Cr Clive Goldsworthy declared an indirect conflict of interest for agenda item 3.1, Great Ocean Road Regional Tourism (GORRT) Funding Agreement, under Section 78 of the Local Government Act 1989. The nature of this interest being that Cr Goldsworthy is an independent board member of GORRT. Cr Goldsworthy left the meeting at 1.10pm and returned at 1.20pm.
Responsible Officer Signature: 		Print Name: Anne Howard
Date: 4 June 2019		
To be completed on conclusion of session and provided to Governance Administration Officer.		

General Information:

An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

- (a) the subject of a decision of the Council; or
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee— but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;
- 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 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)].
- 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)].
- 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)].

8.3 Assemblies of Councillors

APPENDIX 5 ASSEMBLY OF COUNCILLORS - SPECIAL COUNCILLOR BRIEFING 4 JUNE 2019

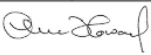


Assembly of Councillors Record

Description of Meeting: Councillor Budget Briefing
Responsible Officer: Anne Howard – General Manager Governance and Infrastructure
Date: 4 June 2019
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. Clive Goldsworthy	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. David Bell	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓
Cr. Carol McGregor	X	Manager Finance – John Brockway	✓
Cr. Brian McKiterick	✓	Accountant - Timothy Dickson	✓
Cr. Margot Smith	✓	Coordinator Management Accounting - Gabby Spiller	✓
Cr. Heather Wellington	X		

MEETING COMMENCED	7.37pm	MEETING CONCLUDED	8.38pm
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Matters considered at the meeting		
1. Fees and Charges for Hall Usage Fees		
2. Pathways		
3. Quay toilets		
4. Torquay historical signs		
5. Torquay Scouts		
6. Torquay Theatre		
7. U3A		
8. Sound Doctor		
9. Spring Street Car parking		
10. 'Wrecked' series		
11. Family Day Care Fees		
12. DM Festival Stand, JJ performance stand, Torquay Netball carpark		
13. Growing Winchelsea		
14. Hockey Facility		
15. Organisation submissions		
Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: 		Print Name: Anne Howard
Date: 4 June 2019		
To be completed on conclusion of session and provided to Governance Administration Officer.		

General Information:

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- (a) the subject of a decision of the Council; or
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10. NOTICE OF MOTIONS

Nil

11. CLOSED SECTION

Council Resolution

MOVED Cr Brian McKiterick, Seconded Cr David Bell

That Council pursuant to section 89(2)(d) contractual matters, section 89(2)(h) other matters and section 89(2)(a) personnel matters of the Local Government Act 1989, close the meeting to members of the public at 7:56 pm to resolve on matters pertaining to the following items:

- 10.1 **Contract 11/435 - Kerbside Waste Collections** (section 89(2)(d) contractual matters)
- 10.2 **Proposed Sale of Council Property - 53 Hesse Street, Winchelsea (ADASS House)** (section 89(2)(h) other matters)
- 10.3 **Audit and Risk Committee Meeting Minutes** (section 89(2)(a) personnel matters)
- 10.4 **Confidential Assemblies of Councillors** (section 89(2)(h) other matters)
- 10.5 **Contract Arrangements for Labour Hire** (section 89(2)(d) contractual matters)

CARRIED 7:0

Close: There being no further items of business the meeting closed at 8:08pm