

Minutes

Meeting of Council
Tuesday, 15 September 2020

Held via video conference
(Zoom)

Commenced at 6.00pm

Council:

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

MINUTES FOR THE MEETING OF SURF COAST SHIRE COUNCIL
HELD VIA VIDEO CONFERENCE (ZOOM)
ON TUESDAY 15 SEPTEMBER 2020, COMMENCED AT 6.00PM

PRESENT:

Cr Rose Hodge (Mayor)
Cr David Bell
Cr Martin Duke
Cr Clive Goldsworthy
Cr James McIntyre
Cr Brian McKitterick
Cr Tony Revell
Cr Margot Smith
Cr Heather Wellington

In Attendance:

Acting Chief Executive Officer – Anne Howard
Acting General Manager Governance & Infrastructure – John Bertoldi
General Manager Culture & Community – Chris Pike
General Manager Environment & Development – Ransce Salan
Governance Officer – Zoe Eastick
Coordinator Governance – Julie Anderson

OPENING:

Cr Rose Hodge opened the meeting.

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

PLEDGE:

Cr Brian McKitterick recited the pledge on behalf of all Councillors.

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

APOLOGIES:

Nil.

CONFIRMATION OF MINUTES:

Council Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr Martin Duke

That Council notes the minutes of the meeting of Council held on 25 August 2020, and the Special meeting of Council held on 7 September 2020, as correct records of the meetings.

CARRIED 9:0

LEAVE OF ABSENCE REQUESTS:

Nil.

CONFLICTS OF INTEREST:

Cr Martin Duke declared an indirect conflict of interest with Item 2.1 - Planning Permit Application 18/0274 – 85 Geelong Road, Torquay, under Section 78 of the *Local Government Act 1989* (close association). The nature of the interest being Cr Duke's wife's employment connection with Luizzi properties. Cr Duke left the meeting at 6:19pm while this item was being discussed and voted on and returned at 6:29pm.

Cr David Bell declared a direct conflict of interest with Item 6.5 - Financial support for users of Council facilities, under Section 77B of the *Local Government Act 1989*. The interest being that Cr Bell the owner of a business licenced to use Council land. Cr Bell left the meeting at 8:45pm while this item was being discussed and voted on and returned at 9:10pm.

PRESENTATIONS:

Nil

PUBLIC QUESTION TIME:

Question 1 and 2 received from Kerry Johnston of Torquay

Question 1: Public Questions at Council Meetings

Can you please explain why neither the Mayor nor any Councillors ever respond to questions at meetings when they are our representatives voted in to represent us, the constituents of this Shire? Many questions surely deserve their input.

Cr Rose Hodge – Mayor responded:

The majority of public questions raised are of a technical nature and the responses are prepared by Council officers in the relevant departments and hence is appropriate for the CEO to respond to. For other questions seeking the opinions of Councilors these opinions may differ between individual Councillors and an individual Councillor's response may not be the view of Council.

Question 2: Public Questions to Councillors

Can you please explain to me why our elected representatives rarely respond to emails from their constituents? I find it disappointing that if constituents go to the trouble of contacting their Councillors and Mayor, why we don't get responses. Officers do respond but we would also appreciate contact from those receiving emails particularly to answer questions in those emails.

Cr Rose Hodge – Mayor responded:

Councillors do respond to emails directly, however when these emails relate to a service request or operational decision it is the common practice to forward these to the appropriate officer within the organisation to respond to in line with Council's Customer Request Management, or CRM, system.

Question 3 and 4 received from David Curnow of Bellbrae

Question 3: Use of land for accommodation in the form of homes on wheels

To my informed knowledge, use of land for accommodation in the form of homes on wheels, for 6 months to 2 years, is a growing trend in the Bellbrae/Freshwater Creek/ Paraparap areas and letter dropping asking for rural land to rent is currently taking place. Many rural property owners have no clarity if this is allowed or not. Could you please detail how the use of land for accommodation in the form of Tiny homes on wheels would be considered and determined under the rural zone provisions of the Surf Coast planning scheme, including any policy basis for such a use?

Anne Howard – Acting CEO responded:

It is Council's position that tiny homes are an accommodation use. In the rural zones this use requires a permit or is prohibited depending on the zone and specific characterisation of the use (for example, residence, short term accommodation). If an application can be made it would be determined having regard to all relevant provisions of the scheme which will vary based on the location and zones and overlays applying to the land. We always encourage people to enquire with Council's planners before commencing a new use or development so that they can get advice that relates more directly to their situation.

Question 4: Use of land for accommodation in the form of homes on wheels

The second question relates to a specific site that Mr Curnow is concerned about. I am not going to refer to the address or occupants tonight, but Mr Curnow asks why this use, which is prohibited under the Farming zone provisions of the Scheme, is being allowed to continue on the land until 31st of December 2020? Mr Curnow estimates that by then the use will have existed for a total period of 16 months.

Anne Howard – Acting CEO responded:

This is a planning compliance matter reported to Council in March 2020. The property owner has been cooperating and the occupier and owner of the tiny homes has been given until the 31 December 2020 to remove them from the site on compassionate grounds.

Question 5 and 6 received from Darren Noyes-Brown

Question 5: Proposed raised walkway/viewing platform overlooking Winki Pop

Does the Council consider the consultation and design processes completed by Council regarding the proposed raised walkway / viewing platform overlooking Winki Pop surf break at Bells Beach to be transparent and good governance?

Anne Howard – Acting CEO responded:

This question was submitted to the last Council meeting and you received a detailed written response on 28 August 2020. Mr Noyes-Brown included seven points that were also addressed in detail in that letter.

By way of response tonight, I confirm that Council is committed to abiding by the governance principles in the Local Government Act 2020. It ran an extensive and transparent community engagement process to complete the 2019 update of the Bells Beach Surfing Recreation Reserve Coastal and Marine Management Plan. There was a variety of opportunities for public participation and the results of the consultation, draft plans and concept designs were publically available on Council's website and via direct emails to participants in the process.

Question 6: Heritage records in Surf Coast Shire

There appears to be a lack of a centralized electronic database of heritage records in Surf Coast Shire. Many of the local history groups have more senior leadership who are unable to adapt to the digital world so that when planning exercises take place to preserve our heritage, a lot of information is not picked up in digital studies. This is because a lot of the records are in hardcopy format held in various locations. It is my understanding that Council's current funding is quickly consumed when consultants prepare reports so my question is, can the Council please consider extra funding for the following?

- Council's in house heritage funding,
- Funding for the Surf Coast Heritage Committee such that, hard copy records of heritage structures can be gathered and collated electronically in one central location, and
- Appoint a dedicated Surf Coast heritage officer to oversee matters of heritage and history in the area, rather than the current position that is combined with the arts?

Anne Howard – Acting CEO responded:

Increasing funding for heritage matters is something the new Council could consider as it establishes its priorities and develops its annual budget.

You may wish to raise this issue with the incoming Council early next year.

Question 7 and 8 received from Nabil Flynn

Question 7: Stormwater drainage issue

I first contacted Council in 2017 about Council storm water overflowing into my property and causing flooding. My stormwater discharge system complies with all regulations but Council's stormwater drains on Breamlea Road are higher than my property, which causes the stormwater to spill back onto my property and also to flood Breamlea Road. There is a 4 metre fall across the farm heading south so a quick re-level of the drain would solve the issue, even if barriers need to be installed on Breamlea Road to keep drivers safe. Surveys have been done and I have been promised a solution multiple times, but still nothing has been done. Making this drain work is clearly Council's responsibility and I can't understand why my family and I have been left with the worry that we will be flooded every time there is decent rainfall.

Does Council accept responsibility for making sure its stormwater drains can cope with normal rainfall events and not pose a hazard to private properties. If so, why has Council not fixed this problem within a reasonable timeframe to protect my property from flooding?

Anne Howard – Acting CEO responded:

The resolution to this drainage matter has been complicated by the fact Mr Flynn's property is a natural low point in the area. Over the period Council officers have looked at a number of options to remove water from this point, however each investigated option has come to an unacceptable outcome. The solution of discharging water from the low point to Breamlea Rd as suggested by Mr Flynn is the option that Council is currently working on. The added complication is that Breamlea Road is a City of Greater Geelong managed road and Council is currently working with the City to secure approvals.

Question 8: Stormwater drainage issue

When will Council fix this problem, what action will Council take in the meantime to protect my property from flooding?

Anne Howard – Acting CEO responded:

While Council is liaising with the City of Greater Geelong for a long term solution Council is looking at pumping out the water from the dam at the bottom of Mr Flynn's property to allow additional water storage capacity in the event of a storm. It is understood by officers that although in storm events water remains on Mr Flynn's property there has been no flooding impact on Mr Flynn's residence. Council's Manager Engineering Services is currently overseeing this project and I believe was meeting with Mr Flynn on site today.

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1. PETITIONS & JOINT LETTERS

Nil

Cr Martin Duke left the meeting at 6:19pm.

2. RESPONSIBLE & PLANNING AUTHORITIES

2.1 Planning Permit Application 18/0274 - 85 Geelong Road Torquay

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

General Manager: Ransce Salan
File No: 18/0274
Trim No: IC20/1221

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

Status:

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

Reason: Nil

Purpose

The purpose of this report is to determine a position on Planning Permit Application 18/0274.

An application for review pursuant to section 79 of the *Planning and Environment Act 1987* has been lodged by the permit applicant, as a result Council must not issue a decision on the application.

Summary

DATE RECEIVED (AMENDED APPLICATION)	20/03/2020
PROPERTY NUMBER	77040
PROPERTY ADDRESS	85 Geelong Road Torquay
APPLICANT	Baines Torquay Pty Ltd
PROPOSAL	Use and development of place of assembly (cinema), child care centre, medical centre, service station, two convenience restaurants, take away food premises; use of the land for an electric vehicle charging facility; construction and display of advertising signs; reduction in the number of car parking spaces required by clause 52.06 and the creation and alteration of access to a road in Road Zone Category 1
ZONE	Schedule 5 to the Special Use Zone (SUZ5)
OVERLAY/S	Schedule 7 to the Design and Development Overlay (DDO7), Schedule 1 to the Parking Overlay (PO1) and Schedule 2 to the Development Contributions Plan Overlay (DCPO2)
PERMIT TRIGGERS	Clause 1.0 of Schedule 5 to Clause 37.01 Clause 37.01-4 Clause 43.02-2 Clause 52.05-2 Clause 52.06-3 Clause 52.29-2
RESTRICTIVE COVENANTS	Not applicable
CURRENT USE/ DEVELOPMENT	Vacant
CULTURAL HERITAGE MANAGEMENT PLAN	Not Required
OBJECTIONS	56
STATUTORY DAYS	140 on 15/9/2020

2.1 Planning Permit Application 18/0274 - 85 Geelong Road Torquay

Recommendation

That Council:

- having caused notice of Planning Application No. 18/0274 to be given under Section 52 of the *Planning and Environment Act 1987*; and
- having considered all the matters required under Section 60 of the *Planning and Environment Act 1987*

decides to oppose the grant a permit under the Surf Coast Planning Scheme in respect of the land known and described as 85 Geelong Road Torquay for the Use and development of place of assembly (cinema), child care centre, medical centre, service station, two convenience restaurants, take away food premises; use of the land for an electric vehicle charging facility; construction and display of advertising signs; reduction in the number of car parking spaces required by clause 52.06 and the creation and alteration of access to a road in Road Zone Category 1 on the following grounds:

1. Traffic generation associated with the use and development of the land will be detrimental to traffic flow and road safety.
2. The design of car parking does not satisfy the requirements of clause 52.06-9 of the Surf Coast Planning Scheme
3. The application has not demonstrated that car parking can be supplied on site to meet the typical peak demand for car parking generated by the proposed use and development.
4. If the supply of car parking onsite does not meet typical peak demand it is likely that the amenity of nearby residential areas would be detrimentally impacted by overflow parking.
5. That the scale of proposed office use is inconsistent with policy to maintain the current hierarchy of activity centres and contributes to undermining the primacy of Torquay Town Centre activity centre.
6. The application has not demonstrated that residential amenity will be protected from noise generated by the proposed uses, particularly noise from patrons associated with the residential hotel and vehicles using car parking areas located close to residential boundaries
7. The development does not provide adequate loading and unloading facilities which is likely to lead to amenity, traffic flow and safety impacts.

Council Resolution

MOVED Cr David Bell, Seconded Cr Brian McKiterick

That Council:

- having caused notice of Planning Application No. 18/0274 to be given under Section 52 of the *Planning and Environment Act 1987*; and
- having considered all the matters required under Section 60 of the *Planning and Environment Act 1987*

decides to oppose the grant a permit under the Surf Coast Planning Scheme in respect of the land known and described as 85 Geelong Road Torquay for the Use and development of place of assembly (cinema), child care centre, medical centre, service station, two convenience restaurants, take away food premises; use of the land for an electric vehicle charging facility; construction and display of advertising signs; reduction in the number of car parking spaces required by clause 52.06 and the creation and alteration of access to a road in Road Zone Category 1 on the following grounds:

1. Traffic generation associated with the use and development of the land will be detrimental to traffic flow and road safety.
2. The design of car parking does not satisfy the requirements of clause 52.06-9 of the Surf Coast Planning Scheme
3. The application has not demonstrated that car parking can be supplied on site to meet the typical peak demand for car parking generated by the proposed use and development.
4. If the supply of car parking onsite does not meet typical peak demand it is likely that the amenity of nearby residential areas would be detrimentally impacted by overflow parking.
5. That the scale of proposed office use is inconsistent with policy to maintain the current hierarchy of activity centres and contributes to undermining the primacy of Torquay Town Centre activity centre.
6. The application has not demonstrated that residential amenity will be protected from noise generated by the proposed uses, particularly noise from patrons associated with the residential hotel and vehicles using car parking areas located close to residential boundaries
7. The development does not provide adequate loading and unloading facilities which is likely to lead to amenity, traffic flow and safety impacts.

CARRIED 8:0

Cr Martin Duke re-joined the meeting at 6:29pm.

2.1 Planning Permit Application 18/0274 - 85 Geelong Road Torquay

Report

Officer Direct or Indirect Interest

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

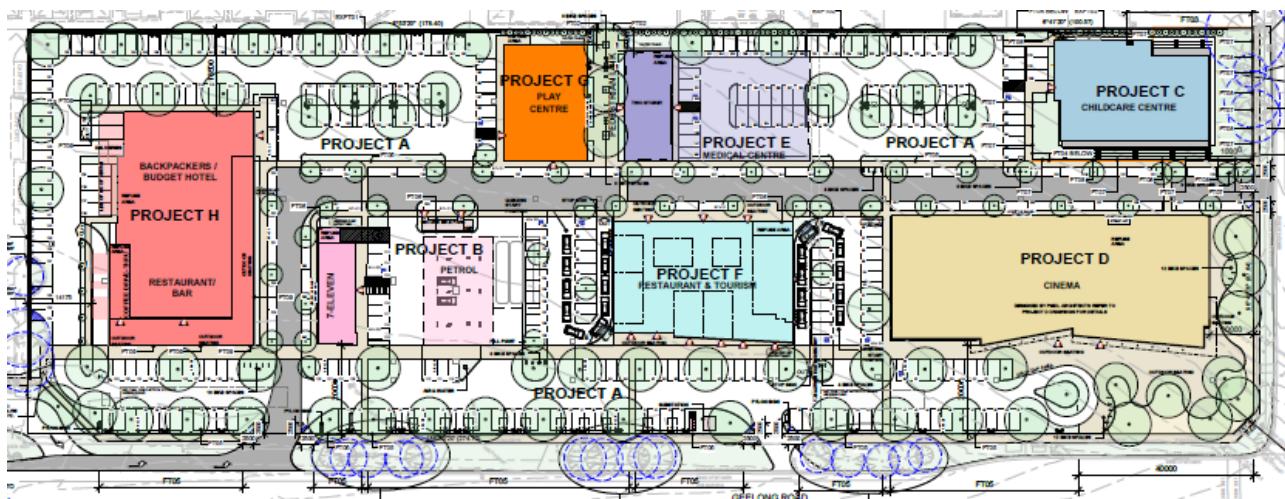
Application for review P1073/2020

The permit applicant has made an application for review to the Victorian Civil and Administrative Tribunal (the Tribunal) pursuant to section 79 of the *Planning and Environment Act 1987*. The matter has been scheduled to a compulsory conference (mediation) on 16 October 2020 and hearing on 14-18 December 2020. Whilst an application under section 79 is deemed to be a refusal to grant a permit by the responsible authority, it is appropriate to form a position on whether to support or oppose the grant of a permit.

Proposal

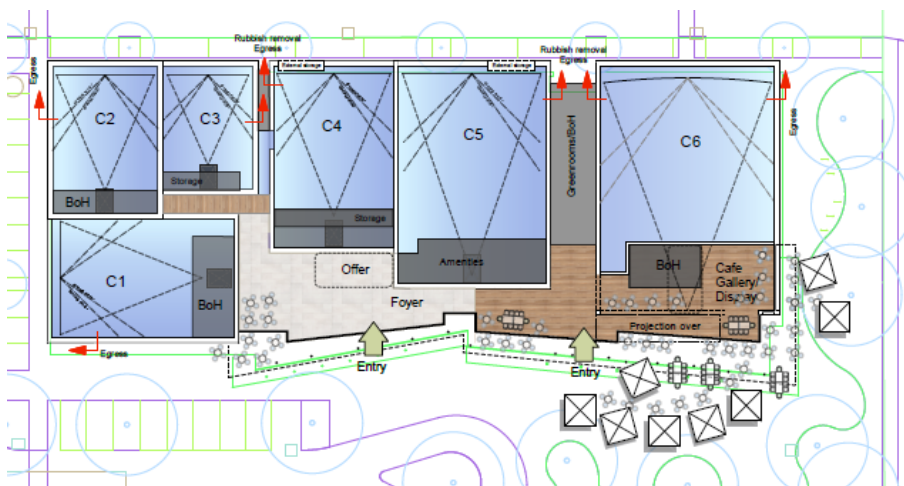
The application was amended on 20 March 2020. This report is based on the amended application.

The proposal is to develop the site for a range of commercial uses. The design approach is for a number of freestanding buildings along an internal access road with surrounding car parking.



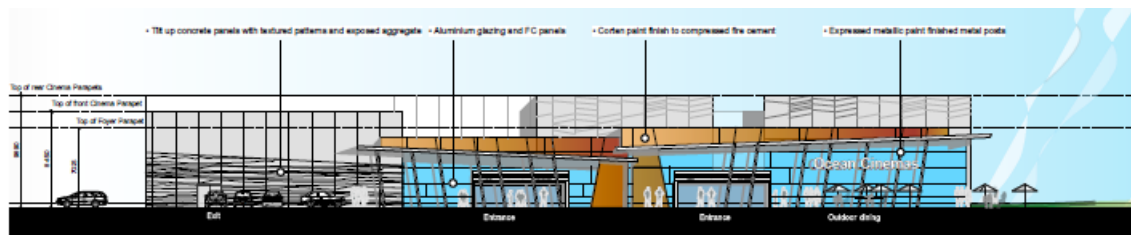
Site layout (extract from application plans)

The largest building in footprint is a cinema in the north east corner facing the internal car parking and Geelong Road. It is proposed to have 6 screens of varying size and seating capacity. It is submitted as having a total capacity of approximately 600 patrons. The planning report describes the cinema as including a lounge and café and the plans show an area of outdoor seating at the northeast corner. The proposed building has a maximum height of 9.89 metres above ground level and is proposed to have external walls predominantly of textured concrete. The proposed hours of operation are 10am to 11pm.



Cinema layout (extract from application plans)

2.1 Planning Permit Application 18/0274 - 85 Geelong Road Torquay



Cinema Geelong Road elevation (extract from application plans)

To the south of the cinema is a three storey building with a maximum height of 10.5m (excluding solar panels). At ground floor the building is to contain what is described as a 'food court' with five food and drink premises with individual floor areas of between 57m² and 135m² and common area of 334m². Two of these, identified as KFC and Zambrero, have drive-through facilities on the north and south sides of the building. Outdoor seating areas are shown to the east and west of the building.

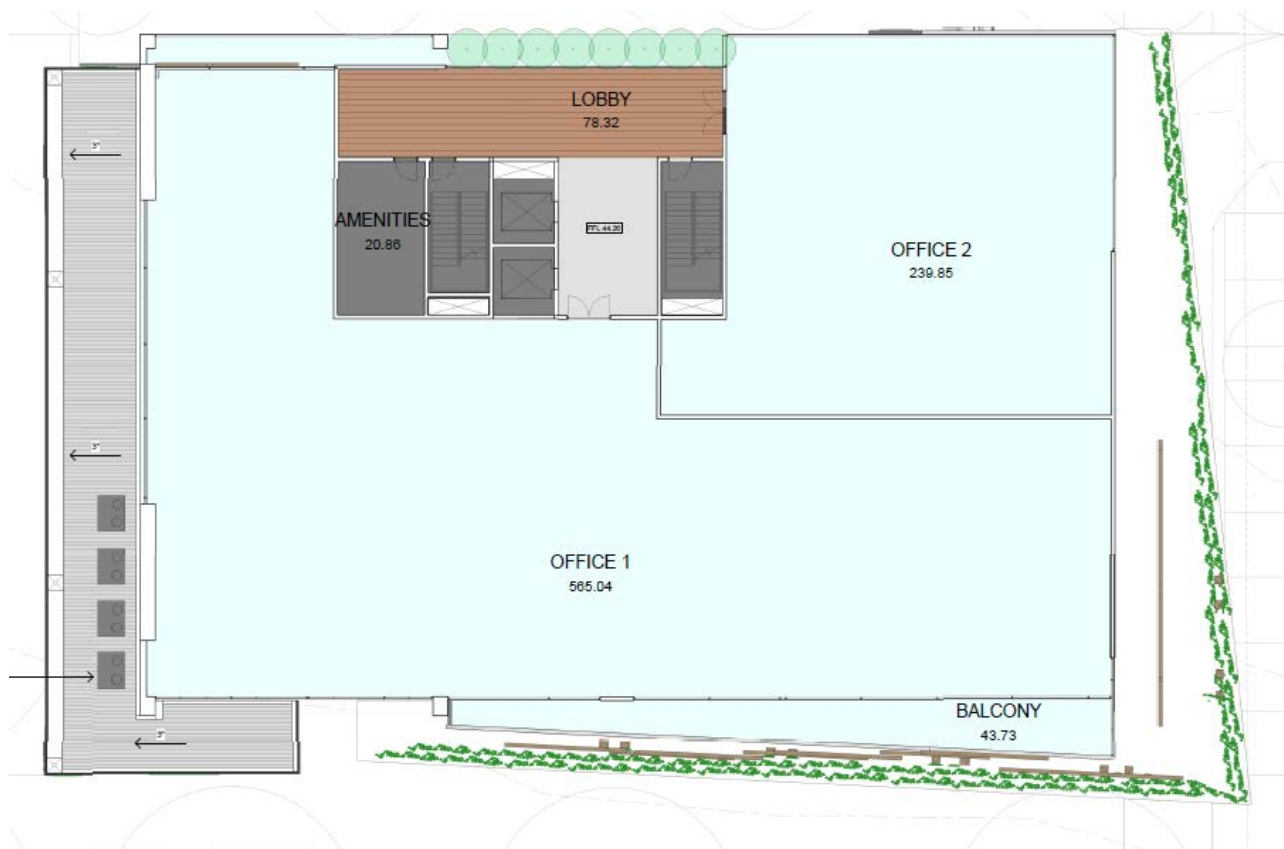
On the two upper levels is office space totalling 1610m² with two office tenancies per level. The larger tenancy on each level has access to a balcony of 44m². The planning report submits that all of the tenancies will be occupied by Wotso providing 'flexible working space'.

The application is assessed on the basis of all food and drink premises being able to operate 24 hours daily.

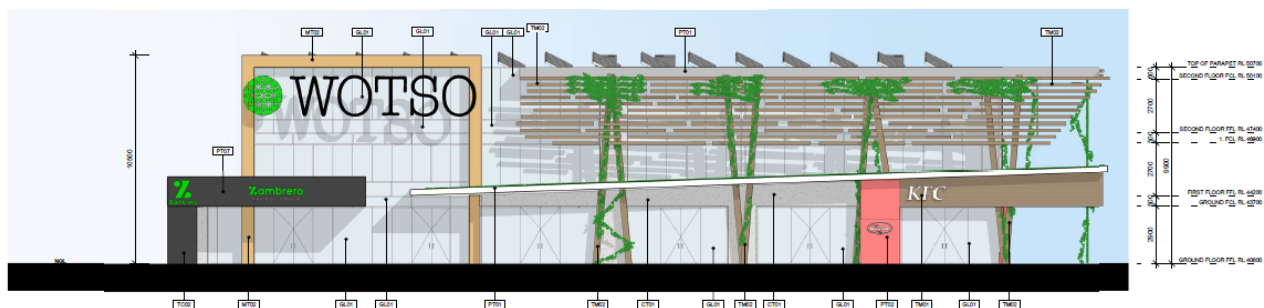


Layout of food premises (extract from application plans)

2.1 Planning Permit Application 18/0274 - 85 Geelong Road Torquay



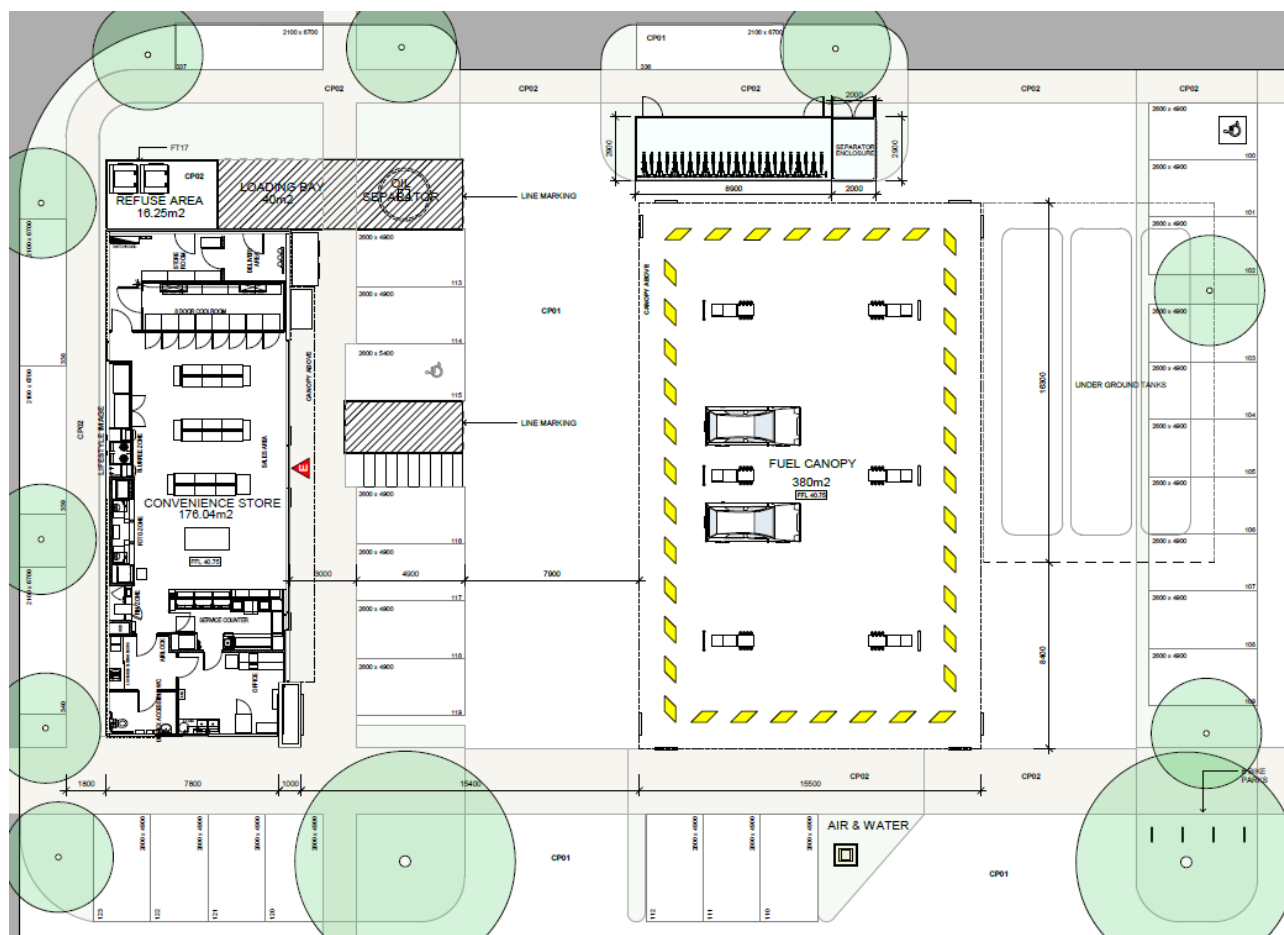
Level 2 office layout (level 3 identical) (extract from application plans)



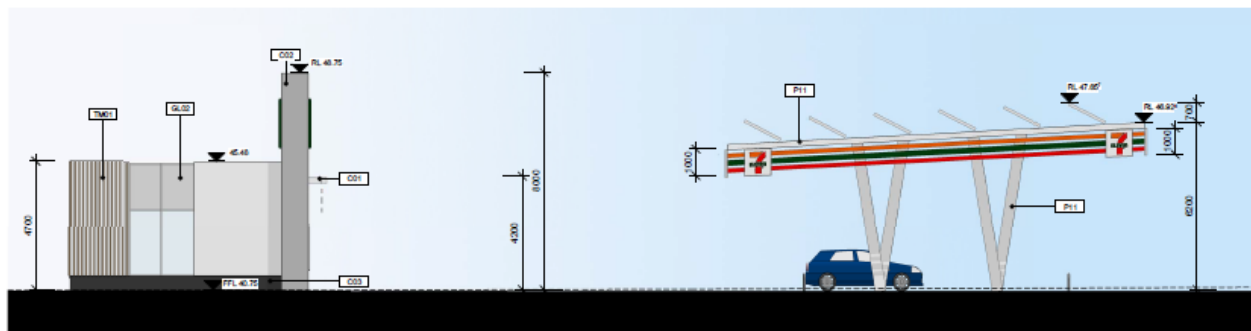
Geelong Road elevation (extract from application plans)

Next to the south is a service station with six bowsters in three tandem pairs under a detached canopy and kiosk building of approximately 176m². The service station is of a single storey scale with the exception of an 8.0m metre high blade wall which supports signs. The service station is branded on the plans as 7 Eleven. The service station is proposed to operate 24 hours daily.

2.1 Planning Permit Application 18/0274 - 85 Geelong Road Torquay



Service station layout (extract from application plans)

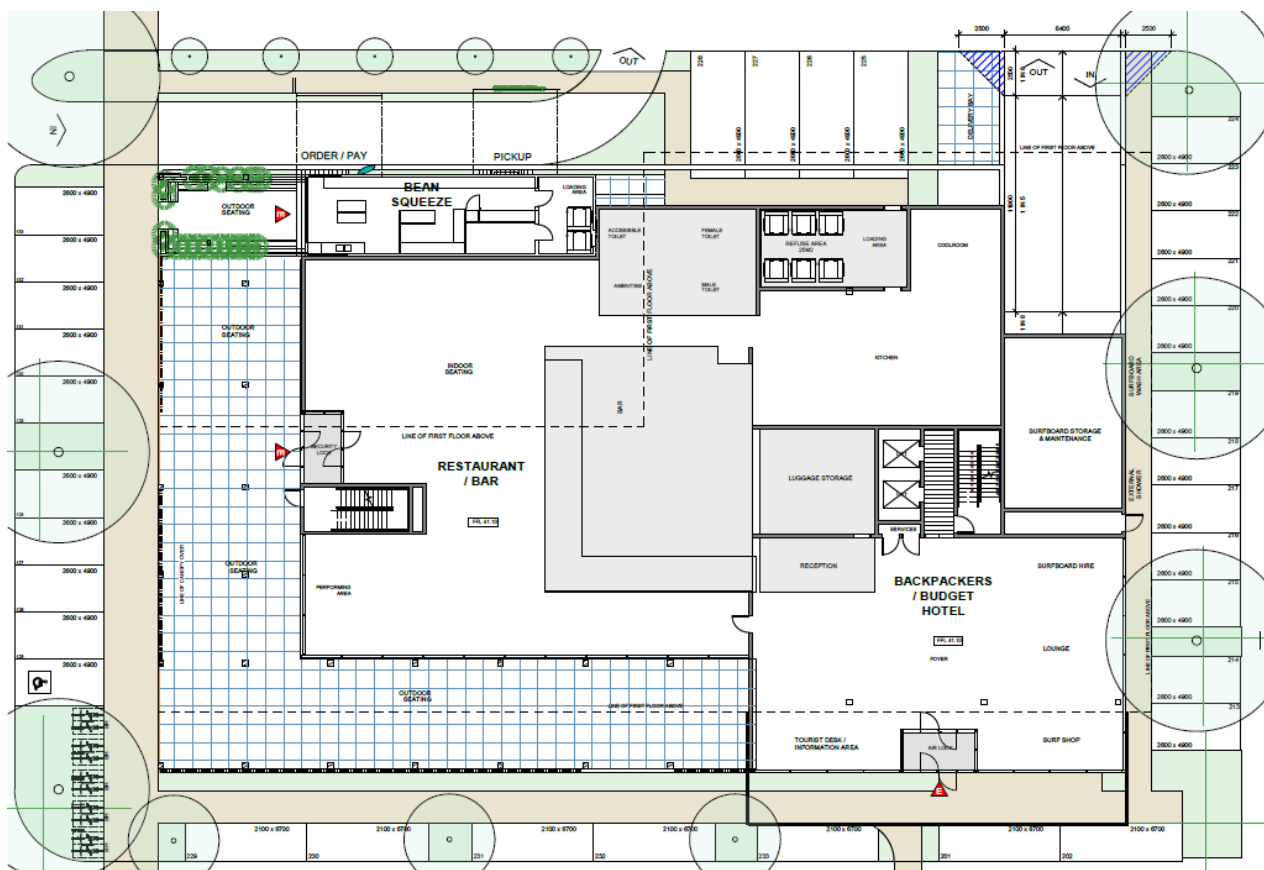


Service station Geelong Road elevation (extract from application plans)

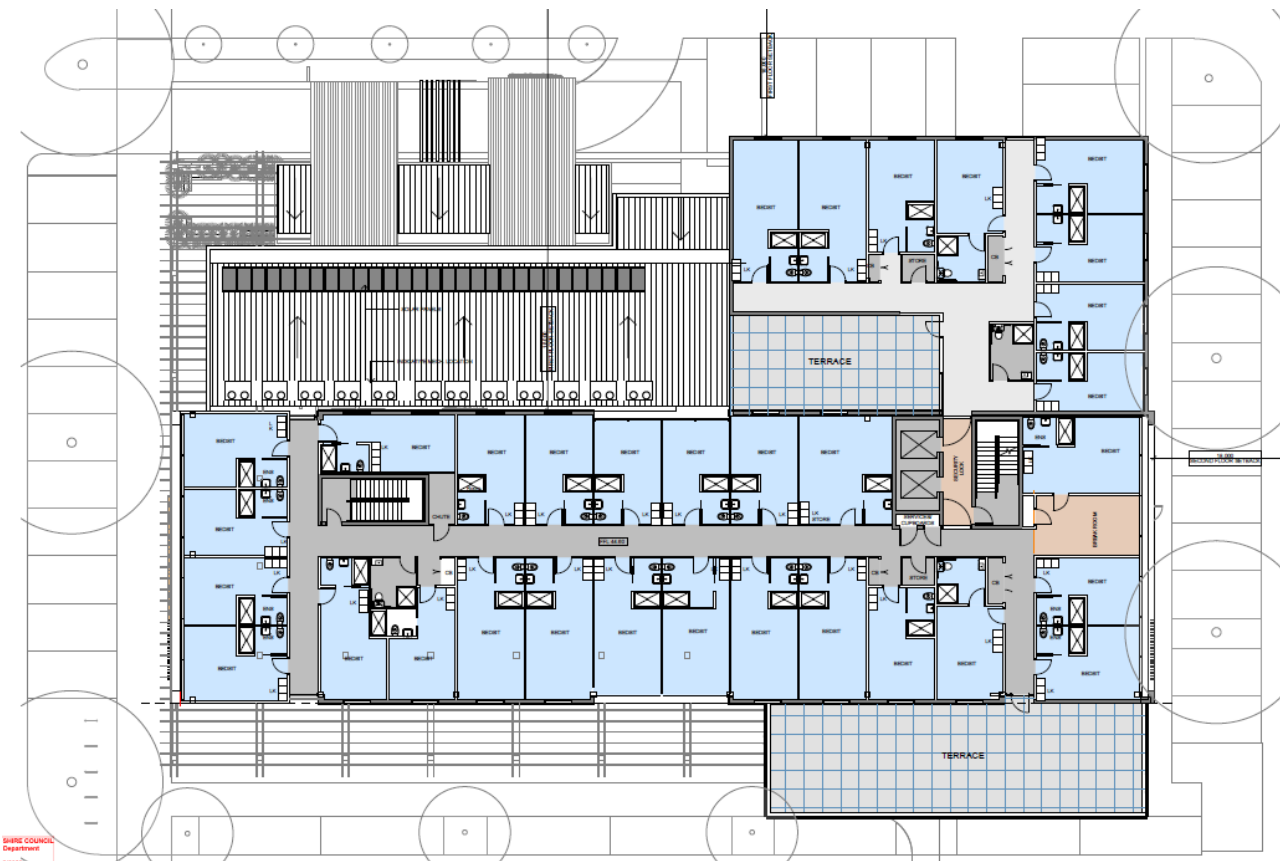
The southern most of the buildings is a three storey building with basement which is largely proposed to be used as a residential hotel. On the plans it is labelled as a 'Backpackers/Budget Hotel'. At ground floor most of the floor area is occupied by a restaurant with bar, with the front of house on the east side addressing Geelong Road and outdoor seating wrapping around on the east and north. The hotel lobby is located in the northwest corner addressing the internal road. In the southeast corner is a take away food premises, identified as 'Bean Squeeze' with drive-through service and a small area of outdoor seating for walk-up customers.

Entry to the basement is in the southwest corner of the building. The basement provides 53 car parking spaces, bicycle parking and bin storage for the hotel. The second storey of the building contains 32 bedsit rooms, a break room and two external terraces, one wrapped around by the building so that it is only open to the east and the other in the northwest over the hotel lobby. The third storey contains 24 bedsit rooms and a break room. The building has a maximum height of 11.5m with solar panels on the roof projecting a further 0.9m.

2.1 Planning Permit Application 18/0274 - 85 Geelong Road Torquay

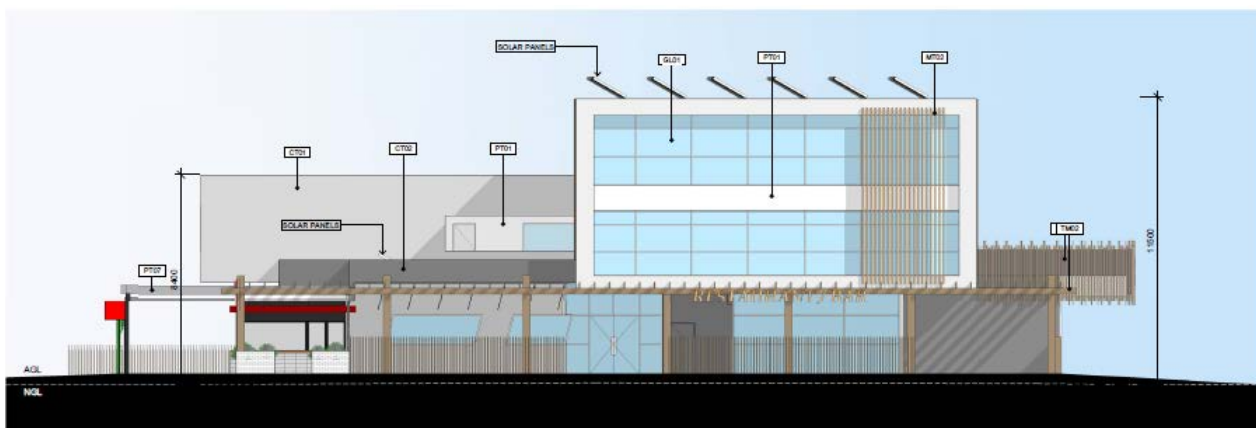


Ground floor of residential hotel and restaurant (extract from application plans)



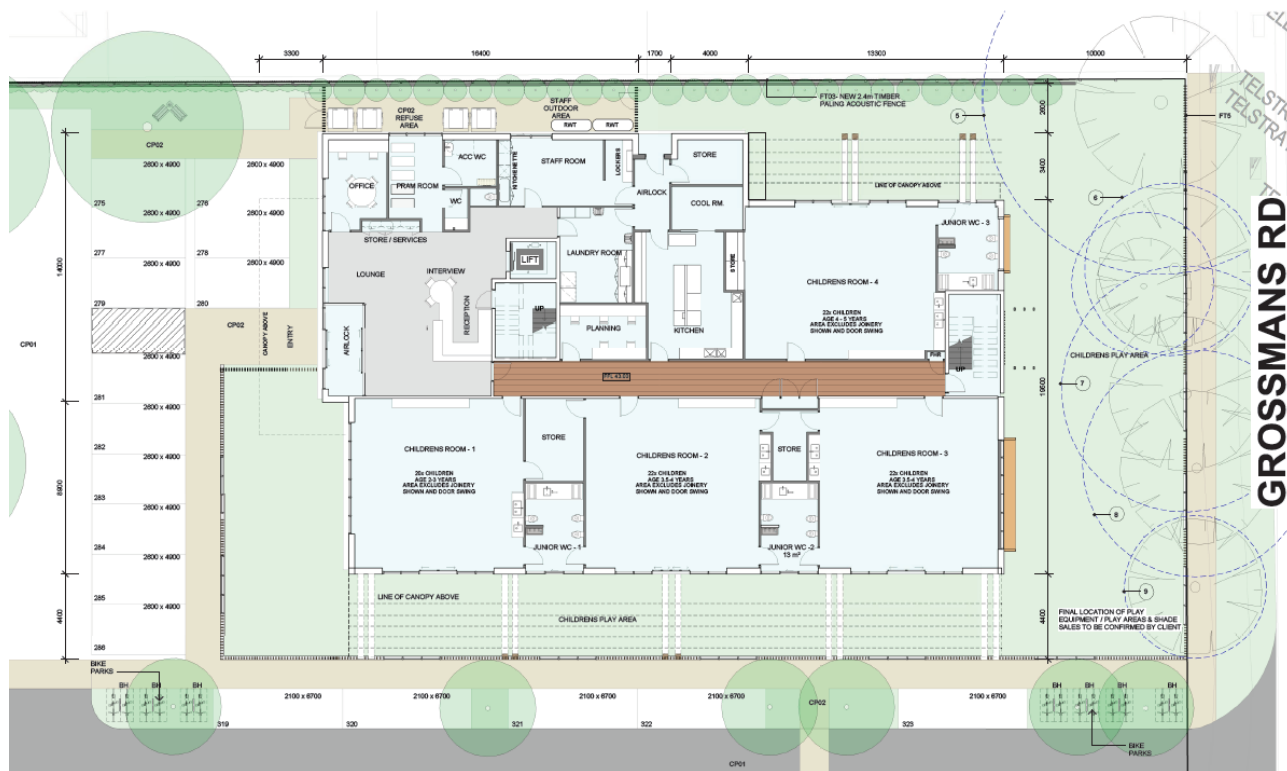
First floor of residential hotel (extract from application plans)

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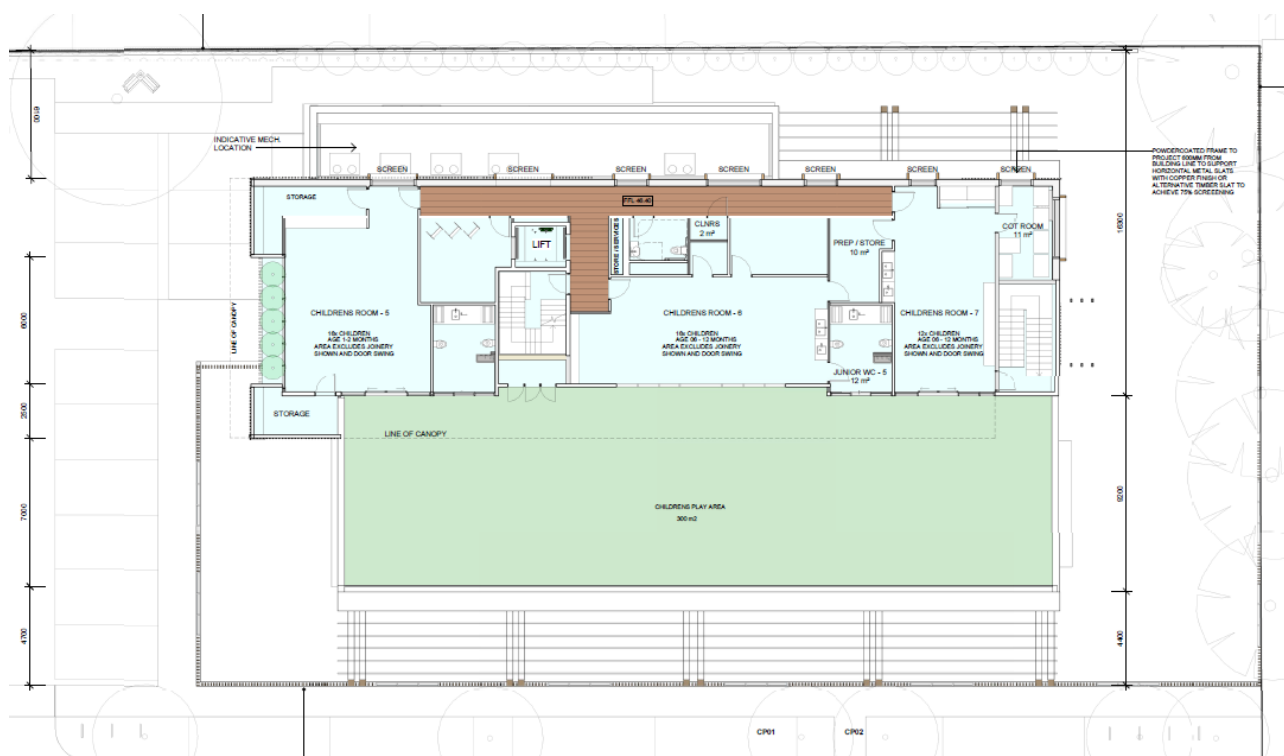
Residential hotel Geelong Road elevation (extract from application plans)

West of the cinema is proposed a child care centre with capacity for 130 children in a two storey building of 1005m². The entrance to the building is orientated internally to the car parking to the south. Outdoor play space abuts Grossmans Road and wraps around most sides of the building. At ground floor there will be four children's rooms and administrative and service functions. Second storey has a further three children's rooms and a large rooftop outdoor play area. The building has a maximum height of 7.2m with solar panels projecting a further 0.4m. The centre is proposed to operate Monday to Friday, 6:30am to 6:30pm.

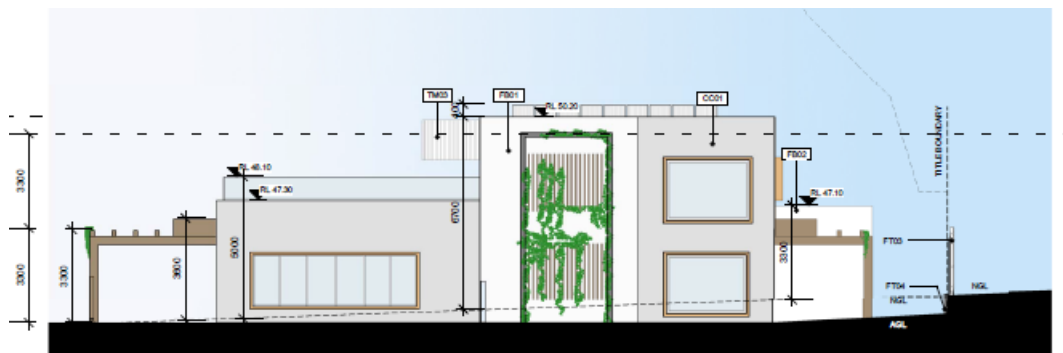


Child care centre ground floor layout (extract from application plans)

2.1 Planning Permit Application 18/0274 - 85 Geelong Road Torquay



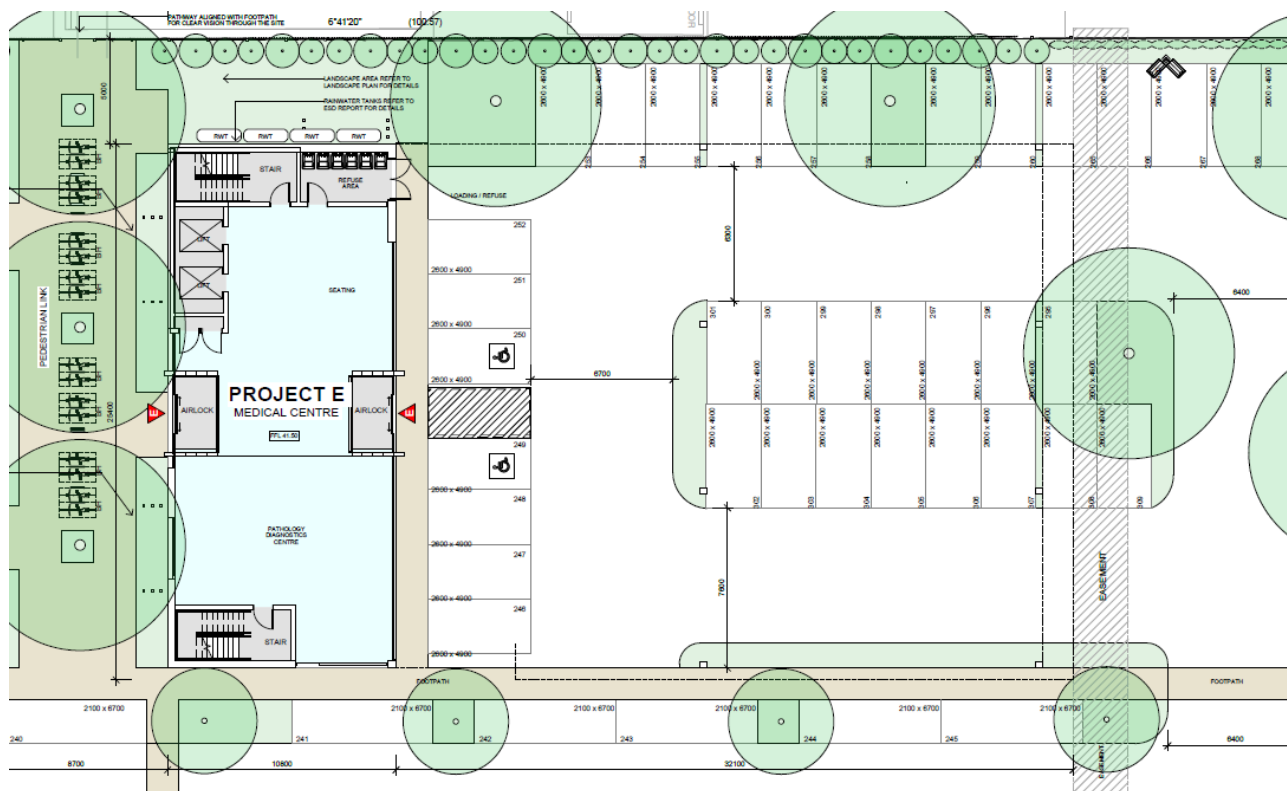
Child care centre second storey layout (extract from application plans)



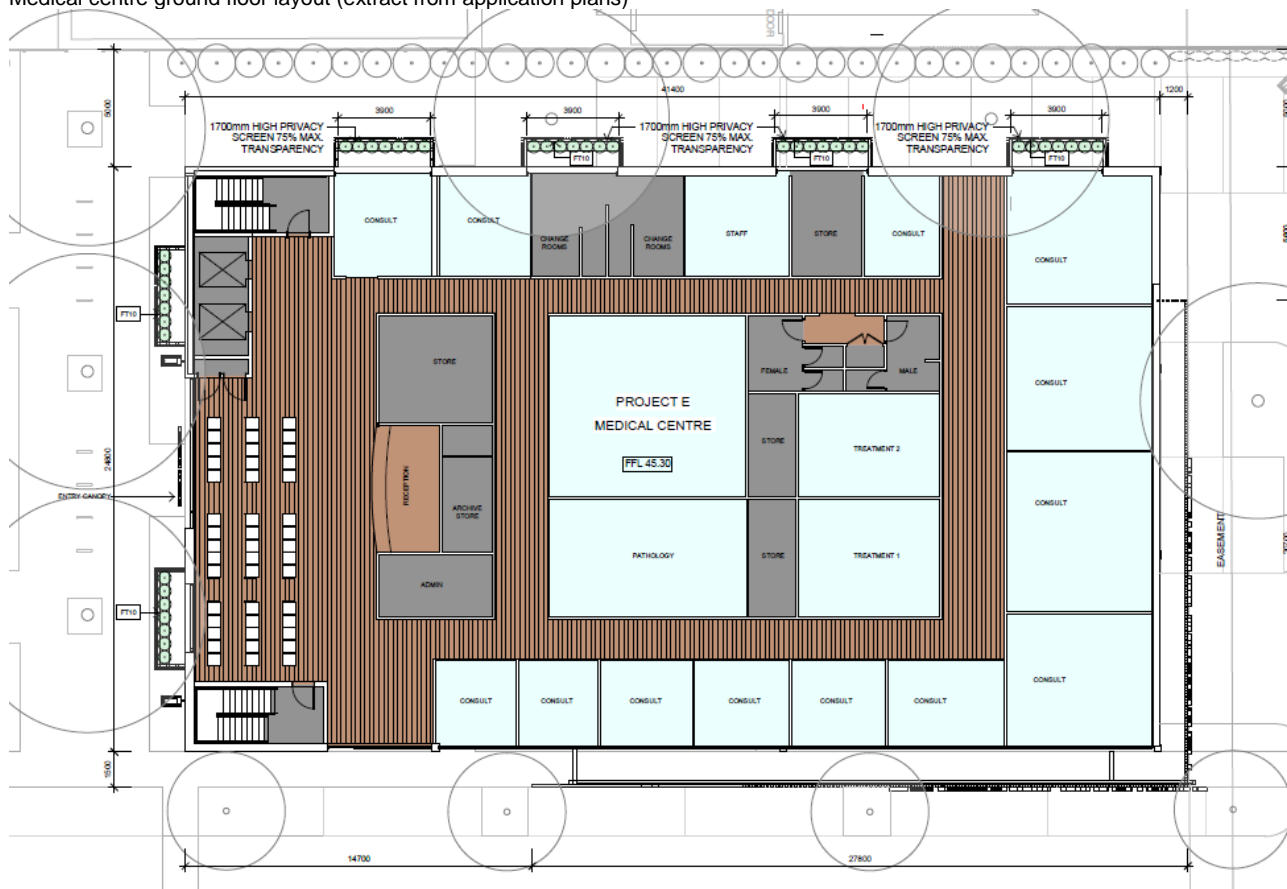
Child care centre Grossmans Road elevation (extract from application plans)

South of the child care centre is a medical centre. The medical centre is a two storey building (8 metres maximum height, solar panels additional 0.3m) of 1296m² largely suspended over car parking. Ground floor is relatively small at 202m², can be entered from the north of south and will contain a seating area and pathology. At second storey is a reception and large waiting area at the southern end with consult, treatment rooms and pathology to the north of this. The centre is proposed to provide for 10 practitioners and to operate 24 hours daily.

2.1 Planning Permit Application 18/0274 - 85 Geelong Road Torquay

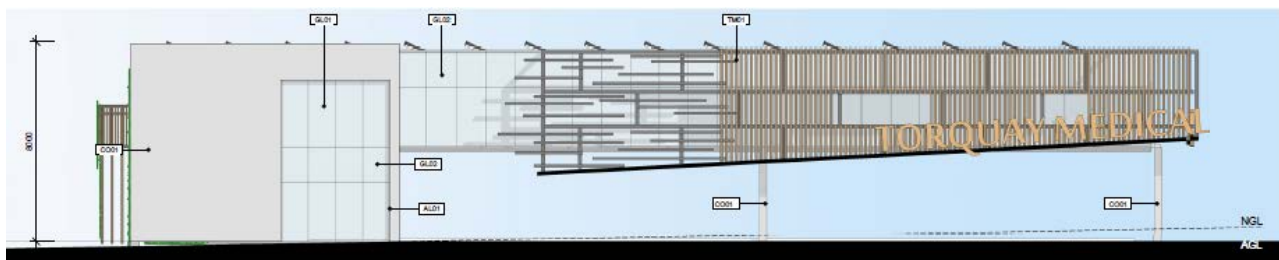


Medical centre ground floor layout (extract from application plans)



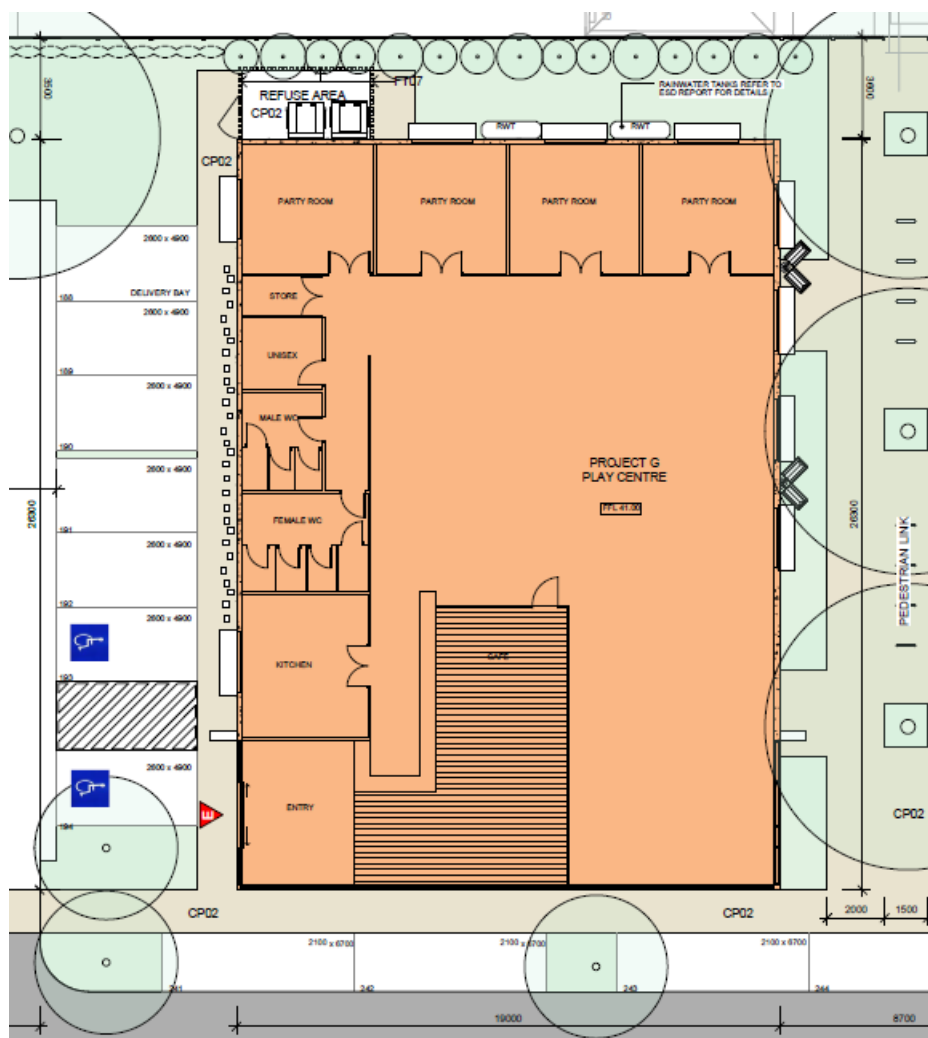
Medical centre first floor layout (extract from application plans)

2.1 Planning Permit Application 18/0274 - 85 Geelong Road Torquay



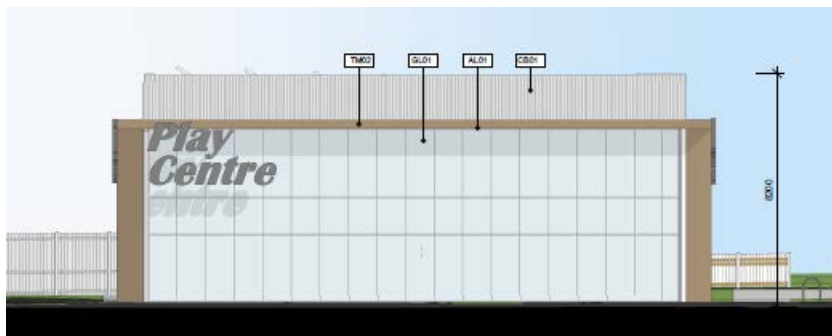
Medical centre east elevation (extract from application plans)

The final building, to the south of the medical centre, is a children's play centre. This building is single storey with a maximum height of 8.2m with 0.3m projection of solar panels. The play centre includes an internal café, four party rooms and a large play space. The application does not provide the hours of operation for the play centre.



Play centre layout (extract from application plans)

2.1 Planning Permit Application 18/0274 - 85 Geelong Road Torquay



Play centre east elevation (extract from application plans)

The proposed internal access road would enter the site off Geelong Road near the south west corner of the site with a left-turn slip lane on Geelong Road. The existing service road to the south which runs in front of 63 to 71 Geelong Road and presently terminates at the southern boundary of the site would be extended partially through the south west corner of the site to create a new exit onto Geelong Road, whilst the existing exit would be closed. Within the site the internal road runs east-west, between the residential hotel and service station, before turning north and running through the site to Grossmans Road. Parallel parking is proposed along the internal road. Parking is proposed south and west of the residential hotel, between the residential hotel and play centre and between the medical centre and child care centre.

Another internal access runs parallel to Geelong Road, within the frontage setback providing access to 90 degree car parking, the service station and the three drive-through facilities. This access has an exit onto Geelong Road in front of the food court building. Twenty two of the parking spaces adjacent the Geelong Road boundary are to be used for electric vehicle charging with a charging station to each two spaces.

A suite of advertising signs are proposed for the site, including business identification signs for each building. Significant signs include:

- an 8m high pylon sign in front of and advertising the cinema, including movie schedule
- an 8m high pylon sign with business directory near to the southern vehicle entrance
- a 10m high pylon sign advertising 7 Eleven and fuel prices adjacent the southern vehicle entrance.

Most signage is proposed to be internally illuminated and at least one electronic sign is proposed.

Subject Site and Locality

The subject site is a large rectangular lot (other than a small corner splay) of 2.564 hectares to the south east of the intersection of Surf Coast Highway, Geelong Road, Grossmans Road and Darian Road. The east boundary is 274.42 metres of frontage to Geelong Road and the north boundary is 87.64m of frontage to Grossmans Road. The land is quite flat and is currently vacant with the exception of a small electrical substation which has recently been installed close to the centre of the site. The road boundaries have post and wire fences and fences to the other boundaries are varied but predominantly timber paling. There are two small clusters of trees, one midway along the west boundary and the other in the northwest corner. An easement for drainage runs through the site on an east-west alignment.

The western and southern boundary interfaces are predominantly residential with the residential lots having side or rear common boundaries with the site. Approximately midway along the west boundary is a small section of road frontage to Pimelea Way. Neighbouring dwellings are a mix of one and two storey. The southern portion of the western abuttal is with a retirement village. The southern boundary shared with 71 Geelong Road which is a strata subdivided multi-dwelling development with its common property accessway and parking located adjacent the common boundary.

On the opposite side of Geelong Road is a single storey motel at 2 Grossmans Road. On the opposite side of Geelong Road is a mix of dwellings, houses being used as medical centres, purpose built medical centre, restaurant and shop.

Beyond the immediate surrounds there is a range of non-residential uses and development within a largely residential area, these include emergency services, place of worship, child care and primary schools to the west and southwest and police station to the south east. Further south along Geelong Road land use transitions to the retail dominated Surf City precinct, to the west of which is Industrial zoned land.

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Subject site

Permit / Site History

There is no record of previous permits for the site.

Public Notification

The application has been advertised pursuant to Section 52 of the *Planning and Environment Act 1987* by:

- Sending notices to the owners and occupiers of adjoining and nearby land
- Placing a sign on site
- Placing a notice in the following newspapers:
 - Surf Coast Times
 - Echo.

The amended application has been advertised pursuant to Section 57B of the *Planning and Environment Act 1987* by:

- Sending notices to the owners and occupiers of adjoining and nearby land and existing objectors to the application
- Placing a notice in the Surf Coast Times newspaper

It is noted that notice of the amended application was undertaken during the COVID-19 pandemic under stage 3 lock-down restrictions. A copy of the application could not be made available for public viewing at Council's offices however it could be viewed online at all times.

Objections

A total of 56 objections have been lodged with Council. The objections can be summarised as follows:

Issue	No. of submissions on issue
Loss of residential amenity from: <ul style="list-style-type: none"> • Overshadowing of residential properties from proposed buildings and tall trees near to western boundary 	6

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<ul style="list-style-type: none"> • Overlooking • Noise including from equipment, patrons, vehicles and pedestrians using Pimelea Way • Light spill • Change of outlook and building bulk • Odour and fumes from service station and bins 	6 41 9 3 9
Impact on the residential streetscape of Pimelea Way given the height of the medical centre at end of street	5
Fence is not a sufficient barrier to stop people from entering neighbouring properties, especially with the existing fence having rails on the Geelong Road side. Fences should be replaced with new acoustic fence	7
The application lack of details of landscaping and it is important to achieve a mature landscape buffer and retain existing trees. It will take time to establish new landscaping with greater impact on neighbours until it matures	8
Traffic from the uses causing congestion and impacting on the safety of Geelong and Grossmans Roads, including pedestrians and cyclists. Grossmans Road is frequently used by emergency vehicles as the ambulance and CFA stations are located on this road. Future increase in traffic using Grossmans Road with new subdivisions.	12
Insufficient parking being provided on the site, could overflow onto Pimelea Way and church car park	5
Layout creates spaces without adequate public surveillance which could lead to undesirable activities. Security cameras installed and these areas patrolled.	24
Antisocial behaviour of hotel guests	31
Lack of need for the proposed uses, particularly emphasised being the service station, medical centre and fast food premises. Fast food and drive-throughs offer an unhealthy choice for the community.	10
The uses will result in increased littering	1
The development does not fit the character of Torquay and is a poor quality development and mix of uses for the entrance to Torquay. The development lacks an iconic building with the cinema presenting poorly.	5
Insufficient doctors coming to region to staff existing medical centres. Another centre will be detrimental to existing	1
Health risks from petrol station	1
Increased foot traffic in Pimelea Way could lead to more vandalism and reduced safety	8
Electromagnetic interference (on mobile phone signal, Wi-Fi, television, etc)	1
Layout lacks activation particularly to internal road, the spaces at the back of buildings not inviting for users	1

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Property devaluation	31
Compliance with planning provisions: <ul style="list-style-type: none"> Substantially different from concept plan under s173 agreement Proposed uses not consistent with the purpose of the zone Signage doesn't comply and not reflective of Surf Coast 	1

The objections have been considered in the assessment section of this report.

Consultation

In accordance with section 223 of the Local Government Act 1989 submitters were provided with the opportunity to be heard by the Hearing of Submissions Committee (the committee).

At the Hearing of Submissions Committee Meeting held on 12 November 2019 the committee heard submissions on this matter as per the committee's delegation under section 86 of the Local Government Act 1989. A total number of four persons were heard by the committee. The committee resolved to receive and note the submissions and forward to Council for consideration at the 10 December 2019 Council meeting.

The application was deferred from consideration at that meeting at the request of the applicant and the application was subsequently amended.

At a second Hearing of Submissions Committee Meeting held on 7 July 2020 the committee heard from a total of six persons. The committee resolved to receive and note the submissions and forward to Council for consideration at a later meeting.

The Hearing of Submissions Committee Meeting resulted in an improved understanding of the application and the issues of concern, but did not result in any further changes to the application.

Referrals

The following external referrals were undertaken:

Referral Authority	Type of Referral	Advice/ Comments/ Conditions
VicRoads	Determining	No objection subject to conditions
Transport for Victoria	Determining	No objection, no conditions

It is important to note that the application has been re-referred to Department of Transport (being the aggregation of VicRoads and Transport for Victoria) in light of new traffic impact information becoming available. At the time of preparing this report the Department had not responded. The traffic impact information will be discussed further below.

The following internal referrals were undertaken:

Department	Advice/ Comments/ Conditions
Infrastructure	The Infrastructure Department does <u>not</u> support the grant of a permit. Issues are: <ul style="list-style-type: none"> Traffic impact on Grossmans Road leading to congestion Internal congestion Layout and design of car parking
Environmental Health	Comments on potential for noise impacts from the proposed uses, including from mechanical plant, particularly given the proposal for 24 hour operation and proximity of residential use.
Officer comment	The comments of these departments have been considered in the assessment of the application.

Officer Direct or Indirect Interest

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

Zoning

The site is zoned Special Use – Schedule 5 (SUZ5). The purposes of which are:

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To encourage tourism development in the following high profile precincts shown on Map 1 of this schedule to Clause 37.01:

- Precinct T1 - Surf Coast Gateway Precinct, Surf Coast Highway, Torquay
- Precinct T2 - Surf City Precinct, Surf Coast Highway, Torquay
- Precinct T3 - Town Centre Foreshore Precinct, The Esplanade, Torquay
- Precinct T4 - Corner Bristol Road and Surf Coast Highway, Torquay

To encourage a range of tourism related land uses, including:

- diverse forms of medium density tourist accommodation;
- tourist activities and attractions; and
- tourism-related retailing in appropriate locations.

To promote a mix of tourism related uses, with food and drink premises and tourism-related retail predominantly at ground floor level, and accommodation and offices predominantly at upper floor levels.

To ensure that Precincts T1 and T2 are not dominated by restaurants, cafes and take-away food premises.

To promote the use of environmentally responsive designs, materials and colours to develop a distinct image for the Shire which reflects and complements its environmental and cultural attributes.

The site is within Precinct T1 under Schedule 5. This precinct is the land on the west side of Geelong Road between Grossmans Road and Beach Road, with the site making up about three quarters of the precinct area.

Pursuant to Clause 1.0 of SUZ5 a permit is required to use land for food and drink premises (includes bar, convenience restaurant and take away food premises), medical centre, minor sports and recreation facility (children's play centre), place of assembly (includes cinema) and service station. Service station is subject to the condition "Must be in Precinct T1 (and on Lot 3 of LP213066W) or T4." The subject land is Lot 3 of LP213066W, therefore the condition is met and a permit may be granted for this use.

The use of "electric vehicle charging facility" is considered to be an innominate use, as it is not specifically defined by the planning scheme or comfortably falling within a defined use, thereby coming under the umbrella of "Any use not in Section 1 or 3" and requiring a planning permit.

Pursuant to Clause 37.01-4 of the zone a planning permit is required to construct a building or construct or carry out works.

Clause 5.0 of SUZ5 specifies that Precinct T1 is in Category 1 for the purposes of the signage controls of Clause 52.05.

Overlays

The following overlays apply to the land:

- Schedule 7 to the Design and Development Overlay (DDO7)
- Schedule 1 to the Parking Overlay (PO1)
- Schedule 2 to the Development Contributions Overlay (DCPO2)

Schedule 7 to the Design and Development Overlay

Pursuant to Clause 43.02-2 a permit is required to construct a building or construct or carry out works.

Clause 2.0 of DDO7 specifies that a permit is required to construct a fence on a road boundary or boundary of a public area, including a public car park. The application includes the construction of fences.

DDO7 also includes precincts, with the site being within Precinct 1 "Landmark", along with the adjoining land to the south. The design objectives of DDO7 are:

To recognise the regional tourism importance of the Surf Coast Highway as the gateway to the Surf Coast and a prelude to the Great Ocean Road.

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To create an integrated landscaped boulevard along the Surf Coast Highway between the public and private realm.

To maintain and enhance the wide landscape image of the west side of the Surf Coast Highway by ensuring development complies with the building setback line (refer to Map 2 of this Schedule) and by promoting native, preferably indigenous, landscaping of the setback areas.

To promote excellence in the architecture, design, articulation and massing of buildings to ensure that development contributes to making an attractive entrance statement to the town.

To encourage environmentally sustainable design in all buildings and infrastructure.

To encourage external building materials, finishes and colours that present a vibrant image associated with the beach and surfing culture intrinsic to Torquay.

To ensure the provision of adequate car parking and safe vehicular access for all development without visual detriment to the built and landscape qualities of the area.

To ensure a high standard of amenity for occupants of the buildings, neighbouring residents and the public.

To ensure that signs are used for business identification purposes, rather than product advertising, and promote the incorporation of images as part of the advertising that complement the surf and beach culture of Torquay without compromising the amenity, coastal character and identity of the town.

To improve the facilities for pedestrians and cyclists and promote safe pedestrian and bicycle access.

Specific design objectives for Precinct 1 are:

To ensure new development reflects Torquay's surfing culture and beach lifestyle identity and provide a unique and attractive landmark.

To ensure landscaping is a significant component of the site and is integrated with the built form.

The vision described in DDO7 for Precinct 1 is:

The presentation of this site encapsulates the culture of Torquay, both in building design excellence and high quality landscaping. The architecture and significant amount of landscaping integrate to present an outstanding entrance statement, conveying the natural and cultural elements of the area including the surf, the coast, the indigenous vegetation, and the lifestyle, leisure and values of a sustainable coastal community. This unique design sits well with the mixed used tourist focus within this precinct, with opportunities for various forms of integrated accommodation, offices, restaurants, and tourist-related retail.

A number of design requirements are specified for Precinct 1 and these will be addressed in detail in the assessment.

Clause 4.0 of DDO7 triggers a planning permit for the display of a business identification sign, internally-illuminated sign or promotion sign, which could otherwise be displayed without a permit in category 1 of clause 52.05 (subject to conditions).

Schedule 1 to the Parking Overlay (PO1)

Parking requirements are provided by Clause 52.06 and this overlay works in conjunction with that clause. The objectives of PO1 are:

To ensure an adequate supply of accessible car parking spaces is provided in defined areas that adjoin the Surf Coast Highway, Torquay.

To guide the provision of access to parking areas from the Surf Coast Highway and connecting streets.

Clause 3.0 of PO1 varies the parking rate for Office use and for all other uses specifies that the rate in Column B of Table 1 in clause 52.06-5 applies. These rates have been applied in the assessment of clause 52.06 below.

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Clause 7.0 of PO1 specifies design standards for car parking and these will be addressed in detail in the assessment.

A parking overlay can specify a requirement for a financial contribution for car parking space not provided on site, but PO1 has no such requirement.

Schedule 2 to the Development Contributions Plan Overlay (DCPO2)

A DCPO does not trigger the requirement for a planning permit but it specifies that a permit granted must be consistent with and give effect to a development contributions plan.

DCPO2 specifies financial contributions to be made to development infrastructure and community infrastructure. It contains 26 charging areas with the subject site falling into area 21. Pursuant to Clause 3.0 of DCPO2 the levy payable is \$3,475.33 per 100m² of business leasable floor area, but this rate is as of 30 June 2012 and must be adjusted for inflation.

It is considered that all of the leasable floor area within the proposed development can be levied, therefore if a permit is granted an appropriate condition must be applied.

Relevant Particular Provisions

The following Particular Provisions are relevant to the consideration of this application:

- Clause 52.05 – Signs
- Clause 52.06 – Car parking
- Clause 52.29 – Land adjacent to a Road Zone, Category 1, or a Public Acquisition Overlay for a Category 1 Road
- Clause 52.34 – Bicycle facilities
- Clause 53.18 – Stormwater management in urban development

Clause 52.05 – Signs

For the purposes of this clause the site is within Category 1 however as previously reported, DDO7 requires a permit for business identification, internally-illuminated and promotion signs. No signs are prohibited under Category 1.

As a result a planning permit is required for all proposed signs other than direction signs. By definition (Clause 73.02) a direction sign must not exceed 0.3m². Only Sign S25 does not require a permit.

Clause 52.06 – Car parking

Pursuant to clause 52.06-3 a permit is required to reduce the number of car parking spaces required. Car parking requirements are as follows (non-whole numbers rounded down):

Use	Rate	Proposal	Requirement
Child care centre	0.22 to each child	130 children	28
Convenience restaurant	3.5 to each 100sqm of leasable floor area	740m ²	25
Food and drink premises (not otherwise listed)	3.5 to each 100sqm of leasable floor area	45m ²	1
Medical centre	3 to each 100sqm of net floor area (varied by PO1)	1140m ²	34
Office	3 to each 100sqm of net floor area (varied by PO1)	1610m ²	48
Place of assembly	0.3 to each patron permitted	600 cinema patrons	180
Restaurant	3.5 to each 100sqm of leasable floor area	922m ²	32
Total			348

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Minor sports and recreation facility, Residential hotel, Service station and electrical car charging facility are not uses with a specified rate, therefore car parking must be provided to the satisfaction of the responsible authority pursuant to Clause 52.06-6.

The application plans show 340 street level car parking spaces and 53 spaces within the hotel basement are proposed to be provided on site (393 total).

The applicant's parking assessment submits the following rates as being appropriate for the unspecified uses:

Use	Rate	Proposal	Requirement
Play centre	0.3 to each patron	100 patrons	30
Residential hotel	1 space per room	58 rooms	58
Service station	3.5 spaces per 100sqm	176m ²	6

The applicant's parking assessment does not identify a rate for the electrical charging facility. The rate used for the play centre is equivalent to that for a place of assembly and the rate for the service station is based on that for a convenience restaurant.

The closest equivalent to a residential hotel in clause 52.06 is motel which has the rate of '1 to each unit and one to each manager dwelling, plus 50 per cent of the relevant requirement of any ancillary use'. Therefore the rate of 1 space per room is considered to be reasonably applied to the current proposal.

22 of the street level parking spaces are dedicated to the electrical car charging facility and will meet the parking demand for that facility.

If all uses were to generate the maximum requirement at the same time, the full requirement for parking would be 464 spaces, meaning there would be a shortfall in the order of 71 spaces.

A planning permit is required to reduce parking.

Clause 52.29 – Land adjacent to RDZ1

Clause 52.29-2 specifies that a permit is required to create or alter access to a road in a Road Zone, Category 1. Geelong Road is such a road and it is proposed to both create and alter access to that road.

Clause 52.34 – Bicycle facilities

Similar to car parking requirements, this clause requires bicycle spaces to be provided based on rates for the proposed use of land. Relevant to the proposal (required number rounded to nearest whole number):

Use	Employee Rate	Visitor Rate	Proposal	Requirement
Convenience restaurant	1 to each 25m ² of floor area available to the public	2	334m ² available to public ^A	13 employee 10 visitor
Medical centre	1 to each 8 practitioners	1 to each 4 practitioners	10 practitioners ^B	1 employee 3 visitor
Minor sports and recreation facility	1 per 4 employees	1 to each 200m ² of net floor area	No. of employees not specified. 500m ²	1 employee ^C 3 visitor
Office	1 to each 300m ² of net floor area if over 1000m ²	1 to each 1000m ² of net floor area if over 1000m ²	1609m ²	5 employee 2 visitor
Place of assembly	1 to each 1500m ² of net floor area	2 plus 1 to each 1500m ² of net floor area	2020m ² net floor area	1 employee 3 visitor
Residential hotel	1 to each 10 lodging rooms	1 to each 10 lodging room	58 rooms	6 employee 6 visitor
Restaurant	1 to each 100m ² of floor area available to the public	2 plus 1 to each 200m ² of floor area available to the	631m ² ^D	6 employee 5 visitor

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		public if over 400m ² =		
Take-away food premises	1 to each 100m ² of net floor area	1 to each 50m ² of net floor area	45m ²	1 employee 2 visitor
Total				34 employee 34 visitor

A - Assumes that the 'food court' area is the only area available to the public

B - No. provided in applicant's traffic and parking impact assessment

C - Assuming between 2 and 5 employees

D - Based on measurement of floor plan, includes outdoor roofed seating areas

Where any use has a requirement for 5 or more employee bicycle spaces a change room and shower is required. The clause includes design requirements for bicycle parking. The convenience restaurant, office, residential hotel and restaurant uses each require change room and shower provided for employees

A permit may be granted to vary any of the requirements.

The application submits that 116 bicycle parking spaces are to be provided across the site. A secure bicycle compound is shown to the west of the service station canopy with capacity for 24 bikes. The plans don't show showers and change rooms within buildings for uses which require these facilities; however the application has not been made to reduce this requirement and it is possible that these can be provided within the amenities areas as the plans aren't detailed in this respect.

Clause 53.18 – Stormwater management in urban development

This clause specifies objectives for stormwater management which must be met and standards which should be met.

Relevant General Provisions

The following General Provisions are relevant to the consideration of this application:

- Clause 62 – General exemptions

Clause 62.02-2 specifies that, inter alia:

Any requirement in this scheme relating to the construction of a building or the construction or carrying out of works, other than a requirement in the Public Conservation and Resource Zone, does not apply to:

- *An electric vehicle charging station.*

This does not apply if a permit is specifically required for any of these matters.

Therefore the buildings and works associated with the electric vehicle charging stations do not require a permit, however the use of land does.

Relevant Planning Scheme Amendments

There are no current scheme amendments which are applicable to this site.

Completed amendment C113 is relevant to the historical context of the site. C133, gazetted 2 March 2017, made service station a permissible use in SUZ5 in Precinct T1 (only on Lot 3, LP213066W), prior to which it was a prohibited use in that precinct. There was no other change made by C113.

Section 173 Agreement

The land is subject to an agreement under section 173 of the *Planning and Environment Act 1987* which is registered on title (Instrument AM8507902X) (the Agreement). The recitals of the agreement provide the following background:

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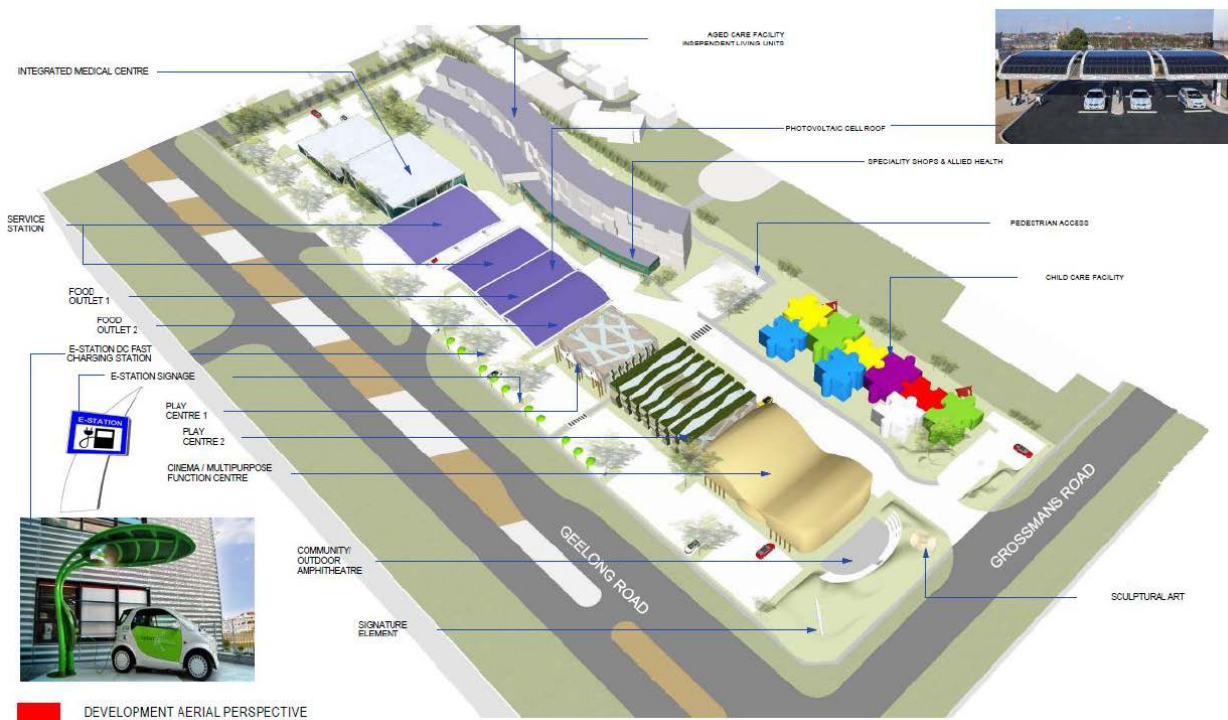
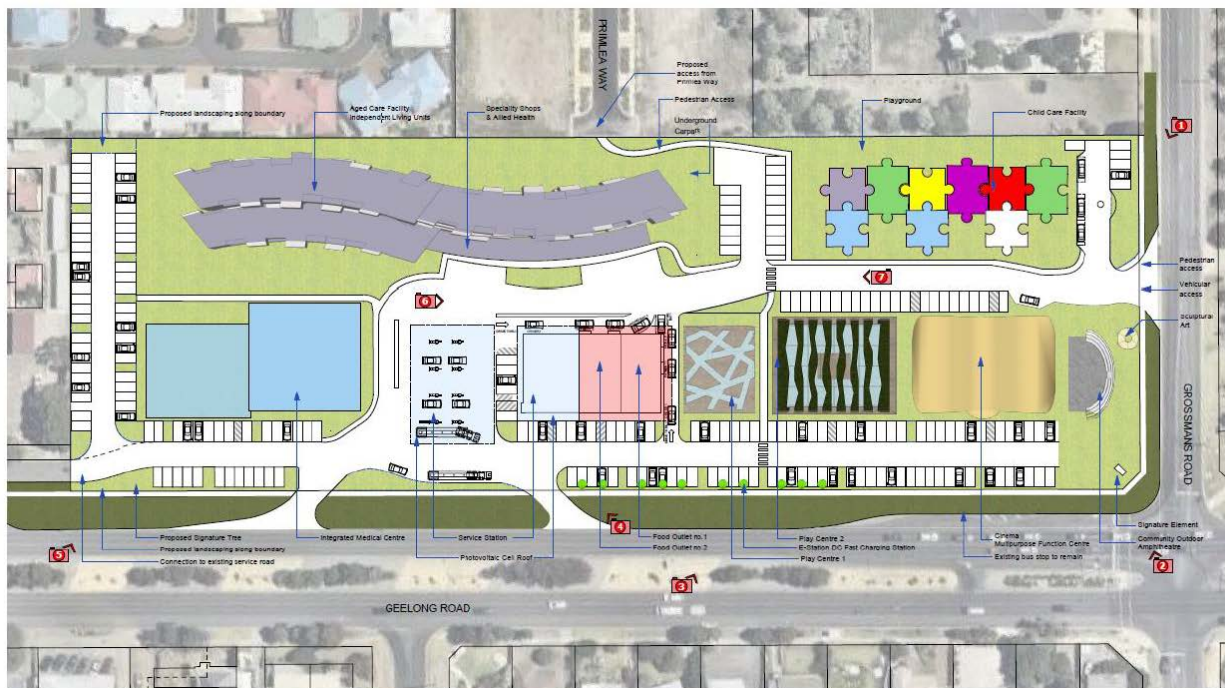
- R.2 *A request to amend Schedule 5 to the Special Use Zone of the Planning Scheme (**Proposed Amendment**) has been made to the Responsible Authority to facilitate the redevelopment of the site for a range of purposes including a medical centre, aged care facility, speciality shops and allied health, service station (including electric car recharging) (**Service Station**), food outlets associated with the Service Station, play centre, cinema/function centre, child care facility and playground (**Development Proposal**). That part of the Development Proposal which concerns the service station could not proceed absent the Proposed Amendment.*
- R.4 *The Responsible Authority has determined to provide in-principle support for the preparation of the Proposed Amendment, subject to the Owner entering into this Agreement, the purpose of which is to ensure that the Development Proposal proceeds as an integrated development of the Land which yields the array of uses depicted on the Concept Plan and that the Service Station component of the Development Proposal is not developed in isolation.*

The Agreement defines Service Station at clause 1.16 as “means a service station including electric car recharging facilities.” The obligations of the owner under the Agreement are set out under clause 3:

- 3.1 *The Owner covenants, acknowledges and agrees with the Responsible Authority that:*
- 3.1.1 *All use and development on the Land be generally in accordance with the Concept Plan; and*
- 3.1.2 *It will, within two years of approval of the Proposed Amendment, make application to the Council as necessary for planning permission to allow for the use and development of the Land in accordance with the Concept Plan and use its best endeavours to obtain all necessary planning permission to do so;*
- to the satisfaction of the Responsible Authority.*
- 3.2 *The Owner acknowledges that any planning permit or permits to issue with respect to the use and development of the Land must be generally in accordance with the Concept Plan and may require development of the land:*
- 3.2.1 *to occur within specified timeframes;*
- 3.2.2 *to occur within specified stages; and*
- 3.2.3 *to proceed in a manner where identified elements of the Development Proposal are delivered at the same time or in sequence to the Council's satisfaction.*
- 3.3 *A Service Station may only be constructed and used on the land if a minimum of 50% of the Land is developed in general accordance with the Concept Plan (area to be calculated including the Service Station) or will be delivered at the same time as delivery of the Service Station or a combination of both.*
- 3.4 *The application made in accordance with clause 3.1.2 is to:*
- 3.4.1 *Where staging is proposed, provide an indicative lot layout and road network for the whole of the land and demonstrate how the application or stage is consistent with the overall realisation of the mix of development and uses described in the Concept Plan.*
- 3.4.2 *Address all relevant requirements of the Planning Scheme including, but not limited to, Schedule 7 to the Design and Development Overlay and clause 52.12 of the Planning Scheme. [At the time the agreement was entered into clause 52.12 was a particular provision relating to service stations, which has since been replaced, without there being an equivalent provision.]*

The concept plan attached to the agreement is as follows (these extracts have been taken from Council's records due to the poor quality of the reproduction attached to the agreement):

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Importantly the Agreement does not place any restrictions or obligations on Council. Specifically clause 8 provides:

8. No Fettering of Powers of Responsible Authority

The parties acknowledge and agree that this Agreement does not fetter or restrict the power or discretion of the Responsible Authority to make any decision or impose any requirements or conditions in connection with the granting of any planning approval or certification of any plans of subdivision applicable to the Land or relating to any use or development of the Land.

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If a proposed use or development would result in a breach of an agreement under s173 a permit may still be granted, but the breach must be resolved before the use or development can proceed (for example by amending or ending the agreement). However an agreement must be considered before deciding on a permit application and a breach may be grounds to refuse to grant a permit.

The Agreement is considered further in the assessment of the application.

Planning Policy Framework

The following policies are relevant to the consideration of this application:

- 11.01-1S Settlement
- 11.01-1R Settlement – Geelong G21
- 11.03-1S Activity centres
- 11.03-3S Peri-urban areas
- 11.03-4S Coastal settlement
- 11.03-5S Distinctive areas and landscapes
- 11.03-5R The Great Ocean Road region
- 13.05-1S Noise abatement
- 13.07-1S Land use compatibility
- 15.01-1S Urban design
- 15.01-2S Building design
- 15.02-1S Energy and resource efficiency
- 17.01-1S Diversified economy
- 17.01-1R Diversified economy – Geelong G21
- 17.02-1S Business
- 17.04-1S Tourism
- 18.01-1S Land use and transport planning
- 18.02-1S Sustainable personal transport
- 18.02-4S Car parking
- 19.02-1S Health facilities
- 19.02-2S Education facilities
- 19.03-3S Integrated water management
- 21.02 Settlement, built environment, heritage and housing
- 21.04 Tourism
- 21.08 Torquay – Jan Juc strategy.

Assessment

Section 173 Agreement

Under the terms of the Agreement “All use and development on the Land be generally in accordance with the Concept Plan.” The current proposal is not exactly the same as the Concept Plan, but the question is whether it is ‘generally in accordance’? The principles to be applied to this question have been described by the Tribunal in numerous decisions including *Fabcot v Whittlesea CC* [2014] VCAT 600 which involved consideration of whether a permit application was generally in accordance with an incorporated plan. The decision records:

What constitutes ‘generally in accordance’?

34 *It is well established and accepted by all parties, that:*

General accordance is a question of fact, to be assessed on the facts and circumstances of each case.

The less precision there is in the primary document/s, the more flexibility is given by the phrase “generally in accordance with”.

“Generally in accordance” does not require the proposed development to be identical to that described in the development plan or incorporated plan.

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It is appropriate to read the development plan or incorporated plan as a whole when making this assessment, and to have regard to the objectives, responses and plans comprising the approved plan.

In *Fabcot* the Tribunal also observed (underlining added):

- 65 *We agree with Mr Gobbo that it is not relevant for us to consider the merits of granting a permit for this particular supermarket. Our task is confined to a consideration of whether allowing the use and development of the subject land for a supermarket would be generally in accordance with the MTCCDP.*

The Concept Plan demonstrates in plan and axonometric view the layout of buildings, car parking and landscaping. Notations on both plans identify the use of buildings and other key features such as landscaping elements and artworks. The uses notated on the plan are consistent with those described in the definition of the Development Proposal at clause 1.7 of the Agreement:

- 1.7 **Development Proposal** means the mixed [sic] of uses and built form described in the concept plan which includes a medical centre, aged care facility, speciality shops and allied health, Service Station, food outlets associated with the service station, play centre, cinema function centre, child care facility and playground.

Other key features of the Concept Plan include connection to the existing service road at the south of the site, pedestrian access from Pimelea Way, underground car parking, a community outdoor amphitheatre and photovoltaic cell roof over the service station and food outlets.

It is considered that there are elements of the current proposal which are generally in accordance with the Concept Plan and these include:

- The general layout of buildings in two north-south rows either side of an internal access road
- Provision of a 'service road' and parking between Geelong Road and the buildings
- The uses of cinema, service station, medical centre, play centre and child care centre
- The location of the service station, child care centre and cinema within the overall development
- Provision of pedestrian access to Pimelea Way
- Vehicle entry and exit to Geelong Road and access point on Grossmans Road
- Provision of car parking adjacent the southern boundary.

However it is considered that there are a number of elements which are not generally in accordance, including not providing:

- A substantial aged care facility, including underground car park
- Specialty shops
- Community outdoor amphitheatre

Additionally it is considered that the Agreement and Concept Plan require the food outlets and electric vehicle charging stations to be associated with the service station. The application proposes convenience restaurants which are independent of the service station; they are separate businesses, located in a different building and do not share access, car parking or other services. The definition of the Development Proposal by the Agreement as "*food outlets associated with the Service Station*" indicates a closer relationship between these uses. On the Concept Plan the service station kiosk or convenience store and food outlets are shown as part of one building and could be internally interconnected.

Overall it is considered that the application is not generally in accordance with the Concept Plan as required by the Agreement. It is clear from recital R.4 of the Agreement that the purpose of the agreement and Concept Plan was more specific than uses which could possibly be undertaken on the land rather to "*ensure that the Development Proposal proceeds as an integrated development of the Land which yields the array of uses depicted on the Concept Plan*".

Having reached this conclusion what is the implication for the application? In *Webster v Surf Coast SC* [2013] VCAT 1822 considered a situation of a planning permit application which breached the requirements of a Section 173 Agreement and drew on the decision of the Victorian Supreme Court in *Boroondara CC v Sixty-Fifth Eternity Pty Ltd* [2012] VSC 298, in which the Court stated (with the Tribunal's underlining):

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It is uncontroversial that the legislature has given considerable importance to s 173 Agreements as planning controls. Section 173 Agreements and planning permits are intended to work together – harmoniously – as planning controls. It will be a rare event for the Tribunal to conclude that a planning permit should issue authorising a use or development that is prohibited by a s 173 agreement, given that the s 173 Agreement would remain enforceable on application by any of the persons named in Section 114(3) of the Act. Nevertheless, the legislative scheme does not preclude the grant of a planning permit where there is an inconsistent s 173 agreement.

The Tribunal went on to comment:

- 28 *I am conscious of the comment by the Court in the abovementioned Boroondara case that “It will be a rare event for the Tribunal to conclude that a planning permit should issue authorising a use or development that is prohibited by a s 173 agreement...”.*
- 29 *This is hardly a surprising position – one does not need to be a genius to realise that the whole planning approval system could become quite cumbersome if it became more common for planning permits to be issued which involve a condition-precedent of a relevant Section 173 Agreement being varied or removed. All the more so when one considers that altering and/or terminating a Section 173 Agreement is potentially a major undertaking, with no guarantee of success if Council is resisting same.*

Notwithstanding the view of the Tribunal and Court expressed above, it is considered that the current situation is one where it is appropriate to grant a permit (if the merits so support) subject to condition that the use and development must not commence unless and until such time that the prohibition of the Agreement is remedied by ending or amending the agreement. The reason for this is that the Concept Plan was not subject to a rigorous assessment process before being incorporated in to the Agreement; in fact in entering into the Agreement Council made no commitment to the uses and development being an acceptable outcome for the site. The report of the Panel on Amendment C113 records:

The Panel notes that the Concept Plan is a high level plan which proposes uses including a service station and a variety of uses underpinned by the s173 Agreement. Council explained that the Agreement acknowledges there will be no fettering of powers of the Responsible Authority, simply put that they reserve the right to grant or refuse any future application on the site if it does not meet their requirements.

The Panel agrees with Council that it is clear that there is no obligation on Council to approve all or any of the proposed uses should they fail to present sufficient merit as part of a future planning permit application.

It is possible for an application entirely consistent with the Concept Plan to be refused which would effectively sterilise the development potential of the land. Therefore it is foreseeable that an application proposing an alternative from the Concept Plan could achieve an equally acceptable or better outcome than that shown by the Concept Plan, inevitably requiring an amendment to the Agreement if it was to proceed. It is appropriate for the merits of an alternative from the Concept Plan to be tested through the permit application process and then followed by an amendment to the Agreement, rather than amending the Agreement before a permit application which could be refused.

Use of land

Characterisation of use

A preliminary issue in relation to the use of land is the correct characterisation of the electric car charging facility. The planning report for the application submits that “*The proposed service station includes an electric car charge facility*” and the definition of service station provided in the s173 Agreement also “*includes electric car charging facilities.*”

Service station is defined by the planning scheme (clause 73.03) as:

Land used to sell motor vehicle fuel from bowsers, and lubricants. It may include the:

- a) selling of motor vehicle accessories or parts;*
- b) selling of food, drinks and other convenience goods;*

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- c) *hiring of trailers;*
- d) *servicing or washing of motor vehicles; and*
- e) *installing of motor vehicle accessories or parts.*

By its definition a service station does not include car charging. Whilst there is an exemption under clause 62.02 of the scheme for development of an “*electric vehicle charging station*” the term is not defined and does not sit comfortably under any other term defined by the scheme.

Electric car charging could be an ancillary activity to the service station use, however it is considered that it is not ancillary in this proposal and instead a separate use of land. It appears from the application that the charging facilities will be operated independently of the service station, users of the car chargers will not need to enter the service station. Fees for the charge stations will be paid by the user through a phone application. On the information available the only relationship between the car chargers and the service station is the location on the same parcel of land.

It is considered that the use should be characterised as an innominate use of Electric car charging facility.

A further characterisation issue is in relation to the ‘7-11’ store. In some of the application documents, including the plans, the store has been referred to as a convenience store. There is a land use term of convenience shop which could be applied to this building – ‘A building with a leasable floor area of no more than 240 square metres, used to sell food, drinks, and other convenience goods. It may also be used to hire convenience goods.’ In SUZ5, convenience shop is a section 2 use subject to the condition that ‘The leasable floor area must not exceed 80 square metres.’ With a floor area of about 176m², as a convenience shop, the use would be prohibited. However, the use of service station also, by its definition, may include the ‘selling of food, drinks and other convenience goods’.

It is considered that properly characterised, the ‘convenience store’ and fuel bowsers, together are appropriately a service station.

Are the proposed uses appropriate?

As has been documented, the s173 agreement provides for the delivery of a range of uses but without predetermination that those uses are necessarily appropriate for the site. Nevertheless the application includes uses which aren’t covered by the s173.

The purposes of SUZ5 have been set out previously and have a very strong focus on encouraging ‘tourism related land uses’. Of the proposed uses, restaurant is the only section 1 use, all other proposed uses require a permit.

The decision guidelines of the zone include, inter alia:

- Whether the Accommodation use supports the tourist emphasis of the locality.
- The need to restrict land uses likely to generate high rates of vehicle movement to sites with direct frontage to main roads.
- The need to protect the core retail and service functions of the Torquay Town Centre.
- Whether a mix of land uses within each precinct (except T4) is provided, with food and drink premises and tourism-related retail predominantly at ground floor level, and accommodation and offices at upper floor levels.

The proposed Residential hotel supports the purposes of the zone, it will provide accommodation for travellers rather than permanent residents. There are references to the hotel being a backpacker’s or budget style hotel however it is considered that this is not determinative or appropriately controlled by any permit that might be issued.

The Restaurant and Bar are approached in the application as separate land uses, however they are closely integrated with and complementary to the hotel. It is likely that many customers of this premises will come from the hotel and in turn they enhance the attraction of staying at the hotel. As already identified the use of restaurant is automatically acceptable being a section 1 use and it is considered that a bar is acceptable in this precinct.

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It is also considered that the Cinema and Play centre are appropriate uses. It is likely that these would draw visitation from both tourists and local residents and they increase the variety of leisure and recreation facilities available within the town.

Service stations have in other matters been considered to have some relationship to the tourism economy, the decision of the Tribunal in *MG Pastoral Pty Ltd v Surf Coast SC* [2019] VCAT 502 being an example with the Tribunal stating:

35. It also needs to be said that a service station and camping and caravan park is a form of tourist accommodation, and that there is substantial planning policy support in this municipality

In amendment C113 which made service station a permissible use on this site, the report of the Panel commented:

A service station provides a product (primarily fuel, although usually ancillary products are provided) that are in high demand by both residents and tourists. Its contribution to this site, be it landmark or gateway, can contribute to tourist related options as well as provide a convenience function. The addition of the E-Charging facility is an added incentive although the Panel notes that is not dependent on a typical service station needing to be built.

In this context it is considered the use of the site for a service station is acceptable. It is also considered that the use of the land for other food and drink premises (convenience restaurant and take away food premises) also provide tourist related and convenience functions. The provision of these food and drink premises at ground floor level is consistent with one of the purposes of the SUZ5 and decision guidelines. It is not relevant to the planning decision that these food and drink premises include 'chain' brands like KFC and Zambros.

The location of service station and food and drink premises on this site is consistent with the decision guideline of locating high traffic generating uses on sites with direct frontage to main roads.

The remaining uses of medical centre, child care centre and office are those that do not have a clear link to tourism. Child care centres and medical centres primarily serve a local function. A tourist may have need of a medical centre but it is not part of the tourism experience. Whilst these are not tourism uses, the zone does not require all use to be tourism related. It is considered that in their proposed location away from the highway frontage that these uses are acceptable on the site and provide a 'softer' residential interface.

The use of land for office can be related to the tourism economy, for example it could be the headquarters of a local tourism operator, or tourism marketing, but more typically it is for the provision of service and administrative functions. The application submits that the office will be co-working space but this is not relevant to the planning decision, but it highlights that the industries within which the office activity will be undertaken are not static and in the co-working could change rapidly.

It is considered the relevant decision is whether the proposed office use could undermine the core function of the Torquay Town Centre. The Torquay-Jan Juc Framework Map at Map 1 to Clause 21.08 and Map 3, Activity Centre Hierarchy identify the Torquay Town Centre as the primary activity centre for the settlement.

It is a strategy of this clause to:

Consolidate and strengthen the role of the Torquay Town Centre as the major retail centre in Torquay-Jan Juc, promoting its status as a sub-regional centre and the place where higher order retailing and major activity will be directed, generally in accord with Map 4 of Clause 21.08 – Torquay Town Centre Precinct Plan.

The *Torquay Town Centre Small Business Office Space Assessment* (MCa/SCS, January 2019) identifies that across Torquay Town Centre (TTC), Surf Coast Highway, Surf City/Baines Crescent and Bell Street that there is currently approximately 12,400m² of office floor space with the proportional split being 33.4% in TTC, 27% on Surf Coast Highway, 33% in the Surf City precinct and 6.6% in Bell Street.

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The current proposal for 1610m² therefore represents a 13% increase in total office floor space and increases the proportion of office space on Surf Coast Highway to 35% and reduces the proportion in TTC to 30%. If the proposed medical centre (1140m²) as specialised office space, is also added, the increase in floor space is 22% and the Surf Coast Highway share increases to 40%.

It is considered that the use of the land for office can be acceptable, but the scale of use in the current application would see the Surf Coast Highway have the largest proportion of office floor space and therefore contributes to undermining the role of the Torquay Town Centre. This is grounds to oppose the grant of a permit.


Built form and urban design

A permit is required for the construction of buildings and works under the zone and DDO7. The relevant purpose of the zone is 'To promote the use of environmentally responsive designs, materials and colours to develop a distinct impact for the Shire which reflects and complements its environmental and cultural attributes.'

The extensive design objectives of DDO7 have been set out previously. The site is located within Precinct 1 of this overlay. DDO7 contains a number of requirements which apply within Precinct 1 which are set out and assessed in relation to the current application in the following table:

Requirement	Assessment
Building height	
Buildings may be up to a maximum height of 12 metres above natural ground level provided no detriment is caused to adjoining properties through overshadowing or visual bulk.	None of the proposed buildings exceed 12m. The tallest of the buildings is the residential hotel which has a maximum height of 11.5m. Above this solar panels project 0.9m but building height is measured to the roof or parapet level.
Minor projections may exceed 12 metres to create architectural interest.	Not applicable
A portion of a building located on the corner of Surf Coast Highway and Grossmans Road may be up to a maximum of 16 metres above natural ground level provided: <ul style="list-style-type: none"> – it makes a unique and dynamic statement that contributes to the identity of the development; and – it does not exceed 6 metres by 6 meters in area as shown in Diagram 1 of this Schedule. 	Not applicable
Building height should vary throughout the development in order to create visual interest and avoid building mass.	Building height is varied throughout the development. Addressing Geelong Road the cinema, office building and residential hotel are of similar scale being three storey (or appearing as such) but not of uniform height. Whereas the service station presents with a 1-2 storey scale. The western buildings (child care, medical and play centres) have a 2 storey scale.
Building siting	
Buildings must be set back from the Surf Coast Highway in accordance with Map 2 of this Schedule.	Map 2 shows a 20m setback line, which for this site is from the property boundary. The cinema encroaches on this setback with roofline and columns.

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	 <p>The electric car charging station canopies are also within this setback (0m setback) All other buildings are setback at least 20m</p>
Buildings must be set back 10 metres from the Grossmans Road frontage as shown in Diagram 1 of this Schedule.	As with the above requirement the roofline of the cinema partially encroaches on this setback. The child care centre encroaches with window shrouds.
Parking must be set back 40 metres from the Grossmans Road corner as shown in Diagram 1 of this Schedule.	Parking is setback 40m from the Grossmans Road corner, but the drop-off/turn-around in front of the cinema encroaches by approximately 5m.
A three metre wide footpath should be incorporated along building edges which face roads, car parks or other public areas. This may include existing public footpaths.	A 3.0m wide footpath is provided along the façade of buildings that address Geelong Road. With the exception of some widened points, other pathways are 1.5m wide
Building & site design	
Buildings should address public roads and spaces, through the placement of entrance doors and large display windows.	Largely the buildings do address public spaces, the challenge is the cinema, which due to its functional requirements has large expanses of blank walls.
Weather protection should be provided for pedestrians through the use of verandas along building frontages.	Some weather protection is provided at the entrances of most proposed buildings.
Windows should be appropriately located and shaded to facilitate thermal control and provide for cross-ventilation.	Predominantly the main orientation of buildings is to the east with secondary orientation to the north. Insufficient detail is provided to understand sun shading and cross-ventilation.
Buildings should incorporate renewable energy technology and achieve a minimum 4.5 star base building rating under the Australian Buildings Greenhouse Rating Scheme using ABGR rating calculator, administered by the Sustainable Energy Authority of Victoria. This should be demonstrated in a report prepared by an accredited professional.	An ESD report accompanies the application and documents a range of sustainability measures including installing 25kwh of photovoltaic per building. However it does not demonstrate an ABGR star rating.
Buildings should collect and reuse rainwater and greywater and achieve a maximum water consumption of 30 litres/day/person using the Green Star Water Calculator. This should be demonstrated in a report prepared by an accredited professional.	All roof water to be captured in 52KL of tanks and used for toilet flushing. A calculation of water consumption has not been provided.
Loading zones should not be visible from public areas.	Limited loading zones provided. These are visible from public areas within the site but are removed from areas of high public use. Further assessment of loading facilities later in this report.
Building services such as air conditioning units, gas	These haven't been detailed but plant and services

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storage bottles and waste storage should not be visible from public areas.	are largely proposed for roof top mounting.
Adequate space should be allocated for the storage of waste receptacles.	See separate assessment later in this report.
Footpaths and benches should be provided for pedestrians.	A pathway network is provided throughout the site with benches provided.
Landscaping	
Landscaping, plant selection and pavement treatment should unify the site and create a pedestrian oriented environment.	An overall landscape plan has been provided for the site.
Building setback areas are to contain trees that provide a canopy cover of these areas of at least 50% within 10 years of installation.	It is likely that the proposed planting would achieve this requirement.
This is to be complemented with understorey planting that maintains adequate pedestrian access and a visual opening between 1 and 3 metres in height as shown in Diagram 2 to this Schedule	Tall tree planting is complemented with low planting which allows visual connection from the public realm beyond the site to the public spaces and buildings within the site.
A screen of plants is to be provided along boundaries common with residential uses sufficient to effect a 75% concealment of buildings and activities from the adjacent residential properties within 10 years.	It is likely that the proposed planting would achieve this requirement.
Planting visible from the public domain is to be predominantly with indigenous species.	Proposed planting is predominantly indigenous species

As demonstrated by this assessment, the proposed development is largely compliant with the requirements for Precinct 1 of DDO7. Whilst a number of these requirements are framed as mandatory 'i.e. musts', clause 43.02-2 specifies that 'A permit may be granted to construct a building or construct or carry out works which are not in accordance with any requirement in a schedule to this overlay, unless the schedule specifies otherwise.' DDO7 does not specify this, therefore each of the requirements may be varied with a permit.

The encroachments on the Geelong Road and Grossmans Road setbacks are relatively minor (2.5m and 1.5m respectively) and by elevated, thin elements, equivalent to eaves. It is considered that these encroachments are acceptable and would not detract from an appearance of buildings with a generous landscaped setback.

Similarly it is considered that the encroachment of the turning area does not unreasonably diminish the outcome of a strongly landscaped corner particularly as the central island of the roundabout is also landscaped.

Whilst not having demonstrated compliance with the sustainability requirements, the ESD report submitted with the application does show a broad range of sustainability measures which are proposed to be implemented in the development to reduce energy and water use and to provide for enhanced internal amenity. It is noted that the some references in the requirement are outdated, but there continue to be equivalent rating tools (for example AGBR has been replaced by NABERS). Implementation of these requirements could be achieved by conditions of any permit.

The objectives of DDO7 seek 'excellence' in design and a 'landmark' that reflects a 'surfing culture and beach lifestyle identity'. The Tribunal has said on design excellence:

Nor does it achieve the high (and subjective) benchmark of "design excellence". To be "excellent", I consider that I must be persuaded that the proposal will make a positive contribution and not have unreasonable adverse impacts despite the fact that it will obviously bring change. (*Levin v Port Phillip CC and Ors* [2001] VCAT 2014)

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Determining design excellence is informed by many individual factors or elements, that it is a subjective assessment and that opinions will vary as to what represents design excellence. We are also mindful that although heritage policy may require design excellence, Clause 65 instead requires an acceptable outcome. Whether a proposal achieves or promotes design excellence is just one factor, but an important one, in deciding acceptability. (*1 Victoria Avenue, Albert Park Pty Ltd v Port Phillip CC* [2019] VCAT 688)

DDO7 facilitates a landmark by allowing for additional building height at the corner to create a tower feature of the type seen within the Surf City precinct, however it is considered that this is not the only method of achieving a landmark outcome.

Overall it is considered that the proposal achieves the level of 'excellence' described by the Tribunal to result in an acceptable outcome. It has been regularly stated by the Tribunal that it is not a matter of achieving the best possible outcome but rather an acceptable outcome. The proposed buildings incorporate many elements which it is considered reflect the *architectural language* of the coast including extensive use of timber as cladding and feature elements, extensive glazing, connected indoor and outdoor spaces and a high level of disaggregation of building volume. It is also reflected in the proposed landscaping incorporating indigenous canopy trees and understorey planting. A landmark of sorts is proposed through a public art element at the northeast corner and public art is also proposed to be incorporated within other locations around the site.

An exception is the proposed shelters to the electric car charging stations which it is considered do not show design excellence and will be prominently located on the Geelong Road boundary. It is recommended that if a permit is granted that these be deleted.



E-station canopy (extract from application plans)

Many of the details of design, including the public art require further resolution, however these are appropriately addressed through conditions if a permit is granted.

It is considered that architecture and urban design is not a reason to oppose the grant of a permit.

Traffic

A common concern from objectors and Council's Infrastructure team is the impact of traffic from the site on the safe and effective functioning of Grossmans Road and the Geelong Road (Surf Coast Highway) intersection. It has been highlighted in objections that the CFA and Ambulance station are located on Grossmans Road, plus two primary schools.

The decision guidelines of SUZ5, include, as relevant:

- The need to restrict land uses likely to generate high rates of vehicle movement to sites with direct frontage to main roads.
- The need to protect the residential amenity of surrounding dwellings from off-site impacts such as noise, odour, traffic congestion and on-street parking.
- The effect of traffic to be generated on roads.

Grossmans Road has a single travel lane and parking lane in each direction. At the intersection is a 50m right turn lane (for east bound traffic turning into Geelong Road); for this length parking is prohibited. A shared path is provided on the southern side and no path on the north side east of Briody Drive.

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Existing road conditions

It is proposed to provide a two way access to Grossmans Road, centrally along the frontage, which aligns with the end of the right turn lane. This access is opposite (slightly offset) from the access to the motel (2 Grossmans Road) which has the benefit of a marked 'keep clear' across the east bound travel lanes. An exit is provided onto Geelong Road and all but 5 car parking spaces are able to reach the two exit points so most motorists will have a choice of where they leave the site.

Council has the benefit of three assessments by traffic consultants, in addition to the internal expert advice of Council's traffic engineers. These assessment are:

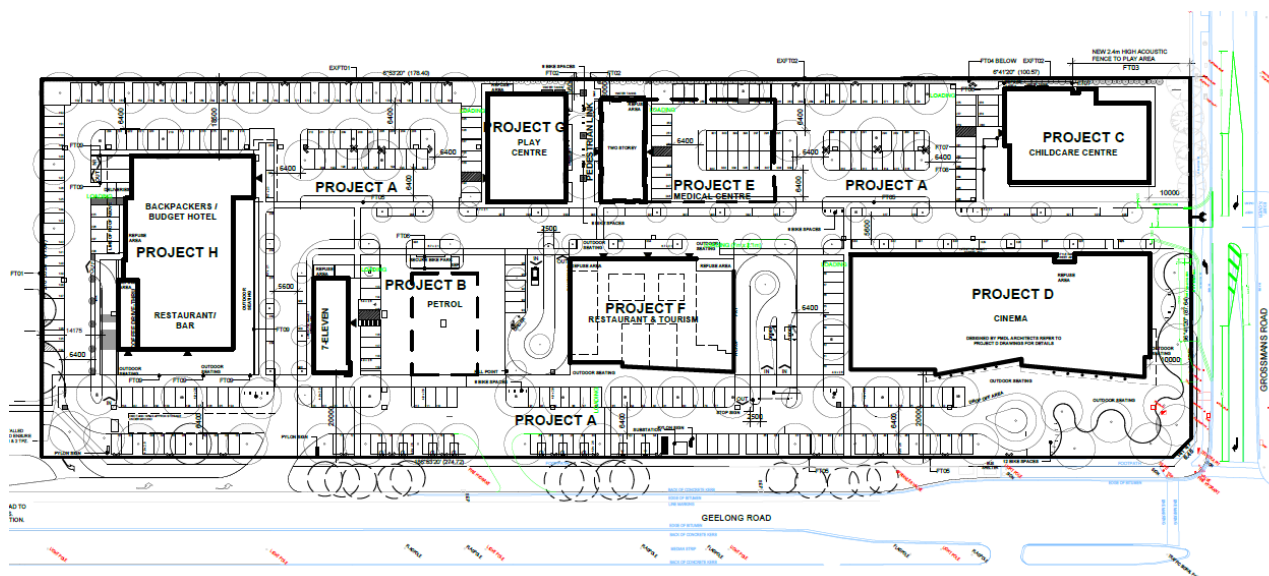
- Traffic and Parking Impact Assessment, TTM Consultants, 18 March 2020 (TTM, March 2020)
- Traffic and Parking Impact Assessment, TTM Consultants, 6 August 2020 (TTM, August 2020)
- Traffic Impact Assessment Review, O'Brien Traffic, 20 August 2020

The TTM, March 2020 report was submitted by the applicant with the current application. The TTM, August 2020 report is a revision on the March report and seeks to respond to concerns about the methodology and recommendations of the earlier report. The O'Brien report was commissioned by Council and has been provided to the applicant.

It is important to note that the TTM, August 2020 report includes an amended development plan and makes recommendations about altering the access arrangements but these changes have not been reflected in the architectural plans or an amendment to the application. Therefore whilst the TTM, August 2020 report is informative, Council's decision must be made on the basis of the current plans (20 March 2020).

Significantly, the TTM, August 2020 report states that there 'are alterations to the development plan required to provide appropriate traffic facilities about the site.' These alterations are shown on a plan attached to the report and include constructing left and right turn lanes on Grossmans Road, widening the access onto Grossmans Road, relocating the entry onto Geelong Road further south to be opposite the proposed service station and providing dedicated drive-through lanes for the two convenience restaurants.

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Recommended alterations to development (extract from TTM, August 2020 report)

The corollary of these alterations not being made is that the TTM, August 2020 report is effectively submitting that the proposed development does not provide for appropriate traffic management. It is considered that the changes to the development recommended by TTM are not appropriately implemented by conditions of a permit, particularly as the change to the access onto Geelong Road has not yet received the support of the Department of Transport.

Having considered the development plans and the two TTM reports, Council's traffic engineers oppose the grant of a permit and this position is supported by the O'Brien report. The key issues identified by the traffic engineers include:

- Queue backs are expected to extend past site access on Grossmans Road at all peaks and will physically restrict safe right turn egress from the site onto Grossmans Road given current proposed location of exit to Grossmans Road.
- Predicted overflow of queue backs in right turn lane from Surf Coast Highway (south bound) into Grossmans Road will impact through traffic movement on Surf Coast Highway and impact general community travel times/ amenity. This occurs with development traffic plus growth (excluding Spring Creek).
- Queue backs are expected to extend past the site egress point on the Surf Coast Highway (southern approach) at all peaks. Alternative access arrangements would need to be put in place to allow vehicles seeking to return to the Highway to safely exit the site. Furthermore at current location site exit onto Surf Coast Highway requires crossing of 2 lanes of traffic over a distance of 20m for motorists wishing to U-turn to travel south.
- The internal road for the site connects the Surf Coast Highway entry to the exit onto Grossmans Road, encouraging this to be the primary exit for most vehicles. Right turn out will be restricted on Grossmans due to queue backs at peak times. The primary exit should be onto Surf Coast Highway and the layout does not provide for this.
- Inadequate width of access onto Grossmans Road (partially addressed by TTM, August 2020 recommendations).
- Blockage of through lane on Grossmans Road by vehicles seeking to right turn into the site.
- Blockage of through lane on Grossmans Road by vehicles seeking to left turn into the site with queue back potentially inhibiting the Surf Coast Highway at peak times.
- Failure of the intersection Surf Coast Highway and Grossmans Road within ten years due to excessive queueing and delays on the western approach from Grossmans Road.
- 19m semi-trailer existing onto Grossmans Road is not suitable (please note that this is modified in the TTM, August 2020 recommendations).
- Queue back of cars at convenience restaurants are expected to impact on aisles circulation at peak times (partially addressed by TTM, August 2020 recommendations).
- Inadequate loading area's partially addressed by TTM, August 2020 recommendations).

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- 8.8m swept path for parking around residential hotel cuts across two outstand islands meaning that it can't safely make manoeuvre.
- Plan of the basement carpark does not show columns, this may impact ability to provide parking as shown on plans.
- A left turn lane is proposed at the entry from Surf Coast highway, approximately 37m long. The exit from the adjacent site (to the south) is to be relocated to the southern boundary of the subject site, i.e. will effectively exit to the proposed left turn lane. This is less than desirable as exiting motorists will need to select gaps between left turning vehicle (reducing speed) and through traffic (maintaining speed), which adds complexity to the decision-making process.

Furthermore, Council's traffic engineers consider there to be significant issues with the assumptions underpinning the traffic modelling provided in the TTM, March 2020 report. Some but not all of the issues have been resolved in the revised modelling in the TTM, August 2020 report. Key issues with modelling leading to inaccurate/inconsistent results are as follows:

- The existing conditions analysis was based on August 2019 traffic volumes which may be lower than at other times of the year given seasonal variations – this applies to both reports.
- In the TTM, March 2020 report no analysis of future traffic conditions allowing for growth on the road network had been undertaken. Traffic analysis would typically be undertaken for 10 years post development as the development should be viable on the road network for that period. While the revised report considers this, it then concludes that the development will not change traffic conditions and bases all assumptions around modelling if the development had been constructed in 2019. This is flawed, development must be fit for purpose when it is fully operational in ten years including expected growth.
- The TTM, March 2020 (section 5.5) notes that the SIDRA analysis considers only the proportion of traffic for each use that is new to the road network. However, the traffic generation (in Section 5.4) has already been reduced by 50% to account for passing traffic. It is unclear whether the traffic volumes have been factored down twice to account for passing traffic – this is not appropriate. The TTM, August 2020 report removes this factoring down, however, there are still some discrepancies in the volumes applied exiting the development with volumes missing in the distribution diagrams.
- Variable phases as shown in signal operation sheets have not been modelled in SIDRA.
- The length of turning lanes used in the SIDRA Modelling in the TTM, March 2020 report was inaccurate on all approaches which led to incorrect results of modelling (Degree of Saturation etc). The TTM August, 2020 report is closer to accurate, however some issues still remain – namely an overestimation of length of left turn queueing lane on southern approach to Grossmans Road and an underestimation of the length of the right turn queueing lane on the northern approach to Grossmans Road leading them to conclude that it is already overcapacity. Also, the U-turn median break on the southern approach is not included in SIDRA.
- Heavy vehicles are not assumed in SIDRA models. It is generally standard practice to assume the proportion of heavy vehicles as 2% on collector roads and 5% on primary arterial roads, unless traffic survey suggests otherwise. Traffic data shows higher heavy vehicle percentage than this and should have been included in the modelling.
- TTM has based their traffic generation for the petrol station and Seven-Eleven store on surveys of a Woolworths convenience store and petrol station in Hastings. The traffic generation based on these surveys is likely to be underestimated as:
 - the surveyed convenience store is approximately half the size of the proposed Seven Eleven
 - the surveys were undertaken in August 2019 when trade is likely to be lower than at other times of the year given likely seasonal variations
 - Seven-Eleven stores generate some traffic based on their specific products, in other words customers are more likely to travel to the site specifically for convenience goods.
- TTM has based traffic generation for the convenience restaurants based on surveys of a McDonalds restaurant but assumes that the proposed would generate 30% less demand than the McDonalds without justification.

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Based on the above it is considered that the proposal would likely be detrimental to the safe and effective functioning of Grossmans Road and Geelong Road/Surf Coast Highway. Notwithstanding Department of Transport's current no objection response they have not yet had the opportunity to respond to the TTM, August 2020 report or O'Brien report, both of which have been provided to them for consideration. It is noted that in their statement of grounds to the Tribunal they have indicated that their position on the application may change.

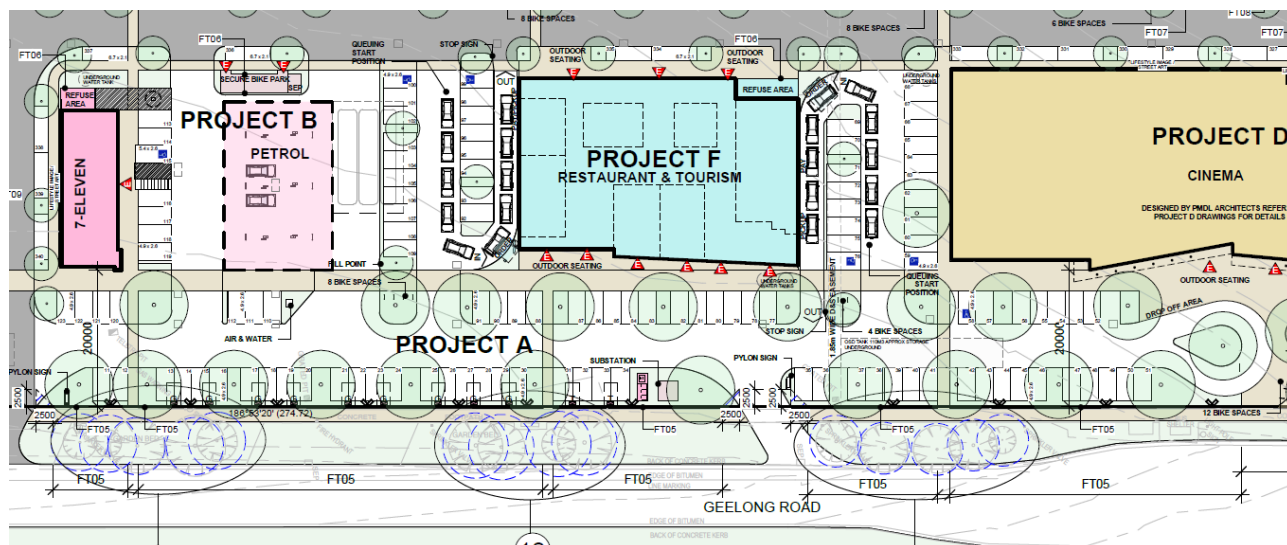
It is recommended that this is grounds to oppose the grant of a permit.

Car parking

As identified in the section above considering Clause 52.06 the statutory requirement for parking is 348 spaces. This does not include the demand arising from the play centre, service station, electric car charging facility and residential hotel which do not have a statutory rate. Satisfactory provision for these uses is 30 spaces for the play centre, 6 for the service station, 58 for the residential hotel and 20 spaces for the car charging. Therefore maximum total demand would be 464 spaces.

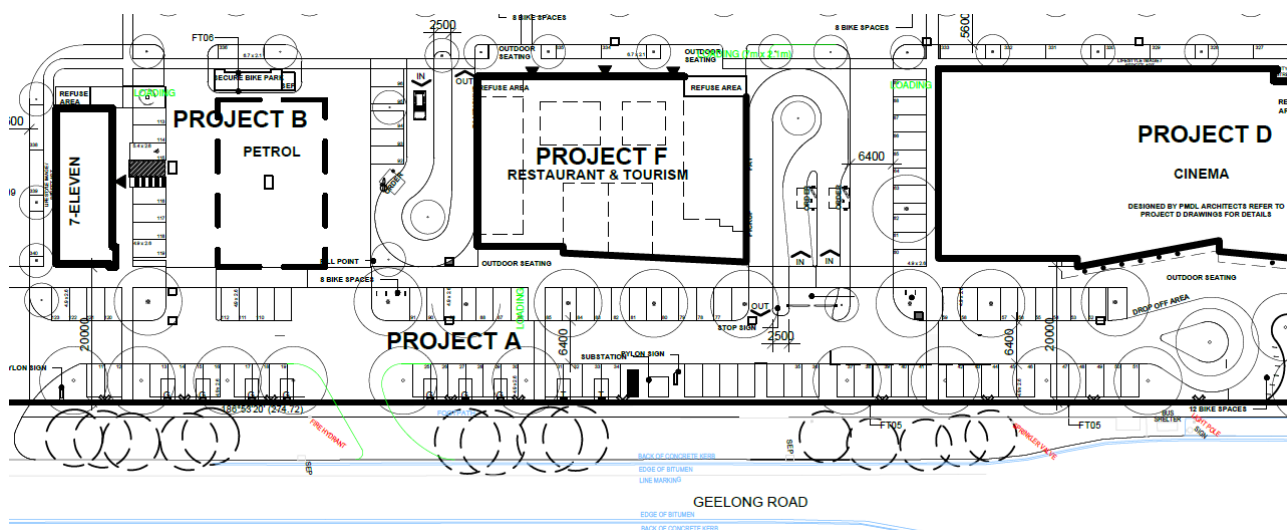
The application proposes 393 spaces but 22 of these are dedicated to car charging stations and not available for use by other vehicles and 53 are located within the residential hotel basement and are unlikely to be available for the general public. Therefore 318 spaces will be available for general use.

The TTM, August 2020 report however recommends changes to the layout of the development which would reduce the number of car parks provided on the site, through deleting car parking to increase the scale of drive-through facilities and relocating the access point onto Geelong Road. As the application plans haven't been amended it is unclear what the exact impact of these changes is but is estimated to be in the order of 20 spaces.



Current proposal (extract from application plans)

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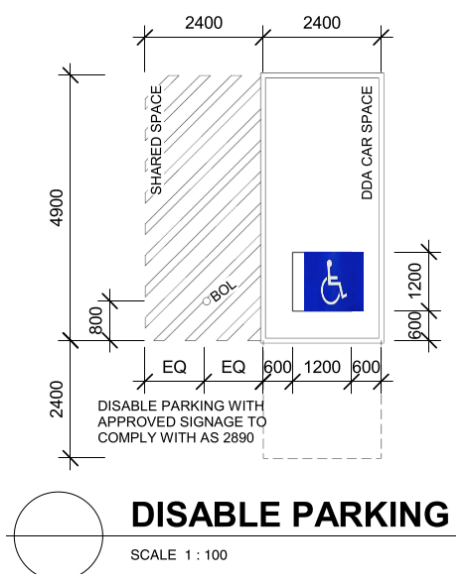
Recommended layout (extract from TTM, August 2020 report)

It is appropriate to consider whether all of the proposed spaces can be provided. Clause 52.06-9 specifies design standards for car parking. The standard dimensions for 90 degree spaces is 4.9m length by 2.6m wide and for parallel spaces 6.7m length by 2.3m wide. The proposed 90 degree parking spaces comply with the standard, but the parallel spaces are proposed to be only 2.1m wide. It is considered that the parallel spaces should comply with the requirement. The traffic and parking assessment supporting the application submits that the parking spaces meet the requirements of this clause and therefore no justification has been provided to reduce the space width. Whilst it is a relatively minor gain in width (0.4m combined) it cannot clearly be achieved within the space available without having unknown consequences. An option is to delete them from one side to increase them on the other side and some additional landscaping. This would reduce the parking provision by about 14 spaces.

A further issue with the design of parking is the disabled parking spaces. Clause 52.06-9 specifies that;

Disabled car parking spaces must be designed in accordance with Australian Standard AS2890.6-2009 (disabled) and the Building Code of Australia. Disabled car parking spaces may encroach into an accessway width specified in Table 2 by 500mm.

The application plans include a detail for disabled parking based on the Australian Standard as extracted below:



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However this design has not been implemented across the site for disabled spaces. Frequently the designated spaces rely on an adjacent pathway for the shared space which isn't always wide enough. The shared space is also required to be at the same grade as the parking space whereas on the information available the pathway will be above the space with a kerb. To comply with the standard it is likely that other parking spaces would need to be deleted to provide the shared space.

The application submits that normal peak parking demand during weekday business hours is 283 space and 202 spaces on weekends. The basis for this is:

- The cinema is unlikely to operate at full capacity. They propose 50% typical peak occupancy (300 patrons) in the evenings and weekends.
- No parking demand for the child care centre in the evening and weekends.
- Office use will generate minimal parking demand in the evenings and weekends.
- The medical centre having 20% demand in the evenings and maximum 30% demand on weekends.

Before deciding on an application to reduce the parking requirement Clause 52.06-7 directs that consideration must be given to range of matters which are set out and addressed in the following table:

Decision guideline	Assessment
The Car Parking Demand Assessment.	See further discussion
Any relevant local planning policy or incorporated plan.	N/A
The availability of alternative car parking in the locality of the land, including: <ul style="list-style-type: none"> • Efficiencies gained from the consolidation of shared car parking spaces. • Public car parks intended to serve the land. • On street parking in non-residential zones. • Streets in residential zones specifically managed for non-residential parking. 	There is limited availability of on-street parking in surrounding streets and none of these are intended to provide parking for non-residential use. Potentially 2-3 spaces are available within the service road south of the site and at most 5 spaces along Grossmans Road outside the site.
On street parking in residential zones in the locality of the land that is intended to be for residential use.	There is limited on-street parking in Pimelea Way which is unsuitable for use to satisfy the demand for parking on the site given Pimelea Way is a low order dead end narrow street with restricted turning capacity and on-street parking is intended for residential use.
The practicality of providing car parking on the site, particularly for lots of less than 300 square metres.	Car parking can be practically provided on site.
Any adverse economic impact a shortfall of parking may have on the economic viability of any nearby activity centre.	Unlikely to have an impact.
The future growth and development of any nearby activity centre.	There is unlikely to be future growth of the Tourist/Surf Activity Centre in a manner that would deliver additional public parking to satisfy demand from this site or increase demand for parking on the site.
Any car parking deficiency associated with the existing use of the land.	N/A – Vacant land
Any credit that should be allowed for car parking spaces provided on common land or by a Special Charge Scheme or cash-in-lieu payment.	N/A – No previous Special Charge Schemes or cash-in-lieu payments which are known to be attributed to the land.

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Local traffic management in the locality of the land.	On-street parking is not permitted along Geelong Road in front of the site, it is allowed on the east side (south bound).
The impact of fewer car parking spaces on local amenity, including pedestrian amenity and the amenity of nearby residential areas.	There is the potential for overflow demand to impact on residential amenity, particularly within Pimelea Way.
The need to create safe, functional and attractive parking areas.	As noted above the need to create functional parking will reduce the potential supply on the land.
Access to or provision of alternative transport modes to and from the land.	Public bus transport does service the land with a stop adjacent the site, however the service is unlikely to be a significant contributor in transporting people to the site. The site is also within a reasonable walking distance of a significant residential catchment and the two nearby primary schools. There is likely to some visitation by foot or bicycle.
The equity of reducing the car parking requirement having regard to any historic contributions by existing businesses.	Business within the vicinity of the site have historically satisfied demand by supplying parking on their own land.
The character of the surrounding area and whether reducing the car parking provision would result in a quality/positive urban design outcome.	Car parking in the Tourist/Surf Activity Centre is a prominent element largely sited between the street and the shops fronts.
Any other matter specified in a schedule to the Parking Overlay.	PO1 does not specify decision guidelines.

It is accepted that the cinema is unlikely to generate demand in accordance with the statutory rate and further that the parking assessment has been conservative in its estimations of demand at most times, however during the peak holiday season demand could reasonably reach or exceed the forecast peak demand.

It is considered that the medical centre could generate demand in the evenings and on weekends greater than the forecast 11 spaces given the centre is proposed to operate 24 hours. A review of existing medical centres in Torquay found that none are open 24 hours (home visits may be undertaken after hours), therefore this centre could attract significant after hours visitation from Torquay, surrounding towns and Geelong (Armstrong Creek, Grovedale, etc). Therefore it is considered that peak demand at these times could exceed the parking assessment estimate of 202 spaces.

If 393 spaces are provided on the site it is considered likely that demand can be satisfied by onsite parking. The issue is if the amount of car parking is reduced to implement the recommendations of the TTM, August 2020 report and the above identified design issues, it is uncertain how many spaces will be provided on the site and whether this would then meet demand. It is possible that further modification could be made to provide additional parking in compensation, for example by expanding basement car parking, but this is a material change from the current application.

Given the limited availability of on-street parking which can reasonably service the site, there is a potential for parking demand to push into nearby residential streets, particularly Pimelea Way and Everlasting Court which is likely to have a detrimental impact on the residential amenity of these streets, if onsite parking is insufficient to meet demand. Pimelea Way especially could experience significant congestion from vehicles searching for a parking space and attempting to turn around within the street. It has been observed that on-street parking is already frequently used by the residents.

It is considered that whilst in-principle sufficient parking can be provided onsite to satisfy demand, the application has failed to demonstrate that the proposed supply can be delivered in a manner that is safe and functional. As a result it is uncertain what the supply of parking will be and whether this will be adequate to meet demand.

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It is considered that this is a ground to oppose the grant of a permit.

In addition to the previous assessment of car park design, the Parking Overlay specifies further requirements for car park design. The PO specifies:

45.09-7 Requirements for a car parking plan

A schedule to this overlay may specify additional matters that must be shown on plans prepared under Clause 52.06-8.

45.09-8 Design standards for car parking

A schedule to this overlay may specify:

- *Additional design standards.*
- *Other requirements for the design and management of car parking.*

Plans prepared in accordance with Clause 52.06-8 must meet any design standards and requirements specified in a schedule to this overlay.

Clause 7.0 of PO1 specifies:

7.0 Design standards for car parking

Pools of Public Car Parking Areas

New developments should provide a significant proportion of their total parking requirements in a location and configuration that allows for full public use, that is, in pooled locations, available for use by patrons from different establishments. These parking areas should be signed as public car parks.

*In **Precinct 1** (as defined in **Map 1**) the above outcome could be achieved through one of two options:*

1. Construct a service road along the Surf Coast Highway to provide site access and public parking for Precinct 1. This would involve:

- *A widened one-way service road running parallel to the Highway, with appropriate access. The existing service road should be continued across the frontage between Grossmans Road and the existing McDonalds Restaurant on the Beach Road corner.*
- *60° angle parking provided along both sides of the service road.*
- *Adequate landscaping provided to ensure that the front parking does not act detrimentally to the landscape and built qualities of the precinct.*
- *Provision of a reservation of around 24 metres to accommodate the service road (with 60 degree angle parking on both sides) and a footpath.*
- *Provision of a minimum 40 metres setback from the Grossmans Road corner of parking or access in order to provide for a landscaped buffer.*
- *Provision of up to two new service road entry points between the existing service road and Grossmans Road, subject to VicRoads approval.*
- *Incorporation of traffic calming measures to provide safe conditions on the road for pedestrians and cyclists in particular.*
- *Provision of additional parking, if required, located between and behind buildings on the Precinct 1 site.*

Or

2. Provide public car parking underground and to the rear of buildings facing the Surf Coast Highway to allow space for a dominant landscaping theme within the front building setback. This would involve:

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- *Provision of car parking predominantly to the rear of buildings and underground. Landscaping should dominate the front setback along the Highway.*
- *Design and siting and of car parking, including underground car parking, to facilitate general public use and access, and for such parking to be adequately direction signed as such.*
- *Integration of the existing termination of the service road with the Highway, including provision of adequate landscaping.*
- *Providing access to Precinct 1 via an entrance off Grossmans Road, and a single access point off the Surf Coast Highway, subject to VicRoads approval.*

The site is within Precinct 1 as shown on Map 1 to the schedule. It is considered that the proposed parking design is generally in accordance with the requirements set out under option 1 for the following reasons:

- The proposal creates pools of parking which can be used by the various uses within the site.
- The parking parallel to Geelong Road achieves an outcome similar to that of a service road with parking on both sides. It does not connect with the existing service road but an appropriate connection of the service road to Geelong Road is proposed.
- The proposed accessway will be two way, but this is appropriate to allow for movement within the site and avoid unnecessary movements onto to Geelong Road as vehicles can travel south within the site.
- 90 degree parking either side of the accessway is appropriate when two way movement is allowed.
- Planting bays are provided every 4-5 spaces allowing for a canopy to be established across the frontage and providing shading for parked vehicles.
- There is no material public benefit in requiring the accessway and parking be in public ownership (placed in a road reserve through the site).
- Parking parallel to Geelong Road is setback at least 40m from Grossmans Road.
- One new entry and one exit, from/to Geelong Road are proposed.
- Traffic calming measures can be included (such as raised pavement pedestrian crossings) to slow vehicles.
- Additional parking is proposed between and to the rear of buildings.

Other relevant requirements within this clause are:

Water Sensitive Urban Design Measures and Landscaping

Car parking design should incorporate water sensitive urban design features such as bioretention basins and swales, and sediment basins as documented in WSUD Engineering procedures: Stormwater (CSIRO, 2005).

Car parking areas should also be landscaped so that they contain trees that provide a canopy cover of these areas of at least 50% within 10 years of installation. This is to be complemented with understorey planting that maintains adequate pedestrian access and a visual opening between 1 and 3 metres in height.

East/West Pedestrian and Bicycle Path

*A pedestrian and cycle path should be created in an east/west direction through the middle of the site to link **Precinct 1** with 25 Grossmans Road (the Council site). An opportunity also exists to provide an 18m wide street reservation to create a pedestrian, bicycle and vehicular link between the properties. This could provide access to **Precinct 1** and 25 Grossmans Road located to the rear of the site, thus increasing permeability through the site particularly for pedestrians and cyclists.*

It is considered that these requirements are or can be met within the proposed development. A preliminary stormwater management plan was provided with the application and it would be appropriate to require a detailed plan as a condition permit. Presently small trees (*Banksia marginata*) are proposed to be planted within the car parking area which may not achieve the level of canopy cover required, but there is considered to be scope to vary the species to include trees with a greater canopy spread. A pathway connection to Pimelea Way is proposed. This does not connect in a straight line to Geelong Road, however as pedestrians should be crossing Geelong Road at the designated and controlled crossings (Grossmans Road and Beach Road) it is appropriate that the path direct users north or south within the site.

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It is considered that the requirements of the Parking Overlay are or can be met.

Overall it is considered that an appropriate car park design can be achieved but unless further changes are made to increase supply in other locations on the site there would be a material reduction in the number of spaces from those shown on the application plans to meet the design requirements of clause 56.09. If peak demand exceeds the number of spaces available on the site it could lead to unreasonable residential amenity impacts by pushing demand into residential streets.

Residential Amenity

Many of the submissions have grounds on the impact of use and development on residential amenity. SUZ5 specifies at clause 2.0 that:

A use must not detrimentally affect the amenity of the neighbourhood, including through the:

- *Transport of materials, goods or commodities to or from the land.*
- *Appearance of any building, works or materials.*
- *Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.*

This condition applies to all use of land, including those that don't require a permit and those for which a permit has been issued. Non-compliance with the condition is a prohibition on the use continuing in the manner that is causing the detriment to arise.

In *Flintstones Garden Supplies Centre Pty Ltd v Greater Geelong CC (No 2)* [2007] VCAT 1614, the Tribunal considered a similar provision (in that case in the Business 4 zone) stating:

44. *This is a prohibition on those nuisances (rather than any particular use of the land). It would appear that this prohibition applies to any use of the land and could give rise to a prosecution for an offence, or enforcement action, if an actual use gave rise to any of those conditions whether it was concrete batching plant or other industry or anything else.*
45. *Nevertheless, this prohibition is relevant to our consideration of whether a permit should be granted for the use of the land as a concrete batching plant. It would be folly to grant permission for a use that would inevitably offend against these anti-nuisance requirements and thus inevitably inflict detriments on the neighbourhood and expose the operator to prosecution or other enforcement actions, possibly ultimately leading to the closing down of the undertaking.*
46. *That does not mean that this proposal should necessarily be rejected. It is a matter, at this stage, of assessing the proposal with a view to determining whether, having regard to design, location and protective measures, such nuisance will result when assessed on the relevant standards for the neighbourhood relating to business 4 zone, residential 1 zone or, for that matter industrial 1 zone land. It is part of the intention of planning to avoid such problems, rather than to have to solve them after they have been created."*

It is relevant to observe that the "amenity of the neighbourhood" which is to be protected will vary from location to location. For example the amenity of a location in the heartland of a residential area is likely to be significantly higher than a residential location adjacent a commercial centre or for land within an industrial area. Applied to this location, the reasonable amenity expectations within a zone which purposes include, "To promote a mix of tourism related uses, with food and drink premises and tourism related retail predominantly at ground floor level, and accommodation and offices predominantly at upper floor levels" and which abuts a General Residential zone, must be set in this context of a mix of commercial and residential use.

Relevant development decision guidelines of SUZ5 include:

- *Consideration of the overlooking as a result of buildings and works affecting adjoining land in a General Residential Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone*
- *The design of buildings to provide for solar access.*

An objective of DDO7 is:

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To ensure a high standard of amenity for occupants of the buildings, neighbouring residents and the public.

Clause 65.01 directs consideration to be given to *“The effect on the amenity of the area.”*

The amenity issues are assessed as follows:

Overshadowing

The site adjoins existing residential land use to the west and south. Owing to the separation of the proposed buildings from the southern boundary there is minimal impact of overshadowing to the southern neighbour. Shadowing of neighbouring properties to the west would occur in the morning. It is accepted practice that overshadowing should be assessed on the basis of shadowing at the equinox between 9am and 3pm and in relation to its impact on secluded private open space.

Shadow diagrams have been provided with the application that show shadowing caused by the existing fence line and by the proposed development, but lack utility as they do not include the position of dwellings or the location of their secluded private open space. A check with ShadowDraw templates indicates that these diagrams are reasonably accurate in terms of the length of shadows being cast by the proposed buildings.

From this information, the proposed child care centre is unlikely to cause additional shadowing, beyond that caused by a boundary fence, of properties in Everlasting Court. The greatest extent of shadowing will come from the medical centre with most effect on 21 Pimelea Way and from the play centre with most effect on 26 Pimelea Way. This additional shadowing will predominantly impact the service areas between these dwellings and the common boundary, it is unlikely to cause overshadowing of secluded private space. This shadowing is at 9am and by 10am it is likely that there would be no additional shadowing.

It is considered that there will be no unreasonable overshadowing caused by the proposed development.

Overlooking

The child care centre and medical centre are the only potential sources of overlooking that could occur from within 9m of a neighbouring residential property.

The child care centre has a number of first floor west facing windows which could afford views for occupants of the building to secluded private open space or habitable room windows of neighbouring dwellings, however each of these windows is proposed to be screened with opaque glass to 1.7m above first floor level thereby preventing overlooking from occurring.

The medical centre has first floor west facing windows which could overlook first floor habitable rooms and secluded private open space of 21 Pimelea Way. To prevent this overlooking the application proposes a battened screen up to 1.7m above first floor level outside of these windows. These screens also incorporate planter boxes. Subject to design detail, which could be required as a condition of a permit, such screening would prevent unreasonable overlooking.

The residential hotel is a further possible source of overlooking from the two upper levels. The west elevation of the upper levels is predominantly clear glazed, floor to ceiling, or bed sit rooms have large picture windows. The second storey also has a terrace on the north side of the building with exposure to the west. The upper levels are setback 17.1m from the western boundary, nearly double the 9m typically used to assess overlooking.

The decision guidelines of SUZ5 include:

- *Consideration of the overlooking as a result of buildings and works affecting adjoining land in a General Residential Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone.*

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The dwellings within the neighbouring retirement village adjacent the western boundary have their areas of secluded private open space along the boundary and habitable room windows orientated to the east. Notwithstanding the potential relationship of the upper level windows and terrace of the residential hotel out-looking to the west towards these private spaces it is considered that an unreasonable level of overlooking will not result given the degree of separation in the context of accepted planning standards.

Noise impacts

There are multiple potential noise sources associated with the proposed use and development including, mechanical plant and equipment, vehicle noise, people noise and waste collection. The applicable assessment guideline is *Noise from industry in Regional Victoria (NIRV)* (EPA Publication 1411), however as Torquay is a major urban area the recommended noise levels are determined using the procedures in *State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade)* (SEPP N-1). These guidelines do not cover all noise sources, including non-commercial vehicles, music and people.

An acoustic assessment has been provided with the application. The report records background noise monitoring which was undertaken near to the western boundary and Pimelea Way and near to the highway outside the Tropicana Motel. The assessment has generally considered a cluster of receivers (such as the group of adjoining dwellings along the western boundary) rather than individually assessing the impact on each sensitive use. The assessment proposes a variation from the standard time periods of Day, Evening and Night by including Early Morning (6:30am to 7am) and Early Evening (6:00pm to 6:30pm) which would enable a higher noise limit for the early morning period compared to the night time. This approach is not supported by NIRV or SEPP N-1.

The noise limits established by the assessment are:

Period	Day of the week	Time period	Noise limit (dB(A))
Day	Monday-Friday	7am to 6pm	56
	Saturday	7am to 1pm	
Evening	Monday-Friday	6pm to 10pm	50
	Saturday	1pm to 10pm	
	Sunday	7am to 10pm	
Night	Monday-Sunday	10pm to 7am	42

The medical centre, service station, food outlets and residential hotel are proposed to operate 24 hours, therefore the night time noise limits will be the restricting factor unless the noise generating activities can be controlled to occur outside of this period, such as deliveries or waste collection. Activities where noise impacts could be an issue are discussed in further detail:

Child care centre

For noise limits from the child care centre, the report refers to the *Guideline for Child Care Centre Acoustic Assessment* prepared by the Australian Association of Acoustic Consultants (AAAC). This is a non-statutory guideline which has been given mixed weighting by the Tribunal, having been accepted by some divisions, but in *Basic Element Pty Ltd v Hobsons Bay CC* [2017] VCAT 522 the Tribunal stated:

Other divisions of the Tribunal has determined that the AAAC Guideline should be given little weight in these matters as it is highly conservative and it has no statutory basis in any planning schemes. I see no reason to give this guideline any weight in this matter.

The AAAC guideline recommends a limit of background noise level plus 10dB if up to 2 hours of outdoor play is allowed or plus 5dB if more than 2 hours of outdoor play is allowed. The report adopts the higher limit (+10dB); however it is considered that this is the incorrect approach if this guideline is to be used. The Tribunal in *Francescutti v Macedon Ranges SC* [2019] VCAT 1269, accepted the use of the AAAC guideline and commented:

38 *As described by Senior Member Naylor in Petzierides, today the typical practice for child care centres is to utilise the outdoor play areas for considerable periods of the day, and for this reason I have assumed the play areas will be used for more than two hours per day.*

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Taking the assumption that a greater level of outdoor play is permitted (but only during the day time period) the applicable noise level under the AAAC guideline would be 53 dB(A), whereas the predicted noise level is 55 dB(A). The predicted level includes allowance for a recommended 2.4m high acoustic fence to the western boundary of the child care centre outdoor play area, however the fencing proposed by the application plans does not meet this recommendation. Having the fencing meet the recommendations of the noise impact assessment could be achieved by condition, but there would still be a level of non-compliance with the AAAC guideline. However the predicted noise level would be less than the SEPP N-1 day period noise limit of 56dBA.

On balance it is considered appropriate to utilise the SEPP N-1 noise limit given the differing views of the Tribunal on the use of the AAAC guideline, and on this basis noise from the childcare centre is unlikely to result in an unreasonable loss of amenity.

Car park noise

The acoustic assessment has assessed the impact of noise from car park activity individually for each of the proposed uses rather than an accumulative assessment. Potentially this has resulted in a reduced level of car park activity being modelled. For example it assumes 1 vehicle per hour associated with the medical centre during the night time period, but the parking area between the medical centre and child care centre is likely to be utilised by patrons to the cinema and convenience restaurants which would increase the number of movements in the night time period.

Similarly the assessment of car parking noise associated with the restaurant and bar is said to have considered the 'nearest parking spaces to a noise sensitive receiver' but the report does not identify which parking spaces were assessed. The dwellings on the adjoining property to the south are setback from the boundary with their own car parking between, increasing the separation from noise sources on the site. However the dwellings to the west are sited close to the common boundary with the separation from proposed parking spaces under 3.0m.

It is considered that it hasn't been demonstrated that residential amenity will be reasonably protected from car park noise.

Residential hotel, restaurant and bar

The acoustic assessment has considered patron noise from the restaurant and bar, but has not had regard to noise from patrons of the hotel. Whilst the noise from people within the building is unlikely to be an issue the acoustic assessment has not considered that the hotel includes two substantial terraces. The smaller southern one is enclosed by the building on three sides, but the northern terrace is open to the east, north and west. It is recognised that the use of the terrace may be partially self-regulating given guest units outlook onto the terrace and therefore if there is noise disturbance it will affect the occupants of the hotel also, however an assessment of patron noise from the terrace has not been undertaken to know whether nearby sensitive uses will be impacted.

Summary

Generally it is considered likely that noise from the proposed uses and activities on the land will not unreasonably reduce residential amenity, measured by compliance with applicable noise standards and guidelines. However there are two aspects, car parking noise and patron noise from the residential hotel terrace, where the application has not adequately demonstrated that noise levels will be within acceptable limits.

Outlook to concrete wall

This issue was raised in relation to the original medical centre building design which was proposed to have external walls of concrete in irregular jagged panels and glass. In the current application the medical centre is a two storey building with a first floor level that is substantially larger in area than the ground floor and elevated above car parking. The materials for the west elevation are not specified on the plans, but match those labelled as concrete on other elevations. The maximum height of the building along the west elevation is 7.4m above ground level at a setback of 5.0m from the boundary. If this were a residential development, the boundary setback requirement for this wall height would be 2.49m (utilising Standard A10/B17 of clause 54/55). Encroaching on the setback by about 1.2m are window screens and planter boxes.

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Within this setback it is proposed to plant a row of Silver banksia (*Banksia marginata*), Blueberry ash (*Elaeocarpus reticulatus*) and Pinnacle Lilly-pilly (*Syzygium australe* 'Pinnacle') which have a mature heights of 5.0m, 9.0m and 8.0m respectively and widths of 2.0m, 4.0m and 1.5m respectively and are suitable for hedging. Also between car parking spaces are proposed two medium trees, possibly Black sheoak (*Allocasuarina littoralis*) or Drooping sheoak (*Allocasuarina verticillata*). Additionally the elevated planter boxes will be planted with groundcovers and vines.

The height of the medical centre is comparable in scale to that of a two storey dwelling but it is considerably broader. The fact that the first floor is largely elevated, does reduce the visual mass of the building and a relatively generous setback is proposed. The proposed landscaping is potentially ambitious within the space available, but even at a somewhat lesser intensity will still provide for softening of the building form.

In the context of a commercial-residential interface, it is considered that the medical centre generally presents a reasonable scale and elevation to the west. The two storey section of the building does align with the end of Pimelea Way, but the setback area is being treated as somewhat of a utility space by having a blank wall and siting of water tanks. It is considered appropriate that the presentation to Pimelea Way be enhanced (such as by relocating the water tanks, introducing windows, providing interest through materials) but this could be achieved by appropriate conditions if a permit were granted.

Light spill

The architectural plans document lighting locations for public spaces within the development, but no other details are provided. External lighting can be reasonably expected to also be installed and operated for all of the proposed buildings, except possibly the child care centre given night time use is not proposed. For public safety it is appropriate for lighting to be provided but there is also the potential for amenity impacts through light spill. Through appropriate design and use of technology it is considered that light spill can be avoided or reduced to acceptable levels. Guidance on this is provided by Australian Standard AS4282-1997 *Control of the obtrusive effects of outdoor lighting*. It is appropriate for this to be addressed through a condition should a permit be granted.

Pollution and fumes – exhaust, fuel and cooking odours

Concerns have been raised about odours arising from a number of sources within the proposed use and development including vehicle exhausts, fuel from the service station and cooking odours. No evidence has been submitted in relation to odours.

Vehicle exhaust is a daily part of modern life. Most proposed accessways and car parking within the site are open air; therefore it is unlikely that exhaust would be concentrated to a level to cause loss of amenity or health impacts greater than normal. The basement car parking may need mechanical exhaust extraction and it is appropriate that this not be vented near a residential boundary.

The separation of the service station from the nearest sensitive use is in the order of 45m. It is considered unlikely that fuel odours or fumes would impact on sensitive uses at concentrations causing amenity loss or health impacts. Service stations with residential interfaces are relatively common across the state, often with less separation, demonstrating that the use can occur without unreasonable detrimental impact.

Odours may also arise from cooking in the food and drink premises. Exhaust extraction of kitchen odours from deep frying, grilling and other food preparation can lead to nuisance or offence levels of odour in the surrounding environment, particularly in the context of 24 hours operation as proposed. Separation from sensitive uses will provide for some dispersal of odours, technology can also be employed to filter to destroy odours.

The application plans lack detail on how cooking odours from the various food and drink premises will be collected, treated and emitted. However given the separation from residential boundaries it is unlikely that nuisance odours would arise if appropriately managed. It is considered that this is detail which is appropriately required by condition should a permit be granted.

Location of bin storage and collection – odour

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It is proposed that each building will be provided with its own waste collection and storage facilities. Relevant to the impact on residential amenity, the childcare centre and play centre are each proposed to be provided with an open air enclosure within the west setback, whereas the medical centre will have storage within a room.

It is considered unlikely that the medical centre waste would result in unreasonable odour given it is to be stored within an enclosed room. Both the child care centre and play centre (which includes a café) could produce material volumes of food waste and collection is proposed twice per week, therefore there is the potential for odour to arise from putrescible waste. This can be reduced by bin lids being kept closed and regular bin cleaning, but is reliant on good management.

The play centre waste storage area is approximately 2.5m from habitable room windows of the adjacent dwelling and the child care centre storage area is adjacent the west boundary which is adjoined by the secluded open space of the neighbouring dwelling and a vacant lot. It is considered that there is the potential for odour from waste to unreasonably impact on the residential amenity of the adjacent dwellings. Possible solutions include full enclosure of the storage areas, relocation away from residential boundaries or more frequent collection.

Other matters related to waste management are discussed elsewhere in this report.

Nature and quality of fences

The site is currently fenced in a mix of styles and heights including timber paling, wire mesh and post and wire. Timber paling fencing predominates along the western boundary but is inconsistent in height and quality. The fencing has been constructed so that the rails are located on the side of the subject site.

The application proposes new boundary fences only adjacent part of the child care centre (2.4m high acoustic) and to the southern boundary (2.0m high timber paling). To the Pimelea Way boundary it is proposed to create an opening for the pathway and to partially lower the fence height. Elsewhere it proposes that existing fences "be made good".

Submissions have been made on the quality of fencing and safety concerns with the increased public access and people being able to easily climb the fences from the east side.

It is considered that the fencing arrangement proposed for Pimelea Way is not appropriate for a commercial / residential interface with a street. It is recommended that fencing to the full length of the Pimelea way boundary be removed and replaced with bollards to create an open streetscape. For the remainder of the shared residential boundary it is recommended that a consistent acoustic fence be provided to the west boundary. This would reduce noise impacts on sensitive uses (discussed above) and could be constructed without rails on the east side to reduce climbability.

This could be implemented by condition if a permit were granted.

Waste management and loading facilities

Large scale commercial developments of this type generate significant amounts of waste which require storage and collection in a manner which does not impact on the amenity of the area, including the internal amenity of public spaces within the site. The design approach of buildings being experienced by the public from all sides intrinsically creates challenges for providing utility spaces as there is no obvious *back* to some of the buildings.

A waste management plan has been submitted with the application with estimates of waste generation for each use and each building has a waste storage area. It is considered that two issues with the way this plan has estimated waste volumes are in not recognising that the play centre includes a café and using a rate for the convenience restaurants which is typically applied to 'Takeaway/Café (pre-packaged food only)' when these uses will be preparing food on site. This could mean a greater level of waste generation requiring more storage or more frequent collection.

2.1 Planning Permit Application 18/0274 - 85 Geelong Road Torquay

However a more significant issue is the location of some of the waste storage areas and the lack of loading areas for collection. The issue of location in relation to odour has been previously addressed in this report. The waste storage areas for the cinema and food and drink premises are located on the west sides of those buildings with waste to be collected from the internal street. Loading areas are not provided for this purpose, waste collection vehicles would need to prop within the street inhibiting the flow of traffic. For the cinema the movement of bins between the storage area and the collection truck the applicable parking spaces would need to be clear, therefore it is possible that the collection could not occur at the time the truck arrives.

There is a similar issue for the play centre where the truck will stop within the parking access aisle and the bins need to be wheeled through the parking space to the truck.

A similar issue is the lack of dedicated loading bays or zones. The food and drink premises in particular are likely to have frequent deliveries. Whilst some of these may be undertaken by van or small truck which can parking in a normal parking space, it is also likely that some deliveries will be by a medium or larger truck. As with waste collection these vehicles would have to prop on the internal street or an access aisle whilst deliveries are undertaken.

Clause 65.01 requires consideration to be given to 'The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.' The O'Brien Traffic review of the proposal recommends 'Given the number of deliveries to the food and drink premises and convenience restaurants, a loading bay should be provided to service those uses as a minimum.'

Overall it is considered that the application does not provide for adequate loading and unloading facilities, including those for waste collection and that there would be a detrimental impact on amenity, traffic flow and road safety.

It is recommended that this is grounds to oppose the grant of a permit.

Signage

The site is within Category 1 for the purposes of clause 52.05. In addition to the decision guidelines of clause 52.05-8, SUZ5 requires consideration to be given to:

- Whether signs are designed to integrate with the architectural style and character of a building.
- Whether signs are included as an integral part of the design theme of a development.
- Whether signs attached to buildings obscure architectural features and supporting structures.
- Whether signs are obtrusive when viewed from public areas.
- Whether the advertising area is proportionate to the building or structure on which the sign is to be located and whether it unreasonably obscures views to surrounding signs.
- Whether advertising schemes incorporate graphics, symbols and colours that reflect themes of the beach, ocean and natural environment as well as being dominated by images and pictures rather than words and logos.
- The need to discourage above-verandah signs in Precinct T3, and in other precincts the need to ensure above-verandah signs do not project above the wall or parapet of the building to which they are attached.
- Whether the level of illumination of flood-lit and Internally-illuminated signs cause detriment to the amenity of nearby dwellings.
- The need to discourage pole signs and promotion signs.

Additionally DDO7 triggers a permit for all business identification signs, internally-illuminated signs and promotion signs with the effect that all but one of the proposed signs requires a permit. The decision guidelines of DDO7 for signs are:

- Signs should be integrated with the building form and therefore should comprise and be assessed as part of any planning permit application for any new development.
- Signs should not obscure architectural features, and supporting structures should not be obtrusive when viewed from public areas.
- Signs should be dominated by images and pictures of surfing and the coast.
- Advertising at verandah height and above should be limited to business identification and imagery that is not dominated by product branding and should be fixed flush to the building facade unless the design is particularly innovative and will enhance the streetscape.

2.1 Planning Permit Application 18/0274 - 85 Geelong Road Torquay

- In commercial zones, any freestanding sign shall be limited to a single co-ordinated sign located at a crossover / entry point for all tenants served by that access.
- In commercial zones, signs must not comprise high wall, major promotion, or pole signs.
- Bunting and streamer signs should be minimised and should reflect the building design theme.
- Illumination levels of floodlit or internally illuminated signs should not cause detriment to the amenity of nearby dwellings.

A large suite of signs are proposed for across the site. Significant signs include:

- S01 – 10m high double sided internally illuminated freestanding 'price board' advertising 7 Eleven, Mobile and petrol prices
- S21 – 8m high double sided internally illuminated freestanding business directory. No content has been provided.
- S22 – 8m high double sided internally illuminated freestanding sign advertising 'Ocean Cinemas' with movie schedule board.

Each of these signs meet the definition of a sky sign (more than 7m high) and are proposed to be located close to the Geelong Road boundary.

The proposed signs for 7 Eleven, KFC and Zambrero are consistent with the standard corporate branding of those businesses. Many of the other signs proposed are provided with generic content information presumably as tenants have not been secured at this stage. Almost all of the signs are proposed to be internally illuminated.

Overall it is considered that the proposed signage is integrated with the building form and will not obscure architectural features. The signage does not include promotional content with the exception of two elements being the petrol price signage and the movie schedule signage. In the circumstances it is considered that this promotional elements are considered acceptable as they promote goods or services which are being provided by use within which they are related, compared promotional signs of a general nature.

The two points of departure from the direction in the above decision guidelines is in the number of freestanding signs (those described above) and in the lack of coastal imagery. It is considered that the proposal for three freestanding signs along the frontage of the site is not unreasonable (there are others within the site but these are much smaller in scale) given the size of the site and particularly the length of frontage (~275m). It is considered unlikely that it would be read as a cluttering of freestanding signs. However it is considered appropriate that if a permit is granted, that the height of sign S01 be reduced to a maximum of 8.0m consistent with the other two signs as a height of 10m likely to result in the sign being obtrusive and dominating the streetscape.

On the lack of coastal imagery, it is considered relevant that the proposed signage is largely limited to business identification, it does not include additional sign area to incorporate product imagery, for example of fried chicken. It would be feasible to increase the size of some of the signs to include images of surfing or the beach, but it is considered that this would be somewhat contrived and that it is preferable that the signage area be kept more modest. The application proposes public art incorporated in the external elevations of some of the buildings which could be coast themed and this is considered an appropriate approach to introduce this element to the site.

Overall it is considered that the proposed signage is acceptable and not reason to oppose the grant of a permit.

Need

It has been submitted by a number of objectors that there is a lack of need for a number of the proposed uses, especially the service station, fast food outlets and medical centre.

Need is an intrinsic element of town planning which has been considered by the Tribunal and the Courts on numerous occasions. In *LCM Calvary Health Care Holdings Ltd v Glen Eira CC* (Red Dot) [2018] VCAT 655 the Tribunal succinctly stated the case law principle on need as (emphasis added):

- 63 *In considering these and related submissions, we first say that case law indicates that a demonstrated need for a facility or use may be a relevant factor in a decision but lack of a need will rarely, if ever, be a ground for refusing to grant a planning permit.*

2.1 Planning Permit Application 18/0274 - 85 Geelong Road Torquay

In opposition to the submissions that there is a lack of need for a service station, the applicant has submitted that *“There are only 2 service stations that serve this area of Torquay. Given recent and projected population growth there is an immediate need for an additional service station well located on the busy highway.”* It has also been submitted that there is a need for electric vehicle charging.

It is considered that there is not a demonstrated need for any of the proposed uses, particularly a level of need which should be weighted against other factors. There are two existing service stations which serve north bound traffic on the highway, an additional one on the opposite side of the highway and one in Torquay North. The applicant has not submitted any evidence which supports that demand is not met by the existing service stations. It is accepted that as an emerging technology with an increasing rate of take up that there is a general need for charging facilities but it has not been demonstrated that there is a level of need which isn't being satisfied by other means.

Consistent with the above principle it is considered that lack of need for any of the proposed uses is not an appropriate ground to refuse to grant a permit, however need should be weighted as a neutral factor as there is a lack of evidence of an unmet need that makes it relevant.

Property devaluation

The Tribunal has stated in relation to property devaluation:

55 *As with the case with many other instances when this ground is identified by Respondent Objectors to a planning permit application, potential loss in property values is not a matter upon which there is any evidence. Moreover, if values are affected by adverse amenity impacts, then it is the amenity questions that must be considered, not their ramifications in terms of property values. This is the approach usually adopted by the Tribunal in these proceedings. (Filcam Property Group Pty Ltd v Whitehorse CC [2014] VCAT 508)*

This is the appropriate approach to take for this application.

Electromagnetic interference

It has been submitted that the proposed buildings will interfere with mobile, television and Wi-Fi reception. There has been no evidence presented in support of this submission. As a general principle buildings can block or interfere in the transmission of electromagnetic signals, but it would be unreasonable to refuse to grant a permit on the unqualified potential for this to occur, particularly in an urban environment where development of building can be expected.

Summary of Key Issues

The following is a summary of the relevant planning issues and areas of non-compliance, considering planning principles and issues raised by objectors.

Section 173 agreement – the proposed development is not generally in accordance with the concept plan contained within the agreement and therefore is in breach of the agreement. Notwithstanding this it is not recommended that the application be opposed on this basis.

Use of land – the focus of the zone is uses that support and build the tourism economy. It is considered that the range of uses cover the spectrum from being tourism based (residential hotel) to having very little if any link to the tourism economy (child care). However the zone does permit a range of non-tourism related uses and therefore they can be acceptable in the right context and with the right proposal. All of the proposed uses are considered acceptable, however it is considered that the office is of a scale which could alter the hierarchy of activity centres in Torquay, in particular undermine the Torquay Town Centre. The office is not demonstrated to have a tourism focus, under the proposed co-working arrangement it could be used for any office based business. A smaller area of office could be appropriate. It is recommended that the grant of a permit be opposed on this ground.

2.1 Planning Permit Application 18/0274 - 85 Geelong Road Torquay

Built form and urban design – the proposed development will represent a significant change for this gateway location given it has long been a vacant site. The threshold for this development is to achieve *design excellence* but this should not be interpreted as being the best possible. Excellence is a subjective matter and is to be established in this matter having regard to the applicable requirements and policy. It is considered that the proposed buildings do achieve an acceptable outcome with architecture that reflects common elements of coastal design and a strong indigenous landscape theme that will enhance the existing streetscape.

Traffic – the proposed uses will be large traffic generators and a number of new access points are proposed to Geelong and Grossmans Road. Even for those uses which might divert existing traffic rather than generate additional traffic there is a significant impact including potentially directing traffic from Geelong Road through the site onto Grossmans Road. It is considered that the applicant has underestimated or understated the traffic impacts and critically a more recent traffic impact assessment undertaken on behalf of the applicant recommends changes to the development which have not been incorporated in an amended proposal. Council's commissioned review of the traffic impacts has identified significant impacts on the road network particularly Grossmans Road and the intersection with Geelong Road/Surf Coast Highway and also internal circulation issues. It is recommended that the traffic issues warrant opposing the grant of a permit.

Parking – the application seeks a reduction from the standard car parking requirements however with a mix of uses there will be a temporal variation in parking demand. Based on the number of proposed parking spaces it is likely that the day to day peaks of parking demand will be accommodated by onsite supply. However there is uncertainty about the number of spaces that will be provided. The recommended changes to the development made by the applicant's traffic engineer will result in the loss of spaces and the rectification of other non-compliances in the design of parking could also remove spaces. It is appropriate to oppose the grant of a permit on the basis of parking until it is demonstrated that the supply of parking will be adequate.

Residential amenity – concerns have been raised about a number of amenity impacts including noise, odour, overshadowing and overlooking. Generally it has been assessed that there is unlikely to be unreasonable amenity impacts due to the setback and design of the proposed buildings. However there is a lack of certainty about the impact of vehicle and patron noise on neighbouring dwellings. This is grounds to oppose the grant of a permit until it is demonstrated that these noise levels will be within acceptable limits.

Waste and loading facilities – the range of commercial uses proposed have requirements for the delivery of goods and collection of wastes. Not all of the proposed buildings are provided with loading areas. It is considered that the lack of these facilities is likely to impact on amenity, traffic flow and safety. It is recommended that the grant of a permit be opposed on this basis.

Summary Recommendation

It is recommended that Council as the Responsible Authority oppose the grant of a permit. On balance the applicant has not been able to address critical issues identified in the report that, without a known solution, prevent the ability to provide conditional support for proposal. The critical areas of failure are:

- Traffic generation associated with the use and development of the land will be detrimental to traffic flow and road safety.
- The design of car parking does not satisfy the requirements of clause 52.06-9 of the Surf Coast Planning Scheme
- The application has not demonstrated that car parking can be supplied on site to meet the typical peak demand for car parking generated by the proposed use and development.
- If the supply of car parking onsite does not meet typical peak demand it is likely that the amenity of nearby residential areas would be detrimentally impacted by overflow parking.
- The scale of proposed office use is inconsistent with policy to maintain the current hierarchy of activity centres and contributes to undermining the primacy of Torquay Town Centre activity centre.
- The application has not demonstrated that residential amenity will be protected from noise generated by the proposed uses, particularly noise from patrons associated with the residential hotel and vehicles using car parking areas located close to residential boundaries.
- The development does not provide adequate loading and unloading facilities which is likely to lead to amenity, traffic flow and safety impacts.

3. OFFICE OF THE CEO

3.1 Review of Digital Transformation Strategy

Author's Title: Acting Chief Executive Officer

Department: Office of the CEO

Division: Office of the CEO

Appendix:

1. DT Strategy_interactive update 2020 Final2 (D20/161273)

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

General Manager: Anne Howard

File No: F18/322

Trim No: IC20/1336

Status:

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

Reason: Nil

Purpose

The purpose of this report is to present the review of the Digital Transformation Strategy Phase 1.

Summary

Council adopted and funded the Digital Transformation Strategy on 23 May 2017. The strategy and digital transformation (DT) program recognised that:

- Technology and online services are an integral part of people's everyday lives, at work and home.
- Local Government as a sector needs to keep up with the digital age and deliver online services as a matter of course.
- Council needed to build its capability in this area to stay relevant to our community and customers.
- Digital services can deliver important financial benefits in the future that can contribute to addressing Council's financial challenges.
- Digital transformation will become an ongoing part of Council's business beyond the initial strategy investment as technology and customer expectations continue to evolve and change.

Among the various benefits delivered from the program so far has been the agility with which Council has been able to respond to the Covid-19 pandemic in 2020. The mobility and stability of the improved technology and systems enabled Council to quickly adjust many of its services from face-to-face to a series of remote and online services. This has ensured that the community has continued to receive important services over the last six months.

The DT program is now about halfway through in terms of budget and scope and it is appropriate to review the strategy to ensure that it continues to provide important guidance for delivery of the balance of the program. The program scope and budget are substantively the same as when adopted but the implementation is taking longer and accordingly the updated strategy has been renamed Digital Transformation Strategy 2017-2022.

Recommendation

That Council:

1. Notes a review of its Digital Transformation Strategy has been conducted and has found that the strategy continues to provide clear direction for the remainder of the program.
2. Endorses the Digital Transformation Strategy 2017-2022 as attached as Appendix 1.
3. Agrees that the remainder of the program budget should be used to deliver the planned scope including transforming as many business processes to be digital end-to-end as can be achieved.

3.1 Review of Digital Transformation Strategy

Council Resolution

MOVED Cr Tony Revell, Seconded Cr Martin Duke

That Council:

1. Notes a review of its Digital Transformation Strategy has been conducted and has found that the strategy continues to provide clear direction for the remainder of the program.
2. Endorses the Digital Transformation Strategy 2017-2022 as attached as Appendix 1.
3. Agrees that the remainder of the program budget should be used to deliver the planned scope including transforming as many business processes to be digital end-to-end as can be achieved.

CARRIED 9:0

3.1 Review of Digital Transformation Strategy

Report

Officer Direct or Indirect Interest

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

Background

Council adopted and funded the Digital Transformation Strategy on 23 May 2017. The strategy and digital transformation (DT) program recognised that:

- Technology and online services are an integral part of people's everyday lives, at work and home.
- Local Government as a sector needs to keep up with the digital age and deliver online services as a matter of course.
- Council needed to build its capability in this area to stay relevant to our community and customers.
- Digital services can deliver important financial benefits in the future that can contribute to addressing Council's financial challenges.
- Digital transformation will become an ongoing part of Council's beyond the initial strategy investment as technology and customer expectations continue to evolve and change.

The DT program is now about halfway through in terms of budget and scope and it is appropriate to review the strategy to ensure that it continues to provide important guidance for delivery of the remainder of the program.

Discussion

The adopted strategy outlined the vision, goal and strategic objectives for digital transformation along with a high-level program for how it will be delivered. When the strategy was adopted it was anticipated that the program would be delivered over three financial years. Much of the program didn't start until 2018 when the project team was established. While implementation has been slower than anticipated, a range of projects have been delivered that build Council's capability, contribute to improved financial performance, and most importantly have transformed the manner in which many customers and community members interact with Council.

The DT Strategy review was undertaken with the following objectives:

- To check in on what has been achieved and what is still to be done
- To reflect on what has changed in the external/internal environments
- To ensure that the balance of the investment remains strategically focussed
- To ensure that the strategy is contemporary for the start of the new Council term

Review activities included the following:

- 1) A workshop with the DT Program team and key stakeholders
- 2) A review of findings of the internal audit conducted in 2019-20 (previously reported to the Audit and Risk Committee and Council)
- 3) A workshop for the Executive Management and key officers
- 4) Briefings to Councillors as the review progressed

Topics explored and considered through the review included:

- Has the "why" changed and are there new drivers for investment?
- Are the "benefits" clear and relevant?
- Are the program risks different?
- Does the strategy provides clear direction to the team and organisation?
- What is valuable in the strategy document?
- What is missing or needs more information?
- Is there sufficient remaining budget to achieve the strategy objectives?

Key findings of the review were:

- The DT Strategy has, and continues to, provide important direction to program delivery
- Other organisational reforms, such as work on the Customer Experience, are highly complementary
- Recent investment in technology has been critical in supporting response to COVID-19
- Investment in the core system used by Council has helped, however the base product has some fundamental limitations which makes it difficult to achieve desired functionality or integration with

3.1 Review of Digital Transformation Strategy

other products. This will need to be considered before further investment is made beyond this program

- Externally there are still limited signs of shared systems in the Local Government sector, and so the strategy assumptions remain valid
- The program to date has generally comprised:
 - i) A number of small projects that are focused on specific benefits or changes
 - ii) Initiatives to use core systems in a more integrated and effective way
- Customer access and data management remain the key focus for the balance of the program
- The investment in change management and benefits realisation means that there is greater understanding about how individual projects link to key benefits
- The overall program budget remains sufficient, with contingency needed to deliver maximum efficiency benefits
- The strategy was written at a 'point in time' and so some parts are no longer relevant

At the conclusion of the review, there were a small number of updates to the strategy recommended:

- Update the "Why" to be clear about drivers for the transformation
- Update the "Benefits" to better align to program/project delivery
- Remove or update parts of the strategy that are no longer relevant

The program scope and budget are substantively the same as when adopted but the implementation is taking longer and accordingly the updated strategy has been renamed Digital Transformation Strategy 2017-2022.

Council Plan

Theme 5 High Performing Council
Objective 5.3 Provide quality customer service that is convenient, efficient, timely and responsive
Strategy 5.3.1 Implement Digital Transformation Program, including opportunities for customer self-service

Theme 5 High Performing Council
Objective 5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed
Strategy 5.2.3 Use technology to make Council decision-making more accessible

Theme 5 High Performing Council
Objective 5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives
Strategy 5.1.2 Develop and implement an organisational capability and capacity program

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	No
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes

3.1 Review of Digital Transformation Strategy

Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes
Risk Assessment	Yes
Communication	No
Human Rights Charter	No

Governance Principles - Local Government Act 2020 (LGA 2020)

The review of the DT Strategy ensures that Council continues to have a focus on innovation and continuous improvement in the way it delivers services and enables the community and customers to interact with Council in a manner that best suits their needs. The review also recognises the ongoing importance of the strategy and program to achieve financial benefits that assist sustainability of the Council.

Environmental/Sustainability Implications

Digital services can reduce consumption of materials and provide some environmental benefits. This includes paper and fuel both of which have reduced markedly in 2020 through remote work and greater delivery of services online.

Public Transparency

Reporting of the review, findings and recommendations to a public meeting of Council ensures that the community has an understanding of the progress of an important investment and transformation program.

Financial Management

The review aims to ensure that the expenditure of the DT Strategy budget remains strategically focused. The use of the full budget allocated will enable the financial benefits to be maximised and thus continue to deliver important benefit into the future. No further allocation is required at this time.

Service Performance

Ongoing transformation of the business through improved use of technology will enable Council to provide equitable and responsive services to customers across the municipality and elsewhere. The potential to improve customer service in conjunction with lowering costs will ensure Council can demonstrate good value and improvement in services. Customer feedback is sought on a range of outward-facing projects to ensure that service changes contribute to an improved experience.

Risk Assessment

There are (no) identified Workplace Health and Safety implications associated with this report. The key program risks have been reviewed and are included in the updated strategy.

Human Rights Charter

The review of the DT Strategy does not compromise or impinge on Human Rights.

Options

Option 1 – Council can adopt the recommendations of the review of the DT Strategy

This option is recommended by officers. The review has been conducted with sufficient breadth and depth, including input from an independent internal audit to ensure that the findings are sound. The recommendations to the strategy are straightforward and simple to implement and no increased cost and will ensure that the remainder of the DT program remains strategically focused.

Option 2 – Council can choose not to adopt the recommendations of the review of the DT Strategy

This option is not recommended by officers. Without the review the strategy will not benefit from improvements that are important to the balance of program delivery. The important work of transforming the business is ongoing and a current strategy is responsible and demonstrates good governance by Council.

Conclusion

The review of the DT Strategy has affirmed that ongoing business transformation through improved use of technology remains critical to Council's future business model and customer service. The strategy is well-structured and provides good direction and the balance of the budget will maximise the benefits achieved for Council and the community.

3.1 Review of Digital Transformation Strategy

APPENDIX 1 DT STRATEGY_INTERACTIVE UPDATE 2020 FINAL2



Digital Transformation Strategy 2017-2022

AUGUST 2020



3.1 Review of Digital Transformation Strategy

Digital Transformation Strategy



Why do we need this?

Aligned with our Purpose and Direction we are doing this:

- To improve our customer experiences and meet their expectations
- To build our capability and provide staff with the tools they need to 'do their best'
- To ensure financial viability into the future

What is the strategy about?

It's all about - People, Process and Technology

Vision:

Through technology Council will be easy to access and deal with, convenient, efficient and responsive

Goal:

Putting customers at the centre of what we do (Customer First), using technology to transform the way we do business (Digital by Default).

Improve Customer Experience

- Create a customer journey that is simpler, clearer, faster
- Support service delivery excellence

Build Capability

- Create a contemporary workplace, where people can do their best
- Provide accurate and timely data for decision making

Achieve Financial Outcomes

- Contribute to Council's financial viability
- Streamlining processes, integrating and aligning systems

How will we deliver this?

Customer / User Centric

Customers and users will be consulted during Design and Delivery of projects

Enabling Technologies

That are easy to implement, improve access for customers and tools for our staff

Building Blocks

That enable us to comply share, partner, lift and learn from others

Governance

Senior Management engagement and oversight of all digital activities

Project Priorities

Prioritise projects that deliver goals and benefits



Benefits

Improve Customer Experience

- Improved understanding of customer needs and experiences
- Increased access for customer
- Increased number of customers self-serving
- Stronger customer first mindset
- Improved customer satisfaction.

Build Capability

- Ability to share and partner with others
- Integrated data to assist decision making
- Improved performance reporting
- Digital by default mindset
- Tools provided for people to do their best. Core

Achieve Financial Outcomes

- Streamlined operations / processes, aligned to efficiencies.
- Reduced cost of service delivery
- Mitigate growth costs in service delivery

3.1 Review of Digital Transformation Strategy

Digital Transformation Strategy

WHYWHATHOWBENEFITS

Why do we need this?

Why do we need this?

Current snapshot

The 9 elements of DT

Alignment

Our Digital Transformation Strategy must align with our purpose and direction in a way that enables us to help our community and environment to thrive. We will not leave anyone behind, but we will use digital technology to drive services and lower costs.

Aligned with our Purpose and Direction we are doing this to:

- improve our customer experiences when they engage with us
- build our capability & provide staff with the tools to 'do their best'
- ensure we are efficient and financially viable into the future.

Improving our management of compliance and risk

Customers want digital mobility/accessibility and expect Council to be fit for the digital age

To manage financial challenges such as rate capping and to secure the long term viability of the organisation

To help achieve our purpose and direction and better equip us for the future

To create a contemporary workplace where staff can work in a mobile manner to minimise service disruption

To make Council agile enough to amend and alter our mix of services as the role of local government changes

To integrate systems creating efficiencies and improving data quality and governance

Expectation from Federal and State government that we will become more digitally enabled

To provide more contemporary community engagement opportunities and better support for our mobile and non-permanent ratepayers

To improve our understanding of our customers

To enable solutions to issues raised from our business process reviews

To provide the ability to report, pay and access council services in real time 24/7 from any location - 'self-service'

DRIVERS FOR DIGITAL TRANSFORMATION

Excerpt from Australian Government Digital Transformation Agency Strategy?

'Data and technology continue to change how Australians live, work and prosper. As a nation, we are confident and early adopters of technology in our personal and business lives. This has contributed to the continued growth we have had for the past 27 years.

Australians expect the same experience interacting with government as they have with innovative, leading private sector organisations. They expect us to meet the highest standards of service delivery, customer experience, simplicity, flexibility and ease of use.

In addition, Australians expect government to be fair and equitable to everyone. We should offer a wide choice for people to access services. They want to go about their lives with the least government intervention. We should protect their data, privacy and security and account for those with particular needs.'

Digital Transformation - is happening around us and Council needs to continue to build its capability, staying relevant to our customers & community and keeping up with other levels of Government.

COUNCIL

PURPOSE

We exist to:

Help our community and environment to thrive

ORGANISATIONAL

DIRECTION

Our organisation will be:

An innovative and flexible leader.

And a constructive partner.

That values the strengths of others.

A place where people can do their best

And be proud of their achievements

3.1 Review of Digital Transformation Strategy

Digital Transformation Strategy



WHY WHAT HOW BENEFITS

Current snapshot

Why do we need this?

Current snapshot

The 9 elements of DT

WHERE ARE WE NOW?

Surf Coast Shire is well placed to deliver a Digital Transformation program through building on its existing systems to improve the customer experience and at the same time streamline its processes and systems.

Progress Made:

- Desktops and devices have good functionality
- Committed to a Business Improvement Program (BIP)
- Ability to work from alternate locations – mobile working
- All customer facing forms are now digital
- The majority of services can be paid for online
- Increased number of systems that integrate e.g. New Planning System and TRIM.
- Council meetings are streamed live
- Modernised our document storage system and integrated it with our core systems
- Increased number of services accessible online.
- Our councillors have a dedicated platform to support them in their roles
- We have achieved a reduction in paper usage
- We are collating data giving us greater insight into our business and services
- We have improved technology procurement practices
- Established a specialist team to implement important initiatives.
- We are using technology to keep customers informed of request status
- We have established a Data Governance Committee

For Development:


- Need to develop a single view of customer (internal and external)
- Further integration of IT systems required
- We need a modernised digital interface with our customers, enabling them to do what they need to do it in a way that suits them
- We need to better understand our customer's needs.
- Investigate opportunities to collaborate and partner with other councils, e.g. asset data collection
- Need to make the customer journey even simpler
- Need to involve customers more with service design and customer interface
- Improve accessibility to council services and digital systems
- Need to make better use of what we already have – Re-useability.

3.1 Review of Digital Transformation Strategy

Digital Transformation Strategy

WHYWHATHOWBENEFITS

The 9 elements of DT



Why do we need this?

Current snapshot

The 9 elements of DT

From executive interviews undertaken by MIT Sloan on organisations undergoing digital transformation, they found:

- The best companies combine digital activity with strong leadership and vision to turn technology into transformation.
- Executives are digitally transforming three key focus areas of their enterprises: customer experience, operational processes and business models.
- Currently, no company (n the sample) has fully transformed all nine elements. Rather, executives are selecting among these building blocks to move forward in the manner that they believe is right for their organisations.

Those highlighted in blue are identified as elements that provide the most opportunity to Council.

Customer experience	Transforming Operational Processes	Transforming Business Models
Customer Understanding (of what they want)	Process digitisation (automating as many processes as possible)	Digitally modified business (focus on customer and living our direction)
Top Line Growth (in person sales)	Worker enablement (ABW, Flexibility, tools)	New Digital Businesses (Digital Products)
Customer Touch Points (multiple channels - integrated, self service)	Performance Management	Digital Globalization (Shared Service / Synergies)

Source MIT Sloan Management Review

3.1 Review of Digital Transformation Strategy

Digital Transformation Strategy



WHY WHAT HOW BENEFITS

What is the strategy about?

What is the strategy about?

Digital Transformation Summary

Principles

Risks for the DT program


Digital Transformation... It's all about People, Process and Technology



3.1 Review of Digital Transformation Strategy

Digital Transformation Strategy

WHYWHATHOWBENEFITS



Digital Transformation summary

What is the strategy about?

Digital Transformation Summary

Principles

Risks for the DT program

Vision

Through technology Council will be easy to access and deal with, convenient, efficient and responsive.

Goal

Putting customers at the centre of what we do (Customer First) using technology to transform the way we do business (Digital by Default).

Strategic objectives:

Digital transformation is business change built on technology - The overarching objective is to develop digital services that:

IMPROVE CUSTOMER EXPERIENCE

Create a customer journey that is simpler, clearer, and faster

- Support service delivery excellence
- Understanding and engaging with customers to find out what's important to them
- Designing digital services that meet customer needs
- Using technology to enable ease of access by our customers
- Building a Customer First mindset, culture and behaviours

BUILD CAPACITY

Create a contemporary workplace, for people to do their best Provide more effective data for decision making

Strategic Capability

- Learning from and staying connected with leaders in DT
- Partnering with others to drive Local Government efficiencies (shared services & sharing technology solutions)

Management Capability

- Improved and easy access to data or reports to assist decision making

Organisation Capability

- Providing tools for staff to 'do their best' by designing effective solutions
- Digital by default mindset
- Digital platforms that integrate data & processes (integrating Business & IT)

ACHIEVE FINANCIAL OUTCOMES


- Contribute to Council's financial viability
- Streamlining processes, integrating and aligning systems
- Delivering online services so that customers can self-serve
- Designing and implementing digital processes to remove manual steps and increase efficiency
- Focussing on streamlining processes wherever possible to gain efficiencies
- Ensuring systems are integrated, efficient and support the business
- Aligning business processes to new systems to achieve maximum efficiency.

3.1 Review of Digital Transformation Strategy

Digital Transformation Strategy

WHYWHATHOWBENEFITS

Principles



What is the strategy about?

Digital Transformation Summary

Principles

Risks for the DT program

Surf Coast Shire will approach its digital transformation by aligning to important design principles. This strategy incorporates the principles developed by the Australian Government.

These design principles (summarised) have been developed by the Digital Transformation Agency.

- **Start with needs: user needs, not government needs.**
Start with identifying user needs – research data and talk to users.
- **Do less.**
Make things reusable and shareable, build technology others can build upon, link to the work of others.
- **Design with data.**
Look at how existing services are used, let data drive decision-making, not hunches and test with users
- **Do the hard work to make it simple.**
Making something look simple is easy. Making something simple to use is much harder.
- **Iterate. Then iterate again.**
Start small and iterate wildly, delete things that don't work and make refinements based on feedback.
- **This is for everyone.**
Everything we build should be inclusive, legible and readable. We're designing for all, not just web users
- **Understand context.**
We're designing for people. Think hard about the context in which they use our services.
- **Build digital services, not websites.**
Uncover user needs and build the service that meets all aspects of those needs.
- **Be consistent, not uniform.**
Use the same language, the same design patterns and be consistent. Continually improve
- **Make things open: it makes things better.**
Share what we're doing (designs, ideas, failures with anyone interested).


Also important to our approach

- **Stay connected**
It is essential that Surf Coast stays connected to what local government and other levels of government are doing
- **Get prepared**
Recognise major reform is coming and we need to be ready
Build capability so that we can harness future opportunities
- **Look for common interests**
G21 regional Councils and other neighbouring Councils
Councils that use same vendors
Other organisations with similar needs
- **Don't reinvent good work**
Adopt DTA principles
Learn from others
Copy what works!
- **Focus investment where there is most value**
Wherever possible make existing systems work for us
Invest time with people – customers and staff
- **Be transparent**
Monitor, measure and report – and celebrate success

3.1 Review of Digital Transformation Strategy

Digital Transformation Strategy

WHY WHAT HOW BENEFITS



Risks for DT program

What is the strategy about?

Digital Transformation Summary

Principles

Risks for the DT program

Risk	Likelihood (H-M-L)	Impact (H-M-L)	Mitigation
If proposed Governance structure is not followed and regular reporting to council is not undertaken, then information flow will be disjointed and decision processes will be unclear. Therefore senior leadership will not remain engaged.	M	H	Implement proposed Governance structure and regular progress reporting to Council. Governance structure reviewed and amended to better suit best practice Program environment.
If new systems aren't properly assessed for fit with current architecture, then they may not be effectively integrated or maintained. Therefore the benefits will not be realised or not sustained and maintenance cost may be higher.	M	H	Work with the IT Team to perform thorough assessments of all modification to existing systems. Follow the IT Change Management Process. Establish a Change Advisory Board *CAB)
If requirements are not clearly defined and contract management processes are not implemented, then vendors may not deliver what they say the will. Therefore the program will not be able to realise all of the identified benefits.	M	H	Ensure requirements are clear, linked to benefits & contract management processes are implemented & monitored. For complex projects use experienced business analysts to ensure that requirements elicitation is accurate.
If Project and Program Change Management processes are not followed, then change impact assessments will not be undertaken and business change will not be fully prepared for and phased effectively. Therefore as the organisation is going through a lot of change this work may take workloads over a reasonable level	M	M	Develop a Change Management Strategy for the DT Program of work and change management plans for individual projects. Integrate the DT Change Strategy with the Change Coordination activities.
If we are unable to provide a digital platform that integrates data and business processes, then data that should be available will remain locked in our systems. Therefore the benefit of integrated data to assist decision making will not be realised or will be reduced.	L	H	Ensure data integration & migration projects are defined clearly & implemented including data cleansing. An MDMS will ensure stored across disparate systems is easily accessible. Where possible use modules of Council's core IT system before 3rd party solutions. Utilise APIs where 3rd party solutions need to update data in core systems.
If data quality is not of a sufficient standard, then this will impact project delivery times. Therefore the Program may not deliver all of its planned benefits within the current planned timescale.	M	H	Review and cleanse data prior to project implementation.
If communication and engagement activities are not undertaken, then stakeholders will not understand what the benefits are and why the organisation is making these changes. Therefore there will be lack of buy in / ownership within the organisation.	L	H	Develop and implement a communication and engagement plan that engages early and often for all.
If we don't provide systems that support business processes and easy access to tools and information and the ability of people, then we won't enable a contemporary workforce who adopt new and innovative technologies. Therefore people will disengage from the program and the ability of the DT Program to progress the organisations 'Our Direction'	M	H	Ensure change management processes are identified,
If the DT team does not have access to reliable, consistent and relevant data, then the benefits cannot be baselined or measured. Therefore the program benefits may not be fully identifiable.	M	H	Ensure measurements are baselined before project start dates. Identify data required early and baseline. Where data does not exist consider how it can be provided or chose an alternative measurement method.
If the Authority 7.1 Upgrade does not occur at the next scheduled opportunity, then there will be delays to elements of the program. Therefore, program cost and schedule may be impacted.	M	M	Ensure testing of 7.1 is recommenced well in time for next scheduled go-live. Gain confidence of users in the product by ensuring all issues are resolved and fully tested to their satisfaction.

3.1 Review of Digital Transformation Strategy

Digital Transformation Strategy

WHY WHAT HOW BENEFITS

Surf COAST SHIRE

Customer-centric

Customer Centric

Enabling Technologies

Building Blocks

Governance

Project priorities

Checklist for prioritising DT initiatives

Budget


Customers increasingly expect:

- More personalisation
- More options
- Access to services and information (24/7)
- Us to listen and respond quickly

There is a clear shift away from individual touch-points in favor of a full spectrum of customer journeys.

When we decide to introduce a customer facing change, we will identify what customers want, what they value and what they expect.

- Research & Data
- Talk to Customers
- Reference Groups



3.1 Review of Digital Transformation Strategy

Digital Transformation Strategy

Surf COAST SHIRE

WHY WHAT HOW BENEFITS

Enabling Technologies

Customer Centric

Enabling Technologies

Building Blocks

Governance


Project priorities

Checklist for prioritising DT initiatives


Budget

An enabling technology is ‘Equipment and/or methodology that, alone or in combination with associated technologies, provides the means to generate giant leaps in performance and capabilities of the user’. (BusinessDictionary)


We will enable digital services via multiple channels:




Website




Post/email



Phone/Face to face



Mobile apps



Social media

It is important that we source technologies that:

- Are easy to implement
- Improve access for customers
- Shift culture and capability

Examples endorsed by Council so far include:

- **APIs** – An Application Programming Interface is a computing interface which defines interactions between multiple software intermediaries. It defines the calls or requests that can be made, how to make them and data formats that should be used.
- **MDMS** – (Master Data Management System). Master Data Management (MDM) is a process that creates a uniform set of data on customers, products, suppliers and other business entities from different IT systems. MDM improves data quality by ensuring that identifiers and other key data elements are accurate and consistent enterprise-wide.
- **Mobile Apps** – A mobile application, most commonly referred to as an app, is a type of software designed to run on a mobile device, such as a smartphone or tablet computer.
- **Digital Forms** – A digital form is an electronic version of a paper form. Filling in forms electronically on a computer or mobile device eliminates the costs of printing, storing and distributing paper forms and speeds up service delivery.
- **Digital Payment** – Digital payments enable both payer and payee to use digital modes to send and receive money. It is also called electronic payment.
- **Cloud Technologies** – the ability to host a software platform or service from a remote location that can be freely accessed and used anywhere via Internet access

3.1 Review of Digital Transformation Strategy

Digital Transformation Strategy



WHY WHAT HOW BENEFITS

Building Blocks

Customer Centric

Enabling Technologies

Building Blocks

Governance

Project priorities

Checklist for prioritising DT initiatives

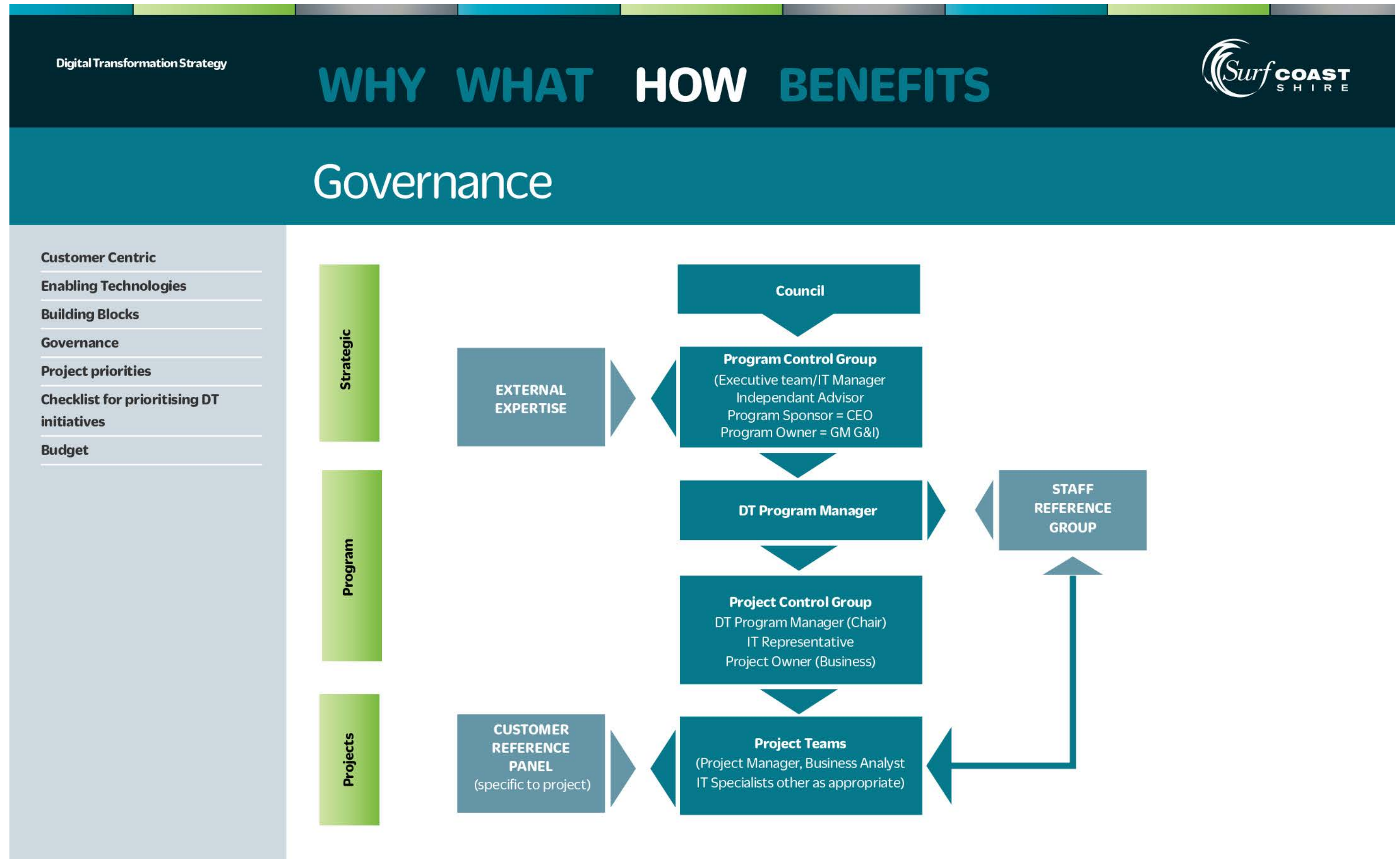
Budget

Building Blocks help to transition the business to Customer First and Digital by default and include:

- Establishment of a DT Program Team with project managers and business analysts to manage the technology transition
- Set up a Change Co-ordination Group to ensure that change is managed across Council
- Establish and maintain a Benefits Management Strategy
- Review Councils IT procurement processes
- Systematic reviews of Council's service provision
- Customer and staff satisfaction surveys
- Implement a Customer Experience Program – 'Think Customer First'
- Establishment of Data Governance



3.1 Review of Digital Transformation Strategy



Digital Transformation Strategy



Project Priorities

Budget

KEY PRIORITIES



- Introduce multi-channel access for the customer via the web
- Complete review of Council's service delivery – intention to make all services digital End-to-End.



- To create a uniform set of data on customers, products, suppliers and other business entities and to enable a single customer view.

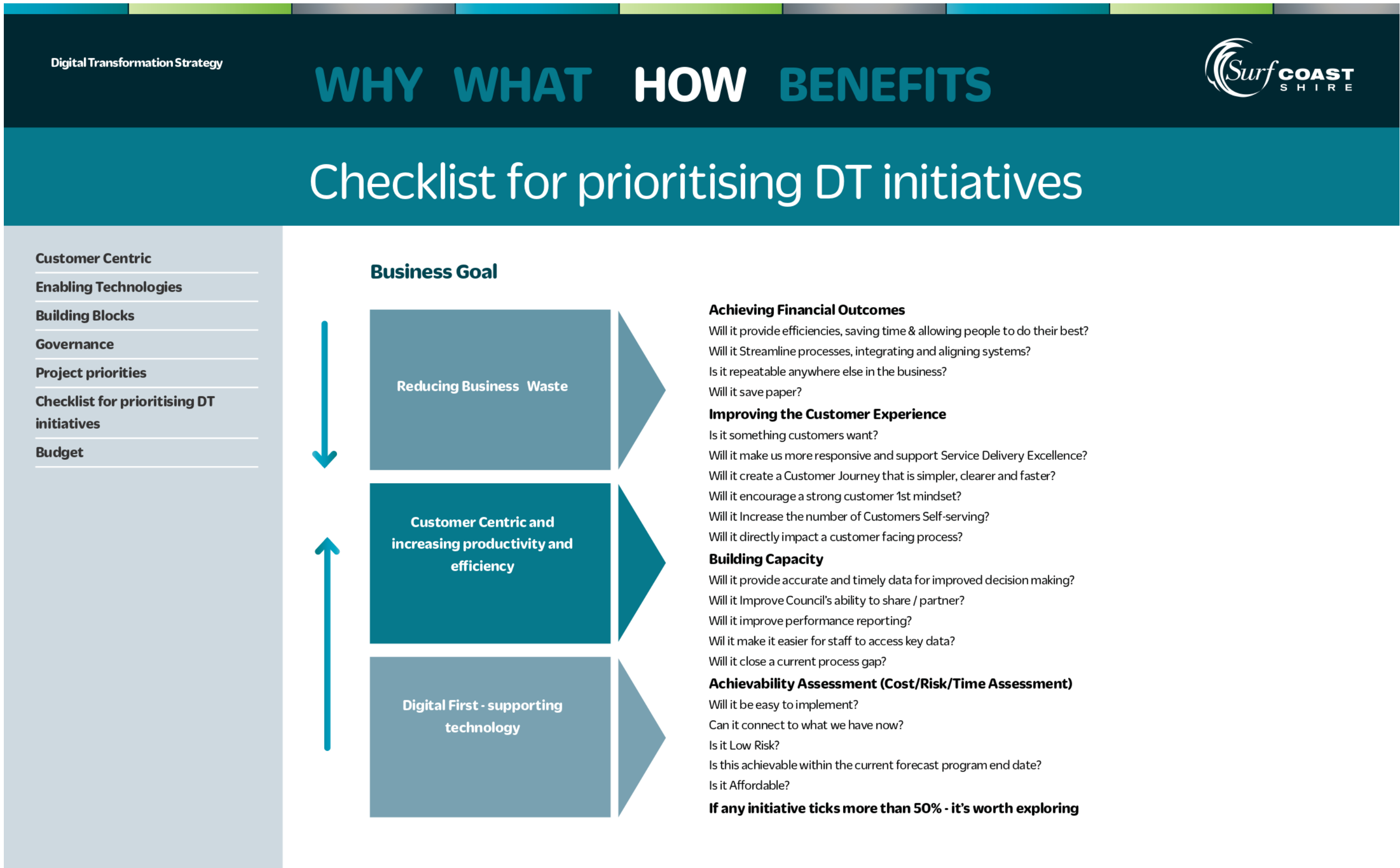


- To merge and simplify Council's many payment methods, improving efficiency and reducing costs



- To convert all Council's internal and external facing forms to a digital format.

3.1 Review of Digital Transformation Strategy



3.1 Review of Digital Transformation Strategy

Digital Transformation Strategy

WHY WHAT HOW BENEFITS



Budget

Customer Centric

Enabling Technologies

Building Blocks

Governance

Project priorities

Checklist for prioritising DT initiatives

Budget


Anticipated Investment for Digital Transformation Phase 1. to 30th June 2022)	(Program	Spent and/or Committed
Enhancements to Core Systems		
Customer View		
Priority Projects		
Other Initiatives		
Project Delivery Resources (including Business Backfill)		
Total Funds Allocated to the DT Program		\$6,641,000
Total estimated spend at completion of the DT Program		\$6,640,971
Program Funds spent as at 30 June 2020		\$3,641,992

3.1 Review of Digital Transformation Strategy

Digital Transformation Strategy

WHY WHAT HOW BENEFITS

What will the benefits be?



What will the benefits be?

Benefits map

Front-loaded investment is required

- To address core system issues
- To establish key capabilities
- To enable future transformation

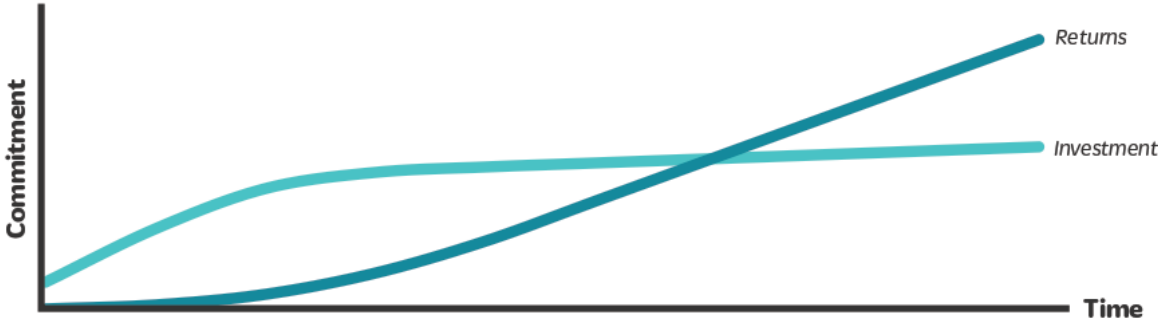
- Focussed process re-design using BA skills
- Driven by a culture where innovation is evident
- Will increase as digital maturity grows

Benefits are downstream

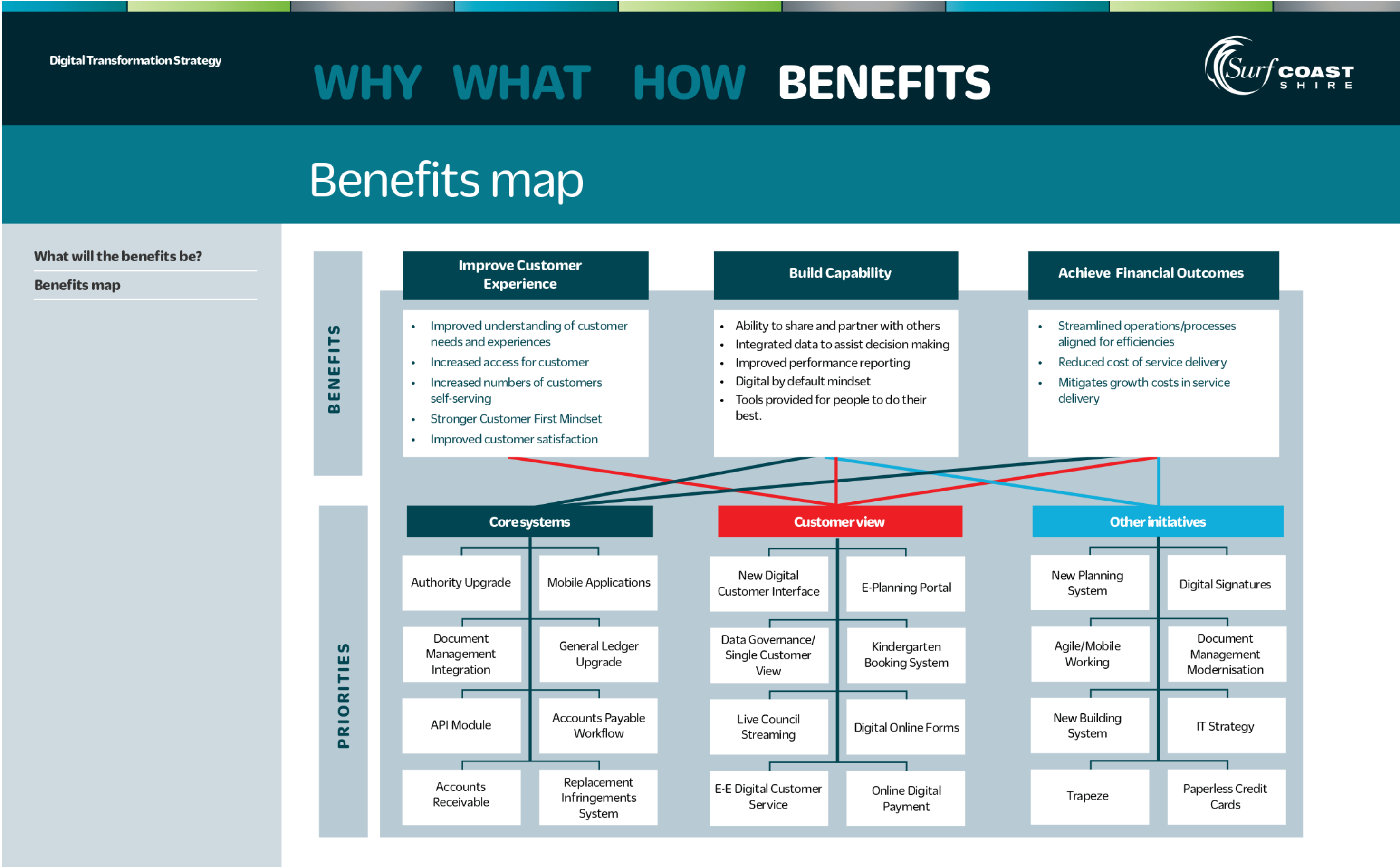
It will be important to identify and capture benefits and report regularly

Strategic Objective	Improve Customer Experience	Building Capability	Achieve Financial Outcomes
WHAT IS THE BENEFIT?	<ul style="list-style-type: none">Improved Customer SatisfactionImproved understanding of customer needs and experiencesIncreased access for customerIncreased number of customers self servingStronger customer first mindset	<ul style="list-style-type: none">Ability to share and partner with othersIntegrated data to assist decision makingImproved performance reportingDigital by default mindsetTools provided for people to do their best.	<ul style="list-style-type: none">Streamlined operations -(processes and systems) aligned to gain efficienciesReduced cost of service deliveryMitigates growth costs in service delivery
WHY IS IT A BENEFIT?	<ul style="list-style-type: none">Meeting customer expectationsDigital services are cheaperMore convenient for customers	<ul style="list-style-type: none">Sharing and partnering to gain efficiencies and reduce costsReduction in paper and increase in online servicesAccess to better dataStaff can do their bestKnow our performance	<ul style="list-style-type: none">Improved business efficiency and business / IT integrationMay create financial capacity for other council prioritiesReduces the need to increase staff levels to manage growth
HOW WILL WE MEASURE IT?	<ul style="list-style-type: none">Annual survey of customersNumber of services online	<ul style="list-style-type: none">Number of digital business processesStaff engagement surveyNumber of new reports availableNumber of tools delivered.	<ul style="list-style-type: none">Reduced service delivery costs% reduction in use of paperNumber of hours saved

DT projects will also individually measure against four criteria: user satisfaction, digital take up, completion of rate of transactions, cost per transaction



3.1 Review of Digital Transformation Strategy



3.1 Review of Digital Transformation Strategy

4. GOVERNANCE & INFRASTRUCTURE

4.1 Project Budget Adjustments and Cash Reserve Transfers

Author's Title: Coordinator Management Accounting **General Manager:** John Bertoldi

Department: Finance

File No: F18/850-3

Division: Governance & Infrastructure

Trim No: IC20/1334

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

Status:

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

Reason: Nil

Purpose

The purpose of this report is to present the project budget adjustments and cash reserve transfers for Council approval and the project budget adjustments and cash reserve transfers endorsed by the Executive Management Team for Council ratification.

Summary

The project budget adjustments relating to August 2020 are included in this report. All figures in this report are exclusive of GST.

Recommendation

That Council:

1. Approves the Project Budget Adjustments outlined in Table 1 in this report.
2. Ratifies the Project Budget Adjustments outlined in Tables 2 to 3 in this report.
3. Approves the net changes 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
Accumulated Unallocated Cash Reserve	30,500
Grand Total	50,500

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Clive Goldsworthy

That Council:

1. Approves the Project Budget Adjustments outlined in Table 1 in this report.
2. Ratifies the Project Budget Adjustments outlined in Tables 2 to 3 in this report.
3. Approves the net changes 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
Accumulated Unallocated Cash Reserve	30,500
Grand Total	50,500

CARRIED 9:0

4.1 Project Budget Adjustments and Cash Reserve Transfers

Report

Officer Direct or Indirect Interest

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

Background

In providing a balance between smooth project delivery and ensuring Council involvement in decision making on material scope change or new projects to be created, the Executive Management Team are being presented on a fortnightly basis for its endorsement project budget adjustments of a straight forward nature such as allocating grant funding to a project and corrections; transfers relating to material scope change or new projects not already approved by Council are presented to Council for approval. Transfers endorsed by the Executive Management Team are presented to Council for ratification. This process ensures that Councillors have the decision on major changes and are kept informed of all project budget changes and allows for smoother project delivery. The report also provides transparency for community.

Discussion

The following budget transfers, detailed in Table 1, 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 1 – For Council Approval - Projects Requiring Adjustment

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Sarabande Reserve Drainage Upgrade	Project Account	Divert water run-off from Sarabande Reserve to minimise impact on private property. 2020/21 Drainage Renewal funds re-allocated to stand-alone project.	6,300
	Project Savings Account	Divert water run-off from Sarabande Reserve to minimise impact on private property from project savings account.	18,100
Geelong Fast Rail Advocacy	Accumulated Unallocated Cash Reserve	Contribution to Geelong Fast Rail Advocacy	3,000
Anglesea Motor Yacht Club Redevelopment Contribution	Adopted Strategy Implementation Reserve	Transfer Council Contribution to project from Adopted Strategy Implementation Reserve on to project.	20,000
	Accumulated Unallocated Cash Reserve	Adjustment to Council contribution (5% of total project cost as per Council policy) to reflect final cost estimate for Anglesea Motor Yacht Club upgrade project.	27,500

The following budget transfers, detailed in Table 2, are newly initiated projects endorsed at an Executive Management Team meeting.

4.1 Project Budget Adjustments and Cash Reserve Transfers

Table 2 – For Council Ratification – New Projects

Project Name	Funding Source	Basis for Variation	Project Allocation \$
LRCIP - Winchelsea Industrial Estate Road Seal	Project Account	Projects funded by the Local Roads and Infrastructure Program grant \$1,051,060	350,000
LRCIP - Torquay Scouts Facility Upgrade	Project Account		347,000
LRCIP - Deans Marsh Fitness Element	Project Account		18,000
LRCIP - Surf Coast Tennis Pathway	Project Account		21,000
LRCIP - Ocean Acres BMX Track	Project Account		80,000
LRCIP - Wurdale Hall Stage 2	Project Account		50,000

The following budget transfers, detailed in Table 3, 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, they have been endorsed at an Executive Management Team meeting.

Table 3 – For Council Ratification – Projects Requiring Adjustments

Project Name	Funding Source	Basis for Variation	Project Allocation \$
LRCIP - Winchelsea Mud Brick Shelter Renewal / Gathering Space	Project Account	Projects funded by the Local Roads and Infrastructure Program grant \$1,051,060	50,000
LRCIP - Coogoorah Park Playground	Project Account		135,060

4.1 Project Budget Adjustments and Cash Reserve Transfers

Table 4 – Accumulated Unallocated Cash Reserve Movement

Accumulated Unallocated Cash Reserve	2020-21 \$'000	2021-22 \$'000	2021-22 \$'000	2023-24 \$'000
Opening Balance	2,434	2,602	3,522	4,551
Budgeted Annual Surplus/(Deficit)	78	920	1,029	(177)
Transfer for Projects Funded in Prior Year	234	-	-	-
Net Allocations During Year	(175)	-	-	-
New Allocations Proposed	31	-	-	-
Closing Balance *	2,602	3,522	4,551	4,374

Accumulated Unallocated Cash Reserve	2020-21 \$'000
Net Allocations During Year	
Event Funding	(155)
PS Amendment Heritage Study Stage 2C	(20)
Net Allocations (From)/To	(175)
New Allocations Proposed	
Geelong Fast Rail Advocacy	3
Anglesea Motor Yacht Club Contribution	28
Total New Net Allocations (From)/To	31

* Note Opening Balance for 2020-21 is based on provisional year end results

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

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	No
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes
Risk Assessment	No

4.1 Project Budget Adjustments and Cash Reserve Transfers

Communication	No
Human Rights Charter	No

Governance Principles - Local Government Act 2020 (LGA 2020)

This report contributes to financial viability by ensuring Council approves and is well informed about the allocation and movement of project funds to achieve the best outcomes for the municipal community.

Public Transparency

This report contributes to public transparency by ensuring that the allocation and movement of project funds is made available to the community.

Financial Management

This report contributes to financial management principles by recording the allocation and movement of project funds that may impact on the budget, current and future.

Service Performance

This report contributes to service performance for project delivery by considering the allocation and movement of project funds successful project outcomes.

Options

Option 1 – Not approve transfers as recommended

This option is not recommended by officers as 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.

Conclusion

It is recommended that Council approve the Project Budget Adjustments and Cash Reserve Transfers for August 2020.

4.2 Surf Coast Shire Performance Statement 2019-20

Author's Title: Manager Finance

General Manager: John Bertoldi

Department: Finance

File No: F18/861-2

Division: Governance & Infrastructure

Trim No: IC20/1222

Appendix:

1. Performance Statement 2019-20 (D20/32648)

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

Status:

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

Reason: Nil

Purpose

The purpose of this report is to present the 2019-20 Surf Coast Shire Council Performance Statement (the Statement) to Council for in-principle approval, as recommended by the Audit and Risk Committee and in accordance with section 132 of the Local Government Act 1989 (the Act).

Summary

Section 132 of the Act requires Council to pass a resolution approving in principle the financial statements, standard statements and Performance Statement prior to submitting to the Victorian Auditor-General for issue of an audit opinion. The audit was conducted on-site at Council's municipal office by the Victorian Auditor-General's Office during August 2020.

The Audit and Risk Committee considered the statements at its meeting held on Tuesday 8 September 2020. The Committee recommended that Council adopt in principle the 2019-20 Performance Statement, and authorise two councillors to sign the statement in accordance with the Act.

Council's approval of the statement is required to enable the "in principle" statement to be signed before being submitted to the Auditor-General to issue an audit opinion and included in the Annual Report to be lodged with the Minister by 30 November 2020 (extended from the usual due date of 30 September).

Recommendation

That Council:

1. Approves in principle the Performance Statement and submits the statement to the auditor for reporting on the audit.
2. Authorises Cr Clive Goldsworthy and Cr Martin Duke to sign the 2019-20 Performance Statement in accordance with Section 132(5) of the Local Government Act 1989
3. Requires the 2019-20 Performance Statement be referred back to Council if there are significant changes prior to signing.
4. Requires that any minor changes to the 2019-20 Performance Statement be reviewed by the two authorised councillors prior to signing.

Council Resolution

MOVED Cr Martin Duke, Seconded Cr David Bell

That Council:

1. Approves in principle the Performance Statement and submits the statement to the auditor for reporting on the audit.
2. Authorises Cr Clive Goldsworthy and Cr Martin Duke to sign the 2019-20 Performance Statement in accordance with Section 132(5) of the Local Government Act 1989.
3. Requires the 2019-20 Performance Statement be referred back to Council if there are significant changes prior to signing.
4. Requires that any minor changes to the 2019-20 Performance Statement be reviewed by the two authorised councillors prior to signing.

CARRIED 9:0

4.2 Surf Coast Shire Performance Statement 2019-20

Report

Officer Direct or Indirect Interest

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

Background

The Local Government Act 1989 (the Act) requires the Council to pass a resolution giving its approval in principle to the Performance Statement prior to submitting the statement to the Auditor-General for issue of an audit opinion.

Section 132 of the Act states:

1. A Council must submit the Performance Statement and Financial Statements in their finalised form to the auditor for auditing as soon as possible after the end of the financial year.
2. The Council, after passing a resolution giving its approval in principle to the Performance Statement and Financial Statements, must submit the statements to the auditor for reporting on the audit.
3. The auditor must prepare a report on the Performance Statement.
4. The auditor must not sign a report under subsection (3) or under Part 3 of the Audit Act 1994 unless the Performance Statement or the Financial Statements (as applicable) have been certified under subsection (5).
5. The Council must ensure that the Performance Statement and Financial Statements, in their final form after any changes recommended or agreed by the auditor have been made, are certified in accordance with the regulations by -
 - a) two councillors authorised by the Council for the purposes of this subsection; and
 - b) any other prescribed persons.
6. The auditor must provide the Minister and the Council with a copy of the report on the Performance Statement as soon as is reasonably practicable.

The Audit and Risk Committee considered the statements at its meeting held on Tuesday 8 September 2020. The Committee made a series of recommendations to Council, which are consistent with those outlined in this report. Council is required to consider the statements to enable an approved set to be signed and submitted to the Victorian Auditor-General for issue of an audit opinion. The audited statements can then be included in the Annual Report and lodged with the Minister by the target date of 30 September 2020.

Information from the Performance Statement will be uploaded onto the "Know your Council" website by Local Government Victoria.

Discussion

In accordance with its charter, the Audit and Risk Committee is required to provide Council with the minutes of every meeting of the Committee, as well as a report explaining any specific recommendations and key outcomes. Due to the timing of both the audit process and committee meeting, the full minutes of the committee meeting are not included in this council meeting agenda. An extract of the relevant section of the committee resolution is provided as follows:

"That the Audit and Risk Committee recommend that Council

1. Adopts 'in principle' the 2019-20 Surf Coast Shire Council Performance Statement, subject to further adjustments required by Council's auditor, in accordance with Section 132 of the Local Government Act 1989.
2. Authorises two Councillors to sign the 2019-20 Surf Coast Shire Council Performance Statement in accordance with Section 132(5) of the Local Government Act 1989.
3. Requires the 2019-20 Surf Coast Shire Council Performance Statement to be referred back to Council if there are significant changes prior to signing.
4. Requires that any minor changes to the 2019-20 Surf Coast Shire Council Performance Statement be reviewed by the two authorised Councillors prior to signing.

The Committee considered the 2019-20 Performance Statement at its meeting held on 8 September 2020. Council staff and representatives of the Auditor-General's office attended the committee meeting to present and answer any questions. It was the consensus of the Committee that the Performance Statement presents fairly the position of Surf Coast Shire Council at the conclusion of the 2019-20 financial year.

4.2 Surf Coast Shire Performance Statement 2019-20

Any recommended changes need to be made prior to submitting the statements to the Auditor-General for an audit opinion and lodgement of Council's annual report to the Minister by the due date of 30 November 2020. However, officers are targeting to have the Annual Report to the Minister's office by the target date of 30 September 2020.

The minutes of the committee meeting held on 8 September 2020 will be provided for Council's information at the next available Ordinary Council Meeting.

Council Plan

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

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	No
Communication	Yes
Human Rights Charter	No

Governance Principles - Local Government Act 2020 (LGA 2020)

Council's Performance Statement is prepared in accordance with all applicable laws and regulations and fulfil obligations under those laws and obligations, adhering to the governance principles outlines in section 9 of the Local Government Act 2020.

Policy/Relevant Law

The Performance Statement has been prepared in accordance with the Local Government Act 1989 (2020 Act not yet in force for financial reporting), the Local Government (Planning and Reporting) Regulations 2014, and other mandatory professional requirements.

Community Engagement

Council's Performance Statement will be published in the Annual Report

Public Transparency

Council's Performance Report will be included in Council's annual report and results will be posted on the "Know your Council" website.

4.2 Surf Coast Shire Performance Statement 2019-20

Financial Management

The Performance Statement includes financial and other ratios that reflect the financial performance of Council.

Communication

Council's Performance Statement is published in Council's Annual Report, which is available for the public to view at Council's offices or on Council's website

Options

Option 1 – Council endorses the 2019-20 Performance Statement

This option is recommended by officers as it will enable finalisation of the Annual Report and fulfil Council's statutory performance reporting obligations.

Option 2 – Council does not endorse the 2019-20 Performance Statement

This option is not recommended by officers as it will increase the opportunity of non-compliance with statutory performance reporting requirements.

Conclusion

The annual end of financial year reporting cycle provides a good opportunity for Council to reflect on its performance during the previous financial year.

4.2 Surf Coast Shire Performance Statement 2019-20

APPENDIX 1 PERFORMANCE STATEMENT 2019-20

Surf Coast Shire Council

Performance Statement

For the year ended 30 June 2020

4.2 Surf Coast Shire Performance Statement 2019-20

Performance Statement

For the year ended 30 June 2020

Description of municipality

Surf Coast Shire is located in south-western Victoria, 120km from Melbourne, 21km south of Geelong and covers 1,560 square kilometres.

Its proximity to the Princes Highway and Geelong Ring Road provides convenient road access to enhance the shire's appeal as a lifestyle, holiday, tourist and business destination.

Residents enjoy a high-quality lifestyle combining coastal, bushland and rural elements across nine distinct townships: Aireys Inlet, Anglesea, Deans Marsh, Fairhaven, Jan Juc, Lorne, Moriac, Torquay and Winchelsea.

Surf Coast Shire has been recognised as one of Victoria's fastest growing municipalities for more than a decade. The combination of lifestyle and proximity to Melbourne has seen the permanent population grow from 20,872 in 2001 to an estimated 33,456 in 2019.

Surf Coast Shire's economy continued to experience strong growth during the first half of the 2019-20 financial year with the top employment sectors including tourism, the surfing industry, accommodation and food services, and construction and retail trade, with an average unemployment rate of 1.9% as at December 2019. The Covid-19 Pandemic has seen a significant impact on these industries since March 2020 and will continue to provide challenges into 2021. Data is not yet available to determine the full extent of the impact on the local economy.

In April 2020 Council allocated \$2.168 million to its Covid-19 response package. The response package includes support for local businesses and community groups, and a new Covid-19 hardship policy for ratepayers. The outbreak of COVID-19 has impacted the delivery of some services during the year including health inspections at aquatic facilities and the provision of library and maternal and child health services. It also provided an opportunity to introduce new technology and programs to support the community such as live streaming of Council meeting and the COVID Community Support Team.

The demands on Council to deliver essential infrastructure and community services will continue to increase in line with the needs of Surf Coast Shire's rapidly growing, changing community.

Sustainable Capacity Indicators

For the year ended 30 June 2020

Indicator / measure	Results				Material Variations
	2017	2018	2019	2020	
Population					
Expenses per head of municipal population [Total expenses / Municipal population]	\$2,164.33	\$2,253.61	\$2,525.44	\$2,612.92	No comment provided as there is no material variation.
Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	\$12,763.54	\$17,768.52	\$18,017.77	\$17,229.50	No comment provided as there is no material variation.
Population density per length of road [Municipal population / Kilometres of local roads]	29.08	29.66	30.04	30.94	No comment provided as there is no material variation.
Own-source revenue					
Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	\$1,821.58	\$1,920.44	\$1,980.93	\$1,982.51	No comment provided as there is no material variation.
Recurrent grants					
Recurrent grants per head of municipal population [Recurrent grants / Municipal population]	\$391.69	\$321.48	\$245.76	\$288.26	The increase is due to recurrent grants growing by \$1.7m in the 2019-20 financial year, which is predominately due to the 2018-19 financial year not having road to recovery funding included as two years were received in the 2017-18 financial year.
Disadvantage					
Relative socio-economic disadvantage [Index of Relative Socio-economic Disadvantage by decile]	10.00	10.00	10.00	10.00	No comment provided as there is no material variation.
Workforce turnover					
Percentage of staff turnover [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	6.98%	9.13%	11.87%	10.2%	There was a net increase of 15 employees for the financial year, with 57 new staff and 42 departures. This % of turnover is consistent with the previous years based on total staff numbers.

4.2 Surf Coast Shire Performance Statement 2019-20

Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

4.2 Surf Coast Shire Performance Statement 2019-20

Service Performance Indicators

For the year ended 30 June 2020

Service / indicator / measure	Results				Material Variations
	2017	2018	2019	2020	
Aquatic facilities					
Utilisation					
<i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	0.23	0.26	0.30	0.19	The downturn in attendee numbers at the Winchelsea Pool can in part be attributed to a milder than seasonal summer. The average temp in the 2019-20 season was 23.6 ^c compared to 2017-18 and 2018-19 seasons with average temperatures of 26 ^c . The pool was able to run for its normal season and was not impacted by the COVID-19 pandemic.
Animal management					
Health and safety					
<i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	New in 2020	New in 2020	New in 2020	0%	There were no animal management prosecutions during 2019-20.
Food safety					
Health and safety					
<i>Critical and major non-compliance outcome notifications</i> [Number of critical non-compliance outcome notifications and major non- compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	99.37%	98.84%	95.00%	100.00%	Resources were prioritised to address poor performing businesses resulting in an improved result.
Governance					
Satisfaction					
<i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	53.00	52.00	54.00	55.00	The index score of 55 in the 2020 Community Satisfaction Survey conducted by JWS on behalf of Surf Coast Shire Council was 1 point higher than in 2019.

4.2 Surf Coast Shire Performance Statement 2019-20

Service / indicator / measure	Results				Material Variations
	2017	2018	2019	2020	
Libraries					
Participation					
<i>Active library borrowers in municipality</i> [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	19.43%	18.77%	18.78%	18.19%	The indicator measures activity as loans of library collection items. It does not capture other library activity such as children and youth programs, digital literacy programs and literary events, the use of public internet computers, using facilities such as meeting rooms or study areas, or using services such as wi-fi, or in library use of collections. All Geelong Regional Library Corporation (GRLC) library branches were closed from 19 March to 8 June 2020 due to COVID-19. Libraries reopened on 9 June with shorter opening hours and limits on the number of library users who could enter the library in line with social distancing requirements. Loans of physical collection items was not available during this closure period and continues to be impacted following reopening.
Maternal and child health					
Participation					
<i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	78.42%	77.40%	77.70%	76.74%	COVID 19 delayed visits for some older children as parents chose not to have phone consults which replaced all non-essential face to face visits from April to 30 June 2020.
<i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	81.25%	94.12%	90.91%	85.71%	COVID 19 delayed visits for some older children as parents chose not to have phone consults which replaced all non-essential face to face visits from April to 30 June 2020.
Roads					
Satisfaction					
<i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	61.00	59.00	60.00	58.00	The index score of 58 in the 2020 Community Satisfaction Survey conducted by JWS on behalf of Surf Coast Shire Council was 2 points lower than in 2019.

4.2 Surf Coast Shire Performance Statement 2019-20

Service / indicator / measure	Results				Material Variations
	2017	2018	2019	2020	
Statutory Planning					
Decision making					
Council planning decisions upheld at VCAT	80.95%	50.00%	46.15%	80.00%	During 2019-20 Council received a total of 573 planning applications. Of these 10 matters were referred to VCAT for review. This is the lowest number over the last four years, however the impact of COVID restrictions saw a number of matters deferred by VCAT until after the reporting period. Due to the variable nature of matters it is difficult to use percentages reported as a reflection of Council's performance.
[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100					
Waste Collection					
Waste diversion					
Kerbside collection waste diverted from landfill	54.76%	55.06%	52.97%	48.99%	Closure of SKM Recycling resulted in recyclables collected being deposited to landfill.
[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100					

4.2 Surf Coast Shire Performance Statement 2019-20

Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act

"CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

Financial Performance Indicators

[illegible]

4.2 Surf Coast Shire Performance Statement 2019-20

Dimension / indicator / measure	Results				Forecasts				Material Variations
	2017	2018	2019	2020	2021	2022	2023	2024	
Loans and borrowings									
<i>Loans and borrowings compared to rates</i> [Interest and principle repayments on Interest bearing loans and borrowings / Rate revenue] x100	31.34%	34.78%	31.14%	38.56%	33.45%	28.28%	23.64%	19.36%	New borrowings were taken out by Council in 2020 as council funded the Stribling Reserve Pavilion redevelopment and the refinancing of Council's debt portfolio. No new borrowings have been forecast for the next 4 years.
Loans and borrowings									
<i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	3.58%	3.44%	3.95%	31.55%	4.51%	4.22%	3.99%	3.78%	During 2020 Council refinanced its existing loan portfolio and increased the principal amount, this involved the payment of break fees but resulted in lower interest rates and a net saving to council over the life of the loan.
Indebtedness									
<i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x100	46.72%	45.18%	42.99%	46.74%	43.73%	34.07%	29.25%	24.74%	No new borrowings have been forecast over the next 4 years.
Asset renewal and upgrade									
<i>Asset renewal and upgrade compared to depreciation</i> [Asset renewal and upgrade expense / Asset depreciation] x100	New in 2020	New in 2020	New in 2020	67.02%	119.99%	86.99%	75.25%	64.53%	New indicator - no comparison data.
Operating position									
Adjusted underlying result									
<i>Adjusted underlying surplus (or deficit)</i> [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	6.70%	1.36%	-9.88%	-8.98%	-10.61%	-4.06%	-3.81%	-3.71%	Negative underlying results in the next four years are mainly due to lower non-cash contributions from developers and lower capital grants than in the previous four years.

4.2 Surf Coast Shire Performance Statement 2019-20

Dimension / indicator / measure	Results				Forecasts				Material Variations
	2017	2018	2019	2020	2021	2022	2023	2024	
Stability									
Rates concentration									
<i>Rates compared to adjusted underlying revenue</i> [Rate revenue / Adjusted underlying revenue] x100	67.48%	69.35%	70.54%	68.44%	72.92%	72.59%	72.70%	70.89%	No comment provided as there is no material variation.
Rates effort									
<i>Rates compared to property values</i> [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.33%	0.34%	0.29%	0.28%	0.28%	0.29%	0.29%	0.30%	No comment provided as there is no material variation.
Retired measures									
Service / indicator / measure									
Animal Management									
Health and safety									
<i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	0	0	0	Retired in 2020					This measure was replaced by AM7 from 1 July 2019.
Efficiency									
Revenue level									
<i>Average residential rate per residential property assessment</i> [Residential rate revenue / Number of residential property assessments]	\$2,150.50	\$2,181.09	\$2,056.67	Retired in 2020					This measure was replaced by E4 from 1 July 2019.
Obligations									
Asset renewal									
<i>Asset renewal compared to depreciation</i> [Asset renewal expenses / Asset depreciation] x 100	43.71%	37.25%	43.44%	Retired in 2020					This measure was replaced by O5 in 1 July 2019.

4.2 Surf Coast Shire Performance Statement 2019-20

Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Other Information

For the year ended 30 June 2020

1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and Local Government (Planning and Reporting) Regulations 2014.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its strategic resource plan on 23 June 2020 and which forms part of the council plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting council.

4.2 Surf Coast Shire Performance Statement 2019-20

Certification of the Performance Statement

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.

John Brockway CPA
Principal Accounting Officer
Dated: 15 September 2020

In our opinion, the accompanying performance statement of the Surf Coast Shire Council for the year ended 30 June 2020 presents fairly the results of council's performance in accordance with the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the Local Government (Planning and Reporting) Regulations 2014 to certify this performance statement in its final form.

(Councillor 1 Name)
Councillor
Dated: 15 September 2020

(Councillor 2 Name)
Councillor
Dated: 15 September 2020

Anne Howard
Acting Chief Executive Officer
Dated: 15 September 2020

4.3 Annual Financial Statements 2019-20

Author's Title: Manager Finance

General Manager: John Bertoldi

Department: Finance

File No: F18/861-2

Division: Governance & Infrastructure

Trim No: IC20/1215

Appendix:

1. Surf Coast Shire Council Financial Statements 2019 - 2020 PDF as at 090920 (D20/163818)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐ Yes

☒ No

☐ Yes

☒ No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to present the 2019-20 Financial Statements to Council for in-principle approval as recommended by the Audit and Risk Committee and in accordance with section 132 of the Local Government Act 1989 (the Act).

Summary

Section 132 of the Act requires Council to pass a resolution approving in principle the Financial Statements, prior to submitting the Statements to the Victorian Auditor-General for issue of an audit opinion. The audit was conducted by the Victorian Auditor-General's Office during August 2020.

The Audit and Risk Committee considered the Statements at its meeting held on Tuesday, 8 September 2020. The Committee recommended that Council adopt in principle the 2019-20 Financial Statements, and authorise two Councillors to sign the Statements in accordance with the Act.

Council's approval of the statements is required to enable the in principle statements to be signed, submitted to the Auditor-General to issue an audit opinion and included in the annual report to be lodged with the Minister by 30 September 2020.

In April 2020, an extension of the due date for the lodgement of Annual Reports from 30 September 2020 to 30 November 2020 was announced, however, any delay in the adoption of the Annual Report may conflict with Council elections.

Recommendation

That Council:

1. Approves in principle the Financial Statements and submit the statements to the auditor reporting on the audit.
2. Authorises Cr Clive Goldsworthy and Cr Martin Duke to sign the 2019-20 Financial Statements in accordance with section 132(5) of the Local Government Act 1989.
3. Requires the 2019-20 Financial Statements be referred back to Council if there are significant changes prior to signing.
4. Requires that any minor changes to the 2019-20 Financial Statements be reviewed by the two authorised Councillors prior to signing.

Council Resolution

MOVED Cr Martin Duke, Seconded Cr Clive Goldsworthy

That Council:

1. Approves in principle the Financial Statements and submit the statements to the auditor reporting on the audit.
2. Authorises Cr Clive Goldsworthy and Cr Martin Duke to sign the 2019-20 Financial Statements in accordance with section 132(5) of the Local Government Act 1989.
3. Requires the 2019-20 Financial Statements be referred back to Council if there are significant changes prior to signing.
4. Requires that any minor changes to the 2019-20 Financial Statements be reviewed by the two authorised Councillors prior to signing.

CARRIED 9:0

4.3 Annual Financial Statements 2019-20

Report

Officer Direct or Indirect Interest

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

Background

The Local Government Act 1989 (the Act) requires Council to pass a resolution giving its approval in principle to the financial statements prior to submitting the statements to the Auditor-General for issue of an audit opinion.

Section 132 of the Act states:

1. The Council must submit the performance statement and financial statements in their finalised form to the auditor for auditing as soon as possible after the end of the financial year.
2. The Council, after passing a resolution giving its approval in principle to the performance statement and financial statements, must submit the statements to the auditor for reporting on the audit.
3. The auditor must prepare a report on the performance statement.

Note: The auditor is required under Part 3 of the Audit Act 1994 to prepare a report on the financial statements.

4. The auditor must not sign a report under subsection (3) or under Part 3 of the Audit Act 1994 unless the performance statement or the financial statements (as applicable) have been certified under subsection (5).
5. The Council must ensure that the performance statement and financial statements, in their final form after any changes recommended or agreed by the auditor have been made, are certified in accordance with the regulations by—
 - (a) two Councillors authorised by the Council for the purposes of this subsection; and
 - (b) any other prescribed persons.
6. The Auditor must provide the Minister and the Council with a copy of the report on the performance statement as soon as is reasonably practicable.

Note: The auditor is required under Part 3 of the Audit Act 1994 to report on the financial statements to the Council within 4 weeks and to give a copy of the report to the Minister.

The Audit and Risk Committee considered the statements at its meeting held on Tuesday, 8 September 2020. The Committee made a series of recommendations to Council, which are consistent with those outlined in this report. Council is required to consider the statements to enable an approved set to be signed and submitted to the Victorian Auditor-General for issue of an audit opinion. The audited statements can then be included in the annual report and lodged with the Minister by the target date of 30 September 2020.

Discussion

In accordance with its Charter, the Audit and Risk Committee is required to provide Council with the minutes of every meeting of the Committee, as well as a report explaining any specific recommendations and key outcomes. Due to the timing of both the audit process and committee meeting, the full minutes of the committee meeting are not included in the Council Meeting Agenda, however an extract of the relevant section of the Committee resolution is provided as follows:

“That the Audit and Risk Committee:

1. Recommend that Council:
 - a) Adopt ‘in principle’ the 2019-20 Financial Statements, subject to further adjustments required by Council’s auditor, in accordance with Section 131(7) of the Local Government Act 1989.
 - b) Authorise two Councillors to sign the 2019-20 Financial Statements in accordance with Section 132(5) of the Local Government Act 1989.
 - c) Require the 2019-20 Financial Statements be referred back to Council if there are significant changes prior to signing.
 - d) Require that any minor changes to the 2019-20 Financial Statements be reviewed by the two authorised Councillors prior to signing.”

The Committee considered the 2019-20 statements at its meeting held on 8 September 2020. Council staff and representatives of the Auditor-General’s office attended the committee meeting to present and answer any questions. It was the consensus of the Committee that the statements present fairly the financial position of Surf Coast Shire Council at the conclusion of the 2019-20 financial year, and that the financial

4.3 Annual Financial Statements 2019-20

performance and cash flows of Surf Coast Shire Council are in accordance with applicable Australian Accounting Standards and requirements of the Act.

Council Plan

Theme 5 High Performing Council
Objective 5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives
Strategy Select Strategy

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	No

Governance Principles - Local Government Act 2020 (LGA 2020)

Council's Annual Financial Statements are prepared in accordance with all applicable laws and regulations and fulfil obligations under those laws and obligations, adhering to the governance principles outlines in section 9 of the Local Government Act 2020.

Policy/Relevant Law

The Annual Financial Statements have been prepared in accordance with the Local Government Act 1989 (2020 Act not yet in force for financial reporting), the Local Government (Planning and Reporting) Regulations 2014, Australian Accounting Standards, and other mandatory professional requirements.

Community Engagement

Community engagement on Council's financial plans is undertaken as part of the annual budgeting process.

Public Transparency

Council's financial performance is reported via quarterly financial reports to Council meetings, the Annual Financial Statements, and the Annual Report.

Strategies/Plans

The Annual Financial Statements include comparisons of actual performance against Council's adopted budget

Financial Management

The Annual Financial Statements are a key pillar in Council's financial reporting, and include Income Statements, Balance Sheet, Cash Flow Statements, financial commentary and variance reporting against budgets.

4.3 Annual Financial Statements 2019-20

Service Performance

Not Applicable

Risk Assessment

The Council's financial statements are subject to a rigorous audit process to ensure their accuracy and to advise Council through these reports of any areas of concern. The Committee also has a responsibility to review the statements prior to adoption of the statements in principle, and to raise any matters of concern.

Communication

Council's financial statements will be published in the Annual Report.

Options

Option 1 – Approve the 2019-20 financial statements in principle.

This option is recommended by officers as they have been through a thorough audit process, have been endorsed by the Audit and Risk Committee and will allow Council to discharge its reporting requirements under the Local Government Act.

Option 2 – Do not approve the 2019-20 financial statements in principle.

This option is not recommended by officers as it may lead to Council being non-compliant with the Local Government Act.

Conclusion

The annual financial reporting cycle provides a good opportunity for Council to reflect on its performance during the previous financial year. The process of compiling the financial statements is a lengthy one, and involves a number of council officers who have committed considerable effort during this busy period. This effort ensures that financial reporting to the community continues to support Council's objective of maintaining sound financial practices.

4.3 Annual Financial Statements 2019-20

APPENDIX 1 SURF COAST SHIRE COUNCIL FINANCIAL STATEMENTS 2019 - 2020 PDF AS AT 090920

Surf Coast Shire
ANNUAL FINANCIAL REPORT
For the Year Ended 30 June 2020

4.3 Annual Financial Statements 2019-20

Surf Coast Shire Financial Report Table of Contents

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2019/2020 Financial Report*

Certification of the Financial Statements

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.

John Brockway CPA
Principal Accounting Officer
Date : 15 September 2020
Torquay

In our opinion the accompanying financial statements present fairly the financial transactions of Surf Coast Shire Council for the year ended 30 June 2020 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.

Cr Clive Goldsworthy
Councillor
Date : 15 September 2020
Torquay

Cr Martin Duke
Councillor
Date : 15 September 2020
Torquay

Anne Howard
Acting Chief Executive Officer
Date : 15 September 2020
Torquay

4.3 Annual Financial Statements 2019-20

*Surf Coast Shire
2019/2020 Financial Report*

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4.3 Annual Financial Statements 2019-20

Surf Coast Shire
2019/2020 Financial Report

Comprehensive Income Statement For the Year Ended 30 June 2020

	Note	2020 \$'000	2019 \$'000
Income			
Rates and charges	3.1	54,922	52,285
Statutory fees and fines	3.2	2,333	2,575
User fees	3.3	6,754	7,683
Grants - operating	3.4	9,065	8,643
Grants - capital	3.4	5,129	6,802
Contributions - monetary	3.5	3,874	6,081
Contributions - non monetary	3.5	12,786	16,970
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.6	349	(16)
Share of net profits (or loss) of associates	6.3	107	(25)
Other income	3.7	1,993	43
Total income		97,312	101,041
Expenses			
Employee costs	4.1	(33,375)	(31,715)
Materials and services	4.2	(24,886)	(24,995)
Depreciation	4.3	(16,031)	(14,608)
Amortisation - intangible assets	4.4	(4,154)	(3,980)
Amortisation - right of use assets	4.5	(583)	-
Bad and doubtful debts	4.6	(127)	(192)
Borrowing costs	4.7	(3,528)	(1,089)
Finance costs - leases	4.8	(65)	-
Other expenses	4.9	(4,614)	(3,527)
Total expenses		(87,363)	(80,106)
Surplus/(deficit) for the year		9,949	20,935
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation increment/(decrement)	9.1	(12,350)	14,425
Total comprehensive result		(2,401)	35,360

The above comprehensive income statement should be read in conjunction with the accompanying notes.

4.3 Annual Financial Statements 2019-20

Surf Coast Shire
2019/2020 Financial Report

Balance Sheet As at 30 June 2020

	Note	2020 \$'000	2019 \$'000
Assets			
Current assets			
Cash and cash equivalents	5.1	11,766	5,837
Trade and other receivables	5.1	7,088	5,129
Other financial assets	5.1	55,000	48,690
Inventories	5.2	311	309
Non-current assets classified as held for sale	6.1	290	232
Other assets	5.2	798	1,015
Total current assets		75,253	61,212
Non-current assets			
Trade and other receivables	5.1	50	66
Investments in associates	6.3	538	431
Property, infrastructure, plant and equipment	6.2	789,241	792,817
Right-of-use assets	5.9	878	-
Intangible assets	5.2	33,831	28,628
Total non-current assets		824,538	821,942
Total assets		899,791	883,154
Liabilities			
Current liabilities			
Trade and other payables	5.3	5,839	3,421
Trust funds and deposits	5.3	9,499	3,827
Provisions	5.6	7,150	6,176
Interest-bearing liabilities	5.4	2,149	1,032
Lease liabilities	5.9	444	-
Unearned Income	5.3	720	-
Other Liabilities	5.5	-	179
Total current liabilities		25,801	14,635
Non-current liabilities			
Provisions	5.6	11,537	12,214
Interest-bearing liabilities	5.4	19,021	15,252
Lease liabilities	5.9	446	-
Total non-current liabilities		31,004	27,466
Total liabilities		56,805	42,101
Net assets		842,986	841,053
Equity			
Accumulated surplus		470,465	460,836
Reserves	9.1	372,521	380,217
Total Equity		842,986	841,053

The above balance sheet should be read in conjunction with the accompanying notes.

4.3 Annual Financial Statements 2019-20

Surf Coast Shire
2019/2020 Financial Report

Statement of Changes in Equity For the Year Ended 30 June 2020

	Note	Total \$'000	Accumulated Surplus \$'000	Asset Revaluation Reserves \$'000	Other Reserves \$'000
2020					
Balance at beginning of the financial year		841,053	460,836	329,036	51,181
Adjustment to opening accumulated surplus : Recognition of previously unrecognised assets		4,334	4,334	-	-
Impact of change in accounting policy - AASB 15 Revenue from Contracts with Customers	10	-	-	-	-
Impact of change in accounting policy - AASB 1058 Income of Not-for-Profit Entities	10	-	-	-	-
Impact of change in accounting policy - AASB 16 Leases	5.9	-	-	-	-
Adjusted Opening balance		845,387	465,170	329,036	51,181
Surplus/(deficit) for the year		9,949	9,949	-	-
Net asset revaluation increment/(decrement)	6.2	(12,350)	-	(12,350)	-
Transfers to other reserves	9.1	-	(49,285)	-	49,285
Transfers from other reserves	9.1	-	44,631	-	(44,631)
Balance at end of the financial year		842,986	470,465	316,686	55,835

		Total \$'000	Accumulated Surplus \$'000	Asset Revaluation Reserves \$'000	Other Reserves \$'000
2019					
Balance at beginning of the financial year		805,693	448,220	314,611	42,862
Surplus/(deficit) for the year		20,935	20,935	-	-
Net asset revaluation increment/(decrement)	6.2	14,425	-	14,425	-
Transfers to other reserves	9.1	-	(49,413)	-	49,413
Transfers from other reserves	9.1	-	41,094	-	(41,094)
Balance at end of the financial year		841,053	460,836	329,036	51,181

The above statement of changes in equity should be read in conjunction with the accompanying notes.

4.3 Annual Financial Statements 2019-20

Surf Coast Shire
2019/2020 Financial Report

Statement of Cash Flows For the Year Ended 30 June 2020

	Note	2020 Inflows/ (Outflows) \$'000	2019 Inflows/ (Outflows) \$'000
Cash flows from operating activities			
Rates and charges		53,843	51,213
Statutory fees and fines		2,264	2,517
User fees		7,061	7,776
Grants - operating		9,520	9,269
Grants - capital		5,475	7,049
Contributions - monetary		3,874	6,081
Interest received		1,288	1,238
Trust funds and deposits taken		10,371	7,427
Net GST refund		3,177	3,246
Employee costs		(32,155)	(30,973)
Materials and services		(27,739)	(32,216)
Short-term, low value and variable lease payments		(196)	-
Trust funds and deposits repaid		(4,699)	(6,464)
Net cash provided by/(used in) operating activities	9.2	32,084	26,163
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment		(21,222)	(17,410)
Proceeds from sale of property, infrastructure, plant and equipment		654	1,052
Payments for investments		(87,960)	(73,190)
Proceeds from sale of investments		81,650	69,520
Net cash provided by/(used in) investing activities		(26,878)	(20,028)
Cash flows from financing activities			
Finance costs		(3,534)	(1,089)
Proceeds from borrowings		18,674	-
Interest paid - lease liability		(59)	-
Repayment of borrowings		(13,788)	(978)
Repayment of lease liabilities		(570)	-
Net cash provided by/(used in) financing activities		723	(2,067)
Net increase (decrease) in cash and cash equivalents		5,929	4,068
Cash and cash equivalents at the beginning of the financial year		5,837	1,769
Cash and cash equivalents at the end of the financial year	5.1(a)	11,766	5,837
Financing arrangements	5.7		
Restrictions on cash assets	5.1		

The above statement of cash flow should be read in conjunction with the accompanying notes.

4.3 Annual Financial Statements 2019-20

Surf Coast Shire
2019/2020 Financial Report

Statement of Capital Works For the Year Ended 30 June 2020

	Note	2020 \$'000	2019 \$'000
Property			
Land	8	1,480	
Total land	8	1,480	
Buildings	7,419	2,939	
Total buildings	7,419	2,939	
Total property	7,427	4,419	
Plant and equipment			
Plant, machinery and equipment	1,046	1,490	
Fixtures, fittings and furniture	-	-	
Computers and telecommunications	1,035	624	
Total plant and equipment	2,081	2,114	
Infrastructure			
Roads	7,062	5,474	
Bridges	-	229	
Footpaths and cycleways	995	342	
Drainage and sewerage	1,043	280	
Recreational, leisure and community facilities	1,956	1,988	
Waste management	70	1,500	
Parks, open space and streetscapes	482	990	
Off street car parks	103	74	
Total infrastructure	11,711	10,877	
Total capital works expenditure	21,219	17,410	
Represented by:			
New asset expenditure	9,906	6,412	
Asset renewal expenditure	6,144	6,345	
Asset expansion expenditure	569	496	
Asset upgrade expenditure	4,600	4,157	
Total capital works expenditure	21,219	17,410	

The above statement of capital works should be read in conjunction with the accompanying notes.

4.3 Annual Financial Statements 2019-20

Surf Coast Shire
2019/2020 Financial Report

Notes to the Financial Report For the Year Ended 30 June 2020

OVERVIEW

Introduction

The Surf Coast Shire was established by an Order of the Governor in Council on 09 March 1994 and is a body corporate. The Council's main office is located at 1 Merrig Drive, Torquay.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the *Australian Accounting Standards (AAS)*, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2014*.

Significant accounting policies

(a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.6)
- the determination of landfill provisions (refer to Note 5.6)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of AASB 15 Revenue from Contracts with Customers or AASB 1058 Income of Not-for-Profit Entities (refer to Note 3)
- the determination, in accordance with AASB 16 Leases, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.9)
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation (except where transitional requirements of AASB 15 Revenue from Contracts with Customers, AASB 16 Leases and AASB 1058 Income of Not-for-Profit Entities do not require restatement of comparatives under the modified retrospective approach adopted by the Council), and disclosure has been made of any material changes to comparatives.

4.3 Annual Financial Statements 2019-20

Surf Coast Shire
2019/2020 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2020

Note 1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$100,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

1.1 Income and expenditure

	Budget 2020 \$'000	Actual 2020 \$'000	Variance 2020 \$'000	Variance 2020 %	Ref
Income					
Rates and charges	54,335	54,922	587	1%	1
Statutory fees and fines	2,012	2,333	321	16%	2
User fees	7,111	6,754	(357)	-5%	3
Grants - operating	5,824	9,065	3,241	56%	4
Grants - capital	6,046	5,129	(917)	-15%	5
Contributions - monetary	3,838	3,874	36	1%	
Contributions - non monetary	12,850	12,786	(64)	0%	
Net gain/(loss) on disposal of property,	265	349	84	32%	
Share of net profits/(losses) of associates and joint	-	107	107	-	
Other income	1,060	1,993	933	88%	6
Total income	93,341	97,312	3,971	4%	
Expenses					
Employee costs	32,926	33,375	(449)	-1%	7
Materials and services	23,412	24,886	(1,474)	-6%	8
Bad and doubtful debts	90	127	(37)	-41%	
Depreciation	14,842	16,031	(1,189)	-8%	9
Amortisation - Intangible assets	-	4,154	(4,154)	-	10
Amortisation - Right of use assets	-	583	(583)	-	11
Borrowing costs	1,031	3,528	(2,497)	-242%	12
Finance costs - Leases	-	65	(65)	-	
Other expenses	2,874	4,614	(1,740)	-61%	13
Total expenses	75,175	87,363	(12,188)	-16%	
Surplus/(deficit) for the year	18,166	9,949	(8,217)	-45%	

4.3 Annual Financial Statements 2019-20

Surf Coast Shire

2019/2020 Financial Report

Notes to the Financial Report

For the Year Ended 30 June 2020

(i) Explanation of material variations

Variance	Item	Explanation
1	Rates and charges	Supplementary Rates and Garbage Charges higher than budgeted \$559K
2	Statutory Fees and Fines	Higher subdivision and plan checking fees \$140k, Higher Building inspection fees \$130k.
3	User Fees	Higher revenues from Gherang Gravel Pits based on higher extraction rates \$569k, Higher volumes a landfill (higher gate fees) \$388k, offset by lower positive ageing service revenue due to service restructure (\$483k) lower business health, food, and other registration fees mainly due to Covid-19 Support Package (\$338k), lower Kindergarten enrolment fees due to State Government Covid-19 response plan (\$209k), lower revenue from leisure centres and facility closures due to Covid-19 (\$168k), and lower debt collection revenue due to Covid-19 response package (\$66k)
4	Grants - operating	Variance includes Victorian Grants Commission pre-payment of 2020-21 allocation \$2,470k, higher kindergarten grants as part of State Government Covid-19 response \$317k, unbudgeted other State Government Covid-19 response grants \$135k, unbudgeted State Government recycling support grants \$124k, and higher positive ageing service grants \$112k.
5	Grants - Capital	Stribling Reserve Pavilions Redevelopment grant budgeted but not yet received (\$3,275k) offset by additional grants recognised for Surf Coast Multi-Purpose Stadium \$750k, Horseshoe Bend Road Upgrade \$476k, Mt Moriac Reserve Oval Lighting and Drainage \$200k, Yurrock Soccer Pitch & Lighting \$189k, and Stribling Reserve Lighting Upgrade \$170k, Ellimatta Reserve Car Park \$145k, plus various other project funding received \$428k.
6	Other Income	Higher than budgeted Landfill Rehabilitation Provision adjustment \$637k, Additional recognition of volunteer service hours that would be otherwise purchased (under new accounting standards - offset in other expenses) \$249k
7	Employee costs	Lower Recurrent employee costs \$620k, driven mainly by vacancies, lower service provision, and delayed recruitment \$1,192k and workcover premium savings \$208k, offset by higher employee leave costs (\$322k) and higher demand for Early Years and Open Space services (\$233k), recognition of volunteer service hours that would be otherwise purchased (\$249k) and Covid-19 Response wages (\$145k). Recurrent cost variances are offset by higher than budgeted expensed capital labour (\$661k), and higher operating project costs (\$110k)
8	Materials and services	Higher Recurrent Materials and Services costs (\$660k), driven mainly by higher maintenance costs for road, drainage, facilities and recreation assets (\$614k), higher waste service operating costs (\$560k), and higher royalty fees for the Gherang Gravel Pits (\$113k), offset by savings in Information technology \$270k, and savings related to Covid-19 cancelled or deferred expenditure \$132k. Expensed capital works were also higher than budgeted (\$880k)
9	Depreciation	Higher than budgeted due to the recognition of landfill assets at 30 June 2019 (not budgeted) (\$834k), higher depreciation on road assets (\$605k) due to revaluation of assets and higher replacement costs, and higher depreciation on recreation asset (\$205k), offset by lower depreciation on Plant and Equipment \$526k due to lower fleet turnover.
10	Amortisation - Intangible assets	Amortisation of Landfill Airspace Asset first recognised at 30 June 2019 (unbudgeted) (\$4,154k)
11	Amortisation - Right of use assets	Amortisation of Right of Use Assets under revised accounting standard AASB16 (new treatment method for leases - unbudgeted) (\$583k)
12	Borrowing costs	Costs associated with refinancing Council's Loan portfolio to achieve savings over the life of the portfolio (\$2,497k)
13	Other expenses	Higher asset write offs (\$2,144k), offset by lower lease expenditure \$379k.

4.3 Annual Financial Statements 2019-20

Surf Coast Shire
2019/2020 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2020

Note 1 Performance against budget (cont'd)

1.2 Capital works

	Budget 2020 \$'000	Actual 2020 \$'000	Variance 2020 \$'000	Variance 2020 %	Ref
Property					
Land	-	8	8	-	
Buildings	8,963	7,419	(1,544)	-17%	1
Total Property	8,963	7,427	(1,536)	-17%	
Plant and Equipment					
Plant, machinery and equipment	1,920	1,046	(874)	-46%	2
Fixtures, fittings and furniture	205	-	(205)	-100%	3
Computers and telecommunications	1,719	1,035	(684)	-40%	4
Total Plant and Equipment	3,844	2,081	(1,763)	-46%	
Infrastructure					
Roads	6,581	7,062	481	7%	5
Bridges	1,311	-	(1,311)	-100%	6
Footpaths and cycleways	1,148	995	(153)	-13%	
Drainage and sewerage	182	1,043	861	473%	7
Recreational, leisure and community facilities	1,780	1,956	176	10%	
Waste management	-	70	70	-	
Parks, open space and streetscapes	1,545	482	(1,063)	-69%	8
Off street car parks	-	103	103	-	
Total Infrastructure	12,547	11,711	(836)	-7%	
Total Capital Works Expenditure	25,354	21,219	(4,135)	-16%	
Represented by:					
New asset expenditure	9,694	9,906	212	2%	
Asset renewal expenditure	9,360	6,144	(3,216)	-34%	
Asset expansion expenditure	13	569	556	4277%	
Asset upgrade expenditure	6,287	4,600	(1,687)	-27%	
Total Capital Works Expenditure	25,354	21,219	(4,135)	-16%	

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(i) Explanation of material variations

Variance Ref	Item & Explanation
1	Lower than budgeted expenditure due to unfinished projects carried forward to 2020-21, mainly related to the Surf Coast Multi-Purpose Stadium (\$1,538k) and Mt Moniac Reserve Female Friendly Facilities upgrades (\$394k). This is partially offset by higher spend on other capital works projects \$388k, including the Winchelsea Tea Rooms \$216k.
2	Plant, Machinery, and Equipment replacements deferred due to pandemic (\$874k).
3	Lower than budgeted expenditure mainly related to unfinished Activity Based Working project carried forward to 2020-21 (\$205k).
4	Lower than budgeted expenditure due to unfinished Digital Transformation projects carried forward to 2020-21 (\$958k), partially offset by higher spend on software and other equipment \$274k.
5	Higher Spend on roads projects mainly due to items not budgeted but carried forward from 2018-19 including the The Esplanade - \$550k and Fisher Street upgrade \$722k, and additional funding received for blackspot projects \$198k, offset by incomplete projects carried forward to 2020-21 including Coombes Rd Widening (\$237k), South Beach Road (\$441k), and Messmate Road project delivered under budget (\$219k).
6	Gnarwarre Culvert Replacement (\$984k) budgeted under Bridges category but costed to Roads assets, and unfinished projects carried forward to 2020-21 (\$327k), including: a) Banwon Park Road bridge (\$200k) b) Pollocksford Road bridge (\$90k)
7	Expenditure is higher than budget mainly due to drainage works associated with Road and Footpath upgrades, including Horseshoe Bend Road \$663k and Winki Pop pathways \$98k.
8	Lower Spend on Parks, open space and streetscapes mainly due to the deferral of the Torquay Town Centre project to 2020-21 (\$1,000k).

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Note 2 Analysis of Council results by program

Council delivers its functions and activities through the following programs:

2 (a) Chief Executive Office

The role of the CEO is to take responsibility for leading and managing the organisation to ensure implementation of the goals and strategies endorsed by Council. In doing so, the CEO creates a climate for good democratic governance and promotion of the principles of fairness, equality, openness, accountability and transparency within the organisation to assist Councillors to govern effectively, as required under the *Local Government Act (1989)*.

Culture and Community

The Culture and Community Division provides human resources, organisation development, workplace health and safety, communications, community engagement, arts development, rural access, customer service, recreation planning, open space planning, small grants, aged and family services, early years, youth development, community health and development, facility maintenance, parks and open spaces, sports programs, facility management and internal events coordination.

Environment and Development

The Environment and Development Division provides statutory and strategic land use planning, economic development, environment, public health, emergency management, local laws and other regulatory services, business improvement and program management.

Governance and Infrastructure

The Governance and Infrastructure Division provides services including risk management and legal services, procurement and contracts, corporate planning, records management, information technology, design and traffic services, civil works, waste management, development engineering, fleet, finance and digital transformation.

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2 (b) Summary of revenues, expenses, assets and capital expenses by program

	Income	Expenses	Surplus/ (Deficit)	Grants included in income	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
2020					
Chief Executive Office	1	2,433	(2,432)	-	-
Culture and Community	6,457	21,875	(15,418)	4,281	108,505
Environment and Development	4,007	15,659	(11,652)	467	579
Governance and Infrastructure	86,847	47,396	39,451	9,446	790,707
	97,312	87,363	9,949	14,194	899,791

	Income	Expenses	Surplus/ (Deficit)	Grants included in income	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
2019					
Chief Executive Office	1	1,815	(1,814)	-	-
Culture and Community	7,210	21,451	(14,241)	4,579	111,483
Environment and Development	5,519	15,563	(10,044)	581	505
Governance and Infrastructure	88,311	41,277	47,034	10,285	771,166
	101,041	80,106	20,935	15,445	883,154

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Note 3 Funding for the delivery of our services	2020	2019
3.1 Rates and charges	\$'000	\$'000

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the total market value of the land and buildings and other improvements.

The valuation base used to calculate general rates for 2019/20 was \$19,187 million (2018/19 \$17,433 million).

General rates	41,453	39,504
Municipal charge	4,692	4,560
Waste management charge	7,881	7,454
Special rates and charges	24	-
Supplementary rates and rate adjustments	728	592
Interest on rates and charges	144	175
Total rates and charges	54,922	52,285

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2020, and the valuation will first apply in the rating year commencing 1 July 2020.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

3.2 Statutory fees and fines

Infringements and costs	782	846
Building Services	327	245
Town planning fees	689	745
Land information certificates	39	41
Subdivision fees	410	596
Other statutory fees and fines	86	102
Total statutory fees and fines	2,333	2,575

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

3.3 User fees

Aged and health services	402	837
Leisure centre and recreation	581	843
Child care/children's programs	631	814
Building Services	24	54
Registration and other permits	452	730
Waste management services	3,155	2,884
Royalties	805	718
Gravel pits	200	182
Lease rentals	44	79
Other fees and charges	460	542
Total user fees	6,754	7,683

User fees by timing of revenue recognition

User fees recognised over time	840	-
User fees recognised at a point in time	5,914	-
Total user fees	6,754	-

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

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3.4 Funding from other levels of government	2020	2019
Grants were received in respect of the following :	\$'000	\$'000
Summary of grants		
Commonwealth funded grants	8,012	9,558
State funded grants	6,182	5,887
Total grants received	14,194	15,445
(a) Operating grants		
<i>Recurrent - Commonwealth Government</i>		
Financial Assistance Grants	4,778	4,493
Community safety	245	-
Home and community care	1,151	984
Other	62	51
<i>Recurrent - State Government</i>		
Home and community care	280	321
School crossing supervisors	62	54
Maternal and child health	341	310
Kindergartens	1,491	1,484
Environmental planning	26	-
Youth Services	102	103
Other	55	126
Total recurrent operating grants	8,593	7,926
<i>Non-recurrent - Commonwealth Government</i>		
Recreation	-	30
Other	-	15
<i>Non-recurrent - State Government</i>		
Waste Management	125	-
Environmental planning	20	263
Buildings	7	-
Recreation	3	7
Kindergartens	252	25
Maternal and child health	13	-
Other	52	377
Total non-recurrent operating grants	472	717
Total operating grants	9,065	8,643
(b) Capital grants		
<i>Recurrent - Commonwealth Government</i>		
Roads to recovery	1,051	-
Total recurrent capital grants	1,051	-
<i>Non-recurrent - Commonwealth Government</i>		
Recreation	80	140
Arts and Culture	78	-
Buildings	-	950
Roads	567	2,626
Other	-	269
<i>Non-recurrent - State Government</i>		
Buildings	10	1,585
Roads	2,682	725
Recreation	550	353
Waste Management	107	50
Other	4	104
Total non-recurrent capital grants	4,078	6,802
Total capital grants	5,129	6,802
(c) Unspent grants received on condition that they be spent in a specific manner		
<i>Operating</i>		
Balance at start of year	247	666
Received during the financial year and remained unspent at balance date	221	225
Received in prior years and spent during the financial year	(243)	(644)
Balance at year end	225	247
<i>Capital</i>		
Balance at start of year	2,506	492
Received during the financial year and remained unspent at balance date	1,355	2,343
Received in prior years and spent during the financial year	(2,269)	(329)
Balance at year end	1,592	2,506

Grant income is recognised at the point in time when the council satisfies its performance obligations as specified in the underlying agreement.

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	2020 \$'000	2019 \$'000
3.5 Contributions		
Monetary	3,874	6,081
Non-monetary	12,786	16,970
Total contributions	16,660	23,051

Contributions of non monetary assets were received in relation to the following asset classes.

Land	1,219	2,263
Buildings	-	197
Roads	6,265	7,908
Other infrastructure	5,302	6,602
Total non-monetary contributions	12,786	16,970

Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

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

Proceeds of sale	654	1,051
Written down value of assets disposed	(305)	(1,067)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment	349	(16)

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

3.7 Other income

Interest	1,107	1,344
Future landfill rehabilitation adjustment	637	(1,301)
Volunteer Services	249	-
Total other income	1,993	43

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

During 2019/20 Council recognised volunteer services for the first time.

Note 4 The cost of delivering services

4.1 Employee costs

Wages and salaries	29,307	27,665
WorkCover	516	716
Superannuation	2,796	2,609
Fringe benefits tax	152	167
Volunteer Services	249	-
Other	355	558
Total employee costs	33,375	31,715

(a) Superannuation

Council made contributions to the following funds:

Defined benefit fund

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	37	41
Employer contributions payable at reporting date.	37	41

Accumulation funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	1,577	1,594
Employer contributions - other funds	1,144	951
Employer contributions payable at reporting date.	2,721	2,545

Refer to Note 9.3 for further information relating to Council's superannuation obligations.

4.2 Materials and services

Contract payments - Buildings	1,522	1,241
Contract payments - Open Space	618	651
Contract payments - Roads	939	794
Contract payments - Strategic Asset Management	584	268
Contract payments - Waste	3,688	3,575
Contract payments - Other	299	252
General maintenance	317	254
Utilities	1,178	1,213
Office administration	938	868
Information technology	940	1,161
Insurance	683	695
Consultants	1,516	2,079
Fuel	624	676
Grants, contributions and sponsorship	1,477	1,440
Materials	1,215	1,406
Sub-contractors	5,430	5,373
Royalties	1,574	1,489
Other	1,344	1,560
Total materials and services	24,886	24,995

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	2020 \$'000	2019 \$'000
4.3 Depreciation		
Property	3,373	3,099
Plant and equipment	1,523	1,495
Infrastructure	11,135	10,014
Total depreciation	16,031	14,608
<i>Refer to note 5.2(c), 5.8 and 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.</i>		
4.4 Amortisation - intangible assets		
Landfill air space	4,154	3,980
Total amortisation - intangible assets	4,154	3,980
4.5 Amortisation - Right of use assets		
Fleet	277	-
Property	79	-
IT equipment	6	-
Waste	221	-
Total amortisation - right of use assets	583	-
<i>Refer to note 5.9 for a more detailed breakdown of amortisation charges and accounting policy.</i>		
4.6 Bad and doubtful debts		
Infringement debtors	125	170
Rates debtors	1	22
Other debtors	1	-
Total bad and doubtful debts	127	192
Movement in provisions for doubtful debts		
Balance at the beginning of the year	120	75
Provisions recognised/(used) during the year	15	45
Balance at end of year	135	120
<i>Provision for doubtful debt is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.</i>		
4.7 Borrowing costs		
Interest - Borrowings	3,528	1,089
Total borrowing costs	3,528	1,089
<i>Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.</i>		
4.8 Finance Costs - Leases		
Interest - Lease Liabilities	65	-
Total finance costs	65	-
4.9 Other expenses		
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	28	55
Auditors' remuneration - Internal	119	105
Councillors' allowances	312	306
Operating lease and rentals	338	649
Assets written-off / impaired	3,817	2,412
Total other expenses	4,614	3,527
Note 5 Our financial position		
5.1 Financial assets		
(a) Cash and cash equivalents		
Cash on hand	4	3
Cash at bank	11,762	5,834
Total cash and cash equivalents	11,766	5,837
<i>Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.</i>		
(b) Other financial assets		
Term deposits - current	55,000	48,690
Total other financial assets	55,000	48,690
Total financial assets	55,000	48,690
<i>Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.</i>		
Total cash and cash equivalents and other financial assets	66,766	54,527
<i>Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:</i>		
- Trust funds and deposits (Note 5.3)	9,499	3,827
Total restricted funds	9,499	3,827
Total unrestricted cash and cash equivalents and other financial assets	57,267	50,700
Intended allocations		
<i>Although not externally restricted the following amounts have been allocated for specific future purposes by Council:</i>		
- Council Allocated reserves as per Note 9.1(b) excluding Accumulated Unallocated Cash	53,400	50,096
Total funds subject to intended allocations	53,400	50,096

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	2020 \$'000	2019 \$'000
(c) Trade and other receivables		
Current		
<i>Statutory receivables</i>		
Rates debtors	4,055	2,436
Special rate assessment	22	14
Infringement debtors	644	560
Provision for doubtful debts - infringements	(135)	(120)
<i>Non statutory receivables</i>		
Net GST receivable	701	369
Other debtors	1,801	1,870
Total current trade and other receivables	7,088	5,129
Non-current		
<i>Statutory receivables</i>		
Special rate scheme	50	66
Total non-current trade and other receivables	50	66
Total trade and other receivables	7,138	5,195

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

(i) Ageing of receivables

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	1,518	1,444
Past due by up to 30 days	83	150
Past due between 31 and 180 days	200	276
Total trade and other receivables	1,801	1,870

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5.2 Non-financial assets	2020	2019
(a) Inventories	\$'000	\$'000
Inventories held for distribution	258	252
Inventories held for sale	53	57
Total inventories	311	309
Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.		
(b) Other assets		
Prepayments	309	206
Accrued income	489	749
Total other assets	798	1,015
(c) Intangible assets		
Landfill air space	33,831	28,628
Total intangible assets	33,831	28,628
	Landfill	
	\$'000	
Gross carrying amount		
Balance at 1 July 2019	72,206	
Revaluation	14,592	
Balance at 30 June 2020	86,798	
Accumulated amortisation and impairment		
Balance at 1 July 2019	43,578	
Amortisation expense	4,154	
Revaluation	5,235	
Balance at 30 June 2020	52,967	
Net book value at 30 June 2019	28,628	
Net book value at 30 June 2020	33,831	
Intangible assets with finite lives are amortised as an expense on a systematic basis over the assets' useful life. Amortisation is calculated on a units of use basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.		
5.3 Payables	2020	2019
(a) Trade and other payables	\$'000	\$'000
Trade payables	3,883	1,899
Accrued expenses	1,956	1,522
Total trade and other payables	5,839	3,421
(b) Trust funds and deposits		
Refundable deposits	9,491	3,805
Fire services levy	-	19
Other refundable deposits	8	3
Total trust funds and deposits	9,499	3,827
(b) Unearned Income		
Grants received in advance - capital	153	-
Grants received in advance - operating	27	-
Rates received in advance	540	-
Total unearned income	720	-
Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.		
<i>Purpose and nature of items</i>		
Refundable deposits - Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.		
Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.		

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5.4 Interest-bearing liabilities	2020	2019
	\$'000	\$'000
Current		
Borrowings - secured *	2,140	1,023
Borrowings - unsecured	9	9
	<u>2,149</u>	<u>1,032</u>
Non-current		
Borrowings - secured *	19,021	15,243
Borrowings - unsecured	-	9
	<u>19,021</u>	<u>15,252</u>
Total	<u>21,170</u>	<u>16,284</u>

* Borrowings are secured by Council's general rates.

(a) The maturity profile for Council's borrowings is:

Not later than one year	2,149	1,032
Later than one year and not later than five years	8,894	7,939
Later than five years	10,257	7,313
	<u>21,170</u>	<u>16,284</u>

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

5.5 Other Liabilities	2020	2019
	\$'000	\$'000
Home Care packages	-	179
	<u>-</u>	<u>179</u>

5.6 Provisions	Employee	Landfill restoration	Total
	\$'000	\$'000	\$'000
2020			
Balance at beginning of the financial year	6,947	11,443	18,390
Additional provisions/(reduction in provisions)	3,035	(1,041)	1,994
Amounts used	(2,211)	(10)	(2,221)
Change in the discounted amount arising because of time and the effect of any change in the discount rate			
	121	403	524
Balance at the end of the financial year	<u>7,892</u>	<u>10,795</u>	<u>18,687</u>

2019			
Balance at beginning of the financial year	6,292	10,141	16,433
Additional provisions/(reduction in provisions)	2,943	(134)	2,809
Amounts used	(2,544)	-	(2,544)
Change in the discounted amount arising because of time and the effect of any change in the discount rate			
	256	1,436	1,692
Balance at the end of the financial year	<u>6,947</u>	<u>11,443</u>	<u>18,390</u>

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	2020 \$'000	2019 \$'000
(a) Employee provisions		
Current provisions expected to be wholly settled within 12 months		
Annual leave	2,173	1,830
Long service leave	440	775
	2,613	2,605
Current provisions expected to be wholly settled after 12 months		
Annual leave	565	362
Long service leave	3,922	3,148
	4,487	3,510
Total current employee provisions	7,100	6,115
Non-current		
Long service leave	792	832
Total non-current employee provisions	792	832
Aggregate carrying amount of employee provisions:		
Current	7,100	6,115
Non-current	792	832
Total aggregate carrying amount of employee provisions	7,892	6,947

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

Wages and salaries and annual leave

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL, that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.

Key assumptions:

- discount rate	1.003%	1.009%
- inflation rate	1.083%	2.500%
- settlement period	5.35 years	5.52 years

(b) Landfill restoration	2020 \$'000	2019 \$'000
Current	50	61
Non-current	10,745	11,382
	10,795	11,443

Council is obligated to restore the Angelsea Landfill site to a particular standard. The forecast life of the site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Key assumptions:

- discount rate	0.667%	1.311%
- inflation rate	1.261%	2.210%
- final settlement year (estimated completion of Site aftercare)	2056	2057

5.7 Financing arrangements	2020 \$'000	2019 \$'000
The Council has the following funding arrangements in place as at the end of the financial year:		
Bank overdraft	2,300	2,300
Credit card facilities	100	100
Other facilities	21,170	16,284
Total facilities	23,570	18,684
Used facilities	(21,185)	(16,304)
Unused facilities	2,385	2,380

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5.8 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
2020					
Operating					
Garbage collection	4,293	2,309	834	-	7,433
Consultancies	111	3	-	-	114
Other	953	147	135	4	1,239
Total	5,357	2,456	969	4	8,786
Capital					
Construction	12,078	-	-	-	12,078
Consultancies	19	-	-	-	19
Other	850	-	-	-	850
Total	12,947	-	-	-	12,947
2019					
Operating					
Garbage collection	3,058	2,471	2,484	-	8,013
Consultancies	130	96	-	-	226
Other	1,234	895	104	-	2,233
Total	4,422	3,462	2,588	-	10,472
Capital					
Construction	1,211	14	-	-	1,225
Consultancies	-	-	-	-	-
Other	500	-	-	-	500
Total	2,211	14	-	-	2,225

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5.9 Leases

Policy applicable before 1 July 2019

As a lessee, council classifies leases as operating or finance leases based on its assessment of whether the lease transferred significantly all of the risks and rewards incidental to ownership of the underlying asset to council.

Operating lease payments, including any contingent rentals, were recognised as an expense in the comprehensive income statement on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset. The leased asset was not recognised in the balance sheet.

All incentives for the agreement of a new or renewed operating lease were recognised as an integral part of the net consideration agreed for the use of the leased asset, irrespective of the incentive's nature or form or the timing of payments.

In the event that lease incentives were received to enter into operating leases, the aggregate cost of incentives were recognised as a reduction of rental expense over the lease term on a straight-line basis, unless another systematic basis was more representative of the time pattern in which economic benefits from the leased asset were consumed.

Policy applicable after 1 July 2019

Council has applied AASB 16 Leases using a modified retrospective approach with the cumulative effect of initial application recognised as an adjustment to the opening balance of accumulated surplus at 1 July 2019, with no restatement of comparative information. The council applied the approach consistently to all leases in which it is a lessee.

On transition to AASB 16 Leases, Council elected to apply the practical expedient to 'grandfather' the assessment of which transactions are leases. The council has applied this practical expedient to all of its contracts and therefore applied AASB 16 Leases only to contracts that were previously identified as leases.

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Council has elected to apply the temporary option available under AASB 16 Leases which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

Right-of-Use Assets	Fleet	Property	IT equipment	Waste	Total
	\$'000	\$'000	\$'001	\$'000	\$'000
Balance at 1 July 2019	430	467	23	256	1,176
Additions	285	-	-	-	285
Amortisation change	(277)	(196)	(6)	(144)	(583)
Balance at 30 June 2020	438	311	17	112	878

Lease Liabilities	2020
Maturity analysis - contractual undiscounted cash flows	\$'000
Less than one year	444
One to five years	387
More than five years	59
Total undiscounted lease liabilities as at 30 June:	890

Lease liabilities included in the Balance Sheet at 30 June:	
Current	444
Non-current	446
Total lease liabilities	890

Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

Expenses relating to:	2020
Short-term leases	\$'000
Leases of low value assets	-
Total	52
Variable lease payments (not included in measurement of lease liabilities)	-

Non-cancellable lease commitments - Short-term and low-value leases

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:

Payable:	
Within one year	52
Later than one year but not later than five years	-
Total lease commitments	52

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i. Leases classified as operating leases under AASB 117 Leases
At transition, lease liabilities were measured at the present value of the remaining lease payments, discounted at Council's incremental borrowing rate as at 1 July 2019. Right-of-use assets are measured at an amount equal to the lease liability, adjusted by the amount of any prepaid or accrued lease payments. Council applied this approach to all applicable leases.

Council used the following practical expedients when applying AASB 16 Leases to leases previously classified as operating leases under AASB 117 Leases:

- Applied a single discount rate to a portfolio of leases with similar characteristics.
- Adjusted the right-of-use assets by the amount of AASB 137 Provisions, Contingent Liabilities and Contingent Assets onerous contract provision immediately before the date of initial application, as an alternative to an impairment review.
- Applied the exemption not to recognise right-of-use assets and liabilities for leases with less than 12 months of lease term.
- Used hindsight when determining the lease term if the contract contains options to extend or terminate the lease.

ii. Leases previously classified as finance leases

For leases that were classified as finance leases under AASB 117 Leases, the carrying amount of the right-of-use asset and the lease liability at 1 July 2019 are determined at the carrying amount of the lease asset and lease liability under AASB 117 Leases immediately before that date.

Council is not required to make any adjustments on transition to AASB 16 Leases for leases in which it acts as a lessor, except for a sub-lease. Council accounted for its leases in accordance with AASB 16 Leases from the date of initial application.

Impact on financial statements

On transition to AASB 16 Leases, Council recognised an additional \$1,176,603.59 of right-of-use assets and \$1,176,603.59 of lease liabilities, recognising the difference in retained earnings.
When measuring lease liabilities, Council discounted lease payments using its incremental borrowing rate at 1 July 2019. The weighted-average rate applied is 3.75%.

	2019
	\$'000
Operating lease commitment at 30 June 2019 as disclosed in Council's financial statements	1,592
Discounted using the incremental borrowing rate at 1 July 2019	(212)
Finance lease liability recognised as at 30 June 2019	<u>1,380</u>
- Recognition exemption for:	
short-term leases	(32)
leases of low-value assets	(219)
- Recognition of additional leases and adjustment to opening balances as at 1 July 2020	47
- Extension and termination options reasonably certain to be exercised	-
- Residual value guarantees	-
- Lease liabilities recognised as at 1 July 2019	<u>1,176</u>

Note 6 Assets we manage

6.1 Non-current assets classified as held for sale

	2020	2019
	\$'000	\$'000
Cost of acquisition	290	232
Total non-current assets classified as held for sale	<u>290</u>	<u>232</u>

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

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6.2 Property, infrastructure, plant and equipment
Summary of property, infrastructure, plant and equipment

	At Fair Value 1 July 2019 \$'000	Additions \$'000	Contributions \$'000	Revaluation \$'000	Depreciation \$'000	Disposal \$'000	Write-off \$'000	Transfers \$'000	At Fair Value 30 June 2020 \$'000
Property	285,033	839	1,219	-	(3,373)	-	(10)	(183)	283,525
Plant and equipment	5,689	1,475	-	-	(1,523)	(73)	(18)	29	5,579
Infrastructure	503,526	8,864	11,567	(21,707)	(11,135)	-	(3,777)	1,716	489,054
Work in progress	2,906	10,041	-	-	-	-	(12)	(1,852)	11,083
	797,154	21,219	12,786	(21,707)	(16,031)	(73)	(3,817)	(290)	789,241

	Opening WIP \$'000	Additions \$'000	Write-off \$'000	Transfers \$'000	Closing WIP \$'000
Property	383	6,588	-	(98)	6,873
Plant and equipment	466	606	-	(29)	1,043
Infrastructure	2,057	2,847	(12)	(1,725)	3,167
Total	2,906	10,041	(12)	(1,852)	11,083

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(a) Property

	Land - specialised \$'000	Land - non specialised \$'000	Land Under Roads \$'000	Total Land \$'000	Buildings - specialised \$'000	Buildings - non specialised \$'000	Total Buildings \$'000	Work in progress \$'000	Total Property \$'000
At fair value 1 July 2019	152,362	5,784	53,580	211,726	98,947	12,828	111,775	383	323,884
Accumulated depreciation at 1 July 2019	-	-	-	-	(33,784)	(4,796)	(38,580)	-	(38,580)
	152,362	5,784	53,580	211,726	65,163	8,032	73,195	383	285,304
Recognition of previously unrecognised assets	-	-	-	-	135	-	135	-	135
Accumulated depreciation on previously unrecognised assets	-	-	-	-	(23)	-	(23)	-	(23)
	152,362	5,784	53,580	211,726	65,275	8,032	73,307	383	285,416
Movements in fair value									
Additions	-	-	-	-	602	237	839	6,588	7,427
Contributions	856	-	363	1,219	-	-	-	-	1,219
Revaluation	-	-	-	-	-	-	-	-	-
Disposal	-	-	-	-	-	-	-	-	-
Write-off	-	-	(2)	(2)	(14)	-	(14)	-	(16)
Transfers	(132)	-	-	(132)	(265)	213	(52)	(98)	(282)
Impairment losses recognised in operating result	-	-	-	-	-	-	-	-	-
	724	-	361	724	323	450	773	6,490	8,348
Movements in accumulated depreciation									
Depreciation	-	-	-	-	(2,982)	(391)	(3,373)	-	(3,373)
Accumulated depreciation of disposals	-	-	-	-	-	-	-	-	-
Accumulated depreciation of write offs	-	-	-	-	6	-	6	-	6
Revaluation	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	(19)	20	1	-	1
	-	-	-	-	(2,995)	(371)	(3,366)	-	(3,366)
At fair value 30 June 2020	153,086	5,784	53,941	212,811	99,405	13,278	112,683	6,873	332,367
Accumulated depreciation at 30 June 2020	-	-	-	-	(36,802)	(5,167)	(41,969)	-	(41,969)
	153,086	5,784	53,941	212,811	62,603	8,111	70,714	6,873	290,398

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(b) Plant and Equipment

	Plant machinery and equipment	Fixtures fittings and furniture	Computers and telecoms	Work in progress	Total plant and equipment
	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2019	8,080	1,475	3,543	466	13,564
Accumulated depreciation at 1 July 2019	(3,716)	(921)	(2,772)	-	(7,409)
	4,364	554	771	466	6,155
Movements in fair value					
Additions	1,046	-	429	606	2,081
Disposal	(651)	-	-	-	(651)
Write-off	(5)	-	(192)	-	(197)
Transfers	-	-	29	(29)	-
	390	-	266	577	1,233
Movements in accumulated depreciation					
Depreciation	(1,087)	(148)	(288)	-	(1,523)
Accumulated depreciation of disposals	578	-	-	-	578
Accumulated depreciation of write offs	4	-	175	-	179
	(505)	(148)	(113)	-	(766)
At fair value 30 June 2020	8,470	1,475	3,809	1,043	14,797
Accumulated depreciation at 30 June 2020	(4,221)	(1,069)	(2,885)	-	(8,175)
	4,249	406	924	1,043	6,622

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(c) Infrastructure

	Roads	Bridges	Footpaths and cycleways	Drainage and sewerage	Recreational, leisure and community	Parks open spaces and streetscapes	Off street car parks	Waste Management	Work in progress	Total Infrastructure
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2019	405,886	5,445	32,378	101,131	25,865	16,988	11,990	7,767	2,057	609,507
Accumulated depreciation at 1 July 2019	(46,894)	(1,799)	(8,150)	(31,128)	(10,057)	(5,823)	(1,143)	(3,152)	-	(108,146)
	358,992	3,646	24,228	70,003	15,808	11,165	10,847	4,615	2,057	501,361
Recognition of previously unrecognised assets	13,685	-	1	469	26	5	-	-	-	14,186
Accumulated depreciation on previously unrecognised assets	(9,964)	-	-	-	-	-	-	-	-	(9,964)
	362,713	3,646	24,229	70,472	15,834	11,170	10,847	4,615	2,057	505,583
Movements in fair value										
Additions	4,842	-	708	909	1,769	465	102	69	2,847	11,711
Contributions	6,265	-	1,396	3,478	5	387	36	-	-	11,567
Revaluation	7,700	(64)	-	-	-	-	(710)	-	-	6,926
Disposal	-	-	-	-	-	-	-	-	-	-
Write-off	(3,586)	(105)	(110)	(127)	(701)	(143)	(307)	-	(12)	(5,091)
Transfers	923	-	118	11	487	161	34	-	(1,725)	(11)
	16,144	(169)	2,112	4,271	1,540	870	(845)	69	1,110	25,102
Movements in accumulated depreciation										
Depreciation	(5,529)	(70)	(562)	(1,290)	(1,696)	(1,017)	(137)	(834)	-	(11,135)
Revaluation	(27,985)	(710)	-	-	-	-	62	-	-	(28,633)
Accumulated depreciation of write offs	557	32	84	27	506	87	9	-	-	1,302
Transfers	-	-	-	1	1	-	-	-	-	2
	(32,957)	(748)	(478)	(1,262)	(1,189)	(930)	(66)	(834)	-	(38,464)
At fair value 30 June 2020	435,715	5,276	34,491	105,871	27,431	17,863	11,145	7,836	3,167	648,795
Accumulated depreciation at 30 June 2020	(89,815)	(2,547)	(8,628)	(32,390)	(11,246)	(6,753)	(1,209)	(3,986)	-	(156,574)
	345,900	2,729	25,863	73,481	16,185	11,110	9,936	3,850	3,167	492,221

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Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

Asset recognition thresholds and depreciation periods

		Depreciation Period	Threshold Limit \$'000
(a) Property			
Heritage Buildings		100 - 150 years	5
Buildings - Complex	Structure	100 years	5
	Roof	50 years	5
	Fit Out	25 years	5
	Services	20 years	5
Buildings - Simple		40 years	5
(b) Plant and Equipment			
Plant, machinery and equipment		2 - 15 years	1
Fixtures, fittings and furniture		3 - 10 years	1
Computers and telecommunications		3 - 10 years	1
(c) Infrastructure			
Formation		NA	5
Sealed Road Pavements	High Traffic	90 years	5
	Low Traffic	100 years	5
	Concrete	40 years	5
Unsealed Road Pavements	High Traffic	16 years	5
	Low Traffic	20 - 25 years	5
Seals	Spray Seal	15 - 18 years	5
	Asphalt	25 - 30 years	5
Road Shoulders	Unsealed Pavement	50 years	5
Road Kerb and Channel		70 years	5
Traffic Control Devices		25 - 80 years	5
Bridges and Major Culverts	Major Culverts	25 - 80 years	5
	Timber Bridges	40 years	5
	Other Bridges	80 - 140 years	5
Footpaths and Cycleways	Concrete	65 years	5
	Asphalt	30 years	5
	Brick	50 years	5
	Gravel	20 years	5
Drainage and Sewerage	Drainage	80 - 150 years	5
	Sewerage	80 years	5
	Septic Tanks	30 years	5
	Wetlands and WSUD	10 - 80 years	5
Recreation, leisure and community facilities		10 - 50 years	5
Parks, Open Spaces and streetscapes		10 - 50 years	5
Off Street car parks	Sealed Pavement	100 years	5
	Unsealed Pavement	20 years	5
	Seals	15 - 30 years	5
Waste Management		Units of Use	5
Leased Assets		2 - 45 years	5

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Land under roads

Council recognises land under roads it controls at fair value.

Depreciation

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Valuation of land and buildings

Valuation of land were undertaken by a qualified independent valuer, Opteon as at 31 December 2018. The valuation of land is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement. Valuation of Building assets has been determined in accordance with a valuation undertaken by independent valuers, Opteon and Preston Rowe Paterson and componentised costs by Rawlinson's as at 31 March 2019.

Market conditions are changing and there is significant market uncertainty due to Covid-19 notwithstanding real estate markets are less volatile than financial markets. It is too early to fully quantify the extent of the impact on the economy and real estate market. These valuations are current at the date of valuation.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2020 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of Valuation
Land	-	5,784	-	31/12/2018
Specialised land	-	-	153,086	31/12/2018
Land Under Roads	-	-	53,941	30/06/2018
Buildings	-	8,111	62,603	31/03/2019
Total	-	13,895	269,630	

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Valuation of infrastructure

Valuation of Road and Bridge assets has been determined in accordance with a valuation undertaken by independent valuer, Pavement Management Services, Pitt and Sherry and the Strategic Asset Manager, Mr John Bertoldi B E (Civil) as at 1 July 2019. Valuation of Footpath assets has been determined in accordance with a valuation undertaken by Infrastructure Management Group as at 30 June 2018. Valuation of Recreation and Parks and Open Space has been determined in accordance with a valuation undertaken by the Strategic Asset Manager, Mr John Bertoldi B E (Civil) as at 30 June 2018. Valuation of Drainage has been determined in accordance with a valuation undertaken by the Strategic Asset Manager, Mr John Bertoldi B E (Civil) as at 1 July 2018.

The date of the current valuation is detailed in the following table.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2020 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of Valuation
Roads	-	-	345,900	1/07/2019
Bridges	-	-	2,729	1/07/2019
Footpaths and cycleways	-	-	25,863	30/06/2018
Drainage and sewerage	-	-	73,481	1/07/2018
Recreational, leisure and community facilities	-	-	16,185	30/06/2018
Parks, open space and streetscapes	-	-	11,110	30/06/2018
Off street car parks	-	-	9,936	1/07/2019
Waste management	-	-	3,850	NA
Total	-	-	489,054	

Description of significant unobservable inputs into level 3 valuations

Specialised land and land under roads is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$0.02 and \$3,113.72 per square metre.

Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs is calculated on a square metre basis and ranges from \$107 to \$8,577 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 20 years to 150 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 10 years to 150 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2020 \$'000	2019 \$'000
Reconciliation of specialised land		
Parks and reserves	110,788	110,118
Public use	36,871	36,816
Waste	417	417
Car Parks	5,010	5,011
Total specialised land	153,086	152,362

4.3 Annual Financial Statements 2019-20

Surf Coast Shire 2019/2020 Financial Report	Notes to the Financial Report For the Year Ended 30 June 2020	
6.3 Investments in associates	2020 \$'000	2019 \$'000
(a) Investments in associates		
Investments in associates accounted for by the equity method are:		
- Geelong Regional Library Corporation	538	431
Geelong Regional Library Corporation		
<i>Background</i>		
The Geelong Regional Library Corporation (GRLC) was formed under the provisions of sections 196 and 197 of the Local Government Act, 1989 on 4 March 1997 to provide library services within the local government areas of: Borough of Queenscliffe, City of Greater Geelong, Golden Plains Shire and Surf Coast Shire. Council holds 4.01% (2019, 3.75%) of equity in the corporation. Council has one director on the Board of seven. Council has the ability to influence rather than control its operations.		
Fair value of Council's investment in Geelong Regional Library Corporation	538	431
Council's share of accumulated surplus/(deficit)		
Council's share of accumulated surplus/(deficit) at start of year	431	457
Reported surplus/(deficit) for year	107	(26)
Council's share of accumulated surplus/(deficit) at end of year	538	431
Movement in carrying value of specific investment		
Carrying value of investment at start of year	431	457
Share of surplus/(deficit) for year	107	(26)
Carrying value of investment at end of year	538	431
Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.		
Committees of management		
All entities controlled by Council that have material revenues, expenses, assets or liabilities, such as committees of management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full. The following special committees are not included in this financial report as their aggregate income is immaterial and they prepare their own financial reports separately:		
Deans Marsh Public Hall and Memorial Park Committee of Management		
Stribling Reserve Committee of Management		
Anderson Roadnight Reserve Committee of Management		
Eastern Reserve Committee of Management		
Modewarre Memorial Hall and Reserve Committee of Management		
Connewarre Reserve Committee of Management		
Globe Theatre Committee of Management		
Anglesea Bike Park		

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	2020 No.	2019 No.
Note 7 People and relationships		
7.1 Council and key management remuneration		
(a) Related parties		
<i>Parent entity</i>		
Surf Coast Shire is the parent entity.		
<i>Subsidiaries and Associates</i>		
Interests in associates are detailed in Note 6.3.		
(b) Key management personnel		
Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:		
Councillors		
Councillor Rose Hodge - Mayor		
Councillor Clive Goldsworthy		
Councillor David Bell		
Councillor Martin Duke		
Councillor Brian McKitterick		
Councillor James McIntyre (09/07/2019 to current)		
Councillor Tony Revell (09/09/2019 to current)		
Councillor Margot Smith		
Councillor Heather Wellington		
Key management personnel		
Chief Executive Officer - Keith Baillie		
Anne Howard - General Manager Governance & Infrastructure		
Chris Pike - General Manager Culture & Community		
Ransoe Salan - General Manager Environment & Development		
Total number of Councillors	9	9
Total of Chief Executive Officer and other key management personnel	4	4
Total number of key management personnel	13	13
(c) Remuneration of key management personnel		
	2020 \$'000	2019 \$'000
Total remuneration of key management personnel was as follows:		
Short-term benefits	1,251	1,212
Post-employment benefits	89	85
Long-term benefits	22	22
Total	1,362	1,319
The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:		
	2020 \$'000	2019 \$'000
\$20,000 - \$29,999	8	7
\$50,000 - \$59,999	-	1
\$70,000 - \$79,999	-	1
\$90,000 - \$99,999	1	-
\$210,000 - \$219,999	-	1
\$230,000 - \$239,999	1	2
\$240,000 - \$249,999	2	-
\$310,000 - \$319,999	-	1
\$320,000 - \$329,999	1	-
	13	13

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	2020 \$'000	2019 \$'000
(d) Senior officer remuneration		
A senior officer is an officer of Council, other than key management personnel, who:		
a) has management responsibilities and reports directly to the Chief Executive; or		
b) whose total annual remuneration exceeds \$151,000		
The number of Senior Officers are shown below in their relevant income bands:		
Income Range:	2020 No.	2019 No.
\$151,000 - \$159,999	11	4
\$160,000 - \$169,999	2	-
	<u>13</u>	<u>4</u>
Total Remuneration for the reporting year for Senior Officers included above, amounted to	2,037	614
7.2 Related party disclosure	2020 \$'000	2019 \$'000
(a) Transactions with related parties		
During the period Council entered into the following arms length transactions with related Contributions are paid by the Surf Coast Shire Council to the Geelong Regional Library Corporation. Please refer to details in Note 6.3		
	763	771
Employee expenses includes a staff member who is a related party of a member of Key Management Personnel. The employee does not report to KMP and was paid in accordance with the Surf Coast Shire Enterprise Agreement at the standard rate for the job they performed.		
Purchase of goods and services under normal trading terms	87	104
Payment of community grants under normal trading terms	3	10
Fees for the use of Council facilities & fleet under normal trading terms	4	5
Reimbursement in relation to expenses for Council run programs	10	14
Community group contribution to Capital Works	-	3
	33	-
All of the above transactions were at arms length and in the normal course of Council business		
(b) Outstanding balances with related parties		
There are no balances outstanding at the end of the reporting period in relation to transactions with related parties		
(c) Loans to/from related parties		
There are no loans in existence at balance date that have been made, guaranteed or secured by the council to a related party.		
(d) Commitments to/from related parties		
There are no commitments in existence at balance date that have been made, guaranteed or secured by the council to a related party.		

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Note 8 Managing uncertainties

8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the balance sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

(a) Contingent assets

Operating lease receivables

Future minimum rentals receivable under non-cancellable operating leases are as follows:

	2020 \$'000	2019 \$'000
Not later than one year	79	99
Later than one year and not later than five years	254	291
Later than five years	311	348
	644	738

(b) Contingent liabilities

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

Future superannuation contributions

There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2020. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ended 30 June 2020 are \$37,129.10.

Landfill

Council operates a landfill at Anglesea. Council will have to carry out site rehabilitation works in the future. At balance date Council provided a Bank Guarantee to State of Victoria - Environment Protection Authority. The guarantee provides financial assurance up to \$545,000 for remedial action as defined in section 3.1 EPA Publication 777 Determination of financial assurance for Landfills, September 2001.

MAV Liability Mutual Insurance Scheme

Council is a member of MAV's Liability Mutual Insurance Scheme. Council has obligations under the scheme to make additional contributions in an insurance year in the event where the scheme has an overall financial deficit. MAV consider in the very unlikely occurrence of the scheme making a call on members, they do not believe that this would exceed \$2m across all members. The magnitude of the call would be around 10 per cent of the annual contribution made by Council.

(c) Guarantees for loans to other entities

Council has provided contract performance guarantees. The details and extent of Council exposure at the reporting date are as follows:

	2020 \$'000	2019 \$'000
Contract Performance:		
Department of Minerals and Energy	20	20
Department of Energy and Resources	50	50
	70	70

The amount disclosed for financial guarantee in this note is the nominal amount of the underlying loan that is guaranteed by the Council, not the fair value of the financial guarantee.

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised.

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8.2 Change in accounting standards

The following new AASB's have been issued that are not mandatory for the 30 June 2020 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

AASB 1059 Service Concession Arrangements: Grantors (AASB 1059) (applies 2020/21 for LG Sector)

AASB 1059 addresses the accounting for a service concession arrangement by a grantor that is a public sector entity by prescribing the accounting for the arrangement from the grantor's perspective. It requires the grantor to:

- recognise a service concession asset constructed, developed or acquired from a third party by the operator, including an upgrade to an existing asset of the grantor, when the grantor controls the asset;
- reclassify an existing asset (including recognising previously unrecognised identifiable intangible assets and land under road) as a service concession asset when it meets the criteria for recognition as a service concession asset;
- initially measure a service concession asset constructed, developed or acquired by the operator or reclassified by the grantor at current replacement cost in accordance with the cost approach to fair value in AASB 13 *Fair Value Measurement*. Subsequent to the initial recognition or reclassification of the asset, the service concession asset is accounted for in accordance with AASB 116 *Property, Plant and Equipment* or AASB 138 *Intangible Assets*, as appropriate, except as specified AASB 1059;
- recognise a corresponding liability measured initially at the fair value (current replacement cost) of the service concession asset, adjusted for any other consideration between the grantor and the operator; and
- disclose sufficient information to enable users of financial statements to understand the nature, amount, timing and uncertainty of assets, liabilities, revenue and cash flows arising from service concession arrangements.

Based on the Council's current assessment, there is expected to be no impact on the transactions and balances recognised in the financial statements as the Council is not a grantor in a service concession arrangement.

AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material (applies 2020/21 for LG Sector)

The Standard principally amends AASB 101 *Presentation of Financial Statements* and AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors*. The amendments refine the definition of material in AASB 101. The amendments clarify the definition of material and its application by improving the wording and aligning the definition across AASB Standards and other publications. The impacts on the local government sector are expected to be minimal.

AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework (applies 2020/21 for LG Sector)

This Standard sets out amendments to Australian Accounting Standards, Interpretations and other pronouncements to reflect the issuance of the Conceptual Framework for Financial Reporting (Conceptual Framework) by the AASB. The impacts on the local government sector are expected to be minimal.

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8.3 Financial instruments

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes to the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements due to the effect of Covid-19 pandemic have impacted Council's interest revenue for the financial year.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council have a policy for establishing credit limits for the entities Council deal with;
 - council may require collateral where appropriate; and
 - council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.
- Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

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(d) Liquidity risk

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 0.25% and - 0.25% in market interest rates (AUD) from year-end rates of 0.25%.
- These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

8.4 Fair value measurement

Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy. Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 *Fair value measurement*, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable;
- Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 2 to 3 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

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8.5 Events occurring after balance date

After Balance date Victoria saw a second wave of Covid-19, resulting in the introduction of stage 4 restrictions in Metropolitan Melbourne, and the re-introduction of stage 3 restrictions in regional Victoria.

Under State Government guidance, Council has closed facilities to the public, including recreational facilities and libraries. Council's customer service centre is also closed to the public. Transfer stations and other essential services remain operational with physical distancing and Covid-safe work plans in place. As a result, it is expected that Council will see reductions in revenues and increasing expenditure as it responds to these challenges.

Council's 2020-21 budget includes a response package allocation of \$1.768 million (on top of the \$0.4 million provided in 2019-20) in order to support the community, and is made up of:

1. \$195,000 in waived penalty interest of rates and sundry debts in 2020-21
2. \$323,000 in waived business fees in 2020-21
3. \$250,000 (total) in rate rebates to businesses in 2020-21
4. \$1,000,000 COVID-19 Support allocation in 2020-21, including a community grants program.

Due to the significant uncertainty surrounding the Covid-19 second wave and the government's response to this, it is not possible to estimate the full impact on Council's operations, financial position and cashflows at this point in time. We do not consider it practicable to provide a quantitative or qualitative estimate of the potential impact of the Covid-19 second wave at this time.

Council will continue to monitor and report on the non-financial and financial impacts of Covid-19 on its operations. As the second wave of Covid-19 occurred after 30 June 2020 its impact is considered an event that is indicative of conditions that arose after the reporting period, and as such, no adjustments have been made to the financial statement balances as at 30 June 2020 for any further impacts.

Note 9 Other matters

9.1 Reserves

(a) Asset revaluation reserves

2020

Property

Land

Buildings

Infrastructure

Furniture and equipment

Roads

Bridges

Footpaths and cycleways

Drainage and sewerage

Recreational, leisure and community facilities

Parks, open space and streetscapes

Offstreet car parks

Other infrastructure

Total asset revaluation reserves

2019

Property

Land

Buildings

Infrastructure

Furniture and equipment

Roads

Bridges

Footpaths and cycleways

Drainage and sewerage

Recreational, leisure and community facilities

Parks, open space and streetscapes

Offstreet car parks

Library

Other infrastructure

Total asset revaluation reserves

	Balance at beginning of reporting period \$'000	Increment (decrement) \$'000	Balance at end of reporting period \$'000
2020			
Property			
Land	108,321	-	108,321
Buildings	29,449	-	29,449
	137,770	-	137,770
Infrastructure			
Furniture and equipment	32	-	32
Roads	134,970	(20,285)	114,685
Bridges	2,667	(774)	1,893
Footpaths and cycleways	9,988	-	9,988
Drainage and sewerage	29,762	-	29,762
Recreational, leisure and community facilities	7,871	-	7,871
Parks, open space and streetscapes	2,371	-	2,371
Offstreet car parks	2,360	(648)	1,712
Other infrastructure	1,245	9,357	10,602
	191,266	(12,350)	178,916
Total asset revaluation reserves	329,036	(12,350)	316,686
2019			
Property			
Land	102,773	5,548	108,321
Buildings	35,776	(6,327)	29,449
	138,549	(779)	137,770
Infrastructure			
Furniture and equipment	32	-	32
Roads	134,970	-	134,970
Bridges	2,667	-	2,667
Footpaths and cycleways	9,988	-	9,988
Drainage and sewerage	15,678	14,084	29,762
Recreational, leisure and community facilities	7,871	-	7,871
Parks, open space and streetscapes	2,371	-	2,371
Offstreet car parks	2,360	-	2,360
Library	125	(125)	-
Other infrastructure	-	1,245	1,245
	176,062	15,204	191,266
Total asset revaluation reserves	314,611	14,425	329,036

The asset revaluation reserve is used to record the fair value movement of Council's assets over time.

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	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
(b) Other reserves				
2020				
Allocated				
Open space	2,332	329	(165)	2,496
Main drainage	210	-	-	210
Home care packages	179	-	(179)	-
Developer contributions	728	251	(289)	690
Airey's Inlet aged care units	313	9	(10)	312
Waste	9,250	3,460	(3,240)	9,470
Gravel pits	2,618	997	(965)	2,650
Defined benefits superannuation	1,074	50	-	1,124
Carried forward capital works	22,047	18,281	(22,047)	18,281
Carried forward operational projects	1,460	4,151	(1,460)	4,151
Adopted strategy implementation	4,603	4,049	(2,776)	5,876
*Asset renewal	1,269	9,633	(8,540)	2,362
*Torquay Jan Juc Developer Contributions	3,364	4,705	(3,161)	4,908
Winchelsea infrastructure plan	649	221	-	870
Accumulated unallocated cash	1,085	3,149	(1,799)	2,435
Sub-total Allocated Reserves	51,181	49,285	(44,631)	55,835
Total other reserves	51,181	49,285	(44,631)	55,835
2019				
Allocated				
Plant replacement	366	994	(1,355)	5
Open space	1,550	1,177	(395)	2,332
Main drainage	210	-	-	210
Home care packages	253	-	(74)	179
Developer contributions	3,251	2,885	(3,846)	2,290
Airey's Inlet aged care units	303	10	-	313
Waste	6,401	3,796	(947)	9,250
Gravel pits	1,943	675	-	2,618
Defined benefits superannuation	974	100	-	1,074
Carried forward capital works	12,798	22,047	(12,798)	22,047
Carried forward operational projects	1,350	1,460	(1,350)	1,460
Adopted strategy implementation	5,836	2,756	(3,889)	4,603
Asset renewal	985	7,285	(7,006)	1,264
Developer contributions council allocation	1,470	3,882	(3,550)	1,802
Winchelsea infrastructure plan	154	495	-	649
Accumulated unallocated cash	5,018	1,851	(5,784)	1,085
Sub-total Allocated Reserves	42,862	49,413	(41,094)	51,181
Total other reserves	42,862	49,413	(41,094)	51,181

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(b) Other reserves (cont)

Council's allocated reserves contain funds that have been resolved by Council to be used in a particular manner or an obligation by either an Act or contractual agreement that limits the use of the funds.

Reserve	Purpose
Open Space reserve	To provide improved recreational facilities for the Surf Coast Shire, both of an active and passive nature. Council has an obligation to hold these funds under the Subdivision Act 1988
Main drainage reserve	To hold developer contributions for main drainage works at a later point than the initial development. They are tied to works within the catchment area from which funds were derived. Council has an obligation to hold these funds under the Planning and Environment Act 1987
Airey's Inlet units reserve	The funding source for the maintenance of social housing for disadvantaged low income earners. Four social housing units currently exist in Aireys Inlet. Council has an obligation to hold these funds under the Housing Act 1983
Developer contributions reserve	To hold funds contributed by developers for specific works associated with subdivisions. Funds are contributed for infrastructure (footpaths, fencing, streetscapes etc) where it is deemed that these works should occur at a later point than the initial development. Funds are also held in this account for the Torquay/Jun Juc DCP. Funds collected are specifically identified for projects via s173 agreement or the Developer Contribution Plan
Waste reserve	To ensure that the full cost of the waste function is met by the waste charges (garbage charge and fee income from landfill) and that surpluses and deficits on an annual basis can be covered without any adverse impact on the balance of Council's budget.
Gravel pits reserve	To provide funding for road improvements for Council roads.
Defined benefits reserve	To reserve funds for future Defined Benefits Superannuation funding calls arising from shortfalls in the Local Government Defined Superannuation Benefits Fund
Carried forward capital works reserve	To act as a mechanism to carry over funding for capital works that are still in progress at year end.
Carried forward operational projects reserve	To act as a mechanism to carry over funding for new initiatives that are still in progress at year end.
Adopted strategy reserve	To provide funding for projects in line with approved strategies adopted by Council and is funded from operations or grants received.
Asset renewal reserve	To provide funding based on the Asset Renewal Funding Strategy.
Home care packages reserve	To meet Council's obligation under Commonwealth legislation to carry any unspent individual client funds into future periods.
Accumulated unallocated cash reserve	To separately identify Council's Unallocated Cash.
Developer contributions Council	To provide Council allocated funding based on the Winchelsea Infrastructure needs.

* During 19/20 Council renamed the Developer contributions Council allocation reserve to the Torquay/Jun Juc developer contribution reserve and moved \$1,561,658.12 of Torquay/Jun Juc contributions from the Developer contributions reserve to the newly named Torquay/Jun Juc Developer contributions reserve.
* During 19/20 Council combined the Plant reserve with the Asset renewal reserve.

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	2020 \$'000	2019 \$'000
9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)		
Surplus/(deficit) for the year	9,949	20,935
Depreciation	16,031	14,608
Amortisation - intangibles	4,154	3,980
Amortisation - right of use	583	-
Profit/(loss) on disposal of property, infrastructure, plant and equipment	(349)	16
Assets Written off	3,817	2,412
Finance costs	3,528	1,089
Finance costs - leases	65	-
Contributions - Non-monetary assets	(12,786)	(16,970)
Share of net profits/(losses) of Geelong Regional Library Corporation	(107)	25
<i>Change in assets and liabilities:</i>		
(Increase)/decrease in trade and other receivables	(1,944)	(549)
(Increase)/decrease in prepayments	(43)	10
(Increase)/decrease in accrued income	260	(394)
Increase/(decrease) in trade and other payables	2,418	(1,788)
Increase/(decrease) in other liabilities	(179)	(74)
Increase/(decrease) in unearned income	720	-
(Increase)/decrease in inventories	(2)	(57)
Increase/(decrease) in provisions	297	1,957
Increase/(decrease) in trust funds and deposits	5,672	963
Net cash provided by/(used in) operating activities	32,084	26,163

9.3 Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation categories receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2020, this was 9.5% as required under Superannuation Guarantee (SG) legislation).

Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

A triennial actuarial review is currently underway for the Defined Benefit category as at 30 June 2020 and is expected to be completed by 31 December 2020.

As at 30 June 2019, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 107.1%. The financial assumptions used to calculate the VBIs were:

Net investment returns	6.0% pa
Salary information	3.5% pa
Price inflation (CPI)	2.0% pa

Vision Super has advised that the estimated VBI at June 2020 was 104.6%.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2019 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

4.3 Annual Financial Statements 2019-20

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Employer contributions

Regular contributions

On the basis of the results of the 2017 full actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2020, this rate was 9.5% of members' salaries (9.5% in 2018/2019). This rate will increase in line with any increases in the SG contribution rate and reviewed as part of the 30 June 2020 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

The 2019 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2019 and the last full actuarial investigation was conducted as at 30 June 2017.

The Fund's actuarial investigations identified the following for the Defined Benefit category of which Council is a contributing employer:

		2019	2017
		\$m	\$m
A VBI surplus	\$	151.3	69.8
A total service liability surplus	\$	233.4	193.5
A discounted accrued benefits surplus	\$	256.7	228.8

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2019.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2019.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2019.

Council was notified of the 30 June 2020 VBI during August 2020 (2019: August 2020).

The 2020 triennial actuarial investigation

A triennial actuarial investigation is being conducted for the Fund's position as at 30 June 2020. It is anticipated that this actuarial investigation will be completed by 31 December 2020. The financial assumptions for the purposes of this investigation are:

	2020 Triennial investigation	2017 Triennial investigation
Net investment return	5.6% pa	6.5% pa
Salary inflation	2.5% pa for the first two years and 2.75% pa thereafter	3.5% pa
Price inflation	2.0% pa	2.5% pa

4.3 Annual Financial Statements 2019-20

Surf Coast Shire
2019/2020 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2020

10 Change in accounting policy

Council has adopted AASB 15 *Revenue from Contracts with Customers*, AASB 16 *Leases* and AASB 1058 *Income of Not-for-Profit Entities*, from 1 July 2019. This has resulted in changes in accounting policies and adjustments to the amounts recognised in the financial statements. Due to the transition methods chosen by Council in applying these standards, comparative information throughout these financial statements has not been restated to reflect the requirements of the new standards except in relation to contracts that were not complete at 1 July 2019. The transition impact of these are detailed below.

a) AASB 15 Revenue from Contracts with Customers - Impact of Adoption

AASB 15 *Revenue from Contracts with Customers* applies to revenue transactions where Council provides services or goods under contractual arrangements.

Council adopted AASB 15 *Revenue from Contracts with Customers* using the modified (cumulative catch up) method. Revenue for 2019 as reported under AASB 118 *Revenue* is not adjusted, because the new standard is only applied from the date of initial application.

AASB 15 *Revenue from Contracts with Customers* requires revenue from contracts with customers to be recognised as Council satisfies the performance obligations under the contract.

b) AASB 16 Leases

AASB 16 *Leases* requires right of use assets and related liabilities for all lease agreements to be recognised on the balance sheet. The Statement of Comprehensive Income is to separately recognise the amortisation of the right of use asset, and the finance costs relating to the lease. Council has elected to adopt the modified (cumulative catch up) method under the standard and as such has not adjusted 2019 disclosures. The transition impact of these are detailed below.

c) AASB 1058 Income of Not-for-Profit Entities

AASB 1058 *Income of Not-for-Profit Entities* applies to income received where no contract is in place. This includes statutory charges (such as rates) as well as most grant agreements.

Council adopted AASB 1058 *Income of Not-for-Profit Entities* using the modified (cumulative catch up) method. Income for 2019 is not adjusted, because the new standard is only applied from the date of initial application.

AASB 1058 *Income of Not-for-Profit Entities* requires income to be recognised as Council satisfies the performance obligations.

d) Transition impacts

The following table summarises the impact of transition to the new standards on retained earnings at 1 July 2019.

	2019 \$'000
Retained earnings at 30 June 2019	841,053
Revenue adjustment - impact of AASB 15 <i>Revenue from Contracts with Customers</i>	-
Retained earnings at 1 July 2019	841,053

Council adopted the practical expedient of deeming the lease asset to be equal in value to the lease liability at 1 July 2019. As such there was no impact on retained earnings on the adoption of AASB 16 *Leases*.

The following table summarises the impacts of transition to the new standards on Council's balance sheet for the year ending 30 June 2019.

	As reported 30 June 2019 \$'000	Adjustments \$'000	Post adoption \$'000
Assets			
Right of use assets	-	-	-
	-	-	-
Liabilities			
Lease liability - current	-	-	-
Lease liability - non-current	-	-	-
	-	-	-

4.3 Annual Financial Statements 2019-20

Surf Coast Shire
2019/2020 Financial Report

**Notes to the Financial Report
For the Year Ended 30 June 2020**

11 Impact of COVID 19 pandemic on Surf Coast Shire Council's operations and 2019-20 financial report:

On 11 March 2020, COVID 19 was declared as a global pandemic by world health organisation. Since then, various measures are taken by all three levels of Government in Australia to reduce the spread of COVID-19. This crisis and measures taken to mitigate it has impacted council operations in the following areas for the financial year ended 30 June 2020:

- In response to significant decrease in demand / government directive amidst the COVID-19 outbreak, the leisure centre facilities and community centres were closed. These closures resulted in a net increases in expenses of \$143,000.
- Council activated its Covid response package in April 2020. This resulted in an increase in expenses of \$400,000 for 2019/2020.
- Council incurred additional net losses due to the impact of Covid 19 of \$168,000 for extra materials and services, community response (including business support), salary and wages, offset by savings in deferred expenditure, cancelled events and programs
- Financial impact from deferral of rates interest free period is \$ 50,000 (included in the response package of \$400,000). This has also resulted in the debtor balance as at 30 June 2020 to increase by \$ 1.6 million compared to last year.

4.4 Infrastructure Design Manual

Author's Title: Acting General Manager Governance and Infrastructure **General Manager:** John Bertoldi

Department: Governance and Infrastructure

File No: F18/722-2

Division: Governance & Infrastructure

Trim No: IC20/1305

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

Status:

Defined as confidential information in accordance with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

Reason: Nil

Purpose

The purpose of this report is to submit the Infrastructure Design Manual (IDM) for adoption by Council.

Summary

The IDM is a joint initiative of Victorian rural and regional Councils working together to formulate and maintain a set of consistent requirements and standards for the design and development of infrastructure. The IDM is owned and maintained by the Local Government Infrastructure Design Association. Development of the IDM commenced in 2004 and the first version published in 2007. Currently 44 Councils are members of the Local Government Infrastructure Design Association.

The policies, procedures and guidelines in the IDM achieve as far as practical the three main aims of appropriate, affordable and equitable Infrastructure that serves the community and promotes growth.

Although Council currently uses the IDM as a reference document it has not been formally adopted. Adoption provides Council with a formal document to assist in decision making.

Recommendation

That Council adopts the Infrastructure Design Manual, which is maintained by the Local Government Infrastructure Design Association of which Council is a member.

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Clive Goldsworthy

That Council adopts the Infrastructure Design Manual, which is maintained by the Local Government Infrastructure Design Association of which Council is a member.

CARRIED 9:0

4.4 Infrastructure Design Manual

Report

Officer Direct or Indirect Interest

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

Background

The Infrastructure Design Manual (IDM) is a joint initiative of Victorian rural and regional Councils working together to formulate and maintain a set of consistent requirements and standards for the design and development of infrastructure. The IDM is owned and maintained by the Local Government Infrastructure Design Association.

The IDM has been prepared following consultation and liaison with Councils, Council staff, Consultants and Developers. The consultative processes have ensured that the policies, procedures and guidelines in the IDM achieve as far as practical the three main aims of appropriate, affordable and equitable Infrastructure that serves the community and promotes growth.

Development of the IDM commenced in 2004 and the first version published in 2007. Currently 44 Councils are members of the Local Government Infrastructure Design Association.

The primary objectives of the IDM are:

- To clearly document Council's requirements for the design and development of infrastructure
- To standardise development submissions as much as possible and thus to expedite Council's engineering approvals
- To ensure that minimum design criteria are met in regard to the design and construction of infrastructure within the municipality regardless of whether it is constructed by Council or a Developer
- To recognise and work through the various issues impacting on the land development industry, in particular sustainability, integrated water management, timeliness and affordability

The IDM primary focuses on the design and construction supervision of Civil Infrastructure including roads, pathways and drainage. The manual includes design guidelines and standards, standard drawing and various checklists.

Discussion

Surf Coast Shire has used the IDM as a reference documents particularly for the design of new subdivisions for a number of years however has never formally adopted the manual. The adoption provides Council with a formal document to assist in decision making.

In late 2019 Council sent letters to a number of consultants who regularly undertake design works for developments within Surf Coast Shire informing them that we intended to formally adopt the IDM requesting feedback on the proposal. Only one response was received which was positive to the proposal as they felt it was consistent with other municipalities in the region. City of Greater Geelong, Golden Plains Shire and Colac Otway Shire have all either adopted or use the IDM. The fact that all these Council use the IDM allows consultants and contractors working across the municipalities are working to consistent construction designs, standards and practices.

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

4.4 Infrastructure Design Manual

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	No
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	No

Governance Principles - Local Government Act 2020 (LGA 2020)

The IDM is a clear document that provides guidance for the construction of assets to best serve the community.

Policy/Relevant Law

Council has the ability to set standard guidelines for works within it's municipality

Environmental/Sustainability Implications

The IDM includes a section on Sustainable Infrastructure Guidelines which will assist in assessing Water Sensitive Urban Design infrastructure being proposed as part of new developments.

Community Engagement

Consultation was undertaken with a number of stakeholders both internally and externally who regularly use the document seeking feedback.

Public Transparency

The IDM is a publicly available document which Council will provide a link to on it's website once adopted.

Service Performance

The adoption of the IDM will assist in providing consistent infrastructure standards across the shire

Risk Assessment

There are no identified Workplace Health and Safety implications associated with this report.

Communication

Officer will inform consultants undertaking design work within the municipality of the adoption of the IDM

4.4 Infrastructure Design Manual

Options

Option 1 – adopt the IDM

This option is recommended by officers as this provides Council officers with a framework to base design decisions on when assessing new subdivision development applications

Option 2 – not adopt the IDM

This option is not recommended by officers as although officer will continue to use the IDM as a reference document not having formally adopted the IDM will give consultants a basis to argue against design conditions placed on them based on guidelines within the IDM.

Conclusion

The adoption of the IDM by Council gives officers an industry best practice document on which they can base their decisions on when assessing designs for new developments.

4.5 Winchelsea Infrastructure Project Review

Author's Title: Acting General Manager Governance and Infrastructure **General Manager:** John Bertoldi

Department: Governance and Infrastructure

File No: F17/1665

Division: Governance & Infrastructure

Trim No: IC20/993

Appendix:

1. Winchelsea Infrastructure Review Tables (D20/138428)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Defined as confidential information in accordance with Local Government Act 2020, Section 3(1):

☐ Yes

☒ No

☐ Yes

☒ No

Reason: Nil

Reason:

Purpose

The purpose of this report is to present the outcomes of the Winchelsea Infrastructure Project Review.

Summary

Council allocated funding in the 2017-18 budget to undertake a review of growth-related project identified in key strategic plans for Winchelsea. The primary goals of the review were to assess the status of these projects and to assist it to consider the merits of a Developer Contributions Plan (DCP) for Winchelsea following ongoing discussion in the community about a potential DCP.

The project included a review of two key documents: the Draft Winchelsea Development Contributions Plan and Growing Winchelsea – Shaping Future Growth. The review has been undertaken outlining the current status of projects whether completed or cancelled, underway and funding is established, underway but still require funding, or not yet started. Those not yet started were assessed as to their links to development within Winchelsea and proposed funding methods.

Recommendation

That Council:

1. Notes the completion of the Winchelsea Infrastructure Project Review, which has reviewed infrastructure projects previously identified in a draft Winchelsea DCP document and the Growing Winchelsea plan, as summarised in Appendix 1.
2. Notes that \$1,264,219 has already been funded by Council towards projects in Appendix 1, and that a further \$870,432 was held in a cash reserve at 30 June 2020 for development-related infrastructure (comprising \$486,000 allocated by Council and \$384,432 contributed by developers).
3. Agrees that the Winchelsea Infrastructure Plan comprises the five outstanding projects with a total estimated value of \$6.45 million:
 - 3.1. Upgrade of Batson Street
 - 3.2. Upgrade of Gladman Street
 - 3.3. Barwon River Loop
 - 3.4. Eastern Recreation Reserve (establishment of second oval)
 - 3.5. Upgrade Winchelsea Community House.
4. Approves that funding obtained through agreements established under section 173 of the Planning and Environment Act 1987 is to be used for five projects in point 3 because they have a nexus to the growth and development of Winchelsea.
5. Notes that Council's Long Term Financial Plan includes an annual allocation towards Winchelsea Infrastructure Plan, with the 2020-21 allocation being \$212,000.
6. Adopts a strategy, including advocacy, to secure grant funding for the Barwon River Loop, Eastern Recreation Reserve expansion and Winchelsea Community House upgrade.
7. Notes that the funding strategy for the Winchelsea Infrastructure Plan projects (comprising section 173 agreements, Long Term Financial Plan allocations and anticipated grant funding) is expected to deliver these projects earlier and at less cost to Council than either a Developer Contribution Plan or Infrastructure Contributions Plan.
8. Notes that officers will work with Growing Winchelsea Inc. and the Winchelsea community regarding their aspiration for projects not addressed by the Winchelsea Infrastructure Project Review.

4.5 Winchelsea Infrastructure Project Review

Council Resolution

MOVED Cr Heather Wellington, Seconded Cr James McIntyre

That Council:

1. Notes the completion of the Winchelsea Infrastructure Project Review, which has reviewed infrastructure projects previously identified in a draft Winchelsea DCP document and the Growing Winchelsea plan, as summarised in Appendix 1.
2. Notes that \$1,264,219 has already been funded by Council towards projects in Appendix 1, and that a further \$870,432 was held in a cash reserve at 30 June 2020 for development-related infrastructure (comprising \$486,000 allocated by Council and \$384,432 contributed by developers).
3. Agrees that the Winchelsea Infrastructure Plan comprises the five outstanding projects with a total estimated value of \$6.45 million:
 - 3.1. Upgrade of Batson Street
 - 3.2. Upgrade of Gladman Street
 - 3.3. Barwon River Loop
 - 3.4. Eastern Recreation Reserve (establishment of second oval)
 - 3.5. Upgrade Winchelsea Community House.
4. Approves that funding obtained through agreements established under section 173 of the Planning and Environment Act 1987 is to be used for five projects in point 3 because they have a nexus to the growth and development of Winchelsea.
5. Notes that Council's Long Term Financial Plan includes an annual allocation towards Winchelsea Infrastructure Plan, with the 2020-21 allocation being \$212,000.
6. Adopts a strategy, including advocacy, to secure grant funding for the Barwon River Loop, Eastern Recreation Reserve expansion and Winchelsea Community House upgrade.
7. Notes that the funding strategy for the Winchelsea Infrastructure Plan projects (comprising section 173 agreements, Long Term Financial Plan allocations and anticipated grant funding) is expected to deliver these projects earlier and at less cost to Council than either a Developer Contribution Plan or Infrastructure Contributions Plan.
8. Notes that officers will work with Growing Winchelsea Inc. and the Winchelsea community regarding their aspiration for projects not addressed by the Winchelsea Infrastructure Project Review.

CARRIED 9:0

4.5 Winchelsea Infrastructure Project Review

Report

Officer Direct or Indirect Interest

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

Background

Council understands that the Winchelsea township is expected to experience stronger population growth rates in coming decades and will need infrastructure to support this growth. Concerns have been expressed that in the absence of a Development Contributions Plan (DCP), the Winchelsea community will not receive adequate financial commitment from Council to support this growth. Therefore Council allocated funding in the 2017/18 budget to undertake a review of growth-related project identified in key strategic plans for Winchelsea.

Funding and delivery mechanisms for infrastructure resulting from development

DCPs are only one mechanism that may be considered for the funding and delivery of development-driven infrastructure, with other options as follows:

1. Infrastructure Contributions Plans (ICPs), noting that the details of this framework are still being developed by the Department of Environment, Land, Water and Planning (DELWP)
2. Specific agreements placed on relevant parcels of land in accordance with Section 173 of the Planning and Environment Act 1989 (the Act)
3. Planning Permit Conditions where the need for an infrastructure directly arises from a single development

It is important to note that DCP's and other planning-based funding mechanisms are used to support funding and delivery of infrastructure that is needed to support planned development, rather than investment in infrastructure that may proactively drive development activity or improve the liveability or prosperity of existing communities. For this reason, consideration starts with what infrastructure is likely to be driven by development and growth in Winchelsea. To understand these infrastructure needs, Council has undertaken the *Winchelsea Infrastructure Projects Review* that looks at relevant infrastructure projects previously identified in key strategic documents.

DCPs, ICPs and S173 Agreements are most useful where the infrastructure has multiple beneficiaries. The use of planning permit conditions is more relevant when a specific development is the sole or primary driver of the need for the infrastructure, e.g. a local playground, or intersection to create access to a new development.

Existing strategic documents

The funding approach should be determined after there is an understanding of what infrastructure demands arise from the expected development. This matter has already been considered in two strategic documents, as follows:

1. *Draft Winchelsea Development Contributions Plan* (prepared by SGS Economics in 2014)
2. *Growing Winchelsea – Shaping Future Growth* (2015)

The *Draft Winchelsea DCP* document was being developed in 2014 and was based on infrastructure requirements in the Winchelsea Structure Plan adopted by Council in 2005. The Draft DCP was never finalised or adopted by Council because work commenced to develop an alternative to the structure plan, i.e. *Growing Winchelsea – Shaping Future Growth*. The project to review development-based infrastructure has included review of both the Draft DCP and the *Growing Winchelsea* strategic documents. Not all projects identified in *Growing Winchelsea – Shaping Future Growth* are the result of development and so only those that appeared to have a potential relationship to development were included in the review.

4.5 Winchelsea Infrastructure Project Review

Winchelsea Infrastructure Projects Review project

The objectives of the Winchelsea Infrastructure Projects Review project were generally to:

- i. Determine the status of previously-identified infrastructure projects expected to result from planned development; and
- ii. To inform Council's consideration about whether to pursue a DCP, an Infrastructure Contribution Plan (ICP) or other funding mechanism.

The key infrastructure projects identified in the two above documents have been reviewed to affirm the status of each project. The outcomes of the review were presented to Councillors for their information and review at the two briefing sessions and are attached for information, with the following structure:

Table 1 – projects that have been completed or cancelled

Table 2 – projects that are underway and funding is established

Table 3 – projects that are underway, but still require funding

Table 4 – projects not yet started

Table 1 outlines significant progress since 2015 which has seen \$625k worth of projects already delivered by June 2020, and a further \$399k of funding is committed to projects underway.

Furthermore it should be noted that Council has continued to allocate Council funds as well as obtain grant funding from other levels of government equating to millions of dollars of new and upgrade works within Winchelsea outside of the projects within the attached tables 1 to 4.

Winchelsea Infrastructure Plan Allocation Reserve and eligible projects

Separate to the funds already spent/allocated in Tables 1 to 4, Council has incorporated a specific financial commitment into its Long Term Financial Plan (LTFP) and has consistently made annual allocations as per the LTFP since the 2017-18 Budget. The total allocations made through these budgets as at 30 June 2020 is \$486k and is held in a special purpose cash reserve reported annually in the Council budgets and annual reports. The allocation within the 2020/21 Council Budget is \$212,000.

Council has also been actively securing contributions from developers for a number of years through planning permit conditions and S173 Agreements. Council has collected approximately \$384K in developer contributions through agreements under Section 173 of the Planning and Environment Act 1987 and these funds are also held in the Winchelsea Infrastructure Plan cash reserve. Funds in this cash reserve should be used for infrastructure that has a clear nexus to growth and development.

No withdrawals have been made from the Winchelsea Infrastructure Plan cash reserve and it had a balance as at end June 2020 of \$870,432.74 (i.e. \$486k from Council and \$384k from developers as detailed above).

While Council has collected significant contributions from developers in Winchelsea, there has been no detail provided at this stage to these developers that outlines the identified infrastructure projects relating to their contributions, albeit the type of infrastructure is generally referenced, e.g. open space.

It is appropriate that more detail is provided in the form of identified projects and officers will seek Council endorsement of these projects at an upcoming meeting, based on tables 3 and 4. This is important for the governance of funds already received from developers, as well as funds yet to be received where S173 Agreements are in place but the development hasn't commenced yet.

Tables 3 and 4 represent identified projects that may be eligible for current and future funds in the cash reserve. For clarity, the following outstanding projects are those that officers view most likely to be eligible for development-related funding mechanisms, i.e. DCP, ICP, contributions via S173 Agreements, or planning permit conditions:

- i. Upgrade of Batson Street
- ii. Upgrade of Gladman Street

4.5 Winchelsea Infrastructure Project Review

- iii. Barwon River Loop (in part or full scope)
- iv. Eastern Recreation Reserve (establishment of second oval)
- v. Upgrade Winchelsea Community House

Note that further exploration of the development of the second oval at the Eastern Recreation Reserve has occurred since table 4 was prepared and it has been identified that there will be greater earthworks than previously anticipated and may include some retaining walls. The revised project budget estimate is now in the order of \$4.5 million (not and therefore the above projects have a total estimated budget requirement of approx. \$6.45 million. These 5 projects would be considered together to form the *Winchelsea Infrastructure Plan*.

Discussion

Options to fund and deliver the nominated projects

To determine the most appropriate and effective manner to fund and deliver the above projects consideration would be given to a range of factors including the following:

- Whether Council has already received or committed sufficient funding to support the projects
- The strength of the relationship between the infrastructure and planned development
- Financial risks to Council, and therefore the community, arising from various options
- How the funding and delivery mechanisms influence the delivery of projects, noting that under planning-based mechanisms:
 - Contributions from developers are based on actual land and building development, the rate of which is not directly controlled by Council
 - Triggers for project delivery are usually population-based, which generally lags behind development activity.

There are a number of observations that can be made at this time:

- 1) The total amounts received under a DCP or ICP are largely influenced by constraints of the Act and are expected to be relatively minor as a percentage of overall budgets needed.
- 2) In a rate-capped environment, Council's capacity to address this through rate revenue increases no longer exists, leading to:
 - a) Longer time frames allowing Council to accumulate necessary funds through its own budgets, leading to project delivery; or
 - b) Greater importance on Council's ability to secure external funding partners such as through government grants.
- 3) Even with aspirational growth rates for Winchelsea, directly linking the funding and delivery of key projects to a DCP or ICP, is likely to lead to timeframes that will not meet the expectations of the community.
- 4) Under a DCP or ICP, projects such as the establishment of the second oval at Eastern Reserve is likely to be delayed to well beyond 2030 under these mechanisms.

Having considered the various issues, it would appear that the two road upgrade projects, the Community House Upgrade, Eastern Reserve second oval project and Barwon River Loop project are likely to be achievable through developer contributions received under S173 Agreements and Council's planned allocations in the LTFP. It is appropriate for delivery-triggers for these infrastructure projects to be directly linked to the timing of developments and growth because the existing community does not need these projects until then. With regards to the Eastern Reserve the funds received through the S173 contributions will only provide a minor contribution to the delivery of this approximately \$4.5M project. Council will therefore need to seek alternative funding sources for its delivery.

During the review the options for the funding of the Eastern Reserve expansion were considered including the option of funding this through a DCP or ICP. These options were rejected primarily due to:

- The need for a second oval is primarily driven by the aspirations of the community and a low nexus to development

4.5 Winchelsea Infrastructure Project Review

- The level of developer contributions through a DCP/ICP would be minimal and require a contribution from Council of in the order of \$3.2-\$3.6 million
- Project timing would be determined by growth and could be 2030-2035

It was felt that this particular project opportunities for funding particularly through pursuing Federal and/or State Government election commitments where Council could contribute funds from the Winchelsea Growth Reserve as leverage to secure larger \$1 - \$2 million election commitments would lead to opportunities to deliver the project sooner and at a reduced cost to the community.

In consideration of the preceding points it is felt that a funding strategy comprising developer contributions through section 173 agreements, Long Term Financial Plan allocations and anticipated grant funding is expected to deliver these projects earlier and at less cost to Council than either a Developer Contribution Plan or Infrastructure Contributions Plan.

Through discussions held during the review it has been identified that there are additional projects outside those highlighted within this report that would benefit the Winchelsea community but do not necessarily have a nexus to development and therefore cannot be funded through any of the before mentioned mechanism. The future delivery of these projects can be explored through Council officers working with Growing Winchelsea Inc and the broader Winchelsea community.

Council Plan

Theme 3 Balancing Growth

Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth

Theme 5 High Performing Council

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

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	No
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	No
Communication	No
Human Rights Charter	Yes

Governance Principles - Local Government Act 2020 (LGA 2020)

Through the undertaking of this review and the consideration of the funding mechanism for these projects Council aims to achieve the best outcome for the community delivering projects in both a timely manner and with a cost effective approach.

4.5 Winchelsea Infrastructure Project Review

Policy/Relevant Law

Council may enter into Section 173 Agreements as outlined within the Planning and Environment Act 1987

Community Engagement

Community engagement was undertaken during the development of *Growing Winchelsea – Shaping Future Growth* (2015). No community engagement was undertaken as part of this review.

Strategies/Plans

This review took in consideration of previous developed strategic documents in the *Draft Winchelsea Development Contributions Plan (prepared by SGS Economics in 2014)* and *Growing Winchelsea – Shaping Future Growth* (2015)

Financial Management

Through undertaking this review and considering funding options and opportunities for the listed projects officers have considered the financial impact on Council. Identifying these projects to be partly funded through Section 173 Agreements places on Council a future financial commitment on delivering these projects.

Human Rights Charter

The proposal will not impact one or more human rights recognised in the Charter

Options

Option 1 – Proceed and develop a Developer Contributions Plan (DCP) or Infrastructure Contribution Plan (ICP) for the delivery of the Winchelsea Infrastructure Plan.

This option is not recommended by officers as DCP's and ICP's are complex mechanism requiring a high level of management and lock Council into a rigid project delivery structure while placing the majority of risk in the hands of Council.

Option 2 – Not adopt a strategy to deliver the Winchelsea Infrastructure Plan

This option is not recommended by officers as this leaves Council with existing Section 173 agreements without a direct link to deliverable projects.

Option 3 – Adopt a strategy to funds the Winchelsea Infrastructure Plan through a combination of Council's LTFP allocation, existing and future Section 173 in conjunction with actively pursuing grants through upcoming Federal and State elections

This option is recommended by officers as the mechanism for receiving funds from developers is already in place and are simpler to manage than DCP's and ICP's. Also through the active pursuit of funding through upcoming elections gives the most likely opportunity for the delivery of projects in timeframes more in line with community desire.

Conclusion

A review of Winchelsea Infrastructure projects has been undertaken to identify the status of projects identified in the *Draft Winchelsea Development Contributions Plan (prepared by SGS Economics in 2014)* and *Growing Winchelsea – Shaping Future Growth* (2015) as well as identifying which projects which remain unfunded from these strategies are linked to development within Winchelsea and the appropriate funding mechanisms for their future delivery.

4.5 Winchelsea Infrastructure Project Review


APPENDIX 1 WINCHELSEA INFRASTRUCTURE REVIEW TABLES



Table 1 – projects completed or cancelled

Draft DCP 2014	Growing Winch. 2015	Project type	Project Name /Description	Status	Actual cost
Yes	Yes	Open Space Works	Construction of Eastern Reserve local park/play ground (playground equipment, landscaping works & community art works)	Complete	\$48,023
Yes		Open Space Works	Construct local playground facility at Hesse Street (playground equipment, landscaping works & community art works)	Complete	\$ 87,807
Yes		Open Space Works	Construct local playground facility at Beal/Trebeck Street (playground equipment, landscaping works & community art works)	Cancelled (community feedback)	\$ 0
Yes		Open Space Works	Dwyer St (next to Golf Course) Playground - Total Asset replacement of local playground equipment	Complete	\$ 16,610
	Yes	Infrast.	VIC signage at, and to the VIC be reviewed and enhanced.	Complete	\$ 0
	Yes	Infrast.	Provision of long vehicle parking at Hesse Street Shops as a medium priority in consultation with VicRoads	Complete	\$ 62,473
	Yes	Infrast.	Provision of long vehicle parking at Barwon Terrace as a high priority *minor landscaping is to be completed in 2019	Complete *	\$ 175,497
Yes	Yes	Infrast.	Globe Theatre upgrade (Additional \$28,926 spent to install an air conditioner)	Complete	\$ 74,256
Yes		Open Space Works	Winchelsea Riverbank Reserve - Total Asset replacement of District playground equipment.	Active project	\$ 160,553
Total project value delivered					\$ 625,219

4.5 Winchelsea Infrastructure Project Review

					
Table 2 – projects underway with funding established					
Draft DCP 2014	Growing Winch. 2015	Project type	Project Name /Description	Status	Budget Allocation
	Yes		BMX track / Bike park – incorporated into Winchelsea Common rehabilitation and upgrade	Active project	\$ 200,000
		Pathways	Provide path link at Barwon River Trail east from Barwon Tce riverbank car park to access road to Riverbank car park (PP1028 (part) (Total length - 160m)	Part of the Barwon River loop project currently being developed.	\$43,000
		Pathways	Upgrade and construct new town path at Barwon River Trail west including bridge from Armytage St to Main St (PP1027) (Total length - 460m)	Part of the Barwon River loop project currently being developed.	\$115,000
		Pathways	Construct shared path at Barwon River Trail link from Main Street south bridge west end to Barwon River Trail (PP 1045). (Total length - 128m)	Part of the Barwon River loop project currently being developed.	\$41,000
Total project allocation					\$ 399,000

4.5 Winchelsea Infrastructure Project Review




Table 3 – projects underway that require more funding

Draft DCP 2014	Growing Winch. 2015	Project type	Project Name /Description	Status	Budget Estimate	Committed	Estimated future funding required
Yes		Pathways	Construct shared path at Barwon River Trail west from Main Street to Richmond Lane inc link to Dwyer St (PP1046) (Total Length - 1,386 m)	Part of this project included in Barwon River loop pathway, which is currently being developed.	\$378,000	\$100,000	\$278,000
Yes		Pathways	Construct shared path at Barwon River Trail from Dicksons Road to Willis Street under bridge link (PP 1035). (Total length - 2,587 m)	Part of this project included in Barwon River loop pathway, which is currently being developed.	\$708,000	\$140,000	\$568,000
		Pathways	Construct Bennett St pathway from Willis St to Hopkins Street (PP1402)		\$54,000	\$0	\$54,000
Total					\$1,140,000	\$240,000	\$900,000

4.5 Winchelsea Infrastructure Project Review



Table 4 – projects not yet started – Draft DCP

Project type	Project Name /Description	Budget Estimate (2019)	Status
Roads	Upgrade Batson Street to a Collector Road between Barwon Terrace & Austin Street (Widen and kerb)	\$200,000	No progress. Timing driver is private development
Roads	Upgrade Gladman Street to Collector Road (Widen and seal)	\$600,000	No progress. Timing driver is private development
Open space works	Winchelsea Swimming Pool Extension and Refurbishment.	NA	Council at its 27 October 2015 Ordinary Meeting resolved to not proceed with detailed investigation to enclose the swimming pool in Winchelsea. The report also noted that as part of consultation for the Growing Winchelsea Structure Plan, enclosing the pool was not mentioned.
Open space works	Construct local playground facility at Olney Street new estate (playground equipment, landscaping works & community art works)	\$200,000	Construction of the Barwon River loop may increase need from the community for a playground at this location. Had been previously scheduled for delivery under Council's Playground Strategy however at time no community desire to proceed. To be reassessed at next Playground Strategy review
Community Facility	Upgrade Winchelsea Community House (Internal demolition and new works).	\$250,000	Allowance based on 2013 preliminary estimates. However, detailed estimate not able to be developed because there is no record of proposed scope.
Open space works	Redevelopment of Eastern Recreation Reserve to provide formalised/increased car parking, WSUD principles to define the park edge, improved pedestrian circulation/lighting, signage and extension of second oval including road works for the closure of Stephenson Street.	\$3.5-\$4.0 Million	Felt that the best approach to deliver this project sooner and with less cost to Council would be through a strong election advocacy campaign.

4.5 Winchelsea Infrastructure Project Review



Table 4 – projects not yet started – Growing Winchelsea

Project type	Project Name /Description	Budget Estimate (2019)	Status
	Facilitate and implement the recommendations in the Winchelsea Industrial Estate Master Plan, with particular priority given to road upgrades and improving the appearance of the estate from the Princes Highway		December 2011 landscape master plan has been developed, but not implemented. Not directly linked to residential development
	Lawn Bowls - bowls facilities should contain a minimum of two greens with capacity to expand to four	\$380,000	Estimate for two Sportgrass greens. Justification for four greens is a population of 40,000 people. Development of second green may be justified based on Winchelsea population growth target.
	Development of historic railway station into a "arts and culture village"		Not sufficiently developed to provide any cost estimate, and the need for this may be different if the Winchelsea Cultural Centre is established in the former shire hall. Not linked to residential development.

4.6 Sale of Land - Part of 325 Mousley Road Winchelsea

Author's Title: Manager Economic Development & Tourism **General Manager:** John Bertoldi

Department: Economic Development & Tourism **File No:** F18/1650

Division: Environment & Development **Trim No:** IC20/1224

Appendix:

1. Title Plan 303529U - Part of 325 Mousley Road Winchelsea (D20/152828)
2. Certificate of Title Vol 09886 Folio 704 (D20/152817)

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Status:

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to declare an intention to sell land within the Winchelsea Industrial Estate, Winchelsea being part of CA71E, Certificate of Title Volume 9886 Folio 704, part of 325 Mousley Road, Winchelsea.

Summary

The Winchelsea Industrial Estate Master Plan 2010 contains a 10 year action to subdivide and divest Council-owned land identified as the Pound Paddock. This action is also supported in other strategies such as Growing Winchelsea 2015.

The community has expressed a recent desire for Council to facilitate subdivision of this Council-owned land (either directly or allowing private development).

There is merit in considering the divestment of the site now due to a number of factors outlined in the report.

Officers are currently in the process of subdividing and transferring a 2,504m² parcel of land with accompanying assets to the State Emergency Service (SES) from within the Pound Paddock. The process is near completion with a Statement of Compliance to be issued shortly.

The remainder of the site is approximately 14,700m², is free of development and has been identified as surplus to need.

Council needs to carefully consider its role in the subdivision of land where there is a viable private market. Such interest appears to exist from the private sector based on recent discussions with officers.

It is recommended a public competitive sale by auction or agent process be commenced with a view to selling the site for private development.

Recommendation

That Council:

1. Notes the subdivision and subsequent transfer of land and asset process currently underway with the State Emergency Service regarding an approximate 2,504m² parcel of land as part of CA71E, Certificate of Title Volume 9886 Folio 704.
2. Notes that the balance of land created through the subdivision is surplus to Council's municipal needs.
3. Confirms its intention to sell approximately 14,700m² from CA71E, Certificate of Title Volume 9886 Folio 704, part of 325 Mousley Road, Winchelsea.
4. Agrees that the price for the sale of the land be based on a current market valuation.
5. Notes the requirement of the Local Government Act 1989 that at the time of sale Council will hold a valuation not more than six months old.
6. Agrees that a public competitive sale by auction or agent process be commenced with a view to selling the site for private development.

4.6 Sale of Land - Part of 325 Mousley Road Winchelsea

7. Issues a public notice of intention to sell the property and consider public submissions in accordance with Section 189 and 223 of the Local Government Act 1989.
8. Authorises the Chief Executive Officer to negotiate the sale of land if no submissions are received.
9. Authorises the Chief Executive Officer to execute the Contract of Sale and transfer documents on Council's behalf if no submissions are received; and
10. Agrees that the net revenue from the sale will be transferred to the Accumulated Unallocated Cash Reserve.

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Clive Goldsworthy

That Council:

1. Notes the subdivision and subsequent transfer of land and asset process currently underway with the State Emergency Service regarding an approximate 2,504m² parcel of land as part of CA71E, Certificate of Title Volume 9886 Folio 704.
2. Notes that the balance of land created through the subdivision is surplus to Council's municipal needs.
3. Confirms its intention to sell approximately 14,700m² from CA71E, Certificate of Title Volume 9886 Folio 704, part of 325 Mousley Road, Winchelsea.
4. Agrees that the price for the sale of the land be based on a current market valuation.
5. Notes the requirement of the Local Government Act 1989 that at the time of sale Council will hold a valuation not more than six months old.
6. Agrees that a public competitive sale by auction or agent process be commenced with a view to selling the site for private development.
7. Issues a public notice of intention to sell the property and consider public submissions in accordance with Section 189 and 223 of the Local Government Act 1989.
8. Authorises the Chief Executive Officer to negotiate the sale of land if no submissions are received.
9. Authorises the Chief Executive Officer to execute the Contract of Sale and transfer documents on Council's behalf if no submissions are received; and
10. Agrees that the net revenue from the sale will be transferred to the Accumulated Unallocated Cash Reserve.

Division

Councillor James McIntyre called for division which was as voted on follows:

<u>For</u>	<u>Against</u>	<u>Abstained</u>
Cr Bell	Cr Wellington	Nil
Cr Duke	Cr McIntyre	
Cr Goldsworthy		
Mayor Hodge		
Cr McKitterick		
Cr Smith		
Cr Revell		

CARRIED 7:2

Amendment

MOVED Cr Heather Wellington, Seconded Cr James McIntyre

Cr Heather Wellington moved an amendment to the original motion as follows:

That Council:

1. Notes the subdivision and subsequent transfer of land and asset process currently underway with the State Emergency Service regarding an approximate 2,504m² parcel of land as part of CA71E, Certificate of Title Volume 9886 Folio 704.
2. Notes that the balance of land created through the subdivision is surplus to Council's municipal needs.
3. Confirms its intention to sell approximately 14,700m² from CA71E, Certificate of Title Volume 9886 Folio 704, part of 325 Mousley Road, Winchelsea.
4. Agrees that the price for the sale of the land be based on a current market valuation.
5. Notes the requirement of the Local Government Act 1989 that at the time of sale Council will hold a valuation not more than six months old.
6. Agrees that a public competitive sale by auction or agent process be commenced with a view to selling the site for private development.

4.6 Sale of Land - Part of 325 Mousley Road Winchelsea

7. Issues a public notice of intention to sell the property and consider public submissions in accordance with Section 189 and 223 of the Local Government Act 1989.
8. Authorises the Chief Executive Officer to negotiate the sale of land if no submissions are received.
9. Authorises the Chief Executive Officer to execute the Contract of Sale and transfer documents on Council's behalf if no submissions are received; and
10. Agrees that the net revenue from the sale will be transferred to the Accumulated Unallocated Cash Reserve.
11. Council includes as a condition of the contract of sale, the option for council to re-purchase the land at sale price if the land is not developed and released for sale within 3 years of its purchase.

Division

Councillor Heather Wellington called for division which was voted on as follows:

<u>For</u>	<u>Against</u>	<u>Abstained</u>
Cr McKitterick	Cr Bell	Nil
Cr Wellington	Cr Duke	
Cr McIntyre	Cr Goldsworthy	
	Mayor Hodge	
	Cr Smith	
	Cr Revell	

LOST 3:6

4.6 Sale of Land - Part of 325 Mousley Road Winchelsea

Report

Officer Direct or Indirect Interest

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

Background

The Winchelsea Industrial Estate Master Plan was adopted by Council at its meeting on 15 December 2010. The Master Plan provides a strategic land use plan to guide industrial and commercial growth and manage change as Winchelsea and the industrial estate expand.

Within the Master Plan Action 4.4 identifies a long term action (10 years) to:

- Investigate the feasibility and options for subdivision of the Pound Paddock.

In addition, the strategic context of the Winchelsea Industrial Estate and divestment of Council owned land to support a mixed economy and consolidate industrial is supported by the following documents:

- Growing Winchelsea 2015
- Surf Coast Shire Planning Scheme (21.09) – Winchelsea Strategy.
- Winchelsea Structure Plan 2021

During budget submissions for the 2020 - 2021 financial year the Winchelsea community expressed a desire for Council to facilitate subdivision of the land, either directly or by making available for private development to assist growth and employment.

Discussion

Council owns a parcel of land in the Winchelsea Industrial Estate, often referred to in strategic documents as the "Pound Paddock".

The Pound Paddock refers to the land on the corner of Princes Highway and Mousley Road within the Winchelsea Industrial Estate and is identified on Title documents as CA71E, Certificate of Title Volume 9886 Folio 704, part of 325 Mousley Road, Winchelsea.

The site has been in the ownership of the Shire of Winchelsea since 1989, prior to this time it was Crown Land reserved for Local Government Purposes.

The land is zoned Industrial 1 Zone (IN1Z). Current Title Plan 303592U identifies the total site as being 1.721Hectares in size (17,210m²). A copy of the Title is attached in Appendix 1.

The State Emergency Service (SES) occupy the south east corner of the site, which fronts the service road running parallel to the Princes Highway. Officers have commenced a process to subdivide and transfer a 2,504m² parcel of land with accompanying assets to the SES. The process is nearing completion, with a Statement of Compliance about to be issued.

The remainder of the site is approximately 14,700m², is free of development and unencumbered.

It is important to note that a separate registered title for this parcel will not be available until the transfer of land to the SES is complete. It should also be noted that the above dimensions are approximate and certification by Council and the Registrar of Titles will be required.

The Winchelsea community are seeking Council to support the development of land for industrial use in Winchelsea, as raised through budget submissions and subsequent meetings.

4.6 Sale of Land - Part of 325 Mousley Road Winchelsea

It appears that Winchelsea has reached a period where 'suitable demand' in the market is likely. It is timely for Council to now consider future use of this land which now has the following enhancements:

- Princes Highway duplication complete improving east – west access
- Recent gas supply infrastructure delivered to Winchelsea (which extends to close proximity to the estate)
- Excision of SES land and building, almost complete
- The envisaged improvement to Mousley Road (which extends along the western boundary of the site) during this financial year; and
- Recent interest in purchasing the site received by officers from private parties.

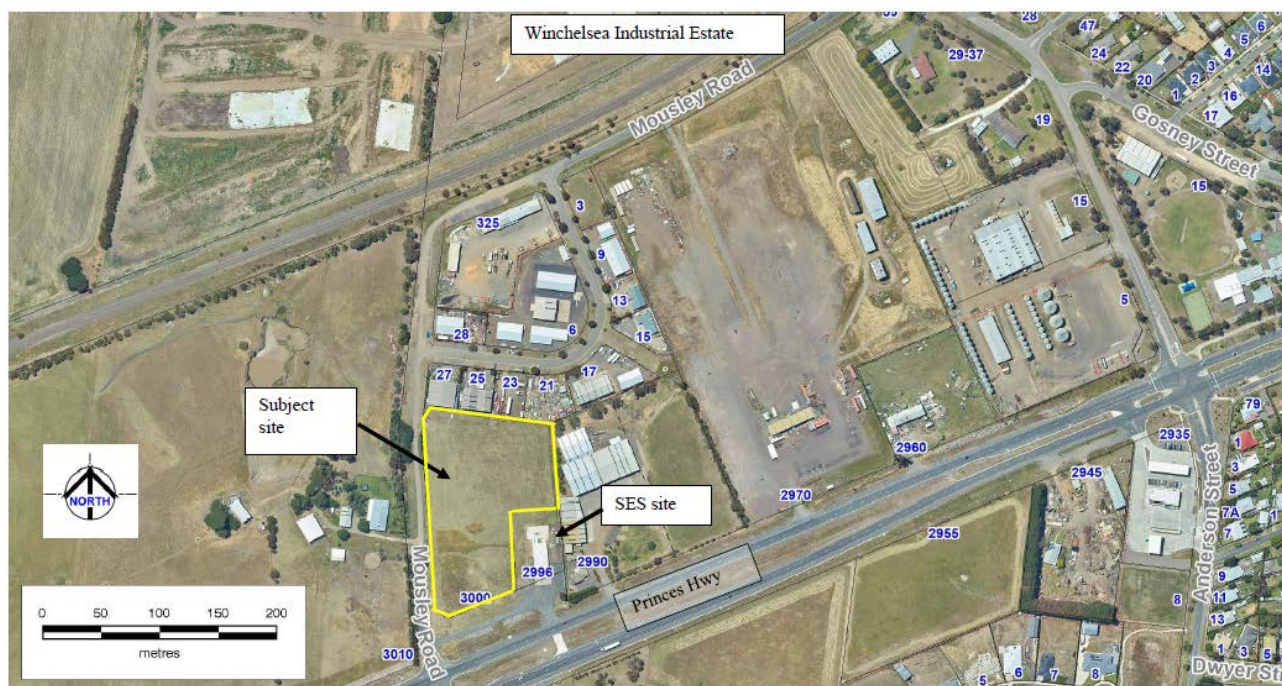
Site Location

The Pound Paddock site is bounded by a service road and the Princes Highway to the south, Mousley Road to the west and privately owned lots to the north and east.

As a result of subdividing and transferring an approximate 2,504m² parcel of land with accompanying assets to the SES, a process that is almost complete, a 14,700m² parcel of land under the ownership of Surf Coast Shire Council will remain.

A Title search for the site is attached as Appendix 2. The search identifies the site is unencumbered.

A map of the site excluding the SES site and its overall proximity to the Winchelsea Industrial Estate is below (bounded in yellow). As can be seen the land is free of development. Internal discussions confirm it will not be required for future Council purposes.



Map 1: Map of Winchelsea Industrial Estate showing proposed divestment site.

Divestment Options

The Winchelsea community expects Council to facilitate subdivision of the land, either directly or by making available for private development.

Council should be cautious about undertaking speculative land development as this creates confusion of 'hats' for Council who may have multiple roles in the development.

4.6 Sale of Land - Part of 325 Mousley Road Winchelsea

There are occasions where Council will undertake the role of developer with respect to industrial land. Primarily, this occurs when there is market failure (ie. the returns for the private sector are too low and therefore the provision of industrial land is not achieved), or, there is an absence of a private party to perform this role.

Should Council perform this role, the community may also expect Council to subsidise the subdivision, which can distort the market.

Further, should Council choose to develop the site significant costs associated with readying the site for market could be incurred. Depending on the ultimate configuration of the subdivision this includes potential new access roads, extension of services and associated divestment costs. Recouping these costs may take an extended period of time.

Based on recent feedback received by officers it appears there is interest from the private sector to purchase and subsequently develop the Pound Paddock site.

As such, it is not recommended Council undertake actions to further subdivide the site prior to divestment. a public competitive sale by auction or agent process of the approximate 14,700m² site identified above is therefore recommended.

Process of Divestment

If divestment of the site is supported, the following process needs to be followed:

- Council resolution supporting the sale;
- Advertise Notice of intention to sell the land in accordance with Section 223 of the Local Government Act 1989;
- Hold a Hearing of Submissions meeting if necessary;
- Obtain at least two quotes from Real Estate Agents to appoint an agent for the sale;
- Advertise the property for sale.

It is proposed to commence the process of divestment as soon as practical subsequent to the SES matter being finalised and the new Title being registered.

Valuation

A valuation for the site (including the SES land) was undertaken in 2017, however under the Local Government Best Practice Guidelines for the Sale and Exchange of Land 2009 and Council's Sale or Exchange of Land Policy a valuation must be undertaken within 6 months of sale and is to remain confidential.

An updated valuation for the site (excluding the SES land) has been requested. The recommended sale price would be in line with the current market valuation provided by a Valuer.

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

4.6 Sale of Land - Part of 325 Mousley Road Winchelsea

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	No

Policy/Relevant Law

The following Policies apply to the sale of land:

- Section 189 and 223 of the *Local Government Act 1989*
- Sale or Exchange of Council Land Policy (Council Policy)
- Local Government Best Practice Guidelines for Sale, Exchange or Transfer of Land 2009 (State).

Community Engagement

Considerable community engagement was undertaken in the development of the Winchelsea Industrial Estate Master Plan in 2010. The plan identifies the sale of the Pound Paddock in Action 4.4.

Public Transparency

Council will advertise its intention to sell the land in accordance with Section 189 & 223 of the Local Government Act 1989 and notify nearby property owners.

Council's Sale or Exchange of Council Land Policy identifies the following in Section 5.

The sale or exchange of Council-owned land will be subject to a fair and transparent process. All sales or exchanges will:

- a) be considered in the strategic context of Council's economic, social and environmental objectives;
- b) be undertaken in a considered and responsible way and in compliance with legislative and other obligations;
- c) occur only after consultation with identified stakeholders and relevant sections of the community, taking into account all relevant comments and representations;
- d) be undertaken with the intention of securing the best balance of possible financial and /or other outcomes for the community; and
- e) be open to public scrutiny while maintaining appropriate levels of commercial confidentiality.

4.6 Sale of Land - Part of 325 Mousley Road Winchelsea

Strategies/Plans

The divestment of land is identified in the following adopted documents and strategies:

- Winchelsea Industrial Estate Master Plan 2010.
- Growing Winchelsea – Shaping Future Growth 2015.
- Surf Coast Shire Planning Scheme (21.09) – Winchelsea Strategy.
- Winchelsea Structure Plan 2021

Financial Management

This reports recommends Council divest the site for private development.

There are a number of costs associated with the proposed divestment of land. Costs to Council include Valuation of Land, Surveyor's cost, Land Registry costs, Legal costs and Real Estate Agent commission and advertising costs.

It should be noted the recovery of these costs will be dependent on the timing of the sale of land and are currently unbudgeted.

An updated valuation for the site (excluding the SES land) has been requested. The valuation must remain confidential.

The proceeds from the sale will be transferred to the Accumulated Unallocated Cash Reserve in line with Council policy.

Risk Assessment

Not proceeding with the divestment of land has a risk of inhibiting investment in Winchelsea and potential resultant job creation (either from expansion of an existing business or a new business).

Should the site not sell the risk to Council is low given the overall costs associated with divestment as described.

Communication

Council will advertise its intention to sell the land in accordance with Section 189 & 223 of the Local Government Act 1989 and notify nearby property owners.

Options

Option 1 – Authorise public advertisement and sale of land located in the Winchelsea Industrial Estate identified on Title documents as CA71E, Certificate of Title Volume 9886 Folio 704, part of 325 Mousley Road, Winchelsea.

This option is recommended by officers as the best option. The land has been identified in Master Plans and strategic documents as being suitable for divestment and beneficial to encouraging investment in Winchelsea. The land has been confirmed by officers as surplus to need for Council purposes.

Option 2 – Sell land without public notice

This option is not recommended by officers as it lacks transparency as outlined in the Local Government Best Practice Guidelines For The Sale and Exchange of Land 2009 and Council's Sale or Exchange of Land Policy.

Option 3 – Retain land

This option is not recommended by officers as Council has no use for this land. The land has been identified in Master Plans and strategic documents as being suitable for divestment and beneficial to encouraging investment in Winchelsea.

Conclusion

This report recommends the divestment of surplus land owned by Council in the Winchelsea Industrial Estate identified as part of 325 Mousley Road, Winchelsea by a public competitive sale by auction or agent process.

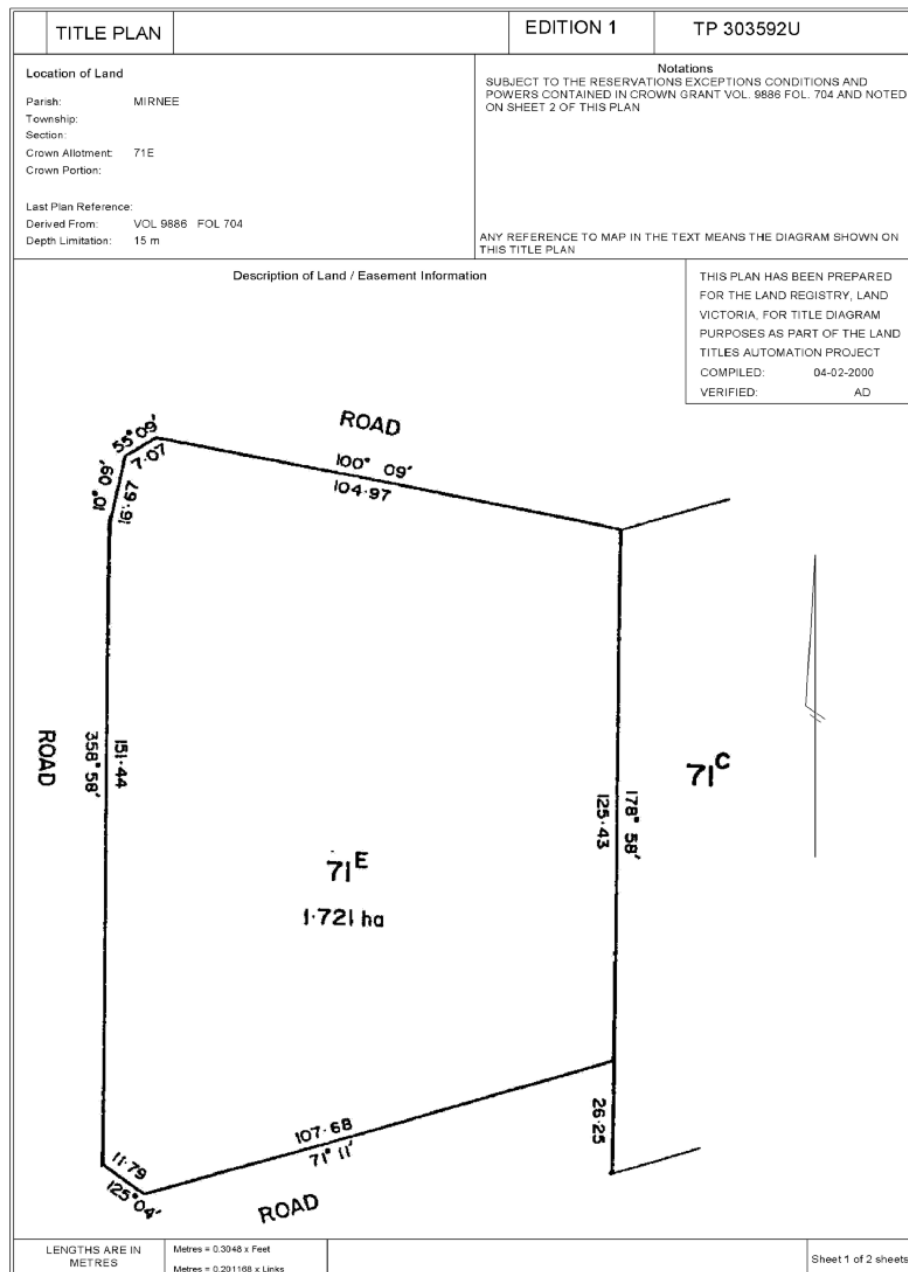
4.6 Sale of Land - Part of 325 Mousley Road Winchelsea

APPENDIX 1 TITLE PLAN 303529U - PART OF 325 MOUSLEY ROAD WINCHELSEA



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4.6 Sale of Land - Part of 325 Mousley Road Winchelsea



Page 2 of 2

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TITLE PLAN		TP 303592U
<p>LAND DESCRIPTION INCLUDING RESERVATIONS EXCEPTIONS CONDITIONS AND POWERS SHOWN ON THE CROWN GRANT</p>		
<p>said State being Allotment seventy-one^E in the Parish of Mirnee County of Grenville ----- all that piece of land in the</p>		
<p>and being the land shown enclosed by continuous lines in the map on sheet 1</p>		
<p>PROVIDED that this Grant is made subject to—</p>		
<p>(a) the reservation to Us Our heirs and successors of—</p>		
<p>(i) all gold silver uranium thorium and minerals within the meaning of the <i>Mines Act</i> 1958 and petroleum within the meaning of the <i>Petroleum Act</i> 1958 (hereinafter called "the reserved minerals");</p>		
<p>(ii) rights of access for the purpose of searching for and obtaining the reserved minerals in any part of the said land;</p>		
<p>(iii) rights for access and for pipe-lines works and other purposes necessary for obtaining and conveying on and from the said land any of the reserved minerals which is obtained in any part of the said land;</p>		
<p>(b) the right to resume the said land for mining purposes pursuant to section 205 of the <i>Land Act</i> 1958;</p>		
<p>(c) the right of any person being the holder of a miner's right or of a mining lease or mineral lease under the <i>Mines Act</i> 1958 or any corresponding previous enactment to enter on the said land and to mine for gold or minerals within the meaning of that Act and to erect and occupy mining plant or machinery thereon in the same manner and under the same conditions and provisions as those under which such a person has now the right to mine for gold and silver in and upon Crown lands provided that compensation as prescribed by Part II. of that Act is paid for surface damage to be done to the said land by reason of mining thereon.</p>		
LENGTHS ARE IN METRES	Metres = 0.3048 x Feet Metres = 0.201168 x Links	Sheet 2 of 2 sheets

4.6 Sale of Land - Part of 325 Mousley Road Winchelsea

APPENDIX 2 CERTIFICATE OF TITLE VOL 09886 FOLIO 704

8/21/2020

Land Registry Document



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REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 09886 FOLIO 704

Security no : 124085045441G

Produced 21/08/2020 01:32 PM

CROWN GRANT

LAND DESCRIPTION

Crown Allotment 71E Parish of Mirnee.

REGISTERED PROPRIETOR

Estate Fee Simple

Sole Proprietor

SURF COAST SHIRE COUNCIL of 1 MERRIJIG DRIVE TORQUAY VIC 3228

[AK077211V](#) 12/12/2012

ENCUMBRANCES, CAVEATS AND NOTICES

Any crown grant reservations exceptions conditions limitations and powers noted on the plan or imaged folio set out under DIAGRAM LOCATION below.
For details of any other encumbrances see the plan or imaged folio set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE [TP303592U](#) FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 325 MOUSLEY ROAD WINCHELSEA VIC 3241

ADMINISTRATIVE NOTICES

NIL

eCT Control 09890L SURF COAST SHIRE COUNCIL

Effective from 28/12/2012

DOCUMENT END

Home	Account: 143300		Authority Fee(GST exclusive): \$0.00 Service Fee(GST exclusive): \$0.00 GST Payable: \$0.00 Total: \$0.00	21/08/2020 01:32PM
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https://www.landata.vic.gov.au/landata.net/img_document_resp.aspx?searchstring=9886/704&documenttype=title&titleStatus=L&CTC=Y

1/2

4.6 Sale of Land - Part of 325 Mousley Road Winchelsea

8/21/2020

Land Registry Document

4.7 Annual Report - Road Management Activities

Author's Title: Manager Engineering Services

Department: Engineering Services

Division: Governance & Infrastructure

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

General Manager: John Bertoldi

File No: F18/1655

Trim No: IC20/1288

Status:

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

Reason: Nil

Purpose

The purpose of this report is to provide Council and the community with an overview of key road management activities carried out during the last financial year to the end of June 2020.

Summary

The report provides Council and community with information for this period relating to:

- Compliance with the Road Management Plan
- Overview of maintenance activities
- Overview of key capital works activities
- Road safety program

Recommendation

That Council:

1. Notes the performance against the timeframes set in the Road Management Plan.
2. Notes that a range of other road management activities have been delivered across the municipality.

Council Resolution

MOVED Cr David Bell, Seconded Cr Margot Smith

That Council:

1. Notes the performance against the timeframes set in the Road Management Plan.
2. Notes that a range of other road management activities have been delivered across the municipality.

CARRIED 9:0

4.7 Annual Report - Road Management Activities

Report

Officer Direct or Indirect Interest

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

Background

Council is responsible for approximately 1,062 kms of the local road network, comprising both sealed and unsealed roads in urban and rural areas. Council is continuing to work on an integrated management system for road-related activities, as outlined in Figure 1 below.

Figure 1 – Integrated Road Management System Overview



This activity report has been prepared to provide information regarding a range of road-related activities with a focus on outcomes and achievements against key objectives where they have been set.

Discussion

The report has been broken down into a number of sections to assist with the presentation of the information.

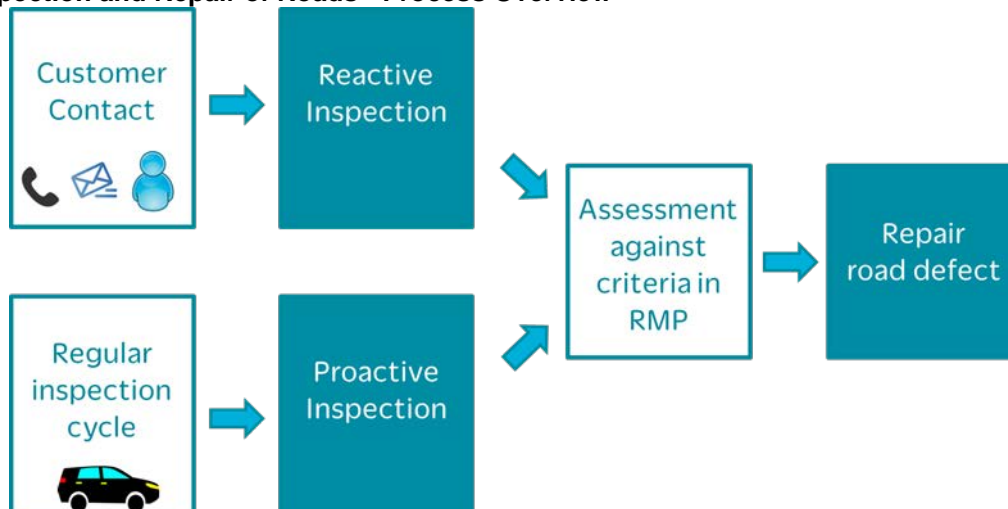
1. Road Management Plan Overview

Council's primary obligations, powers and functions as a road authority are founded in the Road Management Act 2004. The Road Management Plan (RMP) is an important document through which Council demonstrates how it will meet its duty of care to road users, in particular the service levels relating to the inspection, repair and maintenance of roads and footpaths.

Council responds to issues raised by customers through reactive inspections. Council also has a program of proactive inspections across the network based on a risk management approach. If the inspections identify defects or hazards that exceed the intervention levels set through the RMP, the defect is scheduled for repair. The process for inspections and repairs is shown in Figure 2 below.

4.7 Annual Report - Road Management Activities

Figure 2 – Inspection and Repair of Roads - Process Overview



The RMP sets out the service levels relating to timeframes and intervention levels for most road-related defects. The following datasets (figures 3, 5 and 6) present performance against the three activities outlined in the process diagram above.

Customer requests are registered as CRM's for tracking and performance measurement. Performance against the service levels set in the RMP for these inspections is shown in Figure 3 below.

Figure 3 – Compliance of Reactive Inspections with the RMP Service Levels

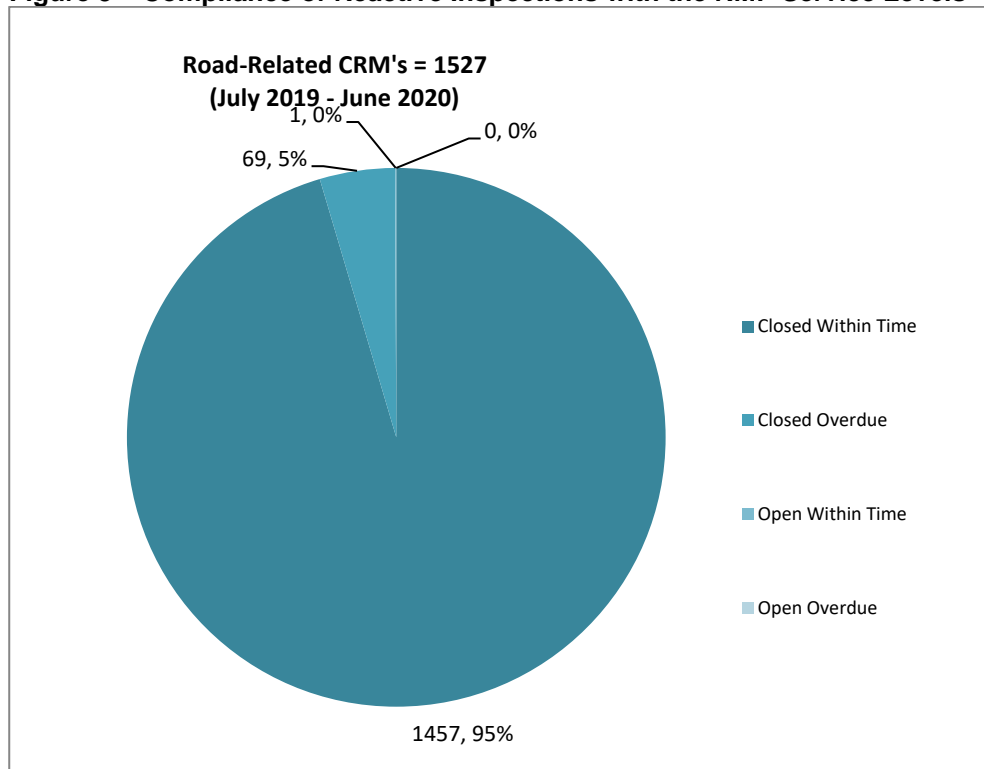
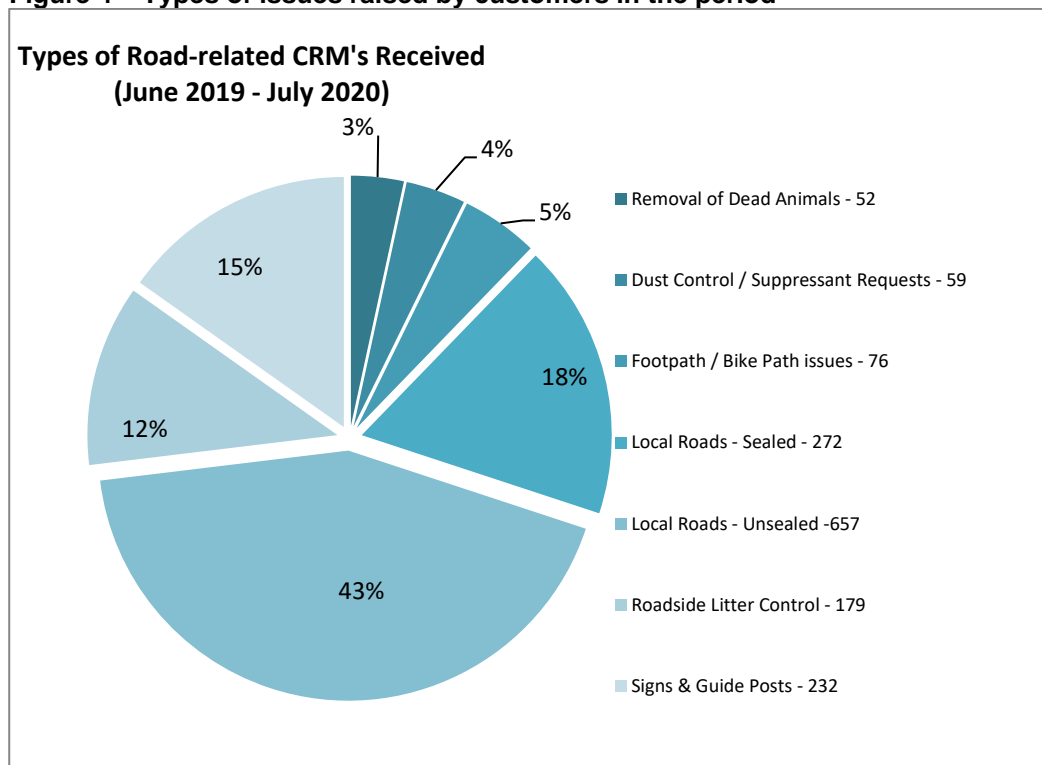


Figure 3 indicates that of the defects arising from customer requests, 1457 (i.e. 95%) were completed within the target timeframes and three remained open at the end of the period.

Figure 4 provides information about the type of issue raised by customers during the period.

4.7 Annual Report - Road Management Activities

Figure 4 – Types of issues raised by customers in the period



Approximately half of the customer requests relate to unsealed roads. Council undertakes routine road inspections on a schedule set through the RMP. These inspections are grouped into three geographic areas of the municipality. Some roads may be inspected more than once in the period, while others may be inspected on a cycle that is outside of this period. The length of roads inspected is detailed in the Table 1.

Table 1 – Compliance of Proactive Inspections with the RMP Service Levels

Zone	2019 – 20			
	Inspections	Length(km)	Inspections within time	Inspections overdue
Road - Eastern	4263	1531.7	4263	0
Road – South Western	1030	405.3	1030	0
Road – North Western	2012	1729.6	2012	0
Footpath - Eastern	1447	292.1	1447	0
Footpath – South Western	145	33.2	145	0
Footpath – North Western	147	10346.8	147	0
Totals	8752	3958.7	8752	0

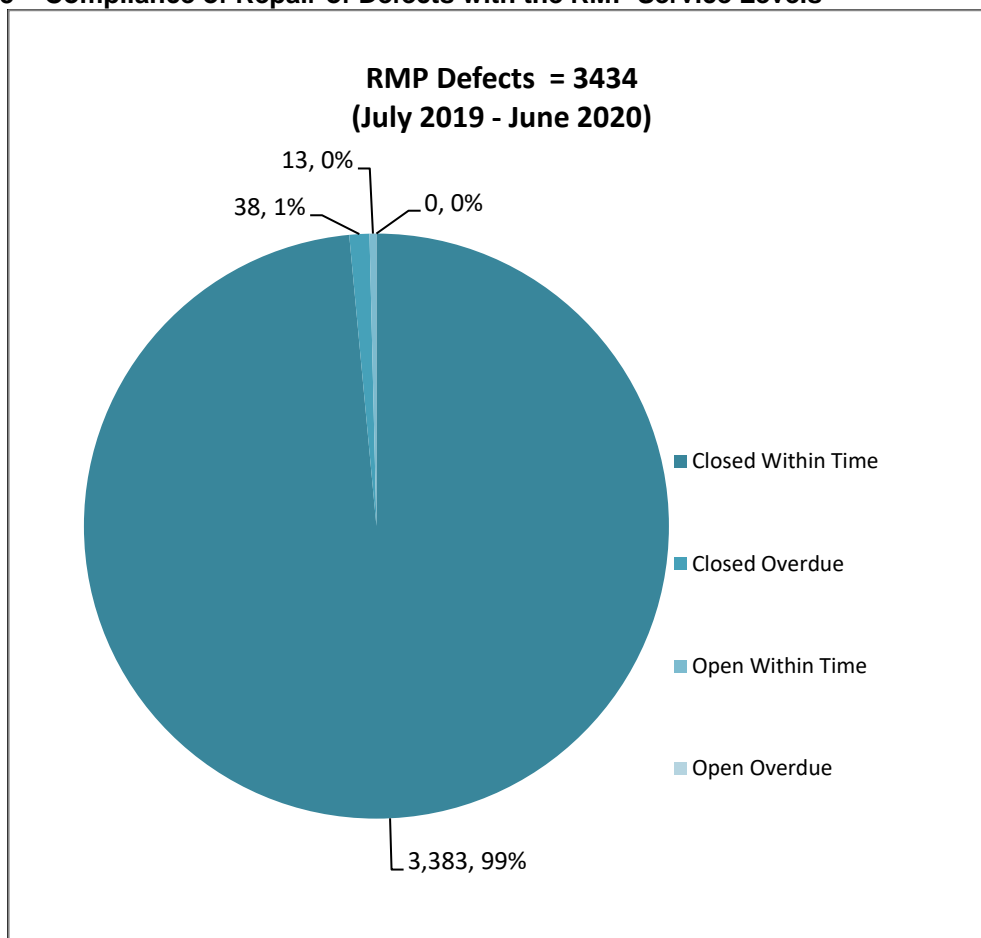
All programmed inspections were completed within the timeframes set in the RMP.

Council has established different timeframes for the repair of different types of defects, e.g. pot holes and missing signs have different timeframes. The target timeframes apply consistently regardless of whether the defect is identified through a reactive inspection (i.e. initiated by customer) or proactive inspection (i.e. through Council's routine inspections).

Figure 5 details compliance with the timeframes for repair of defects as set in the RMP.

4.7 Annual Report - Road Management Activities

Figure 5 – Compliance of Repair of Defects with the RMP Service Levels

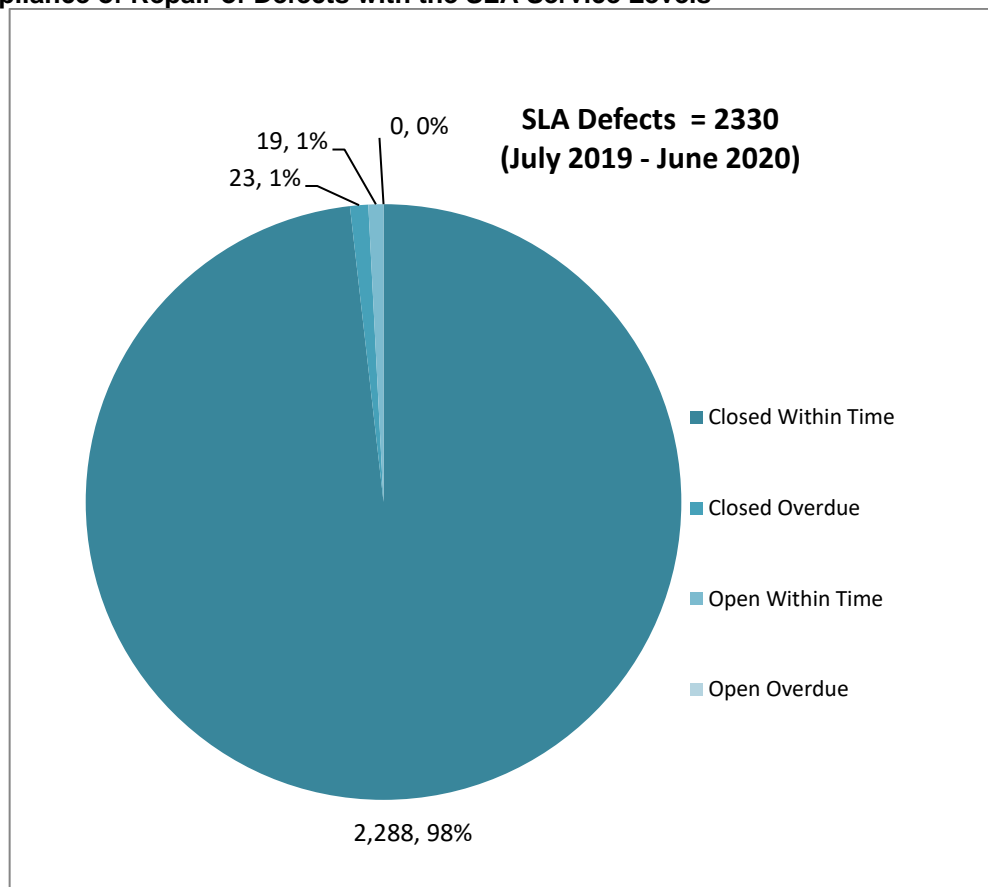


Of the 3434 defects repaired in the period, 3383 of these were completed within the target timeframes in the RMP, representing 99% of completed tasks.

All of the defects identified and programmed within the agreed timeframes. While the majority of safety-related defects are detailed in the RMP, there are a number of activities that are delivered through a separate Service Level Agreement (SLA). Compliance against these timeframes are presented in Figure 6 below.

4.7 Annual Report - Road Management Activities

Figure 6 – Compliance of Repair of Defects with the SLA Service Levels



Of the 2330 tasks that relate to the SLA rather than the RMP, 2288 were completed within the target timeframes in the RMP, representing 98% of completed tasks.

2. Maintenance Activities

Council undertakes a range of routine maintenance activities each year, with an overview of key activities highlighted below:

a. Dust Suppression Program

The dust suppression program will be delivered in the second and third quarter prior to the holiday season. This has been a very successful program in the past which generates considerable interest. The number of requests continues to increase as traffic volumes increase across the network.

b. Line Marking

The line marking program has commenced with 100% of the program complete.

c. Unsealed Road Grading Program

Council has continued its grading program in accordance with its inspection program. Proactive pavement shaping and drain cleaning has been carried out on a number of roads.

3. Capital Works Activities

a. Unsealed Roads Resheet Program

Council undertakes cyclic reviews of the overarching condition of all of its assets including sealed and unsealed roads. These inspections are focussed on structural integrity of the road assets rather than the day-to-day condition. The asset condition assessments may identify where an asset can no longer support intended service without excessive maintenance costs. These roads become asset renewal candidates with unsealed roads being resheeted through importing, placing and compacting new rock material.

The roads identified for the 2019-20 resheet program are listed in Table 2.

4.7 Annual Report - Road Management Activities

Table 2 - Resheet Program 2019-20

Road	Section
Gosney Street	Princes Highway To Mousley Rd
Aireys Street	Pearse Rd Intersection to Bambra
Aireys Street	Gilbert St to Pearse Rd Intersection
Distillery Creek Road	From Loves Tk for 1100 metres
Anderson Street, Aireys Inlet	From Alice Rd for 350 metres
Bambra Cemetery Road	Swayns Lane for 900 metres
Stephen Avenue	Old Coach Ave To Boyd Ave
Beach Road, Aireys Inlet	Eagle Rock Pde To Gt Ocean Rd
Bimbadeen Drive	From Kalbaru Drive for 900 metres
Flaxbournes Road	Portreith Rd To Forest Rd (Deferred to 20/21)
Dickins Road	Williams Rd To Ghazeepore Rd
Marks Track	Parkers Rd for 1250 metres
Blackgate Road	End of Seal heading west for 1000 metres
Peregrine Close	Jarosite Rd To End (Deferred to 20/21)
Ghazeepore Road	Dickins Rd To Blackgate Rd (Deferred to 20/21)
Block Lane	From 1.2km mark (cattle grid) for 1300 metres

b. Reseal Program

Road seals also undergo asset condition assessments to identify asset renewal candidates. The roads included in Table 3 are identified in the 2019-20 program. Preparation has commenced on a number of projects with patching, regulation of pavements, shoulder maintenance, drain clearing and vegetation management.

Table 3 – Reseal Program 2019-20

Road	Section
Horseshoe Bend Road	The Quay Roundabout To The Esplanade Roundabout
Erskine Falls Road	From 5.2km mark for 1400 metres (preparation completed, seal deferred to 20/21)
Buckley Road North	Princes Hwy To End Of Road
Summerhills Avenue	Hazel Street To Nr Skyline Court (preparation completed, seal deferred to 20/21)

c. New Works and Network upgrades

Works have been completed on the reconstruction of Messmate Road which was completed prior to Christmas. Approval has been given to install 80kph speed signs on this road.

The majority of work has been completed on South Beach Road. The contractor needs to return to finalise some works on the northern part of the road and the final seal

4 Road Safety Program

Council has developed a Road Safety Strategy with key partners to guide safety-related activities over a four year period. An overview of activities is provided below:

4.7 Annual Report - Road Management Activities

a. Capital Improvements

- Sealing and widening works on Coombes Road to increase road safety.
- Sealing 300m of Gum Flats Road at a Blackspot location
- Guardrail improvements on Gundrys and Vikeys Road
- Guardrail installation on Ghazeepore Road
- Traffic calming on Pacific drive with a series of raised humps
- Speed zone school gateways at Anglesea School and Deans Marsh school
- Rural School bus shelter on Elkington/Gundrys Road
- Intersection sealing at
 - Hopkins Street
 - Edward Street
 - Karamarra Road
 - Crafters Road
- Blackspot works on Coombes/Ghazeepore Road intersection currently being constructed
- Pedestrian island works at Fischer street/Yirn Ave and Camp road/Wray street completed
- Guard rail installation on Gum Flats Road.

b. Program Development

- Rural Road Safety Audit currently completed on Cape Otway Road and Wormbete Station Road.
- Intersection Road safety audit for future works at Horseshoe Bend/Blackgate Road intersection
- Successful in requests for speed reduction on South Beach Road to 60km/hr and Forest Road to 80k/hr.
- Rural road sealing safety improvements being developed for Gundry Road
- Speed review of Quay 2 estate
- Successful application for Blackspot funding 2020/21 location at Mt Duneed Road

c. Education and Awareness

Council has recognised that its role in road safety extends beyond the provision and maintenance of infrastructure. Education is an important element in assisting road users to be safe. Council has a mobile speed detection trailer to advise drivers of their speed.

The speed trailer has been deployed to the following locations during this period to provide road safety messaging.

The speed education campaign for various high speed roads over the year.

Child restraint checking dates programed for March in Torquay and May in Moriac on Hold due to COVID-19.

Trail bike banners installed at Tanners road and Paddy Swamp Road to address road safety issues involving motorbike safety.

Looking after your mates educational programmes have been offered to the 2 local high schools on hold due to COVID-19.

Edge linemarking have been installed at the following locations:

- Barwon Terrace
- Coombes Road
- Duffields Road
- Hendrymain Road
- Jarosite Road
- Layard Road
- Messmate Road.

Council Plan

Theme 3 Balancing Growth

4.7 Annual Report - Road Management Activities

Objective	3.2 Ensure infrastructure is in place to support existing communities and provide for growth
Strategy	3.2.4 Ensure appropriate funding mechanisms are in place to support future growth including developer contributions
Theme	3 Balancing Growth
Objective	3.4 Understand and manage the impact of population and visitation growth in neighbouring municipalities and our own shire
Strategy	3.4.4 Explore the impact of increased traffic on the road network including inland transport routes
Theme	5 High Performing Council
Objective	5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed
Strategy	5.2.3 Use technology to make Council decision-making more accessible

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	No

Governance Principles - Local Government Act 2020 (LGA 2020)

Council aims to deliver good service to its community through prompt and effective maintenance of its road network

Policy/Relevant Law

Inclusive of delivery of Council's Road Management Plan in accordance with the Road Management Act.

Environmental/Sustainability Implications

The report has no environmental implications

Community Engagement

Management of the road network includes a variety of activities, many of which are not visible across the whole community. Council will seek opportunities to provide the community with an increased understanding of the broad range of activities that are undertaken, and this report provides some information about this.

Public Transparency

This report to an open meeting of Council as well as the public notice and calling for submissions are processes that are transparent to the community

4.7 Annual Report - Road Management Activities

Strategies/Plans

Inclusive of delivery of Council's Road Management Plan in accordance with the Road Management Act.

Financial Management

There is no financial implication with the recommendation contained in this report.

Service Performance

The report provides information on the delivery of Council's Road Maintenance and Road Safety activities.

Communication

The report is a public document that can be accessed through Council's website and may be promoted through media and social media. Officers will also draw the report to the attention of Moriac Community Network group and other community-based groups that have demonstrated an ongoing interest in road management matters.

Human Rights Charter

The proposal will not impact one or more human rights recognised in the Charter

Options

Option 1 – Endorse the officer's recommendation

This option is recommended by officers because it is consistent with the purpose of the report, which is to provide information on road management metrics and outcomes rather than seek direction or decision from Council at this time.

Option 2 – Not endorse the officer's recommendation

This option is not recommended by officers because alternative decisions may not relate to the purpose of the report and therefore may not have required information available at this time.

Conclusion

The information contained in this report supports a conclusion that Council is performing well against the service levels in the Road Management Plan, albeit not achieving 100% compliance at this time.

The information also demonstrates that Council has a range of activities underway across the network that relate to both infrastructure management and driver education.

Key performance metrics against the Road Management Plan include:

- 95% of reactive inspections (arising from customer contact) were completed within the timeframes set in the Road Management Plan (refer to Figure 3)
- 100% of programmed inspections (scheduled by Council) were completed within the timeframes set in the Road Management Plan (refer to Table 1)
- 99% of completed tasks to repair defects were completed within the timeframes set in the Road Management Plan (refer to Figure 5)
- 0.4% of the tasks to repair defects are still open within the timeframes set in the Road Management Plan (refer to Figure 5).

Other observations include:

- Almost half of customer contact relates to the unsealed road network
- 98% of completed tasks to repair defects that sit outside of the RMP (were completed within the timeframes set in the Service Level Agreement (refer to Figure 6)
- Annual maintenance activities are progressing and an action plan has been developed to use the additional unsealed road funding in areas to improve customer service and improved quality of work
- The 2019 - 20 Resheet program has been completed with three projects deferred to 2020/21 and Reseal Programs projects now complete with two projects deferred to 2020/21.

The 2020-21 Road Safety Program is now prepared with some projects from the previous financial year to be programmed early this year.

5. ENVIRONMENT & DEVELOPMENT

5.1 Membership of Peri-Urban Group of Rural Councils

Author's Title: Manager Business Improvement

Department: Business Improvement

Division: Environment & Development

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

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

Yes

☒ No

Reason: Nil

General Manager: Ransce Salan

File No: F16/881-3

Trim No: IC20/1191

Status:

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐ Yes

☒ No

Reason: Nil

Purpose

The purpose of this report is to consider the ongoing membership of the Peri-Urban Group of Rural Councils.

Summary

Council has been a member of the Peri-Urban Group of Rural Councils (PUGRC) since it was established in 2006.

The PUGRC has proven to be a valuable advocacy body for the peri-urban Council areas surrounding Melbourne during a time when there was such a heavy focus for the State Government on the growth of Melbourne and its interfacing Councils.

Council contributes \$15,000 per year to the PUGRC to help fund its operations and strategic projects.

Council participates in a range of other planning and economic development advocacy bodies, most importantly the G21 Regional Alliance. It is timely to consider whether Council should remain a member of the PUGRC. Council's strategic focus over recent years, has been directed toward the coastal challenges surrounding the Great Ocean Road and hinterland environs common to the south western region. This will continue with the creation of the Great Ocean Road Coast and Parks Authority and the development of the regional framework plan.

The recommendation to cease membership with the PUGRC results from Council's changing strategic priorities and partnerships, rather than any reflection on the work of the Peri-Urban Group of Rural Councils.

Recommendation

That Council:

1. Ceases membership of the Peri-Urban Group of Rural Councils
2. Writes to the Chair of the Peri-Urban Group of Rural Councils advising of Councils decision to focus on initiatives in the immediate regional area and thanking the Peri-Urban Group for the collaborative support and valuable work undertaken.

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Brian McKitterick

That Council:

1. Receives and notes the report regarding Council's Membership to the Peri-Urban Group of Rural Councils
2. Continues to be a financial member of the Peri-Urban Group of Rural Councils for 2020-21
3. Reviews Council's membership of the Peri-Urban Group of Rural Councils in 2021 along with other Council group memberships as part of the 2021-22 Council Budget deliberations

CARRIED 9:0

5.1 Membership of Peri-Urban Group of Rural Councils

Report

Officer Direct or Indirect Interest

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

Background

The initial meeting of the Peri-Urban Group of Rural Council's (PUGRC) was held in October 2006 to address an apparent 'visionary, strategic and policy vacuum' with State Government for the sustainable growth, development and servicing of peri-urban council areas'. The peri-urban Councils included Bass Coast, Macedon Ranges, Mitchell, Moorabool, Murrindindi and Surf Coast. Golden Plains and Baw Baw joined later. In 2018 Murrindindi left the group considering they were more aligned with the rural councils in Victoria and recently, Macedon Ranges left the group. There are now five councils left in the group.

The group was originally established in response to concerns at the lack of a comprehensive vision for the peri-urban region, with a need for more direct policy responses to address the lack of attention by metropolitan policy and regional frameworks to the concerns of the peri-urban regions.

Two research papers were commissioned from RMIT University by the group. Planning Sustainable Futures for Melbourne's Peri-Urban Region (November 2008) and Scenarios Planning for Melbourne's Peri-Urban Region (August 2011). Further research work not commissioned by the group, but undertaken by RMIT and Latrobe Universities focussed on the Bendigo peri-urban corridor with the publishing of Alternative Futures for Melbourne's Peri-Urban Region (December 2014). The group also commissioned a Peri-Urban Rural Land Use Study (December 2009) and more recently an Economic Development Strategy.

Since the establishment, PUGRC has continued to meet on a bi-monthly basis and has taken a strong advocacy position. PUGRC advocates to the Government on a range of projects and initiatives to promote and strengthen the Peri Urban region and the Councils that manage this fast growing area of Victoria. A key success for PUGRC has been strong recognition for the peri-urban region in Plan Melbourne (released 2014). Awareness of the needs of the region has grown over the last 12 years.

Discussion

Council, through Officers and Councillors, consistently network both formally and informally with other like councils on matters of mutual importance across a number of forums one of which has been the PUGRC. From a planning and economic development perspective, in addition to involvement in PUGRC, Council also participates in the G21 Planning Pillar and other group forums including the G 21 Rural and Peri-Urban Advisory Committee.

The recent establishment of the Great Ocean Road Coast and Parks Authority will see the development of a regional framework strategy for the regional communities linked by the Great Ocean Road. Surf Coast will be a key stakeholder in the development of the regional plan. This planning initiative will focus attention on the commonalities of the coastal and hinterland communities in Surf Coast and the communities to the west. Less focus and importance will be placed on collaboration with the Melbourne metropolitan peri-urban area.

The current member councils of PUGRC are reducing with only Bass Coast, Baw Baw, Golden Plains, Moorabool and Surf Coast current financial members. Member Council's make a financial contribution to PUGRC, via Moorabool, to fund amongst other things the cost of the PUGRCs Executive Officer and any supporting consultants.

Recent Council contributions to the operation of PUGRC have been \$15,000 (ex GST) per year. Council has again budgeted \$15,000 in 2020-21 for ongoing membership to the PUGRC. If this membership was discontinued then the budgeted amount would be a saving to recurrent EBITDA.

Council's strategic planning focus is being directed more toward the coastal and hinterland planning issues that are most common in our immediate regional area. The Distinctive Areas and Landscapes Project and the development of the Great Ocean Road Regional Framework plan are two current State lead strategic planning initiatives underway in our immediate region and municipality. This focus is in direct response to the challenges of achieving an environmentally sustainable response to growth impacting on the region.

5.1 Membership of Peri-Urban Group of Rural Councils

It is considered the interests of the municipality can be best served by focussing Council resources and membership in the key collaborative forums of the immediate region. This will better align with the established and emerging regional and state planning initiatives.

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

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	No
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes
Risk Assessment	No
Communication	No
Human Rights Charter	No

Governance Principles - Local Government Act 2020 (LGA 2020)

It is considered the interests of the municipality can be best served by focussing Council involvement and membership in the key collaborative forums of the immediate region. This will better align with the established and emerging regional and state planning initiatives.

Policy/Relevant Law

The decision to leave the Peri-Urban Group of Councils is aligned with Councils advocacy roles and priorities.

Environmental/Sustainability Implications

The challenges of achieving an environmentally sustainable response to growth in our region are best served through our immediate regional alliances.

Community Engagement

The decision does not require community engagement.

Public Transparency

The decision is should rightly be made by the full Council.

Strategies/Plans

The decision will not impact on the community's involvement in strategic planning.

5.1 Membership of Peri-Urban Group of Rural Councils

Financial Management

Council recent contributions to the operation of PUGRC has been as follows:

Year	Contribution (ex GST)
2013-14	\$10,000
2014-15	\$15,000
2015-16	\$15,000
2016-17	\$15,000
2018-19	\$15,000
2019-20	\$15,000

Council has budgeted \$15,000 in 2020-21 to continue its membership of PUGRC. If this membership was discontinued then the budgeted amount would be a saving to recurrent EBITDA.

Service Performance

The decision will not impact on service delivery.

Risk Assessment

There are no foreseeable risks relating to the decision.

Communication

It is recommended that a decision to leave is communicated in writing to the Chair of the Peri-Urban Group Councils.

Human Rights Charter

The decision would not impact on the Victorian Human Rights Charter.

Options

Option 1 – Cease financial membership of the Peri-Urban Group of Councils

This option is recommended by officers as there is a greater need to be focusing on the immediate regional area and the G21 alliance.

Option 2 – Maintain financial membership

This option is not recommended by officers as the ability to respond through the immediate regional alliances and initiatives is more cost effective.

Conclusion

The association with the Peri-Urban Group of Councils has been valuable and serviced the municipality well during a period when the needs of the region were not being recognised in state initiatives. This has now changed and Surf Coast is well placed to be a key contributor to immediate regional planning initiatives underway. It is considered the established alliance through the membership of G21 is more effective and relevant to the future of Surf Coast and the current issues facing the municipality than remaining a member of the PUGRC.

5.2 Election Advertising Signage on Council Land Policy

Author's Title: Manager Business Improvement

General Manager: Ransce Salan

Department: Business Improvement

File No: F16/78-2

Division: Environment & Development

Trim No: IC20/1303

Appendix:

1. SCS-024 Election Advertising Signage on Council Land Policy - September 2020 (D16/52480)
2. SCS-024 Election Advertising Signage on Council Land Policy - September 2020 - FINAL (D20/163070)

Officer Direct or Indirect Conflict of Interest:

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

Yes



No

Reason: Nil

Status:

Defined as confidential information in accordance with Local Government Act 2020, Section 3(1):



Yes



No

Reason: Nil

Purpose

The purpose of this report is to consider SCS-024 Election Advertising Signage on Council Land Policy.

Summary

The Election Advertising Signage on Council Land Policy outlines Council's commitment to remaining totally impartial during all levels of Government elections and to avoid excessive signage clutter which in part is achieved by not allowing temporary election advertising signage to be placed on Council land, municipal buildings or roads.

This Policy is due for review and is being presented for adoption prior to the 2020 Local Government elections.

Minor updates have been made and these changes are tracked in the revised Policy, which is attached (Appendix 1). The final version of the policy incorporating the minor updates is attached (Appendix 2).

Recommendation

That Council adopts SCS-024 Election Advertising Signage on Council Land Policy as attached at Appendix 2.

Council Resolution

MOVED Cr Tony Revell, Seconded Cr Brian McKitterick

That Council adopts SCS-024 Election Advertising Signage on Council Land Policy as attached at Appendix 2.

CARRIED 9:0

Cr Heather Wellington lost connection and left the meeting at 8:01pm.

Cr Heather Wellington re-joined the meeting at 8:02pm.

5.2 Election Advertising Signage on Council Land Policy

Report

Officer Direct or Indirect Interest

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

Background

The existing Election Advertising Signage on Council Land Policy outlines Council's commitment to remaining totally impartial during all levels of Government elections and to avoid excessive sign clutter by not allowing temporary election advertising signage to be placed on Council land, municipal buildings or roads.

This Policy is due for review and an updated version of the Policy is with minor updates is presented for consideration in anticipation of the upcoming 2020 Local Government elections.

Discussion

Minor updates have been made and these changes are tracked in the revised Policy, which is attached (Appendix 1).

The definition section of the revised Policy clarifies that Council land does not include the face of a boundary fence adjoining Council land.

This Policy relates to signage on Council land, municipal buildings and roads only. Election advertising signs on private land must comply with the Clause 52.05 of the Surf Coast Planning Scheme. Amongst other things, 52.05-10 of the Surf Coast Planning Scheme says that "... a permit is not required to construct or put up for display... a sign with a display area not exceeding 5 square meters publicising a local educational, cultural, political, religious, social or recreational event not held for commercial purposes. Only one sign may be displayed on the land, it must not be an animated or internally illuminate sign and it must not be displayed longer than 14 days after the event is held or 3 months, whichever is sooner. A sign publicising a local political event may include information about a candidate for an election." Any election advertising signs that do not meet this description would need to apply for, and receive, a planning permit before the sign could be erected.

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

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	No
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	No
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes

5.2 Election Advertising Signage on Council Land Policy

Risk Assessment	No
Communication	No
Human Rights Charter	No

Public Transparency

Minor amendments to this Policy have been made and are being presented to Council for adoption at an open Council meeting. The revisions to the Policy are clearly highlighted in the attached revised Policy.

Service Performance

The Policy is in place to ensure assessment of election advertising signage is treated in an equitable manner. The Policy also provides clear direction for Council officers to deal with the community in a consistent, fair and effective way on matters covered by the Policy.

Options

Option 1 – Council adopt the updated Election Advertising Signage on Council Land Policy

This option is recommended by officers as the Policy is due to be reviewed and updated. The Policy is in place to ensure assessment of election advertising signage is treated in an equitable manner. The Policy also provides clear direction for Council officers to deal with the community in a consistent, fair and effective way on matters covered by the Policy.

Option 2 – Council does not adopt the updated Election Advertising Signage on Council Land Policy

This option is not recommended by officers as the current revision of the Policy is due for review.

Conclusion

The Election Advertising Signage on Council Land Policy is due for review and an updated version of the Policy is presented for adoption prior to the 2020 Local Government elections.

It is recommended that Council adopt the updated Election Advertising Signage on Council Land Policy.

5.2 Election Advertising Signage on Council Land Policy

APPENDIX 1 SCS-024 ELECTION ADVERTISING SIGNAGE ON COUNCIL LAND POLICY - SEPTEMBER 2020



We exist to help our community and environment to thrive

COUNCIL POLICY

SCS-024 Election Advertising Signage on Council Land Policy

TRIM Reference: D16/52480

Due for Review:

Responsible Officer:

~~Manager Planning & Development~~ Manager Business Improvement, Ranger Services and Building Compliance

Purpose

This policy outlines Surf Coast Shire Council's (Council) commitment to remaining totally impartial in all levels of Government elections, and to avoid excessive sign clutter, Council will not allow temporary election advertising signage to be placed on any Council land, municipal buildings or roads.

Policy Principles

This policy assists Surf Coast Shire Council in adopting a consistent approach to election advertising on Council land. Through refusing all temporary election advertising signage on Council land, Council demonstrates its neutral position towards all candidates in government elections.

Scope

This policy applies to all electoral candidates in all Federal, State and Local levels of Government elections, Federal, State and Local Government. This policy prohibits it applies to all election advertising signage on Council land, municipal buildings and/or roads.

Policy

The Council has the responsibility for approving an application for the placement of temporary signage on Council land, roads and in or on municipal buildings.

As Council wishes to take a stance of being totally impartial in relation to the promotion of a candidate/s at any democratic election at either Federal, State or Local Government level, it is the policy of Council to refuse any application for the location of a temporary election signage on any Council land, roads or municipal buildings within the Surf Coast Shire.

Definitions

Council land	<u>means a</u> All land vested in or under the control of Council, including a reserve, watercourse, jetty, reservation and the like, but excludes a road except that part of the road which is a nature strip or footpath. <u>Council land does not include the face of a boundary fence adjoining Council land.</u>
Municipal building	<u>means a</u> Any building that is owned, occupied and under the management or control of Council. <u>This</u> includes any recreation centre which is owned, occupied or under the management or control of Council.
Reserve	<u>means a</u> Any land which is owned, occupied or managed or controlled by Council and dedicated or used for outdoor cultural, environmental, sporting or recreational purposes.
Road	has the meaning ascribed to it by Section 3 of the <u>Local Government Road Management Act 1989</u> <u>2004</u> .

5.2 Election Advertising Signage on Council Land Policy



We exist to help our community and environment to thrive

COUNCIL POLICY

Related Procedure

Nil.

References

Local Government Act 2020-1989 – S.6955D

[Surf Coast Shire Council Governance Rules 2020 – Chapter 4 Election Period Policy](#)

Local Law No. 1 of 2011 – Community Amenity

SCS-012 [Signage on Council Owned or Managed Land Policy—Tourism, Directional and Commercial Signage policy](#)

Surf Coast Planning Scheme Clause 52.05

Surf Coast Planning Scheme Clause 52.05 (Schedule)

Document History

Version	Document History	Approved by – Date
1	Amended	Council Resolution – 15 September 2020

5.2 Election Advertising Signage on Council Land Policy

APPENDIX 2 SCS-024 ELECTION ADVERTISING SIGNAGE ON COUNCIL LAND POLICY - SEPTEMBER 2020 - FINAL



We exist to help our community and environment to thrive

COUNCIL POLICY

SCS-024 Election Advertising Signage on Council Land Policy

TRIM Reference: D16/52480

Due for Review:

Responsible Officer: Manager Business Improvement, Ranger Services and Building Compliance

Purpose

This policy outlines Surf Coast Shire Council's (Council) commitment to remaining totally impartial in all levels of Government elections and to avoid excessive sign clutter, Council will not allow temporary election advertising signage to be placed on any Council land, municipal buildings or roads.

Policy Principles

This policy assists Surf Coast Shire Council in adopting a consistent approach to election advertising on Council land. Through refusing all temporary election advertising signage on Council land, Council demonstrates its neutral position towards all candidates in government elections.

Scope

This policy applies to all electoral candidates in all Federal, State and Local Government elections. It applies to all election advertising signage on Council land, municipal buildings and roads.

Policy

Council has the responsibility for approving an application for the placement of temporary signage on Council land, roads and in or on municipal buildings.

As Council wishes to take a stance of being totally impartial in relation to the promotion of candidates at any democratic election at either Federal, State or Local Government level, it is the policy of Council to refuse any application for the location of a temporary election signage on any Council land, roads or municipal buildings within the Surf Coast Shire.

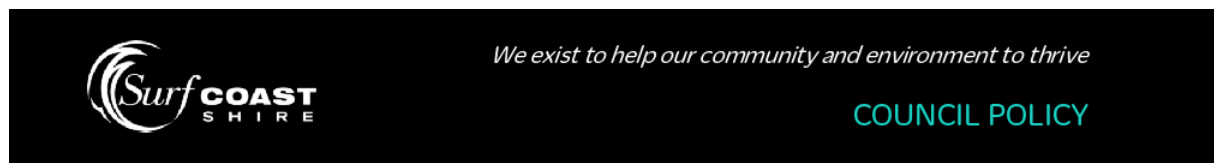
Definitions

Council land	All land vested in or under the control of Council, including a reserve, watercourse, jetty, reservation and the like, but excludes a road except that part of the road which is a nature strip or footpath. Council land does not include the face of a boundary fence adjoining Council land.
Municipal building	Any building that is owned, occupied and under the management or control of Council. This includes any recreation centre which is owned, occupied or under the management or control of Council.
Reserve	Any land which is owned, occupied or managed or controlled by Council and dedicated or used for outdoor cultural, environmental, sporting or recreational purposes.
Road	Has the meaning ascribed to it by Section 3 of the Road Management Act 2004.

Related Procedure

Nil.

5.2 Election Advertising Signage on Council Land Policy



References

Local Government Act 2020 – S.69
Surf Coast Shire Council Governance Rules 2020 – Chapter 4 Election Period Policy Local Law No. 1 of 2011 – Community Amenity
SCS-012 Signage on Council Owned or Managed Land Policy
Surf Coast Planning Scheme Clause 52.05
Surf Coast Planning Scheme Clause 52.05 (Schedule)

Document History

Version	Document History	Approved by – Date
1	Amended	Council Resolution – 15 September 2020

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

Author's Title: Coordinator Community Emergency Management **General Manager:** Ransce Salan

Department: Environment & Community Safety **File No:** F16/254-2

Division: Environment & Development **Trim No:** IC20/1296

Appendix:

1. 2020 NSP Site Assessment Report - Aireys Inlet extension (D20/158769)

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Status:

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

Reason: Nil

Reason: Nil

Purpose

For Council to consider an extension of the current Aireys Inlet Neighbourhood Safer Place – Bushfire Place of Last Resort.

Summary

Councils in the 'country area' of Victoria are required under the *Country Fire Authority Act 1958, Section 50G* (the 'CFA Act') to identify, designate, establish and maintain Neighbourhood Safer Places (NSPs). This legislative requirement was introduced by the State Government during the 2009 Victorian Bushfires Royal Commission. NSPs are not community fire refuges or emergency relief centres, they are places of last resort during the passage of a bushfire and are intended to be used by people whose primary bushfire plans have failed. NSPs are places of relative safety only and they do not guarantee the survival of those who assemble there.

The Shire currently has nine designated NSPs which are required to be assessed annually under the CFA Act. Council has been working with the Country Fire Authority (CFA) to identify additional NSPs in other high fire risk areas in the Surf Coast Shire and an extension is proposed for the current NSP at the bottom shops in Aireys Inlet that has been assessed by the CFA as compliant with CFA Guidelines. The Municipal Emergency Management Planning Committee has recommended the designation of the extension to the current NSP which is on a wide road reserved managed by Council. The site is adjoining the current NSP.

Recommendation

That Council:

1. Endorses the extension to the existing Neighbourhood Safer Place – Place of Last Resort in Aireys Inlet (open space) as detailed in Appendix 1.
2. Establishes and maintain the designated Neighbourhood Safer Place – Place of Last Resort in accordance with the requirements of the Surf Coast Shire Municipal Neighbourhood Safer Places Plan.
3. Notes that the Municipal Fire Prevention Officer will advise the Country Fire Authority as soon as practicable of the designation.
4. Records the new designated Neighbourhood Safer Place – Place of Last Resort in:
 - 4.1 The Municipal Fire Management Plan and the Municipal Fire Prevention Plan in accordance with Section 55A (2)(ca) of the *Country Fire Authority Act 1958*;
 - 4.2 The Municipal Emergency Management Plan in accordance with Section 20 (2)(ba)(i) of the *Emergency Management Act 1986*;
 - 4.3 The Municipal Neighbourhood Safer Places Plan; and
 - 4.4 The Surf Coast Shire website.
5. Communicates to the public:
 - 5.1 The designation of the Neighbourhood Safer Place – Places of Last Resort;
 - 5.2 That the purpose of the Neighbourhood Safer Place - Places of Last Resort is to provide some protection from the effects of radiant heat during the passage of a bushfire;
 - 5.3 That there is no guarantee of safety or survival at the Neighbourhood Safer Place - Place of Last Resort or travelling to the Neighbourhood Safer Place - Places of Last Resort;
 - 5.4 Neighbourhood Safer Place - Place of Last Resort may not have the capacity to cater for special

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

- needs; and there will be no support services (food or drink, material aid) or provision for pets;
and
- 5.5 That the use of a Neighbourhood Safer Place - Place of Last Resort should only be contemplated when all other bushfire plans have failed.
6. Installs Neighbourhood Safer Place – Place of Last Resort signage designating the extension to the current Neighbourhood Safer Place – Place of Last Resort at Aireys Inlet

Council Resolution

MOVED Cr Tony Revell, Seconded Cr Martin Duke

That Council:

1. Endorses the extension to the existing Neighbourhood Safer Place – Place of Last Resort in Aireys Inlet (open space) as detailed in Appendix 1.
2. Establishes and maintain the designated Neighbourhood Safer Place – Place of Last Resort in accordance with the requirements of the Surf Coast Shire Municipal Neighbourhood Safer Places Plan.
3. Notes that the Municipal Fire Prevention Officer will advise the Country Fire Authority as soon as practicable of the designation.
4. Records the new designated Neighbourhood Safer Place – Place of Last Resort in:
 - 4.1 The Municipal Fire Management Plan and the Municipal Fire Prevention Plan in accordance with Section 55A (2)(ca) of the *Country Fire Authority Act 1958*;
 - 4.2 The Municipal Emergency Management Plan in accordance with Section 20 (2)(ba)(i) of the *Emergency Management Act 1986*;
 - 4.3 The Municipal Neighbourhood Safer Places Plan; and
 - 4.4 The Surf Coast Shire website.
5. Communicates to the public:
 - 5.1 The designation of the Neighbourhood Safer Place – Places of Last Resort;
 - 5.2 That the purpose of the Neighbourhood Safer Place - Places of Last Resort is to provide some protection from the effects of radiant heat during the passage of a bushfire;
 - 5.3 That there is no guarantee of safety or survival at the Neighbourhood Safer Place - Place of Last Resort or travelling to the Neighbourhood Safer Place - Places of Last Resort;
 - 5.4 Neighbourhood Safer Place - Place of Last Resort may not have the capacity to cater for special needs; and there will be no support services (food or drink, material aid) or provision for pets;
and
 - 5.5 That the use of a Neighbourhood Safer Place - Place of Last Resort should only be contemplated when all other bushfire plans have failed.
6. Installs Neighbourhood Safer Place – Place of Last Resort signage designating the extension to the current Neighbourhood Safer Place – Place of Last Resort at Aireys Inlet.

CARRIED 9:0

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

Report

Officer Direct or Indirect Interest

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

Background

After the Black Saturday bushfires, and during the 2009 Victorian Bushfires Royal Commission, the State Government amended the *Country Fire Authority Act 1958* (the 'CFA Act') to require Councils in the country area of Victoria to identify, designate, establish and maintain suitable places as Neighbourhood Safer Places (NSPs) in their Municipal District.

Under the CFA Act, a Municipal Council may prepare a Municipal Neighbourhood Safer Places Plan in relation to identification, designation, inspection, maintenance and decommissioning of NSPs. Having such a plan provides Councils with access to the policy defence under Section 50 (O) of the CFA Act for death or injury - in relation to use of an NSP or failure to designate an NSP. This policy defence is provided conditional on the Council acting reasonably and in accordance with the policy in its Municipal Neighbourhood Safer Places Plan. Surf Coast Shire has adopted a Municipal Neighbourhood Safer Places Plan.

Surf Coast Shire currently has ten designated NSPs:

- Aireys Inlet: Bottom Shops
- Anglesea: Shopping Strip
- Anglesea: River Bank
- Deans Marsh: Café Site Car Park
- Jan Juc: Bob Pettit Reserve
- Lorne: Foreshore
- Lorne: Point Grey Picnic Area and Car Park
- Mt Moriac: Recreation Reserve
- Moriac Newling Reserve.
- Winchelsea: Main Street Car Park

Under the CFA Act, designated NSPs are to be reviewed annually by Council and assessed by the CFA in accordance with the CFA Assessment Guidelines. If the CFA's assessment determines that a designated NSP is no longer suitable, the CFA Act provides that the NSP must be decommissioned.

NSPs are only intended to be places of last resort during the passage of a bushfire for use by people whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there.

Discussion

Council staff have been working with the CFA and the Municipal Fire Management Committee to improve the shelter options in Aireys Inlet, which is considered one of the highest risk towns in the Surf Coast. With support of the Municipal Fire Management Committee, the extension was proposed for assessment and has now been certified by the CFA as compliant with the CFA Assessment Guidelines.

The Municipal Emergency Management Planning Committee met on 20 August 2020 and decided to recommend to Council that a portion of the road reserve adjoining the existing NSP be designated by Council as an extension to the existing NSP (refer MEMPC minutes 20 August 2020 Section 6). The proposed NSP is on the road reserve managed by Council adjoining the existing NSP.

Council Plan

Establishment of NSPs is consistent with priorities set out in the Council Plan including:

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

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

Policy/Relevant Law

The designation of the NSP extension at Aireys Inlet is in accordance with the requirements of the CFA Act and the Surf Coast Shire Municipal Neighbourhood Safer Places Plan

Community Engagement

General community engagement about fire prevention and preparedness is ongoing and occurs through various avenues including:

- Individual on site property meetings with local residents and as part of the fuel management program
- Local community workshops
- Community Fire workshops
- Community Fireguard meetings
- Undertaking property assessments in partnership with CFA

Financial Management

There are costs to Council for identifying, designating, establishing, maintaining and decommissioning existing NSPs. The on-ground costs of the proposed new NSP's is not expected to be significant and can be covered in existing budgets.

Risk Assessment

The community risks of not having NSPs are substantial. Council also has legal obligations under the CFA Act to identify, designate and establish NSPs. The risks to Council from death or injury to a person arising from the use of a designated NSP or the failure to designate an NSP have been minimized by the development and adoption of the Surf Coast Shire Municipal Neighbourhood Safer Places Plan. The policy defence under the CFA Act 1958, Section 50F, which is available to Councils who have acted reasonably and in accordance with their Municipal Neighbourhood Safer Places Plan, does not however apply to death or injury caused in the course of travelling to or from a designated NSP.

Communication

Community updates are regularly provided through various avenues, including the Shire's website (which has a current list of all designated NSPs in the Shire and a copy of the Shire's Municipal Neighbourhood Safer Places Plan), community meetings, media releases and Groundswell. The Aireys Inlet bottom shop owners will be directly informed if Council supports the NSP designation.

Options

Option 1

Endorse the extension to the existing NSP in Aireys Inlet (open space) as a Neighbourhood Safer Place – Place of Last Resort during a bushfire, in line with the endorsement by both the Municipal Emergency Management Committee.

This option is recommended by officers.

Option 2

Do not endorse the extension to the existing NSP and continue with the current site.

This option is not recommended by officers.

Conclusion

Council has specific legal requirements under the CFA Act to identify, designate, inspect, maintain and decommission NSPs. In particular, under the CFA Act, if the CFA determines that a designated NSP is no longer suitable, it must be decommissioned. Appropriate notification of designation and decommissioning of NSPs in the Municipal District must be included in Council's Municipal Fire Prevention Plan and Municipal Emergency Management Plan, as well as on Council's website.

While there are some legal liability risks in designating NSPs, there are also risks to the community and Council in not designating NSPs in accordance with the CFA Act and Council's Municipal Neighbourhood Safer Places Plan.

5.3 Extending the Aireys Inlet Neighbourhood Safer Place



5.3 Extending the Aireys Inlet Neighbourhood Safer Place

CFA

CFA Neighbourhood Safer Places Assessment Summary Report

NSP ID: 1000099416 Municipality: Surf Coast Shire
Location: Bottom shops Open area to the east of the shops, near bus stop.
Address: 71 Great Ocean Road Aireys Inlet 3231

Location Type: Open Space CFA Region: SthWest
Assessment Date: 21.02.2020 Assessed By: Philip O'Keefe
Result: Compliant

Assessment Factors		North Aspect	East Aspect	South Aspect	West Aspect
Vegetation Type		AS3959 Grassland / BAA Grassland	AS3959 Grassland / BAA Grassland	AS3959 Grassland / BAA Grassland	AS3959 Grassland / BAA Grassland
Separation Distance to Vegetation (m)	Actual	212	88	100	100
	Prescribed (Grassland areas only)	NA	NA	NA	NA
Vegetation Height (m)		1.	1.	1.	1.
Effective Slope (°)		0	0	2	2
Site Slope (°)		0	0	0	0
Prescribed or Deemed to Satisfy Requirements for distance achieved - (Distance equal to or greater than 140M structure 310M open space)		N	N	N	N
Deemed to Satisfy Requirements for slope achieved - (Effective Slope less than 20 degrees)		Y	Y	Y	Y
Deemed to Satisfy (DtS) Requirements Achieved		N	N	N	N
(If DtS not achieved) Calculated Heat Flux (kW/m2) (To be no greater than 2kw for open space or 10kw for a building)	Actual	.35	1.92	1.64	1.64
	Prescribed (Grassland areas only)	NA	NA	NA	NA
Treatments & Prescriptions (For Grassland areas ONLY)					
Overall NSP Criteria Achieved		Y	Y	Y	Y
Result		Compliant <input checked="" type="checkbox"/> Meeting the CFA assessment criteria on the day of assessment. <input type="checkbox"/> Meeting the assessment criteria provided that prescriptions of management of grassland over the fire danger period are secured by agreed terms entered into by the landholder. Non Compliant <input type="checkbox"/> Not meeting the CFA assessment criteria on the day of assessment			

5.3 Extending the Aireys Inlet Neighbourhood Safer Place



Neighbourhood Safer Place – Bushfire Place of Last Resort Assessment Certification



Site Details:

NSP-BPLR ID Number	1000099416		
CFA Region	SWR	CFA District	D7
Municipal Council	SURF COAST SHIRE		
Main Location	71 Great Ocean Road, Aireys Inlet		
Sub Location	Bottom Shops, Open Area to East of Shops, Near Bus Stop.		
Address	71 Great Ocean Road		
Township	Aireys Inlet	Postcode	3231

Location Type	Building <input type="checkbox"/>	Open Space <input checked="" type="checkbox"/>
---------------	-----------------------------------	--

Best Access to Site	Great Ocean Road
Brief Description of Use	Vacant Block of Land and Nature Strip to the front of the block

Site Assessment Officer Details:

Name	Philip O'Keefe
Contact Number	0428 343 241
Assessment Date	21 Feb 20
Signature	

Assessment Result:

YES	COMPLIANT	PRESCRIPTIONS OF MANAGEMENT TO BE SECURED FOR COMPLIANCY (Option for Grassland ONLY – Refer to attached 'Assessment Summary Report' for detail)
	Review Reassessment - Site Unchanged (Option for designated NSP-BPLR ONLY, where applicable)	
	NON-COMPLIANT	

Certification Details:

	Manager Community Safety	Operations Manager
Name	James Haley	Mick McGuinness
Date	22/05/2020	22/5/2020
Signature		

Assessment result is determined in accordance with the CFA NSP-BPLR Assessment Guideline. The guideline has been prepared and approved by CFA, published in the Government Gazette and on the CFA website, pursuant to s.30E of the Country Fire Authority Act 1958.

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

APPENDIX 1 2020 NSP SITE ASSESSMENT REPORT - AIREYS INLET EXTENSION



Neighbourhood Safer Place (Place of Last Resort) Site Assessment Report

Aireys Inlet - Extension Bottom Shops

Reference: Aireys Inlet extension - NSP Site Assessment
Report
Surf Coast Shire
August 2020

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

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5.3 Extending the Aireys Inlet Neighbourhood Safer Place

1. Executive Summary

In response to the Interim 2009 Bushfires Royal Commission Recommendation 8.5, the Victorian Government has introduced legislation which requires the Country Fire Authority (CFA) to certify Neighbourhood Safer Places (NSPs) against the CFA's Assessment Guidelines, and Victoria's Councils to identify, designate, establish and maintain suitable sites as NSPs in their municipal districts.

In relation to the potential NSP site known as Aireys Inlet extension, Aireys Inlet being assessed as a NSP, the Surf Coast Shire with the support of the Municipal Fire Management Planning Committee (MFMP), CFA Barwon South West Region, has undertaken assessments in line with current guidelines and expected practices.

The results of the CFA Assessment Guidelines and the assessment against the Surf Coast Shire Neighbourhood Safer Places Plan Criteria has shown the site described as Aireys Inlet extension, at the time of assessment to be compliant against the relevant guidelines and criteria.

Unless Council, on whatever grounds sees fit to decide otherwise, having successfully passed all current NSP criteria that has been established by the State Government, CFA, MAV and the Surf Coast Shire, it is recommended that:

1. The Surf Coast Shire endorse the area as described and detailed within the NSP Site Assessment Report which is located within the Aireys Inlet extension, Aireys Inlet as a designated Neighbourhood Safer Place.

On passing the recommendation above it is further recommended:

1. The Council provides signage at the NSP site in line with the guidelines published from time to time on the internet site of the Office of the Emergency Services Commissioner.
2. The Surf Coast Shire provides to the CFA information on the NSP designation of the site with Aireys Inlet Extension, Aireys Inlet.
3. The MFMP and the MEMPC include this site within a list of NSPs within their respective plans.
4. The Council informs the public of the designation of the site as a NSP and provides information to the public on the purpose and function of the NSP as a place of Last Resort and the fact that there is no guarantee of survival if used during an emergency event.
5. The Council asks the CFA to assist in an annual assessment and review of the NSP site by August 31 each year against the Municipal NSP Plan and the CFA assessment guidelines.

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

6. The NSP site is maintained to suitable standards and that the Municipal Fire Prevention Officer undertakes routine inspections of the NSP site prior to and during the fire danger period.
7. That a budget is allocated/maintained to provide the site with signage, maintenance and annual inspections in line with the NSP guidelines, legislation and plans.

2. Introduction

In its interim Report, the 2009 Victorian Bushfires Royal Commission recommended that neighbourhood safer places, be identified and established to provide persons in bushfire affected areas with a place of last resort during a bushfire¹.

In response to this recommendation, the Victorian Government in late 2009 introduced the *Emergency Services Legislation Amendment Act 2009 (ESLA Act)* which amends the *Country Fire Authority Act 1958 (CFA Act)* and the *Emergency Management Act 1986 (EM Act)*. The effect of these amendments requires the CFA to certify NSPs against the CFA's Assessment Guidelines, and Councils within Victoria to identify, designate, establish, maintain and decommission NSPs in their municipal districts.

NSPs are not community fire refuges or emergency relief centres. NSPs are **places of last resort** during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling and seeking access to NSPs during bushfire events. Depending on the direction of a particular fire, it may not be 'a safer place' to assemble than other places within the municipal district. At that point in time it almost certainly will be a matter for individual judgement and decision, as to which if any NSP a person or persons should travel in the presence of fire.

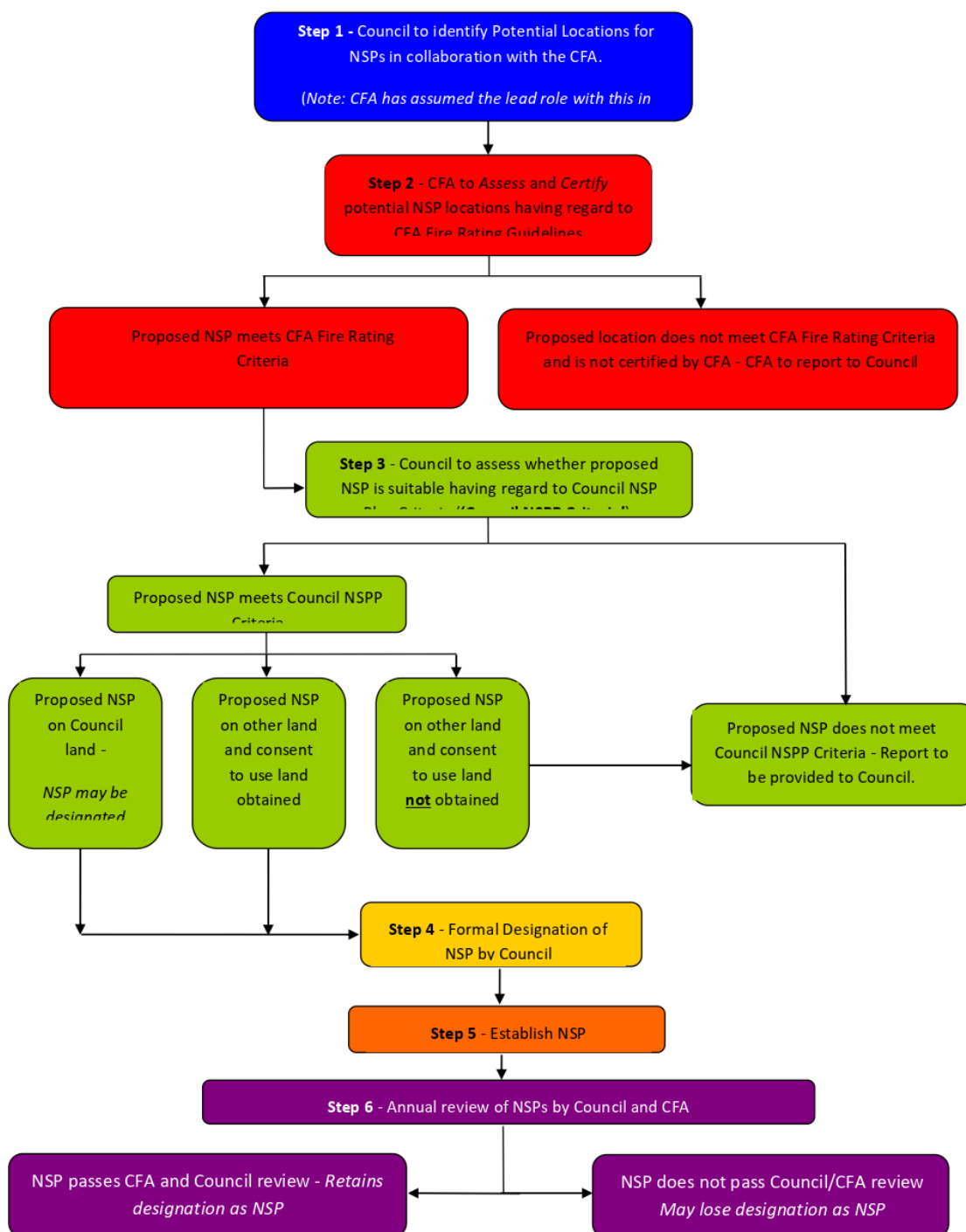
NSPs will be assessed by the CFA as providing some protection from immediate risk of direct fire attack, but not necessarily from other risks, such as flying embers.

It is impossible to determine the variables of people's behaviour and actions during the stresses of an emergency situation. It is also impossible to precisely determine localised effects of weather during fire events and the resulting impact of fire at any particular location on any given high risk day. In understanding this, the assessment has included many assumptions in identifying possible sites that may provide some form of protection from radiant heat during the passage of a fire.

1. Recommendation 8.5, 2009 Victorian Bushfires Royal Commission Interim Report

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

3. NSP Approval Process



5.3 Extending the Aireys Inlet Neighbourhood Safer Place

4. Compliance Standards

The assessment of the site was done in line with the:

- Surf Coast Shire Neighbourhood Safer Places Plan (NSPP)
- Surf Coast Shire NSPP Criteria Auditing Tool
- Bushfire Neighbourhood Safer Places CFA Assessment Guideline June 2019

5. Assessment Approach

Seven stages of assessment were made on this site.

1. Council led a process of identification of the site in collaboration with the Municipal Fire Management Planning Committee (MFMP).
2. The Council conducted an onsite assessment in-line with the criteria in the Surf Coast Shire NSPP Criteria. This assessment was conducted with the assistance of the MFMP. In attendance were representatives from Council, DELWP and CFA.
3. CFA conducted an assessment of the potential NSP site against the Bushfire Neighbourhood Safer Places CFA Assessment Guideline; this was done by appropriately qualified and experienced CFA and Shire personnel.
4. Concerns regarding the site being designated as a NSP were also sought from Victoria Police, CFA, respective interested and associated parties, through the MFMP.
5. The MFMP were briefed and information sought on the site being designated as a NSP.

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

6. Site Identification

Identification of potential NSP site

The potential NSP site was identified by Council in collaboration with the MF MPC in line with the process outlined in Councils NSPP.

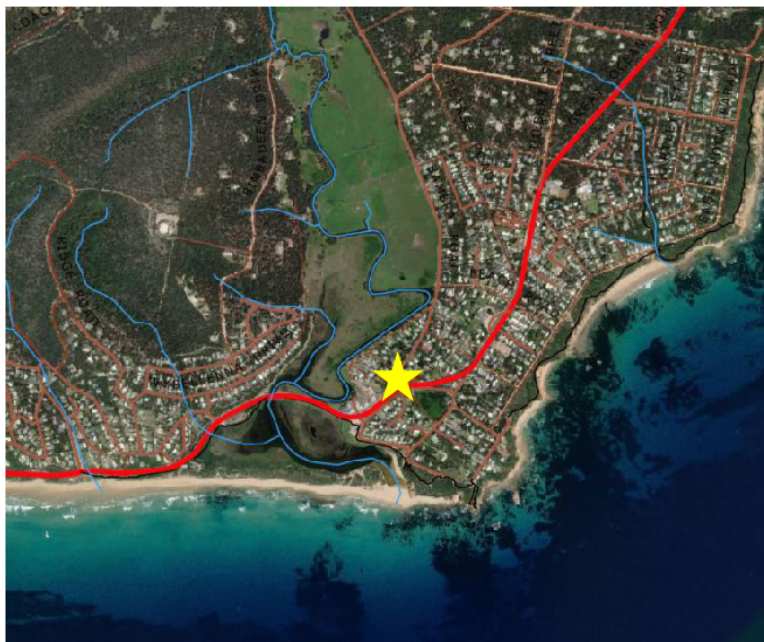


Figure 1. Locality snapshot of Aireys Inlet showing proposed potential NSP Sites.

Locality description

Aireys Inlet is a small country town situated South West of Geelong in the foot of the Otway Ranges in south-western Victoria; it is located approximately 120km southwest of Melbourne.

The town has a long association with tourism and farming that continues to this day. Aireys Inlet and surrounds has a population of approximately 1200 people. During summer this can swell to over 7000.

The town is situated on the Great Ocean Road.

Additional community facilities include:

- Community Hall
- Public Toilets
- CFA

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

NSP Specific Site description

The Aireys Inlet NSP Extension is situated on the Great Ocean road within the township of Aireys Inlet. The Aireys Inlet NSP extension is on a road reserve council managed by council.

The proposed Aireys Inlet Extension NSP encompasses an area of approximately 2000 sq metres and abuts the Great Ocean Road as shown in Figure 2 below.



5.3 Extending the Aireys Inlet Neighbourhood Safer Place

Findings & Discussion

CFA Assessment

CFA has developed guidelines to assess the suitability of potential sites as NSPs.

The key criteria considered by the CFA under the current CFA NSP assessment for this site were for an open space and therefore the site needed to meet one of the following criteria;

- The appropriate separation distance between the outer edge of the potential NSP and the nearest fire hazard ('Buffer Zone') should be at least 310 metres; or
- An alternative Buffer Zone distance may be prescribed by the CFA, which will ensure that the maximum potential radiant heat impacting on the site is no more than 2kw/m^2 .

The CFA informed the Council on the Friday, 12 June 2020 for in writing (Appendix A) that the Aireys Inlet Extension precinct, was compliant with the prescriptions with the CFA assessment guideline and prescribed an area that the maximum potential radiant heat impacting on the site would be no more than 2kw/m^2 . CFA also made a note and *'recommends that during extreme dryer seasonal conditions that the Surf Coast Municipality monitors the wetlands during the FDP to consider whether the vegetation within has cured due to the dryer conditions. If so, take any necessary measures to minimise any fire risk and the potential of any embers being emitted that may impact both the existing and proposed BPLR sites under a westerly wind'* The Surf Coast MFMPD discussed this and made note that whilst this is a consideration the other un-managed natural areas would likely produce significant embers as well. It was also discussed that this site did not burn during the 1983 Ash Wednesday fires.

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

Site Assessment against NSP Plan Criteria

Representatives from Council discussed the sites potential to be used as a NSP.

The NSPP Criteria Auditing Tool was used to assist in the discussion and ultimate assessment, Appendix C contains a copy of the auditing tool.

The following summary was concluded:

Consents and Rights of Access

The potential NSP site Aireys Inlet extension, is managed by council, as such no consents or right of access is necessary for this site.

Access and Egress

In considering whether access and egress routes are adequate, consideration was given to the following issues:

- Whether there is sufficient access to the potential NSP which will allow for
 - anticipated potential numbers of people to move to and from the place
 - the CFA and other emergency services to attend the place for asset and personal protection activities
- The condition of the road surface
- The proximity of the NSP to major roadways and population centres
- The type and amount of vegetation along any access routes, and whether that vegetation could be affected by fire and pose a risk of harm to those seeking access to the potential NSP, or otherwise block access to the NSP
- Whether appropriate vegetation management activities can be undertaken and maintained through works that are both possible and practicable having regard to the resources of the site owner. One issue that may increase into the future is the vegetation along the lake. It will be necessary to monitor this and maintain as needed and as guided by the CFA each year
- The capacity of access routes to accommodate potentially large numbers of vehicles, and to accommodate potential breakdowns
- Parking at the place, taking into account that a separate area or adequate space may need to be available to ensure pedestrians can move away from the areas where vehicles may enter or park
- Any hazards that may exist for persons accessing the place by foot
- Any relevant matter contained in Councils Road Management Plan prepared pursuant to the Road Management Act 2004 (Vic)

It was the consensus that existing access and egress routes were sufficient to allow anticipated potential numbers of people to move to and from the site and for CFA and other emergency services to attend the site for asset and personal protection activities. Roads within the immediate area are sealed and unsealed dual access maintained to a good standard and would not pose an

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

unacceptable risk of harm to those seeking access to the potential NSP from within the township. It was also agreed that existing parking adjacent to the site and in nearby streets was adequate. Pedestrian safety from vehicles within the NSP is considered safe due to a clear delineation between the site and the area available for the use by vehicles.

Establishment Cost

There are limited establishment costs, as the vegetation work was undertaken with the CFA and Surf Coast Council through a Safer Together Grant. The majority of this work was undertaken on the adjoining two house blocks owned and managed by the CFA.

Defendable Space

The site is deemed to have sufficient defendable space by the CFA. CFA noted that the swamp on the South East side if dry could add to the ember load at the site. The Surf Coast MFMP did not believe that on balance with the other risks in the landscape that this should alter the designation of the site.

Signage

There is sufficient space to erect general NSP signage. A signage location map is provided in Appendix C.

Maintenance and Maintainability

Some costs would be incurred by Council in establishing and maintaining the site. The Council through existing maintenance will meet the site requirements, this will need to be monitored by the MFPO. Surf Coast Shire will work with CFA to make sure the adjoining 2 CFA house blocks are maintained to a high standard, so as not to contribute unnecessarily to the risk profile of the site.

Disabled Access

Suitable parking is currently available adjacent to the site.

Separation and Demarcation of Area

The potential NSP site has clear boundaries, with a road way on the South, West, East and site fencing on the remained.

Other Conflicting Uses

There are no known current uses of the site that would conflict with the site being used as a NSP during an emergency.

Communication with the Community

Surf Coast Shire Council through a range of media to communicate the location of the NSP to the community and that this communication should include the risks that relate to the use of the NSP and the risks associated with travelling to the NSP in the event of a bushfire.

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

7. Recommendations

As per the COUNTRY FIRE AUTHORITY ACT 1958, municipal councils must identify and designate places as neighbourhood safer places within their municipal district. In regards to this designation the Council must only designate sites that have passed the CFA Assessment Guideline and may have regard to its Municipal Neighbourhood Safer Places Plan.

Having successfully passed all current NSP criteria, it is recommended that:

1. The Surf Coast Shire Council endorse the extension area as described and detailed within the NSP Site Assessment Report which is located at Aireys Inlet as a extension to the current designated Neighbourhood Safer Place.

On passing the recommendation above it is further recommended:

- The Council provides signage at the NSP site in line with the guidelines published from time to time on the internet site of the CFA.
- The Council provides to the CFA information on the NSP designation of the site at the Aireys Inlet.
- The MF MPC and the MEMPC include this site within a list of NSPs within their respective plans.
- The Council informs the public of the designation of the site as a NSP and provides information to the public on the purpose and function of the NSP as a place of Last Resort and the fact that there is no guarantee of survival if used during an emergency event.
- The Council asks the CFA to assist in an annual assessment and review of the NSP site by August 31 each year against the NSP Plan and the CFA assessment guidelines.
- The NSP site is maintained to suitable standards and that the Municipal Fire Prevention Officers undertake routine inspections of the NSP site prior to and during the fire danger period.
- That a budget is allocated/maintained to provide the site with signage, maintenance and annual inspections in line with the NSP guidelines, legislation and plans.

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

Appendix A - CFA Assessment Criteria Compliant Confirmation



5.3 Extending the Aireys Inlet Neighbourhood Safer Place

CFA Neighbourhood Safer Places Assessment Summary Report

CFA

NSP ID: 100009416 Municipality: Surf Coast Shire
Location: Bottom shops Open area to the east of the shops, near bus stop.
Address: 71 Great Ocean Road Aireys Inlet 3231
Location Type: Open Space CFA Region: SthWest
Assessment Date: 21.02.2020 Assessed By: Philip O'Keefe
Result: Compliant

Assessment Factors		North Aspect	East Aspect	South Aspect	West Aspect
Vegetation Type		AS3959 Grassland / BAA Grassland	AS3959 Grassland / BAA Grassland	AS3959 Grassland / BAA Grassland	AS3959 Grassland / BAA Grassland
Separation Distance to Vegetation (m)	Actual	212	88	100	100
	Prescribed (Grassland areas only)	NA	NA	NA	NA
Vegetation Height (m)		1.	1.	1.	1.
Effective Slope (°)		0	0	2	2
Site Slope (°)		0	0	0	0
Prescribed or Deemed to Satisfy Requirements for distance achieved - (Distance equal to or greater than 140M structure 310M open space)		N	N	N	N
Deemed to Satisfy Requirements for slope achieved - (Effective Slope less than 20 degrees)		Y	Y	Y	Y
Deemed to Satisfy (DtS) Requirements Achieved		N	N	N	N
(If DtS not achieved) Calculated Heat Flux (kW/m2) (To be no greater than 2kw for open space or 10kw for a building)	Actual	.35	1.92	1.64	1.64
	Prescribed (Grassland areas only)	NA	NA	NA	NA
Treatments & Prescriptions (For Grassland areas ONLY)					
Overall NSP Criteria Achieved		Y	Y	Y	Y
Result		<p>Compliant</p> <p><input checked="" type="checkbox"/> Meeting the CFA assessment criteria on the day of assessment.</p> <p><input type="checkbox"/> Meeting the assessment criteria provided that prescriptions of management of grassland over the fire danger period are secured by agreed terms entered into by the landholder.</p> <p>Non Compliant</p> <p><input type="checkbox"/> Not meeting the CFA assessment criteria on the day of assessment</p>			

5.3 Extending the Aireys Inlet Neighbourhood Safer Place



Neighbourhood Safer Place – Bushfire Place of Last Resort Site Assessment Form



Additional site notes:

The site Location is a continuation of the existing site which is a section of nature strip running to the North East on the northern side of the Great Ocean Road opposite 71 Great Ocean Road, Aireys Inlet.

The area to be designated is depicted in this report's site plan/mud map attached.

An area to the east of the proposed site and within 88 metres of the site has been classified as Grassland(pasture) as the timbered area within is well under a Hectare in size and as per AS 3959 any timbered area under a hectare in size is excluded from assessment.

This area is a wetland with a heavy cover of grass at a height of up to 1 metre. On the day of assessment this area had a substantial cover of water within the swamp area.

In a dry season this area may dry up causing the grasses within to dry off and in the event of a fire in the general area this area has the potential to emit embers and under a westerly wind embers may impact the BPLR site.

CFA recommends that during extreme dryer seasonal conditions that the Surf Coast Municipality monitors the wetlands during the FDP to consider whether the vegetation within has cured due to the dryer conditions. If so, take any necessary measures to minimise any fire risk and the potential of any embers being emitted that may impact both the existing and proposed BPLR sites under a westerly wind

Appendix B - Signage Locations Map



5.3 Extending the Aireys Inlet Neighbourhood Safer Place

Appendix C - Aireys Inlet Precinct NSP Criteria Audit Report



Neighbourhood Safer Places Plan Criteria – Auditing Tool

Location: Aireys Inlet NSP Extension
Date: 25/8/2020

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

Surf Coast Shire 2020 NSP-PLR Council Assessment - Aireys Inlet NSP extension			
Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access <i>See section 3.2(a)</i>	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	NSP is located on Council managed open space and road reserve.	Yes
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> access the site and surrounding areas for maintenance; and erect appropriate signage at the NSP. 	N/A – Not private property.	N/A
Access and egress <i>See section 3.2(b)</i>	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> the anticipated potential number of people to move to and from the place; and the CFA and other emergency services to attend the place for asset and personnel protection activities? 	Access is via the Great Ocean Road. Although visitor numbers increase the pressure on the road network, it is expected to be capable of servicing the anticipated patronage. Emergency services will be able to access the site.	Yes
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	The surrounding roads are major infrastructure of the town and maintained to Road Safety Standards. The proximity of the site to the town is considered suitable. During a fire, roads to all NSPs may be impacted by smoke. While during a fire there is no guarantee that access will always remain available, it is anticipated that the NSP will usually be accessible by vehicle or on foot. There is limited car-parking on site, however there is further limited car-parking available near nearby public toilets and along the riverbank.	Yes.
Maintenance of NSP in accordance with CFA assessment	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to</i>	The site is directly managed by Council and regularly maintained to a suitable standard.	Yes.

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

Surf Coast Shire 2020 NSP-PLR Council Assessment - Aireys Inlet NSP extension			
Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
See section 3.2(c)	seek further information from the CFA.		
Opening of the NSP See section 3.2(d)	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	Publicly accessible site – available for public use on a 24 hour basis.	Yes
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	N/A – site is publicly accessible open space.	N/A
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?	It is possible, but this can be managed through liaison with Vic Roads and through the Council permit system.	Yes
Defendable space and fire suppression activities See section 3.2(e)	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	The site is generally surrounded by managed domestic gardens. Defendability is adequate and access for emergency services is adequate.	Yes.
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	No vegetation removal required, no approvals required.	Yes
Defendability of buildings See section 3.2(f)	If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	N/A	N/A

5.3 Extending the Aireys Inlet Neighbourhood Safer Place

Surf Coast Shire 2020 NSP-PLR Council Assessment - Aireys Inlet NSP extension			
Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Signage <i>See section 3.2(g)</i>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Extra signage will be put in place.	Yes
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?	N/A	N/A
Maintenance and maintainability <i>See section 3.2(h)</i>	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	The site is directly managed by Council and regularly maintained to a suitable standard.	Yes.
Disabled access <i>See section 3.2(i)</i>	Are there any means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	Access is suitable.	Yes
Alternative uses of potential NSP <i>See section 3.2(j)</i>	Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP? <i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i>	The site may potentially be used for other purposes however this would be managed through the council permit system and unintended impacts on its functionality as an NSP can be avoided.	Yes
Community Communication <i>See section 3.2(k)</i>	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	Signage is prominent when displayed.	Yes

6. CULTURE & COMMUNITY

6.1 SCS-017 Community Engagement Policy

Author's Title: Community Engagement Facilitator

General Manager: Chris Pike

Department: Community Relations

File No: F20/714

Division: Culture & Community

Trim No: IC20/1244

Appendix:

1. SCS-017 Community Engagement Policy (D20/158872)
2. SCS-017 Community Engagement Policy - showing revisions from draft (D20/156528)
3. Community Engagement Policy – report on submissions received (D20/153699)

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

Status:

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

Reason: Nil

Purpose

The purpose of this report is to present SCS-017 Community Engagement Policy for adoption in accordance with the Local Government Act 2020.

Summary

The Local Government Act 2020 requires Council to adopt a Community Engagement Policy by March 2021. A new policy has been developed ahead of the March 2021 deadline to enable Council to use the finalised policy for planning and implementation of the key strategic planning documents identified in the Act early in the next term of Council (e.g. Community Vision, Council Plan).

A draft policy was developed with targeted community and stakeholder input, and this draft was put on exhibition to the wider community from 30 July to 26 August 2020. 64 submission were received, with the submission process seeking input both on the draft policy document and respondents' engagement experiences. This has proved valuable in reinforcing the majority of the policy contents and prompting amendments to certain sections. The feedback will also be valuable in informing the consequent development of a management procedure focussed on the details of implementing the policy.

The Community Engagement Policy has been developed in line with the requirements of the Act, which specifies engagement principles and deliberative engagement processes, and mandates use of the policy to inform community engagement on a number of strategic documents.

Recommendation

That Council:

1. Notes the community feedback that was received in response to the release of the draft Community Engagement Policy (as attached at Appendix 3)
2. Adopts SCS-017 Community Engagement Policy (as attached at Appendix 1).
3. Communicates with stakeholders and the wider community regarding the adoption of the Policy, explaining how it was influenced by feedback received.

Council Resolution

MOVED Cr Margot Smith, Seconded Cr David Bell

That Council:

1. Notes the community feedback that was received in response to the release of the draft Community Engagement Policy (as attached at Appendix 3)
2. Adopts SCS-017 Community Engagement Policy (as attached at Appendix 1).
3. Communicates with stakeholders and the wider community regarding the adoption of the Policy, explaining how it was influenced by feedback received.

CARRIED 8:0

6.1 SCS-017 Community Engagement Policy

Motion

MOVED Cr James McIntyre

That Council considers this item at its next Council meeting.

LAPSED FOR WANT OF A SECONDER

Cr Heather Wellington lost connection and left the meeting at 8:13pm.

Cr Heather Wellington re-joined the meeting at 8:16pm.

6.1 SCS-017 Community Engagement Policy

Report

Officer Direct or Indirect Interest

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

Background

Council has had a formalised commitment to community engagement through consecutive policies for more than a decade. Council has consistently aligned its approach to engagement with the work of the International Association of Public Participation (IAP2), which provides guidance on engagement principles, and levels and approaches to suit different circumstances.

Council's performance on engagement is assessed each year via the Local Government Community Satisfaction Survey. Council's results in this area have remained steady over recent years with scores in the high 50s, comparing favourably to similar Councils and to the overall state average. Surf Coast Shire Council has the third highest score in Victoria for community engagement amongst Large Rural Councils.

A Community Engagement Policy is a requirement of the Local Government Act 2020, and the policy being presented for consideration has been developed in line with the requirements in the Act.

At the Council meeting in July 2020, Council resolved to place the draft Community Engagement Policy on public exhibition. Extensive communications were undertaken to reach a wide range of community members and stakeholders, and to encourage submissions on the draft policy and feedback on previous engagement experiences.

Discussion

According to the Local Government Act 2020, a Community Engagement Policy must be endorsed by March 2021, and must include reference to engagement principles and deliberative engagement processes. The Act specifies that the policy should inform community engagement on a number of strategic documents, including the Council Plan, Community Vision, Financial Plan and Asset Plan.

This policy is being presented to Council in 2020, ahead of the March 2021 deadline. Adoption of a policy in September 2020, will allow it to be utilised for planning and implementation of the strategic documents identified in the Act.

The Community Engagement Policy (see Appendix 1) has been developed in line with the requirements of the Local Government Act 2020. The development of the new policy has included two phases of engagement; an initial phase of targeted consultation was undertaken during the development of the draft document, and an open submission process sought community and stakeholder input on the draft document.

A total of 64 submission were received, including feedback from 13 local groups. Feedback was received from all wards, as well as non-resident ratepayers. Some of the key themes included:

- General support for the policy and its contents
- Accessibility principles
- Listening to and using community feedback
- Diverse groups and their needs
- Feedback loops/mechanisms
- Greater importance on how the policy is implemented

Feedback was analysed and used to refine the draft policy. Much of the feedback received during the submission process relates to the implementation of the policy. This feedback will inform a management procedure, the detail of which will be made publically available to further build understanding of Council's application of the policy principles.

Appendix 2 documents the changes made to the policy based on feedback, and Appendix 3 contains a report of the feedback received.

6.1 SCS-017 Community Engagement Policy

Council Plan

Theme 1 Community Wellbeing

Objective 1.1 Support people to participate in and contribute to community life

Theme 5 High Performing Council

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

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	No
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	Yes

Governance Principles - Local Government Act 2020 (LGA 2020)

This policy supports the governance principles of the Act, which include a requirement that Council engages the municipal community in strategic planning and strategic decision making.

Policy/Relevant Law

The Community Engagement Policy has been developed in line with the requirements of the Local Government Act 2020.

Community Engagement

A two phase engagement process informed the development of the policy. An initial process of consultation was undertaken with targeted stakeholder groups, and an open submission process sought feedback on the draft document. The survey form used for the submission process also sought feedback on respondent's prior engagement experiences and future preferences, to support the implementation phase of the policy. Extensive targeted communication was undertaken to ensure wide reach of the draft policy, and to ensure community and stakeholders were aware of the opportunity to provide feedback. This included:

- Social media posts on Council pages and community pages.
- Press advertising in multiple local publications.
- Stakeholder emails to business and community databases, agency/stakeholder contacts and non-resident ratepayers.
- Direct contact with Wadawurrung representatives, All Abilities Advisory Committee and Positive Ageing Committee.
- Website providing access to survey, draft policy and supporting documentation.
- Internal engagement with staff from across the organisation.

6.1 SCS-017 Community Engagement Policy

Public Transparency

In support of the public transparency principles outlined in the Act, this policy commits to informing the community about the level of influence of community engagement on Council's decision making processes.

Strategies/Plans

The Community Engagement Policy will provide guidance on the approach to community engagement for strategic planning and strategic decision making processes.

Risk Assessment

The Engagement Policy is a requirement of the Local Government Act 2020. A delay in endorsing and implementing the policy may result in subsequent delays to the engagement processes required for the Council Plan and Community Vision, which are required to use Council's Engagement Policy.

Communication

The engagement and communications plan includes channels to publicise the final policy. This will include advising submitters, key stakeholders and the wider community.

Human Rights Charter

The Human Rights Charter was considered and informed the development of these documents.

Options

Option 1 – Adopt the Community Engagement Policy as attached

This option is recommended by officers as the policy is required by the Local Government Act 2020, and adoption at this time will allow the policy to be used to inform the development of key strategic documents.

Option 2 – Adopt with changes

This option is not recommended by officers as the policy document is compliant with the requirements of the Local Government Act 2020, and has been revised to reflect community feedback.

Option 3 – Do not adopt

This option is not recommended by officers as a policy is required by the Local Government Act 2020 to inform the development of key strategy documents.

Conclusion

The Community Engagement Policy has been developed in line with the requirements of the Local Government Act 2020, and revised following an open community submission process. The final policy document is presented to Council and recommended for adoption.

6.1 SCS-017 Community Engagement Policy

APPENDIX 1 SCS-017 COMMUNITY ENGAGEMENT POLICY



We exist to help our community and environment to thrive

COUNCIL POLICY

SCS-017 - Community Engagement Policy

TRIM Reference: D2020/92074 Due for Review: 30 September 2022
Responsible Officer: Coordinator Communications and Community Engagement

Purpose

This policy outlines the principles and commitments that underpin Council's approach to community engagement. Community engagement refers to a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome (IAP2).

Policy Principles

The Local Government Act 2020 Section 56 establishes five community engagement principles applicable to Council. As required by Section 55 of the Act, this policy gives effect to these principles.

Principle 1: A community engagement process must have a clearly defined objective and scope

Council will:

- Develop community engagement plans in accordance with this policy.
- Identify and document the purpose of community engagement processes and the benefits sought.
- Allocate appropriate funding and time to engagement planning and implementation.

Principle 2: Participants in community engagement must have access to objective, relevant and timely information to inform their participation

Council will:

- Provide accurate, impartial and accessible information about intended projects or decisions for consideration.
- Provide information with sufficient notice for community members to consider how they may be affected by proposed decisions or plans and make arrangements to be involved in engagement processes.
- Provide opportunities, as appropriate, for community members to come together to learn and share information, and have meaningful and informed deliberations.

Principle 3: Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement

Council will:

- Identify stakeholders at the commencement of all relevant projects and determine the level to which different groups may be affected by decisions or plans.
- Select a variety of accessible communication methods to ensure relevant parties are informed about engagement activities and opportunities to influence council decisions.
- Encourage and support the inclusion of a diverse range of perspectives, including, but not limited to, youth, older people, people with disabilities and carers, and people who identify as LGBTIQ+, Aboriginal and/or Torres Strait Islander, or as belonging to a variety of culturally and linguistically diverse communities.
- Listen to and consider the views of the full range of participants.

Principle 4: Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement

Council will:

- Consider what barriers may exist to participation in engagement processes, including consideration of accessibility needs, information formats, communication channels, language and a variety of engagement methods and opportunities.
- Develop plans which respond to identified barriers and needs, and encourage broad participation.
- Support initiatives that improve the capacity of different groups to engage with Council and effectively present their views.

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Principle 5: Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making

Council will:

- Identify the appropriate level of engagement according to the International Association of Public Participation (IAP2) Framework.
- State the level of influence available, and highlight the negotiable and non-negotiable elements of any community engagement process.
- Articulate how community perspectives will be incorporated into decision making and the nature of decisions to be made.
- Share what has been learned and what actions or decisions have resulted from an engagement process.

Scope

This policy provides direction on formal (including legislated) and informal community engagement activities undertaken by, or on behalf of, Council, including, but not limited to, the:

- Development and review of key strategic plans such as the Community Vision, Council Plan, Municipal Health and Wellbeing Plan, Financial Plan, Asset Plan, and Road Management Plan.
- Making of local laws.
- Development of annual budgets.
- Development of Council policies that directly impact the community.
- Planning and delivery of projects that create new assets or change service levels

This policy applies to all community engagement activity undertaken by Council, including work undertaken by consultants and volunteers.

Community engagement relating to planning permit applications and planning scheme amendments is outside of the scope of this policy, as these processes are governed by the Planning and Environment Act 1987 and associated regulations.

Policy

Council will undertake community engagement activities for any of the following purposes:

- when community input can enhance decision making or project outcomes
- to gain new information about community needs, aspirations and concerns
- when there will be a real or perceived change to existing services, programs or the use of public spaces and facilities
- when community members, business communities or other groups would have a particular interest in the outcome of a decision, project or development
- when Council resolves to consult the community
- when legislation, policy or other agreement mandates.

Council will seek participant feedback to monitor and evaluate engagement, and continue to adapt and improve our processes.

Type and form of community engagement

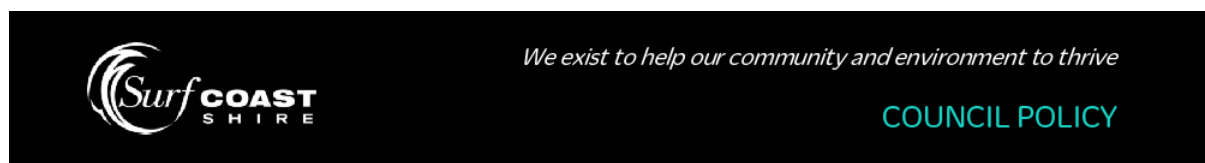
The process for determining the type and form of community engagement will be governed by a management procedure, aligned to the IAP2 Spectrum of Public Participation (below). Engagement approaches will be documented in project specific community engagement plans.

Council will assess the following when considering the selection of engagement level(s) and associated activities:

- the level of impact on the community the level of community and stakeholder interest
- the complexity and associated risks of the issue/project/topic
- the resources available to Council.

Engagement level	Promise to community	Role of community	Examples of activities
<u>Inform:</u> Provide news and information to the community to help them understand.	Council will keep you informed.	Receive information.	Information sessions Provide information via media Social media posts On-site signage Direct mail Project updates Public meetings

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Engagement level	Promise to community	Role of community	Examples of activities
Consult: Ask for feedback on a matter	Council will listen to and acknowledge your contribution.	Contribute opinions and ideas.	Survey Focus groups Drop-in sessions Opinion poll Submission processes Public meetings
Involve: Invite participation toward an outcome pre-determined by Council.	Council will work with you to ensure your concerns and aspirations are considered in the decision making.	Participate in making plans and decisions.	Working/reference groups Advisory groups Workshops Deliberative polling
Collaborate: Work together with the community toward a jointly agreed outcome.	Council will look to the community for advice and innovation, incorporating into decisions where possible.	Actively partner for an agreed outcome	Citizen's advisory committees Participatory decision making Community ownership project governance Deliberative processes
Empower: Place final decision making in the hands of the public and build their capacity to deliver change	Council will help you implement our mutual goals.	Carry out a community-led initiative.	Citizen's juries Deliberative processes Ballots

Adapted from IAP2 Spectrum of Public Participation

When outlining the engagement approach, Council will tailor engagement based on the:

- specific aims and objectives of the engagement
- needs of participants
- local context
- needs of the decision or policy-makers
- requirements of any relevant regulations.

Each community engagement plan will include the following as a minimum:

- The purpose and objectives of the exercise (why and how)
- The intended outcomes (what will be achieved);
- The scope of the engagement (including available influence)
- The people who should be involved (specialists, decision-makers and public participants), and their potentially different needs and aspirations;
- The context (social, political, historical, policy) into which the process will fit
- The methods for informing the community of the outcome of engagement.

Process for informing the community of the outcome of engagement

In determining the methods for informing the community of the outcome of engagement processes, Council will consider:

- the relevant community engagement plan
- the stakeholders involved
- the relevance to, and the interest level of, the broader community.

Council will utilise a variety of methods to inform the community of the outcome of engagement processes. These will be outlined in specific community engagement plans and will include, but not be limited to:

- Publication on Council's website
- Posts on Council's social media sites
- Print media
- Direct communication with individuals or groups that have participated in the process or requested to be notified of the outcomes (e.g. phone, email or post)
- Formal in-person announcements (e.g. community meeting).

Deliberative engagement practices

Deliberative engagement refers to engagement processes that enable community representatives to reach conclusions based on in depth consideration of relevant facts from multiple points of view, conversations with others and critical thinking about alternative perspectives, opinions, understandings and trade-offs (adapted from Mosaic Lab).

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Council will undertake deliberative engagement in the following circumstances:

1. Where it has a legislated obligation (including Community Vision, Council Plan, Financial Plan and Asset Plan); or
2. Where it resolves that it wants its decision-making on a matter or initiative to be informed by this model of community engagement.

There is no single design for deliberative public engagement; therefore, Council's deliberative engagement practices will be tailored in accordance with this policy.

Once designed, the deliberative engagement elements will be documented in a community engagement plan, in accordance with this policy. Where Council is undertaking deliberative engagement, the community engagement plan will be available on Council's website.

As part of Council's commitment to effective deliberative engagement practices, Council will:

- provide a clear remit to the deliberative group
- ensure participants have access to neutral, balanced information from a range of different sources, to allow in-depth conversation and understanding of this issues involved
- ensure the process is representative
- allow the time needed to deliberate on complex information, and weigh up options and ideas
- give the deliberative group a high level of influence over outcomes or decisions.

Related Procedure

MPP-028 Community Engagement Management Procedure (draft under development)

References

Documents

- Surf Coast Shire Communications and Community Engagement Strategy 2019-21
- Surf Coast Shire Customer Service Strategy 2015-18
- SCS-025 Surf Coast Shire Council Capital Works Community Engagement Policy
- Surf Coast Shire Community Development Policy 2019-21 (draft under development)
- Surf Coast Shire Governance Rules (draft)
- Surf Coast Shire Public Transparency Policy (draft)

Relevant Legislation

- [Local Government Act 1989](#)
- [Local Government Act 2020](#)
- [Victorian Charter of Human Rights and Responsibilities Act 2006](#)
- [Equal Opportunity Act 2010](#)
- [Subordinate Legislation Act 1994](#)
- [Public Administration Act 2004](#)
- [Road Management Act 2004](#)
- [Planning and Environment Act 2007](#)
- [Health and Wellbeing Act 2008](#)

Other References

- [International Association of Public Participation \(IAP2\) Spectrum of Public Participation](#)
- [IAP2's Core Values for the Practice of Public Participation](#)
- [Mosaic Lab Principles of Deliberative Engagement](#)

Document History

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6.1 SCS-017 Community Engagement Policy

APPENDIX 2 SCS-017 COMMUNITY ENGAGEMENT POLICY - SHOWING REVISIONS FROM DRAFT



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SCS-017 - Community Engagement Policy

TRIM Reference: D2020/92074 Due for Review: 30 September 2022
Responsible Officer: Coordinator Communications and Community Engagement

Purpose

This policy outlines the principles and commitments that underpin Council's approach to community engagement. Community engagement refers to a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome (IAP2).

Policy Principles

The Local Government Act 2020 Section 56 establishes five community engagement principles applicable to Council. As required by Section 55 of the Act, this policy gives effect to these principles.

Principle 1: A community engagement process must have a clearly defined objective and scope

Council will:

- Develop community engagement plans in accordance with this policy.
- Identify and document the purpose of community engagement processes and the benefits sought.
- Allocate appropriate funding and time to engagement planning and implementation.

Principle 2: Participants in community engagement must have access to objective, relevant and timely information to inform their participation

Council will:

- Provide accurate, ~~and~~-impartial and accessible information about intended projects or decisions for consideration.
- Provide information with sufficient notice for community members to consider how they may be affected by proposed decisions or plans and to make arrangements to be involved in engagement processes.
- Provide opportunities, as appropriate, for community members to come together to learn and share information, and have meaningful and informed deliberations.

Principle 3: Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement

Council will:

- ~~Make reasonable endeavours to~~ identify stakeholders at the commencement of all relevant projects and determine the level to which different groups may be affected by decisions or plans.
- Select a variety of accessible communication methods ~~to which will~~ ensure relevant parties are informed about engagement activities and opportunities to influence council decisions.
- Encourage and support the inclusion of a diverse range of perspectives, ~~and ensure the consideration of all relevant interests including, but not limited to, minority groups and those people belonging to socially, culturally and linguistically diverse communities, youth, older people, people with disabilities and carers, and people who identify as LGBTIQA+, Aboriginal and/or Torres Strait Islander, or as belonging to a variety of culturally and linguistically diverse communities.~~
- Listen to and consider the views of the full range of participants.

Principle 4: Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement

Council will:

- ~~Consider what barriers may exist to~~ Make reasonable adjustments to remove barriers to participation in engagement processes, including consideration of accessibility needs, information formats, communication channels, language and a variety of engagement methods and opportunities.
- Develop plans which respond to identified barriers and needs, and encourage broad participation.
- Support initiatives that improve the capacity of different groups to engage with Council and effectively present their views.

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Principle 5: Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making

Council will:

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- State the level of influence available, and highlight the negotiable and non-negotiable elements of any community engagement process.
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Type and form of community engagement

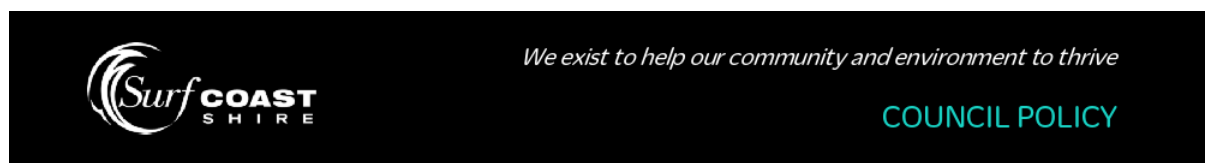
The process for determining the type and form of community engagement will be governed by a management procedure, aligned to Council will utilise the IAP2 Spectrum of Public Participation (below), to inform community Engagement approaches, ~~and this~~ will be documented in project specific community engagement plans.

Council will assess the following when considering the selection of engagement level(s) and associated activities:

- ~~the level of~~ impact on the community
- the level of community and stakeholder interest
- the complexity and associated risks of the issue/project/topic
- the resources available to Council.

Engagement level	Promise to community	Role of community	Examples of activities
<u>Inform</u> : Provide news and information to the community to help them understand.	Council will keep you informed.	Receive information.	Information sessions Provide information via media Social media posts On-site signage Direct mail Project updates Public meetings

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Adapted from IAP2 Spectrum of Public Participation

When outlining the engagement approach, Council will tailor engagement based on the:

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- needs of participants
- local context
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- requirements of any relevant regulations.

Once designed, the deliberative engagement elements will be documented in a Each community engagement plan, and will include the following as a minimum:

- The purpose and objectives of the exercise (why and how)
- The intended outcomes (what will be achieved);
- The scope of the engagement (including available influence)
- The people who should be involved (specialists, decision-makers and public participants), and their potentially different needs and aspirations; ~~and~~
- The context (social, political, historical, policy) into which the process will fit and
- The methods for informing the community of the outcome of engagement.

Process for informing the community of the outcome of engagement

In determining the methods for informing the community of the outcome of engagement processes, Council will consider:

- the relevant community engagement plan
- the stakeholders involved
- the relevance to, and the interest level of, the broader community.

Council will utilise a variety of ~~The~~ methods ~~used~~ to inform the community of the outcome of engagement processes. These will be outlined in specific community engagement plans; and will include, but not be limited to:

- Publication on Council's website
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- Formal in-person announcements (e.g. community meeting).

Deliberative engagement practices

Deliberative engagement refers to engagement processes that enable community representatives to reach conclusions based on in depth consideration of relevant facts from multiple points of view, conversations with

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others and critical thinking about alternative perspectives, opinions, understandings and trade-offs (adapted from Mosaic Lab).

Council will undertake deliberative engagement in the following circumstances:

1. Where it has a legislated obligation (including Community Vision, Council Plan, Financial Plan and Asset Plan); or
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As part of Council's commitment to effective deliberative engagement practices, Council will:

- provide a clear remit to the deliberative group
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Related Procedure

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Other References

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- [IAP2's Core Values for the Practice of Public Participation](#)
- [Mosaic Lab Principles of Deliberative Engagement](#)

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APPENDIX 3 COMMUNITY ENGAGEMENT POLICY – REPORT ON SUBMISSIONS RECEIVED

Community Engagement Policy – report on submissions received

Background

The draft Community Engagement Policy was placed on public exhibition from 30 July to 26 August 2020. The submission process was in the form of a survey (with an option to upload a separate submission document). The survey sought feedback on:

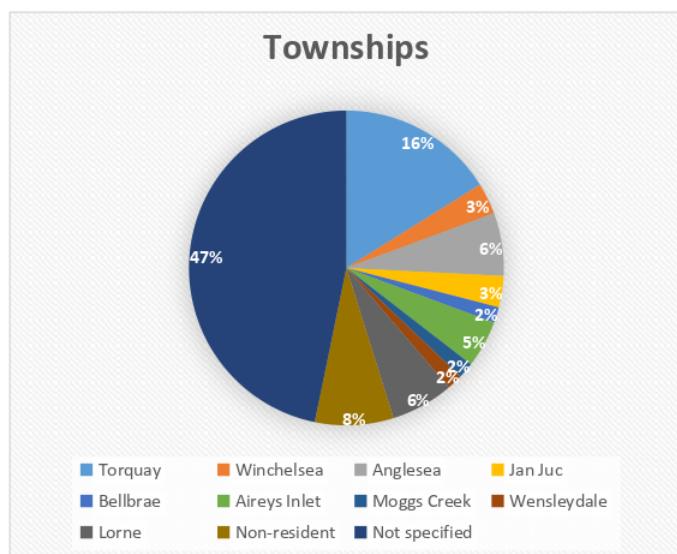
- 1) The draft policy – see Part 1
- 2) Prior engagement experiences and preferences for future – see Part 2.

Extensive targeted communication was undertaken to ensure wide reach of the draft policy, and to ensure community and stakeholders were aware of the opportunity to provide feedback. This included:

- Social media posts on Council pages and community pages.
- Press advertising in multiple local publications.
- Stakeholder emails to business and community databases, agency/stakeholder contacts and non-resident ratepayers.
- Direct contact with Wadawurrung representatives, All Abilities Advisory Committee and Positive Ageing Committee.
- Website providing access to survey, draft policy and supporting documentation.
- Internal engagement with staff from across the organisation.

Overview

64 completed survey responses were received, including feedback from 13 groups/organisations. The following graph shows the distribution across townships for respondents who completed the survey.



Key Themes:

- General support for policy and its contents
- Accessibility principles
- Listening to feedback
- Diverse groups and their needs
- Feedback loops/mechanisms
- Greater importance of how the Policy is implemented

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Part 1 - Feedback received on draft Community Engagement Policy

Feedback on Draft Policy: General feedback		
Theme	Officer Response	Possible Action
Overall, though not unanimously, respondents found the policy: <ul style="list-style-type: none"> thorough, aligned with LG Act, a good framework for Council keeps options available for community leadership clear, concise and understandable 	Noted	Maintain in policy Consider where language and concepts could be clearer
Aspects of engagement/policy that could be strengthened: <ul style="list-style-type: none"> ensuring feedback is listened to and responded to in a timely way improved communication about what decisions have been made and how community input influenced decisions ensuring policy implementation meets the objectives of the LG Act 	Many of the elements, that will ensure these needs are addressed, can be outlined in the management procedure to be developed. This document will spell out how officers implement the policy.	For noting and inclusion in management procedure Include in future engagement planning/ management procedure/ staff training
Need for definitions: <ul style="list-style-type: none"> Community Engagement Deliberative Engagement 	Agree – LGV also stated in recent webinar that definition of deliberative engagement expected to be included in Policy.	Include in policy Definitions of deliberative and community engagement
Details of processes, monitoring and evaluation: <ul style="list-style-type: none"> how engagement interactions will occur submissions processes how the policy moves from words on a page to meaningful action how monitoring and engagement occurs how to ensure people who provide feedback are listened to ensuring Council not only listens to the loudest voices 	These elements can be addressed through early and thorough engagement planning processes.	Include in management procedure <ul style="list-style-type: none"> - Detail about various engagement processes - Detail about how monitoring and engagement will occur Provide public access to the management procedure once complete

Feedback on Draft Policy: Specific comments and suggested changes to draft policy		
Theme	Officer Response	Possible Action
Principle 2 – Objective, relevant, timely information <ul style="list-style-type: none"> Specify accessibility of language and forms of information provided (possibility of easy English version of policy) Variety of communication methods Determining 'sufficient' time Significance of this principle 	Agree with strengthening language re: accessibility Details of sufficient timelines can be included in management procedure	Include in policy <ul style="list-style-type: none"> -reference to accessibility -reference to use of variety of communication methods -consider easy English version Include in management procedure <ul style="list-style-type: none"> -details outlining timelines etc. according to project types

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Feedback on Draft Policy: Specific comments and suggested changes to draft policy		
Theme	Officer Response	Possible Action
Principle 3 – Representative participants <ul style="list-style-type: none"> Reference to variety of diverse groups including young people, traditional owners, Aboriginal and Torres Strait Islanders, people with disabilities etc. Wording of principle Importance of principle 	<p>Agree - refer to 'diverse' groups, rather than 'minority' groups, and reference to other groups in addition to CALD.</p> <p>Wording of principle is specified in the Act.</p>	<p>Include in policy</p> <p>- reference to 'diverse' rather than minority groups</p> <p>- specific reference to key groups (clarifying that the list is not exclusive of others)</p>
Principle 4 – Reasonable support to engage <ul style="list-style-type: none"> Wording of principle - stronger Determining 'reasonable' adjustments Wording to effect that Council is proud to incorporate contributions from groups who may experience barriers Capacity development for certain groups to contribute meaningfully 	<p>Wording of actual principle is specified in the Act.</p> <p>Consider strengthening wording re: Council commitment to removing barriers.</p> <p>A commitment to building capacity of groups who may experience barriers would be a positive inclusion.</p>	<p>Include in policy</p> <p>Reference to building community capacity to engage</p> <p>Include in management procedure</p> <p>Detail re: commitment to removing barriers to participation</p>
Principle 5 – Community informed of how engagement will influence decisions <ul style="list-style-type: none"> Clarification of 'non-negotiable' 	<p>There will be various non-negotiable elements in projects. Will need to be outlined for individual projects.</p>	<p>Include in management procedure</p> <p>Include examples of non-negotiable project elements</p>
Scope <ul style="list-style-type: none"> Additional topics that should be engaged upon 	<p>Policy specifies that not all items for engagement are listed. More detail on criteria for engaging provided under 'Policy'.</p>	<p>Maintain in policy</p> <p>No change required</p>
Policy <ul style="list-style-type: none"> When and how does Council decide when community input can enhance a decisions Mention of IAP2 Spectrum unclear/link broken Suggested grading system for determining type and form 'Engagement should not be limited by available resources' Clearer outline (similar to deliberative engagement) re: what will be involved in a community engagement process 	<p>Largely requests for additional detail. Process detail to be included in management procedure.</p> <p>Parameters will exist for engagement processes, including available budget. Should not determine whether engagement is undertaken, but influence type and form of engagement</p>	<p>Maintain in policy</p> <p>Reference to available resources</p> <p>Include in policy</p> <p>Clearer reference to IAP2 Spectrum</p> <p>Key elements of Community Engagement process</p> <p>Include in management procedure</p> <p>Detail re: deciding when community input can enhance decision making or project outcomes</p> <p>Detail 'grading' system for determining engagement type and form.</p>

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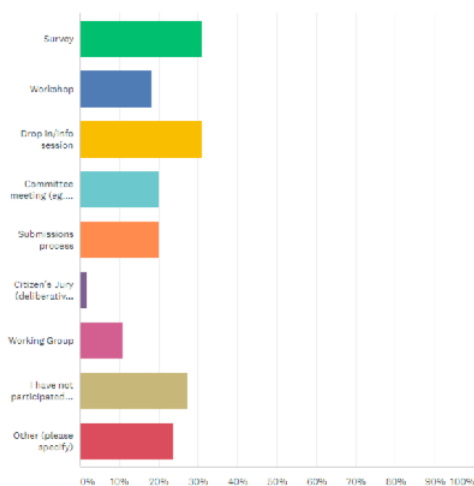
Part 2 - Feedback on experience of community engagement

As a part of the submission process, in addition to feedback on the draft Community Engagement Policy, respondents were asked for feedback on their previous engagement experiences, and preferences for engagement in the future. This input will feed into a management procedure that will govern the implementation of the policy.

Of the 55 people who responded to this question, approximately 70% had previously participated in an engagement process with Council. The following graph shows the types of engagement undertaken.

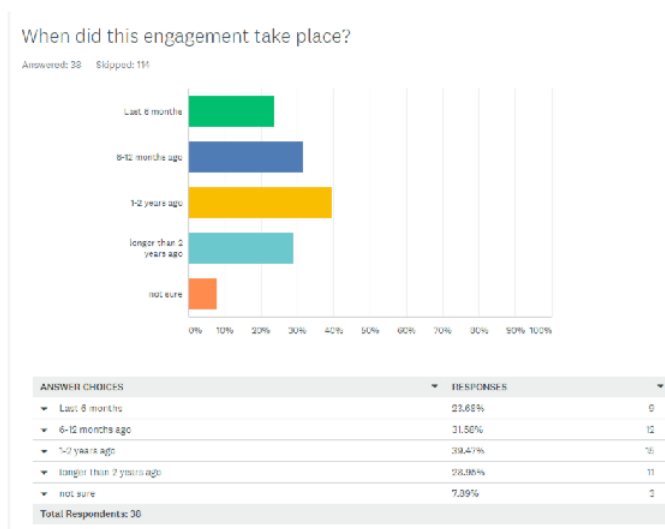
Have you participated in any of the following engagement processes with Council?

Answered: 55 Skipped: 97

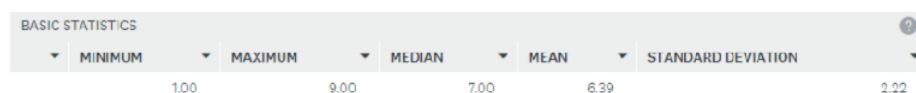


ANSWER CHOICES	RESPONSES	
Survey	30.91%	17
Workshop	18.18%	10
Drop In/Info session	30.91%	17
Committee meeting (eg. advisory or project steering committee)	20.00%	11
Submissions process	20.00%	11
Citizen's Jury (deliberative panel)	1.82%	1
Working Group	10.91%	6
I have not participated in any engagement with Council	27.27%	15
Other (please specify)	23.64%	13
Total Responses: 55		

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An average rating of 6.4 (out of 10) was given for respondents overall level of satisfaction with Council's engagement:



The following table outlines the feedback received relating to participation in previous Council engagement processes.

Feedback on experience of community engagement: What people liked		
Theme	Officer Response	Possible Action
Opportunity to be heard; feeling experience/knowledge/ideas valued; feeling listened to/input made a difference	Strong theme	Maintain guidance in Policy/Management Procedure
Liked the process and support from Council officers - e.g. Process was easy to understand, process was local, co-design process, quick and easy process that could be done at a time that suited	Noted	Maintain guidance in Policy/Management Procedure
Regular communication/ease of communication with relevant Council Officers/ Consistent/clear information	Strong theme	Maintain guidance in Policy/Management Procedure
Broad range of ideas shared/hearing everyone's thoughts and ideas	Noted	Maintain guidance in Policy/Management Procedure

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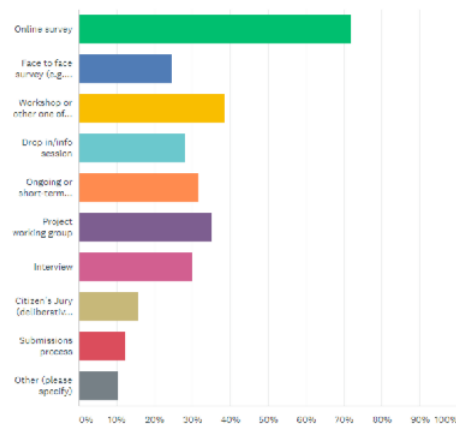
Feedback on experience of community engagement: What could be improved		
Theme	Officer Response	Possible Action
Communication about what influence feedback ultimately had on decisions, feedback loop, what final decisions were made, transparency about why decisions were made	Strong theme – key area for future improvement	Include in Management Procedure -Incorporate guidance on these elements and training re: new policy/deliberative engagement
More clarity/transparency at the outset about level of influence available	Included as Policy Principle	For noting Include in Management Procedure -determining and communicating level of influence available
Resourcing - numbers/skills/preparedness of staff involved in CE processes	Included in Policy Principles	For noting Include in Management Procedure -how to ensure appropriate resourcing
Some groups/perspectives given too much weight in decision making	Common challenge in engagement, ensure staff receive guidance on how to ensure equity	For noting Include in Management Procedure -strategies for managing louder voices
Subsequent opportunities for community input (e.g. re: draft actions; when deciding on final plan approval/tender processes)	May not always be appropriate, but when possible strengthens feedback loop	Include in Management Procedure -guidance on when going back to community would be advised
"Council should actually LISTEN to community"	Can relate to: <ul style="list-style-type: none"> Unclear scope/level of influence communicated dissatisfaction with decisions made lack of awareness of other perspectives. Approaches that support sharing of community perspectives, and feedback re: how decisions were made, can mitigate	For noting
Roadblocks - timing of information, no chance for community input, ultimately unhappy with decisions that were made	Share feedback with service areas	For noting
Need for engagement on smaller items (e.g. off lead dog areas) But also, Over-engagement on 'meaningless' or process items, and need for Council to be decisive	Reflective on different perspectives of how much community needs to be involved at different levels of decision making	For noting Include in Management Procedure -advice re: engagement on smaller scale items

6.1 SCS-017 Community Engagement Policy

Feedback on preferences for future engagement

Which of the following engagement methods would you be most inclined to participate in?

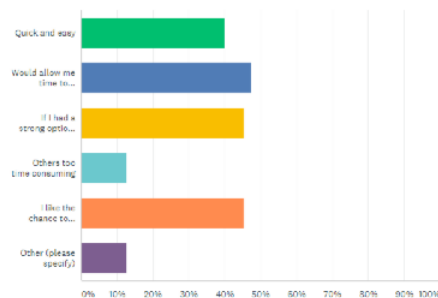
Answered: 57 Skipped: 99



ANSWER CHOICES	RESPONSES
Online survey	71.53% 41
Face to face survey (e.g. at information booth)	24.56% 14
Workshop or other one off activity	30.60% 22
Drop in/info session	28.07% 16
Ongoing or short-term Advisory Committee	31.50% 18
Project working group	35.09% 20
Interview	29.82% 17
Citizen's Jury (deliberative panel)	15.79% 9
Submissions process	12.23% 7
Other (please specify)	10.53% 6
Total Responses: 57	

Why would this/these option(s) appeal to you?

Answered: 55 Skipped: 97



ANSWER CHOICES	RESPONSES
Quick and easy	40.00% 22
Would allow me time to consider options	47.27% 26
If I had a strong opinion, this would allow me a better opportunity to have my view considered	45.45% 25
Others too time consuming	12.73% 7
I like the chance to discuss Council's proposals	45.45% 25
Other (please specify)	12.73% 7
Total Responses: 55	

6.2 COVID Recovery Grants Assessment - September 2020

Author's Title: Manager Community Support Team

Department: Community Relations

Division: Culture & Community

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

General Manager: Chris Pike

File No: F20/242

Trim No: IC20/1198

Status:

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

Reason: Nil

Purpose

The purpose of this report is to consider funding allocations from the COVID-19 Recovery Assistance Program, principally COVID Recovery Assistance Grants, and to put arrangements in place to enable Council to continue to support community recovery whilst caretaker provisions are in effect.

Summary

Council's COVID-19 Recovery Assistance funding program opened on 25 June 2020 after COVID-19 Recovery Assistance Guidelines (the Guidelines) were adopted in May 2020. This program is designed to assist business and community recovery from the COVID-19 pandemic throughout the 2020-21 financial year.

This is the second opportunity for Council to consider funding COVID Recovery Assistance Grants. Council has established a Rapid Response category for applications up to \$5,000 that can be approved by an officer assessment panel. This is done assessing applications against funding criteria in the Guidelines. A total allocation of \$50,000 for Rapid Response grants was adopted in June 2020.

Ten applications have been assessed by the panel during this assessment period since the August Council meeting.

Five applications were up to \$5,000 in the Rapid Response category and five were above \$5,000. Three Rapid Response grants were approved and one application above \$5,000 is recommended for funding as they exceeded the minimum assessment score. Four applications above \$5,000 did not meet the minimum assessment score and are not recommended for funding.

Council-led initiatives can be considered for funding through the COVID-19 Recovery Assistance Program. One Council-led initiative considered for COVID-19 Recovery Assistance funding is the continuation of Council's online Arts Trail - PORTAL. Council previously applied for a State Government, 'Let's Stay Connected' grant for PORTAL. Early indications are that Council may not receive funding under this State Government Grant program. There is an opportunity for Council to commit to funding this initiative if the State Government Grant is confirmed as unsuccessful.

Council moves into election - or caretaker - period on 22 September through until the 24 October Council Election. There will be no Council meeting in October. Council can resolve through this report to delegate funding decisions for COVID-19 Recovery Assistance Grants above \$5,000 to the Chief Executive Officer during caretaker period. Council can consider allocating further funding to the Rapid Response category as \$26,760 has been awarded in Rapid Response grants at the time this report is written and applications are regularly received and assessed.

6.2 COVID Recovery Grants Assessment - September 2020

Recommendation

That Council:

1. Allocates \$20,000 from the COVID-19 Support Allocation to the Torquay Community House for the Let's Go Outside project.
2. Allocates \$30,000 from the COVID-19 Support Allocation for the Council-led recovery initiative to extend the online Arts Trail, PORTAL, should the Council's 'Let's Stay Connected' grant application be unsuccessful.
3. Notes officers have determined the following Rapid Response applications to be successful:
 - 3.1 Anglesea Community Network - Anglesea Leaders Forum - \$1,800
 - 3.2 ANGAIR - Digital Wildflower and Nature Show - \$4,960
 - 3.3 Love Lorne auspiced by Lorne Business and Tourism Association - Sharing the Love Lorne – \$5,000
4. Notes all successful and unsuccessful grant applicants receive feedback regarding their application.
5. Allocates an additional \$50,000 to the Rapid Response Grants category from the COVID-19 Support Allocation to fund small initiatives of up to \$5,000 per application as determined by an officer panel.
6. Authorises the Chief Executive Officer to allocate up to \$100,000 of COVID-19 Support Allocation in accordance with the established assessment process for grant applications above \$5,000, from 22 September 2020 until 24 October 2020.
7. Notes that allocations in this resolution in addition to previous decisions of Council brings the total amount drawn from the \$1 million COVID-19 Support Allocation to \$271,760.

Council Resolution

MOVED Cr David Bell, Seconded Cr Margot Smith

That Council:

1. Allocates \$20,000 from the COVID-19 Support Allocation to the Torquay Community House for the Let's Go Outside project.
2. Allocates \$30,000 from the COVID-19 Support Allocation for the Council-led recovery initiative to extend the online Arts Trail, PORTAL, should the Council's 'Let's Stay Connected' grant application be unsuccessful.
3. Notes officers have determined the following Rapid Response applications to be successful:
 - 3.1 Anglesea Community Network - Anglesea Leaders Forum - \$1,800
 - 3.2 ANGAIR - Digital Wildflower and Nature Show - \$4,960
 - 3.3 Love Lorne auspiced by Lorne Business and Tourism Association - Sharing the Love Lorne – \$5,000
4. Notes all successful and unsuccessful grant applicants receive feedback regarding their application.
5. Allocates an additional \$50,000 to the Rapid Response Grants category from the COVID-19 Support Allocation to fund small initiatives of up to \$5,000 per application as determined by an officer panel.
6. Authorises the Chief Executive Officer to allocate up to \$100,000 of COVID-19 Support Allocation in accordance with the established assessment process for grant applications above \$5,000, from 22 September 2020 until 24 October 2020.
7. Notes that allocations in this resolution in addition to previous decisions of Council brings the total amount drawn from the \$1 million COVID-19 Support Allocation to \$271,760.

CARRIED 8:0

Cr Heather Wellington lost connection and left the meeting at 8:22pm.

Cr Heather Wellington re-joined the meeting at 8:25pm.

6.2 COVID Recovery Grants Assessment - September 2020

Report

Officer Direct or Indirect Interest

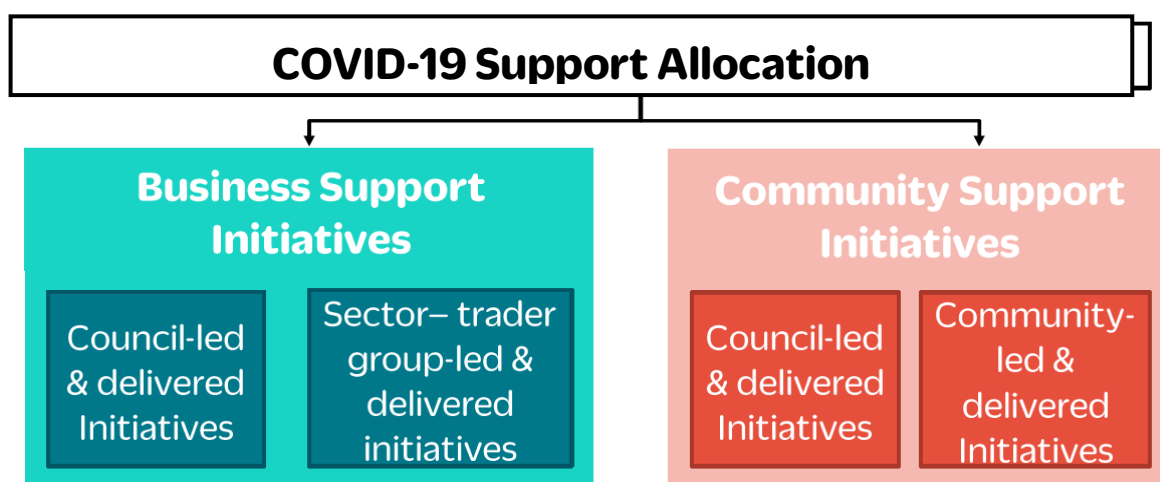
No officer involved in the preparation of this report has any conflicts of interest.

Background

The August Council meeting was the first opportunity for Council to consider funding initiatives from the COVID-19 Recovery Assistance program.

Council has allocated \$1 million to the COVID-19 Support Allocation in the 2020-21 budget which funds this program.

Council adopted funding guidelines at the May council meeting and these guidelines are the basis for assessing grants. The adopted guidelines identify two focus areas for the COVID-19 Recovery Assistance Program:



Council resolved on 23 June 2020 to allocate \$100,000 to five trader groups in Surf Coast Shire and \$75,000 to Great Ocean Road Regional Tourism for marketing initiatives.

Council resolved in August to allocate \$20,000 to the Otway Wine Cooperative for the Marketing and Online sales project as well as noting three Rapid Response grants that were approved – Ellie Cheesman Films, Torquay Food Aid and Deans Marsh Primary School Farm Gate project totalling \$15,000. Council also noted at the August meeting that an application had been submitted to the State Government 'Let's Stay Connected' program to extend the online Arts Trail – PORTAL.

Council officers have learned that the 'Let's Stay Connected' program which closed on 31 August was heavily subscribed. There is uncertainty about whether the Surf Coast Shire submission will be successful. Early indications are this will be unlikely.

PORTAL has been considered as a Council-led COVID recovery initiative against the funding requirements by the assessment panel. It exceeds the minimum COVID-19 recovery assessment conditions and will contribute to community and economic recovery. This report proposes that PORTAL receives funding from the COVID-19 Support Allocation if confirmation is received from the State Government that the 'Let's Stay Together' grant application is unsuccessful.

Discussion

The key elements of the assessment process is outlined in Council's Guidelines. The key elements of organised funding rounds are:

- Opportunities will be widely promoted through Council's communication channels, networks and local media.
- Applications will be made via Council's online grant system.
- Officers will be available to provide information to prospective applicants.

6.2 COVID Recovery Grants Assessment - September 2020

- Applications will be assessed against the funding criteria within these guidelines.
- A panel of Council officers will assess each application against the criteria.
- Officers will make recommendations on each application to the Council.
- The Council will determine the allocation of funds to applicants.
- Communication about funding decisions will be to applicants directly and the wider community.

This process has been applied throughout this assessment period.

The assessment panel comprises four Council officers with relevant experience from the Economic Support Team and the Community Support Team. Proposals were evaluated independently by individual panel members against the adopted key criteria. An average of the individual scores was calculated to identify a final score as a percentage out of 100.

The assessment panel has established that 60% is the minimum score for an application to be considered successful. This demonstrates strong alignment with the assessment criteria and ensures projects are well scoped and deliverable.

This table summarises Council's expenditure prior to this report from the COVID-19 Recovery Assistance Program.

Date	Description	Amount
June 23 Council meeting	Allocation to five trader groups	\$100,000
	Contribution to Great Ocean Road Regional Tourism marketing initiatives	\$75,000
August 25 Council Meeting	Otway Wine Cooperative for the Marketing and Online Sales project.	\$20,000
Rapid Response Grants – August	Deans Marsh Primary School Farm Gate Art Project	\$5,000
	Ellie Cheesman Films – ‘Cooked’ documentary	\$5,000
	Torquay Food Aid - meeting increased demand	\$5,000
Total		\$210,000

The follow three tables contain a description of applications above \$5,000 recommended for funding; applications up to \$5,000 already approved for funding; and unsuccessful applications for this assessment period.

Table 1. – Application recommended for funding above \$5,000

Application recommended for funding that exceed the minimum assessment score.				
Applicant	Torquay Community House on behalf of five community houses			
Category	Community			
Total Amount Requested	\$25,000	Total Project Cost	\$25,000	
Total Funding Recommended	\$20,000 due to the fact that over \$11,000 of the project budget allocated to print advertising. Panel deemed that this could be done for a lower amount using other advertising channels and techniques.			
Title / Description	Let's Go Outside - Free exercise classes in public open spaces across Surf Coast Shire when possible under Government Restrictions.			
Summary of panel assessment against guidelines	<ul style="list-style-type: none">• Very good shire wide project exceeding assessment criteria.• Strong partnerships and demonstrated support.• Addresses several needs arising from the pandemic.• Inclusive of many sections of communities.			
Evaluation of outcomes	Proposed Outcomes	Activities to achieve outcomes	Outcome Indicator	Methods of data collection
	Increase in physical activity levels	• Fitness class in five townships	Minutes of physical activity	Participation in classes
	Social Connection	• Fitness Classes	Observed social	Conversations

6.2 COVID Recovery Grants Assessment - September 2020

		<ul style="list-style-type: none"> • Communication pre and post program. • Social interaction after fitness classes 	connections between participants	with participants
	Activation of open space	<ul style="list-style-type: none"> • Fitness Classes • Informal activity after fitness classes and program has finished. 	Usage of open space	Number of people in open space associated with the activities

Table 2. – Applications approved for funding up to \$5,000 – Rapid Response grants.

Rapid Response applications (up to \$5,000) approved that exceed the minimum assessment score.				
Applicant	Title / Description	Category	Summary assessment against guidelines	Total Amount Requested
Anglesea Community Network	Anglesea Leaders Forum	Community	<ul style="list-style-type: none"> • Improved community connection. • Helps streamline and coordinate community efforts. • Impacts many local groups. 	\$1,800
ANGAIR	Digital Wildflower and Nature Show	Community	<ul style="list-style-type: none"> • Innovative way to celebrate 50th annual event. • Improved community connection. • Strong environmental focus. 	\$4,960
Love Lorne auspiced by Lorne Business and Tourism Association	Sharing the Love Lorne – community daffodil campaign	Community	<ul style="list-style-type: none"> • Excellent application. • Creative initiative. • Need identified. • Many partnerships and outcomes. 	\$5,000

Table 3. - Unsuccessful applications: Rapid Response (up to \$5,000) grants not funded or applications not recommended for funding (above \$5,000).

Applications not funded (up to \$5,000) or recommended for funding (above \$5,000) as they do not meet the minimum assessment score.				
Applicant	Title / Description	Category	Summary assessment against guidelines	Total Amount Requested
LifeChanger Foundation	Community Connection Program	Community	<ul style="list-style-type: none"> • Application low on partnerships involving only one school. 	\$25,000
Surf Coast Social	Stay Local - Work Local	Community	<ul style="list-style-type: none"> • Application didn't articulate the business need well • Does not propose integration with home based / micro businesses 	\$25,000
Anglesea Art House	Anglesea Arthouse Solar System	Community	<ul style="list-style-type: none"> • Solar installation not directly addressing COVID need. 	\$12,500
Surfing Victoria	Surfing Victoria Solar Project	Community	<ul style="list-style-type: none"> • Solar installation not directly addressing COVID need. 	\$7,400
Anglesea News and Lotto on behalf of Anglesea Retailers	Anglesea Shop Local	Business	<ul style="list-style-type: none"> • Application needed further work including demonstrated support from others. 	\$5,000

6.2 COVID Recovery Grants Assessment - September 2020

Torquay Surf Lifesaving Club	Personal Protective Equipment for the safe return to Torquay Beach.	Community	• Application failed to address many questions and assessment criteria.	\$3,221
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The assessment panel reviewed the Council-led initiative PORTAL against the COVID-19 Recovery Assistance assessment criteria. The panel determined the project exceeds the minimum assessment score, it is a strong initiative and will assist recovery from the pandemic.

PORTAL is an online arts channel that brings people together exploring the creativity that exists within the Surf Coast Shire at this unique time. It offers live and recorded spaces as well as artist development tools and community stories. It is a valuable tool that supports social recovery and brings economic support to the arts sector which is a feature of the Surf Coast Shire economy and has been impacted by COVID-19.

Council officers prepared an application to the 'Let's Stay Connected' State Government funding round in August. Funding body representatives have provided feedback there is low likelihood that PORTAL will receive funding. If PORTAL is unsuccessful in attaining a 'Let's Stay Connected' grant, it is worthy to be funded via an allocation from Council's COVID-19 Recovery Assistance Program.

Council Plan

Theme 1 Community Wellbeing
Objective 1.4 Provide support for people in need

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

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	No

6.2 COVID Recovery Grants Assessment - September 2020

Policy/Relevant Law

The Surf Coast COVID-19 Recovery Assistance Guidelines consider Council's recovery obligations in the Victorian *Emergency Management Act 2013*. There are 46 responsibilities and actions required of Victorian Councils in current emergency management legislation (such as *The Emergency Management Act 1986* and the *Country Fire Authority Act 1958*), regulations, policy (such as the Emergency Management Manual Victoria) and plans (such as the State Emergency Response Plan and State Emergency Relief and Recovery Plan).

The Department of Environment Land Water and Planning (DELWP) describe a council's role in economic recovery as 'Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities' DELWP describe a council's role in social recovery as 'The longer term provision of assistance and access to services that allows individuals, families and communities to achieve an effective level of functioning after an emergency event.' The COVID-19 Recovery Assistance Program helps Council fulfil this role.

Environmental/Sustainability Implications

There are no adverse environmental implications in considering this report. Successful applicants will be asked to adhere to Council's environmental policies in the delivery of funded initiatives. Environmental sustainability is a question in the grant application that influences the overall score of the application.

Business support is one of the focus areas of the program. The guidelines provide advice and assessment criteria that are designed to deliver economic sustainability in sectors impacted by COVID-19.

Community Engagement

Council's Guidelines were informed by engaging with the place based Community Support Groups, Economic Support Team, five Trader Groups, sector specific business groups and individual businesses in Surf Coast Shire.

Advertising for the COVID-19 Recovery Assistance Program has been undertaken in local newspapers, social media, Mayors Column, Council website and direct emails.

In addition, engagement continues to take place with trader groups, community groups and business sectors to discuss potential recovery projects.

Over 200 direct conversations have taken place between officers and prospective applicants since the grants opened. Council officers conducted an online grant writing workshop in August attended by 30 prospective applicants.

Public Transparency

Council's Guidelines and previous funding allocations have been resolved by Council through a public process.

Submissions to the Surf Coast COVID-19 Recovery Assistance Program are assessed by officers via a process outlined in Council's adopted guidelines. Recommendations come to Council for decisions on applications above \$5,000. Each funding recipient will be required to acquit their project and identify the measurable benefits it produced.

Projects assessed and approved as Rapid Response grants are reported to Council via monthly reports.

Strategies/Plans

Trader Associations, businesses, industry sectors, community groups and associations were engaged in the development of the Guidelines.

As part of the evaluation criteria applicants are requested to identify how their project aligns with Council strategies and plans.

6.2 COVID Recovery Grants Assessment - September 2020

Financial Management

The \$1million COVID-19 Support Allocation is identified in Council's Budget 2020-21. It is the source of funding for all recommendations within this report.

Combining the funding allocated prior to this report being considered (\$210,000) and the funding included in this report recommendation (\$61,760) totals \$271,760. This means \$728,240 remains available.

There is currently \$23,240 remaining in the Rapid Response allocation which was set at the June Council meeting at \$50,000. The assessment panel is assessing an average of three Rapid Response applications per week.

Service Performance

Council's guidelines and application process require each applicant to identify measurable outcomes for each initiative. The Guidelines also identify key business support assessment criteria and community support assessment criteria to guide applicants and ensure initiatives remain focussed on COVID-19 recovery.

Projects will be reported on in order to keep track of benefits achieved as a result of the COVID-19 Support Allocation.

Funding agreements are finalised with successful applicants that identify:

- the purpose of funding (project)
- quantum of funding, and
- the measurable benefits

Risk Assessment

The program is competitive and there is a risk of dissatisfaction with business and community groups when initiatives are deemed unsuccessful.

The Guidelines and application process mitigate risks associated with a large funding allocation by providing a funding framework, principles, objectives and assessment criteria. The Guidelines outline the assessment process which provides clarity and includes officer assessment resulting in advice to Council to enable well considered funding decisions.

The Guidelines identify that applicants must speak to an officer prior to commencing their application to provide additional guidance to applicants and reduce the chance of ineligible or irrelevant applications being submitted.

Officers assess and score submissions and are able to approve funding up to \$5,000. Officers provide recommendations to Council for initiatives above \$5,000.

The assessment panel has determined 60% is the minimum score for an application to be considered successful. This demonstrates strong alignment with the assessment criteria and ensures projects are well scoped and deliverable.

Feedback is provided to those organisations with unsuccessful applications. So far, the overwhelming majority of feedback has been well received.

Communication

Successful applicants will be notified confirming the amount of funding awarded and the requirement to enter into a funding agreement.

Unsuccessful applicants are contacted via phone and email advising their submission did not receive funding. Feedback is provided to all applicants.

All successful and unsuccessful applications will be contained in Council minutes on the Council's website, including the amounts funded.

6.2 COVID Recovery Grants Assessment - September 2020

Funded groups and initiatives may be featured in Council communication channels and via local media as there will be high interest in local COVID-19 recovery efforts.

Options

Option 1 – Allocate \$20,000 for the Let's Go Outside project; allocate \$30,000 for the Council-led PORTAL initiative should the State Government Grant be unsuccessful; note the funding of three Rapid Response grants totalling \$11,760 listed in Table 2 of this report; authorise the Acting CEO to allocate up to a total of \$100,000 to successful applications during caretaker period (22 September to 24 October) and approve an additional \$50,000 allocation for future Rapid Response grants.

This option is recommended by officers as funding recommendations are based on assessment of applications against the funding criteria contained in Council's adopted Guidelines. The supported projects have been identified as exceeding the requirements of the guidelines and assist with business and community recovery.

Officers have approved Rapid Response grants by assessing against funding criteria contained in the guidelines which is consistent with the 23 June Council resolution. PORTAL has been considered against the funding guidelines and it exceeds the minimum assessment score.

Delegating decision making to the CEO during caretaker period will enable recovery initiatives to continue to be supported. An additional allocation to the Rapid Response funding pool is required as there is \$23,240 remaining in the initial allocation and the panel is receiving and assessing an average of three applications per week, up to \$5,000 per application.

Option 2 – Approve alternative funding amounts for applications funded from the COVID-19 Support Allocation; do not authorise the Acting CEO to allocate funding during caretaker period and do not allocate additional funds to the Rapid Response funding pool.

This option is not recommended by officers as a detailed assessment of applications has been undertaken by officers against the funding criteria contained in the Guidelines following the approved process. The Guidelines provide officers the ability to award Rapid Response grants and note these in a report to Council. Awarding different allocations to Rapid Response projects would not be following the process nor assessing applications against the funding criteria in the Guidelines.

Without decision making delegated to the CEO during caretaker period, Council would be unable to continue to fund recovery initiatives. Failure to increase the Rapid Response funding allocation runs the risk of this fund being exhausted by mid-September which would stop the ability to fund initiatives up to \$5,000 after this time.

Option 3 – Do not approve any funding from the COVID-19 Support Allocation; do not authorise the Acting CEO to allocate funding during caretaker period and do not allocate additional funds to the Rapid Response funding pool.

This option is not recommended by officers as the COVID-19 Recovery Assistance Grants Program is a key component of Council's efforts towards responding in a timely manner to the COVID-19 pandemic, for which there is \$1 million allocated in the 2020-21 budget. Officers have conducted a detailed assessment of submissions against the Guidelines, which have been approved by Council. The supported projects have been identified as exceeding the minimum assessment score and this enables Council to assist with business and community recovery initiatives.

If the Acting CEO is not authorised to allocate funding during caretaker period, Council would be unable to continue to fund recovery initiatives from the pandemic. Failure to increase the Rapid Response funding allocation runs the risk of this fund being exhausted by mid-September which would stop the ability to fund initiatives up to \$5,000 after this time.

Conclusion

Council has created financial capacity to assist with business and community recovery. This report recommends funding a community-led recovery project to the value of \$20,000 and a Council-led recovery project to the value of \$30,000.

The combined total of previously approved allocations and the recommendations in this report is \$271,760 which means \$728,240 remains available from the \$1,000,000 allocated in 202-21 budget.

6.2 COVID Recovery Grants Assessment - September 2020

Council is about to enter caretaker period with Council meeting October. Delegating decision making to the Acting CEO for a total sum of \$100,000 enables COVID-19 recovery assistance projects to continue to be funded.

Increasing the Rapid Response funding allocation is necessary to support recovery as there is currently \$23,240 remaining in the initial \$50,000 Rapid Response allocation. The assessment panel is assessing an average of three Rapid Response applications per week up to \$5,000 per application.

6.3 Colac Otway Shire Council joining the Geelong Regional Library Corporation

Author's Title: Manager Community Support Team

Department: Community Relations

Division: Culture & Community

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

General Manager: Chris Pike

File No: F18/132-2

Trim No: IC20/1196

Status:

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

Reason: Nil

Purpose

The purpose of this report is for Council to consider endorsing Colac Otway Shire Council's admission to the Geelong Regional Library Corporation (GRLC).

Summary

Surf Coast Shire Council is a member council of the GRLC along with City of Greater Geelong, Golden Plains Shire and Borough of Queenscliffe. The GRLC board comprises one representative from each member Council.

Colac Otway Shire Council is currently a member of the Corangamite Regional Library Corporation. Colac Otway Shire Council has reviewed its library services and has resolved to withdraw its membership to the Corangamite Regional Library Service. Colac Otway Shire Council has requested to become a member of GRLC from 1 July 2021.

Recently the GRLC Board endorsed in-principle Colac Otway Shire Council joining GRLC. In order for Colac Otway Shire Council to become a member of the GRLC, endorsement is required by all existing member Councils.

Recommendation

That Council:

1. Endorses the admission of Colac Otway Shire Council to the Geelong Regional Library Corporation.
2. Authorises the Chief Executive Officer to execute a Supplementary Agreement with signatories of other member Councils admitting Colac Otway Shire Council to the Geelong Regional Library Corporation.

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Clive Goldsworthy

That Council:

1. Endorses the admission of Colac Otway Shire Council to the Geelong Regional Library Corporation.
2. Authorises the Chief Executive Officer to execute a Supplementary Agreement with signatories of other member Councils admitting Colac Otway Shire Council to the Geelong Regional Library Corporation.

CARRIED 9:0

6.3 Colac Otway Shire Council joining the Geelong Regional Library Corporation

Report

Officer Direct or Indirect Interest

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

Background

Surf Coast Shire Council has been a member of the GRLC since 1997 when the corporation was formed with City of Greater Geelong, Golden Plains Shire and Borough of Queenscliff. GRLC deliver library services from the Torquay library and the mobile library that currently visits and services five locations across the Shire.

GRLC has been a strong performing library service regularly ranking number one when benchmarked against all other Victorian Library services in the Annual Survey of Victorian Public Libraries conducted by I & J Management Services.

Colac Otway Shire (COS) along with Warrnambool City, Corangamite Shire and Moyne Shire Councils is currently a member of the Corangamite Regional Library Corporation (CRLC). COS has, for some years, been exploring its options for future library services provision. This exploration has included the possibility of becoming a member of GRLC.

In February 2019, COS resolved to explore the option of withdrawing from the Corangamite Regional Library Corporation and joining the GRLC.

The review was undertaken during 2019 and was followed by community engagement in early 2020. Results of the community consultation included support for COS to join GRLC.

At its meeting held 24 June 2020 the COS Council resolved:

That Council:

1. Notes the findings of the Colac Otway Shire Library Service Review including the results from the community consultation;
2. Resolves to withdraw its membership of the Corangamite Regional Library Corporation by 30 June 2021;
3. Instructs the Chief Executive to write to the Corangamite Regional Library Corporation prior to 30 June 2020 stating Council's intention to withdraw its membership of the corporation;
4. Instructs the Chief Executive to write to the Geelong Regional Library Corporation requesting that they accept Colac Otway Shire as a member Council from 1 July 2021;
5. Reviews the levels of service to be provided by the Geelong Regional Library Corporation, including the Outreach Service, to reduce the potential cost of the service to be provided by the Geelong Regional Library Corporation;
6. Requests a further briefing on the transition costs and operational costs of becoming a partner with the Geelong Regional Library Corporation following further investigation that would see them withdraw from Corangamite Regional Library Corporation and seek to join Geelong Regional Library Corporation.

Recently the GRLC Board has indicated that it would be open to the prospect of COS joining the Geelong Regional Library Corporation.

At its meeting held 24 June 2020 the GRLC Board unanimously resolved:

- a) That the GRLC Board endorses Colac Otway Shire in principle joining Geelong Regional Library Corporation as a Member Council and
- b) That the CEO commences drafting the Supplementary Agreement and accompanying detailed report and budget for consideration by the GRLC Board and all Member Councils
- c) That approval of all member Councils is required.

On 25 June 2020 GRLC received formal correspondence from Peter Brown, Chief Executive Officer, COS requesting the opportunity to join the GRLC.

6.3 Colac Otway Shire Council joining the Geelong Regional Library Corporation

Discussion

In order for COS to become a member of the GRLC, endorsement is required by all existing member Councils. A Supplementary Agreement signed by each existing members Council is required to formalise this arrangement. There are no changes proposed to the current Agreement for existing members Councils and COS is obligated to abide by all the current agreement conditions. The Chief Executive Officer and Mayor will be able to sign the Supplementary Agreement pending Council's authorisation.

The City of Greater Geelong, Golden Plains Shire and Borough of Queenscliffe have endorsed Colac Otway shire joining the GRLC at recent Council meetings.

Main benefits for Surf Coast Shire

- Economies of scale will mean reduced cost pressures in particular Surf Coast Shire's share of regional costs and mobile library costs.
- Increased free access to collections (approximately 40,000 additional collection items).
- More effective utilisation of mobile library service and sharing of operational costs will mean a reduction in costs apportioned to Surf Coast Shire.

Main benefits for GRLC / COS

- Geographic alignment, strengthened strategic planning, collaboration and delivery of shared library services across the Geelong region.
- Economies of scale through sharing of regional costs, additional state government grant contribution to administrative and service costs and increased community access to quality collections and services.
- Strengthening sustainability through additional partner contributing to all aspects of planning, service delivery and investment.

Other key points:

- Regional Library Corporation Agreements are very detailed and provide a clear framework and direction for strategic, budgetary and operational matters and in relation to changes in Corporation membership.
- There would be a single COS board member designated in line with GRLC current practice.
- GRLC has little risk of damage to reputation as it is the number one performing library service in the state.
- GRLC appreciates the value of local employment and will ensure that local Colac and Apollo Bay community members are employed wherever possible.
- COS will cover all costs associated with integration into GRLC.

The COS has a population of 21,500 and has library services delivered from two branches and a mobile vehicle as follows:

Colac Library - large (1,078m²) modern library located at the Colac Secondary College. It is open 48.5 hours per week, has 9,714 members, 86,567 annual visits, 120,494 loans, 6,192 attendances to programs, a collection size of 33,000 items and 8 public PCs utilized for 9,898 sessions. Wi-Fi is also provided.

Apollo Bay Library - relatively small (180m²), is open 18 hours per week, has 1,340 members, 11,533 annual visits, 10,274 loans, 340 attendances to programs, a collection size of 5,422 items and 1 public pc utilized for 572 sessions. Wi-Fi is also provided.

Mobile Library Services – a large library outreach van that holds 1,200 collection items delivered across the Corangamite region to 12 townships. Eight of these are in COS – Beeac, Beech Forest, Birregurra, Coragulac, Cressy, Forrest, Gellibrand, and Lavers Hill on a fortnightly basis.

Council Plan

Theme 5 High Performing Council
Objective 5.4 Ensure the community has access to the services they need

Theme 1 Community Wellbeing
Objective 1.2 Support people to be healthy and active

6.3 Colac Otway Shire Council joining the Geelong Regional Library Corporation

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	No

Governance Principles - Local Government Act 2020 (LGA 2020)

COS joining GRLC upholds the principle of collaboration outlined in the *Local Government Act 2020*. Council endorsing COS joining GRLC pursues continuous improvement and outcomes for our community through access to a wider range of library collection items and the ability to achieve economies of scale in delivering our library service.

Policy/Relevant Law

In order for the Agreement to be executed, all Member Councils must endorse the Supplementary Agreement.

The common Seal of each Member Council must then be affixed to the final document. The Supplementary Agreement is then to be sent to the Minister for Local Government with a covering letter indicating the changes that have been made to GRLC Membership. The Agreement will be examined by the Local Government Victoria legal team. It also requires approval by the Minister for Local Government and once approved will be gazetted.

Community Engagement

Community engagement has been undertaken by COS to inform direction and decision making with majority community support for joining the GRLC.

Public Transparency

This Council report helps bring public transparency to decision making. The Council report will be shared publicly on Council's website and the decision will be made in view of the public at the Council meeting.

Financial Management

Council currently contributes \$721,318 to GRLC which delivers all library services in Surf Coast Shire.

The admission of COS will come with a contribution to GRLC of approximately \$300,000. The State Government grant currently received by Corangamite Regional Library Corporation (\$190,000) would come over to the GRLC.

6.3 Colac Otway Shire Council joining the Geelong Regional Library Corporation

There is capacity in the GRLC mobile library service to deliver to the COS eight township stops. Not only would a more appropriate utilisation of a major asset be achieved, it would reduce the financial burden of the mobile service for Surf Coast Shire.

COS will cover all costs associated with integration into GRLC.

Service Performance

GRLC has been a strong performing library service regularly ranking number one when benchmarked against all other Victorian Library services in the Annual Survey of Victorian Public Libraries conducted by I & J Management Services.

This performance can be enhanced through the additional of Colac Otway Shire as it will bring approximately an additional 40,000 collection items to the network.

Overall, the services delivered by Corangamite Regional Library Corporation are of good quality and the customer satisfaction rating they achieved last year is 95%. The collection is quite up to date with 67% of items purchased in the past five years. COS library services will be lifted up to GRLC performance levels by joining the corporation.

Risk Assessment

Very few risks exist for Council in considering this decision. GRLC is the top performing library service in the state and the addition of COS to the corporation is likely to strengthen its performance by enhancing the collection available across the network.

An additional board member will be added through a COS representative. The composition of a governing body can bring some risk, however GRLC has effective corporate governance practices and documents such as the Corporation Agreement, Strategic Risk Management Plan and a four year library plan titled 'Reading Ahead'.

There will be no negative impact or dilution of effort in existing services delivered by GRLC on behalf of its member Councils.

Communication

This topic has been publically communicated via GRLC and other member Councils who have been considering this issue in recent months.

Surf Coast Shire Council will communicate this decision via Council's website.

Options

Option 1 – Endorse Colac Otway Shire to join GRLC and authorise the CEO to execute the Supplementary Agreement.

This option is recommended by officers as it will enhance the GRLC and improve the library services on offer to Surf Coast Shire residents. It will also generate economies of scale and can reduce the future costs Surf Coast Shire Council pays in member contribution to the GRLC

Option 2 – Do not endorse Colac Otway Shire to joining GRLC.

This option is not recommended by officers as this would miss an opportunity to improve the library services for Surf Coast Shire residents and also miss the opportunity for Council to save in future member contributions to GRLC.

Conclusion

GRLC has been the top performing library service in Victoria for the past 5 years. Adding Colac Otway Shire to the GRLC will enhance the collection resulting in an improved service to Surf Coast Shire residents.

This will provide economies of scale and future saving opportunities for Council in member fees to the GRLC.

6.4 Advocacy Priorities Update

Author's Title: Coordinator Communications and Relations

General Manager: Chris Pike

Department: Community Relations

File No: F18/854-3

Division: Culture & Community

Trim No: IC20/1133

Appendix:

1. Advocacy Priorities - Project information - September 2020 (D20/128867)

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

Status:

Defined as confidential information in accordance with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

Reason: Nil

Purpose

The purpose of this report is to adopt a revised list of advocacy priorities.

Summary

Having a defined list of advocacy priorities enables Council to advocate effectively for funding, policy positions, or other support, to advance projects and strategic goals that benefit Surf Coast Shire communities.

The adopted list provides clarity for funding partners, including the Victorian and Commonwealth Governments, on projects that are the best local candidates for funding. This includes identifying projects that are 'shovel ready' and have the requisite Council funding support to meet external grant criteria. A confirmed set of priorities enables officers to respond quickly to opportunities that arise. Likewise the list makes clear to the community where Council is focusing its advocacy efforts.

The updated advocacy priorities have been considered in the light of the COVID-19 pandemic which has had a profound impact on communities in Surf Coast Shire and caused a significant shift in focus for local, state and federal government.

Given the rapid changes in the course of the pandemic and the necessarily fluid response by state and federal governments, it is recommended that Council's advocacy response to pandemic be broad in definition to enable an agile response to specific opportunities and situations.

Other updates to the priority program reflect the fact that some projects have now achieved funding and therefore can be removed from the list. New projects are added as new priorities emerge at a township, shire and regional level.

Recommendation

That Council confirms its current strategic advocacy priorities (with associated projects detailed in Appendix 1) as:

1. COVID-19 Response and Recovery
2. Great Ocean Road Economy
3. Towards Environmental Leadership
4. Building our Future
5. Strong Future for Local Government
6. Key Policy Campaigns
7. Community and Partner-Led Priorities including the Community Project Development program
8. G21 Campaigns.

6.4 Advocacy Priorities Update

Council Resolution

MOVED Cr Brian McKitterick, Seconded Cr James McIntyre

That Council confirms its current strategic advocacy priorities (with associated projects detailed in Appendix 1) as:

1. COVID-19 Response and Recovery
2. Great Ocean Road Economy
3. Towards Environmental Leadership
4. Building our Future
5. Strong Future for Local Government
6. Key Policy Campaigns
7. Community and Partner-Led Priorities including the Community Project Development program
G21 Campaigns.

CARRIED 9:0

6.4 Advocacy Priorities Update

Report

Officer Direct or Indirect Interest

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

Background

In order to fulfil its purpose: 'To help our community and environment to thrive' Council advocates on topics of strategic importance. Advocacy activities include meetings with key community groups and government and non-government organisations; meetings with Members of Parliament, Ministers and senior government officers; and applications to grant funds.

Council has previously adopted a series of specific advocacy priorities grouped under four themes:

- Great Ocean Road Visitor Economy
- Towards Environmental Leadership
- Building Our Future
- Strong Future for Local Government

These are supplemented by:

- Key Policy Campaigns
- Community and Partner Led Priorities.

Prior to this report Council reaffirmed its advocacy priorities last in December 2019.

Discussion

Action and emerging issues

The COVID19 pandemic has had a profound effect on the world. In Australia Local, State and Commonwealth Governments have responded rapidly and significantly to manage the emergency. Surf Coast Shire Council convened a COVID19 working group in mid-March to provide strategic guidance and implement actions.

Council has acted to limit transmission of the virus. This included closure of public facilities, adjustments to service delivery and communications to support state level health messages.

Council has also introduced measures to provide financial and well-being support to local communities and business sectors.

An allocation of \$1 million was included in Council's 2020-21 Budget to support COVID-19 recovery initiatives for business and community.

A new structure was introduced to establish Community Support Teams with three groups formed across three geographic areas: Torquay/Jan Juc; Anglesea/Aireys Inlet/Lorne and the hinterland communities including Winchelsea and Moriac.

Other activity relevant to Council's advocacy program - Council applied to the Victorian Government's Community Sports Infrastructure Stimulus Program for a grant totalling \$9 million to support the funding of the Surf Coast Aquatic and Health Centre. The grant program was heavily over-subscribed and Council received advice in August that its application was unsuccessful. Therefore it is recommended to add the aquatic and health centre as a new advocacy priority as Council seeks additional funding.

At a Special Meeting in June 2020 Council resolved to proceed with an aquatic and health centre project in the north of Torquay on the basis that the capital cost be covered by state and federal government, with Council providing land for the site and paying the recurrent costs associated with running the centre.

The Victorian Government has already pledged \$10 million to build an aquatic centre and the Commonwealth Government has committed \$20 million conditional on a pool length of 50 metres.

Council received a report at its Ordinary Meeting in June 2020 which detailed the preferred design and scope of a new library and cultural facility. The facility has an estimated capital cost of \$28 million and would be built on the site of the soon to be decommissioned Sports and Recreation centre in Surf City Torquay.

6.4 Advocacy Priorities Update

Council made successful applications to the Victorian Government's Local Sports Infrastructure Fund for two priority projects. The Modewarre netball pavilion received \$500,000 and the Barwon River Play space in Winchelsea received a \$250,000 grant, resulting in both projects being fully funded.

In June the Mayor wrote a letter to the Australian Tax Office to advocate for the retention of the Geelong branch as a significant employer in the region including Surf Coast Shire. The Australian Tax Office was accepting submissions on a review of its operation in Geelong. On 17 August the ATO confirmed it would retain its Geelong branch.

In June the Victorian Government passed the first of two Bills related to the Great Ocean Road. The Bill enables the Great Ocean Road and Environs Protection Act 2020 which recognises the state significance of the Great Ocean Road.

Officers provided advice about local advocacy priorities to Regional Development Victoria (RDV) in May with a view to informing potential Covid19 recovery stimulus funding. Consequently, an Expression of Interest was made to RDV in August for funding to support the fit out of the Surf Coast Sport and Recreation Centre as a temporary arts centre.

Council made a separate grant application to RDV in August seeking funding for a continuation of its online arts program titled *#Portal*, which was established to provide a means for local artists to showcase works during the pandemic shutdown.

Council endorsed a new set of Community Priority Projects in June 2020 which resulted in new projects being added as advocacy priorities and others leaving the list due to having been funded.

In January Norwegian oil exploration company Equinor withdrew its application for a licence to drill for oil in the Great Australian Bight. Council supported a campaign opposing the granting of a licence.

The Mayor and CEO met with several federal parliamentarians to strengthen relations, discuss regional topics including election commitments.

The Mayor and CEO also met with several state parliamentarians to strengthen relations and discuss state.

Priorities added in this update

COVID19 response - recommendation Council includes a general COVID response as an advocacy priority. Support could include advocacy for communities and major employment sectors.

Surf Coast Aquatic and Health Centre – advocacy required to achieve the balance of the required capital funding, which totals \$9 million.

Smart Connected Surf Coast - improved data capacity will support new ways of working as well as creative industries sector

Climate Change Response – there's an opportunity to advocate for the COVID recovery programs to have regard for sustainability improvements, such as promotion of green industries in stimulus packages.

Fire emergency preparedness - advocate for policy and infrastructure improvements to better position the shire in the prevention and management of bushfires, including the designation of the Great Ocean Road / Otways as a distinct fire rating district.

Local CFA station upgrades - Council support for local CFA branches including Moriac and Aireys Inlet.

G21 priorities - recommendation Council formally acknowledges support of G21 priorities to support regional stimulus.

6.4 Advocacy Priorities Update

Priorities removed in this update

Modewarre Netball Pavilion - \$500,000 Funding received through Local Sports Infrastructure Fund so project is now fully funded.

Barwon River Adventure Play Space - \$250,000 funding received through Local Sports Infrastructure Fund so this project is fully funded. The related Winchelsea Barwon Riverloop Walk remains as a priority

Oil drilling in the Bight removed as Equinor has withdrawn its application for an oil drilling exploration licence
Community Projects Update according to project list adopted 23 June

Changes to priorities in this update

Torquay Walking and Cycling Connections – changed to a 2 staged project with amended costs (from \$2.5million to \$1.84million) due to pathways delivered to date and the review of Developer Contributions Plan

Changes to Community Priority Projects - New in this update:

- Anglesea and District Historical Society Building Modification/Extension
- Connewarre Riding Club Dressage Arena
- Torquay Football and Cricket Club Change Room

Changes to Community Priority Projects - Removed from list since last December update due to project being in progress or complete:

- Great Ocean Views Reserve activation
- Torquay and District historical signs
- Helen Mary Kininmonth Kinder – playground rejuvenation
- Anglesea Art House car park and landscape works

Council Plan

Theme 5 High Performing Council
Objective 5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives
Strategy 5.1.4 Build on relationships with agencies and key stakeholders for the benefit of the community

Theme 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

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	No
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Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	Yes

6.4 Advocacy Priorities Update

Communication	Yes
Human Rights Charter	Yes

Governance Principles - Local Government Act 2020 (LGA 2020)

Council's advocacy program supports several aspects of the new Act; including the goal of achieving the best outcome for the municipal community. It does this by advancing projects and causes that benefit local community members. Council also seeks to work in collaboration with governments to achieve these goals – another primary principle of the new Act.

Environmental/Sustainability Implications

Council's advocacy program contains a theme titled Towards Environmental Leadership which is dedicated to sustainability outcomes. In this update Council is also formally acknowledging climate change mitigation as a formal advocacy theme.

Community Engagement

Council has not undertaken specific community engagement on its advocacy priority list but several projects within the list have their own engagement plans or were informed by master plans which had engagements phases during their development. Council undertakes formal engagement on its annual budget which supports the funding allocations made by Council to advocacy projects.

Public Transparency

The formal endorsement of a set of advocacy priorities makes it clear to the community and funding partners which are Council's key priorities at a given time

Strategies/Plans

Council's advocacy program supports strategic objectives in the Council Plan and supports other key strategies in areas such as health and wellbeing, environmental sustainability and financial sustainability.

Financial Management

Successful advocacy can result in a significant funding boost to Council projects. Typically government grants are allocated on the basis of a contribution from Council. Therefore Council needs to consider how its financial contribution to such projects would impact on its capacity to deliver other capital projects and financial commitments in future budgets.

Risk Assessment

Failure to determine clear advocacy priorities may limit Council's ability to achieve support for its priorities. An advocacy plan that clearly articulates priorities and is regularly reviewed mitigates against this risk.

Communication

Council will communicate its advocacy priorities through its own communication channels and invite media coverage on the topic. Updated advocacy priority information will be communicated to the relevant level of government which may include parliamentarians, government departments or partner organisations.

Human Rights Charter

This report does not infringe on any of the rights contained with the Human Rights Charter.

6.4 Advocacy Priorities Update

Options

Option 1 – Adopt the advocacy priorities as tabled with this report

This option is recommended by officers as the advocacy priorities align to Council's strategic priorities as articulated in the Council Plan 2017-21 and through other strategic plans. The strategic advocacy priorities provide consistency and clarity to potential funding partners on Council's priorities. By reviewing and affirming its advocacy list Council can ensure its priorities remain current and aligned to its strategic goals

Option 2 – Adopt different priorities than the ones included with this report

This option is not recommended by officers as the projects included in the program have been identified as having a close alignment to Council's strategic goals and community expectations

Option 3 – Do not adopt advocacy priorities

This option is not recommended by officers as Council's ability to attract funding support is reliant on having a clearly articulated set of priorities and by maintaining a positive working relationship with other levels of government, key community groups and organisations.

Conclusion

Reviewing and confirming advocacy priorities and implementing actions to gain support gives Council its best chance of advocacy success. Maintaining a clearly defined list of advocacy priorities ensures Council is ready for opportunities that may arise and can tell a compelling story about its advocacy objectives. Project and advocacy action planning needs to occur to increase the likelihood of attracting funding and Council must consider its contribution to several large projects in future budgets.

6.4 Advocacy Priorities Update

APPENDIX 1 ADVOCACY PRIORITIES - PROJECT INFORMATION - SEPTEMBER 2020

Appendix 1 – Surf Coast Shire Advocacy Priorities - Project information – September 2020

COUNCIL-LED PRIORITIES

Project	Description	Project Cost	Council Contribution
COVID19			
COVID19 response and recovery	Council will advocate for suitable policy and funding interventions to support our community and region during and after the pandemic. Opportunities may arise via government grant opportunities and by Council providing input into service delivery and policy decisions that impact on communities, major employment sectors (e.g. hospitality) and employers (e.g. Deakin University).	Policy and funding support required	Council allocations for stimulus projects
GREAT OCEAN ROAD ECONOMY			
Growing Adventure Tourism – Surf Coast Trails	Delivery of State Government Great Ocean Road Coast and Parks Authority signature project connecting the Surf Coast Walk and the Great Ocean Walk. Delivers on long-term Council aim to extend Surf Coast Walk from Fairhaven to Cumberland River.	\$5 million +	N/a
	Anglesea Mountain Bike Trails and Bike Park - Securing the future for the Anglesea Bike Park and developing a mountain bike trail network with recognition of connections to other significant trail destinations in the region.	\$3 million	\$500k committed to secure Anglesea Bike Park
Winchelsea Barwon Riverloop Walk.	The Barwon River Loop Walk Stage 2 will complement the recent Stage 1 pathway works providing a key riverside pathway connection, observation and fishing platforms with seating and a low level pedestrian crossing across the Barwon River.	\$1.1 million	\$240k
Walking the Painkalac	A nature-based walking experience that is a unique offering on Great Ocean Road. Concept and feasibility planning has been done. Careful consideration of indigenous cultural heritage is a necessary part of this project.	\$1 - \$2.8 million	\$50k committed to designs for Stage 1
Continued investment in Great Ocean Road renewal	Funding needs to continue in road renewal to ensure it meets visitor expectation for future years.	Estimated at \$20m per annum	N/a
Smart Connected Surf Coast	Improved data capacity will support new ways of working. More than 2,200 Surf Coast businesses are home based. Currently 6,000 Surf Coast Shire residents commute to Geelong and Melbourne for work.	Policy and funding support required	N/a

6.4 Advocacy Priorities Update

Project	Description	Project Cost	Council Contribution
	Improved broadband data capacity will reduce the need for people to travel and foster growth in working from home, home-based businesses and co-working hubs – creating a highly skilled and resilient economy.		
GREAT OCEAN ROAD ECONOMY – Partner-led			
Project Eden (partner-led)	Council is keen support and help deliver a world class attraction on the Alcoa Anglesea site. This project aims to achieve a vision to transform an area within the former coal mine into a destination for education and experiences which celebrate the local ecology and tell a story of sustainability. <i>N.B. Cost and Council Contribution not applicable.</i>		
Cape Otway Road Australia - CORA (partner-led)	CORA is an elite sport training facility, near Lake Modewarre, which will attract the world's top professional athletes as well as international, interstate and local visitors. It will include accommodation, a wellness centre, a retail village dining options, an art gallery and sculpture trail. <i>N.B. Cost and Council Contribution not applicable.</i>		
TOWARDS ENVIRONMENTAL LEADERSHIP			
Thompson Valley Feasibility and Investment Prospectus	This project explores the feasibility of the use of recycled water in the Thompson Valley area. It will consider aspects such as soil quality, water quality, required infrastructure land availability and market sounding.	\$250,000	TBC
Rural Hinterland Futures (Policy priority)	Increase the Surf Coast Shire hinterland's productive capacity and employment contribution. Advocate to the Victorian Government to broaden the allowance for local small-scale aggregation of farm gate produce to prevent ribbon development of farm-gate stalls.		
Climate Emergency response (Policy priority)	Advocate for COVID recovery to have regard for sustainability improvements, such as promotion of green industries in stimulus packages. Rebuild greener.		
Strengthening Town Boundaries (Policy priority)	Current town boundaries are capable of accommodating forecast population growth and retain township character. Residential and other urban development will occur within defined settlement boundaries. Surf Coast Shire Council notes Distinctive Areas Landscape project and seeks further progression of this work.		
Circular economy (Waste and recycling reform)	Council is advocating for a solution to the current failure of Victorian waste management and recycling. The waste hierarchy - Avoid; Reduce; Reuse; Recycle: and Dispose - must be applied as the fundamental		

6.4 Advocacy Priorities Update

Project	Description	Project Cost	Council Contribution
(Policy priority)	principal in managing waste. Effective state and federal government legislation is needed to ensure the waste hierarchy is applied across all levels including supply chains. The State needs to establish a coherent, coordinated, effective and environmentally responsible approach to recycling and waste management.		
Emergency management (Policy priority)	Advocate for policy and infrastructure improvements to better position the shire in the prevention and management of bushfires, including designation of the Great Ocean Road / Otways as a distinct fire rating district		
BUILDING OUR FUTURE			
Surf Coast Aquatic and Health Centre	Build an aquatic and health centre on land reserved in the north of Torquay. \$30 million in government grants have been pledged leaving a shortfall of \$9 million based on the preferred model	\$39 million	Land and recurrent costs
Torquay Town Centre Revitalisation	Improving central Torquay through projects identified in the Torquay Centre Urban Design Framework (UDF).	\$12 million	\$775k
Torquay Cultural Facility and Library	Redevelopment of existing Council infrastructure in Surf City precinct to deliver four-in-one cultural facility – expanded library, arts facility, Australian National Surfing Museum	\$28 million	\$180k concept planning and design
Winchelsea Second Oval	Providing a second oval and community pavilion next to Eastern Reserve to cater for future population growth.	\$4.5 million	TBC
Improved Mobile and Internet Coverage	Mobile towers are needed in Surf Coast Shire to improve mobile and internet coverage. There is a particular focus on equitable access to the nbn services where towers do not cover all households in a particular location. Due to the topography of the Surf Coast Shire, mobile and internet coverage is poor in many places. Even the larger towns experience poor reception.	Federal Government infrastructure	Not required. Govt infrastructure
Moriac Intersection Upgrade	Improving safety and traffic flow at the main Moriac intersection which includes several roads and the Geelong to Warrnambool railway line.	\$4 - \$6 million	TBC
Torquay Walking and Cycling Connections	Investing in walking and bike paths will help keep the Surf Coast community an active community and enhance our reputation as a home for major events such as the Cadel Evans Road Race.	\$2.6 million	\$600k
STRONG FUTURE FOR LOCAL GOVERNMENT			
Improved grant funding ratios	Calling on the state and federal governments to implement funding ratios in all grant programs that require rural councils to contribute less than 1:1 (or 50%) in matched funding		

6.4 Advocacy Priorities Update

Project	Description	Project Cost	Council Contribution
Continued funding for shared services and innovation	Council will advocate to the state government to extend their commitment to funding programs that assist local government to respond to the sector's financial sustainability challenge.		

KEY POLICY CAMPAIGNS

Policy	Description
Public transport improvements	Council will advocate for other levels of government to include the Council in future public transport planning including improved service levels to inland and coastal locations. Includes improved frequency of train services via Winchelsea and a public transport corridor from Armstrong Creek to Torquay.
Improved access to health services	Council will advocate for better access to health services. Some health services receive government funding to deliver services in our shire, however their presence and availability needs to improve.
Retain funding for Good Times, Great Breaks	There is no ongoing funding confirmed from the state government for this program, which is aimed at managing safety during school leaver celebrations. Council is advocating for funding to continue.
Retain funding for 15 hours of kindergarten	Seeking Federal Government commitment to ongoing funding for 15 hours of kindergarten.
Sustainable future for emergency services	Council will advocate that emergency services (SES, Marine Rescue, and Surf Life Saving) in Victoria are funded adequately by the State Government.

PRIORITIES DEVELOPED BY COMMUNITY AND PARTNERS

Project	Description
Barwon Park Fire Protection	Establishing water supply and fire protection systems to protect this heritage and economic asset.
Anglesea Motor Yacht Club Upgrade	Extend & renovate existing clubrooms to better serve the needs of the increased club membership and other community groups, including the addition of a lift for disabled access.
Local CFA upgrades	Upgrades required to ageing CFA stations including Moriac/Modewarre CFA and Aireys Inlet CFA.

6.4 Advocacy Priorities Update

COMMUNITY PROJECTS ASSESSED THROUGH COUNCIL'S COMMUNITY PROJECTS DEVELOPMENT PROGRAM	
Deep Creek Reserve Tennis Court multi-use area	Torquay Tigers Cricket Club – new shed for turf roller
Mt Moriac Reserve Oval 1 - barrier netting behind football goal posts	Connewarre Riding Club Dressage Arena
Torquay Football Club Interchange boxes	Spring Valley Park –ball games area
Anglesea and District Historical Society Building Modification/Extension	Torquay Football and Cricket Club Change Room

G21 CAMPAIGNS

Policy	Description
Addressing Disadvantage	An integrated approach to addressing disadvantage, tackling the underlying causes and not just the symptoms. Council will advocate to be included by other levels of government in future public transport planning.
G21 Regional Growth Areas	Providing civil and social infrastructure for growth areas within the G21 region.
Avalon Airport	The best opportunity for regional growth via increased tourism, secondary airport prospects and a logistics precinct with direct access to road, rail and port
Regional Rail Connections	Public transport services in the G21 region need to be upgraded to improve frequency and connectivity in the region and provide better links to Melbourne
Sustainable future for emergency services.	Council will advocate that emergency services (SES, Marine Rescue, and Surf Life Saving) in Victoria are funded adequately by the State Government.
Great Ocean Road	Upgrading, maintaining and managing the potential of the Great Ocean Road and surrounds to support a \$2.1 billion tourist industry.
G21 Regional Harbours	Creating outstanding marine facilities to strengthen tourism appeal and support thriving marine industries.
Geelong Cultural Precinct	An arts and cultural precinct comprising a new Library and Heritage Centre, expanded Arts Centre and Gallery and renovation of the Old Courthouse Building

6.4 Advocacy Priorities Update

G21 Regional Road Connections	Efficient transport routes to key regional and metro locations underpin most of the region's industries, and are critical to ongoing economic vitality.
Central Geelong Revitalisation	The Revitalising Central Geelong Action Plan is a 10-yr plan that will create a smart, vibrant, thriving and liveable Central Geelong.
G21 Regional Secondary Schools and Community Digital Learning Hub and Ecosystem	World class, high-speed internet producing leaders in a digital age
Port of Geelong Growth	To strengthen critical road, rail and channel links and protect adjoining land to allow for Port of Geelong growth
Water for our Future	The Geelong region will need to find an additional supply of water within 10 years or risk running out.

Cr David Bell left the meeting at 8:45pm.

6.5 Financial support for users of Council facilities

Author's Title: General Manager Culture & Community **General Manager:** Chris Pike

Department: Culture & Community

File No: F20/82-3

Division: Culture & Community

Trim No: IC20/1312

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

Status:

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

Reason: Nil

Purpose

The purpose of this report is to consider measures to support users of Council facilities in light of COVID-19 impacts.

Summary

The COVID-19 pandemic and associated government restrictions are impacting the lives and livelihoods of many ratepayers, residents and businesses across the Surf Coast Shire.

On 28 April 2020 Council considered a range of measures to support the community to the value of \$2.168 million. A \$1 million COVID-19 Support allocation was later included in the 2020-21 Budget to provide capacity for Council to respond to issues emerging from the pandemic.

Council recreation and community facilities such as public halls, recreation centres and reserves and community centres are normally important gathering places for community groups and clubs. Their use has been restricted by Chief Health Officer Directions.

This is impacting on hire fee revenue collected by Council and Community Asset Committees. With restrictions likely to continue into the current financial year which prevent or limit use, income will be significantly down on levels anticipated in the 2020-21 Budget.

The groups that typically use community facilities are also experiencing hardship with reductions in memberships, participation, fundraising and other income generating opportunities. At the same time the people that normally gain so much from accessing these facilities are unable to gather in these places.

This report proposes a package of financial support to respond to the difficulties that community groups and some commercial licensees are facing and to support community use of facilities, when permissible, to aid recovery. It recognises the important role that Community Asset Committees play in supporting community use of facilities and seeks to assist with their ongoing viability. Commercial hirers of Council spaces are excluded from the proposed package of support. The package is not intended to apply to the fees and charges applied to members or casual users of services organised and delivered by Council including fitness classes, kinder gym, Winchelsea Health Club and Winchelsea outdoor swimming pool.

Through the remainder of 2020-21 Council will continue to liaise with community clubs and groups to understand the impact of COVID-19 on their viability and further opportunities to facilitate their recovery.

Recommendation

That Council:

1. Waives fees for community groups hiring the following Council-managed facilities between 16 September 2020 and 30 June 2021:
 - 1.1 Kurrambee Myaring Community Centre
 - 1.2 Torquay Children's Hub
 - 1.3 Bellbrae Hall
 - 1.4 Bellbrae Heartspace

6.5 Financial support for users of Council facilities

- 1.5 Moriac Community Centre
- 1.6 Freshwater Creek Hall
- 1.7 The Quay Pavilion
- 1.8 Bob Pettitt Pavilion
- 1.9 Wurdale Hall
- 1.10 Anglesea Memorial Hall
- 1.11 Surf Coast Sport and Recreation Centre
- 1.12 Wurdi Baierr Stadium
- 1.13 Grant Pavilion
- 1.14 Surf Coast Arts Space
- 1.15 Australian National Surfing Museum
2. Determines not to waive hire fees for the Surf Coast Basketball Association in recognition of a \$20,000 financial assistance grant included in the 2020-21 Budget for that organisation.
3. Allocates \$30,000 from the COVID-19 Support Allocation to offset the impact in 2020-21 of waiving fees for community groups hiring Council-managed facilities as listed in point 1.
4. Waives fees for community groups hiring the following Community Asset Committee-managed facilities between 16 September 2020 and 30 June 2021:
 - 4.1 Anderson Roadknight Reserve
 - 4.2 Anglesea Bike Park
 - 4.3 Connewarre Reserve
 - 4.4 Deans Marsh Community Hall & Memorial Reserve
 - 4.5 Eastern Reserve
 - 4.6 Globe Theatre
 - 4.7 Modewarre Reserve
 - 4.8 Stribling Reserve
5. Allocates \$50,000 from the COVID-19 Support Allocation for the purpose of providing financial assistance to Community Asset Committees for the 2020-21 financial year to be distributed by the CEO based on COVID-19 impacts.
6. Waives 2020-21 peppercorn fees for community group lessees and licensees of Council facilities.
7. Allocates \$10,000 from the COVID-19 Support Allocation to offset the impact in 2020-21 of waiving peppercorn fees for community group lessees and licensees of Council facilities.
8. Agrees to apply a pro-rata reduction in commercial licence fees for the following licensees in accordance with their reduced capacity to operate due to COVID-19 restrictions:
 - 8.1 Mergui Pty Ltd (Paddle Boats Anglesea)
 - 8.2 Elizabeth Stapleton trading as Aireys Inlet Market
 - 8.3 Anglesea Bowls Club Inc.
 - 8.4 Torquay Farmers Market
9. Notes the Chief Executive Officer or their delegate will negotiate a pro-rata reduction in commercial licence fees for those licensees listed in point 8.
10. Allocates \$10,000 from the COVID-19 Support Allocation to fund reductions in commercial licence fees.
11. Continues to liaise with community clubs and groups to understand the impact of COVID-19 on their viability and further opportunities to facilitate their recovery.

Council Resolution

MOVED Cr Brian McKitterick, Seconded Cr Heather Wellington

That Council:

1. Waives fees for community groups hiring the following Council-managed facilities between 16 September 2020 and 30 June 2021:
 - 1.1 Kurrabee Myaring Community Centre
 - 1.2 Torquay Children's Hub
 - 1.3 Bellbrae Hall
 - 1.4 Bellbrae Heartspace
 - 1.5 Moriac Community Centre
 - 1.6 Freshwater Creek Hall
 - 1.7 The Quay Pavilion
 - 1.8 Bob Pettitt Pavilion
 - 1.9 Wurdale Hall
 - 1.10 Anglesea Memorial Hall

6.5 Financial support for users of Council facilities

- 1.11 Surf Coast Sport and Recreation Centre
- 1.12 Wurdi Baierr Stadium
- 1.13 Grant Pavilion
- 1.14 Surf Coast Arts Space
- 1.15 Australian National Surfing Museum
2. Determines not to waive hire fees for the Surf Coast Basketball Association in recognition of a \$20,000 financial assistance grant included in the 2020-21 Budget for that organisation.
3. Allocates \$30,000 from the COVID-19 Support Allocation to offset the impact in 2020-21 of waiving fees for community groups hiring Council-managed facilities as listed in point 1.
4. Waives fees for community groups hiring the following Community Asset Committee-managed facilities between 16 September 2020 and 30 June 2021:
 - 4.1 Anderson Roadknight Reserve
 - 4.2 Anglesea Bike Park
 - 4.3 Connewarre Reserve
 - 4.4 Deans Marsh Community Hall & Memorial Reserve
 - 4.5 Eastern Reserve
 - 4.6 Globe Theatre
 - 4.7 Modewarre Reserve
 - 4.8 Stribling Reserve
5. Allocates \$50,000 from the COVID-19 Support Allocation for the purpose of providing financial assistance to Community Asset Committees for the 2020-21 financial year to be distributed by the CEO based on COVID-19 impacts.
6. Waives 2020-21 peppercorn fees for community group lessees and licensees of Council facilities.
7. Allocates \$10,000 from the COVID-19 Support Allocation to offset the impact in 2020-21 of waiving peppercorn fees for community group lessees and licensees of Council facilities.
8. Continues to liaise with community clubs and groups to understand the impact of COVID-19 on their viability and further opportunities to facilitate their recovery.

Division

Councillor Heather Wellington called for division which was voted on as follows:

<u>For</u>	<u>Against</u>	<u>Abstained</u>
Cr Duke	Mayor Hodge	Nil
Cr Goldsworthy	Cr Smith	
Cr McKitterick		
Cr Wellington		
Cr McIntyre		
Cr Revell		

CARRIED 6:2

Cr David Bell re-joined the meeting at 9:10pm.

6.5 Financial support for users of Council facilities

Report

Officer Direct or Indirect Interest

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

Background

Council made a \$1 million COVID-19 Support Allocation in the 2020-21 budget for initiatives in response to the pandemic. This provides Council with capacity to assist local relief and recovery efforts in 2020-21 and beyond.

Council is engaged with community groups across the Surf Coast, assisting them to respond to COVID-19 pandemic and gaining insight into the issues they face. These insights and information underpin this report.

Community facilities are managed in three main ways:

Management arrangement	Description	Indication of fees charged for (per hour unless stated) – note different facilities provide different offerings
Council-managed	Council manages bookings by a wide variety of users and collects fees. Examples include multi-purpose centres (e.g. Kurrambee Myaring Community Centre), public halls (e.g. Bellbrae Hall), specific-purpose facilities (e.g. Anglesea Arts Space).	<u>KMCC</u> Community groups \$17-27 Commercial \$34-50 <u>Bellbrae Hall</u> Community groups \$11 Commercial \$22
Community Asset Committee-managed	Volunteer committees manage bookings by a wide variety of users and collect fees to support to running and improvement of the facility (e.g. Globe Theatre, Stribling Reserve).	<u>Globe Theatre</u> Community groups \$10 Commercial \$20 <u>Deans Marsh Hall</u> Community groups \$16.50 Commercial \$22
Lessee/licensee-managed	Council leases or licences a facility to an organisation which manages the facility and its use for the benefit of its members/participants. Examples include community houses, sports pavilions and senior citizens centres. Council also has arrangements with a small number of commercial licensees providing services to the community which are highly valued	Community lease/licence peppercorn fee \$104 per annum Commercial licence fee \$5,000 - \$12,000 per annum

Council made a \$20,000 contribution to the Surf Coast Basketball Association in the 2020-21 Budget in response to its submission seeking fee relief and financial assistance this year as it transitions into the new Wurdi Baierr Stadium.

Discussion

The community's use of Council facilities has been hindered by Chief Health Officer Directions in response to the pandemic. Many clubs and groups have not operated for most of 2020, have operated at times with limitations on gathering sizes and activities, or have moved their program delivery online. Consequently membership numbers are down, participation levels are low and income has been greatly reduced.

The capacity of groups to operate through continuing restrictions in the remainder of 2020-21 and beyond is unclear and will depend heavily on the shifting situation and the public health advice provided by the state government.

6.5 Financial support for users of Council facilities

Community gatherings and activities, when permitted and conducted safely, will be vital in helping people recover from the impacts of the pandemic.

Clubs and groups have started to approach Councillors and officers laying out the challenge ahead. As anticipated when Council set aside \$1 million to fund recovery initiatives, the opportunities for Council to support communities are becoming clearer.

A package of relief for community groups is proposed in 2020-21:

Facility type	Proposal	Rationale	Estimated cost 2020-21	Exclusions
Council-managed facilities Total – 13 facilities	Waive fees for community groups hiring these facilities to 30 June 2021.	Removes financial barrier to use of community facilities in community recovery Supports community activity when permitted as part of recovery.	\$30,000	Commercial and non-shire group hirers to pay published fees. Surf Coast Basketball Association has been allocated a financial assistance grant for 20-21.
Community Asset Committee-managed facilities Total – 8 facilities	Provide financial assistance to committees to enable them to waive fees for community groups hiring these facilities and to manage the financial impact of lost income from waived fees and reduced use in 2020-21.	Supports the financial sustainability of volunteer committees. Enables committees to remove financial barrier to use of community facilities in community recovery. Supports community activity when permitted as part of recovery.	\$50,000	Commercial hirers to pay published fees
Lessee/licensee-managed facilities (Community) Total - 70 lessees/licensees	Waive 'peppercorn' fees for community lessees and licensees.	Small relief provided to all licensees/lessees to assist with financial position. Acknowledges that facility accessibility has been compromised.	\$10,000	Nil
Licensee-managed facilities (Commercial) Total – 7 licensees	Provide a pro-rata reduction in licence fees in accordance with reduced operations in light of COVID-19	Acknowledges that facility accessibility has been compromised. Aligns with government approach for landlords to show good faith in considering rent relief.	\$10,000	Telecommunications infrastructure leases unaffected and fees to be charged as normal.

The package is not intended to apply to the fees and charges applied to members or casual users of services organised and delivered by Council including fitness classes, kinder gym, Winchelsea Health Club and Winchelsea outdoor swimming pool.

When cross referenced with the criteria in the COVID-19 Recovery Assistance Program, the following benefits stand out in support of providing financial support:

- Building and strengthening community connections
- Benefiting broad range of community
- Supporting and enhancing community leadership
- Improving health and wellbeing of communities, particularly mental health

6.5 Financial support for users of Council facilities

This support package provides confidence and certainty to users of Council facilities. However it may not be a 'silver bullet' for all. Many groups are yet to fully get to grips with how the pandemic has affected their organisations. It will be vital for Council to remain in close contact with them as the coming months pass, restrictions are eased and activities resume. As the challenges become clearer new opportunities for Council to assist them, beyond this support package, may open up.

Council Plan

Theme 1 Community Wellbeing

Objective 1.1 Support people to participate in and contribute to community life

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	Yes

Governance Principles - Local Government Act 2020 (LGA 2020)

This report's recommendations give priority to delivering the best outcomes for the municipal community. The broad use of community facilities ensures the benefits flow broadly. The financial viability of Community Asset Committees has been considered in recommending support to prevent financial losses being recorded in 2020-21.

Policy/Relevant Law

Council sets fees and charges via the budget and further resolutions are required to deviate from the published rates.

Environmental/Sustainability Implications

This report seeks to mitigate risks to social sustainability caused by the pandemic

Community Engagement

Community engagement has been limited to the receipt of formal requests for relief from groups and informal discussions with Community Asset Committees and community groups via COVID community meetings or Council's normal business.

Public Transparency

The facilities and groups directly affected by this report are listed in Appendix 1. Community hirers of facilities are not identified as this is a long and dynamic list that could not be collated in time for inclusion in this report.

6.5 Financial support for users of Council facilities

Financial Management

The estimated unfavourable variance in Council income (compared to 2020-21 Budget) resulting from underutilisation of Council facilities is expected to be \$85-125,000. These figures arise from an assumed 50-75% reduction in use across the financial year.

A similar proportional reduction in income for Community Asset Committee (which is retained by committees to cover facility management expenses and to put towards improvements) equates to \$75-110,000.

The estimated value of the package of relief measures proposed in this report is \$105k. It is appropriate that this be funded from Council's \$1 million COVID Support allocation.

The waiving of hire fees for community users of Council-managed facilities (estimated at \$30,000) assumes has been calculated by extrapolating the proportion of community hire income in the Council budget to the estimated total hire fee income once the reduced use assumption of 50-75% is applied.

The allocation for financial assistance to Community Asset Committee's (\$50,000) is based on the most recently available audited statements of the committees (2018-19) and assumes a 100% reduction of income and a 50% reduction in expenses. It will be necessary to liaise with each committee to fully understand the impact of COVID-19 on their operations and establish a grant appropriate to those circumstances.

The waiving of licence and lease fees for community lessees and licensees is based on a zero collection of peppercorn charges from all organisations.

An allocation of \$10,000 provides scope for the Chief Executive Officer or their delegate to negotiate a pro-rata reduction with four commercial licensees based on their individual circumstances. Full year income for those licences is \$30,000.

Service Performance

The recommendations in this report seek to maximise the accessibility of Council facilities in 2020-21 as the community lives with and recovers from COVID-19.

Risk Assessment

Implementing a broad package of support without means testing of hirers may result in community group hirers gaining free access to Council facilities when this is not required. However, this risk is considered low due the predominance of community group hirers undertaking activities for the good of broad groups of people thereby spreading the benefits widely across the shire.

This report's recommendations seeks to aid the financial viability of many groups and committees to reduce the risk they will not operate in the future.

Failing to provide support to users of Council facilities may result in reduced use of Council facilities and inhibit community recovery.

Communication

Council's resolution will be communicated through a variety of channels including published information on facilities for hire, established hirer contact databases, licensee/lessee databases, township groups, local media and other relevant networks.

Human Rights Charter

The recommendations promote the following human rights:

- Peaceful assembly and freedom of association
- Right to take part in public life.

6.5 Financial support for users of Council facilities

Options

Option 1 – Introduce the full package of support for users of Council facilities as recommended

This option is recommended by officers as this provides assistance to groups, clubs and organisations not presently assisted (in their collectives) by Council's previous COVID support decisions. The package promotes free use of Council facilities, when permissible by the Chief Health Officer, at a time when groups' and committees' financial viability is challenged and there is a need to support community recovery.

Option 2 – Introduce a modified package of support for users of Council facilities

This option is not recommended by officers as it may have a reduced impact on the viability of groups and committees and inhibit community recovery.

Option 3 – Do not introduce a package of support for users of Council facilities

This option is not recommended by officers as it will miss an opportunity to send a message of support to struggling groups and committees and may inhibit community recovery.

Conclusion

A package to support users of Council facilities assists groups, clubs and organisations not presently assisted (in their collectives) by Council's previous COVID support decisions. The package promotes free use of Council facilities, when permissible by the Chief Health Officer, at a time when groups' and committees' financial viability is challenged and there is a need to support community recovery.

6.6 Key and Essential Worker Housing Action Plan

Author's Title: General Manager Culture & Community **General Manager:** Chris Pike
Department: Culture & Community **File No:** F19/448
Division: Culture & Community **Trim No:** IC20/1326

Appendix:

1. Key and Essential Worker Housing Action Plan - August 2020 (D20/150604)

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:

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

Reason: Nil

Purpose

The purpose of this report is to receive the Key and Essential Worker Housing Action Plan recently completed by the Victorian Planning Authority and Great South Coast Councils including Surf Coast Shire.

Summary

Council was invited by the Victorian Planning Authority (VPA) and the group Great South Coast Councils to participate in a study to identify the key housing issues for workers in the south west region of Victoria. The study was fully funded by the VPA and Council's contribution was in the form of officer time.

The study draws attention to well-known housing affordability issues in Surf Coast:

- There is a high proportion of unoccupied and underutilised dwellings, particularly in tourism destinations that are now short-term rentals
- There is a strong correlation between high house prices and holiday homes across the region
- The decrease in the number of available rental properties means key workers are less likely to access suitable rental properties within the region
- The increase in median rent indicates a lack of supply of rental properties across the region
- A portion of each LGA's workforce is travelling large distances for employment
- With many Surf Coast workers living in Geelong, the towns a greater distance away experience even greater difficulties attracting key workers due to longer commute times.

The actions within the plan are separated into regional and local opportunities. The critical difference between Surf Coast and the other participating councils is the lack of developable land in towns such as Lorne and Anglesea.

The report has confirmed that the challenges facing towns such as Lorne and Anglesea are not easily addressed. The key implications for Council are:

Matters for local consideration

- Review planning controls through the Lorne Structure Plan project
- Consider how Council's Local Law No.1, due for review, supports or inhibits temporary dwellings such as relocatable tiny houses.
- Advocate for improved public transport between more affordable housing locations such as Geelong and Winchelsea, and the coastal towns.
- Consider mechanisms to limit the duration of time that dwellings can be used as short-term accommodation.

Region-wide initiatives

- Investigate the creation of a Community Land Trust for the region and the provision of vacant State and Federal Government land to the Trust
- Support the consideration and assessment of appropriateness of waiving stamp duty for over 65s

6.6 Key and Essential Worker Housing Action Plan

Recommendation

That Council receives and notes the Key and Essential Worker Housing Action Plan August 2020.

Council Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr Tony Revell

That Council receives and notes the Key and Essential Worker Housing Action Plan August 2020.

CARRIED 9:0

6.6 Key and Essential Worker Housing Action Plan

Report

Officer Direct or Indirect Interest

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

Background

This project was initiated by the Great South Coast Councils in partnership with the Victorian Planning Authority. The Great South Councils involved in this study are Glenelg, Moyne, Corangamite and Southern Grampians Shires. Colac Otway and Surf Coast were invited to participate due to known housing challenges in these shires and the opportunity to widen awareness of the issues at state government level.

The study defines a key worker as - *An employee who provides a vital service, especially in the essential services, health, or education sectors.*

The report adopts the following definition of affordable housing to define market and non-market housing and its application to key workers:

Housing that is owned or rented that is occupied by households in the lower 60 per cent of the income distribution scale and/or an identified key worker in the region providing housing choices, which are of appropriate size, liveable, affordable to occupy, accessible, secure in tenure and located in good proximity to employment services and critical infrastructure such as transport.

The housing can be:

- Private home ownership where the purchaser's mortgage costs do not exceed 35 per cent of the gross household income of the occupant
- Rental housing that is owned and managed by private individuals or corporations and where rent does not exceed 30 per cent of the income of the gross household occupant
- Rental housing that is owned and managed by the state housing authority
- Rental housing that is owned or managed by a not for profit housing organisation. Housing affordability in this study is defined as:

Discussion

The purpose of the Action Plan is to increase the supply of low- to high-end rental and ownership accommodation for permanent and seasonal key workers from a range of industries across the Great South Coast and Barwon regions.

The issues and barriers to key workers accessing suitable, affordable housing specifically for Surf Coast include:

- Availability and cost of housing
- Seasonality – need for quality housing options for seasonal workers
- Shortage of permanent rentals

The study proved challenging for the VPA's consultants given the wide geographic area and distinctly different situations in different shires. Surf Coast's situation is something of an outlier in this group of councils due to its proximity to Geelong, population growth in Torquay, high cost of housing in coastal locations and lack of developable land in coastal townships (excluding Torquay). Contrastingly other councils were faced with challenges attracting developers to build suitable quality housing for sectors of the workforce including professionals, food to fibre and energy and renewables.

This report does draw attention to the challenges faced in Surf Coast but does not deliver easily delivered solutions. This is not surprising given the limited land availability and the high desirability (and therefore high cost) of dwelling ownership in towns such as Lorne.

Traditional mechanisms such as planning controls impacting development density are identified. Such notions can prove controversial in coastal towns due to the potential impact on amenity and neighbourhood character. Such controls can be canvassed and assessed through structure plan reviews, the next one being in Lorne.

The identification of commuter locations and the adequacy of public transport links is also raised. In Surf Coast's case this centres on workers living in relatively affordable places such as Winchelsea and Geelong

6.6 Key and Essential Worker Housing Action Plan

and travelling to coastal towns. The challenge of advocating for improved public transport timetables is not new to Council.

Some more innovative ideas are contained in the report but require assessment for their suitability in Surf Coast. These include:

- Establishment of Community Land Trusts (challenging in the Surf Coast because vacant land is scarce). The Committee for Lorne has been involved in research on this topic in recent years.
- Consideration and assessment of appropriateness of waiving stamp duty for over 65s to encourage turnover of housing stock (the challenge in the Surf Coast is that the private market makes sale prices unaffordable for lower income households).
- Facilitating relocatable housing (e.g. tiny houses) for seasonal workers (challenging for Surf Coast to identify appropriate locations due to bushfire risk and neighbouring property amenity concerns).
- Limiting the duration of time that dwellings can be used as short-term accommodation, particularly in the unregulated market (e.g. Airbnb) (challenging as these properties support the visitor economy and there is no knowledge of an appetite at state level to address this issue).

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

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	No
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	No

Governance Principles - Local Government Act 2020 (LGA 2020)

The study seeks engender cross council collaboration to identify innovative solutions to entrenched housing affordability challenges.

Policy/Relevant Law

The report raises matters such as increasing dwelling density that may be contrary existing planning controls. For this reason officers recommend Council notes the study rather than commits to the implementation of all actions.

Environmental/Sustainability Implications

The matter of affordable housing is most commonly raised in the following contexts:

6.6 Key and Essential Worker Housing Action Plan

- Support sustainable local economies through a supply of qualified workers
- Support a diversity of residents in local communities to sustain clubs, schools, emergency services.
- Enabling people to residents in place

Community Engagement

The consultant undertook targeted consultation to develop an understanding of the broad range of issues affecting the region. Officers directed the consultants to Great Ocean Road Health as a case study of a significant local employer facing attraction/retention challenges due to housing unaffordability. Officers also connected the consultants with the Committee for Lorne due to that group's Accommodating Lorne's Future research project.

Public Transparency

The study is provided to Council and the community to aid understanding of the housing affordability challenges facing the shire.

Strategies/Plans

Council does not have an identified strategic priority to improve housing affordability and so work in this space is limited and opportunistic (such as the opportunity presented by the VPA's funding for the study). The matter will be examined within the upcoming Lorne Structure Plan review and is likely to be raised in the coming year through the Committee for Lorne's Accommodating Lorne's Future research report (yet to be provided to Council).

Risk Assessment

Officers have considered the risk associated with endorsement of the Action Plan and the consequent commitment to all the actions within it. It is deemed prudent that Council notes the study only.

Communication

Officers will share the study with key township groups with greatest interest, based on historical conversations, expected from Anglesea Community Network and Committee for Lorne. In addition officers will share the report with Great Ocean Road Health due to that organisation's involvement as a background case study.

Options

Option 1 – Note the Action

This option is recommended by officers as it recognises the importance of the issue, acknowledges the work undertaken by the VPA but does not commit Council to actions that are untested via local analysis and community engagement (e.g. through structure plan reviews).

Option 2 – Endorse the Action Plan

This option is not recommended by officers as there are actions within the study that may not be suitable for Surf Coast's situation, may be contrary to Council policy and are untested with local communities.

Conclusion

The Key and Essential Worker Housing Action Plan has helped shine the spotlight on the housing affordability challenges in the Surf Coast Shire without identifying easy, impactful solutions (partly because there are no easy solutions readily available). The report ensures Council's understanding of the issues remains up-to-date and can help inform upcoming strategic planning work and reviews of local laws.

6.6 Key and Essential Worker Housing Action Plan

APPENDIX 1 KEY AND ESSENTIAL WORKER HOUSING ACTION PLAN - AUGUST 2020

Key and Essential Worker Housing Supply Action Plan



6.6 Key and Essential Worker Housing Action Plan



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6.6 Key and Essential Worker Housing Action Plan



1 EXECUTIVE SUMMARY

1.1 OVERVIEW

The Councils of the South West of Victoria, being the Glenelg, Moyne, Surf Coast, Corangamite, Colac Otway and Southern Grampians Shires (Councils), together with the Victorian Planning Authority (VPA), have identified the need to improve the quality and quantity of affordable and appropriate housing for key workers.

The purpose of the Action Plan is to increase the supply of low- to high-end rental and ownership accommodation for permanent and seasonal key workers from a range of industries across the Great South Coast and Barwon regions.

The issues and barriers to key workers accessing suitable, affordable housing include:

- Availability and cost of housing
- Quality of housing
- Seasonality – need for quality housing options for seasonal workers
- Shortage of permanent rentals
- The cost of development of new housing and the sales return not providing commercial returns.

1.2 DEFINITION

A key worker is

An employee who provides a vital service, especially in the essential services, health, or education sectors.

In the study area, this includes:

- Providers of services to residents – e.g. teachers, doctors, nurses, health care workers, pharmacists, Council staff
- Providers of services to visitors/tourists – e.g. hospitality, tourism, retail, workers at tourist attractions

- Workers in key local industries – e.g. agriculture and associated industries, renewable energy, forestry, mining, construction.

The inclusion of workers in the visitor/tourism and local industries sector is appropriate because in regional areas these workers are essential to the economic sustainability of the region.

The report adopts the following definition of affordable housing to define market and non-market housing and its application to key workers:

Housing that is owned or rented

that is

occupied by households in the lower 60 per cent of the income distribution scale and/or an identified key worker in the region

providing

housing choices, which are of appropriate size, liveable, affordable to occupy, accessible, secure in tenure and located in good proximity to employment services and critical infrastructure such as transport.

The housing can be:

- ***Private home ownership where the purchaser's mortgage costs do not exceed 35 per cent of the gross household income of the occupant***
- ***Rental housing that is owned and managed by private individuals or corporations and where rent does not exceed 30 per cent of the income of the gross household occupant***
- ***Rental housing that is owned and managed by the state housing authority***
- ***Rental housing that is owned or managed by a not for profit housing organisation.***

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1.3 COUNCILS' ROLE

The purpose of the Action Plan is to create public and private sector investment in housing in the region by utilising a combination of Federal, State and Local Government levers.

The Councils' role in achieving these outcomes can range from advocating for Federal and State Government to change the policy and regulatory setting to facilitate investment through to Councils. This could include Councils directly facilitating development through planning, land and financial levers thereby providing the private sector with the certainty that it needs to invest confidently in the region.

1.4 NEED FOR KEY WORKER HOUSING

The South Western Region has a number of key employment opportunities linked to the significant growth in agricultural industries associated with food to fibre and the energy and renewable energy industry. These are supplements to the already established and growing tourism industries.

There are a number of factors at play that are creating constraints to the availability of key worker housing within the region. In coastal areas, the supply of existing and new housing stock is dominated by owners of holiday homes and investors in the short-stay accommodation market. In other locations across the region, housing development activity is very low due to the small size of local housing markets and other constraints. In addition, an ageing community across the region is facing barriers in the move into more suitable accommodation (both economic – it costs more to move to a new dwelling than stay in an existing one or any uplift disappears with stamp duty – and lack of alternate housing being available). The combined effect of these housing dynamics is that there is a

significant shortage in housing for key workers to rent or purchase right across the region.

The key issues are:

- The region has experienced minimal growth in housing stock
- There is a high proportion of unoccupied and underutilised dwellings, particularly in tourism destinations that are now short term rentals
- There is a strong correlation between high house prices and holiday homes across the region
- The decrease in the number of available rental properties means key workers are less likely to access suitable rental properties within the region
- The increase in median rent indicates a lack of supply of rental properties across the region
- A portion of each LGA's workforce is travelling large distances for employment
- The cost of developing land and buildings in some locations is such that it does not allow for commercial returns.

1.5 SCALE OF THE NEED

There are circa almost 4000 key worker jobs currently being imported from outside the region (that is, they work in the region but live outside it). This is due in large part to there being an insufficient supply of appropriate housing available within the region to accommodate these workers and their families.

It is projected that a further 2,610 jobs will be created within the region by 2024, which will significantly add to the demand for housing within the region over the coming four years¹.

¹ Dept of Jobs and Small Business, Trends 2019

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These figures provide an indication of the size of the current and future market that may be attracted to rent or buy housing in the region, who already have jobs in the region.

If even 30% of these workers wanted to live in the region, that would represent the need for an extra 2,000 extra dwellings, and if that figure were 50% then a further 3,500 dwellings would be required.²

Homes to support these workers are needed in a range of locations across the region, as determined by where jobs are currently located and are projected to grow, as well as the amenities and facilities available across different townships to support the lifestyle needs and aspirations of workers and their families.

The economic cost of not providing housing in the regional is substantial. If workers can live in the region, the economic benefit to the region would be between \$396 to \$596 million in outputs and create an additional 615-923 jobs in the population.³

1.6 INTERVENTION ACTIONS

The intervention actions are to encourage both public and private investment by developers or investors in the region that meet investment criteria. These include financial returns that meet market expectations, size and scale, certainty and timely development approvals and supportive Government policy. The Regional Actions can be summarised as:

Creation of developable land at significantly reduced costs. Key actions include:

- The creation of a Community Land Trust (CLT)
- Infrastructure agencies waiving fees
- Quantifying residential development opportunities

- Using Council-owned land/titles for housing development.

Planning enablers critical to the supply of housing and key actions include:

- Working with State Government to implement a fast tracked and streamlined rezoning process
- Ensuring that there is an ongoing and adequate supply of land
- Planning policies that support the supply of key worker housing
- Investigating options for planning concessions for key worker housing and affordable housing outcomes.

Advocating for State and Federal Government to:

- Implement grants schemes and programs that support the implementation of key worker housing that leverages Council land and Housing Associations' capacity to raise debt
- Support the consideration and assessment of the appropriateness of waiving stamp duty for over 65s
- Removing financial barriers to home ownership for visa holders
- Implementing a Build to Rent scheme that has regional opportunities
- Provide funding grants for catalyst infrastructure to enable development
- Improving and continual update of demographic projections.

Councils working with the development and broader community to:

- Continue to undertake and publish research into regional key worker housing
- Prepare guidance material for developers
- Regularly engage with the community about key worker housing issues

² Urban Enterprises 2019

³ Urban Enterprises 2019

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- Provide an active asset management tool that provides a rating on rental properties.

Councils have nominated a level of intervention to facilitate the supply of key worker housing. The report details specific actions for each Council, but these can be summarised as:

- Undertake structure planning and masterplanning for the development of greenfield residential land
- Identify other Council land that offers the opportunity for development, such as creating air right titles over Council car parks
- Investigate funding infrastructure in greenfield residential areas
- Investigate waiving development contributions and/or Council rates for developments providing key workers housing
- Review the strategic and statutory controls to allow for medium density housing
- Investigate constructing high quality housing for nominated key workers or the direct investment in the key worker housing
- Modify planning schemes to allow for relocatable dwellings for temporary key workers, including the possibility of using Council land or investment
- Improve transport links between major towns
- Limit the duration that housing can be used for short-term accommodation
- Advocate for the redevelopment or supply of new social housing
- Seek affordable housing contributions
- If no regional CLT is developed, consider a Council CLT
- Facilitate and assist in the co-ordination of specialist seasonal key worker housing
- Work with landowners to facilitate the development of housing
- Use Council land to facilitate development outcomes.

6.6 Key and Essential Worker Housing Action Plan



2 INTRODUCTION

2.1 PROJECT OVERVIEW

The Councils of the South West of Victoria, being the Glenelg, Moyne, Surf Coast, Corangamite, Colac Otway and Southern Grampians Shires (Councils), together with the Victorian Planning Authority (VPA), have identified the need to improve the quality and quantity of affordable and appropriate housing for key workers.

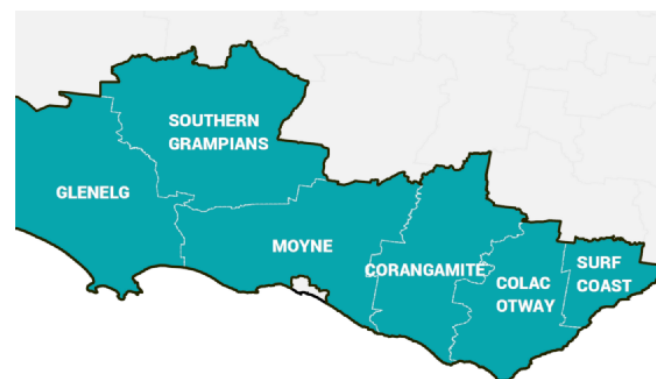
The Councils have commissioned the development of a Key and Essential Worker Housing Supply Action Plan with the aim of increasing the quality and quantity of affordable and appropriate housing for key workers.

The purpose of the Action Plan is to increase the supply of low to high-end rental and ownership accommodation for permanent and seasonal key workers from a range of industries across the Great South Coast and Barwon Regions.

The development of this Action Plan has included:

- Defining key permanent and seasonal workers and their housing and tenure requirements
- Understanding and assessing the supply and demand for permanent and seasonal key worker housing and the extent to which they are being catered for in local markets
- Reviewing housing tenures and the management of key worker housing in other locations
- Exploring responses to address shortages based on best practice research and consultation with Government, the private and not for profit sectors and other partner agencies, including local councils
- Developing a place-based multi-stakeholder Action Plan for the region and participating municipalities, including through Federal, State and Local policy development, incentives, grant schemes, planning levers, advocacy and further research.

Figure 1 - Councils included in the Homes for Key Workers study area



6.6 Key and Essential Worker Housing Action Plan



2.2 DEFINITIONS

KEY WORKER:

There is no current legislative or adopted policy definition of key workers in Australia. This report adopts the following definition of key workers, based on an assessment of the particular key worker issues within the great South Coast and Barwon regions (as well as a review of key worker definitions in other jurisdictions):

An employee who provides a vital service, especially in the essential services, health, or education sectors.

This definition includes the following specific types of key workers:

- Providers of services to residents – e.g. teachers, doctors, nurses, health care workers, pharmacists, Council staff
- Providers of services to visitors/tourists – e.g. hospitality, tourism, retail, workers at tourist attractions
- Workers in key local industries – e.g. agriculture and associated industries, renewable energy, forestry, mining, construction.

The inclusion of workers in the visitor/tourism and local industries sector is appropriate because in regional areas these workers are essential to the economic sustainability of the region.

AFFORDABLE HOUSING:

The Victorian State Government has introduced the following definition of Affordable Housing into the Planning and Environment Act 1987:

"Affordable housing is housing, including social housing, that is appropriate for the housing needs of very low, low, and moderate-income households."

This definition is supported by Governor in Council Orders, which specify the income ranges for very low, low and moderate-income households for affordable housing that is not social housing. The income bands referred to in the GIC Orders differ between metropolitan and regional locations.

This report has adopted a different definition of affordable housing because the above definition would not enable the housing needs of the particular types of key workers in the Southern Coast and Barwon Region to be met.

This report has adopted the following definition of affordable housing to define market and non-market housing and its application to key workers:

Housing that is owned or rented

that is

occupied by households in the lower 60 per cent of the income distribution scale and/or an identified key worker in the region

providing

housing choices, which are of appropriate size, liveable, affordable to occupy, accessible, secure in tenure and located in good proximity to employment services and critical infrastructure such as transport.

The housing can be:

- ***Private home ownership where the purchaser's mortgage costs do not exceed 35 per cent of the gross household income of the occupant***
- ***Rental housing that is owned and managed by private individuals or corporations and where rent does not exceed 30 per cent of the income of the gross household occupant***
- ***Rental housing that is owned and managed by the state housing authority***
- ***Rental housing that is owned or managed by a not for profit housing organisation.***

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2.3 IMPLEMENTING THE ACTIONS

The purpose of the Action Plan is to create public and private sector investment in housing in the region by utilising a combination of Federal, State and Local Government levers.

The Action Plan outlines actions that are applicable across the region and those that are specific to each Council. The actions that are specific to individual Councils have been informed by discussions held with each Council to determine the level of intervention each Council was prepared to undertake. These are as summarised follows:

The application of the actions to develop Key Worker Housing can be viewed in three ways:

- Short-term – these are actions that are easily to implement and would be able to be actioned and the outcomes implemented within a 12 month period
- Medium-term – these actions will take a period to develop and implement the actions and would typically take 1 – 4 years
- Long-term – these are the actions that will require a view to achieving greater outcomes and require time to implement typically 5 years plus.

The Action Plan will assign timeframes that, for the designated action to have impact, the action should be implemented within.

The actions will designate both a champion with responsibility for overseeing the implementation of actions and a manager of the action who will deliver the actions to achieve the desired outcome.

The implementation of actions is to encourage both public investment and private investment (developers or investors) in the region that meet investment criteria that include:

- Ability to realise attractive commercial returns or yields within reasonable timeframes
- Availability of a sizeable development opportunities (either larger development sites or a pipeline of development projects) that warrants making a sizable capital investment in development in the region – for example, an active pipeline of 100 dwellings per year for 3–5 years.

- Sufficient depth of market and likely trading volumes to justify mobilising capital and development resources in a given location
- Certainty over development yields and the approvals process
- Ability to offer and have accepted alternate housing types and tenures
- Time-effective development approval processes
- Government policy that is supporting growth.

Actions have been developed with the need to satisfy the above criteria in mind.

6.6 Key and Essential Worker Housing Action Plan



3 KEY AND ESSENTIAL WORKER HOUSING ISSUES AND OPPORTUNITIES

3.1 THE WIDER HOUSING ISSUES

Cities and towns provide a multitude of services and opportunities to their residents, and the most fundamental of these are access to adequate housing and employment. A diverse range of dwelling types, tenures and price points distributed across towns in the Great South Coast and Barwon Region is essential to ensure that all parts of the community can access housing that is appropriate to their needs and affordable within their household income.

Shortages of appropriate and affordable housing (including all tenures of housing) act as a constraint on economic growth and can prevent workers from fully participating in economic and social opportunities. This can occur when people are priced out of living in the local community and are forced to choose between commuting long distances to jobs or potentially forgoing the work altogether if they cannot obtain local housing. Households that are unable to purchase their own dwelling are faced with either accessing private rentals and, in the case of very low-income workers, seeking public housing or housing provided by not for profits. However, as the region's population continues to increase, and the disparity in growth between housing prices and wages endures, the number of lower income households (including many key worker households) unable to access affordable and suitable housing is forecast to continue to rise.

The affordability of housing is a national concern – dwelling prices across the whole country have grown faster than incomes, particularly since the mid 1990s.

Prices have risen rapidly in all Australian major cities and most regions, although there are variations from year to year.⁴ Average prices of dwellings have increased from about two to three times average disposable income in the 1980s and early 1990s to about five to eight times more recently.⁵

But the ageing Australian population has concealed a greater fall in home ownership rates during the past 20 years for all but the oldest households. Younger Australians have always had lower incomes and accumulated savings, hence lower home ownership rates. But between 1981 and 2016 home ownership rates among 25–34 year-olds fell more than 60 percent⁶.

Consequently, without intervention, home ownership rates are unlikely to bounce back over time. The fall in home ownership rates across segments is having a fundamental impact on the price and availability of rental dwellings. Traditionally, those age groups that would have purchased dwellings are now staying in rental properties, forcing up demand for rentals and the price. This, in turn, has made private rental unaffordable for low and moderate income earners, including many key workers, and the inability to obtain housing that is appropriate and affordable.

⁴ Kadir Atalay; Garry Barrett; Rebecca Edwards (2016) AHURI

⁵ Ellis (2017); Fox and Finlay (2012) AHURI
⁶ ABS Census data 1981 to 2016

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3.2 REGIONAL ISSUES

Regional and local economic growth and productivity is affected if employers cannot draw from the widest possible pool of potential employees due to an increasingly larger sector of the population not being able access local housing or to travel from their home to their workplace within a reasonable time and at a reasonable cost.

A lack of suitable and/or affordable housing has both economic and social implications which, in turn, have an impact on the sustainability of local communities.

The South Western Region has a number of key economic opportunities linked to the significant growth in agricultural industries associated with food to fibre and the energy and renewable energy industries. These are supplements to the already established tourism industries.

The ageing community is facing barriers to move into more suitable accommodation (both economic – it costs more to move to a new dwelling than the stay in the existing older dwelling or any uplift disappears with stamp duty – and lack of alternate housing being available). This means that in many instances there is no suitable housing for key workers and their families.

This problem has been compounded in areas that are significant tourist locations, where renting a dwelling for a whole year was once more economically rewarding for landlords than season rentals. However, in recent years the advent of Airbnb and the increased popularity of the Victorian Coast as a holiday destination has seen the reversal of the long-term economic rentals to short stay rentals, the short stays being of more economic benefit to landlords.

The population and demographics of the regions show that:

- The region is not homogenous, with some municipalities experiencing steady population growth, and others declining
- The population is ageing in almost all municipalities, with only the Surf Coast region expected to experience growth in people aged 0 to 20 years
- The age profile forecasts significant growth in working-age persons (15-64 years), which will generate demand for housing and employment, and employers in the region have signalled that a significant percentage of future workforce demand will be driven by replacing the ageing workforce⁷.

The current housing situation highlights that:

- The region has experienced minimal growth in housing stock. New housing supply is greatest in tourism destinations and employment centres i.e. Surf Coast Shire (+308 dwellings p.a.), Colac-Otway (+56 dwellings p.a.) and Southern Grampians (+25 dwellings p.a.). Dwelling projections are exceptionally low in some LGAs, with Corangamite Shire and Glenelg Shire projected to grow by fewer than 10 dwellings per year⁸
- There is a high proportion of unoccupied dwellings, particularly in tourism destinations, such as Surf Coast, for use as holiday homes. In some of the key tourism destinations, unoccupied dwellings make up to 75% of dwelling stock (Lorne)⁹. This has implications for access to housing for key workers in tourism towns
- There is a strong correlation between house prices and holiday homes across the region. Coastal tourist towns have the highest median house prices, many of which are unaffordable to key workers, first home buyers or workers on lower incomes

⁷ ID Consulting – population projections

⁸ ABS Dwelling approvals 2018/19

⁹ ABS Census 2016

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- The decrease in the number of available rental properties means key workers are less likely to access suitable rental properties within the region
- The increase in median rent indicates a lack of supply of rental properties across the region
- A portion of each LGA's workforce is travelling large distances for employment. This may indicate a lack of suitable housing within each LGA to support the local workforce
- Urban Enterprise's market research into housing and location needs of workers in the region found that almost 78% of respondents would prefer to live somewhere else and 58% would prefer to live closer to their workplace.

The income of occupations across the region is such that housing costs are greater than 30% of the household income. Table 1 - income by occupation of residents across region, 2016, provides an overview of the income of resident workers in the region by occupation. Key findings are:

- Occupations that are commonly associated with those of key workers in the region generally have lower incomes, such as:
 - Technicians and trades (e.g. construction)
 - Community and personal services (e.g. health, education)
 - Sales workers (e.g. retail, tourism, hospitality).

The above workers are in need of affordable housing.

- Alternatively, almost 25% of residents working as professionals and managers in the region earn over \$91,000 per annum, leading to demand for higher quality housing from these worker groups.

Affordability is a key consideration when trying to accommodate key workers, however higher quality housing for higher income earners is also a consideration for areas where professional and managerial labour is sought.

The Victorian Governments current Governor in Council Orders for affordable housing in regional areas are such that most key workers would not qualify for affordable housing as defined by the Victorian Government. However, the data shows that they actually need housing at a cost that is slower than 30% of income.

Table 1 - income by occupation of residents across region, 2016

Income pa	Managers	Professional	Technicians and Trades	Community, Personal	Administrative	Sales Workers, Clerical	Machinery Operators	Labourers
Negative/\$0 income	4%	0%	1%	1%	1%	1%	1%	1%
\$1 - \$25,999	17%	9%	16%	33%	21%	46%	8%	35%
\$26,000 - \$51,999	28%	25%	40%	43%	45%	34%	34%	43%
\$52,000 - \$90,999	29%	43%	32%	18%	27%	13%	43%	17%
\$91,000 - \$155,999	14%	17%	10%	5%	5%	3%	14%	3%
\$156,000 +	7%	6%	2%	1%	2%	2%	1%	1%
Total	10,794	8,745	7,230	5,543	5,104	4,411	3,535	6,816

Source: Place of Residence, Census of Population and Housing, ABS, 2016

The South Western Region has a strong economy, the key features of which can be summarised as follows:

- The region operates within a wider state economy where the underlying economic fundamentals are generally sound, and the outlook has been positive for a number of years. However, the recent bushfires and Coronavirus will put a significant dampener on economic conditions in

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Australia for 2020 and into 2021 and cause a short-term decline in international tourism that will affect tourism jobs along the Great Ocean Road

- Historic low unemployment rates across the region, particularly in Colac-Otway, Corangamite, Moyne and Surf Coast have indicated a critical need to attract key workers into the region due to a shortage of locally available skills and workforce
- Significant industries, with the largest in the region, based on employment, being agriculture, forestry and fishing (8,561 workers), although a significant decline is projected in the next five years
- Other large industries employing residents in the region are health care and social assistance (5,392 workers), manufacturing (4,554 workers) and retail trade (4,256 workers). Overall, the education and training and health care and social assistance industries are expected to experience the greatest increases in workers (+760 workers and +680 workers respectively)¹⁰
- Consolidated and published data of temporary workers and visa workers is limited. The projections, modelled from macroeconomic data, do not account for itinerant and temporary workers. Anecdotally there are many workers on temporary work visas in the region, particularly in tourism (seasonal), agriculture and industry maintenance
- 87% of local jobs across the region are taken by local residents, with circa 13% of jobs employing residents from outside of the region, including Greater Geelong, Warrnambool and Golden Plains.¹¹
- Tourism is a key worker industry that is not clearly defined by ANZIC definitions. Based on the adopted midpoint forecast scenario, the region is expected to gain an additional 1 million domestic overnight visitors by 2028/29. This will place ongoing pressure and competition for accommodation amongst both visitors and key workers

- Major infrastructure projects planned across the region will also drive demand for housing – both temporary and permanent. This includes projects such as the Princes Highway Upgrade (Winchelsea to Colac), Apollo Bay Harbour Precinct Development, Whiskey Distillery, Golden Plains Wind Farm (located in Golden Plains), Princeton Eco-Resort and 12 Apostles Hot Springs, Cape Bridgewater Resort, Dundonnell Wind Farm, Origin Energy Gas Fire Plant and Lakes Edge Development, Cattle Abattoir, and Hamilton Art Gallery relocation. There are additional projects that may not be captured above, but indicate key investment in the region. These projects will drive jobs across the tourism, construction, food processing and mining industries.

It is difficult to determine the exact demand for housing for key workers within the region due to the complex variables that inform people's preferences for the location in which they wish to live. However, based on the assumptions set out in the background analysis that has informed this Action Plan (Urban Enterprise, 2020), the current shortfall and projected demand for housing to support permanent workers in the South West Region to 2024 is in the order of 2,600 workers.

The main barriers to key workers accessing suitable, affordable housing across the wider region include:

- Availability and cost of housing
- Quality of housing
- Impacts of seasonal demands on the availability of housing
- Shortage of permanent rental housing stock.

In locations such as **Torquay and Lorne**, there is a growing jobs base and a very high demand for housing, but housing availability is constrained and costs are very high.

¹⁰ ABS Census 2016

¹¹ Urban Enterprises 2019

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Torquay (coastal and tourism) has links with and gains some benefits by being close to Geelong's more affordable growth areas and existing urban areas; however, transport connections between Torquay and Geelong will need improvement. The key worker sectors needing housing in Torquay include:

- Construction
- Retail
- Accommodation and food services
- Healthcare and social services
- Education.

Coastal and tourism towns (Anglesea, Lorne, Apollo Bay, Port Fairy, Port Campbell, Dunkeld) have the following characteristics and housing needs:

- High visitation, majority of housing stock is holiday homes
- Lower cost housing is needed to support workers in coastal tourism townships
- Improved transport connections to hinterland towns may support jobs growth in these sectors
- Key worker sectors:
 - Retail
 - Accommodation and food services
 - Healthcare and social services
 - Education.

Moderate growth regional service centre (Colac, Hamilton) have the following characteristics and housing needs:

- Moderate population and jobs growth
- The current gap in housing is for higher quality dwellings and medium density dwellings suited to workers on higher wages from the health care and professional service sectors
- Other gaps in housing include dwellings for temporary workers
- Workers:
 - Construction
 - Retail
 - Accommodation and food services

- Healthcare and social services
- Education
- Manufacturing/labour.

Low growth regional service centres (Camperdown, Terang, Cobden, Mortlake, Portland) have the following characteristics and housing needs:

- Low population growth
- There is a need to support investment in higher quality large dwellings and medium density dwellings in Camperdown, Terang, Cobden, Mortlake and Portland to attract key workers from sectors including health care, education and public administration
- Other gaps in housing include dwellings for temporary workers
- Key worker sectors:
 - Healthcare and social services
 - Education
 - Manufacturing/labour.

The analysis of current and projected demographic and economic conditions across the region has identified a wide diversity of key worker groups (as summarised above). The location, type and tenure of housing needed for each of these key worker groups therefore varies from town to town, and the Action Plan therefore needs to be tailored to meet these differing needs. Some of the regional towns do offer the opportunity to deliver lower cost housing but this must be weighed against travel distances.

The total number of key worker jobs currently being exported outside the region (i.e. those who already have jobs in the region, but live outside the region) is identified in Table 2 - Current jobs exported and projected jobs needed to 2024.

This provides an indication of those who may be attracted to purchase or rent housing the region. Whilst it is unlikely that all of these workers will want or need to live in the region, this analysis provides an indication of the overall scale of the number of workers, a subset of which would benefit from access to appropriate and affordable housing within the region were it to be available.

Table 2 - Current jobs exported and projected jobs needed to 2024, also shows the projected job growth in key worker industries across the region to 2024. In total, there are around 4000 jobs in key industry sectors within the region that are

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filled by workers who live outside of the region, and an additional 2610 jobs are projected to be created in key worker industries across the region by 2024.

It is very difficult to estimate the exact demand for housing for key workers due to the complex reasons why people choose locations to live; however, if even 20%-30% of key workers would prefer to live in one of the South West Coast LGAs then the current shortfall and projected demand for permanent workers in the South West Region to 2024 is to the order of 2,600.

Homes to support these workers would obviously need to be provided across the region, dependent on where jobs are currently located and are projected to grow.

Table 2 - Current jobs exported and projected jobs needed to 2024

	Current jobs exported	Projected job needs -2024	Total
Construction	589	400	989
Retail	720	300	1020
Accommodation and Food Services	739	190	929
Professional, Scientific and Technical Services	197	280	477
Education and Training	681	760	1441

	Current jobs exported	Projected job needs -2024	Total
Health Care and Social Assistance	1008	680	1688
Total	3934	2610	6844

Source Department of Jobs and Small Business

3.3 OPPORTUNITIES FOR INTERVENTION

The opportunity for Councils to create new housing for key workers will be dependent upon the level of intervention that the Councils are prepared to leverage in the market. We have categorised each option within this report as passive, semi-intervention or proactive, which we define as follows:

- **Passive:** Council facilitates the key worker housing by others
- **Semi-intervention:** Council contributes to the development of key worker housing
- **Proactive:** Council is actively involved in the development of key worker housing.

There are many ways that Local Governments can influence the supply of key worker housing in their municipalities, ranging from indirect methods such as advocacy right through to direct investment in housing. These are outlined in Table 3 - Options for Councils to influence the supply key worker housing.

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Table 3 - Options for Councils to influence the supply key worker housing

	Opportunities to participate	Passive	Semi Intervention	Proactive
Advocacy, research and information	Advocacy	✓	✓	✓
	Research	✓	✓	✓
	Education for developers	✓	✓	✓
	Community engagement	✓	✓	✓
Planning	Land supply and availability	✓	✓	✓
	Planning policies and strategies	✓	✓	✓
	Streamlined approval processes	✓	✓	✓
	Planning concessions	✓	✓	✓
	Limit the duration of time that dwellings can be	✓	✓	✓

	Opportunities to participate	Passive	Semi Intervention	Proactive
	used as short-term accommodation			
	Voluntary affordable housing contributions		✓	✓
Financial	Reduced development contributions, planning charges and Council rates		✓	✓
	Use of Council funds to provide infrastructure to development sites		✓	✓
	Use of Council land to facilitate development		✓	✓
	Creation of housing trusts		✓	✓
	Direct investment in housing supply			✓

The interventions in the market are explored in the Action Plan, together with recommendations for implementation.

6.6 Key and Essential Worker Housing Action Plan



To ensure that housing is affordable for key workers, there are a number of models of housing to consider, including:

Alternative housing models – in recent years, alternative housing models such as co-living and tiny houses have started to become more prevalent as potential “disrupters” to traditional houses and apartments. While they will not suit all households, the ability to lower housing costs by living in small and/or shared spaces is attractive to some.

Affordable design – compact lots and housing that can be delivered by the market at an affordable price point, and with sustainable design features that result in lower running costs.

Restricted or affordable purchase – price-controlled housing that is made available for purchase by those on defined incomes. The key principles are that:

- The dwelling must be offered for sale at or below the appropriate price
- The dwelling must be offered for sale to eligible buyers
- The discount for affordable housing for the first purchaser is preserved for future purchasers, either in perpetuity or for a fixed period of time.

Community Land Trust – the land upon which the dwelling is located is held in a Trust. The payment for the occupation of the land is via a peppercorn lease. The land is held in a Trust for individuals, a not for profit or a private company to develop dwellings. Finance only needs to be sought for the built form and not the land – the savings are reflected in lower rents or purchase prices.

Shared equity – the essential feature of all shared equity models is that the buyer shares the capital cost of purchasing a home with an equity partner, thereby permitting households to buy a home with lower income levels than would otherwise be required.

Build to rent – developers and their financiers build dwellings and, instead of selling them, retain them to let to tenant households. Rents may be set at market rent or, for affordable and social housing, at an appropriate discount to market rents. The NRAS was a build to rent model.

Rent to buy – the homes are offered at a reduced rent for a minimum of five years and let on assured short-hold tenancies for a fixed term. The model being adapted in Australia is that, after five years of renting, the tenant has first option to purchase the dwelling at price agreed at the commencement of the five years. If the tenants do not want to buy, the landlord can retain the property as rented housing or sell it on the open market.

Tiny homes/relocatable housing – compact dwellings that are manufactured off site (now they are often architecturally designed studio units) and provide high quality and reliable homes at a cost effective price point. The dwellings can range from fully off grid (with some being constructed on trailers for moveability) to more permanent homes that are placed on serviced lots with prepared foundations.

Social housing – this is housing owned by a State Government or by a community housing organisation. Typically, community housing organisations will seek to develop and build units or apartments.

The variety of housing models should be considered against the income groups as follows:

Table 4 – Application of housing models to income groups

Type	Very Low Income	Low Income	Moderate Income	Key Workers
Alternative models		✓	✓	✓
Affordable Purchase			✓	✓
Affordable by Design			✓	✓
Shared Equity			✓	✓
Build to Rent		✓	✓	✓
Rent to Buy			✓	✓
Community Land Trusts	✓	✓	✓	✓
Tiny homes/relocatable	✓	✓		✓
Social Housing	✓	✓		✓

6.6 Key and Essential Worker Housing Action Plan



3.4 CASE STUDIES

Details of some of the case studies that were reviewed during the investigation phases of the project are provided below to illustrate some of the approaches suggested in the actions.

Case Study: Affordable key worker housing partnerships

The SA Government's "More affordable tenancies for community housing" (MATCH) program targets partnerships between Housing Associations, Councils and State Government to supply affordable housing for workers. Tatiara Council, in support of the abattoir at Bordertown, has worked with Unity Housing and the SA Government to deliver housing for workers.

Case Study: Infrastructure grants

Regional Infrastructure Fund

This Victorian State Government program was a single round of funding in the 2019/2020 financial year. The Regional Infrastructure Fund provided grants for infrastructure projects that stimulate economic activity in regional Victoria. Within the study area, projects that obtained funding under the program included the Henty Employment Precinct Infrastructure Upgrade (Glenelg Council) for road, water and stormwater infrastructure.

Building Better Regional Cities Program

This federal program, which ended in 2014, aimed to facilitate the provision of affordable housing in regional Australia by providing funding to local councils for infrastructure projects to expedite the release of land and support an increase in affordable housing. Local Councils were required to co-contribute to the project by providing discounts/rebates on the sale price for eligible purchasers.

Warmambool City Council was one of the recipients of funding under this program. Their North Dennington Housing Affordability Program included roading upgrades and the provision of grants up to \$20,000 for home purchasers. From 2013 to 2018, the program assisted 51 households, who had an annual gross household disposable income of \$55,000.

Case Study: Key worker housing for medical staff

Bowden Brompton, SA

Bowden Urban Village (BUV) is one of South Australia's flagship urban renewal projects. The project is being delivered through the Urban Renewal Authority (URA). The URA is acting as the master developer and selling super lots to developers. The site includes the Unity Housing apartments, which are being sold to key workers on moderate incomes who meet the affordability criteria set by the government.

The affordable housing within the BUV Project has not been concentrated into any one area. The affordable housing also covers many tenures – community rental, (social rental through a Housing Association), private rental at discount to market, financial products such as shared equity, low-cost purchase, and purchase. This was seen as important – recognising that the various tenure types allow various sections of the community access to housing to meet their needs. It was also important that any affordable housing be indistinguishable in quality from all other housing in a community. The financial and low-cost purchase options in recent releases have been purchased almost exclusively by health care workers at the nearby new Adelaide Hospital.

Pilbara Cities

'Pilbara Cities' is the Western Australia Government's vision to transport two mining towns into vibrant urban areas. The initiatives include the following:

- General Practitioner Housing Project, where seven 3- and 4-bedroom dwellings were constructed in Port Hedland and rented to general and medical practitioners at a subsidised rate. The project has increased the retention of medical staff in the area.
- City of Karratha Staff Housing Project, where twelve dwellings were constructed to provide guaranteed accommodation for highly qualified technical and professional City of Karratha staff.

Case Study: Relocatable and "tiny" houses

Relocatable housing has traditionally been used in the resources industries, and uses basic designs and finishes. A newer trend for relocatable housing is tiny houses on wheels ("THOWs"), many of which are designed to be "off-grid" from any reticulated services. Tiny houses can provide temporary or longer-term affordable housing options, and can be suitable for location in urban areas (in

6.6 Key and Essential Worker Housing Action Plan



backyards or on separate titles), on rural properties, or on vacant land prior to its development for other purposes. There is also a growing interest in creating tiny house communities where several dwellings are clustered together in rural or urban settings.

There are a number of Australian companies that construct tiny houses, with many turn-key options able to be purchased for (often significantly) less than \$100,000. Examples of some products are provided in Figures 2 to 4 below

If connections to services are required, this does increase costs but can still often be done in a cost-efficient manner; the Launch Housing project mentioned below resulted in a cost per unit of \$167,000 for dwellings with connections to reticulated services.

In Victoria, it is often unclear via planning schemes and local by-laws where THOWs can be located and how long they can be used for. Councils often have local by-laws that restrict their occupation to just a few weeks a year if they are parked in a permanent location that is not a dedicated caravan park or similar.



Figure 2 Formflow tiny house (formflow.net.au)



Figure 3 Coolum 7.2 tiny house (aussietinyhouses.com.au)

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Launch Housing: Harris Transportable Housing, Melbourne

Launch Housing is using nine parcels of vacant VicRoads land in Footscray and Maidstone to create 57 tiny homes for people with a chronic experience of homelessness. They are utilising the Fredi transportable home model, which has 20sqm of internal space with a 9sqm verandah. It is designed with passive heating, shading and cooling) to achieve 6+ star rating for reduced occupant running costs.



Figure 4 - Fredi



transportable home (fredimodular.com.au)

Escalante Tiny House Village, USA

This tiny home neighbourhood in Durango, Colorado provides 24 dwellings with a shared communal space. With a median house price of \$430,000(USD) in Durango, the village offers an affordable option for tiny homeowners to lease a site for \$500 a month. There are also tiny homes on the site available for rent for \$1,000 to \$1,250 per month.



Case Study: Limiting the use of housing for short-term accommodation

Short Stay Accommodation Act 2019 Tasmania

Tasmania requires the hosts of short-term accommodation premises to obtain a planning permit for the use of their dwelling for this use unless they meet certain exemptions, such as the dwelling being the main place of residence for the host, or where existing use rights apply. The booking platform operator (such as Airbnb) may also be required to collect information from hosts regarding whether they have or need a planning permit.

Regulatory Framework for Short Term Accommodation in NSW

NSW is implementing a new regulatory framework for short-term accommodation. Dwellings that are not located on bushfire prone land or a flood control lot, and where the host is not present, that are used for 180 to 365 days per calendar year (with each Council to decide its own timeframe) in regional areas is "exempt development" that does not require planning approval, with other dwellings requiring planning approval.

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Case Study: Residential Development of Council Land

Sloan Street Development, Northern Grampians

Northern Grampians Council rezoned a parcel of their land in Stawell for residential purposes and then invited developers to submit proposals for the purchase and development of the land for residential purposes. The Council set terms and conditions, which included the provision of a diverse range of housing on the site. A \$500,000 grant was also secured from the State Government's Regional Infrastructure Fund with an equivalent matched funding contribution from the Council to extend services to the site.

6.6 Key and Essential Worker Housing Action Plan



4 REGIONAL ACTIONS

The key worker housing actions that are applicable to the entire region (or that are common across all Councils) are set out in this chapter.

(Actions that are particular to individual Councils are set out in Sections 5 to 10 of this Plan).

Action R1: Investigate the creation of a Community Land Trust for the region

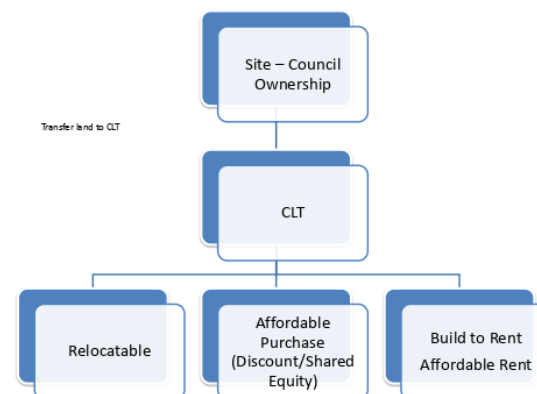
In most instances, the development of affordable and appropriate housing for key workers requires a financial subsidy for it to meet established property industry benchmarks. The contribution of the land is generally a significant factor in determining if the benchmarks can be met.

If Councils were to contribute land, it should only be on the basis that the land is for the purposes of developing housing for key workers. Establishment of a Community Land Trust (CLT) for the region could meet this purpose. If a CLT is established, it must be operated in perpetuity exclusively for public charitable purposes, which in this case is the provision of affordable housing in the region for eligible (key worker) residents.

The CLT holds the land for purposes to facilitate affordable and appropriate housing for key workers in the locale. The housing type could be a combination of tenures or singular tenure as shown in Figure 5. The CLT would require the contribution of land at no cost. Councils could consider the contribution of land through either a straight transfer for a nominal amount or land leased to the CLT for a period of 50 years to the CLT (refer to Action R2 for further details). Active asset management of properties must be a requirement of any CLT.

A CLT could also take co-contributions for industry groups to facilitate housing outcomes.

Figure 5 - CLT Commercial Model



Timing: Medium Term

Responsibility: Regional Shires and CEOs

6.6 Key and Essential Worker Housing Action Plan



Action R2: Investigate and provide vacant State and Federal Government land to the regional Community Land Trust

The capital development costs in most locations allow for a reasonable financial return, but not the higher returns that would attract developers and investors to invest in the region. To lower the cost of development and encourage developers to invest in the region requires the removal of some costs. The supply of land to be developed and targeted at affordable and appropriate housing for key workers is critical. Council should work with Federal and State Government to identify land that is not developed or underdeveloped (such as VicTrack land) and could be developed for housing. The land could be contributed to the CLT for a period of 50 years on a peppercorn lease. The contribution of the land would be on the basis that housing is developed for a Build to Rent program. Alternatively, the land could be leased to a Registered Housing Association to build affordable housing for key workers. The housing must be provided to key workers.

Any dwellings created through this process could be rented at a reduced market rent that is appropriate for the key workers. An example is London Liveable Rents, where properties are rented at 50 -80% of market value to identified key workers, with the outcome being that no more than 30% of income is paid in rent.

Timing: Short term

Responsibility: Councils, State Government, Federal Government

Action R3: Establish a regional key worker housing program

The Councils should work with the Victorian Government to establish a program that supports affordable tenancies for key workers in regions (refer to the case studies in Section 3.4 for examples of these). The program could see housing developed on Council or CLT land, with the Housing Associations developing, maintaining and managing the housing specifically for key workers (allowing for the Housing Associations to raise debt associated with the development costs). The State Government would provide capital grants between the debt the Housing Associations could raise for development and the actual cost of the development. Active asset management of any rental properties would be critical to any long-term success of a key worker housing program.

Timing: Medium term

Responsibility: Councils and State Government

Action R4: Support the consideration and assessment of appropriateness of waiving stamp duty for over 65s

An identified problem has been the low turnover of housing stock, with one of the contributing causes being that older people are not moving to more appropriate housing even though some are willing to move. The sale of the existing home and purchase of the new home, including stamp duty, means that there is no benefit when the stamp duty is considered. Waiving of stamp duty on the purchase of new properties within the region for long-term owner occupiers remaining within the region would encourage the turnover of stock.

Timing: Short term

Responsibility: Councils, State Government – Department of Treasury and Finance

Action R5: Advocate to Federal Government to allow visa holders to purchase dwellings without financial consequences

Multiple key stakeholders and businesses across the region identified a problem with visa holders being deterred from purchasing dwellings because of additional Government charges that made the purchase financially unviable. These visa holders working in the region are renting housing because if they purchase dwellings there is a significant financial penalty added to the purchase price. Allowing visa holders to purchase dwellings, as owner occupiers only, without the additional financial implications imposed would free up more rental housing within the regions.

Timing: Short term

Responsibility: Councils, Federal Government

Action R6: Advocate to Federal and State Government for a national Build to Rent program

The broader property industry and its representative industry bodies have been advocating for a national Build to Rent program. Making this model attractive to investors requires contributions/subsidy from Federal or State Government. The

6.6 Key and Essential Worker Housing Action Plan



study has shown the need for the development of quality, appropriate and affordable housing, but in almost all areas there is a need for a subsidy to make the housing affordable to rent by key workers. Councils could participate in this advocacy campaign with an emphasis on achieving outcomes within and across the region. In addition, active asset management of any rental properties created by a build to rent program would be appropriate.

Timing: Short to long term

Responsibility: Councils

Action R7: Advocate for Federal and State Government to provide regional grant programs

The Federal and State Government periodically run regionally-focused programs through which Councils can seek funding for projects that could assist with the provision of key worker housing. As per the case studies discussed in Section 3.4, these could include the installation of infrastructure and grants to low to moderate income households looking to purchase dwellings.

For some towns where land costs are lower, the cost of infrastructure is prohibitive for projects with marginal feasibilities, creating a disincentive for development. Regional infrastructure grant programs would provide the opportunity to contribute to the construction of key infrastructure items such as roading, sewage, water and/or stormwater to encourage landowners to develop their land rather than "land bank".

This advocacy action relates to encouraging Federal and State Government to consider running new programs in the future. Any of the other recommended actions that require Council funds to proceed could potentially be eligible for such grant programs.

Timing: Short to long term

Responsibility: Councils State Government, Federal Government

Action R8: Advocate for infrastructure service agencies to reduce or waive connection fees for key worker housing projects

The capital development costs in most locations allow for a reasonable financial return but not the higher returns that would attract developers and investors to invest in the region. To lower the cost of development and encourage developers to invest in the region requires the removal of some costs. Currently, statutory authorities require fees for new connections of services to new properties. The region should seek to have all statutory authorities reduce or waive fees for new residential developments. The equivalent of the statutory authority fees must be focused on achieving land at affordable rates for development of housing for owner occupier key workers. Alternatively, grants could be provided for necessary trunk infrastructure to enable development.

Timing: Short term

Responsibility: Councils, State Government

Action R9: Ensure there is an adequate ongoing supply of land available for residential development

Clause 11.02-1S of the Planning Policy Framework requires Councils to plan for at least a 15-year ongoing supply of residential land within their municipalities. Ensuring that structure planning and planning scheme amendments for rezonings occur in a timely manner is essential to provide an efficient housing market.

Timing: Short to long term

Responsibility: Councils

Action R10: Include planning scheme policies that are supportive of key worker and affordable housing

All Councils should ensure that their planning schemes reflect the importance of providing key worker housing and addressing wider affordable housing issues. This will signal to developers and Registered Housing Providers that these kinds of development proposals will be welcomed and will assist Councils in prioritising these projects.

6.6 Key and Essential Worker Housing Action Plan



The Minister for Planning has established a Ministerial Advisory Committee to consider the potential to apply planning mechanisms for the delivery of affordable housing across metropolitan Melbourne. The outcomes of this process are yet to be determined by the State Government at the time of preparing this Action Plan.

Timing: Short to medium term

Responsibility: Councils

Action R11: Investigate providing planning concessions for key worker and affordable housing projects

There is a range of planning concessions that Councils can provide for key worker and affordable housing proposals. The most effective of these are building height and density bonuses, but these have limited applicability in the South West Region which has lower scale and lower density built form than Victoria's larger cities. However, the Councils could investigate whether there are any that they are willing to apply to such projects.

Timing: Short to medium term

Responsibility: Councils

Action R12: Quantify residential development opportunities and constraints

Councils should identify all the land that is available (both public and private) for residential development within the municipality and, in particular, the land in the major town and coastal centres. This could include Council car parks that have the ability to be subdivided to all for an air rights title that could then be developed as housing for key workers. Identified land parcels should then have a preliminary yield study undertaken to quantify the number of dwellings that could be developed – this study should include conventional, small lot and medium density styles.

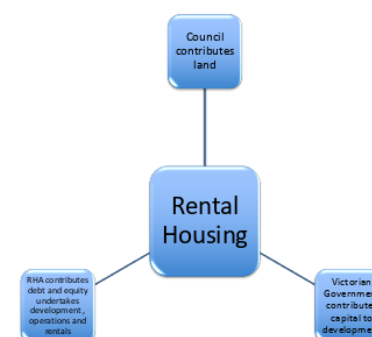
Council should undertake a review of all permits issued for development that have not been progressed to construction in order to better understand the specific barriers to creating housing outcomes in each given location. Where acting on such approvals is being prevented by factors that Council or other levels of government can influence (e.g. access to trunk infrastructure), then actions should be taken to facilitate the commencement of such developments.

Council can undertake a review of all its assets and consider whether there are any sites that would be available for residential use and, if so, sell the sites using a deliberative development model that would see the sites sold for use of housing for key workers that is affordable and appropriate or contribute the sites to the CLT. This is particularly applicable in major towns.

The review should also include at grade car parks and consider creating air right titles. Council could establish an EOI process for the sites to be leased at peppercorn rents for a period of 50 years for the purposes of creating affordable and appropriate housing for key workers.

Councils can also leverage partnerships with large employer groups to be co-contributors to housing outcomes through a RHA.

Figure 6 - Potential Lease Model for land to create housing



Timing: Medium term

Responsibility: Councils

6.6 Key and Essential Worker Housing Action Plan



Action R13: Continue to undertake and publish research into regional key worker housing issues

The current project is an example of a research project that quantifies the issue and explores potential solutions and provides a resource that can be used for advocacy regarding key worker housing issues. To track progress on the actions being undertaken, ensure that up-to-date data is on hand, and identify any additional actions that could assist in addressing key worker housing issues, research should be undertaken at key milestones (such as the release of updated census data).

Timing: Medium to long term

Responsibility: Councils, State Government

Action R14: Prepare guidance material for developers

Councils should prepare guidance material on specific key worker typologies and affordable housing projects to signal to developers and Registered Housing Providers that these kinds of development proposals will be welcomed, and to assist them in the preparation of any necessary approval application documentation. These could include guidelines on the following:

- Co-living developments
- Tiny house villages
- Tiny houses in backyards of existing dwellings
- Affordable housing projects, including criteria such as:
 - Ensuring developments are indistinguishable from surrounding dwellings
 - Proximity to services and facilities
 - Minimising future occupancy and energy costs to the resident
 - Minimising future maintenance costs to the owner
 - Including universal design and sustainability enhancements.

Timing: Short to medium term

Responsibility: Councils

Action R15: Regularly engage with the community on key worker housing issues

Explaining the importance and challenges of providing key worker housing to the community will assist when there are future development proposals for key worker housing, especially if that housing takes a different form to current housing typologies.

Informed developers and local communities are more willing to accept different key worker housing typologies and affordable housing if they understand the need for it and have any concerns allayed regarding what types of tenants may be living in the dwellings. Increasing community awareness of and support for affordable housing could potentially also help to create greater pressure on developers to commit to voluntary provision.

This action could include the released of publications and articles and the use of public relations opportunities to promote key worker and affordable housing in a positive manner to residents in the region.

In some municipalities where there has been community resistance to change, this may form part of a wider education campaign on the importance of providing diverse housing typologies and price points that include medium density housing options.

Timing: Short to long term

Responsibility: Councils

Councils

Action R16: Ensure adequate housing for DAMA

Designated Area Migration Agreement (DAMA) aims to fill regional labour shortages. The agreement will enable employers to sponsor overseas workers. The quantity of applicants should be allowed for in future demographic projections and that there is allowance for suitable worker and affordable housing.

Timing: Short to long term

Responsibility: Federal and State Government and Councils

6.6 Key and Essential Worker Housing Action Plan



Action R17: Provide State Government support to fast track and streamline planning scheme amendments for residential land

The availability of land in a timely and expedient manner for the residential development in rural towns is important, including for affordable and key worker housing. The time and resources to carry out strategies and rezone land can be extensive. Councils need to be supported by State Government in strategic planning and fast-tracked/streamlined rezoning processes to drive new investment.

Timing: Short to long term

Responsibility: State Government and Councils

Action R18: Review the development potential of smaller towns

Councils should review the potential of smaller settlements and hinterland towns in a commutable distance around the larger towns to accommodate growth and provide housing outcomes, and if necessary, undertake rezonings where appropriate.

Timing: Short to long term

Responsibility: State Government and Councils

Action R19: Prepare detailed demographic projections

The current demographic projections for all Councils are based on business as usual. To support investment in specific Councils and the region, it is critical that detailed demographic projections are undertaken, which may include a series of options for growth ranging from low to high.

The development of detailed demographic projections will include understanding how and when all development permits will be actioned, discussions with existing significant business to gauge growth potential, etc. The provision of detailed demographic projections with ranges will provide investors with confidence to invest funds for development.

Timing: Short term – long term

Responsibility: State Government

Action R20: Active asset management of existing – benchmarks of measurement or star system

Develop a star system for rental properties as an indicator of the quality of the property. Items that could be rated include energy efficiency, quality of bathrooms and kitchens, floor coverings and cleanliness. Council could work with the Real Estate Institute of Victoria on appropriate tools for agents to grade rental properties.

Timing: Short Term

Responsibility: Councils

Action R21: Advocate for a review of the planning controls relating to rural worker housing

On-site rural worker housing does not clearly fit within the existing planning scheme definitions. The Land Use Terms Advisory Committee report (May 2018) recommended consultation with rural Councils on "the need for a definition for rural workers' accommodation and whether the accommodations should be: permanent or temporary, movable or fixed, self contained or not self contained, just for the specific farm or for a wider rural area" (p18). The Councils should advocate for this consultation and review to proceed to assist with the ongoing development of rural worker housing in appropriate locations.

Timing: Short Term

Responsibility: State Government and Councils

6.6 Key and Essential Worker Housing Action Plan



5 ACTIONS FOR COLAC OTWAY

5.1 OVERVIEW

The Colac Otway Shire covers an area of 3,438 square kilometres and in June 2018 had a population of 21,503. The Shire has two major towns: Colac and Apollo Bay.

Colac is the centre of commerce for the Shire and would be considered a moderate growth centre. Colac has significant industries including Bulla Dairy Foods, AKD Softwoods and the Australian Lamb Company. It also has a number of medical workers at the Colac Area Health facility, which includes hospital, aged care and community care services. Colac requires higher quality dwellings, medium density dwellings and some housing for temporary workers in the region.

Apollo Bay is a coastal tourist town and a major stop on the Great Ocean Road journey. Apollo Bay requires housing at a lower cost to support key workers. A key problem for Apollo Bay is that some 57% of dwellings were unoccupied in the 2016 census.

In the Shire some 75% of dwellings are owned and 22% rented versus 29% across Victoria¹². The decrease in the number of available rental properties means key workers are less likely to access suitable rental properties within the region. The lack of rental properties leads to an increase in the price of rentals and general unaffordability of housing for key workers. The town planning

approvals for new dwellings between 2014 and 2019 was 621, an average of 124 per year¹³.

Colac Otway Shire housing is predicted to grow from 11,639 in 2016 to 12,620 in 2036, by some 981 dwellings¹⁴. Colac Otway saw growth in house prices from 2008 of \$215,000 to \$345,000 in 2018. The medium rent has grown from \$214 per week in 2013 to \$324 in 2018¹⁵. The number of dwellings available for long-term rentals has fallen from 542 in 2013 to 321 in 2018¹⁶. The falling number of dwellings available for rental, together with population growth, indicates that there is a lack of supply of rental properties.

The Colac Otway Shire population forecast for 2020 was 21,855 and is again forecast to grow to 26,756 by 2041¹⁷. Over the period 2006-2016, the population saw falls in the percentage of population aged between 30-49 and significant growth in those aged 60 plus¹⁸. Those aged 60 plus are predicted to be the fastest growing group in the future.

From March 2018 to March 2019, the unemployment rate in Colac Otway fell from 5.8% to 4.8%¹⁹. The large industry employers in the Shire are agriculture, forestry and fishing, healthcare and social services, retail, manufacturing and accommodation and food services. In the period from 2006-2016, the growth in employment was in professional, scientific and technical services and healthcare and social assistance. The ageing population means that community and personal service workers are expected to grow in number to meet projected need.

¹² ABS 2016 Census

¹³ ABS Dwelling approvals 2018/19

¹⁴ ID Consulting - projections

¹⁵ Victorian Valuer General, A Guide to Property Values, 2019

¹⁶ DHHS Annual Report 2018 - 19

¹⁷ ID Consulting – population projections

¹⁸ ABS 2016 Census

¹⁹ Small Labour Markets 2019

6.6 Key and Essential Worker Housing Action Plan



Tourism continues to be an important part of the economy with peak periods for day trips being in January, March and October. Overnight visitations peak from December to April, with January having occupancy rates for holiday house rentals at 74%.²⁰

The key issues facing Colac Otway Shire are:

- The region has experienced minimal growth in new housing stock compared with population growth
- There is a high proportion of unoccupied and underutilised dwellings that are now short-term rentals particularly in tourism destinations.
- The decrease in the number of available long-term rental properties means key workers are less likely to access suitable rental properties within the region
- The increase in median rent indicates a lack of supply of rental properties across the region
- A portion of each LGA's workforce is travelling large distances for employment.

Colac Otway Shire has indicated that it wishes to pursue a semi intervention level in the market to facilitate key worker housing.

Based on definition of affordable housing, income analysis of key workers and qualitative research as outlined in Table 1 - income by occupation of residents across region, 2016, the key workers and housing needs have been identified for Colac Otway are outlined in Table 5 - Key and essential worker housing needs for Colac Otway by town.

Figure 7 - Colac Otway Shire



Table 5 - Key and essential worker housing needs for Colac Otway by town

Town	Key and essential workers	Housing needs
Colac	Construction Retail Accommodation and food services Healthcare and social assistance Education Manufacturing/labour	Higher quality dwellings and medium density dwellings suited to workers on higher wages from healthcare and professional service sectors Dwellings for temporary workers
Apollo Bay	Accommodation and food services	Lower cost housing to support workers in coastal tourism

²⁰ National Visitor Survey, Tourism Awards 2019.

6.6 Key and Essential Worker Housing Action Plan



Town	Key and essential workers	Housing needs
	Retail	townships, and improved
	Healthcare and social assistance	transport connections to
	Education	hinterland towns to support jobs
		growth in these sectors

5.2 ACTIONS

Action CO1: Undertake structure planning and masterplanning for the development of greenfield residential land in Colac

Whilst Colac has significant areas of land zoned for residential development on its urban edges, ownership is highly fragmented and development has been occurring on an ad-hoc basis. Much of the available land is low lying and drainage issues are common. By taking an active role in planning for the development of these sites, Colac Otway Council can facilitate the development of new dwellings that will assist in providing the higher quality dwellings that are needed in Colac to attract workers on higher wages.

Council adopted a "Colac 2050 Growth Plan" in 2018 that identifies areas for future residential growth. This plan flagged the need for further detailed planning in the growth areas and Council has identified the need to fund a \$350,000 "Outline Development Plan" for Colac West to facilitate future rezonings. This plan would identify required infrastructure and development contributions. Council needs to secure funding to do this next level of planning. In the future, this may also include seeking infrastructure grants to fund key civil infrastructure to assist with development costs.

Timing: Short to medium term

Responsibility: Colac Otway Shire with potential assistance from VPA

Action CO2: Investigate funding infrastructure in greenfield residential areas

To assist with overcoming issues associated with the fragmented ownership and the drainage issues, Council could look to fund some of the required infrastructure upgrades, potentially with assistance from grants from the State or

Federal Government. This would make the construction of dwellings more attractive to developers, especially where profits are marginal with current development costs.

Timing: Short to long term

Responsibility: Colac Otway Shire

Action CO3: Review the strategic planning and statutory controls for medium density developments in Colac and Apollo Bay

The analysis has identified that Colac needs more medium density housing, and Apollo Bay needs more lower cost housing, which could also be achieved via medium density housing. Clause 21.03 of the Planning Scheme identifies areas for urban infill in these townships, which are within the General Residential Zone. Council could review the medium density areas as part of Structure Plan updates (both the Colac and Apollo Bay Structure Plans are 13-years old) to see whether additional sites could be incorporated and to identify whether any adjustments to the planning scheme policy controls (e.g. the introduction of a medium density housing policy and/or a specific schedule to the General Residential Zone) would help encourage more medium density development.

Timing: Short to medium term

Responsibility: Colac Otway Shire

Action CO4: Investigate constructing high-quality rental housing for medical staff

If attracting and retaining medical staff to the Colac Area Health facility remains an issue, Council and State Government could investigate constructing and renting out housing for medical staff, as per the Pilbara Cities case study (refer to Section 3.4). The purpose of providing such housing would be to provide new high-quality housing that is rented at market rates to doctors or management staff. Funding and/or ownership of the housing could be via a joint approach from Council, State Government and Colac Area Health.

Timing: Medium to long term

Responsibility: Colac Otway Shire, State Government, Colac Area Health

6.6 Key and Essential Worker Housing Action Plan



Action CO5: Facilitate the provision of relocatable dwellings for temporary workers via direct investment in dwellings, the provision of land and/or facilitation of "temporary villages"

Council or other parties could invest in relocatable dwellings such as tiny houses that could be used throughout the year for seasonal agricultural and tourism workers. If these are partially or fully off grid, they can potentially be moved around as temporary villages where the various workforces are located (e.g. Apollo Bay in summer for tourism workers, and inland locations at other times of the year for agricultural workers).

Council and/or State Government could potentially provide any vacant land they may have available or help identify locations where the dwellings could be located (including future development sites). Council could also assist with any planning approvals needed if it is determined that these temporary villages require permits.

Private landowners could also be encouraged to provide relocatable dwellings on their properties (e.g. single units in back yards) to increase the availability of such accommodation. Council could release a guideline document setting out how this could be achieved (refer to Action R14 for further details).

Timing: Short to medium term

Responsibility: Colac Otway Shire, major employers

Action CO6: Improve the bus service between Apollo Bay and Colac

The cost of housing in Apollo Bay and lack of future growth options mean that some workers will need to travel from inland locations to access employment in the township. The existing bus service between the two runs in the morning and evening. In order to provide a more sustainable transportation options and make living in Colac a more viable option for people working in Apollo Bay, a greater frequency of service would be of assistance.

Timing: Short to long term

Responsibility: Colac Otway Shire, State Government – Department of Transport

Action CO7: Advocate for the Department of Housing to upgrade social housing

Colac has a sufficient quantity of existing Director of Housing dwellings that are in need of repair/redevelopment. Council should commence discussions with the Office of Housing to commit funds to the redevelopment of these properties with the express purpose of achieving housing that will meet the needs of Colac in the future. The housing should include some medium density options. Colac could consider redevelopments such as Corio Norlane where the new Director of Housing dwellings were incorporated into a broader redevelopment with private housing. In this instance, Council should advocate for the broader housing to be targeted at key workers.

Timing: Short to medium term

Responsibility: State Government- DHHS

Action CO8: Seek affordable housing contributions from developments and rezonings

Current State Government legislation provides for Local Government to seek contributions for affordable housing on a voluntary basis. Council could develop an affordable housing policy document and planning scheme amendment to set out the basis for seeking such amendments for new developments.

Where a planning scheme amendment is prepared for new planning controls on a site and an agreement is reached that the rezoning is contingent on providing an affordable housing contribution, the new zone and/or overlay schedules can refer to this as a requirement.

Any proposed policy needs to define the anticipated need for affordable housing, and the types of considerations that Council will take into account in determining what might be an acceptable contribution. As set out in Section 3.3, there are a range of tenure models that could be considered.

Timing: Short to medium term

Responsibility: Colac Otway Shire

6.6 Key and Essential Worker Housing Action Plan



Action CO9: Investigate reducing or waiving development contributions, planning charges and/or Council rates for affordable housing

Council should investigate the financial implications of reducing or waiving planning application fees and/or any applicable development contributions for projects by Registered Housing Providers to encourage and increase the viability of affordable housing projects. It could also consider providing discounts on Council rates for affordable housing tenants. There are a number of Councils in Victoria who provide similar concessions.

Timing: Short term

Responsibility: Colac Otway Shire

Action CO10: Creation of a Housing Trust

Council has indicated a semi-active approach to the development of housing. The case study work indicates that supporting the development of new dwellings requires a financial grant. If Council were to consider contributing, it would be on the basis that any new development achieves appropriate and affordable housing for key workers. To ensure that the land continues to be used for the purpose of designated, affordable and appropriate housing for key workers then – if the region does not establish a regional CLT – Council should consider establishing its own CLT. The housing type could be a combination of tenures or singular tenure as shown in Figure 5 - CLT Commercial Model. The land can be contributed as a 50-year lease (maximum term under Local Government Act) or a straight contribution.

Timing: Medium Term

Responsibility: Colac Otway Shire and State Government

Action CO11: Income streams – develop/facilitate concept for seasonal workforce housing – seek investors – Council to facilitate industry usage

In the course of preparing these case studies, a number of stakeholders identified those opportunities may also exist to deliver alternative forms of housing. In particular, this type of housing product is expected to meet the housing needs of key workers who are residing in the area for an extended period of time (but not permanently), such as those involved in construction projects, industrial

maintenance, tourism or agricultural activities. Individually, the industries are not able to support the provision of housing for their temporary workers. Council could facilitate coordination across the industry groups to assure occupancy of properties for the majority of the year. For example, those involved in industrial maintenance can be scheduled around tourism and agriculture. The built form would need to be cost-effective to deliver and located within towns.

The co-ordination of the occupancy in a continuous cyclical manner will provide confidence that there is sufficient need and occupancy to attract investors. The land for such developments will need to be within a reasonable commute of the required industries. This could be land that is within the CLT or Council land that is leased for 50 years.

Timing: Short term – medium term

Responsibility: Colac Otway Shire

6.6 Key and Essential Worker Housing Action Plan



6 ACTIONS FOR CORANGAMITE

6.1 OVERVIEW

Corangamite Shire covers an area of 4,408 square kilometres and in June 2018 had a population of 16,140. It has one significant town, that being Camperdown. Corangamite has suffered population decline from 2001-2016.

The Shire's major industries are twofold being energy – both gas and renewable – and industries associated with agriculture production and manufacturing, including Camperdown Dairy. It is noted that approvals are in place for the development of major tourism activities and accommodation within the Shire.

Camperdown is a low-growth regional service centre with low population growth. There is a need to support investment in higher quality, large dwellings and medium density dwellings and housing for temporary workers.

In the Shire some 76% of dwellings are owned and 19% rented versus 29% across Victoria²¹. The decrease in the number of available rental properties means key workers are less likely to be able to access suitable rental properties within the region, with this being borne out by the number of workers who travel into the Shire for work from adjoining municipalities. The lack of rental properties leads to an increase in the price of rentals and general unaffordability of housing for key workers. The town planning approvals for new dwellings between 2014 and 2019 was 246, an average of 49 per year²². The Shire housing is predicted to grow from 7,713 in 2016 to 7,852 in 2036, or some 139 dwellings²³.

The Corangamite Shire population forecast for 2020 was 16,225 and is again forecast to grow to 16,574 by 2036²⁴. Corangamite saw minimal growth in house prices from 2008 to 2018. The medium rent has grown from \$224 per week in 2013 to \$262 in 2018²⁵. The number of dwellings available for long-term rentals has fallen from 268 in 2013 to 195 in 2018²⁶. The decreasing number of dwellings available for rental, together with population growth, indicates that there is a lack of supply of rental properties.

Over the period 2006-2016, the population saw falls in the percentage of the population aged between 0-19 and 30-49 years of age and significant growth in those aged 55 plus²⁷. Those aged 65 plus are predicted to be the fastest growing group in the future.

From March 2018 to March 2019, the unemployment rate in Corangamite went from 2.5% to 2.8%²⁸. The large industry employers in the Shire are agriculture, forestry and fishing, healthcare and social services, retail, education and training, construction, manufacturing and accommodation and food services. In the period from 2006-2016, growth in employment was in arts and recreation services, professional, scientific and technical services, administrative services and healthcare and social assistance. The ageing population means that community and personal service workers are expected to grow in numbers to meet need.

²¹ ABS 2016 Census

²² ABS Dwelling approvals 2018/19

²³ ABS Dwelling approvals 2018/19

²⁴ ID Consulting - projections

²⁵ Victorian Valuer General, A Guide to Property Values, 2019

²⁶ DHHS Annual Report 2018 - 19

²⁷ ABS 2016 Census

²⁸ Small Labour Markets 2019

6.6 Key and Essential Worker Housing Action Plan



Tourism continues to be an important part of the economy with peak periods for day trips being in January to May. Overnight visitations peak from November to January, with January having occupancy rates for holiday house rentals at 74%.²⁹

The key issues for Corangamite Shire are:

- The region has experienced minimal growth in housing stock and housing prices
- The decrease in the number of available rental properties means that key workers are less likely to be able to access suitable rental properties within the region. Together with the increase in median rent, this indicates a lack of supply for rental properties across the region
- A portion of each LGA's workforce is travelling large distances for employment
- The cost of developing land and buildings is such that it does not allow for commercial returns.

Corangamite Shire has indicated that it wishes to pursue a proactive level of intervention into the market to facilitate key worker housing.

Based on definition of affordable housing, income analysis of key workers and qualitative research as outlined in Table 1 - income by occupation of residents across region, 2016, the key workers and housing needs have been identified for Corangamite are outlined in Table 6 - Key and essential worker housing needs for Corangamite by town.

Figure 8 Map of Corangamite Shire



Table 6 - Key and essential worker housing needs for Corangamite by town

Town	Key and essential workers	Housing needs
Camperdown	Healthcare and social assistance	Higher quality large dwellings
	Education	Medium density dwellings
	Manufacturing/labour	Dwellings for temporary workers

²⁹ National Visitor Survey, Tourism Awards 2019.

6.6 Key and Essential Worker Housing Action Plan



6.2 ACTIONS

Action C1: Prioritise the rezoning of land identified for residential expansion in the Simpson Structure Plan

The Simpson Structure Plan (which at the time of writing is being finalised) will recommend that the township be expanded through the rezoning of additional residential land, and that this be the principal location for key worker housing, particularly for tourism and energy industry workers. In order to provide as many opportunities as possible for higher quality large dwellings to be constructed, the rezoning of this land should be prioritised. The State Government should, if possible, provide additional resources to assist fast track the rezoning process.

Timing: Short term

Responsibility: Corangamite Shire

Action C2: Investigate funding sewer infrastructure to the Simpson residential expansion area

The Simpson residential expansion area will require sewer upgrades before it can be developed. To encourage development as soon as possible, Council could look to contribute to the upgrades, potentially with assistance from grants from the State or Federal Government.

Timing: Short to long term

Responsibility: Corangamite Shire

Action C3: Review the strategic planning and statutory controls for medium density developments

The analysis has identified that Corangamite needs more medium density housing options for key workers. Clause 21.06-1 of the Planning Scheme supports infill development in parts of Camperdown south of the railway line. The Simpson & Timboon Structure Plan project is currently underway, with residential development as one of the considerations.

The Simpson and Timboon project should clearly identify any medium density development opportunities. Any future updates to the Camperdown Township

Structure Plan should also identify infill development opportunities, while of course continuing to protect the heritage character of the town centre. Residential opportunities in Terang and Cobden should also be reviewed.

Any subsequent planning scheme amendments should identify whether any adjustments to the planning scheme policies controls (e.g. the introduction of a medium density housing policy and/or a specific schedule to the General Residential Zone) would help encourage more medium density development.

Timing: Short to medium term

Responsibility: Corangamite Shire

Action C4: Facilitate the provision of relocatable dwellings for temporary workers via direct investment in dwellings, the provision of land and/or facilitation of "temporary villages"

Council or other parties could invest in relocatable dwellings such as tiny houses that could be used throughout the year for seasonal agricultural and tourism workers. If these are partially or fully off grid, they can potentially be moved around as temporary villages where the various workforces are located (e.g. tourism locations in summer for accommodation and hospitality workers, and inland locations at other times of the year for agricultural workers).

Council and/or State Government could potentially provide any vacant land they may have available or help identify locations where the dwellings could be located (including future development sites). Council could also assist with any planning approvals needed, if it is determined that these temporary villages require permits.

Private landowners placing relocatable dwellings on their properties (e.g. single units in back yards) could also be encouraged to increase the availability of such accommodation. Clause 13 of the Local Law 2015 requires a permit to be obtained for the occupation of a moveable dwelling in a set location for more than 30 days per year. Council could consider reviewing this to enable longer term occupation of relocatable dwellings and/or waiving the permit process where the dwelling is occupied by a key worker.

Timing: Short to medium term

6.6 Key and Essential Worker Housing Action Plan



Responsibility: Corangamite Shire

Action C5: Seek affordable housing contributions from developments and rezonings

Current State Government legislation provides for Local Government to seek contributions for affordable housing on a voluntary basis. Council could develop an affordable housing policy document and planning scheme amendment to set out the basis for seeking such amendments for new developments.

Where a planning scheme amendment is prepared for new planning controls on a site and an agreement is reached that the rezoning is contingent on providing an affordable housing contribution, the new zone and/or overlay schedules can refer to this as a requirement. This could potentially be pursued as part of the rezoning of land in Simpson following the preparation of the structure plan.

Any proposed policy needs to define the anticipated need for affordable housing, and the types of considerations that Council will take into account in determining what might be an acceptable contribution. As set out in Section 3.3, there are a range of tenure models that could be considered.

Timing: Short to long term

Responsibility: Corangamite Shire

Action C6: Investigate reducing or waiving development contributions, planning charges and/or Council rates for affordable housing

Council should investigate the financial implications of reducing or waiving planning application fees and/or any applicable development contributions for projects by Registered Housing Providers to encourage and increase the viability of affordable housing projects. It could also consider providing discounts on Council rates for affordable housing tenants. There are a number of Councils in Victoria who provide similar concessions.

Timing: Short term

Responsibility: Corangamite Shire

Action C7: Create a Housing Trust and contribute Council land for projects

Council has indicated a proactive approach to the development of housing. The case study work indicates that supporting the development of new dwellings requires a financial grant. If Council were to consider contributing land, it would be on the basis that any new development achieves appropriate and affordable housing for key workers. To ensure that any contributed land continues to be used for the purposes designated then, if the region does not establish a regional CLT, Council consider establishing its own CLT. The housing type could be a combination of tenures or singular tenure as shown in Figure 5 - CLT Commercial Model. The land can be contributed as a 50-year lease (the maximum term under Local Government Act) or as a straight contribution.

Timing: Medium term

Responsibility: Corangamite Shire and State Government

Action C8: Directly invest in supplying key worker housing

Placing land into a housing development at no cost or other planning mechanisms may not be sufficient to facilitate the development of housing as desired by Council. Council can also consider undertaking the development of housing itself or investing in development as a contributor. On the basis that the housing is targeted towards key workers, Council should consider relationships with Registered Housing Associations who can raise debt, have the benefit of NFP status and much lower margins for return on monies invested and thus deliver developments at a lower cost. Council could undertake an EOI process to establish which RHA would be suitable. The EOI process can highlight the contribution required to achieve the development of housing. Council could consider contributions to make up the additional funds required to enable the development of housing for key workers. Council's investment could be controlled/protected via covenant, such as Section 173, on title.

Timing: Medium to long term

Responsibility: Corangamite Shire

6.6 Key and Essential Worker Housing Action Plan



Action C9: Facilitate and assist to coordinate specialist seasonal workforce housing

In the course of preparing these case studies, a number of stakeholders identified that opportunities may also exist to deliver alternative forms of housing – in particular, this type of housing product is expected to meet the housing needs of key workers who are residing in the area for extended period of time (but not permanently), such as those involved in construction projects, industrial maintenance, tourism or agricultural activities. Individually the industries are not able to support the provision of housing for their temporary workers. Council could facilitate coordination across industry groups to assure occupancy of properties for the majority of the year. For example, those involved in industrial maintenance can be scheduled around tourism and agriculture. The built form would need to be cost-effective and located within towns.

The coordination of occupancy in a continuous cycle will provide confidence that there is sufficient need and occupancy to attract investors for investment. The land for such developments will need to be within a reasonable commute of the required industries. This could be land that is within the CLT or Council land that is leased for 50 years.

Timing: Short to medium term

Responsibility: Corangamite Shire

6.6 Key and Essential Worker Housing Action Plan



7 ACTIONS FOR GLENELG

7.1 OVERVIEW

The Glenelg Shire covers an area of 6,219 square kilometres and in June 2018 had a population of 19,665. It includes the towns of Casterton, Heywood, Merino and Portland. Glenelg Shire suffered population decline from 2001 to 2016.

The Shire's industries are based around timber production, fishing and aquaculture and agriculture. The major industries include Alco and energy, both gas and renewable. The Portland District Health facility (which provides acute, primary health and aged residential care services) is also a significant employer.

Portland is a regional service centre with low population growth. There is a need to support investment in higher quality large dwellings and medium density dwellings and housing for temporary workers. At the last census, 15% of dwellings in Portland were unoccupied.

In the Shire, some 75% of dwellings are owned and 17% rented versus 29% across Victoria³⁰. The decrease in the number of available rental properties means key workers are less likely to be able to access suitable rental properties within the region. The lack of rental properties also leads to an increase in the price of rentals and general unaffordability of housing for key workers. The town planning approvals for new dwellings between 2014 and 2019 was 194, an

average 34 per year³¹. Shire housing is predicted to grow from 9,957 in 2016 to 10,391 in 2036, or some 434 dwellings³².

The Glenelg Shire population forecast for 2020 was 19,811 and is also forecast to grow to 20,989 by 2036³³. Glenelg saw minimal growth in house prices from 2008 to 2018. The medium rent has grown from \$214 per week in 2013 to \$262 in 2018³⁴. The number of dwellings available for long-term rentals has fallen from 517 in 2013 to 325 in 2018.³⁵ The decreasing number of dwellings available for rental, together with population growth, indicates a lack of supply of rental properties.

Over the period 2006-2016, the population saw falls in the percentage of population aged between 0-19 and 30-49 years of age and significant growth in those aged 55 plus³⁶. Those aged 65+ are predicted to be the fastest growing group in the future.

From March 2018 to March 2019, the unemployment rate in Glenelg went from 4.2% to 5.1%³⁷. The large industry employers in the Shire are agriculture, forestry and fishing, healthcare and social services, retail, education and training, construction, manufacturing, transport, postal services and logistics, and accommodation and food services. In the period from 2006-2016, the growth in employment was in arts and recreation services, administrative services and healthcare and social assistance. The ageing population means that community and personal service workers are expected to grow to meet need.

³⁰ ABS 2016 Census

³¹ ABS Dwelling approvals 2018/19

³² ABS Dwelling approvals 2018/19

³³ ID Consulting - projections

³⁴ Victorian Valuer General, A Guide to Property Values, 2019

³⁵ DHHS Annual Report 2018 - 19

³⁶ ABS 2016 Census

³⁷ Small Labour Markets 2019

6.6 Key and Essential Worker Housing Action Plan



Tourism continues to be an important part of the economy with peak periods for day trips being in September to January and March-April. Overnight visitations peak from October to January, with January having occupancy rates for holiday house rentals of 67%.³⁸

The key issues for Glenelg Shire are:

- The region has experienced minimal growth in housing stock or house price growth
- The decrease in the number of available rental properties means key workers are less likely to be able to access suitable rental properties within the region
- The increase in median rent indicates a lack of supply of rental properties across the region
- The cost of developing land and buildings is such that it does not allow for commercial returns.

Glenelg Shire has indicated that it wishes to pursue a passive level of intervention into the market to facilitate key worker housing.

Based on definition of affordable housing, income analysis of key workers and qualitative research as outlined in Table 1 - income by occupation of residents across region, 2016, the key workers and housing needs have been identified for Glenelg are outlined in Table 7.

Figure 9 - Glenelg Shire map



Table 7 - Key and essential worker housing needs for Glenelg by town

Town	Key and essential workers	Housing needs
Portland	Healthcare and social assistance	Higher quality large dwellings
	Education	Medium density dwellings
	Manufacturing/labour	Dwellings for temporary workers

³⁸ National Visitor Survey, Tourism Awards 2019.

6.6 Key and Essential Worker Housing Action Plan



7.2 ACTIONS

Action G1: Prioritise the rezoning of land identified for mixed use or residential outcomes in the Portland Strategic Framework Plan

The Portland Strategic Framework Plan (which at the time of writing is being finalised) will recommend that investigations be undertaken to rezone land in and around the township for mixed use, residential and rural residential/lifestyle development. In order to provide as many opportunities as possible for higher quality large dwellings to be constructed, these rezoning investigations and subsequent planning scheme amendments should be prioritised. The State Government should, if possible, provide additional resources help fast track the rezoning process.

Timing: Short term

Responsibility: Glenelg Shire, State Government

Action G3: Facilitate the provision of relocatable dwellings for temporary workers via direct investment in dwellings, the provision of land and/or facilitation of "temporary villages"

Council or other parties could invest in relocatable dwellings such as tiny houses that could be used throughout the year for seasonal agricultural and energy industry workers. If these are partially or fully off grid, they can potentially be moved around as temporary villages where the various workforces are located.

Council and/or State Government could potentially provide any vacant land they may have available or help identify locations where the dwellings could be located (including future development sites). Council could also assist with any planning approvals needed, if it is determined that these temporary villages require permits.

Private landowners placing relocatable dwellings on their properties (e.g. single units in back yards) could also be encouraged to increase the availability of such accommodation. Several Councils in Victoria deem single THOWs as not requiring planning or building permits since they are moveable dwellings akin to caravans or mobile homes. The THOWs are instead regulated via local laws. In Glenelg, Clause 12.2 of the General Local Law 2018 requires a permit to be

obtained for the occupation of a moveable dwelling in a set location for more than 30 days per 6 months. Council could consider reviewing this to enable longer term occupation of relocatable dwellings and/or waiving the local law permit process where the dwelling is occupied by a key worker.

Timing: Short to medium term

Responsibility: Glenelg Shire

Action G4: Investigate constructing high quality rental housing for Portland Hospital staff

If attracting and retaining medical staff to Portland Hospital remains an issue, Council and State Government could investigate constructing and renting out housing for Portland Hospital staff, as per the Pilbara Cities case study. The purpose of providing such housing would be to provide new, high quality housing that is rented at market rates to doctors or management staff. Funding and/or ownership of the housing could be via a joint approach from Council, State Government and Glenelg Area Health.

Timing: Medium to long term

Responsibility: Glenelg Shire, State Government, Glenelg Area Health

Action G5: Advocate for State Government to intervene in the provision of housing for people experiencing family violence and/or homelessness

The Shire of Glenelg has higher rates of family violence than the Victorian average. In addition, it has higher rates of tertiary homeless (couch surfing). The Shire has sufficient need to seek intervention by the Director of Housing. Council could consider contributing land into a transaction on a 50-year lease or at no cost, selecting a Registered Housing Association to develop dwellings (with the RHA contributing equity and raising debt) and the State Government contributing to the capital cost of the development via a grant.

Timing: Medium Term

Responsibility: Victorian Government and Glenelg Shire

6.6 Key and Essential Worker Housing Action Plan



8 ACTIONS FOR MOYNE

8.1 OVERVIEW

The Moyne Shire covers an area of 5,481 square kilometres and in June 2018 had a population of 16,887. The Shire has two major towns being Mortlake and Port Fairy. During 2001-2016 Moyne Shire had population growth of circa 1,400.

The industries in the Shire are based on agriculture production and processing, tourism and renewable energy.

Mortlake is a regional service centre with low population growth. There is a need to support investment in higher quality large dwellings and medium density dwellings and housing for temporary workers.

Port Fairy is a coastal tourism town with high visitation and the majority of housing stock is holiday homes. There is a need for lower cost housing to support key workers. At the last census some 37% of dwellings in Port Fairy were unoccupied.

In the Shire some 78% of dwellings are owned and 17% rented versus 29% across Victoria³⁹. The lower number of rental properties means key workers are less likely to be able to access housing as the lack of rental properties leads to an increase in the price and makes housing unaffordable for key workers. The town planning approvals for new dwellings between 2014 and 2019 was 476, an

average of 95 per year⁴⁰. Shire housing is predicted to grow from 8,082 in 2016 to 9,840 in 2036, or some 1,758 dwellings⁴¹.

The Moyne Shire population forecast for 2019 was 16,890 and is now forecast to grow to 19,030 by 2036⁴². Moyne saw growth in house prices from 2008 to 2018 of an average of \$100,000, but this growth is mostly associated with coastal areas such as Port Fairy with the remainder of the Shire experiencing minimal growth. The medium rent has grown from \$261 per week in 2013 to \$324 in 2018⁴³. The number of dwellings available for long-term rentals has fallen from \$266 in 2013 to 157 in 2018⁴⁴. The falling number of dwellings for rental, together with population growth, indicates that there is a lack of supply of rental properties.

Over the period 2006-2016 the population saw falls in the percentage of population aged between 10-19 and 30-45 years of age and significant growth in those aged 50 plus⁴⁵. Moyne is expected to see growth in all age groups through to 2036.

From March 2018 to March 2019, the unemployment rate in Moyne went from 2.4% to 2.5%⁴⁶. The large industry employers in the Shire are agriculture, forestry and fishing, healthcare and social services, retail, education and training, construction, manufacturing and accommodation and food services. In the period from 2006-2016, the growth in employment was in arts and recreation services, professional, scientific and technical services, education and training, administrative services, and healthcare and social assistance. The changing nature of Moyne Shire sees growth predicted to continue in arts and recreation

³⁹ ABS 2016 Census

⁴⁰ ABS Dwelling approvals 2018/19

⁴¹ ABS Dwelling approvals 2018/19

⁴² ID Consulting - projections

⁴³ Victorian Valuer General, A Guide to Property Values, 2019

⁴⁴ DHHS Annual Report 2018 - 19

⁴⁵ ABS 2016 Census

⁴⁶ Small Labour Markets 2019

6.6 Key and Essential Worker Housing Action Plan



services, professional, scientific and technical services, education and training, administrative services and healthcare and social assistance.

Tourism continues to be an important part of the economy with peak periods for day trips being in July to December and March. Overnight visitations peak from December to April, with January having occupancy rates for holiday house rentals at 85%⁴⁷.

The key issues for Moyne Shire are:

- The region has experienced minimal growth in housing stock
- There is a high proportion of unoccupied and underutilised dwellings, particularly in the tourism destination of Port Fairy where housing has been converted to short-term rentals
- There is a strong correlation between high house prices and holiday homes across the region, but otherwise the capital growth in other towns is minimal
- The decrease in the number of available rental properties means key workers are less likely to be able to access suitable rental properties locally
- The increase in median rent indicates a lack of supply of rental properties across the region
- A portion of each LGA's workforce is travelling large distances for employment
- The cost of developing land and buildings is such that it does not allow for commercial returns.

Moyne Shire has indicated that it wishes to pursue a semi active level of intervention to facilitate key worker housing.

At the time of the preparation of this Action Plan, Council was in the process of undertaking community consultation for a planning scheme amendment to implement the "Port Fairy Structure Plan". The amendment includes proposals to rezone some land for more intensive residential purposes (Rural Living Zone to Neighbourhood Residential Zone). Council was also part way through a structure planning exercise for Koroit.

Figure 10 - Moyne Shire Map



Based on definition of affordable housing, income analysis of key workers and qualitative research as outlined in Table 1 - income by occupation of residents across region, 2016, the key workers and housing needs have been identified for Moyne are outlined in Table 8 - Key and essential worker housing needs for Moyne by town.

⁴⁷ National Visitor Survey, Tourism Awards 2019.

6.6 Key and Essential Worker Housing Action Plan



Table 8 - Key and essential worker housing needs for Moyne by town

Town	Key and essential workers	Housing needs
Mortlake	Healthcare and social assistance	Higher quality large dwellings
	Education	Medium density dwellings
	Manufacturing/labour	Dwellings for temporary workers
	Energy sector (both construction and operation)	
Port Fairy	Accommodation and food services	Lower cost housing and improved transport connections to hinterland towns
	Retail	
	Healthcare and social assistance	
	Education	

8.2 ACTIONS

Action M1: Prioritise the rezoning of land identified for residential outcomes in the Koroit Structure Plan

The Koroit Structure Plan (which at the time of writing is being finalised) will likely recommend that some land be rezoned for residential growth. In order to provide as many opportunities as possible for higher quality large dwellings to be constructed, this rezoning should be prioritised. The State Government should, if possible, provide additional resources to help fast track the rezoning process.

Timing: Short term

Responsibility: Moyne Shire, State Government

Action M2: Investigate funding infrastructure to Port Fairy, Mortlake and Koroit's residential growth areas

If the cost of infrastructure upgrades is disincentivising development of Mortlake and Koroit's residential precincts, Council could look to contribute to the

upgrades, potentially with assistance from grants from the State or Federal Government.

Council could also look to assist with infrastructure upgrades for Port Fairy on the proviso that the developers provide some key worker or affordable housing as part of the development process.

Timing: Short to long term

Responsibility: Moyne Shire

Action M3: Facilitate the provision of relocatable dwellings for temporary workers via direct investment in dwellings, the provision of land and/or facilitation of "temporary villages"

Council or other parties could invest in relocatable dwellings such as tiny houses that could be used throughout the year for seasonal agricultural and tourism workers. If these are partially or fully off grid, they can potentially be moved around as temporary villages where the various workforces are located (e.g. tourism locations in summer for accommodation and hospitality workers, and inland locations at other times of the year for agricultural workers).

Council and/or State Government could potentially provide any vacant land they may have available or help identify locations where the dwellings could be located (including future development sites). Council could also assist with any planning approvals needed, if it is determined that these temporary villages require permits.

Private landowners placing relocatable dwellings on their properties (e.g. single units in back yards) could also be encouraged to increase the availability of such accommodation. This may involve reviewing Council by-laws to enable longer-term occupation of relocatable dwellings. Clause 13 of the Local Law 2015 requires a permit to be obtained for the occupation of a moveable dwelling in a set location for more than 30 days per year.

Timing: Short to medium term

Responsibility: Moyne Shire

6.6 Key and Essential Worker Housing Action Plan



Action M4: Seek affordable housing contributions from developments and rezonings

Current State Government legislation provides for Local Governments to seek contributions for affordable housing on a voluntary basis. Council could develop an affordable housing policy document and planning scheme amendment to set out the basis for seeking such amendments for new developments.

Where a planning scheme amendment is prepared for new planning controls on a site and an agreement is reached that the rezoning is contingent on providing an affordable housing contribution, the new zone and/or overlay schedules can refer to this as a requirement.

Any proposed policy needs to define the anticipated need for affordable housing, and the types of considerations that Council will take into account in determining what might be an acceptable contribution. As set out in Section 3.3, there are a range of tenure models that could be considered.

Timing: Short to medium term

Responsibility: Moyne Shire

Action M5: Investigate reducing or waiving development contributions, planning charges and/or Council rates for affordable housing

Council should investigate the financial implications of reducing or waiving planning application fees and/or any applicable development contributions for projects by Registered Housing Providers to encourage and increase the viability of affordable housing projects. It could also consider providing discounts on Council rates for affordable housing tenants. There are a number of Councils in Victoria who provide similar concessions.

Alternatively, Council could provide facilitated "fast tracking" of applications that include affordable housing, with appropriate funding such as "Streamlining for Growth" to assist in the delivery.

Timing: Short term

Responsibility: Council

Action M6: Improve the bus service between Port Fairy, Koroit and Warrnambool

The cost of housing in Port Fairy means that some workers will need to travel from inland locations to access employment in the township. The existing bus service between the towns runs five weekday services in each direction. In order to provide a more sustainable transportation options and make living in Koroit a more viable option for people working in Port Fairy, a greater frequency of service would be of assistance.

Timing: Medium to long term

Responsibility: Council, State Government

Action M7: Creation of Housing Trust

Council has indicated a semi active approach to the development of housing. The case study work indicates that supporting the development of new dwellings requires a financial grant. If Council were to consider contributing, it would be on the basis that any new development achieves appropriate and affordable housing for key workers.

To ensure that the land continues to be used for the purpose of designated, affordable and appropriate housing for key workers, if the region does not establish a regional CLT, Council could consider establishing its own CLT. The housing type could be a combination of tenures or singular tenure as shown in Figure 5 - CLT Commercial Model. The land can be contributed as a 50-year lease (maximum term under Local Government Act) or as a straight contribution.

Timing: Medium Term

Responsibility: Moyne Shire and State Government

6.6 Key and Essential Worker Housing Action Plan



Action M8: Income streams – develop/facilitate concept for Seasonal workforce housing – seek investors – council to facilitate industry usage

In the course of preparing these case studies, a number of stakeholders identified that opportunities may also exist to deliver alternative forms of housing. In particular, this type of housing product is expected to meet the housing needs of key workers who are residing in the area for extended period of time (but not permanently), such as those involved in construction projects, industrial maintenance, tourism or agricultural activities. Individually, the industries are not able to support the provision of housing for the temporary workers. Council could facilitate co-ordination across industry groups to assure occupancy of properties for the majority of the year. For example, those involved in industrial maintenance can be scheduled around tourism and agriculture. The built form would need to be cost effective to deliver and located within towns.

The coordination of the occupancy in a continuous cycle will provide the confidence that there is sufficient need and occupancy to attract investors for investment. The land for such developments will need to be within a reasonable commute of the required industries. This could be land that is within the CLT or Council land that is leased for 50 years.

Timing: Short term – medium term

Responsibility: Moyne Shire

6.6 Key and Essential Worker Housing Action Plan



9 ACTIONS FOR SOUTHERN GRAMPIANS

9.1 OVERVIEW

The Southern Grampians Shire covers an area of 6,654 square kilometres and in June 2018 had a population of 16,135. From 2001 – 2016, Southern Grampians suffered population decline.

The industries in the Shire are based on agriculture production and processing. Some 15% of Australia's annual wool is clipped in the Shire.

Hamilton is a regional service centre with moderate population and jobs growth. The current gap in housing is for higher quality dwellings and medium density dwellings suited to workers on higher wages from the healthcare and professional service sectors. Other gaps in housing include dwellings for temporary workers.

Dunkeld is a tourism town with high visitation, and the majority of housing stock is holiday homes. There is a need for lower cost housing to support key workers. At the last census, some 21% of dwellings in Dunkeld were unoccupied.

In the Shire some 76% of dwellings are owned and 20% rented versus 29% across Victoria⁴⁸. The decrease in the number of available rental properties means key workers are less likely to access suitable rental properties within the region. The lack of rental properties leads to an increase in the price of rentals and general unaffordability of housing for key workers. The town planning approvals for new dwellings between 2014 and 2019 were 182, with an average

of 36 per year⁴⁹. Shire housing is predicted to grow from 7,969 in 2016 to 8,041 in 2036, some 72 dwellings⁵⁰.

The Southern Grampians Shire population forecast for 2020 is 16,140 and is forecast to fall to 15,030 by 2036⁵¹. Southern Grampians saw minimal growth in house prices from 2008 to 2018. The medium rent has grown from \$224 per week in 2013 to \$262 in 2018⁵². The number of dwellings available for long-term rentals has fallen from 356 in 2013 to 262 in 2018⁵³. The falling number of dwellings for rental together with population growth indicates that there is a lack of supply of rental properties.

Over the period 2006 – 2016, the population saw falls in the percentage of population aged between 0 – 49 years of age and significant growth in those aged 60 plus⁵⁴. Those aged 65 plus are predicted to be the fastest growing group in the future.

From March 2018 to March 2019, the unemployment rate in Southern Grampians went from 3.4% to 3.8%⁵⁵. The large industry employers in the Shire are agriculture, forestry and fishing, healthcare and social services, retail, education and training, construction and accommodation and food services. In the period from 2006-2016, growth the growth in employment was in arts and recreation services and health care and social assistance. The ageing population means that community and personal service workers are expected to grow in numbers to

⁴⁸ ABS 2016 Census

⁴⁹ ABS Dwelling approvals 2018/19

⁵⁰ ABS Dwelling approvals 2018/19

⁵¹ ID Consulting - projections

⁵² Victorian Valuer General, A Guide to Property Values, 2019

⁵³ DHHS Annual Report 2018 - 19

⁵⁴ ABS 2016 Census

⁵⁵ Small Labour Markets 2019

6.6 Key and Essential Worker Housing Action Plan



meet need. In addition, growth is anticipated in the arts and recreation services and education and training sectors.

The key issues for Southern Grampians Shire are:

- The region has experienced minimal growth in housing stock or house prices
- The decrease in the number of available rental properties means key workers are less likely to access suitable rental properties within the region. The increase in median rent indicates a lack of supply of rental properties across the region
- The cost of developing land and buildings is such that it does not allow for commercial returns.

Southern Grampians Shire has indicated that it wishes to pursue a proactive level of intervention into the market to facilitate key worker housing.

Based on definition of affordable housing, income analysis of key workers and qualitative research as outlined in Table 1 - income by occupation of residents across region, 2016, the key workers and housing needs have been identified for Southern Grampians are outlined in Table 9.

Figure 11 - Southern Grampians Map



Table 9 - Key and essential worker housing needs for Southern Grampians by town

Town	Key and essential workers	Housing needs
Hamilton	Construction	Higher quality dwellings
	Retail	Medium density dwellings
	Accommodation and food services	Dwellings for temporary workers
	Healthcare and social assistance	
	Education	
	Professional services	
	Manufacturing/labour	

6.6 Key and Essential Worker Housing Action Plan



9.2 ACTIONS

Action SG1: Work with landowners to encourage the development of Hamilton's residential precincts

Council has prepared detailed masterplans for the development of Hamilton's residential precincts that help coordinate development outcomes across multiple landowners. As these precincts provide opportunities for higher quality dwellings to be constructed, Council should liaise with landowners and developers to encourage their development.

Timing: Short to long term

Responsibility: Southern Grampians Shire

Action SG2: Investigate funding infrastructure for Hamilton's residential precincts

If the cost of infrastructure upgrades is disincentivising development of Hamilton's residential precincts, Council could look to contribute to the upgrades, potentially with assistance from grants from the State or Federal Government.

Timing: Short to long term

Responsibility: Southern Grampians Shire

Action SG3: Review the strategic planning and statutory controls for medium density developments

The analysis has identified that Southern Grampians needs more medium density housing options for key workers. Clause 21.10-1 of the Planning Scheme already encourages medium density residential development in and around the central business district and applies the Residential Growth Zone and Commercial 1 Zone to achieve this. The 2011 Hamilton Structure Plan, which forms the strategic basis for this approach, is a 20-year plan. When it is reviewed, the approach to medium density housing should also be re-examined to determine whether any changes should be made to encourage the development of medium density housing, such as expanding the Residential Growth Zone.

Timing: Medium to long term

Responsibility: Southern Grampians Shire

Action SG4: Facilitate the provision of relocatable dwellings for temporary workers via direct investment in dwellings, the provision of land and/or facilitation of "temporary villages"

Council or other parties could invest in relocatable dwellings such as tiny houses that could be used throughout the year for seasonal agricultural and tourism workers. If these are partially or fully off grid they can potentially be moved around as temporary villages where the various workforces are located (e.g. tourism locations in summer for accommodation and hospitality workers, and inland locations at other times of the year for agricultural workers).

Council and/or State Government could potentially provide any vacant land they may have available or help identify locations where the dwellings could be located (including future development sites). Council could also assist with any planning approvals needed if it is determined that these temporary villages require permits.

Private landowners placing relocatable dwellings on their properties (e.g. single units on back yards) could also be encouraged to increase the availability of such accommodation. Council's Community Local Law No 1 of 2015 has clauses relating to temporary dwellings and camping on private property but is not clear on relocatable dwellings. It should include a clause addressing such dwellings and setting out whether a time limit is to be imposed on occupation, and whether a permit can be applied for to exceed this. Council could consider enabling longer-term occupation of relocatable dwellings and/or waiving the permit process where the dwelling is occupied by a key worker.

Timing: Short to medium term

Responsibility: Southern Grampians Shire

Action SG5: Seek affordable housing contributions from developments and rezonings

Current State Government legislation provides for Local Government to seek contributions for affordable housing on a voluntary basis. Council could develop an affordable housing policy document and planning scheme amendment to set out the basis for seeking such amendments for new developments.

6.6 Key and Essential Worker Housing Action Plan



Where a planning scheme amendment is prepared for new planning controls on a site and an agreement is reached that the rezoning is contingent on providing an affordable housing contribution, the new zone and/or overlay schedules can refer to this as a requirement.

Any proposed policy needs to define the anticipated need for affordable housing, and the types of considerations that Council will take into account in determining what might be an acceptable contribution. As set out in Section 3.3, there are a range of tenure models that could be considered.

Timing: Short to medium term

Responsibility: Southern Grampians Shire

Action SG6: Investigate reducing or waiving development contributions, planning charges and/or Council rates for affordable housing

Council should investigate the financial implications of reducing or waiving planning application fees and/or any applicable development contributions for projects by Registered Housing Providers to encourage and increase the viability of affordable housing projects. It could also consider providing discounts on Council rates for affordable housing tenants. There are a number of Councils in Victoria who provide similar concessions.

Timing: Short term

Responsibility: Southern Grampians Shire

Action SG7: Use of Council land to facilitate development

Council can consider offering any of its sites via an EOI process or peppercorn lease to developers and Registered Housing Associations for development. The land can be sold or could be offered as a lease for 50 years to a RHA on the basis that the housing developed is rented to key workers. The RHA may require additional grant funding for the capital development; this money should be sought from the State Government.

Timing: Medium term

Responsibility: Southern Grampians Shire

Action SG8: Creation of a Housing Trust

Council has indicated a proactive approach to the development of housing. The case study work indicates that supporting the development of new dwellings requires a financial grant. If Council were to consider contributing land, it would be on the basis that any new development achieves appropriate and affordable housing for key workers. To ensure that any contributed land continues to be used for the purposes designated then, if the region does not establish a regional CLT, Council consider establishing its own CLT. The housing type could be a combination of tenures or a singular tenure as shown in Figure 5 - CLT Commercial Model. The land can be contributed as a 50-year lease (maximum term under Local Government Act) or a straight contribution.

Timing: Medium term

Responsibility: Southern Grampians Shire and State Government

Action SG9: Income streams – develop/facilitate concept for seasonal workforce housing – seek investors – council to facilitate industry usage

In the course of preparing these case studies, a number of stakeholders identified that opportunities may also exist to deliver alternative forms of housing. In particular, this type of housing product is expected to meet the housing needs of key workers who are residing in the area for an extended period of time (but not permanently), such as those involved in construction projects, industrial maintenance, tourism or agricultural activities. Individually the industries are not able to support the provision of housing for their temporary workers. Council could facilitate coordination across the industry groups to assure occupancy of properties for the majority of the year. For example, those involved in industrial maintenance can be scheduled around tourism and agriculture. The built form would need to be cost-effective to deliver, and located within townships.

The coordination of the occupancy in a cyclical manner will provide the requirements for investment. The land for such developments will need to be within a reasonable commute of the required industries. This could be land that is within the CLT or Council land that is leased for 50 years.

Timing: Short term – medium term

Responsibility: Southern Grampians Shire

6.6 Key and Essential Worker Housing Action Plan



10 ACTIONS FOR SURF COAST

10.1 OVERVIEW

The Surf Coast Shire covers an area of 1,553 square kilometres and in June 2018 had a population of 32,251. The major towns are Torquay, Anglesea and Lorne. Surf Coast has experienced population growth of 11,695 residents between 2001 and 2018. Surf Coast is projected to experience significant population growth by 2036, with VIF projections forecasting the population of the LGA will grow by almost 15,000 residents or approximately 750 residents per annum⁵⁶. The growth in population is expected across all age groups with a particular emphasis on those aged between 20 and 65 years of age.

The major industries in the Shire are agriculture, tourism, energy supply and building construction.

Torquay is a major centre and has a high demand for housing, high cost of housing and a growing jobs base. Torquay has many categories of key workers required to support future economic and population growth. The cost of housing is likely to present an issue for tourism, retail, labour and community service workers.

Anglesea and Lorne are considered coastal tourism towns with high visitation, and the majority of housing stock is holiday homes. There is a need for lower cost housing to support key workers. At the last census, 62% of dwellings in Anglesea were unoccupied and 75% in Lorne.

In the Shire, some 77% of dwellings are owned and 20% rented against 29% across Victoria⁵⁷. The decrease in the number of available rental properties means key workers are less likely to access suitable rental properties within the region. The lack of rental properties leads to an increase in the price of rentals and general unaffordability of housing for key workers. This is further evidenced by the number of workers who travel into the area from adjoining Geelong. The town planning approvals for new dwellings between 2014 and 2019 were 2,587, on average 517 per year⁵⁸. The Shire housing is predicted to grow from 18,203 in 2016 to 27,352 in 2036, some 9,149 dwellings⁵⁹.

Surf Coast saw growth in house prices from 2008 of \$481,000 to \$830,000 in 2018. The medium rent has grown from \$363 per week in 2013 to \$462 in 2018⁶⁰. The number of dwellings available for long-term rentals has remained constant – 731 in 2013 to 765 in 2018⁶¹. However, while there has been minimal growth in rental dwellings in the period, the population growth indicates that there is a lack of supply of rental properties.

From March 2018 to March 2019, the unemployment rate in Surf Coast fell from 2.4% to 2.3%⁶². The large industry employers in the Shire are healthcare and social services, retail, education and training, manufacturing, construction, professional, scientific and technical services, administrative services and accommodation and food services. In the period from 2006 – 2016 growth, the growth in employment was in arts and recreation services, professional, scientific and technical services, healthcare and social assistance and administrative services.

⁵⁶ ID Consulting – population projections

⁵⁷ ABS 2016 Census

⁵⁸ ABS Dwelling approvals 2018/19

⁵⁹ ID Consulting - projections

⁶⁰ Victorian Valuer General, A Guide to Property Values, 2019

⁶¹ DHHS Annual Report 2018 - 19

⁶² Small Labour Markets 2019

6.6 Key and Essential Worker Housing Action Plan



Tourism continues to be an important part of the economy with peak periods for day trips being in October to March. Overnight visitations peak from October to April, with January having occupancy rates for holiday house rentals of 71%.⁶³

Council is undertaking a review of the Lorne Structure Plan, with the project currently being on hold while affordable housing issues are explored via this Key Worker Housing Action Plan and the Committee for Lorne's Housing Action Plan.

The key issues for Surf Coast Shire are:

- There is a high proportion of unoccupied and underutilised dwellings, particularly in tourism destinations that are now short-term rentals
- There is a strong correlation between high house prices and holiday homes across the region
- The decrease in the number of available rental properties means key workers are less likely to access suitable rental properties within the region
- The increase in median rent indicates a lack of supply of rental properties across the region
- A portion of each LGA's workforce is travelling large distances for employment
- With many Surf Coast workers living in Geelong, the towns a greater distance away experience even greater difficulties attracting key workers due to longer commute times.

Surf Coast Shire has indicated that it wishes to pursue a passive level of intervention into the market to facilitate key worker housing.

It is noted that Council is undertaking strategic work with the State Government including:

- Great Ocean Road Tourism Visitor Economy Workforce Study – GORT
- Great Ocean Road Strategic Framework Plan – DELWP
- Lorne Structure Plan review – Council.

Figure 12 - Map of Surf Coast Shire



Based on definition of affordable housing, income analysis of key workers and qualitative research as outlined in Table 1 - income by occupation of residents across region, 2016, the key workers and housing needs have been identified for Surf Coast are outlined in Table 10 - Key and essential worker housing needs for Surf Coast by town.

⁶³ National Visitor Survey, Tourism Awards 2019.

6.6 Key and Essential Worker Housing Action Plan



Table 10 - Key and essential worker housing needs for Surf Coast by town

Town	Key and essential workers	Housing needs
Torquay	Construction	Lower cost medium density housing and improved transport connections to housing in Geelong
	Retail	
	Accommodation and food services	
	Healthcare and social assistance	
	Education	
Lorne	Accommodation and food services	Lower cost housing and improved transport connections to hinterland towns
	Retail	
	Healthcare and social assistance	
	Education	

10.2 ACTIONS

Action SC1: Review the strategic planning and statutory controls for medium density developments in Lorne

The analysis has identified that Lorne needs more lower cost housing options for key workers. Providing medium density housing options would assist with lower cost housing. The future Lorne Structure Plan updates project should clearly identify medium density development opportunities and review the development controls associated with these.

Timing: Short term

Responsibility: Surf Coast Shire

Action SC2: Seek affordable housing contributions from rezonings or amendments to built form controls

Current State Government legislation provides for local government to seek contributions for affordable housing on a voluntary basis. Council could seek an affordable housing contribution on sites where additional development opportunities become available. The planning controls would require a certain

percentage of the additional building height (beyond what the controls currently provide for) to be provided as affordable housing that is to be transferred to a Housing Association or the Council's Housing Trust (should one be created) and then rented to key workers.

Timing: Short to long term

Responsibility: Surf Coast Shire

Action SC3: Facilitate the provision of relocatable dwellings for temporary workers via direct investment in dwellings, the provision of land and/or facilitation of "temporary villages"

Council or other parties could invest in relocatable dwellings such as tiny houses that could be used throughout the year for seasonal agricultural and tourism workers. If these are partially or fully off grid they can potentially be moved around as temporary villages where the various workforces are located (e.g. tourism locations in summer for accommodation and hospitality workers, and inland locations at other times of the year for agricultural workers).

Council and/or State Government could potentially provide any vacant land they may have available or assist to identify locations where the dwellings could be located (including future development sites). Council could also assist with any planning approvals needed if it is determined that these temporary villages require permits.

Private landowners placing relocatable dwellings on their properties (e.g. single units on back yards) could also be encouraged to increase the availability of such accommodation. This may involve reviewing Council by-laws to enable longer-term occupation of relocatable dwellings. Clause 4.6 of the Community Amenities Local Law No. 1 Of 2011 requires a permit to be obtained for the occupation of a moveable dwelling for up to 6 months.

Timing: Short to medium term

Responsibility: Surf Coast Shire

6.6 Key and Essential Worker Housing Action Plan



Action SC5: Improve and establish the bus services between Geelong and Surf Coast towns

The cost of housing in Lorne and Torquay means that some workers will need to travel from Geelong and inland locations such as Winchelsea to access employment in these townships.

As there is currently no direct bus service between these locations, investigations could be undertaken to identify whether a service could be viable.

Timing: Short to long term

Responsibility: Surf Coast Shire, State Government – Department of Transport

Action SC6: Limit the duration of time that dwellings can be used as short-term accommodation

Discussions with the Councils have identified the potentially limited applicability of this approach, as the short-term use of dwellings in the region is highly seasonal and it is feasible for owners to earn significantly more by renting their dwellings for just a few weeks at peak times that they may potentially obtain via a permanent rental agreement. However, setting limits could still have some impact and would signal that the Councils prefer a mix of permanent and holiday rentals in their municipalities. The case studies in NSW and Tasmania show that this issue has been addressed at a State-wide level through requirements for some short-term accommodation to obtain planning permits. As Surf Coast Shire is the only Council seeking this action, any such limitations may instead need to be sought via local laws, similar to how the use of caravans is limited through permits obtained under local laws.

Timing: Short term

Responsibility: All Councils

6.6 Key and Essential Worker Housing Action Plan



11 CONCLUSIONS

The Regional Actions are:

Action	Timing	Responsibility
R1 Investigate the creation of a Community Land Trust for the region	Medium term	<i>Councils and CEO's</i>
R2 Investigate and provide vacant State and Federal Government land to the regional Community Land Trust	Short term	<i>VPA</i>
R3 Establish a regional key worker housing program	Medium Term	<i>Councils and State Government</i>
R4 Support the consideration and assessment of appropriateness of waiving stamp duty for over 65s	Short Term	<i>Councils and State Government</i>
R5 Advocate for Federal Government to allow visa holders to purchase dwellings without financial consequences	Short Term	<i>Councils and State Government</i>
R6 Advocate for Federal and State Government to establish a national Build to Rent program	Short to long term	<i>Councils</i>
R7 Advocate for Federal and State Government to establish regional grant programs	Short to long term	<i>Councils State Government, Federal Government</i>
R8 Advocate for infrastructure service agencies to reduce or waive connection fees for key worker housing projects	Short to long term	<i>Councils</i>
R9 Ensure there is an adequate on-going supply of land available for residential development	Short to long term	<i>Councils</i>
R10 Include planning scheme policies that are supportive of key worker and affordable housing	Short to medium term	<i>Councils</i>

R11 Investigate providing planning concessions for key worker and affordable housing projects	Short to medium term	<i>Councils</i>
R12 Quantify residential development opportunities and constraints	medium term	<i>Councils</i>
R13 Continue to undertake and publish research into regional key worker housing issues	Medium to long term	<i>Councils</i>
R14 Prepare guidance material for developers	Short to medium term	<i>Councils</i>
R15 Regularly engage with the community on key worker housing issues	Short to long term	<i>Councils</i>
R16 Ensure adequate housing for DAMA	Short to long term	<i>Councils State Government, Federal Government</i>
R17 Provide State Government support to fast track and streamline planning scheme amendments for residential land	Short to long term	<i>Councils, State Government</i>
R18 Development of smaller towns	Short to long term	<i>Councils, State Government</i>
R19 Prepare detailed demographic projections	Short to long term	<i>State Government</i>
R20 Active asset management of properties – benchmarks of measurement or star system	Short term	<i>Councils</i>
R21 Advocate for a review of the planning controls relating to rural worker housing	Short term	<i>Councils, State Government</i>

6.6 Key and Essential Worker Housing Action Plan



Individual Council actions can be summarised as:

Action	Timing	CO	C	G	M	SG	SC
Undertake structure planning and masterplanning for the development of greenfield residential land	Short to medium	√					
Investigate funding infrastructure in greenfield residential areas	Short to long	√	√		√	√	
Review the strategic planning and statutory controls for medium density developments	Short to medium	√	√	√		√	√
Investigate constructing high quality rental housing	Medium to long	√		√			√
Facilitate the provision of relocatable dwellings for temporary workers via direct investment in dwellings, the provision of land and/or facilitation of "temporary villages"	Short to medium	√	√		√	√	√
Improve the bus service	Short to long	√			√		√
Advocate for the Department of Housing to upgrade social housing	Short to medium	√		√			
Prioritise the rezoning of land identified for residential expansion	Short		√	√	√		
Seek affordable housing contributions from developments and rezonings	Short to long	√	√		√	√	√
Investigate reducing or waiving development contributions, planning charges and/or Council rates for affordable housing	Short	√	√		√	√	
Create a Housing Trust and contribute Council land for projects	Medium	√	√		√	√	
Directly invest in supplying key worker housing	Medium to long	√	√				
Facilitate and help coordinate specialist seasonal workforce housing	Short to medium	√	√	√	√	√	

Income streams – develop/facilitate concept for seasonal workforce housing – seek investors – Council to facilitate industry usage

Short to medium

√ √ √

Use of Council land to facilitate development

Short to medium

√

Work with landowners to encourage development

Short to medium

√

CO = Colac Otway
C = Corangamite
G = Glenelg
M = Moyne
SG = Southern Grampians
SC = Surf Coast

6.6 Key and Essential Worker Housing Action Plan



12 GLOSSARY

ABS	Australian Bureau of Statistics.		
Affordable Housing	Section 3AA of the <i>Victorian Planning and Environment Act 1987</i> contains the following definition of affordable housing: <i>For the purposes of this Act, affordable housing is housing, including social housing, that is appropriate for the housing needs of any of the following—</i> <i>(a) very low income households;</i> <i>(b) low income households;</i> <i>(c) moderate income households.”</i> <i>(2) For the purposes of determining what is appropriate for the housing needs of very low income households, low income households and moderate income households, regard must be had to the matters specified by the Minister by notice published in the Government Gazette.</i>		
Affordable by Design	Compact lots and housing that can be delivered by the market at an affordable price point, and with sustainable design features that result in lower running costs		
AHURI	Australian Housing and Urban Research Institute.		
Alternative Housing	In recent years, alternative housing models such as co-living and tiny houses have started to become more prevalent as potential “disrupters” to traditional houses and apartments. While they will not suit all households, the ability to lower housing costs by living in small and/or shared spaces is attractive to some.		
ANZIC	A system administered jointly by the Australian Bureau of Statistics and Statistics New Zealand which assigns a unique number to each industry in order to identify the firms operating in each class		
			and sub-class and to allow for the collection of data such as location, number of employees, and annual sales.
		Bond Aggregator	Used to raise money at lower rates from the wholesale bond market for not-for-profit community housing providers. It also allows Registered Housing Associations to borrow at lower rates.
		Build to Rent	Developers and their financiers build dwellings and, instead of selling them, retain them to let to tenant households. Rents may be set at market rent or, for affordable and social housing, at an appropriate discount to market rents. The NRAS was a build to rent model.
		CLT	Community Land Trust – the land upon which the dwelling is located is held in a Trust. The payment for the occupation of the land is via a peppercorn lease. The land is held in a Trust for Individuals, NFP or Private company to develop dwellings, finance only needs to be sought for the built form and not the land – the savings are reflected in lower rents or purchase prices
		CRA	Commonwealth Rent Assistance is a non-taxable, income supplement payment added to the pension, allowance, or benefit of eligible income support customers who rent in the private rental market.
		Deductible gift recipient	Deductible gift recipient status means that donations to recipients are tax-deductible by the donor.
		ESD	Environmentally Sustainable Design.
		Key worker	An employee who provides a vital service, especially in the essential services, health, or education sectors. In the study area this includes:

6.6 Key and Essential Worker Housing Action Plan



- Providers of services to residents – e.g. teachers, doctors, nurses, health care workers, pharmacists, Council staff
- Providers of services to visitors/tourists – e.g. hospitality, tourism, retail, workers at tourist attractions
- Workers in key local industries – e.g. agriculture and associated industries, renewable energy, forestry, mining, construction

LPPF	Local Planning Policy Framework
NBESP	Nation Building Economic Stimulus Packages comprising the Social Housing Initiative, which resulted in the construction of approximately \$1.5 billion in low-income housing in response to the 2007/2008 global financial crisis. This programme has ended and no more funding is available.
NHFIC	National Housing Finance and Investment Corporation. Established by the Federal Government to manage the Bond Aggregator and other federal grants related to affordable housing.
NFP	Not for profit.
NRAS	National Rental Affordability Scheme. A subsidy paid to private landlords for 10 years when dwellings are rented to eligible tenants at less than 80 per cent of market rent.
PPF	Planning Policy Framework
PSP	Precinct Structure Plan
Public housing	Public or social housing that is owned or leased by the State Governments of Australia
Registered Housing	Registered Housing Agencies are not for profit organisations that provide affordable rental housing for low-income households, registered as either

Association (RHA) Housing Associations or Housing Providers under State Housing Act.

Housing Associations and Providers are independent companies that are overseen by a skills-based board.

Registered Housing Provider (RHP) RHAs are classed by government as organisations that:

- own, manage and develop affordable rental housing;
- provide housing support and assistance to clients;
- are viable businesses partnering with government and the community; and
- have met registration criteria and meet ongoing regulatory compliance against performance standards.

Housing Providers are managers of housing portfolios (not developers)

Rent to Buy The homes are offered at a reduced rent for a minimum of five years and let on assured short-hold tenancies for a fixed term. The model being adapted in Australia is that, after five years of renting, the tenant has first option to purchase the dwelling at price agreed at the commencement of the five years. If the tenants do not want to buy, the landlord can retain the property as rented housing or sell it on the open market.

Restricted Purchase **Restricted or Affordable purchase** – price controlled housing that is made available for purchase by those on defined incomes. The key principles are that:

6.6 Key and Essential Worker Housing Action Plan



- The dwelling must be offered for sale at or below the appropriate price
- The dwelling must be offered for sale to eligible buyers
- The discount for affordable housing for the first purchaser is preserved for future purchasers, either in perpetuity or for a fixed period of time.

SEIFA	Socio-Economic Index for Areas, produced by the ABS.
Shared equity schemes	Financing arrangements where the equity required for home ownership is shared between the occupant (often a former tenant) and government or a NFP community housing provider.
Social housing	Social housing is an umbrella term that covers both public and community housing. Its provision usually involves some degree of subsidy.
SIA	Social Impact Assessment under the Planning and Environment Act.
Tiny Homes	Compact dwellings that are manufactured off site (now often architecturally designed studio units) deliver good quality and reliable homes at a cost effective price point. The dwellings are placed on serviced lots with prepared foundations.

6.7 New Appointments to the All Abilities Advisory Committee

Author's Title: Access and Inclusion Officer

General Manager: Chris Pike

Department: Community Relations

File No: F18/88-2

Division: Culture & Community

Trim No: IC20/889

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

☐

Yes

☒

No

Reason: Nil

Reason:

Purpose

The purpose of this report is to appoint four new members to the All Abilities Advisory Committee (AAAC) for a three year term ending 31 August 2023.

Summary

The All Abilities Advisory Committee advises Council on access and inclusion matters which improves access and inclusion outcomes for people with disability in Surf Coast Shire.

Following a number of resignations from the committee since the last recruitment round in 2018, Council Officers conducted an expression of interest process for five new members in June 2020.

There was a very strong response with 24 community members expressing an interest in joining the committee. 10 applicants were shortlisted for an interview, and four have been recommended by the selection panel. This will bring the committee membership to 14 and importantly increases the participation of those living with a disability. This is expected to position the committee to continue its valuable advisory role to Council.

Recommendation

That Council:

1. Appoints the following four new members to the All Abilities Advisory Committee for a three year term ending 31 August 2023: Courtney Griffin, Kate Toholka, Thomas Byrnes, and Lauren Smith.
2. Thanks continuing members of the All Abilities Advisory Committee for their ongoing contribution: Caroline Maplesden, Richard Porter, Laurel Wieland, Janet Brown, Michael Chan, Helen Shepherd, and Emmanuel Pimentel.
3. Determines that this resolution be made public once all members and candidates have been personally notified.

Council Resolution

MOVED Cr Margot Smith, Seconded Cr David Bell

That Council:

1. Appoints the following four new members to the All Abilities Advisory Committee for a three year term ending 31 August 2023: Courtney Griffin, Kate Toholka, Thomas Byrnes, and Lauren Smith.
2. Thanks continuing members of the All Abilities Advisory Committee for their ongoing contribution: Caroline Maplesden, Richard Porter, Laurel Wieland, Janet Brown, Michael Chan, Helen Shepherd, and Emmanuel Pimentel.
3. Determines that this resolution be made public once all members and candidates have been personally notified.

CARRIED 9:0

6.7 New Appointments to the All Abilities Advisory Committee

Report

Officer Direct or Indirect Interest

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

Background

The AAAC has been advising Council on access and inclusion matters since 2002. The committee has provided valuable advice to Council which has helped improve access and inclusion for people with disability in Surf Coast Shire.

The AAAC Terms of Reference (2018) allows for up to 15 individuals on the committee, including community and service representatives, a Councillor, the Access and Inclusion Officer, and the Manager Community Relations. As of January 2020, the committee had 10 members, due to a number of resignations since the last recruitment round in 2018.

In February 2020, committee members and officers agreed that committee membership should be at its maximum capacity to ensure the broadest possible representation of people with disability from across the shire. It was also agreed recruitment was required to address underrepresented cohorts including people with disability (currently only 1 member), young people, and residents from areas outside Torquay.

Discussion

Officers conducted an expression of interest process for new members in June 2020, which was promoted in local print media, Council communication channels and through networks.

Council's Acting Manager Community Relations, Access and Inclusion Officer, and the Deputy Chair of the AAAC conducted the process to shortlist and interview the candidates.

24 community members expressed an interest to be appointed to the AAAC, and 10 applicants were shortlisted for an interview based on the details of their expression of interest, lived experience of disability, connection to the Surf Coast Shire, and demographic factors including age, gender and location of residence.

Interviewees were assessed based on their lived experience of disability, potential contribution to the committee, and the selection criteria outlined below:

- High level understanding of access and inclusion issues for people with disability (lived experience is preferred).
- Passion for advocating to improve access and inclusion for people with disability.
- Strong connection to Surf Coast Shire (i.e. live, work, volunteer, study here).
- Ability to work well in a group setting, including: the ability to listen well, compromise, and provide constructive feedback and ideas.
- Ability to commit to 3-4 hours every two months for attending meetings, reading documents, responding to occasional emails.

The recruitment panel recommends that the following candidates be offered a position on the Committee:

Applicant	Location
1. Courtney Griffin	Torquay
2. Kate Toholka	Torquay
3. Thomas Byrnes	Deans Marsh
4. Lauren Smith	Torquay

A fifth candidate received strong support from the panel however late in the process of developing this Council report officers were informed they were unable to participate. There was insufficient time for the panel to confer and recommend a fifth appointee and so a vacancy will remain for a short period.

The other five applicants who were interviewed all had valuable lived experience, but could not be accommodated within the total membership of the committee. In some instances the panel prioritised

6.7 New Appointments to the All Abilities Advisory Committee

candidates with disability over carers with similar interview scores. This was to address the underrepresentation of people living with a disability.

Those not interviewed (14) were also very worthy applicants but unfortunately insufficient positions were available on the committee on this occasion to accommodate them.

Councillors received information on all 24 candidates via a recent briefing session.

Council Plan

Theme 1 Community Wellbeing
Objective 1.1 Support people to participate in and contribute to community life
Strategy 1.1.2 Facilitate and support high levels of volunteering in the community

Theme 1 Community Wellbeing
Objective 1.4 Provide support for people in need
Strategy 1.4.4 Implement the Accessible and Inclusive Surf Coast Shire Strategic Plan

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	Yes

Governance Principles - Local Government Act 2020 (LGA 2020)

Increasing the number of people with lived experience of disability on the All Abilities Advisory Committee enhances the committee's representation of people with disability and their carers from across the Shire. This will improve the quality of advice given to Council by the committee, leading to improved access and inclusion outcomes for the community.

Policy/Relevant Law

It is a requirement under the *Victorian Discrimination Act 2006* for Councils to develop a Disability Action Plan. The AAAC has played a role in developing Council's plan and is active in assisting Council to implement it.

Community Engagement

The community has not been engaged on the appointment of this committee.

6.7 New Appointments to the All Abilities Advisory Committee

The committee itself is an important community engagement tool for Council, and aligns with the *Local Government Act 2020* Community Engagement Principles. It has a clearly defined objective and scope outlined in its Terms of Reference 2018 (Principle 1). Members have access to objective, relevant and timely information via key documents shared prior to meetings, and presentations from officers during committee meetings (Principle 2). Participants are able to provide meaningful and informed feedback and officers are available to provide support to address any access requirements for each individual member (Principle 4). Members are informed at each meeting about Council's response to their advice (Principle 5).

The appointment of new members increases Council's adherence to Community Engagement Principle 3, as it ensures that members of the committee are representative of the people with disability and their carers who are most affected by the access and inclusion issues that the Committee provides advice on.

Public Transparency

The application process for membership of the All Abilities Advisory Committee was made through an open expression of interest process and the invitation to apply was communicated widely. The outcome of this report will be made public once all applicants have been contacted. The new committee membership will be promoted via Council's communication channels.

Financial Management

The AAAC is supported by Officers. There are only minor costs associated with the Committee's operation and these are funded from existing adopted budgets.

Service Performance

Increased representation of people with lived experience of disability on the AAAC will improve the quality of advice given to Council about access and inclusion issues across the Shire. This will increase Council's ability to provide equitable, responsive and accessible services which meet the needs of people with disability and their carers.

Risk Assessment

An open, merit-based process has been conducted to manage risks associated with appointing the new members to the committee. The risk of not using this process is that Council may receive advice of lower quality on access and inclusion matters.

Communication

The outcome of the selection process will be communicated directly to all applicants. Details of the new committee membership will be communicated through Council's communication channels.

Human Rights Charter

A review of human rights has been undertaken using Council's Impact Assessment Tool as a guide. The appointment of new members to the committee is compliant with the *Human Rights Charter 2006* and no human rights have been impacted.

Options

Option 1 – Council appoints the new members to the All Abilities Advisory Committee as recommended

This option is recommended by officers as it has been informed by a merit based approach, and candidates have been assessed against stated selection criteria.

Option 2 – Council appoints other candidates who applied to be on the committee

This option is not recommended by officers as the recruitment panel believes the four candidates who have been selected are positioned to make the strongest contribution to the committee in terms of lived experience of disability, connection to Surf Coast Shire, and passion and knowledge about access and inclusion issues.

Option 3 – Council appoints candidates from outside the expression of interest process

This option is not recommended by officers as this would not use a fair, open and merit-based approach to appoint an important advisory committee of Council.

6.7 New Appointments to the All Abilities Advisory Committee

Conclusion

The All Abilities Advisory Committee is a high functioning committee which provides valuable advice to Council on improving access and inclusion outcomes for people in Surf Coast Shire. Appointing the recommended new candidates should ensure Council continues to receive excellent advice to improve access and inclusion for people with disabilities.

7. REPORTS FOR NOTING

Nil

8. URGENT BUSINESS

Nil

9. PROCEDURAL BUSINESS

9.1 Advisory Committee Minutes

Author's Title: Governance Officer

General Manager: John Bertoldi

Department: Governance & Risk

File No: F18/221-2

Division: Governance & Infrastructure

Trim No: IC20/1188

Appendix:

1. 25% by 2020 Renewable Energy Taskforce Minutes - 23 July 2020 (D20/133011)
2. All Abilities Advisory (AAA) Committee Minutes – 5 August 2020 (D20/141474)
3. Positive Ageing Advisory Committee Minutes – 28 August 2020 (D20/156024)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐ Yes

☒ No

☐ Yes

☒ No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to receive and note the minutes of the Advisory Committee meetings as appended.

Summary

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

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

Recommendation

That Council receives and notes the minutes of the following Advisory Committee meetings:

1. 25% by 2020 Renewable Energy Taskforce Minutes - 23 July 2020
2. All Abilities Advisory (AAA) Committee Minutes – 5 August 2020
3. Positive Ageing Advisory Committee Minutes – 28 August 2020.

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Martin Duke

That Council receives and notes the minutes of the following Advisory Committee meetings:

1. 25% by 2020 Renewable Energy Taskforce Minutes - 23 July 2020
2. All Abilities Advisory (AAA) Committee Minutes – 5 August 2020
3. Positive Ageing Advisory Committee Minutes – 28 August 2020.

CARRIED 9:0

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APPENDIX 1 25% BY 2020 RENEWABLE ENERGY TASKFORCE MINUTES - 23 JULY 2020

25% BY 2020 RENEWABLE ENERGY TASKFORCE Meeting Minutes – 23 July 2020



Time: 5 – 7.10pm
Location: Online

Present:

Renewable Energy Taskforce: Scott Ferraro (Task Force Chair), Andrea Pape, Adrian Ford, Maxine Bazeley, Doug Rolfe, Kate Sullivan (Barwon Water – for Seamus Butcher), Aman Oo, Lachie Mclean, Cr Margot Smith, Cr Tony Revell

Council Staff: Rowan Mackenzie (Manager Environment and Community Safety), Lauren Watt (Coordinator Environmental Sustainability), Sean Keown (Climate and Sustainability Officer), Sam Suendermann (Climate Emergency Project Officer)

Apologies:

Renewable Energy Taskforce: Gareth Bellchambers, Seamus Butcher, Cr Martin Duke, Stephen Challis, Sally Groom, Chloe Messner, Julie Dingle

Council Staff: Keith Bailie (CEO), Ransce Salan (General Manager Environment & Development), Anne Howard (General Manager Governance & Infrastructure)

Welcome and introductions

Scott Ferraro welcomed all and apologies were noted.

Leon Walker and Katie Walker have resigned from the Task Force.

Update on Renewable Energy Program

Council officers advised that current data indicates energy consumption in the Shire from renewable energy sources sits at 14.1%. Note, there is a several month lag for data from the Clean Energy Regulator and the Australian Photovoltaic Institute that may bring this percentage slightly higher.

The data is indicating record solar installations for the period October-December 2019, and continued interest into 2020. Energy consumption continues to grow particularly amongst commercial residents. Powercor advise COVID-19 is likely to impact power usage, with an increase in residential consumption and decrease in commercial usage. The Barwon South West Renewable Energy Roadmap, which came out late 2019 indicates that Surf Coast has the highest solar uptake in the region at 21.4% of homes. Prior to our renewable energy program commencing Surf Coast was below the State average.

Council officers provided an update on actions undertaken in the previous months.

- Corona virus has impacted elements of the program, in particular the proposed Commercial Engagement project has been put on hold. Free solar assessments are being offered to commercial properties by Council and this has had some initial take up.
- The Powered by Positive website is averaging 500+ visits per month. The Facebook advertising campaign was put on hold for March-June due to COVID which reduced visitation.
- Council has installed 135 kW solar capacity at four different Council sites in recent weeks (Anglesea Landfill, Winchelsea Depot, Torquay Depot, Civic Centre). In addition, a budget bid has been successful to install an additional 85kW next financial year across five Council sites. Further funding

9.1 Advisory Committee Minutes

has also been allocated to establish solar maintenance programs and an energy monitoring system to enhance Council's ability to track and monitor the performance of the installed solar systems.

- Governance arrangements have changed for the Local Government Power Purchase Agreement project to secure 100% renewable energy. Council is set to vote on remaining in the process at the July Council meeting.
- The Barwon South West Climate Alliance is currently seeking an Alliance Establishment Officer to be based at Warrnambool.
- Council has been working with Point Advisory to review its emissions profile and establish a baseline, which will inform the Climate Emergency Long Term Action Plan and the development of a strategy to achieve the corporate target of net zero emissions.
- Council officers have commenced actions identified in the Climate Emergency Short Term Action Plan including looking to establish a local offset site on a Council block of land on Lake Modewarre, drafting an ESD policy and exploring EV charging infrastructure options.
- Improvements have been made to the functionality of the HVAC and lighting systems in the Civic Building to reduce energy usage.

Update on Council's Corporate Targets project

Council officers confirmed that Corporate Targets were established in June by Council in the areas of energy, emissions, waste, water and land-use/biodiversity. Of particular relevance to the Task Force, Council adopted targets of 100% renewable electricity and net zero emissions for Council's operations. Council officers will now develop strategies including timeframes to achieve these targets.

Update on Council's Climate Emergency Response planning

Council officers provided an update on progress to date following the Climate Emergency declaration, and advised how advice from the Task Force provided at the February meeting has been incorporated into planning the responses. Council officers detailed the proposed approach to the Climate Emergency community response that will be put to Council for endorsement at the July Council meeting.

A workshop activity was completed examining the delivery of the community focussed Climate emergency response planning. The following feedback was received from the Task Force as to things that should be considered in the plans.

What could a community climate emergency response look like?

TF reiterated the need to engage with the wider community as to the structure of the community response plan as the Climate Emergency was initiated by the public. The TF provided the following advice:

- It is important to differentiate and define the role that different stakeholders can play in a community response - business, individual community members/groups and the Council –all likely to have different perspectives and drivers
- Allow the community to focus on the things they are passionate about, even if they are not the most effective in terms of greenhouse gas emissions reductions, as these types of projects (e.g. local food) can drive other benefits, connect people and create momentum for the overall plan. A mix of small, medium and large projects should be included to provide a variety of achievable and aspirational outcomes.
- Plan should be placed based as different towns and regions (e.g. hinterland vs coastal) are likely to have different priorities and specific mitigation/adaption measures they would like to focus on.
- Celebrate good stories of local action within the community to inspire others and use as a basis on which to build.
- Community emissions profile work could be useful to help steer conversations towards priorities.

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- Council's role is likely to focus around informing and connecting community groups with other stakeholders or funding groups, and facilitating community discussions.

Who are our key stakeholders in the community? What might they need through the development and implementation of the community response?

Advice regarding key stakeholders:

- Try to engage a mix of younger people, families and the elderly – school groups, universities, Youth Climate Action Group, community gardens, community houses, senior citizens groups, Men's Sheds, etc.
- Engage those already passionate, for example, the original climate emergency petitioners and other local environmental ambassadors, as well as existing community environmental groups (e.g. ANGAIR) and community energy groups (e.g. SCEG).
- Also try engage those who are not "the usual suspects" through a mix of broader and targeted engagement of certain groups.
- Important to include business and traders groups and specific businesses.
- Deakin University could be a key stakeholder given proximity and number of students who reside in Surf Coast (30-40%) – opportunity to engage student base, researchers and technological experts.
- Need to engage Powercor, GORCC/GORA, Barwon Water and other key local government agencies/authorities.
- To ensure leaders of the community process remain motivated, engaged and able to contribute, may need to offer payment, training or other incentives.
- It is important to be clear on Council's role from the start and careful around positioning Council's role in delivery, future funding implications, etc.

If the community response is community owned and led, what framework might help guide that process and report on it? And what role does Council and/or a taskforce play?

- Council needs to establish boundaries around its role and the community driven nature of the plan early on. Promoting a community development approach whereby Council facilitates the community in scoping up various ideas and projects, rank them in terms of preference, and then helps the community to explore different avenues for funding.
- Council primary role is to facilitate the community process and the governance framework should include rules of engagement for discussions.
- Council could offer facilitation training to some locals to allow the community to lead the discussion themselves better and arrive at decisions with minimal stress and conflict.
- Once plan is developed, it is important that it is community owned and implemented, however Council can offer support through advocacy and connection with government agencies for funding and reprioritisation of Councils budgets and programs if applicable.

Reflection on the Renewable Energy Task Force and next steps

Council officers facilitated a brief reflection on the journey of the TF over the past 4 years. The 25% by 2020 renewable energy target for the Surf Coast Shire was initiated to show support for the Victorian Government's state-wide target and to drive local action. Although technically falling short locally on the target, it has been successful in achieving these two primary outcomes: Victoria is on track to achieve its target and the solar uptake in the Surf Coast Shire has gone from below average to the highest in the Barwon South West region.

Discussion included touching on the significant value that was provided by the TF to Council and Council officers through their consultative role as a sounding board and sense checking on several projects,

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adding credibility to various initiatives over the years. Furthermore, the TF provided valuable insight, community perspective and industry knowledge that has guided community engagement and Council activities, as well as enabled numerous new relationships to be forged and opportunities to be seized upon. Key outcomes in recent times include the adoption of corporate targets to achieve organisational net zero emissions and 100% renewable energy, the Council's declaration of a climate emergency as well as the significant investment in council energy efficiency, solar and street lighting LED upgrades.

The TF is seen by the group as a successful model of engagement with community, industry and Councillors working well together to provide direction and support to Council initiatives. A similar model is seen as a valuable inclusion to future works in the space of renewable energy and climate action. Further feedback will be sought from Task Force members to capture in a final report.

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APPENDIX 2 ALL ABILITIES ADVISORY (AAA) COMMITTEE MINUTES – 5 AUGUST 2020

TRIM Ref: D20/141474

All Abilities Advisory Committee (virtual meeting via Zoom)
MINUTES
Wednesday 5 August 2020

Attendees: Caroline Maplesden (Chair), Manny Pimentel, Laurel Wieland, Janet Brown, Michael Chan, Helen Shepherd
Council: Cr Rose Hodge, Susan Firth-McCoy (Minutes), Darryn Chiller (Acting Community Relations Manager), Ro Frost (PMO), Karyn Rice (PMO), Gretchen Gibson (Covid19 grants), Rhiannon Tanner (Community Engagement)

Apologies: Richard Porter

No.	Item type	Time	Points of Discussion Details/ Decision	Agreement/ Action/Timeframe	Responsible
1.	Standing items				
1.1	Welcome, introductions and acknowledgements	1 min			
1.2	Minutes from previous meeting	1 min	Mover and seconder confirmed the minutes from Wednesday 3 June 2020. Correction on last minutes: Item 2.4 DDA compliance plan: 'Anglesea Community House' works was meant to refer to 'Anglesea Historical Society'.	Moved: Laurel Seconded: Janet	
1.3	Conflicts of Interest	1 min	None noted.		

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TRIM Ref: D20/141474

1.4	Group discussion about newsworthy items or new resources in the space of access and inclusion	10 mins	<p>Manny stated that many disability services have again shut down due to the Stage 3 lockdown in regional Victoria, which was creating hardship.</p> <p>Laurel congratulated Janet Brown on her involvement in the media release to promote the AAAC recruitment.</p> <p>Janet referred to the Surf Coast Times article regarding BrailleFace - a new way of creating braille signs from one single piece of material.</p> <p>Michael is currently involved in the storytelling project with the City of Greater Geelong, and is enjoying developing his creative skills in addition to acting and singing. Helen stated that the students she is working, most of whom have a background of trauma, are finding the pandemic really difficult.</p> <p>Rose stated that on a personal level her son who has Autism is home and loving it, and is concerned that when people with disability do go back to school or day programs or work, their socialisation skills may have to start again. Rose also raised concerns about Covid19 transmission in the disability sector.</p> <p>Manny has received feedback that young adults are don't want to go back to their usual programs, and staying home has put pressure on parents. Scope has only had one case in Chelsea so far, and has been trying to get support workers to only work in a single site. However the casual nature of support workers is an issue.</p> <p>Darryn stated that the Arts Trail has gone online this year due to Covid19. It has extended the audience, and demonstrates how technology can increase accessibility.</p> <p>Gretchen summarised the Wayfinding Project, and thanked the committee for the letter of support. Council has made a grant application to improve wayfinding around Torquay, which will include</p>		
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TRIM Ref: D20/141474

			universal design principles.		
2.	Business arising from previous minutes				
2.1	Accessible lectern	1 min	Lectern has been purchased. Model can be viewed here: https://www.bfx.com.au/store/flexile-lectern-table .		
2.2	Program Management Office (PMO) report on projects with access design requirements	10 mins	<p>Ro provided an update from the Project Management Office. Ro has made changes to the report to make it more accessible. Committee members can choose a project for a 'project highlight report' each meeting.</p> <p>Ro clarified that CPP in the report stands for 'community project proposal'. Council has an established a process for assessing community led project ideas.</p>	<p>Committee members to look at new project list for 2020/21 budget and come back with any questions for Ro at the next meeting, and any interest in being involved in project planning.</p> <p>Committee members to email Susan with which projects are of interest to get a project highlight report at the next meeting.</p> <p>Ro to categorise the report under the same headings as we had in the previous report e.g. transport, community buildings. Including both 2019/20 projects and new 2020/21 projects.</p>	<p>All Committee members</p> <p>All Committee members</p> <p>R Frost</p>

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2.3	DDA Compliance Plan and Pathways Strategy Review	10 mins	<p>Pathways strategy review</p> <p>Karyn advised the request for quote for a consultant to update the Strategy is currently out. Council Officers will assess quotes on 18 August. Aiming for draft at the end of September.</p> <p>AAAC is one of the important stakeholders along with the Positive Ageing Committee and Early Years group. Dan Remenyi (former AAAC member) and Caroline will be part of the project reference group. During the draft stage, the AAAC will be able to respond via a community survey.</p> <p>DDA compliance project</p> <p>Karyn provided background to the project.</p> <p>Susan sent out report prior to the meeting with completed works from the last audit.</p> <p>Audit has been delayed because the contractors are from Melbourne which is in lockdown.</p> <p>Other projects for 2019-20 budget:</p> <ul style="list-style-type: none"> • KMCC building entrance gate and access to the accessible toilet approx. \$20,000. Works to automate the accessible toilet door is currently out for quote. Work will commence next week. • KMCC: options for the building entrance gate are being explored. Meeting next week with all stakeholders, then will commence a design process. Ideal solution: lighter gate, automated with a touch pad. 	<p>Karyn to get in touch with Caroline and Dan about the successful consultant and next steps for the project steering group on Friday 21 August.</p> <p>Susan to clarify with Jess what the red and black text mean in the 'completed works' column.</p> <p>Karyn to update Committee on access audit after restrictions are eased.</p> <p>Karyn to update Committee on KMCC works at next meeting.</p>	<p>K Rice</p> <p>S Firth-McCoy</p> <p>K Rice</p> <p>K Rice</p>
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9.1 Advisory Committee Minutes

TRIM Ref: D20/141474

2.5	AAAC recruitment	5 mins	<p>Susan reported on successful advertising process. Thanked Janet for her involvement in the media release.</p> <p>23 expressions of interest received, as compared with 5 in 2018. Includes 10 carers, 5 people with disability, and 8 people who work in the disability support sector.</p> <p>Shortlisted applicants are being interviewed during late July/ early August. Chosen candidates will be considered at September Council meeting.</p> <p>New members will hopefully be able to attend the October meeting.</p>	<p>Susan to send around information about new members once these have been finalised with Council.</p> <p>Susan to invite current Committee Members to induction sessions to help old and new members get to know each other, likely to be held at the end of September.</p>	S Firth-McCoy
2.6	Positive Ageing Committee/ AAAC collaboration	5 mins	<p>Susan spoke with Nicole Langtip from the Positive Ageing Committee about the two Committees collaborating. Members from the PAC will attend October AAAC meeting to present their new Positive Ageing Strategy.</p> <p>Susan and Nicole proposed the Committees do some combined training and possibility of combined sub-committees for specific projects. Committee members showed interest in both these ideas, including training on social inclusion (Manny), and projects on mobility (Caroline), transport (Laurel), and social inclusion (Janet).</p> <p>Rose also asked that transport include accessible parking spaces.</p>	<p>Susan to talk to Nicole about training and project groups, and get back to the Committee at next meeting.</p>	S Firth-McCoy

9.1 Advisory Committee Minutes

TRIM Ref: D20/141474

2.7	National Transport Commission issues paper – advocacy on personal mobility devices	2 mins	<p>NTC issues paper was submitted in December 2019, Council ratified at the meeting in January 2020. Caroline also put in an individual submission, and has been involved in ongoing advocacy to various state MPs.</p> <p>Caroline provided an update of her contact with Libby Coker's office. Current plan is for their staff to raise the concerns already provided to them, to Ben Carroll's office (new Minister for Transport). Caroline will also raise her concerns directly to Ben Carroll's office, which apparently enables follow up by Libby.</p> <p>Caroline encouraged other Committee members to advocate on this issue as the timeline from the NTC is still on schedule for November 2020 decision. Caroline is advocating for Option 5 which would permit personal mobility devices on bicycle infrastructure and roads, but not on footpaths.</p> <p>Cr Hodge drafted a letter of support to Minister Donnellan as discussed at the last meeting, however Darryn informed it is on hold while we are at the peak of the pandemic, as it will be better to delay sending it out.</p>	Susan and Darryn to update Committee on progress of the letter of support at next meeting.	S Firth-McCoy / D Chiller
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9.1 Advisory Committee Minutes

TRIM Ref: D20/141474

2.8	Council's Covid19 response	5 mins	<p>Darryn provided an update on Council's response to Covid19. Stage 3 restrictions from midnight tonight Council has been working with sports clubs and community groups to close facilities.</p> <p>Council is working with community through the Community Support and Business Support Teams. We are also working with our aged care clients to provide reusable masks, and will also be distributing these to vulnerable people including people with disabilities.</p> <p>Manny asked about local compliance. Darryn informed we don't receive data directly, police are responsible for this. However police have been more active this time, and the boundary from Melbourne has given police the ability to check cars travelling from Melbourne to Geelong. Rose noted police and army are checking positive cases more than once a day.</p>	Darryn to update again at the next meeting.	D Chiller
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9.1 Advisory Committee Minutes

TRIM Ref: D20/141474

2.9	Covid19 Recovery Assistance Grants	10 mins	<p>Gretchen explained Council's COVID-19 Recovery Assistance Grants Program which is designed to support people and businesses to recover from the coronavirus pandemic. A copy of the presentation will be provided with the minutes.</p> <ul style="list-style-type: none"> • All applicants should start by discussing their idea with grant officers – Gretchen Gibson and Terri Hannan. • The program consists of two categories: Major and Rapid Response. • The Major grants will help fund larger scale projects. There is no upper limit, but applicants will need to demonstrate higher impacts and greater outcomes. • Major grants are decided by Council after officer assessment. • The Rapid Response grants are designed to provide quick and flexible support for smaller initiatives up to \$5,000, from a total pool of \$50,000. • Rapid Response grant decisions can be made by a panel of assessing officers. • Applications are now open. Business and community groups can find out more or apply for grants at https://www.surfcoast.vic.gov.au/Community/Grants/COVID-19-Recovery-Assistance-Grants <p>An example of an appropriate grant would be training in Covid Safe styles of working.</p> <p>Susan will discuss grants with local disability service providers.</p>	Committee members to speak with Susan or Terri if they have any ideas, and to share the grant opportunities with their networks.	All Committee members
2.10	Covid19 Disability Action Plan	5 mins	<p>The Covid19 Disability Action Plan has now been finalised. Susan provided an update. Recent actions include recruiting new AAAC members, investigating a network of local service providers, and promoting the Covid19 Community Survey (Council wide) to people with disability and their service providers.</p>	Susan to continue to update on the Covid19 DAP at next meeting.	S Firth-McCoy

9.1 Advisory Committee Minutes

TRIM Ref: D20/141474

2.11	Community Engagement Policy	10 mins	<p>Council's Community Engagement Policy is currently under review. The policy outlines how engagement processes are determined, how they are communicated, and when we will use deliberative engagement. The policy is in line with the new Local Government Act.</p> <p>Submissions on the draft policy are open until 26 August. There is a survey available on Council's 'Your Say' page. People can comment on the policy, and comment on their engagement experiences and preferences.</p> <p>Rose asked about Auslan or captioning for Council meetings, and asked for it to be considered as an action for the next Council Plan. Discussion held on Auslan and captions. Some people who are Deaf or hearing impaired from birth can find captioning more difficult to engage. Manny also informed that reading literacy may not be high for some people with disability.</p>	<p>Susan to send email with link to the survey.</p> <p>Committee members are encouraged to respond to the survey and to share with their networks.</p> <p>Susan and Darryn to explore options for Auslan and live captioning for Council videos and live streamed events and meetings.</p>	<p>S Firth-McCoy</p> <p>All Committee Members</p> <p>S Firth-McCoy / D Chiller</p>
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9.1 Advisory Committee Minutes

TRIM Ref: D20/141474

2.4	AAAC model discussions	30 mins	<p>The report is based on feedback from current and past committee members.</p> <p>Feedback:</p> <ul style="list-style-type: none"> When sending documents, explain specifically what Council wants from the Committee on each document (Caroline) Idea of moving meetings around the Shire: <ul style="list-style-type: none"> Support for the idea including inviting community members for a question and answer session at the start (Manny, Janet) Not much point moving around the Shire unless we meet with the community (Caroline) Concerns about moving around the Shire that it can mean less Committee Members can attend. Suggestion Committee members visit locations to hear concerns, or invite people to Zoom in, or go to local site e.g. community houses. (Rose) Regarding timing of meetings, one member has requested evenings, and some new applicants have identified daytime may be difficult. <ul style="list-style-type: none"> Daytime preference: Laurel, Manny, Janet, Caroline Daytime or evening: Rose and Michael 	Committee to discuss the remaining items in the report at the next meeting (items 7-11).	S Firth-McCoy
3.	New items				
3.1	Possible guest speakers	10 mins	<p><i>Held over until next meeting due to running out of time.</i> Committee to discuss who they would like to hear from.</p> <p>Caroline suggested a government office staff member, e.g. Libby Coker's office, to advise on advocacy.</p>		S Firth-McCoy
3.2	Webpage profiles	5 mins	<p>Susan discussed the option of adding profiles to the new AAAC webpage, similar to the Geelong Advisory Committee webpage.</p>	Committee members to email Susan if they have not done so already to inform if they are happy to have their details on the website.	All Committee Members


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TRIM Ref: D20/141474

Next meeting	Next meeting: Wednesday 7 October 2020, 11am – 1pm, (Zoom).
Ground Rules for our Meeting We start on time and finish on time We all participate and contribute – everyone is given an opportunity to voice their opinions We use improvement tools that enhance meeting efficiency and effectiveness We actively listen to what others have to say, seeking first to understand then to be understood	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

9.1 Advisory Committee Minutes

APPENDIX 3 POSITIVE AGEING ADVISORY COMMITTEE MINUTES – 28 AUGUST 2020

<p style="text-align: center;"><u>MINUTES</u></p> <p style="text-align: center;">Positive Ageing Advisory Committee Meeting Friday 28 August 2020 - 9.30am to 10.30am Online Zoom Meeting</p> 	
Committee Members:	Cr Margot Smith, Magdalena Wheatland (Acting Chair), Keith Perkin (Deputy Vice Chair), Jenny Mathison, Gary Allen, Sue Cole, Elizabeth Bills, Kristin McDonald, Pam Aylward, Jill Moodie (Manager Community Strengthening), Carolyn Trowell (Positive Ageing Coordinator) and Nicole Langtip (Facilitator).
Non-Committee Members:	Jennine Templar (Minute Taker).
Apologies:	Brian Butterworth, Lyn Batson and Alicia Hooper (Social Planning and Recover Advisor).
Meeting Objectives:	1. COVID-19 Update - Council Update. 2. Reform Readiness Project Update. 3. Community Activation and Social Inclusion Program.

Topic	Details Discussed	Points of Discussion	Further Action Follow Up – Required
1. Welcome.	Welcome and apologies.	All attendees were warmly welcomed by Magdalena and apologies noted.	
2. Business Arising.	Actions from last meeting.	<p>The Positive Ageing consumer newsletter was mailed out in July, together with a flyer including information on accessing the Social Impact Community Survey.</p> <p>Council website (COVID-19) was updated to accommodate application for Disabled Parking Permit.</p>	
3. Surf Coast Shire.	COVID-19 update. Council update - Council elections.	<p>On-going discussions with Victoria Police has helped our community to understand the restrictions and stay safe. There have been some concerns about people gathering in parks and lockdown fatigue. On Saturday 29 August, expecting a lovely day with 20-degree sunshine. Possible assistance from the ADF (Australian Defence Force). Ranger Services will have an extra ranger on duty to monitor infringements and possibly scheduling extra rubbish collections. GORCC (Great Ocean Road Coast Committee) will be doing extra waste collections. As usual any concerns about breaches of restrictions will be directed to Victoria Police via 131 444.</p> <p>Council 'Election Day' is Saturday 24 October 2020 (elections will be by postal vote). The Election Period (Caretaker) will run from 22 September to 24 October 2020 with special restrictions that apply during this time.</p>	

9.1 Advisory Committee Minutes

<p>3. Surf Coast Shire. (Continued)</p>		<p>Key points relating to the Election Period are as follows:-</p> <ul style="list-style-type: none"> • There should be no events, promotions, grand openings or public consultation activities during the Election Period. • The Annual Report will be prepared and forwarded to the Minister during the Election Period, therefore information and stories will need to focus on Council's achievements and not seek to highlight individual Councillors. • All publications (including advertisements, public notices, newsletters, items posted on the website, media releases, leaflets and brochures) will be certified by the CEO as not containing electoral material or information likely to influence voters. • No major policy decisions can be made eg: large contracts. 	
<p>4. Reform Readiness Project Update.</p>	<p>Status report CHSP – Commonwealth Home Support Program Service Providers:</p> <ul style="list-style-type: none"> • Hesse Rural Health • Great Ocean Road Health • Mecwacare <p>Transitional progress</p> <ul style="list-style-type: none"> • Staff • Clients / community informed 	<p>At the Council meeting on 25 August 2020 Council received an update on the transition of service delivery to new service providers.</p> <p>The Commonwealth Department of Health have advised Council to commence the transitioning of the Commonwealth Home Support Program to three new service providers namely:-</p> <ol style="list-style-type: none"> 1. Hesse Rural Health Winchelsea District (including to Moriac and Bambra) 2. Great Ocean Road Health Lorne – Aireys – Deans Marsh 3. Mecwacare Torquay – Jan Juc – Bellbrae - Anglesea <p>Each client was sent a letter specifying their new service provider (relevant to their area) with a short blurb about the organisation. Planning for Council to be responsible for services until 30 September 2020. Key message document was sent to staff which outlines the consistent messages to our clients and community.</p> <p><u>Alliance</u> Council will lead an Alliance with the new providers and community health services beyond October 2020. The Alliance will meet regularly to ensure our community continues to receive quality services and to address any issues which may occur through the transition and beyond.</p> <p>Office based staff and Community Care Workers continue to be well supported with transitioning to new job opportunities. Celebrations for volunteers and Positive Ageing staff have been scheduled in September to formally thank everyone for their valuable contribution.</p>	<p>Nicole To disseminate to all committee members the generic letter sent to clients and key message document.</p>

9.1 Advisory Committee Minutes

5. Strategic Planning.	Age Friendly Strategic Plan 2020 – 2024 Council adoption. Where to from here?	At the Council meeting on 25 August 2020 Council adopted the Age Friendly Strategy 2020 – 2024. This outlines our path forward away from our historic service model in aged care to a role focusing more on co-ordination, support and community. Cr Margot Smith kindly complimented all committee members on several occasions during the Council meeting. The Strategy is located on Council's website page following the link below https://www.surfcoast.vic.gov.au/Community/Over-55s/Positive-Ageing/Positive-Ageing-Reform-Readiness-Plan Where to from here? Workshop projects (short term/long term) and priorities to be discussed at the next scheduled meeting.	Nicole To develop a proposal of how best to communicate "Age Friendly Strategic Plan" to the community (simple messaging, plain English). In the interim, committee members are encouraged to distribute the public document at their own discretion and refer any issues of concern (eg: misinformation regarding distinction between Home Care Packages and entry level care) to Jill.
6. Community Activation and Social Inclusion (CASI).	Community Connector Program.	"Phone in Service" for COVID-19 hotline remain busy in the Melbourne metropolitan areas but quieter in rural areas. Fire season planning will commence shortly.	
7. General Business.	Topics of interest discussed.	Pathway Strategy Gary Allen generously volunteered to represent the Positive Ageing Advisory Committee. Housing Report Surf Coast Shire is not part of the RCV (Rural Councils Victoria) and thus was not directly represented in the Housing Report prepared for Rural Councils Victoria. Council is part of many advocacy groups including MAV (Municipal Association Victoria) who were consulted. Magdalena raised concerns with not being part of RCV and was encouraged to forward these concerns to Council for consideration. Goodbye It's sad to say goodbye to Cr Margot Smith who is not standing in the next council elections. We wish her all the very best for the future. We have all benefited from her experience, level of expertise and passionate commitment to community. Cr Margot Smith reiterated her sincere gratitude for everyone's valuable guidance, time and support. Fantastic contribution to Reform Readiness Plan and Strategic Planning.	Nicole To invite consultant contracted to undertake Pathway Strategy to next meeting. Topics of interest to discuss include lack of seating in public areas.
8. Next Meeting.	Confirm next meeting date.	Next Positive Ageing Advisory Committee Zoom Meeting Date: Friday 16 October 2020. Time: 9.30am to 11.30am.	

9.2 Section 86 Committee Minutes

Author's Title: Governance Officer

General Manager: John Bertoldi

Department: Governance & Risk

File No: F18/221-2

Division: Governance & Infrastructure

Trim No: IC20/1189

Appendix:

1. Connewarre Reserve and Hall Committee of Management Minutes - 20 July 2020 (D20/132998)
2. Eastern Reserve Committee of Management Minutes – 27 July 2020 (D20/145189)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐ Yes

☒ No

☐ Yes

☒ No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to receive and note the minutes of the 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.

Recommendation

That Council receives and notes the following minutes of the Section 86 Committee meetings:

1. Connewarre Reserve and Hall Committee of Management – 20 July 2020
2. Eastern Reserve Committee of Management Minutes – 27 July 2020.

Council Resolution

MOVED Cr James McIntyre, Seconded Cr Margot Smith


That Council receives and notes the following minutes of the Section 86 Committee meetings:

1. Connewarre Reserve and Hall Committee of Management – 20 July 2020
2. Eastern Reserve Committee of Management Minutes – 27 July 2020.

CARRIED 9:0

9.2 Section 86 Committee Minutes

**APPENDIX 1 CONNEWARRE RESERVE AND HALL COMMITTEE OF MANAGEMENT MINUTES - 20
JULY 2020**

	<p>COMMITTEE: Connewarre Reserve & Hall COM PRESENT: A Reeve C Carroll G Elliot E Pritchett J Dans K Scanlon F Burchell APOLOGIES S Findlay (via email) E Fontain VISITORS:</p>	<p>Date 20/07/2020 TIME: 7pm VENUE: Connewarre Hall</p>
<p>Adoption of previous minutes</p>	<p>Moved J Danns 2nd K Scanlon Carried</p>	
<p>Conflict of Interest Declaration</p>	<p>Nil</p>	
<p>Business Arising from previous minutes</p>	<p>Nil</p>	
<p>Correspondence In</p>	<p>Origin Barwon Water All email notifications from the shire</p>	
<p>Correspondence Out</p>	<p>Nil</p>	
<p>Treasurers Report</p>	<p>Opening Balance \$14140.90 Expenses -Barwon Water \$394.69, Flowers \$49.00, GST Shire \$596.86, Hall Hire return \$154.00, Dishonoured Chq \$77.00 Total \$1271.55 Income- Interest- \$5.12, Hall Hire \$1875.00, Chq Reversal \$77.00 Total\$1957.12 Closing Balance \$4826.47 Term Deposit Rolled over at the Bendigo for 12 months \$20831.35 Moved C Carroll 2nd G Elliot</p>	
<p>Booking Officer Report</p>	<p>We have a new regular user Dance School Wed/Thurs The cleaner is coming in between user groups. Karate are worried cleaners are not doing their job properly. A new dance enquiry from a different group for a period of 3 weeks. Committee happy to give her the go ahead if she does the required cleaning. Committee has declined to allow casual parties during the current climate.</p>	

9.2 Section 86 Committee Minutes

<i>User Groups Report</i>	<p>CFA- The Brigade has not held any meetings and has been very quiet.</p> <p>Landcare-Allan gave the report on behalf of Landcare. We have received \$500 from Bunnings as a goodwill gesture for not being able to hold our sausage sizzle. With the money we will purchase sealant for the seats and 2 x wheelbarrows. The working bee was well attended and all works completed.</p> <p>Riding Club- No report given due to Ernie's Illness</p>
<i>Shire Report</i>	<ol style="list-style-type: none"> 1. Replacement of Fence Action- Works have commenced but not complete 2. New Bollard/ H Block fences Action – The COM to pay for bollards to prevent cars parking in tank area Bollards across to Riding Club fence with access for Water Board. Someone to show shire what is proposed so our team can consider the works 3. Pedestrian Entrance Signs Action-All signs have been installed and where applicable old signs removed. 4. Riding Club Signs Action- All signs have been installed and where applicable old ones removed. 5. Faulty Pedestrian Gate Action- Spring replaced 6. Second Car Park Sealing Action-This has been added to these type of projects across council facilities 7. Eastern Door Step. Action- Cost to be covered by COM 8. Gazebo/Shelter Action-COM to do homework and get quotes off companies and qualified tradespersons 9. Offloading of Horse Floats Action-Forwarded to Risk Management Dept 10. Stop Sign at Randles Rd Entrance Action- Shrubbery and trees trimmed to allow greater vision for cars exiting reserve 11. Hockey Field Action- COM require more information and would not like our current football or cricket ovals downsized.
<i>General Business</i>	<p>The COM is still unhappy with the outcome of the Stop sign at exit from the reserve onto Randles Road Large volumes of people use the reserve many without slowing when leaving!</p> <p>The walking track has a few low areas that require topping up especially the original track and areas near the skate park.</p> <p>Colleen to purchase and deliver some native flowers to Ernie (completed)</p> <p>We require urgently to have working sensor lights on the riding club side of the hall. It is very dark and dangerous for all users at night time.</p> <p>Man sitting in his car whilst dogs roam reserve. Both Emma and Riding Club have reported to the council.</p> <p>Cars parking at the front corner of the reserve on pedestrian path. Allan to speak to council re placing bollards, plants, no parking sign etc to stop this as well as blocking public access they are creating a mess.</p> <p>AGM due in Sept requires a date change as Karate use main part of hall every Tues so that we can maintain our social distance we need to change this date to either Mon 7th or Mon 14th of Sept depending on Council.</p>


9.2 Section 86 Committee Minutes

	Meeting Closed
<i>Notice of Motions to Council</i>	
<i>Next Meeting</i>	Meeting Closed at 7.59pm Next Meeting AGM to be notified

SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA/MINUTES TEMPLATE

9.2 Section 86 Committee Minutes

APPENDIX 2 EASTERN RESERVE COMMITTEE OF MANAGEMENT MINUTES – 27 JULY 2020

	<p>COMMITTEE: Stephen Leigh, Caroline Shelbourne, Campbell Brumby, Greg Leeson, . Cam McGregor, Martin Kavanagh,</p> <p>PRESENT: Steven Leigh, Cam McGregor; Greg Leeson; Campbell Brumby; Caroline Shelbourne</p> <p>APOLOGIES: Martin Kavanagh</p> <p>VISITORS:</p>	<p>DATE: 27/7/2020 TIME: 7.00pm VENUE: ZOOM MEETING</p>
<p>Adoption of previous minutes</p>	<p>Moved – Greg Leeson Seconded – Steven Leigh</p>	
<p>Conflict of Interest Declaration</p>	<p>None declared</p>	
<p>Business Arising from previous minutes</p>	<ul style="list-style-type: none"> • Steve Leigh has contacted Denise to discuss her withdrawal from committee to allow for new member/s. Denis has agreed to resign. • Engineering/Surveying/Soil Testing to commence 28-7-20 on 2nd oval • No official further word about Section 86 Committees. Apparently this is imminent. • Pine tree investigation is to be ongoing and overseen by SCS • Damage to netball rooms wall from signage to be rectified by local contractor. Cost to be forwarded to WFNC. Expected costs are \$1,750.00 approx. • Repairs to the compressor for the internal beer line have taken place at SCS cost. <p>Notice made that quarterly meetings have been organised moving forward with Surf Coast Shire Sport And Rec Department to assist in sharing info about current and upcoming projects. This months have been delayed due to Corona Virus awareness protocols. (UPDATE- This is to still occur when restrictions ease.)</p> <p>Booking contractor is on hold until confirmation of costs and existing customer schedule and SCS Usage rates organised. Ongoing (as per below).</p> <p>Discussion was had concerning SCS usage of the facility free of charge and ERCOM covering the costs of cleaning; wear/tear as well as potentially missing out on community rate payers usage due to booking conflict.</p>	

9.2 Section 86 Committee Minutes

	<p>Request made for this to be raised with newly appointed SCS representative Paul Elshaug. Recommended that we invite Paul to next meeting. (UPDATE – Awaiting restriction to ease)</p> <p>Other items to discuss with Paul Elshaug (SCS) are:</p> <ul style="list-style-type: none"> • Bookings Officer (and/or SCS officer – due to frequency of SCS usage of facility – cost sharing opportunities; • 24/7 Gymnasium update • Discuss the moving of defibrillator from inside to outside of Gym • Non smoking Venue Policy • Fair Play policy • Discussion of deed of delegation document and exactly where ERCOM is placed concerning items of expense into the future; <p>Discussion was had concerning inviting Rob Cameron/Jeremy Morris back to next ErRCOM meeting to discuss:</p> <ul style="list-style-type: none"> • New methodology of grant applications thru Bendigo Bank • Renew the sponsorship of Bendigo Bank Room. <p>(UPDATE) – This is still a requirement when restrictions ease.</p> <p>All agreed to revisit signage agreement for Eastern Reserve and discuss this with user groups to ensure compliance. Greg Leeson to manage this. ONGOING</p> <p>Request made to user groups on audit of what signs are valid and are not. ONGOING</p> <p>Request usergroups to remove non-compliant signs. ONGOING.</p>
GENERAL BUSINESS:	<p>Opened: 7.00pm Chaired: Steven Leigh</p> <p>ERCOM MINUTES</p> <p>Officebearers Report: Steve Leigh noted that ERCOM meetings to remain bi-monthly – or as reasonably possible with Covid19 restrictions. Covid-19 safety precautions are still in place. Following SCS guidelines.</p> <p>Bookings Manager Report (Temporarily Stephen/Greg) Bookings obviously completely stopped for a period of time during restrictions. Have proceeded now. Very quiet times. Majority of booking being Surfcoast Shire. Bookings software working well.</p> <p>Discussion was made concerning approaching other valuable committee members to fill vacant places. Stephen to run with this. Ongoing.</p> <ul style="list-style-type: none"> - 2nd Oval Update – Contractor selected to proceed with soil testing, surveying works. CardnoTGM. Preliminary works to begin on 28th July. Expected 4-6 weeks of

9.2 Section 86 Committee Minutes

	<p>works prior to delivery of results. SCS have agreed to partially fund works with ERCOM to contribute the rest.</p> <ul style="list-style-type: none"> - Gymnasium Update – There is a SCS proposed plan of mixed usage for the toilets that are currently used for ERCOM functions. Certificate of occupancy declares that a certain number of toilets are required for occupancy number. There is a fear that this may reduce the legal amount of occupants that can use the Hub. Currently gym user are using the Bendigo Bank room for exercises. No cleaning/setup expenses are charged. - A request from SCS concerning the requirement for signage. Does ERCOM want/need signage. Front gate signage/Different room signage; etc. - Section 86 Committee declaration has still not been clarified. Awaiting outcomes of setup. Suggestions made to have Paul Elshaug explain the outcome to ERCOM when the time is right. This also includes the deed of delegation. - ERCOM raised the notion of WFNC 2020 fees to be waived. Motioned: Greg Leeson Seconded: Caroline Shelbourne - Cricket Nets have been completed. ERCOM deposited \$5,963.00 into cricket club accounts as their contribution. - ERCOM raised the idea of developing a simple Facebook page to assist Greg/Steve with number of queries. Caroline and Cam to investigate this. The idea would be to have simple updates concerning booking page instructions; special occasions, function. Opening times; etc. - Suggestions to check on a few coding bugs in Skedda. Caroline to look into this. - Power/Water bills are still reaching ERCOM for the Hub for things like freezers; sensor lights; etc. Currently we have no income and not likely for anytime soon. Suggestions were made to reach out to SCS for assistance. - ERCOM noted we still have a requirement for 2 x new members. Not a lot of interest has been received unfortunately.
OHS	Nil
Correspondence In	Nil
Correspondence Out	Nil
Treasurers Report	Nil
Booking Officer Report	Caroline provided booking report (attached)
User Groups Report	None submitted
Shire Report	Nil
Next Meeting	<p>Meeting closed @ 8.20pm</p> <p>Next Meeting: Monday August 24th – 7.00 PM</p>

9.2 Section 86 Committee Minutes

SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA

9.3 Assemblies of Councillors

Author's Title: Governance Officer

General Manager: John Bertoldi

Department: Governance & Risk

File No: F18/221-2

Division: Governance & Infrastructure

Trim No: IC20/1175

Appendix:

1. Assembly of Councillors - COVID-19 Councillor Briefing – 18 August 2020 (D20/145377)
2. Assembly of Councillors - Councillor Briefing - 18 August 2020 (D20/145375)
3. Assembly of Councillors - Responsible Planning Authority Briefing – 25 August 2020 (D20/146975)
4. Assembly of Councillors - Councillor Briefing - 25 August 2020 (D20/149282)
5. Assembly of Councillors - COVID-19 Councillor Briefing – 1 September 2020 (D20/156985)
6. Assembly of Councillors - Councillor Briefings - 1 September 2020 (D20/156995)
7. Assembly of Councillors - COVID-19 Councillor Briefing – 8 September 2020 (D20/156990)
8. Assembly of Councillors - Councillor Briefings - 8 September 2020 (D20/157009)

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

Status:

Defined as confidential information in accordance
with Local Government Act 2020, Section 3(1):

☐

Yes

☒

No

Reason: Nil

Purpose

The purpose of this report is to receive and note the Assembly of Councillors records received since the previous Council Meeting.

Summary

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

Recommendation

That Council receives and notes the Assembly of Councillors records for the following meetings:

1. COVID-19 Councillor Briefing – 18 August 2020
2. Councillor Briefings – 18 August 2020
3. Responsible Planning and Authority Briefing – 25 August 2020
4. Councillor Briefings – 25 August 2020
5. COVID-19 Councillor Briefing – 1 September 2020
6. Councillor Briefings – 1 September 2020
7. COVID-19 Councillor Briefing – 8 September 2020
8. Councillor Briefings – 8 September 2020.

Council Resolution

MOVED Cr Martin Duke, Seconded Cr Tony Revell

That Council receives and notes the Assembly of Councillors records for the following meetings:

1. COVID-19 Councillor Briefing – 18 August 2020
2. Councillor Briefings – 18 August 2020
3. Responsible Planning and Authority Briefing – 25 August 2020
4. Councillor Briefings – 25 August 2020
5. COVID-19 Councillor Briefing – 1 September 2020
6. Councillor Briefings – 1 September 2020
7. COVID-19 Councillor Briefing – 8 September 2020
8. Councillor Briefings – 8 September 2020.

CARRIED 9:0

9.3 Assemblies of Councillors

APPENDIX 1 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING – 18 AUGUST 2020



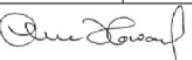
Assembly of Councillors Record

Description of Meeting: COVID-19 Councillor Briefing
Responsible Officer: Anne Howard – Acting Chief Executive Officer
Date: 18 August 2020
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Acting Chief Executive Officer – Anne Howard	✓
Cr. David Bell	✓	Acting General Manager Governance & Infrastructure – John Bertoldi	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Jocelyn Christensen (minutes)	✓
Cr. Brian McKitterick	X	Emergency Management (Fire) Coordinator - Peter Ashton	✓
Cr. Tony Revell	✓	Manager Community Relations - Damian Waight	✓
Cr. Margot Smith	✓	Manager Economic Development - Matt Taylor	✓
Cr. Heather Wellington	X		

MEETING COMMENCED	1:01pm	MEETING CONCLUDED	1:25pm
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Matters considered at the meeting
1. Emergency Management update
2. CEO update
3. Mayor update
4. Councillor questions and issues
5. COVID recovery grants update
6. Job Keeper Update
7. Working for Victoria update

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: 		Print Name: Anne Howard
Date: 18 August 2020		
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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- 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)].
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9.3 Assemblies of Councillors

APPENDIX 2 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFING - 18 AUGUST 2020



Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – Acting Chief Executive Officer
Date: 18 August 2020
In Attendance: Yes (✓) No (X)

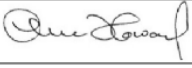
Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Acting Chief Executive Officer - Anne Howard	✓
Cr. David Bell	✓	Acting General Manager Governance & Infrastructure. John Bertoldi	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Jocelyn Christensen	✓
Cr. Brian McKitterick	X	Digital Transformation Program Manager - Stevan Muskett	✓
Cr. Tony Revell	✓	Acting Strategic Asset Manager - Tym Guthridge	✓
Cr. Margot Smith	✓	Coordinator Development Engineer - David Stacey	✓
Cr. Heather Wellington	X	Finance Manager - John Brockway	✓
		Coordinator Management Accounting - Gabby Spiller	
		Manager Planning and Development - Bill Cathcart	✓
		Coordinator Strategic Land Use Planning - Karen Hose	✓
		Principal Strategic Planner - Samantha Natt	✓
		Manager Recreation and Open Space Planning - Shaan Briggs	✓
		Coordinator Recreation Planning - Paul Elshaug	✓
		Manager Economic Development - Matt Taylor	✓
		Events Marketing Officer - Jodie Keating	✓
		Coordinator Events - Kate Patterson	✓

MEETING COMMENCED	1:59pm	MEETING RECESSED	3:27pm
MEETING COMMENCED	3:39pm	MEETING CONCLUDED	4:43pm

Matters considered at the meeting
1. Confirmation of Councillor Briefing Minutes
2. Conflicts of Interest
3. DT Strategy - Reflection and going forward
4. Adoption of Infrastructure Design Manual
5. 2019-20 Financial Results
6. Stage 2C of the Surf Coast Shire Heritage Study
7. Site Remediation Strategy - 50 Witcombe Street, Winchelsea
8. Events Brand Update
9. Anglesea Mountain Bike Trials Concept Plan
10. Surf Coast Aquatic & Health Centre – Funding Outcome
11. s6 Instrument of Delegation – P&E Act delegations changes
12. Environment & Development Monthly Report - July 2020
13. Place Naming - Lorne Industrial Estate Road
14. Winchelsea Health Club Extended Hours Project Update
15. Bi-Annual Customer Requests & Complaint Handling Report - January to June 2020
16. Blackspot Funding Opportunity
17. Other Business

9.3 Assemblies of Councillors



Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: 		Print Name: Anne Howard
Date: 18 August 2020		
To be completed on conclusion of session and provided to Governance Administration Officer.		

General Information:

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9.3 Assemblies of Councillors

**APPENDIX 3 ASSEMBLY OF COUNCILLORS - RESPONSIBLE PLANNING AUTHORITY
BRIEFING – 25 AUGUST 2020**




Assembly of Councillors Record

Description of Meeting: Responsible and Planning Authority Briefing
Responsible Officer: Ransce Salan – GM Environment and Development
Date: 25 August 2020
In Attendance (via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Acting Chief Executive Officer - Anne Howard	✓
Cr. David Bell	✓	Acting General Manager Governance & Infrastructure. John Bertoldi	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Jocelyn Christensen	✓
Cr. Brian McKitterick	X	Coordinator Strategic Land Use Planning - Karen Hose	✓
Cr. Tony Revell	✓	Principal Strategic Planner - Samantha Natt	✓
Cr. Margot Smith	✓	Manager Planning and Development - Bill Cathcart	✓
Cr. Heather Wellington	X	Coordinator Statutory Planning – David Simon	✓

MEETING COMMENCED	2:03pm	MEETING CONCLUDED	2:14pm
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Matters considered at the meeting
1. Conflicts of interest
2. Stage 2C of the Surf Coast Heritage Study

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
None		
Responsible Officer Signature:  Print Name: Ransce Salan		
Date: 25 August 2020		
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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9.3 Assemblies of Councillors

APPENDIX 4 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFING - 25 AUGUST 2020



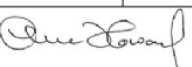
Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – Acting Chief Executive Officer
Date: 25 August 2020
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Acting Chief Executive Officer - Anne Howard	✓
Cr. David Bell	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓
Cr. Clive Goldsworthy	✓	Acting General Manager Governance & Infrastructure - John Bertoldi	✓
Cr. James McIntyre	✓	Governance Officer – Jocelyn Christensen	✓
Cr. Brian McKitterick	X	Finance Manager - John Brockway	✓
Cr. Tony Revell	✓	Digital Transformation Program Manager - Stevan Muskett	✓
Cr. Margot Smith	✓		
Cr. Heather Wellington	X		

MEETING COMMENCED	3:08pm	MEETING RECESSED	3:31pm
MEETING COMMENCED	3:32pm	MEETING CONCLUDED	3:38pm

Matters considered at the meeting
1. Conflicts of Interest
2. Monthly Finance Report - July 2020
3. Digital Transformation Program Update
4. Monthly Program Status Update - July 2020
5. Agenda Review - Council Meeting - 25 August 2020
6. Other Business

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: 		Print Name: Anne Howard
Date: 25 August 2020		
To be completed on conclusion of session and provided to Governance Administration Officer.		

General Information:

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9.3 Assemblies of Councillors

**APPENDIX 5 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING – 1
SEPTEMBER 2020**



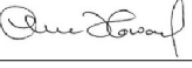
Assembly of Councillors Record

Description of Meeting: COVID-19 Councillor Briefing
Responsible Officer: Anne Howard – Acting Chief Executive Officer
Date: 1 September 2020
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Acting Chief Executive Officer – Anne Howard	✓
Cr. David Bell	✓	Acting General Manager Governance & Infrastructure – John Bertoldi	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Zoe Eastick (minutes)	✓
Cr. Brian McKitterick	X	Manager Economic Development - Matt Taylor	✓
Cr. Tony Revell	✓	Manager Community Relations - Damian Waight	✓
Cr. Margot Smith	✓	Coordinator Community Health & Development - Olivia Naughtin	✓
Cr. Heather Wellington	X	Manager Community Strengthening - Jill Moodie	✓
		Community Project Officer - Terri Hannan	✓
		Gretchen Gibson - Economic Recovery & Relief Officer: COVID-19	✓

MEETING COMMENCED	1:02pm	MEETING CONCLUDED	1:30pm
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Matters considered at the meeting
1. Emergency Management update
2. Mayor update
3. Councillor questions and issues
4. COVID recovery grants update
5. Financial support for users of Council facilities
6. Caretaker period – community meetings

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: 		Print Name: Anne Howard
Date: 1 September 2020		
To be completed on conclusion of session and provided to Governance Administration Officer.		

General Information:

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9.3 Assemblies of Councillors

**APPENDIX 6 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS - 1 SEPTEMBER
2020**



Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – Acting Chief Executive Officer
Date: 1 September 2020
In Attendance: Yes (✓) No (X)

Councillors		Officers		Externals	
Cr. Rose Hodge, Mayor	✓	Acting Chief Executive Officer - Anne Howard	✓	Ashley Pittard – Executive Officer - Barwon South West Waste and Resource Recovery Group	✓
Cr. David Bell	✓	General Manager Environment & Development - Ransce Salan	✓	Belinda Bennett – Manager Government Relations and Engagement - Barwon South West Waste and Resource Recovery Group	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Clive Goldsworthy	✓	Acting General Manager Governance & Infrastructure - John Bertoldi	✓		
Cr. James McIntyre	✓	Governance Officer – Zoe Eastick	✓		
Cr. Brian McKitterick	X	Coordinator Waste Management - Neil Brewster	✓		
Cr. Tony Revell	✓	Engineering Services Manager - Ian Stewart	✓		
Cr. Margot Smith	✓	Manager Planning and Development - Bill Cathcart	✓		
Cr. Heather Wellington	X	Manager Community Relations - Damian Waight	✓		
		Communications and Community Engagement - Rochelle Harding	✓		
		Community Engagement Facilitator - Rhiannon Tanner	✓		
		Coordinator Communications and Community Relations - Darryn Chiller	✓		

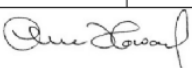
MEETING COMMENCED	1:31pm	MEETING ADJOURNED	2:02pm
MEETING COMMENCED	2:42pm	MEETING ADJOURNED	3:18pm
MEETING COMMENCED	4:01pm	MEETING CONCLUDED	5pm

Matters considered at the meeting
1. Confirmation of Councillor Briefing Minutes
2. Conflicts of Interest
3. External Presentation - Barwon South West Waste & Resource Recovery Group update
4. Planning Permit Application 19/0110 – 1440 Inverleigh - Winchelsea Road, Inverleigh – Use and Development for Intensive Animal Production (Sheep Production and Dairy)
5. Advocacy Priorities Update
6. Community Engagement Policy

9.3 Assemblies of Councillors



7. Council agenda - September Council Meeting
8. Membership of Peri Urban Group of Rural Councils
9. Review of SCS-024 Election Advertising Signs Policy
10. Australia Day Awards
11. Colac Otway Shire joining the Geelong Regional Library Corporation
12. Community Project Development - Quarterly Report (September 2020)
13. Horse Trails along Forest Road
14. Other Business

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature:  Print Name: Anne Howard		
Date: 1 September 2020		
To be completed on conclusion of session and provided to Governance Administration Officer.		

General Information:

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9.3 Assemblies of Councillors

**APPENDIX 7 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING – 8
SEPTEMBER 2020**



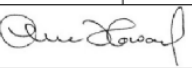
Assembly of Councillors Record

Description of Meeting: COVID-19 Councillor Briefing
Responsible Officer: Anne Howard – Acting Chief Executive Officer
Date: 8 September 2020
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Acting Chief Executive Officer – Anne Howard	✓
Cr. David Bell	✓	Acting General Manager Governance & Infrastructure – John Bertoldi	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Zoe Eastick (minutes)	✓
Cr. Brian McKitterick	X	Manager Community Relations - Damian Waight	✓
Cr. Tony Revell	✓	Emergency Management (Fire) Coordinator - Peter Ashton	✓
Cr. Margot Smith	✓	Economic Recovery & Relief Officer: COVID-19 - Gretchen Gibson	✓
Cr. Heather Wellington	X	Manager Economic Development - Matt Taylor	✓
		Community Project Officer - Terri Hannan	✓

MEETING COMMENCED	11:55am	MEETING CONCLUDED	12:33pm
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Matters considered at the meeting
1. Emergency Management update
2. CEO update
3. Mayor update
4. Councillor questions and issues
5. Service changes from 14 September
6. COVID recovery grants update
7. Credit/debit card data (locals and visitors) – impact of COVID-19
8. Great Ocean Road Regional Tourism update
9. Working for Victoria update

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature:  Print Name: Anne Howard		
Date: 8 September 2020		
To be completed on conclusion of session and provided to Governance Administration Officer.		

General Information:

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9.3 Assemblies of Councillors

**APPENDIX 8 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS - 8 SEPTEMBER
2020**



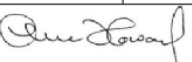
Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – Acting Chief Executive Officer
Date: 8 September 2020
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Acting Chief Executive Officer - Anne Howard	✓
Cr. David Bell	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓
Cr. Clive Goldsworthy	✓	Acting General Manager Governance & Infrastructure - John Bertoldi	✓
Cr. James McIntyre	✓	Governance Officer – Zoe Eastick	✓
Cr. Brian McKitterick	X	Engineering Services Manager - Ian Stewart	✓
Cr. Tony Revell	✓	Project Manager - Capital and Operational Projects - Lisa Robinson	✓
Cr. Margot Smith	✓	Coordinator Design and Traffic - Mark Gibbons	✓
Cr. Heather Wellington	X	Graduate Engineer - Zeke Malibiran	✓
		Digital Transformation Program Manager - Steve Muskett	✓
		Coordinator Community Health & Development - Olivia Naughtin	✓
		Manager Community Strengthening - Jill Moodie	✓
		Community Development Advisor - Anthea Whan	✓

MEETING COMMENCED	10:03am	MEETING ADJOURNED	11am
MEETING COMMENCED	11:17am	MEETING CONCLUDED	11:25am

Matters considered at the meeting
1. Confirmation of Councillor Briefing Minutes
2. Conflicts of Interest
3. Annual Road Management Update
4. Camp Road, Anglesea pathway construction
5. DT Strategy - Reflection and going forward
6. Living in Rural Areas Brochure
7. Former Winchelsea Shire Hall (FWSH) Lease Update
8. Other Business

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: 		Print Name: Anne Howard
Date: 8 September 2020		
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)].

10. NOTICE OF MOTIONS

Nil

11. CLOSED SECTION

Council Resolution

MOVED Cr David Bell, Seconded Cr Margot Smith

That Council, pursuant to section 66(1) and 66(2)(a) of the *Local Government Act 2020*, close the meeting to members of the public at 9:20pm to resolve on matters pertaining to items that deal with information that is confidential in accordance with section 3(1) of the Act, as follows:

- 11.1 Assemblies of Councillors** - confidential in accordance with section 3(1)(h), pertaining to confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).

CARRIED 9:0

Mayor Hodge acknowledged the meeting as the last of the term for this Council. The Mayor thanked her fellow Councillors and wished them well.

Close: There being no further items of business the meeting closed at 9:22pm.