

Minutes

Meeting of Council Tuesday, 23 June 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 23 JUNE 2020 COMMENCED AT 6.00PM

On 23 April 2020, the Victorian Parliament passed emergency COVID-19 legislation (*COVID-19 Omnibus* (*Emergency Measures*) *Act 2020*) enabling 'virtual' council meetings to be held between 1 May 2020 and 2 November 2020. All Councillors and Officers present at this Council Meeting attended through video conference (Zoom).

PRESENT:

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

In Attendance:

Chief Executive Officer - Keith Baillie

General Manager Governance & Infrastructure - Anne Howard

General Manager Culture & Community - Chris Pike

General Manager Environment & Development - Ransce Salan

Coordinator Governance - Julie Anderson

Governance Officer - Zoe Eastick

Governance Officer - Jocelyn Christensen

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 Martin Duke recited the pledge on behalf of all Councillors.

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

APOLOGIES:

Nil.

CONFIRMATION OF MINUTES:

Council Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr David Bell

That Council note the minutes of the Ordinary meeting of Council held on 26 May 2020, and the Special meeting of Council held on 16 June 2020, as correct records of the meetings.

CARRIED 9:0

LEAVE OF ABSENCE REQUESTS:

Nil.

CONFLICTS OF INTEREST:

None declared.

PRESENTATIONS:

Cr Heather Wellington acknowledged Ernie Fontaine for his contribution as a long time serving Connewarre committee member.

PUBLIC QUESTION TIME:

Due to the meeting being held virtually, public questions were submitted in advance and were read out and answered by the Chief Executive Officer.

Question 1 and 2 received from Marian St Quentin

Question 1: Upgrade to Coombes Road

Is it Councils intention to complete Coombes Road as the condition of the road is appalling with many more houses being built with no proper pedestrian walk paths and bike lanes?

Keith Baillie – Chief Executive Officer responded:

Council intends to upgrade Coombes Road, from Ghazeepore Road through to the Surf Coast Highway, to a standard that is more consistent with the recently works between Anglesea Road and Ghazeepore Road. This will include reconstructing the existing pavement as well as widening and sealing shoulders. This will be staged over the years. This will be funded through a combination of Council's Asset Renewal Allocation and funds from the Torquay Jan Juc Developer Contribution Plan.

While the wider sealed shoulders will help many cyclists, there is no plans for pathways at this time to build pathways along Coombes Road.

Question 2: Wildlife Signage

When are Beware of Kangaroos/Wildlife signs to be erected as we have many kangaroos residing in their natural habitat in bush land near Brumby Drive and nothing has been done to warn motorists traveling along Messmate, Coombes and Grossman Rds and surrounds?

Keith Baillie – Chief Executive Officer responded:

I understand that Marian has already contacted Council which we thank you for and is great and has been advised that Council's Engineering and Environment teams will work together to assess if additional Kangaroo warning signs are required and where they may be located for best effect. One matter that is important is having information about animal crossing points and locations where accidents are occurring. We would welcome any feedback that residents may have around particular locations of concern to help inform our review.

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1. PETITIONS & JOINT LETTERS

Nil

2. RESPONSIBLE & PLANNING AUTHORITIES

2.1 Planning Permit Application 18/0508 - Use of the land for place of assembly, restaurant and informal outdoor recreation; construction of buildings and works; business identification signs; reduction of standard car parking requirements; alteration of access to a road in Road Zone Category 1 and removal of native vegetation

Author's Title:	Principal Statutory Planner	General Manager:	Ransce Salan	
Department:	Statutory Planning	File No:	18/0508	
Division:	Environment & Development	Trim No:	IC20/715	
Appendix:				
Nil				
Officer Direct o	r Indirect Conflict of Interest:	Status:		
In accordance w Section 80C:	rith Local Government Act 1989 –	Defined as confidential information in accordance with Local Government Act 2020, Section 3(1):		
Yes	⊠ No	☐ Yes ⊠ I	No	
Reason: Nil		Reason: Nil		

Purpose

The purpose of this report is to determine a position on Planning Permit Application 18/0508.

Summary

3/12/2018			
130880, 131180, 131440, 133760, 133770, 133790			
3-9 & 15 Ocean Road South, Part Of 45 Ocean Road South &			
Part Of 137 Mountjoy Parade, Lorne			
Great Ocean Road Coast Committee (GORCC)			
Use of the land for place of assembly (Lorne Aquatic and Angling Club), restaurant and informal outdoor recreation; construction of buildings and works; business identification signs; reduction of standard car parking requirements; alteration of access to a road in Road Zone Category 1 and removal of native vegetation			
Public Park and Recreation Zone (PPRZ) and Public Conservation and Resource Zone (PCRZ)			
Bushfire Management			
PPRZ 36.02-1 Use of land for restaurant and place of assembly 36.02-2 Construct a building and construct or carry out works PCRZ 36.03-1 Use of land for informal outdoor recreation 36.03-2 Construct a building and construct or carry out works BMO 44.06-2 Construct a building and construct or carry out works associated with place of assembly, retail premises and leisure and recreation Advertising signs 52.05-2 Construct or put up for display business identification signs Car parking 52.06-3 Reduce the number of car parking spaces required by clause 52.06-5 Native vegetation 52.17-1 Remove, destroy or lop native vegetation Land adjacent to a Road Zone Category 1 52.29-2 Alter access to a road in a Road Zone Category 1			
N/A			

CURRENT USE/ DEVELOPMENT	Restaurant (Pier Restaurant), Place of Assembly (Lorne Aquatic and Angling Club), disused fisherman's co-op, Lorne pier, public toilets and picnic facilities and car parking	
CULTURAL HERITAGE	Required	
MANAGEMENT PLAN		
OBJECTIONS	14	
STATUTORY DAYS	7 on 23 June 2020	

Recommendation

That Council having caused notice of Planning Application No. 18/0508 to be given under Section 52 of the *Planning and Environment Act 1987* and/or the Surf Coast Planning Scheme; and having considered all the matters required under Section 60 of *the Planning and Environment Act 1987* decides to Grant a Permit under the Surf Coast Planning Scheme and issue a notice of the decision to grant a permit to the applicant and each person who objected, in respect of the land known and described as Crown Allotment 14 and 15 Section 5, Crown Allotment 2027, Part Crown Allotment 16 Section 5 and Part Crown Allotments 26B and 2004 all of the Township of Lorne, Parish of Lorne commonly known as **3-9 & 15 Ocean Road South, Part Of 45 Ocean Road South & Part Of 137 Mountjoy Parade, Lorne** for the **Use of the land for place of assembly (Lorne Aquatic and Angling Club), restaurant and informal outdoor recreation; construction of buildings and works; business identification signs; reduction of standard car parking requirements; alteration of access to a road in Road Zone Category 1 and removal of native vegetation** in accordance with the plans received by the Responsible Authority 16/06/2020, subject to the following conditions:

Amended Plans

- 1. Before the development starts and in conjunction with the submission of plans required by Condition 41, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted to the responsible authority on 16 June 2020 but modified to show:
 - a) Constructed car parking for 75 cars and 4 long vehicle parks
 - b) The car parking spaces and associated accessways south of the existing public toilet building to be sealed or other suitably durable surface
 - c) Delete the Entry Marker & Site Signage from plan 01 Site Context Proposed Site & Landscape Plan
 - d) Detailed lighting design. Lighting is to be unobtrusive in design and intensity
 - e) A detailed schedule of external materials, finishes and colours of all proposed buildings. The external appearance must be generally in accordance with that shown in the application plans.
 - f) Details of the retaining wall required to be constructed by the approved Cultural Heritage Management Plan for the site
 - g) Details of boat washing and fish cleaning facilities not included within a building

Endorsed plans

2. The development and use as shown on the endorsed plans must not be altered without the written consent of the responsible authority.

Landscape Plans

- 3. Before the development starts, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority after consulting with the Country Fire Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The landscaping plan must show:
 - a) Details of surface finishes of pathways and driveways
 - A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant
 - c) Existing vegetation to be retained and removed
 - d) Landscaping of areas disturbed during construction
 - e) Plant species selection and siting which complies with defendable space requirements of the endorsed Bushfire Management Plan and considers the site as a potential Neighbourhood Safer Place including the Neighbourhood Safer Place Bushfire Place of Last Resort Assessment Guidelines (CFA, June 2016)
 - f) Measures to prevent encroachment of the upper lookout access path by vehicles using the overflow parking area
 - g) New planting within the overflow parking area located to maximise the area available

for vehicle parking

All species selected must be to the satisfaction of the responsible authority. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.

Stormwater Management Plan

- 4. Before the development starts, a stormwater management plan (SWMP) to the satisfaction of the Responsible Authority must be submitted to and approved by the responsible authority. The stormwater system should be designed to:
 - a) Meet the current best practice performance objectives for stormwater quality as contained in the Urban Stormwater Best Practice Environmental Management Guidelines (Victorian Stormwater Committee, 1999)
 - Contribute to cooling, improving local habitat and providing attractive and enjoyable spaces.

When approved, the plan will be endorsed and will then form part of this permit.

Construction Management Plan

- 5. Before the development starts, a construction management plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. The construction management plan must describe how the site will be managed prior to and during the construction period and set out requirements for managing:
 - a) Erosion and sediment
 - b) Stormwater
 - c) Litter, concrete and other construction wastes
 - d) Chemical contamination
 - e) Construction vehicles arriving at, queuing, and departing from the land
 - f) Private vehicles of workers/ tradespersons
 - g) Noise
 - h) Dust
 - i) Public access

When approved, the plan will be endorsed and will then form part of this permit.

Parking Management Plan

- 6. Before the development starts, a Parking Management Plan to the satisfaction of the responsible authority must be submitted to an approved by the responsible authority. When approved the plan will be part of the documents endorsed as part of this planning permit. The plan must:
 - a) Document the management of the overflow parking area, including the trigger points for making the area available, how this will be managed and who will be responsible
 - b) Identify preferred location/s for staff parking
 - c) Include measures to encourage non-car based travel to and from the site

The Parking Management Plan must be implemented to the satisfaction of the Responsible Authority.

Waste Management

- 7. In conjunction with the submission of plans in accordance with Condition 1, a Waste Management Plan prepared by a suitably qualified consultant, must be submitted to the satisfaction of the Responsible Authority. The amended Waste Management Plan must:
 - a) Estimate waste generation volumes from each use
 - b) Waste storage requirements
 - c) Collection regime
 - d) Assess the movement of bins from storage location to collection point for safety and convenience and make recommendations as necessary

The requirements and outcomes of the amended Waste Management Plan must be demonstrated on the plans and elevations submitted for endorsement.

Once submitted to and approved by the Responsible Authority, the Waste Management Plan must form part of the documents endorsed as part of this planning permit.

The requirements of the Waste Management Plan must be implemented by the building manager, owners and occupiers of the site for the duration of the building's operation in accordance with this permit, to the satisfaction of the Responsible Authority.

Car parking

- 8. A minimum of 75 constructed car spaces must at all times be provided on the subject site and made available for the use by staff and patrons of the use to the satisfaction of the Responsible Authority, unless agreement is reached with the Responsible Authority for alterative provision of these spaces. The number, design, layout and construction of the spaces must be to the satisfaction of the Responsible Authority. Unconstructed overflow car parking in the area shown on the endorsed plans must also be maintained and made available in accordance with the approved parking management plan.
- 9. Before the use starts, the area set aside for constructed car parking and associated accessways as shown on the endorsed plans must be constructed in accordance with the endorsed plans and must be, to the satisfaction of the responsible authority:
 - a) Properly formed to such levels that they can be used in accordance with the plans
 - b) Drained
 - c) Marked to indicate each car space and all accessways
 - d) Clearly marked or signed to show the direction of traffic along accessways and driveways

Amenity

- 10. Before the occupation of the approved buildings, odour filters must be installed to any kitchen area the satisfaction of the responsible authority and thereafter maintained to control cooking odours, fumes and smoke so as to prevent the emission of odours outside the premises to the satisfaction of the responsible authority.
- 11. Music noise levels from the premises must comply with the requirements of the State Environment Protection Policies (Control of Music Noise from Public Premises) No. N-2. Live music entertainment must not be provided.
- 12. Noise emissions from the premises must comply with Noise from Industry in Regional Victoria (EPA Publication 1411) to the satisfaction of the responsible authority.
- 13. No sound amplification equipment or loud speakers shall be used for the purpose of announcements, broadcasts, playing of music (whether recorded or otherwise) or similar purposes external to the building.
- 14. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the responsible authority.
- 15. Odours offensive to the senses of human beings must not be discharged or emitted beyond the boundaries of the premises.
- 16. Nuisance dust and/ or nuisance airborne particles must not be discharged or emitted beyond the boundaries of the premises.
- 17. All bins and receptacles shall be maintained in a clean and tidy condition and free from offensive odour.

Completion of development

18. Before the use of the land commences the development including car parking, stormwater management facilities and landscaping must be completed in accordance with the endorsed plans to the satisfaction of the responsible authority.

Landscaping

19. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.

Native vegetation

- 20. Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.
- 21. To offset the removal of 0.123 hectares of native vegetation, the permit holder must secure a native vegetation offset, in accordance with the 'Guidelines for the removal, destruction or lopping of native vegetation' (DELWP 2017) as specified below:
 - a) A general offset of 0.059 General Habitat Units with the following attributes:

- 2.1 Planning Permit Application 18/0508 Use of the land for place of assembly, restaurant and informal outdoor recreation; construction of buildings and works; business identification signs; reduction of standard car parking requirements; alteration of access to a road in Road Zone Category 1 and removal of native vegetation
 - i. Be located within the Corangamite Catchment Management Authority boundary or Surf Coast Shire municipality, and
 - ii. Have a strategic biodiversity score of at least 0.216
 - 22. Before any native vegetation is removed, evidence that the required offset for the project has been secured must be provided to the satisfaction of responsible authority. The offset evidence can be:
 - a) a security agreement signed by both parties, to the required standard, for the offset site or sites, including a 10 year offset management plan; and/or
 - b) an allocated credit extract from the Native Vegetation Credit Register.
 - 23. A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence by the responsible authority, a copy of the endorsed offset evidence must be provided to the Department of Environment, Land, Water and Planning.
 - 24. In the event that a security agreement is entered into as per condition 3, the applicant must provide the annual offset site condition report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.
 - 25. Unless otherwise agreed in writing by the Country Fire Authority and the Department of Environment, Land, Water and Planning, offsets must not be located within the 150 metre BMO assessment area in accordance with the Planning for Bushfire Victoria, Guidelines for Meeting (CFA 2012).
 - 26. Before the vegetation removal starts, the boundaries of all vegetation to be removed and retained must be clearly marked on the ground with tape or temporary fencing to the satisfaction of the responsible authority.
 - 27. There must be no temporary or permanent storage of any materials, vehicles or equipment within areas of native vegetation identified to be retained. All storage sites must be restricted to existing cleared areas, and must not adversely impact upon native vegetation, including the root zones of existing trees. Such sites must not be located on or near erodible surfaces, surface water runoff areas or areas infested with weeds.

Storage

28. No goods may be stored or left exposed outside a building so as to be visible from any public land.

Bushfire management

29. The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defendable space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

Use - Place of assembly (Lorne Aquatic and Angling Club)

- 30. Except with the further written approval of the responsible authority, the place of assembly may only be occupied by the Lorne Aquatic and Angling Club.
- 31. The place of assembly may only operate between the following hours:
 - a) Monday to Saturday 12:00noon to 10:00pm
 - b) Sunday 11:30am and 8:00 pm
- 32. The maximum number of patrons permitted in the place of assembly (indoors and outdoors) is 200
- 33. The place of assembly must not be used for private functions or events, other than functions or events conducted by the Lorne Aquatic and Angling Club or an event that has been authorised by the public land manager.
- 34. The place of assembly must not be used for gaming.

Use - Restaurant

- 35. The restaurant may only operate between the hours of 7:00am and 11:00pm.
- 36. The maximum number of patrons permitted in the restaurant (indoors and outdoors) is 160.
- 37. The restaurant must not be used for private functions, except where the serving and consumption of meals prepared on the premises remains the predominant activity.

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- 2.1 Planning Permit Application 18/0508 Use of the land for place of assembly, restaurant and informal outdoor recreation; construction of buildings and works; business identification signs; reduction of standard car parking requirements; alteration of access to a road in Road Zone Category 1 and removal of native vegetation
 - 38. Tables and chairs must be placed in position on the premises so as to be available for at least 75% of the patrons attending the premises at any one time.

Advertising signs

- 39. Before a sign is displayed, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - a) The dimensions, materials, colours and content of the sign.
- 40. The location and details of a sign, as shown on the endorsed plans must not be altered without the written consent of the responsible authority.
- 41. A sign must not be illuminated by external or internal lights.
- 42. A sign must be constructed and maintained to the satisfaction of the responsible authority.
- 43. The approval granted by this permit for the display of a sign will expire when the land ceases to be used for the purpose which the sign advertises.

CFA required conditions

Bushfire Management Plan

44. The Bushfire Management Plan (BMP) prepared by Regional Planning and Design Pty Ltd, Figure 12 of the Bushfire Management Statement, dated July 2018 and submitted to CFA with the application must be amended to show 10,000lt of water supply with compliant access to the outlet for both the Beacon building and the Angling Club. Once amended the BMP must be endorsed to form part of the permit and must not be altered unless otherwise agreed in writing by the CFA and the Responsible Authority.

Bushfire Emergency Plan

- 45. Before the development is occupied or the use commences, a bushfire emergency plan (BEP) must be developed for the site in consultation with the Municipal Fire Management Planning Committee which is to the satisfaction of the responsible authority and CFA must be submitted to and approved by the responsible authority upon the advice of CFA. When approved, the plan will be endorsed and will then form part of the permit. The use must at all times be conducted in accordance with the endorsed plan. The BEP must clearly describe the proposed emergency management arrangements across the site including for individual buildings and occupancies; and should address the following matters:
 - a) Premises details
 - Describe property and business details.
 - Identify the purpose of the BEP stating that the plan outlines procedures for managing the site in the event of fire.
 - b) Review of the BEP
 - Outline that the plan must be reviewed and updated annually prior to the commencement of the declared Fire Danger Period.
 - Include a Version Control Table.
 - c) Roles & Responsibilities
 - Detail the responsibilities for implementing emergency procedures in the event of a fire for the whole site and the individual buildings.
 - d) Emergency contact details
 - Outline organisation/ position/contact details for emergency services personnel
 - e) Detail procedures for monitoring and responding to fire
 - f) Detail trigger points and actions that include consideration of:
 - iii. Actions prior to the Fire Danger Period
 - Describe on-site training sessions and fire equipment checks.
 - Identify maintenance of bushfire protection measures such as vegetation management (including implementation of protection measures required by any endorsed Bushfire Management Plan).
 - Closure of site or individual building and occupancies
 - iv. Evacuation of the site or of individual buildings and occupancies
 - v. Sheltering on site or in individual buildings and occupancies

Amended Plans

- 46. Before the development starts, amended plans to the satisfaction of the responsible authority and the CFA must be submitted to and approved by the responsible authority on the advice of the CFA. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application prepared by Searle Waldron Architecture Issue 2 dated 14/02/2019 but modified to show:
 - a) The entire boardwalk subfloor including supports, framing and decking materials to be of non-combustible materials or suitable composite timber.
 - b) External cladding materials for the Beacon building and Angling building to be noncombustible or other material to the satisfaction of CFA.
 - c) For the Beacon building and Angling building, a minimum 400mm chamfered and non-combustible plinth is to be located at the base of any fixed glazing, timber cladding and timber battens.
 - For the Beacon building and Angling building all fascia's and edge beams to be noncombustible materials.
 - e) The Beacon building exposed external ceiling to be of non-combustible materials or bushfire resistant timber as outlined in Appendix F of AS3959-2018.
 - f) The Beacon building to have a minimum 400mm high non-combustible material located at the base of the skylight where immediately above a horizontal roof or surface.
 - g) The entire lookout subfloor including supports, framing plus decking materials and stairs to be of non-combustible materials.
 - h) The Angling building external area subfloor, including supports, framing and decking materials to be of non-combustible materials.
 - i) The Beacon building and Angling building to have aluminium framed glazing.

VicRoads required condition

47. Driveway and access point to the Great Ocean Road must be maintained in a fit and proper state so as not to compromise the ability of vehicles to enter and exit the site in a safe manner or compromise operational efficiency of the road or public safety.

Expiry

- 48. This permit will expire if one of the following circumstances applies:
 - a) The development is not started within two years of the date of this permit
 - b) The development is not completed within four years of the date of this permit
 - c) The use is not started within two years of the date of this permit
 - d) The use is discontinued for a period of two years.

The Responsible Authority may extend the periods referred to if a request is made in writing in accordance with Section 69 of the Planning and Environment Act 1987.

Council Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr David Bell

That Council having caused notice of Planning Application No. 18/0508 to be given under Section 52 of the *Planning and Environment Act 1987* and/or the Surf Coast Planning Scheme; and having considered all the matters required under Section 60 of *the Planning and Environment Act 1987* decides to Grant a Permit under the Surf Coast Planning Scheme and issue a notice of the decision to grant a permit to the applicant and each person who objected, in respect of the land known and described as Crown Allotment 14 and 15 Section 5, Crown Allotment 2027, Part Crown Allotment 16 Section 5 and Part Crown Allotments 26B and 2004 all of the Township of Lorne, Parish of Lorne commonly known as 3-9 & 15 Ocean Road South, Part Of 45 Ocean Road South & Part Of 137 Mountjoy Parade, Lorne for the Use of the land for place of assembly (Lorne Aquatic and Angling Club), restaurant and informal outdoor recreation; construction of buildings and works; business identification signs; reduction of standard car parking requirements; alteration of access to a road in Road Zone Category 1 and removal of native vegetation in accordance with the plans received by the Responsible Authority 16/06/2020, subject to the following conditions:

Amended Plans

- 1. Before the development starts and in conjunction with the submission of plans required by Condition 41, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted to the responsible authority on 16 June 2020 but modified to show:
 - a) Constructed car parking for 75 cars and 4 long vehicle parks
 - b) The car parking spaces and associated accessways south of the existing public toilet building to be sealed or other suitably durable surface
 - Delete the Entry Marker & Site Signage from plan 01 Site Context Proposed Site & Landscape Plan
 - d) Detailed lighting design. Lighting is to be unobtrusive in design and intensity
 - e) A detailed schedule of external materials, finishes and colours of all proposed buildings. The external appearance must be generally in accordance with that shown in the application plans.
 - f) Details of the retaining wall required to be constructed by the approved Cultural Heritage Management Plan for the site
 - g) Details of boat washing and fish cleaning facilities not included within a building

Endorsed plans

2. The development and use as shown on the endorsed plans must not be altered without the written consent of the responsible authority.

Landscape Plans

- 3. Before the development starts, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority after consulting with the Country Fire Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The landscaping plan must show:
 - a) Details of surface finishes of pathways and driveways
 - b) A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant
 - c) Existing vegetation to be retained and removed
 - d) Landscaping of areas disturbed during construction
 - e) Plant species selection and siting which complies with defendable space requirements of the endorsed Bushfire Management Plan and considers the site as a potential Neighbourhood Safer Place including the Neighbourhood Safer Place Bushfire Place of Last Resort Assessment Guidelines (CFA, June 2016)
 - f) Measures to prevent encroachment of the upper lookout access path by vehicles using the overflow parking area

- 2.1 Planning Permit Application 18/0508 Use of the land for place of assembly, restaurant and informal outdoor recreation; construction of buildings and works; business identification signs; reduction of standard car parking requirements; alteration of access to a road in Road Zone Category 1 and removal of native vegetation
 - g) New planting within the overflow parking area located to maximise the area available for vehicle parking

All species selected must be to the satisfaction of the responsible authority. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.

Stormwater Management Plan

- 4. Before the development starts, a stormwater management plan (SWMP) to the satisfaction of the Responsible Authority must be submitted to and approved by the responsible authority. The stormwater system should be designed to:
 - a) Meet the current best practice performance objectives for stormwater quality as contained in the Urban Stormwater Best Practice Environmental Management Guidelines (Victorian Stormwater Committee, 1999)
 - b) Contribute to cooling, improving local habitat and providing attractive and enjoyable spaces.

When approved, the plan will be endorsed and will then form part of this permit.

Construction Management Plan

- 5. Before the development starts, a construction management plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. The construction management plan must describe how the site will be managed prior to and during the construction period and set out requirements for managing:
 - a) Erosion and sediment
 - b) Stormwater
 - c) Litter, concrete and other construction wastes
 - d) Chemical contamination
 - e) Construction vehicles arriving at, queuing, and departing from the land
 - f) Private vehicles of workers/ tradespersons
 - g) Noise
 - h) Dust
 - Public access

When approved, the plan will be endorsed and will then form part of this permit.

Parking Management Plan

- 6. Before the development starts, a Parking Management Plan to the satisfaction of the responsible authority must be submitted to an approved by the responsible authority. When approved the plan will be part of the documents endorsed as part of this planning permit. The plan must:
 - a) Document the management of the overflow parking area, including the trigger points for making the area available, how this will be managed and who will be responsible
 - b) Identify preferred location/s for staff parking
 - c) Include measures to encourage non-car based travel to and from the site

The Parking Management Plan must be implemented to the satisfaction of the Responsible Authority.

Waste Management

- 7. In conjunction with the submission of plans in accordance with Condition 1, a Waste Management Plan prepared by a suitably qualified consultant, must be submitted to the satisfaction of the Responsible Authority. The amended Waste Management Plan must:
 - a) Estimate waste generation volumes from each use
 - b) Waste storage requirements
 - c) Collection regime
 - d) Assess the movement of bins from storage location to collection point for safety and convenience and make recommendations as necessary

The requirements and outcomes of the amended Waste Management Plan must be demonstrated on the plans and elevations submitted for endorsement.

Once submitted to and approved by the Responsible Authority, the Waste Management Plan must form part of the documents endorsed as part of this planning permit.

The requirements of the Waste Management Plan must be implemented by the building manager, owners and occupiers of the site for the duration of the building's operation in accordance with this permit, to the satisfaction of the Responsible Authority.

Car parking

- 8. A minimum of 75 constructed car spaces must at all times be provided on the subject site and made available for the use by staff and patrons of the use to the satisfaction of the Responsible Authority, unless agreement is reached with the Responsible Authority for alterative provision of these spaces. The number, design, layout and construction of the spaces must be to the satisfaction of the Responsible Authority. Unconstructed overflow car parking in the area shown on the endorsed plans must also be maintained and made available in accordance with the approved parking management plan.
- 9. Before the use starts, the area set aside for constructed car parking and associated accessways as shown on the endorsed plans must be constructed in accordance with the endorsed plans and must be, to the satisfaction of the responsible authority:
 - a) Properly formed to such levels that they can be used in accordance with the plans
 - b) Drained
 - c) Marked to indicate each car space and all accessways
 - d) Clearly marked or signed to show the direction of traffic along accessways and driveways

Amenity

- 10. Before the occupation of the approved buildings, odour filters must be installed to any kitchen area the satisfaction of the responsible authority and thereafter maintained to control cooking odours, fumes and smoke so as to prevent the emission of odours outside the premises to the satisfaction of the responsible authority.
- 11. Music noise levels from the premises must comply with the requirements of the State Environment Protection Policies (Control of Music Noise from Public Premises) No. N-2. Live music entertainment must not be provided.
- 12. Noise emissions from the premises must comply with Noise from Industry in Regional Victoria (EPA Publication 1411) to the satisfaction of the responsible authority.
- 13. No sound amplification equipment or loud speakers shall be used for the purpose of playing of music or broadcasts external to the building unless the prior written consent is obtained from the responsible authority for a specific occasion.
- 14. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the responsible authority.
- 15. Odours offensive to the senses of human beings must not be discharged or emitted beyond the boundaries of the premises.
- 16. Nuisance dust and/ or nuisance airborne particles must not be discharged or emitted beyond the boundaries of the premises.
- 17. All bins and receptacles shall be maintained in a clean and tidy condition and free from offensive odour.

Completion of development

18. Before the use of the land commences the development including car parking, stormwater management facilities and landscaping must be completed in accordance with the endorsed plans to the satisfaction of the responsible authority.

Landscaping

19. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.

Native vegetation

- 20. Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.
- 21. To offset the removal of 0.123 hectares of native vegetation, the permit holder must secure a native vegetation offset, in accordance with the 'Guidelines for the removal, destruction or lopping of native vegetation' (DELWP 2017) as specified below:

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 - a) A general offset of 0.059 General Habitat Units with the following attributes:
 - Be located within the Corangamite Catchment Management Authority boundary or Surf Coast Shire municipality, and
 - Have a strategic biodiversity score of at least 0.216
 - 22. Before any native vegetation is removed, evidence that the required offset for the project has been secured must be provided to the satisfaction of responsible authority. The offset evidence can be:
 - a) a security agreement signed by both parties, to the required standard, for the offset site or sites, including a 10 year offset management plan; and/or
 - b) an allocated credit extract from the Native Vegetation Credit Register.
 - 23. A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence by the responsible authority, a copy of the endorsed offset evidence must be provided to the Department of Environment, Land, Water and Planning.
 - 24. In the event that a security agreement is entered into as per condition 3, the applicant must provide the annual offset site condition report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.
 - 25. Unless otherwise agreed in writing by the Country Fire Authority and the Department of Environment, Land, Water and Planning, offsets must not be located within the 150 metre BMO assessment area in accordance with the Planning for Bushfire Victoria, Guidelines for Meeting (CFA 2012).
 - 26. Before the vegetation removal starts, the boundaries of all vegetation to be removed and retained must be clearly marked on the ground with tape or temporary fencing to the satisfaction of the responsible authority.
 - 27. There must be no temporary or permanent storage of any materials, vehicles or equipment within areas of native vegetation identified to be retained. All storage sites must be restricted to existing cleared areas, and must not adversely impact upon native vegetation, including the root zones of existing trees. Such sites must not be located on or near erodible surfaces, surface water runoff areas or areas infested with weeds.

Storage

28. No goods may be stored or left exposed outside a building so as to be visible from any public land.

Bushfire management

29. The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defendable space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

Use - Place of assembly (Lorne Aquatic and Angling Club)

- 30. Except with the further written approval of the responsible authority, the place of assembly may only be occupied by the Lorne Aquatic and Angling Club.
- 31. The place of assembly may only operate between the following hours:
 - a) Monday to Saturday 7:00am to 10:00pm
 - b) Sunday 7:00am and 8:00pm
- 32. The maximum number of patrons permitted in the place of assembly (indoors and outdoors) is 200 unless the prior written consent is obtained from the responsible authority for a specific occasion.
- 33. The place of assembly must not be used as a function centre, but does not prohibit a function or event conducted by the Lorne Aquatic and Angling Club or an event that has been authorised by the public land manager.
- 34. The place of assembly must not be used for gaming.

Use - Restaurant

- 35. The restaurant may only operate between the hours of 7:00am and 11:00pm.
- 36. The maximum number of patrons permitted in the restaurant (indoors and outdoors) is 160.

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 - 37. The restaurant must not be used for private functions, except where the serving and consumption of meals prepared on the premises remains the predominant activity.
 - 38. Tables and chairs must be placed in position on the premises so as to be available for at least 75% of the patrons attending the premises at any one time.

Advertising signs

- 39. Before a sign is displayed, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - a) The dimensions, materials, colours and content of the sign.
- 40. The location and details of a sign, as shown on the endorsed plans must not be altered without the written consent of the responsible authority.
- 41. A sign must not be illuminated by external or internal lights.
- 42. A sign must be constructed and maintained to the satisfaction of the responsible authority.
- 43. The approval granted by this permit for the display of a sign will expire when the land ceases to be used for the purpose which the sign advertises.

CFA required conditions

Bushfire Management Plan

44. The Bushfire Management Plan (BMP) prepared by Regional Planning and Design Pty Ltd, Figure 12 of the Bushfire Management Statement, dated July 2018 and submitted to CFA with the application must be amended to show 10,000lt of water supply with compliant access to the outlet for both the Beacon building and the Angling Club. Once amended the BMP must be endorsed to form part of the permit and must not be altered unless otherwise agreed in writing by the CFA and the Responsible Authority.

Bushfire Emergency Plan

- 45. Before the development is occupied or the use commences, a bushfire emergency plan (BEP) must be developed for the site in consultation with the Municipal Fire Management Planning Committee which is to the satisfaction of the responsible authority and CFA must be submitted to and approved by the responsible authority upon the advice of CFA. When approved, the plan will be endorsed and will then form part of the permit. The use must at all times be conducted in accordance with the endorsed plan. The BEP must clearly describe the proposed emergency management arrangements across the site including for individual buildings and occupancies; and should address the following matters:
 - a) Premises details
 - Describe property and business details.
 - Identify the purpose of the BEP stating that the plan outlines procedures for managing the site in the event of fire.
 - b) Review of the BEP
 - Outline that the plan must be reviewed and updated annually prior to the commencement of the declared Fire Danger Period.
 - Include a Version Control Table.
 - c) Roles & Responsibilities
 - Detail the responsibilities for implementing emergency procedures in the event of a fire for the whole site and the individual buildings.
 - d) Emergency contact details
 - Outline organisation/ position/contact details for emergency services personnel
 - e) Detail procedures for monitoring and responding to fire
 - f) Detail trigger points and actions that include consideration of:
 - iii. Actions prior to the Fire Danger Period
 - Describe on-site training sessions and fire equipment checks.
 - Identify maintenance of bushfire protection measures such as vegetation management (including implementation of protection measures required by any endorsed Bushfire Management Plan).
 - Closure of site or individual building and occupancies

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 - iv. Evacuation of the site or of individual buildings and occupancies
 - v. Sheltering on site or in individual buildings and occupancies

Amended Plans

- 46. Before the development starts, amended plans to the satisfaction of the responsible authority and the CFA must be submitted to and approved by the responsible authority on the advice of the CFA. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application prepared by Searle Waldron Architecture Issue 2 dated 14/02/2019 but modified to show:
 - a) The entire boardwalk subfloor including supports, framing and decking materials to be of non-combustible materials or suitable composite timber.
 - b) External cladding materials for the Beacon building and Angling building to be noncombustible or other material to the satisfaction of CFA.
 - c) For the Beacon building and Angling building, a minimum 400mm chamfered and non-combustible plinth is to be located at the base of any fixed glazing, timber cladding and timber battens.
 - For the Beacon building and Angling building all fascia's and edge beams to be noncombustible materials.
 - e) The Beacon building exposed external ceiling to be of non-combustible materials or bushfire resistant timber as outlined in Appendix F of AS3959-2018.
 - f) The Beacon building to have a minimum 400mm high non-combustible material located at the base of the skylight where immediately above a horizontal roof or surface.
 - g) The entire lookout subfloor including supports, framing plus decking materials and stairs to be of non-combustible materials.
 - h) The Angling building external area subfloor, including supports, framing and decking materials to be of non-combustible materials.
 - i) The Beacon building and Angling building to have aluminium framed glazing.

VicRoads required condition

47. Driveway and access point to the Great Ocean Road must be maintained in a fit and proper state so as not to compromise the ability of vehicles to enter and exit the site in a safe manner or compromise operational efficiency of the road or public safety.

Expiry

- 48. This permit will expire if one of the following circumstances applies:
 - a) The development is not started within two years of the date of this permit
 - b) The development is not completed within four years of the date of this permit
 - c) The use is not started within two years of the date of this permit
 - d) The use is discontinued for a period of two years.

The Responsible Authority may extend the periods referred to if a request is made in writing in accordance with Section 69 of the Planning and Environment Act 1987.

CARRIED 9:0

Report

Proposal

The application seeks approval for the use of the land for place of assembly, restaurant and informal outdoor recreation; construction of buildings and works and business identification signs; reduction of standard car parking requirements, alteration of access to a road in Road Zone Category 1 and removal of native vegetation.

The application was amended on 16 June 2020 by amending the plans, this report is based on the amended application.

The proposal has three key (3) areas, being the main building, identified as the Beacon building, the Lorne Angling and Aquatic Club to the northwest of the Beacon building and the area to the south of the Beacon building (Shelley beach).

Southern Area

The existing informal car park will be extended with 41 car spaces and additionally four long vehicle parks. Vehicle access through the car park to the existing Shelley Beach parking area will be maintained. The area adjacent to the new car park is proposed to be vegetated.

On the northern side of the access road a new lookout is proposed to be constructed with stairway access from the lower level car park or by pathway from the Shelley Beach parking area. The lookout will be steel with an expanded metal mesh floor.

The existing stairs that provide access to the beach will be retained.

Restaurant building

The existing restaurant and former fisherman's co-op building to the south of the pier is proposed to be demolished and replaced with a new 160 seat restaurant, including indoor and outdoor seating and an 87 square metre foyer. The building will have an enclosed floor space of 468 square metres and an unenclosed area of 276 square metres, providing a total footprint of 744 square metres.

The maximum height of the building is 7.5 metres above natural ground level, with an architectural feature (trig point-periscope) providing a maximum height of 12.43 metres.

The building is proposed to be contemporary in design and be clad predominantly by Aluminium Framed Glazing on the northern and eastern facades with a combination of translucent glass cladding and textured concrete finish to the western and southern façades.

The boat ramp to the rear of the existing restaurant will be retained and a new boat and fish wash will be constructed.

A timber boardwalk is proposed between the new restaurant and the seawall.

Lorne Angling and Aquatic Club (LAAC)

The existing Lorne Angling and Aquatic Club building located to the north of the restaurant is proposed to be demolished and replaced with a new building, which will comprise a 60 square metres club room and a 116 square metres unenclosed veranda to be used by the LAAC. The building will also comprise a 57 square metre community room and a 44 square metre community deck, which can be used by both the LAAC and the public.

The north-eastern and south-eastern façade (orientated towards to Lorne Pier) will be clad in spotted gum battens, cladding and screens and painted metal features. The western façade adjacent to the sealed road will be clad in spotted gum battens and painted metal features.

The existing gravel trail between the LAAC building and the sea wall will be regraded and a new timber exposed metal mesh viewing platform with balustrading will be located on a similar angle to the Lorne Pier. The existing ramp will be retained and a new fish weigh area will be provided.

The existing centralised car park between the restaurant and LAAC will be redesigned into a public space with landscaping, lawn, sandstone paving, seats, a boardwalk and access to the lookout.

21 formalised car spaces, including 2 disabled spaces, will be provided west of the new LAAC building.

The amendments to the application were to:

- Retain the existing public toilet block
- · Delete a proposed picnic pavilion with bbqs and seating
- Delete proposed new public toilets
- Reduce the southern car parking area by 3 spaces and associated reduction in access aisle.

The amendment to the application was made to remove a conflict with the approved cultural heritage management plan for the site.

Subject Site and Locality

The site is coastal Crown Land known commonly as Point Grey with a property address of 3-9 Ocean Road South Lorne. The site is comprised of a number of Crown Allotments as shown in the below plan. This land is permanently reserved for the Protection of the Coastline, with the exception of CA 14 which is temporarily reserved for Public Purposes and CA 2027 which is Government Road. The land shaded blue is managed by Great Ocean Road Coast Committee (GORCC) as committee of management appointed under the *Crown Land (Reserves) Act 1978* (CLRA) and GORCC is the permit applicant. For the purposes of the planning scheme the Department of Environment, Land, Water and Planning (DELWP) is public land manager on behalf of the Minister for Environment.



A key feature of the location is the Lorne Pier, which extends approximately 200 metres out into the ocean. Historically the pier has supported the logging and commercial fishing industries but is now primarily a recreational structure including for recreational fishing.

To the south of the pier entrance is the former fisherman's co-op building, at the northern end of which is the Lorne Pier Seafood Restaurant with seating for 167 patrons. There is an outdoor seating area located to the north-east of the restaurant building adjacent to the pier. The restaurant opened in 1986 and has operated continuously to the present day. The restaurant occupies the site under a licence issued under the CLRA. The remainder of the building was previously used as a retail area for the processing and sale of fresh fish. The fish retail was in operation from the early 1980's until 2016. This space is currently vacant.

An informal car park is located to the rear (east) of the restaurant. This car park also allows vehicles using the eastern boat ramp to turn around and the parking of boat trailers. This boat ramp provides access to the beach across which can be accessed a channel in the rock shelf from which to launch boats.

To the north of the pier is the Lorne Angling and Aquatic Club (LAAC) building of approximately 170 square metres, including the deck. The club is open to members and the public for coffee and snacks during the day and has a public bar. A ramp and stair access to the beach is located to the north-east of the LAAC building. The LAAC occupies the site under a lease issued under the CLRA for $592m^2$ including the ramp. The ramp is not used for boat launching and is primarily for swimmer access during the Pier to Pub ocean swim. There is a rock seawall adjacent to the LAAC and restaurant protecting the area from ocean erosion.

Between the LAAC and restaurant is a bitumen car park with 21 marked car spaces. Vehicle entrance to Point Grey is via the Great Ocean Road to the north of the LAAC, which is an entry point only. There is two-way vehicle entrance/exit at the southern end of Point Grey. Informal car parking is also available on either side of the access-way to the west of the LAAC

The Shipwreck Trail, which is a linear pedestrian pathway, provides a scenic walk along the Lorne foreshore from the swing bridge to the north, to the south-western end of Point Grey. At the southern end of Point Grey is an unsealed carpark in front of a public toilet and barbeque area.

Opposite the site on the western side of Ocean Road South and Mountjoy Parade is the Grand Pacific Hotel. The area surrounding the Grand Pacific Hotel is developed with residential dwellings and some larger apartment style accommodation.

Permit / Site History

There is no record of any previous planning permits of relevance to the current application.

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 land;
- · Placing a sign on site;
- Placing a notice in the following newspapers.

A Statutory Declaration has been submitted to Council confirming that the notification has been carried out correctly.

Objections

A total of 14 submissions have been lodged with Council. The submissions can be summarised as follows:

- Parking and traffic
 - Objects to proposed boat parking and wash-down arrangements.
 - Insufficient parking provision including boat parking.
 - Location of majority of parking spaces removed from the proposed buildings, parking should be proximate to the pier, restaurant and LAAC.
 - Internal traffic movement within the site not well resolved.
- History and heritage
 - Demolition of fisherman's co-op and LAAC, loss of history, should be retained and refurbished
 - Loss of cultural heritage.
 - Need for history display.
- Power lines along Ocean Road should be put underground.
- Impact of sea level rise.
- Staged development should be facilitated.
- Building design
 - o Architectural forms are not compatible or appropriate to the location.
 - Functional and orientation issues.

- 2.1 Planning Permit Application 18/0508 Use of the land for place of assembly, restaurant and informal outdoor recreation; construction of buildings and works; business identification signs; reduction of standard car parking requirements; alteration of access to a road in Road Zone Category 1 and removal of native vegetation
 - Concept of beacon building, should be recessive.
 - Impact on views.
 - Landscaping
 - Landscape plan is inappropriate.
 - Soft landscaping compromising Neighbourhood Safer Place.
 - Landscaping prefer paved square that could be used for parking.
 - Nothing to make visitors Stop, Stay and Spend.
 - Does not make best use of the location.

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 9 June 2020 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 6 submitters were heard by the committee. The committee resolved to receive and note the submissions and forward to Council for consideration at the 23 June 2020 Council 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 changes to the application.

Revised application

The application was amended on 16 June 2020 as described in the proposal section of this report. Notice of the amended application was not given as it was considered that additional material detriment would not be caused by the amendments as:

- Proposed buildings (picnic pavilion and new public toilets) were removed from the plans
- A reduction in the statutory parking requirement has always been part of the application

Objectors have however been advised of the amendments and provided with a copy of the amended plans via the planning portal.

Referrals

The following external referrals were undertaken:

Referral Authority	Type of Referral	Advice/ Comments/ Conditions
CFA	Determining	No objection subject to conditions
VicRoads	Determining	No objection subject to condition

The following internal referrals were undertaken:

Department	Advice/ Comments/ Conditions			
Infrastructure	No objection to grant of permit. Comments and recommended conditions.			
Environmental Health	No objection to grant of permit. Comments and recommended conditions.			
Officer comment The comments and recommendations of the internal referrals have be				
	considered in this assessment and recommendation.			

Officer Direct or Indirect Interest

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

Zoning

The site is zoned predominantly Public Park and Recreation (PPRZ) with a very small area in Public Conservation and Resource (PCRZ). The purposes of the PPRZ are:

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To recognise areas for public recreation and open space.

To protect and conserve areas of significance where appropriate.

To provide for commercial uses where appropriate.

Overlays

The land is also covered by the Bushfire Management Overlay (BMO), except that part within the PCRZ.

Relevant Particular Provisions

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

- 52.05 Signs
- 52.06 Car parking
- 52.17 Native vegetation
- 52.29 Land adjacent to a Road Zone Category 1 or a Public Acquisition Overlay for a Category 1 Road
- 53.02 Bushfire planning
- 53.18 Stormwater management in urban development

Planning Policy Framework

There are many policies of relevance, the key ones are:

- 11.03-5R The Great Ocean Road Region
- 12.01-1S Protection of biodiversity
- 12.02-1S Protection of coastal areas
- 12.02-2S Coastal Crown land
- 12.05-1S Environmentally sensitive areas
- 12.05-2S Landscapes
- 13.01-1S Natural hazards and climate change
- 13.01-2S Coastal inundation and erosion
- 13.02-1S Bushfire planning
- 15.01-2S Building design
- 17.04-1S Facilitating tourism
- 17.04-2S Coastal and maritime tourism and recreation
- 21.03 Environmental management
- 21.04 Tourism
- 21.10 Lorne strategy

Clause 71.02-3 directs that:

Planning and responsible authorities should endeavour to integrate the range of planning policies relevant to the issues to be determined and balance conflicting objectives in favour of net community benefit and sustainable development for the benefit of present and future generations. However, in bushfire affected areas, planning and responsible authorities must prioritise the protection of human life over all other policy considerations.

Clauses 12.02-1S and 12.02-2S require consideration to be given to any applicable Coastal Action Plan or Coastal Management Plan but there is no obligation to give effect to such a plan. The Western Regional Coastal Plan 2015-2020 (Western Coastal Board), Western Boating Coastal Action Plan 2010 (Western Coastal Board) and Coastal Management Plan 2013 (GORCC) are relevant for the site.

These clauses also require consideration to be given to the *Victorian Coastal Strategy* (VCS) (Victorian Coastal Council, 2014). The 'policy for decision making' parts of the VCS have been superseded by the *Marine and Coastal Policy* (MCP) (DELWP, 2020) as of March 2020. Whilst this has not been reflected in the relevant clauses of the PPF it is considered that the MCP is the relevant document to consider.

Relevant Planning Scheme Amendments

Not applicable

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:

- 2.1 Planning Permit Application 18/0508 Use of the land for place of assembly, restaurant and informal outdoor recreation; construction of buildings and works; business identification signs; reduction of standard car parking requirements; alteration of access to a road in Road Zone Category 1 and removal of native vegetation
 - Aboriginal cultural heritage. There is a heritage place on the land. The proposal within the planning
 permit application as made was inconsistent with the approved cultural heritage management plan
 approved for the site, but has subsequently been amended the components in conflict.
 - European cultural heritage. The existing buildings and works are not protected by a heritage overlay. The applicant has stated that a cultural display will be incorporated within the development. This is not an element that is necessary to be controlled by a planning permit.
 - Car parking. The development will reduce the existing car parking capacity and result in an
 increased demand for car parking. Additional car parking should be provided on the site to meet this
 demand. The design of car parking is otherwise acceptable.
 - Boat wash facilities and boat trailer parking. The development provides for two boat wash facilities
 for users of the boat ramp and some long vehicle parking. Access to boat wash facility associated
 with the LAAC is not as convenient as the public boat wash but across the development the facilities
 are considered to be acceptable.
 - Sea level rise. The location has a degree of susceptibility to coastal erosion which will increase with rising sea levels. There is an existing level of protection and this is to be upgraded to mitigate the risk which is considered to be an acceptable response.
 - View loss. The proposed development will cause some reduction of a private view, but a reasonable sharing of views is achieved.

These and other issues are assessed in detail as follows:

Assessment

Cultural heritage

Section 52(1) of the *Aboriginal Heritage Act 2006* (AHA) provides that "The decision maker must not grant a statutory authorisation for the activity unless a cultural heritage management plan is approved under this Part in respect of the activity." In other words a planning permit must not be granted unless a cultural heritage management plan (CHMP), where required, is approved.

Being on land which is within an area of cultural heritage sensitivity and a high impact activity a CHMP is required and has been prepared and approved. There is one previously registered Aboriginal cultural heritage place on the site being a shell midden and two stone artefacts located to the south of the fisherman's co-op building and boat access ramp. The investigations for the CHMP found that shell material associated with the midden survived below ground north of the existing toilet block and that material had also been redistributed to the north and south of it by past construction activity.

The approved CHMP (Foreshore Redevelopment Point Grey, Lorne - Cultural Heritage Management Plan, Andrew Long & Associates 2020) is subject to a number of conditions. Important to the planning permit application are the requirements:

- To construct a retaining wall (Condition 5) on the north side of the midden alongside the boat ramp access. The retaining wall is to stop material washing down on to the access-way.
- A harm minimisation area within which no ground disturbing works are permitted (Condition 2).



Extract from CHMP showing the area subject to harm minimisation and retaining wall location.

The retaining wall isn't shown on the application plans but it is unlikely to have any appreciable impact on the development as shown. The wall would run alongside the boat ramp access and there is scope for a minor adjacent to the access to accommodate the width of the wall.

The area of harm minimisation, or exclusion zone, covers part of the proposed new development in the application as lodged including the picnic pavilion, public toilets and part of the car parking. The CHMP states that the existing toilet block will not be demolished, the new pavilion and toilets will not be built and car parking will not be constructed within the exclusion zone.

Section 52(3) of the AHA specifies that "The decision maker must not grant a statutory authorisation for the activity if the activity would be inconsistent with the approved cultural heritage management plan."

The application was therefore amended on 16 June 2020 to remove those items within the exclusion zone. The amended application is considered to be consistent with the approved CHMP.

Other details of Aboriginal heritage documented in the CHMP include:

- The area was likely inhabited by the *Gadubanud* people
- Given the current coastline stabilised around 2000 to 6000 years ago it is likely that the midden documents Aboriginal use of the location over the last 2000-6000 years
- The testing associated with the CHMP identified a larger extent for the shell midden then previously recorded
- Eight stone artefacts were recovered during testing
- Radiocarbon dating of two shell samples returned age ranges of 1570-1340 years old and 540-370 years old, therefore the midden likely spans a period of use between 800 and 1200 years.

Alternative proposals

A number of submissions have been made as to alternative ways in which the site could be developed or that there could be better use of the site. Whilst these alternatives might be valid ways to develop the site, the decision is to be made on the basis of the application before Council. In *Knox CC v Tulcany* [2004] VSC 375, the Supreme Court stated:

The statement that the present outcome "might not be ideal" does not demonstrate an error in law. The planning scheme does not require an ideal outcome as a pre—requisite to a permit. If it did, very few, if any, permits for development would ever be granted and there would be difficult differences of opinion as to whether the outcomes were in fact ideal. The Tribunal is entitled to grant a permit where it is satisfied that the permit will result in a reasonably acceptable outcome having regard to the matters relevant to its decision under the planning scheme.

Therefore it is relevant to consider whether the current proposal will result in an acceptable outcome rather than whether there are better alternatives.

Demolition of existing buildings

Clause 62.05 provides that "A permit is not required for the demolition or removal of a building or works unless a permit is specifically required for demolition or removal." None of the applicable zones or overlays include a requirement for demolition. The land is not affected by a Heritage Overlay which does require a permit for demolition.

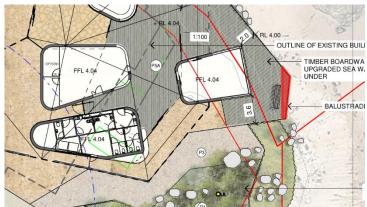
It is not relevant to the application to consider the merit of demolishing the existing buildings. They could be demolished at any time without a planning permit.

Use of land

It is self-evident that parts of the Pt Grey precinct are currently used for restaurant, place of assembly (LAAC), informal outdoor recreation and boat launching facility. Part of the site has also been used for a shop. The *Planning & Environment Act 1987* and clause 63 of planning schemes recognise and preserve existing use rights but it can be challenging to establish an existing use right. The responsibility to prove an existing use right rests with the person or body seeking to rely on that right. The particular challenge in this matter is the extent of land over which the use right extends.

The proposed restaurant and LAAC buildings will each have footprints which are larger than their existing buildings and are not fully contained within the area of the respective existing building, licence or lease. These new buildings will also rely on new car parking to be developed in areas which aren't presently used or developed for car parking. The applicant has not submitted evidence that supports that the extent of any existing use right extends to those parts of the land which do not contain the existing restaurant and LAAC buildings.

The application has therefore been made to use the land for restaurant and place of assembly under the PPRZ. It also includes for completeness the use of the land for informal outdoor recreation for that part of the proposed boardwalk which extends into the PCRZ.



Approximate area of boardwalk within the PCRZ shown shaded red.

Both restaurant and place of assembly can be a section 1 (permit not required) use in the PPRZ if the use is conducted by or on behalf of a public land manager or Parks Victoria under one the listed legislative acts. By definition of the planning scheme GORCC is not a public land manager and additionally there is no suggestion in the application that GORCC will conduct either of the proposed uses, therefore the condition of section 1 is not met.

Whilst place of assembly is then section 2 without any further conditions, restaurant being nested in the broad term of retail premises is subject to the condition that the use "Must be associated with the public land use." Failure to meet this condition results in the use being prohibited.

It is considered reasonable to define the public land use by the reservation purpose of the land, being protection of the coastline and public purposes, but also more broadly by the purposes of the zone and the actual use of the area for leisure and recreation, including but not limited to people walking the coastal trails and on the pier to experience the coast, fishing, boating and other water activities and picnicking. It is considered that the proposed restaurant is associated with this public land use, it is likely to be strongly orientated to attracting visitors to the coast and providing a further opportunity for visitors to experience the coastal setting.

This approach to the public land use condition is consistent with that taken by the Tribunal in *Teasdale v Surf Coast SC* [2016] VCAT 1224 in considering the proposal to establish a tavern (Bombora's Pop-up Bar) on the foreshore at Fisherman's Beach Torquay.

It is considered that the section 2 condition for retail premises can be met therefore a permit can be granted to use the land for restaurant, but there is still a decision to be made whether a permit should be granted.

The decision guidelines of the PPRZ for use are:

- The Municipal Planning Strategy and the Planning Policy Framework.
- The comments of any public land manager or other relevant land manager having responsibility for the care or management of the land or adjacent land.

DELWP, as public land manager, have consented to the current application being made and have granted consent under the *Marine and Coastal Act 2018* to the proposal.

The strategies of clause 12.02-2S Coastal Crown land are:

Ensure that use and development on or adjacent to coastal foreshore Crown land:

- Maintains safe, equitable public access and improves public benefit.
- Protects local environmental and social values.
- Demonstrates need and coastal dependency.
- Minimises impact on the coast by locating within a defined activity or recreation node.

The Western Regional Coastal Plan describes activity and recreation nodes as:

Activity nodes provide for community recreation facilities and tourism activities. They are within settlements (on private or public land) and are adjacent to the activity centres identified in planning schemes. Recreation nodes are located on coastal Crown land, outside activity nodes. They provide access and infrastructure for recreation and water-related activities.

GORCC's Coastal Management Plan 2013 identifies a preliminary framework of activity and recreation nodes and these are referenced in the Coastal Plan. The Management Plan identifies Point Grey as an activity node, including the area around the existing LAAC and restaurant, the pier and south to the existing public toilets. The area of Shelley Beach is nominated as a recreation node.

The *Marine and Coastal Policy* (MCP) provides the following context for the use of the coast for recreation and tourism:

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Recreational use of the marine and coastal environment is highly valued by Victorians and visitors alike. Recreation and tourism are key economic drivers for Victoria, contributing billions of dollars to the state economy each year. By connecting people with the marine and coastal environment, recreation and tourism also foster a sense of stewardship among users and provide community-wide health benefits from active and outdoor lifestyles.

The ways in which people enjoy Victoria's marine and coastal environment are many and varied, from the passive (staying near the water and beach walking) to the active (swimming, surfing, boating, kite surfing, fishing) and engaging with and learning about Aboriginal coastal culture. These activities are often supported by water-based clubs including angling, sailing, boating and lifesaving clubs, and structures and facilities such as camping grounds, public jetties, boat ramps and interpretive signage. Maintaining and improving facilities through initiatives such as Better Boating Victoria will play an important role in supporting ongoing sustainable recreation and tourism in Victoria.

And for buildings on the coast:

Buildings and structures in the marine and coastal environment support the functioning of communities and industries. They include port facilities, transport docks, jetties, boat ramps, paths, toilet blocks, picnic facilities, structures to maintain public safety, and buildings to enhance recreation opportunities such as clubs and cafes. New and improved buildings and structures that are well designed, appropriately located and properly maintained are necessary to enable a diversity of uses in the marine and coastal environment, and to accommodate increasing demand as the population grows.

Whilst neither the LAAC or restaurant are coastal dependent uses, as expressed in the above context they are uses which can contribute to the appreciation of the coast and the economic contribution the use of the coast provides. Restaurant, public lookouts, car parking, boardwalks and toilet facilities are provided as examples by the MCP of the types of buildings and structures which provide support to the functioning of marine and coastal activities in some marine and coastal Crown land locations.

It is appropriate to recognise the potential conflict between GORCC having prepared the *Coastal Management Plan* and being the permit applicant, but the Management Plan was subject to public consultation and the approval of the Environment Minister. The preliminary nomination of Point Grey in the Management Plan as an activity node is generally consistent with the definition of these provided by the MCP. At the time of preparing the Management Plan the redevelopment of Point Grey had not been initiated and one of the actions in the plan is to "Investigate and develop a plan for the suitable future use and development of the Point Grey precinct in Lorne."

Strategically it is considered that the proposed use of the land for the expanded LAAC and restaurant are appropriate for the site. The area of Point Grey, particularly the low level area at the head of the pier, has a long history of use for industrial and recreational purposes, including fishing and tourism. Revitalisation of the LAAC and restaurant provide the opportunity to enhance the use of this part of the coast by the local community and visitors. Whilst the LAAC and restaurant will both have a greater footprint of use than the existing buildings, the increase in scale is relatively modest. Additionally the increase in scale of the restaurant is offset by the removal of the previous retail use of the former fisherman's co-op.

The LAAC is proposed to include a community meeting room for use by other community groups. This is consistent with policy 11.5 of the MCP to "facilitate multiple use and sharing of sites and infrastructure" and to "provide increased public functions and adaptability". The restaurant 'Beacon' building also has multiple use areas with the public shelter and toilets.

It is considered appropriate to grant a permit for the proposed uses.

It is noted that the application has not been made to sell or consume liquor, even though the LAAC and existing restaurant are both licenced. A planning permit will be required in the future if either premises wishes to be licenced.

Bushfire risk

The site is covered by the Bushfire Management Overlay, being an area of extreme bushfire hazard. State policy for bushfire (clause 13.02-1S) has the objective of:

To strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

Achievement of this objective is through:

Give priority to the protection of human life by:

- Prioritising the protection of human life over all other policy considerations.
- Directing population growth and development to low risk locations and ensuring the availability of, and safe access to, areas where human life can be better protected from the effects of bushfire.
- Reducing the vulnerability of communities to bushfire through the consideration of bushfire risk in decision making at all stages of the planning process.

Within a landscape of extreme bushfire hazard the site has a number of attributes which reduce the risk from bushfire including the location on a coastal point with ocean surrounding it from the northwest through the east to the south; modification of the vegetation on the foreshore and in the nearby residential areas; and all surrounding land being upslope which would slow the speed of spread. The area of Point Grey and Shelley Beach is a designated Neighbourhood Safer Place (NSP) place of last resort. The NSP is identified, designated and maintained by Council with CFA assessment.



Area of Neighbourhood Safer Place (Source: Council Exponare GIS system).

The greatest risk from bushfire for the site is a fire that has developed in the Otway's south of the township and is driven up the coast under strong southwest winds following a weather change, similar to the fire behaviour on Ash Wednesday. However the site could come under heavy ember attack under any fire scenario and radiant heat could be elevated by spot fires establishing in the clumps of vegetation throughout the precinct. Under existing conditions the buildings on the site could also be a radiant heat source.

A bushfire management statement (BMS), incorporating a bushfire management plan (BMP), has been submitted with the application along with a preliminary bushfire emergency management plan (BEMP). The BMS and BMP respond to the bushfire planning requirements of clause 53.02. To address the bushfire risk to the proposed use and development the BMP proposes that buildings will be constructed to BAL 29, that 10,000L of water will be stored for firefighting purposes, that access will be designed to CFA standards and that defendable space will be provided across the precinct with the exception of the area of the cypress trees and the area of shrubs along the coastal edge south of the Beacon building, as shown by the hatching on the below extract from the BMP:



Extract from the Bushfire Management Plan showing the extent of defendable space (Source: Bushfire Management Statement, July 2018, Regional Planning & Design P/L).

The proposed defendable space management specifications are a variation from those in Table 6 of clause 53.02, specifically it does not propose that:

- Shrubs must not be located under the canopy of trees.
- Individual and clumps of shrubs must not exceed 5 square metres in area and must be separated by at least 5 metres.
- The canopy of trees must be separated by at least 5 metres.

The BEMP proposes that the site may be closed on a day of forecast Fire Danger Rating (FDR) of Extreme or Code Red.

The application was referred to the CFA as a determining referral authority. CFA has not objected to the grant of a permit subject to conditions. These conditions include:

- An additional 10,000L fire fighting water supply for the LAAC
- Amended plans showing increased use of non-combustible materials including building cladding, boardwalks and at building junctions
- A detailed BEMP

CFA has not required modifications to the defendable space management prescriptions proposed by the applicants.

The building construction, incorporating the modifications required by the CFA, will exceed the construction standard required by Approved Measures (AM) 3.1 and 3.2 of clause 53.02, providing a greater level of resilience to the effects of ember attack and radiant heat.

Submissions have been made about a perceived lack of a turnaround area for fire fighting vehicles. Given the site is accessible from Great Ocean Road from two points it is considered unnecessary for a turnaround area, vehicles can drive through the site without needing to turnaround. However the boat ramp access south of the Beacon Building does provide an opportunity for vehicles to turnaround in a three-point turn which is acceptable to meet CFA requirements. The access requirements of AM 4.1 and 4.2 are met.

The nature of the use for which this development is proposed, is for the gathering of groups of people for a meal or for social activity at the LAAC and could include international visitors, many of which may not be familiar with the risk from bushfire particularly the local conditions and how to respond to that risk. There is also likely to be people of differing physical and mental abilities which could be staff or visitors at any time. It is considered that visitors would be unlikely to have a desire to stay and defend in the event of a fire and therefore are more likely to leave before the site is impacted by fire, but they are also more likely to make ill-considered decisions like travelling to the site or leaving when it is not safe to do so.

A properly considered and detailed BEMP is considered essential for acceptably reducing the risk from bushfire and this is reflected in CFAs required conditions. The BEMP submitted with the application is not sufficiently detailed or robust and a BEMP to the satisfaction of Council and the CFA will need to be prepared meeting the requirements of the CFA condition.

It is considered that the combination of physical and management risk reduction measures will reduce the bushfire risk for the proposed use and development to an acceptable level.

The other bushfire risk issue is the potential for the proposed development to impact on the suitability of the site as a NSP. A number of submissions have been made on the suitability of proposed landscaping within an NSP area with the view expressed that the landscaping would increase the risk to people using the NSP during a bushfire event.

The planning scheme does not specifically direct consideration to the establishment or maintenance of NSPs or places of last resort. However the objective of clause 13.02-1S is to "strengthen the resilience of settlements and communities" with the strategies to achieving this including:

Plan to strengthen the resilience of settlements and communities and prioritise protection of human life by [inter alia]:

- Ensuring the bushfire risk to existing and future residents, property and community infrastructure will not increase as a result of future land use and development.
- Achieving no net increase in risk to existing and future residents, property and community infrastructure, through the implementation of bushfire protection measures and where possible reducing bushfire risk overall.
- Assessing and addressing the bushfire hazard posed to the settlement and the likely bushfire behaviour it will produce at a landscape, settlement, local, neighbourhood and site scale, including the potential for neighbourhood-scale destruction.

NSPs were part of the Victorian Government's response to the 2009 Victorian Bushfires Royal Commission Final Report recommendations and they are one measure for strengthening the resilience of settlements. It is considered that the impact of use and development on an NSP is a relevant planning consideration.

Lorne has two designated NSPs with the other being the foreshore area opposite William Street; both are on land managed by GORCC. There is no legal obligation on Council to designate a NSP but as noted they come out of the recommendations of the Royal Commission. They are assessed utilising the *Neighbourhood Safer Place – Bushfire Place of Last Resort Assessment Guideline* (CFA, June 2016) and when they involve land not owned or managed by Council there must be an agreement with the land owner/manager. Once designated there is a responsibility on Council to manage and annually review each NSP.

It is considered that there is unlikely to be a material impact from the proposed development on the on-going suitability of Pt Grey as a NSP. The proposed new buildings with a higher construction standard and the provision of firefighting water supply potentially enhance the role of the site as an NSP. New landscape planting is proposed but this will be managed in a low fuel state in accordance with the bushfire management plan. The landscaping detail provided in the application is at a concept level and it is appropriate that as a condition of any permit granted that detailed landscape plans be prepared and approved under the permit. It is appropriate that the approval of these plans be done in consultation with the CFA. If necessary modifications to the species selection, location and concentration of new plantings can be made to ensure compliance with the NSP guidelines.

Overall it is considered that the risk to people in the proposed use and development from bushfire will be reduced to an acceptable level and that the resilience of the community will be enhanced.

Design of buildings

The application proposes the removal of two relatively modest buildings that are stylistically representative of their age and in the case of the fisherman's co-op building its function. These buildings are proposed to be replaced with modern buildings with distinct architectural styling.

The LAAC is the simpler of the two main buildings with a wedged shape floor plan and two roof planes rising to a highpoint at the west elevation also creating a wedged profile. The presentation to the car park (west) is quite blank but as the wall extends to its edges it becomes battened to create a degree of transparency allowing views through the building. The ocean side is low profiled and predominantly glazed.

The new LAAC extends further north and west than the existing building and is approximately 1.0m higher at 5.2m. Based on the application plans the LAAC is to be clad predominantly in timber with a metal roof, but under the conditions of the CFA materials must be non-combustible. The applicant has not indicated how this is to be achieved but it may be a timber look metal or composite could be used for a similar visual appearance.



LAAC building west elevation



LAAC building north east elevation

The Beacon building containing the restaurant and public shelter is a much more complex building, multi-facetted in floor plan and roof form. The main perimeter of the building is glazed under a metal roof. Within this main structure is inserted a number of functional concrete pods to house kitchen, bar, toilets and the like.

With a maximum height of 7.97m above finished ground level the proposed building is 340mm higher than the existing fisherman's co-op, not including the 'trig' which is almost 12.5m high. As with the LAAC, compliance with CFA conditions will require changes to the materiality of the Beacon building, predominantly a reduction in glazing at junctions (where embers would gather).

The MCP states that buildings must follow the guidance in *Siting and Design Guidelines for Structures of the Victorian Coast* (Victorian Coastal Council, 1998). DELWP have also published *Interim Siting and Design Guidelines for Structures on the Victorian Coast* (DELWP, 2019). The Interim Guidelines represent a modern review of the 1998 guidelines.

The Interim Guidelines identifies 15 fundamental elements for siting and design consideration, against which this proposal is assessed, there is some overlap with other areas of assessment within this report.

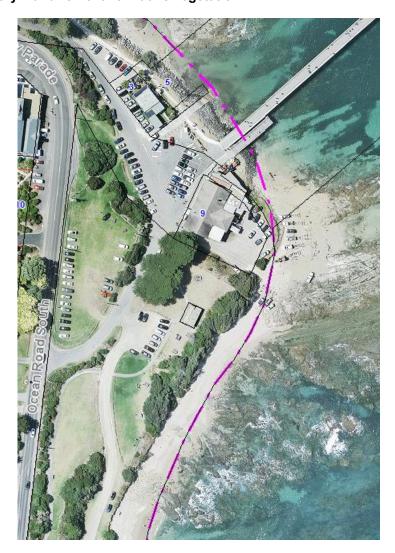
Fundamental	Assessment
Aboriginal cultural heritage	A cultural heritage management plan has been prepared for the site. There is an aboriginal cultural heritage site which will be protected during development plus a retaining wall is to be installed to reduce the erosion of material.
2. Coastal processes	The design has considered coastal processes including coastal erosion and inundation. It responds by developing above predicted future storm tide levels and through upgrades to existing protection structures.
3. Geology	The development requires minimal cutting or filling and removal of vegetation.
4. Morphology (form and line)	The form of the LAAC is reflective of the horizontal lines of the coast, the strata of rock shelves and vegetation. The Beacon building has more verticality but the angular, folded roof form can also be seen as a reflection of the steep hillsides falling to the coast.
5. Hydrology	Preliminary stormwater management plan has been prepared with the application. Proposes use of rain gardens to treat stormwater before discharge. Detailed stormwater management plan to be required if permit granted.
6. Vegetation and ecology	Minimises impact on existing vegetation and proposes new landscaping.

	New planting to utilise indigenous species. Subject to further detail if a permit is granted with consideration of minimising bushfire risk.		
7. Climatic conditions	The building design orientates glazed elevations towards the north for winter solar access in addition to capturing views. Multiple usable aspects so that use can be adjusted to weather conditions.		
8. Views	The development will delivery enhanced public viewing opportunities through new lookouts and boardwalks and improved access to the east side of the fisherman's co-op. Buildings are sited generally in the same location of existing buildings and of a larger but not dissimilar scale, minimising the impact on views from beyond the site.		
9. Public open space	The area of public open space near to the pier is increased and the quality is enhanced. Car parking is relocated to areas less utilised for open space activities.		
10.Local character and sense of place	The important character elements of Lorne are low profile buildings which are subservient to the natural landscape, in particular the tall tree canopy. On this pronounced coastal location vegetation is more stunted and windswept (the cypresses are an exception), but buildings still take on a secondary role to the landscape. The existing LAAC is quite representative of mid-century development within the town, simple holiday houses constructed from economic materials. Contemporary residential development tends to be larger in scale and more adventurous in architectural style. The proposal borrows from the evolving modern style of architecture without compromising the important character elements.		
11.Heritage	There is an opportunity to re-use existing buildings but there is no heritage protection for these buildings and the applicants have decided instead to replace them. DELWP has consented to this approach. The old tram rails within the pavement and onto the old section of pier will be reinstated, noting that these have been damaged in parts by past works and are no longer continuous. The applicant has indicated that a heritage display will be provided within the Beacon building.		
12. Public access	The development will enhance public access to the foreshore through new paths, boardwalks and open space.		
13.Increased function and adaptability	The clustering of buildings within the precinct is maintained.		
14.Sustainability	Stormwater treatment through raingardens. Onsite solar power generation.		
15.Material palette	Durable materials have been selected. As has been noted there is a requirement to change the material palette to satisfy CFA conditions, in doing so similar colour tones should be maintained to blend with the natural environment.		

It is considered that the proposed design of the buildings is an acceptable response to the site.

Car parking

Existing parking arrangements are shared pools of public car parking. There is sealed and line marked parking for 22 vehicles (including 1 disabled space) between the restaurant and LAAC but there are multiple areas within the precinct for informal parking on gravel. Additionally there is overflow parking on grass in the area between the access road and Ocean Road South. None of the existing uses have exclusive access to parking and the parking would be used by the public for visiting the foreshore including the pier. The below aerial photograph clearly shows the various areas used for parking under existing conditions.



A *Traffic Impact Assessment* (TIA) (Ratio, 2018) has been provided with the application. This assessment identifies 28 informal parking spaces, not including the area east of the restaurant or the grass overflow, but this is considered to be a significant underestimate.

There is no obligation on the land manager (or GORCC as committee of management) to provide or maintain car parking on foreshore areas for use by the public. There is no planning permit required to remove the existing parking. The new developments however do have a statutory parking requirement pursuant to clause 52.06. The parking requirements for these uses are:

Use	Rate	Measure	Proposal	Requirement
Place of assembly	0.3	To each patron permitted	200 patrons	60
Restaurant	0.4	To each patron permitted	160 patrons	64
Total				124

The use of the land for informal outdoor recreation and boat launching facilities do not have prescribed rates, therefore parking must be provided to the "satisfaction of the responsible authority."

The application proposes the construction of 62 car parking spaces, plus 4 spaces for long vehicles, which could accommodate small buses, motorhomes, and cars with trailers or caravans. 21 spaces, including 2 disabled spaces, will be provided alongside the access road to the west of the LAAC. Also along the access road will be a drop off zone for approximately 3 cars. The bulk of parking, 41 spaces including 1 disabled space and the long vehicle parking is provided to the south extending towards Shelley Beach. The reduction from the standard requirement sought is 56 spaces. This is an increased reduction under the amended application as three spaces were removed from the southern area.

Objecting submissions in relation to parking are:

- Insufficient parking provision
- Additional parking should be provided between the LAAC and restaurant
- Inappropriate location of car parking, it is too remote from the proposed premises
- Insufficient number of disabled parking spaces.

The TIA submits that whilst the new LAAC will be larger than the existing that the visitation to the LAAC will be unchanged, therefore there will be no additional parking demand. In relation to the restaurant, on the basis of the existing restaurant having a capacity of 125 patrons and the proposed being 160 patrons, the assessment submits that additional demand from the new restaurant would be 14 spaces. It further submits that the former fish shop would have had a theoretical demand for 12 spaces which will no longer need to be met. It concludes the demand under the proposal will be 2 spaces greater than the existing conditions and that the supply of parking will be 14 spaces greater than existing. As the TIA was prepared before the amended application, this number is now 11 spaces.

The decision guidelines of clause 52.06-7 require consideration to be given to the following:

Guideline	Assessment
The Car Parking Demand Assessment.	As noted above, it is considered that the TIA has underestimated the true availability of car parking under existing conditions. Based on the above aerial photograph, there are approximately 59 parked cars or available spaces in informal gravel areas (not including those double parked or in no parking zones) providing for approximately 80 parking spaces within the precinct. It is acknowledged that the utilisation of informal parking will vary depending on the spacing between parked cars but it is considered reasonable to assume the normal supply to be in the order of 70-80 spaces plus overflow parking on the grassed area. On this basis the proposed supply is in the order of 5-15 spaces less than existing conditions.
	Further it is considered that the TIA has incorrectly assessed the potential for increased demand associated with the new LAAC. The floor area of the existing lounge is approximately 50m² with the proposed more than double at 117m² plus a much larger and more functional deck. The design of the building also provides for the 'community room' area which can be partitioned from the club lounge, therefore there could be two unrelated groups using the building at the one time. It is considered that the new LAAC will have a substantially greater patron capacity and therefore parking demand.
Any relevant local planning policy or incorporated plan.	Clause 21.10 Lorne strategy recognises key issues for the township include:
	 Heavy reliance on public car parking due to a lack of parking spaces on private land, particularly peak parking in the commercial area which coincides with high levels of foreshore activity. The intrusiveness of constructed parking areas on the visual and environmental sensitivity of the foreshore. The relevant objective of this clause is "To achieve an appropriate

The availability of alternative car parking in the locality of the land, including: • 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. • Streets in residential zones specifically managed for non-residential parking.	balance between the provision of car parking spaces and maintaining environmental and amenity values." The strategies to achieve this objective are: • Ensure that sufficient on-site car parking is provided to meet the needs of residents and employees. • Encourage customer car parking to be available to the public at all times, whether on public or private land. There is limited alternative car parking in the locality with only the existing informal parking at Shelley Beach to the south of the proposed parking. The capacity to park in this area is theoretically significant (30+ spaces) but it is 130-270m from the proposed restaurant and disconnected from the Point Grey precinct. People are more likely to park in the grass overflow area before parking at Shelley Beach. There is no realistic parking along Ocean Road South or Mountjoy Parade, other than at the front of the Grand Pacific Hotel and no convenient pedestrian access down to Point Grey.
On street parking in residential zones in the locality of the land that is intended to be for residential use.	On-street parking in the residential streets (Armytage, Hird, etc) is not a practical alternative given the distance and lack of pedestrian connection.
The practicality of providing car parking on the site, particularly for lots of less than 300 square metres.	It is practical to provide some parking on the site.
Any adverse economic impact a shortfall of parking may have on the economic viability of any nearby activity centre.	A shortfall of parking is unlikely to adversely affect the nearby activity centre (central Mountjoy Parade).
The future growth and development of any nearby activity centre.	The Mountjoy Parade activity centre is unlikely to develop in a manner which would impact on Point Grey.
Any car parking deficiency associated with the existing use of the land.	There is no identified parking deficiency.
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
Local traffic management in the locality of the land.	There is no relevant local traffic management such as timed parking.
The impact of fewer car parking spaces on local amenity, including pedestrian amenity and the amenity of nearby residential areas.	Minimising the number of spaces provided on the site enhances the amenity of the foreshore. As overflow parking is unlikely to push into nearby residential areas there is unlikely to be any material impact on residential amenity.
The need to create safe, functional and attractive parking	It is appropriate for parking on foreshore areas to be attractive and not dominated by hard surface areas.

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areas.	
Access to or provision of alternative transport modes to and from the land.	There are limited alternative transport modes. The site is connected to the coastal trail network which does encourage people to walk from within the town to Point Grey. The LAAC website shows that a courtesy bus is currently run at peak times, but the application does not document this as an transport mode option for the future.
The equity of reducing the car parking requirement having regard to any historic contributions by existing businesses.	N/A
The character of the surrounding area and whether reducing the car parking provision would result in a quality/positive urban design outcome.	As above, reducing the parking provisions results in a positive design outcome by removing less open space from the foreshore.
Any other matter specified in a schedule to the Parking Overlay.	N/A
Any other relevant consideration.	Policy 11.11 of the MCP is that "New development must not impede existing access to marine and coastal Crown land and must minimise loss of public open space."

There is a tension in providing car parking for development on coastal land between meeting the parking demand of staff and visitors and maintaining the aesthetic and environment of the foreshore. In considering the proposal for redevelopment of the Lorne pool complex in *Sutton v Surf Coast SC* [2008] VCAT 827 the Tribunal observed:

10 Providing additional car parking is a major problem for development in coastal settlements and is not unique to Lorne. In this case I agree with Council that there should be a complete waiver of the requirement for additional car parking resulting from an upgrading and expansion of existing facilities. There is no opportunity to provide additional on-site parking or loading facilities close to the development without utilising more of the foreshore reserve. Constructing new car parks within the foreshore would be contrary to policy set out in the Victorian Coastal Strategy 2002 which aims to reduce the impact of vehicles in the coastal environment (4.2). Redevelopment and expansion of the existing café and recreation facilities must not be driven by whether or not additional on-site parking can be provided. To do so would almost certainly prevent any redevelopment or provision of new facilities within the recreation precinct since any viable new uses will generate a parking demand that cannot be met by providing parking close to the facility. I accept that the existing car parks are very heavily utilised at certain periods of the year, but that is not the key point. The reality is that in a beachside location like this, onstreet car parking will almost always be at a premium with obvious peaks at weekends, holidays and in warmer months. It is not unique to Lorne and residents, business operators and visitors at popular centres along the coast suffer the same car parking congestion to varying degrees. I cannot think of any municipalities (whether seaside or not) that seek to fully cater for car parking demand in peak periods. To do so would be a waste of land and financial resources and would result, for example, in a centre such as Lorne being surrounded by a sea of vacant car parks, including its foreshore areas, except for those relatively short periods when parking demand reaches or exceeds available capacity. This is not a desirable outcome, and as discussed at the hearing, other solutions will need to be explored to deal with this issue.

In that matter there were existing foreshore car parks which were being maintained whereas in this application parking is proposed to be reconfigured. Given the lack of car parking alternatives in the locality it is considered that car parking should be provided on the site to meet the demand of the new uses and of other visitors to the foreshore. The question remains whether the proposed supply is satisfactory?

As noted in the *Sutton* decision, demand will fluctuate significantly across the year between peak and off-peak periods in addition to the daily fluctuations. It is considered appropriate to reduce the statutory requirement as for much of the year parking is likely to be significantly underutilised. The ongoing provision of overflow parking (on grass) is an appropriate way of catering for the higher level of demand associated with peak periods and it is important that this be maintained. Given the absence of viable offsite parking alternatives the implication of a shortage of parking is unlikely to result in an impact on nearby residential streets, it is more likely that if parking is not available on the site than a visitor will choose not to stop.

However it is considered that some additional car parking should be provided, with the potential for this to be within the area close to the LAAC and restaurant. As noted above it is considered that the demand for parking arising from the new LAAC has been underestimated in the TIA, as has the number of existing parking spaces. Whilst the maximum capacity of the LAAC (or restaurant) is unlikely to be reached during normal daily peaks there nevertheless is likely to be a regularly higher level of patronage to both venues following the development given the improved facilities that are proposed to be provided, which also increases staffing levels.

Therefore it is recommended that an additional 13 car parking spaces be provided for a total of 75 spaces, equivalent to 0.2 spaces per patron in the LAAC and restaurant combined. This is considered an acceptable rate to apply for a small coastal township context. One option for some additional parking is on the north-eastern side of the access road between the LAAC and Beacon building. It is estimated that 10 spaces could be provided. This would reduce the landscaped area and the drop off zone but both impacts are considered acceptable. There would remain substantial area within the plaza space for landscaping. The drop-off zone is primarily widening of the access road to allow for vehicles utilising the disabled spaces to manoeuvre, it is unlikely that there will be significant demand for the dropping off of passengers. Elsewhere additional spaces may be achieved by adjusting the layout of the proposed parking. The final detail can be resolved to the satisfaction of the responsible authority (Council).

The design of the car parking as proposed has been assessed by Council's engineers and is considered acceptable, however it has been recommended that the southern car park be sealed rather than gravel as proposed with the following comment provided:

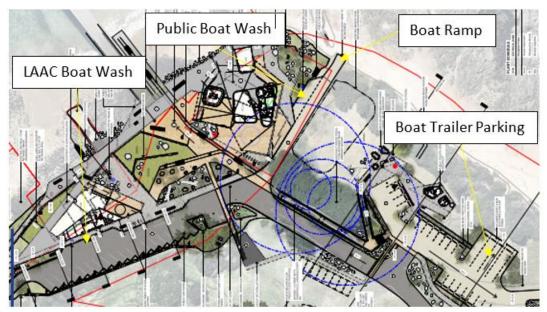
As an unsealed car park it will be difficult to maintain the marking of the car spaces and constantly be subject to erosion during rainfall or strong winds due to their effects on the unsealed surface. The eroded material from rainfall events will be deposited onto the vegetation around the site and other beach areas. Strong winds could carry the material into other areas of the site, adjoining sites or roads depending on the direction of the wind. Due to the number of spaces and potential use of the car park and the potential erosion of material from this site into environmentally sensitive areas, in accordance with Clause 53.18 of the planning scheme, this area should be sealed, drained and line-marked to the satisfaction of the responsible authority.

There may be acceptable alternatives to a traditional sealed surface (concrete or asphalt), therefore it is recommended that should a permit be granted that rather than specifying a sealed surface that the surface be to the satisfaction of the responsible authority. In addition to considering the environmental and durability implications it is appropriate that the visual appearance of the car parking be appropriate for the coastal environment as the parking area will be quite prominent from Ocean Road South and surrounding residential areas.

The majority of car parking is within the southern car park which it has been submitted is too far from the premises. The walking distance is about 75-200m (average ~1-3 minutes), it is considered that this is acceptable and not unusual for a large car park.

Boat parking and movement

The other matters of substantial objection are whether proposed boat trailer parking is sufficient and whether movement to this parking and boat wash facilities is safe and convenient. Currently there is one boat wash area adjacent the LAAC. Under the proposal boat washes are proposed near to the boat ramp and adjacent the LAAC and boat trailer parking is proposed in the southern car park.



Extract of application site plan with proposed boat wash and trailer parking facilities

The submissions are that the boat trailer parking is inadequate and inappropriately located away from the boat wash facilities and that the LAAC boat wash is unsafe and inconvenient to access. To access the LAAC boat wash a vehicle after leaving the boat ramp would have to exit the site via the southern two way access road and either:

- travel north, use the Mountjoy Parade service road to access Armytage Street to then turn back onto
 Mountjoy Parade to turn left into the site (a right turn from Mountjoy Parade into the site can be
 legally made as there is a break in the double centre line, but is unlikely to be practically achieved by
 a car and trailer)
- travel south before turning up Hird Street into Armytage Street before turning onto Mountjoy Parade and into the site.



The northern travel route shown by red line

The submitters put that if the LAAC boat wash is already in use then the driver who has just arrived would have to undertake the circuit again or travel to the boat trailer parking area to wait which is then removed from the wash station. It is submitted that a turning area should be constructed northwest of the LAAC so that vehicles can travel directly from the boat ramp to the LAAC boat wash and that the wash station should be to the south of the LAAC building. At the hearing of submissions meeting it was heard that on a busy day 18-20 boats might use the boat ramp and that there might be 2-3 waiting to use the boat wash.

The planning scheme does not prescribe requirements for boat launching facilities or parking for oversized vehicles, however the safe and convenient functioning of access routes and parking is a relevant consideration.

The Western Boating Coastal Action Plan 2010 identifies Point Grey boat ramp as a local boating facility that is not suitable for major upgrades but proposals for safer launching and retrieval and protection from erosion are worth consideration. The Action Plan does not include standards for the design or construction of boating facilities.

A **Local Boating Facility** will be a locally significant facility that provides boating access, and meets the following criteria:

- Does not generate major investment opportunities or responsibilities.
- A good quality level of service that caters for local access to boating but does not have a wide range of services or facilities.
- A safe harbour is not expected to be provided.
- Services a local catchment area for smaller populations and may also function at a higher level during peak periods.
- Provides public access.

Description of a local boating facility from the Western Boating Coastal Action Plan.

As with car parking it is inappropriate to provide for peak demand for boat washing and trailer parking. Under the proposal, users of the boat ramp will have two options for boat wash down and whilst there may not be a direct line of sight between the two washes someone leaving the ramp would be able to easily check whether the LAAC boat wash was in use and either use the facility adjacent the ramp or park and wait until the other was available.

The need to leave the site to access the LAAC boat wash is not ideal for the users of that facility, but it is nevertheless considered to be acceptable. Each intersection has good sight distances allowing for relatively safe turns even for a long vehicle. Importantly VicRoads, as determining referral authority, has not objected to the grant of a permit, nor has Council's engineers raised any concerns about the movement of vehicles through the site.

The suggestion of relocating the LAAC boat wash and providing a turning area has unknown consequences for the proposal, there would certainly be an impact on the design of car parking. These changes are considered unnecessary but also are inappropriately achieved by conditions of permit.

It is considered that the number of proposed long vehicle parks is acceptable and it is appropriate that these are adaptable for use by all types of long vehicles, not just boat trailers, for efficient use of the land. Additional long vehicle parking can be achieved within the overflow area and it is appropriate that this be used to satisfy peak demand. It is noted that between launching and retrieving of a boat the common practice appears to be to park the vehicle and trailer on the beach near to the boat ramp rather than within the car parking.

Sea level rise

With any coastal location the risk from coastal inundation and erosion will be a relevant consideration. The objective of clause 13.01-2S is "To plan for and manage the potential impacts of climate change." The strategies to achieve this are:

Plan for sea level rise of not less than 0.8 metres by 2100 and allow for the combined effects of tides, storm surges, coastal processes and local conditions such as topography and geology when assessing risks and coastal impacts associated with climate change.

In planning for sea level rise, an increase of 0.2 metres over current 1 in 100 year flood levels by 2040 may be used for new development in close proximity to existing development (urban infill).

The MCP notes:

The latest projections from the Intergovernmental Panel on Climate Change on global sea level rise are for an increase of between 0.61 and 1.10 metres by 2100 above 1986-2005 levels under a high-emissions scenario, with a global average 0.84 metres. The range of possibilities requires us to prepare to be adaptable and flexible, and to respond to new information and observed changes in the physical environment.

The MCP maintains the same planning benchmark as clause 13.01-2S but notes that this is likely to be revised with the development of the Marine and Coastal Strategy.

A Coastal Hazard Vulnerability Assessment (CHVA) (Water Technology, 2018) has been provided with the application. The CHVA does not consider the location to be urban infill and so considers the 2100 planning horizon. The assessment models the highest astronomical tide for the location to be 2.07m AHD by 2100 and the 1% AEP storm tide level to be 2.74m AHD by 2100.

The area on which the LAAC and Beacon building are to be developed is generally around 4.0m AHD and so would not be directly impacted, but the CHVA notes that "Wave impacts during these events may be impacting the stability and hence erosion of the bluff at Point Grey. It is expected any such impacts would be enhanced with increasing sea level rise." The CHVA assigns a low level of risk for coastal inundation and medium risk for short term erosion and long term recession, within a shorter timeline for south of the pier.

To mitigate this risk it recommends:

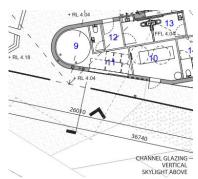
- Assessment, reinforcement and extension of the existing rock revetment (sea wall)
- The finished floor level of new buildings being above the 1% AEP storm tide for 2100
- The boardwalk being designed to accommodate wave action
- Structures to be designed and constructed to prevent failure as a result of undercutting
- Shoreline monitoring
- Works to enhance the condition of the beach areas.

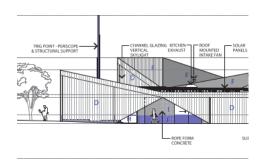
The application plans do nominate upgrades and extension of the sea wall and the boardwalk is noted as having gaps for the drainage of seawater. The finished floor level of boardwalks is 4.0m AHD, the Beacon building is 4.04m AHD and the LAAC is 5.0m AHD, all at least 1.26m above the 2100 1% AEP storm tide level.

It is considered that the application acceptably plans for and responds to coastal hazard risks, including with sea level rise. There is a level of buffer to accommodate sea level rise greater than the current scenario.

Waste management

The restaurant and LAAC are provided with bin storage areas within each building. The LAAC storage area can be easily accessed for collection from the access road. The plans for the LAAC suggest an area for 4 wheelie bins. The collection of restaurant waste would be via the boat ramp access but the storage area is within an internal pod behind the outer building skin.





Restaurant waste storage location – Area 11 on the floor plan and right side of the triangular opening in elevation.

Detailed waste management arrangements have not been provided with the application, but the floor plan suggests storage of two mini-skip bins and four wheelie bins. The passage between the two layers of the building scales at approximately 1.3m wide compared to the standard dimensions of an 1100L mini-skip bin of 1.24m x 1.07m. The movement of mini-skips from the storage area to the collection point is unlikely to be safe and convenient and should be reviewed. It may be that smaller bins could be used or the opening in the building could be increases so that bins could be wheeled straight in and out of the store.

It is appropriate that a detailed waste management plan be required of any permit granted. It is not clear from the application that the storage area of each building is sufficient for the volume of waste generated by the uses. The proposed buildings do not have outdoor back of house areas for activities like waste storage to occur, each building is completed encircled by the public realm. It would be inappropriate for overflow waste storage to occur as a result of insufficient space being provided within the building as this would detract from the amenity of the public space.

Live music

The application has been made on the basis that the restaurant and LAAC will not provide live music. It is appropriate if a permit is granted that conditions control the provision of live music.

Signage

The PPRZ is category 4 for the purpose of the sign provisions of clause 52.05. Within category 4 permissible signs are limited to:

Section 1 - Permit not required

Sign	Condition
Bed and breakfast sign	Only one to each premises.
Home based business sign	The display area must not exceed 0.2 sqm.
Direction sign	None specified
Direction sign	Tone specified
Section 2 - Permit required Sign	Condition
Section 2 - Permit required	

The application proposes two business identification signs on the restaurant building of 1.5m² each. One is at the entrance to the foyer, the other is on the dining room pod. The form and content of these signs has not been provided. Two business identification signs are also proposed to the LAAC. One is 2m² with the words "Lorne Aquatic and Angling Club" embossed into the concrete retaining wall on the northeast side of the building. The second is 1m² with the words "Community Room" on the east wall of the building.

It is considered appropriate to interpret the restaurant and LAAC as being separate premises and therefore each being able to have a total of 3m² of sign area. More detail of the proposed signs is required, particularly for the restaurant, which should be required by condition if a permit is granted, but it is considered that the proposed signage is acceptable.

In amending the application "Entry Marker & Site Signage" was added near to the intersection of the southern site access road, however no further details for this signage was provided. Without understanding that this would look like or contain a proper assessment cannot be undertaken. It is appropriate that this be deleted a latter application can be made if required.

Loss of views

A submission has been made by the owner of 5/33-35 Armytage Street that the proposed development could result in a loss of views. The submission is said to be made on behalf of other properties in Armytage Street but the submission is not made as a joint submission, therefore it is considered that only the objector property can be considered. This property is a dwelling within an apartment development approximately 340m southwest of the proposed restaurant building. Height poles representing the proposed development have not been erected to assist assessment of the loss of views and the objector's property has not be visited for the purpose of this application, but the reporting officer has visited this apartment block in relation to previous planning permit applications for other sites.

Dwellings within this apartment development enjoy broad panoramic views extending roughly from the ENE around to the ESE. The view includes the ocean and nearshore coast with a particular feature being breaking waves on the rock platforms that dominate the coast around Pt Grey and Shelley Beach. The views towards the ENE include the Lorne pier and across Loutit Bay to the coastline around Eastern View, Fairhaven, Aireys Inlet and beyond. The quality of the view to the pier varies from dwelling to dwelling with those on the upper level understandable having a better view than those on the lower level and vegetation on surrounding properties filters the broader views to a degree, however vegetation is a changeable element which can come and go over time.

In the view to Point Grey the pier is the most prominent non-natural feature, the public toilet block is visible and intrudes slightly on the water view, the fisherman's co-op is largely obscured by the cypress pines that are south of this building and quite dominant in the view. The southeast corner of the fisherman's co-op is visible and also slightly intrudes on the water view.



View (zoomed) from 5/33-35 Armytage Street (realestate.com.au).

The principles for considering view loss have been established by case law over time and are most completely stated in *Healy v Surf Coast SC* [2005] VCAT 990:

- (a) there is no legal right to a view;
- (b) views form part of the existing amenity of a property and their loss is a relevant consideration to take into account;
- (c) the availability of views must be considered in the light of what constitutes a reasonable sharing of those views:
- (d) in addressing the concept of "reasonableness", it is relevant to consider:
 - (i) the importance of the view to be lost within the overall panorama available; and
 - (ii) whether those objecting have taken all appropriate steps to optimise development of their own properties.
- (e) added emphasis will be placed on principles (b) and (c) above if the issue of views is specifically addressed in the planning scheme.

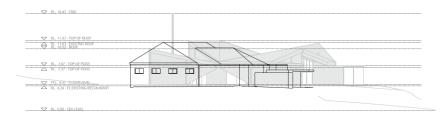
A further principle was added by the Tribunal in *Wright v Greater Geelong CC* [2013] VCAT 2092 and has been supported by subsequent divisions:

In addressing the question of reasonableness under para (c) above it is also relevant to consider the legitimate expectations of those whose view is being affected.

Neither the PPRZ, PCRZ or BMO address views, which compares with Schedule 2 to the Neighbourhood Character Overlay (NCO2) that applies to most residential areas of the town and has as an objective the achievement of a reasonable sharing of views. It is however a strategy of clause 21.10-3 (Lorne strategy) to "Seek to achieve a reasonable sharing of views of scenic landscape features from private land." It is considered therefore appropriate to place some weight on loss of view but not to the same level as would be applied to a development under NCO2. The impact on views can only be estimated but it is considered that this can be done with sufficient confidence to make a properly informed assessment.

The proposed development will have some impact on the views currently enjoyed from the objector's property. Under the amended application the existing toilet block is to be retained, therefore the impact of this building remains unchanged from existing conditions.

The Beacon building will cause a net reduction in the existing view. The highest roof point of the proposed building is only 340mm higher than the existing building but the massing of the building is quite different and extends further east (right in the view) as can be seen in the below comparative elevation from the application plans:



SOUTH ELEVATION - MIDDEN EDGE SCALE 1:400 @ A3

It is likely that the proposed building will block views to some of the pier pylons and some of the water which is likely to have a negative impact on the overall quality of this view as the context of a pier projecting out into the ocean will not be as strong. However whilst there will be some loss and diminishment of quality it is considered that a reasonable sharing of views is achieved for the following reasons:

- The lesser weight to be given to the protection of private views given this is not an objective of the applicable zones and overlays.
- The view to the pier will continue to be a quality view

- 2.1 Planning Permit Application 18/0508 Use of the land for place of assembly, restaurant and informal outdoor recreation; construction of buildings and works; business identification signs; reduction of standard car parking requirements; alteration of access to a road in Road Zone Category 1 and removal of native vegetation
 - The panoramic and arguably more important ocean and near and distant coastal views which are unaffected by this proposal

No other submissions have been made in respect of a loss of view, noting that direct notice was provided to all properties within the area bounded by Ocean Road South, Mountjoy Parade, Francis Street, Charles Street and Hird Street, including all of Armytage Street. It is recommended that the application not be refused on the basis of view loss.

Lighting

The application includes a concept lighting plan which appears to include a combination of bollard, wall, pole-mounted and in-ground up lights. At the hearing of submissions meeting the submission was made that the external lighting was inappropriate for the site.

The pier is currently lit with low level lighting along most of its length and pole mounted lights at the outer end. Power pole mounted lights are also provided along the southern leg of the access road and adjacent the restaurant. Lighting of public spaces is necessary for safety and to satisfy Australian Standards however it is considered appropriate that external light in this location be unobtrusive.

It is recommended that if a permit is granted that a detailed external lighting plan be required as a condition of permit.

Undergrounding of power lines

It has been submitted that power lines along Ocean Road South should be undergrounded. This is beyond the scope of the application and there is no nexus to require this to be done as a condition of permit. There would be no direct benefit to the proposed development to have these power lines undergrounded. However it is proposed to underground the power supply to the new buildings removing some of the existing poles and overhead lines.

Staging of development

The submission has been made that the permit, if granted, should facilitate the development being undertaken in a staged approach to allow the LAAC building to be constructed earlier than the remainder of the development might be delivered. Whilst theoretically possible there are a number of challenges to staging development including:

- There is no evidence that DELWP or GORCC as land owner/manager and committee of management respectively support staged development
- The development relies on shared infrastructure, including car parking, stormwater management, and landscaping and there is no proposal on how this would be divided or managed
- The risk that only part of the development is undertaken resulting in an incomplete and unacceptable outcome.
- Staged development may be more difficult to manage during construction, for example access closures

The application has not been submitted on the basis of the project being staged. It is recommended that if a permit is granted that the staging of development not be provided for. An application to amend the permit could be made later to pursue staging if this is supported by DELWP and GORCC (or the future authority).

Options

Option 1 – Refuse to grant a permit

This option is not recommended by officers as the merits of the application do not support the refusal of the application. Whilst 14 submissions have been made including from the beneficiaries of part of the proposal, it is considered that the grounds of objection do not substantiate refusing the application.

Option 2 - Defer making a decision

This option is not recommended by officers as the permit applicants may make application for a review of Council's failure to determine the application (after 60 statutory days have passed) with a risk of having to refund the review application fee. The applicant has recently amend the application to resolve the

inconsistency with the approved cultural heritage management plan, but has declined to make further changes to the proposal in response to objections.

Option 3 - Grant a notice of decision to grant a permit

This option is recommended by officers as detailed in the above assessment the proposal is acceptable under the relevant provisions of the Surf Coast Planning Scheme subject to appropriate conditions.

Summary Recommendation

It is recommended that Council as the Responsible Authority issues a Notice of Decision to Grant a Planning Permit.

Conclusion

Largely the merits of the proposal warrant the grant of a permit. The proposed uses are considered acceptable for this location on coastal Crown land and provide an opportunity for enhanced use of the coast by the community for recreational purposes. The public landscape elements of the proposal, including boardwalks, plaza and lookout platform, increase public accessibility to parts of the site and enhanced views. With a modest change it is considered that acceptable car parking provision can be provided and the design of car parking is considered appropriate, albeit that more of the parking is removed from the key activity area compared to existing conditions. New boating facilities are provided within the development and whilst the location of some of these may not be ideal they are considered to be acceptable.

There site has a long history associated with the European settlement of the township, particularly the timber and logging industries, however there is no heritage protection afforded to the site. The applicant submits that a heritage display will be provided as part of the development but this is not a matter which should be controlled by a planning permit when there is no nexus to the relevant planning provisions.

This is also a site of identified Aboriginal heritage, with a large shell midden and stone tools providing a history of use spanning at least 800-1200 years of occupation. A CHMP has been prepared and approved under the Aboriginal Heritage Act. Amendments to the application to alter the proposal will provide for the protection of this heritage in compliance with the conditions of the CHMP.

3. OFFICE OF THE CEO

Nil

GOVERNANCE & INFRASTRUCTURE 4.

4.1 **Our Financial Story**

Author's Title: Manager Finance General Manager: Anne Howard Department: Finance File No: F15/1252-2 Division: Governance & Infrastructure Trim No: IC20/736

Appendix:

1. Our Financial Story document (D20/98007)

Officer Direct or Indirect Conflict of Interest: Status:

In accordance with Local Government Act 1989 -Defined as confidential information in accordance with Local Government Act 2020, Section 3(1):

Section 80C:

Yes

 $|\times|$ No Yes

Reason: Nil Reason: Nil

Purpose

The purpose of this report is to share Council's "Our Financial Story" document and financial principles with the community.

Summary

Council has created a document to share its financial challenges with the community and to outline the financial principles that underpin the development of its annual budgets and financial plans. By sharing these challenges and principles with the community, Council hopes to inform and engage its most critical stakeholders in finding solutions to Council's financial challenges.

Recommendation

That Council:

- 1. Receives Our Financial Story, as appended, and notes that this document will assist Council in discussing its financial challenge with the community and stakeholders.
- Endorses the Long Term Financial Principles and notes that these principles are already reflected in the Long Term Financial Plan.

Council Resolution

MOVED Cr Tony Revell, Seconded Cr James McIntyre

That Council:

- Receives Our Financial Story, as appended, and notes that this document will assist Council in discussing its financial challenge with the community and stakeholders.
- 2. Endorses the Long Term Financial Principles and notes that these principles are already reflected in the Long Term Financial Plan.

CARRIED 9:0

4.1 Our Financial Story

Report

Background

The introduction of "Fair Go Rates" legislation by the Victorian State Government in 2016 has significantly reduced the ability of councils to respond to cost pressures by increasing the contribution of rate revenue to Council budgets. At the time of introduction it was estimated that rate capping would decrease Council's revenue by \$100 million over the first decade.

Many local government authorities have responded to the challenge by introducing programs to reduce costs and improve efficiency. Notably, Council introduced its Business Improvement program - with annual cost savings targets, and Digital Transformation program - to improve efficiency through technology.

Whilst these programs have helped bridge some of the financial gap, Council's long term financial plans continue to show a deteriorating financial position over the medium to long term.

Discussion

Council needs to be able to share this dilemma with its most important stakeholders, the community. This led to the development of a brief and readable document, called *Our Financial Story*. The document attempts to convey in simple terms the key drivers that contribute to Council's financial challenges, which include:

- An asset renewal requirement that is increasingly falling due
- The expectations of a growing community for new initiatives and ongoing services

In order to transition to a financially sustainable model, Council need to review what it does, why it does it, and how it does it. The important conversations to be had with the community will benefit if there is a general understanding of the current challenges. It is hoped that *Our Financial Story* will assist these important conversations.

Council has developed greater clarity about its current and forecast financial position, which includes the establishment of a Long Term Financial Plan (LTFP) for a ten year period. These Financial Principles used by Council in the development of the annual budget and LTFP each year are included in the attached document. These principles have not been shared with the community in a collated manner and *Our Financial Story* provides this opportunity. It is hoped that this provides the community with greater understanding of the annual budget process.

Financial Implications

The financial principles included in *Our Financial Story* provide the framework for Council's financial reporting, annual budgeting and long term financial planning.

Council Plan

Theme 5 High Performing Council

Objective 5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives
Strategy 5.1.1 Establish long-term financial principles and incorporate into the long-term financial plan

Policy/Legal Implications

Not Applicable

Officer Direct or Indirect Interest

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

Risk Assessment

Implementation of the financial principles will help reduce financial risks for Council.

Social Considerations

Not Applicable

Community Engagement

Community engagement has not occurred at this time. The response to the document may inform future reviews.

4.1 Our Financial Story

Environmental Implications

Not Applicable

Communication

Our Financial Story will be accessible via Council's website, will be used during induction of elected representatives and relevant staff, and will be used when appropriate in various community engagement activities.

Options

Option 1 – Receive and note "Our Financial Story" and endorse the Financial Principles

This option is recommended by officers as it will share Council's financial challenges with the community, and the Financial principles will set a framework for future financial reporting and planning.

Option 2 – Do not endorse the Financial Principles

This option is not recommended by officers as it will not share our financial challenge with the community or set a framework for future financial reporting and planning.

Conclusion

The ability to share Council financial challenges with the community is increasingly important as Council considers it will continue to have the financial capacity to continue to deliver important services across the Shire. Our Financial Story provides an opportunity to share the dilemma faced by Council in a readable and easy-to-understand format.

4.1 Our Financial Story

APPENDIX 1 OUR FINANCIAL STORY DOCUMENT

Surf Coast Shire Council Minutes - Council Meeting



SURF COAST SHIRE COUNCIL

Our Financial Story



Surf Coast Shire Council is a regional local government authority, located an hour south-west of Melbourne. The municipality has an approximate population of 33,000 in 2020, a mix of coastal and hinterland communities and has experienced strong overall population growth over recent decades.

Council provides 100+ services to the local community, and maintains \$800 million worth of community assets to support both the local population and the 2.5 million people who visit the area on an annual basis.

The purpose of this document is to share the financial challenges faced by Council and to outline the important principles that underpin the development of its annual budgets and financial plans. By sharing these challenges and principles

with the community, Council hopes to inform and engage its most critical stakeholders in finding solutions to Council's financial challenges.

Council has a 10 year rolling financial plan, called the Long Term Financial Plan to inform Council's decision-making. The Long Term Financial Plan, and Financial Principles, have been developed through extensive review and refinement over a number of years.

The **Challenge**

Council has a responsibility to current and future communities that leads to significant demands on its finances, in particular:

- An asset renewal requirement that is increasingly falling due
- The expectations of a growing community for new initiatives and ongoing services

The Victorian State Government introduced the "Fair Go Rates" legislation in 2016, and since then, rate revenue increases have been capped to State Government inflation forecasts.

Whilst acknowledging that household affordability is important, the introduction of rate capping has significantly constrained revenue for local government authorities. Council must carefully consider the allocation of its financial resources in this environment and continue to pursue important efficiency reforms.

Asset Renewal

Council's delivery of services significantly depends on maintaining its assets in good condition for as long as the community needs them.

Council's asset management practices are mature and incorporate infrastructure and financial elements of the asset base. This includes thorough and extensive asset condition reviews that feed into detailed asset modelling. This modelling takes account of asset use and ageing, and ensures that Council can plan to renew its assets when this will be required

The asset modelling then projects the asset renewal demand over the coming 20 years and calculates a smoothed annual allocation for asset renewal. This has been formally documented in Council's Asset Renewal Funding Strategy and is considered a foundation for the Long Term Financial Plan.

When assets have reached a condition where renewal is desired, but funding may not be allocated at that time, they are referred to as Council's "Asset Renewal Backlog". Until recently, this backlog was sitting at a very low level of \$2 million, or 0.25% of the asset base, which is much lower than the industry norm. However, a large portion of Council's assets are becoming due for intervention, meaning that Council must start allocating more funds to asset renewal soon, or service levels may reduce.

Council's Asset Renewal Funding Strategy recognises the additional investment that is required to maintain its ageing assets, and shows a requirement for a significant increase in annual asset renewal funding going forward. Current modelling shows that an increase of 9.5% in funding is required every year for the next 20 years. In the Long Term Financial Plan, that equates to an increased allocation to asset renewal, moving from \$7 million per year in 2020 to \$16 million per year in 2030.

The growing need for asset renewal expenditure is a significant challenge for Council and without major reform to Council's services and operations it will mean less money is available to fund new initiatives and existing services.

New Initiatives

Council's Long Term Financial Plan in 2020/21 has almost \$7 million of funding allocations to provide for new initiatives that are important to support a growing and changing community, including:

- Projects identified within Development and Infrastructure plans,
- Loan principal and interest costs, noting loans were used to fund new infrastructure, and
- Annual allocations towards new discretionary initiatives, which are important projects that respond to current issues and demands.

Council does have some funding sources that assist with new initiatives, including:

- Development and Infrastructure plans are strategically important because they ensure developer contributions are committed with certainty, however these also create long-term commitments from Council.
- Council has been successful at attracting grants from other levels of government to help fund new projects. This partnership funding remains essential however it is important to note that the operating and future renewal costs will still fall to Council and must be taken into account.
- New residential developments in the Shire do provide increased rate revenue for Council which can help fund new items, and these supplementary rates are important. However, the growing community also needs Council to deliver new services, and maintain and renew new assets when necessary, so the supplementary rates do not solve Council's financial challenges.

It is important to acknowledge these sources of funding do provide support for new initiatives. However, Council needs to consider the funding it would require to contribute under any funding agreements and the level of discretionary funding it wishes to have available. Council's capacity to provide this funding is reducing over time and this will lead to it being unable to meet the expectations of its growing community.

Transition Strategy

Despite Council's challenging financial situation, it has sufficient financial reserves to cover annual shortfalls in the medium term. Accordingly, the Long Term Financial Plan still sees about \$7 million per annum available for new initiatives for most of the life of the plan. And for communities not growing, the increasing commitment to asset renewal aims to ensure that they can continue to benefit from the assets that they enjoy today.

Drawing on reserves to support these allocations does not however solve the underlying issue and is not sustainable. Ultimately, Council's operations need to generate sufficient surplus to adequately fund both new initiatives and the renewal of its existing asset base. Accordingly, Council needs to review what it delivers to the community and what this costs, to ensure it can afford to deliver services and initiatives into the future.

The Long Term Financial Plan indicates that by drawing on reserves, Council can maintain its current level of discretionary spending for most of the next ten years. But there is no capacity to respond beyond that to new challenges or opportunities, or even return to the higher levels of discretionary spending enjoyed in the past.

Council will have sufficient funds in its reserves to provide this cover for a number of years. If a longer term solution is not found, Council will need to adjust materially discretionary spending again. The changes needed to create greater financial capacity will require assistance and input from the community and other partners. This takes time and so it is important that Council continues to work on this challenge, identify solutions and make necessary changes soon.

Financial Principles

Long Term Financial Plan

- 1. The Long Term Financial Plan will be updated and endorsed as part of the annual budget process.
- 2. An unallocated cash deficit in any year must be funded by a reserve allocation; however this is only an interim solution with a strategy required to return to an ongoing surplus.
- 3. A minimum balance of \$250,000 must be retained in the Accumulated Unallocated Cash Reserve to provide for unexpected demands.
- 4. New borrowings will only be taken where there is capacity to fund debt servicing costs for every year of the loan and will not be taken out to fund deficits or asset renewal requirements.
- 5. Proceeds from asset sales will be allocated to the Accumulated Unallocated Cash Reserve unless related to the sale of open space (ie. must be allocated to the Open Space Reserve).

Recurrent EBITDA

- 6. Focus on operational performance by budgeting and reporting against Recurrent EBITDA, as this provides the funding for funding allocations.
- Recurrent EBITDA must include allowances for growth (both discretionary and non-discretionary) and compliance costs.
- 8. Growth in Recurrent EBITDA is required to fund increases in obligations and discretionary allocations.
- Setting user fees and charges should be done with a view to minimising Council subsidy and to provide equity across user groups.
- 10. Projected Recurrent EBITDA savings must be realistic and driven by identified and funded initiatives.
- 11. Proposed discretionary projects that create new or improved assets must be assessed for the impact on Council's future Recurrent EBITDA and renewal requirements, and the ability for this to be afforded in the Long Term Financial Plan.

Allocations

- 12. Council must fund obligations before allocating funds for discretionary purposes.
- Asset renewal is fundamental to Council's service and financial sustainability; the asset renewal
 allocation is derived from formal assessments and is one of Council's most important commitments.
- 14. Council's contribution to Developer and Infrastructure Plans and debt principal and interest form part of its allocation to new projects.
- 15. A consistent level of discretionary allocation should be provided across all years of the Long Term



Author's Title: Manager Finance General Manager: Anne Howard Department: **Finance** File No: F18/1511-2 Division: Governance & Infrastructure Trim No: IC20/737

Appendix:

1. Appendix 1 - Budget 2020-21 (D20/106458)

Appendix 2 - Updated Organisation Submission (D20/102972)

Officer Direct or Indirect Conflict of Interest: Status:

 \bowtie No

In accordance with Local Government Act 1989 -

Section 80C:

Yes

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

 $|\times|_{\mathsf{No}}$ Yes

Reason: Nil Reason: Nil

Purpose

The purpose of this report is for Council to declare the rates for the 2020-21 financial year and adopt the 2020-21 Council Budget.

Summary

At the special Council meeting held on Tuesday 28 April 2020, Council resolved to give public notice that it had prepared a draft budget for the 2020-21 financial year and resolved to exhibit the document for the period commencing on Thursday 30 April 2020 and concluding Thursday 28 May 2020.

The budget document on exhibition included the financial component of the Strategic Resource Plan, which is to be adopted as part of the Budget 2020-21.

The Hearing of Submissions Committee considered all submissions received during the exhibition period and head from submitters that wishes to present their submission. The Budget 2020-21 has been informed by the submissions process and all submitters will be provided with written responses, including responses to queries or questions raised.

The Surf Coast Shire Council Budget 2020-21 is attached as Appendix 1 to this report, and includes amendments made as a result of the submissions process, which are listed separately in Appendix 2 or detailed within this report.

Recommendation

That Council:

- 1. Notes that 98 public submissions and an organisation submission were received in relation to the Draft Budget 2020-21.
- 2. Notes the changes arising from the public and organisation submissions as listed in Appendix 2.
- 3. Adopts the Budget 2020-21.
- 4. Declares the amount of rates and charges intended to be raised as follows:

General Rates	Amount Raised Rate	(Cents/\$CIV)
General Rate Land	\$ 37,624,844	0.20562
Farm Rate Land	\$ 2,097,181	0.15422
Commercial/Industrial Rate Land	d \$ 3,565,726	0.39069
Total General Rates	\$ 43,287,752	

Annual Service Charges

Total Charges	\$ 12,952,352	
Municipal Charge	\$ 4,807,312	\$212.00 per rateable property
Rural Garbage Charge	\$ 604,925	\$354.00 per rateable property
Urban Garbage Charge	\$ 7,540,115	\$427.00 per rateable property

Total General Rates and Charges \$ 56,240,104

- 5. Declares that rates, rating differentials and charges for the period 1 July 2020 to 30 June 2021 conform with Council's Rating Strategy and will be applied as outlined in section 4.1 of the Budget 2020-21.
- 6. Notes that general rates must be paid by four instalments made on or before the following dates:

Instalment 1 – 30 September 2020 Instalment 2 – 30 November 2020

Instalment 3 - 1 March 2021

Instalment 4 - 31 May 2021

- 7. Requires that any person pay interest on any amounts of rates and charges which:
 - 1. that person is liable to pay; and
 - 2. have not been paid by the dates specified for their payment; and
 - 3. are not specifically waived as part of Council's Covid-19 Response package or Hardship Policy.
- 8. Authorises the Manager Finance to levy and recover the general rates and service charges in accordance with the Local Government Act 1989.
- 9. Notes that no new borrowings are proposed in the Budget 2020-21.

Council Resolution

MOVED Cr James McIntyre, Seconded Cr Martin Duke

That Council:

- 1. Notes that 98 public submissions and an organisation submission were received in relation to the Draft Budget 2020-21.
- 2. Notes the changes arising from the public and organisation submissions as listed in Appendix 2.
- 3. Notes that the Long Term Financial Plan at Appendix G of the Draft Budget 2020-21 provides for a series of unallocated cash deficits, commencing with \$177,000 in 2023-24, and peaking as high as at \$2,111,000 in 2027-28.
- Notes that the Long Term Financial Plan also provides for a series of negative closing balances commencing in 2027-28, and peaking at -\$3,723,000 in 2029-30.
- 5. Acknowledges that it faces a Long Term Financial challenge and the importance of affirming a strategy to address this matter.
- 6. Adopts the Budget 2020-21.
- 7. Declares the amount of rates and charges intended to be raised as follows:

General Rates	Amount Raised Rate	(Cents/\$CIV)
General Rate Land	\$ 37,624,844	0.20562
Farm Rate Land	\$ 2,097,181	0.15422
Commercial/Industrial Rate Land	\$ 3,565,726	0.39069
Total General Rates	\$ 43,287,752	
Annual Service Charges		
Urban Garbage Charge	\$ 7,540,115	\$427.00 per rateable property
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Total Charges	\$ 12,952,352	
Total General Rates and Charges	\$ 56,240,104	

- 8. Declares that rates, rating differentials and charges for the period 1 July 2020 to 30 June 2021 conform with Council's Rating Strategy and will be applied as outlined in section 4.1 of the Budget
- 9. Notes that general rates must be paid by four instalments made on or before the following dates:

Instalment 1 – 30 September 2020

Instalment 2 – 30 November 2020

Instalment 3 - 1 March 2021

Instalment 4 – 31 May 2021

- 10. Requires that any person pay interest on any amounts of rates and charges which:
 - 1. that person is liable to pay; and
 - 2. have not been paid by the dates specified for their payment; and
 - 3. are not specifically waived as part of Council's Covid-19 Response package or Hardship Policy.
- 11. Authorises the Manager Finance to levy and recover the general rates and service charges in

accordance with the Local Government Act 1989.

9. Notes that no new borrowings are proposed in the Budget 2020-21.

CARRIED 8:1

Division

Cr McIntyre Cr Revell

Councillor Wellington called for division, voted on which was as follows:

For Against Abstained
Cr Bell Cr Wellington Nil
Cr Duke
Cr Goldsworthy
Mayor Hodge
Cr McKiterick
Cr Smith

CARRIED 8:1

Report

Background

Section 127 of the Local Government Act 1989 requires that:

- 1. A Council must prepare a budget for each financial year.
- The Council must ensure that the budget contains
 - a) financial statements in the form and containing the matters required by the regulations:
- b) a description of the services and initiatives to be funded in the budget;
- c) a statement as to how the services and initiatives described under paragraph (b) will contribute to achieving the strategic objectives specified in the Council Plan;
- d) Major Initiatives, being initiatives identified by the Council as priorities, to be undertaken during the financial year
 - For services to be funding in the budget, the prescribed indicators of service performance that are required to be reported against in the performance statements under section 131;
 - The prescribed measures relating to those indicators
- e) any other details required by the regulations. Section 127 (3) further outlines the requirements for disclosure of proposed rates and charges in the budget:
- 3. The Council must ensure that the budget also contains
 - a) the information the Council is required to declare under section 158(1);
 - b) if the Council intends to declare a differential rate under section 161, details listed in section 161(2);
 - c) if the Council intends to declare a differential rate under section 161A, details listed in section 161(2).

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

Discussion

A public submission process was held for the Draft Budget 2020-21 and 98 public submissions were received. Officers also identified matters relevant to the budget during the exhibition period for to provide transparency about proposed changes to the Draft Budget 2020-21, the organisation prepared an Organisation Submission.

The Budget 2020-21 has been amended as a result of the submission process to include the adjustments listed in Appendix 2. The organisation submission has been updated with the following two changes since the hearing of submissions.

- The Geelong Regional Library Corporation contribution has been changed from a savings of \$17,185 to a savings of \$522. The library corporation requested a higher contribution due to a change in some of their COVID-19 impact assumptions with the much earlier than anticipated announcement from Premier Daniel Andrews about public libraries opening.
- The rates and charges have been remodelled with all supplementary rates for 2019-20. This has increased rate revenue for 2020-21 by \$209,992

The Budget 2020-21, including Long Term Financial Plan, has also been updated to incorporate recent information including:

- Recent borrowings and refinancing of existing loans, following Council's resolution in February 2020;
- Council's regarding the Surf Coast Aquatic and Health Centre project (anticipated to open 2023-24);
- Updated figures relating to a significantly larger library in Torquay (anticipated to commence 2024-25)

The net costs of these additional facilities are included in the non-discretionary growth line in Council's Financial Plan.

In addition to amendments impacting the surplus/deficit the following amendments have been made:

- Correction to some statutory fees and charges in the fees and charges table.
- Update to rates and charges with the final revaluation data from the Valuer General. Of note the cents/\$CIV (capital improved value) have now decreased by 2.68% compared to 2019-20; whereas

in the draft budget they had increased by 2.01%. This has no impact on the total rates charged but is a reflection on the movement in valuations with the CIV increasing.

A copy of the Budget 2020-21, attached as Appendix 1, will be submitted to the Minister within 28 days of adoption by Council pursuant to Section 130 (4) of the Local Government Act 1989.

Financial Implications

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

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

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

The Long Term Financial Plan included in the Budget 2020-21 demonstrates that Council faces financial challenges. Council has prepared *Our Financial Story*. This short document describes the primary causes of these challenges, in an endeavour to share the challenge with its most important stakeholders, the community. *Our Financial Story* also documents the financial principles that underpin the development of the annual budget and the Long Term Financial Plan.

Council Plan

Theme 5 High Performing Council

Objective 5.2 Ensure that Council decision-making is balanced and transparent and the community is

involved and informed

Strategy 5.2.2 Evolve our community engagement approach to inform strategic Council direction and

decision-making

Policy/Legal Implications

The Budget 2020-21 complies with Sections 127, 129, 130 and 223 of the Local Government Act 1989.

Officer Direct or Indirect Interest

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

Risk Assessment

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

Social Considerations

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

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

Community Engagement

Council undertook a public exhibition and submission process as outlined in the report. Submissions were provided to all Councillors and the Hearing of Submissions Committee heard directly from submitters.

Environmental Implications

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

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

Communication

Viewing of the draft budget was available via Council's website, email and hardcopies were available on request. The public exhibition period for the Draft Budget 20200-21 was advertised in local media, via social media and on Council's website. Submitters wishing to address Council in regard to their submission were provided with an opportunity to do so at the Hearing of Submissions Committee Meeting on 2 June 2020, held as a virtual meeting using video-conferencing software and live-streamed for public viewing.

A copy of the Budget 2020-21 document will be available for public inspection on Council's website following adoption of the Budget 2020-21 by Council.

Options

Option 1 – Adopt the Budget 2020-21 as presented

This option is recommended by officers. The prepared budget document has been developed over a number of months, has been guided by Councillors participating in seven dedicated budget briefing sessions, informed by 98 public submissions and incorporates Council's most recent information and decisions.

Importantly, the Budget 2020-21 incorporates important initiatives to support the community and mitigate impacts arising from the COVID-19 pandemic. Adoption of the budget as presented will support ongoing service delivery and enables Council to make the COVID-19 support funds and financial support initiatives available to the community.

Adoption of the budget at this meeting will also fulfil Council's obligations under the Local Government Act 1989.

Option 2 – Adopt the Budget 2020-21 with amendments

This option is not recommended by officers as implications of amendments to the budget at this meeting will not be able to be assessed be, nor financial implications determined to inform Councillors' consideration of the changes.

Option 3 – Not adopt a budget

This option is not recommended by officers. If Council doesn't adopt a budget for the next financial year, or delays the adoption of an annual budget it may:

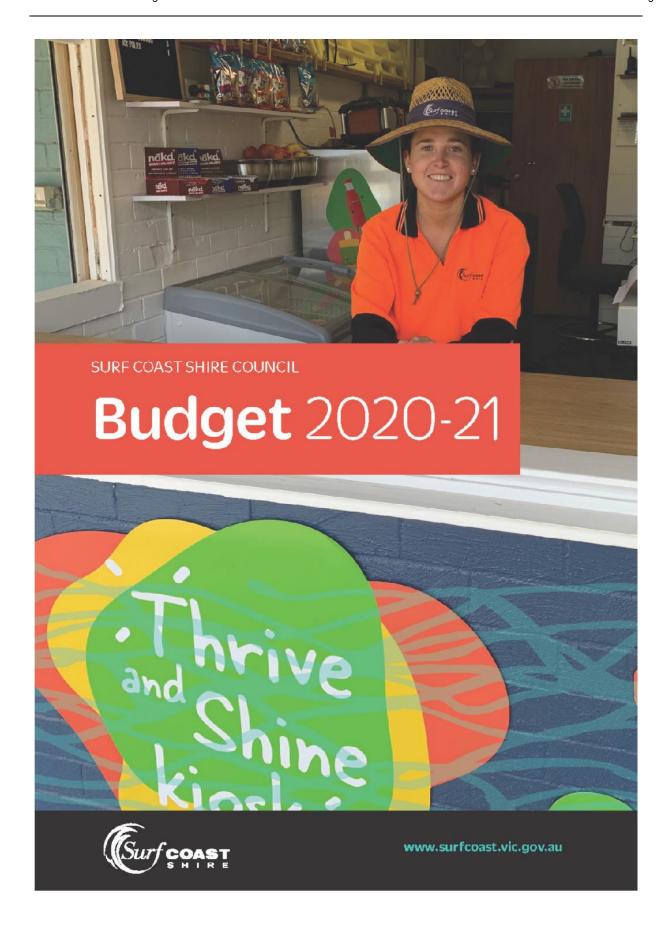
- i. Compromise its ability to strike rates in accordance with legislation;
- ii. Delay the opportunity for the community to receive benefits from the COVID-Support Allocation and related initiatives;
- iii. Impact delivery of important ongoing services;
- iv. Compromise Council's ability to comply with its obligations under the Local Government Act 1989.

Conclusion

The Budget 2020-21 is presented to Council for adoption.

APPENDIX 1 APPENDIX 1 - BUDGET 2020-21

Surf Coast Shire Council Minutes - Council Meeting





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Mayor's Introduction

Council is pleased to present this budget to its community - the final budget of its four year term.

We present this budget at a very unusual time, with our community facing unexpected challenges and uncertainty. This is a time when our community needs its Council to continue to deliver important services and to be able to help our communities as much as ever, and progressing with our annual budget enables us to do that.

Council knows that the COVID-19 outbreak has already changed lives for everyone in our community and we don't yet know what lies ahead. Council has developed the 2020-21 budget with this in mind and has deferred some high priority initiatives. This has allowed Council to put aside \$1 million in 2020-21 financial year to help businesses and community groups to recover and re-establish when we are through this current period. We also intend to provide other types of support, including waiving penalty interest for the year on any outstanding rates, fees and charges and sundry debts, to ensure those people who are struggling most are supported by Council. I encourage anyone facing difficulty to contact us for a confidential discussion about how we can help.

This budget includes a 2% rate increase, as Council has for the fifth year adopted a rate revenue increase in line with the Victorian Government's *Fair Go Rates System*. Maintaining these annual increases in rate revenue is essential for Council's future viability and ability to continue to support Surf Coast's future generations.

Council has taken a strong leadership position in relation to responding to the recycling challenges of 2019 and is in the process of introducing major changes to our kerbside collection services. The introduction of a Food Organics and Garden Organics (FOGO) service and a separate bin for glass collection are planned for early in 2021 and will provide a common service for our urban and rural customers. Because the current service will be in place for the majority of the year, Council is maintaining the current arrangement of different charges for urban and rural customers for 2020-21 and both charges will increase by 2%.

The budget again includes major capital investment and capital expenditure, with \$31 million expected to be spent on capital works. Some of these projects are already underway, including the Surf Coast Multi-Purpose Stadium and the Stribling Reserve Pavilions Redevelopment, about half of this spend relates to new projects taking place across the Shire.

I commend this budget to ratepayers and would like to thank my fellow Councillors and Council staff for their efforts in preparing this important document.

Cr Rose Hodge Mayor





CEO's Introduction

Council has developed an annual budget at a time when our local communities are learning about the implications of COVID-19. We anticipate that in 2020-21 we will need to focus on helping the community to reestablish their lives and for some their livelihoods. Council will also continue to maintain our delivery of Council's services that remain important to the community.

We have been agile and quickly changed our service approach to respond to the current situation. Some of these changes may stay with us while others will return to normal in time. This budget supports us to continue to be flexible and responsive to meet the needs of the community.

The 2020-21 budget again incorporates financial savings derived from our program of ongoing reforms that include Business Improvement, Digital Transformation and business-case driven investment. These savings contribute to Council's ability to continue to make important funding allocations for the community in the long term. As our focus on reforms continues, we will be considerate of what this might mean in a post-COVID environment.

Council has re-cast its long term financial plan to incorporate updated asset renewal allocations in accordance with our Asset Renewal Funding Strategy. The years ahead are quite different to recent years, with many assets nearing a condition or age where they will need reconstruction or replacement. This means that some asset renewal projects will occur in the financial year that the asset first reaches a condition that needs intervention, others will be delayed until Council has sufficient funds in the Asset Renewal Reserve, through future budgets or through securing external funding. This means that Council will start to experience a modest asset renewal backlog for a few years, however this is resolved in later years as annual renewal allocations increase.

The combination of rate-capping and increasing asset renewal allocations mean that Council cannot sustain the level of discretionary funding it has enjoyed in the past, until a long term solution is found for Council's financial challenges. The Long Term Financial Plan includes \$2 million allowance for discretionary funding each year, in addition to about \$6 million annually in other annual programs and projects that deliver new and upgraded assets for our growing community. This will be further bolstered by external grant funding, reinforcing the importance of Council's ongoing collaboration and partnerships with others.

I am pleased that Council is able to present its budget at a time when the community needs some certainty about what lies ahead. Council and its services can help provide some of that certainty and I thank the Councillors and staff for their hard work in preparing this budget.

Keith Baillie Chief Executive Officer



Executive Summary

Council has prepared a Budget for the 2020-21 financial year which seeks to meet important demands for services and infrastructure yet remain affordable for our community. Key budget information is provided below about the rate increase and operating result of the Council.

Rates

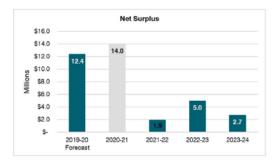
This budget proposes to increase rate revenue in line with the Fair Go Rates System cap, which is 2.0% for the 2020-21 financial year. The cap is set by the State Government and applies to the total revenue generated through general rates and the municipal charge. Council's rate revenue also increases from supplementary rates, which are new ratepayers that are created throughout the year from the building of new properties, subdivisions or existing property development. Supplementary rates are identified separately in the Four Year and Long Term Financial Plan as these funds are important to support the needs of a growing population.

As legislated, each property across the state is subject to an independent annual valuation, and these values will be used to calculate individual property rates. This annual revaluation does not result in a net gain or loss of revenue to Council, but it redistributes the rates burden according to updated property values. This means ratepayers may see rate increases that differ from the average 2.0% increase because of changes to their property value relative to that of other ratepayers' properties. As part of Council's COVID-19 support package, a property rates and charges rebate allocation of \$0.25 million has been allowed for in this budget. Interest on overdue rates may also be waived to provide financial relief to individual ratepayers experiencing difficulty in meeting their rate payment obligations due to financial hardship.

Waste charges are not subject to rate capping but the increase for kerbside collections in 2020-21 aligns to the overall rate revenue increase. Upgrades to kerbside collection is proposed to commence in March 2021. The rural garbage service will upgrade to include food and organics and glass bins; the urban garbage service already includes food and organics and will upgrade to include glass bins. The changes to the bin collection frequencies in the urban service offset the additional costs to providing the upgraded service. The additional cost of the upgraded rural service will be reflected in a staggered increase to the 2021-22 and the 2022-23 garbage collection fees.

Net Surplus

The expected net surplus for the 2020-21 year is \$13.3 million. The net surplus represents all operating revenues less expenses and is further detailed in Council's formal financial statements (section 3). Loan refinancing costs of \$2.5 million in 2019-20 and an increase in expensed capital works of \$2.1 million in 2020-21 are the main reasons for the increase in the net surplus from 2019-20 to 2020-21. The 2021-22 to 2023-24 years are significantly lower due to a combination of capital grants that are not confirmed are not budgeted for and a decline in non-monetary contributions in 2021-22.





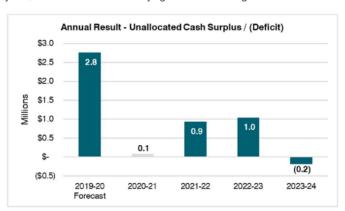
Annual Result

Local government financial reporting often includes a number of pre-allocated items that can make it difficult for readers to understand underlying performance. Contributions, grants and once-off project funding further contribute to this difficulty. Accordingly, it is useful to consider the annual result in the form of the unallocated cash surplus (or deficit). In 2019-20 Council's forecast annual result has been influenced by a significantly favourable recurrent operating result due mainly to one off circumstances such as land sales and grants received early, however this cannot be expected to continue.

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

Council has been proactive in introducing three business reform programs (Business Improvement, Business Case Investment and Digital Transformation) to improve efficiency and service, and importantly generate permanent savings that contribute to Council's long term financial sustainability. Council has incorporated a further \$0.6 million of ongoing savings in the 2020-21 budget as a result of these reforms which builds on strong savings in recent years.

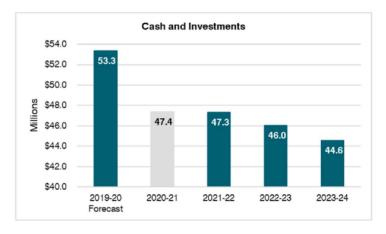
This budget shows modest annual surplus results over the following three years and a deficit in 2023-24. Costs associated with operating an aquatic centre have been factored into 2023-24 which has brought the deficit forward a year in the Long Term Financial Plan. The Long Term Financial Plan in Appendix G shows from 2023-24 the constrained revenue and anticipated level of financial allocations will challenge Council's ability to deliver a surplus result. This means that the surpluses in coming years are increasingly important because they will underpin Council's financial capacity, enabling Council to continue to make regular allocations to important initiatives in future years, until it resolves its underlying financial challenges.





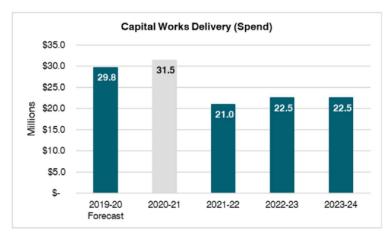
Cash and Investments

Cash and investments are expected to decrease by \$6.0 million during the year to \$47.4 million. The 2019-20 financial year included an injection of cash via borrowings to support a specific project (Stribling Reserve Pavilions). Over time there is a downward trend in cash balances as Council delivers on its program of capital projects. This balance remains high, however is overwhelmingly allocated to achieving Council priorities.



Capital Works

Council will deliver \$31.5 million of capital works in 2020-21, a record for delivery of capital works.



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

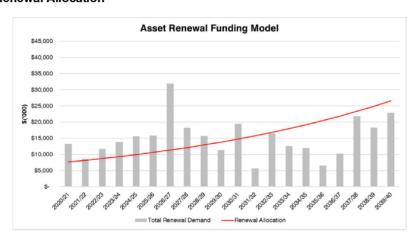
Council's asset renewal funding strategy provides an overall allocation to asset renewal, rather than determining each year's funding from the projects that are to be undertaken that year. This approach is based on estimating the level of asset renewal funding required over the next 20 years and smoothly increasing the annual allocation to ensure funds will be available when needed.



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

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

Asset Renewal Allocation



Council's Asset Renewal Funding Strategy includes a 20 year asset renewal model that takes into account asset usage and condition data as well as new and decommissioned assets. The asset renewal model highlights the challenge that Council faces in keeping up with demand for asset renewal expenditure. Where asset renewal demands exceed the amount available for asset renewal, as expected in coming years, a backlog results because asset renewal projects will need to be delayed. In later years, where the demand is less than the allocation in those years, Council will have financial capacity to then fund and renew backlog assets.

In a rate-capped environment Council cannot address significant peaks in demand, such as those anticipated in the next nine years, through corresponding increases in rate revenue. This means that funding the renewal of assets in the year that they are first due would impact Council's ability to fund other services, projects and initiatives in that year. Council's Asset Renewal Funding Strategy aims to provide a smooth approach to asset renewal funding.

Asset Renewal Backlog

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

Council's currently identified backlog is \$7.0 million (listed in appendix D), and has increased by \$4.6 million compared to last year, this increase is despite an increasing funding allocation over recent years. This increase is due to assets that have been condition assessed and require renewal. These assets will be prioritised for renewal when funding becomes available.

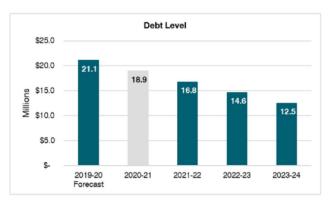


The asset renewal backlog as a percentage of Council's total property, infrastructure, plant and equipment asset base of \$831 million is 0.84%. This is a very low figure when considered across the local government sector.



Debt Management

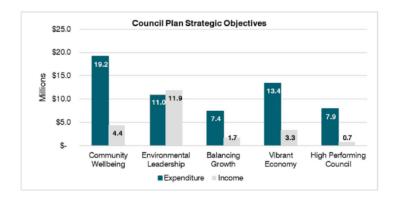
Council continues to maintain a manageable level of debt with borrowing levels well within the local government prudential guidelines. Council refinanced its debt portfolio in the 2019-20 to achieve an overall reduction in costs of \$0.6 million over the life of the portfolio. Council will consider its cash position before entering into any future debt arrangements. Section 4.2 of this document contains further information about Council's debt profile.



Strategic Objectives

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





COVID-19

The Budget includes a number of features that reflect Council's commitment to support its businesses and community where they may be impacted by the COVID-19 pandemic. These are summarised in the following table.

COVID-19 Support Iniatives	\$'000
Property Rates and Charges Rebate (Commercial/industrial Rate Land)	250
Waiver of fees for Food and Health Registrations, A-frame and Footpath Trading Permits	323
Waiver of Interest on outstanding rates	180
Waiver of Interest on outstanding sundry debtors	15
COVID-19 Support Allocation	1,000
Total	1,768

The above initiatives are additional to \$0.4 million of initiatives that Council has identified for implementation in 2019-20, and brings the total value of COVID-19 support to \$2.168 million at the time of developing the budget.

The COVID-19 Support Allocation of \$1.0 million provides Council with financial capacity to respond to the needs of businesses and the community when the impacts of COVID-19 are better understood. The ability to include this allocation in the 2020-21 financial year required Council to forego generating an unallocated cash surplus in 2020-21 as well as the deferral of a number of important initiatives that may have otherwise been included in the budget. The deferred initiatives are included in the following table.

Growth Initiatives Deferred	\$'000
Corporate Emission Targets Program	150
Aboriginal Cultural Officer	95
Community Project Development Investigations	20
Enhanced Christmas Activity	20
Increased centralised advertising budget	10
Total	295

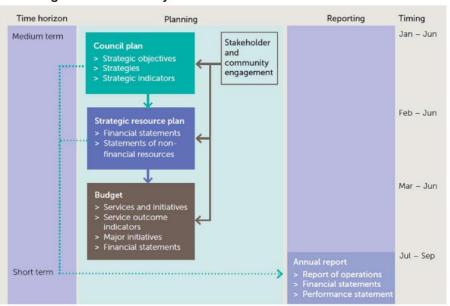
The Long Term Financial Plan has been updated to enable these deferred initiatives to be considered for funding as part of the 2021-22 Budget.



1. Link to the Council Plan

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

1.1 Planning and Accountability Framework



Source: Department of Environment, Land, Water and Planning

1.2 Our Purpose

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

Help our community and environment to thrive.

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

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



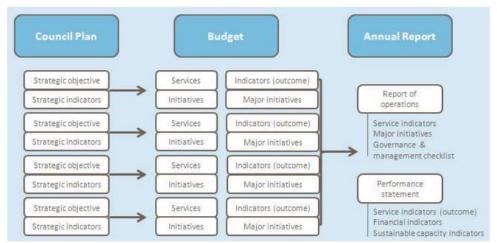
1.3 Council Plan Strategic Objectives

Themes	Strategic Objectives
Community Wellbeing	 Support people to participate in and contribute to community life Support people to be healthy and active
	 Improve community safety Provide support for people in need
Environmental Leadership	Drive the use of renewable energy Improve the re-use of resources
	Support local food production Retain and enhance rural land for appropriate and sustainable uses
Balancing Growth	Ensure infrastructure is in place to support existing communities and provide for growth
	 Strengthen township boundaries and support unique township character Understand and manage the impact of population and visitation growth in neighbouring municipalities and our own Shire
Vibrant Economy	 Support the creation and retention of jobs in existing and new businesses to meet the needs of a growing community Facilitate high quality events throughout the year
	 Strengthen the vitality of town centres Support key industry sectors such as surfing, tourism, home-based construction, and rural businesses
High Performing	 Ensure Council is financially sustainable and has the capability to deliver strategic objectives
Council	 Ensure that Council decision-making is balanced and transparent and the community is involved and informed
	 Provide quality customer service that is convenient, efficient, timely and responsive
	 Ensure the community has access to the services they need



2. Services, Initiatives and Service Performance Indicators

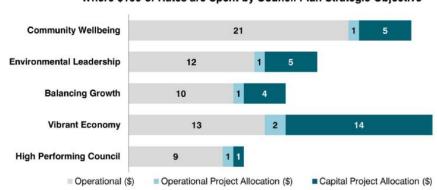
This section provides a description of the services and initiatives to be funded in the Budget for the 2020-21 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify in the budget major initiatives, initiatives and service performance outcome indicators, and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



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

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

The Budget spends \$100 dollar of rates as follows: \$65 dollars on operational expenditure, \$29 on new capital project allocations and \$6 on new operational project allocations.



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



2.1 Strategic Objective - Community Wellbeing

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

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

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

Description of Services Provided	Classification	2018-19 Actual \$'000	2019-20 Adopted \$'000	2020-21 Budget \$'000
Communications, Community Engagement and Advoc	асу			
This service is responsible for coordinating Council	Recurrent Operations			
communications, including liaising with media,	Expenditure	933	1,017	1,068
formulating media releases, preparing publications and	Overheads	212	250	238
delivering digital communication. The unit also provides	Revenue	(1)		
support to the Mayor and Councillors in regards to media		1,144	1,267	1,306
matters. Council's community engagement and	Oneveting Dreisets			
advocacy activity is led and supported by the unit.	Operating Projects			
	Expenditure Revenue	-	-	-
	nevenue			
		_	_	_
	Capital Allocation	81	-	-
Community Emergency Management				
This service assists community and Council to plan for,	Recurrent Operations			
respond to and recover from all potential emergencies	Expenditure	495	600	624
and their consequences. This includes coordinating	Overheads	182	153	150
arrangements for the utilisation and implementation of	Revenue	(1)		(5)
Council resources in response to emergencies and		676	753	769
arrangements for the provision of assistance to the				
community during recovery from emergencies. The unit	Operating Projects	050	0.40	0.40
prepares and maintains fire and other emergency management plans integrated with other local, regional	Expenditure Revenue	353 (240)	240 (240)	240 (240)
and state plans. The unit also delivers fire prevention	neveriue	113	(240)	(240)
programs under the CFA Act and community resilience		113	-	-
outreach programs with high risk communities.	Capital Allocation		-	-
Committee Handle and Double and Double				
Community Health and Development This program area aims to support communities to be	Recurrent Operations			
resilient and empowered through creating inclusive	Expenditure	503	550	568
communities where everyone can participate and	Overheads	69	102	107
contribute. They are responsible for implementing many	Revenue	(93)	(56)	(8)
Council Plan strategies under the pillar of Community		479	596	667
Wellbeing, addressing issues such as: Preventing				
Violence Against Women, Gender Equity, Community	Operating Projects			
Safety, Community Development, Healthy Eating and	Expenditure	57	-	18
Physical Activity, Communities of Place and Interest,	Revenue	(63)		
Volunteering and Alcohol, Tobacco and Other Drugs.		(6)	-	18
The unit also focuses on community capacity building via community development activities and grants.	Capital Allocation	-	-	-



Description of Services Provided	Classification	2018-19 Actual \$'000	2019-20 Adopted \$'000	2020-21 Budget \$'000
Early Years and Youth				
This service aims to support families, children and young	Recurrent Operations			
people to achieve their full potential. This is achieved	Expenditure	3,811	3,862	4,041
through the provision of family oriented support services	Overheads	866	901	1,074
including kindergartens, toy libraries, maternal and	Revenue	(2,922)	(2,843)	(3,020)
child health, youth development programs, family day		1,755	1,920	2,095
care and occasional care programs. The unit also				
supports playgroups, visiting specialists and the	Operating Projects			
provision of access to facilities and services. Revenue in	Expenditure	84	72	48
this area is generated mainly from government grants	Revenue	(96)	(72)	(48)
received and user service fees.		(12)	-	-
	Capital Allocation	-	_	
Facilities & Open Space Operations				
This service manages a wide range of Council facilities	Recurrent Operations			
and associated infrastructure (e.g. indoor sports	Expenditure .	7,180	7,562	7,701
facilities, kindergartens, recreation, early years, public	Overheads	(284)	(315)	(142)
toilets, community halls). It is responsible for managing	Revenue	(429)	(375)	(492)
and programming several sports and multi-purpose		6,467	6,872	7,067
community facilities including aquatic facilities which				
provide a source of income through user fees. The unit	Operating Projects			
also maintains and develops Council's parks and open	Expenditure	15	50	20
space assets (e.g. recreation reserves, playgrounds,	Revenue			
skate parks, trees, nature reserves).		15	50	20
	Capital Allocation	92	1,467	2,151
Library and Arts Development				
This service provides a varied program of arts and	Recurrent Operations			
cultural activities. Council develops policies and	Expenditure	863	894	913
strategies to facilitate art practice often in partnership	Overheads	28	37	35
with community members. The function is also	Revenue	(9)	(3)	(4)
responsible for the provision of library services and		882	928	944
manages a service agreement with the Geelong				
Regional Library Corporation. Library services are	Operating Projects			
provided at the Torquay branch and across the	Expenditure	36	59	121
municipality with a mobile service.	Revenue	(3)	(4)	(4)
		33	55	117
	Capital Allocation	-	100	200
Positive Ageing				
Over the past three years, preparations have been made	Recurrent Operations			
to support the transition of in-home aged care service	Expenditure	2,931	2,921	935
delivery to alternative providers. This transition to new	Overheads	480	576	141
service providers is progressing. Once the transition is	Revenue	(2,128)	(2,210)	(475)
completed during 2020-21, the Positive Ageing team will		1,283	1,287	601
continue to provide local in-home assessment services		,	,	
and support, along with Aged Friendly strategic	Operating Projects			
initiatives. Revenue in this area is generated through	Expenditure	72	203	
government grants.	Revenue	-		_
g		72	203	-



Description of Services Provided	Classification	2018-19 Actual \$'000	2019-20 Adopted \$'000	2020-21 Budget \$'000
Recreation and Open Space Planning				
This service plans for the development and management	Recurrent Operations			
of Council facilities with a primary focus on recreation	Expenditure	862	979	1,010
and multi-purpose facilities. It is responsible for	Overheads	283	227	250
assessing community-led recreation project proposals	Revenue	(42)	(58)	(58)
and delivering numerous recreation and open space projects.		1,103	1,148	1,202
•	Operating Projects			
	Expenditure	275	107	-
	Revenue	(70)		
		205	107	-
	Capital Allocation	2,979	6,820	2,164

Major Initiatives

1. Alcohol and Other Drug Action Plan 2018-21

Initiatives - Operational Projects

- 1. Alcohol and Other Drug Action Plan 2018-21
- 2. Arts Trail (Business Case)
- 3. Surf Coast Basketball Association Financial Assistance
- 4. Engage Youth Program
- 5. FReeZA Youth Project
- 6. Multidisciplinary Arts Collective Financial Assistance
- 7. Municipal Emergency Management Program
- 8. Pop Up Arts Space

Initiatives - New Recurrent Expenditure

- 1. Annual Essential Safety Measures
- 2. Building Maintenance Growth
- 3. Geelong Regional Library Corporation Contribution Increase
- 4. New Multi-Purpose Stadium Operations (Six Months)
- 5. Open Space Growth Street Trees
- 6. Open Space Growth Turf Soccer Pitch
- 7. Solar Panel Maintenance Inspections

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Maternal and Child Health	Participation	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100
			Annual Report 2016-17 Result: 78.42% Annual Report 2017-18 Result: 77.40% Annual Report 2018-19 Result: 77.70%
		Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100



Service	Indicator	Performance Measure	Computation
			Annual Report 2016-17 Result: 81.25%
			Annual Report 2017-18 Result: 94.12%
			Annual Report 2018-19 Result: 90.91%
Libraries	Participation	Active library members (Percentage of the municipal population that are active library	[Number of active library members / municipal population] x100
		members)	Annual Report 2016-17 Result: 19.43%
			Annual Report 2017-18 Result: 18.77%
			Annual Report 2018-19 Result: 18.78%
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population
			Annual Report 2016-17 Result: 0.23
			Annual Report 2017-18 Result: 0.26
			Annual Report 2018-19 Result: 0.30

2.2 Strategic Objective – Environmental Leadership

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

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

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

		2018-19	2019-20	2020-21
Description of Services Provided	Classification	Actual	Adopted	Budget
		\$'000	\$'000	\$'000
Environment				
This service ensures that Council complies with Victorian	Recurrent Operations			
and Commonwealth Government legislative	Expenditure	842	998	1,044
requirements regarding the environment, including:	Overheads	205	291	259
native vegetation; listed species and ecological	Revenue			
communities; pest plants and animals; and statutory		1,047	1,289	1,303
planning referrals. A wide range of Council Plan	Operating Projects			
strategies related to pest plant and animal management,	Expenditure	576	388	377
sustainability, environmental leadership and climate	Revenue	<u>(161)</u>	(6)	(6)
change are also delivered. The unit provides expertise in		415	382	371
the management of Council's many nature reserves				
(including the world famous Bells Beach Surfing	Capital Allocation	63	232	233
Recreation Reserve), rural roadsides and also some				
waterways. The unit provides specialist environmental				
and sustainability advice internally to Council and				
externally to community groups, local businesses,				
agencies and members of the public.				
Wests Management				
Waste Management				
The Waste Management function involves management	Recurrent Operations	0.505	0.004	0.040
of Council's landfill and transfer stations, <u>waste</u>	Expenditure	6,585	6,861	8,910
collection including kerbside rubbish collection and	Overheads	284	299	307
street cleaning and maintenance of street litter bins. The	Revenue	(10,380)	<u>(10,530)</u>	(11,882)
Waste Management unit has a strong focus on		(3,511)	(3,370)	(2,665)



Description of Services Provided	Classification	2018-19 Actual \$'000	2019-20 Adopted \$'000	2020-21 Budget \$'000
community education and waste services planning.	Operating Projects			
Revenue in this area is generated mainly from garbage	Expenditure	1,301	182	84
collection fees and the municipal waste charge.	Revenue			
		1,301	182	84
	Capital Allocation	-	184	2,854

Major Initiatives

1. Environmental Leadership

Initiatives - Operational Projects

- 1. Bells Beach Coastal & Marine Management Plan
- 2. Environmental Leadership
- 3. EPA Act Procedure Review
- 4. Hinterland Futures Panel Hearing
- 5. RACV Water Harvesting Agreement Licence

Initiatives - New Recurrent Expenditure

1. Additional Gross Pollutant Trap Maintenance

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Waste	Waste	Kerbside collection waste diverted	[Weight of recyclables and green
collection	diversion	from landfill	organics collected from kerbside bins /
		(Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	weight of garbage, recyclables and green organics collected from kerbside bins] x100
		•	Annual Report 2016-17 Result: 54.76%
			Annual Report 2017-18 Result: 55.06%
			Annual Report 2018-19 Result: 52.97%

2.3 Strategic Objective - Balancing Growth

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

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

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

Description of Services Provided	Classification	2018-19 Actual \$'000	2019-20 Adopted \$'000	2020-21 Budget \$'000
Asset Management				
This service is responsible for integrated and prioritised	Recurrent Operations			
capital works planning. This includes development and	Expenditure	1,371	969	1,205
implementation of asset management plans for planning	Overheads	(765)	(612)	(237)
for the expansion of Council's asset portfolio for the	Revenue	_(973)	_(679)	_(807)
needs of a growing population, as well as planning the renewal management of Council's existing Infrastructure.		(367)	(322)	161



Description of Services Provided	Classification	2018-19 Actual \$'000	2019-20 Adopted \$'000	2020-21 Budget \$'000
In addition, the function manages and maintains	Operating Projects			
Council's fleet portfolio as well as subdivision design	Expenditure	16	35	-
approval and works inspections.	Revenue	_(115)		
		(99)	35	-
	Capital Allocation	6,867	1,924	2,169
Engineering Services				
This service is responsible for the design of capital and	Recurrent Operations			
renewal infrastructure projects relating to road and	Expenditure	1,196	1,323	1,356
drainage along with providing specialist engineering	Overheads	259	293	278
advice internally to Council and externally to community	Revenue	(70)	(65)	(91)
groups, local businesses, agencies and members of the		1,385	1,551	1,543
public. This unit is also involved in development and implementation of road safety strategies and traffic and	Operating Projects			
drainage policies. The service also oversee traffic	Expenditure	-	110	-
management, street lighting upgrades and public	Revenue			
transport infrastructure improvements throughout the		-	110	-
shire. Revenue in this area is generated mainly from				
government grants and user service fees.	Capital Allocation	-	2,229	440
Planning & Development				
This service is responsible for strategic and statutory	Recurrent Operations			
planning and planning compliance. It is responsible for	Expenditure	3,185	3,557	3,792
monitoring Council's planning scheme, developing land	Overheads	702	891	896
use policy and preparing and processing amendments	Revenue	_(917)	_(842)	_(837)
to the Planning Scheme. It includes processing all		2,970	3,606	3,851
planning applications, providing advice and assessing	O			
development proposals which require a planning permit,	Operating Projects	170	165	154
and representing Council at the Victorian Civil and	Expenditure	179	165	154
Administrative Tribunal (VCAT) where necessary. Planning compliance services actively encourage	Revenue	<u>(21)</u> 158	165	154
compliance with the planning scheme and planning		136	103	134
permits, including being responsible for planning	Capital Allocation	6	_	_
enforcement action through the Magistrates Court or	p	·		
VCAT enforcement orders when necessary. Revenue in				
this area is generated mainly from user service fees,				
some government grants and fines.				

Major Initiative

1. Growth Area Planning and Consultation

Initiatives - Operational Projects

- 1. Growth Area Planning and Consultation
- 2. Moriac Structure Plan
- 3. Planning Scheme Corrections Amendment

Initiatives - New Recurrent Expenditure

1. Water Sensitive Urban Design Infrastructure Maintenance



Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Performance
Statutory	Decision	Council planning decisions upheld at	[Number of VCAT decisions that did
planning	making	VCAT	not set aside Council's decision in
		(Percentage of planning application	relation to a planning application /
		decisions subject to review by VCAT	Number of VCAT decisions in relation
		and that were not set aside)	to planning applications] x100
			Annual Report 2016-17 Result: 80.95%
			Annual Report 2017-18 Result: 50.00%
			Annual Report 2018-19 Result: 46.15%

2.4 Strategic Objective - Vibrant Economy

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

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

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

Description of Services Provided	Classification	2018-19 Actual \$'000	2019-20 Adopted \$'000	2020-21 Budget \$'000
Civil Works				
This service is responsible for the construction,	Recurrent Operations			
maintenance and day-to-day operation of Council's	Expenditure	4,117	4,434	4,546
sealed and unsealed road network, ensuring that it can	Overheads	484	563	861
support day-to-day activities including businesses	Revenue	(46)	(33)	(32)
moving customers, supplies and products across the		4,555	4,964	5,375
Shire. The Civil Works team also maintains drains and				
footpaths and other civil infrastructure. In undertaking	Operating Projects			
these responsibilities, the unit is also required to source	Expenditure	635	-	-
and manage contracting services to assist with the	Revenue	(22)		
completion of works, regularly review the standard and		613	-	-
cost of materials, and to keep up to date with improved				
work practices.	Capital Allocation	5,235	8,583	9,106
Building Compliance & Local Laws				
These diverse services support the economy through	Recurrent Operations			
overseeing issue and compliance with building	Expenditure	1,966	2,009	2,129
development controls and enforcement, permits for	Overheads	536	689	632
footpath trading, local law enforcement and Victorian	Revenue	(1,873)	(1,664)	(1,829)
Government agencies enforcement activities. This		629	1,034	932
service provides staff at school crossings to ensure that				
all pedestrians are able to cross the road safely. It also	Operating Projects			
provides animal management services including a cat	Expenditure	21	-	-
trapping program, a dog and cat collection service, a lost	Revenue	(15)		
and found notification service, a pound service, a		6	-	-
registration and administration service, an after-hours				
service and an emergency service. Revenue in this area	Capital Allocation	-	-	-



Description of Services Provided	Classification	2018-19 Actual \$'000	2019-20 Adopted \$'000	2020-21 Budget \$'000
is generated mainly from the issuance of infringement notices.				
Economic Development & Tourism				
The Economic Development and Tourism service has a	Recurrent Operations			
focus of working with business, residents and visitors to	Expenditure	2,556	2,578	2,600
create a prosperous place for the Surf Coast. The service	Overheads	690	542	485
is responsible for business engagement and support,	Revenue	(650)	(595)	_(559)
grants administration, tourism marketing, visitor		2,596	2,525	2,526
information, event facilitation and the Australia National				
Surfing Museum. It includes supporting existing	Operating Projects			
business, attracting new business, providing economic	Expenditure	138	213	1,033
data, grants administration, developing business profiles	Revenue	_(160)		
and contributing to local trader groups. Tourism		(22)	213	1,033
development functions include promoting the conference				
market, product development and marketing and funding	Capital Allocation	-	-	-
Great Ocean Road Regional Tourism. The service also facilitates a range of small to internationally recognised				
events via our event liaison team and provides an event grants funding program. Four visitor centres, the				
Australian National Surfing Museum and Great Ocean				
Road Heritage Centre service and distribute information				
to visitors and tell nationally significant stories. 2020-21				
Operating Projects includes a \$1.0 million COVID-19				
Support Allocation. Revenue in this area is generated				
mainly from museum and visitor information centre sales. Environmental Health				
	D			
This service provides public and environmental health	Recurrent Operations	047	050	077
protection services to the community and ensures	Expenditure	617	659	677
Council complies with its legislative duties. Services	Overheads	173	188	182
include: food safety - registration and monitoring	Revenue	<u>(289)</u> 501	<u>(313)</u> 534	(71) 788
compliance of food, accommodation, caravan parks and health (hairdressers, tattooist, beauty etc.) businesses;		501	334	788
Inspection and issuing permits for wastewater treatment	Operating Projects			
systems and septic tanks; Investigations of public health	Expenditure	-	-	-
complaints such as nuisances, food safety, pest control,	Revenue			
noise, emissions, odour, pollution, asbestos, water		-	-	-
quality; Customer Services/Expert Advice on public and				
environmental health matters; Public health emergency	Capital Allocation	-	-	-
response; and Childhood and School Immunisation				
Services. Revenue is generated mainly from health				
registration fees.				
Gherang Gravel Pits	Deaument C			
Revenue in this service area relates to gravel pit royalties.	Recurrent Operations	OFO	150	0.45
Expenditure relating to this service relates to Crown	Expenditure Overboads	259	156 a	245 a
royalty and leasing costs, maintenance, management	Overheads Revenue	4 _(938)	9 <u>(455)</u>	9 _(836)
and associated fees. The net revenue generated supports the delivery of Council's operational services and projects.	Revenue	(675)	(290)	(582)
and projects.	Operating Projects			
	Expenditure	-	-	-
	Revenue			
		-		-



Major Initiative

1. Prosperous Places Strategy

Initiatives - Operational Projects

- 1. COVID-19 Support Allocation
- 2. Planning Amendment to Implement Retail Strategy
- 3. Prosperous Places Strategy

Initiatives - New Recurrent Expenditure

- 1. Implementation of Economic Development Strategies
- 2. Increase in Street Sweeping

Service Performance Indicators

Service	Indicator	Performance Measure	Computation
Animal Management	Health and safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions
		,	Annual Report 2016-17 Result: 0
			Annual Report 2017-18 Result: 0
			Annual Report 2018-19 Result: 0
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads
		roads)	Annual Report 2016-17 Result: 61%
		•	Annual Report 2017-18 Result: 59%
			Annual Report 2018-19 Result: 60%
Food Safety	Health and safety	Critical and major non-compliance notifications (Percentage of critical and major non- compliance notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100
			Annual Report 2016-17 Result: 99.37%
			Annual Report 2017-18 Result: 98.84%
			Annual Report 2018-19 Result: 95.00%

2.5 Strategic Objective - High Performing Council

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

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

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



Description of Services Provided	Classification	2018-19 Actual \$'000	2019-20 Adopted \$'000	2020-21 Budget \$'000
Business Improvement				
This service leads Council's efforts to identify and	Recurrent Operations			
implement business improvement opportunities	Expenditure	153	160	166
in order to deliver financial, service and other	Overheads	54	73	66
benefits. In particular, realising financial gains is	Revenue			
important to ensure Council can deliver and		207	233	232
maintain the services and new infrastructure required by our growing community.	Operating Projects			
required by our growing community.	Expenditure	127	120	123
	Revenue	-	-	-
		127	120	123
	Capital Allocation	26	_	-
	-			
Corporate Planning				
This service coordinates the development of	Recurrent Operations			
organisational policy, strategy and systems, and	Expenditure	589	600	483
provides support in the areas of corporate	Overheads	(253)	(600)	(483)
planning, performance measurement and reporting. As a Council support service, \$0.48	Revenue	(3) 333		(1)
million is distributed as a corporate overhead to		333	-	(1)
the primary services within Council.	Operating Projects			477
	Expenditure	-	-	177
	Revenue			177
		_	_	""
	Capital Allocation	-	-	-
Customer Experience				
This service includes the customer experience	Recurrent Operations			
function that focuses on supporting and	Expenditure	798	836	836
enhancing customer service across the	Overheads	195	250	211
organisation. This service is responsible for	Revenue			
coordinating Council's front of house customer	On anatina Businata	993	1,086	1,047
services activities, including attending to customer phone and face-to-face enquiries.	Operating Projects Expenditure			_
customer priorie and face to face enquiries.	Revenue	_	_	_
	Hoverido		-	
	Capital Allocation	-	-	
Councillors, Council Support & Executive Serv	ires			
This area provides support for the nine elected				
representatives of Council as well as the four	Expenditure	2,218	2,202	2,353
members of the Executive Management Team	Overheads	981	1,434	1,334
and includes costs of \$1.33 million that relate to	Revenue	(1)		(1)
Council administration and meeting support, a portion of governance , legal support, risk		3,198	3,636	3,686
management and other corporate overheads.	Operating Projects			
•	Expenditure	-	-	-
	Revenue			
		-	-	-
	Capital Allocation	-		



Description of Services Provided	Classification	2018-19 Actual \$'000	2019-20 Adopted \$'000	2020-21 Budget \$'000
Digital Transformation				
The Digital Transformation service is tasked with	Recurrent Operations			
implementing Council's Digital Transformation	Expenditure	-	-	-
Strategy. This strategy aims to implement new	Overheads	-	134	198
technology to improve the customer experience, build capability in the business, and achieve	Revenue		134	198
financial outcomes. Council has made a specific		-	134	190
capital allocation to the implementation of the	Operating Projects			
strategy, but recognises that some of the back-	Expenditure	-	-	-
office support functions provide corporate	Revenue			
services to this DT function. The recurrent		-	-	-
operations reflects \$0.2 million of distributed	Canital Allacation	502	738	
corporate overheads.	Capital Allocation	502	130	-
Financial Management				
This service provides financial services to both	Recurrent Operations	0.404	0.505	0.500
internal and external customers of the organisation. The unit is responsible for ensuring	Expenditure Overheads	2,424 (1,334)	2,505 (1,426)	2,599 (1,456)
that Council complies with its statutory	Revenue	(850)	(786)	(1,430)
obligations in regard to financial planning and	Hoverido	240	293	463
reporting as well as provision of accounting				
services and management of Council funds.	Operating Projects			
Duties include managing creditors, payroll and	Expenditure	24	-	-
financial reporting. The Financial Management	Revenue	24		
unit plays an integral part in Council's long term financial planning processes, the formulation of		24	-	-
Council's annual budget, and the regular	Capital Allocation	-	_	_
reporting of Council's financial performance. This				
function also includes management of raising				
and collection of Council's primary revenue				
source, rates and charges. Revenue in this area				
is generated mainly from debt collection recoupments and receipt of the Financial				
Assistance Grant. As a Council support service,				
\$1.45 million is distributed as a corporate				
overhead to primary services within Council.				
Governance				
This service provides statutory and corporate	Recurrent Operations			
support to the organisation in the development	Expenditure	459	495	589
and review of organisational policies and	Overheads	(456)	(495)	(589)
procedures, Council meeting administration, ensuring compliance with legislative	Revenue	3		
requirements, managing Freedom of Information	Operating Projects	ŭ	_	_
and privacy requests, management of	Expenditure	2	53	426
procurement and contracts, Council property	Revenue	(3)		(39)
administration, maintenance of public registers,		(1)	53	387
Council election services and management of	O	4 407		
delegations and authorisations. As a Council	Capital Allocation	1,487	-	-
support service, \$0.59 million is distributed as a corporate overhead to the primary services within				
Council. Capital spend in prior years reflects land				
acquisitions.				



Description of Services Provided	Classification	2018-19 Actual \$'000	2019-20 Adopted \$'000	2020-21 Budget \$'000
Information Services				
This service includes two main sections,	Recurrent Operations			
Information Technology (incl. Geospatial	Expenditure	2,968	3,337	3,460
Information systems) and Records Management.	Overheads	(2,857)	(3,337)	(3,457)
The Information Technology area supports the	Revenue	(1)		
organisations requirements for computer		110	-	3
services (incl. provision, support, maintenance,				
licencing and infrastructure), communications	Operating Projects			
(fixed, mobile and data) and geospatial mapping	Expenditure	11	-	-
facilities for council and external uses. The	Revenue			
Records Management area manages document		11	-	-
compliance (incl. creating, capturing, classifying	Comital Allegation		105	105
and archival maintenance), and processing of	Capital Allocation	11	105	125
incoming and outgoing correspondence. The Information Services unit has the responsibility to				
support the organisation with a cost effective and				
efficient technology service that seeks to improve				
the performance of the organisation. As a				
Council support service, \$3.46 million is				
distributed as a corporate overhead to the				
primary services within Council.				
People & Culture				
This service is responsible for supporting the	Recurrent Operations			
organisation with strategic and operational	Expenditure	1,376	1,353	1,455
human resources management and includes	Overheads	(1,317)	(1,353)	(1,393)
learning and development and occupational	Revenue	(9)		
health and safety. The activities of the unit		50	-	62
include developing and implementing strategies,				
policies and procedures that promote high level	Operating Projects			
human resources and industrial relations	Expenditure	-	-	-
services. The unit also supports the organisation	Revenue			
in attracting new staff, retaining existing staff and		-	-	-
the ongoing development of the skills within Council's work force. As a Council support	Capital Allocation		227	100
service, \$1.39 million is distributed as a corporate	Capital Anocation	-	221	100
overhead to the primary services within Council.				
Program Management Office				
This service provides leadership, analysis and	Recurrent Operations			
support for Council's program of projects. This	Expenditure	21	20	70
includes a standardised and integrated approach	Overheads	981	887	747
to project management across the organisation	Revenue	-	-	-
to ensure the successful delivery of Council's		1,002	907	817
annual program. It has accountability for the		•		
successful management of all program	Operating Projects			
management processes, systems and functions,	Expenditure	-	-	-
including the Project Delivery Framework, Project	Revenue			
Delivery Process and Program Status Reporting		-	-	-
for all capital and operational projects. The \$0.8		_		
million net cost compromises corporate	Capital Allocation	5	51	-
overheads, community project management and				
project sponsor support. The capital allocation				
compromises community project management support.				



Description of Services Provided	Classification	2018-19 Actual \$'000	2019-20 Adopted \$'000	2020-21 Budget \$'000
Project Management Team				
Provides project management services to	Recurrent Operations			
Council to enable delivery of the Capital Works	Expenditure	419	(59)	(50)
Program and many Operational Projects in	Overheads	-	59	50
accordance with defined scope, financial and	Revenue			
quality standards. Project management costs are		419	-	-
included in project budgets enabling resources				
to be scaled up and down with the changing size	Operating Projects			
of the program. All direct project costs are cost	Expenditure	-	-	-
recovered.	Revenue			
		-	-	-
	Capital Allocation	-	-	-
Risk Management & Legal Services				
This service involves developing and monitoring	Recurrent Operations			
Council's risk management system, including	Expenditure	787	711	754
provision of support to the organisation in	Overheads	(402)	(711)	(753)
relation to managing risk, insurance policies and	Revenue	(21)	(23)	(16)
business continuity. As a Council support		364	(23)	(15)
service, \$0.75 million is distributed as a corporate				
overhead to the primary services within Council.	Operating Projects			
	Expenditure	-	40	-
	Revenue			
		-	40	-
	Capital Allocation	-	-	-

Major Initiatives

1. Council Plan (Including Health and Wellbeing Plan) 2021-25

Initiatives – Operational Projects

- 1. 2020 Council Elections
- 2. Business Improvement Officer (Business Case)
- 3. Candidate and Councillor Induction 2020
- 4. Council Plan (Including Health and Wellbeing Plan) 2021-25
- 5. Review of Local Law No. 1 Amenity
- 6. Victorian Electoral Commission Compulsory Voting Enforcement

Initiatives - New Recurrent Expenditure

1. Information Management Growth

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community
			Annual Report 2016-17 Result: 53%
			Annual Report 2017-18 Result: 52%
			Annual Report 2018-19 Result: 54%



2.6 Strategic Performance Outcome Indicators

The service performance indicators detailed in the preceding pages will be reported on in the Performance Statement which is prepared at the end of the year as required by Section 132 of the Act and included in the 2020-21 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance and sustainable capacity, which are not included in this budget report. The prescribed performance indicators contained in the Performance Statement are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the Report of Operations.

2.7 Reconciliation of Strategic Objectives to the Income Statement

Reconciliation to the Income Statement 2020-21 Budget				
	Net Cost			
	(Income) \$'000	Expenditure \$'000	(Income) \$'000	
Strategic Theme				
Community Wellbeing	14,806	19,161	(4,355)	
Environmental Leadership	(907)	10,981	(11,888)	
Balancing Growth	5,709	7,444	(1,735)	
Vibrant E∞nomy	10,073	13,400	(3,326)	
High Performing Council	7,178	7,915	(737)	
Total Activities and Initiatives	36,859	58,900	(22,041)	
Non-Attributable Items				
Asset Write Offs	2,015	2,015	_	
Amortisation - Intangible Assets	3,579	3,579	_	
Bad & Doubtful Debts	150	150	_	
Borrowing Costs	408	408	_	
Carry Forward Adjustment	(6,526)	748	(7,275)	
Depreciation	16,252	16,252	-	
Expensed Capital Works	3,396	3,396	-	
Granted Assets	(11,270)	-,	(11,270)	
Grants Commission	(5,015)	-	(5,015)	
Volunteer Employees	-	398	(398)	
Other Income	(632)	-	(632)	
Non-Attributable Items	2,356	26,946	(24,590)	
Deficit before Funding Sources	39,215	·		
-				
Funding Sources				
Rates Revenue & Municipal Charges	(48,445)			
Capital Works Program Grants	(2,102)			
Contributions - Monetary	(2,624)			
Total Funding Sources	(53,171)			
(Surplus)/Deficit as per Income Statement	(13,956)			



2.8 Service Statistics

Customer Experience			Community Facilities	
Total calls taken		60,000	Recreation Reserves maintained	13
Total service centre visits		23,000	Halls Maintained:	12
Rates queries responded to		6,500	Playgrounds Maintained	49
Freedom of Information requests responded to		20		
			Local Laws	
Positive Ageing			Dog registrations	5,755
Residents supported by assessment team		570	Cat registrations	853
			Animal infringements	20
Children's Services			Parking infringements	6,800
Kindergartens maintained		6	After Hours calls received	130
Children enrolled in kindergartens managed		469		
Family Day Care (hours provided)		20,000	Statutory Planning	
Infants enrolled in MCH service		353	Applications received and dealt with	650
			Planning permits audited	150
Community Health and Development			Complaints received and dealt with	170
Number of Community groups allocated small gra	int	45		
Number of Volunteers supported		301	Building	
Volunteer hours provided		11,100	Property Information requests provided	770
Economic value of volunteers	\$	390,000	Reports and consents	180
			Building Notices Issued	200
Environmental Health Services			Building Permits lodged	1,300
Food Premises Inspections		700	Swimming Pools registered	1,500
Registered food businesses		600		
Food Sampling Analysis		130	Road Services	
Immunisation vaccinations		2,000	Length of roads (km's)	1,124
			Gravel roads graded (km's)	1,000
Library Services			Footpaths maintained (m2)	1,200
Library visits		98,399	Road Resealed (km's)	9
Library Ioans		165,135	Road resheets (km's)	18
Library collection items		21,085	Street lights maintained	3,740
Library memberships		8,940		
			Waste Management	
Winchelsea Pool			Fortnightly waste collections services (urban)	17,469
Annual attendance		7,750	Fortnightly waste collections services (rural)	1,695
			Avg Fortnighly household waste generation (kg)	10
Australian National Surfing Museum			Annual garbage collected kerbside (tonnes)	4,910
Annual visitation		17,300	Annual garbage collected transfer (tonnes)	3,250
			Annual garbage collected sweeper (tonnes)	1,000
Event Grants Program			Annual recyclables collected (tonnes)	3,150
Number of major events supported		9	Annual Glass collected (tonnes)	1,350
Total contribution to major events	\$	57,500	Annual Food and Organics collected (tonnes)	5,076
Number of community events supported		13		
Total contribution to community events	\$	20,500		
Number of signature accepts as more test		4		
Number of signature events supported				



3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2020-21 has been supplemented with projections to 2023-24 extracted from the Long Term Financial Plan.

This section includes the following financial statements prepared in accordance with the *Local Government Act* 1989 and the *Local Government (Planning and Reporting) Regulations* 2014.

- Comprehensive Income Statement
- Balance Sheet
- · Statement of Changes in Equity
- · Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

Pending Accounting Standards

The 2020-21 budget has been prepared based on the accounting standards applicable at the date of preparation. It has been updated to include the impact of AASB 16 Leases, AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities. Pending accounting standards that will be in effect from the 2020-21 financial year have not been considered in the development of the budget. Standards that are likely to impact on the 2020-21 financial statements, not considered in the preparation of the budget include AASB 1059 Service Concession Arrangements: Grantors.



3.1 Comprehensive Income Statement

		2019-20 Forecast	2020-21	2021-22	2022-23	2023-24
	NOTES	\$'000	Budget \$'000	\$'000	c Resourc \$'000	e Plan \$'000
Income						
Rates and charges	4.1.1	54,900	56,590	59,365	61,914	64,456
Statutory fees and fines	4.1.2	2,250	2,366	2,397	2,469	2,543
User charges	4.1.3	7,682	7,476	7,999	8,220	11,585
Grants - Operating	4.1.4	8,407	7,705	7,901	8,053	8,017
Grants - Capital	4.1.4	7,746	9,377	1,051	1,051	1,051
Contributions - monetary	4.1.5	3,301	3,989	3,698	3,236	3,057
Contributions - non-monetary	4.1.6	12,258	11,668	3,826	7,104	5,012
Net gain/(loss) on disposal of property infrastructure, plant and equipment	4.1.7	600	-	-	-	-
Other Income	4.1.8	1,075	632	770	1,358	1,305
Total Income		98,220	99,802	87,007	93,404	97,027
Expenses						
Employee costs	4.1.9	33,068	32,654	34,115	35,471	36,878
Materials and services	4.1.10	27,006	29,385	26,773	27,196	31,448
Depreciation	4.1.11	15,431	16,252	17,573	18,257	18,993
Amortisation - intangible assets	4.1.12	3,579	3,579	3,579	3,579	3,579
Amortisation - right of use assets	4.1.12	555	536	635	643	651
Bad and doubtful debts	4.1.13	175	150	154	158	162
Borrowing costs	4.1.14	3,506	408	364	320	276
Finance costs leases	4.1.15	38	41	38	38	42
Other Expenses	4.1.16	2,501	2,840	1,866	2,756	2,270
Total expenses		85,858	85,846	85,096	88,417	94,298
Surplus/(deficit) for the year		12,361	13,956	1,911	4,987	2,729
Other Comprehensive Income						
Items that will not be reclassified to surplus or deficit in fu	•					
Net asset revaluation increment/(decrement)	4.1.17	(14,692)	9,058	7,146	18,331	4,991
Total Comprehensive Result		(2,331)	23,014	9,057	23,317	7,720



3.2 Balance Sheet

		2019-20	2020-21	2021-22	2022-23	2023-24
		Forecast	Budget		ic Resource	
	NOTES	\$'000	\$'000	\$'000	\$'000	\$'000
Assets						
Current assets						
Cash and cash equivalents		13,340	7,368	7,317	6,031	4,557
Trade and other receivables		4,591	4,585	4,532	4,623	4,716
Other financial assets		40,000	40,000	40,000	40,000	40,000
Inventories		300	306	306	306	306
Other assets	_	990	1,010	1,030	1,051	1,072
Total current assets	4.2.1	59,222	53,268	53,185	52,010	50,651
Non-current assets						
Trade and other receivables		38	13	4	-	-
Property, infrastructure plant & equipment		800,798	830,548	841,258	864,301	874,831
Investments in associates and joint ventures		431	431	431	431	431
Right of use assets		885	1,074	925	774	1,072
Intangible assets	_	25,049	21,471	17,892	14,314	10,735
Total non-current assets	4.2.2	827,201	853,537	860,511	879,820	887,070
Total assets	_	886,423	906,805	913,696	931,831	937,721
Liabilities						
Current liabilities						
Trade and other payables		3,480	3,755	3,805	3,850	3,896
Trust funds and deposits		3,820	2,882	2,882	2,882	2,882
Provisions		6,268	6,330	9,394	6,544	6,522
Interest bearing liabilities	4.2.3	2,139	2,139	2,150	2,161	2,173
Lease Liabilities	_		635	643	651	659
Total current liabilities	4.2.4	15,706	15,741	18,874	16,087	16,131
Non-current liabilities						
Provisions		12,198	12,206	9,215	9,137	9,146
Lease Liabilities		873	337	180	21	311
Interest bearing liabilities	4.2.3	18,927	16,787	14,637	12,477	10,304
Total non-current liabilities	4.2.5	31,997	29,330	24,032	21,635	19,761
Total liabilities	_	47,703	45,071	42,906	37,723	35,892
Net assets	_	838,720	861,734	870,791	894,108	901,828
Equity						
Accumulated surplus		470,554	490,483	492,444	498,717	502,920
Asset revaluation reserve		314,344	323,401	330,547	348,878	353,869
Other reserves		53,823	47,850	47,800	46,514	45,039
Total equity	4.2.6	838,720	861,734	870,791	894,108	901,828



3.3 Statement of Changes in Equity

For the four years ending 30 June 2024

	NOTES	2019-20 Forecast \$'000	2020-21 Budget \$'000	2021-22 Strateg \$'000	2022-23 ic Resource \$'000	2023-24 Plan \$'000
Equity Opening Balance		841,051	841,196	863,598	872,163	895,080
Surplus for the Year		14,837	13,345	1,420	4,586	2,359
Net Asset Revaluation		(14,692)	9,058	7,146	18,331	4,991
Total Equity	4.3.1	841,196	863,598	872,163	895,080	902,430

3.4 Statement of Cash Flows

		2019-20	2020-21	2021-22	2022-23	2023-24
		Forecast	Budget		ic Resource	
	NOTES	\$'000	\$'000	\$'000	\$'000	\$'000
Cash flow from operating activities						
Rates and charges		55,707	56,545	59,307	61,837	64,373
Statutory fees and fines		2,260	2,323	2,397	2,469	2,543
User charges		8,035	7,554	8,080	8,303	11,670
Grants - operating		8,703	7,976	8,179	8,336	8,300
Grants - capital		7,669	9,377	1,051	1,051	1,051
Contributions - monetary		3,301	3,989	3,698	3,236	3,057
Interest received		1,084	617	755	1,343	1,290
Trust funds and deposits taken/(repaid)		(10)	(938)	(<u>-</u> 0)	<u>-</u>	
Net GST refund/payment		4,961	5,350	4,208	4,481	4,921
Employee costs		(32,301)	(31,866)	(33,631)	(34,986)	(36,383)
Materials and Services	_	(33,832)	(36,123)	(32,352)	(33,082)	(37,800)
Net cash provided from operating activities	4.4.1	25,578	24,805	21,691	22,988	23,021
Cash Flows from investing activities						
		4.070	400	540	000	000
Proceeds from sale of property, plant & equipment		1,079	498	510	390	390
Payments for property, plant, equipment & infrastructure assets		(28,512)	(28,059)	(19,076)	(21,514)	(21,756)
Cash flows from investments		14,327	· -	100	17	-
Net cash used in investing activities	4.4.2	(13,105)	(27,561)	(18,565)	(21,124)	(21,366)
Cash flows from financing activities						
Finance costs		(3,508)	(411)	(364)	(320)	(276)
Repayment of lease liabilities		(567)	(627)	(635)	(643)	(651)
3 A 2 C 3 C 3 C 3 C 3 C 3 C 3 C 3 C 3 C 3 C			S		in a second second	
Interest paid - lease liabilities		(38)	(41)	(38)	(38)	(42)
Proceeds from borrowings		18,570	=	1 5 18	## 1000 Heroscope	
Repayment of borrowings	_	(13,790)	(2,139)	(2,139)	(2,150)	(2,161)
Net cash provided from financing activities	4.4.3	667	(3,218)	(3,176)	(3,150)	(3,129)
Net increase/(decrease) in cash & cash equivalents held		13,139	(5,973)	(50)	(1,286)	(1,474)
Cash & cash equivalents at the beginning of the period		201	13,340	7,368	7,317	6,031
Cash & cash equivalents at the end of the period	_	13,340	7,368	7,317	6,031	4,557
	_			-		
Investments (current and non-current financial assets)		40,000	40,000	40,000	40,000	40,000
Total cash & investments at the end of the period	4.4.4	53,340	47,368	47,317	46,031	44,557



3.5 Statement of Capital Works

		2019-20	2020-21	2021-22	2022-23	2023-24
		Forecast	Budget	Strategi	c Resource Plan	
	NOTES	\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Land		85	-	-	-	-
Total Land		85	-	-	-	-
Buildings		9,216	6,393	750	2,808	3,970
Total Buildings		9,216	6,393	750	2,808	3,970
Total Property		9,301	6,393	750	2,808	3,970
Plant and Equipment						
Plant, Machinery & Equipment		2,424	1,984	1,847	1,943	1,135
Fixtures, Fitting & Furniture		70	275	-	-	-
Computers & Telecomms		1,064	1,852	310	190	200
Total Plant and Equipment		3,558	4,111	2,157	2,133	1,335
Infrastructure		054	700	4.000		
Bridges		654	780	1,000	-	-
Drainage & Sewerage		407	271	200	205	205
Footpaths & Cycleways		1,217	1,199	606	600	1,074
Parks, Open Space & Streetscapes		989	1,678	742	723	265
Recreation, Leisure & Communities		3,468	4,597	5,235	4,343	3,589
Roads		8,702	8,457	7,376	7,522	7,546
Offstreet Car Parks		118	235		-	-
Waste		-	538	1,010	180	3,686
Expensed Capital Works		1,241	3,196	1,929	1,026	780
Landfill Provision		97	-	-	3,000	86
Total Infrastructure	-	16,893	20,950	18,097	17,599	17,231
Total Capital Works Expenditure	4.5.1	29,753	31,454	21,004	22,540	22,536
Expenditure Types						
New Asset Expenditure		10,787	8.490	2.788	3.775	8.414
Asset Renewal Expenditure		11,570	12.654	10.678	11.164	11.052
Asset Expansion Expenditure		60	68	1.000	1.000	1.000
Asset Upgrade Expenditure		5.997	6.847	4.610	2,575	1.204
Expensed Capital Works		1,241	3,396	1,929	1,026	780
Landfill Provision Works		97	-	-	3,000	86
Total Capital Works Expenditure	4.5.1	29,753	31,454	21,004	22,540	22,536
Funding Sources						
External						
Capital Grants		7,746	9,377	1,051	1,051	1,051
Contributions		247	-	-	-	-
Borrowings		3,275	-	-	-	-
Special Charges		24	-	-	-	-
Internal						
Proceeds from Sale of Assets		480	-	-	-	-
Council Cash		17,981	22,078	19,953	21,489	21,485
Total Capital Works Funding Sources	4.5.1	29,753	31,454	21,004	22,540	22,536



Reconciliation of Net Movement in Property Plant and Equipment

	2019-20	2020-21	2021-22	2022-23	2023-24
	Forecast	Budget	Strategi	ic Resource P	Plan
	\$ [.] 000	\$'000	\$'000	\$'000	\$'000
Total Capital Works	29,753	31,454	21,004	22,540	22,536
Asset Revaluation Increment / (Decrement)	(14,692)	9,058	7,146	18,331	4,991
Depreciation	(15,431)	(16,252)	(17,573)	(18,257)	(18,993)
Written Down Value of Assets Sold	(506)	(370)	(380)	(390)	(390)
Assets Written Off	(1,673)	(2,015)	(977)	(1,846)	(1,337)
Expensed Capital Works	(1,241)	(3,396)	(1,929)	(1,026)	(780)
Landfill Provision Works	(97)	-	-	(3,000)	(86)
Found Assets	308	-	-	-	-
Granted Assets	11,560	11,270	3,420	6,690	4,590
Net Movement in Property, Plant and Equipment	7,981	29,749	10,711	23,042	10,531

3.6 Statement of Human Resources

For the four years ending 30 June 2024

	2019-20	2020-21	2021-22	2022-23	2023-24
	Forecast	Budget	s	trategic Resou	rce Plan
NOTES	\$'000	\$'000	\$'000	\$'000	\$'000
Staff Expenditure					
Employee Costs - Operating as per Income Statement 4.6.1	33,068	32,654	34,115	35,471	36,878
Employee Costs - Capital	1,770	3,048	3,115	3,184	3,254
Total Staff Expenditure	34,839	35,702	37,230	38,655	40,132
Staff Numbers (FTE)					
Employees	346.9	336.8	339.4	340.7	342.1
Total Staff Numbers (FTE)	346.9	336.8	339.4	340.7	342.1

A summary of human resources expenditure categorised according to the organisational structure of Council is included below for 2020-21.

	2020-21	2020-21	2020-21
	Budget	Full Time	Part Time
Division	\$'000	\$'000	\$'000
Chief Executive Office	649	551	98
Culture and Community	11,351	6,650	4,701
Environment and Development	9,638	7,269	2,369
Governance and Infrastructure	9,479	7,097	2,382
Total Staff Expenditure	31,118	21,568	9,550
Casuals	511		
Volunteers	398		
Other Employee Costs	628		
Employee Costs as per Income Statement	32,654		
Total Capitalised Labour	3,048		
Total Expenditure	35,702		

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below for 2020-21.

Division	2020-21 Budget	2020-21 Full Time	2020-21 Part Time
Chief Executive Office	4.3	3.0	1.3
Culture and Community	115.6	63.3	52.3
Environment and Development	89.2	64.6	24.6
Governance and Infrastructure	91.7	65.9	25.9
Total Staff (FTE)	300.7	196.7	104.0
Casuals and Other Employee Costs	5.5		
Volunteers	5.6		
Capitalised Labour	24.9		
Total Staff (FTE)	336.8		



3.7 Four Year Financial Plan

	2019-20	2020-21	2021-22	2022-23	2023-24
	Forecast \$'000	Budget \$'000	Strategi \$'000	c Resource \$'000	Plan \$'000
Recurrent EBITDA less Waste and Other Special Purposes					
Property Rates and Charges	46.047	48.095	49,177	50,407	51.667
Property Rates and Charges Rebate	,	(250)		-	
Supplementary Property Rates and Charges	793	600	1,647	2,539	3.453
Grants	7.859	7.416	7,612	7.813	8,017
Other Revenue	6,989	7,257	7,794	8,014	8,240
Total Recurrent Income	61,688	63,119	66,230	68,772	71,377
Employee Benefits	30,794	31,043	31,974	32,934	33,922
Materials and Services	15,623	15,346	15,729	16,123	16,526
Total Expenditure - Existing Operations	46,417	46,389	47,704	49,056	50,447
Financial Recurrent Savings Target	-	-	300	600	900
Compliance Costs (Recurrent)		22	300	600	900
Compliance Costs (Projects)	-	-	500	500	500
Non-Discretionary Growth	-	443	300	600	1,656
Recurrent Growth Budget Year	-	-	478	490	502
Discretionary Growth	-	-	595	895	1,195
Total Expenditure - New Operations		466	2,172	3,084	4,752
Recurrent EBITDA less Waste and Other Special Purposes	15,271	16,264	16,654	17,231	17,077
Recurrent EBITDA Waste					
Garbage Charges	7,856	8,145	8,541	8,969	9,337
Grants	125	-	-	-	-
Other Revenue	3,313	3,737	3,821	3,916	4,014
Total Recurrent Income	11,294	11,882	12,362	12,885	13,351
Employee Benefits	679	778	679	696	713
Materials and Services	7,060	8,391	9,169	10,135	10,388
Total Expenditure - Existing Operations	7,739	9,169	9,848	10,831	11,102
Discretionary Growth	-	48	49	50	52
Total Expenditure - New Operations		48	49	50	52
Recurrent EBITDA Waste	3,555	2,665	2,465	2,004	2,198
Recurrent EBITDA Other Special Purposes					
Other Revenue	984	23	24	25	25
Total Recurrent Income	984	23	24	25	25
Employee Benefits	6	-		-	-
Materials and Services	290 296	16 16	17 17	17 17	17 17
Total Expenditure - Existing Operations					
Recurrent EBITDA Other Special Purposes	688	7	7	8	8
Total Recurrent EBITDA	19,514	18,936	19,126	19,243	19,283



	2019-20	2020-21	2021-22	2022-23	2023-24
	Forecast	Budget		ic Resource F	Plan
	\$'000	\$'000	\$'000	\$'000	\$'000
Total Recurrent EBITDA	19,514	18,936	19,126	19,243	19,283
Cash Adjustments:-					
Balance Sheet Movements	819	261	165	10	4
Interest Revenue	1,255	632	770	1,358	1,305
Grants Commission funds received early adjustment	(69)	(71)	(73)	(75)	(78)
Asset sales - Plant/Fleet	480	370	380	390	390
Asset sales - Land	858	-	-	-	-
Total Cash Adjustments	3,343	1,192	1,242	1,682	1,622
Total Cash Available for Allocation	22,857	20,127	20,368	20,925	20,905
Allocations to Commitments					
Debt Interest & Principal	1,641	2,188	2,144	2,111	2,077
Torquay/Jan Juc Developer Plan Allocation	2,349	2,448	2,551	2,658	2,770
Spring Creek Infrastructure Plan Allocation	-	-	751	774	797
Winchelsea Infrastructure Plan Allocation	206	212	219	225	232
Waste Allocation	3,555	2,665	2,465	2,004	2,198
Asset Renewal Allocation	7,168	7,775	8,511	9,317	10,200
Business Case Investments	500	500	500	500	500
Council Election Year	-	472	-	-	-
Growth and Compliance Costs (Non-Recurrent)	343	326	-	-	-
Total Allocations to Commitments	15,762	16,586	17,141	17,588	18,773
Discretionary Cash Available	7,095	3,542	3,227	3,337	2,131
Discretionary Allocations					
Discretionary Operating Projects	860	441	-	-	-
Discretionary Capital Works	1,671	1,716	2,000	2,000	2,000
Recreation & Open Space (to AUC)	825	-	-	-	-
Defined Benefits Superannuation Allocation	50	50	50	50	50
Gravel Pits Allocation	682	-	-	-	-
Aireys Inlet Aged Units	7	7	7	8	8
Towards Environmental Leadership	250	250	250	250	250
COVID-19 Support Allocation	-	1,000	-	-	-
Total Discretionary Allocations	4,344	3,464	2,307	2,308	2,308
Unallocated Cash Surplus / (Deficit)	2,751	78	920	1,029	(177)
Accumulated Unallocated Cash					
Opening Balance	1,085	3,006	3,317	4,238	5,267
Annual Surplus/(Deficit)	2,751	78	920	1,029	(177)
Net Allocations During the Year	(1,025)	-	-	-	-
Transfer for Projects Funded in Prior Year	925	234	-	-	-
Transfer for Digital Transformation	(730)	-	-		
Closing Balance	3,006	3,317	4,238	5,267	5,090



3.8 Reconciliation of Recurrent EBITDA to Income Statement

	2019-20	2020-21	2021-22	2022-23	2023-24
	Forecast	Budget	Strate	gic Resource	e Plan
	\$'000	\$'000	\$'000	\$'000	\$'000
Recurrent EBITDA					
Property Rates and Charges	46,047	48,095	49,177	50,407	51,667
Property Rates and Charges Rebate	-	(250)	-	-	-
Supplementary Property Rates and Charges	793	600	1,647	2,539	3,453
Garbage Charges	7,856	8,145	8,541	8,969	9,337
Grants	7,984	7,416	7,612	7,813	8,017
Other Revenue	11,286	11,017	11,639	11,955	12,280
Total Recurrent Income	73,966	75,024	78,616	81,681	84,753
F	24.470	24.004	20.052	22.000	04.005
Employee Benefits	31,479	31,821	32,653	33,629	34,635
Materials and Services	22,973	23,753	24,915	26,275	26,932
Total Expenditure - Existing Operations	54,452	55,574	57,568	59,904	61,566
Financial Recurrent Savings Target	-	-	300	600	900
Compliance Costs	-	22	300	600	900
Compliance Costs - Projects	-		500	500	500
Non-Discretionary Growth	_	443	300	600	1.656
Discretionary Growth Budget Year		_	527	540	553
Discretionary Growth	-	48	595	895	1,195
Total Expenditure - New Operations	-	514	2,221	3,135	4,804
Total Recurrent EBITDA	19,514	18,936	19,126	19,243	19,283
Reserve Transfers	13,514	10,330	13,120	13,243	19,200
Developer Contributions (DCP Torquay)	1,180	2,135	1,370	1,132	1.092
Developer Contributions (Non-DCP)	115	66	32	1,102	1,002
Open Space Contributions	325	200	500	500	500
Cash Adjustment of Available Funds	020	200	300	500	300
Interest Revenue	1,255	632	770	1,358	1,305
Finance Costs	(934)	(321)	(287)	(254)	(220)
Finance Costs DCP Loan	(97)	(87)	(77)	(66)	(55)
Finance Cost funded by Ioan	(2,475)	(07)	(//)	(00)	(00)
Sale of Land	858		_		_
Sale of Plant	480	370	380	390	390
Projects	400	010	000	000	000
Capital Projects Revenue	8,036	9,377	1,051	1,051	1,051
Expensed Capital Works	(1,241)	(3,396)	(1,929)	(1,026)	(780)
Operational Projects Expenses	(5,587)	(3,570)	(735)	(490)	(250)
Operational Projects Revenue	470	337	288	240	(200)
Compliance Project	-	-	100	100	100
Non Cash Items			100	100	100
Depreciation	(14,876)	(15,716)	(17,573)	(17,614)	(18,343)
Amortisation	(4,134)	(4,115)	(3,579)	(4,221)	(4,229)
Contributions - Non-Monetary	12,258	11,668	3,826	7,104	5,012
Volunteer Employees	(390)	(398)	(406)	(414)	(422)
WDV of Assets Sold	(738)	(370)	(380)	(390)	(390)
Asset Write Offs	(1,673)	(2,015)	(977)	(1,846)	(1,337)
Surplus/(Deficit)	12,361	13,956	1,911	4,987	2,729



3.9 Capital Works Program Allocations

New Allocations and Carry Forwards for the Year Ending 30 June 2021

				Expenditur	9				Funding			
								External Funds		Counci	l Cash	
										Cash		
Capital Program - New Allocations						Landfill	Total			Reserve	Direct	Total
	Renewal	Upgrade	Expansion	New	Expensed	Provision		Grants	Contrib's	Funds	Funded	Funding
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$000	\$'000	\$000	\$'000
Renewal Program												
Active Play Items Renewal Program	100						100				100	100
Barwon River Reserve - Mud Brick Shelter	75						75		- 1		75	75
Bellbrae Reserve Playground	202						202		- 1		202	202
Bridge Renewal Program	25						25		- 1		25	25
Building Renewal Program	490						490		- 1		490	490
Asset Condition Audits					135		135		- 1		135	135
Deans Marsh Community Hall - Kitchen Refurbishment	60						60		- 1		60	60
Drainage Renewal Program	75						75		- 1		75	75
Facility Signage Renewal Program	10						10		- 1		10	10
Fencing Renewal Program	75						75		- 1		75	75
Fischer Street Rehabilitation (Highlander to Darian)	765						765		- 1		765	765
Footpath Renewal Program	170						170		- 1		170	170
Great Ocean Views Playground							101		- 1		101	101
	101						60		- 1		60	60
Guardrail Renewal Program									- 1			
Heavy Plant Replacement Program	1,200						1,200		- 1		1,200	1,200
I.T. Renewal Program	125						125		- 1		125	125
Irrigation Renewal Program	85						85		- 1		85	85
Kerb Renewal Program	45						45		- 1		45	45
Light Fleet Replacement Program	550						550		- 1		550	550
McMillan St Car Park Upgrade (Renewal)	64			50			115		- 1		115	115
Park Furniture Renewal Program	20						20		- 1		20	20
Playground Renewal Program	30						30		- 1		30	30
Point Roadknight Drainage Outfall	638						638		- 1		638	638
Sealed Road Renewal Program - Pavement Rehabilitation	175						175		- 1		175	175
Sealed Road Renewal Program - Reseal Program	600						600		- 1		600	600
Small Plant Replacement Program	60						60		- 1		60	60
Structures Renewal Program	40						40		- 1		40	40
Unsealed Road Renewal Program	1,200						1,200		- 1		1,200	1,200
Unsealed Shoulder Renewal Program	165						165		- 1		165	165
Water Sensitive Urban Design Renewal Program	160						160		- 1		160	160
Winchelsea Kindergarten - Playground Renewal	28						28				28	28
Contingency Allocation Total Renewal	188 7,580			5 55	135		193 7,770				7,770	7,770
Torquay / Jan Juc DCP Projects	7,580			55	130		7,770				7,770	7,770
Surf Coast Hwy / Bristol Rd Intersection Upgrade (RD05) - Design		66			66		131		- 1		131	131
Surf Coast Hwy Coombes Rd Intersection Construction (RD03)	1	442			1.768		2.210				2,210	2,210
Torquay Central & North (OR01) - Contributions to Developer Works	1	442		507	1,768		507				507	507
Torquay North Open Space Pathways (PC02) - Contributions to Developer Works				539			539			I	539	539
Upgrade Bells Beach Reserve (OR10) - Gross Pollutant Traps Installation				90			90			I	90	90
opgiade bells beach neserve (on to) - Gloss Pollutant Traps Installation				90			90			I	90	90
Contingency Allocation		63		36	213		312				312	312
Total Torquay / Jan Juc DCP		571		1,172	2,047		3,789				3,789	3,789



Daaget 2020 21											10	/ в н
	Expenditure								Funding			
								Externa	l Funds	Counci	l Cash	
Capital Program - New Allocations										Cash		
						Landfill	Total			Reserve	Direct	Total
	Renewal \$'000		Expansion \$'000	New \$'000	Expensed \$'000	Provision \$'000	Expenditure \$'000	Grants \$'000	Contrib's \$'000	Funds \$'000	Funded \$'000	Funding \$700
Waste Management Projects	\$000	\$000	\$ 000	\$ 000	\$ 000	\$000	\$000	\$000	\$ 000	\$000	3000	\$000
Anglesea Landfill Options Study					44		44				44	44
Anglesea Landfill Shed Replacement	156						156				156	156
Anglesea Landfill Traffic Improvements		252					252				252	252
Bulk Haulage Facility Review					31		31				31	31
Lorne Transfer Station Drainage Upgrade		15					15				15	15
Lorne Transfer Station Upgrade		1,600					1,600				1,600	1,600
Street Litter Bin Hoods		101					101				101	101
Winchelsea & Lorne Site Shed Upgrades		61					61				61	61
Winchelsea Transfer Station Backhoe				174			174				174	174
Winchelsea Transfer Station Shed Relocation					31		31				31	31
Contingency Allocation Total Waste Management	31 187	322 2,352		17 191	19 124		390 2,855				390 2,855	390 2,855
Discretionary Program	107	2,332		191	124		2,655				2,000	2,000
Buildings												
Anglesea Art House Landscaping	1	l			10		10				10	10
Annual Minor Discretionary Facilities Upgrades		10		10			20				20	20
Concept Design - Cultural Facility and Library					180		180				180	180
CPP54 Anglesea & District Historical Society Building - Storage Improvements		15					15				15	15
Local Roads and Community Infrastructure Program		526		526			1,051	1,051				1.051
Lorne Historical Society - Façade Stage 2		50					50				50	50
Surf Coast Football Club - Grant Pavilion Upgrade Project Shortfall			50				50				50	50
Winchelsea Men's Shed Car Park				40			40				40	40
Corporate Projects												
Agile Workplace Implementation Phase				90			90				90	90
Environmental Capital Business Case												
Solar Installations on Council Buildings (Business Case)				128			128			14	114	128
Drainage												
Drainage Upgrades Program		163					163				163	163
Pathways												
Annual Pathway Construction Program		l		86			86				86	86
Car Parking Merrijig Drive		54					54				54	54
Recreation and Open Space												
Anglesea Hall Sound and Lighting Project				54			54			2	52	54
Anglesea and District War Memorial Annual Streetscape Allocation (Moriac)				13 45			13 45				13 45	13 45
Barwon River Adventure Play Space				267			267			267	+0	267
Modewarre Netball and Tennis Pavilion		319		267			319			267	319	319
Moriac Greenfields Trail		319		117			117			117	319	117
Moriac Greentieds Frail Nautical Rise Linear Park Indigenous Edible Orchard Garden				117			117			117		117
Walk the Painkalac Stage 1 (Lower Valley Incl. Rear of Bottom Shops) Detailed Design				51			51			13	51	51
Zeally Sands Playground Upgrade		43		31			43			43	31	43
Roads/Road Safety		**					43			+3		43
Bambra Aireys Inlet Road - Road Safety Improvements (Roads to Recovery)		135					135	135				135
Cape Otway Road Widening Stage 5 (Roads to Recovery)	396	396					791	791				791
Grading Projects (Roads to Recovery)	350	356			30		30	30				30
McMillan St Car Park Upgrade	45			35	30		80	30		60	20	8
Road Safety Program	**	133		189			323			76	247	32
Zeally Bay Road Car Park Upgrade	1	234		44			278			278	241	278
Every way rived was tall Opylado		234		"			210			-/0		210
Contingency Allocation	50	195		128	20		394	95		80	219	39-
Total Discretionary Program	491	2,272	50	1.842	240		4.895	2.102		956	1.837	4,895



											, ,	/ » n i
				Expenditur	e					Funding		
								External	Funds	Counci	l Cash	
Capital Program - New Allocations	Renewal \$'000	Upgrade \$'000			Expensed \$'000	Landfill Provision \$'000	Total Expenditure \$'000	Grants \$'000	Contrib's \$000		Direct Funded \$'000	Total Funding \$'000
Growth and Compliance											- 1	
Disability Discrimination Act Implementation Plan					100		100				100	100
Facility Roof Anchor Points			18				18				18	18
Screen Planting Torquay Depot					26		26				26	26
Water Sensitive Urban Design	85						85				85	85
											- 1	
Contingency Allocation			2		3		5				5	5
Total Growth and Compliance	85		20		129		234				234	234
Total New Capital Works	8,343	5,194	70	3,261	2,675		19,542	2,102		956	16,484	19,542
Carried Forward Capital Projects Carried Forward Capital Projects	5,181	6,279		7,601	1,775		20,836	7,275		13,561		20,836
Contingency Allocation	993	1,274		1,525	622		4,414			4,414		4,414
Total Carried Forward Capital Projects	6,174	7,553		9,127	2,397		25,250	7,275		17,976		25,250
Total Capital Works Program	14,517	12,747	70	12,387	5,072		44,792	9,377		18,931	16,484	44,792

New Business Case Allocations for the Year Ending 30 June 2021

	Expe	nditure			
			Counc	Direct Funded	
Description Many Franchism			Cash		
Description - New Funding		Total	Reserve	Direct	Total
	Shire Wide	Expenditure	Funds	Funded	Funding
	\$'000	\$1000	\$'000	\$'000	\$'000
Business Cases					
Arts Trail	20	20		20	20
Business Improvement Officer	123	123		123	123
Solar Installations on Council Buildings	128	128	14	114	128
Contingency Allocation	9	9		9	9
Total Business Cases	280	280	14	266	280



3.10 Operational Works Program Allocations

New Allocations and Carry Forwards for the Year Ending 30 June 2021

			Expe	nditure					Func	dina		
							E	External Funds			Council Cash	
										Cash		
Operational Program - New Allocations						Total		Fees &		Reserve	Direct	Total
	Anglesea	Lorne	Torquay	Winchelsea	Shire Wide	Expenditure	Grants	Charges	Contrib's	Funds	Funded	Funding
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$000	\$'000	\$1000	\$'000	\$1000	\$'000
Operational Projects (Program Management Office Delivered)												
Arts Trail (Business Case)					20	20					20	20
Bells Beach Coastal & Marine Management Plan			110			110					110	110
Candidate and Councillor Induction 2020					20	20					20	20
COVID-19 Support Allocation					1,000	1,000					1,000	1,000
Environmental Leadership					250	250					250	250
EPA Act Procedure Review					70	70					70	70
Growth Area Planning and Consultation			10		70	10					10	10
			10									
Moriac Structure Plan				85		85					85	85
Multidisciplinary Arts Collective - Financial Assistance					60	60					60	60
Prosperous Places Strategy					30	30					30	30
Review of Local Law No. 1 - Amenity					78	78					78	78
Contingency Allocation			12	9	38	59					59	59
Total Operational Projects (Program Management Office Delivered)			132	94	1,566	1,791					1,791	1,791
Operational Projects (Non Program Projects)					,							
2020 Council Elections					246	246					246	246
Alcohol and Other Drug Action Plan 2018-21					18	18					18	18
Business Improvement Officer (Business Case)					123	123					123	123
Council Plan (Incl. Health and Wellbeing Plan) 2021-25					164	164					164	164
Engage Youth Program					23	23	23				104	23
FReeZA Youth Project					25	25	25				- 1	25
Hinterland Futures Panel Hearing					22	22	20				22	22
					22	240	240				22	240
Municipal Emergency Management Program			240				240				ا ا	
Planning Amendment to Implement Retail Strategy					6	6					6	6
Planning Scheme Corrections Amendment	22					22					22	22
Pop Up Arts Space					39	39		4			35	39
RACV Water Harvesting Agreement Licence					6	6			6		- 1	6
Surf Coast Basketball Association - Financial Assistance					20	20					20	20
Victorian Electoral Commission Compulsory Voting Enforcement					39	39		39				39
Contingency Allocation					38	38					38	38
Total Operational Projects (Non Program Projects)	22		240		769	1,031	288	43	6		693	1,031
Total Operational Program	22		372	94	2,334	2,822	288	43	6		2,484	2,822
Carried Forward Operational Projects												
Carried Forward Operational Projects	8		155	213	789	1,166				1,166		1,166
Contingency Allocation	7		20	21	391	439				439	- 1	439
Total Carried Forward Operational Projects	15		175	234	1,180	1,605				1,605		1,605
· · · · · · · · · · · · · · · · · · ·												,
Total Operational Works Program	54		313	328	3,732	4,426	288	43	6	1,605	2,484	4,426

New Recurrent Operational Allocations for the Year Ending 30 June 2021



Expenditure Funding External Funds Council Cash Cash New Recurrent Operational Expenditure Total Fees & Reserve Direct Total Shire Wide Grants Funded Funding Expenditure Charges Funds \$'000 \$'000 \$1000 \$1000 \$'000 \$'000 \$'000 New Recurrent Operational Expenditure Additional Gross Pollutant Trap Maintenance 48 48 48 48 15 Annual Essential Safety Measures 15 15 15 Building Maintenance Growth 8 7 Geelong Regional Library Corporation Contribution Increase Implementation of Economic Development Strategies 30 30 30 30 211 194 211 194 Information Management Growth 211 211 194 53 New Multi-Purpose Stadium Operations (Six Months) 141 11 11 11 11 Open Space Growth - Street Trees Open Space Growth - Turf Soccer Pitch 14 14 14 14 Recurrent Street Sweeping 25 25 25 25 17 17 17 Solar Panel Maintenance Inspections 17 Water Sensitive Urban Design Infrastructure Maintenance 75 75 75 75 Total Recurrent Operational Expenditure 655 655 141 466 655



3.11 Multi Year Capital Works Program Allocations

	2020-21	2021-22	2022-23	2023-24
Capital Works Program	Budget	Forecast	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000
Renewal Program				
Active Play Items Renewal Program	100	60	65	70
Asset Condition Audits	135	150	150	150
Barwon River Reserve - Mud Brick Shelter	75			
Bellbrae Reserve Playground	202			
Bike Park Renewal Program		50	50	50
Bridge Renewal Program	25	1,000		
Building Renewal Program	490	650	658	380
Deans Marsh Community Hall - Kitchen Refurbishment	60			
Drainage Renewal Program	75	150	150	200
Facility Signage Renewal Program	10	11	12	13
Fencing Renewal Program	75	80	85	90
Fischer Street Rehabilitation (Highlander to Darian)	765			
Footpath Renewal Program	170	350	450	750
Great Ocean Views Playground	101			
Guardrail Renewal Program	60	65	85	45
Hard Court Renewal Program		100	107	114
Heavy Plant Replacement Program	1,200	1,200	1,250	625
I.T. Renewal Program	125	150	150	200
Irrigation Renewal Program	85	90	95	100
Kerb Renewal Program	45	65	75	85
Light Fleet Replacement Program	550	577	618	385
Lighting Renewal Program		50	50	50
McMillan St Car Park Upgrade (Renewal)	115			
Park Furniture Renewal Program	20	80	86	92
Playground Renewal Program	30	230	246	150
Point Roadknight Drainage Outfall	638			
Sealed Road Renewal Program		998	1,150	2,000
Sealed Road Renewal Program - Pavement Rehabilitation	175			
Sealed Road Renewal Program - Reseal Program	600			
Skate Park Renewal		150	225	50
Small Plant Replacement Program	60	70	75	125
Structures Renewal Program	40	65	70	75
Unsealed Road Renewal Program	1,200	1,700	2,900	4,000
Unsealed Shoulder Renewal Program	165	220	310	195
Water Sensitive Urban Design Renewal Program	160	200	205	205
Winchelsea Kindergarten - Playground Renewal	28			
Contingency Allocation	193			
Total Renewal Program	7,770	8,511	9,317	10,199
Torquay / Jan Juc DCP Projects				
Construct pathways along Spring and Deep creeks (PC01) - Deep Creek		106		
Extension to the public library (stage 2) (CY05c)			2,050	3,590
Surf Coast Hwy / Bristol Rd Intersection Upgrade (RD05) - Construction		987		
Surf Coast Hwy / Bristol Rd Intersection Upgrade (RD05) - Design	131			
Surf Coast Hwy Coombes Rd Intersection Construction (RD03)	2,210			
Torquay Central & North (OR01) - Contributions to Developer Works	507	289		
Torquay Central & North (OR01) - Deep Creek West and Contributions to Developer				
Works			475	
Torquay North Open Space Pathways (PC02) - Contributions to Developer Works				324
Torquay North Open Space Pathways (PC02) - Contributions to Developer Works	539	I		
Upgrade Bells Beach Reserve (OR10) - Gross Pollutant Traps Installation	90	I		
Upgrade Deep Creek linear reserve (OR06) - Pathways		222		
Widen Coombes Road (RD11) Stage 2 - Ghazepoore Rd to Messmate Rd		1,163		
Widen Coombes Road (RD11) Stage 3 - Messmate Rd to Coombes Rd		1,133	831	
		l	001	
j				
Contingency Allocation	312	425	414	542



Capital Works Program	2020-21 Budget \$'000	2021-22 Forecast \$'000	2022-23 Forecast \$000	2023-24 Forecast \$1000
Waste Management Projects	4000	+ 000	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,
Anglesea Landfill Options Study	44			
Anglesea Landfill Shed Replacement	156			
Anglesea Landfill Stage 3E Liner		1,010		
Anglesea Landfill Stage 4 Rehabilitation			3,000	
Anglesea Landfill Stage 5 Rehabilitation Design				86
Anglesea Landfill Traffic Improvements	252			
Anglesea Transfer Station Bulk Haulage Facility - Construction				3,500
Anglesea Transfer Station Bulk Haulage Facility - Design			86	
Bulk Haulage Facility Review	31			
Lorne Transfer Station Drainage Upgrade	15			
Lorne Transfer Station Upgrade	1,600			
Street Litter Bin Hoods	101			
Waste Renewal Program			180	186
Winchelsea & Lorne Site Shed Upgrades	61			
Winchelsea Transfer Station Backhoe	174			
Winchelsea Transfer Station Mattress Shed Relocation		15		
Winchelsea Transfer Station Shed Relocation	31			
Contingency Allocation	390	149	534	534
Total Waste Management	2,855	1,174	3,800	4,306
Discretionary Program	2,000	1,174	0,000	4,000
Buildings				
	10			
Anglesea Art House Landscaping	20			
Annual Minor Discretionary Facilities Upgrades	180			
Concept Design - Cultural Facility and Library	15			
CPP54 Anglesea & District Historical Society Building - Storage Improvements	1,051			
Local Roads and Community Infrastructure Program - Buildings				
Lorne Historical Society - Façade Stage 2	50 50			
Surf Coast Football Club - Grant Pavilion Upgrade Project Shortfall				
Winchelsea Men's Shed Car Park	40			
Capital Business Cases				
Business Cases		500	500	500
Solar Installations on Council Buildings (Business Case)	128			
Corporate Projects				
Agile Workplace Implementation Phase	90			
Drainage				
Drainage Upgrades Program	163			
Pathways				
Annual Pathway Construction Program	86			
Car Parking Merrijig Drive	54			
Recreation and Open Space				
Anglesea Hall Sound and Lighting Project	54			
Anglesea and District War Memorial	13			
Annual Streetscape Allocation (Moriac)	45			
Barwon River Adventure Play Space	267			
Discretionary Capital Projects		2,000	2,000	2,000
Modewarre Netball and Tennis Pavilion	319			
Moriac Greenfields Trail	117			
Nautical Rise Linear Park Indigenous Edible Orchard Garden	19			
Walk the Painkalac Stage 1 (Lower Valley Incl. Rear of Bottom Shops) Detailed Design	51			
Zeally Sands Playground Upgrade	43			
Roads/Road Safety				
Bambra Aireys Inlet Road - Road Safety Improvements (Roads to Recovery)	135			
Cape Otway Road Widening Stage 5 (Roads to Recovery)	791			
Grading Projects (Roads to Recovery)	30	30	30	30
McMillan St Car Park Upgrade	80	55	55	30
Roads to Recovery Projects	"	1,021	1,021	1,021
Road Safety Program	323	1,021	1,021	1,021
Zeally Bay Road Car Park Upgrade	278			
Zeally Day Hodu Gal Falk Opylaue	2/8			
Contingency Allocation	394			
Contingency Allocation		0.554	0.554	0.554
Total Discretionary Program Growth and Compliance	4,895	3,551	3,551	3,551
		100		4.00
Disability Discrimination Act Implementation Plan	100	100	100	100
Facility Roof Anchor Points	18			
Screen Planting Torquay Depot	26			
Water Sensitive Urban Design	85			
Contingency Allocation	5			
Total Growth and Compliance	234	100	100	100
Total Multi Year Capital Works Program	19,542	16,528	20,538	22,612



3.12 Multi Year Operational Works Program Allocations

Operational Works Program	2020-21 Budget \$'000	2021-22 Forecast \$'000	2022-23 Forecast \$'000	2023-24 Forecast \$'000
Operational Projects (Program Management Office Delivered)				
Arts Trail (Business Case)	20			
Bells Beach Coastal & Marine Management Plan	110			
Candidate and Councillor Induction 2020	20			
COVID-19 Support Allocation	1,000			
Environmental Leadership	250	250	250	250
EPA Act Change Implementation		45		
EPA Act Procedure Review	70			
Growth Area Planning and Consultation	10			
Moriac Structure Plan	85			
Multidisciplinary Arts Collective - Financial Assistance	60			
Prosperous Places Strategy	30			
Review of Local Law No. 1 - Amenity	78			
Unallocated Operational Projects - Compliance Costs		450	500	500
Contingency Allocation	59	5		
Total Operational Projects (Program Management Office Delivered)	1,791	750	750	750
Operational Projects (Non Program Projects)				
2020 Council Elections	246			
Alcohol and Other Drug Action Plan 2018-21	18			
Business Improvement Officer (Business Case)	123			
Council Election Year				
Engage Youth Program	23	23		
FReeZA Youth Project	25	25		
Hinterland Futures Panel Hearing	22			
Municipal Emergency Management Program	240	240	240	
Planning Amendment to Implement Retail Strategy	6			
Planning Scheme Corrections Amendment	22			
Pop Up Arts Space	39			
RACV Water Harvesting Agreement Licence	6			
Surf Coast Basketball Association - Financial Assistance	20			
Victorian Electoral Commission Compulsory Voting Enforcement	39			
Contingency Allocation	38			
Total Operational Projects (Non Program Projects)	1,031	288	240	-
Total Multi Year Operational Works Program	2,822	1,038	990	750



4. Notes to the Financial Statements

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

4.1 Comprehensive Income Statement

4.1.1 Rates and Charges

Rates and charges are an important source of revenue for Council. Planning for future rate increases has therefore been an important component of the Long Term Financial Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year and in 2020-21 the FGRS cap has been set at 2.0%. The cap applies to both general rates and the municipal charge and is calculated based on council's average rates and charges (see table 4.1.1(I)). Council limits rate revenue increases to comply with the Fair Go Rates System.

For 2020-21, Council has limited the municipal charge to 10% of total rates revenue. This is in line with recommendations from the State Government's Local Government Act review in 2018. Total rates and charges including the Municipal Charge will increase by 2.0% on average.

The Valuer-General reviews the value of every property in the municipality annually, and these property values are used to calculate individual property rates. This annual revaluation does not result in a net gain or loss of revenue to Council. Ratepayers may see rate increases that differ from the average 2.0% increase because of changes to their property value relative to that of other ratepayers' properties. The economy has been hit hard by the COVID-19 virus. To provide some financial relief to commercial/industrial ratepayers a property rates and charges rebate allocation of \$0.25 million has been allowed for in this budget. Interest on overdue rates may also be waived to provide financial relief to individual ratepayers experiencing difficulty in meeting their rate payment obligations due to financial hardship.



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

	2019-20	2020-21		
	Forecast	Budget	Chan	ge
	\$'000	\$'000	\$'000	%
General Rates ¹	41,453	43,288	1,834	4.43%
Municipal Charge ¹	4,594	4,807	213	4.64%
Waste Management Charge	7,856	8,145	289	3.68%
Special Rates and Charges	24	-	(24)	-
New Supplementary Rates and Rate Adjustments	793	600	(193)	24.29%
Property Rates and Charges Rebate	-	(250)	(250)	
Interest on Rates and Charges	180	-	(180)	100.00%
Total rates and charges	54,900	56,590	1,690	3.08%

^{1.} These items include annualised supplementary rates, which are not subject to the rate cap.

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

Type of Property	2019-20	2020-21	Chang	е
Type of Froperty	cents/\$CIV	cents/\$CIV	\$	%
General rate land	0.21129	0.20562	(0.0057)	(2.68%)
Farm rate land	0.15847	0.15422	(0.0043)	(2.68%)
Commercial/Industrial rate land	0.40146	0.39069	(0.0108)	(2.68%)

Although the Cents/\$CIV have decreased the average rate charge increase per property is 2% as the decrease is offset by the increase in average valuations per property.

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

Type of Property	2019-20	2020-21	Change	
Type of Floperty	\$	\$	\$	%
General rate land	36,070,760	37,624,844	1,554,084	4.31%
Farm rate land	2,028,914	2,097,181	68,267	3.36%
Commercial/Industrial rate land	3,353,724	3,565,726	212,002	6.32%
Total amount to be raised by general rates	41,453,399	43,287,752	1,834,353	4.43%

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

Type of Property			Chang	je
Type of Floperty	2019-20	2020-21	\$	%
General rate land	20,329	20,837	508	2.50%
Farm rate land	972	964	(8)	0.82%
Commercial/Industrial rate land	1,046	1,135	89	8.51%
Total number of assessments	22,347	22,936	589	2.64%

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

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

Type of Property	2019-20	2020-21	Change	
Type of Froperty	\$	\$	\$	%
General rate land	17,071,683,500	18,298,241,500	1,226,558,000	7.18%
Farm rate land	1,280,314,500	1,359,863,500	79,549,000	6.21%
Commercial/Industrial rate land	835,381,900	912,674,000	77,292,100	9.25%
Total Value	19,187,379,900	20,570,779,000	1,383,399,100	7.21%



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

	Per Rateable Property 2019-20	Per Rateable Property 2020-21	Change	
	\$	\$	\$	%
Municipal Charge	208	212	4	1.9%

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

	2019-20	2020-21	Change	
	\$	\$	\$	%
Municipal Charge	4,594,096	4,807,312	213,216	4.64%

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

	2019-20	2020-21	Chang	е
	\$	\$	\$	%
Urban Garbage (all residential tenements)	419	427	8	1.91%
Rural Garbage (optional)	347	354	7	2.02%

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

	2019-20	2020-21	Change		
	\$	\$	\$	%	
Urban Garbage (all residential tenements)	7,181,117	7,540,115	358,998	5.00%	
Rural Garbage (optional)	585,319	604,925	19,606	3.35%	
Total	7,766,436	8,145,040	378,604	4.87%	

These figures include supplementary waste charges from new properties.

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

	2019-20	2020-21)20-21 Change	
	\$	\$	\$	%
General Rates Revenue	41,453,399	43,287,752	1,834,353	4.43%
Municipal Charge	4,594,096	4,807,312	213,216	4.64%
Kerbside Collection and Recycling	7,766,436	8,145,040	378,604	4.87%
Total	53,813,931	56,240,104	2,426,173	4.51%

4.1.1(I) Fair Go Rates System Compliance

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

	2019-20 Budget	2020-21 Budget
Forecast Annualised Rate Revenue	\$ 44,925,583	\$ 47,153,528
Forecast Number of Assessments	22,347	22,936
Forecast Base Average Rate per Assessment	\$ 2,010.36	\$ 2,055.87
Maximum Rate Increase (set by the State Government)	2.50%	2.00%
Capped Average Rate	\$ 2,060.62	\$ 2,096.99
Maximum General Rates and Municipal Charges Revenue	\$ 46,048,723	\$ 48,096,598
Budgeted General Rates and Municipal Charges Revenue	\$ 46,047,495	\$ 48,095,064



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

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

- Supplementary valuations for new properties or subdivisions (2020-21: estimated \$600 thousand)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- · Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(n) Differential rates

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

- A general rate of 100% (0.20562 cents in the dollar of CIV) for all rateable residential properties.
- A farm rate of 75% (0.15422 cents in the dollar of CIV) for all rateable farm properties.
- A commercial/industrial rate of 190% (0.39069 cents in the dollar of CIV) for all rateable business properties.

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

General Rate land

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

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

Farm Rate Land

Farm Rate is any land, which is:

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

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

Commercial/Industrial Rate Land



Commercial/Industrial Rate is any land, which is:

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

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

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

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

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

Municipal Charge

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

Service Charges

An annual service charge is declared for the collection and disposal of waste (garbage), and the kerbside collection on processing of recyclable materials. This charge is not subject to the rate cap, however the increase for the budget year has been set at a 1.9% for urban garbage collection and 2.0% for rural garbage collection.

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

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



The criteria for the annual service charge are:

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



4.1.2 Statutory fees and charges

	2019-20	2020-21	Chan	ae.
	Forecast Budget		Chan	gc
	\$'000	\$'000	\$'000	%
Building Compliance	309	261	(47)	(15.3%)
Infringements and Costs	745	818	73	9.8%
Land information Certificates	45	45	-	-
Other Statutory Fees and Fines	86	146	59	68.8%
Subdivision Supervision, Certification and Plan Checking	370	386	16	4.4%
Town Planning Fees	695	710	14	2.1%
Total Statutory Fees and Charges	2,250	2,366	116	5.1%

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include fees for planning certificates, subdivision certificates, building certificates and local law infringements. Revenue from statutory fees are budgeted to increase by 5.1% or \$0.12 million compared to 2019-20. Building Compliance fees have decreased by \$0.47 million mainly due to a spike in the forecast with the new swimming pool/spa registration fees. Infringements are budgeted to increase by \$0.07 million mainly due to the introduction of the parking overstay detection system project. Other Statutory Fees and Fines are budgeted to increase by \$0.06 million mainly due to election fines with the Council election due in November this year.

4.1.3 User charges

	2019-20 Forecast	2020-21 Budget	Char	ige
	\$'000	\$'000	\$'000	%
Aged Services	423	73	(350)	82.84%
Animal Control	421	436	16	3.74%
Child Care/Childrens Programs	729	776	47	6.4%
Gravel Pit Fees	191	158	(33)	17.27%
Health Services	40	45	5	13.30%
Lease Rentals	42	69	27	63.1%
Leisure Centre and Recreation	871	978	107	12.3%
Other Fees	142	173	31	21.6%
Registration and Other Permits	740	374	(366)	49.41%
Royalties	770	657	(113)	14.67%
Waste Management Services	3,313	3,737	424	12.8%
Total User Charges	7,682	7,476	(206)	(2.7%)

User charges relate mainly to the recovery of service delivery costs through the charging of fees for Council services. Individual user charges have generally increased between 2% - 3% in the 2020-21 budget but the overall revenue from user charges is budgeted to decrease by 2.7% or \$0.2 million compared to 2019-20. This is mainly driven by positive ageing services transitioning to other service providers during 2020-21; and the waiver of health and food registration fees and Footpath and A-Frame Permits totalling \$0.3 million as part of Council's COVID-19 support package. Waste management service charges are budgeted to increase by \$0.42 million with the increase to gate fees to cover the Environment Protection Authority Victoria's levy increase. Royalties and gravel pit fees are budgeted to decrease by \$0.11 million due to lower extraction volumes. The increase in the Leisure Centre and Recreation user charges is mainly driven by the new multipurpose stadium.

4.1.4 Grants operating and capital

Operating and capital government grants include all monies received from Victorian and Commonwealth Government sources for the purposes of funding the delivery of Council's services and projects. Total



operating grants are budgeted to increase by \$0.9 million for 2020-21. Council will receive \$1.1 million through the Local Road and Community Infrastructure Program designed to support jobs, businesses and the resilience of local economies to help protect the community from the impacts of COVID-19. The transitioning of positive ageing services to other service providers during 2020-21 has reduced recurrent funding by \$0.8 million. Half of the 2021-22 Grants Commission allocation is budgeted to be received in the 2020-21 year and half of the 2020-22 allocation is budgeted to be received in the 2019-20 year in line with the current Commonwealth Government payment practices. Council does not budget for grants or corresponding project budgets that are not confirmed with a signed grant agreement.

	2019-20	2020-21	Chanc	ie
	Forecast	Budget		
	\$'000	\$'000	\$'000	%
Commonwealth funded grants	7,538	10,750	3,213	42.6%
State funded grants	8,614	6,331	(2,283)	26.5%
Total Grants	16.152	17.081	929	5.8%

	2019-20 Forecast	2020-21 Budget	Chan	ge
	\$'000	\$'000	\$'000	%
Recurrent - Commonwealth Government				
Aged Care	1,024	248	(776)	75.8%
Grants Commission	4,608	5,015	407	8.8%
Health Services	3	3	-	-
Occassional Care	16	66	50	321.3%
Roads to Recovery Program	1,051	1,051	-	-
Senior Citizens	25	6	(19)	75.0%
Transport	32	36	4	12.5%
Total Recurrent - Commonwealth Government	6,758	6,425	(333)	4.9%
Description of Charles Community				
Recurrent - State Government				
Aged Care	244	177	(68)	27.7%
Community Emergency Management	240	240	-	-
Early Years	33	33	-	-
Environment	26	-	(26)	100.0%
Fixing Country Roads	1,720	-	(1,720)	100.0%
Health Services	30	26	(4)	12.5%
Kindergartens	1,423	1,418	(5)	0.4%
Maternal and Child Health Services	330	327	(2)	0.7%
Rural Access Services	29	-	(29)	100.0%
School Crossing	62	60	(2)	2.8%
Senior Citizens	2	2	-	-
Youth Services	72	48	(23)	32.6%
Total Recurrent - State Government	4,210	2,331	(1,879)	44.6%
Total Recurrent Grants	10,968	8,756	(2,212)	20.2%



	2019-20	2020-21	Chan	
	Forecast	Budget	Chan	ge
	\$'000	\$'000	\$'000	%
Non-Recurrent - Commonwealth				
Buildings	-	526	526	
Infrastructure	267	-	(267)	100.0%
Recreation and Open Space	513	3,800	3,288	641.5%
Total Non-Recurrent - Commonwealth	780	4,326	3,546	454.6%
Non-Recurrent - State Government				
Economic Development and Tourism	10	-	(10)	100.0%
Environment	42	-	(42)	100.0%
Health and Well Being	21	-	(21)	100.0%
Public Safety	1,166	-	(1,166)	100.0%
Recreation and Open Space	2,771	4,000	1,229	44.4%
Waste	395	-	(395)	100.0%
Total Non-Recurrent - State Government	4,404	4,000	(404)	9.2%
Total Non-Recurrent Grants	5,184	8,326	3,141	60.6%

4.1.5 Contributions monetary

	2020-21 Forecast	2021-22 Budget	Change	
	\$'000	\$'000	\$'000	%
Developer Contributions	1,634	2,624	990	60.6%
Family Day Care	330	356	26	7.9%
Fleet Contributions	208	232	24	11.5%
Pensioner Rate Concession	470	480	10	2.1%
Project Contributions	310	6	(304)	98.1%
Recoupments - Statutory	131	130	(1)	0.7%
Positive Ageing	41	1	(40)	96.9%
State Revenue Office (Fire Service Levy)	52	52		0.7%
Sundry	126	108	(18)	14.4%
Total Monetary Contributions	3,301	3,989	688	20.8%

Contributions relate to recoupment of expenditures, community contributions to capital works, and monies paid by developers in relation to new subdivision works. Contributions are budgeted to increase by 20.8% or \$0.7 million compared to 2019-20. Developer contributions are budgeted to increase by \$1.0 million due to the rate of growth of residential development, and project contributions are budgeted to decrease by \$0.3 million due to the changing nature of the capital program.

4.1.6 Contributions non-monetary

Non-monetary contributions relate to new subdivision works being handed over to Council from developers and volunteer employees. Under accounting standards Council now has to account for volunteer employees, they make up \$0.4 million of this budget and forecast. Non-monetary contributions are budgeted to decrease by 4.8% or \$0.6 million to \$11.7 million compared to 2019-20 in line with assets expected to be handed to Council from developers.



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

	2019-20	2020-21	Char	nde
	Forecast	Budget	Onai	·ye
	\$'000	\$'000	\$'000	%
Proceeds From Sale Plant and Equipment	480	370	(110)	22.9%
Proceeds From Sale Land and Buildings	858	-	(858)	100.0%
Written Down Value Plant and Equipment	(215)	(370)	(155)	72.1%
Written Down Value Land and Buildings	(523)	-	523	100.0%
Total Net Loss on Disposal	600	-	(600)	(100.0%)

The net gain on disposal of property infrastructure, plant and equipment relates to sale of assets. The net gain on disposal of property infrastructure, plant and equipment is budgeted to decrease by \$0.6 million. The 2019-20 forecast includes the sale of two properties 3 Kooringa Place Torquay and the 53 Hesse Street Winchelsea and disposals of fleet vehicles; the 2020-21 budget includes disposals of fleet vehicles only.

4.1.8 Other income

Other income mainly relates to interest on investments which are budgeted to decrease by 41.2% or \$0.44 million compared to 2019-20. With the current economic climate interest on investments has been calculated at a rate of 1.2%.

4.1.9 Employee costs

	2019-20 Forecast	2020-21 Budget	Chai	nge
	\$'000	\$'000	\$'000	%
Wages and Salaries	27,967	27,676	(291)	1.04%
Superannuation	2,840	2,802	(37)	1.32%
WorkCover	544	535	(10)	1.76%
Casual Staff	625	511	(114)	18.24%
Training	349	342	(7)	2.12%
Volunteer Employees	390	398	8	2.0%
Other	195	246	51	26.0%
Fringe Benefits Tax	159	145	(14)	8.56%
Total Employee Costs	33,068	32,654	(414)	1.3%

Employee benefits include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation and workers compensation insurance. Volunteer employees have been recorded for the first time in this budget, note they are a non-cash item. Employee costs in the Comprehensive Income Statement do not include capitalised labour costs. Employee costs are budgeted to decrease by 1.3% or \$0.41 million compared to 2019-20.

The net 1.3% decrease is made up of:

- Annual wage indexation of 2.25% as per the current Surf Coast Shire Enterprise Agreement 2019-22
- New recurrent employees and new non-recurrent (project) employees
- Position level increments and other employee related costs
- Annualisation of Council approved new recurrent employees from the 2019-20 Budget and those during the 2019-20 financial year to support growth in Strategic Asset Management, Waste Administration, Financial Management, Governance, Information Management, Planning & Development and Ranger Services
- · New requirement to pay superannuation on leave loading
- Transitioning of the Positive Ageing service to other industry providers

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



4.1.10 Materials and services

	2019-20 Forecast	2020-21 Budget	Chan	ge
	\$'000	\$'000	\$'000	%
Consultants	590	522	(68)	11.5%
Contract Payments	6,834	8,120	1,285	18.8%
Expensed Capital Works	1,241	3,396	2,155	173.7%
Fuel	684	654	(30)	4.4%
General Maintenance	513	854	341	(66.4%)
Grants, Contributions and Sponsorship	1,157	1,174	17	1.4%
Information Technology	1,001	990	(11)	(1.0%)
Insurances	709	771	62	8.8%
Legal Costs	503	367	(136)	27.0%
Materials	1,639	1,693	54	3.3%
Office Administration	1,143	1,002	(141)	12.3%
Operating Projects	4,388	3,250	(1,137)	25.9%
Other Sundry	121	190	70	57.5%
Royalties	1,799	1,993	193	10.7%
Sub-Contractors	3,429	3,117	(312)	9.1%
Utilities	1,255	1,292	36	2.9%
Total Materials and Services	27,006	29,385	2,379	8.8%

Materials and services include the purchase of consumables, payments to contractors for the provision of services, utility costs and expensed capital works. Materials and services are budgeted to increase by 8.8% or \$2.4 million compared to 2019-20.

Expensed capital works are budgeted to increase by \$2.2 million to \$3.4 million compared to 2019-20. Expensed capital works are works associated with Council assets and major projects that do not meet the definition of asset expenditure under Australian Accounting Standards. Materials and services expenditure for operating projects is budgeted to decrease by \$1.1 million to \$3.3 million. Included in operating projects is a \$1.0 million COVID-19 Support Allocation. Excluding the expensed capital works and operational projects, the underlying materials and services expenditure has increased by 6.4% or \$1.4 million. Waste collection and disposal costs have increased by \$1.3 million due to the expanded kerbside collection service budgeted to commence February 2021 and Environmental Protection Authority levy increases.

4.1.11 Depreciation

	2019-20	2020-21	Change	
	Forecast	Budget	Change	
	\$'000	\$'000	\$'000	%
Infrastructure	9,826	10,381	555 5.	7%
Plant and Equipment	1,652	1,940	288 17.	4%
Property	3,440	3,398	(42) 1.5	2%
Waste	513	533	20 3.5	9%
Total Depreciation	15,431	16,252	822 5.	3%

Depreciation measures the allocation of the value of an asset over its useful life for Council's property, plant and equipment (including infrastructure assets such as roads and drains) as a result of delivering services to the community. The increase of \$0.8 million or 5.3% is due mainly to the completion of the 2020-21 capital works program; the full year effect of depreciation on the 2019-20 capital program and the higher base for calculating depreciation for six months due to the revaluation of footpaths, parks, open space, streetscapes and recreation assets in 2020-21. Refer to section 4.5 notes on Statement of Capital Works for a more detailed analysis of Council's capital works program for the 2020-21 year.



1.1.12 Amortisation

Amortisation measures the allocation of an intangible asset over its useful life for the tip air space and leases (right of use assets). Amortisation of the Anglesea Landfill air space has been budgeted for the same amount over the life of the asset, the landfill is expected to be closed in 2027-28. Amortisation of right of use assets is expected to decrease by \$0.02 million or 3.4% compared to 2019-20.

4.1.13 Bad and doubtful debts

Bad and doubtful debts are budgeted to decrease by \$0.03 million compared to 2019-20 forecast.

4.1.14 Borrowing costs

Borrowing costs relate to interest charged by financial institutions on funds borrowed. The decrease of \$3.1 million or 88.4% compared to the 2019-20 forecast mainly relates to refinancing costs of \$2.5 million in 2019-20 for three existing loans. The new loan structure has higher principal and lower interest costs in the earlier years compared to loan structures of previous budgets and financial plans. The new structure delivers savings of \$0.6 million over the life of the debt portfolio. The loan funding for the Stribling Reserve Pavilions Redevelopment project in 2019-20 has been incorporated in the refinancing loan.

1.1.15 Finance costs leases

Finance costs leases relates to the interest component of lease payments. Finance costs leases are budgeted to move slightly in line with lease schedules.

4.1.16 Other expenses

	2019-20 Forecast	2020-21 Budget	Chang	ge
	\$'000	\$'000	\$'000	%
Asset Write Offs	1,673	2,015	341	20.4%
Councillors' Allowances	316	323	7	2.1%
Auditors' Remuneration - Internal Audit	120	122	2	2.0%
Auditors' Remuneration - VAGO	47	49	2	4.0%
Lease Rentals	345	332	(13)	3.7%
Total Other Expenses	2,501	2,840	340	13.6%

Asset write offs relate to assets written off as part of the renewal program. Asset write offs are budgeted to increase by \$0.3 million in the 2020-21 financial year.

4.1.17 Net asset revaluation increment

Revaluation movements are budgeted at an assumed 3.0% increase. Asset classes due to be revalued in 2020-21 are footpaths, recreation, parks, land and land under roads. The revaluation decrement in the 2019-20 forecast year relates to roads, off street car parks and bridges asset classes and is predominately due to assets being assessed at lower condition rates.



4.2 Balance Sheet

4.2.1 Current Assets

Cash and cash equivalents include cash held in the bank, petty cash and investments with short term maturities of three months or less. Other financial assets include investments with maturities greater than three months. The balance of cash and cash equivalents are budgeted to decrease by \$6.0 million to \$7.4 million in 2020-21. The decrease is attributable to the net cash provided from operating activities being lower than the payments for capital assets and financing costs.

4.2.2 Non-Current Assets

Property, infrastructure, plant and equipment is the largest component of Council's balance sheet and represents the value of all the land, buildings, roads, drainage, recreation facilities and plant and equipment assets owned by Council. The increase of \$29.7 million in this balance is attributable to the total capital works program, excluding expensed capital works \$28.0 million, granted assets \$11.3 million, cyclical revaluation of assets \$9.1 million, less depreciation of assets \$16.3 million, asset write-offs \$2.0 million, and written down value of assets disposed \$0.4 million.

4.2.3 Interest Bearing Liabilities

Interest bearing liabilities are broken up into current and non-current categories on the balance sheet. The current component represents the amount to be repaid in the following year. After loan repayments of \$2.1 million, total debt will reduce to \$18.9 million as at 30 June 2021.

Borrowing levels are within the local government prudential guidelines that set limits for working capital, levels of debt and debt commitment costs compared to levels of rate revenue and assets (see financial performance indicators in section 5).

After taking into account Council's expected Accumulated Unallocated Cash Surplus as at 30 June 2021, Council's net debt level will be \$15.6 million. New debt contracts are only entered into after carefully considering Council's available cash position.

The following table sets out principal and interest payments based on the forecast financial position of Council as at 30 June 2020.

Year	New Borrowings \$'000	Principal Paid \$'000	Interest Paid \$'000	Balance 30 June \$'000
2019/20	18,570	13,790	3,506	21,065
2020/21	-	2,139	408	18,927
2021/22	-	2,139	364	16,787
2022/23	-	2,150	320	14,637
2023/24	-	2,161	276	12,477

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

	2019-20 \$'000	2020-21 \$'000
Total amount borrowed as at 30 June of the prior year	16,285	21,065
Total amount to be borrowed	18,570	-
Less total amount projected to be redeemed	13,790	2,139
Total amount proposed to be borrowed as at 30 June	21,065	18,927

Note in the 2019-20 year refinancing of debt has increased the borrowed and redeemed amounts by \$12.8 million.



4.2.4 Current Liabilities

Trade and other payables are those to whom Council owes money as at 30 June. These liabilities are budgeted to increase in 2020-21 by \$0.3 million. Trust funds and deposits are budgeted to decrease by \$0.9 million with deposits being repaid. Provisions include accrued long service leave and annual leave for employees, and future landfill rehabilitation. The net movement in provisions of \$0.1 million relates to a 1% increase in employee provisions. Interest bearing liabilities represent borrowings to be redeemed in the following year and will increase by \$0.1 million in line with Council's borrowings portfolio.

4.2.5 Non-Current Liabilities

The decrease of \$2.7 million in 2020-21 is mainly due to the transfer to current liabilities of \$2.1 million as loan repayments are due.

4.2.6 Total Equity

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

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

During the year a net amount of \$6.0 million is to be transferred from other reserves. This is a transfer between equity balances only and does not impact the total balance of equity. The increase in the asset revaluation reserve of \$9.1 million reflects the anticipated increase in value of Council assets in the 2020-21 year.

The following table outlines the proposed movements through the cash reserves during 2020-21. The carried forward amounts for capital works and operational projects reflect funds that will be cash backed at the end of the year, the carried forward capital works closing balance is net of \$7.3 million grant funding not received for the Surf Coast Multi-Purpose Indoor Stadium and the Stribling Reserve Pavilions Redevelopment projects.

Reserve	Opening Balance \$'000 01-07-2020	Transfer To Reserve \$'000	Transfer From Reserve \$'000	Closing Balance \$'000 30-06-2021
Accumulated Unallocated Cash	3,006	312	-	3,317
Adopted Strategy Implementation	5,847	71	150	5,769
Aireys Inlet Units	310	7	-	317
Asset Renewal	783	7,775	7,772	786
Carried Forward Capital Works	17,976	13,338	17,976	13,338
Carried Forward Operational Projects	895	147	895	147
Defined Benefits Superannuation	1,124	50	-	1,174
Developer Contributions	843	66	-	908
Gherang Gravel Pits	2,335	-	-	2,335
Main Drainage	210	-	-	210
Open Space	2,508	200	499	2,209
Torquay Jan Juc DCP Contributions	3,653	4,583	4,454	3,782
Trust and Deposits	3,820	-	938	2,882
Waste	9,644	2,665	2,939	9,370
Winchelsea Infrastructure Plan Allocation	869	436	-	1,305
Totals:	53,823	29,648	35,621	47,850



4.3 Statement of Changes in Equity

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

4.4 Statement of Changes in Cash Flows

		2019-20 Forecast	2020-21 Budget	Variance Fav/(Unfav)
	NOTES	\$'000	\$'000	\$'000
Cash flow from operating activities				
Rates and charges		55,707	56,545	838
Statutory fees and fines		2,260	2,323	63
User charges		8,035	7,554	(481)
Grants - operating		8,703	7,976	(727)
Grants - capital		7,669	9,377	1,708
Contributions - monetary		3,301	3,989	688
Interest received		1,084	617	(466)
Trust funds and deposits taken/(repaid)		(10)	(938)	(928)
Net GST refund/payment		4,961	5,350	390
Employee costs		(32,301)	(31,866)	435
Materials and Services		(33,832)	(36,123)	(2,291)
Net cash provided from operating activities	4.4.1	25,578	24,805	(772)
Cash Flows from investing activities				
Proceeds from sale of property, plant & equipment		1,079	498	(581)
Payments for property, plant, equipment & infrastructure			100.050	
assets		(28,512)	(28,059)	453
Cash flows from investments		14,327	-	(14,327)
Net cash used in investing activities	4.4.2	(13,105)	(27,561)	(14,455)
Cash flows from financing activities				
Finance costs		(3,508)	(411)	3,097
Repayment of lease liabilities		(567)	(627)	(60)
Interest paid - lease liabilities		(38)	(41)	(3)
Proceeds from borrowings		18,570	-	(18,570)
Repayment of borrowings		(13,790)	(2,139)	11,651
Net cash provided from financing activities	4.4.3	667	(3,218)	(3,885)
Net increase/(decrease) in cash & cash equivalents held		13,139	(5,973)	(19,112)
Cash & cash equivalents at the beginning of the period		201	13,340	13,139
Cash & cash equivalents at the end of the period	_	13,340	7,368	(5,973)
The state of the state of the porter	-	,	.,550	(3,3.0)
Investments (current and non-current financial assets)		40,000	40,000	-
Total cash & investments at the end of the period	4.4.4	53,340	47,368	(5,973)



4.4.1 Net Cash Provided from Operating Activities

The decrease in net cash provided from operating activities of \$0.8 million is due to a combination of factors. Materials and services increase of \$2.3 million is mainly attributable to the increase in expensed capital works; see note 4.1.10 for further information on materials and services. The decrease in trust funds held of \$0.9 million is in line with expected repayments of deposits held. These movements are partially offset by the rates and charges cash flow increase of \$0.8 million (the cash flow in the 2019-20 forecast budgets for \$0.8 million to be collected from the 2018-19 balance).

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

	2019-20 Forecast	2020-21 Budget	Variance
	\$'000	\$'000	\$'000
Surplus for the Year	12,361	13,956	1,594
Add Depreciation and Amortisation	19,564	20,367	803
Less Granted Assets	(12,258)	(11,668)	590
Add Volunteer Employees	390	398	8
Add Debt Servicing	3,506	408	(3,098)
Add Lease Interest	38	41	3
Add Net Loss/(Gain) on Disposal of Property Infrastructure, Plant and Equipment	(600)	-	600
Add Asset Write Offs	1,673	2,015	341
Add Net Movement in Current Assets and Liabilities	904	(712)	(1,616)
Cash Flows Available from Operating Activites	25,578	24,805	(772)

The granted assets relate to the road infrastructure from subdivisions handed to Council. Some of the estates in next year's budget include parts of Quay 2, Grossmans Road, Stretton Estate and Austin and Main Streets Winchelsea.

4.4.2 Cash Flows from Investing Activities

The budgeted decrease in cash from investing activities of \$14.5 million compared to the forecast predominately relates to a movement of cash from investment activities in the forecast of \$14.3 million partially offset by the decrease in the capital program of \$0.5 million. The cash movement from investment activities of \$14.3 million is a transfer between financial assets (long term investments) and cash and cash equivalents (short term investments), it does not affect the overall balance of Council's total cash and investments.

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

4.4.3 Cash Flows from Financing Activities

The decrease in net cash flows from financing activities of \$3.9 million relates to an increase in borrowings in the forecast. A \$3.3 million loan is scheduled to be taken out in June 2020 for the Stribling Reserve Pavilions Redevelopment. In the 2019-20 year refinancing of debt has increased the borrowed and redeemed amounts by \$12.8 million.



4.4.4 Total Cash and Investments

Total cash and investments (including current and non-current financial assets) are budgeted to decrease by \$6.0 million to \$47.4 million.

Much of Council's cash and cash equivalents are held for specific purposes, and as such are not fully available for Council's operations. The following table shows the cash and cash equivalents as at 30 June 2021 which have been set aside for specific purposes in the future:

	2019-20 Forecast \$'000	2020-21 Budget \$'000
Accumulated Unallocated Cash	3,006	3,317
Adopted Strategy Implementation	5,847	5,769
Aireys Inlet Units	310	317
Asset Renewal	783	786
Carried Forward Capital Works	17,976	13,338
Carried Forward Operational Projects	895	147
Defined Benefits Superannuation	1,124	1,174
Developer Contributions	843	908
Gherang Gravel Pits	2,335	2,335
Main Drainage	210	210
Open Space	2,508	2,209
Torquay Jan Juc DCP Contributions	3,653	3,782
Trust and Deposits	3,820	2,882
Waste	9,644	9,370
Winchelsea Infrastructure Plan Allocation	869	1,305
Total Reserves	53,823	47,850
Reserve Based Debtors and Project Creditors	(482)	(482)
Total Cash and Investments	53,340	47,368



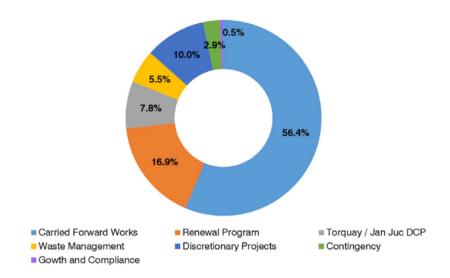
4.5 Statement of Capital Works

This section provides a summary of the planned capital expenditure and funding for the 2020-21 year.

		2020-21 Budget	2020-21 Budget
		Allocation	Spend
	NOTES	\$'000	\$'000
Carried Forward Capital Works			
Buildings		575	575
Business Case		199	199
Corporate Projects		275	275
Digital Transformation		2,758	1,758
Discretionary Capital Project		4,663	1,363
Pathways		201	201
Recreation and Open Space		485	485
Renewal Program		5,181	5,181
Roads / Road Safety		651	651
Torquay / Jan Juc DCP		5,115	4,015
Waste Management		733	733
Contingency		4,414	-
Total Carried Forward Works	4.5.2	25,250	15,436
New Works			
Renewal Program	4.5.3	7,578	7,578
Torquay / Jan Juc DCP	4.5.4	3,477	3,477
Waste Management	4.5.5	2,465	1,050
Buildings	4.5.6	715	715
Business Cases	4.5.7	128	74
Corporate Projects	4.5.8	90	90
Drainage	4.5.9	163	
Pathways	4.5.10	140	140
Recreation and Open Space	4.5.11	1,628	1,628
Roads / Road Safety	4.5.12	1,637	1,036
Growth and Compliance	4.5.13	229	229
Contingency	4.5.14	1,292	-
Total New Capital Works	4.5.1	19,542	16,019
Total Capital Works		44,792	31,454
Barranatatha			
Represented by		40.007	0.400
New Asset Expenditure		12,387	8,490
Asset Renewal Expenditure		14,517	12,654
Asset Expansion Expenditure		70	68
Asset Upgrade Expenditure		12,747	6,847
		39,720	28,059
Expensed Capital Works		5,072	3,396
Landfill Provision Works		-	-
Total Capital Works		44,792	31,454
oup in troine		11,102	01,101



2020-21 Capital Program Allocation by Category



4.5.1 Capital Works Spend and Allocation

Following the 2019-20 forecast budgeted spend on capital works of \$29.75 million, the 2020-21 budget spends \$31.45 million on capital works. Of the 2020-21 capital works spend, \$15.44 million relates to existing projects being carried forward from 2019-20, and \$16.02 million relates to new capital works spend.

The variance in allocation and spend timing on projects varies due to project implementation and cash flow timing. Importantly, allocated project funds are retained on the project budget until spent or formally reallocated by Council. The variance between the 2020-21 new capital works allocation and spend of \$3.52 million includes:

- Lorne Transfer Station Upgrade \$1.42 million
- Road Safety Program \$0.32 million
- · Zeally Bay Road Car Park Upgrade \$0.28 million
- Capital program contingency of \$1.29 million, which is not budgeted to be spent

4.5.2 Carried Forward Works Allocation

Carried forward capital work project allocations for 2020-21 totals \$25.25 million that includes:

- Stribling Reserve Pavilions Redevelopment \$5.33 million
- The Surf Coast Multi-Purpose Stadium \$4.19 million
- Digital Transformation program \$2.76 million (includes expensed \$1.02 million)
- Mount Duneed Horseshoe Bend Road Culvert Upgrade and Shoulder Widening \$0.84 million
- Mt Moriac Reserve Equestrian Pavilion Redevelopment and Mt Moriac Reserve Netball Lighting Upgrade \$0.50 million
- Anglesea Transfer Station e-Waste Facility \$0.44 million
- Birregurra Deans Marsh Pathways \$0.26 million
- Deans Marsh Memorial Park Playground \$0.19 million
- \$4.41 million of contingency



4.5.3 Renewal Program Allocation

The renewal works includes the renewal of existing roads, drains, pathways, parks assets, active recreation facilities, buildings, stairways and retaining structures. The 2020-21 \$7.77 million allocation (including contingency) relates to renewal projects such as:

- Heavy Plant Replacement \$1.20 million
- Unsealed Road Renewal Program \$1.37 million
- Sealed Road Renewal \$0.78 million
- · Fischer Street Rehabilitation (Highlander to Darian)\$0.77 million
- · Point Roadknight Drainage Outfall \$0.64 million
- · Light Fleet Replacement \$0.55 million
- Building Renewal Program \$0.49 million
- Bellbrae Reserve Playground \$0.2 million
- Footpath Renewal Program \$0.17 million
- McMillan St Car Park Upgrade (Renewal) \$0.12 million
- Great Ocean Views Playground \$0.10 million
- Barwon River Reserve Mud Brick Shelter \$0.08 million
- · Deans Marsh Community Hall Kitchen Refurbishment \$0.06 million
- Winchelsea Kindergarten Playground Renewal \$0.03 million

4.5.4 Torquay / Jan Juc DCP Allocation

Torquay / Jan Juc DCP 2020-21 program has \$3.79 million allocation (including contingency) which includes the Surf Coast Highway / Coombes Road Intersection Construction (RD03) \$2.21 million, Torquay North Open Space Pathways (PC02) \$0.54 million, Torquay Central & North (OR01) \$0.51 million, Surf Coast Hwy / Bristol Rd Intersection Upgrade (RD05) Design \$0.13 million and Upgrade Bells Beach Reserve (OR10) Gross Pollutant Traps \$0.09 million.

4.5.5 Waste Management Allocation

Waste management projects typically include landfill site rehabilitation works, and upgrade of building facilities such as transfer stations. The 2020-21 program includes Lorne Transfer Station Upgrades \$ 1.62 million, Anglesea Landfill Traffic Improvements, Shed Replacement and Options Study \$0.45 million and the Winchelsea Transfer Station Backhoe and Shed Relocation \$0.21 million.

4.5.6 Buildings

The Building projects in the 2020-21 program include the Concept Design - Cultural Facility and Library \$0.18 million, Lorne Historical Society - Facade Stage 2 \$0.05 million, Surf Coast Football Club - Grant Pavilion Upgrade Project Shortfall \$0.05 million, Winchelsea Men's Shed Car Park \$0.04 million, CPP54 Anglesea & District Historical Society Building - Storage Improvements \$0.02 million, Annual Minor Discretionary Facilities Upgrades \$0.02 million, and Anglesea Art House Landscaping \$0.01 million.

4.5.7 Business Cases Allocation

In 2020-21, the capital Business Case project relates to Solar Installation on Council Buildings \$0.13 million.

4.5.8 Corporate Projects Allocation

The Corporate Project in the 2020-21 program is the Agile Workplace Implementation Phase \$0.09 million.

4.5.9 Drainage Allocation

Drainage projects in the 2020-21 program includes Drainage Upgrade Program \$0.16 million.



4.5.10 Pathways Allocation

Pathways projects in the 2020-21 program include \$0.09 million for the Annual Pathways Construction Program and Merrijig Drive Car Parking \$0.05 million.

4.5.11 Recreation and Open Space Allocation

The Recreation and Open Space program includes the Modewarre Netball and Tennis Pavilion \$0.32 million, Barwon River Adventure Play Space \$0.27 million, Moriac Greenfields Trail \$0.12 million, Anglesea Hall Sound Lighting \$0.05 million, Walk the Painkalac Stage 1 (Lower Valley inc. rear of Bottom Shops) Detailed Design \$0.05 million, Zeally Sands Playground Upgrade \$0.04 million, Nautical Rise Linear Park Indigenous Edible Orchard Garden \$0.02 million, Anglesea and District War Memorial \$0.01 million and the Annual Streetscape Allocation of \$0.05 million which is planned to occur in Moriac for the 2020-21 financial year.

4.5.12 Roads / Road Safety Allocation

Roads and Road Safety includes an allocation of \$1.64 million which includes Roads to Recovery Projects (Cape Otway Road Widening Stage 5 \$0.79 million, Bambra Aireys Inlet Road Safety Improvements \$0.14 million and Grading \$0.03 million). Other projects within this category include Road Safety Program \$0.32 million, Zeally Bay Road Car Park Upgrade \$0.28 million and McMillan Street Car Park Upgrade \$0.08 million.

4.5.13 Growth and Compliance Allocation

An allocation of \$0.23 million to Growth and Compliance projects for 2020-21 includes the Disability Discrimination Act Implementation Plan for buildings projects \$0.10 million, Water Sensitive Urban Design \$0.09 million and other compliance projects \$0.04 million.

4.5.14 Contingency Allocation

The new contingency allocation to the capital works program is \$1.29 million in 2020-21. The contingency allocation is developed through assessment of each project's complexity and needs, and will be accessed through Council's Program Management Office governance arrangements. When a project is completed, any unspent portion of contingency will be returned to its source funding for further allocation by Council.



Capital Program Funding Sources

	NOTES	2020-21 Budget \$'000
Carried Forward Capital Works		
Funded by Council Funds		17,976
Funded by Carried Forward Grants	4.5.15	7,275
Total Carried Forward Capital Works	;	25,250
New Capital Works Allocation		
External		
Capital Grants	4.5.16	2,102
Contributions	4.5.17	-
Borrowings		-
Special Charges		-
		2,102
Internal		
Cash Reserves	4.5.18	956
Direct Funded	4.5.19	16,484
		17,440
Total New Capital Works Allocation		19,542
Total Funding Sources		44,792

4.5.15 Carried Forward Grant Funding

For multi-year projects, grant income not yet received is carried forward into 2020-21. This includes \$4 million of grant funding on the Surf Coast Multi-Purpose Stadium and the \$3.28 million on the Lorne Stribling Reserve Pavilions Redevelopment.

4.5.16 Capital Grants Funding

Capital grants include all monies received from State and Federal sources for the purposes of funding the capital works program. The major grants that are budgeted to be received in 2020-21 include the Local Roads and Community Infrastructure Program \$1.05 million, and the Roads to Recovery funded projects which include Cape Otway Road Widening Stage 5 \$0.79 million, Bambra Aireys Inlet Road Safety Improvements \$0.14 million and Grading Projects \$0.03 million.

4.5.17 Contribution Funding

Contributions relate to community contributions to capital works. Only signed contribution agreements are included in the 2020-21 budget. At this point in time, no contributions are budgeted.

Special charges are declared under Section 163 of the Local Government Act 1989 for the purpose of raising revenue from ratepayers who will receive a specific benefit from new capital works projects. During 2020-21 no special charge income is budgeted.

4.5.18 Cash Reserves Funding

Council's cash reserves are held to meet cash flow requirements and future capital works commitments. Council has allocated cash reserve funds to new capital works commitments in 2020-21 for the Zeally Bay

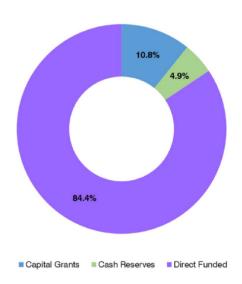


Road Car Park Upgrade \$0.28 million, the Barwon River Adventure Play Space \$0.27 million, Moriac Greenfields Trail \$0.12 million, the Road Safety Program \$0.08 million, McMillan Street Car Park Upgrade \$0.06 million, Zeally Sands Playground Upgrade \$0.04 million, Nautical Rise Linear Park Indigenous Edible Orchard Garden \$0.02 million and the business case investment in Solar Installations on Council Buildings \$0.01 million.

4.5.19 Direct Funded

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

2020-21 New Capital Program Allocation Funding Sources





4.6 Statement of Human Resources

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

	2020-21	2021-22	2022-23	2023-24
	Budget	Strate	gic Resource P	lan
Division	\$'000	\$'000	\$'000	\$'000
Chief Executive Office	649	664	678	693
Culture and Community	11,351	11,601	11,856	12,117
Environment and Development	9,638	9,850	10,067	10,288
Governance and Infrastructure	9,479	9,687	9,900	10,118
Total Staff Expenditure	31,118	31,802	32,502	33,217
Casuals, Volunteers and Other Expenditure	1,536	2,312	2,969	3,661
Employee Costs as per Income Statement	32,654	34,115	35,471	36,878
Capitalised Labour Costs	3,048	3,115	3,184	3,254
Total Employee Costs	35,702	37,230	38,655	40,132
FTE Employee Numbers				
Full-time	218.3	220.9	222.3	223.7
Part-time	118.5	118.5	118.5	118.5
Total FTE Employee Numbers	336.8	339.4	340.7	342.1

4.6.1 Operating Employee Costs

From the Statement of Human Resources (section 3.6), operating employee costs are budgeted to decrease by 1.3% or \$0.41 million compared to the 2019-20 forecast. This net reduction compromises both increases and decreases in employee costs which are summarised below.

Material items decreasing Council's employee costs include:

- The Positive Ageing service transition reduces Council employee costs by \$1.69 million
- Increased project management wages recovery \$0.36 million
- Net employee on-cost reduction of \$0.34 million reflecting reduced employee numbers in 2020-21
- Capitalisation of project design labour costs of \$0.1 million
- Reduction in casual wages \$0.1 million

Material items increasing Council's employee costs include:

- Annual wage indexation as per the Surf Coast Shire Enterprise Agreement 2019-22 (2.25%) and position level increments \$0.92 million
- New recurrent employees \$0.12 million and new non-recurrent (project) employees \$0.32 million
- Annualisation of Council approved new recurrent employees from the 2019-20 Budget and those during the 2019-20 financial year \$0.54 million to support growth in Strategic Asset Management, Waste Administration, Financial Management, Governance, Information Management, Planning & Development and Ranger Services

Employee costs continue to increase over the following three year period to cater for:

- · Greater compliance commitments and responding to growth demands within the Surf Coast Shire
- Anticipated superannuation guarantee increase (Superannuation Guarantee Act) increasing from 9.5% in 2020-21, to 10% in 2021-22, to 10.5% in 2022-23, to 11% in 2023-24
- The current Surf Coast Shire Enterprise Agreement 2019-22



5. Financial Performance Indicators

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

			2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Trend
Indicator	Measure	NOTES	Actual	Actual Forecast	Budget	Strategic Resource Plan			
			\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	+/0/-
Operating Position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	9.88%	10.15%	7.56%	3.61%	3.72%	3.67%	-
Liquidity	• •								
Working Capital	Current assets / current liabilities	2	418.26%	377.07%	338.40%	281.80%	323.31%	313.99%	-
Unrestricted Cash	Unrestricted cash/current liabilities	3	346.43%	315.30%	282.61%	235.43%	268.22%	258.35%	-
Obligations									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	31.14%	38.37%	33.45%	28.28%	23.64%	19.36%	-
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		3.95%	10.28%	4.50%	4.23%	4.01%	3.80%	-
Indebtedness	Non-current liabilities / own source revenue		42.99%	47.58%	43.49%	33.89%	29.10%	24.62%	-
Asset renewal	Asset renewal expenses / Asset depreciation	5	43.44%	74.98%	77.86%	60.76%	61.15%	58.19%	-
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	6	70.54%	72.57%	74.38%	75.39%	75.61%	73.73%	+
Rates effort	Rate revenue / CIV of rateable properties in the municipality	1	0.29%	0.31%	0.32%	0.33%	0.34%	0.34%	+
Efficiency									
Expenditure level	Total expenses / no. of property assessments		\$3,645	\$3,767	\$3,712	\$3,627	\$3,714	\$3,903	+
Revenue level	Residential rate revenue / No. of residential property assessments	I	\$1,719	\$1,774	\$1,806	\$1,851	\$1,897	\$1,942	+
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year		11.87%	8.50%	7.50%	7.50%	7.50%	7.50%	-

Notes to Indicators:

- 1. Adjusted Underlying Result An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Variability in indicator due to fluctuations in expensed capital expenditure, asset write-offs and developer contributions.
- 2. Working Capital The proportion of current liabilities represented by current assets. Cash is declining over the periods shown and in 2021/22 funds for planned expenditure of waste provision funds increases current liabilities.
- **3. Unrestricted Cash** Restricted cash refers to trust and trust deposits and excludes intended allocations (refer listing of reserves in 4.4.4 for further information on funds set aside for specific purposes).
- **4. Loans and Borrowings** The 2019-20 year increases due to the new borrowings. The following years indicate reducing reliance on debt against annual rate revenue through loan repayments.
- 5. Asset Renewal This percentage indicates the extent of Council's renewal of assets against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.
- **6. Rates Concentration** Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Generally, this ratio indicates Council will become more reliant on rate revenue compared to all other revenue sources.



Appendix A – Fees and Charges Schedule

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

B. constanting		0049-00	0000-01	Annual %	Includes GST	
Description	Unit ,	2019-20	2020-21	Change -	(Y/N) ·	Fee Type
COMMUNITY						
Council Operations						
Minutes are available free of charge from Council's website –					N	Council
www.surfcoastvic.gov.au						
Customer Service Black & White Photocopying/Printing		\$1.00	\$1.10	10.0%	N	Council
,,	Page	\$1.00	\$1.10	0.0%	N N	Council
Colour Photocopying/Printing	Page	\$2.50	\$2.50	20.0%	N N	Council
Black & White Photocopying/Printing - Charity Groups Community Transport	Page	\$0.50	\$0.60	20.0%	N	Council
	Km	\$0.90	\$1.00	11.1%	v	Council
Community Bus hire only (Petrol by User)		40.00	T			
Winchelsea Large Capacity Community Bus (25 seat) - Youth activities	Day	\$56.50	\$58.00	2.7%	Y	Council
Winchelsea Large Capacity Community Bus (25 seat) - Adult activities up to 400 km round trip	Day	\$141.00	\$145.00	2.8%	Y	Council
Winchelsea Large Capacity Community Bus (25 seat) - Adult activities over	_					
400 km round trip	Day	\$281.50	\$290.00	3.0%	Y	Council
Building Hire						
Public Hall Hire						
Shire based Community Group (not-for-profit)	Hour	\$10.80	\$11.00	1.9%	Y	Council
Bellbrae Heartspace	Hour	\$6.20	\$6.50	4.8%	Y	Council
Commercial and Non-Shire Community Group	Hour	\$21.60	\$22.00	1.9%	Y	Council
Functions, Weddings, Parties & Major Events						
Bellbrae Hall - Private Hirer Standard Function Rate (6pm-12am)	Block	\$170.00	\$175.00	2.9%	Υ	Council
Bellbrae Hall - Private Hirer Half Day Function Rate (2-5 hours)	Block	\$136.00	\$140.00	2.9%	Y	Council
Moriac Community Centre - Private Hirer Standard Function Rate (6pm-	Block	\$170.00	\$175.00	2.9%	_Y	Council
12am)	DIUCK	\$170.00	\$175.00	2.5%	'	Goundl
Moriac Community Centre - Private Hirer Half Day Function Rate (2-5 hours)	Block	\$136.00	\$140.00	2.9%	Y	Council
Freshwater Creek Hall - Private Hirer Standard Function Rate (6pm-12am)	Block	\$170.00	\$175.00	2.9%	Y	Council
Freshwater Creek Hall - Private Hirer Half Day Function Rate (2-5 hours)	Block	\$136.00	\$140.00	2.9%	Y	Council
The Quay Pavilion - Private Hirer Standard Function Rate (6pm-12am)	Block	\$279.00	\$287.50	3.0%	Υ	Council
The Quay Pavilion - Private Hirer Half Day Function Rate (2-5 hours)	Block	\$180.00	\$185.50	3.1%	Υ	Council
Bob Pettit Pavilion - Private Hirer Standard Function Rate (6pm-12am)	Block	\$279.00	\$287.50	3.0%	Y	Council
Bob Pettit Pavilion - Private Hirer Half Day Function Rate (2-5 hours)	Block	\$180.00	\$185.50	3.1%	Υ	Council
Wurdale Hall - Private Hirer Standard Function Rate (6pm-12am)	Block	\$170.00	\$175.00	2.9%	Y	Council
Wurdale Hall - Private Hirer Half Day Function Rate (2-5 hours)	Block	\$136.00	\$140.00	2.9%	Y	Council
Anglesea Hall - Private Hirer Standard Function Rate (6pm-12am)	Block	\$279.00	\$287.50	3.0%	Y	Council
Anglesea Hall - Private Hirer Half Day Function Rate (2-5 hours)	Block	\$180.00	\$185.50	3.1%	Υ	Council
Security Bonds - No Alcohol		\$340.00	\$350.00	2.9%	N	Council
Security Bonds - With Alcohol		\$678.00	\$698.50	3.0%	N	Council
Winchelsea Swimming pool						
Family Season Pass	Season	\$200.00	\$206.00	3.0%	Υ	Council
Family Season Pass (Early Bird)	Season	\$175.00	\$180.00	2.9%	Y	Council
Adult Swim	Visit	\$5.90	\$6.00	1.7%	Υ	Council
Child Swim	Visit	\$4.80	\$4.90	2.1%	Υ	Council
School Student Swim	Visit	\$3.70	\$3.80	2.7%	Υ	Council
Spectator (Non Swim)	Visit	\$1.00	\$1.00	0.0%	Y	Council
School Carnival (plus entry fee person)	Hour	\$77.50	\$80.00	3.2%	Υ	Council
Regional Carnival	Visit	\$1,200.00	\$1,236.00	3.0%	Υ	Council
Season Swim Pass - Single	Season	\$80.00	\$82.50	3.1%	Y	Council
Season Swim Pass - Single Concession	Season	\$73.00	\$75.00	2.7%	Y	Council
Season Swim Pass - Single (Early Bird)	Season	\$59.00	\$61.00	3.4%	Y	Council
Eastern Reserve Gymnasium						
Membership - Individual						
3 month	Membership	\$219.00	\$225.50	3.0%	Υ	Council
12 month	Membership	\$711.00	\$732.50	3.0%	Y	Council
Monthly Direct Debit	Membership	\$61.00	\$63.00	3.3%	Υ	Council
Membership - Concession						
3 month	Membership	\$198.00	\$204.00	3.0%	Υ	Council
12 month	Membership	\$640.00	\$659.00	3.0%	Y	Council
Monthly Direct Debit	Membership	\$49.50	\$51.00	3.0%	Υ	Council
Membership - Youth						
3 month	Membership	\$157.00	\$162.00	3.2%	Y	Council
12 month	Membership	\$495.00	\$510.00	3.0%	Y	Council
Monthly Direct Debit	Membership	\$43.30	\$44.50	2.8%	Y	Council
Membership - Family (max of 2 Adults & 2 Children)						
3 month	Membership	\$307.00	\$316.00	2.9%	Y	Council
12 month	Membership	\$989.00	\$1,019.00	3.0%	Υ	Council
Monthly Direct Debit	Membership	\$85.00	\$87.50	2.9%	Y	Council
10 Visit Pass Health Club or Group Fitness	Membership	\$107.00	\$110.00	2.8%	Υ	Council
TO VISIT ASSTREAM OND OF GROUP FINESS						
Casual Single Visit - Health Club or Group Fitness	Visit	\$14.00	\$14.50	3.6%	Y	Council



Description	Unit	2019-20	2020-21	Annual % Change	Includes GST (Y/N)	Fee Type
Sport & Recreation Centre				January	(2,14)	
Adults Basketball	Team	\$73.00	N/A	-100.0%	Y	Council
Adults Netball	Team	\$78.00	\$81.00	3.8%	Y	Council
Junior Netball	Team	\$58.50	\$60.50	3.4%	Y	Council
Indoor Soccer - Juniors	Team	\$45.00	\$46.50	3.3%	Y	Council
Indoor Soccer - Seniors	Team	\$58.50	\$60.50	3.4%	Y	Council
Kinder Gym - Casual	Visit	\$15.00	\$15.50	3.3%	Y	Council
10 Visit Pass	VIOI.	\$10.00	\$10.00	0.070		Courton
Kinder Gym	Membership	\$135.00	\$139.00	3.0%	Y	Council
Fit Forever	Membership	\$107.00	\$111.00	3.7%	Y Y	Council
Play Groups	Membership	\$107.00	N/A	3.7 /6	i i	Council
	wembership	-	IN/A		' '	Council
Team Registrations & Insurance	_	\$66.00	\$68.00	3.0%		
Adult Registration per Season (All Sports)	Team	+	+00.00		Y	Council
Junior Registration per Season (All Sports)	Team	\$54.50	\$56.00	2.8%	У	Council
Fitness Classes						
Casual	Visit	\$15.50	\$16.00	3.2%	Y	Council
Concession	Visit	\$14.50	\$15.00	3.4%	Y	Council
Fit Forever	Visit	\$11.70	\$12.00	2.6%	Y	Council
10 Visit Concession Card	Membership	\$117.00	\$120.50	3.0%	Y	Council
1 Month Membership	Membership	\$98.00	\$101.00	3.1%	Y	Council
3 Month Membership	Membership	\$211.00	\$217.50	3.1%	Y	Council
6 Month Membership	Membership	\$392.00	\$404.00	3.1%	Y	Council
12 Month Membership	Membership	\$587.00	\$605.00	3.1%	, ,	Council
Crèche		\$557.00	\$555.00	J.178	·	SSATISII
Per Child Visit	Visit	\$5.80	N/A	3.4%	N	Council
10 Visit Concession Card	Membership	\$5.80	N/A N/A	3.4%	N N	Council
10 Visit Concession Card Main Stadium	wembership	UU.#C¢	N/A	3.1%	N	Council
Sport – Casual Hire - Day Time - Off Peak Use						
Commercial Groups	Hour	\$53.50	\$55.50	3.7%	Y	Council
Registered Teams	Hour	\$33.00	\$34.00	3.0%	Y	Council
Community Groups (not-for-profit)	Hour	\$33.00	\$34.00	3.0%	Y	Council
Teams 1/2 Court	Hour	\$21.00	\$22.00	4.8%	Y	Council
Commercial 1/2 Court	Hour	\$40.00	\$41.00	3.1%	Y	Council
Badminton Single Court Hire	Hour	\$11.00	\$11.50	3.6%	Y	Council
Individual Hire 1/2 Court	Person	\$5.80	N/A	3.4%	Y	Council
Functions - Social/Commercial			,		1	
Fri/Sat/Sun (6pm-12am max Hire)	Block	\$551.00	\$567.50	3.0%	Y	Council
1/2 Hall Only (6pm-12am Hire)	Block	\$383.00	\$394.50	3.0%	Ÿ	Council
Fri/Sat/Sun (6pm-12am)	Hour	\$98.00	\$101.00	3.1%	Y	Council
Community Group (not-for-profit) Rate 6pm-12am	Block	\$365.00	\$376.00	3.0%	Y	Council
Bonds						
Functions - No Alcohol	Booking	\$350.00	\$360.50	3.0%	N	Council
Functions - With Alcohol	Booking	\$698.00	\$719.00	3.0%	N	Council
Multi-Purpose Room						
Social & Commercial Functions						
Sat/Sun (6pm-12am max. Hire)	Block	\$239.00	\$246.00	2.9%	Y	Council
Sat/Sun (6pm-12am Hourly Rate)	Hour	\$45,00	\$46.50	3.3%	Y	Council
Mon/Fri (9am-9pm Hourly Rate)	Hour	\$20.50	\$21.00	2.4%	Y	Council
Room (Day & Evening Hourly Rate)	Hour	\$20.50	\$21.00	2.4%	v	Council
Kitchen Hire (attached to multi purpose room)	Hour	\$16.00	\$16.50	3.1%	, ,	Council
		\$15.00	\$13.50	0.176	'	Sourion
Community Group Functions	Hour	\$10.80	\$11.00	1.9%	V .	Council
Community Group Hire (not-for-profit)	Hour	\$10.80	\$11.00	1.9%	, T	Council
I		****				
Functions - No Alcohol	Booking	\$340.00	\$350.00	2.9%	N	Council
Functions - With Alcohol	Booking	\$680.00	\$700.50	3.0%	N	Council
Equipment Hire						
Chair Hire	Day	\$2.70	\$3.00	11.1%	Y	Council
Multi Purpose Stadium NEW FEES & CHARGES						
Sport - Casual Hire/per Court Rate - Day Time - Off Peak						
Commercial Groups (per court rate)	Hour		\$65.50		Y	Council
Registered Teams (per court rate)	Hour		\$40.00		Y	Council
Community Groups not-for-profit (per court rate)	Hour		\$40.00		i i	Council
Teams ½ Court	Hour		\$26.00		i ;	Council
Commercial 1/2 Court	Hour		\$48.50		Y	Council
Badminton Single Court Hire	Hour		\$13.50		Y	Council
Functions - Social/Commercial						
Fri/Sat/Sun (6pm-12am max Hire)	Block		\$667.00		Y	Council
1/2 Hall Only (6pm-12am Hire)	Block		\$464.00		Y	Council
Fri/Sat/Sun (6pm-12am)	Hour		\$119.00		Y	Council
Community Group Rate (not-for-profit) 6pm-12am	Block		\$442.00		Y	Council
Bonds						
Functions - No Alcohol	Booking		\$360.50		N	Council
Functions - With Alcohol	Booking		\$719.00		N N	Council
I directorio - svini Albonioi	Booking	I	\$713.00	1	I IN	Council



Description	Unit	2019-20	2020-21	Annual % Change	Includes GST (Y/N)	Fee Type
Multi-Purpose Stadium Rooms (Room only) NEW FEES					(.,,	
Social & Commercial Functions						
Sat/Sun (6pm-12am max. Hire)	Block		\$290.00		Y	Council
Sat/Sun (6pm-12am Hourly Rate)	Hour		\$55.00		Y	Council
Mon/Fri (9am-9pm Hourly Rate)	Hour		\$36.00		Y	Council
Full Room (Day & Evening Hourly Rate)	Hour		\$36.00		Y	Council
Kitchen Hire (attached to multi purpose room)	Hour		\$19.00		Y	Council
Community Group (not-for-profit) Functions						
Full Room - Community Group Hire (not-for-profit)	Hour		\$26.00		Y	Council
Half Room - Community Group Hire (not-for-profit)	Hour		\$13.00		Y	Council
Bonds						
Functions - No Alcohol	Session		\$350.00		N	Council
Functions - With Alcohol	Session		\$700.50		N	Council
Meeting Room						
Community Group Hire (not-for-profit)	Hour		\$13.00		Y	Council
Commercial	Hour		\$26.00		Y	Council
Recreation Reserves						
Recreation Reserve Licence Fees	Min Fee	\$133.00	\$137.00	3.0%	N	Council
Community & Civic Precinct Recreation Facility (Banyul-Warri Fields)						
Commercial Use and Non Surf Coast Shire Club/Group/School (Per						
Court/Field):						
- Oval or Synthetic/Grass Pitch	Half Day	\$318.00	\$327.50	3.0%	Υ	Council
- Oval or Synthetic/Grass Pitch	Full Day	\$506.00	\$521.00	3.0%	Y	Council
- Oval or Synthetic/Grass Pitch	Hour	\$36.00	\$37.00	2.8%	Y	Council
- Oval or Synthetic/Grass Pitch with lights	Night/4 Hours	\$440.00	\$453.00	3.0%	Y	Council
- Oval or Synthetic/Grass Pitch with lights	Night / Hour	\$65.00	\$67.00	3.1%	Υ	Council
- Netball Court	Half Day	\$130.00	\$134.00	3.1%	Υ	Council
- Netball Court	Full Day	\$234.00	\$241.00	3.0%	Υ	Council
- Netball Court	Hour	\$36.00	\$37.00	2.8%	Y	Council
Community Hub Change Rooms (NB: Fee Applies to Each Pair of Change Rooms)						
Incorporated Community Club/Group/School - Based in Surf Coast Shire	Cleaning Fee	\$64.00	\$66.00	3.1%	Y	Council
Surf Coast Shire Residents - Individual or Group (Non-Commercial Activity)	Cleaning Fee	\$64.00	\$66.00	3.1%	Y	Council
Commercial Use and Non Surf Coast Shire Club/Group/School (Per Court/Field):	Cleaning Fee	\$194.00	\$200.00	3.1%	Y	Council
Grant Pavilion - Peter Troy and China Gilbert Meeting Rooms						
Incorporated Community Club/Group/School - Based in Surf Coast Shire	Hour	\$12.80	\$13.00	1.6%	Y	Council
Incorporated Community Club/Group/School - Based in Surf Coast Shire	Half Day / 4 Hours	\$51.50	\$53.00	2.9%	Y	Council
Incorporated Community Club/Group/School - Based in Surf Coast Shire	Full Day / 8 Hours	\$88.00	\$91.00	3.4%	Y	Council
Surf Coast Shire Residents - Individual or Group (Non-Commercial Activity)	Hour	\$25.00	\$26.00	4.0%	Y	Council
Surf Coast Shire Residents - Individual or Group (Non-Commercial Activity)	Half Day / 4 Hours	\$75.00	\$77.00	2.7%	Y	Council
Surf Coast Shire Residents - Individual or Group (Non-Commercial Activity)	Full Day / 8 Hours	\$140.00	\$144.00	2.9%	Y	Council
Commercial Use or Non Surf Coast Shire Club/Group/School	Hour	\$46.00	\$47.50	3.3%	Y	Council
Commercial Use or Non Surf Coast Shire Club/Group/School	Half Day / 4 Hours	\$151.00	\$155.50	3.0%	Y	Council
Commercial Use or Non Surf Coast Shire Club/Group/School	Full Day / 8 Hours	\$290.00	\$299.00	3.1%	Y	Council
Grant Pavilion - Tantau and Cooper Function Rooms	riodio					
Note Whole 2nd Level Available by Booking Both Rooms						
Tenant/Anchor Club - Free access for Surf Coast Football (Soccer Club) for home games and for up to 6 bookings per year. Other tenant clubs have up to 6 bookings per year. Cleaning undertaken by volunteers or by contractor paid by hire \$160.00 per function.		No charge	No charge		N/A	Council
Incorporated Community Club/Group/School - Based in Surf Coast Shire	Hour	\$25.80	\$26.50	2.7%	_Y	Council
Incorporated Community Club/Group/School - Based in Surf Coast Shire	Half Day	\$75.00	\$77.00	2.7%	·	Council
Incorporated Community Club/Group/School - Based in Surf Coast Shire	Full Day	\$140.00	\$144.00	2.9%	;	Council
Surf Coast Shire Residents - Individual or Group (Non-Commercial Activity)	Hour	\$31.50	\$32.50	3.2%	'	Council
Surf Coast Shire Residents - Individual or Group (Non-Commercial Activity)	Half Day	\$102.00	\$105.00	2.9%	Y	Council
Surf Coast Shire Residents - Individual or Group (Non-Commercial Activity)	Full Day	\$192.00	\$198.00	3.1%	l v	Council
Commercial Use or Non Surf Coast Shire Club/Group/School	Hour	\$64.00	\$66.00	3.1%	·	Council
Commercial Use or Non Surf Coast Shire Club/Group/School	Half Day	\$255.00	\$262.00	2.7%	Y	Council
Commercial Use or Non Surf Coast Shire Club/Group/School	Full Day	\$439.00	\$452.00	3.0%	Y	Council
Grant Pavilion					'	
Grant Pavilion Function Cleaning		\$198.00	\$204.00	3.0%	_Y	Council
Event Logistics Crew - Staff Member	Hour	\$37.00	\$38.00	2.7%	·	Council
Waste Removal 240L Recycling Bin	Each	\$24.00	\$25.00	4.2%	;	Council
waste nemoval 240L necycling bin	Eacri	\$24.00	\$20.00	4.2%	,	Council



Description	Unit	2019-20	2020-21	Annual %	Includes GST	Fee Type
Family & Children Services				Change	(Y/N)	
Family Day Care						
Family Day Care Administration Levy	Hour	\$3.00	\$3.00	0.0%	l N	Council
Occasional Care (from 1 July 2020)	Hour	\$5.00	\$3.00	0.0%	l N	Council
, , ,					l	
Torquay Children's Hub Occasional Care 4 Hour Session	Session	\$46.40	\$48.60	4.7%	N	Council
Kurrambee Myaring Occasional care 4 hour session	Session	\$46.40	\$48.60	4.7%	N	Council
Kindergarten (Effective from Jan 2021)						
4 Year Old Program: 15 Hours per week (Jan Juc, Torquay, Kurrambee	Term	\$390.00	\$400.00	2.6%	N	Council
Myaring, Lorne, Anglesea and Winchelsea) 3 Year Old Program (Torquay)	Term	\$348.00	N/A		l N	Council
3 Year Old Program (Lorne) (5 Hour Session)	Term	\$540.00	N/A		N N	Council
	Term	\$348.00	N/A N/A		N N	Council
3 year Old Program (Jan Juc) (3 Hour Session)	Term	\$464.00	N/A N/A		N N	Council
3 year Old Program (Jan Juc) (4 Hour Session)	Term	\$464.00	N/A N/A		N N	Council
3 year Old Program (Winchelsea) (4 Hour Session)						
3 year Old Program (Anglesea) (4 Hour Session)	Term	\$464.00	N/A		N	Council
3 year Old Program (Kurrambee Myaring) (3 Hour Session) - Commencing 2018	Term	\$348.00	N/A		N	Council
Kindergarten - Per Hour Fee (Effective from Jan 2021)						
3 Year Old Program (Torquay) (3hours)	Per Hour	\$11.60	\$11.80	1.7%	N	Council
	Per Hour	\$10.80	\$11.80	9.3%	N N	Council
3 Year Old Program (Lorne) (5 Hours)	Per Hour Per Hour	\$10.80 \$11.60	\$11.80 \$11.80	9.3%	N N	Council
3 year Old Program (Jan Juc) (4 hours)		******	*******			
3 year Old Program (Anglesea) 3 Hours	Per Hour	\$11.60	\$11.80	1.7%	N	Council
3 year Old Program (Kurrambee Myaring) (4 hours)	Per Hour	\$11.60	\$11.80	1.7%	N	Council
Torquay Children's Hub Room hire : Commercial Rates						
Playgroup / Multipurpose Room/ Occasional Care Room						
Commercial rate - Business Hours (8.30 - 5.30pm)	Hour	\$34.00	\$34.00	0.0%	Y	Council
Commercial rate - After Hours (5.30 - 11 pm and Weekends)	Hour	\$50.00	\$50.00	0.0%	Y	Council
Commercial rate - Daily rate - (8.30 - 5.30)	Day	\$112.00	\$112.00	0.0%	Y	Council
Bond for multi purpose room hire afterhours only		\$300.00	\$300.00	0.0%	Y	Council
Cleaning Fee		\$120.00	\$124.00	3.3%	Y Y	- Council
Torquay Children's Hub Room hire : Non- Profit Organisation Rates		\$120.00	\$124.00	0.076		
Playgroup / Multipurpose Room/ Occasional Care Room						
Non- Profit Rate - Business Hours (8.30 - 5.30pm)	Hour	\$17.00	\$17.00	0.0%	Y	Council
Non- Profit rate - After Hours (5.30 - 11 pm and weekends)	Hour	\$27.00	\$27.00	0.0%	Y	Council
	1	\$80.00				
Non- Profit rate - Daily rate - (8.30 - 5.30)	Day	+	\$80.00	0.0%	Y	Council
Playgroups	Hour	\$8.70	\$8.70	0.0%	Y	Council
Bond for multi purpose room hire afterhours only		\$300.00	\$300.00	0.0%	Y	Council
Cleaning Fee			\$124.00		Y	Council
Playgroups	Hour	\$8.70	\$8.70	0.0%	Y	Council
Kurrambee Myaring Community Centre Room Hire: Commercial Rates						
Consulting Room/ Multipurpose Room (charged per room)						
Commercial rate - Business Hours (8.30 - 5.30pm)	Hour	\$34.00	\$34.00	0.0%	Y	Council
Commercial rate - After Hours (5.30 - 11 pm and weekends)	Hour	\$50.00	\$50.00	0.0%	Y	Council
Commercial rate - Daily rate - (8.30 - 5.30)	Day	\$112.00	\$112.00	0.0%	Y	Council
Bond for multi purpose room hire afterhours only		\$300.00	\$300.00	0.0%	Y	Council
Cleaning Fee			\$124.00		Y	Council
Kurrambee Myaring Community Centre Room Hire: Non-Profit						
Organisation Rates						
Consulting Room/ Multipurpose Room (charged per room)						
Non- Profit Rate - Business Hours (8.30 - 5.30pm)	Hour	\$17.00	\$17.00	0.0%	Y	Council
Non-Profit rate - After Hours (5.30 - 11 pm and weekends)	Hour	\$27.00	\$27.00	0.0%	Y	Council
Non- Profit rate - Daily rate - (8.30 - 5.30)	Day	\$80.00	\$80.00	0.0%	Y	Council
Playgroups	Hour	\$8.70	\$8.70	0.0%	Y	Council
Bond for multi purpose room hire afterhours only		\$300.00	\$300.00	0.0%	Y	Council
Cleaning Fee			\$124.00		Y	Council
Children's Services, Community Groups & Non-Profit Organisations						
Business Hours (8:30am - 5:30pm)						
Single Room (consulting, multipurpose, meeting room)	Hour	\$17.00	N/A		Y	Council
Playgroups	Hour	\$8.70	N/A		l ;	Council
After Hours (5.30pm – 10pm)			N/A		Ι.	
Single Room (Consulting, Multipurpose, Meeting Room)	11001				V V	Council
onge nom (octobing, marepulpose, meeting monn)		\$27.00	N/A			Council
Bond for multi purpose room hire afterhours only (cover additional cleaning	Hour	\$27.00	N/A			
Bond for multi purpose room hire afterhours only (cover additional cleaning, loss of swipe card and damage to facility/equipment)		\$27.00 \$300.00	N/A N/A		Y	Council
loss of swipe card and damage to facility/equipment)	Hour	\$300.00			Y	Council
			N/A			
loss of swipe card and damage to facility/equipment) Non-Profit Organisations (single room)	Hour	\$300.00	N/A			
loss of swipe card and damage to facility/equipment) Non-Profit Organisations (single room) Torquay Children's Hub and Kurrambee Myaring Community Centre -	Hour	\$300.00	N/A			
loss of awipe card and damage to facility/equipment) Non-Profit Organisations (single room) Torquay Children's Hub and Kurrambee Myaring Community Centre - continued Commercial Use Business Hours	Hour	\$300.00	N/A			
loss of swipe card and damage to facility/equipment) Non-Proft Organisations (single room) Torquay Children's Hub and Kurrambee Myaring Community Centre - continued Commercial Use	Hour	\$300.00	N/A			
loss of awipe card and damage to facility/equipment) Non-Profit Organisations (single room) Torquay Children's Hub and Kurrambee Myaring Community Centre - continued Commercial Use Business Hours	Hour Day	\$300.00 \$80.00	N/A N/A		Y	Council
loss of awipe card and damage to facility/equipment) Non-Profit Organisations (single room) Torquay Children's Hub and Kurrambee Myaring Community Centre - continued Commercial Use Business Hours Single Room (Consulting, Multipurpose, Meeting Room)	Hour Day	\$300.00 \$80.00	N/A N/A		Y	Council



Description	Unit	2019-20	2020-21	Annual % Change	Includes GST (Y/N)	Fee Typ
Arts and Culture				Change	(1/N)	
Arts Space Room Hire	Week	\$110.00	\$110.00	0.0%	Y	Council
Arts Space Room Hire	Hour	\$22.00	\$22.00	0.0%	Y	Council
			20% of sales			
Arts Space Sales Commission	per sales		when sales exceed \$2,000		Y	Council
Arts Trail						
Registration Fee for Arts Trail - Individual	Annum	\$50.00	\$50.00	0.0%	Y	Council
Registration Fee for Arts Trail - Community Group	Annum	\$150.00	\$165.00	10.0%	Y	Council
Registration Fee for Arts Trail - Organisations with 10 Artists or more	Annum	\$500.00	\$500.00	0.0%	Y	Council
Aged & Disability Services	71114111	4000.00	4000.00	0.070		Countries
Commonwealth Home Support Program, Home Community Care						
Program for Younger People and Home Care Package Clients						
Commonwealth Home Suport Program						
Delivered Meal - CHSP - Low Fee - 3 Course & Juice	Meal	\$10.00	\$10.00	0%	N	Council
Delivered Meal - CHSP - Medium Fee - 3 Course & Juice	Meal	\$12.00	\$12.00	0%	N	Council
Delivered Meal - CHSP - High Fee - 3 Course & Juice	Meal	\$18.50	\$18.50	0%	N	Counci
Domestic Assistance - CHSP - Low Fee	Hour	\$6.50	\$6.50	0%	N	Council
Domestic Assistance - CHSP - Medium Fee	Hour	\$16.50	\$16.50	0%	N	Counci
Domestic Assistance - CHSP - High Fee	Hour	\$48.00	\$48.00	0%	N	Counci
Personal Care - CHSP - Low Fee	Hour	\$6.50	\$6.50	0%	N	Counci
Personal Care - CHSP - Medium Fee	Hour	\$10.00	\$10.00	0%	N	Counci
Personal Care - CHSP - High Fee	Hour	\$48.00	\$48.00	0%	N	Counci
Respite - CHSP - Low Fee	Hour	\$3.30	\$3.30	0%	N	Counci
Respite - CHSP - Medium Fee	Hour	\$5.10	\$5.10	0%	N	Counci
Respite - CHSP - High Fee	Hour	\$48.00	\$48.00	0%	N	Counci
Property Maintenance - CHSP - Low Fee	Hour	\$13.00	\$13.00	0%	N	Counci
Property Maintenance - CHSP - Medium Fee	Hour	\$19.00	\$19.00	0%	N N	Counci
Property Maintenance - CHSP - High Fee	Hour	\$50.00	\$50.00	0%	N	Counci
Shopping Trips - CHSP	Per Outing	\$11.00	\$11.00	0%	N N	Counci
Musical Mornings GPAC - CHSP	Per Season	\$175.00	\$175.00	0%	N N	Counci
Client Travel Charge - CHSP	Km	\$0.80	\$0.80	0%	N N	Counci
Café Program (Social Support) - CHSP				0/6	N N	Counci
Home Community Care Program for Younger People	Per Outing	Range 5 - 20	Range 5 - 20		l N	Counci
Delivered Meal - HACC PYP- Low Fee - 3 Course & Juice	Meal	\$10,00	\$10.00	0%	l N	Counci
	Meal	\$10.00	\$10.00	0%	N N	Counci
Delivered Meal - HACC-PYP - Medium Fee - 3 Course & Juice	Meal	\$18.50	\$12.00	0%	N N	Counci
Delivered Meal - HACC- PYP - High Fee - 3 Course & Juice Domestic Assistance - HACC- PYP - Low Fee	Hour	\$6.50	\$6.50	0%	N N	Counci
		40.00	40.00	0%	1	
Domestic Assistance - HACC-PYP - Medium Fee	Hour	\$16.50	\$16.50	0,0	N	Counci
Domestic Assistance - HACC-PYP- High Fee	Hour	\$48.00	\$48.00	0%	N	Counci
Personal Care - HACC PYP - Low Fee	Hour	\$6.50	\$6.50	0%	N	Counci
Personal Care - HACC PYP - Medium Fee	Hour	\$10.00	\$10.00	0%	N	Counci
Personal Care - HACC PYP - High Fee	Hour	\$48.00	\$48.00	0%	N	Counci
Respite - HACC PYP- Low Fee	Hour	\$3.30	\$3.30	0%	N	Counci
Respite - HACC PYP - Medium Fee	Hour	\$5.10	\$5.10	0%	N	Counci
Respite - HACC PYP - High Fee	Hour	\$48.00	\$48.00	0%	N	Counci
Property Maintenance - HACC PYP - Low Fee	Hour	\$13.00	\$13.00	0%	N	Counci
Property Maintenance - HACC PYP - Medium Fee	Hour	\$19.00	\$19.00	0%	N	Counci
Property Maintenance - HACC PYP - High Fee	Hour	\$50.00	\$50.00	0%	N	Counc
Client Travel Charge - CHSP	Km	\$0.80	\$0.80	0%	N	Counc
Café Program (Social Support) - CHSP	Per Outing	Range 5 - 20	Range 5 - 20		N	Counci
Aged and Disability Services - Brokerage Fees						
Delivered Meals - Broker	Hour	\$25.00	N/A		N	Counc
Shopping Trip - Broker	Per Outing	\$76.65	N/A		N	Counci
Café Program - Broker	Per Outing	\$25.00	N/A		N	Counc
Musical Morninings - Broker	Per Season	\$300.00	N/A		N N	Counci
Client Travel Charge - Broker	Km	\$1.50	N/A		N N	Counci
Domestic Assistance - 7am - 7pm (Mon-Fri)	Hour	\$65.00	N/A		N N	Counc
Domestic Assistance - Outside Standard Hours		\$130.00	N/A		N N	Counc
Personal Care - Broker - 7am-7pm (Mon-Fri)	Hour	\$65.00	N/A		N N	Counc
	Hour	\$130.00	N/A N/A		N N	Counci
Personal Care - Outside Standard Hours	Hour	\$130.00	N/A N/A		N N	Counci
Respite Care - Broker - 7am-7pm Mon-Fri		4			1	
Respite Care - Outside Standard Hours	Hour	\$130.00	N/A		N	Counci
After Hours Care Coordination - Broker		\$100.00	N/A		N	Counci
Home Safety Check - Broker	Hour	\$80.00	N/A		l N	Counci



Description	Unit	2019-20	2020-21	Annual % Change	Includes GST (Y/N)	Fee Type
Aged & Disability Services				Change	(1/14)	
Aged and Disability Services - Home Care Packages						
Delivered Meals	Hour	\$25.00	N/A		l N	Council
Shopping Trip	Per Outing	\$76.65	N/A		N N	Council
Café Program	Per Outing	\$25.00	N/A		N N	Council
Musical Morninings	Per Season	\$300.00	N/A		N N	Council
Client Travel Charge	Km	\$1.50	N/A		N N	Council
Domestic Assistance - 7am-7pm (Mon-Fri)	Hour	\$65.00	N/A		N N	Council
Domestic Assistance - 7411-7611 (Worl-171) Domestic Assistance - Outside standard hours	N/A	\$130.00	N/A		N N	Council
Personal Care - Broker - 7am-7pm (Mon-Fri)	N/A Hour	\$65.00	N/A N/A		N N	Council
Personal Care - Broker - 7am-7pm (Mon-Fri) Personal Care -Outside standard hours	Hour	\$130.00	N/A N/A		N N	Council
Personal Care - Outside standard nours Respite Care - Broker - 7am-7pm Mon-Fri	Hour	\$130.00	N/A N/A			Council
	Hour	\$65.00	N/A N/A		N	Council
Respite Care - Outside standard hours		\$130.00			N Y	
Home Safety Check	Hour	\$80.00	N/A		Y	Council
After Hours Care Coordination		\$412.50				
Level 1 - Standard case management	Per Year	*****	N/A		N	Council
Level 1 - High case management	Per Year	\$618.75	N/A		N	Council
Level 1 - Administration Fee	Per Year	20%	N/A		N	Council
Level 2 - Standard case management	Per Year	\$750.00	N/A		N	Council
Level 2 - High case management	Per Year	\$1,125.00	N/A		N	Council
Level 2 - Administration Fee	Per Year	20%	N/A		N	Council
Level 3 - Standard case management	Per Year	\$1,650.00	N/A		N	Council
Level 3 - High case management	Per Year	\$2,475.00	N/A		N	Council
Level 3 - Administration Fee	Per Year	20%	N/A		N	Council
Level 4 - Standard case management	Per Year	\$2,513.00	N/A		N	Council
Level 4 - High case management	Per Year	\$3,769.00	N/A		N	Council
Level 4 - Administration Fee	Per Year	20%	N/A		N	Council
Package Exit Fee		\$500.00	N/A		N	Council
Veterans						
Veterans Home Care		Set and Fixed by Veterans Home	N/A		N N	Veteran Home
veterans nome Care		Care	N/A		I N	Care
		Set and Fixed by				
Veterans travel		Veterans Home	N/A		N	Veteran Home
		Care				Care
NDIS						
NDIS Home Care		Set and Fixed by	N/A			NDIS
		NDIS				
NDIS Travel Charge		\$1.50	N/A		N	Council
CORPORATE			-			
Financial Services						
Rate Administration						
Rate Searches – Hard Copy	Hour	\$127.00	\$127.00	0.0%	N	Council
Rate Searches – Computer Records		\$27.00	\$27.00	0.0%	N	Council
Sales Register (Issued Quarterly not Including Names and Addresses)		\$246.00	\$254.00	3.3%	N	Council
Payment Rejection Administration Fee - Rates and Debtors		\$45.00	\$45.00	0.0%	N	Council
Land Information Certificate		\$27.00	\$27.00	0.0%	N	Statutory
Recovery Referral Fee		\$38.00	\$38.00	0.0%	N	Council
Interest on Sundry Debtors (Penalty Interest Act)		10.00%	10.00%	0.0%	N	Statutory
Information Services						
Freedom of Information						
Freedom of Information Fee		\$29.60	\$29.60	0.0%	N	Statutory
Administration Cost for FOI Searches	Hour	\$22.20	\$22.20	0.0%	N	Statutory
Risk Management						
Insurance						
Contents Insurance for Approved Community Groups						
Contents up to \$10,000	Council	\$44.00	N/A		l v	Council
Each Additional \$10,000 Contents or Part Thereof	Gouncil	\$44.00	N/A		Ÿ	Council
GIS IMAGES		4				
Job specific mapping (Including Digital Data Supply)	Hour	\$56.00	N/A		l N	Council
PLANNING & ENVIRONMENT	11001	400.00	14/71		.,	Countries
Visitor Centres						
Marketing display fee - Lorne Visitor Centre A3 Display	Week	\$10.00	\$10.00	0.0%	Y	Council
Marketing display fee - Lorne Visitor Centre A3 Display Marketing display fee - Lorne Visitor Centre Light Box	Week	\$23.00 - \$37.00	\$23.00 - \$37.00	0.076	Y	Council
		\$23.00 - \$37.00	\$23.00 - \$37.00			Council
Marketing display fee - Lorne Visitor Centre Floor Display	Week Week	\$26.00 - \$74.00	\$26.00 - \$74.00	0.0%	Y	Council
Marketing display fee - Lorne Visitor Centre Local Arts Display	vveek		\$13.00 N/A	0.0%	, v	l .
Made for disclosure. The Transport Made Co. 1 1 1 1 1 1	144.				. Y	Council
Marketing display Fee - Torquay Visitor Centre Local Arts	Week	\$13.00	IN/A			
Tourism	Week	\$13.00	N/A			
Tourism Commercial Tour Operator Licenses		41202				
Tourism Commercial Tour Operator Licenses Annual Fee – Standard One Year Licence	Licence	\$300.30	\$300.30	0.0%	N	Statutory
Tourism Commercial Tour Operator Licenses Annual Fee – Standard One Year Licence Annual Fee – More than One Year Licence (Currently 3 year)	Licence Licence	\$300.30 \$227.00	\$300.30 \$227.00	0.0%	N	Statutory
Tourism Commercial Tour Operator Licenses Annual Fee – Standard One Year Licence Annual Fee – More than One Year Licence (Currently 3 year) Use Fee – General Visitor	Licence Licence Visitor	\$300.30 \$227.00 \$2.40	\$300.30 \$227.00 \$2.40	0.0%	N N	Statutory Statutory
Tourism Commercial Tour Operator Licenses Annual Fee – Standard One Year License Annual Fee – More than One Year License (Currently 3 year) Use Fee – General Visitor Use Fee – School Student and Chilid	Licence Licence	\$300.30 \$227.00 \$2.40 \$1.60	\$300.30 \$227.00 \$2.40 \$1.60	0.0% 0.0% 0.0%	N N N	Statutory Statutory Statutory
Tourism Commercial Tour Operator Licenses Annual Fee – Standard One Year Licence Annual Fee – More than One Year Licence (Currently 3 year) Use Fee – General Visitor	Licence Licence Visitor	\$300.30 \$227.00 \$2.40	\$300.30 \$227.00 \$2.40	0.0%	N N	Statutory Statutory



Table 1	escription	Unit	2019-20	2020-21	Annual %	Includes GST	Fee Type
Thanks Test Duy Pines Hour ST 200 ST 200 ST V Co. Move Facility (Day or Fight) Hour ST ST ST ST ST Co. C	<u> </u>				Change	(Y/N)	, ,
Theate File Night Rate Nour Statist (Que in Fight)	-	Hour	\$73.00	\$73.00	0.0%	v	Council
Woode Facility (Day or Fight)				T			Council
Band Cloyby to White Facility and Dependent on Group)			+				Council
Bood for Inviting of Theside Room Alonno Australiance Section Sectio		11001					Council
Asal Entry Visit \$12,00 \$12,00 \$0.0 \ Y \ Y Co.			4.1	4.10			Council
Colos Entry Visit Sept		Visit					Council
Colder of United Flys							Council
Concession Entry Service Servi	*						Council
Family Entity					0.0%	γ	Council
Sond Groups Entry			+				Council
Sela Tour Shood Groups Thatas Heir Buy Mark (Community Group) Hour \$39.00 \$30.00 0.0%, Y Co.		Visit			0.0%	Y	Council
Theate Hire Day Rate (Community Group)							Council
Theate File Right Ref (Community Group)			1				Council
Reacach Fee without Maseum Officer			*	¥			Council
Reaeath Few With Museum Office	, , , , , , , , , , , , , , , , , , , ,						Council
Copyring Image Reproduction	esearch Fee with Museum Officer		\$45.00	\$45.00	0.0%	Y	Council
Booke, Magazines, Newspapers and Journals (PDP) Per 10 Pages \$20.00 \$20.00 0.0% Y Condition Condit			4				
Sected Nagacrines Newspapers and Journals (TIFF)		Per 10 Pages	\$20.00	\$20.00	0.0%	Y	Council
Rectare and Photographs			\$17.00	\$17.00	0.0%	Y	Council
Local Lawe Og a Craft Begistrations Dog or Cat Begistrations 80 ger Cat Begistrations Dog or Cat Begistrations 867.00 Dog or Cat Begistrations 867.00 Coal Registration of Prescribed Carina Association 867.00 Dog or Cat Begistration of Prescribed Carina Association 867.00 Dog or Cat Begistration of Prescribed Service Association 867.00 Dog or Cat Begistration of Prescribed Service Object Association 867.00 Dog Cate Than 10 Years Old Dangerous, Menacing or Restricted Breed Dogs Association of Prescriber Training or Restricted Breed Dogs Bat have Undergone Prescriber Training or a Saura Dog Association of Prescriber Training or a Saura Dog Association of Prescriber Training or Association of Prescriber Training Organization and Impediation an		_				Y	Council
Dog & Cat Registretions			4 -2	422.00	515,5		
Dog or Claf SigNel for Reduced Rate Under the Domestic Animals Act 1994							
Includes:							
Setretized Dogs Cat Dogs of Cat Reptice Preceining in Registered Domestic Business Cat Registered with Preceived Felline Association Dogs fish flave Undergone Obedience Training which Compiles with Vervicing Dog Dogs Older than 10 Years Old Dangerous, Memangr or Retririded Breed Dogs Dangerous, Memangr or Retririded Breed Dogs Dangerous, Memangr or Retririded Breed Dogs Section 200, 200, 200, 200, 200, 200, 200, 200							
Dog of Cark legitor & Seeding in Registered Dismets Business							
Cat Registered with Prescribed Carlaine Association Dogs Registered Prescriber Taining which Complies with Regulations Dogs Registered Prescriber Taining or Restricted Breed Dogs Dogs Registered Prescriber Taining or a Restricted Breed Dogs Bungeroux, Menaging or Restricted Breed Dogs Research Dogs Research R							
Dogs Religitated with Prescribed Carline Association Dogs that have Undergone Obedience Training which Complies with Regulations			*****	****			
Regulations Verviroing Dog Dogs Older than 10 Years Old S480.00 3495.00 3.1% N Col Dogs Older than 10 Years Old S200.00 2.5% N Col Dogs Older than 10 Years Old S200.00 2.5% N Col Dogs Older than 10 Years Old S200.00 2.5% N Col Dogs Older	Dogs Registered with Prescribed Canine Association		\$67.00	\$69.00	3.0%	N N	Council
Vorcing Dog							
Dogs Olider than 10 Years Old							
Dangerous, Menacing or Retricted Breed Dogs Dangerous, Menacing or Retricted Breed Dogs that have Undergone Proservis Training or 1 as Guard Dog Act Term Comment of the							
Dang service. Menaning or Restricted Breed Dogs hat have Undergone Process. Training or is a Guard Dog Al Other Dogs & Cate (e.g. Non Desexed Animal)			\$480.00	\$495.00	3.1%	N N	Council
Rocetive Training or is a Guard Deg Al Other Dogs & Catle (eg.) Non Deexed Animal) S200.00 \$205.00 2.5% N Col Dogs & Cat Fee S92.0 \$85.0 3.3% N Col Cat Cape Deposit S65.00 560.00 2.5% Y Col Cat Cape Deposit S65.00 560.00 0.0% N Col Dogs Catonelia Collar Fefii S475.0 \$445.0 2.1% Y Col Dogs Catonelia Collar Fefii S195.0 \$20.00 2.6% Y Col Dogs Catonelia Collar Fefii S195.0 \$20.00 2.6% Y Col Dogs Catonelia Collar Fefii S195.0 \$20.00 2.6% Y Col Domestic Animal Business S55.00 \$870.00 3.1% N Col Domestic Animal Business S55.00 \$870.00 3.1% N Col Domestic Animal Business S55.00 \$870.00 3.1% N Col Care Pound Release Fee \$175.00 \$180.00 2.9% Y Col Replacement Dogs (Cat Tag S60.00 3.7% N Col Replacement Dogs (Cat Tag S60.00 3.7%			4				
Late Payment Surcharge			\$200.00	\$205.00	2.5%	N	Council
Dog & Cat Fee Cat Cage Deposit Cat	Il Other Dogs & Cats (e.g. Non Desexed Animal)		\$200.00	\$205.00	2.5%	N	Council
Cat Cage Prize	ate Payment Surcharge		\$9.20	\$9.50	3.3%	N	Council
Cat Cage Deposit	og & Cat Fees						
Dogs Citronella Collar Hire S47.50 \$48.50 \$2.1% Y Collogo Citronella Collar Perili S19.50 \$67.00 \$68.00 3.0% N Collogo Citronella Collar Refili S19.50 \$69.00 2.6% Y Collogo Citronella Collar Refili S19.50 \$550.00 3.1% N Collogo Citronella Collar Refili S19.50 \$550.00 \$3.70 3.1% N Collogo Citronella Collar Refili S19.50 \$550.00 \$3.70 3.1% N Collogo Citronella Collar Refili S19.50 \$550.00 \$3.70 3.1% N Collogo Citronella Collar Refili S19.50 \$570.00 \$3.80 0.00 2.9% Y Collogo Citronella Collar Refili S19.50 \$180.00 2.9% Y Collogo Citronella Collar Refili S19.50 S180.00 2.9% N Collogo Citronella Collar Refili S19.50 S180.00 S180.00 2.9% N Collogo Citronella Collar Refili S19.50 S180.00	at Cage Hire	Week	\$39.00	\$40.00	2.6%	Y	Council
Dogs Citronella Collar Depoet S67.00 \$69.00 3.0% N Coll	at Cage Deposit		\$65.00	\$65.00	0.0%	N	Council
Dogs Citronella Collar Refill	ogs Citronella Collar Hire		\$47.50	\$48.50	2.1%	Y	Council
Domestio Animal Business	ogs Citronella Collar Deposit		\$67.00	\$69.00	3.0%	N	Council
Excess Dog Application and Inspection Fee	ogs Citronella Collar Refill		\$19.50	\$20.00	2.6%	Y	Council
Pound Release Fee	omestic Animal Business		\$553.00	\$570.00	3.1%	N	Council
Strate S	xcess Dog Application and Inspection Fee		\$239.00	\$245.00	2.5%	N	Council
Pound release (Unregistered Animal Surcharge) Replacement Dog/Cat Tage \$3.30 \$3.40 3.0% N Color	ound Release Fee		\$175.00	\$180.00	2.9%	Y	Council
Replacement Dog/Cat Tags S3.30 S3.40 3.0% N Collingounding of Livestock (Other Than Dogs/Cats)	at Pound Release Fee		\$175.00	N/A		Y	Council
Impounding of Livestock (Other Than Dogs/Cate) Impounding of Livestock (Other Than Dogs/Cate) Impounding of Livestock (Other Clare of Company of Livestock (Other Clare of Care) Impounding of Livestock (Others (Varies to Market Price) Head \$230.50 N/A Y Corons (Corons of Care) Y Corons (Corons of Care) Y Corons (Care) Y Corons (Car	ound release (Unregistered Animal Surcharge)		\$27.00	\$28.00	3.7%	N	Council
Impounding of Livestock Head \$230.50 \$237.00 2.8% Y Coil	eplacement Dog/Cat Tags		\$3.30	\$3.40	3.0%	N	Council
Sheep, Pigs and Goats (Varies to Market Price) Head \$230.50 N/A Y Coll Others (Varies to Market Price) Head \$15.30 N/A Y Coll Others (Varies to Market Price) Head \$15.30 N/A Y Coll Others (Varies to Market Price) Head \$15.30 N/A N/A N/A Coll Others (Varies to Market Price) N/A N/A Coll Others (Varies to Market Price) N/A N	npounding of Livestock (Other Than Dogs/Cats)						
Chers (Varies to Market Price) Head \$15.30 N/A Y Contact After Hours Call Dut \$355.00 \$365.00 2.8% N Cot \$355.00 \$365.00 2.5% N Stat \$365.00 \$365.00 2.9% N Cot \$365.00 2.8%	npounding of Livestock	Head	\$230.50	\$237.00	2.8%	Y	Council
After Hours Call Out Sustenance Parking for a period longer than fixed Parking for a period longer fixed Parking for a period longer fixed Parking for a period longer fixed P	heep, Pigs and Goats (Varies to Market Price)	Head	\$230.50	N/A		Y	Council
Sustenance	thers (Varies to Market Price)	Head	\$15.30	N/A		Y	Council
Penaltise Parking for a period longer than fixed Parking for a period longer than fixed S155.00 N/A State Parking for a period longer than fixed S165.00 S165.00 O.0% N State S165.00 O.0% N State S165.00 O.0% N State S165.00 O.0% N State O.0% O.0% O.0% N State O.0% O.0% O.0% N State O.0% O.0% O.0% N S165.00 O.0% O.0% N S165.00 O.0% O.0% N S165.00 O.0% O.0% O.0% N S165.00 O.0%	fter Hours Call Out		\$355.00	\$365.00	2.8%	N	Council
Parking for a period longer than fixed \$155.00 N/A \$15	ustenance	Head	\$78.50	\$80.50	2.5%	N	Council
Parking for a period longer than fixed in a Council controlled area \$165.00 \$165.00 \$0.0% N State Road Safety Act Parking Enforcement N N State N Stat	en atties						
Road Safety Act Parking Enforcement Various Various S108.00 2.9% N Cot			\$155.00	N/A		N	Statutory
Release fee for impounded goods	arking for a period longer than fixed in a Council controlled area		\$165.00	\$165.00	0.0%	N	Statutory
Towing of Abandoned Vehicles \$205.00 \$211.00 2.9% N Color	oad Safety Act Parking Enforcement		Various	Various		N	Statutory
Permit P	elease fee for impounded goods		\$105.00	\$108.00	2.9%	N	Council
Shopfront 'Street' Trading Permits	owing of Abandoned Vehicles		\$205.00	\$211.00	2.9%	N	Council
A Frame Inspection and Application Fee A Frame Permit \$75.50 \$N/A \$N \$Cot A Frame Permit \$228.00 \$339.00 \$N/A \$N \$Cot Frame Permit \$228.00 \$239.00 \$N/A \$N \$Cot To Occupy Public Place to Sell Merchandise – Winchelsea, Deans Marsh and Moriac \$56.00 \$57.50 \$2.68% \$N \$Cot To Occupy Public Place to Sell Merchandise – All Other Areas \$75.50 \$77.50 \$2.68% \$N \$Cot Space \$77.50 \$2.68% \$N \$Cot Space \$199.00 \$112.00 \$2.75% \$N \$Cot Space \$199.00 \$146.00 \$2.82% \$N \$Cot Space \$142.00 \$146.00 \$146.00 \$146.00 \$146.00 \$146.00 \$146.00 \$146.00 \$146.00 \$146.00 \$146.00 \$146.00 \$146.00 \$							
A Frame Permit B \$228.00 B \$235.00 B \$30.07% B \$30.	hopfront 'Street' Trading Permits						
Permit Inspection and Application Fee \$39.00 N/A N Color			4			N	Council
To Occupy Public Place to Sell Merchandise – Winchelsea, Deans Marsh and Moriao Space m2 of Used Space m2 of Used Space m2 of Used Space m3 of Used Space m2 of Used Space m3 of Used Space m3 of Used Space m4 of User Marsh and Moriac Miscellaneous Permits – All Other Areas Space m2 of Used Space m3 of Used Space m4 of Used Space m3 of Used Space m3 of Used Space m3 of Used Space m4 of Used Space m3 of Used Space m4 of Used Space m3 of Used Space m3 of Used Space m4 of Used Space m3 of Used Space m3 of Used Space m3 of Used Space m3 of Used Space m4 of Used Space m3 of Us	Frame Permit		\$228.00	\$235.00	3.07%	N	Council
Moriao 1			\$39.00	N/A		N	Council
Moriaco Space M2 of Used Space Space M2 of Used Space Space M3 of Used Space Space M3 of Used Space			\$56.00	\$57.50	2.68%	N	Council
To Occupy Public Place to Sell Merchandise - All Other Areas Space S75.50 \$77.50 2.65% N Col							
Street Furniture (Alfresco Dining) - Annual Permit - Winchelsea, Deans March and Moriac \$109,00 \$112,00 2.75% N Col March and Moriac \$109,00 \$146,00 2.82% N Col Miscellaneous Permits \$142,00 \$146,00 2.82% N Col Miscellaneous Permits \$142,00 \$146,00 2.82% N Col Miscellaneous Permits No Charge No	o Occupy Public Place to Sell Merchandise – All Other Areas		\$75.50	\$77.50	2.65%	N	Council
Marsh and Moriac Space \$109.00 \$112.00 2.75% N Col.	treet Furniture (Alfresco Dining) – Annual Permit – Winchelsea, Deans		6100.00	6110.00	0.75%		C
Space \$142.00 \$149.00 \$2.52% N Col.		Sp ace	\$109.00	\$112.00	2./5%	N N	Council
Miscellaneous Permits No Charge No C	treet Furniture (Alfresco Dining) – Annual Permit – All Other Areas		\$142.00	\$146.00	2.82%	N	Council
Disabled Parking Permits No Charge N	· -	Sp ace					
Open for Inspection Signage Permit \$248.00 \$255.00 2.8% N Cox Camping Permit Fee (Private Property) \$206.00 \$212.00 2.9% N Cox Occupy Temp Accommodation on Land 6 Months \$275.00 \$283.00 2.9% N Cox Occupy Road Day \$206.00 \$212.00 2.9% N Cox			No Chara	No Charac		,	Course
Camping Permit Fee (Private Property) \$206.00 \$212.00 2.9% N Coo Occupy Temp Accommodation on Land 6 Months \$275.00 \$283.00 2.9% N Cox Occupy Road Day \$206.00 \$212.00 2.9% N Cox					0.00		Council
Occupy Temp Accommodation on Land 6 Months \$275.00 \$283.00 2.9% N Cor Occupy Road Day \$206.00 \$212.00 2.9% N Cor							
Occupy Road Day \$206.00 \$212.00 2.9% N Co		C Mr - th-					Council
							Council
	• •	Day				N N	Council
Wedding Application Permit See - Conduct a Wedding on Council Land and							
weeding Application Permit Fee - Conduct a Weeding on Council Land and \$206.00 \$213.00 3.4% N Cot Reserves			\$206.00	\$213.00	3.4%	N	Council



Description	Unit	2019-20	2020-21	Annual % Change	Includes GST (Y/N)	Fee Type
Statutory Planning				Change	(1/N)	
Town Planning Application Fees		Various	Various		N	Statutory
Advertising of Application – Up to first 15 Properties.		\$132.50	\$136.50	3.0%	N N	Council
Advertising of Application - Subsequent Properties.		\$9.50	\$10.00	5.3%	N N	Council
Erect Public Notice on a property (Per Notice)		\$206.00	\$212.50	3.2%	N N	Council
Request Extension of Time to Planning Permit		\$322.00	\$332.00	3.1%	N N	Council
Amendment of Plans/Permits		\$322.00	\$332.00 N/A	3.176	N N	Council
		\$315.00	N/A \$324.50	3.0%	N N	Council
Secondary Consent Applications		\$315.00 Various	\$324.50 N/A	3.0%	N N	Statutory
Subdivision Applications Subdivision Certification		Various	N/A Various		N N	Statutory
Building Approvals for Properties Search		\$48.60	N/A		N N	Statutory
		\$315.00	N/A \$324.50	3.0%	N N	
Plans for Approval		\$315.00 \$138.50	\$324.50 \$143.00	3.0%	N N	Council
Statutory Planning Written Advice		\$138.50	\$143.00	3.2%	N N	Council
Copy of Plans						
Copy of Planning Permit - A3 or A4 size		\$12.00	\$12.50	4.2%	N	Council
Copy of Planning Permit - A0 or A1 size		\$23.50	\$24.50	4.3%	N	Council
Copy of Planning Permit		\$50.00	\$51.50	3.0%	N	Council
Strategic Planning						
Strategic Planning Written Advice			\$143.00		Y	Council
Strategic Planning Publications - Surf Coast Environmental History		\$20.00	\$20.00	0.0%	N	Council
Strategic Planning Publications - Sustainable Design Guide			\$20.00		N	Council
Strategic Planning Publications - Farmland Forest and Surf Environmental			\$20.00		N	Council
History						
Building Control - Building Charges			444			
Copy of Plans		\$175.00	\$180.00	2.9%	N	Council
Copy of Building Approval/Certificate of Occupancy		\$75.00	\$77.00	2.7%	N	Council
Variation of Regulations		\$290.40	\$290.40	0.0%	N	Statutory
Building over Easement		\$290.40	N/A		N	Council
Lodgement Fee		\$121.90	\$121.90	0.0%	N	Statutory
Property Information Request		\$47.20	\$47.20	0.0%	N	Statutory
Council Consultation Fee	Hour	\$150.00	\$150.00	0.0%	N	Council
Hoarding Application Fee		\$294.70	\$294.70	0.0%	N	Statutory
Hoarding (fence of barrier) Permit Fee	per m2 per week	\$3.80	\$3.90	2.6%	N	Council
Council Comments (if Report and Consent not obtained)		\$405.00	\$410.00	1.2%	N	Council
Place of Public Entertainment		\$600.00	\$615.00	2.5%	N	Council
Temporary Structure (Siting) Permit		\$300.00	\$310.00	3.3%	N	Council
Swimming Pool and/or Spa registration		\$31.85	\$31.85	0.0%	N	Statutory
0	Fee Units	\$47.25	\$47.25	0.0%	N N	Statutory
Swimming Pool and/or Spa archive search fee	Fee Units				"	1
Lodgement of Certificate of Compliance (Pool and/or Spa)		\$20.45	\$20.45	0.0%	N	Statutory
Lodgement of Certificate of Non-Compliance (Pool and/or Spa)		\$385.10	\$385.10	0.0%	N	Statutory
Property Enquiries		\$48.50	N/A		N	Council
Demolition Consent Permit		\$85.20	\$85.20	0.0%	N	Statutory
Stormwater Application (Legal Point of Discharge)		\$115.50	\$130.00	12.6%	N	Statutory
Legal Point of Discharge, additional data request			\$40.00	New	Y	Council
Stormwater Connection Permit			\$132.00		Y	Council
Environment Protection Act 1970						
Septic Tanks						
Septic Tank Application Fee - Install		\$626.00	\$645.00	3.0%	N	Council
Septic Tank Application Fee - Alter		\$276.00	\$284.50	3.1%	N	Council
Building Regulation 801 Consent Request		\$250.00	\$257.50	3.0%	N N	Council
Septic Tank File Request		\$34.00	\$35.00	2.9%	N N	Council
Urgent Septic Tank File Request		\$136.00	\$140.00	2.9%	N N	Council
Food Act 1984		Ţ. I 5. 5 5	Ţ	2.273	.,	
New Registration						
Class 1 Premises(Aged Care/Hospitals) & Class 2 Large (Supermarkets,						
licensed hotel, resort, large manufacturers)		\$1,340.00	\$1,380.00	3.0%	N	Council
Class 1 Small Premises (Child Care & Delivered Meals Organisation)		\$910.00	\$937.50	3.0%	N	Council
Class 2 Premises (includes mobile & temporary food premises)		\$725.00	\$747.00	3.0%	N N	Council
Class 2 - Each Additional Mobile and Temporary Food Premises		\$115.00	\$118.50	3.0%	N N	Council
Class 3 Premises & Class 2 Small Premises (includes mobile & temporary				2.0,0		
food premises)		\$425.00	\$438.00	3.1%	N	Council
Class 3 - Each Additional Mobile and Temporary Food Premises		\$60.00	\$62.00	3.3%	N	Council
Class 3 Small Premises & Class 2 Community Groups (includes mobile &		\$000.00	\$000.00		N N	Council
temporary food premises)		\$203.00	\$209.00	3.0%	l N	Council
Class 3 Minor Premises & Class 3 Community Groups (includes mobile &		\$125.00	\$129.00	3.2%	l N	Council
temporary food premises)				270	.,	5541011
Mobile and Temporary Food Premises - Once Off Event		25% of New	25% of New		N	Council
		Registration Fee	Registration Fee			
Mobile and Temporary Food Premises Not for Profit/Community Group (<12 single events per year)		No Charge	No Charge		N	Council
Renewal of Registration						
Class 1 Premises(Aged Care/Hospitals) & Class 2 Large (Supermarkets,						
licensed hotel, resort, large manufacturers)		\$890.00	\$917.00	3.0%	N	Council
Class 1 Small Premises (Child Care & Delivered Meals Organisation)		\$610.00	\$628.50	3.0%	N	Council
Class 2 Premises (includes mobile & temporary food premises)		\$485.00	\$500.00	3.1%	N N	Council
Class 2 - Each Additional Mobile and Temporary Food Premises		\$115.00	\$118.50	3.0%	N N	Council
Oneso z - Encir Auditional Mobile and Temporary Food Fremises	1	\$110.00	DI.0.00	3.0%	I IN	Council



Description	Unit	2019-20	2020-21	Annual % Change	Includes GST	Fee Type
Food Act 1984 - Continued				Change	(Y/N)	
Class 3 Premises & Class 2 Small Premises (includes mobile & temporary						
food premises)		\$280.00	\$288.50	3.0%	N	Council
Class 3 - Each Additional Mobile and Temporary Food Premises		\$60.00	\$62.00	3.3%	N	Council
Class 3 Small Premises & Class 2 Community Groups (includes mobile & temporary food premises)		\$135.00	\$138.00	2.2%	N	Council
Class 3 Minor Premises & Class 3 Community Groups (includes mobile &						
temporary food premises)		\$80.00	\$82.00	2.5%	N	Council
Mobile and Temporary Food Premises Not for Profit/Community Group (<12		No Charge	No Charge		l N	Council
single events per year)					"	oou.o.
Mobile and Temporary Food Premises - Once Off Event		25% of New Registration Fee	25% of New Registration Fee		N	Council
Renewal of Registration - 5 Star Rating		The ground and the c	Tregrovation rec			
Class 1 Premises (Aged Care/Hospitals) & Class 2 Large (Supermarkets,		\$005.00	N/A			Council
licensed hotel, resort, large manufacturers)		\$805.00	N/A		N	Council
Class 1 Small Premises (Child Care & Delivered Meals Organisation)		\$550.00	N/A		N	Council
Class 2 Premises (includes mobile & temporary food premises)		\$440.00	N/A		N	Council
Renewal of Registration - 2 Star Rating						
Class 1 Premises(Aged Care/Hospitals) & Class 2 Large (Supermarkets, licensed hotel, resort, large manufacturers)		\$1,155.00	N/A		N	Council
Class 1 Small Premises (Child Care & Delivered Meals Organisation)		\$790.00	N/A		l N	Council
Class 2 Premises (includes mobile & temporary food premises)		\$625.00	N/A		N N	Council
Renewal of Registration - 1 Star Rating			,			
Class 1 Premises(Aged Care/Hospitals) & Class 2 Large (Supermarkets,		** ***				0
licensed hotel, resort, large manufacturers)		\$1,245.00	N/A		N	Council
Class 1 Small Premises (Child Care & Delivered Meals Organisation)		\$845.00	N/A		N	Council
Class 2 Premises (includes mobile & temporary food premises)		\$675.00	N/A		N	Council
Transfer of Registration						
Application for Transfer of Registration		50% Renewal of	50% Renewal of		N	Council
		Registration Fee	Registration Fee		"	22311011
Health / Accommodation Requests for Inspection						
Request for Inspection/Assessment and Report Fee		\$270.00	\$278.00	3.0%	N	Council
Urgent request for Inspection/assessment and report fee (within 2 working		\$525.00	\$541.00	3.0%	N I	Council
days)						
Note: Food premises are classed in accordance with section 19c of the Food Act 1984						
Public Health and Wellbeing Act 2008						
Registered Premises – New Application:						
Hairdressing and/or Temporary Make Up						
New Application Once off Application		\$160.00	\$165.00	3.1%	N	Council
Transfer		\$160.00	\$165.00	3.1%	N	Council
Beauty Therapy (excl. Temporary Make Up)						
New Application		\$160.00	\$165.00	3.1%	N	Council
Renewal		\$160.00	\$165.00	3.1%	N	Council
Transfer		\$85.00	\$87.50	2.9%	N	Council
Aquatic Facilities						
New Application			\$185.00		N	Council
Renewal			\$185.00		N	Council
Transfer			\$93.00		N	Council
Skin Penetration, Tattooing, Colonic Irrigation		*****	****			
New Application		\$220.00	\$226.50	3.0%	N .	Council
Renewal Transfer		\$220.00 \$105.00	\$226.50 \$108.00	3.0% 2.9%	N N	Council
Prescribed Accommodation – New Application / Renewal		\$105.00	\$108.00	2.5%	"	Council
6-15 people		\$310.00	\$319.50	3.1%	N	Council
16-25 people		\$440.00	\$453.00	3.0%	N N	Council
26-50 people		\$560.00	\$577.00	3.0%	N I	Council
> 50 people		\$750.00	\$772.50	3.0%	N N	Council
		50% of new	50% of new			
Prescribed Accommodation – Transfer		application /	application /		N	Council
Di		renewal fee	renewal fee			
Bi-annual pro-rate rates apply						
Caravan Parks (Fee Per Unit Set By State Government)						
Caravan Park Registration - Maximum fee set under the Residential	_				.	
Tenancies (Caravan Parks and Movable Dwellings Registration and	Site	N/A	N/A		N	Statutory
Standards) Regulations 2010						
Transfer of Caravan Park Registration	Fee Units	5 fee units	5 fee units		N	Statutory
Immunisations						
Immunisation (Vaccines)	1	At Cost per Dose	N/A		N	Council
Immunisation History Search		plus 30%	\$25.00	4.2%	N	Council
		24 00			.,	223100
		24.00	420.00			
Fire Prevention (Fee Per Unit Set By State Government)	10 Penalty Units	24.00 \$1,652.00	\$1,652.00	0.0%	N	Statutory
	10 Penalty Units			0.0%	N N	Statutory Council
Fire Prevention (Fee Per Unit Set By State Government) CFA Act Infringement Notice (legislated fee) Block Clearing	10 Penalty Units	\$1,652.00 Cost + \$170	\$1,652.00	0.0%		
Fire Prevention (Fee Per Unit Set By State Government) CFA Act Infringement Notice (legislated fee)	10 Penalty Units	\$1,652.00	\$1,652.00 Cost + \$175	0.0%	N	Council
Fire Prevention (Fee Per Unit Set By State Government) CFA Act Infringement Notice (legislated fee) Blook Clearing Application for Permit to Burn	10 Penalty Units	\$1,652.00 Cost + \$170	\$1,652.00 Cost + \$175	0.0%	N	Council
Fire Prevention (Fee Per Unit Set By State Government) CFA Act Infringement Notice (legislated fee) Blook Clearing Application for Permit to Bum INFRASTRUCTURE	10 Penalty Units	\$1,652.00 Cost + \$170	\$1,652.00 Cost + \$175	0.0%	N	Council
Fire Prevention (Fee Per Unit Set By State Government) CFA Act Infringement Notice (legislated fee) Blook Clearing Application for Permit to Burn INFRASTRUCTURE Infrastructure Administration	10 Penalty Units	\$1,652.00 Cost + \$170 No Charge	\$1,652.00 Cost + \$175 N/A		N N	Council Council
Fire Prevention (Fee Per Unit Set By State Government) CFA Act Infringement Notice (legislated fee) Blook Clearing Application for Permit to Burn INFRASTRUCTURE Infrastructure Administration Vehicle Crossings (Non-Utilities)	10 Penalty Units	\$1,652.00 Coet + \$170 No Charge \$185.00	\$1,652.00 Coet + \$175 N/A \$190.00	2.7%	N N	Council Council
Fire Prevention (Fee Per Unit Set By State Government) CFA Act Infringement Notice (legislated fee) Blook Clearing Application for Permit to Burn INFRASTRUCTURE Infrastructure Administration Vehicle Crossing (Non-Utilities) Additional Inspection	10 Penalty Units	\$1,652.00 Cost + \$170 No Charge \$185.00 \$80.00	\$1,652.00 Cost + \$175 N/A \$190.00 \$85.00	2.7%	N N N	Council Council Council Council



Description	Unit	2019-20	2020-21	Annual % Change	Includes GST (Y/N)	Fee Type
Road Works Permits (Fee Per Unit Set By State Government)				Change	(1714)	
Arterial Road – Works, Other than Minor Works on Roadway, Shoulder or	F 11.3	40.00	***	0.00/		
Pathway	Fee Units	43.20	\$43.20	0.0%	N	Statutory
Arterial Road – Works, Other than Minor Works not on Roadway, Shoulder or	Fee Units	30.20	\$30.20	0.0%	N	Statutory
Pathway Adarial Boad Miner Works on Boadway Shoulder or Bathway	Fee Units	16.00	\$16.00	0.0%	N N	Statutory
Arterial Road – Minor Works on Roadway, Shoulder or Pathway Arterial Road – Minor Works not on Roadway, Shoulder or Pathway	Fee Units	9.50	\$9.50	0.0%	N N	Statutory
Other Roads Speed Over 50km/h – Works, Other than Minor Works on						
Roadway, Shoulder or Pathway	Fee Units	43.10	\$43.10	0.0%	N	Statutory
Other Roads Speeds Over 50km/h - Works, Other than Minor Works not on	Fee Units	23.50	\$23.50	0.0%	N N	Statutory
Roadway, Shoulder or Pathway	ree onits	23.50	\$23.00	0.078	"	Salutory
Other Roads Speeds Over 50km/h – Minor Works on Roadway, Shoulder or Pathway	Fee Units	9.30	\$9.30	0.0%	N	Statutory
Other Roads Speeds Over 50km/h – Minor Works not on Roadway, Shoulder						
or Pathway	Fee Units	6.00	\$6.00	0.0%	N	Statutory
Other Roads Speed Under 50km/h -Works, Other than Minor Works on	Fee Units	23.50	\$23.50	0.0%	N N	Statutory
Roadway, Shoulder or Pathway	Tee Office	25.50	\$25.50	0.076	"	Seletory
Other Roads Speeds Under 50km/h – Works, Other than Minor Works not on	Fee Units	6.00	\$6.00	0.0%	N	Statutory
Roadway, Shoulder or Pathway Other Roads Speeds Under 50km/h – Minor Works on Roadway, Shoulder						
or Pathway	Fee Units	9.30	\$9.30	0.0%	N	Statutory
Other Roads Speeds Under 50km/h - Minor Works not on Roadway,	Fee Units	6.00	\$6.00	0.0%	N N	Statutory
Shoulder or Pathway	ree onits	6.00	\$6.00	0.076	IN.	Statutory
Developer Levies						
Non-Standard Public Lighting Levy	_	\$320.00	\$330.00	3.1%	N	Council
Admin. Fee – Special Rate Projects	Percentage	6.00%	N/A		N	Council
Subdivision Supervision Fees	Percentage	2.50%	2.50%	0.0%	N	Statutory
Sub divisions Plan - Checking Fees	Percentage	0.75%	0.75%	0.0%	N	Statutory
Drainage Investigation for Unit Developments (Up-to Three Units)		\$440.00	N/A		N	Council
Drainage Investigation Hourly Rate		\$130.00	N/A		N	Council
Water Permits						
Water Permits - Minimum Charge Includes First 3,000 Litres	First 3,000 Litres	\$22.50	\$23.20	3.1%	N	Council
	Per Kilolitre					
Water Permits - Cost per Kilolitre Above 3,000 litres	Ab ove 3,000	\$2.50	\$2.60	4.0%	N	Council
Wests Bissess	Litres					
Waste Disposal		****	***	0.00/	.,	
Domestic Garbage - Uncompacted Waste	Cubic Metre	\$86.00	\$88.00	2.3%	Y	Council
Domestic Hard Waste - Uncompacted Waste	Cubic Metre	\$86.00	\$88.00	2.3%	Y	Council
Commercial Garbage – Compacted Waste	Tonne	\$163.80	\$196.00	19.7%	Y	Council
Commercial Garbage - Uncompacted Waste	Cubic Metre	\$86.00	\$88.00	2.3%	Y	Council
Commercial Hard Waste - Uncompacted Waste	Cubic Metre	\$86.00	\$88.00	2.3%	Y	Council
Clean Fill (Anglesea Only - Supject to Demand)	Tonne	\$23.50	\$24.00	2%	Y	Council
Construction & Demolition – Waste Mixed	Tonne	\$163.80	\$196.00	19.7%	Y	Council
Construction & Demolition - Recycle Clean Plaster (Anglesea)	Tonne	\$32.00	\$33.00	3.1%	Y	Council
Construction & Demolition - Recyclable Concrete/Bricks (Anglesea)	Tonne	\$64.50	\$66.00	2.3%	Y	Council
Construction & Demolition - Recyclable Concrete/Bricks (Lorne)	Cubic Metre	\$102.00	\$104.00	2.0%	Y	Council
Recyclable Material (if more than 0.5m3)	Cubic Metre	\$14.00	\$14.40	2.9%	Y	Council
Green Waste	Cubic Metre	\$31.00	\$32.00	3.2%	Y	Council
Tree stumps (Anglesea only)	Tonne	\$42.00	\$43.00	2.4%	Y	Council
General Items						
Car Tyres	Each	\$8.50	\$9.00	5.9%	Y	Council
Light Truck/4wd Tyres	Each	\$10.00	\$10.50	5.0%	Y	Council
Truck Tyres	Each	\$21.50	\$22.00	2.3%	Y	Council
Car Bodies & Caravans	Each	\$60.00	\$62.00	3.3%	Y	Council
Mattresses (& Bases)	Each	\$23.50	\$24.00	2.1%	Y	Council
Sale of Mulch (Subject to Availability)	Cubic Metre	\$15.00	\$15.00	0.0%	Y	Council
Sale of Second Hand Bins (Anglesea only – Subject to Availability)	Each	\$15.50	\$16.00	3.2%	Ÿ	Council
Sale of Compost Bins	Each	\$56.00	N/A		, ,	Council
	_3011	453.00				00011011
Sale of Reusable Items - Fee for Items to be Determined by Coordinator	Each	Various	Various		Y	Council
Waste Management						
Sale of Crushed Masonry (subject to availability)	Cubic Metre	\$15.00	\$16.00	6.7%	Y	Council
E Waste - All sites -free	Max 20 items		\$0.00		N/A	Council
Clean Sand - Anglesea landfill - free			\$0.00		N/A	Council
Waste auto oil recycling - Anglesea, Lorne, Winchelsea - free	< 20 litres		\$0.00		N/A	Council
drumMUSTER drums - Winchelsea -free			\$0.00		N/A	Council
Auto and marine batteries, white goods, metal, e-waste - All sites - free			\$0.00		N/A	Council
Recycled televisions - All sites - free			\$0.00		N/A	Council
Kerbside Waste Collection						
Residential Garbage Service Upgrade - each additional 120L per week	V	\$190.00	\$120.00	21.00/	N.	Course
capacity equivalent	Year	\$190.00	\$130.00	-31.6%	N	Council
Additional Residential Recycle Service - 120L, 240L or 360L Bin	Year	\$69.00	\$70.00	1.4%	N	Council
Upgrade Residential Recycle Service to 360L Bin	Occasion	\$64.00	\$65.00	1.6%	N	Council
Additional Residential Green Waste Service – 120L, 240L or 360L Bin	Year	\$74.00	\$90.00	21.6%	N	Council
Up grade Residential Green Waste Service to 360L Bin	Year	\$63.00	\$65.00	3.2%	N	Council
Additional Residential Glass Waste Service – 140L or 240L Bin	Year		\$40.00	-100.0%	N N	Council
Upgrade Residential Glass Waste Service to 240L Bin	Occasion		\$65.00	-100.0%	N N	Council
Event Bin Hire	Each	\$19.50	\$20.00	2.6%	Y Y	Council
Infrequently Occupied Residence Bin Placement Fee	Occasion	\$7.00	\$7.20	2.9%	N N	Council
Replacement Key	Each	\$2.50	\$1.20	-100.0%	N N	Council
Safe Waste bin strap	Each	\$3.50	\$4.00	14.3%	Y	Council
	Each	\$3.00	\$27.50	14.3/6	Y Y	Council
Bin Springs	⊏acn		\$27.0U		r	Council



Section 86 Committee Fees and Charges

Description	Unit	2019-20	2020-21	Annual % Change	Includes GST (Y/N)	Fee Type
S86 Committee Fees and Charges				onange	(1/11)	
Anderson Roadknight Reserve	Hour	\$16.50	NI/A		Yes	Council
Main Hall - Community		******	N/A			
Main Hall - Commercial	Hour	\$22.00	N/A		Yes	Council
Main Hall - use of kitchen with booking	Hour	\$5.50	\$15.00	173%	Yes	Council
Meeting Room - Community	Hour	\$16.50	\$15.00	-9%	Yes	Council
Courtyard with Access to toilets	Hour		\$10.00	Yes	Yes	Council
Kitchen only	Hour		\$15.00	Yes	Yes	Council
Meeting Room - Private Hirers/Classes	Hour	\$22.00	N/A		Yes	Council
Major Functions - Private	Day	\$220.00	\$200.00	-9%	Yes	Council
Major Functions Private (up tp 4 hours)	Half Day		\$100.00	Yes	Yes	Council
Major Functions - Community	Day	\$110.00	\$100.00	-9%	Yes	Council
Outdoor Areas - Required by Major Function	Hour	\$5.50	N/A		Yes	Council
Children's Birthday Party	2 Hours	\$22.00	N/A		Yes	Council
Children's Birthday Party - use of kitchen with booking	Hour	\$5.50	N/A		Yes	Council
Connewarre Reserve						
Main Hall - 2-5 hours	Half Day	\$77.00	\$77.00	0%	Yes	Council
Main Hall - 5-8 hours	Day	\$154.00	\$154.00	0%	Yes	Council
Main Hall - 5pm-midnight	Evening	\$275.00	\$275.00	0%	Yes	Council
Oval	Half Day	\$55.00	\$55.00	0%	Yes	Council
Oval	Day	\$99.00	\$99.00	0%	Yes	Council
Deans Marsh Memorial Park						
Main Hall - Community	Hour	\$16.50	\$16.50	0%	Yes	Council
Main Hall - Commercial	Hour	\$22.00	\$22.00	0%	Yes	Council
Main Hall - Community	Half Day	\$165.00	\$165.00	0%	Yes	Council
Main Hall - Commercial	Half Day	\$275.00	\$275.00	0%	Yes	Council
Main Hall - Community	Day	\$330.00	\$330.00	0%	Yes	Council
Main Hall - Commercial	Day	\$550.00	\$550.00	0%	Yes	Council
Main Hall - Wedding	Day	\$550.00	\$550.00	0%	Yes	Council
Football Shed	Day	\$110.00	\$110.00	0%	Yes	Council
Oval	Day	\$110.00	\$110.00	0%	Yes	Council
Eastern Reserve						
Members Room Only - Community - Non Catered	Hour	\$12.50	\$12.50	0%	Yes	Council
Members Room Only - Commercial - Non Catered	Hour	\$25.00	\$25.00	0%	Yes	Council
Members Room Only - Community - Catered	Half Day	\$110.00	\$130.00	18%	Yes	Council
Members Room Only - Commercial - Catered	Half Day	\$210.00	\$210.00	0%	Yes	Council
Members Room Only - Community - Catered	Dav	\$160.00	\$160.00	0%	Yes	Council
Members Room Only - Commercial - Catered	Day	\$260.00	\$260.00	0%	Yes	Council
Multipurpose Room Only - Community	Hour	\$10.50	\$10.50	0%	Yes	Council
Multipurpose Room Only - Commercial	Hour	\$10.50	\$10.50	0%	Yes	Council
Bendigo Bank Room - Non Catered	Half Day	\$220.00	\$220.00	0%	Yes	Council
Bendigo Bank Room - Non Catered	Day	\$330.00	\$330.00	0%	Yes	Council
Bendigo Bank Room - Community - Catered	Half Day	\$330.00	\$340.00	3%	Yes	Council
Bendigo Bank Room - Commercial - Catered	Half Day	\$440.00	\$450.00	2%	Yes	Council
Bendigo Bank Room - Community - Catered	,	\$440.00	\$450.00	2%	Yes	Council
Bendigo Bank Room - Community - Catered Bendigo Bank Room - Commercial - Catered	Day Day	\$650.00	\$660.00	2%	Yes	Council
	Day			0%		
Room Set Up / Pack Up	D	\$120.00	\$120.00	0%	Yes Yes	Council
Administration Out Colv.	Hour	\$50.00	\$50.00			Council
Oval Only		\$35.00	\$35.00	0%	Yes	Council
Ground - Community (including change rooms, training lights)	Hour	\$90.00	\$90.00	0%	Yes	Council
Ground - Commercial (including change rooms, training lights)	Hour	\$225.00	\$225.00	0%	Yes	Council
Oval Lighting Hire - 75 Lux (Training) - Community	Hour		\$55.00		Yes	Council
Oval Lighting Hire - 75 Lux (Training) - Commercial	Hour		\$137.50		Yes	Council
Oval Lighting Hire - 200 Lux (Training) - Community	Hour		\$88.00		Yes	Council
Oval Lighting Hire - 200 Lux (Training) - Commercial	Hour		\$220.00		Yes	Council



Description	Unit	2019-20	2020-21	Annual % Change	Includes GST (Y/N)	Fee Type
Globe Theatre						
Main Hall - Community	Hour	\$10.00	\$10.00	0%	Yes	Council
Main Hall - Commercial	Hour	\$20.00	\$20.00	0%	Yes	Council
Main Hall - 2 hours	Quarter Day	\$70.00	\$70.00	0%	Yes	Council
Main Hall - 2-5 hours	Half Day	\$120.00	\$120.00	0%	Yes	Council
Main Hall - 5-8 hours	Day	\$160.00	\$160.00	0%	Yes	Council
Cleaning Fee		\$180.00	\$180.00	0%	Yes	Council
Bond-Function without alcohol			\$200.00		Yes	Council
Bond- Functions with alcohol			\$400.00		Yes	Council
Modewarre Hall & Reserve						
Main Hall - Community	Hour	\$30.00	\$30.00	0%	Yes	Council
Main Hall & Playground - Morning	Half Day	\$55.00	\$55.00	0%	Yes	Council
Main Hall & Playground - Afternoon	Half Day	\$65.00	\$65.00	0%	Yes	Council
Main Hall - Afternoon	Half Day	\$132.00	\$132.00	0%	Yes	Council
Main Hall - Evening	Half Day	\$275.00	\$275.00	0%	Yes	Council
Main Hall - Wedding	Day	\$440.00	\$440.00	0%	Yes	Council
Main Hall - Function - Evening	Half Day	\$330.00	\$330.00	0%	Yes	Council
Stribling Reserve						
Meeting Room - Community	Quarter Day	\$15.00	\$15.00	0%	Yes	Council
Kitchen	Half Day	\$50.00	\$50.00	0%	Yes	Council
Main Room - Function	Half Day	\$400.00	\$400.00	0%	Yes	Council
Main Room - Children's Birthday Party	Half Day	\$50.00	\$50.00	0%	Yes	Council
Oval	Hour	\$66.00	\$66.00	0%	Yes	Council
Netball Court	Hour	\$66.00	\$66.00	0%	Yes	Council



Appendix B - Cash Reserves

This appendix details Cash Reserves held by Council and their Purposes.

Accumulated Unallocated Cash Reserve

Purpose

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

Typical Sources of Inflows and Outflows:

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

Forecast Balance as at 30 June 2020: \$3,006,000
Budgeted Balance as at 30 June 2021: \$3,317,000

Adopted Strategy Implementation Reserve

Purpose

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

Typical Sources of Inflows and Outflows:

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

Forecast Balance as at 30 June 2020: \$5,847,000 Budgeted Balance as at 30 June 2021: \$5,769,000

Aireys Inlet Units Reserve (legislative)

Purpose

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

Typical Sources of Inflows and Outflows:

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

Forecast Balance as at 30 June 2020: \$310,000 Budgeted Balance as at 30 June 2021: \$317,000

Asset Renewal Reserve

Purpose

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

Typical Sources of Inflows and Outflows:

Inflows into this reserve will be funds allocated on a straight line basis increasing year on year at a predetermined rate as set by Council. Funds from renewal projects completed under budget will also be returned to this reserve. Outflows from this reserve will be spent on renewal of Council assets including Council's heavy plant (graders, trucks, etc) and fleet previously funded from the now closed Plant Reserve.

Forecast Balance as at 30 June 2020: \$783,000 Budgeted Balance as at 30 June 2021: \$786,000



Carried Forward Capital Works Reserve

Purpose

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

Typical Sources of Inflows and Outflows:

Inflows into this reserve will be funds allocated at end of financial year relating to incomplete projects. Outflows will be funds allocated in the new financial year to complete the projects in progress.

Forecast Balance as at 30 June 2020: \$17,976,000
Budgeted Balance as at 30 June 2021: \$13,338,000

Carried Forward Operational Projects Reserve

Purpose

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

Typical Sources of Inflows and Outflows:

Inflows into this reserve will be funds allocated at end of financial year relating to incomplete projects. Outflows will be funds allocated in the new financial year to complete the projects in progress.

Forecast Balance as at 30 June 2020: \$895,000 Budgeted Balance as at 30 June 2021: \$147,000

Defined Benefits Superannuation Reserve

Purpose

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

Typical Sources of Inflows and Outflows:

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

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

Forecast Balance as at 30 June 2020: \$1,124,000
Budgeted Balance as at 30 June 2021: \$1,174,000

Developer Contributions Reserve (legislative)

Purpose

The purpose of this reserve is to hold funds contributed by developers for specific works associated with subdivisions (except for funds in relation to Torquay Jan Juc DCP and Winchelsea Infrastructure Plan which have their own separate reserves). Funds are contributed for works such as footpaths, fencing, streetscape works, lighting and other such items where it is deemed that these works should occur at a later point than the initial development. Funds collected are very specific and tied to particular projects.

$\label{thm:continuous} \textbf{Typical Sources of Inflows and Outflows:}$

 $In flows \ are \ from \ contributions \ collected \ from \ developers \ and \ outflows \ are \ on \ the \ works \ specified.$

Forecast Balance as at 30 June 2020: \$843,000 Budgeted Balance as at 30 June 2021: \$908,000



Gherang Gravel Pits Reserve

Purpose

The purpose of this reserve is to provide funding for rehabilitation of the gravel pits reserve site.

Typical Sources of Inflows and Outflows:

Inflows to this reserve have accrued form surpluses from the Gravel Pits Reserve Operations. If further inflows are required to fund rehabilitation of the gravel pits reserve site, they will be transferred from the Accumulated Unallocated Cash Reserve.

Outflows from this reserve were previously for road improvements for Council roads and pathways, since 1 July 2020 funds have been earmarked for rehabilitation of the gravel pits reserve site.

Forecast Balance as at 30 June 2020: \$2,335,000 Budgeted Balance as at 30 June 2021: \$2,335,000

Home Care Packages Reserve (closed 30 June 2020)

Purpose

The purpose of this reserve was to meet Council's obligation under Commonwealth Government legislation to carry any unspent individual client funds into future periods. Home care packages are now managed by alternative providers and the reserve was closed as at 30 June 2020.

Main Drainage Reserve (legislative)

Purpose

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

Typical Sources of Inflows and Outflows:

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

Forecast Balance as at 30 June 2020: \$210,000 Budgeted Balance as at 30 June 2021: \$210,000

Open Space Reserve

Purpose

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

Typical Sources of Inflows and Outflows:

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

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

Forecast Balance as at 30 June 2020: \$2,508,000 Budgeted Balance as at 30 June 2021: \$2,209,000



Torquay Jan Juc DCP Contributions

Purpose

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

Typical Sources of Inflows and Outflows:

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

Forecast Balance as at 30 June 2020: \$3,653,000 Budgeted Balance as at 30 June 2021: \$3,782,000

Trust and Deposits Reserve (contractual)

Purpose

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

Typical Sources of Inflows and Outflows:

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

Forecast Balance as at 30 June 2020: \$3,820,000
Budgeted Balance as at 30 June 2021: \$2,882,000

Waste Reserve

Purpose

The purpose of this reserve is to ensure that the full cost of the waste function is met by the waste charges (garbage charge and fee income from landfill) and that surpluses and deficits on an annual basis can be covered without any adverse impact on the balance of Council's budget. This facet is particularly relevant in terms of Council meeting its long-term obligations for landfill rehabilitation where funds need to be set aside in the interim to plan for large-scale costs in the future. The rehabilitation of the Anglesea Landfill is expected to take place in 2022-23 to 2029-30.

Typical Sources of Inflows and Outflows:

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

Forecast Balance as at 30 June 2020: \$9,644,000 Budgeted Balance as at 30 June 2021: \$9,370,000

Winchelsea Infrastructure Plan Allocation Reserve

Purpose

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

Typical Sources of Inflows and Outflows:

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

Forecast Balance as at 30 June 2020: \$869,000
Budgeted Balance as at 30 June 2021: \$1,305,000



Appendix C - Council Contributions to External Parties

Category / Organisation	2020-21 (\$)
Business / Tourism / Traders Associations	148,333
Great Ocean Road Regional Tourism	138,333
Lorne Business and Tourism Association	2,000
Aireys Inlet Tourism and Traders Association	2,000
Anglesea Business and Tourism Association	2,000
Torquay Commerce and Tourism Association	2,000
Growing Winchelsea	2,000
Early Years / Education Providers	23,625
Torquay College Stadium Joint Use Agreement	19,625
Moriac Kindergarten	4,000
Funding Programs	261,000
Minor Community Grants	76,500
Major Events Program	68,500
Signature Events Program	50,000
Community Events Program	19,500
Welcome Wave Event	16,500
Community Art Seed Funding	15,000
Torquay RSL - ANZAC Day	10,000
Other RSL Events - ANZAC Day	2,000
Winchelsea RSL - ANZAC Day	2,000
Modewarre RSL - ANZAC Day	1,000
Local Government	118,455
G21 Regional Alliance	63,000
Municipal Association of Victoria	31,000
Peri Urban Group of Councils	15,000
Committee for Geelong	3,600
Geelong Chamber of Commerce	3,355
LG Pro	2,200
Australian Local Governament Womens Association	300
Other Programs & Services	823,945
Geelong Regional Library Corporation (Council Service)	721,317
Life Saving Victoria - Professional Life Guard Services	59,571
Barwon South West Waste & Resource Recovery Group - Regional Waste Program	16,500
TX Australia Pty Ltd - Anglesea TV Blackspot	15,043
Barwon Sports Academy	5,714
Corangamite Catchment Management Authority Barwon River Flood Warning Network	4,300
Mt Gellibrand Fire Tower Lookout Committee	1,500
Senior Citizens / Community Houses & Groups	54,500
Winchelsea Community House	6,000
Deans Marsh Community Cottage	6,000
Spring Creek Community House	6,000
Anglesea Community House	6,000
Lorne Community House	6,000
Moriac and District Seniors Citizens Club	4,400
Torquay Senior Citizens Centre	4,400
Winchelsea Senior Citizens Centre	4,400
Anglesea and Aireys Inlet Senior Citizens Club	4,400
Lorne Senior Citizens Centre	4,400
Barwon Neighbourhood House Network	2,500
Total Contributions	1,429,858



Appendix D - Renewal Backlog

The asset renewal backlog lists assets that have reached the service level at which Council renews assets, but at this stage has not been allocated funding. These items will be prioritised for consideration in Council's 2021-22 draft budget.

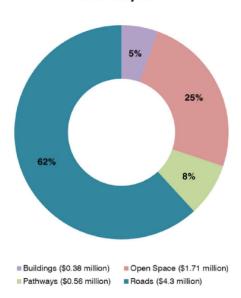
Council undertook a condition audit on its unsealed road shoulder inventory for the first time in 2019-20. Through the audit it identified a high volume of shoulders at intervention and requiring gravel resheeting at an estimated cost of \$3.4 million. Council has neither the financial nor the workforce capacity to bring all these shoulders within intervention within the 2020-21 financial year and is therefore programming works over the upcoming financial years. Although the shoulders have reached Council's renewal intervention they are not deemed to be unsafe.

			Estimated	
Township	Asset Location	Works Description	Replacement Cost	Reason on Backlog
Unsealed Roads			\$	
Aireys Inlet	Gilbert Street, Aireys Inlet - Unnamed Rd RHS To	Gravel Resheet	27,000	Service Decision Needed
	Ch 5000m			Service Decision Needed
Anglesea	Gum Flats Road - 0361	Gravel Resheet	113,982	
Bambra	Bambra-Boonah Road - 0057	Gravel Resheet	29,615	
Bellbrae	Cemetery Road - 0170	Gravel Resheet	12,245	
Gherang	Tanners Road - 0815	Gravel Resheet	14,399	
nverleigh	Peels Road - 0654	Gravel Resheet	36,300	
nverleigh	Thomas Road - 0830	Gravel Resheet	74,960	Constraint
Vinchelsea	Kellys Lane, Winchelsea - 0453	Gravel Resheet	62,194	
Vinchelsea	McCallums Lane - 0531	Gravel Resheet	18,604	
Vinchelsea	Shelford Road - 0768	Gravel Resheet	104,209	
Nurdi Boluc	Wormbete Station Road - 0907	Gravel Resheet	30,649	
/arious	Various small resheet segments	Gravel Resheet	58,110	
Unsealed Should		la. II a I .	11100	
orne	Albert Street - 0009	Shoulder Resheet	14,499	
Barrabool	Andersons Road - 0027	Shoulder Resheet	299,623	
Winchelsea	Armytage Road - 0037	Shoulder Resheet	100,426	
Barrabool	Barrabool Road - 0066	Shoulder Resheet	124,693	
orquay	Blackgate Road - 0106	Shoulder Resheet	260,010	
Modewarre	Buckley Road South - 0140	Shoulder Resheet	79,254	
Vinchelsea	Cape Otway Road, Winchelsea - 0154	Shoulder Resheet	324,156	
Connewarre	Charlemont Road - 0175	Shoulder Resheet	85,346	
orne	Charles Street, Lorne - 0178	Shoulder Resheet	23,305	
Modewarre	Considines Road - 0200	Shoulder Resheet	100,760	
Vinchelsea	Cressy Road, Winchelsea - 0209	Shoulder Resheet	352,630	
orquay	Dickins Road - 0234	Shoulder Resheet	86,595	
Jan Juc	Duffields Road - 0245	Shoulder Resheet	97,532	ļ
nverleigh	Flemings Road - 0296	Shoulder Resheet	113,925	
Paraparap	Forest Road - 0304 Francis Street - 0309	Shoulder Resheet Shoulder Resheet	98,018	l
orne			22,001	Delivery Capacity
Forquay Gnarwarre	Ghazeepore Road - 0327	Shoulder Resheet	12,852	Constraint
anarwarre Forquay	Gnarwarre Road - 0336 Grossmans Road - 0357	Shoulder Resheet Shoulder Resheet	70,819 104,082	
Anglesea	Gum Flats Road - 0361	Shoulder Resheet	103,387	1
Forguay	Horseshoe Bend Road - 0412	Shoulder Resheet	143,695	ł
Aoraic	Hunts Road - 0416	Shoulder Resheet	97,209	ł
Vioraic Vinchelsea	Mercer Street - 0557	Shoulder Resheet	26,388	1
vincheisea Ian Juc	Ocean Boulevard - 0610	Shoulder Resheet	23,533	
van Juc Vinchelsea	Ondit Road - 0622	Shoulder Resheet	170,217	1
orne	Otway Street - 0629	Shoulder Resheet	21.152	1
orne Sherang	Prices Road - 0686	Shoulder Resheet	17,136	
orne	Smith Street, Lorne - 0782	Shoulder Resheet	47,828	
Jorne Bellbrae	Vickerys Road - 0858	Shoulder Resheet	223,348	
Barrabool	Wedgetail Lane - 1282	Shoulder Resheet	12.376	
Venslevdale	Wensleydale Station Road - 0880	Shoulder Resheet	83,166	
Vensieydale Vurdi Boluc	Wensieydale Station Road - 0880 Wormbete Station Road - 0907	Shoulder Resheet	10,567	1
arious	Various small shoulder resheet segments	Shoulder Resheet	87,329	
Sealed Roads	vanous sinali silouluei resileet segments	portouider Hestreet	07,329	
orquay	Grossmans Road	Pavement Renewal	12.870	Heavy Construction /
	Merrijig Drive	Pavement Renewal	120.813	Development Works are
Torquay		Surface Renewal	,	Occuring and Impacting
Corquay Cerb	Darian Road	ourface Henewal	145,458	Road Performance
verb	Nil at intervention	T	T	
Buildings	procedure recognition	<u> </u>		
Vinchelsea	Hesse Street Reserve - Tennis Clubroom	Replace Building	200.000	Service Decision Pending
/arious	Various Bus Shelters	Replace Bus Shelter		Delivery Capacity
/arious	Various Small Building Components	Replace Component		Constraint



Township	Asset Location	Works Description	Estimated Replacement Cost \$	Reason on Backlog
Footpaths (Road	ds and Parks)			
Lorne	Ocean Road	Footpath Replacement	13,164	
Lorne	Smith Street, Lorne	Footpath Replacement	10,707	
Torquay	Point Impossible Linear Reserve	Footpath Replacement	27,702	
Lorne	Otway Street	Footpath Replacement	14,935	
Torquay	Deep Creek Nature Reserve	Footpath Replacement	10,207	Delivery Capacity
Winchelsea	Beal Trebeck Linear Reserve	Footpath Replacement	10,207 40,069	Constraint
Anglesea	Kuarka Dorla Nature Reserve	Footpath Replacement	12,557	Constraint
Connewarre	Connewarre Reserve	Footpath Replacement	10,807	
Aireys Inlet	Painkalac Creek Nature Reserve	Footpath Replacement	14,013	
Anglesea	Ellimatta Reserve	Footpath Replacement	10,854	
Various	Various small pathway segments	Footpath Replacement	393,830	
Open Space				
Aireys Inlet	Painkalac Creek Nature Reserve	Renewal of Open Space Items	70,486	
Anglesea	Anglesea Bike Park	Renewal of Open Space Items	63,750	
Anglesea	Anglesea Lions Park	Renewal of Open Space Items	321,750	
Anglesea	Anglesea Lions Park	Renewal of Open Space Items	10,000	
Anglesea	Anglesea McMillan Precinct	Renewal of Open Space Items	10,000	
D. III	Bellbrae Beserve	Renewal of Open Space Items	050.000	
Bellbrae	Belibrae Reserve	Court Surface	253,000	
Mount Moriac	Mount Moriac Reserve	Renewal of Open Space Items		Delivery Capacity
Torquay	Spring Creek Recreation Reserve	Renewal of Open Space Items	44,820	Constraint
Torquay	Spring Creek Recreation Reserve	Renewal of Open Space Items	17,576	
Torquay	Alleyne Avenue	Renewal of Open Space Items	33,012	
Torquay	Hilltop Reserve	Renewal of Open Space Items	42,000	
Torquay	Ocean Acres Recreation Reserve	Renewal of Open Space Items	42,000	
Torquay	Torquay Childrens Service Hub	Renewal of Open Space Items	42,000	
Winchelsea	Eastern Reserve	Renewal of Open Space Items	10,462	
Various	Various Other Reserves	Renewal of Open Space Items	723,425	
		Total Assets	6,954,299	

Asset Renewal Backlog as at 1 July 2019





Appendix E – Budget Highlights by Ward



CAPITAL AND OPERATIONAL PROJECTS

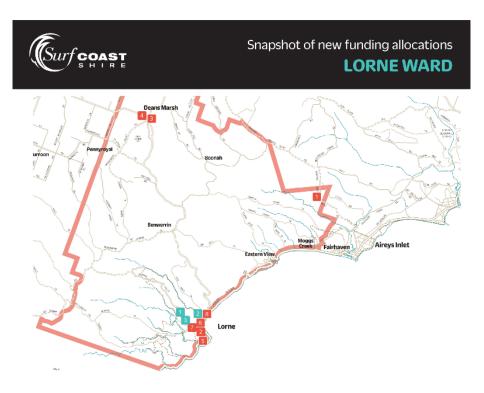
PRO	ECTNAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1	Bambra Aireys Inlet Road - Road Safety Improvements (Roads to Recovery)	0	135,000	135,000
	McMillan St Car Park Upgrade	80,400	0	80,400
	Anglesea Hall Sound and Lighting Project	54,149	0	54,149
	Walk the Painkalac Stage 1 (Lower Valley Incl. Rear of Bottom Shops) Detailed Design	50,875	0	50,875
	Pop Up Arts Space	35,000	4,000	39,000
	CPP54 Anglesea & District Historical Society Building - Storage Improvements	15,000	0	15,000
	Anglesea and District War Memorial	12,500	0	12,500
	Anglesea Art House Landscaping	10,000	0	10,000
ota	ni Capital and Operational Projects	257,924	139,000	396,924

RENEWAL PROJECTS

PRO	JECT NAME	Council Funding (5)	External Funding (\$)	Total Cost (\$)
1	Point Roadknight Drainage Outfall Renewal	637,500	0	637,500
	Unsealed Road Renewal - Gum Flats Rd - West of Forest Rd to Bald Hills Trk	448,000	0	448,000
	McMillan St Car Park Renewal	114,500	0	114,500
	Unsealed Road Renewal - Bambra-Aireys Inlet Rd - Painkalac Reserve to Breakfast Creek Rd	108,000	0	108,000
	Kerb Renewal Program - Eighth Ave - Roundabout at Sixth Ave	40,000	0	40,000
	Water Sensitive Urban Design Drainage Renewal - Allen Noble Reserve	35,000	0	35,000
Otl	ner Renewal Projects	91,600	0	91,600
Tot	al Renewal Projects	1,474,600	0	1,474,600

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





CAPITAL AND OPERATIONAL PROJECTS

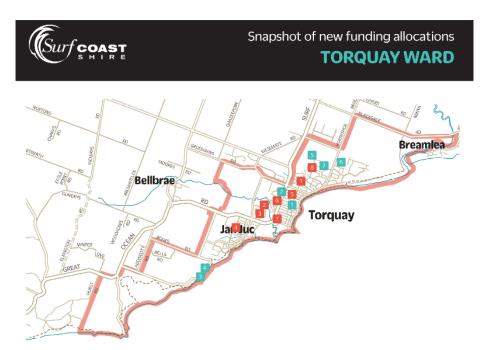
PRO	JECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1	Lorne Transfer Station Upgrade	1,600,000	0	1,600,000
2	Lorne Historical Society - Facade Stage 2	50,000	n	50,000
3	Lorne Transfer Station Drainage Upgrade	15,000	0	15,000
То	tal Capital and Operational Projects	1,665,000	0	1,665,000

RENEWAL PROJECTS

PROJ	ECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1	Unsealed Road Renewal - Bambra-Aireys Inlet Rd - Painkalac Reserve to Breakfast Creek Rd	145,000	0	145,000
2	Footpath Renewal - Mountjoy Parade - Beal St to Francis St	84,000	0	84,000
3	Deans Marsh Community Hall - Kitchen Refurbishment	60,000	0	60,000
4	Facility Fencing Renewal - Deans Marsh Recreation Reserve	54,500	0	54,500
5	Footpath Renewal - Mountjoy Parade Service Road	22,000	0	22,000
6	Building Renewal - Lome Visitor Information Centre Electrical Rewiring	15,000	0	15,000
7	Footpath Renewal - Otway St - Mountjoy Parade to Lower Otway St	15,000	0	15,000
8	Bridge Decking Renewal - Lorne Visitor Information Centre Footbridge	15,000	0	15,000
Oti	ner Renewal Projects	82,300	0	82,300
Tot	otal Renewal Projects		0	492,800

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





CAPITAL AND OPERATIONAL PROJECTS

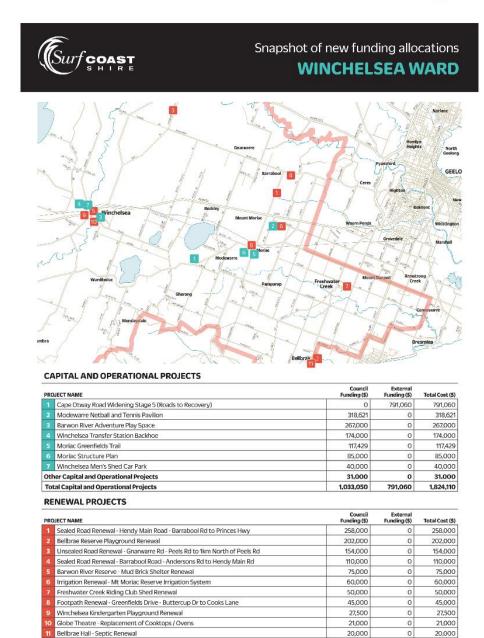
PRO	JECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1	Zeally Bay Road Car Park Upgrade	277,750	0	277,750
2	Concept Design - Cultural Facility and Library	180,000	0	180,000
3	Bells Beach Coastal & Marine Management Plan	110,000	0	110,000
4	Upgrade Bells Beach Reserve (OR10) - Gross Pollutant Traps Installation	90,100	0	90,100
5	Surf Coast Football Club - Grant Pavilion Upgrade Project Shortfall	50,000	0	50,000
6	Zeally Sands Playground Upgrade	42,675	0	42,675
7	Nautical Rise Linear Park Indigenous Edible Orchard Garden	19,431	0	19,431
Otl	her Capital and Operational Projects	3,482,500	0	3,482,500
To	tal Capital and Operational Projects	4,252,456	0	4,252,456

RENEWAL PROJECTS

PRO	ECTNAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1	Fischer Street Rehabilitation - Highlander St to Darian Rd	765,000	0	765,000
2	Water Sensitive Urban Design Drainage Renewal - Spring Valley Dr	111,000	0	111,000
3	Great Ocean Views Reserve Playground Renewal	101,000	0	101,000
4	Drainage Renewal - Kenvarra Cres	50,000	0	50,000
5	Sealed Road Renewal - Varydale Ave - Darian Rd to Cowrie Rd	44,000	0	44,000
6	Sealed Road Renewal - Geelong Rd Service Rd - Bernell Caravan Park To Opposite Zeally Bay Rd	34,000	0	34,000
7	Sealed Road Renewal - Rudd Avenue - Bell St to Price St	23,000	0	23,000
8	Hill Top Reserve Irrigation System Renewal	17,000	0	17,000
Otl	ner Renewal Projects	237,000	0	237,000
Tot	al Renewal Projects	1,382,000	0	1,382,000

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





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

577,440

1,599,940

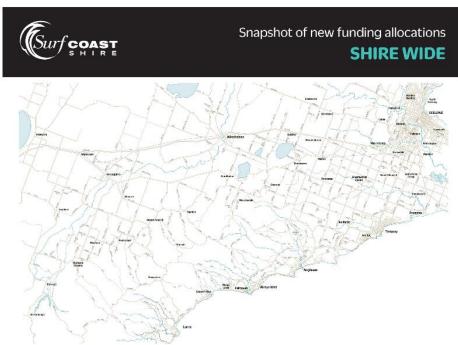
577,440

1,599,940

Other Renewal Projects

Total Renewal Projects





CAPITAL AND OPERATIONAL PROJECTS

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
Local Roads and Community Infrastructure Program	0	1,051,060	1,051,060
COVID-19 Support Allocation	1,000,000	0	1,000,000
Road Safety Program	322,500	0	322,500
Anglesea Landfill Traffic Improvements	252,000	0	252,000
Environmental Leadership	250,000	0	250,000
2020 Council Elections	246,000	0	246,000
Council Plan (Incl. Health and Wellbeing Plan) 2021-25	163,971	0	163,971
Drainage Upgrades Program	163,125	0	163,125
Solar Installations on Council Buildings (Business Case)	127,600	0	127,600
Disability Discrimination Act Implementation Plan	100,000	0	100,000
Multidisciplinary Arts Collective - Financial Assistance	60,000	0	60,000
Bulk Haulage Facility Review	31,000	0	31,000
Surf Coast Basketball Association - Financial Assistance	20,000	0	20,000
Other Capital and Operational Projects	1,108,972	363,334	1,472,306
Total Capital and Operational Projects	3,845,168	1,414,394	5,259,562

RENEWAL PROJECTS

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
Heavy Plant Replacement Program	1,200,000	0	1,200,000
Light Fleet Replacement Program	550,000	0	550,000
Asset Condition Audits	135,000	0	135,000
Information Technology Renewal Program	125,000	0	125,000
Small Plant Replacement Program	60,000	0	60,000
Bus Shelter Renewal	48,000	0	48,000
Other Renewal Projects	510,160	0	510,160
Total Renewal Projects	2,628,160	0	2,628,160

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



Appendix F - Equity Considerations

Introduction

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

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

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

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

Equity Considerations

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

Category 1: General

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



Category 2: Funding

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

Category 3: Services and Assets

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



Category 4: Funding Allocations

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



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

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

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

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

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

Budget 2020-21												
Ward	Rates			Council Funding								
waru	nates	nates"		New Projects (excl. Loans)		al	Year Loan Costs (P&I) Total Co			ouncil Funding		
Anglesea	\$10,830,739	23%	285,625	4%	1,547,600	30%	\$0	0%	\$1,833,225	13%		
Lome	\$6,893,824	14%	1,918,000	24%	497,800	10%	\$384,007	36%	\$2,799,807	20%		
Torquay	\$21,218,429	44%	4,632,356	58%	1,466,000	29%	\$668,283	64%	\$6,766,639	48%		
Winchelsea	\$8,902,072	19%	1,198,529	15%	1,630,440	32%	\$0	0%	\$2,828,969	20%		
Total Ward Specific	\$47,845,063	100%	8,034,510	100%	5,141,840	100%	\$1,052,290	100%	\$14,228,640	100%		
Whole of Shire			4,119,841		2,628,160		\$1,494,606					

Percentages may not equal 100% due to rounding.

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

				Council	Funding	
Budget Year	Ward	Rates	New Projects (excl. Loan)	Renewal	Year Loan Costs (P&I)	Total Funding
	Anglesea	23%	4%	30%	0%	13%
2020-21	Lorne	14%	24%	10%	36%	20%
2020-21	Torquay	44%	58%	29%	64%	48%
	Winchelsea	19%	15%	32%	0%	20%
	Anglesea	23%	6%	8%	0%	7%
2019-20	Lorne	15%	13%	12%	0%	11%
2019-20	Torquay	44%	70%	29%	100%	52%
	Winchelsea	18%	11%	51%	0%	30%
	Anglesea	23%	10%	5%	0%	8%
2018-19	Lorne	15%	2%	13%	0%	6%
2010-19	Torquay	44%	81%	39%	100%	67%
	Winchelsea	18%	7%	43%	0%	19%
	Anglesea	23%	4%	9%	0%	6%
2017-18	Lorne	16%	6%	3%	0%	4%
2017-18	Torquay	42%	70%	28%	100%	58%
	Winchelsea	18%	19%	60%	0%	32%
	Anglesea	24%	2%	26%	0%	13%
2016-17	Lorne	16%	11%	5%	0%	7%
2010-17	Torquay	42%	75%	31%	100%	56%
	Winchelsea	18%	12%	38%	0%	23%

^{*}Rates figure excludes Supplementary Rates, Garbage Charges and Rates Penalty Interest.



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

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

Budget 2020-21													
Ward	Rates*			Total Funding									
ward Hates			New Projects (excl. Loan)		Renewal		Year Loan Costs (P&I)		Total Funding				
Anglesea	\$10,830,739	23%	439,625	5%	1,547,600	30%	\$0	0%	1,987,225	13%			
Lorne	\$6,893,824	14%	1,918,000	21%	497,800	10%	\$370,424	36%	\$2,786,224	18%			
Torquay	\$21,218,429	44%	4,632,356	51%	1,466,000	29%	\$666,461	64%	\$6,764,817	44%			
Winchelsea	\$8,902,072	19%	2,069,589	23%	1,630,440	32%	\$0	0%	\$3,700,029	24%			
Total Ward Specific	\$47,845,063	100%	9,059,570	100%	5,141,840	100%	\$1,036,886	100%	\$15,238,296	100%			
Whole of Shire			5.534.235		2.628.160		\$1,385,962						

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

				Total F	unding	
Budget Year	Ward	Rates	New Projects (excl. Loan)	Renewal	Year Loan Costs (P&I)	Total Funding
	Anglesea	23%	5%	30%	0%	13%
2020-21	Lorne	14%	21%	10%	36%	18%
2020-21	Torquay	44%	51%	29%	64%	44%
	Winchelsea	19%	23%	32%	0%	24%
	Anglesea	23%	3%	5%	0%	4%
2019-20	Lorne	15%	49%	8%	0%	28%
2019-20	Torquay	44%	37%	22%	100%	33%
	Winchelsea	18%	10%	65%	0%	34%
	Anglesea	23%	10%	5%	0%	8%
2018-19	Lorne	15%	2%	13%	0%	6%
2010-19	Torquay	44%	80%	39%	100%	67%
	Winchelsea	18%	8%	43%	0%	19%
	Anglesea	23%	3%	7%	0%	4%
2017-18	Lorne	16%	3%	2%	0%	3%
2017-10	Torquay	42%	53%	21%	100%	47%
	Winchelsea	18%	40%	69%	0%	46%
	Anglesea	24%	2%	25%	0%	9%
2016-17	Lorne	16%	5%	5%	0%	5%
2010-17	Torquay	42%	71%	34%	100%	61%
	Winchelsea	18%	21%	37%	0%	25%

Indicator 3 - Asset Distribution by Ward

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

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

	As at 30 June 2019											
Ward	Rates & Mu	nicipal	Dato Accor	Rate Assessments		Asset Valuation						
waru	Charg	Charge		nate Assessifients		Road Assets		ssets	Total Assets			
Anglesea	\$10,345,137	23%	4,966	22%	\$80,716,490	15%	\$23,460,990	15%	\$104,177,480	15%		
Lorne	\$6,667,297	15%	2,905	13%	\$40,177,852	7%	\$13,858,748	9%	\$54,036,600	8%		
Torquay	\$19,701,498	44%	10,093	45%	\$282,802,956	52%	\$70,188,363	45%	\$352,991,319	50%		
Winchelsea	\$7,941,639	18%	4,383	20%	\$140,645,972	26%	\$47,595,576	31%	\$188,241,548	27%		
Total Ward Specific	\$44,655,571	100%	22,347	100%	\$544,343,270	100%	\$155,103,677	100%	\$699,446,947	100%		
			Whole	e of Shire	\$0		\$22,214,432		\$22,214,432			
Percentages may not equal 100% due to rounding. Land					\$53,580,485		\$158,145,795		\$211,726,280			
Council Corporate					\$0		\$13,564,000		\$13,564,000			
	Shire Total						\$349,027,904		\$946,951,659			

The prior year table is provided for comparative purposes.

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



As at 30 June 2018												
Ward	Rates & Mu	nicipal	Data Asses	Rate Assessments		Asset Valuation						
Walu	Charg	Charge		nate Assessifients		Road Assets		ssets	Total Assets			
Anglesea	\$10,004,136	23%	4,931	23%	\$76,396,837	15%	\$22,257,388	16%	\$98,654,225	15%		
Lorne	\$6,875,690	16%	2,902	13%	\$38,241,604	8%	\$11,470,375	8%	\$49,711,979	8%		
Torquay	\$18,021,836	42%	9,639	44%	\$256,151,255	50%	\$72,395,168	51%	\$328,546,423	50%		
Winchelsea	\$7,839,763	18%	4,292	20%	\$138,286,593	27%	\$36,768,883	26%	\$175,055,476	27%		
Total Ward Specific	\$42,741,425	100%	21,764	100%	\$509,076,289	100%	\$142,891,814	100%	\$651,968,103	100%		
			Whole	e of Shire	\$0		\$8,653,323		\$8,653,323			
Percentages may not equal 100% due to rounding. Land				Land	\$53,046,036		\$150,035,536		\$203,081,572			
Council Corporate				\$0		\$12,804,000		\$12,804,000				
	\$562,122,325		\$314,384,673		\$876,506,998							

Indicator 4 - Supplementary Rates by Ward

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

The table highlights in particular that the proportion of investment in new projects relative to the proportion of supplementary rates is higher in the Lorne and Winchelsea ward for 2020-21.

Budget 2020-21											
Ward	Cumplement	Supplementary Rates		Funding	Total Funding						
ward	Supplement	ary nates	New Projects	s (excl. Loan)	New Projects (excl. Loan)						
Anglesea	36,021	6%	\$285,625	4%	\$439,625	5%					
Lorne	3,087	1%	\$1,918,000	24%	\$1,918,000	21%					
Torquay	467,238	78%	\$4,632,356	58%	\$4,632,356	51%					
Winchelsea	93,654	16%	\$1,198,529	15%	\$2,069,589	23%					
Total Ward Specific	\$600,000	100%	\$8,034,510	100%	\$9,059,570	100%					
Whole of Shire			\$4,119,841		\$5,534,235						

Percentages may not equal 100% due to rounding.

The prior year table is provided for comparative purposes.

Budget 2019-20							
Ward	Sunnlaman	Supplementary Rates		Funding	Total Funding		
Walu	Supplemen			s (excl. Loan)	New Projects (excl. Loan)		
Anglesea	31,036	8%	\$247,290	6%	\$251,290	3%	
Lorne	11,820	3%	\$521,000	13%	\$3,795,500	49%	
Torquay	227,494	60%	\$2,850,480	70%	\$2,906,730	37%	
Winchelsea	111,079	29%	\$448,873	11%	\$806,600	10%	
Total Ward Specific	\$381,429	100%	\$4,067,643	100%	\$7,760,120	100%	
Whole of Shire			\$3,791,392		\$4,138,916		

Percentages may not equal 100% due to rounding.



Appendix G – Long Term Financial Plan

	2019-20	2020-21	t Forecast	t Forecast	2023-24 Forecast \$'000	2024-25 Forecast \$'000	2025-26 Forecast	2026-27	2027-28	2028-29 Forecast \$'000	2029-30 Forecast \$'000
	Forecast \$'000	Budget \$'000						Forecast \$'000	Forecast \$000		
							\$'000				
Recurrent EBITDA											
Property Rates and Charges	46,047	48,095	49,177	50,407	51,667	52,958	54,282	55,639	57,030	58,456	59,918
Property Rates and Charges Rebate	-	(250)	-	-	-	-	-	-	-	-	-
Supplementary Property Rates and Charges	793	600	1,647	2,539	3,453	4,389	5,350	6,334	7,343	8,377	9,437
Garbage Charges	7,856	8,145	8,541	8,969	9,337	9,718	10,112	10,519	10,941	11,377	11,828
Grants	7,984	7,416	7,612	7,813	8,017	8,227	8,441	8,659	8,883	9,111	9,345
Other Revenue	11,286	11,017	11,639	11,955	12,280	12,614	12,957	13,309	13,672	14,044	14,427
Total Recurrent Income	73,966	75,024	78,616	81,681	84,753	87,906	91,141	94,461	97,869	101,366	104,955
Employee Benefits	31,479	31,821	32,653	33,629	34,635	35,670	36,737	37,691	38,670	39,675	40,706
Materials and Services	22,973	23,753	24,915	26,275	26,932	27,605	28,295	30,102	30,855	31,626	32,417
Total Expenditure - Existing Operations	54,452	55,574	57,568	59,904	61,566	63,275	65,032	67,794	69,525	71,301	73,123
Financial Recurrent Savings Target	-	-	300	600	900	1,200	1,500	1,800	2,100	2,400	2,700
Compliance Costs	-	22	300	600	900	1,200	1,500	1,800	2,100	2,400	2,700
Compliance Costs - Projects	-	-	500	500	500	500	500	500	500	500	500
Non-Discretionary Growth	-	443	300	600	1,656	2,497	2,674	2,972	3,274	3,579	3,924
Discretionary Growth Budget Year	-	-	527	540	553	567	582	596	611	626	642
Discretionary Growth	-	48	595	895	1,195	1,495	1,795	2,095	2,395	2,695	2,995
Total Expenditure - New Operations	-	514	2,221	3,135	4,804	6,259	7,050	7,963	8,879	9,800	10,760
Total Recurrent EBITDA	19,514	18,936	19,126	19,243	19,283	19,571	20,559	20,505	21,564	22,664	23,771
Cash Adjustments:-											
Balance Sheet Movements	819	261	165	10	4	1	0	(1)	(2)	(2)	(3)
Interest Revenue	1,255	632	770	1,358	1,305	1,322	1,330	1,311	1,283	1,212	1,226
Grants Commission funds received early	(69)	(71)	(73)	(75)	(78)	(80)	(82)	(85)	(87)	(90)	(93)
Asset sales - Plant/Fleet	480	370	380	390	390	390	390	390	390	390	390
Asset sales - Land	858	-	-	-	-	-	-	-	-	-	-
Total Cash Adjustments	3,343	1,192	1,242	1,682	1,622	1,633	1,638	1,615	1,584	1,510	1,520
Total Cash Available for Allocation	22,857	20,127	20,368	20,925	20,905	21,204	22,197	22,120	23,148	24,174	25,291



	2019-20	2019-20 2020-21 Forecast Budget	2021-22	2022-23	2023-24	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast	2027-28 Forecast	2028-29 Forecast	2029-30 Forecast
	Forecast		Strategi	c Resource	Plan						
	\$'000	\$'000	\$'000 \$'000 \$'000 \$	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000		
Allocations to Commitments											
Debt Interest & Principal	1,641	2,188	2,144	2,111	2,077	2,043	2,010	1,976	1,943	1,909	1,875
Torquay/Jan Juc Developer Plan Allocation	2,349	2,448	2,551	2,658	2,770	2,770	2,770	2,770	2,770	1,211	
Spring Creek Infrastructure Plan Allocation		-	751	774	797	821	845	871	897	924	951
Winchelsea Infrastructure Plan Allocation	206	212	219	225	232	239	246	253	261	269	277
Waste Allocation	3,555	2,665	2,465	2,004	2,198	2,400	2,611	1,731	1,933	2,144	2,365
Asset Renewal Allocation	7,168	7,775	8,511	9,317	10,200	11,165	12,222	13,379	14,646	16,032	17,550
Business Case Investments	500	500	500	500	500	500	500	500	500	500	500
Council Election Year	-	472	-	-	-	500	-	-	-	500	-
Growth and Compliance Costs (Non-Recurrent)	343	326	-	-	-	-	-	-	-	-	-
Total Allocations to Commitments	15,762	16,586	17,141	17,588	18,773	20,452	21,204	21,481	22,950	23,489	23,518
Discretionary Cash Available	7,095	3,542	3,227	3,337	2,131	753	992	640	199	685	1,773
Discretionary Allocations											
Discretionary Operating Projects	860	441	-	-	-	-	-	-	-	-	-
Discretionary Capital Works	1,671	1,716	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Recreation & Open Space (to AUC)	825	-	-	-	-	-	-	-	-	-	-
Defined Benefits Superannuation Allocation	50	50	50	50	50	50	50	50	50	50	50
Gravel Pits Allocation	682	-	-	-	-	-	-	-	-	-	-
Aireys Inlet Aged Units	7	7	7	8	8	8	9	9	9	10	10
Towards Environmental Leadership	250	250	250	250	250	250	250	250	250	250	250
COVID-19 Support Allocation	-	1,000	-	-	-	-	-	-	-	-	-
Total Discretionary Allocations	4,344	3,464	2,307	2,308	2,308	2,308	2,309	2,309	2,309	2,310	2,310
Unallocated Cash Surplus / (Deficit)	2,751	78	920	1,029	(177)	(1,556)	(1,316)	(1,669)	(2,111)	(1,624)	(537)
Accumulated Unallocated Cash											
Opening Balance	1,085	3,006	3,317	4,238	5,267	5,090	3,534	2,218	549	(1,562)	(3,186)
Annual Surplus/(Deficit)	2,751	78	920	1,029	(177)	(1,556)	(1,316)	(1,669)	(2,111)	(1,624)	(537)
Net Allocations During the Year	(1,025)	-	-	-	-	-	-	-	-	-	-
Transfer for Projects Funded in Prior Year	925	234	-	-	-	-	-	-	-	-	-
Transfer for Digital Transformation	(730)	-	-	-	-	-	-	-	-	-	-
Closing Balance	3,006	3,317	4,238	5,267	5,090	3,534	2,218	549	(1,562)	(3,186)	(3,723)

4.2 Declaration of 2020-21 Rates and Adoption of the Budget 2020-21

APPENDIX 2 APPENDIX 2 - UPDATED ORGANISATION SUBMISSION

Public Submissions Included in the 2020-21 Budget	Total	Surplus Movement fav/(unfav)
Submission Allocation in Draft Budget	\$100,000	\$100,000
Winchelsea Men's Shed Car Park	(\$40,000)	(\$40,000)
Walk the Painkalac Stage 1 (Lower Valley inc. Rear of Bottom Shops) Detailed Design	(\$50,875)	(\$50,875)
Zeally Sands Playground Upgrade - funded from Open Space Reserve	(\$42,675)	
Anglesea Art House Landscaping	(\$10,000)	(\$10,000)
Moriac Community Network - CPP52 - Moriac Greenfields Trail - funded from Open Space Reserve	(\$117,429)	
Multidisciplinary Arts Collective - Financial Assistance	(\$60,000)	(\$60,000)
Lome Historical Society - Façade Stage 2	(\$50,000)	(\$50,000)
Surf Coast Football Club - Grant Pavilion Upgrade Project Shortfall	(\$50,000)	(\$50,000)
CPP54 Anglesea & District Historical Society Building - Storage Improvements	(\$15,000)	(\$15,000)
Nautical Risk Linear Park Indigenous Edible Orchard Garden - funded from Open Space Reserve	(\$19,431)	
CPP48 - Anglesea and District War Memorial	(\$12,500)	(\$12,500)
Surf Coast Basketball Association - Financial Assistance	(\$20,000)	(\$20,000)
Total Surplus Movement unfav/(fav)		(\$208,375)

Organisation Submission Included in the 2020 - 2021 Budget	Total	Surplus Movement fav/(unfav)
Local Roads and Community Infrastructure Program - additional funding announced by Commonwealth Government	\$1,051,060	
Waste recycling disposal costs increase, to be funded from Waste Reserve.	(\$50,000)	
Victorian Grants Commission - Financial Assistance Grants allocation update.	\$192,625	\$192,625
Geelong Regional Library Corporation Contribution - adjustment to member contributions.	\$522	\$522
Councillor Allowance correction to date increase calculated from.	\$1,603	\$1,603
Positive Ageing - HACC Program for Younger People now planned for transition on 30 June 2020 to Bellarine Health (draft budget transition date was 1 Oct 2020). Assessment Services to be extended to 30 June 2021 (draft budget was planned for exit 31 March 2021) following recent State Government announcements.	(\$11,411)	(\$11,411)
Rates and charges updated with final supplementary rates.	\$209,992	\$209,992
Total Surplus Movement fav/(unfav)		\$393,331

Surf Coast Shire Council Minutes - Council Meeting

4.3 Local Government Act 2020 Implementation - Documents for Public Exhibition

Author's Title:Coordinator GovernanceGeneral Manager:Anne HowardDepartment:Governance & RiskFile No:F18/221-2Division:Governance & InfrastructureTrim No:IC20/764

Appendix:

1. DRAFT Governance Rules 2020 (D20/95639)

- 2. DRAFT Local Law No. 2 Common Seal and Miscellaneous Penalties (D20/98065)
- 3. DRAFT Public Transparency Policy (D20/101421)

Officer Direct or Indire	ect 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 Reason: Nil	⊠ No	Yes Reason: Nil	⊠ No				

Purpose

The purpose of this report is to seek the endorsement of Council to proceed to community consultation on the draft Governance Rules, draft Local Law No. 2 – Common Seal and Miscellaneous Penalties, and draft Transparency Policy.

Summary

In order to achieve compliance with implementation dates set out in the *Local Government Act 2020* for specific items required to comply with Stage 2 of the phased introduction of the new Act, the following documents need to be progressed to public exhibition in accordance with section 223 of the *Local Government Act 1989*:

- Governance Rules
- Public Transparency Policy

The establishment of the Governance Rules requires a repeal and replacement of the following document:

• Local Law No.2 – Common Seal and Miscellaneous Penalties

To ensure ongoing governance and regulation over the use of the Common Seal and the enforceability of offences committed at Council meetings, and to comply with new Act's implementation dates, these documents must be adopted by Council by 1 September 2020.

To meet this deadline and to allow for a thorough community engagement process, officers are recommending these documents be approved for placing on public exhibition.

Recommendation

That Council:

- 1. Approves the draft Governance Rules (as at Appendix 1) for placing on public exhibition in accordance with section 223 of the *Local Government Act 1989*.
- 2. Approves the proposed Local Law No. 2 Common Seal and Miscellaneous Penalties (as at Appendix 2) for placing on public exhibition in accordance with section 119 and section 223 of the *Local Government Act 1989.*
- 3. Approves the draft Public Transparency Policy (as at Appendix 3) for placing on public exhibition in accordance with section 223 of the *Local Government Act 1989*.

Motion

MOVED Cr David Bell, Seconded Cr Margot Smith

That Council:

- 1. Approves the draft Governance Rules (as at Appendix 1) for placing on public exhibition in accordance with section 223 of the *Local Government Act 1989*.
- 2. Approves the proposed Local Law No. 2 Common Seal and Miscellaneous Penalties (as at Appendix 2) for placing on public exhibition in accordance with section 119 and section 223 of the Local Government Act 1989.
- 3. Approves the draft Public Transparency Policy (as at Appendix 3) for placing on public exhibition in accordance with section 223 of the *Local Government Act 1989*.

Amendment

MOVED Cr Heather Wellington, Seconded Cr Brian McKiterick

Cr Wellington moved an amendment to the original motion as follows:

That Council:

- 1. Places the draft Governance Rules (as at Appendix 1) on public exhibition in accordance with section 223 of the *Local Government Act 1989*.
- Places the proposed Local Law No. 2 Common Seal and Miscellaneous Penalties (as at Appendix 2) on public exhibition in accordance with section 119 and section 223 of the *Local Government Act* 1989.
- 3. Places the draft Public Transparency Policy (as at Appendix 3) on public exhibition in accordance with section 223 of the *Local Government Act 1989*.

The amendment was put to the vote.

CARRIED 8:1

Council Resolution

That Council:

- 1. Places the draft Governance Rules (as at Appendix 1) on public exhibition in accordance with section 223 of the *Local Government Act 1989*.
- 2. Places the proposed Local Law No. 2 Common Seal and Miscellaneous Penalties (as at Appendix 2) on public exhibition in accordance with section 119 and section 223 of the *Local Government Act* 1989.
- 3. Places the draft Public Transparency Policy (as at Appendix 3) on public exhibition in accordance with section 223 of the *Local Government Act 1989*.

CARRIED 8:1

Report

Officer Direct or Indirect Interest

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

Background

In November 2019, the Local Government Bill 2019 was introduced into the Victorian Parliament. This Bill was introduced to replace the Local Government Act 1989, which is the legislation that has governed local government activities in Victoria for the last 30 years. The *Local Government Act 2020* (the Act) was passed by the Victorian Parliament in mid-March, receiving royal assent on 24 March 2020. The new Act is being rolled out in four implementation stages, which are to be proclaimed between 6 April 2020 and July 2021. With the first stage of reforms commencing on 6 April 2020, the second stage came into force on 1 May 2020. Within the second stage there are several items that need to be completed within a grace period of four months from the 1 May 2020, ie. by 1 September 2020.

Discussion

The following documents need to be established by Council to implement the requirement of the second stage of the *Local Government Act 2020* and must be completed by 1 September 2020:

- Governance Rules;
- Local Law No.2 Common Seal and Miscellaneous Penalties; and
- Public Transparency Policy.

The Governance Rules, Public Transparency Policy and the repeal and replacement of Local Law No. 2, are required to undergo community engagement and consultation processes before they can be adopted.

The table below steps out the proposed timeline to ensure adoption of all items by the required implementation date of 1 September 2020:

ITEM	COMMUNITY SUBMISSION PERIOD	PROPOSED HEARING of SUBMISSIONS	COUNCIL MEETING FOR PROPOSED ADOPTION
Governance Rules	July 2020	4 August 2020	25 August 2020
Local Law No. 2	July 2020	4 August 2020	25 August 2020
Transparency Policy	July 2020	4 August 2020	25 August 2020

(a) Governance Rules:

The draft Governance Rules are attached to this report. Under the 2020 Act, the Governance Rules must include:

- (a) the conduct of Council meetings;
- (b) the conduct of meetings of delegated committees;
- (c) the form and availability of meeting records:
- (d) the election of the Mayor and the Deputy Mayor;
- (da) the appointment of an Acting Mayor;
- (e) an election period policy in accordance with section 69;
- the procedures for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee under section 130;
- (g) the procedure for the disclosure of a conflict of interest by a Councillor under section 131;
- (h) the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter within the meaning of section 126(1);
- (i) any other matters prescribed by the regulations.

The draft Governance Rules include a revised version of the meeting procedures sections drawn from Local Law No. 2 of 2019. This ensures that meeting procedures currently undertaken remain in place except where adjustment was required to comply with the new legislation. This includes closing a meeting to the public and voting processes.

The meeting procedures have also undergone minor wording amendments for clarity and to adopt nongendered language to align with our gender equity commitments and the Charter of Human Rights and reordering of some sections to reflect Council's current order of business and procedures.

In early June, Local Government Victoria (LGV) provided councils with a template Governance Rules. These rules were reviewed and utilised to assist in making the necessary amendments to Surf Coast draft Governance Rules, however, as Council's meeting governance has developed into a comprehensive and well defined set of procedures over many years, retention of these procedures was maintained in preference to adopting in full the less complete LGV Governance Rules template.

One change between the 1989 and 2020 Acts is the definition and disclosure of conflicts of interest. Included in the draft Governance Rules are procedures for the disclosure of a conflict of interest made in accordance with section 130 by a Councillor, a member of a delegated committee, or by a Council officer acting under a delegated power or statutory function.

The draft Governance Rules also include the Surf Coast Election Period Policy as is required under section 60. This policy has been amended slightly and new components incorporated to meet the conflict of interest and decision making requirements imposed by the Act.

These draft Governance Rules are designed to be clear, instructive and provide transparency to the decision making processes of Council. They are submitted to Council for approval to commence the public exhibition process allowing for the community to have their say on this document.

(b) Local Law No. 2:

The Local Law currently includes provisions relating to the use of Council's Common Seal and penalties imposable for certain unruly behaviours by Council meeting attendees.

Section 14(2)(c) of the new Act states the Common Seal of Council must be used in accordance with any applicable local law and that to remain enforceable, any penalty imposed by Council must be made under a local law. It is therefore proposed that Local Law No. 2 is updated and remains in place separately to the Governance Rules in order to set out the relevant penalties and use of the Common Seal, as per the Act.

To achieve the necessary outcome of separating out the sections of the Local Law that will form the Governance Rules, and retaining the Common Seal and penalty provisions, it is proposed that Local Law No. 2 will be repealed in its current state and adopted as Local Law No. 2 – Common Seal and Miscellaneous Penalties. This will be after completing the required process for making a Local Law under s.119 of the *Local Government Act 1989* (noting that the local laws section of the new Act is not enacted until 1 July 2021). This process will be carried out in parallel with the community engagement for the Governance Rules and Transparency Policy.

(c) Transparency Policy

A Transparency Policy must be adopted by Council to comply with the requirements of the Act by 1 September 2020, giving effect to the Public Transparency Principles at section 58.

The Principles state that:

- Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;
- · Council information must be publicly available unless—
- the information is confidential by virtue of this Act or any other Act; or
- public availability of the information would be contrary to the public interest;
- Council information must be understandable and accessible to members of the municipal community;
- public awareness of the availability of Council information must be facilitated.

The draft Policy outlines Council's commitment to transparency and lists the types of documents/information available from Council via the website and on request. It provides guidance for the public on how to make requests and how to seek redress if not satisfied with Council's response.

Some Council information may not be publicly available for example where:

- it is confidential by virtue of the Local Government Act 2020 or any other Act; or
- public availability of the information would be contrary to the public interest.

The draft policy supports the overarching Governance Principles at section 9(1)(2) and the supporting Transparency Principles as described above. It has been developed using guidance materials from Local Government Victoria:

- DEWLP's Local Government Act 2020 Public Transparency Principles Guidelines
- Local Government Victoria's Draft Public Transparency Policy

Since the Councillor Briefing on 9 June 2020 Local Government Victoria has reviewed their first version of the Draft Public Transparency Policy and made some minor amendments based on feedback received from the Local Government community. These have been reflected in the attached document and include the following modifications:

- A definition has been included for the Public Interest Test.
- Sections 6 statements have been modified to include reference to Public Interest Test and the Charter of Human Rights and Responsibilities Act 2006.
- Section 9 has been included to identify other ways to access information. Freedom of Information has been moved to this section.

Public Exhibition

Community engagement will be conducted in accordance with section 223 of the *Local Government Act* 1989, allowing the community to review and make a submission on the draft documents prior to their finalisation and adoption by Council.

The 28 day exhibition period is expected to commence on 2 July 2020 and conclude on 30 July 2020, with a Hearing of Submissions meeting scheduled for 4 August 2020, if required.

The public exhibition of these documents will be advertised in local publications and on the Council website. The documents will be made available via the Council website, or if unable to access it online, officers will work with individual community members to provide access via alternate means. Members of the community will be able to access an online form to complete their submission via Council's website. There is also the option to post submissions to Council via mail or via an email to info@surfcoast.vic.gov.au.

Council Plan

Theme 5 High Performing Council

Objective 5.2 Ensure that Council decision-making is balanced and transparent and the community is

involved and informed

Strategy 5.2.1 Prepare for Local Government Act review recommendations

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

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

Communication	Yes
Human Rights Charter	Yes

Governance Principles - Local Government Act 2020 (LGA 2020)

The draft Governance Rules have been developed in consideration of the overarching Governance Principles set out in section 9 of the *Local Government Act 2020*. They were considered against and include information drawn from the template Governance Rules provided by Local Government Victoria (LGV). LGV drafted the template governance rules through their co-design process included engagement with Councils across Victoria.

Policy/Relevant Law

The Governance Rules and Public Transparency Policy have been developed to comply with the *Local Government Act 2020*. Local Law No. 2 has been developed to comply with the *Local Government Act 1989* and the *Local Government Act 2020*.

Community Engagement

Community engagement will be conducted in accordance with section 223 of the *Local Government Act 1989*, allowing the community to review and make a submission on the draft documents prior to their finalisation and adoption by Council. This achieves compliance with section 60(4) of the *Local Government Act 2020* which requires that the development of the Governance Rules includes a community engagement process. This also ensures that the Local Law No. 2 is compliant with section 119 of the *Local Government Act 1989*.

This process will also achieve the community engagement principles as listed under section 56 of the Local Government Act 2020.

Public Transparency

The Transparency Policy ensures Council is compliant with section 57 of the Act which requires Council adopt a Public Transparency Policy which gives effect to the public transparency principles listed in section 58 of the Act.

Risk Assessment

Council is required to comply with the implementation dates of the *Local Government Act 2020*. There are no identified workplace health safety implications associated with this report.

Communication

Community consultation will take place using the 'Your Say' page of the Surf Coast Shire Council website. The public exhibition period will be communicated via newspaper and any other determined means of advertising. The intention to make a local law will be notified via the Victorian Government Gazette as required by the legislation.

Human Rights Charter

The Transparency Policy has been reviewed against and complies with section 13 of the Charter of Human Rights and Responsibilities Act 2006, as it aligns with and provides for the protection of an individual's right not to have their privacy unlawfully or arbitrarily interfered with. It is also in line with section 18 of that Act which recognises a person's right to participate in the conduct of public affairs.

Options

Option 1 – Proceed to public exhibition

This option is recommended by officers to ensure Council is able to comply with the implementation requirements of the *Local Government Act 2020*.

Option 2 – Do not proceed to public exhibition

This option is not recommended by officers as opportunities have been provided to make recommendations and if the process to get these documents to adoption is delayed, Council may be placed in a position where it is in contravention of the *Local Government Act 2020*.

Conclusion

The draft Governance Rules, draft Local Law No.2 – Common Seal and Miscellaneous Penalties, and the draft Transparency Policy are being presented to Council in order to progress these documents to public exhibition and community engagement.

APPENDIX 1 DRAFT GOVERNANCE RULES 2020



GOVERNANCE RULES

This document was created in accordance with section 60 of the Local Government $Act\ 2020$



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Introduction

These are the Governance Rules of Surf Coast Shire Council, made in accordance with section 60 of the Act .

Purpose of the Governance Rules

The purpose of these Governance Rules is to facilitate good governance and assist in delivering the overarching governance principles as set out in section 9 of the Act.

Commencement

The Governance Rules come into operation on 25 August 2020.

Definitions

Unless the contrary intention appears in these Governance Rules, the following words and phrases are defined to mean:

'absolute majority' means the number of Councillors which is greater than half the total number of the Councillors of a Council (s.61(7)).

'Act' means the Local Government Act 2020;

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

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

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

'authorised officer' means a person appointed as such by Council under section 224 of the Local Government Act 1989;

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

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

'clause' means a clause of these Governance Rules;

'Council' means the Surf Coast Shire Council;

'Councillor' means a Councillor of Council who has taken the oath of office in accordance with section 30 of the Act;

'Council meeting' is a meeting of the Council;

'day' means a Council business day;

'delegated committee' means a committee established by Council under section 63 of the Act;

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

'Deputy Mayor' means the Councillor elected to represent the Mayor and act in the Mayor's role in the event of the Mayor's absence.;

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

'Joint Letter' means a formal application to Council in the form of a letter which has been signed by at least ten people or executive/committee representatives from ten separate entities whose names and



physical addresses also appear on the letter. A letter from a single entity or organisation that is signed by multiple parties from that organisation or entity will not be classed as a joint letter;

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

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

'minutes' mean the collective record of proceedings of Council or a delegated committee (meeting records);

'Municipal district' means the municipal district of Council;

'notice of motion' means a notice in writing conforming with Chapter 2, clause 30.

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

'procedural motion' means a motion that relates to a procedural matter only and which is not designed to produce any substantive decision but used merely as a formal procedural measure.

'public notice' means notice provided on either the Council's website and/or social media channels and/or in local newspapers or other means deemed suitable to provide notice to the community of a related information.

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

'resolution' means a formal determination by a meeting of Council or delegated committee, or by a member of Council staff acting under delegation;

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

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



Chapter 1 GOVERNANCE FRAMEWORK

Part 1 - Governance Structure

The Surf Coast Shire Council is governed by the Act.

According to the Act, the role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of that community.

Section 8 of the Act defines 'good governance' as the Council performing its role in accordance with the overarching governance principles, and the Councillors of the Council performing their role by participating in the decision making of Council, representing the interests of the municipal community whilst participating in that decision making, and contributing to the strategic direction of the Council through the development and review of key strategic documents, including the Council Plan.

As set out in section 9 of the Act:

The overarching governance principles are:-

- (a) Council decisions are made and actions taken in accordance with relevant law;
- (b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- (c) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted:
- (d) The municipal community is to be engaged in strategic planning and strategic decision making;
- (e) Innovation and continuous improvement is to be pursued;
- (f) Collaboration with other Councils and Governments and statutory bodies is to be sought;
- (g) The ongoing financial viability of the Council is to ensured;
- (h) Regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- (i) The transparency of Council decisions, action and information is to be ensured.

A local government consists of two separate but connected components. The Council, which is made up of 9 Councillors, who make decisions through Council meetings including setting the strategic direction through strategic documents such as the Council Plan; and the organisation which carries out the day to day operations, consisting of employees led by the Chief Executive Officer (CEO).

The CEO will ensure the effective and efficient management of the day to day operations of the Council, and support the Mayor and Councillors in performing their roles. The CEO is delegated certain powers and responsibilities either directly under the Act or by Council.

Council may establish delegated committees to make decisions on Council's behalf under delegated power.

The procedures and processes set out in these Governance Rules underpin this governance structure or framework which supports the delivery of good governance by Surf Coast Shire Council.



Part 2 - Decision Making

Council decision making

Council must consider, and make decisions on, any matter being considered by Council fairly and on the merits.

Any person whose rights will be directly affected by a decision of the Council is entitled to:

- a) communicate their views by written submission;
- b) subsequently speak to their submission or to have a person speak on their behalf; and
- c) have their interests considered.

For the purposes of this clause, a decision of Council means the following-

- a) a resolution made at a Council meeting;
- b) a resolution made at a meeting of a Delegated Committee; or
- the exercise of a power or the performance of a duty or function of Council by a member of Council staff or a Community Asset Committee under delegation.

2. Role of the Chair

The way in which Council and Delegated Committee meetings are conducted makes a significant contribution to good governance.

The Chair plays a crucial role in facilitating an orderly, respectful, transparent and constructive meeting by ensuring all Councillors and members of delegated committees have the opportunity to be heard, matters are adequately discussed, meeting procedures are followed appropriately, and statutory requirements are adhered to.

The Chair is an independent leader of meetings and generally does not participate in debate or move or second motions.

The Act provides for the Mayor to appoint a Councillor as the Chair of a Delegated Committee and any such appointment prevails over any appointment made by Council. While there are no limitations on exercising that power, the Mayor must always act in a way that is consistent with the adopted Councillor Code of Conduct and transparency commitments of the Council.

Specific duties and discretions of the role of the Chair are outlined throughout these Governance Rules.

Responsibilities of Chair, Councillors, Committee Members and Council Officers

In addition to the Chair, each member of the meeting has an obligation to participate in good decision-making.

The Chair, Councillors, members of delegated committees and Council officers will ensure good Council decision-making by endeavouring to ensure:

- · Decision making is transparent to members and observers;
- Meeting members have sufficient information to make good decisions;
- Every member is supported to contribute to decisions;
- Any person whose rights are affected has their interests considered;
- · Debate and discussion is focussed on the issues at hand;
- Meetings are conducted in an orderly manner.
- Decisions should be made on the merits of the matter.



4. Community

Council meetings form a significant part of the organisation's decision making, and are therefore open for the community to attend in person or view proceedings via Council's website.

Community members may participate in Council meeting through public question time in accordance with clause 17 in Chapter 2 of these Governance Rules, allowing the community to communicate their views and have their interests considered.

Community members are encouraged to participate in Council's community engagement processes which are conducted in accordance with Council's Community Engagement Policy.

Community members may seek to inform individual Councillors of their views by contacting them directly in advance of meetings.





Chapter 2 MEETINGS AND MEETING PROCEDURE

PART 1 – Council Meetings

Council meetings are held regularly to conduct the ongoing business of the Council and unscheduled meetings may be held from time to time.

The community will be made aware of the times, dates and locations of Council and delegated committee meetings and the matters Council will consider.

An agenda for each Council meeting will be provided to Councillors in advance so that they can prepare adequately for the Council meeting. The Agenda contains the order of business and the professional advice of the organisation, with a recommendation for Council to consider.

The agenda must also be placed on Council's website except for confidential items of the agenda.

(Pursuant to section 61 of the LGA)

A Council meeting is a meeting of the Council at which-

- a. all the Councillors are, subject to this Act, entitled to attend and vote; and
- b. no other person is entitled to vote; and
- c. a decision to do an act, matter or thing is made by a resolution of the Council.
- Except as provided in the Act, the conduct of Council meetings are subject to these Governance Rules.
- 3. A Council meeting must be chaired by
 - a. the Mayor; or
 - b. if the Mayor is not present at the Council meeting, the Deputy Mayor; or
 - c. if the Mayor and the Deputy Mayor are not present at the meeting, a Councillor who is present at the Council meeting and is appointed by a resolution of the Council to chair the meeting.
- 4. A quorum at a Council meeting is an absolute majority.

SECTION 1 - ELECTION OF THE MAYOR & DEPUTY MAYOR

1. Procedure for Election of Mayor

(Pursuant to Section 25 of the Act - Election of Mayor)

- 1.1 The meeting to elect the Mayor shall be held in accordance with the Act.
- 1.2 Subject to section 167 of the Act, any Councillor is eligible for election or re-election to the office of Mayor
- 1.3 The election of the Mayor must be chaired by the Chief Executive Officer at a Council meeting that is open to the public, however the Chief Executive Officer will have no voting rights.
- 1.4 The Chief Executive Officer shall be responsible for the counting of votes.
- 1.5 The Councillor who receives an absolute majority of votes cast must be declared elected.
- 1.6 For the purposes of this clause the following will apply:
 - 1.6.1 Nominations must be moved and seconded;
 - 1.6.2 Where only one nomination is received, that Councillor must be declared elected; or
 - 1.6.3 Where there are more than two nominations received:
 - 1.6.3.1 the Councillor who receives an absolute majority at the first round of votes cast must be declared elected; or



- 1.6.3.2 if no candidate receives an absolute majority of votes, the candidate with the least number of votes must be eliminated as a candidate and a further vote conducted between the remaining candidates.
- 1.6.3.3 If there are several candidates, this procedure must be repeated until a candidate receives an absolute majority of votes and that candidate shall be declared elected.
- 1.6.3.4 If for the purpose of eliminating the candidate with the least number of votes, two or more candidates have the same least number of votes, the candidate to be eliminated shall be determined by simple majority vote.
- 1.6.3.5 If there is an equality of votes with respect to the candidate to be eliminated, the candidate to be eliminated shall then be determined by lot conducted by the Chief Executive Officer in presence of the meeting.
- 1.6.3.6 Or, if an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.
- 1.7 After the election of the Mayor is determined, the Mayor must take the Chair.

2 Procedure for Election of Deputy Mayor

2.1 Where the Council has resolved to elect a Deputy Mayor the provisions contained in clause 1 for the election of the Mayor will apply to the election of the Deputy Mayor save that the Mayor shall preside over the election.

3 Procedure for Appointment of an Acting Mayor

- 3.1 If the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting, and the Deputy Mayor cannot take over for the Mayor, Council must, by resolution of Council, appoint a Councillor to be the Acting Mayor.
- 3.2 If the Mayor for any reason is incapable of performing the duties of the office of the Mayor, and the Deputy Mayor cannot take on the responsibility of the office of the Mayor, Council must, by resolution of Council, appoint a Councillor to be the Acting Mayor.
- 3.3 If the office of the Mayor is vacant for any reason, Council must, by resolution of Council, appoint a Councillor to be the Acting Mayor.
- 3.4 Any resolution to appoint an Acting Mayor, must include the period for which that Councillor will be Acting Mayor.



SECTION 2 - GENERAL PROVISIONS

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

4 Council Meeting Chair

- 4.1 The Mayor must take the chair at all Council meetings at which they are present unless precluded from doing so because of a conflict of interest.
- 4.2 In the absence of the Mayor, the Deputy Mayor shall take the chair.
- 4.3 In the absence of the Mayor and the Deputy Mayor, an Acting Mayor shall be appointed in accordance with clause 3.
- 4.4 If a Mayor and the Deputy Mayor are temporarily unable to Chair the meeting, a Councillor shall be elected to take the chair by resolution of Council, or in accordance with the election process in clause 1 if a decision cannot be immediately reached.

5 Chair's Duties & Responsibilities

The Chair's duties and responsibilities are to:

- 5.1 Formally declare the meeting open, after ascertaining that a quorum is present and to welcome, and visitors;
- 5.2 At the start of each Council meeting, to recite the Pledge or allocate this role to another Councillor;
- 5.3 Preside over the meeting, conducting it impartially and according to these Governance Rules
- 5.4 Sign minutes of meetings as correct when they have been confirmed;
- 5.5 Present any reports for which they are responsible;
- 5.6 Ensure that debate is conducted in the correct manner;
- 5.7 Declare the results of all votes:
- 5.8 Give rulings on points of order and other questions of procedure;
- 5.9 Preserve order; and
- 5.10 Adjourn (when so resolved) or formally declare the meeting closed when all business has been concluded.

6 Quorum

- 6.1 A quorum is an absolute majority.
- 6.2 If a quorum is not present within 30 minutes of the time appointed for the commencement of a Council meeting:
 - 6.2.1 The meeting shall be deemed to have lapsed;
 - 6.2.2 The Mayor must convene another Council meeting and ensure that the agenda for the meeting which is deemed to have lapsed is addressed; and
 - 6.2.3 The Chief Executive Officer must give all Councillors notice of the meeting convened by the Mayor.
- 6.3 If a quorum cannot be maintained after a Council meeting has begun due to Councillors having to leave the meeting, the meeting lapses.
- 6.4 If the meeting lapses, the undisposed business must be included in the agenda for the next Council meeting.
- 6.5 If a quorum cannot be maintained because of the number of Councillors who have a conflict of interest in a matter, the Council must consider whether the decision can be made by an alternative manner including:
 - 6.5.1 Resolving to split the matter into two or more separate parts so that a quorum can be maintained; or
 - 6.5.2 making prior decisions on component parts of the matter at a meeting for which a quorum can be maintained before deciding the overall matter at a meeting for which a quorum can be maintained.
- 6.6 If unable to establish a quorum using an alternative manner, the Council must, in accordance with section 67(4) of the Act, establish a delegated committee to make the decision in regard to the matter. The delegated committee must consist of:
 - 6.6.1 All the Councillors who have not disclosed a conflict of interest in regard to the matter; and
 - 6.6.2 Any other person or persons the Council considers suitable.



7 Attendance & Notice of Meetings

- 7.1 The Chief Executive Officer must give notice to the public of any meeting of the Council by public notice at least seven days prior to the meeting and via Council's website.
- 7.2 The dates, time and place for all Council meetings shall be fixed by Council resolution from time to time, with the exception of unscheduled Council meetings in accordance with clause 10.
- 7.3 An electronic agenda will be delivered to Councillors at least 48 hours before a Council meeting.
- 7.4 Despite subclause 7.3, the Chief Executive Officer may deliver an agenda for a Council meeting to Councillors less than 48 hours prior to the meeting, if the Chief Executive Officer considers that in view of the urgency of the matter(s) this should occur.
- 7.5 Members of the public will be requested to sign in before entering the meeting area.

8 Time Limit for Meetings

- 8.1 Council meetings must conclude no later than 10pm unless a resolution is carried to extend the meeting.
- 8.2 Any resolution to extend a meeting will be for no longer than 30 minutes. Once the meeting reaches the conclusion of the 30 minute extension, a further resolution to extend the meeting must be carried.
- 8.3 In the absence of such continuance, the meeting must stand adjourned to a time, date and place to be announced by the Chair.
- 8.4 No meeting is to exceed 11pm. If a meeting reaches 11pm, the Chair must adjourn the meeting.
- 8.5 The Chief Executive Officer must give notice to each Councillor of the date, time and venue to which the meeting stands adjourned and of the business remaining to be considered.

9 Recording of Minutes

- 9.1 The Chief Executive Officer is responsible for the keeping of Minutes on behalf of Council. Those Minutes must record:
 - the date, place, time and nature of the Council Meeting;
 - · the names of Councillors and whether they are present, an apology, or on leave;
 - · the titles of the members of Council staff present who are not part of the gallery;
 - · the disclosure of a conflict of interest made by a Councillor in accordance with the Act;
 - the arrivals and departures of Councillors, during the course of the Meeting (including any temporary departures or arrivals);
 - · every Motion and amendment moved (including procedural Motions),
 - · the outcome of every Motion moved;
 - where a division is called, the names of every Councillor and the way their vote was cast (and if they abstained);
 - when requested by a Councillor, a record of their support of, opposition to, or abstention from voting on any Motion, noting that under section 61(5) of the Act that a Councillor present at the meeting who does not vote is taken to have voted against the question;
 - details of any failure to achieve or maintain a quorum;
 - · details of any petitions made to Council;
 - the time and reason for any adjournment of the Meeting or suspension of standing orders;
 - any other matter, which the Chief Executive Officer thinks should be recorded to clarify the intention of the Meeting or assist in the reading of the Minutes; and
 - the time the Council Meeting was opened and closed, including any part of the Council Meeting that was closed to members of the public.

10 Unscheduled Council Meetings

10.1 Where a Council meeting is required urgently, or to deal with a specific matter in a timely manner that cannot wait for a Council meeting scheduled by Council resolution, the Mayor, or at least three Councillors may by written notice call an unscheduled Council meeting.



- 10.2 The notice must specify the date and time of the proposed meeting and the business to be transacted.
- 10.3 The notice must be presented to the Chief Executive Officer at least seven days prior to the meeting date.
- 10.4 The Chief Executive Officer must call the unscheduled Council meeting as specified in the notice.
- 10.5 Unless all the Councillors are present at the unscheduled Council meeting and unanimously agree by resolution to deal with a matter that is not specified on the unscheduled Council meeting notice, only the business specified is to be transacted.
- 10.6 The Chief Executive Officer must give notice to the public of any unscheduled Council meeting via Council's website at least five days prior to the meeting and by public notice, where possible, as soon as is practicable.

11 Joint Council Meetings

- 11.1 Council may resolve to participate in a Joint Council meeting to consider:
 - 11.1.1 Matters subject to discussion of the G21 Alliance
 - 11.1.2 Collaborative projects
 - 11.1.3 Collaborative procurement
 - 11.1.4 Emergency Response.
- 11.2 If Council has resolved to participate in a Joint Council meeting, the Chief Executive Officer will agree on governance rules with the participating Councils.
- 11.3 Where Surf Coast Shire Council is the lead Council on a matter to be brought for consideration at a Joint Council meeting, the Mayor will be nominated to Chair the Joint Council meeting.
- 11.4 At least three Councillors will be appointed to represent Council at a Joint Council meeting.
- 11.5 Consistent information will be provided to Councillors prior to any Joint Council Meeting and every endeavour will be made by the Chief Executive Officer to facilitate a joint briefing.
- 11.6 A joint briefing arranged in accordance with subclause 11.5 may be held electronically.

12 Form and Availability of Meeting Records

- 12.1 Draft Minutes of the Council meeting shall be displayed on Council's website no later than 5 business days after the Council meeting.
- 12.2 Any recording of the meeting will also be made available via Council's website no later than 5 business days after the Council meeting, however the recording must be in accordance with Council's Live Streaming Policy, and Council reserves the right to choose to record and/or share any recording made.
- 12.3 At the request of a member of the public, a printed copy or an electronic version of the minutes may be made available.



SECTION 3 – ORDER OF BUSINESS (Including Description & Procedure of Each Business Item)

13 Conduct of Business

- 13.1 The order of business will be determined by the Chief Executive Officer
- 13.2 Once an agenda has been sent to Councillors the order of business for that meeting may only be altered by resolution of the Council.
- 13.3 The Chief Executive Officer is responsible for setting the agenda for a Council meeting, after consulting with the Mayor.

14 Apologies

- 14.1 Where a Councillor is aware they are unable to attend a Council meeting, they are to notify the Mayor, or the office of the Mayor as soon as is practicable.
- 14.2 Apologies will be accepted by resolution of Council at the beginning of the meeting.

15 Confirmation of Minutes

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

- 15.1 If the minutes have been delivered to each Councillor at least 48 hours before the meeting, a motion must be put for the confirmation of the minutes.
- 15.2 If the minutes have not been delivered, they must be read and a motion must be put for the confirmation of the minutes.
- 15.3 The minutes must be signed by the Chair of the meeting at which they have been confirmed.
- 15.4 The minutes shall record the business of the meeting and in particular:
 - 15.4.1 The date, place, time and nature of the meeting;
 - 15.4.2 The names of the Councillors present and those who have submitted apologies or are on granted leave;
 - 15.4.3 The disclosure of conflicts of interest made by a Councillor and the type and nature of such interest;
 - 15.4.4 Arrivals and departures of Councillors during the course of the meeting;
 - 15.4.5 Each motion and amendment moved and seconded;
 - 15.4.6 The vote cast by each Councillor upon a division;
 - 15.4.7 The total numbers of Councillors voting for, against and abstaining
 - 15.4.8 The failure of a quorum;
 - 15.4.9 When requested by a Councillor, a record of their support or opposition to any motion; and 15.4.10 Closure of the meeting to members of the public and the reasons for such closure.
- 15.5 No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.
- 15.6 Council may defer the confirmation of minutes until later in the Council meeting or until the next Council meeting if considered appropriate.
- 15.7 Council meeting minutes from meetings that are open to the public will be confirmed in the open section of the agenda.
- 15.8 Minutes from closed sections of Council meetings will be confirmed in the closed section of the meeting.
- 15.9 Confirmed minutes must be displayed on Council's website except for minutes confirmed in the closed section of a meeting.

16 Councillors Seeking Leave

(Pursuant to section 35(4) of the Act)

16.1 Any Councillor seeking or requiring leave for a period of 4 consecutive months or greater from Council duties must do so and provide the reason for the leave at a Council meeting as soon as practicable, or, if this is not practicable, the Councillor must give the Chief Executive Officer written notice of their intention to do so and the stated reason prior to the next available Council meeting.



- 16.2 A request for leave will be determined by resolution of Council granting or refusing the leave
- 16.3 A Councillor who will be absent from a Council meeting but who does not intend to seek leave, should convey their apology to the Mayor's office beforehand to enable the apology to be disclosed to the meeting.
- 16.4 In the event that a Councillor is incapacitated or unable to provide written notice of their intention to seek leave from Council, the Mayor shall provide this written notice to the Chief Executive Officer including the stated reason, prior to the Council meeting.

17 Public Question Time

- 17.1 There shall be a public question time of up to 30 minutes, unless extended at the discretion of the Chair, at every Meeting of Council to enable members of the public to submit questions to Council.
- 17.2 Questions with notice must be submitted to Council in writing by 10am on the day of the meeting generally in accordance with Schedule A, or via the Public Question Time online form available on Council's website, stating the name, address, and telephone and email contact details of the person submitting the question.
- 17.3 Questions without notice may be asked at the meeting with a written copy of the question to be tabled in a form approved or permitted by Council (in accordance with Schedule A) stating the name and address of the person asking the question, however questions without notice being accepted is at the discretion of the Chair.
- 17.4 No person may submit more than two questions at any one meeting.
- 17.5 A question may be disallowed by the Chair if it is considered to:
 - 17.5.1 Relate to a matter beyond the power or duties of Council;
 - 17.5.2 Be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature;
 - 17.5.3 Be confidential in nature or of legal significance;
 - 17.5.4 Be generally repetitive of a question already answered (whether at the same or any earlier meeting);
 - 17.5.5 Be aimed to embarrass a Councillor or member of Council staff,
 - 17.5.6 Relate to personnel matters;
 - 17.5.7 Relate to the personal hardship of any resident or ratepayer,
 - 17.5.8 Relate to proposed developments or legal advice;
 - 17.5.9 Relate to matters affecting the security of Council property;
 - 17.5.10 Relate to any other matter which Council considers would prejudice the Council or any person: or
 - 17.5.11 Be aimed to drawing opinions from Councillors about matters that will be considered at the meeting or a future meeting of Council.
- 17.6 All questions must be as brief as possible and no greater than 200 words in length, inclusive of any supporting or contextual information.
- 17.7 No discussion shall be entered into in asking or responding to questions, other than through a request from a Councillor, directed through the Chair, for the purposes of clarification.
- 17.8 All questions must be directed to Council as a whole and not to individual or specific Councillors.
- 17.9 The Chair may answer a question or nominate a member of Council staff to briefly answer a question. Councillors, other than the Chair, will not answer any question relating to an item on the agenda
- 17.10 Every reasonable attempt will be made to substantively answer a question with notice at the meeting unless the person asking the question has been contacted beforehand and advised of the reason for the question not being answered at the meeting in which case the answer will be provided within five days.
- 17.11 If the nominated member of Council staff advises Council that it is their opinion that the reply to a question should be given in a meeting closed to the public, they must state briefly the reason why the reply should be given in a closed meeting and, unless Council resolves to the contrary, the reply to such question shall be so given.
- 17.12 The question and the name and suburb address of the person who asked the question shall be read out and recorded in the minutes.
- 17.13 The name of the member of Council staff who responded to the question received with notice and their response, if provided at the meeting, shall be recorded in the minutes.
- 17.14 A question shall not be read out unless the person asking the question, or their proxy, is in the gallery at the time it is due to be read.



- 17.15 If the question is not read at the meeting because the person submitting the question or their proxy is not present, it will not be recorded in the minutes of the meeting.
- 17.16 Where multiple questions requiring broadly similar responses have been received, the Chair may read out one statement that answers the matters raised, without the need for each question to be read out individually. The questions and statement shall be recorded in the minutes.
- 17.17 As an alternative to submitting a question with notice to Council under subclause 17.2, a person may lodge a submission not exceeding 200 words, on a matter listed on the agenda, by 10am on the day of the meeting provided that a prior opportunity to make a submission concerning the matter has not been afforded to the person at a Council meeting, Delegated Committee meeting or Assembly of Councillors.
- 17.18 Any submission received in accordance with subclause 17.16 shall be made available to Councillors prior to the meeting in electronic format. These submissions will not be incorporated into the meeting minutes.

18 Petitions and Joint Letters

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

19 Reports from Officers

- 19.1 Any report(s) by Officers to a Council meeting must contain a recommendation except for a report responding to a notice of motion, and be in the appropriate report style format.
- 19.2 When Officer reports are before a Council meeting the Chair must ask a Councillor to move an appropriate motion.



20 Urgent Business

- 20.1 Business must not be admitted as urgent business unless:
 - 20.1.1 It relates to or arises out of a matter which has arisen since distribution of the agenda; and
 - 20.1.2 It cannot safely or conveniently be deferred until the next Council meeting; and
 - 20.1.3 The Council resolves to admit an item considered to be urgent business
- 20.2 Items of Urgent Business are to be supported by an officer's report.
- 20.3 Notices of Motion will not be admitted into urgent business and will be dealt with in accordance with clause 30.
- 20.4 Unless a majority of Councillors present resolve to deal with another matter as Urgent Business, no business can be transacted at a Council meeting unless it appears on the agenda.

21 Meeting Closure to the Public

Pursuant to Section 66 of the Act.

- 21.1 A Council meeting must be open to the public unless it meets the specified circumstances set out in section 66(2) of the Act.
- 21.2 The Chief Executive Officer must ensure that any Council meeting report containing confidential information as defined by section 3(1) of the Act and which is expected to be the subject of a resolution under section 66(2)(a) of the Act to close the Council meeting to the public, includes the ground(s) as specified in section 3(1) of the Act under which the report is deemed to contain confidential information and an explanation of why the specified grounds apply.
- 21.3 The Chair must call for a motion to close the meeting to the public and this motion must be carried prior to commencing any business pertaining to reports containing confidential information.
- 21.4 If a meeting will be closed the public due to security reasons (section 66(2)(b)) and this is known prior to the meeting, the meeting closure must be posted on the Council website as soon as is practicable to notify the public of the closure. This meeting must be livestreamed on the Council website, and the minutes of the meeting must detail the meeting closure to the public under section 66.
- 21.5 If during meeting proceedings the Chair believes that the meeting must be closed to the public for either security reasons (section 66(2)(b)) or to enable the meeting to proceed in an orderly manner (section 66(2)(c)), the Chair must ensure that livestreaming is occurring and available for the public to view the meeting, before calling for a motion to close the meeting to the public.
- 21.6 A motion to close the meeting due to confidential information under section 66(2)(a) must contain the grounds for determining to close the meeting to the public by reference to the grounds specified in section 3(1) of the Act, and an explanation of why the specified grounds apply.
- 21.7 The time of any resolution to close a meeting to the public must be recorded in the minutes of the meeting.
- 21.8 Upon a resolution to close a meeting to the public being passed, the Chair must advise those present in the public gallery that they must vacate the meeting while the meeting remains closed.
- 21.9 The Chair must call for a motion to re-open the meeting to the public. This motion must be carried and the time recorded in the minutes of the meeting.
- 21.10 All items that are considered confidential pursuant to section 3(1) of the Act remain confidential, inclusive of report content, recommendations, motions, and resolutions until Council has passed a resolution that specifying that all or part of the information is no longer confidential.
- 21.11 If an agenda item or resolution deemed to include confidential information is to be moved out of the closed part of the meeting:
 - 21.11.1 Council must, by Council resolution, determine to move all or a specified part of the item or items into the open Council meeting; and/or
 - 21.11.2 Council must, by Council resolution, determine that report or section be included in the minutes of the meeting showing the Council decision that was made in the closed section of the meeting.



SECTION 4 - CONDUCT OF DEBATE AND RULES OF SPEAKING

22 Addressing the Council Meeting

- 22.1 Councillors and any other person addressing the Chair must refer to them as:
 - 22.1.1 'Mayor': or
 - 22.1.2 'Mayor (Cr Surname)'; or
 - 22.1.3 'Chair'; or
 - 22.1.4 'Chair (Cr Surname)'; -
 - as the case may be
- 22.2 All Councillors other than the Mayor must be addressed as Councillor (surname).
- 22.3 All members of Council staff must be addressed as their position title followed by their surname as appropriate or simply by their official title.

23 Priority of Address

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

24 Time Limits

- 24.1 A Councillor must not speak longer than the time set out below, unless granted an extension by the Chair:
 - 24.1.1 The mover of a motion or an amendment: 5 minutes;
 - 24.1.2 Any other Councillor: 3 minutes; and
 - 24.1.3 The mover of a motion exercising a right of reply: 2 minutes.

25 Motions and Amendments

- 25.1 A motion or an amendment to a motion must:
 - 25.1.1 Not be defamatory;
 - 25.1.2 Not be objectionable in language or nature;
 - 25.1.3 Relate to the powers or functions of Council;
 - 25.1.4 Be in writing, if requested by the Chairperson;
 - 25.1.5 Except in the case of urgent business, be relevant to an item of business on the agenda; and
 - 25.1.6 Be moved and seconded, otherwise it lapses.
- 25.2 The Chair may refuse to accept any motion or amendment which contravenes subclause 25.1 or which:
 - 25.2.1 Is not relevant to the item of business on the Agenda and has not been admitted as urgent business; or:
 - 25.2.2 Purports to be an amendment but is not consistent with clause 28 and relevant subclauses.
- 25.3 A substantive motion may be altered if the mover and the seconder of the motion both agree to the change. This change cannot be significant or contradictory to the motion's intent.
- 25.4 If a mover of a motion is agreeable to significant changes to the substantive motion, the mover may withdraw the motion, and a new motion be moved to recommence debate on the new motion.
- 25.5 A motion or amendment can only be withdrawn by the mover.

26 Debate

- 26.1 The Chair will summarise the applicable report upon reaching that agenda item during the meeting proceedings.
- 26.2 The Chair will call for a motion to be moved on that agenda item.
- 26.3 If there is no motion moved the item lapses
- 26.4 If there is no seconder the motion lapses due to want of a seconder.
- 26.5 Debate can only commence once a motion has been moved and seconded.
- 26.6 The mover of the motion, followed by the seconder then has the right to speak to the motion, commencing debate, or the mover can reserve their right to speak until a time later in the debate.



- 26.7 The Chair shall ask immediately after the mover and seconder have spoken to the motion (or deferred speaking), whether the motion is opposed. If no Councillor wishes to speak against the motion the Chair may then put it to the vote without debate.
- 26.8 If a Councillor has spoken against the motion, the Chair will then ask if any Councillor wishes to speak for the motion. If no Councillor wishes to speak in support of the motion, the motion is to be put to the vote.
- 26.9 The Chair will continue to alternately call for Councillors wishing to speak either for or against a motion until debate ceases upon which the motion will be put to a vote.
- 26.10 If the mover reserved their right to speak at the beginning of debate, they are to be provided with an opportunity to speak to the motion to conclude the debate prior to the motion being put to a vote.
- 26.11 Each Councillor can only speak once to each motion, with the exception of the mover who has the right of reply immediately before the vote is taken.
- 26.12 The mover of a motion's right of reply is lost if an amendment to the motion is carried.
- 26.13 The mover of a motion must not introduce new material when exercising any right of reply.
- 26.14 If a substantive motion is lost and there is no outcome on a matter, the Chair should call for another motion.
- 26.15 If Council is unable to achieve a resolution on an agenda item, a motion requesting what Councillors will need in order to be able to achieve an outcome, or a motion for this item to come back to the Chamber at a later meeting, should be put.
- 26.16 The Councillor acknowledged by the Chair to speak must not be interrupted unless:
 - 26.16.1 they are called to order; or
 - 26.16.2 their speaking time has expired; or
 - 26.16.3 a point of order is raised; or
 - 26.16.4 a formal motion is moved.
 - 26.17 If a Councillor is interrupted by the Chair or upon a point of order they must remain silent until the Chair has ceased speaking, or the point of order has been determined.
- 26.18 A Councillor must not digress from the subject matter of the motion or business under discussion.
- 26.19 Councillors must designate each other by their official titles during debate and throughout the meeting.

27 Seeking Clarification or Asking Questions of Officers

- 27.1 Officers will support the meeting process through provision of reports for the agenda and Councillors should make every effort to seek clarification from officers in advance of the meeting.
- 27.2 Where Councillors need to seek clarification by asking questions of officers during the meeting, that were not able to be asked prior to the meeting, such questions need to be:
 - 27.2.1 Directed through the Chair;
 - 27.2.2 Relevant to an item on the agenda;
 - 27.2.3 Seeking genuine clarification of a matter that is not already addressed in the officer's report;
 - 27.2.4 Not objectionable in language, nature or tone;
 - 27.2.5 Not intended to draw officers into debating a matter or justifying a recommendation; and
 - 27.2.6 Not seeking re-iteration of an answer that was provided prior to the meeting;
 - 27.2.7 Not designed to canvass matters or disseminate information to the public.
- 27.3 Questions are not to be asked between moving and seconding a motion except to seek clarification on the motion received.

28 Amendments

- 28.1 Once a motion has been moved and seconded, a Councillor can move an amendment to that motion
- 28.2 The mover or seconder of the substantive motion cannot move an amendment to it.
- 28.3 Debate on the substantive motion ceases when an amendment to the motion is moved.
- 28.4 The amendment motion must be seconded. If the amendment is not seconded, the amendment lapses due to want of a seconder and debate on the substantive motion is to resume from the point at which it ceased.
- 28.5 An amendment must be relevant to the motion upon which it is moved.
- 28.6 An amendment must not amount to a direct contradiction of the motion.



- 28.7 Amendments must be dealt with one at a time.
- 28.8 A second or subsequent amendment cannot be moved until the immediately preceding amendment is disposed of.
- 28.9 A Councillor proposing an amendment must first state briefly the nature of the amendment and then move it, without speaking to it.
- 28.10 The Chair is to ask for a seconder.
- 28.11 If the amendment is not seconded the amendment lapses for want of a seconder.
- 28.12 After the amendment has been seconded, the Chair must follow the debate rules set out in clause 26.
- 28.13 After debate has concluded, the Chair must put the amendment to the vote.
- 28.14 If an amendment is adopted it becomes part of the substantive motion.
- 28.15 It can then be subject to further amendment.
- 28.16 A Councillor cannot move more than 2 amendments on the same matter in succession.
- 28.17 A Councillor can only speak once on the amendment.

29 Foreshadowed Motions

- 29.1 During debate on a motion, a Councillor may foreshadow a motion that the Councillor intends to move after the motion under consideration has been dealt with.
- 29.2 If a proposed amendment effectively negates the substance of the substantive motion before the Chair, it is to be ruled a foreshadowed motion and shall only be considered in the event that the motion is lost
- 29.3 If the substantive motion during which a Councillor foreshadowed a motion is lost, the Chair shall call on that Councillor to move their foreshadowed motion. If seconded, the motion shall then be the substantive motion and is subject to the debate rules outlined in clause 26.
- 29.4 Unless a foreshadowed motion becomes a substantive motion, it will not be recorded in the meeting minutes.

30 Notice of Motion

- 30.1 A notice of motion must:
 - 30.1.1 identify two supporting Councillors who are not obliged to move, second or vote in favour of the motion but are of the opinion that the proposed motion relates to a matter sufficiently important that it warrants formal consideration by Council;
 - 30.1.2 briefly explain the rationale for the proposed motion; and
 - 30.1.3 be lodged in the format provided for this purpose as appearing in Schedule B of these Governance Rules, either electronically or in writing, with the Chief Executive Officer by 5pm on the seventh working day prior to the date of the meeting to allow sufficient time for the notice of motion to be included in the Agenda for the next Council meeting.
- 30.2 Any supporting documentation must be attached to the notice of motion for inclusion in the agenda, but must not be more than 500 words inclusive of the proposed motion.
- 30.3 The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they were received.
- 30.4 Any notice of motion which in the opinion of the Chief Executive Officer or the Chair is:
 - 30.4.1 defamatory; or
 - 30.4.2 objectionable in language or nature; or
 - 30.4.3 outside the powers of the Council,
 - must not be accepted by the Chief Executive Officer or by the Chair.
- 30.5 Except by resolution of Council, notices of motion before any Council meeting must be considered in the order in which they were recorded in the notice of motion register.
- 30.6 To assist Councillors to make an informed decision regarding a notice of motion, the Chief Executive Officer must provide a written report prior to the meeting at which the notice of motion is to be considered, however the report is not to contain a recommendation.
- 30.7 If both Councillors who have given a notice of motion:
 - 30.7.1 are absent from the Council meeting; or
 - 30.7.2 fail to move the motion when called upon by the Chair;
 - any other Councillor may move the notice of motion.
- 30.8 If a notice of motion is not moved and seconded at the Council meeting for which it was included on the agenda, it lapses.



30.9 Before the notice of motion is put to the vote, it may be withdrawn by the two supporting Councillors.

31 Rescission or Amendment Notice of Motion

- 31.1 A Councillor may propose a motion to amend or rescind a previous resolution of Council provided the notice of motion is signed by three Councillors and delivered to the Chief Executive Officer no later than 72 hours following the meeting of Council at which the resolution proposed to be rescinded or amended was adopted.
- 31.2 Notices of Motion to rescind or amend a previous resolution of Council are to be lodged in the format provided for this purpose as appearing in Schedule C.
- 31.3 No action will be taken to implement a resolution on which a notice to rescind or amend the resolution has been given pursuant to clause 31.1.
- 31.4 A notice of motion to rescind or amend a previous resolution of Council shall be deemed to have been withdrawn if not moved at the next meeting at which such business may be transacted.
- 31.5 A Councillor may not propose a motion to rescind or amend a resolution of the Council which has been acted upon.
- 31.6 A resolution will be considered as having been acted upon once its details have been formally communicated to persons affected by or reliant on the resolution or where a statutory procedure has commenced or been carried out.
- 31.7 A second or subsequent notice to rescind or amend an earlier resolution must not be accepted by the Chief Executive Officer until a period of three months has elapsed since the date of the meeting at which the previous motion of rescission or amendment was dealt with.

32 Points of Order

- 32.1 A point of order is an objection that the motion, amendment or statement made is:
 - 32.1.1 Contrary to these Governance Rules;
 - 32.1.2 Defamatory;
 - 32.1.3 Irrelevant;
 - 32.1.4 Improper; or
 - 32.1.5 Outside Council's legal powers and may be made despite the fact that the Councillor or Chair is speaking at the time.
- 32.2 A point of order must be taken by stating:
 - 32.2.1 The matter complained of; and
 - 32.2.2 The reason constituting the point of order;
- 32.3 The Chair may raise a point of order without it having been made by a Councillor.
- 32.4 When called to order, a Councillor must remain silent until the point of order is decided unless they are requested by the Chair to provide an explanation.
- 32.5 The Chair may adjourn the meeting to consider a point of order but must otherwise rule upon it as soon as it is taken.
- 32.6 The Chair must, when ruling on a point of order, give reasons for the ruling
- 32.7 The Chair's ruling shall be final unless the majority of Councillors present at the meeting vote in favour of a motion of dissent that is moved and seconded immediately after the Chair's ruling is given.
- 32.8 A motion of dissent must state the provision or practice in substitution for the Chair's ruling.
- 32.9 A motion of dissent that is carried must be acted upon by the Chair.
- 32.10 Only the mover of a motion of dissent and the Chair can speak to the motion before it is put. The mover of the motion does not have a right of reply.
- 32.11 The Chair is not required to vacate the chair.

33 Procedural Motions

- 33.1 A procedural motion may be moved at any time during a meeting and must be immediately dealt with.
- 33.2 A procedural motion may be refused by the Chair.
- 33.3 A procedural motion requires a seconder.
- 33.4 Debate on a procedural motion is not permitted with the exception of a meeting closure under section 66(2)(a) of the Act, or that debate on a matter be deferred until a later meeting.
- 33.5 A Councillor may move a procedural motion that:



- 33.5.1 'a report/document be tabled';
- 33.5.2 'the Agenda item/s be moved forward';
- 33.5.3 'the motion be put';
- 33.5.4 'the matter be laid on the table':
- 33.5.5 'the matter be taken from the table';
- 33.5.6 'the meeting be adjourned';
- 33.5.7 'standing orders be suspended';
- 33.5.8 'standing orders be resumed';
- 33.5.9 'the meeting be closed to the public';
- 33.5.10 'the meeting be reopened to the public';
- 33.5.11 'the Chair's ruling be dissented from';
- 33.5.12 'the debate on the matter be deferred'-
- which are outlined further in Schedule D.

34 Repeating Motion or Amendment

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

35 Voting

(Pursuant to Section 90 of the Act.)

- 35.1 Each Councillor present at a Council meeting who is entitled to vote is entitled to one vote
- 35.2 Voting at a meeting must not be in secret, but if the meeting is closed to the public, a Councillor is not required to divulge their vote to the public.
- 35.3 The question is determined in the affirmative by a majority of the Councillors present at a meeting at the time the vote is taken voting in favour of the question.
- 35.4 If the number of votes in favour of the question is half the number of Councillors present at the meeting at the time the vote is taken, the chairperson has a second vote, with the exception of the election of a Mayor or a Deputy Mayor, and a vote to declare the office of Mayor or Deputy Mayor vacant
- 35.5 For the purpose of determining the result of a vote, a Councillor present at the meeting who does not vote is to be taken to have voted against the guestion.
- 35.6 Voting must be by a show of hands, unless otherwise determined by Council.
- 35.7 Except where a Councillor may call for a division, Councillors must remain seated in silence while a vote is being taken.
- 35.8 The Chair may direct that the vote be recounted as often as may be necessary to satisfy themselves of the result.
- 35.9 Any Councillor may request that their opposition to, or support for, a resolution be recorded in the minutes of the meeting.

36 Division

- 36.1 Immediately after any motion or amendment is put to a meeting and before the next item of business has commenced, a Councillor may call for a division.
- 36.2 When a division is called, the Chair must:
 - 36.2.1 First ask each Councillor wishing to vote for the motion to indicate their vote by raise of hand or a method as determined by the Chair. The Chair must then state, and the Chief Executive Officer (or person authorised by the Chief Executive Officer to take the minutes of the meeting) must record the names of those Councillors voting for the motion;
 - 36.2.2 Then ask each Councillor wishing to vote against the motion to indicate their vote by raise of hand or a method as determined by the Chair. The Chair must then state, and the Chief Executive Officer (or person authorised by the Chief Executive Officer to take the minutes of the meeting) must record the names of those Councillors voting against the motion.



- 36.2.3 Then if not all Councillors have declared either for or against the motion, ask each Councillor wishing to abstain to indicate their abstention by raise of hand or a method as determined by the Chair. The Chair must then state, and the Chief Executive Officer (or person authorised by the Chief Executive Officer to take the minutes of the meeting) must record the names of those Councillors abstaining from voting.
- 36.3 The Chair must declare the result of the vote or division as soon as it is taken.

37 Suspension of Standing Orders

- 37.1 The provisions of these meeting procedures, except the quorum requirements applying under clause 6, may be suspended for any part of a meeting at the Chair's discretion. The Chair can accept a motion to suspend standing orders where they believe it is necessary to do so, such as to seek technical advice. Such suspension would normally be for five minutes or less.
- 37.2 During a suspension of standing orders, Councillors are not to discuss the issue or seek to reach agreement outside a formal debate.
- 37.3 No motion, except one which proposes the resumption of standing orders, may be accepted by the Chair or be lawfully dealt with during any suspension of standing orders.
- 37.4 Resumption of standing orders should occur as soon as possible

38 The Chair's Right to Speak

- 38.1 The Chair may address a meeting upon any matter under discussion, following presentations by all Councillors, and is not deemed to have left the Chair on such occasions.
- 38.2 If the Chair chooses to vacate the Chair for any reason, the Deputy Mayor will assume the Chair, or if the Deputy Mayor is not available, another Councillor elected by the meeting through resolution shall take the Chair until such time as the Mayor can resume the Chair at the conclusion of the item currently under debate.

39 Clarification by Chief Executive Officer or another member of Council staff

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

40 Ordering Withdrawal of Remark

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

41 Adjournment & Resumption of Adjourned Debate

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

42 Suspensions



- 42.1 Council may by resolution, suspend from a meeting, and for the balance of the meeting, any Councillor whose actions have disrupted the business of Council, and have impeded its orderly conduct, provided the Councillor in question has received an initial warning from the Chair that their conduct is, in the Chair's opinion, impeding the orderly conduct of the meeting.
- 42.2 Subject to subclause 42.1, where seeking a Council resolution is not feasible, the Mayor, and only the Mayor (not another Councillor who has taken the Chair), can direct a Councillor to leave a Council meeting if the behaviour of the Councillor is preventing the Council from conducting its business.

43 The Chair may Adjourn Disorderly Meeting

43.1 If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the meeting, they may adjourn the meeting to a later time on the same day or to some later day as they think proper.

44 Public Behaviour

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

45 Removal from Chamber or Meeting Room

45.1 The Chair, may ask any member of the Police Force or person appointed by Council to maintain security, to remove from the Chamber or meeting room any person who acts in breach of these Governance Rules.

46 Recording of Proceedings

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



PART 2 – Delegated Committees

Pursuant to section 63 of the Act

A delegated committee is formed by a Council and which Council delegates "any power, duty or function of a Council under this Act or any other Act..." (s 11(1)). In effect, a delegated committee may exercise a power or undertake a duty or function as if it is the Council. Under the Act, the formation of, appointment to, and administration of delegated committees is to be strongly controlled given a delegated committee's ability to exercise statutory functions and powers on behalf of the Council.

63 Delegated Committees

- (1) A delegated committee established by a Council—
 - (a) must include at least 2 Councillors; and
 - (b) may include any other persons appointed to the delegated committee by the Council who are entitled to vote.
- (2) A meeting of a delegated committee established by a Council must be chaired by-
 - (a) a Councillor appointed by the Council or the Mayor to chair meetings of the delegated committee; or
 - (b) if the Councillor appointed by the Council or the Mayor to chair meetings of the delegated committee is not present at the meeting, a Councillor who is present at the meeting and is appointed by the members of the delegated committee who are present at the meeting.
- (3) Section 61 applies to a meeting of a delegated committee as if the members were Councillors.

SECTION 1 - DELEGATE COMMITTEES

1. Establishment

- 1.1. A delegated committee can only be established by resolution of Council.
- 1.2. The resolution must include the date from which the committee will be enacted, and the date it is to be disbanded
- 1.3. Any extension to the term of a delegated committee must be by resolution of Council.
- 1.4. A delegated committee's instrument of delegation must be approved by resolution of Council, and it must specifically outline the powers and functions of the committee.
- A delegated committee must report the minutes of all Committee meetings to the next practicable Council meeting.
- 1.6. A delegated committee must act in accordance with its Instrument of Delegation and any Terms of Reference adopted by Council.

2. Membership

- 2.1. Appointment to a delegated committee is to be by resolution of Council.
- 2.2. A Councillor must be appointed the position of Chair of a delegated committee.
- 2.3. Appointment of the Chair of a delegated committee is to be by Council resolution, however, the Mayor my choose to invoke their power under section 19(1)(a) of the Act and make the appointment without a Council resolution.
- 2.4. If the Councillor appointed by the Council or the Mayor to chair meetings of the delegated committee is not present at the meeting, a Councillor who is present at the meeting is to chair the meeting.



3. Quorum

- 3.1. A quorum is an absolute majority, and must include one Councillor chairing the meeting.
- 3.2. If a quorum is not present within 30 minutes of the time appointed for the commencement of a Committee meeting:
 - 3.2.1. The meeting shall be deemed to have lapsed;
 - 3.2.2.The Chair must convene another committee meeting and ensure that the agenda for the meeting which is deemed to have lapsed is addressed; and
 - 3.2.3.Notice of the new meeting convened by the Chair must be provided to committee members as soon as is practicable.
- 3.3. If a quorum cannot be maintained after a meeting has begun the meeting lapses.
- 3.4. If the meeting lapses, the undisposed business must be included in the agenda for the next committee meeting.
- 3.5. If a quorum cannot be maintained because of the number of committee members who have a conflict of interest in a matter, the committee must seek for the Council to make the decision at next practicable Council meeting.

4. Recording of Minutes

The Committee Chair or a delegate is responsible for the keeping of Minutes on behalf of the committee. Those Minutes must record:

- · the date, place, time and nature of the meeting;
- · the names of committee members and whether they are present, or an apology;
- · members of Council staff present who were involved in the meeting;
- the disclosure of a conflict of interest made by a committee member or Council officer in accordance with the Act;
- the arrivals and departures of committee members, during the course of the meeting (including any temporary departures such as for a conflict of interest);
- every Motion and amendment moved (including procedural Motions),
- the outcome of every Motion moved;
- where a division is called, the names of every committee member and the way their vote was cast (and if they abstained);
- when requested by a committee member, a record of their support of, opposition to, or abstention from voting on any Motion, noting that those who do not vote are taken to have voted against the question;
- · details of any failure to achieve or maintain a quorum;
- any other matter, which the committee chair or delegate thinks should be recorded to clarify the intention of the meeting or assist in the reading of the Minutes; and
- · the time the meeting was commenced and concluded.

5. Voting

5.1. Voting at meetings of a delegated committee is to be in accordance with clause 35 (Voting) of Chapter 2, Part 1 - Council Meetings, of these Governance Rules, and section 61 of the Act.

6. Meeting closure to the public

- 6.1. A delegated committee meeting must be open to the public unless it meets the specified circumstances set out in section 66(2) of the Act.
- 6.2. The Chief Executive Officer must ensure that any delegated committee meeting report containing confidential information as defined by section 3(1) of the Act and which is expected to be the subject of a resolution under section 66(2)(a) of the Act to close the committee meeting to the public, includes the ground(s) as specified in section 3(1) of the Act under which the report is deemed to contain confidential information and an explanation of why the specified grounds apply.



- 6.3. The Chair must call for a motion to close the meeting to the public and this motion must be carried prior to commencing any business pertaining to reports containing confidential information.
- 6.4. If a meeting will be closed the public due to security reasons (section 66(2)(b)) and this is known prior to the meeting, the meeting closure must be posted on the Council website as soon as is practicable to notify the public of the closure. This meeting must be livestreamed on the Council website, and the minutes of the meeting must detail the meeting closure to the public under section 66.
- 6.5. If during meeting proceedings the Chair believes that the meeting must be closed to the public for either security reasons (section 66(2)(b)) or to enable the meeting to proceed in an orderly manner (section 66(2)(c)), the Chair must ensure that live streaming is occurring and available for the public to view the meeting, before calling for a motion to close the meeting to the public.
- 6.6. A motion to close the meeting due to confidential information under section 66(2)(a) must contain the grounds for determining to close the meeting to the public by reference to the grounds specified in section 3(1) of the Act, and an explanation of why the specified grounds apply.
- 6.7. The time of any resolution to close a meeting to the public must be recorded in the minutes of the meeting.
- 6.8. Upon a resolution to close a meeting to the public being passed the Chair must advise those present in the public gallery that they must vacate the meeting while the meeting remains closed.
- 6.9. The Chair must call for a motion to re-open the meeting to the public. This motion must be carried and the time recorded in the minutes of the meeting.
- 6.10. All items that are considered confidential pursuant to Section 3(1) of the Act remain confidential, inclusive of report content, recommendations, motions, and resolutions until Council has passed a resolution that specifying that all or part of the information is no longer confidential.
- 6.11. If an agenda item or resolution deemed to include confidential information is to be moved out of the closed part of the meeting:
 - 6.11.1. committee must, by resolution, determine to move all or a specified part of the item or items into the open committee meeting; and/or
 - 6.11.2. Committee must, by resolution, determine that report or section be included in the minutes of the meeting showing the Committee decision that was made in the closed section of the meeting.

SECTION 2 – JOINT DELEGATED MEETINGS

A joint delegated committee is formed by resolution of two or more Councils and consists of a delegated committee from each Council, including at least one Councillor from each Council present at the meeting. This is not, in effect, a different committee as it is established by existing delegated committees.

The resolution forming the joint delegated committee will stipulate which Council's governance rules are to be followed for conduct of the joint delegated committee meeting. Where Council's Governance Rules apply, all of section 2 and section 4, Part 2, Chapter 2 of these Governance Rules apply.



PART 3 – Community Asset Committees

Pursuant to Section 65 of Act

A Community Asset Committee is a committee with powers of the Council, established by and with members appointed by Council, with powers delegated by the Chief Executive Officer (CEO) and subject to any terms and conditions specified by the CEO, for the purpose of managing a community asset such as community hall.

65 Community Asset Committee

- A Council may establish a Community Asset Committee and appoint as many members to the Community Asset Committee as the Council considers necessary to enable the Community Asset Committee to achieve the purpose specified in subsection (2).
- A Council may only establish a Community Asset Committee for the purpose of managing a community asset in the municipal district.

1. Establishment

- 1.1. A Community Asset Committee can only be established by resolution of Council.
- 1.2. Council may resolve, in establishing a Community Asset Committee, which clauses of these Governance Rules apply.
- 1.3. A Community Asset Committee must report the minutes of all Committee meetings to the next practicable Council meeting.
- 1.4. A Community Asset Committee must act in accordance with any Terms of Reference adopted by Council.

2. Membership

- 2.1. Appointment to a Community Asset Committee is to be by resolution of Council.
- 2.2. Delegations from the CEO will be made directly to members of the Community Asset Committee and members must each act in accordance with the delegations.

3. Recording of Minutes

The committee Chair or a delegate is responsible for the keeping of Minutes on behalf of the committee. Those Minutes must record:

- · the date, place, time and nature of the meeting;
- the names of committee members and whether they are present, or an apology;
- · members of Council staff present who were involved in the meeting;
- the disclosure of a conflict of interest made by a committee member or Council officer in accordance with the Act;
- the arrivals and departures of committee members, during the course of the meeting (including any temporary departures such as for a conflict of interest);
- · every Motion and amendment moved (including procedural Motions),
- · the outcome of every Motion moved;
- where a division is called, the names of every committee member and the way their vote was cast (and if they abstained):
- when requested by a committee member, a record of their support of, opposition to, or abstention from voting on any Motion, noting that those who do not vote are taken to have voted against the question;
- details of any failure to achieve or maintain a quorum;
- any other matter, which the committee chair or delegate thinks should be recorded to clarify the intention of the meeting or assist in the reading of the Minutes; and
- the time the meeting was commenced and concluded.



PART 4 - Audit & Risk Committee

Council must establish an Audit and Risk Committee. This committee is **not** a delegated committee and cannot exercise statutory functions and powers of the Council. , The roles and functions of the Audit and Risk Committee are set out under the Act, and are specific only to the Audit and Risk Committee (s 53-54). This section of the Governance Rules deals with the establishment, statutory requirements and meeting procedures of the Audit and Risk Committee. The role and functions of the Audit and Risk Committee are dealt with in the Audit and Risk Committee Charter.

53 Council must establish an Audit and Risk Committee

- (1) A Council must establish an Audit and Risk Committee.
- (2) An Audit and Risk Committee is not a delegated committee
- (3) An Audit and Risk Committee must-
 - (a) include members who are Councillors of the Council; and
 - (b) consist of a majority of members who are not Councillors of the Council and who collectively have—
 - (i) expertise in financial management and risk; and
 - (ii) experience in public sector management; and
 - (c) not include any person who is a member of Council staff of the Council.
- (4) The chairperson of an Audit and Risk Committee must not be a Councillor of the Council.
- (5) Sections 123 and 125 and Division 2 of Part 6 apply to a member of the Audit and Risk Committee who is not a Councillor as if the member were a member of a delegated committee.
- (6) A Council may pay a fee to a member of an Audit and Risk Committee who is not a Councillor of the Council

1. Establishment

1.1. The Audit & Risk Committee's Charter must be approved by resolution of Council, and it must specifically outline the functions and responsibilities of the committee. The Charter must be reviewed and approved annually.

2. Membership

- 2.1. Appointment to the Audit and Risk Committee is to be by resolution of Council.
- 2.2. The resolution appointing a member of the Audit and Risk Committee is to include the term of that appointment.
- 2.3. An independent member must be appointed to the position of Chair of the Audit and Risk Committee.
- 2.4. The appointment of the Chair is to be by Council resolution.
- 2.5. Council, by Council resolution, can terminate a member's appointment to the committee at any time.

3. Meetings

- 3.1. The Audit and Risk Committee is to meet at least 4 times in a financial year, unless determined otherwise by Council resolution.
- 3.2. All Audit and Risk Committee meetings are to be closed to the public.
- 3.3. Any recommendations agreed to be made by the committee (majority vote) are to be recorded in the minutes of the committee meeting.
- 3.4. All recommendations made by the committee under subclause 3.3 will be provided in a report to Council.
- 3.5. Minutes of Audit and Risk Committee meetings will be provided to Councillors when they are provided to committee members.

4. Other



- 4.1. The Audit and Risk Committee Charter is to be reviewed and adopted by Council annually.
- 4.2. The Audit and Risk Committee must provide a report to a Council meeting at least bi-annually including a description of the activities of the committee, and any findings and recommendations reached under subsection 3.3.





Chapter 3 CONFLICTS OF INTEREST

This section of the Governance Rules comes into force on 24 October 2020.

The two types of conflicts of interest applicable to Councillors, committee members and Council officers for the purposes of this section are (as extracted from the Act):

127 General conflict of interest

- (1) Subject to section 129, a relevant person has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.
- (2) For the purposes of subsection (1)-

private interests means any direct or indirect interest of a relevant person that does not derive from their public duty and does not include an interest that is only a matter of personal opinion or belief:

public duty means the responsibilities and obligations that a relevant person has to members of the public in their role as a relevant person.

128 Material conflict of interest

- (1) Subject to section 129, a relevant person has a material conflict of interest in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.
- (2) The benefit may arise or the loss incurred-
 - (a) directly or indirectly; or
 - (b) in a pecuniary or non-pecuniary form.
- (3) For the purposes of this section, any of the following is an affected person—
 - (a) the relevant person;
 - (b) a family member of the relevant person;
 - a body corporate of which the relevant person or their spouse or domestic partner is a Director or a member of the governing body;
 - (d) an employer of the relevant person, unless the employer is a public body;
 - (e) a business partner of the relevant person;
 - (f) a person for whom the relevant person is a consultant, contractor or agent;
 - (g) a beneficiary under a trust or an object of a discretionary trust of which the relevant person is a trustee;
 - (h) a person from whom the relevant person has received a disclosable gift.
- (4) For the purposes of subsection (3)(h), disclosable gift means one or more gifts with a total value of, or more than, \$500 or if an amount is prescribed for the purposes of this subsection, the prescribed amount, received from a person in the 5 years preceding the decision on the matter—
 - if the relevant person held the office of Councillor, was a member of Council staff or was a member of a delegated committee at the time the gift was received; or
 - (b) if the gift was, or gifts were, or will be, required to be disclosed as an election campaign donation—

but does not include the value of any reasonable hospitality received by the relevant person at an event or function that the relevant person attended in an official capacity as a Councillor, member of Council staff or member of a delegated committee.



- 1. Councillor, committee member and Council officer obligations
- 1.1. Councillor, committee member and Council officers are required to:
 - 1.1.1. Avoid all situations which may give rise to conflicts of interest;
 - 1.1.2. Identify any conflict of interest; and
 - 1.1.3. Disclose any conflict of interest.
- Procedures for the Disclosure of Conflict of Interest by a Councillor or a member of a Delegated Committee at a meeting of the Council or a Delegated Committee
 - 2.1 If a Councillor or member of a delegated committee has a conflict of interest in a matter which is to be considered or discussed at a meeting of the Council or the delegated committee, the Councillor or member must, if they are attending the meeting, disclose the conflict of interest in accordance with subclause 2.2, and if applicable, subclause 2.3.
 - 2.2 A Councillor or member of a delegated committee who has a conflict of interest and is attending the meeting of the Council or delegated committee must make a full disclosure of that interest by either advising:
 - (a) the Council or delegated committee at the meeting immediately before the matter is considered at the meeting; or
 - (b) the Chief Executive Officer in writing before the meeting-

whether the interest is a general conflict of interest or a material conflict of interest, and the nature of the interest.

- 2.3 If the Councillor or member advised the Chief Executive Officer of the details under paragraph (b) of subclause 2.2, the Councillor or member must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.
- 2.4 The Chief Executive Officer must—
 - (a) keep written disclosures received under this clause in a secure place for 3 years after the date the Councillor or member of a delegated committee who made the disclosure ceases to be a Councillor or member of a committee; and
 - (b) destroy the written disclosure when the 3 year period referred to in paragraph
 - (a) has expired.
- 2.5 While the matter is being considered or any vote is taken in relation to the matter, the Councillor or member of a delegated committee must—
 - (a) leave the meeting and notify the Mayor or the Chairperson of the delegated committee of their departure; and
 - (b) remain outside the room and any gallery or other area in view or hearing of the meeting.
- 2.6 The Mayor or the Chairperson of the delegated committee must cause the Councillor or member of a delegated committee to be notified that they may return to the meeting after—
 - (a) consideration of the matter; and
 - (b) all votes have been cast on the matter.
- 2.7 If a Councillor or member of a delegated committee discloses a conflict of interest, the Chief Executive Officer or the Chairperson must record in the minutes of the meeting—
 - (a) the declaration of the conflict of interest; and
 - (b) the classification of the interest that has given rise to the conflict, and if the Councillor or member has disclosed the nature of the interest to the meeting, the nature of the interest.



2.1.

- 3. Procedure for the disclosure of a conflict of interest by a Councillor at a meeting under the auspices of Council that is not a meeting of the Council or a Delegated Committee
 - 3.1 At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—
 - (a) the names of all Councillors and members of Council staff attending;
 - (b) the matters considered;
 - (c) any conflict of interest disclosures made by a Councillor attending under subclause 3.3:
 - (d) whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.
 - o.o loaves the meeting.
 - 3.2 The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—
 - (a) reported at a meeting of the Council; and
 - (b) incorporated in the minutes of that Council meeting.
 - 3.3 If a Councillor attending a meeting held under this clause knows, or would reasonably be expected to know, that a matter being considered by the meeting is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest, the Councillor must, at the time set out in subclause 3.4, disclose to the meeting that they have a conflict of interest and leave the meeting whilst the matter is being considered by the meeting.
 - 3.4 A Councillor must disclose the conflict of interest either-
 - (a) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or
 - (b) if the Councillor realises that they have a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that they have a conflict of interest
- 4. Disclosure of a conflict of interest by a member of Council staff (including under Council's Financial Delegations)
 - 4.1 A member of Council staff who is providing information to:
 - a) a meeting of the Council, a delegated committee or a community asset committee; or
 - another member of Council staff exercising a power of delegation or performing a statutory function –

and who has a conflict of interest in a matter to which the information relates, must disclose the conflict of interest when providing the information and before the information is considered by the applicable meeting referred to in paragraph (a) or another member of staff referred to in paragraph (b).

- 4.2 A disclosure made by a person under subclause 4.1 must be recorded:
 - (a) in the minutes of the applicable meeting referred to in paragraph (a); or
 - in a conflict of interest disclosure register maintained by the Chief Executive Officer if the information is provided to another member of Council staff referred to in paragraph (b).
- 4.3 A member of Council staff who has a conflict of interest in a matter in which they also have delegated power, duty or function must—
 - (a) not exercise the power or discharge the duty or function; and
 - (b) in the case of the Chief Executive Officer, disclose the type of interest and the nature of the interest to—



- (i) the Mayor, in writing, as soon as they become aware of the conflict of interest in the matter; and
- (ii) the Council by no later than the next meeting of the Council; and (c) in the case of any other member of staff, disclose the type of interest and the nature of the interest to the Chief Executive Officer, in writing, as soon as they become aware of the conflict of interest in the matter.
- 4.4 The Chief Executive Officer does not have a conflict of interest in a matter if the matter only relates to—
 - (a) the adoption or amendment of a policy relating to Council staff generally;
 - (b) the adoption of a code of conduct for Council staff; or
 - (c) a decision to delegate a power, duty or function to a member of Council staff.





Chapter 4 ELECTION PERIOD POLICY

Purpose

The purpose of this policy is to provide clear procedures and practices that explain how Council business will be conducted in the period leading up to a Council election i.e. during the election period. This is to ensure that Council elections are not compromised by inappropriate electioneering by existing Councillors and to safeguard the authority of the incoming Council.

Scope

During the election period, the business of Council still needs to continue and ordinary matters of administration still need to be addressed. This policy establishes a series of practices applicable during the election period.

Application

This policy applies to Council, Councillors, delegated committees, Council officers and contracted service providers.

Election Period

The election period means the period that:

- (a) starts at the time that nominations close on nomination day; and
- (b) ends at 6 p.m. on election day.

As soon as possible, and no later than 30 days prior to the commencement of the Election Period, the Chief Executive Officer will ensure that:

- (a) all Councillors and members of Council staff are informed of the requirements of this policy and
- (b) a copy of this policy is given to all Councillors.

Policy

Council will ensure that, during the election period, its business is conducted in a way which does not compromise the election process and which safeguards the authority of the incoming Council. It will ensure that candidates are treated equally, fairly and transparently, with no advantage being provided to sitting Councillor candidates.

This policy is compliant with the legislative requirement under section 69 of the Local Government Act 2020.

The policy should be reviewed and, if required, amended not later than 12 months before the commencement of each subsequent election period.

Prohibited decisions

Council is prohibited from making any Council decision:

- (a) during the election period for a general election that:
 - (i) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
 - (ii) commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or



- (iii) the Council considers could be reasonably deferred until the next Council is in place; or
- (iv) the Council considers should not be made during an election period; or
- (b) during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

What is a Council decision?

For the purposes of this policy, Council decision means the following:

- (a) a resolution made at a Council meeting;
- (b) a resolution made at a meeting of a delegated committee; or
- (c) the exercise of a power or the performance of a duty or function of Council by a member of Council staff (which includes the Chief Executive Officer) or a Community Asset Committee under delegation.

Required consideration

Careful consideration should be given regarding decisions that are being made at Council or delegated committee meetings in the election period, to ensure that the authority of the incoming Council is not unreasonably compromised. Council will make every effort to either reschedule most decisions until after the new Council commences its term, or if that is not appropriate, bring decisions forward so they are determined before the election period starts.

Examples of decisions that will be avoided during the election period include allocating community grants or other direct funding to community organisations, major planning scheme amendments and changes to strategic objectives and strategies in the Council Plan. During the election period, any other decision will be considered by Council or delegated committees only if absolutely necessary for Council operational purposes or pursuant to a statutory requirement.

Papers prepared for Council or delegated committee meetings during the election period will be carefully vetted to ensure that no agenda matter is included that could potentially influence voters' intentions at the forthcoming election or could encourage Councillor candidates to use the matter as part of their campaign platform.

Councillors will refrain from moving motions on or raising matters at a meeting that could potentially influence voting at the election. **Council Publications**

Council is to limit publications during the election period. This is to ensure that Council does not publish material with public funds that may influence, or be seen to influence, people's voting decisions.

Council publications refers to documents that are produced for the purpose of communicating with people in the community including:

- Council newsletters
- · Advertisements and notices
- Media release
- · Leaflets and brochures
- Mail outs to multiple addressees
- · Council's social media accounts
- Council's website



This section provides that the restriction on publication of a document does not include any document published before the election period and any document required to be published under the Act, such as rate notices, food premises registrations and parking fines, which may continue to be disseminated during the election period without limitation.

The Annual Report that is compiled during the election period will not contain any material that could be regarded as electioneering or that inappropriately promotes individual Councillors. Information about Councillors will be restricted to names, contact details, titles, membership of delegated committees and other bodies to which they have been appointed by the Council.

Council staff will check existing publications and online information before the election period commences and, where appropriate, temporarily withdraw any material that might reasonably influence the election.

Certification Process

Relevant Council publications must be certified by the CEO before they may be printed, published or distributed during the election period, whether by the Council or by anyone acting for the Council. This may require certification before the election period for some material to be issued in the election period.

The CEO must not certify a publication that contains electoral matter, unless that material is about the election process only.

The CEO's certification must be in writing and cannot be delegated to anyone.

Council Communications

Council communications are a legitimate way to promote Council activities and services. It is important that all Councillors have access to the Council's communication resources to enable them to fulfill their elected roles. However, they will not be developed or used in support of a candidate's election campaign. During the election period:

- A Council employee must not make any public statement that could be construed as influencing
 the election. Statements of clarification may be required from time to time and these are to be made
 in consultation with the Community Relations department.
- In the event that a spokesperson is required for any publication or communication, the Mayor or the Chief Executive Officer shall fulfill that role.
- No media advice or assistance will be provided to Councillors in relation to election campaign matters
- Councillors will not use their position as an elected representative or their access to Council staff and other Council resources to gain media attention specifically in support of an election campaign.
- Councillor profiles on the Council website will be limited to a photograph and contact details. All
 other communication from a Councillor via the Council website will be removed.

Council Resources

It is essential that due propriety is observed in the use of all Council resources. It is also important that all Councillors have access to the resources necessary to fulfill their elected roles. In order to ensure the proper use of Council resources during the election period the following will apply:

- Council resources, including offices, staff, hospitality, equipment, email, mobile phone and stationery will be used exclusively for normal Council business and will not be used in connection with election campaigning.
- Reimbursements of Councillors' out-of-pocket expenses in the election period will only apply to
 costs that have been incurred in the performance of normal Council duties, and not for expenses
 that could be perceived as supporting or being connected with a candidate's election campaign, in
 accordance with Councillors Entitlements, Expenses and Facilities Policy (SCS-001).
- Council logos, letterheads, or other Council branding should not be used for, or linked in any way
 to, a candidate's election campaign.



 Council staff will not be asked to undertake any tasks connected with a candidate's election campaign.

Information

Access to information held by Council will be made equally available and accessible to all candidates during the election period. Council recognises that all election candidates have the right to receive information from the Council administration, subject to the *Privacy and Data Protection Act 2014* which may prevent the disclosure of certain information. However, it is important that Councillors continue to receive the information that is necessary to fulfill their elected roles. Councillors shall not request or receive information or advice from Council staff to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the election period.

A process will be instigated whereby information requested by any candidate will be made available to all candidates in a timely manner, having regard to the reasonableness of the request. This will be achieved via a dedicated candidate information page on Council's website or a group email, as appropriate.

Requests for clarification relating to provision of information should be directed to the Governance and Risk Department who may refer the request to the Chief Executive Officer or appropriate senior management.

Functions, Public Consultation and Events

Public consultation and Council events will not take place during the election period unless the CEO can justify to the community the special circumstances making it necessary to conduct these activities and how risks related to influencing the election will be mitigated or prevented. Any event, public consultation or function that is held during the election period shall relate only to legitimate Council business and shall not be used, or be able to be construed to be used, in connection with any election activity.

All speeches prepared for use at events or functions shall be reviewed by the Manager Governance and Risk in conjunction with the Coordinator Communications and Community Engagement to ensure the content does not breach this Policy or the Act.

Where deemed appropriate Councillors may make speeches during events or functions however the speech must not have any political reference which may be construed as giving a sitting Councillor any advantage during the election period.

Travel and Accommodation

During the election period Councillors shall not undertake any interstate or overseas travel in their capacity as a Councillor. In circumstances where it is imperative that the Mayor (or nominee) represents Council on a delegation or forum, Council may by resolution approve such attendance. If consideration by Council is impractical, the Chief Executive Officer may determine the issue.

Advice to Candidates about the election process

All candidates for the Council election will be treated equally. Towards this outcome:

- Any advice to be provided to candidates as part of the conduct of the Council election should be provided equally to all candidates.
- All election related enquiries from candidates, whether sitting Councillors or not, will be directed to
 the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to
 the Chief Executive Officer (or appropriate senior management).

Monitoring the Policy

The Chief Executive Officer is responsible for determining the outcome of any issues that arise in relation to the implementation of this policy.

Document History

Version	Document History	Approved by – Date
1	Amended	Council Resolution – 23 July 2019
2	Incorporated into the Governance Rules	Council Resolution – 24 August 2020







Appendix

Schedule A - Public Question Time Form

Schedule B - Notice of Motion

Schedule C - Notice of Motion to Rescind or Amend

Schedule D – Procedural Motions Table



Schedule A





PUBLIC QUESTION TIME FORM

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

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

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

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

Questions received without notice (i.e. received after 10am on the day of the meeting) will be addressed in accordance with clause 17.3 of the Governance Rules.

Personal Information Date:

Surname: First Name:

Postal address:

Suburb: Post Code:
Phone: Mobile:

Email:

Suburb to be disclosed: Yes No

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

Questions

Date of Council meeting:

Subject:

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

Surf Coast Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the information Privacy Principles as each out in the Privacy and Data Protection Not 2014. The information will be used for the privacy purpose it was collected or any related purpose for which the individual would reasonably exceet Council to use or disclose the information. The information will not be disclosed to any other party unless Council is required to go so by law.

4.3 Local Government Act 2020 Implementation - Documents for Public Exhibition

Schedule B





This form lodges a notice of intention to move a Rules.	motion in accordance with clause 30 of the Governance
Note – Proposed motion and rationale not to ex	xceed 500 words
, Councillor	give notice of my intention to move the
	uncil to be held on//, namely:
(Insert wording of motion)	
Rationale	
Validiale	
(To be signed by Councillor lodging this notice	9
and one other Surf Coast Shire Councillor)	
COUNCILLOR	COUNCILLOR
Chief Executive Officer to complete	
This notice was received by me at	am/pm on

CHIEF EXECUTIVE OFFICER

4.3 Local Government Act 2020 Implementation - Documents for Public Exhibition

Schedule C





NOTICE OF MOTION TO RESCIND OR AMEND

I. Councillor		give notice of my intention to move a
the Ordinary Meeting of	Council to be held on /	/ that the resolution of Counci
passed on//		
(Wording of resolution pr	oposed to be amended/rescinded	0
be rescinded (OR amended (Please ti	ick one box)
and subject to that motion	n being carried, in its place, Cr	
proposes to move that Co	ouncil:	
(Wording of proposed mo	otion to replace/amend above)	
(To be signed by Council	llor lodging this notice and two oth	ner Surf Coast Shire Councillors)
·		
COUNCILLOR	COUNCILLOR	COUNCILLOR
		COUNCILLOR
		COUNCILLOR

CHIEF EXECUTIVE OFFICER

4.3 Local Government Act 2020 Implementation - Documents for Public Exhibition

Schedule D



Procedural Motions

Motion	When prohibited	If Carried	Debate
'That a report/document be tabled'		The item is tabled, can be considered as part of debate as will be included in the minutes of the meeting	No
'That the item listed at xx on the agenda be moved forward'	(a) At a Meeting to elect the Mayor; or (b) During any debate	Alters the order of business for the meeting	No
'That the motion be put'	During nominations for a Chair	Motion or amendment is put to the vote immediately without further debate, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion	No
'That the matter be laid on the table'	During the election of the Mayor/Deputy Mayor	Motion not further discussed or voted on until Council resolves to take the item from the table at the same meeting	No
'That the matter be taken from the table'	When no motion is on the table	Debate of the item resumes	No
'That the meeting be adjourned'		The meeting adjourns until a designated time for recommencement	No
'That Standing Orders be suspended to' (reason must be provided)		The rules of the meeting are temporarily suspended in accordance with clause 37 for the specific reason given in the motion	No
'That Standing Orders be resumed'	When Standing Orders have not been suspended	The temporary suspension of the rules of the meeting is removed	No
That, in accordance with section 66 of the Act, the meeting be closed to members of the public	During the election of the Mayor/Deputy Mayor	The meeting is closed to members of the public	Yes
'That the meeting be reopened to members of the public'		The Meeting is reopened to the public	No
That the Chair's ruling he dissented from Anytime where the Chair has not just made a ruling proceed accordingly. The C		The point of order decision made by the Chair is overturned and the meeting must proceed accordingly. The Chair should have the opportunity to speak to their ruling.	Yes
'That the debate on this matter be deferred until (insert meeting/date) to allow (purpose of deferral)''	(a) During the election of the Mayor/Deputy Mayor; (b) During the election of a Chair; or (c) When another Councillor is speaking	Consideration/debate on the motion and/or amendment is postponed to the stated date and the item is re-listed for consideration at the resolved future meeting, where a fresh motion may be put and debated	Yes

4.3 Local Government Act 2020 Implementation - Documents for Public Exhibition

APPENDIX 2 DRAFT LOCAL LAW NO. 2 - COMMON SEAL AND MISCELLANEOUS PENALTIES



Local Law No. 2 - Common Seal and Miscellaneous Penalties

(Adopted by Council (to be inserted) 2020)

Local Law No. 2 – Common Seal and Miscellaneous Penalties

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PART 1 - PRELIMINARY PROVISIONS

1 Title

1.1 This Local Law is titled Local Law No.2 of 2020 - Common Seal and Miscellaneous Penalties.

2 Purpose of Local Law

- 2.1 The purpose of this Local Law is to:
 - 2.1.1 Regulate and control the use of Council's Common Seal;
 - 2.1.2 Regulate the types of offences and penalties applicable at Council meetings; and
 - 2.1.3 Repeal Local Law No. 2 of 2019 Council Meeting Procedures & Common Seal.

3 Power for Making this Local Law

This Local Law:

- 3.1 Is made under Section 14 of the 2020 Act, and Part 5, in particular Section 111(1) of the 1989 Act; and
- 3.2 Was prepared following due consideration of the Charter of Human Rights and Responsibilities Act 2006

4 Revocation

4.1 Local Law No. 2 of 2019 – Council Meeting Procedures and Common Seal is revoked on the day this Local Law comes into operation, save that any notice or consent given or any business, matter or thing commenced, made or done under the repealed local law is not affected.

5 Sunset Provision

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

6 Commencement

6.1 This Local Law comes into operation on (date to be inserted) 2020.

7 Definitions

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

'1989 Act' means the Local Government Act 1989;

'2020 Act' means the Local Government Act 2020;

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

'clause' means a clause of this Local Law;

'Common Seal' means the Common Seal of Council;

'Council' means the Surf Coast Shire Council;

'Deputy Mayor' means the Councillor appointed to the role of Deputy Mayor to represent the Mayor and act in the Mayor's role in the event of the Mayor's absence, and elected in accordance with the Governance Rules;

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

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

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

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

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

PART 2 - COMMON SEAL

The purpose of this Part is to;

- regulate the use of the Common Seal, which is a device which formally and solemnly records the collective will of the Council; and
- prohibit the use of the Common Seal or any device resembling the Common Seal, as required by section 14 of the 2020 Act.

8 Common Seal

- 8.1 The Council must authorise the use of the Common Seal by resolution.
- 8.2 The Common Seal and words to be used accompanying it on any document to which it is affixed are as follows:

The COMMON SEAL of SURF COAST SHIRE COUNCIL was affixed in the presence of:))	[Affix common seal here
Chief Executive Officer		
Mayor/Deputy Mayor		

- 8.3 The Chief Executive Officer and, either the Mayor or Deputy Mayor, must sign every document to which the Common Seal is affixed.
- 8.4 The Common Seal may only be used to sign, seal, issue, revoke or cancel any notice, document, order or agreement pursuant to a decision of Council.
- 8.5 It is an offence for a person to use the Common Seal or any device or representation resembling the Common Seal without authority given by resolution of the Council.
- 8.6 In accordance with section 14(2)(b) of the 2020 Act, the Common Seal must be kept at the Council office.

PART 3 - OFFENCES AND PENALTIES

9 Offences

It is an offence at a meeting of the Council:

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

10 Infringement Penalties

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

This Local Law was made by resolution of	of the Surf Coast S	Shire Council on 2020.
The COMMON SEAL of SURF COAST SHIRE COUNCIL was affixed in the presence of:)))	[Affix common seal here]
Chief Executive Officer		

4.3 Local Government Act 2020 Implementation - Documents for Public Exhibition

APPENDIX 3 DRAFT PUBLIC TRANSPARENCY POLICY



COUNCIL POLICY

SCS 051 Transparency Policy

TRIM Reference: D20/069093 Due for Review: September 2022

Responsible Officer: Manager Governance & Risk

1.0 Purpose

This Policy supports Council in its ongoing drive for good governance and the importance of open and accountable conduct, and sets out how Council information is to be made publicly available. Council must adopt and maintain a public transparency policy under section 57 of the Local Government Act 2020 (the Act).

2.0 Policy Principles

This policy supports the Overarching Governance Principles and the supporting Transparency Principles listed in section 58 of the Act as follows:

- Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;
- · Council information must be publicly available unless
 - i. the information is confidential by virtue of this Act or any other Act; or
 - ii. public availability of the information would be contrary to the public interest;
- Council information must be understandable and accessible to members of the municipal community.
- · Public awareness of the availability of Council information must be facilitated.

3.0 Scope

This policy applies to Councillors and Council staff.

4.0 Definitions

Closed meetings	Where Council resolves to close the meeting to the general public
	in order to consider a confidential matter as defined in S.3 of the
	Act, for example issues of a legal, contractual or personal nature
	and other issues deemed not to be in the public interest.
Community	People of the municipality, including individuals or groups who live,
	work, play, study, visit, invest in or pass through the municipality.
Confidential information	As described at section 3(1) of the Local Government Act 2020 or
	any other Act.
Public interest	Council may refuse to release information if it determines that the
	harm likely to be created by releasing the information will exceed the
	public benefit in being transparent. When considering possible harm
	from releasing information, the Council will only concern itself with
	harm to the community or members of the community. Potential
	harm to the Council will only be a factor if it would also damage the
	community, such as where it involves a loss of public funds or
	prevents the council from performing its functions.
Transparency	A lack of hidden agendas or conditions and the availability of all
	information needed in order to collaborate, cooperate and make
	decisions effectively. "Transparency" is also human rights issue ie
	the right to have the opportunity, without discrimination, to
	participate in public affairs.



COUNCIL POLICY

5.0 Policy

This Policy formalises Council's support for transparency in decision-making processes and public awareness of the availability of Council information. Council is committed to promoting:

- · Greater clarity in Council's decision-making processes;
- · Increased confidence and trust in the community through greater understanding and awareness;
- · Enhanced decision making by the community;
- · Improve Council's performance;
- · Access to information that is current, easily accessible and disseminated in a timely manner;
- · Reassurance to the community that Council is spending public monies wisely.

5.1 What Council Will Be Transparent With

Decision Making at Council Meetings

- · Will be undertaken in accordance with the Act and the Governance Rules.
- Will be conducted in an open and transparent forum, unless in accordance with the provisions in the Act and Governance Rules.
- Will be informed through community engagement, in accordance with the Community Engagement Principles and the Community Engagement Policy.
- Will be made fairly and on the merits, and where any person whose rights will be directly affected by a decision of the Council, that person will be entitled to communicate their views and have their interests considered.

Council Information

This information includes but is not limited to:

Туре	Description	
Council Records	Agendas, minutes, live stream and video recordings of Council Meetings	
	Reporting from Committees to Council eg	
	Terms of Reference or Charters for Council committees	
Local Laws	Community Amenity Local Law	
	Meeting Procedure and Common Seal Local Law	
	Governance Rules	
Policies, Strategies, Reports	Council Plan, Annual Report, Strategies, Council Policies, Budget	
Organisation	Organisation chart	
Councillors	Councillor payment summaries	
	Councillor profiles	
Council Elections	Election Campaign Donation Returns	
	Candidate Information (during elections)	
Donations & Grants	Grant programs	
Planning	Development plans, reference and incorporated docs	
	Development contributions	
	Current planning applications	
Property	How rates are calculated	
	Current planning applications	



COUNCIL POLICY

Туре	Description
	Development contributions
Businesses	Council's Terms and Conditions
	Awarded Tenders
Council operations	Events information
	Waste management and recycling information
	Information relating to families, positive ageing, childcare and pets
	Tourism and local area – variety of information
	Parks and reserves - listing
Registers	Register of Building Occupancy Permits
	Register of Authorised Officers
	Register of Delegations
	Register of Personal Interests (Register of Interests until 24 October 2020)
	Register of Leases
	Register of Overseas or Interstate Travel
	Register of Gifts, Benefits and Hospitality (Crs and Staff)
Process/Other Information	Application processes for approvals, permits, grants, access to Council services
	Community engagement processes
	Complaints handling processes
	Practice notes
	Online payments and applications
	Employment with Council
	Lodging a request/complaint
	Economic and population profiles
	Information relating to access (maps and guides)

Members of the public are also able to connect with Council via the following media:

- Facebook
- Twitter
- Instagram
- LinkedIn
- YouTube

Information and access to some documents is available on the Council's website www.surfcoast.vic.gov.au.

Council publishes a range of reports handbooks and newsletters (eg *Groundswell*), for residents, businesses and visitors to Council. You can download them from the website or call Council for a copy. Some of these publications are available at council libraries.

5.2 Access to Information

- Information will be made available on the Council website, open data, at Council offices, or by request.
- Consideration will be given to accessibility and cultural requirements in accordance with the Charter of Human Rights and Responsibilities Act 2006.
- Consideration will be given to confidentiality in accordance with the Act and public interest test where
 appropriate.
- Council will respond to requests for information in alignment with the Act including the Public Transparency Principles, and this policy.



COUNCIL POLICY

If you are interested in viewing a document but have been unable to locate it on Council's website you can contact Council using one of the following methods:

- 1. Phoning Customer Service on 03 5261 0600.
- 2. Emailing info@surfcoast.vic.gov.au.
- 3. Via Council's website using the 'Lodge a Request', 'Make a Complaint' or Freedom of Information application online forms at https://www.surfcoast.vic.gov.au/About-us/Contact-Us
- The Freedom of Information Act 1982 gives you right of access to documents that Council holds.
 If you cannot find the document you require, call us before you make an FOI application as we may be able to make it available.
- Please note that Council's website is not available to view in other languages however a translation service is available only at customer service through TIS (Translating and Interpreting Service).

Council will respond to requests for information in alignment with the Act, the Public Transparency Principles, and this policy. Council officers will continue to explore opportunities to make further documents available on Council's website or on request.

5.3 Information not Available

Some Council information may not be made publicly available. This will only occur if the information is confidential information by virtue of the *Local Government Act 2020* or any other Act; or if its release would be contrary to the public interest.

"Confidential information" is defined in section 3 of the Local Government Act 2020. It includes the types of information listed in the following table.

Description	
Information that would prejudice the Council's position in commercial negotiations if prematurely released.	
Information that is likely to endanger the security of Council property or the safety of any person if released.	
Information that is likely to encourage speculation in land values if prematurely released.	
Information which would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person if released.	
Information to which legal professional privilege or client legal privilege applies.	
Information which would result in the unreasonable disclosure of information about any person or their personal affairs if released.	
Information provided by a business, commercial or financial undertaking that relates to trade secrets or that would unreasonably expose the business, commercial or financial undertaking to disadvantage if released.	
Records of a Council and delegated committee meetings that are closed to the public to consider confidential information	
Confidential information relating internal arbitration about an alleged breach of the councillor code of conduct.	
Confidential information relating to a Councillor Conduct Panel matte	
Information that was confidential information for the purposes of section 77 of the Local Government Act 1989	



COUNCIL POLICY

Council may decide, in the interests of transparency, to release information to the public even though it is confidential under the Act. However, this will not happen if release is contrary to law, in breach of contractual requirements or if releasing the information is likely to cause harm to any person or is not in the public interest to do so.

Public Interest Test

Information that might be withheld because it is contrary to the public interest may include:

- internal working documents that have not been approved or submitted to Council, especially where their release may mislead the public;
- directions to Council staff regarding negotiations in contractual or civil liability matters, where release
 may damage the Council's capacity to negotiate the best outcome for the community,
- correspondence with members of the community, where release may inappropriately expose a
 person's private dealings.

6.0 Roles and Responsibilities

Specific responsibilities include:

Roles and responsibilities		
Council and Councillors	Champion the commitment and principles of public transparency through leadership, modelling practice and decision-making.	
Executive Management Team	Champion behaviours that foster transparency and drive the principles through policy, process and leadership. Monitor implementation of this policy.	
Leadership Group	Manage areas of responsibility to ensure public transparency, good governance and community engagement is consistent with this policy.	
All Staff	Public transparency is the responsibility of all employees as appropriate to their role and function. All staff respond to requests for information and facilitate provision of	
	information in consultation with their manager and in alignment with the Policy.	
Manager Governance & Risk	To monitor implementation of this policy and conduct periodic reviews to drive continuous improvement.	

It is important to note the confidentiality/privacy requirements of the Local Government Act and Privacy/Health Records Acts, and obligations under Council's staff and Councillor codes of conduct, and to seek advice if unsure whether to release a document. Penalties may apply for unauthorised release of confidential information.

7.0 Human Rights Charter

This policy has been reviewed against and complies with section 13 of the Charter of Human Rights and Responsibilities Act 2006, as it aligns with and provides for the protection of an individual's right not to have their privacy unlawfully or arbitrarily interfered with. It is also in line with section 18 of that Act which recognises a person's right to participate in the conduct of public affairs.

8.0 Non-Compliance with this Policy

If a member of the community wishes to question a decision about the release of information, this should be raised directly with the officer handling the matter in the first instance. If you are not satisfied and



COUNCIL POLICY

would like to contest the decision Council's complaints process should be followed – refer https://www.surfcoast.vic.gov.au/About-us/Contact-Us/Make-a-complaint.

If you are still not satisfied with Council's response, your concern can be raised directly with the Victorian Ombudsman's office on (03) 9613 6222 or via their website www.ombudsman.vic.gov.au.

9.0 Other Ways to Access Information

The Freedom of Information Act 1982 gives you right of access to documents that Council hold. Council is committed to, where possible, proactive and informal release of information in accordance with the Freedom of Information Professional Standards issued by the Victorian Information Commissioner. Read more at www.ovic.vic.gov.au.

A list of available information is provided in the Part II Statement (Statement) published on Council's website in accordance the *Freedom of Information Act 1982*. This Statement requires government agencies and local councils to publish a number of statements designed to assist members of the public in accessing the information it holds.

If you can't find the information you require, call us directly so we may assist you.

Applications can be made by completing the form at https://www.surfcoast.vic.gov.au/About-us/Council/Policies-plans-strategies-and-reports/Freedom-of-Information and paying an application fee.

10.0 Monitoring, Evaluation and Review

A periodic review of this policy will be undertaken to ensure any changes required to strengthen or update the policy are made in a timely manner.

11.0 Related Procedures

- MPP 043 Freedom of Information Policy
- MPP 005 Privacy & Data Protection Policy
- Governance Rules
- Community Engagement Policy (tbd)

12.0 References

- Local Government Act 2020
- Freedom of Information Act 1982
- Privacy & Data Protection Act 2014
- Health Records Act 2001
- Charter of Human Rights and Responsibilities Act 2006
- Equal Opportunity Act 2010
- Local Government Act 2020 Public Transparency Principles Guidelines; DEWLP
- Local Government Victoria's Draft Public Transparency Policy

13.0 Document History

Version	Document History	Approved by – Date
1	Initial development	Council Resolution –

5. ENVIRONMENT & DEVELOPMENT

5.1 Loveridge Lookout, Harvey Street, Anglesea - Recommendation of Heritage Victoria for inclusion on the Victorian Heritage Register.

Author's Title: Principal Strategic Planner General Manager: Ransce Salan **Department:** Strategic Planning File No: F18/101-2 Division: **Environment & Development** Trim No: IC20/671 Appendix: Executive Director Recommendation (D20/90921) Officer Direct or Indirect Conflict of Interest: Status: In accordance with Local Government Act 1989 -Defined as confidential information in accordance Section 80C: with Local Government Act 2020, Section 3(1): 」 Yes Yes Reason: Nil Reason: Nil

Purpose

The purpose of this report is to consider the recommendation by Heritage Victoria to include Loveridge Lookout, Harvey Street, Anglesea in the Victorian Heritage Register and consider Council's potential submission to the Heritage Council of Victoria.

Summary

Council received notification on 18 May 2020 of a "Recommendation from the Executive Director of Heritage Victoria to the Heritage Council of Victoria" to nominate Loveridge Lookout, Anglesea to the Victorian Heritage Register (VHR). The Recommendation is attached in Appendix 1. The assessment of its significance considers it to be of State-level cultural significance. The lookout was a volunteer observation post during World War II.

The recommendation is being advertised for a period of 60 days and written submissions have been invited. These must be received by the Heritage Council of Victoria by 20 July 2020. It is considered that the recommendation is justified and appropriate. The inclusion of the Loveridge Lookout in the VHR will ensure appropriate protection of a significant heritage place within the Surf Coast Shire.

Recommendation

That Council:

- 1. Receives and notes the Recommendation of the Executive Director of Heritage Victoria in relation to Loveridge Lookout, Anglesea.
- 2. Makes a written submission of support to the Heritage Council of Victoria, indicating that Council has no objection to Loveridge Lookout being included in the Victorian Heritage Register.

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Tony Revell

That Council:

- 1. Receives and notes the Recommendation of the Executive Director of Heritage Victoria in relation to Loveridge Lookout, Anglesea.
- 2. Makes a written submission of support to the Heritage Council of Victoria, indicating that Council has no objection to Loveridge Lookout being included in the Victorian Heritage Register.

CARRIED 9:0

Report

Background

Heritage Victoria has undertaken an assessment of the cultural heritage significance of 'Loveridge Lookout', located between the Great Ocean Road and Harvey Street, Anglesea. Loveridge Lookout was constructed in 1938, and is an open-sided shelter constructed in reinforced concrete in the interwar Modern style. It is situated on an elevated site above the Great Ocean Road with sweeping views of the coastline. The lookout was a volunteer observation post during World War II.

As a result of the assessment, the Executive Director of Heritage Victoria has made a recommendation to the Heritage Council of Victoria that the Loveridge Lookout be included in the Victorian Heritage Register (VHR) as a Registered Place of State-level cultural heritage significance. The recommendation also includes the objects associated with the Volunteer Air Observers Corps (VAOC) to be included in the VHR which relates to four logbooks, a morse code instrument, a roster book and a VAOC badge. These are held within a display cabinet at the Anglesea and District Historical Society rooms.

The map below shows the location of the site and the recommended extent of the registration of the place which includes the land, the Loveridge Lookout (including the exterior and interior), access road, car park, and all fixtures attached to the structure at the time of registration (including built-in seating and two plaques).

Extent of Registration



The recommendation notes that the extent of land provides an appropriate curtilage to ensure the boundaries are uncomplicated and easily recognised. The land is Crown Land, owned by DELWP and managed by Surf Coast Shire Council.

A cultural heritage assessment was commissioned by Surf Coast Shire Council in June 2008 for the Loveridge Lookout which was undertaken by Dr David Rowe. This was undertaken as part of Stage 2B of the Surf Coast Shire Heritage Study. The Lookout was considered to be of Local significance, and a Heritage Overlay in the Surf Coast Planning Scheme was recommended.

On 25 February 2009 Council adopted the Stage 2B Heritage Study and resolved to implement the study through a planning scheme amendment. However, Council also resolved to exclude Loveridge Lookout pending further consultation with the Anglesea community on options to refurbish or replace the structure. The lookout is now considered to be in very good condition and was fully restored and repaired in 2010.

Council received notification of the proposed recommendation from Heritage Victoria on 18 May 2020. The recommendation was published in *The Age* newspaper and on the Heritage Council of Victoria's website on 22 May 2020 and will be advertised for a period of 60 days (until 20 July 2020).

Council, and other interested parties have until the above date to make a written submission to the Heritage Council of Victoria. A hearing can be requested in the submission. The Heritage Council must consider any submissions and must conduct a hearing if one is requested. The Heritage Council is an independent statutory body and will make their determination after considering the recommendation and any submissions.

Discussion

The Statement of Cultural Significance included in the recommendation considers Loveridge Lookout is of historical significance to the State of Victoria.

The statement provides details of 'why it is considered significant' including that it is one of two remaining Volunteer Air Observation Corps (VAOC) posts in Victoria established to support the defence of Australia during World War II, and it is the only one which survives with associated objects which explain its use and operation (including a complete set of logbooks recording aircraft movements, as well as a Morse code instrument). The cultural heritage significance is considered to lie in all of the registered building exterior and interior features that demonstrate the interwar Modern design and the objects integral to it.

The recommendation provides the Executive Director's assessment of the place against the tests set out in the *Victorian Heritage Register Criteria and Thresholds Guidelines* (2014). It is considered to satisfy the following criterion for inclusion in the VHR:

- Criterion A Important to the course, or pattern, of Victoria's cultural history.
- Criterion B Possession of uncommon, rare or endangered aspects of Victoria's cultural history.
- Criterion H Special association with the life or works of a person, or group of persons, of importance in Victoria's history.

It is considered that the recommendation is based on a thorough assessment of the heritage place which fully justifies its inclusion on the VHR. It is considered that inclusion on the VHR as a Registered Place will provide the appropriate level of protection, and recognise a significant heritage asset on the Anglesea Foreshore, and there are no negative issues identified. The report also recommends that the *Loveridge Lookout Anglesea Conservation Management Plan, June 2008*, prepared by Dr David Rowe, Authentic Heritage Services Pty Ltd is used to manage the place in a manner which respects its cultural heritage significance.

Any place included in the VHR requires a permit from Heritage Victoria to remove or demolish, damage or despoil, develop or alter or excavate, relocate or disturb the position of any part of a registered place or object. Some specific permit exemptions have been specified in the recommendation including minor repairs and maintenance, emergency works and cleaning. Council officers were consulted on the draft permit exemptions, which are considered satisfactory. Most relevant to council are exemptions such as maintenance of shared paths and drainage works.

Financial Implications

There will be no major budgetary impacts. A permit from Heritage Victoria will only be required for major alterations to the site. Maintenance and drainage/pathway works and the like are exempt from the requirement for a permit and therefore will not add cost to Council's operational management of the site.

Council Plan

Theme 1 Community Wellbeing

Objective 1.1 Support people to participate in and contribute to community life

Strategy 1.1.3 Work in partnership with the community to review, update and continue to implement the

heritage, arts and culture strategy

Policy/Legal Implications

Nil

Officer Direct or Indirect Interest

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

Risk Assessment

There are no identified risks associated with making a submission.

Social Considerations

Nil.

Community Engagement

The recommendation has been published and advertised by Heritage Victoria for a period of 60 days, commencing on 22 May 2020. The Anglesea and District Historical Society have received a copy of the recommendation.

Environmental Implications

The recommendation to include the Lookout in the VHR would support the protection of an identified heritage asset in the Surf Coast Shire.

Communication

Nil.

Options

Option 1 – Make a submission to Heritage Victoria expressing no objection to inclusion in the Victorian Heritage Register

This option is recommended by officers as it would support the recommendation by Heritage Victoria which will ensure appropriate protection of a significant heritage asset within the Surf Coast Shire.

Option 2 – Make a submission opposing the inclusion of Loveridge Lookout in the Victorian Heritage Register This option is not recommended by Officers as it would fail to support the recommendation made by Heritage Victoria which seeks to protect a significant heritage asset.

Council and the community will not be adversely affected by the registration of the site, and it could become a point of interest of greater significance for tourism after registration.

Option 3 – Do not make a submission

There is no disadvantage to not making a submission, however, it is recommended that Council does make a submission to the proposed registration of the lookout as the views of the local municipality assist the Heritage Council in forming a view, particularly in relation to the proposed permit exemptions.

Conclusion

The inclusion of the Loveridge Lookout on the Victorian Heritage Register is considered appropriate and justified to protect this significant heritage asset. It is recommended that Council support a written submission to the Heritage Council of Victoria, indicating that Surf Coast Shire Council has no objections to the recommendation made by the Executive Director of Heritage Victoria, but not requesting a hearing.

APPENDIX 1 EXECUTIVE DIRECTOR RECOMMENDATION

Recommendation of the Executive Director and assessment of cultural heritage significance under Part 3, Division 3 of the Heritage Act 2017



Name Loveridge Lookout and Volunteer Air Observers Corps (VAOC)

Location Place: Harvey Street, Anglesea, Surf Coast Shire

Objects: Anglesea and District Historical Society, History House

5a McMillan Street, Anglesea

Provisional VHR Number PROV H2403 Registered Place **Provisional VHR Categories**

Registered Objects Integral to a Registered Place

Hermes Number 206243 **Existing Heritage Overlay** No HO



Loveridge Lookout, April 2020



VAOC Observer's Logbook Post No. W.Q.1, February 1945

EXECUTIVE DIRECTOR RECOMMENDATION TO THE HERITAGE COUNCIL:

That the Loveridge Lookout and objects associated with the Volunteer Air Observers Corps (VAOC) be included as a Registered Place with Registered Objects Integral to a Registered Place in the Victorian Heritage Register under the Heritage Act 2017 [Section 37(1)(a)].

STEVEN AVERY **Executive Director**

Recommendation Date: 18 May 2020

Advertising Period: 22 May 2020 – 20 July 2020

This recommendation report has been issued by the Executive Director, Heritage Victoria under s.37 of the Heritage Act 2017.

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects

Hermes Number: 206243



Environment,

EXTENT OF NOMINATION

Date that the nomination was accepted by the Executive Director $29 \ \text{April}\ 2020$

Written extent of nomination

All of the land shown hatched in Diagram 2403 encompassing part of Crown Allotment 13C Parish of Angahook to the extent of the title boundaries north and west and the edge of the Great Ocean Road to the South and 15m from the midpoint of the access road to the east; and all of the objects integral to the place listed in the catalogue held by the Executive Director, being Four VAOC logbooks (1942, 1943, 1944, 1945); One VAOC roster book (1943); One Morse code instrument (c.1942) and One VAOC badge (c.1942-45).

Nomination extent diagram



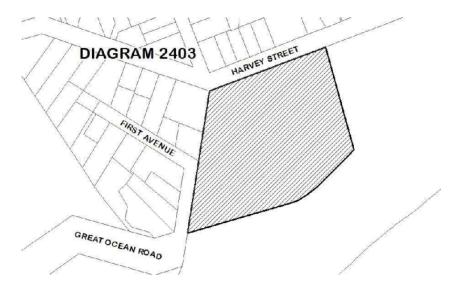
Is the extent of nomination the same as the recommended extent? Yes.

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects



RECOMMENDED REGISTRATION

All of the land shown hatched in Diagram 2403 encompassing part of Crown Allotment 13C Parish of Angahook to the extent of the title boundaries north and west and the edge of the Great Ocean Road to the South and 15m from the midpoint of the access road to the east; and all of the objects integral to the place listed in the catalogue held by the Executive Director, being four VAOC logbooks (1942, 1943, 1944, 1945); one VAOC roster book (1943); one Morse code instrument (c.1942) and one VAOC badge (c.1942-45).



The recommended extent of registration of the Loveridge Lookout in the Victorian Heritage Register affects the whole place shown on Diagram 2403 including the land, the Loveridge Lookout (including the exteriors and interiors), access road, carpark and all fixtures attached to the structure at the time of registration (including built-in seating and two plaques). It also affects all objects integral being four VAOC logbooks; one VAOC roster book; one Morse code instrument and one VAOC badge held at the Anglesea and District Historical Society.

RATIONALE FOR EXTENT

The Loveridge Lookout is situated on a large Crown Allotment and is the only heritage fabric within the Allotment. The extent provides an appropriate curtilage to ensure the boundaries are uncomplicated and easily recognised. For this reason, the extent coincides with the property boundaries on the west and north side, the Great Ocean Road reserve to the south and the alignment of the access drive to the east. The extent of the objects integral in the registration includes all their fabric.

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects



EVIDENCE OF CULTURAL HERITAGE VALUES AT THE PLACE

HOW ARE THE CULTURAL HERITAGE VALUES EXPRESSED AT THE PLACE?

The cultural heritage values are expressed at the place by the open-sided Loveridge Lookout structure located on an elevated setting with sweeping views of the coastline and out to sea, and by the objects integral that comprise the VAOC log and roster books, Morse code instrument and VAOC badge held by the Anglesea and District Historical Society.

AERIAL PHOTO OF THE PLACE SHOWING PROPOSED REGISTRATION



The Loveridge Lookout





BACKGROUND

WHAT IS AT THE PLACE?

The Loveridge Lookout, designed by Ballarat architect Herbert Leslie Coburn (1891-1956), and constructed in 1938, is an open-sided shelter constructed of reinforced concrete in the interwar Moderne style. It is situated on an elevated site above the Great Ocean Road with sweeping views of the coastline. Associated objects integral to understanding the significance of the place are four Volunteer Air Observers (VAOC) logbooks (1942, 1943, 1944, 1945), one roster book (1943), one Morse Code key instrument (c.1942) and one VAOC badge (c.1942-45) held by the Anglesea and District Historical Society.

WHAT IS THE HISTORY OF THE PLACE?

The Loveridge Lookout was built in 1937-38 by Mrs Bertha Loveridge as a memorial to her late husband, James Loveridge. In June 1942, after the entry of Japan into World War II and air attacks on Australia, the Lookout was adapted for use as an observation post by the Volunteer Air Observers Corps (VAOC) a civilian arm of the Royal Australian Air Force (RAAF) to monitor aircraft activity over the Australia coastline. By the end of the war the VAOC had 24,000 civilian volunteers, the majority of whom were women. The Loveridge Lookout was one of many observation posts rapidly established on existing prominent buildings, such as hotels, churches and fire spotting towers, which afforded wide views of vulnerable areas, becoming a defence network to which purpose-built towers were later added. At the Lookout, a group of 56 local residents kept the observation post open 24 hours a day and by 1945 had logged a total of 3000 aircraft movement reports. Given the need for round-the-clock surveillance in all weather conditions, a small flat-roofed room was built at the rear of the Lookout, and the entire area was encircled by a low barbed wire fence. These features were removed when the use by the VAOC ceased in 1945. The observer logbooks, a roster, a Morse code key instrument and a VAOC badge were retained and eventually became part of the collection of the Anglesea and District Historical Society.

WHO ARE THE TRADITIONAL OWNERS/REGISTERED ABORIGINAL PARTY(IES) FOR THIS PLACE?

This place is located on the traditional land of the Wathaurung people. The Registered Aboriginal Party under the *Aboriginal Heritage Act 2006* for this land is the Wathaurung Aboriginal Corporation.

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects



STATEMENT OF CULTURAL HERITAGE SIGNIFICANCE

WHAT IS SIGNIFICANT?

The Loveridge Lookout and objects integral to the place including four logbooks, one roster book, a Morse Code key instrument, and a VAOC badge.

HOW IS IT SIGNIFICANT?

Loveridge Lookout is of historical significance to the State of Victoria. It satisfies the following criterion for inclusion in the Victorian Heritage Register:

Criterion A

Importance to the course, or pattern, of Victoria's cultural history.

Criterion P

Possession of uncommon, rare or endangered aspects of Victoria's cultural history.

Criterion H

Special association with the life or works of a person, or group of persons, of importance in Victoria's history

WHY IS IT SIGNIFICANT?

The Loveridge Lookout is significant at the State level for the following reasons:

The Loveridge Lookout is historically significant as one of two remaining Volunteer Air Observers Corps (VAOC) posts in Victoria established to support the defence of Australia during World War II. The Lookout was continuously occupied by a group of VAOC civilian volunteers, most of whom were women, from its establishment in June 1942 to its decommissioning in September 1945. Its operation is recorded in a complete set of logbooks (1942-45), a roster (1943), the original Morse Code Key instrument used to relay messages, and a VAOC badge worn by one of the volunteers held by the Anglesea and District Historical Society. (Criterion A)

The Loveridge Lookout is rare as one of two known VAOC observation posts in Victoria and the only which survives with associated objects that explain its use and operation. This class of place is endangered to the point of rarity in Victoria due to the destruction or loss of the VAOC observation structures and their associated records following the end of World War II. (Criterion B)

The Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects together demonstrates how the VAOC made a strong contribution to the course of Victoria's history through the work of its volunteers, mainly women, in supporting the defence of the coastline and inland sites from enemy attack during World War II. (Criterion H)

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects



RECOMMENDATION REASONS

REASONS FOR RECOMMENDING INCLUSION IN THE VICTORIAN HERITAGE REGISTER [s.40]

Following is the Executive Director's assessment of the place against the tests set out in *The Victorian Heritage Register Criteria and Thresholds Guidelines (2014).*

CRITERION A

Importance to the course, or pattern, of Victoria's cultural history.

STEP 1: A TEST FOR SATISFYING CRITERION A

The place/object has a CLEAR ASSOCIATION with an event, phase, period, process, function, movement, custom or way of life in Victoria's cultural history.

Plus

The association of the place/object to the event, phase, etc *IS EVIDENT* in the physical fabric of the place/object and/or in documentary resources or oral history.

Plus

The EVENT, PHASE, etc is of HISTORICAL IMPORTANCE, having made a strong or influential contribution to Victoria.

Executive Director's Response

The Loveridge Lookout has a clear association with the role of the Volunteer Air Observers Corps (VAOC) in the defence of Australia during World War II. The threat of enemy invasion resulted in the need for constant surveillance of allied and enemy aircraft movement and saw the establishment of VAOC observation posts at regular intervals around the Australian coastline and at inland locations surrounding capital and major cities.

The association is evident in the physical fabric of the lookout, which is an open-sided structure on an elevated site with sweeping views along the coastline and out to sea, and the objects integral to the place, which include a complete set of log books recording the sightings made by local VAOC members from the inception in June 1942 until it was decommissioned in September 1945, as well as the original Morse Code Key instrument used to relay messages, and a VAOC badge worn by the volunteers.

Criterion A is likely to be satisfied.

STEP 2: STATE LEVEL SIGNIFICANCE TEST FOR CRITERION A

The place/object allows the clear association with the event, phase etc. of historical importance to be UNDERSTOOD BETTER THAN MOST OTHER PLACES OR OBJECTS IN VICTORIA WITH SUBSTANTIALLY THE SAME ASSOCIATION.

Executive Director's Response

The Loveridge Lookout allows the clear association with the VAOC to be understood better than other known examples, because it is the only known example to retain a complete set of logbooks recording aircraft sightings, as well as the Morse Code Key instrument and Badge. While the shelter constructed at the rear of the Lookout was removed, the form of the Lookout and its setting and views remain much as they were during the time when it was used as the observation post. The surviving objects allows the historical significance of Loveridge Lookout to be better understood than the only other surviving VAOC lookout at Lorne, for which objects do not survive.

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects Hermes Number: 206243



Criterion A is likely to be satisfied at the State level.

CRITERION B

Possession of uncommon, rare or endangered aspects of Victoria's cultural history.

STEP 1: A TEST FOR SATISFYING CRITERION B

The place/object has a clear ASSOCIATION with an event, phase, period, process, function, movement, custom or way of life of importance in Victoria's cultural history

Plus

The association of the place/object to the event, phase, etc IS EVIDENT in the physical fabric of the place/object and/or in documentary resources or oral history.

The place/object is RARE OR UNCOMMON, being one of a small number of places/objects remaining that demonstrates the important event, phase etc.

OR

The place/object is RARE OR UNCOMMON, containing unusual features of note that were not widely replicated

OR

The existence of the class of place/object that demonstrates the important event, phase etc is ENDANGERED to the point of rarity due to threats and pressures on such places/objects.

Executive Director's Response

The Loveridge Lookout has a clear association with the role of the Volunteer Air Observers Corps (VAOC) in the defence of Australia during World War II. The threat of enemy invasion from late 1941 resulted in the need for constant surveillance of allied and enemy aircraft movement and resulted in the establishment of VAOC observation posts at regular intervals around the Australian coastline and inland surrounding capital and major cities.

The association is evident in the physical fabric of the lookout, which is an open-sided structure on an elevated site with sweeping views along the coastline and out to sea, and the objects integral to the place, which include a complete set of log books recording the sightings made by local VAOC members from the inception in June 1942 until it was decommissioned in September 1945, as well as the original Morse Code Key instrument used to relay messages, and a VAOC badge worn by the volunteers.

The only other known extant physical structure associated with a VAOC air observation post is a rustic cabin at Lorne built in the 1930s, which was adapted to be part of an observation post. It is now part of the Queens Park Caravan Park. There are no known archival records, such as logbooks, associated with this place.

Only two other examples of VAOC logbooks have been identified through desktop research: one in the collection of the Trentham and District Historical Society and the other at the Dandenong/ Cranbourne RSL Sub-Branch. Neither observation post (Cranney's Hill and Camberwell) associated with these records survives.

Rarity of place and objects

The Loveridge Lookout is a rare surviving example of a built structure used as an VAOC observation post which has a complete set of logbooks recording aircraft movements, as well as a Morse code

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects



instrument and a VAOC badge. This class of place is endangered to the point of rarity in Victoria due to the destruction or loss of VAOC observation posts and their associated records following the end of World War II.

Criterion B is likely to be satisfied.

STEP 2: STATE LEVEL SIGNIFICANCE TEST FOR CRITERION B

The place/object is RARE, UNCOMMON OR ENDANGERED within Victoria.

Executive Director's Response

The Loveridge Lookout is a rare surviving example in Victoria of a VAOC observation post with associated objects that explain its use and operation. The only other known surviving example of a VAOC observation post at Lorne does not retain associated records, and other observation posts are remembered only by memorials such as at Tallangatta. Conversely the VAOC record books currently known to have survived are associated with observation posts that have been demolished. At this time, there are no other known examples of an extant VAOC observation post which survive with associated records.

Criterion B is likely to be satisfied at the State level.

CRITERION C

Potential to yield information that will contribute to an understanding of Victoria's cultural history.

STEP 1: A TEST FOR SATISFYING CRITERION C

The:

- visible physical fabric; &/or
- documentary evidence; &/or
 - oral history,

relating to the place/object indicates a likelihood that the place/object contains PHYSICAL EVIDENCE of historical interest that is NOT CURRENTLY VISIBLE OR UNDERSTOOD.

Plus

From what we know of the place/object, the physical evidence is likely to be of an INTEGRITY and/or CONDITION that it COULD YIELD INFORMATION through detailed investigation.

Executive Director's Response

The Loveridge Lookout is unlikely to contain physical evidence of historical interest (such as archaeological evidence) that is not currently visible or understood. During the war a small flat-roofed shelter at the rear of the Loveridge Lookout was built, as well a barbed wire fence to encircle the area. These features were removed in 1945. The small flat-roofed shelter was built on top of the concrete slab of the lookout, so no footings or foundations are likely to remain.

Criterion C is not likely to be satisfied.

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects



CRITERION D

Importance in demonstrating the principal characteristics of a class of cultural places and objects.

STEP 1: A TEST FOR SATISFYING CRITERION D

The place/object is one of a CLASS of places/objects that has a clear ASSOCIATION with an event, phase, period, process, function, movement, important person(s), custom or way of life in Victoria's history.

Plus

The EVENT, PHASE, etc is of HISTORICAL IMPORTANCE, having made a strong or influential contribution to Victoria.

Plus

The principal characteristics of the class are EVIDENT in the physical fabric of the place/object.

Executive Director's Response

The Loveridge Lookout is in the class of scenic lookouts. Since the nineteenth century, the building of lookouts has had an association with the expansion of coastal tourism across the state. Tourism has made a strong contribution to Victoria's history. The principal characteristics of the class (being site height, shelter and views) are evident in the physical fabric of the Loveridge Lookout. It is an opensided structure on an elevated site with sweeping views along the coastline. In this instance, the Loveridge Lookout was funded privately and built as a memorial structure, rather than being exclusively built for tourist purposes. Built in 1937-38, the Loveridge Lookout was constructed in the Moderne style. This style made a strong contribution to Victoria's history of architecture and design. The principal characteristics of the class are evident in the physical fabric of the place, being long horizontal lines, rounded edges, a 'floating' flat roof, lack of ornamentation and a streamlined look.

The Loveridge Lookout is also in the class of VAOC lookouts. This is better addressed under Criteria B (Rarity) because of the lack of surviving examples and comparative examples.

Criterion D is likely to be satisfied.

STEP 2: STATE LEVEL SIGNIFICANCE TEST CRITERION D

The place/object is a NOTABLE EXAMPLE of the class in Victoria (refer to Reference Tool D).

Executive Director's Response

The Loveridge Lookout is in the class of scenic lookouts. It is typical of the class, being an open-sided roofed structure with integrated seating providing panoramic views in all directions. The Loveridge Lookout (1937-38) is the first known scenic lookout to use the Moderne design in Victoria. But there is no evidence that its design was influential or pivotal, either in the evolution of scenic lookouts or the Moderne design in Victoria. It is an attractive structure in a pleasant natural setting, but it does not demonstrate characteristics that elevate it to the point where it could be considered a fine example of Moderne design or architecture within the State when compared with other examples of public architecture in this style.

Criterion D is not likely to be satisfied at the State level.

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects



CRITERION F

Importance in exhibiting particular aesthetic characteristics.

STEP 1: A TEST FOR SATISFYING CRITERION E

The PHYSICAL FABRIC of the place/object clearly exhibits particular aesthetic characteristics.

Executive Director's Response

The Loveridge Lookout and objects integral clearly exhibit particular aesthetic characteristics. The juxtaposition of simple curved and rectilinear forms in the Lookout, together with the widely projecting 'floating' slab roof, represent the progressive image of interwar Moderne design and it is recognised and appreciated as a local landmark within Anglesea. The objects integral have aesthetic characteristics that reflect their use.

Criterion E is likely to be satisfied.

STEP 2: STATE LEVEL SIGNIFICANCE TEST FOR CRITERION E

The aesthetic characteristics are APPRECIATED OR VALUED by the wider community or an appropriately-related discipline as evidenced, for example, by:

- critical recognition of the aesthetic characteristics of the place/object within a relevant art, design, architectural or related discipline as an outstanding example within Victoria; or
- wide public acknowledgement of exceptional merit in Victoria in medium such as songs, poetry, literature, painting, sculpture, publications, print media etc.

Executive Director's Response

There is some evidence that the Loveridge Lookout receives popular appreciation by the wider community as a tourism destination along the Great Ocean Road. But this place has not received critical recognition or widespread acclaim of its aesthetic qualities within Victoria, nor have the associated objects.

Criterion E is not likely to be satisfied at the State level.

CRITERION F

Importance in demonstrating a high degree of creative or technical achievement at a particular period.

STEP 1: A TEST FOR SATISFYING CRITERION F

The place/object contains PHYSICAL EVIDENCE that clearly demonstrates creative or technical ACHIEVEMENT for the time in which it was created.

Plus

The physical evidence demonstrates a HIGH DEGREE OF INTEGRITY.

Executive Director's Response

Reinforced concrete technology was introduced to Australia in the late nineteenth century and by the early twentieth century was being used in the construction of bridges, aqueducts and buildings. Early examples of structures using reinforced concrete technology include the Morell Bridge of 1899 (VHR H1440) and the Fyansford Bridge constructed in the same year (VHR H1108), and the Ovoid Sewer Aqueduct over the Barwon River of 1913-15 (VHR H895). The use of reinforced concrete for the

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construction of the Loveridge Lookout in 1938 does not demonstrate creative or technical achievement for the time it was created.

Criterion F is not likely to be satisfied.

CRITERION G

Strong or special association with a particular present-day community or cultural group for social, cultural or spiritual reasons.

STEP 1: A BASIC TEST FOR SATISFYING CRITERION G

Evidence exists of a community or cultural group.

(A community or cultural group is a group of people who share a common interest, including an experience, purpose, belief system, culture, ethnicity or values.)

Plus

Evidence exists of a strong attachment between the COMMUNITY OR CULTURAL GROUP and the place/object in the present-day context.

Plus

Evidence exists of a time depth to that attachment.

Executive Director's Response

The Loveridge Lookout is recognised and valued by the local community as an important long-standing tourist attraction, and as for its associations with the locally important Loveridge family.

Criterion G is likely to be satisfied.

STEP 2: STATE LEVEL SIGNIFICANCE TEST CRITERION G

Evidence exists that the social value resonates at a State Level, that is across the 'broader Victorian community'.

('Resonance' means the extent to which the social value of a place/object can be demonstrated to exert an influence. The social value must resonate beyond a particular local, social or cultural community into the 'broader Victorian community').

Plus

Evidence exists that the social value is part of an event or story that contributes to 'Victoria's identity.

Executive Director's Response

There is no evidence that the social value of the Loveridge Lookout resonates beyond the local community into the broader Victorian community.

Criterion G is not likely to be satisfied at the State Level.

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects



CRITERION H

Special association with the life or works of a person, or group of persons, of importance in Victoria's history.

STEP 1: A TEST FOR SATISFYING CRITERION H

The place/object has a DIRECT ASSOCIATION with a person or group of persons who have made a strong or influential CONTRIBUTION to the course of Victoria's history.

Plus

The ASSOCIATION of the place/object to the person(s) IS EVIDENT in the physical fabric of the place/object and/or in documentary resources and/or oral history.

Plus

The ASSOCIATION:

- directly relates to ACHIEVEMENTS of the person(s) at, or relating to, the place/object; or
- relates to an enduring and/or close INTERACTION between the person(s) and the place/object.

Executive Director's Response

The Loveridge Lookout is directly associated with the VAOC and was one of hundreds of similar observation posts established across Victoria. The VAOC made a strong contribution to the course of Victoria's history through the work of its volunteers, mainly women, in supporting the defence of the coastline and inland sites from enemy attack. The association of the Loveridge Lookout and objects integral is evident in the physical fabric of the place and objects and in documentary resources and oral history. This association directly relates to the achievements of the VAOC at the place and also through interaction with the objects.

Criterion H is likely to be satisfied.

The place/object allows the clear association with the person or group of persons to be READILY APPRECIATED BETTER THAN MOST OTHER PLACES OR OBJECTS IN VICTORIA.

The Loveridge Lookout is a rare surviving example of a built structure used as an VAOC observation post which retains objects integral (a complete set of logbooks recording aircraft movements, as well as a Morse code instrument and a VAOC badge). Accordingly, the place and its associated objects allows the clear association with the VAOC to be readily appreciated better than most other places or objects in Victoria.

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INTRODUCTION TO PERMIT EXEMPTIONS

Preamble

The purpose of the Permit Policy is to assist when considering or making decisions regarding works to a registered place. It is recommended that any proposed works be discussed with an officer of Heritage Victoria prior to making a permit application. Discussing proposed works will assist in answering questions the owner may have and aid any decisions regarding works to the place.

The extent of registration of Loveridge Lookout in the Victorian Heritage Register affects the whole place shown on Diagram 2403 including the land, all buildings (exteriors and interiors). Under the Heritage Act 2017 a person must not remove or demolish, damage or despoil, develop or alter or excavate, relocate or disturb the position of any part of a registered place or object without approval. It is acknowledged, however, that alterations and other works may be required to keep places and objects in good repair and adapt them for use into the future.

If a person wishes to undertake works or activities in relation to a registered place or registered object, they must apply to the Executive Director, Heritage Victoria for a permit. The purpose of a permit is to enable appropriate change to a place and to effectively manage adverse impacts on the cultural heritage significance of a place as a consequence of change. If an owner is uncertain whether a heritage permit is required, it is recommended that Heritage Victoria be contacted.

Permits are required for anything which alters the place or object, unless a **permit exemption** is granted. Permit exemptions usually cover routine maintenance and upkeep issues faced by owners as well as minor works or works to the elements of the place or object that are not significant. They may include appropriate works that are specified in a conservation management plan. Permit exemptions can be granted at the time of registration (under s.38 of the Heritage Act) or after registration (under s.92 of the Heritage Act). It should be noted that the addition of new buildings to the registered place, as well as alterations to the interior and exterior of existing buildings requires a permit, unless a specific permit exemption is granted.

Conservation management plans

It is recommended that the Loveridge Lookout Anglesea Conservation Management Plan, June 2008, prepared by Dr. David Rowe, Authentic Heritage Services Pty Ltd is used to manage the place in a manner which respects its cultural heritage significance.

Aboriginal cultural heritage

If works are proposed which have the potential to disturb or have an impact on Aboriginal cultural heritage it is necessary to contact Aboriginal Victoria to ascertain any requirements under the *Aboriginal Heritage Act 2006*. If any Aboriginal cultural heritage is discovered or exposed at any time it is necessary to immediately contact Aboriginal Victoria to ascertain requirements under the *Aboriginal Heritage Act 2006*.

Other approvals

Please be aware that approval from other authorities (such as local government) may be required to undertake works.

Archaeology

Any works that may affect historical archaeological features, deposits or artefacts at the place is likely to require a permit, permit exemption or consent. Advice should be sought from the Archaeology Team at Heritage Victoria.

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Cultural heritage significance

Overview of significance

The cultural heritage significance of Loveridge Lookout lies in all of the registered building exterior and interior features that demonstrate the interwar Moderne design and the objects integral held in the collection of the Anglesea & District Historical Society.

EXECUTIVE DIRECTOR RECOMMENDATIONS FOR EXEMPTED WORKS OR ACTIVITIES (PERMIT EXEMPTIONS)

It should be noted that Permit Exemptions can be granted at the time of registration (under s.38 of the Heritage Act). Permit Exemptions can also be applied for and granted after registration (under s.92 of the Heritage Act).

Under s.38 of the *Heritage Act 2017* the Executive Director may include in his recommendation categories of works or activities which may be carried out in relation to the place or object without the need for a permit under Part 5 of the Act. The Executive Director must not make a recommendation for any categories of works or activities if he considers that the works or activities may harm the cultural heritage significance of the place or object. The following permit exemptions are not considered to cause harm to the cultural heritage significance of the Loveridge Lookout.

General Condition 1

All exempted alterations are to be planned and carried out in a manner which prevents damage to the fabric of the registered place or object.

General Condition 2

Should it become apparent during further inspection or the carrying out of works that original or previously hidden or inaccessible details of the place or object are revealed which relate to the significance of the place or object, then the exemption covering such works shall cease and Heritage Victoria shall be notified as soon as possible.

General Condition 3

All works should ideally be informed by Conservation Management Plans prepared for the place. The Executive Director is not bound by any Conservation Management Plan, and permits still must be obtained for works suggested in any Conservation Management Plan.

General Condition 4

Nothing in this determination prevents the Heritage Council from amending or rescinding all or any of the permit exemptions.

General Condition 5

Nothing in this determination exempts owners or their agents from the responsibility to seek relevant planning or building permits from the relevant responsible authority, where applicable.

Specific Permit Exemptions

General

Minor repairs and maintenance which replaces like with like. Repairs and maintenance must
maximise protection and retention of fabric and include the conservation of existing details or
elements. Any repairs and maintenance must not exacerbate the decay of fabric due to chemical

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- incompatibility of new materials, obscure fabric or limit access to such fabric for future
- Works or activities, including emergency stabilisation, necessary to secure safety in an emergency
 where a structure or part of a structure has been irreparably damaged or destabilised and poses
 a safety risk to its users or the public. Note: The Executive Director, Heritage Victoria, must be
 notified within seven days of the commencement of these works or activities.
- Cleaning including the removal of surface deposits by the use of low-pressure water (to maximum
 of 300 psi at the surface being cleaned) and neutral detergents and mild brushing and scrubbing
 with plastic not wire brushes.
- Temporary infrastructure, including wayfinding/directional signage, lighting, public address systems, furniture and the like in support of events and performances which are not attached to the Loveridge Lookout.
- Removal and replacement of information, interpretive, directional and advertising signage within existing signage cases.
- Restoration or repair of the Inverlochy shipwreck memorial.

Public events

- The installation and/or erection of temporary elements associated with short term events after which time they must be removed and any affected areas of the place made good to match the condition of the place prior to installation. This includes:
 - Temporary marquees, tents, stages, and the like which are located no closer than three metres from the Lookout.
 - Temporary security fencing, scaffolding, hoardings or surveillance systems to prevent unauthorised access or secure public safety.
 - Temporary structures, vendor and toilet vans which are located on existing hardstand and paved/asphalted areas and pathways or on turf areas with a protective surface (board or track mats).
 - Temporary infrastructure, including wayfinding/directional signage, lighting, public address systems, furniture and the like in support of events and performances which are not attached to the Loveridge Lookout

Landscape/ outdoor areas

Hard landscaping and services

- Repair, resurfacing and maintenance of existing carparks, paving, footpaths or shared paths and access roads.
- Subsurface works to existing watering and drainage systems.
- Maintenance, repair and replacement of existing above surface services such as plumbing, electrical cabling, surveillance systems, pipes or fire services which does not involve changes in location or scale.
- Removal or replacement of external directional signage provided the size, location and material
 remains the same.
- Installation of physical barriers or traps to enable vegetation protection and management of small vermin such as rats, mice and possums.

Gardening, trees and plants

- Management and maintenance of vegetation including pruning, removal of deadwood and pest and disease control.
- Emergency tree works to maintain public safety.

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- Removal of noxious weeds.
- Fire suppression and firefighting duties such as fuel reduction burns and fire control line construction, provided all heritage features and values of the place are identified and protected.

Objects Integral to the Registered Place held at the Anglesea and District Historical Society

- The temporary relocation or movement of the Registered Objects Integral within the building where they are currently located.
- Temporary external movement, relocation or loan of the Registered Objects Integral to Australian
 or Victorian government cultural institutions which have materials conservation departments
 where the activity is undertaken or supervised by qualified conservators, and performed in
 accordance with the accepted standards, policies and procedures of the borrowing organisation
 concerned. The Executive Director must be notified of all such activities and the before and after
 loan reports prepared by the materials conservation department of the government cultural
 institution must be forwarded to the Executive Director.

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects



RELEVANT INFORMATION

Local Government Authority Surf Coast Shire

Heritage Overlay No Heritage Overlay Controls NA

Other Overlays Bushfire Management Overlay

Victorian Aboriginal Heritage No

Register

Other Listings No
Other Names NA

HISTORY

Defence of Australia during World War II

The entry of Japan into the war in December 1941 brought about a sense of urgency for the need to upgrade Australia's defence capabilities. Fears of an invasion of the Australian coastline intensified and the attacks by Japan on Darwin in February 1942 and Sydney and Newcastle in late May and early June of that year exposed Australia's vulnerability. The Federal Government appointed the Royal Australian Air Force (RAAF) as responsible for developing an effective early warning system against attack and the concept of what would become the Volunteer Air Observers Corps (VAOC) was devised by the RAAF Directorate of Intelligence during the latter months of 1941. The VAOC was based on the Royal Observers Corps, an organisation of British men and women whose work in spotting and reporting enemy aircraft movements is officially acknowledged to have played an important role in the Battle of Britain. The VAOC was intended to have a similar purpose to support the RAAF by sighting and observing aircraft over Australia. On 22 December 1941 the Air Board issued the directive to RAAF Southern Area Headquarters to establish the VAOC. The first observation post at Bairnsdale became operational just three days later and formal War Cabinet approval followed on 31 December 1941. The VAOC operated, in effect, as a civilian arm of the RAAF.

Civil Defence

To assist the war effort, many people who were working in reserved occupations or precluded from military service (through age or some other reason) accepted the opportunity to involve themselves in civil defence activities. All civil defence work was voluntary, but it was mostly organised along formal and hierarchical lines and involved a level of interaction with the armed services. At the beginning of the war, civil defence activities were managed by State governments, but this led to an ad-hoc approach and so in June 1941 as the war escalated the Federal Government established the Department of Home Security to co-ordinate civil defence on a national scale. The numbers of volunteers increased markedly following the Japanese attacks on Australia in 1942. The VAOC was one of three main civil defence organisations. The others were the Air Raid Precautions (ARP) groups and the Volunteer Defence Corps (VDC).

Volunteer Air Observers Corps

Following the formation of the VAOC, observation posts were swiftly established across Australia. Geographically, VAOC posts covered a 150-mile band inland, ranging from Port Douglas, Queensland to Port Lincoln, South Australia, and from Albany to Northampton, Western Australia. Tasmania was covered by observation posts around industrial centres. Observation posts were staffed on a 24-hour basis by volunteers and were supported by reporting posts (often a station homestead or farmhouse) which reported on an intermittent basis. The network of observation posts each reported to their own Zone Control Post, which in turn relayed the information to a central State Control room in each capital

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city. Each State Control room reported directly to RAAF Air Defence HQ in Brisbane. In Victoria, there were eight control zones based at Melbourne, Bairnsdale, Geelong, Warrnambool, Shepparton, Bendigo and Ballarat, with another at Launceston in Tasmania. The State Control room was located at Preston Town Hall and the VAOC was organised under Commanding Officer Flight Lieutenant C.W. Hyland, who was based at the National Herbarium at the Botanic Gardens.

At its peak in 1944 there were about 25,000 VAOC volunteers (although some sources put the figure as high as 34,000) spread across 2,656 posts and 39 control zones, which reported an average of 120,000 aircraft sightings each month. It is estimated that the VAOC during its time of operation saved at least 78 aircraft, aided another 710 substantially and gave assistance to a further 1,098. As the threat of invasion eased the need for the VAOC lessened and it was progressively disbanded from January 1945. Following VP Day in August 1945 the role of the VAOC effectively ended and the VAOC was formally disbanded on 17 May 1946.

VAOC training and the role of women

Most VAOC observers were women and some of them made the transition to the Women's Auxiliary Australian Air Force (WAAAF), which played an important role in coordinating and responding to the messages posted by VAOC posts. WAAAF members, stationed at the central control rooms in the capital cities plotted the courses of aircraft movements, as reports were received from the posts that observed them. In March 1943 Section Officer Honor Darling of the WAAAF was appointed to visit country VAOC posts to advise of the latest developments within the organisation such as aircraft recognition, and to act as liaison between the VAOC and the RAAF Directorate of Public Relations on VAOC publicity matters. She is credited with encouraging many women to become VAOC volunteers. VAOC observers were provided with basic training in aircraft identification and silhouette sheets showing types of friendly and enemy aircraft operating in the South Pacific area (in 1943 these were reproduced in a series of articles prepared by the Department of Air published in newspapers).

VAOC observation posts

At first, observation posts were established on existing buildings (examples include hotel buildings or church towers) or structures such as fire spotting towers, or natural features, usually in prominent or elevated positions such as hilltops or coastal promontories that afforded wide views of the surrounding area. As no funds were provided to the VAOC purpose-built facilities could only be provided if the volunteers raised the money themselves. Typically, these were modest structures that included small cabins placed on the ground or elevated on simple timber or metal frames. Examples of the latter type of lookouts include those erected at Benalla and Melton (both in 1943), and Lakes Entrance (1944). After the VAOC was disbanded these temporary structures were usually removed.

Loveridge Lookout – civilian origins

Designed by Ballarat architect, Ballarat architect, Herbert Leslie Coburn (1891-1956), the Loveridge Lookout was constructed in 1937-38 for Mrs Bertha Loveridge in memory of her late husband, James. It was situated on coastal land near the family property, known as 'Anglecrest'. Mrs Loveridge died at Ballarat in 1941. Although not constructed as one of the original viewing points along the Great Ocean Road, its construction in 1938 came as traffic was increasing following the removal of tolls and its location on an elevated site with one of the best coastline views saw it become one of the most popular scenic lookouts along the route. Coburn designed a number of residences, civic and other buildings, as well as remodelling facades, in Western Victoria from the 1910s to the 1940s, predominantly in a Moderne style.

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Loveridge Lookout - VAOC use

The elevated location of the Lookout with sweeping views of the coastline in both directions and out to sea made it an ideal location for the VAOC observation post, which was established here in June 1942. Between 1942 and 1945, a group of 56 local residents, all members of the VAOC kept the observation post open 24 hours a day, recording aircraft movements in a series of logbooks and relaying the information to the Zone Control at Geelong. The Loveridge Lookout was known as post number W.Q.1, and there were nearby observation posts at Torquay and Lorne.

The first recorded observatory watch was on 22 June 1942. Anglesea's first Chief Observer was Mr. William McDougall and he was succeeded in October 1942 by Miss Joyce Graham. By 1945 VAOC volunteers at Loveridge Lookout had logged a total of 3000 aircraft movement reports. The log entries reveal the increasing skill of the observers: in the beginning they are often referred to simply as 'aircraft', while later entries specifically identify the aircraft type (Anson, Oxford, Kittyhawks etc.). The last VAOC watch at Loveridge Lookout was on 25 September 1945. Given the need for constant surveillance, a small flat-roofed shelter for the observers was built at the rear of the Loveridge Lookout on top of the existing concrete slab of the lookout. A low barbed wire fence encircled the lookout area. The shelter and fence were removed when the use by the VAOC ceased. The observer logbooks and the Morse Code key instrument were retained and eventually came part of the collection of the Anglesea & District Historical Society (ADHS).

Postwar Great Ocean Road tourism

Following the war, the Loveridge Lookout became a popular tourist destination on the Great Ocean Road, and in 1997 the wartime use by the VAOC was commemorated by the installation of a plaque on the Lookout by the ADHS. In 1983 'Anglecrest' was destroyed in the Ash Wednesday bushfires. After falling into disrepair, in 2008 Surf Coast Shire commissioned Dr. David Rowe to prepare a Conservation Management Plan for Loveridge Lookout. This guided the restoration and repair works to the Lookout, which were completed in 2010.

CONSTRUCTION DETAILS

Architect name: H.L. Coburn
Architectural style name: Interwar Moderne

Builder name 1937-38: Possibly J.C. Taylor and Sons, Geelong.

Builder name 1942: A small enclosed shelter room was added to the rear of the Lookout in

1942 by local builder, Les Hedley. It was removed after the war.

Construction started date: 1938 Construction ended date: 1938

VICTORIAN HISTORICAL THEMES

07 Governing Victorians

7.4 Defending Victoria and Australia

PHYSICAL DESCRIPTION

The Loveridge Lookout is situated on an elevated, sloping, triangular coastal reserve bound by the Great Ocean Road, Harvey Street and First Avenue. Most of the reserve comprises open coastal scrub land. A bitumen driveway off Harvey Street provides access to a larger bitumen carpark on the north west side of the lookout structure. The Lookout is a modestly scaled open-sided structure constructed of reinforced concrete in the interwar Moderne style. Set on a raised, rounded concrete base, it has a rectangular frame of square columns (with curved projecting brackets) and longitudinal cantilevered beams that support a flat, narrow, oblong slab roof with rounded corners that widely projects beyond

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the columns. The roof is parapeted, with a drainage outlet at the northern end. A solid painted brick partition wall along the centre of the shelter separates it into two spaces and provides a backrest for the fixed, slatted timber bench seats. These bench seats terminate into painted brick walls that form the backrests to similar seats at the ends. These seats feature solid ends with curved tops.

A series of four curved concrete steps forms the perimeter to the concrete lookout base on the east side. The northern and southern curved ends of the base have solid, curved scrolled balustrades. On the east-facing beam of the lookout is a fixed plaque that reads "Erected By Mrs J.E. Loveridge 1938". On the west-facing beam is a plaque that reads: "Remembering the 56 Volunteer Aircraft Observers Who Manned This Post Up To 24 Hours A Day From 1942 To 1945. Erected in 1997 by the Anglesea and District Historical Society Inc."

Objects integral

The objects integral comprise:

- Four logbooks (1942, 1943, 1944, 1945). This is a complete set of logbooks recording all aircraft sightings.
- 2) One roster book (1943)
- 3) One Morse code instrument (c.1942)
- 4) One VAOC badge (c.1942-45)

For details and images see the schedule in Attachment 1.

Landscape

There are no designed plantings at the Lookout. The surrounding elements – driveway, carpark, visitor and interpretive signage all date from the late twentieth or early twenty-first century and are not significant. The *Inverlochy* memorial commemorates the shipwreck of a commercial steel sailing barque in 1902.

Archaeology

There is no identified archaeology of State level significance at this place.

INTEGRITY/INTACTNESS

<u>Intactness</u> – The intactness of the place is good. The Lookout has been restored to its original 1938 appearance. The structure built to provide shelter to VAOC volunteers, and the low barbed wire fence was removed after the war. The intactness of the objects integral is good. (1 May 2020).

Integrity – The integrity of the place is very good. The cultural heritage values of the place can be easily read in the extant fabric, as the Lookout remains highly intact to its 1938 construction and the surrounding landscape appears to have changed little since the end of World War II. The intactness of the objects integral is very good. (1 May 2020).

CONDITION

The place is in very good condition. The Lookout building was fully restored and repaired in 2010 and has been well-maintained since. The only evidence of damage is some cracking to the concrete floor, which is due to settlement and does not appear to be evidence of structural problems. The objects integral are securely held within a glass display case at the Anglesea & District Historical Society rooms. Volunteers advised that the books are kept in low light and logbooks on display are regularly rotated to avoid prolonged exposure. The condition of the objects is generally good, considering their age. (1 May 2020).

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COMPARISONS

Scenic lookout shelters

The Loveridge Lookout is an example of a scenic lookout shelter. Such structures in the VHR or in local heritage overlays usually take one of two forms: 1) a tower with a lookout at the top; or 2) open-sided shelters with integrated seating on the ground. The Loveridge Lookout is an example of the latter. These shelters are a common building type constructed in scenic locations since the Victorian period with only the architectural style changing.



One of two beach shelters along Beaconsfield Parade at Middle Park c.1914. (Not included in the VHR)

The Loveridge Lookout is the first known scenic lookout to use the Moderne design in Victoria. But there is no evidence that its design was influential or pivotal, either in the evolution of scenic lookouts or on Moderne design in Victoria. It is an attractive structure, but it does not demonstrate characteristics that elevate it to a fine example of Moderne design within the State when compared with other examples of public architecture in this style. In fact, it is a relatively conservative design for the late 1930s. A far more progressive design is the modernist lookout constructed in 1938 in Aberdeen Street, Newtown (Queens Park, Geelong) (HO1222). Designed by Buchan Laird and Buchan this mini-tower lookout type features a floating cantilevered staircase and a circular viewing platform with a circular hood above mounted on a central column.



Lookout tower, Queen's Park, City of Greater Geelong HO1222 (Photo: State Library of Victoria)

Places associated with WWII

The VHR contains many places associated with World War II. Most relate to military forces being the army, navy and air force, although excluding places still located on Commonwealth land. There are

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects Hermes Number: 206243



also a handful of aid raid shelters and internment camps for POWs and enemy aliens. No places have been registered on the grounds of their association with the VAOC. This reflects a broader absence in the VHR of places associated with mobilisation of civilians on the home front.

VAOC Places in the VHR

During this assessment it has come to light that some places already included in the VHR have histories that do or may intersect with the VAOC, but this has not been noted as part of the registration documentation. The VAOC was organised under Commanding Officer Flight Lieutenant C.W. Hyland, who was based at the National Herbarium which forms part of the Royal Botanic Gardens registration (VHR H1459). The Wilsons Promontory Lighthouse (VHR H1842) contains archaeological remnants of World War II radar station, while the registration for the Cape Otway Light Station (VHR H1222) refers to 'ruinous remains of some Second World War military buildings'. These may have been associated with the broader role of coastal surveillance and communications to the RAAF, but the VAOC is not mentioned.

VAOC observation posts known to survive

Lorne

The only other known extant physical structure associated with a VAOC air observation post is a rustic cabin at Lorne built in the 1930s, which was adapted to be part of an observation post. It is now part of the Queens Park Caravan Park. There are no known archival records, such as logbooks, associated with this place.



Others

There is no surviving evidence of the VAOC Lookout Towers that were adapted/constructed at:

- Berwick
- Colac
- Camberwell
- Cranney's Hill
- Deans Marsh
- Frankston
- Korumburra
- Torquay
- Benalla

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects



- Melton
- Mordialloc
- Lakes Entrance
- Tallangatta

Many lookouts are known to have been removed some are remembered only by memorials, such as at Tallangatta. The Australian War Museum online collections includes photographs of several VAOC observation posts from 1942-1945, but many are unidentified and focus more on the volunteers and their work looking at the skies with binoculars. It is notable that the only two extant VAOC observation posts in Victoria (the Loveridge Lookout and the cabin at Lorne) are structures that were built prior to the war and adapted for wartime use. It appears that purpose-built lookouts may have been removed once no longer needed.

VAOC logbooks

Two examples have been found as a result of desktop research. One in the collection of the Trentham and District Historical Society and the other at the Dandenong/Cranbourne RSL Sub-Branch. Neither observation post (Cranney's Hill and Camberwell) associated with these records survives.

SUMMARY OF COMPARISONS

The Loveridge Lookout is unusual because it was built as a private memorial on public land and adopted the Moderne style which was not a typical style for scenic lookouts. Its design possibly reflects an interest in modern/functionalist architecture that was seen in seaside towns and suburbs (such as St Kilda) during the 1930s. An important lookout along the Great Ocean Road for locals and tourists alike, it took on a new significance from 1942 as Australia faced attack.

The VAOC played a vital role in the defence of Australia during World War II. But its story is not widely known, nor well represented in remaining fabric in the state. While hundreds of VAOC observation posts were established throughout Victoria surviving examples are now rare and this is reflected in the very small number of places currently included in the Register or in local heritage overlays, that have a clear association with the VAOC, or where this association is identified as part of the history.

The Loveridge Lookout meets the threshold for State significance because of the historical importance of the lookout, and the objects integral, which include a very rare (perhaps the only) set of original complete logbooks listing all the aircraft sightings, as well as the Morse Code Key instrument. This enables the important role of the VAOC to be clearly understood and appreciated at the Loveridge Lookout better than other known sites in Victoria.

KEY REFERENCES USED TO PREPARE ASSESSMENT

Loveridge Lookout Anglesea, Conservation Management Plan, June 2008, prepared by Dr. David Rowe: Authentic Heritage Services Pty Ltd.

'Sky watch: the VAOC – Volunteer Air Observers Corps – 1941/56' by David Wilson in *Defence Force Journal*, no.64, May/June 1987, p.30-32.

World War II sites and events in East Gippsland, March 1994, prepared for the Historic Places Section, Department of Conservation and Natural Resources, Allom Lovell & Associates.

War-related heritage in Victoria, August 2011, prepared by Dr. David Rowe for the Veterans Unit, Department of Planning and Community Development.

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects



ADDITIONAL IMAGES



2020, East elevation of the Lookout.



2020, Plaques attached to the memorial (at left) the 1997 plaque by the ADHS commemorating the use as a VAOC observation post, and at right commemorating the date of erection by Mrs Loveridge.





2020, View looking east towards Point Addis.



2020, View looking west.



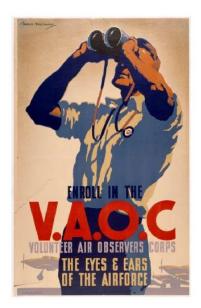




Historic images of the Loveridge Lookout during World War II. Note the small enclosed shelter room attached to the building in 1942 which was later removed.

Source: Australian War Memorial collection





 $1942\text{-}1945, \textit{Poster: Enroll in the V.A.O.C. Volunteer Air Observers Corps: the eyes \& ears of the Air Observer Corps: the eyes \& ears of the Air Observer Corps: the eyes \& ears of the Air Observer Corps: the eyes & ears of the Earl Observer Corps: the eyes & ears of the Earl Observer Corps: the eyes & ears of the Earl Observer Corps: the eyes & ears of the Earl Observer Corps: the eyes & ears of the Earl Observer Corps: the eyes & ears of the Earl Observer Corps: the eyes & ears of the Earl Observer Corps: the eyes & ears of the Earl Observer Corps: the eyes & ears of the Earl Observer Corps: the eyes & ears of the Earl Observer Corps: the eyes & ears of the Earl Observer Corps: the eyes & earl Observ$ Force

This image shows a young male volunteer when in fact most volunteers were women and older men not able to enlist in the armed forces. Source: State Library of Victoria



n.d., c.1943, This image shows at right Miss Joyce Graham, Chief Observer Source: Anglesea & District Historical Society

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects





c.1943, A Volunteer Air Observers Corps (VAOC) observation post situated on the roof of a country butter factory in Bairnsdale, Gippsland Source: AWM Collection



c.1943, The Frankston VAOC Observation Post. This appears to be purpose built, although may be an existing adapted structure (c.1943)

Source: AWM Collection

Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects



ATTACHMENT 1 - OBJECTS INTEGRAL TO THE PLACE

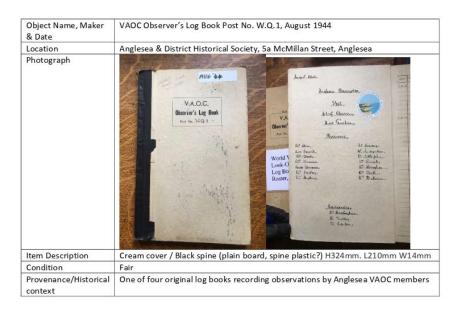
SUMMARY

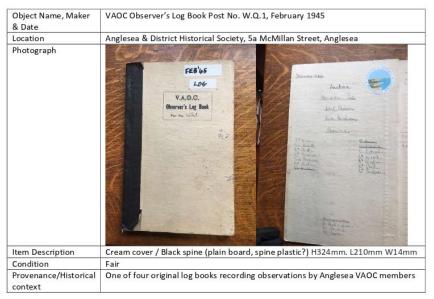
- 5) Four logbooks (1942, 1943, 1944, 1945)
- 6) One roster book (1943)
- 7) One Morse code instrument (c.1942)
- 8) One VAOC badge (c.1942-45)

Object Name, Maker	VAOC Anglesea Observation Post Log, June 1942 (World War II Look-Out Log Book	
& Date	June 1942)	
Location	Anglesea & District Historical Society, 5a McMillan Street, Anglesea	
Photograph	World War II Loss-Out Log Book Jane, 1942	
Item Description	Blue cover / red spine (cloth) H324mm. L210mm W14mm	
Condition	Fair	
Provenance/Historical context	One of four original log books recording observations by Anglesea VAOC members	

Object Name, Maker & Date	VAOC Anglesea Observation Post Log, March 1943 (World War II Look-Out Log Book March 1943)	
Location	Anglesea & District Historical Society, 5a McMillan Street, Anglesea	
Photograph	World War II Look-Out Log Book March, 1943	
Item Description	Green cover / red spine (cloth and leather?) H324mm. L210mm W14mm	
Condition	Fair	
Provenance/Historical context	One of four original log books recording observations by Anglesea VAOC members	



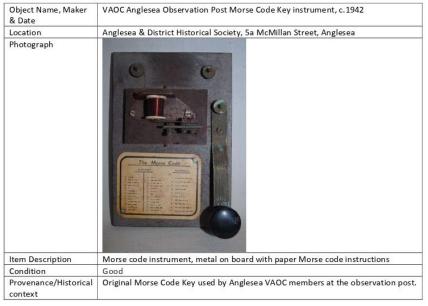




Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects







Name: Loveridge Lookout and Volunteer Air Observers Corps (VAOC) Objects



Object Name, Maker & Date	VAOC Observer Badge, Stokes & Sons, Melbourne c.1943-1945	
Location	Anglesea & District Historical Society, 5a McMillan Street, Anglesea	
Photograph	A OUNTEEP SOUND SO	
Item Description	Brass/enamelled metal with blue, white and red enamel concentric circles and gilt inset lettering and eagle motif. Reverse: Enscribed: 'This badge is the property of the Department of Air / 27582 / Stokes'. Single pin.	
Condition	Good	
Provenance/Historical context	Badge given to VAOC members to identify their status (Observer, Chief Observer or Commandant)	



Surf Coast Shire Council Minutes - Council Meeting

5.2 COVID-19 Recovery Assistance Program

Author's Title: Manager Economic Development & General Manager: Chris Pike

Tourism

Department:Economic Development & TourismFile No:F20/236Division:Environment & DevelopmentTrim No:IC20/751

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):

Reason: Nil Reason: Nil

Purpose

The purpose of this report is to open the COVID-19 Recovery Assistance program, commence acceptance of submissions from eligible business and community groups from 25 June for funding in the 2020-2021 financial year and endorse an initial allocation to business sector led and delivered initiatives in July 2020.

Summary

Council has established significant financial capacity to aid business and community recovery from the pandemic. It has adopted COVID-19 Recovery Assistance Guidelines to support initiatives in two focus areas;

- 1. Business Support Initiatives. These can be Council-led and delivered or Business Sector / Trader Organisation-led and delivered initiatives.
- 2. Community Support Initiatives. These can be Council-led and delivered or Community-led and delivered initiatives.

This report recommends establishing the COVID-19 Recovery Assistance Grants Program and the immediate acceptance of applications. Council will consider the first round of applications at the August 2020 Council Meeting. A Rapid Response Grants category within the program is designed to provide smaller, more flexible funding opportunities.

In addition, significant consultation with community and business via the Economic Support Team and Community Support Team has revealed an immediate need to assist five trader groups with funding to execute local recovery initiatives. Funding is also proposed for Great Ocean Road Regional Tourism for the purpose of undertaking targeted local and regional initiatives to support businesses.

All initiatives propose the \$1 million COVID-19 Support Allocation as the source of funds.

Recommendation

That Council:

- 1. Establishes the COVID-19 Recovery Assistance Grants Program for community and business initiatives in accordance with the Surf Coast COVID-19 Recovery Assistance Guidelines adopted on 26 May 2020.
- 2. Notes the funding source for the COVID-19 Recovery Assistance Grants Program is the COVID-19 Support Allocation established in the Budget 2020-21.
- 3. Accepts applications for the COVID-19 Recovery Assistance Grants Program from 25 June 2020 until such time that Council determines the program shall no longer continue.
- 4. Receives reports at future Council Meetings to consider COVID-19 Recovery Assistance Grant applications.
- 5. Receives a status and impact report on the COVID-19 Recovery Assistance Grants Program at the January 2021 Council Meeting.
- 6. Notes that officers will administer the COVID-19 Recovery Assistance Grants Program by:
 - 6.1 Promoting it widely throughout the shire
 - 6.2 Providing information and advice to prospective applicants to enable high quality applications to

be submitted for Council's consideration

- 6.3 Setting application submission deadlines approximately one month in advance of Council meetings to enable sufficient time for applications to be assessed and for recommendations to be developed
- 6.4 Assessing applications in accordance with the Surf Coast COVID-19 Recovery Assistance Guidelines
- 6.5 Developing recommendations on applications for Council's consideration.
- 7. Establishes a Rapid Response Grants category with a total pool of \$50,000 within the COVID-19 Recovery Assistance Grants Program to cater for small initiatives of up to \$5,000 per application.
- 8. Notes that officers will award Rapid Response Grants from 1 July 2020 in accordance with the Surf Coast COVID-19 Recovery Assistance Guidelines and report these allocations at subsequent Council Meetings until the program is ceased or the pool is exhausted.
- 9. Agrees to distribute \$100,000 of the COVID-19 Support Allocation among five shire trader groups to undertake local economic recovery initiatives determined by these groups, as follows:
 - 9.1 Torquay Commerce and Tourism \$23,000,
 - 9.2 Business and Tourism Anglesea \$19,000,
 - 9.3 Lorne Business and Tourism Association \$29,000,
 - 9.4 Growing Winchelsea \$17,000, and
 - 9.5 Aireys Inlet Tourism & Traders \$12,000.
- 10. Notes the General Manager Environment and Development or their delegate will establish funding agreements with the nominated trader groups and report on their activities to Council.
- 11. Agrees to provide \$75,000 from the COVID-19 Support Allocation to Great Ocean Road Regional Tourism Limited for the purpose of undertaking a staged, year-long, tactical marketing campaign in 2020-21 to promote the Surf Coast and its township destinations as part of a broader Great Ocean Road region campaign.
- 12. Notes the General Manager Environment and Development will establish a funding agreement with Great Ocean Road Regional Tourism Limited to govern this contribution and report on its use to Council.

Council Resolution

MOVED Cr Martin Duke, Seconded Cr Brian McKiterick

That Council:

- Establishes the COVID-19 Recovery Assistance Grants Program for community and business initiatives in accordance with the Surf Coast COVID-19 Recovery Assistance Guidelines adopted on 26 May 2020.
- 2. Notes the funding source for the COVID-19 Recovery Assistance Grants Program is the COVID-19 Support Allocation established in the Budget 2020-21.
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- 12. Notes the General Manager Environment and Development will establish a funding agreement with Great Ocean Road Regional Tourism Limited to govern this contribution and report on its use to Council.

CARRIED 9:0

Report

Officer Direct or Indirect Interest

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

Background

Council's Budget 2020-21 COVID-19 support initiatives totalling \$1.768m. This includes a \$1 million COVID-19 Support Allocation which provides Council with financial capacity to respond to the needs of businesses and the community.

In considering the Surf Coast COVID-19 Recovery Assistance guidelines at its Ordinary meeting on 26 May 2020, Council resolved to:

- Affirm that the proposed \$1 million allocation will include provision for community-led initiatives through 2020 and 2021;
- Adopt the Surf Coast COVID-19 Recovery Assistance Guidelines; and
- Consider initiatives and funding proposals in accordance with the Guidelines at future Council meetings;

The adopted guidelines identify the COVID-19 Recovery Assistance program can support initiatives in two focus areas:



The guidelines include:

- Guiding principles
- Assessment criteria business support and community support
- Eligibility guide for organisations seeking funding
- Monitoring and evaluation approach

Discussion

Section 7 of the adopted Guidelines identifies that Council will open funding rounds seeking to attract proposals for assistance and support from within the business and wider Surf Coast Shire communities.

The Guidelines do not prescribe the dates and number of funding rounds. This allows flexibility for Council to respond to the needs of the community as the pandemic and recovery evolves.

The guidelines also state that from time-to-time Council may receive proposals from organisations outside of organised funding rounds. These proposals will be considered in accordance with the Guidelines.

COVID-19 Recovery Assistance Grants Program

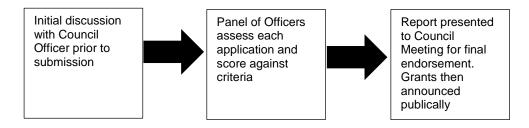
This report recommends establishing a grants program and inviting applications on a rolling basis from 25 June 2020. These will be considered at future Council Meetings in the 2020-2021 financial year.

Council would consider the first round of applications at the 23 August 2020 Council Meeting with reports considered on 15 September and then following the Council Elections in late 2020.

Submission deadlines will be established to allow time for officers to assess applications and form recommendations for Council. Indicative deadlines are included below:

- Proposals will need to be received by 4pm Monday 20 July 2020 to be considered at the 23 August Council Meeting.
- Proposals will need to be submitted by 4pm Monday 10 August 2020 to be considered at the 15 September Council Meeting.

The assessment process for proposals is summarised below:



The assessment panel will comprise of members of staff with relevant experience in each category from the Economic Support Team and the Community Support Team. Proposals will be evaluated against the key criteria in each category.

A report will then come to the next available Council Meeting for consideration.

The adopted COVID-19 Recovery Assistance guidelines recognise and support community and business sector led recovery. Research demonstrates this is the best way to help people recover from emergencies.

Opening Council's grant funds immediately provides opportunities for community and business sector ideas to be supported to help lead this recovery.

Research also shows that the number one social recovery factor from emergencies is social capital measured by people's connection to organisations in their community. The COVID-19 Recovery Assistance Grants will support the community to strengthen and maintain these social connections helping to deliver adequacy, speed and completeness to social recovery in Surf Coast Shire.

Rapid Response Grants

It is proposed a pool of \$50,000 be set aside for Rapid Response Grants to enable a quick response to small scale projects identified by businesses and the community.

The maximum funding amount under this category is \$5,000. There would be no minimum amount. As with the normal grant process officers would work with applicants and assess projects against the criteria in the Guidelines. Officers will award the grants to ensure quicker disbursement of funds.

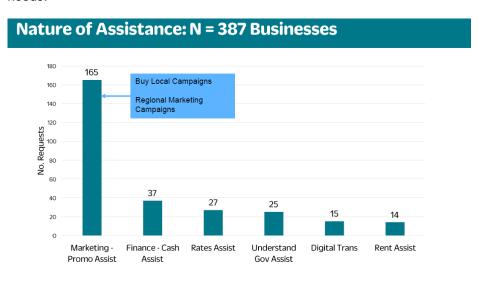
All applications and allocations assessed under this category would be noted in each subsequent monthly Council report.

Immediate use of COVID-19 Support Allocation

As part of identifying the impacts of COVID-19 on the Surf Coast community, Council's Economic Support Team has undertaken significant consultation with the business community. This has included the following:

- Over 400 conversations with individual business seeking assistance;
- Feedback from over 380 business surveys;
- Group conversations with industry sectors;
- Regular discussions with regional organisations such as Great Ocean Road Regional Tourism;
- Regular discussions with Surf Coast Shire Trader Groups.

These discussions have assisted in identifying the key immediate needs of the business community. The table below summarises the top six responses received from Surf Coast business surveys as to their current needs.



Assistance with marketing and promotion to increase awareness at both a local, regional and State level has been identified as the predominant immediate request from the business community with a requirement to implement action as soon as possible in the new financial year. This has been confirmed by Trader Groups as well as consultations undertaken by the Community Support Team.

To ensure timely delivery of the identified immediate need, this report recommends a non-competitive allocation to be delivered to the Trader Groups in July to enact targeted projects to support local businesses by Trader Groups. Projects include (but not limited to) targeted awareness and promotional campaigns and assistance for businesses as identified via the survey results and Trader Group conversations.

The recommendation proposes a total of \$100,000 for this purpose to be directly provided to the five Trader Groups in Surf Coast Shire (Torquay Commerce & Tourism, Anglesea Business & Tourism, Aireys Inlet Tourism & Traders, Lorne Business & Tourism and Growing Winchelsea).

Funded amounts to trader groups are proposed to be in line with a percentage representation business membership levels of the \$100,000 as at June 2019 and immediate project requirements. Similar ratios for Trader Groups have been utilised in the past to provide funds. The funding delivered to each Trader Group is proposed to be as follows:

Aireys Inlet \$12,000

Anglesea \$19,000

Lorne \$29,000

• Torquay \$23,000

Winchelsea \$17,000

Total: \$100,000

Discussions with each Trader Groups have been held and this approach has been supported.

Projects delivered by Trader Groups will vary in nature due to the differences in local economies and the way in which COVID-19 has impacted individual areas.

Projects undertaken by Trader Groups to support businesses will align with the business sector criteria, have clear deliverables and measured outcomes. Council officers will work with Trader Groups to formalise the projects. Agreements will be entered into with each Trader Group to confirm the project, its benefits against the guidelines and the measurable outcomes along with delivery timelines.

Trader groups will be eligible for further funding of projects via a competitive process.

The recommendation proposes Surf Coast Council spend \$75,000 with Great Ocean Road Regional Tourism Limited (the Regional Tourism Board) to deliver tactical marketing initiatives to promote the Surf Coast and its township destinations as part of an integrated regional approach to visitor economy recovery.

Using Tourism Research Australia data it is estimated that due to travel restrictions being in place between March and May visitation to Surf Coast Shire reduced by 744,000. This reduction in visitation is estimated to have resulted in a reduction of \$125 million in visitor expenditure. There is a critical need to restore visitor expenditure as soon as possible.

The recovery program will be staged, taking into consideration market sentiment, market responsiveness and changes in pandemic restrictions. The program will deliver Surf Coast specific campaigns to leverage off regional campaigns being developed by Great Ocean Road Regional Tourism (GORRT) and facilitate buy in to cooperative marketing GORRT are undertaking in partnership with Visit Victoria. It is envisaged competition for the Melbourne market as a population centre will be extremely high and visitation in the domestic market is skewed to school holidays and weekends. Therefore, there is a need to market Surf Coast Shire as a visitor destination to drive visitation beyond these times.

Campaign deliverables will be developed for each campaign and Surf Coast Council officers will retain the decision making power on which deliverables will be implemented and their timing. Deliverables could include:-

- Digital advertising
- Content partnerships
- Media advertising etc.

The phased approach seeks to recognise that recovery will be a marathon not a sprint and needs to be agile and responsive to what happens in the marketplace.

Importantly, the investment made towards marketing will focus on campaigns targeting Surf Coast Shire destinations.

At this stage phases being considered include:-

- Initial visitation post July holidays Leveraging GORRT's Great Ocean Road Sleepover campaign. The campaign has a focus on attracting visiting friends and relatives to travel post school holidays. (August Nov). This campaign will seek industry & community support to invite friends & relatives to reconnect and explore the region we live in. The campaign will include direct mail, print & digital executions and content partnerships. The program is also seeking to develop product offerings to generate off peak visitation.
- Pre-Summer campaign This campaign will be a retail focussed call to action if forward bookings for Surf Coast destinations are below usual levels (late Oct – Nov).
- Autumn/ Winter call to action This campaign will be designed to build autumn/winter visitation, a
 period that holds a typically lower level of visitation. (April May 2021).

The direct provision of funding to the Regional Tourism Board delivers several significant benefits including:

- Leveraging existing GORRT funding towards targeted greater Melbourne and State wide campaigns.
- Adding value to existing campaigns such as the Great Ocean Road Sleepover campaign.
- Ensuring promotional activities are coordinated and free of duplication.
- Accessing GORRT's and Visit Victoria's significant database and supporting businesses accessing the free digital package.
- Ensuring campaigns utilise a strong brand of the Great Ocean Road and target Surf Coast destinations

Trader Groups and event organisers support the approach to deliver a marketing campaign via GORRT to reduce time, and duplication and achieve the outcome of increased length of stay and expenditure.

The importance of not waiting until end August or mid-September was viewed as essential in assisting businesses recover.

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

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' DEWLP 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.'

Environmental/Sustainability Implications

There are no adverse environmental implications in considering this report. Council's environmental policies will be adhered to in the delivery of the Surf Coast COVID-19 Support Allocation.

Business support initiatives 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

The Surf Coast COVID-19 Recovery Assistance Guidelines have been 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.

In addition, discussions focussed on understanding the immediate needs of business sectors to assist in the recovery process have also taken place. As outlined in the body of the report these discussions, along with more regional conversations with Great Ocean Road Regional Tourism have identified the need to undertake both localised and State wide marketing campaigns in the immediate future.

Consultations via the Community Support Team and Economic Support Team will continue to take place in the coming months.

Public Transparency

Submissions to the Surf Coast COVID-19 Recovery Assistance program will be assessed by officers each month. Recommendations via a report will then come to Council for determination. Each funding recipient will be required to acquit their project and identify the measurable benefits it produced.

Strategies/Plans

Significant consultation was undertaken with Trader Associations, businesses, industry sectors, community groups and associations in the development of the guidelines. The consultation was undertaken by Council's Community Support Team and Economic Support Team.

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. Regular reports to Council will recommend allocations, track expenditure, activities and outcomes.

Service Performance

The COVID-19 Support Allocation guidelines contain mechanism to ensure measurable outcomes for each submission are identified. The guidelines also identify key business support assessment criteria and community support assessment criteria to guide applicants and ensure submitted projects remain focussed on COVID-19 recovery.

Projects will also be reported on in order to keep track of benefits achieved as a result of the COVID-19 Support Allocation.

Risk Assessment

It is expected the program will be highly competitive and as such there is a risk of dissatisfaction with unsuccessful projects.

The Guidelines mitigate risks associated with a large funding allocation such as the \$1 million COVID-19 Support Allocation by providing a funding framework, principles, objectives and assessment criteria. The guidelines outline the assessment process which provides clarity and includes officer assessment providing advice to the Council to enable well considered funding decisions.

The Guidelines identify that applicants must speak to an officer prior to commencing their application to minimise the chance of dissatisfaction of not receiving funds.

Officers will assess and score submissions and bring funding recommendations via a report to Council.

Communication

The release of the COVID-19 Support Allocation Guidelines and application process will be advertised and communicated via Councils social media channels to create awareness.

Direct communication to Traders Groups, businesses and the place based Community Support groups that Council has established will also take place to advise on the process for making a submission.

An information session will also be held in July to provide advice on how to apply for funding.

The Trader Groups and Great Ocean Road Regional Tourism will be notified in writing, with Agreements to be signed prior to the release of funding. Community groups that Council regularly deals with will also be contacted directly.

Options

Option 1 – Open the COVID-19 Recovery Assistance grants program on 25 June 2020 and start accepting proposals for eligible community and business projects to be funded in the 2020-21 financial year. In addition, allocate \$100,000 to Trader Groups as outlined above and \$75,000 to Great Ocean Road Regional Tourism for the purpose of undertaking targeted local and regional initiatives to support businesses.

This option **is recommended** by officers as the guidelines for the program have been adopted by Council and the funding support to Trader Groups and GORT has been identified as an immediate recovery priority as a result of significant consultation.

Option 2 – Open the COVID-19 Recovery Assistance grants program on 25 June 2020 and start accepting proposals for eligible community and business projects to be funded in the 2020-21 financial year. However, do not allocate \$100,000 to Trader Groups as outlined above and \$75,000 to Great Ocean Road Regional Tourism for the purpose of undertaking targeted local and regional initiatives to support businesses.

This option is **not recommended** by officers as significant consultation and surveying undertaken by the Community Support and Economic Support Teams has identified an immediate need to support business with local campaign through Trader Groups and regional campaigns through Great Ocean Road Regional Tourism to assist in the recovery of significantly impacted sectors.

Option 3 – Do not open the COVID-19 Recovery Assistance Grants and do not allocate \$100,000 to Trader Groups as outlined above and do not allocate \$75,000 to Great Ocean Road Regional Tourism.

This option is **not recommended** by officers as the program guidelines have been adopted by Council at its 26 May 2020 meeting. If Council was not to open the COVID-19 Recovery Assistance Grants, it would not provide social or economic recovery support and allow for community and business and sector led initiatives. The recommended funding should go ahead as it is to meet an immediate need which is understood via significant consultation with businesses and trader groups and will assist in the recovery of significantly impacted sectors.

Conclusion

Council has created financial capacity to assist with business and community recovery. This report recommends a range of COVID-19 Recovery Assistance actions.

Surf Coast Shire Council Minutes - Council Meeting

5.3 Growing Suburbs Fund Applications

Author's Title: Manager Economic Development & General Manager: Ransce Salan

Tourism

Department:Economic Development & TourismFile No:F16/1453Division:Environment & DevelopmentTrim No:IC20/781

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):

Reason: Nil Reason: Nil

Purpose

The purpose of this report is to authorise the submission of a \$350,000 Torquay Wayfinding Project application under the Victorian Government's Growing Suburbs Fund program and seek allocation of \$50,000 from the Adopted Strategy Reserve for the purpose of designing additional Torquay Town Centre projects to a shovel ready state in accordance with the Urban Design Framework.

Summary

The Victorian Government recently announced a new \$25 million six-month extension to the Growing Suburbs Fund (GSF) enabling Peri-urban councils such as Surf Coast Shire to access the Fund. The funding ratio for projects is on a 1:1 basis, with Councils able to submit more than one application. The maximum amount a council can apply for is \$2.5million in total. The Fund is highly competitive and matched funding must be in addition to what is already contained in the 2020-21 capital works budget.

The Guidelines identify the need to speak with a Department Environment Land Water and Planning (DELWP) representative regarding projects prior to submission.

Based on positive feedback from DELWP this report recommends the submission of a \$350,000 Torquay Wayfinding Project to create curated wayfinding at key Torquay precincts and help address the fractured nature of the township.

Key elements of the Torquay Wayfinding Project will involve:

- Public consultation regarding the design and curation of wayfinding markers at key precincts. This will include associated brand development.
- Identification of appropriate locations within precincts to place the wayfinding markers.
- Production of wayfinding markers.
- Installation of wayfinding markers at key precincts including the Town Centre.

The Guidelines require a matched contribution from Council. A \$175,000 contribution will be funded the Adopted Strategy Reserve which is held for the purpose of undertaking additional Torquay Town Centre projects in accordance with the Urban Design Framework.

The report further recommends the allocation of \$50,000 from the Adopted Strategy Reserve for the advancement of additional Torquay Town Centre projects to a shovel ready state in accordance with the Urban Design Framework.

A project involving the sealing of a 480 metre section of Mousley Road and associated drainage and intersection works in the Winchelsea Industrial Estate to improve access was also considered by officers. The Guidelines and further discussions with the DELWP representative confirmed that this project would not meet the criteria and as such no application should be submitted.

Recommendation

That Council:

- 1. Authorises officers to submit an application for the \$350,000 Torquay Wayfinding Project under the Victorian Government's Growing Suburbs Fund program by 13 July 2020.
- 2. Notes the matched funding contribution of \$175,000 for the Torquay Wayfinding Project will come from the \$1 million Adopted Strategy Reserve for the Torquay Town Centre, should the application be successful.
- 3. Allocates \$50,000 from the Adopted Strategy Reserve for the purpose of designing additional Torquay Town Centre projects to a shovel ready state in accordance with the Urban Design Framework and notes that this will include elements of community consultation.
- 4. Authorises the Chief Executive Officer to sign the Growing Suburbs Fund agreement on behalf of Council in the event the application is successful.

Council Resolution

MOVED Cr Martin Duke, Seconded Cr David Bell

That Council:

- 1. Authorises officers to submit an application for the \$350,000 Torquay Wayfinding Project under the Victorian Government's Growing Suburbs Fund program by 13 July 2020.
- 2. Notes the matched funding contribution of \$175,000 for the Torquay Wayfinding Project will come from the \$1 million Adopted Strategy Reserve for the Torquay Town Centre, should the application be successful.
- 3. Allocates \$50,000 from the Adopted Strategy Reserve for the purpose of designing additional Torquay Town Centre projects to a shovel ready state in accordance with the Urban Design Framework and notes that this will include elements of community consultation.
- 4. Authorises the Chief Executive Officer to sign the Growing Suburbs Fund agreement on behalf of Council in the event the application is successful.

CARRIED 9:0

Report

Officer Direct or Indirect Interest

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

Background

On 3 June 2020 the Victorian Government announced a new \$25 million six-month extension to the GSF enabling Peri-urban councils such as Surf Coast Shire to access the Fund. The purpose of the GSF is to assist in the delivery of critical infrastructure in Melbourne's interface and peri- urban communities in a timely manner.

The funding ratio for projects is on a 1:1 basis with Councils able to submit more than one application. The maximum amount a Council can apply for is \$2.5million in total. The Fund is highly competitive and matched funding must be in addition to what is already contained in the 2020-21 capital works budget.

The guidelines state that grants will be targeted towards high priority 'shovel ready' (able to commence 6 months after funding announcement) community infrastructure projects that contribute to:

- The needs of rapidly growing communities;
- · Local employment creation;
- Improved local economic conditions in Melbourne's interface and peri-urban communities;
- Improved capacity for councils to respond to changing community needs and demands; and the
- Delivery of innovative models of integrated/shared community infrastructure.

Applications will be assessed on the following assessment criteria:

- Why is this project required? 25%
- Who will benefit and how? 25%
- What will be delivered 20%
- How will the project be delivered 20%
- The extent of council and community support for the project 10%

The table below provides a brief overview of the required Growing Suburb Fund timelines.

Applications Open	9 June 2020	
Applications Close	13 July 2020	
Assessment and Decision Making	3 August 2020	
Announcements from	17 August 2020	
Funding Agreements Executed	31 August 2020	
Construction Commencement	Within 6 months of the funding announcement	
Construction Complete	Within 12 months of commencement	

Discussion

An opportunity exists under the Victorian Governments recently released GSF to secure matched funding towards shovel-ready projects. For projects to be submitted discussions must have taken place with Department of Environment Land Water and Planning (DELWP) representatives to confirm their suitability.

The 2019-20 GSF guidelines on page 7 state that it will not fund:

- Projects that have already commenced construction;
- Land acquisition as an isolated activity (e.g. purchasing land for future use) as the fund is designed to support delivery of urgently needed local infrastructure, unless land acquisition forms part of the delivery of an implementation-ready infrastructure project;
- Infrastructure that is fully scoped and funded through a development contributions plan, unless it can
 be clearly demonstrated that GSF funds will bring forward delivery, or that the actual costs of
 delivering the infrastructure materially exceed the total of development contributions;
- Routine or ongoing maintenance activities, cosmetic works, or repair of facilities damaged by vandalism, fire or other natural disasters where the damage should be covered by insurance;
- Recurrent operating costs, including for utilities and staffing resources; and
- Drainage, waste, roads and associated footpaths, and public transport infrastructure.

Winchelsea Industrial Estate Project

A project involving the sealing of a 480 metre section of Mousley Road and associated drainage and intersection works in the Winchelsea Industrial Estate to improve access was considered by officers. The Guidelines (see above from page 7) and further discussions with the DELWP representative confirmed that this project would not meet the criteria and as such no application should be submitted.

Torquay Wayfinding Project

Officers also discussed the suitability of a wayfinding project for Torquay with DELWP representatives after considering it's suitability against the Guidelines. The DELWP representative confirmed that a project involving consultation for and development of wayfinding in Torquay would meet the criteria and as such an application could be commenced. The project is outlined below.

The Torquay Town Centre Urban Design Framework (UDF), adopted by Council in December 2017, identifies that Torquay suffers from fragmented precincts that are not well connected, diminishing the experience for visitors and local residents.

Key Direction 8 (page 52) of the UDF identifies that the Town Centre has very little presence on the Surf Coast Highway, and further states, the Surf City precinct could be considered the 'Town Centre' for visitors less familiar with Torquay. In addition, it recognises that current signage and access to the Town Centre is confusing and there is significant scope for improvement. Precincts such as Bell Street, Baines Crescent and the evolving West Coast Business Park further exacerbate wayfinding challenges.

The below map highlights the fragmented nature of the Torquay Town Centre, Surf City/ Baines Cres and Bell Street precincts and their proximity to the town centre. Emerging precincts such as West Coast Business Park further exacerbate the need for wayfinding.



The Torquay Wayfinding Project seeks to enhance wayfinding across Torquay and help connect the precincts and ultimately strengthen the Torquay Town Centre, as recommended in the UDF.

Key elements of the Torquay Wayfinding Project will involve:

- Public consultation regarding the design and curation of wayfinding markers at key precincts. This will include associated brand development.
- Identification of appropriate locations within precincts to place the wayfinding markers.
- Production of wayfinding markers.
- Installation of wayfinding markers at key precincts including the Town Centre.

The Torquay Wayfinding Project has an estimated total cost of \$350,000. This cost includes community consultation to confirm colours and materials and branding to be used, based on the UDF.

The Guidelines identify that funding for projects requires a matched contribution from Council that is not currently in the capital works program. Therefore, Council could secure \$175,000 of the \$350,000 project from the GSF.

At its July 2019 meeting, Council resolved to retain \$1 million in the Adopted Strategy Reserve for the purpose of making improvements to the Torquay Town Centre in accordance with the Urban Design Framework. The project aligns with the purpose of the Reserve and as such the matched \$175,000 contribution can be secured from this fund.

The \$350,000 Torquay Wayfinding Project builds upon the recent announcement of the \$800,000 Connecting Torquay Town Centre Project, which will formalise car parking along Zeally Bay Road and Fisher Street and create a number of pedestrian crossings. The project will continue to implement actions identified in the UDF.

Torquay Town Centre Projects

The overall cost estimate for projects in the Torquay Town Centre UDF is in excess of \$12.35 million.

The projects identified in the Torquay Town Centre UDF are an adopted Council advocacy priority. These projects will help Torquay Town Centre become a more vibrant place to be. The projects will enable a diversified economy and improved public places. Elements include:

- Streetscape beautification and way finding elements
- Intersection and pedestrian improvements
- Play and dwell spaces, sculptures and event areas
- Improved and consistent lighting.

There is a need to undertake additional scoping work on projects identified in the UDF and complete them to shovel ready status. Doing so will enable Council ability to take advantage of grant programs as they become available and maximise other sources of revenue.

This report also recommends the allocation of \$50,000 from the \$1million Adopted Strategy Reserve to undertake required scoping work to achieve additional shovel ready status projects for the Torquay Town Centre. It is envisaged that community consultation and testing of design by consultation will form part of the project scoping.

Council Plan

Theme 4 Vibrant Economy

Objective 4.1 Support the creation and retention of jobs in existing and new businesses to meet the needs

of a growing community

Strategy Nil

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

Governance Principles - Local Government Act 2020 (LGA 2020)

The Torquay Wayfinding Project is linked to actions contained in the 2017 Torquay Town Centre Urban Design Framework, specifically under key direction 8.

The Torquay Town Centre Urban Design Framework was adopted by Council in December 2017.

Policy/Relevant Law

As identified above the Torquay Wayfinding Project is identified in strategic documents adopted by Council.

Environmental/Sustainability Implications

Improving wayfinding in Torquay will provide better experiences for local residents and visitors and strengthen the Torquay Town Centre.

Community Engagement

Significant community consultation was involved in the preparation of the Torquay Town Centre Urban Design Framework.

The Torquay Town Centre Urban Design Framework (incorporating 13 Key Directions) was developed with the following engagement process:

- An online engagement page on Council's website
- Direct notification to all landowners and occupiers within the study area
- Direct notification to all landowners and occupiers within the area proposed for rezoning (Anderson/Pearl Streets)
- Direct email to all people registered as interested parties to the Torquay Town Centre Project
- Two open house consultation sessions
- Periodic social media content
- Presentation by the Chief Executive Office to the Torquay Commerce and Tourism Association
- Officers meeting person with members of the public and other interested parties during the exhibition period.
- Hearing of Submissions Council Meeting on Tuesday 14 November 2017.
- Adoption (with amendments) at the December 2017 Council Meeting.

Public Transparency

The proposed project application is subject to Council affirmation at an open Council Meeting.

Strategies/Plans

The Torquay Wayfinding Project is linked to actions contained in the 2017 Torquay Town Centre Urban Design Framework.

Financial Management

The \$350,000 Torquay Wayfinding Project will require a \$175,000 contribution from Council to be funded from the \$1 million in the Adopted Strategy Reserve. The purpose of the Reserve is for making improvements to the Torquay Town Centre in accordance with the Urban Design Framework. The project aligns with this requirement.

The GSF Guidelines stipulate that funds must be in addition to what is currently contained in the draft capital works budget for 2020-2021.

The project application will seek a matched contribution of \$175,000 under the Victorian Government's Growing Suburbs Fund.

Risk Assessment

A risk of Council not pursuing the funding application is that it would forego an opportunity to attract matched funding towards a project that will deliver adopted actions identified in the Torquay Town Centre Urban Design Framework.

Consultation will be undertaken to ensure colours, design and branding are in line with community expectations.

Communication

Officers will advise DELWP of the Council Meeting decision and an application will be completed under the Growing Suburb Fund.

Options

Option 1 – Authorise the submission of the \$350,000 Torquay Wayfinding Project application under the Victorian Government's Growing Suburbs Fund program, by 13 July 2020. In addition, allocate \$50,000 from the Adopted Strategy Reserve for the purpose of designing additional Torquay Town Centre projects to a shovel ready state in accordance with the Urban Design Framework.

This option is recommended by officers as improving wayfinding in Torquay is an identified as action in adopted Torquay Town Centre UDF and presents an opportunity to secure matched funds. The allocation of \$50,000 from the Adopted Strategy Reserve will enhance Council's ability to respond to future grant opportunities and therefore further leverage Council funds.

Option 2 – Do not authorise the submission of the \$350,000 Torquay Wayfinding Project under the Victorian Government's Growing Suburbs Fund program by 13 July 2020 and do not allocate \$50,000 from the Adopted Strategy Reserve for the purpose of designing additional Torquay Town Centre projects to a shovel ready state in accordance with the Urban Design Framework.

This option is not recommended by officers as it would forego an opportunity to attract external funding towards projects identified in adopted the adopted Torquay Town Centre UDF.

Further, not allocating \$50,000 towards the advancement of additional projects in the Torquay Town Centre to a shovel ready status could negatively impact Councils ability to secure funds for projects identified as an advocacy priority in the future.

Conclusion

An opportunity exists under the Victorian Governments recently released GSF to secure matched funding towards a Torquay Wayfinding Project (identified in the Torquay Town Centre Urban Design Framework).

The project has a cost of \$350,000 and requires matched funding (\$175,000 contribution) from Council.

5.3 Growing Suburbs Fund Applications

The project has close alignment to a number of actions in Council adopted strategies, including the Torquay Town Centre Urban Design Framework.

It is recommended the application be authorised by Council for submission by 13 July 2020.

The report further recommends the allocation of \$50,000 for the advancement of additional Torquay Town Centre projects to a shovel ready state in accordance with the Urban Design Framework to maximise future grant opportunities.

Surf Coast Shire Council
Minutes - Council Meeting

5.4 Response to Petition - Request for Disclosure of Budget and Use of Reallocated Funds - 2019-2020 Fireworks Budget

Author's Title: Manager Economic Development & General Manager: Ransce Salan

Tourism

Department:Economic Development & TourismFile No:F19/579-2Division:Environment & DevelopmentTrim No:IC20/617

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest: Status:

In accordance with Local Government Act 1989 –

Section 80C:

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

23 June 2020

Page 290

Reason: Nil Reason: Nil

Purpose

The purpose of this report is to respond to a petition received by Council on 26 May 2020 from residents and Gilbert Street traders regarding the location of the Christmas star decorations, the amount of money spent on the Gilbert Street fairy lights, the purchasing of a Christmas Tree, funding for Gilbert Street community events, and funding for appropriate supportive banner installations on existing streetlamp poles.

Summary

A petition was received by Council at its 26 May 2020 Council meeting from residents regarding the following key points:

- The location of the Christmas stars and funding for appropriate supportive banner installations on existing streetlamp poles.
- The amount of money spent on the Gilbert Street fairy lights.
- Request to purchase a Christmas Tree.
- Funding for Gilbert Street community events.

In response to the petition the report identifies:

- The star shaped Christmas decorations are the property of Torquay Commerce and Tourism (TCT) and were part of a three year project by TCT. In accordance with a Memorandum of Understanding (MOU) with Torquay Commerce and Tourism signed in 2017 the Christmas decorations are being stored at the Council's Torquay Depot at the request of TCT.
- Current infrastructure exists on a number of light poles to enable the decoration to be utilised again, should TCT wish to do so.
- The initial cost of installing fairy lights along Gilbert Street was \$10,618.98.
- Community members are able to apply for community events under the Event Grants Program, released each September for events being staged in the following financial year.
- There is no provision in the current or draft budget for the purchase of a Christmas Tree to be placed in Torquay.

Recommendation

That Council notes:

- 1. The petition organiser has not been able to be identified and as such a direct response cannot be provided.
- 2. The Christmas decorations are currently being stored at the Torquay Depot as requested by the owner of the decorations (Torquay Commerce and Tourism).
- 3. The cost of the installation of the fairy lights on Gilberts Street was \$10,618.98.
- 4. The opportunity for groups to apply for Christmas celebration events via the Event Grants Program each September.
- 5. There is no funding available in the current budget or 2020-2021 budget to purchase a Christmas Tree for Torquay.

Council Resolution

MOVED Cr Martin Duke, Seconded Cr Margot Smith

That Council notes:

- 1. The petition organiser has not been able to be identified and as such a direct response cannot be provided.
- 2. The Christmas decorations are currently being stored at the Torquay Depot as requested by the owner of the decorations (Torquay Commerce and Tourism).
- 3. The cost of the installation of the fairy lights on Gilberts Street was \$10,618.98.
- 4. The opportunity for groups to apply for Christmas celebration events via the Event Grants Program each September.
- 5. There is no funding available in the current budget or 2020-2021 budget to purchase a Christmas Tree for Torquay.

CARRIED 9:0

Report

Background

A petition was received by Council at its 26 May 2020 Council meeting with a total of 79 signatures regarding:

- The location of the Christmas stars;
- The amount of money spent on the Gilbert Street fairy lights;
- Request to purchase a Christmas Tree;
- Funding for Gilbert Street community events;
- Funding for appropriate supportive banner installations on existing streetlamp poles.

As part of acknowledging the petition officers were unable to identify the lead petition organiser. As such, it will not be possible to directly respond to the petition organiser.

Discussion

Decoration Location

In 2014 Torquay Commerce and Tourism (TCT) received \$5,000 from Council as a result of a budget submission towards a three year project to place Christmas decorations along Gilbert Street and parts of Bell Street. The total project cost over the three year period was over \$15,000. TCT and supporting businesses raised the remainder of the project funds.

The project involved the purchase of reusable Christmas decorations to be displayed on existing infrastructure (light poles) from the last week of November to the last week of January, as well as their annual installation and pack down. As part of the project, TCT entered into an MOU with Council in 2014. The MOU identifies the scope of the project and confirms the decorations, their installation, storage and insurance as the sole responsibility of TCT.

At the conclusion of the project in 2017, TCT advised Council it did not wish to continue the project and requested assistance in storing the decorations. A further MOU was signed between TCT and Council that identifies the decorations and their insurance remain the responsibility of TCT and their storage at Council's Torquay Depot is subject to the availability of storage space. The decorations are currently stored at the Torquay Depot.

Given the decorations are the property of TCT, the petition organisers are encouraged to contact TCT for further information regarding their future use.

Banner Installation Infrastructure

The Christmas decorations utilised existing infrastructure on light poles along Gilbert Street and Bell Street to be displayed. This infrastructure could be utilised to display the decorations in the future.

Purchase of Christmas Tree

The petition requests the immediate purchase of a Christmas Tree for Torquay. The placement of a Christmas Tree in Torquay has not been the subject of any community consultations. Neither the current or draft 2020-2021 budget contains a provision to purchase a Christmas Tree. The purchase of a Christmas Tree is therefore not recommended.

Funding of Community Events

Council has an Events Grants Program that is released each September. The guidelines outline the Event Grants Program is for individuals, groups and organisations seeking funding from Council for an event within the Shire. The program includes a category for community events and has a maximum funding limit of \$5,000.

The program is competitive and funds events for the coming financial year (for example the program released this September will provide support funding for events in the 2021 – 2022 financial year). The guidelines provide essential information for potential applicants and outlines the application process. These should be read in conjunction with the Events Policy.

Information regarding the Event Grants Program can be found on Council's website at https://www.surfcoast.vic.gov.au/Community/Grants/Event-Grants-Program

The organisers of the petition are encouraged to consider applying for funding under the Event Grant Program should they wish to undertake a Christmas event.

Gilbert Street Fairy Lights

In 2019, part of the funding allocated towards the Torquay fireworks was reallocated to install Christmas lights along Gilbert Street in Torquay.

Lighting was identified and required to be commercial grade, weather proof, powered solar LED's, and capable of automatic turn on at dusk from an Australian supplier. The lights have a life of 8-15 years. Where possible, solar panels were fixed on existing light poles or nearby buildings (subject to willingness from owner).

The cost to install lights is broadly broken down as follows:

Purchasing of fairy lights and solar panels
 Installation of lights and tree pruning
 Installation of solar panels to businesses
 Total
 \$6,116.00
 \$3,048.43
 \$1,454.55
 \$10,618.98

The installation of fairy lights was a distinctly separate project to the Torquay fireworks. As such, there is no connection to the amount of funding spent on the fairy lights and the savings made from no longer staging fireworks in Torquay.

Financial Implications

There are no financial implications contained in this report.

Council Plan

Theme 4 Vibrant Economy

Objective 4.3 Strengthen the vitality of town centres

Strategy 4.3.1 Identify and support the economic and social drivers of town centres within the shire

Policy/Legal Implications

There are no associated policy/legal implications relating to this report.

Officer Direct or Indirect Interest

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

Risk Assessment

There has been no community consultation with regards the items raised in this petition that would be needed in order to establish the level of support for ongoing expenditure associated with the various requests contained in this petition.

The lights placed along Gilbert Street are designed to be effective year round and have an 8 year lifespan.

Social Considerations

Christmas is an important time of year for parts of the community to celebrate the birth of Jesus. The Event Grants Program provides an opportunity for trader groups or a community group to apply for funding to undertake a Christmas decorations project. The Event Grants Program is competitive and is released each September for the coming financial year.

Community Engagement

The petition organiser has not been able to be identified. As such no conversation has been held. Torquay Commerce and Tourism has previously advised it no longer wishes to undertake the Christmas decorations project.

Environmental Implications

There are no environmental considerations contained on this report.

Communication

The petition organiser has not been able to be identified. Therefore, it is not possible to specifically advise of the decision of Council.

Options

Option 1 – Do nothing

This option is not recommended by officers as Council has received the petition and is required to consider it.

Option 2 – Adopt the officers recommendation.

This option is recommended by officers, noting that attempts to identify the lead petition organiser have been unsuccessful and as such a direct response is not possible.

Conclusion

A petition was received by Council at its 26 May 2020 Council meeting from residents regarding a number of items including the location of Christmas decorations, cost of installation of fireworks and the purchase of a Christmas Tree. Council officers have considered the petition with a response to each item covered in the body of this report.

Attempts were made to identify the lead petition organiser without success. As such, a direct response as to the outcome of the petition is not possible.

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6. CULTURE & COMMUNITY

6.1 Quarterly Report - Community Project Development - June 2020

Author's Title: Community Project Development General Manager: Chris Pike

Officer

Department:Recreation & Open Space PlanningFile No:F16/1580-2Division:Culture & CommunityTrim No:IC20/786

Appendix:

1. Community Project Proposal Master List - June 2020 (D20/80806)

Officer Direct or Indirect Conflict of Interest: Status:

In accordance with Local Government Act 1989 – 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 the June 2020 Community Project Development recommendations.

Summary

Four community project proposals were referred for detailed investigation at the 10 December 2019 Council Meeting. The Community Project Development Quarterly Report (March 2020) was postponed to June 2020 due to the March 2020 Council Meeting being cancelled and then non-urgent Council reporting being postponed due to COVID-19.

Recommendations relating to all four of these proposals are provided for Council's consideration:

- CPP52: Moriac Greenfields Reserve Nature and Fitness Trail Feasible
- CPP53: Torquay Football and Cricket Club Change Room Upgrade Feasible
- CPP54: Anglesea and District Historical Society Building Modification / Extension Feasible
- CPP55: Torquay Community Men's Shed Future expansion Feasible

The Community Project Proposal Master List includes 13 outstanding project proposals. Four new community project proposals were registered in the January to March 2020 quarter and a further 3 new proposals registered during the April to June 2020 quarter. All seven have been accepted for inclusion in the Master List.

Four of the highest ranked community project proposals from the current Master List have been recommended to proceed to the detailed investigation stage in the July to September 2020 quarter.

Recommendation

That Council:

- Affirms the feasibility of the following project proposals and refers them to Council's future project prioritisation and budget processes including consideration for grant opportunities alongside other eligible projects:
 - 1.1. Moriac Greenfields Reserve Nature and Fitness Trail Proposal (CPP52) with a total estimated project budget (for Stage 1) of \$117,250 (excluding GST), noting this proposal's eligibility for funding via Council's Open Space Reserve Fund.
 - 1.2. Torquay Football and Cricket Club Change Room Upgrade Proposal (CPP53) with a total estimated project budget (for Stage 1A) of \$707,000 (excluding GST) and a funding breakdown that proposes a community sourced funding contribution of \$70,700 (excluding GST) leaving a funding shortfall of \$636,300 (excluding GST).
 - 1.3. Anglesea and District Historical Society Building Modification/Extension Proposal (CPP54) with a total estimated project budget of \$438,000 (excluding GST) with a staged delivery option and a funding breakdown that proposes a community sourced funding contribution of \$20,000 (excluding GST) leaving a funding shortfall of \$418,000 (excluding GST).
- 2. Notes that the Budget 2020-21 being considered at the 23 June 2020 Council Meeting includes allocations for the following projects investigated during the quarter:

- 2.1. Moriac Greenfields Reserve Nature and Fitness Trail Proposal (CPP52) full project funding of \$117,250.
- 2.2. Anglesea and District Historical Society Building Modification/Extension Proposal (CPP54) partial funding of \$15,000.
- 3. Notes that disability access improvements to the Anglesea and District Historical Society Building will be considered in Council's 2020-21 Disability Discrimination Act Implementation Plan allocation.
- 4. Affirms the feasibility of the Torquay Community Men's Shed Future Expansion Proposal (CPP55) with a further design and costing investigation for a shared facility at Spring Creek Recreation Reserve to be consolidated into a Surf Coast Tennis Club/Torquay Community Men's Shed Facility Design Proposal (CPP57).
- 5. Refers the following project proposals from the Community Project Proposal Master List for investigation in the July to September 2020 quarter:
 - 5.1. Moriac Lions Park Upgrade (CPP56)
 - 5.2. Surf Coast Tennis Club Pavilion Redevelopment (renamed to Surf Coast Tennis Club/Torquay Community Men's Shed Facility Design) (CPP57)
 - 5.3. Jan Juc Cricket Club Deck Extension (CPP58)
 - 5.4. Winchelsea Arboretum Trail (CPP59)
- 6. Allocates \$14,500 from the Project Savings Account for the detailed investigation of project proposals referred for investigation in the July to September 2020 quarter.
- 7. Notes that \$580 is to be returned to the Accumulated Unallocated Cash Reserve following the completion of the investigation of the Moriac Greenfields Reserve Nature and Fitness Trail Proposal (CPP52) and Torquay Football and Cricket Club Change Room Upgrade Proposal (CPP53).

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Tony Revell

That Council:

- Affirms the feasibility of the following project proposals and refers them to Council's future project prioritisation and budget processes including consideration for grant opportunities alongside other eligible projects:
 - 1.1. Moriac Greenfields Reserve Nature and Fitness Trail Proposal (CPP52) with a total estimated project budget (for Stage 1) of \$117,250 (excluding GST), noting this proposal's eligibility for funding via Council's Open Space Reserve Fund.
 - 1.2. Torquay Football and Cricket Club Change Room Upgrade Proposal (CPP53) with a total estimated project budget (for Stage 1A) of \$707,000 (excluding GST) and a funding breakdown that proposes a community sourced funding contribution of \$70,700 (excluding GST) leaving a funding shortfall of \$636,300 (excluding GST).
 - 1.3. Anglesea and District Historical Society Building Modification/Extension Proposal (CPP54) with a total estimated project budget of \$438,000 (excluding GST) with a staged delivery option and a funding breakdown that proposes a community sourced funding contribution of \$20,000 (excluding GST) leaving a funding shortfall of \$418,000 (excluding GST).
- 2. Notes that the Budget 2020-21 being considered at the 23 June 2020 Council Meeting includes allocations for the following projects investigated during the quarter:
 - 2.1. Moriac Greenfields Reserve Nature and Fitness Trail Proposal (CPP52) full project funding of \$117,250.
 - 2.2. Anglesea and District Historical Society Building Modification/Extension Proposal (CPP54) partial funding of \$15,000.
- 3. Notes that disability access improvements to the Anglesea and District Historical Society Building will be considered in Council's 2020-21 Disability Discrimination Act Implementation Plan allocation.
- 4. Affirms the feasibility of the Torquay Community Men's Shed Future Expansion Proposal (CPP55) with a further design and costing investigation for a shared facility at Spring Creek Recreation Reserve to be consolidated into a Surf Coast Tennis Club/Torquay Community Men's Shed Facility Design Proposal (CPP57).
- 5. Refers the following project proposals from the Community Project Proposal Master List for investigation in the July to September 2020 quarter:
 - 5.1. Moriac Lions Park Upgrade (CPP56)
 - 5.2. Surf Coast Tennis Club Pavilion Redevelopment (renamed to Surf Coast Tennis Club/Torquay Community Men's Shed Facility Design) (CPP57)
 - 5.3. Jan Juc Cricket Club Deck Extension (CPP58)
 - 5.4. Winchelsea Arboretum Trail (CPP59)
- 6. Allocates \$14,500 from the Project Savings Account for the detailed investigation of project proposals referred for investigation in the July to September 2020 quarter.
- 7. Notes that \$580 is to be returned to the Accumulated Unallocated Cash Reserve following the completion of the investigation of the Moriac Greenfields Reserve Nature and Fitness Trail Proposal (CPP52) and Torquay Football and Cricket Club Change Room Upgrade Proposal (CPP53).

CARRIED 9:0

Report

Officer Direct or Indirect Interest

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

Background

The Community Project Development Officer exists to improve Council's ability to respond to community project ideas and to ensure that projects seeking Council support and / or funding are appropriately assessed, scoped and prioritised.

The Community Project Officer has worked on a total of four project proposals in the January – June 2020 period. These proposals are:

- CPP52 Moriac Greenfields Reserve Nature and Fitness Trail
- CPP53 Torquay Football and Cricket Club Change Room Upgrade
- CPP54 Anglesea and District Historical Society Building Modification / Extension
- CPP55 Torquay Community Men's Shed Future Expansion.

The Community Project Development Quarterly Report (March 2020) was postponed to June 2020 due to the March 2020 Council Meeting being cancelled and then non-urgent Council reporting being postponed due to COVID-19.

Discussion

The key findings and recommendations relating to the following four community project proposals referred by Council in December 2019 are presented in the summary tables below:

- CPP52 Moriac Greenfields Reserve Nature and Fitness Trail
- CPP53 Torquay Football and Cricket Club Change Room Upgrade
- CPP54: Anglesea and District Historical Society Building Modification / Extension
- CPP55 Torquay Community Men's Shed Future expansion.

CPP52	Marian Creenfields December Nature and Eithern Trail Dranged - FEASIBLE			
CPP52	Moriac Greenfields Reserve Nature and Fitness Trail Proposal – FEASIBLE			
Proposal Description	 To extend a currently disconnected gravel pathway along the Thompson Creek tributary, creating a continuous off-road walking and cycling circuit within a natural environment and incorporating some play and fitness items. 			
Background Information	 Moriac Community Network presented a Moriac Township Beautification Project petition (with 117 signatures) to Council in November 2019. The Moriac Community Network was encouraged to submit priority project proposals from this petition via the Community Project Development Program. The Moriac Community Network believe that the proposed Greenfields Reserve Trail is important to the community as this pathway loop would: complete the missing link to what would be an attractive pathway loop enhance opportunity for the community to ride bikes, jog and walk their dogs away from the main roads benefit community health, wellbeing and encourage social connections. The Moriac Community Network is an incorporated resident advocacy group championing community project priorities, fundraising for community projects and causes and organising social events in Moriac and surrounds. A pathway along the Thompson Creek tributary (now labelled as the Greenfields Reserve Trail) was proposed in the Surf Coast Shire Pathway Strategy (2012) following community engagement sessions suggesting that this pathway opportunity was a priority for Moriac. The strategy notes that all proposed projects are subject to further feasibility investigation. The Moriac Township Structure Plan (2010) cites the Pathway Strategy and the community desire for this pathway. 			
Engagement	 A community initiated Working Group has formed to progress this proposal. This group includes members of the Moriac Community Network and also general 			

community who have an interest.

- The Moriac Community Network communicates regularly to residents via newsletter (electronic and mailbox drop) and Facebook, hence there is broad awareness of this proposal.
- Strata Solutions Geelong provide Owners Corporation management (administration and governance) for Body Corporate Common Property land that the community were proposing part of the trail pass through.
- Various Council staff have been consulted about this project proposal.

Key Findings

- The proposed pathway route traverses Council owned land (zoned as Public Purpose Recreation Zone with a small section zoned as Township Zone), a small section of road reserve managed by Regional Roads Victoria and also Body Corporate Common Property.
- The community proposed a pathway project that would have 2 stages:
 - o Stage 1:
 - a 110m section along Hendy Main Road (under Regional Roads Victoria management) connecting Greenfields Drive to the Greenfields Reserve/ Thompson Creek tributary
 - a 480m section in two parts either side of an existing pathway section to provide a continuous link through Greenfields Reserve from Hendy Main Road, past Earl Court and to a reserve easement joining Greenfields Drive to the north.
 - Stage 2:
 - predominantly Body Corporate land that would connect to the north end of Stage 1 pathway, traversing through Common Property that adjoins the Thompson Creek tributary
 - a small section of Council owned land connecting the Common Property to Newling Reserve, creating a continuous township pathway loop.
- This investigation has concluded that only Stage 1 is feasible in the short term.
- Information was sent to and then distributed by Strata Solutions Geelong to the Body Corporate Owners Committee. Unanimous support was required from this Committee for the proposal to proceed past this committee to an all owner vote (which also requires unanimous support to proceed). The Committee however did not support the proposal for Stage 2 of the pathway to proceed, meaning that it did not progress for consideration by all owners.
- The Stage 1 pathway proposal has a total project cost of \$117,250 (excluding GST) and includes the following project scope:
 - 590m of new pathway consisting of one 110m concrete section, two gravel sections totalling 480m (extending either side of an existing but disconnected gravel pathway) and a small 'bridge' over a drain
 - play / fitness elements provided in a cluster
 - o 3 4 bench seats
 - rubbish bin
 - bollards to prevent vehicle access to the reserve (with the exception of maintenance vehicles)
 - minor native grass planting works.

Potential funding partners

- Potential funding opportunities include:
 - o Council's Open Space Reserve Fund (Moriac) this proposal is considered eligible for full funding with sufficient funds available. Note that a \$10,000 Developer Contribution, quarantined within the Open Space Reserve Fund (Moriac) since 2004 as a 'special purpose' contribution toward a future play facility within Greenfields Reserve at the end of Earl Court, appears likely to be a suitable use of this contribution and communication with the relevant developer is required to confirm this position.
 - Community contribution based on the eligibility for fully funding this project through Council's Open Space Reserve (Moriac) Fund, it is recommended that the community use a potential 25% (or \$29,312 excluding GST) community

	sourced contribution (including cash and in-kind services) on another local priority community project.
Officer Summary / Recommendation	 Total Project Cost estimate \$117,250 excluding GST (including project management and contingency) for implementation of the Greenfields Reserve Nature and Fitness Trail (Stage 1). Proposed full funding via Council's Open Space Reserve Fund (including a past Developer Contribution). It is recommended that liaison continue with Strata Solutions Geelong to further pursue / negotiate potential for Stage 2 in the future (to meet broad community expectation).

CPP53	Torquay Football and Cricket Club Change Room Upgrade Proposal – FEASIBLE
Proposal Description	 Upgrading the Spring Creek Recreation Reserve pavilion change rooms with unisex amenities that comply with relevant sports facility guidelines and that support and encourage growth of female football and cricket participation.
Background Information	 Spring Creek Recreation Reserve is a regional level sports facility hosting local and district level AFL and cricket competition. This facility has also hosted state level / VFL competition games. The Torquay Tigers Football Club 2019 season included the following teams: Men – Seniors, Reserves and Under 19 years Women – Seniors Junior / Boys – Under 17 years (2 teams), Under 15 years (4 teams), Under 13 years (5 teams), Under 11 years (3 teams), Under 10 years (4 teams) and Under 9 years (6 teams) Junior / Girls – Under 18 years, Under 15 years (2 teams) and Under 12 years (2 teams) The Torquay Tigers Cricket Club 2019/20 season includes the following teams: Men – Division 2: 1sts, 2nds and 3rds and also One Day and T20 men's competitions Junior / Boys – 3 teams in under 17 years including midweek T20 competitions, 4 teams in Under 13 years Women and Girls – 5 female teams including senior women. The Spring Creek Recreation Reserve football / cricket pavilion facility is accessed by a range of community groups for a wide range of activities. Spring Creek Recreation Reserve football / cricket pavilion change room facilities were previously refurbished in 2012, prior to the 2015 release of an Addendum to the AFL Preferred Facility Guidelines (2012) which outlined amenities upgrade requirements for unisex use. Current AFL and Cricket facility guidelines recommend a range of standard sports facility requirements. The emergence and rapid growth of female participation is driving local demand at the reserve for appropriate female friendly change room amenities to maintain and encourage female participation.
Engagement	 Liaison with representatives from Torquay Tigers Football and Cricket Clubs who provided input into the concept design layout and costing. Feedback received from AFL Barwon and Cricket Victoria to concept design layout. Relevant Council staff have been consulted about this project proposal.
Key Findings	 The current change room facilities are non-compliant with current AFL facility and female friendly facility development guidelines. Inadequate amenities / change room privacy and a dysfunctional layout is undesirable for all participation and particularly when used by female teams or when double header games are held

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with a crossover of male / female / junior teams using the change rooms.

- Fundamental to the change room design discussion was a desire for showers and change cubicles that could be used by all participants and support staff without impacting on personal privacy (including at times of team changeover at double header games).
- Previous open shower areas, insufficient toilet spaces and open change areas have been addressed by a functional layout that meets guidelines for the number of toilet and shower cubicles. The four team change room / team address spaces (two each for home and away teams) are supported by private change cubicles.
- By removing a poorly located and undersized canteen facility (that sits in a busy area between the home and visiting team change room entry/exit points) and replacing an oversized public toilet area with single unisex cubicles, sufficient floor space is available to accommodate the refurbished change room and amenities layout (referred to as Stage 1A).
- A completed concept design and cost estimate (by a Quantity Surveyor) positions
 this Stage 1A (internal change room refurbishment) proposal at a project and
 grant ready stage. Total project cost estimate of \$707,000 excluding GST
 (inclusive of design and construction base cost, cost escalation, contingency
 allowance and project management).
- A further Stage 1B project proposal has been identified that provides the following benefits:
 - permanent location for a canteen (note that proceeding with Stage 1A will require a temporary canteen facility to be provided in a suitable location)
 - o rebuild of what is currently a beverage shed (into a combined food / beverage facility) extending from the current pavilion
 - addressing the need for a dedicated timekeepers box (to sit on top of the food/ beverage facility) providing unobstructed viewing of the oval (noting that the current use of the upstairs main pavilion President's Room is not ideal due to restricted access and obstructed viewing).
- A high level design layout has been developed for this proposed Stage 1B (food / beverage / timekeepers building) project together with a high level cost estimate of \$523,000 excluding GST. This has been referred to the Recreation & Open Space Planning Department as the Service Manager for consideration in future project prioritisation and budget process including consideration for grant opportunities alongside other eligible projects.
- An architectural services fee proposal of \$7,000 excluding GST will provide a
 concept design layout and QS costing for Stage 1B to enable it to join Stage 1A at
 a project and grant ready stage. This has been referred to the Service Manger
 listed above.

Potential funding partners

- As a major project, potential funding sources (other than Council) include:
 - Local Sports Infrastructure Fund a project and grant ready proposal positions
 this project for consideration for upcoming grant programs. Further discussion
 with Sport and Recreation Victoria representatives will also include an
 assessment of grant eligibility for the Stage 1B opportunity (including advice
 for a staged or consolidated Stage 1A & 1B project).
 - Building Better Regions Fund
 - Advocacy and potential contributions via AFL Barwon / AFL Victoria as a regional level facility capable of hosting VFL standard games
 - Cricket Victoria Infrastructure Fund
 - o Community sourced contributions including club fundraising, sponsorships, in kind contributions where feasible and also local funding agency contributions
 - Opportunity for Council and Clubs to advocate to State and Federal government.

Officer Summary / Recommendation

- Total Project Cost estimate for the change room upgrade (Stage 1A) is \$707,000 excluding GST (including allowances, project management and contingency).
- Proposed funding breakdown includes a community sourced contribution of

\$70,700 (noting club concern about current fundraising capacity) with a funding shortfall of \$636,300 (excluding GST). Opportunity for Council to refer this proposal to a future project prioritisation and budget process including consideration for grant opportunities alongside other eligible projects (including an assessment of grant eligibility for the Stage 1B opportunity).

 Service Manager to liaise with tenant clubs and request club funding of \$7,000 for the concept design and QS costing for Stage 1B (food, beverage, timekeepers building) which can then be considered to join Stage 1A at a project and grant ready stage. The project would be best delivered in one stage.

CPP54	Anglesea Historical Society Building Modification / Extension Proposal – FEASIBLE		
Proposal Description	 Original proposal – demolish and rebuild the 'garage' as a storage area and work space and with a second storey extension above to allow for an expanded upper floor meeting and display room. A compromised proposal has been developed with interim internal building reorganisation to be completed in advance of an internal building modification and rear extension, less focused on expanding meeting room space (which can be provided elsewhere in the precinct) but instead addressing the issue of display, storage and retrieval of historical records and collections and addressing DDA non-compliance. 		
Background Information	 The Anglesea and District Historical Society, the Surf Coast Family History Group and the 'History House' facility and museum, make a valuable contribution to Surf Coast Shire heritage, culture and community. The Anglesea and district community, all Surf Coast Shire residents and other visitors to our municipality benefit from the work of these groups and from the facility that displays, stores and preserves an outstanding collection of historical records and memorabilia. These community volunteers take great pride in being responsible for the care of significant local history collections and also in making these records accessible to others (for family history preparations, enjoyment, nostalgia and for checking of historical facts for publications). In addition to the 'History House' being home to the Anglesea & District Historical Society and the Family History Group, the facility's toilet is used by Community Garden members. The indoor and outdoor museum is open fortnightly on Sundays (every Sunday in school holidays) and also there are monthly Sunday activities with guest speakers, historical DVD's/videos and outings. The facility is open on a Monday, Tuesday, Thursday and Saturday for browsing and there are many group / tour bookings by schools, Probus Clubs, Lions Clubs, Senior Citizen Clubs, etc. A report on the Local Government and Cultural Collections in Victoria (by Museums Victoria) highlights that the preservation of many historical and cultural collections may be affected by a lack of museum and gallery standard storage and display facilities. Council facilities play an important role in caring for and displaying cultural collections. Many Councils refer responsibility for care and access to local history collections to community volunteer-run historical societies and museums. 		
Engagement	 Liaison with representatives from Anglesea and District Historical Society who provided direction for local architect Tony Hobba in the development of a concept design and project costing. Advice from Council's Heritage Advisor (David Rowe). Relevant Council staff have been consulted about this project proposal. 		
Key Findings	 In May 2019, the Anglesea and District Historical Society submitted a proposal via the Community Project Development Program to demolish the 'garage' attached to the history house building and to rebuild it as a storage area and work space 		

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and with a second storey extension above to allow for an expanded upper floor meeting and display room.

- Advice was received from Council's Heritage Advisor that the history house, originally called "Rangi Marie" (c.1954), has significant heritage value as an intact and rare surviving example of a postwar Modern Functionalist residential style. Heritage advice opposed the original proposal to demolish and rebuild the garage due to its impact on the main building's form, scale and character.
- Over a 6 month investigation period, an Anglesea and District Historical Society sub-committee has worked extremely hard with the assistance of local architect Tony Hobba to develop a way forward to address the group's needs.
- An alternative proposal (to the original) was prepared by Tony Hobba Architects, involving a functional internal building modification / refurbishment (with kitchen relocation and DDA compliant toilet upgrade), accessible car park, pathway and ramp to the current building and also a new external building extension to the rear of the main building to house a compactus for heritage collections and a cabinet for maps and also computer work stations. This proposal (Quantity Surveyor estimate of \$480,000 including project management and contingency) involved the removal of a structural internal wall to open up the meeting and display area into a more flexible multi-use space.
- The Anglesea & District Historical Society, concerned about the overall project budget, have met on numerous occasions to try and reduce the overall cost of the project and have since re-thought the need for the removal of a structural internal wall to open up the existing building's meeting and display space. The group acknowledge that when a larger meeting room is needed, other facilities within the precinct may be used and that an internal building re-organisation is likely to create some additional display space. The omission of a structural wall removal from the project reduces the overall project budget by just over \$40,000.
- Whilst there is a preference for the full project delivery at the one time (\$438,000 including project management and contingency), the Anglesea & District Historical Society have developed a feasible 3 stage plan:
 - 1. (\$15,000) internal reorganisation including temporary work station and compactus
 - 2. (\$205,000) internal refurbishment (with works-related asbestos removal) including kitchen relocation and DDA compliant car park, pathway, ramp and toilet facility (all rated high priority in Council DDA audit)
 - 3. (\$218,000) rear building extension with work stations and a relocated compactus.

Potential funding partners

- A grant opportunity sub-committee has been established by the Anglesea & District Historical Society to develop a shortlist of suitable state / federal grants aligned to this project. A collection of letters of support are being sourced and a generic grant application is being prepared to best position this project and grant ready project for any opportunity that may arise. Both Council and the Anglesea & District Historical Society have the opportunity to advocate for this project (for either the full or staged project) to State and Federal government.
- As a major project, potential funding sources (other than Council) include:
 - o Heritage Victoria
 - o Regional Development Victoria Stronger Regional Communities Program
 - o Building Better Regions Fund
 - Community sourced contributions including group fundraising and local funding agency contributions.
- Potential to use as grant leverage, an allocation of funding from Council's DDA compliance budget to deliver high priority DDA works at this facility.

Officer Summary / Recommendation

- Total Project Cost estimate \$438,000 excluding GST (including project management and contingency) with a staged delivery option.
- Proposed funding breakdown includes \$20,000 excluding GST community sourced contribution with funding shortfall of \$418,000 (excluding GST) and

opportunity for Council to refer this proposal to a future project prioritisation and budget process including consideration for grant opportunities alongside other eligible projects.

CPP55	Torquay Community Men's Shed - Future Expansion Proposal – FEASIBLE
Proposal Description	 Proposal for a new Torquay Community Men's Shed at an alternative location to the existing Price Street facility which is too small and no longer able to accommodate the group's current and projected needs.
Background Information	 The Torquay Community Men's Shed was first established in 2007 and set up in a small garage shed to the rear of Spring Creek Community House. In 2008, the group relocated to a larger private farm shed in Grossmans Rd, then in 2011, moved back to the Price Street community precinct into a larger purpose built shed with a meeting room facility. Over the years, the shed has been extended, adding a metal work area, a front verandah, storage area and produce garden. The value of Men's Sheds for health and wellbeing of its members and the high level of work that the Torquay Community Men's Shed (70 members) does in the community is understood and acknowledged by Council. The Victorian Men's Shed Association's vision is "for all Victorian men to be happy and healthy contributors within their local community", highlighting the importance that a Men's Shed can have on men's health and wellbeing, providing social connectivity, emotional support, friendship and an opportunity to contribute to their community. The Torquay Community Men's Shed are a stand-alone not for profit (NFP) registered charity with no financial support toward operational costs.
	 registered charity with no financial support toward operational costs. The current Men's Shed schedule is over four days per week with plans to extend to a fifth day. Of the current four days, two are spent off site (for singing and cooking) due to insufficient space for these activities within the current shed facility. Other activities off site include trips to movies and museums. Increasing the number of hours and days that the shed is open for on-site Men's Shed activities (i.e. Monday through to Friday) is not considered a desirable and feasible option for the Torquay Community Men's Shed for the following reasons: the small size of the shed prevents it (i.e. inadequate storage for projects that men are working on, lack of storage for completed projects, inability to create additional activity specific spaces) additional days require extra supervision (managers / leaders) and there is a limited supply of volunteers to take on extra responsibilities the sheds that are more 'full time' are often auspiced by a larger organisation and may have a paid coordinator it is likely some men would come every day if it was offered which impacts on
	 space available. A move to a bigger purpose built shed would allow the Men's Shed to: increase membership, with potential for more activity leaders / managers open extra days (a range of existing and new activities could be offered on site) offer a more welcoming facility provide an inclusive facility to accommodate all abilities and needs. With the largest active membership / day activity participation of all Surf Coast
	 Shire Men's Shed facilities and with the greatest growth potential (projected growth to 100 members within 2-3 years), the current Torquay Community Men's Shed facility (meeting room, workspaces and storage) is too small (at 23m x 7.5m (or 172.5m2)). The site cannot allow for further expansion and there is inadequate car park provision. A comparison to other Surf Coast Shire Men's Shed facilities determines that the Torquay facility is:

- o close to 50m2 smaller than the next smallest facility at Winchelsea (225m2)
- o close to 100m2 smaller than the Anglesea facility (265m2)
- o less than half the size of the Lorne facility (385m2).
- Unlike Torquay, these other sites have sufficient car parking space (albeit some car parking is informal) and far greater associated activity space.
- The Men's Shed submitted a project proposal to facilitate progress on the determination of feasible new shed siting options, noting their desired timeline for a new shed is 2022.
- Co-locating facilities ensures shared use of key infrastructure such as car parks.
- Shared facilities (meeting rooms, kitchens, pavilions, etc) that provide for multiple uses or groups are able to achieve a much greater utilisation rate and have an enhanced ability to attract funding given the broad range of users.
- The shed facility is at capacity, with a current site constraint being the operation of power tools within a residential area.

Engagement

- Liaison with the Torquay Community Men's Shed Committee who support (inprinciple) a potential co-located facility at Spring Creek Recreation Reserve, with the opportunity to broaden activities offered and for greater connectivity to other community groups.
- Liaison with stakeholders directly impacted by a potential Men's Shed facility being co-located at Spring Creek Recreation Reserve at the location of the current Surf Coast Tennis Club pavilion facility. All groups support (in-principle) a co-location facility including:
 - o Surf Coast Tennis Club
 - Torquay Rotary Club and Lions Club of Torquay (shared storage shed to rear of tennis building)
 - o Danawa Community Garden.
- Liaison with the Victorian Men's Shed Association and other Council's to seek advice on current and best practice Men's Shed facility provision.
- Department of Health and Human Services to determine potential funding opportunities.
- Relevant Council staff have been consulted about this project proposal.

Key Findings

- Whilst a new shed at a new suitable location is required, the Torquay Community Men's Shed proposal for a standalone 1000m2 (50 x 20m) shed plus 1000m2 of associated infrastructure including carpark, outdoor social space and produce garden is not feasible. The space required is not available, single purpose facility is not supported strategically, cost of construction, cost to maintain and operate are all contributing factors.
- The Victorian Men's Shed Association website provides some guidance as to an appropriate footprint size for a new shed facility (often dependent on membership numbers and space available) with a desirable shed size of approximately 25 x 20m (500m2) and with a budget that could range from \$350,000 to \$500,000 for a basic shed and fitout.
- Establishing a new Torquay Community Men's Shed at a site where a shed facility can be co-located with other community facilities is the most feasible option.
- Various siting options have been explored with the most feasible option being colocation at Spring Creek Recreation Reserve with other compatible facilities / groups including Surf Coast Tennis Club, Danawa Community Garden, Rotary and Lions Club Shed.
- There is a timely opportunity to explore a co-located / part shared facility with the tennis club and other stakeholders (with investigation of a redeveloped tennis facility recommended for investigation in the next quarter).
- Desired Men's Shed facility needs that could be shared with other groups include:
 - o toilets
 - o kitchen
 - o a multi-purpose room (for art / crafts, as a 'table of knowledge', a meeting

room, a social space)

- o an outdoor BBQ space
- o carpark area
- o produce garden (i.e. Danawa Community Garden is perfectly located to support this).
- It is acknowledged that each co-located group will require some separate / secure spaces including:
 - Men's Shed work spaces (for metal work / welding and carpentry / woodwork, an administration or quiet room and adequate storage)
 - o Tennis Club administration, memorabilia and storage
 - o Rotary / Lions Shed equivalent to current space of 14 x 6m (or 84m2).
- The Surf Coast Shire Community Building Study identifies that the current Torquay Men's Shed is used to 13% capacity which is understandable given the constraints described above limiting activity growth.
- Prior to any potential delivery of a new shed facility, the Victorian Men's Shed Association and Council officers can provide interim assistance to the Torquay Community Men's Shed to develop operational and management strategies to deal with current space issues and also to identify potential on or off site storage options.
- A flow on effect of a future relocation of the Men's Shed operations to a new site
 would enable a suitable space to be provided for the Women's Shed (who
 currently work out of a small, 20m2 shed to the rear of the community house and
 undercover at the back of the community house).

Potential funding partners

- Pending the design and costing to be approved for investigation in the next quarter (June to September 2020), potential funding partners include:
 - Surf Coast Shire
 - Local Sports Infrastructure Fund specifically related to the tennis facility redevelopment
 - o Building Better Regions Fund
 - Victorian Government Strengthening Men's Shed Program
 - Community sourced contributions including club fundraising, sponsorships, in kind contributions where feasible and also local funding agency contributions
 - Opportunity for Council and Clubs to advocate to State and Federal government.

Officer Summary / Recommendation

- Assessment required considering feasibility and suitability of co-location within the Spring Creek Recreation Reserve, including opportunity for a shared facility with the Tennis Club and other stakeholders.
- Opportunity for a consolidated design and costing investigation within the proposed CPP57 Tennis Club Pavilion Redevelopment investigation (July to September 2020) - (renamed to Surf Coast Tennis Club /Torquay Community Men's Shed Facility Design) (CPP57).

Review of the Community Project Proposal Master List (refer attached D20/80806)

The Community Project Proposal Master List currently includes 13 outstanding project proposals. At the end of each quarter and following the Council Meeting resolution, each project proposal submitter is provided with a status update.

Proposals that are yet to progress into the investigation stage are reviewed at this time and submitters are invited to provide an update about their proposal. Officers provide advice to submitters as to how their proposal can be strengthened or alternatively a proposal may be withdrawn if it is no longer relevant or required.

New community project proposals received

72 new project proposals (average 6 per quarter) have been registered via Council's on-line registration process since February 2017. As each new project proposal is submitted online, it is assessed by the Community Project Development Officer together with relevant Council Service Managers. The Community

Project Proposal Assessment Matrix determines where the proposal sits in priority order within the Master List.

Four new community project proposals were registered in the January to March 2020 quarter and a further 3 new proposals registered during the April to June 2020 quarter. All seven of these new proposals have been accepted for inclusion in the Community Project Proposal Master List.

<u>Prioritised community project proposals to be recommended for further investigation (July to September 2020)</u>

The 13 outstanding community project proposals in the current Community Project Proposal Master List are presented in a prioritised order of highest to lowest when assessed against the priority assessment matrix.

Four of the highest ranked community project proposals from the current Master List have been recommended to proceed to the detailed investigation stage (July to September 2020 quarter) including:

1. Moriac Lions Park Upgrade (CPP56) (Score 67 / HIGH)

The Moriac Community Network propose to upgrade and enhance the Moriac Lions Park, providing greater prominence and with more appealing facilities and landscaping.

2. Surf Coast Tennis Club at Torquay – Pavilion Redevelopment (renamed to Surf Coast Tennis Club /Torquay Community Men's Shed Facility Design) (CPP57) (Score 60 / HIGH)

Originally a stand-alone investigation for a Spring Creek Recreation Reserve tennis pavilion redevelopment to meet current facility guidelines, this proposal investigation will now examine the feasibility of a co-located facility (with some shared amenities) for Surf Coast Tennis at Torquay and for a new Torquay Community Men's Shed. Note that the original score for this proposal as a single purpose facility proposal was 54 (MEDIUM) but as a multi-purpose facility proposal, the assessment rating increased to 60 (HIGH).

3. Jan Juc Cricket Club – Deck Extension (CPP58) (Score 51 / MEDIUM)

A proposal for an attractive and versatile outdoor deck space on the north side of the Bob Pettitt Reserve Pavilion aimed at providing unimpeded viewing of the oval and enhancing facility flexibility and use.

 Winchelsea Arboretum Trail (CPP59) (Score 72 / HIGH)

A proposal for mapping of existing significant vegetation and the development of a plan for new planting linked via existing and future pathways.

Each of these proposals scored a HIGH (60 or above out of 100) or MEDIUM rating (50-59 out of 100). Recommendations relating to these projects are expected to be presented to Council in September 2020.

Council Plan

Theme 1 Community Wellbeing

Objective 1.1 Support people to participate in and contribute to community life

Strategy 1.1.1 Develop and implement a program to support communities of place and interest, and to

provide opportunities for them to identify and achieve their community aspirations

Theme 3 Balancing Growth

Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth

Strategy 3.2.6 Advocate for supporting infrastructure

Theme 4 Vibrant Economy

Objective 4.3 Strengthen the vitality of town centres

Strategy 4.3.1 Identify and support the economic and social drivers of town centres within the shire

Theme 5 High Performing Council

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

Strategy 5.1.3 Develop innovative funding partnerships with community, business and government

Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
Governance Principles	Yes
(Consideration of the Governance Principles under s.9 of LGA 2020)	
Policy/Relevant Law	Yes
(Consideration of the Governance Principles under s.9 of LGA 2020)	
Environmental/Sustainability Implications	Yes
(Consideration of the Governance Principles under s.9 of LGA 2020)	
Community Engagement	Yes
(Consideration of Community Engagement Principles under s.56 LGA 2020)	
Public Transparency	Yes
(Consideration of Public Transparency Principles under s.58 of LGA 2020)	
Strategies and Plans	Yes
(Consideration of Strategic Planning Principles under s.89 of LGA 2020)	
Financial Management	Yes
(Consideration of Financial Management Principles under s.101 of LGA 2020)	
Service Performance	Yes
(Consideration of Service Performance Principles under s.106 of LGA 2020)	
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	Yes

Governance Principles - Local Government Act 2020 (LGA 2020)

This report demonstrates application to the following relevant governance principles under s.9 of the *Local Government Act 2020*:

- Innovation and continuous improvement are being pursued by responding to and assessing community initiated project ideas, working with the community to appropriately scope and cost a proposal to a project or grant ready stage and with a well-defined funding strategy.
- A detailed proposal investigation, completed in collaboration with the community and relevant stakeholders, ensures that proposals being considered by Council have considered current and ongoing financial viability.
- During the thorough proposal investigation phase, regional, state and national plans, policies, guidelines and standards are taken into account when considering proposed project scope and design.

Policy/Relevant Law

Specifically relevant to community proposals investigated in the last quarter and those proposals being recommended for investigation in the next quarter, relevant policies / laws that have been and will be considered include:

- MPP-004 Place Naming Guidelines
- MPP-019 Non-recurrent Grants
- MPP-032 Asbestos Management
- MPP-034 Open Space Reserve Fund
- Surf Coast Planning Scheme
- Disability Discrimination Act (1992) / Victorian Disability Act (2006)
- Australian Standards and Building Code of Australia
- Heritage Act 2017 (including the Aboriginal Heritage Act 2006, the Victorian Heritage Register and the Burra Charter)

Environmental/Sustainability Implications

The contents of this report do not raise any adverse environmental sustainability implications.

Where development is being proposed, minimising social, environmental and climate impacts is a high priority.

All of the community proposals recommended in this report as feasible and including those being recommended for detailed investigation, have potential to impact positively on sustainability:

- Economic Torquay Football and Cricket Club Change Room Upgrade (CPP53); Moriac Lions Park Upgrade (CPP56); Jan Juc Cricket Club – Deck Extension (CPP58)
- Social Moriac Greenfields Reserve Nature and Fitness Trail (CPP52); Torquay Football and Cricket Club Change Room Upgrade (CPP53); Anglesea and District Historical Society Building Modification / Extension (CPP54); Moriac Lions Park Upgrade (CPP56); Surf Coast Tennis Club/Torquay Community Men's Shed Facility Design (CPP57); Jan Juc Cricket Club – Deck Extension (CPP58)
- Environmental Moriac Greenfields Reserve Nature and Fitness Trail (CPP52); Winchelsea Arboretum Trail (CPP59)
- Climate change Moriac Greenfields Reserve Nature and Fitness Trail (CPP52); Winchelsea Arboretum Trail (CPP59)

Community Engagement

Regular and ongoing communication and engagement with community is undertaken during the assessment of project proposals and during the proposal investigation and scoping stage.

Public Transparency

The Community Project Development Officer role and process is aimed at creating partnerships, providing support to communities, giving feedback on community project ideas, facilitating community strengthening and supporting prioritised projects to get to a project ready stage. Recommendations being presented to Council on behalf of communities are drafted for community group review before being finalised.

Strategies/Plans

The community are involved in the project proposal planning phase where an assessment of need, benefit, stakeholders, scope and community sourced investment is determined.

During the planning phase, any relevant strategies or plans (community, Council, agency, State or Federal Government) are considered and form part of the project summary and strategic justification.

Financial Management

Completed Project Proposal Investigations:

The following project proposals include financial recommendations to be referred to Council's future project prioritisation and budget processes including consideration for future grant opportunities alongside other eligible projects:

- 1. The Moriac Greenfields Reserve Nature and Fitness Trail Proposal (CPP52) with a total estimated project budget of \$117,250 excluding GST (including project management and project contingency) for Stage 1 of this trail. This proposal is considered eligible for full funding via Council's Open Space Reserve (Moriac) Fund (including consideration of a \$10,000 Developer Contribution currently quarantined since 2004 as a contribution to a future play facility within the Greenfields Reserve at the end of Earl Court). Stage 2 of the Moriac Greenfields Reserve Trail has not been costed at this time given the rejection by the Body Corporate of the concept for a trail to pass through privately owned Common Property.
- The Torquay Football and Cricket Club Change Room Upgrade Proposal (CPP53) with a total estimated project budget (for Stage 1A) of \$707,000 excluding GST (including project management and project contingency). The funding breakdown proposes a community sourced funding contribution target of \$70,700 (excluding GST) leaving a funding shortfall of \$636,300 (excluding GST).
- 3. The Torquay Football and Cricket Club Change Room Upgrade Proposal (CPP53) investigation also concluded that the Service Manager should liaise with tenant clubs to consider an opportunity to fund a \$7,000 concept design and QS costing for Stage 1B (food, beverage, timekeepers building) which can then be considered to join Stage 1A at a project and grant ready stage.
- 4. The Anglesea and District Historical Society Building Modification / Extension Proposal (CPP54) with a total estimated project budget of \$438,000 excluding GST (including project management and project contingency) and with a staged delivery option. The funding breakdown proposes a community sourced funding contribution of \$20,000 (excluding GST) leaving a funding shortfall of

\$418,000 (excluding GST), noting that there may be a budget contribution from Council's DDA compliance budget to deliver high priority DDA works at this facility.

5. The Torquay Community Men's Shed Future Expansion Proposal (CPP55) investigation has resulted in a recommendation to consolidate a concept design and costing investigation for a new Torquay Men's Shed facility with the proposed Surf Coast Tennis Club Pavilion Redevelopment proposal (CPP57). The investigation cost for a shared amenity / co-located facility design and costing for a renamed Surf Coast Tennis Club/Torquay Community Men's Shed Facility Design Proposal (CPP57) is detailed below.

New Project Proposal Investigations

It is proposed that \$14,500 in costs will be associated with the feasibility investigation of four project proposals that are proposed to be funded from the Project Savings Account including:

- \$1,500 for the investigation of the Moriac Lions Park Upgrade Proposal (CPP56)
- \$10,000 for the investigation of the consolidated Surf Coast Tennis Club /Torquay Community Men's Shed Facility Design Proposal (CPP57)
- \$2,000 for the investigation of the Jan Juc Cricket Club Deck Extension (CPP58)
- \$1,000 for the investigation of the Winchelsea Arboretum Trail (CPP59).

Return of Unspent Investigation Funds

Over a three and one quarter year period from November 2016 to June 2020, a total of \$120,000 has been allocated for the detailed investigation of a total of 55 community project proposals.

Investigation funds unspent are returned to the funding source and to date, a total of \$26,588 has been returned. This includes \$580 to be returned to Accumulated Unallocated Cash Reserve via the June 2020 Transfer Table Report as follows:

Project Proposal	Budget	Actual	Variance
CPP52 – Moriac Greenfields Reserve Nature and Fitness Trail Proposal	\$2,500	\$2,000	\$500
CPP53 – Torquay Football and Cricket Change Room Upgrade Proposal	\$10,000	\$9,920	\$80
Total Return to Accumulated Unallocated Cash			\$580

Service Performance

The investigation of community project proposals that propose renewal, improvement, upgrade or replacement of a Council asset, consider the current life of an asset or asset component and the timing of any relevant asset renewal or replacement expenditure. Opportunities are sought where Council budgets such as this can align as potential funding leverage / partnership projects, providing good value for investment and resulting in outcomes that meet changing community needs.

Responding to community led initiatives often involves the facilitation of discussions between community and relevant service managers and providers. This often results in greater awareness of issues and concerns, reduced community frustration and a more collaborative and efficient outcome.

Proposal investigations often involve a thorough assessment via the engagement of professional expertise, including architects, landscape architects, structural engineers, quantity surveyors and other subject matter experts.

Risk Assessment

The Moriac Greenfields Reserve Nature and Fitness Trail Proposal (CPP52) recommendation proposes a continuous defined and constructed pathway loop to replace an unformed and uneven pathway surface.

The Torquay Football and Cricket Club Change Room Upgrade Proposal (CPP53) recommendation addresses the issue of inadequate privacy, layout and provision of toilet and change room facilities to meet recommended AFL and cricket facility and female friendly guidelines. As a regional sports facility, Spring Creek Recreation Reserve's current change room provision and layout impacts on the tenant clubs being able to appropriately accommodate male and female AFL and cricket participation together with male and female coaching and support staff and umpires. Also impacted is the ability for clubs to host a range of

male/female/junior double header fixtures using change rooms and amenities that currently do not allow for effective team changeovers.

The Anglesea and District Historical Society Building Modification / Extension Proposal (CPP54) recommendation addresses current DDA issues related to this building and the Anglesea and District Historical Society vision to increase the functionality of what is a 1950's house being used for community / public use. Works will also remove asbestos from the building (only within areas impacted by construction).

The Torquay Community Men's Shed Future Expansion Proposal (CPP55) recommendation has the potential to impact the health and wellbeing of current and potential Men's Shed members. The current Price Street precinct site is not considered fit for purpose to accommodate the current activities and projected needs of this group. Current issues to be addressed by a larger purpose built facility at a new location are crowded work spaces, activities having to be conducted off site and lack of suitable storage for projects in progress. These issues are impacting on the safe, friendly and inclusive environment that the Shed aims to be, creating stress for current leaders and members and impacting on membership growth.

Communication

A Community Project Development page is available on Council's website, providing information about the process for registering community project proposals. A link to the online Community Project Proposal Registration Form is available from the webpage.

All proposal applicants are contacted following a proposal registration to clarify project details. Further engagement is undertaken with applicants for those proposals that are referred for detailed investigation.

There is regular communication with submitters of project proposals waiting in the Community Project Proposal Master List about ways in which proposals can be strengthened against assessment criteria.

Quarterly reports are presented to Council with recommendations relating to proposals referred for detailed investigation and endorsing new projects be investigated in the next quarter.

Human Rights Charter

A Human Rights Impact Assessment has been undertaken and concludes that the contents of this report are compatible with the Victorian Charter of Human Rights and Responsibilities.

Specifically, the following can be noted:

- Recognition and equality before the law a female friendly / unisex change and toilet facilities
 proposal leads to greater participation equality via the Torquay Football and Cricket Club Change
 Room Upgrade Proposal (CPP54)
- Cultural rights protection of cultural heritage places and also protection of historical buildings is valued via:
 - the acknowledgement that an assessment of cultural heritage impact will be required for the Moriac Greenfields Reserve Nature and Fitness Trail (CPP53)
 - o consideration of the Burra Charter and adherence to Heritage Advisor advice for the Anglesea and District Historical Society Building Modification / Extension (CPP55).

Options

Option 1 – Accept the Community Project Development recommendations as identified in this report

This option is recommended by officers as it is supported by comprehensive feasibility investigation into each community project proposal and provides clear direction regarding Council's level of support for each project.

Option 2 – Do not accept the Community Project Development recommendations as identified in this report and consider alternative motions

This would involve reaching different conclusions on the:

- suitability of projects to progress for future funding (e.g. do not progress projects for future funding consideration)
- timing of the allocation of funding (i.e. allocate funding now rather than consider funding at a later date)
- project proposals nominated for future investigation.

This option is not recommended by officers as:

- project proposals have been comprehensively assessed for their feasibility and alignment with Council and community objectives
- funding timing recommendations have considered Council's current and future financial capacity and the preferred practice of considering project funding through the annual budget process
- project proposals have been nominated for investigation based on a robust prioritisation ranking methodology.

Conclusion

A Community Project Development process has been established to provide transparency in how new community project proposals are registered, assessed and prioritised for investigation. The process supports the Community Project Development Officer to create partnerships, respond to community project ideas, facilitate community strengthening and support prioritised projects to get to a project ready stage.

Four of the highest ranked proposals from the Community Project Proposal Master List have been recommended to proceed to detailed investigation stage.

APPENDIX 1 COMMUNITY PROJECT PROPOSAL MASTER LIST - JUNE 2020

Surf Coast Shire Council
Minutes - Council Meeting

23 June 2020
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Community Project Proposal Master List

As at 12 May 2020 (since last reporting cut off 11 Nov 2019, noting March Quarterly Report postponed to June)

OUTSTANDING PROPOSALS			INVESTIG- GATION \$	RATING
Feb 2020 (NEW)	Winchelsea	Winchelsea Arboretum Trail	\$1K	72
Jan 2020 (NEW)	Winchelsea	Moriac Lions Park Renewal	\$1.5K	67
Dec 2019 (NEW)	Anglesea	Anglesea Resale Centre - Bicycle Recycle/Repair/Resell Space	\$0K	66
Mar 2020 (NEW)	Torquay	Bob Pettitt Reserve Soccer Goal Nets and Linemarking	\$0K	58
Dec 2017	Anglesea	Anglesea Bowls Club Mens Shed Carpark Upgrade	\$10K	57
Mar 2019	Torquay	Surf Coast Tennis Club @ Torquay – Facility Extension	\$10K	54
Nov 2019 (NEW)	Anglesea	Extension to Anglesea Skate Park	\$10K	52
Nov 2019 (NEW)	Torquay	Jan Juc Cricket Club Deck Extension	\$2K	51
Jan 2019	Anglesea	Anglesea Riverbank Bingley Pde/ Agnes Lane - Park Facilities	\$0	48
Sep 2019	Winchelsea	Western District Quarter Horse Association - Arena Surface Repair (Mt Moriac Reserve)	\$5K	48
Feb 2020 (NEW)	Torquay	Grossmans Ridge Playground Upgrade	\$2K	45
Feb 2018	Winchelsea	Deans Marsh Priority Pathways#2	\$3K	43
Feb 2018	Torquay	Djila Tjarri Skate Bowl Shelter	\$1K	43
	TOTAL	13		

DECLINED / R	EFERRED AT INITIAL PROPOSAL FILTER
COMPLETE	Anglesea Historical-Bathing Box (pre Feb 2017)
COMPLETE	Bellbrae Tennis Club – Seating (pre Feb 2017)
DECLINED	All Aboard container and garden
COMPLETE	Lorne Men's Shed Flagpole
Service Manager	Connewarre Reserve 1 Million Trees
Service Manager	Connewarre Reserve Walking Path
Small Grants	Connewarre & District Riding Club Equitation Park
Small Grants	Torquay Historical Society Bathing Box
COMPLETE	Anglesea Transfer Station Store Shed
COMPLETE	Deans Marsh hall curtain sign
COMPLETE	Anglesea Seniors /Lions Garden
Service Manager	Spring Creek Res drainage erosion rectification
Small Grants	Anglesea flagpole / street light art installations
DECLINED	Seaview Res Basketball Pad
DECLINED	Growing Winch Storage Fees
Service Manager	Winch Bowls Club Internal and external painting
DECLINED	Deep Creek Bridge Artwork
Referred GORCC	Tqy Bowls Club Tesla Charging Station
DECLINED	Torquay Skate Park Lighting
Service Manager	Hill Top Reserve – Additional play equipment
Service Manager	Winchelsea Mens Shed - Car Park
Service Manager	Great Ocean Views Reserve - basketball court
Service Manager	Winch Community House - Solar Roof Panels
TOTAL	21 (post Feb 2017)

REFERRED/RESOLVED PRIOR TO INVESTIGATION			
Service Manager	Torquay Bowls Club – Masterplan Priorities		
Small Grants	Anglesea Community Garden seat		
Service Manager	Mt Moriac Res lighting –Oval 1,2, Netball Crt 3		
Service Manager	Coogoorah Park - Noticeboard Refurb / Content		
Not required	Hill Top Res - shelter battens / wind protection		
Service Manager	Connewarre Reserve Viewing Mound		
Small Grants	Soundproofing Torquay Men's Shed		
Small Grants	Anglesea Netball Club – Shade sail		
Not required	Torquay Parwan Pitch FlagPole		
Resolved	Torquay Women's Shed		
Small Grants	Aireys Inlet Community Garden Seat (Future App)		
Not required	Tqy Tennis - Storage Container		
Not required	Torquay Grant Pavilion - Kiosk Window		
Not required	Downhill Bike Tracks/ Jumps		
Master List Review M	Nay 2019 (11 proposals removed from Master List)		
Refer Master List	Torquay Tennis Clubrooms - Male Toilet Refurbish		
Not supported	Winchelsea Skate Park - Light Installation		
Not supported	Djila Tjarri Skate Bowl – Permanent Lighting		
Precinct Planning	Anglesea Skate Park - Stage 3 extension		
Precinct Planning	Winchelsea Railway Station Redevelopment		
Precinct Planning	Mt Moriac Reserve - Gym Facility Construction		
Precinct Planning	Wurdale Hall Reserve Development Stage 3		
Precinct Planning	Anglesea Netball Club – Existing carpark sealing		
Precinct Planning	Anglesea Netball Club – Viewing deck		
Precinct Planning	Winchelsea Township Cultural Heritage Facility		
Precinct Planning	Bicycle /horse riding track Winchelsea to Inverleigh		
TOTAL	25		

CURRENTLY UNDER		
	INVESTIGATION	
CPP52	Moriac Greenfields Nature and	
	Fitness Trail	
CPP53	Torquay Football and Cricket Club	
	- Unisex Change Room Upgrade	
CPP54	Anglesea Historical Society	
	Building Modification/Extension	
CPP55	Torquay Men's Shed – Future	
	Expansion	
TOTAL	4	

HIG	Н	Proposals rated 60+ out of 100
ME	DIUM	Proposals rated 50-59/100
LOV	V	Proposals rated <50/100

INVESTIGATION COMPLETE				
(PROJECT IN PROGRESS)			
CPP01	Torquay Cricket Club Practice Facility			
	Upgrade / Stage 2 Design			
CPP08	Mt Moriac Res Equestrian Clubroom			
	Redevelopment (project underway)			
CPP27	Torquay Quay Reserve Public Toilet			
	(project underway)			
CPP28	Great Ocean Views Res Activation			
	(project underway)			
CPP29	Anglesea Hall Sound, Lighting and			
	Projection Improvements (part funding			
	19/20 and other funding sources being			
CPP30	confirmed)			
CPP30	Deans Marsh Priority Pathways #1 (project underway)			
CPP33	Torquay & District Historical Society -			
CITSS	Historical Signs (project underway)			
CPP35	Deans Marsh Reserve shelter /			
CITOS	outdoor stage (project underway)			
CPP36	Helen Mary Kininmonth Kinder –			
	Playground Rejuvenation (part			
	completed and projects underway)			
CPP37	Bob Pettitt Reserve Outdoor			
	Performance Space(project underway)			
CPP38	Surf Coast Soccer New Pavilion (project			
	underway)			
CPP43	Anglesea Community Resale Shed			
	Verandah Extension (in budget 19/20)			
CPP47	Anglesea Art House car park and			
	landscape works (Stage 1 complete)			
TOTAL	13			

INVESTIGATION COMPLETE						
(:	STILL TO BE FUNDED)					
CPP13	Deep Crk Res multi-use Tennis area					
CPP14	Mt Moriac Res Oval 1 goal net					
CPP24	Nautical Rise Res Indigenous					
	Garden					
CPP25*	Torquay Football Club - relocate					
	interchange boxes plus behind goal					
	netting (Note: Community submission					
	18/19 budget –funded goal netting					
	only)					
CPP26	Torquay Tigers Cricket Club – new					
	shed for turf roller (investigation by					
	Service Manager with CPP01)					
CPP31	1st Tqy Scouts storage extension					
CPP39	Wurdale Reserve Plan Stage 2					
CPP40	Spring Valley Park –ball games area					
CPP41	Deans Marsh Reserve - Fitness					
	Element Installation					
CPP42	Zeally Sands Playground / Park					
	extension / upgrade					
CPP44	Kalkarra Park Playspace - basketball					
	pad extension					
CPP46	Torquay Tennis Club – seal pathway					
	between courts					
CPP48	Anglesea & District War Memorial					
CPP49	Sea to Tree Long Distance Horse					
	Trail					
CPP50	Anglesea Community Precinct					
	Signage Upgrade					
CPP51	BMX Track for Ocean Acres Reserve					
TOTAL	16 CPP25 included in this total					

Ρ	ROJECT DELIVERED OR
	PROPOSAL CLOSED
CPP02	Ellimatta Res/ Anglesea Netball
01102	Additional Carpark
CPP03	Lorne Historical Society Front Facade
	Project
CPP04	Hesse St Reserve Winchelsea Scouts
	and Tennis Shared Facility
CPP05	Jan Juc Kinder Play Space Expansion
CPP06	Anglesea Football Club Training Lights
0	Upgrade
CPP07	Stribling Res Stadium Ventilation
CPP09	Anglesea Mens Shed – repurpose /
	refit 2 storage spaces
CPP10	Wurdale Hall - History Board
CPP12	Hill Top Reserve Vegetation Barrier
CPP11	Lorne Skate Shelter
CPP15	Quay Reserve shelter
CPP16	Freshwater Crk old Tennis Clubroom
CPP17	Anglesea Rec & Sports Club – power
CPP18	Anglesea Rec & Sports Club – new
	boat platform
CPP19	Anglesea Netball Club –additional
	netball shelters
CPP20	Anglesea Pre School Basket Swing
CPP21	Torquay Pre School Garden Plan
CPP22	Anglesea to Waurn Ponds Bus Service
	(Achieved Stage 1 and Council to continue
	to advocate to T for V)
CPP23	Connewarre & District Riding Club
	Dressage Arenas (refer Stage 2 to ROSP)
CPP25*	Torquay Football Club - relocate
	player interchange boxes and behind
	goal barrier netting (goal netting
	component is complete)
CPP32	Newling Reserve Playground Inclusive
	Basket Swing
CPP34	SC Soccer - Storage Enclosure for
	Goals
CPP45	Freshwater Creek Riding Club –
	additional fencing/ground works
TOTAL	22 CPP25 not included in this total

7. REPORTS FOR NOTING

Nil

8. URGENT BUSINESS

Nil

PROCEDURAL BUSINESS 9.

9.1 **Advisory Committee Minutes**

Author's Title: Governance Officer General Manager: Anne Howard Department: Governance & Risk File No: F18/221-2 Division: Governance & Infrastructure Trim No: IC20/714

Appendix:

- Audit and Risk Committee Meeting Minutes 19 May 2020 (D20/95513)
- 2. Positive Ageing Advisory Committee Minutes - 22 May 2020 (D20/95769)
- 3. Hearing of Submissions Committee Minutes - 2 June 2020 (D20/96635)
- 4. All Abilities Advisory Committee Minutes - 3 June 2020 (D20/96884)
- Hearing of Submissions Committee Minutes 9 June 2020 (D20/100142)

5.	Hearing of Submissions Committee Minutes - 9 June 2020 (D20/100142)					
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		
Rea	son: Nil		Reason: Nil			

Purpose

To receive and note the minutes of the advisory committee meetings as appended.

Summary

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

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

Recommendation

That Council receives and notes the minutes of the following Advisory Committee meetings:

- 1. Audit and Risk Committee Meeting Minutes 19 May 2020
- Positive Ageing Advisory Committee Minutes 22 May 2020
 Hearing of Submissions Committee Minutes 2 June 2020
- 4. All Abilities Advisory Committee Minutes 3 June 2020
- 5. Hearing of Submissions Committee Minutes 9 June 2020

Council Resolution

MOVED Cr David Bell, Seconded Cr Brian McKiterick

That Council receives and notes the minutes of the following Advisory Committee meetings:

- 1. Audit and Risk Committee Meeting Minutes 19 May 2020
- 2. Positive Ageing Advisory Committee Minutes 22 May 2020
- 3. Hearing of Submissions Committee Minutes 2 June 2020
- 4. All Abilities Advisory Committee Minutes 3 June 2020
- 5. Hearing of Submissions Committee Minutes 9 June 2020

CARRIED 9:0

APPENDIX 1 AUDIT AND RISK COMMITTEE MEETING MINUTES - 19 MAY 2020



Minutes

Meeting of the Audit and Risk Committee 19 May 2020

Held via video conference (Zoom)

Commenced at 9:04am

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19/05/2020 Page **2**

MINUTES FOR THE AUDIT AND RISK COMMITTEE MEETING HELD VIA VIDEO CONFERENCE (ZOOM) ON 19 MAY 2020, COMMENCED AT 9:04AM

PRESENT:

Committee Members

Melissa Field (Chair) (Term expires 31/01/2020) John Gavens (Term expires 26/01/2022) Brian Keane (Term expires 31/01/2020) Debra Russell (Term expires 26/01/2022) Cr Clive Goldsworthy Cr Martin Duke

In Attendance:

Keith Baillie – Chief Executive Officer Anne Howard – General Manager Governance & Infrastructure John Brockway – Manager Finance Wendy Hope –Manager Governance & Risk Mark Wilson – Coordinator Risk Management & Legal Services Zoe Eastick–Governance Officer (minutes)

William Cheung (NTT) Debra Robertson (NTT) Kevin Chan (VAGO) Sanchu Chummar (VAGO)

APOLOGIES:

Nil

CONFIRMATION OF MINUTES:

Committee Resolution

MOVED Mr John Gavens, Seconded Ms Debra Russell

That the Audit and Risk Committee notes the minutes of the meeting held on 18 February 2020 as a correct record of the meeting.

CARRIED 6:0

CONFLICTS OF INTEREST:

None declared.

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19/05/2020 Page **3**

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1. OUTSTANDING ISSUES & ACTIONS

1.1 Outstanding Issues and Actions Report

Charter Reference: 9.2.3

Author's Title: Administration Officer General Manager: Anne Howard

Governance

Department:Governance & RiskFile No:F18/145-2Division:Governance & InfrastructureTrim No:IC20/512

Appendix:

- 1. Outstanding Issues and Actions Report (D20/80487)
- Outstanding Issues and Actions Status Log (D16/1527)

Officer Direct or Indirect Conflict of Interest:
In accordance with Local Government Act 1989 –
Section 80C:

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

or the Local Government Act

⊠ No

Yes 🗵 No

Reason: Nil Reason: Nil

Purpose

Yes

The purpose of this report is to provide an update on progress made against action items identified through previous audit reports and Audit and Risk Committee meetings.

Discussion

Items notified as completed are shaded in grey and will be removed from the report after this meeting (if a single standing item) or when the whole of that section has been completed.

Recommendation

That the Audit and Risk Committee notes the Outstanding Issues and Actions Report.

Meeting Discussion

The committee noted the report and recommended that the Outstanding Actions Spreadsheet be reviewed and critiqued to minimise the committee asking reoccurring questions. The CEO advised the committee that the spreadsheet has been recently reviewed by EMT and that it is appropriate for some items to remain listed as overdue as opposed to extending the due date.

The committee suggested that in future management make comments that reflect their reasoning for keeping items as overdue.

Actions

Nil

Committee Resolution

MOVED Mr Brian Keane, Seconded Ms Debra Russell

That the Audit and Risk Committee notes the Outstanding Issues and Actions Report.

CARRIED 6:0

19 May 2020 Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting Page 5 2. **PRESENTATIONS** 2.1 Chief Executive Officer's Update Charter Reference: N/A Author's Title: Chief Executive Officer CEO: Keith Baillie Department: Office of the CEO File No: F18/145-2 Office of the CEO IC20/513 Division: Trim No: Appendix: Officer Direct or Indirect Conflict of Interest: Status: In accordance with Local Government Act 1989 -Information classified confidential under Section 77 Section 80C: of the Local Government Act: No No Reason: Nil Reason: Nil

Purpose

To receive an organisational update from Keith Baillie, Chief Executive Officer.

Recommendation

That the Audit and Risk Committee notes the Chief Executive Officer's update.

Meeting Discussion

The committee noted a CEO update relating to the following matters:

- Since February Committee meeting the overwhelming focus has been on COVID-19 response.
- Local Government Act 2020 has been enacted:
 - o Progressive implementation dates
 - o Important policies to be implemented by 1 September
 - o Enhanced Role of Mayor and Role of Councillors commence at election
- Minister confirmed that Local Government elections will be held in October 2020.
 - Council approved release of Draft Budget 2019-20 at 28 April meeting:
 - o Inclusive of COVID-19 support package elements
 - Hearing of Submissions listed for 2 June
 - o Council to consider adoption of Budget at 23 June meeting
- Future Business Model paper and Our Financial Story summary provided to Councillors for today's Briefing.
- Positive Ageing transition progressing well:
 - o Confirmed 1 October (extended from 30 June)
 - o Formally advised staff and working through important human resource matters

Actions

Nil.

Committee Resolution

MOVED Ms Debra Russell, Seconded Mr Brian Keane

That the Audit and Risk Committee notes the Chief Executive Officer's update

CARRIED 6:0

Surf Coast Shire Council 19 May 2020 Minutes - Audit and Risk Committee Meeting Page 6 COVID-19 Update 2.2 Charter Reference: N/A Author's Title Chief Executive Officer General Manager: Keith Baillie Department: Office of the CEO File No: F18/145-2 Division: Office of the CEO Trim No: IC20/535 Appendix: Officer Direct or Indirect Conflict of Interest: Status: In accordance with Local Government Act 1989 -Information classified confidential under Section 77 Section 80C: of the Local Government Act: ⊠ No Yes 」Yes Reason: Nil Reason: Nil

Purpose

The purpose of this report is to receive a presentation on Surf Coast Shire Council's response to COVID-19.

Recommendation

That the Audit and Risk Committee notes the update on operational changes and known financial implications arising from the coronavirus pandemic.

Meeting Discussion

The committee noted a CEO update on the following COVID-19 matters:

- Services
 - Most have transitioned to a different model
 - Continuing to be delivered, even if in a different way.
- 2. Facilities
 - Council has remained ahead of State Government directives and will align its response with the State's position going forward.
 - Council's response was at a premium level.
- Staffing
 - · Council has not experienced high levels of staff absenteeism.
 - Aim to retain staff capacity which allows people to fulfil different roles if required. Some staff
 have already been redeployed into different roles.
 - A large focus has been on staff wellbeing and maintaining capacity.
 - · Nearly all staff that can work from home are.
 - Council working to show empathy and provide support to staff.
 - WHS team have been completing desktop and onsite inspections.
 - Staff working onsite have access to adequate PPE.
- 4. Community and Economic
 - Two teams have been established to engage with and provide support to community groups.
 - 20 officers deployed between the two teams. Experienced in community work and economic development.
- Community Messaging
 - · Providing up-to-date messaging through variety of platforms.
 - Messaging in line with state messaging.
 - Council are liaising weekly with VicPol, GORCC and Parks Victoria.
- 6. Council and Councillors
 - Councillors have moved to a Zoom environment to attend meetings and briefings.
 - Councillor briefing sessions have now returned to normal routine.
 - April Council meeting was held outside of Council offices for the adoption of the Draft Budget.
 - Change in state legislation now allows for Council meetings to be held virtually. Tuesday 26
 May will be the first meeting in this capacity.
 - Hearing of Submissions Committee meetings will also be conducted via videoconferencing.

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19 May 2020 Page **7**

2.2 COVID-19 Update

7. Support Allocations

- Council adopted support package for businesses and general community at the April Council meeting.
- Package provides option for no-interest payment plans and refunding/waiving fees for businesses.
- \$2.168 million allocated, which is a large amount for a Council of our size.

8. Financial Impacts

- Outside of the support package, financial impact from COVID-19 is quite modest.
- Next financial year will be more highly impacted, however have managed budget allocations to allow for this.
- Some initiatives that were in the budget for next financial year have been pushed to a later date to help prepare for possible financial impact.

9. Way Forward

- Council will start to reopen facilities in-line with state.
- Currently developing a COVID-19 Workplan which that aim to ensure staff are returning to a safe work environment.
- Organisational survey outlined that 80% staff are comfortable with continuing to work in current conditions for another 3 months.

The CEO answered committee questions relating to the following:

- Guidelines have been created and will be presented to Council which ensure fairness for those who
 apply for COVID-19 payment assistance measures.
- Opportunities for staff to work from home in the future will be considered, as Council applies any learnings that have presented from the situation. The EBA supports remote learning and this may provide an opportunity for staff to work from home in the future.
- The delegations that were in place before the pandemic have remained relevant for the current situation. Some work has been done on role clarity and firm application on roles and responsibilities.

Actions

Nil.

Committee Resolution

MOVED Ms Debra Russell, Seconded Mr Brian Keane

That the Audit and Risk Committee notes the update on operational changes and known financial implications arising from the coronavirus pandemic.

Surf Coast Shire Council 19 May 2020
Minutes - Audit and Risk Committee Meeting 19 Page 8

3. RISK MANAGEMENT

3.1 Enterprise Risk Management Report May 2020

Charter Reference: 9.5.1

Author's Title: Coordinator Risk Management General Manager: Anne Howard

and Legal Services

Department: Risk Management and Legal File No: F18/205-2

Services

Division: Governance & Infrastructure Trim No: IC20/560

Appendix:

1. Enterprise Risk Management Report May 2020 (D20/73792)

Officer Direct or Indirect Conflict of Interest: Status:

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

Information classified confidential under Section 77

of the Local Government Act:

Yes No Yes No

Reason: Nil Reason: Nil

Purpose

The purpose of this report is to present the Enterprise Risk Management Report May 2020.

Discussion

We commenced a review of Strategic Risks with EMT, however, this was postponed due to the focus on the coronavirus pandemic.

In conjunction with representatives from the Emergency Management & Health Teams we facilitated a Pandemic Planning – Business Continuity Emergency Preparedness Workshop with the Leadership Group on the 5th March.

A focus has also been to work through Councils Annual Insurance renewal program.

Recommendation

That the Audit and Risk Committee notes the Enterprise Risk Management Report as presented.

Meeting Discussion

The committee noted that the strategic review commenced with EMT in late February, however was put on hold because of the Coronavirus.

The committee noted that a workshop had occurred with the leadership group and this involved a brainstorm of all of the organisation's essential services and how these could be impacted by the Coronavirus.

The committee noted that there is active work happening on the pandemic plan and that there has also been a focus on insurance renewal for 2021.

Actions

The committee requested that the June report captures planned activities and a risk management review in relation to the Coronavirus.

The committee requested a status update on the ocean surges item on the risk register, as the risk has been identified, however no immediate action has been determined.

Committee Resolution

MOVED Mr John Gavens, Seconded Ms Debra Russell

That the Audit and Risk Committee notes the Enterprise Risk Management Report as presented

Surf Coast Shire Council 19 May 2020 Minutes - Audit and Risk Committee Meeting Page **9**

4. AUDIT REPORTS

4.1 Internal Auditor Status Report (NTT Pty Ltd)

Charter Reference: 9.2.3

Author's Title:Coordinator GovernanceGeneral Manager:Anne HowardDepartment:Governance & RiskFile No:F18/145-2Division:Governance & InfrastructureTrim No:IC20/514

Appendix:

- 1. Surf Coast IA Status Report May 2020 (D20/76574)
- 2. Depot Management Final Audit Report (D20/62748)
- 3. Waste Management Review Final Audit Report (D20/39704)
- SCSC Strategic Internal Audit Plan 2020-2023 12 May 2020 (D20/76464)

Officer Direct or Indirect Conflict of Interest: In accordance with Local Government Act 1989 – Section 80C: Information classified confidential under Section 77 of the Local Government Act: Yes No Passon: Nil Reason: Nil

Purpose

The purpose of this report is for Council's internal auditor NTT to provide an update on the status of internal audit activities including:

- · Internal Audit Status Report
- Depot Management Final Audit Report
- Waste Management Final Audit Report
- Strategic Internal Audit Plan 2020-2023

Recommendation

That the Audit and Risk Committee notes the update and completed audit reports from NTT.

Meeting Discussion

Strategic Internal Audit Plan

- General managers are comfortable with the internal audit plan, however are open to discussion and ideas
- General managers have worked with NTT to prepare plan.
- The committee suggested that there may be opportunities to move items forward in response to Coronavirus. They suggested the following to be considered:
 - Financial sustainability
 - Cyber security
 - HR management as a fraud risk
 - Fraud and corruption
 - Business Continuity Plan review
- The committee suggested that the following could be pushed back to accommodate for more urgent matters:
 - Waste management (contract management)
 - Project management review
- NTT will come back to management with an updated draft.

Depot Management Final Audit Report

 The committee noted that Council and NTT have worked together to come as close as possible in agreement regarding the recommendation for the surveillance cameras.

Waste Management Final Audit Report

 The committee noted that an action plan regarding changes to the Environmental Protection Act has been drafted.

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19 May 2020 Page **10**

4.1 Internal Auditor Status Report (NTT Pty Ltd)

Actions

The committee asked about the three identified risks in the waste management audit and how significant the gap is to leave these risks un-acquitted for a period of time. The question was taken on notice.

Committee Resolution

MOVED Mr Brian Keane, Seconded Ms Debra Russell

That the Audit and Risk Committee notes the update and completed audit reports from NTT.

Surf Coast Shire Council 19 May 2020 Minutes - Audit and Risk Committee Meeting Page 11 4.2 External Auditor's Update (Victorian Auditor General's Office) Charter Reference: 912 Author's Title General Manager: Anne Howard Manager Finance Department: Finance File No: F18/145-2 Division: Governance & Infrastructure Trim No: IC20/543 Appendix: VAGO Interim Management Letter (D20/76385) Officer Direct or Indirect Conflict of Interest: Status: In accordance with Local Government Act 1989 -Information classified confidential under Section 77 Section 80C: of the Local Government Act: ⊠ No Yes 」Yes Reason: Nil Reason: Nil

Purpose

The purpose of this report is to provide External Auditors, Victorian Auditor General's Office (VAGO), with an opportunity to update the Audit and Risk Committee. The update will be delivered by representatives from the Victorian Auditor General's Office, and include commentary on sector developments, as well as discussion of the 2019-20 Interim Audit visit.

Recommendation

That the Audit and Risk Committee notes the External Auditor (VAGO) update.

Meeting Discussion

- The Chair outlined that the committee had a meeting with VAGO auditors prior to the meeting.
- VAGO outlined that their key message was that they would work flexibly with Council to deliver the
 audit plan.
- The committee noted that VAGO would be looking at changes in IT control environments, changes to financial delegations and the impact on procurement controls.
- The committee asked about the impact of new accounting standards and these will be considered as part of model.
- The committee asked about the accuracy of future audits as programs will have to be delivered remotely. VAGO informed that they were preparing for possible implications resulting from this.
- The auditor was queried regarding whether there would be material change to the audit strategy and key audit areas resulting from anticipated impacts of the COVID-19 pandemic. The committee was advised that no material changes to the audit strategy and key audit areas were envisaged and that the strategy would not be required to be amended and represented to the committee.

Actions

Nil.

Committee Resolution

MOVED Ms Debra Russell, Seconded Cr Clive Goldsworthy

That the Audit and Risk Committee notes the External Auditor (VAGO) update.

	oast Shire Council s - Audit and Risk C	Committee Meeting		19 May 2020 Page 12		
4.3	Integrity Age	ency Reports - January 1st to N	March 31st, 2020			
Chart	er Reference:	9.9.3				
Autho	or's Title:	Coordinator Risk Management and Legal Services	General Man	ager: Anne Howard		
Department:		Risk Management and Legal Services	File No:	F18/205-2		
Divisi	ion:	Governance & Infrastructure Trim No:		IC20/561		
Appe	ndix:					
1. lı	ntegrity Agencie	es Report period 1 January to 31	March (D20/6990	8)		
Office	er Direct or Ind	lirect Conflict of Interest:	Status:			
In accordance with Local Government Act 1989 – Section 80C:		Information classified confidential under Section 77 of the Local Government Act:				
	res .	⊠ No	Yes	⊠ No		
Reas	on: Nil		Reason: Nil			
Recor That to 2020.	ourpose of this sies to identify l nmendations mmendation the Audit and R	earnings for Council. A column h	nas been included	t from the various external oversight to provide Council's response to the gencies Report for January to March		
Actio Nil.	ns					
MOVE		avens, Seconded Ms Debra Rus		encies Report for January to March		
				CARRIED 6:0		

	Surf Coast Shire Council 19 Minutes - Audit and Risk Committee Meeting								
5.	FINANCIAL F	REPORT	s						
5.1	Accounting	Standard	ls Update						
Charte	r Reference:								
Author's Title: Manager Finance		General Man	ager: Anne Howard						
Depart	ment:	Finance		File No:	F18/145-2				
Divisio	on:	Governa	ance & Infrastructure	Trim No:	IC20/495				
Appen	dix:								
1. Ad	counting Stand	dards Po	sition Paper 2019-20 (D	20/79233)					
Office	r Direct or Indi	rect Con	nflict of Interest:	Status:					
In acco		cal Gove	emment Act 1989 –	Information classified confidential under Section 77 of the Local Government Act:					
□ Y	es	\boxtimes	No	Yes	⊠ No				
Reaso	n: Nil			Reason: Nil					
	urpose of this		s to update the Audit sequent impacts on Col		ittee on the implementation of new porting.				
the 20'	l officers have	year aud	lit. The position paper o		or General's Office in preparation for implementation of the new standards				
That the	nmendation he Audit and hting standards.		mmittee notes Council	's position paper	on the implementation of the new				
	g Discussion mmittee noted	the upda	te.						

Committee Resolution

Actions

new accounting standards at the next meeting.

MOVED Ms Debra Russell, Seconded Cr Clive Goldsworthy
That the Audit and Risk Committee notes Council's position paper on the implementation of the new accounting standards.

The committee requested that they are provided with an estimate of the financial impact of implementation of

Surf Coast Shire Council 19 May 2020 Minutes - Audit and Risk Committee Meeting Page 14 March 2020 Quarterly Financial Report 5.2 Charter Reference: Author's Title General Manager: Anne Howard Manager Finance Department: Finance File No: F18/145-2 Division: Governance & Infrastructure Trim No: IC20/496 Appendix: Officer Direct or Indirect Conflict of Interest: Status: In accordance with Local Government Act 1989 -Information classified confidential under Section 77 Section 80C: of the Local Government Act: ⊠ No Yes 」Yes Reason: Nil Reason: Nil

Purpos

To receive and note the March 2020 Quarterly Finance Report.

Discussion

The March 2020 Quarterly Finance report includes the Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows, Statement of Changes in Equity and Statement of Capital Works. A financial year forecast for all statements has been included.

This report also includes a summary of legal costs for the March 2020 quarter with comparative information.

Recommendation

That the Audit and Risk Committee notes the March 2020 Quarterly Finance Report.

Meeting Discussion

The committee noted an update on the impact of Council's investments and were informed that investment returns are low but will meet budget values.

The committee noted that property values for next financial year remain as they were on 1 January 2020. If there is a reduction in property values this will be reflected in future financial years.

Actions

The committee asked why the depreciation is so under budget on page 151. The question was taken on notice.

Committee Resolution

MOVED Cr Martin Duke, Seconded Ms Debra Russell

That the Audit and Risk Committee notes the March 2020 Quarterly Finance Report.

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19 May 2020 Page **15**

5.2 March 2020 Quarterly Financial Report

Report

Background

Council reports quarterly on its financial results in accordance with Section 138 of the Local Government Act.

Discussion

Quarterly financial statements included with the attached report include:

- Comprehensive Income Statement:
 - Comparison of Council's actual versus budget income and revenue for the period 1 July 2019 to 31 March 2020.
- Balance Sheet:
 - o Comparison of Council's actual assets and liabilities versus budget as at 31 March 2020.
- · Statement of Cash Flows:
 - Statement of cash flows related to Council's actual operations and activities, and reconciliation to Council's total cash holdings versus budget for the period 1 July 2019 to 31 March 2020.
- · Statement of Changes in Equity:
 - o Council's actual equity position versus budget as at 31 March 2020.
- · Statement of Capital Works:
 - Statement of Council's capital works expenditure versus budget for period 1 July 2019 to 31 March 2020.

Council's net surplus is \$24.7 million at the end of March 2020, which is \$5.8 million ahead of the year to date budget. This is mainly due to timing of operational program spend.

The 2019-20 adopted budget was prepared on the accounting standards applicable at the date of preparation. The new accounting standard for Leases, AASB 16 leases, has been used in the preparation of this report. Amortisation, Leased Assets and Lease Liabilities are now identified on the face of the statements. Two other new accounting standards AASB 15 Revenue from Contracts with Customers; and AASB 1058 Income of Not for Profit Entities will be incorporated into the year-end report.

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19 May 2020 Page 16

5.2 March 2020 Quarterly Financial Report

COMPREHENSIVE INCOME STATEMENT For the quarter ended 31 March 2020

	Notes	YTD Actuals \$000	YTD Budget \$'000	Annual Budget \$000	Varia Actu YTD B \$000	al v	Acti	inces ual v Budget %
Income								
Rates and charges	1	54,850	54,295	54,335	555	1%	515	1%
Statutory fees and fines		1,782	1,522	2,012	260	17%	(230)	11%
User charges	2	5,694	5,360	7,111	334	6%	(1,416)	20%
Grants - operating		4,789	4,468	5,824	321	7%	(1,036)	18%
Grants - capital	3	3,780	4,534	6,046	(754)	17%	(2,265)	37%
Contributions - monetary	4	2,422	2,118	3,838	305	14%	(1,416)	37%
Contributions - non-monetary assets		344	-	12,850	344	0%	(12,506)	97%
Net gain/(loss) on disposal of property infrastructure, plant and equipment		84	(161)	265	246	152%	(181)	68%
Other income		872	795	1.060	77	10%	(188)	18%
Total Income		74.618	72.930	93.341	1.688	2%	(18.723)	20%
Expenses Employee costs Materials and services Depreciation Amortisation - intangible asset Amortisation - right of use asset Bad and doubtful debts Borrowing costs Finance costs leases Asset write offs Other expenses Total expenses	5 6 7 7	22,450 17,146 8,288 - 389 71 765 40 92 640	23,263 17,794 11,132 - - 64 765 - 100 846 53,964	32,926 23,412 14,842 - - 90 1,031 - 1,673 1,201	813 648 2,844 - (389) (8) 1 (40) 8 205	3% 4% 26% 0% 12% 0% 0% 8% 24%	10,476 6,266 6,555 - (389) 19 266 (40) 1,581 560 25,294	32% 27% 44% 0% 0% 21% 26% 0% 94% 47%
Total expenses		49,002	33,904	73,173	4,002	0 76	23,294	34 %
Surplus/(deficit) for the year		24,736	18,966	18,166	5,770	30%	6,570	36%
Other Comprehensive Income Items that will not be reclassified to surplus of Net asset revaluation increment / (decrement)	or deficit in fu 8	uture periods (14,692)	13,155	14,794	(27,848)	212%	(29,486)	199%
Total Comprehensive Result		10,044	32,122	32,960	(22,078)	69%	(22,916)	70%

Variance Notes:

- 1. Rates and Charges: Favourable due to higher supplementary rates.
 2. User Charges: Waste disposal fees at the Anglesea Transfer Station are higher than budgeted. Gherang gravel pits extraction rates higher than budgeted.
- 3. Grants Capital: Timing of State and Commonwealth Government capital program grants
- 4. Contributions: Timing of Pensioner Rate concession and Open Space contributions.
 5. Employees: Favourable variance due to savings on WorkCover employee insurance premium, leave and vacancies.
- 6. Materials and Services: Variance mainly attributable to timing of delivery of operational projects.
- Amortisation: New accounting standard for leases.
 Asset Revaluation: The revaluation decrement relates to roads, off street car parks and bridges asset classes and is predominately due to assets being assessed at lower condition rates. An increment based on 3 % was budgeted for.

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19 May 2020 Page 17

5.2 March 2020 Quarterly Financial Report

BALANCE SHEET As at 31 March 2020

Assets Current assets Cash and cash equivalents Trade and other receivables	Notes 1	\$'000	\$'000	\$'000	\$000	udget %	Annual \$'000	Budget %
Current assets Cash and cash equivalents			ΨΟΟΟ	\$000	\$000	76	\$1000	76
Cash and cash equivalents				I				
·		(372)	42.671	44.662	(43.043)	101%	(45.034)	101%
rade and other receivables	'	17,844	16,777	4,372	1.067	6%	13,472	308%
Other financial assets	1		10,777	10.000	51,462	515%	51,462	515%
Inventories	•	61,462 308	257	262	51,462	20%	51, 4 62	18%
Non-current assets classified as held for sal		232	257	202	232	0%	232	0%
Other assets	e	332	310	663	232	7%	(331)	50%
Total current assets		79,805	70,014	59,959	9,791	14%	19,847	33%
Non-current assets								
Trade and other receivables		37	74	47	(36)	49%	(10)	20%
Property, infrastructure plant & equipment	2	785.877	820.972	838.997	(35.095)	4%	(53,120)	6%
Investments in associates and joint ventures	_	431	457	457	(25)	6%	(25)	6%
Right of use assets	3	1.069	-	- 1	1.069	0%	1.069	0%
Intangible assets	4	28.628	_	.	28,628	0%	28,628	0%
Total non-current assets		816,043	821,503	839,501	(5,460)	1%	(23,459)	3%
Total assets		895,848	891,517	899,460	4,331	0%	(3,612)	0%
Liabilities								
Current liabilities				- 1				
Trade and other payables	5	5.056	1.400	5.492	(3.656)	261%	436	8%
Trust funds and deposits	6	4.678	2,883	2,883	(1,795)	62%	(1,795)	62%
Provisions	7	6.395	5.689	5,698	(705)	12%	(697)	12%
Interest bearing liabilities	'	272	273	1,356	1	0%	1,084	80%
Lease liabilities	3	98	2/3	1,330	(98)	0%	(98)	0%
Other Liabilities	Ü	(21)	215	215	236	110%	236	110%
Total current liabilities		16,477	10,460	15,644	(6,017)	58%	(833)	5%
Non-current liabilities								
Provisions	7	12,140	10.850	10,852	(1,290)	12%	(1,288)	12%
Lease liabilities	3	883	· -	- 1	(883)	0%	(883)	0%
Interest bearing liabilities		15.253	15,253	17,171	-	0%	1,918	11%
Total non-current liabilities		28,276	26,103	28,023	(2,173)	8%	(252)	1%
Total liabilities		44,753	36,563	43,667	(8,190)	22%	(1,085)	2%
Net assets		851,095	854.954	855,793	(3.859)	0%	(4,698)	1%
		001,030	004,304	555,735	(0,003)	578	(4,030)	170
Equity Accumulated surplus		510.688	474,239	451.664	36.449	8%	59.024	13%
Asset revaluation reserve		314,344	348,889	350,527	(34,545)	10%	(36,184)	10%
Other reserves		26,063	31,826	53,602	(5,763)	18%	(27,538)	51%
Total equity		851,095	854,954	855,793	(3,859)	0%	(4,698)	1%

Notes:

1. Cash and Cash Equivalents: Offset by favourable variance in Other Financial Asset. Total favourable cash balance driven by rates and charges

^{2.} Property, Infrastructure, Plant and Equipment: Opening balance lower than budget due to condition rating of buildings during the revaluation process. The timing of capital program expenditure and this years revaluation also contributes to the YTD variance.

3. Leased Assets and Liabilities: New Accounting standard for leases now introduced post the 2019-20 budget adoption by Council.

4. Intangible Assets: Landfill airspace assets recognised at 30 June 2019, post the 2019-20 budget adoption by Council.

Trade and Other Payables: Variance mainly due to payables in relation to the Surf Coast Stadium construction.
 Trust Funds and Deposits: Variance is due to a higher opening balance compared to budget in relation to subdividers deposits and Quarterly Fire Services Levy not paid.
7. Provisions: Variance is due to a higher actual opening balance compared to budget.

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19 May 2020 Page **18**

5.2 March 2020 Quarterly Financial Report

STATEMENT OF CASH FLOWS

For the quarter ended 31 March 2020

roi the quarter ended 31 March 2020		YTD Actuals	YTD Budget	Annual Budget	Variances Actual v YTD Budget		Variances Actual v Annual Budget	
	Notes	\$000	\$000	\$000	\$000	%	\$000	%
Cash flow from operating activities					1			
Rates and charges	1	42,455	41,880	54,276	575	1%	(11,821)	22%
Grants - operating		5,111	4,625	6,030	486	11%	(918)	15%
Grants - capital	2	3,780	4,534	6,046	(754)	17%	(2,265)	37%
Contributions		2,422	2,118	3,838	305	14%	(1,416)	37%
Interest received		1,312	795	1,053	517	65%	259	25%
Statutory fees and fines		1,782	1,522	2,024	260	17%	(242)	12%
User charges		5,859	5,839	7,180	20	0%	(1,321)	18%
Net GST refund/payment		2,160	3,455	4,611	(1,295)	37%	(2,451)	53%
Trust funds received/(refunded)	3	848	-	-	848	0%	848	0%
Employee costs		(22,294)	(23,201)	(32,601)	907	4%	10,308	32%
Materials and services	4	(19,118)	(26,371)	(29,604)	7,253	28%	10,485	35%
Net cash provided from operating activities		24,318	15,196	22,852	9,122	60%	1,466	6%
Cash Flows from investing activities					1			
Proceeds from sale of property, plant & equipment		157	-	480	157	0%	(323)	67%
Payments for property, plant, equipment & infrastructure assets	5	(15,872)	(16,491)	(25,371)	619	4%	9,499	37%
Cash Flows from investing activities	6	(7,135)	-	-	(7,135)	0%	(7,135)	0%
Net cash used in investing activities		(22,850)	(16,491)	(24,891)	(6,358)	39%	2,041	8%
Cash flows from financing activities								
Finance costs		(765)	(765)	(1,033)	1	0%	268	26%
Repayment of lease liabilities		(476)	-	-	(476)	0%	(476)	0%
Interest paid - lease liabilities		(40)	-	-	(40)	0%	(40)	0%
Proceeds from borrowings		-	-	3,275	-	0%	(3,275)	100%
Repayment of borrowings		(760)	(760)	(1,032)	(1)	0%	272	26%
Net cash provided from financing activities		(2,041)	(1,525)	1,209	(516)	34%	(3,250)	269%
Net increase/(decrease) in cash & cash equivalents held		(573)	(2,820)	(830)	2,247	80%	257	31%
Cash & cash equivalents at the beginning of the period		201	45,491	45,491	(45,290)	100%	(45,290)	100%
Cash & cash equivalents at the end of the period		(372)	42,671	44,662	(43,043)	101%	(45,034)	101%
Investments (current and non-current financial assets)		61,462	10,000	10,000	51,462	515%	51,462	515%
Total cash & investments at the end of the period		61,090	52,671	54,662	8,419	16%	6,428	12%

- Notes:

 1. Rates and charges favourable due to higher supplementary rates and collection of prior year outstanding debts.

 2. Timing of Capital Program Grants.

 3. Fire Services Levy unpaid.

 4. Operational materials and services variance mainly attributable to timing of delivery of operational projects.

 5. Timing of capital program purchases.

 6. Cash flow from investing activities is a movement of cash between financial assets and cash and cash equivalents.

STATEMENT OF CHANGES IN EQUITY

As at 31 March 2020

	YTD Actuals \$'000	YTD Budget \$'000	Annual Budget \$000	Varia Actu YTD B \$000	al v	Varian Actua Annual B \$000	lv
Equity Opening Balance	841,051	822,833	822,833	18,219	2%	18,219	2%
Surplus for the Year	24,736	18,966	18,166	5,770	30%	6,570	36%
Net Asset Revaluation	(14,692)	13,155	14,794	(27,848)	212%	(29,486)	199%
Total Equity	851,095	854,954	855,793	(3,859)	0%	(4,698)	1%

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19 May 2020 Page **19**

5.2 March 2020 Quarterly Financial Report

STATEMENT OF CAPITAL WORKS As at 31 March 2020

	YTD	YTD	Adopted Budget	Variances Actual v		Variar Actu	
	Actuals	Budget	Spend			Annual E	
	\$'000	\$'000	\$'000				
Property							
Land	1	-	-	(1)	0%	(1)	0%
Total Land	1	-	-	(1)	0%	(1)	0%
Buildings	5,506	5,826	8,963	319	5%	3,456	39%
Total Buildings	5,506	5,826	8,963	319	5%	3,456	
Total Property	5,508	5,826	8,963	318	5%	3,455	0%
Plant and Equipment							
Plant, Machinery & Equipment	958	1.248	1.920	290	23%	962	50%
Fixtures, Fitting & Furniture	26	133	205	107	80%	179	87%
Computers and Telecommunications	763	1,118	1,719	355	32%	956	56%
Total Plant and Equipment	1,747	2,499	3,844	752	30%	2,098	55%
Infrastructure							
Bridges	186	852	1,311	666	78%	1,125	86%
Drainage & Sewerage	186	119	182	(68)	57%	(4)	
Footpaths & Cycleways	551	746	1,147	195	26%	597	52%
Parks, Open Space & Streetscapes	482	1,004	1,545	523	52%	1,063	69%
Recreation, Leisure & Communities	1,707	1,157	1,779	(550)	48%	72	4%
Roads	5,495	4,278	6,581	(1,217)	28%	1,086	17%
Offstreet Car Parks	-	-	-	-	0%	-	0%
Expensed Capital Works	919	1,004	1,545	85	9%		41%
Landfill Provision	11	11	17	1	5%	7	38%
Total Infrastructure	9,536	9,171	14,109	(365)	4%	4,573	32%
Total Capital Works Expenditure	16,791	17,495	26,916	704	4%	10,125	38%
	10,701	,400	20,010	704	470	.0,120	3070
Represented by:							
New Asset Expenditure	6,588	6,301	9,694	(287)	5%	3,106	32%
Asset Renewal Expenditure	6,469	6,084	9,360	(384)	6%		31%
Asset Expansion Expenditure	3	8	13	5	60%		74%
Asset Upgrade Expenditure	2,802	4,087	6,287	1,284	31%	3,485	55%
Expensed Capital Works	919	1,004	1,545	85	9%	626	41%
Landfill Provision Works	11	11	17	1	5%	7	38%
Total Capital Works	16,791	17,495	26,916	704	4%	10,125	38%

Notes:

Generally project spend variations are timing related.

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19 May 2020 Page **20**

5.2 March 2020 Quarterly Financial Report

LEGAL EXPENDITURE

The previous statements represent standard financial statements for the whole of the organisation. Council understands that some specific types of expenditure also warrant closer monitoring and the following table summarising legal expenses has been included to provide improved transparency.

Legal Costs Summary	Full Year 2016-17	Full Year 2017-18	Full Year 2018-19	YTD Jul-Mar 2019-20	Q3 2019-20
HR matters (incl. training)	11,487	18,095	2,197	10,307	3,157
Governance advice (across organisation)	83,989	104,815	160,642	84,918	19,796
Governance advice (Councillor- related)	10,463	109,029	147,406	69,562	6,649
Planning and Building Services	174,338	235,511	293,301	134,924	95,074
Total	280.277	467.450	603.546	299.711	124.676

Financial Implications

Financial implications of variances to the adopted budget at the end of March do not fully determine the financial position at year end.

Council Plan

Theme 5 High Performing Council

Objective 5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives Strategy 5.1.1 Establish long-term financial principles and incorporate into the long-term financial plan

Policy/Legal Implications

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

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

The Quarterly Finance Report fulfils this requirement.

Officer Direct or Indirect Interest

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

Risk Assessment

Not applicable

Social Considerations

Not applicable.

Community Engagement

Not applicable.

Environmental Implications

Not applicable.

Communication

Not applicable.

Conclusion

Council remains in a sound financial position.

Surf Coast Shire Council 19 May 2020 Minutes - Audit and Risk Committee Meeting Page 21 5.3 MPP-001 Asset Accounting Management Policy Update Charter Reference: Author's Title General Manager: Anne Howard Manager Finance Department: Finance File No: F16/1679 Division: Governance & Infrastructure Trim No: IC20/482 Appendix: Asset Accounting Management Policy Apr 2020 (D20/62158) Officer Direct or Indirect Conflict of Interest: In accordance with Local Government Act 1989 -Information classified confidential under Section 77 Section 80C: of the Local Government Act: Yes ⊠ No ∟ Yes Reason: Nil Reason: Nil

Purpose

The purpose of this report is to note the updated Asset Accounting Management Policy (MPP-001)

Discussion

Council's update Asset Accounting Management Policy was approved by EMT on 29 April 2020 and includes the following changes:

- A management action agreed to in the 2019-20 financial statements audit, separation of building
 assets into "Buildings with an Active Market" and "Buildings other", consistent with accounting
 treatment whereby buildings without an active market are valued at replacement cost.
- Clarification that fair value for gifted assets be based on replacement cost using Council's unit rates, as noted with Council's auditors.
 - Previous (old) guidance was to use developer estimate of fair value at handover date. This led to large revaluation movements in some cases when revalued using unit rates.
- Recognition of further or newly defined asset classes:
 - o Waste Management assets
 - o Leased assets (per AASB 16)
 - Wetlands and Water Sensitive Urban Design assets
 - o Road Shoulders and Formations
- Translation of the policy into Council's new format.

Recommendation

That the Audit and Risk Committee note the updated Asset Accounting Management Policy (MPP-001).

Meeting Discussion

The committee noted the policy and suggested that references to the previous Act be updated.

Actions

Nil.

Committee Resolution

MOVED Mr Brian Keane, Seconded Ms Debra Russell

That the Audit and Risk Committee note the updated Asset Accounting Management Policy (MPP-001).

	Surf Coast Shire Council 19 Minutes - Audit and Risk Committee Meeting							
5.4	SCS-016 Inv	estment	Policy					
Chart	er Reference:							
Author's Title:		Manage	er Finance	General Man	ager: Anne Howard			
Depa	rtment:	Finance		File No:	F18/145-2			
Divisi	ion:	Govern	ance & Infrastructure	Trim No:	IC20/498			
Appe	ndix:							
1. 8	SCS-016 Investr	nent Poli	cy - Adopted 27/08/201	9 (D20/1386)				
In acc			nflict of Interest: ernment Act 1989 –	Status: Information class of the Local Gove	ified confidential under Section 77 ernment Act:			
	res .	\boxtimes	No	Yes	⊠ No			
Reas	on: Nil			Reason: Nil				
Purpo The p		eport is fo	or the Audit and Risk C	ommittee to review	v Council's Investment Policy.			
The A	at least annua	ly. Coun		was last adopted i	nust review the Council's Investment n August 2019, with the credit ratings			
		_	vestment market closel ne investment policy at		to the Covid19 Pandemic. However,			

Recommendation

That the Audit and Risk Committee notes Council's Investment Policy.

Meeting Discussion

The committee noted the policy and suggested that the that the wording relating to investment restrictions (p179) could be more accurate, i.e. take out 'accuracy around'.

Actions

Nil.

Committee Resolution MOVED Ms Debra Russell, Seconded Mr John Gavens

That the Audit and Risk Committee notes Council's Investment Policy.

Surf Coast Shire Council 19 May 2020 Minutes - Audit and Risk Committee Meeting Page 23

6. OTHER REPORTS

6.1 Governance Improvements

Charter Reference: 9.10.5

 Author's Title:
 Manager Governance & Risk
 General Manager:
 Anne Howard

 Department:
 Governance & Risk
 File No:
 F18/145-2

 Division:
 Governance & Infrastructure
 Trim No:
 IC20/510

Appendix:

1. Governance Reform Schedule for Audit and Risk Committee - May 2020 (D20/70641)

Officer Direct or Indirect Conflict of Interest:
In accordance with Local Government Act 1989 –

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

Yes No

of the Local Government Act:

Information classified confidential under Section 77

Status:

Reason: Nil Reason: Nil

X No

Purpose

Yes

The purpose of this report is to provide a quarterly governance update for the Committee's information.

Discussion

This quarterly report provides an update on recent governance improvement activities and governance issues that could affect Council and/or the local government sector as a whole. It covers the period 1 January to 31 March 2020.

Current progress against the governance reform schedule is attached. Key items of interest include:

Local Government Act 2020

The Act is now in force with implementation being staged over 2020 and 2021. Local Government Victoria will be working with the sector to provide guidelines, templates and other materials. A summary of the key compliance requirements is included in the attachment with a separate report relating to Audit & Risk Committee provisions being included in the agenda. A link to Local Government Victoria's engagement/consultation page that includes an open invitation to attend workshops has been emailed to Committee members and can be found at https://engage.vic.gov.au/local-government-act-2020.

Governance Policies

An updated policy and guidance for the community are now in place to comply with the new Public Interest Disclosure regime that began in January 2020.

A Staff Expenses management policy was adopted in February 2020 with a CEO policy in development.

A policy to govern the use of electronic, digital and wet signatures has been developed and guidance is being rolled out to staff. This is particularly important whilst staff are working remotely.

Surf Coast Shire Electoral Subdivision Review

The VEC has completed their subdivision review and the final report was issued on 8 April 2020. It can be located at https://www.vec.vic.gov.au/reviews/SurfCoastrr.html. The updated boundaries will be in place for the 2020 Council election.

Omnibus Legislation - Virtual Council Meetings

State government has passed an amendment to the Local Government Act 2020 that allows 'virtual' Council meetings to take place with effect from 1 May 2020 until 1 November 2020, as long as these are livestreamed to the public. Provisions are in place for this to occur from May onwards.

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19 May 2020 Page **24**

6.1 Governance Improvements

Recommendation

That the Audit and Risk Committee notes the contents of the Governance Improvements report.

Meeting Discussion

The committee noted the report and that there were no major impacts caused by Coronavirus on the program.

Actions

Nil.

Committee Resolution

MOVED Cr Martin Duke, Seconded Mr Brian Keane

That the Audit and Risk Committee notes the contents of the Governance Improvements report.

19 May 2020

9.1 **Advisory Committee Minutes**

Surf Coast Shire Council

Minutes - Audit and Risk Committee Meeting Page 25 7. ADMINISTRATIVE MATTERS **Next Meeting Date** 7.1 Charter Reference: 9.10.4 Author's Title: Administration Officer General Manager: Anne Howard Governance Department: Governance & Risk File No: F18/145-2 Division: Governance & Infrastructure Trim No: IC20/511 Appendix: Nil Officer Direct or Indirect Conflict of Interest: Status: In accordance with Local Government Act 1989 -Information classified confidential under Section 77 Section 80C: of the Local Government Act × No _ Yes Yes Reason: Nil Reason: Nil

The purpose of this report is to propose the next Audit and Risk Committee meeting to be held on Tuesday, 21 July 2020, from 9am to 11:30am.

Discussion

This meeting is being proposed in order to close off the Internal Audit Program 2019-20 outstanding audits which have faced delays due to COVID-19, and to receive information about the Audit and Risk Committee transition to the Local Government Act 2020, prior to the 1 September 2020 implementation deadline.

That the next Audit and Risk Committee meeting be held on Tuesday, 21 July 2020, from 9am to 11:30am.

Meeting Discussion

The committee did not have any concerns with the proposed date and time.

Actions

Committee Recommendation

That the next Audit and Risk Committee meeting be held on Tuesday, 21 July 2020, from 9am to 11:30am.

Resolved with item 8.2

19 May 2020

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9.1 Advisory Committee Minutes

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting

8. REPORTS FOR NOTING

8.1 Compliance with Legislation, Policy and Procedures

Charter Reference: 9.7.1

Author's Title:Manager Governance & RiskGeneral Manager:Anne HowardDepartment:Governance & RiskFile No:F18/145-2Division:Governance & InfrastructureTrim No:IC20/348

Appendix:

1. Compliance Report for Audit Committee - May 2020 (D20/39458)

Officer Direct or Indirect Conflict of Interest:

In accordance with Local Government Act 1989 –

Section 80C:

Information classified confidential under Section 77

of the Local Government Act:

Yes No Yes

Reason: Nil Reason: Nil

Purpose

The purpose of this report is to provide an update on Council's internal control framework and particularly compliance with key legislation, policies and procedures.

Status:

Discussion

Council is required to develop and maintain adequate procedures, systems and guidelines to enable:

- Preparation of accurate financial statements
- Timely and reliable external and internal reporting
- · Safeguarding of public assets
- · Prevention of fraud, errors and other irregularities and
- Compliance with legislation, policy and procedures.

An assessment against the key legislation, policies, procedures and guidelines has been conducted in accordance with the annual internal audit plan in order to assess effectiveness.

The internal self-assessment has concluded that overall the framework is effective. Contributing to this finding is the increased level of compliance training which has been completed. There are, however, a number of actions where improvements have been identified and are underway.

Recommendation

That the Audit and Risk Committee notes the contents of the report outlining Council's compliance with legislation, policy and procedures.

Meeting Discussion

The committee noted that a draft compliance framework, policy and compliance register are being developed and will be provided to committee members for comment prior to adoption. Advice was provided by members to ensure the register outlines obligations at a reasonably high level and to take the approach outlined in the Australian Standard. Officers confirmed that this was indeed the approach being taken.

Actions

Nil.

Committee Resolution

MOVED Mr Brian Keane, Seconded Ms Debra Russell

That the Audit and Risk Committee notes the contents of the report outlining Council's compliance with legislation, policy and procedures.

Surf Coast Shire Council 19 May 2020 Minutes - Audit and Risk Committee Meeting Page 27

8.2 Implementation of Local Government Act 2020 - Update

Charter Reference: 9.7.3

Author's Title:Manager Governance & RiskGeneral Manager:Anne HowardDepartment:Governance & RiskFile No:F18/145-2Division:Governance & InfrastructureTrim No:IC20/465

Appendix:

- 1. Local Government Victoria Local Gov Act 2020 Implementation (D20/44940)
- 2. Implementation Schedule Local Government Act 2020 (D20/71084)

Officer Direct or Indirect Conflict of Interest: Status

In accordance with Local Government Act 1989 -

of the Local Government Act:

Section 80C:

Yes 🛛 N

Yes 🛛 No

Information classified confidential under Section 77

Reason: Nil Reason: Nil

Purpose

The purpose of this report is to provide a brief overview of implementation of the Local Government Act 2020

Discussion

The Local Government Act 2020 was proclaimed on 24 March 2020, with some provisions being enacted on 6 April 2020 and 1 May 2020.

Key provisions in force from 6 April (Stage 1) include:

- Principles which Council must take into consideration when making decisions ie governance, community engagement, public transparency, strategic planning, financial management and service performance principles.
- Role and powers of a Council.
- Electoral structure of a Council.
- Constitution of a Council.
- Allowances for Mayors, Deputy Mayors and Councillors introduces an allowance for Deputy Mayor
 that will be paid once the first determination made by the Victorian Independent Remuneration
 Tribunal under section 23A of the Victorian Independent Remuneration Tribunal and Improving
 Parliamentary Standards Act 2019 comes into effect.
- Standing down of a Councillor.
- Electoral provisions.

Key provisions in force from 1 May (Stage 2) include:

- Powers of delegation by Council and the CEO and requirement to review delegations by 1 September 2020.
- · Community asset and delegated committees to have delegations in place by 1 September 2020.
- · Audit and Risk Committee provisions (see further detail below).
- Requirement to develop a Council expenses policy by 1 September 2020.
- Indemnity provisions for CEO and staff.
- Requirement to develop a community engagement policy by 1 March 2021.
- Requirement to develop a public transparency policy by 1 September 2020.
- Procedures and proceedings of Council meetings including the requirement to develop Governance Rules by 1 September 2020.
- Updated reasons for closure of Council meetings including a new definition for confidential information.

A copy of a recent presentation by Local Government Victoria that includes implementation dates for key plans, policies and strategies is attached. Also attached is Council's implementation schedule for the key provisions with compliance dates and responsible officers assigned.

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19 May 2020 Page **28**

8.2 Implementation of Local Government Act 2020 - Update

Local Government Victoria has started to engage with the sector in relation to development of the various documents and guidance materials required for Stage 2 of implementation.

Stage 2 provisions relating to Audit and Risk Committees are to be completed by 1 September 2020. The relevant sections are outlined below:

Section 53 Council must establish an Audit and Risk Committee

- (1) A Council must establish an Audit and Risk Committee.
- (2) An Audit and Risk Committee is not a delegated committee.
- (3) An Audit and Risk Committee must-
 - (a) include members who are Councillors of the Council; and
 - (b) consist of a majority of members who are not Councillors of the Council and who collectively have—
 - (i) expertise in financial management and risk; and
 - (ii) experience in public sector management; and
 - (c) not include any person who is a member of Council staff of the Council.
- (4) The chairperson of an Audit and Risk Committee must not be a Councillor of the Council.
- (5) Sections 123 and 125 and Division 2 of Part 6 apply to a member of the Audit and Risk Committee who is not a Councillor as if the member were a member of a delegated committee
- (6) A Council may pay a fee to a member of an Audit and Risk Committee who is not a Councillor of the Council.

54 Audit and Risk Committee Charter

- (1) A Council must prepare and approve an Audit and Risk Committee Charter.
- (2) The Audit and Risk Committee Charter must specify the functions and responsibilities of the Audit and Risk Committee including the following—
 - (a) monitor the compliance of Council policies and procedures with—
 - (i) the overarching governance principles; and
 - (ii) this Act and the regulations and any Ministerial directions;
 - (b) monitor Council financial and performance reporting;
 - (c) monitor and provide advice on risk management and fraud prevention systems and controls;
 - (d) oversee internal and external audit functions.
- (3) An Audit and Risk Committee must adopt an annual work program.
- (4) An Audit and Risk Committee must-
 - (a) undertake an annual assessment of its performance against the Audit and Risk Committee Charter; and
 - (b) provide a copy of the annual assessment to the Chief Executive Officer for tabling at the next Council meeting.
- (5) An Audit and Risk Committee must-
 - (a) prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and
 - (b) provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19 May 2020 Page **29**

8.2 Implementation of Local Government Act 2020 - Update

- (6) The Chief Executive Officer must-
 - (a) ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee: and
 - (b) table reports and annual assessments of the Audit and Risk Committee at Council meetings when required by this Act and when requested by the chairperson of the Audit and Risk Committee.
- (7) A Council must approve the first Audit and Risk Committee Charter and establish the first Audit and Risk Committee on or before 1 September 2020.
- (8) Despite the repeal of section 139 of the Local Government Act 1989, the audit committee established by a Council under that section in existence before that repeal continues in operation until the first Audit and Risk Committee is established by the Council under section 53.

Surf Coast is already compliant with a large proportion of the requirements listed above, and will now work to modify the Charter and Workplan to reflect the new obligations. It is proposed that an Audit and Risk Committee meeting is held in July 2020 to allow officers and Local Government Victoria time to develop the documents, for discussion with Committee members and adoption by Council at the end of July 2020. This July meeting would replace the scheduled November meeting as it could be difficult to hold that meeting in an election year without clarity on who would be Councillor members of the Committee at that stage.

Officers will continue to liaise with state government and provide updates to Councillors, relevant staff and the Audit & Risk Committee on implementation of the Local Government Act 2020 as the various sections come into force during 2020 and 2021.

Recommendation

That the Audit and Risk Committee:

- Notes the update on implementation of the Local Government Act 2020 and the requirement for key documents relating to the Audit and Risk Committee to be in place by 1 September 2020.
- Approves the proposal to hold an Audit and Risk Committee meeting in July 2020 in place of the scheduled November 2020 meeting.

Meeting Discussion

The committee noted the report and did not have any concerns with proposed change in date

Actions

Nil.

Committee Resolution

MOVED Mr John Gavens, Seconded Cr Clive Goldsworthy

That the Audit and Risk Committee:

- Notes the update on implementation of the Local Government Act 2020 and the requirement for key documents relating to the Audit and Risk Committee to be in place by 1 September 2020.
- Approves the proposal to hold an Audit and Risk Committee meeting in July 2020 in place of the scheduled November 2020 meeting.

	ast Shire Council - Audit and Risk C	19 May 2020 Page 30		
8.3	Digital Trans	sformation Update		
Charte	er Reference:	9.9.6		
Autho	r's Title:	Administration Officer Governance	General Manage	er: Anne Howard
Depar	tment:	Governance & Risk	File No:	F18/145-2
Divisi	Division: Governance & Infrastructure		Trim No:	IC20/507
Apper	ndix:			
1. D	igital Transforn	nation Program Dashboard (D20	0/67441)	
Office	r Direct or Ind	irect Conflict of Interest:	Status:	
In accordance with Local Government Act 1989 – Section 80C:		Information classified of the Local Government	d confidential under Section 77 nent Act:	
□ Y	'es	No No	Yes	No
Reaso	on: Nil		Reason: Nil	
Purpo To rec		on the digital transformation str	rategy.	
	nmendation ne Audit and Ri	isk Committee notes the digital t	transformation update.	
	ng Discussion ommittee noted			
Actio Nil.	าร			
MOVE		on Idsworthy, Seconded Mr Johr sk Committee notes the digital t		CARRIED 6:0

	ast Shire Council - Audit and Risk C	ommittee Meeting		19 May 2020 Page 31		
8.4	Asset Renew	val Funding Review				
Chart	er Reference:					
Autho	or's Title:	Administration Officer Governance	General Manager	: Anne Howard		
Depar	tment:	Governance & Risk	File No:	F18/145-2		
Divisi	on:	Governance & Infrastructure	Trim No:	IC20/578		
Apper	ndix:					
1. A	sset Renewal F	unding Model - Presented to Co	ouncillors on 10 Decem	ber 2019 (D19/177220)		
Office	r Direct or Ind	irect Conflict of Interest:	Status:			
In accordance with Local Government Act 1989 – Section 80C:		Information classified confidential under Section 77 of the Local Government Act:				
□ Y	'es	No No	Yes	No		
Reaso	on: Nil		Reason: Nil			
Comm	urpose of this nittee at the last mmendation	Audit and Risk Committee mee	ting.	esentation as requested by the		
That th	he Audit and Ri	sk Committee notes the Asset F	Renewal Funding preser	ntation.		
	ng Discussion ommittee noted	the report.				
Actio Nil.	ns					
MOVE		on Idsworthy, Seconded Mr Johr sk Committee notes the Asset F		ntation. CARRIED 6:0		

19 May 2020

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9.1 Advisory Committee Minutes

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting

8.5 Gifts and Hospitality Register and Councillor Entitlements and Expenses

Charter Reference: 9.7.5

Author's Title:Coordinator GovernanceGeneral Manager:Anne HowardDepartment:Governance & RiskFile No:F18/145-2Division:Governance & InfrastructureTrim No:IC20/515

Appendix:

- 1. Public Register Gifts, Benefit and Hospitality April 2019 to April 2020 (D20/64054)
- 2. Quarterly Councillor Payment Summary Between January March 2020 (D20/63367)
- 3. Quarterly Councillor Payment Summary Between October December 2019 (D20/73684)
- 4. Quarterly Councillor Payment Summary Between July September 2019 (D20/73685)

Officer Direct or Indirect Conflict of Interest: Status:

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

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

X No

of the Local Government A

 ✓ Yes
 ✓ No
 ✓ Yes

 Reason: Nil
 Reason: Nil

Purpose

The purpose of this report is to present the Gifts, Benefits and Hospitality Register for the 12 months to April 2020, and the Councillor Payment Summary for the period 1 July 2019 to 31 March 2020.

Discussion

Additional measures to increase the transparency and accountability applicable to the receipt of gifts, benefits and/or hospitality were included in the Gifts, Benefits and Hospitality Policy at its last review which was adopted by Council at the 26 November 2019 Council Meeting.

These include:

- Reducing the threshold for reportable non-token offers from over \$50 to over \$20.
- Including recipients' names and positions on the public register.

A high degree of transparency is also applied to the Quarterly Councillor Payment Summaries, which are included on the Council Meeting Agenda at the end of each quarter for noting, and are posted on Council's website.

Recommendation

That the Audit and Risk Committee notes the Gifts, Benefits and Hospitality Register and Quarterly Councillor Expenses Reports.

Meeting Discussion

The committee noted the report.

Actions

Nil.

Committee Resolution

MOVED Cr Clive Goldsworthy, Seconded Mr John Gavens

That the Audit and Risk Committee notes the Gifts, Benefits and Hospitality Register and Quarterly Councillor Expenses Reports.

Surf Coast Shire Council 19 May 2020 Minutes - Audit and Risk Committee Meeting Page 33

8.6 SCS-019 Procurement Policy

Charter Reference: 9.7.4

Author's Title Procurement Services Officer General Manager: Anne Howard Department: Governance & Risk File No: F18/145-2 Division: Governance & Infrastructure Trim No: IC20/534

Appendix:

SCS-019 Procurement Policy - Draft 2020 (new template) - tracked changes (D20/35885)

Officer Direct or Indirect Conflict of Interest: Status:

In accordance with Local Government Act 1989 -Information classified confidential under Section 77 of the Local Government Act:

Section 80C:

Yes ⊠ No 」Yes

Reason: Nil Reason: Nil

The purpose of this report is to present the updated Procurement Policy SCS-019 for Audit and Risk Committee member review and comment.

The policy is required to be reviewed at least once in every financial year and was last reviewed in March 2019. Suggested changes are tracked and comments provided where applicable.

Benchmarking against other Council policies was undertaken and reference was made to the Victorian Local Government Best Practice Procurement Guidelines and LGV Model Procurement Policy

A wholesale review of the policy will be necessary in 2021 when the sections of the new Local Government Act relating to development of a procurement policy come into force, and the new LGV Model Procurement Policy is released.

Transferring the previous policy document into the new template format, provided the opportunity to reposition and refine clauses but only a few significant actual policy changes have been made.

The key changes include:

- Increase the threshold for one quote to \$20k.
- Inclusion of a section relating to emergency situations and powers for the CEO.
- Exemptions to public tendering requirements (VAGO recommendation that this is included in the policy).
- Tightening of restrictions to not allow late tenders in any circumstances.
- Option to vary the CSR component of the evaluation to a combined maximum of 15% weighting

The policy is now presented for comment, prior to the policy being presented to Council for finalising.

Recommendation

That the Audit & Risk Committee notes the updated Procurement Policy SCS-019 and provides any feedback to management for consideration.

Meeting Discussion

The committee noted the policy and identified a section of the policy relating to the appointment of a probity auditor that could be reworded for clarity.

Actions

Committee Resolution

MOVED Cr Martin Duke, Seconded Ms Debra Russell

That the Audit & Risk Committee notes the updated Procurement Policy SCS-019 and provides any feedback to management for consideration.

Surf Coast Shire Council Minutes - Audit and Risk			19 May 2020 Page 34
8.7 Business II	mprovement Program Update		
Charter Reference:	:		
Author's Title:	Manager Business Improveme	nt General Manager:	Ransce Salan
Department:	Business Improvement	File No:	F16/881-2
Division:	Environment & Development	Trim No:	IC20/554
Appendix:			
Business Impro	ovement Program Update - May 2	2020 (D20/74698) (Confid	dential)
Officer Direct or In	direct Conflict of Interest:	Status:	
In accordance with I Section 80C:	Local Government Act 1989 –	Information classified of the Local Governme	onfidential under Section 77 nt Act:
Yes	⊠ No	Yes	No
Reason: Nil		Reason: Nil	
Purpose			
•	report is to receive an update of	on activities associated v	with the Business Improvement
A briefing was last Committee meeting.	provided on the Business Impr	ovement Program at th	e February 2020 Audit & Risk
This report provides	an update on the progress of the	program.	
Recommendation That the Audit & Ris	k Committee receives and notes	the Business Improveme	ent Program update.
Meeting Discussio The committee note			
Actions Nil.			
Committee Resolu	tion Duke, Seconded Ms Debra Rus	sell	
	k Committee receives and notes		ent Program update.
			CARRIED 6:0

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19 May 2020 Page **35**

8.8 Quarterly Program Status - January to March 2020

Charter	Reference
---------	-----------

Author's Title: Manager Program Management General Manager: Ransce Salan

Office

Department:Program Management OfficeFile No:F18/189-2Division:Environment & DevelopmentTrim No:IC20/562

Appendix:

- 1. Capital Projects 31 March 2020 (D20/75405)
- 2. Capital Programs 31 March 2020 (D20/75403)
- 3. Operational Projects 31 March 2020 (D20/75400)

Officer Direct or Indirect Conflict of Interest: Status

In accordance with Local Government Act 1989 –

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

⊠ No

Section 80C:

No ☐ Yes

Reason: Nil Reason: Nil

Purpose

The purpose of this report is to receive and note the Quarterly Program Status Report for the January to March 2020 quarter for capital and operational projects, excluding Digital Transformation.

Discussion

The Program Management Office (PMO) has responsibility to provide leadership, support and analysis for best practice project management, including standardising and building Surf Coast Shire Council's project management capability and methods. The PMO has responsibility to support successful delivery of Council's program of projects with the right approach and level of resources.

The Program Status Report is intended to provide high level analysis to Executive Management Team and Council on progress of the overall program of capital and operational projects, and provide a point of accountability for project managers to provide accurate status information including time, cost and scope. It also provides high level information for the PMO to identify where project teams may require assistance to address issues impacting on project delivery.

A snapshot of the overall status of the Program is provided to Council via a communications report at monthly briefing. This quarterly report includes more detail with individual project status detailed in appendices. The financial data in the appendices is drawn from Council's finance system. The relevant project manager comments on status and provides an Estimate to Complete on behalf of the project team. The 'traffic light' indicators for time, cost and scope provide a snapshot of issues that project teams are addressing to progress the project, and that may result in a request to Council to re-baseline.

Project teams consider the relationship of time, cost and scope at each of the 'gates' between project phases/stages defined in the Project Delivery Process below:

Table 1 - Project Delivery Process

Pı	Project Delivery Process – controlling the project through defined phases/stages					
Identify Phase	Initiate Phase	Plan Phase	Deliver Phase		Close Phase	
Idea (Project proposal)	Verify (Charter)	Details/Method (Project Plan)	Requirements Stage	Procurement Stage	Implement Stage	Wrap-up and Learn (Closure Report)

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19 May 2020 Page **36**

8.8 Quarterly Program Status - January to March 2020

Prepare	Do	Review
---------	----	--------

Project definition develops through each of these phases/stages and at each gate the Sponsor can recommend that the project:

- · progress as planned
- change
- stop (be deferred or cancelled).

If project planning determines that the project will not deliver the intended outcome within the parameters of time, cost and scope approved by Council, officers may recommend that the project be cancelled or funds transferred to the Adopted Strategy Implementation Reserve (or other relevant reserve) while a new project proposal is prepared for Council to consider.

Spend targets for the 2019-20 Capital and Operational Programs were published in the Annual Budget. The spend result has been gradually improving over the last few years.

Table 2 - Annual Spend Target 2016 to 2020

rable 2 - Allitual Spellu Target 2010 to 2020							
	Actual Spend	Actual Spend	Actual Spend	Actual Spend	Spend Target		
	2015/16	2016/17	2017/18	2018/19	2019/20		
	\$	\$	\$	\$	\$		
Capital	14.966m	19.547m	20.527m	18.993m	25.336m		
Operational	1.922m	3.168m	1.526m	1.691m	1.750m		
Total	16.888m	22.715m	22.053m	20.684m	27.106m		
Adjusted Result %	83.6	92.5	98.6	113	New Challenge		
Adjusted result incorporates savings, cancelled and deferred projects							
Capital Spend Target for 2019/20 as published in the the Annual Budget excluding Digital Transformation spend target of \$1,560,243							

A statement of Capital Works by category for annual budget, year to date budget and actual budget is included in the quarterly Finance Report to Council.

Discussion

The following results do not include Digital Transformation projects or non-project allocations in the program such as funding for fixed term staff roles or fixed term grants for activities such as Freeza Youth Program. Separate reports are provided to Council for these items.

The **Historical Trend** profile is based on the Spend Target published in the Annual Budget and the following quarterly targets:

Table 3 – Spend Profile / Target using Historical Trend

Quarter	Percentage (%) of annual spend	Cumulative %	
July to September	15	15	
October to December	30	45	
January to March	20	65	
April to June	35	100	

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8.8 Quarterly Program Status - January to March 2020

Program spend and commitments as at 31March 2020 compared with the Historical Trend Profile is represented in the graphs below:

Graph 1 - Capital Program - YTD Spend and Commitments of Historical Trend Profile



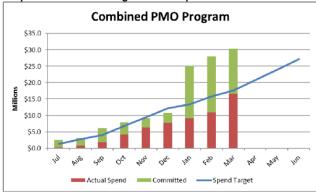
Note: \$12m in commitments for W8308 - Surf Coast Multi-Purpose Indoor Stadium raised in Jan 2020

Graph 2 - Operational Program - YTD Spend and Commitments of Historical Trend Profile



Note: there have been a number of Operational projects deferred to reserve for future implementation

Graph 3 - Combined Program - YTD Spend and Commitments of Historical Trend Pofile



Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19 May 2020 Page **38**

8.8 Quarterly Program Status - January to March 2020

Table 4 - YTD Spend Target and Actual %

· · · · · · · · · · · · · · · · · · ·				
Capital	Operational	Total		
\$	\$	\$		
t 16,481,304	1,137,432	17,618,736		
15,913,060	711,044	16,624,104		
f 97%	63%	94%		
t				
5,633,968	88,615	5,722,583		
t 13,410,695	290,104	13,700,799		
	\$ 16,481,304 d 15,913,060 f 97% t 5,633,968	\$ \$ \$ \$ t 16,481,304 1,137,432 15,913,060 711,044 6 97% 63% t 5,633,968 88,615		

The significant lift in commitments during January, and spend during March, is associated with the Multipurpose Stadium project contract.

Spend is tracking close to target however would have been higher had there not been significant YTD savings on road projects of approximately \$2m due to favorable market conditions. This positive influence on spend KPI will not be represented in the profle for reporting until a final reconciliation is done for the adjusted spend target at end of financial year.

The Program Management Office prepared a Covid-19 Project Risk Register for discussion with the Executive Management Team and to share as guidance to project teams.

The Covid-19 pandemic has had some inpact on the Program. This is summarised below. There is also a new column in the Program Status Report that describes if the Covid-19 impact as No, Minor or Major impact on each project. There are no specific parameters for these ratings however it would be resonable to desribe that 'Minor' is within approximately +/- 10% range of changes to time, cost or scope and 'Major' is greater than this. There may be some positive impacts due to competition in the construction market.

The main contributor to project delays is not supply chains or contractor workforce issues, rather the consideration of logistics for delivering community engagement activities and sensitivities to community appetite for change while dealing with many other challenges and concerns.

Table 5 – Level of Impact on Projects by Covid-19 Pandemic Covid-19 Impact

Major Impact	12	6%
Minor Impact	63	30%
No Impact	136	64%
TOTAL	211	100%

Table 6 - Projects with Major Impact by Covid-19 Pandemic

Major Impact – Capital Projects	Major Impact – Operational Projects
Kerbside 2020 - Shire Wide FOGO	Aged Care Reform implementation
Kerbside 2020 - Shire Wide Fourth Bin	Winchelsea Precinct Structure Plan
Kerbside 2020 – Update Bin Lid Colours	Economic Development Strategy - Prosperous Places
Heavy Plant Renewal	This Girl Can Local Area Marketing
Activity Based Working – The Hive	TEL - Events Communication and Engagement
	Kerbside 2020 Bin Stickers
	Moriac Stormwater and Septic Study

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19 May 2020 Page **39**

8.8 Quarterly Program Status - January to March 2020

Individual project status is detailed in:

- Appendix 1 Capital Projects
- Appendix 2 Capital Programs
- Appendix 3 Operational Projects.

Each of the projects has indicators for time, cost and scope. If an indicator is amber or red it means that the project manager has identified a future variance for time cost or scope. This triggers the project team to make recommendations to the Project Control Group and Sponsor to take action to 'balance the triangle'. This could be:

- · accelerate the schedule to ensure planned completion date is achieved
- · reduce scope to ensure the planned budget is achieved
- · re-baseline schedule and / or budget to ensure the scope is achieved to expected quality

Changes to time, cost and scope are approved by the Sponsor via a Decision Approval Report. Any project budget changes (increase or decrease) are then recommended to Council for approval via the Monthly Project Budget Adjustments and Cash Reserve Transfers report.

An explanation of what the indicators mean is provided below.

TIME

Green	Expected to be completed within approved schedule	
Amber	Delayed however expected to be completed within approved schedule	Schedule is over-estimated and it may be possible to reduce approved schedule
Red	Delayed and NOT expected to be completed within approved schedule	

COST

COST		
Green Expected to be completed within approved		
	budget	
Amber	Budget may not be adequate and use of	Budget is over-estimated and it may be
	contingency may be required	possible to return funds to source early
Red	Budget including contingency will NOT be	
	adequate	

SCOPE

JCOI L	
Green	No material change to scope expected
Amber	Material change to scope may be required
Red	Material change to scope is required OR Scope is yet to be defined

Recommendation

That the Audit & Risk Committee note the Quarterly Program Status Report for January to March 2020.

Meeting Discussion

The committee noted the update and outlined that it was beneficial to see the impact of Coronavirus on each project.

Actions

Nil.

Committee Resolution

MOVED Cr Martin Duke, Seconded Ms Debra Russell

That the Audit & Risk Committee note the Quarterly Program Status Report for January to March 2020.

	oast Shire Counci s - Audit and Risk	I Committee Meeting		19 May 2020 Page 40
8.9	Workplace	Health and Safety Report - Q3	2019 / 20	
Char	ter Reference	:		
Auth	or's Title:	Co-ordinator WHS	General Ma	nager: Chris Pike
Depa	rtment:	People & Culture	File No:	F17/309-2
Divis	ion:	Culture & Community	Trim No:	IC20/508
Appe	ndix:			
1. \	Norkplace He	alth and Safety Report - Q3 2019	- 20 (D20/58232)	
Offic	er Direct or In	direct Conflict of Interest:	Status:	
	cordance with on 80C:	Local Government Act 1989 –	Information class of the Local Go	ssified confidential under Section 77 vernment Act:
	Yes	No No	Yes	⊠ No
Reas	on: Nil		Reason: Nil	
Reco That the control of the control	ourpose of this to 31 March 2 mmendation the Audit & Rising Discussion committee note	020. sk Committee notes the Workplac on ed the report.		Safety Report for the period 1 January Report for Quarter 3 2019 – 20.
MOV		ition Duke, Seconded Ms Debra Rus sk Committee notes the Workplac		r Report for Quarter 3 2019 – 20. CARRIED 6:0

Surf Coast Shire Council Minutes - Audit and Risk Committee Meeting 19/05/2020 Page **41**

9. CLOSED SECTION

Nil

Close: There being no further items of business the meeting closed at 11:25am.

APPENDIX 2 POSITIVE AGEING ADVISORY COMMITTEE MINUTES - 22 MAY 2020

MINUTES

Positive Ageing Advisory Committee Meeting Friday 22 May 2020 - 9.30am to 11.30am Online Zoom Meeting



Committee Members: Cr Margot Smith, Brian Butterworth (Chair), Magdalena Wheatland (Vice Chair), Keith Perkin (Deputy Vice Chair), Jenny Mathison,

Gary Allen, Sue Cole, Kristin McDonald, Pam Aylward, Lyn Batson, Elizabeth Bills, Jill Moodie (Manager Community Strengthening),

Carolyn Trowell (Positive Ageing Coordinator) and Nicole Langtip (Facilitator).

Non-Committee Members: Guest speakers – Fiona Teague, Harriett Gaffney

Apologies: Brian Butterworth, Gary Allen

Topic	Details Discussed	Points of Discussion	Further Action Follow Up – Required
1.	Action from last meeting Nicole to check in with committee members regarding consultation with community	The current pandemic has impacted the planned community consultation activities. Nicole has checked in with all members (except for Lyn, which she will do). The committee agree that adequate community consultation has occurred to inform the strategic plan. The Community Development team and Social Support Officer have also been able to provide community feedback and ideas through their relevant consultations.	No further action required
2.	Covid-19 update Positive Ageing (Jill) Red Cross (Pam)	CHSP services – Domestic assistance services have been restored as a 1 hour per fortnight service. Every CHSP client is receiving a fortnightly (minimum) ½ hour welfare check phone call. Social Support Officer is maintaining contact with Café clients via phone and Zoom meetings	Nil
		HACC PYP – Bellarine Community Health and Surf Coast Shire staff are working closely to ensure a smooth transition of clients by 30 June 2020 There are currently 14 HACC PYP clients	
		Assessment – Referrals for assessment remain low	
		Red Cross – The need for Red Cross support for basic needs is declining and Council is now meeting people's needs – COVID Connect	

		Red Cross continues to support vulnerable members of the community with referrals to support services Recovery – Dr Rob Gordon presented an informative webinar last week on disaster recovery. During the webinar he provided insights relevant to our anticipated pandemic recovery including: How communities recover from disasters. The important roles of community leaders in recovery. The benefits of community-led recovery approach. What opportunities might there be in the future? https://www.surfcoast.vic.gov.au/Community/Publichealth/Coronavirus-COVID-19-information-and-resources/News-and-updates	
3.	Reform Readiness Plan Update	Nicole had taken unexpected leave since our last meeting. She will provide a Project update and present at the next meeting. Volunteer Week Nicole acknowledged the fantastic work achieved by the group, and thanked everyone for their continuing support for the project. In particular Nicole highlighted the groups connection to community, valuable skills, experience, expertise and local knowledge which keeps the project on track and sets direction for future opportunities. Nicole presented the group with a series of questions to explore why they joined the PAAC, has their involvement met expectations and if there was anything that could be done better A selection of responses included; Be a voice for the community, develop strategy to meet need, to understand systems and contribute to how things can improve, to support our future needs, to support a genuine community model from Council, add value, keep clients at the forefront during transition, influence the future, I've been able to use my skills and knowledge, influence Shire decisions, interesting, informative, Council has been so helpful.	Nil
4.	My Aged Care	Fiona Teague, Team Leader Assessment, presented an overview of navigating My Aged Care What do I do if I need help at home? How do I connect with My Aged Care? What happens after I've contacted My Aged Care?	Nil

		 What is entry level support? What is a Home Care package? What are the next stages of care? What if my needs change? 	
5.	Arts Trail	Harriett Gaffney – Arts Development Officer, presented an overview of the changes to current and future art projects as a result of the current pandemic, and some of the alternative opportunities that communities are discovering ie postcard project, digital learning workshops, zoom painting classes. Harriet would like to hear of any projects that are happening in the community or any ideas for future art projects	Feedback to Harriet via Jill/Nicole
6.	Age Friendly Framework	Listed for future discussion – Nicole is currently pulling information together to form a framework to develop strategic direction. Underlying message – keep the 'positive' in positive ageing.	Nil
7.	NEXT MEETING	Friday 19 June 2020 9.30am – 11.30am	Zoom meeting to be arranged

9.1 Advisory Committee Minutes

APPENDIX 3 HEARING OF SUBMISSIONS COMMITTEE MINUTES - 2 JUNE 2020



Minutes

Hearing of Submissions Committee Tuesday, 2 June 2020

Held via video conference (Zoom)

Commenced at 6.00pm

Committee:

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

02 June 2020 Page **2**

MINUTES FOR THE HEARING OF SUBMISSIONS MEETING OF SURF COAST SHIRE COUNCIL HELD VIA VIDEOCONFERENCE (ZOOM) ON TUESDAY 2 JUNE 2020 COMMENCED AT 6.00PM

PRESENT:

Cr Rose Hodge (Chair)

Cr David Bell

Cr Martin Duke

Cr Clive Goldsworthy

Cr James McIntyre

Cr Brian McKiterick

Cr Tony Revell

Cr Margot Smith

Cr Heather Wellington

Keith Baillie - Chief Executive Officer

Anne Howard - General Manager Governance and Infrastructure

Chris Pike - General Manager Culture and Community

Ransce Salan - General Manager Environment and Development

John Brockway – Manager Finance Julie Anderson – Coordinator Governance

Liberty Nash - Records Management Officer (Minutes)

APOLOGIES:

Nil

CONFIRMATION OF MINUTES

Committee Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr Brian McKiterick

That the Hearing of Submissions Committee note the minutes of the meeting held on 10 March 2020 as a correct record of the meeting.

CARRIED 9:0

CONFLICTS OF INTEREST:

02 June 2020 Page **3**

SUBMITTERS HEARD

- 1. Charlotte Allen (for the Aireys Inlet and District Association).
- 2. Keith Homibrook (on behalf of Angela Hunt for the Anglesea RSL).
- 3. Nicole Crammond (for the Surfcoast Basketball Association).
- 4. Stuart Forbes (for the Winchelsea Men's Shed).
- 5. Peter Spring (for the Lorne Historical Society).
- Lisa Jarvis.
- 7. John De Witt (for The Quay Residents Association).
- 8. Jan Morris, Karl Jacklin and Susan Clarke (for the Anglesea & District Historical Society).
- 9. Amber Heath
- Carrie Vanderpol (on behalf of the Moriac Community Network for the Moriac Greenfields Trail).
- 11. Carrie Vanderpol (for the Moriac Community Network Advocacy).

Adjournment of Meeting

Committee Resolution

MOVED Cr Margot Smith, Seconded Cr David Bell

That Council agree to adjourn the meeting at 7:27pm and the meeting reconvened at 7:40pm.

CARRIED 9:0

The meeting resumed at 7:40pm.

Technical issues resulted the following committee members temporarily dropping out of the meeting:

- Cr Hodge left the meeting at 7:41pm and returned at 7:47pm.
- Cr Revell left the meeting at 7:44pm and returned at 7:44pm.
- Cr Smith left the meeting at 7:48pm and returned at 7:48pm.

SUBMITTERS HEARD

- 12. Michael Tucker.
- 13. Michael Baker (for the Torquay Theatre Troup).
- 14. Renato Trentin (for the Surfcoast Football Club)
- Ken McDonald (for Corangamite Financial Services) with Peter Birkett and Kathy Taylor (for Hesse Rural Health).

Due to technical issues with the live stream, the meeting was paused from 8:11pm to 8:14pm whilst these issues were resolved.

- 16. Jennifer O'Sullivan (for Anglesea Art House).
- 17. Sally Groom and George Carman (for the Community Led Multidisciplinary Arts Collective).
- 18. George Carman.
- 19. Liz Haines (for 1st Torquay Scouts).
- 20. John Knuckey.

	urf Coast Shire Council genda - Hearing of Submissions Meeting			
BUSI	NESS:			
1.	OTHER MATTERS	5		
1.1	Submissions to the Draft Budget 2020-21	5		

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1. OTHER MATTERS

1.1 Submissions to the Draft Budget 2020-21

 Author's Title:
 Coordinator Management Accounting
 General Manager:
 Anne Howard

 Department:
 Finance
 File No:
 F18/1511-2

 Division:
 Governance & Infrastructure
 Trim No:
 IC20/669

Appendix:

- 1. Order of Speakers (D20/92664)
- 2. List of submissions to be presented to committee (D20/92955)
- 3. List of submissions not being presented (D20/92961)
- 4. Organisation Submission (D20/92946)

Officer Direct or In	direct Conflict of Interest:	Status:		
In accordance with Section 80C:	Local Government Act 1989 –		assified confidential in accordance with ment Act 1989 – Section 77(2)(c):	
Yes	No No	Yes	No No	
Reason: Nil		Reason: Nil		

Purpose

The purpose of this report is to present submissions received during the public exhibition of the Draft Budget 2020-21 to the Hearing of Submissions Committee and allow submitters to present their submissions where they have requested.

Summary

- The Draft Budget 2020-21 was exhibited to the public between 29 April and 28 May 2020.
- 95 public submissions were received and 26 submitters have requested to present their submissions.
- The organisation has also prepared a submission to present matters that have arisen during the public exhibition period.

Council is required to prepare and adopt an Annual Budget by 30 June each year pursuant to Section 130(3) of the *Local Government Act 1989*. Prior to final adoption of the budget, the Act requires Council to receive and consider public submissions.

The issues raised in the submissions will inform the finalisation of the budget to be presented to Council at the 23 June 2020 Council meeting.

The Minister for Local Government has granted a two month extension to this date, however a timely budget adoption will enable Council to more promptly assist the community to respond and recover from COVID-19.

Report

Submitters who wish to present their submissions are listed in speaking order as per Attachment 1.

Submissions from the 26 people and organisations who are listed to present at this committee meeting are included as Attachment 2.

Submissions from 69 people and organisations who did not request to present to the committee are included as Attachment 3.

Full submissions are provided to all committee members separately to this agenda.

Copies of all public submissions have been provided to the Councillors in full. A summary of these have been included below.

 Of the 95 submissions received, 45 were in relation to funding for the Multidisciplinary Arts Collective, and 15 were in opposition to an intersection upgrade project on the Surf Coast Highway.

02 June 2020 Page **6**

 Many submissions asked for funding support but did not nominate an amount required. Of those that did nominate funding amounts, the total requested is \$1,310,753.

Officers have written to all submitters thanking them for making a submission to the Annual Budget and advising them of the Hearing of Submissions Committee meeting.

Matters identified by officers or arising during the public exhibition have been included in an organisation submission and is included as Attachment 4.

In addition to the proposed changes in Attachment 4, the following items are changes to be made from the Draft Budget 2020-21 before it is finalised:

- Update rates information has been received from the Victorian Valuer-General final revaluation data.
- · Update statutory fees in line with State Government Announcements.
- Other minor improvements or corrections to formatting or presentation.

Recommendation

That the Hearing of Submissions Committee receives and notes the submissions relating to Draft Budget 2020-21.

Committee Resolution

MOVED Cr Brian McKiterick, Seconded Cr David Bell

That the Hearing of Submissions Committee receives and notes the submissions relating to Draft Budget 2020-21.

CARRIED 9:0

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1.1 Submissions to the Draft Budget 2020-21

APPENDIX 1 ORDER OF SPEAKERS



Hearing of Submissions Tuesday 2 June 2020 6:00 pm Draft Budget 2020-21 ORDER OF SPEAKERS

Item	Submitter
1.	Nicole Cremmond Surfcoast Basketball Association
2.	Charlotte Allen Aireys Inlet and District Association Inc.
3.	Angela Hunt; speaker Keith Hornibrook Anglesea RSL
4.	Stuart Forbes Secretary, Winchelsea Men's Shed
5.	Gary Allen and Peter Spring Lorne Historical Society
6.	Lisa Jarvis
7.	John De Witt The Quay Residents Association Inc
8.	John De Will (also speaking on behalf of Helen Blackwell)
9.	Jan Morris with Karl Jacklin and Susan Clarke (Museum Curator) Anglesea & District Historical Society
10.	Tim Robinson
11.	Amber Heath
12.	Carrie Vanderpol President, Moriac Community Network Inc
13.	Carrie Vanderpol President Moriac Community Network Inc
14.	Lester Oldham, speaker Michael Baker
15.	Michael Tucker
16.	Jodie Oliver
17.	Jodie Oliver
18.	Ken McDonald Director, Corangamite Financial Services Ltd
19.	Jennifer O'Sullivan President, Anglesea Art House Inc
20.	Renato Trentin Surfcoast Football Club
21.	Sally Groom and George Carman Community Led Multidisciplinary Arts Collective
22.	George Carman
23.	Jillien Edwards
24.	Fiona Raw and Desley McKnight 1st Torquay Scouts
25.	Toni McCormack
26.	John Knuckey

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1.1 Submissions to the Draft Budget 2020-21

APPENDIX 2 LIST OF SUBMISSIONS TO BE PRESENTED TO COMMITTEE

#	Submitter	Township	Summary of Submission	Requested Funds \$
Speakin	g at Hearing of Submis	sions		
95	Surfcoast Basketball Association	Shire Wide	Surfcoast Basketball Association	Not Specified
1	Aireys Inlet and District Association Inc.	Aireys Inlet	Aireys Inlet and District Association Inc.	Not Specified
24	Anglesea RSL	Anglesea	Anglesea RSL - CPP48 - Anglesea and District War Memorial	12,500
25	Winchelsea Men's Shed	Winchelsea	Winchelsea Men's Shed	50,946
26	Lorne Historical Society	Lorne	Lorne Historical Society	50,000
27	Individual	Deans Marsh 3235	Revitalisation of the Deans Marsh Community Hall	N/A
29	The Quay Residents Association Inc	Torquay	The Quay Residents Association Inc- Nautical Risk Linear Park Indigenous Edible Orchard Garden	19,431
33	Individual	Torquay	Object to Construction and Opening of the Surf Coast Highway /Coombes Road / Rosser Boulevard Intersection	N/A
32	Anglesea & District Historical Society	Anglesea	Anglesea & District Historical Society - CPP54 Anglesea & District Historical Society Building Modification / Extension Proposal	30,000
53	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	\$60,000
56	Individual	Torquay	CPP42 Zeally Sands Playground / Park Extension	51,900
58	Moriac Community Network Inc	Gnarwarre	Moriac Community Network - CPP52 - Moriac Greenfields Trail	117,249
59	Moriac Community Network Inc	Gnarwarre	Moriac Community Network - Various items	> 393,000
63	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission 53
67	Individual	Winchelsea	Winchelsea and Hinterland Townships Zones	Not Specified
70	Individual	Torquay	Wildlife Rescue Coordinated Grant Funding	Not Specified
72	Individual	Torquay	Taylor Park and Torquay Waste Drop Off Overflow Issues	N/A
71	Corangamite Financial Services Ltd	Winchelsea	Corangamite Financial Services Ltd - Construction of Independent Living Units in Winchelsea.	Land contribution
75	Anglesea Art House Inc	Torquay	Anglesea Art House - CPP47 - Stage 2 Front Landscaping	10,000
76	Surf Coast Football Club	Torquay	Surf Coast Football Club - Redevelopment of Grant Pavilion - Shortfall Funding	50,000

#	Submitter	Township	Summary of Submission	Requested Funds \$
Speakin	g at Hearing of Submis	sions		
78	Community led Multidisciplinary Arts Collective	Anglesea	Community led Multidisciplinary Arts Collective - Members Submission	60,000
79	Individual	Bellbrae	Arts Funding - Multidisciplinary Arts Collective	As per Submission 53
82	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission 53
83	1st Torquay Scouts	Torquay	CPP31 - 1st Torquay Scouts Building Extension Project	271,227
87	Individual – Late Submission	Torquay	Budget Allocation for Performing and Visual Arts Centre in Torquay	Not Specified
90	Individual – Late Submission	Winchelsea	Winchelsea Business Community Priorities	Not Specified

02 June 2020 Page **10**

1.1 Submissions to the Draft Budget 2020-21

APPENDIX 3 LIST OF SUBMISSIONS NOT BEING PRESENTED

#	Submitter	Township	Summary of Submission	Requested Funds \$
lot Spe	aking at Hearing of S	ubmissions		
2	Individual	Winchelsea	Concrete Pathway in Winchelsea - Glenmore Street to Dwyer Street	54,500
3	Individual	Mt Duneed	Object to Wages, Rate and Waste Increases	N/A
4	Individual	Torquay	Economic Conditions Impacting Council Draft Budget	N/A
5	Individual	NA	Facility Fees and Charges	N//
6	Individual	Torquay	Object to Construction and Opening of the Surf Coast Highway /Coombes Road / Rosser Boulevard Intersection	N/#
7	Individual	Torquay	Object to Construction and Opening of the Surf Coast Highway /Coombes Road / Rosser Boulevard Intersection	N//
8	Torquay Theatre Troupe	Torquay	Torquay Theatre Troupe	60,00
9	Individual	Torquay	Object to Construction and Opening of the Surf Coast Highway /Coombes Road / Rosser Boulevard Intersection	N#
10	Individual	Torquay	Object to Construction and Opening of the Surf Coast Highway /Coombes Road / Rosser Boulevard Intersection	N#
11	Individual	Torquay	Object to Proposed Rate Increase	N/A
12	Individual	Wensleydale	Object to Proposed Rate Increase and Councillor Pay	N/A
13	Individual	Torquay	Object to Construction and Opening of the Surf Coast Highway /Coombes Road / Rosser Boulevard Intersection	NA
14	Victorian Farmers Federation	NA	Victorian Farmers Federation - Farm Rates	N/A
15	Individual	Torquay	Object to Construction and Opening of the Surf Coast Highway /Coombes Road / Rosser Boulevard Intersection	N#
16	Individual	Anglesea	Reducing Capital Spend, Conference Travel and Social Welfare	N#
17	Individual	Torquay	Object to Construction and Opening of the Surf Coast Highway /Coombes Road / Rosser Boulevard Intersection	N#
18	Individual	Torquay	Object to Construction and Opening of the Surf Coast Highway /Coombes Road / Rosser Boulevard Intersection	N#
19	Individual	NA	Arts Funding - Multidisciplinary Arts Collective	60,00

#	Submitter	Township	Summary of Submission	Requested Funds \$		
Not Spe	Not Speaking at Hearing of Submissions					
20	Individual	3228	Object to Construction and Opening of the Surf Coast Highway /Coombes Road / Rosser Boulevard Intersection	N/A		
21	Individual	Jan Juc	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19		
22	Individual	NA	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19		
23	Individual	Torquay	Object to Construction and Opening of the Surf Coast Highway /Coombes Road / Rosser Boulevard Intersection	N/A		
28	Growing Winchelsea Inc	Winchelsea	Growing Winchelsea Inc	Not Specified		
30	Individual	Torquay	Object to Construction and Opening of the Surf Coast Highway /Coombes Road / Rosser Boulevard Intersection	N/A		
31	Individual	NA	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19		
34	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19		
35	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19		
36	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19		
37	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19		
38	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19		
39	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19		
40	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19		
41	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19		
42	Surf Coast Arts Inc	NA	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19		

#	Submitter	Township	Summary of Submission	Requested Funds \$
Not Spe	aking at Hearing of S	Submissions		
43	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
44	Individual	Torquay	Object to Construction and Opening of the Surf Coast Highway /Coombes Road / Rosser Boulevard Intersection	N/A
45	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
46	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
47	Individual	Torquay	Object to Construction and Opening of the Surf Coast Highway /Coombes Road / Rosser Boulevard Intersection	N/A
48	Individual	Torquay	Surf Coast Tennis Club	20.000
49	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
50	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
51	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
52	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
54	Individual	Barwon Heads	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
55	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
57	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
60	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
61	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
62	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
64	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No

#	Submitter	Township	Summary of Submission	Requested Funds \$
Not Spe	eaking at Hearing of S	Submissions		
65	Individual	Jan Juc	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
66	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
68	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
69	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
73	Individual	Jan Juc	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
74	Individual	Jan Juc	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
77	Individual	Jan Juc	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
80	Individual	NA	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
81	Individual	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
84	Individual - Late Submission	Gherang	Budget Should be Delayed due to COVID Impact Assessment, Rate Increase, Councillor Wages and Arts Funding	Not Specified
85	Individual - Late Submission	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
86	Individual - Late Submission	Torquay	Local Laws Compliance and Engineering Service Drainage Repair	Not Specified
88	Individual - Late Submission	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
89	Individual - Late Submission	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
91	Individual - Late Submission	Ripponlea	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19
92	3228 Residents Association Inc - Late Submission	Torquay	Budget Presentation, Rates, Capital Expenditure and Community Garden.	Not Specified

#	Submitter	Township	Summary of Submission	Requested Funds \$					
Not Spe	Not Speaking at Hearing of Submissions								
93	Individual – Late Submission	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19					
94	Individual – Late Submission	Torquay	Arts Funding - Multidisciplinary Arts Collective	As per Submission No 19					

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1.1 Submissions to the Draft Budget 2020-21

APPENDIX 4 ORGANISATION SUBMISSION

No.	Summary	Total	Surplus Movement fav/(unfav)
1	Local Roads and Community Infrastructure Program - additional funding announced by Commonwealth Government	\$1,051,060	
2	Waste service cost increases, funded from Waste Reserve.	(\$50,000)	
3	Victorian Grants Commission - Financial Assistance Grants allocation increase notification.	\$192,625	\$192,625
4	Geelong Regional Library Corporation - revised member contributions.	\$17,185	\$17,185
5	Councillor Allowance correction (Increase was based on wrong date).	\$1,603	\$1,603
6	Positive Ageing - HACC Program for Younger People now planned for transition on 30 June 2020 to Ballarine Health (draft budget transition date was 1 Oct 2020). Assessment Services to be extended to 30 June 2021 (draft budget was planned for exit 31 March 2021) following recent State Government announcements.	(\$11,411)	(\$11,411)
	Total Surplus Movement fav/(unfav)		\$200,002

02 June 2020 Page **16**

1.1 Submissions to the Draft Budget 2020-21

Close: There being no further items of business the meeting closed at 9:00pm.

9.1 Advisory Committee Minutes

APPENDIX 4 ALL ABILITIES ADVISORY COMMITTEE MINUTES - 3 JUNE 2020

All Abilities Advisory Committee (virtual meeting via Zoom) MINUTES Wednesday 3 June 2020

Attendees: Caroline Maplesden (Chair), Manny Pimentel, Laurel Wieland, Janet Brown, Richard Porter, Michael Chan, Council: Cr Rose Hodge, Susan Firth-McCoy, Darryn Chiller (Acting Community Relations Manager), Ro Frost (PMO), Rhiannon Tanner (Community Support and Community Engagement teams)

Apologies: Helen Shepherd

No.	Item type	Time	Points of Discussion Details/ Decision	Agreement/ Action/Timeframe	Responsible
1.	Standing items				
1.1	Welcome, introductions and acknowledgements	1 min	Before our meeting starts I would like to take the time to acknowledge the Traditional Owners of the Land that you are on, wherever you are. Surf Coast Shire spans the traditional lands of the Wadawurrung and Eastern Maar people. We acknowledge them as the Traditional Owners and pay our respects to elders past, present and future.		C Maplesden
1.2	Minutes from previous meeting	1 min	Mover and seconder confirmed the minutes from Wednesday 5 February 2020.	Moved: Caroline Maplesden Seconded: Janet Brown	C Maplesden
1.3	Conflicts of Interest	1 min	No conflict of interest declared.		C Maplesden

				TRIM Ref: L	D20/96884
1.4	Group discussion about newsworthy items or new resources in the space of access and	10 mins	Caroline highlighted the fantastic article in Bellarine (and Surf Coast) Times last week, 'One last trip to the beach' related to a Torquay resident Lisa who has a terminal illness and used GORCC's Mobi beach wheelchair.		
	inclusion		Manny informed that Scope clients are missing being out and about. During lockdown, Manny has been producing videos for participants and has kept the Rockheads going through zoom. Scope is now trying to return with services reopening this week.		
			Janet was very pleased to see the live to air coverage during the Covid19 pandemic mostly had Auslan and captions for the deaf and hearing impaired community.		
			Richard stated that a number of community groups have kept going with zoom which has been good for social connection during isolation.		
			Michael said things are quite quiet at the moment with Back to Back Theatre not running. There are concerns about whether Back to Back members can access the Jobkeeper payment, which has been unclear as they are part of the arts industry. Personally he has been staying connected via Facebook. Michael is glad to be back with the AAAC after the overseas production with Back to Back, which recently won the Green Room Award for best ensemble.		
			Rose stated that on a personal level, her son has been loving isolation and thinks staying home is fantastic. Concerns about children and adolescents with ASD who now have to transition back to socialising, as well as parents who have taken on a significant additional caring burden without schools and day programs being closed during lockdown. Minister for Disability Luke Donnellan recently tweeted about the Disability Service Safeguard Amendment which has passed parliament, and the Victorian Disability Workers Scheme which starts on 31 July which are important pieces of legislation to support people with disability and support workers.		
			Susan spoke about the tragic story of Anne Marie Smith who died in Adelaide in April due to severe neglect by her carer who was funded		

		IRIM Ref: D20/968				
			by the NDIS.			
2.	Business arising from previous minutes					
2.1	Accessible lectern	1 min	On hold due to Covid19: Council has received a quote for a height-adjustable lectern. Model can be viewed here: https://www.bfx.com.au/store/flexile-lectern-table However procurement of all non-essential goods is on hold until staff return to the office due to Covid19.	Susan to update Committee when the lectern has been purchased	S Firth- McCoy	
2.2	Changing Places	2 mins	Council and GORCC have put new signage on the Changing Places facilities to inform public about the facilities and MLAK access. Council is in the process of putting an additional accessible parking space closer to the facility in Winchelsea, and has put in road signage to direct the public to both facilities. Council is in discussions with GORCC re: accessible ramp to the beach at Anglesea. Potentially at Point Roadknight or through Anglesea Family Caravan Park. This has been on hold due to Caravan Park being closed due to Covid19, however with Caravan Parks reopening in June will be revisited in the coming months. Council is also discussing moving GORCC's Mobi wheelchair from Lorne to a site close to Anglesea Changing Places (potentially at Go Ride a Wave) due to low usage in Lorne and existing wheelchairs in Anglesea being at the YMCA which is a 5 minute drive away from the Changing Places facility. This has been on hold due to GRAW being closed due to Covid19, but will be investigated again with restrictions now easing.	Susan to update on progress at next meeting	S Firth-McCoy	

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					D20/96884
2.3	Program Management Office (PMO) report on projects with access design requirements	10 mins	Ro provided an update on the Project Management Office. New projects relevant to access and inclusion included: Construction of accessible ramp at Winchelsea Kindergarten Bob Petit reserve outdoor performance space "This Girl Can" local area marketing – on hold due to Covid19 Great ocean views reserve activation Fischer Street parking design Ro stated that a number of projects have been delayed due to Covid19, particularly those that were in the phase of community engagement or communications due to not wanting to compete with important health messaging during the pandemic. Ro asked for feedback from the Committee in relation to changing the format to Landscape to include questions from the Committee and answers, as well as comments from the Committee on project completion.	Susan and Ro to discuss how to make the project document more user friendly and to include question and answers and project completion information	S Firth- McCoy/ R Frost
			Caroline suggested that Ro consider grouping together the new projects or the latest changes. This could make the most relevant information in the large PMO report easier to find. The double asterisk and green highlighting methods Ro currently uses are useful, but grouping may also assist readers. Ro's efforts to provide AAAC with an updated report for each meeting is much appreciated. Pathways strategy review (update from Karyn Rice, Project Manager):	Karyn to contact Caroline and Dan prior to project working group commencing	
			Request for quote process has been extended due to Covid19. Responses will be evaluated by Council Officers in the week commencing 8 June. The Project Working Group (which Caroline and Dan will be on) will meet following provide input to the successful consultant. Susan has spoken to Dan Remenyi, who is still keen to be involved with the Pathways Strategy Review panel.		

			TIVIIVI IVEI.	D20/96884
DDA Compliance Plan	5 mins	Council has a preferred candidate for the access audit, with works hoping to be completed by 31 July 2020. Other projects for 2019-20 budget:	Susan to update Committee on progress at next meeting.	
		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. Options for the building entrance gate are being explored.		
		Anderson Roadknight Community Hall in Aireys Inlet which has recently had extensive works completed as part of the Masterplan project including some from the previous DDA audit: upgraded the ramp from timber to concrete, and paved from the carpark to the entrance. No further DDA compliance works planned until new audit is completed.		
		Anglesea Community House was discussed.		
		completed so far using the DDA funding, particularly to understand how far we got into the prioritisation list from the last audit.	Susan to ask Karyn Rice (PM) to provide	S Firth- McCoy / K Rice
		are being used well? Signage?	completed with DDA funds from the last audit	
Accessible transport options	2 mins	On hold due to Covid19: Surf Coast Transfers haven't been able to register the new wheelchair accessible van due to VicRoads being shut. Also, owner is assuming there is not current demand for the service due to Covid19 so not confident he would make money back on paying for registration. Owner to wait and see what happens with restrictions easing.	Susan to update Committee if Surf Coast Transfers reopens.	S Firth- McCoy
	Plan Accessible transport	Accessible transport 2 mins	Plan hoping to be completed by 31 July 2020. Other projects for 2019-20 budget: 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. Options for the building entrance gate are being explored. Anderson Roadknight Community Hall in Aireys Inlet which has recently had extensive works completed as part of the Masterplan project including some from the previous DDA audit: upgraded the ramp from timber to concrete, and paved from the carpark to the entrance. No further DDA compliance works planned until new audit is completed. Anglesea Community House was discussed. Caroline asked if there is a report on what works have been completed so far using the DDA funding, particularly to understand how far we got into the prioritisation list from the last audit. Rose: lots of work has been done, how can we make sure features are being used well? Signage? On hold due to Covid19: Surf Coast Transfers haven't been able to register the new wheelchair accessible van due to VicRoads being shut. Also, owner is assuming there is not current demand for the service due to Covid19 so not confident he would make money back on paying for registration. Owner to wait and see what happens with	DDA Compliance Plan 5 mins Council has a preferred candidate for the access audit, with works hoping to be completed by 31 July 2020. Other projects for 2019-20 budget: 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. Options for the building entrance gate are being explored. Anderson Roadknight Community Hall in Aireys Inlet which has recently had extensive works completed as part of the Masterplan project including some from the previous DDA audit: upgraded the ramp from timber to concrete, and paved from the carpark to the entrance. No further DDA compliance works planned until new audit is completed. Anglesea Community House was discussed. Caroline asked if there is a report on what works have been completed so far using the DDA funding, particularly to understand how far we got into the prioritisation list from the last audit. Rose: lots of work has been done, how can we make sure features are being used well? Signage? Accessible transport options 2 mins On hold due to Covid19: Surf Coast Transfers haven't been able to register the new wheelchair accessible van due to VicRoads being shut. Also, owner is assuming there is not current demand for the service due to Covid19 so not confident he would make money back on paying for registration. Owner to wait and see what happens with

				TIVIIVI IVOI.	D20/30004
2.6	Submission to State Disability Plan 2021- 24 Consultation	2 mins	Council submission responding to the State Disability Plan (SDP) Consultation paper presented at Council briefing 18 February and submitted online 26 February 2020. Final submission incorporating feedback from the Committee and copy was sent to Committee Members with February AAAC minutes. On hold due to Covid19: There were initial discussions with City of Greater Geelong about hosting a community consultation forum for the SDP in Geelong, but this has not been pursued due to Covid19 restrictions.		
2.7	GORCC Point Impossible to Jan Juc Master Plan	2 mins	Council submission on the GORCC Point Impossible to Jan Juc masterplan was presented at Council meeting 25 February and submitted to GORCC. Final submission incorporated feedback from AAAC from the 5 February meeting. Update from GORCC: Submissions are currently being considered and addressed. After this the plan will be finalised, approved by the GORCC Board and Department of Environment and then published on the GORCC website. Katie Hart can provide more detail if required, in response to specific feedback on the masterplan (katie.h@gorcc.com.au).	Susan to forward final plan to Committee	S Firth- McCoy / Ella Jackson

					D20/90004
2.8	AAAC model discussions	10 mins	Susan has had a number of phone and face-to-face conversations with current and past committee members discussing their experience of the committee, what is working well, and what could make the committee even better in future. Susan has also spoken with Nicole Langtip regarding the Positive Ageing Committee model, and with the Sandy Muratti, Access and Inclusion Officer from CoGG about their Access and Inclusion Advisory Committee. The Committee's discussion focussed on recruitment, with further discussions about other changes to the Committee to be held over to the August meeting. Rose stated that Zoom could be enable participation from people from other parts of the Shire, and also people with disability who might struggle to get out and about. Michael agreed that virtual meetings are the new normal and more comfortable for many people with disability. Caroline supported the idea of going back to the list of people who applied during the previous recruitment round. Rose noted she is a member of the Surf Coast Autism group and some of the young parents may be able to participate using Zoom.	Committee to discuss items beyond recruitment at August AAAC meeting. Susan and Darryn to proceed with AAAC recruitment, including looking at inviting previous applicants, and reaching out to networks including Surf Coast Autism group. Committee members to forward invitation onto their networks or people who they think would be interested.	S Firth- McCoy
2.9	Positive Ageing Committee/ AAAC collaboration	10 mins	Manny and Ro Frost attended the February meeting of the Positive Ageing Committee (PAC) to share the experience of the AAAC in working with Council. Manny noted their size was a positive factor, around 15-20 people. Manny stated there are many synergies between the two groups, and that the PAC was keen to continue connecting with the AAAC on issues of shared interest. Susan informed that she had a discussion with Jill Moodie (Manager Community Strengthening) who suggested the two committees could join together once or twice a year. Janet supported this idea. Caroline raised a concern about AAAC agenda items being held back if we combined meetings.	Susan to explore with Nicole Langtip and Jill Moodie possibilities for AAAC meeting with the Positive Ageing Committee.	S Firth- McCoy

				I KIIVI KEI.	D20/90004
2.10	NTC issues paper	5 mins	NTC issues paper was submitted in December 2019, Council ratified	Rose and Susan to	C Maplesden
			at the meeting in January 2020. Caroline also put in an individual submission.	discuss options for sending a letter of	
			Subilission.	support re: the risk of	
			Caroline sent a recent email to Minister Pullford outlining her	electronic mobility	
			concerns in relation to Covid19 as due to people not wanting to use public transport the use of e-vehicles may increase. Caroline also	devices to Minister Donnellan.	
			emailed Luke Donnellan to follow up on his offer to talk to Minister	Donnellan.	
			Pullford about personal mobility devices.		
3.	New items				

				i Kilvi Kei.	
3.1	Council's Covid19 response	5 mins	Surf Coast Shire Council enacted a pandemic response plan in March and a working group meets daily to evaluate and respond to the latest COVID-19 developments. Council takes direction from the Victorian Chief Health Officer. Council acted quickly in mid-March to close public facilities and are now looking at re-opening facilities. Council made a commitment for \$1.8 million in the draft Budget for Covid19 support including rebate on business rates and waiver on fees, and \$1 million allocation for pandemic recovery initiatives. Principles were adopted by Council at its last meeting (see Meeting minutes item 6.2 page 67). Council led and community led initiatives will be supported, however the process for applying for the funding is yet to be determined. Council is already receiving ideas for the funding package, and the AAAC is welcome to forward any ideas it might have. Council will also let the AAAC know when the formal funding application process begins. Manny asked about how many Covid19 cases were reported on the		D Chiller
			Manny asked about how many Covid19 cases were reported on the Surf Coast. Darryn informed there have been a total of 9 reported cases and currently no active cases. Michael asked if police have had to enforce social distancing regulations. Darryn informed that Council does not receive data on those numbers, however we have been informed that police have patrolled in the Surf Coast Shire at peak times e.g. Easter long weekend. Laurel highlighted that with this weekend being the Queen's birthday long weekend it will be interesting to see if people maintain social distancing. Darryn stated that this is complex as the government is trying to get people to both maintain social distancing but also support local economies.		
			Laurel also stated she has noticed Covid19 signs to 'stay home' have now been replaced by 'stay safe'. Darryn informed that this follows the official messaging from the Premier. Caroline asked if people can now stay overnight, and Darryn		

		TRIM Ref: D20/96884
	confirmed that from June 1 people can stay overnight in tourist accommodation.	
	Rose stated that she has no knowledge of any Surf Coast residents needing to be hospitalised from Covid19, and that at least 2-3 were returned travellers.	

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				I RIM Ref.	D20/96884
3.1.	Responding to people with disability during Covid19	20 mins	Emerging needs document: Susan has spoken with a number of internal and external stakeholders and community members to understand the emerging needs of people with disability, summarised in a report. Susan asked for the Committee's feedback on the report and for any additional comments to be shared with Council and inform our response.	Susan to include feedback from AAAC in 'Emerging needs' document and forward to Chris Pike.	S Firth- McCoy / D Chiller
			Laurel informed she is still in touch with a Melbourne residential house where she once worked, and residents were getting bored and restless staying at home and are relieved to go back to day stay programs or work.		
			Caroline supported the idea of prioritising non-digital formats. Caroline also asked about the legality of services refusing to provide face-to-face services, and whether this is a human rights issue that some people will miss out. Manny informed that while there was a withdrawal of services, key personal care services were still maintained. However social isolation has certainly increased.		
			Manny stated that Covid19 alerted services to the issue that many people with disability didn't have internet or technology, which services were not aware of pre pandemic. In response, NDIS released emergency funding where participants could use money to purchase technology.		
			Janet raised the issue of carers requiring additional and more flexible support due to Covid19, and whether there might be an opportunity for volunteers to support carers. Rose stated that volunteering with people with disability is complex, but there will be a need for more flexible support for people with disability and also older people who may not want to return back to group or community-based activities.	Council to explore promoting a message to encourage volunteering, particularly to support people with disability and carers.	
			Covid19 Disability Action Plan: In response to the changed environment during the pandemic, Council has created a short-term Covid19 Disability Action Plan from May – December 2020, and is seeking the Committee's feedback on	Committee to share any feedback on the DAP with Susan via email.	All
			the plan. Susan highlighted the action around exploring a new Surf Coast Disability Alliance, which will be a forum for support services while	Susan to report on DAP at next meeting.	S Firth- McCoy

		TRIM Ref:	D20/96884
	the AAAC remains community based.		
	Susan asked for any feedback to be sent via email.		

2 Community Support Team Waight, to respond to the pandemic. The new team is working with communities helping them address issues at a local level and build resilience during and after this crisis. They bring a place based, community Support Team's actions going forward. Community development approach and allow communities to take the lead. They do not replace existing Council business units and specific service requests will still be dealt with by relevant departments. Community Support Team aims include: To support people during and after the COVID 19 Pandemic to help with wellbeing and recovery. To provide further resources and focus to support communities at a local level. To help local organisations and people adapt their practices to best prevent virus transmission. Rhiannon noted that the Community Support Team aims to keep communication open between Council and community, and build partnerships within the community. Their initial focus was on relief such as food aid and housing, but they are now looking at short and long-term recovery. There are three place-based teams: Torquay! Jan Juc/Bellbrae, Anglesea/ Aireys Inlet/ Lorne, and Hinreland. Rhiannon noted that people with disability may be likely to continue self-isolating beyond lockdown being eased, and asked for information from the Committee about how people in the community are faring. Manny informed that: People living in supported accommodation are still getting their basic support needs met, but there are issues in relation to mental health, behaviours of concern and community interaction. Some children with disability have become used to staying home and don't want to return to services. Some Coordinators have really shut down houses, leading to high levels of social isolation for residents, however others have taken a more balanced approach.				D20/96884
		 Waight, to respond to the pandemic. The new team is working with communities helping them address issues at a local level and build resilience during and after this crisis. They bring a place based, community development approach and allow communities to take the lead. They do not replace existing Council business units and specific service requests will still be dealt with by relevant departments. Community Support Team aims include: To support people during and after the COVID 19 Pandemic to help with wellbeing and recovery. To provide further resources and focus to support communities at a local level. To help local organisations and people adapt their practices to best prevent virus transmission. Rhiannon noted that the Community Support Team aims to keep communication open between Council and community, and build partnerships within the community. Their initial focus was on relief such as food aid and housing, but they are now looking at short and long-term recovery. There are three place-based teams: Torquay/Jan Juc/ Bellbrae, Anglesea/ Aireys Inlet/ Lorne, and Hinterland. Rhiannon noted that people with disability may be likely to continue self-isolating beyond lockdown being eased, and asked for information from the Committee about how people in the community are faring. Manny informed that: People living in supported accommodation are still getting their basic support needs met, but there are issues in relation to mental health, behaviours of concern and community interaction. Some children with disability have become used to staying home and don't want to return to services. Some Coordinators have really shut down houses, leading to high levels of social isolation for residents, however others have taken a	Rhiannon to incorporate feedback from Committee into Community Support Team's actions going	

				I KIIVI KEI.	D20/90004
3.2	Community Engagement Policy	5 mins	Council's Community Engagement Policy is currently under review. The policy will outline the way we engage with the community on topics of interest to them, and the principles that will guide that engagement (see attached document). We are seeking input from various community groups about how we enact these principles and ensure that the variety of community needs are reflected in our approaches. The draft policy will go to the Executive Management Team on 24 June. Following this there will be a submission period where community members can review the policy, make comments, and respond to more detailed questions about how they like to be engaged. Council will seek feedback from the AAAC and other community members with disability during that time.	Committee members to send any comments on the draft policy to Rhiannon: RTanner@surfcoast.vic.gov.au.	All / R Tanner
3.3	Electing AAAC Chair and Deputy Chair	5 mins	According to the TOR, we should have elected the Chair and Deputy Chair at our December 2019 meeting. The next election will happen at our December 2020 meeting. Darryn called for nominations for the position of Chair and Deputy Chair. Caroline self-nominated for Chair, and Richard seconded. Caroline was confirmed as chair until December 2020. Richard self-nominate for deputy, and Caroline seconded. Richard was confirmed as deputy chair until December 2020.		

				TRIM Ref:	D20/96884
3.4	U3A	5 mins	Richard reported on U3A who are doing a great job in getting older people involved in the community, including those with mobility issues and disabilities.		
			They are currently developing online courses to keep members involved during the pandemic. They are also looking for a more permanent venue for activities to try to reduce their costs and keeps their fees as low as possible. The committee and tutors are all voluntary.		
			The Torquay group has been in existence for 4-5 years, one major issue is with accommodation, which they are working on with Council. Richard is now on the Committee as a general member.		

TRIM Ref: D20/96884

				D20/96884
3.5 Barwon River Adventure Playground ir Winchelsea		Council's Recreation and Open Space Planning (ROSP) department have applied for State Government funding in Winchelsea, project being led by Ella Jackson. This project will provide an exciting new play space that is welcoming, inclusive and challenging for young people. Outcome of the funding application due in June. The space is designed to complement the existing playground and incorporates the principles of Universal Design. The planning committee includes a member who uses a mobility scooter and a member who teaches children with disabilities. Draft concept and project description were sent around with the last update in April. Ella wanted to pass on her thanks for the comments from the Committee from April, they will be incorporated during the detailed design phase. Pre Covid19 the project was due for community engagement in May, but they are currently working through how this will occur. Ella will consult with the AAAC during this engagement phase.	Any feedback or questions to be forwarded to Ella Jackson: 0438 908 017 ejackson@surfcoast.vic.g	
		The team has also submitted an application for funding for the space adjacent to the playground, and have named this the Winchelsea Gathering Space for the purpose of this project. It will incorporate the renewal of the Mud Brick Hut and provide much needed all abilities access into this picnic / BBQ space. Community engagement for this will be done along with the Adventure Play Space.		
Next meeting	9	Next meeting: Wednesday 5 August 2020, 11am – 1pm, location TBC (either Zoom or Aireys Inlet Meeting Room, Torquay Council Office).		
Possible gues speakers	st 10 mins	Held over to August meeting due to time constraints: Committee members have spoken to Susan about AAAC having guest speakers attending meetings on a regular basis.		S Firth- McCoy
		Committee to discuss who they would like to present both from Council and external presenters.		

T	RI.	М	Ref:	D20/96884	

9.1 Advisory Committee Minutes

APPENDIX 5 HEARING OF SUBMISSIONS COMMITTEE MINUTES - 9 JUNE 2020



Minutes

Hearing of Submissions Committee Tuesday, 9 June 2020

Held in the
Via video conference (Zoom)
Commenced at 5.00pm

Committee:

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

Surf Coast Shire Council Minutes - Hearing of Submissions Meeting 09 June 2020 Page **2**

MINUTES FOR THE HEARING OF SUBMISSIONS MEETING OF SURF COAST SHIRE COUNCIL HELD VIA VIDEO CONFERENCE (ZOOM) ON TUESDAY 9 JUNE 2020 COMMENCED AT 5.00PM

PRESENT:

Cr Rose Hodge (Chair)

Cr David Bell

Cr Martin Duke

Cr Clive Goldsworthy

Cr Brian McKiterick

Cr Tony Revell

Cr Margot Smith

Cr Heather Wellington

Keith Baillie - Chief Executive Officer

Ransce Salan - General Manager Environment and Development

Anne Howard - General Manager Governance and Infrastructure

Chris Pike - General Manager Culture and Community

Bill Cathcart - Manager Planning and Development

Ben Schmied - Principal Statutory Planner

Zoe Eastick - Governance Officer

Liberty Nash - Records Management Officer

Note: Cr James McIntyre attended the meeting via audio only and therefore is not recorded as a participant in accordance with Requirement One of the Ministerial Guidelines.

CONFIRMATION OF MINUTES

Committee Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr Tony Revell

That the Hearing of Submissions Committee notes the minutes of the meeting held on 2 June 2020 as a correct record of the meeting.

CARRIED 8:0

CONFLICTS OF INTEREST:

None declared.

SUBMITTERS HEARD

- Chris Tutungi
- Penny Hawe 3. Ric Addison
- David Worth
- Doug Williams
- (Applicant) Brendan O'Loan and Ken Northwood (from St Quentin on behalf of GORCC)

	oast Shire Council ss - Hearing of Submissions Meeting	09 June 2020 Page 3
BUSI	INESS:	
1.	PLANNING MATTERS	4
1.1	Planning Permit Application 18/0508 - Pt Grey Redevelopment	4

Surf Coast Shire Council Minutes - Hearing of Submissions Meeting 09 June 2020 Page **4**

1. PLANNING MATTERS

1.1 Planning Permit Application 18/0508 - Pt Grey Redevelopment

Author's Title:	Principal Statutory Planner	General Manager:	Ransce Salan
Department:	Statutory Planning	File No:	18/0508
Division:	Environment & Development	Trim No:	IC20/643
Appendix:			
1. Order of Sp	eakers (d20/97401)		
Officer Direct of	r Indirect Conflict of Interest:	Status:	
In accordance w Section 80C:	vith Local Government Act 1989 –		information in accordance Act 2020, Section 3(1):
Yes	No No	Yes	No
Reason: Nil		Reason: Nil	

Purpose

The purpose of this report is to hear submissions relating to Planning Permit Application 18/0508 for the redevelopment of Pt Grey, 3-9 Ocean Road South, Lorne including:

- Demolishing the existing restaurant, fish co-op, Lorne Aquatic and Angling Club (LAAC) and public toilets and picnic facilities (permit not required for demolition).
- · Constructing a new restaurant and public shelter ('Beacon' building) and new LAAC building.
- · Constructing new public toilets and picnic facilities.
- · Constructing a new lookout and boardwalks.
- Reconstructing car parking near the restaurant and LAAC and constructing new car parking nearer to Shelly Beach.
- · Removal of native vegetation associated with car park construction.
- New hard and soft landscaping.

Summary

In October-November 2019 the application relating to redevelopment of Pt Grey, 3-9 Ocean Road South, Lorne was publicly exhibited in accordance with the *Planning and Environment Act 1987*.

Summary of Submissions

A total number of 14 submissions were received including 12 objections and 2 conditional in support, summarised as follows:

No.	Submitter	Position		Summary of Submission
1.	Individual	Objection		Objects to proposed boat parking and wash-down arrangements. Insufficient parking provision. Location of majority of parking spaces removed from the proposed buildings.
2.	Individual	Objection		Demolition of fisherman's co-op, loss of history.
3.	Individual	In (conditional)	support	Supports improvements. Power lines along Ocean Road should be put underground.
4.	Individual	Objection		Impact of sea level rise. Loss of cultural heritage.
5.	Organisation	Objection		Demolition of pier restaurant and fisherman's co-op, retain and refurbish.
6.	Organisation	In (conditional)	support	Objects to proposed boat parking and wash-down arrangements. Insufficient parking provision. Location of majority of parking spaces removed from the proposed buildings. Stage development should be facilitated.

Surf Coast Shire Council Minutes - Hearing of Submissions Meeting 09 June 2020 Page **5**

7.	Individual	Objection	Architectural forms are not compatible or appropriate
			to the location.
			Functional and orientation issues.
			Internal traffic movement within the site not resolved.
8.	Individual	Objection	Reduction of car parking.
			Boat parking shortage.
9.	Individual	Objection	Impact on views.
10.	Individual	Objection	Reduction of car parking.
			Loss of heritage.
			Nothing to make visitors Stop, Stay and Spend.
			Landscape plan is inappropriate.
			Boat parking inadequate.
			Poor traffic management.
			Does not make best use of the location.
11.	Individual	Objection	History display.
			Soft landscaping compromising Neighbourhood Safer
			Place.
			Parking to be proximate to the pier, restaurant and
			LAAC.
			Wash down location.
12.	Organisation	Objection	Demolition of fisherman's co-op and restaurant.
			Loss of heritage.
			Concept of beacon building, should be recessive.
			Sea level rise.
			Landscaping – prefer paved square that could be used
			for parking.
13.	Individual	Objection	Retain LAAC as is.
14.	Organisation	Objection	Demolition of pier restaurant and fisherman's co-op,
			retain and refurbish.

The issues raised in the submissions will be considered in detail in a report to be presented to the 23 June 2020 Council meeting.

Recommendation

That the Hearing of Submissions Committee receives and notes the submissions relating to Planning Permit Application 18/0508 and forward to Council for consideration.

Committee Resolution

MOVED Cr Brian McKiterick, Seconded Cr Martin Duke

That the Hearing of Submissions Committee receives and notes the submissions relating to Planning Permit Application 18/0508 and forward to Council for consideration.

CARRIED 8:0

Close: There being no further items of business the meeting closed at 6:05pm.

Author's Title:Governance OfficerGeneral Manager:Anne HowardDepartment:Governance & RiskFile No:F18/221-2Division:Governance & InfrastructureTrim No:IC20/732

Appendix:

- 1. Globe Theatre Committee of Management Minutes 10 December 2019 (D20/76771)
- 2. Modewarre Hall and Reserve Committee of Management Minutes 19 February 2020 (D20/76786)
- 3. Deans Marsh Public Hall & Memorial Park Committee of Management Minutes 26 February 2020 (D20/52092)
- 4. Connewarre Reserve and Hall Committee of Management Minutes 10 March 2020 (D20/46725)
- 5. Eastern Reserve Committee of Management Minutes 16 March 2020 (D20/89057)
- 6. Anderson Roadknight Reserve Committee of Management Minutes 20 April 2020 (D20/101912)

o. Anacison Roadkingi	it reserve committee or mai	agoment winde	20 / pili 2020 (B20/ 101012)
Officer Direct or Indirec	t Conflict of Interest:	Status:	
In accordance with Local Section 80C:	Government Act 1989 –		lential information in accordance nment Act 2020, Section 3(1):
Yes Reason: Nil	⊠ No	Yes Reason:	⊠ No

Purpose

To receive and note the minutes of Section 86 Committee meetings as appended.

Summary

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

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

Recommendation

That Council receives and notes the following minutes of the Section 86 Committee meetings:

- 1. Globe Theatre Committee of Management Minutes 10 December 2019
- 2. Modewarre Hall and Reserve Committee of Management Minutes 19 February 2020
- 3. Deans Marsh Public Hall & Memorial Park Committee of Management Minutes 26 February 2020
- 4. Connewarre Reserve and Hall Committee of Management Minutes 10 March 2020
- 5. Eastern Reserve Committee of Management Minutes 16 March 2020
- 6. Anderson Roadknight Reserve Committee of Management Minutes 20 April 2020

Council Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr Margot Smith

That Council receives and notes the following minutes of the Section 86 Committee meetings:

- 1. Globe Theatre Committee of Management Minutes 10 December 2019
- 2. Modewarre Hall and Reserve Committee of Management Minutes 19 February 2020
- 3. Deans Marsh Public Hall & Memorial Park Committee of Management Minutes 26 February 2020
- 4. Connewarre Reserve and Hall Committee of Management Minutes 10 March 2020
- 5. Eastern Reserve Committee of Management Minutes 16 March 2020
- 6. Anderson Roadknight Reserve Committee of Management Minutes 20 April 2020

CARRIED 9:0

APPENDIX 1 GLOBE THEATRE COMMITTEE OF MANAGEMENT MINUTES - 10 DECEMBER 2019

Introduction	Surfcoast s H I R E	COMMITTEE NAME: Globe Theatre Committe of Management COMMITTEE MEMBERS: PRESENT: Murray Aisbett, Maureen King, Trevor Brown, Ray King, Helen Brown, Neil Cameron. APOLOGIES: Chris Thompson, Harry Smith, Paul Elshaug, Meredith Kelly, Brad Hamlin (Karate Club). VISITORS: Jenny Mathison (Movie Club/Growing Winch), Neil McInnes	DATE: 10/12/2019 TIME: 7pm VENUE: Globe Theatre
Adoption of previous minutes Moved; M King Seconded; H Brown OH&S Issues Timber fence between "Jens" antiques and the west side of Globe is falling over due to heavy farm machinery being stood against it. Tresurers Report Trevor Brown tendered the treasurers report 1st July to 10th Dec 2019 as follows; Sec; M King General Acc Opening Bal \$10,964.03 Profit & Loss; Expenditure \$4,309.20 Closing Bal \$9,940.88 Income \$3,286.05 Operating Loss \$1,023.15 Conflict of Interest Declaration Business Arising from previous minutes Railing outside kitchen door fixed, Pot holes filled, Lighting for Rep Society finally fixed and new3 phase power points installed. Correspondence In Emails to and from SCS, Karate Club re the bad state the hall floor was left in after the Reps Show on the 23rd. Hall floor to be sanded prior to Christmas.	Introduction	{Rep Society)	Shirtung Manus Christman
Minutes Seconded; H Brown Timber fence between "Jens" antiques and the west side of Globe is falling over due to heavy farm machinery being stood against it. Tresurers Report Trevor Brown tendered the treasurers report 1st July to 10th Dec 2019 as follows; Sec; M King General Acc Opening Bal \$10,964.03 Profit & Loss; Expenditure \$4,309.20 Closing Bal \$9,940.88 Income \$3,286.05 Operating Loss \$1,023.15 Conflict of Interest Declaration Railing outside kitchen door fixed, Pot holes filled, Lighting for Rep Society finally fixed and new3 phase power point previous minutes Correspondence In Emails to and from SCS, Karate Club re the bad state the hall floor was left in after the Reps Show on the 23rd. Hall floor to be sanded prior to Christmas.	miroduction	M Alsbett opened the meeting and welcomed our visitors, and wished all	members a Merry Christmas.
Tresurers Report Trevor Brown tendered the treasurers report 1st July to 10th Dec 2019 as follows; Sec; M King General Acc Opening Bal \$10,964.03 Profit & Loss; Expenditure \$4,309.20 Closing Bal \$9,940.88 Income \$3,286.05 Operating Loss \$1,023.15 Nil Business Arising from previous minutes Railing outside kitchen door fixed, Pot holes filled, Lighting for Rep Society finally fixed and new3 phase power pointstalled. Correspondence In Emails to and from SCS, Karate Club re the bad state the hall floor was left in after the Reps Show on the 23rd. Hall floor to be sanded prior to Christmas.			
General Acc Opening Bal \$10,964.03 Profit & Loss; Expenditure \$4,309.20 Closing Bal \$9,940.88 Income \$3,286.05 Operating Loss \$1,023.15 Conflict of Interest Declaration Railing outside kitchen door fixed, Pot holes filled, Lighting for Rep Society finally fixed and new3 phase power points installed. Correspondence In Emails to and from SCS, Karate Club re the bad state the hall floor was left in after the Reps Show on the 23rd. Hall floor to be sanded prior to Christmas.	OH&S Issues	· ·	g over due to heavy farm machinery being
Conflict of Interest Declaration Railing outside kitchen door fixed, Pot holes filled, Lighting for Rep Society finally fixed and new3 phase power pointstalled. Correspondence In Emails to and from SCS, Karate Club re the bad state the hall floor was left in after the Reps Show on the 23rd. Hall floor to be sanded prior to Christmas.	Tresurers Report	General Acc Opening Bal \$10,964.03 Profit & Loss; Expenditure \$4,3 Closing Bal \$9,940.88 Income \$3,2	309.20 86.05
previous minutes installed. Correspondence In Emails to and from SCS, Karate Club re the bad state the hall floor was left in after the Reps Show on the 23rd. Hall floor to be sanded prior to Christmas.			
floor to be sanded prior to Christmas.	•		finally fixed and new3 phase power point
Correspondence Out Reply to Karate Club and a Apology re tonights meeting.	Correspondence In		in after the Reps Show on the 23rd. Hall
	Correspondence Out	Reply to Karate Club and a Apology re tonights meeting.	

Booking Officer Report	Next years bookings coming in already, Yoga is not continuing due to lack of numbers.
User Groups Report	Movie Club, J Mathison report that all was going well and thanked H Brown for her assistance setting up for the Movies. Rep Society; Play went very well with an income of around \$34,000 of which \$15,600 goes to the football/netball club for the catering,
Shire Report	N/A
General Business	Costing: hire fee/charges to be forwarded to SCS, Report to be tendered prior to 27th Feb 2020. As the cleaning is done on a Tuesday we may have to look at getting the hall cleaned on a Monday, the overall cleaning done by the cleaning company is nowhere near up to scratch and at times not done at all, even though they sign the book, they do not record their start and finish times as is required. T Brown; The drain under the kitchen sink is loose and requires a plumber. Defibulator has been installed and signs in place, J Mathison asked about the defib being installed outside for public access but due to Heritage concerns it would be an issue, committee to look at the implications of installing it outside. N Cameron gave a very good and extensive report on the old electric board in the kitchen, which is at capacity as stated by his Electrician, wondered if the 2 air conditioners could be connected to the front board, plumber seems to think that the dishwasher drain is not connected to an interseptor {grease trap} which would affect the installation of a Combi Oven, there appears to be confusion over whether the kitchen is classified as domestic or commercial, Paul Elshaug was to get back to Murray Aisbett on this matter. Neil also gave quotes on Gas and Elec ovens both domestic and commercial, Neil gave costings for Combi ovens, as there are many grey areas, it was agreed that a meeting is required with the SCS to explain these issues, members to be advised, Neil thought that there were grants available if the project goes ahead. Murray Aisbett spoke to Paul Elshaug regarding emails and that all emails from SCS be sent to the secretary and then CC'ed to members and or anyone that it concerns, Murray also suggested that our minutes be sent to all user groups. Still under discussion.
Notice of Motions to	Cleaning is not being done as required as per their contract and needs the Shire to have a serious look at this.
Next Meeting	10 th March 2020

SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA/MINUTES TEMPLATE

APPENDIX 2 MODEWARRE HALL AND RESERVE COMMITTEE OF MANAGEMENT MINUTES - 19 FEBRUARY 2020

Surfcoast	COMMITTEE: Minutes of the General Meeting of the Modewarre Hall & Reserve Committee of Management PRESENT: Jenny Hampshire, Brian & Sandra Tanner, Ken Hole APOLOGIES: Lesley Evans, Marie McPadden, Natalia Stephenson. Motion: That the apologies be accepted. Moved Jenny Hampshire. Seconded Ken Hole. Carried. VISITORS: Nicky Thompson (Bayside Relief Fund)
Adoption of Previous	Motion: That the minutes of the meeting held 20 th November, 2019 be accepted.
minutes	Moved: Jenny Hampshire.
	Seconded: Brian Tanner.
Financial Report	No report.
Business Arising from Previous minutes	 a) Security Cameras: Ken Hole received a quote of \$1,800 which is for 4 cameras, which would be located at: The entrance Side of the carpark North corner of the playground Over the gas bottles Further discussion is to be held and decided. b) Movie Night: Ken has spoken to Tim and Ben. Prices are being looked at for the hire of a good projector and screen. Perhaps hold the movie night in the first half of the New Year. Show 'My Friend, My Enemy' first, have an interval with light supper, tea, coffee, soft drinks and wine followed by the 'Stringybark' movie, which is a bit longer. Costs to be confirmed. c) Quote on the Stove: Quote on a stove changeover would be \$2,100, however an upgrade on the power would be necessary as what is there now is not sufficient. Agreed that it would be much better to have an electric stove which would alleviate the use of having gas bottles, which have been stolen 3 hires. d) Overnight Hire: As per Shire Report below with stipulations. (Rates: \$10 per person over 15-years. Bond: \$300 for the hall and \$500 for hall and overnight hire. Secretary to advise Meredith). Appropriate form will be required if staying overnight. (Ken to compile).
	e) Possible Bush Dance near Christmas: Ongoing.
	f) Movie Night: Perhaps at the Globe Theatre, Winchelsea. Ken to investigate.

Correspondence:	Surf Coast Shire: Response to storm damage at the hall.				
	 Surf Coast Shire: Lodging a Request Online. 				
	 Surf Coast Shire: Sporting Club Grants Open 				
	 Surf Coast Shire: List of repairs and maintenance to the Modewarre Hall and surrounds. 				
	0				
Visitor:	Nicky is very happy with the arrangements for the upcoming Bush Dance with the funds going to Wildlife Victoria.				
	Paddy's Wombat Bush Band will be playing. Cost \$20 per head; \$50 families. Food 6-7:pm; 7:30-8:30 dancing; 8:30-				
	9:00 dessert; 9:00-10:30 more dancing. There will also be raffles, a coin toss, best dressed competition and more.				
	Wurdale Fire Brigade will be organizing the spit. It will be BYO so an alcohol permit will be required.				
Shire Report	Security Cameras: It is important that prior to installation, Council approval is required. A proposal will need to be				
	submitted in writing, which should include:				
	(a) Map and description of the proposed site/area/precinct				
	(b) Response outlining compliance with relevant laws and standards (Section 5.5)				
	(c) Proposal be submitted in writing to Council's General Manager, Culture and Community.				
	All proposals for CCTV installation will be added to the agenda of a Council meeting to be considered by Council as part				
	of its deliberations on that item of business.				
	Council have a CCTV policy which includes requirements for CCTV installation proposals.				
	Quote for Stove: Further information is required on the replacement for the stove: why a replacement is required,				
	safety concerns, condition of current stove, etc. The Council can also enquire whether the stove is coming up in their				
	future program.				
	Overnight Hire:				
	 DELWP have supported a 12 month trial period as per the attachment. 				
	o For the 12 month trial period to commence, we require the Committee to note agreement to the conditions in				
	the Draft Approval letter in their minutes. A final approval letter will then be sent to the Committee noting the commencement date for that period.				
	 It is important to refrain from referring to the area as an "RV Overnight Area" especially in minutes. Using 				
	language around "sites", "RV", "camping" etc, insinuate the area is a camping ground and this triggers a				
	requirement to follow different regulations.				
	o When discussing overnight hire, please note that this is simply an option for hirers to compliment hall hire for a				
	function, not a stand-alone option for the purposes of accommodation.				
	 Overnight hire fees only can be charged by the Committee. 				

	2020/21 Fees and Charges:	
	 Committee fees and charges are included in Council's adopted budget each year. 	
	 Please confirm whether any changes need to be made to your existing fees and charges for FY 2020/21. 	
	 Please advise of any changes to be made by no later than 27th February, 2020. 	
	Bookings: These are going OK, and there is a wedding next year (2020). Children's parties are popular – weather	
	dependent.	
Notice of Motions to		
Council		
Next Meeting	The meeting closed at 9:03pm.	
	The next meeting is Wednesday 20th May, 2020 at 7:30 pm.	

APPENDIX 3 DEANS MARSH PUBLIC HALL & MEMORIAL PARK COMMITTEE OF MANAGEMENT MINUTES - 26 FEBRUARY 2020

Surfcoast	COMMITTEE:Mark, Tony, Tom, Deb and Fran PRESENT: APOLOGIES: VISITORS:	DATE: Wednesday 26 th Feb. TIME:6.30pm VENUE:Deans Marsh Hall
Adoption of previous minutes	Moved Tony Seconded Mark	
Conflict of Interest Declaration		
Business Arising from previous minutes	Tony reported that the inspection in relation to the damp, mould and water issues has been done through Council but a report has not been completed	
OHS		
Correspondence In	Signed MOU from the Cottage	
Correspondence Out	Email to Nicky Angus re approval for the realignment of the oval fence	
Treasurers Report	Opening balance: 24,197.84 Payments: 703.10 Receipts: 1,555.00 Closing balance: 25,049.74 Report moved Tony seconded Tom	
Booking Officer Report	Booking Officer:Tony presented booking report	
User Groups Report	Cottage: no report Cricket Club: team won 6 and lost 8. A great effort for the division	the club as this year they moved into a higher

Shire Report	
General Business Notice of Motions to	 Flag: Deb Campbell had kindly taken the Footy Premiership Flag to Geelong for quotes to have it framed. A decision was made not to frame it as the size would be a problem in hanging it somewhere. Instead, a quality photo will be taken and placed in a smaller frame to be hung in either Footy shed or Hall. Deb Jarvis to contact Deb with our thanks. The flag will be picked up and stored in safe until photo is taken. Fran to update Sandra Dempsey with results and ask what she would like us to do with the flag. It has been suggested that there may be a Football museum or something similar that it could go to. MOU with Dog Trial: Deb, Mark and Jill Stewert to meet later in year to discuss all aspects of the MOU and modifying if necessary. [particular reference to the use of power, electrical Safety and use of the tennis shed.] SPARK: Tony moved, Fran seconded the motion on the table [see notes] Tom moved, that the Hall contribute \$2000 toward the development of a joint SPARK / Hall website. Seconded Mark . Renee Wigly to be employed for 12 months to build and monitor. Hall aucustics: committee discussed at length the options. Best seems to be panels around stage area and on ceiling. Subcommittee formed: Tom, Tony, Deb from Hall, Liz and Gen from community. Deans Marsh Festival: committee have decided not to run a BBQ this year [maybe next year] Fran to talk to school and see if they wish to take it on. If not , maybe the CFA. Fran to notify Lisa for the Festival Committee. Christian Bus lines: As we have discovered that a second bus is being parked on the Reserve, Tony will contact the bus line to discuss, including updated price for the year of \$300 per bus [or higher] Oval fence upgrade: discussion on type of fence, picket versus black cyclone like Reserve boundry fence. More members liked the idea of the cyclone but agreed to go with whatever the Cricket Club decides on. Tom to discuss with Club. Resignation: by Fran.
Council Next Meeting	February, May, August, November

DEANS MARSH HALL & RESERVE COMMITTEE OF MANAGEMENT

Meeting, February 26 2020

PROPOSED MOTION re DEANS MARSH SPARK INC

- Deans Marsh Hall CoM congratulates SPARK Inc on the receipt of substantial State Government funding to enhance the cultural facilities and opportunities of the Deans Marsh Hall and Reserve.
- From the commencement of the SPARK Pilot Project, March 2, 2020, to the end of the SPARK Pilot Project, March 1, 2021

re FOOTY SHED

Deans Marsh Hall CoM

- grants SPARK Inc exclusive occupancy of the smaller of the two Footy Shed rooms as an administrative base for SPARK Inc.
- grants SPARK Inc primary occupancy of the larger of the two Footy Shed rooms as an Art Gallery providing that SPARK Inc collaborates with other historical users of the Footy Shed (Cricket Club, Dog Trials, Festival, Cottage) to ensure the historical uses by those organisations can continue to be accommodated. Deans Marsh Hall CoM reserves the right to resolve any 'conflict' of usage of this space that cannot be resolved between SPARK and another party.

re TENNIS CLUB ROOM

Deans Marsh Hall CoM

- grants SPARK Inc exclusive occupancy of the Tennis Club Room as an arts studio and workshop. Should a formal DM Tennis Club be reformed, SPARK will collaborate with that Tennis Club to accommodate the seasonal needs of that club. Deans Marsh Hall CoM reserves the right to resolve any 'conflict' of usage of this space that cannot be resolved between SPARK and the Tennis Club.

re SPINNING WHEEL SHED & NEW STORAGE

Deans Marsh Hall CoM

- grants SPARK Inc (in collaboration with DM Cricket Club) permission to organise the repurposing of the Spinning Wheel Shed to become a ceramics workshop with kiln and pottery wheel for the use, under SPARK supervision, of local artists and the community.
- supports SPARK Inc (in collaboration with DM Cricket Club) in obtaining, siting, and beautifying an appropriate shipping container as replacement and better-organised secure storage space for Reserve users.

re COMMUNITY HALL

Deans Marsh Hall CoM

- will collaborate with SPARK Inc in the acoustic and aesthetic improvements to the Community Hall space to encourage greater, and more satisfactory, performance and other opportunities in that space.
- confirms it has committed \$10,000 of its funds towards this collaboration
- confirms its support for the development of SPARK creative textile workshops in the main Hall space, subject to the ongoing needs of other Hall users. SPARK is to collaborate with the other Hall users regarding the multiple uses of the shared space. Deans Marsh Hall CoM reserves the right to resolve any 'conflict' of usage of this space that cannot be resolved between SPARK and another party.

GENERAL

 $All \ works \ proposed \ for \ this \ re-purposing \ of \ Hall \ and \ Reserve \ spaces \ that \ require \ Council \ approval \ must \ be \ approved \ in \ writing \ by \ appropriate \ officers \ of \ Surf \ Coast \ Shire \ Council.$

This resolution, as amended, will form the basis of an an agreed MOU between this committee and SPARK Inc.

MOTION	moved Tony Watts;	second
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APPENDIX 4 CONNEWARRE RESERVE AND HALL COMMITTEE OF MANAGEMENT MINUTES - 10 MARCH 2020

Surfcoast s H I R E	COMMITTEE: Connewarre Reserve & Hall COM PRESENT: A Reeve C Carroll M BjorkBillings E Fontaine G Elliot E Pritchett J Dans K Scanlon APOLOGIES F Burchell (via email) VISITORS:	Date 10/03/2020 TIME: 7pm VENUE: Connewarre Hall	
Adoption of previous minutes	Moved E Fontaine 2 nd J Danns Carried		
Conflict of Interest Declaration	Nil		
Business Arising from previous minutes	Nil		
Correspondence In	Origin Barwon Water All email notifications from the shire		
Correspondence Out	Nil		
Treasurers Report	Expenses- Barwon Water \$193.25 Tony Lawn \$600 Xmas Lollies \$32.33 E Fontaine (Flinstone exp) \$165.50 Total Exp \$991.08 Income – Hall Hire \$358 Inteest \$3.50 Total Income \$361.50 Working Account Balance \$14140.90 Term Deposit Account Balamce \$20452.44 Moved Colleen 2 nd M Bjork Billings Carried		
Booking Officer Report	We have had a lot of parties and inquiries. BHFNC womens AFL team continue to train 2 x weekly. District 7 CFA Championships will be held this coming Sun. The St Laurence Cheque for payment of invoice has once again been sent incorrectly to the shire. The shire are sending it back so it can be re issued to us as our invoice clearly states our details.		

User Groups Report	CFA- The Brigrade has had 30 turnouts over the past 2 months. We have had 4 new members join. There is inter
,	Brigrade Training at Barwon Heads Airport on Tues 10th. Region & Championships to be held 15/03/2020 with seniors
	and juniors running and hose laying competitions
	Landcare- A copy of AGM minutes given to COM for our records. With Shire approval Ernie and Alan to put a proposal
	forward for a small grant applictation to erect a gazebo down the back corner of the Reserve . On discussion the COM
	will commit up to \$2500 if grant is successful.
	Ernie moved Motion to Council Landcare apply on behalf of the COM under Small Grants Project for funding to erect a
	Gazebo with the COM co-contributing up to \$2500 2 nd J. Dans Carried
	Grovedale Primrary School to assist with next plantings, Ernie awaiting contact from Grovedale Sec School . Kathy to
	make contact with St Therese re involvement.Next planting at Karingal will be Frid 27 th March. Seats x 5 are right to go
	on areas around reserve. The storage in the change room has worked well with equipment we received from the last
	grant. The new path has been put out with Tony to touch up and put rock dust on to finalise it. Bunnings BBQ
	28/03/2020 Ramsar workshop in conjunction with Skipin will be held 18/04/2020
	Riding Club- A copy of AGM minutes given to COM for our records. Rallto be held on 22/03/2020 Execative remain same
	for Riding Club so no changes for contacts we may need.
Shire Report	No Report from Shire
Chine Report	We have a request to table documentation on new ways to contact shire. Done
	COM Request to the Shire in regards to a Stop Sign being erected at the Randles Rd entrance- Was looked at and was
	deemed not required and the trimming of some trees around the entrance would do the job (COM response in general
	Business)
	COM has had no response on other matters ie- 1.additional signage at Reserve Entry points re dogs on leash, no golf, no
	motorbikes etc2. Moving H Block fencing near childrens playground, to restrict vehicle access to Barwon Water Tank
	area and allowing the placement of picnic tables 3. Discussion of sealing parking area between hall and horse riding
	reserve
	155575
General Business	The COM is not happy with the conclusion that no stop sign be erected at Randles Rd If cutting of shrubbery and trees
	back does not help the dangerous exit from the reserve we will approach ou local Councilers to assist us with pursuing a
	stop sign.
	Jeff feels the council need to be less flippant with us in regards to feedback on Ernies requests re signage, bollards eand
	moved a motion Alan as Chairman to approach council re their lack of response to issues raised and if needed to further
	follow up with our local coucilers. 2 nd Michael Carried.
	Kathy raised our is our non ballonn policy outdoors being inforced to hirers as many balloons are still being left outside
	at the reserve.

	Colleen to purchase flowers,card and chocolate for a hard working member of our local community David Lister who is extremely unwell in the Alfred Hospital. Jeff acknowledged how well our COM works together and we have a lot to be proud of.
Notice of Motions to	
Council	
Next Meeting	Meeting Closed at 8.35
	Next Meeting 08/06/2020 at 7pm

SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA/MINUTES TEMPLATE

APPENDIX 5 EASTERN RESERVE COMMITTEE OF MANAGEMENT MINUTES - 16 MARCH 2020

Surfcoast S H I R E	COMMITTEE: Stephen Leigh, Caroline Shelboume, Campbell Brumby, Greg Leeson, . Cam McGregor, Martin Kavanagh, Denise Cooney PRESENT: Steven Leigh, Cam McGregor; Greg Leeson; Campbell Brumby; Caroline Shelboume APOLOGIES: Martin Kavanagh VISITORS:	DATE: 16/3/2020 TIME: 7.00pm VENUE: Eastern Reserve
Adoption of previous	Moved – Cam McGregor Seconded – Steven Leigh	
	j	
Conflict of Interest Declaration	None declared	
Business Arising from previous minutes	Steve Leigh to contact Denise withdrawal from committee to a (Carried Over) Create invoicing for Western R agreement (Carried Over) Con Met with engineering/surveying and discussed our RFP for ser and way forward. NO further word about Section	allow for new member/s ams as per their usage firmed 3 x visits. g contractors at 2 nd Oval vices. Awaiting reply
GENERAL BUSINESS:	Opened: 7.00pm Chaired: Steven Leigh	
	ERCOM MINUTES	
	Officebearerers Report: Steve Leigh noted that ERCOM meetin monthly.	ngs to remain bi-
	Bookings Manager Report (Tempora Bookings appear to be maintaining thei commitment of time. Majority of booking Bookings software working well.	ir strong growth. Large
	Discussion was made concerning approximative members to fill vacant place this. Ongoing.	

General Business Report:

Notice made that quarterly meetings have been organised moving forward with SurfCoast Shire Sport And Rec Department to assist in sharing info about current and upcoming projects. This months have been delayed due to Corona Virus awareness protocols.

Steve Leigh to contact SCS to confirm what the protocol is for Eastern Reserve in terms of Covid19 and the corresponding recomended documentation to be declared form users of the facility.

Booking contractor is on hold until confirmation of costs and existing customer schedule and SCS Usgae rates organised. Ongoing (as per below).

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.

Request made for this to be raised with newly appointed SCS representative Paul Elshaugh. Recommended that we invite Paul to next meeting.

Other items to discuss with Paul Elshaugh (SCS) are:

- Bookings Officer (and/or SCS Staffer due to frequency of SCS usage of facility – cost sharing opportunities;
- 24/7 Gymnasium update
- Discuss the moving of defibriallator form 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;
- Discussion with Paul (and/or Jason Eales) concerning the cypress tree management and maintenance program. Info regarding this has been requested from Growing Winchelsea.

Discussion was had concerning securing all passwords/logins and have these located in a secure safe within the main office. This is in progress.

Discussion was had concerning inviting Rob Cameron/Jeremy Morris back to next Ercom meeting to discuss:

- New methodology of grant applications thru Bendigo Bank
- Renew the sponsorship of Bendigo Bank Room.

All agreed to revisit signage agreement for Eastern Reserve and discuss this with user groups to ensure compliance. Greg Leeson to manage this.

Request made to user groups on audit of what signs are valid and are not.

Request usergroups to remove non-compliant signs. Damage caused to netball rooms by non-compliant signs to be retributed thru SCS.

	Tony Potter SCS – has made declaration that compressor repairs within beer infrastructure is ERCOM responsibility. Steve Leigh to look into this. Caroline Shelbourne to re-send Scheduel of Fees to SCS.
онѕ	Nil
Correspondence In	Nill
Correspondence Out	Nil
Treasurers Report	Nil
Booking Officer Report	• Nil
User Groups Report	None submitted
Shire Report	Nil
Next Meeting	Meeting closed @ 9.30pm
	Next Meeting: Monday April 20 th – 7.00 PM

SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA

APPENDIX 6 ANDERSON ROADKNIGHT RESERVE COMMITTEE OF MANAGEMENT MINUTES – 20 APRIL 2020

Surfcoast SHIRE	MINUTES Note: Meeting held via Zoom COMMITTEE NAME: Anderson Roadknight Reserve Committee of Management COMMITTEE MEMBERS: Keith Bremner, Gail Timmers, Barry Whelan, Libby Stapleton, Karen Jacques, John McInerney, Phil Rounsevell, Edie Barton, Anne Whelan ATTENDANCE: Keith Bremner, Gail Timmers, Barry Whelan, Libby Stapleton, Karen Jacques, John McInerney, Phil Rounsevell, Edie Barton, Anne Whelan VISITORS: Paul Elshaug	DATE: 20 April 2020 TIME: 5:30 pm VENUE: Online via Zoom
Introduction	Gail welcomed attendees to the online meeting and explained how the meeting	would run
Adoption of previous minutes	- 1	
Conflict of Interest Declaration	Nil	
Business Arising from previous minutes	Masterplan Works and additional landscaping options Paul Elshaug advised that further landscaping works had been completed includi Extending the garden bed past the corner of the tennis courts Installing a pebbled garden bed along the retaining wall parallel to the t Extending the retaining wall to the east on the school side of the steps Top dressing the lawn area Further works include bench seats north of the hall, installation of a new drink for planting of the north garden bed. There was a question regarding replacement of the particular hall and a second content to the hall of the planting of the north garden bed. There was a question regarding replacement of the particular hall and	ennis courts ountain (subject to delivery) and of the bollards. Paul had thought
	that the missing bollards were orange plastic, but the missing bollards are timbe resilience Team is looking at replanting of the north west and south east garden Paul left the meeting at 5:50 pm.	•

	Surf Coast Arts Inc. project – front of hall A written report was circulated with agenda. Each committee member was invited to comment on the proposal which was selected by Surf Coast Arts as their choice for the hall. The work of SCA is appreciated and the Committee would like to thank them for their support and continue to work with them to bring this project to fruition. While some committee members quite liked the recommended proposal, some members felt that there were too few proposals to select from and that they did not adequately meet the committee's requirements.
	It was agreed that there was not sufficient support to proceed with the recommended proposal and the project should be reviewed.
	Proposal: That a working group be appointed comprised of Gail Timmers, Phil Rounsevell, Edie Barton and Keith Bremner. The working group is to:
	Report back to Surf Coast Arts Inc.
	Liaise with the Surf Coast Shire Arts Development Officer
	Revise the budget and look at funding sources
	 Develop a project brief and a process for seeking and evaluating proposals to be considered by the full committee
	Moved: John McInerney
	Seconded: Phil Rounsevell Carried
онѕ	Nil
Correspondence In	11 February: Email from Paul providing updates following meeting on 10 February
•	14 February: Email from Paul advising bollards were delivered November/December
	17 February: Email from Surf Coast Shire advising external power point (mobile library) has been replaced
	20 February: Email from Libby Stapleton advising missing bins and that AITTA will apply for Circular Seats
	18 March: Email from Paul Elshaug advising hall to be closed due to Corona Virus
	23 March: Email from Paul Elshaug update on Corona Virus
	26 March: Email from Paul Elshaug advising closure of tennis courts

	26 March: Email from Paul Elshaug advising additional landscape items have been approved
	30 March: Email from Paul Elshaug advising no access to hall at all
	3 April: Email from Paul Elshaug advising fuel reduction works to be carried out north of hall
	6 April: Email from Paul Elshaug advising further works will be carried out to downpipe
	6 April: Email from Meredith Kelly advising follow up on tennis club locks
	14 April: Email from Catarina Otter (Surf Coast Shire) providing CRM Report and update on works at the hall
Correspondence Out	12 February: Email to Surf Coast Shire re external power point
	2 April: Email to Meredith Kelly advising Tennis Club locks not changed
	5 April: Email to Committee re proposed Zoom Meeting
Treasurers Report	Reports were circulated by email. John McInerney spoke to the report and confirmed that the finances were
	healthy and noted that \$3,000 had been received from the Bendigo Bank as its contribution to the heating and cooling.
	Treasurers report be accepted:
	Moved: Barry Whelan
	Seconded: Anne Whelan Carried
Booking Officer Report	Anne Whelan: - The hall was closed on Wednesday 18 March on instruction from the Surf Coast Shire. Perishable items were removed from the refrigerator. The Shire's cleaner has carried out disinfection of door handles, taps, and hard surfaces. No access to hall at all from 30 March. Two prospective users have expressed interest in the
	hall, an exercise class and karate classes. These are both on hold for the time being.
User Groups Report	Aireys Inlet P.S.: Nil
	AIDTC: Nil
	Red Cross: Nil
	Aireys Inlet Market: Written report circulated with agenda
	Playgroup: Nil

	Soft Tennis: Nil	
	Uniting Church: Nil	
	Exercise Class: Nil	
	Reports moved for acceptance.	
	Moved: Keith Bremner Seconded: John McInerney Carried	
Shire Report	Refer to Business Arising	
General Business	Noted that the hall is closed due to COVID-19 Barry Whelan advised that the Surf Coast Shire has been carrying out vegetation management works north of hall. The works are to modify the vegetation type to remove the shrub layer to reduce the fire hazard to the hall and the school. Also the Shire will be carrying out improvements to the hall roof sprinkler system and pruning trees overhanging the rear of the hall	
Next Meeting	Monday 22 June 2020	
Meeting Dates 2020	Monday 10 February 2020	
Meetings to be held at 5:30 pm	Monday 20 April 2020	
	Monday 22 June 2020	
	Monday 7 September 2020	
	Monday 9 November 2020	

9.3 Assemblies of Councillors

Author's Title:Governance OfficerGeneral Manager:Anne HowardDepartment:Governance & RiskFile No:F18/221-2Division:Governance & InfrastructureTrim No:IC20/692

Appendix:

- Assemblies of Councillors COVID-19 Councillor Briefings 26 May 2020 (D20/88878)
- 2. Assemblies of Councillors Councillor Briefings 26 May 2020 (D20/88859)
- 3. Assemblies of Councillors COVID-19 Councillor Briefings 2 June 2020 (D20/92973)
- Assemblies of Councillors Councillor Briefings 2 June 2020 (D20/92976)
- 5. Assemblies of Councillors Budget Briefing #7 3 June 2020 (D20/95906)
- Assemblies of Councillors Councillor Briefings (LGA 2020 Implementation June) 9 June 2020 (D20/99722)
- 7. Assemblies of Councillors COVID-19 Councillor Briefings 9 June 2020 (D20/98036)
- 8. Assemblies of Councillors COVID-19 Councillor Briefings 16 June 2020 (D20/105121)
- 9. Assemblies of Councillors Councillor Briefings 16 June 2020 (D20/105122)

		'	/
Officer Direct or Indirect Conflict of Interest:		Status:	
n accordance with Local Government Act 1989 – Section 80C:		Defined as confidential information in accordance with Local Government Act 2020, Section 3(1):	
Yes Reason: Nil	⊠ No	Yes Reason: Nil	⊠ No

Purpose

The purpose of this report is to receive and note the Assembly of Councillors records received since the previous Council Meeting.

Summarv

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 Briefings 26 May 2020
- 2. Councillor Briefings 26 May 2020
- 3. COVID-19 Councillor Briefings 2 June 2020
- 4. Councillor Briefings 2 June 2020
- 5. Budget Briefings #7 3 June 2020
- 6. Councillor Briefings (LGA 2020 Implementation June) 9 June 2020
- 7. COVID-19 Councillor Briefings 9 June 2020
- 8. COVID-19 Councillor Briefings 16 June 2020
- 9. Councillor Briefings 16 June 2020

Council Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr Martin Duke

That Council receives and notes the Assembly of Councillors records for the following meetings:

- 1. COVID-19 Councillor Briefings 26 May 2020
- 2. Councillor Briefings 26 May 2020
- 3. COVID-19 Councillor Briefings 2 June 2020
- 4. Councillor Briefings 2 June 2020
- 5. Budget Briefings #7 3 June 2020
- 6. Councillor Briefings (LGA 2020 Implementation June) 9 June 2020
- 7. COVID-19 Councillor Briefings 9 June 2020
- 8. COVID-19 Councillor Briefings 16 June 2020
- 9. Councillor Briefings 16 June 2020

9.3 Assemblies of Councillors

APPENDIX 1 ASSEMBLIES OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFINGS - 26 MAY 2020

9.3 **Assemblies of Councillors**



Assembly of Councillors Record

Description of Meeting: COVID-19 Councillor Briefing Responsible Officer: Keith Baillie - Chief Executive Officer Date: 26 May 2020 In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	√	Chief Executive Officer - Keith Baillie	✓
Cr. Clive Goldsworthy	√	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. David Bell	√	General Manager Environment & Development - Ransce Salan	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Zoe Eastick (minutes)	✓
Cr. Brian McKiterick	√	Manager Community Relations - Damian Waight	✓
Cr. Tony Revell	√	Coordinator Environmental Health - Adam Lee	✓
Cr. Margot Smith	√	Manager Economic Development - Matt Taylor	✓
Cr. Heather Wellington	✓		

MEETING COMMENCED 1:30pm MEETING CONCLUDED 2:20pm		
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Ma	Matters considered at the meeting	
1.	Emergency Management and CEO update	
2.	Mayor's update	
3.	Councillor questions and issues	
4	Other topics	

Councillor/Officer Decla	arations of Interest	
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Sig	nature: Vein Bai	Print Name: Keith Baillie
Date : 26 May 2020		
To be completed on conclusion	of session and provided to Cov	ernance 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 Councilions 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 years after the date of the assembly, and made available for public inspection at the CEO must ensure that at an assembly of Councilions, a written record is kept of the names of all Councilions and members of Council staff attending the meeting, the matter considerated at the meeting, and any conflict of interest disclosures made by a Councilior attending [s.804(1)].

• A Councilior must disclose the conflict of interest either immediately before the matter is considered, or where the Councilior realises he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councilior becomes aware he or she has a conflict of interest [s.804(4)].

• A Councilior attending an assembly of Counciliors must disclose a conflict of interest always 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.804(3)].

APPENDIX 2 ASSEMBLIES OF COUNCILLORS - COUNCILLOR BRIEFINGS - 26 MAY 2020



Description of Meeting: Councillor Briefings

Responsible Officer: Anne Howard – GM Governance and Infrastructure

Date: 26 May 2020

In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	√	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	√	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. Martin Duke	√	General Manager Environment & Development - Ransce Salan	✓
Cr. Clive Goldsworthy	√	Acting General Manager Culture & Community – Damian Waight	√
Cr. James McIntyre	√	Governance Officer – Zoe Eastick (minutes)	✓
Cr. Brian McKiterick	√	Manager Economic Development – Matt Taylor	✓
Cr. Tony Revell	√		
Cr. Margot Smith	√		
Cr. Heather Wellington	√		

MEETING COMMENCED	2:20pm	MEETING CONCLUDED	3:20pm		
Matters considered at the	meeting				
1. Confirmation of minutes					
2. Monthly Finance Report	Monthly Finance Report – April 2020				
Project Budget Adjustme	Project Budget Adjustments and Cash Reserve Transfers				
4. Digital Transformation P	4. Digital Transformation Program Update				
5. Quarterly Update – Road Management					
6. Contracts Awarded under Pre-Authorisation					
7. Monthly Program Status	7. Monthly Program Status Report Update – April 2020				
8. Quarterly Update - Custo	8. Quarterly Update - Customer Requests & Complaints - January to March 2020				
Agenda review					
10. 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					
Responsible Officer Signature.					
Date : 26 May 2020					
To be completed on conclusion of	session and provided to Gov	vernance 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 Counciliors 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 (\$80A(2)].

The CEO must ensure that at an assembly of Councilliors, 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 Councilior attending [8,80A(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 [8,80A(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 [8,80A(3)].

APPENDIX 3 ASSEMBLIES OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFINGS - 2 JUNE 2020



Description of Meeting: COVID-19 Councillor Briefing Responsible Officer: Keith Baillie - Chief Executive Officer Date: 2 June 2020 In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	√	Chief Executive Officer - Keith Baillie	✓
Cr. Clive Goldsworthy	√	General Manager Governance & Infrastructure - Anne Howard	√
Cr. David Bell	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Martin Duke	√	General Manager Culture & Community - Chris Pike	√
Cr. James McIntyre	X	Governance Officer – Jocelyn Christensen (minutes)	✓
Cr. Brian McKiterick	✓	Manager Community Support Team - Damian Waight	√
Cr. Tony Revell	✓	Manager Economic Development - Matt Taylor	✓
Cr. Margot Smith	✓		
Cr. Heather Wellington	✓		

MEETING COMMENCED	12:33pm	MEETING CONCLUDED	1:02pm
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Ma	atters considered at the meeting
1.	Emergency Management and CEO update
2.	Mayor update
3.	Councillor questions and issues
4.	Economic Development Presentation

Councillor/Officer Declarations of Interest					
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed			
Nil					
Responsible Officer Signature: Print Name: Keith Baillie					
Date : 2 June 2020					
To be completed on conclusion	of session and provided to Gove	ernance 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 Council or 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 settler consideration of the matter has begun, as soon as the Councillor becomes a wave he or she has a conflict of interest [s.80A(4)].

A Councillor matter disclose the considered and decided by Council, he or she would have to disclose a conflict of interest under the Act [s.80A(3)].

APPENDIX 4 ASSEMBLIES OF COUNCILLORS - COUNCILLOR BRIEFINGS - 2 JUNE 2020



Description of Meeting: Councillor Briefings

Responsible Officer: Anne Howard – GM Governance and Infrastructure

Date: 2 June 2020

In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers		Externals	
Cr. Rose Hodge,	V	Chief Executive Officer –	1	Kate Maddock - Managing Director, Otium	~
Mayor		Keith Baillie		Planning Group	
Cr. David Bell	✓	General Manager Governance &	✓	Bruce Mackay – Associate, Otium Planning	~
		Infrastructure - Anne Howard		Group	
Cr. Martin Duke	✓	General Manager Environment &	✓	Brett Diprose - Senior Associate, Warren and	✓
		Development - Ransce Salan		Mahoney Architects Australia Pty Ltd	
Cr. Clive	✓	General Manager Culture &	V	Belinda Bennett - Executive Officer, Barwon	√
Goldsworthy		Community - Chris Pike		South West Waste & Resource Recovery Group	
Cr. James	Х	Governance Officer –	1	-	
McIntyre		Jocelyn Christensen (minutes)			
Cr. Brian	1	Coordinator Recreation Planning	1		
McKiterick		Paul Elshaug			
Cr. Tony Revell	✓	Engineering Services Manager –	✓		T
-		Ian Stewart			
Cr. Margot Smith	1	Manager Environment and	1		T
		Community Safety –			
		Rowan Mackenzie			
Cr. Heather	✓	Emergency Management (Fire)	V		
Wellington		Coordinator - Peter Ashton			
		Manager Planning and	1		
		Development - Bill Cathcart			
		Principal Statutory Planner –	✓		
		Ben Schmied			
		Climate and Sustainability Officer -	✓		
		Sean Keown			
		Coordinator Environmental	✓		
		Sustainability - Lauren Watt			
		Project Manager - Capital and	V		
		Operational Projects –			
		Lisa Robinson			
		Manager Recreation and Open	V		Г
		Space Planning - Shaan Briggs			
		Manager Community Relations -	✓		
		Damian Waight			
		Arts Development Officer –	V		
		Harriet Gaffney			
		Manager Economic Development -	✓		
		Matt Taylor			
		Coordinator Statutory Planning –	1		
		David Simon			



MEETING COMMENCED	1:07pm	MEETING RECESSED	2:31pm
MEETING COMMENCED	2:47pm	MEETING RECESSED	4:07pm
MEETING COMMENCED	4:12pm	MEETING CONCLUDED	4:20pm

MEETING COMMENCED	1:07pm	MEETING RECESSED	2:31pm
MEETING COMMENCED	2:47pm	MEETING RECESSED	4:07pm
MEETING COMMENCED	4:12pm	MEETING CONCLUDED	4:20pm

Matters considered at the meeting

- External Presentation Torquay Aquatic & Health Centre Feasibility Study Update
- External Presentation Barwon South West Waste & Resource Recovery Group update
- Confirmation of minutes 3.
- Conflict of Interest
- 5. Emergency Management Bushfire Planning Update
- Corporate Environmental Sustainability Targets
- Planning Permit Application 18/0508 Pt Grey Redevelopment
- Torquay Aquatic & Health Centre Feasibility Study
- Cultural Facility and Library Location and Scope Report and Future of the Surf Coast Sport and Recreation
- 10. Federal Government Bridge Renewal Program (Round 5) Pollocksford Road
- 11. Quarterly Report Community Project Development June 2020
- Other Business

Nii Que Losaf	Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Que Losaf	Nil		
Responsible Officer Signature: Print Name: Anne Howard	Responsible Officer Sig	nature:	Print Name: Anne Howard

General Information:

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(a) the subject of a decision of the Council, or

(b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee—but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a dub, 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, 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 has eaven by 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)].

APPENDIX 5 ASSEMBLIES OF COUNCILLORS - BUDGET BRIEFING #7 - 3 JUNE 2020



Description of Meeting: Budget Briefing #7 Responsible Officer: Anne Howard Date: 3 June 2020 In Attendance (via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	V	Chief Executive Officer – Keith Baillie	·
Cr. Clive Goldsworthy	✓	General Manager Governance & Infrastructure – Anne Howard	·
Cr. David Bell	V	General Manager Environment & Development - Ransce Salan	·
Cr. Martin Duke	V	General Manager Culture & Community - Chris Pike	·
Cr. James McIntyre	Х	Governance Officer – Zoe Eastick	· ·
Cr. Brian McKiterick	✓	Manager Finance – John Brockway	·
Cr. Tony Revell	~	Coordinator Management Accounting – Gabby Spiller	✓
Cr. Margot Smith	√	Accountant – Tim Dickson	✓
Cr. Heather Wellington	~		

MEETING COMMENCED	9:01am	MEETING CONCLUDED	10:28am
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Matters considered at the meeting 1. Draft Budget 2020-21

Councillor/Officer Declarations of Interest					
Councillor/Officer	Councillor/Officer Left Meeting (Y/N) Type & Details of Interest(s) Disclosed				
Nil					
Responsible Officer Signature: Print Name: Anne Howard					
Date: 3 June 2020					
To be completed on conclusion of session and provided to Governance Administration Officer					

General Information:

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(a) the subject of a decision of the Council, or

(b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee—but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a dub, 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 a variable for public inspection at the Council offices for 12 months after the date of the assembly yellow.

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 conflicted, 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)].

APPENDIX 6 ASSEMBLIES OF COUNCILLORS - COUNCILLOR BRIEFINGS (LGA 2020 IMPLEMENTATION JUNE) - 9 JUNE 2020



Description of Meeting: Local Government Act 2020 Implementation - June Responsible Officer: Anne Howard Date: 9 June 2020 In Attendance (via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	√
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	X	Manager Governance and Risk - Wendy Hope	✓
Cr. Brian McKiterick	X	Governance Officer - Jocelyn Christensen (minutes)	✓
Cr. Tony Revell	✓		
Cr. Margot Smith	✓		
Cr. Heather Wellington	✓		

MEETING COMMENCED	1:04pm	MEETING CONCLUDED	1:22pm
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Ma	Matters considered at the meeting			
1.	Local Government Act 2020 – Implementation (June Update)			
2.	Governance Rules			
3.	Local Laws No. 2 of 2020			
4	Public Transparency policy			

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: 9 June 2020					
To be completed on conclusion of session and provided to Governance Administration Officer					

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(a) the subject of a decision of the Council; or

(b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee—but does not include a meeting of the Council, a

(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 [880A(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 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 [s.80A(4)].

A Councillor attending an assembly of Councillor sounts disclose a conflict of interest 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)].

APPENDIX 7 ASSEMBLIES OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFINGS - 9 JUNE 2020



Description of Meeting: COVID-19 Councillor Briefing Responsible Officer: Keith Baillie - Chief Executive Officer Date: 9 June 2020 In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	√
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	√
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	√
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	√
Cr. James McIntyre	X	Manager Governance and Risk - Wendy Hope	✓
Cr. Brian McKiterick	X	Governance Officer - Jocelyn Christensen (minutes)	√
Cr. Tony Revell	✓		
Cr. Margot Smith	✓		
Cr. Heather Wellington	✓		

MEETING COMMENCED	1:23pm	MEETING CONCLUDED	1:30pm
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Ma	Matters considered at the meeting			
1.	Emergency Management and CEO update			
2.	2. Mayor update			
3.	Councillor questions and issues			

Councillor/Officer Declarations of Interest						
Councillor/Officer	Councillor/Officer Left Meeting (Y/N) Type & Details of Interest(s) Disclosed					
Nil						
Responsible Officer Signature: Print Name: Keith Baillie						
Date: 9 June 2020						
To be completed on conclusion of session and provided to Governance Administration Officer.						

General Information:

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(b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee—but does not include a meeting of the Council, as special committee of the Council, an audit committee established under section 139, a dub, association, peak body, political party or other organisation;

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The CEO must ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending the meeting, the matters considered at the meeting, and any conflict of interest disclosures made by a Councillor attending [s.80A(1)].

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 steffor consideration of the matter has beequin, 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 example as 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)].

APPENDIX 8 ASSEMBLIES OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFINGS - 16 JUNE 2020



Description of Meeting: COVID-19 Councillor Briefing Responsible Officer: Keith Baillie - Chief Executive Officer Date: 16 June 2020 In Attendance (via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	√	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	√	General Manager Governance & Infrastructure - Anne Howard	✓
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 McKiterick	√	Manager Economic Development - Matt Taylor	✓
Cr. Tony Revell	✓	Economic Recovery & Relief Officer: COVID-19 - Gretchen Gibson	✓
Cr. Margot Smith	√	Manager Community Relations - Damian Waight	✓
Cr. Heather Wellington	X		

MEETING COMMENCED	12:31pm	MEETING CONCLUDED	1:02pm		
Matters considered at the meeting					
1. Mayor update					
Councillor questions and issues					
3. Business and community support initiatives					
4. Service changes 22 June 2020					

Councillor/Officer Declarations of Interest					
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed			
Nil					
Responsible Officer Signature: Print Name: Keith Baillie					
Date: 16/06/2020					
To be completed on conclusion of session and provided to Governance Administration Officer.					

School based immunization resumption Working for Victoria application

General Information:

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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 disclosures made by a Councillor of 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)].

APPENDIX 9 ASSEMBLIES OF COUNCILLORS - COUNCILLOR BRIEFINGS - 16 JUNE 2020



Description of Meeting: Councillor Briefings

Responsible Officer: Anne Howard – General Manager Governance and Infrastructure

Date: 16 June 2020

In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers		Externals	
Cr. Rose Hodge, Mayor Chief Execut		Chief Executive Officer - Keith Baillie	cutive Officer - Keith Baillie		1
Cr. David Bell	~	General Manager Governance & Infrastructure - Anne Howard	\		
Cr. Martin Duke	√	General Manager Environment & Development - Ransce Salan	1		
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike			
Cr. James McIntyre	√	Governance Officer – Zoe Eastick (minutes)			
Cr. Brian McKiterick	√	Manager Community Strengthening - Jill Moodie			
Cr. Tony Revell	✓ Coordinator Community Health and Development - Alicia Hooper		√		
Cr. Margot Smith		Manager Governance and Risk - Wendy Hope	✓		
Cr. Heather Wellington	X	Coordinator Governance - Julie Anderson	✓		
		Manager Planning and Development - Bill Cathcart	✓		
		Senior Statutory Planner - Nick Helliwell	✓		
		Manager Community Relations - Damian Waight	√		
		Coordinator Statutory Planning - David Simon	✓		

MEETING COMMENCED	1:03pm	MEETING CONCLUDED	3:02pm
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Matters considered at the meeting

- 1. Deans Marsh and District Community Action Plan
- 2. Confirmation of minutes
- 3. Governance Rules, Local Law No. 2 and Transparency Policy
- Planning Permit Application 19/0409 Buildings and works for the construction of a bridge and use as a road for the management of livestock – 115 Bimbadeen Drive, Fairhaven
- 5. Preparation for Treaty
- 6. Community Development Policy, Framework and Action Plan
- 7. Agenda Review Special Council Meeting 16 June 2020
- 8. Loveridge Lookout, Harvey Street, Anglesea Recommendation of Heritage Victoria for inclusion on the Victorian Heritage Register.
- 9. 2019-20 Business Improvement Performance Update
- 10. Environment & Development Monthly Report May 2020
- 11. Application Assessment for Arts Development Seed Fund
- 12. Other Business

Councillor/Officer Declarations of Interest				
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed		
Nil				



Responsible Officer Signature:

Que Low

Print Name: Anne Howard

Date: 16/06/2020

To be completed on conclusion of session and provided to Governance Administration Officer.

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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 of interest will be a conflict of interest under the Act [s.80A(3)].

10. NOTICE OF MOTIONS

Nil

11. CLOSED SECTION

Council Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr Tony Revell

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 8:00pm 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 Telstra Monopole Lease The Quay Reserve, Torquay** confidential in accordance with sections 3(1)(e) and 3(1)(f), pertaining to legal privileged information, being information to which legal professional privilege or client legal privilege applies; AND personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.
- **11.2** Budget Information for Councillors confidential in accordance with section 3(1)(a), pertaining to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.
- 11.3 Chief Executive Officer Employment Matters confidential in accordance with section 3(1)(f), pertaining to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.
- **11.4** Audit and Risk Committee Meeting Minutes confidential in accordance with section 3(1)(f), pertaining to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.
- 11.5 Confidential 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

11.3 Chief Executive Officer Employment Matters

Council Resolution

MOVED Cr David Bell, Seconded Cr Martin Duke

That Council:

- 1. Receives and accepts the resignation of Mr Keith Baillie from the position of Chief Executive Officer of Surf Coast Shire Council effective from close of business 31 July 2020 as attached at Appendix 1.
- 2. Notes, in accordance with Section 94 of the Local Government Act 1989, it:
 - 2.1. must make a permanent appointment to the position of Chief Executive Officer as soon as is reasonably practicable after a vacancy in the position occurs.
 - 2.2. may only appoint a person to be its Chief Executive Officer after it has invited applications for the position in a notice in a newspaper circulating generally throughout Victoria and has considered all applications received by it that comply with the conditions specified in the notice.
- 3. Appoints Anne Howard to act as the Chief Executive Officer of Surf Coast Shire Council from 1 August 2020 until either:
 - 3.1. the commencement of a Chief Executive Officer appointed by Council in accordance with Section 94 (3) of the *Local Government Act 1989*; or
 - 3.2. 31 July 2021, whichever is sooner.
- 4. Remunerates the Acting Chief Executive Officer in accordance with HR-29 Higher Duties Policy.
- 5. Deems that upon the appointee's acceptance of the role of Acting Chief Executive Officer this report, excluding Appendix 1, and resolution no longer be confidential.

CARRIED 8:1

Close: There being no further items of business the meeting closed at 8.32pm