

# Agenda

Ordinary Meeting of Council  
Tuesday, 28 May 2019

To be held in the  
Council Chambers  
1 Merrijig Drive, Torquay

Commencing at 6:00pm

**Council:**

Cr Rose Hodge (Mayor)  
Cr David Bell  
Cr Libby Coker (Leave of Absence)  
Cr Martin Duke  
Cr Clive Goldsworthy  
Cr Carol McGregor  
Cr Brian McKiterick  
Cr Margot Smith  
Cr Heather Wellington

AGENDA FOR THE ORDINARY MEETING OF SURF COAST SHIRE COUNCIL  
TO BE HELD IN THE COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY  
ON TUESDAY 28 MAY 2019 COMMENCING AT 6:00PM

**PRESENT:**

**OPENING:**

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

**PLEDGE:**

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

**APOLOGIES:**

**CONFIRMATION OF MINUTES:**

**Recommendation**

That Council note the minutes of the Ordinary meeting of Council held on 23 April 2019, and the Special meeting of Council held on 14 May 2019, as correct records of the meetings.

**LEAVE OF ABSENCE REQUESTS:**

**CONFLICTS OF INTEREST:**

**Note to Councillors and Officers**

***Declaration of Interest***

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

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

*A person has a direct interest if:*

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

*A person has an indirect interest if the person has:*

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

***Disclosure of Interest***

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

**PRESENTATIONS:**

**PUBLIC QUESTION TIME:**



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## 1. PETITIONS & JOINT LETTERS

### 1.1 Petition Requesting - Future use of Former Winchelsea Shire Hall

**Author's Title:** Recreation Officer **General Manager:** Chris Pike

**Department:** Recreation & Open Space Planning **File No:** F18/1865

**Division:** Culture & Community **Trim No:** IC19/647

**Appendix:**

1. 103370 - Future Use of Winchelsea Shire Hall\_Redacted (D19/58928)

**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

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### Purpose

The purpose of this report is to receive and note the petition requesting that Council review the future use of the former Winchelsea Shire Hall.

The petition consists of 289 signatures.

### Recommendation

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

1. Receives and notes the petition requesting that Council review the future use of the former Winchelsea Shire Hall.
2. Refers the petition to the General Manager Culture and Community for consideration.
3. Requires a report on the petition be presented to the 25 June 2019 Ordinary Council Meeting.

**1.1 Petition Requesting - Future use of Former Winchelsea Shire Hall**

**APPENDIX 1 103370 - FUTURE USE OF WINCHELSEA SHIRE HALL\_REDACTED**



We, the undersigned citizens of Winchelsea and District, petition the Surf Coast Shire Council to:


1. maintain ongoing public access to the former Winchelsea Shire Hall (**OUR SHIRE HALL**), including the historic Shire memorabilia and the public toilets, during established opening hours (minimum 10 AM to 4 PM, five days a week) for at least 48 weeks each year
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5. reverse its decision to terminate the café operator's lease
6. establish a reasonable lease value through a proper process in consultation with the café operator, in the context of the facility being accessible to the public as well as used for a private business, and the lessee providing caretaker-type services that benefit the community.

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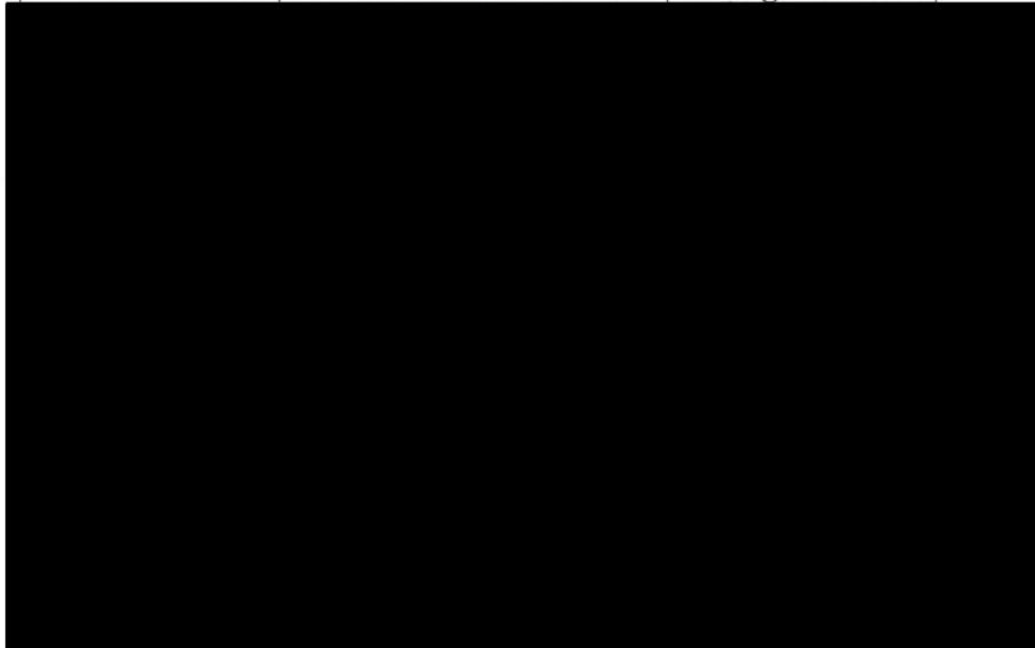
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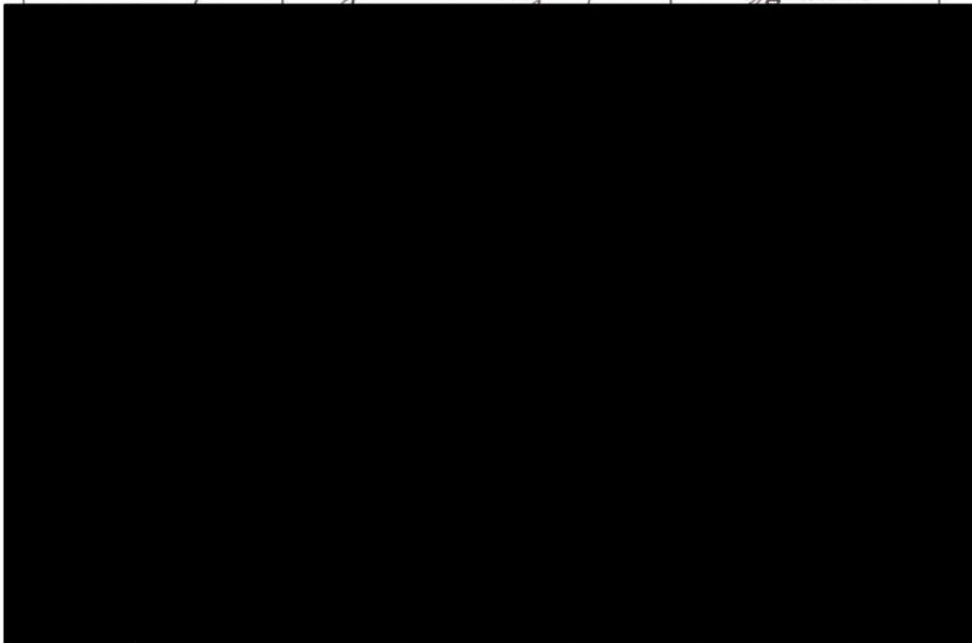




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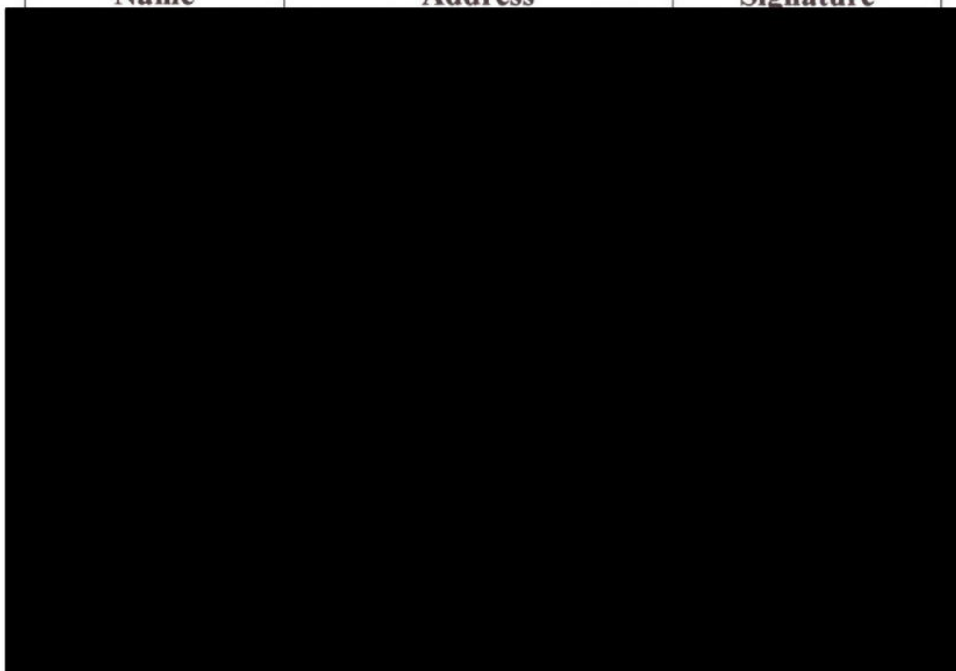




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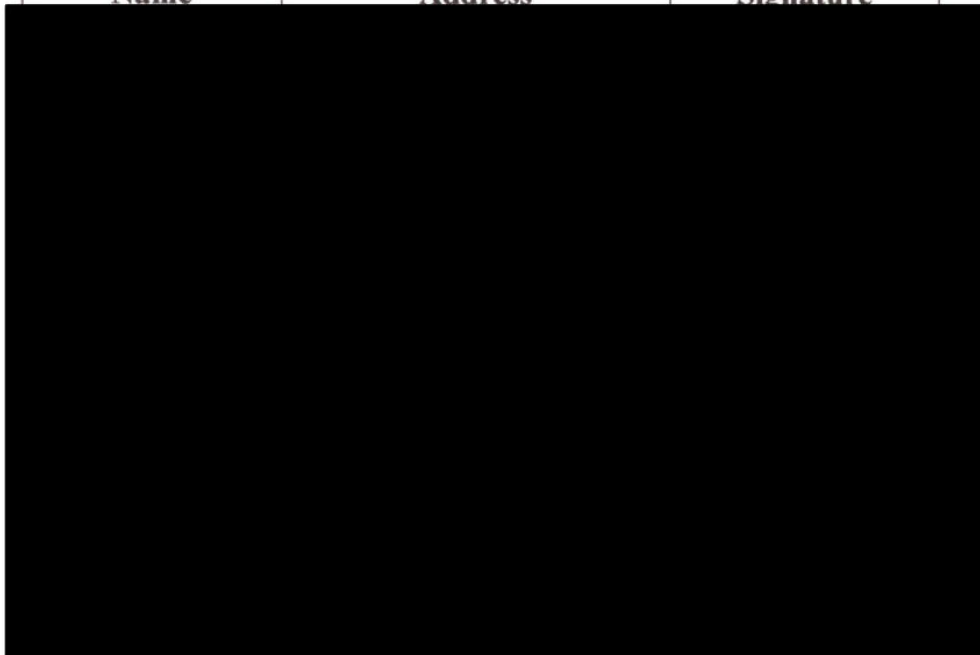
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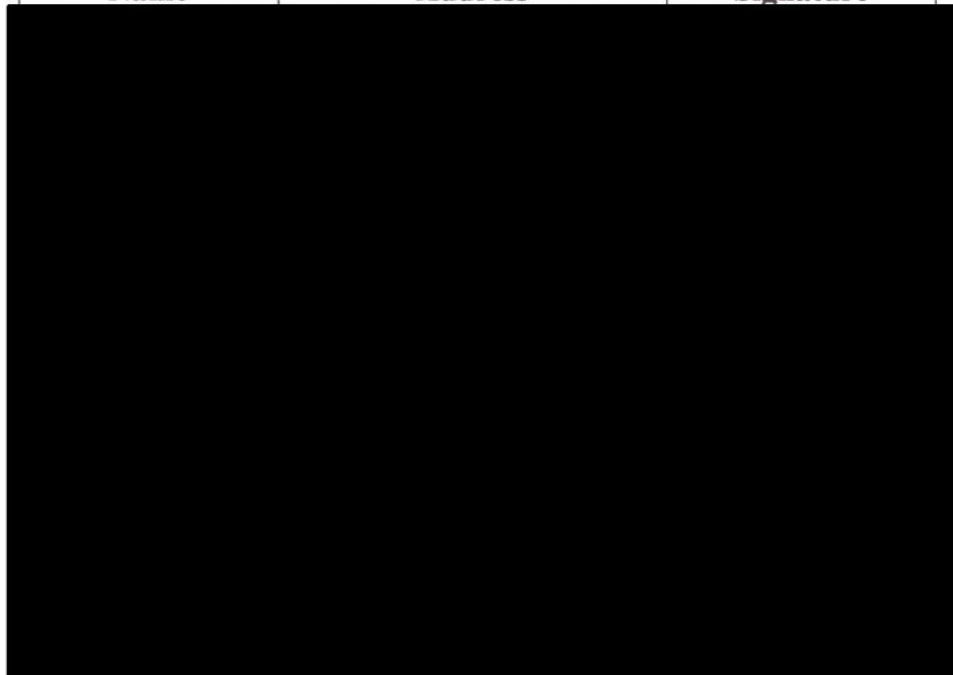
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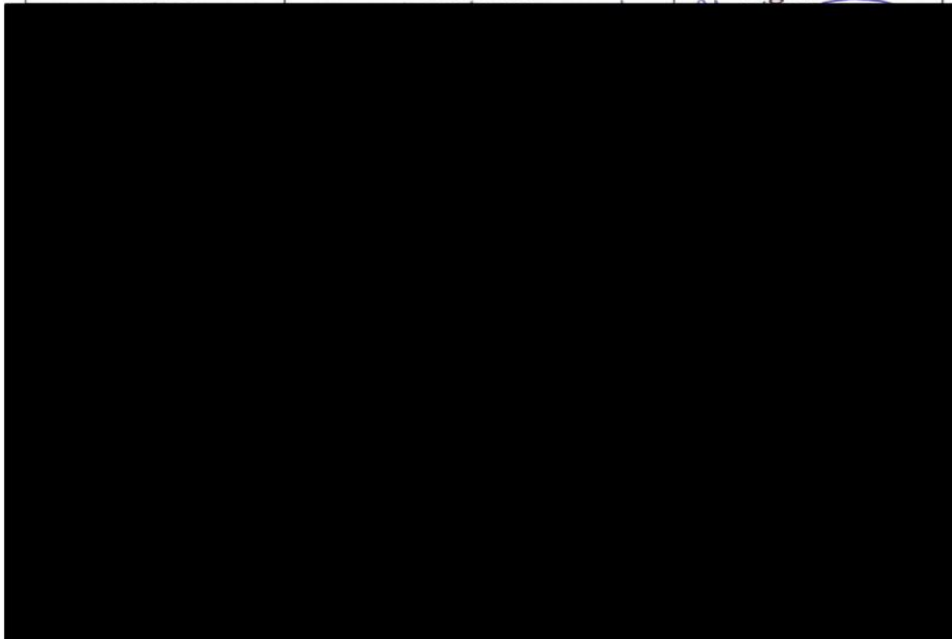
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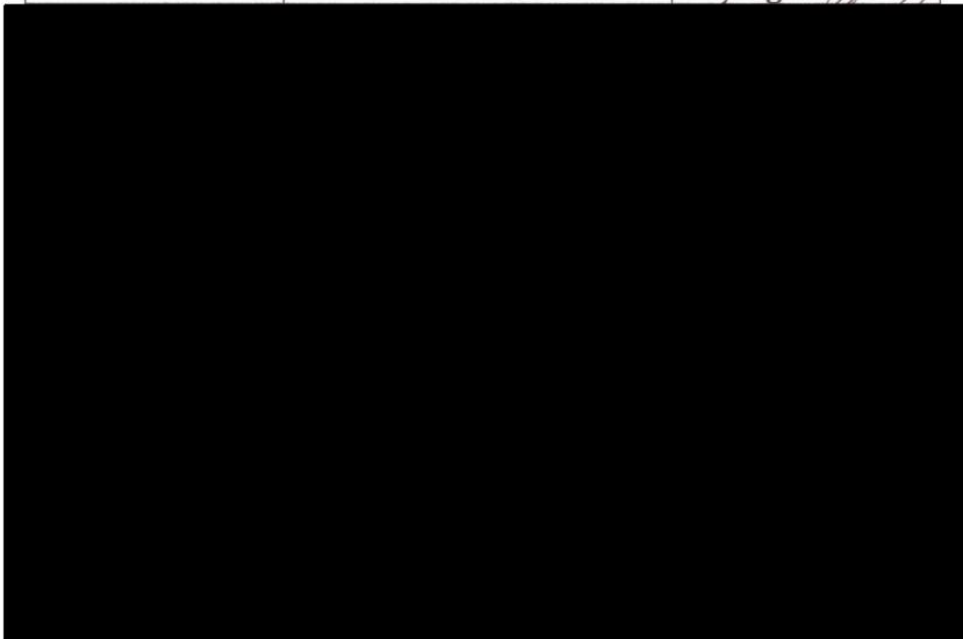
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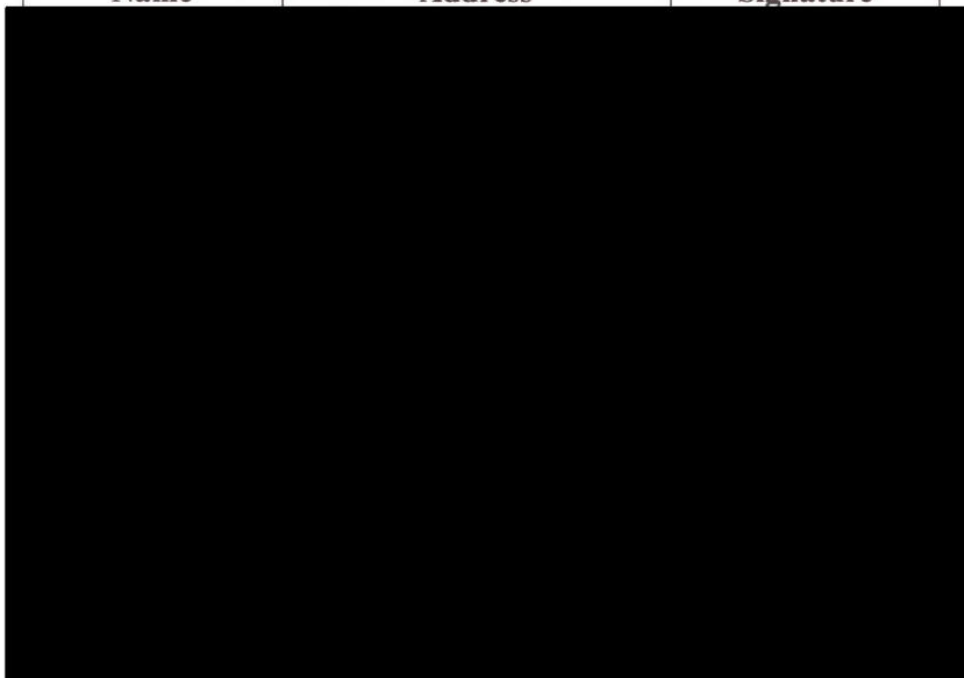




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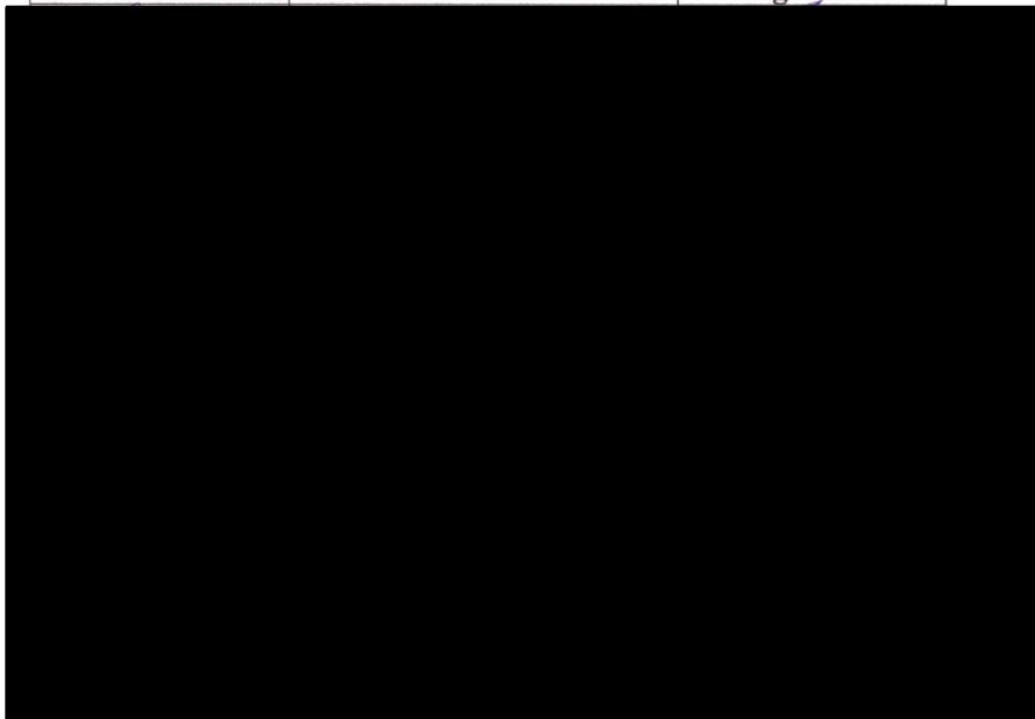
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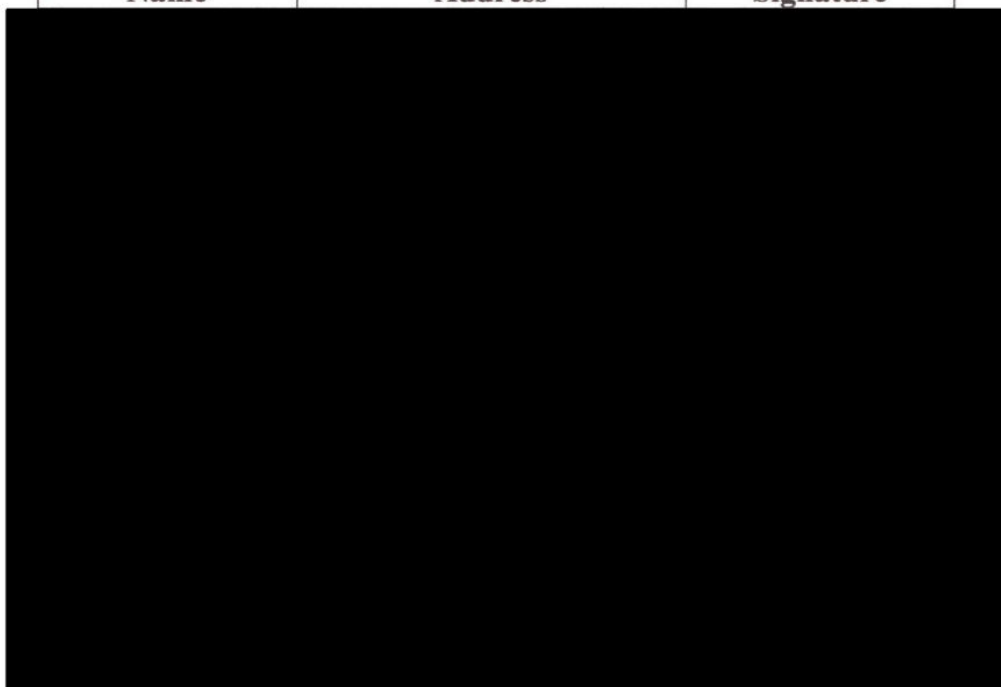
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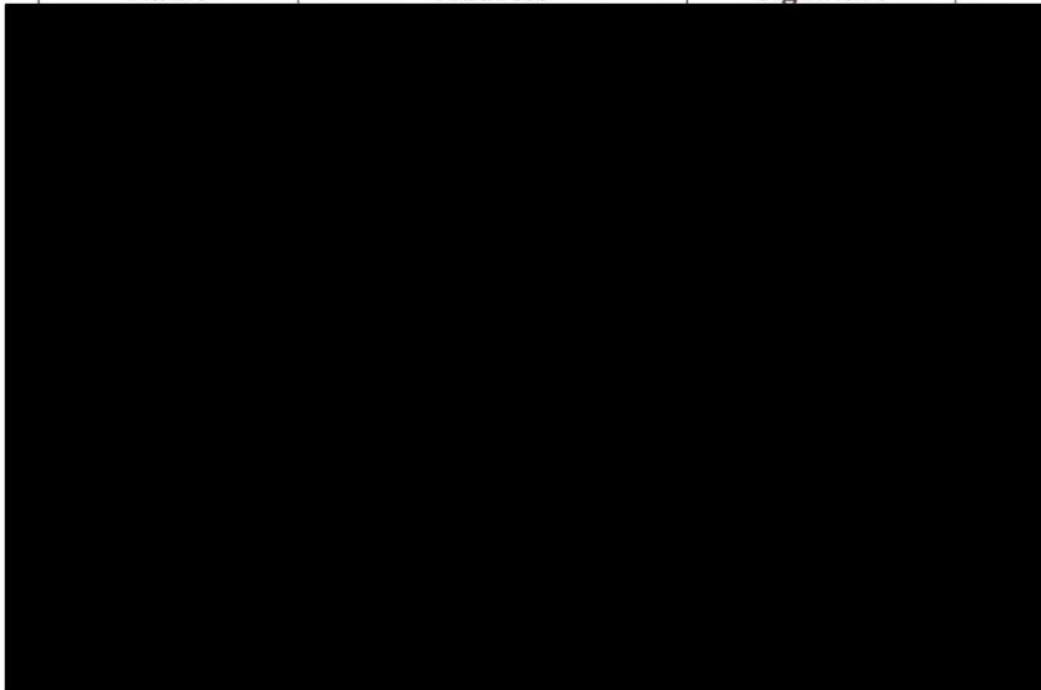




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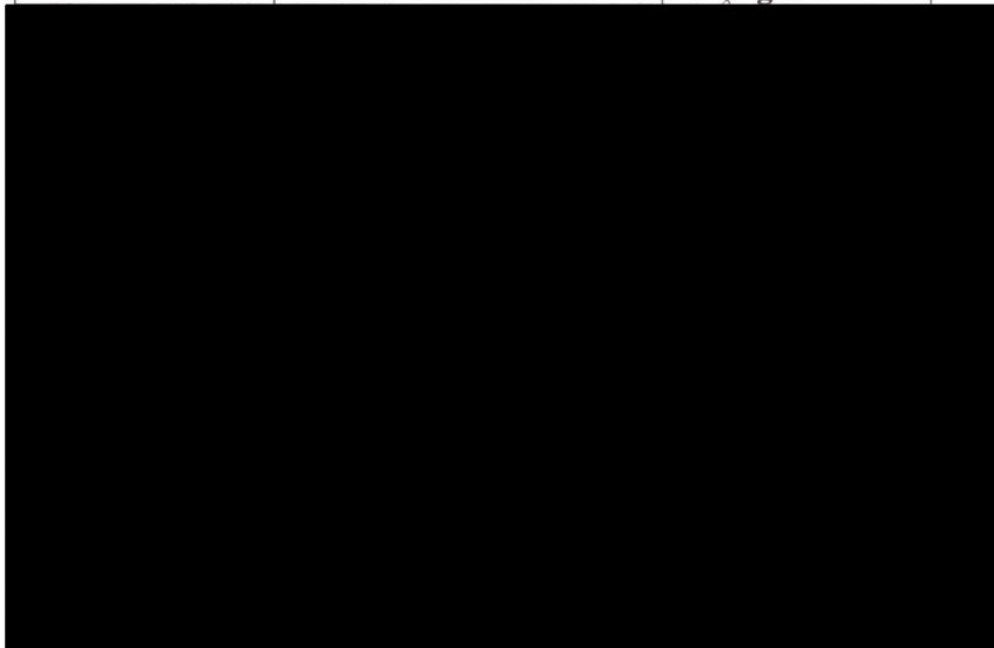
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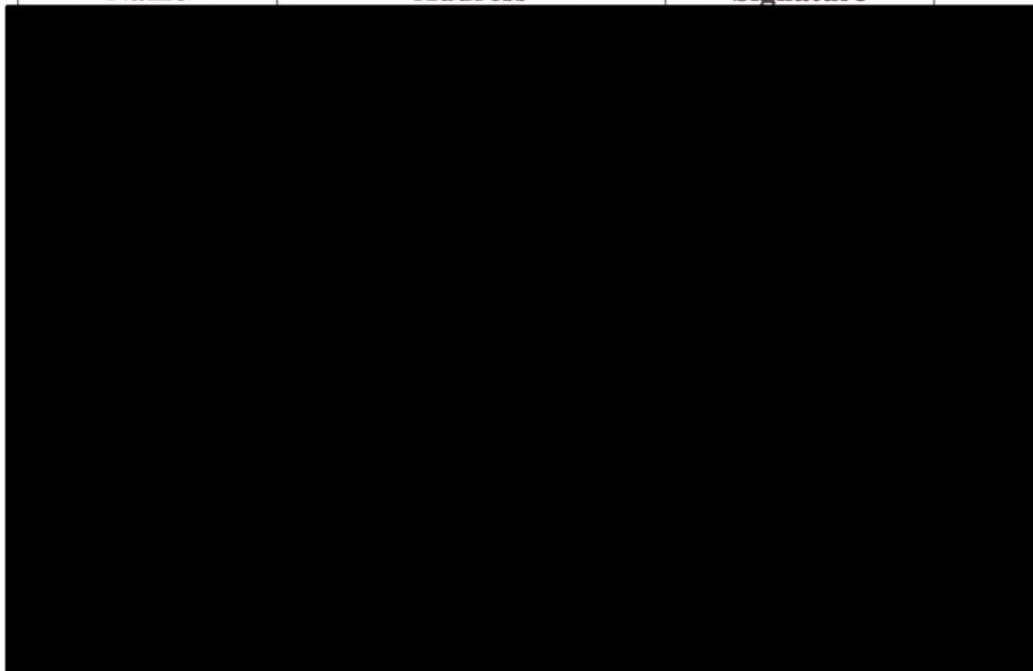
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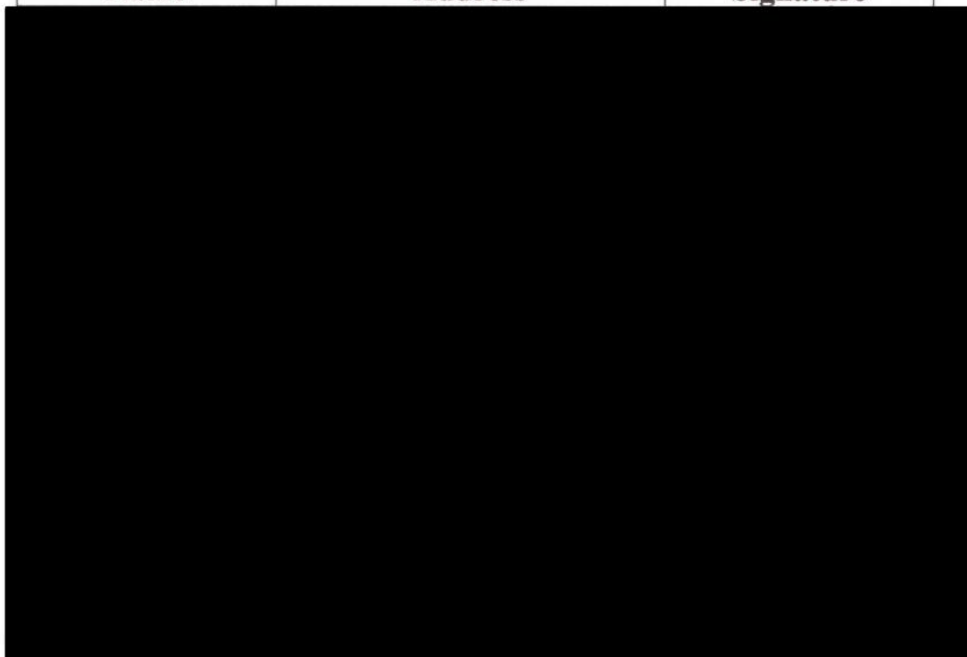
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1. maintain ongoing public access to the former Winchelsea Shire Hall (**OUR SHIRE HALL**), including the historic Shire memorabilia and the public toilets, during established opening hours (minimum 10 AM to 4 PM, five days a week) for at least 48 weeks each year
2. acknowledge that it is appropriate for the the rental payments for the Hall to be lower than usual commercial rates because the café operator also provides caretaker-type services and the public can enjoy the history and memorabilia in the Hall and use the public toilets without being required to patronise the café
3. acknowledge that in that context, the current operator's business is not being 'subsidised'
4. recognise that Morning Melodies (which is a very important community cultural event) will cease if the café operator's lease is terminated, because the donated grand piano cannot continue to be housed in an unheated, unused and unsupervised hall
5. reverse its decision to terminate the café operator's lease
6. establish a reasonable lease value through a proper process in consultation with the café operator, in the context of the facility being accessible to the public as well as used for a private business, and the lessee providing caretaker-type services that benefit the community.

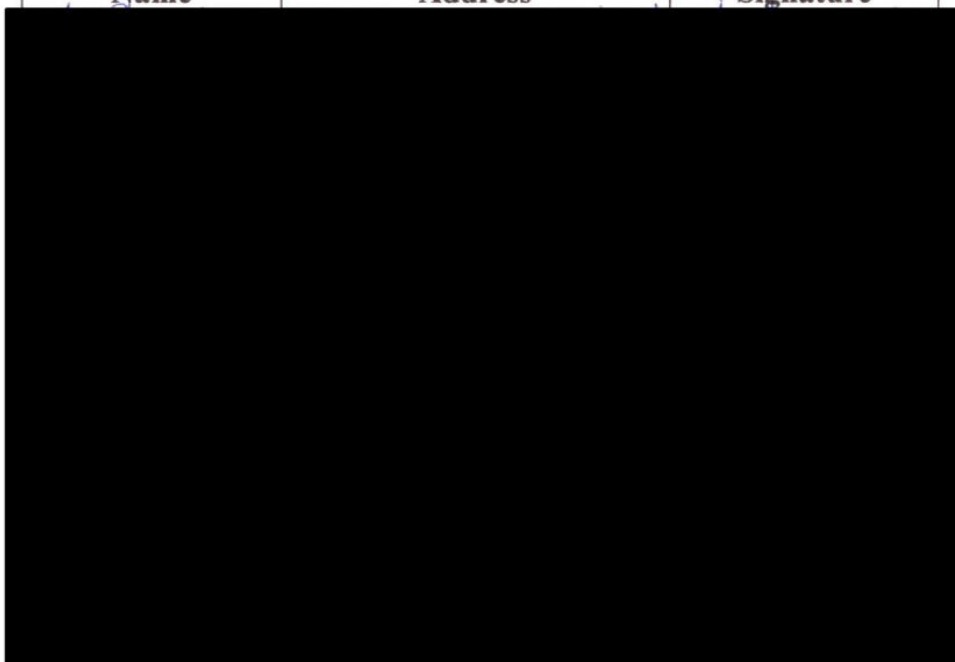
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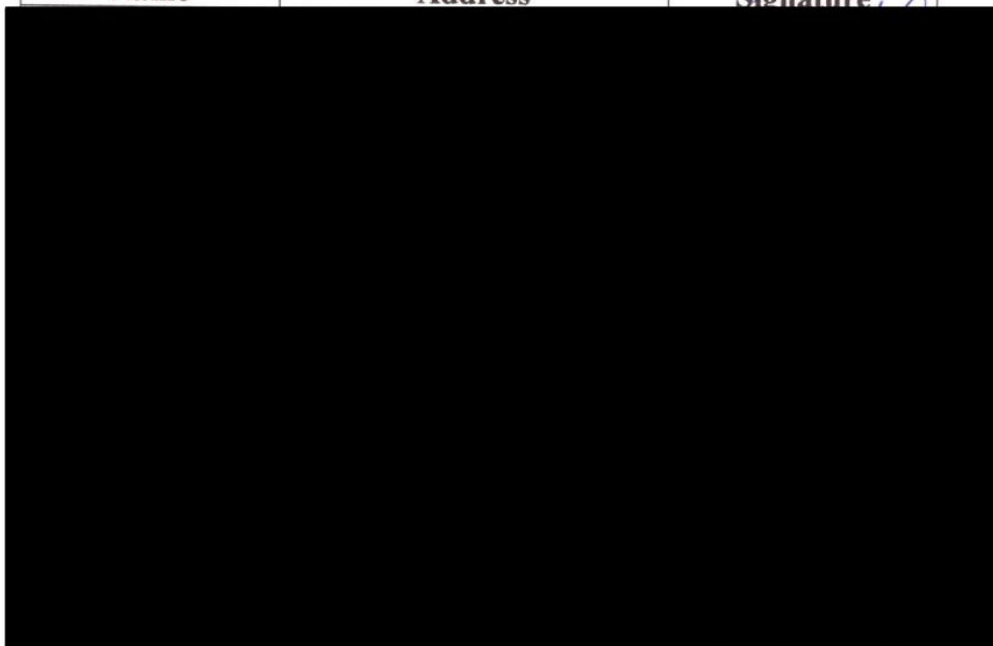
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## 2. RESPONSIBLE & PLANNING AUTHORITIES

### 2.1 Planning Scheme Amendment C128surf - Miscellaneous Corrections of Anomalies in the Surf Coast Planning Scheme

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

**General Manager:** Matthew Taylor  
**File No:** F18/1564  
**Trim No:** IC19/386

**Appendix:**

1. Surf Coast C128surf Explanatory Report Adopted (D19/70257)
2. Amendment C128surf - Summary of Submitters (D19/64926)

**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 consider submissions received following public exhibition of Amendment C128surf to the Surf Coast Planning Scheme and to consider adoption of the amendment.

#### Summary

Amendment C128surf seeks to amend various provisions in the Surf Coast Planning Scheme to correct a number of miscellaneous items by making mapping and ordinance changes. Appendix 1 provides a list of the miscellaneous changes to the Planning Scheme and the specific land affected.

At its ordinary meeting of 29 June 2018, Council resolved to seek ministerial authorisation to prepare and exhibit the amendment. The amendment was publicly exhibited from 28 February 2019 until 1 April 2019. Five submissions were received to the amendment, none of which raised any objections. Appendix 2 provides a summary of the submissions and Council officer response, where relevant.

A number of minor consequential changes have been made to the amendment since public exhibition. These changes have been incorporated into the final amendment documentation and are described in the discussion section of this report.

Following public exhibition and the consideration of submissions, it is recommended that Council adopt amendment C128surf as exhibited, subject to the minor changes outlined in this report.

#### Recommendation

That Council:

1. Adopts amendment C128surf as exhibited, subject to the following changes:
  - 1.1. Retaining schedule 12 to the Development Plan Overlay 12 (DPO12) on the land formerly known as the former Anglesea Primary School.
  - 1.2. Removal of Crown Allotment 8D at 460 Bambra-Aireys Inlet Road, Boonah from land to be rezoned from the Public Conservation and Resource Zone (PCRZ) to the Farming Zone (FZ).
2. Forwards the adopted amendment C128surf to the Minister for Planning for approval pursuant to Section 31 of the *Planning and Environment Act 1987*.



## **2.1 Planning Scheme Amendment C128surf - Miscellaneous Corrections of Anomalies in the Surf Coast Planning Scheme**

### **Report**

#### ***Background***

Planning scheme amendment C128surf seeks to correct various miscellaneous items (both maps and ordinance) in the Surf Coast Planning Scheme. The amendment is part of Council's continuous improvement process of the Surf Coast Planning Scheme and is considered to be a 'tidy-up' of the planning scheme that is undertaken on a regular basis. The amendment makes changes to multiple planning scheme provisions which affect specific properties and respective areas within the municipality. It also modifies a number of clauses to ensure consistency with the Ministerial Direction on the Form and Content of Planning Schemes and the new structure of Planning Schemes as introduced by Amendment VC148. The various mapping and ordinance changes are described in Appendix 1.

Following Council's resolution at its meeting on 29 June 2018 to seek ministerial authorisation to prepare and exhibit the amendment, authorisation was received from the Department of Environment, Land, Water and Planning (DELWP) on 31 January 2019 to exhibit the amendment.

The amendment was placed on public exhibition from 28 February 2019 to 1 April 2019. Notices were sent to all owners/occupiers affected by specific changes and notice of the amendment was published in the local newspaper (Surf Coast Times) and the Government Gazette on 28 February 2019. The amendment was also available for viewing on Council's website and DELWP's website.

As a consequence of the exhibition, a total of five submissions were received to the amendment. No objections were received. A Hearing of Submissions was scheduled to take place on 16 April 2019 but did not take place as no request to be heard was received from submitters.

#### ***Discussion***

##### **Enquiries**

During the exhibition period a number of verbal enquiries were received. These generally asked for clarification regarding specific parts of the amendment, which were satisfactorily addressed by Council officers.

Five email enquiries were also received regarding the amendment in relation to the specific sites in Anglesea, Deans Marsh and Lorne. Upon satisfying the enquiries, Council officers received confirmation from the interested parties that they did not constitute formal submissions to the amendment.

##### **Submissions**

A total of five submissions were received to the amendment. Appendix 2 provides a summary of the submissions and Council officer response, where relevant.

Four submissions were from Government agencies and service providers. DELWP, Barwon Water, Department of Transport and First Nations Legal and Research Services all raised no objections to the amendment.

One submission was received from an affected landowner in relation to the rezoning of licensed land for commercial plantation forestry in Boonah, Wensleydale and Bamba from Public Conservation and Recreation Zone (PCRZ) to the Farming Zone (FZ). The submission supported the proposed rezoning of the affected land.

As there are no unresolved submissions to the amendment, a request to the Minister for Planning to appoint an Independent Panel is not required.

## **2.1 Planning Scheme Amendment C128surf - Miscellaneous Corrections of Anomalies in the Surf Coast Planning Scheme**

### Post exhibition changes

Since exhibiting the amendment, it has come to light that a number of consequential changes are required to the amendment. These consist of the following:

#### **1. Retaining schedule 12 to the Development Plan Overlay 12 (DPO12) on the land formerly known as the former Anglesea Primary School.**

As exhibited, the amendment proposed the deletion of DPO12. The original intent of DPO12 was to require the preparation of a Development Plan prior to the development of the land to co-ordinate and guide its future use and development.

It was initially considered that as the Development Plan has been approved and that a plan of subdivision has been approved with subdivision of the land undertaken in accordance with the Development Plan, DPO12 was redundant and no longer required.

However, during exhibition it was identified that there are unforeseen consequences to removing the Development Plan Overlay. The *Anglesea Design Guidelines, 22-28 Camp Road, Anglesea* form part of the approved Development Plan. These guidelines introduced a set of design standards that assist in implementing various character objectives. They provide variations to the Neighbourhood Character Overlay 3 (NCO3) and Clause 54 (Rescode) in the Surf Coast Planning Scheme and relate to site coverage, plot ratio, setbacks, building height, design details, fences and landscaping. Therefore, the guidelines will need to be retained to inform all future decision making on development on individual lots to assist in achieving the identified character objectives. Consequently, the retention of the overlay will ensure that the development plan and its provisions remain a guiding document.

Affected landowners were notified of the proposed deletion of DPO12 from their land as part of the public exhibition of the amendment. Consequently, these landowners will need to be re-notified of the retention of DPO12 for the reasons outlined above. Letters will be sent to affected landowners upon adoption of the amendment.

#### **2. Removal of Crown Allotment 8D at 460 Bambra-Aireys Inlet Road, Boonah from land proposed to be rezoned from the Public Conservation and Resource Zone (PCRZ) to the Farming Zone (FZ).**

This land was inadvertently included within the rezoning of land licensed to a private operator to undertake commercial plantation forestry. This parcel of land does not form part of the licensed area as it constitutes part of the Great Otway National Park. Consequently, it is appropriate to delete crown allotment 8D from the amendment.

### ***Financial Implications***

The 2018/2019 budget has adequate provision for the processing of this planning scheme amendment.

### ***Council Plan***

Theme	3 Balancing Growth
Objective	3.1 Retain and enhance rural land for appropriate and sustainable uses
Strategy	Nil

Theme	3 Balancing Growth
Objective	3.2 Ensure infrastructure is in place to support existing communities and provide for growth
Strategy	Nil

Theme	3 Balancing Growth
Objective	3.3 Strengthen township boundaries and support unique township character
Strategy	Nil

### ***Policy/Legal Implications***

The proposed amendment complies with the Planning and Environment Act 1987 and relevant Ministerial Directions. There are no legal ramifications.

## **2.1 Planning Scheme Amendment C128surf - Miscellaneous Corrections of Anomalies in the Surf Coast Planning Scheme**

### ***Officer Direct or Indirect Interest***

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

### ***Risk Assessment***

There are no demonstrated risks associated with adopting the amendment.

### ***Social Considerations***

This amendment continues the on-going improvement to the content of the Surf Coast Planning Scheme, having regard to improved social and economic outcomes in accordance with the objectives of planning in Victoria.

### ***Community Engagement***

This amendment has been formally exhibited in accordance with the Planning and Environment Act 1987. This process provided an opportunity for full public comment. Targeted notices were sent to all owners/occupiers affected by specific changes and notice of the amendment was published in the local newspaper (Surf Coast Times) and the Government Gazette. The amendment was also available for viewing on Council's website and the Department of Environment, Land, Water and Planning website.

### ***Environmental Implications***

The amendment will not have any significant environmental effects since it is 'correctional' in nature. The proposed rezoning of land relates to ownership changes and reflects the current use of the site and has no environmental impacts.

### ***Communication***

Letters have been sent to all submitters advising them of the Council meeting. Submitters will be notified in writing and minutes will appear on Council's website of the Council's decision to either adopt or abandon the Amendment. As discussed above, landowners affected by the consequential changes to the exhibited amendment will be notified.

### ***Options***

#### **Option 1 – adopt amendment C128surf subject to minor changes identified post exhibition**

This option is recommended by officers as the changes are required in respect of continuing to achieve policy objectives and to ensure it relates to the correct affected land.

#### **Option2 – adopt amendment C128surf without the proposed changes**

This option is not recommended by officers as the changes are necessary and justified.

#### **Option 3 – abandon amendment C128surf**

This option not recommended by officers as there is insufficient justification to abandon the amendment and the changes to the scheme will improve the operation of the scheme.

### ***Conclusion***

Having considered all submissions, it is recommended that amendment C128surf be adopted as exhibited subject to the identified post exhibition changes discussed above, and forwarded to the Minister for Planning for approval.

**2.1 Planning Scheme Amendment C128surf - Miscellaneous Corrections of Anomalies in the Surf Coast Planning Scheme**

**APPENDIX 1 SURF COAST C128SURF EXPLANATORY REPORT ADOPTED**

*Planning and Environment Act 1987*

**SURF COAST PLANNING SCHEME**  
**AMENDMENT C128surf**  
**EXPLANATORY REPORT**

**Who is the planning authority?**

This amendment has been prepared by the Surf Coast Shire Council, which is the planning authority for this amendment.

The Amendment has been made at the request of the Surf Coast Shire Council.

**Land affected by the Amendment**

The Amendment applies to:

- 10 Carnarvon Avenue, Jan Juc
- 1 Great Ocean Road, Jan Juc
- Land affected by the schedule 4 to the Development Plan Overlay at Briody Drive Estate, Torquay
- Land affected by schedule 18 to the Design and Development Overlay – Deans Marsh Township Character
- 5 Splitters Avenue, Torquay (RES1 PS705470)
- 13 Splitters Avenue, Torquay (RES2 PS705470)
- 25 Splitters Avenue, Torquay (RES1 PS731423)
- 40A Rippleside Drive, Torquay (RES1 PS719814)
- 56A Rippleside Drive, Torquay (RES1 PS731423)
- 1A Hillside Parade, Torquay (RES2 PS717421)
- 1A White Street, Torquay (RES1 PS717421)
- 1120 Horseshoe Bend Road, Torquay (RES1 PS742057)
- 2 Great Ocean Road, Torquay (RES3 PS640363)
- 55A Diggers Way, Torquay (RES1 PS640363)
- 5B Winki Way, Torquay (RES1 + RES2 PS711644)
- 460 Bambra-Aireys Inlet Road, Boonah (C/A 8E)
- 220 Old Telegraph Road, Wensleydale (C/A 34L)
- 510 Old Telegraph Road, Wensleydale (C/A 34J & 34K)
- 145 Jinda Park Lane, Bambra (C/A 5D & 6H)
- 141, 175, 176, 176A, 179, 187, 187A Great Ocean Road, Anglesea
- 3/3 River Reserve Road, Anglesea
- 45 Golf Links Road, Anglesea
- 3, 33 and 41 Howard Street, Lorne
- 27 Normanby Terrace, Lorne
- 22 Belvedere Terrace, Lorne

- 18 Femleigh Terrace, Lorne
- 10 Lorne Terrace, Lorne
- 23 Deans Marsh Road, Lorne
- 14 Aurel Road, Deans Marsh
- 2 Holliday Road, Lorne
- 10 Holliday Road, Lorne
- 45 Golf Links Road, Anglesea
- 2 Clissold Street, Lorne
- Land at Otway Street, Lorne

The amendment also makes changes to the multiple planning scheme provisions which affect respective areas within the municipality.

**What the amendment does**

The amendment updates the Surf Coast Planning Scheme to correct mapping and ordinance anomalies.

The amendment makes the following detailed changes to the Surf Coast Planning Scheme:

*Planning Scheme Map Changes*

1. Rezone part of land at 10 Carnarvon Avenue, Jan Juc and 1 Great Ocean Road, Jan Juc from SUZ7 and PPRZ to PPRZ and SUZ7.
2. Delete DPO4 from land known as the Briody Drive Estate, Torquay.
3. Rezone land at 5 Splitters Avenue, Torquay (RES1 PS705470), 13 Splitters Avenue, Torquay (RES2 PS705470), 25 Splitters Avenue, Torquay (RES1 PS731423), 40A Rippleside Drive, Torquay (RES1 PS719814), 56A Rippleside Drive, Torquay (RES1 PS731423), 1A Hillside Parade, Torquay (RES2 PS717421), 1A White Street, Torquay (RES1 PS717421), 1120 Horseshoe Bend Road, Torquay (RES1 PS742057) from GRZ1 to PPRZ and delete DDO1.
4. Rezone land at 2 Great Ocean Road, Torquay (RES3 PS640363) and 55A Diggers Way, Torquay (RES1 PS640363) from GRZ1 to PCRZ, and delete DDO1.
5. Rezone land at 5B Winki Way, Torquay (RES1 + RES2 PS711644) from IN3Z to PPRZ.
6. Rezone land at 460 Bambra-Aireys Inlet Road, Boonah (C/A 8E), 220 Old Telegraph Road, Wensleydale (C/A 34L), 510 Old Telegraph Road, Wensleydale (C/A 34J & 34K), 145 Jinda Park Lane, Bambra (C/A 5D & 6H) from PCRZ to FZ.
7. Delete RO from land at 175, 179, 187, 187A, 176, 176A Great Ocean Road, Anglesea, 3, 33 and 41 Howard Street, 27 Normanby Terrace, 22 Belvedere Terrace, 18 Femleigh Terrace, 10 Lorne Terrace, 23 Deans Marsh Road, Lorne, and 14 Aurel Road, Deans Marsh.
8. Rezone part of land at 141 Great Ocean Road, Anglesea from GRZ1 to SUZ8.
9. Delete DDO19, SLO3 and NCO3 from land at 141 Great Ocean Road, Anglesea.
10. Apply DDO25 to land at 141 Great Ocean Road, Anglesea.
11. Rezone part of land at 3/3 River Reserve Road, Anglesea from PCRZ to GRZ1.
12. Apply DDO19 to part of land at 3/3 River Reserve Road, Anglesea.
13. Apply SLO3 to part of land at 3/3 River Reserve Road, Anglesea.
14. Apply NCO3 to part of land at 3/3 River Reserve Road, Anglesea.
15. Rezone 2 Holliday Road, Lorne from PPRZ to SUZ7.
16. Rezone 10 Holliday Road, Lorne from PPRZ to PUZ1.
17. Delete PAO1 from land at 45 Golf Links Road, Anglesea.
18. Rezone land at 2 Clissold Street, Lorne, from GRZ1 to PPRZ.
19. Delete DDO12 from land at 2 Clissold Street, Lorne.

20. Delete NCO2 from land at 2 Clissold Street, Lorne.
21. Delete SLO4 from land at 2 Clissold Street, Lorne.
22. Rezone land at Otway Street, Lorne from RDZ1 to PUZ6.

*Planning Ordinance Changes*

1. Amend Clause 21.01 to include the Council Plan 2017-2021 vision and strategic objectives and make other miscellaneous changes.
2. Amends Clause 21.03 to improve the clarity of strategy.
3. Amends Clauses 21.03 and 21.04 and Schedule 2 to Clause 37.02 to update the description of departments and an act.
4. Amend Clause 21.05 to delete redundant implementation measures.
5. Amend Clause 21.08 Torquay/Jan Juc Strategy to update reference to the Sustainable Futures Plan Torquay Jan Juc 2040 (2014) and deletion of redundant implementation measures.
6. Amends Clause 21.10 to correct clause numbering.
7. Amends Clause 21.11 to remove reference to the mining of brown coal as a Key Issue and deletes various redundant 'further strategic work' identified.
8. Amends Clause 22.01 to improve the clarity of strategy.
9. Amends Clause 22.04 to correct the dates of two reference documents.
10. Deletes Clause 22.07 which duplicates the provisions at Clause 66.01-1.
11. Amends Clause 22.09 to update reference to reference document Sustainable Futures Plan Torquay Jan Juc (2014).
12. Amends the Schedule to Clause 35.07 to remove reference to a superseded plan of subdivision.
13. Amends Schedules 1, 2, 3, and 6 to Clause 37.01, schedules 4, 9, 12, 13, 18, 19, 20, 21, 22, 25 to Clause 43.02 to correct reference to sign provisions.
14. Amends schedule 5 to Clause 37.01 to replace reference to "Anglesea" with "Torquay".
15. Amends schedules 2, 3, 4, 5, 7, 8, 9 to Clause 37.01 and schedule 2 to Clause 37.02 to correct numerous land use terms and references to Government departments.
16. Amends schedules 3 and 7 to Clause 37.01, schedule 1 to Clause 42.02, schedules 1, 3, 4, 5, 6, 7 to Clause 42.03 to replace incorrect reference to the superseded incorporated document Environmental Weeds - Invaders of our Surf Coast (2002) with Weeds of the Surf Coast Shire (2013) which was incorporated into the planning scheme by Amendment C96.
17. Amends schedules 1, 2, 4 to Clause 42.01 and schedule 1 to Clause 42.03 to make reference to "referral of applications" at Clause 66.04.
18. Amends the schedule to Clause 43.01 to correct clause references and name of incorporated documents.
19. Amends Schedule 18 to Clause 43.02 Design and Development Overlay to improve clarity of wording, introduce additional requirements for permits to subdivide land, and introduces changes to Permit requirements for buildings and works including the introduction of a maximum building height of 7.5 metres.
20. Amend Schedule 19 to Clause 43.02 Design and Development Overlay to make reference to the Point Road Knight Restructure Plan under clause 3.0 Subdivision and associated minimum lot size exemptions.
21. Deletes schedule 4 to Clause 43.04 Development Plan Overlay.
22. Amend schedules 1 and 2 to Clause 44.06 to correct clause references and delete duplicated provision.
23. Amends the schedule to Clause 45.01 Public Acquisition Overlay to delete reference to land at Anglesea Borefield owned by Barwon Water.
24. Amends the Schedule to Clause 45.05 to replace incorrect reference to the superseded incorporated document Deans Marsh Township Restructure Plan December 2010 with Deans

Marsh Township Restructure Plan Revised October 2013 which was incorporated into the planning scheme by Amendment C88.

25. Amends the schedule to Clause 45.05 to delete reference to respective consolidated properties affected by the Restructure Overlay.

26. Amend the schedule to Clause 66.04 to correct clause references.

27. Amends the schedule to Clause 72.03 to reflect mapping references.

The amendment also modifies a number of clauses and schedules, where relevant, to ensure consistency with the Ministerial Direction on the Form and Content of Planning Schemes and the new structure of planning schemes as introduced by Amendment VC148.

#### Strategic assessment of the Amendment

#### Why is the Amendment required?

The amendment is required to correct various anomalies (both maps and ordinance) in the Surf Coast Planning Scheme that have become apparent since the last miscellaneous amendment. This amendment is considered to be housekeeping in nature and has been prepared to 'tidy-up' the Scheme. Therefore, the amendment will have a net community benefit.

The amendment is a response to the direction contained in the Council report on the Surf Coast Shire Planning Scheme Review 2018. At its meeting of 29 June 2018, Council resolved to amend the Planning Scheme to ensure various miscellaneous matters are resolved.

Map No.	Description of anomaly	Proposed Amendment
Map 20	Zoning at 10 Camarvon Avenue, Jan Juc and 1 Great Ocean Road, Jan Juc needs to be adjusted due to a land exchange between the RACV and Surf Coast Shire.	Correct Map 20 to reflect the new ownership.
Map 20	Development Plan approved and subsequent plan of subdivision and development completed at land known as Briody Drive Estate, Torquay.	Delete DPO4.
Maps 16 and 20	Various open space reserves that have been vested in Council in recent subdivisions in Torquay are zoned GRZ1. <ul style="list-style-type: none"> <li>5 Splitters Avenue, Torquay (RES1 PS705470)</li> <li>13 Splitters Avenue, Torquay (RES2 PS705470)</li> <li>25 Splitters Avenue, Torquay (RES1 PS731423)</li> <li>40A Rippleside Drive, Torquay (RES1 PS719814)</li> <li>56A Rippleside Drive, Torquay (RES1 PS731423)</li> <li>1A Hillside Parade, Torquay (RES2 PS717421)</li> <li>1A White Street, Torquay (RES1 PS717421)</li> <li>1120 Horseshoe Bend Road, Torquay (RES1 PS742057)</li> </ul>	Rezone reserves from GRZ1 to PPRZ or PCRZ (as appropriate) and delete DDO1.



<b>Map 20</b>	Inadvertent zoning of public land in the GRZ1. <ul style="list-style-type: none"> <li>• 2 Great Ocean Road, Torquay (RES3 PS640363)</li> <li>• 55A Diggers Way, Torquay (RES1 PS640363)</li> </ul>	Rezone GRZ1 reserves to PCRZ, and delete DDO1.
<b>Map 20</b>	Inadvertent zoning of public land in the IN3Z: <ul style="list-style-type: none"> <li>• 5B Winki Way, Torquay (RES1 + RES2 PS711644)</li> </ul>	Rezone land from IN3Z to PPRZ.
<b>Maps 25, 30</b>	Plantation land leased to private company zoned PCRZ. Rezoning to Farming Zone requested to recognise land is not in public use and to assist plantation operations. Management Plans apply. Supported in principle by DELWP. Has occurred at other councils such as Wangaratta, Baw Baw and Ballarat. Includes the following properties: <ul style="list-style-type: none"> <li>• 460 Bamba-Aireys Inlet Road, Boonah (C/A 8E)</li> <li>• 220 Old Telegraph Road, Wensleydale (C/A 34L)</li> <li>• 510 Old Telegraph Road, Wensleydale (C/A 34J &amp; 34K)</li> <li>• 145 Jinda Park Lane, Bamba (C/A 5D &amp; 6H)</li> </ul>	Rezone the sites from PCRZ to FZ.
<b>Map 29</b>	Removal of RO from identified properties above.	Delete RO from respective properties.
<b>Map 33</b>	Zone boundary over Four Kings development at 141 Great Ocean Road, Anglesea does not match the site on the northern boundary, resulting in development in more than one zone.	Apply SUZ8 to entire property (delete DDO19, NCO3 and SLO3 and apply DDO25).
<b>Map 33</b>	Zoning of part of 3/3 River Reserve Rd, Anglesea to be corrected following transfer of part of reserve to resolve encroachment issue.	Rezone part of land from PCRZ to GRZ1 (apply DDO19, NCO3 and SLO3).
<b>Map 33</b>	Removal of RO from identified properties above.	Delete RO from respective properties.
<b>Map 33PAO</b>	The PAO1 was applied to land at 45 Golf Links Road, Anglesea to facilitate Barwon Water's Anglesea Borefield Project. The project has been completed and part of the land identified for acquisition has been acquired. The PAO1 is redundant and can be removed. Barwon Water has confirmed that PAO1 can be removed.	Delete PAO1 from map at 45 Golf Links Road, Anglesea.
<b>Map 43</b>	2 Holliday Road is privately owned by the Lorne Country Club but a PPRZ is applied. Should be SUZ7 (Golf courses). 10 Holliday Road is owned by Barwon Water. Should be PUZ1 (Service & utility).	Rezone 2 Holliday Road to SUZ7 (Golf courses) and 10 Holliday Road to PUZ1 (service & utility).

<b>Map 43</b>	2 Clissold Street, Lorne is a reserve vested in Council (RES1 LP138155), but is zoned GRZ1.	Rezone land from GRZ1 to PPRZ (delete DDO12, NCO2 and SLO4)
<b>Map 43</b>	Incorrect application of RDZ1 to part of community precinct in Otway St, Lorne. The affected parcel is public land (Crown land) used for community services/facilities and should be zoned PUZ6 consistent with rest of precinct.	Rezone parcel from RDZ1 to PUZ6.
<b>Map 43</b>	Removal of redundant RO from properties identified above.	Delete RO from respective properties.
<b>Clause No.</b>	<b>Description of Anomaly</b>	<b>Proposed Amendment</b>
<b>Clause 21.01</b>	Incorrect reference to the Council Plan 2013-2017 and associated themes.	Update reference to the adopted Council Plan 2017-2021.
<b>Clause 21.03-3</b>	<p>The wording of the following strategy could be improved:</p> <ul style="list-style-type: none"> <li>Discourage land use and development that has potential to aggravate or initiate salinity has regard to the salinity risk and takes the appropriate measures to mitigate any adverse impacts.</li> </ul>	<p>Redraft as follows:</p> <ul style="list-style-type: none"> <li>Ensure land use and development that has potential to aggravate or initiate salinity has regard to the salinity risk and takes the appropriate measures to mitigate any adverse impacts.</li> </ul>
<b>Clause 21.03</b> <b>Clause 21.04</b>	<p>Reference to former government departments:</p> <ul style="list-style-type: none"> <li>DEPI at Clause 21.03-4 and DPCD at Clause 21.04-4</li> </ul>	Amend clauses to replace DEPI and DPCD with DELWP.
<b>Clause 21.05</b>	Redundant implementation measures in relation to the application of the SUZ at Gun Flats Road and applying the RO to old subdivisions in rural areas of the Shire.	Amend clause to delete measures.
<b>Clause 21.08 and 22.09</b>	<p>Reference to the Sustainable Futures Plan Torquay Jan Juc 2040 (2012). Council adopted a revised version in 2014.</p> <p>Update clause format in line VC148.</p> <p>Deletion of redundant or completed measures.</p>	<p>Update reference to Sustainable Futures Plan Torquay Jan Juc 2040 (2014).</p> <p>Amend clause to delete redundant or completed implementation measures.</p>

<b>Clause 21.10</b>	Incorrect sub-clause number "21.09-7".	Correct to "21.10-5".
<b>Clause 21.11</b>	<p>The reference to the mining of brown coal as a key issue is outdated because of cessation of the mine.</p> <p>Various further strategic work items identified are redundant.</p>	Delete reference to the mining of brown coal as a Key Issue and various items within 'Further strategic work'.
<b>Clause 22.01</b>	<p>The Rural Tenement Policy could be better written where it provides policy for dwellings in the FZ and RCZ at Clause 22.01-3:</p> <ul style="list-style-type: none"> <li>Where a permit is required to use land for the purpose of a dwelling on a lot below the minimum lot size specified in the Schedule to the Farming Zone or Rural Conservation Zone, it is policy to not grant approval unless all of the following requirements are met:</li> </ul> <p>The reference to the minimum lot size in the schedule to the FZ is superfluous given if a lot is above the minimum lot size in the FZ a permit isn't required for use therefore the policy wouldn't apply. The RCZ doesn't have a lot size below which a permit is required to use the land for a dwelling. Dwelling is always a permit required use in the RCZ.</p>	<p>Redraft as:</p> <p>Where a permit is required to use land for the purpose of a dwelling in the Farming Zone or Rural Conservation Zone, it is policy to not grant approval unless all of the following requirements are met:</p>
<b>Clause 22.04</b>	<p>Incorrect date references for the following documents:</p> <ul style="list-style-type: none"> <li>Landscaping your Surf Coast garden for bushfire, 2014 (introduced as a reference document through Amendment C96)</li> <li>Weeds of the Surf Coast Shire (2014) (incorporated through Amendment C96)</li> </ul>	<p>Correct references as follows:</p> <ul style="list-style-type: none"> <li>Landscaping your Surf Coast garden for bushfire, 2015</li> <li>Weeds of the Surf Coast Shire (2013)</li> </ul>
<b>Clause 22.07</b>	The Interim Telecommunications Conduit Local Policy was introduced as an interim measure to deal with the provision of optical fibre cabling for broadband communications in new subdivisions. This policy has been rendered redundant by the introduction of new mandatory provisions at Clause 66.01-1 (VC81).	Delete Clause 22.07.
<b>Clause 35.07 – FZ Schedule</b>	<p>Lot 1 on PS315793E is a reference to an old plan of subdivision that covered land that is now the West Coast Business Park and surrounds. This PS has been superseded and thus the reference is obsolete.</p> <p>Similarly, Lot B on PS 534262Q is a reference to an old plan of subdivision near Eton Road. The land has since been zoned Residential and has been</p>	Amend schedule to Farming Zone to delete reference to these two lots and Plans of Subdivision.

	subdivided. The reference is obsolete and should be deleted.	
<p><b>Clause 37.01 – Schedules 1, 2, 3 and 6</b></p> <p><b>Clause 43.02 – Schedules 4, 9, 12, 13, 18, 19, 20, 21, 22, 25</b></p>	<p>Under Advertising signs, incorrect reference to “Clause 52.05-9, Category 4 – Sensitive areas”, “Clause 52.05-8, Category 4” and “Clause 52.05-8, Category 3”.</p> <p>All relevant schedules need to be updated to align with new clause wording outlined in VC148.</p>	Amend schedules to correct references to sign provisions.
<p><b>Clause 37.01 – Schedule 5</b></p>	Reference in Clause 4.0 to coastal town character of Anglesea is an anomaly as the schedule applies to land in Torquay.	Replace reference to “Anglesea” with “Torquay”.
<p><b>Clause 37.01 – Schedules 2, 3, 4, 5, 7, 8, 9</b></p> <p><b>Clause 37.02 – Schedule 2</b></p>	Following gazettal of VC142 a number of land use terms in various zone schedules require correcting, e.g.: Minor utility installation (now exempt under 62.01); Business college (now Employment training centre) in SUZ2; Home occupation (now Home based business) in SUZ3, 5, 7, 8 and 9 and CDZ2; Community market (deleted) in SUZ4; Adult sex bookshop (now Adult sex product shop) in SUZ5 and 8; Pleasure boat facility (now Recreational boat facility) in CDZ2.	Amend schedules to correct land use terms.
<p><b>Clause 37.01 – Schedules 3, 7</b></p> <p><b>Clause 42.02 – Schedule 1</b></p> <p><b>Clause 42.03 – Schedules 1, 3-7</b></p>	<p>Amendment C96 replaced the incorporated document “Environmental Weeds - Invaders of our Surf Coast (2002)” with new incorporated document “Weeds of the Surf Coast Shire (2013)”. However, several zone and overlay schedules have not been updated and still refer to the superseded 2002 document, including SUZ3 and 7, VPO1 and SLO3, 4, 5, 6 and 7. The SLO1 refers to Weeds of the Surf Coast Shire (2014) in error.</p> <p>Reference to DSE has also been replaced with DELWP, where relevant.</p>	Amend schedules to refer to “Weeds of the Surf Coast Shire (2013)” and replace reference to DSE with DELWP, where relevant.
<p><b>Clause 37.02 – Schedule 2</b></p>	The schedule refers to a former government department (DEPI) and a repealed act (Gaming Machine Control Act 1991).	Amend schedule to replace DEPI with DELWP and Gaming Machine Control Act 1991 with Gambling

		Regulation Act 2003.
<p><b>Clause 42.01-schedule 1,2,4</b></p> <p><b>Clause 42.03-schedule 1</b></p>	<p>There is no reference in schedules to direct a planning scheme user to the referral application requirements at the schedule to Clause 66.04.</p>	<p>Amend schedules at sub-clause 3.0 to include reference to referral of applications.</p>
<p><b>Clause 43.01 – HO Schedule</b></p>	<p>HO77 (Mountjoy Parade Heritage Precinct) incorrectly refers to local policy 22.10 instead of CI 22.03.</p> <p>Incorrect naming of several incorporated documents. Requires correction to be consistent with Clause 72.04.</p> <p>Update schedule to align with clause format contained in VC148.</p>	<p>Amend schedule to correct clause reference, name of incorporated documents and align with clause format contained in VC148.</p>
<p><b>Clause 43.02 – Schedule 18</b></p>	<p>Improved clarity of wording, introduces additional requirements for permits to subdivide land, and introduces changes to Permit requirements for buildings and works including the introduction of a maximum building height of 7.5 metres (within map area 1) to be consistent with the Deans Marsh Structure Plan 2008.</p>	<p>Amend schedule accordingly.</p>
<p><b>Clause 43.02 – Schedule 19</b></p>	<p>The Point Roadknight Restructure Plan (Incorporated document) allows for 2 lots to be created on selected properties. However, Schedule 19 to the DDO, which affects the same land prohibits subdivision of lots less than the minimum lot size.</p>	<p>Amend schedule 19 to Clause 43.02 to include a subdivision exemption to rectify this conflicting error in the scheme.</p>
<p><b>Clause 43.04 – DPO schedule 4</b></p>	<p>Removal of redundant DPO.</p> <p>The DPO4 can be removed as the land covered by these overlays has been subdivided in accordance with an approved development plan.</p>	<p>Delete schedule 4 to the Development Plan Overlay.</p>
<p><b>Clause 44.06 – BMO schedule 1 and 2</b></p>	<p>BMO Schedules 1 and 2 refer to Mandatory conditions in the header clause however refer to 44.06-4 instead of 44.06-5. The schedules also specify a variation to the vegetation management requirements (5m canopy separation), but this is a standard requirement at Clause 53.02 – Table 6. The inclusion of this requirement in the BMO schedules is a duplication.</p>	<p>Amend schedules to correct clause references and delete duplicated provision.</p>

<b>Clause 45.01 – PAO Schedule</b>	The PAO1 was applied to land in Anglesea to facilitate Barwon Water's Anglesea Borefield Project. The project has been completed and part of the land identified for acquisition has been acquired. The PAO1 is redundant and can be removed.	Amend PAO schedule.
<b>Clause 45.05 – RO Schedule</b>	<p>Redundant application of RO in Anglesea (RO1), Lorne (RO2) and Deans Marsh (RO3). Affects the following properties:</p> <ul style="list-style-type: none"> <li>• 175, 179, 187, 187A, 176, 176A Great Ocean Road, Anglesea</li> <li>• 3, 33 and 41 Howard Street, 27 Normanby Terrace, 22 Belvedere Terrace, 18 Fernleigh Terrace, 10 Lorne Terrace, 23 Deans Marsh Road, Lorne</li> <li>• 14 Aurel Road, Deans Marsh</li> </ul> <p>These properties have been consolidated or re-subdivided in accordance with the requirements of the relevant Restructure Plan. The RO is redundant on these properties and can be removed.</p>	Amend RO schedule.
<b>Clause 45.05 – RO Schedule</b>	The RO Schedule refers to the superseded "Deans Marsh Township Restructure Plan December 2010". This needs to be corrected to refer to "Deans Marsh Township Restructure Plan Revised October 2013", which is an incorporated document at Clause 72.04. The RO3 mapping and the Deans Marsh Township Restructure Plan were amended through Amendment C88, however the schedule to the RO was not updated at the time and erroneously refers to the superseded restructure plan.	Amend the Schedule to Clause 45.05 to replace "Deans Marsh Township Restructure Plan December 2010" with "Deans Marsh Township Restructure Plan Revised October 2013".
<b>Clause 66.04- Schedule</b>	Schedule refers to "Clause 1.0 of schedule 42.03 (SLO)". This is a technical error and needs to be corrected to make correct reference to the relevant sub-clause to schedule 1 of Clause 42.03.	<p>Amend the schedule to read as follows:</p> <p>"Clause 3.0 of schedule 1 to Clause 42.03 (SLO)".</p>
<b>Clause 72.03- Schedule</b>	Change as a consequence of mapping corrections identified within this amendment.	Update schedule to Clause 72.03

**How does the Amendment implement the objectives of planning in Victoria?**

The amendment ensures that the planning scheme provisions are correctly applied to land so that it can be used and developed in accordance with the Planning and Environment Act 1987.

**How does the Amendment address any environmental, social and economic effects?**

The amendment will not have any significant environmental, social or economic effects.

**Does the Amendment address relevant bushfire risk?**

The amendment is correctional in nature, responding to errors identified in the current operational planning scheme. Therefore, the amendment is not likely to result in any increase to the risk to life.

**Does the Amendment comply with the requirements of any Minister's Direction applicable to the amendment?**

The amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes under section 7(5) of the Act.

The amendment addresses the requirements of Ministerial Direction No. 11 which seeks to ensure a comprehensive strategic evaluation is undertaken by a planning authority. This is provided in the explanatory report.

**How does the Amendment support or implement the Planning Policy Framework and any adopted State policy?**

The amendment is consistent with the Planning Policy Framework (PPF). As the changes proposed are correctional and essentially administrative in nature, there are no implications for PPF.

**How does the Amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?**

The amendment is consistent with the Local Planning Policy Framework (LPPF). As the changes proposed are correctional and essentially administrative in nature, there are no implications for LPPF.

**Does the Amendment make proper use of the Victoria Planning Provisions?**

The amendment makes proper use of the Victorian Planning Provisions (VPP's) by improving upon the accuracy and effectiveness of the existing application of land use controls.

**How does the Amendment address the views of any relevant agency?**

Consultation with relevant agencies will be undertaken as part of the exhibition process, where relevant.

**Does the Amendment address relevant requirements of the Transport Integration Act 2010?**

The amendment is not expected to have any impact on the provisions of the Transport Integration Act 2010.

**Resource and administrative costs**

- **What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

It is not expected that the new planning provisions will have no impact on the resource and administrative costs of the responsible authority.



**2.1 Planning Scheme Amendment C128surf - Miscellaneous Corrections of Anomalies in the Surf Coast Planning Scheme**

**APPENDIX 2 AMENDMENT C128SURF - SUMMARY OF SUBMITTERS**

**APPENDIX 2**

Summary of Submitters

No.	Correction Item No.	Name	Submission Type (support/support subject to change/objection)	Summary of submission	Council officer response and recommendation
S1.	Map change 6 – Land at 460 Bambra-Aireys Inlet Road, Boonah, 220 & 510 Old Telegraph Road, Wensleydale, 145 Jinda Park Lane, Bamba.  Rezoned land from Public Conservation & Resource Zone (PCRZ) to Farming Zone (FZ) on Maps 25 & 30.	Private Landowner	Support	The land has a license to only be used for Plantation Forestry. This is a Section 3 'Prohibited use' within the current PCRZ when not undertaken by a public land manager. By contrast, plantation forestry is a Section 1 'Permit not required' use in the FZ, so the amendment is supported.	<u>Response</u> Submission noted  <u>Recommendation</u> No action required.
S2.	All items	Department of Transport	Support	DoT has no objections to the amendment	<u>Response</u> Submission noted  <u>Recommendation</u> No action required
S3	All Items, specifically:  Map change 16 – Land at 10 Holliday Road, Lorne. Rezone land from Public Park & Recreation Zone to Public use	Barwon Water	Support	Barwon Water have reviewed the amendment and raise no objections to the amendment proceeding. Specifically relating to the following changes: <ul style="list-style-type: none"><li>Rezone land at 10 Holliday Road, Lorne from PPRZ to PUZ1. The site houses important water supply infrastructure for Lorne. A PUZ1 – Service and Utility zoning is appropriate.</li></ul>	<u>Response</u> Submission noted  <u>Recommendation</u> No action required

No.	Correction Item No.	Name	Submission Type (support/support subject to change/ objection)	Summary of submission	Council officer response and recommendation
	Zone 1 on Map 43.  Map change 17 – Land at 45 Golf Links Road, Anglesea. Delete Public Acquisition Overlay 1 on Map 33 PAO.			<ul style="list-style-type: none"> <li>Delete PAO1 from land at 45 Golf Links Road, Anglesea. The Anglesea Borefield Project has now been constructed and is in operation. All land acquired for the project has been acquired and the PAO is no longer required.</li> </ul>	
S4	<p>All items, specifically; Ordinance change 26 – to amend the schedule to Clause 66.04.</p> <p>Map Change 22- Land at Otway Street, Lorne. Rezone land from Road Zone 1 – Public Use Zone 6 on Map 43.</p>	Department of Environment, Land, Water & Planning	Support	<p>DELWP has considered the amendment in the context of its policy interests. The amendment proposes to correct the Schedule to Clause 66.04 of the Surf Coast Planning Scheme. This is an appropriate change to clarify the matter for which the Secretary to DELWP is a determining referral authority.</p> <p>The rezoning of Crown Land at Otway Street, Lorne from Road Zone 1 to Public Use Zone 6 (Local Government) will reflect its current use (community services) and is consistent with the land's reservation purpose. DELWP is supportive of this proposed rezoning.</p> <p>DELWP has no further comment to provide on the proposed amendment.</p>	<p><u>Response</u> Submission noted</p> <p><u>Recommendation</u> No action required</p>
S5	Map change 22 – Land at Otway Street, Lorne. Rezone land from Road Zone 1 – Public Use Zone 6 on Map 43.	First Nations Legal & Research Services	Note for File	No objection	<p><u>Response</u> Submission noted</p> <p><u>Recommendation</u> No action required</p>

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### 3. OFFICE OF THE CEO

#### 3.1 Workplace Health and Safety Report - May 2019

**Author's Title:** Co-ordinator WHS

**General Manager:** Chris Pike

**Department:** People & Culture

**File No:** F17/309

**Division:** Culture & Community

**Trim No:** IC19/763

**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

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#### **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 17 April 2019 to 12 May 2019 are included in this report.

#### **Recommendation**

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

### 3.1 Workplace Health and Safety Report - May 2019

#### 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 are detailed in Table 1 below:

**Table 1 – Safety Framework Issues**

Safety Framework element	Issues arising
Policies & Procedures	<ul style="list-style-type: none"> <li>• Policy and procedure reviews completed in the period are: <ul style="list-style-type: none"> <li>○ MPP 018 Staff Workplace Health and Safety Policy</li> <li>○ WHS 1.0 Issue Resolution</li> <li>○ WHS 6.0 Workplace Facilities Inspection</li> <li>○ WHS 15.0 Contractor WHS Evaluation for Contracted or Tendered Services</li> <li>○ WHS 16.0 Plant Safety</li> <li>○ WHS 18.0 Auditing WHS Compliance</li> <li>○ WHS 25.0 Safe Work Method Statements</li> <li>○ WHS 32.0 Infectious Diseases</li> <li>○ WHS 33.0 Working Alone</li> </ul> </li> </ul>
Internal WHS Audit Program	<ul style="list-style-type: none"> <li>• Audit criteria are based on OHSMS18001/4801 requirements. Five internal audits were completed during the reporting period: <ul style="list-style-type: none"> <li>○ Winchelsea Kindergarten</li> <li>○ Family Day Care Educators (x2)</li> <li>○ Parks Crew – Winchelsea Riverbank</li> <li>○ Civil Crew – Ghazeepore Road</li> </ul> </li> <li>• 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.</li> </ul>
Strategic Focus Areas <ul style="list-style-type: none"> <li>• Occupational Violence &amp; Aggression</li> <li>• Manual Handling</li> <li>• Mental Health</li> <li>• Incident &amp; Hazard reporting rates</li> </ul>	<ul style="list-style-type: none"> <li>• Mental health in the workplace training has been scheduled for June. All staff are being encouraged to attend.</li> <li>• Four staff and one Councillor attended a session facilitated by WorkSafe in Geelong - Preventing mental injury in your workplace. Learnings from this session will be shared at the next people leader's forum.</li> <li>• Next six-monthly Management Review meeting scheduled 8<sup>th</sup> August 2019.</li> </ul>

### 3.1 Workplace Health and Safety Report - May 2019

Safety Framework element	Issues arising
<p>Safety system certification</p> <ul style="list-style-type: none"> <li>OHSMS18001 – International standard</li> <li>AS/NZ 4801 – National standard</li> </ul>	<p>An annual audit of Council's safety management system was completed by external auditors, SGS in May 2019. The objectives of this audit were to determine conformity of the management system, or parts of it with audit criteria and its:</p> <ul style="list-style-type: none"> <li>ability to ensure applicable statutory, regulatory and contractual requirements are met</li> <li>effectiveness to ensure the client can reasonably expect to achieve specified objective</li> <li>ability to identify as applicable areas for potential improvement.</li> </ul> <p>The audit team conducted a process-based audit focusing on significant aspects/risks/objectives required by the standard(s). The audit methods used were interviews, observation of activities and review of documentation and records.</p> <p>The audit team concludes that the organisation has established and maintained its management system in line with the requirements of the standard and demonstrated the ability of the system to systematically achieve agreed requirements for products or services within the scope and the organisation's policy and objectives</p> <p>The surveillance Audit conducted 26 April 2019 identified;</p> <ul style="list-style-type: none"> <li>Three minor non-conformances</li> <li>17 observations</li> </ul> <p>Non-conformities will be addressed through the organisation's corrective action process, in accordance with the relevant corrective action requirements of the audit standard. It will include actions to analyse the cause of the nonconformity and prevent recurrence. Records will be maintained.</p> <p>The auditor was complementary of the safety system and the efforts being made to enhance workplace health and safety.</p> <p>The auditing body recommends that, based on the results of this audit and the system's demonstrated state of development and maturity, management system certification be continued.</p> <p>Next audit due: 17 February 2020. This audit will determine conformity of the management system, or parts of it, with audit criteria.</p>

**Table 2 – Other emerging WHS Issues**

Emerging Issues	Description
Notifiable incidents (to WorkSafe)	<ul style="list-style-type: none"> <li>One notifiable incident was reported to WorkSafe when a worker suffered a laceration to their left hand requiring stitches.</li> </ul>
Reportable incidents (to police and/or other authorities)	<ul style="list-style-type: none"> <li>No incidents were reported to authorities in the reporting period</li> </ul>
WorkSafe improvements	<ul style="list-style-type: none"> <li>No WorkSafe improvement notices were received or remain open for the reporting period</li> </ul>

### 3.1 Workplace Health and Safety Report - May 2019

Emerging Issues	Description
WorkSafe Visits	<ul style="list-style-type: none"><li>WorkSafe visit occurred at a Council owned but not operated premises (Torquay Men's Shed). No improvement notices were issued to Council or the premise operator.</li><li>WorkSafe visit was conducted as a result of the notifiable incident (left hand laceration as outlined above). The inspector reviewed the incident investigation and corrective action plan. No improvement notices were issued.</li></ul>

#### **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 May 2019.



#### 4. GOVERNANCE & INFRASTRUCTURE

##### 4.1 Adoption of Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal

**Author's Title:** Coordinator Governance & Corporate Planning      **General Manager:** Anne Howard

**Department:** Governance & Risk

**File No:** F18/1898

**Division:** Governance & Infrastructure

**Trim No:** IC19/643

**Appendix:**

1. Summary of Submissions Received (D19/73199)
2. Final Local Law No. 2 of 2019 - Meeting Procedures and Common Seal (D19/73847)

**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

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**Purpose**

The purpose of this report is to enable Council's consideration of the final version of Local Law No. 2 of 2019 - Council Meeting Procedures & Common Seal (the Local Law) for adoption.

**Summary**

Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal was reviewed by Council at its Ordinary Meeting on 26 February 2019 and in accordance with sections 119 and 223 of the Local Government Act 1989, a draft was placed on public exhibition along with the Local Law Community Impact Statement. The draft Local Law included a range of proposed changes developed by Councillors through workshops and discussions and was facilitated by an experienced legal advisor with experience in Local Government legislation and Local Laws.

Forty-nine public submissions and one organisation submission were received, with ten submitters presenting to the Hearing of Submissions Committee on 7 May 2019. A summary of public submissions received is attached as Appendix One. Having regard to the submissions received, two further amendments have been made to the Local Law to address two issues that raised concerns amongst the majority of submitters.

The final version of the Local Law, as attached at Appendix Two, is now presented for final adoption in accordance with the Local Government Act 1989 (the Act) section 119. If adopted, Council will be required to advertise adoption of the local law in the Government Gazette and via a public notice, with a copy of the final gazetted local law being submitted to the Minister of Local Government.

#### **4.1 Adoption of Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal**

##### **Recommendation**

That Council:

1. Notes that 49 public submissions and one organisation submission were received in relation to the draft Local Law No. 2 of 2019 – Council Meeting Procedures & Common Seal.
2. Notes that three amendments have been made to the draft Local Law No. 2 of 2019 - Council Meeting Procedure & Common Seal following consideration of submissions including:
  - a) The addition of clause 19.16 to add “Where multiple questions requiring broadly similar responses have been received, the Chair may read out one statement that answers the matters raised, without the need for each question to be read out individually. The questions and statement shall be recorded in the minutes”.
  - b) The retention of clause 20.3 from Local Law No. 2 of 2018 Meeting Procedures and Common Seal “Questions without notice may be asked at the meeting with a written copy of the question to be tabled in a form approved or permitted by Council (in accordance with Schedule A) stating the name and address of the person asking the question.” Included in Appendix Two “Local Law No. 2 of 2019 Meeting Procedures and Common Seal at clause 19.3.
  - c) A reduction in the number of councillors required to support a notice of motion as included at clause 21.1 of the “Draft - Local Law No. 2 of 2019 Meeting Procedures and Common Seal” as publically exhibited, with Clause 20.1 (a) included in Appendix Two “Local Law No. 2 of 2019 Meeting Procedures and Common Seal now stating that “A notice of motion must:
    - (a) identify two supporting Councillors who are not obliged to move, second or vote in favour of the motion but are of the opinion that the proposed motion relates to a matter sufficiently important that it warrants formal consideration by Council;
3. Notes that the numbering of clauses in the Local Law No. 2 of 2019 – Council Meeting Procedures & Common Seal as included at Appendix Two has been updated since exhibition of the draft Local Law to reflect the final amendments.
4. Adopts Local Law No. 2 of 2019 – Council Meeting Procedures & Common Seal as included at Appendix Two, to come into effect on 17 June 2019, in accordance with section 121 of the Local Government Act 1989.
5. Submits a copy of Local Law No. 2 of 2019 – Council Meeting Procedures & Common Seal to the Minister for Local Government and makes the Local Law available for inspection by the public, in accordance with Section 119 of the Local Government Act 1989.

#### 4.1 Adoption of Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal

##### Report

##### **Background**

Council's current Local Law No. 2 does not sunset until 2028, however a review was considered desirable by Council to improve governance and a number of procedures. Other administrative changes have also been proposed in light of comparison with other Council's Local Laws.

Terry Bramham of Macquarie Lawyers facilitated the review, which included reference to the Better Practice Local Laws website developed by Local Government Victoria and LGPro in 2008, and engagement with Councillors and staff.

As required by section 119 of the Local Government Act 1989, the proposed Local Law No.2 Council Meeting Procedures & Common Seal of 2019 was placed on public exhibition along with the Local Laws Community Impact Statement. At the same time a notice was placed in the Government Gazette, Surf Coast Times and on Council's website.

Submissions were invited via email, hardcopy mail or through Council's Your Say webpage with a closing date of 21 April 2019.

The timeline for formal adoption of the local law was set as follows:

Status/Date	Action
Completed	Officer review and benchmarking with other Councils. Review included request for feedback from Councillors and legal advice in relation to some sections.
Completed	EMT consideration.
Completed	Councillor Briefing.
Completed	Council meeting resolution to approve the proposed Local Law and place on public exhibition.
Completed	Public notice and Government Gazettal of intention to amend the local law including invitation for public submissions 21 March 2019. Publishing of Community Impact Statement (LLCIS) with draft local law.
Completed	Public exhibition period ends 21 April 2019 (at least 28 days)
Completed	Hearing of Submissions Committee to consider public comments and hear submissions on 7 May 2019. Where appropriate, incorporate any amendments suggested during the submissions process.
28 May 2019	Council to consider submissions and adopt finalised local law.
May	Prepare advertisements for newspapers and Government Gazette.
June 2019	Submit an updated copy to the Minister.
17 June 2019	Local Law No. 2 of 2019 commences.

##### **Discussion**

Forty-nine public submissions and one organisation submission were received during the public exhibition period.

Common themes identified in the public submissions received included concerns with:-

#### 4.1 Adoption of Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal

- Changes to the number of signatures required for a Notices of Motion
- Public Question Time
- Communication and Public Access to Council
- Democracy/ Transparency and Community Engagement
- Timing of the review.

Other comments included concerns with live streaming, limits on public questions and Councillors' being able to represent the community.

Refer Appendix One for a summary of all submissions received, including late submissions and one organisation submission.

The following table provides a summary of suggested changes to the draft Local Law following the public exhibition period and receipt of submissions:

Clause Number	Changes to the draft Local Law following exhibition	Reason for Change.
19.16 (Add)	To add 'Where multiple questions requiring broadly similar responses have been received, the Chair may read out one statement that answers the matters raised, without the need for each question to be read out individually. The questions and statement shall be recorded in the minutes'.	The inclusion would provide greater clarity that this practice may be adopted by the Chair if deemed appropriate given the similarity or duplication of question submitted and to provide an opportunity to improve efficiency of the meeting.
19.3 (Add)	Questions without notice may be asked at the meeting with a written copy of the question to be tabled in a form approved or permitted by Council (in accordance with Schedule A) stating the name and address of the person asking the question.	The proposed clause in the exhibited draft of the Local Law garnered strong community feedback and the consideration of Questions without Notice can remain with the Chair as has been previous practice
21.1 (a) (Modified)	A notice of motion must: (a) identify two supporting Councillors who are not obliged to move, second or vote in favour of the motion but are of the opinion that the proposed motion relates to a matter sufficiently important that it warrants formal consideration by Council."	The proposed provisions in the exhibited draft of the Local Law, requiring three Councillors to support a Notice of Motion, garnered strong community feedback. While the proposed change was to provide consistency with other provisions such as rescission motions, a reasonable outcome would be for two councillors to support a Notice of Motion which still indicates sufficient interest in the matter to warrant the resources required to prepare an officer assessment and report.

With the finalisation of the clauses in the proposed Local Law - including the deletion of clause 13, Call of Council, from the 2018 version of the Local Law - all clauses and subclauses have now been renumbered in preparation for the final version's adoption.

The Local Law is now being presented for final adoption in accordance with the Local Government Act 1989 (the Act) section 119.

If approved, Council will be required to advertise adoption of the local law in the Government Gazette and via a public notice, with a copy of the final gazetted local law being submitted to the Minister.

#### **4.1 Adoption of Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal**

The Local Law No. 2 is expected to come into operation on 17 June 2019 to allow time for the statutory processes to be completed. The local law will be available on Council's website and at the Council office for inspection during normal business hours.

##### ***Financial Implications***

There are no future financial implications associated with this report.

##### ***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	Nil

##### ***Policy/Legal Implications***

This process complies with sections 119 and 223 of the Local Government Act.

##### ***Officer Direct or Indirect Interest***

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

##### ***Risk Assessment***

A risk assessment was completed during the process of updating the Local Law.

##### ***Social Considerations***

Officers have assessed this proposed Local Law for compatibility with the Charter of Human Rights and Responsibilities Act 2006, and it is not considered that the rights of any individual would be adversely impacted. The proposed changes are intended to provide for the efficient and orderly conduct of the meetings, and are considered reasonable and justifiable pursuant to section 7(2) of the Act. The request for members of the public to sign in aligns with Council's procedures during normal business hours.

##### ***Community Engagement***

The community was provided with an opportunity to comment through the section 223 process described in the Act.

##### ***Environmental Implications***

Not applicable

##### ***Communication***

The required public notices will be published within the local media and in the Government Gazette pursuant to section 119 of the Act. A copy of the final Local Law will be available for public inspection at Council's offices, on the website and a copy forwarded to the Minister.

##### ***Options***

###### **Option 1 – Adopts the Local Law as attached**

This option is recommended by officers as the Local Law has been through a robust review process in consultation with officers, Councillors, legal advisors and through benchmarking against other Councils. The final amendments are informed by public submissions.

###### **Option 2 – Adopts the Local Law with further changes**

This option is not recommended by officers as the attached Local law has been developed through a compliant and transparent process inclusive of public submissions. Further changes may not align well to the process under which the Local Law is to be developed

###### **Option 3 – Do not update the Local Law at this time**

This option is not recommended by officers as this update provides an opportunity to streamline the meeting procedure to improve the governance of Council meetings.

#### **4.1 Adoption of Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal**

##### ***Conclusion***

The proposed Local Law No. 2 of 2019 - Council Meeting Procedures & Common Seal is now presented to Council after the completion of a review and adherence to section 119 and section 223 of the Local Government Act 1989. If adopted, the statutory process described in section 119 of the Act will be undertaken with the Local Law expected to come into effect on 17 June 2019.

**4.1 Adoption of Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal**

**APPENDIX 1 SUMMARY OF SUBMISSIONS RECEIVED**



## Summary of Submissions received

### Public Submissions

No.	Submitter	Summary of Submission
1.	Individual	Generally opposes changes to the Local Law including: <ul style="list-style-type: none"> <li>The requirement for 3 Councillors to sign a Notice of Motion</li> <li>Changes to public question time</li> <li>Communication and public access to Council more generally.</li> </ul>
2.	Individual	Concerned about the requirement for 3 Councillors to sign a Notice of Motion - noted that 2 is enough to start a debate.
3.	Individual	Concerned about: <ul style="list-style-type: none"> <li>Democracy/transparency</li> <li>Communication and public access to Council more generally</li> <li>The requirement for 3 Councillors to sign a Notice of Motion</li> <li>The word limit on Notices of Motion</li> <li>Community engagement in general.</li> </ul>
4.	Joint x2	Opposes change in general. Concerned about communication and public access to Council more generally.
5.	Joint x2	Concerned about requirement for 3 Councillors to sign a Notice of Motion and communication/public access to Council more generally.
6.	Individual	Supports proposed changes in the Local Law.
7.	3228 Residents Association Inc.	Comprehensive 5-page submission. Opposes change in general including: <ul style="list-style-type: none"> <li>Timing of review</li> <li>Disagrees with Community Impact Statement general comments</li> <li>Changes to Clause 21 – Notice of Motion and to Clause 20 – Public Question</li> <li>Provided suggested alternatives.</li> </ul>
8.	Individual	Concerned about: <ul style="list-style-type: none"> <li>Communication and public access to Council more generally</li> <li>Requirement for 3 Councillors to sign a Notice of Motion</li> <li>Questions 'being answered by staff'</li> <li>Communication and public access to Council more generally.</li> </ul>
9.	Individual	Concerned about: <ul style="list-style-type: none"> <li>Democracy and spontaneity</li> <li>Opposes changes in general - no specifics.</li> </ul>
10.	Individual	Concerned about community involvement and public access to Council more generally.
11.	Individual	Concerned about communication and public access to Council more generally. Opposes changes - no specifics included.

No.	Submitter	Summary of Submission
12.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>• Communication and public access to Council more generally</li> <li>• Opposes change in general</li> <li>• The requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Proposed changes to questions without notice</li> <li>• Perceived attitude of some Councillors towards community</li> <li>• Cites Community Satisfaction Survey and an improvement area being 'Making Community Decisions'.</li> </ul>
13.	Individual	<p>Opposes proposed changes including:</p> <ul style="list-style-type: none"> <li>• Changes to questions without notice</li> <li>• Questions being answered by staff</li> <li>• Communication and public access to Council more generally</li> <li>• Word limit on public questions</li> <li>• Requirement for 3 Councillors to sign a NOM</li> <li>• Word limit on NOM</li> <li>• Livestream option - an invasion of privacy</li> <li>• Chairperson's right to disallow a question.</li> </ul>
14.	Individual	Opposes proposed changes - no specifics provided.
15.	Individual	Opposes changes relating to transparency and access to Council.
16.	Individual	<p>Does not fully understand changes.</p> <p>Opposed on grounds of restriction on Councillors to represent community.</p>
17.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>• Democracy/transparency</li> <li>• Requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Communication and public access to Council more generally</li> <li>• Proposed restriction of questions regarding matters that will be considered at the meeting or a future meeting of Council</li> <li>• Word limit on public questions.</li> </ul>
18.	Individual	<p>Opposes change in general - no specifics provided.</p> <p>Concerned about communication and public access to Council more generally.</p>
19.	Individual	<p>Opposes changes in general - no specifics provided.</p> <p>Concerned about communication and public access to Council more generally.</p>
20.	Individual	<p>Opposes changes in general - no specifics provided.</p> <p>Concerned about communication and public access to Council more generally.</p>
21.	Joint x2	<p>Opposes changes in general - no specifics provided.</p> <p>Concerned about communication and public access to Council more generally.</p>

No.	Submitter	Summary of Submission
22.	Moriac Community Network Inc.	<p>Comprehensive 4-page submission.</p> <p>Concerned about:</p> <ul style="list-style-type: none"> <li>• Democracy/transparency</li> <li>• Communication and public access to Council more generally</li> <li>• Proposed restriction of questions regarding matters that will be considered at the meeting or a future meeting of Council.</li> <li>• Questions 'being answered by staff</li> <li>• Word limit on public questions</li> <li>• Confusing statement/s</li> <li>• Requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Word limit on Notices of Motion</li> <li>• Proposed changes to questions without notice.</li> </ul>
23.	Growing Winchelsea Inc.	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>• Updated Local Law differs to other Councils</li> <li>• Transparency/democracy</li> <li>• Requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Timing of review.</li> </ul>
24.	Individual	<p>Comprehensive 24-page submission with attachments. Analysis of Local Law and comparisons to others.</p> <p>Opposes:</p> <ul style="list-style-type: none"> <li>• General changes that could affect public engagement with Councillors</li> <li>• Structure of some sections</li> <li>• Process of approving the updated Local Law</li> <li>• The requirement for 3 Councillors to sign a NOM</li> <li>• Proposed changes to questions without notice</li> <li>• Questions being answered by staff</li> <li>• Has other concerns around meetings structure, the law firm's brief for the review and questions around Leave of Absence and the current LG Act.</li> </ul>
25.	Individual	<p>Opposes:</p> <ul style="list-style-type: none"> <li>• Proposed changes to questions without notice</li> <li>• Requirement for 3 Councillors to sign a NOM</li> <li>• Word limit on public questions</li> <li>• Word limit on NOM</li> <li>• Communication and public access to Council more generally.</li> </ul>
26.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>• Requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Councillors' ability to represent community</li> <li>• Timing of review</li> <li>• Democracy/transparency.</li> </ul>

No.	Submitter	Summary of Submission
27.	Joint x 2	<p>Comprehensive 3-page submission.</p> <p>Concerned about:</p> <ul style="list-style-type: none"> <li>• Democracy/transparency</li> <li>• Proposed changes to questions without notice</li> <li>• Restriction on Councillors answering public questions</li> <li>• Questions being answered by staff</li> <li>• Word limit on public questions</li> <li>• Requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Word limit on Notices of Motion</li> <li>• Removal of the five minute introduction by a Councillor for their Notice of Motion</li> <li>• Livestreaming of Council Meetings</li> <li>• Timing of review.</li> </ul>
28.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>• Requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Timing of review.</li> </ul>
29.	Greater Torquay Alliance	<p>Opposes changes in general - no evidence that the current law is not working Efficiently or there are issues with governance.</p> <p>The proposed changes to questions without notice.</p> <p>The requirement for 3 Councillors to sign a NOM.</p> <p>Communication and public access to Council more generally.</p>
30.	Joint x2	<p>Concerned about communication and public access to Council more generally.</p> <p>Perceives restriction on Councillors to represent community.</p>
31.	Individual	<p>Opposes changes generally:</p> <ul style="list-style-type: none"> <li>• Communication and public access to Council more generally</li> <li>• Proposed changes to questions without notice</li> <li>• Questions being answered by staff</li> <li>• Word limit on public questions</li> <li>• Requirement for 3 Councillors to sign a NOM.</li> </ul>
32.	Joint x2	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>• Communication and public access to Council more generally</li> <li>• Proposed changes to questions without notice</li> <li>• Word limit on public questions</li> <li>• Requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Removal of 5 minute introduction by a Councillor for Notice of Motion</li> <li>• Democracy/transparency in general.</li> </ul>

No.	Submitter	Summary of Submission
33.	Individual	Concerned about: <ul style="list-style-type: none"> <li>Proposed changes to questions without notice</li> <li>Word limit on public questions</li> <li>Requirement for 3 Councillors to sign a Notice of Motion</li> <li>Proposed restriction of questions regarding matters that will be considered at the meeting or a future meeting of Council.</li> </ul>
34.	Individual	Concerned that: <ul style="list-style-type: none"> <li>Local Law differs to other Councils - no specifics provided</li> <li>Democracy/transparency</li> <li>Perceived restriction on Councillors to represent community</li> <li>Democracy and representation.</li> </ul>
35.	Individual	Concerned about: <ul style="list-style-type: none"> <li>Timing of review</li> <li>Consultation with public</li> <li>Democracy/transparency</li> <li>Proposed changes to questions without notice.</li> </ul>
36.	Joint x2	Concerned about: <ul style="list-style-type: none"> <li>Timing and need for a review</li> <li>Democracy/transparency for the community</li> <li>Word limit on public questions and changes to public questions in general</li> <li>Communication and public access to Council more generally.</li> </ul>
37.	Individual	Considers changes undemocratic - no specifics provided.
38.	Individual	Concerned about: <ul style="list-style-type: none"> <li>Proposed changes to questions without notice</li> <li>Democracy/transparency</li> <li>Requirement for 3 Councillors to sign a Notice of Motion</li> <li>Communication and public access to Council more generally</li> <li>Perceived restriction on Councillors to represent community.</li> </ul>
39.	Joint x2	Opposes changes in general - no specifics provided Concerned about: <ul style="list-style-type: none"> <li>Democracy/transparency</li> <li>Communication and public access to Council more generally.</li> </ul>
40.	Individual	Opposes the proposed changes to questions without notice Concerned about: <ul style="list-style-type: none"> <li>Communication and public access to Council more generally</li> <li>Oppose changes to Notices of Motion.</li> </ul>

No.	Submitter	Summary of Submission
41.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>Proposed changes to public questions</li> <li>Requirement for 3 Councillors to sign a Notice of Motion</li> <li>Transparency in general</li> <li>Restriction on Councillors to answer questions</li> <li>Perceives restriction on Councillors to represent community</li> <li>Livestreaming of Council Meetings.</li> </ul>
42.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>Timing of review</li> <li>Proposed changes to questions without notice</li> <li>Requirement for 3 Councillors to sign a Notice of Motion.</li> </ul>
43.	Surfers Appreciating Natural Environment (SANE)	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>Communication and public access to Council more generally</li> <li>Timing of review</li> <li>Proposed changes to questions without notice</li> <li>Notices of motion - no justification to change existing process.</li> </ul>
44.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>Proposed changes to questions without notice</li> <li>Councillors other than chairperson not being permitted to answer questions</li> <li>Communication and public access to Council more generally.</li> </ul>
45.	Joint x2	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>The proposed changes to questions without notice</li> <li>Restriction on Councillor to answer questions</li> <li>Proposed restriction of questions regarding matters that will be considered at the meeting or a future meeting of Council</li> <li>Word limit on public questions</li> <li>Questions being answered by staff</li> <li>Removal of the five minute introduction by a Councillor for Notice of Motion</li> <li>Requirement for 3 Councillors to sign a Notice of Motion</li> <li>Communication and public access to Council more generally</li> <li>Democracy/transparency in general.</li> </ul>
46.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>Communication and public access to Council more generally</li> <li>Perceived restriction on Councillors to represent community</li> <li>Community's ability to understand and question Council decisions</li> <li>Democracy/transparency.</li> </ul>
47.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>Requirement for 3 Councillors to sign a Notice of Motion</li> <li>Transparency in general</li> <li>Perceived restriction on Councillors to represent community</li> <li>Ability for community to ask questions.</li> </ul>
48.	Individual	Perceived restriction on Councillors to represent community

No.	Submitter	Summary of Submission
49.	Individual	Opposes the requirement for 3 Councillors to sign a Notice of Motion

Officers also suggest the inclusion of the following provision:

**Organisation Submission**

No.	Clause No.	Officers' Suggested Change	Comments
50.	20.16 (Add)	To add 'Where multiple questions requiring broadly similar responses have been received, the Chair may read out one statement that answers the matters raised, without the need for each question to be read out individually. The questions and statement shall be recorded in the minutes'.	In order to clarify that this is acceptable practice to improve efficiency of the meeting.



**4.1 Adoption of Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal**

**APPENDIX 2 FINAL LOCAL LAW NO. 2 OF 2019 - MEETING PROCEDURES AND COMMON SEAL**



**Local Law No. 2 of 2019**

**Council Meeting Procedures  
&  
Common Seal**

*(Adopted by Council 28 May 2019)*

**Local Law No.2 of 2019  
Council Meeting Procedures & Common Seal**

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**LOCAL LAW NO. 2 of 2019  
COUNCIL MEETING PROCEDURES & COMMON SEAL**

**PART 1 - PRELIMINARY PROVISIONS**

**1 Title**

- 1.1 This Local Law is titled Local Law No.2 of 2019 – Council Meeting Procedures & Common Seal.

**2 Purpose of Local Law**

The purpose of this Local Law is to facilitate good governance by:

- 2.1 Regulating proceedings for the election of the Mayor and Deputy Mayor;
- 2.2 Regulating proceedings of Ordinary and Special meetings of Council;
- 2.3 Regulating proceedings of Special Committee meetings;
- 2.4 Regulating proceedings of other meetings conducted by or on behalf of Council where Council has resolved that the provisions of this Local Law are to apply;
- 2.5 Promoting and encouraging community participation in the system of Local Government by providing mechanisms within the meeting arrangements for the Council to ascertain the community's views and expectations;
- 2.6 Regulating and controlling the use of Council's Common Seal; and
- 2.7 Repealing Local Law No. 2 of 2018 – Council Meeting Procedures & Common Seal.

**3 Power for Making this Local Law**

This Local Law:

- 3.1 Is made under Sections 5 and 91, and Part 5, in particular Section 111 (1) of the Act; and
- 3.2 Was prepared following due consideration of the Charter of Human Rights and Responsibilities Act 2006.

**4 Revocation**

- 4.1 Local Law No. 2 of 2018 – Council Meeting Procedures and Common Seal is revoked on the day this Local Law comes into operation, save that any notice or consent given or any business, matter or thing commenced, made or done under the repealed local law is not affected.

**5 Sunset Provision**

- 5.1 This Local Law ceases to operate on the tenth anniversary of its commencement, unless earlier revoked.

**6 Commencement**

- 6.1 This Local Law comes into operation on 17 June 2019.

## 7 Definitions

Unless the contrary intention appears in this Local Law, the following words and phrases are defined to mean:

**'absolute majority'** means a number of votes greater than one-half of the total number of ballot papers (excluding ballot-papers which are rejected) and if necessary includes the vote by lot;

**'Act'** means the *Local Government Act 1989*;

**'Acting Mayor'** means the Councillor appointed to represent the Mayor in the event of the Mayor and Deputy Mayor's absence or where there is a need to fill the role;

**'agenda'** means the notice of a meeting setting out the business to be transacted at the meeting;

**'amendment'** means a proposed alteration to the wording of a motion without being contradictory;

**'authorised officer'** means a person appointed as such by Council under section 224 of the Act;

**'Chairperson'** means the Chairperson of the meeting and includes acting, temporary and a substitute Chairperson;

**'Chief Executive Officer'** means the Chief Executive Officer of Council, and includes a person acting as Chief Executive Officer;

**'clause'** means a clause of this Local Law;

**'Common Seal'** means the Common Seal of Council;

**'Council'** means the Surf Coast Shire Council;

**'Councillor'** means a Councillor of Council who has taken the oath of office in accordance with Section 63 of the Act;

**'Council meeting'** is an Ordinary meeting and a Special meeting of Council;

**'day'** means a Council business day;

**'deliver'** means to hand over or mail to a recipient and includes transmission by electronic means, electronic mail or published on Council's internet site;

**'Deputy Mayor'** means the Councillor appointed to represent the Mayor and act in the Mayor's role in the event of the Mayor's absence. Elected in accordance with this Local Law;

**'Formal Motion'** means a motion related to a formal procedure as per Schedule C;

**'gallery'** means the area set aside in the Council chamber or meeting room for the public;

**'Joint Letter'** means a formal application to Council in the form of a letter which has been signed by at least ten people or executive/committee representatives from ten separate entities whose names and physical addresses also appear on the letter. A letter from a single entity or organisation that is signed by multiple parties from that organisation or entity will not be classed as a joint letter;

**'leave of absence'** means a period, approved through Council resolution, where a Councillor will not perform the duties or functions of a Councillor during the period, that may be inclusive of any Ordinary meeting of Council;

**'Mayor'** means the Mayor of Council and/or any person acting as Mayor;

**'meeting'** means an Ordinary or Special meeting of Council or Special Committee meeting;

**'minutes'** mean the collective record of proceedings of Council (meeting records);

**'Municipal district'** means the municipal district of Council;

**'notice of motion'** means a notice in writing conforming with clause 21 and the requirements of Schedule B;

**'offence'** means an act or default contrary to this Local Law;

**'Ordinary Meeting'** means a meeting of Council at which general business of Council may be transacted;

**'penalty unit'** means penalty units as prescribed in the *Sentencing Act 1992*;

**'petition'** means a formal written application addressed to Council, submitted in printed or electronic format without erasure, signed or electronically endorsed by at least ten people whose names and physical addresses also appear, and on which each page of the petition bears the wording of the whole of the petition

**'resident'** means a person who has a place of residence within the Municipal District;

**'resolution'** means a formal determination by a meeting of Council or special committee;

**'Special Committee'** means a special committee established by Council under Section 86 of the Act;

**'Special Meeting'** means a meeting of Council convened in accordance with Section 84 of the Act and is a meeting at which business specified in the notice calling the meeting is transacted;

**'visitor'** means any person (other than a Councillor, or member of Council staff) who is in attendance at a Council meeting or a special committee; and

**'written'** includes duplicated, photocopied, photographed, emailed, faxed, printed and typed.

## **PART 2 – THE MAYOR**

*(Pursuant to Section 71 of the Act – Election of Mayor)*

### **8 Procedure for Election of Mayor**

- 8.1 Any Councillor is eligible for election or re-election to the office of Mayor.
- 8.2 The agenda for the meeting to elect the Mayor may include:
  - 8.2.1 The taking of the oath of office by each Councillor, under Section 63 of the Act;
  - 8.2.2 The fixing of allowances for the Mayor and Councillors under Section 74 of the Act; and
  - 8.2.3 The appointment of Councillor representatives to various bodies.
- 8.3 The Chief Executive Officer will be the temporary Chairperson of the meeting at which the election of Mayor is to be conducted but will have no voting rights.
- 8.4 The meeting to elect the Mayor shall be held in accordance with the Act.
- 8.5 The Chief Executive Officer shall be responsible for the counting of votes.
- 8.6 The election of the Mayor shall be by a show of hands.
- 8.7 The Councillor who receives an absolute majority of votes cast must be declared elected.
- 8.8 For the purposes of this clause the following will apply:
  - 8.8.1 Nominations must be moved and seconded;
  - 8.8.2 Where only one nomination is received, that Councillor must be declared elected; or
  - 8.8.3 Where two nominations are received:
    - (a) the Councillor with an absolute majority of votes cast must be declared elected; or
    - (b) if all votes cast are equally divided, the election must be determined by lot conducted by the Chief Executive Officer in the presence of the meeting; or
  - 8.8.4 Where there are more than two nominations received, the Councillor who receives an absolute majority at the first round of votes cast must be declared elected, or if no candidate receives an absolute majority of votes, the candidate with the least number of votes must be eliminated as a candidate and a further ballot conducted between the remaining candidates. If there are several candidates, this procedure must be repeated until a candidate receives an absolute majority of votes and that candidate shall be declared elected. If, after elimination of candidates, two candidates remain and those two candidates receive an equal number of votes, the election must be determined by lot conducted by the Chief Executive Officer in the presence of the meeting.
  - 8.8.5 If for the purpose of eliminating the candidate with the least number of votes, two or more candidates have the same least number of votes, the candidate to be eliminated shall be determined by simple majority vote. If there is an equality of votes with respect to the candidate to be eliminated, the candidate to be eliminated shall then be determined by lot conducted by the Chief Executive Officer in presence of the meeting.

### **9 Procedure for Election of Deputy Mayor or Acting Mayor**

Where the Council has resolved to appoint a Deputy or Acting Mayor the provisions contained in clause 8 for the election of the Mayor will apply to the election of the Deputy or Acting Mayor save that the Mayor shall preside over the election.

### **10 Mayor to Take Chair**

- 10.1 After the election of the Mayor is determined, the Mayor must take the Chair.
- 10.2 The Mayor must take the chair at all Council meetings at which he or she is present unless precluded from doing so because of a conflict of interest.
- 10.3 In the absence of the Mayor, the Deputy Mayor, if previously elected, shall take the chair.
- 10.4 If a Deputy Mayor has not been previously elected and the Mayor is absent, a Councillor shall be elected to take the chair, in accordance with the election process in clause 8 save that the Mayor shall preside over the election.



### PART 3 - COUNCIL MEETINGS

*The purpose of this Part is to regulate proceedings at all meetings of the Council.*

#### **11 Chairperson's Duties & Responsibilities**

The Chairperson's duties and responsibilities are to:

- 11.1 Formally declare the meeting open, after ascertaining that a quorum is present and to welcome guest speakers, and other visitors;
- 11.2 At the start of each Council meeting, to recite the Pledge or allocate this role to another Councillor;
- 11.3 Preside over and control the meeting, conduct it impartially and according to this Local Law and established protocols in order to ensure the smooth passage of the business;
- 11.4 Sign minutes of meetings as correct when they have been confirmed;
- 11.5 Present any reports for which he or she is responsible;
- 11.6 Ensure that debate is conducted in the correct manner;
- 11.7 Declare the results of all votes;
- 11.8 Give rulings on points of order and other questions of procedure;
- 11.9 Preserve order, and, if necessary, name offending members; and
- 11.10 Adjourn (when so resolved) or formally declare the meeting closed when all business has been concluded.

#### **12 Quorum**

- 12.1 A quorum is a majority of the number of Councillors entitled to be present and to vote at the meeting.
- 12.2 If a quorum is not present within 30 minutes of the time appointed for the commencement of a Council meeting:
  - 12.2.1 The meeting shall be deemed to have lapsed;
  - 12.2.2 The Mayor must convene another Council meeting and ensure that the agenda for such meeting is identical to the agenda for the meeting which is deemed to have lapsed; and
  - 12.2.3 The Chief Executive Officer must give all Councillors notice of the meeting convened by the Mayor.
- 12.3 If a quorum fails after a Council meeting has begun, the meeting lapses.
- 12.4 If the meeting lapses, the undisposed business must, unless it has already been disposed of at a Special meeting, be included in the agenda for the next Ordinary meeting.

#### **13 Attendance & Notice of Meetings**

*(Pursuant to Section 84 of the Act)*

- 13.1 The Chief Executive Officer must give notice to the public of any meeting of the Council by public notice at least seven days prior to the meeting and via Council's website.
- 13.2 The dates, time and place for all Ordinary Council meetings shall be fixed by the Council from time to time.
- 13.3 An electronic agenda will be delivered to Councillors at least 48 hours before an Ordinary meeting.
- 13.4 Despite subclause 13.3, the Chief Executive Officer may deliver an agenda for a Special meeting to Councillors in less than 48 hours, if the Chief Executive Officer considers that in view of the urgency of the matter(s) this should occur.
- 13.5 Despite subclause 13.3, an item of business which has:
  - 13.5.1 been referred to Council by a Special Committee which has met since the agenda was prepared; or
  - 13.5.2 arisen since the preparation of the agenda, and is the subject of a written supplementary report by a member of Council staff may be considered by Council if it so resolves.
- 13.6 Members of the public will be requested to sign in before entering the meeting area.

#### **14 Time Limit for Meetings**

- 14.1 Council meetings must conclude no later than 10pm unless a resolution is carried to extend the meeting (in which case the meeting shall conclude no later than 11pm).
- 14.2 An extension of a meeting will be in a block period of 30 minutes.
- 14.3 After the initial 30 minute extension the meeting must not continue unless a majority of Councillors present vote in favour of its continuance.
- 14.4 In the absence of such continuance, the meeting must stand adjourned to a time, date and place to be then and there announced by the Chairperson.

- 14.5 The Chief Executive Officer must give notice to each Councillor of the date, time and venue to which the meeting stands adjourned and of the business remaining to be considered.

#### **PART 4 - BUSINESS: DESCRIPTION & PROCEDURE**

##### **15 Conduct of Business**

- 15.1 The order of business will be determined by the Chief Executive Officer to facilitate and maintain open, efficient and effective processes of government.
- 15.2 Once an agenda has been sent to Councillors the order of business for that meeting may only be altered by resolution of the Council.
- 15.3 The Chief Executive Officer may include any matter on an agenda, which he or she thinks should be considered by the meeting.

##### **16 Disclosure of Conflicts of Interest**

*(Pursuant to Sections 77, 78, 79 and 80C of the Act.)*

A Councillor, or Council officer providing advice to a meeting, must disclose any conflicts of interest in accordance with the Act.

- 16.1 In every case where disclosure of a conflict of interest is made at a meeting, the minutes shall record:
  - 16.1.1 The name of the Councillor or Council officer making the disclosure; and
  - 16.1.2 The type and nature of interest; and
  - 16.1.3 Whether the Councillor left the room prior to discussion of the matter and remained outside while the vote was taken; and
  - 16.1.4 The exact times that the Councillor left the room and returned.
- 16.2 Councillors and Council officers will be required to complete a Conflict of Interest Declaration form for each conflict of interest declared at a Council meeting.

##### **17 Confirmation of Minutes**

*(Pursuant to Section 93 of the Act)*

At every meeting of Council the minutes of the preceding meeting(s) must be dealt with as set out below:

- 17.1 If the minutes have been delivered to each Councillor at least 48 hours before the meeting, a motion must be put for the confirmation of the minutes.
- 17.2 If the minutes have not been delivered, they must be read and a motion must be put for the confirmation of the minutes.
- 17.3 The minutes must be signed by the Chairperson of the meeting at which they have been confirmed.
- 17.4 The minutes shall record the business of the meeting and in particular:
  - 17.4.1 The date, place, time and nature of the meeting;
  - 17.4.2 The names of the Councillors present and those who have submitted apologies or been granted leave of absence;
  - 17.4.3 The disclosure of conflicts of interest made by a Councillor and the type and nature of such interest;
  - 17.4.4 Arrivals and departures of Councillors during the course of the meeting;
  - 17.4.5 Each motion and amendment moved and seconded;
  - 17.4.6 The vote cast by each Councillor upon a division;
  - 17.4.7 The total numbers of Councillors voting for, against and abstaining
  - 17.4.8 Questions upon notice and responses if provided at the meeting;
  - 17.4.9 The failure of a quorum;
  - 17.4.10 When requested by a Councillor, a record of their opposition to any motion; and
  - 17.4.11 Closure of the meeting to members of the public and the reasons for such closure.
- 17.5 No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.
- 17.6 Council may defer the confirmation of minutes until later in the Council meeting or until the next Council meeting if considered appropriate.
- 17.7 Council meeting minutes from meetings that are open to the public will be confirmed in the open section of the agenda. Minutes from closed meetings will be confirmed in the closed section of the meeting.

##### **18 Petitions and Joint Letters**

- 18.1 A petition or joint letter must be presented to the next available Ordinary meeting of Council where the petition or joint letter is received at least seven business days before the Ordinary meeting of Council.

- 18.2 A petition or joint letter shall not be presented at a meeting of Council or received by Council unless it meets the definition under this Local Law, unless it is specifically resolved by Council to receive the petition or joint letter in a non-conforming format.
- 18.3 When a petition or joint letter presented to a meeting of the Council relates to a planning application, it will be received by Council at the next available Council meeting and subsequently considered as a formal submission to the planning application whether the application is determined by Council or under delegation.
- 18.4 When a petition or joint letter presented to a meeting of the Council relates to an item of business on the agenda, the submission is to be considered by Council as part of its deliberations on such item.
- 18.5 Unless Council determines to consider it as an item of urgent business, no motion (other than a motion to receive the same) may be made on any petition or joint letter, until the next Ordinary meeting of Council after that at which the petition or joint letter has been presented, unless it is addressed under subclauses 18.4 or 18.5.
- 18.6 The Chairperson may disallow any petition or joint letter which is considered to:
- 18.6.1 Relate to a matter beyond the power or duties of Council;
  - 18.6.2 Be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature;
  - 18.6.3 Be confidential in nature or of legal significance;
  - 18.6.4 Be repetitive of a question already answered (whether at the same or any earlier meeting);
  - 18.6.5 Be aimed to embarrass a Councillor or member of Council staff;
  - 18.6.6 Relate to personnel matters;
  - 18.6.7 Relate to the personal hardship of any resident or ratepayer;
  - 18.6.8 Relate to proposed developments or legal advice;
  - 18.6.9 Relate to matters affecting the security of Council property;
  - 18.6.10 Relate to a matter which has already been acted on;
  - 18.6.11 Relate to any other matter which Council considers would prejudice the Council or any person; or
  - 18.6.12 Relate to a matter for which there is already a primary avenue of redress such as planning permits or amendments which will be addressed through the planning submissions process.
- 18.7 An officer report pertaining to any petition or joint letter may be required at the next Ordinary Meeting of Council (if the petition has not been dealt with in accordance with the provisions of subclauses 18.4, 18.5 or 18.6).

#### **19 Public Question Time**

- 19.1 There shall be a public question time of up to 30 minutes, unless extended at the discretion of the Chair, at every Ordinary Meeting of Council to enable members of the public to submit questions to Council.
- 19.2 Questions with notice must be submitted to Council in writing by 10am on the day of the meeting generally in accordance with Schedule A stating the name, address, telephone and email contact details of the person submitting the question.
- 19.3 Questions without notice may be asked at the meeting with a written copy of the question to be tabled in a form approved or permitted by Council (in accordance with Schedule A) stating the name and address of the person asking the question.
- 19.4 No person may submit more than two questions at any one meeting.
- 19.5 A question may be disallowed by the Chairperson if it is considered to:
- 19.5.1 Relate to a matter beyond the power or duties of Council;
  - 19.5.2 Be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature;
  - 19.5.3 Be confidential in nature or of legal significance;
  - 19.5.4 Be generally repetitive of a question already answered (whether at the same or any earlier meeting);
  - 19.5.5 Be aimed to embarrass a Councillor or member of Council staff;
  - 19.5.6 Relate to personnel matters;
  - 19.5.7 Relate to the personal hardship of any resident or ratepayer;
  - 19.5.8 Relate to proposed developments or legal advice;
  - 19.5.9 Relate to matters affecting the security of Council property;
  - 19.5.10 Relate to any other matter which Council considers would prejudice the Council or any person; or
  - 19.5.11 Be aimed to drawing opinions from Councillors about matters that will be considered at the meeting or a future meeting of Council.
- 19.6 All questions must be as brief as possible and no greater than 200 words in length, inclusive of any supporting or contextual information.
- 19.7 No discussion shall be entered into in asking or responding to questions, other than through a request from a Councillor, directed through the Chairperson, for the purposes of clarification.

- 19.8 All questions must be directed to Council as a whole and not to individual or specific Councillors.
- 19.9 The Chairperson may answer a question or nominate a member of Council staff to briefly answer a question. Councillors, other than the Chairperson, will not answer any question relating to an item on the agenda.
- 19.10 Every reasonable attempt will be made to substantively answer a question with notice at the meeting unless the person asking the question has been contacted beforehand and advised of the reason for the question not being answered at the meeting in which case the answer will be provided within five days.
- 19.11 If the nominated member of Council staff advises Council that it is their opinion that the reply to a question should be given in a meeting closed to the public, they must state briefly the reason why the reply should be given in a closed meeting and, unless Council resolves to the contrary, the reply to such question shall be so given.
- 19.12 The question and the name and suburb address of the person who asked the question shall be read out and recorded in the minutes.
- 19.13 The name of the member of Council staff who responded to the question received with notice and their response, if provided at the meeting, shall be recorded in the minutes.
- 19.14 A question shall not be read out unless the person asking the question, or their proxy, is in the gallery at the time it is due to be read.
- 19.15 If the question is not read at the meeting because the person submitting the question or their proxy is not present, it will not be recorded in the minutes of the meeting.
- 19.16 Where multiple questions requiring broadly similar responses have been received, the Chair may read out one statement that answers the matters raised, without the need for each question to be read out individually. The questions and statement shall be recorded in the minutes.
- 19.17 As an alternative to submitting a question with notice to Council under subclause 19.2, a person may lodge a submission not exceeding 200 words, on a matter listed on the agenda, by 10am on the day of the meeting provided that a prior opportunity to make a submission concerning the matter has not been afforded to the person at a Council meeting, Special Committee meeting or Assembly of Councillors.
- 19.18 Any submission received in accordance with subclause 19.16 shall be made available to Councillors prior to the meeting in electronic format. These submissions will not be incorporated into the meeting minutes.

## **20 Notice of Motion**

- 20.1 A notice of motion must:
  - (a) identify two supporting Councillors who are not obliged to move, second or vote in favour of the motion but are of the opinion that the proposed motion relates to a matter sufficiently important that it warrants formal consideration by Council;
  - (b) briefly explain the rationale for the proposed motion; and
  - (c) be lodged in the format provided for this purpose as appearing in Schedule B, either electronically or in writing, with the Chief Executive Officer by 5pm on the seventh working day prior to the date of the meeting to allow sufficient time for the notice of motion to be included in the Agenda for the next Council meeting.
- 20.2 Any supporting documentation must be attached to the notice of motion for inclusion in the agenda, but must not be longer than 500 words inclusive of proposed motion.
- 20.3 The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they were received.
- 20.4 Any notice of motion which in the opinion of the Chief Executive Officer or the Chairperson is:
  - (a) defamatory; or
  - (b) objectionable in language or nature; or
  - (c) outside the powers of the Council,must not be accepted by the Chairperson.
- 20.5 Except by resolution of Council, notices of motion before any Council meeting must be considered in the order in which they were recorded in the notice of motion register.
- 20.6 To assist Councillors to make an informed decision regarding a notice of motion, the Chief Executive Officer must provide a written report prior to the meeting at which the notice of motion is to be considered, however the report is not to contain a recommendation.
- 20.7 If all of the three Councillors who have given a notice of motion:
  - 20.7.1 are absent from the Council meeting; or
  - 20.7.2 fail to move the motion when called upon by the Chairperson;any other Councillor may move the notice of motion.
- 20.8 If a notice of motion is not moved and seconded at the Council meeting for which it was included on the agenda, it lapses.
- 20.9 Before the notice of motion is put to the vote, it may be withdrawn by the three Councillors.

## **21 Rescission or Amendment**

- 21.1 A Councillor may propose a motion to amend or rescind a previous resolution of Council provided the notice of motion is signed by three Councillors and delivered to the Chief Executive Officer no later than 72 hours following the meeting of Council at which the resolution proposed to be rescinded or amended was adopted.
- 21.2 Notices of Motion to rescind or amend a previous resolution of Council are to be lodged in the format provided for this purpose as appearing in Schedule C.
- 21.3 No action will be taken to implement a resolution on which a notice to rescind or amend the resolution has been given pursuant to clause 21.1.
- 21.4 A notice of motion to rescind or amend a previous resolution of Council shall be deemed to have been withdrawn if not moved at the next meeting at which such business may be transacted.
- 21.5 A Councillor may not propose a motion to rescind or amend a resolution of the Council which has been acted upon.
- 21.6 A resolution will be considered as having been acted upon once its details have been formally communicated to persons affected by or reliant on the resolution or where a statutory procedure has commenced or been carried out.
- 21.7 A second or subsequent notice to rescind or amend an earlier resolution must not be accepted by the Chief Executive Officer until a period of three months has elapsed since the date of the meeting at which the previous motion of rescission or amendment was dealt with.

## **22 Formal or Procedural Motions**

- 22.1 Formal or procedural motions, unless otherwise prohibited, may be moved at any time and shall be dealt with in accordance with Schedule C.
- 22.2 Formal or procedural motions require a seconder.
- 22.3 Debate on a formal or procedural motion is not permitted and the mover does not have a right of reply.
- 22.4 A formal motion cannot be amended.

## **23 Urgent Business**

- 23.1 Business must not be admitted as urgent business unless:
  - 23.1.1 It relates to or arises out of a matter which has arisen since distribution of the agenda; and
  - 23.1.2 It cannot safely or conveniently be deferred until the next Ordinary meeting; and
  - 23.1.3 The Council resolves to admit an item considered to be urgent business.
- 23.2 Items of Urgent Business are to be supported by an officer's report.
- 23.3 Notices of Motion will not be admitted into urgent business and will be dealt with in accordance with clause 20.
- 23.4 Unless a majority of Councillors present resolve to deal with another matter as Urgent Business, no business can be transacted at a Council meeting unless it appears on the agenda.

## **24 Reports from Officers**

- 24.1 Any report(s) by Officers to a Council meeting must contain a recommendation except for a report responding to a notice of motion, and be in the appropriate report style format.
- 24.2 When Officer reports are before a Council meeting and after all Councillors have asked any questions in relation to the report, the Chairperson must then ask a Councillor to move an appropriate motion. If the motion is seconded the motion is dealt with in the normal manner.

## **25 Reports from Committees**

- 25.1 Any report(s) by a Special Committee or an Advisory Committee to a Council meeting must contain a recommendation and must be listed on the next scheduled Council meeting agenda.
- 25.2 When the report(s) of a Committee is before a Council meeting:
  - 25.2.1 The Chairperson must ask whether any Councillor wishes to speak to any report and record the item number of any such report; and
  - 25.2.2 After all Councillors have indicated the reports which they wish to speak to, the Chairperson may ask for a motion to adopt all reports to which no requests to speak have been expressed and proceed to deal with that motion.
  - 25.2.3 The Chairperson of the Audit and Risk Committee may request a report be tabled at any Council meeting.

## **26 Councillors seeking Leave of Absence**

- 26.1 Any Councillor seeking leave of absence for a period of time from Council duties must do so and provide the reason for the leave of absence at a prior Council meeting or, if this is not practicable, the Councillor must give the Chief Executive Officer written notice of their intention to do so and the stated reason prior to the Council meeting.
- 26.2 A Councillor who will be absent from a Council meeting but who does not intend to seek leave of absence, should convey their apology to the Mayor's office beforehand to enable the apology to be disclosed to the meeting.
- 26.3 In the event that a Councillor is incapacitated or unable to provide written notice of their intention to seek a leave of absence from Council, the Mayor shall provide this written notice to the Chief Executive Officer including the stated reason, prior to the Council meeting.

## **27 Confidential Reports**

*(Pursuant to Section 89 of the Act.)*

- 27.1 The Chief Executive Officer must ensure that a report is classified as confidential if the Chief Executive Officer considers it has been prepared for consideration in respect of a matter which is expected to be the subject of a resolution under section 89(2) of the Act to close the Council meeting to the public while that report is discussed.
- 27.2 The Chairperson must call for a motion to close the meeting to the public and this motion must be carried prior to commencing any business pertaining to confidential reports. The time of this motion must be recorded in the minutes of the meeting.
- 27.3 The motion must contain the reasons why the meeting is being closed to the public by referencing that it is pursuant to section 89(2) of the Local Government Act and inserting the appropriate clause for each closed item. All confidential reports to be considered must be listed as part of this motion.
- 27.4 The Chairperson must advise those present in the public gallery that an item is required to be considered in a closed meeting and request that they vacate the chamber while the confidential matter(s) is discussed and determined.
- 27.5 The Chairperson must call for a motion to re-open the meeting to the public. This motion must be carried and the time recorded in the minutes of the meeting.
- 27.6 If an item or recommendation is to be moved out of the closed part of the meeting:
  - 27.6.1 The Chairperson must call for a motion to move all or part of the item or items into open Council; and
  - 27.6.2 That report or section must be included in the minutes of the Ordinary meeting showing the Council decision that was made in the closed section of the meeting.
- 27.7 All items that are considered confidential pursuant to Section 89 of the Act remain confidential, inclusive of report content, recommendations, motions, and resolutions until Council has passed a resolution that specifying that all or part of the information is no longer confidential.

## PART 5 - CONDUCT OF DEBATE AND RULES OF SPEAKING

### 28 Addressing the Council Meeting

- 28.1 Councillors and any other person addressing the Chair must refer to the Chairperson as:
- 28.1.1 'Madam Mayor'; or
  - 28.1.2 'Mr Mayor'; or
  - 28.1.3 'Madam Chair'; or
  - 28.1.4 'Mr Chair'
- As the case may be.
- 28.2 All Councillors other than the Mayor must be addressed as Councillor (surname).
- 28.3 All members of Council staff must be addressed as Mr or Ms (surname) as appropriate or by their official title.

### 29 Priority of Address

- 29.1 In the case of competition for the right to speak, the Chairperson must decide the order in which the Councillors concerned will be heard.

### 30 Time Limits

- 30.1 A Councillor must not speak longer than the time set out below, unless granted an extension by the Chairperson:
- 30.1.1 The mover of a motion or an amendment: 5 minutes;
  - 30.1.2 Any other Councillor: 3 minutes; and
  - 30.1.3 The mover of a motion exercising a right of reply: 2 minutes.

### 31 Debate

- 31.1 Councillors may stand to address the Chairperson, to move or second a motion or amendment, or to take part in a debate.
- 31.2 The Councillor acknowledged by the Chairperson is to speak and must not be interrupted unless:
- 31.2.1 He or she is called to order; or
  - 31.2.2 His or her speaking time has expired; or
  - 31.2.3 A point of order is raised; or
  - 31.2.4 A formal motion is moved.
- 31.3 Councillors must designate each other by their official titles during debate and throughout the meeting.

### 32 Conduct of Meetings

- 32.1 A motion or an amendment to a motion must:
- 32.2.1 Not be defamatory;
  - 32.2.2 Not be objectionable in language or nature;
  - 32.2.3 Relate to the powers or functions of Council;
  - 32.2.4 Be in writing, if requested by the Chairperson;
  - 32.2.5 Except in the case of urgent business, be relevant to an item of business on the agenda; and
  - 32.2.6 Be moved and seconded, otherwise it lapses.
- 32.3 The Chairperson may refuse to accept any motion, amendment or question which contravenes subclause 32.2 or which:
- 32.3.1 Is not relevant to the item of business on the Agenda and has not been admitted as urgent business; or;
  - 32.3.2 Purports to be an amendment but is not consistent with Clause 35 and relevant subclauses.
- 32.4 A motion or amendment cannot be withdrawn without the consent of the meeting.

### 33 Procedures with Respect to Seeking Clarification or Asking Questions of Officers

- 33.1 Officers will support the meeting process through provision of reports for the agenda and Councillors should make every effort to seek clarification from officers in advance of the meeting.
- 33.2 Where Councillors need to seek clarification by asking questions of officers during the meeting, that were not able to be asked prior to the meeting, such questions need to be:
- 33.2.1 Directed through the CEO;
  - 33.2.2 Relevant to an item on the agenda;
  - 33.2.3 Seeking genuine clarification of a matter that is not already addressed in the officer's report;
  - 33.2.4 Not objectionable in language, nature or tone;



- 33.2.5 Not intended to draw officers into debating a matter or justifying a recommendation; and
- 33.2.6 Not seek re-iteration of an answer that was provided prior to the meeting;
- 33.2.7 Not designed to canvass matters or disseminate information to the public.

**34 Procedures with Respect to Recommendations and Motions**

- 34.1 The Chairperson will summarise the report recommendation.
- 34.2 The Chairperson will call for a mover and seconder.
- 34.3 If there is no mover and/or seconder the motion lapses.
- 34.4 The Chairperson shall ask immediately after a motion is moved and seconded and after the mover has spoken to the motion (or deferred speaking), whether it is opposed. If no opposition is indicated the Chairperson may then put it to the vote, without debate.
- 34.5 The mover of a motion has the right of reply with respect to the debate on his or her motion immediately before the vote is taken, but that right of reply is lost if an amendment to the motion is carried.
- 34.6 Apart from the mover's right of reply referred to in sub-clause 35.5 a Councillor may only speak once on the motion.
- 34.7 The mover of a motion must not introduce new material when exercising any right of reply.

**35 Procedures with Respect to Amendments and Foreshadowed Motions**

- 35.1 No notice needs to be given of any amendment to a motion.
- 35.2 Amendments must be dealt with one at a time.
- 35.3 An amendment must be relevant to the motion upon which it is moved.
- 35.4 An amendment must not amount to a direct contradiction of the motion.
- 35.5 The mover or seconder of a motion cannot move an amendment to it.
- 35.6 A second or subsequent amendment cannot be moved until the immediately preceding amendment is disposed of, unless both the mover and seconder of the original amendment agree to this.
- 35.7 A Councillor proposing an amendment must first state briefly the nature of the amendment and then move it, without speaking to it.
- 35.8 Chairperson is to ask for seconder.
- 35.9 If the amendment is not seconded the amendment lapses for want of a seconder.
- 35.10 After the amendment has been seconded the Chairperson must call upon the mover of the amendment to speak to the amendment.
- 35.11 After the mover of the amendment has spoken the Chairperson must call upon the seconder to speak to the amendment. The seconder can reserve their right.
- 35.12 After the mover and seconder of the amendment have spoken the Chairperson must call upon any other Councillor who may wish to speak to the amendment.
- 35.13 After any other Councillor has spoken to the amendment or if no Councillor has indicated an intention to speak the Chairperson will put the amendment to the vote.
- 35.14 If the amendment effectively negates the substance of the motion before the Chair, it is ruled to be a foreshadowed motion and shall only be considered in the event that the motion before the Chair is lost.
- 35.15 If an amendment is adopted it becomes the substantive motion and, as such, shall be put to the vote by the Chairperson, or be subject to amendment.
- 35.16 A Councillor cannot move more than two (2) amendments in succession.
- 35.17 With the leave of the Chairperson another amendment or a new motion can be foreshadowed by any Councillor stating in brief terms the nature of it.
- 35.18 A Councillor can only speak once on the amendment.

**36 Interruptions, Interjections, Questions and Relevance**

- 36.1 A Councillor must not be interrupted except by the Chairperson or upon a point of order or personal explanation.
- 36.2 If a Councillor is interrupted by the Chairperson or upon a point of order or personal explanation, he or she must remain silent until the Chairperson has ceased speaking, the point of order has been determined or the personal explanation has been given (as appropriate).
- 36.3 Questions are not to be asked between moving and seconding a motion except to seek clarification on the motion received.
- 36.4 A Councillor must not digress from the subject matter of the motion or business under discussion.

**37 Repeating Motion, Amendment or Question**

- 37.1 Before any matter is put to the vote, a Councillor may require that the question, motion or amendment be read again.
- 37.2 The Chairperson without being so requested may direct the Chief Executive Officer (or other person authorised by the Chief Executive Officer) to read the question, motion or amendment to the meeting before the vote is taken.

**38 Adjournment & Resumption of Adjourned Debate**

- 38.1 The Council may by resolution adjourn a meeting to a later time on the day for which the meeting was called or for a period not exceeding seven (7) days.
- 38.2 When a motion to adjourn a meeting is before the Council, the Chairperson must not allow discussion on the motion to adjourn. If the Council fails to pass the motion to adjourn, the Chairperson must resume the meeting at the item of business under consideration.
- 38.3 The Chief Executive Officer must deliver written notice of an adjourned meeting to all Councillors, except when the meeting is adjourned to a later time on the same day, in which case any form of notice may be given to all Councillors.
- 38.4 If a debate is adjourned by motion, the Councillor moving the adjournment has the right to be the first speaker upon the resumption of debate unless he or she has already spoken to the motion or amendment.

**39 Voting**

*(Pursuant to Section 90 of the Act.)*

- 39.1 Except where a Councillor may call for a division, Councillors must remain seated in silence while a vote is being taken.
- 39.2 Unless this Local Law provides otherwise or Council otherwise determines, voting must be by a show of hands.
- 39.3 The Chairperson may direct that the vote be recounted as often as may be necessary for him or her to satisfy himself or herself of the result.
- 39.4 A Councillor can abstain from voting however, the decision to do so should not be taken lightly. Not participating in decisions taken by Council could be seen as an abrogation of a Councillor's oath of office and responsibility to represent the community.

**40 Division**

- 40.1 Immediately after any motion, amendment or question is put to a meeting and before the next item of business has commenced, a Councillor may call for a division.
- 40.2 When a division is called, the Chairperson must:
  - 40.2.1 First ask each Councillor wishing to vote for the motion to stand. The Chairperson must then state, and the Chief Executive Officer (or person authorised by the Chief Executive Officer to take the minutes of the meeting) must record the names of those Councillors voting for the motion;
  - 40.2.2 Then ask each Councillor wishing to vote against the motion to stand. The Chairperson must then state, and the Chief Executive Officer (or person authorised by the Chief Executive Officer to take the minutes of the meeting) must record the names of those Councillors voting against the motion.
  - 40.2.3 Then if not all Councillors have declared either for or against the motion, ask each Councillor wishing to abstain to stand. The Chairperson must then state, and the Chief Executive Officer (or person authorised by the Chief Executive Officer to take the minutes of the meeting) must record the names of those Councillors abstaining from voting.

- 40.3 The Chairperson must declare the result of the vote or division as soon as it is taken.

**41 Recording of Opposition or Support for Motion**

- 41.1 Any Councillor may request that his or her opposition to, or support for, a motion adopted by the meeting be recorded. It must then be recorded in the minutes of the Council meeting.

**42 Recording of Proceedings**

- 42.1 Council will record the proceedings at each Council meeting, unless there is a specific resolution not to do so, and may livestream recordings of open Council meetings. This will take whatever form the Council has decided.
- 42.2 Except where Council conducts the recording, no video or audio recording of proceedings of Council meetings shall be permitted without specific approval by resolution of the meeting.
- 42.3 Council will also make the recordings of open Council meetings subsequently available to the public.

**43 Points of Order**

- 43.1 A point of order is an objection that the motion, amendment or statement made is:
- 43.1.1 Contrary to this Local Law;
  - 43.1.2 Defamatory;
  - 43.1.3 Irrelevant;
  - 43.1.4 Improper; or
  - 43.1.5 Outside Council's legal powers and may be made despite the fact that the Councillor or Chairperson is speaking at the time.
- 43.2 A point of order must be taken by stating:
- 43.2.1 The matter complained of; and
  - 43.2.2 The reason constituting the point of order;
- 43.3 The Chairperson may raise a point of order without it having been made by a Councillor.
- 43.4 When called to order, a Councillor must remain silent until the point of order is decided unless he or she is requested by the Chairperson to provide an explanation.
- 43.5 The Chairperson may adjourn the meeting to consider a point of order but must otherwise rule upon it as soon as it is taken.
- 43.6 The Chairperson must, when ruling on a point of order, give reasons for the ruling.
- 43.7 The Chairperson's ruling shall be final unless the majority of Councillors present at the meeting vote in favour of a motion of dissent that is moved and seconded immediately after the Chairperson's ruling is given.
- 43.8 A motion of dissent must state the provision or practice in substitution for the Chairperson's ruling.
- 43.9 A motion of dissent that is carried must be acted upon by the Chairperson.
- 43.10 Only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of reply.
- 43.11 The Chairperson is not required to vacate the chair.

**44 Suspension of Standing Orders**

- 44.1 The provisions of this Local Law, except the quorum requirements applying under clause 12, may be suspended for any part of a meeting at the Chairperson's discretion. The Chairperson can accept a motion to suspend standing orders where he/she believes the Councillors or Public Gallery need a break due to the intensity or length of the meeting, or to seek technical advice from a person not listed as an official attendee. Such suspension would normally be for five minutes or less.
- 44.2 A suspension is not intended for Councillors to discuss the issue or seek to reach agreement outside a formal debate.
- 44.3 No motion, except one which proposes the resumption of standing orders, may be accepted by the Chairperson or be lawfully dealt with during any suspension of standing orders.
- 44.4 Resumption of standing orders should occur as soon as possible after any discussion or break is concluded.

**45 Chairperson's Right to Speak**

- 45.1 The Chairperson may address a meeting upon any matter under discussion, following presentations by all Councillors, and is not deemed to have left the Chair on such occasions. The Chairperson may physically 'step away' from the Chair to make their point in a discussion in which case they are not deemed to have left the Chair.

- 45.2 The Chairperson may choose to vacate the Chair for the duration of any item under discussion whereupon a temporary Chairperson (usually the Deputy Mayor) or other Councillor elected by the meeting through resolution shall take the Chair until such item has been disposed of.

**46 Clarification by Chief Executive Officer or another member of Council staff**

- 46.1 With the prior consent, or at the request of the Chairperson, the Chief Executive Officer or a member of Council staff may address any item to clarify a statement made by a Councillor during the course of debate.

**47 Ordering Withdrawal of Remark**

- 47.1 The Chairperson may require a Councillor to withdraw any remark which is defamatory, indecent, abusive, offensive, disorderly or objectionable in language, substance or nature.  
47.2 A Councillor required to withdraw a remark must do so immediately without qualification or explanation.

**48 Suspensions**

*(Pursuant to Section 66 of the Act)*

- 48.1 Council may by resolution suspend from a meeting, and for the balance of the meeting, any Councillor whose actions have disrupted the business of Council, and have impeded its orderly conduct, provided the Councillor in question has received an initial warning from the Chairperson that his/her conduct is, in the Chairperson's opinion, impeding the orderly conduct of the meeting.

**49 Chairperson may Adjourn Disorderly Meeting**

- 49.1 If the Chairperson is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the meeting, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks proper.

**50 Public Behaviour**

- 50.1 Any member of the public addressing Council must extend courtesy and respect to the Council and the processes under which it operates and must take direction from the Chairperson whenever called on to do so.

**51 Removal from Chamber or Meeting Room**

- 51.1 The Chairperson, may ask any Authorised Officer, member of the Police Force or person appointed by Council to maintain security, to remove from the Chamber or meeting room any person who acts in breach of this Local Law.

## **PART 6 - COMMITTEES**

*The purpose of this Division is to regulate proceedings at Committee meetings.  
(Pursuant to Section 86 of the Act.)*

### **Part 1 – Special Committees**

#### **52 Application Generally**

- 52.1 Except as provided in this Part, if Council establishes a Special Committee, all of the provisions of this Local Law shall apply with any necessary modifications.
- 52.2 For the purposes of clause 53.1, a reference to:
  - 52.2.1 A Council Meeting is to be read as a reference to a meeting of the Special Committee; and
  - 52.2.2 The Mayor is to be read as a reference to the Chairperson of the Special Committee.
- 52.3 The following provisions of this local law do not apply to Special Committees:
  - 52.3.1 All of Part 2
  - 52.3.2 Part 3, clause 13 (Call of the Council)
  - 52.3.3 Part 4, clauses 19 and 20 (Petitions and Public Question Time)
- 52.4 Public participation in a meeting of a Special Committee shall be permitted in accordance with guidelines and policies adopted by Council from time to time.

#### **53 Quorum**

- 53.1 The quorum of a meeting of a Special Committee is the number fixed by Council, being at least a majority, or if no number has been fixed, a majority of the number of members of the Committee.

#### **54 Addressing a Special Committee Meeting**

- 54.1 It is not necessary for a Member to rise when addressing a Special Committee meeting.

#### **55 Hearing of Submissions**

- 55.1 Where Council has set up a Hearing of Submissions Committee to hear public submissions, the following procedures shall apply:
  - 55.1.1 Submissions must be provided by the deadline specified in the public notice/advertisement. For submissions made under the Planning and Environment Act 1987, late speakers may be accepted up to 10am on the day of the Hearing of Submissions meeting.
  - 55.1.2 Submitters will be allocated a maximum of 5 minutes to speak to their submission, and applicants a maximum of 10 minutes.
  - 55.1.3 In the case of joint submissions, a maximum of 5 minutes will be allocated per submission and one person shall be nominated to speak on behalf of the submitters.
  - 55.1.4 Requests for variations to the process outlined above shall be decided by the Committee.

#### **56 Application Specifically**

- 56.1 Despite subclause 52.1 if Council establishes a Special Committee, Council may resolve that any provisions contained within this Local Law do not apply.

### **Part 2 – Advisory Committees**

#### **57 Application Specifically**

- 57.1 If Council establishes an Advisory Committee, Council may resolve that various provisions of this Local Law apply to that Advisory Committee with any necessary modifications.

#### PART 7 – COMMON SEAL

*The purpose of this Part is to regulate the use of the Common Seal, which is a device which formally and solemnly records the collective will of the Council. The purpose of this Part is to prohibit the use of the Common Seal or any device resembling the Common Seal, as required by section 5 (3)(b) and (c) of the Act.*

##### **58 Common Seal**

58.1 The Council must authorise the use of the Common Seal by resolution.

58.2 The Common Seal and words to be used accompanying it on any document to which it is affixed are as follows:

*The COMMON SEAL of SURF COAST )  
SHIRE COUNCIL was affixed in the ) [Affix common seal here]  
presence of: )*

.....  
*Chief Executive Officer*

.....  
*Mayor/Deputy Mayor*

58.3 The Chief Executive Officer and, either the Mayor or Deputy Mayor of the day, must sign every document to which the Common Seal is affixed. The Common Seal may only be used to sign, seal, issue, revoke or cancel any notice, document, order or agreement pursuant to a decision of Council.

58.4 It is an offence for a person to use the Common Seal or any device or representation resembling the Common Seal without authority given by resolution of the Council.

58.5 The Chief Executive Officer must keep the Common Seal in safe custody at all times.

## PART 8 – OFFENCES AND PENALTIES

### 59 Offences

It is an offence:

- 59.1 For a Councillor to not withdraw an expression which is considered by the Chairperson to be defamatory, indecent, abusive, offensive, disorderly or objectionable, and to not satisfactorily apologise when called upon twice by the Chairperson to do so.  
Infringement Notice Penalty: 2 units  
Penalty: 5 penalty units
- 59.2 For any person, not being a Councillor, who is guilty of any improper or disorderly conduct to not leave the meeting when requested by the Chairperson to do so.  
Infringement Notice Penalty: 2 units  
Penalty: 5 penalty units
- 59.3 For any person, not being a Councillor, who is guilty of any improper or disorderly conduct at the meeting.  
Infringement Notice Penalty: 2 units  
Penalty: 5 penalty units
- 59.4 For any person to fail to obey a direction of the Chairperson relating to the conduct of the meeting and the maintenance of order.  
Infringement Notice Penalty: 2 units  
Penalty: 5 Penalty Units
- 59.5 For a Councillor to refuse to leave the chamber on suspension.  
Infringement Notice Penalty: 2 units  
Penalty: 5 Penalty Units
- 59.6 For any person to use the common seal of Council or any device resembling the common seal without the authority of Council.  
Infringement Notice Penalty: 10 units  
Penalty: 20 penalty units

### 60 Infringement Penalties

- 60.1 If an offence is committed against this Local Law, the Chairperson shall request the Chief Executive Officer to issue to the offender an infringement notice in a form approved by Council for the relevant number of penalty units as an alternative to a prosecution for the offence.
- 60.2 To avoid prosecution, a person to whom an infringement notice has been issued must pay to Council the amount specified in the notice within 28 days.
- 60.3 A person in receipt of an infringement notice is entitled to disregard the notice and defend a prosecution in court.

This Local Law was made by resolution of the Surf Coast Shire Council on 28 May 2019.

*The COMMON SEAL of SURF COAST )  
SHIRE COUNCIL was affixed in the ) [Affix common seal here]  
presence of: )*

.....  
*Chief Executive Officer*

.....  
*Mayor/Deputy Mayor*



## SCHEDULE A – PUBLIC QUESTION TIME FORM



Public questions will be considered by Council at an ordinary Council meeting subject to receipt by 10am on the day of the meeting. Questions can be emailed to [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au), faxed to 5261 0525 or hand delivered to Council's Offices, 1 Merrijig Drive, Torquay.

All questions must be as brief as possible and no greater than 200 words in length, inclusive of any supporting or contextual information.

Public question time runs for up to 30 minutes prior to consideration of the formal Agenda by Council. Questions will be considered in the following order:

1. Questions with Notice that relate to items on the agenda coming before Council on the night.
2. Questions with Notice that relate to other matters not relating to the agenda.

Questions received without notice (ie received after 10am on the day of the meeting) will be addressed in accordance with clause 20.3 of Local Law No. 2 – Council Meeting Procedures & Common Seal. The question will not be read, recorded or responded to at the meeting without a resolution of Council.

### Personal Information

Date:

Surname:

First Name:

Postal address:

Suburb:

Post Code:

Phone:

Mobile:

Email:

Suburb to be disclosed:      Yes      No

**IMPORTANT INFORMATION:** Please note that as required by Council's Local Law, your name and address will be read out in a public meeting and form part of the minutes of the Council meeting. If you desire that only your name, and not your address, is to be called, please indicate this above.

### Questions

Date of Council meeting:

Subject:

Question(s)      (Please note: There is a limit of two questions per person, per meeting)

*[Insert Council's Privacy Statement]*

**SCHEDULE B - NOTICE OF MOTION**



*This form lodges a notice of intention to move a motion in accordance with clause 21 of Local Law No.2 – Council Meeting Procedures and Common Seal.*

*Note – Proposed motion and rationale not to exceed 500 words*

I, Councillor \_\_\_\_\_ give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_, namely:

*(Insert wording of motion)*

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**Rationale**

*(To be signed by Councillor lodging this notice and two other Surf Coast Shire Councillors)*

\_\_\_\_\_  
**COUNCILLOR**

\_\_\_\_\_  
**COUNCILLOR**

-----  
*Chief Executive Officer to complete*

This notice was received by me at \_\_\_\_\_ am/pm on \_\_\_\_\_

\_\_\_\_\_  
**CHIEF EXECUTIVE OFFICER**

**SCHEDULE C – NOTICE OF MOTION TO RESCIND OR AMEND**



**NOTICE OF MOTION TO RESCIND OR AMEND**

*This form lodges a notice of intention to move that a resolution passed by Council be rescinded or amended in accordance with Clause 22 of Local Law No.2 – Council Meeting Procedures and Common Seal.*

I, Councillor \_\_\_\_\_ give notice of my intention to move at the Ordinary Meeting of Council to be held on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ that the resolution of Council passed on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_, namely:

*(Wording of resolution proposed to be amended/rescinded)*

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be rescinded ☐ OR amended ☐ *(Please tick one box)*

and subject to that motion being carried, in its place, Cr \_\_\_\_\_ proposes to move that Council:

*(Wording of proposed motion to replace/amend above)*

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*(To be signed by Councillor lodging this notice and two other Surf Coast Shire Councillors)*

\_\_\_\_\_  
**COUNCILLOR**

\_\_\_\_\_  
**COUNCILLOR**

\_\_\_\_\_  
**COUNCILLOR**

\_\_\_\_\_  
*Chief Executive Officer to complete*

This notice was received by me at \_\_\_\_\_ am/pm on \_\_\_\_\_

\_\_\_\_\_  
**CHIEF EXECUTIVE OFFICER**

**SCHEDULE D - FORMAL MOTIONS PROCEDURE AND EFFECT**

<b>FORMAL MOTION</b>	<b>FORM</b>	<b>WHO CAN MOVE OR SECOND</b>	<b>IS A SECONDER REQUIRED</b>	<b>MATTERS IN RESPECT OF WHICH MOTION MAY BE MOVED</b>	<b>EFFECT IF CARRIED</b>	<b>EFFECT IF LOST</b>	<b>WHEN MOTION PROHIBITED</b>
Adjournment of debate to later hour/date	That this matter be adjourned until...	Any Councillor	Yes	Any matter except where prohibited	Motion and amendments postponed to the stated time/date.	Debate continues unaffected	(a) During the election of the Chairperson (b) When another Councillor is speaking
Adjournment of debate indefinitely	That this matter be adjourned until further notice.	Any Councillor	Yes	Any matter except where prohibited	Motion and amendments postponed but may be resumed:  (a) At the same meeting upon motion to resume  (b) At any later meeting if on the Agenda.	Debate continues unaffected.	(a) During the election of the Chairperson  (b) when another Councillor is speaking  (c) when the matter is one in respect of which a call of Council has been made  (d) When a motion would have the effect of causing Council to be in breach of a legislative requirement
Adjournment of meeting to later hour/date	That this meeting be adjourned until...	Any Councillor	Yes	Any matter except where prohibited	As per adjournment of debate	Debate continues unaffected	As for adjournment of debate
Adjournment of meeting indefinitely	That this meeting be adjourned until further notice.	Any Councillor	Yes	Any matter except where prohibited	Meeting adjourns until further notice.	Debate continues unaffected	(a) During the election of the Chairperson  (b) when another Councillor is speaking  (c) During a meeting which is a call of the Council.

**SCHEDULE D (Cont)**

FORMAL MOTION	FORM	WHO CAN MOVE OR SECOND	IS A SECONDER REQUIRED	MATTERS IN RESPECT OF WHICH MOTION MAY BE MOVED	WHEN MOTION PROHIBITED	EFFECT IF CARRIED	EFFECT IF LOST
The closure	That the question be now put.	A Councillor who has not moved, seconded or spoken to the motion or any amendment of it	Yes	Any matter except where prohibited	During nominations for Chairperson (A closure motion shall not be accepted by the Chairperson unless the Chairperson considers there has been sufficient debate for and against the original motion or amendment)	Motion or amendment in respect of which the closure carried is put to the vote immediately, without further debate, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion	Debate continues unaffected
Proceeding to the next item of business	That the meeting proceed to the next item of business.	A Councillor who has not moved, seconded or spoken to the motion or any amendment of it	Yes	Any matter except where prohibited	<p>(a) During the election of the Chairperson</p> <p>(b) When another Councillor is speaking</p> <p>(c) During a meeting which is a call of the Council</p> <p>(d) When a motion would have the effect of causing Council to be in breach of a legislative requirement</p>	<p>(a) If carried in respect to a formal motion, its effect is to remove that motion from consideration – no vote or further discussion on the motion until it is placed on an Agenda for a later Council Meeting</p> <p>(b) If carried in respect to an amendment, its effect is to dispose of the amendment and debate resumes upon the motion.</p>	Debate resumed at point of interruption and continues unaffected

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## 4.2 Asset Management Strategy Review

**Author's Title:** Strategic Asset Manager  
**Department:** Asset Management  
**Division:** Governance & Infrastructure

**General Manager:** Anne Howard  
**File No:** F12/1997  
**Trim No:** IC19/840

**Appendix:**

1. Asset Management Strategy (D17/114295)

**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 an updated Asset Management Strategy to Council.

### Summary

Council has adopted a strategic approach to the management of its various assets, founded on SCS-005 Strategic Asset Management Policy. The Asset Management Strategy is a key part of this framework that ensures that Council continues to progressively improve its approach to asset management.

Council's Asset Management Strategy has been reviewed following consultation with relevant stakeholders, including the Asset Management Steering Committee and Executive Management Team and is presented to Council for its consideration.

### Recommendation

That Council adopts the updated Asset Management Strategy as attached at Appendix 1.

## **4.2 Asset Management Strategy Review**

### **Report**

#### ***Background***

This Asset Management Strategy is a key document in Council's Asset Management Framework and underpins the long term management of Council's infrastructure assets. The strategy establishes the framework that determines the nature and direction of asset management and outlines how Council will meet its commitments to asset management as established in Council's Asset Management Policy SCS-005.

The objective of this strategy is to provide a structured set of actions aimed at enabling improved asset management by the organisation. The development of an Asset Management Strategy will assist the Council and Councillors improve their current asset management practices.

#### ***Discussion***

Council's Asset Management Strategy has been reviewed following consultation with relevant stakeholders, including the Asset Management Steering Committee and Executive Management Team. The changes within the strategy include the update of:

- Figures within the document to better reflect Council's Asset Management Framework and processes
- Municipal Association of Victoria National Asset Management Assessment Framework scorecard
- Asset Management Strategy Action Plan

#### ***Financial Implications***

There are no financial implications in relation to adoption of this policy.

#### ***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

#### ***Policy/Legal Implications***

Council has the ability to endorse an Asset Management Strategy

#### ***Officer Direct or Indirect Interest***

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

#### ***Risk Assessment***

Adoption of this strategy will result in officers having a clearer understanding of Council's Asset Management direction.

#### ***Social Considerations***

Not Applicable

#### ***Community Engagement***

Not Applicable

#### ***Environmental Implications***

Not Applicable

#### ***Communication***

The strategy will be included on Council's intranet site and relevant staff will be made aware of the updates.

#### ***Options***

##### **Option 1 – Adopt the revised Strategy**

This option is recommended by officers as it updates the Strategy to provide officers with a clearer understanding of Council's asset management directions and actions.

##### **Option 2 – Not Adopt the revised Policy**

This option is not recommended by officers as the out of date Strategy would remain in place which includes an out of date Action Plan.

## **4.2 Asset Management Strategy Review**

### ***Conclusion***

The revised Asset Management Strategy will result in officers having a clearer understanding of Council's Asset Management direction and a clear Action Plan.



## **4.2 Asset Management Strategy Review**

### **APPENDIX 1 ASSET MANAGEMENT STRATEGY**



# Asset Management Strategy

## Amendment Register

Issue	Date	Details	By
1	Mar 2019	Final draft review	EMT

## Asset Management Strategy

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## Asset Management Strategy

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## Asset Management Strategy

### 1 Executive Summary

This Asset Management Strategy is a key document in Council's Asset Management Framework (Figure 1) and underpins the long term management of Council's infrastructure assets. The strategy establishes the framework that determines the nature and direction of asset management and outlines how Council will meet its commitments to asset management as established in Council's Asset Management Policy SCS-005.

The objective of this strategy is to provide a structured set of actions aimed at enabling improved asset management by the organisation. The development of an Asset Management Strategy will assist the Council and Councillors to improve their current asset management practices.

## Asset Management Strategy

### 2 Context

The Asset Management Strategy (AMS) document is a companion to the Asset Management Policy (Policy SCS – 005) that outlines why management of Council's infrastructure assets will be undertaken across the organisation. The policy defines the key principles that underpin asset management decision-making and actions for the council.

Developed in accordance with policy and strategy, individual asset management plans will detail strategies and actions that are specific to that asset group. The major categories of assets managed by Council are summarised in the Table below:

Table 1 Overview of Council's Assets (as at 30 June 2018)

Overview of Council's Assets	
480 km Unsealed Roads	312 Buildings/Amenities
588 km Sealed Roads	5144 Open Space Items
377 km Footpaths and Cycleways	194 Heavy & Small Plant items
415 km Kerb	47 Light Fleet items
Stormwater Drainage - 317 km of pipes	36 Software Packages
Stormwater Drainage- 11,089 pits	18 Bridges

### 3 Purpose

The purpose of this document is to provide specific actions to be undertaken in order to improve or enhance Council's asset management capability and to achieve strategic objectives in the following key areas:

- Efficiently and effectively managing Council assets
- Provide infrastructure services that are responsive to the community needs.
- Provide high quality and functional community and civic facilities
- Investigate and assess benchmarking opportunities with other Councils.
- Review and develop Council strategies that address future growth and changing demographics.

### 4 References

- Council Plan (Surf Coast Shire)
- Asset Management Policy (Surf Coast Shire)
- Asset Management Strategy Template (MAV)
- Asset Management Plans

### 5 Linkages With Other Documents

The strategy also forms part of a planning and policy framework within Council itself as demonstrated below.

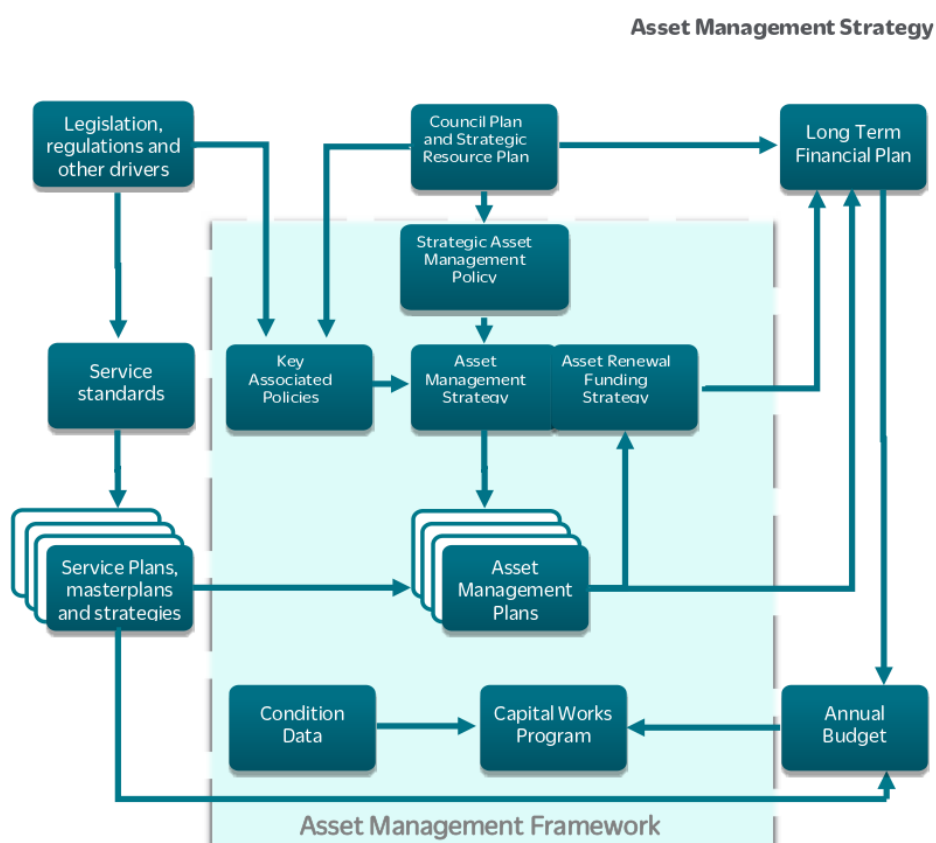


Figure1 Council's Asset Management Planning Framework

The Council Plan (2017-2021) provides the strategic vision to meet present and future needs of the community. The Vision of Surf Coast Shire: "Surf Coast Shire will be an engaged, innovative and sustainable community."

The Asset Management Policy complements and builds upon the Council Plan vision to provide a more formalised approach to asset management principles and methodology. Surf Coast Shire is committed to achieve a Core Level of asset management practices as defined by the MAV Asset Management Step program. Core Level will be achieved following the Action Plan in Appendix A: in line with the MAV Regional Asset Management & Services Program.

The core objective of the Asset Management Strategy is to optimise the lifecycle cost of assets over the long term; ensuring capital budget is used effectively and in the best interests of the community. The following flow chart shown in Figure 2 will reveal the Capital Expenditure Program.

Asset Management Strategy

Capital Expenditure Program

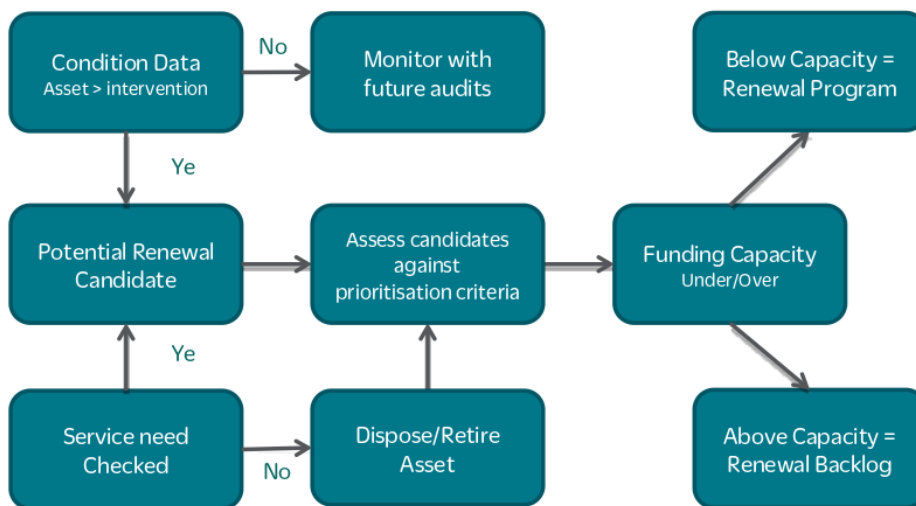


Figure 2 Capital Expenditure Program



## Asset Management Strategy

### 6 Definitions

The following terms detailed in Table 2 are used in this strategy:

Table 2 Asset Management Strategy Definitions

Term	Definition
<b>MAV</b>	Municipal Association of Victoria
<b>NAMAF</b>	National Asset Management Assessment Framework
<b>Asset</b>	A physical component of a facility which has value, enables services to be provided and has an economic life of greater than 12 months Asset Management. The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.
<b>Asset Management Plan</b>	A plan developed for the management of infrastructure assets associated with the delivery of a service. The plan combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset in the most cost effective manner to provide a specified level of service. A significant component of the plan is a long-term cash flow projection for the activities.
<b>Level of Service</b>	Meeting community expectations in relation to the quality and quantity of services delivered by Council. In the context of asset management, this applies to the following asset classes: roads, facilities, open space and stormwater.
<b>Gap Analysis</b>	A method of assessing the gap between a business' current asset management practices and the future desirable asset management practices. Also called needs analysis or improvement planning.
<b>Life</b>	A measure of the anticipated life of an asset or component; such as time, number of cycles, distance intervals etc.
<b>Lifecycle Cost</b>	The total cost of an asset throughout its life including planning, design, construction, acquisition, operation and maintenance, rehabilitation and disposal costs.
<b>Replacement</b>	The replacement of an asset that has reached the end of its life, that provides a similar or agreed alternative, level of service.
<b>Replacement Cost</b>	The cost of replacing an existing asset with a substantially identical similar new asset at current market costs.
<b>Risk Management</b>	Coordinated activities to direct and control an organisation with regard to risk. Refer to Surf Coast Shire Risk Management Strategy.
<b>STEP</b>	Refers to the Municipal Association of Victoria "STEP" Asset Management Improvement program which has been running the since 2004. Surf Coast Shire has participated in Maturity Assessment of a Council which assesses where Council is on the Asset Management maturity curve.

## Asset Management Strategy

### 7 Vision and Other Strategic Objectives

The Asset Management Strategy is to provide clear courses of action for managing Asset Management at the Surf Coast Shire. It fundamentally supports the Asset Management Policy and outlines the following:

- Council's current position with respect to Asset Management practice.
- Council's future needs with respect to Asset Management practice.
- A current maturity level with respect to the Council's position to manage infrastructure assets.
- An Action Plan on how the Council intends to achieve future needs.
- Performance Monitoring Process.

### 8 Overview of the Strategy

The AMS describes the core functional actions required to support Surf Coast Shire Council's objectives and provides an action plan for delivering improvements to Council asset management and financial planning practices, to enable delivery of efficient and effective services. The action plan in this strategy will be focused on management of major infrastructure assets on a lifecycle basis, with full knowledge of the social, environmental and financial costs, benefits and risks associated with the asset. The lifecycle model must give consideration to each phase of an asset's life from the planning phase through to disposal. This lifecycle model is illustrated in Figure 3:

#### Lifecycle Model

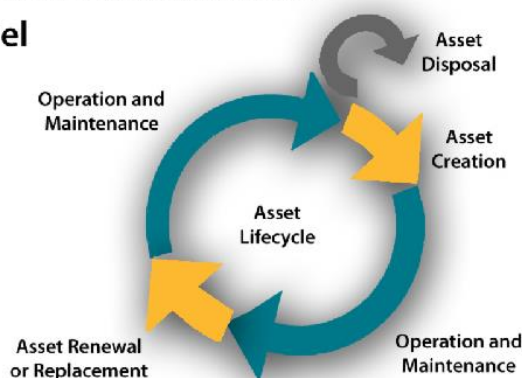


Figure 3 Asset Management Lifecycle Model

## Asset Management Strategy

### 9 Elements of the Strategy

#### 9.1 Stakeholders

Council is responsible for the operation of infrastructure and the management of assets to ensure the delivery of services to its stakeholders. The key stakeholders of Council are:

- Residents;
- Ratepayers;
- Businesses;
- Councillors;
- Staff;
- Users of Council services;
- The travelling public/Tourists/ Holiday Makers; and
- Government Departments/Agencies.

Other stakeholders with a vested interest in the performance of Council are:

- Utilities;
- Developers;
- Community Groups / Volunteers;
- Contractors / Suppliers; and
- Insurers.

Council officers are also in effect a key stakeholder in the delivery of services to the community.

#### 9.2 Asset Management Drivers

Asset Management Strategy provides guidelines at a strategic level with respect to:

- Existing and future demand;
- Levels of service;
- Life-cycle management;
- Management policies and strategies;
- Risk management; and
- Social, Economic and Legal issues.

The following diagram depicted in Figure 4 shows some of the influences and drivers which affect Asset Management implementation.

## Asset Management Strategy

### Influential Factors for Asset Management

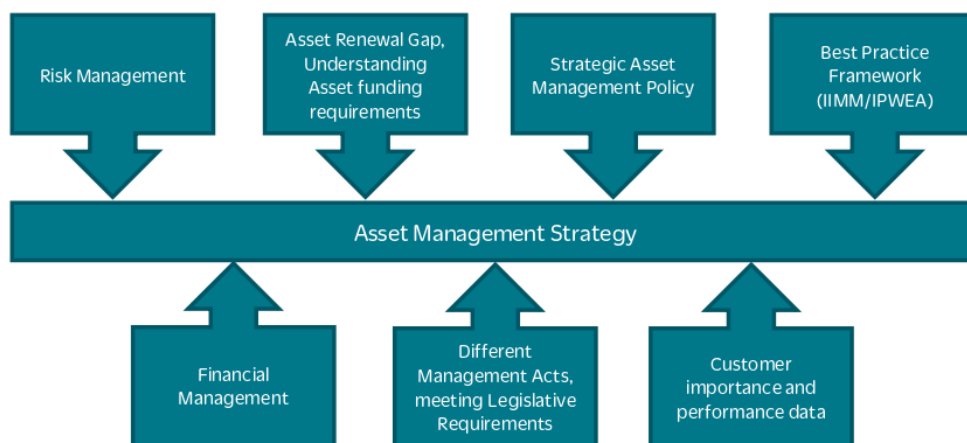


Figure 4 Influential factors for Asset Management

### 9.3 Current Status of Asset Management

Council measures its asset management maturity in the context of the National Asset Management Assessment Framework (NAMAF). The NAMAF makes an assessment against 11 elements, as drawn from the Local Government and Planning Ministers' Council National Local Government Sustainability Frameworks as follows:

- Framework 2: Asset Planning and Management (May 2009)
- Framework 3: Financial Planning and Reporting (May 2009)

The graphs below show the current Council core maturity status and Council Performance, as at February 2019. Further details of how these AM maturity scores have been derived can be viewed via reference to Council's NAMAF assessment.

## Asset Management Strategy

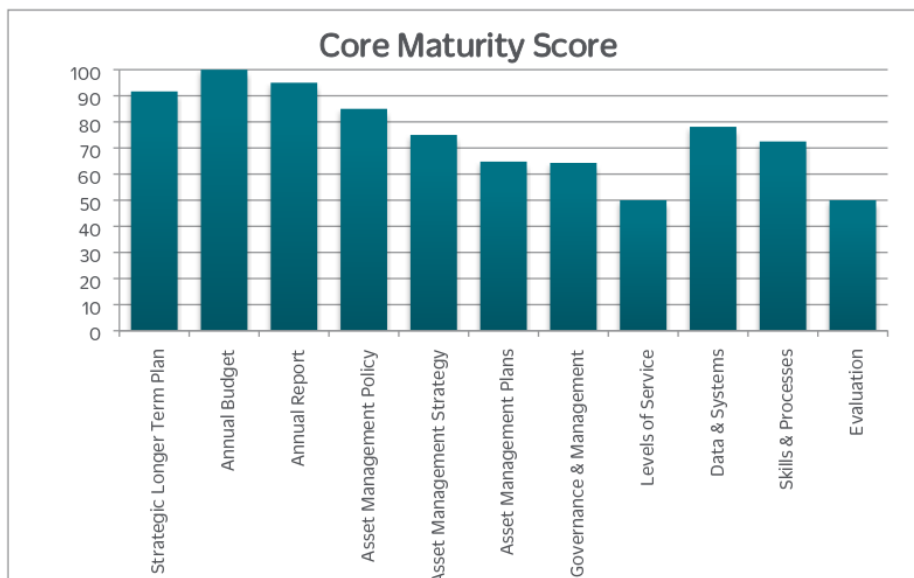


Figure 5 SCS Core Maturity Score

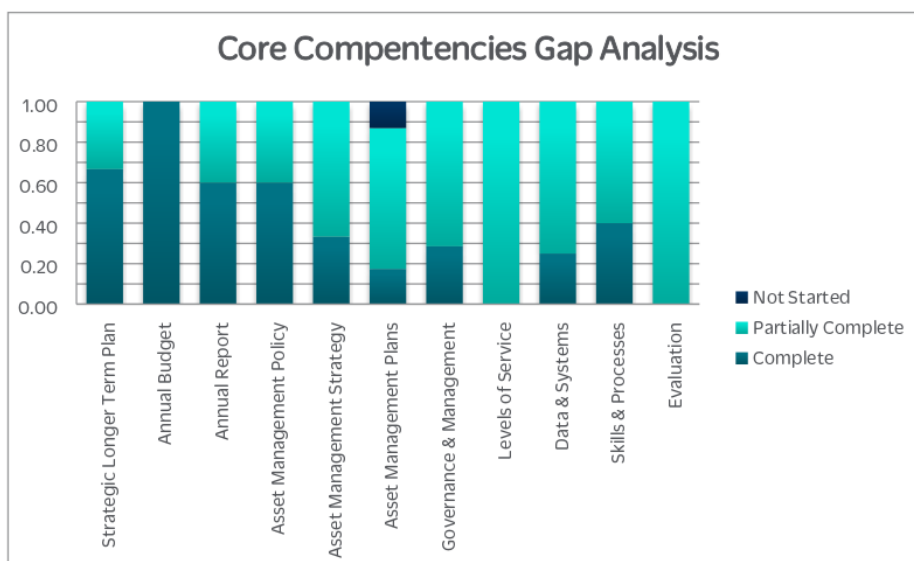


Figure 6 SVS Core Competencies Gap analysis

## Asset Management Strategy

A brief summary of the current Council core maturity status, as at February 2019 is shown in Table 3.

**Table 3** NAMAF Council maturity status

NAMAF Element	Core Maturity Status as at February 2019	Definition
<i>Strategic Planning</i>	<i>Excellence</i>	Best appropriate practice for this Council, including defined processes and practices which are consistently engaged.
<i>Annual Budget</i>	<i>Excellence</i>	Same as above
<i>Annual Report</i>	<i>Excellence</i>	Same as above
<i>AM Policy</i>	<i>Excellence</i>	Same as above
<i>AM Strategy</i>	<i>Proficient</i>	The planning, processes, procedures, systems and asset and services management are well defined and approach best appropriate practice.
<i>AM Plans</i>	<i>Proficient</i>	Same as above
<i>Governance and Management</i>	<i>Proficient</i>	Same as above
<i>Data and Systems</i>	<i>Proficient</i>	Same as above
<i>Skills and Processes</i>	<i>Proficient</i>	Same as above
<i>Levels of Service</i>	<i>Systematic</i>	Defined processes and practices are available and used to support asset and services management.
<i>Evaluation</i>	<i>Systematic</i>	Same as above

## 9.4 Current State of Asset Management Practices

### 9.4.1 Asset Management Data sources

Assets were previously managed using a variety of systems and tools. In 2013 Council commenced a project to consolidate asset data and works scheduling to reduce the risk of using disparate systems and processes. This has now resulted in an asset database which has been “cleansed” of duplicate and out of date data. This will be an on-going process.

#### 9.4.1.1 Asset register

The master asset data sits within the Civica Authority Asset Management module. Civica Authority core enterprise suite includes the existing Financials module resulting in a consolidated asset register.

#### 9.4.1.2 Linkage from asset management to financial system

The consolidated asset register sits within the Civica Authority core enterprise suite. The asset data is stored in the asset management module with links to the financials module. Additional asset data, captured from activities such as condition audits, will be loaded into the asset register in the form of summary condition data, estimated useful life and valuations.

## Asset Management Strategy

### 9.4.1.3 Accountabilities for asset management system and data maintenance

The Asset Management Analyst and Asset Officer as part of the Asset Management Team are the data owners of the Asset Register. Works related data is the responsibility of the Field Service Manager and their respective business units.

### 9.4.1.4 Strategic Asset Modelling

Built within Authority is the Strategic Asset Modelling module. This module is utilised to model future renewal needs and requirements for each asset class within the asset register. It directly links to the asset register and financial systems to provide current remaining life, new useful life, replacement costs, condition ratings and is able to model against budget.

The outputs are implemented into Council's AMPs and inform future renewal programs and required funding going forward.

## 9.4.2 Renewal/ Replacement Intervention Levels

Council will apply a consistent approach to the condition assessment and intervention of all asset classes. Through providing repeatable condition assessment methodologies and renewal strategies this will provide clarity, transparency and reliability within our asset and modelling data. The following section detail Council's condition rating systems and intervention levels.

### 9.4.2.1 Asset Condition

Complex assets such as roads are scored on a 1 to 10 scale while most other assets are generally scored on a 1 to 5 scale as follows:

Table 4 Asset Condition Ratings

Condition 1 - 10	Condition 1 - 5	Description
1	1	New/Very Good
2		
3		
4	2	Good
5		
6	3	Fair
7		
8	4	Poor
9		
10	5	Very Poor

Table 5 Asset Condition Ratings by Category

Category	Rating Scale	Intervention
Land	<i>Not Applicable</i>	
Buildings - Overall	1-10	8
Building Components	1-5	4
Plant & Equipment	<i>Based on age / optimum resale</i>	
Roads	1-10	8
Kerb	1-10	9
Bridges	1-10	8

### Asset Management Strategy

Category	Rating Scale	Intervention
Footpaths	1-5	4
Drainage	1-5	4
Sewer	1-5	4
Recreational, Leisure & Community	1-5	4
Parks Open Space & Streetscapes	1-5	4
Off-street Car Parks	<i>Included in roads</i>	

#### 9.4.2.2 Scheduling of renewal works

Scheduling of renewal works is based on modelling of Council's assets based on condition data and a degradation curve as shown in Figure 7. Through regular condition assessments, modelling and degradation curves Council is able to assess how an assets condition is likely to change and when intervention is reached or may be required. Council has determined that intervention will occur as listed in Table 5 Asset Condition Ratings by Category for our various asset classes, this is typically when an assets has expended 75-90% of its useful life.

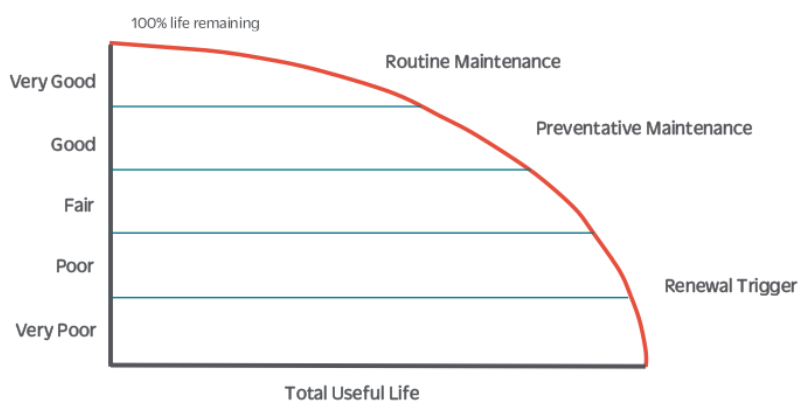


Figure 7 Typical Degradation curve



## Asset Management Strategy

### 10 Resourcing

Existing staff and resources are planned to deliver the actions identified however the responsible parties may need additional assistance or external help in some instances. The improvements nominated in this report will require appropriate expenditure for resourcing the implementation of Action Plans. The plan is based on achieving a core standard with many of the improvements such as data management and the execution of new Asset Management System throughout the council.

Additional periodical resources will be required for gathering and assessing asset condition data. These costs will form part of the capital budget in the assets renewal area.

If external consultant assistance requires maintaining and enhancing core asset management systems and processes, additional funding will be required from the allocated funding source for asset management.

#### 10.1 Roles and Accountabilities

##### 10.1.1 Councillors

Councillors are responsible for stewardship of the assets through the Infrastructure Asset Management policy.

##### 10.1.2 Executive Management Team

The Executive Management Team (EMT) will be responsible for endorsing and adopting the Asset Management Strategy and Asset Management Plans.

##### 10.1.3 Asset Management Steering Committee (AMSC)

The AMSC is responsible to oversee and promote best practice Asset Management throughout council. The AMSC monitors and guides the development and implementation of the Asset Management Policy, Asset Management Strategy, related policies and procedures and Asset Management Plans.

The membership of the Asset Management Steering Committee is comprised of:

- General Manager Governance and Infrastructure
- Strategic Asset Manager
- Manager Finance
- Manager Engineering Services
- Manager Facilities and Open Space Operations
- Manager Information Management
- Manager Recreation and Open Space Planning
- Asset Management Analyst.

##### 10.1.4 General Manager Governance and Infrastructure

General Manager Governance and Infrastructure is responsible for ensuring that an Asset Management Action Plan is established, implemented and maintained in accordance with the Asset

## Asset Management Strategy

Management Policy, and for the assignment of responsibilities in relation to asset management. General Manager Governance & Infrastructure is also responsible for:

- Reporting on the status and effectiveness of asset management within Council.
- development of strategic plans for the current and future management of Council's Physical Assets
- Implementing the Asset Management Policy and Asset Management Action Plan throughout all the departments effectively.

### 10.1.5 General Managers, Managers and Coordinators

Managers and Coordinators are responsible for the day to day management of assets as described in the Asset Management Policy, Asset Management Action Plan and individual Asset Management Plans. This includes the timely identification, assessment and recording of defects and referral to the persons responsible for the day to day management of that asset. Managing operational, renewal and capital projects within their area of responsibility.

### 10.1.6 All Officers Generally

Further to the responsibilities and accountabilities outlined under each asset management category all officers have responsibilities for managing assets in their activities and workplace and are accountable through their individual work plans and position descriptions. Officers are required to cooperate and be actively involved in the development and implementation of the Asset Management Action Plan. This collaborative approach will ensure a quality system delivering measurable outcomes.

## 11 Benefits Management

The key benefits for Council in improving current asset management practices are:

- managing Council's assets to optimise the life of its assets
- implementing processes that will allow improved asset management and financial planning
- demonstrating sound governance of the Council's assets
- stakeholder participation
- responding to the changing drivers within the industry
- allowing for environmental pressures without compromising service delivery
- monitoring asset performance and responding accordingly
- ensuring cost effective solutions for the management of the assets
- obtaining consistent and reliable data across asset groups
- Maintaining Council's asset management system; providing the tools necessary to analyse the performance of assets and develop Asset Management Plans, to determine future funding requirements required to deliver adopted levels of service

## 12 Performance Measurement

Council's objective is to achieve Core Maturity for each of the 11 NAMAf elements through following the Appendix A: . This is defined as achieving at least an Advanced Assessment Score for each question for any given element, as part of the NAMAf core assessment. An Asset Management Maturity Matrix is provided in Appendix A: , to demonstrate Council's performance towards achieving the Asset Management Targets over time and allow continuous monitoring of improvement activity outcomes.

## Asset Management Strategy

Based on the NAMAF requirements for a level of core asset management practice, an asset management improvement action plan for 2019-2020 has been developed and is included as Appendix A: to this strategy. The improvement plan is based around the structure and key improvement areas as outlined in the assessment framework. The action plan outlines Improvement Opportunities, Priority, Responsibility and Timetable.

### 13 Communication

Implementation of the Action Plan will be generally managed by the relevant organisational unit within Council and overseen by the Asset Management Steering Committee. Figure 8 the management of the improvement process.

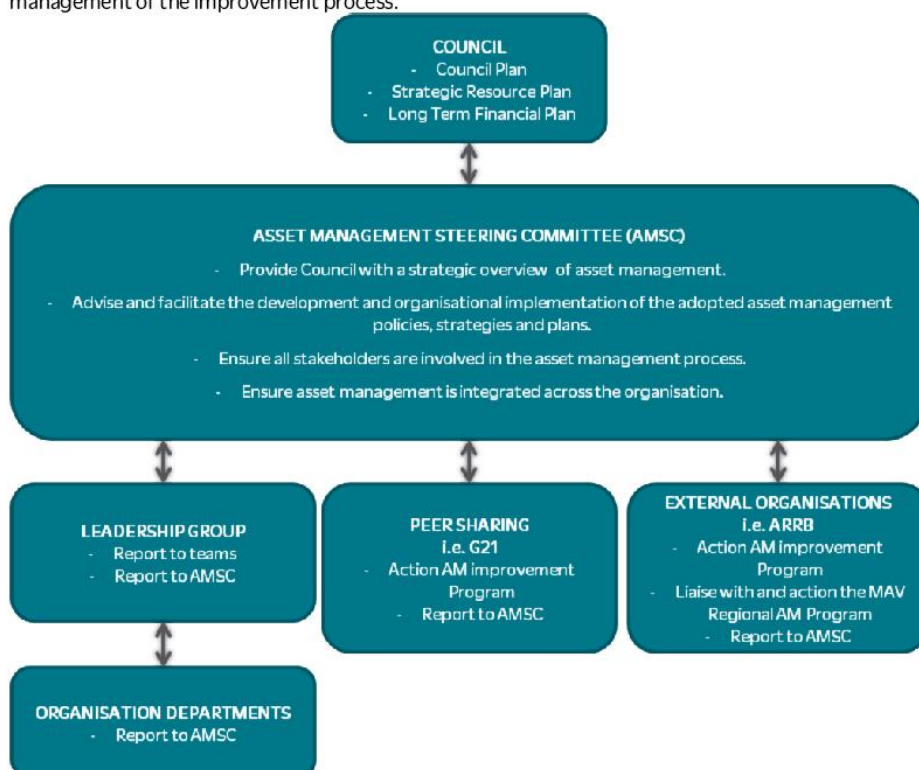


Figure 8 Improvement process management

## Asset Management Strategy

### 14 Review

A full review of this Asset Management Strategy will take place in every four years and an updated Asset Management Strategy will be presented to Council for its endorsement.

A review of the Appendix A: and Asset Management Maturity Matrix (Section 9) will be updated annually by the Asset Management Steering Committee, following the annual review of the Council Plan, Long Term Financial Plan and Budget. Appendix A: will be monitored and reviewed by the Asset Management Steering Committee and it will be reported in the Long Term Financial Plan (LTFP).

The Asset Management Steering Committee shall be responsible for the:

- control of this strategy;
- distribution of the strategy;
- control and issue of any amendments; and
- report annually to the Executive Management Team (EMT) on progress in implementing the strategy.

The next Asset Management Strategy review is due in 2022.

## Asset Management Strategy

### 15 Appendix A: Action Plan

The Action Plan has been identified in the following table and programmed with the view to completing the above improvement opportunities over the next 5 years. The actions have been structured to address the Council Plan Key Response Areas to provide the required outcomes. The timing of activities is based on the time required to achieve outcomes while recognising that some improvements must be completed prior to other activities.

No	Action Source	Improvement Opportunities	Priority	Responsibility	Timetable
1	NAMAF	Develop a roles and responsibilities matrix.	H	AMU	May, 2019
2	NAMAF	Upon completing the roles and responsibilities matrix and skills matrix (ref 121) review staff PDs	L	AMSC	Sep, 2019
3	NAMAF	Document the capital evaluation project process	L	AMU	Dec, 2019
4	NAMAF	Develop Internal Processes to promote Asset Management across council.	L	AMSC	On Going
5	NAMAF	Confirm a list of services provided by Council. Research current plans eg Access & Inclusion, Heritage study. Etc. and identifies and gaps. Adopt a model and template for Service Plans and implement.	H	AMSC	Target Date Not Set
6	NAMAF	As part of the completion of Service Plans develop Levels of Service. Consider model and examples developed by the regional AM project.	H	Service Providers	Target Date Not Set
7	NAMAF	Upon completion of 87 Levels of Service include in the AMPs	M	AMU	Target Date Not Set
8	NAMAF	Upon completion of 87 Levels of Service review existing service agreements and add technical levels of service as required.	L	Service Providers	Target Date Not Set
9	NAMAF	Review if additional needs for benchmarking are required above the current state models based on NAMAF and renewal data.	L	N/A	N/A
10	NAMAF	Undertake Strategic Modelling of Council Asset classes to forecast future renewal needs to include in LTFP	L	AMU	Nov, 2019
11	NAMAF	Develop a "Renewal rates and useful lives justification report".	M	AMU	Oct, 2019

### Asset Management Strategy

No	Action Source	Improvement Opportunities	Priority	Responsibility	Timetable
12	NAMAF	Document basic process (with steps, responsibility and timeframe) for operations, maintenance, renewal, new & upgrade and disposal planning. Record in AMP's or AM Strategy	M	AMU	When AMP is due for Review
13	NAMAF	Review the process to update the current Asset Management Plans	M	AMU	When AMP is due for Review
14	NAMAF	Document the process by which financial projections developed in the AMPs is provided to the LTFP.	H	AMU	When AMP is due for Review
15	NAMAF	Complete a skills matrix (consider using the regional AM model developed)	M	AMSC	Target Date Not Set
16	NAMAF	Document the process by which any changes in asset responsibilities are informed to the relevant person/group.	H	AMU	Started
17	NAMAF	Ongoing training and development on key asset management topics for Councillors.	L	CEO	2020 Councillor induction or as needed
18	NAMAF	Develop methodology (responsibilities, timeframes, and documentation) by which Technical and community levels of service are reported. Consider how to report to the community.	M	AMSC	Target Date Not Set
19	AMSC	Develop Asset Renewal Funding Strategy	H	AMU	May 2019
20	AMSC	Review all current Asset Management Plans <ul style="list-style-type: none"> <li>• Roads</li> <li>• Buildings</li> <li>• Open Space</li> <li>• Drainage</li> <li>• Fleet</li> </ul>	H	AMU	June 2020
21	AMSC	Develop Pathways Asset Management Plan	H	AMU	May 2019
22	AMSC	Implementation of Mobile Inspection Applications	M	DT	Sept 2019

**Asset Management Strategy**

No	Action Source	Improvement Opportunities	Priority	Responsibility	Timetable
23	AMSC	Develop Asset Recognition Rules for Council assets	M	AMU	May 2019
24	AMSC	Reassess Council participation in the MAV Step Asset Management Program	M	AMSC	December 2019

**Note:**

AMU	Asset Management Unit
AMSC	Asset Management Steering Committee
R & R Matrix	Roles & Responsibilities Matrix
CEO	Chief Executive Officer
DT	Digital Transformation

#### 4.3 Resource Recovery Infrastructure Fund Grants - Round 4 Applications

**Author's Title:** Manager Engineering Services

**General Manager:** Anne Howard

**Department:** Engineering Services

**File No:** F18/2259

**Division:** Governance & Infrastructure

**Trim No:** IC19/811

**Appendix:**

1. Signed copy - Resource Recovery Infrastructure Fund Grants Round 4 Guidelines & Application (D19/73036)

**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 advise Council of a grant application submitted to Sustainability Victoria.

#### Summary

Sustainability Victoria has requested applications for the fourth Round of the Resource Recovery Infrastructure Fund Grant Program. The program is to improve the capabilities and capacity to recover and reprocess higher value priority materials to a commercial grade to supply to local and international markets.

The grant criteria have been amended to include organics, providing Council with the ability to seek external funds for the potential roll-out of a food organics collection program in townships across Surf Coast Shire. The closing date for funding applications was 30 April 2019 which fell between Council meetings and so officers submitted the application in anticipation of Council's support because the program aligns to Council's current strategic direction and has been tested through the recent Anglesea Food Organics pilot project.

If successful, the funding application will support the purchase and delivery of food caddies for a broader program for Surf Coast Shire. Council will be required to contribute \$342,000 cash contribution from Council, towards a total project budget of \$567,000 (including some in-kind contribution from Council). Council's contribution would be funded from revenue through the garbage charges, consistent with the purpose of this charge in delivering waste services, and would not impact on any initiatives outside of the waste management functions.

#### Recommendation

That Council:

1. Notes and ratifies the funding application lodged with Sustainability Victoria, seeking \$150,000 from the Resource Recovery Infrastructure Fund to support the expansion of the Food Organic Collection program across the Surf Coast Shire; and
2. Endorses the allocation of \$342,000 of financial contribution from the Waste Reserve should the application be successful; and
3. Authorises the Chief Executive Officer to enter into a funding agreement for this project on behalf of Council.



### **4.3 Resource Recovery Infrastructure Fund Grants - Round 4 Applications**

#### **Report**

##### ***Background***

Sustainability Victoria has requested applications for round 4 of Resource Recovery Infrastructure Fund Grants Program. This year they have included organics collection and diversion from landfill within the criteria.

##### ***Discussion***

Surf Coast Shire Council's purpose is to 'help our community and environment to thrive', and Council is committed to showing demonstrating environmental leadership. One of Council's focuses in recent years has been diverting waste from landfill with food organics being the key material identified for recovery. Council included in its 2017-2021 Council Plan objectives to investigate and implement a food organics recovery system.

On 12 December 2018 Council commenced a kerbside Food Organics Garden Organics (FOGO) pilot involving the entire township of Anglesea (3,000 residential properties) to determine the community's acceptance of a FOGO system. The system piloted was based on a 2018 study conducted by Blue Environment for the Barwon South West Waste and Resource Recovery Group WRRG to identify the optimum FOGO system. For a high performing system, Blue Environment determined that FOGO collections should be weekly with landfill (general waste) collections conducted fortnightly. The other key factor identified for a high performing FOGO system was the supply of kitchen caddies and compostable liners.

As per these recommendations, the system introduced for the Anglesea pilot was a weekly 240L organics collection, fortnightly 120L landfill collection and fortnightly 240L recycle collection. Each household received an 8L kitchen caddy and a roll of 150 compostable liners. The organic material collected (food and garden waste) is processed into mulch, compost and soil to be used on farms, parks and gardens. As part of the pilot Council undertook a thorough community engagement program including three community surveys and two audits of each waste stream.

The pilot will conclude in May 2019; however community feedback to date overwhelmingly supports the introduction of the FOGO system. Already, 24% less waste was sent to landfill from Anglesea collections compared with the same period last year, (12 December 2018 to 24 April 2019). A full evaluation will be conducted in June 2019, however, based on results so far, Council officers are finalising the review of the pilot which may include a full roll out of the FOGO system to the remaining 14,000 urban properties.

Based on the success of the FOGO pilot in Anglesea, if this program was to roll-out across the balance of the municipality this could assist in recovering all compostable material; however for the Anglesea food collection pilot a 24% reduction in waste to landfill has been observed compared to the same period last year. While this is a good start, Council will be aiming to divert at least 30% of the current 6,570 tonnes of waste going to landfill.

This application, if successful would reduce Council's cost to implement the pilot to the remainder of the municipality. This application would have no impact on any future report on the FOGO project. Due to the timing of Council meeting this application has been lodged to assist any future budget bid but does not bind Council to accept it.

##### ***Financial Implications***

If Council supports the proposal to expand the FOGO program to across the Shire, a comprehensive project budget for implementation will be developed. The program would require up-front costs to be funded but offers financial and environmental benefits in the future. The total project budget is not yet known, but the purchase of the caddies will be an important part of any roll-out and can be undertaken as a discrete activity as per the proposal in the funding application.

If Sustainability Victoria supports the funding application, Council will be required to contribute \$342,000 cash contribution in 2019-20 in addition to in-kind contribution. Council's contribution would be funded from revenue through the garbage charges, consistent with the purpose of this charge in delivering waste services, and would not impact on any initiatives outside of the waste management functions.

#### **4.3 Resource Recovery Infrastructure Fund Grants - Round 4 Applications**

##### ***Council Plan***

Theme 2 Environmental Leadership  
Objective 2.2 Improve the re-use of resources  
Strategy 2.2.2 Develop and implement a waste reduction program to increase the life of the landfill

##### ***Policy/Legal Implications***

By approving this recommendation and if Council does not implement the FOGO program to the balance of the municipality it would need to not accept the grant.

##### ***Officer Direct or Indirect Interest***

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

##### ***Risk Assessment***

The application has been submitted prior to Council's formal consideration of this roll-out. If Council is successful and it does not proceed with the roll-out then the funds would be returned.

##### ***Social Considerations***

There are no anticipated social impacts by approving this recommendation.

##### ***Community Engagement***

Council has undertaken a pilot in Anglesea which has provided a reduction in the amount of waste deposited at the landfill. Council will need to review this pilot to determine if it should be extended to the balance of the municipality. This application has been submitted prior to Council considering this proposal, but will not impact on any future decision.

##### ***Environmental Implications***

The roll-out of the Food Organics program to the balance of the municipality increase the volume of material

##### ***Communication***

Council will consider a future report on the FOGO pilot that was implemented at Anglesea. If Council approves a future roll-out of the FOGO program to the remainder of the municipality, this funding will assist with the overall funding of the project.

##### ***Options***

###### **Option 1 – Approve the recommendation**

This option is recommended by officers as it seeks a contribution towards the potential roll-out of the Food Organics program to the remainder of the municipality.

###### **Option 2 – Reject the recommendation**

This option is not recommended by officers as it does not allow Council to access some external funds through this program.

##### ***Conclusion***

The Victorian Government is committed to providing a safe, resilient and effective recycling system and with the recent Chinese restrictions on low quality or unsorted materials has placed greater strain on the industry. The government is working to drive demand for recovered resources and as part of this drive they have widened the criteria for this funding program. This is a great opportunity to apply for some funding from the Government to drive this demand to assist in more materials to be recovered.

#### **4.3 Resource Recovery Infrastructure Fund Grants - Round 4 Applications**

##### **APPENDIX 1 SIGNED COPY - RESOURCE RECOVERY INFRASTRUCTURE FUND GRANTS ROUND 4 GUIDELINES & APPLICATION**

## Resource Recovery Infrastructure Fund Grants Round 4

### Guidelines and application form

#### 1. Funding overview

The Victorian Government is providing an additional \$4 million to the \$20.2 million Resource Recovery Infrastructure Fund (RRIF) to support the Recycling Industry Strategic Plan (RISP), the Victorian Government's key policy response to recent changes to traditional markets for Victoria's recycling material. China's implementation of its 'Blue Sky' (formerly the 'National Sword') policy has imposed strict requirements for contaminated waste imports and quotas for imported waste volumes. These changes have had a dramatic and immediate impact on Victorian kerbside and commercial and industrial (C&I) recycling systems, leading to acute challenges for councils and local resource recovery industry.

Round 4 Infrastructure Grants will support Victoria's resource recovery sector in improving its capability and capacity to recover and reprocess higher-value priority materials to a commercial grade suitable for reprocessing (enabling supply to more local and international markets) and to support manufacturing and other processes that uses recycled materials.

In line with the material streams most affected by the changes to traditional markets, priority materials such as paper, plastics cardboard and glass as well as materials outlined in the [Market Development Strategy](#) will be targeted. Funding is available for local governments and businesses seeking to invest in resource recovery projects that increase the recovery of these materials and/or integrate the use of recycled content in manufacturing.

RRIF Round 4 Infrastructure Grants are supported by an Investment Facilitation Service (see Section 1.2 below).

##### 1.1. Funding option available

Funding type	Project stage	Funding amount
Infrastructure Grant	Suitable for project proponents who want to purchase, install, commission or upgrade infrastructure or equipment to recover and reprocess higher-value priority materials to a commercial grade or upgrade production lines to allow recycled content.	\$40,000 - \$500,000

##### 1.2. Investment Facilitation Service

The Resource Recovery Infrastructure Fund is supported by Sustainability Victoria's [Investment Facilitation Service](#). Our Investment Facilitation Service can:

- support you at all stages from conception through to commissioning
- provide data and information on waste and resource streams
- advise on business cases, approval processes and planning
- identify potential financial and non-financial support
- coordinate your relationship with government
- introduce you to industry, government, regulators and the community
- give insight on the status and development of local end markets
- advise on engaging local communities
- give insight into government policy direction and its priorities.

Please note that while we can discuss the feasibility of projects, we cannot advise on the content of grant applications due to the competitive nature of the grant application process.

To find out more about this free service, email [invest@sustainability.vic.gov.au](mailto:invest@sustainability.vic.gov.au) or call 1300 363 744 and ask to speak to an Investment Facilitation Service representative.

## 2. Why is the Victorian Government providing this funding?

The Victorian Government is committed to supporting a safe, resilient and efficient recycling system.

On 1 January 2018, China restricted the import of low quality or unsorted waste materials, including plastics, paper and cardboard. China's restrictions and new standards significantly impacted export demand and commodity values for Victoria's collected plastic, paper and cardboard materials.

This disruption to key export markets has negatively impacted traditional markets for Victoria's recyclables. This has had upstream impacts on existing Material Recovery Facility (MRF) operators and some kerbside collection services. While this has predominantly impacted municipal, kerbside collections it is also beginning to impact C&I streams.

In response, the Victorian Government released the *Recycling Industry Strategic Plan* (RISP) in June 2018, which outlines the Government's plan to support investment in recycling infrastructure and to ensure market readiness of recycled products. Aligned to the RISP, the grants program seeks to support industry to adapt to these changed conditions to ensure the ongoing viability of recycling and to maintain public confidence in the recycling system. By doing so, Victoria's plastic, paper and cardboard recyclable waste becomes more valuable to a wider range of markets, including local manufacturers.

One of the four goals in the Victorian Government's *Statewide Waste and Resource Recovery Infrastructure Plan* (SWRRIP) is to ensure resource recovery facilities are established and provide the best economic, social, environmental and public health outcomes for communities.

The government is also responding to specific waste issues, including:

- delivering on the Victorian Government's election commitment to ban e-waste from landfill;
- reducing the impact of plastic pollution on our environment, including banning single use plastic bags

The Victorian Government is also working to drive demand for recovered resources. This includes:

- the \$4.5 million Resource Recovery Market Development program, which the development of local markets for recyclable materials, including research and development grants
- VicRoads increasing the use of recovered materials, including glass and waste tyres, in construction of roads
- supporting research institutes and end users to partner to identify and test new, innovative uses for these materials.

## 3. What is the Resource Recovery Infrastructure Fund?

The **Resource Recovery Infrastructure Fund** supports Victoria's resource recovery sector to improve its capability and capacity to recover and reprocess higher-value priority materials to a commercial grade (enabling supply to more local and international markets) and to support manufacturing and other processes that use recycled materials. The program focuses on priority materials, plastic, paper, and cardboard.

Applications for grants of between \$40,000 and \$500,000 are now open to industry and local government for projects that meet the resource recovery project outputs (section 3.1).

The grants will support the costs of pre-engineering, procurement and acquiring reprocessing equipment, implementing new processes and infrastructure to support greater sorting, improve recovery, decontamination, and reprocessing of plastic, paper and cardboard waste materials. Grants will support tooling costs or other manufacturing requirements that can increase use of recycled content in manufacturing.

Round 4 infrastructure grants will support projects that focus on:

1. Improving the value of recycled material through better collection, sorting and processing
2. Building processing capacity and capability
3. Increasing recovered materials sorted for reprocessing
4. Increasing the use of recycled content in manufacturing

This funding is available through a competitive process and the submission of an application does not guarantee funding will be granted.

Applicants must make a minimum co-contribution towards the total project cost of \$1 for every \$1 of grant funding sought.

Approved projects must be completed by 31 March 2021.

### **3.1. Project outputs**

All resource recovery projects must show that the investment will deliver strong environmental and economic outcomes including:

- increased resource recovery and processing capacity of priority materials and/or increased use of recycled content in manufacturing
- reduced waste to landfill
- reduced greenhouse gas emissions
- increase in jobs.

Projects must also align with the goals and directions outlined in the RISP, the SWRRIP and relevant regional and metropolitan waste and resource recovery infrastructure plan(s).

Successful applicants will receive grants of between \$40,000 and \$500,000 which will be provided for resource recovery infrastructure projects (new infrastructure or upgrades) that will deliver the outputs listed above (3.1).

### **3.2. What is required of successful applicants?**

Successful applicants must:

- meet the eligibility criteria of the grant funding (See Section 4: Eligibility)
- deliver the project as outlined in their application
- sign the funding agreement
- monitor and evaluate the project as appropriate
- provide update reports to Sustainability Victoria (SV) at agreed milestones with evidence of expenditure
- collect and release data for up to five years post project completion, and participate in project evaluation conducted by SV
- participate, contribute to and share case studies and learnings that may be published about the funded project including promotional activities.
- adhere to The Local Jobs First Policy (LJF) requirements (see Section 9) for projects costing more than \$3 million in metropolitan Melbourne or for state-wide activities, or more than \$1 million in regional Victoria
- adhere to the Victorian Government Capital Works Signage Guidelines 2016 for government funding contributions of \$250,000 or more.

## **4. Eligibility criteria**

**To be eligible for funding, applicants must:**

Be a local government organisation, community organisation, business or social enterprise

Have a current Australian Business Number (ABN)

Have been operating for at least 12 months

Implement the project in Victoria

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Have satisfactory environmental, safety and financial performance history (see Section 6.2)
Meet or exceed the co-contribution requirement of the grant funding (\$1SV: \$1 industry/local government) to a maximum funding amount of \$500,000
Show that the investment will deliver strong environmental and economic outcomes including: <ul style="list-style-type: none"> <li>increased resource recovery and processing capacity of plastic, paper and cardboard and/or increased use of recycled content in manufacturing</li> <li>reduced waste to landfill</li> <li>reduced greenhouse gas emissions</li> <li>increased new jobs.</li> </ul>
Show to SV's satisfaction why the project needs government support
Agree to comply with SV's Funding Terms and Conditions
Agree to comply with SV's Terms of Participation in a Grant Program
Consider social and community benefits
Agree to facilitate site tours and share project case studies
Complete the project by 31 March 2021

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## 5. What will not be funded?

### Funding will not be provided for:

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Projects that do not meet the eligibility criteria of the grant funding (see Section 4: Eligibility)
Projects in which construction of infrastructure has commenced before signing a funding agreement with SV
Projects not completed by 31 March 2021
Projects located outside Victoria
Projects whose applicants (including Related Entities and other project participants) have failed to adequately address an environmental or safety breach or cannot show they are working effectively to resolve the breach
Projects whose applicants are unable to demonstrate the financial capability to implement the project
Projects that are not primarily focused on RISP target materials: paper, plastic and cardboard or priority materials outlined in the Market Development Strategy
Transfer station upgrades that are not focused on building capability and capacity or recovering or reprocessing higher value priority materials outlined in RISP and the Market Development Strategy
Projects that do not demonstrate good value for money
Applications submitted after the closing date and time (3 pm, April 30, 2019)
Some infrastructure, project or operational costs, including: <ul style="list-style-type: none"> <li>land acquisition</li> <li>security and/or surveillance equipment</li> <li>costs to establish and connect utilities to the site including electricity, water and sewerage</li> <li>costs of equipment not dedicated to the project purpose (e.g. vehicles)</li> <li>project management costs associated with constructing infrastructure e.g. construction supervision costs</li> <li>contingency costs</li> <li>ongoing operational costs such as, but not limited to, salaries, electricity, water and other utilities</li> </ul>

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## 6. Assessing your application

Eligible applications will be assessed using a competitive process against weighted merit criteria, value for money/return on investment and the risks associated with the project.

### 6.1. Weighted merit criteria

The weighted merit criteria are:

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Criteria	Weighting	Description
WHAT	60%	Describe the project and show how it will deliver grant outputs: <ul style="list-style-type: none"> <li>increased resource recovery and processing capacity of plastic, paper, glass and cardboard (measure = tonnes per year)</li> </ul>

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		<ul style="list-style-type: none"> <li>increased use of recycled content in manufacturing (measure = tonnes per year)</li> <li>reduced waste to landfill (measure = tonnes per year)</li> <li>reduced greenhouse gas emissions (measure = CO2e tonnes per year avoided)</li> <li>increased new jobs (measure = Full-time equivalent (FTE) employees)</li> <li>alignment with RISP and SWRRIP goals and directions and relevant regional and metropolitan waste and resource recovery infrastructure plan(s).</li> <li>consider social and community benefits</li> </ul>
<b>WHO</b>	10%	Describe your ability to deliver the project in terms of organisational capability (skills) and capacity (resources).
<b>HOW</b>	20%	Show how the project will be delivered indicating project viability (including market analysis, approvals required, evaluation measures) by 31 March 2021.
<b>PROJECT BUDGET AND LEVERAGE OF GOVERNMENT FUNDS</b>	10%	Show why the project is needed and how it provides good value for money, including potential investment in total project cost. Show why the project requires Government support.

## 6.2. Assessing environmental, safety and financial performance

As part of the eligibility criteria, we will assess your compliance with environmental or safety laws (see Section 8: Grant definitions) and financial performance using a risk-based approach. This assessment will include Related Entities and may include other project participants.

Applicants must:

- Have had no environmental or safety breaches in the last five years, or:
  - the breach was not serious
  - the breach has been satisfactorily resolved, or the applicant can demonstrate they are working effectively to resolve the breach;
  - the applicant has made appropriate efforts, including implementing management systems, to ensure the breach is not repeated, and/or;
  - since the breach, the applicant has achieved a satisfactory level of compliance with environmental and safety laws
- demonstrate financial capability to carry out the project.



## 7. How to apply

Follow these steps:

1. Make sure your organisation is eligible to apply (see Section 4: Eligibility criteria).
2. Make sure your project is eligible (see Section 3: What is the Resource Recovery Infrastructure Grant?)
3. Read the terms and conditions of SV's Funding Agreement and ensure you can meet them. Acceptance of these terms is required for grant funding to be provided. View terms and conditions at [http://www.sustainability.vic.gov.au/RRIF\\_Infrastructure\\_Grants](http://www.sustainability.vic.gov.au/RRIF_Infrastructure_Grants)
4. Read and understand the Terms of Participation in Grant Programs [http://www.sustainability.vic.gov.au/RRIF\\_Infrastructure\\_Grants](http://www.sustainability.vic.gov.au/RRIF_Infrastructure_Grants)
5. Complete the application form attached to these guidelines. The application form is an interactive PDF document, which allows you to enter text in the relevant fields.
6. Complete all sections of the application form in full and submit with all supporting documents attached.
7. Attach a scanned, signed copy of the Declaration Form, signed by a person with delegated authority to apply.
8. Email your application to SV by 3 pm, 30 April 2019.

When filling out your application, remember to:

- save the form on your computer before entering any information
- check you can add and save information into the document
- save frequently to avoid losing any data.

### 7.1. Submission dates

Activity	Date
Applications open	26 March 2019
Applications close	3 pm, 30 April 2019
Notification of outcome*	June 2019 We will update you on the progress of your application as much as possible but cannot give a definite approval/announcement date. We thank you for your cooperation and understanding and will let you know if we face any unforeseen delays.
Contracting*	June – August 2019
Project completed	31 March 2021

\* Please note: these timelines are indicative only and may change.

### 7.2. Sending your application

- Applications can only be submitted by email unless previously discussed with SV.
- Email your application form and supporting attachments to [grants.applications@sustainability.vic.gov.au](mailto:grants.applications@sustainability.vic.gov.au) with 'Round 4 Resource Recovery Infrastructure Fund' in the subject line.
- The application form is in PDF format, but other supporting documents can be submitted in Word, PDF or Excel. Attach the signed Declaration Form as a separate PDF document.
- Emails must be smaller than 25 MB in size or they will be rejected by our email server.
- We will acknowledge receipt of all applications by return email within 48 hours.

If you experience difficulties emailing your application, call us on 1300 363 744 and ask to speak to a grants support representative.

## 8. Grant definitions

**Carbon dioxide equivalent CO<sub>2</sub>e:** A measure used to compare emissions from various greenhouse gases based on their global warming potential.<sup>1</sup> For example, the global warming potential for methane over 100 years is 25.2.

**Environmental and safety laws:** The *Occupational Health and Safety Act 2004*, *Environment Protection Act 1970* or any other legislation, regulation order, statute, by-law, ordinance or any other legislative or regulatory measure, code, standard or requirement relating to the protection and safety of persons or property or which regulate the environment. This includes laws relating to land use planning, air or water pollution, soil or groundwater contamination, chemicals, waste, the use, handling, storage or transport of dangerous goods or substances, greenhouse gas emissions, carbon trading or any other aspect of protection of the environment.

**Environmental or safety breach:** Any past or current prosecution, reportable incident, investigation, notice, penalty, warning, regulatory intervention or enforcement action from the EPA or Victorian WorkCover Authority (WorkSafe) or failure to comply with any environmental and safety laws.

**Full-time equivalent (FTE) employees:** the hours worked by one employee on a full-time basis. The concept is used to convert the hours worked by several part-time employees into the hours worked by full-time employees. For example, you have three employees working 40, 40 and 20 hours per week, giving you 100 hours per week in total. Assuming a full-time employee works 40 hours per week, your full-time equivalent calculation is 100 hours divided by 40 hours which equals 2.5 FTE. Note: this does not include short term contractors for the infrastructure build. This should include those employed on an on-going basis for the operations of the facility.

**In-kind Contributions:** In-kind is an activity other than financial support that is contributed towards a project. Examples of in-kind contributions include staff time to manage project implementation and installation costs that utilise existing internal resources.

**Related Entities:** Entities related to the applicant, that include:

- holding companies of the applicant
- subsidiaries of the applicant
- subsidiaries of holding companies of the applicant
- companies with common directors or shareholders as the applicant
- companies that are a beneficiary under a trust of which the applicant is a trustee
- trustees of a trust under which the applicant is a beneficiary
- companies that conduct business at the same address as the applicant, or the same address as the location of the activity for which the funding is sought.

## 9. The Local Jobs First Policy (LJF)

The Victorian Government recently reformed the Local Jobs First Policy (LJF). Please read this section carefully to understand how it applies to your resource recovery project.

The LJF seeks to maximise opportunities for Australian, New Zealand and Victorian suppliers to compete for government business on the basis of best value for money over the life of the goods or services. The LJF is implemented by Victorian Government agencies to help drive local industry development.

Applying LJF to grant recipients ensures local firms can access opportunities within the procurement activity once it starts.

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<sup>1</sup> OECD, *Glossary of Statistical Terms*, last updated 4 April 2013 and accessed on 8 June 2018 <<https://stats.oecd.org/glossary/detail.asp?ID=285>>.

<sup>2</sup> Department of the Environment and Energy, August 2016, *National Greenhouse Account Factors*, Commonwealth of Australia, page 56

The LJF does not apply to your application under this Resource Recovery Infrastructure Grant. However, successful grant recipients whose **total project cost** meets the LJF monetary thresholds\* need to comply with the LJF requirements. This means that your project will be registered by SV with ICN (Industry Capability Network) for you to obtain an Interaction Reference Number (IRN). The IRN and any other agreements reached regarding the LJF will be included in the SV grant funding agreement for monitoring and reporting purposes.

\* The LJF applies if the total cost of the grant recipient's project meets or exceeds either:

- \$3 million in metropolitan Melbourne /state-wide
- \$1 million in regional Victoria.

For more information on LJF, contact ICN at 03 9864 6700 or visit [icn.org.au/content/victoria/ljf](http://icn.org.au/content/victoria/ljf)

#### **10. Opportunity to TAKE2 – Victoria's climate change pledge program**

TAKE2 is the government's voluntary pledge initiative on climate change to reach net zero emissions by 2050. It is open for all Victorians – businesses, local governments, educational institutions, community organisations and individuals to pledge and act on climate change.

Grant projects under this funding offer organisations a great opportunity to pledge actions under TAKE2. Organisations can show their commitment by signing up at [TAKE2.vic.gov.au](http://TAKE2.vic.gov.au) and selecting activities they have made or will make in the future.

#### **11. More information**

Email [grants.enquiries@sustainability.vic.gov.au](mailto:grants.enquiries@sustainability.vic.gov.au) with 'Round 4 Resource Recovery Infrastructure Fund' in the subject line or call 1300 363 744 and ask to speak to a grants support representative.

Alternatively, read our FAQs

## Application for the Resource Recovery Infrastructure Fund Grants Round 4

### Section 1: Contact information

Complete all sections

#### Applicant (organisation) details

Name of legal entity: **Surf Coast Shire Council**

Business name (if different to legal entity name):

Main street address: 1 Merrijig Drive

Town / suburb: Torquay

Postcode: 3228

State: Vic

Postal address (if different from above):

Postal address:

Town / suburb:

Postcode:

State:

**Authorised person** (The person authorised to apply on behalf of the applicant)

Title: Mr

First name: Keith

Last name: Ballie

Position: Chief Executive Officer

Telephone: 5261 0602

Mobile:

Email: [ceo@surfcoast.vic.gov.au](mailto:ceo@surfcoast.vic.gov.au)

#### Type of applicant

Type of legal entity: Company ☐ Government ☒ Incorporated association ☐ Co-operative ☐ Trust ☐  
Partnership ☐ Individual ☐

If Trust, specify both the name of the trust and the name of the trustee (company or person)

Type of business: Commercial/for profit business ☐ Local government ☒ Other (please specify)

Applicant's Australian Business Number (ABN) and Australian Company Number (ACN)

ABN: 18 078 461 409 (for companies)

ACN:

(for

Note: If an applicant is not a registered company, only an ABN is needed.

Incorporation Number, if you have one: (for incorporated associations)

How long has your organisation been operating?

#### Contact details for project manager

Title: Mr

First name: Neil

Last name: Brewster

Position: Coordinator Waste Management

Postal address: 1 Merrijig Drive

Town / suburb: Torquay

Postcode: 3228

State: Vic

Telephone: 5261 0693

Mobile: 0447 354 363

Email: [nbrewster@surfcoast.vic.gov.au](mailto:nbrewster@surfcoast.vic.gov.au)

### Project participants

Will your organisation work with other organisations (including Related Entities) or, for instance, major subcontractors or partners to deliver the project?

If yes, list each organisation in the table below. Include how you will formalise the arrangement (e.g. heads of agreement, lease agreement, project contract, major subcontract, letter of commitment etc.)

**Please note:** SV may check compliance with environmental and safety laws (EPA, WorkSafe) or the financial viability of project participants. Make sure any organisations involved in delivering the project agree to provide this information if requested.

Participant 1	Name of organisation	
	Contact person:	
	Telephone	(03)
	Email	
	Role in project:	
	Formal agreement type:	
Participant 2	Name of organisation	
	Contact person:	
	Telephone	(03)
	Email	
	Role in project:	
	Formal agreement type:	

If you have more than two project participants, add the above details in a separate document and attach to your application.

**Please note:** SV will enter into a funding agreement with the applicant only. The applicant will be liable for the delivery of the project.

## Related Entities

Does the applicant have Related Entities?

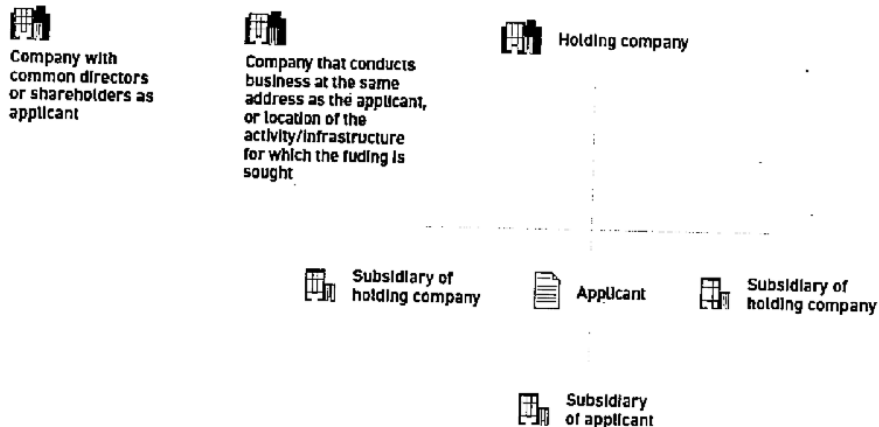
(See Section 8: Fund definitions for the definition of Related Entities.)

Yes ☐ No ☒

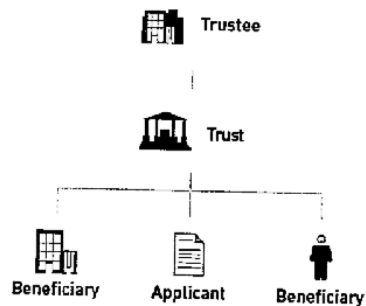
If yes, please provide the following information for each Related Entity (if you have more than three Related Entities, details can be provided in a separate document and submitted with your application)

### Examples of Corporate Structure Diagrams

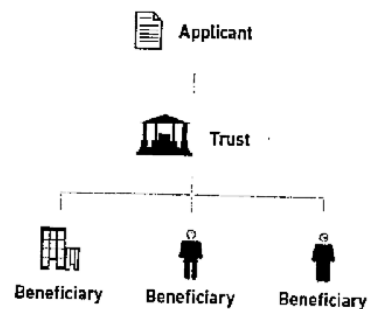
#### Example of Related Entities Relationships



#### Example Trust - Trustee Relationships



#### Example of Beneficiary Relationships



Entity 1	Name of the legal entity of the related entity	
	Type of legal entity (for example: company, incorporated association)	
	ABN	
	ACN	
	Relationship to applicant (see section 8)	
	Does the related entity undertake any business activity? if so, what?	
	Does the related entity employ any staff or engage with the public?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Does the related entity conduct any activity which is subject to EPA regulation?	Yes <input type="checkbox"/> No <input type="checkbox"/>

	Does the related entity have any financial resources or assets?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Entity 2	Name of the legal entity of the related entity	
	Type of legal entity (for example: company, incorporated association)	
	ABN	
	ACN	
	Relationship to applicant (see section 8)	
	Does the related entity undertake any business activity? If so, what?	
	Does the related entity employ any staff or engage with the public?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Does the related entity conduct any activity which is subject to EPA regulation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Does the related entity have any financial resources or assets?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Entity 3	Name of the legal entity of the related entity	
	Type of legal entity (for example: company, incorporated association)	
	ABN	
	ACN	
	Relationship to applicant (see section 8)	
	Does the related entity undertake any business activity? If so, what?	
	Does the related entity employ any staff or engage with the public?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Does the related entity conduct any activity which is subject to EPA regulation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Does the related entity have any financial resources or assets?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Please note:** failure to disclose your Related Entities may make the application ineligible.  
Please attach the corporate structure of your related entities.

## Section 2: About your project

### **Project name**

We will use this name on all correspondence. Use 10 words or less.

Surf Coast Shire Food Organics Recovery Program

### **Project location**

Where will your project be located? Give the address where most of your planned activity will take place, including town/suburb and postcode. Your response is limited to 1,000 characters.

*Note: To be eligible for funding, the project must be in and servicing Victoria*

Address: Surf Coast Shire – all townships



## Project summary

Summarise your project in 1,000 words or less. Tell us about:

- the proposed technology
- resource to be recovered
- expected outcomes
- end markets
- who is involved in delivering the project
- how the project ties in with your business plan

Surf Coast Shire Council's purpose is to 'help our community and environment to thrive', and Council is committed to demonstrating environmental leadership. Surf Coast Shire Council is a Founding Partner of the TAKE2 program, and is working our community to achieve 25% renewable energy consumption in the shire by 2020.

One of Council's focuses in recent years has been diverting waste from landfill, with food organics being the key material identified for recovery. Organics and soil were the two highest priorities identified for diversion and recovery in Council's 2016 review of the Anglesea landfill.

Council included in its 2017-2021 Council Plan objectives to investigate and implement a food organics recovery system. An audit of the shire's kerbside bins in 2018 showed that 27% of the landfill bin was food waste and a total of 40% was compostable material – most of which could also be recovered through introduction of a FOGO system.

Aligning with Council's own priorities, food organics has been identified as a priority material for recovery at all levels of government and is included in the SWRRIP, Barwon South West WRRIP and Surf Coast Shire Council Plan. The diversion of organics from landfill also falls within the Victorian Market Development Strategy.

On 12 December 2018 Council commenced a kerbside Food Organics Garden Organics (FOGO) pilot involving the entire township of Anglesea (3,000 residential properties) to determine the community's acceptance of a FOGO system. The pilot will conclude in May 2019; however community feedback to date overwhelmingly supports the introduction of the FOGO system. Already, 24% less waste was sent to landfill from Anglesea collections compared with the same period last financial year, (12 December 2018 – 24 April 2019).

Around the shire, 2017/18 saw 6,570 tonnes of waste sent to landfill from the kerbside collection system. If the same 24% (or greater) reduction in waste to landfill can be achieved through a shire-wide introduction of FOGO, this equates to approximately 1,580 tonnes of waste being diverted for reuse. This equates to a 2,850 tonne reduction of greenhouse gas emissions from organics recovery.

The expanded FOGO project will also assist in continuing community engagement and education on reuse, demonstrate Council's action to recover valuable materials and may give the community further confidence in our waste management systems.

One area that Council is seeking an improvement in is having a licenced composting facility to accept our FOGO collections in the Geelong area (our organics are currently processed by Western Composting Technology in Shepparton). Several potential processors have shown interest in setting up local facilities if volumes can be guaranteed via long term contracts, and a shire-wide FOGO system in Surf Coast Shire would help make this viable. On expiry of the current organics processing contract, Council will work with other councils in our region to seek commitment from processors to set up in the Geelong area, creating new jobs via the new facility and expansion of commercial food collection systems. This project is the first step in strengthening opportunities for local or expanded markets. Based on existing composting operations, a new facility would create four EFT positions for processing and an estimated four positions for commercial food waste collections within the Geelong area.

This proposal will need to be formally adopted by Council once the review is complete. The formal adoption of the FOGO rollout to the remainder of the municipality will require Council contribution to this program.

**Why does your project need government support? (max. 500 words)**

Getting community support is critical for the success of the full introduction of a kerbside FOGO collection system. For the Anglesea FOGO pilot no additional cost was passed directly on to the Anglesea community. Council has the same aim in the shire-wide FOGO roll out.

As Council already has a kerbside garden organics collection system, these bins will be retained and hence the purchase of new bins is not required. The major cost component of setting up a successful FOGO collection for Council will be the initial set up of kitchen caddies and compostable liners. Feedback from the Anglesea pilot indicated over 90% of the community saw the kitchen caddy and compostable liners as a critical component of the FOGO system. To ensure community acceptance, changes to waste collection systems should ideally be at no additional cost to ratepayers. Having state government assistance with this infrastructure set up cost will maximise community support by imposing no extra cost on ratepayers, and ensure the highest recovery of food organics.

### **Section 3: Project details**

Complete all sections with a maximum of 500 words per question.

**What (60%): What are you planning to do?**

**1. Briefly describe the project rationale – what are your objectives?**

Surf Coast Shire Council has been operating a successful kerbside garden organics collection system since 2008. In 2017/18 3,500 tonnes of garden organics were collected and turned into compost and mulch products from Surf Coast Shire's kerbside system.

An audit of the shire's kerbside bins in 2018 showed that 27% of the landfill bin was food waste and a total of 40% was compostable material – most of which could also be recovered through introduction of a FOGO system.

The system Council has piloted in Anglesea was based on a 2018 study conducted by Blue Environment for the Barwon South West Waste and Resource Recovery Group WRRG to identify the optimum FOGO system. For a high performing system, Blue Environment determined that FOGO collections should be weekly, with landfill (general waste) collections conducted fortnightly. The other key factor identified for a high performing FOGO system was the supply of kitchen caddies and compostable liners.

As per these recommendations, the system introduced for the pilot was a weekly 240Lt organics collection, fortnightly 120Lt landfill collection and fortnightly 240Lt recycle collection. Each household received an 8L kitchen caddy and a roll of 150 compostable liners. The organic material collected (food and garden waste) is processed by Western Composting Technology's Shepparton facility into mulch, compost and soil to be used on farms, parks and gardens. As part of the pilot Council undertook a thorough community engagement program including three community surveys and two audits of each waste stream.

The pilot will conclude in May 2019; however community feedback to date overwhelmingly supports the introduction of the FOGO system. Already, 24% less waste was sent to landfill from Anglesea collections compared with the same period last financial year, (12 December 2018 – 24 April 2019). While this is a good start, Council will be aiming to divert at least 30% of the current 6,570 tonnes of waste going to landfill, with the FOGO system playing a key role.

A full evaluation will be conducted in June; however, based on results so far, Council officers have started planning for the full rollout of the FOGO system to the remaining 14,000 urban properties, with the aim of recovering all compostable material from households. This proposal will need to be formally adopted by Council once the review is complete. The formal adoption of the FOGO rollout to the remainder of the municipality will require Council contribution to this program.

The proposed FOGO system to be implemented will be based on the successful Anglesea pilot i.e. a weekly 240Lt FOGO collection and fortnightly 120Lt landfill collection. As well as having the benefit of collecting food waste weekly (reducing mess and smell for households), this schedule also

encourages the reduction in waste to landfill by halving the volume of general waste collected each fortnight.

A key part of infrastructure identified in the regional FOGO directions report, and also by the Anglesea community, is the supply of kitchen caddies and compostable liners to each household. This is the component that Council is seeking funding to support.

**2. Describe the project in further detail - in describing the project compare the proposed upgrade/ solution with the current situation and provide detail on:**

- increased resource recovery and processing capacity of plastic, paper, glass and cardboard or the Market Development priority materials (measure = tonnes per year)
- increased use of recycled content in manufacturing (measure = tonnes per year)
- reduced waste to landfill (measure = tonnes per year)
- reduced greenhouse gas emissions (measure = CO<sub>2</sub>e tonnes per year avoided)
- increased new jobs (measure = Full-time equivalent (FTE) employees)
- social and community benefits

Council is expecting at least 1,500 tonnes of waste to be diverted from landfill based on the indicative figures seen to date from the Anglesea FOGO pilot. This equates to a 2,850 tonne reduction of greenhouse gas emissions.

Throughout the Anglesea FOGO pilot, Council has received numerous enquiries from residents in other townships wanting to know when a FOGO system will be rolled out in their area. This has been supported by community survey responses showing that 83% of the pilot participants are either 'Very satisfied' (61.8%) or 'Satisfied' (21.6%) with the FOGO system.

One area that Council would like to see an improvement in, is having a licenced composting facility to accept our FOGO collections in the Geelong area (our organics are currently processed by Western Composting Technology in Shepparton). Several potential processors have shown interest in setting up local facilities if volumes can be guaranteed via long term contracts, and a shire-wide FOGO system in Surf Coast Shire would help make this viable. On expiry of the current organics processing contract, Council will work with other councils in our region to seek commitment from processors to set up in the Geelong area, creating new jobs via the new facility and expansion of commercial food collection systems. Based on existing composting operations, a new facility would create four EFT positions for processing and an estimated four positions for commercial food waste collections within the Geelong area.

The Anglesea FOGO pilot also saw the commencement of food waste collections at several community events, with food and compostable packaging being processed into compost and mulch products. This year, examples include the Nightjar Festivals held in Torquay and Geelong (80% of event waste was diverted from landfill), Anglesea Primary School Twilight Fair (a reduction from 4,000-5,000 litres of landfilled waste in 2018 to just 120 litres this year, with 720 litres of organics recovered) and the Rip Curl Pro at Bells Beach (April event, results pending). This shows further community support for an expanded FOGO system in the shire.

**3. How does your proposed project align with relevant policies and strategies, including the RISP, SWRRIP and relevant regional and metropolitan waste and resource recovery infrastructure plan(s).**

Food organics has been identified as a priority material for recovery at all levels of government and is included in the SWRRIP, Barwon South West WRRIP and Surf Coast Shire Council Plan. The diversion of organics from landfill also falls within the Victorian Market Development Strategy.

**4. List the proposed input materials, their source, the estimated amount in tonnes and their end use:**

Input (feedstock)	Source	Quantity (tonnes)	End Use/end market
Garden organics (existing)	Kerbside collections	3,500	Mulch/compost
Food organics	Kerbside collections	1,580	Mulch/compost

**4.1 How will you gain a high level of control over feedstock, yearly waste flows and total required inputs to the system to make it viable, for example through collection contracts or systems?**

Existing separate contracts are in place for kerbside collections and organics processing. Council's kerbside (garden) organics system has been in place since 2008 with volumes reaching 3,500 tonnes in 2017/18. Changing organics collections to weekly and the incorporation of food organics will further increase tonnages of organic materials being recovered and landfill emissions being reduced. Council's existing contract for organics processing allows for the incorporation of a shire-wide kerbside FOGO system. Any future organics processing contracts will also ensure FOGO can be accepted and processed.

In 2018 Council created a new position, Waste and Sustainability Officer, to assist behavioural change, ensure the community has the information they need to manage waste through the kerbside service and to minimise contamination in the collections. Contamination during the Anglesea FOGO pilot was <0.5% which is within the tolerance of our processor. Much of the messaging and material used for the Anglesea FOGO pilot will be utilised when the system is rolled out across the Shire. Please see these materials available at [www.surfcoast.vic.gov.au/AngleseaOrganics](http://www.surfcoast.vic.gov.au/AngleseaOrganics).

**5. Estimate the annual greenhouse gas abatement based on:**

- the mass of waste diverted from landfill per year (tonnes) over the life of the project

Use the National Greenhouse Account Factors (Department of the Environment and Energy, July 2017).

Activity (e.g. diversion from landfill)	Account factor	CO2e annually
Food diversion from landfill (1,500 tonnes)	1.9	2,850 tonnes

**Who (10%)**

**6. Who will deliver the project? Describe your ability to deliver the project in terms of capability (skills) and capacity (resources):**

Officers from the Waste Management, Sustainability, Communications and Project Management departments have led the Anglesea FOGO pilot using a project delivery framework.

Moving to a shire-wide FOGO system, officers from Council's Project Management Office (PMO) will be responsible for delivering the project. The PMO's project delivery framework and processes standardise Council's approach for delivering projects based on international best practice. PMO staff are trained and experienced in delivering projects of varying size and complexity; therefore this project will be within their capabilities. The PMO will be assisted by subject matter experts from Council's Waste Management and Communications departments.

One learning from the Anglesea FOGO pilot is that additional staff will be required to assist with education and communications to meet community needs during the shire-wide roll out of the project. Council will allocate appropriately experienced staff prior to the commencement of the project.

7. **If you have indicated in Section 1 that other organisations will participate in the delivery of the project, describe their contribution, capacity, capability and commitment (please attach letters of commitment/support if relevant):**

### How (20%)

8. **How will the project be delivered?**

- a) Have you developed a business case for the project? Please attach to application  
Yes ☐ No ☒
- b) Are you the owner or do you have leasehold over the site? Owner ☐ Leaseholder ☐  
If you have a leasehold over the site, when does the lease agreement expire?
- c) Is this site ready and suitable for the project to take place on? Yes ☐ No ☐

9. **What approvals are needed?**

- a) Does the project need local government permits? Yes ☐ No ☒  
If so, have you obtained them? Yes ☐ No ☐  
If no, what stage are you at in local government approval processes? Give an estimated approval time:
- b) Have you reviewed the Environment Protection (Schedule Premises and Exemption) Regulation 2007, to establish Scheduled Category of your proposal (A01, A02, A07 or A08)?  
Yes ☐ No ☐
- c) If required, do you have the necessary EPA approvals?  
Yes ☐ No ☐ Not required ☒  
If no, what stage are you at in the EPA approval process? Give an estimated approval time:

10. **Are you or will you be the owner of the project infrastructure?** Yes ☒ No ☐

If no, provide details:

11. **What are your project timelines?**

Please note that the project must be completed by 31 March 2021.

List key milestones (scheduled activities) and dates for your project:

Anticipated project start date: October 2019

Anticipated date to purchase (order) infrastructure: 1 November 2019

Anticipated date to commence installing infrastructure: 1 May 2020

Anticipated key milestone and date: Order of infrastructure 1 November 2019

Anticipated key milestone and date: Commencement of communications 1 April 2020

Anticipated key milestone and date: Delivery of infrastructure to residents 31 May 2020

Anticipated key milestone and date: Commencement of collections 1 July 2020

Anticipated project completion date: Project review and evaluation 31 January 2021

12. Are there any issues that may impact the timing and delivery of the project? Yes ☐

No ☒

If yes, provide details:

13. How will you monitor and evaluate the project (outputs be measured)?

A business case and project plan will be completed prior to commencement, outlining methods and timings to collect data including:

- Reduced tonnages of kerbside waste to landfill
- Tonnages of FOGO collected
- Contamination % of the FOGO stream

This data will be collected through waste audits and standard weighing procedures of municipal waste collections, as well as information shared by our waste processors.

## Section 4: Project budget

### Project budget and leverage of government funds (10%)

The Victorian Industry Participation Policy (LJF) applies if the total cost of the project meets or exceeds:

- \$3 million in metropolitan Melbourne/state-wide
- \$1 million in regional Victoria.

1. Indicate income and expenditure for your project, excluding GST. Note that total income must equal total expenditure. Projects need to match funding by at least \$1 SV: \$1 industry/local government.

In-kind co-contributions do not count towards your co-contribution but can still be listed under other contributions.

Project income		Project expenditure	
Amount requested from SV	\$150,000	Project management incl. salaries	\$75,000 (in-kind)
Your cash contribution	\$342,000	Buying equipment	\$192,000
		Installation cost (assembly & delivery)	\$250,000
Other contributions		Other associated costs:(provide details)	
Provide details:	\$75,000	Communications	\$50,000
In kind		TOTAL EXPENDITURE	\$567,000
TOTAL INCOME	\$567,000		

Note:- Councils cash contribution and in-kind contribution will be formalised through a future resolution of Council at the next available meeting.

2. List your project activity costs

Activity	Amount requested from SV (excl. GST)	Funding applicant cash contribution (excl. GST)	Funding applicant in-kind contribution (excl. GST)	TOTAL (excl. GST)
Kitchen caddies & liners	\$150,000	\$42,000	\$0	\$192,000
Assembly & delivery of caddies etc	\$0	\$250,000	\$0	\$250,000
Project management	\$0	\$0	\$25,000	\$25,000
Communications & engagement	\$0	\$50,000	\$50,000	\$100,000

	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Total (excl. GST)</b>	\$150,000	\$342,000	\$75,000	\$567,000

Note: all project costs are based on the Anglesea FOGO pilot and extrapolated for the additional 16,000 properties.

3. Demonstrate why the project is necessary and how it demonstrates good value for money (including potential leveraged funding):

Surf Coast Shire Council is committed to implementing a high performing FOGO system that recovers the 40% of organic materials found in kerbside landfill collections identified in our 2018 shire-wide audit.

This funding application asks for only a small portion of the cost to deliver a project that:

- reduces waste volumes and greenhouse gas emissions from Council's landfill facility;
- reinforces good resource recovery and recycling behaviours in the community;
- processes recovered materials within Victoria and therefore not reliant on interstate or overseas markets;
- uses established Victorian markets for compost and mulch products that meet Australian Standards; and
- creates demand to establish a local organics processing facility.

The Anglesea pilot has demonstrated community appetite, confirmed the capacity and quality of our organics processor and achieved the intended results (diversion of waste to landfill and recovery of organics), leading Council to begin planning for a shire-wide roll out. Government assistance with upfront costs will see that this is not delayed, and enable us to introduce the service to all townships together, rather than progressively over a number of years – seeing a high level of results in the short term.

4. Why does the project require Government support?

Diverting food waste from landfill is highlighted within the state and regional waste management plans as being of high priority. To ensure the FOGO system is accepted by the Surf Coast community, the cost to ratepayers needs to be minimised, and hence a contribution to the purchase of kitchen caddies and liners is required.

## Section 5: Risk and insurance

### Risk

Identify key project risks, risk rating (based on assessment of consequence and likelihood using the risk matrix below) and proposed mitigation measures. Risk categories should include:

- **Schedule:** Anything that could delay the project schedule and ability to meet agreed milestones. For example, delays in approval processes, unforeseen approval processed, availability of equipment and/or resources, stakeholder/community opposition.
- **Budget:** Any risk that can increase costs. For example, higher than expected cost of consultants, exchange rate risk, etc.
- **Environmental, natural and cultural heritage:** Any impact on the natural environment and heritage of the environment. For example, construction works can lead to loss of natural habitat,

loss of amenity and disturbing items of cultural significance. How do you propose to manage risks associated with climate change? We suggest you refer to Australian Standard AS 5334-2013: Climate change adaptation for settlements and infrastructure - A risk-based approach

- **OH&S:** Any health and safety risks.
- **Financial viability:** With budget risks addressed above, this risk should mainly focus on the risk of returns (or avoided costs) being lower than anticipated, bankruptcy of technology provider, failure to secure inputs and sell outputs at the expected value.
- Social or community issues

Make sure actions are included to manage risks on:

- feedstock security
- managing residues
- producing outputs to quality specifications for end markets
- securing end markets
- community objection
- obtaining approvals
- technology failure.

#### Using a risk matrix

To calculate the level of risk, combine two elements – the likelihood of the risk occurring during the project lifecycle and the consequence should the risk occur. Risks are classified as Very High, High, Medium or Low, as shown in the risk matrix below.

Likelihood	Consequence				
	1 – Negligible	2 – Minor	3 – Moderate	4 – Major	5 – Severe
5 – Almost certain	Medium	High	Very High	Very High	Very High
4 – Likely	Medium	Medium	High	Very High	Very High
3 – Possible	Low	Medium	Medium	High	Very High
2 – Unlikely	Low	Low	Medium	Medium	High
1 – Rare	Low	Low	Low	Medium	Medium

As an example, a risk assessed as Likely (4) to occur with Moderate (3) consequences gets a risk rating of 'High'.

1. Complete this table, using the risk categories and risk matrix listed above. Two examples of possible risks are included.

Identified potential risk	Risk category	Risk likelihood (Rare, Unlikely, Possible, Likely or Almost certain)	Consequence (Negligible, Minor, Moderate, Major, Severe)	Inherent risk rating (L, M, H, VH)	Risk mitigation	Residual risk rating (L, M, H, VH)
Community does not accept the changes to the kerbside system	Social or community	Likely	Major	VH	Clear communication with information readily available. The pilot undertaken in Anglesea has shown a high level of acceptance, and this can be used to leverage further acceptance across the Shire.	L
Contamination of collected FOGO	Social or community	Possible	Major	H	Clear communication on what goes into each bin supplied to households, and	L



Identified potential risk	Risk category	Risk likelihood (Rare, Unlikely, Possible, Likely or Almost certain)	Consequence (Negligible, Minor, Moderate, Major, Severe)	Inherent risk rating (L-M-H-VH)	Risk mitigation	Residual risk rating (L-M-H-VH)
results in unacceptable material					available on Council's website, etc.	
Excessive costs are not acceptable to the community or Council	Financial viability	Possible	Major	H	Funding assistance is sought from Sustainability Victoria to support the roll out.	L
Purchasing of infrastructure does not meet project timelines.	Schedule	Possible	Major	H	Compostable bags orders require a minimum of 90 day lead time. Ordering in November 2019 for a roll out in mid 2020 should provide sufficient time.	L
Part-time residents / holiday makers not aware of the system	Social or community	Likely	Moderate	H	Provide information to real estate agents and house owners/managers making them aware of their obligations.	L

### Insurance

List insurances held. You will need to provide certificates of currency if your grant application is successful.

<b>Public liability insurance</b>	
Name of insurance company	MAV Insurance
Policy number/s	LMI000223
Expiry dates	30 June 2019
Policy amount (\$20M minimum)	\$600,000,000
<b>Professional indemnity insurance (if relevant)</b>	
Name of insurance company	MAV Insurance
Policy number/s	LMI000223
Expiry dates	30 June 2019
Policy amount (\$5M minimum)	\$600,000,000
<b>WorkCover insurance</b>	
Name of insurance company	CGU
Policy number/s	6379117
Expiry dates	29 June 2019

## Section 6: Compliance and legal

Complete all sections

Applicants and their Related Entities must declare any environmental or safety breaches in the last five years (see Section 8: Fund definitions).

Not disclosing or giving the required evidence for environmental or safety breaches may make your application non-compliant.

SV reserves the right to reject applications where the applicant's compliance with environmental and safety laws is unsatisfactory as per Section 6.2: Assessing environmental, safety and financial performance.

### Compliance with environmental and safety laws

Please declare and provide details to show compliance with environmental and safety laws.

- Has your organisation or Related Entities had a reportable incident or received a remedial notice, regulatory intervention, enforceable undertaking, under current investigation or prosecution from the EPA and been in breach of any other environmental laws in the last five years?

YES ☒ NO ☐

Has your organisation been in breach of the Waste Management Policy (Combustible Recyclable and Waste Materials) YES ☐ NO ☒

If yes, please provide details, attach relevant notice/s and evidence that the remedial notice, regulatory intervention, enforceable undertaking, current investigation or prosecution has been satisfactorily resolved and that the level of compliance since the breach is satisfactory.

Surf Coast Shire has had a number of notices from EPA related to the operation of the Anglesea Landfill, details below:

December 2016 - Fire within waste at Anglesea Landfill, reported to EPA, no notice or penalty issued. Cause not determined.

December 2017 - Fire within waste at Anglesea transfer Station reported to EPA and WorkSafe. Caused by exploding container inappropriately dumped in a metal bin.

October 2018 – Fire within waste at Anglesea Landfill reported to EPA. Two EPA notices were received relating to updating the site Fire Management Plan and also conduct a review of leachate management at the site. An infringement notice was also issued due to the fire and breaching the site licence.

Several instances of landfill gas level excellences have been reported to EPA.

If the breach was not resolved satisfactorily, why? (300 words)

- 2 Does your organisation or Related Entities have any current reportable incidents or received a remedial notice, regulatory intervention, enforceable undertaking, current investigation or prosecution from WorkSafe or been in breach of any other safety laws? YES ☐ NO ☒

If yes, please provide details, attach relevant notice/s and evidence that the penalty, notice, prosecution, enforcement action or regulatory intervention has been satisfactorily resolved and that the level of compliance since the breach is satisfactory.

If the breach was not resolved satisfactorily, why? (300 words)

- 3 Do you acknowledge that SV may check with EPA, WorkSafe or other regulators about your organisation's and Related Entities' compliance with environmental and safety laws? YES ☒ NO ☐
- 4 Do you acknowledge that project participants agree to give information to SV should EPA, WorkSafe or other compliance checks be needed on their compliance with environmental and safety laws? YES ☒ NO ☐

### Conflict of interest

Conflict of interest means any matter, circumstance, interest or activity affecting the applicant or its related persons which may or may appear to impair the ability of the applicant to undertake the project diligently and independently or perform its obligations under any funding agreement with SV in relation to the project.

☒ No current or potential conflict of interest exists

☐ We disclose the following conflict/s of interest and indicate below how we propose to manage it/them.

Details:

## Section 7: Application checklist

Please ensure all boxes are checked and relevant information is attached before sending your application.

- ☒ My organisation is eligible to apply for funding.
  - ☒ I have read the guidelines carefully and my project addresses the outputs in the guidelines.
  - ☒ I agree to promote and share the project to other businesses and organisations through written case studies, site visits and other.
  - ☒ I have read, understand and agree to the Funding Terms and Conditions relating to this grant at [sustainability.vic.gov.au/](https://sustainability.vic.gov.au/)
  - ☒ I have read, understand and agree to the Terms of Participation in Grant Programs at [sustainability.vic.gov.au/](https://sustainability.vic.gov.au/)
  - ☒ I have read, understand and agree to the conditions of the Victorian Industry Participation Policy (LJF).
  - ☒ I have completed all questions and addressed all criteria set out in the questions.
  - ☒ I have told project participants (including major subcontractors) that EPA, WorkSafe or other regulators compliance checks may be needed and if so, they agree to give information to SV on request.
  - ☐ I have attached all relevant documents, for example valid permits, letters of support/commitment, EPA and/or WorkSafe notices, evidence that any EPA and/or WorkSafe breach were resolved satisfactorily and the level of compliance since the breach is satisfactory.
  - ☒ I agree to give information to the Victorian Recycling Industry Annual Survey.
  - ☒ I warrant that I have authority to make this application on behalf of the applicant.
  - ☒ The Declaration is signed by person with delegated authority to apply on behalf of my organisation and execute the Declaration (i.e. Chairperson, Chief Executive Officer, Secretary, Public Officer, Treasurer or Chief Financial Officer).
-

## Section 8: Declaration

Print, sign, scan and return this page with your email submission.

I state that:

The information in this application and attachments is to the best of my knowledge true and correct. I will notify SV of any changes to this information and any circumstances that may affect this application.

I acknowledge that I have read, understand and agree to the Terms of Participation in a Grant Program and Funding Terms and Conditions on the SV website: [sustainability.vic.gov.au](http://sustainability.vic.gov.au)

I acknowledge that SV may refer this application to external experts or other government departments for assessment, reporting, advice, comment or for discussions.

I understand that SV is subject to the *Freedom of Information Act 1982* and that if a Freedom of Information request is made, SV will consult with the applicant before any decision is made to release the application or supporting documentation.

I agree to provide SV all such information as reasonably required to assess our financial viability and also agree to undertake an independent third-party financial viability check if deemed necessary by SV.

I declare that my organisation currently holds public liability insurance of \$20 million.

Signature:  Date: 30 APRIL 2019.

Print name: Keith Baillie

Position: Chief Executive Officer

**To be signed by a person with delegated authority to apply on behalf of the organisation and execute the Declaration, such as Chairperson, Chief Executive Officer, Secretary, Public Officer, Treasurer or Chief Financial Officer.**

### Privacy statement

Sustainability Victoria collects, uses and discloses your personal information for the purposes of this grants fund and in accordance with our Privacy Statement and Terms of Participation. Sustainability Victoria's Privacy Statement is available from [sustainability.vic.gov.au/privacy](http://sustainability.vic.gov.au/privacy)

If you wish to be removed from our mailing list, have any questions on the Privacy Statement or wish to seek access to the personal information which Sustainability Victoria holds about you, please contact us in writing at [privacy@sustainability.vic.gov.au](mailto:privacy@sustainability.vic.gov.au)

### Disclaimer

Information in this document is current as at March 2019. While all professional care has been taken in preparing this document, Sustainability Victoria accepts no liability for loss or damages incurred as a result of reliance upon its content.

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#### 4.4 Parliamentary Inquiry into Recycling and Waste Management

**Author's Title:** Manager Engineering Services

**General Manager:** Anne Howard

**Department:** Engineering Services

**File No:** F18/417

**Division:** Governance & Infrastructure

**Trim No:** IC19/784

**Appendix:**

1. Parliamentary Inquiry into Recycling & Waste Management - Surf Coast Shire Council submission FINAL (D19/65419)

**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 provide Council with details of Council's submission to the Parliamentary Inquiry into Recycling and Waste Management.

#### Summary

The Victorian Legislative Council's Environment and Planning Committee is undertaking an inquiry into recycling and waste management. The committee has requested submissions by Friday, 10 May 2019. Officers have prepared a draft submission that is included for Council's consideration.

#### Recommendation

That Council endorses the submission to the Parliamentary Inquiry into Recycling and Waste Management as attached.

#### 4.4 Parliamentary Inquiry into Recycling and Waste Management

##### **Report**

##### ***Background***

The Victorian Legislative Council has required the Environmental and Planning Committee to undertake an inquiry into recycling and waste management. This committee is seeking submissions from organisations and individuals.

##### ***Discussion***

Recently, there has been considerable publicity on the recycling and waste industry regarding unsustainable processes. The fires in recycling facilities and hazardous chemical stores have drawn attention to poor practices within the industry. The China National Sword Policy has also placed greater strain on the recycling industry due to contamination rates in our exported products. Exporting our waste overseas has shown this to be a short-sighted process.

This policy change from China provides an opportunity to develop industries in Australia that reuse our recyclable products. However, in Victoria there are currently only 4 major companies that are processing recycled product.

Due to these failures, the Legislative Council has set up an inquiry into the Waste and Waste Management Industry with the following terms of reference:-

1. the responsibility of the Victorian government to establish and maintain a coherent, efficient and environmentally responsible approach to solid waste management across the state, including assistance to local councils;
2. whether the China National Sword policy was anticipated and responded to properly;
3. identifying short and long-term solutions to the recycling and waste management system crisis, taking into account:
  - a. the need to avoid dangerous stockpiling and ensure recyclable waste is actually being recycled;
  - b. the cleaning and sorting capabilities and the processing capabilities in Victoria and the potential to expand the local recycling industry;
  - c. how to better enable the use of recycled materials in local manufacturing;
  - d. the existing business model and economic challenges facing the existing industry;
  - e. the quantifiable benefits, including job creation and greenhouse gas emissions reduction, of pursuing elements of a circular economy in Victoria;
  - f. the existing Sustainability Fund and how it can be used to fund solutions to the waste crisis;
4. strategies to reduce waste generation and better manage all waste such as soft plastics, compostable paper and pulp, and commercial waste, including, but not limited to:
  - a. product stewardship;
  - b. container deposit schemes;
  - c. banning single-use plastics;
  - d. government procurement policies;
5. relevant reviews, inquiries and reports into the waste and recycling industry in other Australian jurisdictions and internationally;
6. any other related matters.

The Municipal Association of Victoria has sought feedback from Councils on its draft submission. In developing the Surf Coast Shire Council's submission, the views of the MAV have been taken into consideration. Council's draft submission is attached which incorporates the Council position.

#### **4.4 Parliamentary Inquiry into Recycling and Waste Management**

##### ***Financial Implications***

There are no financial implications from this report.

##### ***Council Plan***

Theme 2 Environmental Leadership  
Objective 2.2 Improve the re-use of resources  
Strategy 2.2.2 Develop and implement a waste reduction program to increase the life of the landfill

##### ***Policy/Legal Implications***

The submission provides support to encourage government to consider changes to that will have influences on further developing a sustainable recycling and waste industry.

##### ***Officer Direct or Indirect Interest***

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

##### ***Risk Assessment***

There are no risks to the organisation from this report.

##### ***Social Considerations***

Council's submission provides guidance on how the Government can change policy to assist in a creating more sustainable community and environment.

##### ***Community Engagement***

There has been no formal community engagement on the submission to the Inquiry. The submission is based on industry directions.

##### ***Environmental Implications***

The purpose of this inquiry is to improve the recycling process to a more sustainable base. By improving this process will reduce the environmental impacts.

##### ***Communication***

The submission will be provided to the Parliamentary Inquiry, which is required to present its findings in August this year. The final report will be presented to parliament.

##### ***Options***

###### **Option 1 – Approve the recommendation**

This option is recommended by officers as it provides the Inquiry with Council's position.

###### **Option 2 – Reject the recommendation**

This option is not recommended by officers as this does not provide a sustainable approach to recycling and waste management.

##### ***Conclusion***

With the current issues within the recycling industry and the impacts these have had on our community, the Inquiry is a positive step forward. This inquiry provides a very good platform for the Surf Coast Shire and Local Government more broadly, to contribute to the Inquiry's recommendations, and to actively contribute to the conversation of how we achieve a more sustainable future.



#### **4.4 Parliamentary Inquiry into Recycling and Waste Management**

##### **APPENDIX 1 PARLIAMENTARY INQUIRY INTO RECYCLING & WASTE MANAGEMENT - SURF COAST SHIRE COUNCIL SUBMISSION FINAL**



Our Ref: AH:IS F18/417:D19/60164  
Contact: Ian Stewart 5261 0600

8 May 2019

Legislative Council Environment and Planning Committee  
Inquiry into Recycling and Waste Management

[recyclinginquiry@parliament.vic.gov.au](mailto:recyclinginquiry@parliament.vic.gov.au)

### **Parliamentary Inquiry into Recycling and Waste Management – Call for Submissions**

Thank you for seeking submissions on the inquiry into recycling and waste management industries.

Council is supportive of the Municipal Association of Victoria (MAV) submission to the inquiry, and wishes to highlight through this Council submission what Council believes to be priority areas or issues for action or further consideration.

1. The waste hierarchy must be applied as the fundamental principal in considering how we manage waste. The hierarchy ranks waste management options in the following order from most to least preferred– Avoid; Reduce; Reuse; Recycle: and Dispose.
2. Effective State and Federal Government legislation is needed to ensure the waste hierarchy is applied across all levels and across supply chains.
3. The State needs to establish a coherent, coordinated, effective and environmentally responsible approach to recycling and waste management.

Having various government departments and Waste & Resource Recovery groups has to date not delivered the outcome our communities or the environment deserve. A review of the current arrangements needs be a high priority and this should consider a single lead agency approach to increase effectiveness and reduce costs.

4. Competition in the recycling industry needs to improve.

The lack of competition in the recycling industry has contributed to failures that have impacted Victorian communities recently. All levels of government need to work with industry to investigate ways that will increase competition and resilience of the recycling system, with a focus on local processing.

5. Deliver product stewardship

The current waste and resource recovery system provides limited incentive for designers, manufacturers and importers to take responsibility for the full lifecycle of their products and packaging. Product stewardship is the biggest issue that all levels of government need to address by applying a united approach to its resolution.



6. Encourage local manufacturing of products from recycled content

All levels of governments should be advocating for and encouraging local processing and manufacturing of useful products from recycled materials. This may include a review of procurement policies for government departments and agencies, requiring them to purchase a percentage of products that are made from or include recycled materials. Both seeking and purchasing products made with recycled content will drive market development and encourage local manufacturing of these products.

7. Introduce a Container Deposit Scheme

All States except Tasmania and Victoria have introduced container deposit schemes. It is important that Victoria follows suit. Such schemes have been shown to reduce litter, remove a number of items from the kerbside collection and result in higher quality end products (e.g. paper and cardboard that remains in the kerbside collection has less contamination from broken glass). A system that involves the separation of materials prior to collection makes processing more efficient and leads to higher quality end products. Container Deposit Schemes can only be sustainable with Federal and State Government support.

8. Work towards banning single use disposable plastics and hard-to-recycle materials

All levels of Governments should be working together to legislate the banning of single use plastics to reduce the harm of plastic litter to our marine and freshwater environments, and the volume of plastic materials that need to be recycled. This legislation should also include the banning of hard-to-recycle materials (e.g. expanded polystyrene, liquid paperboard, plastic lined coffee cups) where alternatives exist.

Council looks forward to seeing DELWP's Plastic Pollution Prevention Plan when it is released. We have seen success ourselves in reducing single use plastics in the shire through implementing the Surf Coast Plastic Wise Policy for Events and Markets (attached), and encourage the broader application of such policies and/or legislation.

9. Better management of litter on public land

Despite everyone's efforts, it is inevitable that some waste is dumped or littered. Currently there are few programs to deal with litter on roadsides, railways and other similar public land. Plastic is a particularly problem where it accumulates on these lands and/or enters our marine and freshwater environments through wind and stormwater. The relevant land owners and managers need to take responsibility for litter and other waste that has found its way onto its land. Government assistance on this matter would be beneficial.

10. Community education and engagement

In addition to its traditional roles of collecting and disposing of kerbside waste, local government recognises it plays a very important role in helping to educate our community on how to reduce waste, increase diversion of waste from landfill, and ensure materials can be recycled. Local government needs to continue advocating through its associations to encourage market expansion of industries and products that use recycled content.



11. Landfill Levy

Council encourages the government to use of the Landfill levy (Sustainability Fund) to assist the industry to improve the waste and resource recovery sector by encouraging waste reduction, increasing Victoria's capacity to process recyclable materials and developing markets that provide long term gains for the community and the environment.

12. Recycling and recovery of food and garden organics

Council is currently undertaking a Food Organics Garden Organics (FOGO) pilot service in the township of Anglesea that is diverting food waste from the waste stream to be composted: creating soil, reducing carbon emissions and reducing the amount of waste being sent to landfill.

Already there has been a 24% decrease in the volume of waste going to landfill from the Anglesea community since introducing the pilot. These types of local initiatives are assisting Council and the community to reduce our reliance on landfills, and should be introduced throughout Victoria.

13. Increasing recycling in commercial organisations

Currently, within our Shire and others, there is only a relatively small proportion of commercial organisations with effective recycling systems in place, resulting in a large volume of recyclable materials ending up in landfill. There needs to be further investigation into how this can be improved.

If you have any enquiries concerning this matter please contact Ian Stewart on 5261 0600.

Yours faithfully

**Cr Rose Hodge**  
Mayor

#### 4.5 Special Charge Scheme, Torquay Surf City Precinct Footpath Construction

**Author's Title:** Coordinator Special Projects

**General Manager:** Anne Howard

**Department:** Engineering Services

**File No:** F16/491

**Division:** Governance & Infrastructure

**Trim No:** IC19/449

**Appendix:**

1. Map Beach Road and Baines Crescent Footpath Scheme (D19/28841)
2. Benefit Ratio Calculations (D19/65566)
3. Cost Estimate (D19/65578)
4. Schedule D - Cost Apportionment (D19/65583)
5. Photos of Existing Conditions (D19/65658)

**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

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**Purpose**

The purpose of this report is to consider proposed use of a Special Charge Scheme to assist with the funding of new footpaths in Beach Road and Baines Cres, Torquay.

**Summary**

To improve pedestrian safety in the Torquay Surf City precinct the 2018-19 Capex program includes a \$224,000 project for the construction pathways in Beach Road & Baines Cres, Torquay. Council has received a \$100,000 grant from the Transport Accident Commission (TAC) towards improving pedestrian safety within the precinct and the project funding anticipates raising income of \$24,000 from sixty-five "benefiting" properties via a Special Charge Scheme.

In March 2019 Council circulated an information brochure to the sixty abutting/adjacent property owners who are considered to receive a "special benefit" arising from the works. Eleven owners provided feedback. Six have indicated support in principle to the construction and associated Special Charge Scheme proceeding and five indicate that they would prefer that no construction be undertaken.

#### 4.5 Special Charge Scheme, Torquay Surf City Precinct Footpath Construction

##### Recommendation

That Council:

1. Gives notice of its intention to declare a Special Charge Scheme in accordance with Section 163 (1) of the Local Government Act of 1989 as amended, as follows:
  - 1.1 The Special Charge is declared for the purpose of defraying part of the estimated \$220,000 to be incurred by Council in relation to the construction of footpaths in Beach Road and Baines Cres, Torquay. Council considers that the works will be of special benefit to those persons required to pay the Special Charge.
  - 1.2 The Special Charge is declared for a period of four (4) years, commencing upon completion of the works.
  - 1.3 The Special Charge is declared for sixty-five (65) properties shown on the Footpath Scheme Map and listed in Schedule D - Appendix 1 & 4.
  - 1.4 A maximum Benefit Ratio of 0.19 calculated in accordance with Section 163 (2A) of the Act is considered to reflect the special benefits to the properties in the Scheme.
  - 1.5 The Scheme costs are apportioned on the basis that each property will receive improved pedestrian access. The apportionment of the Special Charge reflects the relative benefits derived from improvement to each property access.
  - 1.6 The Special Charge so declared will be levied by sending a notice to the person who is liable to pay, pursuant to Section 163 (4) and 163 (1C) of the Act.
  - 1.7 Having regard to the preceding parts of this resolution but subject to Section 166 (1) of the Act, it is recorded that:
    - 1.7.1 the owners of the properties listed in Schedule D are estimated to be liable for the respective amounts as set out in Column F of Schedule D; and
    - 1.7.2 Such owners may, subject to any further resolution of Council, pay the Special Charge in the following manner:
      - 1.7.2(a) The Charge shall become due and payable within one (1) month of the issue of an invoice requesting payment pursuant to Section 167 (3) of the Act and may be paid in sixteen (16) quarterly instalments from that date.
      - 1.7.2(b) If payments are made by instalments, interest will be charged on the outstanding balance owing to Council. The interest rate charged will be the borrowing cost applicable at the time of declaration plus 1% administrative charge.
      - 1.7.2(c) In accordance with Section 172 of the Act, the rate of interest payable on the Special Charge which has not been paid by the specific date as set out by Council shall be the rate fixed under the Penalty Interest Rate Act.
  - 1.8 Prior to making a declaration under Section 163 (1A) of the Act, Council will review any submissions made in accordance with Sections 163A, 163B and 223 of the Act, via a Hearing of Submissions.
  - 1.9 The formal Scheme declaration will be considered by Council on 23 July 2019 or at a subsequent meeting, following consideration of any submissions. Council will consider whether to make a declaration in the form proposed, in accordance with the provisions of Section 163B of the Act.
2. Authorises the Chief Executive Officer to give Public Notice of the proposed declaration, and to advise each person who will be liable to pay the Special Charge in accordance with Section 163 (1A), 1(B), 1(C) and 163 B (3) of the Local Government Act.

## **4.5 Special Charge Scheme, Torquay Surf City Precinct Footpath Construction**

### **Report**

#### ***Background***

In December 2016, Council consulted with property owners about a proposal to construct a footpath along Beach Road between Attunga Drive (West) and Koorunga Place. Council received sixteen submissions from the thirty-four affected property owners. Of the sixteen responses a majority indicated support to investigate the matter however, the project did not proceed at that time. Subsequent requests from the public indicated that it would be beneficial to widen the scope of works to include a path along the northern section Baines Cres which is currently without a path.

In March 2019 Council wrote to the sixty abutting/adjacent property owners advising them of the proposed works and the proposed Special Charge Scheme to raise \$24,000 towards the project cost. Council has received feedback from eleven property owners, the majority of whom express support in principle for the planned work. Expressions of concern include having to contribute financially to the project, a preference for not constructing the path or for construction on opposite side of street, questioning the priority for this work over other sites in Torquay and the current inadequacy of parking/parking controls along the street.

#### ***Discussion***

##### **Existing Conditions**

Beach Road and Baines Crescent were created as part of land development in the 1990's. The streets were constructed to contemporary practice at the time - without footpaths. As development has progressed the volumes of traffic (motorised and other) has increased. Today both streets are classified in our road hierarchy as Secondary Collectors and carry daily vehicle volumes in excess of 2,000 vehicles. The streets provide access to many commercial properties and community facilities, including child care centres, the skate park, the National Surfing Museum and the Sport and Recreation Centre.

The nature strips are generally uneven and often blocked by parked vehicles forcing "non-motorised traffic" to share the road pavement with higher speed motor vehicles.

Photos of existing conditions are attached at Appendix 5.

##### **Proposed Works**

The proposed scope includes construction of 1.5 m wide concrete footpaths along the North side of Beach Rd and the West/South side of Baines Crescent. The TAC funding will also provide road safety works including a pedestrian refuge and painted road surface gateway treatments.

##### **Special Benefit and Cost Apportionment**

The Local Government Act and Council's Special Charge Scheme Policy provide guidance in relation to the cost sharing between Council and the benefiting property owners. The maximum proportion of a project cost that can be apportioned to benefiting property owners is known as the Benefit Ratio. Ministerial Guidelines provide Councils with advice about how this must be calculated. Council's contribution must reflect the community benefit while the affected property owners must not be charged more than the benefit received. It is expected that there will be significant wider community use of these footpaths to access the commercial and community facilities and is reflected in a maximum Benefit Ratio of 0.19 - the equivalent to 19% of the project cost.

The proposed Scheme includes all properties that abut both sides of the 2 streets where there is currently no footpath (on either side).

The proposed apportionment of the Scheme costs amongst the benefiting properties shown on the aerial photo, Appendix 1 and detailed in Schedule D (Appendix 4), and is based upon improved access criteria. The access benefit has been apportioned on the basis that a commercial property generates/attracts twice the number of pedestrian movements to that of a residential property. Under the proposed cost apportionment benefiting residential and commercial properties will be charged \$218 and \$436 respectively to reflect the relative special benefits.

Presuming that Council borrowing rates remain unchanged the interest rate charged to property owners who choose repayment by instalments will be 3.67%.

#### 4.5 Special Charge Scheme, Torquay Surf City Precinct Footpath Construction

##### **Financial Implications**

Estimated Project Cost:	\$220,000
Estimated Special Charge:	\$24,000
TAC funding:	\$100,000
Council Funding	\$100,000

Council's funding is included in the current Capex budget. Construction is not expected until late in the calendar year and it is proposed that the funding be carried forward into 2019-20.

Project design and consultation with the affected property owners, will require a significant commitment of officer time, the cost of which would be recouped if the Scheme proceeds.

##### **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 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**

The proposed Scheme is being prepared in accordance with the provisions of the Local Government Act. Council's Special Charge Scheme Policy, which sets out the strategic framework for the construction of infrastructure, requires Council to discontinue a Scheme if more than 40% of the affected owners object to the scheme in instances where Council is seeking to raise over two thirds (66%) of the total project cost through the Special Charge. In this instance the proposed Charge will raise 11% of the project cost.

##### **Officer Direct or Indirect Interest**

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

##### **Risk Assessment**

The construction of footpaths will provide a much safer option for pedestrian who currently walk along uneven nature strips or share the road pavement with motor vehicles.

##### **Social Considerations**

The works will provide a significant improvement in the level of service and individual safety. In accordance with the Local Government Act legislation, the terms of the proposed Scheme provides the option for owners to pay in full upon completion of the works, or sixteen instalments over 4 years - a quarterly payment of up to \$28 plus interest per quarter. Any property owner who expresses concern about their ability to pay the charge will be advised that they can apply under Council's Rates Assistance Policy SCS-003 for Rate Deferment.

##### **Community Engagement**

All affected owners have been advised in writing of the proposed works and associated Special Charge Scheme. The letter included an information brochure about the scope of works and likely Scheme amounts. Property owners were invited to provide feedback.

##### **Environmental Implications**

One owner has expressed concern about the loss of ambience resulting from the concrete pathway construction,

##### **Communication**

Should Council formally resolve its intention to declare a Special Charge Scheme, all affected property owners will be formally notified in writing, inviting submissions in accordance with Section 223 of the Local Government Act. A public notice will also be placed in the Surfcoast Times allowing twenty-eight days in which to make a submission.



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#### 4.5 Special Charge Scheme, Torquay Surf City Precinct Footpath Construction

##### ***Options***

Option 1 – Decide to “resolve its intention to declare a Special Charge Scheme” and authorise Council’s Chief Executive Officer to give Public Notice

This option is recommended by officers as it will improve pedestrian safety in the Torquay Surf City Precinct.

Option 2 - Decide **not** to “resolve its intention to declare a Special Charge Scheme”

This option is not recommended by officers as it will cause an estimated \$24,000 shortfall in funds for an important project and create a precedent when preparing future Special Charge Schemes.

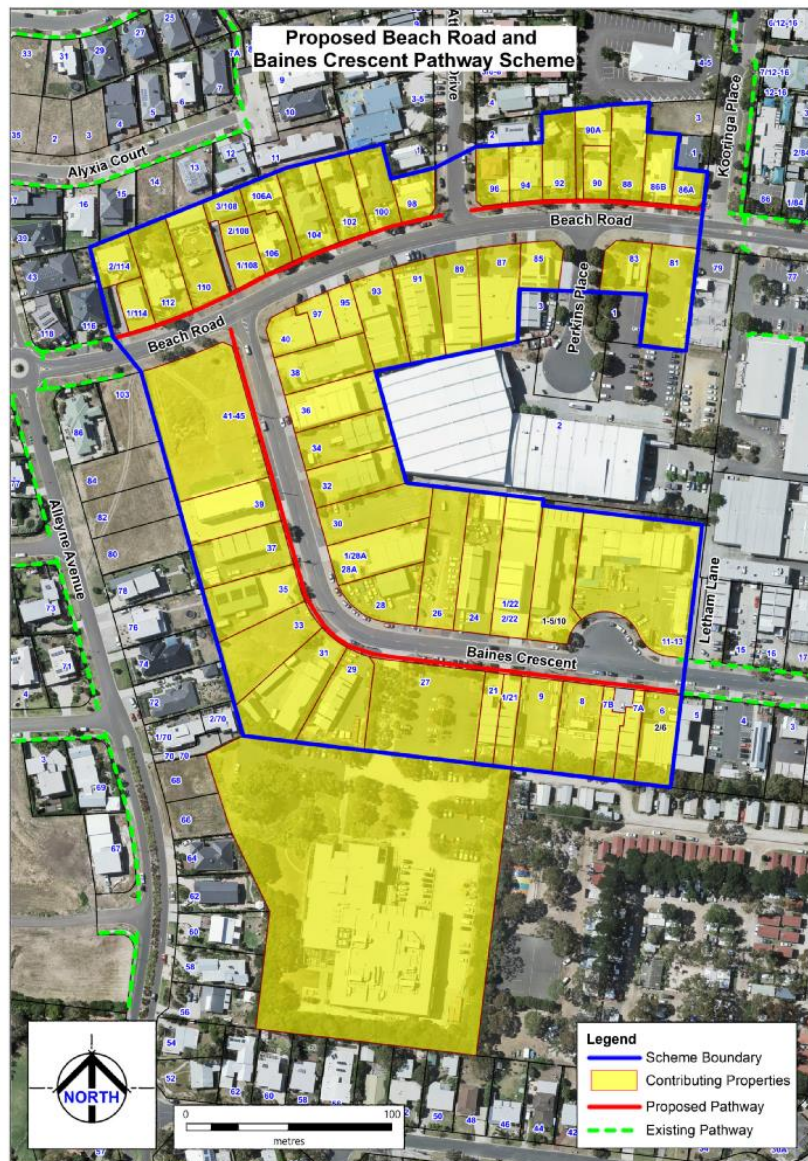
##### ***Conclusion***

The proposed footpath construction will improve the access and safety for pedestrians and non-motorised vehicular traffic moving to & from properties both within the Special Charge Scheme boundary and the wider community.

The feedback from affected property owners indicated little concern regarding the proposed pathway construction and associated Special Charge Scheme. The proposed Special Charge Scheme, prepared in accordance with the Local Government Act provisions, is considered to equitably apportion the estimated costs amongst the benefiting properties.

#### **4.5 Special Charge Scheme, Torquay Surf City Precinct Footpath Construction**

##### **APPENDIX 1 MAP BEACH ROAD AND BAINES CRESCENT FOOTPATH SCHEME**



#### **4.5 Special Charge Scheme, Torquay Surf City Precinct Footpath Construction**

#### **APPENDIX 2 BENEFIT RATIO CALCULATIONS**

D16/11764

D19/65566

# **Torquay Surfworld Precinct Pathway**

## **Schedule B – Benefit Ratio Calculations in accordance with Ministerial Guidelines**

8-May-19

<b>A</b>	<b>PURPOSE</b> Construction of footpaths along Beach Road and Baines Cres will provide an all weather pedestrian linking existing footpaths in the streets. The works will create final link between the Surfcoast Highway and new subdivisional development to the west and provide pedestrians and other non vehicular traffic with improved safety and accessibility to commercial and community facilities.		
<b>B</b>	<b>Coherence</b> The works extend continuously on Beach Road and Baines Cres and connect existing concrete sections of paths.		
<b>C</b>	<b>Total Cost C</b> Torquay Surfworld Precinct Ped safety project Estimated Cost of footpath works - 1.5 m wide path Cost to be included in Scheme includes: Construction Traffic Management Services location/relocation Concrete construction and preparation Reinstatement of existing Nature strips Project Management Contingency Costs for Preparation & Administration of the Scheme	\$220,087 <b>90% \$ 198,078</b>	
<b>D</b>	<b>Special Beneficiaries</b> The properties shaded on the plan - Appendix 1, being the properties on both sides of Beach Road and Baines Cres are identified as receiving Special Benefit. 21 residential properties on north side of Beach Road 9 commercial properties on south side of Beach Road whose patrons will gain improved access. 35 commercial properties on both sides of Baines Cres whose patrons will gain improved access.		
<b>E</b>	<b>Properties included in the Scheme</b> All the properties on both sides of Beach Road between Koorunga Place to the east and No. 116 Beach Road to the west and bothsides of Baines Cres between Beach Rd and Letham Lane. No of properties in the Scheme No of properties excluded from the scheme	TSB (in) TSB (out)	65 0 <b>65</b>
<b>F</b>	<b>Estimate of Total Special Benefits</b> The construction of the footpaths in Beach Road and Baines Cres are considered to provide Special Benefit to the abutting properties in terms of pedestrian access. One benefit unit (BU) is attributed to each unsubdivided property.		
<b>G</b>	<b>Estimate Total Community Benefit</b> It is considered that the wider community will receive a benefit from the footpath works because the pathway will be used for access from areas beyond the boundary of the Scheme. Based on the number of properties within the considered catchment zones (new and existing development to north and west of Beach Road) will generate through traffic that is not related to the properties that receive special benefits. Properties within 150 m of Beach Rd 0.6 BU Properties between 150 & 700 m of Beach Rd 0.33 BU Total Community Benefit TCB	150 647 x 0.33	120 161.75 <b>281.75</b>
<b>H</b>	<b>Benefits Ratio R</b> Benefits Ratio = $\frac{\text{TSB(in)}}{\text{TSB(in)} + \text{TSB(out)} + \text{TCB}}$	65 346.75	<b>0.19</b>
<b>I</b>	<b>Maximum Total Levy (S)</b> Maximum Total Levy = R * C		<b>\$ 37,130.74</b>

As a result of TAC funding and requirement for Council to provide a matching grant ADOPT **\$24,000**

#### **4.5 Special Charge Scheme, Torquay Surf City Precinct Footpath Construction**

##### **APPENDIX 3 COST ESTIMATE**

D16/11764

**Beach Road and Baines Cres Pathway**  
**SCHEDULE C Detailed Cost Estimate of Works**

26-Feb-19 Scope including TAC works

D19/65578

Original D19/11147 D16/11764

Description	Quantity	Unit	Rate	Amount	%
<b>100, Design and Planning</b>					
Service Locations (for design)	1	Item	\$1,200	\$1,200	
Survey (property boundary establishment)	1	Item	\$1,500	\$1,500	
Design (in house)	1	Item	\$1,500		
<b>Sub Total</b>				<b>\$2,700</b>	1.44%
<b>200, CONSTRUCTION FOOTPATH</b>					
Service Locations	1	Item	\$1,320	\$1,320	
Set Out	1	Item	\$1,408	\$1,408	
Traffic Control	1	Item	\$12,000	\$12,000	
Footpath 125mm	930	M2	\$106	\$98,580	
Pram Crossing	5	Each	\$500	\$2,500	
Reinstatement of verges and tree trimming	1	Item	\$10,000	\$10,000	
Retaining wall 250mm	30	m	\$100	\$3,000	
Tactile Indicators Install Geelong Kerb	40	Each	\$55	\$2,200	
Service Pits asset adjustments	18	Item	\$2,000	\$36,000	
Gateway realignment at Mitre 10	1	Item	\$1,500	\$1,500	
<b>Sub Total</b>				<b>\$168,508</b>	89.96%
<b>300, CONSTRUCTION PEDESTRIAN CROSSING</b>					
Saw cut and remove existing asphalt pavement	1	Item	\$1,800	\$1,800	
Pedestrian crossing signs warning	2	Item	\$150	\$300	
Linemarking	1	Item	\$200	\$200	
Pavement reinstatement	1	Item	\$2,000	\$2,000	
Concrete Island installation	1	Item	\$3,500	\$3,500	
<b>Sub Total</b>				<b>\$7,800</b>	4.16%
<b>400, CONSTRUCTION GATEWAY ENTRY</b>					
Red skid resistant surface treatment and 'Stop' signs	2	Item	\$2,500	\$5,000	
Pedestrian crossing signs warning	2	Item	\$150	\$300	
Post construction Road Safety Audit	1	Item	\$3,000	\$3,000	
<b>Sub Total</b>				<b>\$8,300</b>	4.43%
<b>Total Base Cost</b>				<b>\$187,308</b>	100.00%
Contingency	10%			\$ 18,731	
Project Management	2.50%			\$ 4,683	
Administration of Special Charge Scheme	5%			\$ 9,365	
<b>Total</b>				<b>\$220,087</b>	

**4.5 Special Charge Scheme, Torquay Surf City Precinct Footpath Construction**

**APPENDIX 4 SCHEDULE D - COST APPORTIONMENT**



D16/11764

## Schedule D

### Beach Road & Baines Cres Torquay - Footpath Scheme

#### Apportionment of Costs

26-Feb-19

A			B		C	D	E	F
Unit	Number	Suffix	Street		ASS'MENT No	Zoning	Benefit Unit	COST
	81		BEACH	RD		CZ	2	\$ 436.37
	83		BEACH	RD		CZ	2	\$ 436.37
	85		BEACH	RD		CZ	2	\$ 436.37
	87		BEACH	RD		CZ	2	\$ 436.37
	89		BEACH	RD		CZ	2	\$ 436.37
	91		BEACH	RD		CZ	2	\$ 436.37
	93		BEACH	RD		CZ	2	\$ 436.37
	95		BEACH	RD		CZ	2	\$ 436.37
	97		BEACH	RD		CZ	2	\$ 436.37
	103		BEACH	RD		RZ	1	\$ 218.18
	86	A	BEACH	RD		RZ	1	\$ 218.18
	88		BEACH	RD		RZ	1	\$ 218.18
	90		BEACH	RD		RZ	0.5	\$ 109.09
	90	A	BEACH	RD		RZ	0.5	\$ 109.09
	92		BEACH	RD		RZ	1	\$ 218.18
	94		BEACH	RD		RZ	1	\$ 218.18
	96		BEACH	RD		RZ	1	\$ 218.18
	98		BEACH	RD		RZ	1	\$ 218.18
	100		BEACH	RD		RZ	1	\$ 218.18
	102		BEACH	RD		RZ	1	\$ 218.18
	104		BEACH	RD		RZ	1	\$ 218.18
	106		BEACH	RD		RZ	0.5	\$ 109.09
	106	A	BEACH	RD		RZ	0.5	\$ 109.09
1	108		BEACH	RD		RZ	0.333	\$ 72.66
2	108		BEACH	RD		RZ	0.333	\$ 72.66
3	108		BEACH	RD		RZ	0.333	\$ 72.66
	110		BEACH	RD		RZ	1	\$ 218.18
	112		BEACH	RD		RZ	1	\$ 218.18
1	114		BEACH	RD		RZ	0.5	\$ 109.09
2	114		BEACH	RD		RZ	0.5	\$ 109.09
	11-13		BAINES	CRES		CZ	4	\$ 872.74
1	10		BAINES	CRES		CZ	2	\$ 436.37
2	10		BAINES	CRES		CZ	2	\$ 436.37
3	10		BAINES	CRES		CZ	2	\$ 436.37
4	10		BAINES	CRES		CZ	2	\$ 436.37
5	10		BAINES	CRES		CZ	2	\$ 436.37
1	22		BAINES	CRES		CZ	2	\$ 436.37
2	22		BAINES	CRES		CZ	2	\$ 436.37
	24		BAINES	CRES		CZ	2	\$ 436.37
	26		BAINES	CRES		CZ	2	\$ 436.37
	28		BAINES	CRES		CZ	2	\$ 436.37
1	28A		BAINES	CRES		CZ	2	\$ 436.37
2	28A		BAINES	CRES		CZ	2	\$ 436.37
	30		BAINES	CRES		CZ	2	\$ 436.37
	32		BAINES	CRES		CZ	2	\$ 436.37
	34		BAINES	CRES		CZ	2	\$ 436.37
	36		BAINES	CRES		CZ	2	\$ 436.37
	38		BAINES	CRES		CZ	2	\$ 436.37
1	6		BAINES	CRES		CZ	2	\$ 436.37
2	6		BAINES	CRES		CZ	2	\$ 436.37
	7	A	BAINES	CRES		CZ	2	\$ 436.37
	7	B	BAINES	CRES		CZ	2	\$ 436.37
	8		BAINES	CRES		CZ	2	\$ 436.37
	9		BAINES	CRES		CZ	2	\$ 436.37
1	21		BAINES	CRES		CZ	2	\$ 436.37
2	21		BAINES	CRES		CZ	2	\$ 436.37
	27		BAINES	CRES		CZ	2	\$ 436.37
	29		BAINES	CRES		CZ	2	\$ 436.37
	31		BAINES	CRES		CZ	2	\$ 436.37
	33		BAINES	CRES		CZ	2	\$ 436.37
	35		BAINES	CRES		CZ	2	\$ 436.37
	37		BAINES	CRES		CZ	2	\$ 436.37
	39		BAINES	CRES		CZ	2	\$ 436.37
	40		BAINES	CRES		CZ	2	\$ 436.37
	41-45		BAINES	CRES		CZ	6	\$ 1,309.10
							110	\$ 24,000.00

Cost  
\$24,000

Cost/BU =

\$ 218.18

#### **4.5 Special Charge Scheme, Torquay Surf City Precinct Footpath Construction**

##### **APPENDIX 5 PHOTOS OF EXISTING CONDITIONS**

### Beach Road



**Baines Crescent**



#### 4.6 Project Budget Adjustments and Cash Reserve Transfers - May 2019

**Author's Title:** Coordinator Management Accounting

**General Manager:** Anne Howard

**Department:** Finance

**File No:** F18/850

**Division:** Governance & Infrastructure

**Trim No:** IC19/817

**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 the project budget adjustments and cash reserve transfers for Council approval.

#### Summary

The project budget adjustments relating to May 2019 are included in this report. All figures in this report are exclusive of GST.

#### Recommendation

That Council:

1. Approve the Project Budget Adjustments outlined in Tables 1 to 4 in this report.
2. Approve 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	(20,000)
Asset Renewal Reserve	(176,397)
Developer Contributions Reserve	3,000
<b>Grand Total</b>	<b>(193,397)</b>

#### 4.6 Project Budget Adjustments and Cash Reserve Transfers - May 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 \$
VicHealth Walk to School - Healthy Eating and Active Living Action Plan 2018 - 2021	Grant Funded	Successful grant application for VicHealth Walk to School partnership. This project forms part of the Healthy Eating and Active Living Action Plan 2018 - 2021 program presented to Council in February 2019.	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 \$
Coogoorah Park Playground Renewal	Asset Renewal Reserve	Project has been delayed and project manager has changed. Budget increase for project management to complete the project is still within 10% of overall project budget.	6,000
Barwon River Playground Renewal	Asset Renewal Reserve	Project has been delayed, including exploring grant options, and project manager has changed. Budget increase for project management to complete the project is still within 10% of overall project budget.	4,000

#### 4.6 Project Budget Adjustments and Cash Reserve Transfers - May 2019

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Street Light Upgrades and Maintenance	Contribution Funded	Contribution of \$1,488 agreed with resident. Request to bring \$3,000 funds from Developer Contributions Reserve to replace non-standard street light which has been damaged.	1,488
	Developer Contributions Reserve		3,000
Anglesea Shopping Centre Pathway	Asset Renewal Reserve	Initial scoping of the project allowed for removal of existing footpath pavers and replacement with exposed aggregate concrete. Detailed scoping has identified need to remove existing trees and replace with more appropriate species.	15,000
Fencing Renewal	Asset Renewal Reserve	Current budget shortfall to complete replacement of swimming pool fence at Winchelsea Pool	1,000

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 \$
Strengthening Town Boundaries - Towards Environmental Leadership Program	Project Account	Strengthening Town Boundaries objectives are fully funded by the Settlement Strategy project currently held in the Adopted Strategy Reserve therefore these funds can be returned to the TEL Program account W7042.	(35,000)
Torquay Football Club Safety Nets Behind Goals	Project Savings Account	Scope complete and savings can be returned to source.	(1,521)
Anglesea Recreation and Sports Club Asset Protection	Project Savings Account	Scope complete and savings can be returned to source.	(1,814)
Lorne Skate Park Shelter	Project Savings Account	Scope complete and savings can be returned to source.	(507)
Anglesea Preschool Swing Installation	Project Savings Account	Scope complete and savings can be returned to source.	(1,245)
Fischer Street Renewal - Zeally Bay Road to Highlander Road	Asset Renewal Reserve	Minor adjustment to project closed in March due to tender advertising cost.	186
Smith Street Lorne Footpath Renewal	Asset Renewal Reserve	Scope complete and savings can be returned to source.	(66,542)



#### 4.6 Project Budget Adjustments and Cash Reserve Transfers - May 2019

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Growing Winchelsea Planning Panel - Surf Coast Planning Scheme Amendment C120	Project Savings Account	Scope complete and savings can be returned to source.	(6,050)
Soft Playing Surface Renewal	Asset Renewal Reserve	Scope complete and savings can be returned to source.	(296)
Bob Pettitt Reserve Tennis Court Renewal	Asset Renewal Reserve	Project was closed in January with \$4,050 saving for project management and \$5,000 saving for contingency. Small value of project management cost was not processed prior to closure.	1,000
Stribling Reserve Stadium Ventilation	Project Savings Account	Scope complete and savings can be returned to source.	(18,670)
Anglesea Motor Yacht Club Redevelopment Contribution	Adopted Strategy Implementation Reserve	Funds to be held in Adopted Strategy Implementation Reserve until project ready to proceed.	(20,000)
Park Furniture Renewal	Asset Renewal Reserve	Scope complete and savings can be returned to source.	(34,056)
Footpath Renewal	Asset Renewal Reserve	Scope complete and savings can be returned to source.	(59,911)
Winchelsea Mens Shed Extension	Project Savings Account	Scope complete and savings can be returned to source.	(400)
Anglesea Bowling Club - Storage Shed and defect period	Project Savings Account	Scope complete. When substantive project was previously closed, some club funds should have been retained (by agreement with the club) for the defects period however were returned to accumulated unallocated cash. \$25,001 is required to be returned to the club.	24,447
Deep Creek Playground Renewal	Asset Renewal Reserve	Scope complete and savings can be returned to source.	(42,778)

**Table 4 – 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	220	(134)	(596)
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	(1,891)	-	-	-
May Net Allocations Proposed	-	-	-	-
<b>Closing Balance *</b>	<b>220</b>	<b>(134)</b>	<b>(596)</b>	<b>(1,095)</b>

\* Note includes budgeted annual surplus/(deficit) as per Adopted Budget 2018-19.



#### 4.6 Project Budget Adjustments and Cash Reserve Transfers - May 2019

<b>Accumulated Unallocated Cash Reserve</b>		<b>2018-19</b>
		<b>\$'000</b>
<b>Net Allocations During Year</b>		
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)
<b>Net Allocations (From)/To</b>		<b>(1,891)</b>
<b>May Net Allocations Proposed</b>		
N/A		

#### **4.6 Project Budget Adjustments and Cash Reserve Transfers - May 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 May 2019.

## 5. ENVIRONMENT & DEVELOPMENT

### 5.1 Rural Hinterland Futures Strategy - Final Draft

**Author's Title:** Coordinator Strategic/Land Use Planning

**General Manager:** Matthew Taylor

**Department:** Planning & Development

**File No:** F17/961

**Division:** Environment & Development

**Trim No:** IC19/549

**Appendix:**

1. Final Draft Rural Hinterland Futures Strategy (D19/31039)
2. Rural Hinterland Futures Strategy Response to Submissions (D19/51575)
3. Rural Hinterland Futures Strategy Bushfire Assessment - February 2019 (D19/27765)

**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 consider comments from submitters on the final draft of the Rural Hinterland Futures Strategy and to consider adoption of the strategy.

#### Summary

In October 2018 Council considered submissions to the draft Hinterland Futures Strategy and resolved to undertake further work and make changes to the draft strategy prior to final adoption. The further work required including a Shire-wide bushfire assessment in consultation with the CFA this was completed by February 2019. The final draft was exhibited on the website from 7 March to 4 April 2019 and submitters to the previous draft were consulted on the final version.

In response to this final round of consultation with submitters, ten (10) submissions were received. Seven submissions were positive and complementary about the improved document, two made suggestions or comments and one opposed the strategy.

One of the primary bodies of work to be completed was a bushfire assessment of the Shire and the incorporation of that assessment into the strategy. The strategy now includes updated maps, principles, actions and planning context. The CFA has advised of their support for the final draft of the strategy and has acknowledged the significant input that has been included throughout the document. As a result of submissions, no further changes are required.

It is considered that the strategy as now presented is in a suitable form to be adopted by Council. The strategy is the culmination of a significant body of work by various units in the Environment and Development Division and has taken over four years to produce and for the first time provides an economic and planning strategy for Council's rural areas.

#### Recommendation

That Council:

1. Receives and notes submissions to the final draft of the Rural Hinterland Futures Strategy.
2. Adopts the Rural Hinterland Futures Strategy as attached in Appendix 1 of this report.
3. Advises all submitters and agencies which had input into the strategy and thank them for their input.
4. Makes the strategy available on Council's website.

## 5.1 Rural Hinterland Futures Strategy - Final Draft

### Report

#### **Background**

Council exhibited the Draft Hinterland Futures Strategy in 2018 and held a Hearing of Submissions on 2 October 2018. The Strategy was then considered at the Ordinary Council meeting on 23 October 2018.

At that meeting, Council resolved to undertake further work on a number of matters in response to the 94 submissions including:

- Elevating the primacy of rural production
- Emphasising the protection of environmental values and the natural environment
- Additional work on bushfire risk
- Changes to clarify maps
- Adding definitions
- Introducing principles to guide decision-making on tourist-focussed development and land use conflict.

On 23 October 2018, Council also resolved to consult with the submitters on the revised strategy and exhibit it on Council's website for four weeks. Council also resolved to consider the revised strategy at a future Council meeting following completion of the further work outlined in the Council report and the changes listed in the document attached to the 23 October Council report.

From October 2018 to February 2019 Council officers from planning, economic development and community emergency management worked on revisions to the strategy and the maps to respond to the changes resolved by Council. This included working with the CFA to respond to the new State bushfire planning policy. A new bushfire assessment for the Surf Coast Shire was produced which incorporates a landscape assessment. (Refer to attachment to this report). The bushfire assessment informed changes to the strategy and was exhibited on the website with the final draft of the strategy for four weeks. All previous submitters received email or hard copy notification of the final draft strategy and advice on how to make a submission.

Councillors received information on the changes to the Strategy and the content of the final draft in March 2019 prior to the commencement of exhibition of the final draft from 7 March to 4 April 2019. The major changes to the strategy include:

- References to environmental values in addition to the original landscape values throughout the document.
- Alterations to Objectives and actions to include the protection of environmental values.
- The introduction of seven key principles to underpin the strategy (page 19), which, amongst other things, emphasise agriculture as the primary purpose of the farming zone; the avoidance of loss of productive land; and ensures that the siting and design of new development does not negatively impact on agriculture, environmental or landscape values.
- Changes to maps and the addition of new definitions to provide greater clarity, including marking all maps as "indicative" and addressing what "complementary" uses mean. Changes to the maps include the removal of the imprecise hatching of the existing green break areas.
- Changes to the Indicative Map showing 'Areas Well Suited to Tourism' (Page 24) to reflect high bushfire areas and indicate the areas of the Shire which have good road access, scenic vistas, existing tourism facilities and a variety of soil types and lot sizes.
- The addition of two acknowledgements of the importance of Aboriginal Cultural Heritage of the Wadawurrung and the Eastern Maar in the hinterland on page 2 and page 10 within the "Social and Cultural Value of the Hinterland" section.
- Reordering of parts of the document including objectives to elevate the importance of agriculture and agri-business in the document.
- Expanded consideration of bushfire risk context (page 14 and 51) and reference to bushfire risk in all development references in the document including principles. Page 51 now outlines key matters to consider when planning developments in high bushfire areas. The indicative map showing areas "Well Suited to Tourism" has been altered to respond to the bushfire assessment report of the Shire.

## 5.1 Rural Hinterland Futures Strategy - Final Draft

It is considered that the final draft of the strategy has greater clarity and veracity which will assist in the drafting and support for the future planning scheme amendment; which is one of the next steps for implementation following adoption.

### **Discussion**

In response to consultation with previous submitters and the CFA: 10 submissions were received to the final draft of the strategy. One submission from the South Grossmans Road Group included a photocopy of a previous petition with 72 signatures. Seven submissions support the strategy, with positive comments about the improvements to the document. One submission is opposed to the strategy, and two make comments suggesting actions or further changes.

The CFA has advised of its support for the final draft and acknowledged the significant input (responding to bushfire assessment) throughout the document.

Councillors have received a copy of all submissions and a summary of the submissions with officer comments is attached to this report. It is considered that no further changes are required to the document. Council has responded well to the 94 submissions received in 2018 and received compliments on the final draft, which has been described as “much improved” and “forward thinking”. The submissions that have suggested changes either (a) do not require a change to the document or (b) request a major change in Council policy such as the rezoning of land in a green break.

The next step is for Council to consider formally adopting the strategy and commence implementation of the actions.

### **Financial Implications**

The further work resolved to be undertaken in October 2018 has been completed within budget. The implementation of the strategy will be separately funded and considered in future budget considerations. The planning scheme amendment proposed was already funded in 2018/2019 and can commence at the appropriate time.

### **Council Plan**

Theme	2 Environmental Leadership
Objective	2.3 Support local food production
Strategy	Nil

Theme	3 Balancing Growth
Objective	3.1 Retain and enhance rural land for appropriate and sustainable uses
Strategy	3.1.1 Finalise and implement the Rural Hinterland Strategy

Theme	4 Vibrant Economy
Objective	4.4 Support key industry sectors such as surfing, tourism, home-based, construction and rural businesses
Strategy	4.4.4 Develop and implement an agribusiness strategy

### **Policy/Legal Implications**

The strategy will set a new direction in Council policy. Part of the implementation of the strategy includes a planning scheme amendment which is likely to include a new planning policy. Currently a gap exists in local policy for consideration of discretionary uses in the Farming Zone. One of the objectives of this strategy was to fill that gap. In addition, clearer direction is required in the planning scheme for consideration of tourist uses in the rural areas of the Shire.

The strategy is consistent with the G21 Agribusiness Strategy and other relevant strategies and studies.

### **Officer Direct or Indirect Interest**

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

### **Risk Assessment**

There are no risks to Council in adopting the strategy.

## 5.1 Rural Hinterland Futures Strategy - Final Draft

### **Social Considerations**

The Hinterland Futures project affects all land within the Surf Coast Shire hinterland area, the majority of which is Farming Zoned land. A large variety of businesses operate within this area, from agribusiness and farming activities to tourism based uses. The project has a close connection with local food production. As the strategy has such a broad base, it has the ability to affect a large number of people, properties and businesses.

A key finding of consultation on the Issues and Opportunities Paper and the draft strategy found that the Hinterland is greatly valued by the community, not only for its economic value, but also its environmental, landscape and amenity attributes. This is acknowledged in the strategy. In the final draft of the strategy, the importance of the cultural value of the hinterland to the local indigenous Aboriginal peoples has been recognised and added to two parts of the document.

### **Community Engagement**

Extensive community engagement has been undertaken on the Hinterland Strategy over four years and two stages of the document. The final draft of the strategy is the culmination of community engagement on the Background Report and Issues and Opportunities Paper (2017), the Draft Hinterland Futures Strategy (2018) and Final Draft (2019). Ninety-four submissions were received to the first draft and ten have been received to the final draft.

A Hearing of Submissions committee meeting was held on 2 October 2018.

### **Environmental Implications**

One of the primary objectives of the Council plan and the planning scheme is to protect and enhance the Shire's significant environmental assets and scenic landscapes. This remains a key foundation for the Strategy, with Objective One seeking to elevate the importance of the rural landscapes *"as a defining feature of the Surf Coast hinterland and its significance to the local economy"*. The clustering of development in appropriate locations is also designed to reduce the potential for impact on significant environmental and rural assets in the Shire and encourage co-location of complementary uses.

In response to submissions to the draft strategy, the importance of the environment in the hinterland has received greater emphasis in the final draft. Where previously the strategy referred to significant landscapes, it now refers to significant landscapes and environmental assets. Although it does not seek to be an environmental strategy, the importance of protecting the environment has been elevated in the document including actions and objectives.

### **Communication**

All submitters will be advised of Council's decision. If Council adopts the final draft, the front cover will be updated to reflect that and published on Council's website.

### **Options**

#### Option 1 – Adopt the Final Draft of the Strategy as the Final Strategy

This option is recommended by officers as the majority of submissions to the final draft support the strategy in its current form. The small number of submissions is taken as a positive.

#### Option 2 – Amend the Strategy Prior to Adoption

This option is not recommended by officers as the positive response to the final draft indicates that Council has responded well to submissions. The CFA supports the final draft and the incorporation of bushfire risk throughout the document.

#### Option 3 – Abandon the Strategy

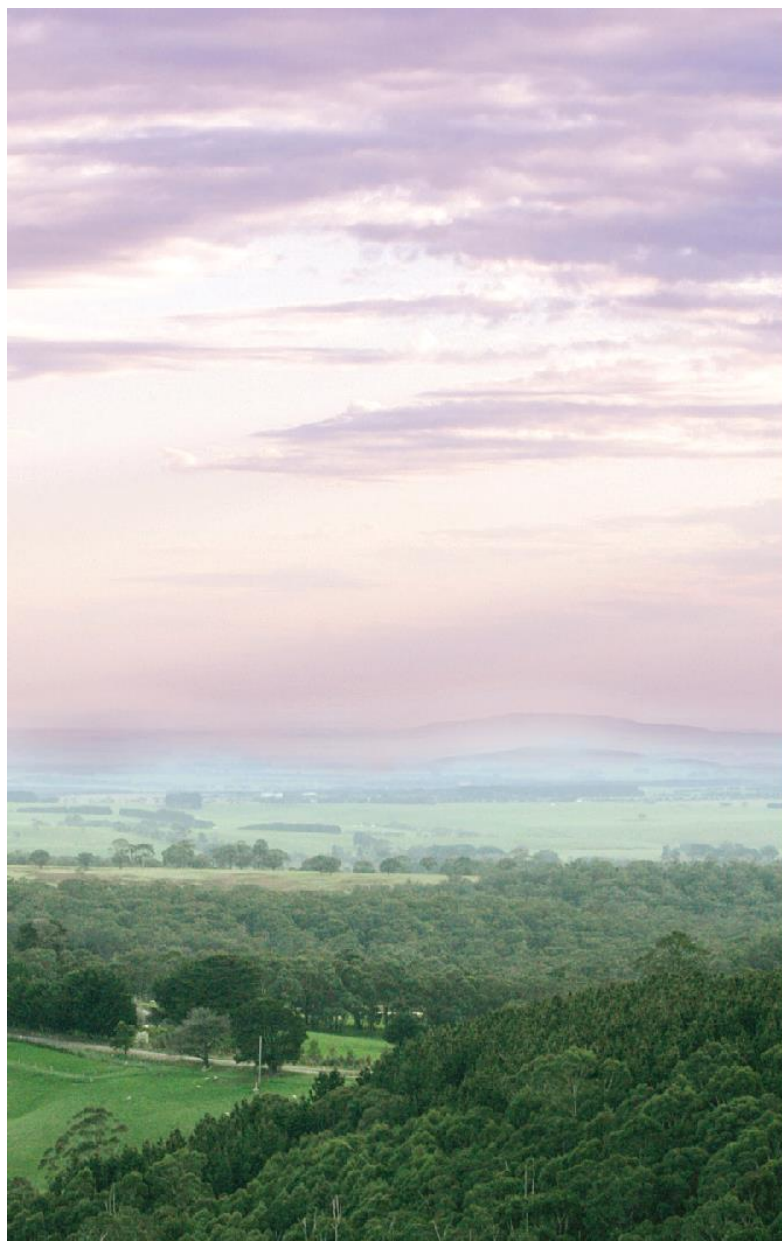
This option is not recommended by officers as significant resources have been deployed in the development of the strategy and extensive community engagement has occurred. The Strategy will add significant value to economic development in the Shire and provide direction for future planning policy.

### **Conclusion**

The final draft of the strategy has been well received with the majority of submissions supporting the document. The additional work on bushfire policy implications and clarification to text and maps within the strategy has greatly improved the strategy (acknowledged by the majority of submitters). It is recommended that Council adopt the final draft as the final version of the strategy.

## **5.1 Rural Hinterland Futures Strategy - Final Draft**

### **APPENDIX 1 FINAL DRAFT RURAL HINTERLAND FUTURES STRATEGY**



# Rural Hinterland Futures Strategy



Final Draft - FEBRUARY 2019



## Document Control

Version	Date	Reviewed
Draft	May 2018	KH / MT
Draft V2	6 Jan 2019	SB / KH / MT
Final Draft for Review	26 Feb 2019	SB / KH / MT
Final Draft	28 Feb 2019	SB / KH / MT

## Acknowledgment

The Surf Coast Shire proudly acknowledges the Gulidjan and Gadubanud peoples of the Eastern Maar Nation, and the Wadawurrung as the traditional custodians of the Surf Coast Shire Region. We acknowledge that the Surf Coast Rural Hinterland Futures Strategy is based upon the lands of the Wadawurrung, Gulidjan and Gadubanud people.

We pay our respects to their Ancestors and Elders, past, present and emerging. We recognise and respect their unique cultural heritage, beliefs and relationship to their traditional lands, which continue to be important to them today and into the future.

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# Part A

## 1. EXECUTIVE SUMMARY

The Rural Hinterland Futures Strategy provides direction to Council on the economic activation and vitalization of the rural hinterland areas of the Shire that is based on research, consultation and supported justification. It is an economic development and planning strategy with a focus on rural areas, not the Shire's towns which are supported by their respective structure plans. The Strategy relates primarily to land in the farming and rural conservation zones.

Surf Coast Shire's hinterland comprises some 1,020 square kilometres (or 60per cent) of the Shire and is integral to the Shire's image and its economy. The hinterland has a diverse character, with productive agriculture and rural land, tourist businesses, rural townships, rolling hills, waterways, native vegetation and scenic landscapes all forming a rich and valued environ.

The Rural Hinterland Futures Strategy has been developed to provide a clear vision and high level strategic direction for the Surf Coast Shire hinterland to vitalise the economy and ensure its long term sustainability. The pressures of urban growth, climate change, the evolving role of agribusiness in the Shire and changing technology drive the need for a new strategy so that the area can adapt and thrive. Urban growth in particular creates the need to generate new jobs to retain or grow the current contribution that the hinterland makes to the Surf Coast economy.

The Strategy is evidence-based and the result of extensive background analysis and community engagement and consultation with government agencies, community groups, landowners, stakeholders and businesses.

One of the Strategy's key findings is that the rural landscapes in the hinterland are highly valued by the community and visitors, and an important element in its economic future. They also form part of an important cultural landscape for Aboriginal people.

The hinterland currently contributes about 6per cent to the local economy, and there is opportunity to grow this percentage to support our growing population.

### The aims of this Strategy are:

- To increase the hinterland's contribution to the local economy from a baseline of 6% by supporting existing agricultural uses so they develop and thrive; and
- to develop agri-food, agritourism and tourism opportunities in the hinterland that are complementary to the rural landscape and environmental values.

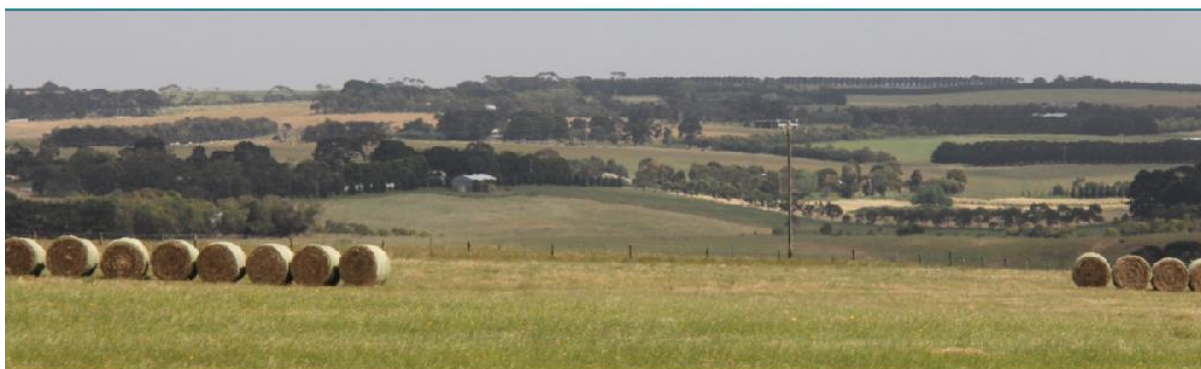
There is an opportunity to draw some of the 2.1 million visitors to Surf Coast Shire into the hinterland to new destinations, events and experiences such as outdoor recreation, culture, arts, food and wine. These new destinations will require new or improved infrastructure to support them, and amendments to the planning scheme to provide the policy framework to facilitate this opportunity, whilst balancing support for farming and protecting important environmental and landscape values.

### The Rural Hinterland Futures Strategy Vision is:

By 2040 the hinterland is a key contributor to the Surf Coast economy and renowned visitor destination.

The Strategy has five key objectives to achieve the vision:

<p><b>Objective 1:</b></p> <p>Elevate the Value of our Environment and Rural Landscapes as the Defining Feature of the Surf Coast Hinterland and its Significance to the Local Economy.</p>
<p><b>Objective 2:</b></p> <p>Encourage Agriculture and Innovative Businesses Displaying Sustainable Land Management Practices to Enhance our Reputation as a Forward Thinking Business Destination.</p>
<p><b>Objective 3:</b></p> <p>Stimulate Agritourism to Enhance the Surf Coast as a Visitor Destination.</p>
<p><b>Objective 4:</b></p> <p>Support Tourism Activities which Complement the Agricultural, Landscape, and Environmental values of the Surf Coast Shire.</p>
<p><b>Objective 5:</b></p> <p>Secure Enabling Infrastructure to Deliver the Vision and Objectives of the Strategy.</p>



## 2. INTRODUCTION

### Why have a strategy?

There is a need to provide strategic direction in relation to guiding and enhancing the economic development potential in the rural hinterland, particularly in relation to informing future policy changes to the Surf Coast Planning Scheme for discretionary uses in the Farming and Rural Conservation Zones.

Surf Coast Shire is one of regional Victoria's fastest growing municipalities. It is located in south-western Victoria, 120km from Melbourne and 21km south of Geelong. Its proximity to the Princes Highway and the Geelong Ring Road provides convenient road access that enhances the Shire's appeal as a lifestyle, holiday, tourist and business destination. Population forecasts estimate that about 43,000 people will call Surf Coast Shire home by 2036. This growth will mean creating over 1,650 additional jobs in the same timeframe.

While urban centres, like Torquay, will absorb much of the forecast population growth, Council expects the Shire's rural hinterland to play an increasingly important role in economic contribution and job provision.

This hinterland covers about 1,020 square kilometres (or 60per cent of the Shire) and includes the localities of Deans Marsh/Pennyroyal, Freshwater Creek, Modewarre, Moriac and Winchelsea. The hinterland is dominated by farming and other rural uses (which occupy about 45per cent of the total defined area) and land associated with the Great Otway National Park. Winchelsea is the largest town in the hinterland and acts as a regional centre for many local farmers.

Land within the settlement boundary of townships is not within the scope of this strategy as they are covered by structure plans which establish strategic land use directions for these places. However, it is noted that the towns in the Shire's hinterland serve important roles within the Shire serving local communities and visitors. Some already function as tourist hubs, and in appropriate locations there is scope for further development and economic activity in line with their structure plans.

The Great Ocean Road is another significant feature of the Shire that connects the coastal townships and traverses significant landscapes, including the Great Otway National Park. It is also a nationally-listed heritage place that is greatly valued by the community and recognised internationally as a tourist icon, with 3 million visitors annually. The region itself receives over 5.1 million visitors. The coastline and wide rural vistas are a significant draw-card for the tourism industry, which is a major industry sector for the Surf Coast Shire. These visitors and the surrounding population present a significant opportunity for the hinterland.

The Surf Coast rural hinterland has a long agricultural history in the dairy, beef, sheep and grain industries. More recently, a number of smaller boutique businesses have been established, particularly in the agri-food and agriculture sectors. These new ventures, along with more traditional agricultural operations, contribute significantly to the region's diversity, longer-term sustainability and overall productivity. There is also opportunity to explore innovative farming practices and value-add production to increase the economic output and viability of farmland.

This strategy aims to respond to these emerging issues and provide leadership, vision and a clear direction for the rural hinterland of the Surf Coast Shire, for land in the farming and rural conservation zones.

Our natural assets, including our natural environment and the rural landscapes, have helped create these opportunities. Council seeks to conserve and protect these assets, whilst utilising their value and capitalising on the opportunities they have created. To realise these opportunities, the Local Planning Policy Framework will need to change and this Strategy will guide these changes.



## How Was This Strategy Developed?

The Strategy was developed in two stages.

### Stage 1

Stage 1 of the project produced background research which aimed to:

- Understand current State and Commonwealth policies which may influence the hinterland.
- Provide a snapshot of the value of economic activity in the hinterland, with benchmarking of comparable areas (Yarra Valley, Onkaparinga).
- Identify key enabling infrastructure (roads & access, water, telecommunications) and the opportunities they present.
- Understand the soil compositions and broader land tenements.
- Identify the implications of climate change and adaptation.
- Describe the various current planning scheme regulations as they apply to the hinterland.

### Stage 2

Stage 2 of the project produced a Background Report, Issues and Opportunities Paper and Draft Hinterland Futures Strategy, which were based on this background research and community, agency and stakeholder consultation.

Community consultation on the Issues and Opportunities Paper included a hard copy and online survey (42 respondents), three workshops at Deans Marsh, Moriac and Bellbrae, written submissions, interviews with stakeholders and businesses and public exhibition of the documents on Council's website. Council's Environment and Rural Advisory Panel also contributed to the Hinterland Strategy's vision and the background research. Council received nine(9) written submissions, with many submissions from landowners seeking to maximise the highest and best use for their land. (Refer to the Consultation Report for further details.)

Therefore, this strategy should be read in conjunction with the following background reports:

- Background Report (HillPDA and Associates, 2017)
- Issues and Opportunities Report (HillPDA and Associates, 2017)
- Community Consultation Report

## Study Area

Figure 1 shows the study area. It became evident as Council developed the Draft Strategy that the original study area excluded rural land on the south western edge of the Shire with good land capability and a number of established tourist uses, in districts like Pennyroyal, so Council expanded the Strategic Framework Plan in the Draft Strategy to include those areas. The study area does not include townships in the hinterland which are guided by their respective structure plans. The study area also excludes the Great Otway National Park.

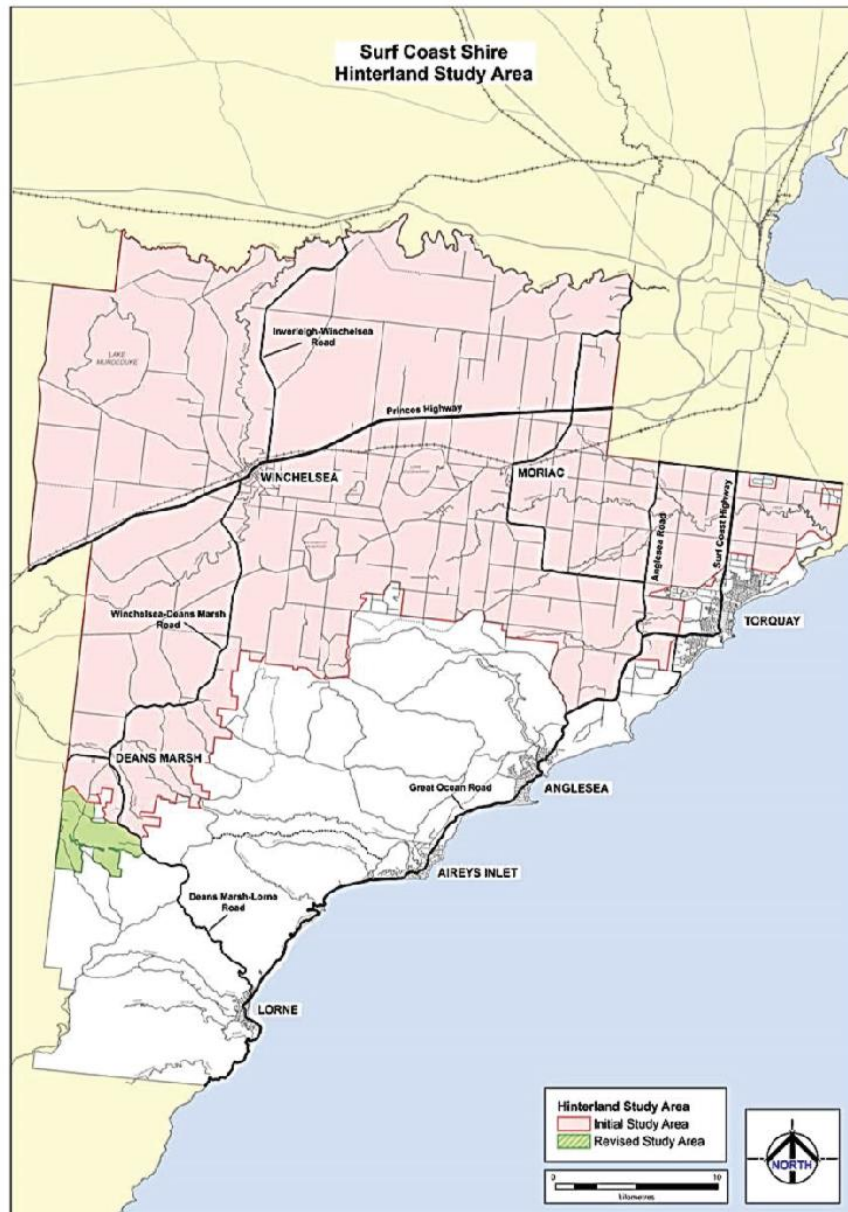


Figure 1 - Hinterland Study Area



## Social and Cultural Value of the Hinterland

Although the Strategy has an economic and planning focus about land use, Council acknowledges that the value of the hinterland extends beyond the economic. The community, landowners and visitors greatly value the environmental, landscape and amenity attributes of the hinterland.

During the Environmental Rural Advisory Panel workshops, a strong theme also emerged about support for the production and consumption of local food. That lead to Council's recently produced "Local Food Program". The Local Food Program is closely aligned with this Strategy.

The Hinterland is also part of an important cultural landscape for Aboriginal People. The Surf Coast Rural Hinterland Futures Strategy is based upon the traditional lands of the Wadawurrung, and the Gulidjan and Gadubanud people of the Eastern Maar Nation. The Shire's Aboriginal story spans thousands of years, continuing to this day. There is scope to promote Aboriginal stories, improve our understanding, and share economic prosperity with Aboriginal people in our region.



## Linkages with Other Strategies and Plans



### 3. CONTEXT - DRIVERS FOR CHANGE

Research for the Hinterland Strategy identified the following key emerging trends and challenges. Some of these are natural while others are man made. However, each emphasises the need for a strategy for the Surf Coast Shire Hinterland.

#### Urban Growth

The Surf Coast Shire has two designated growth townships: Torquay and Winchelsea. Winchelsea is growing slowly but has an aspirational goal of increasing from 1,500 people to 10,000 people by 2030. Torquay is our fastest-growing township, with the population expected to grow from 17,588 (current estimate) to 30,000 people by 2040. The population of Torquay/Jan Juc increased by 35.4per cent between 2006 and 2011.

This growth, and the ripple effect as Melbourne continues to grow is putting pressure on regional areas to accommodate more people. In turn this puts pressure on existing township boundaries, as developers ask councils to allow expansion and new “greenfield” sites. If not carefully managed, greenfield urban growth presents a risk to viable agricultural land, scenic landscapes and green breaks between townships. Loss of native vegetation, loss of wildlife habitat and additional stormwater entering waterways adversely affects our environment.

Our environment, including our coast and forests, undulating rural areas and green spaces are what make the Shire a major tourist destination and tourism is our main economic activity.

Primary production, farm gate and agri-food or agritourism represents a further 6.6per cent of the Shire’s economic output. The loss of arable farming land and important rural landscapes to growing townships could have severe consequences to the future economic potential and job creation contribution of the hinterland.

#### Rising Land Values and Lifestyle/Hobby Farms

Land values vary across the hinterland but broadly they increase as one moves east towards Geelong south towards Torquay and Lorne. High land prices also place pressure on the hinterland’s important agricultural uses, as the return on investment is generally significantly lower for agriculture than for uses like accommodation.

Buyers often pay a premium for rural lifestyle properties or hobby farms in the hinterland, with prices currently almost double the regional Victorian median. On hobby farms the main purpose is as a place to live (lifestyle) and not agricultural production. Council expects this to remain strong , with pressure for further subdivision of rural land in future.

The rapid increase in land values in the Surf Coast hinterland compared to regional Victoria at large has led to a high incidence of “land banking”, where land is purchased primarily as an investment. Sometimes this practice has led to reduced areas of land being available for productive agriculture, with banked land either being offered for lease at rates prohibitive to productive agriculture, or maintained in a manner not aligned with recognised best-practice management.



## The Evolving Role of the Hinterland and Agribusiness





Strong population growth, combined with a large visitor economy, is changing our regional landscape and agribusiness.

Agribusiness is a significant contributor to the visitor economy, with rural landscapes, wineries, harvest trails, farmers markets and small scale food producers contributing significantly to the region's appeal to domestic and international visitors.

## Climate Change and Environmental Risk

Climate change, with decreased rainfall, more frequent storm events and warmer temperatures, will affect many aspects of the hinterland over time. Although rainfall totals will decline, that rain will more frequently fall as extreme downpours, with more flooding.

### BARWON SOUTH WEST HAS BEEN GETTING WARMER AND DRIER. IN THE FUTURE THE REGION CAN EXPECT

	Temperatures to continue to increase year round	More hot days and warm spells and fewer frosts
	Less rainfall in Winter and Spring	More frequent and more intense downpours
	Harsher fire weather and longer fire seasons	Rising sea level
	Increased frequency and height of extreme sea level events	

Source: DELWP Climate Ready Barwon South West

Extreme weather will threaten coastal infrastructure and urban settlements, with flow on effects to transport, tourism and the natural environment. Sea level rise and coastal erosion will impact on low lying roads and iconic tourism destinations like the Great Ocean Road. Heavy rainfall, erosion and landslips could threaten safety and tourism infrastructure.

The Surf Coast hinterland contains productive agricultural land, waterways and significant environmental assets like the Great Otway National Park. Agriculture in the hinterland is less likely to be severely impacted by climate change than the "food bowl" regions of Victoria, like the inland wheat and cropping production areas. However, dry conditions in those areas will place greater pressure on remaining land to become more productive, and areas that can be irrigated will be critical.

Climate change impacts like increased temperatures, sea level rise, lower rainfall and storm events will hasten native vegetation loss and species decline. As a result our existing environmental assets become more important. Protecting them is central to supporting biodiversity, agriculture and the Surf Coast economy.

By 2040, Barwon Water expects to see a 7 per cent reduction in flows to reservoirs due to climate change. However, in future, recycled water may provide an alternative in areas near the Black Rock and Winchelsea water reclamation plants. Greater reuse of waste water on-site by private businesses will also help. (This is discussed further in the Recycled Water section of this report).

## Consideration of Bushfire Risk

Environmental risks, particularly bushfire, are a major issue for the Shire and climate change is likely to increase these risks. Large areas of the Shire, including the coastal townships, are covered by the Bushfire Management Overlay (BMO) in the planning scheme, and most of the Shire is a designated Bushfire Prone Area under the Building Regulations.

In response to the recommendations of the Black Saturday Bushfire Royal Commission, the State Government introduced state-wide reforms including policy provisions emphasising the need to prioritise the protection of human life over all other policy considerations.

With the focus on resilient communities, bushfire risk must be considered in decision making at all stages of the planning process. Development should be directed to lower risk locations and use and development, including events, in high risk locations is to be avoided.

When siting tourist facilities, residential development and other sensitive uses, bushfire risk will be a key consideration.

## Technology

New technology continues to change business and communication. All businesses, including farming, are increasingly dependent on information technology to do business, access information and communicate with customers and suppliers. High speed internet access and mobile phone coverage are essential to business and visitors expect them to be available. Our hinterland has areas without mobile phone coverage ("black spots") and limited broadband internet access. The NBN is progressively being delivered but gaps still exist. Today, both visitors and the local community expect comprehensive communications coverage in rural areas, particularly in popular areas.



## 4. CONTEXT - THE HINTERLAND ECONOMY

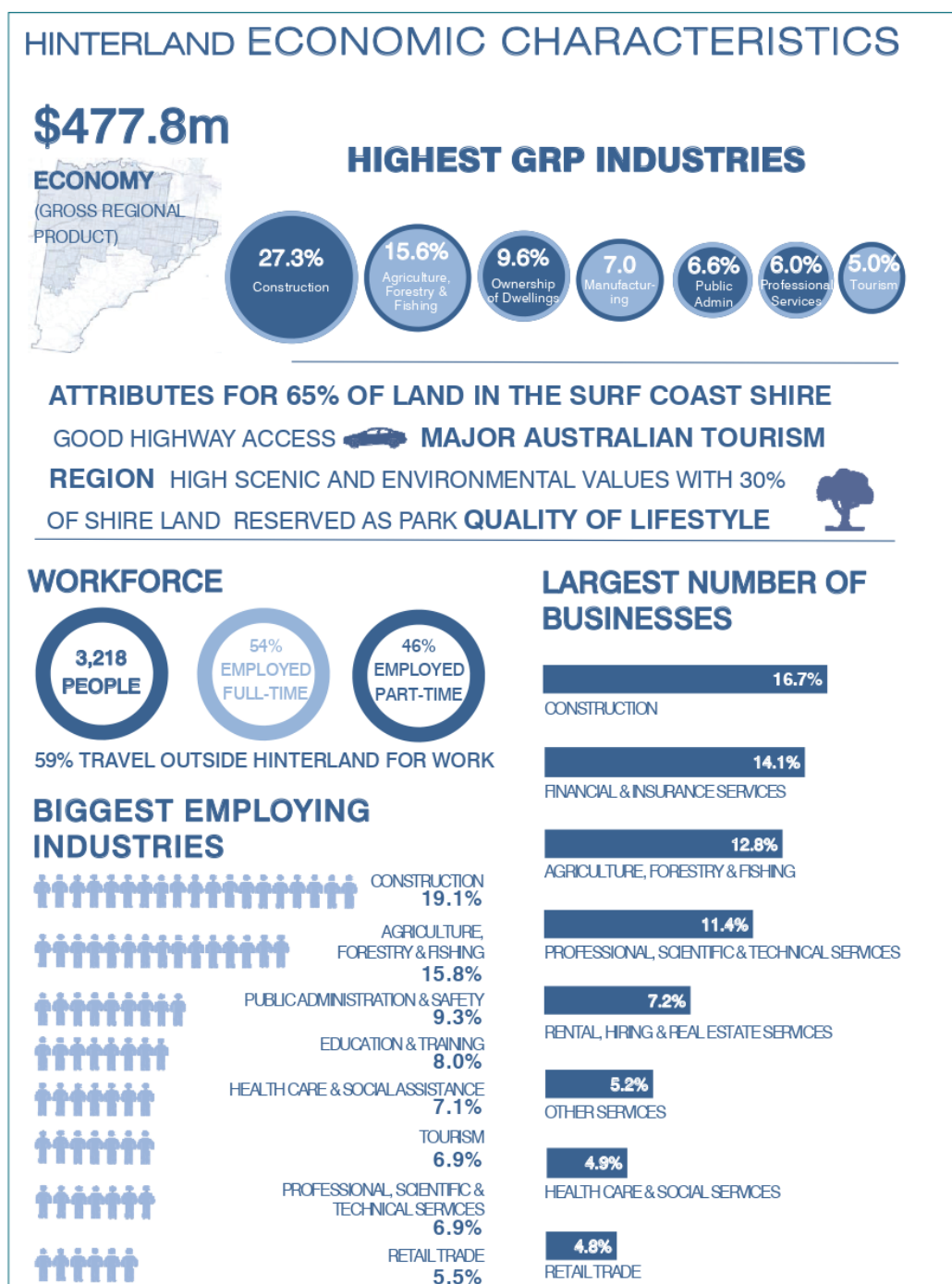


Figure 2: Hinterland Economic Characteristics  
Source: Australian Bureau of Statistics, REMPlan

## 5. CONTEXT - KEY FACTS

Council prepared a detailed Background Report to support this Strategy which was exhibited in November 2017, together with an Issues and Opportunities Report.

Part B of this Strategy is a summary of the context and background research and the insights that lead to the directions in this Strategy.

The following is a summary of the key contextual facts:

The Shire is experiencing high population growth, particularly around Torquay, and the Shire requires 1,650 new jobs to support the future population.	Surfing, tourism and construction industries are major drivers of the broader Surf Coast economy. Agriculture is a significant contributor to the hinterland economy.
There is a policy gap in the planning scheme on discretionary uses in the rural zones that needs to be filled to provide guidance.	More guidance is required in the planning scheme on the location and design of development in rural areas and in significant landscapes.
Agritourism has potential to stimulate business in the hinterland, as the beauty of the landscapes is both a tourist drawcard and a lifestyle attractor.	There is increased growth and development pressure on rural and environmental values in the hinterland and key tourist attractions like the Great Ocean Road.
Hobby/lifestyle farms are a dominant and growing land use in the hinterland.	There is undersupply of product to attract visitors to the hinterland.
Intensive agriculture is growing in the region. It has an important role to play if aligned to the hinterland vision.	About 3per cent of Surf Coast Shire's 2.1 million visitors currently come to the hinterland. This represents enormous potential for tourism.
Small-scale food production has been growing in the region due to the opportunity provided by the tourism industry and a developing "Otways" brand.	Commercial broad-acre agriculture is still the dominant land use in the hinterland. This is changing, however it is still a major economic contributor and has an important role to play in sustainable land management.
Visitors are seeking experiences such as outdoor recreation, culture, food and wine and events.	Existing infrastructure is struggling to meet the growing needs of the hinterland.



## 6. VISION

By 2040 the rural hinterland is a key contributor to the Surf Coast economy and renowned all-year visitor destination.

### What does this look like?

High value rural landscapes and natural environment are recognised as a defining feature of the economy in addition to their intrinsic scenic value.

A thriving agricultural sector based on innovative businesses that display sustainable development and land management practices, is complemented by local food, high-quality tourism products and outdoor activities, that provide a year round experience. Our significant environmental assets and landscapes will underpin these values.





## 7. STRATEGIC OBJECTIVES AND PRINCIPLES

The Strategy has five key objectives:

### Objective 1:

Elevate the Value of our Environment and Rural Landscapes as the Defining Feature of the Surf Coast Hinterland and its Significance to the Local Economy.

*Recognise the role that the natural environment and landscape plays in the rural hinterland economy and develop its contribution to the Surf Coast Economy.*

### Objective 2:

Encourage Innovative Agricultural and Other Businesses Displaying Sustainable Land Management Practices to Enhance our Reputation as a Forward Thinking Business Destination.

*Ensure new businesses are "clean and green" and achieve best practice.*

### Objective 3:

Stimulate Agritourism to Enhance the Surf Coast as a Visitor Destination

*Develop Agritourism as the area with the highest potential to develop Surf Coast's reputation as a food destination and increase the hinterland contribution to the Surf Coast Economy.*

### Objective 4:

Support Tourism Activities which Complement the Landscape, Agricultural and Environmental Values of the Surf Coast Shire

*Ensure new tourism activities are complementary to existing values that we wish to retain and enhance and make a positive contribution to the economy.*

### Objective 5:

Secure Enabling Infrastructure to Deliver the Vision and Objectives of the Strategy

*Improve on our road, servicing, recycled water sources and supporting infrastructure to enable the economy in the hinterland to thrive. Advocate for improved public transport services. Look for new opportunities to build resilience.*

## The Strategy has the following key seven principles:

The principles sometimes overlay and therefore need to be balanced against one another.

### Principle 1:

Agriculture will remain the primary purpose of land in the Farming Zone.

### Principle 2:

New uses and development should not result in an unreasonable loss of productive capacity of agricultural land, or impact on the productivity of existing adjoining agricultural uses.

### Principle 3:

Development (built form) should avoid negative impacts on: environmental and landscape values and adjoining agricultural uses through appropriate siting and detailed design measures.

### Principle 4:

New industrial, storage (warehouse), or manufacturing uses on Farming zoned land should have a direct relationship with the agricultural production of the land or surrounding district.

### Principle 5:

Environmental values and rural landscape features will remain the defining physical and visual attributes of the hinterland.

### Principle 6:

Tourism and agritourism attractions should be clustered around key nodes in the hinterland.

### Principle 7:

Discretionary use and development will consider fire risk including landscape type, vehicle access, the ability to mitigate the risk and the capacity of the emergency services.

## 8. STRATEGIC FRAMEWORK

The following section of the strategy demonstrates spatially the directions and outcomes of the Strategy. They have been informed by the background research and opportunities identified to achieve the Vision for the hinterland.

Implementation will require several actions, both economic and planning, to achieve the Vision and Objectives, including a planning scheme amendment. These actions are outlined in Section 8.

### Strategic Framework Map

The Strategic Framework map, shown in figure 3 is the overarching plan for the Strategy and divides the hinterland into three strategic focus areas well suited to:

1. Intensive and commercial farming.
2. Agribusiness and commercial farming.
3. Tourism.

There are a number of areas throughout the Hinterland where strategic focus areas overlap. This reflects findings that many areas are suited to a broad range of complementary activities. E.g. the agribusiness and commercial farming and the tourism focus areas overlap on the Cape Otway Road.

The development of the maps has been informed by technical information regarding landscape and environmental assets, land capability, lot sizes, accessibility to transport, services, water and workforce and the like to direct uses to areas where they are most suited and are best supported.

It should be noted that the areas shown on the plan are for guidance and the borders are not fixed. Planning applications can be considered for land both within and outside the areas shown and will be considered on their merits. The areas indicate what the land is 'well suited to' based on location, access to key infrastructure, and land attributes.

The Strategic Framework map also identifies the key transport and tourist routes and important infrastructure that can help business to grow within the hinterland. The townships of Winchelsea, Moriac, Deans Marsh and Bellbrae are identified as focus areas for tourism and agritourism. These towns provide basic services, are located on identified tourist routes, and currently support a number of tourist destinations. The strategy seeks to grow these areas as activity hubs. The intention is not focused on the town itself but also the surrounding area, with the town symbolising the focal point.

The roundabout at the intersection of the Great Ocean Road and Forest Road has also been identified as an activity focus area. Directing development to these locations is intended to avoid ribbon development along key tourist routes. Clustering land use has the added benefit of businesses stimulating other businesses, and is also important in relation to bushfire risk management. It also assists the CFA with regard to deploying limited resources during emergency events if activities and development are geographically clustered and proximate to each other.

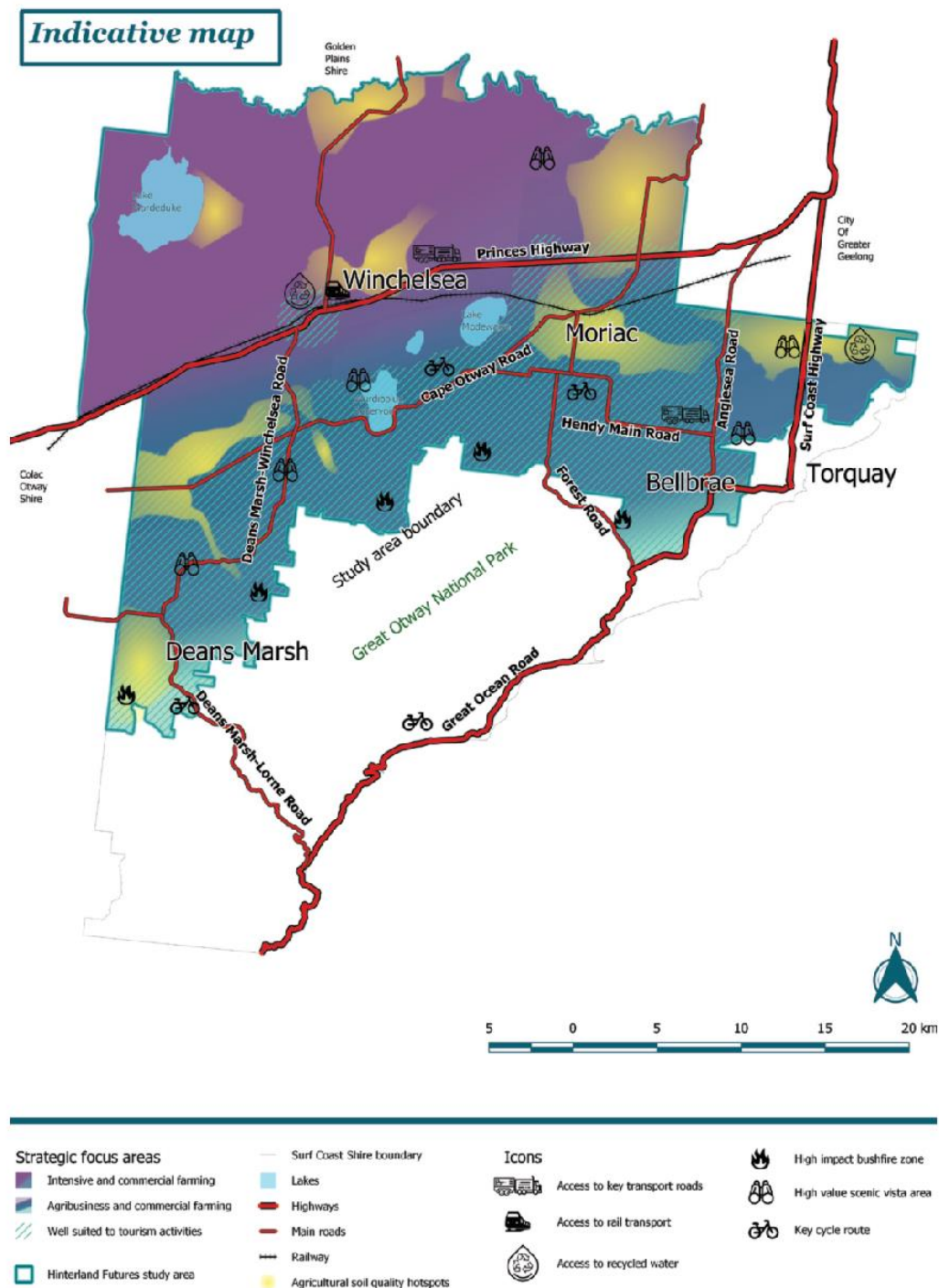


Figure 3: Strategic Framework Map

## Areas Well Suited to Intensive and Commercial Farming

The Intensive and Commercial Farming Focus Area, shown in figure 4, features large land holdings, high quality soil and lower land prices compared with other parts of the hinterland. The productive soils and remoteness of much of this land from residential areas makes this area better suited to more intensive production. The area has access to Winchelsea, road freight, recycled water and the key road freight network including the Princes Highway. Endangered grasslands and Lake Murdeduke, which is an internationally significant wetland, are also features of this area.

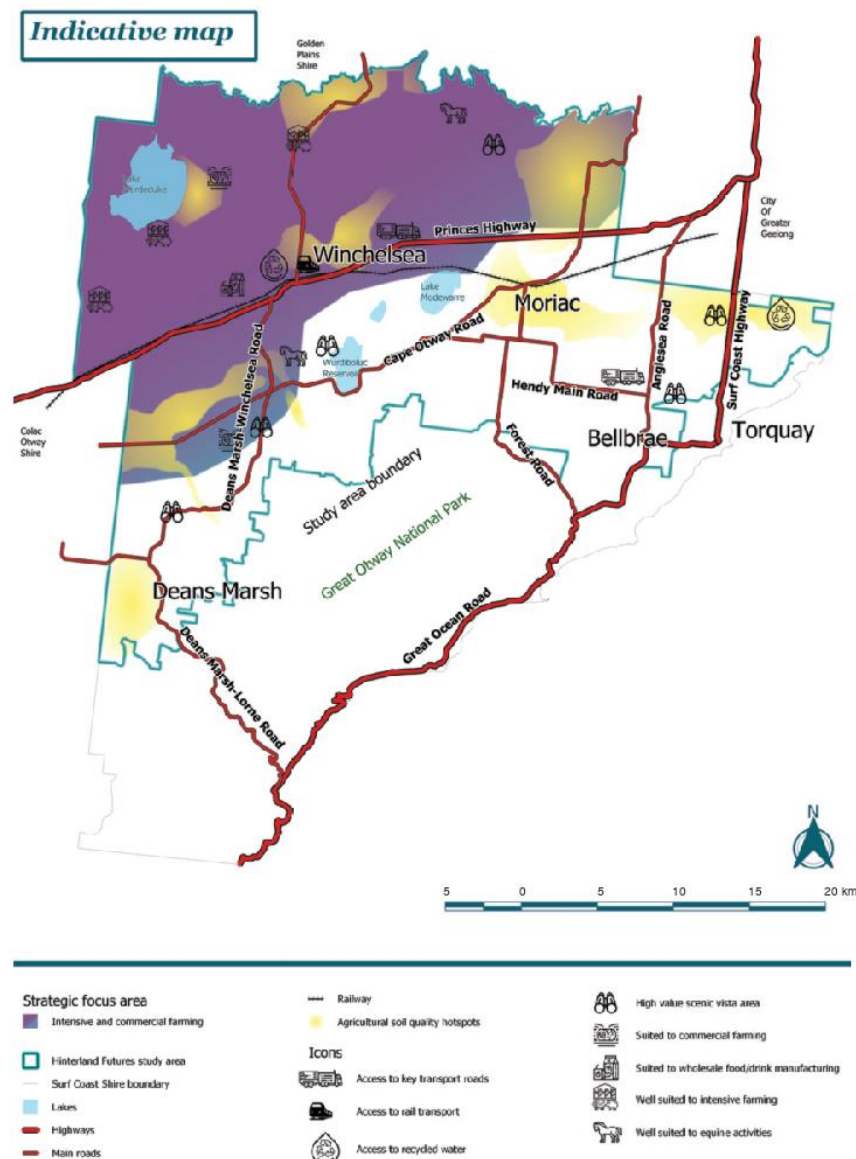


Figure 4: Areas well suited to intensive and commercial farming



## Areas Well Suited to Agribusiness and Commercial Farming

Areas well suited to agribusiness and commercial farming, shown in figure 5, are characterised by moderate-sized land holdings with marginal to good quality soil. The higher rainfall in the south western parts of this area and access to recycled water in the north east may support commercial farming. The area has access to the Princes Highway, Cape Otway and Anglesea Road and Torquay. Rolling hills and the backdrop of the Great Otway National Park are a feature of this area.

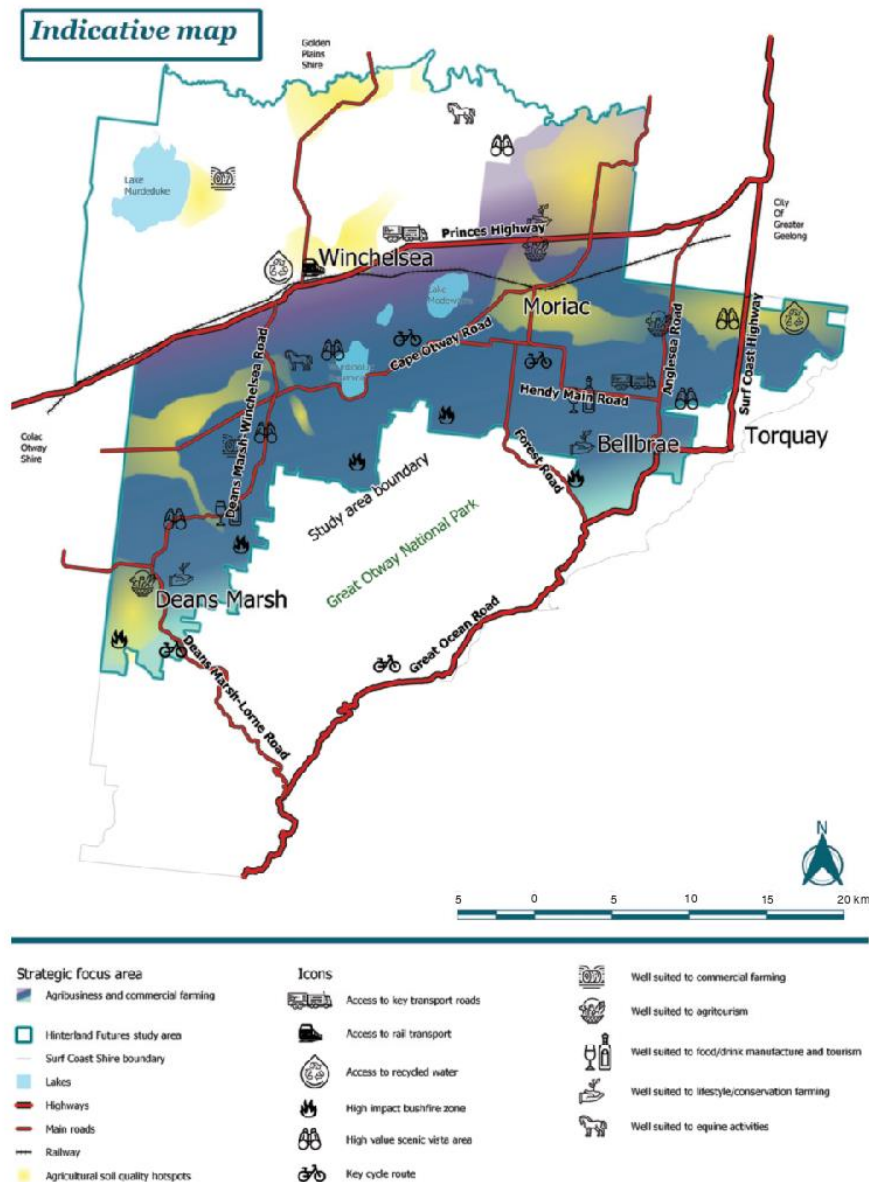


Figure 5: Areas well suited to agribusiness and commercial farming

## Areas Well Suited to Tourism

Areas well suited to tourism, shown in Figure 6, are characterised by a mixture of lot sizes (including smaller lots) with variable soil quality. The high coverage of indigenous vegetation and access to the Park lends itself to tourism-focused land use, when carefully balancing bushfire risk management and protection of environmental values. Land closest to the Park contains dense vegetation and is at high risk from bushfire. Tourism clusters are well suited to locate around Winchelsea, Moriac, Deans Marsh and Bellbrae as shown on the map.

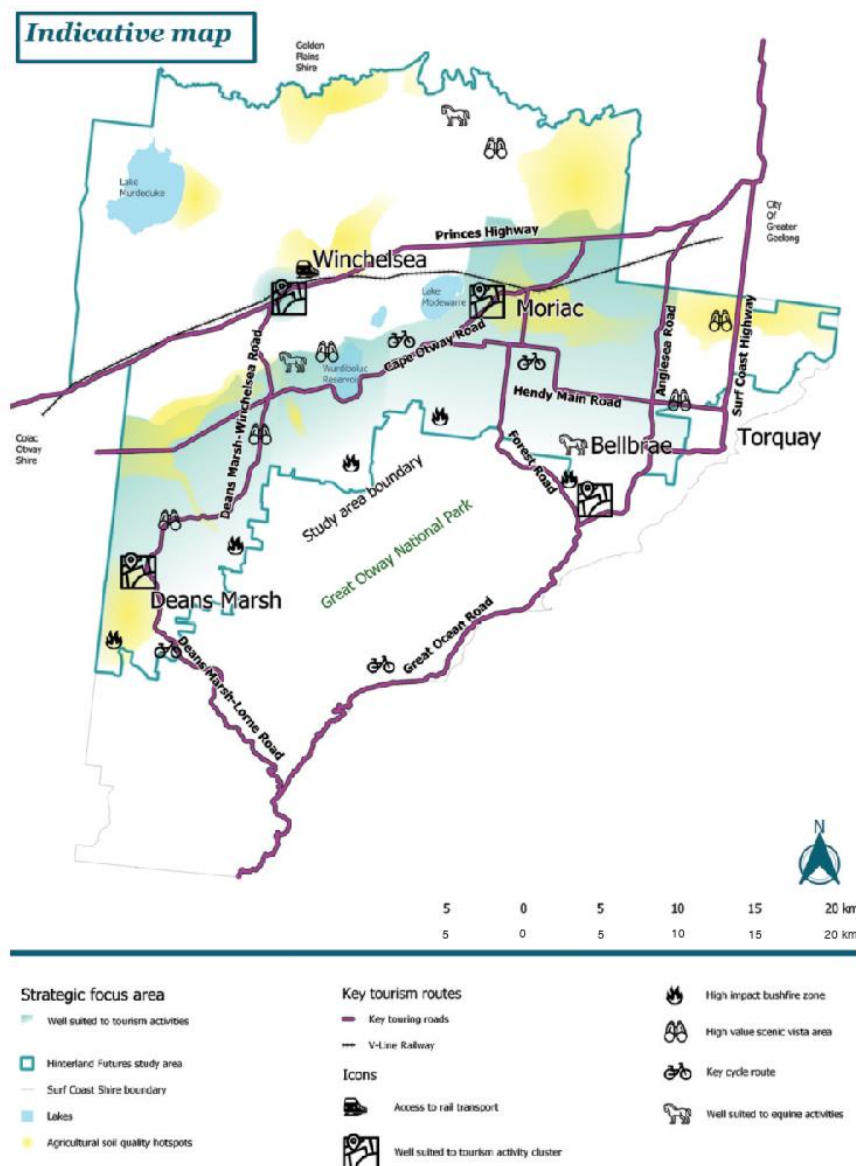


Figure 6: Areas well suited to tourism

## 9. ACTION AND IMPLEMENTATION PLAN

The following tables outline the actions necessary to implement the Strategy and achieve each objective, and identifies the lead agencies and timing.

### Objective 1:

Elevate the Value of our Environment and Rural Landscapes as the Defining Feature of the Surf Coast Hinterland and its Significance to the Local Economy.

PRIORITY ACTIONS	LEAD STAKEHOLDER	SUPPORTING STAKEHOLDER	TIMELINE
ECONOMY AND MARKETING			
1.1. Support the valuable role agricultural producers have to play as stewards of the natural environment by enhancing communication networks and providing tools and guidelines on best practice land management.	Surf Coast (Eco Dev)	G21 Agribusiness Forum, Agriculture Victoria, Surf Coast Planning	Ongoing
LAND USE AND PLANNING			
1.2. Encourage nature based activities and agritourism in areas identified as high environmental and landscape value that preserve those values as a priority. New uses must be complementary and must address bushfire risk.	Surf Coast (Planning)	Surf Coast (Eco Dev)	Short
1.3. Direct intensive agriculture to areas where identified high environmental and landscape values are not compromised.	Surf Coast (Planning)		Short
1.4. Refine planning policy to encourage new uses that complement identified significant environmental, agricultural, and landscape assets.	Surf Coast (Planning)		Short
1.5. Overcome land use conflicts by preparing planning policy to suitably direct uses to appropriate locations for access, land capability, risk, land sizes, and proximate to complementary land uses.	Surf Coast (Planning)		Short
1.6. Strengthen planning policy to protect green breaks and encourage co-location of complementary land uses such as tourist facilities around key infrastructure.	Surf Coast (Planning)		Short
1.7. Prevent ribbon development along the Great Ocean Road and strengthen protection of important vistas along its route. Investigate the need for guidelines for development on the Great Ocean Road.	Surf Coast (Planning)		Short
1.8. Implement Strengthening Town Boundaries discussion paper actions to define settlements long term, contain urban growth and protect agricultural and environmental assets in the Shire.	Surf Coast (Planning)		Short

Definition: Short: 1-2 years, Medium: 3-5 years, Long Term: 5 years+



PRIORITY ACTIONS	LEAD STAKEHOLDER	SUPPORTING STAKEHOLDER	TIMELINE
LAND USE AND PLANNING			
1.9. Maintain the green breaks between Torquay and Mt Duneed Road and between Torquay and Bellbrae. Maintain the existing Farming Zone and encourage permitted uses in the green break between Torquay and Bellbrae which do not adversely impact on the Great Ocean Road or its landscape. Support the ongoing use of land for existing uses such as arts and small scale accommodation and for lifestyle/hobby farming. If new uses are proposed, encourage co-location with existing complementary uses.	Surf Coast (Planning)		Short
1.10. Develop new local planning policy to guide the design and siting of development in rural areas, significant landscape areas and on major tourist routes to ensure there are no adverse impacts on significant environmental, agricultural, and landscape assets and they incorporate environmental sustainable development principles.	Surf Coast (Planning)		Short

Definition: Short: 1-2 years, Medium: 3-5 years, Long Term: 5 years+

## Objective 2:

Encourage Agriculture and Innovative Businesses Displaying Sustainable Land Management Practices to Enhance our Reputation as a Forward Thinking Business Destination.

PRIORITY ACTIONS	LEAD STAKEHOLDER	SUPPORTING STAKEHOLDER	TIMELINE
ECONOMY AND MARKETING			
2.1. Support the implementation of actions of the Sustainable Agribusiness Strategy for the G21 Region (2017-2021).	Surf Coast (Eco Dev)		Short
2.2. Initiate training and support to improve the skills of lifestyle farmers in sustainable land management, animal welfare and biosecurity.	Surf Coast (Eco Dev)		Short-Medium
2.3. Develop a network to connect non-farming landowners with potential producers to increase access to and utilisation of existing productive agricultural land.	Surf Coast (Eco Dev)		Short-Medium
2.4. Develop and promote case studies of innovative local businesses that align with the vision of the Hinterland Strategy.	Surf Coast (Eco Dev)		Ongoing
2.5. Encourage the development of an agribusiness communication framework considering applications such as Farm Table, Farmer Exchange, G21 Virtual Hub and the Agri Collective.	Surf Coast (Eco Dev)		Short-Medium
2.6. Collaborate with key partners including Deakin University, Marcus Oldham College and the Food and Agribusiness Network G21 Region on initiatives that increase the productive capacity of the Hinterland.	Surf Coast (Eco Dev)		Medium

Definition: Short: 1-2 years, Medium: 3-5 years, Long Term: 5 years+

### Objective 3:

Stimulate Agritourism to Enhance the Surf Coast as a Visitor Destination.

PRIORITY ACTIONS	LEAD STAKEHOLDER	SUPPORTING STAKEHOLDER	TIMELINE
ECONOMY AND MARKETING			
3.1. Support the actions of the Surf Coast Shire Local Food Program to encourage the growth of small to medium food production businesses.	Surf Coast (Planning)	Surf Coast (Eco Dev)	Short-Medium
3.2. Encourage the development of new tourism products that incorporate locally grown and produced food.	Surf Coast (Eco Dev)		Short-Medium
3.3. Connect small-scale food producers and agritourism experiences through the development of new or the enhancement of existing tourism trails.	Surf Coast (Eco Dev)	Surf Coast (Planning, Infrastructure); VicRoads	Medium-Long
3.4. Support the implementation of the Otway Harvest Trail marketing and action plan, especially in relation to expansion of their digital presence and brand collateral.	Surf Coast (Eco Dev)		Short-Medium
3.5. Engage with small scale agrifood tourism businesses to facilitate connections and provide information to increase capacity & knowledge.	Surf Coast (Eco Dev)		Short-Medium
ADVOCACY AND LEADERSHIP			
3.6. Advocate to the State Government to broaden the allowances for localised, small-scale aggregation of farm-gate produce to prevent ribbon development of farm-gate stalls.	Surf Coast (Planning)	Surf Coast (Eco Dev)	Short
LAND USE AND PLANNING			
3.7. Review planning policy to support the use of existing small lots to develop innovative agritourism ventures and demonstration farms in association with agriculture.	Surf Coast (Planning)		Short

Definition: Short: 1-2 years, Medium: 3-5 years, Long Term: 5 years+

## Objective 4:

Support Tourism Activities which Complement the Agricultural, Landscape, and Environmental Values of the Shire

PRIORITY ACTIONS	LEAD STAKEHOLDER	SUPPORTING STAKEHOLDER	TIMELINE
<b>ECONOMY AND MARKETING</b>			
4.1. Encourage the development of tourism products in the hinterland which provide low-impact outdoor recreation activities, such as fishing, cycling, kayaking, and dedicated off-road cycling e.g. mountain-bike riding and cyclo cross and horse trails.	Surf Coast (Eco Dev)		Medium
4.2. Secure a new signature event for the hinterland in the off-peak that meets bushfire management requirements and aligns with Great Ocean Road or regional (Winchelsea & Otways) destination branding.			Short-Medium
4.3. Develop tourist trails with a product or experience focus to enhance the visitor journey and connect inland destinations with the Great Ocean Road and key access routes.			Short-Medium
4.4. Undertake a range of hinterland promotions with a focus on food trails, arts, culture, heritage and food tourism.			Short-Medium
4.5. Work with Great Ocean Road Regional Tourism and Regional Roads Victoria to map the visitor journey and identify new hinterland itineraries and touring routes to raise awareness of Hinterland destinations off the Great Ocean Road including a to review of directional and interpretive signage to raise awareness of hinterland destinations off the Great Ocean Road.	Surf Coast (Eco Dev)	Great Ocean Road Regional Tourism; VicRoads	Medium
<b>ADVOCACY AND LEADERSHIP</b>			
4.6. Continue to advocate to State Government to broaden the scope for appropriate tourism opportunities and complementary uses in the Rural Conservation Zone that capitalise on and enhance the natural assets of the region and meet bushfire management requirements.			Short
<b>LAND USE AND PLANNING</b>			
4.7. Revise local planning policy to support the clustering of tourism/agrifood business by encouraging the development of key attractions in desired activation points throughout the hinterland.	Surf Coast (Planning)		Short

Definition: Short: 1-2 years, Medium: 3-5 years, Long Term: 5 years+

## Objective 5:

Secure Enabling Infrastructure to Deliver the Vision and Objectives of the Strategy

PRIORITY ACTIONS	LEAD STAKEHOLDER	SUPPORTING STAKEHOLDER	TIMELINE
<b>ADVOCACY</b>			
<b>5.1.</b> Advocate for Cape Otway Road to become a Regional Roads Victoria managed road due to its increased profile as an alternative inland route to Lorne and destinations further along the Great Ocean Road.	Surf Coast (Eco Dev)	Surf Coast (Planning, Infrastructure)	Medium
<b>5.2.</b> Advocate to the State Government for upgrades to the road quality, pull-out lanes, bicycle lanes, and road network signage along State managed roads, in particular Deans Marsh-Lorne Road, Cape Otway Road, and Anglesea Road.	Surf Coast (Infrastructure)		Short-Medium
<b>5.3.</b> Seek funding to improve safety, including sealed shoulders, for Horseshoe Bend Road and Barrabool Road.	Surf Coast (Infrastructure)		Short
<b>5.4.</b> Informed by the Sealed Road Network Strategy, seek funding for improvements to the road network to enhance agricultural productivity.	Surf Coast (Infrastructure)		Medium-Long
<b>5.5.</b> Advocate to maximise the coverage of the NBN and other telecommunications services in the hinterland.	Surf Coast		Ongoing
<b>5.6.</b> Advocate for improved public transport services particularly along the Great Ocean Road and Geelong -Warrnambool rail line including the potential to service Moriac Station and connector road between the hinterland and coastal townships.	Surf Coast		Ongoing
<b>LAND USE AND PLANNING</b>			
<b>5.7.</b> Consider undertaking a Cycle Tourism Strategy that includes identifying key cycle tour routes for upgrade (including bike lanes) and the promotion of safe cycling.	Surf Coast (Infrastructure)	Surf Coast (Planning)	Ongoing
<b>5.8.</b> Support the development of innovative beneficial recycled water reuse schemes.	Surf Coast (Infrastructure)	Surf Coast (Planning)	Ongoing
<b>5.9.</b> In partnership with Barwon Water, explore the potential to provide access to recycled water to enhance agricultural and agritourism development in the hinterland that is consistent with the objectives of this strategy.	Barwon Water; Surf Coast (Eco Dev)	Surf Coast (Planning, Infrastructure)	Medium

Definition: Short: 1-2 years, Medium: 3-5 years, Long Term: 5 years+



# Part B

## 10. CONTEXT

### The Hinterland Economy

The hinterland encompasses about 60per cent of Surf Coast Shire and contributes an estimated \$478 million (38per cent to the overall \$1.25 billion economy). While this figure is significant, when compared on a per capita basis, the hinterland (\$37,400) does not perform as strongly as the Surf Coast Shire as a whole (\$42,500) or Victoria (\$68,681). Therefore, increasing per capita gross regional product presents a significant opportunity to grow the hinterland economy.

Driving this contribution of almost half a billion dollars are 3,218 jobs, predominantly in construction (615), agriculture forestry & fishing (512) public administration & safety (298) education (260) and accommodation & food services (241).

In total, the hinterland represents an estimated 35per cent of the 9,293 jobs on the Surf Coast. While 35per cent may, in some instances, be considered a significant contribution, there is a need to provide additional jobs in the hinterland just to keep pace with population growth. Projected population growth in the hinterland means generating 130 new jobs by 2036, if it is to retain a 35per cent contribution to total employment in the Surf Coast Shire.

However there is a significant opportunity for the hinterland to play a greater role in growing the economy and support the goals of increased population in Winchelsea. If the hinterland could grow its contribution to 40per cent of the jobs in the Shire, then it would have a total of 2,400 jobs by 2036, which is an increase of 670 jobs from 2011. This higher rate of contribution is a worthwhile and achievable goal for the hinterland economy. Given the prominence of the agriculture and tourism sectors, it is appropriate that this job creation will be via the inter-relationships that are already being developed between agriculture, manufacturing (such as food and beverage processing) and tourism (such as food and farm based tourism). Similarly, given the importance of our natural environment and rural landscapes, it is appropriate that this growth occur in “clean and green” sectors that add value to the agritourism offer of the area.

Note: With the boundaries of the hinterland (in terms of data capture) extending to the fringes of Torquay, there is potential for this figure (as well as employment, exports and value add activity) to be over represented, particularly as it includes West Coast Business Park and areas of Coombes Road (Torquay).

### Exports and Value Add

The hinterland currently generates about \$310 million in exports annually. In this context an export is any good or service exported outside of the Surf Coast Hinterland Region that has been generated by local businesses/organisations. Therefore, goods and services provided to Anglesea or Geelong are classified as regional exports. Perhaps not surprisingly, the agriculture forestry & fishing sector is the main driver of regional exports, contributing \$116 million (37.4 percent). The construction sector is also a significant contributor, representing \$83 million (27percent) of hinterland exports, while manufacturing exports are estimated at \$35 million (11.3 percent).

Of interest is the predominance of the rental, hiring and real estate sector when considering value added activity. Value added activity represents the marginal economic value that is added by each industry sector in a defined region, and is the major contributor to gross regional product. It is often viewed as the best measure of a growing economy. The rental, hiring and real estate sector contributes an estimated \$82 million (19.5 percent) of value added activity in the hinterland. The predominant driver of this sector is the appreciation of



land values resulting in very little flow-on impacts in terms of employment and wages. Construction at \$74.3 million (17.6 percent) and agriculture forestry & fishing, \$65.6 million (17.6 percent) are the next largest contributors. In contrast to the rental, hiring and real estate sector (36 jobs), agribusiness and construction generate over 1,100 jobs combined.

An opportunity presents to facilitate employment outcomes in sectors with higher value-add. The rental, hiring and real estate sector currently accounts for 1.1 per cent of hinterland employment even though it generates 19.5 percent of value-add activity however provides no benefit to agricultural productivity. A continued shift to 'higher order' sectors should be encouraged to align with the existing strengths and the increasing skills profile of the population, as well as tourism potential of the area. In this regard creating employment outcomes in sectors such as food and/or beverage manufacturing and professional science and technology would both generate additional jobs and boost productivity.

## Agribusiness

The recent Sustainable Agribusiness Strategy for the G21 Region conveyed a wide divergence in farm scale on a G21 regional level, identifying that 48 per cent of farms have an annual turnover of less than \$50,000 each and, between them, only produce 4 per cent of the total value of our primary production. Conversely, 4 per cent of farms have an annual turnover greater than \$1 million each, but produce 45 per cent of all value. Therefore, while the Surf Coast landscape is dominated by small farms, a very small number of large farms dominate the economic contribution. Given mixed farming and grazing are the dominant forms of agricultural land use, accounting for 86 per cent of agricultural lots in the hinterland by number and 77 per cent by land area, increasing the productivity of this sector, and in turn the land area it comprises, represents a significant opportunity.

In addition, a key focus in stimulating the hinterland agribusiness economy should be to support the lowest-output farming properties to increase their output. This may come through increased access to best-practice land management information resources, development of landholder discussion groups and support networks, and reviewing planning policy to enable more diverse agri-food and tourism operations on small and under-utilised farming zone lots.

## Soils and Land Use

The Surf Coast hinterland is characterised by distinct soil regions. The relatively flat volcanic plains in the north west have been well suited to broadacre cropping and expansive farming. Pockets of fertile, texture contrast soils around the Barrabool Hills and Deans Marsh lend themselves to highly productive, pasture-based operations, berry and fruit production. The lighter sedimentary plains surrounding the Thompson Valley are well placed to support market gardens and niche artisan agriculture due to their higher sand content and lower nutrient holding capacity. This region holds strong appeal for lifestyle farming as it is close to the coast and regional centres.

The distinct soil characteristics heavily influence the productive capacity of the land and agricultural practices are adapted accordingly.

Subdivision of Farming Zone land in each of the five landscape precincts is restricted to the minimum sizes (hectares) shown in figure 7 below.



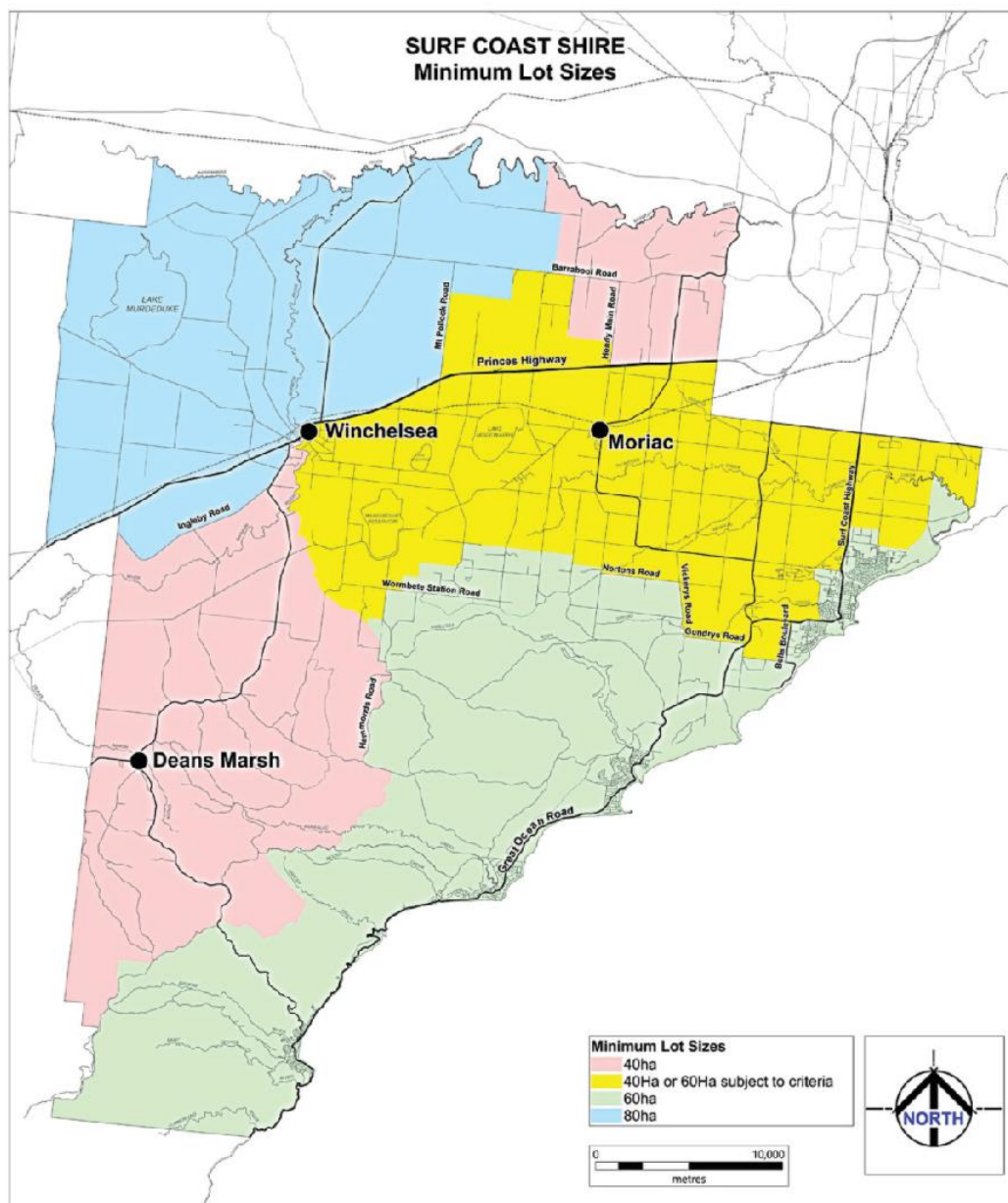


Figure 7: Minimum Lot sizes

Mixed farming and grazing – with/without infrastructure - are the dominant forms of agricultural land use, accounting for 86per cent of agricultural lots in the hinterland area by number, and 77per cent by land area. When livestock production - both sheep and cattle - are included the proportion of lots and land consumed rises to 95per cent and 93per cent respectively.

Land use practices in the hinterland have traditionally been driven by soil type, topography and water availability.

Existing land use practices in the hinterland can be grouped into the following categories:

#### > Intensive Farming

Intensive farming involves importing considerable proportions of animal or plant nutritional requirements and is predominantly structure-based (livestock housing, feed pads, glasshouses etc). Intensive farming operations have traditionally been directed towards the north-west of the hinterland due to larger sized lots allowing for buffer distances and direct access to arterial roads. Intensive farming operations are often more demanding on resources like water and soil, as well as infrastructure like roads than other commercial farming enterprises and require a high level of control over growing conditions. This means that they can play a key role in ensuring food security in the face of climate change.

In the future, intensive animal farming practices will remain best suited to the north-west. As recycled water irrigation districts are developed, opportunity arises for new intensive farming operations like horticulture to emerge in new areas like the Thompson Valley. Importantly, guidelines embedded in planning policy need to be developed to ensure these operations complement the surrounding landscape.

#### > Commercial Farming

Considered traditional farming, this category includes broadacre crop and hay production, grazing livestock production, fruit orchards and olive groves, market gardens, vineyards, commercial flower production and nurseries. These farming practices are dependent on the land's inherent productive capacity, which is linked to soil type, topography and annual rainfall.

Commercial farming operations of varying scales are spread across the hinterland and play a key role in maintaining the valuable rural landscapes. As commercial farming is the second largest employer in the hinterland, ensuring that commercial farming operations remain viable is critical to the hinterland economy. Commercial farming operations can be supported by mitigating land-use conflicts, maintaining transport infrastructure and promoting best-practice land management to all landholders.

#### > Lifestyle Farming

Lifestyle farms are often situated on smaller lots, where land-owners derive their main source of income off-farm, and includes farming where commercial production of agricultural commodities is not the main driver for land use decisions. Lifestyle farms are valued not only for their capacity to produce agricultural commodities, but also for intrinsic lifestyle and aesthetic values. Conservation of native vegetation is often a high priority for lifestyle farm owners.

Due to the size of lots and the motivation for land ownership, lifestyle farms are highly represented in the low-output farms category. While lifestyle farms have the potential to enhance the rural landscape vistas, they may require a higher level of guidance than commercial farms, as lifestyle farms are an entrance point to

rural land holding for property owners from non-rural backgrounds. Additional information resources and farm discussion groups can support the upskilling of lifestyle farm landholders in best-practice land management, as well as potentially lifting the output of some of these farms.

Similar to lifestyle farms, banked land and absentee landholder lots are largely represented in the low-output farm bracket. Providing resources and improved planning policy to encourage higher levels of land use and the development of niche agribusiness operations is a distinct opportunity. This will support some of these properties progressing to higher output farm categories.

#### > Agroforestry and Non-farming related Conservation Landholdings

Conservation-based land holdings are defined as land where conservation and revegetation of native vegetation is the primary purpose. This can include emissions offset sites, state and national parks and privately-owned conservation blocks. Agroforestry and emissions offset plantations can be expected to increase once Australia reinstates a standardised Emissions Trading Scheme.

Conservation land-holdings can play a role in enhancing the visual beauty of the hinterland. These practices can be beneficial to the development of visual buffers to reduce the impact of intensive farming structures and other land uses.

Agroforestry (commercial forestry on farms) may have an environmental benefit but require the ability to harvest regularly to achieve a commercial outcome. If this is done sustainably, the environmental benefit is still captured e.g. by rotations and not full scale clearing of the land.

Revegetation and agroforestry practices in the region are promoted by a number of community groups including the internationally recognised Otway Agroforestry Network (OAN) and Tree Project. These not-for-profit groups who work with local farmers to establish and manage multi-purpose trees and revegetation projects on farms. These projects help create biological infrastructure to underpin environmental and agricultural sustainability.

This work demonstrates collaborative ways where a diverse range of revegetation projects can be integrated into existing farming systems to support and enhance agricultural production and land management practices. This in turn drives further economic benefits and enhances landscape values.

## Tourism

As the start of the Great Ocean Road the Surf Coast, with its proximity to Geelong and Melbourne, its beaches, national parks, many recreational opportunities, major events and beautiful natural environment, is a tourism drawcard of regional Victoria.



Figure 8: Tourism Visitation Map

In 2017, Tourism Research Australia estimated the Surf Coast welcomed more than 2.12 million visitors who stayed a total of 2.7 million nights and spent \$433 million. About 53per cent of visitors are day trippers, 44per cent are domestic overnight visitors and 2per cent are international visitors.

The Surf Coast receives 40per cent of the 5.29 million visitors who travel the Great Ocean Road annually and spend over \$1.2billion per year. It is recognised a key national and international tourism destination.

Figure 8 depicts the close proximity of Surf Coast Shire and its hinterland to Melbourne.

The role the hinterland can play in receiving these visitors and reducing pressure on the coast is significant. Currently however, the Surf Coast hinterland receives an estimated 3per cent (67,479) visitors on average per year. About 71per cent of these visitors are day trippers, 28.6per cent are domestic overnight travellers and international visitation accounts for less than 1per cent.

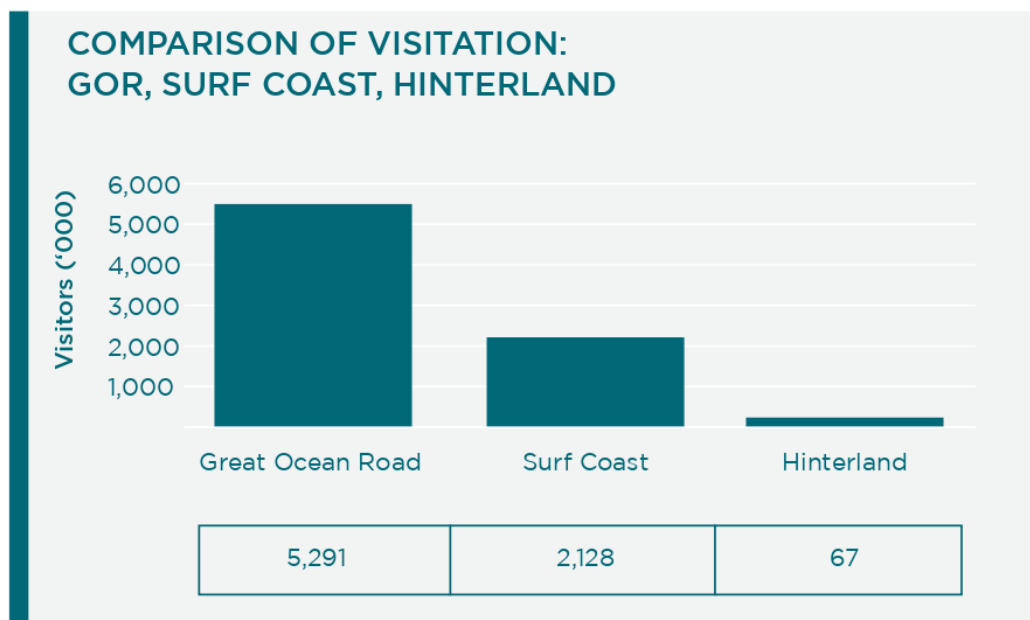


Figure 9: Visitation Comparison  
Source: Tourism Research Australia

It should be noted that the tourism visitation to the hinterland is so low that a visitation average of 10 years must be used to get to the minimum statistically viable sample size.

While a larger volume of visitors might travel through the hinterland to access the Surf Coast and the Great Ocean Road, the evidence shows that very few are stopping. Figure 9 above depicts the comparison of visitors to the hinterland against Surf Coast and Great Ocean Road.

#### Why do people visit the hinterland now?

More than half (52per cent) of all day or overnight visitors to the Surf Coast hinterland come to 'visit friends and relatives' which is also the most popular activity.

The tourism activities listed in the table are of low volume and typically very low yield in terms of expenditure and time spent in the region.

The second most popular activity 'Outdoor/Nature' mostly consisted of people going to the beach. This suggests that a typical visitor would visit the hinterland to pick up friends or family and then recreate outside the hinterland region on the coast.

For the region to become a renowned visitor destination, more investment is required in a range of quality tourism experiences and activities ideally focused around a social activity. See figure 10.



Reasons to visit the Hinterland	Most Popular Activities
Visiting Friends & Relatives (VFR) (52per cent)	Social Activities (73per cent) – VFR, eating out & sightseeing
Holiday (35per cent)	Outdoor / Nature (21per cent) – go to the beach, national park or farm
Business or Other (12per cent)	Active outdoor sports (18per cent) - playing sport, fishing, cycling or golf.

Figure 10: Tourism Activities  
Source: Tourism Research Australia

Tourism activities in the Surf Coast Hinterland can be broadly divided into two categories:

### > Agritourism

Agritourism can operate both commercial agricultural or food/beverage processing operations combined with a tourism experience.

Examples of agritourism ventures include farms which incorporate a dining experience, wineries which operate a cellar-door, berry picking and farm gate sales.

Regions with strong agritourism sectors, such as South Australia's Fleurieu Peninsula and the Yarra Valley, see visitors spend more money per visit. Tourism Research Australia estimates the average expenditure per visit to the Fleurieu Peninsula at \$694 while in the Yarra Valley visitors spend \$424 per trip. In contrast, average visitor expenditure on the Surf Coast is \$378 per trip. It should be noted that this figure is for the whole of Surf Coast Shire, as expenditure estimates for the hinterland were not possible to obtain due to the low level of visitation.

In support of developing the agritourism sector an international visitor survey conducted for Tourism Australia in 2013, cited "good food, wine, local cuisine and produce" as the third most commonly cited deciding factor (38 per cent) among foreign travellers. This is ranked as a priority ahead of "world class beauty and natural environment" (4th) and "interesting attractions to visit" (5th) and spectacular coastal scenery (9th) when considering a destination.

This suggests that a beautiful natural landscape on its own is not a key attractor in its own right. Diversifying tourist expenditure in agritourism has the potential to flow benefits through a variety of industries, creating jobs and new growth in agriculture, manufacturing and transport. The Surf Coast hinterland's current lack of diversity in agritourism offerings is limiting its potential to become a strong agritourism region.

This opportunity is particularly evident in gourmet food and beverage production, which, if developed, could strengthen and broaden the Surf Coast economy, supporting the hospitality industry as a year round product.

### Food/Beverage Processing

Food and beverage processing in the hinterland consists of several wineries and makers of smallgoods, jams, cordials and preserves. These facilities are either very small in scale or directly linked to agricultural production on the property.

While these examples, might be considered agritourism, there is a much broader range of business types in this category that may not be linked to an agricultural use, but do provide a substantive tourism experience.

### Otway Harvest Trail

The Otway Harvest Trail (OHT) is an existing local producers' trail located in the Great Ocean Road hinterland. Members include businesses that produce and/or sell local farm-origin food and beverage products, as well as other goods like homewares and wool; restaurants; accommodation; and other tourism activities.

The OHT is a member-driven and volunteer run group has built an audience and visitation into the area and has created an environment for producers to work together. The Trail has grown from less than 20 members in 2009 to 65 members in 2018, supported by a dedicated website, brochure and 'Otway Harvest Twilight Festa' event.

Member businesses are situated throughout the Surf Coast and Colac Otway region. This allows the best clustering of complementary product and acknowledges the fact that visitors to the region take no notice of shire boundaries.

Otway Harvest Trail producers are now exporting their products to retailers and restaurants in Melbourne, Geelong, Ballarat, Bendigo and Sydney.

Development of the Trail is guided by a strategy, business plan and marketing plan. Several key projects identified through to 2021 are expanding the digital presence, brand collateral (photography, video, business profiles) and implementing a three year marketing plan.

The future development of the OHT needs to be understood by Council and supported where possible.

## > Tourism

This category represents every other type of tourism experience which does not incorporate agricultural production into their land management.

Examples of non-agricultural tourism attractions in the hinterland are accommodation, Barwon Park Mansion, the Great Ocean Road Chocolaterie & Ice Creamery, and LiveWire Park.

Future development in this area might also consider cheese making, gallery spaces, function venues, day spas, horse trail rides, Segway tours, events, coffee roasters, micro-breweries, wildlife parks, cultural products and 'destination' restaurants.

Specific opportunities relating to food/beverage processing, accommodation and events are outlined below.

There are limited opportunities to develop cideries, distilleries, coffee roasters, breweries and cheese makers, due to restrictions in the current planning scheme. Allowing a broader range of food and beverage production needs to be considered in the planning scheme.

### Tourism Accommodation

With the exception of several motels in Bellbrae and Winchelsea, accommodation facilities in the Surf Coast hinterland are primarily B&B and small cottages. There are an estimated 60 properties currently available for rent on AirBnB in the hinterland.

There are eight larger-group accommodation facilities, including camps and cottage style accommodation combined with a meeting space for corporate retreats and special events (eg weddings). These venues are mostly clustered in the Pennyroyal Valley. In Winchelsea, there is one caravan park and one free RV 48 hour stop.

The style of accommodation is fairly similar, with little diversity and a tendency to cater for a domestic, budget, visitor market.

The estimated total number of available beds in the hinterland is 450 on any given night. The amount and diversity of accommodation is not currently enough to support the hinterland as a renowned visitor destination.

There is an opportunity to grow the tourism accommodation sector, particularly in relation to 4+ star accommodation in larger facilities to complement the existing offering.

Much of the land to the north and east of the Great Otway National Park is of poorer soil quality, containing a mixture of smaller farming lot sizes, with many supporting significant native vegetation. A range of accommodation types would be suitable in these areas, taking advantage of the national park and agritourism offering located nearby.

There are several larger properties in this area with adequate land area to accommodate a larger facility. The key management issues will be siting the development appropriately within the landscape while meeting any environmental and bushfire standards.

It should be noted that any accommodation proposal will need to consider bushfire risk, particularly if located near areas of increased hazard. On-site managers with emergency management plans, and a readiness to close on extreme fire danger days could be some of the requirements for accommodation proposals in areas identified as having high fire risk.



## Events as a Motivation to Visit

Events staged in Surf Coast Shire generate over \$105 million in expenditure annually and are attended by over 250,000 people and viewed by a global estimated audience of 32 million people.

The hinterland currently supports a number of small to medium sized events in Deans Marsh, Bambra, Winchelsea and Moriac, which have a distinct community flavour. While signature events such as Amy's Grand Fondo, Great Ocean Otway Classic Ride, Cadel Evans Great Ocean Road Race and others travel through the hinterland, their main benefit is received in the coastal townships of Torquay, Lorne and Anglesea.

Regional events can be used to stimulate visitation to the hinterland and there is an opportunity to identify and secure events that provide a social activity, utilise key visitor attractions, generate economic outcomes and align with the type of experiences a visitor might expect in the hinterland. Events which help balance the seasonality of visitation in the region should be encouraged to entice people to visit year round. In particular, events are encouraged which promote visitation in the cooler months of the year and outside the declared bushfire season.

An increase in accommodation stocks would leverage further economic benefit.

There is also future potential for the hinterland to benefit from the large number of events held on the coast through supply of accommodation when occupancy is at its peak or as an 'add-on' activity for event patrons while in the region.

## Environment and Landscape

The landscape setting is the greatest attribute available to the Surf Coast Shire, featuring open and uncluttered rural landscapes, rolling hills, dense bushland, tree lined creeks and lakes with extensive bird life. The hinterland enjoys the Great Otway National Park as a tree clad backdrop, connecting the hinterland to the internationally renowned Great Ocean Road with its dramatic coastline and tourist towns. The beauty of the landscape attracts entrepreneurial landowners who bring innovation and fresh business ideas. The close proximity to Melbourne makes the hinterland very accessible.

The Shire also contains rich and diverse environmental assets including wetlands of international significance, endangered grasslands and large expanses of heathland and bushland that provide habitat for many threatened species. These environmental assets are an intrinsic part of the Shire's landscape values, which is reflected in the lower land values in depleted areas.

Native grasslands located in the northern and western parts of the Shire are recognised nationally as being among the most threatened vegetation types. They are highly fragmented and have been largely cleared for agriculture, with patches generally remaining around rocky outcrops that can be difficult to farm. Farming activities such as grazing can be compatible with native grasslands provided they are not excessively grazed or disturbed. Due to their significance, landowners with native grasslands have an opportunity to manage their asset for a return, such as through the EcoMarkets program for native vegetation offsets.

The natural environment provides important ecosystem services, including soil stability, water purification and clean air all of which are required for sustainable and productive agriculture.

The Surf Coast farming community embraces our natural environment, with a large proportion of landowners actively involved in community land regeneration groups. For example, the Otway Agroforestry Network has become a national leader in combining conservation with improved land management practices to make a sustainable income. Increases in agroforestry and sustainable farming practices have resulted in a landscape scale increase in native vegetation coverage, particularly in the Deans Marsh, Bambra and Pennyroyal areas. Their practices are addressing many land degradation issues and are improving soil and water quality, targeting weeds and planting for erosion and salinity management. They help to highlight the importance of sustainable land management.

## Recycled Water

Recycled water in the Shire is generated at the Anglesea, Aireys Inlet, Black Rock, Lorne and Winchelsea water reclamation plants.

The two main potential sources of recycled water for the hinterland are the reclamation plants at Winchelsea and Black Rock.

Black Rock is Barwon Water's largest water reclamation plant (WRP) and treats sewage from the greater Geelong region, Bellarine Peninsula and Torquay. It is located near Breamlea close to Torquay, with the Thompson Valley further to the west.

The Black Rock WRP produces both Class A and Class C recycled water and discharges up to 20,000 megalitres or million litres of recycled water into the ocean via an ocean outfall each year. To put this into context: 20 GL of water is sufficient to irrigate more than 2,000 hectares of crop/pasture and horticultural land. On average, about 1,200 megalitres of Class C recycled water (or 6 per cent of the available recycled water) is currently used by properties from Barwon Heads in the east to Torquay in the west to grow turf, flowers, pasture for grazing and horticultural crops, as well as to irrigate golf courses.

Class A recycled water is available for supplying to residential housing in the Armstrong Creek and Torquay North growth areas for domestic use like toilet flushing and garden watering, and watering sports grounds and parks. Some Class A recycled water is also supplied to intensive farming north of Torquay and is largely used for growing flowers, turf, and high value fresh produce.

The Winchelsea WRP is a relatively small plant and produces about 110 megalitres of Class C recycled water each year. At Winchelsea, the recycled water is used on-site to irrigate tree lots, at the Winchelsea Golf Club and by the Surf Coast Shire Council to irrigate the Eastern Reserve. The opportunity for increased recycled water with the growth of Winchelsea will provide an opportunity to the agribusinesses north of Winchelsea in the commercial farming areas.

Barwon Water has recently adjusted its priorities from being a water utility to a leader of the region's prosperity and in doing so, set a zero waste target. This will involve turning wastes into productive resources in a sustainable way that help grow the regional economy, continuously improve productivity, attract new industries to the region and create new job opportunities.

This direction is strongly aligned to a goal for the Hinterland Strategy, which is for rural land to be used productively and sustainably, while retaining its environmental values.

The zero waste target will involve utilising all water resources for their highest and best use, including reusing 100 per cent of the recycled water produced at Barwon Water's reclamation plants.

The use of an additional 20,000 million litres of recycled water per year will require an increase in the number of smaller horticultural, agricultural and recreational customers like the ones currently supplied by Barwon Water, and the supply of Class A water to residential developments in Armstrong Creek and Torquay North. Importantly, the large volume to be used will also require a step-change to more significant recycled water uses including large-scale agricultural or horticultural schemes.

An early step in helping to meet Barwon Water's recycled water target is developing recycled water use on 100 hectares of Barwon Water's land holding around the Black Rock water reclamation plant.

Barwon Water recently called for Expression of Interests, releasing its Agribusiness and Recycled Water Opportunities Black Rock Water Reclamation Plant Expression of Interest in February 2018 and subsequently Winchelsea Water Treatment Plant in December 2018. This project is looking to stimulate productive recycled

water use on the land immediately surrounding the plant and importantly help inform long term, strategic opportunities for the Thompson Valley and hinterland.

The Surf Coast Shire Council Plan 2017-2021 has an objective of improving the reuse of resources with an outcome that “recycled water is used to support agribusiness appropriate to the Shire”. The Plan says this will be achieved by working “in partnership with relevant stakeholders to investigate the feasibility of recycled water to support agriculture in the Thompson Valley and other rural areas”. There is an opportunity to explore this in partnership with Barwon Water.

The study will align with the Sustainable Agribusiness Strategy for the G21 Region (2017 - 2022) which has a strategy to “encourage recycling of key resources to create value-added opportunities for the agribusiness industry”. This is to be addressed by “investigating the feasibility of extending reticulated water to rural areas to facilitate growth of the agribusiness industry and climate change resilience.”

Further, the study aligns with the Geelong Economic Futures 2017 report published by the Centre for Regional and Rural Futures, Deakin University in partnership with CoGG. The report identifies and analyses five emerging economic opportunities in the region with strong credentials for attracting large-scale investment and in turn creating sustainable economic futures.

One of the opportunities is “irrigated agriculture using secure recycled water supplies” to provide high-value farming and food services. The key to realising the opportunity is the provision of high-security water which in turn can drive secure farming of more profitable export focused crops and value-adding food services. The report also notes the opportunity needs to be underpinned by commercial investment principles including being led by market demand and not led by the supply of recycled water, as has traditionally been the case when the public sector has attempted to develop schemes. The project also needs to be commercially viable in scale.

The study will also consider the work completed in the RMCG report from 2009 which looked at recycled water use in the Thompson Valley east of Anglesea Road, which is only a small portion of the hinterland area.

## Water Reuse

Apart from Barwon Water projects, there is also potential for private businesses to develop their own recycled water plants and beneficial water irrigation schemes. Where there are economies of scale, privately operated recycled water plants open up opportunities for irrigation and increased production in locations where reticulated water supply is not available or too expensive to use on agricultural land.

## Reticulated Water and Sewerage

The rural nature of the hinterland means that a large part of this area is not served by the reticulated water network. This is also in part due to tapping restrictions to reticulation mains only. Given the treatment cost and high quality water output at reservoirs in the hinterland, it is likely that Southern Rural Water will continue to receive license applications for groundwater extraction to serve agribusiness. Alternative water provision options that may provide existing and new agribusiness include a new recycled water network. Presently, Winchelsea is the only township in the hinterland area that has access to recycled water (Class C).

Reticulated sewerage is only provided to some townships in the hinterland. Opportunities to expand the reticulated sewerage system more broadly within the hinterland are more likely to occur where there are clustering of uses to ensure viability of any new service provision.



## Road and Cycling Infrastructure

The car is the primary mode of transport in the hinterland. However, the transport infrastructure is not of a sufficient quality to accommodate high volumes of traffic, especially along the Lorne Deans Marsh Road, which is experiencing higher demand and is a key connection with Great Ocean Road.

The Great Ocean Road is the primary tourist route through the Shire and whilst it is predominantly a coastal route, its connection to the hinterland must be strengthened to support rural agribusiness enterprises and tourist related activities. Other notable roads that require attention include Hendy Main Road (main road between Torquay and Moriac), Cape Otway Road (main inland road to Winchelsea South, connecting to Deans Marsh Road) and Mount Duneed Road (which defines the northern municipal boundary with Geelong). Many of the unsealed roads are unsuited to tourist traffic. The Pennyroyal Valley has a large cluster of tourism-related businesses on unsealed roads and access is problematic.

Cycling, both on and off-road, is also problematic throughout the area. There are no bike paths and inadequate bike lanes for safe cycling from towns into the hinterland, which limits accessibility and choice of alternative and more sustainable modes of transport. A future project could prepare a Cycle Tourism Strategy to identify key cycle tour routes and infrastructure requirements to promote safe cycling in the Shire.

Through this strategy, actions should be identified that will ensure key arterial and tourist road networks are upgraded to an acceptable standard for all users. Improvements to the road network will ensure local residents, business owners and visitors to the hinterland can reach their final destination in a safe and comfortable manner. At the same time, improved road hierarchy and construction quality will encourage greater exploration of the hinterland by visitors, promoting a broader economic benefit.

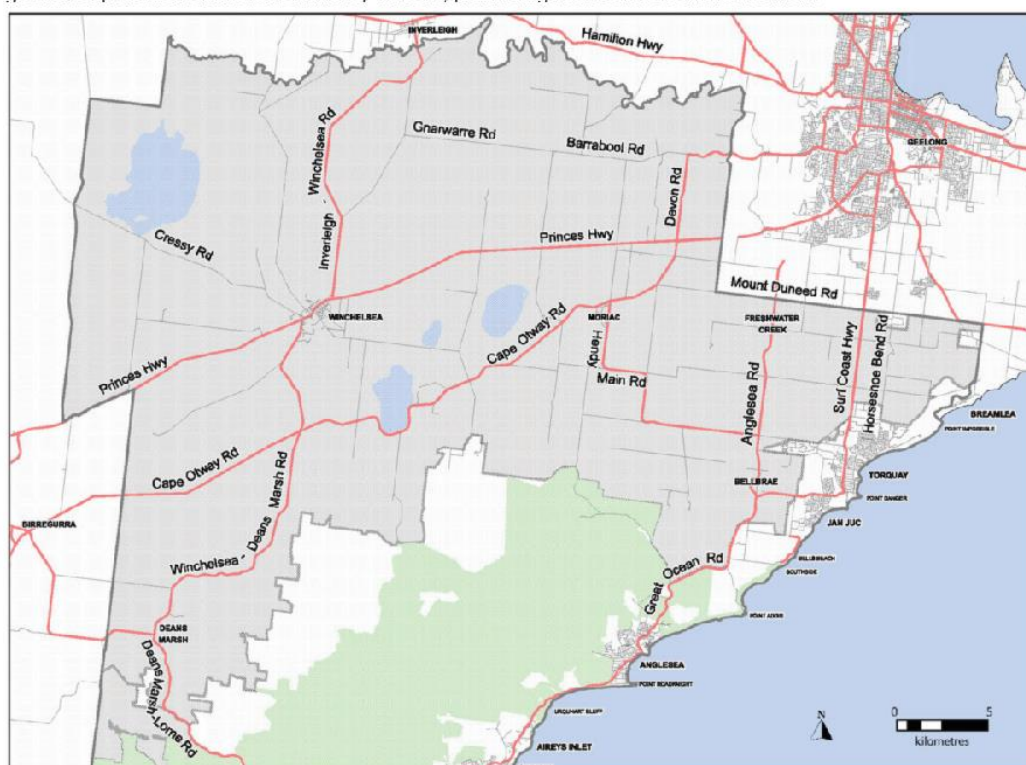


Figure 11: Road and Cycling Infrastructure

## Public Transport

Public transport services are available in the hinterland by way of bus and rail. However, frequency and range is a significant barrier to building future capacity and usage. Without improvements to the availability and frequency of public transport services, the private car will continue to be the dominant mode of transport, particularly for those uses in the hinterland that attract visitors, such as nature-based tourist attractions and agritourism and tourism uses. There is a need to ensure that the road network, particularly the major tourist routes and tourist destinations, is of a safe and user-friendly standard that ensures accessibility.

## Telecommunications

As already acknowledged, in time the NBN will service most of the hinterland. Winchelsea already has a fixed line NBN with Deans Marsh and Moriac receiving a wireless NBN network. The NBN will continue roll out across large parts of the hinterland, but in the meantime the lack of up-to-date telecommunication services is hindering existing businesses' ability to operate effectively and to service new customers.

## Natural Gas

As with other infrastructure services within the hinterland, a reticulated natural gas network is limited to Winchelsea. Extension of the existing natural gas supply is likely to be limited to those areas identified for urban growth.

## 11. LAND USE PLANNING CONTEXT

### State Policy

State policy directs that productive farmland is to be protected for its quality and productivity and highlights that the key threats resulting in a loss of farmland is;

- Urban encroachment,
- Rural subdivision and the creation of small farming lots,
- Rural living or dwellings on small lots in rural areas which can lead to land use conflicts.

Regional planning undertaken by the State Government seeks 'to develop regions which have a strong identity, are prosperous and are environmentally sustainable'. The Surf Coast Shire is within the G21 Region with Torquay – Jan Juc identified as a peri-urban town capable of facilitating growth. State planning policy directs the establishment of urban growth boundaries to ensure that green breaks are maintained, agricultural land and environmental assets are protected in the long term.

The State Government has prepared Localised Planning Statements for State Significant Distinctive Areas, which include the Mornington Peninsula, Macedon Ranges, Bellarine Peninsula and the Yarra Valley. These areas incorporate the rural hinterland and associated townships around metro Melbourne and regional cities. Surf Coast Shire was not identified as one of these significant distinctive areas but it does share many common characteristics and issues including a peri-urban locality, high environmental and landscape values and urban growth pressures.

In December 2017, the Victorian Government introduced into parliament new legislation to strengthen the protection for state significant distinctive areas and landscapes. This built on the implementation of respective localised planning statements. The legislation aims to secure the long term sustainability of townships in the Macedon Ranges region by designating long term settlement boundaries that can only be changed by the Minister for Planning with the consent of parliament.

In 2017 Council received a discussion paper on Potential Mechanisms for Managing the Torquay/Jan Juc Town Boundary. The paper considered the options for Surf Coast Shire in strengthening the settlement boundaries around Torquay/Jan Juc, with several recommendations likely to be implemented in the coming years, to recognise and protect the key agricultural, environmental, landscape and tourism values in the Shire and to manage the pressures of urban growth. Some of the options emerging above in "distinctive areas" may be applicable to the Surf Coast Shire.

All land within the Surf Coast Shire south of the Princes Highway is recognised through State Policy as being within the "Great Ocean Road Region". The Great Ocean Road is of State significance as a major asset and national and international tourist destination. The Great Ocean Road Region Strategy (DSE 2004) seeks to encourage the use of inland routes to manage traffic impacts along the Great Ocean Road. This presents an ideal opportunity to increase visitation within the hinterland.

Note: The Victorian State Government have undertaken numerous reforms to State Policy and format of Planning Schemes in Victoria in recent times, including policy implied in the lead up to and subsequent to the November 2018 State election. Given the flux of changes, not all changes are reflected in the State or Local Planning Context Sections of this Strategy.

## Local Policy

One of the founding principles of Local Planning Policy is directing urban growth to designated growth townships as shown in the G21 Regional Growth Plan and consolidating infill development in existing settlements within a defined settlement boundary. In the Surf Coast Shire most urban growth is directed to Torquay/Jan Juc and Winchelsea. Coinciding with this framework of strategically directed growth is a strong local policy of maintaining green breaks between townships and between Torquay/Jan Juc and the City of Greater Geelong on the northern boundary (Armstrong Creek). It has demonstrated in recent years that around Torquay in particular the green breaks are under greater pressure from outward urban expansion and more strategic work should be done to protect them from encroachment and inappropriate development that would undermine their value.

The Municipal Strategic Statement of the Surf Coast Planning Scheme (SCPS) is based on the underlying principle that the natural environment is the single most important attribute and asset of the Surf Coast Shire. The Surf Coast Shire has many natural assets such as the coast, waterways, wetlands, scenic rural landscapes and native vegetation which are recognised as being significant in State and Local Policy within the planning scheme. Specific overlays have been applied to many local assets including wetlands and waterway, significant landscapes and indigenous vegetation. Endangered vegetation, including native grasslands which are vulnerable to agricultural practices, is problematic to map and in many areas of the Shire they remain unidentified.

Overlays also define areas subject to environmental risk, with the Bushfire Management Overlay covering all the small coastal townships including the Great Otway National Park.

The eastern boundary of the rural hinterland study area is partly defined by the Great Ocean Road. It is a major tourist icon, access route and key destination. One of the challenges is to balance these characteristics with the potential threat of inappropriate development along its length, visual intrusion and advertising sign clutter which would adversely impact on its values. The Significant Landscape Overlay and policies on landscape in the planning scheme are largely based on a 2004 high-level study "The Great Ocean Road Region Landscape Assessment Study". The Strengthening Town Boundaries Project identified that there is an opportunity to revisit sensitive landscapes at pressure points which are under threat from urban expansion or inappropriate development, particularly around Torquay/Jan Juc, and undertake updated and more specific landscape and environmental studies.

Compatible with the concept of protecting the Great Ocean Road, there is also an opportunity to ease the pressure and grow economic and social value elsewhere in the study area by supporting new tourist-related businesses on other arterial roads and within settlements.

Adverse impact on the Great Ocean Road from ribbon development can also be reduced by co-locating new tourism development in key areas to capitalise on existing infrastructure. Locations should be of low agricultural value and be appropriately sited and designed. For example, the lots fronting the Great Ocean Road service road between Elkington Road and Forest Road is one such area where tourism development could be clustered,

Current rural policy in the SCPS builds on the broad State setting on rural land and has been significantly informed by the Surf Coast Shire Rural Strategy 2007.

The majority of the hinterland areas are zoned Farming Zone or Rural Conservation Zone. The Farming Zone, introduced by the State Government in 2005, limited non-agricultural development and in 2013 State Government changes were introduced to provide more flexibility in discretionary uses including tourism and accommodation.



Local policy needs to be reviewed in response to these zone changes to provide clearer guidance on where to direct the increased range of discretionary land uses. The distinctive soil types, rainfall, nutrient holding capacity, lot size configuration, land values and significant landscapes and environmental assets all influence suitable land uses.

Clear policy will also manage land use conflicts and enhance business viability through directing land use activities with similar characteristics or requirements to suitable geographic locations.

The key directions in the Local Planning Policy Framework relating to rural areas fall under the following themes- agriculture, tourism, environment and landscape. They can be summarised as follows:

- Direct anticipated high population growth into existing townships, primarily Torquay/Jan Juc and Winchelsea and protect the rural landscape from urban intrusion.
- To maintain a clear rural-landscape separation between settlements and particularly between Torquay-Jan Juc and the Armstrong Creek southern growth corridor of Geelong.
- Protect and enhance the rural areas of the Shire for their diverse agricultural, environmental and landscape values and opportunities.
- Support agriculture and rural industries that build the economic base of the Surf Coast Shire.
- To recognise that rural landscape vistas are highly valued for their contribution to the amenity and liveability of rural areas.
- Encourage tourism based uses that complement the natural and rural setting without compromising these values.

The above principles are explained in more detail below.

## Agriculture

The key purpose of Farming zoned land is for productive agricultural land use, and this Strategy supports the primacy of agricultural activities on farming land. Clause 21.05 Agriculture in the SCPS focuses on maintaining agricultural opportunities in the rural areas of the Shire. Key elements of the policy are summarised below:

- Protect agricultural opportunities through minimising the use of agriculture areas for housing.
- Discourage the use and development of productive agricultural land for activities that are not reliant on the soil.
- Maintain technically viable farming lots as much as possible and avoid small lot subdivision in rural areas.
- Support niche related farming outcomes where these can be done as part of larger lots.

Emerging agricultural uses where niche farming and tourism work together are examples of where existing smaller lots within the hinterland can potentially be used in a way that can complement adjoining farming activities.

Policy at Clause 21.05 recognises future opportunities for supporting agricultural production including investigating changing the minimum lot sizes for the Farming Zone in the Thompsons' Creek valley to



potentially support more intensive farming outcomes associated with to access to recycled water and value adding that may occur with such outcomes. Supporting such outcomes will require consideration of numerous planning matters including those that fall under each of the policy themes discussed in this section.

## Rural landscape

Clause 21.06 Rural Landscape of the SCPS recognises the important role the coastal and rural landscapes make to the amenity of the area including the contribution to the lifestyle of residents and a value to the tourism economy. Managing impacts on the rural and coastal landscape and associated environmental values is a key focus of the policy.

Clause 21.06 identifies five landscape precincts based primarily on landscape features, but also factoring in land use, agricultural quality, tenement/allotment patterns and environmental values.

This policy has recently been strengthened by the Shire's review of the Bells Beach hinterland following the findings of the Bells Beach Taskforce. This is an example of where policy can be enhanced to provide clear direction about uses and the scale and extent of development expected in a rural setting which in the case is focused on discouraging development that would impact on the important vista. This context of discouraging development in certain areas is best implemented where other opportunities for development are recognised in the policy providing balance across the overall rural setting.

Building on this, there is an opportunity to improve policy guidance in the planning scheme relating to directing tourist uses and accommodation to preferred locations with lower stand-alone agricultural value but medium conservation or landscape value. Major uses or clusters will be focused in areas with good road access and connection to key infrastructure.

Further guidelines for the types of uses, scale, location, design and siting of tourist use and accommodation in significant landscapes, similar to the Bells Beach Hinterland provisions, could be applied to the wider hinterland context.

## Environmental values

The rural hinterland areas contain key environmental assets and the synergy between management of rural areas and environmental outcomes is important. These links in land management and environmental benefits can also align with enhancing the character and landscape features that are associated with many parts of the rural hinterland.

New development needs to be balanced against the protection of natural assets including native vegetation. If use or development is to occur where environmental assets exist, there needs to be a sensitive response to the environmental features, appropriate management of the risks such as bushfire, and enhancement of the environment where possible. This includes adequate separation between built form and the environmental features to ensure the asset can be protected and enhanced whilst managing bushfire risks.

## Bushfire planning and risk

The Otway District is recognised as being one of the highest bushfire risk areas in Australia and with the onset of climate change, the potential for the number and intensity of extreme bushfire events is expected to increase.

To strengthen the provisions relevant to bushfire planning, in 2018 through Amendment V148, the State Government introduced reforms to all Victorian planning schemes, including changes to Clause 13.02-1S of the SCPS. The result is an increased emphasis in State Policy on minimising and managing the risk to communities from bushfire at all stages of the planning process.

The bushfire risk and emphasis of the policy means that not all sites within the Hinterland will be suitable for development in all instances and the type of use and development and its strategic location must be considered as first principles.

*To demonstrate good bushfire planning and risk management, the starting point for any development should be to locate the development in a lower level of bushfire risk, and have good access to and within the site.*

While the Otway National Park and areas heavily vegetated with trees and other elevated vegetation pose obvious risks, other landscapes, including areas containing unmanaged grasslands can also pose risks. In considering new proposals in the hinterland, it will be vital to recognise and understand the different landscape types and the risks they pose. Lower risk areas will continue to be the preferred location for proposals, particularly those that encourage multiple visitors to a site.

In the Hinterland, examples of lower risk locations might include those areas around the townships of Moriac and Bellbrae or locations lacking large forested areas that are more than 3km north of the Great Otway National Park and proximate to larger settlements.

Due to the challenging topography and high levels of vegetation, the areas in the south and south-west of the Shire and the area north-east of Anglesea are considered to be high risk locations. As the road networks that service these areas also travel through high risk areas with dense vegetation and challenging terrain, safe and reliable access during a bushfire event to place of safety in the east cannot be guaranteed.

Locations around Pennyroyal are also at a comparatively high risk from bushfire with the contributing factors including the challenging terrain and topography, the vegetation classifications and the road networks. Proposals in this area that encourage visitation will require careful consideration.

Important bushfire risk factors to consider include the need for effective site selection that provides extensive separation from forested areas and reliable vehicle access to areas of safety. Site based emergency management arrangements and bushfire protection measures are necessary secondary considerations. It is recognised that in order to deliver site-based separation from the immediate bushfire hazard, vegetation modification might be required. Proposals that require vegetation removal for the creation of defensible space should avoid areas with high environmental values.

The Surf Coast Shire has prepared a Shire-wide Bushfire Management Statement to better understand the bushfire risk at a strategic level. The associated maps consider the combination of vegetation, terrain and

topography, road networks and their reliability, proximity to settlements and the impacts of weather under certain conditions. Figure 12 shows those areas that are subject to the highest risk through to the areas of lowest bushfire risk in the Shire.

All use and development proposals in the hinterland must consider fire risk. In particular, uses that result in the congregation of multiple visitors to the site should be directed to areas of lower bushfire risk.

In addition to the relevant provisions in the SCPS, other key matters for consideration include:

- Having regard to the landscape risk, whether the Approved Measures in Clause 53.02 of the Surf Coast Planning Scheme should be exceeded;
- The suitability of transport routes and vehicle access and the ability to provide safe and reliable access to and from the site during an emergency event;
- The strategic location of the site having regard to the capacity of emergency services to respond in the event of a fire or another emergency event;
- The type and intensity of the use and development, including whether it will result in additional bushfire ignition sources;
- The extent of native vegetation removal required to mitigate bushfire risk to an acceptable level;
- Emergency management procedures and whether the measures proposed are proportionate to the use and commensurate to the risk.

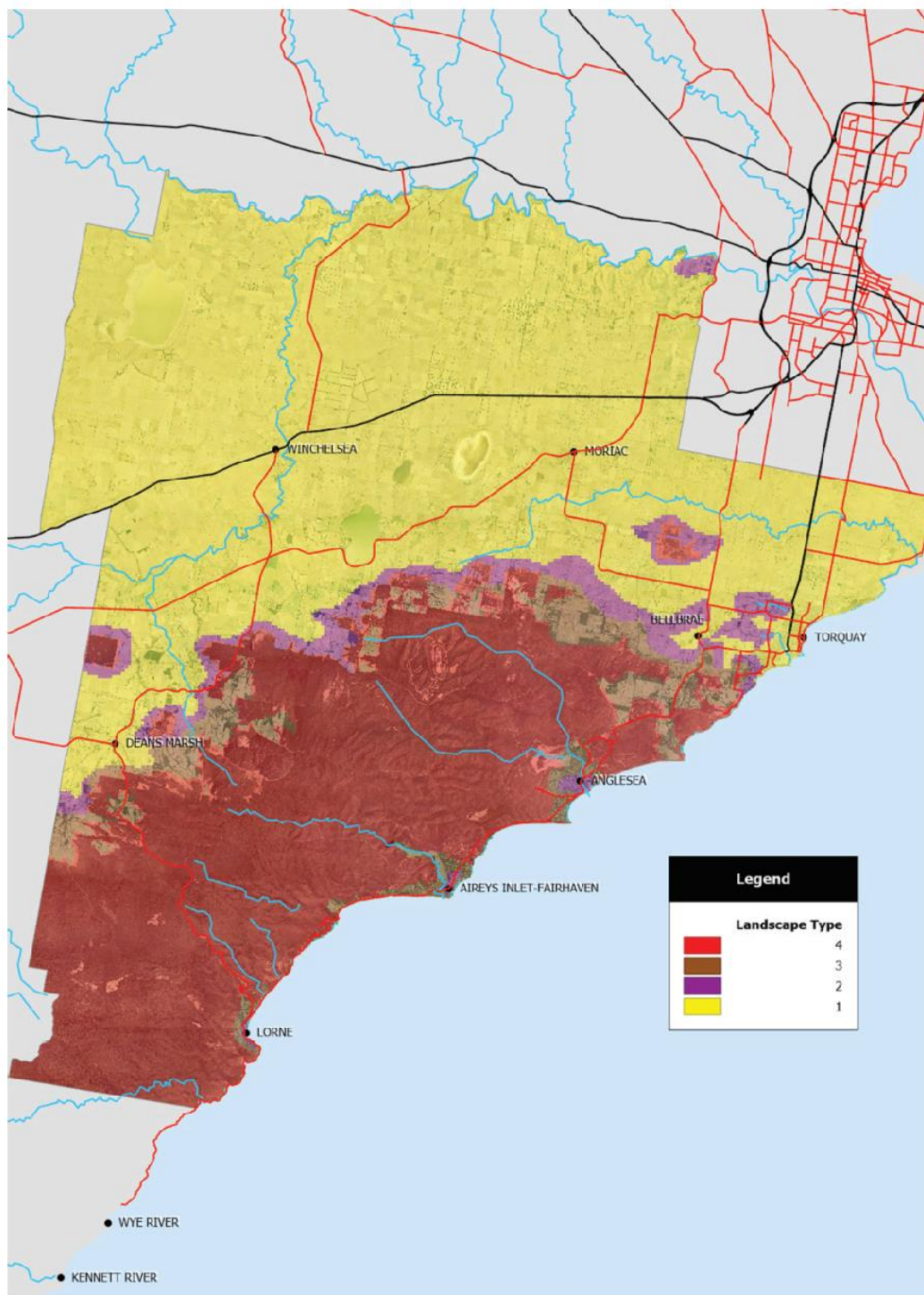


Figure 11: Bushfire Landscape Type Map



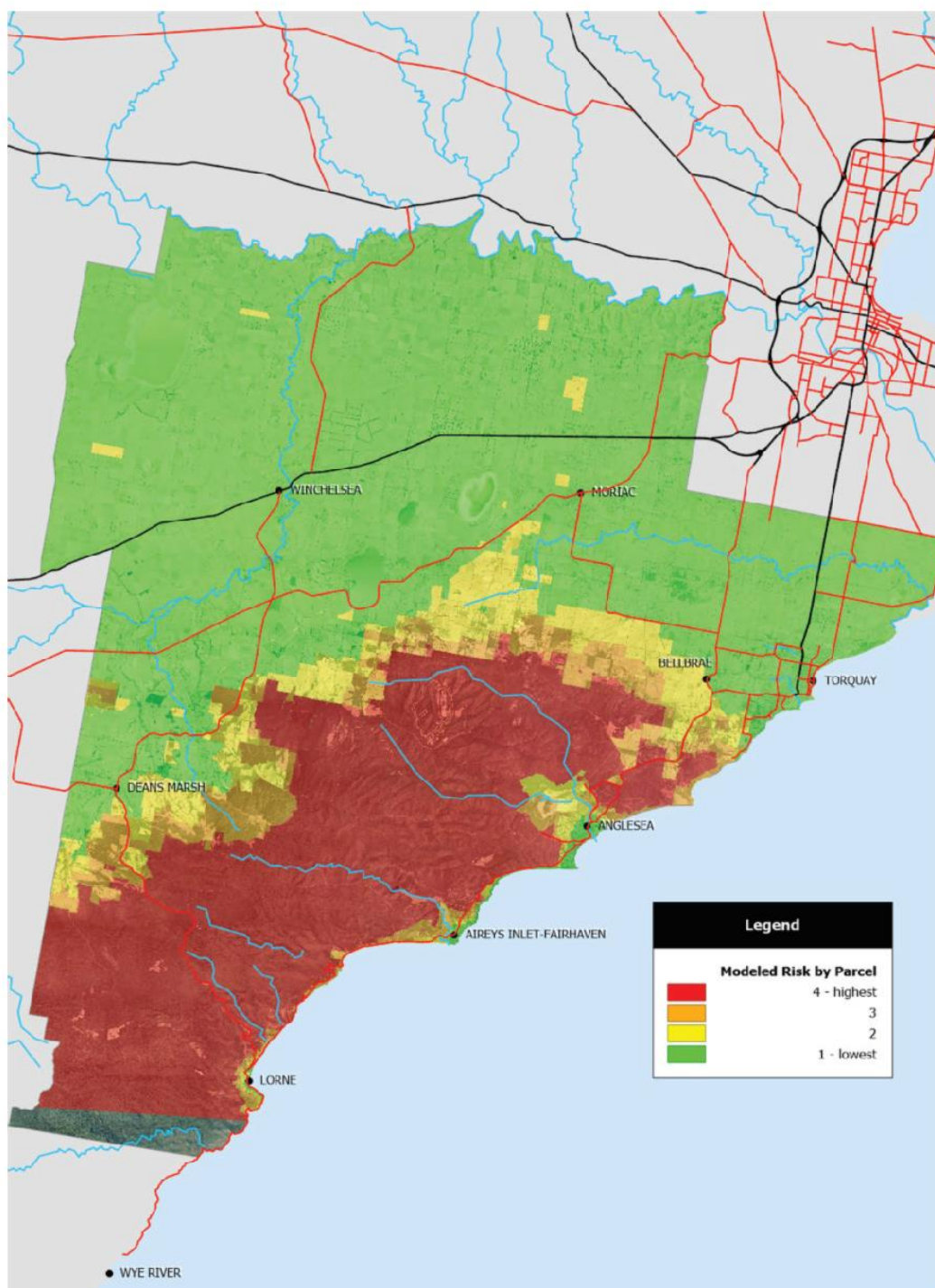


Figure 12: Bushfire Development Complexity Map - Area of modelled risk by Parcel

## Tourism

Clause 21.04 Tourism in the SCPS outlines the key directions related to tourism use and development which can be summarised as follows:

- Tourism development in the farming areas of the Shire should generally be of a small scale that does not compromise the agricultural use of the land. High profile tourism is directed to urban areas where infrastructure is available.
- Tourism development should be of a nature, designed and sited to avoid conflict with existing rural uses, preserve the rural landscapes and environmental values, avoid loss of high quality agricultural land, and be within proximity of existing townships.
- Tourism development should enhance the environmental condition of the land through protection and re-establishment of native vegetation and control of pest plants and animals, erosion, salinity, stormwater and nutrient runoff.
- Discourage tourism development from locating in prime agricultural land, particularly in areas with an open rural landscape.

Use of the words “small scale” as described in the first dot point have not been defined adequately in the planning scheme which is not helpful in assessing applications. There is an identified need for better policy to inform decision-making for tourism development where the scale of the development meets the principles for the Strategy rather than being confined to “small scale”. Tourism activities should be directed to land of medium environmental and landscape value, where bushfire risk can be managed, and avoided in land suitable for intensive and commercial farming to avoid land use conflicts. There is also an opportunity to encourage future tourism developments and activities to form clusters in areas identified as well suited to tourism activities in figure 6, such as around Winchelsea, Deans Marsh, Bellbrae, and Moriac.

More broadly, the 2013 changes to the rural zones in Victoria making more tourist and accommodation uses discretionary has opened up opportunities that did not previously exist. However, the SCPS lacks planning policy to guide decision-making for use and development applications in the Farming Zone in particular, where uses no longer need to be connected to the rural use of the land, and uses such as “industry” can be approved with a planning permit. Uses such as traditional industry have the potential to conflict with Council’s vision for the hinterland and the types of businesses sought, which are complementary to rural uses. However, some types of uses which fall under the industry definition such as microbreweries, distilleries, cheese making, art/sculpture, and food processing etc could be appropriate, if co-located with tourism uses in the hinterland, and / or complementing or making use of agricultural produce from the land. Opportunities exist through the implementation of this strategy to provide clearer decision-making guidelines and direction.

Some land in the hinterland with high environmental or landscape values is zoned Rural Conservation Zone, which is very restrictive. Uses such as “outdoor recreation” and “place of assembly” are prohibited. Tourism opportunities that utilise the natural setting in hinterland areas such as Deans Marsh and parts of Bambra could be realised if changes are made to the zone at a State level; although there are still opportunities for accommodation in these areas such as group accommodation and farm stay. Council has been advocating to the State Government for the inclusion of “outdoor recreation” in the zone for several years. However, should uses such as outdoor recreation be permitted, there would need to be clear planning policy to ensure that the proposals that make use of the natural setting are appropriate and do not have significant impacts on environmental and landscape values.



# Appendices

# APPENDIX 1

## Definitions

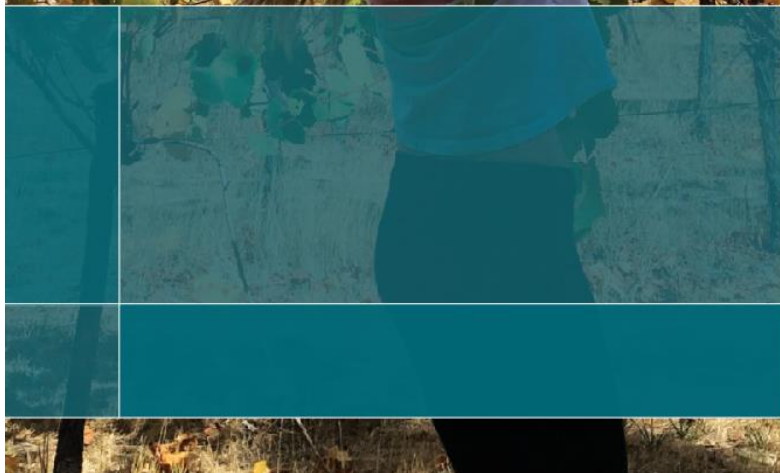
The planning scheme definition allocated to a land use will determine whether a permit is required or not or whether the activity is prohibited under the zone where it is to occur. Where land is proposed to be used in more than one way, each use will need to be defined and determine if it permissible by the zone. If one use is the primary use occurring on the land, a prohibited use may still be able to occur as an 'ancillary' use.

HINTERLAND STRATEGY TERMS	HINTERLAND STRATEGY DEFINITION	POSSIBLE PLANNING SCHEME LAND USE TERM	PLANNING SCHEME LAND USE GROUP
AGRIBUSINESS LAND USE			
Agribusiness	Includes all aspects of the food and fibre supply chain from the growth and production through to the manufacturing. Includes intensive, commercial and food manufacturing as well as a range of agricultural support services not associated with a land use.	Rural store	Warehouse
Food/Drink Manufacturing (wholesale)	Large scale not retailing directly to public. Includes large scale breweries and industrial scale food processing	Rural industry	Industry
Intensive Farming	<p>Farming that is carried out in a manner not necessarily tied to the land's background productive capacity. Intensive farming involves importing of considerable proportions of animal or plant nutritional requirements. Intensive farming is predominantly structure-based (livestock housing, feedpads, glasshouses etc).</p> <p>This category includes housed livestock production such as housed pig farms and barn-raised poultry, cattle feedlots, intensive dairy farms. Also included in this category are protected horticulture, hydroponic and aquaponic glasshouse fruit and vegetable production.</p>	<ul style="list-style-type: none"> <li>• Animal husbandry</li> <li>• Animal production</li> <li>• Grazing animal production</li> <li>• Intensive animal production (includes Intensive dairy farm and Cattle feedlot)</li> <li>• Pig Farm</li> <li>• Poultry farm (includes broiler farm)</li> <li>• Poultry hatchery</li> <li>• Aquaculture</li> <li>• Crop raising</li> <li>• Horticulture</li> <li>• Landscape gardening supplies</li> <li>• Garden supplies</li> <li>• Plant nursery</li> </ul>	
Commercial Farming	<p>Farming that is carried out as a commercial enterprise (excluding the above). Considered traditional farming, this category includes broadacre cropping and hay production, grazing livestock production, fruit orchards and olive groves, market gardens, vineyards (not associated with a winery), commercial flower production and nurseries.</p> <p>May include free range pigs and poultry.</p>	<ul style="list-style-type: none"> <li>• Animal husbandry</li> <li>• Apiculture</li> <li>• Animal production</li> <li>• Grazing animal production</li> <li>• Pig Farm</li> <li>• Poultry farm</li> <li>• Aquaculture</li> <li>• Crop raising</li> <li>• Horticulture (includes market garden)</li> <li>• Rice growing</li> <li>• Landscape Garden supplies</li> <li>• Plant nursery</li> </ul>	<p>Agriculture</p> <p>Retail Premises</p>



HINTERLAND STRATEGY TERMS	HINTERLAND STRATEGY DEFINITION	POSSIBLE PLANNING SCHEME LAND USE TERM	PLANNING SCHEME LAND USE GROUP
AGRIBUSINESS LAND USE			
Lifestyle Farming	This includes farming where commercial production of agricultural commodities is not the main driver for land use decisions. Lifestyle farms are often situated on smaller lots, where the land-owner derives their main source of income off-farm. Lifestyle farms are valued not only for their capacity to produce agricultural commodities, but also for intrinsic lifestyle and aesthetic values.	<ul style="list-style-type: none"> <li>• Animal husbandry</li> <li>• Animal production</li> <li>• Grazing animal production</li> <li>• Crop raising</li> </ul>	Agriculture
Land banking	The main source of income derived from the land is the growth in land value.		Agriculture
Agroforestry	Conservation based land holdings where conservation and revegetation of native vegetation is the primary purpose. This can include agroforestry, emissions offsets, state and national parks and privately owned conservation blocks.	<ul style="list-style-type: none"> <li>• Crop raising</li> <li>• Timber production</li> </ul>	Agriculture
Equine activities	Land managed primarily for horse production and training. This includes horse studs, stables, spelling and agistment farms. May include horse trail rides and horse related events and shows.	<ul style="list-style-type: none"> <li>• Animal husbandry</li> <li>• Animal Keeping</li> <li>• Animal boarding</li> <li>• Animal training</li> <li>• Horse riding school</li> </ul>	Agriculture
TOURISM AND ACTIVITY BASED LAND USE			
Tourism Activities / Attractions	<p>Tourism attractions may or may not incorporate commercial agricultural production into their land management. Includes historic buildings (such as Barwon Park Mansion), the Great Ocean Road Chocolaterie, LiveWire Park, restaurants, pubs, cafes, and museums.</p> <p>Can also include fishing, on/off road cycling, golf &amp; other outdoor sports, bike parks and trails.</p> <p>Future development in this area might also consider cheese making, gallery spaces, function venues, day spas, horse trail rides, Segway courses on private land, events, coffee roasters, micro-breweries, wildlife parks and 'destination' restaurants.</p>	<ul style="list-style-type: none"> <li>• Food and drink premises</li> <li>• Hotel</li> <li>• Restaurant</li> <li>• Manufacturing sales</li> <li>• Primary produce sales</li> <li>• Market</li> <li>• Art and craft centre</li> <li>• Carnival</li> <li>• Cinema</li> <li>• Circus</li> <li>• Exhibition Centre</li> <li>• Art Gallery</li> <li>• Museum</li> <li>• Function centre</li> <li>• Conference centre</li> <li>• Reception centre</li> <li>• Animal husbandry</li> <li>• Animal training</li> <li>• Horse riding school</li> <li>• Minor sports and recreation facility</li> <li>• Outdoor recreation facility</li> <li>• Golf course</li> <li>• Pleasure park</li> <li>• Zoo</li> <li>• Winery</li> </ul>	<p>Retail Premises</p> <p>Art &amp; Craft Centre Place of Assembly</p> <p>Agriculture</p> <p>Leisure and Recreation</p> <p>Winery</p>

HINTERLAND STRATEGY TERMS	HINTERLAND STRATEGY DEFINITION	POSSIBLE PLANNING SCHEME LAND USE TERM	PLANNING SCHEME LAND USE GROUP
TOURISM AND ACTIVITY BASED LAND USE			
Agritourism	Agritourism businesses operate both commercial agricultural or food/beverage processing operations and a tourist activity. This may also incorporate a dining experience and includes wineries which operate a cellar-door, berry picking, farm stay and farm stalls.	<ul style="list-style-type: none"> <li>• Winery</li> <li>• Manufacturing sales</li> <li>• Primary produce sales</li> <li>• Crop raising</li> <li>• Host farm</li> </ul>	Winery  Retail Premises
Food/Drink manufacturing (tourism)	Includes wineries, small scale breweries cideries and distilleries, as well as makers of smallgoods, jams, cordials and preserves - retailing direct to public. May include dining or experience based tourism attraction.	<ul style="list-style-type: none"> <li>• Winery</li> <li>• Manufacturing sales</li> <li>• Primary produce sales</li> <li>• Crop raising</li> </ul>	Winery Retail Premises Agriculture
Accommodation (medium – large scale)	Includes caravan parks, camps, RV stops, hotels, motels, accommodation combined with a meeting space for corporate retreats or events.	<ul style="list-style-type: none"> <li>• Camping and caravan park</li> <li>• Residential building</li> <li>• Residential hotel (includes motel)</li> <li>• Backpackers' lodge</li> <li>• Tavern</li> </ul>	Accommodation Food & Drink Premises
Accommodation (small scale)	Includes, B&B, AirBnB, farm-stays and cabins	<ul style="list-style-type: none"> <li>• Group accommodation</li> <li>• Host farm</li> <li>• Dwelling</li> <li>• Bed and breakfast</li> </ul>	Accommodation
Nature based activities	Visiting the national park and can include bush walking, cycling, fishing, on/off road cycling, outdoor sports, bike parks, trails.	<ul style="list-style-type: none"> <li>• Minor sports and recreation facility</li> <li>• Informal outdoor recreation</li> <li>• Natural systems</li> </ul>	Leisure and Recreation Natural Systems
Events	Open air music concerts, exhibitions, Arts trail, sporting events, cultural events, fairs, craft shows, markets, dog trials, flower festivals.	<ul style="list-style-type: none"> <li>• Art and craft centre</li> <li>• Cinema</li> <li>• Exhibition Centre</li> <li>• Art Gallery</li> <li>• Museum</li> <li>• Market</li> <li>• Community market</li> </ul>	Art & Craft Centre Places of Assembly Retail Premises
GENERAL TERMS			
Complementary use	A land use which: <ul style="list-style-type: none"> <li>• enhances the quality of the existing use of the land.</li> <li>• is compatible and can be integrated with the existing use and surrounding uses.</li> <li>• is not detrimental.</li> </ul>		
Green break	Non-urban land between townships		



**5.1 Rural Hinterland Futures Strategy - Final Draft**

**APPENDIX 2 RURAL HINTERLAND FUTURES STRATEGY RESPONSE TO SUBMISSIONS**

HINTERLAND FUTURES STRATEGY – RESPONSE TO SUBMISSIONS

Submission Number	Location	Summary of Comments	Officer Comment
1	Resident - Winchelsea	<ul style="list-style-type: none"> <li>Final draft well done and a “significant improvement”.</li> <li>Suggests consideration of “community farming’ and rainwater harvesting (tanks).</li> </ul>	Submitter has been put in contact with Council’s economic development department for further discussion. Concepts proposed are consistent with the Strategy.
2	Business owner – Bambra	<ul style="list-style-type: none"> <li>Clarification that Otway Yabbies is Commercial Farming/Extensive Agriculture, not Intensive Agriculture.</li> <li>Suggests there should be a disputes resolution section in the Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> <li>The issue of land use conflict has been considered and new principles and reworded text highlight that agriculture is the primary purpose of the Farming Zone. New design guidelines to be produced which will also address design and siting of development in rural areas.</li> </ul>
3	Resident – Moriac	<ul style="list-style-type: none"> <li>Pleased with changes and inclusions as a result of the submission from the Moriac Community Network.</li> <li>Suggestions for specific changes to sections of the document including specific road improvements.</li> <li>Strategy emphasises economics to improve the Hinterland where priority should be maintaining the environment, improving soil quality and planting, saving water, lifestyle, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> <li>Specifications of design of upgrades to specific roads are not required in this high level strategy which has actions to improve public transport in the hinterland and advocate to or improvements to access routes. Upgrades will be subject to detailed design. Cycle lanes and public transport are supported.</li> <li>The purpose of the strategy is an “economic and planning strategy” as stated on page 5. The scope of the strategy has been further clarified in the document. The strategy is not intended to be an environmental strategy, which is outside the scope of the strategy. However, the social value of the hinterland and the amenity of the hinterland areas have been acknowledged and recognised.</li> </ul>

HINTERLAND FUTURES STRATEGY – RESPONSE TO SUBMISSIONS

Submission Number	Location	Summary of Comments	Officer Comment
3 continued			<ul style="list-style-type: none"> <li>The protection of the environment and the primacy of agriculture have been highlighted in the final draft of the strategy. E.g. Environment is now included in objectives and actions alongside the significant landscapes.</li> </ul>
4	Resident – Buckley	<ul style="list-style-type: none"> <li>Refreshing strategy document – looking ahead.</li> <li>A number of suggestions made in relation to how to achieve the strategy, the need for water, recycled water, power supply, green power and windfarms, life style farming, intensive farming, horticulture.</li> </ul>	Suggestions noted. Suggestions are consistent with the strategy's actions including investigating recycled water projects with Barwon Water and water re-use.
5	Surf Coast Hinterland Group Incorporated	<ul style="list-style-type: none"> <li>Valuing environment, wildlife and community over planning scheme changes and discretionary uses in the Farming and Rural Conservation Zones. Specific changes/additions suggested to the document e.g. reference to "Wildlife or Native Flora and Fauna" not just "Environment".</li> <li>Green Break protection between hinterland townships absent.</li> <li>Opposition to Action 4.6 – advocating for outdoor activity in the Rural Conservation Zone, which would have adverse impacts and impact wildlife and neighbours.</li> </ul>	<ul style="list-style-type: none"> <li>It is considered that the importance of protecting the environment and environmental assets is now highlighted in the document.</li> <li>Significant natural environmental assets in the shire such as native vegetation, habitat corridors and waterways are identified and protected in the planning scheme and through other legislation. Objectives are broad and aspirational. Actions need to be more specific and therefore the term "environmental assets" is used. The terms suggested by the submitter are too broad to apply and do not relate to the planning scheme definitions or legislation including Department of Environment, Land Water and Planning terms and policies.</li> </ul>

HINTERLAND FUTURES STRATEGY – RESPONSE TO SUBMISSIONS

Submission Number	Location	Summary of Comments	Officer Comment
5 continued		<ul style="list-style-type: none"> <li>• Opposition to the idea of clustering tourist developments. Considered inappropriate. Opposition to CORA, with multitude of uses on site and its potential impact on Lake Modewarre, wetlands and surrounds.</li> <li>• Opposition to the Indicative Map for area “Well Suited to Tourism Activities”. Area of rural residential living, inadequate gravel roads, sensitive flora and fauna.</li> <li>• Information absent - environmental features not mapped.</li> <li>• Poorly planned tourist routes - including Forest Road and Hendy Main Road in the “Areas Well Suited to Tourism”. Information and maps on wildlife kills statistics are included in this submission. Large number of kangaroo deaths on rural roads are an issue and the strategy will increase use of these roads and increased the roadkill statistics.</li> </ul>	<p>The Strategy will be implemented in part by a planning scheme amendment and therefore needs to be translatable and consistent.</p> <ul style="list-style-type: none"> <li>• Action 4.6 – has been an action of Council since the new rural zones were introduced by State Government. The Leisure and Recreation category was allowed (permit required) in the original draft of the zone. It is considered that the matters to be considered in the Rural Conservation Zone are stringent enough to prevent adverse impacts or inappropriate uses e.g. environmental, amenity and bushfire considerations. This strategy adds to the list of matters to be considered – refer Principles section.</li> <li>• The clustering of tourist developments is based on the principle of making best use of available infrastructure, enabling businesses to leverage off each other, and preventing ribbon development along our scenic tourist routes. CORA is an extraordinary development now subject to a separate State Government process and involves a rezoning of the land in order to proceed.</li> </ul>

HINTERLAND FUTURES STRATEGY – RESPONSE TO SUBMISSIONS

Submission Number	Location	Summary of Comments	Officer Comment
5 continued			<ul style="list-style-type: none"> <li>The “Areas Well Suited to Tourism” map is based on: existing touring routes; access to road and rail transport; highly scenic areas as a drawcard. The north east area of the Shire is well suited to intensive and commercial farming. Areas close to the National Park are at higher bushfire risk but may accommodate tourist uses subject to evaluation of specific sites.</li> <li>Wildlife including kangaroo roadkills: This is a wider issue than the Strategy and is not part of its scope. As a long term visionary strategy, some roads identified as key tourist routes in the strategy will require upgrading to handle the type or volume of traffic related to this use.</li> </ul>
6	South Grossmans Road Group	The area of the “green break” from Grossmans Road to the ridgeline (not Spring Creek) is not suitable for farming or tourism and should be rezoned for larger rural lifestyle lots.	<p>The Rural Hinterland Futures Strategy is not an urban settlement strategy and does not recommend any changes to existing local planning policy or Council’s position in relation to the green break between Torquay and Bellbrae.</p> <p>Part of the scope of the Strategy was to address the action in the planning scheme at Clause 21.08 under “Further Strategic Work” to <i>“undertaking a strategic planning exercise with community engagement for the Spring Creek Valley past the one kilometre west of Duffields Road to identify</i></p>



HINTERLAND FUTURES STRATEGY – RESPONSE TO SUBMISSIONS

Submission Number	Location	Summary of Comments	Officer Comment
6 continued			<i>preferred land uses that assist in establishing and maintaining a green break to Bellbrae".</i> The Strategy has fulfilled this action. Matters related to the western settlement boundary for Torquay such as moving its location and the Spring Creek urban growth area are matters to be resolved by the State Government as part of the "Distinctive Areas and Landscapes" (DAL) project.
7	Landowner in the green break between Torquay and Bellbrae	Reiterates and attaches previous submission that land within the green break should be investigated for residential development as recommended in the C114 panel report and should not be part of the strategy.	Refer to comment on submission 6. Amendment C114 is currently on hold awaiting the Minister for Planning's final decision and the outcomes of the DAL project. In the interim, the strategy does not suggest any changes that would conflict with that process.
8	3228RA Residents Association Torquay	<p>Final draft has responded well to Council's resolution of October 2018. Acknowledge the work of officers in producing the document and the improvements. Positive improvements: recognition of local indigenous peoples; recognition of the importance of the environment and reinforcing green breaks; climate change and bushfire risk.</p> <ul style="list-style-type: none"> <li>Concern regarding: possible changes to the Rural Conservation Zone and what that entails.</li> <li>Concern regarding changes to local planning policy to support the clustering of tourism/agrifood business and expect that</li> </ul>	<ul style="list-style-type: none"> <li>The advocacy regarding changes to the Rural Conservation Zone relate to Council's support for Leisure and Recreation uses in the zone. These formed part of the original draft of the zone but did not appear in the final version approved by the State Government in 2013. It is considered that some leisure and recreation uses can co-exist with environmental assets on the land. Any proposed use would be subject to a planning permit and would be evaluated based on the principles of protecting the environment and other matters such as bushfire risk etc. However, this matter rests</li> </ul>

HINTERLAND FUTURES STRATEGY – RESPONSE TO SUBMISSIONS

Submission Number	Location	Summary of Comments	Officer Comment
8 continued		policy changes will be the subject of consultation.	<p>with the State Government as it is a statewide zone.</p> <ul style="list-style-type: none"> <li>Confirmed: Any planning policy changes proposed including the implementation of the strategy and support for the clustering of tourism businesses will be the subject of community consultation.</li> </ul>
9	Landowner Bellbrae	<p>Information provided on farming and tourism uses proposed on the property, which has frontage to the Great Ocean Road and is well suited to agricultural related tourism. Is contained within the area well suited to tourism clustering. Supports training, networking and support for farmers in the strategy and support for innovative businesses and new case studies.</p> <ul style="list-style-type: none"> <li>Recommends a roundabout at the corner of Great Ocean Road/Addiscott Road and Gundrys Road.</li> <li>Issues with difficulty connecting to town water and recycled water (reliant on tank water).</li> <li>Property is part Farming Zone and part Rural Conservation Zone: supports the Farming Zone applying as far as Jan Juc Creek or Bones Road.</li> <li>BMO should not be used to prevent or make it difficult for approval for agri-tourism uses.</li> </ul>	<ul style="list-style-type: none"> <li>A roundabout is no longer proposed for this intersection, which is the responsibility of VicRoads. Right turn lanes are considered by VicRoads to be sufficient at this time.</li> <li>Barwon Water is the responsible authority for reticulated water. Council can facilitate introductions to relevant officers in Barwon Water but connection requests are generally dealt with on a case by case basis.</li> <li>Appropriate zones for the south side of the Great Ocean Road were considered as part of the Bells Beach Hinterland amendment. No rezoning is proposed at this stage but can be considered as part of the future planning scheme amendment.</li> </ul>

HINTERLAND FUTURES STRATEGY – RESPONSE TO SUBMISSIONS

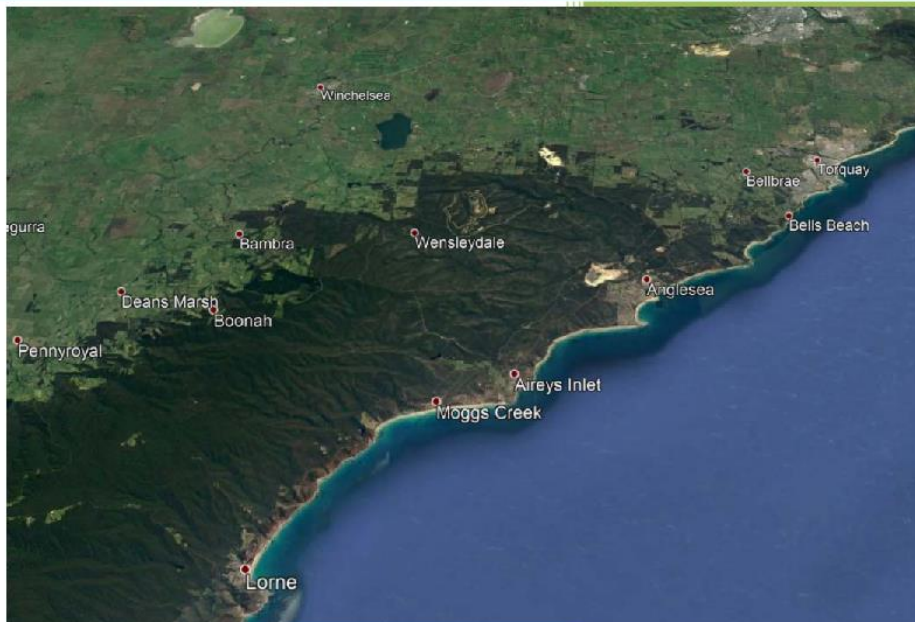
Submission Number	Location	Summary of Comments	Officer Comment
9 continued			<ul style="list-style-type: none"><li>• The BMO mapping is controlled by the State Government and is based on bushfire risk data.</li></ul>
10	CFA	Supports the final draft of the strategy and acknowledges the significant input that has been recognised throughout the document [bushfire].	

## **5.1 Rural Hinterland Futures Strategy - Final Draft**

### **APPENDIX 3 RURAL HINTERLAND FUTURES STRATEGY BUSHFIRE ASSESSMENT - FEBRUARY 2019**

# Bushfire Management Statement

## Surf Coast Shire



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### Plan Details

<b>Municipality:</b>	Surf Coast Shire
<b>Title description:</b>	General overview of Surf Coast Shire
<b>Overlays:</b>	Bushfire Management Overlay (BMO) Bushfire Prone Area (BPA)
<b>Zoning:</b>	Multiple

### Site Description

<b>Site Dimensions:</b>	35 km x 50km
<b>Site Area (approx.)</b>	Approx. 150 sq km
<b>Any other features of the site relevant to bushfire considerations:</b>	The shire has the Otway Ranges National Park to the South and grass land to the North.

## Planning Context

### Summary

The Otway District is recognised as being one of the highest bushfire risk areas in Australia and the world (Bradstock 2010). The factors that make up that risk include: extensive and highly flammable vegetation, rugged terrain and occasional extreme weather, combined with the proximity of houses to the bush, the nature of house construction and limited road access. Traversing the Shire, the Otway ranges and grassland areas are a key bushfire risk and a regional priority for risk management.

Fire has long been a part of the Otway District landscape. As history shows, there is considerable potential for devastating bushfires, and effective management of that risk is needed to minimise bushfire impacts

### **13.05 Bushfire**

#### **Objective**

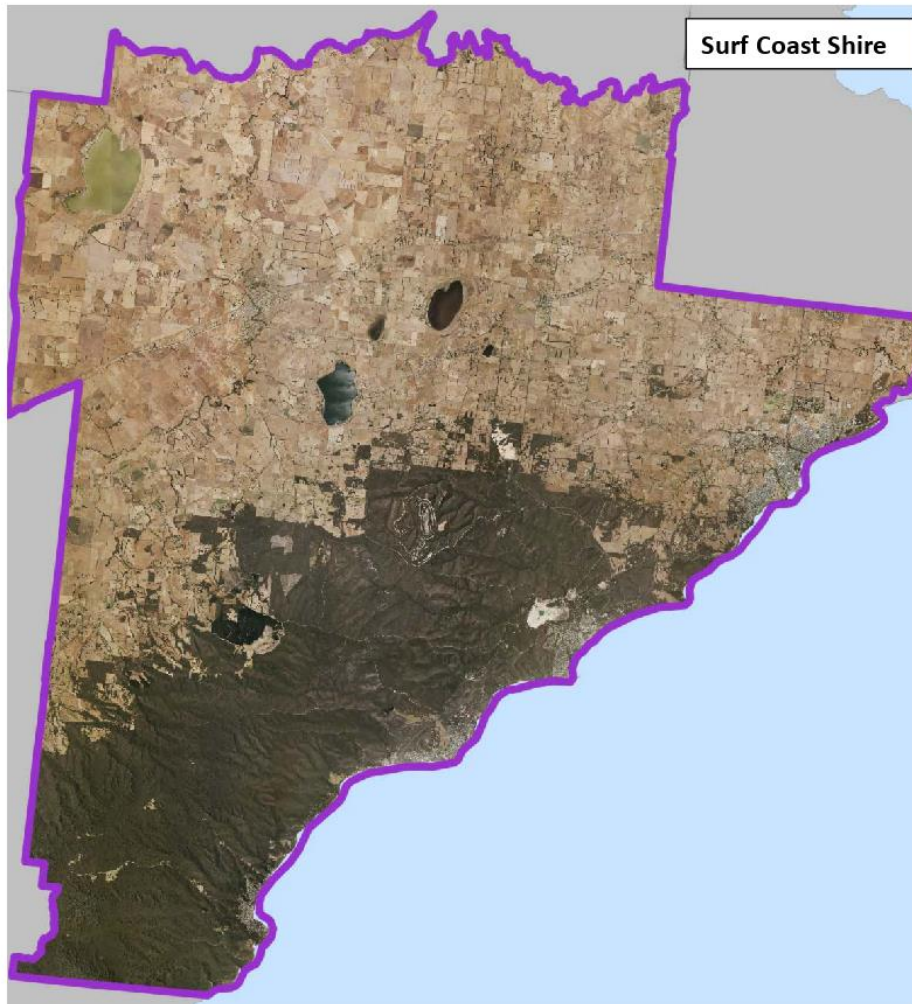
To strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

This report will detail the response to the planning scheme 13.05, to show where development is encouraged and where planning for development will have increased complexity, giving due regard to the above objective.



## Bushfire Hazard Landscape Assessment

The Bushfire Hazard Landscape Assessment includes a plan that describes the bushfire hazard of the Surf Coast Shire (Map 1).



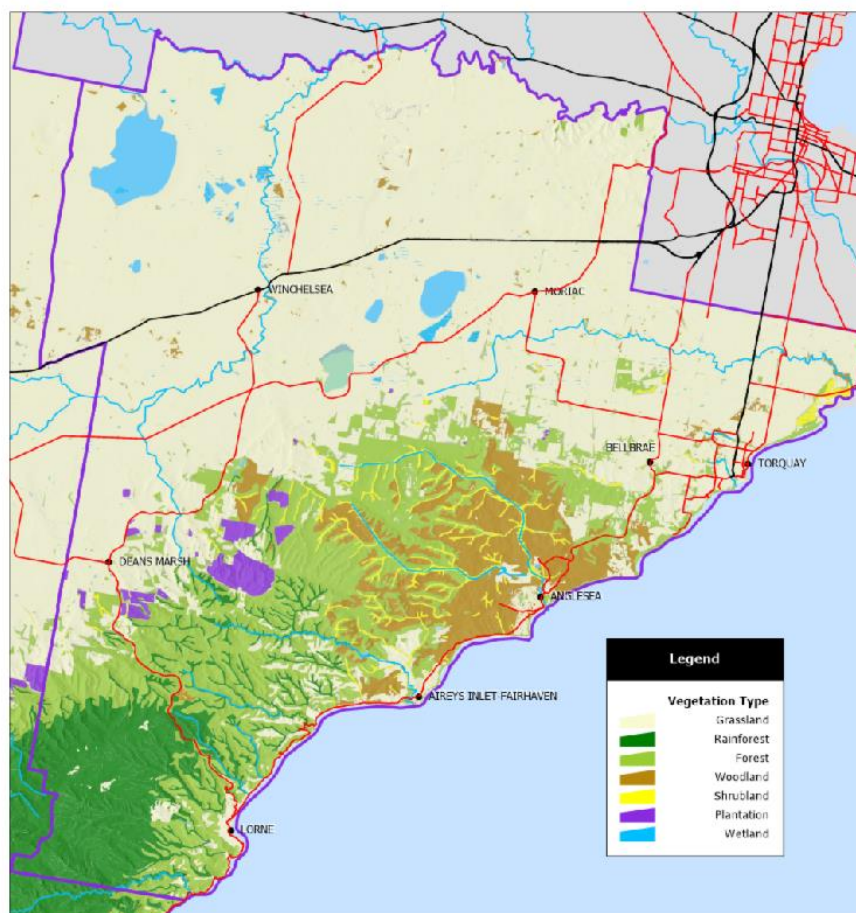
Map 1

### Vegetation and landform extent in the broader landscape

The Surf Coast Shire is a tale of two main vegetation and land types. That being the flat grassland plains to the north of the shire and the forested ranges to the south of the shire. The significant forest to the south, being the Otway Ranges National Park. The land to the north and forming a significant component of the shire is cleared farming land which would allow wildfire to move unimpeded across the landscape, albeit with far less intensity and destructive power, as would be seen from native forests.

There is the potential for fire runs in excess of 20km long from all directions except the south and south east for coastal regions and for areas south of Geelong.

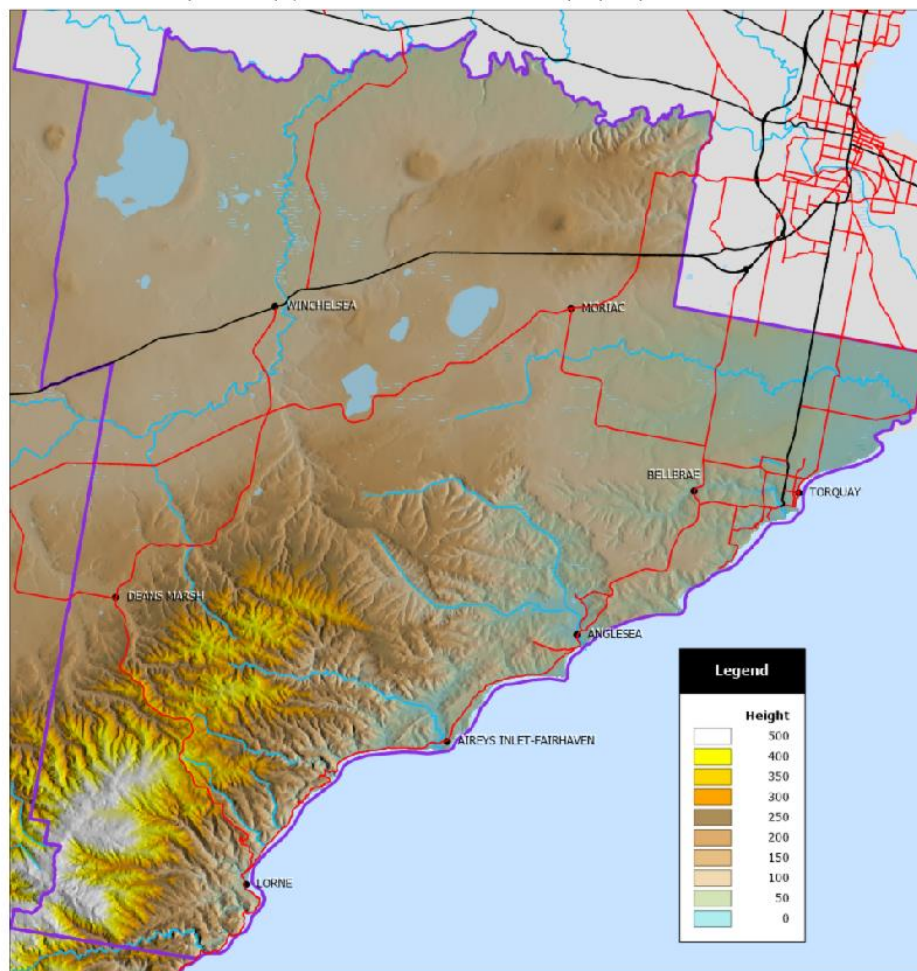
The forests are dominated by Eucalypt species with high surface and elevated fuel loads. Assessment of the Ecological Vegetation Classes (EVC) (DELWP) in the shire, shows the general vegetation to the south is a mixture of Woodland, Forest, and Rainforest. Areas to the North are largely grassland, which is essentially extensive farmland and the associated grasslands. The wet gullies and to a lesser extent the wetter forest types throughout this landscape would potentially carry a lesser risk from bushfires during average or higher rainfall years, however, during periods of drought, the wetter vegetation types do become available to burn and provide extremely high fuel loads for a bushfires on some rare occasions. The high fuel loads combined with the mountainous topography of the surrounding landscape has the potential to combine and create extreme bushfires when extreme climate and weather factors come into play.



Map 2 Vegetation types as described in AS3959

### Other Landscape Factors

Depending on the nature, location and time to impact of any fire, the road network may be suitable for effective evacuation. There is however the possibility that evacuation would not be possible or very hazardous at the least. In these situations residents would potentially have the option to seek shelter in the nearby townships, or within the confines of the property.

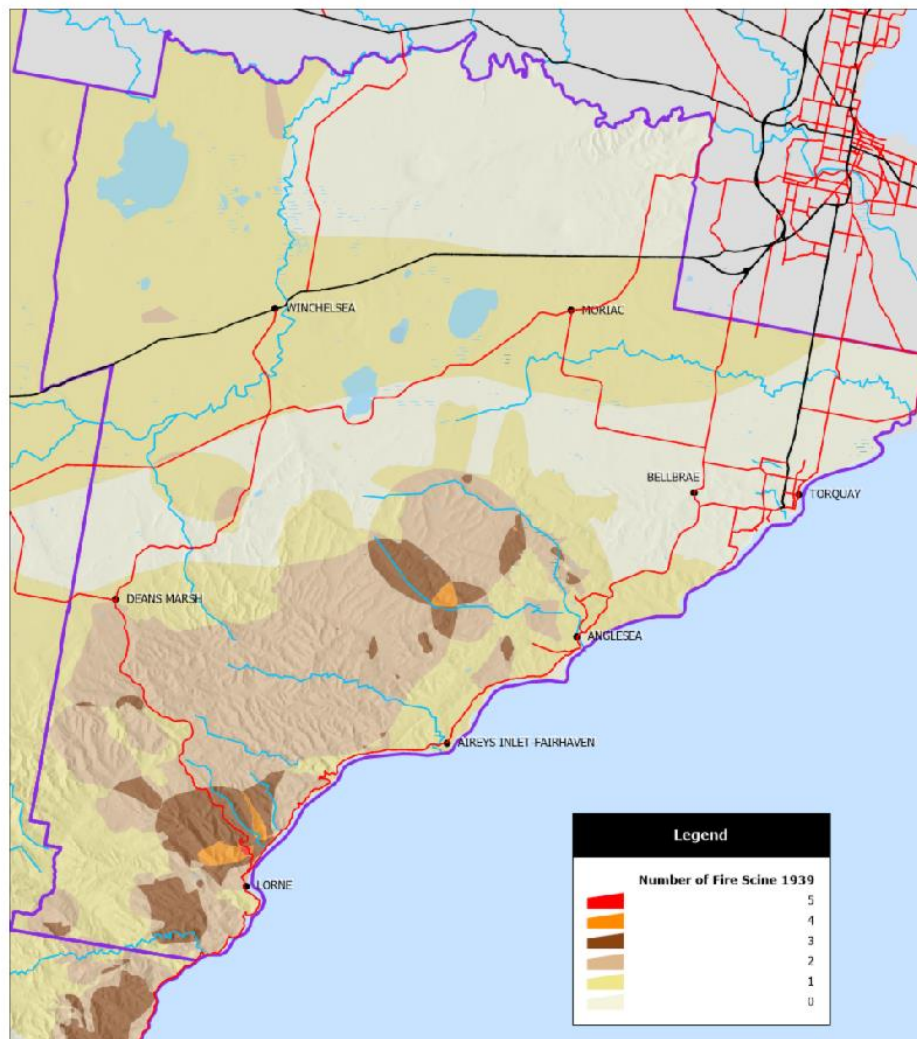


Map 4



### Bushfire History of the Area

The bushfire history can provide clues as to how much risk bushfire poses to any given site. The last large bushfire to affect the Eastern part of the Ranges was in 1983, but there have also been significant fires in the area in 1962, 1983 and 2009. As is typical of large landscape bushfires in southern Victoria the bushfires start under a hot northerly conditions and travel southwards before being turned by the introduction of a south westerly cold front. The pattern of fires we see will be some combination of probability of ignition, vegetation and urbanisation (which has an effect on the extent of available fuel).

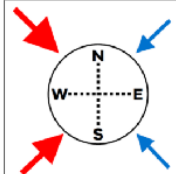
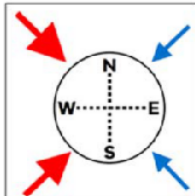
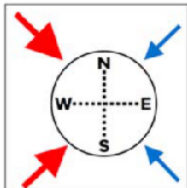
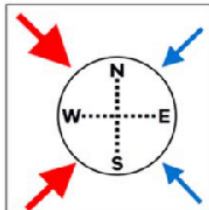


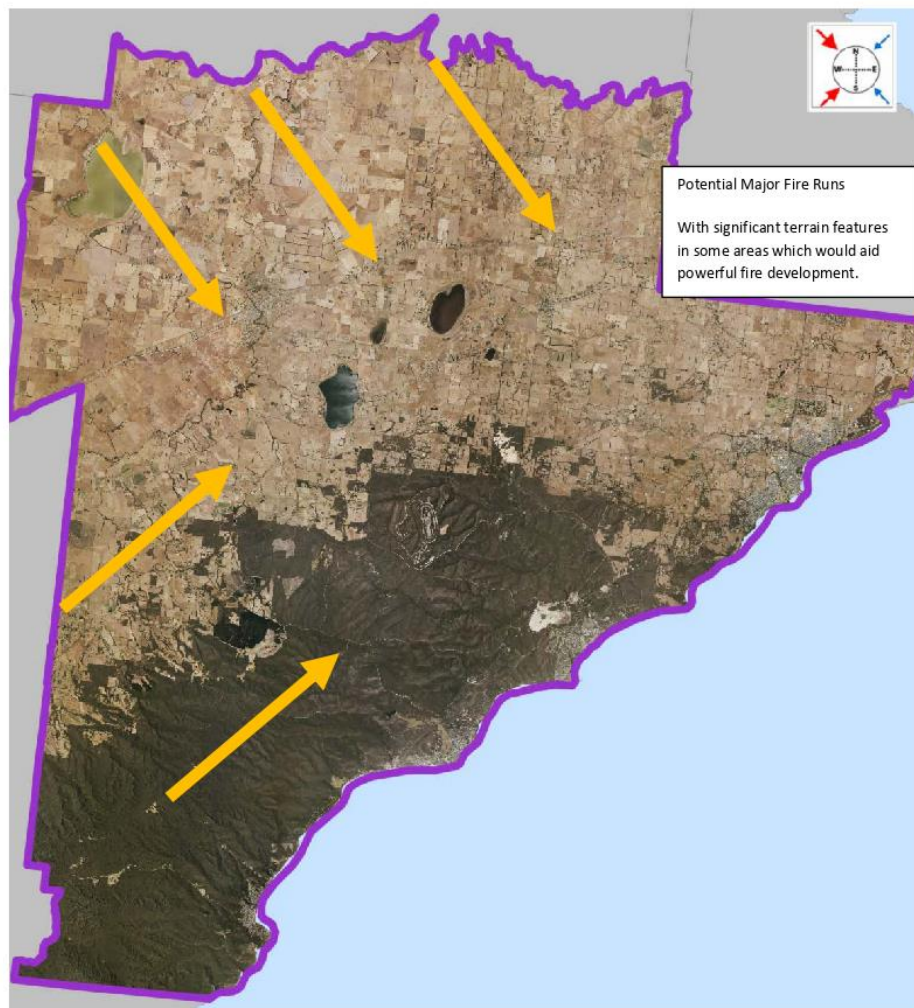
Map 5

### Bushfire Risk

In order to weigh up all the factors discussed above, the following table discusses fire from each of the directions to help quantify bushfire risk.

Table 1 – Bushfire Scenarios

Scenario	Description
<p>1 – North</p> 	<p>A bushfire approaching from the north / northwest, would need to have moved through forested and or farmland areas. Due to the terrain and the potential length of fire runs, the shire could be subject to large developed fires and major ember attack.</p>
<p>2 - East</p> 	<p>Major fires approaching from the East are much less common and generally not considered a significant risk. Fires approaching from the east may however be associated with larger fires from other directions due to convection and ember attack.</p>
<p>3 – South</p> 	<p>The south and south west offer a significant fire risk, this is largely due to fires from the north changing direction after a wind change. This situation is reasonably common under historic extreme fire conditions This can lead to large and destructive fires.</p>
<p>4- West</p> 	<p>Fires from the west are possible, however historically they are usually associated with a North or South influence.</p>



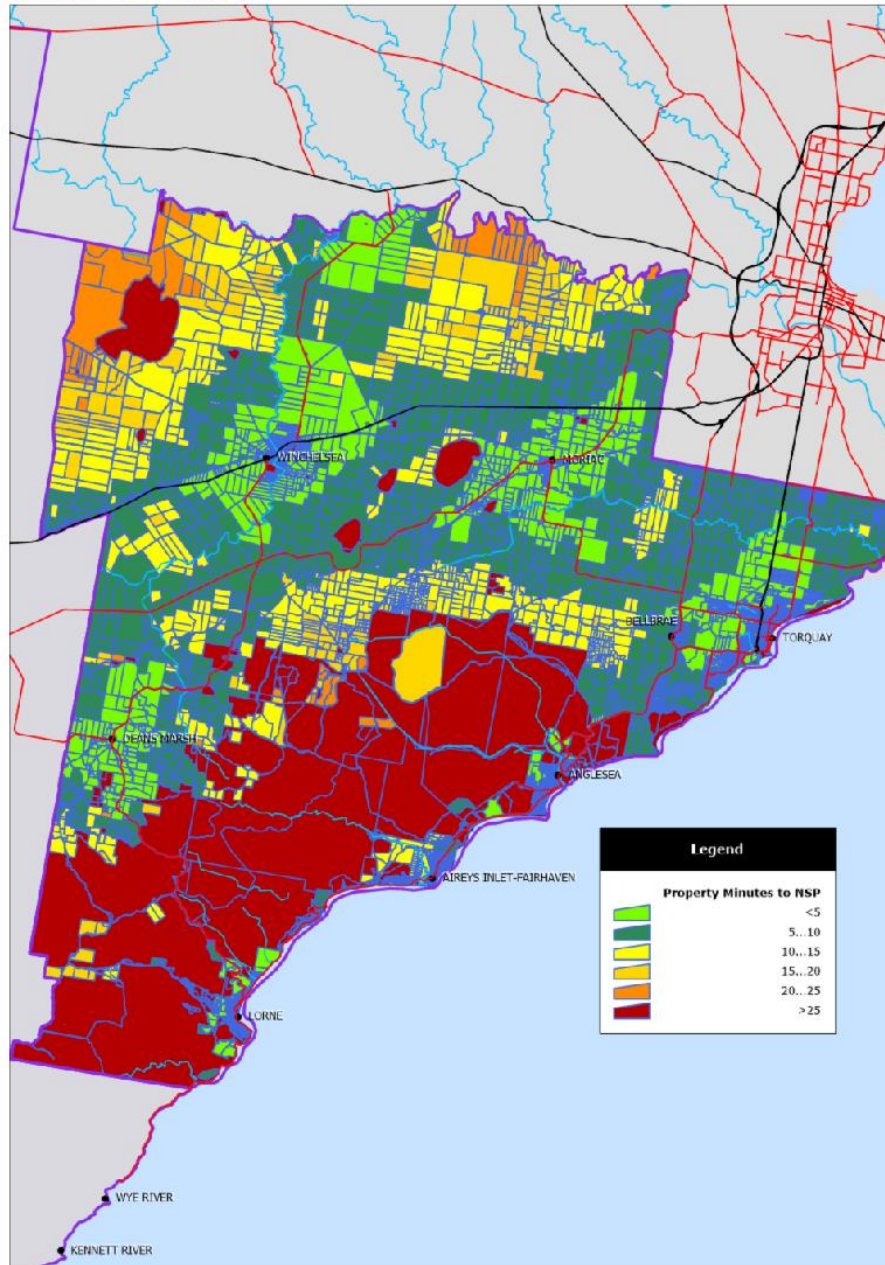
Map 6

The surf Coast Shire presents numerous fire combinations and situations. This is due to the varying vegetation, landform and potential for large scale fire to approach from the North, North West and south west. Whilst other directions are possible, they are much less likely to be broad scale and devastating.

## Bushfire Hazard Assessment

In analysing the bushfire risk we have considered a number of factors, included in the following maps.

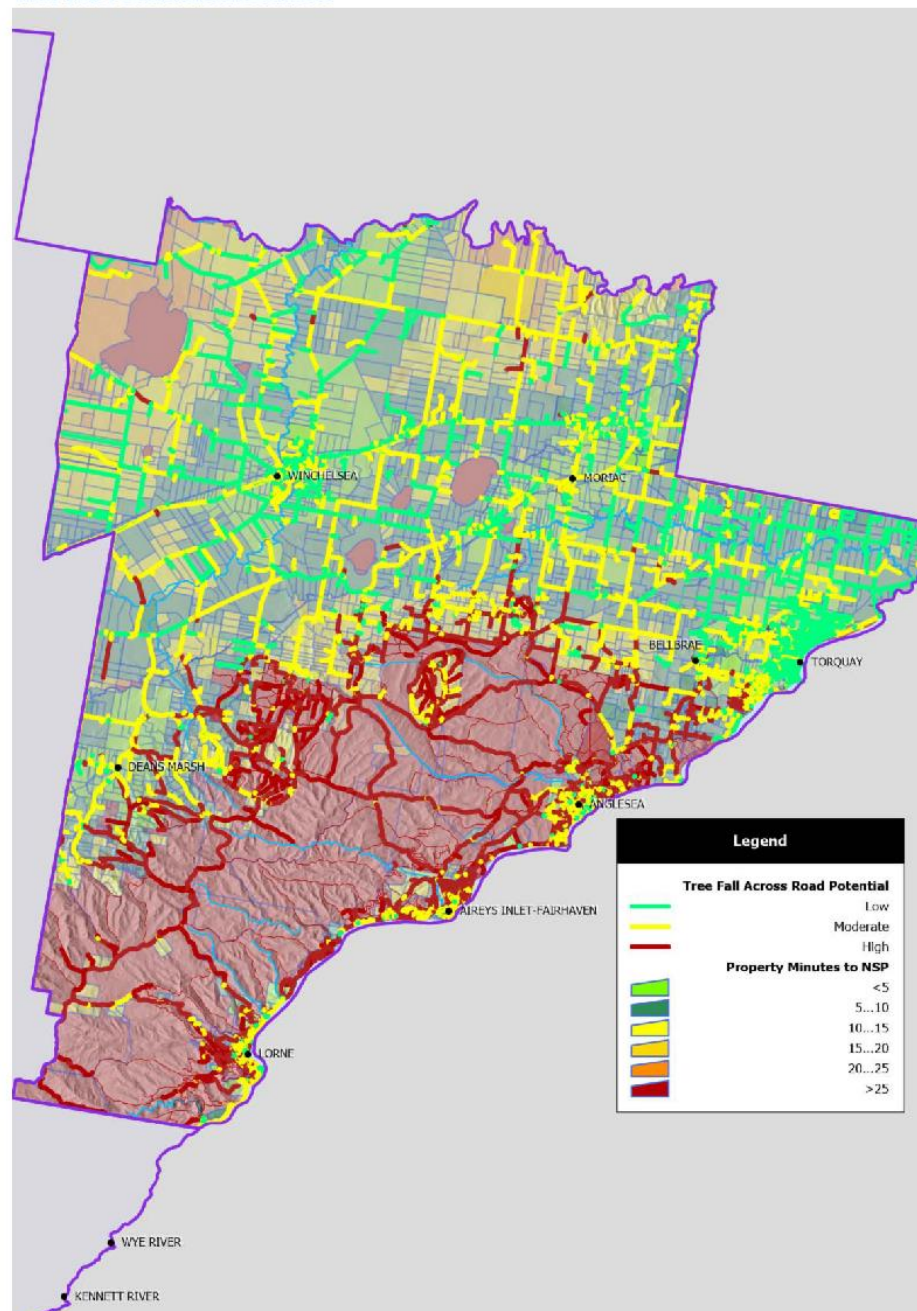
### Distance to NSP Minutes



Map 7



Tree Fall Potential Across Road



Map 8

This is a visual representation based on height of tree, width of road, exposure to wind and the presents of trees.

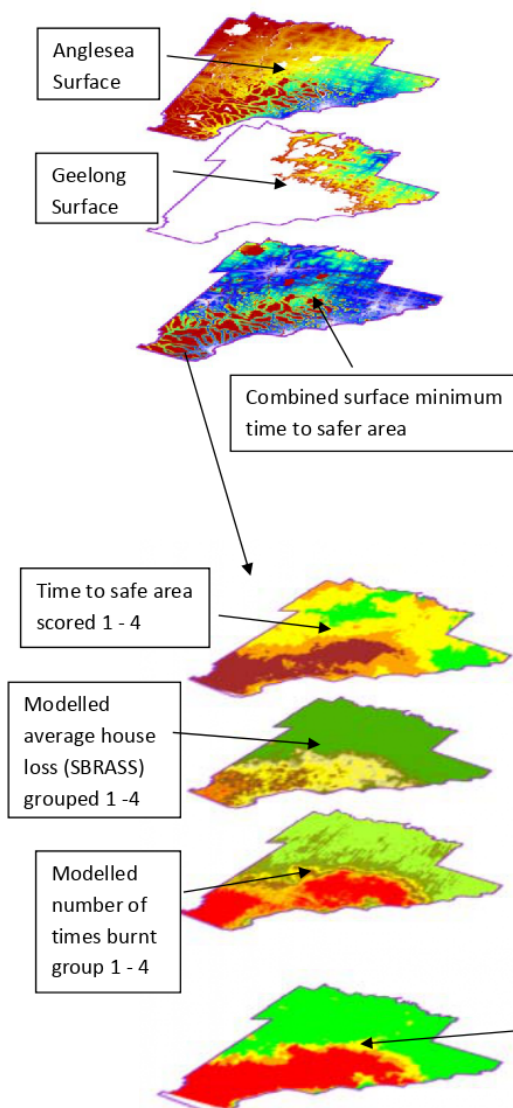


### Using Pheonix to show risk

DELWP through the SBRASS process modelled tens of thousands of fires to measure effectiveness of prescribed burning. In the below example we extracted the average house loss and number of fires impacting each cell in the landscape and combined this with distance from a safer area. The risk is highest when average house loss is higher, a higher number of modelled fires has crossed that point in the landscape and if the cell is further from a safer area.

It should be noted that this data is an average and not a worst case senario.

### Basic Methodology



### Time to safe area Raster

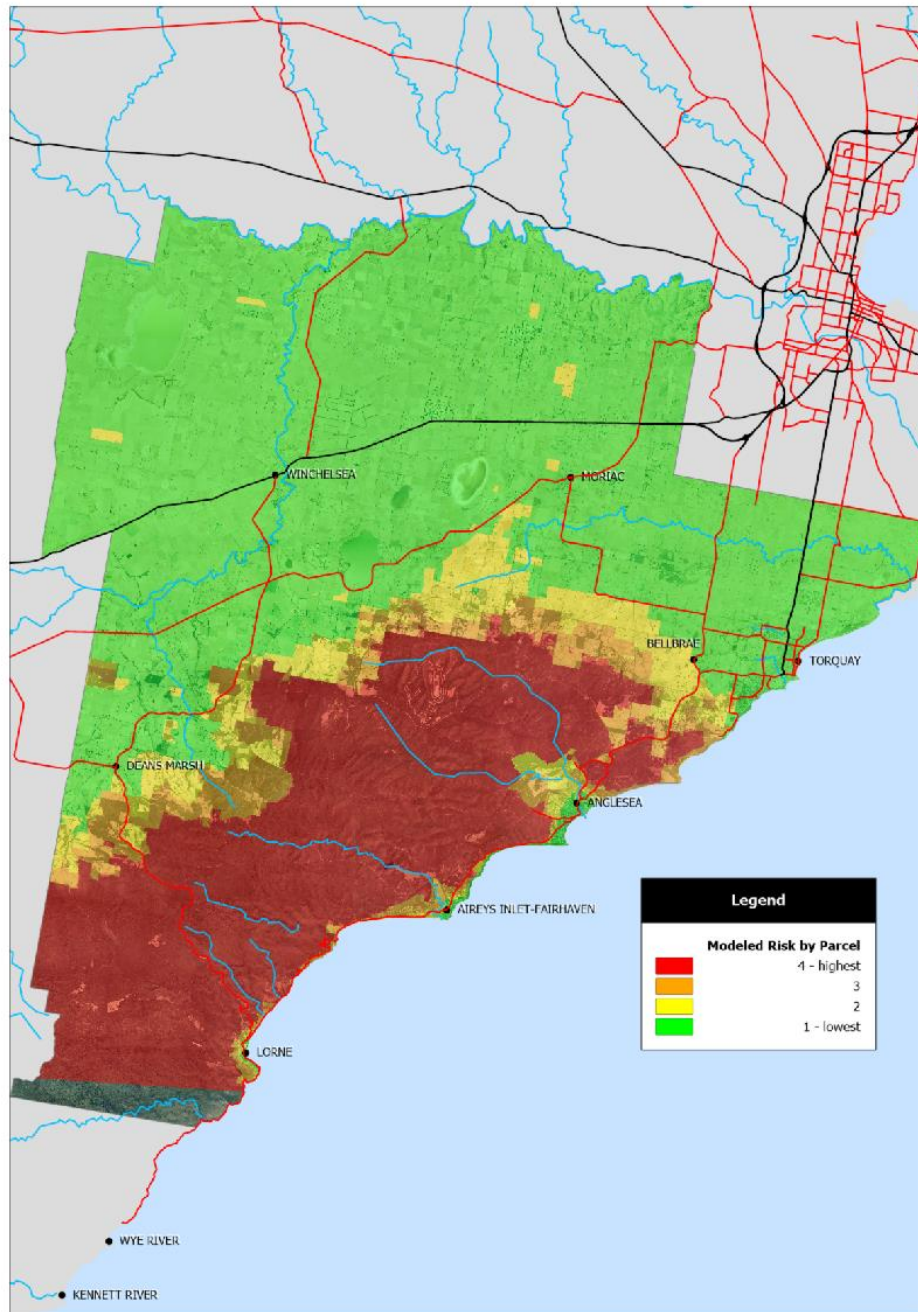
Multiple time surfaces were created from each of the nominated safer areas. The image represents the time it would take to get to the safer area for each town from any point in the shire. These locations included: Geelong, West Geelong, Bannockburn, Inverleigh, Apollo Bay, Lorne, Anglesea, Aireys Inlet, Highton, Barwon Heads, Colac Birregurra, Deans Marsh, Torquay, Moriac.

The surfaces were combined into one surface that represents the minimum time from any location in the shire to the closest safer area.

### Development of the risk surface

The time surface was then combined with two output surfaces from the SBRASS (Strategic Bushfire Risk Assessment and Strategy Selection - DELWP) All 3 surfaces were classified into a 1 to 4 rating. The surfaces were simply combined by adding the values of the corresponding cells, that number was divided by the number of surfaces (3) and a final file of relative building complexity and bushfire risk based on 4 categories was created.

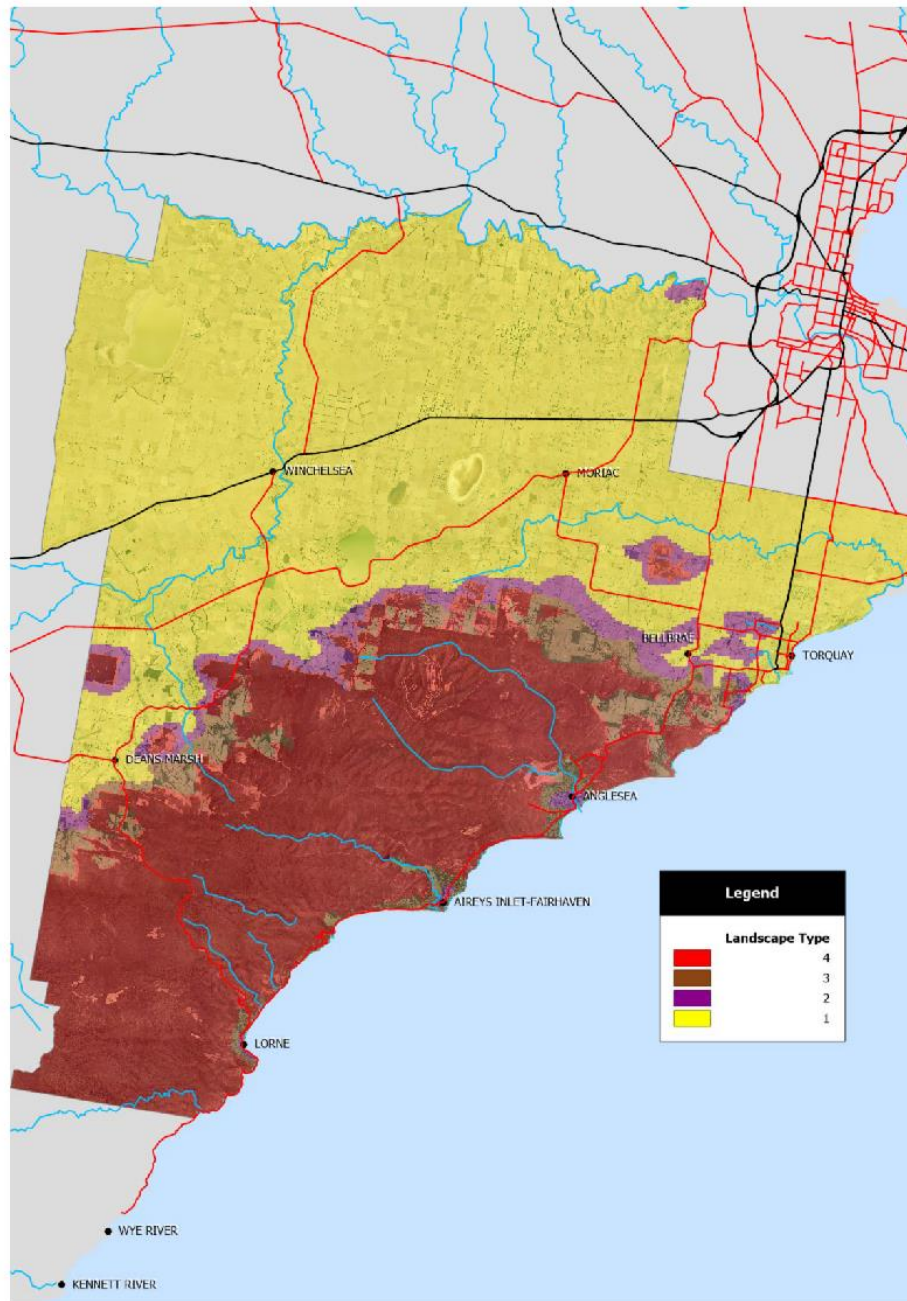
Final risk based map surface created, was grouped into 1 – 4 and matched to property boundaries. Having the 4 risk categories seemed to simplify the output to a logical and usable



Map 9

### Using all the risk information to build Landscape Types

(As per Planning Permit Applications Bushfire Management Overlay – Technical Guide)



**Map 10**

This map was developed by assessing above information. It is generalist in its nature and any site specific assessments need to be made at the site level using Planning Permit Applications Bushfire Management Overlay - Technical Guide

## 5.2 Painkalac Creek - Construction of Bridge - Request for Land Manager Consent

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

**General Manager:** Matthew Taylor  
**File No:** 18/0208  
**Trim No:** IC19/739

### Appendix:

1. Site Layout - Proposed Use of a Road (Bridge) (D19/67728)

#### 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 consider a request for Council land manager consent for a neighbouring landowner to apply for a planning permit to construct a bridge on public land to span over Painkalac Creek, Aireys Inlet.

### Summary

The owner of Aireys Inlet horse riding business Blazing Saddles, has applied to Council for land manager consent to construct a private bridge over Painkalac Creek. The bridge will be used to move horses between the Blazing Saddles riding centre on the west of Painkalac Creek and leased land (Lot 3) on the east (see Appendix 1 Site Layout).

The proposed bridge is on Council managed Crown land and the connected fenced laneway for stock to reach the bridge is on Council freehold land. Both areas of land are zoned Public Conservation and Resource Zone (PCRZ) under the Surf Coast Planning Scheme. Use of the land for a bridge is a permissible use of the land as a 'road' in the PCRZ but requires a planning permit unless the use is by or on behalf of a public land manager.

In order to make a valid planning permit application, the applicant is required to obtain consent of Council as the public land manager. Granting land manager consent enables the applicant to submit a valid planning permit application – it does not constitute Council approval of the bridge proposal.

Both the Department of Environment, Land, Water & Planning and the Corangamite Catchment Management Authority have provided written 'in principle' support for the proposal.

Council officers recommend granting land manager consent to the applicant to make a planning permit application for the proposed bridge. Siting, design and operational controls can be used to manage environmental and public open space issues. Enabling a valid planning permit to be submitted will facilitate a public advertising and submission process providing for wider community input and a planning assessment of the merits of the proposal.

### Recommendation

That Council:

1. Notes that due to the zoning of the land as Public Conservation and Resource Zone, the consent of Council as land manager is required for a valid planning permit application to be submitted.
2. Grants land manager consent to the applicant to make a planning permit application under the Public Conservation and Resource Zone for the use and development of part of 61A and 89A Bambra Road Aireys Inlet (part of Crown Allotment 15C and Crown Allotment 2006 Parish of Angahook and Reserve No 1 PS 421010T) for a bridge.
3. Notes that this consent is to the submission of the planning permit application only and does not constitute planning permit approval or land manager approval for the use and development of the land.

## 5.2 Painkalac Creek - Construction of Bridge - Request for Land Manager Consent

### Report

#### ***Background***

Blazing Saddles has operated a horse riding/trail riding business in Fairhaven since 1995, incorporating both freehold land on the western side of Painkalac Creek and leased land on the eastern side. Prior to 2018 the three leased lots on the eastern side were held by the one owner and Blazing Saddles moved stock between the different sides of the creek utilising a bridge leading to Lot 2 (see Appendix 1). In 2018, two of the lots were sold. Blazing Saddles no longer has access to Lot 2 but does have a long-term lease arrangement with the new owner of Lot 3 for use of the majority of Lot 3.

In May 2018 the owner of Blazing Saddles, approached Council seeking to lodge a planning permit application to construct a private bridge over Painkalac Creek. The proposed bridge would be used approximately twice a day to move horses and farm vehicles between land owned by the applicant on the western bank (115 Bimbadeen Drive) and land leased by the applicant on the eastern bank (Part 95 Bambra Road). The bridge would remain the property of the applicant and would not be open to public access. It would cross over Crown land water frontage managed by Council and the connecting laneway would cross Council freehold land (see Appendix 1 Site Layout). Under the Public Conservation and Resource Zone which applies to the land, a bridge and associated access is considered to be use of land as a 'Road' under the Planning and Environment Act 1987 which is a permit required use.

Council planning staff notified the applicant by letter on 7 June 2018 that the application was invalid and would not be progressed. The applicant was advised that in order to make a future valid planning permit application, they needed the consent of Council as land manager of the public land (including the Crown land), and were required to provide additional information on a range of matters.

Since June 2018, the applicant has sought to address the additional information requirements. The applicant obtained in principle approval from the Department of Environment, Land, Water and Planning and the Corangamite Catchment Management Authority for the bridge and liaised with Council staff regarding required information. The applicant submitted their final application for land manager consent on 21 February 2019, providing the additional information requested by Council officers.

Prior to 2018 the applicant moved stock across the creek using an existing bridge north of the proposed location and relying on access to Lot 2, which has now been sold. With access to the current bridge no longer available from Lot 2, the applicant is moving horses between their freehold and leased land using Bambra and Old Coach Roads. The existing bridge has not been constructed to any relevant standards and there is no record of permission being granted for its construction. In their application for land manager consent, the applicant has offered to remove the existing bridge.

The location of the proposed bridge is shown on the aerial plan in Appendix 1. Council is the delegated land manager of the Crown frontage public purposes reserve along the creek and also owns a freehold strip of land adjoining the Crown reserve. This land was transferred to Council when the adjoining land on the east was subdivided into three lots. Both areas are zoned Public Conservation and Resource Zone (PCRZ) under the Surf Coast Planning Scheme.

The proposed use of a strip of the Council managed and owned land for a stock and farm vehicle bridge and connecting fenced laneway is considered to be a permissible use of the land as a 'Road'. In the PCRZ, this use requires a planning permit unless it is conducted by or on behalf of a public land manager or Parks Victoria. To make a valid planning permit application, the applicant must have land manager consent to make the application from Council as the public land manager.



## 5.2 Painkalac Creek - Construction of Bridge - Request for Land Manager Consent

### *Discussion*

#### Rationale for Bridge

Blazing Saddles has advised that a farm bridge over Painkalac Creek is an integral part of their business, enabling them to move horses safely and cost effectively twice a day between their yards on the west and their leased grazing land on the east. As they no longer lease Lot 2 (see Appendix 1), the existing bridge is unusable. Council investigations have not been able to confirm when the bridge was constructed and by whom. It appears to have not been constructed to any relevant standards. The new bridge proposed by the applicant would link with the southern part of Lot 3 for which they hold a long-term lease agreement with the new owners.

#### Land manager consent to submission of a planning permit application is not agreeing to the bridge

Granting land manager consent to submission of a planning permit application does not constitute approval of the applicant's proposal to construct a bridge. Land manager consent enables the applicant to submit a valid planning permit application and be subject to standard planning permit processes, including public notice and the opportunity for public submissions. If the planning permit application is successful, further approvals would be required, including Council land manager consent through a lease/licence to the proposed use and development of the land.

#### Information requested from Applicant

Council requested the applicant provide detailed information prior to Council formally considering their request for land manager consent to submit a planning permit application. This information included:

- written in principle support from the Department of Environment, Land, Water & Planning (DELWP) and the Corangamite Catchment Management Authority (CCMA) (both letters have been obtained)
- detailed design plans
- information on any native vegetation to be impacted (impacts can be avoided by offsite prefabrication, siting and choice of footings),
- demonstration of how continuous public access along the creek frontage can be maintained (gates in the linking laneway will provide public access)
- location of the bridge in relation to conservation management plan areas contained within the Section 173 on the adjoining freehold (Lot 3) (the conservation management areas are being avoided)
- a construction management plan demonstrating how construction can be managed to avoid impacts related to the installation works.

The applicant has provided all the requested information to Council officers.

#### Bridge Location and Construction Management

Various meetings have been held on site with the applicant, Council officers, DELWP and the CCMA regarding the bridge proposal. The applicant has obtained in principle approval from DELWP and the CCMA, with the CCMA selecting the bridge location based on the height of the banks, flooding levels and the ability for canoeists to pass under a bridge at this location. A cultural heritage assessment has been completed and the results provided to Council.

The bridge and associated laneway fencing have been sited to avoid two large Manna Gums. The understorey is primarily introduced pasture grasses. The bridge would be prefabricated offsite and craned into place to avoid other vegetation/soil disturbance impacts. The laneway fencing leading to the bridge crosses the Council managed reserve. To ensure continued public access to the public creek frontage, especially if a pathway is constructed in the future, it is proposed the laneway fencing will have gates to manage potential conflicts between stock and pedestrians. The gates can be closed temporarily twice a day when the horses cross and then reopened.

As part of their application for land manager consent, the applicant has said it will remove the existing bridge. This should be a condition of any land manager consent.

#### Bridge Ownership & Public Access

The new bridge would remain the property of the applicant. A lease or licence agreement between Council and the applicant would be necessary to control management arrangements and address insurance and public liability matters. The bridge would not be open to public access (the existing bridge was not publically accessible) as otherwise the structure could result in liabilities for Council. A condition would be included in

## 5.2 Painkalac Creek - Construction of Bridge - Request for Land Manager Consent

the lease/licence regarding removal of the structure in the event of any change in ownership/leasing arrangements.

The proposed location for the bridge is 220m from Bambra Road and therefore should not be easily visible. The bridge is in an area where there is currently little public use. It is approximately a 720m walk in from Old Coach Road and a 1.5km walk in from Bambra Road including crossing two rivulets, one of which is flooded continuously when the river mouth is closed.

### **Financial Implications**

All costs associated with the proposed road (bridge) would be met by the applicant.

### **Council Plan**

Theme	4 Vibrant Economy
Objective	4.1 Support the creation and retention of jobs in existing and new businesses to meet the needs of a growing community
Strategy	4.1.1 Support and build capability of businesses and business / tourism groups
Theme	3 Balancing Growth
Objective	3.1 Retain and enhance rural land for appropriate and sustainable uses
Strategy	3.1.2 Develop partnerships to better manage interfaces between public and private land
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

### **Policy/Legal Implications**

Land manager consent enables an applicant to make a valid planning permit application, not commence works. The proposed use of the land as a road is a permitted use in the Public Conservation and Resource Zone, subject to obtaining a planning permit, and does not affect the implementation of the Conservation Management Plan forming part of the Section 173 for all three lots on the eastern side. If the proposal receives all the necessary approvals, Council would have to enter into a lease or licence arrangement with the applicant prior to any works commencing.

If Council refuses to grant land manager consent, the applicant can challenge Council's decision at the Victorian Civil and Administrative Tribunal (VCAT). Council officers do not believe that the decision to grant consent can be appealed to VCAT by a third party, other than another referral/planning authority.

### **Officer Direct or Indirect Interest**

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

### **Risk Assessment**

The applicant will need to manage use and operation of the bridge to avoid potential conflict between livestock and any members of the public using the creek and its frontage. The proposed laneway leading to the bridge and the associated pedestrian gates will be used by the applicant to manage this risk. The gates will be closed twice a day for a short period while the livestock are crossing.

Any lease or licence governing use of the bridge would need to include provisions such as insurance and operational requirements to address risk management. The applicant could be required to remove the current bridge before any new bridge can be constructed and to rehabilitate the area around the current bridge.

If there is no bridge enabling horse access between the yards on the west and leased grazing land on the east, Blazing Saddles will have horses on Bambra Road more often, increasing potential horse and rider interactions with vehicle traffic.

## **5.2 Painkalac Creek - Construction of Bridge - Request for Land Manager Consent**

### ***Social Considerations***

The Painkalac Creek frontage is a potentially important strip of public open space. While access is currently limited given the lack of a formal pathway and the rivulets which make continuous access difficult, there have been several proposals to construct a continuous walking track with the most recent being the 'Walk the Painkalac' project. On the eastern side, the applicant is proposing to control horse access to the bridge by a fenced laneway that will funnel stock to and from the bridge. This laneway would have pedestrian gates which will generally remain opened but can be closed briefly twice a day when stock cross the bridge.

The Painkalac Valley is an important asset to the local community. Aireys Inlet District Association (AIDA) is aware of the bridge proposal and has written to Council advising that it regards the proposal as a prohibited use and requesting that Council refuse landowner consent. AIDA's concerns include the previous subdivision history of the three lots on the east, inappropriate use of the Crown creek frontage, conflicts with any future walking track, public liability risks to Council, damage to the creek environs and changed appearance of the valley.

The applicant has indicated that access between land owned and leased by the applicant is important to the operations of the tourism business which is well supported by visitors and the local community.

### ***Community Engagement***

There has been very limited public engagement on the proposal to date. An information session is proposed to be conducted on the site to help inform the community about the proposal.

### ***Environmental Implications***

The Painkalac Valley environs are an important local asset and its importance is recognised in the Environmental Significance Overlay covering the site. Siting (approximately 220m from the nearest road), design and operational controls can potentially be used to maintain environmental values within this rural setting if the proposed use were to receive the required approvals.

### ***Communication***

If Council land manager consent is granted to submission of a planning permit application and the applicant submits a valid application, the permit process will enable public advertising of the proposal and public submissions. In addition, the applicant has agreed to an information meeting where interested members of the public and the applicant can meet to discuss the proposal and work on ways of addressing issues raised by community members. This would occur prior to the lodgement of the application for a planning permit.

### ***Options***

#### **Option 1 – Council grants land manager consent to make a planning permit application for the proposed bridge:**

This option is recommended by officers as siting, design and use controls can be put in place to maintain environmental, social and public open space values while providing for the proposed use. Granting land manager consent to submission of a planning permit application would allow for formal public consultation on the proposal to commence, as part of the planning permit process. Further, Council land manager consent would be required for the subsequent use and development of the land should the planning permit application be successful.

#### **Option 2 – Council refuses land manager consent to make a planning permit application for the proposed bridge:**

This option is not recommended by officers as the proposal is a permitted use under the Surf Coast Planning Scheme and there is the potential to satisfy concerns through siting, design and use controls.

### ***Conclusion***

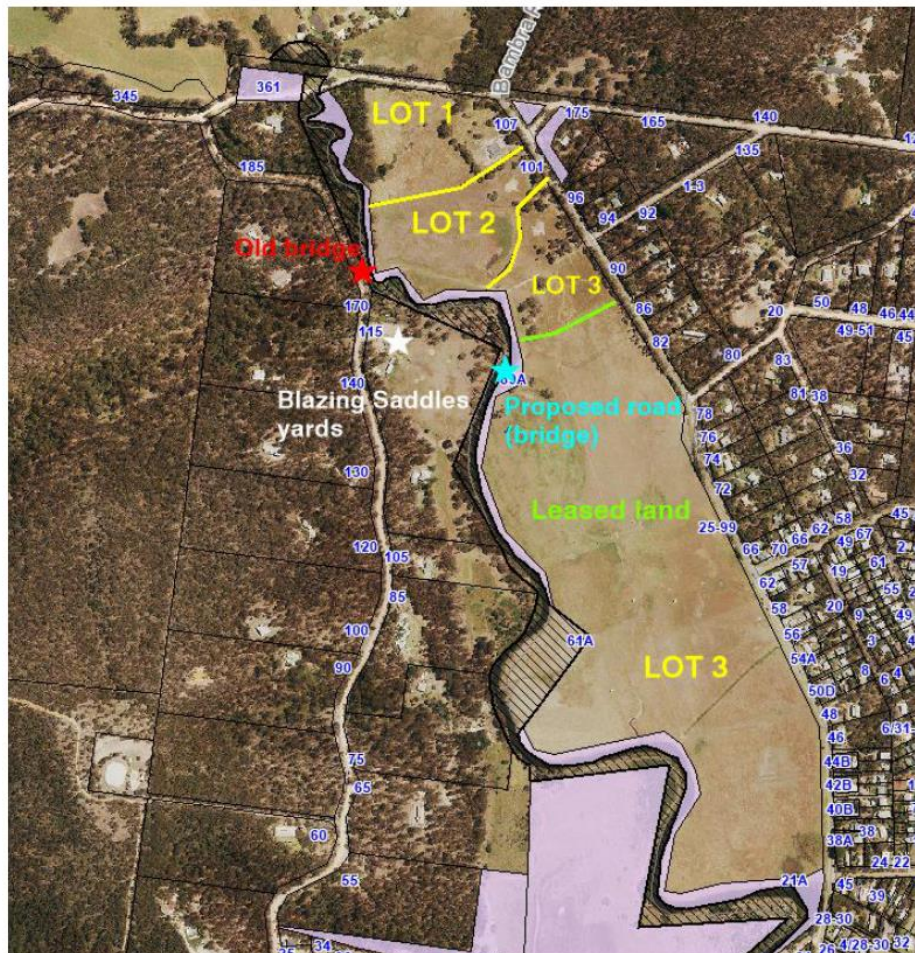
Granting Council land manager consent to the applicant would enable it to submit a valid planning permit application for the proposed bridge over Painkalac Creek for the movement of stock and farm vehicles. Siting, design and operational controls can be used to manage environmental and public open space issues. Enabling a valid planning permit to be submitted will facilitate a public advertising and submission process providing for wider community input on the proposal and a planning assessment of the merits of the proposal.



## **5.2      Painkalac Creek - Construction of Bridge - Request for Land Manager Consent**

### **APPENDIX 1    SITE LAYOUT - PROPOSED USE OF A ROAD (BRIDGE)**

**Appendix 1 – Site Layout – Proposed use of a road (bridge) over Painkalac Creek**



**LEGEND**

- Hatched – Council managed land
- Purple – Council freehold land
- Yellow – Freehold lots
- Green – Leased part of Lot 3
- Red – existing bridge
- Aqua – proposed bridge location
- White – Blazing Saddles yards

### 5.3 Environment & Development Monthly Report - April 2019

**Author's Title:** Executive Assistant

**General Manager:** Matthew Taylor

**Department:** Environment & Development

**File No:** F18/1519

**Division:** Environment & Development

**Trim No:** IC19/649

**Appendix:**

1. VCAT Decisions - April 2019 (D19/71539)

**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 April 2019.

#### Summary

The monthly report provides an overview of the Environment & Development Division's key activities undertaken in April 2019.

#### Recommendation

That Council receives the Environment & Development Monthly Activity Report for April 2019, and notes the following items:

1. In April, 87% of all planning applications were issued within 60 statutory days. The comparative average score for the Peri Urban Group for April was 69%. This result is ahead of the KPI of 80% in the Council Plan.
2. Michael Connell & Associates have been appointed as the consultants to deliver Council's Skills & Emerging Industries Audit (SEIA) and associated Economic Development Strategy.
3. April provided a fitting finale to the peak events season, culminating with a bumper Easter/Anzac extended long weekend, which saw the delivery of four ANZAC Day ceremonies, the final Cowrie Market for the season, the Great Ocean & Otway Classic cycling participation event, a sell-out The Drop Festival and the 58<sup>th</sup> Rip Curl Pro.
4. The Green Living Festival, run by the Anglesea Community Garden volunteers, was held in Anglesea resulting in over 3,500 people attending the event.
5. The Department of Environment, Land, Water & Planning (DELWP) have commenced the Distinctive Areas and Landscapes Project with community engagement commencing in May.
6. Surf Coast Shire Council is one of four councils in Victoria working with Local Government Victoria and other parts of emergency management sector to develop an audit tool to help enhance the emergency management capability of local government.
7. The overall result for the Program against year-to-date Spend Target is 100% (99.53). This is very favourable compared to 81% at the same time in 2018.
8. Increased staffing over the Easter period had a positive impact on compliance and responsiveness to community service requests particularly with events such as the Rip Curl Pro and The Drop Festival.

### 5.3 Environment & Development Monthly Report - April 2019

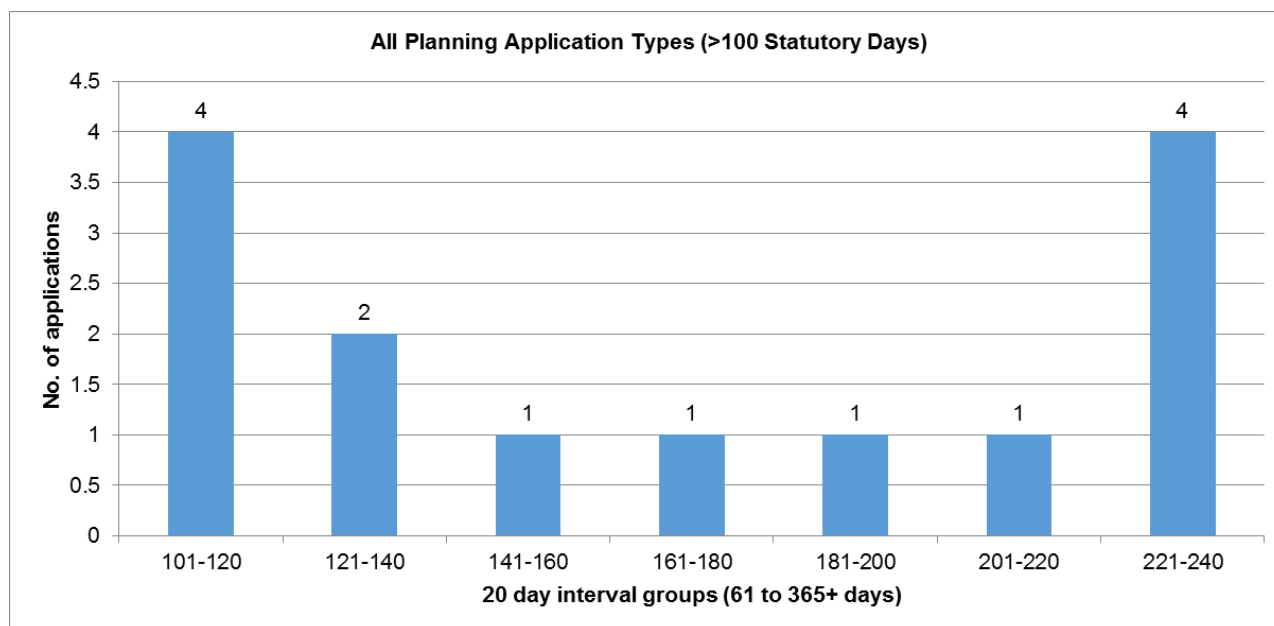
#### PLANNING & DEVELOPMENT

##### Measure: 60 Statutory Days

In April, 87% of all planning applications were issued within 60 statutory days. The comparative average score for the Peri Urban Group for April was 69%. This result is ahead of the KPI of 80% under 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".



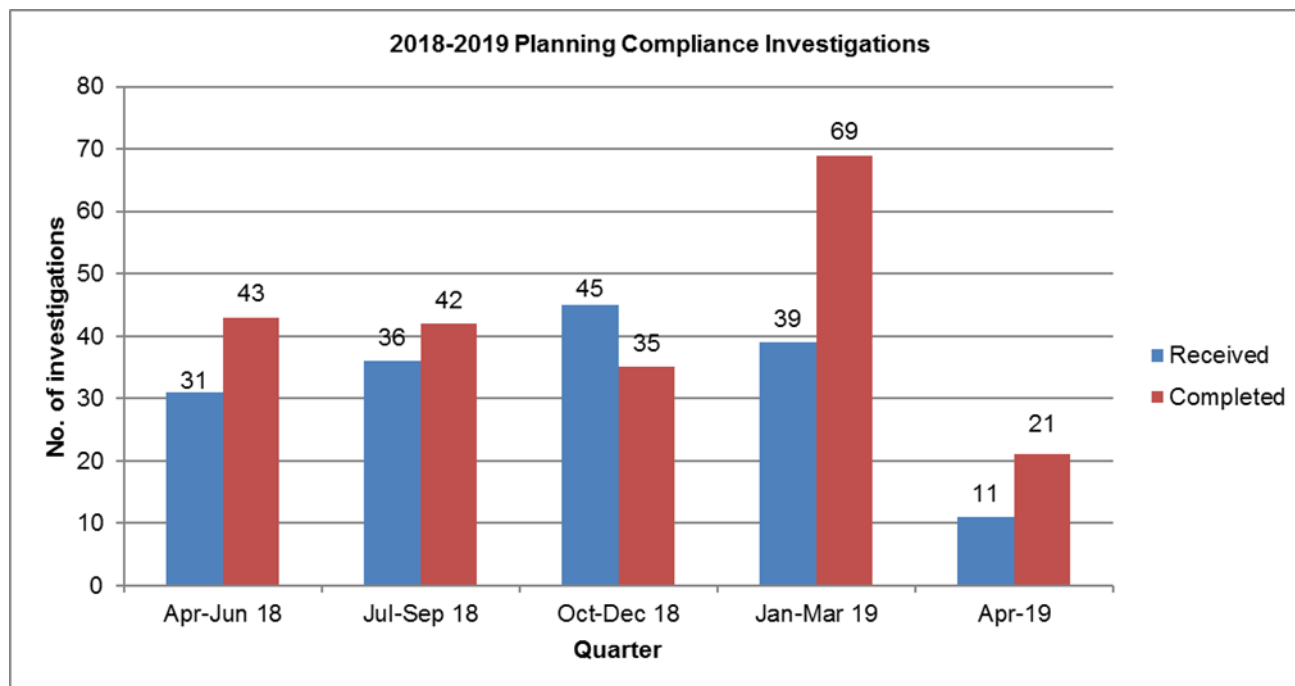
The table below provides an explanation as to why the result is currently over the 100 statutory days.

Categories/Types of Reasons	Number of applications
Ready for decision	5
Applicant requested application is put on hold	1
Tied to application to Amend a Section 173 Agreement which is yet to be resolved	1
Applicant required to submit a Bushfire Management Statement; once submitted the statutory clock will reset at zero days	1
Applicant investigating alternate locations. If amended plans submitted, statutory clock will reset at zero days	1
Changes to common property required, when amended statutory clock will reset at zero days	1
Complications with bushfire related issues and links with proposed subdivision of adjoining land. Applicant determining way forward, if amended the statutory clock will reset at zero days	1
Linked to a VCAT appeal which has only recently been determined	1
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

### 5.3 Environment & Development Monthly Report - April 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 June 2019 to address compliance investigations in a timely way. Significant progress towards the target has been made. As at end April there were 60 live investigations, down from 76 at the end of January.



#### VCAT Decisions

Four VCAT decisions were received by Council in April 2019, the outcome of each is listed below:

Planning Application	Decision	
195 Clarkes Road, Winchelsea	Set Aside	Did not support Council's decision
850 Hendy Main Road, Moriac	Affirmed	Supported Council's decision
14-16 Ocean Road South, Lorne (Appeal #1)	Affirmed	Supported Council's decision
14-16 Ocean Road South, Lorne (Appeal #2)	Varied	Supported Council's decision with some agreed changes made
42 The Esplanade, Torquay	Set Aside	Did not support Council's decision to refuse but an agreed approval was negotiated

Further information is included in Appendix 1.

#### ePlanning Portal

Software provider (Open Office) is addressing the final changes required to ensure community members lodging submissions through the portal have the ability to receive documents through the portal. A public launch will not be scheduled until the system is fully tested and ready for wide public use. A revised 'go live' date for the project is being determined.

#### Current Strategic Planning Projects

- **Rural Hinterland Futures Strategy:** The Strategy has been updated in accordance with Council's resolution of October 2019. The final draft of the strategy was exhibited from 7 March 2019 to 4 April 2019. The final draft and submissions were due to be considered at the April Council meeting between Easter and ANZAC day, but given the importance of the strategy, it was postponed to the May Council meeting to consider adoption.

### 5.3 Environment & Development Monthly Report - April 2019

- 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 Futures Land Use Framework Plan: In October 2018, the State Government released the final version of the Framework Plan. DELWP are currently drafting new policy to reflect the objectives and strategies of the Framework Plan that will subsequently be implemented within the Surf Coast Planning Scheme.
- Winchelsea Town Centre Urban Design Guidelines: Following extensive community engagement in November and December, the draft urban design guidelines have been completed and placed on exhibition until 14 May.
- Lorne Structure Plan Review: Technical background work is in progress including the review of planning controls.
- Spring Creek Urban Growth Area and Distinctive Areas and Landscapes: DELWP has commenced the Distinctive Areas and Landscapes project with community engagement commencing in May. The project will include consultation on the western settlement boundary for Torquay/Jan Juc at Spring Creek.
- 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.

#### 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.
- C118: Rezoning and planning permit for subdivision to create an additional 4 hectares of Industrial 3 land to the West Coast Business Park. The amendment has been approved by the Minister and Council has issued the permit.
- C120: Growing Winchelsea implementation: The amendment was recently approved by the Minister for Planning.
- 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 until 1 April and is contained in the May Council meeting agenda to consider for adoption.

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 - April 2019

#### ENVIRONMENT & COMMUNITY SAFETY

##### Anglesea Green Living Festival

On Saturday 13 April, the Anglesea Community Garden hosted the Green Living Festival in Anglesea. The day aimed to celebrate the amazing things being done by the community around sustainability, and encourage people to think seasonally, grow locally, live more sustainably and most importantly have fun along the way. The Anglesea Community Garden volunteers did an incredible job of planning and running a fabulous event and should be commended for their efforts. Over 3500 people attended the event.

Council's Sustainability Team attended and hosted a number of workshops including:

- The secrets to an energy efficient home (as part of the Powered by Positive campaign)
- Speed date a stylist - how to rock your wardrobe with upcycling (under our waste education campaign)
- A number of local food-related topics including vegetarian and vegan cooking, sourdough bread making, how to create a worm farm and wicking bed, backyard aquaponics and edible garden design (all part of Council's Home Grown Series of workshops).

The sustainability team also hosted a market stall to engage with residents on our various sustainability programs, including Powered by Positive, Home Grown, and the Anglesea Food Organics Pilot. We found residents were really engaged in the programs, keen to sign up for more involvement. Many of those attending provided positive feedback on the programs Council deliver.

##### Rip Curl Pro 2019 – Environmental Initiatives

The environment has become a significant focus of the Rip Curl Pro over recent years. Managing thousands of visitors over a short period of time in a nature reserve is a significant challenge. Environment unit staff and the Bells Beach Committee worked with Surfing Victoria to identify various ways to help ensure event spectators wanting a better view didn't 'jump the fence' and trample the fragile native vegetation areas. This year actions included additional security patrolling relevant areas, new signage (see image below) and installation of cyclone fencing in hotspot areas.

The actions proved more successful this year compared to previous years. There were minimal incursions, which were promptly addressed.

Waste management was once again a priority focus with the event continuing its recycling, plastic avoidance and a successful organic recycling trial with the food vendors. Congratulations to Surfing Victoria, World Surf League, Rip Curl and all other sponsors and participants for their environmental leadership.



### 5.3 Environment & Development Monthly Report - April 2019

#### Pest Plant & Animal Management

Woody weed works have been completed for this season and blackberry management has been conducted in several key reserves, including Painkalac Creek and Deep Creek. Spotlight counts have been conducted in Council's rabbit management sites to help assess effectiveness of our extensive rabbit management work. The results are currently being shared with stakeholders prior to confirming work priorities for the 2019/20 season.

#### Microplastics Monitoring

Surf Coast Shire Council's EPA Officer for the Protection of the Local Environment (OPLE) has been sampling local beaches to better understand the source and extent of microplastics along the coast. Microplastic is broken down plastic that has made its way to the sea. Initial surveys have shown Styrofoam (most likely from building sites) and cigarette butts to be the most prevalent. The OPLE plans to undertake microplastics monitoring in line with an approach developed by Sustainability Victoria and EPA to better inform existing litter programs.

#### Safer Together - community engagement on reducing bushfire fuels on private land

Council is working with the State government on the Safer Together approach to bushfire risk which includes:

- Improved assessments of where and when to use fuel management and other risk reduction activities
- avoiding unacceptable impacts on the environment and communities
- better integration across public and private land
- land and fire managers working together, along with communities to plan and deliver integrated bushfire management
- involving local communities in decision making, drawing on local values and insights to promote resilience
- using world-leading science to manage fire and ecosystems

During April, with support from Forest Fire Management Victoria we continued our community engagement and investigations into significantly expanding fuel reductions on larger private property in high risk township areas. Feedback received from the Lorne area community members that may be directly impacted has been positive. The next stage of the project is to undertake on-ground assessments.

#### Councils and Emergencies Project stage – audit tool

Surf Coast Shire Council is one of four councils in Victoria working with Local Government Victoria and other parts of emergency management sector to develop an audit tool to help enhance the emergency management capability of local government. The audit tool helps councils to identify both their target and actual capability. This will help staff identify areas of improvement needed in the system to enable provision of appropriate emergency management services to our community.

#### Staff Flu Immunisations

Over 250 Council staff have now received the current flu immunisation from the Environmental Health team as part of Council's staff health and wellbeing program. Research has indicated providing a workplace flu immunisation program reduces absenteeism from work due to influenza related symptoms by 43%.



### 5.3 Environment & Development Monthly Report - April 2019

#### ECONOMIC DEVELOPMENT & TOURISM

##### Economic Development Projects

##### **Skills & Emerging Industry Audit & Economic Development Strategy Consultants Appointed**

Michael Connell & Associates has been appointed as the lead consultant to deliver Council's Skills & Emerging Industries Audit (SEIA) and associated Economic Development Strategy. Michael's team includes Sally Hirst (Hirst Communications) and Jen Lilburn (Kismet Forward) plus a number of other industry specialists.

The project will seek to uncover the significance of emerging industries (such as creative industries) on the Surf Coast, understand existing skill sets and what will be required to meet demands in the future. The SEIA will complement the Economic Development Strategy, which will deliver a ten-year strategy that identifies our economic identity, values and key drivers and the priority actions to drive positive change for Surf Coast Shire.

Community engagement and education is an important part of the development of the strategy. Targeted engagement will commence this month with the main community consultation scheduled between July and September.

##### **2019 Surfing Medicine International World Surfing Medical Conference - RACV 10- 13 April**

Over the past 12 months the Economic Development team worked with the Melbourne Convention Bureau to secure the Surfing Medical International Conference/Expo 2019. The bid was successful and the international conference was held from 10-13 April at the RACV Torquay.

The aim of the Surfing Medicine International World Surfing Medical Conference is to share knowledge, skills and experiences to inform and educate the estimated 37 million surfers worldwide, industry stakeholders and the general public.

The conference was timed to coincide with the Bells Beach Rip Curl Pro and The Drop Festival to create a focus on surfing over Easter.

Attendees to the conference came from around the globe and Australia to receive the latest information from industry experts on:

- Surfer Health & Injury Prevention - Major trauma and infectious diseases
- Training and Performance - latest research on surfing performance, and
- Ocean environment - temperature, ocean clean up, prevalence of plastics, influence of currents and many other topics.

An Expo complemented the conference and hosted a range of interesting stands and topics including:

- Drowning resuscitation, Water skills and retrieval, SurfFirstAid™, and
- Medical aspects including Surfer's Ear, Surfer's Shoulder, Strength, Nutrition and Mental Health.

The Surfing Medicine International World Surfing Medical Conference organisers were very happy with attendance levels and the assistance provided by the Economic Development team.

##### Events

April provided a fitting finale to the peak events season, culminating with a bumper Easter/Anzac extended long weekend, which saw the delivery of four ANZAC Day ceremonies, the final Cowrie Market for the season, the Great Ocean & Otway Classic cycling participation event, a sell-out The Drop Festival and the Rip Curl Pro.

Council officers authorised and/or were involved in the delivery of 24 events and markets across the month of April, including three events funded under the Event Grants Program:

1. KAOS - Kids Adventure Outdoors Anglesea (Major Event)
2. Great Ocean & Otway Classic Ride (Major Event)
3. Sunday Literary Lunch Series (Community Event)

### 5.3 Environment & Development Monthly Report - April 2019

In addition, the Events team planned and delivered its second official Rip Curl Pro launch event, featuring a Welcome to Country held in spectacular conditions on Bells Beach; and co-ordinated another highly successful Live Site program, aimed at integrating local businesses with the Rip Curl Pro. This year over 50 businesses participated in the Live Site program around the Surf Coast.

#### Rip Curl Pro (Bells Beach, 17-27 April)

The 58<sup>th</sup> annual Rip Curl Pro needed the full 10-day waiting period, with poor swell leading to a number of lay days early in the week. Excitement started building with predictions of the '50 year storm' arriving just in time for the final days, with the giant surf attracting front cover stories of both The Age and Herald Sun, and global media coverage shining a spotlight on Torquay and Bells Beach as a world renowned surfing location.

Kelly Slater went so far as to call Torquay the 'surf city of the world' in this interview:

<https://www.facebook.com/surfcoasttimes/videos/580451605795979/>

The event was ultimately won by Courtney Conlogue (USA) and John John Florence (HAW), with Cr Martin Duke presenting the runners up women's trophy to Malia Manuel (HAW).



### 5.3 Environment & Development Monthly Report - April 2019

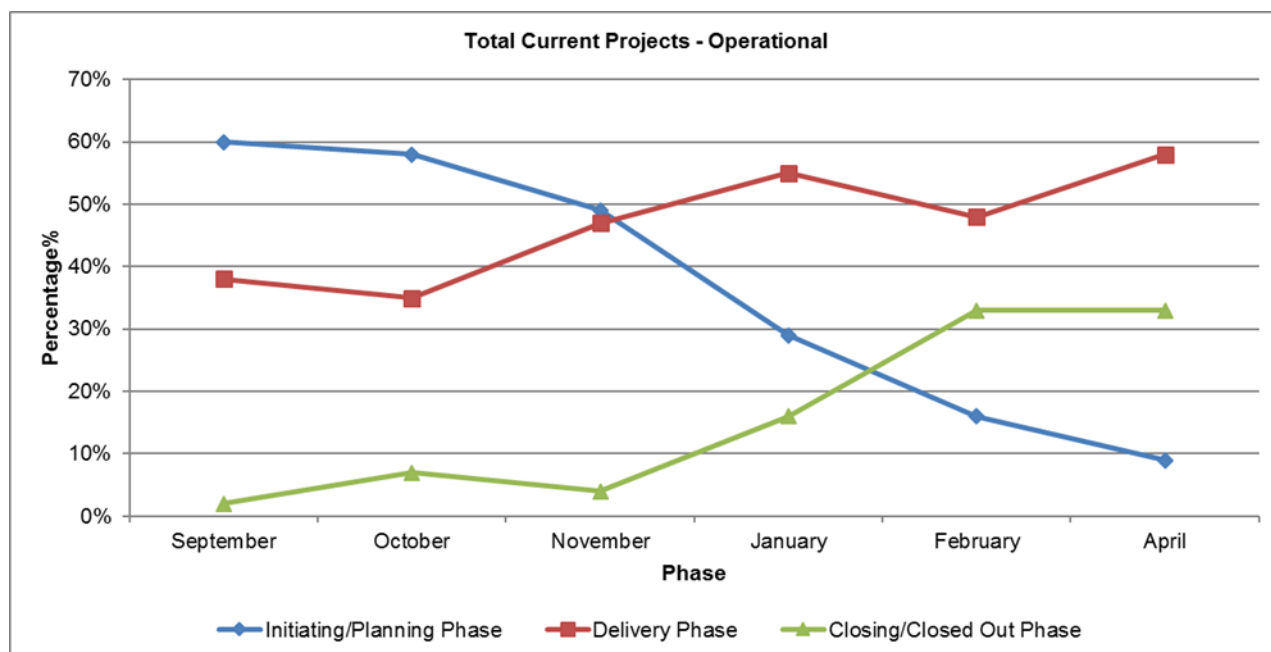
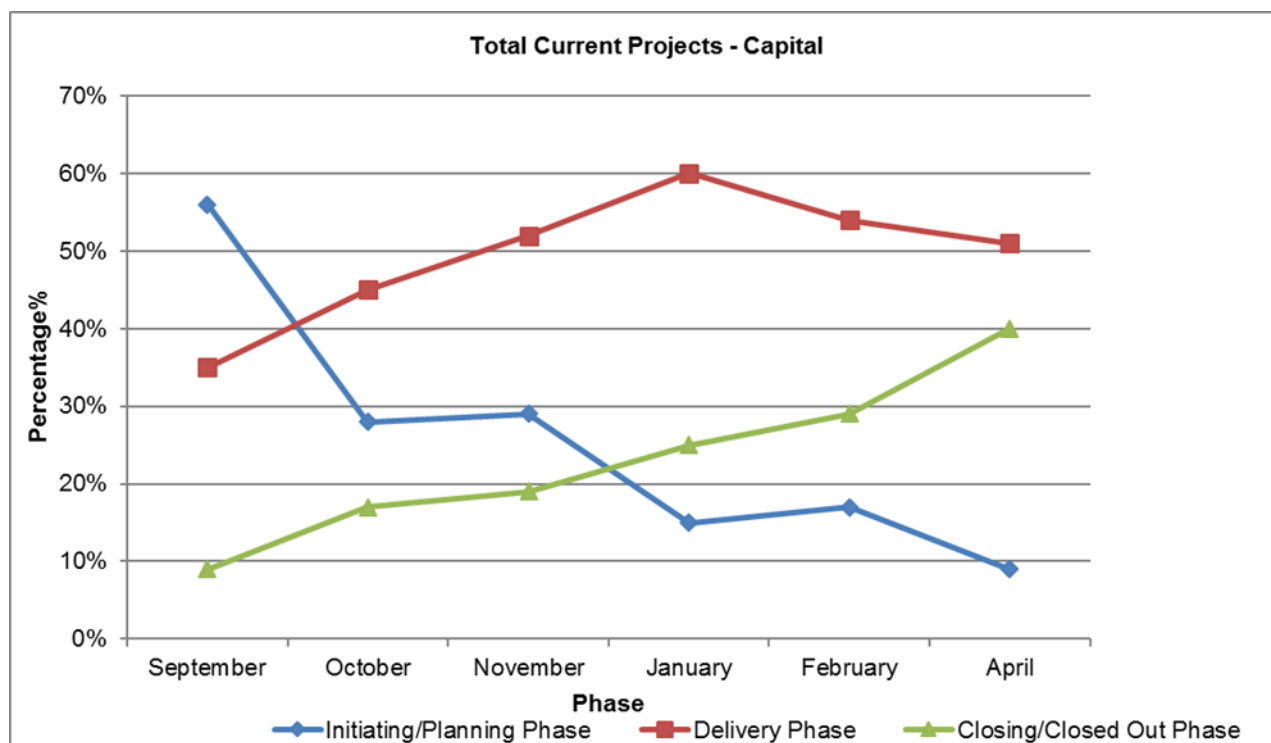
#### PROGRAM MANAGEMENT OFFICE

##### Total Projects Overview

As at 30 April 2019:

- 167 Capital Projects
- 45 Operational Projects

Projects in the Initiating/Planning phase are generally those which have been added to the Program during the year or have been delayed due to external factors. Projects are continuing to move out of Delivering phase to Closing/Closed Out phase.



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### **5.3 Environment & Development Monthly Report - April 2019**

<b>Percentage of YTD Spend Target at 30 April 2019</b>	<b>2017/18</b>	<b>2018/19</b>
Capital	82%	101%
Operational	64%	88%
Overall	81%	100%

### 5.3 Environment & Development Monthly Report - April 2019

#### BUSINESS IMPROVEMENT, RANGER SERVICES AND BUILDING COMPLIANCE




##### Departmental critical functions – performance overview

	Business Improvement	Ranger Services	Building Compliance	
<b>Financial</b>				Both expenditure and revenue are very favourable to budget and forecast
<b>CRMs</b>				102 of the 118 CRMs completed in April were completed on time
<b>OHS</b>				Active surveillance, 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"> <li>• Four reviews complete, one cancelled</li> <li>• Two reviews underway</li> <li>• Two unlikely to commence / deferred</li> </ul>
Deliver identified savings		Target Achieved

The savings target for the Business Improvement program was achieved in March 2019 and communicated to Councillors. The savings Thermometer will be finalised with the 2019-20 Budget in May.

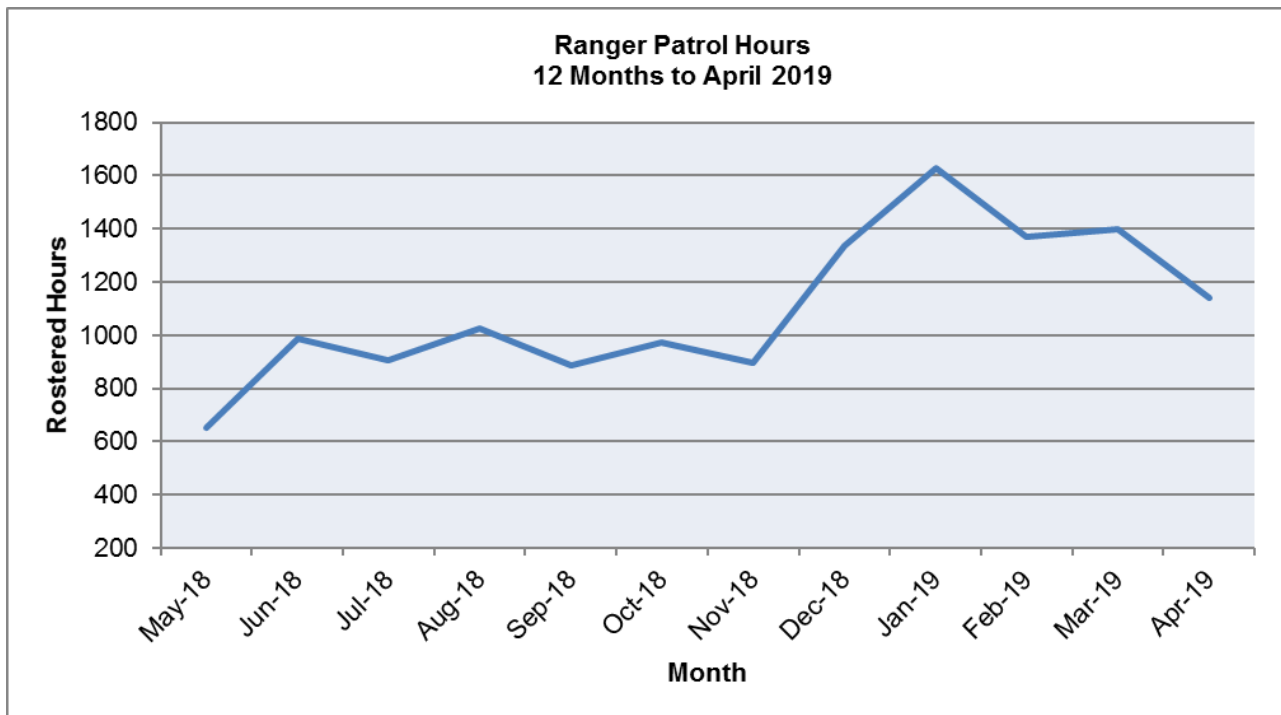
##### Ranger Services

The following chart indicates the high volume of Ranger Services resources deployed to deliver services.

The Easter period was extremely busy across all coastal towns though particularly in Torquay with events such as the Rip Curl Pro, The Drop Festival and the Fight for the Bight Paddle Out. Increased staffing over this period had a positive impact on compliance and responsiveness to community service requests.

The rostered hours for the team will now be reduce to more historical levels with the decrease in visitation.

### 5.3 Environment & Development Monthly Report - April 2019



During April, Rangers received 95 CRMs and completed 118 CRMs. One hundred and two of these were completed within the allocated time frame. At the end of April there were 13 outstanding CRMs with four of these overdue. This represents a significant improvement in the percentage of CRMs completed within the due date for the month. With a strong focus on this, it is expected that this improved performance will continue.

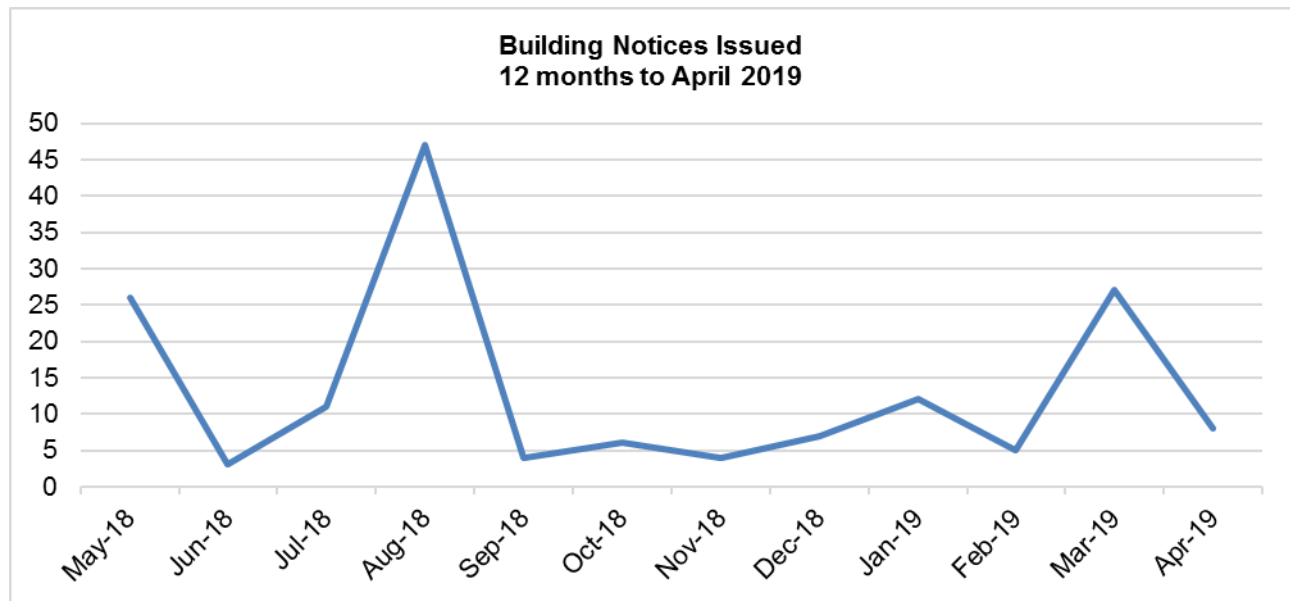
Officers continued to respond to a much lower level of community dissatisfaction regarding increased animal registration fees. Plans are in place to provide additional information in registration reminder notices planned for distribution in May. There are currently approximately 1,500 animals that have not been registered in the time frame provided – approximately 20% of all registered animals. This is consistent with previous years.

#### **Building Compliance**

##### **Key Statistics**

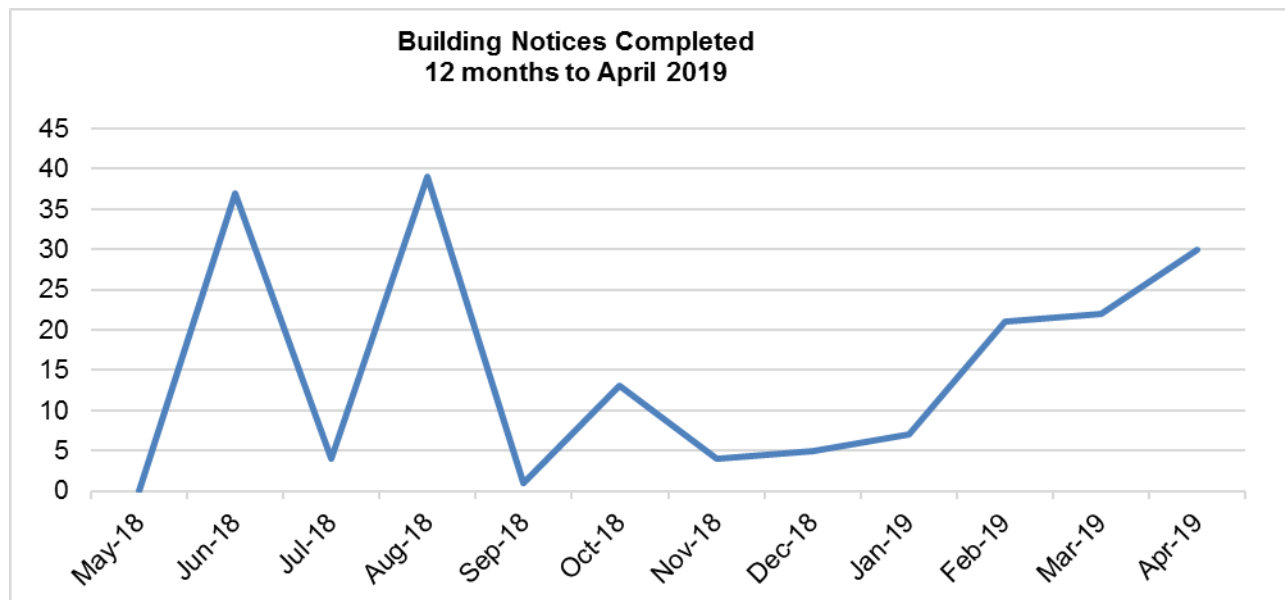
A Building Notice is a show cause notice issued by Council's Building Compliance team when they discover illegal building works that have been carried out without a valid Building Permit. Statistics below show the Building Notice activity 12 months to April 2019.

### 5.3 Environment & Development Monthly Report - April 2019



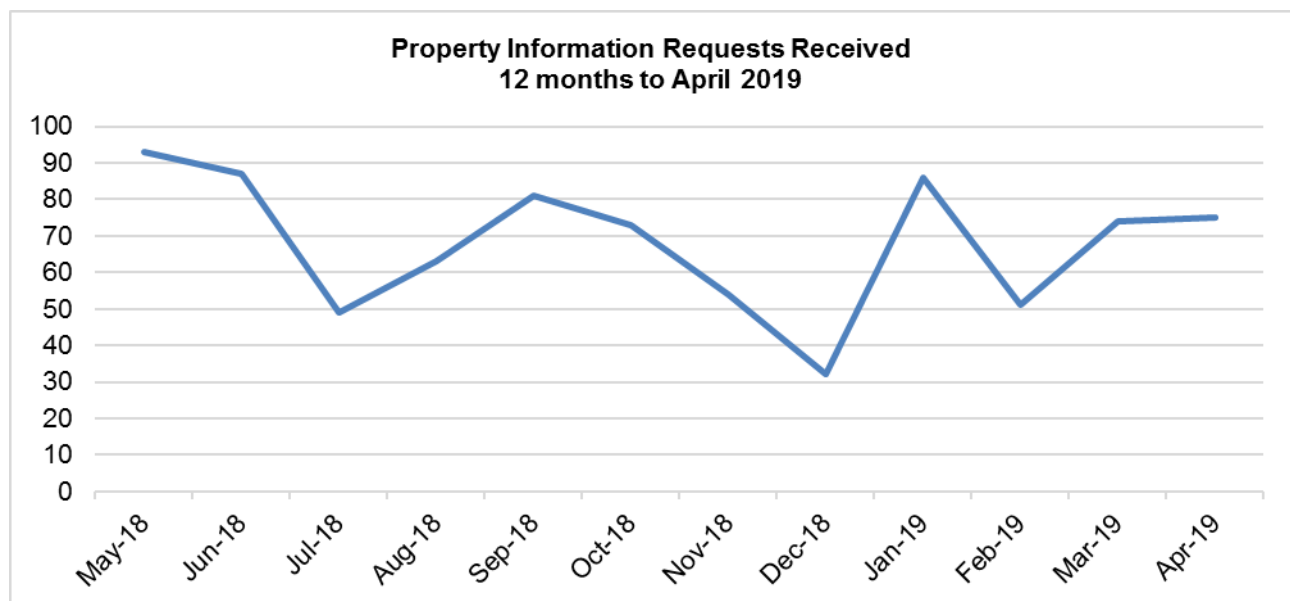
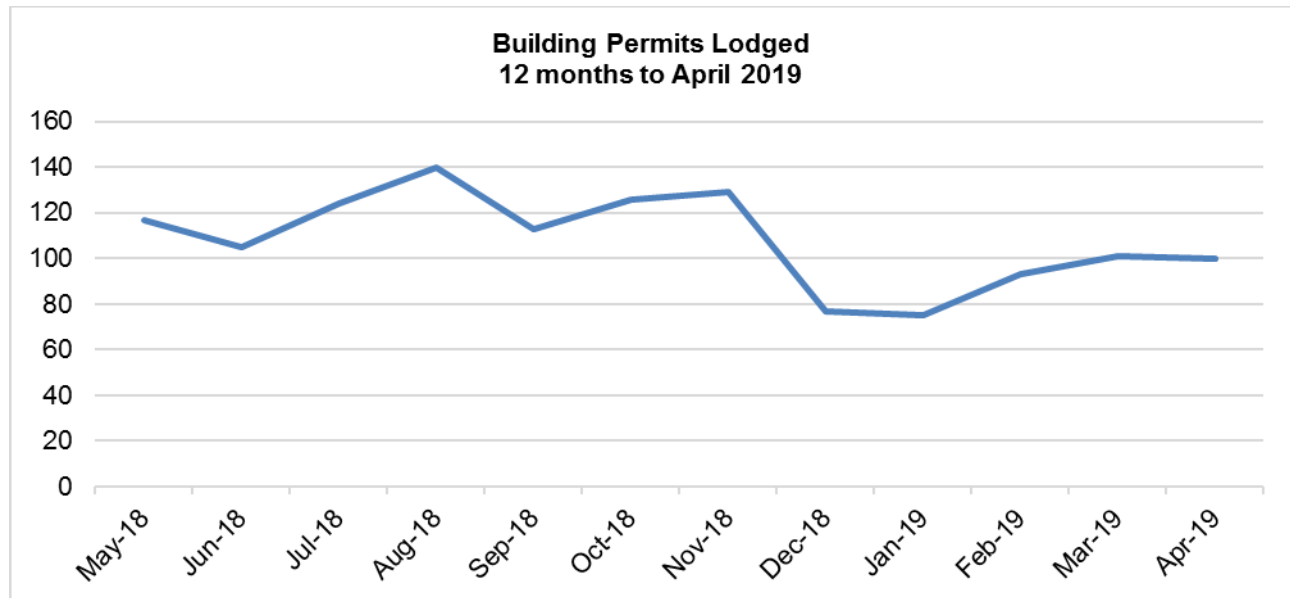
The team has performed well this month completing 30 Building Notices including reducing the number of overdue notices by 9. As at the end of April 2019, Council had 459 open Building Notices of which 127 are overdue. The overdue figure has been reduced by 37 (23%) over the past three months. The graph below shows this very positive recent trend.

A consultant Building Surveyor has commenced and will work with Council two days per week from until the end of June. The key focus will be closing out overdue Building Notices. Recruitment continues for a Building Inspector, the final role to complete the team structure. Applications for this role close in early May.



### 5.3 Environment & Development Monthly Report - April 2019

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 - April 2019**

#### **APPENDIX 1 VCAT DECISIONS - APRIL 2019**

## **APPENDIX 1 – VCAT Decisions – April 2019**

### **195 Clarkes Road, Winchelsea - Planning permit application 17/021 for a dwelling**

The applicant sought review of the council decision to refuse to grant a permit for the construction of dwelling on the site. The land is heavily vegetated and an illegal clearing of vegetation had occurred to create a cut in the a sloping section of the property for a pad for a dwelling.

The issues or questions for determination by VCAT were:

- Is the proposed use and development consistent with the provisions of the Farming Zone?
- Is the proposal an appropriate outcome in the Bushfire Management Overlay?

The refusal decision of the responsible authority was set aside and Council was directed to issue a permit with conditions for the use of the land for a dwelling to construct a building and construct or carry out works, associated with the use of the land for a dwelling. VCAT did not agree that the dwelling would impact on the use of the adjoining farming land (used for calving of beef cattle) despite the dwelling being 40m from the fence line.

### **850 Hendy Main Road, Moriac**

Council refused to grant a permit for subdivision on the basis that the proposed lots would be significantly smaller than the policy position that new lots should be at least 0.4ha to provide for the sustainable management of wastewater and to maintain the low density character. The applicant sought a review of this decision. The Tribunal found that sustained safe wastewater disposal could not be confidently relied on and the risks would diminish with larger lots. It also found that lots of just over 0.2ha were inconsistent with the Moriac Strategy. Council's decision was affirmed.

### **14-16 Ocean Road South, Lorne**

There were two appeals regarding the application for 14-16 Ocean Road South, Lorne. The outcome of these appeals is as follows:

1. Objectors sought a review of Council's decision to grant a permit. The key issues for the objectors were loss of views, overlooking and car parking. Prior to the compulsory conference the permit applicant circulated amended plans which reduced the height of the proposed development to reduce the impact on views, introduced additional screening devices for overlooking and made internal alterations to the layout to improve the functionality of the building. At the compulsory conference, further advances were made on achieving a mediated outcome including a change to the south-east corner of the upper level and removal of green roof landscaping on the upper level. In-principle agreement was reached on a resolution and subsequent to the compulsory conference, through circulation of amended draft conditions all parties reached agreement, leading to a consent order being issued.
2. The applicant applied for a review of a condition in the notice of decision to grant a permit which required the deletion of one unit from the south east corner of the upper level of the building which was applied to reduce the loss of views and building bulk. The appeal was made concurrent to an objector review of the decision to grant a permit. Via compulsory conference an agreement was reached between all parties for a permit to be issued by consent. Relevant to this appeal, the building is to be amended by replacing two units with a single larger unit. The degree of reduction in footprint is less than required by the condition however, the outcome was considered acceptable as there has also been a reduction in building height and the articulation of the building form is still achieved.

### **42 The Esplanade, Torquay**

The application sought approval for the construction of a three storey (amended from four storeys) building containing two commercial premises on ground floor, eight apartments on the upper two levels and a basement car park. Council refused to grant a permit on the basis of building height, the failure to provide for the widening of Coulson Lane at the rear in accordance with the Torquay Town Centre Car Parking

Strategy, reducing the car parking provision without making a cash in lieu contribution, lack of internal amenity for the apartments, and amenity impacts on adjoining land such as overlooking and the impact on equitable development opportunity for adjoining land.

At the hearing, the applicant conceded a number of changes to the proposal including the widening of Coulson Lane and transfer of that land to Council and the provision of additional car parking spaces adjacent the lane available for public use. Further discussion resulted in agreement being reached about other changes to the proposal to address Council's grounds regarding internal amenity, external amenity and equitable development. By the conclusion of the hearing, Council and the applicant were in a position of agreement.

An adjoining property owner was a party to the proceedings but wasn't present at the hearing. Therefore, it was not possible for a consent position to be reached. As a result, the Tribunal was required to determine the application, but ultimately found in favour of the position reached between Council and applicant. Whilst the decision of the Tribunal sets aside the refusal of the application, the outcome is a positive one, which supports Council's position on achieving an appropriate development.

Under the permit that will be granted, Coulson Lane will be constructed to provide two way traffic flow, consistent with the nearby development at 4-6 Gilbert Street, and the widening transferred to Council maintaining the integrity of the parking strategy.

#### 5.4 Quarterly Program Status Report - January to March 2019

**Author's Title:** Manager Program Management Office    **General Manager:** Matthew Taylor  
**Department:** Program Management Office    **File No:** F18/189  
**Division:** Environment & Development    **Trim No:** IC19/570

**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:

☐

Yes

☒

No

**Reason:** Nil

**Status:**

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

☐

Yes

☒

No

**Reason:** Nil

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**Purpose**

The purpose of this report is to receive and note the Quarterly Program Status Report for the January to March 2019 quarter, for capital and operational projects excluding Digital Transformation.

**Summary**

The Program Status Report provides an overview of the program, progress of program delivery and the status of time, cost and scope for each capital and operational project. This information provides a flag for risks to individual project delivery and the overall program. The report attachments reflect changes to the program that have been approved by Council including new projects, changes to project budgets, scope or time, and projects that have been completed or cancelled.

The overall result of 97% spend for the program as at 31 March 2019 is favourable compared with the result of 86% for same time last year.

The year to date program 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.

**Recommendation**

That Council notes the Quarterly Program Status Report for January to March 2019.

## 5.4 Quarterly Program Status Report - January to March 2019

### Report

#### **Background**

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 below:

Project Delivery Process – controlling the project through defined phases/stages						
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 and Learn (Closure Report)
Prepare			Do			Review

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.

#### 5.4 Quarterly Program Status Report - January to March 2019

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	Cumulative %
July to September	15	15
October to December	30	45
January to March	20	65
April to June	35	100

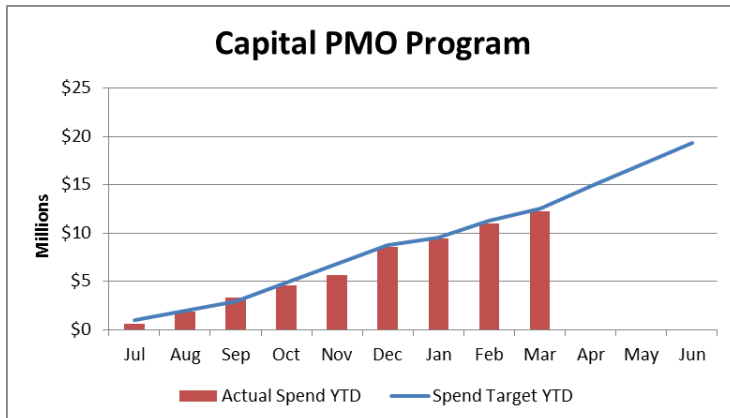
A statement of Capital Works by category for annual budget, year to date budget and actual budget is included in the quarterly Finance Report to Council.

#### **Discussion**

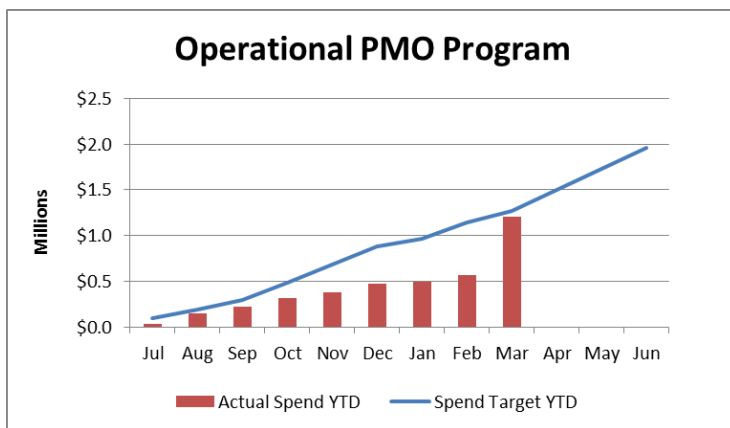
The following results do not include Digital Transformation projects or non-project allocations in the program such as funding for fixed term staff roles or fixed term grants for activities such as Freeza. Separate reports are provided to Council for these items.

#### 5.4 Quarterly Program Status Report - January to March 2019

Spend for the Capital Project Program at 31 March 2019 is represented in the graph below:

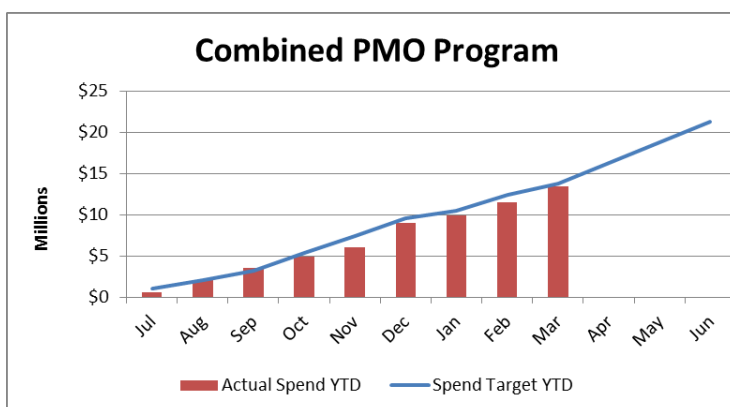


Spend for the Operational Project Program at 31 March 2019 is represented in the graph below:



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:



#### 5.4 Quarterly Program Status Report - January to March 2019

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

Individual project status is detailed in:

- Appendix 1 - Capital Projects
- Appendix 2 - Capital Programs
- Appendix 3 - Operational Projects.

#### **Financial Implications**

Requests to Council regarding change to project budgets are considered monthly via the Project Budget Adjustments and Cash Reserves Transfers report. Officers make recommendations to Council to create project budgets, change project budgets (increase or decrease), cancel projects and close projects. This provides transparency for variations to project budgets and acknowledgement of projects completed under budget with savings returned to source.

#### **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 Nil

There are no Council Plan strategies or actions directly relevant to the purpose of this report. The overall program of projects is selected and funded by Council to deliver strategies and actions in the Council Plan.

#### **Policy/Legal Implications**

There are no significant policy or legal implications arising from this report.

#### **Officer Direct or Indirect Interest**

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

#### **Risk Assessment**

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 issues.



## 5.4 Quarterly Program Status Report - January to March 2019

The indicators used to describe risk 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	

### 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

### **Social Considerations**

Any significant social issues associated with the status of time, cost and scope for each project are considered by the Project Sponsor in conjunction with others participating in governance for the project, and other subject matter experts where relevant.

### **Community Engagement**

Community communications and engagement plans are prepared, monitored and reviewed as part of project initiation and delivery when relevant. Any emerging issues that require communications and engagement due to variations in time, cost and scope for each project are managed by the Project Sponsor in conjunction with others participating in governance for the project, and other subject matter experts where relevant. Project delivery supports Council's Communications and Community Engagement Strategy 2019 - 2021 and complies with Council policy where relevant.

The Manager Program Management Office prepares a report for the bi-monthly Abilities Advisory Committee Meeting to advise arrangements in place for considering access and inclusion in project governance and design, and to address any specific questions raised by the Committee about projects.

### **Environmental Implications**

There are no significant environmental implications arising from this report.

Environmental implications of individual projects are considered in the 'Identify' and 'Initiation' and 'Planning' phases as part of project approach and scope. Environmental deliverables may be specified as part of the project outcomes and benefits. Project delivery complies with Council policy where relevant.

### **Communication**

Comments or questions from Council or community arising from this report will be communicated to the relevant Project Sponsor or Program Management Office and responded to.

#### 5.4 Quarterly Program Status Report - January to March 2019

##### ***Options***

Option 1 – That Council notes the Quarterly Program Status Report for January to March 2019.

This option **is recommended** by officers as the report represents factual information and provides transparency on the progress of projects for councillors and community.

Option 2 – That Council does not note the Quarterly Program Status Report for January to March 2019

This option is not recommended by officers as it contradictory to the Council Plan Objective 5.2 Ensure that Council decision making is balanced and transparent and that the community is involved and informed.

##### ***Conclusion***

Delivery of the 2018-19 Program of projects is progressing well with a spend result of 98% of the year to date target for the Capital Program and 94% of the Operational Program target.

The overall program spend result is 97% of the 31 March 2019 target.

This compares favourably to prior years.








































#### **5.4 Quarterly Program Status Report - January to March 2019**

































##### **APPENDIX 1 CAPITAL PROJECTS - 31 MARCH 2019**

## PMO Capital Projects as at 31 March 2019






























Project Manager / Actioning Officer to complete these columns					= Estimate at Completion				
Preloaded Data in these cells									
					1 = green 2 = amber 3 = red				
Project Name	Sponsor	Project Manager	Sponsoring Department	Life of Project Amended Budget (Ex-contingency) \$	Life of Project Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
Anglesea Arthouse Sheds - Renewal	John Bertoldi	Shannon Samuel	Strategic Asset Management	294,684	289,783	●	●	●	Project works complete. Project closure in progress.
Anglesea Shopping Centre Pathway - Renewal Stand Alone Project	John Bertoldi	Tony Potter	Strategic Asset Management	90,000	90,000	●	●	●	Works to be undertaken after Easter
Spring Creek Rec Reserve Master Plan (Stage 2) - Netball Facility Upgrade	Jarrold Westwood	Ronan Corcoran	Recreation and Open Space Planning	780,000	759,636	●	●	●	Works completed, practical completion reached.
Kurrambee Myaring Community Centre CY01b - Defects and Minor Works	Chris Pike	Leigh Irvine	Community Strengthening	50,000	45,821	●	●	●	Project has reached final contract completion, FFE and equipment requirements currently being scoped in conjunction with centre staff and PCG. Project to be completed prior to end of financial year
KMCC Defect Period	Chris Pike	Leigh Irvine	Community Strengthening	30,000	23,845	●	●	●	Project has reached final contract completion, final building issues to be rectified in conjunction with feedback from KMCC staff and facilities maintenance
Grass Tree Park (OR05)	Kate Smallwood	Kate Smallwood	Environment and Community Safety	136,383	142,542	●	●	●	Strategic advice received regarding management of potential contaminants on site. Preliminary site contamination investigation recommended prior to pathway construction. Project funds for pathway fully committed with current projected shortfall of \$1,799. Pathway cost estimate to be re-confirmed with contractor. New cost of preliminary site investigation to be raised as part of Asbestos Management Project budget.
Deep Creek Linear Reserve Master plan Implementation - Paths and Footbridges (OR06)	Kate Smallwood	Ronan Corcoran (Leanne Lucas assist)	Environment and Community Safety	466,370	466,370	●	●	●	bridge works completed, pathway works being planned
Bells Beach Reserve (OR10)	Rowan Mackenzie	Leigh Irvine	Environment and Community Safety	213,561	213,561	●	●	●	Scope to budget, works to be further defined following the endorsement of the updated CMMP. Works to include fencing, paths and drainage.
Horseshoe Bend / South Beach Road intersection upgrade (RD14)	Anne Howard	Lisa Robinson	Engineering Services	970,000	951,623	●	●	●	Powercor have turned on the lights. Awaiting installation of guardrail.
Anglesea Cricket Pavilion Upgrade Stage1	Jarrold Westwood	Leigh Irvine interim for John Relayson	Recreation and Open Space Planning	333,287	311,191	●	●	●	
Winchelsea Entrance Sculptures	Damian Waight	John McCartney	Community Relations	251,490	251,490	●	●	●	

Project Name	Sponsor	Project Manager	Sponsoring Department	Life of Project Amended Budget (Ex-contingency) \$	Life of Project Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
Lorne School Traffic Management Upgrade	Mark Gibbons	Mark Gibbons	Engineering Services	155,950	159,498				Meeting contractor on site to finalise landscape works and get completed before EOFY
Pedestrian Safety in Torquay Surf Precinct	Ian Stewart	Richard Bain	Engineering Services	205,525	223,725				60 property owners affected by proposed Special charge invited to comment on scope and cost apportionment. 12 responses, majority in favour. Briefing Report to Council in May
Anglesea Landfill Stage 4 Rehab - Design	Ian Stewart	John Fitzpatrick	Engineering Services	57,620	50,000				RFQ for design in coming days, closing end of April. Approx. 6 weeks design period
Tarpomatic Style Alternate Daily Cover System Anglesea Landfill	Ian Stewart	John Fitzpatrick	Engineering Services	180,518	149,373				Purchase of replacement/spare tarp to be done as part of project close
Anglesea Bowling Club - Storage Shed and defect period	Shaan Briggs	Leigh Irvine	Recreation and Open Space Planning	40,000	44,797				Negative project spend due to requirement of contingency to complete works (Project still within \$45,000 agreed budget) Defects Liability period until end April 2019, project to be closed following completion of contract.
Winchelsea Town Centre Beautification	Matt Taylor	John McCartney	Economic Development and Tourism	274,595	274,595				
Surf Coast Highway / Beach Road Traffic Lights Construction (RD04)	Anne Howard	Ronan Corcoran	Engineering Services	1,230,092	1,197,111				to be closed mid May
Reg Bike Route Horseshoe Bend Rd (PC03) - including PRC18-236	Anne Howard	John Fitzpatrick	Engineering Services	1,126,725	1,017,311				Guardrail and further drainage works to be completed in coming weeks
Winchelsea Land Purchase	Anne Howard	Anne Howard	Governance and Infrastructure	1,570,000	1,493,186				
Mt Moriac Depot Rehabilitation - Stage 1	Ian Stewart	Richard Bain	Engineering Services	507,608	507,608				
Anglesea Landfill - Road Construction	Neil Brewster	N/A	Engineering Services	352,721	352,721				
Grenville Oval - Deferred landscaping Rye spray out in spring will 2	Travis Nelson	Jason Eales	Facilities and Open Space Operations	14,015	14,015				Possibly carry forward part of project to next year due to weather TBC
Black gate Rd - Horseshoe Bend Rd to Minya Rd	Ian Stewart	Ronan Corcoran	Engineering Services	607,536	602,836				VicRoads to be invoiced for final seal now completed, project closure to follow

Project Name	Sponsor	Project Manager	Sponsoring Department	Life of Project Amended Budget (Ex-contingency) \$	Life of Project Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
Torquay Deep Creek Master Plan Implementation (OR06)	Travis Nelson	Leanne Lucas	Recreation and Open Space Planning	42,496	42,496				Finance status of payments confirmed. Advice provided to Land Manager awaiting approval for invoice for final payment to be issued.
Final Seals Deferred - Cape Otway Road	Ian Stewart (check)	John Fitzpatrick	Strategic Asset Management	105,000	102,700				Final seals allocation for Cape Otway Rd Defects and seals.
Final Seals Deferred - Darian Road Reconstruction	John Bertoldi	Ronan Corcoran	Strategic Asset Management	8,447	8,447				
Forest / Grays Road Upgrade (Renewal/Upgrade)	John McCartney (Sponsor Delegate to Ian Stewart)	Ronan Corcoran	Engineering Services	2,080,000	1,847,286				works completed, defects period
Local Rds to Market Program: Cressy Rd	John McCartney (Sponsor Delegate to Ian Stewart)	Ronan Corcoran	Engineering Services	1,004,333	1,004,333				
Surf Coast Civic Precinct Microgrid	Rowan Mackenzie	Lisa Robinson	Environment and Community Safety	33,700	33,626				Complete. Project closure in progress.
Winchelsea Netball Pavilion Upgrade	Jarrold Westwood	Ronan Corcoran	Recreation and Open Space Planning	714,091	762,966				Contingency still inaccurate, need for contingency shown is not correct
The Painkalac Project	Chris Pike	Leanne Lucas interim for Karyn Rice	Recreation and Open Space Planning	55,000	56,197				Decision request underway
Jan Juc Zone 2 Master Plan Implementation 2017/18	Kate Smallwood	Lisa Robinson	Environment and Community Safety	111,850	111,850				Independent arborist's report has been received. Investigating the need for a CHMP.
Moriac Pathway Project	Ian Stewart	Richard Bain	Engineering Services	32,000	23,795				Awaiting autumn break to plant street tree
Winchelsea Pathway Project	Ian Stewart	Richard Bain	Engineering Services	240,580	240,574				2nd CHMP approved. Awaiting DELWP land owner consent. Correspondence commenced with 1 of the 3 freehold land acquisitions.
Torquay Tigers Cricket Club Practice Facility Improvement Project Stage 1 (For stage two refer to W8356)	Jessica Bennett	Shannon Samuel	Recreation and Open Space Planning	27,000	16,853				Project closure meeting to be scheduled
Torquay Tigers Cricket Club Practice Facility Improvement Project Stage 2 (For stage one refer to W8355)	Jessica Bennett	Shannon Samuel	Recreation and Open Space Planning	5,000	0				Project to be carried forward into 19/20 pending collaboration with Cricket Club to further develop design
Stribling Reserve Change Rooms Design	Jarrold Westwood	Kane Rogozik	Recreation and Open Space Planning	86,000	66,240				Netball Pavilion Detailed design works in progress.
Stribling Reserve Sports Lighting Upgrade	Jarrold Westwood	Kane Rogozik	Recreation and Open Space Planning	601,746	601,745				Package 2 works commencing on site 15/04 and package works commencing in May.










































Project Name	Sponsor	Project Manager	Sponsoring Department	Life of Project Amended Budget (Ex-contingency) \$	Life of Project Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
Shopping Centre Improvements - project - Glibert St - replaces W883	Travis Nelson	Jason Eales	Facilities and Open Space Operations	16,468	16,468				Works completed, due to be closed out
Gnarwarre Road Culvert - Design and Construct (Renewal)	John Bertoldi	Ronan Corcoran	Strategic Asset Management	1,017,004	1,017,004				Land acquisition process underway. Aim to tender construction works in May but unlikely to have works underway before EOFY
Hesse Street - Reconstruction R2R	John Bertoldi	Ronan Corcoran	Strategic Asset Management	408,000	392,911				Kerb, footpath, road and drainage works complete. Landscaping and kerb outstands to be completed
Stribling Reserve Stadium Ventilation	Paul Elshaug	Kane Rogozik	Recreation and Open Space Planning	170,605	170,385				On site works completed. Awaiting final building permit to close out.
Coogoorah Playground Renewal Stand Alone Project	John Bertoldi	Kane Rogozik	Strategic Asset Management	186,000	185,640				Concept design complete. Consultation underway. Design expected to be finalised in May and construction tendered in June
Barwon River Playground Renewal	John Bertoldi	Kane Rogozik	Strategic Asset Management	156,000	156,000				Concept design completion expected 18/4 with consultation to follow late April/May. Design expected to be finalised in May and construction tendered in June
Spring Creek Reserve Public Toilet	John Bertoldi	Ronan Corcoran	Strategic Asset Management	127,000	138,577				Landscaping and demolition of old septic tank to be finalised. Funds to be transferred from contingency to base to finalise.
Bob Pettitt Tennis Courts - Hard Court Renewal	John Bertoldi	Karyn Rice	Strategic Asset Management	63,700	64,700				
Anglesea Landfill Composting Area D&C	John McCartney (Sponsor Delegate to Ian Stewart)	John Fitzpatrick	Engineering Services	56,788	56,788				
Anglesea Landfill Leachate Pond	John McCartney (Sponsor Delegate to Ian Stewart)	John Fitzpatrick	Engineering Services	528,000	552,953				Additional \$30k requested from contingency to cover costs due to delays by EPA and out of scope fencing. Gravel installation and planting expected to be completed end of April.
Anglesea Landfill Stage 3D Liner (project split over three work order - also see W8097 & W8098)	John McCartney (Sponsor Delegate to Ian Stewart)	John Fitzpatrick	Engineering Services	674,202	110,574				Project works completed, close meeting held with PCG. Funds to be redistributed between work orders of same project. Final savings amount to be confirmed at Asset H/O - end of April
Part A - Stage 3D Liner Construction (project split over three work order - also see W7379 & W8098)	John McCartney (Sponsor Delegate to Ian Stewart)	John Fitzpatrick	Engineering Services	902,721	1,183,014				Project works completed, close meeting held with PCG. Funds to be redistributed between work orders of same project. Final savings amount to be confirmed at Asset H/O - end of April























































Project Name	Sponsor	Project Manager	Sponsoring Department	Life of Project Amended Budget (Ex-contingency) \$	Life of Project Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
Part B - Stage 3C Bund Wall Sideliner Extension (project split over three work order - also see W7379 & W8097)	John McCartney (Sponsor Delegate to Ian Stewart)	John Fitzpatrick	Engineering Services	489,076	650,723				Project works completed, close meeting held with PCG. Funds to be redistributed between work orders of same project. Final savings amount to be confirmed at Asset H/O - end of April
Anglesea Arthouse internal refurbishment	John Bertoldi	John Chatterton	Strategic Asset Management	18,799	18,799				
Lorne Historical Society Building Façade	Paul Elshaug	Kane Rogozik	Recreation and Open Space Planning	40,000	40,000				Structural engineer engaged to assist in design completion. Consultation on design to occur late April/ early May. Construction expected to be tendered late June/early July.
Barwon Valley Pony Club Storage Facility	Jarrold Westwood	Ronan Corcoran	Recreation and Open Space Planning	20,000	9,317				
Great Ocean Road Bus Terminus	Ian Stewart	Lisa Robinson (status review)	Engineering Services	109,893	109,893				Civil works complete. Fence to be installed and landscaping works to be undertaken.
Surf Coast Multi-Purpose Indoor Stadium	Chris Pike	Leigh Irvine	Facilities and Open Space Operations	12,000,000	12,253,555				Project decision request to access contingency to adjust project based on QS estimate received at completion of Schematic design. Program received from architect with project and funding milestones to be adjusted. Detailed design now being completed based on adjusted program with view for end 2020 project completion
Bob Pettitt Reserve Tennis Light Pole Replacement	John Bertoldi	Karyn Rice	Recreation and Open Space Planning	168,786	168,786				
Stribling Reserve Stair Renewal Stand Alone Project	Paul Elshaug	Kane Rogozik	Recreation and Open Space Planning	23,244	23,244				
Eastern Reserve Cricket Practice Net	Jarrold Westwood	Shannon Samuel	Recreation and Open Space Planning	70,000	17,575				Project closure to commence
Roadknight Street construction	Ian Stewart	Richard Bain	Engineering Services	75,000	62,034				
Anglesea Roundabout and Cameron Park Landscaping	Travis Nelson	Jason Eales	Facilities and Open Space Operations	10,000	10,000				Works to be completed by June 30
Winchelsea Mens Shed Extension	Jarrold Westwood	Leigh Irvine	Recreation and Open Space Planning	18,200	17,000				Project closure report complete
Connewarre Equestrian Facility Rehabilitation	Paul Elshaug	Paul Elshaug	Recreation and Open Space Planning	4,809	4,809				
Changing Places Facility Anglesea	Damian Waight	Kane Rogozik	Community Relations	221,223	221,223				Design being finalised for expected tender in late April.



Project Name	Sponsor	Project Manager	Sponsoring Department	Life of Project Amended Budget (Ex-contingency) \$	Life of Project Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
Changing Places Facility Winchelsea	Damian Waight	Kane Rogozik	Community Relations	147,950	147,950	●	●	●	Design being finalised for expected tender in late April.
Lorne Skate Park Shelter	Paul Elshaug	Lisa Robinson	Recreation and Open Space Planning	24,026	25,922	●	●	●	Project complete. Budget discrepancies being investigated
Hesse Street Pedestrian Bridge Design	Sally Conway	Richard Bain	Engineering Services	27,000	27,000	●	●	●	Awaiting DELWP consent of overall pathway project. Tendered Design & Construct contract for the 2 Barwon River structures
Quay Reserve Shelter	Nicky Angus	Lisa Robinson	Recreation and Open Space Planning	16,900	20,463	●	●	●	Project complete. Budget discrepancies being investigated
Cape Otway Road Bridge Strengthening	John Bertoldi	Ronan Corcoran	Strategic Asset Management	345,000	331,941	●	●	●	Works complete. Finalising
Ellimatta Oval Lighting Upgrade	Jessica Bennett	John Fitzpatrick	Recreation and Open Space Planning	227,000	211,753	●	●	●	Light poles and distribution board installed , testing and existing poles removal to be completed by end of April.
Globe Theatre Reverse Cycle Air-conditioning	Travis Nelson	John Chatterton	Facilities and Open Space Operations	28,926	28,926	●	●	●	
Pathway Feasibility Birregurra-Deans Mar	Mark Gibbons	Callan Young	Engineering Services	11,000	6,700	●	●	●	Design 80% complete. No further spend required.
Torquay Football Club Safety Nets Behind	Meredith Kelly	Kane Rogozik	Engineering Services	54,500	54,079	●	●	●	On site works complete. Project being closed out.
Traffic Management - Winchelsea Town Cen	Mark Gibbons	Lisa Robinson (status review)	Engineering Services	198,500	198,501	●	●	●	Works on site have commenced, and should be completed by end of May.
Anglesea Netball Club - Netball Shelters	Jessica Bennet	John Fitzpatrick	Recreation and Open Space Planning	40,580	39,985	●	●	●	Shelters and slab installed, fencing to be completed in coming week. Project close in early May
Connewarre Riding Club Dressage Arenas	Paul Elshaug	Lisa Robinson	Recreation and Open Space Planning	48,601	48,601	●	●	●	
Anglesea Rec Sports Club - Asset Protect	Travis Nelson	Kane Rogozik	Facilities and Open Space Operations	37,829	37,065	●	●	●	Awaiting final payment contribution from Boat club to close project.
Cairns Military Remb Winchelsea	Chris Pike	Lisa Robinson	Recreation and Open Space Planning	75,000	75,000	●	●	●	Grant funding opportunities still being investigated. Project yet to be handed over to PM.
RipCurl Nature Strip	Travis Nelson	Lisa Robinson	Facilities and Open Space Operations	41,000	41,000	●	●	●	Meeting with RipCurl scheduled for after Easter. RFQ to be developed following meeting with RipCurl.
Annual Streetscapes Allocation	Travis Nelson	Leanne Lucas	Facilities and Open Space Operations	50,000	50,000	●	●	●	Awaiting DELWP approval. Works expected to be completed May/June

Project Name	Sponsor	Project Manager	Sponsoring Department	Life of Project Amended Budget (Ex-contingency) \$	Life of Project Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
Torquay and Lorne Waste Drop Off Points (Business Case Project)	Neil Brewster	Lisa Robinson	Engineering Services	20,000	20,000				PRC19-012 is in regards to construction of an interim waste drop off facility at Torquay Depot and Lorne Waste depots for street sweeper to deposit collected waste rather than returning each time to the Anglesea Landfill.
Yurrock Soccer Pitch & Lighting (OR02)	Jarrod Westwood	John Fitzpatrick	Recreation and Open Space Planning	661,000	655,118				Pitch construction and fencing nearing completion (end of April). Light pole installation and power upgrade expected to be completed by end of April also. Shelters and goals installed early May.
South Beach Road Upgrade (RD09)	Ian Stewart	Mark Gibbons	Engineering Services	48,500	39,940				Design to be completed in May 19
Street Light Upgrades and Maintenance	Mark Gibbons	Petar Zivkovic	Engineering Services	15,000	18,651				Final phase of program - 2 sites left. John Bertoldi to transfer \$3651 into this account to cover cost of non-standard light replacement for Sands/Esplanade
Anderson Roadknight Reserve Master Implementation	Paul Elshaug	Leanne Lucas interim for Karyn Rice	Recreation and Open Space Planning	171,800	171,800				Community engagement complete in late March. Feedback reviewed by PCG and final changes provided to consultant. Currently working with consultant to move into detailed design phase. Project will need to carry forward to 19/20. Works are expected to be undertaken between July and September.
Fischer Street & Merrijig Drive Roundabout	Mark Gibbons	Lisa Robinson (status review)	Engineering Services	93,000	93,000				Seeking Council direction following receipt of RFQ submissions.
Grading Projects	Ian Stewart	Tony Potter	Engineering Services	30,000	30,000				
Stribling Reserve Terraces (Structure Renewal)	John Bertoldi	Kane Rogozik	Asset Management	276,600	42,139				Tender will not be awarded due to price. Alternative options being considered.
NBN Changeover	Jason Eales	John Chatterton	Facilities and Open Space Operations	27,000	27,000				
Asbestos Audit	Travis Nelson	John Chatterton	Facilities and Open Space Operations	23,050	23,050				
Anglesea Surf Life Saving Club Rede Cont	Shaan Briggs	Shaan Briggs - Actioning Officer	Recreation and Open Space Planning	250,000	0				Updating Funding Agreement to provide more protection on council's investment (dispute clause etc). Replicating Fairhaven SLSC funding agreement which was in TRIM created by Dennis Barker. Contribution payment to be made in June. Anglesea SLSC already have planning permit (issued in 2017)
Jan Juc Surf Life Saving Club Redevelopment Contribution	Shaan Briggs	Shaan Briggs - Actioning Officer	Recreation and Open Space Planning	250,000	0				Updating Funding Agreement to provide more protection on council's investment (dispute clause etc). Replicating Fairhaven SLSC funding agreement which was in TRIM created by Dennis Barker. Contribution payment to be made in June.
Anglesea Motor Yacht Club Redevelopment Contribution	Shaan Briggs	Shaan Briggs - Actioning Officer	Recreation and Open Space Planning	20,000	0				
Modewarre Cricket Training Facility	Jessica Bennett	Shannon Samuel	Recreation and Open Space Planning	108,370	108,370				Procurement phase complete. Construction to commence 1st May 2019

Project Name	Sponsor	Project Manager	Sponsoring Department	Life of Project Amended Budget (Ex-contingency) \$	Life of Project Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
The Esplanade Bell Street Pedestrian Imp (note prior year 17/18 spend was on W8362, this is shown in actuals)	Mark Gibbons	Petar Zivkovic	Engineering Services	244,847	244,848				Proposed asphalt works on The Esplanade have been delayed as project needs to go to RFT. The line marking / surface treatment works will have to wait until these works are completed. Unlikely works will be completed this financial year. Works on the traffic islands have been completed.
Four New Bus Shelters - PTV Grant	Ian Stewart	Callan Young	Engineering Services	45,397	41,155				Community consultation started for two remaining locations.
92 Merrijig Drive Bus Shelter (Merge with W7759?)	Ian Stewart	Callan Young	Engineering Services	13,405	2,250				Asset Handover Completed.
Jan Juc Skate Park (Bob Pettitt) - Renewal	John Bertoldi	Shannon Samuel	Recreation and Open Space Planning	27,500	27,500				Renewal Project charter to be approved. Procurement phase to follow.
DDA Program Annual Allocation	Travis Nelson	John Chatterton	Facilities and Open Space Operations	137,000	137,000				On going program
Fischer Street (Zeally Bay Road to Highlander Road) - Renewal	John Bertoldi	Petar Zivkovic	Engineering Services	29,400	29,586				Project Cancelled. Work order closed.
The Esplanade (Bell Street to Gilbert Street) - Renewal	John Bertoldi	Callan Young	Engineering Services	484,000	666,862				These works have been issued to public tender due to breach of original panel contract. This will delay the completion of works, with a latest end date of September 20.
Hesse Street (Princes Hwy to End) - Renewal	John Bertoldi	Aoife Corcoran	Engineering Services	74,896	74,896				
Anglesea Landfill Flare Maintenance	Ian Stewart	Neil Brewster	Engineering Services	73,000	73,000				
Solar Compacting Bins	Ian Stewart	Lisa Robinson	Engineering Services	104,000	104,000				Tender documents to be developed with support of Julie Finnigan.
Waste Drop Off Relocation (Lorne and Anglesea)	Ian Stewart	Lisa Robinson	Engineering Services	36,000	36,000				Anglesea Landfill relocation complete. Lorne Landfill relocation complete. Security cameras and sensor light options still being explored. Awaiting feedback from Project Sponsor.
Litter Bin Stand Replacement	Neil Brewster	Lachlan Close	Engineering Services	15,400	15,400				
Bennett Street Kerb Renewal Stand Alone Project	John Bertoldi	Richard Bain	Engineering Services	122,500	121,540				Scope and funding under review. Project management transferred to Sean Keown
Anglesea Preschool Swing Installation	Jackie Welsh	Lisa Robinson	Community Strengthening	8,620	7,375				Project complete
Land Exchange with RACV	Adam Lee to advise	Adam Lee to advise	Environment and Community Safety	10,000	10,000				
DAMP Implementation - All Terrain Vehicle and Bikes	Trevor Britten	Shaun Barling - Actioning Officer	Business Improvement	26,393	26,393				
Torquay Town Centre Project Stage 1	Chris Pike	Ronan Corcoran	TBC - grant application in progress	1,000,000	200				

Project Name	Sponsor	Project Manager	Sponsoring Department	Life of Project Amended Budget (Ex-contingency) \$	Life of Project Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
Blackspot Program Anglesea - Forest Road from Gum Flats Road to Nortons Road	Ian Stewart	Ronan Corcoran	Engineering Services	446,500	434,705				works awarded, purchase order to be raised
Blackspot Program Mount Duneed - Horseshoe Bend Road from McCanns Road to west of Thompson Creek	Ian Stewart	Ronan Corcoran	Engineering Services	446,000	446,000				funds to be carried over agreed with VicRoads
Blackspot Program Lorne - William Street from Otway Street to Smith Street	Ian Stewart	Petar Zivkovic	Engineering Services	113,000	216,714				High Friction sealing completed, waiting for thermoplastic linemarking to be completed.
Djilas Tjarri Skate Bowl Leak Investigation	Jessica Bennett	John Fitzpatrick	Recreation and Open Space Planning	120,000	119,678				Works awarded to Duratec, scheduled to start early May.
e-Waste Facility Lorne & Winchelsea	Ian Stewart	Ronan Corcoran	Engineering Services	230,000	230,000				quotes sent back to market
Anglesea Transfer Station e-Waste	Ian Stewart	Ronan Corcoran	Engineering Services	558,700	558,700				design progressing
Deep Creek Playground Renewal Stand Alone Project	John Bertoldi	Jason Eales	Strategic Asset Management	95,000	73,170				Awaiting delivery and installation of Playground.
Winchelsea Common Fencing and Improvements	Kate Smallwood	Gabrielle O'Shea	Environment and Community Safety	20,000	40,000				
Smith Street Lorne Footpath Renewal Stand Alone Project	John Bertoldi	Tony Potter	Engineering Services	153,000	106,718				Majority of works completed. Only minor rectification works outstanding.
Mt Moriac Reserve Equestrian Pavilion Redevelopment and Mt Moriac Reserve Netball Lighting Upgrade	Jessica Bennett to advise	Leigh Irvine	Recreation and Open Space Planning	1,000,000	1,000,000				Charter sign off by clubs. Procurement plan and brief for d & C contract, currently being completed for equestrian pavilion. Lighting design finalised by Irwin consulting further club discussion to occur prior to procurement
Bells Beach replacement of wink Lookout pathways	Rowan Mackenzie	Leigh Irvine	Environment and Community Safety	183,000	183,000				Architect working on final design, initial consultation with committee has occurred prior to sign off and release with CMMP for public comment and consultation. Milestones to be adjusted with DELWP
Torquay Preschool Swing installation	Jackie Welsh	Lisa Robinson	Community Strengthening	4,500	4,500				
Winchelsea Preschool Swing Installation Project	Jackie Welsh	Lisa Robinson	Community Strengthening	5,740	5,840				
Winchelsea Common Future Use Plan Implementation	Jessica Bennett	Leanne Lucas	Environment and Community Safety	200,000	200,000				Preparation of RFQ for bike park underway. Extent of pathway and picnic areas works being scoped to budget.
Mt Moriac Reserve AFL Lighting Upgrade (Oval 1) and Mt Moriac Reserve Sub Surface Drainage (Oval 2)	Jessica Bennett to advise	Leigh Irvine	Recreation and Open Space Planning	275,000	275,000				Charter to be developed and milestones set based on funding.
Cameron Road - Bus Shelter Installation	Ian Stewart	Callan Young	Engineering Services	1,254	1,140				Asset Handover Completed.
Buckley Road North Renewal	John Bertoldi	Mark Gibbons	Strategic Asset Management	265,448	298,420				Works complete in maintenance defect period
Torquay Kinder Front Outdoor Playspace Improvement	Jackie Welsh	Lisa Robinson	Community Strengthening	10,408	11,408				



Project Name	Sponsor	Project Manager	Sponsoring Department	Life of Project Amended Budget (Ex-contingency) \$	Life of Project Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
Anglesea Men`s Shed Storage Area Refurbishment	Terri Hannan	Kane Rogozik	Recreation and Open Space Planning	29,530	29,530	●	●	●	Works awarded and expected to commence April 29. Club contributing additional funds to award works.
Bellbrae School Second Crossing	Ian Stewart	Ian to advise	Engineering Services	5,000	2,556	●	●	●	Road linemarking and posts installed. Some marking on paths to be finalised in May
Bellbrae Heart Space Sculpture Installation	Olivia Naughtin	Meredith Kelly	Recreation and Open Space Planning	1,580	1,390	●	●	●	Partnership with Bellbrae Heart Space user groups and Surf Coast Arts. Community sculpture installed February 2019.
Fleet Management System	John Bertoldi	Brett Montgomery	Strategic Asset Management	55,000	55,000	●	●	●	Evaluation of quotations underway. Expect implementation to commence May/June 2019
Inclusive Kindergarten Equipment Purchases	Jackie Welsh	Lisa Robinson	Community Strengthening	19,305	19,305	●	●	●	Orders being placed for equipment for the four kindergartens
Surf Coast Hwy / Coombes Rd Intersection - Design (RD03)	Ian Stewart	Ronan Corcoran	Engineering Services	165,000	165,000	●	●	●	Planning in progress
Surf Coast Football Club Portable Goal Storage Enclosure	Nicky Angus	Leanne Lucas	Recreation and Open Space Planning	8,976	8,976	●	●	●	Confirming fencing procurement and timing
Fischer Street Renewal Design - Beach Road to Highlander Street	John Bertoldi	Petar Zivkovic	Engineering Services	27,000	27,000	●	●	●	Awaiting quotes from pavement designer, will know more about costs and timeframes next month
Spring Creek Reserve Fence Renewal	John Bertoldi	Leanne Lucas	Strategic Asset Management	35,000	35,000	●	●	●	Reviewing project charter and scope

**5.4 Quarterly Program Status Report - January to March 2019**

**APPENDIX 2 CAPITAL PROGRAMS - 31 MARCH 2019**

### PMO Capital Programs as at 31 March 2019

Project Manager / Actioning Officer to complete these columns
Preloaded Data in these columns

= Estimate at Completion

Program Name	Sponsor	Project Manager	Sponsoring Department	Program Amended Budget (Ex-contingency) \$	Program Estimate at Completion \$	1 = green	2 = amber	3 = red	Status Comment End March
						Time Status Indicator	Cost Status Indicator	Scope Status Indicator	
Bridge Renewal	John Bertoldi	Ronan Corcoran	Strategic Asset Management	57,000	50,810	●	●	●	Majority of works complete. Inspection of some works still to be undertaken before finalising.
Building Renewal	John Bertoldi	John Chatterton	Strategic Asset Management	336,208	319,507	●	●	●	Program underway. Expected final projects to be delivered in May
Court Renewal	John Bertoldi	Kane Rogozik	Strategic Asset Management	93,000	59,454	●	●	●	
Disaster Relief Projects	Ian Stewart	John McCartney	Engineering Services	488,737	503,395	●	●	●	Project closed out except for final grant payment. Variance will be adjusted once DTF funds approved.
Drainage Renewal	John Bertoldi	John Furleo	Strategic Asset Management	120,000	117,027	●	●	●	awaiting quote for George street from contractors approx \$60k. Works on 2 Tathra crt may rollover due to structural report
Drainage Upgrades Discretionary	Mark Gibbons	John Furleo	Engineering Services	183,698	178,157	●	●	●	awaiting Chatby lane to be constructed \$15. Anderson street out for tender for construction approx \$50k. sixth aver drainage upgrade \$10k and Banool new pit and pipe \$10k. Rollover of \$20k to complete erosion on GOR next year
Facility Signage Renewal	John Bertoldi	John Chatterton	Strategic Asset Management	10,000	5,644	●	●	●	Program underway. Expected final projects to be delivered in May
Fencing Renewal	John Bertoldi	Jason Eales	Strategic Asset Management	37,000	30,195	●	●	●	One outstanding fencing project to complete
Footpath Renewal	John Bertoldi	Tony Potter	Strategic Asset Management	89,000	34,971	●	●	●	Works underway. 1 outstanding pathway renewal at McMillan Street Precinct, Anglesea
Heavy Plant Renewal	John Bertoldi	Brett Montgomery - Actioning Officer	Strategic Asset Management	1,552,178	1,436,172	●	●	●	Awaiting delivery of 2 Flocon and Winchelsea Maintenance truck (2019/20 Delivery). Grader to arrive April. Quotations for remainder of program being assessed
IT Renewal	John Bertoldi	Neil McQuinn	Strategic Asset Management	110,000	109,840	●	●	●	Quotes for switches out now and projectors spec will be out next week.































Program Name	Sponsor	Project Manager	Sponsoring Department	Program Amended Budget (Ex-contingency) \$	Program Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
Kerb Renewal	John Bertoldi	Mark Gibbons	Strategic Asset Management	10,000	10,000	●	●	●	Scope confirmed awaiting cost from contractor
Light Fleet Renewal	John Bertoldi	Brett Montgomery - Actioning Officer	Strategic Asset Management	436,000	426,205	●	●	●	Due to commence purchase of 2 x 12 seat commuter buses. Waiting on new model to be released from Toyota. As there is a late release we are estimated to carry the cost of 2 x buses into 2019/20
Nature Reserve Renewal	John Bertoldi	Gabrielle O'Shea	Environment and Community Safety	45,000	44,844	●	●	●	Program near complete
Park Furniture Renewal	John Bertoldi	Jason Eales	Strategic Asset Management	56,000	18,251	●	●	●	Program complete. Finalising handovers
Playground Renewal	John Bertoldi	Jason Eales	Strategic Asset Management	121,033	98,529	●	●	●	Program underway. Expected final projects to be delivered in May
Asset Condition Audits	John Bertoldi	Tym Guthridge	Engineering Services	170,000	115,510	●	●	●	Building Condition Audits physically completed. Finalising data clean-up and variation claim from contractor
Road Safety Program	Mark Gibbons	Mark Gibbons interim while recruitment in progress	Engineering Services	412,740	400,178	●	●	●	Road safety strategy implementation 80% complete - outstanding pedestrian island construction near completed. Guardrail program in construction phase (50% complete). Bamba cemetery road sealing works scheduled for 12 March. Bamba Road widening works complete, request for quotation for township entry threshold treatments currently out with award expected at the end of March. Camp Road and Darian road pedestrian crossing upgrades are currently in design phase. these represent a risk of for delivery within this financial year.
Roof Renewal	John Bertoldi	Karyn Rice	Strategic Asset Management	38,295	38,295	●	●	●	
Sealed Road Pavement Rehabilitation Rene	John Bertoldi	Tony Potter	Strategic Asset Management	298,000	297,744	●	●	●	Works underway. 2 projects outstanding to be delivered
Sealed Road Renewal	John Bertoldi	John Fitzpatrick	Strategic Asset Management	582,600	443,808	●	●	●	Reseal contract almost complete, Summerhills Ave and Hease St Linemarking outstanding
Small Plant	John Bertoldi	Brett Montgomery - Actioning Officer	Strategic Asset Management	60,000	59,113	●	●	●	Majority of program either received or on order. A few outstanding items to be replaced before EOFY
Soft Playing Surface Renewal	John Bertoldi	Glenn Daniels	Strategic Asset Management	130,000	130,005	●	●	●	Program near complete. Works being finalised
Structures Renewal	John Bertoldi	Shannon Samuel	Strategic Asset Management	81,045	61,096	●	●	●	No works to Alleyne Ave required. Boardwalk renewal in progress.
Unsealed Renewal	John Bertoldi	Tony Potter	Strategic Asset Management	982,000	934,409	●	●	●	Program underway






















































**5.4 Quarterly Program Status Report - January to March 2019**

**APPENDIX 3 OPERATIONAL PROJECTS - 31 MARCH 2019**







**PMO Operational Projects as at 31 March 2019**

Project Manager / Actioning Officer to complete these columns					= Estimate at Completion				
Preloaded Data in these columns									
						1 = green	2 = amber	3 = red	
Project Name	Sponsor	Project Manager	Sponsoring Department	Life of Project Amended Budget (Ex-contingency) \$	Life of Project Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
Bells Beach Coastal Management Plan Implementation - Year 3	Ransce Salan	Leigh Irvine	Environment and Community Safety	198,860	198,860				Multi year program of operational works for Bells beach reserve
IT Strategy Development	Anne Howard	Neil McQuinn	Information Management	850	850				awaiting DT to schedule
Environmental Leadership - Year 4	Ransce Salan	Lisa Robinson	Environment and Community Safety	342,640	342,641				Program underway.
Electronic Scoreboard - Stribling Reserve - Lorne Football Netball Club	Jarrold Westwood	Kane Rogozik	Recreation and Open Space Planning	88,027	87,677				On site works delayed from April until may due to supplier materials delay.
Torquay Jan Juc DCP Review	Anne Howard	Ronan Corcoran	Strategic Asset Management	120,000	119,236				Preparing report for EMT / Council
Surfing Museum Concept Design Project (Great Ocean Road Experience Project)	Ransce Salan	Karyn Rice	Economic Development and Tourism	124,158	124,258				Asset Closure to be completed next week
Spring Creek PSP and PS Amendment	Bill Cathcart	Karen Hose	Planning and Development	585,896	585,896				Minister for Planning has placed on hold pending review of township boundaries.
Torquay Central Business Area	Ransce Salan	Sally Conway	Economic Development and Tourism	89,296	89,297				
Winchelsea Common CCMA Plains Tender	Rowan Mackenzie	Gabrielle O'Shea	Environment and Community Safety	10,624	12,588				There has been no overspend. Not sure why there is this amount in here. Funds remain in the account and I will be expending these before the end of the financial year.
PS Amendments to Implement Strategic Work (via statutory framework)	Bill Cathcart	Karen Hose - until new resource allocated	Planning and Development	101,362	101,362				Remaining funds to be expended in The Sands Amendment this financial year.

Project Name	Sponsor	Project Manager	Sponsoring Department	Life of Project Amended Budget (Ex-contingency) \$	Life of Project Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
Local Food - Towards Enviro Leadership	Rowan Mackenzie	Lisa Robinson	Environment and Community Safety	91,517	91,517				
Framework and Reporting - TEL	Rowan Mackenzie	Lisa Robinson	Environment and Community Safety	40,000	40,000				
Renewable Energy - TEL	Rowan Mackenzie	Lisa Robinson	Environment and Community Safety	147,921	147,921				
Strengthening Town Boundaries - TEL	Rowan Mackenzie	Lisa Robinson	Environment and Community Safety	35,000	0				
G21 Regional Hockey Strategy Contribution (SCS Project Lead)	Paul Elshaug	Paul Elshaug	Recreation and Open Space Planning	30,000	22,106				Colac Otway, Golden Plains and Surf Coast all endorsed the Strategy in March. Awaiting confirmation of Greater Geelong endorsement in April. Queenscliffe to confirm their approach.
Winchelsea Golf Club Sustainable Course Irrigation Project	Jarrold Westwood	Kane Rogozik	Recreation and Open Space Planning	119,000	119,000				Awaiting final grant payment from State Government to close project.
Planning and Drivers for Growth - Winchelsea & Moriac / Torquay	Ransce Salan	TBC (no PM budget)	Economic Development and Tourism	40,000	40,000				EMT to confirm project scope
Torquay / Jan Juc Social Infrastructure Study	Shaan Briggs	Karyn Rice	Recreation and Open Space Planning	48,000	48,575				Report to be adopted by Council at the May meeting and project will be closed in early June.
Winchelsea Infra. for Growth Review	Anne Howard	Lisa Robinson	Strategic Asset Management	23,000	23,000				Report being finalised. Council to be briefed 7 May 2019.
Lorne Structure Plan	Ransce Salan	James Hamilton	Planning and Development	180,000	180,000				Draft Bushfire assessment received and under review. Scope of structure plan review proposed and possible community plan in progress. Life of project estimated spend to complete/Carry forward to 2019/2020 will be ascertained upon finalisation of this scoping work.

Project Name	Sponsor	Project Manager	Sponsoring Department	Life of Project Amended Budget (Ex-contingency) \$	Life of Project Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
Winchelsea Town Beautification Plan	Shaan Briggs to advise	Leanne Lucas	Economic Development and Tourism	50,000	50,000				Awaiting Project Sponsor direction on scope - to be presented to EMT by ROSP for options - possible carry forward
Growing Winchelsea Planning Panel (via statutory framework)	Bill Cathcart	Sally Conway	Planning and Development	10,000	4,458				Amendment gazetted on 28 March 2019. Finalising notices for the Winchelsea Star/Surf Coast Times and letters to affected landowners and submitters.
Land Use Monitoring Report & website	Bill Cathcart	James Hamilton	Planning and Development	26,020	26,020				Pending finalisation of the associated host website for residential and industrial land supply data. Remaining committed \$10,000 will be used for this work.
Anglesea Mountain Bike Park and Trails Concept Planning	Shaan Briggs	Karyn Rice	Recreation and Open Space Planning	56,000	56,096				Draft Trails Concept report received. Council Officer review to be conducted April 16 and a PCG meeting scheduled for early May.
Surf Coast Shire Theatre Feasibility Study	Chris Pike	Lisa Robinson	Community Relations	27,300	27,300				
Torquay Parking Revenue Study	Ransce Salan	Brendan Walsh	Planning and Development	32,500	30,000				Draft report received, expect final report mid April
Moriac Stormwater and Septic Study	Ian Stewart	Lisa Robinson	Engineering Services	65,000	65,000				RFQ document reviewed and reissued. The period for response closes at 3pm on Friday 3 May 2019
Economic Development Strategy	Ransce Salan	Leanne Lucas interim for Karyn Rice	Economic Development and Tourism	247,179	247,179				Tender awarded. Project Inception Meeting completed.
Local Government Bill 2018 Implementation	Anne Howard	Wendy Hope - Actioning Officer	Governance and Risk	0	0				LG Bill has lapsed and has not yet been reintroduced to Parliament. Funds transferred to the Adopted Strategy Reserve in March.
G21 Agribusiness Strategy Implementation	Simon Loone	Scott Jardine - Actioning Officer	Economic Development and Tourism	30,000	30,000				Four initiatives in progress
Rating Strategy Review	John Brockway	Leanne Lucas interim for Karyn Rice	Finance	28,600	28,600				Draft Strategy complete - public exhibition period pending

Project Name	Sponsor	Project Manager	Sponsoring Department	Life of Project Amended Budget (Ex-contingency) \$	Life of Project Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
Heritage Study Stage 2C	Bill Cathcart	Samantha Natt	Planning and Development	30,000	29,680	●	●	●	Project completion anticipated mid-May, with Council consideration in June 2019.
Torquay Town Centre Urban Design Guidelines	Matt Taylor	Sally Conway	Planning and Development	24,000	20,086	●	●	●	Hip V Hype finalising guidelines. To be submitted by the end of May 2019.
Winchelsea Urban Design Framework	Karen Hose	Barb Noelker	Planning and Development	24,000	24,000	●	●	●	Public consultation on guidelines to commence mid-April 2019 with adoption anticipated by close of financial year.
Implementation of Mosquito Plan	Rowan Mackenzie	Sarah Farrer - Actioning Officer	Environment and Community Safety	10,000	10,000	●	●	●	One last trapping day was done for the season. New light traps and batteries to be purchased for next season to return the DHHS traps, and project to be handed over the Emma Monteath.
Grasstree Park Asbestos Management Phase	Kate Smallwood	Ronan Corcoran (Leanne Lucas assist)	Environment and Community Safety	57,500	57,500	●	●	●	Strategic Advice received. Preliminary site investigation recommended at estimated cost of \$5,000. PM and Sponsor to review project budget & confirm if contingency or transfer request required for additional work.
Winchelsea EAO Planning Scheme Amendment	Ransce Salan	Michelle Warren	Planning and Development	52,000	0	●	●	●	Approach under review
Spring Creek DCP and PS Amendment	Bill Cathcart to advise	Planner or PMO	Planning and Development	30,000	30,000				Spring Creek project on hold pending State Government review of settlement boundary for Torquay Jan Juc.
Street Light Program Upgrade	Ian Stewart	Petar Zivkovic	Engineering Services	914,000	904,034	●	●	●	Powercor fees have been paid. Project over to Powercor to manage and implement.
Torquay Town Centre Revitalisation Grant Submission	Chris Pike	Ronan Corcoran	TBC	20,000	1,150	●	●	●	Currently resetting project scope and approach
Food Organics Garden Organics Trial	Ian Stewart	Shannon Samuel	Engineering Services	173,500	173,500	●	●	●	Project in delivery phase. Pilot is in full flight. Second Kerbside and Truck Audits scheduled on the 24th of April and 1st of May.
Asset Protection Zone Expansion Plan	Peter Ashton	Leanne Lucas	Environment and Community Safety	132,267	132,267	●	●	●	Cultural heritage investigation underway. Environmental assessment RFQ in draft
Winchelsea Integrated Water Management Plan	Ian Stewart	Sean Keown (no PM budget allocated)	Engineering Services	55,000	49,827	●	●	●	Options being developed, on track for May delivery. Difficulty engaging Eastern Maar. Still refining scope of options around Bennett Street and the Developments portfolios.

Project Name	Sponsor	Project Manager	Sponsoring Department	Life of Project Amended Budget (Ex-contingency) \$	Life of Project Estimate at Completion \$	Time Status Indicator	Cost Status Indicator	Scope Status Indicator	Status Comment End March
Hinterland Futures PS Amendment	Bill Cathcart	Barb Noelker	Planning and Development	34,000	34,000				Implementation anticipated to commence after Rural Hinterland Strategy has been adopted by Council in April 2019.
Anglesea River Public Health Investigation	Rowan Mackenzie	Leanne Lucas	Environment and Community Safety	70,000	70,000				Project completion June 19. Pre start meeting complete. Workshop and presentation of initial findings pending for May 2019.

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## 6. CULTURE & COMMUNITY

### 6.1 Youth Development Action Plan 2019 - 2021

**Author's Title:** Team Leader Youth Development

**Department:** Youth Development

**Division:** Culture & Community

**Appendix:**

**General Manager:** Chris Pike

**File No:** F18/2105

**Trim No:** IC19/803

1. Youth Development Action Plan 2019 - 2021 (D19/61646)

**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

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No

**Reason:** Nil

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#### Purpose

The purpose of this report is to present the Youth Development Action Plan 2019-21 for adoption.

#### Summary

A Youth Development Action Plan for 2019 – 2021 has been developed. The previous Early Years and Youth Strategy ended in 2018. The Action Plan has been created to guide the ongoing development and delivery, over the next three years, of programs and services for young people aged 12 to 25 years.

The action plan is based on extensive desktop research and key outcomes emerging from council's annual youth survey. It also draws on officers' experiences working directly with youth through youth spaces, events, committees and school visits.

The plan maintains the previous strategy's focus on providing the best outcomes for young people, with the goals established in 2015 remaining unchanged as follows:

- Goal 1 – Access
- Goal 2 – Knowledge
- Goal 3 – Connection
- Goal 4 – Quality Framework
- Goal 5 – Change

The new plan includes four new focus areas:

- Connection to community and services
- Arts and culture
- Mental health
- Employment

#### Recommendation

That Council adopts the Youth Action Plan 2019 – 21 as attached at Appendix 1.

## 6.1 Youth Development Action Plan 2019 - 2021

### Report

#### **Background**

Council's Early Years and Youth Strategy ended in 2018. The previous strategy's focus on providing the best outcomes for young people, with the goals established in 2015.

- Goal 1 – Access
- Goal 2 – Knowledge
- Goal 3 – Connection
- Goal 4 – Quality Framework
- Goal 5 – Change

Council's Youth Development team plays an active role in:

- The two youth-specific facilities currently operating in the shire, being the *Youth Lounge*, established first quarter 2018, at Kurrabee Myaring Community Centre in Torquay. The *Pod*, established final quarter 2017, a portable meeting space for local young people living in smaller townships across the shire.
- The implementation of the schoolies' harm minimisation strategy, *Good Times, Great Breaks*.
- Victorian Youth Week with the State Government providing funding to support local activities, primarily the annual *Surf Coast Youth Awards* presented during the week.
- Delivery of state government youth initiatives FReeZA, and Engage.
- Council partners regularly with the two secondary schools in the shire, Surf Coast Secondary College and Lorne P-12.

Access to local health and wellbeing services represents a significant hurdle for Surf Coast's young people and their families due to most services being based in Geelong. The Youth Development team therefore plays a vital role in building relationships with relevant agencies, brokering partnerships and creating opportunities for services to increase their local presence with a view to improving access and support for young people living in Surf Coast.

#### **Discussion**

Given council's Early Years and Youth Strategy ended in 2018, a new plan is important as it gives Council a clear direction and guided approach to supporting young people.

The Youth Development Action Plan 2019-21 is based on extensive desktop research and key outcomes emerging from Council's annual youth survey

Broadly speaking, the desktop research revealed that Australia's young people – as the first generation born into the digital revolution – are experiencing high levels of stress, anxiety and depression, with youth suicide the leading cause of death among young people.

Surf Coast's young people are not exempt from these concerns and pressures as evidenced by the latest youth survey, which revealed relationships, school and mental health as the top three issues of personal concern to most respondents.

The plan also draws on the team's experience from working with local young people, schools and services providers.

The plan focuses on fostering connections across local communities and relevant services that ultimately benefit young people by addressing their specific health and wellbeing needs. This includes maintaining programs like the Youth Lounge and the Pod, which offer opportunities to socialise, to pursue interests (e.g. sports, artistic or and cultural) and to seek out information and advice. Other connections will focus on the areas of employment and mental health.

In recognising that everyone plays a role in nurturing Surf Coast's young people to achieve their full potential, the plan provides a framework for how Council will fulfil its role over the next three years.



## 6.1 Youth Development Action Plan 2019 - 2021

### **Financial Implications**

The plan will be delivered within the existing operating budgets. It is worth noting that the budget is heavily reliant on grants from the Victorian State Government:

- *FReeZA* is funded from January 2019 to December 2021 for a total of \$73,500.
- *Engage!* has been funded from January 2018 to December 2020 for a total of \$140,000.
- *Good Times Great Breaks* is funded yearly for \$30,000.
- Council's Victorian Youth Week event, the *Surf Coast Youth Awards*, is typically funded through a \$2000 grant.

Council will continue to seek external funding opportunities to support youth development programs that fall within the Youth Action Plans focus areas.

Council will continue to work with and advocate for other youth focussed organisations to allocate their resources to meet local needs.

### **Council Plan**

Theme 1 Community Wellbeing

Objective 1.4 Provide support for people in need

Strategy 1.4.1 Work in partnership with community and agencies to improve young people and their families' access to the services and support they need

### **Policy/Legal Implications**

There are no significant policy or legal implications to this report.

### **Officer Direct or Indirect Interest**

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

### **Risk Assessment**

The risks associated with not having a plan:

- Not having a Youth Development Action Plan has the potential to create a lack of focus or direction from council. The focus areas identified within the action plan will allow officers to make quality decisions about appropriate program implementation, funding opportunities and service advocating.
- The action plan is heavily reliant on financial grants. If for some reason the grants were no longer available the ability to deliver of the plan would be compromised.

Risks associated with adopting the plan:

- Limiting options for Council to take up youth development related opportunities that fall outside of the focus areas in an appropriate timeframe.

### **Social Considerations**

The action plan took into account results from the most recently published Surf Coast Shire Youth Survey. Identified are the top issues of personal issues for our local young people:

- Relationships
- School stress
- Mental health issues.

These correlate directly with the 2018 Mission Australia results for issues of top concern for young people.

- Stress
- School or study problems
- Mental health

This is important as it highlights that local young people are facing similar challenges to youth nationally and are not exempt from the widely published challenges young people face. Numerous studies from Beyond Blue, The Resilience Project and Mission Australia confirm that young Australians are facing challenges. Youth officers experience working with local young people and service providers confirms that they face a variety of social challenges local young people face.

## 6.1 Youth Development Action Plan 2019 - 2021

We also acknowledge that today's young people are the first generation born into the digital revolution. They have lived their entire lives with the internet, grown up with the evolution of social media and experienced the opportunities and challenges afforded by accelerating innovations in digital technology.

### ***Community Engagement***

The latest published Youth Survey reached in excess of 700 responses. This survey was based off the Mission Australia Youth Survey so as it could be used as a benchmark to compare results.

Through youth spaces, events, committees and school visits council officers have in excess of 100 direct engagements with young people each week. This direct access to local young people allows officers to have conversations about what is either troubling or exciting young. These direct engagements give officers a wealth of information and allow for a deep understanding of current challenges.

Council officers work closely with staff at local secondary colleges and service providers. This collaboration has allowed officers to understand the challenges and trends both groups are seeing.

### ***Environmental Implications***

There are no significant environmental implications to this report. However, from time to time Council staff work with organisations such as the Great Ocean Road Coastal Committee to provide opportunities for young people to learn and contribute to environment causes.

### ***Communication***

The action plan will be displayed on the 'youth' page of the council website and shared with partner organisations. The plan will be available to interested stakeholders upon request.

### ***Options***

#### Option 1 – Adopt the plan

This option is recommended by officers as it is based on national and local evidence, provides an achievable focus and will guide the activities of the Youth Development team.

#### Option 2 – Adopt the plan with changes

This option is not recommended by officers as evidence has formed the basis of the proposed plan. It has been developed to be a balance of aspiration and achievability.

#### Option 3 – Do not adopt the plan

This option is not recommended by officers as the previous Early Years and Youth Strategy is now out of date and it is beneficial to clearly define the focus of Council's investment in youth.

### ***Conclusion***

An evidence-based Youth Development Action Plan for 2019 – 2021 has been developed which will guide the ongoing development and delivery, over the next three years, of programs and services for young people aged 12 to 25 years.

## **6.1 Youth Development Action Plan 2019 - 2021**

### **APPENDIX 1 YOUTH DEVELOPMENT ACTION PLAN 2019 - 2021**

## Youth Development Action Plan 2019 – 2021

### Nurturing the adults of tomorrow

"As the world changes with unprecedented speed, young people are proving to be invaluable partners who can advance meaningful solutions." *Ban Ki-moon (then United Nations Secretary-General)*

So, what's it like growing up in 21<sup>st</sup> century Australia? Is it noticeably different for young people living in Surf Coast Shire compared to the rest of the country?

Today's young people are the first generation born into the digital revolution. They have lived their entire lives with the internet, grown up with the evolution of social media and experienced the opportunities afforded by accelerating innovations in digital technology.

How can we work together as a community to support our young people in navigating the new challenges of today to become the best versions of themselves tomorrow?

This action plan outlines the steps Surf Coast Shire Council will take over the next three years to address these questions.

### Australia's young people today

Numerous studies confirm that young Australians are facing challenges.

- Mission Australia's 2018 youth survey identified the top three issues of personal concern for young people as:
  1. Stress
  2. School or study problems
  3. Mental health.
- Beyond Blue's latest data indicates that:
  - one in five young people has experienced depression before the age of 18
  - one in seven aged up to 17 experiences a mental health condition in any given year
  - one in six between 16 and 24 currently experiences an anxiety condition; one in 16 depression
  - youth suicide remains the leading cause of death among young people.
- The Resilience Project reports the amount of information today's young people receive in a week equates to what their parents at the same age would have received in a year with.
  - 94 per cent of Australians between 14 and 17 own a smart phone (Roy Morgan, 2016)
  - one in three regularly use their phone between 10pm and 6am (Resilient Youth, 2018)

### Surf Coast's young people in 2019

According to the latest census, about 5,000 young people live in Surf Coast Shire, representing 14% of the total population.

Education-wise, there are two local secondary schools:

- Surf Coast Secondary College in Torquay opened in 2012, reaching full capacity in 2018. Current forecasts indicate student numbers will be well above 1,000 by 2021.
- Lorne P-12 College has seen a steady increase in student numbers over the past four years and currently has 100 students in years 7 to 12.

Secondary students who do not attend either of these local schools travel into Geelong for their education. Since the nearest university and TAFE institute are both located in Geelong, tertiary students are also required to travel or even to live away from home to pursue their studies.

Limited local employment opportunities also see many young people leaving the shire after completing their education.

The personal issues that most concern our young people in the latest Surf Coast Shire Youth Survey are:

- Relationships
- School stress
- Mental health issues.

These correlate directly with the Mission Australia results.

### **Our current programs for young people**

Surf Coast Shire Council currently coordinates the following programs through its Youth Development team:

- **Youth Lounge** runs after school hours during the week at the Kurrumbee Myaring Community Centre in Torquay. It provides a space where young people can socialise, play music and talk to team members.
- **The Pod** is a converted shipping container that is transported around the shire to provide young people living in smaller townships with a dedicated local meeting space. Its locations and opening times are based on community needs.
- The **FReeZA** program is funded from a government grant to support young people in the fields of music and arts. Funded until December 2021, FReeZA activities are youth-led with support from the Youth Development team.
- **Engage!** is funded by the Victorian Government to help young people to actively participate in and connect with their local community, including via skills and knowledge development, pathways to employment, training and education, and improved health, wellbeing and social connection. Engage! is funded until December 2020.
- **Victorian Youth Week** is an annual week-long celebration of young people and the contributions they make to their communities. The Surf Coast Youth Awards are presented as part of Surf Coast's Youth Week activities.
- **Good Times, Great Breaks** is Surf Coast's harm minimisation program targeting the more than 4,000 school leavers who visit the shire in November/December each year to celebrate finishing school. The Youth Development team plays a vital role in ensuring they return home safe.

### What's next?

Council's three-year Youth Development Action Plan focuses on achieving three interrelated outcomes:

1. **Strong connections** between our Youth Development team and young people, their families, schools, sporting clubs, community groups and health and wellbeing services.
2. Council acting as **a respected and influential broker** to ensure our community has the services it needs.
3. **Prevention and intervention programs** that help our youth thrive.

#### Key focus areas

- Connection to community and services
- Arts and culture
- Mental health
- Employment

As current United Nations Secretary-General António Guterres said in 2018, "The hopes of the world rest on young people. Peace, economic dynamism, social justice, tolerance — all this and more, today and tomorrow, depends on tapping into the power of youth."

We can all play a role in nurturing Surf Coast's young people to achieve their full potential now and in future. This plan provides a framework for how we will fulfil this role over the next three years.

Council's Youth Development Goals 2019-21	
<ul style="list-style-type: none"> <li>To create strong connections between the Youth Development team and young people, their families, schools, sporting clubs, community groups and health and wellbeing services.</li> <li>To act as a respected and influential broker to ensure our community has the services it needs.</li> <li>To run prevention and intervention programs that help our youth thrive.</li> </ul>	
Key focus areas and related actions	Links to Council Plan (relevant strategic objectives)
<b>Connection to community and services – We will:</b>	
<ul style="list-style-type: none"> <li>Operate youth-specific places, including Youth Lounge, Youth Pod and pop-ups.</li> <li>Facilitate the FReeZA program.</li> <li>Facilitate the Engage! program.</li> <li>Continue to work in partnership with Surf Coast Secondary College and Lorne P-12 College to implement programs.</li> <li>Continue our involvement in Australian Youth Week.</li> <li>Be accessible via current and emerging communication channels.</li> <li>Survey young people regularly.</li> <li>Continue our involvement in school leavers' safety response.</li> <li>Advocate for improved transport services for youth in rural communities.</li> <li>Foster young people's positive interest in the environment by creating opportunities for them to be involved in local initiatives.</li> <li>Actively participate in actions related to examining options for a dedicated youth facility, identified as a high priority in the <i>Torquay-Jan Juc Social Infrastructure Study</i>.</li> </ul>	<ul style="list-style-type: none"> <li>a) Support people to participate in and contribute to community life.</li> <li>i) Ensure infrastructure is in place to support existing communities and provide for growth.</li> </ul>
<b>Arts and culture – We will:</b>	
<ul style="list-style-type: none"> <li>Facilitate the FReeZA program and meet funding objectives.</li> </ul>	<ul style="list-style-type: none"> <li>a) Support people to participate in and contribute to community life.</li> </ul>
<b>Mental health – We will:</b>	
<ul style="list-style-type: none"> <li>Arrange local parent workshops and seminars to upskill parents.</li> <li>Work with agencies to bring services to the Surf Coast.</li> <li>Facilitate mental health initiatives within the Engage! program.</li> <li>Offer programs to build the capacity of young people so they can better support themselves and their peers.</li> </ul>	<ul style="list-style-type: none"> <li>d) Provide support for people in need.</li> </ul>
<b>Employment – We will:</b>	
<ul style="list-style-type: none"> <li>Work with young people, schools, local businesses, community groups and sporting clubs to identify skills that should be targeted.</li> <li>Bring service providers to communities where young people live as opposed to young people having to travel outside of Surf Coast Shire.</li> </ul>	<ul style="list-style-type: none"> <li>d) Provide support for people in need.</li> </ul>

## 6.2 Small Grants Program March 2019

**Author's Title:** Community Project Officer  
**Department:** Community Health & Development  
**Division:** Culture & Community

**General Manager:** Chris Pike  
**File No:** F18/1897  
**Trim No:** IC19/254

### Appendix:

1. Appendix 1 - March 2019 Small Grants Program - Recommended Projects (D19/49396)
2. Appendix 2 - March 2019 Small Grants Program - Ineligible, Not Recommended and Withdrawn Projects (D19/49395)

### Officer Direct or Indirect Conflict of Interest:

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

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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 allocate funding for the March 2018-19 Round 2 Small Grants Program

### Summary

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

A total of 30 applications were received. Eligible applications were assessed by Council Officers against the Small Grants Program selection criteria in the categories of 'Community Initiatives', 'Culture and Arts', 'Environment' and 'Recreation and Leisure'. A recommended project funding list has been developed for Council endorsement (see Appendix 1).

A total of 19 applications are recommended for funding in the Small Grants Program. Five applications were assessed as ineligible, five applications not recommended by officers and one application was withdrawn (see Appendix 2).

### Recommendation

That Council allocates funding for the March round of the 2018-19 Small Grants Program to 19 projects to the value of \$36,118.80 as per Appendix 1.



## 6.2 Small Grants Program March 2019

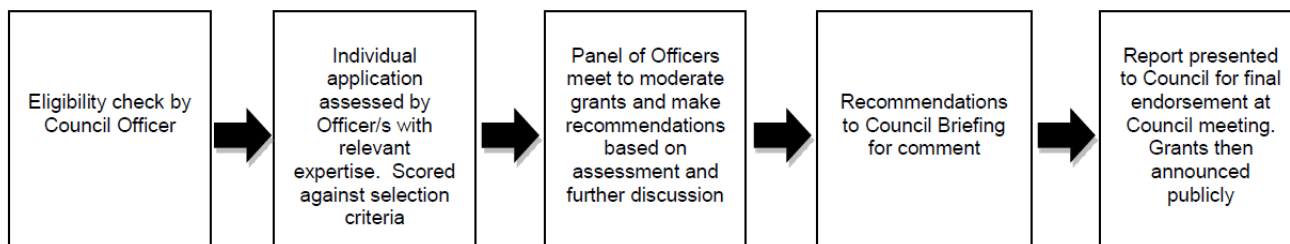
### Report

#### **Background**

For a number of years Council has supported the Small Grants Program with two funding rounds held in September (Round 1) and March (Round 2) each year.

The Small Grants Program follows a formal application process in which applicants submit responses to key questions based around weighted selection criteria. The assessment process is undertaken in-line with Small Grant Policy SCS-031.

The diagram below details the assessment process:



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

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

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

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

Projects not funded under the Small Grants Program include:

- capital items with a total project cost greater than \$10,000
- building maintenance works
- general administrative, wages or contracts
- projects funded under other programs supported by the Surf Coast Shire
- projects that have already commenced or already occurred
- projects that are part of curriculum-based activities in schools
- projects that are fundraising in nature (unless the project provides considerable community benefit)
- recurrent funding for ongoing projects or projects which have already been funded.

Organisations ineligible to apply for a Small Grant include:

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

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

- Community Initiatives: Local partnerships that contribute to the wellbeing and quality of life of Surf Coast Shire residents.

## 6.2 Small Grants Program March 2019

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

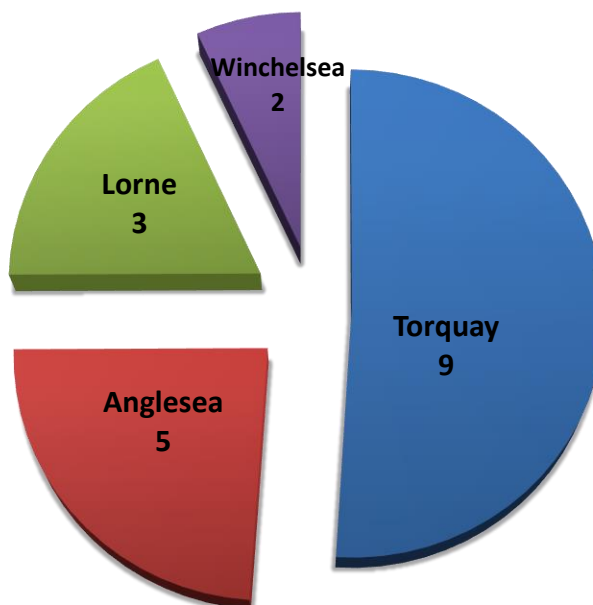
### **Discussion**

A total of 30 applications were received. Five projects have been assessed as ineligible, five not recommended and one withdrawn as detailed in appendix 2. Officers will work with all unsuccessful applicants to improve their project applications for future rounds. Following a thorough assessment process, the officers' recommendation is to fund a total of \$36,118.80 to deliver 19 projects.

The breakdown of the 19 recommended projects by Ward is as follows:

Ward	Number of eligible applications	Number of projects recommended for funding	Total recommended funding amount
Torquay	10	9	\$18,435.00
Anglesea	9	5	\$8,627.80
Winchelsea	2	2	\$2,500.00
Lorne	4	3	\$6,556.00
<b>Total</b>	<b>25</b>	<b>19</b>	<b>\$36,118.80</b>

### **Funding Allocation by Ward**

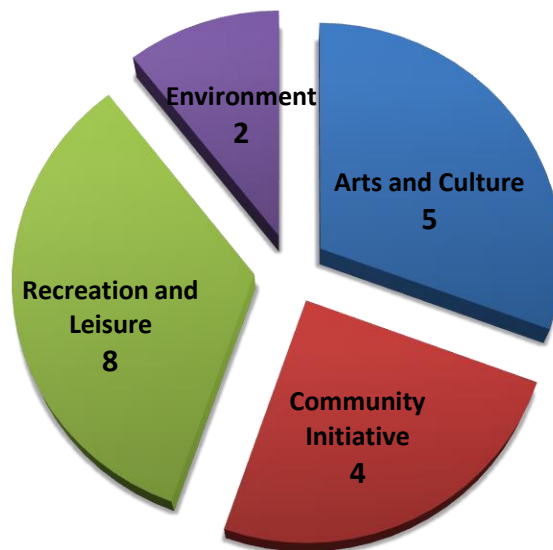


## 6.2 Small Grants Program March 2019

The breakdown of the 19 recommended projects by category is as follows:

Category	Number of projects recommended	Total recommended funding amount
Arts and Culture	5	\$11,051.00
Community Initiatives	4	\$8,940.00
Environment	2	\$3,827.80
Recreation and Leisure	8	\$12,300.00
<b>Total</b>	<b>19</b>	<b>\$36,118.80</b>

### Funding Allocation by Category



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

The grant guidelines confirm that grants up to \$2,000 are available and at the discretion of Council some projects that meet additional community need may be considered for funding up to \$5,000. To be considered for additional funding, projects need to demonstrate:

- High evidence of need and participation by a wide variety of key audiences
- A provide track record in managing similar size projects
- Have a well-developed project plan
- Appropriate expenditure and resourcing.

## 6.2 Small Grants Program March 2019

A total of three projects have been recommended to receive a contribution greater than \$2,000. They are:

<b>Applicant</b>	Torquay Community House
<b>Project name</b>	Community House Programs - Support and Sustainability Project
<b>Description</b>	Support for 6 community groups and programs including: <ul style="list-style-type: none"> <li>• Worm farm, seedlings, compost, wood work vice, first aid training and Hi-Vis vests for Woman's Sharing Shed</li> <li>• Transport for Tech Help volunteer</li> <li>• Art and Craft supplies for Little Divincis</li> <li>• Trestle tables and hanging wire for Studio14 art programs</li> <li>• Art supplies for Painting with Parkinson's</li> <li>• Purchase of craft materials for M.O.T.H.E.R.S. refugee group</li> </ul>
<b>Comments</b>	Project supports six local groups and programs that provide a wide range of community benefit
<b>Recommended funding</b>	\$3,500

<b>Applicant</b>	Jimi Crispe Group (Auspiced by Surf Coast Arts)
<b>Project name</b>	Jimi Crispe – Surf City Album
<b>Description</b>	Recording, mixing and mastering of the Surf City Album using local producers, engineers and musicians. Recordings will be free to community online
<b>Comments</b>	The project helps to showcase music, culture and talent in the Surf Coast Shire and facilitates collaboration, sharing of knowledge, skills and resources
<b>Recommended funding</b>	\$3,000

<b>Applicant</b>	Picturing History of Deans Marsh (Auspiced by Deans Marsh Community Cottage)
<b>Project name</b>	Picturing History Deans Marsh
<b>Description</b>	Purchase high resolution scanner, two hard drives and IT support to collect, upload and display collection of 2,000 photographs of Deans Marsh held in private and family collections to the central portal for Victorian's Cultural Treasures
<b>Comments</b>	This is a sister project to 'Deans Marsh Town Stories'. The project contributes to the preservation and sharing of cultural history of the Deans Marsh district
<b>Recommended funding</b>	\$2,556

### Financial Implications

The total pool for two rounds allocated to Small Grants in the 2018/19 budget is \$75,000. In Round 1 September 2018, \$38,857.95 was allocated to small grants leaving \$36,142.05 available for this round.

### 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

Theme 1 Community Wellbeing  
Objective 1.1 Support people to participate in and contribute to community life  
Strategy 1.1.3 Work in partnership with the community to review, update and continue to implement the heritage, arts and culture strategy

## 6.2 Small Grants Program March 2019

### ***Policy/Legal Implications***

The Small Grants Program supports the Council Plan (2017-21) objective '*Support people to participate in and contribute to community life*'. The process was conducted in accordance with the adopted Small Grant Policy SCS-031.

### ***Officer Direct or Indirect Interest***

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

### ***Risk Assessment***

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

### ***Social Considerations***

The Small Grants Program enable community groups to draw on their skills, networks and resources and leverage Council funding to deliver community strengthening activities that contribute to the social and cultural wellbeing of the Surf Coast Shire.

### ***Community Engagement***

Communications and engagement activities prior to the March round of grants include:

- media campaign including advertising in the Surf Coast Times, Winchelsea Star and Lorne Independent
- promotion via Council officer e-mail networks, word of mouth, community house and men's shed networks
- grant writing assistance sessions
- direct email to previous grant recipients
- direct contact with potential grant recipients
- promotion via the Surf Coast Shire website and social media.

### ***Environmental Implications***

The Small Grants Program is often accessed by local environment groups. Three applications have been received under the 'Environment' category and two projects have been recommended for funding.

### ***Communication***

Following adoption at the 28 May 2019 Council meeting, all applicants will receive a letter informing them of the outcome of their application and results will be communicated to the broader community through Council's communication channels and the local media.

### ***Options***

Option 1 – Allocate funding for the March round of the 2018-19 Small Grants Program to 19 projects to the value of \$36,118.80 as per Appendix 1

This option is recommended by officers as the formal application and assessment process was completed according to Council's adopted Small Grant Policy. Additionally, the projects allocated deliver on Council Plan objective to support people to participate in and contribute to community life.

Option 2 – Allocate funding for the March round of the 2018-19 Small Grants Program to a mix of projects identified in Appendix 1 and 2

This option is not recommended by officers as projects considered 'ineligible' or 'not supported' have either not met eligibility criteria as per the Small Grants Program Guidelines or not scored as strongly against the grants assessment criteria as the other officer supported projects.

Option 3 – Do not allocate funding for the March 2018-19 round of Small Grants Program

This option is not recommended by officers as many important community projects will not be able to progress without funding support.

## **6.2 Small Grants Program March 2019**

### ***Conclusion***

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

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

A celebration to recognise successful grant recipients will be held on 13 June 2019.

## **6.2 Small Grants Program March 2019**

### **APPENDIX 1 APPENDIX 1 - MARCH 2019 SMALL GRANTS PROGRAM - RECOMMENDED PROJECTS**

**APPENDIX 1: Surf Coast Shire Small Grants Program March 2019 - 'Projects Supported'**

No.	Name of Applicant	Project Title	Description	Alignment to Grant Guidelines	Category	Ward	Applicants Total Project Costs	Amount Sought	Recommended
1	ANGAIR	Native and Indigenous Open Garden Weekend	Signage and guest speakers for open garden weekend in October 2019	Project protects and enhances the local environment and contributes to sustainability. Project also facilitates high levels of knowledge, skills and resources sharing in the community.	Environment	Anglesea	\$5,019.00	\$2,000.00	\$2,000.00
2	Torquay Community House	Community House Programs Support and Sustainability Project	Support for 6 community groups and programs run out of the Torquay Community House including - Worm farm, seedlings, compost, wood work vice, first aid training and Hi-Vis vests for Women's Sharing Shed Torquay, Transport for Tech Help volunteer, Art and Craft supplies for Little Divincis, Trestle tables and hanging wire for Studio14 art programs, art supplies for Painting with Parkinson's and purchase of craft materials for M.O.T.H.E.R.S. refugee group	Project supports 6 local groups and programs that provide a wide range of community benefits such as increased health and wellbeing, increased participation and social inclusion	Community Initiative	Torquay	\$22,377.00	\$3,500.00	\$3,500.00
3	Deans Marsh Cricket Club	Deans Marsh Town Stories: The Memorial Reserve and Community Hall	Commission research to collect, record and curate records of the Deans Marsh Community Hall and Memorial Reserve and the many local community groups (Sister project to 'Picturing History Deans Marsh')	Heritage project that supports participation, learning and recording of the history of Surf Coast Shire	Culture and Arts	Lorne	\$21,000.00	\$2,000.00	\$2,000.00
4	Repair Café Surf Coast (Auspiced by SCEG)	Volunteer Training and Purchase of a Test and Tag equipment for Repair Café	To purchase a test and tag machine and train 2 volunteers to test and tag enabling the Repair Café to test more electrical items, a requirement before they can be repaired.	Project contributes to the environment and sustainability. Clearly demonstrated need and response and facilitates sharing of local skills.	Environment	Anglesea	\$39,847.80	\$2,000.00	\$1,827.80
5	Surf Coast Mountain Bike Club	Coaching and First Aid qualifications for delivering mountain bike skills workshops and social rides	6 club members to undertake first aid training and coaching qualifications to enable the club to offer more safe social rides with coaching to respond to growing demand	Project promotes recreation, physical activity and contributes to health, wellbeing and safety of residents	Recreation and Leisure	Anglesea	\$6,265.00	\$2,000.00	\$2,000.00
6	Ocean Mind	Ocean Mind Volunteer Mentor Training	Youth Mental Health First Aid training for 10 new volunteer mentors and Autism Training for 15 volunteer mentors to meet growing demand	Project addresses an important community need. Benefits will include increased health and well-being and social inclusion	Community Initiative	Torquay	\$4,000.00	\$2,000.00	\$2,000.00
7	Jimi Crispe Group (Auspiced by Surf Coast Arts)	Jimi Crispe - Surf City Album	Recording, mixing and mastering of the Surf City Album using local producers, engineers and musicians. Recordings will be free to community online	The project helps to showcase music, culture and talent in the Surf Coast Shire and facilitates collaboration, sharing of knowledge, skills and resources.	Culture and Arts	Torquay	\$10,640.00	\$5,000.00	\$3,000.00
8	Picturing History Deans Marsh (Auspiced by Deans Marsh Community Cottage)	Picturing History Deans Marsh	Purchase high resolution scanner, 2 hard drives and IT support to collect, upload and display collection of 2,000 photographs of Deans Marsh held in local private and family collections to the central portal for Victoria's Cultural Treasures (Sister project to 'Deans Marsh Town Stories')	Heritage project that contributes to the preservation and sharing of cultural history of the Surf Coast Shire. Need for project well demonstrated and supports participation and learning.	Culture and Arts	Lorne	\$24,320.00	\$2,556.00	\$2,556.00
9	Anglesea SLSC	Bronze Medallion Camp	To assist with venue hire for Bronze Medallion camp due to clubhouse not being operational	Project promotes recreation, physical activity and contributes to health, wellbeing and safety of residents	Recreation and Leisure	Anglesea	\$12,400.00	\$2,000.00	\$800.00
10	Surf Coast Basketball Association	Youth Girls Basketball Development Program	Provision of equipment, court hire fees and reduction in the cost of participation fee for a six week basketball program aimed at increasing young females participation in basketball	Program contributes to the health and wellbeing of Surf Coast Shire residents, promotes recreation, physical activity and encourages female participation in sport	Recreation and Leisure	Torquay	\$4,700.00	\$2,000.00	\$2,000.00
11	Seaside Swing	Seaside Swing Sound System	Provision of a sound system to provide 10 swing dance social events and 30 weekly classes	Project offers a new cultural activity currently not available on the Surf Coast, encourages the participation of a wide variety of local residents, promotes physical activity and contributes to health and wellbeing of residents	Culture and Arts	Torquay	\$4,785.00	\$1,995.00	\$1,495.00
12	Winchelsea Community House	Occasional Care Playground and Inside Play Equipment.	To purchase, update and replace play equipment, toys and art/craft supplies for the Occasional Care service offered by the Winchelsea Community House	Project promotes recreation, physical activity and contributes to the healthy development of children within the shire	Recreation and Leisure	Winchelsea	\$3,000.00	\$1,500.00	\$1,500.00
13	Anglesea Kindergarten Parent Committee	Connecting Kinder to Country	Engaging Wadawurrang Elder Corina Eccles and Koori artist Nathan Paterson to guide children to learn about indigenous culture and artwork techniques which is not currently provided in the kindergarten program	Project supports participation and learning of cultural history and encourages the participation of local residents	Culture and Arts	Anglesea	\$6,635.00	\$3,300.00	\$2,000.00
14	Jan Juc Playgroup	Wheels for Kids	Purchase new ride on toys such as balance bikes and implement a 6 week 'Wheels for Kids' program helping children to learn road rules and safety in a fun way	Innovative new project that promotes recreation, physical activity and safety	Recreation and Leisure	Torquay	\$3,040.00	\$1,520.00	\$1,000.00
15	Deans Marsh Community Cottage	Great Otway Trail Ride	Pilot of 4 day horse trail ride for young people (15 riders/day) in the rural hinterland from Aireys Inlet to Gellibrand. Project aims to increase the number and variety of activities available to young people in rural areas. Grant will cover camping fees, camp meals and photographer.	Project promotes recreation, physical activity and social connection in rural areas	Recreation and Leisure	Winchelsea	\$2,000.00	\$1,000.00	\$1,000.00
16	U3A Surfcoast	U3A Surfcoast First Aid	For 24 members to attend First Aid Level 1 course including defibrillator training to increase safety of U3A participants	Need for training well documented, group has a proven track record in managing similar projects and project contributes to the wellbeing and quality of life of Surf Coast Shire residents	Community Initiative	Torquay	\$5,065.00	\$2,000.00	\$1,440.00
17	Torquay Bowling Club	Torquay "Roll Up" Junior Bowls Program	Purchase of 8 junior bowls sets for the provision of the 'Roll Up' program for local schools to encourage juniors to participate playing bowls	Project promotes recreation, physical activity and increases participation	Recreation and Leisure	Torquay	\$2,916.00	\$2,000.00	\$2,000.00
18	Veterans on a Mission (Auspiced by Torquay RSL Sub-Branch)	Setting up for Veterans on a Mission	To purchase a marquee for use by Veterans on a Mission, Vietnam Veterans, War Widows and other community groups for events such as Relay for Life, ANZAC day dawn service, Remembrance Day, Lions Village Day and many more	Project facilitates the sharing of resources (marquee) and contributes to the delivery of community run events which provide bring social, cultural, environmental and economic benefits to the shire and residents	Community Initiative	Torquay	\$5,300.00	\$2,000.00	\$2,000.00
19	Lorne SLSC	Outboard Motor Lifter	To purchase a motor lifter to enable lifesaving patrols to lift and manoeuvre outboard motors on inflatable rescue boats with greater safety	Need for project clearly demonstrated. Project will address important OH&S issue	Recreation and Leisure	Lorne	\$7,920.00	\$3,960.00	\$2,000.00
							<b>\$191,229.80</b>	<b>\$44,331.00</b>	<b>\$36,118.80</b>



**6.2 Small Grants Program March 2019**

**APPENDIX 2 APPENDIX 2 - MARCH 2019 SMALL GRANTS PROGRAM - INELIGIBLE, NOT  
RECOMMENDED AND WITHDRAWN PROJECTS**

**APPENDIX 2: Surf Coast Shire Small Grants Program March 2019 - 'Projects Ineligible (as per Program Guidelines) and Not Supported'**

Name of Applicant	Project Title	Description	Category	Ward	Applicant Total Project Costs	Amount Sought	Comment
Business and Tourism Anglesea	Community celebration and launch event	Invitations, food, beverages and music for event to be hosted in the main shopping centre of Anglesea on the eve of Grand Final Public Holiday	CI	Anglesea	5,385.00	2,000.00	<b>Ineligible</b> - Project is an 'Event'. Events not funded under Small Grants Program. Officers to work with group for eligible Community Event Grant.
Danawa at Spring Creek Community Garden	Convert tank into storage shed	To convert 24KL poly tank into a storage shed for tools	Env	Torquay	3,000.00	3,000.00	<b>Ineligible</b> - Group did not provide evidence of landowner permission, insurance or in-kind contribution. Recommend group to work with Environment team to develop eligible application next round
Torquay SLSC	Paddle Ergo to meet lifesaving training needs	Purchase of an inside paddle ergo to attract members in the winter off season. Maintain fitness and upskill new patrollers	Rec	Torquay	4,020.00	2,000.00	<b>Ineligible</b> - Group funded in previous grant round "Lifesaving program for 13-15 year olds".
Torquay Hockey Club	Growing Hockey in the Surf Coast	Purchase of goal keeping kit and 8 face masks	Rec	Torquay	2,226.17	2,226.17	<b>Ineligible</b> - Group did not match contribution. Start date pre available funding. Officers to work with group to develop eligible application next round
Surf Coast Secondary College	Great Victorian Bike Ride: Women's Inclusion Program	To promote and subsidise participation in the Great Victorian Bike Ride for female students	Rec	Torquay	41,500.00	2,000.00	<b>Ineligible</b> - Group funded in previous grant round "Box Trailer". Officers to recommend applying next round
Sirovilla	Community Comfort	Purchase and install a split system into the community hall at Sirovilla Anglesea	CI	Anglesea	4,000.00	2,000.00	<b>Not supported</b> - Highly competitive round. Project did not score strongly against grant criteria. Officers to encourage group to apply next round
Anglesea Baptist Church	Spirit of Anglesea Mural	To capture the 'Spirit of Anglesea' through a wall mural located between the shop windows of Seaside Seconds in the heart of Anglesea	AC	Anglesea	5,200.00	2,000.00	<b>Not supported</b> - Highly competitive round. Applicant to work with Arts Development Officer regarding permits, approvals and design
Lorne Football Netball Club	Lorne Netball Club Electronic Scoreboard	To purchase and upgrade electrics for portable electronic scoreboard for Lorne Netball Club	Rec	Lorne	8,589.00	4,295.00	<b>Not Supported</b> - Highly competitive grant round. Project does not meet criteria for funding up to \$5K - significant community contribution. Applicant specified project would not proceed with partial funding. Officers to recommend applying next round
Writers Victoria	Writing about Art for Artists and Writers	Tutor fees, venue hire, marketing, promotion, project coordination and catering for workshop to write analytically about art	AC	Anglesea	5,370.00	1,650.00	<b>Not Supported</b> - Highly competitive grant round. Project did not score strongly against grant criteria. Applicant to work with Arts Development Officer to develop project
Torquay Community Mens Shed	2019 Rip Curl Pro Global Contestant Signed Surfboard Project (for bus shelters)	To produce and mount 6 wooden surf boards with Rip Curl Pro global contestant signatures and Surf Coast Shire logo on bus shelters in Torquay	AC	Torquay	4,450.00	850.00	<b>Not Supported</b> - Highly competitive grant round. Project did not score strongly against grant criteria. Application did not address cost of installation and maintenance
Community Garden 3231 (Auspiced by Anglesea Community House)	Mulcher for Improving Compost	Purchase of a mulcher to improve garden composting system	Env	Anglesea	1,649.00	800.00	<b>Withdrawn</b> - Group intending to submit larger community project in September 2019 grant round
					<b>\$85,389.17</b>	<b>\$22,821.17</b>	

### 6.3 Arts Seed Funding 2019

**Author's Title:** Community Relations Manager

**Department:** Community Relations

**Division:** Culture & Community

**Appendix:**

Nil

**Officer Direct or Indirect Conflict of Interest:**

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

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Yes

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No

**Reason:** Nil

**General Manager:** Chris Pike

**File No:** F18/2246

**Trim No:** IC19/804

**Status:**

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

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Yes

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No

**Reason:** Nil

#### Purpose

The purpose of this report is to allocate funding for the 2018-19 Arts Development Seed Fund Program.

#### Summary

The Arts Development Seed Fund aims to produce creative responses to important issues for the benefit of the Surf Coast Shire community and beyond.

The theme for the Arts Seed Fund in 2019 is *Detritus*. Inspired by the Surf Coast Shire's extraordinary natural environment and thriving arts sector, *Detritus* encourages artists to create public artworks that encourage a change in attitude to plastic use; thus reducing its impact on the Surf Coast's unique environments.

Six applications were received during the application period of March 2019. Eligible applications were assessed by a panel of Council officers against the funding criteria as stated on page two of this report. The assessment of the six projects is summarised in Table 1 of this report.

Two applications are recommended for funding for this inaugural Arts Development Seed Fund. Two applications were assessed as ineligible and two were assessed as not satisfying the selection criteria for funding.

#### Recommendation

That Council allocates funding from the 2018-19 Arts Development Seed Fund for the following projects:

- To Hell or Heaven in a Handbasket - \$5,000 exc. GST
- A Living Entity - \$5,000 exc. GST

### 6.3 Arts Seed Funding 2019

#### Report

##### **Background**

Council's 2018-19 arts budget included an allocation of \$15,000 for an Arts Development Seed Fund.

This inaugural Arts Development Seed Fund program recognises the importance of public art responding to important issues and for key initiatives such as place building. The 2019 theme is *Detritus* which aims to encourage a reduction in plastic use by the community.

This year's Arts Development Seed Fund theme links closely to Council's purpose - "Helping Our Community and Environment to Thrive".

The inaugural Arts Development Seed Fund process is similar to Council's Small Grants Program. There was one funding round this year, open in March 2019, and the application was done via the SmartyGrants portal.

The Arts Development Seed Fund required a formal application in which applicants submitted responses to key questions based around the following selection criteria:

##### Eligibility Requirements:

- Artists need to reside in Surf Coast Shire.
- Projects need to result in public art work.

##### Selection Criteria:

1. Has the *Detritus* theme been clearly demonstrated and how will the project meet this need?
2. Does the project provide opportunities for collaboration and sharing of knowledge, artistic skills and resources?
3. Does the project encourage and enable the participation of a wide variety of local residents?
4. What artistic merit/outcomes will the project bring to the community?
5. What difference will the project make in the community?
6. Will there be wide community benefits such as increased awareness of the need for waste minimisation, improvements to the environment, increased engagement in public spaces and/or increased participation and inclusion opportunities?
7. Do the project personnel have the skills and resources to manage the project? E.g., does the project plan include realistic objectives, outcomes and timelines?
8. What in-kind contribution (volunteer hours or other support) will be provided and is this feasible?
9. Does the budget reasonably reflect the project outcomes?
10. Has all required documentation (permits, quotes, letters of support) been submitted?

Successful applicants (or their auspice agency) are required to sign a funding agreement confirming that they agree to set conditions. This agreement outlines conditions which may relate to the provision of funds. Successful groups are required to report on the outcomes of their grant within 12 months of receiving funding via a grant acquittal process.

##### Projects not funded under the Arts Development Seed Fund include:

- projects that receive other Surf Coast Shire funding
- projects that have already commenced or already occurred
- projects that are part of curriculum-based activities in schools
- recurrent funding for ongoing projects or projects which have already been funded.

##### Applicants deemed ineligible to receive an Arts Development Seed Fund grant include:

- individuals (applicants will need an incorporated organisation to auspice the project)
- any Committees of the Surf Coast Shire Council including Advisory Committees, Committees of Management or Sub Committees
- organisations that have not completed an Acquittal Report for a previously funded Surf Coast Shire Grant
- for profit or commercial organisations - unless the application can demonstrate that the proposed project or activity will have considerable tangible community benefit.

### 6.3 Arts Seed Funding 2019

#### Discussion

A total of six applications were received. Two projects are recommended to receive \$5,000 each. Two projects have been assessed that they do not meet the eligibility criteria and are therefore ineligible. Two are not recommended for funding as they did not meet the funding criteria. Officers will continue to work with all future applicants to help support project applications for future rounds.

**Table 1: Project assessment**

Projects recommended to receive funding

Title	Eligible	Description and artist contribution	Notes	Panel assessment
To Hell or Heaven in a Handbasket	Y	Three elements – 1. Sea rope (collected from beaches on the Surf Coast) will be woven into a 'Handbasket' which represents the need to solve the problem of plastic waste in the sea. 2. Handmade dolls made in community workshops from discarded textiles will ride on the raft referencing the environmental impact of fast fashion. 3. The finished public art work will be accompanied by a soundtrack of life at sea and on the coast evoking a sense of place. <b>Artist Contribution:</b> \$5,000 (materials, venue hire, documentation, voluntary contribution.)	Strong artistic concept, collaborations and partnerships; public workshops, performance and exhibition. Strong project management experience and demonstrated support from wider community.	<b>Recommended to receive \$5,000</b>
A Living Entity	Y	Combining mural art with a collaborative public performance – 'The Leave No Waste Picnic'. An inclusive community event tackling the issue of waste. Bringing together local business, activists, artists, not for profits and community leaders to provide education towards a waste free community. <b>Artist Contribution:</b> \$5,760 (materials, travel, documentation, voluntary contribution)	Strong artistic concept, strong opportunities for collaboration, excellent project management skills; demonstrated support from wider community. Project closely aligned to the fund theme.	<b>Recommended to receive \$5,000</b>

Projects recommended not to receive funding

Title	Eligible	Description and artist contribution	Notes	Panel assessment
Wildlife Warriors of the Great Ocean Road	Y	Create a video by local students with professional art assistance about human plastic pollution impacts upon future marine and land wildlife along the Great Ocean Road in 2050. <b>Artist Contribution:</b> \$9,000 (300 volunteer in-kind hours)	Limited artistic concept / treatment. Partnership support not confirmed.	Not recommended
Plastic Free Seas	Y	A visual and performance art piece and feature a sculptural banner depicting a larger than life impression of a sea turtle immersed in marine plastic debris. <b>Artist Contribution:</b> \$5,000 (in-kind labour materials)	Lacked detailed concept brief for a project of this scale. Some key aspects unconfirmed.	Not recommended

### 6.3 Arts Seed Funding 2019

#### Ineligible projects

Title	Eligible	Description and artist contribution	Notes	Panel assessment
Sea of Detritus	N	A wall mural depicting a possible near future in which our local ecosystem has become devoid of all biological life and we are left with a desolate wasteland inhabited only by plastic debris and waste. <b>Artist Contribution:</b> Nil	Artists not residing in Surf Coast Shire	Ineligible
Trash Art	N	Art therapy sessions for different ages and abilities with the output individual zines (short magazines) for distribution at public places. <b>Artist Contribution:</b> No details given	Project did not result in a public artwork.	Ineligible

#### Financial Implications

The Arts Development Seed Fund has a total budget of \$15,000. Of this, \$10,000 is recommended for funding with the remaining \$5,000 to be realised as a saving in the recurrent budget.

#### Council Plan

Theme 1 Community Wellbeing

Objective 1.1 Support people to participate in and contribute to community life

Theme 2 Environmental Leadership

Objective 2.2 Improve the re-use of resources

Strategy 2.2.3 Review and expand Plastic Wise Program

#### Policy/Legal Implications

The Arts Development Seed Fund Program supports the Council Plan (2017-21) objective 'Support people to participate in and contribute to community life'.

#### Officer Direct or Indirect Interest

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

#### Risk Assessment

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

#### Social Considerations

The Arts Development Seed Fund enables Surf Coast Shire artists to use their skills, networks and resources to deliver community, arts and environmental strengthening activities that contribute to social and cultural wellbeing.

#### Community Engagement

Communications and engagement activities prior to and during the March application period included:

- media campaign including advertising in the Surf Coast Times, Winchelsea Star and Lorne Independent
- promotion via Council officer e-news *Art Matters*, word of mouth, community house and Surf Coast Art Space networks
- grant writing assistance
- direct contact with potential grant recipients
- promotion via Council's website and social media.

### 6.3 Arts Seed Funding 2019

#### ***Environmental Implications***

The Arts Development Seed Fund, *Detritus*, is specifically themed to increase awareness of the impact of single-use plastics on our unique natural environment. Each application recommended for funding has addressed the theme and objectives of the fund.

#### ***Communication***

All applicants will receive direct communication informing them of the outcome of their application following Council's decision. Successful applicants will be communicated to the broader community through Council's communication channels and the local media. Video documentation of the projects in process will be used to help promote Plastic Free July and other initiatives.

Successful applicants will be recognised at a celebration to be held in conjunction with Council's Small Grants ceremony held on 13 June 2019.

#### ***Options***

Option 1 – Allocate funding for the 2018-19 Arts Development Seed Fund to the two recommend projects to the value of \$10,000. This option is recommended as the application and assessment process was completed according to the process used in Council's Small Grant Policy. The recommended projects satisfy the eligibility and assessment criteria. Additionally, the projects allocated deliver on the Council Plan objective to support people to participate in and contribute to community life and to improve the re-use of resources.

Option 2 – Allocate funding for the 2018-19 Arts Development Seed Fund to different projects than those recommended. This option is not recommended as projects considered 'ineligible' or 'not recommended' do not satisfy eligibility or selection criteria as per the Arts Development Seed Fund Guidelines.

Option 3 – Do not allocate funding for the 2018-19 Arts Development Seed Fund. This option is not recommended by officers as two projects have been assessed as meeting the eligibility and selection criteria. This option does not fulfil Council's purpose to help the community and environment to thrive.

#### ***Conclusion***

The Arts Development Seed Fund is a positive community strengthening initiative that supports local groups to take action and contribute to the vibrant culture of their local community. The program delivers benefits to individual artists and groups, and also to the wider community given the public artworks that will be produced.

The recommended projects that satisfy the selection criteria will deliver creative responses and community education encouraging a change in attitude to plastic use.

#### 6.4 Sport & Recreation Victoria- 2019/20 Country Football and Netball Program

**Author's Title:** Recreation Planning Coordinator  
**Department:** Recreation & Open Space Planning  
**Division:** Culture & Community

**General Manager:** Chris Pike  
**File No:** F17/633  
**Trim No:** IC19/779

**Appendix:**

Nil

**Officer Direct or Indirect Conflict of Interest:**

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

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Yes

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No

**Reason:** Nil

**Status:**

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

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Yes

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No

**Reason:** Nil

#### Purpose

The purpose of this report is to consider potential projects to be submitted to the Sport and Recreation Victoria (SRV) 2019-20 Country Football and Netball Program (CFNP).

#### Summary

The Department of Health and Human Services has an annual grant program aimed at helping country football and netball clubs who may be struggling with outdated, overused or non-compliant facilities.

Council is the applicant for this grant program and a funding contribution is required from Council and/or community to apply. Council is able to apply for up to \$100,000 for one larger project or up to three smaller projects.

Guidelines have been shared with football and netball clubs through AFL Barwon and officers have considered projects identified in existing master plans and the G21 AFL Barwon Regional Strategy 2015 ensuring an alignment to Council's strategic planning framework.

Due to the high volume and backlog of potential projects that fit the existing program guidelines a formal expression of interest process for new project ideas was not conducted in-line with Council's Non-Recurrent Grants Management Procedure (MPP-019).

Two projects from Council's pipeline of recreation and open space projects are advanced enough in their planning to be considered eligible for this funding program including the CPP-014 Mt Moriac Behind Goal Netting and CPP-025 Torquay Football Club Interchange Box upgrade projects.

These projects have been investigated through Council's Community Project Development process with both projects being referred to a future budget process. Officers have discussed these projects with Sport and Recreation Victoria representatives. They have confirmed the projects' eligibility for the funding program however advised that it will be highly competitive.

Officers' recommendation to submit two small project applications takes into account the high level of recreation and open space commitments in Council's Draft 2019-20 Annual Budget.

#### Recommendation

That Council:

1. Submits the following full applications to the Sport and Recreation Victoria, 2019-2020 Country Football and Netball Program:
  - 1.1 Mt Moriac Behind Goal Netting - Total project cost \$27,600 consisting of Modewarre Football and Netball Club \$15,000 (including \$5,000 in-kind), Sport and Recreation Victoria \$12,600 and Council \$0.
  - 1.2 Torquay Football Club Interchange Upgrade - Total project cost \$57,100 consisting of Sport and Recreation Victoria \$38,066, Torquay Football Club \$19,034 and Council \$0.
2. Agrees to underwrite the total cost of each project, less the grant amount in the event that applications are successful.
3. Authorises the Chief Executive Officer to sign Country Football and Netball funding agreements should any applications be successful.



## 6.4 Sport & Recreation Victoria- 2019/20 Country Football and Netball Program

### Report

#### **Background**

Council has submitted a range of projects to the Country Football and Netball Program in the past with a high level of success.

Council has six (6) football/netball clubs in the Shire. AFL Barwon work closely with their member Clubs to identify and prioritise potential projects that align to this funding program and encourage Clubs to submit expressions of interest directly to Council.

The Country Football and Netball Program application process is summarised as follows:

<b>Program opens</b>	14 March 2019
<b>Full applications close</b>	3 June 2019
<b>Funding announcements</b>	October 2019 onwards

#### **Discussion**

The Country Football and Netball Program (CFNP) is aimed at helping country football and netball clubs who may have outdated, overused or non-compliant facilities.

Grants of up to \$100,000 are available for projects that may include:

- modifying existing football and netball facilities to improve usage and access such as: unisex change room facilities and amenities for players and umpires
- multi-purpose meeting spaces catering for community and education programs
- development or upgrading football and netball playing surfaces
- development or upgrading of football or netball lighting.

Council is the applicant for this grant program and a funding contribution is required from Council and/or community to apply. Council is able to apply for one larger project or up to three smaller projects.

Funding program guidelines have been shared with football and netball clubs through AFL Barwon and Council officers have considered potential projects already identified in existing master plans and the G21 AFL Barwon Regional Strategy ensuring an alignment to Council's strategic planning framework.

Council has previously been successful with a number of projects submitted under this program with the most recent project being the Anglesea Football Club Sports Lighting Upgrade in 2018/19. A number of larger projects that meet the funding criteria are not yet advanced enough in their planning to be considered eligible including the Modewarre Netball Tennis Pavilion Upgrade (concept design in progress), the Anglesea Netball Pavilion Upgrade and the Winchelsea Football Club Change Room Upgrade.

The below table summarises the current football and netball projects that meet the guidelines of the program:

Project	Stage	Cost Estimate	Contribution Required	Officer Comments
<b><i>Mt Moriac Behind Goal Netting</i></b>	Project Ready	\$27,600	SRV\$12,600 Club \$15,000 Council \$0	Completed as Community Project Investigation (CPP-014) in December 2017. Includes a \$15,000 community contribution with \$5,000 in-kind.
<b><i>Torquay Football Club Interchange Upgrade</i></b>	Project Ready	\$57,100	SRV \$38,000 Club \$19,034 Council \$0	Completed as Community Project Investigation (CPP-025) in April 2018. Includes a \$19,034 community contribution
<b><i>Modewarre Netball/Tennis Joint Pavilion Upgrade</i></b>	Concept Design	\$600,000	N/A	Concept design in progress. Project requires further community consultation and scoping before being considered commencement ready.

#### 6.4 Sport & Recreation Victoria- 2019/20 Country Football and Netball Program

Project	Stage	Cost Estimate	Contribution Required	Officer Comments
<b>Anglesea Netball Pavilion Upgrade</b>	Planning	\$600,000	N/A	Project requires further community consultation, scoping and a concept design developed.
<b>Winchelsea Football Club Changeroom Upgrade</b>	Planning	\$500,000	N/A	Project requires further community consultation, scoping and a concept design developed.

Two projects from Council's pipeline of recreation and open space projects are advanced enough in their planning to be considered eligible for this funding program including the CPP-014 Mt Moriac Behind Goal Netting and CPP-025 Torquay Football Club Interchange upgrade projects.

These projects have been investigated through Council's Community Project Development process with both projects being referred to a future budget process. Officers have discussed these projects with Sport and Recreation Victoria representatives. They have confirmed the projects' eligibility for the funding program however advised that it will be highly competitive.

The proposed funding breakdown for these projects meeting the \$2/SRV: \$1/Local funding ratio is as follows:

Project	Total Project Cost	SRV	Community	Council
Mt Moriac Behind Goal Netting	\$27,600	\$12,600	\$15,000 (inc \$5k In-kind)	\$0
Torquay F.C Interchange Upgrade	\$57,100	\$38,066	\$19,034	\$0
<b>Total</b>	<b>\$84,700</b>	<b>\$50,666</b>	<b>\$34,034</b>	<b>\$0</b>

#### **Financial Implications**

Officers' recommendation to submit two small project applications takes into account the high level of Council contribution to recreation and open space projects already proposed in Council's draft 2019-20 Annual Budget including:

Project	Council Contribution
Stribling Reserve Pavilions Redevelopment	\$3,275,000
Torquay Preschool Play Space Upgrade	\$56,000
Newling Reserve Inclusive Basket Swing	\$28,000
Mt Moriac Equestrian Pavilion & Netball Lighting Upgrade (2018-19 carried forward works)	\$550,000
Mt Moriac AFL Lighting and Oval 2 Drainage Upgrade (2018-19 carried forward works)	\$275,000
<b>Total</b>	<b>\$4,184,000</b>

Council would project manage the delivery of each project and this has been considered in the total project cost.

## 6.4 Sport & Recreation Victoria- 2019/20 Country Football and Netball Program

Council would be required to underwrite the total cost of the projects, less the grant amounts. With a cap on Council's contribution, club contributions are required to be validated via a breakdown of in-kind support and a copy of bank statements to demonstrate financial capacity. If successful, Council will enter into a formal funding agreement with each Club confirming the conditions relating to their funding contribution to the project.

### **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

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 legal implications associated with the recommendations in this report. Officers have made an assessment of potential projects against existing Council endorsed master plans and the G21 AFL Barwon Regional Strategy ensuring an alignment to Council's strategic planning framework.

### **Officer Direct or Indirect Interest**

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

### **Risk Assessment**

There is a financial risk of the club contribution not being secured, however officers will ensure evidence with bank statements and a written funding agreement will be executed.

### **Social Considerations**

The 2019/20 Country Football and Netball Program supports many of Council's objectives in meeting community aspirations, responding to changing community needs and supporting the growth of physical activity and participation across Surf Coast Shire.

### **Community Engagement**

There are six football clubs in the Surf Coast Shire. All clubs received a copy of the Country Football and Netball Program guidelines through AFL Barwon and the Victorian State Government when the guidelines were released. Both Modewarre Football Netball Club and Torquay Football Club were directly engaged as part of their respective community project investigations. If Council resolves to progress this funding opportunity and is successful in securing funding, officers will prepare a detailed stakeholder engagement plan as per Council's adopted Program Management Framework.

### **Environmental Implications**

No environmental implications arise from this report.

### **Communication**

As part of the project investigation officers have engaged with the Modewarre Football and Netball Club and Torquay Football Club regarding their respective projects and will meet with the clubs directly should Council resolve to submit an application to the current round of the Country Football and Netball Program closing 3 June 2019.

### **Options**

Option 1 – Submit an application to the 2019/20 Country Football and Netball Program for the Mt Moriac Behind Goal Netting and Torquay Football Club Interchange Upgrade projects.

This option is recommended by officers as it aligns to Council's community project investigation outcomes and is considered Council's strongest and most suitable projects in this funding program.

Option 2 – Submit an application to the 2019/20 Country Football Netball Program for any of Council's other football or netball related priority projects.

#### **6.4 Sport & Recreation Victoria- 2019/20 Country Football and Netball Program**

This option is not recommended by officers as any other projects would not be considered our strongest or most competitive projects in a highly subscribed and competitive funding program.

##### Option 3 – Do not submit an application to the 2019/20 Country Football Netball Program

This option is not recommended by officers as without leveraging external funding it will reduce Council's ability to deliver prioritised recreation and open space projects in a timely manner as expected by our community.

#### **Conclusion**

The 2019/20 Country Football and Netball Program is a highly competitive funding program, competing against other Councils from rural and regional Victoria. In consultation with Sport and Recreation Victoria, Council officers have considered a number of potential projects against the funding program criteria and objectives and believe that the Mt Moriac Behind Goal Netting Upgrade and Torquay Football Club Interchange Upgrade provides the greatest opportunity for success.

## 6.5 Sports and Facilities Operations Service Review - Stage 1 Implementation

**Author's Title:** Team Leader Sport and Facilities Operations

**General Manager:** Chris Pike

**Department:** Facilities & Open Space Operations

**File No:** F17/348

**Division:** Culture & Community

**Trim No:** IC19/783

### Appendix:

1. Sports and Facilities Operations Stage One Service Review Implementation Plan (D19/71857)

### 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 for Council to consider the Sports and Facilities Operations Service Review – Stage 1 Implementation Plan.

### Summary

A service review of the Sports & Facilities Operation unit was conducted to clarify Council's role and to identify improvement opportunities in accordance with Council's Business Improvement Principles and Long Term Financial Plan in the following activities:

- 14 Council facilities and 5 community buses
- sports and fitness programs at various facilities
- the Winchelsea Health Club, and
- the Winchelsea Swimming Pool

The Sport and Facilities Operations service review was an element of the 2018-19 Business Improvement Program. Its findings and recommendations were presented at the 26 February 2019 Council meeting. The item was classified as confidential due to personnel matters. This report recommends making public the 26 February 2019 report and resolutions as discussions with potentially affected staff have progressed sufficiently since that time and public transparency on the review findings is important.

Following the completion of the service review, officers have developed a plan for the first stage of implementing the recommendations affecting the following service categories:

- a. Facility management
- b. Program delivery
- c. Winchelsea Health Club

All recommendations noted by Council in February were assessed for their complexity against several criteria. The Stage 1 Implementation Plan is derived from this analysis.

Council has already proposed increases to user fees and charges for facility hire, recommended in the service review, in the Draft 2019-20 Budget. In addition, Council resolved to transition the Council-run basketball program to the Surf Coast Basketball Association by separate resolution on 26 March 2019.

### Recommendation

That Council:

1. Determines that the 26 February 2019 Council report and resolution relating to Item 10.2 Sports and Facilities Operations Service Review is no longer deemed confidential.
2. Adopts the Sports and Facilities Operations Service Review – Stage 1 Implementation Plan as attached at Appendix 1.
3. Notes the \$50,000 required to plan and deliver 24/7 Access to the Winchelsea Health Club has been allowed for in the 2019-20 Draft Budget.

## 6.5 Sports and Facilities Operations Service Review - Stage 1 Implementation

### Report

#### **Background**

The Sport and Facilities Operations service is delivered by 4.92 full time equivalent permanent staff and 1.73 full time equivalent casual staff. The Sport and Facilities Operations service manages:

- 14 Council facilities and 5 community buses
- activities and fitness programs at the Surf Coast Sport and Recreation Centre, the Surf Coast Secondary College, and the Torquay College
- the Winchelsea Health Club, and
- the Winchelsea Swimming Pool.

Direct management is unusual in the local government sector where other more efficient management models are available.

Factors that contributed to the prioritisation of this review include:

- lack of clarity regarding Council's role in developing and running programs, classes and competitions (particularly in the presence of existing and emerging operators)
- uncertainty regarding the team's structure and resourcing
- the opportunity to better engage, develop and promote volunteers
- the introduction of new, and the redevelopment of existing, facilities
- inconsistencies regarding facility use arrangements and agreements
- the emergence of automation and other business improvement opportunities, and
- the requirement to improve the customer experience and deliver efficiencies according to Council's long-term financial plan.

The review methodology included:

- time series review of financial and delivery performance
- detailed financial analysis
- stakeholder interviews
- community surveys
- sector benchmarking
- market scan
- SWOT analysis and business plan review
- key findings and options development for each activity
- triple bottom line assessment (financial/risk/community benefit), and
- an overall recommendation (and implementation considerations).

The Sport and Facilities Operations service review was an element of the 2018-19 Business Improvement Program.

Its findings and recommendations were presented at the 26 February 2019 Council meeting. The item was classified as confidential due to personnel matters. This report recommends making public the 26 February 2019 report and resolutions as discussions with potentially affected staff have progressed sufficiently since that time and public transparency is important.

Following the completion of the service review, officers have developed a plan for the first stage of implementing the recommendations affecting the following service categories:

- a. Facility management
- b. Program delivery
- c. Winchelsea Health Club

Council resolved to consider changes to fees and charges through the budget process.

## 6.5 Sports and Facilities Operations Service Review - Stage 1 Implementation

### **Discussion**

Officers identified a process to break down all recommended areas of savings in the Service Review and the options for Stage 1 that has been proposed against a number of criteria. A risk matrix tool was used to rate each option against five criteria and the ones that were rated low or medium risk were considered. These were also looked at for actions that could be grouped together to ensure the best and most efficient outcomes. Each option for savings was rated against the following:

- Level of savings
- Community sentiment
- Impact on community
- Implementation complexity
- Impact on staffing

Appendix 1 outlines the Sports and Facilities Operations Service Review Stage 1 Implementation Plan, summarised below as:

#### Facility management

- Phase in increased fees and charges for indoor facilities
- Improve operational efficiencies
- Phase in increased community bus fees and charges
- Extend mini bus replacement schedule to 10 years

#### Program delivery

- Phase in increased fees and charges
- Transfer program management to others – basketball, futsal and fitness programs
- Discontinue programs that are provided by others – Occasional Care

#### Winchelsea Health Club

- 24/7 Access and reduced staffing
- Recoup costs for activities that are the responsibility of others
- Simplify fees and charges schedule

Officers have identified the following recommendations to be considered for implementation as part of future implementation stages and which will be subject to future Council reports. They are considered more complex and so not preferable in the first stage:

#### Facility management

- Directly manage only regional standard facilities
- Continue to phase in increased fees and charges for indoor facilities
- Introduce contribution policy for team use of outdoor facilities
- Operate only one Winchelsea bus

#### Programs delivered options:

- Continue to phase in increased fees and charges
- Continue to transfer program management to others
- Discontinue programs that are provided by others

#### Winchelsea Health Club options:

- Phase in increased fees and charges

#### Winchelsea Swimming Pool options:

- Market test current arrangements
- Phase in increased fees and charges
- Introduce cold weather management policy

## 6.5 Sports and Facilities Operations Service Review - Stage 1 Implementation

### **Financial Implications**

There is a potential for \$285,928 of recurrent savings based on recommended options being implemented in stage 1 with a reduction in staffing levels as part of this process. The reduction of EFT would be made up from three of the 10 recommendations proposed for stage 1 'Transfer program management to others', 'Discontinue programs offered by others' and '24/7 and reduced staffing'.

The \$50,000 implementation cost to plan and deliver 24/7 Access to the Winchelsea Health Club can be funded from the Sport and Facilities Operations review allocation contained in the draft 2019-20 draft budget.

Council resolved in March 2019 to provide a one-off establishment contribution of \$15,000 (excl GST) from the Accumulated Unallocated Cash Reserve to support the transition of Council's basketball program to the Surf Coast Basketball Association.

### **Council Plan**

Theme	5 High Performing Council
Objective	5.4 Ensure the community has access to the services they need
Strategy	5.4.1 Review Council-delivered services to ensure they are of high quality and delivering best value

Theme	5 High Performing Council
Objective	5.4 Ensure the community has access to the services they need
Strategy	5.4.2 Conduct service reviews to identify best service delivery model

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**

The Sport and Facilities Operations Service Review Report identifies several policy gaps, and recommends development of the following policy documents in different stages of implementation:

- Facilities Management Policy
- Council's Role in Community Health and Wellbeing Programs Policy, and
- Winchelsea Swimming Pool Cold Weather Management Policy.

Implementation of the recommended actions may also require consideration of:

- the Surf Coast Shire Council Enterprise Agreement 2016-19 (or its successor)
- leases, licenses, and agreements (including contractual agreements)
- the Local Government Act 1989, and
- National Competition Policy.

### **Officer Direct or Indirect Interest**

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

### **Risk Assessment**

The Sport and Facilities Operations Service Review Report includes a triple bottom line assessment (financial/risk/community benefit) of each of the identified improvement options.

There are low to moderate risks associated with implementing the recommended options for stage 1 of the review that will need to be managed, including the possibilities of changes to staffing levels, community feedback and implementation difficulties.

### **Social Considerations**

The Sport and Facilities Operations Service Review Report recognises the health, social and economic benefits of the built environment and of recreation and fitness programs. The Review Report also recognises that whilst 90% of Australian suburbs are more disadvantaged than the Surf Coast municipality generally, Winchelsea (township) stands alone in the bottom 14 percentile of disadvantage in the country.



## **6.5 Sports and Facilities Operations Service Review - Stage 1 Implementation**

For these reasons, a key principle of the review is to ensure that accessibility to the built environment and to recreation and fitness programs is either maintained at current levels, or improved. Given the socio-economic status of households in Winchelsea, increases to fees and charges at the Winchelsea Health Club and Winchelsea Swimming Pool are not recommended at this time. Rather, the service review report concluded that opportunities to improve service efficiencies in these two facilities should be prioritised first.

Community benefits associated with stage 1 recommended options include:

- improved accessibility
- strategic approach
- reduced use of ratepayer funds to subsidise exclusive use of facilities and programs
- increased patronage
- fairness, equity and consistency
- community strengthening
- improved efficiency
- improved customer experience.

### ***Community Engagement***

Community engagement was conducted as part of the service review, and included:

- staff interviews
- patron surveys, and
- market scans.

Community feedback on the findings of the service review has not been sought.

Further engagement with regular users has occurred in relation to the Fees and Charges increase in the 2019/20 draft budget.

Council officers will continue to communicate with users and customers who will be impacted by stage 1 service review implementation works.

### ***Environmental Implications***

There are no significant environmental implications associated with this review.

### ***Communication***

Future communications are dependent on Council's decision. Officers will communicate Council's decision directly to regular patrons and members, and to the wider community via Council's communication channels.

Staff have been informed of the proposed recommendations in the first stage of implementation of the service review.

### ***Options***

#### **Option 1 – Implement the Sports and Facilities Operations Service Review – Stage 1 Plan as presented**

This option is recommended by officers as it addresses the aims of the review and delivers financial savings and desirable community benefits, at low to moderate risk. By making funds available for implementation of 24/7 access to Winchelsea Health Club, Council would recognise that introducing some of the changes is above and beyond business as usual activities which will continue in the meantime and structural modifications will need to be undertaken to the building and operating systems. This produces a greater chance of realising the improvements and efficiencies.

#### **Option 2 – Implement an alternative implementation plan**

This option is not recommended by officers as the proposed implementation plan has been designed to ensure it can be delivered effectively, efficiently and at lower risk to Council and the community whilst still providing savings to help Council's challenging long-term financial position. A reduced plan will mean delayed or missed opportunities to improve services and efficiencies for Council as identified in the review. A more extensive implementation plan may prove more challenging to implement, be more costly and delivery may be compromised (e.g. reduced quality or timeliness).

## **6.5 Sports and Facilities Operations Service Review - Stage 1 Implementation**

### Option 3 – Do not implement the Sports and Facilities Operations Service Review – Stage 1 Plan

This option is not recommended by officers as it does not address the aims of the review and fails to deliver best value for the community. It misses an opportunity to improve service outcomes whilst addressing the targets set in Council's long term financial plan.

### **Conclusion**

Adoption of a first stage implementation plan in accordance with the recommendations of the Sports and Facilities Operations Service Review provides Council with an opportunity to balance improved service outcomes with improved efficiencies to assist with Council's long term financial challenges.

## **6.5 Sports and Facilities Operations Service Review - Stage 1 Implementation**

### **APPENDIX 1 SPORTS AND FACILITIES OPERATIONS STAGE ONE SERVICE REVIEW IMPLEMENTATION PLAN**

STAGE 1	Description	Rationale for selection	Risk Level	Implementation Process	Cost / Resource to implement	Potential Annual Savings
<b>Facility Management</b>						
Phase in increased fees and charges for indoor facilities	Review the proposed fees and charges increase and identify a staged implementation rate to consider the impact on the users.	Levels of savings – Medium Community sentiment – High Impact on community – Medium Implementation Complexity – Medium Impact on staff – Low	Medium	a) Officers have undertaken this as part of the review of Fees & Charges for 2019/20 draft budget b) Officers to review staged increase of fees and charges at future budgets	Existing operating budgets	\$23,775
Improve operational efficiencies	Investigate online booking systems that will be able to link with the current computer operating systems to reduce cost to deliver the service	Levels of savings – Low Community sentiment – Low Impact on community – Low Implementation Complexity – Low Impact on staff – Medium	Low	a) Officers to work with the Digital Transformation unit to identify what is required for the operating system for online bookings b) Procurement of a system to deliver online bookings of facilities	Digital Transformation budget	\$15,652
Phase in increased community bus fees and charges	Review the proposed fees and charges increase and identify a staged implementation rate to consider the impact on the users.	Levels of savings – Medium Community sentiment – Low Impact on community – Low Implementation Complexity – Low Impact on staff – Low	Low	a) Officers have undertaken this as part of the review of Fees & Charges for 2019/20 draft budget b) Officers to review staged increase of fees and charges at future budgets	Existing operating budgets	\$27,021
Extend mini bus replacement schedule to 10 years	Community buses are replaced every five years and it has been identified that due to the relatively low mileage and age of the fleet that the recommendation is to increase the replacement schedule to 10 years.	Levels of savings – Medium Community sentiment – Low Impact on community – Low Implementation Complexity – Low Impact on staff – Low	Low	a) Update the management procedure for Access & Use of Community Buses	Existing operating budgets	\$21,337

STAGE 1	Description	Rationale for selection	Risk Level	Implementation Process	Cost / Resource to implement	Potential Annual Savings
<b>Programs delivery</b>						
Phase in increased fees and charges	Review the proposed fees and charges increase and identify a staged implementation rate to consider the impact on the users.	Levels of savings – Low Community sentiment – Medium Impact on community – Medium Implementation Complexity – High Impact on staff – Medium	Medium	a) Officers have undertaken this as part of the review of Fees & Charges for 2019/20 draft budget b) Officers to review staged increase of fees and charges at future budgets	Existing operating budgets	\$14,450
Transfer program management to others – basketball, futsal and fitness programs	Transition basketball and futsal to community run associations. Cease Council-run fitness classes and make facility available for hire by private fitness providers.	Levels of savings – Medium Community sentiment – Medium Impact on community – Medium Implementation Complexity – High Impact on staff – High	Medium	a) Officers to provide support for first season of Basketball Program, b) Develop the Futsal Program competition and transition to association run model c) Seek expressions of interest for commercial group hiring facility for Fitness Classes	Existing operating budgets	\$47,060
Discontinue programs that are provided by others – Occasional Care	Occasional care service has shrunk in size and is linked to fitness programs. Cease this service and link users with occasional care services available elsewhere.	Levels of savings – High Community sentiment – High Impact on community – Medium Implementation Complexity – Medium Impact on staff – Medium	Medium	a) This will be linked to the transition of the Fitness Program management to others	Existing operating budgets	\$84,001
<b>Winchelsea Health Club</b>						
24/7 Access and reduced staffing	Provide the community with a 24/7 access run model to the Winchelsea Health Club. Reduce staff contact hours to when classes are scheduled and directly either side of these to ensure members still have contact.	Levels of savings – Medium Community sentiment – Medium Impact on community – Medium Implementation Complexity – High Impact on staff – Low	Medium	a) Identify best practice in 24/7 gym access b) Identify best practice for a reduced staff level model c) Implement technology and building modifications for 24/7 gym access	Existing operating budgets & \$50,000	\$44,132

STAGE 1	Description	Rationale for selection	Risk Level	Implementation Process	Cost / Resource to implement	Potential Annual Savings
Recoup costs for activities that are the responsibility of others	Recoup the costs of those activities that are the responsibility of others (but have been wrongly shifted to Council over time), and where the participants are not WHC members	Levels of savings – Low Community sentiment – Low Impact on community – Medium Implementation Complexity – Low Impact on staff – Low	Low	a) Negotiate with users to resume their responsibility for the specific costs of activities b) The fall back for this option if the responsible parties fail to cooperate is to charge participants full cost prices	Existing operating budgets	\$8,500
Simplify fees and charges schedule	There are many membership and class types that are not used, leading to a fees and charges schedule that is unnecessarily complex and confusing.	Levels of savings – Low Community sentiment – Low Impact on community – Low Implementation Complexity – Low Impact on staff – Low	Low	a) Officers have undertaken this as part of the review of Fees & Charges for 2019/20 draft budget	Existing operating budgets	\$0
				<b>TOTAL</b>	<b>\$50,000</b>	<b>\$285,928</b>

**7. URGENT BUSINESS**

Nil

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## 8. PROCEDURAL BUSINESS

### 8.1 Advisory Committee Minutes

**Author's Title:** Senior Governance Officer

**General Manager:** Anne Howard

**Department:** Governance & Risk

**File No:** F18/221

**Division:** Governance & Infrastructure

**Trim No:** IC19/623

**Appendix:**

1. Municipal Emergency Management Planning Committee (MEMPC) Meeting Minutes - 14 March 2019 (D19/36191)
2. 25% by 2020 Renewable Energy Taskforce Advisory Committee Meeting Minutes - 21 March 2019 (D19/50974)
3. All Abilities Advisory Committee Meeting Minutes – 11 April 2019 (D19/55059)

**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):

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Yes

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No

**Reason:** Nil

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Yes

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No

**Reason:** Nil

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#### 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. Municipal Emergency Management Planning Committee (MEMPC) Meeting Minutes – 14 March 2019
2. 25% by 2020 Renewable Energy Taskforce Advisory Committee Meeting Minutes – 21 March 2019
3. All Abilities Advisory Committee Meeting Minutes – 11 April 2019.



**8.1 Advisory Committee Minutes**

**APPENDIX 1 MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (MEMPC)  
MEETING MINUTES - 14 MARCH 2019**

## Municipal Emergency Management Planning Committee **MINUTES**

Thursday 14 March 2019. 12.45 – 2.15pm  
Surf Coast Shire, Council Chambers, 1 Merrijig Drive, Torquay

### Members:

**Chair:** Peter Ashton – SCS  
Bernadette Sandy – Ambulance Victoria  
Elaine Anderson – Australian Red Cross  
Wayne Aylmer – Country Fire Authority

Terry Murihy, Dept. of Health & Human Services  
Dept. Environment, Land, Water & Planning  
Paul Lunny, Life Saving Victoria  
Aaron Leddton – Parks Victoria

Richard Curwell – Rural Roads Victoria  
Ian Carlton – State Emergency Service (SES)  
Kerrie Williams – Surf Coast Shire  
Marianne Messer, Marilyn Wendt – VCC Emergencies  
Ministry  
Mick Graham (MERC), John Digby – Victoria Police

**Invited guest:** Angeline Daniels, Shane Casey – Rural Roads Victoria

**Apologies:** Cr Duke, Rowan Mackenzie (MEM), Jill Moodie (MRM), Adam Lee – SCS, Brenda Bagally, Craig Stanton, David Cooper – VicPolice; Janet Smart, Jason, Phieler – Lorne Hospital; Ambulance Victoria, Mick McGuinness – CFA, Matthew Chamberlain – DHHS

Issue Topic		Points of Discussion	Agreement / Action	R/O
<b>1</b>	<b>Welcome and apologies</b>			
1.1	Attendance sheet circulated	Please place your signature next to your name and mark any changes to your contact information.	Quorum achieved – <b>yes / no</b>	
<b>2</b>	<b>Confirmation of previous minutes</b>			
2.1	Previous minutes	Minutes of meeting held 22 November 2018 <i>Moved: Aaron Leddton Seconded: Richard Curwell</i>		
2.2	Actions outstanding	See table below.		
<b>3</b>	<b>Correspondence</b>			
3.1	Received / outgoing	Nothing to report		
<b>SPECIAL ITEMS</b>				
<b>4</b>	<b>Rural Roads</b>	Angeline Daniels and Shane Casey from the Towards Zero	Circulate copy of Rural Roads Vic	

Issue Topic		Points of Discussion	Agreement / Action	R/O
	<b>Victoria</b>	<p>Project attended the meeting to give a presentation on the next stage of the project and to update the committee on works to date.</p> <p>Final seal and line marking is complete on the Anglesea Road. Tactiles will be installed when the road surface has cured. Works are scheduled to finish by 28 March 2019.</p> <p>Works are planned to install flexible safety barriers along the Surf Coast Highway from Merrijig Drive Torquay to the Mt Duneed roundabout.</p> <p>It was noted that cyclists are not riding on the new widened shoulders of the roads. It was explained that the surface takes a few months to settle enough for road bikes to ride on comfortably.</p> <p>Rural Roads Victoria are working on rolling out training and making information more broadly available for first responders on how to manage vehicles that have come off into the barriers.</p> <p>There are guidelines around the distance of access breaks in the barriers for emergency access and maintenance. Risk assessment and crash history, based on 'run off road crashes', informs which roads to work on.</p> <p>Funding is allocated to conduct evaluation of the modified roads to look at impacts to vehicles, motorcycles and wildlife.</p> <p>Please contact Angeline Daniels if you have any questions or queries <a href="mailto:angeline.daniels@roads.vic.gov.au">angeline.daniels@roads.vic.gov.au</a> 0437 858717.</p>	presentation with minutes.	Kerrie Williams
<b>STANDING ITEMS</b>				
<b>5</b>	<b>Regional committees</b>			
5.1	Regional Emergency Management Planning Executive Committee	<p>Brenda Bagally, REMPEC Chair, provided the following report:</p> <p>Key areas the REMPEC is currently focused on include:</p>	Please forward any agenda items for the Regional Emergency Management Planning Forum in May to Brenda	All

Issue Topic		Points of Discussion	Agreement / Action	R/O
	(REMPEC)	<p>Shelter options (Safety)</p> <ul style="list-style-type: none"> <li>• Neighbourhood Safer Places, Places of Last Resort</li> <li>• Life Saving Victoria building works</li> <li>• DELWP and other agency projects (linkages)</li> </ul> <p>Regional Profile / Risks / Emergency Management Planning Bill Requirements</p> <ul style="list-style-type: none"> <li>• Supporting Municipal Emergency Management Planning Committees and Municipal Emergency Management Plans</li> </ul> <p>Capability Planning and Succession Planning</p> <p>Incident Control Centres and Regional Control Centres at Warrnambool and Hamilton</p> <ul style="list-style-type: none"> <li>• Auditing Requirements / REMPEC Responsibilities</li> </ul> <p>Relief and Recovery (east and west regions)</p> <ul style="list-style-type: none"> <li>• Linkages and Governance Structures</li> </ul> <p>Cross Boarder Arrangements</p> <ul style="list-style-type: none"> <li>• Inter Region</li> <li>• Interstate (South Australia)</li> </ul> <p>The REMPEC will hold a strategic workshop in May 2019 with guest speaker Stephanie Rotarangi, CFA Deputy Chief Officer.</p>	Bagally.	
5.2	Regional Emergency Management Training and Exercising Committee	This Committee is planning a Regional Pandemic Exercise to be held on 10 September 2019 in Camperdown.	SES to provide updates closer to the event	Ian Carlton
5.3	Other working groups	Nothing to report.		
<b>6</b>	<b>Sub-committee / Working Group reports</b>			
6.1	Municipal Fire Management	This committee met 14 March 2019, issues covered at the meeting included:		Pete Ashton

Issue Topic		Points of Discussion	Agreement / Action	R/O
	Planning Committee	<ul style="list-style-type: none"> <li>An update on the Strategic Fuel Break Expansion Project</li> <li>Discussion around the guidelines for remote outlets on water tanks on properties with a Bushfire Management Overlay; sparking power poles from atmospheric conditions; the use of charcoal BBQs on the foreshore and issues with how coals are being disposed of.</li> <li>Upgrade to signage at Neighbourhood Safer Places.</li> <li>CFA facilitated a review of the Victorian Fire Risk Register with the Committee.</li> <li>The use of Neighbourhood Safer Places - Bushfire Places of Last Resort for community events on high risk days</li> </ul>		
6.2	Cross Council Relief & Recovery Committee	<p>This Committee met on 4 March 2019, issues covered at the meeting included:</p> <ul style="list-style-type: none"> <li>Priorities for 2019 to be operationalising the recovery plans.</li> <li>Training and exercising for the year.</li> <li>Learnings and update from the South West Fires.</li> </ul>		Kerrie Williams
6.3	Community Impact Advisory Committee (CIAC)	The committee was provided an update from members that attended CIAC meetings. There were no significant emergency management issues with events held around the Shire this summer season.		Pete Ashton
6.4	Flood Planning Committee	Nothing to report.		Ian Carlton
6.5	Surf Safety Working Group	This working group was created to address surf safety following a number of drownings and near drownings. The Working Group has completed their review and will now		Paul Lunny

Issue Topic		Points of Discussion	Agreement / Action	R/O
		meet on an as needs basis.		
7	<b>Municipal Emergency Management Plan (MEMPlan) update</b>	<p>Contact directory, Legislative changes, EMMV updates</p> <p>MEMPlan will be audited by SES in early October 2019. All committee will be invited to attend the audit.</p> <p>Chapters and sections of the MEMPlan have been circulated to the Committee for review over the past few meetings. The Committee discussed the process to conduct the update. Discuss process to update the Plan and present for audit.</p> <p>The update MEMPlan will need to be endorsed by the Committee at the August meeting ready for Audit in October 2019.</p>	<p>Form a working group to review current plan. Council, DHHS, MERC (Rob), SES, CFA.</p> <p>Include a Review of one of our CERA risks at the end of each MEMPC meeting.</p> <p>Check MAV's website for new &amp; improved MEMPs</p>	SCS
7.1	MEMPlan Exercise	Surf Coast Shire Council will host this year's relief centre exercise.		
7.2	Community Emergency Risk Assessment (CERA)	<p>Review and identify new and emerging risks.</p> <p>Most of the risks have been updated with actions and treatments on track.</p>	Storm surge/Tsunami and Earthquake Risk to be reviewed at next meeting.	
<b>GENERAL ITEMS</b>				
8	<b>Neighbourhood Safer Places – Bushfire Places of Last Resort</b>	<p>Surf Coast and Colac Otway Shires will upgrade signage in all Neighbourhood Safer Places-Bushfire Places of Last Resort. The new signs will include a map showing the footprint of the actual NSP, an infographic detailing what to expect at an NSP and some general emergency information. Next step is to liaise with land managers of the sites.</p> <p>An assessment request has been lodged to extend the Aireys Inlet NSP - BPLR to include the grass area east of the shopping centre carpark.</p>	SCS to provide an update at May 2019 meeting	Peter Ashton
9	<b>Incidents</b>	Room fire at the Wyndam Hotel in Torquay. CFA and the Municipal Building Surveyor are working with the hotel's		

Issue Topic		Points of Discussion	Agreement / Action	R/O
		management on reviewing their emergency procedures. A roadside fire in Deans Marsh and a number of house fires were also identified as recent incidents.		
10	Risk review	Nothing to report.		
11	Terms of Reference	To be reviewed at last meeting of the year.		
<b>OTHER BUSINESS</b>				
12	Detour points on Great Ocean Road	The need to identify detour points along the Great Ocean Road for motor vehicle accident and improvement opportunities for signage etc. was discussed  It was noted that Rural Roads Victoria has developed Traffic Management Plans mapping our traffic diversion routes and turn around points.	Circulate Traffic Management Plan to committee.  Investigate possibility of installing permanent 'Anglesea' direction sign on Gundries road to direct people to Forest road.	SCS  Pete Ashton
13	CrisisWorks demonstration	The Committee were given a presentation and demonstration of Crisisworks, focusing on the Recovery Cases feature.  The Impact Assessment Working Group have produced a short video explaining their project, it is available here <a href="https://www.youtube.com/watch?v=KI6GLRMoyjw">https://www.youtube.com/watch?v=KI6GLRMoyjw</a>	Provide link to Impact Assessment Working Group video.  Contact Kerrie Williams if you would like a Crisisworks user set up for your agency and access to the training site.	Ian Carlton  All
14	<b>AGENCY REPORTS</b> <i>By exception</i>			
15	<b>MEETING CLOSE</b>	Next meeting to be held 23 May 2019		

Assembly of Councillors report required? no

MEMPC COMMITTEE ACTIONS REGISTER			
Date	Action	Status	Responsible
Nov 2018	SES to draft a CERA risk profile for Terrorism and Car Attack for review at next MEMPC meeting.	COMPLETE - CERA has been updated, changes will be incorporated in next version of the MEMPC. The updated CERA spreadsheet is available on the SCS MEMPC section on EM	

MEMP COMMITTEE ACTIONS REGISTER			
Date	Action	Status	Responsible
		Drive.	
Nov 2018	Demonstrate Crisisworks for the MEMPC at a future meeting.	<i>Carry over</i>	Kerrie Williams
Sep 2018	Circulate minutes of sub committees.	Complete	Kerrie Williams
Nov 2018	Circulate events list and add all events to EMCOP. Provide a list of events and contact information to VicPolice.	Complete	Kerrie Williams
Nov 2018	Circulate MEMP Appendices section for review	Complete	Kerrie Williams



**8.1 Advisory Committee Minutes**

**APPENDIX 2 25% BY 2020 RENEWABLE ENERGY TASKFORCE ADVISORY COMMITTEE MEETING  
MINUTES - 21 MARCH 2019**

## 25% BY 2020 RENEWABLE ENERGY TASKFORCE Meeting Minutes – 21 March 2019



**Date:** 21 March 2019

**Time:** 5 – 7.30pm

**Location:** Council Chambers, Surf Coast Shire Offices

**Present:**

*Renewable Energy Taskforce:* Cr Margot Smith, Cr Carol McGregor, Scott Ferraro (Task Force Chair), Doug Rolfe, Seamus Butcher, Andrea Pape, Adrian Ford, Sally Groom, Gareth Bellchambers and Maxine Bazeley.

*Council Staff:* Rowan Mackenzie (Manager Environment and Community Safety), Lauren Watt (Environment and Sustainability Coordinator) and Lachie McLean (Environment and Sustainability Officer).

**Apologies:**

*Renewable Energy Taskforce:* Cr Martin Duke, Aman Oo, Zoe Roloff, Chloe Messner and Julie Dingle.

*Council Staff:* Keith Bailie (CEO) and Ransce Salan (General Manager Environment and Development).

### Welcome and introductions

Scott Ferraro welcomed all, including new Task Force member Andrea Pape from Sustainability Victoria. Apologies were noted.

### Powered by Positive program update

- Council officers provided an overview of the engagement undertaken since the launch of the program website in January.
  - Council officers have been liaising with key stakeholder groups, attending local events, and publishing print and social media content.
  - The two main referral pathways for users accessing the website are Facebook and Council's website.
  - Once on the site, the majority of users are accessing the 'Find a Supplier' page.
- Task Force members noted that the website is difficult to find through traditional search engines, and suggested improving this through search engine optimisation (SEO) and leveraging the social media channels of community and other partner organisations.
  - Council officers noted they were currently working on SEO to improve the websites presence on search platforms.

**Actions:**

- Council officers to leverage more of the community's communication channels.
- Council officers to re-engage with Powercor and RACV and identify opportunities to promote the website.

### Renewable Energy Target update

- Council officers have sourced updated energy consumption data from Powercor, however the format this data is provided in has changed due to improved data collection methods.
  - The Energy Profile model requires updates to accommodate this new format.
  - Updates are being completed by consultants and should be finalised in the coming weeks.
  - Once updated, Council officers will provide a summary of the results to Task Force members.

- Task Force suggested that the model be shared more widely with other local government associations (LGAs), potentially through Sustainability Victoria's networks.

**Actions:**

- Council officers to provide Task Force members with a summary of the updated energy profile data once complete.
- Council officers to liaise with Andrea about sharing the updated energy profile with other LGAs.

**Barwon Region Alliance for Community Energy (BRACE) update**

- Adrian Ford provided an update on BRACE.
- In February, BRACE submitted a proposal to the Australian Labor Party (ALP), seeking a pre-election commitment to establish one of its 10 Community Power Hubs in the Barwon region.
  - Community Power Hubs are part of Labor's \$100 million Community Renewables Program announced in November 2018.
  - The program aims to support the development of renewable energy generation and storage projects in local communities.
- On Monday 18 March, Shadow Minister for Climate Change, Mark Butler and Labor candidate for Corangamite, Libby Coker announced a pre-election commitment to support BRACE's proposal.
- Adrian provided an overview of the proposal and further details will be shared as they become available.
- A media release from Mark Butler can be found here - <https://www.markbutler.net.au/news/media-releases/labor-to-establish-community-power-hub-in-the-barwon-south-west-of-victoria/>.

**Sustainability Victoria Solar Homes program update**

- Although not employed by Solar Victoria, Andrea Pape provided an update on the Victorian Government's Solar Homes program.
  - Solar Victoria is the government body established to administer the Solar Homes program, which is a 10 year rebate program focused on supporting the take-up of solar energy in Victorian homes.
  - Solar Victoria have been inundated with interest from the community, making processing times a challenge.
  - Additional staff have been employed and processing times are improving.
- Council officers provided an overview of an initial meeting they had with Solar Victoria in January and noted the need to follow up on opportunities identified for collaboration.
- Task Force members agreed that the Solar Homes program helps overcome the financial barrier to solar and should be a focus of the Powered by Positive program.
  - 3,000 homes taking up a rebate of approximately \$2,000 would result in a \$6 million dollar investment in the region.
- Scott suggested that data on the Solar Homes uptake in Surf Coast Shire would be useful in informing our communications plan.

**Actions:**

- Council officers to follow up on collaboration opportunities with Solar Victoria and determine what data is available regarding uptake of the Solar Homes program in Surf Coast Shire.

**Priorities Workshop 2019**

- D19/50950 - Renewable Energy Task Force Priorities Workshop Results - 21 March 2019 (attachment)

**Update on Council resolution regarding the Task Force**

- Council officers shared the Council resolution to re-appoint existing Task Force members until December 2020 and seek three new members from Sustainability Victoria, the Finance and Commercial sector.
  - Officers noted the appointment of Andrea Pape as Sustainability Victoria's representative and welcomed her to the Task Force.
  - Task Force members were informed that a commercial sector representative is being sought from the Lorne business community, as there is currently no Task Force representative from the Lorne Ward.
  - A third financial sector representative has not yet been identified, however Council officers received an expression of interest from an ex-Surf Coast Shire resident working in an impact investment group with experience in the large-scale renewable energy sector.
  - Task Force members felt the applicant brought new and valuable skills to the existing membership.
- Council also requested the Task Force's advice on the setting of a target beyond 2020.
  - A decision was not required from the March Task Force meeting, so Scott suggested postponing the conversation until the next meeting. It was suggested that Council officers provide background information ahead of the next Task Force meeting and allow appropriate time for discussion.

**Actions:**

- Council officers to finalise the appointment of the two additional Task Force members.
- Council officers to provide background information on target setting ahead of the next meeting.

**Other business, next steps and Task Force Top Three**

- Promote the Powered by Positive program.
- Promote the Solar Homes program.
- Focus on the commercial sector. Task Force members to send their ideas of large energy consuming businesses to Lachie.

**Next Meeting:**

**Date:** 23 May 2019

**8.1 Advisory Committee Minutes**

**APPENDIX 3 ALL ABILITIES ADVISORY COMMITTEE MEETING MINUTES – 11 APRIL 2019**

<p style="text-align: center;"><b>All Abilities Advisory Committee MINUTES Thursday 11 April 2019 11am – 1pm Surf Coast Shire Council, 1 Merrijig Drive Torquay</b></p>					
<b>Attendees:</b> Caroline Maplesden (Chairperson), Richard Porter, Janet Brown, Michael Chan, Manny Pimentel, Dan Remenyi, Helen Shepherd, Kerri Deague (Council), Damian Waight (Council)					
<b>Apologies:</b> Laurel Wieland, Cr Rose Hodge, Kate Marshall, Leone Mervin,					
Ag. No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement/ Action/Timeframe	Responsible
1.1	Welcome, introductions and acknowledgements	5	Our meeting is being held on the traditional lands of the Wadawurrung people and we acknowledge them as Traditional Owners. We pay our respects to their elders, past and present.		C Maplesden
1.2	Minutes from previous meeting	2	The minutes from Thursday 7 February meeting 2019 were noted at the Council meeting on Tuesday 26 February.	Minutes adopted as a correct record. Accepted: R Porter Seconded: H Shepherd Carried: All	C Maplesden
1.3	Conflicts of Interest	2	Declaration of conflict of interest.	None declared	All members
2	<b>Business Arising</b>				
2.1	Group discussion about newsworthy items or new resources in the space of access and inclusion	20	Main points discussed: Michael Chan advised members he had recently visited the Autism Cooperative Research Centre based in Brisbane. Further information can be found at: <a href="http://www.autismcrc.com.au/">www.autismcrc.com.au/</a> It was noted that the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability is proceeding. Caroline circulated a media article about Great Ocean Stays – a holiday rental management service offering accessible accommodation on the Bellarine Peninsular. Link to website: <a href="http://www.greatoceanstays.com.au/">www.greatoceanstays.com.au/</a> Manny advised that The Rip Curl Pro organisers had invited participants from Scope to attend an all abilities day at the event on Wednesday 17 April.		All members

2.2	Pedestrian safety. Submission to National Transport Commission (NTC issues paper)	5	Council made a submission to the NTC on 28 February, following endorsement at the Council meeting on 26 February. Caroline thanked Damian for preparing the submission and for managing the tight timelines to achieve Council endorsement. Caroline made an individual submission to the NTC. The NTC Discussion paper is due for release in June 2019.		C Maplesden
2.3	Adult Changing Places project update – Anglesea and Winchelsea	10	Design and layout plans have been confirmed for both sites. The next project stage is to appoint building contractors following the tender process. Both Changing Places are due to be constructed between June and September 2019. Damian highlighted the importance of Changing Places for individual users who cannot use regular accessible toilet facilities.		D Waight
2.4	Program Management Office (PMO) report on projects with access design requirements. Rowena Frost (Manager PMO)	12pm 20	Rowena presented a PMO report listing 20 building, open space and transport projects. AAAC members provided input and advice to improve access for people with a disability. Pedestrian safety for people with hearing or vision impairment was raised as a priority in designing footpaths and shared pathways. The feedback from members will be collated and shared with officers in the Program Management Office. Members acknowledged the efforts of the PMO in consulting AAAC at the design stage of council projects.	<b>Action:</b> AAAC would like to have input into the next Pathway Strategy review process.	K Deague R Frost
2.5	Access and Inclusion Planning 2019-21	20	Council's ten-year Access and Inclusion Plan commenced in 2015 and is now in its fifth year of implementation. The plan is due to be reviewed, with new goals and actions to be developed for the next 5 years. The review will seek AAAC advice at the next meeting.	<b>Action:</b> A review workshop of the Access and Inclusion Plan will take place at the AAAC meeting in June. The workshop will be facilitated by a Council Community Engagement Officer.	K Deague
4.	<b>Next meeting</b>	2	Thursday 6 June 2019 at Council Offices		

<b>Ground Rules for our Meeting</b> We start on time and finish on time We all participate and contribute – everyone is given an opportunity to voice their opinions We use improvement tools that enhance meeting efficiency and effectiveness We actively listen to what others have to say, seeking first to understand then to be understood	We follow-up actions for which we are assigned responsibility and complete them on time We give and receive open and honest feedback in a constructive manner We use data to make decisions (whenever possible) We strive to continually improve our meeting process and build time into each agenda for reflection
2019 meeting times: 11am – 1pm first Thursday of every second month commencing February 2019	



## 8.2 Section 86 Committee Minutes

**Author's Title:** Senior Governance Officer  
**Department:** Governance & Risk  
**Division:** Governance & Infrastructure

**General Manager:** Anne Howard  
**File No:** F18/221  
**Trim No:** IC19/317

### Appendix:

1. Anglesea Bike Park S86 Committee of Management – Meeting Minutes – 13 November 2018 (D18/157478)
2. Anglesea Bike Park S86 Committee of Management – AGM Minutes – 13 November 2018 (D18/157539)
3. Anderson Roadknight Reserve S86 Committee of Management – Meeting Minutes – 12 November 2018 (D19/66340)
4. Connewarre Hall and Reserve S86 Committee of Management – Meeting Minutes – 11 December 2018 (D19/66506)
5. Deans Marsh Hall and Memorial Park S86 Committee of Management – Meeting Minutes – 22 November 2018 (D19/66332)
6. Eastern Reserve S86 Committee of Management – Meeting Minutes – 16 April 2018 (D19/2488)
7. Eastern Reserve S86 Committee of Management – Meeting Minutes – 21 May 2018 (D19/2493)
8. Eastern Reserve S86 Committee of Management – Meeting Minutes – 18 June 2018 (D19/66508)
9. Eastern Reserve S86 Committee of Management – Meeting Minutes – 17 September 2018 (D19/2545)
10. Eastern Reserve S86 Committee of Management – Meeting Minutes – 27 November 2018 (D19/2548)
11. Eastern Reserve S86 Committee of Management – AGM Minutes – 27 November 2018 (D19/68826)
12. Hearing of Submissions Committee Minutes - 16 April 2019 (D19/56806)
13. Hearing of Submissions Committee Minutes - 7 May 2019 (D19/67506)
14. Modewarre Hall and Reserve S86 Committee of Management – Meeting Minutes – 21 November 2018 (D19/66502)
15. Stribling Reserve S86 Committee of Management – Meeting Minutes – 12 November 2018 (D18/157505)
16. Stribling Reserve S86 Committee of Management – Meeting Minutes AGM – 10 December 2018 (D18/161323)
17. Stribling Reserve S86 Committee of Management – Meeting Minutes – 10 December 2018 (D19/65347)

### 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

Please note that the Section 86 Committee of Management minutes have been delayed in their provision to Council (specifically Eastern Reserve Committee). The April, May, June and September minutes should have been included in the December 2018 Council Report, however were not organised in time. There has been a variety of factors contributing to this, including the time it can take for Committees to supply minutes and time for officers to review minutes for any items that require follow up. Officers will be implementing an improved system to ensure that Committee minutes are presented to Council more frequently. Minutes are currently presented on a quarterly cycle; however, this will now be amended and presented as a bi-monthly report.


### Recommendation

That Council receives and notes the following minutes of the Section 86 Committee meeting:

1. Anglesea Bike Park S86 Committee of Management Minutes – 13 November 2018
2. Anglesea Bike Park S86 Committee of Management Minutes – 13 November 2018
3. Anderson Roadknight Reserve S86 Committee of Management Minutes – 12 November 2018
4. Connewarre Hall and Reserve S86 Committee of Management Minutes – 11 December 2018
5. Deans Marsh Hall and Memorial Park S86 Committee of Management Minutes – 22 November 2018
6. Eastern Reserve S86 Committee of Management Minutes – 16 April 2018
7. Eastern Reserve S86 Committee of Management Minutes – 21 May 2018
8. Eastern Reserve S86 Committee of Management Minutes – 18 June 2018
9. Eastern Reserve S86 Committee of Management Minutes – 17 September 2018
10. Eastern Reserve S86 Committee of Management Minutes – 27 November 2018
11. Eastern Reserve S86 Committee of Management Minutes AGM – 27 November 2018
12. Hearing of Submissions Committee Minutes - 16 April 2019
13. Hearing of Submissions Committee Minutes - 7 May 2019
14. Modewarre Hall and Reserve S86 Committee of Management Minutes – 21 November 2018
15. Stribling Reserve S86 Committee of Management Minutes – 12 November 2018
16. Stribling Reserve S86 Committee of Management Minutes AGM – 10 December 2018
17. Stribling Reserve S86 Committee of Management Minutes – 10 December 2018.

**8.2 Section 86 Committee Minutes**

**APPENDIX 1 ANGLESEA BIKE PARK S86 COMMITTEE OF MANAGEMENT – MEETING MINUTES –  
13 NOVEMBER 2018**

	<p><b>COMMITTEE NAME:</b> Anglesea Bike Park S86 Committee  <b>COMMITTEE MEMBERS:</b> Mike Bodsworth, Tony Smales, Kate Maffett, Zac Hinton, Ari Lingam, Rod de Vries, Bob Langham, Mick Willoughby, Zac Hinton  <b>PRESENT:</b> Meredith Kelly (SCS), Mike Bodsworth (phone), Tony Smales, Kate Maffett, Zac Hinton, Ari Lingam, Rod de Vries, Bob Langham, Mick Willoughby, Zac Hinton  <b>APOLOGIES:</b> None  <b>VISITORS:</b> None</p>	<p><b>DATE:</b> 13<sup>th</sup> November 2018  <b>TIME:</b> 7.30pm  <b>VENUE:</b> Anglesea Visitor Information Centre</p>
<p><b>Adoption of previous minutes</b></p>	<p>Previous minutes were from 12 months ago.</p>	
<p><b>Conflict of Interest Declaration</b></p>	<p>None</p>	
<p><b>Business Arising from previous minutes</b></p>	<p>None</p>	
<p><b>OHS</b></p>	<p>None</p>	
<p><b>Correspondence In</b></p>	<p>Letter / email from Jess Bennett regarding the asset team checking shelter.</p>	
<p><b>Correspondence Out</b></p>	<p>n/a</p>	
<p><b>Treasurers Report</b></p>	<p>Bendigo Bank balance \$1158.95</p>	
<p><b>Booking Officer Report</b></p>	<p>n/a</p>	
<p><b>User Groups Report</b></p>	<p>n/a</p>	
<p><b>Shire Report</b></p>	<p>None from Meredith</p>	
<p><b>General Business</b></p>	<ul style="list-style-type: none"> <li>Update on Alcoa lease and Anglesea Futures Plan and how ABP is impacted               <ul style="list-style-type: none"> <li>Area 10 futures plan – favourable for Bike Park. Active Rec included in the zoning now. DWELP and SCSC will support keeping bike park in existing location.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>- Bike Park lease extended for another 6 months as of Jan 1 2019</li> <li>- This is a different outcome to what was proposed earlier on in the year</li> <li>- \$500k offer from SCS still on the table with Alcoa</li> <li>- Other sites still under consideration. Bigger parcel is on offer from Alcoa now – 3 sites including existing are all graded similarly.</li> <li>- Thanks you to SCS for their support</li> </ul> <ul style="list-style-type: none"> <li>• Anglesea Tip - volunteering. Future roster and what to do with funds raised so far? <ul style="list-style-type: none"> <li>- January 5th is our next date. Tony to share an email. U18s can do it as long as there is an adult there as well. Great to get the younger riders there too.</li> <li>- Can we fund some additional work with the money raised?</li> <li>- Purchases needed: extra hoses extensions and bits and pieces needed. Committee agreed that we should just purchase what's needed and claim back from Ari (process below).</li> <li>- Rod proposed to change the last dirt jump straight from 2 big ones to 3 shorter ones. More dirt needed and 2 days on a bobcat. Keeping the park fresh would be great and keep up the interest. Rod, Zac and Tim to work out a quote and come back to committee with this and we can take from there.</li> <li>- Purchase our own gas bottle and leave at Bob's house. Tony to do this.</li> </ul> </li> <li>• Expenses claims and how to claim. <ul style="list-style-type: none"> <li>- Kate circulate form and Ari to refund.</li> </ul> </li> <li>• Maintenance and work required on site ready for summer <ul style="list-style-type: none"> <li>- \$2000 recently spent - jumps reshaped 2 days of work - good value and good results</li> <li>- No major works required</li> <li>- Walk around the trials area and make sure logs and rocks are stable. Bob and Mike to go round the park before summer.</li> <li>- Gutters need cleaning – Meredith to put on Shire building maintenance list</li> <li>- Discussion regarding vehicle barriers around the car park – locked barrier - removable bollard or chain / padlock.</li> <li>- Bob could provide some logs. Mike and Bob to work with Jason on specifying what is needed. Removable</li> </ul> </li> </ul>
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	<p>bollards - NO chains or ropes. Timber bollards only.</p> <ul style="list-style-type: none"><li>- Mozzie Spray dispenser? Kate to look into this.</li><li>- Tool station? Potentially too expensive. Allen keys and a spanner on a chain...?</li></ul> <ul style="list-style-type: none"><li>• Summer sessions - similar to Septebmer sessions or Wednesday night sessions?</li></ul> <ul style="list-style-type: none"><li>- Tuesday nights still running – there is a unicycle now for riders to use.</li><li>- Working Bees – ad hoc... If you have a job, circulate it a create a simple working bee.</li><li>- Trials Competition on Sunday 2nd December.</li><li>- Socxial riding sessions to take place the first Sunday of each month, 2-4pm. The committee will fiund sausages etc. If there are jobs to be done, some will do this, others will just ride. Promote it on facebook / email.... Do some work there too.</li></ul>
<b>Next Meeting</b>	TBC. End of Feb 2019?

**8.2 Section 86 Committee Minutes**

**APPENDIX 2 ANGLESEA BIKE PARK S86 COMMITTEE OF MANAGEMENT – AGM MINUTES – 13  
NOVEMBER 2018**


	<p><b>COMMITTEE NAME:</b> Anglesea Bike Park (AGM)  <b>COMMITTEE MEMBERS:</b> Kate Maffett, Tony Smales, Rod de Vries, Zac Hinton, Bob Langham, Ari Lingam, Mick Willoughby, Mike Bodsworth  <b>PRESENT:</b> Kate Maffett, Tony Smales, Rod de Vries, Zac Hinton, Bob Langham, Ari Lingam, Mick Willoughby, Mike Bodsworth (via phone), Meredith Kelly (SCS)  <b>APOLOGIES:</b> None  <b>VISITORS:</b> Meredith Kelly (SCS)</p>	<p><b>DATE:</b> 13 November 2018  <b>TIME:</b> 7:30pm  <b>VENUE:</b> Anglesea Visitor Information Centre</p>
<p><b>Acceptance of Minutes from last AGM</b></p>	<p>Moved: K. Maffett  Seconded: A. Lingam</p>	
<p><b>Reports from Office Bearers and User Groups</b></p>	<p><b>Chairperson</b></p> <p><b>Secretary</b></p> <p><b>Treasurer</b></p> <p><b>Booking Officer</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul> <p>Moved: T. Smales  Seconded: M. Willoughby</p>	
<p><b>Acceptance of Financial Report</b></p>	<p>N/A</p>	
<p><b>Appointment of Office Bearers</b></p>	<p>M. Kelly declared all positions opened and asked for nominations.</p> <p><b>Chairperson:</b> Mike Bodsworth  Nominated: T. Smales  Seconded: B. Langham</p> <p><b>Vice Chairperson:</b> Tony Smales  Nominated: B. Langham  Seconded: M. Willoughby</p>	



	<p><b>Secretary:</b> Kate Maffett Nominated: A. Lingam Seconded: R. de Vries</p> <p><b>Treasurer:</b> Ari Lingam Nominated: B. Langham Seconded: K. Maffett</p> <p><b>Booking Officer:</b> N/A</p>
<b><i>Date of next AGM</i></b>	Tuesday 12 November 2019
<b><i>Meeting Closed</i></b>	7:50pm

**8.2 Section 86 Committee Minutes**

**APPENDIX 3 ANDERSON ROADKNIGHT RESERVE S86 COMMITTEE OF MANAGEMENT – MEETING  
MINUTES – 12 NOVEMBER 2018**

	<p><b>MINUTES</b>  <b>COMMITTEE NAME:</b> Anderson Roadknight Reserve Committee of Management  <b>COMMITTEE MEMBERS:</b> Marg Duncan, Gail Timmers, Barry Whelan, , Paul Elshaug, Libby Stapleton Dorothy McPherson, Keith Bremner, Karen Jacques, John McInerney, Phil Rounsevell  <b>PRESENT:</b> Marg Duncan, Gail Timmers, Barry Whelan, Libby Stapleton, Keith Bremner, Karen Jacques, John McInerney, Phil Rounsevell  <b>APOLOGIES:</b> Paul Elshaug  <b>VISITORS:</b> Jarrod Westwood and Meredith Kelly - representing the Surf Coast Shire</p>	<p><b>DATE:</b> 12 November 2018  <b>TIME:</b> 6:30 pm  <b>VENUE:</b> Aireys Inlet Community Hall</p>
<p><b>Adoption of previous minutes</b></p>	<p>Minutes from 15 October 2018 be accepted  Moved Libby Stapleton  Seconded Keith Bremner</p>	
<p><b>Conflict of Interest Declaration</b></p>	<p>Nil</p>	
<p><b>Business Arising from previous minutes</b></p>	<p>Action: Barry Whelan is yet to contact the Council re moving the drop down screen.</p> <p>Gail Timmers has contacted Ann Dansick of the Tourism and Traders Association and she is very happy to include information about the hall, both on their facebook page and website. The facebook page is better for events and more permanent information better on their website. Any information needs to go through Ann.</p> <p>Libby Stapleton advised that there is an unofficial Facebook page for the hall which could be made official. There was discussion about establishing a website. The Surf Coast Shire website provides information about the hall with a link to the PDF information sheet and has a drop down box to check availability but the box does not work.</p> <p>Jarrod Westwood advised that the drop down Check Availability only worked where Council managed the bookings.</p> <p>Action: Jarrod will arrange for the drop down box to be removed.</p>	

	<p><b>Heating and Cooling</b> Gail Timmers reported that Council had advised that the heating and cooling was not a high priority. Discussion ensued about whether the committee should fund the air conditioning itself or offer to make a contribution to the Council. Agreed that Gail will discuss with Jarrod Westwood, obtain quotes and report back to the February Meeting. Discussion took place on potential contribution from user groups and the tennis club. Action Gail Timmers</p>
<b>OHS</b>	No Issues
<b>Correspondence In</b>	<p>18 October 2018 email from Paul Elshaug – Minutes of AGM, Property Use Agreements Policy, CRM Report 2 November 2018 Email from Paul Elshaug advising Jarrod Westwood and Meredith Kelly will attend November Meeting 5 November 2018 Email from Paul Elshaug November Update</p>
<b>Correspondence Out</b>	<p>2 November 2018 Email to Jen Abel at Primary School re Tree 2 November 2018 Emails to Surf Coast Shire re Vandal Proof Tap</p>
<b>Treasurers Report</b>	<p>John McInerney tabled the financial report showing that the finances are tracking OK, with \$600 nett income plus \$200 interest Moved Margaret Duncan Seconded Gail Timmers</p>
<b>Booking Officer Report</b>	<p>Margaret Duncan reported that bookings have been relatively quiet. More promotion of availability needs to happen. Gail to look at information for local websites in the new year. There is a need for a First Aid Kit. The School used to provide a kit for after school care. Margaret has set up a bookshelf in the foyer for a book exchange, including magazines and CDs. The bookcase can be turned around during markets. Margaret submitted a report explaining why the commercial dishwasher was removed. To be discussed at the next meeting. School activities outside the hire agreement are currently charged at full price. Should the hire agreement extend to other activities?</p> <p>Agreed that:</p> <ul style="list-style-type: none"> <li>• a budget of to \$400 be approved for a First Aid Kit</li> <li>• as any fee adjustment need to be approved by the Council a small committee be set up to consider fee</li> </ul>

	<p>issues for the school and the play group- committee members Paul Elshaug, Gail Timmers, Margaret Duncan, Libby Stapleton and John McInerney. If fees are to be reduced (eg play group in the early phase of its establishment), an argument needs to be put to Council about the community benefit.</p> <ul style="list-style-type: none"> <li>• fee consideration sub committee to meet in December/January</li> </ul> <p>Action: Margaret Duncan to obtain quotes for first aid kit, purchase up to \$400</p>
<b>User Groups Report</b>	<p>Aireys Inlet P.S.      Nil</p> <p><b>AIDTC</b> Discussion re use of tennis club room for market was resolved by advice from Paul Elshaug. The room does not form part of the licence agreement for the market. Carpet replacement issue also resolved. Club can use a Council approved contractor, or John Chatterton from the Council can abstain quotes on behalf of the Tennis Club Tennis Club has requested a key to the internal door from the tennis club toilet to the main hall. As area occupied by rebound wall is no longer to be used as an exercise area under master plan updating the rebound wall should be considered to make it more useable.</p> <p>Action: Barry Whelan and Margaret Duncan are to look at the key issue and Barry to report back to the club. Action: Paul Elshaug consider rebound wall in Master Plan works:</p> <p><b>Red Cross</b> Margaret Duncan has spoken with some Red Cross members and they will discuss representation on the S86 Committee at the next Red Cross meeting. The Red Cross only has 2 bookings for the next year. However there is a whole cupboard full of Red Cross gear.</p> <p><b>Aireys Inlet Market</b> Libby Stapleton reported that the Market held with the School Fair went very well.</p> <p><b>Playgroup</b> Action: Barry Whelan is to provide contact for Joey Natt to Margaret Duncan</p> <p><b>Soft Tennis</b>      Nil, but hall use ongoing</p>


	<p>Uniting Church Christmas pageant will be held in the hall on 2 December</p> <p>Exercise Class Nil</p> <p>Reports moved for acceptance. Moved: Karen Jacques Seconded: John McInerney</p>						
<b>Shire Report</b>	<p>Meredith Kelly advised that there is only one item on the Customer Request Management system (CRM), which is the vandal proof tap on deck. Meredith has had a chat with the cleaner and will forward on the dates for periodic cleaning. No dates have been set for the Master Plan works subcommittee.</p>						
<b>Meeting Dates 2019</b>	<p>Agreed Meeting Dates 2019 Meetings to be held at 5:30 pm</p> <table> <tr> <td>Monday 11 February</td><td>Monday 29 April 2019</td></tr> <tr> <td>Monday 24 June 2019</td><td>Monday 2 September 2019</td></tr> <tr> <td>Monday 11 November</td><td></td></tr> </table>	Monday 11 February	Monday 29 April 2019	Monday 24 June 2019	Monday 2 September 2019	Monday 11 November	
Monday 11 February	Monday 29 April 2019						
Monday 24 June 2019	Monday 2 September 2019						
Monday 11 November							
<b>General Business</b>	<p>Property Use Agreements Policy The question was raised about the difference between a Licences compared to an occasional user? Meredith Kelly advised that the Council will be having ongoing discussions with various regular facility users with a view to bringing them under a licence. There are numerous licences to be negotiated e.g. all sporting clubs will be brought under licences.</p> <p>Vision / purpose document for Anderson Roadknight Reserve Committee of Management Gail Timmers tabled the Annual Perpetual Minute document which should be considered at each AGM and which refers the Council Minutes of 1997. Jarrod Westwood advised that the land was donated and that the Trust Deed is in effect the Section 86 Instrument of Delegation. The Committee may consider the Instrument of Delegation and provide feedback to the Council.</p>						

	<p><b>Potential for Car Boot Sale</b> Keith Bremner, Phil Rounsevell and Barry Whelan have made some enquiries into car boot sales. The proposed upcoming car boot sale at Lorne Community House has been cancelled due to lack of interest. There are a range of options for people to dispose of unwanted goods including garage sales, Facebook, Gumtree and so on. There does not seem to be a strong need for a garage sale at this stage. There was discussion about "Australia's Biggest Garage Sale". Action: Barry Whelan to investigate Australia's Biggest Garage Sale and report to next meeting</p> <p><b>Other Business</b> It was agreed that an additional external power point and a tap on the tennis club side of the hall would make the area more useable, particularly with the shade structure to be provided as part of the Master Plan Upgrade. To be considered in Master Plan works. Action: Paul Elshaug consider in Master Plan works</p>
<b>Meeting Closed</b>	Meeting closed at 8 pm
<b>Next Meeting</b> Meetings to be held at 5:30 pm	Monday 11 February 2019
<b>2019 Meeting Dates</b>	<p>Monday 11 February 2019 Monday 29 April 2019 Monday 24 June 2019 Monday 2 September 2019 Monday 11 November</p>

**8.2 Section 86 Committee Minutes**

**APPENDIX 4 CONNEWARRE HALL AND RESERVE S86 COMMITTEE OF MANAGEMENT – MEETING  
MINUTES – 11 DECEMBER 2018**



	<p><b>COMMITTEE:</b> Connewarre Reserve &amp; Hall Committee of Management  <b>PRESENT:</b> P Elshaugh F Burchall G Elliott J Dans E Prtichett A Reeve  <b>M BjorkBillings E Fontain</b>  <b>APOLOGIES</b> S Findlay C Carroll  <b>VISITORS:</b> K Scanlon M Kelly {Surfcoast Shire}            Meeting Chaired by Paul Elshaugh</p>	<p><b>DATE 11/12/2018</b>  <b>TIME: 7pm</b>  <b>VENUE:</b> Connewarre Hall</p>
<p><b>Adoption of previous minutes</b></p>	<p>Moved J Dans 2<sup>nd</sup> F Burchall</p> <p>Carried</p>	
<p><b>Conflict of Interest Declaration</b></p>	<p>Kathy Scanlon- Kathy left the room when voting took place to vote on her acceptance to the committee            Ernie also advised he would abstain from voting with regards to the fence around the walking track of the riding reserve</p>	
<p><b>Business Arising</b></p>	<p>Nil</p>	
<p><b>Correspondence In</b></p>		
<p><b>Correspondence Out</b></p>		
<p><b>Treasurers Report</b></p>	<p>Not tabled at the meeting due to Colleens absence but added to this copy of the minutes on Colleens return from Interstate            Income – Hall Hire \$3574 Entertainment Book \$216 Int\$2.55 Total \$3792.55            Expenses- \$43.38 Xmas Lollies \$288.94 Barwon Water \$8.80 Emma?supplies \$300 STS Acc \$193.98 Barwon Water Total \$835.10            Current Bank Balance \$12398.64            Term Dep \$20.000</p>	
<p><b>Booking Officer Report</b></p>	<p>Lots of Bookings over Nov/Dec,great turnout at community BBQ. Oval Currently being used by BHFC as a pre season training venue</p>	

<b>Shire Report</b>	<p>Paul introduced Meredith, has been at the Council on a part time basis for may years, was now full time and would take over some of the Hall committee liaison</p> <p>* New sign still not completed – contractor engaged, but no sign yet</p> <p>* Works for extra bollards for CFA still not completed – not an urgent issue during summer, but as winter rains set in needs to be completed</p> <p>* BMX track toppings on their way, works should be commencing soon</p> <p>* Jeff’s mound – meeting discussed that if Tony Lawn doesn’t submit his paperwork soon we could engage another person. Motion to the effect that we discuss options with Steve Findlay and if everyone in agreement Landcare be authorised to engage a new bob-cat operator to complete works on the Reserve – Moved: Ernie Fontaine, Seconded: Gordon Elliott - all in favour – carried</p> <p>* Truck on road – Emma advised she had discussed issue with Council Officers – a fine had been issued and now an infringement notice to move truck by weeks end, we shall wait and see. Frank asked if parking the truck was illegal and was advised on two counts – facing the wrong way and parking on a nature reserve next to Council property.</p>
<b>User Groups Report</b>	<p>CFA-Gordon advised everyone has now concluded the pre summer training’ As Warrilliy grows so to have our turn outs doubling that of what they were a couple of years ago, mainly car accidents. Our membership has also increased with the rise in population.</p>

	<p><b>Landcare Report</b></p> <p>The burnt out area on the eastern side of the reserve has now been planted, with some in-fill planting on the Western side of the soccer field also completed. Planting for 2018 is now completed and a big thank you to everyone who assisted with the plantings.</p> <p>Projects for 2019 – Gordon TAFE keen to be involved and is expected to grow some 800 plants – Grovedale West keen to also have another planting day and two other primary schools are considering their options, depends on their curriculum options.</p> <p>Main planting sites for 2019 will be western edge of CFA reserve, a 5m reserve on southern side of equitation park and where required in-fill. Planning will also commence for additional pathways in the nature reserve, which will then allow markings for new planting reserves in 2020.</p> <p>Karingal nursery under their community partnership program has allocated the growing of another 800 – 1000 plants in 2019 – sorry team more working bees.</p> <p>The Club has been successful with its equipment grant to council for the purchase of three Hamilton planters, funds should be available in January 2019. We should also know by early Feb if our equipment grant with Landcare Victoria has been approve, which will allow equipment that can stored at the reserve, which will allow individuals and groups to do small ad-hoc tasks as the equipment will be on site.</p> <p>Our Group will also continue to work closely with Torquay Landcare Group and SCIPN.</p> <p>Annual information night held on Friday 15th February 2019, with a possible working bee. Annual report with the group's finances will be distributed at this meeting.</p> <p>Big thank you to Lions Club Waurn Ponds/Grovedale who again generously sponsored our group</p>
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in 2018. Our main fundraising however remains with the Torquay Bunnings BBQ's.

Membership for the group stands at 19 families, which equates to 45 individuals, but we are still on the look-out for more members.

Workshops planned for first half of 2019, beekeeping and fruit tree pruning.

Any enquiries on joining this vibrant community group please contact Ernie on 0421 210 178.

**Riding Club**

Current membership stands at 45 (has remained fairly static over last three years), but the Club is still actively seeking to recruit new members.

Instruction rallies have been re-scheduled from the 4th Sunday of each month to the 3rd Sunday of each, so that we will now include a rally in December with the January rally still focused on a specific event. This change was necessary due to other Club's changing their rally days and a change in competition dates. Rally dates for 2019 will be as follows:

\* Sunday 16th December 2018

\* Sunday 20th January – clinic

\* Sunday 17th February

\* Sunday 17th March

\* Sunday 21st April – Easter Sunday, could be changed

\* Sunday 19th May

\* Sunday 16th June

\* Sunday 21st July

\* Sunday 18th August

\* Sunday 15th September

\* Sunday 20th October

\* Sunday 17th November

\* Sunday 15th December

Each rally day is followed by a BBQ lunch at the community BBQ adjacent to the hall.

The Club also trialed a series of mid-month, mid-week rallies, held on the second Friday of the month. The Club has decided to continue with these rallies, but as the monthly rally day has changed then the mid-month rally will now be on the first Friday of the month, excluding January. These rallies use only the facilities of the riding reserve.

New horse wash is now operational, it is anticipated the concrete base will be laid sometime in January 2019.

Planning for Equitation Park has commenced (thank you to Council for the seeding grant) with the delivery of soil to raise the level of the ground, all the necessary loads have been delivered and once the new path is constructed the site will be made flat. Once ground is flat the equitation park

	<p>obstacles will be constructed in January 2019.</p> <p>Construction of the practice cross country course will also commence in January 2019, aim to have approx. eight jumps with a variety of heights to allow club members who</p> <p>compete the opportunity to practice their cross-country skills prior to riders heading off to competitions.</p> <p>The construction of a sand-based competition sized dressage arena is nearly completed. The base and sand topping are completed and the Club would like to acknowledge the Surfcoast Shire for the funding provided (the Riding Club contributed \$10,000 cash from its account) and the involving of the Club in discussions prior and during the construction stage to ensure the facility would meet the standards required. Thank you Surfcoast Shire a great facility. The Club will over the next two weeks replace the edging and lettering which will see this project completed.</p> <p>Aims for 2019 are</p> <ul style="list-style-type: none"><li>* To organize a series of dressage and show jumping workshops,</li><li>* Organize an open day in conjunction with our AGM to showcase our new facilities</li><li>* Membership drive</li><li>* with our main source of fundraising remaining with the Bunnings BBQ's at Torquay Bunnings.</li></ul> <p>On a sad note I advise that Michael Bjork-Billings has resigned as Secretary and has not renewed his membership with the Riding Club. Would like to sincerely thank Michael for his long and dedicated service to the Club. A new permanent Secretary will be appointed at the 2019 AGM, until then with only one more meeting before the AGM minute taking will be rotated between</p>
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	<p>members of the committee.</p> <p>Any enquiries re joining the Club please contact Janice on 0409 955 906 or Ernie on 0421 210 178.</p>
<b>General Business</b>	<p>* Allan – Allan formally introduced Kathy Scanlon and informed the committee that Kathy had made a formal application (and a very detailed one at that) to join the committee. Kathy gave a brief bi-opt, the committee asked questions and then Kathy was requested to leave the meeting as the committee voted on her application. Everyone who knew Kathy spoke highly of her commitment and that she had also recently joined the Landcare committee. Everyone agreed that Kathy would make a fine addition to the committee. Motion that Kathy's application to join the committee be acceptance on the condition that she complete all of the Shire's requirements – Moved: Michael Bjork-Billings, seconded: Emma Prichett, - all in favour – carried.</p> <p>* Ernie – spoke on the issue of building a fence between the walking track and the horse-riding reserve. Ernie informed the meeting he had spoken to Paul and Allan well prior to the meeting to clarify several points. Ernie requested from Paul what Council's definition of a walker was? Ernie</p>

advised that each time a rider rode on the reserve on a rally day, clinic, event, private lesson or casual ride, they usually did so with friends, their children, instructors, siblings, partners etc who may or may not be Club members and how did these walkers differ from members of the public who used the walking track while horses were present? Ernie also stated that each large horse event usually had twice the number of walkers to riders and that our reserve appeared to be the only reserve with this restriction. Ernie relayed this line of argument to Allan and his feeling that the construction of fence appeared in his estimation to be a waste of the Hall Committee resources. Ernie's proposal was that given walkers were often on the reserve when horses were present that we change the signage to read "if horses are present on the reserve walkers should be aware and proceed with caution". Ernie also informed the meeting that the original signage had been placed there by the Council despite objections from the Riding Club. Both Paul and Allan agreed the signage should be updated to reflected what was happening in reality. Jeff requested that a sign be placed near the walking track to advise riders to also proceed with caution if walkers were using the walking track at stay at least 5m from the track. Meeting agreed we send Council a minute requesting that the signage be updated to allows walkers on the walking track when horses were present on the walking track. That Ernie work with Paul and bring updated wording for the signage to the next meeting for ratification. Moved: Michael Bjork-Billings, seconded: Emma Prichett – all in favour – carried.


\* Frank – frank had several items – 1. That instead of re-painting the facias under the eaves, could we investigate they be colour-bonded, committee thought this was a great idea and Paul advised he would investigate and report back. 2. Any possibility of having solar panels on the roof – Paul advised that the hall's low usage made the installation a low priority. 3. Procedure regarding falling and low-lying branches near the walking track – Paul advised any maintenance issues that required immediate attention should be logged onto Council's works list (ie phone Council) and did not require committee approval. 4. Frank asked if there was a map indicating where public defibrillators were in the area. Paul advised this was a good point and he would investigate and



	<p>report back, Gordon advised there was one in the CFA building, but was not available to the public. Meeting discussed having one in the hall, but again unless person's affected had access to the hall's front door code it would not be effective, meeting agreed we think of possible options prior to the next meeting.</p> <p>* Kathy asked if it would be possible to have dog poo bags at the reserve – Paul advised he would investigate and report back.</p>
<b>Next Meeting</b>	<p>Meeting Closed at 8.40pm and Allan invited everyone to remain and take part in a Christmas breakup Supper</p> <p>Next Meeting 09/03/2019</p>

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**APPENDIX 5 DEANS MARSH HALL AND MEMORIAL PARK S86 COMMITTEE OF MANAGEMENT –  
MEETING MINUTES – 22 NOVEMBER 2018**


	<b>COMMITTEE:</b> Deans Marsh <b>PRESENT:</b> Tom, Sandra, Mark, Fran, Paul <b>APOLOGIES:</b> Clive, Lisa <b>VISITORS:</b> Tony, Sam, Deb	<b>DATE:</b> 22.11.18 <b>TIME:</b> 6.00 pm <b>VENUE:</b> Deans Marsh Hall
<b>Adoption of previous minutes</b>	Moved Fran Seconded Tom	
<b>Conflict of Interest Declaration</b>		
<b>Business Arising from previous minutes</b>	Fran still to complete Asset Register MOU for Dog Trial drafted. This can now be sent to Jill Stewart for feedback	
<b>OHS</b>		
<b>Treasurers Report</b>	Opening Balance      \$10,563.97 Payments                \$1,163.01 Receipts                 \$2,379.76 Closing Balance        \$11,780.72 [Hall funds/ \$10,780.72    Maintenance fund \$ 1000]	
<b>Booking Officer Report</b>	<ul style="list-style-type: none"> <li>• Comedy Night December 8<sup>th</sup></li> <li>• January 19<sup>th</sup> Pennyroyal Visitor group , Hall booking</li> <li>• January 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup> Dog Trials</li> </ul>	
<b>User Groups Report</b>	Cricket Club going well. People starting to come for a look socially. Bocci Court being used most Sunday evenings	
<b>Shire Report</b>	Tony has resigned from the Hall Committee. Paul thanked him for his commitment and work on the Committee. Paul to follow up if Tony can remain as the Treasurer for the Committee. Life Membership was discussed and looks like it will end up being a volunteer recognition. Paul to keep us updated on this. The CRM for the kiosk in the Hall has been reopened. This issue should be picked up through the building audit to be undertaken over Summer Powerpoints: Paul to let Fran know how many powerpoints are included in the quote to Council for the	

	<p>Hall. Heath will be asked to give a quote as well. [ Committee to follow this up] As it is a new project it does not come under maintenance.</p> <p>Paul welcomed Deb Jarvis to the meeting. As Deb has expressed an interest in joining the Committee Paul will send a form for her to fill out.</p> <p>Paul will send us details of the Plumbing and Electrical contractors for the Shire.</p>
<b>General Business</b>	<ul style="list-style-type: none"> <li>• Powerpoints in Hall \$1510, new works [does not come under maintenance]</li> <li>• Saturday BBQ volunteers</li> <li>• Book sale /donation \$85</li> <li>• Building Condition Audit November to February</li> <li>• Fence Panels sale from December 1<sup>st</sup></li> <li>• Great Victorian Bikeride November 2019. Moved Mark, seconded Sandra that we accept in principle that the Great Vic. Bike Ride camp overnight on the Reserve in 2019 subject to negotiations .</li> <li>• Dog Trials MOU to be sent to Jill Stewart for feedback</li> <li>• Interim arrangements for Tony Watts. Moved Fran, seconded Tom that Tony Watts remain as the Committee Treasurer and an expert consultant for the Deans Marsh Section 86 committee. He will continue ongoing discussions with Council officers on matters such as Public Liability, Booking Forms, Tradespeople Registrations and Audit or Review of financial accounts. Tony will liaise with the Secretary [Fran Permezel] on all discussions .</li> <li>• Sandra moved, Mark seconded that Deb Jarvis be accepted on the Deans Marsg Section 86 Committee.</li> </ul>
<b>Notice of Motions to Council</b>	
<b>Next Meeting</b>	<b>February, May, August, November</b>

SURF COAST SHIRE SECTON 86 SPEIAL COMMITTEE AGENDA/MINUTES TEMPLATE

**8.2 Section 86 Committee Minutes**

**APPENDIX 6 EASTERN RESERVE S86 COMMITTEE OF MANAGEMENT – MEETING MINUTES – 16 APRIL 2018**

	<p><b>COMMITTEE:</b> Barry Stevens, Stephen Leigh, Caroline Shelbourne, Campbell Brumby, Greg Leeson, . Cam McGregor, Martin Kavanagh, Denise Cooney</p> <p><b>PRESENT:</b> Barry Stevens, Stephen Leigh, Campbell Brumby, Greg Leeson, Caroline Shelbourne</p> <p><b>APOLOGIES:</b> Cam McGregor, Jarrod Westwood Denise Cooney, Martin Kavanagh</p> <p><b>VISITORS:</b></p>	<p><b>DATE:</b> 16/04/2018 <b>TIME:</b> 7pm <b>VENUE:</b> Eastern Reserve</p>
<p><b>Adoption of previous minutes</b></p>	<p>Moved: Stephen Leigh Seconed: Campbell Brumby All in favour</p>	
<p><b>Conflict of Interest Declaration</b></p>	<p>None declared</p>	
<p><b>Business Arising from previous minutes</b></p>	<p>1).(OHS) Missing Path tactiles – 2) (OHS) Bollards on GAMEDAY Shire Advised will get underway <b>ASAP when? Timeframe required</b> 3) (OHS) Entrance/Exit gates; road markings and signage – SHIRE noted this would be discussed with works division. Barry to additionally log onto CRM. <b>Barry advised nothing has happened as yet....</b> 4) Martin has been approved onto Banking system for ERCOM</p> <p><b>Cricket Club nets project</b> <b>TO DO:</b> <b>We require clarification of exact positioning and details of tender</b></p> <p><b>Request from ERCOM to Shire again looking for copy of energy invoices for the site....email to management@estertermreserve</b></p> <p><b>Request by ERCOM for shire to confirm rebates on solar</b></p> <p>Letter via email to ber sent from ERCOM to shire with options for Eastern Reserve bookings post 1<sup>st</sup> July 2018</p> <p><b>Booking Officer Options post 1<sup>st</sup> July</b></p> <ol style="list-style-type: none"> <li>1. ERCOM appoint part time employee/contractor</li> <li>2. Jayden has a revised JD to include the ERCOM tasks and ERCOM recompense shire</li> <li>3. Use Shires Marty with ERCOM cloud base booking system and shire recompense shire</li> <li>4. Approach CIRCLE Media re web page and google search</li> <li>5. Documents of procedures for bookings</li> </ol>	

<b>OHS</b>	<p>(Carried Forward) – Looking for Heather to provide update either via email or at next meeting Council smoking policy at sporting venues. <b>Greg will follow up...</b></p> <p>(Carried forward) – Lighting lumage on playground lights to be checked <b>when and by whom? Is this still relevant?</b></p> <p>Lighting for car park</p> <p>(Carried forward) – Security cameras updated quote from Steve next meeting</p> <p>(Carried forward) – Bollards on game day for traffic control. Proposal declared. Awaiting confirmation.</p> <p>(Carried forward) – Entrance exit at main gates, road markings and signage. Still yet to be resolved.</p> <p>Nil new items</p>
<b>Correspondence In</b>	
<b>Correspondence Out</b>	
<b>Treasurers Report</b>	As attached
<b>Booking Officer Report</b>	None submitted
<b>User Groups Report</b>	None submitted
<b>Shire Report</b>	None submitted
<b>General Business</b>	<p>Caroline mentioned that meeting minutes identify a number of recurring issues and <i>to do</i> lists that don't seem to be ever actioned...suggested we prepare a ??? insert name here list with date and action period to ensure they get followed up and ticked off</p> <p>5) ERCOM requests to see design and costings for WCC new practice facility to ensure this doesn't impinge onto other user groups and or overall venue. <b>CORRECT</b></p> <p>6) Clarified that ERCOM has agreed in principle to provide \$25,000.00 PLUS GST to Netball Facility Construction with GST rebate later in year. <b>CORRECT \$15,000 + GST ERCOM &amp; Lions Club \$10,000</b></p> <p>7) Request from ERCOM to SHIRE to provide previously requested 'ENERGY PROVIDER' invoices to Martin Kavanagh so as accounts can be rectified. Requested dates to be confirmed by Martin/Stephen</p> <p>8) Request by ERCOM for SHIRE to confirm their rebates on solar power as installed. This doesn't appear to be provided on new billing?</p> <p>9) SHIRE declared that set-up of contractor for booking clerk and additionally duties is possible. Would need to be contractor however.</p>


	<p>10) All present signed off upon SHIRE Governance handout re: Section 86 Committee.</p> <p>11) ERCOM to request construction drawings and costings of newly proposed cricket practice facility to ensure it ties in with other user groups and wider community.</p> <p>12) ERCOM agreed to reply to WCC to confirm their donation of \$15,000.00 Plus GST to their cricket practice facility.</p> <p>13) ERCOM agreed to followup upon their own sponsorship discussions and have agreed to meet with any parties to encourage further opportunities. ERCOM agreed that light tower (@ROOMS) signage may be intrusive to other user groups – but all other options are open to discussion.</p> <p>14) ERCOM agreed in principal for Football Club to alter their Liquor Licence zoning area as long as this doesn't impinge extraordinarily on other user groups. ERCOM have replied to SCOTT MAWSON and WFC and suggested their support; however advised that they will need to contact LIQUOR LICENCING themselves to seek alterations to their existing agreement.</p> <p>Meeting Closed 9.15PM</p>
<b>Next Meeting</b>	<p>Next Meeting Monday 21 / 5 / 2018</p>

SURF COAST SHIRE SECTION 86 SPECIAL COMMITTEE AGENDA



**8.2 Section 86 Committee Minutes**

**APPENDIX 7 EASTERN RESERVE S86 COMMITTEE OF MANAGEMENT – MEETING MINUTES  
– 21 MAY 2018**


	<p><b>COMMITTEE:</b> Barry Stevens, Stephen Leigh, Caroline Shelbourne, Campbell Brumby, Greg Leeson, . Cam McGregor, Martin Kavanagh, Denise Cooney</p> <p><b>PRESENT:</b> Barry Stevens, Stephen Leigh, Cam McGregor, Martin Kavanagh, Denise Cooney; Jarrod Westwood</p> <p><b>APOLOGIES:</b> Caroline Shelbourne, Campbell Brumby; Greg Leeson; Carol McGregor</p> <p><b>VISITORS:</b> Nill</p>	<p><b>DATE:</b> 21/05/2018 <b>TIME:</b> 7pm <b>VENUE:</b> Eastern Reserve</p>
<p><b>Adoption of previous minutes</b></p>	<p>Moved: Barry Stephens Seconded: Martin Kavanagh</p>	
<p><b>Conflict of Interest Declaration</b></p>	<p>None declared</p>	
<p><b>Business Arising from previous minutes</b></p>	<p>1).(OHS) Missing Path tactile – <u>Logged onto CRM by Barry Stephens. To be removed from Agenda.</u></p> <p>2) (OHS) Bollards on GAMEDAY – Jarrod noted Shire to begin the works this week or next. Once confirmed; to be taken off Agenda.</p> <p>3) (OHS) Entrance/Exit gates; road markings and signage – <u>Logged onto CRM by Barry Stephens.</u></p> <p><b>Cricket Club nets project.</b> Still awaiting clarification from Shire and Cricket Club. As of 21-5-18 nothing has been confirmed. Went to tender and awaiting feedback.</p> <p><b>We require clarification of exact positioning and details of tender.</b> As per info above. Cricket Club still having scope and budget discussion with Shire.</p> <p><b>Request from ERCOM to Shire again looking for copy of energy invoices for the site....email to management@easterernreserve.com.au</b></p> <p><b>for shire to confirm rebates on solar</b> STILL AWAITING CONFIRMATION</p> <p>Booking Officer: Was informed by Shire that the only suitable option concerning a booking officer was for ERCOM to employ a contractor to fulfil the required duties. Shire made ERCOM aware of the one-off payment details. ERCOM to formalise a PD for the role after discussion with Marty and Jayden.</p>	

	<p>Stephen and Barry both have a candidate in mind. Will open discussions asap.</p> <p>Booking Officer Options post 1<sup>st</sup> July</p> <ol style="list-style-type: none"> <li>1. ERCOM appoint part time employee/contractor</li> <li>2. Approach CIRCLE Media re web page and google search</li> <li>3. Document procedures for bookings</li> </ol> <p><b>Update on New NetBall Rooms.</b> Things appear to be progressing well. The Shire noted that they had made a request for an additional \$131,000.00 contribution to build the netball facility. This raised the total to \$731,000.00 in total plus the additional \$157,000.00 for the new toilet facility. Was a discussion about how ERCOM can manage the facility as a true community facility with no exclusivity to any party.</p> <p><b>Keys/Codes to be delivered by Barry Stephens</b></p>
<b>OHS</b>	<p>Lighting lumage on playground lights to be checked .</p> <p>ERCOM and Shire met at playground at 7.15pm approx. to discuss and witness any issues concerning playground lighting. Was agreed that lighting seemed adequate from a safety perspective. Shire noted that they don't formally declare playgrounds a 'night-time' user area. Shire's response below:</p> <p>Hi ERCOM</p> <p>Further to our discussion last night regarding playgrounds. Below is an excerpt from Council's playground strategy adopted by Council in 2011.</p> <p><i>"a playground is a built play space containing play equipment or play structures that enables or encourages play. A play space encompasses the entire play environment including the physical playground equipment and the surrounds which add value and interest. Playground facilities are generally provided to meet the play needs of children aged 0-12 years. This strategy focuses on providing play facilities for the age ranges of toddler (0-2 years), preschool (3-4 years), junior (5-8 years) and senior (9-12 years). Not all playground facilities can provide for all of these age groups. After 12 years of age, play needs can best be provided in a recreation reserve setting by facilities such as skate parks, bike parks, half court spaces and open spaces accommodating a range of ball games".</i></p>

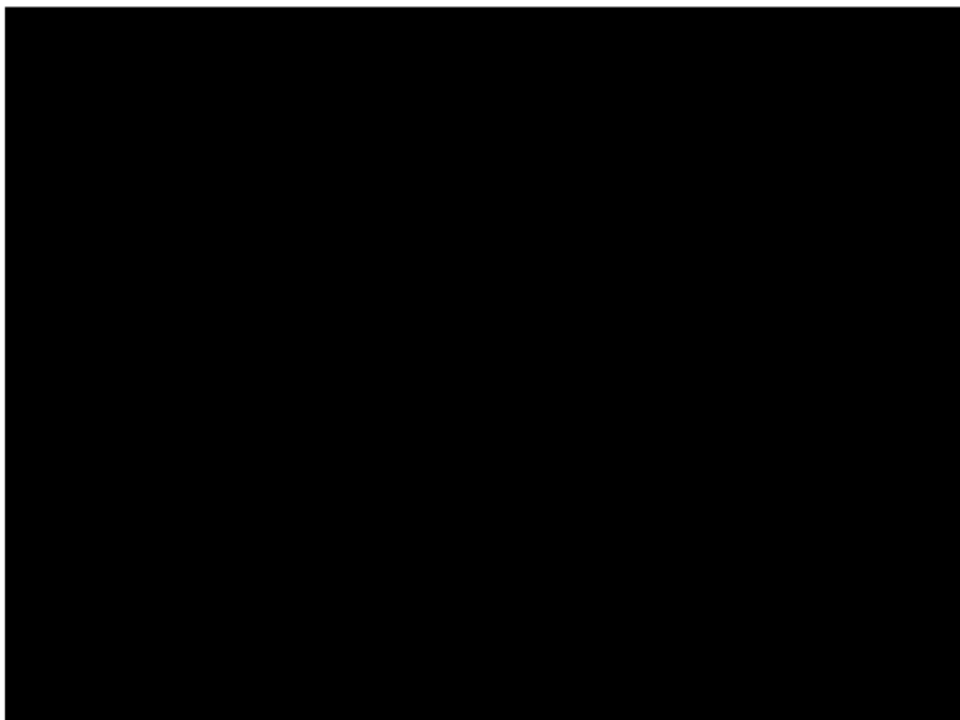
	<p>There is no mention of lighting or need for lighting throughout the strategy.</p> <p><b>Jarrold Westwood   Coordinator Recreation Planning</b></p> <p><b>Surf Coast Shire   1 Merrijig Drive   Torquay VIC 3228</b> M: 0419 556 176</p> <p>E: <a href="mailto:jwestwood@surfcoast.vic.gov.au">jwestwood@surfcoast.vic.gov.au</a></p> <p>W: <a href="http://www.surfcoast.vic.gov.au">www.surfcoast.vic.gov.au</a></p> <p>Lighting for car park. Security cameras updated quote. Stephen Leigh has this in hand.</p> <p>Entrance exit at main gates, road markings and signage. Entered into CRM.</p>
<b>Correspondence In</b>	Jarrold Westwood reply concerning playground lighting.
<b>Correspondence Out</b>	
<b>Treasurers Report</b>	<p>2018/19 budgets to be set out.</p> <p>2017 audited accounts to be sent to Jarrold Westwood.</p> <p>Forward on QA electrical Invoice to Shire for repairs following fire damage.</p>
<b>Booking Officer Report</b>	
<b>User Groups Report</b>	
<b>Shire Report</b>	
<b>General Business</b>	Eastern Reserve Smoke Free venue
<b>Next Meeting</b>	<p>Next Meeting</p> <p>18<sup>th</sup> June 2018; 7.00pm</p>

**8.2 Section 86 Committee Minutes**

**APPENDIX 8 EASTERN RESERVE S86 COMMITTEE OF MANAGEMENT – MEETING MINUTES  
– 18 JUNE 2018**

	<p><b>COMMITTEE:</b> Barry Stevens, Stephen Leigh, Caroline Shelbourne, Campbell Brumby, Greg Leeson, . Cam McGregor, Martin Kavanagh, Denise Cooney</p> <p><b>PRESENT:</b> Barry Stevens, Stephen Leigh, Cam McGregor, Martin Kavanagh, Greg Leeson, Caroline Shelbourne, Campbell Brumby</p> <p><b>APOLOGIES:</b> Denise Cooney, Heather Wellington, Carol McGregor, Jarrod Westwood</p> <p><b>VISITORS:</b> Nill</p>	<p><b>DATE:</b> 18/06/2018 <b>TIME:</b> 7pm <b>VENUE:</b> Eastern Reserve</p>
<p><b>Adoption of previous minutes</b></p>	<p>Moved: Barry Stephens Seconded: Campbell Brumby</p>	
<p><b>Conflict of Interest Declaration</b></p>	<p>None declared</p>	
<p><b>Business Arising from previous minutes</b></p>	<p>1). <u>Still current</u> and long overdue: - Request from ERCOM to Shire again looking for copy of energy invoices for the site....email to <a href="mailto:management@easternreserve.com.au">management@easternreserve.com.au</a> For shire to confirm rebates on solar</p> <p>2). OH&amp;S items all added to Shire's CRM; including the important item of road traffic management at the entrance/exit to the venue.</p> <p>3). Security camera quotation/works to be placed on hold at present until full scope of requirements can be determined.</p> <p>4). Still awaiting confirmation from Shire of ERCOM's schedule of fees for 2018/19 to be ratified as requested in April.</p> <p>5). Keys/Codes have been delivered by Barry Stephens</p>	
<p><b>OHS</b></p>	<p>Nill</p>	
<p><b>Correspondence In</b></p>	<p>Winchelsea Craft Group (Julie Loone) has requested that we consider hosting their ceremonial heritage quilt. Image of email request as per attached at bottom of Minutes.</p>	
<p><b>Correspondence Out</b></p>	<p>Nill</p>	
<p><b>Treasurers Report</b></p>	<p>Optus and Telstra Invoices sent All accounts paid in full. Moved: Barry Seconded: Stephen</p>	
<p><b>Booking Officer Report</b></p>	<p>TBC</p>	

<b>User Groups Report</b>	TBC
<b>Shire Report</b>	TBC
<b>General Business</b>	<p>1).Barry Stephens has been nominated by Stephen Lee and seconded by Greg to act as temporary bookings clerk on behalf of ERCOM.</p> <p>2).Caroline to assist in facilitating the roll-out of 'Skedda' booking software with assistance of Barry and Martin. Discussion to potentially include upfront bond payments for all user groups and casual customers to assist in recouping costs for cleaning venue. All agreed to make process more efficient by authorising Caroline to co-ordinate payments for software and setup costs and seek reimbursement thru Treasurer.</p> <p>3). Discussions made about a "Contact Us" page on the website and noted representation should be made at the 'Growing Winch' monthly meetings; in an effort to be more readily available.</p> <p>4).Official ERCOM letter to all keys/code users about the recent misuse of the facility that includes unlocked doors and mess. Barry to provide Cameron letterhead and draft a letter with ERCOM's concerns.</p> <p>5). Barry to re-issue new key codes to user groups as required to reduce the amount of unidentified entries.</p> <p>6). Eastern Reserve Smoke Free venue – Greg Leeson noted that Warrnambool Football Ground has previously developed this policy successfully. Suggestions made to get Matilda (Liason Officer) from the Surfcoast Shire to further investigate and further discuss this strategy. Suggestions noted to get all user groups involved in the development of the strategy. All agreed was a wonderful idea and a real test case for Surfcoast Shire.</p> <p>Meeting Closed 8:50PM</p>
<b>Next Meeting</b>	<p>Next Meeting 16<sup>th</sup> July 2018; 7.00pm</p>





**8.2 Section 86 Committee Minutes**

**APPENDIX 9 EASTERN RESERVE S86 COMMITTEE OF MANAGEMENT – MEETING MINUTES  
– 17 SEPTEMBER 2018**


	<p><b>COMMITTEE:</b> Barry Stevens, Stephen Leigh, Caroline Shelbourne, Campbell Brumby, Greg Leeson, . Cam McGregor, Martin Kavanagh, Denise Cooney</p> <p><b>PRESENT:</b> Greg Leeson, Jarrod Westwood, Steven Leigh, Barry Stevens, Campbell Brumby</p> <p><b>APOLOGIES:</b> Martin Kavanagh, Denise Cooney, Caroline Shelbourne</p> <p><b>VISITORS:</b></p>	<p><b>DATE:</b> 17/009/2018 <b>TIME:</b> 6.30pm <b>VENUE:</b> Eastern Reserve</p>
<p><b>Adoption of previous minutes</b></p>	<p>Moved: Barry Seconded: Greg</p>	
<p><b>Conflict of Interest Declaration</b></p>	<p>None declared</p>	
<p><b>Business Arising from previous minutes</b></p>	<p>Fees adopted by Shire as per budget</p> <p>Booking system going ok</p> <p>██████████ Surf Coast using facility and booking via Marty but not packing up and providing sufficient information on caterers</p> <p>SurfCoast require a unique code for entering facility</p> <p>ERCOM fee structure adopted by council</p> <p>GYM use of BenBank room the wear and tear will be paid for by Council as part of ongoing replacement vi CRM</p> <p>Should be a direction given to Marty that all SurfCoast bookings to be referred to Barry</p> <p>Barry looking to get an understanding on when bookings are sent to hirer they are confirmed</p> <p>Duplication of cleaning by Sonia and contracted cleaners needs to be addressed, Barry to provide suggestion to Jarrod via email on what is done in the 7hours contract cleaning</p> <p>Reporting of CRMs is now being monitored</p>	
<p><b>OHS</b></p>	<p>Nil</p>	

<b>Correspondence In</b>	Nil
<b>Correspondence Out</b>	Nil
<b>Treasurers Report</b>	None submitted
<b>Booking Officer Report</b>	None submitted
<b>User Groups Report</b>	None submitted
<b>Shire Report</b>	<p>Jarrod:</p> <p>Police checks and working with children returns mentioned Winchelsea Netball Clubrooms x 3 confirming tenders submitted Steve Daniel Leslie....underway before Christmas</p> <p>Still negotiating design....around \$780k</p> <p>Public Toilets and umpires change rooms will be in the facility</p> <p>Cricket Nets</p> <p>Meetings with WCC, had a budget of \$70k</p> <p>Federal Gov grants available for up to \$500k projects, submission for \$200k for x 4 bay compound</p> <p>Non Smoking policy, Meredith Kelly from SCS preparing draft policy</p>
<b>General Business</b>	
<b>Next Meeting</b>	<p>Meeting closed @ 9.57pm</p> <p>Next Meeting Monday 15<sup>th</sup> October</p>

SURF COAST SHIRE SECTION 86 SPECIAL COMMITTEE AGENDA

**8.2 Section 86 Committee Minutes**

**APPENDIX 10 EASTERN RESERVE S86 COMMITTEE OF MANAGEMENT – MEETING MINUTES  
– 27 NOVEMBER 2018**

	<p><b>COMMITTEE:</b> Barry Stevens, Stephen Leigh, Caroline Shelbourne, Campbell Brumby, Greg Leeson, . Cam McGregor, Martin Kavanagh, Denise Cooney</p> <p><b>PRESENT:</b> Jarrod Westwood, Steven Leigh, Barry Stevens, Cam McGregor; Caroline Shelbourne; Martin Kavanagh; Meredith Kelly</p> <p><b>APOLOGIES:</b> Campbell Brumby; Greg Leeson</p> <p><b>VISITORS:</b> Ernie Tench and Simon Coverdale Western United Soccer Club</p> <p><b><u>SPECIAL NOTICE:</u></b> Annual General Meeting</p>	<p><b>DATE:</b> 27/11/2018 <b>TIME:</b> 7.30pm <b>VENUE:</b> <b>Eastern Reserve</b></p>
<p><b><i>Adoption of previous minutes</i></b></p>	<p>Moved: Barry Seconed: Steve</p>	
<p><b><i>Conflict of Interest Declaration</i></b></p>	<p>None declared</p>	
<p><b><i>Business Arising from previous minutes</i></b></p>	<p>SurfCoast has been provided a unique code for entering facility</p> <p>(ONGOING) -Duplication of cleaning by Sonia and contracted cleaners needs to be addressed, Barry to provide suggestion to Jarrod via email on what is done in the 7hours contract cleaning</p> <p>Reporting of CRMs is now being monitored – suggestions made by Shire to clearly specify on CRM's that contact must be made to ERCOM Representative concerning arrival times of contractors. ERCOM experiencing poor communication from SCS and their contractors that has affected user groups experience at the facility.</p> <p>Bendigo Bank debit card application process ongoing.</p> <p>Police Checks and WWCC still required by Shire.</p>	
<p>██████████</p>	<p>██████████ ████████████████████ ████████████████████████ ██████████████████ ██████████████████</p>	


	[REDACTED]
<b>OHS</b>	Nil
<b>Correspondence In</b>	Nil
<b>Correspondence Out</b>	Nil
<b>Treasurers Report</b>	<ul style="list-style-type: none"> <li>Audit delayed due to bereavement</li> <li>Was noted that we havenet received Power/Water bills from SCS since Jan last year. Jarrod to provide this as well as discussion with user groups re: delay.</li> <li>2 x Aged outstanding invoices yet to be paid by SCS.</li> <li>Overall healthy looking balance sheet</li> <li>Need to confirm that XERO has been upgraged to allow for payments thru the booking app. to streamline the invoicing process</li> </ul>
<b>Booking Officer Report</b>	<ul style="list-style-type: none"> <li>Very healthy bookings outlook</li> <li>Barry to begin recording his time spent completing the booking process to help gauge costs.</li> <li>Barry requested the need to have better communication with SCS re: CRM booking times. Must state communication requirements on the CRM submission.</li> </ul>

	<ul style="list-style-type: none"> <li>Request Jarrod to confirm that all bookings previously done by Marty have been paid in full</li> <li>Barry has requested some 'tweaking' of existing booking form. Caroline to liaise with Barry to complete.</li> </ul>
<b>User Groups Report</b>	None submitted
<b>Shire Report</b>	<p>Jarrod: Project Updates: <b>NETBALL PAVILION</b> Final plans of netball facility shown on laptop. MKM contractor. Some minor edits to be made to design/plans. Final pricing of project occurring now. Planned completion date of March 2019.</p> <p><b>CRICKET NETS</b> Drawings and costings have been completed. Costings of \$190G recorded. No funds allotted as yet. Grants are available for application. Non Smoking policy, Meredith Kelly from SCS preparing draft policy and offering survey for user groups.</p> <p>Jarrod to meet with user groups to explain delay in invoicing for power/water and has committed to getting these to Ercom faster after discussion with SCS Accounts.</p> <p>Jarrod to confirm previous booking done thru Marty are all paid.</p>
<b>General Business</b>	<p>Ernie Tench and Simon Coverdale from Western United Soccer Club have requested an authorising letter from ERCOM that states we will make the facility available to new soccer club for training on Wednesday nights. Juniors only. Recommended that a user agreement setup. Confirmed by Steve Leigh. Cam to draft up letter and supply to Emie.</p> <p>Some minor tweaks required in bookings app to assist Barry in coordination of users.</p> <p>Was noted that new user group agreements are to include mention of immeasurable costs of service/maintenance of lighting infrastructure. Greg Leeson has in hand.</p> <p>Requested invoice from Sparra signs re: Bookings Management.</p> <p>2 x Aged invoices still outstanding from ERCOM needing attention.</p>
<b>Next Meeting</b>	<p>Meeting closed @ 9.54pm</p> <p>Next Meeting Monday 17<sup>th</sup> December</p>

**8.2 Section 86 Committee Minutes**

**APPENDIX 11 EASTERN RESERVE S86 COMMITTEE OF MANAGEMENT – AGM MINUTES – 27  
NOVEMBER 2018**



	<p><b>COMMITTEE NAME:</b> Eastern Reserve S86 Committee of Management  <b>COMMITTEE MEMBERS:</b> Barry Stevens, Stephen Leigh, Caroline Shelbourne, Campbell Brumby, Greg Leeson, Cam McGregor, Martin Kavanagh, Denise Cooney  <b>PRESENT:</b> Jarrod Westwood, Steven Leigh, Barry Stevens, Cam McGregor, Caroline, Shelbourne, Martin Kavanagh, Meredith Kelly  <b>APOLOGIES:</b> Campbell Brumby, Greg Leeson  <b>VISITORS:</b></p>	<p><b>DATE:</b> 27/11/2018  <b>TIME:</b> 7:38 pm  <b>VENUE:</b> Eastern Reserve</p>
<p><b>Acceptance of Minutes from last AGM</b></p>	<p>Moved: Barry Stevens          Seconded: Steve Leigh</p>	
<p><b>Reports from Office Bearers and User Groups</b></p>	<p><b>Officebeareres Report:</b>          Appreciation to all the efforts of volunteer committee members; especially Barry for his extra efforts of managing bookings. Looking forward to an exciting year of development.</p> <p><b>Treasurers Report:</b>          Marting declared healthy financial position with unforeseen circumstances meaning audit would be delayed till next meeting. Noted still awaiting invoices from Council to get true indication of position.          Martin declared current P+L statement and Balance Sheet with exceptions of Shire unknowns as well as Netball Facility allotment still declared and unpaid.</p> <p>Chair endorsed the draft insitu with an acceptance that finals to be moved at next month meeting once audit is finalised.</p> <p><b>Bookings Manager Report:</b>          Bookings appear to be getting stronger. Large commitment of time.          Bookings software working well. Needs a little tweaking to reduce input from Barry. Excellent feedback from end users.</p>	
<p><b>Appointment of Office Bearers</b></p>	<p>Jarrod Westwood declared all positions opened and asked for nominations.</p> <p><b>Chairperson:</b>          Steven Leigh          Nominated: G. Leeson          Seconded: B. Stevens</p>	

	<p><b>Secretary:</b> Campbell Brumby/Cam McGregor Nominated: B. Stevens Seconded: S. Leigh</p> <p><b>Treasurer:</b> Martin Kavanagh Nominated: B. Stevens Seconded: C. McGregor</p> <p><b>Booking Officer:</b> Barry Stevens Nominated: S. Leigh Seconded: C. Shelbourne</p>
<b><i>Date of next AGM</i></b>	November 2019
<b><i>Meeting Closed</i></b>	8:01 pm

**8.2 Section 86 Committee Minutes**

**APPENDIX 12 HEARING OF SUBMISSIONS COMMITTEE MINUTES - 16 APRIL 2019**



# Minutes

## Hearing of Submissions Committee Tuesday, 16 April 2019

Held in the  
Council Chambers  
1 Merrijig Drive, Torquay  
Commencing at 5.00pm

**Committee:**

Cr Rose Hodge (Chair)  
Cr David Bell  
Cr Libby Coker (Leave of Absence)  
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 16 APRIL 2019 COMMENCING AT 5.00PM

**PRESENT:**

Cr Rose Hodge (Chair)  
Cr Martin Duke  
Cr Clive Goldsworthy  
Cr Brian McKiterick  
Cr Margot Smith  
Cr Heather Wellington

**In Attendance:**

General Manager Environment and Development – Ransce Salan

**Not in Attendance:**

Chief Executive Officer - Keith Baillie  
General Manager Governance and Infrastructure - Anne Howard  
General Manager Culture and Community- Chris Pike  
Michelle Watt – Coordinator Statutory Planning (Minutes)

20 members of the public

**APOLOGIES:**

**Committee Resolution**

**MOVED Cr Margot Smith, Seconded Cr Martin Duke**

That an apology be received from Cr David Bell and Cr Carol McGregor.

CARRIED 6:0

**CONFIRMATION OF MINUTES**

**Committee Resolution**

**MOVED Cr Martin Duke, Seconded Cr Brian McKiterick**

That the Hearing of Submissions Committee note the minutes of the meeting held on 12 February 2019 as a correct record of the meeting.

CARRIED 6:0

**CONFLICTS OF INTEREST:**

None declared.

**SUBMITTERS HEARD**

1. Wes Smith
2. Liz Vines
3. Liz Vines on behalf of the Anglesea Streetscape Community Group
4. Ros Mackay
5. Shelly Fanning (Applicant) and Guy Holman (Architect)

James Stephen- Submitter did not attend.

**BUSINESS:**

- 1. PLANNING MATTERS ..... 4**
- 1.1 Planning Permit Application 18/0061 - Use and Construction of Eight Apartments and Five Shops, Subdivision and Waiver of Car Parking - 143C Great Ocean Road, Anglesea ..... 4*

**1. PLANNING MATTERS**

**1.1 Planning Permit Application 18/0061 - Use and Construction of Eight Apartments and Five Shops, Subdivision and Waiver of Car Parking - 143C Great Ocean Road, Anglesea**

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

**General Manager:** Ransce Salan  
**File No:** 18/0061  
**Trim No:** IC19/452

**Appendix:**

1. Order of Speakers - 16 April 2019 (D19/52792)

**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 hear submissions relating to Planning Permit Application 18/0061 - Use and development of eight apartments and five shops, subdivision and waiver of car parking at 143C Great Ocean Road, Anglesea.

**Summary**

In October 2018 the application was publicly exhibited in accordance with the *Planning and Environment Act 1987*.

**Summary of Submissions**

A total number of 41 submissions were received including 39 objections and two in support, summarised as follows:

No.	Submitter	Position	Summary of Submission
1.	Individual	Objection	<ul style="list-style-type: none"><li>• Over development</li><li>• Environmental impact</li><li>• Ruin Anglesea</li></ul>
2.	Individual	Objection	<ul style="list-style-type: none"><li>• No parking for visitors of the apartments</li><li>• No parking for staff of the shops</li><li>• No increase in parking for an increase to five shops</li><li>• Existing vacant shops results in an overdevelopment with an additional five shops</li></ul>
3.	Individual	Objection	<ul style="list-style-type: none"><li>• An additional five shops in Anglesea with existing vacant shops seem ridiculous</li></ul>
4.	Individual	Objection	<ul style="list-style-type: none"><li>• Does not conform to <i>Anglesea Structure Plan</i></li><li>• Amenity impacts including traffic, access, height, view sharing and noise</li></ul>
5.	Individual	Objection	<ul style="list-style-type: none"><li>• Negative impact on character of Anglesea</li><li>• Does not respond to <i>Anglesea Great Ocean Road Study</i> and the planning scheme</li><li>• Over development of site</li><li>• Lack of landscaping</li><li>• Poor design and response to character</li><li>• Inappropriate height</li><li>• Concern about car parking</li><li>• Detract from the character of Anglesea</li><li>• Does not comply with <i>Anglesea Structure Plan</i></li></ul>
6.	Individual	Objection	<ul style="list-style-type: none"><li>• Negative impact on and lack of response to the character of Anglesea</li></ul>

**1.1 Planning Permit Application 18/0061 - Use and Construction of Eight Apartments and Five Shops, Subdivision and Waiver of Car Parking - 143C Great Ocean Road, Anglesea**

			<ul style="list-style-type: none"> <li>Does not respond to <i>Anglesea Great Ocean Road Study</i> and the planning scheme</li> <li>Overdevelopment of site</li> <li>Lack of sufficient car parking</li> <li>Inadequate landscaping</li> <li>Poor design</li> <li>Inappropriate height</li> </ul>
7.	Individual	Objection	<ul style="list-style-type: none"> <li>Detract from the appeal of Anglesea's village character</li> <li>Impairs the natural features currently visible from the riverbank precinct</li> <li>Sustainability of additional shops in Anglesea</li> <li>Lack of car parking</li> </ul>
8.	Individual	Objection	<ul style="list-style-type: none"> <li>Over development of the site</li> <li>Lack of sufficient car parking</li> <li>Inadequate landscaping</li> <li>Poor design</li> <li>Inappropriate height</li> <li>Lack of response to the character of Anglesea</li> </ul>
9.	Individual	Objection	<ul style="list-style-type: none"> <li>Proposed development contravenes <i>Anglesea Structure Plan 2012</i></li> <li>Over development of the site</li> <li>Over supply of shops</li> <li>Amenity Impacts including quality of life, privacy, sunlight, car parking, property access and reduction in coastal views</li> </ul>
10.	Individual	Objection	<ul style="list-style-type: none"> <li>Does not meet <i>Surf Coast Planning Scheme</i> specifically the <i>Design and Development Overlay Schedule 25</i></li> <li>Could set a precedent for other developments in the community</li> </ul>
11.	Individual	Objection	<ul style="list-style-type: none"> <li>Lack of onsite car parking</li> <li>Reduction of car parking requirements</li> <li>Over development of the site</li> <li>Lack of consideration for existing public parking</li> </ul>
12.	Individual	Objection	<ul style="list-style-type: none"> <li>Over development of the site</li> <li>Lack of sufficient car parking</li> <li>Inadequate landscaping</li> <li>Poor quality design</li> <li>Inappropriate height</li> <li>Lack of response to the character of Anglesea</li> <li>Impacts on existing in demand car parks</li> </ul>
13.	Individual	Objection	<ul style="list-style-type: none"> <li>Excessive and unnecessary height</li> <li>Impact on ocean views</li> <li>Development should blend with its neighbours and coastal environment</li> <li>Impacts on views from public areas</li> </ul>
14.	Organisation	Objection	<ul style="list-style-type: none"> <li>Over development</li> <li>Inadequate car parking</li> <li>Existing car parking cannot handle demand</li> <li>Other developments have been required to increased car parking</li> </ul>
15.	Individual	Objection	<ul style="list-style-type: none"> <li>Over development of the site</li> <li>Lack of landscaping</li> <li>Poor design</li> <li>Inappropriate height</li> <li>Insufficient car parking</li> <li>Out of character for Anglesea</li> </ul>
16.	Individual	Objection	<ul style="list-style-type: none"> <li>Unsatisfactory to waive car parking</li> <li>Development should be reduced if car parking cannot be provided</li> </ul>



**1.1 Planning Permit Application 18/0061 - Use and Construction of Eight Apartments and Five Shops, Subdivision and Waiver of Car Parking - 143C Great Ocean Road, Anglesea**

17.	Individual	Objection	<ul style="list-style-type: none"> <li>• Development will impact negatively on Anglesea</li> <li>• Design not of high standard or response to environmental sustainable principles</li> <li>• Over development of the site</li> <li>• Waiving of car parking spaces</li> <li>• High demand for existing parking spaces</li> </ul>
18.	Individual	Objection	<ul style="list-style-type: none"> <li>• Inappropriate design</li> <li>• Out of character for Four Kings and Anglesea</li> <li>• Over development</li> <li>• Lack of car parking</li> <li>• Inadequate landscaping</li> <li>• Poor quality design</li> <li>• Inappropriate height</li> <li>• Lack of response to the character of Anglesea</li> </ul>
19.	Individual	Objection	<ul style="list-style-type: none"> <li>• Inappropriate to waive parking spaces</li> <li>• Bulk, scale and appearance out of character</li> <li>• Pokey apartments with lack of light, ventilation or environment</li> <li>• Inappropriate height</li> </ul>
20.	Individual	Objection	<ul style="list-style-type: none"> <li>• Over development of the site</li> <li>• Inadequate landscaping/open space</li> <li>• High site coverage</li> <li>• Poor design</li> <li>• Excessive height</li> <li>• Car parking</li> <li>• Inconsistent with Anglesea's village character</li> </ul>
21.	Individual	Objection	<ul style="list-style-type: none"> <li>• Gross over development of the site</li> <li>• Out of character for Anglesea</li> <li>• Existing shop should not be demolished as it is in keeping with Anglesea</li> <li>• Loss of views</li> <li>• Lack of sun and windows to the apartments</li> <li>• Gross undersupply of car spaces</li> </ul>
22.	Individual	Objection	<ul style="list-style-type: none"> <li>• Over development of the site</li> <li>• Lack of car parking</li> <li>• Inadequate landscaping</li> <li>• Poor quality design</li> <li>• Inappropriate height</li> <li>• Lack of response to the character of Anglesea</li> </ul>
23.	Individual	Objection	<ul style="list-style-type: none"> <li>• Does not response to <i>Anglesea Great Ocean Road Study</i> or <i>Surf Coast Planning Scheme</i></li> <li>• Over development of the site</li> <li>• Lack of car parking</li> <li>• Inadequate landscaping</li> <li>• Poor design</li> <li>• Inappropriate height</li> <li>• Lack of response to character of Anglesea</li> </ul>
24.	Individual	Objection	<ul style="list-style-type: none"> <li>• Out of character with Anglesea</li> <li>• Design, style, materials and colours fail to reflect the environment of Anglesea</li> <li>• Height</li> <li>• Landscaping</li> <li>• General amenity of the town</li> </ul>
25.	Individual	Objection	<ul style="list-style-type: none"> <li>• Over development of the site</li> <li>• Lack of car parking</li> </ul>

**1.1 Planning Permit Application 18/0061 - Use and Construction of Eight Apartments and Five Shops, Subdivision and Waiver of Car Parking - 143C Great Ocean Road, Anglesea**

			<ul style="list-style-type: none"> <li>Inadequate landscaping</li> <li>Poor design</li> <li>Inappropriate height</li> <li>Lack of response to character of Anglesea</li> </ul>
26.	Individual	Objection	<ul style="list-style-type: none"> <li>Building(s) out of character for Anglesea</li> <li>To many units proposed</li> <li>Development not making use of northerly light</li> <li>Inadequate car parking</li> <li>Lack of landscaping</li> </ul>
27.	Individual	Objection	<ul style="list-style-type: none"> <li>Over development of the site</li> <li>Does not comply to <i>Anglesea Structure Plan</i></li> <li>Inadequate car parking</li> <li>Lack of landscaping</li> <li>Poor quality design</li> <li>Does not respond to community values</li> </ul>
28.	Individual	Objection	<ul style="list-style-type: none"> <li>Over development of the site</li> <li>Lack of car parking</li> <li>Inadequate landscaping</li> <li>Poor design</li> <li>Inappropriate height</li> <li>Lack of response to character of Anglesea</li> </ul>
29.	Individual	Objection	<ul style="list-style-type: none"> <li>Over development of the site</li> <li>Lack of car parking</li> <li>Inadequate landscaping</li> <li>Poor design</li> <li>Inappropriate height</li> <li>Lack of response to character of Anglesea</li> </ul>
30.	Individual	Objection	<ul style="list-style-type: none"> <li>Inadequate car parking</li> <li>Inadequate landscaping</li> <li>Architectural style out of character with Anglesea</li> <li>Too many units proposed</li> <li>Does not utilise natural light</li> </ul>
31.	Individual	Objection	<ul style="list-style-type: none"> <li>Over development of the site</li> <li>Lack of car parking</li> <li>Inadequate landscaping</li> <li>Poor design</li> <li>Inappropriate height</li> <li>Lack of response to character of Anglesea</li> </ul>

The issues raised in the submissions will be considered in detail in a report to be presented to the 23 April 2019 Council meeting.

**Recommendation**

That the Hearing of Submissions Committee receives and notes the submissions relating to Planning Permit Application 18/0061 - Use and development of eight apartments and five shops, subdivision and waiver of car parking - 143C Great Ocean Road, Anglesea and forward to Council for consideration.

**Committee Resolution**

**MOVED Cr Margot Smith, Seconded Cr Brian McKitterick**

That the Hearing of Submissions Committee receives and notes the submissions relating to Planning Permit Application 18/0061 - Use and development of eight apartments and five shops, subdivision and waiver of car parking - 143C Great Ocean Road, Anglesea and forward to Council for consideration.

CARRIED 6:0

**1.1 Planning Permit Application 18/0061 - Use and Construction of Eight Apartments and Five Shops, Subdivision and Waiver of Car Parking - 143C Great Ocean Road, Anglesea**

**APPENDIX 1 ORDER OF SPEAKERS - 16 APRIL 2019**



**Hearing of Submissions  
Tuesday 16 April 2019  
5.00 pm  
Council Chambers  
1 Merrijig Drive, Torquay**

**Planning Permit application 18/0061 - 143C Great Ocean Road Anglesea**  
Use and construction of eight apartments and five shops, subdivision and waiver of car parking

**ORDER OF SPEAKERS**

Item	Time	Submitter
1.		Shelly Fanning (Applicant) Guy Holman (Architect)
2.		Wes Smith
3.		James Stephen
4.		Liz Vines
5.		Liz Vines (on behalf of the Anglesea Streetscape Community Group)

**Close:** There being no further items of business the meeting closed at 5.39pm.

**8.2 Section 86 Committee Minutes**

**APPENDIX 13 HEARING OF SUBMISSIONS COMMITTEE MINUTES - 7 MAY 2019**



# Minutes

## Hearing of Submissions Committee Tuesday, 7 May 2019

Held in the  
Council Chambers  
1 Merrijig Drive, Torquay  
Commencing at 5.00pm

**Committee:**

Cr Rose Hodge (Chair)  
Cr David Bell  
Cr Libby Coker (Leave of Absence)  
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 7 MAY 2019 COMMENCING AT 5.00PM

**PRESENT:**

Cr Rose Hodge (Chair)  
Cr Martin Duke  
Cr Clive Goldsworthy  
Cr Carol McGregor  
Cr Brian McKiterick  
Cr Margot Smith  
Cr Heather Wellington

**In Attendance:**

Chief Executive Officer – Keith Baillie  
General Manager Governance and Infrastructure – Anne Howard  
Acting General Manager Environment and Development – Matt Taylor  
General Manager Culture and Environment – Chris Pike  
Acting Manager Governance and Risk – Danielle Foster

9 members of the public  
0 member of the press  
3 members of staff

**APOLOGIES:**

**Committee Resolution**

**MOVED Cr Margot Smith, Seconded Cr Brian McKiterick**

That an apology be received from Cr Bell..

CARRIED 8:0

**CONFIRMATION OF MINUTES**

**Committee Resolution**

**MOVED Cr Clive Goldsworthy, Seconded Cr Martin Duke**

That the Hearing of Submissions Committee note the minutes of the meeting held on 16 April 2019 as a correct record of the meeting.

CARRIED 8:0

**CONFLICTS OF INTEREST:**

Nil

**SUBMITTERS HEARD**

1. Cr Wellington nominated by Susan and Ralph Peters
2. Cr Wellington nominated by Susan and Ralph Peters
3. 3228 Residents Association Inc. (Represented by Andrew Cherubine)
4. Stewart Mathison
5. The Committee Greater Torquay Alliance (Represented by Andrew Cherubine)
6. Rhonda Bentley
7. Sue O'Shanassy
8. Cr Wellington nominated by Rebecca Ramsden
9. Ian Kelly
10. Rusty Listens – *not listed in the agenda*

**BUSINESS:**

<b>1. OTHER MATTERS .....</b>	<b>4</b>
1.1 <i>Submissions to Draft Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal .....</i>	<i>4</i>



**1. OTHER MATTERS**

**1.1 Submissions to Draft Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal**

**Author's Title:** Coordinator Governance & Corporate Planning  
**General Manager:** Anne Howard

**Department:** Governance & Risk  
**File No:** F18/1898

**Division:** Governance & Infrastructure  
**Trim No:** IC19/642

**Appendix:**

1. Order of Speakers - Draft Local Law No. 2 Meeting Procedures and Common Seal (D19/59537)

**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 received during the public exhibition of the draft Local Law No. 2 of 2019 – Council Meeting Procedures and Common Seal 2019 (draft Local Law) to the Hearing of Submissions Committee (the Committee), and allow submitters to be heard where they have requested to address the Committee in person.

**Summary**

At its meeting on 26 February 2019, Council resolved to publicly exhibit the draft Local Law and publish a public notice inviting submissions in accordance with section 223 of the *Local Government Act 1989*.

As a consequence of the public exhibition period, 49 public submissions were received of which six submitters have requested to be heard in person by the Committee, and Cr Heather Wellington has been nominated to speak on behalf a further three submitters. An organisation submission to the draft Local Law has also been included.

Council will consider the draft Local Law for adoption at its Ordinary Council meeting scheduled on 28 May 2019.

Officers have written to all submitters thanking them for making a submission to the draft Local Law and providing a summary of the process.

**Summary of Submissions**

A total number of 50 submissions were received including 49 community submissions and one organisation submission, all of which are summarised as follows:

**Public Submissions**

No.	Submitter	Summary of Submission
1.	Individual	Generally opposes changes to the Local Law including: <ul style="list-style-type: none"><li>• The requirement for 3 Councillors to sign a Notice of Motion</li><li>• Changes to public question time</li><li>• Communication and public access to Council more generally.</li></ul>
2.	Individual	Concerned about the requirement for 3 Councillors to sign a Notice of Motion - noted that 2 is enough to start a debate.

**1.1 Submissions to Draft Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal**

No.	Submitter	Summary of Submission
3.	Individual	Concerned about: <ul style="list-style-type: none"> <li>• Democracy/transparency</li> <li>• Communication and public access to Council more generally</li> <li>• The requirement for 3 Councillors to sign a Notice of Motion</li> <li>• The word limit on Notices of Motion</li> <li>• Community engagement in general.</li> </ul>
4.	Joint x2	Opposes change in general. Concerned about communication and public access to Council more generally.
5.	Joint x2	Concerned about requirement for 3 Councillors to sign a Notice of Motion and communication/public access to Council more generally.
6.	Individual	Supports proposed changes in the Local Law.
7.	3228 Residents Association Inc.	Comprehensive 5-page submission. Opposes change in general including: <ul style="list-style-type: none"> <li>• Timing of review</li> <li>• Disagrees with Community Impact Statement general comments</li> <li>• Changes to Clause 21 – Notice of Motion and to Clause 20 – Public Question</li> <li>• Provided suggested alternatives.</li> </ul>
8.	Individual	Concerned about: <ul style="list-style-type: none"> <li>• Communication and public access to Council more generally</li> <li>• Requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Questions 'being answered by staff'</li> <li>• Communication and public access to Council more generally.</li> </ul>
9.	Individual	Concerned about: <ul style="list-style-type: none"> <li>• Democracy and spontaneity</li> <li>• Opposes changes in general - no specifics.</li> </ul>
10.	Individual	Concerned about community involvement and public access to Council more generally.
11.	Individual	Concerned about communication and public access to Council more generally. Opposes changes - no specifics included.
12.	Individual	Concerned about: <ul style="list-style-type: none"> <li>• Communication and public access to Council more generally</li> <li>• Opposes change in general</li> <li>• The requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Proposed changes to questions without notice</li> </ul>

**1.1 Submissions to Draft Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal**

No.	Submitter	Summary of Submission
		<ul style="list-style-type: none"> <li>Perceived attitude of some Councillors towards community</li> <li>Cites Community Satisfaction Survey and an improvement area being 'Making Community Decisions'.</li> </ul>
13.	Individual	<p>Opposes proposed changes including:</p> <ul style="list-style-type: none"> <li>Changes to questions without notice</li> <li>Questions being answered by staff</li> <li>Communication and public access to Council more generally</li> <li>Word limit on public questions</li> <li>Requirement for 3 Councillors to sign a NOM</li> <li>Word limit on NOM</li> <li>Livestream option - an invasion of privacy</li> <li>Chairperson's right to disallow a question.</li> </ul>
14.	Individual	Opposes proposed changes - no specifics provided.
15.	Individual	Opposes changes relating to transparency and access to Council.
16.	Individual	<p>Does not fully understand changes.</p> <p>Opposed on grounds of restriction on Councillors to represent community.</p>
17.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>Democracy/transparency</li> <li>Requirement for 3 Councillors to sign a Notice of Motion</li> <li>Communication and public access to Council more generally</li> <li>Proposed restriction of questions regarding matters that will be considered at the meeting or a future meeting of Council</li> <li>Word limit on public questions.</li> </ul>
18.	Individual	<p>Opposes change in general - no specifics provided.</p> <p>Concerned about communication and public access to Council more generally.</p>
19.	Individual	<p>Opposes changes in general - no specifics provided.</p> <p>Concerned about communication and public access to Council more generally.</p>
20.	Individual	<p>Opposes changes in general - no specifics provided.</p> <p>Concerned about communication and public access to Council more generally.</p>
21.	Joint x2	<p>Opposes changes in general - no specifics provided.</p> <p>Concerned about communication and public access to Council more generally.</p>

**1.1 Submissions to Draft Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal**

No.	Submitter	Summary of Submission
22.	Moriac Community Network Inc.	<p>Comprehensive 4-page submission.</p> <p>Concerned about:</p> <ul style="list-style-type: none"> <li>• Democracy/transparency</li> <li>• Communication and public access to Council more generally</li> <li>• Proposed restriction of questions regarding matters that will be considered at the meeting or a future meeting of Council.</li> <li>• Questions 'being answered by staff'</li> <li>• Word limit on public questions</li> <li>• Confusing statement/s</li> <li>• Requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Word limit on Notices of Motion</li> <li>• Proposed changes to questions without notice.</li> </ul>
23.	Growing Winchelsea Inc.	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>• Updated Local Law differs to other Councils</li> <li>• Transparency/democracy</li> <li>• Requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Timing of review.</li> </ul>
24.	Individual	<p>Comprehensive 24-page submission with attachments. Analysis of Local Law and comparisons to others.</p> <p>Opposes:</p> <ul style="list-style-type: none"> <li>• General changes that could affect public engagement with Councillors</li> <li>• Structure of some sections</li> <li>• Process of approving the updated Local Law</li> <li>• The requirement for 3 Councillors to sign a NOM</li> <li>• Proposed changes to questions without notice</li> <li>• Questions being answered by staff</li> <li>• Has other concerns around meetings structure, the law firm's brief for the review and questions around Leave of Absence and the current LG Act.</li> </ul>
25.	Individual	<p>Opposes:</p> <ul style="list-style-type: none"> <li>• Proposed changes to questions without notice</li> <li>• Requirement for 3 Councillors to sign a NOM</li> <li>• Word limit on public questions</li> <li>• Word limit on NOM</li> <li>• Communication and public access to Council more generally.</li> </ul>
26.	Individual	<p>Concerned about:</p>

**1.1 Submissions to Draft Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal**

No.	Submitter	Summary of Submission
		<ul style="list-style-type: none"> <li>Requirement for 3 Councillors to sign a Notice of Motion</li> <li>Councillors' ability to represent community</li> <li>Timing of review</li> <li>Democracy/transparency.</li> </ul>
27.	Joint x 2	<p>Comprehensive 3-page submission.</p> <p>Concerned about:</p> <ul style="list-style-type: none"> <li>Democracy/transparency</li> <li>Proposed changes to questions without notice</li> <li>Restriction on Councillors answering public questions</li> <li>Questions being answered by staff</li> <li>Word limit on public questions</li> <li>Requirement for 3 Councillors to sign a Notice of Motion</li> <li>Word limit on Notices of Motion</li> <li>Removal of the five minute introduction by a Councillor for their Notice of Motion</li> <li>Livestreaming of Council Meetings</li> <li>Timing of review.</li> </ul>
28.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>Requirement for 3 Councillors to sign a Notice of Motion</li> <li>Timing of review.</li> </ul>
29.	Greater Torquay Alliance	<p>Opposes changes in general - no evidence that the current law is not working Efficiently or there are issues with governance.</p> <p>The proposed changes to questions without notice.</p> <p>The requirement for 3 Councillors to sign a NOM.</p> <p>Communication and public access to Council more generally.</p>
30.	Joint x2	<p>Concerned about communication and public access to Council more generally.</p> <p>Perceives restriction on Councillors to represent community.</p>
31.	Individual	<p>Opposes changes generally:</p> <ul style="list-style-type: none"> <li>Communication and public access to Council more generally</li> <li>Proposed changes to questions without notice</li> <li>Questions being answered by staff</li> <li>Word limit on public questions</li> <li>Requirement for 3 Councillors to sign a NOM.</li> </ul>
32.	Joint x2	<p>Concerned about:</p>

**1.1 Submissions to Draft Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal**

No.	Submitter	Summary of Submission
		<ul style="list-style-type: none"> <li>• Communication and public access to Council more generally</li> <li>• Proposed changes to questions without notice</li> <li>• Word limit on public questions</li> <li>• Requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Removal of 5 minute introduction by a Councillor for Notice of Motion</li> <li>• Democracy/transparency in general.</li> </ul>
33.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>• Proposed changes to questions without notice</li> <li>• Word limit on public questions</li> <li>• Requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Proposed restriction of questions regarding matters that will be considered at the meeting or a future meeting of Council.</li> </ul>
34.	Individual	<p>Concerned that:</p> <ul style="list-style-type: none"> <li>• Local Law differs to other Councils - no specifics provided</li> <li>• Democracy/transparency</li> <li>• Perceived restriction on Councillors to represent community</li> <li>• Democracy and representation.</li> </ul>
35.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>• Timing of review</li> <li>• Consultation with public</li> <li>• Democracy/transparency</li> <li>• Proposed changes to questions without notice.</li> </ul>
36.	Joint x2	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>• Timing and need for a review</li> <li>• Democracy/transparency for the community</li> <li>• Word limit on public questions and changes to public questions in general</li> <li>• Communication and public access to Council more generally.</li> </ul>
37.	Individual	<p>Considers changes undemocratic - no specifics provided.</p>
38.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>• Proposed changes to questions without notice</li> <li>• Democracy/transparency</li> <li>• Requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Communication and public access to Council more generally</li> <li>• Perceived restriction on Councillors to represent community.</li> </ul>

**1.1 Submissions to Draft Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal**

No.	Submitter	Summary of Submission
39.	Joint x2	Opposes changes in general - no specifics provided Concerned about: <ul style="list-style-type: none"> <li>• Democracy/transparency</li> <li>• Communication and public access to Council more generally.</li> </ul>
40.	Individual	Opposes the proposed changes to questions without notice Concerned about: <ul style="list-style-type: none"> <li>• Communication and public access to Council more generally</li> <li>• Oppose changes to Notices of Motion.</li> </ul>
41.	Individual	Concerned about: <ul style="list-style-type: none"> <li>• Proposed changes to public questions</li> <li>• Requirement for 3 Councillors to sign a Notice of Motion</li> <li>• Transparency in general</li> <li>• Restriction on Councillors to answer questions</li> <li>• Perceives restriction on Councillors to represent community</li> <li>• Livestreaming of Council Meetings.</li> </ul>
42.	Individual	Concerned about: <ul style="list-style-type: none"> <li>• Timing of review</li> <li>• Proposed changes to questions without notice</li> <li>• Requirement for 3 Councillors to sign a Notice of Motion.</li> </ul>
43.	Surfers Appreciating Natural Environment (SANE)	Concerned about: <ul style="list-style-type: none"> <li>• Communication and public access to Council more generally</li> <li>• Timing of review</li> <li>• Proposed changes to questions without notice</li> <li>• Notices of motion - no justification to change existing process.</li> </ul>
44.	Individual	Concerned about: <ul style="list-style-type: none"> <li>• Proposed changes to questions without notice</li> <li>• Councillors other than chairperson not being permitted to answer questions</li> <li>• Communication and public access to Council more generally.</li> </ul>
45.	Joint x2	Concerned about: <ul style="list-style-type: none"> <li>• The proposed changes to questions without notice</li> <li>• Restriction on Councillor to answer questions</li> <li>• Proposed restriction of questions regarding matters that will be considered at the meeting or a future meeting of Council</li> <li>• Word limit on public questions</li> </ul>

**1.1 Submissions to Draft Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal**

No.	Submitter	Summary of Submission
		<ul style="list-style-type: none"> <li>Questions being answered by staff</li> <li>Removal of the five minute introduction by a Councillor for Notice of Motion</li> <li>Requirement for 3 Councillors to sign a Notice of Motion</li> <li>Communication and public access to Council more generally</li> <li>Democracy/transparency in general.</li> </ul>
46.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>Communication and public access to Council more generally</li> <li>Perceived restriction on Councillors to represent community</li> <li>Community's ability to understand and question Council decisions</li> <li>Democracy/transparency.</li> </ul>
47.	Individual	<p>Concerned about:</p> <ul style="list-style-type: none"> <li>Requirement for 3 Councillors to sign a Notice of Motion</li> <li>Transparency in general</li> <li>Perceived restriction on Councillors to represent community</li> <li>Ability for community to ask questions.</li> </ul>
48.	Individual	Perceived restriction on Councillors to represent community
49.	Individual	Opposes the requirement for 3 Councillors to sign a Notice of Motion

Officers also suggest the inclusion of the following provision:

**Organisation Submission**

No.	Clause No.	Officers' Suggested Change	Comments
50.	20.16 (Add)	To add 'Where multiple questions requiring broadly similar responses have been received, the Chair may read out one statement that answers the matters raised, without the need for each question to be read out individually. The questions and statement shall be recorded in the minutes'.	In order to clarify that this is acceptable practice to improve efficiency of the meeting.

The issues raised in the submissions will be considered in a report to be presented to the Council meeting on 28 May 2019.

**Recommendation**

That the Hearing of Submissions Committee receives and notes the submissions relating to draft Local Law No. 2 of 2019 - Council Meeting Procedures & Common Seal, and forwards to Council for consideration.

**Committee Resolution**

**MOVED Cr Margot Smith, Seconded Cr Clive Goldsworthy**

That the Hearing of Submissions Committee receives and notes the submissions relating to draft Local Law No. 2 of 2019 - Council Meeting Procedures & Common Seal, and forwards to Council for consideration.

CARRIED 8:0



**1.1 Submissions to Draft Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal**

**APPENDIX 1 ORDER OF SPEAKERS - DRAFT LOCAL LAW NO. 2 MEETING PROCEDURES AND COMMON SEAL**



**Hearing of Submissions**  
**Tuesday 7 May 2019, 5pm**  
**Council Chambers**  
**1 Merrijig Drive, Torquay**

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**ORDER OF SPEAKERS**

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**1. Governance and Infrastructure**


**1.1 Draft Local Law No. 2 of 2019 - Council Meeting Procedures and Common Seal  
Public Submissions Hearing**

Speaker No.	Submission No.	Submitter Name
1.	4	Cr Wellington nominated by Susan & Ralph Peters
2.	5	Cr Wellington nominated by Susan & Ralph Peters
3.	7	3228 Residents Association Inc
4.	28	Stewart Mathison
5.	29	The Committee Greater Torquay Alliance
6.	35	Rhonda Bentley
7.	40	Sue O'Shanassy
8.	44	Cr Wellington nominated by Rebecca Ramsden
9.	46	Ian Kelly

**Close:** There being no further items of business the meeting closed at enter time 5:50pm.

**8.2 Section 86 Committee Minutes**


**APPENDIX 14 MODEWARRE HALL AND RESERVE S86 COMMITTEE OF MANAGEMENT –  
MEETING MINUTES – 21 NOVEMBER 2018**

	<p><b>COMMITTEE:</b> Minutes of the General Meeting of the Modewarre Hall &amp; Reserve Committee of Management</p> <p><b>PRESENT:</b> Mervyn Stephenson, Natalia Stephenson, Ken Hole, Brian &amp; Sandra Tanner, Jenny Hampshire, Paul Elshaug and Meredith Kelly, Lesley Evans.</p> <p><b>APOLOGIES:</b> Marie McPadden and Laurie Lowndes</p> <p><b>Motion:</b> That the apologies be accepted. Moved Mervyn Stephenson. Seconded Natalia Stephenson. Carried.</p> <p><b>VISITORS:</b> Rob Cameron from Bendigo Bank, Winchelsea</p>	<p><b>DATE:</b> 21<sup>st</sup> November, 2018</p> <p><b>TIME:</b> 7:53 pm</p> <p><b>VENUE:</b> Modewarre Hall, Cape Otway Road, Modewarre</p>
<p><b>Adoption of Previous minutes</b></p>	<p><b>Motion:</b> That the minutes of the meeting held 15<sup>th</sup> August, 2018 be accepted.</p> <p>Moved: Natalia Stephenson</p> <p>Seconded: Ken Hole.</p>	
<p><b>Financial Report</b></p>	<p>Natalia presented a comprehensive report showing bank reconciliation, payments and receipts. Changeover has been made to the Bendigo Bank. 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 that it would be looked at.</p> <p><b>Motion:</b> That the financial report be accepted.</p> <p>Moved: Natalia Stephenson</p> <p>Seconded: Ken Hole.</p>	
<p><b>Business Arising from Previous minutes</b></p>	<p><b>Plaque for the Oak Tree:</b> Ken Hole to source the year it was planted by Mr Noble and Mr Black and advise ASAP.</p> <p><b>Bluestone Building:</b> As per the report on 16<sup>th</sup> May, 2018, it will not be heritage listed but there may be the possibility that funding could be sought from other means. Paul will discuss with Nicky Angus and advise.</p> <p><b>Defibrillator:</b> Still waiting to hear back.</p>	
<p><b>Visitor:</b></p>	<p>Rob Cameron (Business Development Manager at the Bendigo Bank) explained the community concept application grant, which was started in 1998. There are 321 operating in Australia: Winchelsea, Anglesea and Lorne have branches. Grants have been made to many organisations over the 20 years it has been in operation. Rob advised that they would be happy to grant \$2,000 and in return ask for support by joining the Bendigo Bank and advertising to the community as well.</p>	

<b>Shire Report</b>	<p>Paul explained Meredith's role and advised that she would be our primary contact. Meredith presented the following outstanding items:</p> <p><b>Key System:</b> This is still under investigation. It was noted that the lock has been changed to the kitchen at the tennis pavilion and a new key will need to be issued including a new key to the bollard.</p> <p><b>Electrical Work in the Kitchen:</b> This has been carried out: (a) smoke alarm has been replaced and ceiling lights in the main hall attended to. However the stage curtain still requires repair.</p> <p><b>Table Trolley:</b> This is coming.</p> <p><b>Internal Toilet Dispensers:</b> That has been attended to in both the male and female toilets; the disabled toilet still requires a dispenser.</p> <p><b>Septic System:</b> These are emptied twice yearly. Next service is due in February, 2019. Ken Hole will monitor.</p> <p><b>Outside Toilet:</b> Still to be completed, and awaiting communication from John Chatterton.</p> <p><b>Shade Sails:</b> The contractor has been approved and the induction is this week. Paul advised that the cost of the building permit (\$1,000) will be covered by the Council as their contribution to the project.</p> <p><b>Proposal to Allow on site Overnight Accommodation for Hall Function Users:</b> Clarification was sought from Paul regarding –</p> <p>(a) curfew: midnight</p> <p>(b) separation of vehicles from accommodation for safety: exits, fence and walking path</p> <p>(c) function would need to be registered with Victoria Police's Partysafe: this would be according to the condition of hiring if a permit is required, in which case they would register with Partysafe.</p> <p><b>Playground Lock:</b> To use the type of lock discussed would make it difficult for people who may be in wheelchairs or have disabilities. There are two possible suggestions: (i) a magnetic catch or (ii) placing bollards to define where cars can stop (park). Mervyn Stephenson and Ken Hole to inspect for bollards placements.</p>
<b>General Business</b>	<p><b>Rubbish Bins:</b> It has been noticed by Mervyn that people are disposing of their rubbish in the hall bins. He would like to see some signage put up. Paul will look into limited lid lift bins and advise. Ken and Mervyn to monitor.</p> <p><b>Casual goal posts:</b> Paul Elshaugh to advise.</p>
<b>Notice of Motions to Council</b>	
<b>Next Meeting</b>	<p>The meeting closed at 9:00pm.</p> <p>The next meeting is Wednesday 20<sup>th</sup> February, 2019 at 7:30 pm.</p>

**8.2 Section 86 Committee Minutes**

**APPENDIX 15 STRIBLING RESERVE S86 COMMITTEE OF MANAGEMENT – MEETING MINUTES – 12  
NOVEMBER 2018**


	<p><b>COMMITTEE NAME:</b> Stribling Reserve Committee of Management  <b>COMMITTEE: MEMBERS:</b> Peter Spring, Linton Ferguson, Geoff Couper, Miah Atwell, Phillip Meurer, Don Tyrer, Carly Enticott, Wendy Jarratt, Don Balwin, David Mullen  <b>PRESENT:</b> PS, LF, PM, DT, WJ, DB  <b>APOLOGIES:</b> GC, CE  <b>VISITORS:</b> Clive Goldsworthy</p>	<p><b>DATE</b> 12 November 2018  <b>TIME:</b> 5:15 pm  <b>VENUE:</b> Multi-purpose Room</p>
<i>Adoption of previous minutes</i>	Moved: Phillip Meurer seconded: Don Baldwin	
<i>Conflict of Interest Declaration</i>	None	
<i>Business Arising from previous minutes</i>	<ul style="list-style-type: none"> <li>• Preliminary design for seating terraces received by Shire, will include compliant design to allow for oval access.</li> <li>• Mesh put up on fence to stop rubble being shot onto netball court from car wheels.</li> <li>• School Agreement, Shire negotiations underway.</li> <li>• Maintenance of Grounds local management, Shire financial offer to this committee is not adequate, local quote about \$25,000. Lorne Property Care being asked to do a clean up.</li> </ul>	
<i>OHS</i>	<ul style="list-style-type: none"> <li>• Oval access from terrace seating to oval is a dangerous slope with loose gravel.</li> <li>• Driveway to Men's Shed, uneven surface, cars loose traction, rubble being shot onto netball court.</li> <li>• Lack of female change rooms.</li> <li>• Cross-beam on gates to Lions Shed broken, Northwest corner.</li> </ul>	
<i>Correspondence In</i>	Council update from Paul Elsaug on 5 November: Netball Court surface, School Agreement, OH & S, AGM Email from Paul Elshaug query regarding use of Stribling Reserve during Pier to Pub.	
<i>Correspondence Out</i>	Peter Spring answered Paul Elshaug query, "Parking will be managed by Lorne Men's Shed and they will charge the standard fee for parking, same as other spaces and same as previous years. Oval is not used and there is still access to walk through and use the oval and the leisure centre by arrangement."	
<i>Treasurers Report</i>	Financial report from Bookkeeper circulated by email, accepted, moved Peter Spring, seconded Wendy Jarratt.	
<i>Booking Officer Report</i>	<p>Calendar of bookings on website: <a href="http://lornesports.com.au">lornesports.com.au</a> or <a href="https://sites.google.com/view/stribling/calendar">sites.google.com/view/stribling/calendar</a></p> <ul style="list-style-type: none"> <li>• David Bercot, Crepe Maison again will use kitchen in January to do food preparation. Fee \$950, bond \$500.</li> <li>• SA Pier to Pub Swimmers have booked LLC, fee \$990, bond \$500.</li> <li>• Geelong AFL made booking for February pre-season camp.</li> <li>• South Bendigo made enquiry for February pre-season camp.</li> <li>• Marjie Gorman enquiring about holding dance classes in January in the LLC.</li> <li>• Emailed some major user for a letter of support with respect to funding application, got confirmation from Falls Festival as well as one football club that they will write a letter of support.</li> <li>• Freedom Australia, which organises outings for people with disabilities, offered accommodation on the night of 13 December at no cost. Nelson Knight from Lions Club made contact.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Lina has paid her Term 3 fees for usage of LLC, apologies to the committee for late payment.</li> </ul>
<b><i>User Groups Report</i></b>	<ul style="list-style-type: none"> <li>• Men's Shed: reports directly to Surf Coast Shire</li> <li>• LFNC: none</li> <li>• Lorne P-12 College: none</li> </ul>
<b><i>Shire Report</i></b>	See correspondence in.
<b><i>General Business</i></b>	<ul style="list-style-type: none"> <li>• Sarah Henderson MP for Corangamite visited to inspect Master Plan implementation plans. Aiming to gain 3.3 million support from Federal Government and 3.3 million from Shire funding application.</li> <li>• Inquiry by dog groomer from Torquay to use power and water in car park at the back of the Lorne Leisure Centre. Committee supportive if not a problem for Lorne School when done on school days.</li> <li>• Luke Hutchinson from Birregurra Cricket Club asked about use of oval, as Birregurra cricket pitch not the best. Cover has been removed from the Stribling oval wicket. Birregurra will need the oval for 3 days, will pay for usage.</li> <li>• This committee would like to understand level of insurance cover for Lorne Leisure Centre contents. Need to check that assets register accurately records contents.</li> <li>• Staircase replacement project: completed</li> <li>• Stadium ventilation project: Shire waiting on response from G.H.D. about effect of reducing the scope of the project to not include wall insulation as the total cost was prohibitive.</li> <li>• Scoreboard project: We want an independent consultant to advise on project specifics. To avoid the issue that they would then disqualify themselves from tendering, the Stribling Reserve Committee of management will seek to get three quotes, Shire to do supporting structure to specifications.</li> <li>• Lighting upgrade project: Tender process closed. Critical that Powercor is able to fast-track work to upgrade power supply so new electronic scoreboard can be ready for 2019 football season.</li> </ul>
<b><i>Next Meeting</i></b>	5:15 pm Monday 10 December 2018 (AGM)



**8.2 Section 86 Committee Minutes**

**APPENDIX 16 STRIBLING RESERVE S86 COMMITTEE OF MANAGEMENT – MEETING MINUTES AGM – 10  
DECEMBER 2018**

	<p><b>COMMITTEE NAME:</b> STRIBLING RESERVE (AGM)  <b>COMMITTEE MEMBERS:</b>          Peter Spring, Carly Enticott, Phil Muerer, Linton Ferguson, Miah Atwell, Wendy Jarrat, Don Baldwin, Don Tyrer, Geoff Couper, David Mullen.  <b>PRESENT:</b> Peter Spring, Phil Muerer, Linton Ferguson, Miah Atwell, Wendy Jarrat, Don Baldwin, Don Tyrer, Geoff Couper.  <b>APOLOGIES:</b> Carly Enticott, David Mullen.  <b>VISITORS:</b> Paul Elshaug (SCS), Kevin Murphy (Groundsman/Linemarker)</p>	<p><b>DATE:</b> 10/12/2018  <b>TIME:</b> 5:15 pm  <b>VENUE:</b> Stribling Reserve</p>
<p><b>Acceptance of Minutes from last AGM</b></p>	<p>Moved: P. Muerer          Seconded: P. Spring</p>	
<p><b>Reports from Office Bearers and User Groups</b></p>	<p><b>Chairperson</b></p> <ul style="list-style-type: none"> <li>Report as tabled (included below)</li> <li>Hoping for more diligence on asset maintenance so that the Committee don't need to pick up the tab on items that should be covered (noting recent improvements).</li> </ul> <p><b>Secretary</b></p> <ul style="list-style-type: none"> <li>NA</li> </ul> <p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>Report as tabled / emailed to the Committee</li> </ul> <p><b>Booking Officer</b></p> <ul style="list-style-type: none"> <li>Back on track after issues/bushfires/Falls cancellation in previous years</li> </ul> <p><b>School</b></p> <ul style="list-style-type: none"> <li>Thanks to Pete and the Committee for support and working relationship</li> <li>Completed Master Plan process which was a significant achievement</li> <li>Working side-by-side with Council is positive</li> </ul> <p>Moved: M. Atwell          Seconded: D. Baldwin</p>	

<b>Acceptance of Financial Report</b>	Report as tabled / emailed to the Committee  Moved: P. Spring Seconded: W. Jarrat
<b>Appointment of Office Bearers</b>	P. Elshaug declared all positions opened and asked for nominations.  <b>Chairperson:</b> Peter Spring Nominated: D. Tyrer Seconded: G. Couper  <b>Secretary:</b> Linton Ferguson Nominated: P. Spring Seconded: W. Jarrat  <b>Treasurer:</b> Peter Spring Nominated: G. Couper Seconded: D. Baldwin  <b>Booking Officer:</b> Linton Ferguson Nominated: P. Spring Seconded: D. Baldwin
<b>Date of next AGM</b>	Monday 14 October 2019 at 5.15pm
<b>Chairperson's Closing Comment</b>	Pete thanked fellow Committee members, and acknowledged the achievement of Master Plan. Pete also thanked Council Officers, the Executive Management Team and Councillors for their support.
<b>Meeting Closed</b>	5:30 pm

## **Stribling Reserve Committee of Management**

### **ANNUAL REPORT OF THE STRIBLING RESERVE COMMITTEE OF MANAGEMENT**

**Prepared December 2018**



Stribling Reserve is bounded by Otway and William Streets, Lorne and is adjacent to Lorne P-12 College and the Emergency Services complex. It is about 4 hectares in area and contains the Lorne Leisure Centre stadium, an oval, cricket nets and netball courts and most recently, the Lorne Men's Shed. Stribling Reserve is a designated Surf Coast Shire Relief and Recovery centre and the Oval is used as an Emergency Staging area and is also used for medical evacuation by helicopter.

#### ***Membership***

The current Instrument of Delegation for the Stribling Reserve Management Committee was adopted by the Surf Coast Shire in 2017. The instrument of delegation outlines the objectives, powers, functions and duties of the special committee (known as the Stribling Reserve Management Committee). This committee shall comprise of up to twelve (12) members appointed by the Surf Coast Shire Council. One representative is appointed by the Surf Coast Shire Council and each permanent user group is entitled to one representative. Up to 5 community representatives are selected by calling for Registrations of Interest from the community by way of notice in the Public Notice Advertisement Section of local newspapers. Community representatives must be residents of the Surf Coast Shire (unless otherwise approved by Council).

#### ***Current Committee***

The present committee comprises the following members: Peter Spring (Chairman), Miah Atwell, Don Baldwin, Geoff Couper, Carly Enticott, Linton Ferguson (Bookings Officer), Wendy Jarratt, Phill Meurer, David Mullen, Don Tyrer and the Shire Recreation Officer (currently Paul Elshaug).

Paul Elshaug, as Shire Recreation Officer, acts as an advisor and has no voting power. Power is conferred by section 86(3) of the Local Government Act to the delegates on the Stribling Reserve Committee. Committee governance is outlined in the contents of the Governance Manual, especially the "Code of Conduct" and Meeting Procedure Local Law No 22. If committee members feel a conflict of interest exists between an agenda item and their

pecuniary interests members are directed to disclose that interest.

Meetings are held each month at the Stribling Reserve in the Multi Purpose room. Meeting procedures are outlined in the Stribling Reserve Committee of Management Instrument of Delegation.

#### ***Committee Activities 2017-2018***

The permanent users during 2017-18 were the Lorne P-12 College and the Lorne Football and Netball Club.

The school is the largest user, with full access to all facilities on every school day of the year. There are occasional times when other community needs clash with the school's use, but the committee is pleased to report that the school is quite generous in accommodating these with its other activities.

The Lorne Football and Netball Club provide a schedule of fixtures and social events that cover the summer and winter seasons and the committee assigns them first priority with facility use.

Local casual users have continued to use the facility in 2017-2018. Soccer, Vickick, Weight Loss Challenge, personal training, women's basketball, an after-school activities program, local service clubs, and a variety of community private events. Individuals and organised sporting clubs from elsewhere in Victoria and interstate often approach the committee to hire the facilities and the committee encourages such use.

The committee's marketing policy has been to seek opportunities to attract others and we have made substantial progress over recent years. The Booking Officer's role is to promote bookings that are of a sporting, recreational or social nature. The promotion and advertisement of the facility is important to strengthen our financial viability with a consistent income stream from such bookings. These bookings must be within the adopted policy controlling noise and other licensing requirements. Fees charged for these activities are important and are used to help lower the costs passed on to local user groups including the football, netball, cricket and other teams. A schedule of fees for these bookings is available.

During 2017-18, the Committee commissioned the development of a website to further promote the facilities on offer at Stribling Reserve. The website can be accessed in two ways: [www.striblingreserve.com.au](http://www.striblingreserve.com.au) and [www.lornesports.com.au](http://www.lornesports.com.au).

During the past year, the Committee has continued with its program of maintenance and improvement to facilities at the Reserve and has continued to promote and encourage community use of the facilities. The most significant of the asset maintenance projects was the replacement of the two cooking appliances (ovens and hotplates) with a new conventional oven and hotplate unit and a Combi oven which provides greater flexibility for meal preparation. The cost of the Combi oven was higher than the allowance provided by the Shire. The Committee took the decision to fund the additional cost because it was felt it was a more appropriate solution to requirements.

Two years ago, the Committee expressed concern about the condition of the playing surface on the Oval. The Committee subsequently commissioned its own report from a firm of Turf Consultants to firstly, identify the condition of the oval with respect to drainage, soil condition and grass condition and secondly to recommend a plan for remediation of any problems identified.

The oval is now in excellent condition; well drained and well covered. Reports from the Lorne

Football and Netball Club indicate that it is now regarded as one of the best playing surfaces in the region. This has been a key factor in attracting more Clubs to use the facilities for preseason training, providing a valuable source of revenue.

On behalf of the Committee and the Lorne Football & Netball Club I would like to extend our gratitude to the Shire and in particular the grounds maintenance staff for the commitment shown in getting the oval surface to its current state.

### **Finance**

Operations for the 2017/18 Financial Year resulted in a surplus of approximately \$10K, a turnaround from the loss of \$7,000 on 2016/17. There was an 80% lift in revenue from casual users and a 40% lift in revenue from Sporting Groups. Equipment costs and subcontractor's costs were down by nearly 70%.

We have continued to make improvements to facilities at Stribling Reserve as required by various user groups. We have also in some circumstances addressed maintenance and repairs where there was valid need but no budget forthcoming from the Shire. The Committee has taken a proactive view of what is necessary to ensure the safety and usability of the facilities within the Reserve and in many cases have undertaken works, which, under the Instrument of Delegation, are clearly the responsibility of the Shire.

Whilst our cash reserves are still approximately \$50,000, it is unsustainable for the Committee to have to undertake work, which is the Shire's responsibility. There needs to be more rigour in the approach to maintenance audit and more attention to maintenance needs as and when they arise.

### **Current Projects**

A major milestone was the development and subsequent adoption by Surf Coast Shire Council of the Stribling Reserve Master Plan in 2017. This master plan set the roadmap for future development of the Reserve and confirmed that the community views the Reserve as far more than a sports venue. It is considered a very important community hub offering facilities for a range of activities. At the same time the Lorne & District Men's Shed was built in the south west corner of the Reserve, reinforcing the role of Stribling Reserve within the community.

The Master Plan has paved the way for some significant projects and development work to be undertaken at Stribling Reserve. Current projects which have charter and project management at Shire include:

- Installation of new Oval lighting
- Installation of electronic scoreboard
- Power upgrade to the Reserve
- Installation of ventilation in the stadium.
- Development of concept plan for redevelopment of Leisure Centre and Netball hut to provide facilities which comply with:
  - AFL Guidelines
  - Netball Guidelines
  - Requirements of our major user, Lorne P-12 College
  - Requirements of the community

Many of these projects are underway at the time of writing.

In concluding, I would like to thank my fellow committee members for their assistance and support and to continued support from our Ward Councillor, Clive Goldsworthy, the Executive

Management Team and Officers of Surf Coast Shire and look forward to some exciting times as the current and scheduled projects transform Stribling Reserve to a true community facility for the future.


Peter Spring  
Chairman  
Stribling Reserve Committee of Management

10 December, 2018

**8.2 Section 86 Committee Minutes**

**APPENDIX 17 STRIBLING RESERVE S86 COMMITTEE OF MANAGEMENT – MEETING  
MINUTES – 10 DECEMBER 2018**



	<b>COMMITTEE NAME:</b> Stribling Reserve Committee of Management <b>COMMITTEE: MEMBERS:</b> Peter Spring, Linton Ferguson, Geoff Couper, Miah Atwell, Phillip Meurer, Don Tyrer, Carly Enticott, Wendy Jarratt, Don Balwin, David Mullen <b>PRESENT:</b> PS, LF, GC, MA, PM, DT, WJ, DB <b>APOLOGIES:</b> DM, CE <b>VISITORS:</b> Clive Goldsworthy, Kevin Murphy, Paul Elshaug Surf Coast Shire	<b>DATE</b> 10 December 2018 <b>TIME:</b> 5:15 pm <b>VENUE:</b> Multi-purpose Room
<i>Adoption of previous minutes</i>	Moved: WJ seconded: DB	
<i>Conflict of Interest Declaration</i>	None	
<i>Business Arising from previous minutes</i>	<ul style="list-style-type: none"> <li>School Agreement finalised, to be sent off to Education Department this week. Asking for an increased contribution and indexation, with a 30-year term of agreement.</li> </ul>	
<i>OHS</i>	<ul style="list-style-type: none"> <li>Oval access from terrace seating to oval is a dangerous slope with loose gravel.</li> <li>Driveway to Men's Shed, uneven surface, cars loose traction, rubble being shot onto netball court.</li> <li>Lack of female change rooms.</li> <li>Cross-beam on gates to Lions Shed broken, Northwest corner.</li> <li>Bins overflowing due to public dumping of rubbish.</li> </ul>	
<i>Correspondence In</i>		
<i>Correspondence Out</i>		
<i>Treasurers Report</i>	Financial report not yet available	
<i>Booking Officer Report</i>	Calendar of bookings on website: <a href="http://lornesports.com.au">lornesports.com.au</a> or <a href="https://sites.google.com/view/stribling/calendar">sites.google.com/view/stribling/calendar</a> <ul style="list-style-type: none"> <li>Web site was sending junk enquires, reported it to Lauri and seems to have stopped.</li> <li>David Bercot, Crepe Maison asked to extend kitchen usage into February and March to do food preparation.</li> <li>Marjie Gorman proposed dance classes in January in the LLC on calendar, fee \$200, bond \$500</li> <li>North Ballarat booked pre-season camp</li> <li>Enquiry from Cricket Victoria, running session for kids 5-10 on 21,22 January</li> <li>Melissa Dineen enquiry for Running Training Camp</li> <li>Enquiry from Grovedale FC</li> <li>LFNC: booked practice matches: 16 March Old Ivanhoe, 23 March Geelong Amateurs</li> </ul>	
<i>User Groups Report</i>	<ul style="list-style-type: none"> <li>Men's Shed: reports directly to Surf Coast Shire</li> <li>LFNC:</li> <li>Lorne P-12 College:</li> </ul>	
<i>Shire Report</i>		
<i>General Business</i>	<ul style="list-style-type: none"> <li>Lighting Project: tenders received, over budget, negotiating to reduce costs</li> </ul>	

	<ul style="list-style-type: none"><li>• Electronic Scoreboard Project: underway, hoping to reduce power upgrade delay. Shire has received letter to say process will be fast-tracked.</li><li>• Stadium Ventilation Project: equipment on site to start process. Project expected to be finished by Christmas.</li><li>• Master Plan Implementation: Concept design for Lorne Leisure Centre and Netball Pavilion costed at \$6.6 million. Surf Coast Council applying to Federal Government for a \$3.3 million under Better Regions initiative. Shire hope to underwrite \$3.3 million. Detailed design for Netball Pavilion is to be done.</li></ul>
<b><i>Next Meeting</i></b>	5:15 pm Monday 11 February 2019

### 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:** IC19/627

**Appendix:**

1. Assembly of Councillors - Councillor Briefings - 16 April 2019 (D19/54544)
2. Assembly of Councillors - Councillor Briefings - 23 April 2019 (D19/58081)
3. Assembly of Councillors - Responsible & Planning Authority Briefing - 23 April 2019 (D19/58100)
4. Assembly of Councillors - Councillor Briefings - 7 May 2019 (D19/61326)

**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

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**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:

- Councillor Briefings – 16 April 2019
- Councillor Briefings – 23 April 2019
- Responsible & Planning Authority Briefing – 23 April 2019
- Councillor Briefings – 7 May 2019

### **8.3 Assemblies of Councillors**

#### **APPENDIX 1 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS - 16 APRIL 2019**



## Assembly of Councillors Record


<b>Description of Meeting:</b> Councillor Briefings
<b>Responsible Officer:</b> Anne Howard
<b>Date:</b> 16 April 2019
<b>In Attendance:</b> Yes (✓) No (X)      N/R (Not Required)

Councillors		Officers		Externals	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Graeme Stockton, SCEG	✓
Cr. David Bell	X	General Manager Governance & Infrastructure - Anne Howard	✓	Philip Sutton, Author of Climate Code Red & Member of Climate Emergency Darebin Advisory Committee	✓
Cr. Libby Coker (Leave of Absence)	X	General Manager Environment & Development - Ransce Salan	✓	Adrian Whitehead, Co-founder of Beyond Zero Emissions; CACE (Community Action in the Climate Emergency) & Member of Climate Emergency Darebin Advisory Committee	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓	Alex Marsh, Convenor CACE Geelong	✓
Cr. Clive Goldsworthy	✓	Senior Governance Officer – Julie Anderson	✓	Anneliese Hallam, Plastic Wise Torquay	✓
Cr. Carol McGregor	X	Governance Officer - Jocelyn Christensen (minutes)	✓		
Cr. Brian McKitterick	✓	Sally Sneddon, Waste and Sustainability Officer	✓		
Cr. Margot Smith	✓	Lauren Watt, Coordinator Environmental Sustainability	✓		
Cr. Heather Wellington	X	Rowan Mackenzie, Manager Environment and Community Safety	✓		
		John Brockway, Manager Finance	✓		
		Gabby Spiller, Coordinator Management Accounting	✓		
		Matt Taylor, Manager Economic Development	✓		
		Karen Hose, Coordinator Strategic Land Use Planning	✓		
		Barb Noelker, Principal Strategic Planner	✓		
		Scott Jardine, Economic Development Officer	✓		
		Michelle Watt, Coordinator Statutory Planning	✓		
		Ben Schmied, Principal Statutory Planner	✓		
		Jessica Bennett, Coordinator Open Space Planning and Development	✓		



	Robyn Lucas, Community Engagement Facilitator	✓	
	Shaan Briggs, Manager Recreation and Open Space Planning	✓	

<b>MEETING COMMENCED</b>	1.00pm	<b>MEETING CONCLUDED</b>	4.28pm
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<b>Matters considered at the meeting</b>		
1. Climate Emergency Presentation – SCEG and Partners		
2. Plastic Wise Torquay		
3. Confirmation of Minutes		
4. Conflicts of Interests		
5. Delegation Debrief - Towards Environmental Leadership		
6. Great Ocean Road Authority		
7. Draft 2019-20 Annual Budget and Draft Rating Strategy		
8. Rural Hinterland Futures Strategy - Final Draft		
9. Council Submission to Melbourne's Strategic Agricultural Land Project		
10. 18/0061 - Development of a Three Storey Building with Five Shops and Eight Accommodation Units		
11. Former Winchelsea Shire Hall - Future Use		
12. Councillor Attendance at Meetings		
13. Other Business		
<b>Councillor/Officer Declarations of Interest</b>		
<b>Councillor/Officer</b>	<b>Left Meeting (Yes/No)</b>	<b>Type &amp; Details of Interest(s) Disclosed</b>
Nil		
<b>Responsible Officer Signature:</b> 		<b>Print Name:</b> Anne Howard
<b>Date:</b> 16 April 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 - 23 APRIL 2019**



## Assembly of Councillors Record

<b>Description of Meeting:</b> Councillor Briefings			
<b>Responsible Officer:</b> Keith Baillie - Chief Executive Officer			
<b>Date:</b> 23 April 2019			
<b>In Attendance:</b> Yes (✓) No (X)      N/R (Not Required)			

Councillors		Officers	
Cr. Rose Hodge - Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	X	General Manager Governance & Infrastructure - Anne Howard	X
Cr. Libby Coker (Leave of Absence)	X	General Manager Governance & Infrastructure – John Bertoldi	✓
Cr. Martin Duke	✓	General Manager Environment & Development – Matt Taylor	✓
Cr. Clive Goldsworthy	✓	General Manager Environment & Development - Ransce Salan	X
Cr. Carol McGregor	X	General Manager Culture & Community - Chris Pike	✓
Cr. Brian McKiterick	✓	Senior Governance Officer – Julie Anderson (minutes)	✓
Cr. Margot Smith	✓	Coordinator Management Accounting - Gabby Spiller	✓
Cr. Heather Wellington	X	Project Manager - Capital and Operational Projects - Kane Rogozik	✓
		Manager People & Culture - Leanne Perryman	✓
		Coordinator WHS - Sam Liston	✓
		Senior Governance Officer – Daniella Vasiloski	✓

<b>MEETING COMMENCED</b>	2.37pm	<b>MEETING CONCLUDED</b>	4.02pm
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<b>Matters considered at the meeting</b>	
1. Conflicts of Interest	
2. Digital Transformation Program Update	
3. Monthly Finance Report - March 2019	
4. Monthly Program Status Update - March 2019	
5. Workplace Health and Safety Quarterly Report - April 2019	
6. Agenda Review - Council Meeting - 23 April 2019	
<b>Councillor/Officer Declarations of Interest</b>	
<b>Councillor/Officer</b>	<b>Left Meeting (Yes/No)</b>
Nil	
<b>Responsible Officer Signature:</b> <i>Keith Baillie</i> <b>Print Name:</b> Keith Baillie	
<b>Date:</b> 23 April 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 -

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- (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;
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- 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 & PLANNING AUTHORITY  
BRIEFING - 23 APRIL 2019**



## Assembly of Councillors Record

<b>Description of Meeting:</b> Responsible & Planning Authority Briefing			
<b>Responsible Officer:</b> Keith Baillie- CEO			
<b>Date:</b> 23 April 2019			
<b>In Attendance:</b> Yes (✓) No (X)      N/R (Not Required)			

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	X	General Manager Governance & Infrastructure - Anne Howard	X
Cr. Libby Coker (Leave of Absence)	X	Acting General Manager Governance & Infrastructure – John Bertoldi	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓
Cr. Clive Goldsworthy	✓	Acting General Manager Environment & Development – Matt Taylor	✓
Cr. Carol McGregor	X	General Manager Environment & Development - Ransce Salan	X
Cr. Brian McKitterick	✓	Senior Governance Officer – Julie Anderson (minutes)	✓
Cr. Margot Smith	✓	Senior Governance Officer – Danni Vasiloski (minutes)	✓
Cr. Heather Wellington	X	Coordinator Statutory Planning – Michelle Watt	✓

<b>MEETING COMMENCED</b>	2.30pm	<b>MEETING CONCLUDED</b>	2.37pm
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<b>Matters considered at the meeting</b>	
1. Conflicts of Interest	
2. Planning Permit Application 18/0061 - Use and Construction of Eight Apartments and Five Shops, Subdivision and Waiver of Car Parking - 143C Great Ocean Road, Anglesea	
<b>Councillor/Officer Declarations of Interest</b>	
<b>Councillor/Officer</b>	<b>Left Meeting (Yes/No)      Type &amp; Details of Interest(s) Disclosed</b>
Nil	
<b>Responsible Officer Signature:</b> <i>Keith Baillie</i> <b>Print Name:</b> Keith Baillie	
<b>Date:</b> 23 April 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
- (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;
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### **8.3 Assemblies of Councillors**

#### **APPENDIX 4 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS - 7 MAY 2019**



## Assembly of Councillors Record

<b>Description of Meeting:</b> Councillor Briefings				
<b>Responsible Officer:</b> Anne Howard				
<b>Date:</b> 7 May 2019				
<b>In Attendance:</b> Yes (✓) No (X)				
Councillors		Officers	Others	
Cr. Rose Hodge - Mayor	✓	Chief Executive Officer - Keith Baillie	✓ Project Manager, DELWP – Jason Borg	✓
Cr. Clive Goldsworthy	✓	General Manager Governance & Infrastructure - Anne Howard	✓ Film Maker & Director – Fiona O'Connell	✓
Cr. David Bell (Apology)	X	Acting General Manager - Manager Economic Development – Matt Taylor	✓ Executive Producer – Renee Smith	✓
Cr. Libby Coker (Leave of Absence)	X	General Manager Culture & Community - Chris Pike	✓ Economic/Industry Analysis & Strategy - Michael Connell	✓
Cr. Martin Duke	✓	Senior Governance Officer – Julie Anderson (minutes)	✓ Regional & Industry Futures, Marketing /Communications - Sally Hirst	✓
Cr Carol McGregor	✓	Governance Officer – Jocelyn Christensen (minutes)	✓ Community Engagement & Consultation, Facilitation - Jen Lilburn	✓
Cr. Brian McKitterick	✓	Coordinator Business and Tourism - Simon Loone	✓	
Cr. Margot Smith	✓	Coordinator Governance and Corporate Planning - Danielle Foster	✓	
Cr. Heather Wellington	X	Engineering Services Manager - Ian Stewart	✓	
		Manager Environment and Community Safety - Rowan Mackenzie	✓	
		Coordinator Strategic Land Use Planning - Karen Hose	✓	
		Principal Strategic Planner - Samantha Natt	✓	
		Manager Business Improvement - Brendan Walsh	✓	
		Business Improvement Officer - Trevor Britten	✓	
		Arts Development Officer - Harriet Gaffney	✓	
		Coordinator Communications and Community Relations - Darryn Chiller	✓	
		Community Project Officer - Terri Hannan Acting Coordinator Community Health & Development - Alicia Hooper Manager Community Strengthening - Jill Moodie	✓	



<b>MEETING COMMENCED</b>	1.06pm	<b>MEETING CONCLUDED</b>	4.22pm
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**Matters considered at the meeting**

1. DELWP Great Ocean Road Authority Implementation
2. "Wrecked" – a film to put Torquay on the map for arts/culture (diversity, First Nation people) & off-peak tourism. - Purpose of Briefing: To share film objective, synopsis, benefits/opportunities for The Shire
3. Economic Development Strategy- Michael Connell & Associates
4. Submissions - Local Law No. 2 – Council Meeting Procedures & Common Seal
5. Parliamentary Inquiry into the Recycling and Waste Management
6. Amendment C128surf - Miscellaneous Corrections of Anomalies in the Surf Coast Planning Scheme
7. Business Improvement Program 2019-20
8. Arts Program Briefing including assessment of Arts Seed Funding Grants
9. Bennett Street Kerb Renewal Delay
10. Proposed Special Charge Scheme, Torquay Surf City Precinct Pathway
11. Small Grants Program March 2019
12. Public Spaces Closed Circuit Television Policy
13. Other Business

**Councillor/Officer Declarations of Interest**

Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Nil		

**Responsible Officer Signature:**

**Print Name:** Anne Howard

**Date:** 7 May 2019

To be completed on conclusion of session and provided to Governance Administration Officer.

**General Information:**

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- (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;
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- 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)].
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## **9. NOTICE OF MOTIONS**

### **9.1 Notice of Motion**

#### **Appendix:**

1. City of Greater Geelong Rural and Peri Urban Feasibility Study (D19/72232)

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#### **Surf Coast Shire Council**

#### **Notice of Motion**

#### **Council Services**

#### **NOM- 135**

I, Councillor Carol McGregor give notice that at the next Ordinary Council Meeting to be held on Tuesday 28 May, I intend to move the following motion:

#### **Motion**

1. That Surf Coast Shire contributes \$20,000 (excluding GST) from the Accumulated Unallocated Cash Reserve towards the multi-purpose livestock and information exchange scoping study proposed by City of Greater Geelong.

#### **Rationale**

The Peri Urban Advisory Committee was established by City of Greater Geelong (CoGG) in 2018, to advise Council of regional issues and priorities for local Peri Urban areas. The highest priority identified by the Committee is that an in-depth analysis and understanding of the potential for a regionally based, small-scale livestock selling and information centre has not been adequately explored. Concerns remain with regard to limited support for small landholders who own and manage livestock, animal welfare issues, biosecurity issues, lost rural community connectedness and a general concern about G21 Councils displaying a lack of interest in the rural lifestyle properties in relation to livestock management.

To that end, CoGG has supported the recommendation from the Peri Urban Advisory Committee to undertake a study to determine the most appropriate economic, environmental and social model for a multi-purpose livestock selling and information exchange for small producers in the region with consideration to the environmental and social benefits of our dispersed rural community. CoGG has proposed a commitment of \$70,000 in its 2019-20 budget towards the scoping study, estimated to cost approximately \$100,000. Given that a large proportion of Surf Coast Shire includes a hinterland of small producers who are likely to utilise a local, multi-purpose facility, it would be appropriate for the Shire to contribute to the scoping study.

Previous reports (for example, Mecardo and the Geelong Sustainable Agribusiness Strategy) gave little consideration to the concept of a small scale multi-purpose facility to accommodate needs of small producers and those farming as a hobby or part time venture. In addition, previous reports did not include feedback provided from over 400 Geelong Saleyard users who were surveyed in 2016 prior to the closure of the Geelong Saleyards.

The scoping study will explore the concept of a multipurpose livestock selling and information exchange facility as per the attached document. As Surf Coast Shire continues to recognise the importance of our hinterland and develops its own Hinterland Strategy, it is important to encourage and support our local livestock producers. This includes support and encouragement to continue to buy, breed and sell locally, using the legislated tracking systems, appropriately managed biosecurity approaches and remain connected as a community with a collective interest, rather than take their business outside of our region or risk selling privately and without proper process.

I commend this Notice of Motion to Council.

**Cr Carol McGregor**  
**Councillor**

Date: 17 May 2019

**9.1 Notice of Motion**

**APPENDIX 1 CITY OF GREATER GEELONG RURAL AND PERI URBAN FEASIBILITY STUDY**

THE CITY OF  
GREATER GEELONG

## RURAL AND PERI URBAN FEASIBILITY STUDY



### Background For The Need To Undertake A Feasibility Study For A Multi-Purpose Multi-Use Livestock And Information Exchange

Since the closure of the Geelong Saleyards in 2016 and the permanent closure in 2017, and along with the unsuccessful transition to the Colac saleyards, there is a gap in the market to support the Peri Urban farmers who need to buy and sell livestock. With the lack of a suitable facility there are concerns that there are no locations for farmers to meet, connect, be engaged, or have access to relevant programs to support farming best practice, education, health and well-being. The retention of agricultural land is an important part of planning for Greater Geelong however, there many smaller land holdings and some larger land holdings that are increasing used for hobby farms or lifestyle. These types of properties are highly sought after and it means the current situation is not going to change. Encouraging the productive use of the land ensures land is not left idle which could reduce fire risk, pest management, weed control.

There is a perception that the Peri Urban farmer has limited education in farming practices which provides a risk and it has been highlighted that Council has a social responsibility to provide services to support these rate paying farmers. Opportunities also exist to engage with local producers to support the G21 regional produce provenance through paddock to plate offerings, enabling local buyers to have direct access to local producers e.g. butchers.

There have also been a number of risks identified with the lack of a saleyard facility and information exchange including;

- Biosecurity
- Traceability
- Potential impact on tourism and regional food provenance
- Animal welfare
- Illegal effluent dumping
- Social connectivity

It is therefore proposed to undertake a feasibility study for a multi-purpose multi-use livestock and information exchange facility to address the gap in the market, identify risks and opportunities.

#### SCOPE OF THE FEASIBILITY STUDY

The feasibility study should focus on the small lot Peri Urban farmer and address the issues and opportunities above. The working group have identified that the scope of the facility should support the sale and purchase of smaller lot sizes for example 20 to 30 animals which represents the Peri Urban farmer needs. The working group also identified that any future facility should be more than a saleyards and provide other complimentary services to address the needs highlighted.

The study should review all other works undertaken related to saleyards including reports, strategies, and feedback from community meetings. Any facility must be multi-use and multi-purpose and must provide services that support the need of the Peri Urban farmers.

[WWW.GEELONGAUSTRALIA.COM.AU](http://WWW.GEELONGAUSTRALIA.COM.AU)



**The services a multi-use multi facility could support include:**

- Livestock exchange to trade cattle, sheep, horses, alpacas, goats, poultry
- Meeting area to support education, information exchange and health and well-being programs
- Other uses – farmers market, hay/grain sales, other agriculture related services for example shearing
- Truckwash

**Broadly the scope of the study should focus on six main areas:**

1. Demand
2. Services Required
3. Options
4. High level costs
5. Operational model
6. Recommendations

**1. Demand**

- a. Understanding customer requirements
- b. Volumes, lot sizes,
- c. Future Trends in livestock sales
- d. Current sales channels used by Peri Urban farmers
- e. Preferred sales channels of the Peri Urban farmers
- f. Analysis of the number of small lot holdings across the G21 region

**2. Services Required**

- a. A detailed review and consultation of the services required

**3. Options and Siting**

- a. Current options in the market today to deliver the identified services required
- b. Future options to deliver the services required
- c. Land and location requirements and a methodology to determine the most appropriate site

**4. High Level Costs**

- a. Costs to deliver the proposed options
- b. Operational costs

**5. Operational Model**

- a. Ownership
- b. Who operates and resources required

**6. Recommendations**

- a. Recommendations to the Peri Urban and Rural Committee for review. Recommendation must include any further works to be undertake e.g detailed designs, site location and selection, funding options, detailed business case.

**7. Report to City of Greater Geelong Council**

Any detailed design would be the subject of a business case pending the outcome of the feasibility study and the services offered. However, the following facilities and services have been highlighted as being important to support a future facility.

These would need to be tested with the potential users;

- Location
- Multi species capabilities
- Access
- Truck wash
- Complimentary/alternative uses
- Soft standing
- Covered roof
- Meeting rooms
- Canteen
- Digitally enabled
- Commercial spaces
- Future proofed to support sustainability into the future
- Solar powered
- Smart water capture and usage
- Refuge centre for livestock in the event of an emergency
- Pound for larger animals

Any future facility must have a truck wash included at the facility

#### PROCESS TO COMPLETE THE FEASIBILITY STUDY

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1. Secure Funding of \$100,000 to complete the feasibility study
  - CoGG
  - G21
  - Surf Coast
  - Golden Plains
  - Wyndham Shire
  - Moorabool Shire
2. Develop a governance structure – subcommittee to the Peri Urban and Rural Advisory Committee
3. Scope of work to be finalised and approved
4. Stakeholder engagement plan developed and agreed, including but not limited to;
  - Peri Urban Farmers
  - Peri Urban Council
  - Saleyard Agents
  - Meat and Livestock Victoria
  - Agriculture Victoria
  - Rural Councils Victoria
  - Western Interface Councils
  - Victorian Farmers Federation
5. Request for Quotation process (three quotes)
6. Project Plan to include:
  - Research – current data, reports, strategies, trends, services in the market, other regional facilities
  - Develop an issues and options paper
  - Consultation with stakeholders
  - Timelines. It is anticipated the scoping study will be completed with 3 to 6 months.

7. Final Report – presented to Peri Urban and Rural Advisory Committee for review
8. Recommendations from the Peri Urban and Rural Advisory Committee to the City of Greater Geelong Council

**10. CLOSED SECTION**

Nil